



JAIL DEPARTMENT, HARYANA

**Punjab Jails Department Clerical &
Technical
(State Service Class III)
Rules, 1962**

Printed at : Haryana Govt. Press, Chandigarh.

PART III
HOME (JAILS) DEPARTMENT

NOTIFICATION

The 24th October, 1962

No. GSR-237/Const./Art./309/62.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment, and conditions of service of persons appointed, to the Punjab Jail Department Clerical and Technical Service (State Service Class III), namely :—

1. *Short title and commencement.*—(1) These rules may be called the Punjab Jail Department Clerical and Technical (State Service Class III) Rules, 1962.

(2) They shall come into force from the date of their publication in the Punjab Government Gazette and shall supersede the rules published with Punjab Government Notification No. 7342-L-42/35363, dated 3rd June, 1943, and the rules published with erstwhile Patiala and East Punjab States Union Government Notification No. 452, dated 5th May, 1952.

2. *Definitions.*—In these rules, unless the context otherwise requires,—

- (a) Omitted with effect from 25-7-69.
- * (b) "Commission" means the Haryana Public Service Commission;
- (c) "Class of posts" means posts of the same denomination having identical scale of pay;
- (d) "direct appointment" means an appointment made otherwise than by promotion within the cadre of the same service or by transfer of an official already in the service of the Government of India or a State Government;
- ** (e) "Government" means Haryana Government in the Administrative Department;
- *** (f) "Inspector-General" means the Inspector-General of Prisons, Haryana;
- (g) "recognised University" means (i) any university incorporated by law in any of the States of India;
 - (ii) in the case of a degree or diploma obtained as a result of examination held before the 15th August, 1947, the Punjab; Sind or Dacca University;
 - (iii) any other University which is declared by the Government to be a recognised University for the purposes of these rules;

Note *

** Amended with effect from 25-7-69.

- * (h) "Service" means the Haryana Jail Department Clerical and Technical Service (State Service, Class III); and
 (i) "Superintendent" means the Superintendent of a Jail.

3. *Number and character of post.*—(1) The Service shall comprise the posts shown in Appendix 'A' of these rules :

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

(2) The Service shall be divided and sub-divided in two sections as under :

Section (I) Ministerial—

- ** (a) Office of the Inspector-General of Prisons, Haryana ;
 (b) Jails and other Sub-Office. ✓

Section (II) Technical—

- (a) Industrial staff
 (b) Educational staff
 (c) Miscellaneous staff

4. *Authority empowered to make appointments.*—All appointments to the Service shall be made by the Inspector-General.

5. *Nationally.*—(1) No person shall be appointed to the Service, unless he is—

- (a) a citizen of India; or
 (b) a subject of the State of Pondicherry; or
 (c) a subject of Sikkim; or
 (d) a person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India :

Provided that, subject to the issue of a certificate of eligibility in his favour, a subject of Nepal, or a Tibetan who came over to India before the first January, 1962, may also be appointed to the Service :

Provided further that if he belongs to category (b) or (d), he must be a person in whose favour a certificate of eligibility has been given by the Government of India and if he belongs to category (d) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

Note :— *

** Amended w.e.f. 25-7-69

* (2) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission, or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by government of India.

**6. Age.—No person shall be appointed directly to the Service, who is more than twenty-five years or less than seventeen years of age on the date of appointment :

Provided that Government may, in special circumstances to be recorded in writing, relax the upper age limit :

Provided further that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes the upper age-limit shall be such as may be fixed by Government from time to time.

***7. Disqualification for appointment.—(1) No person who has more than one wife living and no woman who has married a person already having wife living, shall be eligible for appointment to the Service :

Provided that Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this rule.

“(2) No person—

- (a) who has more than two children and has not got himself or herself or his or her spouse sterilised; or
- (b) who, having got more than two children, does not given an undertaking not to have more than two children,

shall be allowed to join the Service.

(3) A breach of undertaking under clause (b) of sub-rule (2) shall render the Government employee liable to removal from Service.”

8. Educational and other Qualifications for appointment.—No person shall be appointed directly to the Service unless he—

- (a) possesses the educational or technical qualifications prescribed for the posts as shown in column 5 of Appendix 'A' to these rules :

Provided that in the case of a candidate possessing the prescribed qualifications being not available the appointing authority may appoint to any post in the Service, any person, who does not possess the qualification prescribed by this rule;

- (b) produces a certificate of character from the principal academic Officer of his university, college or school last attended, if any, and also from two responsible persons not being his

Note :— *Amended with effect from 25-7-69
 **Amended with effect from 5-8-64
 ***Amended with effect from 21-5-76

relatives who are well acquainted with him in private life and are unconnected with his university, college or school, if any, and the medical certificate required by rules contained in Chapter III of the Punjab Civil Services Rules, Volume I, Part I, as amended from time to time.

9. *Method of recruitment.*—Appointments to the posts specified under different parts in Sections I and II of Appendix 'A' shall be made in the following manner :—

(1) PART A OF SECTION 1

****OFFICE OF THE INSPECTOR-GENERAL OF PRISONS, HARYANA

(a) In the case of Office Superintendent—

- (i) by promotion from amongst Head Assistants with at least 3 years' experience as such; or
- (ii) by transfer from amongst officials in the service of Government, who have at least ten years' service to their credit and hold a degree of a recognised University.

*(b) In the case of Head Assistants—

- (i) by promotion from amongst Assistants/Accountants or Senior Scale Stenographer with experience of 5 years' as such; or
- (ii) by promotion from amongst Jail Head Clerks with at least 5 years' experience as such; or
- (iii) by transfer of officials in the service of Government who have at least 5 years' service to their credit and hold a degree of a recognised University.

** (c) In the case of Assistants/Accountants

- *** (i) by promotion from amongst the Sales organiser, Clerks, Junior Scales Stenographers and Steno-typists, who qualify in the test held by the Commission, prescribed for the post of Assistant with experience of at least 3 years; or
- (ii) by transfer of officials in the service of Government who have at least three years' service to their credit and hold a degree of a recognised University; or
- (iii) by direct appointment.

(d) In the case of Stenographer to Inspector-General (Senior Scale Stenographer)—

- (i) by promotion from amongst Junior Scale Stenographers

****Amended with effect from 25-7-69

Note :— *Amended with effect from 13-10-72

***Amended with effect from 5-8-64 and 13-10-72

with an experience of at least 2 years' who qualify the Departmental test prescribed by Government from time to time; or

(ii) by transfer from amongst officials in the service of Government with at least 5 years' experience as Stenographers; or

(iii) by direct appointment.

(e) Omitted with effect from 13-10-72.

(f) In the case of Junior Scale Stenographer—

(i) by promotion from amongst Steno-typists having an experience of two years working in the Department as such, and who have qualified the test prescribed by Government from time to time; or

(ii) by transfer of officials in the service of Government with at least 5 years' experience as Steno-typists; or

(iii) by direct appointment;

(g) In the case of Sales Organiser—

(i) by promotion from amongst Clerks in any office or institution under the Department with at least 3 years' experience and who are graduates of the recognised University; or

(ii) by transfer of officials in the service of Government with at least 5 years' experience.

(h) In the case of Steno-typists—

(i) by promotion from amongst typists and clerks through test, provided candidates with prescribed proficiency in Stenography and type are forthcoming; or

(ii) by direct appointment;

(i) In the case of Clerks—

(i) by direct appointment; or

(ii) by promotion of a Restorer subject to his completing at least 2 years' service and being a Matriculate; or

(iii) by transfer of clerks in the Jail Offices and from other Government offices.

(j) In the case of Restorer—

(i) by direct appointment ;

(ii) by transfer of Restorer from other Government offices; or

- (iii) by promotion from daftries or peons who have passed the Middle School Examination and have at least 2 years' service to their credit.

(2) PART B OF SECTION 1

JAILS AND OTHER SUB-OFFICES

(a) In the case of Head Clerks—

- (i) by promotion from amongst Jail Accountants with at least 5 years' service in the department; or
- (ii) by transfer of officials in the service of Government who hold a degree of a recognised University with 5 years' experience;

(b) In the case of Accountants—

- (i) by promotion from amongst clerks working in Jails or other sub-offices with at least 3 years' experience; or
- (ii) by transfer of officials, in the service of Government with at least three years' experience in accounts work.

Note—The seniority amongst Jail Clerks shall be considered irrespective of the duties and functions being performed by them, e.g., Accounts Clerks, Store-keepers Steno-typists and other Clerks.

(c) In the case of Steno-typists—

- (i) by transfer of typists or clerks; or
- (ii) by direct appointment.

(d) In the case of Clerks—

- (i) by promotion from amongst Head Warders or Warders who are at least matriculates, through a departmental test with two years' experience; or
- (ii) by direct appointment.

(3) PART A SECTION II

INDUSTRIAL STAFF

- (a) In the case of Assistant Factory Supervisors—by promotion from amongst qualified technical officials in any of the major trades possessing diploma from any recognised institution in the respective craft or trade with at least 5 years' experience.

(b) In the case of Carpenter Masters—

- (i) by promotion from amongst General Mistries and Mistries who have experience in Carpentry trade of at least 5 years' ; or

- (ii) by direct appointment.
- (c) In the case of Mechanic—by promotion from amongst Mistri, General Mistry fitters with at least 3 years' experience.
- (d) In the case of all other Technical posts—by direct appointment from amongst candidates who possesses the qualifications prescribed in Section II, Part (A) of Appendix A.

(4) PART B SECTION II

TEACHING STAFF

- (a) In the case of Teachers Class I—
 - (i) by promotion from amongst Class II teachers with at least 3 years' experience; or
 - * (ii) by direct appointment.
- (b) In the case of Teachers Class II—
 - (i) by promotion from amongst Class III teachers with at least 3 years' experience; or
 - (ii) by transfer or deputation from amongst teachers in the Education Department.
- (c) In the case of Teachers Class III—
 - (i) by direct appointment; or
 - (ii) by deputation or transfer from the Education Department.
- (d) In the case of Drill Instructors—
 - (i) by direct appointment; or
 - (ii) by transfer or deputation from other Departments.
- (e) In the case of Band Master—
 - (i) by direct appointment; or
 - (ii) by transfer or deputation from other Departments.
- (f) In the case of Drawing Master—
 - (i) by direct appointment; or
 - (ii) by transfer or deputation from other Departments.

Note :— *Amended with effect from February, 65.

(5) PART C OF SECTION II

MISCELLANEOUS

In the case of all posts—

- (i) by direct appointment; or
 - (ii) by transfer or deputation from other Departments.
- (6) When any vacancy occurs or is about to occur in the Service, the Inspector-General shall determine the manner in which such vacancy shall be filled keeping in view the ratio laid down in sub-rule (8).
- (7) All promotions, whether from one grade to another or from one class of service to another shall be made by selection based on merit and taking into consideration seniority and seniority alone shall not give any right of appointment.
- (8) Direct appointments to the various posts in the Service shall be made as under—
- (a) 25 per cent of the vacancies of Assistants;
 - (b) 10 per cent of the vacancies of Senior-Scale Stenographers;
 - (c) 25 per cent of the vacancies of Junior-Scale Stenographers;
 - (d) 50 per cent of the vacancies of Steno-typists;
 - (e) 80 per cent of the vacancies of Clerks;
 - (f) 75 per cent of the vacancies of Restorer;
 - (g) 100 per cent of the vacancies of Foremen ;
 - (h) 75 per cent of the vacancies of Carpenter Master;
 - (i) 100 per cent of the vacancies of all technical posts other than Assistant Factory Supervisor, Carpenter Master and Mechanic;
 - (j) 100 per cent of the vacancies of one teacher Class I for B.A., B.T.;
 - (k) 90 per cent of the vacancies of Teachers, Class III;
 - (l) 75 per cent of the vacancies of Drill Instructors ;
 - (m) 75 per cent of the vacancies of Band Master ;
 - (n) 75 per cent of the vacancies of Drawing Master; and
 - (o) 50 per cent of the vacancies of Miscellaneous staff.

10. *Pay of members of Service.*—Members of the Service shall be entitled to such scales of pay including special pay, if any, as may be authorised by Government from time to time. The scales of pay at present in force in respect of specified posts are given in Appendix 'A' to these rules :

Provided that the persons appointed against the posts of Steno-typists and Clerks in part (A) of Section I of Appendix 'A' and the posts

of Steno-typists, Clerks, Store-keepers and Accounts Clerks of Part (B) of Section (I) of Appendix A shall be required to undergo training on the stipend prescribed by Government from time to time.

11. *Probation of members of the Service.*—(1) Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise :

Provided that—

- (a) any period after appointment to the Service spent on deputation on a corresponding or a higher post shall count towards the period of probation fixed under this rule ;
- (b) in the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the Service may, at the discretion of appointing authority be allowed to count towards the period of probation fixed under this rule; and
- (c) an officiating appointment in the Service shall be reckoned as a period spent on probation but no member who has thus officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent post.

(2) If the work or conduct of a person appointed to the Service during the period of probation is, in the opinion of appointing authority, not satisfactory, it may—

- (a) dispense with his services, if recruited by direct appointment;
or
- (b) if recruited otherwise—
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may—

- (a) confirm such person—
 - (i) from the date of the appointment, if recruited by direct appointment; and
 - (ii) from the date following the appointment that a permanent vacancy exists if recruited otherwise; or
- (b) if no permanent post is vacant for him, declare that he has completed his probation satisfactorily; or
- (c) if his work or conduct has, in its opinion, not been satisfactory, dispense with his services, if recruited by direct appointment ; or

(d) if recruited otherwise—

- (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- (e) extend his period of probation and thereafter pass such orders 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.

12. *Seniority of members of Service.*—The seniority *inter se* of members of Service shall be determined by the dates of their continuous appointments in the Service :

*Provided that in the case of members appointed directly the order of merit determined by the Commission shall not be disturbed and persons appointed as a result of an early selection shall be senior to those appointed as a result of a subsequent selection ;

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 recruited by direct appointment shall be senior to member recruited otherwise;
- (b) a member recruited by promotion shall be senior to a member recruited by transfer ;
- (c) in the case of members recruited by promotion or transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred;
- (d) in the case of members recruited 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 rate of pay drawn are also the same then by their length of service in those appointments, and if the length of such service is also the same, an older member shall be senior to a younger member.

Note I.—Omitted with effect from 21-5-1976.

Note II.—Omitted with effect from 21-5-1976.

Note :— *Amended with effect from 25-7-69.

*13. *Liability to serve.*—(1) A member of the Service shall be liable to serve under the State Government at any place whether within or outside the State of Haryana.

- (2) A member of the 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 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) any other 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 of body referred to in clauses (ii) and (iii) except with his consent”.

14. *Leave, pension and other matter.*—In respect of pay, leave, pension and other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be framed by competent authority under Article 309 of the Constitution of India or any law or rules made thereunder.

15. *Discipline, Penalties and Appeals.*—(1) In matters relating to discipline, penalties and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, 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 subject to the provisions of any law or rules made under Article 309 of the Constitution of India, shall be as specified in Appendix 'B' to these rules.

(2) The authority competent to pass an order under clauses (c) and (d) of sub-rule (1) of rule 10 of the said rules, and the appellate authority and the second appellate authority shall be as specified in Appendix 'C' to these rules.

16. *Vaccination.*—Every member of the Service shall get himself vaccinated or revaccinated when the Government so direct by special or general order. This rule shall not be applicable to the members of Service who were in Government service on the 8th March, 1926, except with their concurrence.

****17. Power of relaxation.**—Where the Government is of the opinion that it is necessary or expedient so to do, 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.

*****18. Saving.**—Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time under clause (4) of article 16 of the Constitution.

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

****Amended with effect from June, 65**

*****Amended with effect from 11-2-72**

******Amended with effect from 27-10-77**

APPENDIX 'A'

(Referred to in rule 3)

Serial No.	Designation of the post	NUMBER OF POSTS		Scale of pay	Minimum qualifications prescribed for direct recruitment	REMARKS
		Perma- nent	Tempo- rary			
1	2	3	4	5	6	
SECTION I						
(A) OFFICE OF THE INSPECTOR-GENERAL						
1	Office Superintendents	1	2	3 350—20—450	No direct recruitment	
2	Head Assistants	4	..	4 250—10—350	Ditto	
**3	Assistants/Accountants	9	11	20 116—8—180/10—250	Graduate	
4	Omitted with effect from 13-10-1972.					
5	Senior Scale Stenographer	1	..	1 116—8—180/10—250	Graduate	
6	Junior Scale Stenographers	1	2	3 100—5—150/5—175	Matriculate or Higher Secondary	
				*100—5—150/5—200		

*The higher grade of stenographers should be given to suitable senior persons.
 **Amended with effect from 13-10-1972.

Serial No.	Designation of the post	NUMBER OF POSTS		Scale of pay	Minimum qualifications prescribed for direct recruitment	REMARKS
		Perma- nent	Temp- orary			
1	2	3	4	5	6	

SECTION I—CONCLD

(A) OFFICE OF INSPECTOR-GENERAL—*concl'd*

7	Sales Organiser	..	1	1	100—10—250	No direct recruitment
8	Steno-typist	..	1	1	60—4—80/5— 120/5—175 plus Rs. 15 special pay	Matriculate or Higher Secondary
**9	Clerks	..	34	14	48	Matriculate or Higher Secondary. Knowledge of typing in Hindi at a speed of 25 words per minute or in English at a speed of 30 words per minute.
***10	Restorer	..	1	..	1	45—2—75 Matriculate or Higher Secondary.
1	Head Clerks	..	4	..	4	150—10 —200/10— 300 No direct recruitment

(B) JAILS AND OTHER SUBORDINATE OFFICES

Note—** & *** Amended w.e.f. 16-9-76

2	Accountants	..	4	6	10	95—5—145/10— 275	Ditto
3	Steno-typists	..	3	1	4	60—4—80/5— 120/5—175 plus Rs. 15 as special pay	Matriculate or Higher Secondary
*4	Clerks	..	82	43	125	60—4—80/5— 120/5—175	Matriculate or Higher Secondary. Knowledge of typing in Hindi at a speed of 25 words per minute or in English at a speed of 30 words per minute.
SECTION (II)							
(A) INDUSTRIAL STAFF							
1	Foreman (Foundry)	1	1	200—15—350/20— 450/25—500	Diploma in Mechanical Engineering with at least 3 years practical experi- ence in foundry works in some reputed factory standing merit and profici- ency with ex- perience of not less than 7 years

Note—Amended w.e.f. 16-9-76

Serial No.	Designation of the post	NUMBER OF POSTS		Scale of pay	Minimum qualifications prescribed for direct recruitment	REMARKS
		Perma- nent	Tempo- rary			
1	2		3	4	5	6

SECTION (II)—CONTD

(A) INDUSTRIAL STAFF—concl'd

2	Assistant Factory Supervisor	1	..	1	120—7½— 180/7½—240	No direct recruitment
3	Dyeing Masters	..	2	..	80—5—140/6— 200	Diploma/Certificate from a recognised institution in dyeing and calico-printing
4	Carpenter Masters	..	5	6	11	Diploma/Certificate in wood working from a recognised institution
5	Masons	..	3	..	3	Literate with at least five years practical experience as Mason
6	Black Smiths	..	3	..	3	Diploma/Certificate in Blacksmithy and allied trades from a recognised institution

7	Leather Masters	..	3	..	3	80-5-140/6-200	Diploma/Certificate in leather works from a recognised institution
8	Weaving Masters	..	5	1	6	80-5-140/6-200	Diploma/Certificate in textile technology from a recognised institution
9	Tailor Masters	..	3	2	5	80-5-40/6-200	Diploma/Certificate in Tailoring and Cutting from a recognised institution
10	Tent Masters	..	1	1	2	100-10-150	Proficiency in tent making
11	Cane Masters	..	2	..	2	90-5-120	Proficiency in cane and bamboo work.
12	General Mistry	..	1	..	1	80-5-110	Diploma/Certificate as Mechanist/fitter/turner/sheet-metal work
13	Mistry	..	1	..	1	80-5-110	Ditto
14	Mistry Fitter	..	1	2	3	80-5-110	Ditto
15	Chakki Attendant	..	1	..	1	80-5-110	Literate with practical experience of working on electrical installations
16	Kohlu Attendant	1	1	60-2-80/4-100	Literate with practical experience of working on electrical installations

Serial No.	Designation of the post	NUMBER OF POSTS			Scale of pay	Minimum qualifications prescribed for direct recruitment	REMARKS
		Perma-ment	Tempo-rary	Total			
1	2	..	3	4	5	6	
SECTION (II)—CONCLD							
(B) TEACHING STAFF—concl'd							
17	Mechanic	..	1	1	75—3—120/5—150	No direct recruitment	
18	Chalk Master	..	1	1	50—3—80/4—100	Proficiency in the trade	
19	Embroidery Instructress	1	..	1	60—4—100	Diploma/Certificate in Hand Embroidery from a recognised institution	
*20	Tractor Driver	..	1	2	3	90—5—120	1. Literate 2. Trained in tractor driving with certificate from any institution run on approved by the Govt. with at least 3 years' experience possessing a licence for heavy vehicle driving with at least 3 years' experience

*Amended with effect from 27-6-69

including a minimum of 1 year in tractor driving.

(B) TEACHING STAFF

1	Teacher, Class I	..	3	140—10—220 for non-B.T. <hr/> 110—8—190/10—250, for B.T.	One post with B.A., B.T. qualifications by direct recruitment		
2	Teachers, Class II	..	8	120—7½—165/10—175	No direct recruitment		
3	Teachers, Class III	..	11	2	13	60—4—80/5—100/5—120	Matric J. T./J. B. T. or other equivalent recognised Teachers Training Diploma Certificate
4	Drill Instructors	..	1	1	2	150—10—220 <hr/> 110—8—190/10—250	Graduate with Diploma in Physical Education
	Ditto	..	1	..	1	47½—3—77½	Special Training Certificate with training in Physical Education or Diploma in Physical Education from Y. M. C. A., Madras

1	2	3	4	5	6
5	Band Master	.. 1	1 100-10-300	1. Experience as Band Master for 5 to 10 years in the Army	
				2. Should be able to read and write musical score	
				3. Certificate holder as Band Master from Army	
				4. His following up tunes should be correct	
6	Drawing Master	.. 1	1 80-5-140/6-200	Diploma/Certificate from a recognised institution	
(C) MISCELLANEOUS STAFF					
1	Laboratory Assistant	.. 1	1 60-400	Matric with science. Trained in laboratory work in a recognised institution viz. a Medical College etc.	
2	Motor Man	1 ..	1 80-5-110	Experience in working electrical installations	

Note :- Period of experience when not specified with qualifications under column 5 may be prescribed by the appointing authority as considered necessary from time to time.

*APPENDIX 'B'

(Referred to in rule 15)

Designation of the official	Penalty	Authority empowered to impose penalty	1st Appellate Authority	2nd Appellate Authority
1	2	3	4	5
1. Ministerial staff as shown in section 1 (A) of Appendix A (Staff of the Inspector-General's Office.)	(a) Censure; or (b) withholding of increments or promotion including stoppage at an efficiency bar; or (c) reduction to a lower stage in time scale; or (d) recovery from pay of the whole/part of any pecuniary loss caused by negligence or breach of orders; or (e) removal from the service which does not disqualify from future employment; or (f) dismissal from the service of Government which ordinarily disqualifies from future employment	Inspector-General	Government	Nil

*Substituted to w.e.f. 23rd July, 1976

1	2	3	4	5
2. Staff as shown in section 1(B) and section II of Appendix 'A', Jails and other Subordinate Offices Clerical and Technical staff other than the staff in the offices of District Probation Officer/Probation Officer	(a) Censure; or (b) withholding of increment or promotion including stoppage at an efficiency bar; or (c) reduction to a lower stage in a time scale; or (d) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders; (e) removal from the service which does not disqualify from future employment; (f) dismissal from the service of Government which ordinarily disqualifies from future employment	Superintendent Superintendent Inspector-General Inspector-General	Inspector-General Inspector-General Government Inspector-General Government	Government Government Nil Government Nil
3. Clerical Staff as shown in section 1 (B) of Appendix 'A' appointed in the offices of the District Probation Officers/Probation Officers	(a) Censure; or (b) withholding of increments or promotion including stoppage at an efficiency bar; or	Chief Probation Officer Chief Probation Officer	Inspector-General Inspector-General	Government Government

(c) reduction to a lower stage in a time scale; or	Inspector-General	Government	Nil
(d) recovery from pay of the pecuniary loss caused by negligence or breach of orders; or	Chief Probation Officer	Inspector-General	Government
(e) removal from the service which does not disqualify from future employment; or	Inspector-General	Government	Nil
(f) dismissal from the service of Government which ordinarily disqualifies from future employment	Inspector-General	Government	Nil

Note :—Appendix 'B' Amended with effect from 25-7-76.

APPENDIX "C"

(Referred to in rule 15)

Designation of official	Nature of the orders	Authority empowered to pass orders	Appellate Authority
1	2	3	4
Whole staff as shown in Appendix 'A'	(a) Reducing or withholding the maximum pension admissible to him under the rules governing pensions— (i) in cases where the cut is imposed on grounds of inefficiency or loss of Government funds; (ii) in cases where nominal cut is imposed on grounds of corruption or doubtful integrity; (iii) in cases where cut is imposed above the nominal limit on grounds of corruption or doubtful integrity. (b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation.	Inspector-General with information of Government Inspector-General Government Inspector-General	Government Government Government Government

A. N. KASHYAP,
 Commissioner for Home Affairs and Secretary to Government, Punjab,
 Home Department.