

Dated: 17-4-96

NO. RCS/Mkg./MA-3/Mise-52/ 111A

From

The Registrar,
Cooperative Societies,
Punjab, Chandigarh.

To

All the Assistant Registrars,
Cooperative Societies,
in the Punjab State.

Sub:

Cooperative Marketing/Marketing-cum-Processing
Societies Employees' Service Rules-1996.

Please find enclosed herewith copy of "Cooperative Marketing/Marketing-cum-Processing Societies Employees' Service Rules 1996" framed by Registrar, Cooperative Societies Punjab exercising the powers vested under rule 28 of Cooperative Societies Rules 1963. Requisite number of spare copies of the Rules are enclosed.

You are requested to forward these rules to Cooperative Marketing/Marketing-cum-Processing Societies falling in your circle for necessary action.

These rules have come into force with immediate effect.

K.S. Pannu
(K.S. PANNU)

Joint Registrar, Cooperative
Societies (Marketing)
For Registrar, Cooperative Socs.
Punjab, Chandigarh. *K.S.*

Enclst. No. RCS/Mkg./MA-3/Mise-52/ 112A

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Copy of the above is forwarded to:-

1. All the Deputy Registrars, Cooperative Societies, in the Punjab State along with copy of Service Rule for information and necessary action. They are requested to ensure that copies of service Rules are supplied to the said societies.
2. All the Joint Registrars, Cooperative Societies, in the Punjab State along with copy of service Rules for information and necessary action.

K.S. Pannu
(K.S. PANNU)

Joint Registrar, Cooperative
Societies (Marketing)
For Registrar, Cooperative Socs.
Punjab, Chandigarh. *K.S.*

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SERVICE RULES OF THE EMPLOYEES WORKING IN THE COOPERATIVE
MARKETING/MARKETING-CUM-PROCESSING SOCIETIES IN THE STATE
OF PUNJAB.

1. SHORT TITLE

- i) These rules framed under 'Rule 28' of the Punjab Cooperative Societies Rules, 1963 shall be called Cooperative Marketing/Marketing-cum-Processing Societies' Employees Service Rules 1996.

These rules shall come into force with effect from the date these are notified by the Registrar.

2. DEFINITION.

In these Rules,

- a) 'Act' means 'The Punjab Cooperative Societies Act, 1961 as amended from time to time.
- b) 'Rules' means 'The Punjab Cooperative Societies Rules, 1963 as amended from time to time.
- c) 'Society' means any Co-operative Marketing Society/Cooperative Marketing-cum-processing 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 additional Registrar/Joint Registrar/Deputy Registrar vested with the powers of the Registrar under the Act and the Rules amended from time to time.
- g) 'Service' means the service of Cooperative Marketing Society/ Cooperative Marketing-cum-Processing Society.
- h) Gross income: It shall be the total income of the Society during the year excluding any recoverables and other items of which contra entries have been provided in the balance sheet/Profit & Loss account as per the last year audited balance sheet of the Society.

3. EXTENT OF APPLICATION.

These rules shall apply to all the employees of a Society except such employees as are appointed by transfer or on deputation from Cooperative Department.

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4. SERVICE.

- i) The service shall comprise of posts specified in rule 7.
- ii) The Committee may add or delete posts as specified in rule 7 with prior approval of the Registrar.
- iii) No employee shall be paid salary and allowances in excess of of the permissible. However if the total salary being drawn by an employee exceeds the level of salary fixed under these rules then the salary in excess of that under the rules shall be treated as his personal pay till it reaches at the level of pay scales fixed under the rules.
- iv) The members of the service shall be paid dearness allowance at a rate which in no case should exceed the rate of dearness allowance being given by State Govt. to its employees subject to the prior approval of Committee and depending upon the financial position the Society.
 - a) That the total expenditure on the maintenance of the Staff should not exceed 50 percent of the total income of the Society as indicated in the previous year audited balance sheet.
 - b) That the emoluments drawn by any employee before the commencement of these rules shall be protected.

5. MODE OF RECRUITMENT.

- 1) The appointment to the service shall be made by the Managing Committee on the recommendations of the Selection Committee. The selection committee shall consist of the President, two other committee members of the Society as approved by Committee and the respective Assistant Registrar, Cooperative Societies.
- 2) The direct recruitment shall be done after inviting the applications by advertisement in two reputed daily news papers
- 3) No person shall be appointed to the service if:-
 - i) He is not a citizen of India.
 - ii) He is less than 18 years or more than 30 years of age.
 - iii) He has been dismissed or terminated from service of the Government Corporation, Board, Cooperative Society or any other body corporate.
- iv) He is related to any Committee member within the meaning of rule 46 of the Cooperative Societies Rules, 1963.

- v) is an elected member of the Committee of a Cooperative Society or a local body including panchayat.
- 4. In the matter of employment preference shall be given to the selection Committee to the candidates residing in the area of operation of the Society and the candidates with rural background.

6. QUALIFICATIONS.

The qualifications for each category of post shall be as under:-

- | | <u>Essential qualifications.</u> |
|-----------------------------|--|
| 1. MANAGER | Graduate with 5 years experience as Accountant in any Cooperative or other reputed Commercial Organisation. |
| 2. ACCOUNTANT | Graduate with 3 years experience in Cooperative or any other reputed commercial Organisation. |
| 3. SECRETARY | 10+2 with 3 years experience in Cooperative or any other reputed commercial Organisation. He should know Punjab typing with a minimum speed of 30 W.P.M. |
| 4. PEON / PEON-CUM-CHOKIDAR | He should be able to read and write Punjab. Ex-servicemen would be given preference. |

7. STAFFING PATTERN.

- 1) Subject to the financial position of a Society, it may appoint employees as specified in annexure...I.

8. COMMENCEMENT OF SERVICE.

The service of an employee shall commence from the forenoon of the day, he assumes charge of his duties.

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 prepared by the selection committee then the candidate senior in age shall be considered senior.

