

HARYANA GOVERNMENT
COOPERATION DEPARTMENT
INDEX

Sr.No.	Date of Notification	Brief contents of notification	Page No.
1.	14 th March, 1980	Haryana Co-operation Department Group C (Executive) Rules, 1980 (English version)	2-13
2.	11 th June, 1987	Haryana Co-operation Department Group C (Executive) First Amendment Rules, 1987 (English version)	14-15
3.	11 th June, 1987	Haryana Co-operation Department Group C (Executive) First Amendment Rules, 1987 (Hindi version)	16-17
4.	13 th January, 2014	Haryana Co-operation Department Group C (Executive) Amendment Rules, 2014 (English version)	18-24
5.	13 th January, 2014	Haryana Co-operation Department Group C (Executive) Amendment Rules, 2014 (Hindi version)	25-31

PART III
HARYANA GOVERNMENT
CO-OPERATION DEPARTMENT

Notification
The 14th March, 1980.

No. G.S.R. 33 Const./Art. 309/80.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment, and conditions of service of persons appointed, to the Haryana Co-operation Department Group C (Executive), namely:—

PART I—GENERAL

1. These rules may be called the Haryana Co-operation Department Group C (Executive) Rules, 1980.

2. In these rules, unless the context otherwise requires,— Definitions.

- (a) 'Board' means the Haryana Subordinate Services Selection Board;
- (b) 'Commission' means the Haryana Public Service Commission;
- (c) 'direct recruitment' means an appointment made otherwise than by promotion from within the cadre of the same service or by transfer of an official already in the service of the Government of India or any State Government;
- (d) 'Government' means the Haryana Government in the Administrative Department;
- (e) recognised university means—
- (i) any university incorporated by law in India; or
 - (ii) in the case of a degree, diploma or certificate, obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university, which is declared by Government to be a recognised university for the purpose of these rules.
- (f) 'Registrar' means the Registrar, Cooperative Societies, Haryana;
- (g) 'Service' means the Haryana Cooperation Department Group C (Executive) Service.

PART II—RECRUITMENT TO SERVICE

3. The Service shall comprise the posts shown in appendix A to these rules: A Number and Character of Post.

Provided that nothing in these rules shall affect the inherent right of Government to make additions to, or reductions in the number of such posts or to create new posts with different designations and scale of pay, either permanently or temporarily.

Nationality, domicile and character of candidates appointed to service.

4. (1) No person shall be appointed to any post in the Service unless he is—

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India;

Provided that a person belonging to categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the university, college, school, or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

Age.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than seventeen years or more than thirty years of age, on or before the last day of submission of application to the Commission or Board:

Provided that the Government may, in special circumstances to be recorded in writing, relax the upper age limit:

Provided further that in the case of Sub-Inspector Co-operative Societies working in Haryana, who are Graduates and who wish to apply for the post of Inspectors Co-operative Societies against the quota of direct recruits, the upper age limit is relaxable upto 35 years.

Appointing authority.

6. Appointments to the posts in the Service shall be made. -

- (i) in the case of Lecturers, Inspectors, Inspector Statistician, and Statistical Assistants, by the Registrar;

- (ii) in the case of Sub-Inspectors in the office of Registrar Co-operative Societies Haryana, by the Additional Registrar (Headquarters), Co-operative Societies, Haryana;
- (iii) in the case of Sub-Inspectors not included in clause (ii) above, by the Deputy Registrar, Co-operative Societies, concerned.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in columns 4 of the aforesaid Appendix in the case of recruitment by promotion. Qualifications.

8. No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living; or Disqualifications.
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing, exempt any person from the operation of this rule.

9. Recruitment to the Service shall be made as under:—

- (i) 66-2/3 per cent by promotion;
- (ii) 33-1/3 per cent by direct recruitment or by transfer or deputation of an officer/official already in the service of any State Government or the Government of India: Method of recruitment.

Provided that the appointment to the post of Sub-Inspectors shall be made by direct recruitment.

10. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise: Probation.

Provided that—

- (a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) any period of work in equivalent or higher rank, prior to appointment to the Service may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (c) any period of officiating appointments shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period

of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory it may:—

- (a) if such person is appointed by direct recruitment, dispense with his services; and
- (b) if such person is appointed otherwise than by direct recruitment:—
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,—

(a) if his work or conduct has, in its opinion, been satisfactory,—

- (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
- (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
- (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) if his work or conduct has, in its opinion, been not satisfactory,—

- (i) dispense with his services, if appointed by direct recruitment, and if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Seniority. 11. Seniority, *inter se* of members of the Service shall be determined by the length of continuous service on any post in the Service:

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed in fixing the seniority:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:—

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfers;
- (c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by their length of service in the appointments, and if the length of such service is also the same, the older member shall be senior to the younger member.

12. (1) All candidates for the posts of Lecturers, Inspector Statistical, Inspectors and Sub-Inspectors shall undergo such training and shall pass such examination as the Registrar may prescribe: Departmental Examination and training.

Provided that the Registrar may, for special reasons to be recorded in writing exempt any candidates from passing the examination.

(2) No candidate shall be confirmed until he has passed the required examination and completed the required training.

13. (1) A member of the Service shall be liable to serve under the State Government at any place whether within or outside the State of Haryana, on being ordered to do so by the appointing authority. Liability to service.

(2) A member of the Service may also be deputed for service under—

- (i) a company, association or body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority within the State of Haryana;
- or
- (ii) the Central Government or a company, association or body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Central Government; or
- (iii) another State Government, an international organisation, an autonomous body not controlled by the Government or a private body;

19 | 6

Provided that no member of the Service shall be deputed to the Central or any other State Government or any organisation or body referred to in clause (ii) and (iii) except with his consent.

14. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 10 of the aforesaid rules and the appellate authority shall also be as specified in Appendix D to these rules.

16. Every member of the Service shall get himself vaccinated and re-vaccinated if and when the Government so directs by a special or general order.

17. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

18. Where the Government is of the opinion that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

19. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

20. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and other backward classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the Constitution.

21. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules, is hereby repealed:

Provided that any order made or action taken under the rule so repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

leave, pension and other matters

discipline, penalties and appeals

Vaccination.

Oath of allegiance.

Power of relaxation.

Special provisions.

Reservations.

Repeal and savings.

APPENDIX A

(See rule 3)

Serial No.	Designation of post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Lecturers	3	2	5	Rs 250—10—280/15—430/20—450
2	Statistical Assistants	11	7	18	Rs 225—15—360/20—500
3	Inspector (Statistical)	..	1	1	Rs 225—15—360/20—500
4	Inspectors	132	71	203	Rs 160—10—280/15—400 (Time Scale) Rs 350—20—450 (Selection Grade)
5	Sub-Inspectors	458	177	635	Rs 110—4—130/5—160/5—200

APPENDIX 'B'

(See rule 7)

Serial No.	Designation of post	Academic qualifications and experience, if any, for direct recruitments	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1	Lecturers	<p>Second division Graduates in commerce or Economics with knowledge of Hindi up to Matric Standard. Preference will be given to M. Com. for commercial subjects, i.e. Book Keeping, Banking and Auditing, while Law Graduates will be given preference for teaching Co-op. Law and other Laws. Higher Diploma in Co-operation will be considered as an additional qualifications.</p>	<p>Inspectors who have undergone the prescribed training and have passed the examination as provided for in rule 12 of these rules and with atleast 3 years of experience as Inspector.</p>
	Statistical Assistant	<p>(i) M.A. with Statistics/Mathematics/Economics or Commerce ; or</p> <p>(ii) Graduate with Mathematics (A&B Course) or Economics with 3 years experience in the collection, scrutiny or interpretation of statistical data in Government offices or in a business concern of repute ; or</p>	<p>Graduate in one of the subjects i. e. Statistics/Mathematics/ Economics or Commerce with 3 years experience as Inspector, Co-op. Societies or 5 years experience as Sub-Inspector, Co-op. Societies.</p>

-73-

(iii) Graduate with Mathematics II Class with one year training in statistics at some recognised institute ; or

(iv) B. Com. II Class with statistics ; or

(v) Graduate II Class in one of the subjects i. e. Statistics/Mathematics/Economics or Commerce with 3 years experience as field investigator or Inspector, Co-op. Socs. or 5 years experience as Sub-Inspector, Co-op. Societies.

With Knowledge of Hindi up to Matric Standard.

(i) to (v) as above

3. Inspector
(Statistical)

4. Inspectors

Graduate of a recognised University or having equivalent qualifications with knowledge of Hindi up to Matric Standard. Preference will be given to a Graduate, in Economic or Commerce or Agriculture or holding Higher Diploma in Co-operation/Junior Personnel Diploma in Co-operation.

5. Sub-Inspector

Matriculate of a recognised University/or having equivalent qualifications with knowledge of Hindi up to Matric Standard. Preference will be given to a candidate who has passed the training class from a recognised cooperative Training Institute/Centre.

Ditto

Sub-Inspectors having experience of working for a minimum period of 6 years.

-74-

APPENDIX C
[See rule 15 (i)]

Serial No.	Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority
1	2	3	4	5	6	7
1.	Lecturers	Registrar, Co-operative Societies	(a) Warning with a copy on the personal file (b) Censure ; (c) Withholding of increments or promotion, including stoppage, an efficiency bar. (d) Recovery from pay of the whole or part of any pecaniary loss caused to Government by negligence or breach of orders. (e) Reduction to a lower post or time scale or to a lower stage in a time scale. (f) Removal from service which does not disqualify from future employment (g) Dismissal from service which ordinarily disqualifies from future employment.	Registrar	Government	Nil

-75-

10

- 2. Statistical Assistant
- 3. Inspector (Statistical)
- 4. Inspectors

- | | | | | | | |
|----|--|--|---|---|-----------|------------|
| 5. | Sub-Inspectors in the field/ Head Office | Additional Registrar (Hqrs) Coop. Societies, Haryana, in case of Sub-Inspectors while working in H. O. and Deputy Registrar Coop. Socs. while working in the field | In case of the penalties listed above from (a) to (g) | Additional Registrar (Hqrs) Coop. Socs, Haryana, in case of Sub-Inspector posted in H.O. and the Deputy Registrar Coop. Socs. concerned in case of Sub-Inspectors posted in field | Registrar | Government |
|----|--|--|---|---|-----------|------------|

-76-



APPENDIX D
[See Rule 15(2)]

Serial No.	Designation of Post	Nature of order	Authority empowered to make the Order	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6
1	Lecturers	(i) Reducing or with-holding the amount of ordinary/additional pension admissible under the rules governing pension (ii) Terminating the appointment of a member of the service otherwise than on his attaining the age fixed for superannuation	Registrar	Government	
2	Statistical Assistants	As in case of (i) and (ii) above			
3	Inspector Statistical	Ditto	Deputy Registrar	Registrar	Government
4	Inspector	Ditto			
5	Sub-Inspectors	Ditto			

KULWANT SINGH,
Secretary to Government, Haryana,
Co-operation Department.

-77-

[Authorised English Translation]

HARYANA GOVERNMENT
CO-OPERATION DEPARTMENT

Notification

The 11th June, 1987

No. GSR 48/Const./Art. 309/Amd(1)/87.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Co-operation Department, Group C (Executive) Rules, 1980, namely:—

1. These rules may be called the Haryana Co-operation Department, Group C (Executive) First Amendment Rules, 1987.

2. In the Haryana Co-operation Department Group C (Executive) Rules, 1980 (hereinafter referred to as the said rules), in rule 2, after clause (g), the following clause shall be inserted, namely:—

“(h) “Institution” means .—

(i) any institution established by law in force in the State of Haryana ; or

(ii) any other institution recognised by the Government for the purpose of these rules.”.

3. In the said rules, for rule 6, the following rule shall be substituted, namely:—

“6. Appointing authority.—Appointments to the posts in the Service shall be made by the Registrar.”.

4. In the said rules, to rule 7, the following proviso shall be inserted, namely:—

“Provided that in case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 % at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-servicemen and Physically Handicapped candidates, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.”.

5. In the said rules, in rule 13, in sub-rule 2, in clause (i), for the words “a local authority”, the words “a local authority or university”, shall be substituted.

78A

6. In the said rules, in Appendix C,—

(i) under column 4 for clause (d), the following clause shall be substituted, namely:—

“(d) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Government or any other authority where the Government employee is/was on deputation.”.

(ii) for serial number 5 and entries there against, the following serial number and entries there against shall be substituted, namely :—

1	2	3	4	5	6	7
---	---	---	---	---	---	---

“5. Sub-Inspector	Ditto	In the case of penalties from (a) to (g)	Registrar	Government	..”.
-------------------	-------	--	-----------	------------	------

7. In the said rules, in Appendix D, for serial number 5 and entries there against, the following serial number and entries there against shall be substituted, namely :—

1	2	3	4	5	6
---	---	---	---	---	---

“5. Sub-Inspector	Ditto	Registrar	Government	..”.
-------------------	-------	-----------	------------	------

M. C. GUPTA,

Financial Commissioner and Secretary to
Government, Haryana, Co-operative
Department.

हरियाणा सरकार

सहकारिता विभाग

अधिसूचना

11 जून, 1987

संख्या सा०का०नि० 48/संवि०/अनु० 309/संशो०(1)/87.—भारत के संविधान के अनुच्छेद 309 के दपरन्तुक द्वारा प्रदान की गई शक्तियों तथा इस निमित्त उन्हें समर्थ बनाने वाली सभी अन्य शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल इसके द्वारा हरियाणा सहकारिता विभाग ग्रुप ग (कार्यपालक) नियम, 1980, को आगे संशोधित करने के लिये निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा सहकारिता विभाग ग्रुप ग (कार्यपालक) (प्रथम संशोधन) नियम, 1987, कहे जा सकते हैं।

2. हरियाणा सहकारिता विभाग ग्रुप ग (कार्यपालक) नियम, 1980 (जिन्हें इसमें इसके पश्चात् उक्त नियम कहा गया है) में, नियम 2 में, खण्ड (छ) के बाद निम्नलिखित खण्ड जोड़ दिया जायेगा, अर्थात् :—

“(ज) “संस्था” से अभिप्राय है :—

(i) हरियाणा राज्य में लागू विधि द्वारा स्थापित कोई संस्था ; या

(ii) इन नियमों के प्रयोजन के लिए सरकार द्वारा मान्यता प्राप्त कोई अन्य संस्था।”।

3. उक्त नियमों में, नियम 6 के स्थान पर निम्नलिखित नियम रखा जाएगा, अर्थात् :—

“6—नियुक्ति प्राधिकारी.—सेवा में पदों पर नियुक्ति रजिस्ट्रार द्वारा की जाएगी।”

4. उक्त नियमों में, नियम 7 में, निम्नलिखित परन्तुक जोड़ दिया जायेगा, अर्थात् :—

“परन्तु सीधी भर्ती द्वारा नियुक्ति की दशा में अनुभव सम्बन्धी अर्हताओं में बोर्ड या किसी अन्य भर्ती प्राधिकरण के विवेक पर 50 प्रतिशत सीमा तक ढील दी जा सकेगी यदि अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों तथा शारीरिक रूप से विकलांग उम्मीदवारों में अपेक्षित अनुभव रखने वाले उम्मीदवारों की पर्याप्त संख्या उनके आरक्षित रिक्तियों को भरने के लिये उपलब्ध न हो। ऐसा करने के लिये लिखित रूप में कारण दिए जाएंगे।”

5. उक्त नियमों में, नियम 13 में, उप नियम (2) में, खण्ड (1) में, "स्थानीय प्राधिकरण" शब्दों के स्थान पर "स्थानीय प्राधिकरण अथवा विश्वविद्यालय" शब्द रखे जाएंगे।

उक्त नियमों में, परिशिष्ट ग में,—

(i) खाना 4 के नीचे, खण्ड (घ) के स्थान पर निम्नलिखित खण्ड रखा जाएगा, अर्थात् :—

"(घ) उपेक्षा या आदेशों के उल्लंघन द्वारा सरकार या सरकार के अधीन किसी अन्य प्राधिकरण को, जहाँ सरकारी कर्मचारी प्रतिनियुक्त पर है/था, हुई किसी धन संबंधी पूरी हानि की या उसके भाग की वेतन से वसूली।"

(ii) क्रम संख्या 5 तथा उसके सामने प्रविष्टियों के स्थान पर निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :—

1	2	3	4	5	6	7
---	---	---	---	---	---	---

5 उप निरीक्षक यथो (क) से (छ) रजिस्ट्रार सरकार ... तक शास्तियों की दशा में

7. उक्त नियमों में, परिशिष्ट घ में, क्रम संख्या 5 तथा उसके सामने प्रविष्टियों के स्थान पर निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :—

1	2	3	4	5	6
---	---	---	---	---	---

"5. उप निरीक्षक यथो रजिस्ट्रार सरकार —"।

एम० सी० गुप्ता,

वित्तायुक्त तथा सचिव, हरियाणा सरकार,
सहकारिता विभाग।

(Authorised English Translation)

HARYANA GOVERNMENT
CO-OPERATION DEPARTMENT

Notification

The 13th January, 2014

No. G.S.R. 7/Const./Art. 309/2013.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Co-operation Department Group C (Executive) Rules, 1980, namely :—

1. These rules may be called the Haryana Co-operation Department Group C (Executive) Amendment Rules, 2014.

2. In the Haryana Co-operation Department Group C (Executive) Rules, 1980 (hereinafter called the said rules), in rule 2,—

(i) clause (a) shall be omitted;

(ii) in clause (b), for the words "Haryana Public Service Commission", the words "Haryana Staff Selection Commission" shall be substituted.

3. In the said rules, in rule 5,—

(i) for the words "seventeen" and "thirty", the words "eighteen" and "forty" shall respectively be substituted;

(ii) for the figure "35" the words "forty-five" shall be substituted.

4. In the said rules, after rule 9, the following rule shall be substituted, namely :—

"9A. (1) The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Sub-Inspectors in the Department shall have to qualify.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with.

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfilment of the prescribed condition in the Service Rules.

(4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.

(5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

(6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) :—

- (i) M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorised Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and

(v) Physically disabled candidates *i.e.* amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb, Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC)."

5. In the said rules, in sub-rule (1) of rule 12, the following sub-rule shall be substituted, namely :—

Departmental examination and training.—“(1) All candidates for the posts of Lecturers, Inspector Statistical, Inspectors and Sub-Inspectors shall undergo such training and shall pass such examination as the Government may specify :

Provided that the Government may, for special reasons to be recorded in writing exempt any candidate from passing the examination.”.

6. In the said rules, for Appendix A, the following Appendix shall be substituted, namely :—

“APPENDIX A

(See rule 3)

Sr. No.	Designation of post	No. of Posts			Scale of pay	
		Perma- nent	Tempo- rary	Total	Pay Band	Grade pay
1	2	3		4		
1.	Statistical Assistant	23	—	23	Pay Band-2 Rs. 9300-34800+Rs. 3300 Grade Pay or such amount as may be fixed by the Government from time to time.	
2.	Inspector (Statistical)	01	—	01	Pay Band-2 Rs. 9300-34800+Rs. 3300 Grade Pay or such amount as may be fixed by the Government from time to time.	

1	2	3	4
3.	Inspectors	197	— 197 Pay Band-2 Rs. 9300-34800+Rs. 3200 Grade Pay or such amount as may be fixed by the Government from time to time.
4.	Lecturers	05	— 05 Pay Band-2 Rs. 9300-34800+Rs. 3200 Grade Pay or such amount as may be fixed by the Government from time to time.
5.	Sub-Inspectors	596	— 596 Pay Band-1 Rs. 5200-20200+Rs. 1900 Grade Pay or such amount as may be fixed by the Government from time to time."

7. In the said rules, in Appendix B,—

- I. against serial number 1, under column 3, for the words "knowledge of Hindi upto Matric Standard", the words and sign "knowledge of Hindi/Sanskrit upto Matric Standard or higher education" shall be substituted;
- II. against serial number 2, under column 3, in item (v), for the words "knowledge of Hindi upto Matric Standard", the words and sign "knowledge of Hindi/Sanskrit upto Matric Standard or higher education" shall be substituted;
- III. against serial number 4,—
 - (a) under column 3(a) for the words "knowledge of Hindi upto Matric Standard", the words and sign "knowledge of Hindi/Sanskrit upto Matric Standard or higher education" shall be substituted;
 - (b) the sign and the words "Junior Personnel Diploma in Co-operation" shall be omitted;
- IV. against serial number 5, under column 3, the following entries for the existing entries, shall be substituted, namely :—
 - (a) 10+2 from recognised Board/University/or having equivalent;
 - (b) knowledge of Hindi/Sanskrit upto Matric Standard or higher education :
Preference will be given to a candidate who passed the Diploma in Co-opoerative Management from a recognised Co-operative Training Institute/Centre.

90-

8. In the said rules, for Appendix C, the following Appendix shall be substituted, namely :—

"APPENDIX C

[See rule 15(1)]

Sr. No.	Designation of post	Appointing Authority	Nature of Penalty	Authority empowered to impose Penalty	Appellate Authority
1	2	3	4	5	6
1.	Statistical Assistant	Registrar	I. MINOR PENALTIES	Registrar	Government
2.	Inspector (Statistical)		(i) warning with a copy in the personnel file (Character roll);		
3.	Inspector		(ii) censure;		
4.	Lecturer		(iii) withholding of promotion;		
5.	Sub-Inspector		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to a Company and Association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and		
			(v) withholding of increments of pay without cumulative effect.		

1	2	3	4	5	6
2. MAJOR PENALTIES					
(vi) withholding of increment Government with cumulative effect;					
(vii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;					
(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;					

1	2	3	4	5	6
			(ix) compulsory retirement.		
			(x) removal from service which shall not be a disqualification for future employment under the Government.		
			(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government."		

ALOK NIGAM,
Principal Secretary to Government Haryana,
Cooperation Department.

हरियाणा सरकार

सहकारिता विभाग

अधिसूचना

दिनांक 13 जनवरी, 2014

संख्या सांकांनि० 7/संवि०/अनु० 309/2014.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा सहकारिता विभाग ग्रुप ग (कार्यकारी) नियम, 1980, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा सहकारिता विभाग ग्रुप ग (कार्यकारी) संशोधन नियम, 2014 कहे जा सकते हैं।

2. हरियाणा सहकारिता विभाग ग्रुप ग (कार्यकारी) नियम, 1980 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, नियम 2 में,—

(i) खण्ड (क) का लोप कर दिया जाएगा;

(ii) खण्ड (ख) में "हरियाणा लोक सेवा आयोग" शब्दों के स्थान पर "हरियाणा कर्मचारी चयन आयोग" शब्द प्रतिस्थापित किये जाएंगे।

3. उक्त नियमों में, नियम 5 में,—

(i) "सत्रह" तथा "तीस" शब्दों के स्थान पर, क्रमशः "अठारह" तथा "चालीस" शब्द प्रतिस्थापित किए जाएंगे;

(ii) "पैंतीस" शब्द के स्थान पर, "पैंतालीस" शब्द प्रतिस्थापित किया जाएगा।

4. उक्त नियमों में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :—

"9क.—(1) कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) बाद की अपेक्षित शर्त/अर्हता होगी जो विभागों में सभी नए भर्ती/नियुक्त किए गए उप-निरीक्षकों को अर्हक करनी होगी।

(2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तारयोग्य दो वर्ष की परीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा(एस०ई०टी०सी०) अर्हक करनी होगी। पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए हकदार नहीं होगा जब तक वह उक्त परीक्षा अर्हक नहीं कर लेता/लेती है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जाएंगी।

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलेक्ट्रानिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेन्सी को इस नियम के उप-नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाइपिंग स्पीड में परीक्षा सहित कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करने के लिए प्राधिकृत एजेन्सी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेन्सी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्तों को पूरा करने के साक्ष्य के रूप में स्वीकार किया जाएगा।

(4) कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मनेजमेंट होंगे।

(5) लिपिकों की दशा में, दोनों मामलों में समकक्ष की (Key) दबाने सहित बदलकर अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाइपिंग स्पीड, चूंकि टाइपिंग स्पीड कम्प्यूटर पर परीक्षित की जाएगी।

(6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने से छूट दी जाती है :—

- (i) एम०टेक०/बी०टेक० (कम्प्यूटर), एम०सी०ए०, बी०सी०ए० या मान्यता प्राप्त संस्थान जैसे पॉलिटैकनिक्स से कम्प्यूटर में डिप्लोमा;
- (ii) राष्ट्रीय इलेक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन०आई०ई०एल०आई०टी०) (पूर्वी डी०ओ०ई०ए०सी०सी० सोसाइटी) के अधीन स्थापित किसी मान्यताप्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;
- (iii) एच०के०सी०एल० के प्राधिकृत शिक्षा केन्द्रों (ए०एल०सी०जे०) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एच०एस०सी०आई०टी०);
- (iv) उम्मीदवारों/कर्मचारियों जिन्होंने एस०ई०टी०सी० पहले से ही पास कर रखी है तथा वह सेवा ग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हारट्रोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जाएगा; तथा

(v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन ऊपरी अंगों का अंगच्छेदन, पैरैल्डिसिस ऑफ रेड्युल (रेड्युल नैव पो. लॉजि) दोनों में से कोई एक ऊपरी अंग। नैवस सिस्टम को प्रभावित करने वाला डेक्लिनेशन डिजेनरेंटिव डिस्ऑर्डर्स जो हाथ के लकवे तथा इसकी मांसपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

तथापि इन कर्मचारियों को उपरोक्त उप-पैरा (v) के अधीन वर्णित अपवाद सहित कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।"।

5. उक्त नियमों में, नियम 12 में, उप नियम (1) के स्थान पर, निम्नलिखित उप नियम प्रतिस्थापित किया जाएगा, अर्थात् :-

विभागीय परीक्षा तथा प्रशिक्षण.—“(1) प्राध्यापकों, निरीक्षक (आंकड़ा), निरीक्षकों तथा उप-निरीक्षकों के पदों के लिए सभी उम्मीदवारों को ऐसा प्रशिक्षण करना होगा तथा ऐसी परीक्षा पास करनी होगी जो सरकार निर्दिष्ट करे :

परन्तु सरकार लिखित में विशेष कारण अभिलिखित करते हुए किसी उम्मीदवार को परीक्षा पास करने से छूट दे सकती है।”।

6. उक्त नियमों में, परिशिष्ट 'क' के स्थान पर, निम्नलिखित परिशिष्ट प्रतिस्थापित किया जाएगा, अर्थात् :-

“परिशिष्ट क

(देखिए नियम 3)

क्रम संख्या	पदनाम	पदों की संख्या			वेतनमान	
		स्थायी	अस्थायी	जोड़	पे बैंड	ग्रेड पे
1	2	3			4	
1.	आंकड़ा सहायक	23	—	23	पे बैंड-2 रु० 9300-34800+3300 ग्रेड पे या समय-समय पर सरकार द्वारा यथा निर्धारित की गई राशि।	
2.	निरीक्षक (आंकड़ा)	01	—	01	पे बैंड-2 रु० 9300-34800+3300 ग्रेड पे या समय-समय पर सरकार द्वारा यथा निर्धारित की गई राशि।	

136 HARYANA GOVT. GAZ. (EXTRA.), JAN 13, 2014
(PAUS. 23, 1935 SAKA)

1	2	3	4
3.	निरीक्षक	197	— 197
			पे बैंड-2 रु० 9300-34800+3200 ग्रेड पे या समय-समय पर सरकार द्वारा यथा निर्धारित की गई राशि।
4.	प्राध्यापक	05	— 05
			पे बैंड-2 रु० 9300-34800+3200 ग्रेड पे या समय-समय पर सरकार द्वारा यथा निर्धारित की गई राशि।
5.	उप-निरीक्षक	596	— 596
			पे बैंड-1 रु० 5200-22200+1900 ग्रेड पे या समय-समय पर सरकार द्वारा यथा निर्धारित की गई राशि।

7. उक्त नियमों में, परिशिष्ट ख में,—

- I. क्रम संख्या 1 के सामने, खाना 3 के नीचे, "मैट्रिक स्तर तक हिन्दी का ज्ञान" शब्दों के स्थान पर, "मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत का ज्ञान" शब्द तथा चिह्न प्रतिस्थापित किए जाएंगे।
- II. क्रम संख्या 2 के सामने, खाना 3 के नीचे, मद (v) में "मैट्रिक स्तर तक हिन्दी का ज्ञान" शब्दों के स्थान पर, "मैट्रिक स्तर तक या उच्चतर शिक्षा में, हिन्दी/संस्कृत का ज्ञान", शब्द तथा चिह्न प्रतिस्थापित किए जाएंगे।
- III. क्रम संख्या 4 के सामने, खाना 3 के नीचे,—
 - (क) "मैट्रिक स्तर तक हिन्दी का ज्ञान" शब्दों के स्थान पर, "मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत का ज्ञान", शब्द तथा चिह्न प्रतिस्थापित किए जाएंगे।
 - (ख) "सहकारिता में कनिष्ठ कार्मिक डिप्लोमा" चिह्न तथा शब्दों का लोप कर दिया जाएगा।
- IV. क्रम संख्या 5 के सामने, खाना 3 के नीचे, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात् :—
 - (i) किसी मान्यता प्राप्त बोर्ड/विश्वविद्यालय से 10+2 या इसके समकक्ष।
 - (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत का ज्ञान, अधिमान ऐसे उम्मीदवार को दिया जाएगा जिसने मान्यता प्राप्त सहकारी प्रशिक्षण संस्था/केन्द्र से सहकारी प्रवन्धन में डिप्लोमा किया हो।

8. उक्त नियमों में, परिशिष्ट ग के स्थान पर, निम्नलिखित परिशिष्ट प्रतिस्थापित किया जाएगा; अर्थात् —

“परिशिष्ट ग

[देखिए नियम 15(1)]

क्रम संख्या	पदनाम	नियुक्ति प्राधिकारी	शरित का स्वरूप	शरित लगाने के लिए सशक्त प्राधिकारी	अपील प्राधिकारी
1	2	3	4	5	6
1.	आकड़ा सहायक	रजिस्ट्रार	1. छोटी शरितयां	रजिस्ट्रार	सरकार ।”।
2.	निरीक्षक (आकड़ा)		(i) वैयक्तिक फाईल		
3.	निरीक्षक		(आचरण पंजी) पर प्रति		
4.	प्राध्यापक		रखते हुए चेतावनी:		
5.	उप-निरीक्षक		(ii) परिनिन्दा;		
			(iii) पदोन्नति रोकना;		
			(vi) आदेशों की उपेक्षा या उल्लंघना द्वारा केन्द्रीय सरकार या राज्य सरकार को या ऐसी कम्पनी संगम तथा व्यक्ति निकाय, चाहे वह निगमित हो या नहीं, जिसका पूर्ण या अधिकांश स्वामित्व या नियन्त्रण सरकार के पास है, संसद या राज्य विधान मण्डल के अधिनियम द्वारा स्थापित किसी स्थानीय प्राधिकरण या विश्वविद्यालय को हुई धन सम्बन्धी पूरी हानि की या उसके भाग की वेतन से वसूली;		
			(v) संचयी प्रभाव के बिना वेतनवृद्धियां रोकना।		

1	2	3	4	5	6
---	---	---	---	---	---

2. बड़ी शारित्यां

- (vi) संचयी प्रभाव से वेतन वृद्धियां रोकना;
- (vii) किसी विनिर्दिष्ट अवधि के लिए समयमान में निम्नतर प्रक्रम पर अवनति ऐसी अतिरिक्त निदेशों सहित कि क्या सरकारी कर्मचारी ऐसी अवनति की अवधि के दौरान वेतनवृद्धियां अर्जित करेगा या नहीं और क्या ऐसी अवधि की समाप्ति पर, ऐसी अवनति उसकी भावी वेतनवृद्धियां स्थगित करने का प्रभाव रखेगी या नहीं;
- (viii) निम्नतर वेतनमान ग्रेड, पद या सेवा पर ऐसी अवनति जो सरकारी कर्मचारी के समय वेतनमान, ग्रेड, पद या सेवा पर जिससे वह अवनत किया गया था, पदोन्नति के लिए साधारणतया रोक होगी, ऐसा जिस ग्रेड, पद अथवा सेवा से सरकारी कर्मचारी अवनत किया गया था, उस पर बहाली सम्बन्धी और उसकी ज्योष्ठता तथा उस ग्रेड, पद या सेवा पर वेतन के बारे में शर्तों सम्बन्धी अतिरिक्त निदेशों के साथ या उसके बिना होगा;

1	2	3	4	5	6
			(ix) अनिवार्य सेवानियुक्ति:		
			(x) सेवा से हटाया जाना, जो सरकार के अधीन भावी नियोजन के लिए निरर्हता नहीं होगी:		
			(xi) सेवा से पदच्युति, जो सरकार के अधीन भावी नियोजन के लिए सामान्य निरर्हता होगी।		

अलोक निगम,
प्रधान सचिव, हरियाणा सरकार,
सहकारिता विभाग।