

1032  
From

Registrar,  
Cooperative Societies,  
Haryana, Chandigarh.

To

All the Presidents  
of the Cooperative Marketing Societies,  
in Haryana State.

Mem No : 8/8/81/MA-11/17250-330  
Dated : 20.8.2003.

Sub:-

Service Rules for Primary Cooperative Marketing  
Cum processing societies working in State of  
Haryana at Mandi level.

.....

As you are aware service rules of Cooperative  
Marketing Societies under section 37 of the Haryana Cooperative  
Societies Act 1964 lays down that a society of a class of  
societies the appointment of officers, other than the Members of  
the committee shall be subject to such directions as the Registrar  
may from time to time, issue in regard to their strength,  
qualifications and conditions of the service.

In accordance with the provisions of rule 29 of  
the Haryana Cooperative Societies Rules <sup>1964</sup> for the employees of  
Cooperative Marketing cum processing societies were prepared in  
this office and supplied to Hated vide their office memo No.  
Hated/Adm. 441/3260 dated 9.10.01 for consideration in the meeting  
of the representatives of the Marketing Societies on 10.6.2003.

A copy of the rules framed in the light of  
discussions held in the meeting referred to above is enclosed.  
As these rules have been framed in accordance with the notified  
rules referred to above they shall come in to force immediately.  
It is requested that immediate action be taken to ensure that  
these rules are acted upon by the Managing Committee of your  
Society.

Dated : 11th August 2003.

(S.S.DHILLON)  
Registrar, Cooperative Societies,  
Haryana, Chandigarh.

Contd. page..2..

433

Endst. No : C. 1/87/MA-11/17331-353

Dated : 20.8.2003.

Copy with a copy of the service Rules is forwarded

to :-

1.

M.D.H.fed.

2.

All Distt. Manager, H.fed in the State of Haryana  
for information.

3.

All Deputy Registrars in the State of Haryana for  
information.

4.

All Assistant Registrar, in the State of Haryana  
for information.

5.

All the remaining Gazetted Officers in the  
Coop. Deptt. for information.

6.

Principal, Coop. Management Centre, Rohtak.

7.

Dy. Subdt. (Mkg) & Planning for information and  
necessary action.

8.

PA to Registrar, Cooperative Societies, Haryana,  
Chandigarh for information.  
17331-353

20.8.2003.

*hkh* 20/8/2003  
Addl. Registrar (Mkg)  
for Registrar, Cooperative Societies,  
Haryana, Chandigarh.  
*al*



1434

**SERVICE RULES  
FOR  
PRIMARY COOPERATIVE MARKETING-CUM-PROCESSING  
SOCIETIES WORKING IN STATE OF HARYANA AT MANDI LEVEL.**

**CHAPTER-1  
PRELIMINARY**

**Short title, application and commencement :-**

- a) These rules shall be called The Primary Co-operative Marketing cum Processing Societies Limited Staff Service Rules, 2003.
- b) These rules shall come into force with effect from 14-08-2003 the date of approval by the Registrar, Cooperative Societies, Haryana under rule 29 of the Haryana Co-operative Societies Rules, 1989.
- c) These rules shall apply to all whole time employees of the society and to the personnel on deputation to the extent to which these are not inconsistent with the terms and condition of deputation or on contract basis only in respect of such matters as are not covered by the terms of deputation of contract as the case may be.
- d) These rules shall, after coming into effect, supersede all existing rules, if any, relating to service conditions of the employees of the Cooperative Marketing Societies.

**2. Definitions :**

- a) **Act :-** Act means the Haryana Cooperative Societies Act 1984 as amended from time to time.
- b) **Appointing Authority :-** Appointing authority means Board of Directors / Board of Administrators of the Cooperative Marketing Society.
- c) **Average pay :-** Average pay means the average monthly salary during 10 complete months immediately preceding the month in which occurs the event which necessitate calculation of average pay;
- d) **B.O.D. / B.O.A. :-** B.O.D. means Board of Director / B.O.A. means Board of Administrators of respective Cooperative Marketing Societies.
- e) **Bye-Laws :-** Bye-Laws means the registered bye-laws of the Cooperative Marketing Societies.
- f) **Chairman :-** Chairman means Chairman of Cooperative Marketing Society.
- g) **Committee/ Board of Directors / Board of Administrators :-** Governing Body of the Cooperative Marketing Society.
- h) **Committee of management :-** Committee of management means the Executive Committee or sub-committee constituted by B.O.D. / B.O.A. which is entrusted with all or any specific work allotted under the bye-laws;
- i) **Employee :-** Employee means a person in whole time service of the society who does not include a casual worker, employee on daily wages or a person appointed on consolidated salary or appointed on adhoc basis or a person in part time service of the society.
- j) **Government :** Government means State Government of Haryana.
- k) **HAFED :-** Hafed means the Apex Federation of the Member Cooperative Marketing Societies.

- 435
- l) **Manager :-** Manager means a person posted at the post of Manager Cooperative Marketing Society/ Chief Executive Officer of the Society. All employees shall work under his superintendence and control.
  - m) **Pay :-** Pay means the basic monthly pay exclusive of all allowances.
  - n) **Registrar :-** Registrar means a person appointed as Registrar, Cooperative Societies under sub-section 1 of section 3 of the Act and include a person appointed under sub-section 2 of the said section.
  - o) **Retrenchment :-** Retrenchment means termination of the service of employee by the society for any, reason whatsoever otherwise than the punishment inflicted by way of disciplinary action, but does not include termination of service due to retirement or resignation.
  - p) **Rules :-** Rules means the Haryana Cooperative Societies Rules, 1989.
  - q) **Service :-** Service means the period during which an employee is on duty or on authorised leave in accordance with these rules but any period during which an employee is absent from duty without permission or over stay of his leave shall not be treated as service unless specifically permitted by the authority empowered under these rules.
  - r) **Societies :-** Societies means any Primary Cooperative Marketing-cum-Processing Society Ltd. Registered under the Haryana Cooperative Societies Act. 1984.
  - s) **Travelling Allowance :-** means allowance granted to an employee towards the expenditure which is incurring on travelling in the interest of the society.
  - t) **Time scale :-** Time scale means scale on which pay, subject to any conditions prescribed increases by periodical increments from minimum towards a maximum.
  - u) **Year :-** Year means the year starting from 1st April of each year to 31st March of next year (Financial year).
  - v) **Year of recruitment :-** Year of recruitment means the period of 12 months beginning from the 1st January of a calendar year.
3. Powers to make appointment shall lie with the B.O.D./ B.O.A. of the Society which may alter, amend, add or withdraw any of the rules herein from time to time subject to prior approval of the Registrar, Coop. Societies, Haryana.
  4. These rules vest in the B.O.D./B.O.A. which is also empowered to issue such instructions as may be necessary to give effect to and carry out the purposes of the provisions of these rules or otherwise to secure the effective control of the staff of the marketing society.
  5. RECRUITMENT, APPOINTMENT, PROBATION, CONFIRMATION, TERMINATION, RETIREMENT, FINANCIAL LIABILITY.
  6. **Staff Strength**
    - (a) The staff for different categories of societies will be as per Annexure 'A'.
    - (b) **Financial Liability :-** The pay and allowances of the Managers Co-op. Marketing Societies on common cadre, running in profits shall be borne by the Co-op. Marketing Societies themselves and pay & allowance of the Managers of Co-op. Marketing Societies in Loss shall be borne by The Haryana State Co-op. Supply & Marketing Federation Ltd. (HAFED) as per present practice in force till the Society earns Profit in excess of the Salaries being drawn by them during the year.



7. **Recruitment :-**

- (a) All appointments shall be made by the B.O.D. / B.O.A.
  - (b) Prior permission under rule 7(a) of the Rules shall be obtained for stop gap arrangement from the Registrar, Coop. Societies, Haryana.
  - (c) The recruitment shall be made in accordance with the procedure laid down in these rules.
  - (d) Reservation in direct recruitment for S.C./S.T., ex-servicemen, physically handicapped persons shall be according to the instructions of the State Govt. issued from time to time.
8. **Qualification :-** The qualifications of the employees of various categories shall be as given in the attached **Annexure at "C"** which will be regulated by the following rules.
9. **Pay Scale :-** The pay scales of various posts shall be as per Annexure 'B'.
10. No person shall be eligible for appointment to the service of the marketing society who has been dismissed from Govt. service or from service of the Cooperative Society or any corporate firm or company.
11. An employee on deputation shall be allowed the pay and other emoluments according to the terms and conditions of deputation agreed between the society and the authority from whom the employee has been taken on deputation.
12. No person shall be appointed in the service of a society if he is below 18 years of age and exceeds 45 years. However, this clause shall not apply to the employee taken on deputation and retired person having experience relevant for the job and seeking appointment with the prior approval of the Registrar, Coop. Societies, Haryana.
13. Every person before entering the service of the society shall declare his date of birth which shall not differ from that entered in the High School certificate and in its absence any other document considered equally valid by B.O.D. / B.O.A. for the purpose of determination of age.

- 14 (a) Every person selected for appointment by B.O.D / B.O.A. shall, before joining duty, be required to furnish a medical certificate of fitness from Civil Surgeon of the area provided that such certificate shall not be necessary for a person who is on deputation or who is selected by promotion and has already given a certificate of fitness in his former appointment.
- (b) Certificate of good character from the prescribed authority as per Govt. Rules in force.
- (c) Declaration by the candidate to the effect that he is either bachelor or if married has not more than one spouse living.
- (d) No person shall be appointed in service who is found guilty of moral turpitude
- (e) Any other certificate that the society's B.O.D. may require, and lay down as a necessity at the time of advertising the posts.

**15. Manner of appointment :**

All appointments to the service shall be made by the B.O.D/B.O.A. by keeping the complete record of the applications received and as per the qualifications, and experience laid down in these rules, age, status of the applicant etc. etc. The B.O.D. / B.O.A. shall ensure that a transparent and systematic record of the application is kept and the persons who are to be called for interview are shortlisted on the basis of guidelines laid down by the B.O.D. / B.O.A. As far as possible, the B.O.D. / B.O.A. shall be guided by the academic record, professional experience including technical experience in the respective field, and the general merit of the candidate. The B.O.D. / B.O.A. shall give full justification about the selection made and the documents shall be signed by the members of the B.O.D./ B.O.A. and the record shall remain in the custody of the Manager who shall keep the same in safe custody. The B.O.D. / B.O.A. may fill up the vacancies from the open market by advertising the same in the leading Newspapers.

**16. Period of probation :-** All appointments against regular vacancies shall carry a probation period of two years, provided that the appointing authority may in individual cases extend the period not exceeding one year as it may deem fit.

**17. Confirmation :-** The appointing Authority shall confirm an employee if the post is regular on the satisfactory conclusion of probation period. The confirmation shall be deemed on the basis of seniority except in the case where the number of posts are less than the persons eligible for the same. In such cases, the basis for confirmation shall be seniority subject to rejection or unfitness.

**18. Termination :-** Services of an employee shall be terminable.



- a) In case of temporary employees, one month's notice in writing by either side or in lieu thereof by payment of one month salary by the party which gives notice provided in case of appointment made for a specific period, no notice of pay in lieu of their salary shall be necessary.
- b) By three month's notice in writing by either side in case of confirmed employee. The society may terminate the service of the employee if he has been certified by Civil Surgeon to be incapacitated or disabled for discharging of duties due to any physical injury caused to him in course of his employment.
- c) Where the financial position of the society has deteriorated to the extent that it is, in the opinion of the B.O.D./ B.O.A. or Registrar, unable to bear the cost of the salary and other emoluments of post any longer or by closure of particular type of business and the service of any category of employee are not required, the B.O.D./B.O.A. after considering the issue in the meeting, may, either reduce the rank of such post or convert that post from whole time post into part-time post or may abolish it altogether with the approval of the Registrar Cooperative Societies, Haryana.

19. **Retirement :-** The retirement age of an employee shall be 58 years.

20. The society shall maintain the service record of the employee in the form of personal file containing copy of appointment letters, certificate of good character, certificate of fitness, leave record, allowing or disallowing of efficiency bar, orders of punishment etc. etc. The Society shall also maintain Service Book at H.O. of the society on the pattern prescribed in Govt. service and also maintain character rolls, entries.

21. **Promotion :-** Employees in the service of the society shall be eligible for promotion subject to the availability of post and their service record coupled with financial position of the society especially in terms of its business operation and work load. The post of Accountant and Manager shall be filled from out of the common cadre maintained by the HAFED under section 37 of the Haryana Cooperative Societies Act, 1984.

Provided that the Managers of the Cooperative Marketing Societies namely Thanaser, Ambala Cantt. Shahbad Markanda, Sonipat & Kharkhoda are also brought on the common cadre of the Haryana State Coop Supply & Marketing Federation Ltd., (HAFED) in the Proper Category of Managers i.e. A, B, or C, as per pay scale being drawn by them presently after obtaining their consent. The Managers who do not opt for common cadre, they may be allowed to work in their respective Cooperative Marketing Societies & no Manager of Common Cadre shall be posted in these societies till their retirement.

The percentage of direct recruitment and promotion quota shall be as laid down by the B.O.D./ B.O.A. from time to time subject to approval of the Registrar, Cooperative Societies, Haryana with the conditions that those employees who have served the society efficiently and have earned good reports may be absorbed in Hafed service in due course of time as per the agreed percentage of posts already decided.

22. **Reversion :-** (i) an employee, unless confirmed on that post, shall be liable to reversion from that post without any notice, in case:-

- a) his work and performance is not considered satisfactory;
- b) the vacancy in the higher post on which he was officiating has ceased to exist.

(ii) the orders of reversion shall be passed by the appointing authority.

23. **Retrenchment:-** (i) The Marketing Society may, if its business is either shrunk or reduced permanently due to change in climate etc. etc., retrench its employee or to reduce the posts to affect economy.

(ii) the retrenched employee shall be entitled to such compensation as may be permissible under the Industrial Disputes Act, 1947. The principle of such retrenchment shall be the last come first go which means that the junior employees shall be first retrenched.

24. **Dearness Allowance:-** The dearness allowance and House Rent Allowance shall be admissible to an employee at such rates and under such conditions as may be determined by the B.O.D./B.O.A., which shall not exceed the rates permissible in Govt. service, under any circumstances.

25. **Medical Allowance and other allowance:-** Medical Allowance and other allowance shall be permissible as per State Government, rules to its employees subject to the approval of the B.O.D./B.O.A.

26. **Joining time and lien:-** Joining time and lien shall also be regulated as per norms fixed for State Govt., employees.

27. **Conduct and Discipline:-**

- (a) The employee of the society shall be whole time employee and shall serve the society in such capacity and at such place as may be directed from time to time by the B.O.D./ B.O.A. of the society.
- (b) Every employee of the society shall abide by the Act, Rules and Bye-laws and the orders issued from time to time by the B.O.D./B.O.A. of the Marketing Society.
- (c) No employee shall divulge to any person the business secret of the society or reveal the business information of a confidential nature which has come to his possession or knowledge or has been collected by him.
- (d) Every employee shall have to give an undertaking that he shall keep and maintain secrecy as per Act, Rules and Bye-laws failing which he shall be liable for disciplinary action.
- (e) Every employee shall serve the society with honesty and faithfulness and shall use his utmost endeavour to promote the interests and working of



towards share holders, members and the public dealing with the society.

- (f) Subject to the provisions of law, relating to intoxicants, drinks or drugs for the time being in force, no employee of the society shall;
- (i) while on duty, be under the influence of such drinks and drugs; or
  - (ii) appear in public place in the state of intoxication; or
  - (iii) habitually use such drinks and drugs;
  - (iv) no employee of the society shall indulge in disorderly or indecent behaviour, gambling or betting, committing nuisance within the premises of the society or its subsidiary offices of doing anything which disturbs or dislocates the business of the society; or
  - (v) cause or attempt to cause willful damage to the property of the society;
  - (vi) Mis-utilize loans or advances obtained from the society;
  - (vii) Organise or attend the meeting within the premises of the society without permission of the Officer Incharge;
  - (viii) No employee shall take part or associate himself with any political demonstration nor shall canvas or otherwise use his influence in political election or elections of the managing committee of the society.
  - (ix) No employee shall accept or seek any outside employment whether stipendiary or honorary without written permission.
  - (x) No employee shall borrow money from any society, Bank or any other financial institutions without specific written permission from the Manager, The Cooperative Marketing Society.

## 28. Gross Misconduct:

The expression : "Gross Misconduct" shall include any or all of the following acts of omissions and commissions on the part of an employee for punishment to the employee:-

- a) Dishonesty, fraud, misappropriation, embezzlement and misutilisation of the funds of the society or Apex Society or any of its constituents, or committing of any offence under Indian Penal Code relating to the society/ Apex society and its constituents.
- b) Engaging in any trade or business outside the scope of his duties.
- c) Unauthorised disclosures of information regarding the affairs of the society to any of its customers or any other person concerned with the business of the society which is confidential or the disclosures of which is likely to be prejudicial to the interest of the society.

- of which is likely to be prejudicial to the interest of the society.
- d) Drunkenness or riotous or disorderly or indecent behaviour in public place and in the premises of the society.
  - e) Willful damage or attempt to cause damage to the property of the society/ Apex Society or to any of its customers.
  - f) Advertising the achievements of any union, Association etc., of the employee, recognised or otherwise within the society premises without the prior permission of the management in writing or pasting of any pamphlets, hand bills, calendars 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 the society/ Hated/ Government.
  - h) Giving or taking bribe or illegal gratification from customer or any employee of the society.
  - i) Habitual doing of any act which amount to minor misconduct as defined below:-  
 "HABITUAL" means a course of action taken or persisted atleast on three previous occasions and censure or warning have been administered and adverse remarks have been entered against him.
  - j) Willful lowering down in performance of work;
  - k) Playing cards/ gambling or betting in the premises of the society;
  - l) Doing any act prejudicial to the interest of the society or negligence involving or likely to involve the society in loss;
  - m) Taking part in any political party/activity or otherwise interfering or using the influence in any election to the Board, any committee or sub-committee of the Directors;
  - n) Punishment from a Court of Law for any offence involving moral turpitude;
  - o) Absence without leave or over staying sanctioned leave without sufficient ground for more than 10 days;
  - p) Neglect of work, negligence in performance of duties or habitual negligence;
  - q) Breach of any Rule or business of the society or Institution for the running of any business;
  - r) Holding or attempting to hold or attending any meeting in the premises of the society without the permission of the management.
  - s) Seeking election to a committee of any cooperative society/Gram Panchayat/ Municipal Committee/ Vidhan Sabha etc.
  - t) Attempt to collect or collecting money within the premises of the society without the prior permission of the management or except as allowed by



any rule or law for the time being in force.

**29. Minor Misconduct:**

The expression "Minor Misconduct" shall include any of the following act of omissions and commissions on the part of any employee:-

- a) Unpunctual or irregular attendance;
- b) Committing nuisance in the premises of the society;
- c) Entering or leaving the premises of the society except by entrance provided for purpose;
- d) Canvassing for union membership or collection of Union dues or subscriptions within the premises of the society without prior permission of the management or except in accordance with the provisions of any Rule or law for the time being in force;
- e) Marked disregard of ordinary requirements of decency and cleanliness in personal manners.

**30. Penalties for Gross Misconduct:**

An employee found guilty of gross misconduct may be awarded any one of the following punishment apart from the recovery of actual loss or damage caused by him in the society:-

- i) Warning with a copy on the personal file;
- ii) Censure;
- iii) Withholding of increments with or without cumulative effect;
- iv) Barring of promotion to the higher grade or post for a specific period;
- v) Reversion to the lower grade post;
- vi) Termination from service;
- vii) Dismissal from service.

**31. Penalties for minor misconduct:**

An employee found guilty of misconduct may be awarded any of the following punishment according to the gravity of his mis-conduct:-

- 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 mis-conduct shall be given a charge sheet clearly setting forth

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 personal hearing by the competent authority;

- c) Pending such enquiry the employee may be suspended and if he/she is acquitted of the charge(s), he/she 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 awarded other than dismissal is inflicted, the whole or part of the period of suspension may at the discretion of the appointing authority, be treated as period spent on duty with the right to a corresponding portion of pay allowances etc.
- d) The manager shall be competent to issue charge sheet, obtaining explanation appoint an enquiry officer, serve a notice for showing cause against the action proposed to be taken against the employee. The final punishment shall however, be imposed by the competent authority.

**32. Suspension:-** An employee other than on deputation may be placed under suspension in the following circumstances by the B.O.D./B.O.A. or any other authority for this purpose, if;

- a) He is satisfied that there is a prima facie which likely to result in the removal, dismissal or reduction in rank of the employee;
- b) He is satisfied that pending inquiry, the employee's further continuance on his post is considered to be detrimental in the interest of society or the inquiry into his conduct is immediately contemplated.
- c) A criminal offence/ offences is under police investigation against the employee and he has been arrested or he is undergoing trial in the Court of law for an offence under Indian penal Code or Haryana Cooperative Societies Act, 1984, or any other Act or the charges have been framed against the employee by a Criminal Court.
- d) An employee under suspension shall be entitled to subsistence allowance equal to 1/3rd of his pay and 1/3rd of his D.A.
- e) If the period of suspension extends beyond six months, for no fault of the employee concerned, the subsistence allowance will be increased to half of the pay and dearness allowance.



- (f) The competent authority may reinstate the employee and pass a specific order regarding his pay and other allowances for the period of suspension and whether or not such period shall be treated as period spent on duty.

Provided that if the employees is fully exonerated, he shall be given full pay and allowances to which he is entitled.

**33. Appeal :-** Order imposing the penalty under these rules shall be appealable to the Registrar, Cooperative Societies, Haryana.

- i) Where no appeal is provided against the penalty, the employee concerned may make a representation against the imposition of the penalty to the B.O.D./B.O.A. Such representation be made within 30 days of the receipt of the order imposing the penalty.

**34. Leave compensation salary and gratuity :-** Leave compensation salary and gratuity shall be payable to the employees as per the scale and system applicable to Govt. employees provided that the post shall not be pensionable although the service of the employee shall be regulated by the requirement of Employees Provident Fund contribution applicable to the employees of other cooperative societies.

**35. Transfer of service on mutual basis :-** The transfer on mutual basis of the employee of each category of cooperative marketing cum processing societies can be made by passing the resolution by the Board of Directors of both the Societies with the prior approval of Registrar Cooperative Societies, Haryana. But the employees who are willing for such mutual transfer shall have to loose their seniority.

**36.** In case of any doubt or dispute in interpretation in respect of the matters as mentioned in the above rules, the decision of the Registrar Cooperative Societies, Haryana, Chandigarh shall be final.

**37. Repeal :-** Service Rules for the Cooperative Marketing Societies issued on 9.2.59 by Registrar, Cooperative Societies, Punjab are hereby repealed. Provided that any action taken and orders issued under the provisions of the rules hereby repealed shall, in so far as it is not inconsistent with the provisions of these rules, be deemed to have been taken, issued or made under provisions of these rules.

## ANNEXURE 'A'

### Category 'A' Societies

Societies having Rice sheller as well as Fertilizer, Wholesale Business doing Arhat and procurement Business having one branch also.

Societies having annual Turn over Rs. 15 Crores and above.

1. Manager	1
2. Assistant Manager	1
3. Accountant	1
4. Cashier/Asstt. Acctt.	1
5. Store Keeper	1
6. Salesman	3
7. Peon-cum-chowkidar	5
8. Mistry	1
<b>Total</b>	<b>14</b>

### Category 'B' Societies

Societies having fertilizer, Wholesale Business and doing procurement business and sale of seeds Pesticides and consumer goods business etc.

Societies having annual turn over above Rs. 7 Crores but less than Rs. 15 Crores

1. Manager	1
2. Assistant Manager	1
3. Accountant	1
4. Cashier/Asstt. Acctt.	1
5. Store Keeper	1
6. Salesman	2
7. Peon-cum-chowkidar	3

### Category 'C' Societies

Societies having Rice sheller only and wholesale Retail sale of Fertilizer and doing Arhat work.

Societies having annual turn over 3 Crores but less than 7 crores.

1. Manager	1
2. Cashier/Asstt. Acctt.	1
3. Store Keeper	1
4. Salesman	2
5. Peon-cum-chowkidar	2
6. Mistry	1

### Category 'D' Societies

Societies with procurement work and other works.

Societies having annual turn over below Rs. 3 Crores.

1. Manager (Addl. Charge)	1
2. Cashier/Asstt. Acctt.	1
3. Salesman	1
4. Peon-cum-chowkidar	1

10

8

4

Note : The post of Manager, Assistant Manager, Accountant will be posted in Society Head Quarters. The post Driver, Cleaner and Mistry will be available till the society owns a Truck-Rice Sheller, the post will be treated abolished after three months of sale of Truck/Rice sheller automatically.



## ANNEXURE - 'B'

Pay Scales of Employees of Cooperative Marketing-cum-Processing Societies  
as per classification.

<u>Sr. No.</u>	<u>Designation of the post</u>	<u>Sanctioned Strength</u>	<u>Time Scale</u>
1.	Peon-cum- Chowkidar/ Truck Cleaner (Class -IV)	As classified in Annexure 'A'	Rs. 2550-55-2660 EB-60-3200
2.	Salesman-cum-Clerk/ (Class-III)	- do -	Rs. 3050-75-3950-EB-80-4590
3.	Driver (Class-IV)	- do -	Rs. 4000-100-4800-EB-100-6000
4.	Store Keeper (Class-III)	- do -	Rs. 4000-100-4800-EB-100-6000
5.	Mistri (Class - IV)	- do -	Rs. 4000-100-4800-EB-100-6000
6.	Cashier/ Assistant Accountant	- do -	Rs. 4000-100-4800-EB-100-6000
7.	Assistant Manager	- do -	Rs. 5000-150-7100-EB-150-7850

## ANNEXURE - 'C'

S.No.	Designation of Post	Academic Qualification and Experience, if any, for direct recruitment	Academic Qualification and experience, if any, for Appointment other than by Direct recruitment.	Staff Strength	Method of Recruitment
1	Peon-cum-Chowkidar	Middle Pass			
2	Truck Cleaner	Middle Pass		As per classification Annexure 'C'	Direct recruitment
3	Salesman-cum-Clerk/clerk	I) At least Matriculate II) Diploma in Co-operation or Junior Basic Course C.T.I. Rohtak shall be preferred.	Matric Pass having three years service as Daftri or Matric Pass having five years Service as Peon-cum-Chowkidar	-do-	Direct recruitment
4	Driver	I) Middle Pass II) Having Driving License of Heavy Vehicles III) Five years experience in handling/maintenance of vehicle		-do-	75% by direct 25% by Promotion
	Mistri	I) Fitter/ Turner Trade having at least 3 years experience in operations repairs and maintenance of Rice Mill equipped with per Boiling plants or Literate person having 6 years experience in Rice Mill Processing out of which 3 years should be for operation / repair and Maintenance of Rice Mills equipped with per boiling plants. II) Assistant Mistri with 5 years service in Society		-do-	Direct recruitment



5	Store Keeper	-	Having Five years service as Salesman-cum-Clerk in Society as per Rule No. 21.	-do-	* By Promotion
7	Cashier/ Assistant Accountant	-	Having Five years service as Salesman-cum-clerk in Society as per Rule No. 21.	-do-	By Promotion
8	Assistant Manager	-	Having Five years service as Store Keeper / Assistant Accountant in Society as per Rule No. 21.	-do-	By Promotion
9	Accountant		To be posted by Hafed under the Haryana State supply and Marketing Cooperative Service (Common Cadre) rules 1988 or as amended from time to time.		
10	Manager		To be posted by Hafed (Common Cadre) rules 1988 or as amended from time to time except Marketing Societies Thanesar, Ambala Cantt., Sahabad Markanda, Sonapat and Kharkhoda.		