

E/o
18/11/16



THE H P STATE COOP. AGRI. & RURAL DEV. BANK LTD. KASUMPTI, SHIMLA-9.

Policy for engaging Daily Deposit Collectors in the Bank branches as approved by the Board of Directors of the Bank in its meeting held on 31.08.2016 and incorporating the amendments as approved by the Registrar, Cooperative Societies vide letter No. 5-337/95-Coop. (C&M)-V dated 26.09.2016.

A. Background:

The Himachal Pradesh State Cooperative Agriculture & Rural Development Bank Ltd. since its inception in the year 1961 is extending long term credit facilities in Agriculture & Rural Sector.

The State Govt., in the recent past has approved amendments in the Bank Bye-laws under its objects. As a result, the Bank has been allowed to encourage thrift and saving habits among its members by accepting deposits and offering other suitable facilities and to receive money in current, saving, fixed or other accounts from its members. The Bank in its endeavour to generate low cost funds has started a daily deposit scheme from its members. This would inculcate the habit of daily saving amongst the members of the Bank and on the other hand, the Bank will have adequate liquidity to devise certain tailor made loan products to its customers as the NABARD only provides refinance to the productive purposes. Keeping in view the shortage of staff in the Bank, it would not be feasible for the Bank to deploy its existing manpower for the purpose.

Hence an alternative and cost effective arrangement left with the Bank is to engage daily deposit collectors for the purpose .

B. Salient Feature of Schemes:

The Scheme will be named as **"The Scheme for engaging Daily Deposit Collectors in HPSCARDB Ltd.**

1) Vacancies:

The Bank may engage one daily deposit collector in each branch initially and with the passage of time and with increase in volume of business, one additional DDC will be provided in each branch.

2) Mode of engagement:

- (i) The candidate must be a permanent resident of the area within the radius of 8 KM from the concerned branch. The candidate shall have to bring a certificate from the competent authority i.e. revenue/HPPWD to support the claim of residing within 8 KM of area from the concerned Bank branch.
- (ii) No family members of the candidates should be a Govt./Semi Govt. employee.
- (iii) The advertisement regarding vacancy of daily deposit collector shall be given in local news papers with full terms and conditions/eligibility for wide publicity in general public. Local Bodies, i.e. MC, Nagar Parishad/Nagar Panchayat and Panchayat may also be intimated in this respect.
- (iv) The names of the candidates should be registered with the local employment exchange.

3) Tenure:

The tenure of the DDCs initially shall be one year which may be further extended on yearly basis upto 5 yrs. depending upon the requirement, work, conduct and performance during the period of engagement.

4) Service Termination:

The services of the DDCs shall be terminated at any time on either side by giving one month notice or one month honorarium in lieu thereof, or if their conduct at any stage is found detrimental to the interest of Bank or their work/performance is found to be unsatisfactory or for unauthorized absence from duty reported by the Br. Manager/controlling officer.

5) Honorarium:

The DDCs so engaged under the scheme shall be paid monthly honorarium of Rs. 3000/- and yearly hike of Rs. 500/- will be made every year in case the period of engagement is extended beyond one year. They shall not be entitled for any other allowances during the engagement or on their termination, like gratuity, leave encashment etc.

6) Educational Qualification:

The educational qualification for the DDCs shall be 10+2 in any discipline from a recognized Board.

7) Age:

Age for this engagement shall as applicable in the State Govt. on time to time.

8) Selection Process: The selection of candidates under the scheme shall be made purely on the merit basis i.e. on the basis of academic record and viva as under:-

Marks for academic qualification:-	85
Marks for viva: -	15
Total: -	100

Distribution of marks under academic qualification:-

Qualification	Max. Marks
Marks for 10th based performance (A). Divide the %age of marks obtained by the candidate in 10 th by 3, subject to max of 30 marks.	30
Marks for 12th based performance (B). Divide the %age of marks obtained by the candidate in 10+2 by 4, subject to max. of 25 marks.	25
Diploma in Cooperative (C).	05
Working experience in daily deposit/SB scheme from banks, Post offices, LIC agent, Cooperative Society, 1 mark for experience of each year, subject to max. of 5 marks (D).	05
Graduation in any discipline (E). Divide the %age of marks obtained by the candidate in Graduation by 10, subject to max of 10 marks.	10
Computer knowledge, minimum one year diploma from recognised institute (F).	10
Total max. Marks (A-F).	85

The personal interview i.e. viva will consists of 15 marks to be awarded by a selection committee jointly consisting of local Bank Director or in his absence other Bank

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Director nominated by the Bank Chairman, concerned AGM & Br. Manager. The final selection list will be drawn by Selection committee purely on the basis of total marks obtained on the academic record and personal interview. The academic qualification marks shall be awarded by the selection committee after proper verification of original certificates in support of it produced by the candidates.

The results of the successful candidates will be notified/ intimated to all successful candidates by Registered Post immediately after approval of competent authority.

The committee will submit its recommendations to the Bank management. The final authority of appointment shall be the appointing authority as provided in Service Rules of the Bank.

9) Right of Regularization:-

The DDCs so engaged will have no right of regularization in the Bank.

10) Other Conditions:-

- a) The DDCs shall have to execute an agreement & surety bond on the prescribed format through an affidavit.
- b) The DDCs so engaged shall have to submit the required documents duly attested viz. academic qualification, bonafide certificate, character certificate, cast and medical certificate etc.
- c) One Casual Leave will be admissible after one month of service.
- d) The DDCs will not be entitled for any honorarium during the period of unauthorized absence.
- e) Unauthorized absence from duty without approval of competent authority shall automatically lead to termination.
- f) No TA/DA shall be paid for interview and joining.
- g) Yearly hike of Rs. 500/- will be given to the DDCs in case the period of engagement is extended beyond one year.
- h) The DDCs will have to deposit a security amount of Rs. 10000/- in the shape of FD along with two sureties.
- i) The Kith and Kin of DDCs shall have no claim for employment in the Bank on compassionate ground basis under the scheme.
- j) The Bank will prepare a common merit list of the DDCs at Head office level.
- k) Any other conditions which may be incorporated in the scheme from time to time by the management of the Bank.


General Manager

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7.09.2016

[Handwritten signature]

No.5-337/95 -Coop. (C&M)-V
Directorate of Cooperation
Himachal Pradesh

To
27 SEP 2016

The Managing Director,
H.P. State Cooperative Agriculture and
Rural Development Bank Ltd; Kasumpti,
Shimla-171009.

[Handwritten notes: Adm/4, 4654, 29/9/16]

Dated: Shimla-9, the

26-09-2016.

Subject: - Regarding policy for engaging Daily Deposit Collectors in the Bank Branches.

Sir,

Please refer to your letter No. SARDB / Estt. / RCS. file / 16-3518 dated 08.09.2016 on the subject cited above.

In pursuance of the resolution No.O-1 dated 31.08.2016 of the Board of Directors of the Bank, approval is hereby accorded in favour of the HPSCARDB Ltd; Shimla-9 to amend clause 2 (i) and clause 8 of policy for engaging Daily Deposit Collectors in the Bank Branches as per Annexure - 'A' enclosed with the letter subject to the condition that there should be no violation of the instructions / guidelines issued by NABARD / RBI / State Govt. from time to time in the matter.

Encls: Annexure 'A'.

Yours faithfully,

[Handwritten signature: B.S. Thakur]

(B.S.Thakur)IAS
Registrar Cooperative Societies
Himachal Pradesh.

Clause	Existing provision	Amendment approved.
2	<p>Mode of engagement:</p> <p>i) The candidate must be permanent resident of the area within the radius of 8 KM from the concerned branch.</p>	<p>Mode of engagement:</p> <p>i) The candidate must be a permanent resident of the area within the radius of 8 KM from the concerned branch. The candidate shall have to bring a certificate from the competent authority i.e. revenue/HPPWD to support the claim of residing within 8 KM of area from the concerned Bank branch.</p>

8	<p>The selection of candidates under the scheme shall be made on the basis of a written test and personal interview of total 100 marks. The written test will be of 85 marks which will be conducted at concerned bank branch. The personal interview will consists of 15 marks to be awarded by a selection committee consisting of local Bank Director, concerned AGM & Br. Manager having the following breakup of marks:-</p> <p>Max. Marks</p> <p>1) Minimum Academic qualification: 5 Marks</p> <p>a) 10+2 pass. 2 Marks</p> <p>b) 10+2 with 60% & above. 5 Marks</p> <p>2) Viva: - 10 Marks</p> <p>Total: - 15 marks</p> <p>The final selection list will be drawn by Selection committee purely on the basis of total marks obtained on the basis of written test and personal interview. The academic qualification marks shall be awarded by the selection committee after proper verification of original certificates in support of it produced by the candidates.</p> <p>The results of the successful candidates will be notified/ intimated to all successful candidates by Registered Post immediately after approval of competent authority.</p> <p>The committee will submit its recommendations to the Bank management. The final authority of appointment shall be the appointing authority as provided in</p>	<p>The selection of candidates under the scheme shall be made purely on the merit basis i.e. on the basis of academic record and viva as under:-</p> <p>Marks for academic qualification:- 85</p> <p>Marks for viva:- 15</p> <p>Total:- 100</p> <p>Distribution of marks under academic qualification:-</p>
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Qualification	Max. Marks
<p>Marks for 10th based performance (A).</p> <p>Divide the %age of marks obtained by the candidate in 10th by 3, subject to max of 30 marks.</p>	30
<p>Marks for 10+2 based performance (B).</p> <p>Divide the %age of marks obtained by the candidate in 10+2 by 4, subject to max. of 25 marks.</p>	25
Diploma in Cooperative (C).	05
<p>Working experience in daily deposit/SB scheme from banks, Post offices, LIC agent, Cooperative Society, 1 mark for experience of each year, subject to max. of 5 marks. (D).</p>	05
<p>Marks for Graduation in any discipline from recognized University (E).</p> <p>Divide the %age of marks obtained by the candidate in Graduation by 10, subject to max of 10 marks.</p>	10
Computer knowledge, minimum one year diploma from Govt. recognized institute (F).	10
Total Max. Marks (A-F).	85

The personal interview i.e. viva will consists of 15 marks to be awarded by a selection committee jointly consisting of local Bank Director or in his absence other Bank Director nominated by the Bank Chairman, concerned AGM & Br. Manager. The final selection

<p>Service Rules of the Bank.</p>	<p>list will be drawn by Selection committee purely on the basis of total marks obtained on the academic record and personal interview. The academic qualification marks shall be awarded by the selection committee after proper verification of original certificates in support of it produced by the candidates. The results of the successful candidates will be notified/ intimated to all successful candidates by Registered Post immediately after approval of competent authority. The committee will submit its recommendations to the Bank management. The final authority of appointment shall be the appointing authority as provided in Service Rules of the Bank.</p>
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Amendment approved under my hand and seal today on 26th day of September, 2016.



(B.S. Thakur)
Registrar Cooperative Societies
Himachal Pradesh.