

PART - I

GENERAL

1. Short Title and Commencement :

- (1) These rules shall be called the Haryana State Remote Sensing Application Centre [Grade A, B, C and D] Service Rules, 1999.
- (2) They shall come into force on the date these are approved by the Governing Body of Haryana State Remote Sensing Applications Centre (HARSAC).

2. Definitions :

In these rules, unless the context otherwise requires,-

- (a) "Centre" means the Haryana State Remote Sensing Application Centre (HARSAC), Hisar, a registered society under Societies Registration Act XXI of 1860;
- (b) "Chief Scientist" means functional Head of the Centre;
- (c) "Financial Commissioner" means the Financial Commissioner and Secretary to Government, Haryana, Science and Technology Department, who would be the Chairman of the Governing body also;
- (d) "Competent Authority" means an authority who is competent to exercise any or all the powers under these rules or to whom powers in respect of any of all these rules have been delegated by the Governing Body;
- (e) "Director" means the Director, Science & Technology Department, Haryana, who would be the Director, HARSAC also;
- (f) "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;
- (g) "DOS" means the Department of Space, Govt. of India;
- (h) "Employer" means Haryana State Remote Sensing Application Center, Hisar;
- (i) "Government" means the Haryana Government in the Administrative Department;
- (j) "Governing Body" means the Governing Body of the Centre constituted under Rule 6 of the Rules of

Association of the Haryana State Remote Sensing Application Centre (HARSAC);

- (k) "Head Office" means Registered office of the Centre at Hisar;
- (l) "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 rules;
- (m) "ISRO" means the Indian Space Research Organization of the Department of Space, Govt. of India, Ministry of Science and Technology.
- (n) "NRSA" means the National Remote Sensing Agency, Department of Space, Government of India, Ministry of Science and Technology.
- (o) "Recognized University" means, -
 - (i) any university incorporated by law in India; or
 - (ii) any other university which is declared by the Government to be recognized university for the purpose of these rules;
- (p) "Service" means Haryana State Remote Sensing Application Centre (Grade A, B, C and D) 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 Service :

- 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 other of the East African countries of Kenya, Uganda, the 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) above 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 employer 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.

Age :

5. No person shall be appointed to any post in the Service by direct recruitment unless he/ she fulfills the age limit prescribed by Haryana Government from time to time.

Appointing Authority

6. Appointment to the post in the Service shall be made by the Director, HARSAC and Chairman, HARSAC for Grade III & IV; and Class I & II, respectively.

Qualification/ Promotion :

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience as specified **Appendix B, Appendix B-1 and Appendix B-2** to these rules in case of direct recruitment or through deputation/ transfer.

Personal promotions for the staff of HARSAC would be as provided in the separate document on "Promotion Norms for HARSAC Staff" appended to these rules.

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the HARSAC in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Class, Ex-Servicemen and physically handicapped categories possessing the requisite experience are not available to fill up the vacancies reserved for them, after, recording reasons for doing so in writing.

Disqualification :

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

Method of recruitment :

- 9.(1) Qualification and experience required for appointment through direct recruitment/ transfer or deputation / promotion for the below mentioned posts are provided in **Appendix B, Appendix B-1 and Appendix B-2**

Recruitment to the Service shall be made, -

- a) in the case of Chief Scientist -
 - i) by promotion from Principal Scientist
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;
- b) in the case of Principal Scientist -
 - i) by promotion from Senior Scientist
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;
- c) in case of Senior Scientist (Agriculture/Land use)-
 - i) by promotion from Assistant Scientist (Agriculture) or Assistant Scientist (Land use)
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;
- d) in case of Senior Scientist (Forestry/ Ecology) -

- i) by promotion from Assistant Scientist (Environment/ Ecology) or Assistant Scientist (Forestry)
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;
- e) in case of Senior Scientist (Water Resources) -
- i) by promotion Assistant Scientist (Water Resources)
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;

- f) in case of Senior Scientist (Geology/ Geomorphology)-
 - i) by promotion from Assistant Scientist (Geology/ Geophysics)
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;
- g) in case of Senior Scientist (Geo-informatics)-
 - i) by promotion from Assistant Scientist (Geo-informatics)
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;
- h) in case of Senior Scientist (NRDMS)-
 - i.) by promotion from Assistant Scientist (NRDMS) or Assistant Scientist (Urban and Regional Planning)
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;
- i) in case of Senior Scientist (Soil Survey and Land Evaluation)-
 - i.) by promotion from Assistant Scientist (Soils)
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institutions/ departments of State Government or the Government of India;
- j) in case of Assistant Scientists-
 - i) by promotion from Senior Scientific Assistants
 - ii) by direct recruitment; or
 - iii) by transfer or deputation of any officer already in the service of any university/ academic/ research institution/ department of State Government or the Government of India;

- subject
- k) In the case of Administrative Officer, -
 - i) by promotion from Accounts Assistant
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institution/ department of State Government or the Government of India;

 - l) In the case of Accounts Officer, -
 - i) on deputation from the SAS Cadre of the Finance Department, Haryana.

 - m) in case of Personal Assistant -
 - i) by promotion from Senior Scale Stenographer; or
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institution/ department of State Government or the Government of India;

 - n) In the case of Librarian, -
 - i) by direct recruitment; or
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institution/ department of State Government or the Government of India;

 - o) In the case of Senior Scientific Assistants, -
 - i) by direct recruitment; or
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research institution/ department of State Government or the Government of India;

 - p) In the case of Senior Scale Stenographer,-
 - i) by promotion from amongst Clerk-cum-Typist; to fulfillment of qualifications or
 - ii) by transfer or deputation of any officer already in the service of any university/ academic/ research

institution/ department of State Government or the Government of India;

- q) In the case of Accounts Assistant, -
- i) by promotion from Clerk-cum-Typists; subject to fulfillment of qualifications
 - ii) by direct recruitment; or
 - iii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- r) In the case of Driver -
- subject
- i) by promotion amongst Office Attendants/ Helpers; to fulfillment of qualifications of Driver
 - i) by direct recruitment; or
 - ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- s) In the case of Clerk-cum-Typist -
- i) by promotion from amongst Office Attendants/ Gardner/ Helper/ Sweeper, Chowkidar, Sweeper-cum-Chowkidar; subject to fulfillment of qualifications
 - ii) by direct recruitment; or
 - iii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- t) In the case of Technical Assistants, Office Attendant, Chowkidar, Gardener, Sweeper, Sweeper-cum-Chowkidar.
- ii) by direct recruitment;

(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.

Probation

10 (1) 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 :

Provided that -

- a) Any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
 - c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the 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 services; and
 - b) if such person is appointed otherwise than by direct recruitment, -
 - i) revert him to his former post; or
 - ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may, -
- a) if his work or conduct has, in its opinion, been satisfactory, -
 - i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
 - ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
 - iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
 - b) If his work or conduct has in its opinion, been not satisfactory, -

- i) dispense with his service, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Seniority :

11. Seniority inter se of 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 the case of members appointed by direct recruitment, the order of merit determined by the Selection Committee, duly approved by the competent authority, 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 the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

Liability to serve :

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

(2) A member of the Service may also be deputed to serve under,-

- (i) a company, an 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; or
- (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 organization, an autonomous body not controlled by the Central 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 organization or body referred to in clauses (ii) or (iii) except with his consent.

Pay, leave, pension and other matters :

13. In respect of pay, leave 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 hereafter 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. As regards to pension, employees will be governed by the Pension/ Family Pension of Employees Provident Fund Act, 1952 (as amended from time to time). The service gratuity will be payable as per the payment of Gratuity Act, 1972 (as amended in 1994).

Age of retirement:

14. All employees of the Centre in the rank of Senior Scientific Assistant and above shall retire from the service on the afternoon of the last day of the month in which they attain the age of 58 years provided that nothing in this Clause shall apply to any scientific personnel appointed for a specific period under a contract.

Lien:

15. The appointing authority may allow an employee of the Centre to be on deputation to an outside agency on such terms and conditions as may be determined by the competent authority in consultation with the foreign employer. No employee of the Centre on deputation with an outside agency shall be allowed to retain a lien on his/ her post for more than two years unless otherwise decided by the Chairman.

Discipline, penalties and appeals :

- 16(1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

Provided that 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, Appendix C-1 and Appendix C-2** to these rules.

- (2) The authority competent to pass an order under clause (c) or clause (d) sub-rule (8) of Rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be specified in **Appendix D, Appendix D-1 and Appendix D-2** to these rules.

Vaccination :

17. Every member of the Service shall get himself vaccinated or re-vaccinated as and when Chairman of the Governing Body so directs by a special or general order.

Oath of allegiance :

18. 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 :

19. Where the Governing Body 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 with the prior approval of the H.B.P.E., Finance Department, Haryana.

Special provision :

20. 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.

Reservations :

21. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other 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 :

22. 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.

Conveyance Advance, Festival Advance, Marriage Advance, House Building Advance

23. Rules of Haryana Government, as modified from time to time, shall be applicable.

Group Insurance Scheme

24. It shall be open to the Centre to introduce and maintain a Group Insurance Scheme with any Insurance Company for the benefit of the employees through the contribution by the employees.

Medical Cover

25. The employees of the Centre shall be provided medical cover with reimbursement facilities inclusive of family and dependant member under Contributory Health Service Scheme (CHSS) prevalent in some of the Central Government Organizations and to be adopted at HARSAC, subject to the approval of the state government.

General

26. (1) An employee of the Centre may be called upon to perform any extra work as may be assigned to him in the interest of the Centre.

(2) The matter regarding conditions of service not covered by the provisions of these rules may be decided in accordance with the rules laid down either by the Haryana Government or CCSHAU, Hisar for their employees at the discretion of the Chairman.

**APPENDIX A
(See rule 3)**

S. No.	Designation of Post	No. of posts	Scale of Pay
A. Technical Posts			
1.	Chief Scientist	01	18400-500-22400
2.	Principle Scientist	01	14300-425-18300
3.	Senior Scientist	07	10000-325-15200
4.	Assistant Scientist	10	8000-275-10200-EB-275-13500
5.	Senior Scientific Assistant	10	5500-175-8300-EB-175-9000
6.	Technical Assistant	03	5000-150-7100-EB-150-7850
7.	A.C. Mechanic	0	4000-100-4800-EB-100-6000 (*Diminishing Cadre)
8.	Electrician	0	4000-100-4800-EB-100-6000 (Diminishing Cadre)
	Total Technical Posts	32	
B. Non-Technical Posts			
9.	Administrative Officer	01	6500-200-8500-EB-200-10500
10.	Accounts Officer	01	6500-200-8500-EB-200-10500
11.	Personal Assistant	01	5500-175-8300-EB-175-9000
12.	Librarian	01	5000-150-7100-EB-150-7850
13.	Senior Scale Stenographer	01	5000-150-7100-EB-150-7850
14.	Accounts Assistant	01	5000-150-7100-EB-150-7850
15.	Driver	03	4000-100-4800-EB-100-6000
16.	Clerk-cum-Typist	02	3050-75-3950-EB-80-4950
17.	Office Attendant HARSAC: 6, NRDMS: 1	05	2550-55-2660-EB-60-3200 (2 in Diminishing Cadre)
18.	Gardener	0	2550-55-2660-EB-60-3200 (Diminishing Cadre)
19.	Chowkidar	03	2550-55-2660-EB-60-3200
20.	Sweeper	0	2550-55-2660-EB-60-3200 (Diminishing Cadre)
21.	Sweeper-cum-Chowkidar	0	2550-55-2660-EB-60-3200 (Diminishing Cadre)

	Total Non-Technical Posts	19	
	Grand Total	51	

**Diminishing Cadre implies that as and when the post(s) fall vacant due to any reason such as retirement/ resignation/ termination/ death/ adjustment elsewhere etc., the post(s) shall stand abolished forthwith.*