

**THE PUNJAB STATE COOPERATIVE
DEVELOPMENT FEDERATION LTD;**

(COMMON CADRE)

RULES 1989

No. E&T/EI/P-5/1005

Dated : 11.7.1989

From :

The Registrar Cooperative Societies,
Punjab Chandigarh.

To

The Managing Director,
Punjab Cooperative Union Ltd.,
49, Industrial Area-1, Chandigarh

Sub : The Punjab Cooperative Union's Service (Common Cadre) Rules, 1989.

Ref. : Your Letter No. 62 PP dated 17.5.89

Memo :

Approval of the Registrar Cooperative Societies, Punjab is hereby conveyed under Section 84-A of the Punjab Cooperative Societies Act 1961 for the constitution and adoption of the Punjab Cooperative Union's Service (Common Cadre) Rules, 1989. A copy of such approved rules is enclosed. These rules shall come into force from 1.7.89.

Sd/-
Additional Registrar (D)
For Registrar Cooperative Societies,
Punjab, Chandigarh

To

The Managing Director,
Puncofed, Pb.,
Chandigarh.

Subject: Amendment in Byelaws of the Punjab, Cooperative Union Ltd.,
Chandigarh.

Memorandum:

Kindly refer to your letter No.2300 dated 27.9.1991 on the above cited subject.

As requested by you in your above cited reference Approval of the Registrar Cooperative Societies, Punjab Chandigarh is hereby conveyed for the change of the name as under.

| <u>Existing name</u> | <u>Proposed name</u> |
|--|---|
| The Punjab State Cooperative Union Ltd., Chandigarh. | The Punjab State Cooperative Development Federation Ltd., Chandigarh |

The word 'Union' where ever it occur in the existing bylaws, it should be substituted as 'Federation' Sub Section of Section 33 of the byelaws can not be deleted. Necessary amendment may be got registered from the concerned Assistant Registrar Cooperative Societies.

Sd/-

Deputy Registrar (Enforcement)
For Registrar Cooperative Societies,
Punjab, Chandigarh.

**THE PUNJAB STATE COOPERATIVE DEVELOPMENT FED. LTD.
(PUNCOFED)
(COMMON CADRE)
RULES 1989**

Short Title :

- 1.1 These rules shall be called the Punjab State Cooperative Development Federation Ltd. (Common Cadre) Rules, 1989.

Commencement

- 1.2 These rules shall come into force with affect from 1.7

Definitions :

- 1.3 In these rules, unless the context requires otherwise :-

- a) “Puncofed” means The Punjab State Cooperative Development Federation Ltd.)
- b) “Board” means the Board of Directors of The Punjab State Cooperative Development Federation Ltd.).
- c) “Administrative Committee” means the committee constituted in pursuance of clause 1.4 of these rules.
- d) “President” means the President of The Punjab State Cooperative Development Federation Ltd.)
- e) Managing Director Means The Managing Director of The Punjab State Cooperative Development Federation Ltd.)
- f) “Government” means the Government of Punjab.
- g) “Registrar” means the Registrar, Cooperative Societies, Punjab or his nominee not below the rank of Deputy Registrar, nominated by him in this behalf.
- h) “DCU” means District Cooperative Unions.
- i) “Direct Recruitment” means the appointment made otherwise than by promotion from within the service or by transfer on deputation.

- j) “Equivalent Posts” means any two or more posts on the service carrying identical time scale.
- k) “Salary” means the basic monthly pay, inclusive of any other emoluments treated as pay.
- l) “Family” means family as defined in Rule 2.17 of the Punjab Civil Service Rules Vol. Par 1.

Authority to Implement these Rule :

- 1.4 (a) These rules shall be administered by a Committee constituted by the Board (referred to as “Administrative Committee” hereafter in these rules) consisting of the following :-
- i) President of the Puncofed Chairman
 - ii) Registrar or his nominee
 - iii) Two Directors of the Puncofed
To be nominated by the Board Members
 - iv) Managing Director, Puncofed Member Secretary
- b. The Administrative Committee, once constituted shall remain the office for a period of one year from the date of constitution. Any vacancy occurring during the tenure of the Committee shall be filled in the manner prescribed in clause (a) above and shall be for the unexpired period only.

Sd/-

Additional Registrar,

Cooperative Societies, Pb. Chandigarh

- c. One third of the total members shall form quorum for every meeting of the Administrative Committee. At least seven days notice shall be given for such a meeting except that the meeting may be called on a shorter notice with the prior sanction of the Registrar. All decisions shall be taken by majority of votes. In case of equality of votes, the Chairman shall exercise an additional casting vote.
 - d. The Administrative Committee shall be competent to delegate any of its powers to the Managing Director or any other officer of the Puncofed.
 - e. Notwithstanding any provisions in these Rules or any other regulations regarding the exercise of power and authority to implement the rules the powers of the Administrative Committee, when the said Administrative committee is not in existence, shall be exercised by the Managing Director.
- 1.5 These rules shall apply to employees of the D.C.U. and Puncofed included in the Common Cadre as given at Annexure I amended from time to time.

Provided that in case of the employees appointed by transfer on deputation, these rules shall apply only to the extent specified in their terms and conditions of deputations agreed upon with the competent authority of Government or parent institution concerned.

Control over the employees in Common Cadre :

- 1.6 All the employees in Common Cadre shall be deemed to be in the service of the Puncofed

Categorisation of employees in Common Cadre :

1.7.1 The various categories covered by the Common Cadre and the Salary scales of each of the category of posts shall be as specified in Annexure I.

Provided that the Board of Directors of the PCU may add or delegate any category of post or add or delete posts in any category or revise the scale of pay given in Annexure I and fix the qualifications for recruitment to new categories with the approval of the Registrar, Cooperative Societies.

Salaries of employees in Common Cadre :

1.8 Salaries of employees of the Puncofed and D.C.U. who are taken on common cadre shall be fixed in new grade specified annexure I according to the principles for fixation laid down in Punjab Civil Service Rules Volume I Part I.

Creation of Staff Strength :

- 1.9 a) The existing staff strength of Puncofed and DCU of categories specified in Annexure-I shall provisionally be considered the strength of the common cadre.
- b) All the employees included in the categories in Annexure-I shall provisionally be deemed to be on the strength of the Common Cadre but shall draw their salaries in their respective old pay scales till finally selected by the Administrative Committee on the strength of the Common Cadre. Such employees who are finally selected on the Common Cadre by the Administrative Committee shall be entitled to draw their pay on the basis of

the pay fixed by the Administrative Committee in the pay scale provided in the Annexure I from the date of enforcement of these rules.

- c) “The Administrative Committee shall determine the strength of temporary/substantive posts for the common cadre for Punjab State Cooperative Dev. Federation Ltd. and for D.C.U.s on the recommendation of the Board of Directors of the concerned Union subject to the approval of the Registrar, Cooperative Societies. The Administrative Committee may from time to time make any change in the sanctioned strength of different categories of posts in the common cadre with the prior approval of the Registrar, Cooperative Societies.

Intergration of Employees

- 1.10 a) The integration of existing employees of the Puncofed and D.C.U.s in the categories of posts given in Annexure I shall be done by the Administrative Committee after satisfying the suitability of employees for the posts. The Administrative Committee will be guided, inter alia, mainly by the following factors for conducting the screening of employees for this purpose.
- i) That his appointment including promotion to the post held by him before being taken in common cadre was approved by the competent authority.
 - ii) That he fulfils the minimum qualifications which were applicable to the post at the time of recruitment.
 - iii) That his previous record of service was satisfactory.

- b) The seniority of employees who are taken on Common Cadre under the provisions of these rules shall be determined in a particular category on the basis of his qualified length of service on the post held at the time of enforcement of these rules. Provided that the employees working in the high grade just before the enforcement of these rules shall be deemed to be senior to the employees working in lower grade in the same category. The qualified length of service shall include the continuous officiating period of service on the posts in the category.
- c) If the date of joining is the same in case of two or more employees against equivalent post their inter se seniority shall be determined according to the age, the older being the senior and in the case of such employees the date of birth of any two or more employees is also the same, the inter se seniority shall be decided by the Administrative Committee whose decision shall be final.

Financial liabilities of PCU/DCU towards the Service :

- 1.11
- a) The salary for the period of duty including all allowances shall be paid to the employees in Common Cadre by the Puncofed or by the D.C.U. for which the duty is performed.
 - b) For the period of leave other than casual leave, the leave salary along with allowances shall be paid by the Puncofed.
 - c) The D.C.U. concerned shall pay to the Puncofed contribution in respect of the leave salary inclusive of all allowances provident fund and gratuity and

bonus at the rates intimated from time to time by the Administrative Committee. The Puncofed shall maintain leave salary contribution funds and gratuity contribution fund for the contributions received from the D.C.U.s and contributed by the Puncofed itself and these funds shall be administered by the Managing Director.

- d) The D.C.U. concerned shall pay leave salary to the Puncofed at the rates intimated from time to time by the Administrative Committee of the Puncofed in respect of leave earned or at the credit of their employees for the period they rendered service in the D.C.U. before their employees were brought on the common cadre of the Puncofed
- e) On transfer of an employee from one D.C.U. to another D.C.U. or Puncofed to D.C.U. or vice versa the transfer travelling allowance and joining time salary shall be paid by the D.C.U. or the Puncofed. as the case may be to which the employee has been transferred.
- f) During the period of any training to which an employee is deputed by the Puncofed. the salary allowances, stipend, T.A. etc. shall be paid by the Puncofed These expenses shall ultimately be shared by the D.C.U. or Puncofed itself in which the employee will remain on deputation during 36 months subsequent to training. Such expenditure will be re-imbursed by the D.C.U. concerned to the Puncofed

- g) In case of any doubt or dispute as to whether a particular period of duty relates to one D.C.U. or another or the Puncofed the matter shall be decided by the Administrative Committee whose decision shall be final.

II

Appointment of Employees in Common Cadre and General Condition of their service

Appointing Authority :

2.1 The authority to make appointments to posts in the cadre shall vest in the Administrative Committee.

General Conditions relating to appointments :

2.2 The following general conditions shall apply to all appointments to the service :-

- a) Only Indian Nationals, displaced persons from Pakistan who have permanently migrated to India or subjects of Nepal or Bhutan shall be eligible for appointment to the service.
- b) No person shall be appointed to the Service by direct recruitment if he is less than 18 year old or above 45 years in age on the date of selection by the Administrative Committee.
- c) No person shall be appointed unless he has been certified by an officer not below the rank of Assistant Surgeon 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 the service of any Government Department or any other institution or has been convicted by a Court of Law as a result of some act of dishonesty or moral turpitude.

- e) No person shall be posted in a Union covered by these rules, in which any of the directors or any other employee is related to him within the meaning of Rule 2 (k) of the Punjab Cooperative Union Rules of 1963.

Nature of appointment :

- 2.3 a) An appointment may be made of any of the following nature :-
- i. Purely temporary (may be terminated within a period of three months without notice).
 - ii. Temporary (may be terminated or under substantive subsequently;
 - iii. Substantive.
- b) Administrative Committee Shall have the right to decide whether a particular vacancy should be filled up by direct recruitment or by promotion or by transfer on deputation.

Appointment by direct recruitment :

- 2.4 a) The minimum qualifications for direct appointment for posts under a category shall be those as have been specified against that category in Annexure-II. However, the Administrative Committee shall be competent to add any additional or preferential qualifications for post/posts under a category.
- b) The Administrative Committee shall fix the order of merit in the decision of selection and the appointment to the posts shall be made according to the merit list. The inter se seniority among such recruits shall also be fixed on the basis of the order of merit.

Appointment by promotion :

- 2.5 a) The appointments by promotion to posts under a category shall be made from eligible employees, working in lower category by selection on considering seniority and record of service.
- b) For promotion to the post in the lower category in these rules the persons serving in the PCU or DCU in a category just below these categories shall be considered for promotion by the Administrative Committee. The administrative Committee shall be guided by the service, record, qualifications academic and professional and length of service of the employee in that category for promotion.
- c) If two or more employees are promoted by the Administrative Committee to a category on the same date, the seniority shall remain the same as in lower category. In case two or more employees are promoted by the Administrative Committee to the lowest category in common cadre, the said committee shall fix the order of merit in the decision of promotion keeping in view the provisions of Rule 1.10 (b & c) supra.
- 2.6 i) The seniority shall be determined separately in each category provided at Annexure I.
- ii) The seniority inter se of the employees of any category shall be determined by the dates of their continuous officiation or appointment in that category.
- iii) In case of two or more employees appointed on the same date, their seniority shall be determined as follows :-

- a) If the appointment is made in pursuance of Rule 2.4, the seniority shall be determined according to the merit list.
- b) If the date of joining of two or more employees by direct recruitment and promotion is the same, the directly recruited employee/employees shall be deemed to be senior.

Commencement of Service :

2.7 Service shall be deemed to Commence from the working day on which an employee reports for duty on any appointment. If he reports for duty in the afternoon, the service shall be deemed to commence for the following day.

- 2.8
- a) Every person appointed in any category under Rule 2.3 (ii) and (iii) in the Common Cadre by promotion on direct recruitment shall be required to be on probation for a period of one year from the date of appointment.
 - b) The administrative Committee may at their discretion, extent the period of probation by further period not exceeding one year.
 - c) During the period of probation or extension thereof, an employee directly recruited may be terminated from service without notice. An employee promoted from a lower post to a higher post may be reverted to the lower post by the Administrative Committee during the probation period without notice.

Traing & Examinations :

- 2.9 a) The Administrative Committee may depute any employee of the service to undergo any course or courses of training and/or pass the examination

connected with the Cooperatives and Management and other allied subjects concerning the business of the Puncofed and DCU.

- b) An employee deputed for training shall be required to execute a bond agreeing to remain in the service for at least three years after the date of completion of the training, failing which he shall be liable to pay the expenses short of three years incurred by the Puncofed or DCU on his training in proportion to the period he has less served the Puncofed or DCU
- c) An employee who fails to successfully complete the training or to pass the examination prescribed for the category shall be liable to be debarred for further promotion, reverted or denied one or more further increments as may be decided by the Administrative Committee.

Posting and Transfers :

- 2.10 a) The Managing Director Director shall be competent to post any employee in Puncofed or any D.C.U. or transfer any employee from one D.C.U. to another D.C.U. or Puncofed and vice versa against any equivalent post. Such transfers orders shall be put up to the Administrative Committee for information in the next meeting of the Committee.
- b) Employees except those taken on deputation from Government or any other institution when, posted or transferred to any D.C.U shall not be entitled to claim any deputation allowances.

Record of Service of Employees :

- 2.11 a) The record of service of every employee inclusive of accounts of all types of leaves except casual leave shall be maintained or caused to be maintained by the Puncofed in the service books as are prescribed for Government servants or as may be specifically prescribed by the Administrative Committee for this purpose and all the entries shall be confirmed by the officer or officers authorised by the Administrative Committee.
- b) The casual leave account shall be maintained by the Puncofed or D.C.U.s for concerned employees in the register which may be prescribed by the Administrative Committee.
- c) Annual character rolls and confidential reports shall be recorded in the Performa to be prescribed by the Administrative Committee for this purpose by authorities empowered by the Administrative Committee and shall be maintained by the Managing Director. All reports shall be written and deposited with Managing Director within three months of the close of the cooperative year who shall within a period of two months convey the adverse remarks to the employee concerned. An appeal against adverse remarks shall be made within 30 days from the receipt of such communication to the Managing Director whose decision shall be final. Provided that such appeal in case of Managing Director shall be considered and decided by the Administrative Committee.

2.12 The members of the service shall furnish security in favour of the Puncofed and may be decided by the Administrative Committee for each post.

Termination of Service :

2.13 No employee shall be entitled to notices or salary and allowance in lieu thereof if he is removed from service.

- a) On account of misconduct, dishonesty or moral turpitude, established on record.
- b) During probation period under rule 2.8 (e)

Resignation :

- 2.14**
- a) No employee who has been in the service continuously for a period of three months shall resign his post unless he has given thirty days previous notice or pay in lieu thereof.
 - b. Where an employee contravenes the, Provisions of clause (1) supra his unpaid wages for a period not exceeding thirty days shall be forfeited.
 - c. Resignation may be accepted by the appointing authority with immediate effect or at any time before the expiry of the period of notice in which case an employee shall paid salary in respect of actual period spent on duty in the service.
 - d. If an employee leaves service without giving the due notice, he shall be liable to pay an amount equal to salary including allowances for the period of notice or for the period of which notice falls short and any other dues recoverable from him and the union concerned shall be authorised to deduct

these amounts from his unpaid dues including salary, allowances and gratuity.

Retirement :

- 2.15 a) Every employee appointed in the service shall ordinarily retire on attaining the age of 58 years..
- b) Notwithstanding anything contained in clause (a) above any employee may be required by the Administrative Committee or permitted at his own request to retire from the service on attaining the age of 55 years.
- c) Nothing contained in clauses (a) and (b) supra shall affect the right of the Administrative Committee to require an employee to retire on his being incapacitated for further continuance in service due to his continued illness.

Provided that before acting under this clause the Administrative Committee shall hear the employee and also satisfies itself about the nature of his incapacity.

- d) Puncofed may re-employ a member after his attaining the age of superannuation upto the age of sixty years if considered necessary in Public interest, subject to the approval of Registrar Cooperative Societies, Punjab.

Discipline and Appeal :

- 2.16 Notwithstanding anything contained in any other regulation and without prejudice to such action to which an employee becomes liable under any other law or regulation for the time being in force, the employees of the Common Cadre shall

be governed by the discipline, punishment and appeal rules attached as Annexure III.

Payment of Gratuity/Security :

2.17 The amount of gratuity and security shall not be paid till no demand certificates and taken from the Puncofed and DCUs which the official has served.

III PAY, ALLOWANCES AND OTHER CONCESSION

Pay :

- 3.1 Except as provided otherwise in these rules an employee appointed to a category shall draw the minimum in the scale fixed for that category in Annexure I.
- 3.2 If an 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 at the stage in the higher scale next above his pay in the lower scale.
- 3.3
 - a) Annual increment on first appointment on direct recruitment or on promotion shall be allowed after the concerned employee completes the probation period successfully and passes the examination or completes the training successfully whichever is prescribed by the Administrative Committee for the category in which he is appointed. However, the arrears of increment shall be allowed in case these conditions are fulfilled by the employee in the period specified by the Administrative Committee.
 - b) Subject to the provisions of such clause (a) the annual increment in the pay scale shall accrue normally to an employee after he has completed one year's service at a stage in the pay scale unless it has been previously withheld for reasons of unsatisfactory work or conduct etc. The authority competent to withhold increment may withhold increment provisionally in any case where any charges with regard to unsatisfactory work or conduct are under investigation.

3.4 The following period 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 earned leave with full salary except sick leave on commuted salary.
- iii) period of officiating service in a higher post in the service provided the 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 under rule 2.16 supra.

3.5 a) The Administrative Committee may in special cases allow initial salary at the higher stage in the grade than normally admissible in relaxation of rule 3.1. supra for reasons of higher qualification or better experience to any employee on his first appointment.

b) The Administrative Committee may subject to the approval of the Registrar frame rules to grant cash awards or advances increments to an employee or employees for improving qualifications or doing commendable work or for meritorious services.

c) The Administrative Committee may grant incentives/concessions to the employees borne on common cadre strength for promoting small family norms in accordance with the instructions of the State Government issued from time to time in this behalf.

3.6 The sanction of increment at the time of crossing the efficiency bar shall be considered and allowed by the Managing Director on the basis of reports called from concerned quarters regarding the work, conduct, additional qualifications acquired necessary specialized training taken as may be prescribed by the Administrative Committee.

3.7 All allowances except Medical Allowance shall be paid to the employees as are allowed by the Government to their employees. Medical allowance shall be allowed as sanctioned by the Administrative Committee from time to time. The employees would continue to receive medical allowance at the rates in force before the adoption of common cadre till these are modified by the Board.

Provided that the employees taken on deputation from the Government or other institutions shall be paid allowance according to the terms and conditions settled with the parent body.

Travelling Allowance :

3.8 The travelling allowance shall be admissible to the employees in the common cadre as provided in Annexure IV.

Provident Fund :

3.9 An employee who puts in 240 actual working days or one year continuous service from the date of his joining whichever is earlier shall be entitled to the benefit of Provident fund as per Annexure-V amended from time to time.

Bonus and Gratuity :

- 3.10 The employee on the common cadre shall draw bonus at the rates on which the Punjab Cooperative Union decides to allow bonus. The District Cooperative Unions shall pay the amount of the bonus in respect of the employee working in union within the common cadre on the basis of the bonus admissible to them according to the decision of the Board of Directors of that respective District Cooperative Union. The difference of the amount of bonus paid to the employee and received from the District Cooperative Union shall borne by the Punjab Cooperative Union.
- 3.11 The employees shall be granted gratuity as per Annexure VI as amended from time to time.

Reimbursement of Medical Expenses :

- 3.12 The employees of the service shall be entitled to medical allowances as sanctioned under rule 3.7 supra. If an employee is admitted as an indoor patient in a hospital managed by the Government for prolonged illness, the Administrative Committee allow reimbursement of medical expenses incurred thereon.

IV LEAVE AND JOINING TIME

- 4.1 Every employee shall be entitled to earned leave at the ratio of one day for every 11 days of duty subject to the maximum of 30 days during a calendar year. Such leave shall not accumulate for more than 90 days. Salary during earned leave shall be paid up a average rate of pay during the proceeding 10 months.
- 4.2 Competent authority may sanction not more than 20 casual leaves during a calendar year and not more than 7 casual leaves at a time.

Sanction of leave :

- 4.3 No employee shall claim leave as a matter of right.
- 4.4 Leaves of different nature to employees working on various posts shall be sanctioned by the authority to whom the powers are delegated as Managing Director.

Joining Time :

- 4.5 Joining time on transfer from one place of duty to another shall be granted to an employee up to eight days including the time spent in journey. Provided that this period can be reduced by competent authority in special cases in the interest of work, salary for this period shall be paid at the rate of pay last drawn.

V

INTERPRETATION

Authority to interpret these rules

- 5.1 If any doubt arises at any time as to the interpretation of the rules of their application the the matter will be referred to the Board, whose decision shall be final.

VI

GENERAL

- 6.1 No employee of the Coop. Institutions shall be canvassing or otherwise use his influence or interfere or take part in an election to any legislature or a Cooperative Societies registered under the Punjab Cooperative Societies Act or a village Panchayat.
- 6.2 Any case which is not covered by the above rules would be regulated and governed by the Punjab Civil Service Rules and the Punjab Financial Rules, as the case may be.

ANNEXURE I
SERVICES IN THE COMMON CADRE
AND
THEIR SCALE OF PAY

| Sr.No. | Category of Post | Scale of Pay |
|---------------|---|---------------------|
| 1. | Managing Director, PCU | Rs. 3000-4500/- |
| 2. | General Manager, PCU | Rs. 2200-4000/- |
| 3. | Cooperative Education Officer, PCU | Rs. 2200-4000/- |
| 4. | Assistant Education Officer, PCU | Rs. 1640-2925/- |
| 5. | Assistant General Manager PCU/Manager DCU | Rs.1640-2925/- |
| 6. | Cooperative Education Instructor PCU/DCU | Rs. 1200-2100/- |

Revised vide RCS Letter No. E&T/EI/BOD/633 dated 26.6.89

And amended time to time.

ANNEXURE – II

| Sr.No. Name of Post | Qualifications for Direct Recruitment |
|--|---|
| 1. Managing Director | <p>i. Post Graduate or Law Graduate</p> <p>ii. He must have worked in a responsible supervisory capacity for 10 years out of which five years must be in a Senior Supervisory Capacity.</p> <p>Or</p> <p>He must have 10 years experience in a bar.</p> <p>iii. Preference will be given to persons having higher qualification in Cooperation.</p> |
| 2. GENERAL MANAGER : | <p>i) Post Graduate or Law Graduate.</p> <p>ii) He must have worked in a responsible. Supervisory Capacity for 10 years.</p> <p>iii) Preference will be given to person having higher qualification in Cooperation</p> |
| 3. COOPERATIVE EDUCATION OFFICER | <p>i) Post Graduate or Law Graduate</p> <p>ii) Higher Diploma in Cooperation.</p> <p>iii) 10 years experience in any cooperative institution.</p> |
| 4. ASSISTANT COOPERATIVE EDUCATION OFFICER : | <p>i) Graduate in Arts or Science or Commerce</p> |

- ii) Diploma in Journalism or Personnel Management or Accounts.
 - iii. Higher Diploma in Cooperation.
 - iv. Five years experience in any Cooperative institution in a Responsible post.
5. ASSISTANT GENERAL MANGER, PCU/ MANAGER DCU.
- i) Graduate in Arts or Science or Commerce.
 - ii) Diploma in Journalism or Personal Management or Accounts.
 - iii) Higher Diploma in Cooperation.
 - iv) Five years experience in any Cooperative Institution.
6. COOPERATIVE EDUCATION INSTRUCTOR :
- i) Graduate in Arts or Science or Commerce.
 - ii) Higher Diploma in Cooperation.
 - iii) Preference will be given to those who have worked as Secretary in a Cooperative Society or Sub-Inspector Cooperative Societies for 2 years.
(Amended by Letter as under)

No. RCS/E&T/E.I./2163 A

Dated 8.9.2008

From

The Registrar
Cooperative Societies,
Punjab, Chandigarh.

To

The Managing Director,
Puncofed, Pb.,
Chandigarh.

Sub: Request for Amendment in the Service Rules (Appendix II)

Ref: Your letter No. 2990 dated 20.8.2008.

Memo:

It is intimated that R.C.S. Pb. has accorded approval for change in the mode of recruitment of Cooperative Education Instructors in Appendix II & III of the Service Rules of Puncofed as that 80% recruitment shall be made through direct recruitment and 20% by promotion from the cadres of Puncofed and D.C.U's subject to approval by the Board of Directors of Puncofed in its next meeting and that promotions will be made only after the approval from the BOD of Puncofed. The R.C.S. has also approved that the qualification will remain same and only those employees who fulfill the

required qualification will be promoted as Cooperative Education Instructors of Puncofed.

Sd/-
Additional Registrar (D)
For Registrar Cooperative Societies,
Punjab, Chandigarh.

APPENDIX II (A)

MODE OF APPOINTMENT FOR VARIOUS CATEGORIES OF POSTS

1. Managing Director :

- a) By promotion from incumbents holding the post of General Manager Cooperative Education Officer for 5 years.
- b) By direct recruitment.

2. General Manager

- a) By promotion from amongst the incumbents holding the post of Assistant Education Officer/Assistant General Manager PCU/Manager DCU for at least seven years.
- b) By Direct Recruitment

3. Cooperative Education Officer :

- a) By promotion from amongst the incumbents holding the post of Assistant Education Officer/Assistant General Manager PCU/Manager DCU for seven years.
- b) By direct recruitment.

4. Assistant Cooperative Education Officer :

- a) By promotion from amongst the incumbents holding the post of Cooperative Education Instructors for seven years.
- b) By Direct recruitment.

5. Assistant General Manager, Puncofed/Manager DCU

- a) By promotion from amongst the incumbents holding the post of Accountant in PCU for five years.
- b) By direct recruitment.

ANNEXURE III
Rules Regarding Discipline, Punishment and Appeal

1.1 Notwithstanding anything contained in any other regulation and without prejudice to such action to which an employee becomes liable under any other law or regulation for the time being in force any or all of the following penalties may be imposed for good and sufficient reasons on any member of the service :-

- a) Censure
- b) Withholding of increment.
- c) Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the PCU or DCU by negligence or breach of orders.
- d) Withholding of promotion.
- e) Reduction to a lower category, or grade or to a lower stage in a time scale.
- f) Compulsory retirement.
- g) Dismissal from Service.

Explanation :

The following shall not constitute a penalty within the meaning of this rule :-

- a) Termination of service, or reversion to a lower category of an employee under rule 2.9 and 2.13.
- b) Discharge of an employee for want of vacancy or as a measure of retrenchment provided the appointment was made on temporary basis.

c) Reversion of an employee promoted from a lower category to a higher post, to such lower category for want of vacancy provided the promotion was made on temporary basis.

1.2 No penalty shall be imposed on any employee unless the charge or charges on which it is proposed to take disciplinary action against him have been communicated to him in writing and he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him. The authority competent to impose the penalty may, if circumstances permit, hold an enquiry into the charge or charges or cause such an enquiry to be held by an officer superior to the person against whom the action is proposed to be taken for the purpose of ascertaining the truth or otherwise of the charge or charges. If it is decided to hold an enquiry, employee concerned shall be permitted to produce or cite witnesses on his behalf and examine the relevant documents, but shall not be permitted to engage a lawyer at the enquiry.

1.2 (a) " If the punishing authority having regard to its findings on all of any of the article of charge, is of the opinion that any of the penalties specified in clause (d) to (g) of Rule 1.1 of Annexure III of Common Cadre Rules i.e. Major penalties should be imposed on the PCU employees, it shall furnish to the defendent employee a copy of the inquiry held by it and its findings on each article of charge, or where the enquiry had been held by an inquiring authority appointed by it, a copy of the report of such authority and a statement of its findings on each articles of charge

together with brief reasons for its disagreement, if any, with the findings of the inquiring authority.

1.3 (a) The Managing Director may suspend any employee against whom action is proposed to be taken if in its opinion the attendance of the employee on duty during the period the charges are under investigation against him is likely to affect the proceedings.

(b) During the period of suspension an employee shall be paid subsistence allowance equal to 50% of his salary with usual allowance admissible on the basis of the amount of such subsistence allowance. The subsistence allowance shall be paid by the Puncofed if the employee is working in the Puncofed at the time of suspension, and if he is working in a DCU by the DCU concerned.

Provided that the Managing Director may direct the Puncofed or DCU other than with which an employee was working at the time of suspension to pay subsistence allowance by recording the reasons in writing.

(c) If the employee placed under suspension is subsequently completely exonerated of the charges, he shall be eligible 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 orders 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. Salary and allowances payable under this provision shall be paid by the PCU if the employee is working in PCU at the time of suspension and if he is working in a DCU by the DCU concerned.

Provided that the Managing Director may direct the PCU or DCU other than which an employee was working at the time of suspension to pay the salary and allowances by recording the reasons in writing.

1.4 (a) An appeal against the orders of Managing Director imposing a penalty under Rule 1.5 of these rules shall lie to the Administrative Committee. The Appeal against the order of the Administrative Committee imposing a penalty under rule 1.5 shall lie to the Board of Directors.

(b) The appeal shall be submitted within a period of 30 days from the date on which the appellant receives a copy of the order appealed against. The appellant authority may however entertain any appeal within 60 days of the said date if appellant had sufficient cause for not submitting the appeal in time.

(c) The appellate authority may, after consideration of the case :-

(i) set aside, reduce, confirm or enhance the penalty, or

(ii) remit the case to the authority which imposed penalty with such directions as it may deem fit in the case.

1.5 The authorities specified in column 3 below shall, in respect of an employee of the description specified in column 2 thereof be competent to impose the penalties specified in column 4 thereof :-

| S.No. | Description of employee | Authority competent to impose penalty | Nature of penalty |
|-------|-------------------------|---------------------------------------|-------------------|
|-------|-------------------------|---------------------------------------|-------------------|

| | | | |
|----|---------------------------------------|--------------------------|---|
| 1 | Employees of any category except M.D. | Managing Director | All penalties specified in rule 1.1 of these rules. |
| 2. | M.D. | Administrative Committee | -Do- |

1.6 Provisions of rule 1.1 to 1.5 supra shall not be applicable in case of employees, who are taken on deputation and they shall be governed by the rules and regulations of the parent body in this respect.

ANNEXURE IV
RULES FOR TRAVELLING ALLOWANCE

The T.A. Rules of the Punjab Government as amended from time to time shall be applicable to all the employees of the Common Cadre with the exception that the daily allowance will be paid 1½ times the rate sanctioned by the Punjab Government to their employees of corresponding category.

ANNEXURE V

RULES FOR REGULATION OF PROVIDENT FUND OF EMPLOYEES

FRAMED UNDER RULE 3.9 OF

THE PUNJAB STATE COOPERATIVE DEVELOPMENT FEDERATION LTD.

(PUNCOFED)

(COMMON CADRE) RULES 1989

These rules shall be called the rules for regulation of Provident Fund of employees working in Common Cadre created under the Punjab State Cooperative Development Federation Ltd. (PUNCOFED) (Common Cadre) Rules.

2) Definations :

- i) " Puncofed means The Punjab State Cooperative Development Federation Ltd.
- ii) " Administrative Committee " means the Committee constituted under rule 1.4 of The Punjab State Cooperative Development Federation Ltd.

(Common Cadre) Rules.
- iii) " Continuous service with Puncofed " means continuous service in the Common Cadre inclusive of continuous service in Puncofed or D.C.U. or both at the time of joining Common Cadre provided the Puncofed or DCU

concerned deposit the contributions of the depositor as well as of the Federation in the fund created under rule 1.11 (c) of the Punjab State Cooperative Development Federation Ltd., (Common Cadre) Rules.

3) Every employee shall be required to subscribe to the provident fund at the rate of 8% of his salary after completing 240 actual working days or one year of the date completion of probation period successfully whichever is earlier. In making calculations fractions of a rupee of salary shall be omitted. The Puncofed or DCU as the case may be shall make a monthly contribution to the Provident fund for each employee of an amount equal to the employees own contribution.

4. An account shall be opened in the name of each member of the service contributing to the provident fund and the amount of both, deductions and contributions, shall be credited to such account every month. The Puncofed shall allow interest at the same rate as allowed by the Provident Fund Commissioner from time to time. The Fund shall be controlled and administered by the Administrative Committee.

5. A temporary advance may be granted to a subscriber from the amount standing to his credit in the fund at the discretion of the Administrative Committee or the official authorized by it subject to the following conditions :-

- a) No advance shall be granted unless the Administrative Committee is satisfied that the pecuniary circumstances of the subscriber justify, and that it will be expended on one or more of the following objects and not otherwise:-

- 1) to pay expenses incurred in connection with the prolonged illness of the subscriber or any person actually dependent on him.
- 2) to pay for the overseas passage only for reasons of health or education of the subscriber on any person actually dependent on him.

Advances from provident fund may also be granted to a subscriber subject to the usual condition to meet the cost of educations of himself or any person actually dependent on him in the following types of cases :-

- i) for education outside India, whether for an academic, technical, professional or vocational course.
 - ii) For medical, engineering and other technical or specialized course in India beyond the Higher Secondary stage. Provided that the course of study is not of less than three years duration.
3. to pay obligatory, expenses on a scale appropriate to the subscribers status which by customary usage, the subscriber has to incur in connection with the marriages, funerals or other ceremonies.
 4. to pay the premium of life insurance policy covering the life of the subscriber.
 5. to meet the expenses of repair of construction of house,

Note : In case falling under item (1) above, advances may be granted by the Administrative Committee to pay debts incurred, provided an application is made within a reasonable tinme after the event to which it relates. What is a reasonable time shall be determined by the Administrative Committee on the merits of each case.

- b) The Administrative Committee shall record in writing its reasons for granting the advance.
- c) Except for special reasons to be recorded in writing by the Administrative Committee, an advance shall not :-
 - i) exceed three months pay, or half the amount at the credit of the subscriber in the fund, whichever is less, except in case of a daughter's marriage or construction or repair of house of the subscriber the advance shall not exceed 6 months pay or.
 - ii) Be granted unless the amount already advanced does not exceed two thirds of the amount admissible under sub-clause C (i)
- 6. In fixing the amount of an advance, the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the fund.
- 7. The rate of interest which will be charged on such advances out of the provident fund shall be 1% higher than the rate allowed on the provident fund by Puncofed.
- 8. An advance shall be recovered from the subscriber in such number of equal monthly installments as the Administrative Committee may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty four. A subscriber may at his option repay more than one installment in a month. Each installment shall be a number of whole rupees, the amount of the advance raised or reduced if necessary, to admit the fixation of such installments. Provided that advance made for marriage of

daughter or for repair or construction of house shall be recovered in such number of installments as may be fixed by the Administrative Committee but such number shall not be less than 20 or more than 60.

9. If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.
10. Every member of the service shall appoint a nominee to whom all moneys due on account of provident fund be paid in the event of subscriber death. If more than one nominee is appointed, the subscriber shall state clearly what proportion of the available balance shall be paid to each of them.

Provided that provident fund shall be payable :-

- a) On death of the subscriber to his duly appointed nominee or nominees or in case no nominee had been appointed, to his legal heir on the production of proof of title.
- b) To the subscriber :-
 - i) on his losing the appointment through reduction of staff or.
 - ii) On resigning, if he has completed ten or more years of continuous service with the Federation.
 - iii) On resignation if the resignation is due solely to permanent incapacity through illness or otherwise.

11. If the subscriber with the sanction of the Administrative Committee, accepts employment in any other Cooperative institution in the Punjab, his contribution and that

of the institution plus the interest on the account shall be transferred to his new employer for credit in the account of the subscriber.

12. If the subscriber resigns from the service after completing of years, but less than 10 years of continuous service with the Puncofed he shall receive his own contribution plus 50 % of unions contribution plus proportionate interest due thereon.

13. On resigning the service before completing 5 years continuous service with Puncofed the subscriber shall his own contribution plus proportionate interest due thereon.

14. The balance outstanding in provident fund shall be kept invested outside Puncofed business in such Government Securities which are approved by the Provident Fund Commissioner .

ANNEXURE VI

RULES FOR PAYMENT OF GRATUITY FRAMED UNDER RULE 3.11 OF THE PUNJAB STATE COOPERATIVE DEVELOPMENT FEDERATION LTD. (PUNCOFED) (COMMON CADRE) RULES.

These rules shall be called the rules for the payment of gratuity to the employees working in the Common Cadre created under the Punjab State Cooperative Development Federation Ltd. (Puncofed) (Common Cadre) Rules.

2. DEFINATIONS ;

In these rules unless the context otherwise requires :

- a) "Registrar" means the Registrar, Cooperative Societies, Punjab.
- b) Qualifying service means 10 years satisfactory continuous service in the common cadre.

Explanation : Previous continuous service in the Puncofed or DCU shall also be considered as service in the Common Cadre provided the Puncofed or DCU concerned deposits the contribution fixed by the Administrative Committee for previous service of the fund created under Rule 1.11 (c).

- c) " Pay (means the average of the Salary inclusive of other remunerations drawn as salary during the last 12 months.

3 (a) On retirement an employee may be allowed gratuity equal to half month's pay for each completed year of qualifying service subject to a maximum of 15 months.

(b) On death of an employee while in service of the Puncofed, half months pay for each completed year of satisfactory service or a fraction thereof subject to a maximum of 15 months may be paid to his/her widow/widower, sons and minor and unmarried daughters :-

(c) On an employee becoming at any time during his service physically or mentally incapable as decided by competent authority approved by the Administrative committee to dis-continous service prior to the age of his superannuation, may be paid gratuity as in 3 (a) above,

(d) On resignation by an employee on reasons of health certified by a competent authority approved by the Administrative Committee he will be entitled to gratuity on the scale prescribed and provided in Rule 3 (a) above.

e) In case of an employees accidental death or becoming physically incapable of service while actually performing the duty of the Union in the Interest of the Union he himself/she herself or his widow/her widower in case of female employee, sons and his/her minor and unmarried daughters may be allowed additional gratuity @ half month's pay for each completed year of satisfactory service subject to a maximum of 12 months pay or Rs. 5,000/- which ever is more.

4. The length of service shall be calculated as the total period from the date of initial appointment to the date of resignation from the Federation or retirement from Unions service or death.
5. The Administrative Committee shall be competent to sanction gratuity to an employee, his widow/her widower in case of a female employees, sons and minor and unmarried daughters under these rules.
6. Should any dispute arise in respect of any matter regarding gratuity, the matter shall be referred to the Board, whose decision thereon shall be final and binding on the parties.

ਨੰ.ਰਸਸਜਈ.ਐਡ.ਟੀ.ਜਈ.ਆਈ.ਜ18ਜਪਨਕੋਫੈਡ2412 ਦੇ ਮਿਤੀ 26.11.2010

ਵੱਲੋਂ

ਰਜਿਸਟਰਾਰ
ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ, ਪੰਜਾਬ
ਚੰਡੀਗੜ੍ਹ।

ਵੱਲ

ਪ੍ਰਬੰਧ ਨਿਰਦੇਸ਼ਕ,
ਪਨਕੋਫੈਡ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

ਵਿਠੀ: ਪਨਕੋਫੈਡ ਦੇ ਮੁਲਾਜ਼ਮਾਂ ਦੇ ਸਰਵਿਸ ਰੂਲਾਂ ਅਤੇ ਕਾਮਨ ਕੇਡਰ ਰੂਲਾਂ ਵਿੱਚ ਸੋਧ ਕਰਨ ਸਬੰਧੀ ਪ੍ਰਵਾਨਗੀ।

ਹਵਾਲਾ: ਆਪ ਦੇ ਦਫ਼ਤਰ ਪੱਤਰ ਨੰ.2304 ਮਿਤੀ 27.7.2010 ਅਤੇ ਪੱਤਰ ਮਿਤੀ 12.10.2010

ਯਾਦ ਪੱਤਰ:

ਉਪਰੋਕਤ ਵਿਠੀ ਅਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ

ਪ੍ਰਾਪਤ ਹੋਈ ਤਜਵੀਜ਼ ਜਿਸ ਰਾਹੀਂ ਪਨਕੋਫੈਡ ਦੇ ਮੁਲਾਜ਼ਮਾਂ ਦੇ ਸੇਵਾ ਨਿਯਮਾਂ ਦੇ ਅਪੈਂਡਿਕਸ-II ਅਤੇ III, ਪਨਕੋਫੈਡ ਅਤੇ ਡੀ.ਸੀ.ਯੂ. ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਕਾਮਨ ਕੇਡਰ ਰੂਲਾਂ ਦੇ ਅਪੈਂਡਿਕਸ II (ਏ) ਅਤੇ ਕਾਮਨ ਕੇਡਰ ਰੂਲਾਂ ਦੇ ਸੈਕਸ਼ਨ 1.10 (ਬੀ) ਵਿੱਚ ਸੋਧ ਕਰਨ ਸਬੰਧੀ ਆਪ ਵਲੋਂ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ, ਨੂੰ ਵਿਚਾਰਨ ਉਪਰੰਤ ਮਾਨਯੋਗ ਰਜਿਸਟਰਾਰ, ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ, ਪੰਜਾਬ ਜੀ ਵਲੋਂ ਇਨ੍ਹਾਂ ਰੂਲਾਂ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ:-

- ਅਪੈਂਡਿਕਸ- II ਵਿਚੋਂ ਹਰ ਪੋਸਟ ਦੀ ਪਦ ਉਨਤੀ ਲਈ ਦਿੱਤੀਆਂ ਯੋਗਤਾਵਾਂ ਨੂੰ ਖਤਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਅਪੈਂਡਿਕਸ- II ਵਿੱਚ ਦਰਜ ਪਦ ਉਨਤੀ ਲਈ ਯੋਗਤਾ ਦੇ ਹੇਠਾਂ ਅਪੈਂਡਿਕਸ- III ਦਰਜ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।
 - ਸਰਵਿਸ ਰੂਲਾਂ ਦੇ ਅਪੈਂਡਿਕਸ- II ਅਤੇ III ਵਿੱਚ ਦਰਜ ਸੈਕਟਰੀ, ਅਸਿਸਟੈਂਟ ਸੈਕਟਰੀ ਦੇ ਅਹੁਦੇ ਨੂੰ ਕਾਮਨ ਕੇਡਰ ਰੂਲਾਂ ਅਤੇ ਪਨਕੋਫੈਡ ਦੇ ਬਾਈਲਾਜ ਵਿੱਚ ਦਰਜ ਅਨੁਸਾਰ ਜਨਰਲ ਮੈਨੇਜਰ ਅਤੇ ਸਹਾਇਕ ਜਨਰਲ ਮੈਨੇਜਰ ਦਰਜ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।
- 1) **Appendix-II** ਵਿੱਚ ਦਰਜ ਕੁਝ ਅਸਾਮੀਆਂ ਦੀ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਯੋਗਤਾ ਵਿਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ :-

| ਅਸਾਮੀ ਦਾ ਨਾਂ | ਮੌਜੂਦਾ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਯੋਗਤਾ | ਪ੍ਰਵਾਨ ਕੀਤੀ ਸੋਧ |
|-------------------------|--|----------------------------|
| Clerk/Clerk-cum/Cashier | Matric/Hr.Secondary, should know typing in both English & Punjabi reference for Higher qualification | As per Punjab Govt. Rules. |
| Peon/Chowkidar | Middle | As per Punjab Govt. |

| | | |
|--|--|--------|
| | | Rules. |
|--|--|--------|

- 2) Appendix-II ਵਿੱਚ ਦਰਜ ਸਿਨੇਮਾ ਓਪਰੇਟਰ ਦੀਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਖਤਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ:-
 3) Appendix-III ਵਿੱਚ ਦਰਜ ਪਦ ਉਨਤੀਆਂ ਲਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

| ਅਸਾਮੀ ਦਾ ਨਾਂ | ਮੌਜੂਦਾ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਯੋਗਤਾ | ਪ੍ਰਵਾਨ ਕੀਤੀ ਸੋਧ |
|-------------------------|---|--|
| Clerk/Clerk-cum-Cashier | a) By promotion to the post of :- i) Clerk from amongst the incumbents holding the post of restorer. | a) By promotion to the post of :- i) Clerk from amongst the incumbents holding the post of restorer having three years experience as restorer . One fourth of the sanctioned posts of clerks will be filled by promotion. |

- 4) ਪਨਕੋਫੈਡ ਅਤੇ ਡੀ.ਸੀ.ਯੂ. ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਕਾਮਨ ਕੇਡਰ ਰੂਲਜ਼ ਦੇ Appendix-II (A) ਵਿੱਚ ਦਰਜ ਪਦ ਉਨਤੀਆਂ ਲਈ ਲੜੀ ਨੰ.5 ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ :-

| ਅਸਾਮੀ ਦਾ ਨਾਂ | ਮੌਜੂਦਾ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਯੋਗਤਾ | ਪ੍ਰਵਾਨ ਕੀਤੀ ਸੋਧ |
|--|--|--|
| Assistant General Manager PCU/Manager DCU | a) By promotion from amongst the incumbents holding the post of Accountant in PCU/DCU for five years | Assistant General Manager Puncofed/Manager DCU a) By promotion from amongst the incumbents holding the post of Editor/ Accountant in Puncofed/DCU |

| | | |
|--|--|-----------------|
| | | for five years. |
|--|--|-----------------|

5. ਕਾਮਲ ਕੇਡਰ ਰੂਲਾਂ ਦੇ ਸੈਕਸ਼ਨ 1.10 (ਬੀ) ਵਿੱਚ ਕਰਮਚਾਰੀਆਂ ਦੀ ਸਿਨਿਅਰਟੀ ਨਿਸਚਿਤ ਕਰਨ ਲਈ ਦਰਸਾਈਆਂ ਠੋਰਤਾਂ ਵਿੱਚ ਛੋਟ ਦੇਣ ਲਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

| ਮੌਜੂਦਾ ਉਪਬੰਧ | | ਪ੍ਰਵਾਨ ਕੀਤੀ ਸੋਧ | |
|--------------|--|-----------------|---|
| 1.10(b) | The seniority of employees who are taken on Common Cadre under the provisions of these rules shall be determined in a particular category on the basis of his qualified length of service on the post held at the time of enforcement of these rules. Provided that the employees working the high grades just before the enforcement of these rules shall be deemed to be senior to the employees working the lower grade in the same category. The qualified length of service shall include the continuous officiating period of service on the post in the category. | b) | The seniority of employees who are taken on Common Cadre under the provisions of these rules shall be determined in a particular category on the basis of his qualified length of service on the post held at the time of enforcement of these rules. |

ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਕੀਤੀਆਂ ਗਈਆਂ ਸੋਧਾਂ ਦਾ ਆਪਣੇ ਰਿਕਾਰਡ ਵਿੱਚ ਇੰਦਰਾਜ ਕਰਨ ਲਈ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ।

ਸਹੀਜ਼-
25.11.10
ਵਧੀਕ ਰਜਿਸਟਰਾਰ (ਡੀ)
ਵਾ: ਰਜਿਸਟਰਾਰ, ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

