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HARYANA STATE COUNCIL FOR CHILD WELFARE
Employees Service Rules-2017

The Haryana State Council for Child Welfare, Chandigarh hereby makes the following rules regulating the recruitment and conditions of service of its employees.

1) Short Title and Commencement:

- (i) These rules may be called the Haryana State Council for Child Welfare (Employees Service) Rules, 2017.
(ii) These rules shall come into force at once.

2) Definition:

- (a) "Council" means the Haryana State Council for Child Welfare.
(b) "President" means the Governor of Haryana who by virtue of his office, is the ex-officio President of the State Council.
(c) "Executive Committee" means the Executive Committee of the Haryana State Council for Child Welfare.
(d) "Employees" means a person appointed by the State Council against the post of Hqs cadre or District Council cadre or appointed by District Council to any post.
(e) "Service" means service under the Council to which these rules apply.
(f) "Appointment" means, direct appointment, by promotion or by transfer basis.
(g) "Direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India, Haryana Govt. or State Council.
(h) Words and expression used in these Rules but not defined, shall have the meaning assigned to them by the State Council.

3) Number and Character of posts for:

- (a) HQs., State Council: These rules shall apply to all the posts comprised in the service and specified in Annexure "A1 & A2" to these rules.
(b) District Councils : These rules shall apply to all the posts comprised in the service and specified in Annexure "A3 & A5".
Provided that nothing in these rules shall affect the inherent right of the President (The Governor, Haryana)/Executive Committee (State Council) to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.
Provided that the retrial benefits i.e. leave encashment, CPF & gratuity (concerned) to the employees of the District Councils including DCWOs & DPOs shall be released from the district for which they were appointed initially.

4) Nationality and Character of candidate appointed to the service:

- (1) No Candidate shall be appointed to the service unless he or she is a citizen of India and whose antecedents are verified by the police or otherwise to the satisfaction of the appointing authority.
(2) No person shall be recruited to any post by direct appointment unless he or she produces a certificate of character from the Principal Academic Officer of the University, College, School or Institution last attended or a Gazetted officer of Govt. of Haryana, Govt of India or a similar certificate from two responsible persons, not being his relatives who are not connected with his university, college, school or institution.

5) Disqualification: As per Haryana Govt rules.

6) Age: The criteria of age shall be applicable as per Haryana Govt rules on the regular recruitment.

Provided further that this shall not apply to persons appointed/working on Honorarium or honorary basis.

7) Mode of appointment and qualifications required for various posts:

- (1) The posts in the service shall be filled in by direct appointment or promotion or by deputation if a suitable candidate (direct appointment or promotion) is not available.

(2) The minimum academic and other qualifications and experience for direct appointment for various posts of Hqs Cadre in the service shall be as per Annexure-A1 and the minimum academic and other qualifications and experience for direct appointment for various posts of District Cadre shall be as per Annexure A5 or as approved by the President(The Governor, Haryana)/Executive Committee (State Council) from time to time.

(3) 1/3 (one third) appointment to any post, except class III and IV, shall be made/filled up by promotion. The employees of all District cadre shall be entitled for promotion against the posts of District cadre only and the employees of Hqs shall be entitled for promotion for Hqs cadre posts only.

8) Appointing Authority:

(1) The appointment to all posts in the service shall be made by the Honorary General Secretary of the State Council.

9) Medical Certificate: As per Haryana Govt rules.

10) Liability for Vaccination and revaccination:

Every member of the service shall get himself vaccinated or revaccinated when the Council so directs by a special or general order.

11) Oath of allegiance:

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

12) Residential address of the employees:

Every employee shall notify to the Honorary General Secretary of the Council, immediately on his engagement, his permanent and temporary addresses and thereafter promptly communication to the Honorary General Secretary any change in his address. in case he fails to communicate the change in his address, his last known address shall be treated by the Council as his address for sending any communication to him.

13) Record of Age:

(a) Every employee shall indicate his exact date of birth to the Honorary General Secretary of the Council at the time of entering the service of the Council. The Honorary General Secretary may, before making an entry regarding date of birth of the employee in the service record, require him to supply. Other norms shall be applicable as per Haryana Govt.

14) Service Book:

The Council shall maintain a Service book in respect of each employee in the form prescribed for Government employees wherein particulars of that employee shall be recorded with the knowledge of that employee and duly attested by the Honorary General Secretary or any other officer authorized by him, alongwith date.

15) (a) Pay:

Employees appointed to the regular post in the service shall be entitled to such scales of pay and allowance as may be sanctioned by the Executive Committee from time to time. The scales of pay for various posts, are given in Annexure "A2 & A3 respectively for Hqs. and District staff. The ACP as per Haryana Govt. shall be granted to all employees of each category.

(b) If, the pay is fixed on a progressive scale, raising from a minimum to maximum by periodical increase, each increment shall need the sanction of the Honorary General Secretary of the State Council who may withhold or postpone the same if the work and conduct are not found satisfactory, after following the prescribed procedure.

16) Probation : As per Haryana Govt rules.

17) Seniority of members of service:

The seniority interse of members of the service in each cadre shall be determined by the length of continuous service on a post in that cadre:

(a) There shall be separate cadre/seniority of all posts of Hqs as per the post as individual appointed against the post/cadre.

(b) There shall be separate cadre/seniority of the post of all Districts as per the post, means there shall be a common cadre of the post of each category/group of all Districts as per the post Annexure A-3.

- (c) While deciding the seniority of all posts the date of joining against the same/equal post, the seniority shall be counted from the date of joining on which he joined or started to work in the pay scale for that post.

Provided that if any merit has been prepared/made at the time of their selection, an employee who is on merit, shall be treated as senior.

- (d) All employees of projects/schemes shall be governed as per the respective scheme. No employee of any particular scheme either sponsored by State Govt/Govt of India or self financed shall claim the seniority at par with Hqs and District Councils or any other schemes/projects.
- (e) All rules/provisions like nature of duties, all types of leaves or any service benefits shall be paid as per the provisions in the relevant scheme for which he/she is working/appointed.

18) Leave:

(a) Leave cannot be claimed as of right. (The authority competent to sanction leave to various categories of employees is specified in Appendix "B") the competent authority may, at its discretion, refuse or postpone or curtail any period of leave without assigning any reason.

(b) Casual Leave: As may be determined by State Govt.

(c) Earned leave and Half day leave: As may be determined by State Govt.

(f) Leave without pay:

Any leave granted beyond the categories specified in sub-section (b) & (c) of this rule shall be treated as extra ordinary leave without pay. Such leave may be granted when no other leave is admissible.

(g) Maternity leave: As per Haryana Govt. Rule.

(h) Child Care Leave: As per Haryana Govt. Rule.

19) Gazetted Holidays: As sanctioned by the State Govt..

20) Traveling Allowance: As per Haryana Govt. Rule.

21) Medical Facilities: As per Haryana Govt. Rule.

22) Liability to serve

All employee of the District Council's service shall be liable to serve at any place within or outside the State of Haryana on being ordered to do so by the competent authority i.e. Honorary General Secretary of the State Council.

23) Transfer:

All employees of the Council either appointed against the Hqs cadre or District Councils shall be transferred to any place within or outside the territory of Haryana State against an existing post, in the public interest by the order of Hony. General Secretary of State Council but no employee shall be transferred against the lower posts on which he or she is working.

24) Discipline, Penalties and Appeals:

In the matter of discipline, punishment and appeals persons appointed to the service shall be governed by the Haryana Civil Service(Punishment and appeal) Rules as applicable on Haryana Govt. employees.

Provided that the authority empowered to impose penalties under the aforesaid rules for all category of posts is HGS and the Appellate Authority for the purpose of these rules shall be Administrative Standing Committee of the State Council.

Provided further that the employees of District Cadre who have been appointed for respective Districts against the category/group "C" and "D" as per the AnnexureA-4, DC-cum-President of the respective District Council shall be the punishing authority.

25) Integrity and Conduct:

Every Council employee shall be all times:

- (i) maintain absolute integrity
- (ii) maintain devotion to duty
- (iii) do anything which is unbecoming of a council employee and in all other matters concerning his conduct, he shall be governed by the Conduct Rules as may be approved by the Executive Committee from time to time.

26) Termination of Service:

The appointment of a temporary employee and an employee on probation may be terminated without assigning any reason by written notice of 30 days and of a confirmed employee on one month's notice or on payment of 30 days or one month's salary in lieu of notice period, respectively.

Provided that an employee who has served the Council continuously for a period of atleast 10 years shall be entitled to receive 3 month's notice or salary in lieu of notice period on the termination of his service.

27) Resignation:

An employee of the Council may resign his/her post:

- (i) If he/she is temporary or on probation, by giving 30 days notice to the appointing authority or by paying 30 days salary in lieu thereof
- (ii) If the employee is confirmed, by giving 1 month's notice to the appointing authority or by payment of 1 month's salary in lieu thereof
- (iii) If the employee is confirmed and has served the Council continuously for a period of atleast 10 years, by giving 3 months notice to the appointing authority or by paying 3 month's salary in lieu thereof.

Provided that the Honorary General Secretary may, in deserving cases, waive the notice period in full or in part as the case may be.

28) Lien

Lien of confirmed employee be maintained as per Hr. Govt. rules.

29) Retirement:

The employees of the Council shall retire on attaining the age of 60 years.

Provided that in exceptional cases, the appointing authority, where it considers it desirable in public interest, may allow extension in services, not more than two years on year to year basis, to an employee beyond the age of superannuation.

Provided further that no extension shall be allowed beyond the age of 62 years

Provided further that extension beyond the age of 60 years, shall be given only with the approval of the Governor-President.

Provided further that this shall not apply to persons who are working on honorary/contractual basis or schematic pattern. The person appointed under scheme shall be governed as per schematic pattern. In case, the retirement age is not mentioned in any scheme/project, the condition of retirement age of the State Council, shall be applicable on the employees of the said scheme.

30) Premature retirement:

- (1) The appointing authority, if it is of the opinion that it is in public interest to do so, have the absolute right to retire an employee on the date on which he completes twenty five years of qualifying services or attains fifty years of age whichever is earlier or any

date thereafter to be specified in the notice any giving him 3 month's notice in writing. Provided that no employee under suspension shall retire from service under this sub-rule except with the specific approval of the appointing authority.

(31) Groups/Category of employees:

There shall be four categories/groups for all the posts as mentioned in Annexure A-4

32) Provident Fund, Gratuity and other matters:

In respect of Provident Fund, Gratuity and other matters not expressly provided in these rules, the employee appointed to the service shall be governed by such rules as may have been or may hereafter be framed or adopted by the Council.

33) Contract Appointment:

Notwithstanding Rule 28, the Honorary General Secretary may, make any contract appointment for a specific purpose, on temporary basis, on payment of suitable remuneration.

34) Power to relax:

Where the President(The Governor, Haryana)/Executive Committee (State Council) is of the opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class of category of employee.

35) Interpretation of the rules:

If any question arises as to the interpretation of these rules, the decision of H.E., the Governor-President, State Council shall be final and binding.

36) Amendments:

Amendments to these rules shall be made by the President(The Governor, Haryana)/Executive Committee (State Council).

37) Repeal and Saving:

The Standing orders governing the conditions of service of the Council employee as approved by the Executive Committee in its meeting held on 3rd Sep' 1976 and amended from time to time, are hereby repealed.

Any order issued or any action taken under the repealed Standing Orders shall be deemed to have been issued or taken under the corresponding provisions of these rules and in case of any dispute the decision of the President(The Governor, Haryana) shall be final.

Annexure A-1

1.	2.	3.
Sr.No.	Name of posts (Hqs)	Qualification for direct recruitment for HQs
1. a)	Sr. Child Welfare Officer	i) Post Graduation in any discipline with minimum seven years experience in the child welfare from any Government Department or Board or Corporation or Non Government Organization (NGO) only registered by the Govt. Or Master Degree in Social Work(MSW) from any Recognised University with minimum 50% marks.
b)	Child Welfare Officer(CWO)	i) Post Graduation in any discipline with minimum five years experience in the child welfare from any Government Department or Board or Corporation or Non Government Organization (NGO) only registered by the Govt. Or Master Degree in Social Work(MSW) from any Recognised University with minimum 50% marks. Age : 21 to 42 years
2.	Accounts Officer	i) M.Com degree from recognized University ii) 3 years experience of handling commercial accounts and correspondence and budget formulation iii) Knowledge of Hindi upto Matric
3.	PS-cum-Adoption Officer	i) Post Graduation degree from recognized University ii) 3 years experience as PA/Stenographer or 5 years experience in the field of welfare iii) Knowledge of Hindi upto Matric
4.	Programme Officer	i) Graduation with minimum three years experience in the child welfare from any Government Department or Board or Corporation or Non Government Organization (NGO) only registered by the Govt. Or Master Degree in Social Work(MSW) from any Recognized University with minimum 50% marks Age : 21 to 42 years
5.	Asstt. Prog. Officer(APO)	Graduation degree from recognized University Age : 21 to 42 years
6.	Accountant	As per Haryana Govt rules
7.	Assistant	As per Haryana Govt rules
8.	Jr. Assistant	As per Haryana Govt rules
9.	Senior Clerk	As per Haryana Govt rules
10.	Clerk/Steno/Typist/Acctt. Clerk	As per Haryana Govt rules
11.	Driver-cum-Peon	As per Haryana Govt rules
12.	Peon/Mali-cum-Chowkidar/ Peon-cum-Chowkidar	As per Haryana Govt rules
13.	Sweeper (On consolidated salary)	Nil

Note: Relaxation in age, qualification and experience shall be as per Hr. Govt. rules for all categories of the above said posts.

Annexure A-2List of categories of Posts, HQs. State Council(fixed strength).

<u>1.</u>	<u>2.</u>		
Sr.No.	Name of posts/	No of Post	Pay scale as per 6 th pay commission
1.	a) Sr Child Welfare Officer	01	9300-34800/- Plus Rs.5400/- Grade pay
	b) Child Welfare Officer	02	9300-34800/- Plus Rs.4600/- Grade pay
2.	Accounts Officer	01	9300-34800/- Plus Rs.4600/- Grade pay
3.	PS-cum-Adoption Officer	01	9300-34800/- Plus Rs.4800/- Grade pay
4.	Programme Officer	04	9300-34800/- Plus Rs.4000/- Grade pay
5.	Asstt. Prog. Officer(APO)	03	9300-34800/- Plus Rs.3600/- Grade pay
6.	Accountant	01	9300-34800/- +Rs.3200/- GP
7.	Assistant	04	9300-34800 Plus Rs.3200/- GP
8.	Jr. Assistant	03	5200-20200 Plus Rs.2500/- GP
9.	Senior Clerk/Sr.Acct Clerk	03	5200-20200/- Plus Rs.2000/- GP
10.	Clerk/Acctt. Clerk	02	5200-20200/- +Rs.1900/-GP
11.	Driver	04	5200-20200 +Rs.2400/- GP
12.	Peon/Mali-cum-Chowkidar/ Peon-cum-Chowkidar	09	4440-7440/-+1300/- GP
13.	Sweeper	01	On DC rates

Annexure A-3**Fixed strength for each District Council for Child Welfare**

<u>1.</u> Sr.No.	<u>2.</u> Name of posts/	<u>3.</u> Existing Pay scale as per 6 th pay <u>commission</u>
1.	District Child Welfare Officer(DCWO) (1)	9300-34800/- Plus Rs.4600/- Grade pay and 9300-34800/- Plus Rs.5400/- Grade pay (on completion of 15 years satisfactory service as there is no promotion avenue)
2.	Programme Officer (1)	9300-34800/- Plus Rs.3600/- Grade pay
3.	Accountant/Asstt./Prog. Supervisor/ Project Coordinator (1)	9300-34800/- Plus Rs.3200/- Grade pay
4.	Clerk/Typist/Acct Clerk Computer operator (2)	5200-20200/- Plus Rs.1900/- Grade pay
5.	Peon-cum-Chowkidar (2)	4440-7440/- plus Rs.1300/-GP
6.	Mali-cum-Chowkidar (1)	4440-7440/- plus Rs.1300/-GP
7.	Sweeper (1)	On consolidated salary
8.	Driver (1)	If there is vehicle available with Distt. Council.

Annexure A-4

Category/Group of post of Hqs and District Councils for Child Welfare

Category/Group	Hqs cadre posts	District cadre posts
A	Sr. Child Welfare officer, Child Welfare Officer, PS- cum-Adoption Officer, Accounts Officer of Hqs	District Child Welfare Officer of Distt. Cadre
B	Programme Officer, Hqs	Programme Officer of Distt. Cadre
C	Asstt. Programme Officer, Assistant, Accountant, Jr. Assistant, Sr. Clerk, Sr. Accounts Clerk, Clerk, Typist, Security Guard-cum- Driver of Hqs	Asstt. Programme Officer, Assistant, Accountant, Jr. Assistant, Sr. Clerk, Sr. Accounts Clerk, Clerk, Typist, Prog. Supervisor, Prog. Coordinator, Auditor, Deputy Suptt., Librarian, Care Taker, Store keeper, Record Keeper, Distt. cadre
D	Pcon, Mali, Chowkidar, Peon-cum-Chowkidar/ Peon- cum-Mali, Sweeper/Sanitary worker of Hqs	Peon, Mali, Chowkidar, Peon- cum-Chowkidar/ Peon-cum- Mali, Sweeper/Sanitary worker of Distt. cadre

Annexure A-5

<u>1.</u> Sr.No.	<u>2.</u> Name of posts	<u>3.</u> Qualification for direct recruitment for District Cadre
1.	District Child Welfare Officer(DCWO)	i) Post Graduation in any discipline with minimum five years experience in the child welfare from any Government Department or Board or Corporation or Non Government Organization (NGO) only registered by the Govt. Or Master Degree in Social Work(MSW) from any Recognised University with minimum 50% marks. Age: 21 to 42 years
2.	Programme Officer	i) Graduation with minimum three years experience in the child welfare from any Government Department or Board or Corporation or Non Government Organization (NGO) only registered by the Govt. Or Master Degree in Social Work(MSW) from any Recognized University with minimum 50% marks Age: 21 to 42 years
3.	Prog. Supervisor/Project Coordinator	Graduation degree from recognized University Age: 21 to 42 years
4.	Assistant/Accountant	As per Haryana Govt. rules
5.	Clerk/Typist/Acct Clerk Computer operator	As per Haryana Govt rules
6.	Peon-cum-Chowkidar	As per Haryana Govt rules
7.	Mali-cum-Chowkidar	As per Haryana Govt rules
8.	Driver	As per Haryana Govt rules
9.	Sweeper (On consolidated salary)	Nil

Note: Relaxation in age, qualification and experience shall be as per Hr. Govt. rules for all categories of the above said posts.

Appendix "B"
(Referred to in Rule 18)

Leave sanctioning authority of employees of State Council

Sr No.	Category of Employee	Casual leave	Earned leave	Half pay Leave	Leave without pay	Maternity & Child Care leave
1	All category of employees of Hqs cadre	Hony. Gen. Secretary	Hony. Gen. Secretary	Hony. Gen. Secretary	Hony. Gen. Secretary	Hony. Gen. Secretary
2.	Distt. Child Welfare Officer, & Programme officer of Distt. Cadre	DC-cum-President of respective Distt.	Hony. Gen. Secretary	Hony. Gen. Secretary	Hony. Gen. Secretary	Hony. Gen. Secretary
3.	All other employees of Distt. cadre	DC-cum-President of respective Distt.	DC-cum-President of respective Distt.	DC-cum-President of respective Distt.	DC-cum-President of respective Distt.	DC-cum-President of respective Distt.