

[Authorised English Translation]

HARYANA GOVERNMENT
INDUSTRIAL TRAINING AND VOCATIONAL
EDUCATION DEPARTMENT

Notification

The 19th January, 1988

No. G.S.R. 39/Const./Art. 309/98.--In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment, and conditions of service of persons appointed to the Haryana Industrial Training and Vocational Education Department (Group 'B') Directorate and Field Offices Service namely : --

PART - I GENERAL

- Short title. 1. These rules may be called the Haryana Industrial Training and Vocational Education Department (Group B) Directorate and Field Offices Service Rules, 1998.
- Definitions. 2. In these rules, unless the context otherwise requires;
- (a) "Commission" means the Haryana Public Service Commission ;
 - (b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;
 - (c) "Director" means Director of Industrial Training and Vocational Education Department ;
 - (d) "Government" means the Government of Haryana in the Administrative Department ;
 - (e) "institution" means ;

- (i) any Institution established by law in force in the State of Haryana ; or
 - (ii) any other Institution recognized by the Government for the purpose of these rules ;
- (f) "Recognized university" means ;
- (i) any University incorporated by law in India; or
 - (ii) in the case of degree, diploma, or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the Government to be a recognized university for the purpose of these rules;
- (g) "Service" means the Haryana Industrial Training and Vocational Education Department (Group 'B') Service.

PART - II RECRUITMENT TO SERVICE

3. The Service shall comprise of the posts shown in Appendix A to these rules:

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

4. (1) No person shall be appointed to any post in the Service, unless he is;

- (a) a Citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka

Number and
Character of
posts.

Nationality,
domicile and
character of
candidates
appointed to
the Service.

or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwi, Zaire and Ethopia with the intention of permanently settling in India :

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

(2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the University, college, school or institution last attended, any, 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 his university, college, school or institution.

Age. 5. No person shall be appointed to any post in the Service by direct recruitment who is less than 23 year or more than 45 years of age on or before the 1st day of October next proceeding the last date of submission of applications to the Commission or any other recruiting authority :

Provided that in the case of candidates, belonging to Scheduled Caste, Scheduled Tribes and Backward Classes or any other reserve category, the age limit shall be such as may be prescribed by the Government from time to time.

Appointing authority. 6. Appointment to the posts in the Service shall be made by the Government ;

Qualifications. 7. No person shall be appointed to any post in the Service, unless he is in possession of

qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment :

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-servicemen and Physically Handicapped candidates categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

8. No person ;

Disqualifications.

(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.

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

Method of
recruitment.

(A) INDUSTRIAL TRAINING INSTITUTE/INDUSTRIAL TRAINING INSTITUTE (WOMEN) CADRE

(a) in the case of Assistant Director (Technical), Principals Industrial Training Institute (Group II), Principal Industrial Training Institute (Women), Vice Principle Industrial Training Institute (Grade I) and Senior Apprenticeship Supervisor (Technical) : --

(i) 50% by promotion from amongst the Group Instructors and Apprenticeship Supervisors (Technical); and

(ii) 50% by direct recruitment; or

(iii) by transfer or by deputation of an officer/official already in the service of any State Government or the Government of India.

(B) INDUSTRIAL TRAINING INSTITUTE (WOMEN WING)

CADRE :

(a) in case of Assistant Director (Women) ; --

(i) by promotion from amongst the Principals, Teachers Training Centres;
or

(ii) by transfer or by deputation of an officer/official already in the service of any State Government or Government of India.

(C) HEADQUARTERS CADRE :

(a) in case of Assistant Director (Non-Technical)/ Senior Apprenticeship Supervisor (Non-Technical)/Assistant Controller of Examinations, --

(i) 50% by promotion from amongst Superintendents; and

(ii) 50% by direct recruitment; or

(iii) by transfer or by deputation of an officer/official already in the service of any State Government or the Government of India.

(b) In case of Superintendent, --

(i) by promotion from amongst the Deputy Superintendents ;

(ii) by transfer or by deputation of an officer/official already in the service of any State Government or the Government of India.

(D) VOCATIONAL EDUCATION INSTITUTES CADRE:

(a) in case of Assistant Director Vocational Education and Deputy District Vocational Education Officers; --

(i) 50% by promotion from amongst Vice Principals, Vocational Education Institutes; and

- (ii) 50% by direct recruitment; or
 - (iii) by transfer or by deputation of an officer/official already in the service of any State Government or the Government of India;
- (b) in the case of Vice-Principal Vocational Education Institutes;
- (i) 50% by promotion from amongst Instructors and Language Teachers Hindi or English of Vocational Education Institutes; and
 - (ii) 50% by direct recruitment; or
 - (iii) by transfer or by deputation of an officer/official already in the service of any State Government or the Government of India;
- (c) in the case of Superintendent (Group B) of State Institute of Vocational Education; --
- (i) by promotion from amongst Superintendents (Group C) and Deputy Superintendents of Field Cadre; or
 - (ii) by transfer or by deputation of an official already in the service of any State Government or the Government of India.
- (2) All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not give any right to such promotions.
- (3) In case of Women Wing, only women candidates shall be eligible.
10. (1) Persons appointed to any post in the Service shall remain on probation for a Probation period of two years, if appointed by direct recruitment, and one year, if appointed otherwise :
- Provided that --
- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

- (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
 - (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so 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 of conduct of a person during the period of probation is not satisfactory, it may --
- (a) if such person is appointed by direct recruitment, dispense with his Services; and
 - (b) if such person is appointed otherwise than by direct recruitment. --
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may, --
- (a) if his work or conduct has, in its opinion, been satisfactory, --
 - (i) confirm such person from the date of his appointment, if appointed against 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, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

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

11. (1) Person appointed to the Service shall after notification of these rules have to qualify departmental examination of Accounts and Training Rules as per syllabus Annexure E prescribed by the Government within a period of two years from appointment as such, failing which increment(s) falling due after the expiry of period shall not be allowed. Departmental Examinations.

(2) If a person passes the departmental examination within one year of the appointment to the Service he would be given an extra increment which would have fallen due to him at the end of the prescribed period with effect from the date on which the first increment falls due. The benefit of this extra increment shall be given only for one year.

(3) If a person passes the departmental examination after the prescribed period, the increment for the period subsequent to that within which the departmental examination was to be passed would be released to him from the date following the last day on which the departmental examination was completed. The increment(s) would be released with retrospective effect from the date it was otherwise due but no arrears would be paid for the passed period.

(4) If a person fails to pass the departmental examination and is subsequently exempted from

passing the examination, his increment(s) for the period subsequent to that within which the departmental examination was to be passed, would be released from the date he is given such exemption. The increment(s) would be released with retrospective affect from the date it was otherwise due but no arrears would be paid for the post period;

Note: -- The Group 'C' officials who according to provisions of these rules are to get their immediate next promotion to the post of Group 'B' shall be eligible to appear in the examination and if they qualify, they will not be required to qualify again on their appointment to the Service.

Seniority. 12. Seniority, *inter se* of the members of the Service shall be determined by the length of continuous service on any post in the Service:

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

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows : --

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

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

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

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or university within the State of Haryana ;

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

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

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clauses (ii) or (iii) except with his consent.

14. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or Pay, leave, pension and other matters.

may hereinafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline,
penalties and
appeals.

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and 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 appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall also be as specified in Appendix D to these rules.

Vaccination

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

Oath of allegiance.

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

Power to
relaxation.

18. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Special provision.

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

Reservations.

20. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically Handicapped persons or

any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time :

Provided that the total percentage of reservations so made shall not exceed fifty per cent at any time. Repeal and Savings.

21. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed :

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

APPENDIX-A

(See rule 3)

Designation of Posts	Number of Posts			Scale of Pay
	Permanent	Temporary	Total	
1	2	3	4	5
A--Industrial Training Institute/Industrial Training Institute (Women) Cadre				
(a) Assistant Director 17	14	31	2000--60--2300--75--2900-EB--100--3500	
B--Industrial Training Institute (Women Wing) Cadre				
Assistant Director (Women) 1	--	1	2000--60--2300--75--2900--EB--100 --3500	
C--Headquarters Cadre				
(c) Assistant Director (Non-Technical)/ 4 Senior Apprenticeship Supervisor (Non-Technical)/ Assistant Controller of Examination	1	5	2000--60--2300--75--2900--EB--100 --3500	
(b) Superintendent 3	4	7	2000--60--2300--75--2990--EB--100 --3500	

1	2	3	4	5
D--Vocational Education Institutes				
Cadre				
(a) Assistant Director Vocational Education Institutes and Deputy District Vocational Education Officers.	4	5	9	2000--60--2300-- 75--2900--EB--100 --3500
(b) Vice Principals Vocational Education Institutes.	--	78	78	2000--60--2300-- EB--75--3200
(c) Superintendent (Group B) of State Institute of Vocational Education.	--	1	1	2000--60--2300-- 75--2900--EB--100 --3500

APPENDIX-B

(See rule 7)

Sr. No.	Designation of posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4

A--Industrial Training Institute/Industrial Training Institute (Women) Cadre

(1) Assistant Director (Technical)/ Principal Industrial Training Institute (Grade II) / Principal Industrial Training Institutes (Women)/Vice Principal Industrial Training Institute (Grade I) and Senior Apprenticeship Supervisor (Technical)	(i) Degree/Diploma in Engineering or Technology from a recognised university/Institute ; (ii) Two years professional teaching experience in an organisation of repute or in a training Institute for degree holders ; or six year professional or teaching experience in an organisation of repute or in a training Institute for Diploma holders ; (iii) Knowledge of Hindi upto Matric ;	(i) Matric (II) Group Instructor / Apprenticeship Supervisors with three years experience as such.
---	--	---

Preferential Qualifications :

Preference will be given to
candidates

1	2	3	4
		possessing degree or diploma in Mechanical or Electrical Engineering;	

B - - Industrial Training Institute (Women Wing) Cadre

(a) Assistant Director (Women)	(i) Post graduate in Home Science from a recognised University or institution with 3 years experience in supervisory capacity in an organisation of repute ; or	(i) Matric ; (ii) Five years experience as Principal Teacher training Centre.
	Graduate in Home Science from a recognised University or institution with 5 years experience in an organisation of repute ;	
	(ii) teaching experience in Government institution will be considered as additional qualification;	
	(iii) Hindi upto Matric.	

C -- HEADQUARTERS CADRE:

(a) Assistant Director (Non-Technical)/ Senior Apprenticeship Supervisor (Non-Technical) / Assistant Controller	(i) M.A./M.Sc. with three years experience in supervisory capacity in an organisation of repute ; (ii) Hindi upto Matric.	Five years experience on the post of Superintendent
(b) Superintendent	--	Two years experience as Deputy Superintendent.

1	2	3
---	---	---

D - - Vocational Education Institute Cadre :

(a) Assistant Director, Vocational Education Institute / Deputy District Vocational Education Officer	(i) M.Com./M.A. Home Science/M.Sc. Home Science/Diploma in Electrical or Mechanical Engineering or Technology from a recognised University/Institution ; (ii) Five years' professional or teaching experience in an organisation of repute or in a training institute or in an industrial concern; (iii) Hindi upto Matric. Preferential : Preference will be given to candidates who possess B.Ed. as an additional qualification.	(i) Three years experience as Vice- Principal, Vocational Education Institute.
(b) Vice-Principal, Vocational Education Institute	(i) M.Com./M.A. Home Science/M.Sc. Home Science/Diploma in Electrical or Mechanical Engineering or Technology from a recognised University/Institution ; (ii) Three years' professional or teaching experience in an organisation of repute or in a training institute or in an industrial concern ;	(i) Ten years Experience as Instructor and Language Teacher Hindi or English of Vocational Education Institute.

1	2	3
(c) Superintendent (Group-B) of State Institute of Vocational Education	(iii) Hindi upto Matric ; Preferential : Preference will be given to candidates who possess B.Ed. as an additional qualification. (i) Two years experience as Superintendent / Deputy Superintendent of Field Cadre	(i) Two years experience as Superintendent/Deputy Superintendent of Field Cadre.

APPENDIX 'C'

See rule 15(1)

Designation of posts	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5

A--Industrial Training Institute/Industrial Training Institute (Women) Cadre:

(a) Assistant Director (Technical)/ Principal, Industrial Training Institute (Grade II)/Principal, Industrial Training Institute (Women)/Vice-Principal, Industrial Training Institute (Grade I) and Senior Apprenticeship Supervisor (Technical)	Government	Minor Penalties : (i) Warning with a copy on the personal file (Character roll); (ii) Censure ; (iii) Withholding of promotion ; (iv) recovery from pay of the whole or part of any pecuniary loss	Government	Government
--	------------	---	------------	------------

B--Industrial Training Institute (Women Wing) Cadre :

(a) Assistant Director (Women).

C--Head Quarter Cadre :

(a) Assistant Director (Non-Technical)/ Senior Apprenticeship Supervisor (Non-Technical)/Assistant Controller of Examinations

caused by negligence or breach of orders, to the Central Government or to a company and association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of parliament or of

1	2	3	4	5
<p>(b) Superintendent.</p> <p>D--Vocational Education</p> <p>Institute Cadre :</p> <p>(a) Assistant Director Vocational Education Institute and Deputy District Vocational Educational Officer.</p> <p>(b) Vice Principal Vocational Education Institute.</p> <p>(c) Superintendent (Group B) of State Institute of Vocational Education .</p>	<p>the Legislature of a State ; and</p> <p>(v) With holding of increments of pay without cumulative effect ;</p> <p>Major Penalties:</p> <p>(va) Withholding of increments of pay with cumulative effect ;</p> <p>(vi) reduction to a lower stage in the time scale of pay for a specified period, with further direction 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 affect of postponing the further increments of his pay;</p> <p>(vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the</p>			

1	2	3	4	5
		promotion of the Government employee to the time scale of pay, grade, post or Service from which he was reduced, with or without further directions regarding 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 ;		
		(viii) Compulsory retirement ;		
		(ix) removal from Service which shall not be a disqualification for future employment under the Government ;		
		(x) Dismissal from Service which shall ordinarily be a disqualification for future employment under the Government.		

APPENDIX 'D'

See Rule 15(2)

Designation of posts	Notice of order	Authority Power to make the order	Appellate Authority
1	2	3	4

A--Industrial Training Institute/ Industrial Training Institute (Women) Cadre :

(a) Assistant Director (Technical)/Principal Industrial Training Institute's (Grade II)/ Principal Industrial Training Institute (Women)/Vice Principal/Vice Principal Industrial Training Institutes (Grade I) and Senior Apprenticeship Supervisor (Technical)	(i) reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension ; (ii) termination the appointment of a member of the service otherwise than upon his reaching the age fixed for superannuation.	Government	Government
--	--	------------	------------

B--Industrial Training Institute (Women Wing) Cadre:

(a) Assistant Director (Women).

C--Headquarters Cadre :

(a) Assistant Director (Non-Technical) /Senior Apprenticeship Supervisor (Non-Technical). Assistant Controller of Examination.
(b) Superintendent

D--Vocational Education Institute Cadre :

(a) Assistant Director Vocational Education Institute and Deputy District Vocational Education Officer.
(b) Vice Principal Vocational Education Institute.
(c) Superintendent (Group B) of State Institute of Vocational Education.

APPENDIX 'E'

Syllabus for the Class II of Drawing & Disbursing Officer of Accounts and Training Rules.

(1) Punjab Civil Services Rules Vol.1

- | | |
|---------------------|---|
| (i) Chapter--II | Definitions. |
| (ii) Chapter--III | General conditions of service. |
| (iii) Chapter--IV | Fixation of pay and grant of increments. |
| (iv) Chapter--V | The recovery of rent. Compensatory Allowance, House Rent Allowance, Fee & Honorarium. |
| (v) Chapter--VII | Suspension etc. |
| (vi) Chapter--VIII | Leave under revised Leave Rules & Leave accounts |
| (vii) Chapter--IX | Joining time. |
| (viii) Chapter--XII | Maintenance of Service Books. |

(B) C.S.R., Vol. I, Part II Appendix 12 & 17.

2. Civil Services Rules Vol. III

- | | |
|------------------------|--|
| Chapter I & Chapter II | (i) Definitions. |
| | (ii) Grades of Government employees. |
| | (iii) Daily and mileage allowances. |
| | (iv) Journey on tour by rail, road & air. |
| | (v) Journey on transfer. |
| | (vi) Journey by the family of a Government servant on his death. |
| | (vii) Journeys on retirement. |
| | (viii) Journeys on a course of training. |
| | (ix) Preparation of T.A. Bills. |

3. Punjab Civil Services Rule: Vol. II

Chapter 1 to VI and IX to XIII and appendix I. Pension under the New Pension Rules in respect of employees retiring on or after 5-2-1969.

- (i) Extent and application.
- (ii) General provisions relating to pension.
- (iii) Service qualifying for Pension.
- (iv) Kinds of pension.
- (v) Emoluments and average emoluments.
- (vi) Working out of pension.
- (vii) Procedure for payment of pension and D.C.R.G.
- (viii) Computation of pension.

Chapter—XIII

General Provident Fund
Rules.

(4) Punjab Budget Manual :

Chapter--I

Introductory.

Chapter--2

Definitions

Chapter--4

Estimates of Revenue and Receipt.

Chapter--5

Estimates of Ordinary Expenditure.

Chapter--7

Estimates of New Expenditure.

Chapter--11

The responsibility for watching the progress the revenue.

Chapter--12

Appropriation in Estimates and watching progress of expenditure.

Chapter--13

Statement of Excess and Surrender.

Chapter--14	Re-appropriation, supplementary estimates and excesses in grants.
Chapter--15	Finance and Appropriation, Accounts, Committee on Public Accounts.
(b) P.F.R. Vol. I, Chapter Budget XVII.	
5. Punjab Financial Rules :	

(a) Definitions, General Principles & Rules regarding handling cash, maintenance of Cash Book, Payments, instructions regarding enforcement of responsibility for losses sustained through fraud negligence etc. latest instructions regarding purchase of stores, approved sources, important delegations, Divisions of accounts & New system of classification.

(b) Important Provisions regarding drawn of pay & allowances contingencies, contingent register, preparation of bills, deductions, schedules. Bill Book, Pay Books, Rates of D.A., C.C.A., H.R.A., Incomes Tax Rates & reconciliation of departmental figures with A.G. office.

(6) Treasury Rules :

S.T.R.. (Chapter III) Chapter IV (Section I, Sub Section A & B Section. V) & Chapter VI.

Note: The Departmental examination will be conducted twice in a year by the Director or his nominee at any place in Haryana or at Chandigarh. There will be two papers i.e. one in Civil Services Rules and the other of Financial Rules of 100 marks each. 35 percent marks in each paper will be required for passing the departmental examination. Exemption to re-appear in the paper will be given to those persons who secure atleast 45 percent marks.

T.D. JOGPAL,

Financial Commissioner and Secretary to
Govt., Haryana, Industrial Training and
Vocational Education Department.

