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OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES: 12-3-13  
ODISHA: BHUBANESWAR

Order No. XIV-31/12(Pt) 3401 Bank-3/Dated: 22.2.13

In exercise of the powers conferred on me under section 33 A (2) of the OCS Act (Act 2 of 1963), I, P.K.Patnaik, IAS, Registrar of Cooperative Societies, Odisha do hereby amend the rules No. 6(E), 17 and 17.1(New Provision) of the Human Resource Policy for the Central Cooperative Banks of Odisha incorporating the Staff Service Rules, 2011 as per the enclosed schedule with approval of the Government.

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

H.O. BARGARH  
Letter No. 6147  
Sd/-P.K.Patnaik, Date 12/3/13  
Registrar, Section 3  
Dealing Assistant

Memo No 3402 /Dated: 22.2.13

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

Joint Registrar,  
Cooperative Societies ( Credit)

Memo No 3403 /Dated: 22.2.13

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

Joint Registrar,  
Cooperative Societies ( Credit)

Memo No 3404 /Dated: 22.2.13

Copy forwarded to the Managing Director, Odisha State Cooperative Bank Ltd., Bhubaneswar for information and necessary action with reference to his letter No. 7239 dtd. 14.2.2013.

Joint Registrar,  
Cooperative Societies ( Credit)

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**SCHEDULE OF AMENDMENT OF THE HUMAN RESOURCE POLICY FOR THE CENTRAL COOPERATIVE BANKS INCORPORATING THE STAFF SERVICE RULES, 2011**

Clause No.	Existing provisions in the H. R. Policy approved by the Registrar, Cooperative Societies, Odisha vide letter No. 15251 dated 27.07.2011	Amended Provision												
6	<p>E) Agency for direct recruitment of Group A and Group B Services :</p> <p>The selection of the candidates shall be done through Written Examination and Interview.</p> <p>a) The written examination and interview shall be conducted by a National or State Level organization which specializes in recruitment of banking personnel viz. Institute of Banking Personnel Selection (IBPS), Mumbai/ Xavier Institute of Management, Bhubaneswar (XIMB). The role of such agency will be that of conducting written examinations, evaluating the answer papers, conducting interview (viva voce) and preparing a shortlist of candidates satisfying the benchmark requirements set by the Appointing Authority of the Bank.</p> <p>c) Keeping in view the fact that the requirement of Individual Banks will be too small and to make it cost effective, the Banks may approach Orissa State Cooperative Bank to consolidate their requirements. The expenditure involved in the process of recruitment shall be shared by the Central Cooperative Banks in the ratio of the number of posts advertised for.</p>	<p>E) Agency for direct recruitment of Group A and Group B Services :</p> <p>The selection of the candidates shall be done through Written Examination and Interview.</p> <p>a) The written examination and interview shall be conducted by a National or State Level organization which specializes in recruitment of banking personnel viz. Institute of Banking Personnel Selection (IBPS), Mumbai. The role of this agency will be that of conducting written examinations, evaluating the answer papers, conducting interview (viva voce) and preparing a shortlist of candidates satisfying the benchmark requirements set by the Appointing Authority of the Bank.</p> <p>(c) Keeping in view the fact that the requirement of individual Banks will be too small and to make it cost effective, the Banks may approach the Registrar, Cooperative Societies, Odisha to consolidate their requirements. The Registrar, Cooperative Societies, Odisha shall appoint a Coordination Committee under his chairmanship to coordinate with the IBPS for recruitment of the employees. The expenditure involved in the process of recruitment shall be shared by the Central Cooperative Banks in the ratio of the number of posts advertised for.</p>												
17(1)	<p>17. Promotion Policy 17.1 New Provision</p>	<p>17. Promotion Policy 17.1 New Provision</p> <p>The District Central Cooperative Banks will give promotion to the eligible employees to the higher grades subject to the actual requirement in various grades and the Bank's "capacity to pay" as already prescribed. Actual requirement of the employees of different grades will be determined by a Committee comprising the following members:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 5%;">(i)</td> <td style="width: 65%;">Deputy Registrar, Cooperative Societies</td> <td style="width: 10%; text-align: center;">.....</td> <td style="width: 20%;">Chairman</td> </tr> <tr> <td>(ii)</td> <td>District Development Manager, NABARD</td> <td style="text-align: center;">.....</td> <td>Member</td> </tr> <tr> <td>(iii)</td> <td>Secretary of the CCB concerned</td> <td style="text-align: center;">.....</td> <td>Member-Convenor</td> </tr> </table> <p>After the assessment is done, the process for giving promotions shall be initiated by the Chief Executive of the CCB strictly following the guidelines envisaged in the H. R. Policy.</p>	(i)	Deputy Registrar, Cooperative Societies	.....	Chairman	(ii)	District Development Manager, NABARD	.....	Member	(iii)	Secretary of the CCB concerned	.....	Member-Convenor
(i)	Deputy Registrar, Cooperative Societies	.....	Chairman											
(ii)	District Development Manager, NABARD	.....	Member											
(iii)	Secretary of the CCB concerned	.....	Member-Convenor											

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27/10

HUMAN RESOURCE POLICY FOR  
THE CENTRAL COOPERATIVE BANKS OF ODISHA  
INCORPORATING  
THE STAFF SERVICE RULES, 2011





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OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES, ORISSA: BBSR:

NO. XXIII-3/2010. 21710 / Bank. 3. Dated:- 15.10.2011

From:

Sri H. R. Pattanaiik, Deputy Registrar, Coop. Societies (Credit).

To

The Secretaries of all Central Cooperative Banks in the State.

Sub: Human Resource Policy for the Central Coop. Banks incorporating the staff service Rules, 2011.

Sir,

The Human Resource Policy for the Central Cooperative Banks incorporating the Staff Service Rules, 2011 as has been prescribed by the Registrar of Cooperative Societies, Orissa, under Section 33-A(2) of the O.C.S. Act, 1962 (Act-2 of 1963) is sent herewith for adoption.

Yours faithfully,

*[Signature]*  
Deputy Registrar,  
Cooperative Societies (Credit)

Memo No. 21711 / Dated. 15.10.2011

Copy alongwith the copy of Staff Service Rules, 2011 of District Central Coop. Bank forwarded to all the Divisional Deputy Registrars of Cooperative Societies for information and necessary action.

*[Signature]*  
Deputy Registrar,  
Cooperative Societies (Credit)

Memo No. 21712 / Dated. 15.10.2011

Copy alongwith the copy of the staff service Rules, 2011 of District Central Coop. Bank forwarded to the private Secretary to Hon'ble Member Cooperative Tribunal, Orissa / Audit General of Cooperative Societies, Orissa, Bhubaneswar for information and necessary action.

*[Signature]*  
Deputy Registrar,  
Cooperative Societies (Credit)

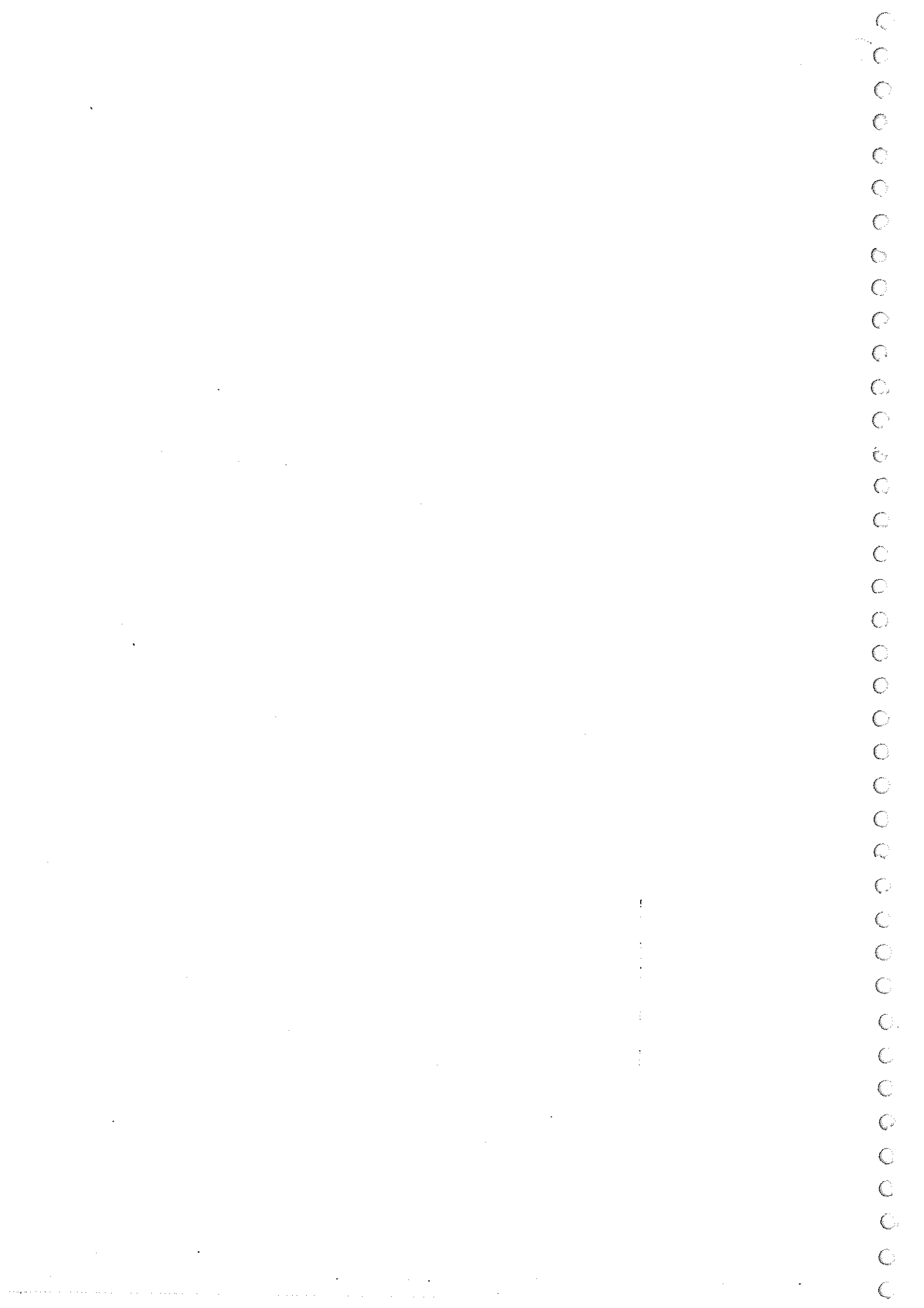
Memo No. 21713 / Dated. 15.10.2011.

Copy alongwith the copy of Staff Service Rules, 2011 of District Central Coop. Bank forwarded to the Law Officer, Office of the Registrar of Cooperative Societies, Orissa for information and guidance.

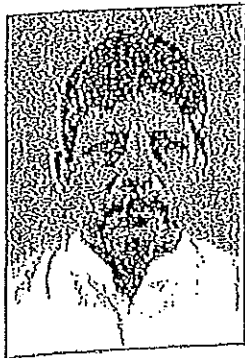
*[Signature]*  
Deputy Registrar,  
Cooperative Societies (Credit)

Copy to U.C. Bank Section.

Dt: 15.10.11



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C. N. Das  
27-9-11



Prafulla Samal  
Minister, Cooperation,  
Tourism and Culture



FOREWORD

Our State is one of the frontrunners in the Country in acceptance and implementation of the revitalization package recommended by the Valdyanathan Committee. The restructuring and re-engineering process in the Short Term Cooperative Credit Structure (STCCS) has been spearheaded by recapitalisation of the Primary Agricultural Cooperative Societies (PACS) and District Central Cooperative Banks (DCCBs), institutional and legal reforms by way of amendment of the Orissa Cooperative Societies Act and Rules framed thereunder, autonomy and responsibility to the management of the STCCS and capacity building of the employees and the Board of Directors by a series of training interventions.

In the post Valdyanathan era, after recapitalisation of the District Central Cooperative Banks both by the Union Government and the State Government, opportunities have been opened up to prepare these organizations to cater to the credit requirement of a huge membership and, therefore, appropriate set of policies are required and put in place to lay the ground work to support the business endeavours of the STCCS. Besides, the District Central Cooperative Banks, in the middle rung of the STCCS assume greater responsibilities to



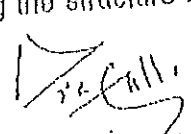


le the PACS and provide them handholding support to become One Stop  
ansaltions to cater to the entire requirement of the farming community under  
roof and this will be facilitated through an appropriate Human Resource  
icy incorporating recruitment of capable human capital for optimum use of  
terial resources to generate adequate income for survival growth and  
ersification into new folds keeping in view the changed environment where  
y are operating.

eping in view the guidelines communicated by NABARD for design of a  
form Human Resource Policy and the staff requirement assessed for each  
he District Central Cooperative Banks, a comprehensive Human Resource  
licy has been formulated for implementation.

e Human Resource Policy designed for the District Central Cooperative  
nks includes assessment of requirement of staff on the basis of financial  
rameters, a foolproof recruitment system, compensation and incentivisation  
the employees, modalities for their retention in the organizations, capacity  
uilding by way of training interventions, motivation for self acquired basic  
nowledge in the changed banking scenario in the Country, measurement of  
ork performances, maintenance of discipline, promotional avenues of the  
nployees etc.

am extremely glad that a foolproof Human Resource Policy has been designed  
nd issued by the Registrar, Cooperative Societies, Orissa in exercise of powers  
rferred on him U/s. 33(A)(2) of the Orissa Cooperative Societies Act, 1962  
r implementation, in all the District Central Cooperative Banks. With its  
nplementation it is expected that the STCCS shall be fully prepared to assume  
greater responsibility to take forward the recommendations of the  
atdyanathan Committee for consolidating the structure by ensuring good  
governance.

  
(Prafulla Samal)  
Minister,

Cooperation, Tourism and Culture



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OFFICE OF THE REGISTRAR, COOPERATIVE SOCIETIES, ORISSA,  
BHUBANESWAR

Date: 27-7-2011

Order No. - 15251

In supersession of this Directorate Order No.27269 dated 28.09.1984 and in exercise of the powers conferred on me under Section 33A (2) of the Orissa Cooperative Societies Act, 1962 (Act 2 of 1963), I Sri B. B. Mohapatra, IAS, Registrar of Cooperative Societies, Orissa, do hereby issue guidelines on the Human Resource Policy for the District Central Cooperative Banks for adoption by the Committee of Management of the District Central Cooperative Banks stipulating the terms of employment and service conditions of the employees of the Central Cooperative Banks in the State of Orissa.

Registrar,  
Co-operative Societies,  
Orissa

HUMAN RESOURCE POLICY FOR  
THE CENTRAL COOPERATIVE BANKS OF ORISSA  
IN CONFORMANCE WITH THE STAFF SERVICE RULES, 1961



CHAPTER- I

1. Short title extent of application and commencement:-

- (a) These guidelines may be called "The Central Co-operative Bank Staff Service Rules, 2011"-applicable to the employees of the Central Co-operative Banks in the State of Orissa.
- (b) These guidelines shall come into force from the date of adoption by the concerned Management of Central Coop. Banks.
- (c) The Central Co-operative Banks shall be classified into four categories as given below based on retail or non-institutional deposits (including deposits of PACS/LAMPs/FSS) plus total loan outstanding as per guidelines issued by NABARD subject to revision from time to time. Institutional deposits should not be reckoned while such categorization is done.

I. Categorization of CCBs:

The Central Cooperative Banks and their Branches shall be categorized on the basis of the following norms taking into consideration the audited position as at the end of 31<sup>st</sup> March of the year.

Category of CCB	Retail or Non-institutional deposits + total loan o/s
A	Above Rs.1000 crore
B	Above Rs.500 crore and up to Rs.1000 crore
C	Above Rs.200 crore and up to Rs.500 crore
D	Up to Rs.200 crore

II. Categorization of Branches of CCBs

Similarly in respect of Branches of CCBs the following categorization shall be made.

Branch category	Retail or Non-institutional deposits + total loan o/s
I.	Above Rs.40 crore
II.	Above Rs.15 crore and up to Rs.40 crore
III.	Above Rs.6crore and up to Rs.15 crore
IV.	Up to Rs.5 crore

83%  
CHAPTER- II

2. DEFINITIONS:

- (a) "Bank" means the Central Co-operative Bank and its Branches in the State of Orissa registered under provision of O.C.S. act and Rules.
- (b) "Managing Committee" means the Board of Management of the Bank constituted under its bye-laws or as defined in O.C.S. Act and Rules.
- (c) "Competent Authority" means any Committee or Persons empowered or delegated with any power to take decision in any matter under these guidelines in respect of service condition of an employee or class of employees of the Bank.
- (d) "President" means the President of the Managing Committee of the Bank.
- (e) "CEO" means the Chief Executive Officer of the Bank.
- (f) "Employee" means a person employed in the Bank.
- (g) "National Bank" means National Bank for Agriculture and Rural Development Bank registered under NABARD Act, 1981.
- (h) "An Officer" means the Chief Executive or any employee of the Bank in the rank of Assistant Manager and above.

- (l) "Probationner" means a person recruited for employment in the service of the Bank, who draws salary from the Bank during such training and he is employed only against a permanent vacancy.
- (j) "Duty" means official work assigned to an employee during the tenure of his office and includes service in the bank as a probationner. The period of training and/ or joining time in case of transfer should also form part of duty.
- (k) "Working Fund" means Total Assets of the Bank as on the date of Balance Sheet minus Accumulated Losses, Fixed Assets and Contra items.
- (i) "Basic Pay" means the amount drawn monthly by an employee as per pay scale prescribed for the post held by him substantively or on probation or in temporary or officiating capacity or to which he is entitled to in terms of his appointment by reason of his posting. This will not include any Dearness Allowance, House Rent allowance, Medical allowance or any other allowance payable to him.
- (m) "Registrar" means the Registrar of Co-operative Societies, Orissa.
- (n) "Total Income (Gross Income)" means Net Interest Income plus other Miscellaneous Income.
- (o) "Cost of Management" means Operating Cost minus Interest expenses.
- (p) "Operating Cost" means Interest expenses, staff cost and other operational expenses.
- (q) "Establishment" means the establishment of the Bank in which employees in regular pay roll.
- (r) "Employer" means the Central Co-operative Bank.

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- (a) "Foreign Service" means any employee, not being an employee of the bank brought into the service of the bank on deputation or an employee of the bank sent on deputation to serve under a foreign employer.
- (b) "Headquarters of the Bank Employee" means the station covering radius of 8 Kms. of the place to which he is posted or as per guidelines issued in this regard from time to time.
- (c) In case of different definition of the term in any rules forming part of these guidelines, the definition of this chapter shall prevail.
- (d) "Year" means the financial year commencing from 1<sup>st</sup> April of a year and ending on 31<sup>st</sup> March of the next calendar year unless otherwise mentioned in these guidelines.



CHAPTER - III

- 3. The Managing Committee of the Bank shall be competent to proscribe 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.

3(a) ORGANIZATIONAL STRUCTURE AT HEAD OFFICE OF CCB:

The following department set-up at H.O. of CCB is suggested depending upon their category.

Category "A" "B" "C" and "D" Central Coop. Bank may have the following departments, Divisions and a separate Vigilance Cell as indicated in Annexure - 1, 2, 3 & 4 respectively.

- 1. HRMD & Board matters and General Administration,
- 2. Planning and Development
- 3. Inspection and Audit
- 4. Funds and Accounts
- 5. Banking Operations and
- 6. Loans and Advances

However, depending on the size of the Bank and volume of business, availability of staff, the functionally inter-related departments and divisions may be clubbed in consideration of reducing the cost of management and overstaffing.

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3(b) STAFFING PATTERN

Staffing pattern of Head Office of CCB may be fixed keeping in view the organizational structure and technological support.

The staffing pattern/staff strength may be decided by the respective Board keeping in view the business volume, number of affiliated PACS and other functional societies, variety and size of activities undertaken by the Bank and also taking into account the pattern suggested for all categories viz; A, B, C & D. In addition CCBs may have one Inspecting Officer in Middle Management or Junior Management level for every twenty five branches, posted at Head Office or Regional or Divisional Office as per requirement to be decided by the Board. Leave reserve staff may be maintained preferably at Head Office level

(i) Staffing Pattern of Head Office of C.C.B.

Level	Category of CCBs			
	A	B	C	D
Sr. Management	6	5	4	3
Middle Management	7	6	6	5
Jr. Management	28	24	20	16
Clerical Staff	40	38	34	28
Support Staff	14	13	12	10
Total	95	86	76	62

ii) Staffing Pattern for Divisional Office (DO) or Regional Office (RO) of CCBs.

The CCBs may have Divisional Office or Regional Office for effective monitoring of affiliated societies and proper control over the branches. The concerned Board may decide to open D.O. or R.O. taking into consideration the specific need therefor as well as its impact on cost of management and profitability. The D.O. or R.O. should have minimum number of staff with specific responsibility and should be located in the premises of a major branch so as to reduce operational cost.

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For Banks operating in a single District, the Bank may consider opening a RO or DO only when the number of Branches operating in the concerned District exceeds 50 Branches.

For Banks operating in more than one Districts, the Bank may open one or more RO or DO provided in no case the area of operation of the DO or RO shall be than one District.

The staffing pattern for a typical D.O. or R.O. of CCB could be as below:

Designation	Staffing pattern (Indicative)
OIC (may be an officer in MM)	1
Officer in JM	1
Clerical Staff	1
Support Staff	1
<b>Total</b>	<b>4</b>

III). Staffing pattern of Branches of CCBs

Branch category	Branch Manager (MM-II)	Accountant (JM)	Field officer (JM)	Sr.Asst./ Jr.Asst.**	Support staff	Total
I	1	1	2	6	4	13
II	1	1	1	3	3	9
III	1	1	1	3	2	8
IV	1	1	-	3	1	6

\*Includes Field Supervisor and other technical staff.

\*\*Includes clerks, clerk-cum-cashier and such other staff.

The model staffing pattern suggested for CCB Head Office, D.O/ R.O and Branches is only indicative and could be taken as the requirement at the maximum level of business in different categories. Wherever the business level is smaller, it requires lesser number of staff as may be decided by the concerned CCB. The Banks, may therefore, judiciously decide on the staff strength on staffing pattern broadly on this basis.

In addition to pattern suggested above, the following aspects may be considered.

- 1) One field supervisor for every active 8 to 10 PACS or other societies affiliated to a bank branch,

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- ii) The staff requirement would have to be reassessed in case of implementation of Core Banking Solution (CBS).
- 3 (c) Assessment of staff strength/ staffing pattern should also take into account the likely additional financial liability, keeping in view the following facts.
- i) Volume of business, cost of management, Profitability and Capacity to serve the depositors, borrowers in terms of loaning operations, recovery/overdues and level of NPAs and level of CRAR as prescribed by RBI from time to time. The cost of management should in no case exceed 2% of the working fund and 60% of the total income.
  - ii) Post implementation of recommendations of the Vaidyanathan Task Force and Agriculture Debt Waiver and Debt Relief Scheme (ADWDR), as a one-time measure, there will be a need to take a different view in the case of weak banks (not complying with Sec. 11(1) of BR Act, 1949 (AACB), which would need to deploy staff for recovery, business development etc. so as to revert to current profit and attain sustainable viability in near future. Based on the parameters mentioned above, such banks may make a realistic assessment of their staff requirement. If recruitment is warranted, they may also go for it, with the approval of their Boards and State Level Steering Group/ State Level Task Force (SLTF). The request along with justification for recruitment may be forwarded through the Managing Director, Orissa State Cooperative Bank, who is the Convenor of the Steering Group.
  - iii) While assessing the staff requirement on the basis of the above norms, the minimum staff requirement at branches, may be reviewed separately, keeping in view the current level of business of the branches and their needs. The branches which are having business less than the prescribed level of business i.e. less than Rs.5 crore should not go in for additional recruitment rather should opt for redeployment of existing staff among a few other points to be considered as stated under:
    - Every branch has to necessarily aim to function as a profit centre. In case a Branch is not able to earn profit within a period of 3 years, the Branch should be closed / merged / relocated.

- Adhoc appointments of staff to be stopped completely.
  - Job specific deputallon or short term deputallon (Inward or outward) may be considered based on requirement.
  - In the case of existence of excess staff, avenues for redeployment of such staff, Introduction of Voluntary Retirement Scheme, etc. may be considered.
- iv) The Bank is required to meet the following criteria before deciding to go for recruitment.
- a) The Cost of Management after the recruitment, shall in no case exceed 60% of the total Income and 2% of the Working Fund.
  - b) The CRAR as on 31<sup>st</sup> March of preceding 3 years should be as per the rate prescribed by RBI / NABARD from time to time, but in no case the level of CRAR should be less than 7%.
  - c) The Bank should be working at net profit for the last 3 consecutive years.

Provided that In case a Central Cooperative Bank is not complying with any of the stipulations, the CCB concerned shall refer the matter to the Steering Group/SLTF with a realistic assessment of staff and the decision of the SLTF regarding the proposed recruitment shall be final.

- v) Other Measures: The following measures may also be considered for management of Human Resources:
- Assigning Unique Identification Number (UIN) to each employee.
  - Issue of Identify card and liveries to the employees, for instilling a sense of belonging.
  - Every CCB may have its own logo for proper identify and creating brand image.

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- Every CCB may also have Vision and Mission statements highlighting its goals and objectives.
- Job description cards, indicating job profiles, duties and responsibilities etc. may be prepared, duly intimated to the staff and kept on record.
- Job rotation and training undergone by staff may be reviewed periodically.
- Service Files/ Registers of Employees to be maintained.

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 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.

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.

5. **CATEGORY OF POSTS:**

As per HR Policy, It is suggested that there could be three categories of staff - Officers, Clerical Staff and Support Staff. Officers could be at three levels i.e. Senior Management (SM), Middle Management (MM) and Junior Management (JM). While the respective Banks may decide on appropriate designations and number of posts as under.

1	Special grade	Secretary	Chief Executive Officer/ General Manager
2	Senior Management-I	Addl. Secretary/ Deputy Secretary/ Asst. Secretary.	Deputy General Manager
3	Senior Management-II	i) Manager (Admin. & Estt.) ii) Manager (Development & Planning) iii) Manager (Operation and Accounts) iv) Manager (Loans & Supervision) v) Zonal Officer vi) Law Officer	Assistant General Manager
4	Middle Management	i) Branch Manager	Manager
5	Junior Management	i) Administrative Inspector ii) Accountant iii) Sub-Assistant Engineer	Asst. Manager
6	Clerical (To be designated as Banking Assistant)	A) Banking Assistant i) Supervisor ii) Senior Assistant iii) Stenographer iv) Assistant Supervisor v) Junior Assistant vi) Junior Supervisor vii) Cashier viii) Cafeteria  B) Technical Personnel i) Typist ii) Driver iii) Electrician  The technical personnel will not be eligible for further promotion.	Banking Assistant
7	Support Staff (may be designated as office attendants)	i) Record Keeper (Additional two increments in the Scale of Pay will be granted) ii) Peon iii) Watchman iv) Gardner v) Sweeper vi) Darwan	Support Staff



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Provided that an employee in the rank of Grade - V not getting promotion within a period of 15 years for want of vacancies, on completion of fifteen years, he/ she will be eligible to get the next higher scale i.e. the scale applicable for the post of Assistant Manager. Similarly, in case of Support Staff not getting promotion within a period of 25 years, on completion of 25 years he/ she will be eligible to get the next higher scale i.e. the scale applicable for the post of Banking Assistant.

6. RECRUITMENT:

There could be three categories of posts in Cooperative Banks as indicated below:

Group - A : Officers

Group - B : Clerical staff (may be designated as Banking Assistants)

Group - C : Support staff (may be designated as Office Attendants)

The assessment of manpower at all levels of staff of CCBs ( H.O., D.O/ R.O. and Branches) has to be critically analyzed by the respective Banks and approved by the Board of Directors subject to fulfillment of the following guidelines regarding recruitment of staff in the CCB.

- A) Assessment of the need for additional staff should be made by the CCBs keeping in view additional workload, business growth etc. Vacancies for the ensuing year shall be assessed every year, also taking into account the number of posts falling vacant during the ensuing year on account of superannuation, resignation etc. and also subject to the norms as per these Rules.
- B) Any CCB going in for fresh recruitment should have the "capacity to pay". The norms prescribed by RBI / NABARD from time to time should be satisfied by the CCB to comply with the conditions for their capacity to pay.

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- C) The provisions of ORV Act and Instructions issued by the State Government with regard to implementation of the Act shall be applicable for all fresh recruitments and promotion up to the rank Managers.

If management of any of the CCBs violate the provisions of the O.R.V. Act and the guidelines issued by the Government for the purpose, they shall be liable for prosecution under the existing law.

- D) Appointment shall be made by the authorities as follows:

- i) Managing Committee of the Bank shall be the Appointing Authority of the CEO of CCBs subject to fulfillment of fit and proper criteria prescribed by RBI / NABARD.
- ii) The Appointment Committee shall be the Appointing Authority in respect of the posts under Group - A and Group - B services.

The Appointing Authority shall appoint a Selection Committee consisting of the following members to assist it for selection of candidates out of the list furnished by the Recruitment Agency to assist in conduct of viva-voce test for selection of candidates.

1. The President of COB
2. Chief Executive of the Bank
3. Divisional DRCS of the area
4. A professional preferably a representative of NABARD,

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- iii) The CEO shall be the appointing authority in respect of posts against Group – C service.

Provided that any decision taken by the Appointment Committee should be unanimous and, therefore, in case of any difference among the members of the Appointment Committee on specific issue, the same shall not be recorded in the minutes and hence should not be implemented.

- E) Agency for direct recruitment of Group A and Group B Services

The selection of the candidates shall be done through Written Examination and Interview.

- a) The written examination and interview shall be conducted by a National or State Level organization which specializes in recruitment of banking personnel viz, Institute of Banking Personnel Selection (IBPS), Mumbai/ Xavier Institute of Management, Bhubaneswar (XIMB). The role of such agency will be that of conducting written examinations, evaluating the answer papers, conducting interview (viva voce) and preparing a shortlist of candidates satisfying the benchmark requirements set by the Appointing Authority of the Bank.
- b) The Chief Executive of the concerned DCCB shall be a member of the Committee to be constituted by the External Agency for conducting viva voce test.
- c) Keeping in view the fact that the requirement of Individual Banks will be too small and to make it cost effective, the Banks may approach Orissa State Cooperative Bank to consolidate their requirements. The expenditure involved in the process of recruitment shall be shared by the Central Cooperative Banks in the ratio of the number of posts advertised for.

- d) For all vacancies, the same shall be advertised in local newspapers with reasonable circulation. In case of support staff, the candidates applying for the posts should have valid Employment Exchange Registration Number.

**Eligibility Parameters:**

The following parameters are to be followed at time of direct recruitment of Officers and other staff. Proficiency in local language should be a must for all the staff. Age relaxation up to a maximum of 5 years may be considered for confirmed staff candidates.

**Direct Recruitment - Eligibility Parameters**

Category of Staff.	Age	Minimum Educational Qualification	Recruitment Process.	Appointing Authority
Support Staff (Group C)	21-28 years.	Class-X pass with Oiya as one of the subjects upto class - VI or its equivalent examination.	Vacancies to be advertised in local area paper with reasonable circulation and also in the State's leading daily news paper. The candidates should have valid Employment Exchange Registration Number.  Screening will be done on the basis of marks secured in Class-X examination and on that basis only a list of the vacancy will be called for appearing at an interview. The Interview board for the purpose shall comprise the Chief Executive Officer, Deputy General Manager and Assistant General Manager (Administration & Establishment).	Chief Executive Officer
Banking Assistants Group-D ( clerical Staff).	21-28 years.	<ul style="list-style-type: none"> <li>Graduate in any discipline</li> <li>Graduate in Commerce</li> <li>Economical</li> <li>Statistical</li> <li>Mathematical</li> <li>Agricultural</li> <li>and</li> <li>Cost Accountancy</li> <li>Chartered</li> </ul> Accountancy will be preferred.  Qualification in basic computer application will be preferred.	Vacancies to be advertised in local area paper with reasonable circulation and also in the State's leading daily news paper.  Written Test, evaluation of papers and interview by External Recruitment Agency.	Chief Executive Officer

		<ul style="list-style-type: none"> <li>In case of Direct, the minimum qualification shall be Class X pass.</li> <li>In case of Election, the basic qualification shall be III para in the election grade.</li> </ul>		
Coop-A (Officers)	21-28 years	<ul style="list-style-type: none"> <li>First Class Graduate in any discipline Post Graduate with 50% marks.</li> <li>First Class Graduate Post Graduate with 50% marks in Commerce / Economics / Statistics / Mathematics / Agricultural Law / Cost Accounting / Chartered Accountancy / Qualification in basic computer application will be preferred.</li> </ul>	<p>Vacancies to be advertised in local press paper with reasonable circulation and also in the State's leading daily news paper.</p> <p>Written Test, evaluation of papers and interview by External Recruitment Agency.</p>	Appointments Committee
<ul style="list-style-type: none"> <li>Interview shall be @ 1:30 PM of the vacancies.</li> <li>In case of direct, the candidates should have valid Professional Oath/leg. Ucert and should pass a MB test.</li> <li>In respect of Banking Assistant, irrespective of designations, the candidates will remain in a common pool and may be deployed in the Bank for any responsibilities to be assigned within the cadre.</li> </ul>				

7(a) MODE OF APPOINTMENT:

I) Group-C (Support staff)

Recruitment in Group-C, may be made in the cadre of Office Attendant only, by Direct Recruitment, Duties of Office Attendants will include work both inside the office and field, as also skilled jobs like Driver.

II) Group-B (Clerical Staff)

All recruitment in Group-B may be made in a cadre designated as Banking Assistant, with flexibility of deployment as Data Entry Operators, Clerks, Cashiers or Clerk-cum-Cashier, Typists, Stenographers, Field Supervisors etc. as the situation demands. Duties of Banking Assistants will include work in the Office as well as field duties.

III) Group-A (Officers)

- Direct recruitment in Group-A may be restricted to Officers in Junior Management (JM) i.e. Assistant Manager.
- Cooperative Banks need to recruit professionals in IT and other technical disciplines. At the time of assessing the vacancy position, the Bank may indicate the number of posts required for a particular discipline like Agriculture, Law, Marketing, Treasury Management and Chartered Accountants, etc. as per requirements. Knowledge in banking operations may be given additional weightage and also additional qualifications like Diploma from Indian Institute of Banking & Finance, Mumbai. Additional weightage for Technical or professional qualifications or CAIIB or Experience in the relevant field for Specialist Officers.
- Professionals so recruited may also be placed in the common pool of officers, and not as a separate cadre.

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iv) Fit and proper criteria for CEOs of CCBs.

Appointment of professionally qualified CEOs for CCBs, as per the instructions on fit and proper criteria, issued by the RBI and NABARD from time to time should be ensured.

iii) While recruiting the weightage for tests shall be as under :

- Written test – 80%
- Interview – 20%
- Specialization as defined (Including 5% for specialized)

Provided that if for the posts notified for recruitment, specialized persons are not available or not found suitable, the respective posts shall go to the general candidates.

7(c) Proportion of Direct Recruits and promotees: In order to have an even spread of age-groups of Officers and other employees and to have a mix of younger officials and matured ones for improved performance, the following ratios of Direct Recruits and promotees in different grades are suggested:

Category	By Direct recruitment	By Promotion
Group-C		
Support Staff	100%	
Group-B		
Banking Assistants	70%	10% each shall be reserved for the Grade-VII(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.
Group-A		
Junior Management (JM)	60%	40%
Middle Management	-	100%
Senior Management-II (SM-II)	-	100%
Senior Management-I (SM-I)	-	100%

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- Provided that the existing staff can compete in the examinations meant for direct recruitment with 5 years age relaxation, if they fulfill other criteria. Staff recruited prior to implementation to this policy shall be given 10 years relaxation for the purpose as a one time measure.
- Further provided that if adequate candidates are not available in reserved category for the purpose of promotion, such posts shall go to the general candidates only in the grades of Banking Assistant and Assistant Manager. In respect of other officers in the Middle Management and Senior Management, the reserved posts shall be carried forward.

**B. SPECIAL PROVISION:**

**Appointment of Widow / Son / unmarried Daughter of deceased employee in the service of the Bank.**

- In such appointments Widow / Son / unmarried Daughter of deceased employee cannot claim such appointments as a matter of right.
- The Bank may pay salary of 24 months in lieu of providing appointment of Widow / Son / unmarried Daughter of deceased employee.
- In case, the compensation package offered is not accepted, in such case the competent authority may consider appointment of Widow / Son / unmarried Daughter of deceased employee depending on necessity, qualification and availability of vacancy in Group - B or Group - C posts.

Provided that in case of appointment on rehabilitation / compassionate grounds, appointment will be given only in the grade the deceased employee was holding subject to maximum of Banking Assistant and within a period of one year.



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9. **AGE FOR DIRECT RECRUITMENT:** No person shall be eligible for appointment to any posts by direct recruitment if he/ she is less than 21 years of age or more than 28 years on the 1<sup>st</sup> April of the year in which the vacancies first advertised or reported, Provided that the upper age limit for the purpose of this rule shall be relaxed for 6 years in respect of persons belonging to Scheduled Caste/ Scheduled Tribe/ Ex-servicemen/ Women/ Physically Challenged.

10. **MEDICAL FITNESS AND CHARACTER:** No person shall be eligible for appointment in the service of the bank unless he is certified to be medically fit by a Medical Officer not below the rank of an Assistant Surgeon.

11. **DISQUALIFICATION :**

- a) No person shall be eligible for appointment to the Service of the bank, if he/ she has been sentenced for any offence involving moral turpitude and where such sentence has not been reserved or the offence condoned.
- b) No person shall be appointed in the service of the Bank in case, he/ she is dismissed from service from any co-operative institution, public sector undertaking, local authority, State or Central Government.
- c) No person shall be appointed in services of the Bank, if he/ she is disqualified to be an employee of the institution under the O.C.S. Act, 1962 and Rules framed there under.

12. **Probation :**

A person who is appointed by direct recruitment to any permanent post shall be on probation in the post for a period of 24 months, on successful completion of which, he/ she will be confirmed in service subject to passing of prescribed half-yearly tests to be conducted by ACSTI of OSCB. If the employee does not pass the tests conducted during the probation period or otherwise found unsuitable to discharge the duties assigned, he/ she will be given another six months to improve his/ her performances on completion of which, his/ her performance would be reviewed and the employee would be confirmed or discharged on own merit.

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In case of promotees, the probation period shall be one year, which can be extended for a period of six months.

The person appointed by the Bank shall enter into an agreement to continue in service for a period of 36 months from the date of joining. However, an employee desirous to leave the job before confirmation has to deposit an amount equivalent to last 3 months salary.

13. Conditions of Service of Probationer:

- a) The probationer shall undergo such training as may be prescribed from time to time to the satisfaction of the competent authority.
- b) The probationer shall pass such tests as may be prescribed by the ACSTI of OSCB from time to time during the period of his/her probation.
- c) The Probationer who does not successfully complete the training or pass the test within the period of probation or within such extended period as provided in Rule 13, as the competent authority may order, or whose work or conduct during the period of probation is not found satisfactory at the end of the period of probation, shall be discharged from the service of the Bank during or at the end of the period of probation.
- d) The competent authority may call for such periodical performances report as may be considered necessary to assess the work and conduct of the probationer. The decision of the competent authority regarding the work and conduct of the probationer shall be final.
- e) The discharge or demotion (in case of promotee), as the case may be of a probationer under this rule shall not amount to punishment for purposes of appeal.
- f) After successful completion of the probation period and before he is confirmed he shall execute an agreement with the bank to serve the Bank for a period not less than three years.

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14. Service condition during training of employees other than probationer:

- a) Every employee shall undergo training as decided by the Bank. While undergoing training, the employee shall be deemed to be on duty for the purpose of pay and allowance, leave, increments etc. subject to the rules of the Bank provided the employee completes the training successfully. If the employee concerned do not complete the training and prescribed tests successfully, the entire cost of the training and salary and allowances paid during the period shall be recovered from the employee concerned.
- b) Every employee undergoing training at the cost of the bank shall execute an agreement with the Bank to serve the Bank for a period not less than three years from the date of joining. If the employee resigns from job within the stipulated period, three months salary shall be recovered from the employee concerned.

15. Confirmation :

An employee who shall complete his / her probation satisfactorily may be confirmed in the post held by him/her.

16. Retrenchment of Employees for Want of Post: The order in which the employee may be retrenched for want of post or abolition of posts shall be in the reverse order of seniority. An employee confirmed in a post shall not be retrenched for want of posts or abolition of posts before all the probationers to that post are discharged or retrenched, likewise a probationer shall not be retrenched for want of post or abolition of posts before persons appointed temporarily to the concerned post are discharged.

17. Promotion policy :

- 1. Promotion shall not be claimed as a matter of right.
- 2.

a) Where vacancies are to be filled up by promotion, persons who are not disqualified on account of punishment or other relevant factors or who is

confirmed in any post shall ordinarily be considered for promotion from the lower category to the higher category on the basis of seniority-cum-merit subject to the provision of these rules. In order to determine the merit of the employee, a test will be conducted by the ACSTI of Orissa State Cooperative Bank.

- b) Where a promotion is made to fill up a temporary vacancy on account of any employee proceeding on leave, the promotion will automatically cease on the incumbent returning to his post. Such temporary promotion shall not be made unless the vacancy is for a period of 30 days or more.
- c) In case of promotion of employees to the next higher rank, the PARs of the concerned employees for last three years shall be taken into consideration. In case of any major misconduct as recorded in the PAR, the employees concerned shall be debarred of promotion to the next higher rank for a period of three years unless otherwise specified.
- d) Promotion may be based on Written test, Interview and Performance Appraisal for Group C to Group B, and Group B to Group A. For promotions within Group A, it could be based on interview and Performance Appraisal. 3 times of the no. of vacancies for promotion shall be called for the tests.
  - (i) As in the case of direct recruitment, conduct of written examination for promotion also may be outsourced to any reputed Regional Agency, in case there is a viable number of vacancies. The final selection through interview may be done by a Selection Committee constituted by the Board of the Bank.

(ii) The weightage given to written test, interview and Performance Appraisal Report (PAR - average of last 3 years) shall be as under :

- (a) Group - C to Group - B & Group - B to Group - A
  - Written - 60%
  - Interview - 10%
  - PAR - 30%

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(b) Promotions within Group –

Interview – 15%

PAR – 85%

Provided further that a candidate has to score a minimum of 40% of the weightage in all the parameters indicated above to be eligible for selection.

**Training and Capacity Building of staff:**

The Central Cooperative Bank may assess training needs on a scientific process to draw up customized training programme for their staff. On the basis of Training Need Analysis, training programme of the staff and officers may be decided at the beginning of the year in one go by a Committee of Officers headed by the Chief Executive Officer and accordingly they may be deputed for various training programmes in NABARD's recently established Centre for Professional Excellence in Cooperatives (C-PEG) in BIRD, Lucknow, BIRD, and NABARD Regional Training Centre at Bolpur, VAMNICOM, Pune, RBI Training Centre etc. The following are some illustrated indicative list of training programmes.

- Cooperative Banks in changing banking scenario --GoI Revival package of STCCS.
- Change Management, Leadership Development and Role of Board of Directors.
- B.R. Act, Cooperative Societies Act and other Acts. Related to banking.
- Corporate Governance –role and responsibilities as per the provisions of Coop. Societies Act, Rules and Bye-laws.
- Business Diversification, Consortium financing, Financial Inclusion
- Loan Policies and Documentation.

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- Understanding the health of cooperative banks through financial statements or balance sheets-Analysis of Balance Sheet.
  - Funds and Investment Management.
  - Risk Management-Agenda with reference to NABARD Guidelines
  - Profit Planning and Development Action Plan
  - Internal control systems, Inspection, Audit Compliance
  - Human Resources Development (HRD)
  - Change Management- moving towards self governance and guiding the affiliated organization.
  - Behavioral Inputs-attitude, negotiating skills, weighing of options and tradeoffs in decision making process
  - Business development and profit planning.

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.
- b) Determination of seniority in the grade shall be on the basis of date of appointment in that grade. If more than one person are appointed in the grade on the same date, seniority shall be fixed in the service in the order in which their names are arranged in selection list by the competent authority.
- c) When the date of confirmation of two employees in the same grade is the same, the seniority between them would be considered on the length of service in the Bank.

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d) Between direct recruits and promotees in the employment of the Bank on the same date, the promotee shall be deemed to be senior.

19. Appointment by Deputation to the Bank:

Notwithstanding anything contained in these rules, the Managing Committee of the Bank may employ a person in the service of the bank on deputation from the Government / Orissa State Co-operative Bank / RRBs / NABARD / RBI, subject to such terms and conditions as may be prescribed by lending authority, provided suitable candidate is not available for such post.

20. Deputation to other Co-operative Institution:

An employee of the Bank may be deputed by the competent authority to work in any other Co-operative Bank or Co-operative Societies subject to such terms and conditions of deputation as may be fixed in each case by Managing Committee of the Bank from time to time. Post of Managing Director in LAMPS will be treated as post not on foreign service.

21. Permission for Higher Study:

a) An employee of the Bank may, with prior permission in writing from the competent authority of the bank, prosecute higher study as a regular student or appear in any examination without detrimental to the Bank's work. Permitting an employee to appear in any examination or to join school/ college shall be the discretion of the competent authority.

b) If any employee joins school or college or in any other educational institution or appears in any examination without prior permission of the competent authority, it shall be considered as a major misconduct under this rule.

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22. Security:

The employees of the Bank shall furnish security according to such standard and such form as may be prescribed by the Managing Committee from time to time.

23. Posting and Transfer:

- Business development and profit planning.

a) Any person appointed in the bank shall be posted to work in the Head Office of the Bank or in any of its branches or at any place where the bank has its business. No T.A. shall be paid to a new employee for joining services, at the place of his first posting.

b) Active service of an employee commences from the working day on which he reports himself to duty. In case of transfer, the employee shall be entitled to T.A. as may be admissible under these rules.

c) The CEO of the bank shall be competent to transfer and post the staff of the bank as and when necessary.

Each Central Cooperative Bank may prepare a transparent transfer policy based on its specific requirements and get it approved by its Board. It also needs to be reviewed every three years and suitable modifications incorporated.

The transfer policy may take into consideration the following objectives:

- i) Transfers to be part of essential service conditions. The Management would decide on transfer, based on administrative exigencies.
- ii) It is desirable that a person does not continue for a long time in the same desk or office, which may have undesirable effects and develop vested interests and hamper the development of the business of the bank.
- iii) Technical and Specialized officers may not be covered by general transfer norms.
- iv) Transfers should be need based, so as to improve the performance and efficiency of the staff.



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- v) Transfers should also be used as instruments for ensuring smooth career progression and for providing exposure to various areas of operations of the bank at different tiers.
- vi) It should involve assessment of adequacy of staff at various levels or tiers and their deployment for business growth.
- vii) Transfer should also take into account an appropriate placement on or after training.

**Norms for transfer of Group 'A' Staff (Officers)**

- i) The CEO may be the Competent Authority for transfer of all Officers.
- ii) Officers in all categories would be subject to transfer anywhere within the area of operation of the bank.
- iii) All new recruits, other than officers with specialization, should initially be posted in branches having large volume of business, before being given independent charges of a branch.
- iv) The tenure of officers should normally be 3 to 5 years, subject to business exigencies and administrative convenience of bank.

**Norms for transfer of Group 'B' staff ( clerical Staff)**

- i) The CEO or any officer authorized by the CEO may be the competent authority for transfer of Group B staff. In case transfer within the area of operation of Divisional or Regional Office, the OIC of Divisional or Regional Office may be authorized.
- ii) Group 'B' staff would be subject to transfer anywhere within the area of operation of the Bank.
- iii) The tenure should normally be 5 to 7 years, subject to business exigencies and administrative requirements.

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**Norms for transfer of Group 'C' staff (Support Staff):**

- i) The Head Office or Controlling officer-in-charge or the officer nominated by the CEO may be the Competent Authority for transfer.
- ii) Group 'C' staff may be subject to transfer anywhere within the area of operation of the Bank.
- iii) The tenure of Group 'C' staff should normally be not more than seven years.
- iv) Inter district transfer of Group 'C' staff may be done by the CEO or in-charge of HR department of Head Office based on the need and assessment.

**24. Joining time:**

An employee on transfer from one office to another of the Bank shall be entitled to avail three days joining time excluding the day to be taken for journey to the destination. A holiday shall count as a day for the purpose. When the transfer is at the same station, he/ she is not entitled to any joining time. In case of urgency, the bank may at its discretion cut down such joining time.

**25. Service Record :**

- a) The Bank shall maintain a record of service of every employee to be maintained at the Head office in the service book wherein the date of appointment, date of confirmation, qualification, age, grade, assignment, increment, promotion, leave, charges affecting rank, emoluments, transfers, and other allied matters shall be noted by the Secretary or any other person authorized to do so.
- b) The competent authority shall, as prescribed at clause (c), maintain or cause maintenance confidential record for each officer and staff in the form as at annexure 'B' and 'L' which shall consist of appraisal reports of the concerned officers for each half year ending 30<sup>th</sup> June and 31<sup>st</sup> December with such remarks as may be made by the competent authority

or any officer being superior to the concerned officer to whom these powers may be delegated. A copy of the adverse remarks; if any, shall be communicated to officers and staff concerned within one month from the date of making such remarks to prefer an appeal to the competent authority within a period of one month from the date of the receipt of such adverse remarks, if so liked. The decision of the competent Authority in this regard shall be final. The commendations, rewards, punishment, and performances in training shall be maintained in this record.

- c) Performance Appraisal Report of each of the employees shall be maintained by the Bank as per the PAR Rules appended as Annexure - A.

26. Pay Scales :

The pay scale of each category of employees shall be decided by the Managing Committee of the Bank from time to time subject to the following terms and conditions :

- a) The Cost of Management shall in no case exceed 60% of the total income and 2% of the Working Fund.
- b) The CRAR as on 31<sup>st</sup> March of preceding 3 years should be as per the rate prescribed by RBI / NABARD from time to time, but in no case the level of CRAR should be less than 7%.
- c) The Bank should be working on net profit for the last 3 consecutive years.
- ❖ Provided that in case a Central Cooperative Bank does not comply with any of the stipulations, the CCB, before taking up revision of scales of pay and other allowances, shall refer the matter to the Steering Group/ SLTF with details of the cost to be involved in the proposed revision and the decision of the SLTF shall be final.
- ❖ In case of violation of any of the criteria stipulated above, the Managing Committee of the Central Cooperative Bank and the Chief Executive Officer shall be held responsible.

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27. (A) Pay Fixation :

- a) The initial pay of a person when appointed to a post shall be the minimum of the pay scale prescribed for the post.
- b) When an employee of the Bank other than a probationer holding a post for a period of not less than one year, is promoted or appointed to another higher post, his initial pay in the scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay by one increment in the lower scale. Provided that where an employee before promotion or appointment to a higher post drawing pay at the maximum of the lower scale, his initial pay in the higher scale shall be fixed at the stage next above notionally arrived at by increasing an amount equivalent to his last increment in the lower scale.
- c) If an employee of the bank holding a post is promoted or appointed to a higher post before rendering service in the lower post for a continuous period of one year, his initial pay in the higher scale shall be fixed at the stage next above in respect of lower scale. Provided that if the minimum pay of the new post is higher than his pay in respect of the old post, he/she will draw that minimum as his initial pay.
- d) Where an employee of the Bank is transferred on his own request to a post carrying less pay than the pay of his old post and the maximum of that post is less than his pay in respect of the old post, his/her pay in the old post may be protected but it should not exceed the maximum of the lower post.
- e) If an employee of the bank holding a post previously is appointed to another post on identical higher scale of pay, his/her pay in the new post shall not be less than the pay previously drawn and the broken period of service less than a year be counted towards next increment.

**Note :**

- 1) In all cases of appointment and pay fixation on account of revision of scales, promotions, up-gradation etc., the next increment will be due after one year from the 1<sup>st</sup> date of the month of the date of pay fixation. The date of increment on promotion will take effect from the first date of the month.
  - 2) In the matter of fixation of pay on account of revision of pay scale of filling in pay scale on account of merger of different grades or in case of up-gradation of an employee in any post, the principle decided by the Managing Committee shall be followed taking into consideration of the fact that the benefit of special increment if any, availed by an employee in the post is not lost by such filling or fixation.
  - 3) An employee who secures the following educational qualifications shall be entitled to special increment(s) in the time scale of his pay from the month in which the result of the examination is declared.
    - JAIIB – One Increment
    - CAIIB – Two Increments
    - Certificate in Centre for Professional Excellence in Cooperatives (C-PEC)/ Cost Accountancy / Chartered Accountancy – One Increment
  - 4) Stagnation increments shall be available to the employees on reaching their maximum scale of pay equivalent to their last increment, on completion of their 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> year. The stagnation increment shall be treated as Basic Pay for all purposes.
27. (B) Authority to sanction increment :
- 1) The Chief Executive of the Bank shall be competent to sanction annual increment in the time scales of pay when falls due and stagnation increment after meeting all formalities.

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27. (C) Incentive to Green Card Holders :

The employees of the Central Co-operative Bank in possession of green cards would be entitled to, among other benefits, the benefit of grant of two advance increments in case of having one child and one increment in case of two children. The benefit of incentive allowance shall not be taken into account for fixation of pay or promotion. The benefit of incentive allowance would continue to be available at the same rate even after promotion or reversion to lower grade. The incentive allowance would be sanctioned by the authority competent to sanction the normal increments on production of Green Card and other documents.

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.

b) House Rent Allowance :

The employees of the C.C. Banks of State shall be entitled to draw the House Rent Allowance at par with State Government employees subject to approval of the Managing Committee and capacity to pay.

29. Medical Allowance :

The Medical Allowance shall be allowed to the employees at the rate of 5% of the basic pay subject to maximum of Rs.500/- (five hundred) only per month subject to approval of the Managing Committee and capacity to pay.

30. Leave Travel Concession :

The facilities of Leave Travel Concession (LTC) to the Bank employees who have completed five years of service in the Bank may be allowed once in 10 (ten) years for visiting any place in India subject to capacity to pay.

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31. Discipline :

- a) An employee of the Bank shall bound to serve the Bank in such capacity and at such place as he may, from time to time, be transferred or directed by the Bank.
- b) While in the employment of the Bank, the services of an employee shall be exclusively at the disposal of the Bank.
- c) No employee of the Bank shall engage himself in any full time or part time job with any private or public institution or with any individual.
- d) An employee shall at work at his specified place of work at the time fixed and notified to that effect.
- e) Every employee is bound to serve faithfully and diligently and to maintain strict secrecy regarding the Bank's affairs and accounts of its constituents. He should in no case divulge any information relating to the business of the Bank or its constituents, which comes to his knowledge in the course of his duties unless ordered by his superior officer in writing or by a competent court of justice. It should be his utmost endeavour to promote the interest of the Bank.
- f) Every employee shall keep the Bank informed his permanent and present address and subsequent changes, if any.
- g) No employee shall have pecuniary transactions with any individual or institution coming in contact with him in the course of his official duties or accept directly or indirectly any gift, gratia, or reward with whom he is concerned in the performance of his work.
- h) Provided, that this rule shall not apply to any borrowing by the employee on the security of his deposits, savings, insurance policy etc. from other institutions or individuals on legal or justifiable grounds.

- i) No employee shall engage in any commercial business or pursue it either on his own account or as an agent for others while in the employment of the Bank.
- j) No employee of the Bank shall be a candidate or canvass or otherwise use his influence in any way in an election to the Central or State Legislative or Municipality, NAC., Panchayats or other local bodies constituted under the Orissa State Laws.

32. Disciplinary Action and Misconduct (Major and Minor):

a) Major Misconduct:

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

- (i) Abetting, conveying, attempting or committing theft, fraud or dishonesty in connection with the business, property or affairs of the Bank or its customers.
- (ii) Willful damage or attempt to cause damage to the properties of the Bank or any of its customers.
- (iii) Conviction by any court of law or any criminal offence involving moral turpitude.
- (iv) Unauthorised disclosure or divulgence or any attempt of disclosure or divulgence of information regarding the affairs of the Bank or any of its constituents or any person connected with the business of the Bank which may come into the possession of the employees, in the course of his employment, the disclosure of which is likely to be prejudicial to the interest of the Bank or its constituents.
- (v) Giving or taking or attempting to give or take bribe or illegal gratification.
- (vi) Taking part or canvassing or otherwise interfering or using his influence in any election with Central or State Legislature or Municipality or NAC or any institution constituted under Orissa State Laws or to any office of the



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Bank or any society affiliated to it except the societies formed exclusively by the employees of the Bank,

- (vii) Willful insubordination or disobedience of any lawful or reasonable order of the Management or of a Superior.
- (viii) Drunkenness or riotous or disorderly indecent behavior in the premises of the Bank or any such behavior outside the premises of the Bank, which is likely to affect the reputation of the Bank or any act subversive of discipline.
- (ix) Willful slowing down in performance of work or inefficiency in work or abatement or instigation thereof.
- (x) Unlawfully commencing, going on or joining any strike or stoppage of work individually or as a concerted action or combination with others or abetting or instigating or acting furtherance of any strike or stoppage of work.
- (xi) Unlawful resorting to or abetting, instigating or otherwise canvassing for a pen down strike.
- (xii) Failure to account for a delivery of official paper which come into his hands, or concealment of misappropriation or conversion of cash, securities, bonds, deeds or other property of the Bank or of its constituents.
- (xiii) Habitual neglect of work or gross negligence in any work or intentionally not performing any work properly.
- (xiv) Gambling or betting or attempting to gamble or bet in the premises of the Bank.
- (xv) To remain absent from duty without leave application and prior approval of the competent authority whether in continuation of sanctioned leave or otherwise.
- (xvi) Repeated breach of any law applicable to the Bank or of any rules of business of the bank or instructions for the running of any section.

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- (xvii) Holding or attempting to hold or attending any meeting in the premises of the Bank without the previous permission of the Chief Executive or in his absence next higher authorities of the Bank.
- (xviii) Doing any act prejudicial to the interest of the Bank in performance by his duties or negligence involving or likely to involve the Bank in serious loss.
- (xix) Appearing in any examination or joining any college/ school or University without the permission of the competent authority of the Bank.
- (xx) Refusal to accept or charge sheet, order, notice or other communication to be served by the Bank.
- (xxi) Not residing at the headquarters fixed by the Bank.
- (xxii) Sleeping during duty hours.
- (xxiii) Failure to disclose to the Bank his wealth or indebtedness once in 3 years or making any false statement about the same.
- (xxiv) Committing any act, which amounts to minor misconduct as defined hereafter, three times a year.
- (xxv) Abolment or instigation or any of the acts or omission above mentioned.
- (xxvi) Claiming or performing any false wages or bills or amounts.
- (xxvii) Failure or completing the training of employees other than probationers.
- (xxviii) Knowingly or wrongfully tampering the records or attendance.
- (xxix) Unauthorised absence from duty without leave.
- (xxx) Speculation in stocks, shares, securities or any commodity whether on his own account or on account of any other person.
- (xxxi) Over staying for more than fifteen days after any sanctioned leave without sufficient cause.

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**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 office or remaining within the premises of the Bank after authorized hours of work without permission.
- ii) Late attendance for more than three occasions in a month.
- iii) Departure without permission before closing hours of office.
- iv) Disregard of minimum requirements of decency and attending duty with uncleanness of dress and person.
- v) Indulging in private or personal work within the Bank with or without tools or materials belonging to the Bank without permission of the competent authority.
- vi) Failure to show proper consideration or courtesy or attention towards superiors, fellow workers, constituents and unseemly or unsatisfactory behaviour while on duty.
- vii) To proceed on leave without prior approval of competent authority.

**33. Punishment :**

**a) For Major Misconduct :**

An employee found guilty of major misconduct may be awarded with the following punishments apart from the recovery of actual loss or damage caused by him to the Bank or to any society affiliated to the bank or to any constituents of the Bank.

- ❖ Withholding of annual increments with cumulative effect.
- ❖ Reversion to lower grade.
- ❖ Dismissal from service.
- ❖ Removal from service.
- ❖ Compulsory retirement from service.

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b) For Minor Misconduct :

Any employee found guilty of minor misconduct may be awarded with the following punishments according to the gravity of his misconduct.

- ❖ Censure.
- ❖ Withholding of promotion.
- ❖ Stoppage of increment without cumulative effect.
- ❖ Recovery of dues.
- ❖ Monetary fine (only for Support-Staff).
- ❖ Suspension.

34. Authority for disciplinary proceedings :

The appointing authority shall be competent to impose any of the major and minor penalties.

35. Suspension :

a) An employee may be placed under suspension from service by the appointing authority by an order in writing for any misconduct. Charges shall be served on the employee so suspended within 3 months from the date of suspension. All efforts should be made for disposal of the enquiry against the delinquent within 6 months from the date of service of the charges. The suspended employee shall not leave the headquarters without permission of the competent authority.

b) An employee under suspension shall be eligible to get subsistence allowance, which shall be calculated as under.

A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay in addition to Dearness and other allowance based on such leave salary. If the period of suspension exceeds 12 months the authority shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months as follows.

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c) The amount of suspension allowance may be increased by a suitable amount not exceeding 75% of the subsistence allowance admissible during the period of first 12 months, if in the opinion of the authority the period of suspension has been prolonged for the reasons, not directly attributable to the employee.

The amount of suspension allowance may be reduced proportionately, if in the opinion of the authority the period of suspension has been prolonged for the reasons directly attributable to the employee.

The rate of Dearness Allowance will be based on the increased or decreased amount of subsistence allowance.

An employee who is detained in custody whether on a criminal charge or otherwise for a period longer than 48 hours shall be deemed to have been suspended.

36. Procedure for imposing penalties for Major and Minor Misconduct :

The procedure followed by the State Government and the circulars issued with regard to the OCA (Control and Appeal) shall be mutatis and mutandis applicable.

37. Appeals :

a) Appeals against the orders passed by the Chief Executive shall be considered by the Appointment Committee and appeals against the original orders, passed by the Appointment Committee shall be considered by the Managing Committee, whose decision in the matter shall be final.

b) The employee punished shall prefer appeal through proper channel within sixty days from the date of receipt of the order imposing punishment. No appeal shall contain any disrespectful or improper language.

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Provided that any person brought into the service of the bank on deputation from Government, the disciplinary matter shall be governed as per the rules applicable to the Government servants. Provided further that if an employee of the Orissa State Co-operative Bank Ltd. on deputation against any post of the Central Co-operative Bank, the disciplinary matter against such employee shall be governed by the Rules applicable to the employees of the Orissa State Co-operative Bank Ltd.

38. Resignation :

- ❖ Any employee may tender his resignation in writing to the Secretary of the Bank.
- ❖ When any disciplinary action involving fraud/ malfeasance/ vigilance action/ surcharge proceedings is pending or contemplated against an employee, the Managing Committee of the Bank shall be at liberty to accept the resignation or to reject the same.
- ❖ A resignation shall not be effective unless acceptance thereof in writing is communicated by the competent authority to the employees concerned.
- ❖ Acceptance of a resignation will forfeit all claims to any benefit conferred under these rules or any other rules applicable to the members of the staff, except arrear payable allowances and statutory payments, if any.

39. Retirement of service :

The age of retirement of the employees working in the Bank will be as follows:-

A.1. The date of retirement of an employee other than the Support Staff working in a Bank is the date on which he or she attains the age of 60 years. The date of retirement of Support Staff will be the date on which he or she attains the age of 60 years. Provided that the last day of the month shall be date of superannuation notwithstanding he/she attains the age of superannuation on any

*[Handwritten mark]*

day during the same month. If the date of retirement falls on 1<sup>st</sup> day of the month, the incumbent will retire in the last day of the preceding month.

B. An employee of the Bank other than the Support Staff may retire from service any time after attaining the age of 50 years by giving a notice in writing to the Managing Committee at least three months before the date. The Managing Committee may also require any such employee of the Bank to retire in the interest of bank any time he/she attains the age of 50 years, by giving a notice in writing at least 3 months before the date on which he / she is required to retire or by giving three months pay and allowance in lieu of such notice.

C. A Support Staff may retire at any time after attaining the age of 55 years, by giving one month's notice in writing.

A.2. Extension in service shall not be granted to any employee other than the Support Staff beyond 50 years and in case of Support Staff beyond 60 years..

- a) The services of a probationer may be terminated by the competent authority without assigning any reason thereof.
- b) The performance of an employee other than Support Staff on attaining the age of 50 years and 55 years shall be reviewed by the Review Committee. If the performance of the said employee is not found satisfactory, he/she shall be retired from service.

A Committee to review the performance of the employees shall be constituted with the following members.

- i) President of the Bank.
- ii) Deputy Registrar of Co-operative Societies of the Division.
- iii) Secretary of the Bank.

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40. Encashment of Leave :

An employee of the Bank shall be entitled to encash the leave at his credit at the time of retirement subject to a maximum period of 300 days.

Provided that cash equivalent of accumulated earned leave up to maximum period of 300 days shall be payable to the family of the deceased, where an employee dies while in service.

Provided further that if an employee resigns from service, encashment of 50% of the leave at his/ her credit shall be allowed.

41. Hours of work :

The hours of work for different categories of employees at Head Office and Branches may be fixed by the Managing Committee from time to time and different time may be fixed for different Branches and Head Office and for different persons.

42. Payment of wages and salary :

a) The employees shall be paid wages or salary on the penultimate working day happening to be a Saturday, on the previous working day provided that in the month of June & December, salary may be disbursed five days in advance of the last working day.

b) Deductions which shall be made for wages/salary shall be in accordance with the relevant rules of the Bank.

43. Leave Rules :

(a)

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



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

(iii) Leave will be ordinarily granted on previous applications only.

(iv) Absence without leave application or without prior approval whether in continuation of sanctioned leave or otherwise shall be a major misconduct.

(b) The following kinds of leave may be granted to the employees of the Bank under this rule.

- ❖ Casual Leave
- ❖ Special Leave
- ❖ Earned Leave
- ❖ Medical Leave
- ❖ Extraordinary Leave
- ❖ Maternity Leave
- ❖ Quarantine Leave

a) Casual Leave :

- ❖ Casual Leave is a concession only to enable the employee in the special circumstances specified, for availing such leave for short period.
- ❖ No employee shall in any case avail of casual leave for more than 15 days in the course of one financial year nor shall any single period of absence on casual leave combined with or taken in continuation of Sunday or other authorized holidays.

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- ❖ If any employee's total service during a year is less than one year, the amount of casual leave shall be reduced in proportion to the completed number of months i.e. during which he was on duty.
- ❖ Casual leave shall lapse at the end of the Financial Year.
- ❖ Casual leave shall not be prefixed or suffixed to any other kind of leave unless specifically permitted by the competent authority.

d) Special Leave :

Special leave may be granted under following circumstances : -

- When he is summoned to give evidence before a Court, as a witness in any civil, criminal or military case in which his private interest is not in issue, (including the days of journey and witness).
- When he/she undergoes operations for permanent birth control (subject to maximum of seven days).
- When he/she is to attend the State/ National Tournament as a member of the team (leave up to the period of need)

e) Earned Leave :

Earned leave may be sanctioned and availed for the purpose for which other leave are permissible.

- ❖ Each employee's account of leave shall be credited with 30 days and 31 days in alternative calendar year. This should be done in two installments, 15 days on the first of January and July, every year, except that on the first of July of an even year (ending with 2,4,6,8 or 10) the credit shall be 16 days.

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- ❖ The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for that half year shall not exceed the limit 300 days.
- ❖ If any 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 services begin.
- ❖ For each complete month, earned leave will be calculated @ 2 ½ days per month.

While aggregating the leave eligibility at the end of each half year, the fraction, if any, will be ignored.

f) Medical Leave: Medical leave may be granted on production of medical certificate from a Medical Officer not below the rank of Asst. Surgeon as half pay leave and/or commuted leave on following conditions.

- ❖ The half pay leave will be granted @ 20 days for each completed year of service.
- ❖ 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.
- ❖ 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. At a time, the leave should not exceed 120 days.

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- ❖ An employee availing himself of medical leave shall produce a certificate of medical illness before joining his duties from a Medical Officer not below the rank of Assls. Surgeon.
- ❖ Half-pay leave account will not be considered for grant of surrender leave.

g) Extraordinary leave:

- ❖ 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 to the Competent Authority.
- ❖ No pay and allowance shall be admissible to the employee during the period of extraordinary leave and the period spent on such leave shall not be counted for increments.

h) 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.
- ❖ Maternity leave may also be granted in case of miscarriage, including abortion subject to condition that the leave does not exceed one month and the application is supported by a Medical Certificate.
- ❖ The maternity leave shall be in addition to other leaves.

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❖ Leave salary and allowance during maternity leave shall be as in case of earned leave.

1) Quarantine leave:

Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious disease in the family or household of an employee. Such leave may be granted by the competent authority on the certificate of a Medical or Public Health Officer for a period not exceeding 30 days.

44. Encashment of Earned Leave:

- (i) An employee may surrender Earned Leave not exceeding 30 days once in two years from the Earned Leave to his credit without actually going on leave provided that the minimum days of leave at his credit is 120 days. The base year for such purpose shall be counted from 1<sup>st</sup> April, 2000. The order sanctioning the leave shall specifically indicate the date on which the employee is permitted to surrender leave. No deductions on account of Provident Fund Contribution, repayment of any advance or dues to a Co-operative Society or any Institutions shall be normally effected from the leave salary in lieu of leave surrendered if the employee is having no consent for such deductions. This will be subject to capacity to pay.
- (ii) The earned leave account of the employees shall be debited with the period of leave surrendered and attested by the Competent Authority of the Bank. Necessary entries about the leave surrendered shall be recorded in the Service Book of the employees concerned.
- (iii) The Chief Executive may sanction Earned Leave to permit any employee to encash balance of earned leave at his credit on the date of employee's superannuation (retirement) subject to maximum period of 300 days with following conditions.

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- a) The leave sanctioning authorities shall ensure that ordinarily earned leave shall not be denied to any employee especially in the last ten years of his service career.
  - b) The benefit of encashment of unutilized earned leave be made available in respect of the following categories:
    1. Retirement on attaining the age of superannuation.
    2. Voluntary/premature retirement or retirement on invalidation.
    3. Where the service of an employee is terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment.
    4. In case of termination or re-employment after retirement.
    5. Cases where the service of an employee has been extended, in the interest of public service beyond the date of retirement on superannuation.
    6. In case of death of an employee while in service to the family of the deceased.
    7. In the case of leave preparatory to retirement.
    8. An employee who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service, to the extent of half of such leave at his credit subject to a maximum of 150 days.
- (iv) The procedure for calculation of the leave salary shall be as followed in case of earned leave.

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46. Authority to sanction different kinds of leave:

- ❖ Any employee may tender his resignation in writing
- ❖ President of the Bank shall sanction casual leave and other leave of the Chief Executive.
- ❖ Casual Leave or any other kind of leave to all other officers and staff shall be sanctioned by the Chief Executive. The Managing Committee may, however, authorize Senior Officers of the Bank to sanction such leave.

46. Leave Salary:

An employee shall be eligible to draw:-

- ❖ Leave salary equal to basic pay last drawn immediately preceding the date of commencing the date of leave and in case of half pay leave, leave salary shall be equal to the half of basic pay last drawn immediately preceding the date of commencement of leave.
- ❖ An employee who is eligible for leave salary shall be paid corresponding allowances.

47. Staff Travelling Allowance:

An employee of the Central Cooperative Bank is entitled to travel and claim travelling allowance and daily allowance as follows when called upon to travel for the Bank's work.

Travelling Allowance:

a) By Railways:

- ❖ The Chief Executive is entitled to travel in two-tier A.C.

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- ❖ Other employees of different grades are entitled to travel by classes as indicated in the following table.

Category of employees	Class in which entitled
Officers in senior Management and Middle Management	Two-tier A.C.
Banking Assistants	Three-tier A.C.
Support Staff	Sleeper Class

- ❖ An official can travel by the upper class than that for which he is entitled for in the interest of the Bank's work with prior approval of the authority.
  - ❖ Employees travelling in classes lower than to which they are entitled, are eligible to get the actual fare paid and not the fare of the class to which they are entitled.
- b) By Public Conveyance (By Bus/ Taxi)
- ❖ For using public conveyance for travelling by road, an employee shall be entitled to get actual bus fare plus one D.A. in lieu of mileage.
  - ❖ An employee performing tour in a hired car or taxi or other mode of conveyance shall be eligible to draw allowance at the rates applicable for journey by public conveyance.

The rules of the State Government and Circulars issued in this regard shall be applicable.

b) Transfer T.A.:

For the purpose of transfer TA by road, the Rules for the State Government employees shall be mutatis mutandis applicable.



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d) Daily Allowance:

For the purpose, the Rules for the State Government employees shall be mutatis mutandis applicable.

e) Fixed T.A.:

The Administrative Inspectors, Supervisors are entitled to fixed travelling allowance per month at the following rate.

Administrative Inspector - Rs.300/- (Rupees three hundred) only

Supervisor- Rs.200/- (Rupees two hundred only)

f) General:

For any other TA for which there is no provision in these rules or interpretation of any clause under these rules, the matter may be referred to Managing Committee whose decision shall be final.

g) Grant of conveyance allowance to the blind and orthopaedically handicapped employees of CC Banks.

All the regular employees of CC Banks who are blind or orthopaedically handicapped with disability of lower extremities shall be granted a conveyance allowance @ 10% of basic pay subject to a maximum of Rs.160/- per month subject to following terms and conditions,

An Orthopaedically handicapped employee will be eligible for conveyance allowance only if he/she has a minimum of 40% permanent partial disability of the both upper and lower extremity deformities.

The conveyance allowance will be admissible to the orthopaedically handicapped employees on the recommendation of the Medical Officer of

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state Government not below the rank of GDMO or a Medical Officer of equivalent rank of an Asst. Professor (Orthopaedics) of any Medical College in the state.

In case of a blind employee, the allowance will be admissible on the recommendation of a medical officer of the State Government not below the rank of GDMO or a medical officer of equivalent rank of Asst. Professor (Ophthalmology) of any medical college in the State.

The allowance will not be admissible during leave (Except C.L.), joining time or suspension.

The Secretary of CC Bank is competent to sanction conveyance allowance in above terms and the allowance may be granted with effect from the date of recommendation of the concerned Medical Authority.

48. Uniform to Support Staff and Driver;

The Staff of the bank to whom uniform shall be supplied should always be in uniform dress while on duty. For cleaning the uniforms, they will be allowed washing allowance of Rs.50/- per month. The uniform which shall be supplied to the staff are indicated below:

- ❖ Cotton shirt and pant to Support Staff - 2 pairs per every year
- ❖ One Woolen coat to the Driver- In every four years
- ❖ One blanket to the Night Watcher- In every 5 years.

49. Provident Fund:

Every eligible employee of the Bank shall be required to contribute to the Employees' Provident Fund of the Bank in accordance with the Employees' P. F. Act 1952.

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50. Gratuity:

Every employee of the Bank shall be entitled for payment of gratuity as per provisions of payment of Gratuity Act, 1972 read with Orissa Payment of Gratuity Rules, 1974.

51. Bonus:

The employees of the Bank including the Officer on deputation service shall get bonus as per the Bonus Act. The Officers on deputation shall be eligible to get such bonus as permissible by the department/ Government deputing the Officer.

52. Other Allowance:

For the purpose, the Rules for the State Government employees shall be mutatis mutandis applicable.

House Building/ vehicle advance:

For the purpose, the Rules for the State Government employees shall be mutatis mutandis applicable.

53 a) Festival Advance :

The employees of CC Banks shall be eligible to avail festival advance on any festive occasion once in a cooperative year. The advance shall not be granted unless the festival advance sanctioned earlier is fully recouped. The advance shall not exceed Rs.5000/- (Rupees five thousand only), which is recoverable in 10(ten) monthly consecutive installments carrying no interest thereon.

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**STAFF STRENGTH OF ANGUL UNITED CENTRAL COOPERATIVE BANK AS PER H. R. POLICY**

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs. 578.26 Crore -Category-'B'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
1	Main	I	77.52
2	Banarpal	I	70.41
3	Chhendipada	I	42.55
4	Athamalik	II	25.09
5	Boinda	II	25.76
6	Talcher	I	71.51
7	Kaniha	II	28.37
8	Pallahara	II	22.69
9	Night	III	11.15
10	Mahila	III	11.89
11	Naudira	III	7.41
12	Dhenkanal	I	40.38
13	Gondia	II	27.89
14	Hindol	II	33.20
15	K. Nagar	II	34.85
16	Bhuban	II	16.11
17	Parjang	II	31.38
	Total		578.26

3. Categorization of Branches: Retail or non-institutional deposit Plus total loan outstanding

Category-I	No. of Branches	(More than Rs.40 cr.)
Category-II	5	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	8	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	3	(Up to Rs.5 cr.)
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4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				I.O.	R.O./D.O. (3)	BM (LR)	Acct (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 : Sr. Management	5								5	
2 : Middle Management	6	5	9	3		2			25	
3 : Jr. Management	24	15	18	6		2			65	
4 : Clerical staff	38	25	27	9		2			101	
5 : Support staff	13	20	27	6		2			68	
Total:	86	65	81	24		8			264	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1			1	
2	Sr. Management	5			4	
3	Middle Management	25			15	
4	Jr. Management	65			29	
5	Clerical staff	101			41	
6	Support staff	68			36	
	Total:	265			126	
	Junior Supervisor (VI-A)				81	

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**STAFF STRENGTH OF ASKA CENTRAL COOPERATIVE BANK AS PER H. R. POLICY**

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.188.60 Crore -Category-'D'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
1.	Shergarh	II	17.97
2.	Buguda	II	15.14
3.	Belagunthe	II	16.33
4.	Sader	III	11.16
5.	Dharakote	III	10.95
6.	Surada	III	13.60
7.	J.N.Prasad	III	13.78
8.	K.S.Nagar	III	12.52
9.	Kodala	III	8.21
10.	Polsara	III	11.74
11.	Patepur	III	13.62
12.	Main	III	14.17
13.	Bhanjanagar	III	10.68
14.	Mahila	IV	3.71
15.	Nuagaon	IV	4.62

3. Categorization of Branches: Retail or non-institutional deposit  
Plus total loan outstanding

	No. of Branches	
Category-I	Nil	(More than Rs.40 cr.)
Category-II	3	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	10	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	2	(Up to Rs.5 cr.)

4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O./D.O. (4)	I.O.	EM (LR)	Acct. (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 Sr. Management	3	-	-	-	-	-	-	-	3	
2 Middle Management	5	-	3	10	2	-	-	-	20	
3 Jr. Management	16	-	6	20	2	-	-	-	44	
4 Clerical staff	28	-	9	30	6	-	-	-	73	
5 Support staff	10	-	9	20	2	-	-	-	41	
Total:	62	-	27	80	12	-	-	-	181	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCS following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	-	1	1	1	-
2	Sr. Management	3	3	8	1	2
3	Middle Management	20	20	24	18	2
4	Jr. Management	44	44	50	8	36
5	Clerical staff	73	73	10	3	70
6	Support staff	41	41	36	20	21
	Total:	182	182	129	51	131
	Junior Supervisor (VI-A)					

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STAFF STRENGTH OF BALASORE-BHADRAK CENTRAL COOPERATIVE BANKS PER H. R. POLICY

Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.1025.77 Crore -Category-'A'

Categorization of Branches:

	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
1	Sadar	I	90.04
2	Balipal	I	46.98
3	Jaleswar	I	66.53
4	Bhogarai	I	88.30
5	Soro	I	56.85
6	Khaira	I	45.20
7	Bhadrak	I	67.57
8	Dhamnagar	I	44.99
9	Chandbali	I	54.26
10	Tihidi	I	41.21
11	Basudevpur	I	62.79
12	Remuna	II	26.53
13	Basta	II	37.76
14	Sahabalpur	II	20.75
15	Januganj	II	15.15
16	Balasure (Evening)	II	18.82
17	Miahila	II	17.02
18	Bahanaga	II	36.08
19	Nilgiri	II	30.71
20	Simulia	II	18.09
21	Bonith	II	28.95
22	Bhandarpokhari	II	36.74
23	Dhamra	II	17.12
24	Jaleswar (Evening)	III	7.18
25	Kalipada	III	7.25
26	Charampa(Extn.)	III	7.64
27	Balarangadi	III	7.15
28	Oupada	III	10.67
29	Kupari	III	5.06
30	Agarpada	III	12.38



3. Categorization of Branches:

Category-I	No. of Branches	Retail or non-institutional deposit Plus total loan outstanding
Category-I	11	(More than Rs.40 cr.)
Category-II	12	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	7	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV		(Up to Rs.5 cr.)

4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O./D.O. (3)	I.O.	Bbl (LR)	Acct. (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 Sr. Management	8								8	
2 Middle Management	7	11	12	7	2				39	
3 Jr. Management	28	33	24	4	2				107	
4 Clerical staff	40	55	36	21	2				154	
5 Support staff	14	42	36	4	2				112	
Total:	95	143	108	58	8				410	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sr. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CDB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.					
2	Sr. Management	8	1	7		
3	Middle Management	39	40	39	5	14
4	Jr. Management	107	99	97	4	14
5	Clerical staff	154	153	154	37	82
6	Support staff	112	101	101	56	97
	Total:	411	401	401	194	50
	Junior Supervisor (VJ-A)				128	148

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**STAFF STRENGTH OF BANKI CENTRAL COOPERATIVE BANK AS PER H. R. POLICY**

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding - Rs. 138.74 Crore -Category-'D'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	Nuapaina	II	18.32
2	Narsinghpur	II	15.98
3	Charhika	II	30.55
4	Kalapathar	III	9.25
5	Badamba	III	12.54
6	Saranda	III	5.43
7	Tigiria	III	8.63
8	Manisbandha	III	14.18
9	Champeswar	III	9.01
10	Dampada	III	7.10
11	Mahila	IV	3.59

3. Categorization of Branches:

	No. of Branches	Retail or non-institutional deposit Plus total loan outstanding
Category-I	Nil	(More than Rs.40 cr.)
Category-II	3	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	7	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	1	(Up to Rs.5 cr.)

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4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches						R.O./D.O.	I.O.	EM (LR)	Acol (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV							
1 Sr. Management	3	-	-	-	-	-	-	-	-	-	3	
2 Middle Management	5	3	7	1	1	1	1	1	1	1	17	
3 Jr. Management	16	6	14	1	1	1	1	1	1	1	38	
4 Clerical staff	28	9	21	3	3	3	3	3	3	3	61	
5 Support staff	10	9	14	1	1	1	1	1	1	1	34	
Total:	62	27	56	6	6	6	6	6	6	6	153	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	3	5	7	3	-
3	Middle Management	17	17	29	17	-
4	Jr. Management	38	21	28	2	19
5	Clerical staff	61	53	9	1	52
6	Support staff	34	38	38	28	10
	Total:	154	134	112	52	10
	Junior Supervisor (VI-A)				41	

**STAFF STRENGTH OF BERHAMPUR CENTRAL COOPERATIVE BANK AS PER H. R. POLICY  
CATEGORY 'C'**

**HEAD OFFICE**

	No.	Staffing Pattern as per H.R. Policy and staff requirement as suggested by the DCCB						Total
		SM	RM	JNE	CS	SS		
Head Office (Business within Rs.500 Cr.)	1(C)	4	6	20	34	12	76	
Branches:								
Category -I (Within Rs.40 Cr.)	1	-	1	2	5	4	13	
Category-II (within Rs.15 Cr. Up to Rs.40 Cr.)	10	-	10	20	30	30	90	
Category-III (>Rs.5 Cr. Up to Rs.15 Cr.)	11	-	11	22	33	22	88	
Category-IV (Up to Rs.5 Cr.)	1	-	1	1	3	1	6	
	(1+23)	4	29	65	105	69	273	

Sanctioned strength (by RCS(O))	213
Present Strength	143 Regular + 6 consolidated
Plus Grade-VI-A (Jr. Supervisors)	73

• Provision on recruitment policy to absorb deserving persons in different grades i.e. Grade VI and VII under rehabilitation scheme.

## 4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O./D.O.	I.O.	BMI (LR)	Acct. (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 Sr. Management	3	-	-	-	-	-	-	-	3	
2 Middle Management	5	3	7	1	-	1	-	-	17	
3 Jr. Management	16	6	14	1	-	-	1	-	38	
4 Clerical staff	28	9	21	3	-	-	-	-	61	
5 Support staff	10	9	14	1	-	-	-	-	34	
Total:	62	27	56	6	-	1	1	-	153	

## 5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	3	5	7	3	-
3	Middle Management	17	17	29	17	-
4	Jr. Management	38	21	28	2	19
5	Clerical staff	61	53	9	1	52
6	Support staff	34	38	38	28	10
	Total:	154	134	112	52	
	Junior Supervisor (VI-A)				41	

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**STAFF STRENGTH OF BERHAMPUR CENTRAL COOPERATIVE BANK AS PER H. R. POLICY  
CATEGORY 'C'**

**HEAD OFFICE**

	No.	Staffing Pattern as per H.R. Policy and staff requirement as suggested by the DCCB						Total
		SM	MM	JM	CS	SS		
Head Office (Business within Rs.500 Cr.)	1(C)	4	6	20	34	12	76	
Branches:								
Category-I (Within Rs.40 Cr.)	1	-	1	2	5	4	13	
Category-II (within Rs.15 Cr. Up to Rs.40 Cr.)	10	-	10	20	30	30	90	
Category-III (>Rs.5 Cr. Up to Rs.15 Cr.)	11	-	11	22	33	22	88	
Category-IV (Up to Rs.5 Cr.)	1	-	1	1	3	1	6	
	(1+23)	4	29	65	105	69	273	

Sanctioned strength (by RCS(O))	213
Present Strength	143 Regular + 6 consolidated
Plus Grade-V/A (Jr. Supervisors)	73

- Provision on recruitment policy to absorb deserving persons in different grades i.e. Grade VI and VII under rehabilitation scheme.

### STAFF STRENGTH OF BHAWANIPATNA CENTRAL COOPERATIVE BANK AS PER H. R. POLICY

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.174.02 Crore -Category-'D'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	SADAR	II	27.56
2	Junagarh	II	24.20
3	Khariar Road	II	22.00
4	Evening	II	6.10
5	Narla	II	7.46
6	M.Rampur	II	6.04
7	Kesinga	II	10.05
8	Dharmagarh	III	9.64
9	Koksara	III	7.61
10	Kalampur	III	7.37
11	Jayapatna	III	10.58
12	Khariar	III	9.91
13	Komna	III	12.52
14	Sinebelli	III	7.20
15	Mahila	IV	0.98
16	Golemunda	IV	4.77

3. Categorization of Branches:

Retail or non-institutional deposit  
Plus total loan outstanding

No. of Branches

Category-I	Nil	(More than Rs.40 cr.)
Category-II	3	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	11	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	2	(Up to Rs.5 cr.)

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4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O./D.O. (4)	I.O.	BM (LR)	Acct. (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 Sr. Management	3	-	-	-	-				3	
2 Middle Management	5	-	3	11	2		2		23	
3 Jr. Management	16	-	6	22	2			4	46	
4 Clerical staff	26	-	9	33	5				80	
5 Support staff	10	-	9	22	2				43	
Total:	62	-	27	88	12				195	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	3	3			
3	Middle Management	23	23			
4	Jr. Management	46	48			
5	Clerical staff	80	81			
6	Support staff	43	36			
	Total:	196	192			
	Junior Supervisor (Vi-A)					



**STAFF STRENGTH OF BOLANGIR DISTRICT CENTRAL COOPERATIVE BANK AS PER H. R. POLICY**

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.445.88 Crore -Category- "C"
2. Categorization of Branches:

1	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
2	Bolangir	I	
3	Sadar	II	79.36
4	Tusura	II	29.94
5	Saintala	II	15.90
6	Titlagarh	II	21.01
7	Kantabanji	II	31.91
8	Patnagarh	II	32.66
9	Sonepur	II	22.00
10	Terva	II	29.80
11	Binica	II	20.62
12	Ullunda	II	25.36
13	Dunguripalli	II	18.06
14	Loisingha	II	24.45
15	Tuduka	III	14.52
16	Mahila(Bolangir)	III	14.05
17	Deogaon	III	10.85
18	Jarasingha	III	8.47
19	Belpara	III	9.47
20	Lathore	III	14.01
21	B.M.Pur	III	7.78
	Mahila(Sonepur)	III	14.59
	<b>TOTAL:</b>	<b>IV</b>	<b>1.04</b>
			<b>445.84</b>

3. Categorization of Branches: Retail or non-institutional deposit Plus total loan outstanding

Category-I	No. of Branches	(More than Rs.40 cr.)
Category-II	11	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	8	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	1	(Up to Rs.5 cr.)

4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O./D.O.	Total
		Category-I	Category-II	Category-III	Category-IV		
1 Sr. Management	4	-	-	-	-	4	
2 Middle Management	6	1	11	8	1	27	
3 Jr. Management	20	3	22	16	1	62	
4 Clerical staff	34	5	33	24	3	99	
5 Support staff	12	4	33	16	1	66	
Total:	76	13	99	64	6	258	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	4	5	5	4	1
3	Middle Management	27	28	27	27	1
4	Jr. Management	62	63	21	19	44
5	Clerical staff	99	100	49	17	83
6	Support staff	66	64	54	41	23
	Total:	259	261	157	109	152
	Junior Supervisor (VI-A)					

## STAFF STRENGTH OF BOUDH CENTRAL COOPERATIVE BANK AS PER H. R. POLICY

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding - Rs. 158.15 Crores -Category-'D'

2. Categorization of Branches:

Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1   Head Quarters	II	33.58
2   Purunakatak	II	17.00
3   Manamunda	II	24.88
4   Mahila Br. Boudh	IV	4.55
5   Phulbani	II	18.21
6   Tikabali	III	11.33
7   G. Udayagiri	III	11.07
8   Raikia	III	11.83
9   Balliguda	II	15.80
10   Mahila Br., Phulbani	IV	4.73
11   Kantamal	IV	3.17
Total		158.15

3. Categorization of Branches:

Category-I	No. of Branches	Retail or non-institutional deposit
		Plus total loan outstanding
Category-II	5	(More than Rs.40 cr.)
Category-III	3	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-IV	3	(More than Rs.5 cr up to Rs.15 cr.) (Up to Rs.5 cr.)

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4. Staff requirement as per HR Policy:

Sl. No.	Category of post	Head Office	Branches				R.O./D.O. (3)	I.O.	B.M. (LR)	Acct. (LR)	Total
			Cat I	Cat II	Cat III	Cat IV					
			1	Sr. Management	3						
2	Middle Management	5	5	3	3	1				17	
3	Jr. Management	16	10	6	3	1				36	
4	Clerical staff	28	15	9	9	1				62	
5	Support staff	10	15	6	3	1				35	
	Total:	62	45	24	18	4				153	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1		
2	Sr. Management	3	3	3		
3	Middle Management	17	17	17		
4	Jr. Management	36	36	37		
5	Clerical staff	62	62	62		
6	Support staff	35	35	36		
	Total:	154	156	156		
	Junior Supervisor (Vt-A)					

**STAFF STRENGTH OF CUTTACK CENTRAL COOPERATIVE BANK AS PER H. R. POLICY**

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.720.73 Crore -Category:'B'
2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
1	Main	I	
2	Sadar		46.01
3	Mischintakolli	II	22.04
4	Niali	II	20.50
5	Athagarh	II	25.46
6	J.S.Pur	II	20.10
7	Bailkuda	II	28.38
8	Tirol	II	20.88
9	Kujanga	II	23.05
10	Erasama	II	24.83
11	Paradeep	II	15.04
12	kendirapara	II	36.66
13	Chandol	II	34.46
14	Paikura	II	15.22
15	Marshagnai	II	17.50
16	Mahakalpada	II	18.98
17	Jajpur	II	15.16
18	Dharmasala	II	39.32
19	Rasulpur	II	18.34
20	Binjherpur	II	25.34
21	Dasarathpur	II	17.26
22	Jajpur Road	II	22.17
23	Choudwar	II	17.47
24	Salipur	III	12.06
25	Mahanga	III	13.26
26	City	III	13.17
27	Biridi	III	10.03
28	Neugaon	III	10.75
		III	12.22

29	R.N.Pur	III	12.67
30	Pattamundai	III	14.93
31	Aul	III	9.59
32	Rajnagar	III	11.21
33	Rajkanika	III	13.98
34	Badachana	III	14.16
35	Bari	III	14.13
36	Sukinda	III	13.41
37	Balichandrapur	III	7.09
38	Mahila	IV	2.67

3. Categorization of Branches: Retail or non-institutional deposit  
Plus total loan outstanding

Category	No. of Branches	Criteria
Category-I	1	(More than Rs.40 cr.)
Category-II	24	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	15	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	1	(Up to Rs.5 cr.)

4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O./D.O.	I.O.	BM (LR)	Accd. (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 Sr. Management	5	-	-	-	-	-	-	-	5	
2 Middle Management	6	1	21	15	1	4	2	5	55	
3 Jr. Management	24	3	42	30	1	4	-	5	109	
4 Clerical staff	38	5	63	45	3	4	-	-	158	
5 Support staff	13	4	63	30	1	4	-	-	115	
<b>Total:</b>	<b>86</b>	<b>13</b>	<b>189</b>	<b>120</b>	<b>6</b>	<b>16</b>	<b>2</b>	<b>5</b>	<b>442</b>	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	5	5	7	-	5
3	Middle Management	55	51	41	10	41
4	Jr. Management	109	105	90	65	40
5	Clerical staff	158	153	83	70	83
6	Support staff	115	110	136	138	+20
	Total:	443	425	358	284	V-169 E-028
	Junior Supervisor (V-I-A)			468	270	198

## STAFF STRENGTH OF KEONJHAR CENTRAL COOPERATIVE BANK AS PER H. R. POLICY

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.289.06 Crore -Category-'C'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	Sadar	I	52.99
2	Anandapur	II	23.88
3	Champur	II	29.92
4	Hatedihi	II	26.47
5	Sainkul	II	19.75
6	Ghatagaon	II	36.10
7	Joda	II	23.40
8	Ghasipura	II	22.12
9	Teikoi	III	10.99
10	Jhumpura	III	14.55
11	Turumunga	III	13.76
12	Barbil	III	6.40
13	Women	IV	3.50

3. Categorization of Branches:

Retail or non-institutional deposit  
Plus total loan outstanding

No. of Branches

Category-I	1	(More than Rs.40 cr.)
Category-II	7	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	4	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	1	(Up to Rs.5 cr.)



4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O./D.O. (A)	I.O.	BM (LR)	Acct (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 Sr. Management	4	-	-	-	-	-	-	-	4	
2 Middle Management	6	1	7	4	1	-	-	-	19	
3 Jr. Management	20	3	14	8	1	-	-	-	46	
4 Clerical staff	34	5	21	12	3	-	-	-	75	
5 Support staff	12	4	21	8	1	-	-	-	46	
Total:	76	13	63	32	6	-	-	-	190	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	4	4	5	2	2
3	Middle Management	19	19	19	10	9
4	Jr. Management	46	47	26	23	24
5	Clerical staff	75	74	32	27	47
6	Support staff	46	45	31	28	17
	Total:	191	190	114	91	99
	Junior Supervisor (VI-A)			78	37	

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## STAFF STRENGTH OF KHURDA CENTRAL COOPERATIVE BANK AS PER H. R. POLICY

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.250.59Crore -Category-'C'

2. Categorization of Branches:

Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
1 Sadar	II	39.76
2 Begunia	II	17.92
3 Tangi	II	17.14
4 Bolgarh	II	37.86
5 Banpur	II	22.06
6 Balugaon	II	19.86
7 Ranapur	II	25.41
8 Krushnaprasad	III	5.38
9 Jathi	III	11.98
10 Mendhasala	III	5.72
11 Shubaneswar	III	11.83
12 Ballanta	III	12.32
13 Balpatna	III	7.18
14 Mahila(Khurda)	IV	4.20
15 Mahila (BBSR)	IV	4.76
16 City	IV	4.35
17 Old Town	IV	0.99
18 Nandankanan	IV	13.18

3. Categorization of Branches:

Retail or non-institutional deposit  
Plus total loan outstanding

No. of Branches

Category-I	Nil	(More than Rs.40 cr.)
Category-II	7	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	6	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	5	(Up to Rs.5 cr.)

## 4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O./D.O.	I.O.	EM (LR)	Accl (LR)	Total
		Cat. I								
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 Sr. Management	4	-	-	-	-	-	-	-	4	
2 Middle Management	6	-	7	6	5	-	-	-	24	
3 Jr. Management	20	-	4	12	5	-	-	-	51	
4 Clerical staff	34	-	21	18	15	-	-	-	88	
5 Support staff	12	-	21	12	5	-	-	-	50	
Total:	76	-	53	48	30	-	-	-	217	

## 5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCS following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	4	4	9	3	-
3	Middle Management	24	24	45	20	-
4	Jr. Management	51	51	26	5	-
5	Clerical staff	88	93	43	27	-
6	Support staff	50	54	50	35	-
	Total:	218	227	174	91	-
	Junior Supervisor (VI-A)					

1966

**STAFF STRENGTH OF KORAPUT CENTRAL COOPERATIVE BANK AS PER H. R. POLICY**

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.386.12 Crore -Category-'C'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	Gunupur	II	24.42
2	Rayagada	II	26.20
3	Laxmipur	II	15.04
4	Simliguda	II	40.55
5	Koraput	II	34.73
6	Sadar	II	31.74
7	Main	II	15.29
8	Borigumma	II	27.47
9	Nawarangpur	II	29.53
10	Papadahandi	II	20.30
11	Umerkote	II	31.23
12	Balimela	II	20.43
13	Maikangiri	II	36.07
14	Muniguda	III	12.57
15	Evening	III	5.45
16	M.V.-79	III	9.50
17	Mahila	IV	3.93

3. Categorization of Branches:

Category-I	No. of Branches	Retail or non-institutional deposit Plus total loan outstanding
Category-I	Nil	(More than Rs.40 cr.)
Category-II	13	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	3	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	1	(Up to Rs.5 cr.)

2967

4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				I.O.	BM (LR)	Acct. (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV				
1 Sr. Management	4	-	-	-	-	-	-	4	
2 Middle Management	6	-	13	3	1	4	-	27	
3 Jr. Management	20	-	26	6	1	4	-	57	
4 Clerical staff	34	-	39	9	3	4	-	89	
5 Support staff	12	-	39	6	1	4	-	62	
Total:	76	-	117	24	6	15	-	239	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	4	6	-	-	-
3	Middle Management	27	27	-	-	-
4	Jr. Management	57	49	-	-	-
5	Clerical staff	89	99	-	-	-
6	Support staff	62	49	-	-	-
	Total:	240	231	-	-	-
	Junior Supervisor (VI-A)					

1968

## STAFF STRENGTH OF MAYURBHANJ CENTRAL COOPERATIVE BANK AS PER H. R. POLICY

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.214.32 Crore -Category-'C'

2. Categorization of Branches:

Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1 Saraskana	II	15.69
2 Betanati	II	31.12
3 Udala	II	22.88
4 Karanjia	II	15.83
5 Rairangpur	II	16.78
6 Bahalda	II	16.45
7 Baripada	II	27.46
8 khunta	III	12.98
9 Badasahi	III	13.04
10 Bisoi	III	7.21
11 Joshipur	III	9.77
12 Thakumunda	III	6.14
13 Barkand	III	9.91
14 Mahila	IV	4.40
15 Evening	IV	4.15

3. Categorization of Branches:

Retail or non-institutional deposit  
Plus total loan outstanding

No. of Branches

Category-I	Nil	(More than Rs.40 cr.)
Category-II	7	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	6	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	2	(Up to Rs.5 cr.)

69

4. Staff requirement as per HR Policy:

	Category of post	Head Office	Branches						R.O./D.O. (4)	I.O.	BM (LR)	Acct. (LR)	Total
			Cat. I		Cat. II		Cat. III	Cat. IV					
1	Sr. Management	4	-	-	-	-	-	-	-	-	-	4	
2	Middle Management	6	-	7	6	6	2	-	-	-	-	21	
3	Jr. Management	20	-	14	12	12	2	-	-	-	-	48	
4	Clerical staff	34	-	21	18	18	6	-	-	-	-	79	
5	Support staff	12	-	21	12	12	2	-	-	-	-	47	
	Total:	76	-	63	48	48	12	-	-	-	-	199	

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	4	4	6	3	1
3	Middle Management	21	21	47	37	(-16)
4	Jr. Management	48	48	39	29	19
5	Clerical staff	79	79	36	28	51
6	Support staff	47	47	41	35	12
	Total:	200	200	170	133	67
	Junior Supervisor (VI-A)					

980

## STAFF STRENGTH OF NAYAGARH CENTRAL COOPERATIVE BANK AS PER H. R. POLICY

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.220.88 Crore Category-"C"

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	Main	II	28.99
2	Itamati	II	22.26
3	Sarankul	II	31.42
4	Odageon	II	23.56
5	Mahipur	II	17.38
6	Desapala	II	20.75
7	Khandapada	II	20.62
8	Bhapur	II	24.17
9	Gonia	III	12.80
10	Head Office Branch	III	12.78
11	Mahila	IV	3.67
12	Night Branch	IV	2.48
	Total:		220.88

3. Categorization of Branches:

Category-I	No. of Branches	Retail or non-institutional deposit Plus total loan outstanding
Category-I	Nil	(More than Rs.40 cr.)
Category-II	8	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	2	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	2	(Up to Rs.5 cr.)



4. Staff requirement as per HR Policy:

Category of post	Head Office		Branches			R.O./D.O.	Total
	C category	Category-I	Category-II	Category-III	Category-III		
1 Sr. Management	4		-				4
2 Middle Management	6		8		2		16
3 Jr. Management	20		16		4		40
4 Clerical staff	34		24		6		64
5 Support staff	12		24		4		40
Total:	76		72		16		164

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	4	4	1	1	3
3	Middle Management	16	16	22	3	13
4	Jr. Management	40	25	15	10	15
5	Clerical staff	64	54	69	46	8
6	Support staff	40	22	32	23	(+1)
	Total:	161	122	140	84	39(-) = 38

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1972

**STAFF STRENGTH OF SAMBALPUR DISTRICT CENTRAL COOPERATIVE BANK AS PER H. R. POLICY**

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.767.19 Crore -Category-'B'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	Attalira	II	28.15
2	Bargari	I	107.57
3	Bargarh Evening	II	24.14
4	Bargarh Mahila	II	15.63
5	Sugar Mill	III	11.75
6	Barpali	II	30.05
7	Bhatli	III	14.47
8	Bhukta	III	9.77
9	Bheden	II	22.68
10	Belpahar	II	17.32
11	Bamra	III	14.95
12	Bijepur	II	21.90
13	Deogarh	II	35.41
14	Gaisilet	II	17.10
15	Godbhaga	II	20.60
16	Ib Valley	IV	4.71
17	Jharsuguda	II	22.59
18	Jamankira	III	14.45
19	Jharbandh	II	18.07
20	Kuchinda	II	31.75
21	Kanaktora	III	11.49
22	Laikera	II	19.38
23	Maneswar	II	22.75
24	Naktideul	III	12.40
25	Paikmal	II	16.77
26	Padampur	II	36.65
27	Rairakhot	II	15.57
28	Reamal	II	15.30

29	Rengali	III	11.74
30	Samalpur	IV	2.89
31	Sambalpur	I	62.86
32	Mahila Sambalpur	II	19.94
33	Schella	II	25.18
34	Barkote	III	9.35
35	H.O.		1.86
	Total		767.19

3. Categorization of Branches: Retail or non-institutional deposit  
Plus total loan outstanding

Category-I	No. of Branches	(More than Rs.40 cr.)
Category-II	21	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	9	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	2	(Up to Rs.5 cr.)

4. Staff requirements per HR Policy:

Category of post	Head Office	Branches				R.O./D.O. (3)	I.O.	BM (LR)	Acct (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1	Sr. Management	5							5	
2	Middle Management	6	21	9	2	4		2	46	
3	Jr. Management	24	6	42	18	4			96	
4	Clerical staff	38	10	63	27	4		4	152	
5	Support staff	13	8	63	18	4			108	
	Total:	86	26	189	72	16		2	4	407

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250

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5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1		
2	-Sr. Management	5	5	5		
3	Middle Management	46	46	46		
4	Jr. Management	96	96	96		
5	Clerical staff	152	152	175		
6	Support staff	108	108	85		
	Total:	408	408	408		
	Junior Supervisor (VI-A)					

**STAFF STRENGTH OF SUNDARGARH CENTRAL COOPERATIVE BANK AS PER H. R. POLICY**

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding - Rs.482.08 Crore Category-"C"

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	Sadar	I	77.29
2	Rourkela	I	97.76
3	Rejgangpur	I	47.64
4	Bus-stand	I	40.98
5	Banaigarh	II	20.44
6	Sargipalli	II	23.58
7	Purunapani	II	21.48
8	Lahunipara	II	21.85
9	Subdega	II	18.43
10	Bargaon	II	19.61
11	FERT. Township	II	16.61
12	Mahila	II	38.70
13	Gurundia	III	10.09
14	Hemgir	III	12.48
15	Koira	III	10.77

3. Categorization of Branches:

Retail or non-institutional deposit  
Plus total loan outstanding

No. of Branches

Category-I	4	(More than Rs.40 cr.)
Category-II	8	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	3	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	Nil	(Up to Rs.5 cr.)

1986

4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches			R.O./D.O.	Total
		Category-I	Category-II	Category-III		
1 Sr. Management	4	-	-	-	-	4
2 Middle Management	6	4	8	3	1	22
3 Jr. Management	20	12	16	6	1	55
4 Clerical staff	34	20	24	9	1	88
5 Support staff	12	16	24	6	1	59
Total:	76	52	72	24	4	228

5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	4	4	1	-	3
3	Middle Management	22	22	22	9	13
4	Jr. Management	55	51	38	33	18
5	Clerical staff	66	124	75	49	75
6	Support staff	59	55	40	29	26
	Total:	229	256	177	121	135

### STAFF STRENGTH OF UNITED PURI-NIMAPARA CENTRAL COOPERATIVE BANK AS PER H. R. POLICY

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding – Rs.88.04 Crore –Category-“D”

2. Categorization of Branches:

Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1 Main	III	10.32
2 Srikshetra	III	5.25
3 Brahmagin	III	4.28
4 Satyabadi	III	7.43
5 Kanas	III	8.59
6 Delang	III	8.61
7 Pipili	III	6.85
8 Nimapara	III	12.71
9 Gop	III	6.80
10 Astarang	III	6.99
11 Kakatpur	III	8.11
12 Mahila	IV	1.10
<b>TOTAL:</b>		<b>88.04</b>

3. Categorization of Branches:

	No. of Branches	Retail or non-institutional deposit Plus total loan outstanding
Category-I	-	(More than Rs.40 cr.)
Category-II	-	(More than Rs.15 cr. Up to Rs.40 cr.)
Category-III	11	(More than Rs.5 cr up to Rs.15 cr.)
Category-IV	1	(Up to Rs.5 cr.)

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1978

4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches		R.O./D.O.	Total
		Category-III	Category-IV		
1 Sr. Management	3	-	-		3
2 Middle Management	5	11	1		17
3 Jr. Management	16	22	1		39
4 Clerical staff	28	33	3		64
5 Support staff	10	22	1		33
Total:	62	88	6		156

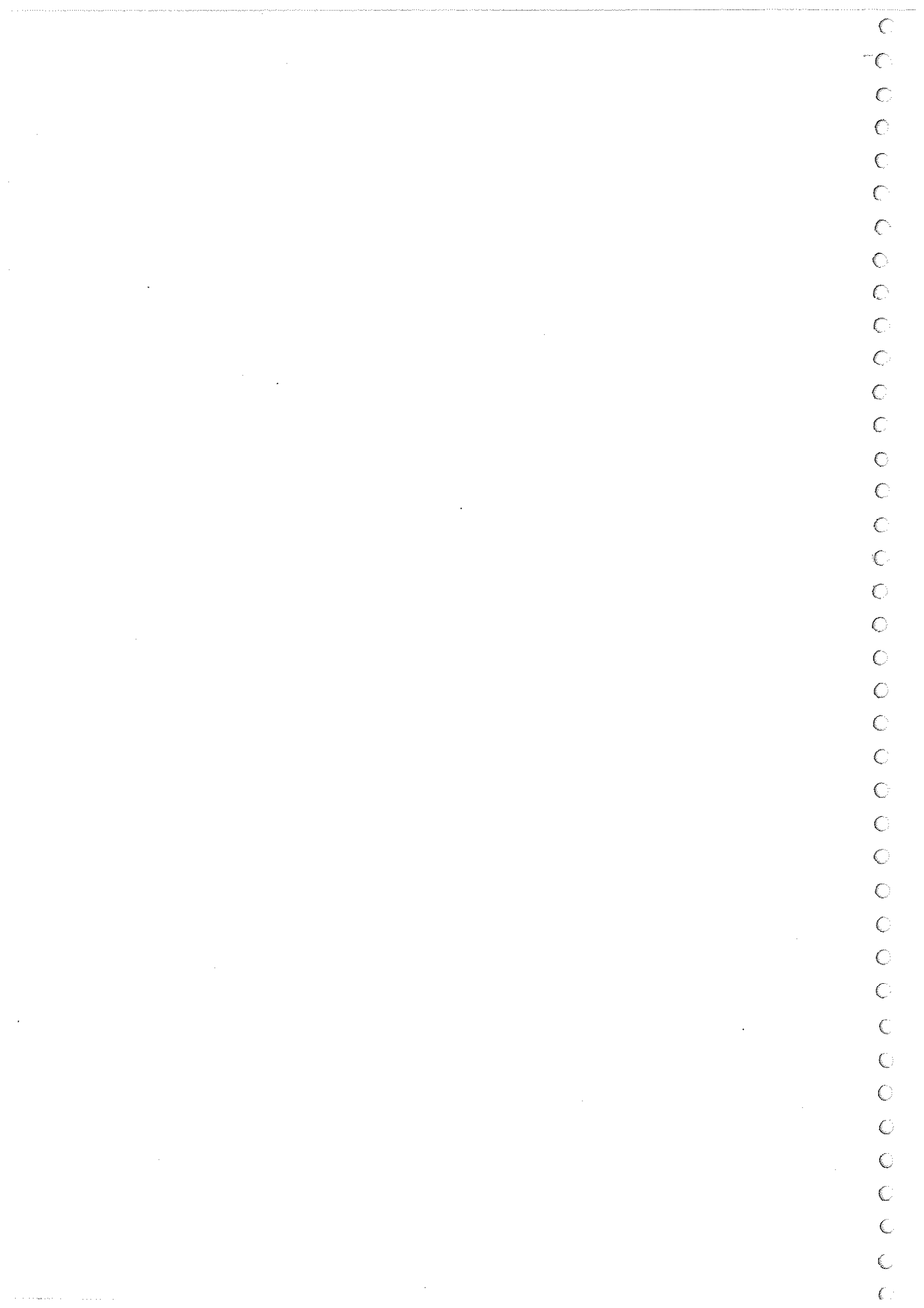
5. Staff requirement as per H.R. Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CCB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	1	1	1	1	-
2	Sr. Management	3	3	1	1	2
3	Middle Management	17	17	18	9	8
4	Jr. Management	39	39	45	23	16
5	Clerical staff	64	63	38	9	54
6	Support staff	33	33	49	38	-5
	Total:	157	156	152	81	75
	Junior Supervisor (V-I-A)				117	



CONSOLIDATED STATEMENT OF STAFF STRENGTH OF DISTRICT CENTRAL COOPERATIVE BANKS AS PER H. R. POLICY

Sl.	Name of the DCCB	Category of Post							Total
		CEO	Senior Management	Middle Management	Junior Management	Clerical Staff	Support Staff		
1	2	3	4	5	6	7	8	9	
1	Angul	1	5	25	65	101	68	265	
2	Aska	1	3	20	44	73	41	182	
3	Balasore	1	6	39	101	154	110	411	
4	Banki	1	3	17	38	61	34	184	
5	Berhampur	1	4	29	85	105	69	273	
6	Bhawanipatna	1	3	23	46	80	43	196	
7	Bolangir	1	4	27	62	99	66	259	
8	Boudh	1	3	17	36	62	35	154	
9	Cuttack	1	5	55	109	158	115	443	
10	Keonjhar	1	4	19	46	75	46	191	
11	Khurda	1	4	24	51	88	50	218	
12	Koraput	1	4	27	57	89	62	240	
13	Mayurbhanj	1	4	21	48	79	47	200	
14	Nayagarh	1	4	16	40	64	40	165	
15	Sambalpur	1	5	46	96	152	108	408	
16	Sundergarh	1	4	22	55	88	59	229	
17	Puri-Nimapara	1	3	17	39	64	33	157	
	Total	17	58	444	998	1592	1026	4145	



1980

6 COPY

DIRECTORATE OF COOPERATIVE AUDIT: ODISHA: BHUBANESWAR.

Letter No. VI (I)62/2018 4757 /Audit-8

Dated:

01/08/18

To

The Assistant Auditor General of Cooperative Societies Circles.

Sub:

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

Madam/Sir,

The Guidelines governing the appointment and other conditions of service of the employees of LAMPCS and PACS as prescribed by RCS(O) under section-33A of the OCS Act, 1962 and amendment made to certain clauses of the said guidelines made subsequently is forwarded herewith for your information and circulation amongst the auditors of your respective circles for their guidance in audit.

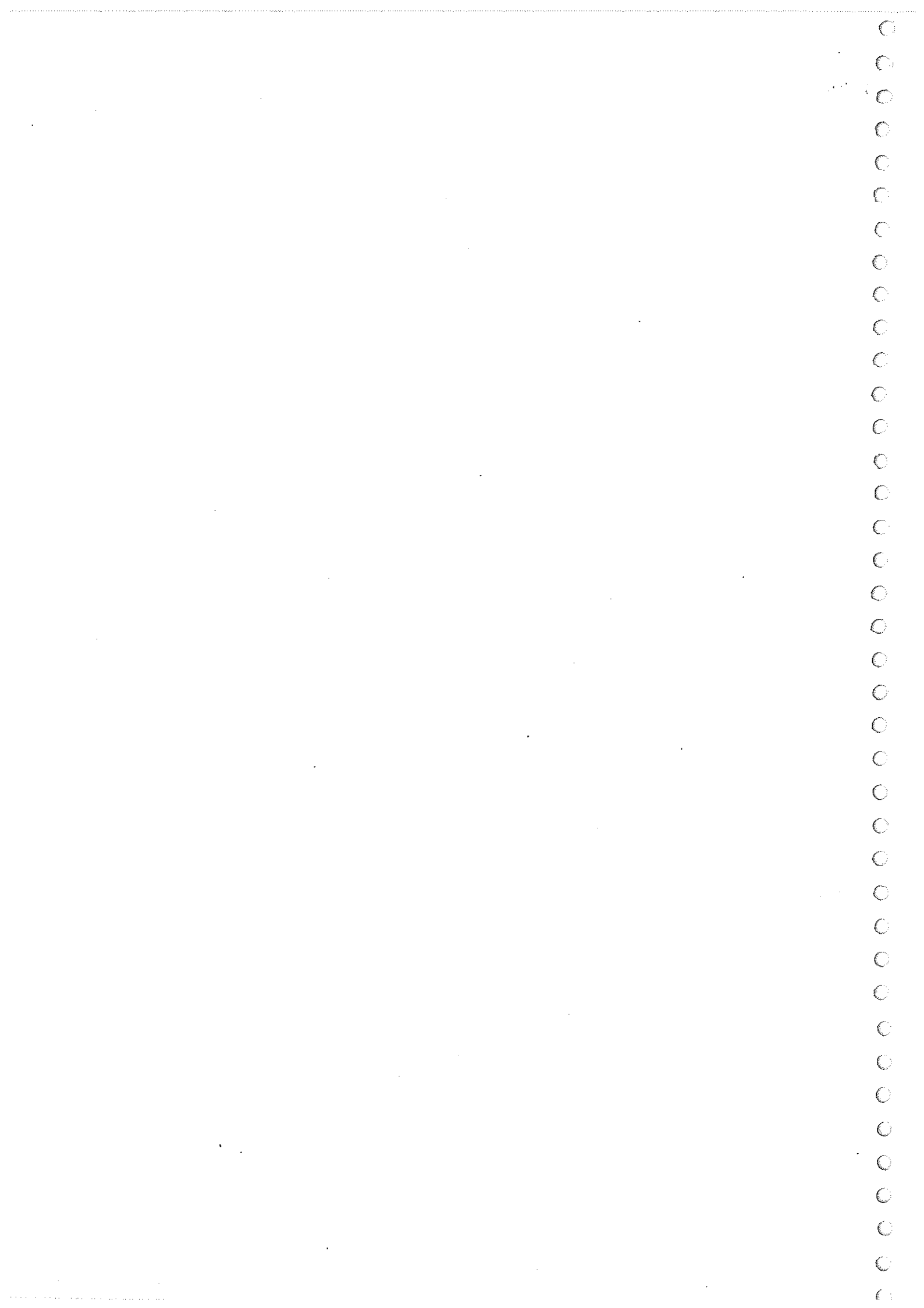
Yours faithfully

Auditor General  
Cooperative Societies, Odisha.

Copy to Computer Cell

Two Spare Copies.

AKS.



GOVERNMENT OF ODISHA  
COOPERATION DEPARTMENT

\*\*\*\*

MB.V.CR.63/2015

/Coop. Date:

Shri P.K. Mishra  
Deputy Secretary to Government.

To  
The Registrar of Cooperative Societies,  
Odisha, Bhubaneswar

Sub: Approval for substituting the senior most Inspector of Cooperative Societies to act as Member Convener in the appointment committee constituted for the purpose of appointment/promotion of the staff in S.C.S/LAMPSCS in the place of S.A.R.C.S.

Sir,

In inviting a reference to your Letter No.12142 dt. 04.07.2015 on the above subject, the Government is pleased to consider your proposal for amendment of Rules/Guidelines for governing the appointment and other condition of service of the employees of LAMPSCS/PACS(SCS/FSCS) as per the statements 'A' and 'B' (enclosed).

You are requested to amend the staff service Rules of the PACS/LAMPSCS incorporating the revised guidelines there in the circulate the same.

Yours faithfully,

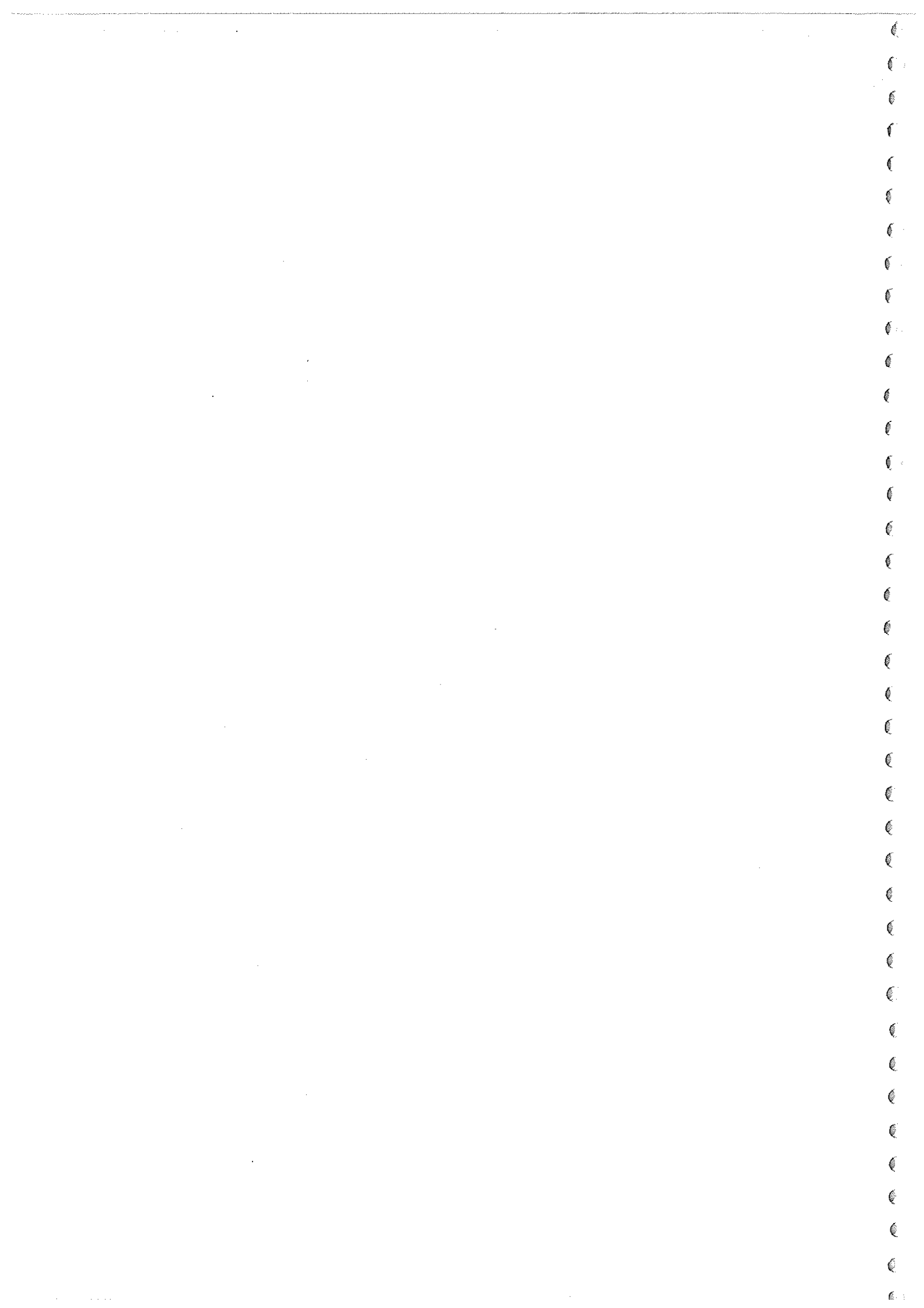
*P.K. Mishra*  
14.8.2015

Deputy Secretary to Government

(A) Appointment and other condition of the employee of the LAMPSCS clause 4 of the guidelines issued vide Memo No.2857 dt. 07.02.2011

Sl.No.	Clause No.	Existing Provision	Proposed modification
1	4	Appointing Authority: x x x x x x x (c) Representative of the concerned Circle Assistant Registrar of Cooperative Societies not below the rank of SARCS-Member Convener	Appointing Authority: x x x x x x x (c) Representative of the concerned Circle Assistant Registrar of Cooperative Societies not below the rank of SARCS and the event of non availability of SARCS, Senior most Inspector of Cooperative Society of the Circle Member Convener

p.t.o



COOPERATION DEPARTMENT  
\*\*\*\*\*

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No. \_\_\_\_\_ / Coop., Date: \_\_\_\_\_  
VCR-12/2014

From  
Shri S.K Misra  
Deputy Secretary to Government

To  
The Registrar of Cooperative Societies  
Odisha, Bhubaneswar

Sub: Approval of amended policy in respect of recruitment to the post of  
Chief Executives of PACS and the LAMPS

Ref: Your letter No.XX-25/ 2011- 1385 dated 21.01.2014.

Sir,

In inviting a reference to your letter cited above, the Government is pleased to consider your proposal for modifying the policy guidelines for recruitment to the post of Chief Executives of PACS and LAMPS. The amended policy is enclosed for your information and necessary action.

You may modify / amend the Staff Service Rules of the PACS and the LAMPS incorporating the revised guidelines therein.

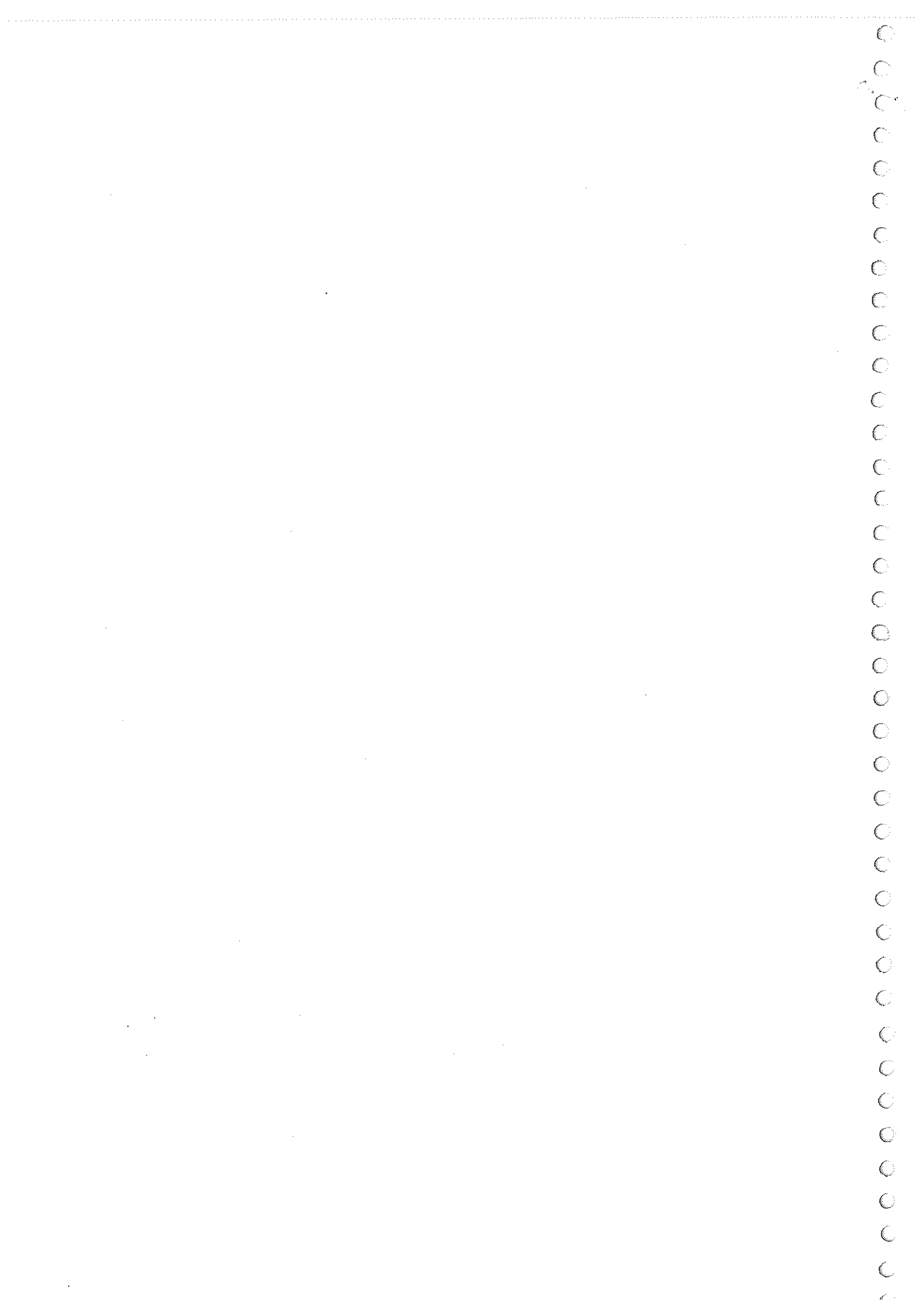
Yours faithfully

*S.K. Misra*  
22/2/14  
Deputy Secretary to Government

Memo No. 1075 /Coop., Date: 15-2-14

Copy alongwith enclosure forwarded to the Chief General Manager, National Bank for Agriculture and Rural Development, Odisha Regional Office, Bhubaneswar/ Auditor General, Cooperative Societies, Odisha/ Managing Director, Odisha State Cooperative Bank Ltd., Bhubaneswar for information and necessary action.

*S.K. Misra*  
22/2/14  
Deputy Secretary to Government





**Amendment of the guidelines framed by the Registrar of Cooperative Societies, governing the Appointment and other conditions of Service of the Employees of the PACS vide Memorandum No. 2858 dated 07.02.2011.**

Sl. No.	Clause No.	Existing Provision	Approved Amendment
1	5	<p><b>Appointment</b></p> <p>(i) The Managing Committee shall be the appointing authority of all employees.</p> <p>(ii) For Appointment to any post there shall be an appointment committee consisting of the following members :-</p> <p>a) President of the Society – Chairman</p> <p>b) Vice-President – Member</p> <p>c) Representative of Financing Bank not below the rate of Branch Manager – Member</p> <p>d) One elected member duly authorized by the Committee of Management – Member</p> <p>e) Representative of the concerned Circle Assistant Registrar of Cooperative Societies, not below the rank of SARCS – Member (Convenor)</p>	<p>To be added :</p> <p>Provided that when the Management vests with the Registrar of Cooperative Societies, Odisha, the Appointment Committees shall consists of the following members.</p> <p>(i) Assistant Registrar of Cooperative Societies of the concerned circle – Chairman</p> <p>(ii) Representative of the Financing Bank not below the rank of Branch Manager – Member</p> <p>(iii) Management-in-Charge of the PACS – Member Convenor</p> <p>(iv) Representative of DRCS not below the rank of ICS Member</p>
2	8(a)	<p><b>Method of Selection for Direct Recruitment :</b></p> <p>Appointment shall be made from the candidates sponsored by the local Employment Exchange or through advertisement in any of the mode for wide publication such as publication in the News Paper, affixture in the Notice Board of the Society, its financing Bank / Local G.P. / Block / Tahasil and the Sub-Collector Office.</p>	<p><b>To be added :</b></p> <p>Preference will be given to the candidates belonging to the area of operation of the PACS concerned. Provided that suitable candidates are not available in the area of operation of the PACS, candidates belonging to the Panchayat Samiti to which the area of operation of the PACS belongs shall be considered and in the event of non-availability of suitable candidates even in the area of operation of the Panchayat Samiti, then the candidates belonging to the District shall be considered for the purpose.</p>
3	8(b)	<p>Candidates are to appear at Written &amp; Viva Voce test for Direct Recruitment</p>	<p>To be omitted.</p>

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4	8(c)	Written Test will be conducted by the Appointment Committee for selection of candidates for all posts.	To be omitted.
			<p><b>To be inserted as 8(b) :-</b> Selection for the post of Chief Executive of the Society shall be made by the Appointment Committee on the basis of the academic career of the candidates, who apply for the post on a 100 point scale. The candidates will be awarded points on the basis of percentage of marks secured in the following examinations * :</p> <ol style="list-style-type: none"><li>1. H.S.C.</li><li>2. +2</li><li>3. +3 / Graduation</li></ol> <p>However, additional points shall be awarded to the candidates having additional qualification in the following manner :</p> <ol style="list-style-type: none"><li>1. M.A./ M.Sc./ M.Com./ MCA/ MBA/ LLM - 5 points</li><li>2. Higher Diploma in Cooperative Management (HDCM) - 5 points.</li><li>3. BBA/ BCA/ LLE/ Diploma in Cooperative Management - 3 points.</li><li>4. Knowledge in Computer Application from a recognized Institute - 5 points.</li></ol> <p>* To illustrate, if a candidate secures 60% in HSC, he/ she will get 6 points, in +2, 67%, he/ she will get 6.7% so on and so forth.</p>

5	9	<p><b>Age for Direct Recruitment :</b>          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.</p> <p>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 or persons employed in any cooperative Society.</p>	<p>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 takes place.</p> <p>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. The upper age limit shall be 45 years in respect of persons employed in any Cooperative Society.</p>
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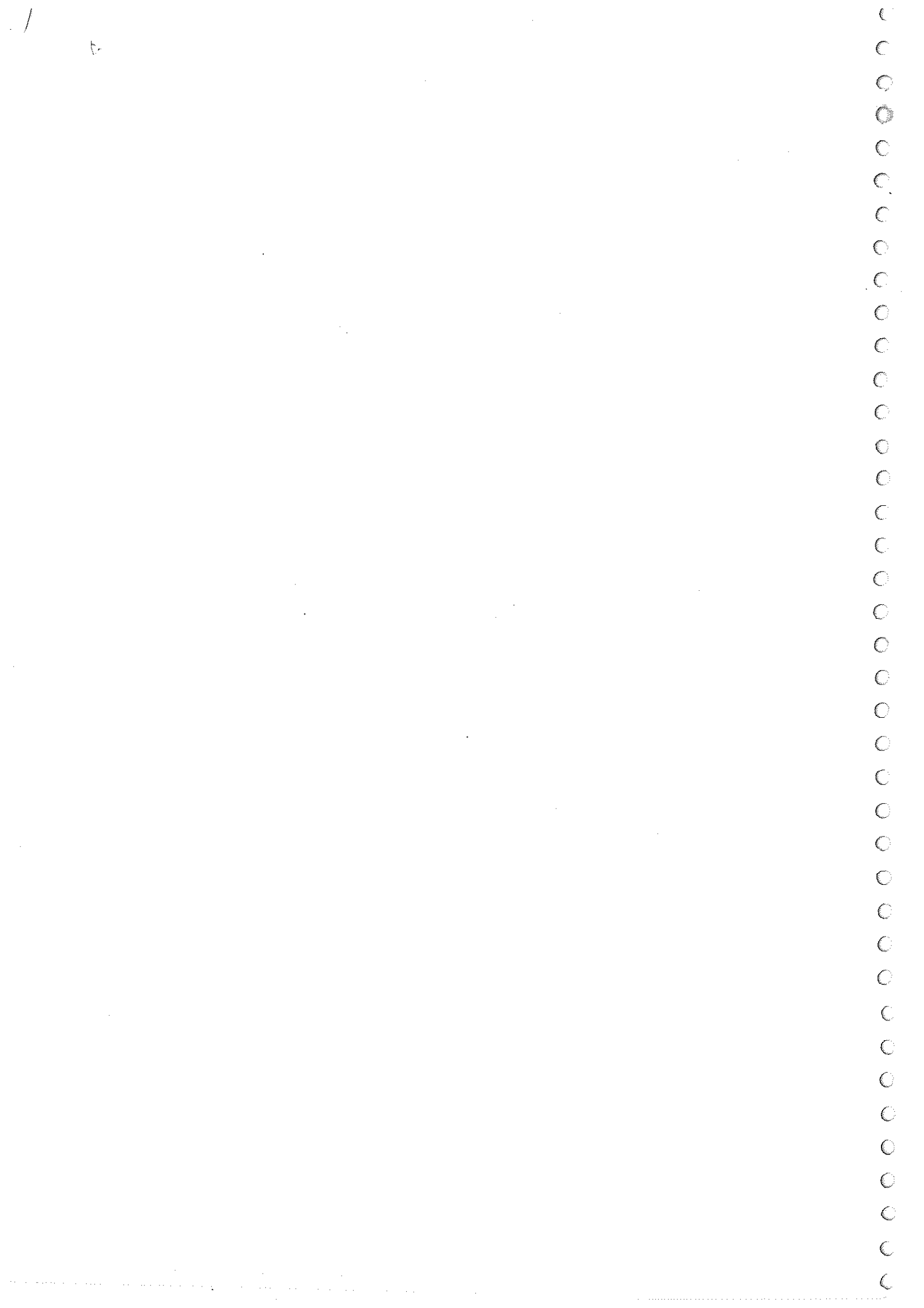


Amendment of the guidelines framed by the Registrar of Cooperative Societies, Governing the Appointment and other conditions of Service of the Employees of the LAMPSCS vide Memorandum No. 2857 dated 07.02.2011.

Sl. No.	Clause No.	Existing Provision	Approved Amendment
1	4	<p><b>Appointing Authority :</b>                      (i) The Managing Committee shall be the competent authority for appointment of the employees subject to approval of the concerned Divisional DRCS / Circle Assistant Registrar of Cooperative Societies, under whose local limit the area of operation LAMPSCS falls.</p> <p>There shall be an Appointment Committee in each LAMPSCS 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) Representative of the concerned Circle Assistant Registrar of Cooperative Societies not below the rank of SARCS – Member Convener                      d) Representative of Financing Bank not below the rank of Branch Manager – Member                      e) One elected member of the Committee of Management of the LAMPSCS other than the President duly authorized by the Committee of Management – Member</p>	<p><b>To be added :</b>                      Provided that when the Management vests with the Registrar of Cooperative Societies, Odisha, the Appointment Committees shall consist of the following members.                      (i) Assistant Registrar of Cooperative Societies of the concerned circle – Chairman                      (ii) Representative of the Financing Bank not below the rank of Branch Manager – Member                      (iii) Management-in-Charge of the LAMPSCS – Member Convener                      (iv) Representative of DRCS not below the rank of ICSS Member</p>
2	7(a)	<p><b>Method of Selection for Direct Recruitment :</b>                      Appointment shall be made from the candidates either sponsored by the local Employment Exchange or through open advertisement under intimation to local Exchange, in any of the mode for wide publication such as publication in the News paper, affixture in the News paper, affixture in the Notice Board of the Society, its Financing Bank / Local G.P. / Block Office / Tahasil Office and the Sub-Collector Office.</p>	<p><b>To be added :</b>                      Preference will be given to the candidates belonging to the area of operation of the LAMPSCS concerned. Provided that suitable candidates are not available in the area of operation of the LAMPSCS, candidates belonging to the Panchayat Samiti to which the area of operation of the LAMPSCS belong shall be considered and in the event of non-availability suitable candidates even in the area of operation of</p>



			Panchayat Samiti, then the candidates belonging to the District shall be considered for the purpose.
3	7(b)	Candidates are to appear at Written test and Viva Voce test for Direct Recruitment.	To be omitted
4	7(c)	Written Test shall be conducted by or under supervision of the Appointment Committee for selection of candidates for all posts.	To be omitted.
			<p>To be inserted as 3(b) :- Selection for the post of Chief Executive of the LAMPS shall be made by the Appointment Committee on the basis of the academic career of the candidates, who apply for the post on a 100 point scale. The candidates will be awarded points on the basis of percentage of marks secured in the following examinations * :</p> <ol style="list-style-type: none"><li>1. H.S.C.</li><li>2. +2</li><li>3. +3 / Graduation</li></ol> <p>However, additional points shall be awarded to the candidates having additional qualification in the following manner :</p> <ol style="list-style-type: none"><li>1. M.A./ M.Sc./ M.Com./ MCA/ MBA/ LLM – 5 points</li><li>2. Higher Diploma in Cooperative Management (HDCM) 5 points.</li><li>3. BBA/ BCA/ LLB/ Diploma in Cooperative Management 3 points.</li><li>4. Knowledge in Computer Application from a recognized Institute – 5 points.</li></ol> <p>* To illustrate, if a candidate secures 60% in HSC, then she will get 6 points, in +2, 67%, he/ she will get 6.7% ; and so forth.</p>





5	8	<p><b>Age for Direct Recruitment :</b></p> <p>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.</p> <p>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 Society.</p>	<p>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 takes place.</p> <p>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. The upper age limit shall be 45 years in respect of persons employed in any Cooperative Society.</p>
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FOR PACS

Memo No. 2859

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

No. SX-3/03 (PL)- 2859 / Bank-10 / dated: 07.02.2011

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

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

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 along with 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 along with 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

Cuttack Central Co-operative Bank Ltd., Cuttack

Memo No. 11.2.07/5001 7.3.11
Copy communicated to all Directors of the Bank for favour of kind information and all Branch Managers of the Bank with direction to communicate the copy of the guidelines to all the PACS under their Branch.

[Signature]
Secretary

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

MEMO NO.XX-3/03(Pl.)- 2858 /Bank-10/ dated:07.02.2011

In exercise of the powers conferred Under Sec. 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 Rules for governing the appointment and other conditions of service of the employees of Primary Agricultural Cooperative Societies (in short PACS. including SCS/ FSCS) other than the LAMPCS namely:-

CHAPTER-I

1. SHORT TITLE, EXTENT OF APPLICATION AND COMMENCEMENT;

These guidelines shall apply to the employees of all the PACS including SCS/FSCS other than LAMPCS in the State of Orissa and come into force from the date of issue.

CHAPTER-II

2. DEFINITIONS ;

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

(b) "Competent Authority" means the committee/ 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 and includes service in the Society.

(d) "Employee" means a person appointed by the Managing Committee of the Society after following the procedure .

(e) "Financing Bank" 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" of the employees of Service Cooperative Society means the station covering area of operation of the Society to which he/she is posted

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

(h) "President" means the President of the Managing Committee of the concerned society.

- (i) "Registrar" means the Registrar of Cooperative Societies, Orissa.
- (ii) "Society" means the Service Cooperative Society by whatever name called which shall include the Primary Agricultural Cooperative Society/ Service Cooperative Society/ Farmers' Cooperative Society registered under the Orissa Cooperative Societies Act, 1962 and the rules framed there under.
- (iii) "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 unless otherwise mentioned in these rules.
- (iv) Any other terms specifically not defined in these guidelines shall have the same meaning given in the Orissa Cooperative Societies Act, 1962 and Rules framed there under and Byelaws of the Society and any term not defined in any way will have the meaning as may be defined to it by the Registrar.

CHAPTER-III

C. STRENGTH OF THE ESTBALISHMENT ;

(i) The staff strength of the Society shall be determined on the basis of business turnover as follows :

Class (Grade) of the Society	Name of the post	Strength	Business turn over per annum in rupees		
			Loans	Other business	Total
"A" Class	1. Secretary	1	5.00 crores or above	1.00 crore	6.00 crore or above
	2. Asst. Secretary	1			
	3. Accountant/ Cashier/ Collection Supervisor/ Ledger Clerk/ Salesman	1			
	4. Peon	1			
	5. Watchman	1			
	Total- 5				
"B" Class	1. Secretary	1	350.00 lakhs	50 lakh	4.00 crore or above
	2. Asst. Secretary-cum-Accountant	1			
	3. Peon / Watchman	1			
	Total- 3				
"C" Class	1. Secretary	1	250.00 lakhs	50.00 lakhs	3.00 crores and above
	2. Peon/watchman	1			
	Total- 2				
"D" Class	1. Secretary	1	80.00 lakhs	20.00 lakhs	1.00 crore less than
	2. Peon/Watchman	1			
	Total- 2				3.00 crores

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(ii) The Chief Executive Officer of the society shall be appointed by the Committee of the Society on whole time basis with the consent of the financing bank of the society and with the approval of the concerned Circle ARCS or in his absence the Divisional DRCS.

(iii) The Staff strength of any category of the Society can be added or omitted or abolished according to necessity and business turnover subject to the resolution of the Managing Committee with the prior approval of the Registrar.

(iv) The staff strength so determined would neither create any post automatically nor regularize any irregular appointment. However the due procedure as per law should be followed separately for the said purpose.

4. CATEGORY OF POSTS ;

There shall be three categories of posts in the Society as follows :

- Grade-I Chief Executive
- Grade-II Asst. Secretary/Accountant/ /Cashier/Collection supervisor/  
Ledger Clerk/Salesman
- Grade-III Peon/ Watchman

5. APPOINTMENT ;

(i) The Managing Committee shall be the appointing authority of all employees

(ii) For appointment to any post there shall be an Appointment Committee consisting of the

Following members

- (a) President of the Society Chairman
- (b) Vice-President Member
- (c) Representative of Financing Bank not below the rank of Branch Manager Member
- (d) One elected member duly authorized by the Committee of Management. Member
- (e) Representative of the concerned Circle Asst. Registrar of Coop. Societies not below the rank of SARC'S Member  
(Convener)

(iii) The Managing Committee shall make appointment of employees on the recommendation of the Appointment Committee.

**6. MODE OF APPOINTMENT :**

(i)(a) Grade-I post : The Grade-I post shall be filled up by direct recruitment or deputation or promotion as the Managing Committee may decide in consultation with the Financing Bank.

(b) In case of direct recruitment the candidates having the minimum qualification of graduation from a recognized University shall be eligible for consideration, and

(c) In case of promotion, the Grade-II employees of the Society with minimum qualification of intermediate or +2 Arts, Science or Commerce and with minimum of 3 years experiences in the Grade-II posts having clean service records would be eligible for consideration.

Provided that the minimum educational qualification prescribed under this clause shall not apply to the employees holding the Grade-II post prior to issue of these guidelines, for promotion to the Grade-I post.

(ii) (a) Grade-II posts :- The post of Grade-II shall be filled up by direct recruitment or promotion as the Managing Committee may decide.

(b) In case of direct recruitment the candidates having the minimum qualification of Intermediate or +2 Arts, Science, or Commerce shall be eligible for consideration, and

(c) In case of promotion, the Grade-III employees of the Society with minimum qualification of Matriculation and with minimum five years of experience in Grade-III post having clean service records shall be eligible for consideration.

Provided that the minimum educational qualification prescribed under this clause shall not apply to the employees holding the Grade-III posts prior to issue of these guidelines for promotion to the Grade-II posts.

(iii) Grade-III posts: The post of Grade-III shall be filled up by direct recruitment. The minimum qualification shall be 8<sup>th</sup> Class pass.

**7. REHABILITATION APPOINTMENT;**

Rehabilitation appointment may be made as per the rules prescribed by the State Government for their employees time to time.

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

(a) Appointment shall be made from the candidates sponsored by the local Employment Exchange or through advertisement in any of the mode for wide publication such as publication in the Newspaper, affixture in the notice board of the Society, its financing Bank /local G.P. /Block/ Tahasil and the Sub-Collector office.

(b) Candidates are to appear at written and viva -voce tests for direct recruitment

(c) Written test will be conducted by the Appointment Committee for selection of candidates for all posts.

(d) The Appointment Committee will furnish the result of their selection to the Managing Committee alongwith their recommendation for appointment.

### 9. 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 or persons employed in any cooperative societies :

### 10. MEDICAL FITNESS AND CHARACTER:

No person shall be eligible for appointment to the service of the Society 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.

### 11. RETRENCHMENT OF EMPLOYEES ;

The order in which an employee may be retrenched shall be on the basis of "last come, first go" . In case of abolition of any post, the concerned employee holding the said post be demoted to the lower post if he is a promotee and the junior most in the said lower post shall be retrenched.



12. 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 in these guidelines. The employees who are involved in misappropriation/ embezzlement of funds of the society and involved in criminal case, shall not be considered for promotion. The Managing Committee shall be competent authority to consider promotion subject to the provisions in these guidelines.

13. SECURITY ;

The employees of the society 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 specified by the Registrar.

14. SERVICE RECORDS

(a) The Society shall maintain records of service of every employee at the Society office in the Service Book wherein the date of appointment, qualification, age, grade, assignment, increment, promotion, leave, the disciplinary actions, officiating rank, emoluments and other allied matters shall be noted by the Secretary. In case of Secretary the entry made in the S.B. shall be countersigned by the President of the Committee.

(b) The President of the Society shall maintain Performance Appraisal Report of the Secretary and for other employees, the Secretary of the Society shall maintain such report for the each year ending i.e. 31<sup>st</sup> March of the year. In case of any adverse remark, a copy of the report shall be communicated to the concerned employees within three months from the date of making such remark to prefer an appeal, if any, to the Managing Committee. The decision of the Managing Committee shall be final and binding upon the employee concerned.

Provided that in the case of the Chief Executive Officer, on deputation the performance appraisal report shall be recorded as per the guidelines issued by the Registrar from time to time.

15. Pay & Allowances :

(a) The scale of pay and other allowances of the employees of Society 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/- PM subject to "Capacity to pay" by the Society as may be fixed by the Registrar.

16. AUTHORITY TO SANCTION INCREMENT.

(a) The Chief Executive Officer of the Society shall be competent to sanction annual increment in the time scale of pay of all subordinate employees when falls due in the Society after meeting all formalities.

(b) The appointing authority shall be competent to sanction increment at the stage of Efficiency Bar and the annual increment of Chief Executive Officer shall be sanctioned by the President.

17. DISCIPLINE ;

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

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

(c) The 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 Society shall engage himself 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 Society affairs and accounts of its constituents which comes to his knowledge in course of his discharge of duties, unless required by his superior officer in writing or by a competent court of law. It shall be his utmost endeavour to promote/ reserve the interest of the Society.

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

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

(h) No employees of the Society shall be a candidate or canvass or otherwise use his influence in any way in an election to the Parliament or State Legislative Assembly or Panchayati Raj institutions, NAC, Municipality or Society.

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18 DISCIPLINARY ACTION AND MISCONDUCT;

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(a) Major Misconduct

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

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

(ii) Willful damage or attempt to cause damage to the property of the Society or any of its customers.

(iii) Conviction by any Court of law for any criminal offence, 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 Society or any such behavior outside the premises of the Society, which is likely to affect the reputation of the Society or any act subversive to discipline.

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

~~(viii) Habitual neglect of work or gross negligence in any work or intentionally not performing work properly.~~

(ix) Doing any act prejudicial to the interest of the Society in performance of his duties or negligence involving or likely to involve the Society in serious loss.

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

(xi) Not residing at the headquarter fixed by the Society.

(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

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(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 of more than 3 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 or working place without permission before closing hours of office.

19. 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 Society or to any constituent of the Society.

(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 Society or loss caused to the Society from the salary and other benefits of the employees .

(b) For Minor Misconduct :

- (i) Barring of promotion to the higher grade;
- (ii) Warning or censure or recovery or fine not exceeding rupees five hundred
- (iii) Entry of adverse remarks in Service Record;
- (iv) Stoppage of increment without cumulative effect;
- (v) Suspension from service.

20. AUTHORITY FOR DISCIPLINARY PROCEEDINGS :

The authority for taking disciplinary action shall be as follows .

- (i) In case of Grade III employees, the Secretary is to impose minor punishment and the Managing Committee will impose major punishment.



(ii) In case of Grade-I and Grade-II employees, the President is to impose minor punishment and the Managing Committee will impose major punishment.

21. SUSPENSION ;

(a) An employee may be placed under suspension from service by the disciplinary authority or the Appellate Authority, as the case may be by an order in writing for any misconduct or where a case against him/her 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 an 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 within 90 days from the date of service of the draft charges.

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

(b) (i) An employee under suspension shall be entitled to following payments, namely : A 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 where the period of suspension exceed 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 :

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

(iii) The amount of subsistence allowance may be reduced to one-fourth of his 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.

The rate of dearness allowance will be based on the increased or as the case may be the decreased amount of subsistence allowance admissible under sub-clauses (ii)(iii) above.

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22. PROCEDURE FOR IMPOSING PENALTIES / PUNISHMENT FOR MINOR AND MAJOR MISCONDUCT.

Before imposing any penalty, the employee concerned shall be given an opportunity of being heard and on the result of an inquiry following summary procedure, the penalty will be imposed.

The following procedure shall be followed by the Disciplinary authority.

(a) 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 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.

(b) 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.

(c) 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.

23. APPEALS ;

An employee may appeal against an order imposing upon him any of the penalties specified in rule 18 to the authority in the scheduled given below :

Sl.No.	Description of posts	Penalties which may be imposed	Authorities competent to impose penalties	Appellate authority
1	Gr. de-III	Minor	Secretary	President
		Major	Managing Committee	Concerned Circle ARCS
2	Grade-I & II	Minor	President	Managing Committee
		Major	Managing Committee	Concerned Circle ARCS

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24. RESIGNATION :

(a) The resignation may be tendered in writing by the Secretary to the President and by other employees to the Secretary of the Society.

(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 will 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.

25. 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:

26. 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 Society.

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

(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 Society under these Rules.

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

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(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 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 will be reduced in proportion 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 in alternative Calendar year. This will be done in two instalments, 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 half year subject to the leave so carried forward plus the credit for the half year shall not exceed the limit of 300 days.

(iii) If any 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 earned leave will 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.



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(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 society 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 specifically permitted by the authority.

(viii) 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 his household. Such leave may be granted by the competent authority on

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(g) Maternity Leave :

(i) Each female employee of the Society 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.

27. AUTHORITY TO SANCTION DIFFERENT KINDS OF LEAVE ;

(i) President of the Society shall sanction all kinds of leave except C.L. of the staff subordinate to the Secretary

(ii) President of the Society shall sanction casual leave of the Secretary

(iii) Chief Executive Officer of the Society shall sanction casual leave of the staff subordinate to him.

28. GENERAL RULES FOR LEAVE :

(i) The employee shall make a written application for leave to the sanctioning authority.

(ii) Leave must be applied at least 10 days ahead for the leave with salary or medical leave and in other cases at least before 3 days ahead including permission to leave headquarters.

(iii) For extension of leave application shall be made before the expiry of the leave. Overstay in leave without permission will be treated as indiscipline and shall be counted to be major misconduct.

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

29. STAFF TRAVELLING ALLOWANCE :

(a) 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 after production of necessary proof for the same and Daily Allowance per day or portion thereof will be paid to the employees as may be decided by the Managing Committee of the Society from time to time.

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30. UNIFORM TO PEON AND WATCHMAN:

The employees of the Society 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.

31. HOLIDAYS :

The Society 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 Society. The Chief Executive Officer shall publish a list of holidays at the beginning of each Calendar year.

32. AMENDMENT TO THE GUIDELINES :

These guidelines may be amended by the Registrar as and when he thinks it necessary in the interest of the Society. The Managing Committee may suggest for amendment to the Registrar.

33. PROVIDENT FUND :

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

34. GRATUITY :

The employees of the Society 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.

35. MATTERS NOT EXPRESSLY PROVIDED FOR ;

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

36. 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 Society.

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37. VIOLATION OF PROVISION :

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.

38. 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.

39. REPEAL :

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

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

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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-I

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) "Act" means the Orissa Cooperative Societies Act, 1962

(k) "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(g) 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.

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(a) "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.

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

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

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

(e) "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.

(f) 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

#### J. 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



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j) 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.

k) 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.

l) 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.

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 (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

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5. MODE OF APPOINTMENT:

Managing Director:

The post of Chief Executive Officer of LAMPCS shall ordinarily be held by a Sr. Asst. 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.

(g) 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 5 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.

(i) 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.

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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.

**(D) 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.

**(E) 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 under intimation to local Exchange, in any of the mode for wide publication such as publication in the newspaper /affixure in the Notice Board of the Society, its financing Bank /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 taking report on 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

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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.

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C14. 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.

C15. SECURITY :

The employees of the society 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.

C16. POSTING AND TRANSFER :

(a) Any employee of the LAMPSCS may be posted to work either in the Head Office of the concerned LAMPSCS or in any of its branches or any place where the LAMPSCS 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.

C17. SERVICE RECORDS

(a) The LAMPSCS shall maintain records of service of every employee at the LAMPSCS 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, sanction, 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 Service Book 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 verification certificates.

(b) The President of the LAMPSCS shall submit 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.

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Provided that in the case of the Grade VI-A of the financing Bank working in the LAMPSCS, 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-Assst. Registrar of Coop. Societies/ Inspector of Coop. Societies who are in the Pay Roll of Government working in the LAMPSCS 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 LAMPSCS 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 LAMPSCS as may be fixed by the Registrar.

#### 19. AUTHORITY TO SANCTION INCREMENT ;

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

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 employees.

#### 20. DISCIPLINE ;

(a) An employee of the LAMPSCS shall be bound to serve the LAMPSCS 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 LAMPSCS, the services of the employee shall be exclusively at the disposal of the LAMPSCS.

(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 LAMPSCS 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 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 seek 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.

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

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

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

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

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

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(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.

(D) 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 five years during the period of his whole service, for higher educational, 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.

(E) 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.

(F) MATERNITY LEAVE :

(i) Each female employee of the LAMPSCS 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.



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(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.

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

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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.

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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.

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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.

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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.

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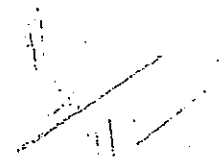
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( B.B. Mohapatra )  
Registrar,  
Cooperative Societies, Orissa

