

PART III
HARYANA GOVERNMENT
FINANCE DEPARTMENT

Notification

The 17th November, 1980.

No. G. S. R. 114/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 Finance Department Treasuries (Group B) Service Rules, namely :—

PART I—GENERAL

1. These rules may be called the Haryana Finance Department Treasuries (Group B) Service Rules, 1980. Short title.

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

(a) "Commission" means the Haryana Public Service Commission ;

(b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of the Government of India or any State Government ;

(c) "Government" means the Haryana Government in the Administrative Department ;

(d) "recognised university" means :—

(i) any university incorporated by law in India, or

(ii) in the case of 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, and

(c) "Service" means The Haryana Finance Department Treasuries (Group B) Service, and

PART II—RECRUITMENT TO SERVICE

3. The service shall comprise the posts shown in Appendix A to these rules and the members of the Service shall draw pay in the scales of pay shown there against : Number and character of posts.

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

Nationality,
domicile and
character of
candidates
recruited to
the 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 or any of the 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 any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose favour a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission 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 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 the service by direct recruitment who is less than twenty one years or more than thirty years of age on the last date of submission of applications to Commission.

Appointing
authority.

6. Appointments to the posts in the service shall be by the Government.

Qualification

7. No person shall be appointed to the service, unless he is in possession of qualifications and experience specified in column 2 of Appendix B, in the case of direct recruitment and those specified in column 3 of the said Appendix in the case of appointments other than by direct recruitment.

8. No person.--

Disqualifi-
cation.

- (a) who has entered into a or contracted a marriage with a person having a spouse living, or
- (b) who having a spouse living has entered in to 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 so doing, exempt any person from the operation of this rule.

9. (1) Recruitment to the Service shall be made--

Method of
recruitment.]

- (a) In the case of Treasury Officers,--
 - (i) 75 % by promotion from amongst the Assistant Treasury Officers ; and
 - (ii) 25 % by direct recruitment ; and
- (b) in the case of Assistant Treasury Officers,--
 - (i) 50 % by promotion from amongst the Assistant Superintendent Treasuries.
 - (ii) 50 % by direct recruitment.

(2) Appointment to the Service by promotion shall be made on seniority-cum-merit basis but seniority alone shall not give any one the right of appointment.

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 appointment shall be reckoned as period spent on probation, but no person who has so.

4

appointed shall on the completion of his probationary 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 as 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, or revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit, if appointed otherwise ; 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 case of members appointed by direct recruitment, the order of merit determined by the Commission 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 ; and
- (b) in the case of members appointed by promotion seniority shall be determined according to the seniority of such members in the appointments from which they were promoted.

12. (1) Every member of the Service, who has not already done so, shall pass such examination and undergo such training within the period of probation as may be prescribed by the Government :

Departmental examination and Training.

Provided that the Government may exempt any candidate from passing the whole or any part of the departmental examination or may extend the period within which a candidate shall pass the examination.

(2) If a person passes the departmental examination before the prescribed period, he should be given all the increments which would have otherwise fallen due to him at the end of the prescribed period with effect from the last day on which the departmental examinations were completed. This should act as a special incentive for passing the departmental examination quickly. The above advantage conferred by this stipulation is not intended to be of a cumulative nature and later increments will be due to him only on the dates on which they would have otherwise become due.

(3) No increment should be withheld until the period prescribed for clearing the departmental examination is over.

(4) If a member of the Service passes the departmental examination after the prescribed period, then the increment for the period subsequent to that within which the departmental examination was to be passed should be released to him from the date following the last day on which the departmental examinations were completed. The increment should be released with retrospective effect from the date it was otherwise due but no arrears should be paid for the past period.

(5) If a member of the Service fails to pass all the departmental examinations, or any part thereof, and is subsequently exempted by competent authority from passing the examination(s) his increment(s) for the period subsequent to that within which the departmental examination was to be passed should be released from the date he is

given such exemption. The increment(s) should be released with retrospective effect from the date it was otherwise due but no arrears should be paid for the past period.

(6) If any member of the Service, fails to pass examination or to undergo the training within the period of probation or such period as may be prescribed, he may be discharged from service if directly recruited or reverted to his former post if recruited otherwise.

(7) The syllabus for the departmental examination of candidate and other conditions shall be as given in Appendix 'E' to these rules.

(8) A member of the Service recruited by direct appointment shall have to undergo training for a period of two months after selection.

Liability to serve.

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

(2) A member of the Service may also be deputed to serve as under :

(i) a company, an association or a 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 :

(ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or

(iii) any other State Government, an international organisation, an autonomous body not controlled by the Government or a private body :

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) or clause (iii) except with his consent.

Pay, leave, pension and other matters.

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.

Discipline, penalties and appeals.

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Service (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 Punjab Civil Services (Punishment and Appeal) Rules, 1951, 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.

Vaccination

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.

Oath of allegiance.

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.

Power of relaxation.

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.

Special provision.

20. Nothing contained in these rules shall effect 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 of India.

Reservations.

21. The Punjab Finance Accounts Services Class II Rules, 1959 are hereby repealed ;

Repeal and savings.

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

APPENDIX 'A'

(See rule 3)

Designation of posts	Number of posts			Scale of Pay
	Perma- nent	Tempo- rary	Total	
1	2	3	4	5
Treasury Officer ..	13	4	17	Rs. 800—30—890/940—40—1100 50—1600 (900—1700 S.G.) for 20 per cent posts <i>plus</i> Rs. 50 in special pay for one post in Accounts Training Institute.
Assistant Treasury Officer	29	9	38	Rs. 700—30—850/900—40— 1100—EB—50—1250.

APPENDIX 'B'

(See rule 7)

Designation of posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than by direct recruitment
1	2	3
Treasury Officers ..	Degree or its equivalent of a recognised university	From amongst Assistant Treasury Officers who possess two years experience as such.
Assistant Treasury Officers ..	Ditto	From amongst Assistant Superintendent Treasuries who possess two years experience as such.

APPENDIX 'C'

[See rule 15 (1)]

Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5
Treasury Officers	Government	(a) warning with a copy on personal file ; (b) censure; (c) withholding of increments or promotion, including stoppage at an efficiency bar ; (d) recovery from pay of the whole or part of any pecuniary loss, caused to Govt, by negligence or breach of order; (e) reduction to a lower post or time scale or to a lower stage in a time scale ; (f) removal from the service which does not disqualify from future employment ; (g) dismissal from the service which does ordinarily disqualify from future employment.	Finance Secretary Finance Secretary Finance Secretary Government	Government

APPENDIX 'D'

[See rule 15 (2)]

Designation of Posts	Nature of penalty	Authority empowered to make the order
1	2	3
Treasury Officers	(i) Reducing or withholding the amount of ordinary/additional pension admissible under the rule governing pension ; and	} Government
Assistant Treasury Officers	(ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.	

APPENDIX 'E'

(See rule 12)

Syllabus and other conditions relating to Departmental Examination

1. There will be two papers one practical and the other theoretical, each carrying 150 marks as under :—

Theoretical (without books)	Practical (with books)
(i) Treasury and Subsidiary Treasury Rules	(i) Treasury and Subsidiary Treasury Rules
(ii) Sub-Treasury Manual	(ii) Sub-Treasury Manual.
(iii) PFR Vol. I (Chapter-III, Special Rules for Treasuries, XI Remittance Transfer receipt/and XII-deposits) PFR Vol. II (Appendix II, VI, Part II and VI)	(iii) Indian Securities Manual. (iv) Account Code Vol. II
(iv) Account Code, Vol. I	
(v) Rules for the supply and distribution of stamps	
(vi) Financial Commissioner's Standing Order No. 56.	

2. The candidate who obtain 40 per cent marks in each paper and 45 per cent in aggregate shall be considered as having qualified in the examination.

3. The departmental examination shall be held half yearly at fixed intervals if possible in December and June. The candidates may appear in any examination they choose but shall have to pass it within the period of their probation as laid down in these rules.

T. K. BANERJI,

Secretary to Government, Haryana,
Finance Department.

PART III

HARYANA GOVERNMENT

FINANCE DEPARTMENT

Notification

The 24th October, 1982

No. G. S. R. 126/Const./Art. 309/Amd. (1)/82.—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 Finance Department Treasuries (Group B) Service Rules, 1980, namely :—

1. These rules may be called the Haryana Finance Department Treasuries (Group B) Service First Amendment Rules, 1982.

2. In the Haryana Finance Department Treasuries (Group B) Service Rules, 1980 (hereinafter called the said rules), to rule 5, the following proviso shall be added, namely :—

“Provided that in the case of Government employees, the upper age limit shall be forty years.”

3. In the said rules, in rule 9, after sub-rule (2), the following sub-rule shall be inserted, namely :—

“(3) Appointment by direct recruitment to the Service shall be made through a competitive examination to be held by the Commission. The syllabus for the said examination shall be as contained in Appendix ‘F’.”

4. In the said rules, in Appendix ‘B’, under column 2, against the “Treasury Officer,” for the existing entry, the following entries shall be inserted, namely :—

“(i) Degree or its equivalent of a recognised University ;

(ii) Hindi up to Matric standard.”

5. In the said rules, after Appendix ‘E’, the following Appendix shall be inserted, namely :—

APPENDIX 'F'

[See rule 9 (3)]

Paper and Syllabus :—

Paper I	Precies Writing, Noting and Drafting both in English and Hindi.
Paper II	General Knowledge including every day science.
Papers III	Government Accounts :—From Chapter 1 to 8 of the book titled "An introduction to Indian Government Accounts and Audits" issued by the Comptroller and Auditor General of India.

Time, Maximum and Minimum Pass Marks

Paper	Time	Total Marks	Minimum pass marks
Paper I	3 Hours	100	33
Paper II	3 Hours	100	33
Paper III	3 Hours	100	33
Total written		300	120
Viva-voce		100	
Grand Total		400	

Candidate who qualifies the written paper shall be called for viva voce test.

In papers II and III, candidates shall be allowed to answer the question either in Hindi or English but not partly in Hindi and partly in English."

T. K. BANERJI,

Secretary to Government, Haryana,
Finance Department.

HARYANA GOVERNMENT GAZ. (EXTRA) Dec. 3, 1986

(Authorised English Translation)

HARYANA GOVERNMENT
FINANCE DEPARTMENT

Notification

The 3rd December, 1986

No. G. S. R. 83/Const. Art./309/86.—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 Finance Department Treasuries (Group B) Service Rules, 1980, namely :—

1. These rules may be called the Haryana Finance Department Treasuries (Group B) Service (Second Amendment) Rules, 1986.

2. In the Haryana Finance Department Treasuries (Group B) Service Rules, 1980, in rule 12, in sub-rule (8) for the word "two" the word "four" shall be substituted.

A. N. MATHUR,

Commissioner and Secretary to Govt., Haryana,
Finance Department.