forfeiture of a portion of his service or affect the amount of his pension.

The rolls should be checked up by the roll maintained in a language other than the English and Order Book and the punishment register, and every entry in it should be signed by the Superintendent of Police.
CHAPTER XIII.—Passages

I—GENERAL

13.1. A competent authority may sanction—

(a) for any Government employee appointed in Europe to the Public Service in India, a free passage of India and return passage on the termination of his appointment;

(b) a free passage; including travelling expenses by rail to the port of embarkation, in urgent cases where, in its opinion it is very desirable that a Government employee or his dependents, should leave India and where the pecuniary circumstances of the individual concerned are such that they are unable to leave without such assistance;

(c) a free passage for any Government employee entitled to return passage on the termination of his agreement, whose services are retained in the public interest beyond the original period of his engagement. The competent authority may also sanction an extension of an original concession in regard to free passage home for an officer's family.

Note.—The officers engaged on contract abroad, for the purpose of grant of passages will be governed by conditions laid down in Model Agreement Form No. Punjab C.S.R. No. 1.

13.2. A departmental officer of the commissary class, or a department warrant officer, in civil employ shall be entitled to the same passage concessions as he would receive if he were in military employ.
13.3. (i) A competent authority may sanction the following terms for any Government employee deputed out of India—

(a) if the period of deputation is not expected to exceed one year—

(1) for the journey from his headquarters to the port of embarkation, travelling allowance at the rate which would be admissible to him were the journey one on tour;

(2) free passage (with diet) to the port of debarkation;

(3) travelling allowance at the rates admissible under the rules in Appendix 10 from the port of debarkation to the destination in cases of deputations to Europe or America, and actual travelling expenses in the case of deputations to other countries;

(4) actual expenses incurred on account of dock dues and passport fees subject to production of receipts;

(5) Similar terms for the return journeys.

(b) if the period of deputation is expected to exceed one year—

(1) for the journey from his headquarters to the port of embarkation, travelling allowance at the rates which would had been admissible to him were the journey one on transfer;

(2) free passage (with diet) to the port of debarkation; for himself and each member of his family entitled to Travelling Allowance under sub-clause (1);

(3) actual cost of transport of excess luggage from the port of embarkation to the port of debarkation up to a maxima prescribed under rule 2.59 (iii) of the Punjab Civil Services Rules Volume III. (Travelling Allowance Rules), the maximum admissible to an officer who does not take his family with him being determined with reference to the maximum prescribed for Government employee not possessing families;
(4) for himself and family as prescribed in sub-clause (2) travelling allowance at the rates admissible under the rules in Appendix 10 from the port of debarkation to destination in the case of deputation to Europe or America, and actual travelling expenses in the case of deputations to other countries;

(5) actual cost of transporting luggage from the approved port of debarkation to destination, within the limit laid down in sub-clause (3);

(6) actual expenses incurred on account of dock dues and passport fees subject to production of receipts; and

(7) similar terms for the return journey.

Note.—Return tickets for steamer journeys should be purchased in cases where the period of deputation is not expected to exceed the period for which such tickets are available.

(ii) A competent authority may, in exceptional circumstances sanction a passage by air from or to India, to a Government employee deputed out of India, and grant to him the terms detailed in clause (i), other than those relating to his own passage and travelling allowance for himself in India, in lieu of which the Government employee may be granted—

(1) (a) in cases covered by clause (i) (a), travelling allowance for the journey from his headquarters to the air-port from which the passage has been sanctioned at the rate which would be applicable were the journeys be on tour;

(b) in cases covered by clause (i) (b), a single mileage by road and/or railway from his headquarters to the air-port from which the passage has been sanctioned in addition to two railway fares of the appropriate class of accommodation from his headquarters to the air-port at which he would have embarked had he travelled by sea;

(2) free air passage to the air-port of debarkation;
(3) In cases covered by clause (2) (a), the actual cost of transporting luggage—

(a) from his headquarters to the sea-port at which he would have embarked had he travelled by sea, subject to a limit of one-fourth of the rail fare between those two places of the class to which he is entitled; and

(b) from the sea-port above-mentioned to the port at which he would have disembarked had he travelled by sea subject to a maximum of the charges payable for conveyance by sea of the amount of luggage which he would have carried free had a sea passage been sanctioned for him; and

(4) similar terms for the return journey.

Note.—A free passage granted for Government purposes ought not to be used mainly or largely for private expenses to Government. The grant of a return passage to India on conclusion of a deputation is conditional on Government employee's return to India forthwith on the conclusion of the deputation unless arrangement to the contrary effect should be specially permitted at the time the deputation closes, or is about to close, and any leave is begun.

13.4. The grant of free passages to Government employees engaged on contract is regulated by the rules in Appendix 21.
CHAPTER XIV.—Classification of Services (including method of recruitment and appointment thereto and number and character of posts), Conduct and Discipline and punishments and Appeals.

SECTION I—CLASSIFICATION OF SERVICES

(a) General

14.1. Besides the all-India Services which are under the rule-making control of the President of India, the public services under the administrative control of the Haryana Government shall be classified as follows:

(i) the State Services, Class I;
(ii) the State Services, Class II;
(iii) the Specialist Services;
(iv) the State Services, Class III;
(v) the State Services, Class IV.

14.2. In the case of a person to whom these rules apply and who is not already included in any of the services given in rule 14.1 the competent authority shall decide the service to which he shall belong.

14.3. Save where his former appointment has been terminated by his removal under rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules (see Appendix 24 in Part II of this volume) no appointment of a person who is included in a service to any other service or post shall operate to deprive him, without his consent of any right or privilege to which he may have been entitled as a member of his former service.

14.4. A competent authority may make rules regulating (1) the method of recruitment to the different services, (2) the strength (including both the number and character of posts) of such services, and (3) the making of first appointment to the different services.

Note 1.—Rules relating to the subjects mentioned in this rule for the different services have been issued separately by the departments concerned.

Note 2.—This rule in so far as it provides for the number and character of posts and their rates of pay, to be determined by rule cannot suitably be applied in respect of all ministerial and petty officers and class IV employees. Accordingly those Government employees have been excluded from the operation of this rule to that extent.
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Note 3.—The extent to which the various departments and heads of departments or their subordinate authorities exercise powers in respect of the creation or abolition of both permanent and temporary posts and the varying of emoluments of posts are given in Chapter XV.

Note 4.—Although a competent authority has full power to create posts and to fix the pay thereof under this rule, the sanction of the Government of India is necessary to the holding in abeyance of a post borne on the cadre of the All-India Services, and the creation in its place of a temporary post of different status.

Note 5.—(a) Short term vacancies, the duration of which exceeds two months by an appreciable margin may be filled up in the normal manner by the authorities competent to make appointments against the posts.

(b) Officiating promotion in vacancies of two months duration or less/continuous chain of vacancies in the same grade each of a duration of two months or less, but which taken together extend beyond two months should not as a rule, be made save in very exceptional circumstances with prior approval of the Administrative Secretary concerned in case of general appointments and of Heads of Departments in case of Non-gazetted appointments.

Provided that in the case of Haryana Vidhan Sabha such appointment except that of Secretary shall be made by the Speaker.

(b) STATE SERVICES, CLASS I AND II, AND SPECIALIST SERVICES

14.5. The State Services, Class I and II, consist of such services as the competent authority may from time to time declare by notification in the Official Gazette to be included in Class I and II Services.

Note.—For the list of services declared as State Services, Class I and II, see Schedule at the end of this Chapter.

14.6. The Specialist Services shall consist of such services (other than All-India and State Services, Class I and II) as the Government may from time to time by notification in the Official Gazette declare to be Specialist Services.

(c) OTHER SERVICES

14.7. State Services, Class III and IV, include persons to whom these rules apply and who are not already included in any of the services comprised in class (i), (ii) and (iii) of rule 14.1.

SECTION II—CONDUCT AND DISCIPLINE

14.8. A competent authority may make rules to regulate the conduct of the members of the State Services, and holders of special posts.

Note.—Rules issued under this rule are contained in Appendix 23 to these rules.

SECTION III—PUNISHMENT AND APPEALS

14.9. A competent authority may issue rules specifying the penalties which may be imposed on members of the services and the procedure for preferring appeals against the imposition of such penalties.

Note.—The Punjab Civil Services (Punishment and Appeal) Rules are contained in Appendix 24 in Part II of this Volume.
CONDUCT AND DISCIPLINE AND PUNISHMENTS AND
APPEALS

SCHEDULE

(See note below Rule 14.5)

LIST OF STATE SERVICES

(1) Haryana Civil Service.
(2) Haryana Secretariat Service.
(3) Haryana Educational Service (Men's Branch) (Class I).
(4) Haryana Educational Service (Men's Branch) (Class II).
(5) Haryana Educational Service (Women's Branch) (Class I).
(6) Haryana Educational Service (Women's Branch) Class II.
(7) Haryana Civil Medical Service (Class I).
(8) Haryana Civil Medical Service (Class II).
(9) Haryana Police Service.
(10) Haryana Agricultural Service (Class I).
(11) Haryana Agricultural Service (Class II).
(12) Haryana Service of Engineers (Buildings and Roads Branch) (Class I).
(13) Haryana Service of Engineers (Buildings and Roads Branch) (Class II).
(14) Haryana Service of Engineers (Irrigation Branch) (Class I).
(15) Haryana Service of Engineers (Irrigation Branch) (Class II).
(16) Haryana Forest Service (Class I).
(17) Haryana Forest Service (Class II).
(18) Haryana Veterinary Service (Class I).
(19) Haryana Veterinary Service (Class II).
(20) Haryana Public Health Service.
(21) Haryana Co-operative Service.
(22) Haryana Irrigation—Deputy Collectors (Revenue Branch) Service.
(23) Haryana Finance and Accounts Service.
(24) Haryana Excise and Taxation Department (State Service Class I).
(25) Haryana Industrial Service (Class I).
(26) Haryana Employment Services (Class I and II).
(27) Haryana Local Audit Service (Class II).
CHAPTER XV.—Authorities which exercise the powers of a competent authority under the various Rules.

15.1. With reference to rule 2.14 the following authorities shall exercise the powers of a competent authority under the various rules.

Note 1.—The following provisions apply in the matter of the creation of posts:

(i) The power to create a permanent post may, unless there exists a specific power in respect of similar temporary posts, be held to cover a temporary post within the same limits.

(ii) The term "pay" does not include "special pay".

(iii) The powers to create posts do not refer to class IV establishment, the pay of which is debitable to "Contingencies". These are governed by the rules given in the Punjab Financial Rules, Volume I.

(iv) The powers in regard to the creation of posts are intended to be exercised in individual cases only. Proposals involving a general addition to the establishment of a number of offices should be referred to Finance Department.

(v) In respect of delegations for creation of posts, fees or commission which are the authorised emoluments of the post, should be considered as pay or part of pay of the post for the purposes of determining the authority competent to create the post.

Note 2.—The Administrative Departments and the Heads of Departments concerned may re-delegate the powers, delegated to them in the table below this rule, to any officer under them at their headquarters offices on their own overall responsibility and subject to such conditions and restrictions as they may like to impose. Copies of such orders should invariably be endorsed to the Finance Department and the Accountant-General, Haryana. They may also re-delegate their powers in respect of the following items in the manner indicated below:

<table>
<thead>
<tr>
<th>Serial number of the table below this rule</th>
<th>Authority to whom power may be re-delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>2, 4, 5, 11, 12, 29, 32, 34, 35, 38, 44, 45, 48, 49 and 57</td>
<td>To any officer subordinate to them. The powers in respect of items Nos. 44 and 45 may, however, be re-delegated only in respect of non-officers.</td>
</tr>
<tr>
<td>9, 10, 14, 21, 23, 40, 41, 43, 47, 52 and 54</td>
<td>To authorities competent to make appointments.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>No.</th>
<th>Number of Rule</th>
<th>Nature of Power</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.26</td>
<td>To appoint an authority to exercise the powers of a Head of Office</td>
<td>Departments of Governments</td>
<td>Full powers. A copy of the orders should be simultaneously endorsed to the Finance Department</td>
</tr>
<tr>
<td></td>
<td>2.27 (b)</td>
<td>Power to declare a Government employee's headquarters</td>
<td>Departments of Government, Head of Departments, Conservator of Forests, Divisional Forest Officers, Chief Engineer, Irrigation works, Superintending Engineers in the Buildings and Roads and Irrigation Branches, Deputy Registrar, Co-operative Societies, Deputy Commissioner</td>
<td>Full powers in respect of posts under their control except those of Divisional Forest Officers and equivalent posts</td>
</tr>
<tr>
<td>2</td>
<td>2.42</td>
<td>Power to appoint a Government employee to officiate in a vacant post</td>
<td>Departments of Government, Authority competent to make a substantive appointment to the post, Elections Commissioner, Haryana</td>
<td>Full powers in respect of temporary post which he is competent to create</td>
</tr>
<tr>
<td>4</td>
<td>2.53</td>
<td>Powers to define the limits of a Government employee's sphere of duty</td>
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<tr>
<td>Chief Conservator of Forests</td>
<td>Full powers for all posts except in respect of H.E.S., Class I</td>
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<tr>
<td>Chief Engineer, Irrigation works</td>
<td>Full powers except in respect of posts of the rank of Sub-Divisional Officers and above</td>
<td></td>
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</tr>
<tr>
<td>Heads of Departments</td>
<td>Full powers to appoint a Government employee to officiate in a vacant post up to 4 months in respect of appointment of all non-gazetted Government employees and Class II officers</td>
<td></td>
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</tr>
<tr>
<td>Departments of Government</td>
<td>Full powers</td>
<td></td>
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<tr>
<td>Heads of Departments</td>
<td>Full powers in respect of all Government employees</td>
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<tr>
<td>Conservators of Forests</td>
<td>Full powers in respect of posts under their control except those of Divisional Forest Officers and equivalent Posts</td>
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<tr>
<td>Divisional Forest Officers</td>
<td>Full powers in case of those Government employees whom they can appoint</td>
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<tr>
<td>Superintending Engineers in the Public Works Departments</td>
<td>Full powers in case of those Government employees whom they can appoint</td>
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<tr>
<td>Deputy Registrar, Co-operative Societies</td>
<td>Full powers in case of Government employees whom they or any authority subordinate to them can appoint</td>
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<tr>
<td>Schedule to Chapter II, paragraph 1 (n)</td>
<td>Power to permit a Government employee to appear in an optional examination</td>
<td></td>
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<tr>
<td>Departments of Government</td>
<td>Full powers</td>
<td></td>
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<tr>
<td>Heads of Departments</td>
<td>Full powers in respect of non-gazetted Government employees and Class II gazetted officers</td>
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<tr>
<td>Departments of Government</td>
<td>Full powers for absence within India</td>
<td></td>
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</tr>
<tr>
<td>Heads of Departments</td>
<td>Full powers in individual cases; provided the absence does not exceed 60 days</td>
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</tr>
<tr>
<td>5</td>
<td>Schedule to Chapter II, paragraph II(5)</td>
<td>Power to sanction the absence of a Government employee on duty beyond his sphere of duty</td>
<td></td>
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</tr>
<tr>
<td>Sr. No.</td>
<td>Number of Rule</td>
<td>Nature of Power</td>
<td>Authority to which the power is delegated</td>
<td>Extent of power delegated</td>
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</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Game Wardens and Superintending Engineer in the P.W.D.</td>
<td>Full powers in individual cases; provided the absence is for reasons of a public nature, which should be stated, and does not exceed 14 days in each case</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Heads of Offices in Agriculture Department</td>
<td>Full powers in individual cases; provided the absence is for reasons of a public nature, which should be stated and does not exceed 14 days in respect of non-gazetted Government employees under their control</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Conservators of Forests</td>
<td>Full powers in respect of all Officers under their control; provided the absence does not exceed 14 days in each case</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>Divisional Officers in the Public Works Departments</td>
<td>Full powers in individual cases; provided the absence is for reasons of a public nature, which should be stated and does not exceed 14 days in each case in respect of non-gazetted Government employees under their control provided the absence is restricted to the sphere of duty of the Division concerned in the case of Public Works Department Divisional Officers</td>
</tr>
<tr>
<td>5</td>
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<td></td>
<td>Deputy Inspector-General of Police in charge of ranges</td>
<td>Full powers in individual cases; provided the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case in respect of Gazetted Government employees attached to districts</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>Superintendents of Police</td>
<td>Full powers in individual cases; provided the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case in respect of Cantonment C.I.D. and other Inspector Sergeants, Prosecuting C.I.D. and other Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables</td>
</tr>
<tr>
<td>Assistant Inspector-General, Railway Police</td>
<td>Full powers in individual cases: provided the absence is for reasons of a public nature, which should be stated and does not exceed 14 days in each case in respect of members of the Railway police of and below the rank of Inspector and Sergeant.</td>
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<tr>
<td>Superintendents of police of the District in which group headquarters are fixed</td>
<td>Full powers in individual cases: provided the absence is for reasons of a public nature, which should be stated, and does not exceed 14 days in each case in respect of Sergeant, Head Constables and Clerks of Motor Vehicles Inspection staff.</td>
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</tr>
<tr>
<td>Principals, Government Polytechnics</td>
<td>Full powers: provided the absence is for reasons of a public nature, which should be stated and does not exceed 14 days in each case in respect of Government employees under their control.</td>
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<tr>
<td>Director, State Institute of Education/Science</td>
<td>Full powers in individual cases for journeys for participation in the programmes of the National Council of Educational Research and Training and Programmes of State Institute of Education/Science: provided the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case in respect of the non-gazetted Government employees under their control.</td>
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<tr>
<td>District Education Officer</td>
<td>Full powers in individual cases for journeys within the district: provided the absence is for reasons of a public nature which should be recorded and does not exceed 14 days in each case in respect of non-gazetted Government employees under their control.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Commissioners</td>
<td>Full powers in respect of tehsildars, Naib tehsildars, Superintendents and Assistant Superintendents/Relief and Rehabilitation working in the District: provided the absence does not exceed 14 days in each case.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Head of Offices, other than those stated above</td>
<td>Full powers in individual cases: provided the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case in respect of Government employees whom they can appoint.</td>
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<td></td>
</tr>
<tr>
<td>Chief Medical Officers/Principal Medical Officers</td>
<td>Full powers in individual cases: provided the absence is for reasons of a public nature which should be stated, and does not exceed 14 days in each case in respect of both Gazetted and Non-Gazetted technical staff under them.</td>
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</tr>
<tr>
<td>Sr. No.</td>
<td>Number of Rule</td>
<td>Nature of powers</td>
<td>Authority to which the power is delegated</td>
<td>Extent of power delegated</td>
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<tr>
<td>6-A</td>
<td></td>
<td>Power to sanction journey beyond jurisdiction for I.A.S. and H.C.S. officers</td>
<td>Deputy Commissioners</td>
<td>Full powers</td>
</tr>
<tr>
<td>7</td>
<td>Schedule to Chapter II paragraph II (5)</td>
<td>Powers to sanction absence of block personnel (except Village Level Workers) and staff of Gram Sewa Training Centres and allied wings beyond their sphere of duty for training in India</td>
<td>Secretary to Government, Haryana Development and Panchayat Department</td>
<td>Full powers: provided the absence does not exceed three months</td>
</tr>
<tr>
<td>8</td>
<td>3.2</td>
<td>Power to dispense with the production of a medical certificate of fitness</td>
<td>Departments of Government Heads of Departments</td>
<td>Full powers: Full powers in respect of non-gazetted Government employees</td>
</tr>
<tr>
<td>9</td>
<td>3.14</td>
<td>Power to suspend a lien</td>
<td>Hon'ble Judges of the High Court</td>
<td>Full powers: Full powers in the case of members of the Haryana Civil Service (Judicial Branch) on posts in the Selection Grades: provided the Government employee whose lien is suspended is holding a superior post on which no other Government employee holds a lien and there is no reasonable expectation of his reversion within three years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Heads of Departments and Heads of Offices</td>
<td>Full powers: Full powers in respect of non-Gazetted Government employees</td>
</tr>
<tr>
<td>10</td>
<td>3.16</td>
<td>Power to transfer a lien</td>
<td>Departments of Government Heads of Departments</td>
<td>Full powers: Full powers in respect of non-Gazetted Government employees whom they can appoint</td>
</tr>
<tr>
<td>11</td>
<td>3.23</td>
<td>Power to relax the provisions of rule 3.22</td>
<td>Departments of Government</td>
<td>Full powers: provided that the phase of making over charge in within the Haryana</td>
</tr>
<tr>
<td>Rule</td>
<td>Description</td>
<td></td>
<td></td>
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<tr>
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<tr>
<td>12 3.24</td>
<td>Power to declare that proviso (a) to rule 3.23 is not applicable to any particular case</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 3.26 (a)</td>
<td>Powers to retain in exceptional circumstances a non-granted Government employee in service after the age of 58</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 4.3</td>
<td>Power to reduce the pay and allowances of a Government employee treated as on duty under rule 4.16 (b)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 15 4.3 | Power to sanction the grant of pay while on training to a candidate for the post of—
(a) Tahsildar
(b) Nadir-Tahsildar who is not in Government service |

- **Heads of Departments except**
- **Chief Conservator of Forests,**
- **or other authorities competent to grant leave**
- **Chief Conservator of Forests**
- **Departments of Government**
- **Heads of Departments except**
- **Chief Conservator of Forests,**
- **or other authorities competent to grant leave**
- **Chief Conservator of Forests**
- **Departments of Government**
- **Heads of Departments**
- **Financial Commissioners**
- **Heads of Departments and Superintending Engineers in the irrigation branch**
- **Commissioners of Divisions**
- **In respect of Government employees to whom they are competent to grant leave**
- **Full powers: provided the place of making over and taking over charge is within the Haryana**
- **Full powers**
- **Full powers: provided the place of making over and taking over charge is within the Haryana**
- **Full powers subject to a maximum of two years**
- **Government employees whom they are competent to appoint except in the case of Head Vernacular Clerks of the offices of the Commissioners and Superintendents and Head Vernacular Clerks of the offices of the Deputy Commissioners, subject to a maximum of two years**
- **Full powers subject to a maximum of two years in the case of Head Vernacular Clerks of the offices of the Commissioners of Divisions and Superintendents and Head Vernacular Clerks of the office of the Deputy Commissioners**
- **Full powers**
- **In individual cases of non-Granted Government employees only whom they can appoint without reference to the higher authority**
- **Full powers to grant minimum of the time scale**
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number of Rule</th>
<th>Nature of powers</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>(c) Kamungo while under settlement or colony training</td>
<td>Colonization Officers, Settlement Officers, Deputy Commissioners and Extra Assistant Commissioners in charge of settlement operations</td>
<td>Full powers subject to the condition that in the case of a candidate who is not a Government employee the rate of stipend does not exceed Rs 20 per mansem and in the case of a person already in Government service the rate of pay shall be equal to the presumptive pay of the post, which he holds substantively: provided it does not exceed the minimum pay of the post of Kamungo: provided further that a Kamungo candidate recruited from the Patwari Class shall while working as settlement Patwari for the purpose of training receive the pay of his Substantive post as Patwari</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>(d) Kamungo while under training in a district not under settlement training</td>
<td>Deputy Commissioner</td>
<td>In the case of a person who is already in Government service: provided the pay shall be the minimum pay of a Patwari</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Note 6 below rule 4.4 Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of demand</td>
<td>Departments of Government and Heads of Departments</td>
<td>The certificate will be issued by the Administrative Department concerned in respect of the new post, in cases where the two posts are in different departments and by the Head of Department concerned where the two posts are in the same Department. To the extent specified in the Service Rules</td>
</tr>
<tr>
<td>18</td>
<td>4.7</td>
<td>Powers to withhold increments</td>
<td>(i) Authorities specified in the service rules (ii) Authorities competent to make substantive appointment to the post which the Government employee holds where no service rules have been issued (iii) Deputy Inspector-General of Police, Assistant Inspector-General, Railway Police, Superintendents of Police, Assistant Superintendent of Railway Police and Deputy Superintendents incharge of Railway Police Sub-Divisions</td>
<td>Full powers As provided in the Police Rules, in the case of the Subordinate ranks of the Police Force</td>
</tr>
</tbody>
</table>
(iv) Heads of Offices

In the case of Class IV Government employees up to a maximum period of three years

Full powers in respect of non-Gazetted Government employees and Class II Officers

Full powers in the following cases and subject to the following conditions:

(a) In cases where the individual concerned does not apply for benefit under rule 4.10 for fixation of his pay within two months of the date on which the occasion for re-fixation of his pay arises, no arrears shall be allowed in respect of the period prior to the date of application or, if there is no such application, the date of first reference by the Head of Office.

(b) In cases other than cases of re-employment after resignation, removal or dismissal from the public service where a Government employee has previously rendered service in a post in a higher time-scale in an officiating or temporary capacity, his service in the higher post may be allowed to count for purposes of increments in the lower post but in the case of such service rendered against work-charged post, benefit may be allowed of only half of such service for increments in the lower post.

(c) Where the Public Service/Subordinate Services Selection Board recommends a higher start in fixing the initial pay by allowing not more than five advance increments, the Administrative Department may sanction the pay so recommended for a period up to six months, with a stipulation to the effect that the pay would be finally fixed by the Finance Department and if pay finally fixed is less, no recovery would be effected in respect of the initial period up to six months. In cases where more than five advance increments are recommended, prior approval of Finance Department should be sought.
<table>
<thead>
<tr>
<th>Sr. No.</th>
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<th>Authority to which the power is delegated</th>
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</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Proviso to rule 4.13</td>
<td>Power to decide whether officiating pay should or should not be given in case of Clerical and sub ordinate posts not borne on state scales</td>
<td>Heads of Offices</td>
<td>Subject to the principles laid down in rule 4.13</td>
</tr>
<tr>
<td>21</td>
<td>4.16</td>
<td>Power to reduce the pay of officiating Government employees</td>
<td>Heads of Departments</td>
<td>Full powers</td>
</tr>
<tr>
<td>22</td>
<td>4.1, 4.20 and 4.21</td>
<td>Power to fix pay</td>
<td>Heads of Departments, Superintending Engineers, Public Works Department, Irrigation Branch, Conservators of Forests and Election Commissioner</td>
<td>In respect of officiating Government employees employed on technical establishment in the Haryana Government Presses</td>
</tr>
<tr>
<td>23</td>
<td>4.22</td>
<td>Power to appoint a Government employee to hold temporarily or to officiate in more than one post</td>
<td>Departments of Government Speaker, Haryana Legislative Assembly</td>
<td>Full powers</td>
</tr>
<tr>
<td>24</td>
<td>4.22</td>
<td>Power to fix the initial pay of a Government employee appointed to hold temporarily or to officiate in more than one post</td>
<td>Heads of Departments Deputy Commissioners Departments of Government</td>
<td>Full powers in respect of non-gazetted Government employees and Class II Officers Upto 4 months in respect of all Class III &amp; IV Government employees working under him</td>
</tr>
</tbody>
</table>

Note——Officiating appointments in the offices of the Deputy Commissioners are regulated by the special orders relating thereto.
<table>
<thead>
<tr>
<th>Clause</th>
<th>Item</th>
<th>Details</th>
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<tbody>
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<td>25</td>
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<td>26</td>
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<td>27</td>
<td>Omitted</td>
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<td>28</td>
<td>Omitted</td>
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<tr>
<td>29</td>
<td>5.1</td>
<td>To grant compensatory allowance to married Superintendents of boarding-houses attached to Government Middle High and Normal Schools and Degree colleges where suitable free quarters are not available.</td>
</tr>
<tr>
<td>30</td>
<td>5.1</td>
<td>To grant house-rent allowance to married Sub-Inspectors who are entitled to free quarters but for whom such quarters are not available.</td>
</tr>
<tr>
<td>31</td>
<td>Omitted</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>5.5</td>
<td>Power to accept an officiating Government employee's reason for refusing to occupy the house placed at his disposal by the department in place of the permanent incumbent while on leave or transfer.</td>
</tr>
</tbody>
</table>

**Deputy Commissioners**

- Full powers in respect of all Class III and IV employees subject to the provisions laid down above.
- Full powers.

**Director of Public Instruction, Haryana**

- Provided the allowance does not exceed 10 per cent of their pay.

**Director of Agriculture, Haryana**

- Up to Rs 5 per mess in each case.

**Heads of offices in Agriculture Department**

- Up to Rs 5 per mess in each case subject to control of the Director Agriculture, Haryana.

**Heads of Departments**

- Full powers in respect of:
  - (a) non-gazetted Government employees;
  - (b) Class II gazetted officers;
  - (c) Class I gazetted officers up to district level.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number of Rule</th>
<th>Nature of Powers</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>33</td>
<td>5.35 (b) and 5.35 (e)</td>
<td>Power to waive or reduce the amount of rent to be recovered from any Government employee or class of Government employees. or to waive or reduce the amount of municipal and other taxes not being house of property tax to be recovered from any Government employee.</td>
<td>Departments of Government</td>
<td>Full powers in types of cases enumerated in Note 1 below rule 5.35</td>
</tr>
<tr>
<td>34</td>
<td>5.38</td>
<td>Power to sanction remission of rent when a building is uninhabitable</td>
<td>Ditto</td>
<td>Ditto</td>
</tr>
<tr>
<td>35</td>
<td>5.47</td>
<td>Power to direct that a Government employee on leave shall be in occupation of a residence</td>
<td>Heads of Departments</td>
<td>Ditto</td>
</tr>
</tbody>
</table>
| 36     | 5.51           | Power to permit furniture to be stored free of rent | Chief Engineers, Public Works Department, Buildings and Roads and Superintending Engineers in the Irrigation Branch | Full powers in respect of:
(a) non-gazetted Government employees;
(b) class II gazetted officers; and
(c) class I gazetted officers up to district level |
<p>| 37     | 5.54           | Power to grant compensation to Government employees for the accidental loss of their property | Departments of Government, Chief Engineers, Public Works Department, Financial Commissioner, Inspector-General of Police and Hon'ble Judges of the High Court | In respect of residences under their control |
|        |                |                 |                                         | Up to a limit of Rs. 1,000 or a month's pay of the Government employee, whichever is less |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Paragraph</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>5.55</td>
<td>Power to grant or permit a Government employee to receive</td>
</tr>
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<td>honorarium</td>
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<tr>
<td>Sr. No.</td>
<td>Number of Rule</td>
<td>Nature of power</td>
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<tr>
<td>41</td>
<td>5.57</td>
<td>Powers to sanction the acceptance of fees</td>
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</tbody>
</table>
Deputy Commissioner

Inspectors of Schools, Principal of Government Colleges and Circles Inspector of Schools

Inspector-General of Police

Commissioners of Divisions

For sums not exceeding Rs. 300 during the financial year; provided the service rendered does not fall within the course of the duties of the Government employees in the case of revenue officials below the rank of Talukdars.

For sums not exceeding Rs. 200 per annum during a financial year for private tuition work.

Full powers in regard to police constables who are placed in charge of cattle pounds attached to Police stations.

Up to a limit of Rs. 10 per mensum in the case of Veterinary Assistants who undertake the work of inspection of meat for or sale of animals or brought for slaughter into the municipalities town or notified areas from the local funds concerned.

Full powers

Full powers in respect of non-gazetted Government employees and Class II Officers.

Full powers in respect of gazetted officers

Full powers in respect of non-gazetted Government employees and Class II Officers.

Full powers

Full powers

In respect of Government employees to whom they are competent to grant leave.

42.2 (b) Power to declare that the former service of a reinstated Government employee shall not count for leave in whole or in part.

43.8.18 Power to grant leave to a Government employee in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty.

44.8.23 Power to grant leave to a Government employee.

45.8.27 and 8.28 Power to direct in any case otherwise than as laid down in rules 8.27 and 8.28.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number of Rule</th>
<th>Nature of power</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>8.29</td>
<td>To grant permission to prefix or affix vacation leave in cases where the combination of vacation with leave involves extra expense to Government</td>
<td>Departments of Government, Heads of Departments</td>
<td>Full powers in respect of non-gazetted Government employees and Class II Officers</td>
</tr>
<tr>
<td>47</td>
<td>8.33</td>
<td>Powers to decide in doubtful of inequitable cases which Government employee shall be held to have been incharge and to whom the pay of the post for Sunday or holidays shall be paid</td>
<td>Departments of Government, Heads of Departments</td>
<td>Full powers in respect of non-gazetted Government employees and Class II gazetted officers</td>
</tr>
<tr>
<td>48</td>
<td>8.41 (b)</td>
<td>Power to grant permission to a Government employee on leave to accept employment or to take up service</td>
<td>Departments of Government Speaker, Haryana Legislative Assembly, Heads of Departments</td>
<td>Full powers in respect of non-gazetted Government employees and Class II gazetted officers</td>
</tr>
<tr>
<td>49</td>
<td>8.47</td>
<td>Power to extend leave oversplayed</td>
<td>The authority granting the leave, Chief Engineers, Buildings and Roads and Public Health, Heads of Departments</td>
<td>Full powers in the case of Officers of the rank of S.D.O.s Up to 14 days out of India and 7 days in India Assistant Executive Engineers, other Officers up to the rank of Executive Engineers up to the limit of powers delegated under serial No. 21 appendix 12 of Punjab Civil Services Rules, Volume I, Part II</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Upto 14 days in India, in respect of Govt. employees up to the level of Class II officers</td>
</tr>
</tbody>
</table>

THE PUNJAB CIVIL SERVICES RULES 15.11

Chap. IV
<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Power to decide in case of doubt whether a particular Government employee is serving in a Vacation Department</th>
<th>Departments of Government</th>
<th>Full powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2(1) amendment to section 1, Chapter VIII</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Omitted</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8.137</td>
<td>Power to grant extraordinary leave</td>
<td>Departments of Government</td>
<td>Up to 6 months</td>
</tr>
<tr>
<td>9.7</td>
<td>Power to permit the calculation of joining time by a route other than that which travellers habitually use</td>
<td>Heads of Departments</td>
<td>Full powers</td>
</tr>
<tr>
<td>9.19(a)</td>
<td>Power to grant extension of joining time</td>
<td>Departments of Government</td>
<td>Full powers</td>
</tr>
<tr>
<td></td>
<td>Heads of Departments</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Deputy Commissioners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2(a)</td>
<td>Power to transfer a Government employee to foreign service in India</td>
<td>Departments of Government</td>
<td>Full powers up to the level of Class II Officers</td>
</tr>
<tr>
<td></td>
<td>Heads of Departments</td>
<td></td>
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<td></td>
<td>Director of Health Services</td>
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<tr>
<td>10.8</td>
<td>Power to fix pay in foreign service</td>
<td>(a) Departments of Government</td>
<td>Full powers subject to the conditions in Serial No. 56</td>
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</table>

*Foot-note.—The deputation allowance to Haryana Government employees who go on deputation/foreign service will be admissible according to Haryana Government letter No. 2528-SFR-(1)-76/14020, dated the 11th May, 1977.*

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**Footnote:** The deputation allowance to Haryana Government employees who go on deputation/foreign service will be admissible according to Haryana Government letter No. 2528-SFR-(1)-76/14020, dated the 11th May, 1977.
<table>
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<tr>
<th>Sr. No.</th>
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<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>(iii) which the Government employee would draw from time to time if he were in Government service by more than 825 per cent of that pay exclusive of overseas pay</td>
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<td>(b) No concessions are sanctioned in addition to pay except—</td>
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<td>(i) travelling allowance under the State Government Travelling Allowance Rules</td>
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<td>(ii) payment by the foreign employer of leave and pension contributions and in the case of Government employees eligible to contribute towards the Punjab Contributory Provident Fund the payment by the foreign employer of Government share of contribution towards the fund</td>
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<tr>
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<td>(iii) payment by the foreign employer of such compensatory allowance as would be paid by Government at the station at which he is employed if foreign service were the Government employee in the service of Government</td>
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<td>(b) Heads of Departments</td>
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<td></td>
<td>Full powers in the case of those Government employees whom they can appoint and subject to the conditions mentioned above</td>
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</tbody>
</table>

Note.—The Medical Department can in addition sanction the grant of house-cent allowance to Assistant Surgeons, Class II (non-gazetted) (Men and Women) in foreign service up to the amount drawn by Assistant Surgeon, Class II (non-gazetted) (Men and Women), holding similar posts under Government.

*Foot-note.—The deputation allowance of 25 per cent has been reduced to 20 per cent of the basic pay subject to the maximum of Rs. 300 per month provided the basic pay plus the deputation allowance shall not exceed Rs. 3,000 p.m.— vide F.O. letter No. 10508 (3) FR-II/306, dated the 31st January, 1963.*
37 Rule 10.18. Power to decide the date of reversion of a Government employee returning after leave from foreign service.

38 Note 2 under rule 14.4. Creation or abolition of permanent posts on the following scales:

(a) Clerks Rs. 110-4-130/5-160/5-225 (with two advance increments to graduates)

(b) Mechanics, Rs. 120-4-140/5-160

(c) Orderly, Rs. 70-2-80/3-95

(d) Other posts provided that the maximum pay of the post is Rs. 110-4-130/5-160/5-225.

(e) Director of Health Services

Full powers in the case of Women Assistant Surgeons, Class II (non-gazetted) transferred to foreign service under local bodies provided the pay fixed is not in excess and that drawn in Government service; and provided further that no concessions are sanctioned in addition to pay, except:

1. Payment by the foreign employer of Government share of the contribution towards Contributory Provident Fund,

2. Grant of Travelling Allowance under the State Travelling Allowance Rules, and

3. Grant of free quarters or an allowance of Rs. 15 per mensum in lieu thereof.

Heads of Departments

All Departments except P.W.D.

Full powers except in regard to posts in the Secretariat, Office of the Department concerned in respect of which, assent is given only in regard to the creation of posts of Class IV Government employees other than Jamadiar and Ushers and Orderlies attached to Gazetted Government employees.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number of Rule</th>
<th>Nature of Power</th>
<th>Authority to which the power is delegated</th>
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<tr>
<td>1</td>
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<td>post does not exceed Rs. 225 and provided also that the pay of the post is the same as that sanctioned for the similar posts already in existence</td>
<td>Public Works Department</td>
<td>Ditto</td>
</tr>
<tr>
<td></td>
<td>(ii)(a), (b) and (c) As in entry No. (i)</td>
<td>Creation or abolition of permanent posts on the following scale:</td>
<td>Chief Engineer, Irrigation Works</td>
<td>Full powers in respect of the posts in the subordinate offices of the Irrigation Branch</td>
</tr>
<tr>
<td></td>
<td>(d) Other posts provided the maximum pay of the posts does not exceed Rs. 400 and provided also that the pay of the posts is the same as that sanctioned for similar posts already in existence.</td>
<td></td>
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<td>Abolition of posts</td>
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<td>2</td>
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<td>(iii) (c), (d) and (e) As in entry No. (i) (d)—other posts: provided the maximum pay of the posts does not exceed Rs. 400 and provided also that the pay of the posts is the same as that sanctioned for similar posts in existence</td>
<td>(i) All Departments except Public Works Department</td>
<td>Full powers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) Creation of temporary posts other than those to the creation of which Finance Department’s consent may be presumed under note (i) to rule 15.1 read with serial No. 39 above</td>
<td>(ii) Public Works Departments</td>
<td>Provided the pay of the post does not exceed that sanctioned for similar permanent posts or Rs. 350 per mensem whichever is less and that the appointment does not extend for more than 6 months in one and the same financial year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note 2 under rule 14.4</td>
<td></td>
<td>Provided—</td>
</tr>
</tbody>
</table>

(i) The pay of the post does not exceed that sanctioned for similar posts;
| (iii) Chief Engineer, Irrigation Works | Full powers provided—
| (i) the scale of pay of the posts is the same as sanctioned for similar posts;
| (ii) the maximum of the scale does not exceed Rs. 590 per mensem; and
| (iii) the appointment does not extend beyond 6 months in the current financial year.

| (iv) Chief Engineer P.W.D., B & R and Chief Engineer, P.W.D., Public Health | Full powers provided—
| (i) the scale of pay of the posts is the same as sanctioned for similar posts;
| (ii) the maximum of the scale does not exceed Rs. 580 per mensem; and
| (iii) the appointment does not extend beyond 6 months in the current financial year.

| Director of Industries, Haryana | Full powers subject to the condition that the posts are not credited for a period of more than 6 months.

| Home Department | Provided that the pay and allowance of the posts are laid down in Chapter X of Police Rules, Volume I.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>No. of Rule</th>
<th>Nature of Power</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>sections 13, 14 and 15 of Police Act, 1861</td>
<td>(c) Creation of training posts of temporary Engineers and Junior Engineers</td>
<td>Chief Engineer Irrigation Works, Haryana</td>
<td>Full powers subject to the rate of pay that is fixed by the Government by general or special orders and the duration of the posts does not exceed six months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) Creation of training posts of Temporary Assistant Engineers</td>
<td>(i) Chief Engineer, Public Works Department, Buildings and Roads</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(ii) Chief Engineer P.W.D. Public Health Branch</td>
<td>Full powers subject to the rate of pay that is fixed by the Government by general or special orders and the duration of the posts does not exceed six months</td>
</tr>
</tbody>
</table>

**Note.**—The Chief Engineer, Irrigation Works, Haryana, shall not create training posts of temporary Engineers and Junior Engineers under Serial No. 59 (a) of rule 15.1 of the Punjab C.S.R. Volume I, Part I

(d) Creation of training posts of Temporary Assistant Engineers

(i) Chief Engineer, Public Works Department, Buildings and Roads

(ii) Chief Engineer P.W.D. Public Health Branch

**Note.**—The Chief Engineer, Public Works Department, Buildings and Roads Branch and Chief Engineer, P.W.D., Public Health Branch shall not create training posts of Temporary Assistant Engineers under serial No. 59 (a) of rule 15.1 of the Punjab Civil Services Volume I, Part I

**Note 2 under Rule 14.4**

Creation of posts in connection with Plan Schemes, as provided in the State Five-Year Plans

All Departments

Full powers for creating posts up to district level Officers or equivalent posts at the Headquarters, provided that:

(i) these are on the same scale of pay as for similar existing posts;

(ii) the concurrence of the Planning Department is obtained before creating such posts (in the event of difference of opinion between the Administrative Department and the Planning Department, the matter shall be referred to Finance Department);

(iii) the creation of posts is in accordance with the...
Heads of Departments

Director of Public Instructions

Notice.- Copy of the sanction order creating the post should be simultaneously endorsed to the Finance Department.

Full powers for creating posts up to District level officers or equivalent posts at Headquarters for a period not exceeding 6 months without reference to the Planning Department but subject to other conditions specified above.

Power to create posts of masters/teachers (Non-gazetted) for six months under the following plan schemes:

1. Expansion of educational facilities for the age group 11-14 (corresponding to Middle Schools for Boys and Girls).

2. Expansion of educational facilities for age 14-17 (corresponding high/higher Secondary schools for Boys and Girls).

Provided that:

(a) these are on the same scale of pay as are attached to similar existing posts;

(b) the posts are created in accordance with accepted norm approved by the Administrative and Finance Department regarding allocation of workload;

(c) the total expenditure during the year should not exceed the relevant plan norm; and

(d) to extend their life beyond 6 months, recourse shall be taken to normal channel to obtain orders of the competent authority.

Provided that the maximum pay of the post in conformity with the scales prescribed in Serial Nos. 58 and 59 after the creation or before the reduction as the case may be.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>No. of Rule</th>
<th>Nature of Power</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**LAND REVENUE**

- **Note 2 under rule 14.4**
  - (a) To sanction payment to establishment sent to a new settlement at the expiry of an old one before the commencement of the new settlement is sanctioned: Financial Commissioner
    - Full powers: provided that the budget provision is not exceeded and no fresh posts are created
  - (b) To create temporary posts of Patwars: Ditto
  - (c) To create temporary posts for Settlement and Colonization Operations: Commissioners of Divisions
    - (i) Pay of the posts shall not exceed that sanctioned in similar permanent posts with a maximum of Rs. 225 per month;
    - (ii) Within a financial year;
  - (d) To create temporary posts of Field Kanungs: Ditto
    - (i) Pay to be in accordance with the sanctioned rates of pay for similar permanent posts;
    - (ii) For 6 months within the financial year.
  - (e) To create temporary posts of Patwars doing work other than that given in item (g) below: Ditto
  - (f) To create temporary posts of Patwars for recopying revenue records: Director, Land Records
    - Up to 6 months in each case for work already sanctioned by the Financial Commissioner or Government
  - (g) Deputy Commissioners: Deputy Commissioners
    - Up to 6 months in each case for work already sanctioned by the Financial Commissioner or Govt. Embargo laid by Composite Pto. letter No. 8683-EPDC-63(10954 dated 19th Oct., 1963 will not be applicable.
(g) To create temporary posts of Field Kanungs and Patwaris to carry on the duties of Field Kanungs and Patwars appointed as Teachers and Assistant Teachers in a Patwars School

(h) To create temporary posts for Settlement and Colonization operations, except Settlement and Colony Patwars

(i) To create temporary posts for the destruction and rearrangement of records in Sadar Kanungs Offices

(j) To create temporary posts of one Reader and one Peon for each Assistant Commissioner and Extra Assistant Commissioner under settlement training

For 12 months only subject to the condition that the pay of Field Kanungs and Patwars should not exceed Rs. 140 and Rs. 110 per mensam respectively

(iv) Pay of the posts shall not exceed the sanctioned for similar permanent posts with a maximum of Rs. 70 per mensam

(v) Within the financial year

(vi) To be used only when there is abnormal pressure of work

(vii) Pay to be in accordance with the sanctioned scale for similar permanent post of Clerk

(viii) For six months within the financial year

(ix) Pay to be in accordance with the sanctioned scale for similar permanent posts

(x) The period of the appointment shall be for so long as the Assistant Commissioner or Extra Assistant Commissioner remains under settlement training

EXCISE AND TAXATION DEPARTMENT

Note 2 under rule 14.4

(a) To create temporary posts in the Excise Department

(b) and (c) Omitted.

(i) At rates not exceeding permanent scales with a maximum of Rs. 225 per mensum

(ii) Within the financial year

(iii) Subject to report to Government
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number of Rule</th>
<th>Nature of Power</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
<td>Note 2 under rule 14.4</td>
<td>To create temporary posts specified below on pay not exceeding that shown against each—</td>
<td>Chief Conservator of Forests and Conservator of Forest</td>
<td>Within a financial year subject to availability of Budget provision and further subject to the following conditions:—</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Scale of pay as that of similar permanent posts</td>
<td>(i) On first appointment the starting pay will not exceed the minimum of the scale approved for similar posts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Scale of Foresters</td>
<td>Further annual increase, if any, in case of non-scale posts will not be in excess of the increments due to corresponding posts on the permanent establishment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Scale of pay as that of similar permanent posts</td>
<td>(ii) Chief Conservator of Forests will be the competent authority to declare the corresponding post on the permanent establishment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Registration Department</td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>Note 2 under rule 14.4</td>
<td>To create temporary posts of Clerks and Peons</td>
<td>Commissioners of Divisions</td>
<td>(a) Pay to be in accordance with the sanctioned scale for similar permanent posts for clerks and peons</td>
</tr>
<tr>
<td>Note 2 under rule 14.4</td>
<td>(a) To create temporary posts of Clerks</td>
<td>(b) Within the financial year. Up to 3 months when there is abnormal pressure of work of registration subject to the condition that the pay sanctioned is in accordance with scale for similar permanent posts for clerks &amp; peons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Financial Commissioner</td>
<td>Commissioners of Divisions</td>
<td>(i) Only when there is normal pressure of work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Pay not to exceed Rs. 225</td>
<td>(ii) Within the financial year</td>
<td>(ii) Pay to be in accordance with the sanctioned rates for similar permanent posts and subject to maximum of Rs. 225 per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) For three months. For six months in urgent cases provided the approval of the Financial Commissioners is obtained in advance</td>
<td>(iv) Within the financial year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Required in Deputy Commissioners' offices to help in work connected with Tax assessment and distribution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v) Required for Camps of Exercise and Military manoeuvres</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number of Rule</td>
<td>Nature of Power</td>
<td>Authority to which the power is delegated</td>
<td>Extent of power delegated</td>
</tr>
<tr>
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</tr>
<tr>
<td>1</td>
<td>2</td>
<td>(d) To create temporary posts: (i) required in Deputy Commissioners' offices to deal with the work arising out of land acquisition proceedings</td>
<td>Deputy Commissioners</td>
<td>Upto 3 months when there is abnormal pressure of work in a financial year subject to the condition that the pay allowed is in accordance with the sanctioned scales for similar permanent posts of Clerks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) required in Deputy Commissioners' offices to help in work connected with Taqavi distribution</td>
<td>Deputy Commissioners</td>
<td>Upto 3 months when there is abnormal pressure of work in a financial year subject to the condition that pay granted is in accordance with the sanctioned scales for similar temporary permanent posts of Assistant Wasiq Bajri Niwais.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) required in Deputy Commissioners' offices for the destruction of records in district record room</td>
<td>Deputy Commissioners</td>
<td>Upto 6 months in a financial year subject to the condition that the pay allowed is in accordance with the sanctioned scales for similar permanent posts of clerks when there is an abnormal pressure of work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(e) To create temporary posts: (i) for Deputy Commissioners' offices</td>
<td>Deputy Commissioners</td>
<td>(f) Only when there is abnormal pressure of work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) for the destruction of records in district record rooms</td>
<td>Deputy Commissioners</td>
<td>(ii) Pay to be in accordance with sanctioned scales for similar permanent posts and subject to maximum of Rs. 110</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) additional Chaprasis either on service of processes or on ordinary district work</td>
<td>Deputy Commissioners</td>
<td>(iii) For 6 months within the financial year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(f) To create temporary posts on the scale given below for each Assistant and Extra Assistant Commissioner who is appointed in excess of the recognised strength of the district, One Reader</td>
<td>Deputy Commissioners</td>
<td>(f) Pay to be in accordance with the sanctioned scale for similar permanent posts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(ii) The period of the posts shall be for so long as</td>
</tr>
</tbody>
</table>
One Ahmad
One Peon

(a) Omitted
(b) Omitted

(c) To create temporary posts

(d) To sanction temporary posts
of warders

(e) To create temporary posts
up to and including the rank
of Clerk

(f) To create temporary posts
in the scale given below for the
office of the Additional Deputy
Commissioner —

One Stenographer
One Reader
One Ahmad
Two Peons

(g) To create a temporary post
of Steno-typist for each 1st Class
Magistrate appointed in excess
of the recognised strength of a
district

Speaker, Haryana Legislative
Assembly

Inspector-General of Prisons

Chairman, Haryana Public Service
Commission

Deputy Commissioner

Deputy Commissioner

the posts of additional Assistant and Extra Assistant
Commissioner are created and shall in no case
extend 10 days beyond the date on which the officers
relinquish their charge

(a) For three months

(b) The pay and allowance shall not in any case
exceed the rates admissible for similar posts in the
Haryana Civil Secretariat

(c) The pay and allowances of any temporary post
so sanctioned shall not exceed Rs. 500 per mensem
or that sanctioned for similar permanent post
whichever is less

For 6 months within the financial year provided
that the pay and allowances of the temporary
appointments shall not exceed that sanctioned for
similar permanent posts

(i) Upto 3 months in a financial year

(ii) In approved scale of pay

(i) Pay to be in accordance with sanctioned scale of
similar permanent posts

(ii) The period of appointment shall be for 30 long
as the post of Additional Deputy Commissioner
is created subject to the limit that sanction shall
not be given to extend it beyond the last day of the
financial year

(i) Pay not to exceed Rs. 110—4—130/5—160/5—225
(with two advance increments to graduates plus
Rs. 25 special pay)

(ii) The period of appointment shall be for so long
as the post of 1st Class Magistrate is created subject
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number of Rule</th>
<th>Nature of Power</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>(a) To create temporary posts of Assistants in Deputy Commissioner's offices when there is abnormal pressure of work.</td>
<td>Commissioners of Divisions</td>
<td>to the limit that sanction shall not be given to extend it beyond the last day of the financial year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) To create temporary posts of Clerks in Deputy Commissioner's offices when there is abnormal pressure of work.</td>
<td>Deputy Commissioners</td>
<td>Up to 6 months in financial year subject to the condition that pay allowed is in accordance with the sanctioned scale of similar permanent posts of Assistants.</td>
</tr>
</tbody>
</table>

**ADMINISTRATION OF JUSTICE**

<table>
<thead>
<tr>
<th>Note 2 under Rule 14.4</th>
<th>(c) To create new permanent ministerial posts required for the High Court and Courts subordinate thereto</th>
<th>Ditto</th>
<th>The pay of the posts shall not exceed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(d) To create new permanent posts in the Process Serving Establishment required for the High Court and Courts Subordinate thereto</td>
<td>Ditto</td>
<td>(i) For the High Court, Rs 110—4—130/5—160/5—225</td>
</tr>
<tr>
<td></td>
<td>(e) To create new permanent posts in the Class IV Establishment required for the High Court and Courts subordinate thereto</td>
<td>Ditto</td>
<td>(ii) For Subordinate Courts, Rs 110—4—130/5—160/5—225</td>
</tr>
<tr>
<td></td>
<td>(f) To create temporary ministerial and Class IV posts required for the High Court and Courts</td>
<td>The Hon'ble Judges of the High Court</td>
<td>The pay of the posts shall not exceed the following limits:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(i) Civil Nazirs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(f) Nazir Nazir</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pay to be in accordance with the scale sanctioned</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>for similar permanent posts;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pay to be in accordance with the scale sanctioned</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>for similar permanent posts of chapsris &amp; peons</td>
</tr>
</tbody>
</table>

(i) The pay attached to such posts shall be in accordance with the sanctioned scales for the permanent posts.
Subordinate thereto

(e) To create the post of a messenger for each District Court when the amount of stationery to be dealt with appears to render this necessary

(f) To create new temporary posts of Public Prosecutors in emergent cases

(g) To create temporary posts on the scale given below for the Courts of Temporary Additional District and Sessions Judges—

<table>
<thead>
<tr>
<th>Post</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Reader</td>
<td>Director of Prosecution</td>
</tr>
<tr>
<td>One Stenographer</td>
<td>Ditto</td>
</tr>
<tr>
<td>One Translator</td>
<td>District and Sessions Judges</td>
</tr>
<tr>
<td>One Aahmad</td>
<td>Ditto</td>
</tr>
<tr>
<td>One Copy Clerk</td>
<td>Ditto</td>
</tr>
<tr>
<td>One Usher</td>
<td>Ditto</td>
</tr>
<tr>
<td>Two Peons</td>
<td>Ditto</td>
</tr>
</tbody>
</table>

(h) To create temporary posts required for Courts of Additional Sub-Judges on the following scale—

<table>
<thead>
<tr>
<th>Post</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Reader</td>
<td>Director of Prosecution</td>
</tr>
<tr>
<td>One Aahmad</td>
<td>Ditto</td>
</tr>
<tr>
<td>One Naib Nazir, and</td>
<td>Ditto</td>
</tr>
<tr>
<td>One Peon</td>
<td>Ditto</td>
</tr>
<tr>
<td>(i) Omitted</td>
<td>District and Sessions Judges</td>
</tr>
</tbody>
</table>

(i) To create temporary posts of Bailiffs for execution work in connection with applications made to Courts on behalf of

(j) Within the financial year unless the pay is according to the scale laid down in items (e), (f) and (g) above

Pay to be on the usual scale

(j) The pay scales attached to such posts shall not exceed the usual scale of Assistant District Attorney plus allowances as may be prevalent at the time of creation of such posts;

(ii) The period of appointment not to exceed three months

(i) The pay to be in accordance with the scales sanctioned for similar permanent posts

(ii) The period of appointment shall be for so long as the posts of temporary Additional District and Sessions Judges are created, subject to the limit that sanction shall not be given to extend beyond the last day of the financial year

(iii) Provided a Naib Nazir is entertained only if held to be necessary by the District and Sessions Judge

Provided—

(i) the pay attached to such posts is in accordance with the sanctioned scales

(ii) the pay plus leave and pension contributions
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number of Rule</th>
<th>Nature of Power</th>
<th>Authority to which the power is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
</table>
| 1      | 6              | Co-operative Societies | District and Sessions Judges | in accordance with the rate fixed for the Haryana Government are recovered from the societies concerned. 
(i) Pay to be in accordance with the scales sanctioned for similar permanent posts. 
(ii) The period of appointment shall be for so long as the posts of temporary Judicial Magistrates are created and subject to the limit that sanction shall not be given to extend it beyond the last day of the financial year. |

**JAIL DEPARTMENT**

- (a) To create posts of turnkeys on a permanent footing in Judicial Look-ups in the State
- (b) To create temporary posts of Warders and other Class IV employees chargeable to both Pay of Establishment and Contingencies required on the occasion of the alteration in the Status of District Jail from a lower to a higher Class
- (c) To create temporary posts in other cases of urgent necessity
- (d) To create temporary posts of Warders to guard Condemned prisoners and Civil prisoners in Civil Wards outside main Wards

- Inspector-General of Prisons
- Ditto
- Ditto
- Superintendents, Jail

- Full powers provided the initial pay does not exceed the minimum of the time-scale sanctioned for this class of posts
- (i) Provided that the establishment is kept within the sanctioned strength for the class to which the jail is raised; and
- (ii) for six months
- (i) Provided that the pay does not exceed Rs. 110 or the pay drawn in similar posts in the Jail Department whichever is less; and
- (ii) for six months
- Provided—
- (i) that the pay does not exceed that sanctioned for similar permanent posts; and
(e) To fix the classification of District Jails for the purpose of determining the allowance admissible to Medical Officers for their Administration Charge

Inspector-General of Prisons

Provided the scale of prisoners as noted below is not exceeded:

<table>
<thead>
<tr>
<th>Class of Jails</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Class Jails</td>
<td>500 or more</td>
</tr>
<tr>
<td>2nd Class Jails</td>
<td>300 and not more than 499</td>
</tr>
<tr>
<td>3rd Class Jails</td>
<td>150 and not more than 299</td>
</tr>
<tr>
<td>4th Class Jails</td>
<td>More than 50 and less than 150</td>
</tr>
</tbody>
</table>

The figures should be the average of the preceding year but discretion may be used when owing to abnormal causes, the average number is greater or less than it may reasonably be expected to be in the year under consideration.

(i) The power shall be exercised in those jails only in which there is only one female warder.

(ii) The period of the temporary post shall be limited on each occasion to the period of casual leave taken and shall not exceed 20 days in a year for each female warder granted casual leave.

(iii) The pay shall not exceed the pay drawn in similar permanent posts.

---

| 69 | Omitted |

| 70 | Note 2 under rule 14.4 |

(e) To create temporary posts in the Fisheries Department

Financial Commissioner

(i) On pay not exceeding Rs. 225 per month in each case or the sanctioned for similar permanent post whichever is less.

(ii) For 6 months within the financial year.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number of Rule</th>
<th>Nature of Power</th>
<th>Authority to which power the is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>(b) To create temporary posts for packing purposes in the Arts and Crafts Depots</td>
<td>Controller, Arts and Crafts Depot</td>
<td>(i) To be used only when there is abnormal pressure of work</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(ii) Pay of each post to be in accordance with sanctioned rates for similar posts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(iii) Total expenditure on account of pay of temporary establishment sanctioned should not exceed Rs. 300 in any financial year</td>
</tr>
</tbody>
</table>

PRINTING AND STATIONERY DEPARTMENT

| 71      | Note 2 under rule 14.4 | To create temporary posts under the system of progressive rates of pay and to appoint trained workmen against such posts and to fix their pay in accordance with their individual qualifications after the usual test | Controller of Printing and Stationery | Provided the scales of pay do not exceed those sanctioned for similar posts on the permanent establishment and subject to the sanctioned grant for the purpose, not being exceeded |

PUBLIC WORKS DEPARTMENT

| 72      | Note 2 below rule 14.4 | (a) To create temporary posts on the non-gazetted establishment | Superintending Engineers in the Public Works Department, Irrigation Branch | Provided:
|         |                      | (i) The pay of the post does not exceed that sanctioned for similar permanent posts |
|         |                      | (ii) the pay of the post does not exceed Rs. 300 |
|         |                      | (iii) the appointment does not extend for more than 3 months within one and the same financial year |
|         |                      | Provided:
|         |                      | (i) The pay of the post does not exceed the pay of the lowest grade of Signallers |

(b) To create temporary posts of Seasonal Signallers in their Circles | Superintending Engineers in the Public Works Department, Irrigation Branch | Provided:

|              |                      | (i) The pay of the post does not exceed the pay of the lowest grade of Signallers |
(c) To create temporary posts of Seasonal Telephone Attendants in their Circles

(d) To create temporary posts of Apprentice Signallers

(e) To create temporary posts of Seasonal Gauge Readers in their Circles

(f) To create temporary posts of Sub-divisional Clerks

(g) To create temporary posts to assist in the construction of minor Irrigation Works, the cost being met from the grant for such works

| (a) To create temporary graded posts of various categories subject to the condition that the pay of the post does not exceed the one sanctioned for similar permanent post or Rs 150 whichever is less |
| State Transport Controller, Haryana |
| Ditto |

Superintending Engineer in the Public Works Department, Irrigation Branch

Superintending Engineers, Buildings and Roads Branch Commissioners of Divisions

Ditto

The appointment does not extend for more than 7 months within one and the same financial year.

Provided:

(i) Pay to be in accordance with the scale sanctioned for similar permanent posts

(ii) The appointment does not extend for more than 7 months within one and the same financial year

Subject to the limit of 12 per cent of the scale of permanent Signallers fixed for each Circle but ordinarily a limit of 10 per cent should not be exceeded

Provided that:

(i) the pay of the post does not exceed that sanctioned for similar permanent posts

(ii) The appointment does not extend for more than 7 months within one and the same financial year

Subject to 6 months and provided the prescribed rates are not exceeded

(i) Pay not to exceed that sanctioned for corresponding permanent posts

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