

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

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

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

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

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

The Punjab State Cooperative Agricultural
Service Society Service Rules, 1997

INDEX

ਪੱਤਰ ਨੰ. ਰਿਣ/ਸੀ.ਏ. 5/ਪੀ 25/760

ਮਿਤੀ 9.9.1998

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

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

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

ਯਾਦ ਪੱਤਰ :

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

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

ਸਹੀ/-

ਵਧੀਕ ਰਜਿਸਟਰਾਰ (ਰਿਣ)

ਵਾ : ਰਜਿਸਟਰਾਰ ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

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

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

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

MEMORANDUM:

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

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

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

THE PUNJAB STATE COOPERATIVE AGRICULTURAL SERVICE SOCIETY SERVICE RULES, 1997

1. SHORT TITLE COMMENCEMENT

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

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

2. DEFINITION

In these Rules, unless the context otherwise requires.

- (a) 'Act' means the Punjab Cooperative Societies Act, 1961 as amended from time to time.
- (b) 'Rules' means Punjab Cooperative Societies Rules 1963 as amended from time to time.
- (c) 'Society' means any Cooperative Agricultural Credit Service Society registered under the Act.
- (d) 'Committee' means the Managing Committee of the Society.
- (e) 'Bye-laws' means the Registered Bye-laws of the Society.
- (f) 'Registrar' means the Registrar, Cooperative Societies, Punjab or any other Officer vested with the powers of the Registrar under the Act.

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

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

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

3 EXTENT OF APPLICATION

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

4 SERVICE

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

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

5 METHOD OF RECRUITMENT ETC.

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

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

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

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

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

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

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

6 QUALIFICATIONS

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

(i) SECRETARY : EDUCATIONAL QUALIFICATION.

RULE 6(i) SECRETARY EDUCATIONAL QUALIFICATION

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

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

(iii) Rural background.

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

(ii) SALESMAN-CUM-CLERK AND CASHIER.

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

(ii) Rural back-ground

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

(III) PEON-CUM-CHOWKIDAR

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

7. PATTERN OF STAFFING, EMOLUMENTS AND INCENTIVES

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

8. COMMENCEMENT OF SERVICE

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

9 SENIORITY

Seniority will be determined from the date of joining on the principle of continuous length of service. However if two or more employees join on the same day by direct recruitment then the seniority shall be determined as per the merit list prepared by the Selection Committee. If no merit list is prepared by the Selection Committee then the candidates senior in age shall be considered senior. If any dispute arises in the matter of determining seniority, the decision of the R.C.S Punjab will be final.

10. PROBATION

- (i) A person appointed to the service shall be on probation, for a period of one year.
- (ii) If the work and conduct of the person, appointed to the service, during the period of his probation, is in the opinion of the Committee, not satisfactory, it may dispense with the services after giving notice or extend the period of probation for one year enabling him to improve his efficiency during the extended period.
- (iii) On successful completion of probation, the Committee may regularize his service and allow him increment on completion of one year or his extended period of probation.

11. TRAINING

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

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

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

12 DUTIES AND NORMS OF CONDUCT

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

i) Timely and Proper advancement of loans to members.

ii) effecting recovery of loans from members.

(iii) Raising deposits from members

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

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

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

2 (i) Every employee shall

a) Maintain absolute integrity, and

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

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

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

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

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

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

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

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

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

