

OFFICE OF REGISTRAR, CO-OPERATIVE SOCIETIES, HARYANA, PANCHKULA

ORDER

In exercise of the powers conferred under 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, undersigned being the Registrar, Co-operative Societies, Haryana makes and further carries the *second amendment* in the following Service Rules for the employees of the Primary Agriculture Co-operative Societies (PACS)/Primary Co-operative Credit & Service Societies (PCCS), 2014, namely:-

- (1) These service rules shall be called the Primary Agriculture Co-operative Societies Staff Service/Primary Co-operative Credit & Service Societies (*Second Amendment*) Rules, **2017**.
- (2) This amendment in Rules shall come into force w. e. f. **30 MAY 2017**
- (3) In the Primary Agriculture Co-operative Societies Staff Service/ Primary Co-operative Credit and Service Staff Service Rules, 2014, the following shall be added/deleted/substituted as under:-

Rule No.	Existing	Amended
2 (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.	2(g) “Classification or Class” means classification of a society made by Auditors /Auditing firm on the basis of Audit Report.
2 (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.	2(m) --Deleted--
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.	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 employees of society shall be considered and decided by the Committee. 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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Rule No.	Existing	Amended																
4.	<p>CLASSIFICATION:</p> <p>(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.</p> <p>(2) The following categories of societies shall be eligible to grant consolidated pay to its employees:-</p> <p>(a) Societies which are dormant and not doing any business transactions OR</p> <p>(b) The society having business turnover upto <u>Rs. 5.00 Crore.</u> OR</p> <p>(c) Sale of Agricultural Inputs below <u>Rs.10.00 lacs</u> in a year.</p> <p>(3) The basis of Classification in terms of working capital & Sale of agricultural inputs shall be as under:-</p> <p style="text-align: center;">TABLE-I</p> <table border="1" data-bbox="207 1526 820 2155"> <thead> <tr> <th>Class</th> <th>Classification of Society</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>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.</td> </tr> <tr> <td>B</td> <td>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.</td> </tr> <tr> <td>C</td> <td>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.</td> </tr> </tbody> </table> <p>NOTE: Norms for classification of society shall be reviewed after two years by PACS Classification Committee.</p>	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.	<p>4. CLASSIFICATION:</p> <p>(1) A society for being classified in a particular class will have to satisfy the parameters fixed for that class. The Auditor/Auditing firm shall classify a society in the audit report for the year.</p> <p>(2) ----- Deleted -----</p> <p>----- Deleted -----</p> <p>----- Deleted -----</p> <p>----- Deleted -----</p> <p>(3) The basis of classification in terms of working capital and sale of Agricultural inputs shall be as under:-</p> <p style="text-align: center;">TABLE-I</p> <table border="1" data-bbox="878 1545 1513 2171"> <thead> <tr> <th>Class</th> <th>Classification of Society</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Society with loans outstanding more than Rs.20.00 Crores, Agriculture inputs sale above Rs.30.00 lacs and saving deposit more than Rs.75.00 lacs.</td> </tr> <tr> <td>B</td> <td>Society with loans outstanding more than Rs.10.00 Crores and upto Rs.20.00 Crores and Agriculture input sale above Rs.20.00 lacs and saving deposit upto Rs.50.00 lacs.</td> </tr> <tr> <td>C</td> <td>Society with loans outstanding upto Rs.10.00 Crores and Agriculture inputs sale above Rs.10.00 lacs and saving deposit upto Rs.30.00 lacs.</td> </tr> </tbody> </table> <p>NOTE: -- Deleted---</p>	Class	Classification of Society	A	Society with loans outstanding more than Rs.20.00 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.10.00 Crores and upto Rs.20.00 Crores and Agriculture input sale above Rs.20.00 lacs and saving deposit upto Rs.50.00 lacs.	C	Society with loans outstanding upto Rs.10.00 Crores and Agriculture inputs sale above Rs.10.00 lacs and saving deposit upto Rs.30.00 lacs.
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Rule No.

Existing

Amended

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PAY:

5. PAY:

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

The following Staffing Norms and Pay Structure will be applicable to the employees of PACS/PCCS w.e.f. date of notification.

(TABLE-II)

TABLE-II

Sr. No.	Classification of PACS/ C.S Society	Establishment	Sanctioned Strength	Pay Band	Grade Pay	Minimum Pay Scale
1	A No. of Employees = 7 (Seven)		1	Prabandhak	5000-20000	2400 5000+ 2400 GP =7400
			2	Clerk-cum-Cashier	4000-7200	1700 4000+ 1700 GP = 5700
			3	Salesman	4000-7200	1700 4000+ 1700 GP = 5700

Sr. No.	Classification of PACS/ PCCS	Establishment	Sanctioned Strength	Pay	DA @ 125% as on 01.01.2016	Minimum Basic Pay after merging DA @ 125%
1.	A		1.	Parbandhak	7600 (5200+2400)	9500 17100
			2.	Clerk-cum-Cashier	7000 (5200+1800)	8750 15750

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2	B No. of Employ ees = 6 (Six)	4	Peon/ Chowkidar	Two at PACS HQs.	3200- 7200	1200	3200+ 1200 GP = 4400
		1	Prabandhak	One	5000- 2000 0	2400	5000+ 2400 GP =7400
		2	Clerk-cum- Cashier	One for each PACS	4000- 7200	1700	4000+1 700 GP = 5700
		3	Salesman	Two for each PACS	4000- 7200	1700	4000+ 1700 GP= 5700
		4	Peon /Chowkidar	Two at PACS HQs.	3200- 7200	120 0	3200+ 1200 GP = 4400

2.	B	3.	Salesman	One for each Sale point	7000 (5200+ 1800)	8750	15750
		4.	Peon / Chowkidar	Two for each PACS	5740 (4440+ 1300)	7175	12915
		1.	Parbandhak	One	7600 (5200+ 2400)	9500	17100
		2.	Clerk-cum- Cashier	One for each PACS	7000 (5200+ 1800)	8750	15750
		3.	Salesman	One for each Sale point	7000 (5200+ 1800)	8750	15750
		4.	Peon / Chowkidar	One for each PACS	5740 (4440+ 1300)	7175	12915

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Sr. No.	Name of the Post	Sanctioned Strength	Pay Band	Grade Pay	Pay Scale	C
1	Prabandhak	One	5000-20000	2400	5000+ 2400 GP = 7400	3
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	

The above pay scales will be subject to the following conditions:-

- (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 fulfil 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).

Sr. No.	Name of the Post	Sanctioned Strength	Pay	DA @ 125% as on 01.01.2016	Minimum Basic Pay as on 01.01.2016 after merging DA @ 125%
1.	Parbandhak	One	7600 (5200+ 2400)	9500	17100
2.	Clerk-cum-Cashier	One for each PACS	7000 (5200+ 1800)	8750	15750
3.	Salesman	One for two Sale point	7000 (5200+ 1800)	8750	15750
4.	Peon / Chowkidar	One for each PACS	5740 (4440+ 1300)	7175	12915

The above pay Structure will be subject to the following conditions:-

- (1) Deleted—

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<u>Rule No.</u>	<u>Existing</u>	<u>Amended</u>
5.	<p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(6) Cost of Management should not exceed 75% of the income of the PACS/PCCS.</p> <p>(7) The expenditure of the above pay scales will be met out from the own sources of the PACS/ PCCS.</p>	<p>(2) ---Deleted---</p> <p>(3) ---Deleted ---</p> <p>(4) ---Deleted--</p> <p>(5) ---Deleted---</p> <p>(6) ---Deleted---</p> <p>(7) The Managing Committee of the PACS/PCCS shall take a decision regarding adoption of above pay structure keeping in view the fact that expenditure involved is to be met out from the own sources of the PACS / PCCS. No financial support will be provided by the State Government for Salary.</p>

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<u>Rule No.</u> 5.	<u>Existing</u>	<u>Amended</u>
	<p>(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.</p> <p>(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.</p> <p>(b) The PACS/PCCS which do not fulfil the requisite conditions as per 9 (a) above, the employees of such societies shall continue to draw consolidated salary as per Registrar, Cooperative Societies, Haryana Memo. No. 1/5/2005/C-3/7008-72 dated 16.08.2013.</p> <p>(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.</p> <p>(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:-</p> <p>(i) Society should be in profit for the last one year.</p> <p>(ii) Cash recovery is more than 60 percent.</p> <p>(iii) The employee concerned should not be the defaulter of any Co-operative Institution.</p> <p>(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.</p>	<p>(8) ----No Change----</p> <p>(9)(a) The Managing Committee of PACS/PCCS shall pass a resolution in this regard specifying that condition No. 7 mentioned in the PACS/PCCS Rules is 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, IV, V and VI at Annexure A, B, B-I and B-II respectively and will get the same verified by the concerned Auditor.</p> <p>(b) -----No Change-----</p> <p>(10) No agenda regarding Salary, Allowances, Grant of Increment, Promotion or Recruitment of any PACS/PCCS will be placed before the Managing Committee by any Parbandhak/Incharge of PACS/PCCS Societies without prior approval of concerned Assistant Registrar, Co-operative Societies.</p> <p>(11) Next increment after completion of each year of satisfactory service shall be @ 3% on 1st July of every year.</p> <p>i) -- Deleted—</p> <p>ii) -- Deleted—</p> <p>iii) --No Change --</p> <p>iv) If any employee is the surety of any loan of any Co-operative Institution which has become overdue.</p>

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<u>Rule No.</u>	<u>Existing</u>	<u>Amended</u>
5.	<p>(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.”</p> <p>(12) The pay of employees of PACS/PCCS will be fixed with ½% 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.</p> <p>(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).</p> <p>(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.</p> <p>(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.</p> <p>(16) If there is any dispute/grievances for fixation of pay in new pay scale, a Committee consisting of following will decide the issue:-</p> <ol style="list-style-type: none"> Concerned Deputy Registrar, Co-operative Societies. Concerned Assistant Registrar, Co-operative Societies. Concerned Audit Officer, Co-operative Societies. Chief Executive Officer of the concerned Bank. Chairman of the concerned Society. 	<p>v) In case the increment is withheld due to non compliance of above condition No. (iii) and (iv), the benefit of increment will be allowed from the date when nothing is overdue against him and the loan for which he has given surety. However, no arrear shall be paid for the period for which increment was withheld.</p> <p>(12) The pay of employees of PACS/PCCS will be fixed with ½% enhancement per year for satisfactory previous service with minimum entry pay of concerned pay structure rendered as per fitment formula framed by Registrar, Co-operative Societies, Haryana (Annexure A, B, B-I and B-II) subject to condition No. 7 as above. Calculation for the pay structure shall be made from the date of joining the service.</p> <p>(13) -----No Change-----</p> <p>(14) No allowance such as House Rent Allowance (HRA), LTC, 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.</p> <p>(15) -----No Change-----</p> <p>(16) If there is any dispute/grievance for fixation of pay in new pay structure, a Committee consisting of following shall decide the issue:-</p> <ol style="list-style-type: none"> Concerned Assistant Registrar. Concerned Audit Officer. CEO/GM of concerned Bank. <p>Prabandhak of the PACS shall bring into the notice of above committee, any financial benefits related to employees which are against the provision of law.</p> <p>Appeal against the decision of the committee shall lie before the concerned Deputy Registrar, Cooperative Societies and second appeal to the Registrar, Co-operative Societies and then to the Government.</p>

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<u>Rule No.</u>	<u>Existing</u>	<u>Amended</u>																
6.	<p>DEPUTATION / FOREIGN SERVICE:</p> <p>(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.</p> <p>(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.</p>	<p>6. DEPUTATION / ADJUSTMENT OF SURPLUS STAFF:</p> <p>(1) -----No Change-----</p> <p>(2) -----No Change-----</p> <p>(3) The excess/surplus staff beyond the sanctioned Staff Strength shall be adjusted in the nearby PACS/PCCS with the prior approval of the concerned Deputy Registrar, Co-operative Societies and same shall be done according to the instructions issued by the Registrar from time to time. The employee so adjusted, shall continue to draw his own pay.</p>																
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.	7. --Deleted--																
9.	<p>QUALIFICATION & MODE OF RECRUITMENT:</p> <p>(1) The qualification & mode of recruitment for different categories of posts shall be as under:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th> <th style="text-align: center;">Designation of Pos</th> <th style="text-align: center;">Academic Qualification and experience, if any, for direct recruitment & promotion</th> <th style="text-align: center;">Mode of Recruitment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td style="text-align: center;">Prabandhak</td> <td> FOR DIRECT i) M.Com / M.A. with Mathematics or Economics Or B.Com / B.A. with Mathematics or Economics/ BBA/ MBA/ B.Sc./B.Sc. </td> <td> (i) By Direct Recruitment -70% (ii) By Promotion - 30% amongst PACS/ PCCS employees (iii) By Transfer or deputation of </td> </tr> </tbody> </table>	Sr. No.	Designation of Pos	Academic Qualification and experience, if any, for direct recruitment & promotion	Mode of Recruitment	1.	Prabandhak	FOR DIRECT i) M.Com / M.A. with Mathematics or Economics Or B.Com / B.A. with Mathematics or Economics/ BBA/ MBA/ B.Sc./B.Sc.	(i) By Direct Recruitment -70% (ii) By Promotion - 30% amongst PACS/ PCCS employees (iii) By Transfer or deputation of	<p>9. QUALIFICATION & MODE OF RECRUITMENT:</p> <p>(1) The qualification & mode of recruitment for different categories of posts shall be as under:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No</th> <th style="text-align: center;">Designation of Post</th> <th style="text-align: center;">Academic Qualification and experience, if any, for direct recruitment & promotion</th> <th style="text-align: center;">Mode of Recruitment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td style="text-align: center;">Prabandhak</td> <td>By Promotion i) Ten Years experience as Clerk-cum-Cashier / Salesman in PACS/PCCS having minimum qualification of Matric in case of employees</td> <td>(i) By Promotion -100% amongst PACS/ PCCS employees</td> </tr> </tbody> </table>	Sr. No	Designation of Post	Academic Qualification and experience, if any, for direct recruitment & promotion	Mode of Recruitment	1.	Prabandhak	By Promotion i) Ten Years experience as Clerk-cum-Cashier / Salesman in PACS/PCCS having minimum qualification of Matric in case of employees	(i) By Promotion -100% amongst PACS/ PCCS employees
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		<p>(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>FOR PROMOTION</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>an official already in service of any Co-operative Institutions/ Co-operative Department.</p>			<p>recruited before 09-06-2014 and Graduation in case of employees recruited on or after 09-06-2014.</p>	
2	Clerk-cum-Cashier / Salesman	<p>FOR DIRECT</p> <p>(i) Graduate from the recognized University.</p> <p>(ii) Preference will be given to the diploma holders in Accountancy/ Agriculture.</p> <p>(iii) Preference will be given to the candidates who have passed SETC from approved agency.</p> <p>FOR PROMOTION</p> <p>Five Years experience as Peon/Chowkidar having minimum qualification of Matric in case of employees recruited before 09-06-2014 and Graduation in case of employees recruited on or after 09-06-2014.</p>	<p>(i) Direct =80%</p> <p>(ii) Promotion =20%. (iii) By Transfer or deputation or adjustment of an official already in service of any Co-operative Institution/ Co-operation Department.</p>				
2.	Clerk/ Cashier/ Salesman	<p>FOR DIRECT</p> <p>(i) Graduate</p> <p>(ii) Experience working as Cashier/ Accountant</p> <p>(iii) Any diploma/ course in Accountancy.</p> <p>iv) Basic</p>	<p>(i) Direct =80%</p> <p>(ii) Promotion =20%</p> <p>By Transfer or deputation of an official already in service of any Co-operative Institutions/ Co-operative</p>				

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		knowledge of Computer. (DOEACC 'O' Level)	Department.				
		FOR PROMOTION					
		Five Years experience as Peon/Chowkidar having qualification of 10+2.					
3.	Peon-cum-Chowkidar	Matric Pass	(i) Direct Recruitment (ii) By Transfer or deputation of an official already in service of any Co-operative Institutions/ Co-operative Department.		3.	Peon-cum-Chowkidar	FOR DIRECT 10+2 (i) Direct Recruitment (ii) By Transfer or deputation of an official already in service of any Co-operative Institution/ Co-operation Department.
<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>				<p>NOTE : The promotion to the various posts will be filled up on the basis of seniority-cum-merit list.</p>			
<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.</p>				<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 recruitment and within one year of probation in case of promotion otherwise he will not be eligible for Annual increment.</p> <p>Every Direct and Promotee Prabandhak, Clerk-cum-Cashier and Salesman shall have to qualify Higher Diploma in Cooperative Management or Junior Basic Course of any CCM within two years (if not already qualified). The next increment shall not be allowed unless he/she qualifies the said course.</p>			
<p>(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.</p>				<p>(3) -- Deleted --</p>			

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Rule No.	<u>Existing</u>	<u>Amended</u>
11.	<p>METHOD OF RECRUITMENT:</p> <p>(1) The recommendation of selection of Prabandhak to the Committee will be made by a Selection Committee consisting of :-</p> <p>(a) Deputy Registrar, Co-operative Societies concerned as Chairman.</p> <p>(b) Chairman/Vice Chairman of the concerned society.</p> <p>(c) Chief Executive Officer of the concerned Bank.</p> <p>(2) The Selection Committee for the purpose of recommendation of Clerk / Cashier/ Salesman/Peon-cum-Chowkidar for direct recruitment and promotion will consist of:-</p> <p>(a) Assistant Registrar, Co-operative Societies concerned as Chairman.</p> <p>(b) Chairman/Vice Chairman of the concerned society.</p> <p>(c) One Committee member duly authorised by the Committee of the concerned society.</p> <p>(d) Chief Executive Officer of the concerned Bank.</p> <p>(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.</p> <p>(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.</p>	<p>11. METHOD OF RECRUITMENT:</p> <p>(1) ---Deleted---</p> <p>(2) ----No Change----</p> <p>(3) -----No Change-----</p> <p>(4) The marks to be allotted for qualification, experience, training and interview etc. i.e. the selection criterion in respect of different categories of posts shall be as per instructions issued by the Registrar, Co-operative Societies, Haryana from time to time.</p>
12.	<p>LEAVE:</p> <p>(1) (i) The competent authority to sanction leave of Parbandhak shall be Chairman/ Vice-Chairman.</p> <p>(ii) The competent authority to grant leave to the Clerk/Cashier/ Salesman/Peon-cum-Chowkidar shall be the Parbandhak of the society.</p> <p>(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</p>	<p>12. LEAVE:</p> <p>(1) -----No Change----</p> <p>(2) ---No Change---</p>

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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 employees maximum to 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.

(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 to two 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 period of extra ordinary leave shall not be treated as qualifying service for any service, promotional benefits.

(8) Encashment of unutilized earned leave upto 300 days shall be admissible, if due at the time of retirement. In case of death of an employee during service. His/Her legal

(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: --Deleted--

(4) ---- No Change-----

(5) ---- No Change-----

(6) The competent Authority will grant maternity leave to a female employee for a period not exceeding six 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 employee having more than three living Children.

Note 2:- ----No Change-----

(7) -----No Change-----

(8) -----No Change-----

	<p>heirs can claim encashment of unutilized earned leave due, subject to the limit of 300 days or as amended by the Registrar, Co-operative Societies from time to time.</p>	
17.	<p>ANNUAL CONFIDENTIAL REPORTS:</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>17. ANNUAL CONFIDENTIAL REPORTS:</p> <p>The record of Annual Confidential Reports of employees of PACS/PCCS shall be kept by the Prabandhak and the record of Annual Confidential Reports of Prabandhak shall be kept by the concerned Bank.</p> <p>Annual Confidential Reports on the work and conduct of Clerk-cum-Cashier/Salesman/Peon-cum-Chowkidar shall be initiated by the Prabandhak. The Chairman shall be the Reviewing Authority and Assistant Registrar, Co-operative Societies concerned will be the Final Authority.</p> <p>Annual Confidential reports on the work and conduct of Prabandhak will be initiated by the Chairman. The Chief Executive Officer of the Bank will be the Reviewing Authority and Deputy Registrar, Co-operative Societies concerned will be the Final Authority.</p>
19.	<p>CONDUCT:</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(4) Every employee shall serve the society with honesty and faithfulness and shall use his utmost endeavour to promote the interests of the society.</p> <p>(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;</p> <p>a. be under the influence of such drinks and drugs; or</p> <p>b. appear in public place in the state of intoxication; or</p> <p>c. habitually use such drinks and drug;</p> <p>d. no employee of the society shall indulge in disorderly or indecent behavior, gambling or betting, committing nuisance within in the premises of the society or its subsidiary offices of doing anything which disturbs or dislocates the business</p>	<p>19. CONDUCT:</p> <p>(1) ----- No Change-----</p> <p>(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/ Financing Institutions/ Authorities of Cooperation Department.</p> <p>(3) -----No Change-----</p> <p>(4) -----No Change-----</p> <p>(5) -----No Change-----</p>

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	<p>of the society; or</p> <p>e. cause or attempt to cause willful damage to the property of the society;</p> <p>f. mis-utilize loans or advances obtained from the society;</p> <p>g. Organize or attend the meeting within the premises of the society without permission of the Officer Incharge;</p> <p>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.</p> <p>i. No employee shall accept or seek any outside employment whether stipendiary or honorary without written permission.</p> <p>j. No employee shall borrow money from any society, Bank or any other financial institutions without specific written permission from the Committee.</p>	
<p>20.</p>	<p>SUSPENSION:</p> <p>(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.</p> <p>(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.</p> <p>(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, <i>Deputy Registrar</i>, 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.</p> <p>(iv) During the period of suspension the employee would be eligible for subsistence allowance as per Government instructions issued time to time.</p>	<p>20. SUSPENSION</p> <p>(i) The concerned Managing Committee may suspend the Employees of the PACS/PCCS for the acts of omission and commission committed by him/her, suo-moto or after enquiry.</p> <p>(ii) --Deleted--</p> <p>(iii) Further provided that if the Committee 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, the Assistant 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.</p> <p>(iv) -----No Change-----</p>

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Rule No.	<u>Existing</u>	<u>Amended</u>
21.	<p>GROSS MISCONDUCT : THE EXPRESSION:</p> <p>“ Gross Misconduct” shall include any or all of the following acts of omission and commissions on the part of an employee for punishment to the employee:-</p> <p>(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.</p> <p>(b) Engaging in any trade or business outside the scope of his duties. Un-authorized disclosures of information regarding the affairs of the society to any of its customers or any other person concerned with business of the society which is confidential or the disclosures of which is likely to be prejudicial to the interest of the society.</p> <p>(c) Drunkenness or riotous or disorderly or indecent behavior in public place and in the premises of the society.</p> <p>(d) Willful damage or attempt to cause damage to the property of the Society/Bank/Apex Bank or to any of its constituents.</p> <p>(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.</p> <p>(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.</p> <p>(g) Giving or taking bribe or illegal gratification from customer, member or any employee of the society.</p> <p>(h) Habitual doing of any act which amount to minor misconduct i.e. a course of action taken or persisted at least on three precious occasions and censure or warning</p>	<p>21. GROSS MISCONDUCT :</p> <p>-----No Change-----</p> <p>(a) -----No Change-----</p> <p>(b) -----No Change-----</p> <p>(c) Drunkenness or riotous or disorderly or indecent behavior in public place / in the premises of the society.</p> <p>(d) ----- No Change-----</p> <p>(e) ----- No Change-----</p> <p>(f) ----- No Change-----</p> <p>(g) Giving or taking bribe or illegal gratification from customer, member or any employee of the society or any other person.</p> <p>(h) ----- No Change-----</p>

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<p>have been administered and adverse remarks have been entered against him.</p>	
(i) Willful lowering down in performance or work;	(i) ----- No Change-----
(j) Playing cards/gambling or betting in the premises of the society.	(j) ----- No Change-----
(k) Doing any act prejudicial to the interest of the society or negligence involving or likely to involve the society in loss.	(k) ----- No Change-----
(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.	(l) ----- No Change-----
(m) Punishment from a Court of Law for any offence involving moral turpitude.	(m) ----- No Change-----
(n) Absence without leave or over staying of sanctioned leave without sufficient ground for more than 10 days;	(n) ----- No Change-----
(o) Neglect of work, negligence in performance of duties mandatory as per the Haryana Cooperative Societies Act, 1984 and Haryana Cooperative Staff Service Rules, 1989 or habitual negligence.	(o) Neglect of work, negligence in performance of duties mandatory as per the Haryana Cooperative Societies Act, 1984 and Haryana Cooperative Societies Rules, 1989 or habitual negligence.
(p) Breach of any Rule of business of the society.	(p) ----- No Change-----
(q) Holding or attempting to hold or attending any meeting in the premises of the society without the permission of the management.	(q) ----- No Change-----
(r) Seeking election to a committee of any Cooperative Society/Gram Panchayat/Municipal Committee/Vidhan Sabha.	(r) ----- No Change-----
(s) Attempt to collect or collecting money within the premises of the society without the prior permission of the management.	(s) Attempt to collect or collecting money as illegal gratification in the name of society.

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**Rule
No.
26.**

Existing

PENALITIES & 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 appellat 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
	Censure/Warning & Minor Penalties	Parbandhak	Managing Committee
2	With-holding of increments with or without cumulative effect, fine and recovery of loss of damage caused	Managing Committee	Concerned Assistant Registrar, Cooperative 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

Amended

26. PENALITIES & APPEAL:

- (1) In respect of Prabandhak, Clerk-cum-Cashier, Salesman and Peon-cum-Chowkidar, the competent authority to impose penalties specified in Column No. 2 below will be the Managing Committee and 1st appellat authority will be the Assistant Registrar concerned and 2nd appellate authority will be the Deputy Registrar concerned.

- (2) --Deleted--

Sr. No.	Nature of penalty	Competent Authority	1 st Appellant Authority	2 nd Appellant Authority
1	2	3	4	5
1.	Censure/Warning & Minor Penalties	Managing Committee	Concerned Assistant Registrar	Concerned Deputy Registrar
2.	With-holding of increments with or without cumulative effect, fine and recovery of loss or damage caused.	Managing Committee	Concerned Assistant Registrar	Concerned Deputy Registrar
3.	Reversion to lower grade/ post, barring of promotion to the higher post, dismissal, removal and termination.	Managing Committee	Concerned Assistant Registrar	Concerned Deputy Registrar

- (3) ----- No Change-----

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	appellant had sufficient cause for not submitting the appeal in time. No revision shall lie against the order passed under the appeal.	
27.	<p>GRATUITY:</p> <p>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.</p>	<p>27. GRATUITY:</p> <p>The employee shall be eligible for gratuity who has rendered continuous satisfactory service not less than five (05) years. For the purpose of calculation of period for the payment of gratuity, 15 days shall be counted per one year satisfactory service subject to the maximum of 15 months or Rs. 5.00 Lac, whichever is less.</p>
28.	<p>EMPLOYEE WELFARE FUND</p> <p>(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 of the Cooperative Society. 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.</p> <p>(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</p> <p style="text-align: center;">or</p> <p>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.</p>	<p>28. EMPLOYEES WELFARE FUND</p> <p>(1) ----- No Change-----</p> <p>(2) Every employee of PACS/PCCS shall be eligible for medical reimbursement for indoor patient Treatment as per P.G.I., Chandigarh rates and subject to maximum of Rs. 2.50 Lac in a Financial year.</p>
32.	<p>PROVIDENT FUND:</p> <p>As per instructions issued by Registrar, Cooperative Societies, Haryana from time to time.</p>	<p>32. PROVIDENT FUND:</p> <p>EPF shall be deducted as per provisions of Employees Provident Fund and Miscellaneous Provisions Act, 1952.</p>
33.	<p>EX-GRATIA ASSISTANCE:</p> <p>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 amended from time to time by the Registrar, Co-operative Societies.</p>	<p>33. EX-GRATIA ASSISTANCE:</p> <p>In the case of death of an employee during service, a lump-sum Ex-gratia Assistance of Rs.4.00 lac shall be provided to the nominee or dependents of the deceased or as amended from time to time by the Registrar, Co-operative Societies.</p>

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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.	34. TRAVELING ALLOWANCE: In case of Journey made beyond area of operation, travelling allowance shall be paid on actual basis (subject to the conditions of maximum 10 journeys) and daily allowance shall be paid at the rates fixed by the Registrar, Cooperative Societies or revised from time to time.
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Pages-1 to 20

Encl: Annexure 'A', 'B', 'B-I' & 'B-II'. (1 to 4 Pages)

Place:Panchkula
Dated:-29.05.2017


VIKAS YADAV
Registrar,
Co-operative Societies, Haryana.

Endst. No. C-3/ 6407-78

Dated: 30-5-2017.

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

1. The Additional Chief Secretary to Government Haryana, Co-operation Department, Chandigarh.
2. The 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 Co-operative Management, Rohtak.
6. All Assistant Registrar, Co-operative Societies, in the State of Haryana.
7. All Audit Officers, Co-operative Societies, in the State of Haryana
8. All Chief Executive Officers/ General Managers, Central Co-operative Bank Ltd. in the State of Haryana.
9. The Managing Director, HARCOFED, Panchkula for publication in Haryana Sahkari Parkash.
10. Deputy Superintendent (I.T.) in H.O. for publication on website of Registrar, Co-operative Societies, Haryana.


(SUMAN BALHARA)
Joint Registrar (Credit),
for Registrar, Co-operative Societies,
Haryana, Panchkula.

Part - A Section - 1

Fitment Table of Pay Fixation of Parbandhak w.e.f. 01.01.2016

No. of Complete Service	Intial Basic Pay with GP as proposed on 01.01.2016	enhancement @0.5% PA	Total Pay after enhancement as proposed on 01.01.2016 (2+3)	DA @ 125% as on 01.01.2016 (125% of Col 4)	Basic Pay afer merging DA as on 01.01.2016 (4+5)	Basic Pay afer rounded off with multiple of 10 as on 01.01.2016
1	2	3	4	5	6	7
0	7600	0	7600	9500	17100	17100
1	7600	38	7638	9548	17186	17190
2	7600	76	7676	9595	17271	17280
3	7600	114	7714	9643	17357	17360
4	7600	152	7752	9690	17442	17450
5	7600	190	7790	9738	17528	17530
6	7600	228	7828	9785	17613	17620
7	7600	266	7866	9833	17699	17700
8	7600	304	7904	9880	17784	17790
9	7600	342	7942	9928	17870	17870
10	7600	380	7980	9975	17955	17960
11	7600	418	8018	10023	18041	18050
12	7600	456	8056	10070	18126	18130
13	7600	494	8094	10118	18212	18220
14	7600	532	8132	10165	18297	18300
15	7600	570	8170	10213	18383	18390
16	7600	608	8208	10260	18468	18470
17	7600	646	8246	10308	18554	18560
18	7600	684	8284	10355	18639	18640
19	7600	722	8322	10403	18725	18730
20	7600	760	8360	10450	18810	18810
21	7600	798	8398	10498	18896	18900
22	7600	836	8436	10545	18981	18990
23	7600	874	8474	10593	19067	19070
24	7600	912	8512	10640	19152	19160
25	7600	950	8550	10688	19238	19240
26	7600	988	8588	10735	19323	19330
27	7600	1026	8626	10783	19409	19410
28	7600	1064	8664	10830	19494	19500
29	7600	1102	8702	10878	19580	19580
30	7600	1140	8740	10925	19665	19670
31	7600	1178	8778	10973	19751	19760
32	7600	1216	8816	11020	19836	19840
33	7600	1254	8854	11068	19922	19930

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Part - A Section - 1

Fitment Table of Pay Fixation of Clerk-cum-Cashier w.e.f. 01.01.2016

No. of Complete Service	Intial Basic Pay with GP as proposed on 01.01.2016	Enhancement @0.5% PA	Total Pay after enhancement as proposed on 01.01.2016 (2+3)	DA @ 125% as on 01.01.2016 (125% of Col 4)	Basic Pay afer merging DA as on 01.01.2016 (4+5)	Basic Pay afer rounded off with multiple of 10 as on 01.01.2016
1	2	3	4	5	6	7
0	7000	0	7000	8750	15750	15750
1	7000	35	7035	8794	15829	15830
2	7000	70	7070	8838	15908	15910
3	7000	105	7105	8881	15986	15990
4	7000	140	7140	8925	16065	16070
5	7000	175	7175	8969	16144	16150
6	7000	210	7210	9013	16223	16230
7	7000	245	7245	9056	16301	16310
8	7000	280	7280	9100	16380	16390
9	7000	315	7315	9144	16459	16460
10	7000	350	7350	9188	16538	16540
11	7000	385	7385	9231	16616	16620
12	7000	420	7420	9275	16695	16700
13	7000	455	7455	9319	16774	16780
14	7000	490	7490	9363	16853	16860
15	7000	525	7525	9406	16931	16940
16	7000	560	7560	9450	17010	17010
17	7000	595	7595	9494	17089	17090
18	7000	630	7630	9538	17168	17170
19	7000	665	7665	9581	17246	17250
20	7000	700	7700	9625	17325	17330
21	7000	735	7735	9669	17404	17410
22	7000	770	7770	9713	17483	17490
23	7000	805	7805	9756	17561	17570
24	7000	840	7840	9800	17640	17640
25	7000	875	7875	9844	17719	17720
26	7000	910	7910	9888	17798	17800
27	7000	945	7945	9931	17876	17880
28	7000	980	7980	9975	17955	17960
29	7000	1015	8015	10019	18034	18040
30	7000	1050	8050	10063	18113	18120
31	7000	1085	8085	10106	18191	18200
32	7000	1120	8120	10150	18270	18270
33	7000	1155	8155	10194	18349	18350

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Part - A Section - 1

Fitment Table of Pay Fixation of Salesman w.e.f. 01.01.2016

No. of Complete Service	Intial Basic Pay with GP as proposed on 01.01.2016	Enhancement @0.5% PA	Total Pay after enhancement as proposed on 01.01.2016 (2+3)	DA @ 125% as on 01.01.2016 (125% of Col 4)	Basic Pay afer merging DA as on 01.01.2016 (4+5)	Basic Pay afer rounded off with multiple of 10 as on 01.01.2016
1	2	3	4	5	6	7
0	7000	0	7000	8750	15750	15750
1	7000	35	7035	8794	15829	15830
2	7000	70	7070	8838	15908	15910
3	7000	105	7105	8881	15986	15990
4	7000	140	7140	8925	16065	16070
5	7000	175	7175	8969	16144	16150
6	7000	210	7210	9013	16223	16230
7	7000	245	7245	9056	16301	16310
8	7000	280	7280	9100	16380	16390
9	7000	315	7315	9144	16459	16460
10	7000	350	7350	9188	16538	16540
11	7000	385	7385	9231	16616	16620
12	7000	420	7420	9275	16695	16700
13	7000	455	7455	9319	16774	16780
14	7000	490	7490	9363	16853	16860
15	7000	525	7525	9406	16931	16940
16	7000	560	7560	9450	17010	17010
17	7000	595	7595	9494	17089	17090
18	7000	630	7630	9538	17168	17170
19	7000	665	7665	9581	17246	17250
20	7000	700	7700	9625	17325	17330
21	7000	735	7735	9669	17404	17410
22	7000	770	7770	9713	17483	17490
23	7000	805	7805	9756	17561	17570
24	7000	840	7840	9800	17640	17640
25	7000	875	7875	9844	17719	17720
26	7000	910	7910	9888	17798	17800
27	7000	945	7945	9931	17876	17880
28	7000	980	7980	9975	17955	17960
29	7000	1015	8015	10019	18034	18040
30	7000	1050	8050	10063	18113	18120
31	7000	1085	8085	10106	18191	18200
32	7000	1120	8120	10150	18270	18270
33	7000	1155	8155	10194	18349	18350

Annex 3

Part - A Section - 1

Fitment Table of Pay Fixation of Peon/Chowkidar w.e.f. 01.01.2016

No. of Complete Service	Initial Basic Pay with GP as proposed on 01.01.2016	enhancement @0.5% PA	Total Pay after enhancement as proposed on 01.01.2016 (2+3)	DA @ 125% as on 01.01.2016 (125% of Col 4)	Basic Pay after merging DA as on 01.01.2016 (4+5)	Basic Pay after rounded off with multiple of 10 as on 01.01.2016
1	2	3	4	5	6	7
0	5740	0	5740	7175	12915	12920
1	5740	29	5769	7211	12980	12980
2	5740	57	5797	7247	13044	13050
3	5740	86	5826	7283	13109	13110
4	5740	115	5855	7319	13173	13180
5	5740	144	5884	7354	13238	13240
6	5740	172	5912	7390	13302	13310
7	5740	201	5941	7426	13367	13370
8	5740	230	5970	7462	13432	13440
9	5740	258	5998	7498	13496	13500
10	5740	287	6027	7534	13561	13570
11	5740	316	6056	7570	13625	13630
12	5740	344	6084	7606	13690	13700
13	5740	373	6113	7641	13754	13760
14	5740	402	6142	7677	13819	13820
15	5740	431	6171	7713	13884	13890
16	5740	459	6199	7749	13948	13950
17	5740	488	6228	7785	14013	14020
18	5740	517	6257	7821	14077	14080
19	5740	545	6285	7857	14142	14150
20	5740	574	6314	7893	14207	14210
21	5740	603	6343	7928	14271	14280
22	5740	631	6371	7964	14336	14340
23	5740	660	6400	8000	14400	14400
24	5740	689	6429	8036	14465	14470
25	5740	718	6458	8072	14529	14530
26	5740	746	6486	8108	14594	14600
27	5740	775	6515	8144	14659	14660
28	5740	804	6544	8180	14723	14730
29	5740	832	6572	8215	14788	14790
30	5740	861	6601	8251	14852	14860
31	5740	890	6630	8287	14917	14920
32	5740	918	6658	8323	14981	14990
33	5740	947	6687	8359	15046	15050

Amara 4