

[Authorised English Translation]

**HARYANA GOVERNMENT**  
**COOPERATION DEPARTMENT**

**Notification**

The 9th August, 1991

**No. G. S. R. 54/Const./Art. 309/91.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, regulating the recruitment, and conditions of service of persons appointed to the Haryana Cooperation Department Group C (Audit) Service namely:—

**PART I—GENERAL**

1. These rules may be called the Haryana Cooperation Department Group C (Audit) Service Rules, 1991.

Short title  
and comme-  
cement. -  
Definitions.

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

(a) “Board” means the Haryana Subordinate Services Selection Board;

(b) “direct recruitment” means an appointment made otherwise than by promotion from within the service or by transfer of an Official already in the service of the Government of India or any State Government;

(c) “Government” means the Haryana Government in the Administrative Department;

(d) “institution” means,—

(i) any institution established by law in force in the State of Haryana; or

(ii) any other institution recognised by the Government for the purpose of these rules;

(e) “recognised university” means,—

(i) any university incorporated by law in India; or

(ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or

(iii) any other university, which is declared by the Government to be a recognised university for the purpose of these rules;



(f) "Registrar" means the Registrar, Cooperative Societies, Haryana;

"Service" means the Haryana Cooperation Department Group C (Audit) Service.

## PART II—RECRUITMENT TO SERVICE

Number and  
character of  
posts.

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

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

Nationality,  
domicile and  
character of  
candidates  
appointed  
to the Ser-  
vice.

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

- (a) a citizen of India ; or
- (b) a subject of Nepal ; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee, who came over to India before the 1st day of 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, or any of the East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

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

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

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



5. No person shall be appointed to any post in the Service by direct recruitment who is less than seventeen years or more than thirty-five years of age, on or before the last date of submission of application to the Board or any other recruiting authority:

Age.

Provided that in respect of the persons belonging to the Schedule Castes, Scheduled Tribes and Backward Classes the upper age limit relaxation shall be of five years and the Ex-Servicemen candidates shall be recruited upto the age of thirty five years plus their continuous military service added by three years.

6. Appointment to the posts of Senior Auditor, Inspector (Audit) and Junior Auditors in the Service shall be made by the Registrar and to the post of Sub-Inspector (Audit) by the Additional Registrar (Administration).

Appointing authority.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience, specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment:

Qualifications.

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

8. No person—

Disqualification.

(a) who has entered into or contracted a marriage with a person having a spouse living; or;

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment any post in the Service.

Provided that the Government may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

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

Method of recruitment.

(a) in the case of Senior Auditor—

(i) 66⅔% by [promotion from amongst the Inspector (Audit) ; and

(ii) 33⅓% by direct recruitment; or



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

(b) in the case of Inspector (Audit)—

(i) 66 $\frac{2}{3}$ % by promotion from amongst the Junior Auditors; and

(ii) 33 $\frac{1}{3}$ % by direct recruitment; or

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

(c) in the case of Junior Auditor—

(i) 66 $\frac{2}{3}$ % by promotion from amongst the Sub-Inspector (Audit); and

(ii) 33 $\frac{1}{3}$ % by direct recruitment; or

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

(d) in the case of Sub-Inspector (Audit)—

(i) by direct recruitment ; or

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

(2) All promotions unless otherwise provided shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

#### Training and Examination.

10. (1) Every person appointed to the Service shall have to undergo a course of training and shall have to qualify the examination, as per syllabus prescribed by the National Cooperative Union of India from time to time and shall have to execute an agreement bond for various courses in the form prescribed by the National Cooperative Union of India from time to time :

Provided that Senior Auditor, and Inspector (Audit) appointed by promotion shall not be required to undergo the course of training and to qualify the examination in case the same has been done earlier as Junior Auditor.

(2) The next increment due after a period of one year on the completion of training course shall not be allowed unless he qualifies the said examination.



(3) If he qualifies the examination after the prescribed period, then the increment(s) for the period subsequent to that within which the examination was to be qualified would be released to him from the date following the last day on which the examination was qualified. The increment would be released with retrospective effect from the date it/these was/were otherwise due but no arrear would be paid for the past period.

(4) If he fails to qualify the examination and is subsequently exempted by the competent authority from qualifying the examination, his increment(s) for the period subsequent to that within which the examination was to be qualified would be released from the date he was given such exemption. The increment(s) would be released with retrospective effect from the date it/these was/were otherwise due but no arrear would be paid for the past period.

(5) He shall also undergo such courses of training as may be specified by the Government from time to time.

11. (7) 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 higher post shall, count towards the period of probation ;

(b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority be allowed to count towards the period of probation fixed under this rule ; and

(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person, who has officiated, shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority, the work 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 service ; 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 a 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 not permanent vacancy ; or

(b) if his work or conduct has, in its opinion, been not satisfactory,—

(i) dispense with his services, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit ;

(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.

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

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

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

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

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;



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

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

Liability  
to serve.

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

- (i) a company, and association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority or University within the State of Haryana ;
- (ii) the Central Government or a company, an association, or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or
- (iii) 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 or body referred to in clause (ii) or clause (iii) except with his consent.

14. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members, of the Service shall be governed by such rules and regulations as may have been, or may hereinafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Pay,  
leave,  
pension  
and other  
matters,

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

Discip-  
line,  
penalties  
and  
appeals,

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under



article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

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

Vaccination.

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

Oath of allegiance.

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

Power of relaxation

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

Special Provisions.

19. 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.

Reservation.

20. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time :

Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

Repeal and savings.

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

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



# APPENDIX 'A'

(See Rule 3)

Sr. No.	Designation of post	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Senior Auditor	5	34	39	Rs 1,400—40—1,600—50—23,00—EB 60—2,600+Rs 100 per month as Special Pay
2	Inspector (Audit)	11	58	69	Rs 1,400—40—1,600—50—2,300— EB—60—2,600+Rs 60 per month as Special Pay
3	Junior Auditor	7	45	52	Rs 1,400—40—1,600—50—2,300— EB—60—2,600
4	Sub-Inspector (Audit)	200	107	307	Rs 950—20—1,150—EB—25—1,500

HARYANA GOVT. GAZ., AUG. 20, 1991  
(SRVN. 29, 1913 SAKA)

-185-



**APPENDIX B**  
[See Rule 7]

Serial No.	Designation of Post	Academic qualifications and experience if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1	Senior Auditor	<p>(a) B. Commerce.</p> <p>(b) Two years experience in accounts keeping in a Cooperative institution.</p> <p>(c) Knowledge of Hindi upto Matric standard.</p> <p>(d) Preference will be given to those who possess higher diploma in Cooperation.</p>	<p>(i) One year's experience as Inspector (Audit).</p> <p>(ii) Knowledge of Hindi upto Matric standard.</p>
2	Inspector (Audit)	<p>(a) B. Commerce.</p> <p>(b) One and half years experience in accounts keeping in a Cooperative institution.</p> <p>(c) Knowledge of Hindi up to Matric Standard;</p> <p>(d) Preference will be given to those who possess higher diploma in Cooperation.</p>	<p>(i) Two years experience as Junior Auditor.</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p>



1	2	3	4
3 Junior Auditor		(i) B. Commerce. (ii) Preference to the holder of higher diploma in Cooperation and to those having experience in accounts in Cooperative institutions. (iii) Knowledge of Hindi upto Matric Standard.	(i) Four years experience as Sub-Inspector (Audit). (ii) Knowledge of Hindi upto Matric Standard.
4 Sub-Inspector (Audit)		(i) Atleast B.A. with Economics or B. Commerce of a recognised university. (ii) Knowledge of Hindi upto Matric Standard. (iii) Preference will be given to a candidate who has passed the training class from a recognised Co-operative Training Institute/Centre.	(i) Atleast B. A. with Economics or B. Commerce of a recognised university. (ii) Knowledge of Hindi upto Matric Standard. (iii) Preference will be given to a candidate who has passed the training class from a recognised Co-operative Training Institute/Centre.



# APPENDIX C

[See Rule 15 (1)]

Sr. No.	Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6	7
1	Senior Auditor	Registrar	(1) Minor Penalties : (a) warning with a copy on the personal file (character roll); (b) censure; (c) withholding of promotion; (d) recovery from the pay of the whole or part of any pecuniary loss caused by	Registrar	Government	..
2	Inspector (Audit)					
3	Junior Auditor					

856

HARYANA GOVT GAZ., AUG. 20, 1991  
(SRVN. 29, 1913 SAKA)

-188-



1	2	3	4	5	6	7
			negligence or breach of orders to the Central Government or a State Government or a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State; and	Registrar	Government	
			(e) withholding of increments of pay.			
			(2) Major Penalties :			
			(f) reduction to a lower stage in the time scale or pay for a specified period, with further directions as to whether or not the			



1	2	3	4	5	6	7
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Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay;

- (g) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, Post or service;

Registrar      Government



1	2	3	4	5	6	7
			(h) compulsory retirement;			
			(i) removal from service which shall not be a disqualification for future employment under the Government ; and	Registrar	Government	
			(j) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.			
4	Sub-Inspector (Audit)	Additional Registrar (Administration)	In case of the penalties listed above from (a) to (j)	Additional Registrar Administration	Registrar	Government

HARYANA GOVT GAZ., AUG. 20, 1991  
(SRVN. 29, 1913 SAKA)



**APPENDIX D**  
[See Rule 15 (2)]

Serial No.	Designation of Post	Nature of Order	Authority empowered to make order	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6
1	Senior Auditor	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension; and	Registrar	Government	..
2	Inspector (Audit)	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation			
3	Junior Auditor				
4	Sub-Inspector (Audit)	As in case of (i) and (ii) above	Additional Registrar (Administration)	Registrar	Government

**L. D. KATARIA,**  
Financial Commissioner and Secretary to Government, Haryana,  
Cooperation Department.



**भाग-III**

**हरियाणा सरकार**

**सहकारिता विभाग**

**अधिसूचना**

दिनांक 14 जनवरी, 2014

संख्या सा०का०नि० 8/संवि०/अनु० 308/2014.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा राज्य सहकारिता विभाग ग्रुप ग (लेखा परीक्षा) सेवा नियम, 1991 को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. ये नियम हरियाणा राज्य सहकारिता विभाग, ग्रुप ग (लेखा परीक्षा) सेवा (संशोधन) नियम, 2014, कहे जा सकते हैं।

2. हरियाणा राज्य सहकारिता विभाग ग्रुप ग (लेखा परीक्षा) सेवा नियम, 1991 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, नियम 2 में, खण्ड (क) के स्थान पर, निम्नलिखित खण्ड प्रतिस्थापित किया जाएगा, अर्थात्:-

(क) “आयोग” से अभिप्राय है, हरियाणा कर्मचारी चयन आयोग;

3. उक्त नियमों में, नियम 5 में, (i) “सत्रह” तथा “पैंतीस” शब्दों के स्थान पर “अठारह” तथा “चालीस” शब्द प्रतिस्थापित किये जाएंगे।

4. उक्त नियमों में, नियम 6 के, स्थान पर, निम्नलिखित नियम प्रतिस्थापित किया जाएगा, अर्थात्:-

“6नियुक्ति प्राधिकारी.—सेवा में वरिष्ठ लेखा परीक्षकों, लेखा परीक्षक तथा कनिष्ठ लेखा परीक्षक के पदों पर नियुक्तियां रजिस्ट्रार द्वारा की जाएंगी।”।

5. उक्त नियमों में, नियम 7 के स्थान पर, निम्नलिखित नियम प्रतिस्थापित किया जाएगा, अर्थात् :-

“7अर्हताएं.—कोई भी व्यक्ति सेवा में किसी भी पद पर तब तक नियुक्त नहीं किया जाएगा जब तक वह सीधी भर्ती की दशा में, इन नियमों के परिशिष्ट ख के खाना 3 में विनिर्दिष्ट अर्हतायें तथा सीधी भर्ती से अन्यथा नियुक्ति की दशा में पूर्वोक्त परिशिष्ट के खाना 4 में विनिर्दिष्ट अर्हतायें तथा अनुभव न रखता हो।”।

6. उक्त नियमों में, नियम 9 के स्थान पर, निम्नलिखित नियम प्रतिस्थापित किया जाएगा अर्थात् :-



“9भर्ती का ढंग--(1) सेवा में भर्ती निम्नलिखित ढंग से की जायेगी:--

(क) वरिष्ठ लेखा परीक्षक की दशा में:--

- (i)  $66\frac{2}{3}$  प्रतिशत लेखा परीक्षक में से पदोन्नति द्वारा; तथा
- (ii)  $33\frac{1}{3}$  प्रतिशत सीधी भर्ती द्वारा; या
- (iii) किसी राज्य सरकार या भारत सरकार की सेवा में पहले से ही लगे किसी कर्मचारी के स्थानान्तरण या प्रतिनियुक्ति द्वारा।

(ख) लेखा परीक्षक की दशा में:--

- (i)  $66\frac{2}{3}$  प्रतिशत कनिष्ठ लेखा परीक्षक में से पदोन्नति द्वारा; तथा
- (ii)  $33\frac{1}{3}$  प्रतिशत सीधी भर्ती द्वारा; या
- (iii) किसी राज्य सरकार या भारत सरकार की सेवा में पहले से ही लगे किसी कर्मचारी के स्थानान्तरण या प्रतिनियुक्ति द्वारा।

(ग) कनिष्ठ लेखा परीक्षक की दशा में:--

- (i) सीधी भर्ती द्वारा;
- (ii) किसी राज्य सरकार या भारत सरकार की सेवा में पहले से ही लगे किसी कर्मचारी के स्थानान्तरण या प्रतिनियुक्ति द्वारा;

(2) जब तक अन्यथा उपबन्धित न हों सभी पदोन्नतियां, ज्येष्ठता एवं योग्यता के आधार पर की जाएंगी तथा केवल ज्येष्ठता ऐसी पदोन्नतियों के लिए कोई अधिकार नहीं देगी।”।

7. उक्त नियमों में, नियम 10 में, उप नियम (1) में:--

- (I) “प्रशिक्षण” शब्द से पहले “सहकारी प्रबंधन में उच्चतर डिप्लोमा” शब्द रखे जाएंगे;
- (II) परन्तुक्त में, “निरीक्षक (लेखा परीक्षा)” शब्दों के स्थान पर, “लेखा परीक्षक” शब्द प्रतिस्थापित किया जाएगा।”

8. उक्त नियमों में, नियम 10 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :--

10क.-- (1) कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) बाद की अपेक्षित शर्त/अर्हता होगी जो सरकारी विभागों में सभी नए भर्ती/नियुक्त किए गए उम्मीदवार/कर्मचारी को अर्हक करनी होगी।



- (2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तारयोग्य दो वर्ष की परिवीक्षा अवधि के भीतर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी। ग्रुप ग में पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए हकदार नहीं होगा जब तक वह उक्त परीक्षा अर्हक नहीं कर लेता/लेती है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जाएंगी। व्यक्ति जो वरिष्ठ लेखा परीक्षक या लेखा परीक्षक के पद पर पदोन्नत किए गए हैं, को भी एक वर्ष तक विस्तारयोग्य एक वर्ष की परिवीक्षा अवधि के भीतर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी जिसमें असफल रहने पर उसे वापस प्रतिवर्तित कर दिया जाएगा। यदि कर्मचारी द्वारा उक्त परीक्षा पहले से उत्तीर्ण की हुई है, तो उस अवस्था में उसे छूट प्रदान की जाएगी।
- (3) हरियाणा राज्य इलैक्ट्रॉनिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेंसी को इस नियम के उप-नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाइपिंग स्पीड में परीक्षा सहित अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेंसी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जाएगा।
- (4) कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) के लिए पाठ्यक्रम में केवल वर्ड प्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मनेजमेंट होंगे।
- (5) उक्त सभी पदों की दशा में, दोनों मामलों में समकक्ष की (Key) दबाने सहित बदलकर अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाइपिंग स्पीड, चूंकि टाइपिंग स्पीड कम्प्यूटर पर परीक्षित की जाएगी।
- (6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने में छूट दी जाती है :-
  - (i) एम०सी०ए०, बी०सी०ए० या मान्यताप्राप्त संस्थान जैसे पॉलिटेक्निक से कम्प्यूटर में डिप्लोमा:



- (ii) राष्ट्रीय इलेक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन०आई०ई०एल०आई०टी०) पूर्वी डीओईएसीसी सोसाइटी के अधीन स्थापित किसी मान्यताप्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र :
- (iii) एच०के०सी०एल० के प्राधिकृत शिक्षा केन्द्रों (ए०एल०सी०) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एच०एस० सी०आई०टी०);
- (iv) उम्मीदवारों/कर्मचारियों जिन्होंने एसईटीसी पहले से ही पास कर रखी है। तथा वह सेवा ग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रेशिएशन तथा एप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हार्दोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जाएगा; तथा
- (v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन ऊपरी अंगों का अंगच्छेदन पॅरैल्डिसिस ऑफ रेड्यल (रेड्यल नॅ.व पॅ.लजि) दोनों में से कोई एक ऊपरी अंग। नॅ.वस सिस्टम को प्रभावित करने वाला डेविलनेषन डिजेनॅरैटिव डिस्ऑर्डर्स जो हाथ के लकवे तथा इसकी मांसपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

तथापि, इन कर्मचारियों को उपरोक्त उप-पैरा (अ) के अधीन वर्णित अपवाद सहित कम्प्यूटर अप्रेशिएशन तथा एप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।”।

9. उक्त नियमों में, नियम 20 में, “विकलांग” शब्द के स्थान पर “शारीरिक अक्षम” शब्द प्रतिस्थापित किये जाएंगे।

10. उक्त नियमों में, परिशिष्ट क के स्थान पर, निम्नलिखित परिशिष्ट प्रतिस्थापित किया जाएगा. अर्थात् :-



**“परिशिष्ट क**  
**(देखिए नियम 3)**

क्र० सं०	पद नाम	पदों की संख्या			वैतनमान
		स्थायी	अस्थायी	जोड़	पे बैंड ग्रेड पे
1	2	3	4	5	6
1.	वरिष्ठ लेखा परीक्षक	39	--	39	पे बैंड-2 9300-34800+3600 ग्रेड पे के साथ 100/-रुपये स्पेशल पे या समय-समय पर सरकार द्वारा यथा निर्धारित की गई राशि
2.	लेखा परीक्षक	124	--	124	पे बैंड-2 9300-34800+3300 ग्रेड पे के साथ 60/-रुपये स्पेशल पे या समय-समय पर सरकार द्वारा यथा निर्धारित की गई राशि
3.	कनिष्ठ लेखा परीक्षक	307	--	307	पे बैंड-1 5200-20200+2800 ग्रेड पे या समय-समय पर सरकार द्वारा यथा निर्धारित की गई राशि

11. उक्त नियमों में, परिशिष्ट ख के स्थान पर, निम्नलिखित परिशिष्ट प्रतिस्थापित किया जाएगा:  
अर्थात् :-

**परिशिष्ट ख**  
**(देखिए नियम 7)**

1	2	3	4
क्र० सं०	पद नाम	सीधी भर्ती के लिए शैक्षिक अर्हताएं तथा अनुभव, यदि कोई हो	सीधी भर्ती से अन्यथा नियुक्ति के लिए शैक्षिक अर्हताएं तथा अनुभव, यदि कोई हो
1.	वरिष्ठ लेखा परीक्षक	(i) वाणिज्य स्नातकोत्तर; (ii) दसवीं स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत का ज्ञान:	लेखा परीक्षक के रूप में कम से कम चार वर्ष का अनुभव;



1	2	3	4
2.	लेखा परीक्षक	(i) वाणिज्य स्नातक प्रथम श्रेणी सहित; (ii) दसवीं स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत का ज्ञान:	कनिष्ठ लेखा परीक्षक के रूप में कम से कम छह वर्ष का अनुभव:
3.	कनिष्ठ लेखा	(i) किसी मान्यता प्राप्त विश्वविद्यालय से कम से कम अर्थशास्त्र सहित कला स्नातक या वाणिज्य में स्नातक; (ii) दसवीं स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत का ज्ञान।	

## 12. उक्त नियमों में, परिशिष्ट (ग) में,

- (i) क्रम संख्या 2 के सामने, खाना 2 के नीचे, "निरीक्षक (लेखा परीक्षक)" शब्दों के स्थान पर "लेखा परीक्षक" शब्द प्रतिस्थापित किये जाएंगे।
- (ii) खाना 4 के नीचे (1) छोटी शास्तियां शीर्ष के नीचे खण्ड (ड) के स्थान पर, निम्नलिखित खण्ड प्रतिस्थापित किया जाएगा। आर्थात् :-  
"(ड) संचयी प्रभाव के बिना वेतन वृद्धियां रोकना :-";
- (iii) (2) बड़ी शास्तियां शीर्ष के नीचे, खण्ड (च) से पहले, निम्नलिखित खण्ड रखा जाएगा, आर्थात् :-  
"(ड क) संचयी प्रभाव से वेतन वृद्धियां रोकना :-";
- (iv) खण्ड 1, 2, 3, 4, 5, 6 तथा 7 के नीचे क्रम संख्या 4 तथा उसकी प्रविष्टियों का लोप कर दिया जाएगा।

## (12) उक्त नियमों में, परिशिष्ट घ में,

- (I) क्रम संख्या 2 के सामने, खाना 2 के नीचे, "निरीक्षक (लेखा परीक्षक)" शब्दों के स्थान पर "लेखा परीक्षक" शब्द प्रतिस्थापित किये जाएंगे।
- (II) खाना 1, 2, 3, 4, 5 तथा 6 के नीचे, क्रम संख्या 4 तथा उसके सामने प्रविष्टियों का लोप कर दिया जाएगा।

आलोक निगम,  
प्रधान सचिव, हरियाणा सरकार,  
सहकारिता विभाग।



[Authorised English Translation]

**HARYANA GOVERNMENT**  
**COOPERATION DEPARTMENT**

**Notification**

The 14th January, 2014

**No. G.S.R. 8/Const./Art. 309/2014.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Cooperation Department Group C (Audit) Service Rules, 1991, namely :—

1. These rules may be called the Haryana Cooperation Department Group C (Audit) Service (Amendment) Rules, 2014.

2. In the Haryana Cooperation Department Group C (Audit) Service Rules, 1991 (hereinafter called the said rules), in rule 2, for clause (a) the following clause shall be substituted, namely:—

“Commission” means the Haryana Staff Selection Commission.

3. In the said rules, in rule 5,—

(i) for the words and sign “Seventeen” and “thirty five,” the words “eighteen” and “forty” shall respectively be substituted.

4. In the said rules, for rule 6, the following rule shall be substituted, namely:—

“6 **Appointing authority.**—Appointment to the posts of Senior Auditor, Auditor and Junior Auditor in the Service shall be made by the Registrar.”

5. In the said rules, for rule 7, the following rule shall be substituted, namely:—

“7 **Qualifications.**—No person shall be appointed to any post in the Service, unless he is in possession of qualifications, specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment”.

6. In the said rules, for rule 9, the following rule shall be substituted, namely:—

“9 **Method of Recruitment.**—

(i) Recruitment to the Service shall be made,—

(a) in case of Senior Auditor—

(i)  $66\frac{2}{3}$  by promotion from amongst the Auditors; and

(ii)  $33\frac{1}{3}$  percent by direct recruitment; or

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

- (b) in case of Auditor-
  - (i) 66/2/3 percent by promotion from amongst the Junior Auditors; and
  - (ii) 33/1/3 percent by direct recruitment; or
  - (iii) by transfer or deputation of an officials already in the service of any State Government or the Government of India;
- (c) in case of Junior Auditor—
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(2) All promotions unless otherwise provided shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions."

7. In the said rules, in rule 10,—

- (i) in substituted (1) after the word "training", the words "of Higher Diploma in Cooperative Management" shall be inserted; and
- (ii) in the proviso, for the words "Inspector (Audit)," the word "Auditor" shall be substituted. "

8. In the said rules, after rule 10, the following rule shall be inserted namely:—

- "10A** (1) The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed candidates/employees in the Department shall have to qualify.
- (2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Senior Auditor and Auditor shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back. If the said exam had already been passed by the officials at earlier posts in the cadre, the same shall be exempted.



- (3) The Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government shall be authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfillment of the prescribed condition in the Service Rules.
- (4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.
- (5) The typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.
- (6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):—
  - (i) M.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnics;
  - (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];
  - (iii) Haryana State-Certificate in Information Technology [HS-CIT] from the Authorized Learning Centres (ALCs) of the HKCL;
  - (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and

- (v) Physically disabled candidates i.e. amputation of hand (left and Right) Amputation of upper limbs, Paralysis of Radial Nerve ( Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually handicapped.

However, these employees, with the exception of those mentioned under sub-Para (v) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC).".

9. In said rules, in rule 20, for the words "Physically Handicapped", the words "Physically disabled" shall be substituted.

10. In the said rules, for Appendix A, the following Appendix shall be substituted, namely:—

**"Appendix A**  
(See rule 3)

Sr. No.	Designation of Post	Name of Posts			Scale of Pay	
		Permanent	Temporary	Total	Pay Band	Grade Pay
1	2	3	4	5	6	
1.	Senior Auditor	39	—	39	<b>Pay Band-2</b> 9300-34800+3600 Grade Pay with 100/- Special Pay or such amount as may be fixed by the Government time to time	
2.	Auditor	124	—	124	<b>Pay Band-2</b> 9300 - 34800+3300 Grade Pay with 60/- Special Pay or such amount as may be fixed by the Government from time to time	



1	2	3	4	5	6
3.	Junior Auditor	307	—	307	<b>Pay Band-1</b> 5200 -20200+2800 Grade Pay or such amount as may be fixed by the Government from time to time."

11. In the said rules, for Appendix B, the following Appendix shall be substituted, namely:—

**"Appendix B**  
(See Rule 7)

Sr. No.	Designation of Post	Academic qualification and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1.	Senior Auditor	(i) Master of Commerce; (ii) Knowledge of Hindi/Sanskrit upto Matric Standard or higher education	Four years experience as Auditor;
2.	Audior	(i) Bachelor of Commerce with 1st division; (ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education	Six year's experience as Junior Auditor
3.	Junior Auditor	(i) Atleast Bachelor of Arts with Economics or Bachelor of Commerce from a recognized university; (ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education	

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12. In the said rules, in Appendix C,—

- (i) against serial number 2, under column 2, for the words "Inspector (Audit)", the word "Auditor" shall be substituted;
- (ii) under column (4) under heading (1) minor Penalties, for clause (e), the following clause shall be substituted, namely:—  
"e) withholding of increments of pay without cumulative effect";
- (iii) Under heading (2) major penalties, before clause (f), the following clause shall be inserted, namely:—  
"ea) with holding of increments of pay with cumulative effect";
- (iv) under columns 1, 2, 3, 4, 5, 6 and 7 serial number 4 and thereagainst shall be omitted.

## (12) In the said rules, in Appendix D,—

- (i) againsts serial number 2, under column 2, for the words "Inspector Audit", the word "Auditor" shall be substituted;
- (ii) under columns 1,2,3,4,5 and 6 serial number 4 and entries there against shall be omitted.

ALOK NIGAM,  
Principal Secretary to Government Haryana,  
Cooperation Department.