

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES: ODISHA:
BHUBANESWAR

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

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

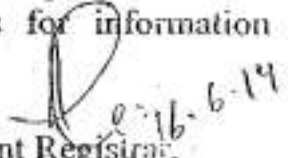
This amendment shall come into force from the date of issue of this order.


Registrar,

Cooperative Societies, Odisha.

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

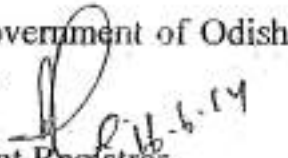
Copy alongwith enclosure forwarded to the Secretary, all Central Cooperative Bank / all Divisional Deputy Registrar of Cooperative Societies / All Assistant Auditor General of Cooperative Societies for information and necessary action.


Joint Registrar,

Cooperative Societies (Credit).

Memo No 10621 /Dated. 17-6-14

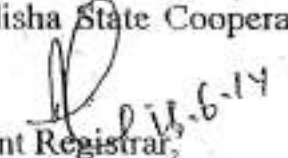
Copy forwarded to the Deputy Secretary to Government of Odisha in Cooperation Department for information & necessary action.


Joint Registrar,

Cooperative Societies (Credit).

Memo No 10622 /Dated. 17-6-14

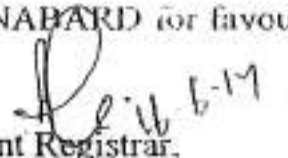
Copy forwarded to the Managing Director, Odisha State Cooperative Bank Ltd, Bhubaneswar for information & necessary action.


Joint Registrar,

Cooperative Societies (Credit).

Memo No 10623 /Dated. 17-6-14

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


Joint Registrar,

Cooperative Societies (Credit).

17.06.2014



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

Existing Rule	Proposed Amendment	Reason for amendment
The Managing Committee of the Bank shall be competent to periodically subject to these guidelines and subject to the strength of the establishment and work of staff and allowances etc. admissible to each member of staff in line with H.R. Policy adopted and keeping in view likely additional financial liabilities, volume of business, Cost of Management, profitability, capacity to absorb deposits, borrowers in terms of liquidity, recovery and level of NPA and CRAR as prescribed by RBI/NABARD from time to time and also subject to budget allotment for each year. The Cost of Management shall in no case exceed 2% of the working fund and 50% of the total income.	Chapter - 1 1. The Managing Committee of the Bank shall be competent to periodically subject to these guidelines and subject to the strength of the establishment and work of staff and allowances etc. admissible to each member of staff in line with H.R. Policy adopted and keeping in view likely additional financial liabilities, volume of business, Cost of Management, profitability, capacity to absorb deposits, borrowers in terms of liquidity, recovery and level of NPA and CRAR as prescribed by RBI/NABARD from time to time and also subject to budget allotment for each year. The Cost of Management shall in no case exceed 2% of the working fund or 50% of the total income. The Managing Committee shall be competent to periodic the number of staff in various grades subject to the guidelines incorporated in the Staff Service Rules and they are competent to revise the staff strength from time to time based on the financial and other parameters once in 3 years and the period will be calculated from the date of issue of the H.R. Policy.	To bring in parity with the guidelines issued by NABARD in respect of Human Resource Policy of the SCBs and DCCBs.

Annexure - 2

The provision	Chapter - 2 (New Provision) 3(b) - A :	In order to provide technical support to the employees of the Bank.
4) Classification of employees The employees of the bank shall be classified as :- 1. Permanent 2. Probationary 3. Officiating "Permanent employee" means an employee who is confirmed. "Probationary employee" means an employee who is provisionally employed by following the requisite procedure as per these guidelines to fill up the permanent posts and has not been made permanent or confirmed in service. "Officiating employee" means an employee who is appointed to officiate for a limited period against a permanent or temporary post. Outsourcing is not a form of recruitment. It is essentially a process of hiring of personnel from an outside agency, for undertaking specified non-core	Two posts of System Managers in the rank of Group-A Officer (Junior Management Grade) in each of the Central Cooperative Banks is included in the staffing pattern to provide technical support in Core Banking Solution environment. Their promotion to the higher rank shall be governed by Rule - 17 of the Staff Service Rules and their seniority will be determined as per Rule - 18 of the said rules. 4) Classification of employees The employees of the bank shall be classified as :- 1. Permanent 2. Probationary 3. Officiating "Permanent employee" means an employee who is confirmed. "Probationary employee" means an employee who is provisionally employed by following the requisite procedure as per these guidelines to fill up the permanent posts and has not been made permanent or confirmed in service. "Officiating employee" means an employee who is appointed to officiate for a limited period against a permanent or temporary post. Outsourcing is not a form of recruitment. It is essentially a process of hiring of personnel from an outside agency,	In case of existing temporary/ contractual/ adhoc employees, as one time measure, regularization has been considered on humanitarian ground.

Bank, which is of paramount importance as a member of the Board of Management and address the issue of manpower and encourage redeployment in Bank, should consider outsourcing only or on following non core functions, which is only for reference. Depending on local availability of services and cost effectiveness, Banks may take a view. (i) Cleaning, cleaning and maintenance. (ii) IT and software development and maintenance. (iii) Training and Capacity Building of staff. (iv) Legal Services. (v) Drivers. (vi) Courier Services. (vii) Business facilities, intermediaries and security agents. (viii) Courier Services. (ix) Printing, photocopying and scanning services. (x) Security guards. The outsourcing shall be made from an outside agency by following a transparent procedure such as issuing open advertisement, calling for tenders etc. and entering into an agreement with the Agency. All payments for the purpose shall be made to the Agency 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 and execution of an appropriate Agreement for the purpose.	Bank, which is of paramount importance as a member of the Board 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) Cleaning, cleaning and maintenance. (ii) IT and software development and maintenance. (iii) Training and Capacity Building of staff. (iv) Legal Services. (v) Drivers. (vi) Courier Services. (vii) Business facilities, intermediaries and security agents. (viii) Courier Services. (ix) Printing, photocopying and scanning services. (x) Security guards. The outsourcing shall be made from an outside agency by following a transparent procedure such as issuing open advertisement, calling for tenders etc. and entering into an agreement with the Agency. All payments for the purpose shall be made to the Agency only and not directly to any individual outsourced. In any case, there should not exist any employer-employee relationship between the bank and the person outsourced. In case for any technical post outsourcing is not possible through any agency the Bank may explore the possibility of appointing professionals and experts on short term contract basis based on job requirement and execution of an appropriate Agreement for the purpose.
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1. Existing adhoc/ contractual/ temporary/ daily wage bank employees not recruited following the regular 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 cap.

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

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

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

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

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

... shall be filled by way of direct recruitment. 20% shall be reserved for the Grade-VI(A) staff of the Bank and employees of the Bank provided they meet the benchmark criteria. Age relaxation up to 10 years will be allowed in both the direct recruitment.	60% of the reservation shall be filled by way of direct recruitment. 20% shall be reserved for the employees of the Bank provided they meet the benchmark criteria. Age relaxation up to 10 years shall be allowed in both the direct recruitment.	To consider the demand of the PACS employees, who have been agitating over the issue for a quite long time. Since the Grade-VI(A) employees have already been covered under the posts of Banking Assistants, no further reservation is required for them.
21. (c) Seniority: Seniority of the employee shall be determined for each 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.	21. (c) Seniority: a) Seniority of the employee shall be determined for each category of service. Seniority list shall be prepared category-wise for all employees confirmed as well as unconfirmed in each grade/ category at the close of each financial year, copy of which shall be communicated to the employees concerned every year.	In order to maintain transparency in the staff matters.
Transfers to be part of essential service conditions. The Chief Executive Officer shall be the competent authority to transfer all employees.	21. (d) Transfers: Transfers to be part of essential service conditions. The Chief Executive Officer shall be the competent authority to transfer all employees.	This amendment would facilitate a better span of control.
22. DEPARTMENTAL ALLOWANCE: Departmental allowance to the employees of the Bank shall be paid in par with State Government employees subject to approval of the Managing Committee of the Bank and capacity to pay.	22. DEPARTMENTAL ALLOWANCE: a) Departmental allowance to the employees of the Bank shall be paid in par with State Government employees. The Chief Executive Officer shall be competent to release enhanced D.A. subject to capacity to pay.	This amendment would facilitate a better span of control.

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25(a) Special Allowance: The following employees of the Bank shall be allowed Special Allowances in view of their critical work: a) Officer in charge of cash = Rs.300.00 p.m. b) Cashier = Rs.250.00 p.m.	25(b) Reimbursement of Telephone Expenses: The following officers shall be entitled reimbursement of telephone / mobile expenses as per the limit fixed subject to production of bills: a) Chief Executive Officer = Rs.1000.00 p.m. b) Senior Management = Rs.500.00 p.m. c) Middle Management = Rs.300.00 p.m.	In view of the specific tasks performed by the group of employees, special allowances and reimbursement of telephone expenses are considered.
(ii) Maternity Leave: Each female employee of the Bank may be allowed maternity leave for 3 months in respect of each confinement provided that such leave shall not be granted for more than two occasions during the entire service period of such employee.	43. (b) Maternity Leave: Each female employee of the Bank may be allowed maternity leave for 6 months in respect of each confinement provided that such leave shall not be granted for more than two occasions during the entire service period of such employee.	Considered as per State Government revision.