

# **Haryana State Central Co-operative Bank's Staff Service (Common Cadre) Rules, 1975**

HARYANA

India

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### **Rule**

### **HARYANA-STATE-CENTRAL-CO-OPERATIVE-BANK-S-STAFF-SERVICE of 1975**

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Haryana State Central Co-operative Bank's Staff Service (Common Cadre) Rules, 1975Published vide Notification No. Framed by Apex Bank as approved by the Board of Directors in meeting dated 3.3.1975 and got the prior approval of the Registrar, Co-operative Societies, Haryana, vide letter No. BKA 2/Credit/49 A/1578 dated the 20th February, 1975Last Updated 26th February, 2020Preliminary

### **1. Short title commencement and application.**

- 1.1 In pursuance of the provision of Section 84-A of the Punjab Co-operative Societies Act, 1961, the Registrar, Co-operative Societies, Haryana required the Haryana State Co-operative Bank Ltd., to constitute a Common Cadre for the employees in the service of a Central Co-operative Bank and the Secretaries in the service of Primary Co-operative Agricultural Credit/Service Societies, which are the members of that Bank. These Rules, as such have been framed by the Apex Bank as approved by the Board of Directors in their meeting held on 3.3.1975 and have got the prior approval of the Registrar, Co-operative Societies, Haryana, conveyed vide Tetter No. BKA 2/Credit/49 A/1578 dated the 20th February, 1975.1.2These Rules shall be called "The Haryana State Central Co-operative Banks' Staff Service (Common Cadre) Rules, 1975" and shall come into force with immediate effect in supersession of all previous rules/instructions issued governing the service conditions etc. of the employees covered by the Rules.1.3These Rules shall apply mutatis mutandis to all the Central Co-operative Banks in the Haryana Stale and the service conditions of all the employees working in the Central Co-operative Bank and the Secretaries of the Primary Co-operative Agricultural Credit Societies, which are members of that Central Co-operative Bank, shall be governed by these Rules.

Provided that in case of the employees whose services are lent to the Bank by the Registrar, Co-operative Societies or Government or any other Agency, these Rules shall apply only to such extent as may be specified in the terms and conditions of deputation agreed upon with the competent authority. 1.4 These Rules shall be read with and subject to the Punjab Co-operative Societies Act, 1961 and the Rules framed thereunder.

## **2. Definitions.**

- In these Rules, unless the context otherwise requires : (a) "Apex Bank" means the Haryana State Co-operative Bank Ltd. (b) "Bank" means a Central Co-operative Bank in Haryana State registered under the Punjab Co-operative Societies Act 1961 as applicable to the State of Haryana. (c) "Board" means the Board of Directors of the Central Co-operative Bank. (d) "Administrative Committee" means the Committee constituted by the respective Central Co-operative Bank under the provisions of the bye-laws or in the absence of such provisions in bye-laws, a committee constituted by the Board of the respective Central Co-operative Bank for the administration of these Rules. (e) "Manager" means an Officer appointed by the Haryana State Co-operative Bank Ltd. (f) "Managing Director" means an Officer appointed by the Haryana State Government to be the Managing Director of the Bank. (g) "Society" means the Primary Agricultural Co-operative Credit/Service Society, which is a member of the Bank. (h) "Government" means the Government of the State of Haryana. (i) "Registrar" means the Registrar, Co-operative Societies, Haryana or his nominee. (j) "Direct Recruitment" means the appointment made other-wise than by promotion from within the service or by transfer on deputation. (k) "Category/categories of Service" means the Category/Categories specified in column 2 of Annexure I. (l) "Equivalent posts" mean any two or more posts on the service carrying identical time scales. (m) "Salary" means the basic monthly pay and shall also include other emoluments treated as pay. (n) "Family" means an employee, his spouse, minor sons, unmarried daughters and Parents actually residing and wholly dependent upon him/her. (o) "Officer" means an employee of the rank of Manager, Assistant Manager, Development Officer and above. (p) "Employees" include all salaried persons appointed either temporarily or permanently in the service of the Central Co-operative Bank. (q) "Average Pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employees proceeds on leave. (r) "Substantive Pay" means Pay to which an employee is entitled on account of a post to which he has been appointed substantively by reason of his substantive position in a cadre. (s) "Year" means Co-operative year, from 1st of July to 30th June.

## **3. Authority to implement these Rules.**

- 3.1 These Rules shall be administered by the Administrative Committee constituted in accordance with the provisions of the bye-laws of the Central Co-operative Bank or in the absence of such a provision the Committee constituted by the Board for administering these Rules. Provided that the administration of these Rules by the Committee shall be subject to overall control of the Board. 3.2 In case, the Board is removed under Section 27 of the Act, the Administrative Committee shall also cease to hold office and all of its functions shall be discharged by the Administrator as appointed by the Registrar. 3.3 Any vacancy occurring during the tenure of the Administrative Committee shall be filled in by the Board. 3.4 Three members shall form the quorum of every meeting of the

Administrative Committee and at-least 7 days clear notice shall be given for a meeting of Administrative Committee specifying the date, venue, time and agenda. All decisions shall be taken by majority of votes. In case of equality of votes, the president shall exercise an additional casting vote.3.5The Administrative Committee shall be competent to delegate any of its powers to the Managing Director/Manager of the Bank if considered necessary in the interest of the work.3.6As and when a Managing Director is appointed by the Government in accordance with the provisions of the Act, the powers specified for the Manager under these Rules shall be exercised by him.

#### **4. Power to amend and interpret these Rules.**

- 4.1 The Board of Directors of the Apex Bank subject to the prior approval of the Registrar shall be competent to enact amend, rescind and make additions to these Rules from time to time. However, no new regulations or alternations in the existing Service Rules shall operate to reduce the scale of pay of an employee of which he is entitled to draw pay in a substantive capacity on the day or date on which the new rule or alteration comes into force.4.2Should any doubt arise in the interpretation these Rules, shall vest in the Registrar and the advice of the Registrar shall be final and binding.

#### **5. Categorization and confirmation of Services.**

- (i) The various categories of services their classification and the pay-scales of each of the category shall be as specified in Annexure I. Provided that, with the prior approval of the Registrar, the Board shall be competent to add or delete any category or services from Annexure I or revise the pay-scales of any and/or such categories of posts.(ii)The service shall be deemed to commence from the working day on which an employee reports for duty in an appointment. If he reports for duty in the afternoon the service shall be deemed to commence from the following working day.(iii)The service would comprise of the temporary employees and the permanent employees. Temporary employee means in employee who has been appointed for a limited period or work which is essentially of a temporary nature.(iv)Every person appointed to any post in the Bank shall remain or probation for a period of one year unless it is extended for a further period not exceeding one year.(v)During the period of probation, an employee directly recruited shall be liable to be discharged from service without giving any notice and opportunity and an employee promoted from a lower post to a higher post shall be liable to be reverted to be lower post, if his work and conduct is found unsatisfactory.(vi)An employee on probation shall be eligible for confirmation after successful completion of period of probation subject to the availability of substantive post. The eligibility for confirmation would be from the length of the service.(vii)No employee shall be deemed to have been confirmed in the service unless specific orders in this regard are issued.(viii)(a)The performance of an apprentice Secretary during apprenticeship period of 2 years shall be reviewed alter every six months by the Managing Committee of concerned Society Dev. Officer and Managing Director; and if the apprentice Secretary fails to deliver the goods, his services shall be liable to be terminated at any time without assigning any reason during the apprenticeship period by the appointing authority. If the performance of apprentice Secretary is found upto the mark on the basis of this performance and the level of business achieved by the society in his charge, after completion of his apprenticeship period, he may be confirmed as regular Secretary in the time scale of the post.(b)It shall be obligatory for these apprentice Secretaries to attend 6 weeks training programme at Staff

Training College of Harcobank and pass a written test at the end of the programme. These who fail to qualify this test shall not be taken into regular time scale till they clear this exam. For the purpose Central Co-operative Banks notify the particulars of these apprentices on their appointment for inclusion in the roster to be maintained by the Harcobank.(ix)(a)All the existing Secretaries on roll shall be got trained at the Staff Training College of Harcobank. For the purpose, Apex Bank will maintain a roster and notify the names of these Secretaries according to their seniority for each course. It shall be obligatory for all these existing Secretaries to undergo this training and pass the written test. These who do not pass this test shall not be entitled to their next annual increment till they clear the test at their own expenses.(b)Apex Bank will arrange for the in service training of the Apprentice Secretaries and regular Secretaries at their Staff Training College, conduct a written test in Co-operative Accountancy, Co-operative Banking and Law, loaning policies and procedures. It shall be obligatory for the Central Co-operative Banks to depute the Secretaries as notified by Apex Bank for training at Staff Training College.

## 6. Qualification, rates of Pay and Allowances.

- 6.1 The qualifications of various categories of employees covered by these Rules shall be as specified in Annexure II. The Board of Apex Bank may revise the qualifications with the prior approval of the Registrar, Co-operative Societies, from time to time.6.2(i)The rates of dearness allowance and other allowances would be equal to the allowance admissible under the Government Rules from time to time.(ii)The Administrative Committee shall have the power to allow upto two advance increments in the Pay-Scale for the particular grade at any time to any of the employees on the recommendation of Manager.6.3The Administrative Committee may, where the exigencies of administration so demand, call upon any employee to furnish cash or tangible or personal or fidelity guarantee security of such amount as may be prescribed by the Board/Registrar from time to time.6.4Appointment to various posts under different categories shall be in the following ratio: -

Category	Percentage for Promotion	Direct recruitment
Senior Accountant	75	25
Junior Accountant	75	25
Clerks	30 (25 from Secretaries and 5 from Daftries/Peons)	70

Note. A seniority list of such peons will be prepared who have passed Matriculation Exam, and have 3 years experience for promotion to clerks against 5% quota.6.5The following categories of employees of the Central Co-operative Banks shall be required to furnish cash security as noted against them at the time of joining of the service:-

- (a) Senior Accountant and Cashier Rs. 2000/-
- (b) Junior Accountant, Executive Officers and Clerks Rs. 1000/-
- (c) Secretaries Rs. 2000/-
- (d) Drivers, Gunman, Daftri, Chowkidars and Peons Rs. 250/-

The Secretaries shall also furnish tangible Security worth Rs. 25,000/-.The Managing Director may allow the security to be furnished in ten installments in deserving cases, provided that an employee has deposited I/3rd of the amount of security in advance, except in the case of an employee

belonging to a scheduled caste or backward class or an employee which is an Ex-serviceman in whose case the entire amount of security may be recovered in 10 monthly instalments. Added w.e.f. 16.10.1985.

## **7. Holidays.**

- 7.1 The Bank shall remain closed on all Sundays and such other days as the Government may by notification declare to be holidays under the Negotiable Instruments Act. 7.2 Half yearly and Yearly Account closing days on last day of June and December respectively declared as holidays under the Negotiable Instruments Act, shall not be holidays for the Bank Staff.

## **8. Financial liability.**

- 8.1 Salary for the period of duty including all allowance, subsistence allowance for the period of suspension or any other emoluments for that period, leave salary (inclusive of all allowances) P.F., Gratuity, Bonus etc. shall be paid by the Bank provided that the Bank may require a Primary Agri Credit/Service Society covered by these Rules to contribute to the Secretaries pay-fund at such rate as may be determined by the Administrative Committee. Provided further that the rate of contribution shall not exceed the maximum contribution prescribed by the Apex Bank. 8.2 The Central Bank shall be competent to debit the loan account of Society to the extent of contribution due from Society. 8.3 The Registrar may require the Apex Bank to contribute to the Secretaries pay-fund at such rate as may be prescribed by him from time to time to meet the deficit in the fund. 8.4 The Apex Bank may receive managerial assistance on account of the pay of the Secretaries of the societies from the Government or any other source and may distribute to the Banks in the manner prescribed by the Registrar from time to time. 8.5 All expenditure on account of pay etc. of the Secretaries shall be debited to the Secretaries pay fund, and the deficit in the fund, if any, shall be met by the Bank to such an extent and in such manner as may be prescribed by the Registrar from time to time. Appointments and Training:

## **9. Appointment of employees, general conditions of their service and training of staff.**

9.1 Appointing Authority. - The authority to make appointments to various posts in each category shall vest in the Board, which may delegate all or some of its powers to the Administrative Committee/Manager. The following general conditions shall apply to appointments in the service :

9.2 General conditions relating to appointment. - (a) Only Indian nationals, displaced persons from Pakistan who have permanently migrated to India or subjects of Nepal, Sikkim or Bhutan shall be eligible for appointment to the service. (b) No person shall be appointed by direct recruitment if he is less than 18 years old or above 45 years in age on the date of selection by the authority competent to make appointments. The upper age limit may be relaxed by the Board in genuine cases with the prior approval of the Registrar, Co-operative Societies. (c) No person shall be appointed unless he has been certified by an Officer not below the rank of Assistant Surgeon or Bank Medical Officer to be of sound constitution and medically fit to discharge his duties. (d) No person shall be appointed to the

service if he has previously been dismissed from service of any Government department or any other Institution or has been convicted by the Court of Law as a result of some act of dishonesty or moral turpitude.(e)Deleted.(f)Save for a co-operative society exclusively for the benefit of the employees, no employee shall contest election to a Committee of any Co-operative Society affiliated to the Central Bank.(g)No person shall be directly appointed in the service of the Bank unless his antecedents have been verified to the satisfaction of the Bank through State Police Agency.9.3Nature of the Appointment. - 1. An appointment may be made in any of the following manners subject to the prescribed qualifications for the posts.(a)Ad-hoc (may be terminated within a period of 3 months without notice)(b)Temporary (may be terminated or made substantive subsequently)(c)Substantive.(d)Apprentice Secretaries : In future recruitment of new Secretaries shall be made on apprenticeship basis for 2 years and they shall be appointed in weaker societies. No direct recruitment of Secretaries shall be made in the regular time scale of the post.

## **2. Mode of Appointment. - Appointment to various posts of the service shall be made as under :-**

(a)by direct recruitment;(b)by promotion from a lower category immediately below the category to which promotion is sought;(c)by transfer on deputation of a person from the Co-operative Department or Government/Reserve Bank of India, provided that the appointing authority would not take appointment by direct recruitment beyond the limit prescribed for each category in Annexure II.9.4Appointment by direct recruitment. - (1) Except in the case of adhoc appointments where the period shall not exceed 6 months in the first instance and where such adhoc appointments may be continued further with the approval of the Registrar, all direct appointments, shall be made after prior advertisement in at-least one leading daily news paper and after obtaining the names of the candidates from Employment Exchange mentioning qualifications, grade of pay and other particulars of the posts. Reservation for members of reserved categories i.e. Seh. Caste/Backward Classes and Ex-Servicemen etc. shall be provided in the direct recruitment as per Govt. instructions applicable to Haryana Government employees issued from time to time.(ii)The appointing authority may prepare a waiting list upto 25% of the sanctioned strength which will be valid upto 6 months from the date of selection.9.5The appointing authority shall fix the order of merit in the decision of selection and the appointment to the post shall be made in the order of merit in the merit list. The inter-seniority among such recruits shall also be fixed on the basis of order of merit.9.6Deleted.9.7Qualifications for direct recruitment and promotion or by way of transfer on deputation.The qualifications for the various posts shall be as prescribed by the Registrar from time to time. The present qualifications shall be as prescribed in Annexure II.9.8Appointment by promotion. - (i) The appointment by promotion to posts under a category shall be made from eligible employees working in lower category.(ii)In all promotion cases, reservation for the members of scheduled castes/tribes and backward classes belonging to class III and IV shall be as under :- (a)All direct appointments shall be made after proper advertisement in at-least one leading daily Newspaper mentioning the qualifications required and grade of the pay and other allowances of the post and notifying to the Employment Exchange.(b)Deleted.(c)Deleted.(d)Deleted.(iii)The appointing authority shall be guided by the service record, qualifications, both academic and professional and length of service of the employees in that category for promotion. The competent authority may relax qualifications for promotion to higher category in deserving cases with the

permission of the Registrar, Co-operative Societies. The inter-se- seniority shall be determined according to age, older being senior and if in the case of such employees the date of birth of any two or more employees is also the same, then decision by the appointing authority shall be final.~~9.9Deleted.~~

## **10. Training and Examination.**

- 10.1 Any member of the Staff may be required to undergo general or special training or refresher course of training in any Institution as may be proscribed by the Registrar or by the Manager of the Bank. An employee deputed for training to any of the Co-operative training Institution, shall execute a bond/agreement undertaking to serve the Bank at least for a period of 3 years from the successful completion of training, failing which he shall be liable to pay expenses of training incurred by the Institution on his training. An employee who fails to complete the training successfully or pass the examination prescribed, shall do the training again or take the examination as per Rules of the Training Institution at his own expenses.10.2(i)An employee who passes part I of C.A.I.I.B. Examination shall be allowed one advance increment in the usual pay-scale.(ii)An employee who passes part II of C.A.I.I.B. Exam shall be allowed one more advance increment in his own pay-scale.(iii)For additional qualifications, Board shall be competent to allow advance increment as per Government instructions from time to time.

## **11. Record of Service and leave.**

- 11.1 The record of service of every employee inclusive of accounts of all types of leave except casual leave, annual increment promotion or officiating promotion and punishments if any, will be maintained by the Bank in the service-book as prescribed under CSR applicable to Haryana State Government employees or may be prescribed by the appointing authority for the purpose and all entries shall be confirmed by an officer appointed by the Manager. The employee shall have a right to see his service-book.11.2(i)Annual character rolls and confidential reports shall be recorded in the proforma as prescribed by Manager. This record will be confidential and shall remain in the custody of the Manager. All reports shall be written and deposited with the Manager within 3 months of the close of the Co-operative year.(ii)In case adverse remarks are recorded in respect of any employee, these shall be communicated to the concerned employee within a period of 6 months following the cooperative year to which the report relates.(iii)An appeal against adverse remarks shall be made within 30 days from the receipt of such communication. The appeal shall be considered by the appointing authority for decision whose decision shall be final and binding.11.3The record of casual leave of each employee, due and enjoyed, will also be separately maintained in the Office of Bank.11.4Lien. - The appointing authority may allow an employee who has put in more than 5 years service and is confirmed in the Batik and joins another co-operative institution/scheduled Bank to retain his lien on the post so left. The lien, if retained, shall be for such period till he is confined by the new institution.

## **12. Fixation of Seniority.**

- 12.1, The seniority in case of direct recruitment shall be determined by the appointing authority at the time of appointment to the service for particular category of service. 12.2 Seniority of employees, who are already in regular service of the Bank on the date on which these Rules come into force, shall be determined according to the date of joining in the category of post. 12.3 In case, two or more employees join on the same date, their seniority shall be determined as follows :-(i) If the appointment is made in pursuance of Rule 9.4 then their seniority shall be determined according to the merit list as provided in Rule 9.5. (ii) If the date of joining of two or more employees in the category of service through, direct recruitment or promotion is the same, the later shall be senior to the former. (iii) If two or more employees are promoted in the same category/Cadre on the same date, the seniority shall remain in the same order as in the lower category.

### **12. [3(A) In case of dispute regarding fixation of seniority appeal against the order made by Managing Director shall lie to Managing Committee and to the Registrar in case this order has been passed by the Committee.**

No appeal shall be entertained under this clause unless it is made within 60 days from the date of order. No appeal shall lie under this clause against an order made by authority in appeal.] [Added vide Memo No 9/5/90 credit(1) dated 30.8.1990]

## **13.**

13.1 (i) The Manager shall be competent to transfer any person of the service within the jurisdiction of the Bank. (ii) No. T.A. shall be paid for joining service at the place of posting for now direct appointment under Rule 9.4. (iii) All the employees shall be liable to transfer from one office to another. On such transfers, the employee shall be entitled to T.A. for himself and his family, and luggage/freight and labour charges under T.A. Rules. (iv) The appointing authority may depute an employee of the Bank with his consent on deputation to any other co-operative institution or to any other agency on such terms and conditions as agreed upon between the Bank and the Foreign Institution. (v) [ Notwithstanding anything contained in these rules an apprentice secretary will not be transferred and shall be required to serve the society for which he has been recruited until he becomes eligible to be absorbed as a regular secretary and is absorbed.] [Added w.e.f. 14.12.1983.]

## **14. Resignation.**

- Subject to any express conditions in the appointment letter/bond with the employee: (i) No employee who has been in the service of the Bank for a period of three months on purely temporary basis shall resign his post unless he has given seven days previous notice or pay in lieu thereof. (ii) No employee other than mentioned in clause (i) shall resign a post unless he has given/gives 30 days clear notice or salary in lieu thereof. (iii) If an employee leaves services without giving the due notice, he shall be liable to pay an amount equal to the salary including allowances for the period of notice or for the period by which the notice falls short and any other dues recoverable from him. The Bank



shall be competent to deduct these amounts from his unpaid dues including the salary, other allowances, bonus, Gratuity etc.

## **15. Retirement.**

- [(i) Every employee appointed in the service shall retire on attaining the age of 58 years except in the case of Class IV employees, who shall retire at the age of 60 years.] [Substituted vide Letter No. 9/5/85-Credit(1) dated 22.5.1985.](ii)Notwithstanding anything contained in clause (i) any employee may be required by the Board or permitted at his own request to retire from the service on attaining the age of 15 years.(iii)Nothing contained in clause (i) or (ii) supra shall effect the right of the Board to require an employee to retire on his being incapacitated, for further continuance in service due to illness or otherwise. Provided that, before acting under this clause, the Board shall obtain opinion from the Medical Officer to this effect and give a reasonable opportunity to the employee to explain his case.(iv)An employee can get retirement on medical grounds after the completion of at least 15 years of service. For this purpose the medical certificate shall be issued by a Medical Officer/Senior Medical Officer of a Civil Hospital.

## **Chapter III**

### **16. Pay-scales, Dearness and other Allowances.**

- 16.1. Pay-scales.-(i)Unless anything, otherwise contained in these Rules salary of all the employees governed by these Rules continue to be in accordance with their existing pay-scales as specified in Annexure-I and as revised from time to time.

#### **16.**

**2. If any employee is promoted from a post of lower category to a post of higher category, his initial salary in the higher post shall be fixed according to the provisions of the Haryana Civil Service Rules.**

16.3Annual increments on first appointment on direct recruitment or on promotion shall be allowed after the concerned employee has completed the conditions of his appointment to such post, if any, prescribed.16.4Subject to the provisions of clause 16.3 annual increment in the pay-scale shall accrue normally to an employee after he has completed one year's service in the pay-scale, unless it has been previously withheld for reasons of unsatisfactory work or/ and conduct etc. and communicated in writing to employee concerned.16.5The following periods shall count for completing the period of one year for the purpose of grant of annual increment:(i)Period of duty in the post.(ii)All periods of leave with full pay.(iii)Period of officiating service in a higher post in the service provided an employee would have worked on the lower post but for his officiating promotion to the higher post.(iv)Period of suspension, only if this period has been treated as duty period.16.6The appointing authority may in special cases allow initial salary at a higher stage in the grade upto 4 advance increments than normally admissible to an employee on his first appointment

in relaxation of Rule 16.1 supra, for reasons of higher qualifications or better experience. These higher qualifications and better experience should be over and above the qualifications prescribed for the post.16.7The Board may grant cash awards or advance increments to an employee or employees for improving academic qualifications or doing commendable work or for services/meritorious.16.8The sanction of increment at the time of crossing the efficiency bar shall be considered and allowed by the Manager on the basis of annual character rolls, confidential reports, additional banking qualifications acquired and necessary specialized training taken as might have been prescribed by the Bank.

## **17. Travelling Allowances on tour, transfer and training.**

- Rules and rates of travelling allowances/daily allowance on duty, transfer and while under training shall be the same as applicable to the Government employees of the same category under Government rules from time to time.

## **18.**

Deleted.

## **19. Provident Fund.**

- 19.1 Except the employees on deputation from Government all the employees of the Bank irrespective of their salary who put in 6 months' continuous service or 120 working days, whichever is earlier, shall be entitled to get the benefit of provident fund as per the Provisions of the EPF Act, 1952 or as amended or any other scheme framed thereunder from time to time.

## **20. Medical Re-imbusement Rules.**

- Medical re-imbusement rules shall be as prescribed by the Registrar from time to time.

## **21. Bonus.**

- All the employees shall be allowed bonus as per the provisions of Bonus Act as amended upto-date.

## **22. Gratuity.**

- All the employees shall be eligible for gratuity at the rates permissible to the State Govt, employees/officers.

## **23. House Rent Allowances.**

- The House Rent Allowance shall be allowed to the employee at the rates admissible to the State Govt. employees from time to time at various places.

## **24. Conveyance allowance.**

- Board of Directors may allow conveyance allowance to its employees at such rates as fixed by the Registrar from time to time.

## **25. City Compensatory Allowance.**

- The City Compensatory Allowance shall be allowed to the employees at the rates admissible to the State Govt. employees from time to time at various places.

## **26. Loan to Staff members.**

- Loans for the purpose of conveyance or construction or purchase of house/or plot may be granted to the Staff members as per the provisions mentioned below :-(i)An employees of the bank may be granted loans for the purchase of Cycle/Mo-tor-Cycle/Scooter, provided that interval between advances for the purchase shall be not less than 5 years. A subsequent loan may be allowed earlier if the previous loan amount has been deposited by the employee before due dates.(ii)Administrative Committee shall be competent to sanction such loans.26.1Loans for conveyance. - The loans will be granted on the following terms and conditions :-(i)Amount not exceeding the cost of the Vehicle to be purchased may be sanctioned to the confirmed bank employees.(ii)The amount shall be recovered in 60 equal monthly installments.(iii)The interest shall be charged at the rate of 64 or as decided by the Board from time to time.(iv)The vehicle shall be insured and hypothecated in favour of the Bank.(v)The advance shall be sanctioned to the employee on application and will be disbursed to the party from whom he intends to purchase the vehicle.(vi)The official concerned drawing the advance shall be required to execute an agreement bond on the prescribed form.(vii)Total advance during a particular year shall be earmarked by the Board.(viii)Each loan application shall be disposal of by he competent authority on the report of the Manager.(ix)The loan shall not be granted as a matter of right but it will be a privilege. There will be no consideration of seniority. Every loan application will be recommended in the light of importance of the duties of the employees and his performance.(x)The entitlement of loan for a particular type of vehicle for various categories of employees shall be admissible as per Govt. rules on the subject applicable to its employees from time to time.26.2House-building Advance/Loan. - All the employees shall be entitled to loan for purchase of plot/house or for construction of a new house or for addition or renovation to the existing house as per Govt, rules.26.3Deleted.26.4Deleted.26.5The charges incurred in mortgaging the plot/house or both in the name of the Bank shall be borne by the Bank and the employee concerned in the ratio of 60:40 respectively.26.6The Board of Directors may earmark funds for the purpose annually.26.7No employee can claim such advances as a matter of right.(i)In case these Rules are silent on a particular issue(s) Govt. House Building Rules shall be applicable.(ii)In case of any dispute/confusion/interpretation, the decision of the Registrar, Cooperative Societies, shall be final.

**26. [8. Notwithstanding anything contained in those rules an apprentice Secretary shall be allowed only fixed emoluments of Rs. 500/- per month for 2 years of his apprenticeship period. He shall not be entitled to any D.A., ADA, HRA, Medical Allowance, P.P. contribution and bonus etc. The apprentice period shall also not count towards his annual increments seniority and other benefits, if finally absorbed in regular time scale.] [Added w.e.f. 14.12.1983.]**

## **Chapter IV**

### **Gross and minor misconduct, penalties for misconduct, imposition of punishment, suspension, appeals, complaints and deductions.**

#### **27.**

27.1 The following types of acts of omission and commission shall form the gross/minor misconduct for punishment to the employees ;Gross Misconduct. - The expression "gross misconduct" shall include any or all of the following acts of commission and omissions on the part of an employee.(a) Dishonesty, fraud, misappropriation, embezzlement or misapplication of the funds of the Bank or any of its constituents or committing any offence under Indian Penal Code in relation to the Bank and its constituents.(b) Engaging in any trade or business outside the scope of his duties except with the permission of the Bank.(c) Unauthorized disclosures of information regarding the affairs of the Bank to any of its customers or any other person concerned with the business of the Bank which is confidential or the disclosure of which is likely to be prejudicial to the interests of the Bank.(d) Drunkenness or riotous or disorderly or indecent behaviour.(e) Willful damage or attempt to cause damage to the property of the Bank or any of its customers.(f) Advertising the achievements of any Union. Association etc. of the employees recognised or otherwise, within the Bank premises without the prior permission of the Management in writing or the posting or pasting of any pamphlets, handbills, calenders etc. highlighting the activities, achievements etc. of the Union, except in accordance with the provisions of any Rule or Law for the time being in force.(g) Willful insubordination or disobedience of any lawful and reasonable order of a superior or misbehaviour with any employee of Bank.(h) Habitual doing of any act which amount to "minor misconduct" as defined below:Habitual means a course of action taken or persisted at least or three previous occasions and censure or warning have been administered or adverse remarks has been administered or an adverse remark has been entered against him.(i) Willful slowing down in performance of work.(j) Gambling or betting in the premises of the Bank.(k) Doing any act prejudicial to the interest of the Bank or negligence involving or likely to involve the Bank in loss exceeding Rs. 100/- (l) Giving or taking a bribe or illegal gratification form a customer or any employee of the Bank.(m) taking part or otherwise interfering or using his influence in any election to the Board, any Committee or sub-committee or the Directors.(n) Punishment from a Court of Law for any offence involving moral turpitude.(o) Absence without leave or overstaying sanctioned leave

without sufficient ground for more than 8 days.(p)Neglect of work, negligence in performing duties or habitual negligence.(q)Breach of any rule of business of the Bank or Institutions for the running of any Department.(r)Holding or attempting to hold or attending any meeting on the premises of the Bank, without the permission of the management.(s)Seeking election to a Committee of the Bank/or affiliated societies except for a society exclusively for the benefits of the employees.27.2Minor Misconduct. - The expression "minor misconduct" shall include any of the following acts of commission or omissions on the part of any employee :-(a)Unpunctual or irregular attendance.(b)Committing nuisance in the premises of the Bank.(c)Entering or leaving the premises of the Bank, except by entrance provided for purpose.(d)Attempt to collect or collecting money within the premises of the Bank without the previous permission of the Management or except as allowed by any Rule or Law for the time being in force.(e)Canvassing for Union membership or collection of Union dues or subscriptions within the premises of the Bank without the previous permission of the Management or except in accordance with the provisions of any Rule or Law for the time being in force.(f)Marked disregard or ordinary requirements of decency and cleanliness in person or dress.27.3Penalties for Gross misconduct. - An employee found guilty of gross misconduct may be awarded any one or more of the following punishments apart from the recovery of actual loss or damage caused by him to the Bank:(i)Censure(ii)With-holding of annual increments.(iii)Barring of promotion to the higher grade post for a specific period.(iv)Reversion to a lower grade post.(v)Suspension.(vi)Dismissal.(vii)Fine not exceeding the total monthly emoluments of the employee.27.4Penalties for minor misconduct. - An employee found guilty of misconduct may be awarded any of the following punishments according to the gravity of his misconduct:(a)Warning or censure, with-holding of annual increments for a period of not longer than six months.(b)Fine (where a line is imposed it shall not exceed 1/32 of the monthly emoluments of the employee).27.5The punishment, if any, inflicted on any employee shall be recorded in his service book.

## **28. Procedure to be adopted for punishment.**

(a)No penalty shall be imposed on any employee unless the charge/charges on, which it is proposed to take disciplinary action against him, have been communicated to him in writing and he has been given reasonable opportunity of showing cause against the action proposed to be taken against him/her.(b)An employee against whom disciplinary action is proposed to be taken for gross misconduct shall be given a charge-sheet clearly setting-forth the circumstances appearing against him and a date shall be fixed for inquiry, sufficient time being given to the employee to enable him/her to appear and give his/her explanation as also to produce any evidence in his/her defence. The employee shall be permitted to cross-examine any witness whose evidence is adduced to prove the charges and produce evidence in defence. In case any charge is held to be proved, the employee shall be advised in writing of the nature of punishment proposed to be inflicted on him/her and he/she shall be given a hearing. The employee shall not be allowed to engage a counsel at the enquiry.(c)Pending such enquiry, the employee may be suspended, but if on the conclusion of the enquiry he/she is acquitted of the charge(s) he/she shall be deemed to have been on duty and shall be entitled to the full pay and allowances and all other privileges for the period of suspension and if some punishment other than dismissal is indicted, the whole or a part of the period of suspension, may at the discretion of the appointing authority, be treated as on duty with the right to a

corresponding portion of pay, allowance etc.(d)The Managing Director shall be competent to issue charge sheet, obtain explanation, appoint an enquiry Officer, serve a notice for showing cause against the action proposed to be taken against an employee. The final punishment shall, however, be imposed by the appointing authority.(e)The Managing Director may arrange to complete the enquiry proceedings and action thereon within the first year of suspension, failing which the case will be referred to the Board.

## 29.

(a)The authorities specified in column 3 below shall be competent to impose penalties specified in column 2 in respect of the employees working Primary Co-op. Credit and Service Societies :-

Sr. No.	Nature of penalty	Competent Authority	Appellate Authority
1	Censure/Warning	Managing Committee	Managing Director of CB
2	With-holding of increment or Efficiency Bar	-do-	Board of Directors of CBs.
3	Reduction in the rank, removal dismissal, termination of employee.	Appointing Authority	Registrar Coop. Socs.

## 29.

(b)The authorities specified in column 3 below shall be competent to impose penalties specified in column 2 in respect of the employees working in the Central Coop. Banks:

Sr. No.	Nature of penalty	Competent Authority	Appellate Authority
1	Censure/Warning	Managing Director	Board of Directors
2	With-holding of increment or Efficiency Bar	-do-	-do-
3	Reduction in the rank, removal dismissal, termination of a regular employee.	Appointing Authority	Registrar Coop. Socs
4	Other penalties	Managing Director	Board of Directors

## 30.

30.1The Manager of the Bank may suspend or re-instate an employee for reasons to be recorded in writing.30.2Such order of Suspension shall be in writing and shall be delivered to the employee or sent by registered post to his address registered in the Bank.30.3The Manager may arrange to complete the enquiry proceedings and action thereon within the 1st year of suspension, failing which the case will be referred to Board.30.4During the period of suspension an employee shall be paid subsistence allowance and other allowances at the rates admissible to the State Government

employees from time to time.30.5If the employee placed under suspension is subsequently exonerated of the charges, he shall be entitled to full salary and allowances for the period of suspension and the entire period will be treated as duty. If however, he has not been completely exonerated of the charges, the competent authority shall specify in the order of reinstatement as to how the period of suspension should be treated and also the amount of pay and allowances to be paid to him for such period.

### **31. Appeals.**

- 31.1 An appeal against the orders of the competent authority imposing a penalty under Rule 27 shall lie with the authorities mentioned in column 4 of Rule 29.31.2No appeal shall be entertained unless it is made within 60 days from the date of the communication of the order. The appellate authority may, however, entertain any appeal within 90 days of the said date if the appellant has sufficient cause for not submitting the appeal in time.31.3Notwithstanding anything contained in these Rules appeal against the decision of Managing Director shall be to Managing Committee and to the Registrar, where the decision has been taken by the Managing Committee.No appeal shall be entertained under this clause unless it is made within 60 days from the date of order :-No appeal shall lie under this rule against any decision or order made by an authority in appeal.31.4All appeals shall ordinarily be decided within a period of 4 months from the date of receipt of the appeal.

### **32. Deductions.**

- The Bank shall have the authority to make the following deductions from amounts payable to an employee :(a)Fines.(b)Deductions on account of unauthorized absence from duty.(c)For damages to or loss of goods entrusted to the employee where such loss or damage is due to his/her willful negligence. Such deductions shall not exceed the amount of damages or loss and shall not be made till the employee is given a reasonable opportunity of explanation.(d)Shortage or loss of money which the employee is required to account for or any other money payable to Bank by the employee.(e)Recovery of advances or over-payment of bills and other charges.(f)Provident Fund contribution.(g)Amount due in lieu of notices.(h)Other dues under the Punjab Coop. Societies Act, and Rules. Deduction shall be entered in the roll and separate receipts shall be issued.(i)Any other deductions for which he may have authorised the Bank in writing or which the Bank may be legally entitled to make.

### **33. Termination of Employment, Retrenchment or Reversion and Dismissal.**

- 33.1. The appointing authority may terminate the services of a temporary employee by giving one month's notice or salary in lieu thereof without assigning any reason, if he is in the service continuously for a period of more than 3 months.Provided that an employee shall be entitled to 7 days notice or salary in lieu thereof if he is in the service continuously for a period of three months or less.33.2The service of a permanent employee may be terminated for want of a post. A three months' notice or salary in lieu thereof shall be given to a retrenched employee provided that such employee shall be offered an equivalent post if available. If no such post is available, the next lower post if vacant shall be offered to the employee.33.3The employee shall also be entitled to resign his

service by giving to the Bank a notice in writing. The period of notice in case of all the employees shall be one month or 30 days. In lieu of notice, the salary for the period shall be paid by the employee to the Bank besides any penalty agreed to be paid by him in terms of any agreement/bond executed by him during the course of service or at the commencement of service. It shall be lawful for the Bank to deduct the amount of such salary from any sum due to the employee by the Bank.<sup>33.4</sup>The Manager shall be competent to accept the resignation and to reduce the notice period in genuine cases.

### **34. Retrenchment or reversion.**

- In case of retrenchment or reversion due to abolition or reduction in the number of posts, the employee who was the last person to be employed in that category shall be the first to be retrenched or reverted, unless for sound reasons to be recorded in writing, the Bank may otherwise retrench or revert any other employee, provided in case of employee appointed on ad hoc basis, the first person to be employed in that category shall be the first to be retrenched or reverted.

### **35. Dismissal.**

- Any employee may be removed or dismissed from service of the Bank by the competent authority after conducting an enquiry in the manner prescribed in the Staff Service Rules or as per Govt. Rules if he is found guilty of major misconduct as defined in these Staff Service Rules.

### **36. Compensation on retrenchment of service.**

- (i) In case of termination of the service of any employee who has put in 5 years service or more, gratuity at the scale provided in the Gratuity Rules will be paid. (ii) Temporary employees engaged for an indefinite period shall be entitled to one month's pay and allowances on termination of service. To the temporary person engaged for a specified period/work mentioned in their appointment letters, no compensation shall be payable. (iii) Permanent employees having less than 5 years service shall be entitled to half month's pay and allowances for every completed year of service. (iv) Income-tax and super-tax, if any, on compensation provided shall be paid by the employees.

### **36A. Compensation in case of death of an employee while in Service.**

- Ex-gratia grant to any employee in case of his death in service or his disability during service and employment to one of the members of his family shall be given as per the provisions of the State Govt, from time to time.

## **Chapter V**

## **Leave and Joining Time**



### **37. General Rules relating to Leave.**

- 37.1. Kind of leave :(i)Casual leave - Casual leave shall be allowed at the rates admissible to the Govt. employees from time to time.(ii)Earned leave - Earned leave shall be allowed at the rates admissible to the Govt, employees from time to time.(iii)Commutated leave(iv)Maternity leave - Maternity leave to permanent female employee shall be allowed as admissible to the State Govt. employees from time to time.37.2Authorities empowered to grant leave. - The power to grant all types of leave shall vest in Manager, who may delegate the powers to sanction casual leave to other officer below him.37.3Power to refuse leave or recall an employee on leave. - Leave cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. And an employee already on leave may be recalled by that authority when it considers this necessary in the interests of the service.37.4(i)Un-availed leave (earned) shall accumulate as admissible under the Govt, rules.(ii)At the time of retirement/death of an employee encashment of leave will be allowed as per Govt, rules for its employees.37.5Commencement and termination of leave. - (i) The first day of an employee's leave is the working day succeeding that up on which he makes over charge.(ii)The last day of an employee's leave is the working day proceeding that upon which he reports he return to duty.37.6Obligation to furnish leave address. - An employee shall before proceeding on leave, intimate to the competent authority his address while on leave, and shall keep the said authority informed of any change in the address previously furnished.37.7Station to which an employee should report on return. - An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he has last stationed.37.8When medical certificate of fitness may be demanded. - A competent authority may requires an employee who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resumes duty even through such leave was not actually granted on a medical certificate.37.9- (i) An employee who is in-charge of cash or who is in-charge of branch, sub-branch or other independent office, should not absent himself from station overnight or leave Headquarter even during holdings without obtaining previous sanction from the competent authority.(ii)No other employee of the bank should leave his station on holidays without obtaining the permission of his immediate officer.37.10If an employee after proceeding on leave desires an extension, he should make an application to the Manager in writing for the purpose before the previous leave expires.37.11Bank holidays other than Sundays will not be allowed to be prefixed or suffixed to any leave without the sanction of Sanctioning Authority.37.12Special leave not exceeding 6 working days and 14 working days shall be granted to male and female employees who undergo sterilization operation and non-puerperal sterilization for salpingotomy respectively.NB. A non-puerperal sterilization is one which is not done to women at the time of delivery but is done at some other time.

### **38. Earned leave.**

- 38.1. All applications for earned leave should normally be made at-least a fortnight before the date the leave is to commence except in emergent cases under unforeseen circumstances to be determined by sanctioning authority. The sanction of earned leave will be generally communicated to the concerned employee.38.2(i)The amount of earned leave shall be one-eleventh part of duty.(ii)In calculating earned leave earned by an employee an account shall first be taken on the

complete periods of eleven months during which an employee has been on duty since the date of his last return from leave and the employee is allowed credit in his leave account for one month for each period of eleven months of duty as shall be admissible to him under sub-regulation (i) thereafter an account shall be taken of any balance of the period of duty left over and the employee shall be credited with one day for every eleven days of duty rendered by him. Fraction of a day of earned leave shall be taken as a full day, if amounting to half a day or more and shall be ignored if amounting to less than half a day. (iii) The earned leave due to an employee is the period which he has earned diminished by the period of leave actually taken.

### **39. Casual leave.**

- 39.1 Casual leave may be granted upto a maximum of twenty days in each calendar year by the Manager, provided that not more than seven days may be taken continuously, that the state of work permits and that no appointment is required to replace the employee on leave and provided that public holidays may not be combined with such leave in such a way as to increase the absence at any time beyond ten days but if extended beyond these limits, shall be treated as earned leave in respect of the entire period. Casual leave may not be granted in combination with any other kind of leave. 39.2 Notwithstanding anything in sub-regulation 39.1 the Manager may - (i) authorize the appointment of substitute for an employee on casual leave when no leave reserve has been allowed for the category of staff to which the employee belongs and a substitute is necessary to carry out the duties of the post during absence, due to shortage of the employees. (ii) Permit the grant of casual leave without being subject to all or any of the limitations laid in sub-regulations below : (a) When the absence from duty is necessitated by orders not to attend office in consequence of infectious disease in the family or household of an employee. (b) When the absence is necessitated by reason of an employee who is a member of the Auxiliary Force, Indian Home Guards, Air Raid Precautions or other Civil Defence Organization or any other official organization of a similar nature having to attend an annual camp or be on training or (c) When there are the exceptional circumstances necessitating the grant of casual leave in excess of the prescribed limits. Provided that the total period of casual leave granted to an employee in any one calendar year shall in no case exceed 30 days and if the grant of casual leave under this sub-regulation shall result in the total period being extended beyond 30 days shall be treated as earned, special or extra-ordinary leave, as the employee concerned may request. Explanation. - In computing casual leave, intervening public holidays shall not be reckoned as days of casual leave. 39.3 Casual leave will not be granted in combination of any other leave. Casual leave shall be non-accumulative. Ordinarily the previous permission of the sanctioning authority shall be obtained before taking such leave. When this is not possible, the sanctioning authority should be informed as soon as possible in writing of the absence from work and possible duration of such absence. Sunday and any Bank holidays or holidays intervening the period of casual leave may not be counted.

### **40. Sick Leave.**

- 40.1. A permanent employee may be granted sick leave by the Manager upto maximum of 20 days for each complete year of service on full pay. During the full period of his service an employee may be granted sick leave on medical certificate from an Assistant Surgeon/Govt. Medical Officer or

Bank's Medical Officer for period not exceeding 18 months with full pay. Board may grant additional sick leave, if considered advisable in Bank's interest in special case.40.2Sick leave will be granted only on the production of medical certificate.40.3In case an employee is absent from duty on account of quarantine the bank may, at the request of the employee treat such absence upto a maximum of 3 months as earned or sick leave or special leave if such leave is otherwise permissible.

## **41. Extra-ordinary Leave.**

- 41.1. Extra-ordinary leave may be granted to an employee when no ordinary leave is due to him and whom having regard to his length of service sick or special leave is not considered justified by the competent authority.41.2A competent authority may grant extra-ordinary leave in combination with, or in continuation of leave of any other kind admissible to the employee, and may commute retrospectively period of an absence without leave into extra-ordinary leave which in no case shall exceed 5 years.41.3No pay and allowances are admissible during the period of extra-ordinary leave and the period spent on such leave shall not count for increments.41.4No employee will be allowed to avail sick leave if he is having earned leave at his credit.

## **42. Maternity leave.**

- 42.1. The Manager may grant to a female employee of the Bank who holds a temporary or permanent post in the Bank, maternity leave on full pay for a period which may extend upto the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever ever be earlier. Such leave will be admissible to the extent of nine months only during the total service period.42.2In the case of 'abortion' or 'miscarriage' maternity leave may also be granted to a female employee, but the extent of leave granted should be limited to a period recommended by the authorised medical authority subject to a maximum of six weeks from the date of occurrence of the event.42.3Maternity leave so granted to a female bank employee shall not be debited against the leave account but a separate account of the same shall be maintained.42.4Leave of any other kind may be granted in combination of maternity leave if the request for its grant is supported by a medical certificate. Prefixing of any other kind of leave to maternity leave may be permitted without insisting on a medical certificate.42.5Maternity leave shall not be granted to a female employee of the Bank who is having three or more children.

## **43. Study leave.**

- 43.1. Study leave shall be admissible to the Bank employee, as per Govt. Rules as contained in Civil Services Rules or as amended by the Board from time to time.43.2The Board shall be competent to sanction study leave to an employee of the Bank.

## **44. Joining Time.**

- 44.1. Joining time may be granted to an employee to enable him : (i) to join a new post to which he is appointed while on duty in his old post. (ii) to join a new post on return from leave of not more

than 4 months duration or although the duration of leave exceeds four months, the employee has not had sufficient notice of his appointment to the new post.44.2Joining time which may be allowed to an employee shall ordinarily be eight days inclusive of the number of days spent on travelling. The period, however, be extended upto 30 days by the competent authority.44.3In calculating joining time admissible to an employee, the day on which he is relieved from his post shall be excluded but public holidays following the day of his relieve shall be included in the joining time.44.4An employee who does not join his post within the joining time allowed to him shall be deemed to have committed a breach of rules.

#### **45. Half pay leave.**

- Half pay leave may be allowed at the rate of one eleventh of duty completed. No half pay leave shall be allowed if the employee is having earned leave at his credit.

## **Chapter VI**

### **Other Rules Applicable to the Staff**

#### **46.**

Each member of the staff shall be required to submit fresh post-card size photograph of his own after every five years to the Bank which shall be on a non-returnable basis.

#### **47.**

Each employee shall be liable to be searched at the time of entering upon or leaving his work. Such search shall be made by officially authorised officers in the presence of two witnesses.

#### **48.**

An employee shall execute an agreement bond with the Bank at the time of first appointment that he/she shall serve the Bank at least for the period of three years after completion of probation period successfully. In case an employee leaves the service before the expiry of the said period, he shall be liable to pay penalty equivalent to 3 months' basic pay.

#### **49.**

No employee shall except when generally or specifically empowered or permitted in this behalf by the Manager, communicate or disclose directly or indirectly any document or information which has come into his possession in the course of his official duties or has been prepared or collected by him in the course of official duties to another person, institution or to the press.

**50.**

No employee shall engage in any commercial business or pursuit either of his own account or as agent for others without the prior approval of appointing authority and shall not act as Agent for an Insurance Company including Life Insurance Corporation of India.

**51.**

If any doubt arises at any time as to the interpretation of these rules or their notwithstanding anything contained in these rules, the matter will be referred to the Registrar whose decision shall be final.

**52.**

A copy of these rules shall always be in the custody of the Manager and any employee governed by these rules shall have access thereto during working hours.

**53.**

Punjab Financing Institutions Rules, 1958 and the Primary Co-operative Agricultural Credit/Service Societies Common Cadre Rules, 1973, are hereby repealed but notwithstanding such repeal any thing done or any action taken under the repealed Rules shall to the extent of being consistent with these rules are deemed to have been done or taken under these rules.

**54.**

54.1 Additional General Provisions, -(i) Every employee of the Bank shall conform to and abide by these regulations and shall observe, comply with and obey all orders and directions which may from time to time be given to him by a person or persons under whose jurisdiction, superintendence or control he may for the time being be placed. (ii) Every employee shall serve the Bank honestly and faithfully and shall use his utmost endeavour to promote the interest of Bank. (iii) No employee shall take part in politics or in any political demonstration or stand for election to a legislature or local authority or be a member of a political party. 54.2 Absence from duty. - (i) An employee shall not absent from duty without obtaining prior permission of the competent authority. (ii) An employee, who absents himself from duty without leave or overstays his leave, except under circumstances beyond his control, for which he must tender satisfactory explanation, shall not be entitled to draw any pay and allowances, during such absence or overstay and further be liable for such disciplinary measures as the competent authority may impose. The period of such absence or overstay may, if not followed by termination of service, be treated as period spent on earned or sick leave or extra-ordinary leave or half-pay leave, as deemed appropriate by the competent authority at his discretion. (iii) An employee who is habitually late in attendance shall in addition to such other penalty as the competent authority may deem fit to impose have one day of casual leave forfeited for every 3 days he is late in any calendar month. Where such an employee has no casual leave due

to him the period of leave to be so forfeited may be treated as earned or extra-ordinary or half-pay leave as the competent authority may determine.

## 55. Uniforms or liveries to class-IV staff".

- Class IV employees of the bank may be supplied summer and winter uniform as under:- (1) Summer :- Two uniforms each year. (2) Winter :- One set of woolen uniform, one pair of shoes and one Jersey every year. The Gunman may be provided two turbans/caps every year.

## 56.

[\*\*\*]

## 57. [ To provide the benefit to the Ex-servicemen employee of the Central Co-operative Banks. [Added vide memo No. 1/69/86-Credit (1) dated 5.10.1987.]

- The benefit of grant of Military Service to the Ex-Service Employees of the Central Co-operative Banks will be granted as per state Govt. instructions circulates vide Chief Secretary letter No. 12/14/84-2-G.S. II dated 28/5/1985 for the grant Military Service benefit to Ex-servicemen under the Punjab Government National Emergency (Concession Rules, 1965 as amended from time to time.) [Substituted w.e.f. 27.9.1986.] Annexure - IPay-Scales

Category No.	Name of the Post	Pay-Scales
1	Senior Accountant	750-30-900/40-1100-50-1250
2	Junior Accountant/Executive Officer.	700-30-850/900-40-1100
3	Clerks/Supervisors/Godown Keepers	540-15-600-20-660/700-30-850-EB-890-40-1050 Plus special pay of Rs. 50/- to steno-typists and cashiers.
4(a)	Selection Grade Secretaries	540-15-600-20-660/700-30-850-EB-40-1050
4(b)	Regular Secretaries	480-15-600-20-700/30-790
4(c)	Apprentice Secretaries	Rs. 800/- P.M. (consolidated w.e.f. 1.8.1998 for 2 years of apprenticeship period.
5	Drivers	480-15-600/20-700-30-760
6	Dafti	480-15-600/20-700/30-790
7	Peon/Gunman/Chowkidar/Sweeper	400-10-490/540-15-600/20-660 plus Rs. 30/- as Gun Allowance to Gunman.

N.B. 10% of total posts of the Secretaries shall be in the selection grade. Annexure - II Qualifications for the Employees for Recruitment/Promotion to the Services in the Common Cadre.

Name of the Post

Qualifications prescribed

S.

No.

1	2	3
1	Senior Account	<p>Direct Recruitment (25%)</p> <p>1. At-least IInd class Graduate or post-graduate preferably in Commerce or Economics.</p> <p>2. Preference will be given to persons having experience in a Bank.</p> <p>Promotion (75%)</p> <p>1. At-least a Matriculate.</p> <p>2. At-least 3 years experience as Jr. Accountant or in case of E.O. at-least 3 years experience.</p>
2	Junior-Accountant/Stenographer/Executive Officer.	<p>Direct (25%)</p> <p>1. At-least a Graduate or Post-Graduate.</p> <p>2. Preference will be given to persons having experience in a Bank.</p> <p>Promotion (75%)</p> <p>1. At-least a Matriculate.</p> <p>2. Three years experience as Clerk/Supervisor/ Godown-keeper/Selection Grade Secretary.</p>
3	Clerk/Selection Grade Secretary	<p>Direct (70%)</p> <p>1. At-least a Graduate.</p> <p>Promotion (30%)</p> <p>1. At-least a Matriculate.</p> <p>2. Three years experience as Record-keeper/Daftri/Secretary.</p>
4	Secretary of Society/Patwari.	<p>Direct (100%)</p> <p>1. At-least a Matriculate.</p>
5	Driver	<p>1. Middle Class Pass.</p> <p>2. Licence holder of lorry/light vehicle.</p> <p>3. Preference to Ex-servicemen</p>
6	Daftri	<p>By Promotion (100%) from peons by selection.</p>
7	Gunman	<p>At-least 5 years service in Army.</p>
8	Peons	<p>At-least Middle Class Pass.</p>
9	Sweepers	<p>Nil.</p>

In the Haryana State Co-operative Central Bank's Staff Service (Common Cadre) Rules 1975. The following shall be substituted/added as under:- w.e.f. 30.8.1990.Rule No. 6.1.

S.No. of Annexure-II	Name of post	Qualification prescribed
2.	Jr. Accountant Stenographer/Executive Officer.	Direct 25% B.Com/B.A. with Economics B.Sc/B.A.with Maths one of the subject.  Preference will be to the persons havingexperience in a Bank. Promotion (75%) 1. At-least a Matriculation 2. Three years experience an Clerk
7(a)	Clerk	Direct (70%) At-least a Graduate Promotion (30%) 1. At-least a Matriculation 2. Three years experience as aRecord-Keeper/Daftri/Secretary.
The following Rules be substituted/added w.e.f. 13.2.1992.		
3.	Clerk	Direct (70%) At-least a eliminate. Promotion (30%) 1. At-least a Matriculate. 2. Three years experience as aRecord-keeper/Daftri/Secretary/Driver/Peon.
6.	Daftri	Direct (20%) 1. At-least Matriculate. Promotion (80%) From peon by Selection

Registrar Co-operative Societies Haryana : Chandigarh.No.9/5/90 Credit (I) Dated Chandigarh the 1 February, 1990.In exercise of powers conferred by Section 37 of the Haryana Co-operative Societies Act, 1984 and in consultation with the Haryana State Co-operative Bank Chandigarh (Cadre Society). The undersigned board the Registrar Coop. Societies. Haryana, makes the following Rules further to amend the to mend the Haryana State Central Co-operative Banks Staff Service (Common Cadre) Rules, 1975 namely :-



**1. These Rules may be called the Haryana Staff Central Co-operative Bank's Staff Service (Common Cadre) (First amendment) Rules. 1990.**

**2. In the Haryana State Central Co-operative Banks Staff Service (Common Cadre) Rules, 1985 in Annexure-II, the following shall be substituted for categories mentioned as under.**

S.No. of Annexure-II	Name of the Post.	Qualification prescribed
1.	Senior Accountant	<p>Direct Recruitment (25%)</p> <p>At-least find Class B. Com. with 3 years experience.</p> <p>Promotion (75%)</p> <p>1. At-least a Matriculate.</p> <p>2. At-least 3 years experience as Jr. Acctt. or in case of E.O. at-least 3 years experience</p>
2.	Junior Acctt./Stenographer/Executive Officer.	<p>Direct (25%)</p> <p>1. At-least B.Com.</p> <p>2. Preference will be given to persons having experience in a bank.</p> <p>Promotion (75%)</p> <p>1. At-least Matriculate.</p> <p>2. Three years experience as Clerk/Supervisor/Godown-Keeper.</p>
3.	Clerk.	<p>Direct (70%)</p> <p>1. Minimum Graduate.</p> <p>2. Preference will be given to B.Com.</p> <p>Promotion (30%)</p> <p>1. At-least Matriculate.</p> <p>2. Three years experience as a Record Keeper/Daftri/Secretary.</p>
4.	Secretary of the Society.	<p>Direct (100%)</p> <p>1. Minimum Graduate.</p>

Chandigarh Dated : 26.2.1990. Dharm Vir Registrar, Co-operative Societies, Haryana End st.No. 9/5/90/Credit (1) Dated : 27.2.1990. Registrar Co-operative Societies, Haryana, Chandigarh Memo No. 9/5/90-Credit (1), dated Chandigarh the 30th August, 1990 In exercise of powers conferred Under Section 37 of the Haryana Co-operative Societies Act, 1984 and in consultation with the

Haryana State Co-operative Apex Bank Ltd., Chandigarh (Cadre Society), the under-signed being the Registrar Co-operative Societies Haryana makes the following Rules further amend the Haryana State Central Co-operative Bank's Staff Service (Common Cadre) Rules, 1975 namely:-

**1. These rules may be called the Haryana State Central Co-operative Bank's Staff Service (Common Cadre) (Third Amendment) Rules, 1990.**

**2. In the Haryana State Co-operative Central Bank's Staff Service (Common Cadre) Rules. 1975. The following shall be substituted/added as under :-**

Rule No. 6.1 Annexure-II

S.No. of Annexure-II	Name of Post	Qualification prescribed
2.	Jr. Accountant/Stenographer/Executive Officer	Direct (25%) B.Com/B.A. with Economics/B.Sc/B.A. with Maths as of the subject. Preference will be given to the persons having experience in a Bank. Promotion (75%) 1. At-least a Matriculate 2. There years experience as Clerk/Supervisor/ Godown-Keepers/Selection Grade Secretary.
7(c)	Clerk	Direct (70%) At-least a Graduate Promotion (30%) 1. At least a Matriculate 2. Three years experience as a Record-keeper/Daftri/Secretary.