

**HARYANA GOVERNMENT
TRANSPORT DEPARTMENT
NOTIFICATION**

The 22nd January, 1998

No. G.S.R.24/Const./Art.309/98.-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 Transport Department (Group C) Transport Commissioners Office Service, namely:-

PART I – GENERAL

- Short title. 1. These rules may be called the Haryana Transport Department (Group C) Transport Commissioners Office Service Rules, 1998.
- Definitions. 2. In these rules, unless the context otherwise requires,-
- (a) "Board" means the Haryana Subordinate Service Selection Board;
 - (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) "Institution" means---
 - (i) any institution established by law in force in the State of Haryana: or
 - (ii) any other institution recognized by the Government for the purpose of these rules;
 - (e) "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 any examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) Any other university which is declared by the Government to be a recognised university for the purpose of these rules;
 - (f) "Service" means the Haryana Transport Department (Group C) Transport Commissioners Office Service.
 - (g) "Transport Commissioner" means the Transport Commissioner of the State Government.

PART II- RECRUITMENT TO SERVICE

3. The Service shall comprise the posts shown in Appendix A of these rules :
Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.
4. (1) No person shall be appointed to any post in the Service, unless he is,-
(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 day of January, 1962, with the intention of permanently settling in India; or
(e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tangayika 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) 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 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 certificate from two other responsible persons, not being his relative who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.
5. No person (except ministerial staff where lower age shall be seventeen years) shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than thirty-five years of age, on the last date of submission of application to the Board or any other recruiting authority.

Number and
Character of
posts.

Nationality,
Domicile and
Character of
candidtes
appointed to
the service.

Age.

- Appointing Authority Qualifications
6. The appointments in the service shall be made by the Transport Commissioner.
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 column 4 of the aforesaid Appendix in the case of person appointed other than by direct recruitment :
- Provided that in the case of appointment of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and physically Handicapped categories, possessing the requisite experience are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.
- Disqualifications
8. No person,-
 (a) who has entered into or contracted a marriage with a person having a spouse living : or
 (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 so doing, exempt any person from the operation of this rule.
- Method of recruitment.
9. Recruitment to the Service shall be made:-
- MINISTERIAL STAFF**
- (1) In the case of Section Officer
 (i) by transfer from Finance Department, Haryana.
- (2) In the case of Deputy Superintendent:--
 (i) by promotion from amongst the Assistant Secretary, Senior Accountant, Assistant, Accountant, Junior Auditor, Transport Sub Inspector, Assistant-cum- Cashier, Office-cum Ledger, Assistant and Senior Scale Stenographer: or
 (ii) by transfer or deputation of an officer already in service of any State Government or the Government of India :
- (3) In the case of Personal Assistant,-
 (i) by promotion from amongst the Senior Scale Stenographer; or
 (ii) by transfer or deputation of an official already in service of State Government or Government of India.
- (4) In the case of Junior Engineer,-
 (i) by transfer from PWD Department Haryana.

- (5) in the case of Statistical Assistant ,-
- (i) by promotion from amongst the by promotion from amongst the Assistant Secretary, Senior Accountant, Assistant, Accountant, Junior Auditor, Transport Sub Inspector, Assistant-cum- Cashier, Office-cum Ledger, Assistant or Senior Scale Stenographer: or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India.
- (6) In the case of Assistant Secretary,-
- (i) by promotion from amongst Senior Accountant, Assistant, Accountant, Junior Auditor, Transport Sub Inspector, Assistant-cum- Cashier, Office-cum Ledger, Assistant and Senior Scale Stenographer: or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

Note: Post of Assistant Secretary is of higher responsibility than the post of Senior Accountant, Assistant, Accountant, Junior Auditor, Transport Sub Inspector, Assistant-cum-Cashier, Office-cum Ledger, Assistant and Senior Scale Stenographer

- (7) In the case of Senior Accountant,-
- (i) by promotion from amongst the Accountant;
 - (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India ;
- (8) In the case of Assistant, Accountant, Junior Auditor, Transport Sub Inspector, Assistant-cum Cashier, Office-cum-Ledger Assistant ,-
- (i) by promotion from amongst the Junior Scale Stenographers, Steno Typists, Clerks, Store Purchase Clerk and Computer Operators; or
 - (ii) by transfer of an official already in service of any State Government or the Government of India ;

Note: The posts of Assistant and Transport Sub Inspectors are interchangeable.

- (9) In the case of Senior Scale Stenographer,-
- (i) by promotion from amongst the Junior Scale Stenographer; or
 - (ii) by transfer of an official already in service of any State Government or the Government of India ;
- (10) In the case of Draftsman ,-
- (i) by direct recruitment : or
 - (ii) by transfer or deputation of an official already in the service of State Government or the Government of India ;

- (11) In the case of Stock Verifier:--
 - (i) by promotion from amongst the Store Purchase Assistant in the Service and Store Purchase Assistant and Chief Store Keeper of Haryana Roadways; or
 - (ii) by transfer or deputation of an official already in the service of State Government or the Government of India ;
- (12) In the case of Store Purchase Assistant;-
 - (i) by promotion from amongst the Store Keeper;
 - (ii) by transfer or deputation of an official already in the service of State Government or the Government of India ;
- (13) In the case of Junior Scale Stenographer;-
 - (i) by promotion from amongst the Stenotypists;
 - (ii) By direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or the Government of India ;
- (14) In the case of Head Constable;-
 - (i) on deputation from Police department, Haryana.
- (15) In the case of Constable;-
 - (i) on deputation from Police department, Haryana.
- (16) In the case of Constable- cum Driver;-
 - (i) on deputation from Police department, Haryana.
- (17) In the case of Steno-typist;-
 - (i) by promotion from amongst the Clerks, Store Purchase Clerk, Computer; or
 - (ii) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (18) In the case of Clerks;--
 - (i) 20% by promotion from amongst the Restorers, Jamadar, Record Lifter, Daftri, Peons, Sweepers and Chowkidars and
 - (ii) 80% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or the Government of India ;
- (19) In the case of Store Purchase Clerks;-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in service of State Government or the Government of India ;
- (20) In the case of Store-Keeper;
 - (i) by promotion from amongst the Assistant Store Keepers; or
 - (ii) by transfer or deputation of an official already in service of State Government or the Government of India ;

- (21) In the case of Assistant Store-Keeper;
 - (i) by promotion from amongst the Storeman; or
 - (ii) by transfer of an official already in service of State Government or the Government of India
- (22) In the case of Computer;
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in service of State Government or the Government of India
- (23) In the case of Restorer;
 - (i) by promotion from amongst Jamadar, Record Lifter, Daftri or
 - (ii) by transfer or deputation of an official already in service of State Government or the Government of India
- (24) In the case of Machine man;--
 - (i) by promotion from amongst the Peons; or
 - (ii) by transfer or deputation of an official already in service of State Government or Government of India

OPERATIONAL STAFF

- (1) In the case of Supervisor;--
 - (i) by promotion from amongst the Staff Car Drivers of Minister Car Section; or
 - (ii) by transfer or deputation of an official already in service of State Government or Government of India;
- (2) In the case of Staff Car Driver attached with Minister Car Section;--
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of Staff Car Drivers in the service of any State Government or the Government of India;
- (3) In the case of Staff Car Driver:--
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of Staff Car Drivers in the service of any State Government or the Government of India;

TECHNICAL STAFF

- (1) In the case of Motor Vehicle Inspector;-
 - (i) by promotion from amongst the Service Station Incharge and Head Mechanic; or
 - (ii) by direct recruitment; or
 - (iii) by transfer of an official already in service of State Government or the Government of India;

- (2) In the case of Foreman ;-
 - (i) by promotion from amongst the Service Station Incharge or Draftsman (mechanical); or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or the Government of India
- (3) In the case of Service Station Incharge;-
 - (i) by promotion from amongst the Head Mechanic Head Electrician; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India
- (4) In the case of Head Mechanic;-
 - (i) by promotion from amongst the Mechanic, Turner, Technician or Fitter; or
 - (ii) by transfer or deputation of an official already in service of any State Government or the Government of India
- (5) In the case of Head Electrician;-
 - (i) by promotion from amongst Electrician; or
 - (ii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (6) In the case of Head Painter;-
 - (i) by promotion from amongst Painters; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (7) In the case of Head Dent Beater;-
 - (i) by promotion from amongst Dent Beater; or
 - (ii) by transfer or deputation of an official already in service of State Government or Government of India;
- (8) In the case of Machinist;-
 - (i) by promotion from amongst Fitter, Technician ; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India;
- (9) In the case of Mechanic -
 - (i) by promotion from amongst Fitter, Technician ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India;
- (10) In the case of Welder-
 - (i) by promotion from amongst Assistant Welder ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in service of any State Government or Government of India;

- (11) In the case of Fitter-
 - (i) by promotion from amongst Assistant Fitter; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (12) In the case of Technician ;-
 - (i) by promotion from amongst Assistant Fitter ; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (13) In the case of Turner ;-
 - (i) by promotion from amongst Assistant Turner; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (14) In the case of Tyreman ;-
 - (i) by promotion from amongst Assistant Tyreman ; or
 - (ii) by direct recruitment ;or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (15) In the case of Dent Beater ;-
 - (i) by promotion from amongst Assistant Dent Beater; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (16) In the case of Radiator Repairer :-
 - (i) by promotion from amongst Assistant Radiator Repairer Turner; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (17) In the case of Assistant Fitter :-
 - (i) by promotion from amongst Helper (Mechanic); or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (18) In the case of Assistant Electrician :-
 - (i) by promotion from amongst Helper (Electrician); or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India ;
- (19) In the case of Assistant Tyreman ;-
 - (i) by promotion from amongst Helper (Tyreman); or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of State Government or Government of India;

- (20) In the case of Assistant Painter :-
(i) by promotion from amongst Helper (Painter); or
(ii) by direct recruitment; or
(iii) by transfer or deputation of an official already in service of State Government or the Government of India ;

(2) All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

- (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 higher post shall count towards the period of probation; and

(b) any period of work in equivalent or higher rank prior to appointment to in the Service may, in the case of any 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 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 the permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

(ii) 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 Service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner, as the terms and conditions of 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 the 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 Board or any other recruiting authority, 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 transfer ;

(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 the length of their 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.

Liability to serve.

12. (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 Service may also be deputed to serve 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 or university within the State of Haryana ;

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

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

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization or body

referred to in clause (ii) or clause (iii) except with his consent.

13. 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.

Pay, leave,
pension &
other matters.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time.

Discipline,
penalties &
appeals.

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 9 of the Haryana Civil Services (Punishment and Appeals) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules.

15. Every member of the Service, shall get himself vaccinated and revaccinated as and when the Government so directs by a special or general order.

Vaccination

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

Oath of
allegiance.

17. 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 person.

Power of
relaxation.

18. 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.

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for scheduled castes, backward classes, ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time :

Reservations.

Provided that the total percentage of reservations, so made, shall not exceed fifty percent, at any time.

20. 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.

Repeal &
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)

| Sr. No. | Designation of posts | Number of posts | | | Scale of pay (Rs.) |
|--------------------------|-------------------------|-----------------|-----------|-------|--------------------------------------|
| | | Permanent | Temporary | Total | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| MINISTERIAL STAFF | | | | | |
| 1 | Section Officer | 1 | 6 | 7 | 2000-60-2300/EB-75-3200 +200 Spl Pay |
| 2 | Deputy Superintendent | 3 | - | 3 | 1640-60-2600EB-75-2900 |
| 3 | Personal Assistant | - | 1 | 1 | 1640-60-2600EB-75-2900 +150 Spl Pay. |
| 4 | Junior Engineer | - | 2 | 2 | 1640-60-2600EB-75-2900 |
| 5 | Statistical Assistant | 2 | 1 | 3 | 1600-60-2300/EB-60-2660 |
| 6 | Assistant Secretary | 1 | 5 | 6 | 1400-40-1600-50-2300/EB-60-2600 |
| 7 | Senior Accountant | 1 | 2 | 3 | 1400-40-1600-50-2300/EB-60-2600 |
| 8 | Assistant | 16 | 24 | 40 | 1400-40-1600-50-2300/EB-60-2600 |
| 9 | Accountant | 3 | 17 | 20 | 1400-40-1600-50-2300/EB-60-2600 |
| 10 | Junior Auditor | 1 | 3 | 4 | 1400-40-1600-50-2300/EB-60-2600 |
| 11 | Transport Sub Inspector | - | 33 | 33 | 1400-40-1600-50-2300/EB-60-2600 |
| 12 | Assistant-cum-Cashier | - | 3 | 3 | 1400-40-1600-50-2300/EB-60-2600 |

| | | | | | |
|----|-----------------------------|----|----|-----|-------------------------------------|
| 13 | Office-cum-Ledger Assistant | - | 3 | 3 | 1400-40-1600-50-2300/EB-60-2600 |
| 14 | Senior Scale Stenographer | - | 1 | 1 | 1400-40-1600-50-2300/EB-60-2600 |
| 15 | Draftsman | 1 | - | 1 | 1400-40-1600-50-2300/EB-60-2600 |
| 16 | Stock Verifier | 2 | 1 | 3 | 1400-40-1600-50-2300/EB- 60-2600 |
| 17 | Store Purchase Assistant | 1 | - | 1 | 1400-40-1600-50-2300/EB-60-2600 |
| 18 | Junior Scale Stenographer | 2 | 3 | 5 | 1200-30-1560/EB-40-2040 |
| 19 | Head Constable | - | 17 | 17 | 1200-30-1560/EB-40-2040 |
| 20 | Constable | - | 40 | 40 | 950-20-1150-25-1500-30-1800 |
| 21 | Constable-cum-Driver | - | 6 | 6 | 950-20-1150-25-1500-30-1800 |
| 22 | Steno-typist | - | 21 | 24 | 950-20-1150-25-1500-30-1800 |
| 23 | Clerk | 37 | 80 | 117 | 950-20-1150/EB-25-1500+100 Spl Pay. |
| 24 | Store Purchase Clerk | - | 3 | 3 | 950-20-1150/EB-25-1500 |
| 25 | Store Keeper | - | 2 | 2 | 950-20-1150/EB-25-1500 |
| 26 | Assistant Store Keeper | - | 1 | 1 | 950-20-1150/EB-25-1500 |
| 27 | Computer | 1 | - | 1 | 950-20-1150/EB-25-1500 |
| 28 | Restorer | 2 | - | 2 | 950-20-1150/EB-25-1500 |
| 29 | Machine Man | - | 1 | 1 | 950-20-1150/EB-25-1500 |

OPERATIONAL STAFF

| | | | | | |
|---|--|----|----|----|--|
| 1 | Supervisor | 1 | 1 | 2 | 1400-40-1600-50-2300/EB-60-2600+100 Spl Pay. |
| 2 | Staff Car Driver (Attached with Minister Car Section) | 23 | 40 | 63 | 1200-30-1560/EB-40-2040 +300 Spl. Pay |
| 3 | Staff Car Driver | 1 | 6 | 7 | 1200-30-1560/EB-40-2040 +200 Spl. Pay |

TECHNICAL STAFF

| | | | | | |
|----|-----------------------------|---|----|----|---------------------------------|
| 1 | Motor Vehicles Inspector | 3 | 3 | 6 | 1640-60-2600EB-75-2900 |
| 2 | Foreman | - | 1 | 1 | 1640-60-2600EB-75-2900 |
| 3 | Service Station Incharge | - | 1 | 1 | 1600-60-2300/EB-60-2660 |
| 4 | Head Mechanic | - | 1 | 1 | 1400-40-1600-50-2300/EB-60-2600 |
| 5 | Head Electrician | - | 1 | 1 | 1400-40-1600-50-2300/EB-60-2600 |
| 6 | Head Painter | - | 1 | 1 | 1400-40-1600-50-2300/EB-60-2600 |
| 7 | Head Dent Beater | - | 1 | 1 | 1400-40-1600-50-2300/EB-60-2600 |
| 8 | Machinist | - | 1 | 1 | 1200-30-1560/EB-40-2040 |
| 9 | Mechanic | - | 10 | 10 | 1200-30-1560/EB-40-2040 |
| 10 | Welder | - | 1 | 1 | 1200-30-1560/EB-40-2040 |
| 11 | Fitter | - | 5 | 5 | 1200-30-1560/EB-40-2040 |
| 12 | Technician | - | 8 | 8 | 1200-30-1560/EB-40-2040 |

| | | | | | |
|----|--------------------------|---|---|---|-------------------------|
| 13 | Turner | - | 1 | 1 | 1200-30-1560/EB-40-2040 |
| 14 | Tyreman | - | 1 | 1 | 1200-30-1560/EB-40-2040 |
| 15 | Dent Beater | - | 2 | 2 | 1200-30-1560/EB-40-2040 |
| 16 | Radiator Repairer | - | 1 | 1 | 1200-30-1560/EB-40-2040 |
| 17 | Assistant Fitter | - | 6 | 6 | 950-20-1150/EB-25-1400 |
| 18 | Assistant Electrician | - | 4 | 4 | 950-20-1150/EB-25-1400 |
| 19 | Assistant Tyreman | - | 1 | 1 | 950-20-1150/EB-25-1400 |
| 20 | Assistant Painter | - | 2 | 2 | 950-20-1150/EB-25-1400 |

**APPENDIX B
(See Rule 7)**

| Serial No. | Designation of Post | Academic qualification and experience, if any, for direct recruitment | Academic qualification and experience, if any, for appointment other than direct recruitment |
|--------------------------|-----------------------|---|---|
| 1 | 2 | 3 | 4 |
| Ministerial Staff | | | |
| 1 | Section Officer | | By transfer from Finance Deptt. |
| 2 | Deputy Superintendent | | (i) Matriculation with Hindi (ii) Three years experience as Assistant Secretary, Senior Accountant, Assistant, Junior Auditor, Transport Sub Inspector, Assistant-cum- Cashier, Office-cum-ledger, Assistant; and Senior Scale Stenographer or combined experience as such. Note: In the case of Senior Scale Stenographer, he should have worked as Assistant for two years in addition to his own duties. |
| 3 | Personal Assistant | | (i) Matriculation with Hindi. (ii) Five years experience as Senior Scale Stenographer |
| 4 | Junior Engineer | | By deputation from PWD Deptt. |
| 5 | Statistical Assistant | (i) Graduate from a recognised University with Economics or Mathematics or Commerce or Business Administration or | (i) Matriculation with Hindi; (ii) Five years experience as Assistant Secretary, Senior Accountant, Assistant, Accountant, Junior Auditor, Transport Sub Inspector, Assistant-cum-Cashier, Officecum- Ledger, Assistant, |

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| | | Computer Science | Senior Scale Stenographer or Combined experience as such |
| | | (ii) Atleast two years experience in compilation and collection of statistical data; | |
| | | (iii) Hindi upto Matric Standard | |
| 6 | Assistant Secretary | | (i) Matriculation with Hindi; |
| | | | (ii) Three years experience as Senior Accountant, Assistant, Accountant, Junior Auditor, Transport Sub Inspector, Assistant-cum-Cashier, Officecum-Ledger, Assistant, Senior Scale Stenographer or Combined experience as such |
| 7 | Senior Accountant | | (i) Matriculation with Hindi; |
| | | | (ii) Two years experience as Accountant |
| 8 | Assistant | | (i) Matriculation with Hindi |
| | | | (ii) Four years experience as Junior Scale stenographer or five years experience as stenotypist, Clerk, Store Purchase Clerk, Computer |
| 9 | Accountant | | (i) Matriculation with Hindi |
| | | | (ii) Four years experience as Junior Scale stenographer or five years experience as stenotypist, Clerk, Store Purchase Clerk, Computer |

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| 10 | Junior Auditor | | (i) Matriculation with Hindi (ii) Four years experience as Junior Scale Stenographer or five years experience as stenotypist, Clerk, Store Purchase Clerk, Computer |
| 11 | Transport Sub Inspector | | (i) Matriculation with Hindi (ii) Four years experience as Junior Scale Stenographer or five years experience as stenotypist, Clerk, Store Purchase Clerk, Computer |
| 12 | Assistant-cum-Cashier | | (i) Matriculation with Hindi (ii) Four years experience as Junior Scale Stenographer or five years experience as stenotypist, Clerk, Store Purchase Clerk, Computer |
| 13 | Office-cum-Ledger Assistant | | (i) Matriculation with Hindi (ii) Four years experience as Junior Scale Stenographer or five years experience as stenotypist, Clerk, Store Purchase Clerk, Computer |
| 14 | Senior Scale Stenographer | | (i) Matriculation with Hindi (ii) Five years experience as Junior Scale Stenographer. |
| 15 | Draftsman | (i) Matriculation with Hindi (ii) Diploma in Draftsman(Mechanical) from a recognised | (i) Matriculation with Hindi (ii) Diploma in Draftsman (Mechanical) from a recognised university |

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| | | University | (iii) Three years experience in tracing work in Government Office or Public Undertaking |
| 16 | Stock Verifier | | (i) Matriculation with Hindi (ii) Five years experience as Store Purchase Assistant in service or Store Purchase Assistant or-Chief Store Keeper of Haryana Roadways or combined experience as such. |
| 17 | Store Purchase Assistant | | (i) Matriculation with Hindi (ii) Five years experience as Store Keeper |
| 18 | Junior Scale Stenographer | (i) Graduate from a recognised University or Matric with Ist Division (ii) Knowledge of Hindi upto Matric. (iii) Hindi shorthand at a speed of 80 wpm and transcription there of at a speed of 15 wpm; and (iv) English Shorthand at a speed of 100 wpm and transcription there of at a speed of 20 wpm; | (i) Matriculation with Hindi (ii) One years experience as Steno-typist; and (iii) Hindi Shorthand at a speed of 80 wpm and transcription there of at a speed of 15 wpm; and (iv) English Shorthand at a speed of 100 wpm and transcription there of at a speed of 20 wpm; |
| 19 | Head Constable | | By deputation from Police Deptt. |
| 20 | Constable | | By deputation from Police Deptt. |

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| 21 | Constable-cum-Driver | | By deputation from Police Deptt. |
| 22 | Steno-typist | <p>(i) Matriculation with Hindi</p> <p>(ii) Hindi shorthand at a speed of 64 wpm and transcription there of at a speed of 11 wpm; and</p> <p>(iii) English Shorthand at a speed of 80 wpm and transcription there of at a speed of 15 wpm;</p> | <p>(i) Matriculation with Hindi</p> <p>(ii) Three years experience as Clerk, Store Purchase Clerk or Computer, or combined experience as such;</p> <p>(iii) Hindi Shorthand at a speed of 64 wpm and transcription there of at a speed of 11 wpm; and</p> <p>(iv) English Shorthand at a speed of 80 wpm and transcription there of at a speed of 15 wpm;</p> |
| 23 | Clerk | <p>(i) Matriculation with Hindi</p> | <p>(i) Matriculation with Hindi</p> <p>(ii) One years experience as Restorer; or</p> <p>(iii) Three years experience as Jamadar, Record Lifter, Daftri; or</p> <p>(iv) Five years experience as Peon, Sweeper, Chowkidar, subject to passing of departmental test by all categories of English and Hindi languages of Matriculation level.</p> |
| 24 | Store Purchase Clerk | <p>(i) Matriculation with Hindi</p> | <p>(i) Matriculation with Hindi</p> <p>(ii) One years experience as Restorer; or</p> <p>(iii) Five years experience as Peon, Sweeper, Chowkidar, subject to passing of departmental test by all categories of English and Hindi languages of Matriculation level</p> |

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| 25 | Store Keeper | | (i) Matriculation with Hindi (ii) Three years experience as Assistant Store Keeper |
| 26 | Assistant Store Keeper | | (i) Matriculation with Hindi (ii) Five years experience as Assistant Store Keeper |
| 27 | Computer | (i) Matriculation with Hindi (ii) Conversant with handling of tabulating manual or electronic machine or a computer | (i) Matriculation with Hindi (ii) Conversant with handling of tabulating manual or electronic machine or a computer |
| 28 | Restorer | | (i) Matriculation with Hindi (ii) Three years experience as Jamadar, Record Lifter, Daftri |
| 29 | Machine Man | | (i) Matriculation with Hindi (ii) Five years experience as Peon; (iii) adequate knowledge of handling a duplicating machine. |

OPERATIONAL STAFF

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| 1 | Supervisor | | (i) Matriculation with Hindi (ii) Seven years experience as Staff Car driver in Ministers Car Section. |
| 2 | Staff Car Driver (Attached with Minister Car Section) | (i) Middle with Hindi (ii) Holder of Light Transport Vehicle Driving Licence; (iii) Three years experience of driving of Light Transport Vehicle | (i) Middle with Hindi (ii) Holder of Light Transport Vehicle Driving Licence; (iii) Three years experience of driving of Light Transport Vehicle |

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| 3 | Staff Car Driver | (i) Middle with Hindi (ii) Holder of Light Transport Vehicle Driving Licence; (iii) Three years experience of driving of Light Transport Vehicle | (i) Middle with Hindi (ii) Holder of Light Transport Vehicle Driving Licence; (iii) Three years experience of driving of Light Transport Vehicle |
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TECHNICAL STAFF

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| 1 | Motor Vehicles Inspector | (i) Intermediate or 10+2 vocational; (ii) Holds diploma in Automobile Engineering of a recognised Institute (iii) Has minimum experience for a period of Three years of an Automobile Engineering Workshop | (i) Matriculation with Hindi; (ii) Three years experience as Service Station Incharge or Four years experience as Head Mechanic. |
| 2 | Foreman | (i) Diploma in Automobile or Mechanical Engineering from a recognised Institute (ii) Five years experience in repair or maintenance in Automobile workshop of Government Deptt. or Public Undertaking. | (i) Matriculate with Hindi; (ii) Three years experience as Service Station Incharge or Draftsman (Mechanical) |
| 3 | Service Station Incharge. | (i) Diploma in Automobile or Mechanical Engineering from a recognised Institute | (i) Matriculate with Hindi (ii) Three years experience as Head Mechanic, Head Electrician. |

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| | | (ii) Matric with ITI Certificate in the Mechanic trade; and | |
| | | (iii) Five years experience in repair or maintenance in Automobile workshop of Government Deptt. or Public Undertaking. | |
| 4 | Head Mechanic | | (i) Middle with Hindi. (ii) Three years experience as Mechanic; Turner, Technician, Fitter |
| 5 | Head Electrician | | (i) Middle with Hindi. (ii) Three years experience as Electrician. |
| 6 | Head Painter | | (i) Middle with Hindi. (ii) Three years experience as Painter. |
| 7 | Head Dent Beater | | (i) Middle with Hindi. (ii) Three years experience as Dent Beater |
| 8 | Mechanist | (i) Middle with Hindi. (ii) ITI certificate in Motor Mechanic trade; (iii) Two years experience in repair and maintenance of vehicles or of working on a celebrating machine | (i) Middle with Hindi. (ii) Two years experience as Fitter Technician |

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| 9 | Mechanic | (i) Matric with Hindi. (ii) ITI certificate in Motor Mechanic trade; (iii) Two years experience in repair and maintenance of vehicles or of working on a celebrating machine. | (i) Middle with Hindi. (ii) Two years experience as Fitter Technician |
| 10 | Welder | (i) Matric with Hindi (ii) ITI certificate in Welder trade; (iii) Two years experience in welding trade | (i) Middle with Hindi; (ii) Three years experience as Assistant Welder; |
| 11 | Fitter | (i) Matric with Hindi (ii) ITI certificate in Fitter/ Technician trade | (i) Middle with Hindi; (ii) Three years experience as Assistant Fitter |
| 12 | Technician | (i) Matric with Hindi (ii) ITI certificate in Fitter/ Technician trade | (i) Middle with Hindi; (ii) Three years experience as Assistant Fitter |
| 13 | Turner | (i) Matric with Hindi (ii) ITI certificate in Turner trade | (i) Middle with Hindi; (ii) Three years experience as Assistant Turner |
| 14 | Tyreman | (i) Matric with Hindi (ii) ITI certificate in Tyreman trade (iii) Two years experience as Tyreman in Auto workshop. | (i) Middle with Hindi; (ii) Three years experience as Assistant Tyreman |
| 15 | Dent Beater | (i) Matric with Hindi (ii) ITI certificate in Dent | (i) Middle with Hindi; (ii) Three years experience as |

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| | | Beater trade | Assistant Dent Beater. |
| | | (iii) Two years experience as Dent Beater. | |
| 16 | Radiator Repairer | (i) Matric with Hindi (ii) Atleast five years experience in repairing of radiators | (i) Middle with Hindi; (ii) Three years experience as Assistant Radiator Repairer. |
| 17 | Assistant Fitter | (i) Matric with Hindi (ii) ITI certificate in Motor Mechanic/Fitter trade (iii) Two years experience in the trade. | (i) Middle with Hindi; (ii) Three years experience as Helper Mechanic. |
| 18 | Assistant Electrician | (i) Matric with Hindi (ii) ITI certificate in Electrician trade (iii) Two years experience as Electrician. | (i) Middle with Hindi; (ii) Three years experience as Helper (Electrician) |
| 19 | Assistant Tyreman | (i) Matric with Hindi (ii) ITI certificate in Tyreman trade (iii) Two years experience as Tyreman. | (i) Middle with Hindi; (ii) Three years experience as Helper (Tyreman) |
| 20 | Assistant Painter | (i) Matric with Hindi (ii) ITI certificate in Painter trade (iii) Two years experience as Painter | (i) Middle with Hindi; (ii) Three years experience as Helper (Painter) |

Appendix C
(See Rule (14) 1)

| Sr. No. | Designation of Posts | Appointing Authority | Nature of penalty | Authority empowered to impose penalty | Appellate authority | Second and final appeal authority if any |
|---------|-----------------------------|------------------------|--|--|------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | MINISTERIAL STAFF | | | | | |
| 1 | Deputy Supdt. | Transport Commissioner | Minor Penalties- (i) warning with a copy on the personal file (character roll) (ii) Censure; (iii) withholding of promotion; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach or orders, to the Central Government or 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; (v) withholding of increments of pay without cumulative effect; Major Penalties- (vi) withholding of increments of pay | Additional State Transport Controller (Administration)/ Joint State Transport Controller (Administration). | Transport Commissioner | Government. |
| 2 | Personal Assistant | | | | | |
| 3 | Statistical Assistant | | | | | |
| 4 | Assistant Secretary | | | | | |
| 5 | Senior Accountant | | | | | |
| 6 | Assistant Accountant | | | | | |
| 7 | Junior Auditor | | | | | |
| 8 | Transport Sub Inspector | | | | | |
| 9 | Assistant-cum-Cashier | | | | | |
| 10 | Office-cum-Ledger Assistant | | | | | |
| 11 | Senior Scale Stenographer | | | | | |
| 12 | Draftsman | | | | | |
| 13 | Stock Verifier | | | | | |

- 15 Store Purchase Assistant
- 16 Junior Scale Stenographer
- 17 Steno-typist
- 18 Clerk
- 19 Store Purchase Clerk
- 20 Store Keeper
- 21 Assistant Store Keeper
- 22 Computer
- 23 Restorer
- 24 Machine Man

OPERATIONAL STAFF

- 1 Supervisor
- 2 Staff Car Driver
(Attached with Minister Car Section)
- 3 Staff Car Driver

without cumulative effect;

(vii) reduction to a lower stage in the 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 condition or restoration to the grade of post or service from which the Government employee was reduced and his seniority and pay on such restoration to the grade, post, or service;

(ix) compulsory retirement;

(x) removal from service which shall not to 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.

TECHNICAL STAFF

- 1** Motor Vehicles
Inspector
- 2** Foreman
- 3** Service Station
Incharge
- 4** Head Mechanic
- 5** Head Electrician
- 6** Head Painter
- 7** Head Dent Beater
- 8** Machinist
- 9** Mechanic
- 10** Welder
- 11** Fitter
- 12** Technician
- 13** Turner
- 14** Tyreman
- 15** Dent Beater
- 16** Radiator Repairer
- 17** Assistant Fitter
- 18** Assistant Electrician
- 19** Assistant Tyreman
- 20** Assistant Painter

Appendix D
[See Rule 14 (2)]

| Sr. No. | Designation of Posts | Nature of orders | Authority empowered to make order | Appellate authority |
|--------------------------|------------------------------|--|-----------------------------------|---------------------|
| 1 | 2 | 3 | 4 | 5 |
| MINISTERIAL STAFF | | | | |
| 1 | Deputy Superintendent | (i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension.; (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation | Transport Commissioner | Government. |
| 2 | Personal Assistant | | | |
| 3 | Statistical Assistant | | | |
| 4 | Assistant Secretary | | | |
| 5 | Senior Accountant | | | |
| 6 | Assistant | | | |
| 7 | Accountant | | | |
| 8 | Junior Auditor | | | |
| 9 | Transport Sub Inspector | | | |
| 10 | Assistant-cum-Cashier | | | |
| 11 | Office-cum- Ledger Assistant | | | |
| 12 | Senior Scale Stenographer | | | |
| 13 | Draftsman | | | |
| 14 | Stock Verifier | | | |

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- 15 Store Purchase Assistant
 - 16 Junior Scale Stenographer
 - 17 Steno-typist
 - 18 Clerk
 - 19 Store Purchase Clerk
 - 20 Store Keeper
 - 21 Assistant Store Keeper
 - 22 Computer
 - 23 Restorer
 - 24 Machine Man

OPERATIONAL STAFF

- 1 Supervisor
- 2 Staff Car Driver
(Attached with
Minister Car Section)
- 3 Staff Car Driver

TECHNICAL STAFF

- 1 Motor Vehicles Inspector
 - 2 Foreman
 - 3 Service Station Incharge.
 - 4 Head Mechanic
 - 5 Head Electrician
 - 6 Head Painter
-

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- 7 Head Dent Beater
 - 8 Machinist
 - 9 Mechanic
 - 10 Welder
 - 11 Fitter
 - 12 Technician
 - 13 Turner
 - 14 Tyreman
 - 15 Dent Beater
 - 16 Radiator Repairer
 - 17 Assistant Fitter
 - 18 Assistant Electrician
 - 19 Assistant Tyreman
 - 20 Assistant Painter

Note:- 1. Since the post of Section Officer is exclusively filled by deputation from Finance Department. They shall be governed by the service rules in their parent department regarding imposition of penalties and appeals etc.

Note:-2. Since the post of Junior Engineer is exclusively filled by deputation from Public Works Department. They shall be governed by the service rules in their parent department regarding imposition of penalties and appeals etc.

Note:-3: Since the post of Head Constable is exclusively filled by deputation from Police Department. They shall be governed by the service rules in their parent department regarding imposition of penalties and appeals etc.

Note:-4: Since the post of Constable is exclusively filled by deputation from Police Department. They shall be governed by the service rules in their parent department regarding imposition of penalties and appeals etc.

Note:-5: Since the post of Constable-cum Driver is exclusively filled by deputation from Police Department. They shall be governed by the service rules in their parent department regarding imposition of penalties and appeals etc.

P.R. KAUSHIK,

**Financial Commissioner and Secretary to Government, Haryana,
Transport Department.**