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DIRECTORATE OF COOPERATIVE AUDIT: ODISHA: BHUBANESWAR.

Letter No. VI (I)62/2018 4758 /Audit-8

Dated: 01/08/18

To

The Assistant Auditor General of Cooperative Societies Circles.

Sub:

Human Resource policy for the central cooperative Banks of Odisha incorporating the staff service Rules, 2011.

Madam/Sir,

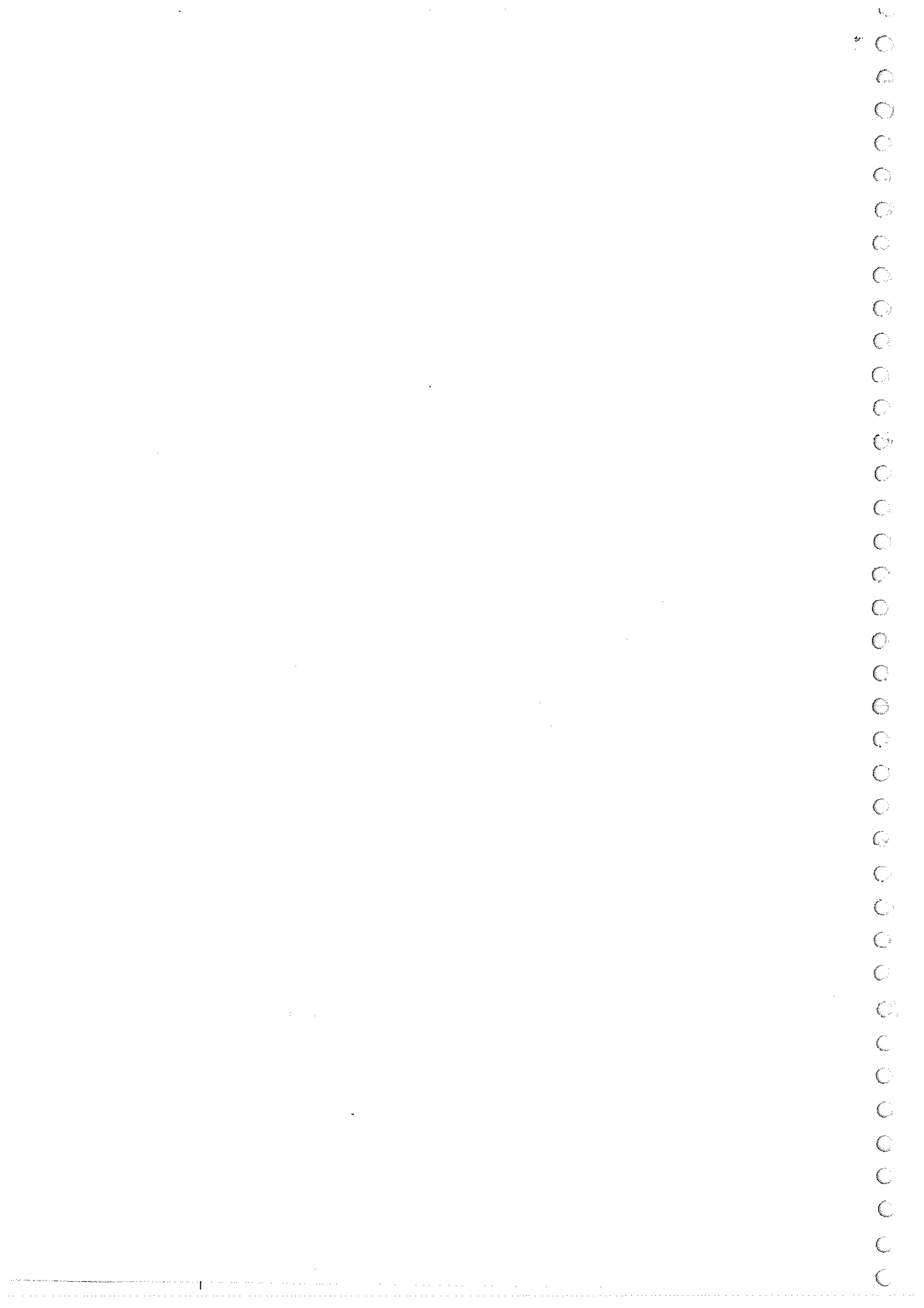
The Human Resource policy for the Central Cooperative Banks incorporating the staff service Rules, 2011 as has been prescribed by the RCS(O) under section-33(A) of the OCS Act, 1962 alongwith subsequent amendments made to certain clauses of the above policy is sent herewith for your information and circulation among the auditors and concurrent auditors under your administrative control for their guidance in audit.

Yours faithfully

Auditor General
Cooperative Societies, Odisha.

Copy to Audit-2/Computer Cell
Two Spare Copies.

AKS.



11/11/18
9-7-18
Be. Co-operative
Societies, Odisha
in accordance with
the provisions of
the Act of 1962
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OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES, ODISHA :
BHUBANESWAR

Order No.XIV-30/2018. 12829 BK-3/ Dated : 5.7.2018.

In exercise of power U/S. 33-A of the OCS Act, 1962 (Act 2 of 1963), I, Dr. Tribikram Pradhan, IAS, Registrar of Cooperative Societies, Odisha do hereby make the following amendments, with approval of the Government, of the "Human Resource Policy for Central Cooperative Banks of Odisha incorporating the Staff Service Rules, 2011" (The Central Co-operative Bank Staff Service Rules, 2011). The amendment shall come into force from the date of issue of this order.

A new provision shall be inserted as Clause-"e)" after Clause-"d)" of Rule-17.2 and before the heading "Training and Capacity Building of Staff" namely:-

17.2(e) - The seniority list of the Grade I & II employees of Primary Agricultural Credit Cooperative Societies (in short PACS) including SCS /FSCS at Clause 4 and employees of LAMPCS at Sl. No.1, 2 & 3 of Clause 3(1)(a) and Sl. No.1 & 2 of Clause 3(1)(b) of the respective Guidelines, 2011 shall be prepared DCCB wise in the state by a committee constituted DCCB wise, as stated below, for preparation and finalization of the seniority list for giving promotion of 30% of the posts of Banking Assistants (Group-B) in the DCCB subject to fulfillment of other criteria.

i. Constitution of Committee

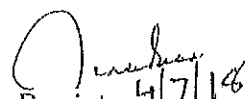
- Divisional Deputy Registrar of Cooperative Societies (DRCS) of the Division where the Headquarter of the concerned DCCB is situated) — **Chairman**
- Other Divisional DRCS, if any, coming within the Area of operation of the concerned DCCB — **Member**
- District Development Manager (DDM), NABARD- **Member**
- Circle Assistant Registrar of Cooperative Societies (ARCS) within the area of operation of the concerned DCCB — **Member(s)**
- Secretary of concerned DCCB — **Member Convener**

ii. The seniority list shall be prepared basing on the data from January to December every year.

iii. The Member-Convener shall convene the meeting every year in the month of January in consultation with the Chairman for finalization of the seniority list and the process shall be completed by March of that year.

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- iv. The concerned Circle ARCS shall prepare the provisional seniority list of duly appointed Grade I & II employees of PACS including SCS/FSCS at Clause 4 and employees of LAMPCS at Sl. No.1, 2 & 3 of Clause 3(1)(a) and Sl. No.1 & 2 of Clause 3(1)(b) of the respective Guidelines, 2011 affiliated with respective DCCBs functioning within their administrative jurisdiction and furnish the list to the Member- Convener within the first fortnight of January of each year who will prepare the consolidated list and place it before the Committee by end of January of that year for finalization.
 - v. The Committee shall publish a consolidated Provisional List within a week inviting objections giving 15 days time from the concerned employees. The objections shall be filed before the Member-Convener who shall place the objections before the Committee for consideration. The Committee shall consider all the objections, dispose the same following due procedure, finalize the Seniority List and publish the Final Seniority List by end of March every year for information of all concerned.
 - vi. For finalization of the seniority list of the employees, the following criteria are to be observed:
 - a. The date of appointment for the post of Grade I & II employees of PACS including SCS/FSCS at Clause 4 and employees of LAMPCS at Sl. No.1, 2 & 3 of Clause 3(1)(a) and Sl. No.1 & 2 of Clause 3(1)(b) of the respective Guidelines, 2011 shall be the cut-off date for ascertaining the seniority.
 - b. The seniority list shall be prepared by observing the reservation procedure as laid down under ORV Act & instructions issued by the Government in this regard.
 - c. In case, the date of appointment of two or more employees is same, the date of birth shall be taken for consideration of seniority. The employee having upper age shall rank senior.

The amendment shall be reflected in the appropriate place of the "Human Resource Policy for Central Cooperative Banks of Odisha incorporating the Staff Service Rules, 2011" (The Central Co-operative Bank Staff Service Rules, 2011).


Registrar, 4/7/16

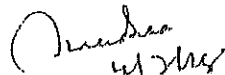
Cooperative Societies, Odisha

P.T.O.

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Memo No. 12830 Dated: 5-7-2018

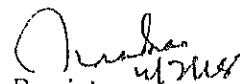
Copy forwarded to all the Divisional Deputy Registrar of Cooperative Societies/ Circle Assistant Registrar of Cooperative Societies/Assistant Auditor General of Cooperative Societies for information and necessary action.


Registrar,

Cooperative Societies, Odisha

Memo No. 12831 Dated: 5-7-2018

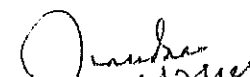
Copy forwarded to the Secretary of all Central Cooperative Banks in the State for information and necessary action.


Registrar,

Cooperative Societies, Odisha

Memo No. 12832 Dated: 5-7-2018

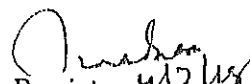
Copy forwarded to the Managing Director, Odisha State Cooperative Bank Ltd., Bhubaneswar for information and necessary action.


Registrar,

Cooperative Societies, Odisha

Memo No. 12833 Dated: 5-7-2018

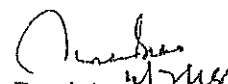
Copy forwarded to the Deputy General Manager, NABARD, Bhubaneswar for information and necessary action.


Registrar,

Cooperative Societies, Odisha

Memo No. 12834 Dated: 5-7-2018

Copy forwarded to the Deputy Secretary to Government in Cooperation Department, Bhubaneswar for information and necessary action.


Registrar,

Cooperative Societies, Odisha

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OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES: ODISHA:
BHUBANESWAR

NO.XIV-31/2012- 10619 /Bank-3/Dated. 17-6-14

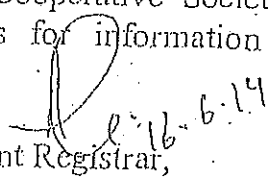
In exercise of the powers conferred on me under Section 33A (2) of the OCS Act (Act 2 of 1963) I, Sri B.N. Mallick, IAS, Registrar of Cooperative Societies, Odisha do hereby amend the rules No-3,4,7(c),18(a), 23(c)(i), 28(a),29(a) and 43(h) of the Human Resource Policy for the Central Cooperative Banks of Odisha incorporating the Staff Service Rules, 2011 as per the Schedule enclosed herewith.

This amendment shall come into force from the date of issue of this order.


Registrar,
Cooperative Societies, Odisha.

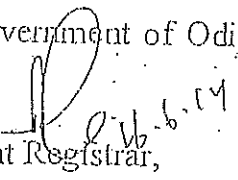
Memo No. 10620 /Dated. 17-6-14

Copy alongwith enclosure forwarded to the Secretary, all Central Cooperative Bank / all Divisional Deputy Registrar of Cooperative Societies / All Assistant Auditor General of Cooperative Societies for information and necessary action.


Joint Registrar,
Cooperative Societies (Credit).

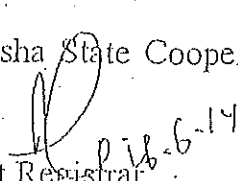
Memo No 10621 /Dated. 17-6-14

Copy forwarded to the Deputy Secretary to Government of Odisha in Cooperation Department for information & necessary action.


Joint Registrar,
Cooperative Societies (Credit).

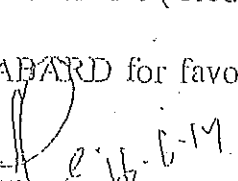
Memo No 10622 /Dated. 17-6-14

Copy forwarded to the Managing Director, Odisha State Cooperative Bank Ltd, Bhubaneswar for information & necessary action.

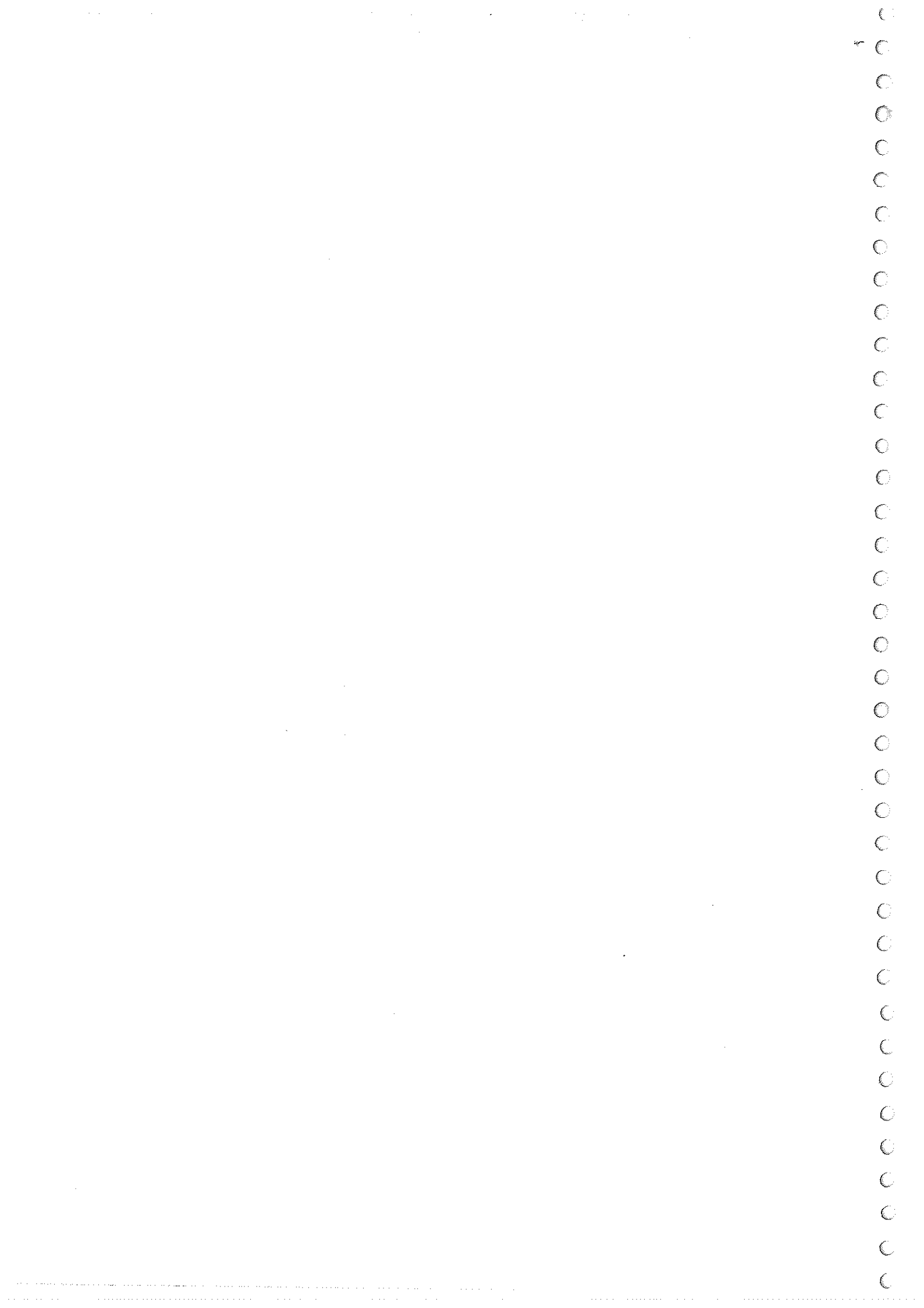

Joint Registrar,
Cooperative Societies (Credit).

Memo No 10623 /Dated. 17-6-14

Copy forwarded to Deputy General Manager, NABARD for favour of information & necessary action.

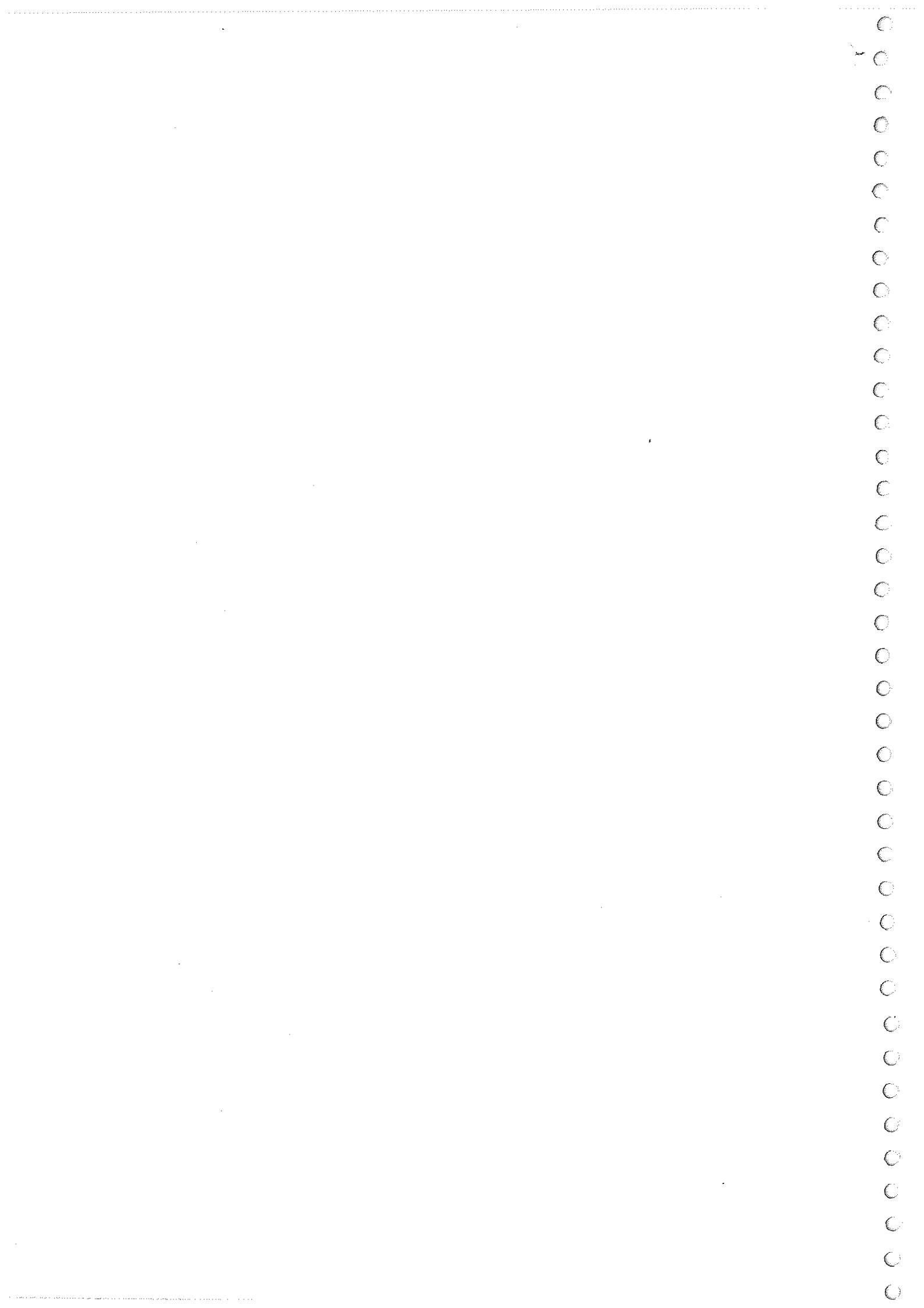

Joint Registrar,
Cooperative Societies (Credit).

Srikanta/17.06.2014



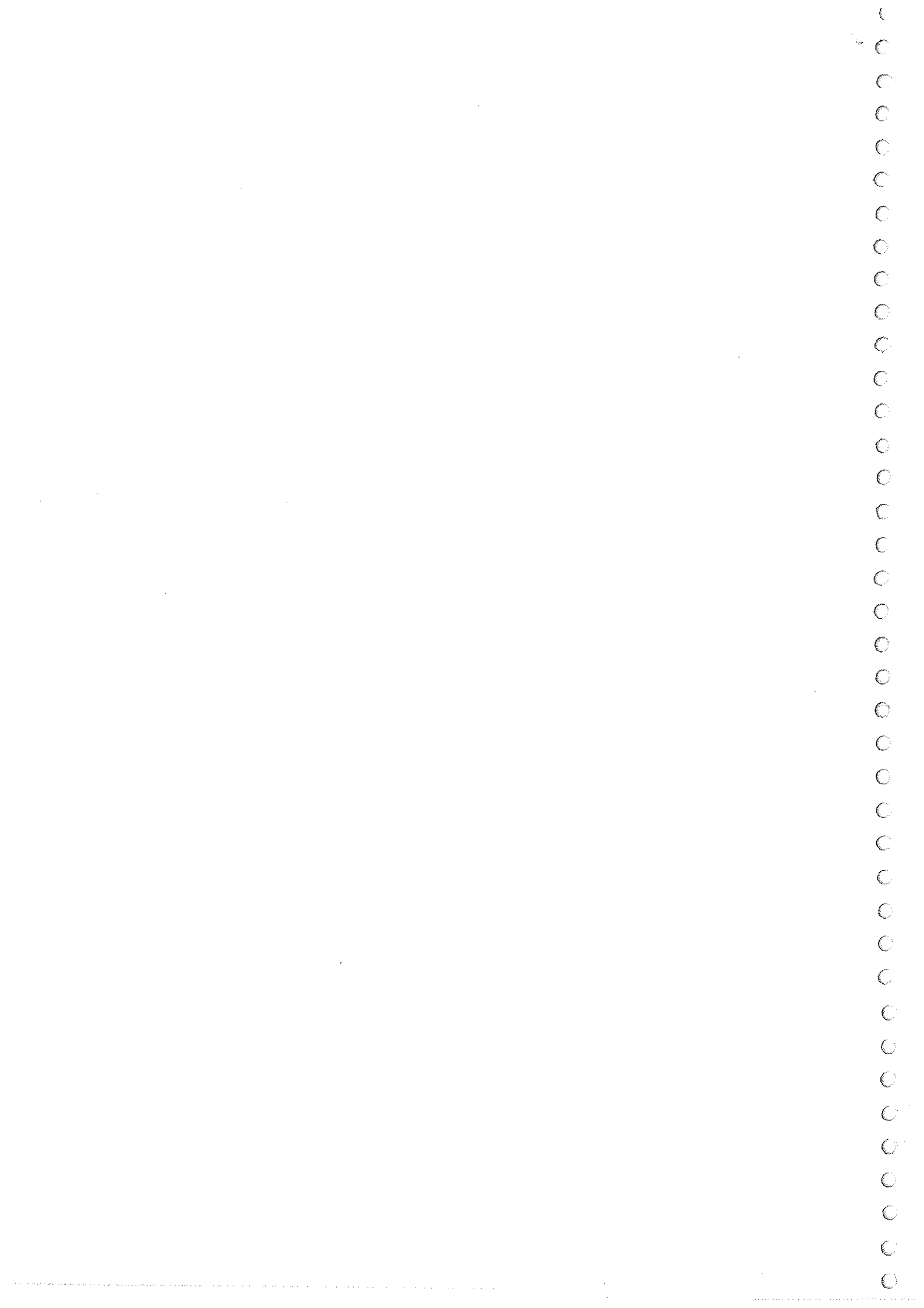
**Amendment of provisions of Human Resource Policy of the Central Cooperative Banks
incorporating the Staff Service Rules, 2011**

Existing Rule	Approved Amendment	Reason for amendment
<u>Chapter-3</u> 3. The Managing Committee of the Bank shall be competent to prescribe subject to these guidelines and revise from time to time strength of the establishment and scale of pay and allowances etc. admissible to each member of staff in line with H.R. Policy adopted and keeping in view likely additional financial liabilities, volume of business, Cost of Management, profitability, capacity to serve depositors, borrowers in terms of loaning operations, recovery and level of NPA and CRAR as prescribed by RBI/ NABARD from time to time and also subject to budget allotment for each year. The Cost of Management shall in no case exceed 2% of the working fund and 60% of the total income.	<u>Chapter-3</u> 3. The Managing Committee of the Bank shall be competent to prescribe subject to these guidelines and revise from time to time strength of the establishment and scale of pay and allowances etc. admissible to each member of staff in line with H.R. Policy adopted and keeping in view likely additional financial liabilities, volume of business, Cost of Management, profitability, capacity to serve depositors, borrowers in terms of loaning operations, recovery and level of NPA and CRAR as prescribed by RBI/ NABARD from time to time and also subject to budget allotment for each year. The Cost of Management shall in no case exceed 2% of the working fund or 60% of the total income.	To bring in parity with the guidelines issued by NABARD in respect of Human Resource Policy of the SCBs and DCCBs.
	The Managing Committee shall be competent to prescribe the number of staff in various grades subject to the guidelines incorporated in the Staff Service Rules and they are competent to revise the staff strength from time to time based on the financial and other parameters once in 5 years and the period will be calculated from the date of issue of the H. R. Policy.	



<u>Chapter-3</u> No provision	<u>Chapter-3</u> (New Provision) 3(b) - A : Two posts of System Managers in the rank of Group-A Officer (Junior Management Grade) in each of the Central Cooperative Banks is included in the staffing pattern to provide technical support in Core Banking Solution environment. Their promotion to the higher rank shall be governed by Rule - 17 of the Staff Service Rules and their seniority will be determined as per Rule - 18 of the said rules.	In order to provide technical support to the employees of the Bank.
4) Classification of employees The employees of the bank shall be classified as :- 1. Permanent 2. Probationer 3. Officiating "Permanent employee" means an employee who is confirmed. "Probationary employee" means an employee who is provisionally employed by following the requisite procedure as per these guidelines to fill up the permanent posts and has not been made permanent or confirmed in service. "Officiating employee" means an employee who is appointed to officiate for a limited period against a permanent or temporary post. Outsourcing is not a form of recruitment. It is essentially a process of hiring of personnel from an outside agency, for undertaking specified non-core	4) Classification of employees The employees of the bank shall be classified as :- 1. Permanent 2. Probationer 3. Officiating "Permanent employee" means an employee who is confirmed. "Probationary employee" means an employee who is provisionally employed by following the requisite procedure as per these guidelines to fill up the permanent posts and has not been made permanent or confirmed in service. "Officiating employee" means an employee who is appointed to officiate for a limited period against a permanent or temporary post. Outsourcing is not a form of recruitment. It is essentially a process of hiring of personnel from an outside agency,	In case of existing temporary/ contractual/ adhoc employees, as one time measure, regularization has been considered on humanitarian ground.

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functions of the Bank. It has assumed importance as a means to control the Cost of Management and address the shortage of manpower and encourage redeployment of staff. The Banks could consider outsourcing one or more of the following non-core functions, which is only an illustrative list. Depending on local availability of services and cost effectiveness, Banks may take a view.

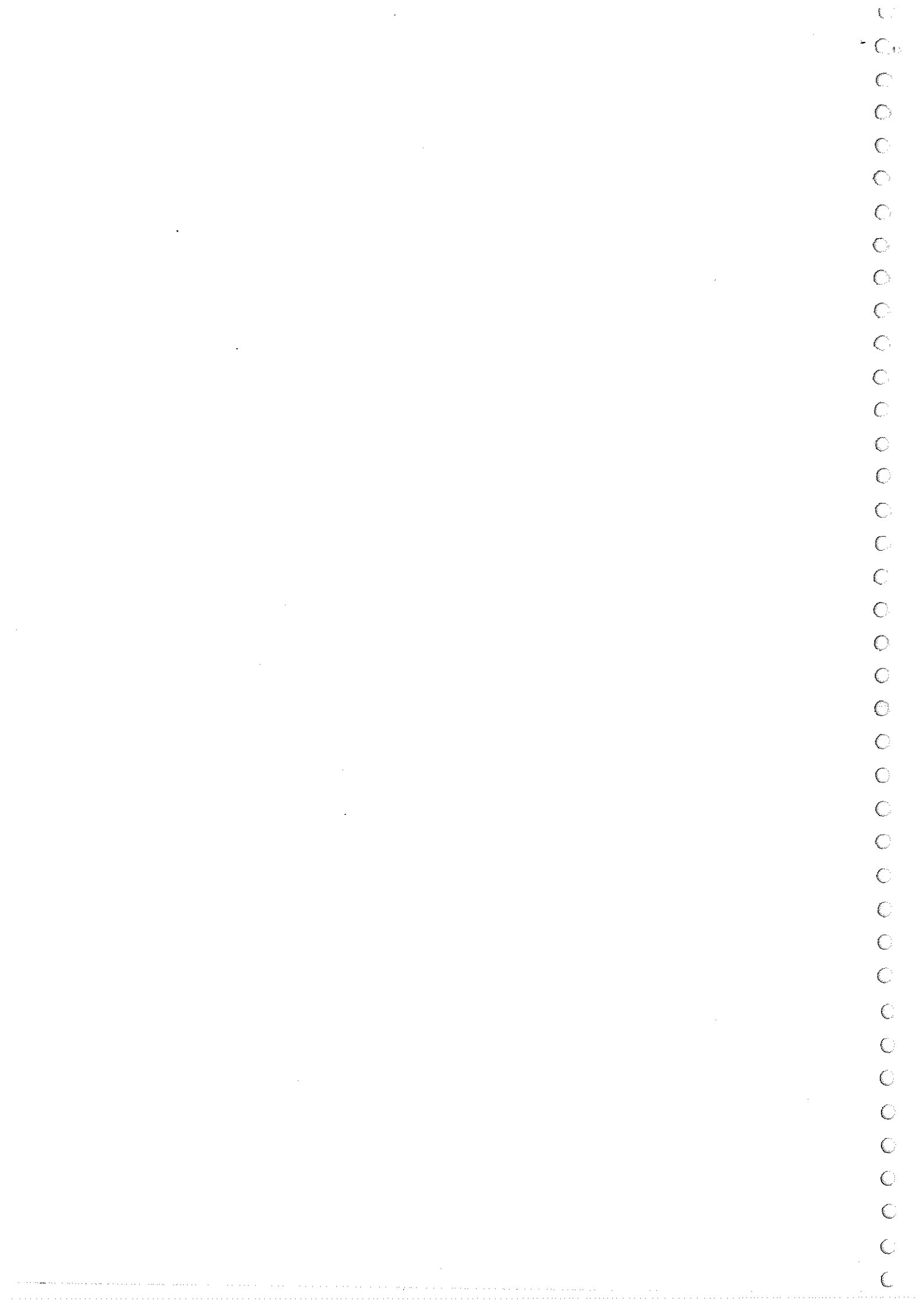
- (i) Sweeping, cleaning and maintenance.
- (ii) IT and software development and maintenance.
- (iii) Training and Capacity Building of staff.
- (iv) Legal Service.
- (v) Drivers
- (vi) Canteen Services
- (vii) Business facilitators, intermediaries and recovery agents.
- (viii) Courier Service
- (ix) Binding, photocopying and scanning services
- (x) Security guards.

The outsourcing shall be made from an outside agency by following a transparent procedure such as issuing open advertisement, calling for tenders etc. and entering into an agreement with the Agency. All payments for the purpose shall be made to the Agency only and not directly to any individual outsourced. In any case, there should not exist any employer - employee relationship between the bank and the person outsourced. In case for any technical post outsourcing is not possible through any agency the Bank may explore the possibility of appointing professionals and experts on short term contract basis based on job requirement on execution of an appropriate Agreement for the purpose.

for undertaking specified non-core functions of the Bank. It has assumed importance as a means to control the Cost of Management and address the shortage of manpower and encourage redeployment of staff. The Banks could consider outsourcing one or more of the following non-core functions, which is only an illustrative list. Depending on local availability of services and cost effectiveness, Banks may take a view.

- (i) Sweeping, cleaning and maintenance.
- (ii) IT and software development and maintenance.
- (iii) Training and Capacity Building of staff.
- (iv) Legal Service.
- (v) Drivers
- (vi) Canteen Services
- (vii) Business facilitators, intermediaries and recovery agents.
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- (ix) Binding, photocopying and scanning services
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The outsourcing shall be made from an outside agency by following a transparent procedure such as issuing open advertisement, calling for tenders etc. and entering into an agreement with the Agency. All payments for the purpose shall be made to the Agency only and not directly to any individual outsourced. In any case, there should not exist any employer - employee relationship between the bank and the person outsourced. In case for any technical post outsourcing is not possible through any agency the Bank may explore the possibility of appointing professionals and experts on short term contract basis based on job requirement on execution of an appropriate Agreement for the purpose.



The existing adhoc/ contractual/ temporary/ daily wages basis employees not recruited following the laid down procedures shall be treated as illegal / irregular employees. However, as a one time measure, these employees would be given a chance to appear for regular recruitment test without any age limit.

i) The employees appointed on adhoc/ contractual/ temporary basis, who have completed 6 years as such as on the date of communication of H. R. Policy vide order No. 15251 dated 27.07.2011 be absorbed in the respective cadre based on their qualification and other norms applicable to the respective posts.

ii) Such employees who have not completed 6 years as on the stipulated date are allowed to continue as such till completion of 6 years after which, they will also be absorbed in the respective cadre having requisite qualifications keeping in view the vacancies in such cadre.

iii) The same facilities are allowed to the employees of PACS working in DCCBs as on 27.07.2011 on deputation in the respective cadre based on their qualification, vacancies available and other norms as per approved H. R. Policy.

iv) Persons appointed on adhoc/ contractual/ temporary basis after introduction of the H. R. Policy on 27.07.2011 shall be removed from the Banks forthwith.

The absorption and otherwise of all the employees stated above shall be subject to the norms of capacity to pay of the respective Central Cooperative Banks. Provisions of the ORV Act, Rules and guidelines issued from time to time.



7(c) Proportion of Direct Recruits and promotees: Banking Assistants 70% of the vacancies shall be filled by way of direct recruitment. 10% each shall be reserved for the Grade-VI(A) employees, Sub Staff of the Bank and employees of the affiliated PACS provided they meet the benchmark criteria. Age relaxation up to 10 years will be allowed.	60% of the vacancies shall be filled by way of direct recruitment. 30% shall be reserved for the employees of the affiliated PACS and 10% for the Support Staff of the Bank provided they meet the benchmark criteria. Age relaxation up to 15 years shall be allowed in both the cases.	To consider the demand of the PACS employees, who have been agitating over the issue for a quite long time. Since the Grade-VI(A) employees have already been covered under the posts of Banking Assistants, no further reservation is required for them
13. Determination of seniority : a) Seniority of the employee shall be determined for each grade/ category of service. Seniority list shall be prepared category-wise for all employees confirmed as well as unconfirmed in each grade/ category at the close of each financial year, copy of which shall be communicated to the employees concerned every year.	18. Determination of seniority : a) Seniority of the employee shall be determined for each grade/ category of service. Seniority list shall be prepared category-wise for all employees confirmed as well as unconfirmed in each grade/ category at the close of each financial year, copy of which shall be communicated to the employees concerned every year.	In order to maintain transparency in the staff matters.
23 (c) (i) Transfers to be part of essential service conditions. The Management would decide on transfer, based on administrative exigencies.	23 (c) (i) Transfers to be part of essential service conditions. The Chief Executive Officer shall be the competent authority to transfer all employees.	This amendment would facilitate a better span of control.
28. DEARNESS ALLOWANCE : a) Dearness allowance to the employees of the Bank shall be paid at par with State Government employees subject to approval of the Managing Committee of the Bank and capacity to pay.	28. DEARNESS ALLOWANCE : a) Dearness allowance to the employees of the Bank shall be paid at par with State Government employees. The Chief Executive Officer shall be competent to release enhanced D.A. subject to capacity to pay.	This amendment would facilitate a better span of control.



29 (a) New Provision	29(a) Special Allowance: The following employees of the Bank shall be allowed Special Allowances in view of their critical work : a) Officer in charge of cash = Rs.300.00 p.m. b) Cashier = Rs.250.00 p.m. 29(b) Reimbursement of Telephone Expenses : The following officers shall be entitled reimbursement of telephone / mobile expenses as per the limit fixed subject to production of bills : a) Chief Executive Officer = Rs.1000.00 p.m. b) Senior Management = Rs.500.00 p.m. c) Middle Management = Rs.300.00 p.m.	In view of the specific tasks performed by the group of employees, special allowances and reimbursement of telephone expenses are considered.
43. (a) Maternity Leave: Each female employee of the Bank may be allowed maternity leave for 3 months 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.	43. (b) Maternity Leave: Each female employee of the Bank may be allowed maternity leave for 6 months 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.	Considered as per State Government revision.


 Registrar, Cooperative Societies, Odisha

