

**THE DISTRICT RURAL DEVELOPMENT AGENCY  
EMPLOYEES SERVICE RULES, 2001.**

**CHAPTER I**

1.1 These Rules may be called "The District Rural Development Agency Employees" Service Rules, 2001. These rules shall come into force from the date of issue of these rules.

Short title and commencement and application.

1.2 Unless otherwise expressly provided, these service rules will apply to all the employees of the DRDAs in Haryana. The word status I, II, III and IV wherever used in these rules is just to differentiate their status in DRDA but they shall not be members of such Service of Haryana Govt. as prescribed under Punjab Civil Services Rules, Vol.I, Part I (Applicable to Haryana State Employees). These Rules shall not apply to:-

Extent of application.

- (i) Employees on deputation from Govt. of Haryana;
- (ii) Employees of other State Govts., Govt. of India or any other statutory body or Corporation, who will be governed by the rules applicable to them in their parent departments and the terms and conditions of deputation as may be agreed between such Department, Corporations and their respective employees and the Agency;
- (iii) Employees appointed on contract;
- (iv) Work charged employees;
- (v) Persons paid from contingencies;.

1.3 Any amendment, addition, deletion and relaxation to these rules shall be made by the State Government.

Power to relax/amend.

1.4 The power of interpreting these rules is reserved with the Secretary to Govt. of Haryana in Rural Development Department and his/her decision shall be binding on the Agency and the Employees.

Power to interpret.

1.5 The Haryana State District Rural Development Agency Employees Service Rules, 1991 in their application to the District Rural Development Agencies, Haryana are hereby repealed:-

Repeal and Savings.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

CHAPTER-II DEFINITIONS

2. In these rules, unless the contract otherwise required.

2.1 "AGENCY" means the District Rural Developed Agency.

2.2 "AGE" means when an employee is required to retire, revert or cease to be on leave, on attaining a specified age, the day on which he attains that age, is reckoned as a non working day and the employee must retire, revert or cease to be on leave, as the case may be, with effect from and including that day.

2.3 "APPRENTICE" means a person not employed in or against a substantive vacancy and who is deputed for training in the Agency who draws stipend or allowance during the period of such training. constituted by the Government.

2.4 "CHAIRMAN"- In relation to the Governing Body of the District Rural Development Agency means the Deputy Commissioner of the District.

2.5 "DIRECTOR" means the Director of Rural Development Department, Haryana.

2.6 "CHIEF EXECUTIVE OFFICER" means the Principal Officer of the District Rural Development Agency.

2.7 "COMPETENT AUTHORITY" means the Deputy Commissioner or any person to whom the powers of competent authority are delegated by Government. Authorities which exercise the powers of Competent Authority under these service rules is given in Schedule 'D'.

2.8 "CADRE" means the strength of a service or part of a service sanctioned as a different unit.

2.9 "COMPENSATORY ALLOWANCE" means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes travelling allowance, dearness allowance or conveyance allowance but does not include sumptuary allowance.

2.10 "DIRECT RECRUITMENT" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in service of any State Govt, or Govt. of India.

2.11 "DUTY" means time spent in discharge of service under the Agency and includes:-

- a) Service as a probationer or apprentice provided that such service is followed by confirmation.
- b) Joining time.
- c) In respect of any employee returning from

leave, the day of taking over charge at the same post from which he proceeded on leave.

d) The period of compulsory waiting by an employee returning from leave or after making over charge of old post for orders of the agency posting him to a particular post.

e) Period spent in a course of instruction or training in India sponsored by the Agency/Director, Rural Development or Government. In the case of an employee required to attend an obligatory examination, or permitted to present himself at an examination, the passing of which is a condition of performance in service of Agency, the day or days at examination and any reasonable time required for journey to and from the place of examination.

The DRDA employees are also treated as on duty under the circumstances in the schedule of the chapter referred to Rule 2.12 (b) of Pb. CSR Vol.I, Part-I as applicable to the Haryana Govt. employees.

2.12 "EDUCATION BOARD" means the Haryana School Education Board established under the provision of the Haryana Board of School Education Act, 1971 or any other Education Board established by law in any of the State in India.

2.13 "FAMILY" means as applicable to Haryana Government Employees amended from time to time.

2.14 "FOREIGN SERVICE" means a service in which an employee receives his pay with the sanction of the Govt. from a source other than the Consolidated Fund of India or the Consolidated Fund of State,

2.15 "GOVERNMENT" means the Govt. of Haryana in Rural Development Department, Haryana.

2.16 "HEAD OF DEPARTMENT" means the Director, Rural Development Department, Haryana.

2.17 "HEAD OF OFFICE" means the Additional Deputy Commissioner at the district level or any other employee declared to be the Head of Office by the Competent Authority.

2.18 "HOLIDAY" means a day on which all or any particular office is ordered to be closed or a specified class of employees is allowed holiday by a Competent Authority.

2.19 "HONORARIUM" means a recurring or non-recurring payment

granted from the fund of the Agency to any employee as remuneration for any special work or work performed which is occasional or intermittent in character and either so laborious of such special merit as to justify a special reward which cannot be regarded as part of legitimate duties of the employee as specified in Rule 5.55 of Pb. CSR Vol.I, Part-I.

2.20 "JOINING TIME" means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted.

2.21 "LEAVE" means leave earned by duty and includes Earned Leave, Full Pay Leave, Half Pay Leave, Maternity Leave, Extra-ordinary Leave, Special disability Leave and Study Leave/Commuted Leave/Leave not due etc.

2.22 "LEAVE SALARY" means the monthly amount paid by Agency to an employee for the leave period.

2.23 "LIEN" means title of an employee to hold a permanent post substantively and the right to resume that post on return to duty after a period of absence.

2.24 "MONTH" means a calendar month. A period expressed in terms of months and days is first calculated by complete calendar months irrespective of the number of days in each and the odd number of days calculated subsequently.

2.25 "OFFICIATE" means performance of duties on a post by an employee, on which another employee holds a lien. Agency may appoint any employee to officiate in a vacant post on which no other employee holds a lien or pending a permanent appointment on that post.

2.26 "PERMANENT EMPLOYEE" means an employee under the control of the Agency who holds substantively a permanent post or who holds a lien on a permanent post in the Agency.

2.27 "PAY" means the amount drawn monthly by an employee as:

- i) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre; and
- ii) Overseas pay, special pay and personal pay; and
- iii) Any other emoluments which may be specially classed as pay by the competent authority.

2.28 "PERMANENT POST" means a post carrying a definite rate of

pay, sanctioned without limit of time.

2.29 "PERSONAL PAY" means additional pay granted to an employee:

- a) to save him from loss of substantive pay in respect of permanent post due to revision of pay or reduction in such pay not being a reduction as a disciplinary measures; or
- b) in exceptional circumstances on other personal considerations.

2.30 "PRESUMPTIVE PAY" means the pay of a particular employee to which he would be entitled to if he held the post substantively and it does not include special pay unless the employee discharges the work of full responsibility or works under conditions in consideration of which the Special Pay was sanctioned.

2.31 "PROBATIONER" means the person employed on probation in or against the substantive vacancy in a cadre of any serve of the Agency before his appointment substantively.

2.32 "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 examination held before the 15th August, 1947, the Punjab, Sind or Daccan University; or  
 (iii) any other University which is declared by Govt. to be a recognised University for the purpose of these rules.

2.33 "SERVICE" means service in the Rural Development Agency in any District in Haryana.

2.34 "DRD" means Director, Rural Development, Haryana.

2.35 "SERVICE RULES" means the District Rural Development Agency Employees Service Rules, 2001.

2.36 "SPECIAL PAY" means an addition of the pay to the emoluments of the post or of employees granted in consideration of:-

- a) the specially arduous nature of the duties.
- b) a specific addition to the work or responsibility.

2.37 "SUBSISTENCE ALLOWANCE" means an amount monthly granted to a suspended employee who is not in receipt of pay including special pay or personal pay or leave salary.

2.38 "SUBSTANTIVE PAY" means the pay other than special pay, personal pay or emoluments classed as pay by the competent authority under rule 2.28 (iii) to which an employee is entitled on account of his appointment substantively to a post or cadre.

2.39 Sphere of duty of an employee is the local area outside which he cannot travel without the special orders of competent authority. The sphere of duty of DRDA employees is within the district, where he is employed.

2.40 "TIME SCALE OF PAY" means pay which subject to any condition prescribed in these rules, rises by periodical increments from minimum to maximum. Time scales are treated to be identical if minimum, maximum, the period of increment and the rate of increment of the time scale are identical.

2.41 "TEMPORARY POST" means a post carrying a definite rate of pay sanctioned for a limited time. Such a post can either be held substantively or in an officiating capacity.

**CHAPTER-III GENERAL CONDITIONS OF SERVICE**

3.1 The service shall comprise the posts shown in Schedule 'A' to these rules:

Number and  
Character of  
posts.

Provided that nothing in these rules shall effect the inherent right of competent authority to make addition to or reduction in the number of such posts or to create new posts with different designations and scales or pay either permanently or temporarily.

3.2 (I) No person shall be appointed to the service, unless he is:-

Nationality  
domicile and  
character of  
candidates  
appointed to  
the service.

(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 and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India.

Provided that a person belonging to category (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 recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being issued to him by the Government.

(3) No person shall be appointed to 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, if any and similar certificates 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.

- 3.3 Recruitment to the Service shall be made:- Method of recruitment.
- i) by promotion ; or  
ii) by direct recruitment; or  
iii) by deputation of an officer/ official already in the service of any State Government/ Government of India.

- 3.4 No person may be appointed on regular basis to a post in the District Rural Development Agency without a certificate in the following form from the Medical Officer appointed or approved by the Agency. This certificate must be produced on first appointment at the time of joining duty and a true copy kept in the personal file of the employees. Health

#### HEALTH CERTIFICATE

Signature of the applicant.

I do hereby certify that I have examined \_\_\_\_\_ a candidate for employment in the DRDA \_\_\_\_\_ (Name of District) whose signature is given above and cannot discover that he has any disease (communicable or otherwise weakness) constitutional affection or bodily infirmity except \_\_\_\_\_. I do not consider this dis-qualification for employment in the office of Agency. The candidate's age is according to his own statement \_\_\_\_\_ years and by appearance about \_\_\_\_\_ years.

"Mark of identification.....".

- 3.5 a) For the purpose of these rules the age shall be regulated computing from the date of birth of an employee who shall be Age

required to produce authentic proof thereof within a period of one month.

b) The following proof may be accepted as an authentic date of birth:-

i) Date of birth given in the School Certificate.

ii) Date of birth given in the Municipal birth register or Medical Certificate from an Authorised Doctor.

c) If an employee is unable to state his exact date of birth and state only the year or the month of birth the first July of the year or the 16th day of the month respectively may be treated as the date of birth.

d) If an employee is unable to state even the year of birth, his date of birth will be determined by Medical Examination by an authorised doctor.

e) The date of retirement will be the last working day of the month except that if his date of birth is the first day of the month, then he will retire on the last day of the previous month. Once a date of birth has been entered and authenticated in the Service Book, it will not be liable to be changed subsequently.

f) No person shall be appointed to the service by direct recruitment who is less than 18 years or more than 40 years of age in case of Class I & II and less than 18 years or more than 40 years of age in the case of Class III employees and 18 years or more than 40 years of age in the case of Class IV employees respectively on or before the last date of submission of application to the Agency. The age limits of 40 years shall be extended by five years in the case of the Scheduled Castes/ Scheduled Tribes.

3.6 Appointment of the sanctioned post in the Appointing

- service shall be made by the authorities Authority.  
as under:-
- i) Class I status posts by the Secretary to Govt. Haryana, Rural Development Department.
  - ii) Class II status posts by the Director, Rural Development Department, Haryana.
  - iii) Class III status posts by the Deputy Commissioner of the concerned District.
  - iv) Class IV posts by CEO of the respective agency.
- Note:- Creation of any new post shall be made by the Government. Any vacant post either by deputation/ direct recruitment/ promotion shall be filled- up by the concerned DRDA only after the prior approval of the Secretary to Government Haryana, Rural Development Department.
- 3.7 No person shall be appointed to the service unless he is in possession of qualifications and experience specified in column 3 of Schedule 'B' to these rules in the case of direct recruitment and these specified in column 4 of the aforesaid schedule in the case of appointment otherwise than direct recruitment. Qualifications
  - 3.8 Every person to be appointed under terms and conditions of these rules and an employee of the Agency will be given a letter of appointment stating his/ her monthly pay, scale of pay and other emoluments, if any, the period of service (for temporary post) and period of probation etc. Class III/IV posts will be filled up as per prescribed procedure of the State Govt. Letter of appointment.
  - 3.9 A person to whom a letter of appointment has been issued and who as per his/her letter of acceptance has accepted the employment shall report himself for duty at the place and time Joining on first appointment.

specified in the aforesaid letter of appointment within 15 days failing which his appointment will be treated as cancelled, unless otherwise ordered by the appointing Authority.

3.10 Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Backward Classes, other Backward Classes, Physically Handicapped and Ex-Servicemen persons any other class of category of persons in accordance with the order issued by the State Govt. in this regard from time to time, under clause (4) of article 16 of the Constitution of India.

Reservation

3.11 Recruitment to any post in the service shall be made;-

Method of  
recruitment.

a) In the case of Project Officer

(i) By promotion.

OR

(ii) By deputation from other deptts. of Haryana Govt.

b) In the case of Project Economist

(i) By promotion

OR

(ii) By deputation from other departments of Haryana Government.

Note:- Post of Project Economist shall automatically cease to exist on filling up the post of Project Officer.

c) In the case of Accounts Officer

By Deputation from Finance Deptt. Haryana.

d) In the case of Asstt. Project officer

i) By promotion.

OR

ii) By deputation from other departments of Haryana Government.

- e) In the case of Asstt. Project Officer(Women) (Reserved for Females only)
- i) By direct Recruitment
  - ii) By deputation; or
  - iii) By deputation from other Departments of Haryana Government.
- f) In the case of Technical Assistant
- i) By promotion.  
OR
  - ii) By deputation from other departments of Haryana Government.
- g) In the case of Statistical Assistant/Investigator
- i) By direct Recruitment  
OR
  - ii) By deputation from other departments of Haryana Government.
- h) In the case of Superintendent:-
- i). By promotion from amongst the Head Clerks/ Deputy Superintendent in the office of the Agency.

Provided that if the suitable persons are not available, the vacancy/vacancies will be filled up by taking on deputation from other Departments of Haryana Government.

- i) In the case of Head Clerk/ Deputy Superintendent@@

By promotion from amongst the Assistants/ Accountants in the office of the Agency.

Provided that if the suitable persons are not available, the vacancy/vacancies will be filled up by taking on deputation from other Departments of Haryana Government.

j) In the case of Assistants.

i) By promotion from amongst Clerks, Steno Typists, Junior Scale Stenographer in the service; or

ii) By deputation from other Department of Haryana Government.

k). In the case of Accountants

By promotion from amongst Accounts Clerks. Provided that if suitable persons are not available, the vacancy/ vacancies will be filled up by deputation from other Deptt. of Haryana Government.

l) In the case of Senior Scale

Stenographer:-

By Promotion from amongst the Junior Scale Stenographer in the office of the Agency.

Provided that if suitable persons are not available, the vacancy/ vacancies will be filled up by deputation from other Departments of Haryana Government.

m) In the case of Junior Scale

Stenographer

By promotion from amongst Steno-Typists in the office of the Agency; processing requisite speed of typewriting and shorthand.

Provided that if suitable persons are not available, the vacancy/ vacancies will be filled up by deputation from other Departments of

Haryana Government.

n) In the case of Steno-typist

i). By Direct Recruitment

OR

ii). By promotion from amongst clerks.

Note:- The DRDA is allowed to have only one post of either Senior Scale Stenographer or Junior Scale Stenographer or Steno- Typist.

o) In the case of clerks

i) 80% by direct recruitment.

ii) 20% by promotion from amongst the Class "C" & Class "D" employees of the service having less scale than those of clerks and otherwise eligible in accordance with the instructions issued by the Haryana Govt. from time to time;

Not more than 20% of the posts of Clerks shall be filled up by this manner i.e. on the basis of seniority- cum- merit.

p). In the case of Accounts Clerk.

100% by Direct Recruitment.

r) In the case of Driver

i) By Direct Recruitment; or

ii) By deputation.

s) In the case of Peon

100% by direct recruitment

OR

By Deputation.

t) In the case of Chowkider-cum- Mali.

By direct recruitment

u) In the case of Sweepers.

by direct recruitment.

Unless otherwise provided all appointments by promotion shall be made on the basis of Seniority-cum-Merit and no persons shall be entitled for promotion on the basis of Seniority alone as a matter of right.

3.12 All the vacancies meant for direct recruitment shall be filled up through Employment Exchange and advertisement in the leading newspapers for that purpose the vacancy shall be notified to the Employment Exchange having newspapers' jurisdiction giving full information regarding the nature and duties of the post, laying down the qualifications and experience for the concerned post as per prescribed procedure of the State Government.

Procedure  
for direct  
recruitment

3.13 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.

Special provi-  
sion (Terms &  
conditions of  
appointment).

3.14 All the employees of the DRDAs who have been recruited on regular basis and who are in service of the DRDA immediately before the promulgation of these rules, will be deemed to have been recruited under these rules provided they fulfil the requisite qualifications and experience mentioned in schedule 'B' of these rules.

Initial const-  
itution of the  
DRDA employees  
services.

3.15 No person shall be eligible for appointment to any post in the service:-

Disqualification  
for appointment.

a) who has previously been dismissed from the service of Agency or from service of Central/State Govt. or from any other Govt. Institution or Public Sector Organisation;

b) who has been convicted in a court of law for any offence involving moral turpitude and serious offences;



- c) who is of unsound mind or lunatic;
- d) who is a member of political party;
- e) who is declared insolvent by a court of law.
- f) who has entered into or contracted a marriage with a person having a spouse living; or
- g) who having a spouse living, has entered into or contracted a marriage with any person.

Provided that the Agency 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.

3.16 (I) Persons appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise:-

Probation

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 the service may, in the case of any 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 appointment

authority, the work or conduct of a person during the period of probation is not satisfactory, it may:-

a) If such person is appointed by direct recruitment, 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 and 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.

Seniority interse of members of the Seniority

service shall be determined by the length of continuous service on any post in the service;

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

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Selection Committee shall not be disturbed in fixing the seniority;

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

- a) A member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- b) A member appointed by promotion shall be senior to a member appointed by transfer;
- c) In the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- d) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to 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 previous appointment and if the length of such service is also the same, the older member shall be senior to the younger member.
- e) the interse seniority of persons appointed by absorption at the commencement of these rules shall be determined from the date of their continuous officiation on the post.

2. If any question arises regarding the

seniority of an employee the decision of appointing authority shall be final in the matter.

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

Liability to service.

2. A member of service may also be deputed for service to:-

i) a company, association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Govt., a Municipal Corporation or a local authority within the State of Haryana.

ii) the Central Govt. or a Company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government.

iii) another State Govt., an international organisation an autonomous body not controlled by the Govt. or a private body.

Provided that no member of the service shall be deputed to the Central or any other State Government.

Or any organisation or body referred to in clauses (ii) and (iii) except with his consent.

3. A person appointed in the service of the Agency may be employed in any manner and his whole time will be at the disposal of the Agency without any claim for additional remuneration.

3.18 Amendment to the rules shall be made by the Government in the Department of Rural Development, Haryana.

Amendment

3.19 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.

Oath of allegiance.

3.20 Consistant with the requirements of the

Creation of

Agency the Government may create posts from time to time, prescribe, the scales of pay, specify the period for which the post is created and prescribe the job specifications.

Post.

3.21 The pay and allowances of an employee begin when he takes charge of the post in respect of which they are earned and ceases to draw as soon as he ceases to discharge the duties of the post.

Condition of pay and allowances.

Provided that pay and allowances shall be drawn from the date of assuming duties if charge is transferred before noon of that date.

3.22 Unless for special reasons (which must be recorded by a Superior Authority) the charge of an office must be made over at the Headquarter, both the relieving and the relieved employees being present.

Charges of an office.

3.23 (A) An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other permanent post. An employee holding substantively a permanent post retains his lien on that post;-

Lien

- i) while performing duties on that post;
- ii) a temporary post or officiating in another post;
- iii) during joining time on transfer to another post unless he is transferred substantively to a post on lower pay in which case the lien is transferred to the new post from the date on which he is relieved of his duties in the old post.
- iv) while on leave; and
- v) while under suspension.

(B). Suspension of Lien

Lien of an employee shall be suspended if he is :-

- i) Appointed to another permanent post; or
- ii) Appointed to another post during the period of probation.

(C). Transfer of Lien

Lien of an employee may be transferred to

another permanent post in the same cadre against the lien of an employee of any Agency who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.

D. An employee shall neither be appointed to hold two or more posts substantively except as temporary measure, nor shall be appointed substantively to a post on which another employee hold a lien.

3.24 (i) The record of service of employees of District Rural Development Agency shall be maintained in accordance with the rules applicable to Haryana Govt. Employees.

Service Record.

(ii) Annual performance Appraisal Reports/Annual Confidential Reports in relation to work, conduct, honesty and integrity for the Financial Year ending 31st March every year of all employees shall be written and maintained as per Haryana Govt. Rules.

3.25 The rules governing termination of employment, voluntary retirement and premature retirement applicable to Haryana Govt. Employees shall apply mutatis mutandis to the employees of the Agency.

Termination of  
employment  
voluntary retire-  
ment pre-mature  
retirement.

3.26 i) Employees who wish to leave the services of DRDA must give three months notice to the Agency. The appointing authority shall have discretion to accept an amount equal to three months pay and allowances for a period of three months and accept his resignation without taking notice or notice of duration less than three months.

Resignation

ii) If an employee leaves the service of the Agency without the requisite notice, then without prejudice for any other action under his contract of services, if any, a sum equivalent to the period of notice which he is required to give, will

be recovered from his dues payable to him and if no such wages are due, take recourse to such legal action as may be necessary to recover it.

iii) The services of a temporary employee, shall be liable to termination at any time by one months notice by the Agency or by the employee. The provision of Rule 3.26 (ii) will apply to temporary employees also.

3.27 Superannuation and retirement rules regarding age of retirement formulated by the Haryana Govt. for its employees shall apply to the employees of the Agency, mutatis mutandis.

Superannuation  
and retirement.

3.28 Joining time shall be allowed as per rules applicable to Haryana Govt. employees in case of transfer of employees of Agency.

Joining time.

3.29 An employee may be deputed by the Agency for duty out of India either in connection with the post held by him or in connection with any special duty on which he/she may be temporarily placed and may be allowed by the Agency to draw during the period of deputation the same pay and allowances which he would have drawn had he remained on duty in India.

Deputation of  
duty  
(outside India)

3.30 Training rules as applicable to Haryana Govt. employees shall apply mutatis mutandis to employees of the Agency.

Training within  
India or Abroad.

The Agency may depute an employee for training abroad for a specified period not longer than absolutely necessary on the following conditions:-

Training Abroad

a) He should have at least 3 years service after conclusion of training and is not expected to retire within that period.

b) Where a permanent employee of requisite qualification is not available, temporary employee may be considered for deputation for training provided that there is reasonable chance of his remaining in service for a minimum period of 3 years after the conclusion of training and that his appointment in temporary capacity was

regular. A temporary employee shall be required to give an undertaking in writing that he agrees to serve the Agency for a like period; and  
c) He should have completed a minimum of one year service prior to his deputation for training abroad.

d) A period of deputation of one year should ordinarily be regarded as suitable maximum in such cases.

3.31 An employee on deputation with the Agency will not accept from foreign employer a pension or gratuity or another emoluments not specified in the terms of deputation without prior sanction of his parent Office/Department.

3.32 When an employee reverts from foreign service to the parent department, he will cease to be paid by the foreign employer and his contributions will be discontinued with effect from the date of his taking over back to his parent Department. Reversion will take effect from the date on which he takes charge of his post in the parent Department provided if he takes leave on the conclusion of foreign service before joining his post in the parent office his reversion shall take effect from such date he hands over charge of the post under foreign employer. The joining time pay shall be borne by the Agency.

3.33 An employee shall furnish the such security in such form as prescribed from time to time by the Chief Executive Officer, DRDA for any category of posts, he deems fit.

3.34 The employees may be given such advance for purchase of two wheeler, food-grains, festival advance etc. as may be decided by the governing body of DRDA from time to time.

3.35 An employee of the Agency shall be required to subscribe to the Contributory Provident Fund, in accordance with Provident Fund Rules, 1983 circulated by the erstwhile Special Project Cell and already in vogue in the DRDA.

3.36 The employees of the Agency shall be

Sanction to  
accept pension,  
Gratuity or other  
emolument from  
foreign employer.  
Reversion from  
foreign service.

Furnishing of  
security by  
employee.

Advance to  
employees.

Subscription to  
Contributory  
Provident Fund.

Group Savings



required to subscribe to Group Insurance Scheme of LIC as per Haryana Government pattern.

3.37 Ex-gratia payment shall be made to all the employees of the Agency in case of death of the employee while in service as per rule applicable to Haryana Government employees.

3.38 In case of death of an employee while in service one dependent person of his family shall be appointed on compassionate grounds in the agency by observing the rules as applicable to Haryana Government employees.

3.39 The period of deputation should not ordinarily exceed one year at one time and should not normally be extended beyond 3 years. Where it is considered necessary in the Public interest and in exception circumstances to extend the period of the deputation up to 5 years on foreign service prior approval of the Department of Rural Development, Haryana should always be obtained well in time giving full justification in this regard.

3.40 Unless the Competent Authority, in view of exceptional circumstances of the case otherwise determines, no employee shall be granted leave of any kind for a continuous period exceeding five years.

Linked Insurance  
Scheme of L.I.C.  
Ex-gratia

Giving employ-  
ment to a  
dependent in  
cases of death  
of an employee.

Period of  
deputation of  
Government  
employee working  
in DRDA taken on  
deputation basis.

Continuous  
absence from  
duty.

#### CHAPTER-IV PAY AND ALLOWANCES

- 4.1 i) The pay scales of the posts in the DRDA shall be the same as recommended by the Governing Body and approved by the Haryana Government for such posts from time to time.
- Pay scales
- In case there is no scale prescribed by the Haryana Government for a particular post, Governing Body after prior approval of Government of Haryana in the Rural Development Department shall be competent to prescribe scale for such posts.
- ii) An employee awaiting posting orders shall draw pay of the post last held or which he will have drawn on his new post which ever is less.
- iii) Special pay will be admissible on the posts on which the Haryana Govt. pays special pay to its employees.
- 4.2 The employees of the Agency shall be entitled to the same rates of allowances as prescribed by the Haryana Government for its employees.
- Dearness Allowances  
House Rent Allowance & Medical benefits and other Compensatory Allowances
- 4.3 Travelling Allowance and Daily Allowance to the employees of the Agency shall be regulated by the same rules as applicable to Haryana Govt. employees.
- Travelling Allowances
- 4.4 Rules of pay fixation and grant of periodical increments, crossing of efficiency bars etc. as applicable to the employees of Haryana Government shall apply mutatis mutandis to the employees of District Rural Development Agencies.
- Rules of pay on promotions or appointment to a higher post and periodical increments.
- 4.5 Where an employee is appointed to a post in addition to his own duties, his pay shall be regulated in accordance with the rules contained in the Rule 4.22 of Pb. CSR Vol.I, Part I, as amended from time to time.
- Combination of appointment and Regulation of Pay and Special pay.

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## CHAPTER-V LEAVE

5.1 Leave rules as applicable to Haryana Govt. Employees and amended from time to time, shall apply mutatis metandis to all the employees of District Rural Development Agencies. This includes casual leave also.

CHAPTER-VI

- 6.1 The employees of Agency shall be governed by the same rules of dismissal, removal and suspension as prescribed by Haryana Govt. for its employees.
- 6.2 The punishment and Appeal Rules, 1987 formulated and amended from time to time by the Haryana State for its employees shall apply to the employees of the Agency, mutatis mutandis. Authorities empowered to impose penalty and for appeal are given in Schedule 'C'.
- 6.3 i) The Employees Service Conduct Rules, 1966 formulated and amended from time to time by the Haryana Government for its own employees shall apply mutatis mutandis to the employees of the Agency.
- ii) The employees of District Rural Development Agencies are not eligible to contest the elections for the Parliament/State Assembly/Local Self Government Bodies/ Panchayati Raj Institutions.

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**SCHEDULE 'A'**

(See Rule 3.1)

**NUMBER AND CHARACTER OF POSTS**

Sr. No.	Desination of Posts	Class of Service	Number of Posts			Scale of Pay (In Rupees)
			Permanent	Temporary	Total	
1.	2.	3.	4.	5.	6.	7.
1.	Project Officer	I	As may be sanctioned from year to year by the Competent Authority.			8000-13500.
2.	Project Economist	II				6500-10500.
3.	Accounts Officer	II				6500-10500.
4.	Asstt. Project Officer (Who fulfil qualifications as per Schedule-'B')	II				6500-10500.
5.	Asstt. Project Officer (Who do not fulfil the qualifications as per Schedule-'B')	III				5500-9000
6.	Asstt. Project Officer (Women )	II				6500-10500
7.	Technical Asstt.	III				5500-9000
8.	Statistical Asstt./ Investigator (Who fulfil the prescribed qualification as per Schedule 'B').	III				5450-8000
9.	Statistical Asstt./ Investigator ( Who do not fulfil the prescribed qualifications as per Schedule 'B')	III				5000-7850.
10.	Superintendent	II				6500-10500
11.	Head Clerk/ Deputy Superintendent	III				5500-9000
12.	Assistant	III				5000-7850
13.	Accountant	III				5000-7850
14.	Sr. Scale Steno	III				5000-7850
15.	Jr. Scale Steno	III				4000-6000
16.	Steno-typist	III				3050-4590+ 100 S.P.
17.	Clerk	III				3050-4590
18.	Accounts Clerk	III				3050-4590
19.	Driver	III				4000-6000+

			100 S.P.
20.	Peon	IV	2550-3200
21.	Chowkidar-cum-Mali	IV	2550-3200
22.	Sweeper	IV	2550-3200+ 65 Sweeping Allowance.

Note:- Classification of service shall be the same as applicable to Haryana Government Employees.

**SCHEDULE "B"**  
(See Rule 3.7)

Sr. No.	Name of Post	Academic Qualifications & Experience, if any for direct recruitment.	Academic Qualifications & Experience, if any, for appointment other than by direct recruitment.
1.	Project Officer	-	M.A. in Eco./ Math/Statistics/ Rural Development/ MBA having 10 years experience as PE or APO on seniority-cum-merit basis.
2.	Project Economist	---	By deputation from other State Government Departments or by promotion from amongst APOs having the qualifications M.A. in Eco./ Math/Statistics/ Rural Development/ MBA having 5 years experience as APO.
Note:- Post of Project Economist shall automatically cease to exist on filling up the post of Project Officer.			
3.	Accounts Officer	-----	S.A.S. qualified from Finance Department, Haryana.
4.	Asstt. Project Officer	---	Posts of APOs will be filled up by promotion amongst TA/ Deputy Supdt./ Head Clerk on the basis of seniority-cum-merit who fulfil the prescribed qualifications & experience as under:-  i). M.A. in Economics/ Statistics/ Math/ Rural Development/ MBA with 5 years experience as Technical Asstt./ Deputy Supdt./ Head Clerk.  OR  ii) Graduate with Economics/ Statistics/ Math/ Rural Development with 10 years experience as TA/ Deputy Supdt./ Head Clerk.
5.	Asstt. Project Officer (Women) (Reserved for female only)	M.Sc (Home Science) with 3 years experience in Rural Development. Hindi upto Matric Standard.  OR  B.Sc (Home Science) with 5 years experience in Rural Development. Hindi upto Matric Standard.	--  --
6.	Technical Asstt.	M.A. in Eco./Maths/ Statistics/ Rural Development/ MBA and one year experience in collection, compilation & analysis of statistical data. Hindi upto Matric Standard.	By deputation from other State Government Departments.  OR By promotion from Investigator/ Statistical Asstt. having five years experience in DRDA.

OR

Graduate with Eco./Maths/  
Statistics/ Rural Development  
with 3 years experience in  
collection, compilation &  
analysis of statistical  
data. Hindi upto Matric  
Standard.

7. Statistical Asstt./  
Investigator

M.A. in Eco./Maths./  
Statistics/ Rural  
Development/ MBA Preference  
will be given to those  
having one year experience  
in collection, compilation &  
analysis of statistical  
data. Hindi upto Matric  
Standard.

i) By deputation from other  
State Government Departments.

OR

ii). By direct recruitment.

OR

Graduate with Eco./Maths/  
Statistics Rural Development  
with 3 years experience in  
collection, compilation of  
statistical data. Hindi  
upto Matric Standard.

8. Superintendent

-----

Graduate with Five years  
experience as Dy. Supdt./ Head  
Clerk or 10 years experience as  
Assistant/ Accountant.

9. Head Clerk/Deputy  
Superintendent

-----

5 Years experience as Asstt./  
Accountant.

10. Assistant

---

5 Years experience as Clerk.

11. Accountant

B.Com from a recognised  
University and 3 years  
experience of Accountant in  
any Public or Private  
Organisation and Knowledge  
of Hindi upto Matric  
Standard, and knowledge of  
computer.

5 years experience as Accounts  
Clerk.

12. Sr.Scale Stenographer

Graduate or its equivalent  
recognised by the Govt.  
with a speed of 100 W.P.M.  
in English and 80 W.P.M. in  
Hindi Shorthand and  
transcription speed of 20  
W.P.M. and 15 W.P.M.  
respectively with 4%  
mistakes and knowledge of  
Hindi upto Matric Standard  
and knowledge of computer &  
work processors.

2 years service as Jr. Scale  
Stenographer with a speed of  
100 W.P.M. in English and 80  
W.P.M. in Hindi Shorthand and  
transcription speed of 20  
W.P.M. and 15 W.P.M.  
respectively with 4% mistakes.

13. Jr. Scale Stenographer

Graduate or its equivalent  
recognised by the Govt.  
with speed of 100 W.P.M. in  
English and 80 W.P.M. in  
Hindi Shorthand and  
transcription speed of 20  
W.P.M. and 15 W.P.M.

2 years service as Steno Typist  
with a speed of 100 W.P.M. in  
English and 80 W.P.M. in Hindi  
Shorthand and transcription  
speed of 20 W.P.M. and 15  
W.P.M. respectively with 8%  
mistakes.



respectively with 8% mistakes and knowledge of Hindi upto Matric Standard and Knowledge of Computer & Electronic Typewriter (Word processors).

- |   |  |   |
|---|--|---|
| 14. Steno Typist  | Graduate or its Equivalent recognised by Govt. with a speed of 80 W.P.M. in English and 64 W.P.M. in Hindi Shorthand and transcription speed of 15 W.P.M. and 12 W.P.M. respectively with 8% mistakes and knowledge of Hindi upto Matric Standard. | One year service as Clerk with a speed of 80 W.P.M. in English and 64 W.P.M. in Hindi Shorthand and transcription speed of 15 W.P.M. and 12 W.P.M. respectively with 8% mistakes. |
| Note:- The DRDA is allowed to have only one post of either Sr. Scale Stenographer or Junior Scale Stenographer or Steno Typist. |  |   |
| 15. Clerk   | Graduate from recognised University with knowledge of English or Hindi typing with a speed of 30 W.P.M. Hindi upto Matric Standard.  | Class IV employee against 20% quota who has passed Matric Examination and knowledge of Hindi upto Matric Standard and has completed 5 years service in the Agency.                |
| 16. Accounts Clerk  | B.Com from any recognised University with knowledge of computer. Hindi upto Matric Standard.   | ---   |
| 17. Driver  | As given in Motor Vehicle Act in vogue. Knowledge of driving having five years driving licence to be examined through a trade test by the appointing authority.  | ----  |
| 18. Peon  | Should have passed Matric examination from a recognised institution.   | Chowkidar with 2 years experience in DRDA.  |
| 19. Chowkidar   | Should have passed Matric from a recognised institution.   | -----   |
| 20. Sweeper   | Should have passed Vth Class from recognised Institution and Complete knowledge of trade.  | -----   |

**SCHEDULED "C"**  
(See rule 3.6 & 6.2)

Sr. No.	Designation of posts.	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1.	2.	3.	4.	5.	6.
1.	Project Officer	Secretary, Rural Development	1. Minor Penalties- i) Warning with a copy in the personal file (Character roll); ii). Censure; iii). withholding of promotion; iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to Central Govt. 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 Govt. or to a local authority or university set up by an Act of parliament or of the Legislature or a State; v). Withholding of increments of pay without cumulative effect; Major Penalties:- vi). withholding of increments with cumulative effect;- 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 or pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have 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	Secretary, Rural Development	Government.
				-do-	-do-

Govt.- 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 Govt. employee was reduced and his seniority and pay on such restoration to that grade, post of service;

- ix) Compulsory retirement;
- x). removal from the service which shall not be a disqualification for future employment under the Govt.
- xi). Dismissal from the service which shall ordinarily be a disqualification for future employment under the Govt.

2.	Project Economist	Director, Rural Development Department.	1. Minor Penalties- i) Warning with a copy in the personal file (Character roll);	Director, Rural Development Department	Secretary Rural Development Department
3.	Asstt. Project Officer		ii). Censure; iii). withholding of of promotion;		
4.	Asstt. Project Officer (Women)		iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to Central Govt. 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 Govt. or to a local authority or university set up by an Act of parliament or of the Legislature or a State;		
5.	Superintendent		v). Withholding of increments of pay without cumulative effect;  Major Penalties:- vi). withholding of increments with cumulative effect;- 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	-do-	-do-

Government employee will earn increments or pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have 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 Govt.- 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 Govt. employee was reduced and his seniority and pay on such restoration to that grade, post of service;
- ix) Compulsory retirement;
- x). removal from the service which shall not be a disqualification for future employment under the Govt.
- xi). Dismissal from the service which shall ordinarily be a disqualification for future employment under the Govt.

6.	Head Clerk/ Deputy Supdt.		D.C.	1. Minor Penalties-	C.E.O.	D.C.
				i) Warning with a copy in the personal file (Character roll);		
7.	Technical Asstt.			ii). Censure;		
8.	Statistical Assistant/ Investigator			iii). withholding of of promotion;		
9.	Assistant			iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to Central Govt. 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 Govt. or to a local authority or university set up by an Act of parliament or of the		
10.	Accountant					
11.	Sr. Scale Stenographer					
12.	Jr. Scale Stenographer					
13.	Steno typist					
14.	Clerk					
15.	Accounts					

Clerk		Legislature or a State;		
16. Driver		v). Withholding of increments of pay without cumulative effect;		
	/			
		Major Penalties:-		
		vi). withholding of increments with cumulative effect;-	D.C.	Director
		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 or pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have effect of postponing the future increments of his pay;		Director Rural Development Department
		viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of Govt.- 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 Govt. employee was reduced and his seniority and pay on such restoration to that grade, post of service;		
		ix) Compulsory retirement;		
		x). removal from the service which shall not be a disqualification for future employment under the Govt.		
		xi). Dismissal from the service which shall ordinarily be a disqualification for future employment under the Govt.		
		1. Minor Penalties-		
17. Peon	\	i) Warning with a copy in the personal file (Character roll);	C.E.O.	D.C.
18. Chowkidar- cum- Mali				
19. Sweeper.		ii). Censure;		
	/			
		iii). withholding of of promotion;		
		iv) recovery from pay		

of the whole or part  
of any pecuniary  
loss caused by  
negligence or breach  
of orders to Central  
Govt. 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  
Govt. or to a local  
authority or university  
set up by an Act of  
parliament or of the  
Legislature or a State;

- v). Withholding of increments  
of pay without cumulative  
effect;

Major Penalties:- -d0- -do-

- vi). withholding of increments  
with cumulative effect;-  
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 or pay  
during the period of  
such reduction and  
whether on the expiry of  
such period the reduction  
will or will not have 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  
Govt.- 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  
Govt. employee was reduced  
and his seniority and pay  
on such restoration to that  
grade, post of service;  
ix) Compulsory retirement;  
x). removal from the service  
which shall not be a  
disqualification for future  
employment under the Govt.

- xi). Dismissal from the service which shall ordinarily be a disqualification for future employment under the Govt.

Note:- As regards, the post of Accounts Officer, the penalties shall be imposed in accordance with the service rule of the parent department.

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**SCHEDULE 'D'**  
(See Rule 2.8)

Authorities which exercise the powers of a competent authority under the various rules

Sr.No.	Number of the Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
1.	2.	3.	4.	5.
1.	2.18	To appoint an authority to exercise the powers of a Head of Office.	Chairman of the Governing Body of DRDA.	Full powers for the Agency.
2.	2.40	Power to sanction the absence of an employee on duty beyond his sphere of duty.	Chief Executive Officer of the respective agency.	Full powers in respect of Agency employees.
3.	-	Powers to permit an employees to appear in an optional examination.	-do-	-do-
4.	-	Power to suspend a lien	Secretary, Rural Development Haryana.	Full Powers.
5.	-	Power to transfer a lien	-do-	-do-
6.	-	Power to relax the provisions of rule 3.22	Chairman of the Agency.	Full powers in respect of employees of the Agency.
7.	4.1	Power to prescribe the pay and allowances of an employees treated as on duty under Rule 2.12.	Director, Rural Development Department, Haryana.	-do-
8.	4.1	Power to issue a declaration to the relative degree of responsibility attaching to two posts in case of doubt.	-do-	-do-
9.	4.4	Power to sanction the crossing of efficiency bar.	i). Chairman Governing Body. ii). Chief Executive Officer of the respect Agency.	Full powers in respect of Class II of the Agency.
10.	4.4	Power to fix pay.	Chief Executive Officer of the respective Agency.	Full powers in respect of employees of the Agency.
11.	4.5	Power to appoint an employee to hold temporarily or to officiate in more than one post.	i). Chairman of the Governing Body. ii). Chief Executive Officer of the respective Agency.	Full powers in respect of Class II, III & IV employees of the Agency Upto 4 months in respect of Class IV employees.
12.	4.5	Powers to fix the initial pay of an employee appointed to hold temporarily or to officiate in more than one post.	Chairman of the Governing Body.	Full powers in respect of Class II, III & IV employees of the Agency subject to the conditions laid down in rule 4.6.
13.	-	Power to grant or permit an employee to receive honorarium fee.	Chairman of the Governing Body.	Upto Rs. 500/- in each individual case during the financial year for Class III & IV employees of the Agency.
14.	5.1	Power to grant leave.	i). Secretary, Rural Development Department, Haryana. ii). Chief Executive Officer of the respective agency.	Full powers. Full powers in respect of Class III & IV employees of the Agency.
15.	3.28	Power to grant extension of joining time.	i). Secretary, Rural Development Department, Haryana. ii). Chairman of the Governing Body. iii). Chief Executive Officer of the respective Agency.	Full Powers. Upto 30 days in respect of Class III employees of the Agency. Upto 30 days in respect of class IV employees of the Agency.

Note:- With reference to rule 2.8 the above authorities shall exercise the powers of a competent authority.

Note:- The Secretary to Govt., Haryana, Rural Development/ Director, Rural Development, Haryana/ Chairman of the Governing Bodies may redelegate the powers delegated to them to any officer under them at their Headquarter offices on their own overall responsibility and subject to such conditions and restrictions as they may like to impose. Copies of such orders should invariably be endorsed to the Director, Rural Development Department, Haryana and Secretary to Govt. Haryana, Rural Development Department, Haryana, respectively.

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