

**The Service Rules**

**for**

**The Employees**

**of**

**The H.P. State Co-operative  
Agriculture and Rural  
Development Bank Ltd.**

**As Prescribed by**

**The Registrar Cooperative Societies Himachal Pradesh  
Shimla**

**Vide his order No. 5-337/76-Coop. C&M III  
Enforcement of Rules on 18-6-1987**

**(Amended upto October, 2018)**

**THE HIMACHAL PRADESH STATE CO-OPERATIVE AGRICULTURE  
AND RURAL DEVELOPMENT BANK LTD.,  
KASUMPTI, SHIMLA-9.**

Rules relating to the terms of employment and working conditions of the employees of the Himachal Pradesh State Cooperative Agriculture and Rural Development Bank Ltd., and the Kangra Cooperative Primary Agriculture and Rural Development Bank Ltd.

**CHAPTER-1  
PRELIMINARY**

Short Title, Extent and Commencement :

1. (a) These rules may be called the H.P. State Cooperative Agriculture and Rural Development Bank and the Kangra Cooperative Primary Agriculture and Rural Development Bank Employees (Terms of Employment and Working Conditions) Rules, 1987.
- (b) These rules shall come into force from the date the same are approved by the Registrar, Cooperative Societies, H.P.
- (c) These rules shall be subject to the provisions of the Himachal Pradesh Cooperative Societies Act, 1968 or any other Co-operative Societies Act in force for the time being and the rules framed there under as also the registered bye-laws of the Himachal Pradesh State Cooperative Agriculture and Rural Development Bank Ltd.,
- (d) These rules shall apply to all employees of the Bank in service on the date the rules come into force and employees who may be taken or appointed by the Bank after the said date.

Provided that these rules shall not apply to persons whose services may have been lent or may be lent to the Bank, by the Registrar or the State Government or any other organization in which case the rules already applicable to such persons before such lending shall continue to apply to them.

## CHAPTER-2 DEFINITIONS

2. In these rules unless the context otherwise requires :

- (a) The "State Bank" means the Himachal Pradesh State Cooperative Agriculture and Rural Development Bank Ltd.,
- (b) The "Primary Bank" means the Cooperative Primary Agriculture and Rural Development Bank Ltd.,
- (c) "Service" means the Service under the State Bank of Primary Banks as regulated by these rules.
- (d) "Bye Laws" means the bye-laws of the State Bank and Primary Banks as registered under the Act.
- (e) "Board" means the Board of Directors of the State Bank.
- (f) "Executive Committee" means the Executive Committee of the State Bank.
- (g) The "Government" means the State Government of Himachal Pradesh.
- (h) "Direct recruitment" means the appointment made otherwise than promotion from within the service or by transfer on deputation.
- (i) "Family" means an employee's spouse, sons, unmarried daughters and parents actually residing and wholly dependent upon the employee.
- (j) "Employees" include all salaried persons appointed either temporarily or permanently in the service of State Bank or Primary Banks.
- (k) "Penalty" means censure, with-holding of increments, reduction to a lower post, removal or dismissal of an employee.
- (l) "Act" means the H.P. Cooperative Societies Act, 1968 and "Rules" means the H.P. Cooperative Societies Rules, 1971.
- (m) "Appointing Authority" means the Board of Directors/Managing Committee or any other authority to whom the Board/Managing Committee delegates all or any of the powers of appointment, punishment and suspension etc., given to the Board/Managing Committee by the bye-laws of the State/Primary Banks.

- (n) "Management of the Bank" means the Board of Directors of the State Bank/Managing Committee of the Primary Bank and includes the Executive Committee or any other Committee, the President, the Vice-President, the Managing Director and any other person exercising the powers conferred on him.
- (o) "Managing Director" means the Managing Director appointed under the bye-laws of the Bank or under Section 35 of the H.P. Cooperative Societies Act.
- (p) "Pay" means the amount drawn monthly by an employee as pay sanctioned for the post held by him substantively or on probation or in temporary or officiating capacity or to which he is entitled in terms of his appointment and by reason of his position and shall include dearness allowance and deputation allowance, if any, payable to him but, shall not include house rent allowance or medical allowance payable to him.
- (q) "Basic Pay" means the amount drawn monthly by an employee as per pay scale sanctioned for the post held by him substantively or on probation or in a temporary or officiating capacity or to which he is entitled in terms of his appointment and by reason of his position (on any post), This shall not include any dearness allowance, house rent allowance, medical allowance or any other allowance payable to him.
- (r) "Registrar" means the Registrar, Cooperative Societies, Himachal Pradesh and includes any person not below the rank of Deputy Registrar, Cooperative Societies appointed to assist the Registrar on whom all or any of the powers of the Registrar have been conferred under the H.P. Cooperative Societies Act and the Rules made thereunder.
- (s) "Stipend" means the fixed amount drawn monthly by an apprentice as may be sanctioned for the post by the Bank.
- (t) "Society" means any co-operative institution registered or deemed to have been registered as a co-operative Society.
- (u) "Year" or Co-operative Year" means the official year of the Bank commencing from 1st July and ending on 30th June next year, unless otherwise specifically mentioned in these rules.

- (v) "Managing Committee" means the Managing Committee of the Primary Bank.
- (w) "General Manager" means the General Manager of the Primary Bank.
- (x) Any other term not specifically defined in these rules shall have the same meaning as given in the Himachal Pradesh Cooperative Societies Act or Rules and bye-laws of the Bank or General Clauses Act, and if any term is not defined anywhere it will have the meaning as may be assigned to it by the Board of the Bank.

### **CHAPTER-3**

#### **CLASSIFICATIONS OF EMPLOYEES**

3. (a) The employees of the Bank shall be classified as under :
- (i) Permanent
  - (ii) Probationary
  - (iii) Officiating
  - (iv) Temporary and
  - (v) Apprentice
- (b) A "Permanent" employee means an employee who has been appointed as permanent employee or who has been confirmed on a vacant permanent post as such.
- (c) A "Probationary" employee means an employee who is provisionally employed to fill a permanent post and has not been permanent or confirmed in service.
- (d) An "Officiating" employee means an employee who has been selected to officiate for a limited period on a permanent or temporary post.
- (e) A "Temporary" employee means an employee who has been appointed for a limited period or work which is essentially of a temporary nature or who is employed temporarily as an additional employee in connection with a temporary increase in work of a permanent nature.
- (f) An "Apprentice" means an apprentice learner appointment by the Bank for

any post irrespective of his being paid any allowance or not.

- (g) The Bank may also engage staff for a specific period or work on outsource basis only after prior approval of the Board of Directors from an outsourcing agency recognized by the State Govt. for the purpose. The person so engaged shall have no right or claim whatsoever with regards to regularization etc. in the Bank.

## CHAPTER-4 CADRE OF SERVICE

4. (a) The various categories of Bank's staff, their designations and pay scales shall be as given below:-

Category of Staff and their designation  (1)	Pay Scale (As per per 6 <sup>th</sup> pay scale revision duly approved by the RCS/HP vide his letter No. 5-40/2012 Coop. (C&M) dated 03.10.2012  (2)
<b>(i) Special Grade</b> Managing Director General Manager Deputy General Manager Asstt. General Manager	Pay Band Grade Pay - (15600-39100) Rs.7600/- (15600-39100) Rs. 6600/ (15600-39100) Rs. 6000/-
<b>(ii) Senior Manager</b>	(10300-34800) Rs. 5700/-
<b>(iii) Manager</b>	(10300-34800) Rs. 5400/-
<b>(iv) Assistant Manager</b>	(10300-34800) Rs. 4200/-
<b>(v) Office Assistant, Typist, PA in Head Offices</b> <b>Recovery Supervisors in Branches.</b>	(10300-34800) Rs. 3200/-
<b>Driver</b>	(5910-20200) Rs.2400/-

(vi) Daftri	(5910-20200) Rs.2000/-
Peon/Night Guard/Sweeper	(5910-20200) Rs.1900/-
Helper-cum-peon	(5910-20200) Rs.1800/-

- (b) The Board of Directors/Managing Committee may, with the prior approval of the Registrar create new categories of posts, abolish certain existing categories of posts and transfer any post(s) from one category/grade to other category/grade as it may deem fit.
- (c) The strength of staff in different categories/grades mentioned in 4(a) above may be reviewed from time to time by the Bank Board of Directors/Managing Committee.
- (d) In addition to the sanctioned strength, the Managing Director/General Manager may also appoint staff in Office Assistant/Recovery Supervisor and subordinate category in accordance with provisions of service rules for specified period, not exceeding in any case eighty nine days, if such appointments become necessary (i) to cope up with sudden increase in work in any branch/section/(on the recommendation of the General Manager/Managing Committee of the KPARDB) due to unforeseen reasons (ii) for attending to a specific item of work (iii) to work in place of regular staff proceeding on leave/training in case no leave/training reserve hands are available for manning such vacancies and (iv) for any other similar reasons. Such temporary appointments will be put up to Board/Managing Committee for its post facto ratification.
- (e) Besides, the above categories of employees the Bank may appoint apprentice employees for training. They could be absorbed if found fit after training in the Bank subject to existing vacancies.

## CHAPTER-5

### CONDITIONS FOR SELECTION, APPOINTMENT AND RECRUITMENT

5. No person shall be obliged for appointment to any post in both the Banks unless, he possesses the qualifications prescribed for the respective posts as given in Appendix-I.
6. Nothing in rule 5 above relating to qualifications shall apply to those who held regular appointments on the date of the enforcement of these rules.
7. The vacancies arising in any grade may be filled up either by direct recruitment or by promotion as indicated below :-

- (a) Normally, all the vacant posts in Office Assistant/Recovery Supervisor and in subordinate categories shall be filled up by direct recruitment. The applications from trained Secretaries of the Primary Agriculture Credit Societies, having at least 5 years service and matric, against the reserved quota in Office Assistant/Recovery Supervisor shall also be invited through the Assistant Registrar. They shall be entitled to compete with other direct candidates for the post for which they have applied.

Provided that 20% of the vacancies in Office Assistant/Recovery Supervisor shall be reserved for such of the employees in the subordinate category who have put in the minimum qualifying service of 5 years and fulfill the prescribed qualifications. Further provided that a 5% relaxation in marks for eligibility will be available to those who acquire the minimum qualifications after joining the Bank's service with additional relaxation of 1% marks available for every completed year of service for all the subordinate employees in addition to 5% relaxation. However with a view to ascertain the suitability for Office Assistant/Recovery Supervisor post, the eligible subordinate category candidates will be subjected to written test.

Further provided that the vacancies in the posts of Jamadar and Daftries will be filled up by promoting the senior most peons subject to their satisfying the selecting authority about their ability to perform the duties attached to these posts.

- (a-1) The vacancies in the Bank under direct recruitment quota will also be filled



in on contractual basis on the terms and conditions as may be stipulated by the Board of Directors as approved by RCS H.P. from time to time.

(a-2) In subcategory employees, the vacancies of peons shall be filled up from promotion amongst the Helper-cum-Peon after having put in 5 yrs. of service and subject to possessing the minimum academic qualification i.e. matriculation from a recognized Board/institution. The posts of Helper-cum-Peon shall be filled from direct recruitment & regularizing the daily wagers workers in the Bank in the ratio of 80:20 of the cadre strength of sub-category employees who fulfills the conditions as laid down in policy framed by RCS for regulating the services of Part Time Workers.

The minimum academic qualification for the direct recruitment of Helper-cum-Peon would be matriculation from a recognized Board/institution. There will be a common cadre strength of all the sub- categories employees i.e. Jamadar, daftri, Helper-cum-Peon and Peon and no promotion/recruitment will be made at any point of time beyond this cadre strength.

(b) There will be a separate cadre of the employees of HPSCARDB and KPARDB upto Sr. Manager category. Above Sr. Manager category, there will be a common cadre from AGM to General Manager with joint seniority list of each category.

The post of Sr. Manager, Manager & Assistant Manager shall be filled up by the promotion of officers from the immediate next lower category on the basis of merit-cum-seniority and direct recruitment in the ratio of 3:1.

(c) Ordinarily, the posts of General Manager, General Manager KPARDB and Assistant General Manager will be filled up by promoting the officers from the immediately next lower categories on the basis of merit-cum-seniority. The post of AGM & Financial Analyst shall be filled up from the common seniority of Senior Manager of SARDB & KPARDB. In case a suitable qualified candidate is not available for the post of General Manager for SARDB/KPARDB, the Board shall decide to fill up the vacancy(s) on these posts from open market.

(d) In case suitable candidates are not available from the employment exchanges, the vacancies in all categories (except subordinate category)

which may have to be filled up by direct recruitment shall be advertised with all relevant details in at least two dailies, one English and one Hindi, having wide circulation in Himachal Pradesh.

- (e) Applications of candidates received in response to the advertisement who do not satisfy the necessary qualifications shall be summarily rejected. The other candidates shall be subjected to such written examination as the Board or a Committee constituted by it may prescribe from time to time. The candidates who secure the prescribed standard in the written examination may be interviewed by the selecting authority and such other experts as the selecting authority may co-opt for the time being. The marks allotted for the interview shall not exceed 25 percent of the total marks. Appointments shall be made after approval of the list prepared by the selecting authority by the Board in respect of vacancies to all posts (excepting vacancies in subordinates category in which case the approval of the Managing Director will be adequate) in accordance with the order of merit given by the selecting authority. Such order of merit shall also determine the inter-Se-seniority among the direct recruits.

(1) <u>Category of Post</u>	(2) <u>Selecting Authority</u>
<p><b>Special Grade</b> Managing Director</p> <p>General Manager, General Manager KPARDB, Deputy GM &amp; Asstt. General Manager.</p>	<p>Government of Himachal Pradesh.</p> <p>The Selecting Authority for promotions common cadre will consist of the Chairman a Managing Director of SARDB, President/Nominee of KPARDB and Registrar Cooperative Societies, H.P. or his nominee.</p>
<p>Officers in Senior Manager &amp; Manager category.</p>	<p>(i) Same Committee as above (in case of direct recruitment as well as for promotion)</p>
<p>Officers in Assistant Manager category.</p>	<p><b><u>The H.P. State Coop. Agri. &amp; Rural Dev. Bank Ltd.</u></b></p> <p>Committee consisting of President, Managing Director and Registrar or his nominee (for direct recruitment as well as or promotion)..</p>

	<p><b><u>Kangra Primary Coop. Agri. &amp; Rural Dev. Bank</u></b>  Committee consisting of President, General Manager and Registrar or his nominee (for direct recruitment as well as for promotion).</p>
<p>Staff in Office Assistant/Recovery Supervisor  Driver</p>	<p>(a) <b><u>The H.P. State Coop. Agri. &amp; Rural Dev. Bank Ltd.</u></b>  Committee consisting of Managing Director, General Manager and Registrar or his nominee (for direct recruitment as well as for promotion).</p> <p>(b) <b><u>Kangra Primary Coop. Agri. &amp; Rural Dev. Bank</u></b>  Committee consisting of President of KPARDB, General Manager and Registrar or his nominee.</p>
<p>Subordinate Staff.</p>	<p><b><u>The H.P. State Coop. Agri. &amp; Rural Dev. Bank Ltd.</u></b>  Committee consisting of Managing Director, General Manager and Registrar or his nominee.</p> <p><b><u>Kangra Primary Coop. Agri. &amp; Rural Dev. Bank</u></b>  Committee consisting of President KPARDB, General Manager and Registrar or his nominee.</p>

- (g) If the ratio between promotees and direct recruits is prescribed as X: Y, their appointments/placements in seniority list shall be made in such way that there are Y number of direct recruits following X number of promotees.
- (h) All fresh appointments through direct recruitment shall be made on probation for a period specified in the order.
- (l) All appointments by promotion shall be made on officiating basis for a period specified in the order.
- (j) The appointment order in respect of a direct recruits shall indicate the last date by which the selected candidate is expected to report for duty and failure of the candidate to do so would render the appointment order inoperative unless the Managing Director/Managing Committee of the PARDB agrees in writing to extend the date.

- (k) Every employee shall be given a written order regarding his appointment, confirmation, promotion and transfer or lending of service as the case may be.
  - (l) The selecting authority shall only consider the CRs at least for the last three years, if the meeting for selection of officers is held after 15th September.
8. All vacancies falling within the purview of the Employment Exchange (Notification of vacancies) Act, 1959 shall be duly notified to the Employment Exchange concerned. The posts may also be advertised in news papers at the discretion of the appointing authority. The advertisement should give scales of pay, dearness allowance, the essential and preferential qualifications, age limit etc.

Provided that the above provisions shall not apply to vacancies filled up internally by promoting employees from lower grades.

9. The Board of Directors/Managing Committee of the bank shall reserve a minimum percentage of posts as may be advised by the Registrar Cooperative Societies from time to time for the candidates of Scheduled Tribes and Scheduled Castes and other reserved categories. The Bank shall extend/provide all kinds of service benefits including fixation of pay, seniority etc. to the ex-service men employed in the bank against vacant roster points, in accordance with similar provisions/instructions as applicable from time to time, to such category of employees of the State Government.
10. No persons, who is a near relation as defined in Rules 2 of the Himachal Pradesh Cooperative Societies Rules, 1971 of any Director on the Board/Managing Committee of the Bank, shall be eligible for appointment to any post in the Bank.
11. No person shall be eligible for appointment to any post in the Bank if he has been convicted to any offence involving moral turpitude or has been convicted for any offence to undergo a sentence of imprisonment for a term of six months or more unless a period of five years at least has elapsed since the date of such conviction or the expiry of the term of imprisonment whichever is later. All persons appointed in Bank service shall be required to file a declaration to this effect.

12. No person shall be eligible for appointment through direct recruitment in the Bank unless he is above 18 years and below 38 years of age on the date of application.

PROVIDED that the restriction as regards maximum age at entry into service may be relaxed by the Board of Directors/Managing Committee by 5 years in case of :

- (a) a person who is already employed in any cooperative or commercial Bank or society.
- (b) a person who possesses special qualifications and experience acceptable to the Bank.
- (c) a person who is to be appointed as a subordinate staff.
- (d) a person who belongs to a Scheduled Caste or Scheduled Tribe.
- (e) Equivalence of various posts in the Bank to the posts existing in State Govt.:-

Posts in the HP State Govt.	Equivalent posts in the Bank.
Class-I	Manager and above categories & Financial Analysts
Class -II	Assistant Manager categories and equivalent.
Class -III	Office Assistant/Recovery Supervisor, Driver,PA, Computer Operators.
Class -IV	All posts of Subordinate Staff excluding Driver.

13. (a) No person shall be appointed in the service of the Bank unless he produces a certificate from a Government Medical Officer about his physical and mental fitness. The medical fee shall be borne by the person desiring to be appointed.

(b) No person shall be appointed in the services of Bank unless his antecedents have been verified to the satisfaction of the Bank in the manner applicable to the Government employees.

14. An employee who would be required to handle cash, cash book and other properties of the Bank, or the societies shall have to furnish security on a scale to

be fixed by the Board of Directors which shall not be lower than that prescribed by the Registrar, Cooperative Societies, if any. The society can be in the form of cash deposit, assignment of insurance policies of adequate surrender value, gilt edged securities or in the shape of a personal security bond guaranteed by two solvent sureties or a fidelity guarantee bond of an insurance company or insurance corporation.

15. An employee on his appointment will have to furnish a statement of his wealth and that of his dependents and a statement of debts owed by him, if any, mentioning the steps taken by him to liquidate the debts.
16. All fresh appointments on the permanent posts in the Bank shall initially be on probation unless otherwise specifically mentioned in the order of appointment given to the employee.

**17. Probation/Officiating Service**

- (a) A person who is appointed by direct recruitment shall be on probation for a period of twelve months.

PROVIDED that if the appointing authority is of the opinion that an extension of the probationary period is necessary, it may further extend the period by such time as it may deem fit.

PROVIDED further that the total period of probation shall in no case exceed two years.

N.B. Any period spent on leave (other than casual leave) or suspension shall not count towards probation.

- (b) If the work and conduct of a probationer during the period of probation are found satisfactory by the Managing Director/General Manager, he will recommend his confirmation to the Board/Managing Committee on the post, if the post is regular on completion of probationary period. However, in the case of Office Assistant/Recovery Supervisor category and subordinates the Managing Director/General Manager KPARDB is competent to confirm the services of employees.

- (c) If the work or conduct of a probationer is not considered satisfactory by the Managing Director/General Manager KPARDB, the services of the probationer may be terminated by the Board/Managing Committee without

assigning any reason whatsoever by an order in writing issued under the signature of the Managing Director/General Manager KPARDB.

- (d) The rule (a) (b) & (c) above shall also apply, mutatis mutandis to employees who are appointed on higher posts on officiating basis. Provided that instead of termination, they will be reverted to the grade from which they were promoted.

#### **18. Determination of Seniority**

- (a) Seniority of employees shall be determined according to the grade. Seniority list shall be prepared grade wise for all employees, confirmed as well as unconfirmed in each grade at the close of each cooperative year and shall be available for inspection to all the employees.
- (b) Seniority in a grade will initially be determined as laid down in rule 7(g) that is according to the ratio of promotees and direct recruits, inter-Se-seniority among them being dependent upon the order of merit given to them by the selecting authority. However, if this order of merit is disturbed on account of some employees not being confirmed due to adverse reporting etc., then those who are confirmed shall go up higher in the seniority list. As regards the seniority of the staff existing on the date these rules come into force the seniority list already approved by Board/Managing Committee shall hold good.

#### **19. Increments**

- (a) All annual increments under the grades mentioned in these rules shall be deemed to be due with effect from first of every month.

PROVIDED that such of the employees, whose dates of increments fall in the second half of the month their increments shall be drawn on the first of the next month.

- (b) Increment falling due when the employee is on leave, (other than casual leave) or under suspension, shall be drawn on the first of the month in which he resumes duty provided he does so in the first half of the month. In case he resumes duty in the second half the increment will be drawn in the next month.

- (c) Besides annual increment the Board/Managing Committee may also grant

special increments to a member of staff on the recommendation of the Managing Director/General Manager KPARDB in case of employees posted in the KPARDB for any outstanding performance but such increment shall be given only once in a grade and not more than two increments shall be given at a time.

- (d) Notwithstanding anything contained in clause (c) the employees who pass CAIIB (Part-I examination) shall be given one special increment and two special increments shall be given to those who qualify part-II examination of CAIIB. These increments will remain as personal pay of the employees.

## CHAPTER-6

### PROMOTION

20. (a) A temporary vacancy caused on account of an employee proceeding on leave, training or for any other similar reason may be filled up by the Managing Director/Managing Committee (in the case of KPARDB) by promoting the persons from the next lower grade available in the same office on the basis of seniority or by asking the senior most person in the lower grade to hold additional charge of such temporary vacancy. Such promotion/arrangement shall be without prejudice to the claims of seniority and shall automatically cease on the incumbent returning to his post.
- (b) Such temporary promotions/arrangements shall not be made unless the post is likely to remain vacant for 30 days or more and shall not exceed 10 months.
21. Promotions may also be made from a lower to a higher grade by the Managing Director/General Manager KPARDB in case of KPARDB employees on the basis of seniority against the vacancies of permanent nature pending filling up of such vacancies by selection as provided under rule No. 7. Such promotions will also cease to have effect as soon as the selected candidates are appointed to take charge of the vacant posts or after expiry of three months from the date of appointment whichever is earlier.
22. (a) When an employee in a lower grade holds additional charge of a post in higher grade for a period of not less than 30 days then he will be entitled to



an acting allowance equal to 1/10th of the starting basic pay of the higher post in addition to his emoluments.

Allowance at the same rate shall also be payable when an employee is promoted on temporary basis on higher post.

- (b) When an employee is promoted or appointed after selection to officiate on a higher post his initial basic pay in the time scale of the higher post shall be fixed at the stage next above the basic pay notionally arrived at by adding one increment to the basic pay actually drawn by him in the lower post.

PROVIDED that when an employee, immediately before his promotion or appointment to a higher post, is drawing basic pay at the maximum of the time scale of the lower post his initial basic pay in the time scale of the higher post shall be fixed at the stage in that time scale next above such maximum.

## CHAPTER-7

### DEARNESS ALLOWANCE AND OTHER ALLOWANCES AND BENEFITS

23. (a) The pay scales of each grade of service in the State Bank/Primary Bank shall be as given in Chapter 4, Rule 4. Any revision in the pay scales shall be made by the Board with the approval of the Registrar.

- (b) All fresh appointments shall be made on the starting pay of the pay scale in a particular grade, provided that the Board on the recommendation of the selecting authority may sanction advance increments, not exceeding five to an employee for any outstanding qualifications and/or experience of value to the Bank.

#### 24. Dearness Allowance

Dearness Allowance to the employees of the Bank shall be paid on rates applicable to the employees of the State Government from time to time.

#### 25. Other Allowances

The employees shall be paid house rent allowance, medical reimbursement allowance, conveyance allowance as applicable to employees of the Government of Himachal Pradesh from time to time.

25 (a) The Medical reimbursement facilities to the retired Bank Employees and his/her spouse be provided only in the event of hospitalization (Govt. or its recognized hospitals) subject to the maximum of ₹10,000 in a year.

26. Travelling allowance including Travelling allowance on transfer to employees shall be paid at the rates, in force, for the employees of the Himachal Pradesh Government from time to time.

Provided further that the Bank may pay fixed Travelling Allowance in certain cases.

### **27. Provident Fund**

All employees of State Bank/Primary Bank shall be entitled to the benefits of the Provident Fund subject to the provisions of the Employees Provident Fund Act, 1952 and the rules/schemes etc., prescribed there under.

### **28. Bonus**

The employee of the Bank shall be entitled to Bonus at the rate which the State Bank/Primary Bank is required to pay under the provisions of the Bonus Act, 1965. However, Bonus to the staff working in Primary Bank, will be paid by the concerned Primary Bank.

### **29. Liveries to Subordinate Staff**

(a) The Bank including Kangra, PARDB will normally supply to every member of its subordinate staff the liveries as per State Government rules.

(b) Every member of the subordinate staff shall present himself in the Bank during office/duty hours in the liveries supplied to him in neat and clean condition.

(c) The subordinate staff will be paid washing allowance at the State Government rules.

### **30. Gratuity**

(1) Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years.

(a) on his superannuation or

(b) on his retirement, or

(c) Resignation or

(d) On his death or disablement due to accident provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of an employee is due to death or disablement. Provided that in the case of death of the employee gratuity payable to him shall be paid to his nominee or, if no nomination has been made, to his heirs.

#### **EXPLANATION :**

For such the purpose of this rule disabled means such disability as incapacitates an employee for the work which he was capable of performing before the accident or disease resulting in such disablement.

- (2) For every completed year of service or part thereof in excess of 6 months, the employer shall pay gratuity to an employee at the rate of 15 days wages based on the rates of wages last drawn by the employee concerned.
- (3) The amount of gratuity to an employee shall not exceed 20 months wages or the maximum amount as fixed in the Payment of Gratuity Act, 1972 by the Government of India from time to time, whichever is less.
- (4) For the purpose of computing the gratuity payable to an employee who is employed after his disablement on reduced wages, his wages for the period preceding his disablement shall be taken to be the wages received by him during the period, and his wages for the period subsequent to his disablement shall be taken to be the wages so reduced.
- (5) Notwithstanding anything containing in sub-rule (1).
  - (a) The gratuity of an employee, whose services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of property belonging to the employer shall be forfeited, to the extent to the damage or loss so caused.
  - (b) The gratuity payable to an employee shall be wholly forfeited.
    - i. If the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part or :-
    - ii. If the services of such an employee have been terminated for any act

which constitutes any offence involving moral turpitude provided that such an offence is committed by him in the course of his employment.

#### **B. NOMINATION :**

- (i) Each employee who has completed one year of service, shall make within such time, in such form and in such manner, as may be prescribed by the Bank, nomination for the purpose of this rule.
- (ii) An employee may in his nomination, distribute the amount of gratuity payable to him under this rule amongst more than one nominees.
- (iii) If an employee has a family at the time of making a nomination, the nomination shall be made in favour of one or more members of his family. Any nomination made by such employee in favour of a person who is not member of his family shall be void.
- (iv) If at the time of making a nomination, the employee has no family, the nomination may be made in favour of any person or persons but if the employee subsequently acquired a family, such nomination shall forthwith become invalid and the employee shall make within such time as may be prescribed, a fresh nomination in favour of one or more members of his family.
- (v) A nomination may, subject to the provisions made in clause (iii) and (iv) above, be modified by an employee at any time after giving to his employer a written notice in such form in such manner as may be prescribed by the Bank.
- (vi) If the nominee predeceases the employee the interest of the nominee shall revert to the employee who shall make fresh nomination in respect of such interest.
- (vii) Every nomination, fresh nomination or alteration of nomination as the case may be shall be sent by the employee to his employer, who shall keep the same in his safe custody.

#### **Determination of the amount of gratuity**

- (i) A person who is eligible for the payment of gratuity under this rule shall send a written application to his employer for payment of such gratuity.
- (ii) As soon as gratuity becomes payable, the employer shall, whether an

application has been made or not, determine the amount of gratuity and give notice in writing to the person to whom the gratuity is payable.

- (iii) The employer shall arrange to pay the amount of gratuity to the person to whom the gratuity is payable.

For the purpose of this rule.

- (i) "Continuous Service" means un-interrupted by sickness, accident, leave, strike, or cessation of work not due to any fault of the employee.
- (ii) "Completed years of Service" means continuous service for one year.
- (iii) "Wages" means all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and includes dearness allowance but does not include any bonus, Commission, House rent allowance, overtime wages and any other allowance.

- 30 (A) The Board of Directors with the prior approval of the Registrar, Cooperative Societies, H.P. shall provide employment to the next of kins of the employees who dies in harness on compassionate grounds, in consonance with similar provisions/instructions as applicable from time to time to the employees of the State Government. While applying for approval in such cases the Bank shall also send an attested copy of latest instructions with the case.

## **CHAPTER-8**

### **TRAINING**

- 31. (a) An employee of the State Bank/Primary Bank shall have to undergo training at a training centre/college, if required to do so by the Bank, at the expenses of the Bank. He may be further required to execute a bond to serve the Bank for a period upto 5 years on completion of such training, as may be decided by the Executive Committee.

Provided that the management for sufficient reasons relax this condition.

- (b) If any employee resigns before the expiry of the period of his bond he shall be required to pay to the Bank an amount equivalent to his pay for the

unexpired period of the bond.

- (c) In case of an employee who is dismissed or discharged for misconduct, he shall be liable to pay to the Bank the expenses incurred on his training by the Bank or institution imparting training and may also be required to pay to the Bank an amount equivalent to his pay for the unexpired period of the bond.
- (d) Employees who are sponsored for any training programmes shall not be allowed to draw their next increment unless they successfully complete such training programmes.
- (e) The Bank will maintain a training roaster and will sponsor employees for training as far as possible according to seniority in each grade.

## **CHAPTER-9**

### **POSTINGS AND TRANSFERS**

- 32. (a) Any person appointed in the Bank may be posted to work in the Head Office of the State Bank/Primary Bank or in any of its branches or vice-versa or at any place where the Bank has any business. No travelling allowance shall be paid to a new employee for joining service at the place of his first posting.
- (b) Active service of an employee shall commence from the working day on which he reports himself for duty, if he does so in the forenoon, otherwise his active service shall commence from the next working day.
- (c) Any employee may be transferred at the discretion of the State Bank from Head Office/ PARDB to a Branch or vice-versa or from one branch to another branch or to any place where the Bank has business, on such transfer the employee shall be entitled to transfer allowance for himself and his dependents as per rule 26.
- (d) The Bank may at its absolute discretion and as a special case accede to the request of an employee for transfer to Head Office/PARDB or a branch office on the condition that such employee will not be eligible to claim any transfer allowance.

Manager	Senior Manager	Senior Manager	Senior Manager	Senior Manager	Senior Manager	Managing Director
Assistant Manager	Senior Manager	Senior Manager	Senior Manager	Senior Manager	Senior Manager	Managing Director
Office Assistant/Recovery Supervisor	Senior Manager	Senior Manager	Senior Manager	Senior Manager	Senior Manager	Managing Director
Subordinate Staff	Any Officer	Senior Manager	Senior Manager	Senior Manager	Senior Manager	Managing Director

The authority competent to grant leave to KPARDB employees shall be as under :-

Category of Employee	Casual Leave	Special Casual Leave	Earned Leave	Types of Leave		
				Maternity Leave	Sick Leave	Leave Without Pay
General Manager	President	President	President	President	President	President
Other employees	Manager	Manager	Manager	Manager	Manager	Manager

(ii) No employee shall be entitled to claim as right, leave of any kind. The grant of leave to an employee, even if due, is entirely within the discretion of the competent authority. Leave granted may be cancelled and an employee may be recalled to duty, if the exigencies of service so require.

(b) No employee shall absent himself from duty without first obtaining sanction for leave from the competent authority nor shall be absent himself in cases of sickness or accident without the production of a medical certificate.

PROVIDED that in cases of temporary indisposition not exceeding three days, the production of a medical certificate may be relaxed at the discretion of the competent authority.

(c) An employee who is in-charge of cash or who is in charge of a branch or other office, shall not absent himself from the station overnight or leave his headquarters even during holidays or leave period without obtaining previous sanction in writing from the authority competent to sanction casual leave.

- (d) In case of employees other than those referred to in clause (c) above, they shall not leave their headquarters on holidays during leave period without obtaining the permission in writing from their immediate officer.
- (e) The authority competent to grant leave shall have absolute discretion to refuse or revoke the leave of any type and an employee on leave may be recalled if it is necessary in the interest of the bank. In case an employee is called back from sanctioned leave from an outstation the Bank will pay his travelling expenses to and from the place at the usual scale but he will not be entitled for such travelling expenses if he has left headquarter without prior permission of the Bank.
- (f) No employee shall proceed on leave without handing over charge of his work.
- (g) An employee before proceeding on leave will intimate to the sanctioning authority his address during the leave period and shall keep the said authority informed of the change in the address, if any, previously furnished by him.

### **Casual Leave**

35. (a) An employee can get casual leave of 15 days in a year. Not more than 7 days casual leave shall be given at a time. If any holidays or Sunday falls within the spell of the casual leave, it will not be counted towards casual leave. Sundays and Holidays may be prefixed or suffixed or both prefixed and suffixed to casual leave such that the total period of absence from duty shall not exceed 10 days at a time. If the leave is extended beyond this limit the entire leave will be treated as earned leave due or due as without pay.
- (b) Casual leave will not be granted in combination with any other leave.
  - (c) Casual leave if not taken during the relevant year shall lapse.
  - (d) The Part Time workers & Whole Time Daily Wagers of the Bank shall be entitled for one casual leave after putting in one month of continuous service, subject to a maximum of 10 days in a calendar year. No other kind of leave will be admissible to them.

### **Special Casual leave**

36. (a) The employees of the bank shall be entitled to special casual leave and



- (e) Ordinarily a bank employee may remain posted at the same station for at least 3 years. He may, however, be transferred earlier in bank and public interest. The stay of an employee on one and the same station may extend upto 5 years. This provision in these rules may not, however, apply to certain categories of employees posted in Bank Head Office on the posts not existing in the Bank branch offices.

### Joining Time

33. (a) An employee on transfer from one office to another office of the bank will be entitled to ten days joining time including days taken in journey to the destination, except when the transfer is at the same station, in which case he will be entitled for one day's joining time. In case of urgency the Bank may, at its discretion, out down such joining time and give it later when convenient.
- (b) The Managing Director/General Manager KPARBD may allow a further joining time upto a maximum of 3 days at his discretion in cases where the journey to be undertaken is through difficult terrain having poor means of transport.

## CHAPTER-10

### LEAVE

#### 34. (a) (i) GENERAL

The authority competent to grants level to different classes of employees shall be as per table given below :-

Category of Employee	Casual Leave	Special Casual Leave	Earned Leave	Types of Leave		
				Maternity Leave	Sick Leave	Leave Without Pay
Managing Director.	President	President	President	President	President	President
Other officers in the Special Grade	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director
Senior Manager	General Manager	General Manager	General Manager	General Manager	General Manager	Managing Director

other benefits/incentives who undergo sterilization operation under Family Welfare Programme for promoting the small family norms on the pattern of Government of Himachal Pradesh.

- (b) Special casual leave may also be granted not exceeding 7 days in a year to members of Executive Committee of the Employees Union recognised by the Bank to enable them to attend the meetings of the Executive Committee, General Body etc.

#### **Earned leave**

- 37. (a) All applications for earned leave will be addressed to the competent authority through the immediate officer or head of the Section. Such applications for leave should normally be made at least a fortnight before the date on which the leave is to commence unless the sanctioning authority permits otherwise for unavoidable or unforeseen circumstances. The sanction or otherwise of earned leave applied for shall be communicated to the applicant employee in writing. An employee should not proceed on leave unless the sanction is communicated to him.
- (b) If an employee after proceeding on leave desires an extension of the same, he shall make an application in writing for that purpose to the sanctioning authority before the previous leave expires. An employee remaining absent beyond the period of leave originally granted or subsequently extended will be liable for disciplinary action unless he rejoins his duty within seven days of the expiry of the leave sanctioned and explains to the satisfaction of the competent authority the reasons for delay in resuming his duty on expiry of his sanctioned leave.
- (c) Bank holidays other than Sundays will not be allowed to be prefixed or suffixed to earned leave without the previous sanction of the sanctioning authority.
- (d) Earned leave admissible to an employee shall be as admissible to the employees of the State Government.
- (e) Earned leave may be accumulated upto a total period of 300 days. Any accumulation in excess of 300 days will lapse. The actual period of earned leave that can be granted at any one time will depend upon the convenience of the Bank.

PROVIDED that it would ordinarily not exceed 60 days at a time.

- (f) The leave salary of an employee on earned leave shall be the same as he would have drawn had he not proceeded on leave.
- (g) In the interest of office efficiency and with a view to avoiding frequent, sudden and unexpected dislocation of work earned leave should not ordinarily be availed of more frequently than twice in any one year. The minimum duration of earned leave shall be at least one complete week. In emergent cases this provision can be relaxed.

#### **Leave Travel concession**

38. The State Bank and Primary Bank will give to its employees leave travel concession but once in 10 years in each case subject to an over all ceiling of expenditure of Rs. 20,000/- per year on this account by each of the two institutions. The provision of this concession is, however, subject to the financial position of the two concerned institutions permitting the expenditure on this account.

#### **Maternity leave**

- 39. (a) A competent authority may grant to a female employee who holds a regular post in the Bank, maternity leave on full pay for a period which may extend upto the end of 135 days from the date of commencement or to the end of six weeks from the date of confinement whichever is earlier.
- (b) Leave of any other kind may be granted in combination with maternity leave if the request for its grant be supported by a competent authority's medical certificate.
- (c) Maternity leave will not however be admissible to a female employee of the bank who has got two children alive.
- (d) A male Govt. servant (including an apprentice) with less than two surviving children may be granted paternity leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave as in the case of maternity leave. It may not normally be refused under any circumstances.

## **Medical Leave**

40. (1)(a) Medical leave on half pay admissible to an employee in permanent employment of the Bank is 20 days for each completed year of service.

Note :- Complete year of service means continuous service for one year under the Bank and includes period spent on duty as well as on earned leave.

- (b) Such medical leave shall be given on production of medical certificate from a Government medical authority for a period not exceeding that recommended by him. Such leave on medical certificate shall not be granted unless the medical authority is satisfied that there is a reasonable probability that the employee will be fit to return to duty on its expiry. In case the competent authority thinks that medical leave applied for is not due to genuine illness the authority may direct the employee to get himself examined by such medical authority or board as the Bank may deem fit.
- (c) Commuted leave can be granted by the competent authority for a period not exceeding 90 days at one time. On submission of medical certificate as mentioned in para(b) above when such commuted leave is granted, twice the period of such leave shall be debited.
- (d) The leave salary of an employee on half pay medical leave shall be one half of his pay that he would have earned in the month/months of such leave had he not proceeded on such leave.

## **Leave Without Pay**

41. (a) Leave without pay may be granted to an employee by the competent authority when no other leave is due to him/her. It would be sanctioned in exceptional circumstances not exceeding 180 days in total service. Absence on leave without pay exceeding 180 days entails forfeiture of appointment.

Provided that where on account of his own protracted illness an employee is compelled to be on leave without pay the competent authority may at its discretion and on being satisfied on production of a medical certificate from a gazetted class-I medical officer of a Government Hospital sanction leave without pay even exceeding 180 days.

Further provided that the limit of 180 days shall also not apply to cases

where the suspension period of an employee was got to be regularized by treating the same as leave without pay.

(b) The period of such leave will not be counted for the purposes of increment and for other benefits.

41. (A) The admissibility of quantum and accumulation of all kinds of leave to bank employees shall be regulated on the pattern the same are allowed to the employees of the State Government from time to time.

## **CHAPTER-11**

### **DISCIPLINE**

42. (a) An employee of the Bank shall be bound to serve the Bank in such capacity and at such place as he may from time to time be transferred or directed by the Bank.

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

(c) No employee of the Bank shall engage himself in any full time or part time job with any private or public institution or with any individual or with any concern without obtaining prior written permission of the Bank.

43. (a) An employee shall be at work at his specified place of work at the time fixed and notified to him.

(b) Any employee who is found absent from his specified place of work during office hours, excluding the recess period without permission of the sanctioning officer or without sufficient reason shall be treated as absent for the whole day.

44. If any employee after his appointment is found to be in-possession of or holding wealth which is disproportionate to wealth declared by him at the time of his appointment or at the commencement of these rules plus the normal savings, or wealth legally acquired after the initial declaration, action shall be taken against him treating this to be a major misconduct.

45. Any employee of the Bank who is in debt, shall furnish a signed statement of financial position yearly as on 30th June, within one month from the said date

to the Manager or any person appointed for this purpose by the Board of Directors indicating full particulars of his indebtedness and shall also indicate the steps he is taking to liquidate his debts. If in the opinion of the Board of Directors the condition of indebtedness of an employee is such as to affect the reputation of the Bank, it may be construed as major misconduct on the part of the employee and his services may be terminated by an order of the Board of Directors after giving an opportunity of hearing to the concerned employee.

46. (a) Every employee is bound to serve faithfully and diligently and to maintain strict secrecy regarding the Bank's affairs and the accounts of its constituents. He should in no case divulge any information relating to the business of the Bank or of 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.
- (b) Every employee shall keep the Bank informed of his permanent address and subsequent change therein, if any.
47. 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, either on his own behalf or on behalf of any other person or permit any member of his family to accept any gift, gratuity or regard from any person with whom he is concerned in the performance of his work.

PROVIDED that this rule shall not apply to any borrowings by an employee on the security of his own deposits, savings, insurance policy etc., from other institutions of individuals on legal and justifiable grounds.

48. No employee of the bank shall engage in any commercial business or pursuit either on his own account or as an agent for others while in the employment of the Bank. He shall not acquire any immovable property by purchase, gift or otherwise without obtaining prior permission in writing of the Bank and shall advise the Bank about the acquisition of movable property exceeding ₹ 3,000 in value within 30 days from the date of its acquisition.
49. No employee of the Bank shall be a candidate or convess or otherwise use his influence in any way in an election to Central or State Legislature or Municipal Corporation, Municipal Board, Panchayats or other local bodies constituted

under the Himachal Pradesh State laws or to any office in the bank or any society.

PROVIDED that he may record a vote if he is qualified to do so, but he shall as far as possible avoid giving any indication before hand of the manner in which he intends to vote.

EXCEPTION : These restrictions shall not be applicable to those societies formed exclusively by the employees of the Bank.

50. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Bank.

## CHAPTER-12

### DISCIPLINARY ACTION MISCONDUCTS & PUNISHMENT

51. (a) The expression "major misconduct" shall include any of the following acts and commissions on the part of an employee.
- (i) A-botting, conniving at or attempting or committing theft, fraud or dishonesty in connection with the business, property or affairs of the State Bank/Primary Bank or its customers.
  - (ii) Willful damage or attempt to cause damage to the property of the Bank or any of its customers.
  - (iii) Conviction by any court of law for any criminal offence involving moral turpitude.
  - (iv) Unauthorized disclosure or divulgence or any attempt at disclosure or divulgence of information regarding the affairs of the Bank or any of its constituents or any person connected with 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 and its constituents.
  - (v) Giving or taking or attempting to give or take bribe or illegal gratification.
  - (vi) Taking part or conniving or otherwise interfering or using his

influence in any election to the Central or State Legislature or Municipal Corporation or Municipal Boards or Panchayats or other local bodies or the bank or any institution constituted under the Himachal Pradesh State Laws, except the Societies formed exclusively by the employees of the bank or other societies or which they can become members.

- (vii) Wilful insubordination or disobedience of any lawful or reasonable order of the management of a superior.
- (viii) Drunkenness or riotous or disorderly or indecent behavior in the premises of the Bank, or any such behavior outside the premises of the Bank which is likely to affect the reputation of the Bank or any act subversive of discipline.
- (ix) Wilful allowing down in performance or work or inefficiency in work or abetment of instigation thereof.
- (x) Commencing, going on or joining any illegal strike or stoppage of work individually or as a concerted action or in combination with others or abotting or instigating or adding in furtherance of any such strike or stoppage of work.
- (xi) Resorting to or abetting, instigating or otherwise convessing for a pen-down strike.
- (xii) Failure to account for or deliver up, when they come into his hands, or concealment of misappropriation or conversion of, cash, securities, bonds, deeds or other property of the bank or if its constituents.
- (xiii) Habitual neglect of work or gross negligence in any work or inattentively not performing any work properly.
- (xiv) Gambling or batting or attempting to gamble or bet on the premises of the Bank.
- (xv) Speculation in stocks, shares, securities or any commodity whether on his own account or on account of any other person.
- (xvi) Unauthorized absence from duty for more than ten consecutive days or overstaying for more than fifteen days after the expiry of any



sanctioned leave without sufficient cause.

- (xvii) Repeated breach of any law applicable to the Bank or of any rules of business of the Bank or instructions for the running of any section.
- (xviii) Holding or attempting to hold or attending any meeting on the premises of the Bank without the previous permission of the Managing Director and his absence the General Manager/General Manager PARDB.
- (xix) Engaging in any other trade or occupation. Being any act prejudicial to the interest of the Bank in performance of his duties or negligence involving or likely to involve the Bank in serious loss.
- (xx) Appearing in any examination or joining any College/University or school without the permission of the Bank.
- (xxi) Refusal to accept a charge sheet, order, notice or other communication attempted to be served by the Bank.
- (xxii) Not residing at the headquarters fixed by the Bank.
- (xxiii) Neglecting recovery of loans when such recovery is a part of his duty.
- (xxiv) Sleeping during any hours.
- (xxv) Failure to disclose the Bank his indebtedness or making any false statement about the same.
- (xxvi) Failure to furnish the statement of wealth at first appointment or later when required.
- (xxvii) Committing any act which amounts to minor misconduct as defined hereafter three times in a year.
- (xxviii) Abetment or instigation of any of the acts or omissions above mentioned.
- (xxix) Distribution or exhibition within the Bank, of any hand bills, pamphlets or posters or causing the display by means of signs or writing or other visible representation of any such matter without previous permission of the Managing Director.
- (xxx) Claiming or preferring any false wages or bills or amounts.

(xxxi) Any other act or omission mentioned as major misconduct in these rules.

NB: The above list is only illustrative and not exhaustive.

- (b) The expression 'Minor Misconduct' shall include any of the following acts or omissions of the party of an employee:
- (i) Late attendance for more than two occasions in a month.
  - (ii) Departure without permission before closing hours.
  - (iii) Knowing or wrongfully interfering of tempering with the record of attendance.
  - (iv) Committing or being a party to the committing of nuisance in the premises of the state Bank/Primary Bank.
  - (v) Disregard or ordinary requirements of decency and cleanliness of person or dress including not putting on the liveries provided by the bank in case of subordinate staff.
  - (vi) Loitering, idling or wasting time during working hours or remaining with Bank after authorized hours of work without permission of Head of Office/Section.
  - (vii) Indulging in private or personal work within the Bank with or without tools or materials belonging to the Bank without the previous permission of the Head of the Office/Section where the employee is working.
  - (viii) Absence without leave not covered under Rule 34.
  - (ix) Failure to show proper consideration or courtesy or attention towards officers, follow workers, constituents/member loanees and unseemly or unsatisfactory behavior while on duty.
52. (a) An employee found guilty of major misconduct after following the procedure laid down hereunder may be awarded any one or a combination of the following punishments without any further notice, apart from the recovery of actual loss or damage caused by him to the Bank or to any constituent of the Bank.
- (i) Withholding of annual increments with or without cumulative effect.

- (ii) Barring of promotion to the higher grade for a specific period.
  - (iii) Reversion to next lower grade/post.
  - (iv) Termination or discharge.
  - (v) Dismissal.
- (b) Any employee found guilty of minor misconduct may be awarded any of the following punishment according to the gravity of his misconduct :
- (i) Character Roll warning.
  - (ii) Censure.
  - (iii) Stoppage of increment for a period not exceeding one year without affecting future increments.

53. (a) An employee may, for acts or omissions described in chapter 11 and in rule 51 be proceeded against for awarding punishment under Rule 52 by the competent authority. The category of employees and competent authorities to award punishment are shown in the table below.

Provided that where for imposing major punishment of an officer, prior permission of the Registrar, is necessary in accordance with the bye-laws of the Bank, such punishment would be inflicted only after the permission of the Registrar is obtained.

<b>Category of Employees</b>	<b>Competent Authority</b>
(i) Member of subordinate staff	Managing Director/General Manager/ General Manager PARDB.
(ii) Employee in Office Assistant/Recovery Supervisor	Managing Director/General Manager. In the case of PARDB employees, the General Manager PARDB
(iii) Employee in Manager and Assistant Manager Category	(a) Managing Director for Manager & Asstt. Manager employees of SARDB. Managing Director of SARDB on the recommendations of the Managing Committee of the PARDB in respect of Manager employees of PARDB.

	(b) Managing Committee of the Kangra PARDB for employees in respect of Asstt. Manager category.
(iv) Employee in Senior Manager and Special Grade excluding Manager Director	Board of Directors on the recommendation of the Managing Director
(v) Managing Director	State Government on the recommendations of the Registrar, Cooperative Societies.

(b) No punishment for 'major misconduct' shall be imposed on an employee unless he is proved guilty of major misconduct in enquiry conducted in the following manner:-

- (i) The competent authority Managing Director/General Manager, as the case may be, shall serve on the employee a charge sheet in Form 'A' for major misconduct clearly setting forth the misconduct charged and the circumstances appearing against him and call for his explanation.
- (ii) The employee shall be given for submitting his explanation a period of atleast two weeks.
- (iii) If the employee accepts the charge(s) the competent authority shall award suitable punishment to him. In case of denial, the competent authority shall cause an enquiry to be conducted by an officer appointed by him for the purpose.
- (iv) The employee shall be allowed to defend by himself or by any other employee of the Bank, if he so desires, but an outsider shall not be allowed to conduct the defence on behalf of the delinquent employee.
- (v) The employee shall be permitted to produce witnesses in his defence and cross examine any witness on whose evidence the charge rests.
- (vi) The substance of the evidence shall be recorded and read over to the concerned employee.

- (vii) The Officer appointed to conduct the enquiry will complete the enquiry and submit his report within such time and any extension thereof as may be allowed by the competent authority. The enquiry report shall include the statement of witnesses adduced for and against the employee and the findings of the enquiry officer based on such evidence on each charge.
- (viii) On receipt of the enquiry report the competent authority shall examine the findings applying his own best judgement and in awarding punishment shall not merely be led by the findings of the enquiry officer. His order should be self speaking.
- (ix) The order of punishment shall be in writing and shall be issued under the signature of the competent authority or other officer authorized by him. A copy of the order passed awarding the punishment shall be given to the employee.
- (c) No punishment for 'minor misconduct' shall be imposed on an employee unless he is proved guilty of minor misconduct as under :
- (i) The competent authority or any other officer authored by him in this regard shall give the employee a charge sheet for minor misconduct in Form 'B' clearly stating the nature of misconduct charges and the circumstances appearing against him and call for his explanation.
- (ii) The employee shall be given an opportunity to submit his explanation within a period of 7 days.
- (iii) After the explanation is received the competent authority may look into the circumstances and pass order of punishment and if he thinks fit also make such enquiry and in such manner as he deems proper. His order shall be self speaking.
- The mode of punishment indicated in sub-rule (a) and sub-rule (b) of Rule 55 is arranged in increasing order of severity.

### **MODE OF SERVICE OF NOTICE**

54. If the service of any charge sheet or letter is not possible by hand delivery, it will be sent by registered post acknowledgment due at the employee's last known address and in case such letter is also received undelivered, it will be affixed

on the notice board of the State Bank/Primary Bank or the branch or the office of the bank where the employee was last working or the residence of the employee and if such a notice is affixed three days before the date on which the employee is required to be present or do any other act, it will be deemed that a proper service has been effected on the employee.

### **CHAPTER-13**

#### **SUSPENSION, TERMINATION OF APPOINTMENTS AND RETRENCHMENT**

55. (a) If an employee is arrested on any criminal charge an officer competent to award punishment may order for his suspension from the date of arrest and for payment of suspension allowance to him according to these rules, during the period of suspension. After the conclusion of the trial his basic pay and allowance may be determined in accordance with the nature of the case against him and it may also be determined whether to treat him on duty or leave during the period of suspension. If the employee be found not guilty of all the charges levelled against him, the Bank may consider whether to pay him for the suspension period full basic pay and allowances admissible to him and to treat him as on duty during that period.

If an employee is convicted and sentenced for any offence by a jail sentence his services shall be deemed to have been terminated and in such case it will not be necessary to give him a charge sheet for the absence from duty.

- (b) When a sentence awarded by a lower court is set aside by a superior court and the employee is honourably acquitted he may be reinstated in the service of the Bank without any back wages.
- (c) In case an employee is arrested on any criminal charge connected with the Bank or its affiliated societies, an authority competent to award punishment may suspend him and may pay such suspension allowance during the period of suspension as the authority may think fit, not exceeding half the pay of such an employee. If the employee is ultimately dismissed by the Bank, the suspension allowance shall not be recoverable from the employee.

56. (a) An employee being proceeded against for major misconduct may be suspended pending enquiry. Such order of suspension shall be in writing and shall be delivered to the employee personally or by registered post or in any other mode prescribed under these rules.

(b) The employee shall be entitled to suspension allowance equal to half of the total pay as subsistence allowance during the period of suspension. He shall not leave his headquarters without written permission of the competent authority.

Ordinarily no leave shall be granted to an employee placed under suspension. He shall report his presence to the competent authority as and when required. The period of suspension of an employee shall not normally exceed six months.

PROVIDED that the period of suspension may be further extended by six months by the competent authority and in case of criminal prosecution till decision of the criminal case.

Provided further that in case where the enquiry or criminal case can not be completed within a period of six months the subsistence allowance may be enhanced by the competent authority. Such enhancement should generally follow the State Government rules on the subject relating to State Government servants.

(c) The competent authority may authorize any one to conduct the enquiry and report his findings to the competent authority but the punishment shall be imposed only by the competent authority.

(d) If any enquiry the employee is found guilty either partly or wholly, he will be liable to be punished under rule 52 and he shall not be entitled to any other amount except the suspension allowance paid to him during the period of suspension. If the order of suspension is rescinded or if the employee is not found guilty of the charges framed against him and is reinstated in service, the employee shall be deemed to be on duty during the period of suspension and shall be entitled to receive his pay less the suspension allowance already received by him, provided that during the period of suspension the employee has not engaged himself in any other employment or business.

- (e) If for any reason whatsoever the enquiry held by the Bank is found to be defective the authority hearing the dispute raised by the employee regarding the action taken under these Service rules shall give an opportunity to the Bank to lead evidence to prove misconduct of the employee before it or otherwise justify the action taken by the Bank.
- (f) In this chapter the words 'competent authority' or Authority competent to award punishment means Authority designated in Rule 53 above.

### **Termination of or Resignation from Service**

- 57. (a) The services of a temporary employee may be terminated by the Managing Director/General Manager PARDB by giving him one month's notice or one month's pay in lieu of notice.
- (b) The services of a temporary employee shall be terminate automatically, if he was appointed for a specified period on the expiry of such period or if he was appointed for a specific work on the completion of such work and in such cases no notice shall be necessary.

- 58. An employee whether permanent or a probationer or temporary or apprentice or officiating shall be entitled to resign from his service by giving to the Bank a written notice. The period of such notice shall be three months in the case of a permanent employee and one month in the case of a probationer or temporary or officiating or apprentice employee. Provided further that the period of notice may be reduced in exceptional circumstances by the competent authority.

In lieu of notice, the employee may pay to the Bank an amount equivalent to his pay for the period of notice in addition to any penalty agreed to be paid by him in terms of the service bond, if any, executed by him. It shall be lawful for the Bank to deduct such amounts from any sum due to the employee of the Bank.

PROVIDED that an employee who has given a bond to serve for a fixed period shall not be entitled to resign during the period of the Bond.

- 59. On termination of the services of any employee of the Bank or resignation from service by the employee, he shall forthwith hand over complete charge of the documents, books, cash, securities etc., in his custody to a person authorized in writing by the Head of the Office to take over the said charge and unless the employee has given complete charge he shall not be entitled for payment of



any of his dues. The competent authority shall act in the manner if deems fit to take over, from the employee concerned, complete charge including cash, if any.

60. (a) If the Board of the Bank decides to abolish any permanent post and it is not possible to absorb such permanent employee holding the abolished post or if the permanent employee is found to be surplus by the Board, the employee shall be entitled to get retrenchment compensation as per provisions of the Industrial Dispute Act, 1947.
- (b) Provided that in case of any such retrenchment the employee who was the last person to be employed in that category shall be the first to be retrenched.

## CHAPTER-14

### APPEAL

61. (a) Except in the case of a character roll warning, censure an appeal shall lie against every order awarding a punishment to the competent appellate authority shown in the table below :-

Rank of appellant employee	Stoppage of Increment or Promotion	Reversion	Dismissal or Termination or Discharge
I) In Special Grades & Senior Manager	RCS	RCS	RCS
II) In Grades Manager, Asstt. Manager & Office Asstt./ Recovery Supervisor	BOD/PARDBMC	BOD/PARDBMC	BOD/PARDBMC
III) Subordinate Employee	Managing Director/General Manager PARDB in the case of PARDB employees.	Managing Director/ General Manager PARDB.	Managing Director/ General Manager PARDB.

- (b) Every appeal shall be presented to the appellate authority prescribed in these rules within 30 days of the date on which the order appealed against

was communicated to the party affected by the order. No appeal shall be entertained after the above period of limitation of 30 days. An appeal shall be deemed to be properly presented if it is given to the head of the office where the employee was working.

## **CHAPTER-15**

### **SERVICE RECORD**

62. (a) The Bank shall maintain a service book in respect of each employee. The leave account except that of casual leave, transfer, annual increment, permanent or officiating promotions and punishments, if any, shall be recorded in the Service book from time to time. The officer incharge of the Establishment Section shall be responsible for the safe custody of service books of the employees of the Bank.
- (b) Verification of service of each employee of the Bank shall be done at the end of each cooperative year and entry to that effect made in the service books under proper attestation of the officer authorised to do so.
- (c) The account of casual leave of each employee will be separately maintained by the Bank.

### **CHARACTER ROLLS**

63. (a) Annual character rolls and confidential Reports shall be recorded in the proforma as prescribed by the Managing Director and shall remain in the custody of the State Bank. All reports shall be written and deposited with the State Bank within 3 months of the close of the year.
- (b) & (c) The ACRs of the staff posted in the branches except BM will be written as under:
- 1) Reporting officer: Branch Manager.
  - 2) First reviewing officer: Concerned ZM.
  - 3) Second reviewing officer: GM Bank.
  - 4) Accepting authority: MD in case of SARDB and President for KPARDB.

- 5) In case of staff posted in the Head Office, except Section Incharges, their ACRs will be written by concerned Section Incharge, reviewed by GM & finally accepted by MD in case of SARDB and President for KPARDB. In case of Branch Managers, the ACRs reporting officer will be concerned ZM, reviewed by GM and final accepting authority will be MD for SARDB and President for KPARDB.

In case of staff below the rank of Asstt. General Manager, the first assessing/reporting authority for the Senior Manager officer & Section Incharges shall be General Manager and the final assessment shall be made by the Managing Director for SARDB & President for KPARDB. For General Manager, DGM, AGM, & Financial Analyst, the first assessing/reporting authority shall be the Managing Director and the final assessment will be made by the Chairman SARDB/KPARDB.

- (d) In case adverse remarks are recorded in respect of any employee, these shall be communicated to the concerned employee within a period of 3 months following the cooperative year to which the report relates.

An employee shall have a right to represent against the order passed under this rule which injuriously affects his interest, as hereinafter provided ;

- (i) Against the adverse remarks finally assessed by the Managing Director to the President/Chairman of the State Bank. The Board of Directors of the Bank shall be competent to take final decision in the matter, on the recommendation of the President. In case of common cadre employees working with the PARDB, to the President of the Primary Bank on whose recommendation the Board of Directors of the State Bank shall be competent to take final decision in the matter. However, in case of Recovery Supervisor/Office Asstt., PA, Computer Operator of the Primary Bank shall be competent to take final decision in the matter on the recommendation of the General Manager.

- (ii) Against the adverse remarks finally assessed by the President/Chairman of the Bank to the Board of Directors/Managing

Committee PARDB, which shall be competent to take final decision in the matter.

- (e) Against the decision of the Board of Directors in such matters, State Bank/Primary Bank employees, shall have the right of appeal before the Registrar, Cooperative Societies, Himachal Pradesh.
- (f) The officers concerned with initiating the process of recording CRs should do within the first 2 months of the close of cooperative year every year and send the same before 15th August to the officers concerned with final according to enable them to complete the CRs before August end.

Any adverse remarks in the character roll shall be communicated in writing to the employee concerned within 15 days of the completion of the CRs.

- (g) A representation by any employee against the adverse remarks shall be disposed of within one month of the communication of the adverse remarks by the Managing Director/General Manager except in the case of those employees whose character roll remarks are recorded by him. Representations of employees whose character roll remarks are written by the Managing Director/General Manager shall be disposed of by the Board of Directors/Managing Committee.

## CHAPTER-16

### STOPPAGE OF WORK

- 64. (a) In the event of a strike by the staff, the President may at any time without notice or compensation in lieu of notice, close down, as the situation may require, the Bank or any branch or any office or department or part thereof for a reasonable period.
- (b) The Board of Directors/Managing Committee may close down any branch or any office or department of section or a department after giving 3 months notice to the employees concerned under intimation to the Registrar. Before reopening such department or section of a department as the case may be, 7 days notice will be given.
- (c) The Board /Managing Committee may close down the whole Bank permanently or semi permanently after giving 3 months notice to the

employees under intimation to the Registrar. 7 days notice of the restarting of the Bank shall be given.

- (d) On the reopening of a department or section of a department or the whole concern or a branch or pay office as the case may be, preference for employment will be given to the employees whose services were terminated on account of closure according to their length of service provided they present themselves for service at least on the day of the reopening.

## **CHAPTER-17**

### **MISCELLANEOUS**

#### **65. (a) Working hours**

The working hours of the employees of the Bank shall be such as may be fixed by the Managing Director/General Manager or any authorized officer of the Bank from time to time.

#### **(b) Attendance :**

- (i) All employees shall be at work at their respective place of work at the time fixed and notified to them by general or special order.
- (ii) Any person who is late by more than half an hour may be marked absent for the whole day or part of a day at the option of the competent authority.
- (iii) Every employee of the Bank shall sign the Attendance Register and put the time of attending and leaving the Bank every day.

#### **66. Holidays**

- (a) The Bank shall remain closed on all Sundays and such other days as the Government may by Notification declare to be holidays under the Negotiable Instruments Act.

PROVIDED that half yearly and yearly account closing days on the 31st December and 30th June respectively declared as holidays under the said Act shall not be holidays for the employees of the Bank.

- (b) The list of days declared as holidays shall be exhibited on the notice board of the Bank and circulated to all the branch offices/staff.

#### 67. Pay Days

The Bank shall ordinarily disburse pay to the employee on the penultimate working day of the month. In the event of that day happening to be a Saturday, the salary will be disbursed on the previous working day. However pay shall be disbursed 5 working days previous to 30 June and 31 December when the six monthly accounts of the Bank are closed.

PROVIDED that the Chairman/Managing Director/President PARDB/General Manager PARDB or any authorised officer of the Bank may permit disbursement of pay before a period not exceeding seven days of the date on which disbursement of pay is due.

#### 68. Membership of Employees Union

- (a) There will be no restriction on the employees of the Bank becoming members of any recognized Employees Union.

PROVIDED that the officers of the Bank in Special Grades and Senior Manager category shall not hold any position as office bearers.

- (b) The Bank will be competent to recognize any Union of the Bank employees provided that :

- (i) Only these Unions will be recognized whose membership is confined to the employees of the Bank.
- (ii) Whose office bearers are employees of the Bank.
- (iii) The membership of the Union is not less than 51% of the total number of employees of the Bank.

PROVIDED further that inspite of the above condition being fulfilled the Bank will be competent to refuse recognition to or withdraw recognition of any Union.

## DEDUCTIONS

69. The Bank shall have authority to make the following deductions from any amount payable to an employee:

- (a) Deductions on account of absence from duty.
- (b) For damage to any loss of Bank goods/property entrusted to the employee when such loss or damage is due to his negligence, such deductions shall not be made till the employee is given opportunity for explanation.
- (c) Shortage of loss of money which the employee is required to account for.
- (d) Recovery of advances or other payments of bills and other charges.
- (e) Provident Fund contribution.
- (f) Amount due in lieu of notice under Rule 58.
- (g) Any deduction which the Bank may be legally entitled to make or the employee has authorized Bank in writing to make.
- (h) Other dues under the provisions of the Himachal Pradesh, Cooperative Societies Act, 1968 or any other law for the time being in force.

## 70. RETIREMENT

- (a) Every employee of the Bank shall retire on attaining the age of 58 years (60 years in the case of subordinate staff) as under :

Date of Birth	Date of Retirement
1st of month	Afternoon of last day of preceding month.
Any another date of the month	Afternoon of the last of that month.

Provided that an employee may seek Voluntary retirement of the State Bank/Primary Bank may also retire an employee after the employee attains in the age of 50 years or completes 20 years of service in the Bank, which may be earlier on giving three months notice on either side or by paying salary in lieu thereof.

### (b) LEAVE SALARY

An employee may be paid cash equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on superannuation/death subject to the following conditions :

- (i) The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days earned leave.
- (ii) The cash equivalent of leave salary thus admissible will become payable on retirement/death and will be paid in lumpsum as a one time settlement.
- (iii) Cash payment under this rule will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rate in force on the date of retirement/death, no amount of any allowance shall be payable.

Provided further that in the case of death while in service, the cash equivalent to leave salary will be payable to the family of deceased employee. The definition of family for the purpose will be as under :

- (a) Widow/Husband
  - (b) Dependent sons/daughters
  - (c) Dependent father
  - (d) Dependent mother
  - (e) Dependent brother/sister
- (iv) From the cash amount worked out in accordance with (iii) above will be deducted the income tax at the prevalent rate and any other retirement benefits for the period for which cash equivalent is payable.
  - (v) The authority competent to grant leave shall also be competent to grant cash equivalent of earned leave and issue necessary order in this behalf on the date of retirement/death.
  - (vi) This rule shall not apply to cases of premature/voluntary retirement, Persons who are discharged as a measure of punishment under the disciplinary rules shall also not be covered by this rule.

## **CHAPTER-18**

### **REPEAL AND SAVINGS**

- 71. (a) All other rules corresponding to these rules in force in the Bank immediately before the commencement of these rules, are hereby repealed.



PROVIDED that anything done or any action taken under any of the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

- (b) The employees of the Bank shall have no choice to opt for old rules if any, but shall be governed by these rules.
- (c) If there is no provision in these rules about any matter connected with the employees or touching them in such cases the Board shall be competent to decide the matter or provide for it with the approval of the Registrar.
- (d) Whatever powers are given to different officers/authorities under these rules shall always be exercisable by the authority superior to concerned officer/authorities. In case of conflicting orders of lower and higher authorities the decision of the higher authority shall prevail. Powers admissible under any of these rules to an authority of the Bank can be delegated by that authority to a lower authority subject to such conditions as the authority delegating any of its powers may deem proper.
- (e) The Board shall have power to alter, amend or add to these rules without previous notice whenever they think fit to do so with the approval of the Registrar.
- (f) Interpretation of the Registrar regarding these rules shall be final.
- (g) The decision taken by the Board of Directors/Managing Committee regarding service matter shall be subject to revision/review by the Registrar, Cooperative Societies, Himachal Pradesh.

## APPENDIX-I

Standard of minimum Educational and other qualifications for recruitment and promotion in the Bank (Rule-5).

Post	For Direct Recruits	For Promotees
<b>(a) Managing Director</b>	As provided in the HP Cooperative Societies Act and Rules	As provided in the H.P. Cooperative Societies Act and Rules.
<b>(b) General Manager</b>	<p>i. First class graduate in Arts, Commerce, Law or Science from a recognized University.</p> <p>ii. At least ten years experience in a cooperative Bank of which at least seven years service must be in a Supervisory capacity.</p> <p><b>Desirable :-</b></p> <p>(i) Diploma in Land Development Banking or Diploma in Cooperation.</p> <p>(ii) A certificate of having passed the C.A.I.I.B. examination.</p> <p>(iii) Higher Diploma in Cooperation or Diploma in Cooperative Banking.</p>	<p>i. A degree of a recognized University OR Diploma in Land Development Banking OR Higher Diploma in Cooperation.</p> <p>ii. A minimum service of 3 years as General Manager PARDB OR 6 years continuous service as General Manager PARDB and Asstt. General Manager OR 10 years service as Sr. Manager.</p>

<p><b>(c) Dy. General Manager</b></p>	<p>(i) A degree of a recognized University in Arts, Commerce Science, Agriculture or Law.</p> <p>(ii) At least three years service as Asstt. General Manager or 5 years service as Sr. Manager.</p> <p>(iii) Diploma in Land Development Banking or Higher Diploma in Cooperation.</p>	<p>(i) A degree of a recognized University in Arts, Commerce, Science, Agriculture or Law. OR Diploma in Land Development Banking OR Higher Diploma in Cooperation.</p> <p>(ii) At least three years service as Asstt. General Manager or 5 years continuous service as Senior Manager</p>
<p><b>(d) Asstt. General Manager</b></p>	<p>(i) Atleast second class degree in Arts/Commerce/Science/Law of a recognized university.</p> <p>(ii) Minimum of 5 yrs. commercial or cooperative Banking experience in a responsible capacity.</p>	<p>A degree of a recognized University in Arts, Comm. Science, Law, Agriculture OR Diploma in Land Development Banking. OR At least 3 years service as Senior Manager.</p>

<p><b>(e) Senior Manager</b></p>	<p>(i) Atleast second class degree in Arts, Commerce or Science of recognized University and in case of Law officer, Degree in professional law.</p> <p>(ii) 5 years experience in a responsible capacity in a Bank, Govt. Deptt. or institution connected with Coop./Agri./Hort. Development.</p>	<p>(i) A degree of recognized University or Associate of IIB or Diploma in Land Development Banking, with 3 years service as Manager.</p> <p>(ii) In the case of law Officer, Degree in law with atleast 5 years service as Manager.</p>
<p><b>(f) Manager</b></p>	<p>(i) A second class degree of a recognized University.</p> <p>(ii) Banking line experience of 5 years or Diploma in Land Dev. Banking.</p> <p>(iii) In case of Technical Officer, M.Sc. Second class with 3 years field (Agri./Hort.) experience.</p>	<p>(i) A degree of recognized University or C.A.I.I.B. or Diploma in Land Development Banking with 3 years experience in Asstt. Manager or a minimum 5 years service as Asstt. Manager. In case of Technical Officer M.Sc. Second class with 3 years experience as Asstt. Manager.</p>

<b>(a) Assistant Manager</b>	<p>(i) A Second class degree of recognized University.</p> <p>(ii) Also a pass in shorthand and type writing from a recognized Institute in case of Stenographer.</p>	<p>(i) A degree of a recognized University or Part-I of C.A.I.I.B. or a Diploma in Land Development Banking or 5 years service as Office Asstt./Recovery Supervisor.</p>
<b>Computer Operators</b>	<p>(i) A second class degree in Computer science/B.Sc.IT/BCA or equivalent</p> <p>OR</p> <p>Post Graduate Diploma in Computer Application(PGDCA) from recognized University</p> <p>OR</p> <p>3 yeas Diploma in Computer Science from a recognized Polytechnic Institute.</p>	
<b>Steno Typist</b>	<p>(i) 10+2 with 50% marks from recognized Board.</p>	

**FORM (A)**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It has come to my notice that you have committed the acts or committed to do the acts as mentioned in the annexure enclosed herewith which amount to major misconducts and they are punishable under clause (a) of rule 52.

If the charges are not acceptable to you, please submit your explanation in writing so as to reach us within a week from the receipt of this notice. Please also note that in the event of your disputing the charges an enquiry will held on \_\_\_\_\_ by Shri \_\_\_\_\_ into the charges. You are advised to remain present at the said enquiry and also furnish the names of your witnesses and produce the documents which you want to rely in your defence.

If you desire to inspect any papers connected with the basis of the charges you can do so during working hours on any working day by making a request in writing.

Please note that if you do not remain present, at the enquiry on the date and time aforesaid, the enquiry will be proceeded ex-parte.

\_\_\_\_\_  
Date \_\_\_\_\_ Signature of Competent Authority

**FORM 'B'**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It has come to my notice that you have committed the acts or committed to do the acts as mentioned in the annexures enclosed herewith which amount to minor mis-conduct and this is punishable under clause (b) of rule 52.

If the charges are not acceptable to you, please submit your explanation in writing so as to reach us within three days from the receipt of this notice. In case, you also want personal hearing, you are advised to be present on \_\_\_\_\_ at \_\_\_\_\_.

If you desire to inspect any papers connected with the basis of the charges, you can do so during working hours on any working day by making a request in writing.

Please note that if you do not submit explanation within the prescribed time limit or present yourself for personal hearing on the date and time aforesaid the case will be proceeded ex-parte.

\_\_\_\_\_

Date \_\_\_\_\_ Signature of Competent Authority

**Sanctioned cadre strength for the Himachal Pradesh State  
Cooperative Agriculture and Rural Development Bank Ltd.,  
The Mall, Shimla-1.**

Approval accorded by Registrar Cooperative Societies H.P. Govt. vide letter No. 5-40/2012-Coop. (C&M) dated 03-10-2012, the pay scales of the employees are revised as follows :

Category	Revised Pay Scales
Managing Director	-
General Manager	(15600-39100) Rs.7600/- Grade Pay
Deputy General Manager	(15600-39100) Rs. 6600/- Grade Pay
Asstt. General Manager	(15600-39100) Rs. 6000/- Grade Pay
Senior Manager	(10300-34800) Rs. 5700/- Grade Pay
Manager	(10300-34800) Rs. 5400/- Grade Pay
Assistant Manager	(10300-34800) Rs. 4200/- Grade Pay
Office Assistant, Typist, PA in Head Offices	(10300-34800) Rs.3200/- Grade Pay
Recovery Supervisors in Branches.	
Driver	(5910-20200) Rs.2400/- Grade Pay
Daftri	(5910-20200) Rs.2000/- Grade Pay
Peon/Night Guard/Sweeper	(5910-20200) Rs.1900/- Grade Pay
Helper -cum-peon	(5910-20200) Rs.1800/- Grade Pay

**Note :** Bank is not empowered to alter the sanctioned strength of any category in common cadre failing which the common cadre will stand cancelled.



	<p>(ii) Short hand in English and Hindi with minimum speed of 60 words per minute and typing speed on computer in Hindi 25 words per minute and 30 words per minute in English including Junior scale Stenographer and senior Scale Stenographer.</p>	
<p><b>(a) Office Asstt./ Recovery Supervisor</b></p>	<p>i. (a) Candidates belonging to General Category.</p> <p>ii. (i) Educational qualifications for Office Asstt./Recovery Supervisor or Junior clerks(direct recruitment).</p> <p>10+2 with 50% marks or Graduate/Post Graduate in any discipline from recognized University.</p> <p>Preference will be given to the candidates having Diploma in computer applications/Diploma in Cooperative Management.</p>	

	<p>(ii) Educational qualification for Office Assistant etc. (Direct recruitment)</p> <p>Matriculate with at least 60% marks or 10+2 with 55% marks or equivalent of a recognized University/Board or a Graduate with atleast 50% marks.</p> <p>(b) Candidates belonging to SC/ST/OBC Concession/Grace of 5% in marks.</p> <p>(c) Concession/Grace of 5% in marks for candidates belonging to Coop. Societies.</p>	
	<p><b>Desirable</b></p> <p>(i) Second division in matric/Higher Secondary or equivalent of a recognized University/Board or a graduate.</p> <p>(ii) A minimum continuous 5 years service as Secretary of Primary Agriculture Credit Society/employee of other Coop. Society.</p> <p>(iii) Should be below 40 years of age on the date of application.</p>	

	iv. As provided in rule 7(a), 15% of the vacant posts in Grade-IV shall be filled by promotions of eligible employees holding subordinate category posts.	
(g) <b>Driver</b>	<p>(i) Middle pass (Relaxable in case of ex-serviceman Driver having service as Driver for atleast 5 yrs.)</p> <p>(ii) Holding driving license.</p> <p>(iii) (iii) 3 years experience as a Driver.</p>	Posts to be filled up by direct recruitment only.
<p><b>Subordinate Staff</b></p> <p>(i) Daftri</p> <p>(ii) Peons/Night Guards</p>	<p>Middle pass</p> <p>(i) Matriculation</p> <p>(ii) For the post of Night Guard preference must be given to ex-serviceman. Qualifications may be relaxed in case of ex-serviceman.</p>	<p>Posts to be filled up by promotion out of peons on seniority cum-merit basis.</p> <p>Posts to be filled up by direct recruitment.</p>

- (i) Other things being equal preference should be given to candidates possessing higher academic qualification and those belonging to the State of Himachal Pradesh for direct recruitment to the above categories.
- (ii) For the posts above the category of Assistant Manager i.e. Manager category posts which are borne on common cadre, the employees of both State Bank/Primary Bank would be considered for promotion in the ratio of 3:1 on the basis of their respective seniority list. Interview/test for the direct recruitments shall be hold at the headquarters of respective banks when the Manager category posts are to be filled up through direct recruitments.

		Subordinate Staff
		(ii) Person/night Guards