

OFFICE OF REGISTRAR, CO-OPERATIVE SOCIETIES, HARYANA

ORDER

In exercise of the powers conferred by provisions of section 37 of the Haryana Co-operative Societies Act, 1984 read with rule 29 of the Haryana Co-operative Societies Rules, 1989 with reference to section 131 (2)(xxxix) of the Haryana Co-operative Societies Act, 1984 the service rules for the employees of Primary Agriculture Co-operative Societies (PACS)/Primary Co-operative Credit & Service Societies (PCCS) are approved as under:-

1. SHORT TITLE, COMMENCEMENT AND APPLICATION:

- (1) These service rules shall be called the Primary Agriculture Co-operative Societies Staff Service/Primary Co-operative Credit & Service Societies Rules, 2014.
- (2) These Rules shall come into force w.e.f. 01.03.2014 and all previous rules/instructions issued governing the service conditions etc. of the employees of PACS/PCCS in the Haryana State are hereby repealed except referred here-in-after.
- (3) These Rules shall apply to employees of all the Primary Agriculture Cooperative Societies/Primary Cooperative Credit & Service Societies and will govern the conditions of service of all the employees working in PACS/PCCS.
- (4) The application of these Rules shall not attract any financial or other liability to the State Government in any manner.

2. DEFINITIONS:- In these rules unless the context otherwise requires:-

- (a) "Act" means the Haryana Co-operative Societies Act, 1984 as amended from time to time.
- (b) "Apex Bank" means the Haryana State Cooperative Apex Bank Ltd.
- (c) "Appointing authority" means Managing Committee of the society who shall appoint the employee selected/recommended by the Selection Committee constituted for the selection of the Prabhandaks and other employees.
- (d) "Bank" means a Central Co-operative Bank in Haryana State.
- (e) "Bye-Laws" means the bye-laws of the PACS/PCCS registered under the Haryana Co-operative Societies Act, 1984.
- (f) "Chairman" means the Chairman of the society.
- (g) "Classification or Class" means classification of a society made by the PACS Classification Committee in a year on the basis of audit report of preceding year.
- (h) "Committee" means Managing Committee/Board of Administrators of the Society.



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- (i) "Employee" means a person in the whole time service of the society and includes a person appointed on consolidated salary after following due procedure against a sanctioned post by Registrar.
 - (j) "Family" means an employee, his/her spouse, minor sons, unmarried daughters and parents actually residing and wholly dependent upon him/her.
 - (k) "Financing Institution" means the concerned Bank with which the society is affiliated.
 - (l) "Pay" means the basic monthly pay or consolidated salary whichever is applicable.
 - (m) "PACS Classification Committee" means committee consisting of concerned Assistant Registrar Co-operative Societies, Chief Executive Officer of the Bank and Prabandhak of the Society.
 - (n) "Prabandhak" means a person posted as the Chief Executive of the Society.
 - (o) "Registrar" means the Registrar, Cooperative Societies as defined in the Haryana Co-operative Societies Act, 1984.
 - (p) "Service" means the period during which an employee is on duty or on authorized leave in accordance with these rules but any period during which an employee is absent from duty without permission or overstay of his leave shall not be treated as service unless specifically permitted by the authority empowered under these rules.
 - (q) "Society" means a Primary Agriculture Cooperative Society(PACS)/Primary Coop. Credit & Service Societies (PCCS) registered under the Haryana Co-operative Societies Act, 1984.
 - (r) "Supervisory Officer" means any Officer of the financing institution with which the PACS/PCCS is affiliated.
 - (s) "Year" means the year starting from 1st April of each year and ending on 31st March of the next year (Financial Year).

3. AUTHORITY TO IMPLEMENT THESE RULES:

These service rules shall be administered by the Committee which is also empowered to issue such instructions as may be necessary to give effect to and carry out the purpose of the provisions of these rules or otherwise to secure the effective control of the employees of the Society.

All financial and personnel matters of employee of society shall be considered and decided by the Committee only when nominee of the financing institution is present in the meeting of the Committee of the Society. In case the Nominee of the financing Institution gives a note of dissent, the matter shall be referred to the concerned Deputy Registrar, Cooperative Societies, for decision and the decision of the Deputy Registrar, Cooperative Societies shall be final.

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4. CLASSIFICATION:

- (1) A society for being classified in a particular class will have to satisfy the parameters fixed for that class. The concerned PACS Classification Committee shall classify a society within two months from the date of operation of these rules on the basis of audit report for the last two years. The future Classification will be reviewed by concerned PACS Classification Committee every two year in the month of April on the basis of audit reports of each successive year.
- (2) The following categories of societies shall be eligible to grant consolidated pay to its employees:-
- (a) Societies which are dormant and not doing any business transactions
 - OR
 - (b) The society having business turnover upto Rs. 5.00 Crore.
 - OR
 - (c) Sale of Agricultural Inputs below Rs.10.00 lacs in a year.
- (3) The basis of Classification in terms of working capital & Sale of agricultural inputs shall be as under:-

Table-I

Class	Classification of Society
A	Society with loans outstanding more than Rs. 15.00 Crores, Agriculture inputs sale above Rs. 30.00 lacs and saving deposit more than Rs. 75.00 lacs.
B	Society with loans outstanding more than Rs. 7.00 Crores and upto Rs. 15.00 Crores, Agriculture input sale above Rs. 20.00 lacs and saving deposit upto Rs. 50.00 lacs.
C	Society with loans outstanding upto Rs. 7.00 Crores and Agriculture inputs sale above Rs. 10.00 lacs and saving deposit upto Rs. 30.00 lacs.

NOTE: Norms for classification of society shall be reviewed after two years by PACS Classification Committee.

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5. PAY:

The following Staffing Norms and Pay Scales will be applicable to the employees of PACS/PCCS w.e.f. 01.03.2014:-

(TABLE-II)

Sr. No.	Classification of PACS/C.S Society	Establishment					
		Sr No.	Name of the Post	Sanctioned Strength	Pay Band	Grade Pay	Minimum Pay Scale
1	A No. of Employees = 7 (Seven)	1	Prabandhak	One	5000-20000	2400	5000+2400 GP = 7400
		2	Clerk-cum-Cashier	Two for each PACS	4000-7200	1700	4000+1700 GP = 5700
		3	Salesman	Two for each PACS	4000-7200	1700	4000+1700 GP = 5700
		4	Peon / Chowkidar	Two at PACS HQs.	3200-7200	1200	3200+1200 GP = 4400
2	B No. of Employees = 6 (Six)	Sr. No.	Name of the Post	Sanctioned Strength	Pay Band	Grade Pay	Pay Scale
		1	Prabandhak	One	5000-20000	2400	5000+2400 GP = 7400
		2	Clerk-cum-Cashier	One for each PACS	4000-7200	1700	4000+1700 GP = 5700
		3	Salesman	Two for each PACS	4000-7200	1700	4000+1700 GP = 5700
		4	Peon / Chowkidar	Two at PACS HQs.	3200-7200	1200	3200+1200 GP = 4400
3	C No. of Employees = 4 (Four)	Sr. No.	Name of the Post	Sanctioned Strength	Pay Band	Grade Pay	Pay Scale
		1	Prabandhak	One	5000-20000	2400	5000+2400 GP = 7400
		2	Clerk-cum-Cashier	One for each PACS	4000-7200	1700	4000+1700 GP = 5700
		3	Salesman	One for each PACS	4000-7200	1700	4000+1700 GP = 5700
		4	Peon / Chowkidar	One PACS HQs.	3200-7200	1200	3200+1200 GP = 4400

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- (1) Primary Agriculture Co-operative Societies (PACS)/Primary Co-operative Credit & Service Societies(PCCS) should be in profit for the last two years.

or

They fulfill the criteria of recovery loan to members i.e. 75% (25% from the overdue & 50% of the current demand in each crop season) and saving deposit Rs. 75.00 lacs, Rs. 50.00 lacs, Rs. 30.00 lacs in A, B, C Categories PACS/PCCS as per table given above in rule 4(3).

- (2) The PACS/PCCS shall remove the employees who are ineligible on the date of appointment due to age, qualification or appointed after 19-02-2006 in contravention of the Circulars/Instructions issued by the Registrar, Co-operative Societies, Haryana.
- (3) The PACS/PCCS shall arrange for deployment of excess staff, beyond sanctioned posts given above in Table-II at rule of the PACS/PCCS Rules., in the adjoining PACS/PCCS to rationally adjust/deploy the Staff through a Committee headed by Deputy Registrar, Co-operative Societies as per orders issued vide their Endst. No. C-3/1585-1652, dated 13.02.2013 and the posts falling vacant due to retirement/resignation/termination/death, shall not be filled up unless the excess staff is exhausted by way of deployment/adjustment. Wherever DRCS concerned is unable to adjust/deploy the excess staff being beyond their respective jurisdiction, in that eventuality the Registrar, Co-operative Societies, Haryana shall be the competent authority for final decision and even, if there is excess Staff, the same will be kept in diminishing cadre.
- (4) The PACS/PCCS shall recover the excess pay salary drawn by the employees in contravention of the Circulars/Instructions issued by the Registrar, Co-operative Societies, Haryana.
- (5) Concerned Central Co-operative Bank will ensure recovery of all kind of loans/advance (except Agriculture Loan) taken previously by the PACS/PCCS Employees and will get it deposited in the PACS/PCCS before the pay fixation of the employees.
- (6) Cost of Management should not exceed 75% of the income of the PACS/PCCS.
- (7) The expenditure of the above pay scales will be met out from the own sources of the PACS/ PCCS.
- (8) These pay scale will have no relation with the revision of pay scales by the State Government from time to time and should in no way be interpreted as related to the pay scales given to the Government employees.

- (9) (a) The Managing Committee of PACS/PCCS shall pass a resolution in this regard specifying that above conditions No. 1, 2, 3, 4, 5 and 6 mentioned in the PACS/PCCS Rules are fulfilled and Parbandhak shall submit the case by giving certificate to this effect to the Chief Executive Officer concerned of Co-operative Bank who will fix the salary as per fitment formula placed in *Table III and IV at Annexure A and B* and will get the same verified by the concerned Audit Officer.
- (b) The PACS/PCCS which do not fulfill the requisite conditions as per 9(a) above, the employees of such societies shall continue to draw consolidated salary as per Registrar, Co-operative Societies, Haryana Memo No. 1/5/2005/C-3/7008-72 dated 16.08.2013.
- (10) No agenda regarding Salary, Allowances grant of increment, Promotion or Appointment of any PACS/PCCS Employee will be issued by any Parbandhak/ Incharge of PACS/C.S. Societies without prior approval of concerned Assistant Registrar, Co-operative Societies.
- (11) Next increment after completion of each year of satisfactory service, shall be @3% and the employees will continue to draw increment even on reaching the maximum of scale subject to fulfillment of the conditions mentioned below:-
 - (i) Society should be in profit for the last one year.
 - (ii) Cash recovery is more than 60 percent.
 - (iii) The employee concerned should not be the defaulter of any Co-operative Institution.
 - (iv) If any employee is the surety of any loan of any Co-operative Institution which has become over due, the benefit of increment will be allowed from the date of deposit of the overdue loan.
 - (v) In case the increment is withheld due to non compliance of above four conditions, the increment withheld will be treated as increment stopped with cumulative effect."
- (12) The pay of employees of PACS/PCCS will be fixed with 1/2% enhancement per year for satisfactory previous service with minimum entry pay of concerned pay scale rendered as per fitment formula framed by Registrar, Co-operative Societies, Haryana (*Annexure A and B*) subject to conditions No. 6 and 7 as above.
- (13) Dearness Allowance (D.A.) will be allowed as per Government Rules and Medical Allowance fixed by 500/- per month. Medical reimbursement shall be allowed as per rule 28(2).
- (14) Due to their local employment and posting nearby home, no allowance such as House Rent Allowance (HRA), L.T.C., Cycle Allowance, Rural Allowance etc. will be allowed to PACS/PCCS Employee and no Assured Career Progression (ACP) will be provided due to non requirement of functional promotion posts.

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(15) To motivate PACS/PCCS employees to earn the business incentive, the PACS/PCCS which are in profit during the year and do not have accumulated losses can grant business incentives to the employees with the recommendation of the Haryana State Co-operative Apex Bank Ltd, Chandigarh (HARCO Bank) and approval of Registrar, Co-operative Societies, Haryana, Panchkula:

(16) If there is any dispute/grievances for fixation of pay in new pay scale, a Committee consisting of following will decide the issue:-

- (a) Concerned Deputy Registrar, Co-operative Societies.
- (b) Concerned Assistant Registrar, Co-operative Societies.
- (c) Concerned Audit Officer, Co-operative Societies.
- (d) Chief Executive Officer of the concerned Bank.
- (e) Chairman of the concerned Society.

6. DEPUTATION / FOREIGN SERVICE:

- (1) The Appointing Authority or Deputy Registrar concerned, as the case may be, depute an employee of the PACS/CCS on deputation to any other co-operative institution or to any other agency on such terms and conditions as agreed upon between the PACS/PCCS and the Foreign Institution with the approval of Registrar.
 - (2) An employee on deputation/Foreign Service shall be allowed the pay and allowances according to the terms and conditions of deputation agreed between the society and the foreign employer.
7. The Committee may add or delete any category or number of posts according to requirement of the business of the society with the prior approval of the Registrar.

8. SECURITY:

- (1) Every employee of the society shall be required to furnish cash & tangible security as under:-

Sr. No.	Designation of Post	Security
1.	Prabandhak	Rs.25,000/- cash & tangible security of 2.50 lacs (Rupees two lacs and fifty thousand only).
2.	Clerk-cum-Cashier	Rs.15,000/- cash & tangible security of Rs. 1.00 lacs (Rupees One lac only).
3.	Salesman	Rs.15,000/- cash & tangible security of Rs. 1.00 lacs (Rupees One lac only).
4.	Peon-cum-Chowkidar	Rs.10,000/- cash.

- (2) The cash security shall be taken in the form of a fixed deposit of an employee with concerned Bank and shall be pledged in the name of the society. Such cash security shall be released by the society and paid

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to the employee with interest accrued thereon in the event of retirement or resignation of an employee, if there remains no outstanding as per conditions prescribed in the service rule and is not a defaulter of any loan of the society:

Provided that cash security shall not be released in favour of the employee during the pendency of any disciplinary, civil or criminal proceeding against him.

Provided further that the society shall, in order to satisfy its claim, be entitled to forfeit the security with interest accrued thereon in case any misappropriation or embezzlement is proved against the employee.

9. QUALIFICATION & MODE OF RECRUITMENT:

(1) The qualification & mode of recruitment for different categories of posts shall be as under:-

Sr. No.	Designation of Post	Academic Qualification and experience, if any, for direct recruitment & promotion	Mode of recruitment
1.	Prabandhak	<p><u>FOR DIRECT</u></p> <p>i) M.Com/M.A. with Mathematics or Economics</p> <p>or</p> <p>B.Com / B.A. with Mathematics or Economics/BBA/MBA/ B.Sc./B.Sc. (Agriculture) with 50% marks</p> <p>or</p> <p>Graduate with Ten years experience as Clerk/Salesman/Cashier in PACS/PCCS.</p> <p>ii) Preference will be given to the diploma holders from R.I.C.M, Chandigarh or Junior Basic Course C.C.M. Rohtak.</p> <p><u>FOR PROMOTION</u></p> <p>i) Ten Years experience as Clerk/Cashier/ Salesman in PACS/PCCS having qualification of Bachelor of Arts / Commerce/ Economics.</p> <p>ii) Preference will be given to the diploma holders from R.I.C.M, Chandigarh or Junior Basic Course C.C.M. Rohtak.</p>	<p>(i) By Direct Recruitment -70%</p> <p>(ii) By Promotion - 30% amongst PACS/PCCS employees</p> <p>(iii) By Transfer or deputation of an official already in service of any Co-operative Institutions/ Co-operative Department.</p>

2.	Clerk/Cashier/ Salesman	<p><u>FOR DIRECT</u></p> <p>i) Graduate ii) Experience working as Cashier/Accountant iii) Any diploma/course in Accountancy. iv) Basic knowledge of Computer. (DOEACC 'O' Level)</p> <p><u>FOR PROMOTION</u> Five Years experience as Peon/Chowkidar having qualification of 10+2.</p>	<p>(i) Direct=80% (ii) Promotion=20%. (iii) By Transfer or deputation of an official already in service of any Co-operative Institutions/ Co-operative Department.</p>
3.	Peon-cum-Chowkidar	Matric Pass	<p>(i) Direct Recruitment (ii) By Transfer or deputation of an official already in service of any Co-operative Institutions/ Co-operative Department.</p>
<p>NOTE : The promotional posts of Parbandhak will be filled up on the basis of seniority-cum-merit within the jurisdiction of concerned Central Co-operative Banks.</p>			

- (2) Each employee except Peon/Chowkidar shall pass State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON or any other agency approved by Government within two years of probation in case of direct and within one year of probation in case of promotion otherwise he will not be eligible for Annual increment.
- (3) The seniority list for promotion of Prabandhak shall be prepared by concerned Chief Executive Officer of the Bank and the same shall be got approved from the committee consisting of Deputy Registrar, Co-operative Societies as Chairman, Assistant Registrar, Co-operative Societies and Audit Officers, Co-operative Societies as members.

10. APPOINTMENT, PROBATION & TRAINING

- (1) The appointments to the service shall be made by the Managing Committee on the recommendations of Selection Committee.
- (2) No person shall be appointed to the service if he:
- has been dismissed or removed from service of Government, Corporation, Board, Co-operative Society or any other body corporate on the grounds of misconduct or has been convicted by a Court of law for an offence involving moral turpitude;
 - Unless he produces a certificate from a Civil Surgeon of the area about his physical and mental fitness. 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.

- (iii) Unless he produces a certificate of good character from the competent authority.
- (iv) Unless gives a declaration that he is unmarried or if married has not more than one spouse living.

- (3) All employees will remain on probation for a period of two years in the case of direct appointment and one year in the case of appointment by promotion.

Provided that if in the opinion of the Appointing Authority the work and conduct of the employee during the period of probation is not satisfactory, it may;

- (a) Dispense with the services if appointed by the direct recruitment;
- (b) Revert him to his former post if appointed by promotion.
- (c) Extend the probation period for further one year only.

- (4) Employees shall have to undergo training as per instructions of Registrar, Co-operative Societies, Haryana issued from time to time. If any employee fails to pass the training within 3 years of his appointment or within 3 years from the commencement of these rules, he shall not be granted annual increment.
- (5) If no eligible employee is available to fill up the promotional posts of Clerk/Cashier/Salesman, the management may decide to fill up these posts from open market with the prior approval of Registrar, Co-operative Societies, Haryana.
- (6) The age of recruitment of an employee in a society shall be at least 18 years and not above 40 years.

11. METHOD OF RECRUITMENT:

- (1) The recommendation of selection of Prabandhak to the Committee will be made by a Selection Committee consisting of :-

- (a) Deputy Registrar, Co-operative Societies concerned as Chairman.
- (b) Chairman/Vice Chairman of the concerned society.
- (c) Chief Executive Officer of the concerned Bank.

- (2) The Selection Committee for the purpose of recommendation of Clerk/ Cashier/Salesman/ Peon-cum-Chowkidar for direct recruitment and promotions will consist of:-

- (a) Assistant Registrar, Co-operative Societies-concerned as Chairman.
- (b) Chairman/Vice-Chairman of the concerned society.
- (c) One Committee member duly authorized by the Committee of the concerned society.
- (d) Chief Executive Officer of the concerned Bank.

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- (2) The applications for filling up direct vacancies shall be invited through newspapers (Hindi & English each) having wide circulation in the area of operation of the society by giving 30 days notice. The Selection Committee shall ensure that a transparent and systematic record of the applications is kept and the Candidates who are to be called for interview are short-listed on the basis of merit keeping in view the academic record, professional qualifications, experience including technical experience of the Candidate in the respective field.
- (3) The marks to be allotted for qualification, experience, training and interview in respect of different categories of posts shall be as per instructions issued by the Registrar, Co-operative Societies, Haryana from time to time.

12. LEAVE:

- (1) (i) The competent authority to sanction leave of Parbandhak shall be Chairman/Vice-Chairman.
(ii) The competent authority to grant leave to the Clerk/Cashier/Salesman/Peon-cum-Chowkidar shall be the Parbandhak of the society.
- (2) The leave shall not be claimed as a matter of right and can be availed after approval of the Competent Authority. Leave granted may be cancelled and the employees may be called to duty if the exigency of service so required.
- (3) The employee shall earn leave as under:-
 - (i) 1/24 days upto 10 years of service.
 - (ii) 1/18 days above 10 years to 20 years service.
 - (iii) 1/12 days above 20 years service.

NOTE : The earned leave can be granted to the PACS employee maximum 120 days.

- (4) Every male employee shall be granted 10 casual leaves in a calendar year.
 - (i) First 10 years of service - 10 days
 - (ii) 11 to 20 years of service - 15 days
 - (iii) After 20 years of service - 20 days
- (5) The female employee of the PACS shall be granted the casual leave as prescribed under:
 - (i) First 10 years of service - 20 days
 - (ii) 11 to 20 years of service - 20 days
 - (iii) After 20 years of service - 20 days

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- (6) The competent Authority will grant maternity leave to a female employee for a period not exceeding three months, leave salary equal to the pay drawn immediately before proceeding on leave shall be paid during maternity leave. The employee shall attach a medical certificate in this regard.

Note 1:- Maternity Leave shall not be admissible to a female employees having more than two living Children.

Note 2:- Maternity Leave may also be granted in case of miscarriage including abortion subject to the condition that the leave does not exceed 45 days entire during the service and application for leave is supported by a medical certificate in this regard.

- (7) Extra-ordinary leave may be granted to any employee by competent authority in special circumstances:-
- (1) When no other leave is by rule admissible or
 - (2) When other leave is admissible, but employee concerned applies in writing for the grant of extra ordinary leave.

NOTE 1: An employee on extra-ordinary leave is not entitled to any leave salary.

NOTE 2: All periods of Extra Ordinary Leave shall not be treated as qualifying service for any service, promotional benefits.

13. RETIREMENT:

- (1) Every employee shall retire from service on the afternoon of last day of the month in which he/she attains the age of 58 years. In case of Peon-cum-Chowkidar, the age of retirement shall be 60 years. Provided further that the employee whose date of birth is first of the month shall retire on the afternoon of the last day of the preceding month on attaining the age of 58 or 60 years, as the case may be.
- (2) For extension in service beyond the age of 55 years the Committee shall review and decide the matter on the basis of service record of the employee.
- (3) No employee shall be retained in service after the age of retirement except in exceptional circumstances with the sanction of the Committee in society interest, which must be recorded in writing subject to the approval of Registrar.
- (4) The Appointing authority shall, if it is of the opinion that it is in the society interest to do so, have the absolute right to retire any employee, by giving him notice of not less than three months in writing or three months pay and allowance in lieu of such notice.
- (5) The employees stands retired immediately on payment of three months pay and allowance in lieu of notice or on expiry of the notice period and will not be in service thereafter.

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14. MAINTENANCE OF SERVICE RECORD:

The Prabandhak of society shall maintain the service record of the employees in the form of personal file containing copy of appointment letter, certificates of good character, certificate of fitness, pay record, leave record and shall also maintain Service Book at H.O. of the society of all employees on the pattern prescribed in Govt. service and also maintain Annual Confidential Reports. Such entries of the employees shall be authenticated by him and be kept in the safe custody of the society.

Note: The date of birth of the employee shall be that as entered in the matriculation certificate or birth certificate issued by the Registrar, Birth & Death.

15. DUTIES & FUNCTIONS OF EMPLOYEES:

The duties of Prabandhak shall be as per Bye laws of PACS/PCCS and duties of Clerk-cum-Cashier, Salesman and Peon-cum-Chowkidar are as per Annexure-C, C-I and C-II respectively.

16. PROPERTY RETURN:

Every employee of PACS/PCCS shall submit property return of movable and immovable property in the proforma Annexure 'D' in the month of July every year.

17. ANNUAL CONFIDENTIAL REPORTS:

The record of Annual Confidential reports shall be kept by the Prabandhak and the record of Annual Confidential Reports of Prabandhak shall be kept by the concerned Bank.

Annual Confidential reports on the work and conduct of Clerk/Cashier/Salesman/Peon-cum-Chowkidar shall be initiated by the Prabandhak. The Chairman shall be the accepting authority and Assistant Registrar, Co-operative Societies concerned will be the final authority.

Annual Confidential reports on the work and conduct of Prabandhak will be initiated by the by the Chairman. The Chief Executive Officer of the Bank will be the accepting authority and Deputy Registrar, Co-operative Societies concerned will be the final authority.

18. RESIGNATION, TERMINATION, RETRENCHMENT OR REVERSION:

Resignation: An employee may resign from the service if nothing is due from him or no departmental proceedings are pending by giving one month's notice or by depositing one month's salary in lieu thereof. In event of any case pending against the employee, the committee shall not accept the resignation.

Termination: Services of an employee can be terminated by the appointing authority;

- a) During probation if his work and conduct is not found satisfactory, by giving notice as per terms and conditions of the appointment;
- b) Service of any regular employee can be terminated on the basis of misconduct of the employee by issuing charge-sheet, holding an enquiry and by providing opportunity of hearing to the delinquent employee.
- c) Service of a temporary employee may be terminated by giving one month notice and by giving reasons for termination.

Retrenchment or reversion: In case of retrenchment or reversion due to abolition or reduction in the number of posts, the employee whoever is the last person to be employed in that category shall be the first to be retrenched or reverted, unless for sound reasons to be recorded in writing, the appointing authority may otherwise retrench or revert any other employee.

19. CONDUCT:

- (1) 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.
- (2) Every employee of the society shall abide by the Act, Rules and Bye-laws and the orders/instructions issued from time to time by the Committee/ Authorities of Co-operative Department.
- (3) 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.
- (4) Every employee shall serve the society with honesty and faithfulness and shall use his utmost endeavour to promote the interests of the society.
- (5) Subject to the provisions of law, relating to intoxicants, drinks or drugs for the time being in force, no employee of the society while on duty shall;
 - a. be under the influence of such drinks and drugs; or
 - b. appear in public place in the state of intoxication ; or
 - c. habitually use such drinks and drugs;
 - d. no employee of the society shall indulge in disorderly or indecent behavior, 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
 - e. cause or attempt to cause willful damage to the property of the society;
 - f. mis-utilize loans or advances obtained from the society;

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- g. Organize or attend the meeting within the premises of the society without permission of the Officer Incharge;
 - h. 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 Committee of the society.
 - i. No employee shall accept or seek any outside employment whether stipendiary or honorary without written permission.
 - j. No employee shall borrow money from any society, Bank or any other financial institutions without specific written permission from the Committee.

20. **SUSPENSION:**

- (i) The concerned Deputy Registrar, Co-operative Societies may suspend the Prabandhak for the acts of omission and commission committed by him/her, suo-moto, after enquiry or on the recommendation of the committee.
- (ii) The Prabandhak may suspend employees of PACS/PCCS on account of certain omission and commission committed by the employee. All the staff of the PACS/PCCS shall work under the supervision and control of the Prabandhak.
- (iii) Further provided that if the Committee/Prabandhak of the society fails to take action against the employees of the society who are involved in the cases of embezzlement/misappropriation and any other serious irregularities as pointed out by Audit or disobeying the orders of higher authorities or convicted by any Court, Deputy Registrar, Co-operative Societies concerned shall have the power to place the concerned employee under suspension and can issue directions to the Management of the society to take appropriate action against the concerned employee.
- (iv) During the period of suspension the employee would be eligible for subsistence allowance as per Government instructions issued time to time.

21. **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 mis-utilization of the funds of the society/Central Society/Apex Society or any of its constituents, or committing of any offence under Indian Penal Code.
- (b) Engaging in any trade or business outside the scope of his duties. Un-authorised 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.
- (c) Drunkenness or riotous or disorderly or indecent behaviour in public place and in the premises of the society.
 - (d) Willful damage or attempt to cause damage to the property of the Society/Bank/Apex Bank or to any of its constituents.
 - (e) Advertising the achievements of any union, Association etc., of the employee, recognized or otherwise within the society premises without the prior permission of the management in writing or pasting of any pamphlet, hand bills, calendars etc. highlighting the activities achievement etc. of the union except in accordance with the provisions of any rule or law for the time being in force.
 - (f) Willful insubordination or disobedience of any lawful and reasonable order of a superior or misbehavior with any employee of the society or with any person related with the affairs of the society.
 - (g) Giving or taking bribe or illegal gratification from customer, member or any employee of the society.
 - (h) Habitual doing of any act which amount to minor misconduct i.e. a course of action taken or persisted at least on three previous occasions and censure or warning have been administered and adverse remarks have been entered against him.
 - (i) Willful lowering down in performance of work;
 - (j) Playing cards/ gambling or betting in the premises of the society.
 - (k) Doing any act prejudicial to the interest of the society or negligence involving or likely to involve the society in loss.
 - (l) 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;
 - (m) Punishment from a Court of Law for any offence involving moral turpitude;
 - (n) Absence without leave or over staying of sanctioned leave without sufficient ground for more than 10 days;
 - (o) Neglect of work, negligence in performance of duties mandatory as per the Haryana Co-operative Societies Act, 1984 and Haryana Co-operative Staff Service Rules, 1989 or habitual negligence;
 - (p) Breach of any Rule of business of the society;
 - (q) Holding or attempting to hold or attending any meeting in the premises of the society without the permission of the management.
 - (r) Seeking election to a committee of any Cooperative Society/Gram Panchayat/Municipal Committee/Vidhan Sabha.
 - (s) Attempt to collect or collecting money within the premises of the society without the prior permission of the management.

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22. 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.

23. 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 to the society:-

- a. Barring of promotion to the higher post for a specific period;
- b. Withholding of increments with or without cumulative effect.
- c. Reversion to the lower grade/ post.
- d. Termination/Removal from service.
- e. Dismissal from service.
- f. Recovery on account of loss to the society.

24. PENALTIES FOR MINOR MISCONDUCT:

An employee found guilty of the Minor Misconduct may be awarded any of the following punishment according to the gravity of the misconduct.

- a. Warning or warning with a copy on the personal file;
- b. Censure;
- c. Withholding of annual increments for a period of not longer than six months.

25. PROCEDURE TO BE ADOPTED FOR PUNISHMENT:

- (1) No penalty shall be imposed on any employee other than on deputation 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 full reasonable opportunity of showing cause against the action proposed to be taken against him/her.

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- (2) An employee against whom disciplinary action is proposed to be taken for gross mis-conduct shall be given a charge-sheet clearly setting forth the circumstances appearing against him and a date shall be fixed for inquiry. Sufficient time being given to the employee to enable him to appear and give 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. The employee shall not be allowed to engage a counsel at the time of enquiry.
 - (3) On the direction of Committee, Prabandhak shall be competent to issue charge sheet, obtain explanation, appoint an enquiry officer and 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 Committee.
 - (4) The Prabandhak of the society may suspend or reinstate an employee for reasons to be recorded in writing and shall ensure that the agenda for approval in this regard is placed in the next committee meeting.
 - (5) Such order of suspension shall be in writing and shall be delivered to the employee(s) or sent by registered post to his address available to the society's record.
 - (6) During the period of suspension an employee shall be paid subsistence allowance and other allowance at the rates admissible to the Government employees from time to time.
 - (7) If the employee placed under suspension is subsequently exonerated of the charge, he shall be entitled to full salary and allowance for the period of suspension and the entire period will be treated as duty. If however, he has not been completely exonerated of the charges, the competent authority shall specify in the order of reinstatement as to how the period of suspension should be treated and also the amount of pay and allowances to be paid to him for such period.

26. PENALTIES & APPEAL:

- (1) In case of the Prabandhak, the competent authority to impose penalties specified in Column No. 2 below for minor penalties will be the committee and appellate authority will be the Deputy Registrar, Co-operative Societies, Haryana. In case of major penalties to be imposed on Prabandhak, the concerned Deputy Registrar, Co-operative Societies shall be the imposing authority and Registrar, Co-operative Societies; Haryana shall be the appellant authority.
- (2) The authorities specified in Column No. 3 below shall be competent to impose penalties specified in Column No. 2. The authorities specified in Column No. 4 will be the appellate authorities in respect of Clerk/Cashier/Salesman/Peon-cum-Chowkidar:

Sr.No.	Nature of penalty	Competent Authority	Appellate Authority
1	2	3	4
1.	Censure/Warning & Minor Penalties	Parbandhak	Managing Committee
2.	With-holding of increments with or without cumulative effect, fine and recovery of loss or damage caused.	Managing Committee	Concerned Assistant Registrar, Co-operative Societies.
3.	Reversion to lower grade/post, barring of promotion to the higher post, dismissal, removal and termination.	Managing Committee	-do-

- (3) No appeal shall be entertained unless it is made within 60 days from the date of the communication of the order. The appellate authority may however, entertain any appeal within 90 days of the said date if the appellant has sufficient cause for not submitting the appeal in time. No revision shall lie against the order passed under the appeal.

27. **GRATUITY:**

The employees shall be eligible for gratuity at the rates to be specified by the Registrar, Co-operative Societies, Haryana. For the purpose of calculation of period for the payment of gratuity 15 days shall be counted for complete one year satisfactory service subject to maximum 12 months.

28. **EMPLOYEES WELFARE FUND:**

- (1) Every society shall maintain an Employees Welfare fund and each year it shall allocate 5% of its net profit towards this fund. The financial assistance to employees shall be paid out of this fund subject to the approval of the Committee. This fund shall be deposited in the concerned Bank to which the society is affiliated and would be utilized for the purpose for which it has been created.

An employee shall be eligible for financial assistance to the amount of Rs.2.50 lacs (Rupees two lacs and fifty thousand only) on his/her death:

Provided that in case of death of the employee, assistance shall be paid to his/her nominee or his/her legal heirs in absence of any nomination.

- (2) Every Society shall contribute/provisioning Rs. 1,00,000/- (Rupees one lac only) every year under the object head "Medical Reimbursement" and amount may be reimbursed to the extent of Rs. 25,000/- for individual case within a span of one year and the Managing Committee is the competent authority

or

The society shall be at liberty to adopt Health Insurance Scheme for the families for maximum upto Rs. 1, 00,000/- (Rupees one lac only) in a year. The Committee will be the competent authority in this regard.

29. UNIFORMS AND LIVERIES:

Uniform allowances to the Peon/ Chowkidar shall be given Rs. 300/- for summer and Rs. 500/- for winter session per year or as per instructions issued by RCS from time to time.

30. GROUP INSURANCE:

The Bank shall work as Nodal Agencies between Insurance Companies and PACS employees. (RCS letter memo No. 53/14/93/Credit-1 dated 25.06.1993) or as per instructions issued by Registrar, Co-operative Societies, Haryana from time to time.

31. LOAN FACILITY:

The PACS employees shall be entitled for a loan for the following purpose:-

- (1) Construction of new house/Purchase of Plot [The loan shall be equal to salary of twenty four months or Rs. 3.50 lacs (Rupees three lacs fifty thousand only) whichever is less] after five years service.
- (2) Repair of House (The loan shall be equal to salary of twelve months or Rs. 1.00 lacs whichever is less).
- (3) Purchase of Vehicle: Motor Cycle/Scooter (The loan shall be 40,000 or vehicle cost whichever is less).
- (4) Marriage of their wards [The loan shall be equal to salary of twelve months or Rs. 1,00,000/- (Rupee One lac only) whichever is less].
- (5) Education Loan of their wards for Professional Courses [The loan shall be equal to salary of twelve months or Rs. 1,00,000/- (Rupee One lac only) whichever is less].

The loan shall only be allowed subject to the availability of funds created out of the profit and the society should be in profit. The rate of interest and other terms and conditions will be as per the instructions issued by Registrar, Cooperative Societies, Haryana from time to time.

32. PROVIDENT FUND:

As per instructions issued by Registrar, Cooperative Societies, Haryana from time to time.

33. EX-GRATIA ASSISTANCE:

In the case of death of an employee during service, a lump-sum Ex-gratia Assistance of Rs. 2.50 lacs shall be provided to the dependents of the deceased or as per instructions issued by Registrar, Co-operative Societies, Haryana from time to time, out of the Employees Welfare Fund (rule 28).

34. TRAVELING ALLOWANCE:

Daily Allowance shall be paid if journey is made out of area of operation of the society at the rates fixed by the Registrar, Cooperative Societies, or revised from time to time.

35. RELAXATION:

Wherever, the Managing Committee is of the opinion that it is necessary or expedient to do so, it may, by way of resolution, recommend with reasons, the matter to Registrar, Co-operative Societies, Haryana through Deputy Registrar, Co-operative Societies concerned for relaxation of any of the provisions of these rules with respect to any class or category of persons. The Deputy Registrar, Co-operative Societies shall forward the case to Registrar, Co-operative Societies, Haryana with clear opinion and reasons thereof for his recommendation within 15 days of the resolution passed by the society. The decision of the Registrar, Co-operative Societies, Haryana shall be final in this regard.

36. INTERPRETATION OF RULES:


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

37. RESIDUARY PROVISIONS:-

In the event of any general or special circumstances which is not covered under the primary Co-operative Societies (PACS) /C.S. Societies rules or circulars issued by the RCS Office or about which the certain inconsistency comes to the notice, the matter shall be referred to Registrar, Co-operative Societies. Further if the Registrar Co-operative Societies is satisfied that there is requirement to prescribe certain additional conditions under the rules/instructions then such additional conditions as prescribed shall be deemed to be the part of the rules/instructions.

Encl. A to C, C-I, C-II & D

Dated: 09.06.2014
Place: Panchkula


(C.R. RANA)
Registrar
Co-operative Societies, Haryana

Dated: 09-06-2014

Endst. No. C-3/ 2-133-2209

A copy of the above is forwarded for information and necessary action to the following:-

1. Principal Secretary to Govt. of Haryana, Co-operation Department, Chandigarh.
2. Managing Director, The Haryana State Co-operative Apex Bank Ltd., Chandigarh.
3. Chief Auditor, Co-operative Societies in H.O.

4. All Deputy Registrar, Co-operative Societies in the State of Haryana.
5. Principal, Centre for Cooperative Management, Rohtak.
6. All Assistant Registrar, Co-operative Societies in the State of Haryana.
7. All Audit Officer, Co-operative Societies in the State of Haryana.
8. All Chief Executive Officers, Central Co-operative Bank Ltd. in the State of Haryana.
9. Managing Director, HARCOFED, Chandigarh for information and publication in 'Haryana Sehkari Parkash'.

May 9/6/14
(POONAM NARA)
Additional Registrar (Credit)
for Registrar, Co-operative Societies,
Haryana, Panchkula.

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ANNEXURE 'A'

(TABLE-III)

PART-A Section-1

Fitment Table of Pay fixation of Clerk/Salesman w.e.f- 01.03.2014

1	2	3	4	5	6	7	8
No. of Complete Service Year (as on 1.03.2014)	Initial Basic Pay with Grade Pay	Half percent enhancement of Initial pay	Total Pay after half percent enhancement	DA @ 90% as on 1.03.2014	Total	Medic al	Total
0	5700	0	5700	5130	10830	500	11330
1	5700	29	5729	5156	10884	500	11384
2	5700	57	5757	5181	10938	500	11438
3	5700	86	5786	5207	10992	500	11492
4	5700	114	5814	5233	11047	500	11547
5	5700	143	5843	5258	11101	500	11601
6	5700	171	5871	5284	11155	500	11655
7	5700	200	5900	5310	11209	500	11709
8	5700	228	5928	5335	11263	500	11763
9	5700	257	5957	5361	11317	500	11817
10	5700	285	5985	5387	11372	500	11872
11	5700	314	6014	5412	11426	500	11926
12	5700	342	6042	5438	11480	500	11980
13	5700	371	6071	5463	11534	500	12034
14	5700	399	6099	5489	11588	500	12088
15	5700	428	6128	5515	11642	500	12142
16	5700	456	6156	5540	11696	500	12196
17	5700	485	6185	5566	11751	500	12251
18	5700	513	6213	5592	11805	500	12305
19	5700	542	6242	5617	11859	500	12359
20	5700	570	6270	5643	11913	500	12413
21	5700	599	6299	5669	11967	500	12467
22	5700	627	6327	5694	12021	500	12521

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23	5700	656	6356	5720	12075	500	12575
24	5700	684	6384	5746	12130	500	12630
25	5700	713	6413	5771	12184	500	12684
26	5700	741	6441	5797	12238	500	12738
27	5700	770	6470	5823	12292	500	12792
28	5700	798	6498	5848	12346	500	12846
29	5700	827	6527	5874	12400	500	12900
30 and above	5700	855	6555	5900	12455	500	12955

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Annexure 'B' on next page

16	4400	352	4752	4277	9029	500	9529
17	4400	374	4774	4297	9071	500	9571
18	4400	396	4796	4316	9112	500	9612
19	4400	418	4818	4336	9154	500	9654
20	4400	440	4840	4356	9196	500	9696
21	4400	462	4862	4376	9238	500	9738
22	4400	484	4884	4396	9280	500	9780
23	4400	506	4906	4415	9321	500	9821
24	4400	528	4928	4435	9363	500	9863
25	4400	550	4950	4455	9405	500	9905
26	4400	572	4972	4475	9447	500	9947
27	4400	594	4994	4495	9489	500	9989
28	4400	616	5016	4514	9530	500	10030
29	4400	638	5038	4534	9572	500	10072
30 and above	4400	660	5060	4554	9614	500	10114

Annexure 'C' on next page

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Annexure-'C'DUTIES & RESPONSIBILITIES OF EMPLOYEES, CLERK-CUM-CASHIER, SALESMAN AND PEON-CUM-CHOWKIDAR OF THE SOCIETYDUTIES & RESPONSIBILITIES OF CLERK-CUM-CASHIER

1. To properly maintain receipt register and dispatch register.
2. To write Cash-cum-Day Book and to prepare its copy.
- 3.. Posting of individual & General Accounts and monthly balancing thereof.
4. To prepare all types of vouchers and to put signatures on it.
5. To prepare Kistbandi.
6. Posting of General Ledger.
7. To calculate interest on all type of accounts.
8. To prepare Demand Notices for loanee members.
9. To prepare loan statements and other record from time to time.
10. To prepare accounts of society viz, Trial Balance, Income and expenditure statement, Balance sheet, trading account and profit and loss account and to prepare the balance book and balancing thereof.
11. To prepare weekly, monthly and annual report.
12. To present record at the time of Inspection and audit and to assist the inspection and audit team.
13. To complete all files of society serial-wise.
14. To countersign the cheques of fertilizers issued by the salesman and to get them passed from the Managing Committee and also to verify them from photo register.
15. To transact cash in the absence of the Prabandhak of the society to deposit the cash in the branch of the CCB and to receive cash receipt and to discharge all duties and responsibilities of Prabandhak for that day.
16. To receive memo for the sale of fertilizer and other goods and to enter it in the record and to report Prabandhak/Committee after physically verifying the existing stock.
17. To achieve targets of recovery assigned by the Prabandhak/Committee/CCB during recovery season.
18. To comply with all the instructions of the office.
19. To comply with all the duties assigned by the Managing Committee/Prabandhak from time to time.
20. To comply with all the instructions issued by the office from time to time and to achieve the targets of recovery well in time during recovery campaign.
21. To open office in time and to make entries in the movement register.



Annexure-'C-I'DUTIES & RESPONSIBILITIES OF SALESMAN

1. To sell fertilizer, seeds, pesticides and consumer goods, to issue receipt on the spot to members and to take signatures of members.
2. To prepare daily sale register of sale of fertilizer, seeds, pesticides and other consumer goods and to complete relevant record and to prepare vouchers and present the same to Clerk or Prabandhak and to verify the present stock.
3. To deposit daily sale proceeds i.e. cheques or cash with the Cash Clerk or Prabandhak and to get receipt in lieu thereof.
4. To sign loan cheques issued to the members of the society.
5. To allow lifting fertilizer to the member only after identifying him from the photo register.
6. If the loan is not in proportionate to the share of the member, salesman will not allow lifting of fertilizer.
7. To deposit cheques of sale of fertilizer in the Branch of the Central Cooperative Bank within a week through PACS.
8. To keep the stock intact, in countable manner so that it could be counted easily during physical verification.
9. Not to keep in stock the consumer goods and fertilizers which are not worth saleable.
10. Neither poor/spurious quality, old damaged and under weight stock of fertilizer shall be brought nor stocked.
11. To approach branch of the Central Coop. Bank for renewal of licenses and cash credit limits of fertilizers.
12. To tally all the entries of cash credits with the accounts of Central Coop. Bank and to procure pass book.
13. To reconcile with Marketing Society/HAFED and to procure pass book.
14. To issue fertilizer within credit limit and not to issue fertilizer to the defaulter members.
15. To prepare weekly, monthly, quarterly and yearly statements of fertilizer and other consumer goods and to prepare other statements as required from time to time.
16. To present/record of fertilizer & other goods at the time of audit & inspection and to assist in at the time of physical verification of stock.
17. To keep the stock as per Stock Register and action will be taken in case stock is found in excess or short on verification.
18. To achieve the targets of recovery assigned by Prabandhak/Committee/Central Coop. Bank.
19. To prepare all type of legal cases for recovery of dues and loans of employees and loanee members.
20. To comply with all the duties assigned by the Managing Committee/Prabandhak from time to time.



Annexure-'C-II'

Duties & Responsibilities of Peon-Cum-Chowkidar

1. To open and close office in accordance with the orders of the office.
2. To keep office clean.
3. To keep all stock, furniture and fixture intact and under his charge.
4. To sleep in office at night and if any negligence is found, he himself will be responsible for loss, if any.
5. To help in work of Clerk, Salesman and in charge of the society in the affairs of the society.
6. To deliver demand notices and other information to all members of the society during recovery season.
7. To help salesman with regard to fertilizer, seeds, pesticides and other consumer goods.

Annexure 'D' on next page

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ANNEXURE'D'

DECLARATION FORM FOR THE PROPERTY (MOVABLE & IMMOVABLE)

Name & designation of the employee

Address :

Statement as on

- (a) (i) Cash, Jewellery, Ballion, Bank deposits, Policies, Shares, Securities & debentures.
- Insurance (ii) Motor Car, Motor Cycles, horses, and or may means of conveyance.
- other (iii) Refrigerators.
- (iii) Milch Cattle.

S.No.	Description of item	Value	Name of member of the employee's family or Benamidar (if any) in whose name the asset is held.	Date & manner of fresh acquisition during the year.	Remarks

- (b) Loans advanced whether secured or not. If secured, nature of the security i.e. ornaments, simple pro note or mortgage deeds with or without possession.

S.No.	Amount of loan	If loan is secured one nature of the securities with its approximate value	Name of member of the employee's family who has advanced the loan	Name with descriptions of the loanes.	Date with other particulars of the loan.	Remarks

- (C) (i) Pay Scale
- (ii) Total salary per month.....



ANNEXURE 'D'

DECLARATION BY : of the immovable Property held by him and
members of

Notes : (i) All interests in land of a permanent nature whether ownership mortgage, or hereditary, occupancy, should be entered; also dwell houses in towns.

(ii) Members of family of a PACS employees are those as given in the note below showing the holding of each, if a holding is Benami, the name of the Benamidar should also be mentioned.

(iii) Particulars in regard to family holdings be indicated separately.

In what district area & assessment	Description of holding (i.e. inheritance, free Gift Situated Purchase, etc.)	How & when acquired Tehsil & village with
---------------------------------------	---	---

Note: The member of family in relation to an employee of the PACS includes:-

- (i) The wife or the husband, as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be, separated from the employee, by a decree or order of a competent court.
- (ii) Son or daughter or step-son or step-daughter of the employee and wholly dependent on him, but does not include a child or step child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.
- (iii) any other person related, whether by blood or marriage, to the employee or to the employee's wife or husband and wholly dependent on the employee.

(Signature)

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