

**HARYANA STATE WAREHOUSING CORPORATION  
(OFFICERS & STAFF) REGULATIONS, 1994**

# HARYANA STATE WAREHOUSING CORPORATION

Notification

The 22nd June, 1994

**No. HWC/E14/A-5/94/14042.** - In exercise of the powers conferred by section 42 of the Warehousing Corporations Act, 1962 (Act 58 of 1962) and all other powers enabling him in this behalf and with the previous sanction of the State Government the Haryana State Warehousing Corporation, hereby makes the following regulations, to regulate the recruitment and conditions of service of persons appointed to the Haryana State Warehousing Corporation, namely :-

## GENERAL

1. **Short title, commencement and application.** - (1) These regulations may be called the Haryana State Warehousing Corporation (officers and staff) Regulations, 1994.  
(2) These shall come into force with immediate effect.  
(3) These shall apply to all the employees of the Corporation.
2. **Definitions.** - In these regulations, unless the context otherwise requires-
  - (a) "Board of Directors" means the Board of Directors of the Corporation;
  - (b) "Corporation" means the Haryana State Warehousing Corporation established under section 18 of the Warehousing Corporations Act, 1962 (act 58 of 1962);
  - (c) "Direct Recruitment" means an appointment made otherwise than by promotion from within the Service or by deputation of an officer/official already in service of the Government of India, State Government, Central or State Public Undertaking;
  - (d) "Employee" means a person in the whole time employment of the Corporation but does not include a person on deputation;
  - (e) "Executive Committee" means the Executive Committee of the Corporation;
  - (f) "Government" means the Government of the State of Haryana in the Agriculture Department;
  - (g) "institution" means -
    - (i) any institution established by law in force in the State of Haryana; or
    - (ii) any other institution recognized by the Government for the purpose of these regulations;
  - (h) "Managing Director" means the Managing Director of the Corporation;
  - (i) "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 an examination held before the 15th August, 1947, by the Punjab, Sind or Dacca University; or
    - (iii) any other university which is declared by the Government to be a recognized university for the purpose of these regulations;

(i-a) Selection Committee" means the Selection Committee constituted by the appointing authority from time to time, for direct recruitment of sports personnel including one representative each of Haryana Olympic Association, concerned Sport's Association and Sports Department, Haryana;"

(j) "Service" means the Haryana State Warehousing Corporation Service.

### RECRUITMENT OF STAFF

- 3. Number and character of posts.** - (1) The service shall comprise the post shown in Appendix A.
- (2) The Board of Directors shall, from time to time, determine, the strength of staff in various categories required for carrying out its functions of the Corporation. The creation of new posts will be subject to the final approval of the Government.
- (3) The Executive Committee shall be empowered to create temporary posts in Class III and Class IV within the norms of staff laid down by the Board of Directors and approved by the Government for Warehouses if exigencies of work so require. The conversion of newly created temporary posts into regular posts shall be subject to approval by the Board of Directors and the Government.
- 4. Nationality, domicile and character of candidates appointed to service.** -
- (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 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, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethio-pia with the intention of permanently settling in India :
- Provided that a person belonging to 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 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 certificate 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. Appointing authority.** - (1) Appointments or promotions to Class I shall be made by the Executive Committee.

- (2) Appointments or promotions to posts in Class II, III and IV shall be made by the Managing Director.
- (3) Appointments of sports personnel shall be made by the Managing Director with the recommendations of selection committee.

**6. Qualifications and age.** - no person shall be appointed to any post in the service, unless he is in possession of qualifications and experience and has attained age specified in column No. 4 and 3 respectively of Appendix B to these regulations in case of direct recruitment and those specified in column 5 of the aforesaid Appendix in the cases of appointment by promotions.;

Provided that in case of appointment by direct recruitment, if candidates with requisite qualifications and experience are not available, the appointing authority may relax qualifications and experience.

**7. Disqualifications. - No person-**

- (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 to any post in the service.

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

**8. Method of recruitment (I) Recruitment to the Service shall be made:-**

**(a) in the case of Secretary —**

- (i) by promotion from amongst Executive Engineer, Manager (Storage & Technical), Manager (Business), Manager (Accounts), Manager (Personnel), Manager (Legal), Legal Advisor, Senior Systems Analyst; or
- (ii) by deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking; or
- (iii) failing both by direct recruitment;

**Note:** - Post of Secretary involves the assumption of duties and responsibilities of greater importance than those of Executive Engineer, Manager (Storage and Technical), Manager (Business), Manager (Accounts) and Manager (Personnel), Manager (Legal), Legal Advisor, Senior Systems Analyst.\*1

**(a-a) In the case of Senior Systems Analyst/Chief Information Technology Officer:**

- i) by promotion from Systems Analyst; or
- ii) By deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking; or
- iii) failing both by direct recruitment;\*2

**(b) in the case of Executive Engineer-**

- (i) by promotion from amongst sub-divisional Engineer (Civil); or
- (ii) by deputation of an officer already in the service of the Government of India, State

1. Amended vide Notification No. HWC/EA-14/EA-10/2012 dated 23-07-2012

2. Amended vide Notification No. HWC/EA-14/EA-10/2013/46116 dated 02-12-2013

- Government, Central or State Public Undertaking; or
- (iii) failing both by direct recruitment;
- (c) in the case of Manager (Storage and Technical)**
- (i) by promotion from amongst Deputy Manager (Quality Control) or district Manager, or
- (ii) by deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking; or
- (iii) failing both by direct recruitment;
- (d) in the case of Manager (Business)-**
- (i) by promotion from amongst Joint Manager or District Manager, or
- (ii) by deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking; or
- (iii) failing both by direct recruitment;
- (e) in the case of Manager (Accounts)-**
- (i) by promotion from amongst Senior Assistant Manager (Accounts); or Internal Audit Officer, or" \*
- (ii) by deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking; or
- (iii) failing both by direct recruitment;
- (f) in the case of Manager (Personnel)**
- (i) by promotion from amongst Assistant Managers (Administration); or
- (ii) by deputation of an officer already in the service of the Government of India, State Government Central or State Public Undertaking; or
- (iii) failing both the direct recruitment.
- (g) In the case of Manager (Legal)**
- (i) By direct recruitment; or
- (ii) By deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking;

**\*Note: - The post of Manager(Legal), was upgraded to that of Legal Advisor in the pay structure PB-3 Rs. 15600-39100 + Grade Pay Rs. 7600/- as a measure personal to the present incumbent Smt. Swati Kumar. As and when the present incumbent retires or**

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\*Amended vide Notification No. HWC/Secy./Amendment/EA-10/2013/11074 dated 01.04.2013

otherwise vacates the post of Legal Advisor, it will revert to that of Manager(Legal) in the pay structure PB-3 Rs. 15600-39100 + Grade Pay Rs. 6000/-.

**(h) in the case of Joint Manager or Senior District Manager-**

- (i) By promotion from amongst District Managers; or
- (ii) By deputation of an officer already in the service of the Government of India, State Government, Central or State Public undertaking.

**Note: -** The post of Joint Manager or Senior District Manager, involves the assumption of duties and responsibility of greater importance than those of District Manager.

**(i) in the case of Sub Divisional Engineer (Civil)—**

- (i) by promotion from amongst Junior Engineer (Civil) or Head Draftsman; or.
- (ii) by direct recruitment as per following roster:—

Roster point	Category	Experience required
1.	Junior Engineer with Bachelor Degree/Associate Member of Institution of Engineers.	3 years
2, 3, 4 and 5	Junior Engineers Diploma Holders	10 years
6	Head Draftsman	10 years
7,8 and 9	Direct	

**(j) in the case of Sub Divisional Engineer (Electrical)-**

- (i) by promotion from amongst Junior Engineer (Electrical); or
- (ii) by direct recruitment; or
- (iii) by deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking;

**(k) in case of Deputy Manager (Quality Control)—**

- (i) by promotion from amongst Assistant Managers (Quality Control); or
- (ii) by deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking.

**(l) in the case of District Manager--**

- (i) 75% by promotion from amongst Manager Grade-I; and Assistant Manager(Quality Control) in ratio of 6:1; and
- (ii) 25% by direct recruitment;\*

**(m) in the case of Systems Analyst--**

- (i) by direct recruitment;

\*Amended vide Notification No. HSWC/Secy/Amendment/EA-10/2013/1174, Dated 01-04-2013

- (n) **in the case of Private Secretary-**
- (i) by promotion from amongst personal Assistants; or
  - (ii) by deputation of an officer already in the service of the Government of India, State Government, Central or State Public Undertaking;
- (o) **in the case of Senior Assistant Manager (Accounts)-**
- (i) by promotion from amongst Accountants; or
  - (ii) by deputation of an officer already in the service of the Government of India, state Government, Central or State Public Undertaking; or
  - (iii) failing both by direct recruitment ;
- (p) **in the case of Internal Audit Officer-**
- (i) by promotion from amongst Accountants; or
  - (ii) by direct recruitment; or
  - (iii) by deputation of an officer already in the service of the Government of India, State government, Central or State Public Undertaking;
- (q) **in the case of Assistant Manager (Quality Control)-**
- (i) 75% by promotion from amongst Technical Assistants; and
  - (ii) 25% by direct recruitment;
- (r) **in the case of Assistant Manager (Business)**
- (i) by promotion from amongst Manager Grade-II; or
  - (ii) by direct recruitment.
- (s) **in the case of Manager Grade-I-**
- (i) 67% by promotion from amongst Managers Grade-II; and Technical Assistants in the ratio of 4:1 respectively; and
  - (ii) 33% by direct recruitment.
- (t) **in the case of Assistant Manager (Administration)**
- (i) by promotion amongst Assistants; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking.
- (u) **in the case of Manager Grade-II**
- (i) 67% by promotion from amongst Managers Grade III, and Junior Technical Assistants in ratio of 5:1 respectively; and
  - (ii) 33% by direct recruitment;
- (v) **in the case of Accountant-**
- (i) 75% by promotion from amongst Accounts Assistants; and Junior Coach (Boxing); and
  - (ii) 25% by direct recruitment;
- (w) **in case of Technical Assistant**
- (i) 67% by promotion from amongst Junior Technical Ass,istants; and
  - (ii) 33% by direct recruitment;

- (x) **in case of personal Assistant**
- (i) by promotion from amongst Senior Scale Stenographers; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public undertaking;
- (y) **in the case of Head Draftsman**
- (i) by promotion from amongst Draftsman; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking
- (z) **in the case of Legal Assistant-**
- (i) By direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking;
- (za) **in the case of Manager Grade III**
- (i) 67% by promotion from amongst Godown Keepers; and Godown Keeper-cum-Boxers; and
  - (ii) 33% by direct recruitment;
- (zb) **in the case of Junior Technical Assistant-**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking
- (zc) **in the case of Accounts Assistant**
- (i) 67% by promotion from amongst Accounts Clerks; and
  - (ii) 33% by direct recruitment
- (zd) **In the case of Junior Coach (Boxing)-**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking
- (ze) **in the case of Assistant.**
- (i) 67% by promotion from amongst Clerk or Clerk-cum-Typist and Junior Scale Stenographer in the ratio of 2:1 respectively. In case of non-availability of employees in one category, employees of other category shall be eligible; and
  - (ii) 33% by direct recruitment;

- (zf) in the case of Senior Scale Stenographer-**
- (i) by promotion from amongst Junior Scale Stenographer; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking.
- (zg) in the case of Private Branch Exchange Operator—**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking.
- (zh) in the case of Junior Engineer (Civil)**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking.
- (zi) in the case of Junior Engineer (Electrical)-**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking.
- (zj) in the case of Draftsman-**
- (i) 50% by promotion from amongst Tracers; and
  - (ii) 50% by direct recruitment;
- (zk) in the case of Junior Scale Stenographer-**
- (i) by promotion from amongst Steno Typists; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking;
- (zl) in the case of Data Entry Operator-**
- (i) by promotion from amongst Steno Typist or Clerk-cum-Typist; or
  - (ii) by direct recruitment;
- (zm) in the case of Driver-**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking.
- (zn) in the case of Tracer-**
- (i) by direct recruitment;
  - (ii) by deputation of an official already in the service of the Government of India State Government. Central or State Public Undertaking;

- (zo) in the case of Accounts Clerk-**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking.
- (zp) in the case of Clerk -**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking.
- (zq) in the case of Godown Keeper-**
- (i) 40% by promotion from amongst Dusting Operators/Godown Attendant - cum- Wachman/Sweper -cum -Stitcher ; and
  - (ii) 60 by direct recruitment;
- (zr) in the case of Godown Keeper-cum-Boxer-**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking. by direct recruitment;
- (zrr) In the case of Network Assistant**
- (i) by direct recruitment.\*
- (zs) in the case of Steno Typist-**
- (i) by direct recruitment; or
  - (ii) by promotion from amongst Typists or Clerks;
- (zt) in the case of Electrician-**
- (i) by direct recruitment; or
  - (ii) by promotion from amongst Class IV employees;
- (zu) In the case of Dusting Operator**
- (i) by promotion from amongst Godown-Attendant-cum-watchman Sweeper-cum-Stitchers; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking;
- (zv) in the case of Daftri-**
- (i) by promotion from amongst class IV employees; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking;
- (zw) in the case of Jamadar-**
- (i) by promotion from amongst Godown Attendant-cum-Watchman/Sweeper-cum-Stitcher; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking;

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\*Amended vide Notification No. HWC/EA-14/EA-10/2013/46116, Dated 02-12-2013

- (zx) in the case of Work Mistry**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking;
- (zy) in the case Sweeper-cum-Stitcher-**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking;
- (zz) in the case of Godown Attendant-cum-Watchman-**
- (i) by direct recruitment; or
  - (ii) by deputation of an official already in the service of the Government of India, State Government, Central or State Public Undertaking;
  - (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.
- 8-A. (1)** 8A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/ Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.
- (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 Clerk and Steno-typist 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.
  - (3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith 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) In the case of Clerks, 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.Tech/B.Tech. (Computers), M.C.A., B.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 Authorised 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.
  - (vi) 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. Resignation by an employee. -**

- (1) No regular employee shall leave or discontinue his service in the Corporation without giving three months notice and in the case of employee on probation, one month notice in writing of his intention to do so to the appointing authority.
- (2) if an employee leaves or discontinues his service in the Corporation in Contravention of these provisions, such an employee shall be liable to pay as compensation to the Corporation a sum equal to his salary for the period by which the notice given fall short of the specified period of notice at the rate at which he was paid immediately before the date of his leaving the service or discontinuance therefrom;

\*Amended vide Notification no. HWC/EA-14/EA-10/2013 Dated. 08-11-2013

Provided that the Appointing Authority may, for reasons to be recorded in writing, waive off either wholly or in part, the requirement of the payment of such compensation.

10. **Probation.** - (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 for one year if appointed otherwise :

Provide 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 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 regularized unless he is appointed against a regular vacancy.
- (2) if in the opinion of 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 the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may
- (a) if his work and conduct has, in its opinion been satisfactory -
    - (i) regularize the service of such person from the date of his appointment, if appointed against a regular vacancy; or
    - (ii) regularize the service of such person from the date from which a regular vacancy occurs if appointed, otherwise ; or
    - (iii) declare that he has completed his probation satisfactorily, if there is no regular vacancy; or
  - (b) if his work and conduct has, in its opinion, not been satisfactory-
    - (i) dispense with his services, if appointed by direct recruitment, 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 would 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.

11. **Seniority.** — Inter-se-seniority of the employees 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 employee appointed by direct recruitment, the order of merit determined by the appointing authority shall not be disturbed in fixing the seniority:

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

- (a) an employee appointed by direct recruitment shall be senior to an employee appointed by promotion or by transfer
- (b) an employee appointed by promotion shall be senior to an employee appointed by transfer;
- (c) in the case of employees appointed by promotion or by transfer, seniority shall be determined according to the seniority of such employees in the appointments from which they were promoted or transferred.

"Provided further that seniority in the case of Accounts Assistants and Junior Coach(Boxing) shall be combined. The seniority in the case of Godown Keeper and Godown Keepers-cum-Boxer shall also be combined."

12. **Liability to serve-** (1) An employee 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.

(2) An employee may also be deputed to serve -

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the 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 Government; or
- (iii) any other State Government, an international organization, an autonomous body, not controlled by the Government or a private, body : or
- (iv) The period of deputation and its terms and conditions shall be determined mutually keeping in view the instructions issued by Government on the subject from time to time.

Provided that no employee shall be deputed to serve the Central or any other State Government or any organization or body, referred to in clause (ii) or clause (iii) except with his consent.

13. **Scale of pay and allowances.-** (1) The power to fix or revise the scale of pay in the Corporation shall vest in the Board of Directors subject to final approval of the Government. The existing scales of pay for various posts are shown in Appendix A: Provided that the scale of pay of the employees on deputation, shall be regulated in accordance with the terms and conditions of deputation.

- (2) Dearness allowance, city compensatory allowance, house rent allowance etc. as

sanctioned by the Government from time to time shall be released by the Managing Director.

- (3) The Corporation, may, with the prior approval of the Board of Directors and subject to final approval of the Government, sanction any other allowance (s) and prescribe terms and conditions on which such allowance (s) shall be granted.

**14. Kind of leave entitlement of leave encashment, study leave, maternity leave, rules etc.-** The leave rules as applicable to Haryana Government employees from time to time shall mutatis mutandis apply to the employees.

**15. Discipline, penalties and appeals.** - in matters relating to conduct, discipline and penalties, employees shall be governed by the provisions of Government Employees (Conduct) Rules, 1966 and the [Haryana Civil Services. (Punishment and Appeal) Rules, 1987 as amended from time to time :

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall be such as are specified in Appendix C to these regulations :

Provided further that the Managing Director may, from time to time, delegate any power(s) in this regard to any officer(s) under him.

**16. Vaccination.** - Every employee shall get himself vaccinated and revaccinated as and when the Corporation so directs by a special or general order.

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

**18. Acting allowance.** - An employee appointed to hold a higher post in addition to his own duties shall be given an acting allowance equal to 10% of the minimum pay of the scale of the higher post in addition to his own pay.

**19. Fixation of pay.** - The provisions of Punjab Civil Services Rules Volume I Part I and the instructions issued by the Government from time to time shall apply mutatis mutandis to the employees of the Corporation;

Provided that in the interest of the Corporation, in deserving cases the appointing authority may, at its discretion, at the time of appointment by direct recruitment of any person to any such post may grant advance increments, not exceeding four at a time, to such a person.

**20. Travelling allowance and daily allowance on tour or transfer.** - Provisions of Punjab Civil Services Volume III (Travelling Allowance Rules) with regard to traveling allowance and daily allowance on tour or transfer as amended from time to time shall mutatis mutandis apply to the employees of the Corporation :

Provided that the employees undergoing training at Delhi or outside Haryana shall be paid full daily allowance, hotel charges and reimbursement of actual auto rickshaw or taxi charges as per their admissibility :

Provided further that the Managing Director shall be competent to reimburse actual hotel

charges and auto-rickshaw or taxi charges to the employees, who undertake official tour outside Haryana.

21. **Medical facilities.** - Rules or instructions relating to medical facilities as applicable to the employees of Haryana Government shall apply mutatis mutandis to the employees of Corporation :
- Provided that the Corporation may, with the approval of the Board of Directors, appoint authorized medical attendants for its employees.
22. **Lien.** - Lien of the employees of the Corporation who are selected in other institutions on equivalent or on higher posts by applying through proper channel will be retained keeping in view the exigencies of work and subject to the following conditions :-
- (i) the employees has put in at least 10 years service in the Corporation ;
  - (ii) the lien will be retained for one year in the first instance which will be extended only for one year keeping in view the exigencies of work ;
  - (iii) on the expiry of two years, the lien shall automatically stand terminated unless suspended earlier on the request of the employee concerned; and
  - (iv) any other condition regarding leave salary, contributory provident fund, etc. which the appointing authority may like to impose at the time of keeping a lien.
23. **Contributory Provident Fund.** - Every employee shall be entitled for the pay- ment of contributory provident fund as per the Haryana State Warehousing Corporation Employees Provident Fund Regulations, as amended from time to time.
24. **Leave Travel Concession.** - Leave Travel Concession to the employees of the Corporation shall be applicable as per rules and instructions issued by the Government from time to time.
25. **Loan and advances to the employees.** - Loan to the employee for the purpose of purchase of conveyance, purchase of residential plots or construction of house, marriage of self or dependants shall be granted as per the rules and instructions applicable to the Government employees.
26. **Gratuity.** - Every employee shall be entitled for the payment of gratuity as per the Haryana State Warehousing Corporation Employees gratuity Regulations, 1992, as amended from time to time.
27. **Reservation.** - Nothing contained in these regulations 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 Government in this regard, from time to time.
- Provided that the total percentage of reservation so made shall not exceed 50% at any time.

28. **Superannuation Voluntarily compulsory retirement extension and invalidation.**— The provisions of Punjab Civil Service Rules and the Instructions issued by the Government in this behalf from time to time, as applicable to the Haryana Government employees shall mutatis mutandis apply to the employees of the Corporation.
29. **Repeal and savings. - Any regulation applicable to the Service and corresponding to any of these regulation which is in force immediately before the commencement of these regulations is hereby repealed :**  
 Provided that any order made or action taken under the regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.
30. **Power of relaxation.** - Where the Board of Directors 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 regulations with respect to any class or category of persons.
31. **Special provisions.** - Notwithstanding anything contained in these regulations, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.
32. **Application of Rules, regulations and order of Government in certain circumstances.** - All matters, for which specific provision has not been made in these regulations, shall be governed by the Government rules as far as possible and to such extent as may be considered appropriate by the Board of Directors.
33. **Interpretation.** - Where any question to the interpretation of these regulations arises, it shall be referred to the Board of Directors who shall thereupon decide it. The decision "of the Board of Directors in this regard shall be final.

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

Sr. No.	Designation of Posts	Classification of Post	No. of post	Pay Scale of the post (₹)	Revised Scale w.e.f. 1.1.2006		
					Pay band	Scale	Grade pay (₹)
1.	2	3	4	5	6A	6B	6C
1.	Secretary	I	1	10,000-325-13,900			
1A.	Senior Systems Analyst/ Chief Information Technology Officer,	I	1	10,000-15,200	3	15,600-39,100	6000
2.	Executive Engineer	I	2	10,000-325-13,900	3	15,600-39,100	6000
3.	Manager(Storage&Technical)	I	1	10,000-325-13,900	3	15,600-39,100	6000
4.	Manager (Business)	I	1	10,000-325-13,900	3	15,600-39,100	6000
5.	Manager (Accounts)	I	1	10,000-325-13,900	3	15,600-39,100	6000
6.	Manager (Personnel)	I	1	10,000-325-13,900	3	15,600-39,100	6000
7.	Manager (Legal)	I	1	10,000-325-13,900	3	15,600-39,100	6000**
<p>**The post of Manager (Legal) was upgraded to that of Legal Adviser in the pay structure PB-3 Rs. 15600-39100 + Grade Pay Rs. 7600 as a measure personal to the present incumbent Smt. Swati Kumar. As and when the present incumbent retires or otherwise vacates the post of Legal Adviser, it will revert to that of Manager (Legal) in the pay structure PB-3 Rs.15,600-39,100 + Grade Pay Rs. 6000.</p>							
8.	Joint Manager or Senior District, Manager (Joint Manager when posted at Head Office and Senior District Manager when posted in field)	II	1	8000-275-10,200 EB 275-13,500	2	9300-34800	5400
9.	Sub-Divisional Engineer (Civil)	II	5	8000-275-10200 EB 275-13500	2	9300-34800	5400
10.	Sub-Divisional Engineer (Electrical)	II	1	8000-275-10200 EB 275-13500	2	9300-34800	5400
11.	Deputy Manager (Quality Control)	II	1	8000-275-10200 EB 275-13500	2	9300-34800	5400
12.	District Manager	II	9	8000-275-10200 EB 275-13500	2	9300-34800	5400

1. Amended vide Notification No. HSWC/Secy./Amendment/EA-10/2013/11074. Dated 1/04/2013
2. Amended vide Notification No. HWC/E-14/EA-10/2013/46116. Dated 2/12/2013

1.	2	3	4	5	6A	6B	6C
13.	Systems Analyst	II	-	8000-275-10200 EB 275-13500	2	9300-34800	5400
14.	Private Secretary	II	1	6500-200-8500 EB 200-10500	2	9300-34800	4200
15.	Senior Assistant Manager (Accounts)	II	2	6500-200-500 EB 200-10500	2	9300-34800	4200
16.	Internal Audit Officer	II	1	6500-200-8500 EB 200-10500	2	9300-34800	4200
17.	Assistant Manager (Quality Control)	III	9	6500-200-8500 EB 200-9900	2	9300-34800	4000
18.	Assistant Manager (Business)	III	1	6500-200-8500 EB 200-9900	2	9300-34800	4000
19.	Manager Grade-I	III	30	6500-200-8500 EB 200-9900	2	9300-34800	4000
20.	Assistant Manager (Administration)	III	3	6500-200-8500 EB 200-9900	2	9300-34800	4000
21.	Personal Assistant	III	1	5500-175-8300 EB 175-9000	2	9300-34800	3600
22.	Head Draftsman	III	1	5500-175-8300- EB 175-9000	2	9300-34800	3600
23.	Junior Engineer (Civil)	III	16	(i) 5500-9000 (ii) 6500-9900	2	9300-34800 9300-34800 (on completion of 15 years service) 9300-34800 J.Es. after completion of 18 years of regular and satisfactory service will be designated as Additional Sub-Divisional Engineer*	3600 4000 5200
24.	Junior Engineer (Electrical)	III	3	i) 5500-9000 ii) 6500-9900	2	9300-34800 9300-34800 (on completion of 15 years service) 9300-34800 J.Es. after completion of 18 years of regular and satisfactory service will be designated as Additional Sub-Divisional Engineer**	3600 4000 5200
25.	Manager Grade-II	III	19	5450-150-6950- EB 150-8000	2	9300-348003300	

\*Amended vide Notification No. HSWC/Secy./Amendment/EA-10/2013/11074. Dated 01/04/2013

1.	2	3	4	5	6A	6B	6C
26.	Accountant	III	15	5450-150-6950- EB 150-8000	2	9300-34800	3300
27.	Technical Assistant	III	60	5450-150-6950- EB 150-8000	2	9300-34800	3300
28.	Legal Assistant	III	1	5450-150-6950- EB 150-8000	2	9300-34800	3300
29.	Manager Grade-III	III	31	5000-150-7100- EB 150-7850	2	9300-34800	3200
30.	Junior Technical Assistant	III	87	5000-150-7100- EB 150-7850	2	9300-34800	3200
31.	Accounts Assistant	III	41	5000-150-7100- EB 150-7850	2	9300-34800	3200
32.	Junior Coach (Boxing)	III	1	5000-150-7100- EB 150-7850	2	9300-34800	3200
33.	Assistant	III	19	5000-150-7100- EB 150-7850	2	9300-34800	3200
34.	Senior Scale Stenographer	III	1	5000-150-7100- EB 150-7850	2	9300-34800 Special Pay	3200
35.	Draftsman	III	-	5000-150-7100- EB 150-7850	2	9300-348000	320
36.	Junior Scale Stenographer	III	5	4000-100-4800- EB 100-6000	1	5200-20200	2400
37.	Data Entry Operator	III	-	4000-100-4800- EB 100-6000	1	5200-20200	2400
38.	Driver	III	12	4000-100-4800- EB 100-6000+200/-	1	5200-20200 Special Pay	2400
39.	Godown Keeper-cum- Boxer	III	12	4000-100-4800- EB 100-6000	1	5200-20200	2400
39A.	Network Assisstant	III	1	4000-6000	1	5200-20200	2400*
40.	Tracer	III	-	3200-85-3880- EB 85-4900	1	5200-20200	2000
41.	Private Branch Exchange Operator	III	-	3050-75-3950- EB 80-4590	1	5200-20200	1900
42.	Accounts Clerk	III	40	3050-75-3950- EB 80-4590	1	5200-20200	1900
43.	Clerk	III	7	Rs. 3050-75-3950- EB 80-4590	1	5200-20200	1900**

1. Amended vide Notification No. HWC/E-14/EA-10/2013/46116, Dated 2/12/2013  
2. Amended vide Notification No. HWC/E-14/EA-10/2013 Dated 8/11/2013

1.	2	3	4	5	6A	6B	6C
44.	Godown Keeper	III	283	(i) Rs. 3050-75-3950- EB 80-4590 (ii) Rs. 4000-100-4800- EB 100-6000 To those incumbents who are Graduate and having one year experience inhandling the stores	1	5200-20200	1900
					1	5200-20200	2400
45.	Steno Typist	III	9	3050-75-3950- EB 80-4590	1	5200-20200	1900
46.	Electrician	III	-	3050-75-3950- EB 80-4590	1	5200-20200	1900
47.	Dusting Operator	IV	-	2650-65-3300- EB 70-4000 IS	1	4440-7440	1650
48.	Daftri	IV	-	2650-65-3300- EB 70-4000 IS	1	4440-7440	1650
49.	Jamadar	IV	-	Rs. 2650-65-3300- EB 70-4000 IS	1	4440-7440	1400
50.	Work Mistry	III	-	3050-4350	1	5200-20200	1800*
51.	Sweeper-cum-Sticher	IV	-	2550-55-2660- EB 60-3200 IS	1	4440-7440	1300
52.	Godown Attendant-cum- Watchman	IV	-	2550-55-2660- EB 60-3200 IS	1	4440-7440	1300

1. Amended vide Notification No. HWC/E-14/EA-10/2013/46116, Dated 2/12/2013

**Appendix B  
(See Regulation 6)**

Sr. No.	Designation of post	Age limit for direct recruitment	Academic qualifications and experience, if any for direct recruitment or deputation	Academic qualification and experience, if any, for promotion
1	2	3	4	5
1.	Secretary	25-45	Graduate with Degree from Indian Institute of Company Secretary with 5 year administrative experience on the post carrying pay scale not below the pay scale of post of Class-II in the corporation. Person with LLB Degree will be given preference.	Eight years experience as Executive Engineer, Manager (Storage and Technical), Manager (Business), Manager (Accounts), Manager (Personnel), Manager (Legal), Legal Advisor, Senior Systems Analyst,*
1-A.	Senior Systems Analyst/Chief Information Technology Officer	25-45	Candidate should be 1st Class Bachelor in Engineering in Computer Science or Electronics or Master of Computer Applications from recognized university or equivalent having minimum four years of practical experience and minimum five years working experience as Systems Analyst.	Minimum five years experience as Systems Analyst.**
2.	Executive Engineer	25-45	B.E. (Civil) with atleast 10 year experience of Government Department, public Sector undertaking, Commercial Organization of repute on building side on the post carrying pay scale not below the pay scale of post of class II in the Corporation.	Ten years experience as Sub-Divisional Engineer (Civil) having Bachelor of Engineering (Civil) or equivalent."
3.	Manager (Storage and Technical)	25-45	At least second class post graduate in Agriculture with Entomology or Microbiology or Bio Chemistry or at least second class post-graduate in bio-chemistry or Microbiology or at least second class post graduate in Zoology with	Deputy Manager (Quality Control) or District Manger who are B.Sc/B.Sc Agriculture and have put in ten years service as Deputy Manager (Quality Control) or District Manager.

1. Amended vide Notification No. HWC/E-14/EA-10/2012, dated 23.07.2013  
2. Amended vide Notification No. HWC/E-14/EA-10/2012, dated 02.12.2013

1	2	3	4	5
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			entamology with seven years experience in storage of food-grains/maintenance of stocks inspection and analysis of food grains in Government Department/Public Sector Undertaking or Commercial Organization of repute on the post carrying pay sale not below the scale post of class-II in the Corporation.	
4.	Manager (Business)	25-45	Master of Business Administration (Marketing) with 5 years experience of Government Department, public Sector undertaking or Commercial Organization of repute on the post carrying pay scale not below the pay scale of post of class-II in the Corporation.	Ten year experience as joint Manager or District Manager.
5.	Manager (Accounts)	25-45	Chartered Accountant with five years experience of Government Department, Public Sector undertaking or Commercial Organization of repute on the post carrying pay scale not below the pay scale of post of class II in the Corporation.	Senior Assistant Manager (Accounts) or Internal Audit Officer with ten years experience who has passed State Accounts Services examination conducted by the State Governement*.
6.	Manager (Personnel)	25-45	Master of Business Administration with five years experience in Government Department or Public Sector Undertaking or Commercial Organization of repute on the post carrying pay scale not below the pay scale of post of class II in the Corporation.	Ten years experience as Assistant Manager (Administration)

1. Amended vide Notification No. HWC/EA-14/EA-10/2009/9760. Dated 25.02.2009

6A. Manager (Legal)\* 35-45 Graduate along with L.L. B (Professional) in 1<sup>st</sup> Division with ten years enrolment as an Advocate and having experience in handling legal matters in Public Sector Undertaking/Banks."

(\* ) The post of Manager (Legal) was upgraded to that of Legal (Advisor). The upgradation is co-terminus with the present incumbent Smt. Swati Kumar.

7. Joint Manager or Senior Distt. Manager (Joint Manager posted at Head office and Senior Distt. Manager when posted in the field.) -- District Manager having 5 years experience

8. Sub-Divisional Engineer (Civil) 25-45 Bachelor of Engineering (Civil) or equivalent qualification with two years experience as Junior Engineer (Civil) on building side or equivalent post. (i) Junior Engineer(Civil) with Bachelor of Engineering /Associate membership of Institute of Engineering Degree with three years experiences as per roster, (ii) Junior Engineer(Civil) diploma holders with ten years experience as per roster. (iii) Head Draftsman with ten years experience as per roster.

9. Sub-divisional Engineer (Electrical) 25-45 Bachelor of Engineering (Electrical) with two years experience as Sub-Divisional Engineer or equivalent post. Junior Engineer (Electrical) with ten years experience. In case the official possesses Associate membership of Institute of Engineering certificate or degree in Engineering, the requirement of experience shall be reduced to five years and two years, respectively.

10. Deputy Manager (Quality Control) - Five years experience As Assistant Manager (Quality Control)

1. Amended vide Notification No. HWC/Secy./Amendment/EA-10/2013/11074. Dated 01.04.2013

1	2	3	4	5
11.	District Manager	25-45	Graduate in Agriculture or Commerce or Biology or Economics or Chemistry with ten years experience in handling and preservation of agricultural produce in managerial capacity in a Government Department or Public Sector Undertaking or a Commercial Organization of repute on the post carrying pay scale equivalent to the pay scale of Assistant Manager (Quality Control) in the Corporation. In case of post graduates, seven years experience will be required. Preference will be given to persons holding Degree in Master of Business Administration (Marketing).	Five years experience as Manager Grade-I or Assistant Manager (Quality Control)*
12.	Systems Analyst	25-45	Candidate should be 1 <sup>st</sup> Class Bachelor in Engineering in Computer Science or Electronics or Master of computer Applications from recognized university or equivalent with minimum four years of practical experience.	
13.	Private Secretary	---	Graduate having five years experience as Personal Assistant, in a Government Department or Public Sector undertaking.	Five years experience as personal Assistant.
14.	Senior Assistant Manager (Accounts)	21-42*	Master of Commerce, State Accounts Services with five years experience in a Government Department, Public Sector Undertaking, Commercial Organization of repute on the post carrying pay scale not below the pay scale of post of Accountant in the Corporation or person possessing institute of Cost and Works Accountants of India or Chartered Accountants qualifications without any experience.	Five years experience as Accountant
15.	Internal Audit Officer	21-42*	Master of Commerce, State Accounts Services with five years experience in a Government Department, Public Sector Undertaking, Commercial Organization of repute on the	Five years experience as Accountant.

1. Amended vide Notification No. HSWC/Secy./Amendment/EA-10/2013/11074. Dated 01.04.2013

1	2	3	4	5
16.	Assistant Manager (Quality Control)	21-42*	<p>post carrying pay scale not below the pay scale of post of Accountant in the Corporation or person possessing Institute of Cost and Works Accountants of India or Chartered Accountants qualifications without any experience.</p> <p>Graduate in Agriculture or Chemistry or Biology with as at least fifty percent marks and having seven years experience of quality determination, of agricultural produce in handling and preservation of agricultural produce by modern techniques in a Government Department or Public Sector Undertaking or Commercial Organization of reputation the post carrying pay scale not below the pay scale of post of Technical Assistant in the Corporation.</p>	Five years experience as Technical Assistant.
17.	Assistant Manager (Business)	25-42*	<p>Graduate in Agriculture or Commerce or Biology or Economics or Chemistry with seven years experience in handling and preservation of agricultural produce in a Government Department, Public Sector Undertaking, Commercial Organization of repute in a managerial or Supervisory capacity on the post carrying pay scale not below the pay scale of post of Manager Grade II in the Corporation. Preference will be given to persons holding Diploma or Degree in Marketing Management.</p>	Five years experience as Manager Grade-II.
18.	Manager Grade I	25-42*	<p>Graduate in Agriculture or Commerce or Biology or Economics or Chemistry with seven years experience in handling and preservation of agricultural produce in a Government Department, Public Sector Undertaking, and Commercial Organization of repute in a managerial or Supervisory capacity on the post carrying pay scale not below the pay scale of post of Manager Grade II in the</p>	Five years experience as Manager Grade-II or Technical Assistant.

1	2	3	4	5
			Corporation. Preference will be given to persons holding Diploma or Degree in Marketing Management.	
19.	Assistant Manager (Administration)	---	-----	Five years experience as Assistant in dealing with establishment matters.
20.	Manager Grade-II	25-42*	Graduate in Agriculture or Commerce or Biology or Economics or Chemistry with five years experience in handling and preservation of agricultural produce in a Government Department, Public Sector Undertaking, Commercial Organization of repute in a Managerial or Supervisory capacity on the post carrying pay scale not below the pay scale of post of Manager Grade III in the Corporation. Preference will be given to persons holding Diploma or Degree in Marketing Management.	Five years experience as Manager Grade-III or Junior Technical Assistant.
21.	Accountant	21-42*	Bachelor of Commerce with five years experience as Accounts Assistant or equivalent post in a Govt. Department, public Sector Undertaking, Commercial Organization of repute on the post carrying pay scale not below the pay scale of post of Accounts Assistant in the Corporation.	Five Years experience as Accounts Assistant or Junior Coach Boxing."
22.	Technical Assistant	18-42*	Graduate in Agriculture or Chemistry or Biology with at least fifty percent marks and having five years experience quality determination of Agricultural produce and handling and preservation of Agricultural produce by modern techniques in a Government Department, Public Sector Undertaking, Commercial Organisation of repute on the	Five years experience as Junior Technical Assistant.

1	2	3	4	5
			post carrying pay scale not below the pay scale of the post of Junior Technical Assistant in the Corporation.	
23.	Personal Assistant	----	Graduate having three years experience as personal Assistant in a Government Department or Public Sector undertaking.	Five years experience as Senior Scale Stenographer.
24.	Head Draftsman	---		Five years experience as Draftsman.
24A	Legal Assistant	22-42*	Graduate along with L.L.B. (Professional) in 2nd Divisions and having at least two years experience in handling legal matters in Public Sector Undertakings/Banks.;	
25.	Manager Grade-III	21-42*	Graduate in Agriculture, Commerce or Biology or Economics or Chemistry with two years experience in handling and preservation of agricultural produce in a Government Department, Public Sector undertaking, Commercial Organization of repute in a managerial or supervisory capacity on the post carrying pay scale not below the pay scale of post of Godown keeper in the Corporation. Preference will be given to persons holding Diploma or Degree in Marketing Management.	5 years experience as Godown Keeper.
26.	Junior Technical Assistant	18-42*	Graduate in Agriculture or Chemistry or Biology with at least fifty percent marks.	----
27.	Accounts Assistant	18-42*	Bachelor of Commerce with at least fifty percent marks with three years experience in a Government Department, Public Sector Undertaking, Commercial Organization of repute on the post carrying pay scale not below the pay scale of post of Accounts Clerk in the Corporation.	Five years experience as Accounts Clerk.

1	2	3	4	5
27A	Junior Coach (Boxing)	17-25	i. Graduate from recognized University; ii. Diploma in Coaching from Sports Authority of India/National Institute of Sports; and iii. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> position in National/All India University meets/National Games/National School Games or 1 <sup>st</sup> position in state Level Championship in the last 3 years as on the date of advertisement of the post."	
28.	Assistant	18-42*	Bachelor of Arts with at least fifty percent marks with three years experience in a Government Department, Public Sector undertaking, commercial Organization of repute on the post carrying pay scale not below the pay scale of post of Clerk or typist in the Corporation. Preference will be given to those who know English or Hindi typing with a speed of thirty words per minute.	Five years experience as Clerk/Clerk-cum-Typist; and Junior Scale Stenographer having at least five years total service in the Corporation"
29.	Junior Auditor	18-42*	Bachelor of commerce with at least fifty percent marks with three years experience in a Government Department, Public Sector undertaking, commercial Organization of repute on the post carrying pay scale not below the pay scale of post of Accounts Clerk in the Corporation	Five years experience as Accounts Clerk.
30.	Senior Scale Stenographer	---	-----	Three years experience as Junior Scale Stenographer, subject to qualifying the test at a speed of 100/40 words per minute in shorthand/typing with four per cent mistakes.
31.	Private Branch Exchange Operator	18-42*	Graduate with Diploma in Private Branch Exchange operation and having two	-----

1	2	3	4	5
			years experience in Public Sector Undertaking or Commercial Organization of repute.	
32.	Junior Engineer (Civil)	18-42*	Three years Diploma in Civil Engineering	---
33.	Junior Engineer (Electrical)	18-42*	Three years Diploma in Electrical Engineering	---
34.	Draftsman	18-42*	Three years Diploma in Draftsman-ship	Diploma or ITI certificate in Draftsmanship with three years experience as Tracer.
35.	Junior Scale Stenographer	---		Two years experience as Steno typist subject to qualifying the test at the speed of 100/40 words per minute in shorthand/typing with eight per cent mistakes.
36.	Data Operator	Entry 18-42*	Intermediate with a certificate or diploma in Data Entry from recognized institution with three years typing experience. Intermediate with three years typing experience out of which two years experience should be in Data Entry.	Steno typist or typist who have passed the course of Data Entry Operator from a Recognized institution with three years typing Experience.
37.	Driver	1842	Matric holding valid driving licence with five years experience in Government Department, Public Sector Undertaking, Commercial Organization of repute and driving jeep or staff car.	-----
38.	Tracer	1842	Matric With Drawing.	---
39.	Accounts Clerk	1842	B.com with at least fifty percent marks. Preference will be given to those who know English or Hindi typing at a speed of 30 words per minute	.
40.	Clerk	1842	Graduate Other part omitted in view of rule 8A *	---
41.	Godwon Keeper	18-42	Graduate in any discipline from a recognized university	Dusting Operators/ Codown Attendent-com

\*Amended vide Notification No. HWC/E-14/EA-10/2013. Dated 08.11.2013

				Watchman/Sweeper-cum-Sticher who are Matric or above will be eligible for promotion as Godown keeper on seniority-cum-merit basis. Provided that Disting Operator/ Godwon attendant-com Watchman/Sweeper-cum-Sticher should should have atleast five years total Service in the Corporation.
41A.	Godwon Keeper- 18-42* cum-Boxer		<p>i. 10+2 examination of a recognized University/ Education Board;</p> <p>ii. 1st, 2nd, 3rd position in National/all India University meets/National Games/ National School Games or 1st position in State level Championship in the last 3 year as on the date of advertisement of the post;"</p>	
41B.	Net work Asistant	18-42	Graduate in Electronics & communicatations/Diploma in Electronics & Communications or equivalent. Certificate Course in Network Adminstration with one years relevent experience	—
42.	Steno Typist	18-42	Graduate with shorthand/ typing speed of 80/30 words per minute.	Two years experience as Typist or Clerk subject to qualifying the test in shorthand/typing at the speed of 80/30 words per minutes.

1	2	3	4	5
43.	Electrician	18-42*	---	Diminishing cadre. Services to be out sourced in future.
44.	Dusting Operator	---	----	Five years experience as Godown Attendant-cum-Watchman or Sweeper-cum Stitcher.
45.	Daftri	---	----	Diminishing cadre.
46.	Jamadar	---	----	Diminishing cadre.
47.	Work Mistry	18-42*	Matric with one year experience or having worked with 'A' class building contractor.	Diminishing cadre. Services to be out sourced in future.
48.	Sweeper-cum-Stitcher	18-42*	Should be able to read and write.	Diminishing cadre.
49.	Godown Attendant-cum-Watchman	18-42*	Middle	Diminishing cadre. Services to be out sourced.

Note:- (\*) Age in respect of Sr. No. 14, 15, 16, 17, 18, 20, 21, 22, 24A, 25, 26, 27, 28, 29, 31, 32, 33, 34, 36, 37, 38, 39, 40, 41A, 41B, 42, 43, 47, 48 & 49 amended vide notification No. HSWC/EA-14/EA-10/2013/46118, Dated 2-12-2013 & as per notification issued by State Government

**APPENDIX C**  
(See Regulation 15)

Sr. No	Designation of the post	Appoin-ting Authority	Nature of Penalty	Autho-riety empo-wered to impose penalty	First appell-ate autho-riety	Second appell-ate autho-riety
1	2	3	4	5	6	7
			<b>Major Penalties</b>			
1	Secretary	Executive Committee	(i) without holding of increments of pay with cumulative effect,	Executive Committee	Board of Directors	Government
1A.	Senior Systems Analyst /Chief Information Technology Officer	Excutive Committee				
2	Executive Engineer	Excutive Committee	(ii) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the 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;			
3	Manager (Storage and Technical)	Excutive Committee				
4	Manager (Business)	Excutive Committee				
5	Manager (Accounts)	Excutive Committee				
6	Manager (Personnel)	Excutive Committee				
6A.	Manager (Legal)	Excutive Committee				
			(iii) reduction to a lower scale or pay, grade, post or service which shall ordinarily be a bar to the promotion			

of the 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 employee was reduced and his Seniority and pay on such restoration to that grade, post or service;

(iv) compulsory retirement;  
 (v) removal from service which shall not be a disqualification for future employment ;

(vi) dismissal from service which shall ordinarily be a disqualification for future employment.

**MINOR PENALTIES:**

Executive Committee

- (i) warning with a copy in the personal file character roll;
- (ii) censure;
- (iii) Withholding of promotions;
- (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Corporation or Central

Managing Director

Executive Committee

Board of Directors

Government or a State Government 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 Government or to a local authority set up by an Act of Parliament or of the legislature of a State or an individual; and (v) withholding of increments of pay without cumulative effect.

7.	Joint Manager	Managing Director	<p><b>MAJOR PENALTIES:</b>            (i) without holding of increments of pay with cumulative effect.</p>	Managing Director	Executive Committee	Board of Directors
8.	Sub-Divisional Engineer (Civil)					
9.	Sub-Divisional Engineer (Electrical)		(ii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and			
10.	Deputy Manager (Quality Control)					
11.	District Manager					

1	2	3	4	5
12.	Systems Analyst		whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay;	
13.	Private Secretary		(iii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the 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 employee was reduced and his seniority and pay on such restoration to that grade, post or service;	
14.	Senior Assistant Manager (Accounts)			
15.	Internal Audit Officer			
16.	Assistant Manager (Quality Control)			
17.	Assistant Manager (Business)			
18.	Manager Grade-I.			
19.	Assistant Manager (Administration)			
20.	Manager Grade-II			
21.	Accountant			
22.	Technical Assistant			
23.	Personal Assistant	(iv) compulsory retirement.		
24.	Head Draftsman			
24A	Legal Assistant			

1	2	3	4	5
25.	Manager Grade-III		(v) removal from service which shall not be a	
26.	Junior Technical Assistant		disqualification for future employment;	
27.	Accounts Assistant		(vi) dismissal from service which shall	
27A	Junior Coach Boxing		ordinarily be a disqualification	
28.	Assistant		for future employment	
29.	Junior Auditor			
			<b>MINOR PENALTIES:</b>	
30.	Senior Scale Stenographer	Managing Director	(i) warning with a copy in the personal file (Character roll);	Managing Director    Executive Committee    Board of Director
31.	Private Branch Exchange Operator			
32.	Junior Engineer (Civil)/ Additional Sub Devisional Engineer (Civil)		(ii) censure; *	
33.	Junior Engineer * (Electrical)/ Additional Sub Devisional Engineer (Electrical)			
34.	Draftsman		(iii) withholding of promotion.	
35.	Junior Scale Stenographer		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Corporation or Central Government or State Government or to a Company and association or a body of individuals, whether	
36.	Data Entry Operator			
37.	Driver			
38.	Tracer			
39.	Accounts Clerk			
40.	Clerk			

1	2	3	4	5
41	Godown Keeper	Managing Director	incorporated or not, which is wholly or substantially owned or	
41A	Godown Keeper-cum-Boxer	-do-		
41B	Network Assistant*	-do-		
42.	Steno-Typist	-do-	owned or substantially owned or	
43.	Electrician	-do-	controlled by the government or to a local authority set up by an Act of Parliament or of the legislature of a state or an individual; and	
44.	Dusting Operator	-do-		
45.	Daftri	-do-		
46.	Jamadar	-do-		
47.	Work Mistry	-do-		
48.	Sweeper-cum-stitcher	-do-		
49.	Godown Attendant-cum-Watchman	-do-	(v) withholding of increments of pay without cumulative effect.	

**MAHA SINGH**  
Managing Director  
Haryana State Warehousing Corporation, Panchkula

**M.K. MIGLANI**  
Commissioner and Secretary to Government  
Haryana, Agriculture Department

Includes Amendment vide Notifications.

1. HWC/E-14/EA-10/ 2003/22092 dated 28<sup>th</sup> April 2003
2. HWC/E-14/EA-110/ 2004/30992 dated 4<sup>th</sup> June 2004
3. HWC/EA-10/2004/417 72 dated 4<sup>th</sup> August 2004
4. HWC/E-14/EA- 10/2009/9760 dated 25<sup>th</sup> February 2009
5. HSWC/EA-10/2013/11074 Dated 01-04-2013