

FOR PACS

*Handwritten initials*

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

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

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

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

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

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

Yours faithfully,

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

Memo No. 2860 / dated: 07.02.2011

Copy alongwith the copy of the guidelines forwarded to the Circle A.R.C.S. Chief Executive of the CCBs/ all the Asst. Auditor General of Cooperative Societies for information and necessary action.

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

Memo No. 2861 / dated: 07.02.2011

Copy alongwith the copy of the Guidelines forwarded to the Auditor General of Cooperative Societies, Orissa, Bhubaneswar/ Managing Director, Orissa State Cooperative Bank Ltd. for information and necessary action.

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

Cuttack Central Co-operative Bank Ltd., Cuttack

Memo No. 11.207/50dt 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

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-1

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.

(l) "Registrar" means the Registrar of Cooperative Societies, Orissa.

(j) "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.

(k) "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.

(ii) 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

#### 3. STRENGTH OF THE ESTBALISHMENT ;

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

| Class(Gra de) 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                           | 30 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 3.00 crores |
|                              | 2. Peon/Watchman  | 1        |  |                |                                  |
|                              | Total 2   |          |  |                |                                  |

(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/<br>Ledger Clerk/ Salesman |
| Grade-III | Pcon/ 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 SARCS | Member<br>(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 5 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.

## 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.



## 18 DISCIPLINARY ACTION AND MISCONDUCT:

### (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

**(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.

## 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 along with 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 |

## 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

(c) Casual Leave :

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

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

(iii) If any employee's service during a year is less than 9 months, the account of casual leave 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.

(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.

**(f) 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.

**(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.



### 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.

**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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