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

Order No. XIV-31/12(P) *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. ---

Sd/- P.K. Patnaik

Registrar,

Cooperative Societies, Odisha

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.

22.2.13
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.

22.2.13
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.

22.2.13
Joint Registrar,

Cooperative Societies (Credit)

SCHEDULE AMENDMENT OF THE HUMAN RESOURCE POLICY FOR THE CENTRAL COOPERATIVE BANK 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 21.07.2011	Amended Provision									
8	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 requirements set by the Appointing Authority of the Bank. c) Keeping in view the fact that the recruitment of individual Banks will be too small and in order to make it most effective, the Banks may approach Odisha State Cooperative Bank to coordinate the 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.	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. 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 requirements set by the Appointing Authority of the Bank. (c) Keeping in view the fact that the recruitment of individual Banks will be too small and in order to make it most effective, the Banks may approach the Registrar, Cooperative Societies, Odisha in consultation with the Registrar, Cooperative Societies, Odisha shall appoint a Consultative Committee under its 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.									
17(1)	17. Promotion Policy 17.1 New Provision	17. Promotion Policy 17.1 New Provision The Odisha 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 consisting of the following members: <table border="1"> <tr> <td>(i)</td><td>Deputy Registrar, Cooperative Societies</td><td>Chairman</td></tr> <tr> <td>(ii)</td><td>District Development Manager, B.A.D.M.C.</td><td>Member</td></tr> <tr> <td>(iii)</td><td>Secretary of the CCB</td><td>Member Secretary</td></tr> </table> After the assessment is done, the process for giving promotions shall be initiated by the Chief Executive of the CCB strictly following the guidelines given in the H.R. Policy.	(i)	Deputy Registrar, Cooperative Societies	Chairman	(ii)	District Development Manager, B.A.D.M.C.	Member	(iii)	Secretary of the CCB	Member Secretary
(i)	Deputy Registrar, Cooperative Societies	Chairman									
(ii)	District Development Manager, B.A.D.M.C.	Member									
(iii)	Secretary of the CCB	Member Secretary									

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



[illegible]

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES, OHIO STATE DEPT.

HO. 22111-3/2010. 21710 / Dated: 15.10.2011
From:

Mr. N. R. Gaitanarakis, P.T.
Deputy Registrar, Coop. Societies (Credit).

To

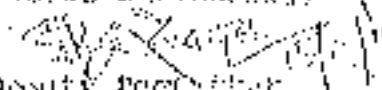
The Secretaries of all Central Cooperative
Banks in the State.

Subject: Enact A source policy for the Central Coop.
Banks incorporating the staff service Rules, 2011.

Sir,

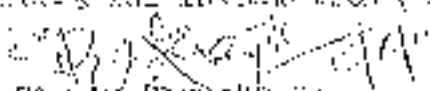
The Enact Member policy for the Central Cooperative
Banks incorporating the Staff Service Rules, 2011 as has been
prescribed by the Registrar of Cooperative Societies, Ohio, and
under Section 23-A(2) of the O.C.S. Act, 1962 (Act 2 of 1962)
is sent herewith for adoption.

Yours faithfully,


Deputy Registrar,
Cooperative Societies (Credit)

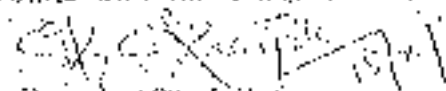
Memo No. 21711 / Dated: 15.10.2011

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.


Deputy Registrar,
Cooperative Societies (Credit)

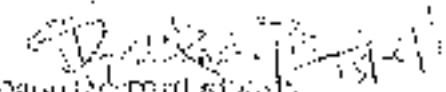
Memo No. 21712 / Dated: 15.10.2011

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.


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.


Deputy Registrar,
Cooperative Societies (Credit)

Copy to U.C. Bank Section.

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Prafulla Sarve
Minister, Cooperation,
Tourism and Culture



FOREWORD

Our State is one of the front-runners in the Country in acceptance and implementation of the revitalization package recommended by the Vaidyanathan 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 Vaidyanathan 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 ring of the STCCS assume greater responsibilities to

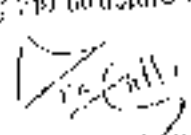
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in the PACS and provide them handholding support to become One Stop
centrations to cater to the entire requirement of the farming community under
roof and this will be facilitated through an appropriate Human Resource
policy incorporating recruitment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

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

The Human Resource Policy designed for the District Central Cooperative
Banks includes assessment of requirement of staff on the basis of financial
parameters, a foolproof recruitment system, compensation and incentives for
the employees, modalities for their retention in the organizations, capacity
building by way of training interventions, motivation for self acquired basic
knowledge in the changed banking scenario in the Country, measurement of
work performances, maintenance of discipline, promotional avenues of the
employees etc.

I am extremely glad that a foolproof Human Resource Policy has been designed
and issued by the Registrar, Cooperative Societies, Orissa in exercise of powers
conferred on him U/s. 23(A)(2) of the Orissa Cooperative Societies Act, 1962
in implementation, in all the District Central Cooperative Banks. With its
implementation it is expected that the DTCCS shall be fully prepared to assume
greater responsibility to take forward the recommendations of the
Societal Committee for consolidating the structure by ensuring good
governance.


(Pratap Samal)
Minister,
Cooperation, Tourism and Culture

Cooperation, Tourism and Culture

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OFFICE OF THE REGISTRAR, CO-OPERATIVE SOCIETIES, OISSA,
BHUWANESWAR

Date: 27.1.2011

Order No. - 15251

In supersession of this Directorate Order No.27269 dated 23.09.1994 and in exercise of the powers conferred on me under Section 25A(2) of the Orissa Co-operative Societies Act, 1962 (Act 2 of 1963), I Sri B. Mohapatra, IAS, Registrar of Co-operative Societies, Orissa, hereby issue guidelines on the Human Resource Policy for the District Central Co-operative Banks for adoption by the Committee of Management of the District Central Co-operative Banks stipulating the terms of employment and service conditions of the employees of the District Central Co-operative Banks in the State of Orissa.


Registrar,
Co-operative Societies,
Orissa

HUMAN RESOURCE POLICY FOR
DISTRICT CENTRAL CO-OPERATIVE BANKS OF ORISSA
ISSUED UNDER THE DISTRICT ORDER NO. 15251

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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 (incl. fixed deposits of PACS/LAMs etc.) 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 Co-operative 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 31st March of the year.

Category of CCB	Retail or Non-institutional deposits + total loans
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 loans
I.	Above Rs.40 crore
II.	Above Rs.15 crore and up to Rs.40 crore
III.	Above Rs.5 crore and up to Rs.15 crore
IV.	Up to Rs.5 crore

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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.

- (i) "Probationer" 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 term of his office and includes service in the bank as a probationer. The period of joining 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 Accrued Losses, Fixed Assets and Contingencies.
- (l) "Basic Pay" means the amount drawn monthly by an employee as per pay scale prescribed for the post held by him satisfactorily 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, Coimbatore.
- (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 are 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 a location covering radius of 8 Kms. of the place to which he is posted or as per guideline issued in this regard from time to time.
 - (c) In case of difference 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 1st April of a year and ending on 31st March of the next calendar year unless otherwise mentioned in these guidelines.

CHAPTER - III

- d. The Managing Committee of the Bank shall be competent to prescribe subject to these guidelines and revise from time to time strength and establishment and scale of pay and allowances etc. admissible to each member of staff in line with H.P. Policy adopted and keeping in view likely additional financial liabilities, volume of business, Cost of Management, profitability, capacity to serve depositors, borrowings in terms of loaning operations, recovery and level of NPA and CHA 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 50% of the total income.

3(c) ORGANIZATIONAL STRUCTURE AT HEAD OFFICE OF COOP:

The following department set-up at H.O. of COB 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 overlapping.

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 sections, 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	3	3	4	3
Middle Management	7	5	6	6
Jr. Management	20	24	26	19
General Staff	40	38	34	28
Support Staff	14	13	12	10
Total	85	86	76	62

ii) Staffing Pattern for Divisional Office (D.O.) or Regional Office (R.O.) of CCBs

The CCBs may have Divisional Office or Regional Office for effective monitoring of affiliated societies and proper control over its branches. The concerned Board may decide to open D.O. or R.O. taking into consideration the specific need thereof 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.

For Banks operating in a single District, the Bank may consider opening a R.O. or D.O. 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 R.O. or D.O. provided in no case the area of operation of the C.O. or R.O. shall be less than one District.

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

Designation	Staffing pattern (Indicative)
C.O. (may be an officer Jr. Mgt.)	1
Officer Jr. Mgt.	1
Clerical Staff	1
Support Staff	1
Total	4

III. Staffing pattern of Branches of CCBs

Branch category	Branch Manager (M.M-1)	Accountant (M)	Main officer (M)	Sr. Asst./ Jr. Asst.**	Support staff	Total
I	1	1	2	6	4	14
II	1	1	1	3	3	9
III	1	1	1	3	2	8
IV	1	1	1	2	1	6

*Includes Head 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. or R.O. and Branches is only indicative and could be taken as the requirement at the maximum level of business in different categories. Whenever 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.

- One field supervisor for every active 3 to 50 PACS or other societies affiliated to a bank branch.

ii. The staff requirement would have to be reassessed in case of implementation of Care Banking Solution (CBS).

3 (c) Assessment of staff along the 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 lending operations, recovery/overdues and level of NPAs and level of CHAR as prescribed by RBI from time to time. The cost of management should in no case exceed 2% of the working fund and 85% 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 (AACS), 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.

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- Active appointments of staff to be stopped completely.
 - Job specific deputation or short term deputation (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 31st 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 detailed 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 identity card and liveries to the employees, for instilling a sense of belonging.
 - Every CCB may have its own logo for proper identity and branding and logo.

- 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. Contracting

"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.

"Contracting 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) Courier Services
- (vii) Business facilitators, intermediaries and recovery agents.
- (viii) Courier Service
- (ix) Filing, photocopying and scanning services
- (x) Security guards.

The outsourcing shall be made from an outside agency by following a transparent procedure such as testing 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 school 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.

b. **CATEGORY OF POSTS:**

As per HFI 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	Asst. Secretary, Deputy Secretary, Asst. Secretary	Deputy General Manager
3	Senior Management II	i) Manager (Admin. & Genl.) 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 Assistant ii) Accountant iii) Sub-Assistant Engineer	Asst. Manager
6	Clerical (To be designated as Backlog Assistant)	A) Banking Assistant i) Supervisor ii) Senior Assistant iii) Stenographer iv) Assistant Supervisor v) Junior Assistant vi) Junior Supervisor vii) Cashier viii) Collector B) Technical Personnel i) Typist ii) Driver iii) Electrician This technical personnel will not be eligible for further promotion.	Banking Assistant
7	Support Staff (To be designated as office attendants)	i) Record Keeper (Additional two factors in the scale of pay will be granted) ii) Peon iii) Watchman iv) Gardener v) Sweeper vi) Dancer	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 COBs (H.Q., D.O/ B.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 COB.

- A) Assessment of the need for additional staff should be made by the COBs 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 COB going in for fresh recruitment should have the "capacity to pay". The norms prescribed by RBI / NABARD from time to time should be studied by the COB 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 CGOs 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 authority as follows:

- i) Managing Committee of the Bank shall be the Appointing Authority of the CEO of CGOs subject to fulfillment of all 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 CGO
2. Chief Executive of the Bank
3. Divisional DPCS 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 services.

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.

F) 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/Kavay Institute of Management, Dhulianeswar (KIMS). 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 NCCB 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, two candidates applying for the posts should have valid Employment Exchange Registration Number.

Religiously Persecuted:

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

Direct Recruitment - Eligibility Parameters				
Category of Staff	Age	Minimum Educational Qualification	Specified Post(s)	Appointing Authority
Support Staff (Group C)	21-35 years	Class X pass with 50% as minimum marks with 5% relaxation for SC/ST candidates.	Yardmaster in charge of local print paper with reasonable qualifications also in the State's leading daily news paper, the candidates should have valid Employment Exchange Registration Number. Printing will be done on the basis of marks secured by Class X candidates and on the basis of 4% of the vacancy will be filled for appearing at an interview. The candidate bound in the purpose must acquire the Chief Executive Officer, Deputy District Engineer and Engineer General, Mysore (Administrative & Establishment).	Chief Executive Officer
Band 10 Accounts Group II (Financial Staff)	21-35 years	- Graduate in any discipline - Graduate in Commerce/Accounting/Statistical/Financial/Industrial/and Civil Accounting - CAIIB - Accountancy will be preferred - Qualification in basic computer application will be preferred.	Yardmaster in charge of local print paper with reasonable qualifications also in the State's leading daily news paper. Notes: This position of papers will be done by External Recruitment Agency.	Chief Executive Officer

		- In case of defect, the application shall be closed. - In case of defect, the application shall be closed.		
Group A (2000)	20 20 20	- First Class Certificate to any diploma holder with 60% marks. - Class Certificate to any diploma holder with 50% marks in Computer I Examination. - Second Class Certificate to any diploma holder with 40% marks in Computer I Examination. - Third Class Certificate to any diploma holder with 30% marks in Computer I Examination. - Fourth Class Certificate to any diploma holder with 20% marks in Computer I Examination. - Unsuccessful candidates in any diploma examination will be notified.	- Document to be submitted in form of paper with suitable photograph of the holder of the diploma. - When the holder of the diploma is not present, the holder of the diploma should be notified.	Appropriate Certificate

♦ In case of defect, the application shall be closed.
 ♦ In case of defect, the application shall be closed.
 ♦ In case of defect, the application shall be closed.

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 to Group-A may be restricted to Officers in Junior Management (JN) i.e. Assistant Manager.
- Co-operative 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 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.

iv) Full and proper criteria for CEOs of CGRs.

Appointment of professionally qualified CEOs for CGRs, as per the instructions on full 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 specialization)

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 promotions 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 promotions in different grades are suggested:

Category	By Direct recruitment	By Promotion
Group-C		
Support Staff	100%	
Group-B		
Banking Assistant	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)	80%	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 of 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.

2. 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.

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 28 years on the 1st 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 removed 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 service of the Bank, if he/she is disqualified to be an employee of the institution under the O.C.S. Act, 1982 and framed there under.

(2). **Probation :**

A person who is appointed by direct recruitment in 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 AGSTI or 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 performance on completion of which, his/her performance would be reviewed and the employee would be confirmed or discharged on merits.

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 30 months from the date of joining. However, an employee desists to leave the job before confirmation has to deposit an amount equivalent to last 3 months salary.

13. Condition 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 ADSTI or OSDIB 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 perfect performance 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 promotion (in case of promotion), 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 probationers

- 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 does 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 an 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 are

confined 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 employees, a test will be conducted by the AGST of Oissa 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 PAFs of the concerned employees for last three years shall be taken into consideration. In case of any major misconduct as recorded in the PAF, 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. A list of the no. of vacancies for promotion shall be called for the posts.
- e) 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 sizable 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 (PAF - average of last 3 years) shall be as under :
- (a) Group - C to Group - B & Group - B to Group - A

Wyllie - 60%

100% 100%

PAH = 20%

(b) Promotions within Group

Interview - 15%

PAQ - 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 programmes for their staff. On the basis of Training Need Analysis, training programmes of the staff and officers may be decided at the beginning of the year in and 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-PECC) in BHID, Lucknow, IIR, and NABARD Regional Training Centre at Bolpur, VAMNICO, Pune, RBI Training Centre etc. The following are some illustrated indicative list of training programmes.

- Cooperative Banks in changing banking scenario - Govt. financial package and STCCS.
- Change Management, Leadership Development and Status of Board of Directors.
- BFI, 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, Cooperation Banking, Financial Inclusion
- Loan Policies and Documentation.

- 1912
- Understanding the health of cooperative banks through financial statements or balance sheets-Analysis of Balance Sheet.
 - Funds and Investment Management.
 - Risk Management-Agency with reference to NADARD 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) Continuation 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 recruitment and promotion 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 LAMPB 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, pursue 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 these rules.

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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 finds its business. No T.A. shall be paid to a new employee for joining service, 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 times.
- vii) It should involve assessment of adequacy of staff at various levels of tiers and their deployment for business growth.
- viii) 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 GEO 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 cluster transfer of Group 'C' staff may be done by the GEO 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 (a), maintain or cause maintenance confidential record for each officer and staff in the form as at annexure 'B' and 'C' which shall consist of appraisal reports of the concerned officers for each half year ending 30th June and 31st December with such remarks as may be made by the competent authority.

or any officer ranking 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 a 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 performance in training shall be maintained in this record.

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

20. 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 not exceed 50% of the total income and 2% of the Working Fund.
- b) The CRRAR as on 31st 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 CRRAR should be less than 7%.
- c) The Bank should be working at a profit for the last 3 consecutive years.
- d) 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.
- e) 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 notionaly 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 notionaly arrived at by increasing an amount equivalent to his first 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.

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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 1st 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) awarded by an employee to the post is not lost by such filling or fixation.
- 3) An employee who achieves 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.
 - JALB - One increment
 - CALB - Two increments
 - Certificate in Course for Professional Excellence in Cooperatives (C-FE/C) / 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 1st, 3rd and 5th year. The stagnation increment shall be treated as Basic Pay for all purposes.

27. (B) Authority to sanction increments :

- 1) The Chief Executive of the Bank shall be competent to sanction normal 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. Bank 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 facility of Leave Travel Concession (LTC) to the Bank's employees who have completed two 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 be bound to serve the Bank in such capacity and at such places 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, bribe, 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.

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- i) No employee shall engage in any commercial business or pursue it either on his own account or be an agent for others while in the employment of the Bank.
- ii) 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, NAO, Panchayat 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) Absenting, 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 offences 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 employee, 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 NAO or any institution constituted under Orissa State Laws or to any office of the

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- (xvii) Holding or attempting to hold or alienating any property in the premises of the Bank without the previous permission of the Chief Executive or his/its 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) Absentment or truancy 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 sanction of leave without sufficient cause.

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2) Minor Misconduct :

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

- i) Lolling, loitering 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 decorum 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 generally an unsatisfactory behaviour while on duty.
- vii) To proceed on leave without prior approval of competent authority.

3) 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 essential increments with cumulative effect.
- ❖ Reversion to lower grade.
- ❖ Dismissal from service.
- ❖ Removal from service.
- ❖ Compulsory retirement from service.

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c) The amount of suspension allowance may be increased by a suitable amount not exceeding 75% of the subsistence allowance payable 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 shall 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.

35. **Procedure for imposing punishment for Major and Minor Misconduct :**

The procedure followed by the State Government and the orders 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 *breach of discipline or vigilance* or *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 employee 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 arrears 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 first day of the month shall be date of superannuation notwithstanding he/she attains the age of superannuation on any

10. The Managing Committee may, in its discretion, extend the retirement age of any employee on special grounds.

40. HUMAN RESOURCE POLICY FOR THE CENTRAL CO-OPERATIVE BANK OR ASSOCIATED INSTITUTIONS OF STAFF SERVICE RULES, 2011

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day during the same month, if the date of retirement falls on 31st day of the month, the retirement will retire by 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 by the latest of date any time after he 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 60 years and in case of Support Staff beyond 65 years.

- a) The services of a probationer may be terminated by the competent authority without assigning any reasons therefor.
- b) The performance of an employee other than Support Staff on attaining the age of 60 years and 65 years shall be reviewed by the Managing 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.

46. 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 60% of the leave at his/her credit shall be allowed.

47. 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.

48. 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 or salary shall be in accordance with the relevant rules of the Bank.

49. Leave Rules :

(a)

(b) 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 an authorized leave or otherwise shall be a major misconduct.

(v) The following kinds of leave may be granted to the employees of the Bank under its 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 employees 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 accumulated and availed for the purpose for which leave is permissible.

- Each employee's account of leave shall be credited with 30 days and 31 days in alternate calendar year. This should be done in two instalments, 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 0) 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 accumable for the incomplete month in which the services begin.
- ❖ For each complete month, earned leave will be calculated @ 2 1/2 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 at 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 90 days.

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Leave salary and a allowance during nationally leave shall be as in case of earned leave.

c) 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.

64. Encashment of Earned Leave:

(i) An employee may surrender Earned Leave not exceeding 30 days upto 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 retained from 1st 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 affected 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 on cash 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.

1. The employee must have completed 10 years of continuous service with the Bank.

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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 Co-operative 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 first class A.C.

Employees not entitled to travel by air: The Chief Executive, Senior Officers, and staff are entitled to travel by air only when it is necessary for the service of the Bank.

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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 to which entitled
Officers in senior Management and Middle Management	Two-star A.C.
Banking Assistants	Three-star A.C.
Support Staff	Single 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 traveling 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 O.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 T.A. by road, the Rules for the State Government employees shall be mutatis mutandis applicable.

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c) Daily Allowance:

For the purpose, the Rules for the State Government employees shall be applied in its entirety.

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 T.A. 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.100/- 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 disabilities.

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 CDMO 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 CDMO or a medical officer of equivalent rank of Asst. Professor (Orthopaedics) of any medical college in the State.

The allowance will not be admissible during leave (Except O.L.), furlough, leave or suspension.

The Secretary of CO 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.

40. Uniforms 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 uniforms which shall be supplied to the staff are indicated below:

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

41. 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 Officers 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 Allowances:

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

House Building/ vehicle advances:

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

53. a) Festival Advance :

The employees of CO 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 and/or is fully recovered. 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 M.R. POLICY

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding - Rs. 575.26 Crore -Category-'B'

2. Categorization of Branches:

	Name of the Branch	Category	Rate for Non-Institutional Deposits plus total loan outstanding
1	Main		77.32
2	General		70.4
3	Chehendipada		42.35
4	Atharalik		25.09
5	Borica		28.73
6	Talcher		71.51
7	Kanika		26.37
8	Pallanara		22.65
9	Kota		11.15
10	Manika		11.23
11	Kaustika		7.41
12	Dhenkanal		40.38
13	Gundia		27.88
14	Rayal		33.20
15	K. Nagar		24.35
16	Bhuban		15.11
17	Patijang		51.26
	Total		575.26

3. Categorization of Branches: Retail or Non-Institutional Deposits Plus total loan outstanding

Category	No. of Branches	Rate for Non-Institutional Deposits Plus total loan outstanding
Category-I	1	(Above Rs. 40 cr.)
Category-II	2	(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	4	(Up to Rs. 5 cr.)

Staff recruitment as per HR Policy

Category of post	Head Office	Branches			R.O.D.O. (B)	I.O.	PM (LR)	Acad (LR)	Total
	2nd I	2nd II	2nd III	2nd IV					
1. Sr. Management	5								5
2. Middle Management	8	5	3		3				25
3. Jr. Management	24	15	8		3				60
4. Clerical staff	38	25	27		3				101
5. Support staff	13	70	27		3				113
Total	88	85	81	24	8				286

Staff recruitment as per HR Policy via this sanctioned and existing strength

Sr. No.	Category of post	Maximum required strength as per HR Policy	Strength suggested by the CoB following HR Policy	Approved strength by SCS, Orissa	Existing strength	Vacancy (S-J)
1	2	3	4	5	6	7
1	C.E.O.		1			1
2	Sr. Management	5			4	
3	Middle Management	25			23	
4	Jr. Management	65			41	
5	Clerical staff	101			35	
6	Support staff	83			128	
	Total	259			31	
	Junior Supervisory VI-A					

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

2. Categorization of Head Office: Total retail or non-institutional deposits plus total loan outstanding - Rs. 18 and above - Category 'D'

Categorization of Branches:			Retail or Non-Institutional Deposits plus total loan outstanding	
	Name of the Branch	Category		
1	Shogan	II		17.97
2	Bugda	II		15.14
3	Belaguniha	II		16.35
4	Bader	I		11.15
5	Dharakota	II		10.95
6	Burda	III		11.56
7	N.P. Sero	II		12.78
8	K.A. Nagar	II		12.52
9	Kodale	II		8.21
10	Potasa	II		11.74
11	Belaguni	II		13.62
12	Man	II		14.77
13	Sharnango	II		19.53
14	Manila	IV		2.71
15	Kudgach	IV		2.52

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

No. of Branches		
Category-I	III	(More than Rs. 20 cr.)
Category-II	3	(More than Rs. 15 cr. up to Rs. 20 cr.)
Category-III	10	(More than Rs. 5 cr. up to Rs. 15 cr.)
Category-IV	2	(Up to Rs. 5 cr.)

Staff requirements for HR Policy

Category of post	Head Office	Branches				R.O.D.C. (%)	10. (LR)	23. (LR)	Total
		Cal. I	Cal. II	Cal. III	Cal. IV				
1 Sr. Management	2	-	-	-	-	-	-	-	-
2 Middle Management	5	-	-	3	10	-	-	-	3
3 Jr. Management	10	-	-	3	25	-	-	-	20
4 Clerical staff	24	-	-	3	30	-	-	-	40
5 Support staff	10	-	-	9	20	-	-	-	39
Total	62	-	-	27	80	-	-	-	169

Staff requirements as per HR Policy vis-à-vis sanctioned and existing strength

No.	Category of post	Maximum sanctioned strength as per HR Policy	Strength suggested by the CCS & existing HR Policy		Approved strength by CCS & existing HR Policy	Existing strength	Vacancy (4-8)
			HR Policy	CCS & existing HR Policy			
1	C.E.O.	3	4	1	5	6	7
2	Sr. Management	3	3	1	1	1	-
3	Middle Management	20	20	8	8	1	-
4	Jr. Management	44	44	26	26	18	-
5	Clerical staff	73	73	50	50	23	-
6	Support staff	41	41	10	10	31	-
Total		132	132	96	96	36	-
Junior Supervision (7-21)				129	129	51	-
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STAFF STRENGTH OF BALASORE BHADRAK CENTRAL COOPERATIVE BANK AS PER L.R. POLICY

Categorization of Head Office: Total relat. or non-institutional deposit plus loans, loan outstanding - Rs. 1,025.77 Crore - Category: A

Categorization of Branches:

	Name of the Branch	Category	Relat. or Non-institutional Deposits plus total loan outstanding
1	Sector		83.04
2	Delhi		43.95
3	Jaipur		65.53
4	Gurgaon		38.33
5	Sri		36.85
6	Khar		45.20
7	Bhadrak		27.57
8	Chamraha		44.08
9	Chandigarh		34.25
10	Tilak		41.21
11	Basdevpur		52.74
12	Ramota		26.53
13	Besla		37.72
14	Bahadurgarh		20.75
15	Jangam		45.15
16	Balasore (Evening)		6.82
17	Katli		7.02
18	Saradap		35.09
19	Nigra		53.71
20	Singh		18.23
21	Borla		28.25
22	Banspanthe		36.74
23	Daman		17.12
24	Jaleswar (Evening)		7.13
25	Kalibada		7.25
26	Charama (Extn.)		7.84
27	Rehargad		7.15
28	Opada		10.67
29	Xupad		5.05
30	Agharoda		12.38

3. Categorization of Employees

Category	No. of Employees	Ratio of non-direct/indirect deposit plus total loan outstanding
Category-I	14	(More than Rs.40 cr.)
Category-II	42	(More than Rs. 25 cr. up to Rs.40 cr.)
Category-III	7	(More than Rs. 5 cr up to Rs. 25 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. (A)	I.O. (B)	SA (C)	Area (D)	Total
		Car.I	Car.II	Car.III	Car.IV				
1. Sr. Management	5	31	12	7					50
2. Middle Management	7	30	24	21		3			85
3. Sr. Management	23								23
4. Clerical	10	50	35	31		2			128
5. Support staff	14	44	36	21		2			117
Total	59	155	105	55		10			410

5. Staff requirement as per HR Policy vis-a-vis sanctioned and existing strength

No.	Category of post	Maximum required strength as per HR Policy	Strength suggested by the OCB following HR Policy	Approved strength by RCB, Dhaka	Existing strength	Vacancy (A-B)
1	2	3	6	5		
2	Sr. Management	5	7			
3	Middle Management	23	20	3	3	14
4	Sr. Management	10	23	13	27	13
5	Clerical	15	15	4	37	22
6	Support staff	14	14	21	65	51
Total		69	69	40	104	35
1. Junior Supervisor (JSA)				283	184	99
				273	128	145

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

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding -- Rs. 136.74 Crore Category 'D'

2. Categorization of Branches:

Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding (Rs.)
Muzame		10.32
Marsinghpur		15.83
Chandilla		30.55
Katpeditai	II	9.25
Badamba	III	12.54
Saranda	III	5.73
Tigra	III	8.60
Mandibung	III	12.18
Churpewar	III	9.07
Dampada	III	7.10
Mehla	IV	3.59

3. Categorization of Branches:

Category-I	No. of Branches	Retail or non-institutional deposits 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.

A. Staff requirement as per H.R. Policy:

Sl. No.	Category of post	Head Office	Branches					R.O.D.O	L.O.	SM (L.S)	Asst (L.S)	Total
			Cell 1	Cell 2	Cell 3	Cell 4	Cell 5					
1	Sr. Management	3										3
2	Middle Management	5										5
3	Jr. Management	18										18
4	Clinical staff	28										28
5	Support staff	10										10
Total:			62									62

B. Staff requirement as per H.R. Policy via a-4b sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the COS following HR Policy	Approved strength by RGS, Orissa	Existing strength	Vacancy (A-B)
1	Sr. Management	3	4	5	6	7
2	Middle Management	5	5	7	7	
3	Jr. Management	17	17	23	17	
4	Clinical staff	35	21	26	2	19
5	Support staff	11	53	9	3	32
6	Total	34	38	38	28	10
Junior Supervisors (VI-A)		154	134	112	32	

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

HEAD OFFICE

	Min	Sustaining Parameters per H.R. Policy and staff requirement as suggested by the DCCB					Total
		SW	WOM	SA	SS	SS	
Head Office (Business within Rs.500 Cr.)	10	4	5	20	34	12	75
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	-	1	22	33	22	58
Category - IV (Up to Rs.5 Cr.)	1	-	1	1	3	1	6
	34	4	20	65	105	63	275

Selected strength by RCSIOM	213
Present Strength	145 Regular + 6 contractual
Plus Grade VI & Supervisors	72

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

4. Staff requirements as per HR Policy:

Category of post	Head Office	Branches				R.O.D.O.	I.O.	SM (L.R)	Actn. (L.R)	Total
		Cat I	Cat II	Cat III	Cat IV					
1. Sr. Management	3									3
2. Middle Management	5		3	7	1					17
3. Jr. Management	18		6	12	1			1		38
4. Clerical staff	28		6	21	3					67
5. Support staff	10		9	12	1					34
Total	62		27	55	6		1	1		133

5. Staff requirements as per HR Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per R.O. Policy	Strength suggested by the CCS following HR Policy	Approved strength by R.O. Policy	Existing strength	Vacancy (4-5)
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	25	17	
4	Jr. Management	38	21	28	2	13
5	Clerical staff	61	53	6		52
6	Support staff	34	36	38	23	13
Total		154	134	112	52	
	Junior Supervisor (VI-A)				41	

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

HEAD OFFICE

Sr. No.	K.O.	Staffing Pattern as per H.R. Policy and staff requirement as suggested by the DCCB					Total
		SM	AM	JM	CS	SS	
Head Office	1(C)	4	5	20	34	12	75
Branches							
Category-I (Within Rs. 40 Cr.)	1		1	2	5	4	12
Category-II (Within Rs. 40 Cr.)	40		10	20	30	30	90
Category-III (Within Rs. 15 Cr. Up to Rs. 40 Cr.)	11		11	22	33	22	58
Category-IV (> Rs. 5 Cr. Up to Rs. 15 Cr.)	1		1	1	3	1	5
Category-V (Up to Rs. 5 Cr.)	1(423)	4	29	55	105	68	272

Sanctioned Strength (by RO/CB)	243
Present Strength	143 Regular + 3 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.

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-I

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	SADAK	II	27.58
2	Jungarh	II	24.20
3	Khetar Road	I	22.00
4	Evering	I	8.10
5	Maha	I	6.45
6	Alampur	I	6.04
7	Kariga	I	10.08
8	Dhanganagar	I	9.62
9	Koksara	II	7.51
10	Kalamour	II	7.37
11	Javapara	II	11.58
12	Khera	II	9.31
13	Kohira	III	12.57
14	Sinabail	III	7.20
15	Mahla	IV	0.98
16	Golemunda	IV	2.77

3. Categorization of Branches:

Retail or Non-institutional deposit
Plus total loan outstanding

No. of Branches

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

4. Staff requirements as per HR Policy:

Sl. No.	Category of post	Head Office	Branches				R.O.D.O. (A)	I.O. (LR)	3M (LR)	Asst. (LR)	Total
			Cat. I	Cat. II	Cat. III	Cat. IV					
1	Sr. Management	5	-	-	-	-	-	-	-	-	5
2	Middle Management	5	-	3	11	2	-	-	2	-	23
3	Jr. Management	15	-	6	22	2	-	-	-	-	45
4	Central Staff	25	-	9	33	5	-	-	-	-	80
5	Support Staff	10	-	-	22	2	-	-	-	-	42
	Total:	55	-	27	88	12	-	-	-	-	195

5. Staff requirements as per H.R. Policy vis-a-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum strength as per H.R. Policy	Strength suggested by the suggested by the CCS following HR Policy	Approved strength by CCS, Orissa	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.	-	-	-	-	-
2	Sr. Management	23	23	23	-	-
3	Middle Management	45	45	45	-	-
4	Jr. Management	80	80	80	-	-
5	Central Staff	45	45	45	-	-
6	Support Staff	192	192	192	-	-
	Total:	385	385	385	-	-
	Junior Supervision (V-A)	-	-	-	-	-

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

1. Categorization of Head Office: Total retail of non-institutional deposits plus total loan outstanding - Rs 445.88 Crore - Category - 'A'

2. Categorization of Branches:

Sl. No.	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
1	Bolangoor		79.35
2	Sadar	II	28.94
3	Lave		15.80
4	Saundale		21.91
5	Villagach		31.51
6	Kanikolan		32.88
7	Palangot		22.05
8	Yonepur		29.80
9	Tave		20.32
10	Birica		25.35
11	Ullunda		16.95
12	Chingurall		24.45
13	Lasingha	III	14.52
14	Talaka	II	14.05
15	Mangalir Bolangoor	IV	10.85
16	Deogoor	II	8.47
17	Jazasingha	II	9.47
18	Belare	III	14.51
19	Lathora	II	7.78
20	B. Maru		14.59
21	Manila (Sorepur)	IV	1.34
22	TO ALL		445.84

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

No. of Branches	
Category-I	(More than Rs.40 cr.)
Category-II	(More than Rs.15 cr. up to Rs.40 cr.)
Category-III	(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		Branches				R.G.S.D.	Total
		Head Office	Category-I	Category-II	Category-III	Category-IV	
1	Sr. Management	4		11	8	1	24
2	Middle Management	6		22	18		46
3	Jr. Management	23	2	33	24	3	83
4	Central staff	34	5				39
5	Support staff	12	2	33	16		63
	Total:	79	13	89	64	5	250

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

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 OCB following H.R. Policy	Approved strength by RGS, OCB	Existing strength	Vacancy (4-6)		
1	2	3	4	5	6	7		
1	C.E.O.	1	1	1	1	1		
2	Sr. Management	5	5	5	5	1		
3	Middle Management	27	28	27	27	27		
4	Jr. Management	63	63	24	19	44		
5	Central staff	33	100	49	47	53		
6	Support staff	56	64	54	41	23		
	Total:	259	257	137	133	152		
	Junior Supervisor (vi-A)							

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

1. Categorization of Head Office: Total retail or non-institutional deposit plus total loan outstanding - Rs.125 is Core Category

Categorization of Branches		Category		Retail or Non-institutional Deposits plus total loan outstanding	
1	Name of the Branch				
1	Head Office			125	
2	Pourasalek	I		17.00	
3	Mangurda	II		24.92	
4	Maha Bir Boudh	IV		4.56	
5	Phulani	II		2.21	
6	Takur	III		1.32	
7	G. Lodayan	III		1.07	
8	Raxia	III		11.83	
9	Bellajda	II		5.00	
10	Maha Bir Phulani	IV		4.73	
11	Kanamel	IV		3.17	
	Total			155.15	

2. Categorization of Branches: Retail or Non-institutional deposit Plus total loan outstanding

Category	No. of Branches	More than Rs.40 cr.	More than Rs.15 cr. Up to Rs.40 cr.	More than Rs.5 cr up to Rs.15 cr.	Up to Rs.5 cr.
Category-I	1				
Category-II	2				
Category-III	3				
Category-IV	3				

4. Staff requirement as per H.R. Policy:

Category of post	Head Office	Branches				R.C.D.O. (3)	I.O.	S.M. (L.R.)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV				
1. Sr. Management	3								3
2. Middle Management	5		5	3	3				17
3. Jr. Management	15		10	6	3				34
4. Clerical staff	25		15	9	3				52
5. Support staff	10		5		3				18
Total	58		35	26	18		4		153

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

Sl. No.	Category of post	Maximum strength as per H.R. Policy	Strength suggested by the CCS following the Policy	Approved strength by RGS, Orissa	Existing strength	Vacancy (4-5)
1	2	3	4	5	6	7
1. S.D.O.						
2. Sr. Management		3	3			
3. Middle Management		17	17			
4. Jr. Management		35	37			
5. Clerical staff		52	52			
6. Support staff		35	35			
Total		154	156			
Junior Supervisor (V-4)						

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

1. Categorization of Head Office. Total retail or non-functional deposit plus total loan outstanding - Rs.720.73 Crore -Category-IB

2. Categorization of Branches:

S. No.	Name of the Branch	Category	Retail or Non-Functional Deposits plus total loan outstanding
1	Head Office		45.61
2	Sagar	II	21.03
3	Wardha	II	21.50
4	Nelli	II	25.46
5	Adugati	II	20.19
6	J.S.Pur	II	26.38
7	Balkola	II	20.89
8	Tiruk	II	22.05
9	Kulanga	II	24.85
10	Erampalli	II	13.04
11	Potticheri	II	36.86
12	Karimnagar	II	34.48
13	Chandul	II	15.22
14	Pekur	II	17.50
15	Narsipet	II	13.59
16	Mahabaleswara	II	5.05
17	Velur	II	35.52
18	Dharmasala	II	18.34
19	Kanapur	II	25.34
20	Sinjampur	II	17.26
21	Dasamur	II	22.17
22	Jagur Prasad	II	17.47
23	Choudwar	II	12.06
24	Gallur	II	13.26
25	Mahanga	II	13.17
26	Gili	II	10.53
27	Biridi	II	10.75
28	Heugan	II	12.29

28	P.N.D.V.	II	12.67	
29	Pattamunda	III	14.92	
30	Aul	III	8.59	
31	Rainagar	II	11.21	
32	Rakshaga	II	12.56	
33	Badachana	III	2.15	
34	Bani	II	14.13	
35	Okanta	II	13.41	
36	Bachhikagar	III	7.09	
37	Mahila	IV	2.57	

Retail or non-institutional deposit:
plus core loan outstanding

Mo. of Branches

- Category-I: More than Rs 40 cr.
- Category-II: More than Rs.15 cr. Up to Rs.40 cr.
- Category-III: More than Rs.5 cr up to Rs.15 cr.
- Category-IV: Up to Rs.5 cr.

Staff requirement as per HR Policy:

Category of post	Head Office	Branches				R.O.D.O.	LO	BM (LR)	Asst (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1. Sr. Management	3	1	21	15	1		2	5		5
2. Middle Management	6	5	42	30					5	109
3. Jr. Management	24	3	63	45	3					158
4. Clerical staff	36	4	83	36	1					155
5. Support staff	5	13	189	123	6	16	2	5		421
Total:	66									

5. Staff requirements per LIR Policy v/s as sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per H.R. Policy	Strength suggested by the CoB following HR Policy	Approved strength by AGS, CoB	Existing strength	Vacancy (4-6)
1	CEO	3	4	5	5	1
2	Sr. Management	1	1	1	1	1
3	Middle Management	3	5	7	7	3
4	Jr. Management	55	57	51	51	51
5	Operative staff	109	105	90	65	40
6	Support staff	156	153	83	70	83
7	Total	326	325	238	238	92
8	Senior Scientists (V/A)	443	443	443	270	173

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.235.05 Crore -Category-2

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	Sagar	I	52.93
2	Arandapur	I	23.89
3	Chamola	II	25.22
4	Hazathi	II	25.67
5	Saikul	II	19.75
6	Ghatagan	I	36.10
7	Joda	I	23.41
8	Chasaura	II	22.12
9	Palai	III	10.53
10	Jhumsura	I	14.55
11	Turthutaga	II	12.76
12	Bargi	III	5.40
13	Moree	V	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. (4)	I.O.	SV (LR)	Acct. (LR)	Total
		Cat I	Cat II	Cat III	Cat IV				
1. Sr. Management	4								4
2. Middle Management	5	1	7	4	1				13
3. Jr. Management	20	3	14	9	4				46
4. Clerical staff	34	5	25	12	3				75
5. Support staff	12	4	21	9					46
Total:	76	13	63	32	8				189

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

Sl. No.	Category of post	Maximum required strength as per HR Policy	Strength sanctioned by the CCB following HR Policy	Approved strength by RCB Orissa	Existing strength	Vacancy (4-5)
1	C.E.O.	3	4	5	6	7
2	Sr. Management	1		1	1	
3	Middle Management	4		4	2	2
4	Jr. Management	19		19	13	6
5	Clerical staff	46		26	23	23
6	Support staff	75		32	27	47
	Total	131		114	114	17
	Junior Supervisor (V-A)			78	91	39
					37	

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

1. Categorization of Head Office: Total retail or non-institutional deposit or up to Rs. 250,000 - Category 'A'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
1	Sagar	I	32.75
2	Bahuria	II	17.52
3	Tangli	II	17.14
4	Bogara	I	37.35
5	Satour	I	22.05
6	Basagol	I	19.36
7	Manipur	II	24.41
8	Krishnapur	III	5.89
9	Jam	II	11.98
10	Madhosa	I	3.72
11	Bhubaneswar	II	11.63
12	Batalia	I	2.32
13	Batalia	II	7.16
14	Madhosa (Khandol)	IV	4.20
15	Madhosa (BRSR)	IV	4.78
16	City	V	4.35
17	Old Town	IV	0.93
18	Haridwar	IV	1.5

3. Categorization of Branches: Retail or non-institutional deposit or up to Rs. 250,000 - Category 'A'

Category	No. of Branches	Staff strength
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 requirements as per HR Policy

Category of post	Head Office	Grades				L.O.	Plm (LR)	Asst. (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV				
1 Sr. Management	4	-	-	-	-	-	-	-	4
2 Middle Management	6	-	1	5	-	-	-	-	6
3 Jr. Management	20	-	2	12	5	-	-	-	27
4 Clerical staff	34	-	21	13	15	-	-	-	63
5 Support staff	12	-	21	12	5	-	-	-	50
Total	76	-	53	43	35	-	-	-	247

5. Staff requirements as per HR Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per HR Policy	Strength sanctioned by the CCA following HR Policy	Approved strength by CCA, Caisse	Existing strength	Vacancy (4-5)
1	2	3	4	5	6	7
1 Sr. Management	4	4	1	1	1	-
2 Middle Management	24	24	24	45	20	-
3 Jr. Management	51	51	51	26	5	-
4 Clerical staff	86	86	93	43	23	-
5 Support staff	52	52	54	50	35	-
Total	215	215	227	174	81	-
Junior Supervisor (V-A)	-	-	-	-	-	-

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.388.12 Crore -Category-'C'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding
1	Our Head		74.25
2	Rayagada		29.20
3	Sambar		15.24
4	Subapada		40.35
5	Korabul		34.75
6	Sadar		37.78
7	Main	II	16.29
8	Soragumme	II	27.47
9	Nawalpangudi	II	29.53
10	Padaferdard	II	20.52
11	Uniersole	II	31.29
12	Balimela	II	21.43
13	Malkangiri	II	23.07
14	Madiguda	III	22.57
15	Evening	III	5.45
16	P.V.V.79	III	9.50
17	Vehicle	V	3.93

3. Categorization of Branches.

Retail or non-institutional deposit
Plus total loan outstanding

No. of Branches

Category-I	Category-II	Category-III	Category-IV
Nil	13	3	1
(More than Rs.40 cr.)	(More than Rs.15 cr. up to Rs.40 cr.)	(More than Rs.5 cr. up to Rs.15 cr.)	(Up to Rs.5 cr.)

4. Staff requirement as per HR Policy:

Category of post	Head Office	Branches				S.O.D.O. (A)	I.O.	BH (A.R.)	Accl. (A.R.)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1 Sr. Management	4	-	-	-	-	-	-	-	-	4
2 Middle Management	3	-	13	3	1	4	-	-	-	23
3 Jr. Management	25	-	25	8	1	4	-	-	-	57
4 Clerical staff	36	-	22	3	3	2	-	-	-	64
5 Support staff	12	-	35	8	1	4	-	-	-	52
Total	78	-	95	24	6	16	-	-	-	239

5. Staff requirement as per HR 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 CCR following HR Policy	Approved strength by RCR, Orissa	Existing strength	Vacancy (±6)
1	C.E.O.	3	3	5	8	7
2	Sr. Management	4	-	-	1	-
3	Middle Management	27	27	-	-	-
4	Jr. Management	57	45	-	-	-
5	Clerical staff	85	96	-	-	-
6	Support staff	62	46	-	-	-
	Total	248	231	-	-	-
	Junior Supervisor (V-A)	-	-	-	-	-

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

1. Categorization of Head Office: Total retail or non-institutional deposits plus total loan outstanding - Rs 244.32 Crore -Category-'C'

2. Categorization of Branches:

Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1. Serushana	II	15.55
2. Solanet	I	31.12
3. Uda	II	22.85
4. Karalia	II	15.83
5. Ratanpur	II	16.78
6. Banaia	II	15.35
7. Baniada	II	27.46
8. Inuria	II	12.23
9. Badash	II	12.64
10. Bisi	II	7.21
11. Jashot	II	5.77
12. Thakumunda	II	5.14
13. Baitang	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	More than Rs. 40 cr.
Category-II	(More than Rs. 15 cr. Up to Rs. 40 cr.)
Category-III	(More than Rs. 5 cr up to Rs. 15 cr.)
Category-IV	(Up to Rs. 5 cr.)

4. Staff requirements as per HR Policy

Category of post	Head Office	Branches				R.O.D.O. (4)	C.O.	GM (LR)	Asst (LR)	Total
		Sat I	Sat II	Sat III	Sat IV					
1 Sr. Management	4	-	-	-	-	-	-	-	-	4
2 Middle Management	6	-	7	6	2	-	-	-	-	21
3 Jr. Management	20	-	4	12	2	-	-	-	-	28
4 Clerical staff	34	-	21	13	3	-	-	-	-	79
5 Support staff	12	-	2	12	2	-	-	-	-	27
Total	76	-	63	43	12	-	-	-	-	199

5. Staff requirements as per HR Policy vis-à-vis sanctioned and existing strength

Sl. No.	Category of post	Maximum required strength as per HR Policy	Sanctioned strength by the CCS following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-5)
1	C.O.	2	4	3	6	7
2	Sr. Management	4	-	1	1	-
3	Middle Management	21	6	5	3	-
4	Jr. Management	48	21	47	37	16
5	Clerical staff	75	46	39	20	19
6	Support staff	47	29	36	28	5
Total		200	100	170	132	67
	Junior Supervisor (W.A.)					

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

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

2. Categorization of Branches:

Sl. No.	Name of the Branch	Category	Retail or Non-institutional Deposits plus total loan outstanding	
1	Mazh	I	23.96	
2	Kamail	I	22.26	
3	Sarekui	I	31.42	
4	Odiapan	II	29.53	
5	Muhitpur	II	17.36	
6	Dasapada	II	20.75	
7	Khentapasa	II	20.67	
8	Bhapur	II	22.17	
9	Sonia	III	12.50	
10	Head Office Branch	III	12.78	
11	Wahra	IV	3.67	
12	Nighi Branch	V	2.46	
Total:			220.88	

2. 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	5	(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.C.D.O.	Total
	Category	Category-I	Category-II	Category-III		
1. Sr. Management	0		8	2		4
2. Middle Management	20		16	4		18
3. Sr. Management	34		24	8		42
4. Clerical staff	2		24	4		24
5. Support staff	18		72	16		40
Total						104

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

Sl. No.	Category of post	Minimum required strength as per HR Policy		Strength suggested by the CCS following HR Policy		Approved strength by RCS, Drissa	Existing strength	Vacancy (4-6)
		Category	Category-I	Category-II	Category-III			
1	C.E.O.	3	1	1	1	3	6	7
2	Sr. Management	4	4	4	4	1	1	3
3	Middle Management	16	16	16	16	22	22	13
4	Sr. Management	40	40	40	40	56	56	16
5	Clerical staff	40	40	40	40	89	89	8
6	Support staff	18	18	18	18	32	32	12
Total						140	140	39 (11=38)

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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	Katania	II	20.13
2	Borgaith	I	107.57
3	Bargarh Evening	II	24.74
4	Bargarh Mahila	II	15.63
5	Supar MB	I	11.75
6	Barpali		33.05
7	Bhalla	II	14.47
8	Bhusia	II	5.77
9	Bhaden	II	22.66
10	Balabhar	II	17.32
11	Bamra	II	14.25
12	Bijepur	II	21.90
13	Deogarh	II	55.41
14	Gaisthet	I	17.10
15	Gudbarga	I	20.52
16	Is Valley	IV	4.71
17	Jharbansuda	II	22.59
18	Jamsiloka	II	14.45
19	Jharbandh	II	18.57
20	Kuchinda	I	31.75
21	Kanacore	II	11.48
22	Lakara	I	13.38
23	Manaswari	I	22.73
24	Manikpur	II	12.40
25	Paikora	II	15.77
26	Padampur	I	35.53
27	Parakruti		15.57
28	Reata	I	15.30

28	Rajshahi	3	1.74
29	Samaleswari	IV	2.88
31	Santabari	I	82.36
32	Medini Samaspur	II	9.34
33	Schella	II	25.16
34	Barkib	III	9.25
35	H.O.		1.66
	Total		787.19

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

	No. of Branches	
Category-I	2	(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 unit policy:

Category of post	Head Office	Branches				R.O./D.O. (S)	I.O.	Sd (LR)	Accl (LR)	Total
		Cat. I	Cat. II	Cat. III	Cat. IV					
1. Sr. Management	5									5
2. Middle Management	6	2	21	3	2	2		2		28
3. Jr. Management	24	2	42	15	2	2				65
4. Clerical staff	38	15	63	27	6	4		4		152
5. Support staff	13	2	53	19	2	4				108
Total	50	26	189	72	12	16		2	4	407

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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 DGB following HR Policy	Approved strength by RCS, Orissa	Existing strength	Vacancy (4-6)
3	2	3	4	5	5	1
1	CEO	1	1			
2	Sr. Managerial	5	5			
3	Middle Management	46	46			
4	Jr. Management	36	36			
5	Clerical staff	152	152			
6	Support staff	133	133			
	Total	463	463			
	Junior Supervisor (144)					

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-I

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposits plus total loan outstanding
1	Sadar		77.26
2	Boudela		57.76
3	Rajgarh		47.64
4	Biswan		40.90
5	Rengpur		20.44
6	Gargol		23.50
7	Purnasari		21.48
8	Lalpur		21.65
9	Subaga		18.43
10	Rajgarh		12.61
11	PERI, Tawing		12.61
12	Makle		33.70
13	Gundole		11.09
14	Bemga		12.46
15	Kira		10.77

3. Categorization of Branches:

	No. of Branches	Retail or non-institutional deposit plus total loan outstanding
Category-I	4	More than Rs.40 cr.)
Category-II	2	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.)

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	3	-	-	22
3	Jr. Management	20	-	-	6	-	55
4	Clerical staff	24	23	24	3	1	85
5	Support staff	22	18	24	3	1	59
	Total	76	52	72	24	4	228

5. Staff recruitment as per HR Policy vis-a-vis sanctioned and existing strength:

Sl. No.	Category of post	Maximum required strength as per HR Policy	Strength suggested by the DCS following HR Policy	Approved strength by RGS, Gurgaon	Existing strength	Vacancy (4-5)
1	C.E.O.	3	4	5	6	7
2	Sr. Management	6	4	1	1	2
3	Middle Management	22	22	22	3	13
4	Jr. Management	55	51	38	53	12
5	Clerical staff	55	174	75	29	75
6	Support staff	53	55	41	29	29
	Total	223	256	177	125	136

STAFF STRENGTH OF UNITED PURNIMAPARA 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-'B'

2. Categorization of Branches:

	Name of the Branch	Category	Retail or Non-Institutional Deposit plus total loan outstanding
1	Head	I	10.32
2	Uttarabali	II	5.25
3	Sahibpuri	III	4.28
4	Sahibpuri	III	7.43
5	Karni	III	8.53
6	Deang	III	8.61
7	Pipri	IV	6.55
8	Mirzapur	I	12.71
9	God	II	8.96
10	Asaraj	III	5.36
11	Kandipur	III	5.11
12	Kachila	IV	1.10
	TOTAL		88.04

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

	No. of Branches	(More than Rs.40 cr.) (More than Rs.15 cr. Up to Rs.40 cr.) (More than Rs.5 cr. up to Rs.15 cr.) (Up to Rs.5 cr.)
Category-I	-	
Category-II	-	
Category-III	4	
Category-IV	4	

4.77
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4. Staff requirement as per HR Policy:

Category of post	Head Office	Category-I	Category-II	Category-III	R.O.D.O.	Total
1. Sr. Management	3					3
2. Middle Management	3					3
3. Jr. Management	18					18
4. Clerical staff	28					28
5. Support staff	10					10
Total	62					62

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

Sr. No.	Category of post	Maximum sanctioned strength as per H.R. Policy	Strength suggested by the CDB following HR Policy	Approved strength by R.C.S. Officer	Existing strength	Vacancy (4-6)
1	2	3	4	5	6	7
1	C.E.O.					
2	Sr. Management	3	3			
3	Middle Management	17	17			
4	Jr. Management	39	39			
5	Clerical staff	84	84			
6	Support staff	22	22			
Total		157	157			
Junior Supervision (V.A.)						

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

Sl	Name of the DCB	Category of Post					Total
		DCO	Senior Management	Middle Management	Junior Management	Support Staff	
1	2	3	4	5	6	7	8
1	Andal	1	3	25	65	70	23
2	Ashta	1	3	20	54	72	21
3	Bahadur	1	3	39	101	132	110
4	Barkhi	1	3	17	35	61	54
5	Barnanoli	1	4	29	55	105	89
6	Bhawanipallic	1	3	23	48	80	42
7	Bolnagar	1	4	27	62	80	66
8	Boudh	1	3	17	35	62	33
9	Canal	1	3	56	109	156	113
10	Kachipar	1	4	19	25	75	45
11	Katua	1	4	24	51	59	50
12	Korait	1	4	41	57	83	62
13	Kayrothan	1	3	21	16	79	47
14	Kayash	1	4	16	40	54	40
15	Sambhar	1	3	46	96	152	106
16	Sundargar	1	2	22	33	63	56
17	Purkhandas	1	3	7	39	64	33
Total		17	58	444	958	1592	1025
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DIRECTORATE OF COOPERATIVE AUDIT: ODISHA: BHUBANESWAR.

Letter No. VI (1362/2018) 4757 /Audit B 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 LAMPES and PACS.

Madam/Sir,

The Guidelines governing the appointment and other conditions of service of the employees of LAMPES and PACS as prescribed by RCS(C) 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.

21/5/2018

Copy to Computer Cell

Two Spare Copies.

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GOVERNMENT OF ODISHA
COOPERATION DEPARTMENT

Sl. No. CR 63/2015

Copy Date

Shri F.K. Mishra
Deputy Secretary to Government

To
The Registrar of Cooperative Societies,
Odisha, Bhubaneswar

Subject: 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.

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,

[Signature]
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
	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 in the event of non availability of SARCS, Senior most Inspector of Cooperative Society of the Circle Member Convener

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COOPERATION DEPARTMENT
ODISHA

No. VCR-12/2014 / Coop. Date: 11/01/2014

From
Shri S K Mishra
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

(Signature)
Deputy Secretary to Government

Memo No. VCR-12/2014 / Coop. Date: 11/01/2014

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.

(Signature)
Deputy Secretary to Government

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

Sl. No.	Clause No.	Existing Provision	Approved Amendment
1	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 rate of Branch Manager – Member d) One elected member duly authorized by the Committee of Management – Member e) Representative of the concerned Circle Assistant Registrar of Cooperative Societies, not below the rank of SARCS – Member (Convenor)	To be added: Provided that when the Management vests with the Registrar of Cooperative Societies, Odisha, the Appointment Committee shall consists 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 PACS – Member Convenor (iv) Representative of PACS not below the rank of OS Member
2	3(a)	Method of Selection for Direct Recruitment: 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 / Tehsil and the Sub-Collector Office.	To be added: 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 in 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.
3	3(b)	Candidates are to appear at Written & Viva Voce test for Direct Recruitment	To be omitted.

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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.
			To be inserted as 8(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 * : 1. H.S.C. 2. +2 3. +3 / Graduation However, additional points shall be awarded to the candidates having additional qualification in the following manner : 1. M.A / M.Sc / M.Com / MCA / MBA / LL.M - 5 points 2. Higher Diploma in Cooperative Management (HDCM) - 5 points. 3. BBA / BCA / LL.B / Diploma in Cooperative Management - 3 points. 4. Knowledge in Computer Application from a recognized Institute - 5 points. * To illustrate, if a candidate secures 80% in H.S.C, he/she will get 8 points, in +2, 67%, he/she will get 6.7% so on and so forth.

5	5	<u>Age for Direct Recruitment :</u> 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 1st April of the Calendar year in which recruitment is made.	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 1st April of the Calendar Year in which recruitment takes place.
		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 Co-operative Society.	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 Co-operative Society.

[illegible]

Amendment of the guidelines framed by the Registrar of Cooperative Societies, Governing the Appointment and other conditions of Services of the LAMPs vide Memorandum No. 2357 dated 07.02.2011.

Sl. No.	Clause No.	Existing Provision	Approved Amendment
1	4	Appointing Authority: (i) The Managing Committee shall be the competent authority for appointment of the employees subject to approval of the concerned Divisional DRCS / Circle Assistant Registrar of Cooperative Societies, under whose local unit the area of operation LAMPs falls. There shall be an Appointment Committee in each LAMPs 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 LAMPs other than the President duly authorized by the Committee of Management – Member	To be added: Provided that when the Management vests with the Registrar of Cooperative Societies, Odisha, the Appointing Committee 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 LAMPs – Member Convener (iv) Representative of DRCS not below the rank of DCS Member
2	7(e)	Method of Selection for Direct Recruitment: 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, affixure in the News paper, affixure in the Notice Board of the Society, its Financing Bank / Local G.P. / Block Office / Tehsil Office and the Sub-Collector Office.	To be added: Preference will be given to the candidates belonging to the area of operation of the LAMPs concerned. Provided the suitable candidates are not available in the area of operation of the LAMPs, candidates belonging to the Pancha Samiti to which the area of operation of the LAMPs, before shall be considered and in the event of non-availability suitable candidates even in the area of operation of

		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.
		To be inserted as 3(b) :- Selection for the post of Chief Executive of the J.A.M.P.S. 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 point on the basis of percentage of marks secured in the following examinations :- 1. H.S.C. 2. +2 3. +3 / Graduation However, additional points shall be awarded to it candidates having additional qualification in the following manner : 1. M.A/ M.Sc/ M.Com/ MCA/ MBA/ LL.M - 5 points 2. Higher Diploma in Cooperative Management (HDCM) 5 points 3. BBA/ BCA/ LL.B/ Diploma in Cooperative Management 3 points. 4. Knowledge in Computer Application from a recognized institute - 5 points. * To illustrate, if a candidate secures 60% in H.S.C, then she will get 6 points, in +2, 57%, then she will get 6.7% and so forth.

5	6	7
	<u>Age for Direct Recruitment:</u> 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 1st April of the Calendar Year in which recruitment is made Provided that the upper age limit shall be 35 years in respect of persons belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes including Socially and Educationally Backward Classes, Ex-Servicemen, Women and persons employed in Cooperative Society.	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 1st April of the Calendar Year in which recruitment takes place. 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.

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FOR PACS

10/10/11

OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES, CRISSA, BHUBANESWAR.

No. CR-349 (2011) 2639 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 LDC/PCS 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,

Adil Registrar,
Cooperative Societies, Orissa

Memo No. 2860 Dated: 07.02.2011
Copy along with the copy of the guidelines forwarded to the Chief Executive of the CCBs/ all the Asst. Auditor General of Cooperative Societies for information and necessary action.

Adil Registrar,
Cooperative Societies, Orissa

Memo No. 2861 Dated: 07.02.2011
Copy along with the copy of the Guidelines forwarded to the Managing Director, Orissa State Cooperative Bank Ltd. for information and necessary action.

Adil Registrar,
Cooperative Societies, Orissa

Cuttack Central Co-operative Bank Ltd., Cuttack

Memo No. 11 Dated: 07.02.2011
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 Branches.

Secretary

(994)
OFFICE OF THE REGISTRAR, CO-OPERATIVE SOCIETIES,
ORISSA, BHUBANESWAR.

MEMO NO. XX-3/63(Pt.)- 2858 /Bauk-III 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 1962), I, Sri B.B.Mohapatra, D.S., 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 ;

(1) (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 in 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 in 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 1st day of April of calendar year and ending with the 31st 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

STRENGTH OF THE ESTABLISHMENT:

- (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	500 lakhs or above	1.00 crore	6.50 crore and above
	2. Asst. Secretary				
	3. Accountant/ Cashier/ Collection Supervisor/ Ledger Clerk/ Salesman				
	4. Peon				
	5. Watchman				
		Total-5			
"B" Class	1. Secretary	1	250.00 lakhs	50 lakhs	4.00 crore or above
	2. Asst. Secretary cum Accountant				
	3. Peon/ Watchman				
	Total-3				
"C" Class	1. Secretary	1	250.00 lakhs	50 lakhs	3.00 crore and above
	2. Peon/ Watchman				
	Total-2				
"D" Class	1. Secretary	1	80.00 lakhs	20.00 lakhs	1.00 crore or less than
	2. Peon/ Watchman				
	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/ 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 SART	Member (Consultant)

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(ii) 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 experience 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 8th 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/ Taluk 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 1st 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. 31st 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 of 5% of basic pay not exceeding Rs.150/- PM subject to "Capacity to pay" by the Society as may be fixed by the Registrar.

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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/serve 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 Panchayat Raj institutions, NAC, Municipality or Society.

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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 behaviour 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 associating with others without discharging duties during duty hours.

(xiii) Knowingly or wilfully 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, customers, 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 of 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 major 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 except 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	Grade-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 arrears pay and allowances and gratuity 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:

(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 totalling 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 on a stretch on ordinary ground.

(v) An employee who desires to avail earned leave shall apply in writing for the same 30 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 1st January and 1st July every year or as soon as the annual earned leave which ever is earlier.

(c) 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 on 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 F.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 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.

(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 family or his contacts. 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 retirement.

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 applied by the Society to the Grade-II 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 in the provisions of these guidelines shall entitle the persons, 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 repeated.

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

37. VIOLATION OF PROVISION:

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

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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.

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

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

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OFFICE OF THE REGISTRAR, COOPERATIVE SOCIETIES,
ORISSA, BHUBANESWAR

MEMO NO. XX-III(PL)- 2897 /Bauk-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 1962), I, Sri S.B. Acharyya, 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 Advanshi Multipurpose Cooperative Societies (in short LAMPCS) namely :-

CHAPTER-I

1.1 SHORT TITLE, EXTENT OF APPLICATION AND COMMENCEMENT:

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

2. DEFINITIONS.

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

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

(3) "Duty" means any official work/job assigned to an employee during the hours of office of official service by the respective LAMPCS and its subsidiary units.

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

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

(5) "Headquarters" in relation to the employee means the station covering the area of operation of the Society where an office is posted.

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

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

(c) "President" means the President of the Managing Committee of the concerned LAMPSC.

(d) "Registrar" means the Registrar of Cooperative Societies, Orissa as defined in the Act.

(e) "Rules" means the Orissa Cooperative Societies Rules, 1960 or the Orissa Cooperative Societies (Electricity in the Communities) Rules, 1992 as the case may be.

(f) "Year" means financial year commencing from 1st day of April of calendar year and ending with the 31st day of March of the succeeding calendar year.

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

CHAPTER II

STRENGTH OF THE ESTABLISHMENT :

(1) The strength of employees (a) of LAMPSC 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 LAMPSC may be of equivalent status to 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, (LAMPSC) is 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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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.

1) The staff strength of the LAMPCS can be added or omitted or diminished according to necessity and business turnover subject to the resolution of the Managing Committee with approval of the Registrar.

2) The staff strength so determined shall not lead to creation of any post irregularly nor regulate any irregular appointment but the due procedure as per law shall be followed separately for the said purpose.

APPOINTMENT AUTHORITY.

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

(ii) 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 SACS | .. | Member (Convener) |
| (d) | Representative of the Financing Bank not below the rank of Branch Manager | ... | Member |
| (e) | 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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MODE OF APPOINTMENT:

Managing Director:

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

(i) 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.

(ii) 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 2 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 good service record 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.

Branch Manager:

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

(b) However, with the consent of the Divisional DRCS/Chief 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 CBSE, Orissa or its equivalent recognized institutions 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 the enforcement of these guidelines.

(1) Store-keeper-cum-Salesman :

The post of Store-keeper/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.

(V) Store Watchman

The post of Store Watchman shall be filled up by direct recruitment. The minimum qualification shall be Class VI Standard VII.

(6) STABLEMENTARY APPOINTMENT.

Appointments on stablement basis may be made at the LAMPES 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 or information to Local Exchange, in any of the mode for wide publication such as including in the newspaper or affixing in the Notice Board of the Society, its Managing Director, District P.T.O. and other related office and the Sub-Collector office.

(b) Candidates are to appear at a written test and viva-voce test for selection.

(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 LAMPES alongwith their recommendation for information and appointment on regular basis.

(8) AGE LIMIT FOR EMPLOYMENT.

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 31 years on the 1st 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 Tribes/Other Backward Classes including those by and Scheduled Caste Backward Classes, Ex-servicemen, Women and persons employed in co-operative societies :

9. ADMISSION, FITNESS AND CHARACTER :

No person shall be eligible for appointment to the service of the LAMPs 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 of the State of Karnataka.

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 having 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 is regularized/confirmed to the post held by him/her by an order in writing by the competent Authority.

(b) The service of the employee under probation may be terminated without assigning any reason if the service or conduct of the employee is detrimental to the interests of the LAMPs or not satisfactory.

12. CREATION AND ABOLITION OF POSTS :

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

13. RETIREMENT OF EMPLOYEES :

An employee who is appointed in a vacant post or abolition of posts, on the date of his/her retirement, shall be transferred to any post, the concerned employee holding the said post shall be promoted to the lower post if he/she is a permanent and the junior most in the said lower post shall be promoted.

16. PROMOTION:

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

17. SECURITY:

The employees shall be provided with security according to the 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.

18. POSTING AND TRANSFER:

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

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

19. SERVICE RECORDS

(a) The LAMPCS shall maintain records of service of every employee at the LAMPCS office (Headquarters) in the Service Book wherein the name of the employee, father/husband's name, age, identification mark, permanent address, date of joining, qualification, grade/duty, assignment, pay scale, basic pay, increments, annual leave, disciplinary actions, emoluments and other allied matters shall be entered by the Chief Executive Officer. In case of the CIO, 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 the verification certificates.

(b) The President of the LAMPCS shall, in a performance appraisal report for the Chief Executive Officer and for other employees, the CIO shall maintain copies of the report as recommended by the President at each year by April. In case of any adverse remark the copy of the report shall be communicated to the concerned employee within 30 days from the date of making such remarks to enable him/her to put in a reply. In the CIO, the decision of Managing Committee shall be final and binding on all employees concerned.

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It is provided that in the case of the General V.C.A of the Financing Bank working in LAMPUS, the performance appraisal report shall be recorded as per the scheme issued by the Registrar from time to time.

Provided further that this rule shall not be applicable to the Sub-Actl. Registrar of Coop. Societies/Inspector of Coop. Societies who are in the Pay Band of Government working in the LAMPUS on attachment basis or on foreign service deployment and their C.L. Rolls shall be maintained as per Government RLS instructions. The President however, with approval of committee, may submit a special report of such officer to the R.C.S., Orissa.

12. Pay & Allowances:

(a) The scale of pay and other allowances of the employees of LAMPUS 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 the apportion to pay by the LAMPUS, as may be fixed by the Registrar.

13. AUTHORITY TO SANCTION INCREMENT:

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

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

14. DISCIPLINE:

(a) An employee of the LAMPUS shall be bound to serve the LAMPUS in whole or part time 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 LAMPUS, the services of the employee shall be exclusively at the disposal of the LAMPUS.

(c) Every employee shall be bound to the specified place of work of the bank fixed and notified in that effect.

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

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

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

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

(f) No employee of the LAMPSC shall be a candidate or canvass or otherwise act, influence in any way in election to the Parliament or State Legislative Assembly or Panchayat, Urban Local Bodies or LAMPSC.

DISCIPLINARY ACTION AND MISCONDUCT;

(1) Misconduct

The expression "Misconduct" shall include any of the following, as is and shall be on the part of an employee.

(a) Theft, damage or attempt to cause damage to the property of the LAMPSC or to its customers.

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

(c) Conviction by any Court of law for any criminal offence unless reversed by competent judgment.

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

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

(iii) The accumulated leave during the entire service period shall be limited to a maximum period of 120 days and during the duration of E.L. and accumulated leave taken in contract form shall not exceed 120 days.

(iv) An employee availing himself of medical leave shall produce a certificate from a medical officer 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 and the absolute discretion of the competent authority for a period not exceeding five years during the period of his whole service, for higher education, prolonged illness, or for other reasons acceptable by the Competent Authority.

(ii) No pay and allowances shall be payable 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 from the office in consequence of the presence of infectious disease in the employee or his 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 in the L.A.M.C. may be allowed maternity leave for 6 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 months or 45 days and the application is supported by a medical certificate issued by a competent registered medical practitioner.

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

30. AUTHORITY TO SANCTION DIFFERENT KINDS OF LEAVE :

- (i) The President of the LAMPES 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 such employees.

31. GENERAL RULES FOR LEAVE :

- (i) The CEO of the LAMPES 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 15 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 in the credit of an employee on his/her leave account shall lapse on the date of his/her compulsory retirement.

32. PROVIDENT FUND.

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

33. GRATUITY :

The employees of the LAMPES shall be entitled for payment of gratuity as per the provisions of Payment of Gratuity Act, 1972 and with Order Payment of Gratuity Rules, 1971.

34. STAFF TRAVELLING ALLOWANCE :

Travelling allowance to employees for performing official work 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 roads within the local limit. The Managing Committee may fix a consolidated amount towards the conveyance in 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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33. HOLIDAYS :

The LAMFCS 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 LAMFCS. The Chief Executive Officer shall publish list of holidays at the beginning of each calendar year.

34. AMENDMENT TO THE GUIDELINES :

These guidelines may be amended by the Regulator or any other person who has authority in the interest of the LAMFCS. The Managing Committee may request for amendment, if any, to the Regulator.

35. UNIFORM TO BE WORN BY EMPLOYEES :

The employees of the LAMFCS to whom uniform is to be supplied should always be in uniform while on duty. The uniform may be supplied by the Society to the Group's employees at least once in a calendar year.

36. MATTERS NOT EXPRESSLY PROVIDED FOR :

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

37. RIGHTS AND PRIVILEGES UNDER ANY OTHER LAW :

Nothing contained in these guidelines shall operate in derogation to any law applicable to the practice for any right, debt or registered agreement, settlement or award for the time being in force or in future or contract of service, if any, or any general law applicable to the employees of the LAMFCS.

38. VIOLATIONS OF THE PROVISIONS :

Any violation of the provisions of these guidelines shall entitle the persons who arranged and deterred, action as deemed proper under the law in force from time to time.

4. INTERPRETATIONS:

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

12. Represent :

All previous Circulars, Orders, Guidelines and orders in the subject should
be repealed.

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

