



## **HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**

### **HIPA ADMINISTRATIVE EMPLOYEES (GROUP A, B, C & D) SERVICE BYE-LAWS, 2005**

Plot No. 76, HIPA Complex, Sector 18, Gurgaon - 122001

**Haryana Institute of Public Administration(HIPA); GURGAON**  
*(Society registered under Societies Registration Act XXI of 1860)*

**HIPA Administrative Employees(Group-A, B, C & D) Service Bye-Laws, 2005**

**Preamble:**

In exercise of the powers conferred by Clause 10(ii)(b) in the Memorandum of Association 1983 of HIPA & Rules and regulations framed thereunder and all other powers enabling it in this behalf, the Executive Council of the Institute hereby makes the following Bye laws regulating the recruitment and conditions of service of persons appointed and to be appointed to the service of the Haryana Institute of Public Administration (Group-A, B, C & D) Service, namely:-

**Part-I:- General**

**1. Short Title Commencement and Application:**

- i) These Bye-laws may be called the Haryana Institute of Public Administration (Group-A, B, C & D) Service Bye laws, 2005.
- ii) They shall come into force w.e.f. 24<sup>th</sup> February 2005.
- iii) These `Bye-laws' shall apply to all Group `A', `B', `C' and `D' posts of HIPA.
- iv) Notwithstanding anything contained in clause(ii), the Executive Council may, by agreement with any member of this Service make such special provisions regarding his/her conditions of service as it considers necessary and thereupon these bye-laws shall not apply to such members of the Service to the extent to which the special provisions are inconsistent therewith.

**2. Definitions:**

In these Bye-laws, unless the context otherwise requires:

1. `Act' means the Societies Registration Act of 1860.
2. `Appendix' means an Appendix to these Bye-laws.
3. `Appointing Authority' means the authority empowered to make appointments to any Group B, C or D posts.

4. `Chairman` means the Chairman of the Executive Council of Haryana Institute of Public Administration.
5. `Council` means the Executive Council of the Haryana Institute of Public Administration.
6. `Compulsory Retirement` means retirement of Group-B & C member at the age of 50 or 55 years after a review of his/her past record by a Reviewing Committee.
7. “Deputation” in relation to appointment means being appointed to a post at the Haryana Institute of Public Administration by deputation from any Department of the State Government or any Statutory Board, Government Undertaking or other Agency controlled by it, from any Department of the Central Government or any Statutory Board, Government Undertaking or other Agency wholly or partially controlled by the Government of India; as well as from any recognized University or recognized Institute.
8. “Institute” means the Haryana Institute of Public Administration.
9. “Direct Recruitment” means an appointment made otherwise than by promotion from within the service or transfer of the person already in the service of Government of India or any State Government or Statutory Board/Government Undertaking.
10. “Director” includes the Director General and means the Director of the Haryana Institute of Public Administration or any other Officer who is authorized to exercise the powers and functions of the Director.
11. “Discharge” means termination as per conditions of the contract or the service rules otherwise than on dismissal/compulsory retirement
12. “Dismissal” connotes removal of member of Service for misconduct as a result of the enquiry duly instituted against her/him.
13. “Duty Period” means the period of service rendered by an employee of this service which counts for pay, Leave salary, leave and other service benefits.
14. “Employee” means an employee of the Institute to whom these Bye-laws apply.

15. “Employment Exchange” means the Employment Exchanges situated in Haryana.
16. “Executive Director” includes the Additional Director and means the Executive Director of the Institute or any other Officer who is authorized to exercise the powers and functions of the Executive Director.
17. “Foreign Service” means service for which an employee receives, with the approval of the Controlling Authority, his pay and/or allowances from any source other than the funds of the Institute.
18. “Government” means the Government of Haryana..
19. “Honorarium” means a non-recurring payment granted to Group-A, B, C & D employee as remuneration for special work of an occasional or intermittent character.
20. “Post” means the post sanctioned by the Executive Council from time to time.
21. “Promotion” means elevation of an employee of the Institute from a lower grade to higher grade within the same post or from any lower to higher post except in the specific case of Gestetnor Operators and Restorers, the incumbents of these posts can be promoted as Clerks in the same cadre.
22. “Probationer” means an employee appointed against a regular vacancy and placed on probation for a specific period, as provided under the (Group-A, B, C & D) Service Bye-laws.
23. “Rajya Sainik Board” means the office of the Secretary, Rajya Sainik Board, Haryana.
24. “Recognized Institute” means any school or Institution recognized by the Haryana Government.
25. “Recognized University” means :
  - a) Any University incorporated by law in India, or
  - b) Any other University which is declared by Government to be a recognized University for the purpose of these service Bye-laws

26. "Selection Committee" means a committee constituted under these Bye-laws for making selection for appointment to the posts mentioned in Appendix-A.
27. "Review Committee" means a committee constituted under these bye-laws for reviewing cases of employees of Service Group-B, & C relating to premature retirement at the age of 50 and 55 years and taking appropriate decisions with regard thereto.
28. "Screening Committee" means a committee constituted under these Bye-laws for making promotions from a lower grade to higher grade or under ACP Scheme etc.
29. "Service" means the Haryana Institute of Public Administration (Group-A, B, C & D) Service.
30. "Transfer" in relation to appointment means absorption of a person already in the service of Government or any statutory body to the Institute on the basis of interview by Selection Committee.
31. 'Vacation of a Post' implies the falling vacant of a position through retirement, resignation, termination, dismissal or death of the incumbent.

## **PART II - RECRUITMENT TO SERVICE**

### **3. The Service shall comprise of the posts shown in Appendix A to these Bye laws:**

Provided that nothing in these Bye-laws shall affect the inherent right of the Executive Council to make additions to or reduction in the number of posts or create new posts with different designations and scales of pay either permanently or temporarily subject to approval of the Government. The position of existing sanctioned posts under each group-A, B, C & D is given in Appendix-A.

### **4. Nationality and character of candidates appointed to the service:**

- (1) No person shall be appointed to any post in the service unless he is :-
  - (a) a citizen of India, or
  - (b) a subject of Nepal, or

- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.

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

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Director/Selection Committee or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.
- (3) No person shall be appointed to any post in the service by direct recruitment, unless he produces a certificate or character from the Principal academic officer of the University, College, School or Institution last attended, and similar certificate from two other responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with the University, College, School or Institutions last attended.

**5. Age:**

No person in the group-A, B & C shall be appointed to any post in the service by direct recruitment who is less than 17 years or more than 40 years of age on or before the 15<sup>th</sup> day of the month next preceding the last date of submission of application to HIPA and in case of group-D less than 16 years or more than 40 years of age on the day fixed for the receipt of names of the candidates from the Employment Exchange and Rajya Sainik Board.

Provided that in the case of candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-servicemen, widows and handicapped, the upper age limit shall be such as may be fixed by the Government from time to time.

## **6. Appointing Authority**

Appointment to the posts in the Service of Group-A shall be made by the Govt. of Haryana on deputation.

Appointment to the posts in the Service of Group-B & C shall be made by the Director.

Appointment to the posts in the Service of Group-D shall be made by the Executive Director.

## **7. Qualifications:**

No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 and 5 of Appendix "B" to these Bye-laws in the case of direct recruitment and promotion and those specified in Columns 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment and promotion

Provided that in case of direct recruitment, the qualifications and experience shall be relaxable as per instructions on this subject for the candidates belonging to Scheduled Castes, Schedule Tribes, Backward Classes, Ex-servicemen, Widows and Physically handicapped candidates.

## **8. Disqualifications:**

1. 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 or contracted a marriage with any person,

shall be eligible for appointment to any post in the service.

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

2. No person, who has been dismissed from the service of the Government of India or any State Government or a local authority, a Corporation or Institute, shall be eligible for appointment to any post in Group-A, B, C & D Service.

### **9. Method of Recruitment:**

The posts in Service shall be filled in the following manner:-

#### **GROUP - A:**

1. In the case of Director/Director General:

by deputation from amongst IAS Officer of the Haryana State Cadre, declared equivalent in status and responsibility to the post of Secretary to Government in Commissioner's rank. In case the officer is equivalent in status and responsibility to the post of Principal Secretary to Government in the rank of Financial Commissioner or above he shall be designated as Director General.

2. In the case of Additional Director/Executive Director:

by deputation from amongst IAS Officer of the Haryana State Cadre

3. In the case of Under Secretary:

by deputation from amongst HCS/HSS Officers. In case an officer of such cadre in a higher scale is posted on deputation such officer shall draw his own pay scale.



4. In the case of Addl Excise & Taxation Commissioner:  
by deputation from Prohibition, Excise & Taxation Department
5. In the case of Deputy Excise & Taxation Commissioner:  
by deputation from Prohibition, Excise & Taxation Department
6. In the case of Principal, Divisional Training Centre:  
by deputation out of Chief Accounts Officers of the Treasury & Accounts Department; Under Secretary/Dy. Secretary from Haryana Civil Secretariat or by contract appointment out of retired officers of these categories.
7. In the case of Principal, Secretariat Management School:  
by deputation out of Chief Accounts Officers of the Treasury & Accounts Department; Under Secretary/Dy. Secretary from Haryana Civil Secretariat or by contract appointment out of retired officers of these categories.
8. In the case of Sr. Accounts Officer (Chief Accounts Officer in case post of Principal Secretariat Management School[SMS] & Sr. Accounts Officers are combined):  
by deputation from Finance Department (Treasury & Accounts Department)

**GROUP - B:**

1. In the case of Administrative Officer:
  - i) by promotion from amongst the Superintendents/Accounts Officers on seniority-cum-merit basis; OR

- ii) by deputation of an officer already in the service of the Government of India or a State Government
- 2. In the case of Accounts Officer:
  - i) by promotion from amongst Section Officers on seniority-cum-merit basis; OR
  - ii) by deputation from amongst Accounts Officers(SAS Cadre) of Finance Department, Haryana
- 3. In the case of Superintendent:
  - i. by promotion from amongst the Deputy Superintendents on seniority-cum-merit basis; OR
  - ii. by deputation of an official already in the service of the Government of India or a State Government.
- 4. In the case of Private Secretary:
  - i. by promotion from amongst the Personal Assistants(PAs) on seniority-cum-merit basis; OR
  - ii. by deputation of an official already in the service of the Government of India or a State Government.

**GROUP - C:**

- 1. In the case of Section Officer:
  - i. by promotion from amongst Accountants on seniority-cum-merit basis; OR
  - ii. by deputation from amongst Section Officers (SAS Cadre) of Finance Department, Haryana
- 2. In the case of Deputy Superintendent(including the post of Care-taker(Hostel) converted to Dy.Suptd.):
  - i. by promotion from amongst Assistants/Library Assistant on seniority-cum-merit basis; OR

- ii. by deputation of an official already in service of the Government of India or of a State Government having Seven years experience as Assistant
3. In the case of Accountant(including Jr. Auditor designated as Accountant):
  - i. 50% by direct recruitment;
  - ii. 50% by promotion from Accounts Clerks
4. In the case of Assistants:

by promotion from amongst clerks/clerks-cum-typist/storekeeper on the basis of seniority-cum-merit.
5. In the case of Library Assistant:

by direct recruitment.
6. In the case of Clerks/Clerk-cum-typists/ /Store-keeper:
  - i. 80% by direct recruitment
  - ii. 20% by promotion from amongst Restorers; Care-taker-cum-Chowkidar; Gestetner Operator(Technical Operator) and Group-D employees, having 5 years experience on any Group-D post or combined experience on such group-C and group-D posts and who are matriculates, on the basis of seniority-cum-fitness.
7. In the case of Accounts Clerk:

by direct recruitment

(These posts will become available on the dates of conversion of the posts of Restorer and Care taker-cum-Chowkidar to the designation of Accounts Clerk)
8. In the case of Gestetner Operators(This post will hereafter be called Technical Operator for operating various technical equipments:

- i. 50% by direct recruitment
- ii. 50% by promotion from amongst Group-D employees on seniority-cum-fitness basis

9. In the case of Driver:

- i. by direct recruitment in a block of every five posts, second and fourth posts shall be filled by direct recruitment
- ii. by promotion from amongst Group-D employees, in a block of every five posts, first, third and fifth shall be filled by promotion
- iii. by transfer or deputation of an official already in the service of Government of India or State Government.

10. In the case of Personal Assistant(PA):

- i. by promotion amongst Senior Scale Stenographers on seniority-cum-merit basis; or
- ii. by deputation of an official already in the service of the Government of India or of a State Government.

11. In the case of Senior Scale Stenographers:

- i. 50% by promotion from amongst Junior Scale Stenographers those who have qualified the test referred to in Appendix-B;
- ii. 50% by direct recruitment

12. In the case of Junior Scale Stenographers:

- i. by promotion from amongst Steno-typists those who have qualified the test referred to in Appendix-B; or
- ii. by deputation of an official already in service of Government of India or State Government.

13. In the case of Steno-typists:

by direct recruitment.

14. In the case of Junior Engineer(Electrical)[Post of Foreman(Electrical) will hereafter be redesignated as J.E.(Elec.)]:

- i. by direct recruitment; or
- ii. by promotion amongst the Electricians on seniority-cum-merit basis.

15. In the case of J.E. (Technical)[Post of Technical Supervisor will hereafter be re-designated as J.E.(Tech.)]:

by direct recruitment.

16. In the case of J.E. (Civil):

by direct recruitment

17. In the case of Operator-cum-Mechanic(OCM):

by direct recruitment.

18. In the case of Electrician:

by direct recruitment.

19. In the case of Catering Supervisor:

by direct recruitment.

20. In the case of Cook:

by direct recruitment.

**Note:-**

The post of Cook has been declared as diminishing cadre post and the functions of this post will be outsourced when it will be vacated by the present incumbent.

21. In the case of Butler:

by promotion from amongst the Hostel Attendants on seniority-cum-fitness basis.

**Note:-**

The post of Butler has been declared as diminishing cadre post and the functions of this post will be outsourced when it will be vacated by the present incumbent.

22. In the case of Munim:

by deputation from Prohibition and Excise & Taxation Department.

23. In the case of Care taker-cum-Chowkidar:

This post will be converted to Accounts Clerk on the date it is vacated by the present incumbent.

24. In the case of Restorer:

This post will be converted to Accounts Clerk on the date it is vacated by the present incumbent.

**GROUP - D:**

1. In the case of Office Attendant:

by direct recruitment.

2. In the case of Hostel Attendant:

by direct recruitment.

(The posts of peon, messenger, helper, Library Attendant and Masalchi re-designated as Attendant out of which 12 will be Hostel Attendants and 23 will be Office Attendants)

3. In the case of Plumber:

by direct recruitment.

4. In the case of Chowkidar:

by direct recruitment.

**Note:-**

The post of Chowkidar has been declared as diminishing cadre post and the functions of this post will be outsourced when it will be vacated by the present incumbent.

5. **In the case of Mali:**

by direct recruitment.

**Note:-**

The post of Mali has been declared as diminishing cadre post and the functions of this post will be outsourced when it will be vacated by the present incumbent.

6. **In the case of Sweeper:**

by direct recruitment.

**Note:-**

The post of Sweeper has been declared as diminishing cadre post and the functions of this post will be outsourced when it will be vacated by the present incumbent.

## **10. Probation:**

Members of the Service shall remain on probation for a period of two years in case recruited by direct appointment and of one year case in recruited otherwise.

1. Persons appointed to any post in the service shall remain on probation for a period of two years; Provided that:
  - a. A person appointed to the service in the Institute by transfer will also have a period of probation of two years.
  - b. Any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - c. Any period of work in equivalent or higher rank, prior to appointment to the service may, in the case of an appointment by

- transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- d. 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 to 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 dispense with his service:
    - a. if such person is appointed by direct recruitment,
    - b. if such person is appointed otherwise than by direct recruitment:-
      - i. revert him to his former post;
      - 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 the work and conduct has, in its opinion, been satisfactory:-
      1. confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
      2. confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
      3. declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
    - b. if the work or conduct has, in its opinion, not been satisfactory:
      1. dispense with his services; if appointed by direct recruitment or revert him to his former post or deal with



him in such other manner, as the terms and conditions of previous appointment permit, if appointed otherwise; or

2. 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 3 years.

### **11. Seniority:**

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

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

Provided further that in case of members appointed by direct recruitment, the order of merit determined by the recruiting agency 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. two or more members appointed by direct recruitment by the same Selection Committee on the same date, the members whose name figures first on the report of the Selection Committee shall be senior;
- c. a member appointed by promotion shall be senior to a member appointed by transfer;
- d. 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
- e. in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a

member, who was drawing a higher rate of pay in the previous appointment; and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

## **12. Pay, Leave & other matters**

### **a) Pay**

Each group-A, B, C & D post in the Institute will carry a scale of pay as decided by the Executive Council with the approval of the Government except in the case of officers of Group-A who are on deputation from the Government. The present scales of pay have been indicated in Appendix – A. The pay in the existing scale in respect of employees working before 1.1.96 will be fixed as per procedure prescribed by the Finance Department.

A member of each Group-B, C & D service shall on his appointment to a post in a time scale of pay, draw pay at the minimum of the time scale unless Selection Committee decides that he shall draw pay at any higher scale. The member of each Group of the Institute shall also be entitled to such perquisites as are decided by the Executive Council from time to time.

The pay of persons, who are reemployed after retirement shall be fixed in accordance with the rules as applicable to Haryana Government Employees from time to time.

### **b) Leave**

The employees of each group except Director and Executive Director of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

### **c) Travelling Allowance:**

The employees of each group of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time

d) **Leave Travel Concession**

The employees of each group except Director and Executive Director of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time

e) **Allowances such as DA, HRA, CCA and Medical Allowance/Reimbursement**

The employees of each group except Director and Executive Director of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time

f) **Retirement related benefits & other benefits**

i. **Employees' Provident Fund:**

The employee of each group except Director and Executive Director and other officers on deputation not covered under EPF rules of the Institute shall be entitled to the benefit of EPF. The EPF shall be regulated in accordance with relevant rules under the Acts as applicable from time to time.

ii. **Death-cum-retirement gratuity:**

Every employees of each group except Director and Executive Director of the Institute will be entitled to the payment of Death-cum-retirement gratuity on the same terms and conditions as may be applicable to Haryana Government employees from time to time. Further, matters relating to release, withholding or recovery of death-cum-retirement gratuity(DCRG) will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time. The powers with

regard to release will be with the Director and for withholding or recovery will be with the Chairman of Executive Council.

**iii. Leave Encashment:**

The employees of each group except Director and Executive Director of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

**iv. Ex-gratia:**

The employees of each group of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

**v. GIS**

The employees of each group except Director/Director General and Executive Director of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

**vi. Issuance of Liveries and other articles**

Drivers and Class-IV employees shall be given uniform allowance at the following rates:-

1. **Drivers:**

a) **Summer Uniform:**

- i. Three shirts and three pants every two years @ Rs.200/- per uniform total cost Rs.600/-(inclusive stitching charges)
- ii. Three `Pagrees' with summer uniform @ Rs.30/- each pagree (One pagree with one Uniform)

b) **Winter Uniform:**

One shirt, one pant woolen after every three years at the total cost of Rs.400/- (Stitching charges extra).

c) Shoes:

One pair of black shoes (Darbi with rubber sole) every year @ Rs.160/-

2. Class-IV:

Uniform/washing allowance @ Rs.85/- per month.

**vii. Festival Advances**

The employees of group C & D of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

**viii. Wheat loan**

The employees of group 'D' or any other employee of any other group of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

**ix. Incentive for family planning**

The employees of each group of the Institute will be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

**x. Other State Govt. Instructions relating to administrative matters.**

The employees of each group of the Institute will be governed by the same instructions in this regard as are applicable to Haryana Government employees from time to time.

g) **Loans and Advances:**

The employees of each group of the Institute will be given loans from the Employees Loan Fund, a corpus created from earlier interest earnings and since 1.4.2002 from 40% of the current interest earnings subject to

availability of funds earmarked by the E.C. for a given financial years for the following bonafide purposes:

- i. House Building Loan
- ii. Marriage Loan
- iii. Vehicle Loan
- iv. Computer Loan

h) **Lien:**

No lien will be maintained when an administrative employee joins another department/board/corporation/ Association against a post through direct recruitment.

**13. Record of Service:**

The following record of service of each employee in each group of service shall be maintained:-

- i. Personal file;
- ii. Service book;
- iii. Annual Confidential Reports.

**14. Role and duties of Director General, Executive Director, Under Secretary, Chief Accounts Officer, Administrative Officer, Superintendent (Admn.) and Superintendent (Training) have been detailed in Appendix-D to these Service Bye-laws. Role and duties in respect of the remaining categories of employees will be decided by the Director in due course.**

**15. Selection Committee**

The Selection Committee is meant for the selection of employees under each group Service, which will consist of the following members:

**Group `B`:**

1. Director
2. Representative of the Chairman
3. Executive Director
4. An external expert to be nominated by the Director

**Group `C`:**

1. Director
2. Executive Director
3. Principal of a Divisional Training Centre to be decided by the Director
4. An external expert to be nominated by the Director

**Group `D`:**

1. Executive Director
2. Administrative Officer/Under Secretary
3. Chief Accounts Officer

**16. Reviewing Committee:**

Reviewing Committee meant for reviewing cases of compulsory retirement of members of group-B & C at the age of 50 & 55 years will consist of the following members:

**Group `B`:**

1. Director
2. Executive Director
3. A representative of Chairman Executive Council

**Group `C`:**

1. Director
2. Executive Director
3. Chief Accounts Officer
5. Principal, Divisional Training Centre

The concerned Review Committee for a particular group or a number of groups will examine the record of each member of group-B, & C prior to her/his attaining the age of 50 and 55 years and take a decision with regard to continuation of service in the best interests of HIPA. The decision of concerned Review Committee to pre-maturely retire a member will be final and in pursuance thereof, the Director or any other officer authorized as the Appointing Authority, shall be competent to pass an appropriate order to give effect to the said decision.

**17. Screening Committee:**

The Screening Committee for Group B, C & D is meant for assessing the suitability of members of the said Groups for promotion & for receipt of ACP benefits. It shall consist of the following members:

- i. Director General
- ii. Executive Director
- iii. Chief Accounts Officer
- iv. Principal, Divisional Training Centre

**18. Reservation Policy:**

Instructions issued with regard to reservation & maintenance of Roster by the Government from time to time will be applicable to each group of these employees as are applicable to Haryana Government Employees for the categories of Scheduled Caste/Scheduled Tribe/Backward Classes/Ex-serviceman/Physically handicapped.

**19. Discipline, Penalty and Appeal:**

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

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority of these Bye-laws are specified in Appendix-C.

For the purpose of this clause, the following terms wherever occurring in the Haryana Civil Services (P & A) Rules would mean the authority as indicated opposite them

- |                   |                      |
|-------------------|----------------------|
| a. Government     | Executive Council    |
| b. Head of Deptt. | Appointing Authority |

Note:- The punishing authority and appellate authority in respect of each group of Service has been shown in the appendix – C.

Note:- In the absence of prescribed competent authority the next higher authority will exercise the powers



**20. Vaccination:**

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

**21. Oath of Allegiance**

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

**22. Conduct Rules:**

Unless otherwise provided in the Group-A, B, C & D Service Bye-laws, the Government Employees Conduct Rules, 1966 as amended from time to time by the Government of Haryana shall apply to every Group of service except Director and Executive Director of the Institute.

**23. Termination of Service**

The service of a member of each group except Director and Executive Director and employees on deputation, on probation may be terminated by the Appointing authority without assigning reasons at any time during the period of probation, without notice .

A member appointed for a specific period against a temporary post shall be terminated after the expiry of the said period.

The service of a member holding a permanent post in substantive capacity may be terminated by giving three months notice or on payment of pay and allowances for such period as the notice falls short of three months or without notice on payment of three months pay and allowances if the post to which he was appointed substantively, is abolished.

Note:-

If such a member absents himself from duty without permission during period of notice, he shall not be entitled to receive any pay or allowances during the period of absence besides other penalties imposed by the competent authority.

## **24. Retirement**

A member of Service shall retire from the Service of the Institute:-

- i.** on her/his being declared medically unfit for service by a medical board to be designated by the Appointing Authority in this regard; or
- ii.** on the decision of the concerned Review Committee to prematurely retire a member of group-B & C service at the age of 50 or 55.
- iii.** on her/his attaining the age of superannuation which shall be 58 years in the case of group-B & C and 60 years in the case of group-D.

If the date of birth of a member of the service falls on the first of the month, she/he shall retire on the last day of the preceding month. If it is after this date, he shall retire on the last day of that month.

A member of the Service who is declared medically unfit for service by a medical board designated by the Appointing Authority shall retire from the Service from the last day of the month in which the said Authority passes an order in this regard.

A member of the Service whom the Review Committee considers to be a fit case for being pre-maturely retired at the age of 50 or 55 and 58 years shall retire from the Service on the last date of the month in which the Appointing Authority passes an order in the said regard.

## **25. Development of Staff:**

It is of critical significance for members of Group A, B, C & D posted at HIPA to continue expand their knowledge, practical experience and communication skills. For this purpose, the Director, HIPA will make efforts to sponsor them for training courses; involve them in exercises, to enhance their capabilities.

**26. Deputation, Foreign Service and Leave Without Pay:**

The Director, HIPA may allow the members of this group to go on deputation or leave without pay as per Government Rules applicable from time to time.

**27. Power of Relaxation:**

Where the Executive Council is of the opinion that the application of these Bye-laws or any particular provision thereof is likely to cause substantial hardship in the case of any individual member it may for reasons to be recorded, relax the operation of the Service Bye-laws or the particular provision thereof as the case may be to the extent desirable. In this respect, it is indicated that Executive Council under the Chairmanship of Chief Secretary can promote officer of exceptional merit with minimum seventy per cent 'Very Good' and above record to the next higher scale as a benefit personal to her/him by keeping her/his present post in abeyance. Provided she/he has not had a promotion for the last 10 years.

**28. Interpretation:**

Whenever the provisions made in these Service Bye-laws are found to be silent, or unclear and any question arises relating to interpretation with regard thereto the matter shall be referred to the Executive Council whose decision shall be final.

**29. Amendment:**

The Executive Council has the inherent right to amend the HIPA Administrative Employees Service Bye-laws from time to time in accordance with requirements.

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**Appendix-`A`**

[See Section – 3]

<b>Sr.No.</b>	<b>Particular of posts</b>	<b>Total No. of Posts</b>	<b><u>Scale of Pay</u></b>	<b><u>Remarks</u></b>
<b>1</b>	<b>2</b>	<b>3</b>	<b><u>4</u></b>	<b><u>5</u></b>
<b>GROUP- A</b>				
1.	Director General	1	In his own pay scale	By deputation
2.	Addl./Executive Director	1	In his own pay scale	By deputation
3	Under Secretary	1	In his own pay scale	
4.	Addl. Excise & Taxation Commissioner	1	In his own pay scale	By deputation
5.	Dy. Excise & Taxation Commissioner	1	In his own pay scale	By deputation
6.	Principal, DTC	2	In his own pay scale	
7.	Principal, SMS	1	In his own pay scale	The post of Sr.A.O. will be kept vacant if CAO is posted against the post of Principal, SMS. CAO will look-after both the posts.
8.	Sr. Accounts Officer	1	In his own pay scale	
<b>GROUP – B</b>				
1.	Administrative Officer	1	8000-13500+400 SP	
2.	Accounts Officer	1	6500-10500	Out of four posts of Supdts., one post is converted to A.O.
3.	Superintendent	3	6500-10500+200 SP	
4.	Private Secy.	1	6500-10500+200 SP	
<b>GROUP – C</b>				
1.	Section Officer	1	6500-9900+100 SP	
2.	Deputy Superintendent	3	5500-9000+150 SP	Post of Care Taker (Hostel) have been converted to Dy. Supdt. being in the identical

				scale.
3.	Accountant	2	5450-8000+60 SP	Post of Jr. Auditor converted to the post of Accountant being in the same scale.
4.	Assistant	18	5450-8000+60 SP	
5.	Library Assistant	1	5450-8000+60 SP	
6.	Clerk/Clerk-cum-typist/Store-Keeper	21	3050-4590+40 SP	
7.	Accounts Clerk		3050-4590	Posts will become available after the date of conversion of posts of Restorer & Caretaker-cum-Chowkidar when these are vacated.
8.	Technical Operator	6	3050-4590+40 SP	Post of Gestetnor Operator converted to Technical Operator in the same pay scale
9.	Driver	7	4000-6000+300 SP	
10.	Personal Assistant(PA)	1	5500-9000+150 SP	
11.	Senior Scale Stenographer	12	5450-8000+60 SP	
12.	Junior Scale Stenographer	5	4000-6000+40 SP	
13.	Steno-typist	12	3050-4590+100 SP	
14.	J.E.(Electrical)	1	5500-9000	Post of Foreman (Elec.) re-designated as J.E.(Elec.) in the same scale.
15.	J.E.(Technical)	1	5500-9000	Post of Technical Supervisor re-designated as J.E.(Tech.) in the same scale.
16.	J.E.(Civil)	1	5500-9000	
17.	Operator-cum-Mechanic	1	5000-7850	
18.	Electrician	1	3050-4590	
19.	Catering Supervisor	1	5000-7850	
20.	Cook	7	3050-4590	
21.	Butler	1	3050-4590	

22.	Munim	1	3050-4590	
23.	Care-taker-cum-Chowkidar	1	3050-4590	Post will be converted as Accounts clerk when this is vacated by the present incumbent
24.	Restorer	1	3050-4590+30 SP	
<b>GROUP – D</b>				
1.	Office Attendant	25	2550-3200+30 SP	The posts of Peon, Messenger, Helper, Lib. Attendant and Masalchi re-designated as Office/ Hostel Attendant.
2.	Hostel Attendant	20	2550-3200+30 SP	
3.	Plumber	1	2550-3200+ 30 SP	
4.	Chowkidar	5	2550-3200+30 SP	
5.	Mali	4	2550-3200+30 SP	
6.	Sweeper	8	2550-3200+30 SP	

## Appendix-`B`

[See Section – 7]

S.N.	Designation of Post	Academic qualification and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than direct/promotion	By promotion
1	2	3	4	5
<b>GROUP-A</b>				
1.	Director/Director General	-	By deputation from amongst IAS Officers of the Haryana State Cadre equivalent in status and responsibility to the post of Secretary to Govt. in Commissioner's rank or above. However, if the officer is Financial Commissioner & Principal Secretary then the designation will be Director General.	-
2.	Addl./Executive Director	-	By deputation from amongst IAS Officers of the Haryana State Cadre	-
3.	Under Secretary		By deputation from HSS/HCS Officer	
4.	Addl. Excise & Taxation Commissioner	-	By deputation from Prohibition and Excise & Taxation Department	-
5.	Deputy Excise & Taxation Commissioner	-	By deputation from Prohibition and Excise & Taxation Department	-
6.	Principal, DTC	-	By deputation out of Sr.	-

			Accounts Officers/Chief Accounts Officers of the Treasury and Accounts Department/ Under Secretaries/ Deputy Secretaries from Haryana Civil Secretariat or by Contract appointment out of retired Officers of these Categories	
7.	Principal, SMS	-	By deputation out of Sr. Accounts Officers/Chief Accounts Officers of the Treasury and Accounts Department/ Under Secretaries/ Deputy Secretaries from Haryana Civil Secretariat or by Contract appointment out of retired Officers of these Categories	-
8.	Sr. Accounts Officer	-	By deputation from Treasury & Accounts of Finance Department	-
<b>GROUP-B</b>				
1.	Administrative Officer	-	Bachelor's Degree of a recognized University or its equivalent Knowledge of Hindi up to Matric standard Five years experience on any post equivalent to that of Supdt. or Accounts Officer or three years experience as Administrative	Five years experience as Supdts./ Accounts Officers



			Officer.	
2.	Accounts Officer	-	S.A.S. qualified, and One year experience as Accounts Officer; or Seven years experience as Section Officer(SAS)	Five years experience as Section Officer
3.	Superintendent	-	Degree of a recognized University or its equivalent Knowledge of Hindi up to Matric standard Five years experience as Deputy Supdt.	Five years experience as Dy. Supdt.
4.	Private Secy.	-	i. Degree of a recognized University or its equivalent ii. Knowledge of Hindi up to Matric standard iii. One year experience as Private Secretary OR Seven years experience as P.A.	Five years experience as P.A.

### **GROUP-C**

1.	Section Officer (Accounts)		Section Officers (SAS Cadre) of Finance Department with two years experience as Section Officer	Five years experience as Accountant/Junior Auditor
2.	Deputy Supdt.		i. Bachelor's Degree of a recognized University or its equivalent ii. Knowledge of	Seven years experience as Assistant/Library Assistant (In case of Library Asstt. Seven years

			Hindi up to Matric standard iii. Seven years experience as Assistant	experience including one year experience as Assistant in office)
3.	Accountant	M.Com. from recognized University; or its equivalent Knowledge of Hindi Up to Matric Standard	i. B.Com. from recognized University or its equivalent ii. Knowledge of Hindi up to Matric standard iii. Two years experience as Accountant	Five years experience as Accounts Clerks
4.	Assistant		-	Five years experience as Clerks/ Clerk-cum-typist/ Store-keeper
5.	Library Assistant	i. Matric or Higher qualifications ii. Knowledge of Hindi upto Matric iii. Three years Diploma in Library Science from a recognized Institute iv. Two years experience as Library Asstt.	i. Matric or Higher qualifications ii. Knowledge of Hindi upto Matric iii. Three years Diploma in Library Science from a recognized Institute iv. Two years experience as Library Asstt.	-
6.	Clerk/Clerk-cum-typist/ Store-keeper	i. Graduate from recognized university or equivalent ii. Knowledge of Hindi up to Matric standard iii. Six months diploma in Computer from recognized Institute	i. Graduate from recognized university or equivalent ii. Knowledge of Hindi up to Matric standard iii. Working knowledge of Computer	Matric with Hindi Five years experience as group C & D employee
7.	Accounts Clerk (These posts will	i. B.Com. from recognized University; or its	i. B.Com. from recognized University	-

	become available on the dates of conversion of the posts of Restorer and Care taker-cum-Chowkidar to the designation of Accounts Clerk.)	equivalent ii. Knowledge of Hindi Up to Matric Standard	or its equivalent ii. Knowledge of Hindi up to Matric standard	
8.	Technical Operator  (Re-designated as Technical Operator from Gestetnor Operator)	i. Matric with Hindi ii. Knowledge of operation/handling of the Photostat Machine, LCD, OHP and other training equipments to be ascertained through test.	-	5 years experience as Group-D employee with knowledge of handling Photostat Machine, LCD, OHP and other training equipments to be ascertained through test.
9.	Driver	i. Middle pass ii. Should be able to read and write Hindi and English iii. Must be possessing a valid Driving licence to drive heavy vehicle	i. Middle pass ii. Should be able to read and write Hindi and English iii. Must be possessing a Driving licence to drive LMV/HTV	From amongst group-D employees. He should be able to read and write Hindi and English and must be possessing a Driving licence to drive LMV/HTV.
10.	Personal Asstt. (P.A.)	-	i. Bachelor's Degree of a recognized University or its equivalent ii. Knowledge of Hindi up to Matric standard iii. Three years experience as Senior Scale Stenographer(English & Hindi) iv. Working knowledge of Computers	Two years experience as Senior Scale Stenographers

11.	Sr. Scale Stenographer	<ul style="list-style-type: none"> <li>i. Bachelor's Degree of a recognized university or its equivalent</li> <li>ii. Knowledge of Hindi up to Matric standard</li> <li>iii. English Shorthand at 100 W.P.M. and Transcription thereof at 20 W.P.M.</li> <li>iv. Hindi shorthand at 80 W.P.M. and transcription thereof at 15 W.P.M.</li> <li>v. Six months diploma in Computers from recognized Institute</li> </ul>	-	<p>Two years experience as Jr. Scale Stenographer. English Shorthand at 100 W.P.M. and Transcription thereof at 20 W.P.M. Hindi shorthand at 80 W.P.M. and transcription thereof at 15 W.P.M.; and Working knowledge of Computers</p>
12.	Jr. Scale Stenographer	-	<ul style="list-style-type: none"> <li>i. Bachelor's Degree of a recognized University or its equivalent</li> <li>ii. Knowledge of Hindi up to Matric standard</li> <li>iii. Two years experience as Junior Scale Stenographer(English &amp; Hindi)</li> <li>iv. Working knowledge of Computers</li> </ul>	<p>Two years experience as Steno-typist and who has passed Jr. Scale Stenographer departmental test English Shorthand at 100 W.P.M. and Transcription thereof at 20 W.P.M.; and Hindi shorthand at 80 W.P.M. and transcription thereof at 15 W.P.M.</p>

				Working knowledge of Computers
13.	Steno-typist	i. Degree of a recognized University or its equivalent ii. Knowledge of Hindi up to Matric standard iii. Shorthand test in English/Hindi at the speed of 80/60 w.p.m. iv. Six months diploma in Computers from recognized Institute	-	-
14.	Junior Engineer (Electrical)  [Post of Foreman (Electrical) will hereafter be redesignated as J.E.(Elec.)]	i. Three years Diploma (Electrical)/AMIE from recognized Institute ii. Knowledge of Hindi up to Matric iii. One year experience as J.E.(Electrical)	-	i. Five years experience as Electrician ii. Three years diploma(Electrical)/AMIE from recognized Institute
15.	J.E. (Technical)  [Post of Technical Supervisor will hereafter be redesignated as J.E.(Elec.)]	i. Three years Diploma/AMIE in Electronics & Communication Engineering from recognized Institute ii. Knowledge of Hindi up to Matric iii. One year experience as J.E.(Technical)	-	-
16.	J.E.(Civil)	i. Three years Diploma/AMIE in Civil Engineering from recognized Institute ii. Knowledge of Hindi up to Matric iii. One year experience as J.E.(Civil)	-	-
17.	Operator-cum-Mechanic	Three years Diploma in Electronics & Communication		

		<p>Electronics &amp; Communication Engineering from recognized Institute</p> <p>Knowledge of Hindi up to Matric</p> <p>One year experience in handling training equipments such as Adio-Video, LCD, Photostat Machine, OHP etc.</p>		
18.	Electrician	<p>Electrical diploma from Government/recognized ITI</p> <p>Knowledge of Hindi up to Matric</p> <p>Two years experience as Electrician</p>	-	-
19.	Catering Supervisor	<p>i. Three years diploma in Catering from Government/ recognized Institute;</p> <p>ii. Two years experience as Catering Supervisor.</p> <p>iii. Knowledge of Hindi up to Matric standard.</p>	-	-
20.	Cook	<p>i. One year diploma in Food Production (Cookery)</p> <p>ii. Knowledge of Hindi up to Matric standard</p> <p>iii. One year experience in reputed Hotel</p>	-	-
21.	Butler	-	-	Seven years experience as Helper
22.	Munim		By deputation from Prohibition and Excise & Taxation Department	
23.	Care taker-cum-Chowkidar	-	-	-

	(This post will be converted to Accounts Clerk on the date it is vacated by the present incumbent.)			
24.	Restorer  (This post will be converted to Accounts Clerk on the date it is vacated by the present incumbent.)	-	-	-
<b>GROUP-D</b>				
1.	Office Attendant	<ul style="list-style-type: none"> <li>i. Should possess the knowledge of Hindi;</li> <li>ii. Has passed X class or Higher qualification will be preferred</li> <li>iii. One year experience of working in an office</li> </ul>	-	-
2.	Hostel Attendant	<ul style="list-style-type: none"> <li>i. Should possess the knowledge of Hindi;</li> <li>ii. Has passed X class or Higher qualification will be preferred</li> <li>iii. One year experience in house keeping.</li> </ul>	-	-
3.	Plumber	<ul style="list-style-type: none"> <li>i. I.T.I. certificate in the discipline of Plumber from a recognized Institute</li> <li>ii. Knowledge of Hindi up to Middle standard</li> <li>iii. One years experience in Plumbers work</li> </ul>		
4.	Chowkidar	<ul style="list-style-type: none"> <li>iv. Has passed V class or Higher qualification will be preferred</li> <li>v. Should possess the knowledge of Hindi or</li> </ul>	-	-

		English		
5.	Mali	i. Knowledge of gardening ii. Should possess the knowledge of Hindi or English	-	-
6.	Sweeper	i. Has passed V class or Higher qualification will be preferred ii. Should possess the knowledge of Hindi;	-	-





**Appendix-C**  
[See Section – 20]

S.N.	Designation of Post	Appointing Authority	Name of Penalty	Authority empowered to impose penalty	Appellate Authority	Second & Final Appellate Authority if any
1.	<b>Group-B:</b> Admn. Officer	Director/ Director General	<p><b>Minor Penalties</b></p> <p>i. Warning with a copy in the personal file(character roll);</p> <p>ii. Censure;</p> <p>iii. Withholding of promotion;</p> <p>iv. Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State; and</p> <p>v. Withholding of increments of pay without cumulative effect;</p> <p><b>Major Penalties</b></p> <p>vi. Withholding of increments of pay with cumulative effect;</p> <p>vii. Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.</p> <p>viii. Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post of service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>ix. Compulsory retirement;</p> <p>x. Removal from service which shall not be disqualification for future employment under the Government; and</p> <p>xi. Dismissal from service which shall ordinarily be a disqualification for future employment</p>	<p>Director/ Director General</p> <p>Director/ Director General</p> <p>Chairman, Executive Council</p>	<p>Chairman, Executive Council</p> <p>Chairman, Executive Council</p> <p>Executive Council</p>	<p>Executive Council</p>

			under the Government.			
2. 3. 4.	Accounts Officer Superintendent Private Secy.	Director/ Director General	<p><b>Minor Penalties</b></p> <p>i. Warning with a copy in the personal file(character roll);</p> <p>ii. Censure;</p> <p>iii. Withholding of promotion;</p> <p>iv. Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State; and</p> <p>v. Withholding of increments of pay without cumulative effect;</p> <p><b>Major Penalties</b></p> <p>vi. Withholding of increments of pay with cumulative effect;</p> <p>vii. Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.</p> <p>viii. Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post of service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>ix. Compulsory retirement;</p> <p>x. Removal from service which shall not be disqualification for future employment under the Government; and</p> <p>xi. Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>	Executive Director	Director/ Director General	-
				Director/ Director General	Chairman, Executive Council	Executive Council
				Chairman, Executive Council	Executive Council	-



	<b>Group-D:</b>		<b>Minor Penalties</b>			
1.	Office Attendant	} Executive Director/Addl. Director	i. Warning with a copy in the personal file(character roll);	} Executive Director/Addl. Director	} Director/ Director General	}
2.	Hostel Attendant		ii. Censure;			
3.	Plumber		iii. Withholding of promotion;			
4.	Chowkidar		iv. Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State; and			
5.	Mali		v. Withholding of increments of pay without cumulative effect;			
6.	Sweeper					
			<b>Major Penalties</b>			
			vi. Withholding of increments of pay with cumulative effect;	} Executive Director/Addl. Director	} Director/ Director General	}
			vii. Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.			
			viii. Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post of service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;			
			ix. Compulsory retirement;	} Executive Director/Addl. Director	} Director/ Director General	} Chairman, Executive Council
			x. Removal from service which shall not be disqualification for future employment under the Government; and			
			xi. Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.			

## APPENDIX - 'D'

[See Section – 27]

### *Role and duties of the Director.*

The Director will be the Principal Administrative Officer of HIPA and in this capacity, he will perform the following role and duties:

- i. Overall guidance and control of all administrative employees of HIPA;
- ii. Ensuring that proper discipline is maintained and the work of this premier training institute is carried-out expeditiously and with a high degree of excellence;
- iii. Proper support services are provided to Faculty Members and Training course are conducted with a high degree of efficiency and coordination;
- iv. The Personnel Administration of the Institute is carried-out in a manner which promotes efficiency on the one hand and provides proper motivation to the sincere employees on the other hand;
- v. The Financial Administration of the Institute is carried-out according to accepted principles of financial procedure and due diligence;
- vi. That trainees are provided warm hospitality in HIPA and appropriate library, computing and allied services; and
- vii. HIPA performs the role of a policy think-tank for the Government of Haryana.

### *Role and duties of the Executive Director.*

The Executive Director will be the Chief Operational Officer of the Institute managing its regular operations with efficiency and dispatch:

- i. Maintaining the Annual Confidential Reports and allied record of Group A, B, & C officer;

- ii. Processing all disciplinary matters;
- iii. Ensuring punctuality and timely disposal of files;
- iv. Ensuring that support services to faculty members in terms of secretarial support, training assistance during courses and prompt provision of equipment are readily available;
- v. Principles of financial propriety are strictly followed;
- vi. Quality Training is provided to employees of the State Government;
- vii. Holding of policy seminars and workshops;
- viii. Supervision of the research activities of HIPA;
- ix. Overseeing the operation of Divisional Training Centres, Secretariat Management School and Excise and Taxation School;
- x. Publication of newsletter and research journal;
- xi. Liaison with Nodal Training Officers of all Departments with regard to nominations and departmental research projects;
- xii. Liaison with the Department of Personnel & Training, Government of India for ensuring receipt of grants for Central Government sponsored courses, equipment grants and grants for innovating projects; and
- xiii. Liaison with training institutes of repute in India and abroad for sharing of intellectual capital and training synergy.

### *Role and duties of the Under Secretary:*

The Under Secretary will provide vital support to the Executive Director in relation to the following areas:

- i. Proper personnel administration ensuring both motivation and discipline;
- ii. Proper preparation of the Training Calendar and organization of training courses;

- iii. Provision of support services for research by Faculty Members;]
- iv. Operational management relating to publications of the Institute;
- v. Serving as the Chief Protocol Officer of the Institute during Policy Seminars/Workshops, Inaugural & Valedictory functions of Induction Courses and allied functions of the Institute;
- vi. Ensuring that the campus – Administrative & Teaching Block as well as green spaces – is properly maintained; and
- vii. Pursuing matters with the State Government and the Government of India.
- viii. Any other work/duty assigned by the immediate senior officer.

### *Role and duties of the Chief Accounts Officer:*

The Chief Accounts Officer will be the Chief Financial Officer of the Institute and will ensure proper management of its financial resources:

- i. Ensuring that a Financial MIS(Management Information System) is implemented which eliminates the possibility of financial fraud or mismanagement;
- ii. Ensuring that advances to HIPA employees are brought to a nil at the beginning of every month except a small POL advance to drivers;
- iii. Ensuring monthly bank reconciliation statements;
- iv. Ensuring Scheme-wise ledgers for proper booking of expenditure on a monthly basis;
- v. Ensuring monitoring of advances to private parties/ organizations on a monthly basis;
- vi. Ensuring proper banking operations and investment of HIPA funds;
- vii. Monthly monitoring of expenditure under schemes;
- viii. Annual Statutory Audit by a firm of Chartered Accountants in July completed;



- ix. Paragraphs raised by State A.G. are promptly settled;
- x. Expenditure under various schemes is incurred according to approved norms;
- xi. Major accounting functions are computerized;
- xii. Utilization Certificates are furnished to State Government, Department of Personnel & Training (Government of India) and other agencies in time;
- xiii. The Annual Budget of HIPA is got approved from the Executive Council;
- xiv. The HIPA Employees Loan Fund and HIPA Institutional Development Fund are properly managed; and
- xv. HIPA's financial operations are marked by due diligence and high level of efficiency.
- xvi. Any other work/duty assigned by the immediate senior officer.

### *Role and duties of Administrative Officer.*

The Administrative Officer is responsible to the Director I, Haryana Institute of Public Administration (HIPA) through Executive Director for the maintenance of discipline and smooth running of the Haryana Institute of Public Administration. It is one of his primary duties to make regular inspections and to take other steps to ensure that officials attend office punctually, that work is not delayed and that the fullest attention is paid to office procedure in all its details. The efficiency of the Haryana Institute of Public Administration to a large extent, depends on vigilance and devotion to duties of the Administrative Officer:

- a) In brief, the duties of the Administrative Officer particularly include the following:-
  - i. To deal, under the orders of Executive Director, HIPA all matters relating to recruitment, promotion, punishment, postings and transfers of the HIPA staff;

- ii. To deal with memorials, appeals, representations petitions etc. from the members of the HIPA;
- iii. To maintain up-to-date the gradation lists of all categories of employees of the HIPA;
- iv. To see that blank forms for annual reports are put up to the Officers incharge of the various Branches in March every year for record of their remarks on the work of the officials working under them and also when an Officer is relinquishing charge, if more than 6 months have elapsed since he recorded his opinion last;
- v. To deal with applications for leave of all kinds from the office establishment and to obtain order of the Executive Director/ Director General, HIPA where necessary;
- vi. To bring to the notice of the Director, HIPA any cases of officials of the Haryana Institute of Public Administration who are involved in debt or are insolvent or have stood surety for others;
- vii. To see that the weekly arrears lists and the registers of the Government letters needing replies are regularly submitted in time by the office;
- viii. To recruit, suspend, dismiss and grant leave to all class IV Government servants employed in the Haryana Institute of Public Administration;
- ix. To inspect regularly the receipt and Dispatch work to ensure that work is not delayed there.

- x. To inspect at regular intervals the hostel, General Store and Mess stock in the hostel
- xi. To ensure that physical verification of HIPA is carried out every year
- xii. Any other work/duty assigned by the immediate senior officer.

### *Role and duties of Superintendent(Admn.)*

Superintendents are members of the Haryana Institute of Public Administration. One or more Branch is in the charge of a Superintendent who is responsible for its general efficiency. He/she must see that:-

1. the daily attendance of the staff is punctual, the officials being at work by the exact opening time of the office;
2. The staff under him/her is fully employed through out the day and none of them leaves his seat frequently or is absent from his seat for a long time or purposelessly roams about in the office or gossips away his time;
3. All work allotted to them is performed diligently and thoroughly.
4. No delay is allowed to occur in the submission of cases.
5. The records are maintained in proper orders and that the rooms occupied are kept neat and tidy.
6. Work is not allowed to fall into arrears.
7. The distribution of work within the branch is generally up to the discretion of the Superintendents/Section Officers/Head

of the Branch who should ensure that the distribution is equitable.

8. To inspect the tables of his Assistants Clerks and see that fresh receipts and cases are properly and punctually submitted and that at the close of the day cases are not left lying about on tables or side-racks but should be kept at proper place.
9. It is their duty to guide and instruct record keepers as to the papers to be put up with fresh receipts and they should keep in touch with them so that references are not delayed. For this purpose the Superintendents/Section Officers/Head of the Branch should also maintain a personal diary of all important papers received in his branch and marked by him to Assistants or Clerks from which he can keep a watch on the references until those are disposed of.
10. To maintain a note-book of important cases and rulings in the Branch under him. Entries of all important decisions or points that may have been discussed in the notes of a case out of the subject matter of the papers on which the notes were written should be made in these-note-books. The Superintendents/Section Officers should also instruct the Recorder of the Branch to bring these important matters in to the index when the file is recorded. In a separate part of the Note-Book should also be entered such points as may have been ordered to be noticed during the course of revision of the various annual reports. This Note-Book is independent of the Note-Book required to be maintained by the Record Department.

11. To maintain, subject-wise, collection of all important decisions and circulars/other communications, relating to various subjects dealt within the Branch alongwith standard drafts, if any.
12. In the case of Superintendent posted in Divisional Training Centre/SMS it is the duty of Superintendent to make all out efforts to ensure the nominations of sufficient number of participants is received from the departments.
13. He/she will maintain the list of up to date topics to be included in various training courses, alongwith list of suitable guest faculty with addresses etc.
14. He/she will be responsible for timely submission of the ensuing programmes to the seniors for approval of programme and contacting the guest faculty.
15. He/she will ensure that intimation to respective department is sent invariably in the case of those participant who fail to attend the training course or remain absent after joining course.
16. It will be the duty of the Superintendent to ensure that good quality tea/snacks or lunch as the case may be, are served to the participants well in time.
17. All financial transactions in the DTC/SMS will be checked/verified by the Superintendent before submission to the seniors for approval/payments.
18. Evaluation of the courses and conducting of the courses and conducting of tests will be done/supervised by the Superintendent.

19. Superintendent will ensure that no pilferage of any kind (including stocks) is done in the office.
20. Maintenance of photostat machine computers or any other electronic gadgets available in the office will be ensured by the Superintendent.
21. Preparation/distribution of study material to participants will be the responsibility of Superintendent
22. Any other work/duty assigned by the immediate senior officer.

### *Role and duties of the Training Superintendent:*

The Training Superintendent will provide support services to both the Under Secretary and the Executive Director in terms of:

- i. Timely preparation, printing and circulation of the Training Calendar in the first fortnight of March for the ensuing Training Year (1<sup>st</sup> April to 31<sup>st</sup> March) of every;
- ii. Timely compilation of the Research Calendar, provision of advances to Faculty Members as per norms and monitoring of research activities;
- iii. Ensuring timely submission by Faculty Members of the Course Design, Core Paper, Reading Material and Course Programme;
- iv. Ensuring that training support services are duly provided to the Faculty Members in terms of staff photocopying and equipment;
- v. Ensuring that Evaluation Forms are distributed daily and the response of the trainees properly evaluated;
- vi. Maintenance of a Data Bank of the bio-data of guest speakers;

- vii. Ensuring that trainees are evaluated during courses through multiple choice questions, individual assignments and preparation of syndicate reports;
- viii. Securing of nominations from departmental nodal officers and Heads of Departments;
- ix. Organization of Policy-Seminars and Workshops;
- x. Publication of newsletter and research journal; and
- xi. Progressively improving the quality of training through conduct of practical case-studies and impact assessment of State Government Schemes.
- xii. Any other work/duty assigned by the immediate senior officer.

(Role and duties in respect of the remaining categories of employees will be defined by Director)

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