

**SERVICE RULES OF THE EMPLOYEES WORKING IN THE DISTRICT  
COOPERATIVE LABOUR AND CONSTRUCTION UNIONS IN THE STATE OF  
PUNJAB.**

**SHORT TITLE.**

- i. These rules framed Under 'Rules 28" of the Punjab Cooperative Societies Rules 1963 shall be called District Cooperative Labour & Construction Unions' employees Service Rules 1997.
- ii. These rules shall come into force with effect from the date these are notified by the Registrar.

**2. DEFINITION.**

In these Rules.

- a) 'ACT' means 'The Punjab Cooperative Societies Act,1961 as amended form time to time.
- b) 'Rules' means 'The Punjab Cooperative Societies Rules, 1963 as amended from time to time.
- c) 'Union' means any District Cooperative Labour and Construction Union registered under the Act.
- d) 'Committee' means the Managing committee of the union .
- e) 'Bye-laws' means the Registered bye-laws of the Union.
- f) 'Registrar' means the Registrar, Cooperative Societies, Punjab or any additional Registrar/Joint Registrar/Deputy Registrar vest with the powers of the Registrar under the Act and the Rules amended from time to time.
- g) 'Service means the service of District Cooperative Labour & Construction Union .

**3. EX-TENT OF APPLICATION.**

These rules shall apply to all the employees of a Union except such employees as are appointed by transfer or on deputation from Cooperative Department.

**4. SERVICE:-**

- i). The Service shall comprise of posts specified in the rule 7.
- ii) The Committee may add or delete posts as specified in rule 7 with prior approval of the registrar.
- iii) No employee shall be paid salary and allowance in excess of the permissible. However, if the total salary being drawn by an employee exceeds the level of salary fixed under these rules then the salary in excess of that under the rules shall be treated as his personal pay till it reached at the level of pay scales fixed under the rules.
- iv) The members of the service shall be paid dearness allowance at a rate which in no case should exceed the rate of dearness allowance being given by State Govt. to its

employees subject to the prior approval of Committee and depending upon the financial position of the Union.

- a) That the total expenditure on the maintenance of the Staff should not exceed 20% of the total income of the Union as indicated in the previous year audited balance sheet.
- b) That the emoluments drawn by an employee before the commencement of these rules shall be protected.

**5. MODE OF RECRUITMET.**

- 1) The appointment to the service shall be made by the Managing Committee on the recommendations of the Selection Committee. The Selection Committee shall consist of the President, two other Committee Members of the Unions as approved by Committee and the respective Deputy Registrar Cooperative Societies or his nominee.
- 2) The direct recruitment shall be done after inviting the applications by advertisement in two reputed daily newspapers.
- 3) No. person shall be appointed to the service if:-
  - i) He is not a citizen of India.
  - ii) He is less than 18 years or more than 30 years of age.
  - iii) He has be dismissed or terminated for service of the Government Corporation ,Board, Cooperative Society or any other body corporate .
  - iv) He is related to any committee member with in the meeting of rule 46 of the Cooperative Societies Rules.1963.
  - v) Is an elected member of the Committee of a Cooperative Society or a local body including panchayat.
4. In the matter of employment preference shall be given by the selection Committee to the candidates residing in the area of operation of the Union and the candidates with rural back –ground.

**6. QUALIFICATIONS :-**

The qualification for each category of post shall be as under :-

- 1) Manager Graduate with 3 year experience in Cooperative or any other reputed organization.
- 2) Accountant ..... do.....

- 3) Clerk –cum Typist 10+2 with 3 years experience in Cooperative movement & other reputed commercial Organization. He should Know Punjabi typing with a minimum speed of 30 W.P.M
- 4) Peon He should be able to read and write Punjabi. Ex-serviceman would be given preference.
- 5) Peon-cum- Chowkidar ----- do-----

**7. STAFFING PATTERN .**

- i) Staffing pattern and scale of pay shall be as per Annexure-I

**8. COMMENCEMENT OF SERVICE.**

The service of an employee shall commence from the forenoon of the day, he assumes charge of his duties.

**9. SENIORITY .**

Seniority will be determined from the date of joining on the principle of continuous length of service. However, if two or more employees join on the same day by direct recruitment then the seniority shall be determined as per the merit list prepared by the Selection Committee. If no merit list prepared by the Selection Committee then the candidate senior in age shall be considered senior. If any dispute arises in the matter of determining Seniority, the decision of the R.C.S. Punjab will be final .

**10 PROBATION .**

- i.) A person appointed to the Service shall be on probation for a period of one Year.
- ii) If the work and conduct of the person, appointed to the service, during the period of his probation, is in the opinion of the Committee, no Satisfactory , it may dispense with his services after giving notice or extend the period of probation for one year enabling him to improve his efficiency during the extended period.
- iii) on Successful completion of probation, the Committee may regularize his service and allow him increment on completion of one year or his extender period of probation .

**11. TRAINING.**

- i) A Union may depute any employee working on regular basis to undergo any training as required by the R.C.S. of the Managing Committee of the Union Subject to approval or R.C.S.
- ii) If an employee, who is required to undergo training evades or fails to compete the same successfully . It will be a misconduct on his part and the committee, as provide

under the rules, may initiate disciplinary proceedings against him for imposition of punishment .

## **12. DUTIES AND NORMS OF CONDUCT .**

- i) Every employee shall diligently exercise powers and perform duties as laid down in the bye-laws of the union and all other duties as specified/ determined by the committee. The duties of the manager shall be those as specified in the bye-laws.
2. i. Every employee shall:-
    - a) Maintain absolute integrity.
    - b) Do nothing which is unbecoming of an employee and is prejudicial to the interest of the Union.
  - ii) No employee shall remove any of the books of accounts, record furniture and any other property of the Union from the premises of the Union without the prior permission of the Committee.
  - iii) Every employee authorized to receive/ Collect cash shall deposit the same daily with the Manager or any other person authorized in the behalf.
  - iv) Every employee shall render account in respect of any advance taken for business of the Union within seven days from the date of receipt of such advance to the appropriate person in the Union.
  - v) No employee shall engage directly or indirectly in any trade or business or negotiate or undertake any other employment or secure business for himself or his family member which is prejudicial to the interest of the Union.
3. The commission of the following acts shall constitute misconduct on the part of an employee.
    - i) Abetment or commitment or any kind of fraud in connection with the business, property of other pecuniary affairs or interest of the Union or any of the members.
    - ii) willful damage to the property of the Union .
    - iii) Convictions by any court of law for any offence involved in moral turpitude .
    - iv) Canvassing or other wise interfering or using influence in any election to the Central or State Legislature, Panchayat any other local body or a society exclusively by the employee of which he is a member.
    - v) Willful insubordination or disobedience of any lawful orders of the committee or any of his senior officer .

- Vi) Gambling or drunkenness or riotous or disorderly or indecent behaviour in the premises of the Union or other public place.
- Vii) Resorting to or abetting in any form of strike and
- Viii) Un authorized absence from duty or overstay after expiry or sanctioned leave without sufficient cause and prior intimation to the Union.
- ix) Any act of unbecoming of an officer/official .
- 4. Any willful negligence of duty or violation or norms of conduct shall render an employee liable for penalties specified in rule No.15
- 13. The record of annual confidential report of the employees each year with relation to his work and conduct shall be maintained by the Union . The reporting and accepting authorities would be as specified in

Annexure-III.

**14. SUSPENSTION.**

- i) The Committee may place an employee under suspension against whom disciplinary proceedings are anticipated .
- ii) No employee in any case shall be kept under suspension for a period of more than months.
- iii) the Committee of a Union may in exceptional circumstances extend the suspension period with the prior approval of the Registrar.
- iv) An employee under suspension shall be paid subsistence allowance equal to 5% of his salary .
- v) The Committee shall finalize disciplinary proceedings against the employee preferably within 6 months.

**15. PENALITIES.**

- l) The following penalties for good and sufficient reasons may be imposed on an employee by the competent authority for misconduct established on his party:-
  - i) Minor Punishment
    - a) Censure .
    - b) Reduction in emoluments.
    - c) Stoppage of increments.
  - ii) Major Punishment :-

- a) Reduction in Rank .
- b) Removal or dismissal from service .

In addition to the afore mentioned penalties, the Union may order recovery from the pay of the employee due to pecuniary loss caused by him to the Union by his negligence or by any willful acts of commission or commissions on his part.

- 2) No order imposing any of the penalties specified in sub rule I (i) above shall be passed except after giving written notice to the employee about the charge or charges leveled against him and after giving him an opportunity to represent his case within 15 days from the receipt of notice to be served on him .
- 3) In the case of inflicting major punishment as enumerated in sub rule I (ii) above regular inquiry proceedings have to be initiated giving him reasonable opportunity to represent his case as per the details given below :-
  - a) Notice in writing to the employee by the competent authority enumerating therein the charge/charges leveled against him shall be given with a direction to represent his case in writing within 15 days from the receipt of notice .
  - b) After the representation from the employee is received, the competent authority shall consider this representation in the light of charges leveled against him.
  - c) If after consideration of representation competent authority reach at a conclusion that the reply of the employee is not satisfactory then he shall appoint some one as Presenting officer .
  - d) The concerned employee shall be informed about the appointment of enquiry officer and presenting officer. The enquiry officer shall hear the case by affording opportunity of hearing to the concerned employee. The presenting officer shall put forth the case of the society to the Enquiry officer . Copies of all the documents relied upon in the enquiry shall be given to the concerned employee.
  - e) The enquiry officer shall submit the report to the competent authority and competent after considering the report, if reaches at a conclusion that some penalty is required to inflicted on the employee, shall given a notice to the concerned employee proposing therein the penalty to be inflicted on the employee and to give him an opportunity to represent within a period of 15 days as to why this penalty should not be inflicted upon him?
  - f) After the expiry of 15 days and after considering the reply of the employee, if received the competent authority can pass the orders of infliction of major penalty on the employee.
  - g) The order of infliction of major penalty on employee shall be communicated to him immediately.

**16. APPEAL.**

- i) The employee shall have the right to file an appeal against an order imposing any of the penalties as specified in rule 15 to the appellate authorities as specified in **Annexure-II**
- ii) No appeal shall be entertained unless it is preferred within 30 days of the date of order and is accompanied with a copy of the order appealed against.
- iii) The appellate authority may, after consideration of the case.
  - a) Set aside, reduce or confirm the penalty or
  - b) Remand the case to the competent authority for disposal with such direction as it may deem fit, in the circumstances of the case.

**17. RESIGNATION :-**

- i) No employee shall resign from his post unless he has given three months notice or salary in lieu thereof .
- ii) If an employee fails to give the notice or gives a short notice he shall pay to the society, Unless the committee condones through a resolution in writing an amount equal to the salary for the period by which if falls short of three months.

**18. SECURITIES.**

- 1. a) Every person employed by the union by direct recruitment shall be required to furnish security of the amount as given below or as may be prescribed by the Registrar.
  - 1. Manager 20,000/- and/or one acre of land pledged in favour of Union.
  - 2. Accountant 15,000/- ----- do -----
  - 3. Clerk-cum 10,000/- and/or one acre of land pledged in favour in Union. Typist.
- b) The Union shall pay interest on the amount of cash security at the same rate at which interest is paid by local branch of Central Cooperative Bank on fixed deposits of one year period.
- 2. The Manager, Accountant, Clerk-cum-typist as the case may be shall furnish the above mentioned securities at the time of his joining the service. The Security so furnished will be refundable to the employee at the time of this leaving the service or on his retirement provided further that each employee shall have to serve for at least 3 years, otherwise security amount may not be refunded .

**19. LEAVE.**

- a) Every employee shall be entitled to earned leave which may be accumulate upto a maximum of 60 days during this service of the Union. Every employee shall be entitled to casual leave of 10 days during a year and earned leave of 10 days during a year.
- b) All employee in the service of the Union shall observe holidays as are observed by the employees of Central Cooperative Bank where the Union is situated .

**20. RETIREMENT :-**

- a) Every employee of the Union shall retire on attaining the age 58 years, except far peon or peon-cum-chowkidar who shall retire after attaining the age of 60 years.
- b) An employee on retirement shall be paid retirement benefits equal to the last drawn pay @ 10 days for each completed year of service in the Union subject to the maximum of 6 months pay provided that such employee has put in at least 10 years of continuous service in the Union before retirement . However, in case may employee dies in harness than the condition of at last 10 years of service shall not apply for the payment of retirement benefits.

**21. TA/DA.**

The Union may fix travelling/Daily allowance to be paid to the employees for journey performed in the interest of the Union depending upon the financial Health of the Union provided that TA/DA to be fixed by the Union shall not exceed the TA/DA allowed by Punjab Govt. to its employees.

**22. MEDICAL ALLOWANCE :-**

Every employee shall be paid medical allowance @ 100/- per month.

**23. ALLOWANCE TO CLASS IV EMPLOYEES:-**

All the class iv employee will be entitled the cycle allowance and uniform allowance as admissible to Punjab Govt. employees.

**24. INTERPRETATION OF RULES:-**

If any doubt arises at any time regarding the interpretation or application of these rules, the matter shall be referred to the Registrar, Cooperative Societies, Punjab whose decision shall be final.

**25. RELAXATION:-**

The Registrar will be the final authority to relax any condition or any rule on the recommendation of committee of the Union .



