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OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES, ORISSA,  
BHUBANESWAR.

No. XX-3/03. (Pt.)- 2859 / Bank-10 / dated: 07.02.2011

To All Divisional Deputy Registrar of  
Cooperative Societies in the State.

Sub: Guidelines governing the appointment and other conditions  
of service of the employees of LAMPCS and PACS.

*Handwritten notes:*  
401  
3/3/11

Sir  
I am directed to send herewith the Guidelines prescribed by the Registrar of  
Cooperative Societies, Orissa in terms of provision Under Section 33-A of the Orissa  
Cooperative Societies Act, 1962, as amended, for adoption.

You are requested to ensure circulation of the said guidelines to the Societies  
concerned through the respective Central Cooperative Banks.

Yours faithfully,

*Signature*  
Addl. Registrar,  
Cooperative Societies, Orissa.

Memo No. 2860 /dated: 07.02.2011  
Copy alongwith the copy of the guidelines forwarded to the Circle A.R.C.S./  
Chief Executive of the CCBs/ all the Asst. Auditor General of Cooperative Societies for  
information and necessary action.

*Signature*  
Addl. Registrar,  
Cooperative Societies, Orissa.

Memo No. 2861/dated: 07.02.2011  
Copy alongwith the copy of the Guidelines forwarded to the Auditor General of  
Cooperative Societies, Orissa, Bhubaneswar/ Managing Director, Orissa State Cooperative  
Bank Ltd. for information and necessary action.

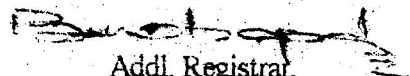
*Signature*  
Addl. Registrar,  
Cooperative Societies, Orissa.

Memo No. 2862/dated: 07.02.2011  
Copy alongwith the copy of the Guidelines forwarded to the General Manager,  
NABARD, Orissa Regional Office, Nayapalli, Bhubaneswar for information with reference to  
his letter No.6227 dated 10.11.2010.

*Signature*  
Addl. Registrar,  
Cooperative Societies, Orissa.

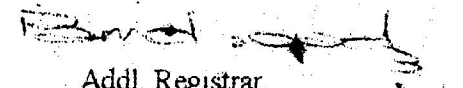
Memo No. 2863/dated:07.02.2011

Copy alongwith the copy of the Guidelines forwarded to the Deputy Secretary to Government of Orissa, Cooperation Department for information of the Government.

  
Addl. Registrar,  
Cooperative Societies, Orissa  
T. 2. 2011

Memo No. 2864/dated 07.02.2011

Copy along with the copy of the Guidelines forwarded to the Secretary, Orissa State Cooperative Union Ltd./ Law Officer, O/O the R.C.S., Orissa/ Library in-charge, O/O the R.C.S., Orissa for information.

  
Addl. Registrar,  
Cooperative Societies, Orissa  
T. 2. 2011

20 spare copies.

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**OFFICE OF THE REGISTRAR, COOPERATIVE SOCIETIES,  
ORISSA, BHUBANESWAR.**

MEMO NO. XX-3/03(PL)- 2857 /Bank-10/ dated:07.02.2011

In exercise of the powers conferred Under Section 33-A of the Orissa Cooperative Societies Act, 1962 (Orissa Act 2 of 1963), I, Sri B.B. Mohapatra, IAS, Registrar of Cooperative Societies, Orissa, Bhubaneswar, do hereby prescribe the following guidelines for governing the appointment and other conditions of service of the employees of Large Sized Adivasi Multipurpose Cooperative Societies ( in short LAMPCS) namely :-

**CHAPTER-1**

**1. SHORT TITLE, EXTENT OF APPLICATION AND COMMENCEMENT;**

These guidelines shall apply to the employees of LAMPCS in the State of Orissa and come into force from the date of issue.

**2. DEFINITIONS :**

(i)(a) "Act" means the Orissa Cooperative Societies Act, 1962

(b) "Competent Authority" means any committee or person(s) empowered or delegated with any power to take decision in any matter under these guidelines ;

(c) "Duty" means any official work/job assigned to an employee during the tenure of his office/ service in the respective LAMPCS and its subsidiary units.

"Employees" means an individual appointed by the Managing Committee or other authority of the LAMPCS under the guidelines after following the procedure .

(e) "Financing Bank" means as defined U/s 2(e) of the Act , a society/Bank/institution to which the society is indebted in cash or in kind

(f) "Headquarters" in relation to the employee means the station covering the area of operation of the Society where he/she is posted.

(g) "LAMPCS" means the Large-sized Adivasi Multipurpose Cooperative Society Ltd. registered/ deemed to have been registered under the Act in the Tribal Sub-plan area of the State of Orissa.

(f) "Managing Committee" means the Committee of Management of the LAMPCS constituted under the provisions of the O.C.S. Act and the rules framed there under and the Byelaws of the concerned Society.

(g) "President" means the President of the Managing Committee of the concerned LAMPCS.

(h) "Registrar" means the Registrar of Cooperative Societies, Orissa. As defined under the Act

(i) "Rules" means the Orissa Cooperative Societies Rules, 1965 or the Orissa Cooperative Societies (Elections to the Committees) Rules, 1992 as the case may be.

(j) "Year" means financial year commencing from 1<sup>st</sup> day of April of calendar year and ending with the 31<sup>st</sup> day of March of the succeeding calendar year.

(ii) Any other terms specifically not defined in these guidelines shall have the same meaning given in the Act, Rules and Byelaws of the LAMPCS and any term not defined in any way will have the same meaning as may be defined to it by the Registrar.

## CHAPTER-II.

### 3. STRENGTH OF THE ESTBALISHMENT :

(1) The strength of employee (s) of LAMPCS shall be as follows :

(a) Staff at Headquarters

Sl.No.	Designation of the post	Strength
1.	Chief Executive Officer	1
2.	Accountant	1
3.	Store Keeper-cum-Salesman	1
4.	Peon / Watchman	1

The post of Branch in-charge of LAMPCS may be of equal cadre/ scale as the post of Accountant. This post shall bear designation as Accountant in headquarters and Branch Manager in charge in the Branches if any.

(b) Staff at Branches if any, in addition to staff at Headquarters

For each Branch

Sl.No.	Name of the post	Strength
1.	Branch-in-charge	1
2.	Store Keeper-cum-Salesman	1
3.	Peon/ Watchman	1



(c) Further additional post(s), if required, may be created, depending upon volume of business turnover and financial position of the LAMPCS by the Managing Committee of concerned LAMPCS with prior approval of Registrar.

(d) The Staff strength of the LAMPCS can be added or omitted or abolished according to necessity and business turnover subject to the resolution of the Managing Committee with approval of the Registrar.

(e) The staff strength so determined shall neither lead to creation of any post automatically nor regularize any irregular appointment but the due procedure as per law shall be followed separately for the said purpose.

#### 4. APPOINTING AUTHORITY;

(i) The Managing Committee shall be the competent authority for appointment of the employees subject to approval of the concerned Divisional DRCS /Circle Asst. Registrar of Cooperative Societies under whose local limit the area of operation of LAMPCS falls.

There shall be an Appointment Committee in each LAMPCS consisting of the following for selection for appointment of the staff :

- |     |  |                          |          |
|-----|--|--------------------------|----------|
| (a) | President of the Society   | ...                      | Chairman |
| (b) | Vice President of the Society  | ...                      | Member   |
| (c) | A representative of the concerned Circle Asst. Registrar of Coop. Societies not below the rank of SARCS                                  | ... Member<br>(Convener) |          |
| (d) | Representative of the Financing Bank not below the rank of Branch Manager  | ...                      | Member   |
| (d) | One elected member of the Committee of Management of the LAMPCS other than the President duly authorized by the Committee of Management. | ...                      | Member   |

## 5. MODE OF APPOINTMENT:

### (i) Managing Director:

The post of Chief Executive Officer of LAMPCS shall ordinarily be held by a Sub-Assst. Registrar of Coop. Societies or Inspector of Coop. Societies in the pay roll of Government being posted by the concerned DRCS/ARCS on attachment basis or on foreign service or the Managing Committee may fill up the post through direct recruitment or promotion subject to approval of concerned Divisional DRCS/ Circle ARCS.

(f) In case of direct recruitment the candidates having the minimum qualification of graduation in any discipline from a recognized University with sufficient knowledge on computer operation/handling shall be eligible for consideration.

( ) In case of promotion, employees serving in the post of Branch-in-charge/Accountant and Store Keeper-cum-Salesman of the concerned LAMPCS for at least five years continuously and with minimum qualification of Intermediate or +2 in any stream from a recognized University or Council of Higher Secondary Education, Orissa or its equivalent from recognized Institutions. Employees having clean service records shall be eligible for the post.

Provided that the aforesaid minimum educational qualification prescribed for promotion shall not apply to the existing employees holding the posts of Branch-in-charge/Accountant/Storekeeper-cum-Salesman prior to enforcement of these guidelines.

### (ii) Branch-in-charge.

(a) The post of Branch Manager/Accountant shall be ordinarily manned by a Grade VI-A employee of the Financing Bank on deputation or any employee of LAMPCS.

(b) However, with the consent of the Divisional DRCS/ Circle ARCS the Managing Committee may fill up the post, if fallen vacant through direct recruitment or by promotion.

(c) In case of direct recruitment the candidates having minimum qualification of +2 in any stream from CHSE, Orissa or its equivalent recognized institution shall be eligible for consideration.

(d) In case of promotion to the post of Branch-in-charge/Accountant, the Storekeeper-cum-Salesman having good service record with 5 years experience shall be eligible for consideration.

Provided that the aforesaid minimum educational qualification shall not be applicable to the employees holding posts of Store-keeper-cum-Salesman prior to enforcement of these guidelines.

#### Storekeeper/Salesman :

The post of Storekeeper /Salesman shall be filled up by direct recruitment . The candidate having minimum qualification of having passed High School Certificate Examination shall be eligible for the post.

Provided that the aforesaid minimum educational qualification shall not be applicable to the employees holding the aforesaid posts prior to enforcement of these guidelines.

#### IV. Peon/Watchman:

The post of Peon/ Watchman shall be filled up by direct recruitment. The minimum qualification shall be Class/ Standard VIII.

### 6. REHABILITATION APPOINTMENT :

Appointment on rehabilitation basis may be made in the LAMPCS following the rules prescribed by the State Government for their employees time to time.

### 7. METHOD OF SELECTION FOR DIRECT RECRUITMENT :

(a) Appointment shall be made after due selection from the candidates either sponsored by the local Employment Exchange or through open advertisement and intimation to local Exchange, in any of the mode for wide publication such as publication in the newspaper /affixture in the Notice Board of the Society, its financing /local G.P/ Block office /Tahasil office and the Sub-Collector office.

(b) Candidate are to appear at a written test and viva -voce tests for direct recruitment.

(c) Written test shall be conducted by or under supervision of the Appointment Committee for selection of candidates for all posts.

(d) The Appointment Committee shall furnish a copy of result of their selection to the Managing Committee of the LAMPCS alongwith their recommendation for information and appointment being upon the same.

### 8. AGE FOR DIRECT RECRUITMENT:

No person shall be eligible for appointment to any post by direct recruitment if he/she is less than 21 years of age or more than 32 years on the 1<sup>st</sup> April of the Calendar year in which recruitment is made.

Provided that the upper age limit shall be 35 years in respect of persons belonging to Scheduled Caste/ Scheduled Tribe/Other Backward Classes including Socially and Educationally Backward classes, Ex-servicemen, Women and persons employed in cooperative societies :

#### 9. MEDICAL FITNESS AND CHARACTER :

No person shall be eligible for appointment to the service of the LAMPCS unless he/she is certified to be medically fit by a registered Medical practitioner and also produces character certificates from two Gazetted officers in service under the State Government at the time of joining.

#### 10. PROBATION :

A person who is appointed by direct recruitment in any post shall be on probation in the post for a period of 24 months from the date of joining , provided that the competent authority may extend the probationary period basing on the performance of the employee, but the total period of probation shall not exceed 36 months.

#### 11. CONFIRMATION :

(a) Service of an employee after completion of his/her probation satisfactorily may be regularized/ confirmed in the post held by him/her by an order in writing by the competent Authority.

(b) The services of the employee under probation may be turned down without assigning any reason if the service or conduct of the employee is detrimental to the interest of the LAMPCS or not satisfactory.

#### 12. CREATION AND ABOLITION OF POSTS :

The Staff strength in any of the LAMPCS can be increased or decreased according to necessity subject to viability of the concerned LAMPCS, by the resolution of Managing Committee and prior approval of the Registrar.

#### 13. RETRENCHMENT OF EMPLOYEES :

An employee may be retrenched for want of post or abolition of posts, on the basis of "last come, first go". In case of abolition of any post, the concerned employee holding the said post shall be reverted to the lower post if he/she is a promotee and the junior most in the said lower rank shall be retrenched.

#### 14. PROMOTION :

Promotion shall not be claimed as a matter of right. Where vacancies are to be filled up by promotion, the same may be considered for promotion from just below category or post on the basis of "seniority-cum-merit" subject to the provision of these rules. The employees who are involved in misappropriation/ embezzlement of funds of the society, shall not be considered for promotion. The Managing Committee shall be competent authority to consider promotion subject to the provision of these rules.

#### 15. SECURITY :

The employees of the LAMPCS shall furnish security according to such standard and in such form as may be prescribed by the Managing Committee from time to time which shall not be lower than the standard as specified by the Registrar.

#### 16. POSTING AND TRANSFER :

(a) Any employee of the LAMPCS may be posted to work either in the Head office of the concerned LAMPCS or in any of its branches or any place where the LAMPCS has its business. No TA shall be paid to a new employee for joining service at the place of his posting or to an employee transferred on his representation.

(b) Service of a directly recruited employee shall commence from the working day on which he/she joins his/her duty.

#### 17. SERVICE RECORDS

(a) The LAMPCS shall maintain records of service of every employee at the LAMPCS office (Headquarter) in the Service Book wherein the name of the employee, father/husband's name, age, identification mark, permanent address, date of appointment, qualification, grade/post, assignment, pay scale, basic pay, increment, promotion, leave, disciplinary actions, emoluments and other allied matters shall be recorded by the Chief Executive Officer. In case of the CEO, the entries made in the S.B. shall be countersigned by the President of the Managing Committee. The Service Books of all employees shall be updated time to time at least once in a year with service verification certificates.

(b) The President of the LAMPCS shall maintain a performance appraisal report of the Chief Executive Officer and for other employees, the CEO shall maintain such report duly countersigned by the President in each year by April. In case of any adverse remark the copy of the report shall be communicated to the concerned employees within three months from the date of making such remarks to enable him/her to prefer appeal, if any, to the CEO. The decision of Managing Committee shall be final and binding on the employees concerned.

Provided that in the case of the Grade VI-A of the financing Bank working in the LAMPCS, the performance appraisal report shall be recorded as per the guidelines issued by the Registrar from time to time.

Provided further that this rule shall not be applicable to the Sub-Asst. Registrar of Coop. Societies/ Inspector of Coop. Societies who are in the Pay Roll of Government working in the LAMPCS on attachment basis or on foreign service deputation and their C.C. Rolls shall be maintained as per Government/ RCS instructions. The President however, with approval of committee, may submit appraisal report of such officer to the R.C.S., Orissa.

#### 18. Pay & Allowances :

(a) The scale of pay and other allowances of the employees of LAMPCS shall be such as may be fixed by the Registrar from time to time.

(b) Medical allowance @ 5% of basic pay not exceeding Rs.150/- P.M. subject to "Capacity to pay" by the LAMPCS as may be fixed by the Registrar.

#### 19. AUTHORITY TO SANCTION INCREMENT ;

(a) The President of the LAMPCS shall sanction increment of Chief Executive Officer and the CEO shall sanction annual increment of other employees of the LAMPCS.

The Efficiency Bar, if any, of any employee shall be sanctioned by his/her appointing authority on verification of the satisfactory service records of the concerned employee.

#### 20. DISCIPLINE ;

(a) An employee of the LAMPCS shall be bound to serve the LAMPCS in such capacity and at such place as he/ she may be directed from time to time by the competent authority / Managing Committee/President.

(b) While in the employment of the LAMPCS, the services of the employee shall be exclusively at the disposal of the LAMPCS.

(c) Every employee shall be at work at his specified place of work at the time fixed and notified to that effect.

(d) No employee of the LAMPCS shall engage himself/ herself in any full time or part time job with any private or public institution or with any individual.

(e) Every employee is bound to serve faithfully and diligently and to maintain strict secrecy regarding the affairs and accounts of the LAMPCS or its constituents. He/she should in no case divulge any information relating to the business of the LAMPCS or its constituents which may come to his / her knowledge in course of his/her discharge of duties or otherwise unless required by the court of law. It shall be his/ her utmost endeavour to promote/ preserve the interest of the LAMPCS.

(f) Every employee shall keep the LAMPCS informed of his/her permanent and present address and subsequent changes, if any.

(g) No employee shall have pecuniary transaction with any individual or institution coming in contact with him/ her in the course of his/ her official duties or accept directly or indirectly any gift, gratification or reward from anybody with whom he/ she is concerned in the performance of his work for his personal gain.

(h) No employee of the LAMPCS shall be a candidate or canvass or otherwise use his influence in any way in election to the Parliament or State Legislative Assembly, Gram Panchayat, Urban Local Bodies or LAMPCS.

#### **DISCIPLINARY ACTION AND MISCONDUCT ;**

##### **Major misconduct**

The expression "Major misconduct" shall include any of the following acts and omission on the part of an employee.

(i) Willful damage or attempt to cause damage to the property of the LAMPCS or any of its customers.

(ii) Abetting, conveying, attempting theft, fraud or dishonesty in connection with the business, property or affairs of the LAMPCS or its customers.

(iii) Conviction by any Court of law for any criminal offense unless reversed by subsequent judgments.

(iv) Giving or taking or attempting to give or take bribe or illegal gratification.

(v) Willful insubordination or disobedience of any order of the management or of a superior authority.

(vi) Drunkenness, riotous, disorderly or indecent behavior in the premises of the LAMPCS, or any such behavior outside the premises of the LAMPCS, which is likely to affect the reputations of the LAMPCS or any act subversive to discipline.

(vii) Failure to account for or deliver official paper which comes to his hands or concealing of misappropriation of cash, securities, bonds, deeds or other property of the LAMPCS or its constituents.

(viii) Habitual/ gross negligence in any work or intentionally not performing work properly.

(ix) Doing any act prejudicial to the interest of the LAMPCS or negligence putting or likely to put the LAMPCS in serious loss.

(x) Refusal to accept charge sheet order, notice, other communication to be served by the LAMPCS.

(xi) Not residing at his/ her headquarters fixed by the LAMPCS.

(xii) Sleeping or gossiping with others without discharging duties during duty hours

(xiii) Knowingly or wrongfully tampering the records or attendance

(xiv) Unauthorized absence from duties, without leave for a period more than three days.

**(b) Minor Misconduct:**

The expression "Minor Misconduct" shall include any of the following acts or omissions on the part of any employee .

(i) Loitering, idling or wasting time during working hours of the office.

(ii) Late attendance for more than 3 (three) occasions in a month.

(iii) Failure to show proper consideration or courtesy or attention towards superiors, fellow workers, customer, members.

(iv) To avail leave without prior approval of competent authority

(v) Departure from office / working place without permission before closing hours of office.



## 22. PUNISHMENT ;

An employee found guilty of major/minor misconduct may be awarded with the following punishments apart from the recovery of the actual loss or damage caused by him to the LAMPSCS or to any constituent of the LAMPSCS.

### (a) For Major Misconduct:

- (i) Withholding of annual increment with cumulative effect.
- (ii) Reversion to the lower grade.
- (iii) Dismissal or removal from service.
- (iv) Recovery of dues of LAMPSCS or loss caused to the LAMPSCS from the salary and other benefits of the employee

### (b) For Minor Misconduct:

- (i) Barring of promotion to the higher grade.
- (ii) Warning or censure and recovery and/ or fine not exceeding rupees fifty.
- (iii) Entry of adverse remarks in Service Record.
- (iv) Stoppage of increment for a period not exceeding one year i.e. without cumulative effect.
- (v) Suspension from service.

## 23. AUTHORITY FOR DISCIPLINARY PROCEEDINGS :

The Appointing Authority shall be the Disciplinary Authority

## 24. SUSPENSION ;

(a) An employee may be placed under suspension from service by the appointing authority or the appellate authority, as the case may be, by an order in writing for any misconduct, where a case against him in respect of any criminal offence is under investigation or trial.

An employee who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by any order of the appointing authority and shall remain under suspension until further orders.

Draft charges in the proceeding shall be served on the employees so suspended within 2 months from the date of suspension. All efforts shall be made for completion of the inquiry against him/ her within 90 days from the date of service of the draft charges. In the circumstances beyond control, the aforesaid time limit for completion of the proceeding may be extended by the disciplinary authority by an order with reasons to be recorded in writing.

The employee so suspended shall not leave headquarters fixed for him/ her during the period of suspension without permission of the disciplinary authority.

(a)(i) An employee under suspension shall be entitled to following payments, namely :

Subsistence allowance equal to half of his basic pay and in addition the dearness allowances based on such half of the basic pay.

Provided that the period of suspension exceeds 6 months, the authority who made the order of suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first six months as follows :

(b)(i) The amount of subsistence allowance may be increased to three fourths of his/ her basic pay, if in the opinion of the said authority, the periods of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.

(ii) The amount of subsistence allowance may be reduced to one-fourth of his/ her basic pay, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee.

(iii) The rate of dearness allowance will be based on the increased or as the case may be decreased basic pay (Subsistence allowance) as admissible under sub-clause 9i) and (ii) above.

## 25. PROCEDURE FOR IMPOSING PENALTIES / PUNISHMENT FOR MINOR AND MAJOR MISCONDUCT.

Before imposing or inflicting any penalty/punishment, the employee concerned shall be given an opportunity of being heard in person on the result of an inquiry following summary procedure, the penalty will be imposed.

The following procedure shall be followed by the Disciplinary Authority while deciding the Disciplinary proceeding.

Definite charges on the basis of allegations on which inquiry is to be held shall be communicated in writing to the employee concerned and he shall be required to submit a written statement of his/ her defence within the stipulated period as prescribed by the Disc. Authority. The Disciplinary Authority by himself or by appointing an Inquiring Officer shall conduct inquiry on charges after receipt of written statement of defence or if no such statement is received within the time specified. The inquiry report is to be communicated to the employee concerned and give him notice calling upon him to submit within a period of 15 (fifteen) days such representation as he may wish to make against the findings of the Inquiring Authority.

On receipt of the representation or if no such representation is received within the time specified as the case may be, if the Disc. Authority is of the opinion that any of the major penalties is to be imposed, he shall give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a specified time such representation as he may wish to make against the proposed penalty.

On receipt of such representation or if no such representation is received within the time specified, as the case may be, the Disciplinary Authority shall consider the representation alongwith other documents and pass appropriate orders in the case.

## 26. APPEALS ;

(a) Appeal against an order imposing any of the penalties specified in rule 20(c) will lie to the respective circle ARCS. In the event of vacancy caused due to non-posting or regular A.R.C.S. the appeal shall lie to the concerned Divisional D.R.C.S.

(b) The employee so punished, may prefer appeal/ revision within 30 days from the date of receipt of the order imposing punishment.

(c) If an appeal/ revision is made within the specified period, the appellate authority may take a decision as quickly as possible and pass an interim order for holding up implementation of the punishment till finalization of appeal/ revision.

## 27. RESIGNATION ;

(a) The resignation may be tendered in writing by the Chief Executive Officer to the President and by other employees to the CEO of the LAMPCS.

(b) When any disciplinary action is pending or contemplated against an employee, the authority concerned shall be at liberty to accept the resignation or to reject the same.

(c) Resignation shall not be effective unless acceptance thereof in writing is communicated by the authority competent for the purpose to the employees concerned.

(d) After acceptance of resignation the employee shall forfeit all claims or any benefit conferred under these rules or any other rules applicable to the employee except arrear pay and allowances and statutory payment, if any.

## 28. RETIREMENT / TERMINATION OF SERVICE ;

The rules applicable to the Government servants in respect of retirement, compulsory retirement from service and termination of the service shall apply to the employees of the Society mutatis mutandis, except pensionary benefits.

## 29. LEAVE RULES ;

(a) (i) No leave of any kind can be claimed as a matter of right.

(ii) It is left to the decision of the competent authority to grant, refuse, revoke leave of any description according to the exigencies of the business of the LAMPCS.

(iii) Leave will be granted on prior application according to the exigencies of the business of the LAMPCS.

(iv) Absence from duty without leave application or without prior approval whether in continuation of sanctioned leave or otherwise, shall be a major misconduct and liable for disciplinary action.

(b) The following kinds of leave may be granted to the employees of the LAMPCS under these Rules.

- (i) Casual Leave
- (ii) Earned Leave
- (iii) Medical Leave
- (iv) Quarantine Leave
- (v) Maternity Leave

### (c) CASUAL LEAVE :

(i) Casual leave is a concession only to enable the employees in special circumstances to avail the leave for a total period of 15 days in a Calendar year.

(ii) No employee shall in any case, can avail of casual leave for more than 3 (three) days at a time. Casual leave can not be combined with or taken in continuation of Earned leave.

(iii) If any employee's service during a year is less than 9 months, the account of casual leave shall be reduced proportionately with the completed number of months of service during which he was on duty.

(iv) Casual leave shall lapse at the end of the Calendar year.

(v) Casual leave shall not be pre-fixed or suffixed to any other kind of leave.

### (d) EARNED LEAVE ;

(i) Each employee's account of leave shall be credited with 30 days and 31 days of Earned leave in alternative Calendar year. This will be done in two instalments i.e. 15 days on the first of January and July every year except that on the first day of July of an even year ( ending with 2,4,6,8 or 0) the credit shall be 16 days.

Provided that such leave shall not be earned during the period when the employee doesn't perform duty and if the absence is more than 15 days in a month, the earned leave shall be reduced proportionately.

(ii) The leave at the credit of an employee at the close of previous half year shall be carried forward to the next that year subject to the leave so carried forward plus the credit for that half year shall not exceed the maximum limit of 300 days.

(iii) If an employee is appointed on a date other than the first day of the month, the earned leave shall be calculated in the following manner.

No earned leave will be admissible for the incomplete month in which the service begins. For each complete month of service, earned leave shall be calculated @ 2 and half days per month and while totaling at the end of each half year, the fraction, if any, will be rounded upto the next number of days.

(iv) Not more than 120 days earned leave shall be sanctioned at a stretch on ordinary ground.

(v) An employee who desires to avail earned leave shall apply in writing for the same 10 days before availing such leave.

(vi) If an employee on leave desires an extension of the leave, he/she shall make an application in writing so as to reach the LAMPCS before the expiry of the leave. The application for extension shall be disposed of by the authority.

(vii) Such leave may be prefixed or suffixed to holidays if permitted by the Authority.

(vii) The leave account of each employee shall be made upto date and entered in the Service Book on 1<sup>st</sup> January and 1<sup>st</sup> July every year or as soon as he avails earned leave which ever is earlier.

#### (e) MEDICAL LEAVE :

Medical leave may be granted on production of medical certificate from a registered medical practitioner not below the rank of Assistant Surgeon as half pay leave and commuted leave on following conditions.

(i) The half pay leave will be granted @ 20 days for each completed year of service.

(ii) An employee may commute the half pay leave at his credit on full pay or in such cases double the number of days of leave so availed of, shall be deducted from his half pay leave account.

(iii) The commuted leave during the entire service period shall be limited to a maximum period of 240 days and the total duration of E.L. and commuted leave taken in conjunction shall not exceed 240 days.

(iv) An employee availing himself of medical leave shall produce a certificate of medical fitness before joining his duties from the same Medical Officer not below the rank of Asst. Surgeon.

**(f) EXTRAORDINARY LEAVE :**

(i) Such leave may be granted to an employee where no other kind of leave is admissible to him at the absolute discretion of the competent authority for a period not exceeding two years during the period of his whole service, for higher education, prolonged illness, training or for other reasons acceptable by the Competent Authority.

(ii) No. pay and allowance shall be admissible for the employee during the period of extraordinary leave and the period spent on such leave shall not be counted for increments.

**(g) QUARANTINE LEAVE :**

Quarantine leave is a leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious disease in the employee or his/her family or household. Such leave may be granted by the competent authority on the certificate of medical or public Health Officer for a period not exceeding 21 days during the service period.

**(h) MATERNITY LEAVE :**

(i) Each female employee of the LAMPCS may be allowed maternity leave for 3 months or 90 days in respect of each confinement.

Provided that such leave shall not be granted for more than two occasions during the entire service period of such employee.

(ii) Maternity leave may also be granted in case of miscarriage including abortion subject to condition that her leave does not exceed one and half month or 45 days and the application is supported by a medical certificate issued by a competent registered medical practitioner.

(iii) The maternity leave shall be in addition to earned leave.

### 30. AUTHORITY TO SANCTION DIFFERENT KINDS OF LEAVE ;

(i) The President of the LAMPCS shall sanction all kinds of leave except C.L. of the employees subordinate to the Chief Executive Officer.

(ii) The CEO shall sanction casual leave of other employees.

### 31. GENERAL RULES FOR LEAVE :

(i) The CEO of the LAMPCS shall apply for leave to the President.

(ii) Other employees shall make a written application for leave to the CEO who shall consider sanction of Casual Leave at his level and take approval/sanction of the President on the application for other leave.

(iii) Leave must be applied at least 10 days ahead for the earned leave, maternity leave or medical leave and in emergent other cases at least before 3 days ahead including permission to leave headquarters, if required.

(iv) For extension of leave, application shall be made before the expiry of the leave. Overstay beyond approved leave period without prior permission will be treated as indiscipline and shall be considered as major misconduct.

(v) Leave at the credit of an employee in his/her leave account shall lapse on the date of his/ her compulsory retirement.

### 32. PROVIDENT FUND:

The Committee of Management of the LAMPCS may extend provident fund benefit to the employees of the concerned LAMPCS.

### 33. GRATUITY :

The employees of the LAMPCS shall be entitled for payment of gratuity as per the provisions of Payment of Gratuity Act, 1972 read with Orissa Payment of Gratuity Rules, 1974.

### 34. STAFF TRAVELLING ALLOWANCE :

Travelling allowance to employees for performing official tour will be paid on the basis of actual fare paid by him in traveling by Bus or Train in the shortest route other than the areas within the local limit. The Managing Committee may fix a consolidated amount towards the conveyance by two-wheelers keeping in view the performance of the field functionary. Daily Allowance per day or portion thereof will also be paid to the employees as applicable to the employees of the Financing Bank. No TA shall be paid on movement within 8 KMs from the headquarters.

**35. HOLIDAYS ;**

The LAMPCS may remain closed on all the Sundays and such other days declared to be Holidays under the Negotiable Instruments Act subject to the approval of the Managing Committee of the LAMPCS. The Chief Executive Officer shall publish a list of holidays at the beginning of each Calendar year.

**36. AMENDMENT TO THE GUIDELINES ;**

These guidelines may be amended by the Registrar as and when he thinks it necessary in the interest of the LAMPCS. The Managing Committee may request for amendment, if any, to the Registrar.

**37. UNIFORM TO PEON/ WATCHMAN:**

The employees of the LAMPCS to whom uniform to be supplied should always be in uniform while on duty. The uniform may be supplied by the Society to the Grade-III employees at least once in a calendar year.

**38. MATTERS NOT EXPRESSEDLY PROVIDED FOR :**

In respect of matters not expressly provided in these guidelines, the Managing Committee may decide the principles to give relief to the employees with prior approval of Registrar.

**39. RIGHTS AND PRIVILEGES UNDER ANY OTHER LAW ;**

Nothing contained in these guidelines shall operate in derogation to any law applicable or to the prejudice for any right under a registered agreement, settlement or award for the time being in force or in future or contract of service, If any, as per general law applicable to the employees of the LAMPCS.

**40. VIOLATION TO THE PROVISIONS:**

Any violation to the provisions of these guidelines shall entail the person(s) with stringent and deterrent action as deemed proper under the law in force from time to time.

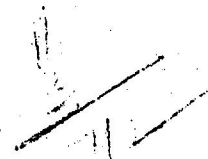


**41. INTERPRETATIONS :**

If any doubt arises as to the interpretations of any of these guidelines, the matter may be referred to the Registrar whose decision in the matter shall be final and binding.

**42. Repeal :**

All previous Circulars, Rules, Guidelines and orders in the matter stand repealed.



( B.B. Mohapatra )  
Registrar,  
Cooperative Societies, Orissa.