

The above pay is fixed in the Master Scale:- 2520-100-3220-110-3660-120-4260-140-4400-150-5000-160-5800-200-7000-220-8100-275-10300-340-12000-375-13500-400-15900-450-18600-500-23600.

Note: No arrear regarding fixation of pay will be given prior 1.4.98, the date from which the pay has been fixed.

**ANNEXURE "B" TO RULE 7 OF THE PUNJAB
STATE COOPERATIVE AGRICULTURAL
SERVICE SOCIETIES SERVICE RULES, 1997**

Sr. No.	Category of Society	State of Strength
A	Society having an average outstanding loan of Rs. 50.00 lacs or above against members.	Secretary Salesman/Cashier Peon-cum-Chowkidar
B	Society having an average outstanding loan of Rs. 35.00 lacs or above against members.	Secretary Peon-cum-Chowkidar

ਅੰਤਰਕ 'ਅ' ਰੂਲ 7 ਪੰਜਾਬ ਰਾਜ ਸਹਿਕਾਰੀ ਸੇਵਾ ਸਭਾਵਾਂ
ਸਰਵਿਸ ਰੂਲਜ਼, 1997

The Punjab State Cooperative Agricultural
Service Society Service Rules, 1997

INDEX

ਪੱਤਰ ਨੰ. ਰਿਣ/ਸੀ.ਏ. 5/ਪੀ 25/760

ਮਿਤੀ 9.9.1998

ਰਜਿਸਟਰਾਰ ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ, ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ ਜੋ ਸਮੂਹ ਸੰਯੁਕਤ ਰਜਿਸਟਰਾਰ, ਉਪ ਰਜਿਸਟਰਾਰ, ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਪ੍ਰਾਇਮਰੀ ਖੇਤੀਬਾੜੀ ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ ਦੇ ਮੁਲਾਜ਼ਮਾਂ ਦੀ ਭਰਤੀ ਅਤੇ ਸਭਾਵਾਂ ਦੀ ਬਾਇਫਰਕੇਸ਼ਨ ਸਬੰਧੀ।

ਹਵਾਲਾ : ਇਸ ਦਫਤਰ ਦਾ ਪੱਤਰ ਨੰ. ਰਿਣ/ਸੀ.ਏ. 5/690 ਮਿਤੀ 24.8.97 ਅਤੇ ਨੰ. 372 ਮਿਤੀ 8.5.98

ਯਾਦ ਪੱਤਰ :

ਇਸ ਦਫਤਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰ. ਰਿਣ/ਸੀ.ਏ. 5/690 ਮਿਤੀ 24.8.97 ਰਾਹੀਂ ਜਾਰੀ ਹੋਇਆਂ ਹਦਾਇਤਾਂ ਮੁਤਾਬਿਕ ਜਿਸ ਸਭਾ ਦੀ ਲੈਨਿੰਗ 35.00 ਲੱਖ ਰੁਪਏ ਜਾਂ ਉਸ ਤੋਂ ਵੱਧ ਹੋਵੇ ਉਥੇ ਸਿਰਫ ਦੋ ਕਰਮਚਾਰੀ ਹੀ ਰੱਖੇ ਜਾਣਗੇ ਜਿਵੇਂ ਕਿ ਸਕੱਤਰ ਅਤੇ ਸੇਵਾਦਾਰ ਕਮ ਚੌਕੀਦਾਰ।

ਜਿਸ ਸਭਾ ਦੀ ਲੈਨਿੰਗ ਘੱਟ ਘੱਟ 50.00 ਲੱਖ ਰੁਪਏ ਜਾਂ ਉਸ ਤੋਂ ਵੱਧ ਹੋਵੇਗੀ, ਉਸ ਵਿੱਚ ਤਿੰਨ ਕਰਮਚਾਰੀ ਜਿਵੇਂ ਕਿ ਇਕ ਸਕੱਤਰ, ਇਕ ਸੇਲਜਮੈਨ ਕਮ ਕੈਸ਼ੀਅਰ ਅਤੇ ਇਕ ਸੇਵਾਦਾਰ ਕਮ ਚੌਕੀਦਾਰ ਰੱਖੇ ਜਾਣਗੇ।

ਸਹੀ/-

ਵਧੀਕ ਰਜਿਸਟਰਾਰ (ਰਿਣ)

ਵਾ : ਰਜਿਸਟਰਾਰ ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

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From : The Registrar, Cooperative Societies, Punjab, Chandigarh.

To : All the Joint Registrars, Deputy Registrars and the Assistant Registrars, Cooperative Societies in the field.

Subject : Punjab State Co-operative Agri Service Societies Service Rules, 1997

MEMORANDUM:

Registrar, Cooperative Societies, Punjab, Chandigarh has constituted a Committee under the Chairmanship of Additional Registrar (Credit) Cooperative Societies, Punjab to review the Service Rules of the Punjab State Coop. Agricultural Service Societies Employees. The Committee has submitted its report to Registrar, Cooperative Societies, Punjab which has been accepted and approved. As per recommendations of the Committee. The Service Rules of the employees of the Punjab State Cooperative Agricultural Service societies have been reframed which was appended here. These rules will come into force with immediate effect. These rules are issued under Rule 28 of the Punjab State Cooperative Societies Rule, 1963. The rules framed as Punjab State Cooperative Societies Rules, 1986 are repealed.

Please acknowledge the receipt and ensure the Compliance by PACS in your circle.

Sd/-
Additional Registrar (Credit)
for Registrar, Cooperative Societies,
Punjab, Chandigarh

**THE PUNJAB STATE COOPERATIVE
AGRICULTURAL SERVICE SOCIETY
SERVICE RULES, 1997**

1. SHORT TITLE COMMENCEMENT

i) These rules framed under Rule 28 of the Punjab Cooperative Societies Rules, 1963 shall be called the "Punjab State Coop. Agricultural Service Societies Service Rules 1997".

ii) These rules shall come into force with immediate effect or on such date as may be approved by the Registrar, Cooperative Societies, Punjab Chandigarh.

2. DEFINITION

In these Rules, unless the context otherwise requires.

(a) 'Act' means the Punjab Cooperative Societies Act, 1961 as amended from time to time.

(b) 'Rules' means Punjab Cooperative Societies Rules 1963 as amended from time to time.

(c) 'Society' means any Cooperative Agricultural Credit Service Society registered under the Act.

(d) 'Committee' means the Managing Committee of the Society.

(e) 'Bye-laws' means the Registered Bye-laws of the Society.

(f) 'Registrar' means the Registrar, Cooperative Societies, Punjab or any other Officer vested with the powers of the Registrar under the Act.

(g) 'Supervisory Officer' means any officer of the Cooperative Department or the Central Cooperative Bank with which the society is affiliated.

(h) 'Service' means the service of a society.

(i) 'Member of the Service' means an employee in the service of a society.

3 EXTENT OF APPLICATION

These rules shall apply to all the employees of a society in the State of Punjab.

4 SERVICE

(i) The Service shall comprise the posts as specified in Rule 7 of these rules.

(ii) The Committee may add or delete posts as specified in Rule 7 with the prior approval of the Registrar.

5 METHOD OF RECRUITMENT ETC.

(i) The appointments to the service shall be made by the committee on the recommendations of the Selection Committee consisting of the President, two other committee members of the society and the Assistant Registrar concerned or his nominee. This appointment can be made either on regular basis as per prescribed scale or on contractual basis on consolidated emoluments not exceeding that fixed by the Deputy Commissioner of the District concerned for the concerned category. The appointment shall be made by inviting applications from the suitable candidates in the similarly situated Primary Cooperative Agriculture Service Societies in the District. In case suitable and sufficient candidates are not available, then the applications may be called from the open market.

Provided that no appointment shall be made without prior approval of the Registrar, Coop. Societies, Punjab

(ii) No person shall be directly appointed to the service if he :-

(a) is not a citizen of India and is less than 18 years of age and is more than 35 years of age.

(b) has been dismissed or removed from service of the Government, Corporation, Board, Cooperative Society or any other body corporate on the grounds of misconduct or he has been convicted by a Court of law for an offence involving moral turpitude.

(c) is related to any committee members within the meaning of Rules 20 (i) of the rules and

(d) is an elected member of the committee of a society or a local body including a Panchayat.

6 QUALIFICATIONS

The qualifications necessary for appointment to various posts shall be as under :-

(i) **SECRETARY : EDUCATIONAL QUALIFICATION.**

RULE 6(i) SECRETARY EDUCATIONAL QUALIFICATION

(i) Ten Plus two with at least 45% marks.

(ii) 3 years experience as paid salesman in the society.

(iii) Rural background.

(iv) They have to pass the test/training conducted by ACSTI, Jalandhar.

(ii) **SALESMAN-CUM-CLERK AND CASHIER.**

(i) Ten Plus Two with at least 45% marks.

(ii) Rural back-ground

Note : Salesman already working with matric qualification will be eligible for promotion as secretary.

(III) PEON-CUM-CHOWKIDAR

- 1) Should be able to read and write Punjabi and should preferably be an ex-serviceman.
- 2) All persons appointed to the service or already in service before the enforcement of these rules shall be required, unless already trained, to undergo requisite training successfully as prescribed from time to time by the R.C.S failing which their services, shall be dispensed with.

7. PATTERN OF STAFFING, EMOLUMENTS AND INCENTIVES

- (i) The categories of the societies on functional basis, staff strength approved for them and scales of pay of each category of the employees shall be as per Annexure 'A' & 'B' to this rule.
- (ii) The members of the service shall be paid dearness allowance and other allowances on the pattern of State Govt.
- (iii) The total expenditure on staff should ordinarily not exceed 75% of the annual gross income of the society. The emoluments already being drawn by an employee by way of pay and dearness allowances over and above the scale fixed under these rules shall be protected for the purpose of fixation of pay and any amount due over and above the grade shall be treated as personal pay which shall be set off in future increments.
- (iv) Proficiency Step-Up as admissible to Punjab Govt. employees from time to time.

8. COMMENCEMENT OF SERVICE

The service of an employee shall commence from the date he assumes charge of the duties of his post if he assumes charge of his duties in the forenoon, otherwise from the following day.

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 is prepared by the Selection Committee then the candidates 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, not satisfactory, it may dispense with the 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 extended period of probation.

11. TRAINING

- (i) A society may depute any employee working on regular basis to undergo any training as required by the R C S

or the Managing Committee of the society subject to the approval of R.C.S.

(ii) If an employee, who is required to undergo training, evades or fails to complete the same successfully, it will be misconduct on his part and the Committee, as provided under the Rules, may initiate disciplinary proceedings against him for imposition of punishment.

12 DUTIES AND NORMS OF CONDUCT

1. Every employee shall diligently exercise powers and perform duties as laid down in the Bye-laws of the society in particular; it shall be the responsibility of the Secretary of the society to take all effective steps for.

i) Timely and Proper advancement of loans to members.

ii) effecting recovery of loans from members.

(iii) Raising deposits from members

(iv) ensuring timely availability of agricultural inputs and essential consumption articles for the members.

(v) to supervise the functioning of the employees working in the Society.

(vi) to take all necessary steps in aid for the achievement of above objectives and for the efficient and profitable functioning of the Societies.

2 (i) Every employee shall

a) Maintain absolute integrity, and

b) Do nothing which is unbecoming of an employee and is prejudicial to the interests of the society

(ii) No employee shall remove any of the books of accounts, record, furniture and any other property of the society from the premises of the society without the prior permission of the Committee.

(iii) Every employee authorized to receive/collect cash shall deposit the same daily with the Secretary or any other person authorized in this behalf.

(iv) Every employee shall render account in respect of any advance taken for business of the society within seven days from the date of receipt of such advance to the appropriate person in the society.

(v) No employee shall engage directly or indirectly in any trade or business or negotiate or undertake other employment or secure business for himself or his family member which is prejudicial to the interest of the society.

3 The commission of the following acts shall constitute misconduct on the part of an employee.

(i) Abetment or commitment of any kind of fraud, embezzlement misappropriation, irregularities in connection with the business, property or other pecuniary affairs or interest of the society or any of its members

(ii) Willful damage to the property of the society.

(iii) Convictions by any court of law for any offence involved in moral turpitude.

- (iv) Participating, canvassing or otherwise interfering or using influence in any election to the Central or State Legislature, Panchayat, any other local body or a Society except a society formed exclusively by the employees of which he is a member.
- v) Willful insubordination or disobedience of any lawful order of the committee or of any supervisory officer.
- (vi) Gambling or drunkenness or riotous or disorderly indecent behavior in the premises of the society or other public place.
- (vii) Resorting to or abetting in any form of strike.
- (viii) Unauthorized absence from duty or overstayed after expiry of sanctioned leave without sufficient causes and prior intimation to the society.
- 4 Any willful negligence of duty or violation of norms conduct shall render an employee liable for penalties specified in Rule No. 14

SUSPENSION

- (i) The Committee may place under suspension an employee against whom disciplinary proceedings under these rules are anticipated
- (ii) No employee in any case shall be kept under suspension for more than six months.
- (iii) The Committee of a society may, in exceptional circumstances, extend the suspension period with the prior approval of the Assistant Registrar

14 PENALTIES

(iv) An employee under suspension shall be paid a subsistence allowance equal to 50% of his salary.

1. The following penalties for good and sufficient reasons may be imposed on an employee by the competent authority for the mis-conduct established on his part:-

MINOR PUNISHMENT

- (a) censure.
- (b) Reduction in emoluments.
- (c) Stoppage of increments.

MAJOR PUNISHMENTS

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

In addition to the afore-mentioned penalties, the committee may order recovery from the pay of the employee due to pecuniary loss caused by him to the society by his negligence or by any willful acts of omissions 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 1. ii above inquiry proceedings have to be initiated giving him reasonable opportunity to represent his case as per the details given below :-

- (i) 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
- (ii) After the representation from the employee is received, the competent authority shall consider this representation in the light of charges leveled against him.
- (iii) If after consideration of representation competent authority reaches at a conclusion that the reply of the employee is not satisfactory then he shall appoint some person as enquiry officer and another person as presenting officer.
- (iv) 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
- (v) The enquiry officer shall submit the report to the competent authority and competent authority after considering the report, if reaches at a conclusion that some major penalty is required to be inflicted on the employee, shall give a notice to the concerned employee proposing there in the penalty to be inflicted on the

15 APPEAL

- (i) 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.
- (vi) After the expiry of 15 days and after considering the reply of the employee, if received, the competent authority shall pass the orders of inflicting of major penalty on the employee.
- (vii) The order of infliction of major penalty on employee shall be communicated to him immediately

- (i) An employee shall have a right to file an appeal against an order imposing any of the penalties specified in rule 14 before the Deputy Registrar, Coop. Societies, within 60 days.

(ii) REVISION

A revision petition can be filed against the order of Deputy Registrar within 60 days of the date of the order before the Joint Registrar, Cooperative Societies, of the Division whose decision shall be final binding and conclusive.

16 RESIGNATION

- (i) No employee shall resign from his post unless he has given one month notice or salary in lieu thereof
- (ii) If an employee fails to give the notice or gives shorter 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 of notice or for the period by which it falls short of one month.

17 SECURITY

- (i) Every employee of the society shall be required to furnish the security as prescribed by the Managing Committee of society. Subject to the conditions that every employee except peon or Peon-cum-Chowkidar shall furnish a minimum security of Rs.10,000/- at the time of his joining the service. The society shall pay interest on the amount of security at the rate of 6% per annum or as may be prescribed by the Managing Committee of the society.

18 LEAVE

- (a) Every employee shall be entitled to 10 days earned leave during a calendar year which may be accumulated up to a maximum of 180 days only during the service of an employee in the society which shall be encashed at the time of retirement of an employee.
- (b) All employees in the service of the society shall observe holidays as are observed by the Central Cooperative Bank to which the society is affiliated. Every employee shall be entitled to 15 days casual leave during a calendar year.

19 RETIREMENT

- (a) Every employee of the society shall retire on attaining the age of 58 years except for the peon-cum-chowkidar who shall retire on attaining the age of sixty years. Provided that the employees appointed before this amendment shall be governed by the existing provision for retirement of age.
- (b) An employee shall be entitled to death-cum-retirement gratuity on account of death while in the service of the

society or on retirement as admissible to Govt. Employees subject to the rider that all the benefits extended to the employees including Gratuity may not exceed 75% of profit of the society.

20 INTERPRETATION OF RULES

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

* 21 RELAXATION

The Registrar will be the final authority to relax any condition of any rule on the decision of committee of the society.

22 REPEAL

The Punjab State Cooperative Agricultural Societies Service Rules, 1986 are hereby repealed provided that any action taken and order issued under the provisions of the Rules hereby shall in so far as it is not inconsistent to the provisions of these rules, be deemed to be taken or issued under the provisions of these rules.

ANNEXURE 'A' TO RULE OF THE PUNJAB STATE COOPERATIVE AGRICULTURAL SERVICE SOCIETIES SERVICE RULES, 1997

The substituted Annexure 'A' to rule 7 shall be read as under :-

Sr.No.	Category	New Pay Scale
1.	Secretary	4020-120-4260-140-4400-150-5000-160-5800-200-6200
2.	Salesman/Cashier	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160
3.	Peon-cum-Chowkidar	2520-100-3220-110-3660-120-4140 (With a minimum start of Rs.2620/-)

The above pay scales are applicable w.e.f 1.4.98. But the benefit of Bunching Increment is not being given. The pay fixation formula is the same as per Punjab Govt./ Notification No. 71/97 EP/1/314 dated 16.1.98. The examples are given as under.

ILLUSTRATION NO. 1

1. Existing scale of Pay	750 (with initial start 770/-)
	950-35-1160-40-1320-45-1410
2. Revised Scale of Pay	2520 (with an initial start of Rs.2620)
	-100-3220-110-3660-120-4140
3. Existing pay	800
4. D.A as on 1.1.96 (at index level 1510)	1184
5. First instalment of interim Relief	150
6. Second instalment of interim relief @ 10% of basic pay.	
7. Existing emoluments	2214
8. Add 40% of basic pay	320
Total	2534
9. Stage next above in the revised scale as on 1.4.98	2550

ILLUSTRATION NO. 2

1. Existing scale of Pay	950-35-1160-40-1320-45-1500-50-1800
2. Revised Scale of Pay	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160

3. Existing pay	1470-(1455+15 Additional Pay)
4. D.A as on 1.1.96	2176
5. First instalment of interim Relief	150
6. Second instalment of interim relief @ 10% of basic pay.	147
7. Existing emoluments	3943
8. Add 40% of basic pay	588
Total	4531
9. Stage next above in the revised scale as on 1.4.98	4550

ILLUSTRATION NO.3

1. Existing scale of Pay	1200-30-1560-40-1800
2. Revised Scale of Pay	4020-120-4260-140-4400-150-5000-160-5800-200-6200
3. Existing pay	2000
4. D.A as on 1.1.96	2960/-
5. First instalment of interim Relief	150/-
6. Second instalment of interim relief @ 10% of basic pay	200/-
7. Existing emoluments	5310/-
8. Add 40% of basic pay	800/-
Total	6110/-
9. Stage next above in the revised scale as on 1.4.98	6200/-