

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

ORDER

No. 1/83/2008-2PR (FD), dated, Chandigarh, the 6th January, 2010.

The matter regarding further modifying the conditions of entitlement/eligibility to the revised pay structure for the categories of Superintendents/Deputy Superintendents/Assistants and Clerks in the ministerial cadre in Governor House, Haryana, Haryana Vidhan Sabha, Haryana Civil Secretariat, Establishment of the Offices of Financial Commissioner & Principal Secretary to Govt., Haryana, Revenue Department, Legal Remembrancer, Haryana and Haryana Public Service Commission has been engaging the attention of the Government. The Government on careful consideration of the same, in supersession of modification ordered vide U.O. No. 1/83/2008-2PR(FD), dated 02.07.2009, have now decided to further modify the same as follows, subject to the conditions hereinafter detailed below :-

Name of the post(s)/ cadre	Revised Structure	Pay Band	Grade Pay
1	2	3	4
Superintendents	<p><u>Mode of Induction</u></p> <p>(i) 90% of the sanctioned posts- By promotion from amongst Assistants Grade-I with three years regular satisfactory service/Deputy Superintendents with one year service.</p> <p>(ii) 10% of the sanctioned posts- By promotion from amongst Assistants Grade I with three years regular satisfactory service/Deputy Superintendents who qualify the departmental test (Advanced) with "Higher Standard". This shall come into force with effect from 1.7.2010. For this purpose the select list on the basis of the departmental test shall be prepared on the basis of inter-se-seniority of the candidates in their respective cadre.</p> <p>Superintendents with four years regular satisfactory service will be placed in the scale of PB-2 with grade pay of 5400.</p>	<p>PB-2 a) 9300-34800</p> <p>PB-2 b) 9300-34800</p>	<p>4800</p> <p>5400</p>
Deputy Superintendents	<p><u>Mode of Induction</u></p> <p>By promotion from amongst Assistants Grade I on the basis of seniority-cum-merit.</p>	<p>PB-2 9300-34800</p>	<p>4200</p>

Name of the post(s)/ cadre	Revised Structure	Pay Band	Grade Pay
1	2	3	4
<p>Assistant</p>	<p>(a) Assistant Grade-II Mode of Induction</p> <p>(i) 75% of the sanctioned posts -By promotion from amongst Clerks with three years service on the basis of seniority-cum-merit.</p> <p>(ii) 25% of the sanctioned posts -By promotion from amongst Clerks with three years service who qualify the departmental test (Intermediate) with a minimum distinction of "Higher Standard".</p> <p>The Select list of such candidates who qualify the departmental test shall be prepared on the basis of their inter-se-seniority in the cadre of Clerks.</p> <p>(b) Assistant Grade-I</p> <p>Assistants Grade-II with five years of satisfactory service who qualify the departmental test shall be redesignated as Assistants Grade-I and will be placed in the scale of PB-2 i.e. 9300-34800 Grade Pay 4000.</p>	<p>PB-2 9300-34800</p> <p>PB-2 9300-34800</p>	<p>3600</p> <p>4000</p>
<p>Clerks</p>	<p>Mode of Induction</p> <p>(i) 80% of the sanctioned posts - By Direct recruitment.</p> <p>(ii) 15% of the sanctioned posts - By promotion from amongst Group "D" employees who fulfill the educational qualifications etc. on the basis of seniority-cum-merit subject to availability of posts.</p> <p>(iii) 5% of the sanctioned posts - By promotion from amongst Group "D" employees who fulfill the educational qualifications and pass the departmental test (Foundation) with a minimum of 50% marks in the aggregate, subject to availability of posts. This shall come into force with effect from 1.7.2010.</p>	<p>PB-1 5200-20200</p>	<p>1900</p>

The above revised pay structure is further subject to the following conditions :-

- i. The incumbent Assistants who have less than 5 years of regular service as on 30.6.2010 counted from the date they were inducted as Assistants on regular or officiating basis will be designated as Assistants Grade-II. However, they will have to clear the computer literacy test after the said re-designation and increments falling due on or after 30.6.2010 shall be admissible to them only after successfully clearing the computer literacy test.
- ii. The incumbent Assistants who have completed or shall be completing 5 years of service on or after 2.7.2009 and before 30.6.2010 counted from the date they were inducted as Assistants on regular or officiating basis will be designated as Assistants Grade-I and will be placed in the scale of PB-2 9300-34800 Grade Pay 4000 without the pre-condition of qualifying computer literacy test. However, they will have to clear the computer literacy test after the said re-designation and increments falling due on or after 30.6.2010 shall be admissible only after they successfully clear the computer literacy test.
- iii. The knowledge of computer shall be essential for Clerks to be recruited directly. All the existing clerks shall also have to pass the computer literacy test within 2 years failing which increments falling due on or after 30.6.2011 shall not be admissible.
- iv. The clerks who qualify the departmental test (Intermediate) shall be deemed to have qualified the same for the purpose of being designated as Assistants Grade I on completion of 5 years regular satisfactory service as Assistants Grade II.
- v. The withholding of increment(s) for want of clearing of the computer literacy test shall be on temporary basis and shall subsist only for such duration till the said test is cleared. The so withheld increments, shall be released prospectively once the said test is cleared by the incumbent and no arrears shall be paid for the intervening period.
- vi. Computer literacy test would mean "O" level test or CCC certification from DOEACC or passing of computer appreciation and application test with proficiency in M.S. Office and M.S. Excel or any other test prescribed by the Government.
- vii. The introduction of departmental test/computer literacy test will come into operation with immediate effect.
- viii. Employees attaining the age of 55 years on or before 30.6.2010 shall be exempted from departmental test and computer literacy test.
- ix. Higher Standard would be mean passing the test by securing 60% marks in the aggregate and 50% marks in each subject.
- x. Eligibility: Departmental Test (Foundation)-Only Group "D" employees; Departmental Test (Intermediate) - Clerks with three years regular service/Assistants Grade II; Departmental Test (Advanced)- Assistants Grade I/Deputy Superintendents.

Training/Departmental Test/Syllabus:

- a. Departmental tests viz. Advanced, Intermediate & Foundation shall be held atleast once in a year jointly for all departments/organizations.
- b. The syllabus for the said test shall be prepared by the O/O Chief Secretary to Government, Haryana.
- c. The said test shall be conducted by HIPA.
- d. There would be no restriction on the number of attempts in which the departmental test shall have to be cleared.

Necessary amendments in the service rules shall be carried out by the Administrative Departments concerned expeditiously making them consistent with these provisions.

These shall also be subject to other relevant compliances required to be adhered in this regard. The revised pay structure shall be effective w.e.f. 2.7.2009

The pay of these categories of employees will be fixed under normal rules of CSR.

These orders should be brought to the notice of all concerned for strict compliance.

AJIT M. SHARAN

Financial Commissioner & Principal Secretary
to Government, Haryana, Finance Department

Endst. No. 1/83/2008-2PR(FD), Dated, Chandigarh, the 6th January, 2010.

A copy is forwarded to the following for information and necessary action :-

1. Registrar (General), the High Court of Punjab and Haryana at Chandigarh.
2. Accountant General (A&E) & (Audit), Haryana.
3. Director, Treasuries and Accounts, Haryana.
4. All concerned departments/organization.

Ajit M. Sharan
Senior Accounts Officer (PR)

for Financial Commissioner & Principal Secretary
to Government, Haryana, Finance Department

h
06/01/2010