

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE

4(1)(b)(v) OF THE RIGHT TO INFORMATION ACT, 2005.

(The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions)

- Draft Service Rules of the Corporation (Placed Below)
- Rest, the Corporation is following the Rules of CSRs, PFR etc. and instructions issued by the State Government from time to time.

Index

Sr. No.	Particulars	Page No.
1	Chapter-I (Service Regulations)	1-3
2	Chapter-II (Number nad Characters of Posts under the Corporation)	3
3	Chapter-III (Recruitment and Retirement)	3-10
4	Chapter-IV (Pay and Allowance)	10-13
5	Chapter-V (Leave Rules)	13
6	Chapter-VI (Conduct and Discipline of employees)	13-26
7	Chapter-VII (General Provisions)	26-28
8	Annexure-I	29
9	Annexure-III	30-32
10	Appendix-C	33-35

**HARYANA WOMEN DEVELOPMENT CORPORATION
LIMITED
(A STATE GOVERNMENT UNDERTAKING)**

SERVICE REGULATIONS

Preamble :- In exercise of the powers conferred by Article 110 and all other enabling provisions of the Articles of Association of Haryana Women Development Corporation Limited, the Directors of the Company hereby make the following Regulations to regulate the recruitment and conditions of service of all persons appointed to various posts under the Corporation .

**Short title- and 1.1
commencement**

These regulations may be called 'Haryana Women Development Corporation Limited' Employees Service Regulations' 2008

1.2

These Regulations shall take effect at once

Definitions

1.3

In these Regulations, unless there is anything repugnant in subject or context.

- (a) 'The Board' means the Board of Directors of Haryana Women Development Corporation Limited.
- (b) 'Chairman' means the Chairman of the Board .
- (c) 'Regulations' means the Haryana Women Development Corporation Limited Employees, Service Regulations for the time being in force.
- (d) 'Service' means service of the Corporation.
- (e) 'Corporation' means the Haryana Women Development Corporation Limited, represented by the Board of Directors or duly authorized Officers of the Corporation.
- (f) 'Direct Appointment' means an appointment made otherwise than by promotion or transfer of a person already in the service of the Corporation or made by taking a person on deputation from the Government or any other organization.

- (g) 'Duty' means the period of service which counts for pay, leave and other emoluments and includes probationary period joining time and leave, but does not include any period of suspension or extraordinary leave
- (h) 'Employee' means a person (whether an officer or any other employee) employed on any post under the Corporation but does not include, except for the purpose of disciplinary action, a casual worker or a daily wage worker or on contract basis.
- (i) 'Government' means the Haryana Government.
- (j) 'Honorarium' means a recurring or non-recurring payment granted to any person from the funds of the Corporation as remuneration for special work of an occasional or intermittent character.
- (k) 'Managing Director' means the officer, appointed by the Govt. to be the Managing Director of the Corporation and includes a Director or officer who is authorized to exercise the powers and functions of the Managing Director during the absence of the Managing Director.
- (l) 'Permanent Employee' means an employee appointed substantively to a permanent post, who has completed his probation period satisfactorily and also confirmed against a permanent post.
- (m) 'Probationer' means an employee appointed on probation in or against the substantive vacancy in the service of the Corporation.
- (n) 'Temporary Employee' means an employee appointed in a temporary or officiating capacity to a permanent / temporary post and who has not been confirmed.
- (o) 'Appointing Authority' means the authority competent to make appointments as decided by Board of Directors.

- (p) 'Permanent post' means post declared as such by the Board of Directors without mentioning any specific period of the currency of the post.
- (q) 'Temporary Post' means posts created by the Board of Directors for a specific period.

CHARACTER -II

NUMBER AND CHARACTER OF POSTS UNDER THE CORPORATION.

Number and – Character of posts

2.1.

The service under the Corporation comprise the posts shown in Annexure- I to these Regulations.

Provided that nothing in these Regulations shall affect the inherent right of the Board to add or reduce the number of such posts or to create new posts with different designations and scales of pay either permanently or temporarily.

2.2.

Posts in the Corporation will be divided into four groups i.e. Group 'A', 'B', 'C' and 'D' corresponding to the revised scales of pay as notified by the Haryana Government in their Gazette Notification or as may be notified or classified from time to time.

CHAPTER -III

RECRUITMENT AND RETIREMENT

Nationality of the candidate

3.1

No person shall be appointed to any post under the Corporation unless he is:-

- (a) A citizen of India; or
- (b) A subject of Nepal, or
- (c) A subject of Bhutan; or
- (d) A tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c) or (d) shall be a person in whose favour a certificate of eligibility has been given by the competent authority.

Method of Recruitment 3.2

- a) Recruitment to posts in the service shall be made:-
 - (i) by promotion; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an officer/ official already in the service of Govt. or Public Undertaking of Central or State Govt. or an authority/ organization of repute . All promotions unless provided shall be made on the basis of seniority cum-merit and seniority alone shall not confer any right to such promotions.
 - (iv) All the recruitments by promotion / direct recruitment / transfer / deputation will be made subject to specific provision mentioned in Annexure – III.

Appointing Authority

3.3

- (1) Appointments to all the Group 'B' posts shall be made by the Board of Directors and appointments to the post of Group 'C' and 'D' shall be made by the Managing Director .

Qualifications for various posts

- (2) The Board may prescribe for various posts under the Corporation, the qualifications whether academic, technical or otherwise, or test of physical standards as age or any experience that it may consider necessary and expedient for the efficient discharge of duties or conditions for confirmation, promotion or continuance in service.
- (3) 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 Annexure – III to these regulations in the case of direct recruitment/ deputation / transfer and those specified in column 4 of the aforesaid Annexure in the case of appointment by promotion, provided that in case of direct

recruitment, the qualifications regarding experience shall be relaxable to the extent of fifty percent at the discretion of the Board of Directors or any other appointing authority in case sufficient number of candidates belonging to Schedule Castes, Backward Classes, Ex-Servicemen and Physically Handicapped Candidates, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for doing so in writing.

Disqualification

- (4) 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 Services Provided that the appointing authority 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 regulation.

Age

- (5) The age of a person, at the time of direct appointment to all post shall be as per Govt. instructions / rules
Provided that the Board of Directors and Managing Director may in any specific case relax this condition having regard to the qualifications and experience of the candidate.
- (6) No person, who has been retired from any Govt. Organisation shall be re-employed except with the prior approval of the Board. However, such a person shall not be re-employed beyond 60 years of age in any case.
- (7) The direct appointment of every person to any post under the Corporation shall be subject to production by such person a medical certificate of fitness from a doctor of Gazetted rank posted in Govt. hospital or the Medical Officer of the

Probation

- Corporation and a certificate from two Gazetted Officers or from concerned police authorities that he bears a good moral character.
- (8) All appointment shall, in the first instance, be on temporary basis and on probation for a period of two years or actual period of the post against which the appointment is made, which ever is shorter.
- (1) The period of probation shall be two years if appointed by direct recruitment and one year, if appointed otherwise:
- (a) Provided that :-
- Any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) Any period of work in equivalent or higher rank, prior to appointment to the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this regulation; 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, dispensed with his services; and
- (b) If, such person is appointed otherwise than by direct recruitment,
- (i) Revert him to his former post; or

- (ii) Deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may:-
 - (a) If his work or conduct has, in its opinion, been satisfactory:-
 - (i) Confirm such person from the date of his appointment if appointed against a permanent vacancy; or
 - (ii) Confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
 - (iii) Declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
 - (b) If his work or conduct has in its opinion, been not satisfactory:-
 - (i) Dispense with his service, if appointed by direct recruitment, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit, if appointed otherwise; or
 - (ii) Extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation;

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

Termination of 3.5 services

The service of any employee of the Corporation unless otherwise specifically agreed to may be terminated by the appointing authority:-

- (1) In the case of permanent employee, by giving three months notice or in lieu thereof, pay for which the period of notice falls short of three months.
- (2) In the case of a temporary employee, by giving one month's notice or in lieu thereof, pay for the period the notice falls short of one month.

Record of service 3.6

Provided that Bye –laws(1 and 2) above are not repugnant or contrary to provisions of any law for the time being in force.

The following record of service of every employee shall be maintained:-

- (i) Personal file
- (ii) Service Book and
- (iii) C.R File

Note :- Files at Nos. (i) and (ii) shall be maintained by the office and the file at No. (iii) shall remain in the custody of the Managing Director or an Officer authorized by him.

Seniority 3.7

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

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

Provided further that in the case of members appointed by direct recruitment, the order of merit 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,

**Age
Compulsory
Retirement**

of 3.8

preference being given to a members, 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 appointment, and if the length of such service is also the same, the elder member shall be considered senior to younger member.

Every employee of the company shall retire from service on the after-noon of the Last day of the month in which he attains the age of fifty eight years. In exceptional circumstances the Appointing Authority, in public interest, and for reasons to be recorded in writing may retain an employee beyond this age.

Provided that the age of compulsory retirement for Group 'D' employees shall be sixty years.

Provided further that an employee whose date of birth is first of a month shall retire from service on the after-noon of the last day of the proceeding month on attaining the age of fifty eight years or sixty years, as the case may be.

3.9

The Appointing Authority shall, if it is of the opinion that it is in the public interest so to do, other than Group 'D' employee, by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice;

(i)

If he is in Group 'A' or 'B' service or post and had entered Haryana Women Development Corporation service; before attaining the age of thirty five years after he has attained the age of fifty years, and

(ii) (a)

If he is in Group C Service or post, or

(b)

If he is in Group A or B Service or post and entered Haryana Women Development Corporation service after attaining the age of thirty five years; after he has attained the age of fifty five years.

The employee would stand retired immediately on payment of three months' pay and allowance in lieu of the notice period and will not be in service thereafter.

3.10

An employee other than a Group D employee, may by giving a notice of not less than three months in writing to the Appointing Authority, retire from service:-

- (i) If he is in Group A or B Service or post and had entered Haryana Women Development Corporation service before attaining the age of thirty five years after he has attained the age of fifty years.
- (ii) (a) If he is in Group C service or post, or
(b) If he is in Group A or B service or post and entered Haryana Women Development Corporation service attaining the age of thirty five years, after he has attained the age of fifty five years.

Provided that it shall be open to the Appointing Authority to withhold the permission to an employee under suspension who seeks retirement under this clause;

Gratuity

3.11

Employee of the Corporation shall be entitled to Gratuity as per provisions of payment of Gratuity Act, 1972, as amended from time to time.

CHAPTER- IV

Pay
allowances

and 4.1

For the purpose of this chapter, the terms:-

- (a) 'Pay' means the monthly pay drawn in a time scale and includes personal, special, dearness allowances or deputation pay but does not include any allowances.
- (b) 'Substantive Pay' means the minimum or stage pay in the time scale substantively held;
- (c) 'Personal Pay' means an additional pay granted to an officer or other employee:-
 - (i) To save him from loss due to revision of pay or any reduction therein for reasons otherwise than disciplinary measure; or
 - (ii) In exceptional circumstances, or other consideration like good work;

- (d) 'Special Pay' means additional pay granted in consideration of:-
 - (i) The special / arduous nature of duties; or
 - (ii) A specific addition to the work or responsibility;
 - (e) 'Allowance' includes Dearness Allowance, Travelling Allowance, Deputation Allowance, Conveyance Allowance, Overtime allowance, city Compensatory Allowance, Sumptuary Allowance, House Rent Allowance or any other kind of Allowance sanctioned from time to time.
- 4.2 An employee of the Corporation shall, on appointment, be eligible to the minimum of the scale of the post to which he is appointed. Provided that the appointing authority may, in consideration of higher qualifications, training or experience allow a higher initial start to any person.
- 4.3 Dearness Allowances & other allowances will be admissible to all the employees of the Corporation as decided by the Board of Directors of the Corporation from time to time.
- 4.4 The appointing authority may, in recognition of exceptionally good service of an officer or other employee of the Corporation grant to him:-
- (i) An award not exceeding pay of such employee for one month immediately preceding the grant of award.
 - (ii) An increment or increments in the time scale of his post subject to a maximum of ten percent of the pay drawn provided that in the case of Group 'A' and 'B' employees the Board will be consulted before payment.
- 4.5 An employee on deputation to the Corporation may either:-
- (i) Accept the pay scale of the post under the Corporation subject to the fixation of his pay at the appropriate stage in such pay-scale or
 - (ii) Continue to enjoy his pay – scale in his parent department

plus deputation pay as approved by the Govt. and such allowances as admissible in Govt. from time to time.

Note:-A Government servant on deputation to the Corporation will be entitled to claim benefits of higher pay-scale or fixation of pay at a higher level with or without retrospective effect in the Corporation, if such benefits have accrued to him in his parent service consequent upon decision in his favour of his appeal or representation or otherwise, as a matter of right.

4.6 The Corporation shall pay to the Government/ other organizations leave salary and pension contributions or any other liability in respect of all its employees, taken on deputation from the Govt./ other organization in accordance with the rules of Government / other organizations in force from time to time, in this behalf.

4.7 An increment in a time scale may be drawn as a matter of course by an employee of the Corporation unless it is withheld or deferred by the appointing authority on the ground of suspension, grant of extra ordinary leave without pay other than the medical grounds or punishment.

4.8 Specific sanction of the Managing Director shall be required to cross an efficiency bar in any time scale.

4.9 Special pay at a rate not exceeding ten percent of basic pay may be allowed by Managing Director to a person holding charge of post in the same or higher scale in addition to his own duties for a period exceeding one month.

4.10 (a) Service in another post other than a post carrying less pay whether in a substantive or officiating capacity and leave except extraordinary leave taken otherwise than on medical certificate will count for increment in the time scale applicable to the post on which the employee is holding a lien and

- (b) If an employee, while holding substantively a permanent post or officiating on a post, or holding a temporary post on a time scale is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary services in the higher post shall, if he is re-appointed to a post on the same time scale or pay, count for increment in the time scale applicable to such lower post. The period of officiating service in the higher post which counts for increment in the lower post is, however, restricted to the period during which the employee would have officiated in the lower post but for his appointment to the higher post.

4.11 For fixation of pay, the employee of the Corporation will be governed by the relevant provisions of C.S.R Vol.I., Part I as amended by Government of Haryana from time to time.

4.12 Any sum of money or pay or allowance due to any employees of the Corporation that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date on which the payment is normally due and will thereafter be treated as lapsed.

CHAPTER - V

Leave Rules

5.1 Admissibility of leave of all kinds including encashment of leave, to any employee of the Corporation shall be governed by the Punjab Civil Services Rules as applicable in the State of Haryana from time to time and such other Rules and Regulations as may have been and may thereafter be made by the Haryana Government.

CHAPTER -VI

Conduct Discipline Employees

& 6.1
of

- (i) Every employee shall be liable to serve the Corporation in such capacity and at any place within India as may be directed by the Corporation time to time.
- (ii) The provisions of the Government Employees (Conduct)

rules 1966 as may be amended from time to time shall mutatis/ mutandis apply in relation to every employee as they apply in relation to person appointed to Civil Service and posts in connection with the affairs of the State and provided that references to the expressions " the Government" and 'Government Servant' contained in the said rules shall be construed as references to the 'Corporation' and 'employee of the Corporation' respectively.

- (iii) Every employee shall be governed by such administrative and executive instructions and orders as may be issued by the Board of Directors/ Managing Director from time to time in the interest of efficient and smooth working of the Corporation.

Punishment & Appeals

Where as employee is found guilty of breach of any of these regulations or of any negligence, inefficiency or indolence in the performance of his duties, or of knowingly doing anything detrimental to the interest of the Corporation, in conflict with any of its instructions, or of committing a breach of discipline, or of any other act of misconduct or misdemeanor, or where such employee is convicted of a criminal offence, or for any other good and sufficient reasons, one or more of the following penalties may be imposed on him, namely:-

Minor Penalties

- (a) Warning with a copy on personal file (character roll)
- (b) Censure.
- (c) Withholding of increments or promotion including stoppage at Efficiency Bar, if any.
- (d) Recovery from the pay or otherwise of the whole or part of any pecuniary loss caused by negligence, or breach of orders, to the Corporation or any other authority where the employee is/ was on deputation.

Major Penalties

- (ii)(c) Reduction to a lower post in the time scale of pay or to a lower stage in a time scale.
- (f) Removal from the service which shall not disqualify from future employment.
- (g) Dismissal from service which shall ordinarily disqualify from future employment in the Corporation.
- (h) Compulsory retirement.

EXPLANATION-I

The following shall not amount to a penalty with in the meaning of this regulation.

- (a) Withholding of increments of pay of an employee for his failure to pass any departmental examination in accordance with the orders, or the terms of his appointment.
- (b) Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;
- (c) Non-promotion, whether in a substantive or officiating capacity, of an employee after consideration of his case, to a class or post to which he is eligible for promotion;
- (d) Reversion to substantive grade or post of an employee appointed on probation to another grade or post during or at the end of probation in accordance with the terms of his appointment or in accordance with these regulations.
- (e) Repatriation of the services of any employee at the disposal of the Corporation to Institution which had lent his services to the Corporation;
- (f) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement as contained in these regulations.
- (g) Termination of the services of any employee employed on contract, daily wages, seasonal basis or on casual basis.

EXPLANATION -II

"Without prejudice to the generality of the term

"misconduct", the following acts of omission and commission shall be treated as misconduct:

- (1) Theft, fraud or dishonesty in connection with the business or property of the Corporation or of property of another person within the premises of the Corporation.
- (2) Taking or giving bribes or any illegal gratification ;
- (3) Possession of pecuniary resources or property, disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for;
- (4) Furnishing false information regarding name, age, father's name, qualification, ability or previous services or any other matter pertaining to employment at the time of employment or during the course of employment;
- (5) Acting in a manner prejudicial to the interest of the Corporation;
- (6) Willful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of his superior.
- (7) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (8) Habitual late or irregular attendance;
- (9) Neglect of work or negligence in the performance of duty including malingering or slowing down of work;
- (10) Damage to any property of the Corporation;
- (11) Interference or tampering with any safety devices installed in or about the premises of the Corporation.
- (12) Drunkenness or riotous or disorderly or indecent behavior in the premises of the Corporation or outside such premises when such behavior is related to or connected with the

employment.

- (13) Gambling within the premises of the establishment .
- (14) Smoking within the premises of the establishment where it is prohibited.
- (15) Collection without the permission of competent authority of any money within the premises of the Corporation except as sanctioned by any law of the land for the time being in force or rules of the Corporation.
- (16) Commission of any act which amounts to a criminal offence involving moral turpitude .
- (17) Purchasing properties, machinery, stores without express permission in writing from the competent authority and in violation of financial proprieties.
- (18) Commission of any act subversive of discipline or of good behaviour;
- (19) Abetment of or attempt at abetment of any act which amounts to misconduct.

Note:

The above instances of misconduct are illustrative in nature and not exhaustive.

Procedure for imposing major penalties

6.3

- (1) No order imposing on an employee, any of the major penalties specified in these regulations shall be passed except after an enquiry held as far as may be in the manner hereinafter specified, after giving reasonable opportunity; Provided that it is not necessary on the part of appointing authority to conduct an enquiry in cases:-
 - (a) Where a penalty is imposed on the ground of conduct which has led to conviction of the employee on a criminal charge; or
 - (b) Where the appointing authority is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to hold an enquiry.

- (c) Where the authority is satisfied that it is not in the interest of the Corporation to hold an enquiry.
- (2) The appointing authority shall frame definite charges on the basis of the allegations. Such charges, together with a list of the allegations on which they are based on, shall be communicated in writing to the employee and he shall be required to submit within such time as may be specified by the appointing authority, a written statement of his defence and also to state whether he deserves to be heard in person.
- (3) The appointing authority may itself enquire into the charges, or if it considers necessary to do so, it may appoint a Board of enquiry or an Enquiry Officer for the purpose, subject to the conditions that members of the Board of Enquiry or the Enquiry Officer, hereinafter referred to as the enquiring authority, shall not belong to a class lower than that of the employee concerned. Any officer of the Corporation or of the State Govt. or an outsider may be appointed as enquiring authority.
- (4) The employee shall, for the purpose of preparing defence, be permitted to inspect and take extract from such records of the Corporation as specified provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the appointing authority such records are not relevant for the purpose or it is against the interest of the Corporation to allow him access thereto.
- (5) On receipt of the written statement of defence or if no such statement is received within the time specified, the appointing authority shall frame the charges as are not admitted.
- (6) The appointing authority may nominate any person to present the case in support of the charges before the enquiring authority. The employee may present his case with the

assistance of any other employee, but shall not engage a legal practitioner for the purpose unless the person nominated by the appointing authority as aforesaid is a legal practitioner or unless the appointing authority, having regard to the circumstances of the case, so permits.

- (7) The enquiring authority shall, in the course of enquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The employee shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross examine the employee and the witnesses examined in his defence. If the enquiring authority declines to examine any witness on the grounds that his evidence is not relevant or material, it shall record its reasons in writing.
- (8) At the conclusion of the enquiry, the enquiring authority shall prepare a report of enquiry, recording its findings on each of the charges together with reasons therefore. If in the opinion of such authority the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that finding on such charges shall not be recorded unless the employee has admitted the facts constituting them or has had an opportunity of defending himself against them.
- (9) The record of the enquiry shall include:-
 - (i) The charges framed against the employee and the statement of allegations furnished to them under sub regulation (2);
 - (ii) His written statement of defence, if any;
 - (iii) The oral evidence taken in the course of inquiry.

- (iv) The documentary evidence considered in the course of the enquiry.
 - (v) The orders, if any, made by the appointing authority and enquiring authority in regard to the enquiry, and
 - (vi) A report setting out the findings on each charge and the reasons therefore.
- (10) The appointing authority shall, if it is not the inquiring authority, consider the record of the inquiry and record its finding on each charge.
- (11) If the appointing authority, having regard to its findings on all or any of the charges and on the basis of evidence adduced during the enquiry, is of the opinion that any of the major penalties specified in sub-regulation (ii) of regulation 6.2 or having regard to the circumstances of the case, the appointing authority is of the opinion that any of the minor penalties specified in sub-regulation(i) of regulation 6.2 should be imposed, it shall make an order imposing such penalty as the case may be. It shall not be necessary to give the employee any further opportunity of making a representation on the penalty proposed to be imposed.

Note:-

The authorities competent to impose penalties nature of penalties and appellate authorities have been specified in Appendix - 'C'.

Procedure for imposing penalties for minor 6.4

- (1) No order for imposing any of the minor penalties specified in regulation 6.2 (i) shall be passed except after:-
- (a) the employee has been informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and has been given an opportunity to make any representation he may wish to make; and
 - (b) Such representation, if any, is taken into consideration by the competent authority.

- (2) The record of proceedings in such cases shall include:
- (i) A copy of the intimation to the employee of the proposal to take action against him;
 - (ii) A copy of the statement of allegations communicated to him;
 - (iii) His representation, if any, and
 - (iv) The orders of the case together with reasons therefore.
- Joint Inquiry** 6.5 Where two or more employees are concerned in any case, the appointing authority may make an order directly that disciplinary action against all of them may be taken in a common proceeding.
- Communication of orders** 6.6 Every order imposing a major or minor penalty specified in regulation 6.2 passed by the competent authority shall be communicated to the concerned employee forthwith.
- Procedure for suspension** 6.7
- (1) An employee may be placed under suspension in cases:-
 - (a) Where a disciplinary proceedings against him contemplated or is pending; or
 - (b) Where a case against him in respect of any criminal offence is under investigation or trial.
 - (2) If an employee detained in custody whether on a original charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention.
 - (3) Where a penalty of compulsory retirement, removal or dismissal from service imposed upon an employee under suspension is set aside in appeal under these regulations and the case is remanded for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force with effect from the date of the original order or compulsory retirement removal or dismissal from service and shall remain in force until further orders.

Payment during
period of
suspension 6.8

(1) An order of suspension made or deemed to have been made under this regulation may, at any time be revoked by the appointing authority as the case may be.

- (a) An employee under suspension shall be entitled to receive the following payments, namely:
- (a) A subsistence allowance of an amount equal to the leave salary which the employee would have drawn if he had been on half pay leave and dearness allowance based on such leave salary;

Provided that where the period of suspension exceeds six months, the appointing authority shall be competent to vary the amount of subsistence allowance and dearness allowance for any period subsequent to the period of the first six months as follows:-

- (i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the Govt. employee;
- (ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty percent of the substance allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be record in writing, directly attributable to the employee;
- (iii) The rate of dearness allowance shall be based on the increased or the decreased amount of subsistence allowance admissible under sub- clause (i) or (ii) as the case may be ;

**Pay
allowances
reinstatement**

**and 6.9
on**

- (iv) Any other compensatory allowance admissible from time to time on the basis of pay of which the employee was in receipt of on the date of suspension;
Provided that the employee shall not be entitled to the compensatory allowance unless the said authority is satisfied that the employee continues to meet the expenditure on which these are granted.
- (2) No payment under sub-regulation (1) shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation and that he did not leave Head Quarter during his suspension without permission of the competent authority.
- (1) When an employee who has been dismissed, removed, compulsory retired or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order :-
 - (a) Regarding the pay and allowance to be paid to the employee for the period of his absence from duty; and
 - (b) Whether or not the said period shall be treated as a period spent on duty.
- (2) Where the authority mentioned in sub-regulation (1) is of the opinion that the employee has been fully exonerated and that the suspension if any, under which he was placed was wholly unjustified, the employee shall be given full pay and allowances (other than allowance granted to him for the performance of any specified duty) to which he would have been entitled had he not been dismissed, removed, compulsorily retired or suspended, as the case may be.
- (3) In other cases the employee shall be given such proportion of pay and allowances (other than allowances granted to him for the performance of any specified duty), as the authority

mentioned in sub-regulation (1) may prescribe;

Provided that the payment of any allowances under sub-regulation (2) or sub regulation (3) shall be subject to all other conditions under which allowances are admissible;

(4) In a case falling under sub-regulation (2) the period of absence from duty shall be treated as period spent on duty for all purposes.

(5) In a case falling under sub-regulation (3), the period of absence from duty shall not be treated as a period spent on duty, unless the authority mentioned in sub-regulation (1) specifically directs that it shall be so treated for any specific purpose;

Provided that if the employee so desires, the said authority may direct the period of absence from duty shall be converted into leave of any kind due admissible to the employee.

Appeal

6.10

(1) Save in case of an order passed by the Board of Directors every employee shall be entitled to appeal against any order for imposing any penalty specified in regulation 6.2.

(2) An appeal under sub-regulation (1) shall lie;

(a) When the order imposing the penalty is passed by the Board of Directors to the Administrative Secretary of the Department.

(b) When the order imposing the penalty is passed by the Managing Director, to the Board of Directors.

(3) No appeal shall lie against any order passed by appellate authority under sub-regulation (2).

Time limit for preferring an appeal

6.11

No appeal shall be entertained if this is not preferred within a period of 30 days from the date of receipt of orders imposing penalty on him. Provided that the Appellate Authority may condone the period for reasons to be recorded in writing up to a period of 90 days.

**Contents
submission
appeal .**

**and
of**

6.12

(1)

1) Every appeal preferred under regulation 6.10 shall contain all relevant facts and statements relied on by the appellant and shall be complete in itself.

(2)

An appeal shall not be couched in dis-respectful or improper language. If so couched, the appellate authority may refuse to entertain it or, in its discretion, may return the appeal to the appellant and allow him an opportunity to submit within the time specified by it, an amended appeal which shall not contain any dis-respectful or improper language.

(3)

Every person submitted an appeal shall do so separately and in his own name.

(4)

An appeal shall not be submitted by an employee direct to the appellate authority but may be submitted through proper channel to the appointing authority who shall forward it to the appellate authority with his comments and with the relevant records;

Provided that a copy of the appeal may be submitted direct to the appellate authority.

(5)

Appeal shall not be addressed personally by name to any authority or to any member of the Board of Directors and any such act shall be deemed to be breach of discipline.

**With holding of
appeal**

6.13

(1)

The appointing authority may withhold the appeal.

(i)

It is an appeal against an order against which no appeal lies; or

(ii)

It does not comply with any of the provisions of sub-regulation (1) or sub-regulation (2) of regulation 6.12 or

(iii)

It is not submitted within the period specified in regulation 6.11 and no reasonable cause is shown for the delay or

(iv)

It is a repetition of a previous appeal already decided and no new facts or circumstances are adduced.

- (2) Where an appeal is withheld, an order to the effect shall be made setting out the reasons for such action and a copy of order shall be sent to the appellant and to the appellate authority.

Provided that where an appeal is so with held the appellate authority may call for the appeal along with the relevant records of such action as that authority may deem fit and pass suitable orders.

Disposal of appeal 6.14

- (1) The appellate authority may, after consideration of the case:-
- (a) Set-aside , reduce, confirm or enhance the penalty ; or
 - (b) Remand the case to the authority which impose the penalty with such direction as it may deem fit in the circumstances of the case;
 - (i) Provided that the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent to impose.
 - (ii) No order imposing enhanced penalty shall be passed unless the appellant is given a reasonable opportunity of making any representation which he may wish to make against such enhanced penalty.

The decision of the appellate authority shall be final. A copy of the decision shall be supplied to the appellant and to the Appointing Authority for such action as might be necessary.

CHAPTER - VII

GENERAL PROVISIONS

7.1

APPLICATION OF RULES, REGULATIONS & ORDER OF THE STATE GOVERNMENT IN CERTAIN CIRCUMSTANCES.

All matters, for which specific provisions have not been made in these regulations shall be governed by the Government Rules and Instructions as adopted by the Board of Directors.

7.2

**PROVISIONS REGARDING EMPLOYEES
BORROWED FROM STATE GOVERNMENT OR AN
INSTITUTION AND EMPLOYEES OF THE
CORPORATION ON DEPUTATION TO
GOVERNMENT OR AN INSTITUTION.**

- (i) An employee borrowed from State Government or any institution shall be, on recommendations of the Corporation, subject to disciplinary action by the lending authority according to rules applicable to him.
- (ii) Similarly an employee of the Corporation on deputation to State Government or an institution shall be governed by the disciplinary regulations as applicable to him in this Corporation.

7.3

Provisions under Haryana Govt. Civil Services Rules regarding keeping a lien, as may be amended from time to time shall mutatis/ mutandis apply in relation to every employee of the corporation.

7.4

The board shall have power to make from time to time, such additions, deletions, alterations or amendments in these Regulations as it may deem fit.

7.5

INTERPRETATION

The power to interpret these Regulations shall vest in the Board of Directors who shall also be empowered to issue directions/ instructions to the Managing Director to enforce these regulations and to secure effective control by issuing standing instructions, delegation of power, procedure or forms, subject to approval by the Board at any time suo-motu or on representation by any employee.

7.6

POWER OF RELAXATION

Where the Board of Directors are 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

regulations with respect to any class or category of persons.

7.7

SPECIAL PROVISION :

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

7.8

RESERVATIONS:

Nothing contained in these regulations shall effect reservation 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;

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

7.9

REPEAL AND SAVINGS

Any instructions / guidelines/ regulations applicable to the members of service and corresponding to any of these regulations which are in force immediately before the commencement of these regulations are hereby repealed.

Provided that any order made or action taken under the instructions/ guidelines / regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations,

Annexure - 1
(see regulation 2.1)

Number and Character of posts.

Sr. No.	Name of posts	Pay scale	No. of sanctioned posts.
Group- 'A'			
1.	Chairman	As per Govt. orders	1
2.	Managing Director	In IAS scale	1
Group -'B'			
3.	Administrative Officer	6500-10500	1
4.	Accounts Officer	6500-10500	1
5.	Project Officer	6500-10500	1
6.	District Manager	6500-10500	12
Group -'C'			
7.	Section Officer	6500-9900	1
8.	Personal Assistant	5450-8000	2
9.	Accountant	5000-7850	3
10.	Assistant	5000-7850	3
11.	Driver	4000-6000	3
12.	Accounts Clerk	3050-4590	9
13.	Clerk	3050-4590	20
Group -'D'			
14.	Peon	2550-3200	21
15.	Chowkidar	2550-3200	3
16.	Sweeper	2550-3200	1

ANNEXURE – III
(See Regulation 3.3 (3))

S. No.	Designation of posts	Academic qualification and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than direct recruitment	Remarks
1	2	3	4	5
1	Chairman/Chairperson	-	-	To be appointed by Govt.
2	Managing Director	IAS Cadre	-	-do-
3	Administrative Officer	i) Graduate from a Recognized University. ii) Two years experience as Superintendent. In case of non availability of Supdt, Deputy Supdt. with two years exp. may be considered. iii) Preference will be given to the Supdt./Deputy Supdt. having two years experience on Administrative side. iv) Hindi or Sanskrit upto Matric.	1. By promotion – (i) District Manager (ii) 20 years experience as DM and one year experience as ADO. 2. By transfer or deputation – (i) Graduate (ii) 5 years exp. as Supdt. on administrative side. (iii) Hindi or Sanskrit upto Matric.	
4	Accounts Officer	SAS Cadre		To be appointed by F.D.
5	Project Officer	- Post Graduate from Recognized University with economics/ social work/ commerce/ MBA from recognized university. - Hindi or Sanskrit upto Matric. - Preference will be given to the candidate having three years exp. in the relevant field.		By Direct Recruitment.
6	Section Officer	SAS Cadre		To be appointed by F.D.

S. No.	Designation of posts	Academic qualification and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than direct recruitment	Remarks
7	District Manager	i) Post Graduate from Recognized University with Economics/Social work/Commerce/MBA from Recognized University. ii) Hindi or Sanskrit upto Matric.		(i) By promotion amongst Assistant/Accountant proportionately (ii) Three years experience as Assistant/Accountant
8	Assistant	(i) Post Graduate from recognised University with Hindi or Sanskrit upto Matric.	1. By promotion – Clerks with 05 years experience. 2. By transfer or deputation – (i) Graduate (ii) 5 years exp. as Clerk. (iii) Proficiency in Computer/ M.S. Office. (iv) Hindi/Sanskrit upto Matric. (v) 02 years experience as Assistant.	
9	Accountant	i) Post Graduate from Recognized University in Commerce with Hindi or Sanskrit upto Matric. ii) 3 years experience as Accountant. iii) Proficiency in Computer including M.S. Office.	1. By promotion – Accounts Clerks with 05 years experience.	By promotion if there is no official eligible then by way of transfer/ deputation/ direct.

S. No.	Designation of posts	Academic qualification and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than direct recruitment	Remarks
10	Clerk	i) 10+2 from Recognized University/Board. ii) Hindi or Sanskrit upto Matric.	1. By promotion – (i) Peon/Chowkidar with five years experience. (ii) 10+2 (iii) He/She will have to qualify State Eligibility Test in Computer.	Direct/Promotion as per Govt. Policy.
11	Accounts Clerk	i) B.Com from Recognized University. ii) Preference having experience in accounts work will be given preference. iii) Proficiency in Computer including M.S. Office & Tally. iv) Hindi or Sanskrit upto Matric.		Direct/ Deputation/ transfer.
12	Driver	i) Matric with Hindi or Sanskrit ii) 5 years experience of driving light vehicle. iii) Having valid driving licence.		Direct/Transfer/ Deputation as per Govt. Rules.
13	Peon	Should be 10 th passed with Hindi or Sanskrit.		
14	Chowkidar	i) Should be 10 th pass with Hindi or Sanskrit ii) Should have good physique		
15	Sweeper	Should be energetic and possess good physique		

APPENDIX -C

SR. NO.	DESIGNATION OF POSTS	APPOINTING AUTHORITY	NATURE OF PENALTY	AUTHORITY TO EMPOWER FOR IMPOSING PENALTIES	APPELLATE AUTHORITY
1.	Administrative Officer	Board of Directors	Minor Penalties:	Managing Director for Minor Penalties of Group 'B', 'C' & 'D'.	BOD for Minor Penalties of Group 'B', 'C' and 'D'.
2.	Accounts Officer	Finance Department	1) Warning with a copy in the personal file; (character roll)		
3.	Project Officer	Board of Directors	2) Censure;		
4.	District Manager	Board of Directors	3) With holding of promotion;		
5.	Section Officer	Finance Department	4) Recovery from the pay or otherwise of the whole or part of any pecuniary loss caused by negligence, or breach of orders, to the Corporation or any other authority where the employee is / was on deputation;		
6.	Personal Assistant	Managing Director	5) Withholding of increment of pay without cumulative including stoppage at Efficiency Bar if any;		
7.	Accountant	-do-			
8.	Assistant	-do-			
9.	Accounts Clerk	-do-			
10.	Clerks	-do-			
11.	Driver	-do-			
12.	Peon	-do-			
13.	Chowkidar	-do-			

SR. NO.	DESIGNATION OF POSTS	APPOINTING AUTHORITY	NATURE OF PENALTY	AUTHORITY TO EMPOWER IMPOSE PENALTY	APPELLATE AUTHORITY
			1) Major Penalties		
			2) With holding of increment of pay with cumulative effect;		
			3) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay;	Board of Director for Group 'B' and Managing Director for Group 'C' and 'D'	Administrative Secretary for Group 'B' and Board of Director for Group 'C' and 'D' employees.
			4) Reduction to a lower scale or pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale or pay grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;		
			5) Compulsory retirement;		
			6) Removal from service which shall not be		

-35-

disqualification for future employment
under the government;

- 7) Dismissal from service which shall
ordinarily be a disqualification for future
employment under the Government;

Amendment in Draft Service Rules in Annexure – III

The Board of Directors in its 127th meeting held on 08-09-2016 has approved as under and the following are inserted against Col. No. 4 in Annexure-III of Draft Service Rules of Haryana Women Development Corporation: -

1. In the case of Administrative Officer.

The post of Administrative Officer is to be filled-up from amongst District Managers having 20 years experience as District Manager with satisfactory service alongwith one year experience as Administrative Officer.

2. In the case of District Manager.

For the post of District Manager, the experience is relaxed from 5 years to 3 years on the post of District Manager by promotion from amongst Assistants/ Accountants.