

## COMMON CADRE RULES – 1978

### THE PUNJAB STATE COOPERATIVE AGRICULTURAL DEVELOPMENT BANK SERVICE COMMON CADRE RULES, 1978

#### 1. SHORT TITLE COMMENCEMENT AND APPLICATION

- 1.1 These rules may be called The Punjab State Cooperative Agricultural Development Banks Service (Common Cadre) Rules 1978.
- 1.2 These rules shall come into force at once.
- 1.3 These rules shall apply to all the posts in the Services specified in Appendix 'I'

Provided that in case of the employees appointed by transfer from Government Departments, these rules shall only apply to the extent specified in their terms and conditions of deputation agreed upon with the Government Department concerned.

Provided further that nothing in these rules shall affect the application of any other law, statutory rules, by-laws and regulations for time being in force.

#### 2. DEFINITIONS:

In these rules, unless the context otherwise requires:-

- a) 'Act' means the Punjab Co-operative Societies Act, 1961 as amended from time to time.
- b) 'Rules' means The Punjab Co-operative Societies Rules, 1963, as amended from time to time.
- c) 'Bye-Laws' means the registered bye-laws of the Punjab State Coop. Agricultural Development Bank Ltd., registered under the Act.
- d) 'Board' means the Board of Directors of the Punjab State Cooperative Agricultural Dev. Bank Ltd.
- e) 'Administrative Committee' means the committee constituted by the Board of Directors.
- f) 'Government' means the Government of the State of Punjab in the Co-operation Department.
- g) 'Registrar' means the Registrar, Co-operative Societies, Punjab or any person appointed under sub-section (2) of Section 3 of the Act exercising all or any of the powers of the Registrar under the Act.
- h) 'President' means the President of the Punjab State Co-operative Agricultural Development Bank Limited.
- i)
  - a) 'Managing Director' means the person appointed as such by the Govt. of Punjab.
  - b) 'Addl. Managing Director (A&G)' means the person appointed as such by the Govt. of Punjab.
  - c) Addl. Managing Director (B) means the Addl. Managing Director (B) of the Bank.
- j) 'Bank' means the Punjab State Cooperative Agricultural Development Bank Limited, Chandigarh.
- k) 'PADB' means the Primary Co-operative Agricultural Development Bank Limited.
- l) 'Service' means the service in the Common Cadre of the Punjab State Co-operative Agricultural Development Bank Limited, Chandigarh.
- m) 'Recognised University' means:-
  - i) An University or Institution incorporated by Law in any of the States in India ; and
  - ii) In the case of degrees and diplomas obtained as a result of examination held before the 15 August, 1947, the Punjab, Sind and Dacca Universities'; and
  - iii) Any Other University or Institution which is declared by the Government to be a recognised University or Institution, as the case may be, for the purpose of these rules.
- n) 'Year' means the period of twelve months ending the 31<sup>st</sup> March every year.
- o) 'Salary' means basic pay inclusive of other emoluments treated as pay.
- p) 'Family' means family as defined in Rule 2.17 of Punjab Civil Service Rules,

Volume-I Part-I.

- q) 'Appointing Authority' means the authority indicated as appointing authority against each category of service in appendix III in respect of that category of service.
- r) 'Duty' includes the service as a probationer or apprentice; provided that such service is followed by confirmation without any break and shall also include joining time.
- s) 'Member' means member of a service detailed in Appendix-I
- t) 'Vacancy' means a vacancy of a post in a service when there is no incumbent actually working against it whether due to transfer, leave, suspension or any other reasons if the post is already in existence or if no incumbent has been appointed in a newly created post.

Provided that for the purpose of these rules, a post shall not be deemed to be vacant if it is to continue for a period of less than two months or if the incumbent of the post is likely to be absent from duty for less than two months.

- u) 'Direct Recruitment' means an appointment made by selection otherwise than by promotion or by transfer of an official already in the service of the bank.
- v) 'Appendix' means an appendix to these rules.

### 3. APPOINTMENT TO SERVICE

3 (1) No person shall be appointed to the service unless he is:-

- a) a citizen of India, or
- b) a subject of Nepal, or
- c) a subject of Bhutan, or
- d) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka(formerly Ceylon) or East African country of Kenya Uganda and the United Republic of Tanzania (formerly) Tanganyika and Zanzibar) with the intention of permanently settling in India;

Provided that a candidate belonging to categories (b), (c) & (d).... shall be a person in whose favour a certificate of eligibility has been given by the Govt. of India if he belongs to category (d) certificate of eligibility will be issued for a period of one year after which such a candidate will be retained in service subject to his having acquired Indian citizenship.

3(2) The following general conditions shall apply to all appointments to the service:

- i) No person shall be appointed to the service by direct recruitment in case he is less than 18 years of age and above 45 years on the date of selection.
- ii) No person shall be appointed unless he has been certified by an officer not below the rank of Assistant Surgeon to be of sound constitution and medically fit to discharge his duties.
- iii) No person shall be appointed to the service if he has previously been dismissed from the service of any Govt. Department or Institution or has been convicted by a court of some acts of dishonesty or moral turpitude.
- iv) No person shall be appointed in the Bank or any PADB in which any of the directors of the Bank or PADB concerned in related to him within the meaning of Rule 2(k) of the Punjab Coop: Societies Rules, 1963, provided that none of the above conditions shall apply in case of appointments made by transfer on deputation of any person from any Government Department.

3(3) No person shall be recruited to the service unless his antecedents and other character have been verified before hand by reference to the Police Department; provided that in case of recruitment to a temporary vacancy needed to be made urgently, a person may be appointed in accordance with general direction as may be issued by the Government in anticipation of his antecedent and character being verified by the Police Department.

3(4) MODE OF APPOINTMENT

- (a) Appointment to the various posts of the service shall be made as laid down in Appendix IV.

#### 4. QUALIFICATIONS

The qualifications necessary for direct recruitment and for promotion to the posts in a service shall be as detailed in Appendix 'II' against that service.

#### 5. METHOD OF RECRUITMENT

- i) Recruitment to various categories of posts in a service at the time of its initial constitution shall be made by the appointing authority by absorption of persons already in the service of Primary Banks in a corresponding post appropriate category at the time of the constitution of the service; provided that they are found fit by an Authority appointed by the Board in this behalf for becoming member of the service after taking into consideration their qualification and service record.
- ii) The minimum qualifications for direct appointment to the category of posts specified in Appendix 'I' shall be as specified against each category of post in Appendix 'II'. However, the Board shall be competent to add any additional preferential qualifications for any category of posts with the previous approval of the Registrar.

Provided that the appointing authority shall be competent to relax the academic qualifications or requirements of experience for reasons to be recorded in each case with the previous approval of the Registrar.

Service shall be deemed to commence from the working day on which an employee reports for duty in an appointment. If he reports for duty in the afternoon, the service shall be deemed to commence from the following day.

- Note:
- (i) In case of promotion, the seniority in lower grade will be kept intact.
  - (ii) Provided that if no suitable candidate is available for appointment by direct recruitment or by promotion, the vacancy may be filled up by transfer or on deputation.
  - (iii) The appointing authority may associate any person or persons not exceeding two who are specialists or experienced professionals of eminence, keeping in view the nature and duties of the post required to be filled.
  - (iv) While making recruitment, the policy of the Govt. regarding reservation of appointment or posts for members of Scheduled Castes, Scheduled Tribes Backward Classes and for any other category in relation to the service under it shall be applicable to the service.

#### 6. TRAINING AND EXAMINATION

- a) The Board of Directors may decide that the persons appointed to a service, as may be specified, shall be required to pass a departmental examination, the details and syllabus for which and the consequences for failure to pass it shall be as decided by the Board of Directors with the approval of the Registrar, Co-operative Societies, Punjab.
- b) An employee deputed for training shall be required to execute a bond agreeing to remain in service for atleast five years after the date of completion of the training failing which he shall be liable to pay the expenses incurred by the bank on his training in proportion to the period he has less served.

#### 7. CADRE AND THE SCALE OF PAY

- (i) (a) The various categories of the service and the pay scale of each of the categories of service shall be as specified in Appendix I.  
Provided that the Board shall be competent to add or delete any category of service in or from Appendix I or enhance or reduce the strength of any such category of service subject to the approval of the Registrar.
- (b) No employee shall be eligible to accept any pay or honorarium from any other source without prior approval of the appointing authority.

- (ii) Provided that the Board may revise the pay scales of posts in a Service, as it may deem proper from time to time with the approval of the Registrar, Co-operative Societies, Punjab.
- (iii) The appointing authority may for reasons to be recorded in writing sanction a start of higher pay than the minimum of the scale on first appointment to any person subject to the approval of Registrar, Co-Operative Societies, Punjab.
- (iv) The Board may subject to prior approval of Registrar, frame rules to grant cash awards or advance increments to an employee for doing commendable work or for meritorious service.
- (v) Provided that the Board of Directors with the prior approval of Registrar may sanction after taking into consideration further chances of promotion of the members of a service, the number of posts in that Service and other relevant factors, twenty percent selection grade posts in that service in such grade as it may deem fit.
- (vi) An employee who passes CAIB Part-I or Higher Diploma in Cooperation, will be entitled to get an advance increment and another two increments for passing CAIB Part-II.

#### 8. LIABILITY TO TRANSFER

- (i) A member of a service shall be liable to serve in any PADB/Bank.
- (ii) The Managing Director shall be competent to transfer any employee in the common cadre as well as any employee of the State Agricultural Development Bank.

#### 9. PROBATION

- 1) A person appointed to a service shall remain on probation for a period of one year, if appointed by promotion and for 2 years if appointed through direct recruitment.  
Provided that an officiating appointment in a service shall be reckoned as a period spent on probation.
- 2) If the work and conduct of a person appointed to a service during the period of his probation is, in the opinion of the appointing authority, not satisfactory it may:-
  - (i) If appointed by direct recruitment, dispense with his services.
  - (ii) If appointed otherwise –
    - (a) revert him to his former post;
    - (b) deal with him in such a manner as the terms and conditions of previous appointment permits.
- 3) On the completion of the period of probation of a person, the appointing authority may,
  - (a) If his work and conduct have, in its opinion, been satisfactory.
    - (i) Confirm such person from the date of his appointment, if appointed against a permanent vacancy or
    - (ii) Confirm such person from the date from which a permanent vacancy exists, if appointed against a temporary vacancy; or
    - (iii) Declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
  - (b) If his work or conduct has not been, in its opinion, satisfactory;
    - (i) dispense with his services, if appointed by direct recruitment or if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
    - (ii) extend his period of probation and thereafter pass such order as it could have passed on expiry of the first period of probation;  
Provided that the total period of probation including extensions, if any, shall not exceed, 2½ years, in case of direct recruitment and 1½ years in case of promotee.

## 10. SENIORITY

- (a) The seniority inter-se of the members of a service shall be determined separately, for every category within a service from the dates of their continuous appointment to a post in the said category; Provided that in the case of members appointed by direct recruitment, their inter-se seniority shall be in the order of merit in which they have been placed by the appointing authority; Provided further that in the case of two or more members appointed on the same date, a member appointed by direct recruitment shall be senior to a member appointed otherwise.

Note:- This rule shall not apply to persons on purely provisional basis.

- (b) In the case of members of service previously belonging to PADB's seniority shall be determined from the date of their continuous service in the PADB's.
- (c) In the case of members whose period of probation is extended, their date of appointment shall be deemed to have been deferred to the extent of extension of their probation for the purpose of fixation of their seniority. The persons holding the post in the Bank/PAD Bank at the time of commencement of these Common Cadre Rules shall be deemed to have been appointed to the service in accordance with the provision of these Common Cadre Rules with the designation given in Appendix I to these Common Cadre Rules.

## 11. PUNISHMENT AND APPEAL

- (i) The Punjab Civil Service (Punishment and Appeal) Rules, 1970, shall apply to the members. The departmental action against retired employees shall be taken as provided in Punjab C.S.R. Volume - II Rule 2.2 (b). Amendment provided vide RCS letter No. 1746 dated 11.02.05.
- (ii) Authority empowered to impose penalty and appellate authority in respect of categories of posts in service shall be as specified against that category in Appendix III.

## 12. RESIGNATION FROM SERVICE

If a member wishes to resign from service, he shall give one month's notice in writing to the appointing authority. If the member fails to give such a notice or gives a shorter notice, the appointing authority shall be entitled to recover one month's salary with usual allowances or salary & allowances for the period by which notice falls short of one month, as the case may be from such member in lieu of notice.

## 13. RETIREMENT FROM SERVICE

Members shall retire on the afternoon of the last day of month in which they attain the age of fifty-eight years.

Provided further that:-

- a) The appointing authority, shall, if it is of the opinion that it is in the public interest to do so, have the absolute right, by giving an employee prior notice in writing, to retire that employee on the date on which he completes twenty years of service or attains fifty years of age or on any date thereafter to be specified in the notice.
- b) The period of such notice shall not be less than three months and in case atleast three months' notice is not given or notice for a period of less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances, at the same rate at

which he was drawing them immediately before the date of retirement, for a period of three months, or as the case may be for the period by which such notice falls short of three months.

- c) Any employee may, after giving at least three months previous notice in writing to the appointing authority retire from service on the date on which he completes twenty years of service or attains fifty-years of age or on any date thereafter to be specified in the notice, but no employee under suspension shall retire from service except with the specific approval of appointing authority. Amendment vide RCS letter No. 12189 dated 16.01.92.
- d) That Sweepers, Jamadars, Peons, Daftari, Chowkidars, Gunmen, Drivers and Malis shall retire on attaining the age of 60 years.
- e) That the Drivers recruited after the enforcement of Common Cadre Rules dated 15.6.78 will retire on attaining the age of 58 years.
- f) The bank may re-employ a member after his attaining the age of superannuation upto the age of sixty years if considered necessary in Public Interest.
- g) Paras added vide RCS letter No. 4221 dated 05.04.05.  
The disciplinary proceeding/criminal proceedings pending against an employee on the date of retirement shall continue beyond date of his retirement and his retirement shall be subject to outcome of such disciplinary/criminal proceedings. The punishing authorities specified in these Rules shall be competent to withhold the amount of gratuity and leave encashment of such employee during the pendency of such criminal/disciplinary proceedings and shall pass final orders in the light of final out-come of such proceedings including with-holding the gratuity, leave encashment and pension wholly or partially to recoup the loss caused to the Punjab State Cooperative Agricultural Development Bank Limited/Primary Cooperative Agricultural Development Bank where such employee worked during his service. The employee shall, however, be entitled to receive pension provisionally till the conclusion of such proceedings and passing of final orders in those proceedings.
- h) The punishing authorities specified in these Rules shall be competent to initiate disciplinary proceedings against the retired employee in respect of misconduct during the service within four years of incident/incidents of such mis-conduct. After issue of charge sheet, regular inquiry, issue of show cause notice in accordance with procedure laid down in Punjab Civil Services (Punishment & Appeal) Rules, 1970, the punishing authorities specified in these Rules shall be competent to impose cut in pension in recoup the loss caused to the Punjab State Cooperative Agricultural Development Bank Limited/Primary Cooperative Agricultural Development Bank, where he worked during the period of service.

14. LEAVES, TRAVELLING ALLOWANCE, JOINING TIME, SUSPENSION HONORARIUM AND OTHER ALLOWANCES.

(i) Casual Leave:

As per Punjab Government Rules.

(ii) Earned Leave:

Employees shall be entitled for earned leave/casual leave at the rates admissible as in the case of Punjab Government employees i.e. 1/24, 1/18 and 1/12 according to the length of service.

As regards joining time, honorarium, dearness/all other allowances, grant of proficiency step up, deputation allowance and other matters not expressly provided in these rules, members shall be governed by corresponding provisions contained in the rules applicable to Punjab Government employees. The authority competent to sanction casual leave, earned leave, increment, proficiency step up will be as indicated against each category of

service in Appendix 'V'.

(iii) Travelling Allowance:

Employees shall be paid T.A. @ as applicable to the employees of the Punjab Government from time to time except the following:-

- a) Daily allowance will be paid @ 1½ times of the rate applicable to the employees of the State Govts.
- b) Gradation of service for the purpose of T.A. and for journey by Rail/Bus/Air is given as per Appendix VI.
- c) Managing Director and the Addl. Managing Director(s) shall be entitled to claim actual expenses on account of Boarding and Lodging of the accommodation availed by them while on tour subject to production of bill and actual payee receipt and thereby fore-going 1/3<sup>rd</sup> of the daily allowance (As amended vide RCS letter No. 6870 dated 31.05.2000). For other employees, the Punjab Government rules and instructions shall be applicable for visiting within Punjab or outside Punjab while on tour as approved vide Punjab Govt. letter No 5/1/98-2FPIV/356 dated 8.5.1998 and as approved by RCS letter No. 5245 dated 03.06.99.
- d) Full daily allowance shall be admissible for the Field Officers and other employees who are deputed for the work of recovery with specific orders of the Manager and with the prior approval of the District Manager working in the Primary Cooperative Agricultural Development Banks for the journeys beyond 8 kms. from the headquarter, if the period of absence is six hours or more. As amended vide RCS letter No. 6870 dated 31.05.2000.

(iv) House Rent Allowance.

House Rent Allowance/CCA shall be paid to the Bank employees as per Punjab Govt. Rules amended from time to time.

\*(w.e.f. 1.1.97 as amended vide letter No. Credit/CA-3/305/10114 Dated 14.10.98)

(v) Medical allowance.

Medical facility including Medical Allowance shall be provided to the employees on the same pattern as extended by Govt. of Punjab to its employees as per letter of approval issued vide No. RCS/Credit/CA 3/1/305/13336 dated 16.09.2002.

(vi) Fixation of Pay.

If an employee is promoted from the post of a lower category to a post of higher category, his initial pay in the higher category post shall be fixed at a stage in the pay scale of promoted post in higher category next above the stage at which he was getting pay in the lower category post from which he is promoted.

(vii) Increments.

The annual increment in the pay scale shall ordinarily accrue to an employee on the 1<sup>st</sup> of the month in which one year of service is completed at a stage in the pay scale unless it has been previously withheld for reasons of unsatisfactory work or conduct. The authority competent to withhold the increment may provisionally do so in any case where any charges with regard to unsatisfactory work or conduct are under investigation.

## (viii) Suspension.

- (a) The Managing Director may suspend any employee against whom action is proposed to be taken, if in his opinion the attendance of the employee on duty during the period that charges are under investigation against him, is likely to affect the investigation or working of Bank or PADB.
- (b) During the period of suspension, an employee shall be paid subsistence allowance equal to 50% of his salary with usual allowances admissible to him and on that basis the amount of such subsistence allowance shall be paid by the bank.

Provided that if the employee placed under suspension is subsequently completely exonerated of the charges, he shall be eligible to full pay and allowances for the period of suspension and the entire period will be treated as duty. If, however, he has not been completely exonerated of the charges, the competent authority shall specify in the order of re-instatement as to how much amount of pay and allowances are to be paid for such period.

Note:- Suspension of an employee will not constitute penalty, and as such no appeal shall lie there-against.

## (ix) Proficiency Step-up – Assured Career Progression Scheme

The employees in the Common Cadre in respect of all categories shall be governed by Punjab Civil Services (Revised Pay) Rules, 1998 w.e.f. 1.1.96 in respect of Govt. Instructions under Assured Career Progression Scheme issued vide letter No. 7/37/98-5-P.1/12851 dated 25.9.98 and as amended from time to time.

15. (i) PROVIDENT FUND:

The employees shall be entitled to the benefits of the Contributory Provident Fund as provided in the Employees Provident Fund & Miscellaneous Act, 1952 and Schemes framed thereunder. (As approved by the RCS, Pb. vide letter No. Credit/CA-3/2841 Dt. 11.03.2014).

(ii) Deleted.

16. GRATUITY

- (i) Employees shall be paid gratuity as per the provisions of the payment of Gratuity Act, 1972.
- (ii) A PADB shall remit contribution to the Bank towards gratuity at the rate determined by the Administrative Committee on the basis of the salary excluding house rent and medical allowance in respect of each employee of the service drawn during the financial year. The gratuity contribution in respect of the employees working in the Bank shall be contributed by the Bank. The contribution by the PADB shall be remitted on 6 monthly basis by 30<sup>th</sup> September and 31<sup>st</sup> March each year. Contributions received towards the gratuity fund of the employees shall be credited to the Employees Gratuity Fund to be maintained and operated by the Bank.
- (iii) The family of a member who dies while serving shall be entitled to ex-gratia payments and the benefits, other than family pension, as are admissible to the families to the State Government employees from time to time.

17. BONUS

The employees shall be entitled to get bonus at the rates admissible under the provisions of the payment of Bonus Act, 1965 from the Bank/PADB from where they draw the pay.

## 18. FINANCIAL LIABILITIES OF THE BANK/PADB TOWARDS THE SERVICE:

- (a) The salary for the period of duty including allowances and reimbursement of



medical charges shall be paid to the employees by the Bank or by the Primary Cooperative Agricultural Development Bank as the case may be.

- (b) During the period of leave except casual leave, the leave salary shall be paid by the Bank. The PADB shall however, pay leave salary contribution to the Bank at such rate of basic pay as may be prescribed by the Administrative Committee in respect of all employees working with them under the Common Cadre. The leave salary contribution shall be paid to the Bank by 30<sup>th</sup> September and 31<sup>st</sup> March, every year.
- (c) The PADB concerned shall in addition to the payment of leave salary contribution to the Bank, make contribution in respect of Provident Fund and Gratuity at the rates prescribed by the Administrative Committee.
- (d) On transfer of an employee from the Bank to any PADB or from a PADB to another PADB, the Transfer Travelling Allowance and Joining time pay shall be paid by the Bank/PADB to which the employee has been transferred.
- (e) In case of any doubt or dispute as to whether a particular period of duty relates to one PADB or to another or to the Bank, the matter shall be decided by the Administrative Committee, whose decision shall be final.

19. AUTHORITY TO INTERPRET THE COMMON CADRE RULES

Should any doubt arise at any time as to the interpretation of these Common Cadre Rules or their application to a particular case, the matter shall be referred to the Registrar, whose decision shall be final.

20. SECURITY

Every employee shall be required to furnish security of such amount as is given in Appendix-VII.

21. SERVICE CONDUCT RULES

The employees of the Bank will be governed as per the Government Employees (Conduct) Rules, 1966 applicable to the employees of Punjab Government.

22. RECORD OF SERVICE

- (i) There shall be a personal file for every member in which shall be placed all papers, records and other documents relating to his service. The file shall contain in particular a service book giving history of service from the date of his appointment, particulars of increment, promotion, reward, punishment and all other special events of his career. The service book shall also contain the leave account form showing a complete record of leave other than casual leave.
- (ii) A confidential file should be maintained for each member.
- (iii) Managing Director may permit an employee to examine his service book at any time, once after two years, for satisfying himself regarding its proper maintenance.
- (iv) The character rolls of the employees shall be written by the authorities as indicated in Appendix-VIII.
- (v) The character rolls will be written once in a year for the period from 1st April to 31<sup>st</sup> March next year provided the Board of Directors is competent to change the period for recording character rolls for any year.
- (vi) The officer under whom the employee was working on 31<sup>st</sup> March or changed period by the Board of Directors for more than three months will only be entitled to record the character roll. The record of character rolls of the employees of the rank of Deputy General Manager and above shall remain in the custody of the Managing Director and that of other employees with the Addl. Managing Director provided that at the time of handing over the charge by these officers, the files containing the character rolls in their custody shall be handed over against regular receipt to their successors.

- (vii) Adverse entries, if any will be conveyed to the concerned employee and he shall have the right to appeal against it within 90 days after the receipt of adverse remarks to the Board in respect of category from 1 to 9 of Appendix-I and in all other categories to the Administrative Committee, whose decision in the matter shall be final and conclusive.

23. REPEAL AND SAVING

- (1) The service rules of the Bank in force stand repealed from the date of coming into force of these Common Cadre Rules.
- (2) Notwithstanding such repeal anything done or any action taken under the said repealed Service Rules shall be deemed to have been done or taken under these Common Cadre Rules.

24. AMENDMENT IN SERVICE RULES OF THE BANK IN ORDER TO PROVIDE FOR REVISION IN THE CASES OF DISCIPLINARY PROCEEDINGS.

(Registrar, Cooperative Societies, Punjab, Chandigarh vide letter No. RCS/Credit - 1/CA-3/4351 Dated 17.06.2016).

It is considered that it will be in the overall interest of the PSADB and its efficient functioning that a provision for revision of orders passed by the Punishing/Appellate Authority is made in the Service Rules of the Bank.

Accordingly, in exercise of powers conferred under Rule 28 and 45 of the Punjab Cooperative Societies Rules, 1963, Rule 11 (iii) is hereby added to Common Cadre Rules, 1978 of the Punjab State Cooperative Agricultural Development Bank Limited as under:-

Rule 11 (iii)

- a) Notwithstanding anything contained in these Rules, the Registrar may suo-moto at any time, or on the application of a party presented within 60 days from the date of receipt of the order sought to be impugned, call for and examine the record of any disciplinary proceeding for the purpose of satisfying himself regarding the legality or propriety of any decision or order passed by the punishing or the appellate authority.
- Provided that this provision shall not apply to disciplinary cases where the Registrar himself has decided the matter as appellate authority.
- b) In case it appears to the Registrar that any such order or decision should be modified, annulled or revised, the Registrar may, after giving the persons affected thereby, an opportunity of being heard, pass such order thereon as he may deem fit, including remitting of the case to the authority which imposed the penalty or to any other officer of the Cooperative Department not below the rank of Additional Registrar with such directions as he may deem necessary.
- c) Where application is made to the Registrar for revision under Clause (a) of this rule, the Registrar may decide the same himself or transfer it for decision to any other officer of the Cooperative Department not below the rank of Additional Registrar, Cooperative Societies.

## APPENDIX-I

Registrar, Cooperative Societies, Punjab, Chandigarh approved the Pay Bands + Grade Pays of the employees of this bank w.e.f. 01.01.2006 vide letter No. Credit/ CA 3/11365 dated 29.07.2011 as under:-

Sr.N	Name of the Post	Existing Pay Scales (Rs.)	Approved Pay Band (Rs.)	Grade Pay (Rs.)
1.	Peon/Gunman/Sweeper/Electrician/Chowkidar	3240-7575	5910-20200	1900
2.	Daftri/Jamadar/Lift Operator	3480-8300	5910-20200	2000
3.	Driver	4350-9100	5910-20200	2400
4.	Clerk/Field Officer/Steno-Typist	4750-11250	5910-20200	3000
5.	Accountant/Development Officer	6350-12200	10300-34800	4200
6.	Assistant Manager	6600-12675	10300-34800	4400
7.	Deputy Manager	6925-12675	10300-34800	4400
8.	Manager	7250-13700	10300-34800	5000
9.	Assistant General Manager	7575-14250	15600-39100	5400
10.	Deputy General Manager/ System Analyst	7900-14800	15600-39100	5700
11.	General Manager	10300-15350	15600-39100	6600
12.	Addl. Managing Director (Banking)	11725-16450	15600-39100	7600

ਉਪਰੋਕਤ ਸਕੇਲ ਨਿਮਨਲਿਖਤ ਸ਼ਰਤਾਂ ਅਧੀਨ ਪ੍ਰਵਾਨ ਕੀਤੇ ਗਏ ਹਨ:-

- 1) ਇਹ ਤਨਖਾਹ ਸਕੇਲ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੰਜਵੇਂ ਪੇ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਮੁਤਾਬਕ ਜਾਰੀ ਕੀਤੀ ਗਈ ਨੋਟੀਫੀਕੇਸ਼ਨ ਨੰਬਰ 5/10/95/ਐਫ.ਪੀ.ਆਈ/207 ਮਿਤੀ 27.05.2009 ਦੇ ਆਧਾਰ ਤੇ ਪ੍ਰਵਾਨ ਕੀਤੇ ਗਏ ਹਨ।
- 2) ਇਹ ਤਨਖਾਹ ਸਕੇਲ 31.12.2005 ਨੂੰ ਲੈ ਰਹੇ ਤਨਖਾਹ ਵਿੱਚ ਦੋ ਸਪੈਸ਼ਲ ਸਲਾਨਾਂ ਤਰੱਕੀਆਂ ਦਾ ਲਾਭ ਦੇ ਕੇ ਮਿਤੀ 01.01.2003 ਤੋਂ ਨਵੇਂ ਸੋਧੇ ਹੋਏ ਤਨਖਾਹ ਸਕੇਲਾਂ ਵਿੱਚ ਨਿਰਧਾਰਤ ਕੀਤੇ ਜਾਣ।
- 3) ਸੋਧੇ ਹੋਏ ਤਨਖਾਹ ਸਕੇਲਾਂ ਵਿੱਚ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਮਿਲਣ ਵਾਲੀ ਸਲਾਨਾਂ ਤਰੱਕੀ (ਇੰਕਰੀਮੈਂਟ) ਦੀ ਦਰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੈਟਰਨ ਤੇ ਹੋਵੇਗੀ।
- 4) ਰਜਿਸਟਰਾਰ, ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ, ਪੰਜਾਬ ਦੇ ਪੱਤਰ ਨੰਬਰ : ਰਸਸ/ਸੀਏ 3/ਕਰੈਡਿਟ/5256-57 ਮਿਤੀ 26.04.2005 ਅਨੁਸਾਰ ਮਿਤੀ 26.04.2005 ਤੋਂ ਬਾਅਦ ਬੈਂਕ ਵਿੱਚ ਭਰਤੀ/ਨਿਯੁਕਤ ਹੋਏ ਕਰਮਚਾਰੀਆਂ ਉਪਰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਤਨਖਾਹ ਸਕੇਲਾਂ ਸਬੰਧੀ ਨੋਟੀਫੀਕੇਸ਼ਨ ਇੰਨ ਬਿੰਨ ਲਾਗੂ ਹੋਵੇਗੀ।
- 5) ਬੈਂਕ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਮਿਲਣ ਵਾਲੇ ਭੱਤੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਮਕਾਨ ਕਿਰਾਇਆ ਭੱਤਾ, ਬੱਝਵਾ ਮੈਡੀਕਲ ਭੱਤਾ, ਐਕਸ ਗਰੇਸ਼ੀਆ ਗਰਾਂਟ, ਲੀਵ ਇਨਕੈਸ਼ਮੈਂਟ ਅਤੇ ਹੋਰ ਜੋ ਵੀ ਭੱਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਸਮੇਂ ਸਮੇਂ ਸਿਰ ਆਪਣੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਦੇਵੇਗੀ ਉਹ ਬੈਂਕ ਦੇ ਕਰਮਚਾਰੀਆਂ ਤੇ ਵੀ ਲਾਗੂ ਹੋਣਗੇ।
- 6) ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਤਹਿਤ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਮਿਤੀ 27.05.2009 ਤੋਂ ਪਹਿਲਾਂ ਮਾਸਟਰ ਸਕੇਲ ਵਿੱਚ ਦਿੱਤੀ ਗਈ ਇੰਕਰੀਮੈਂਟ ਦੇ ਆਧਾਰ ਤੇ ਤਨਖਾਹ ਨੂੰ ਸੋਧੇ ਸਕੇਲ ਵਿੱਚ ਨਿਰਧਾਰਤ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਸ ਤਰ੍ਹਾਂ ਕਰਨ ਨਾਲ resultant benefit (Grade Pay) ਦਾ ਹੱਕ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਨੂੰ ਹੋਵੇਗਾ।

ਇਹ ਪੱਤਰ ਸਰਕਾਰ ਪਾਸੋਂ ਉਨ੍ਹਾਂ ਦੇ ਪੱਤਰ ਨੰਬਰ 36/102/10 ਸੀ.1(4)/5523 ਮਿਤੀ 28.07.2011 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਪ੍ਰਵਾਨਗੀ ਅਨੁਸਾਰ ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਹੈ।

Board of Directors of this bank in its meetings dated 19.06.2012 vide Item No. 12 and dated 17.08.2012 vide Item No. 02 (ਓ) revised the Pay Bands & Grade Pays of the employees of this bank w.e.f. 01.12.2011 as per the Notification of Punjab Govt.. The letter in this regard was circulated vide this office Endst. No. Admn/ S.O.VII/ 6214 Dated 12.09.12.

The Pay Bands + Grade Pays are as under:-			
<u>Sr.No.</u>	<u>Category of Post</u>	<u>No. of Posts</u>	<u>Pay Band + Grade Pay</u>
1.	Managing Director	1	On Deputation
2.	Addl. Managing Director (A&G)	1	On Deputation
3.	Addl. Managing Director(B)	1	15600-39100 +8200 (Grade Pay)
4.	General Manager	3	15600-39100 + 7800 (Grade Pay)
5.	PO/Subject Matter Specialist	2	On Deputation.
6.	Dy. General Manager/ Regional Officer	10	15600-39100 + 7400 (Grade Pay)
7.	Asstt. General Manager	23	15600-39100 + 6600 (Grade Pay)
8.	Manager	121	15600-39100 + 5400 (Grade Pay)
9.	Deputy Manager	66	10300-34800 + 5000 (Grade Pay)
10.	Asstt. Manager	269	10300-34800 + 5000 (Grade Pay)
11.	Private Secretary	2	
12.	Senior P.A.	6	
13.	Sr. Scale Stenographer/PA	10	
14.	Junior Scale Stenographer	50% in the cadre of Steno Typist	
15.	Steno-typist	27	10300-34800 + 3400 (Grade Pay)
16.	Clerks	605	10300-34800 + 3400 (Grade Pay)
17.	Field Officer	365	10300-34800 + 3400 (Grade Pay)
18.	PBX Operator	1	
19.	Driver	45	10300-34800 + 3200 (Grade Pay)
20.	Jamadar	1	5910-20200 + 2400 (Grade Pay)
21.	Daftri	83	5910-20200 + 2400 (Grade Pay)
22.	Peon/Chowkidar	274	5910-20200 + 2400 (Grade Pay)
23.	Lift Operator	1	5910-20200 + 2400 (Grade Pay)

24.	Gunman		Dying Cadre	5910-20200 + 2400 (Grade Pay)
25.	Electrician	1		5910-20200 + 2400 (Grade Pay)
26.	Sweeper	4		5910-20200 + 2400 (Grade Pay)
<b>LEGAL CELL</b>				
27.	Sr. Law Officer	1		
28.	Law Officer	2		
<b>EX-CADRE POSTS</b>				
29.	Deputy Registrar	2	On deputation	
30.	Asstt Registrar	2	On deputation	
31.	Superintendent	2	On deputation	
32.	Sr. Assistant	3	On deputation	
33.	Inspector	12	On deputation	
<b><u>COMPUTER SECTION POSTS</u></b>				
34.	Chief Information Technology Officer	1		10300-34800 + 5400 (Grade Pay)
35.	Dy. Chief Information Technology Officer	2		10300-34800 + 5000 (Grade Pay)
36.	Sr. Information Technology Officer	06		10300-34800 + 4400 (Grade Pay)
37.	Information Technology Officer	21		10300-34800 + 3800 (Grade Pay)
<b><u>NEW POSTS</u></b>				
38.	Financial Analyst	1		
39.	Asstt. Financial Analyst	1		
40.	Faculty Member	2		
41.	Research Assistant	1		
42.	Librarian	1		
The revised sanctioned strength shall be subject to the following:-				
i)	The revised strength includes all categories of posts, cadre, ex-cadre, contractual and deputationists. No posts over and above these shall be permissible. It also includes leave reserves.			
ii)	The pay scale and qualifications of each post will remain as earlier except in case of the posts for which revised qualifications and pay scales are specified in Appendix-I & II.			
iii)	Ex-cadre and deputation posts will remain the same and the deputationists shall not be absorbed in the services of the bank under any circumstances.			
iv)	In case the revised sanctioned strength for a particular category of employees is less			

- than the number of existing working strength, excess posts will be treated as personal posts and the strength will be reduced in due course as and when employees of these categories resign, retire or die.
- v) The Bank will not be entitled to post employees in any of its offices over and above sanctioned strength. The system of transfer of posts from one branch to another shall not be allowed. In case a PADB qualifies for next higher category, additional staff as per approved staffing pattern will be provided only if the post of management of such a PADB remains within the norms prescribed by NABARD.
- vi) The posts of existing gunmen will be treated as personal posts to them and these will be abolished as soon as any of these leave the services of the Bank. In case the Bank needs to provide security for any of its offices, you (Bank) may hire Special Police Officers from the State Police Department on payment basis.
- vii) The posts of Deputy Managers and additional posts of Daftries are being allowed by converting similar number of posts of Assistant Manager and Peons.
- viii) Revised sanctioned strength of Clerks is determined as 605 as against the existing sanctioned strength of 772. The Bank has 535 Clerks in position. In case they intend to recruit Clerks against the remaining 70 posts, which they can do only after the ban is lifted by the Government, they shall recruit Data Entry Operators from open market with a view to ensure that one of the Clerks sanctioned for each PADB is a Data Entry Operator. This implies that some of the existing Clerks would also need to be trained as Data Entry Operators. This will facilitate computerisation of operations of PADBs.
- ix) The bank would have two Subject Matter Specialists, one each for Farm and Non-Farm Sectors. It should set up a Technical Cell with these two experts and constitute separate Technical Appraisal Committees for examining the matters relating to agriculture and allied sector and non-agriculture sector. Members of the Technical Appraisal Committee may be appointed from resource centres such as PAU, NABARD and Bankers' Institute of Rural Development (BIRD) Terms of References of the Committee may be decided in consultation with NABARD and the office of RCS. MD of the Bank should place the reports of the Technical Appraisal Committee before the BOD of the Bank.

(According to revised Staffing Pattern of PSADB/PADBs vide letter No. RCS/ Credit/ CA-3/7775 dated 21.6.2000 and RCS/Credit/CA-3/7655 dated 29.6.2000).

It is pertinent to mention here that new posts (**Sr. No. 34 to 37**) for the Computer Cell of the Bank have been approved by the Registrar, Cooperative Societies, Punjab, Chandigarh vide letter No. Credit/CA 3/12758 dated 11.07.13 and the previous posts of Computer Cell i.e. System Analyst, Assistant System Analyst, Programmer and Data Entry Operator have been deleted with substitutes of new above said posts.

### SPECIAL PAY AND ALLOWANCES TO THE EMPLOYEES

<u>Sr. No.</u>	<u>Category</u>	<u>Special Pay/Allowance</u>
1.	Dy. Manager (Sr. Most A.M.)	Rs. 150/- as Spl. Allowance
2.	P.A.	Rs. 100/- as Spl. Pay
3.	Cashier	Rs. 100/- as Spl. Allowance in SADB/PADB
4.	Steno-Typist	Rs. 50/- as Spl. Pay.
5.	Driver	Rs. 700/- as Spl. Allowance to the Driver with Managing Director/ Administrator /Chairman(as amended vide RCS letter No. 2768 dated 07.03.05) Rs. 300/- as Spl. Allowance to other Drivers in SADB/PADB.
6.	Jamadar	Rs. 100/- as Spl. Allowance
7.	Daftri	Rs. 60/- as Spl. Pay.
8.	Peons	Rs. 100/- as Spl. Allowance to the Peons with MD/AMDs. (as amended vide RCS letter No. 5774 dated 04.06.97). Rs. 60/- as Spl. Allowance to cyclostyle Peon.
9.	Lift Operator	Rs. 250/- as Spl. Pay.
10.	Conveyance Allowance	Rs. 50/- P.M. as conveyance allowance to Class-IV employees.
11.	Washing allowance To Class-IV	Rs. 30/- P.M. as Washing allowance.
12.	Peon-cum-	(as amended vide RCS letter No. 5204 dated 21.05.97 w.e.f. 1.4.96) Rs.200/- as Spl. Allowance.

Chowkidar  
(on night Duty)

13. Mobile Allowance Rs. 500/- (Group A), Rs. 300/- (Group B), Rs. 150/- (Group C) vide Govt. of Punjab, Dept. of Finance (Finance Personnel-2 Branch) letter No. 3/28/2011 – 4 FPII/612 dated 03.10.11 and Endst. No. Admn./S.O.VII/8138 dated 22.10.11.
14. Conveyance Allowance : As per Punjab Government Rules.
15. Transport/Conveyance Allowance for Physically Handicapped Persons Existing amount of Rs. 450/- P.M. on Conveyance Allowance Admissible to Blind & Physically Handicapped employees increased to Rs. 600/- P.M. w.e.f. 01.12.11 vide Govt. letter No. 3/2/10-5FPII/1402 dated 21.12.11 & Endst. No. Admn/ S.O.VII/15432 Dated 30.03.12.

**Note :-** Registrar, Cooperative Societies, Punjab, Chandigarh has approved the revised pay scales of the employees of this bank w.e.f. 01.01.2006 vide letter No. Credit/CA 3/11365 dated 29.07.2011. As per Condition No. 5 of the said letter, all the allowances i.e. House Rent Allowance, Fixed Medical Allowance, Ex Gratia Grant, Leave Encashment etc. and all the other allowances declared by Govt. of Punjab from time to time will be admissible to the employees of this bank.

HOUSE RENT ALLOWANCE/ C.C.A.

H.R.A./C.C.A shall be paid to the Bank employees as per Punjab Govt. Rates w.e.f. 1.1.97.

ENCASHMENT OF LEAVE:

The benefit of Encashment of Earned Leave as per Punjab Government decision notified vide letter No. 10/77/88/10304 dated 24.11.88 is approved with the rider that they will earn leave at the rates admissible as in the case of Punjab Govt. employees i.e. 1/24, 1/18 and 1/12 according to the length of service.

EX-GRATIA ANNUAL INCREMENT:

The Ex-Gratia Annual Increment to the employees of the Bank as per the Punjab Govt. pattern notified vide letter No. 10/28/89-FPI/ 5426 Dated 31.5.89 read with Punjab Civil Services (Revised Pay)(Sixth Amendment) Rules, 1989 dated 17.10.89.

PROFICIENCY STEP-UP

The Proficiency Step-up will be as per Punjab Govt. letter dated 1.12.88 read with Punjab Civil Services (Revised Pay) (Sixth Amendment) Rules, 89 issued vide No. 10/7/88-FPI/9159 dated 17.10.89.

## APPENDIX-II

S. No.	Name of Post	Qualification for Direct Recruitment	Qualification for Promotion
1.	Addl. Managing Director (Banking)	-	By promotion from amongst the General Managers having experience of atleast 3 years as General Manager (As Amended vide RCS letter No. Credit/ CA 3/10311 Dated 06.08.12)
2.	General Manager	-	By promotion from amongst Dy. General Managers/ Regional Officers having experience of atleast 3 years as Deputy. General Manager/ Regional Officer (As Amended vide RCS letter No. Credit/CA 3/10311 Dated 06.08.12).
3.	Subject Matter Specialist (SMS)	*As per Note 2 below	-
4.	Deputy General Manager/ Regional Officer	-	By promotion from amongst the Distt. Manager / Asstt. General Manager having experience of atleast 4 years as Distt. Manager/ Asstt. General Manager. (As amended vide RCS letter No. 4507 dated 20.03.02).
5.	Asstt. General Manager	-	By promotion from amongst the Managers having atleast 5 years experience as Manager.
6.	Manager	1. B.Com/B.Sc. Agriculture with minimum 60% marks from any recognised University. OR M.Com/M.Sc. Agriculture or Economics/MBA from any recognised University/C.A. 2. Must have passed Punjabi examination of minimum Matriculation Standard.	By promotion from amongst Deputy Managers having two years experience as Deputy Manager or combined experience of five years in the cadre of Deputy Manager/Assistant Manager/PA will be taken into account. Provided further that in case of non-Graduate atleast 15 years service will be necessary to the credit of employee. (As amended vide RCS letter No. 29 Dated 03.01.05).
7.	Deputy Manager	-	By promotion from amongst AMs/PAs having three years experience.
8.	Assistant Manager	1. B.Com/ B.Sc Agriculture with minimum 55% marks from any recognised University. OR M.Com/ M.Sc Agriculture or Economics/MBA from any recognised University. 2. Must have passed Punjabi examination of minimum Matriculation Standard.	By Promotion from amongst the Clerks and Field Officers according to their length of service having an experience of atleast 5 years as Clerk or Field Office as approved by the RCS, Punjab letter No. Credit/CA 3/305/4021 dated 10.03.2008.
9.	Private Secretary	-	By promotion amongst PAs having 5 years experience. (As amended from Sr. No. 9 to Sr. No. 13 vide RCS letter No. 19454 dated 27.12.01 and further circulated by the bank vide letter No. 2715 dated 16.05.02).
10.	Senior P.A.	-	By Promotion from amongst the Senior Scale Stenographer/ P.A. having experience of atleast 5 years.
11.	Senior Scale Stenographer / P.A.	-	By promotion from amongst the Junior Scale Stenographer having atleast 5 years experience.
12.	Junior Scale Stenographer	-	By promotion @ 50% in the cadre of Steno-Typist having atleast 5 years experience.



13.	Steno-typist	Graduate from any Indian University or Board. Minimum Speed of English/ Punjabi Shorthand 80 W.P.M. and English/Punjabi Typing 40 W.P.M	-
14.	Clerk cum Data Entry Operator	<ol style="list-style-type: none"> <li>1. Bachelor's Degree from a recognised University or Institution.</li> <li>2. Must have passed Punjabi examination of minimum Matriculation Standard.</li> <li>3. Should have passed any one of the following courses from a Government recognised Institution or a reputed Institution, which is ISO-9001, certified:- <ol style="list-style-type: none"> <li>a. Atleast 120 hours Course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity Applications or Desktop Publishing Applications from a Government recognised Institution or a reputed Institution which is ISO-9001, certified.</li> <li>OR</li> <li>b. Computer Information Technology Course equivalent to 'O' Level Certificate of National Institute of Electronics &amp; Information Technology (NIELIT) of Government of India.</li> </ol> </li> <li>4. If during the course of study the candidate has passed an equivalent computer course as part of his Graduate or Post Graduate degree, the eligibility condition No. 3 will not apply.</li> <li>5. Before appointment the candidate shall have to pass English and Punjabi Type Test either on Computer or on manual or electronic typewriter at a speed not less than 30 words per minute to be conducted by the appointing authority.</li> </ol>	<p>By promotion from Graduate &amp; Matriculate Class IV Employees in the ratio as mentioned below to the extent of 12% of the total posts of Clerks :-</p> <ol style="list-style-type: none"> <li>A) Matriculates having atleast 5 years service in the Bank to the extent of 8%.</li> <li>B) Graduates having atleast 3 years service in the Bank to the extent of 4%.</li> </ol> <p>Provided that in case, no post of Clerk, falling in the quota of Graduates is available and a Graduate Class IV employee who is senior to a Matriculate Class IV employee is available, then the former (A Graduate) will be entitled for promotion against post meant for the Matriculate Class IV employee and such promotion will consume the quota for Matriculates Class IV employees.</p> <p>As per letter issued by the Government of Punjab, Personnel Department (Personnel Policies -I Branch), Chandigarh vide No. 1/3/2014-4 P.P.1/ 1093 Dated 23.12.2014, before promotion to the post of Clerk, the Group-D employees will have to qualify a type test on computer at a speed of 30 words per minute both in Punjabi and English. This Test would be conducted by the Competent Authority or by the Department of Information Technology, Punjab.</p> <p>The Bank will conduct tests in Punjabi &amp; English typing at the speed</p>

			<p>prescribed in the above said letter for the Group-D employees eligible for promotion to the post of Clerk on seniority cum merit basis.</p> <p>After promotion from Group-D to Group-C (Clerk), the probation period of the concerned employee will only be cleared if he completes a course of working experience on personal computer atleast for 120 hours within a period of one year from the date of his promotion. The concerned employees, if desire may join the required computer course at the centres prescribed by 'Mahatma Gandhi State Institute of Public Administration (MGSIPA)'. After the completion of computer course, the employees will submit the certificates to their Appointing Authority obtained by them from the concerned Centre.</p> <p>The concerned employees will be given permission for joining the computer course on the condition that the work of the Bank would not suffer. But he would be allowed Casual Leave for the examination day.</p>
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5.	Field Officer	<ol style="list-style-type: none"> <li>1. Bachelor's Degree from a recognised University or Institution.</li> <li>2. Must have passed Punjabi examination of minimum Matriculation Standard.</li> <li>3. Should have passed any one of the following courses from a Government recognised Institution or a reputed Institution, which is ISO-9001, certified:- <ol style="list-style-type: none"> <li>a. Atleast 120 hours Course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity Applications or Desktop Publishing Applications from a Government recognised Institution or a reputed Institution which is ISO-9001, certified.</li> <li>OR</li> <li>b. Computer Information Technology Course equivalent to 'O' Level Certificate of National Institute of Electronics &amp; Information Technology (NIELIT) of Government of India.</li> </ol> </li> <li>4. If during the course of study the candidate has passed an equivalent computer course as part of his Graduate or Post Graduate degree, the eligibility condition No. 3 will not apply.</li> </ol>	<p>By promotion from Graduate and Matriculate Class IV employees in the ratio as mentioned below to the extent of 9% of the total posts of Field Officers:-</p> <p>A) Matriculates having atleast five years service in the Bank to the extent of 6%.  B) Graduates having atleast three years service in the Bank to the extent of 3%.</p> <p>Provided that, in case, no post of Field Officer falling in the quota of Graduates, is available and a Graduate Class IV employee who is senior to Matriculate Class IV employee is available, then the former (A Graduate) will be entitled for promotion against post meant for Matriculate Class IV employee and such promotion will consume the quota for Matriculates.</p> <p><b>Note:-</b> Those officials who are promoted as Field Officers shall have to undergo a training of three months in Computer Proficiency &amp; Revenue Law and Practice at P.I.C.T., Chandigarh or any other Institution designated by SADB. He shall have to clear the test of training and a test of computer proficiency failing which his probation period shall not be cleared.</p>
16.	PBX Operator	Graduate with 3 years experience as PBX Operator.	-
17.	Driver	Should be atleast Primary pass, holding a valid driving licence for driving a motor vehicle with two years minimum experience of having driven light motor vehicles.	-
18.	Jamadar	-	By promotion from amongst Class-IV as per seniority.
19.	Daftri	-	By promotion from amongst Class-IV as per seniority.
20.	Peon-Cum-Chowkidar	Matric with Punjabi (Amended vide RCS letter No. Credit/ C.A.3/ 246/2562 dated 20.02.13)	-

21.	Lift Operator	Matric pass/10 <sup>th</sup> standard. Diploma in Trade of ITI  <u>Preferential Qualification</u> Experience as a Lift Operator for at least one year in a reputed institution.	-
22.	Electrician	Certificate of I.T.I./Diploma in Electrical and should be able to read and write.	

**Note :-**

1. For all posts from Sr. No. 1 to 14 certificate of having passed Punjabi upto Matric Standard is essential.
2. The bank would have two Subject Matter Specialists, one each for Farm and Non Farm Sectors. It should set up a Technical Cell with these two experts and constitute separate Technical Appraisal Committees for examining the matters relating to agriculture and allied sector and non-agriculture sector. Members of the Technical Appraisal Committee may be appointed from resource centres such as PAU, NABARD and Bankers Institute of Rural Development (BIRD). Terms of References of the Committee may be decided in consultation with NABARD and the office of RCS. MD of the Bank should place the reports of the Technical Appraisal Committee before the BOD of the bank.
3. The new channel of promotion in the cadre of Steno-typist/Stenographer/PAs will be applicable only on the Steno-typist/Stenographers/PAs, who would be recruited in future and will not be applicable on the existing Steno-typists/Stenographers/PAs, as per the approval of the Registrar, Cooperative Societies, Punjab, Chandigarh issued vide letter No. RCS/Credit/C.A.3/305/19454 Dated 27.12.2001. Registrar, Cooperative Societies, Punjab has also instructed this office to give promotions to the existing Stenographers/PAs only on the pattern of old rules.

**LEGAL CELL**

S. No.	Name of Post	Qualification for Direct Recruitment	Qualification for Promotion
1.	Sr. Law Officer	-	By Promotion from amongst the Law Officers having 2 years experience as Law Officer according to the seniority.
2.	Law Officer	Law graduate of recognised University <u>Technical Qualification</u> 4 years practice at the Bar in Civil or Revenue Law or worked in Law or Revenue Deptt.	-

**NEW POSTS**

S. No.	Name of Post	Qualification for Direct Recruitment	Qualification for Promotion
1.	Financial Analyst	Chartered Accountant/ MBA (Finance) with 10 years experience in Commercial Bank or Financial Institution. (To be taken on deputation/ contract till such time expenses are reimbursed by NABARD)	-
2.	Asstt. Financial Analyst	B.Com 1 <sup>st</sup> Division/ Company Secretary <u>Preferential Qualification</u> M.B.A. (To be taken on deputation)	-
3.	Faculty Member	Second class post graduate in Economics, Commerce or Business Administration. (To be taken on deputation)	-
4.	Research Assistant	Post Graduate in Economics, Commerce having 2 years Research experience. (To be taken on deputation/ contract)	-
5.	Librarian	Master in Library Science from a recognised University.	-

**COMPUTER CELL**

S. No.	Name of Post	Qualification for Direct Recruitment	Qualification for Promotion
1.	Chief Information Technology Officer	-	Four years experience as Deputy Chief Information Technology Officer.
2.	Deputy Chief Information Technology Officer.	-	Six years experience as Senior Information Technology Officer.

3.	Senior Information Technology Officer.	-	Six years experience as Information Technology Officer.
4.	Information Technology Officer.	<ol style="list-style-type: none"> <li>1. 50% Marks/ Equivalent Grade in MCA/M.Sc. Information Technology/ M.Sc. Computer Science from a recognised University. OR 55% Marks/Equivalent Grade in B.E./B.Tech./B.Sc. Engineering Degree from a recognised university in Computer Science/ Information Technology/ Electronics &amp; Communication Engineering.</li> <li>2. Must have passed Punjabi examination of minimum Matriculation Standard.</li> </ol>	-

APPENDIX-III

<u>NATURE OF PENALTY</u>				
<ol style="list-style-type: none"> <li>1. Censure.</li> <li>2. With-holding of his promotion.</li> <li>3. Recovery from his pay of the whole or part of any pecuniary loss caused by him to Bank/Primary Bank by negligence or breach of orders.</li> <li>4. Withholding of increment of pay.</li> <li>5. Reduction to a lower stage in the time scale of pay for a specified period, with further direction as to whether or not the Bank employee will earn increment of pay during the period of such reductions and whether on the expiry of such periods, the reduction will not have the effect of postponing future increments of his pay.</li> <li>6. Relaxation to a lower time scale of pay, grade, post or service from which shall ordinarily be a bar to the promotion of the Bank employees to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Bank employee was reduced and his seniority and pay on such restoration to that grade post or service.</li> <li>7. Compulsory retirement.</li> <li>8. Removal from service shall not be a disqualification for future employment under the Bank.</li> <li>9. Dismissal from service which shall ordinarily be a disqualification for future employment under the Bank.</li> </ol>				
Sr. No.	Category of post as in Appendix-I	Name of the appointing authority	Punishing Authority	Appellate Authority
1.	Addl. Managing Director (Banking)	Board subject to the approval of Registrar.	Board of Directors.	Within 90 days of the date of issues of order of penalty with Registrar.
2.	General Manager	Board subject to the approval of Registrar.	Board of Directors.	Within 90 days of the date of issues of order of penalty with Registrar.
3.	Subject Matter Specialist (SMS) / PO	Board subject to the approval of Registrar.	Board of Directors.	Within 90 days of the date of issue of order of penalty with Registrar.
4.	Dy. General Manager/ Regional Officer	Board subject to the approval of Registrar.	Board of Directors.	Within 90 days of the date of issue of order of penalty with Registrar.
5.	Assistant General Manager / District Manager	Managing Director	Managing Director	Within 90 days of the date of issue of order of penalty with Board.
6.	System Analyst	Managing Director	Board of Directors	Within 90 days of the date of issue of order of penalty with Registrar.
7.	Sr. Law Officer	Managing Director	Managing Director	
8.	Law Officer	Managing Director	Managing Director	Within 90 days of the date of issue of order of penalty with Board.
9.	Manager	Managing Director	Managing Director	Within 90 days of the date of issue of order of penalty with Board.
10.	Deputy Manager	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
11.	Asstt. Manager	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.

12.	Private Secretary	Managing Director	Managing Director	Within 90 days of the date of issue of order of penalty with Board.
13.	Senior P.A.	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
14.	Senior Scale Stenographer/ P.A.	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
15.	Junior Scale Stenographer	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
16.	Steno-typist	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
17.	Clerks/CDEO (Jr. Assistant/ Sr. Clerk/Clerk)	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
18.	Field Officer (ADO/ Sr. Field Officer/ Field Officer)	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
19.	Librarian	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
20.	PBX Operator	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
21.	Driver	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
22.	Jamadar	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
23.	Daftri	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
24.	Peon/ Chowkidar	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
25.	Lift Operator	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
26.	Gunman	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
27.	Electrician	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.



28.	Sweeper	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
29.	Chief Information Technology Officer	Managing Director	Managing Director	Within 90 days of the date of issue of order of penalty with Board.
30.	Dy. Chief Information Technology Officer	Managing Director	Managing Director	Within 90 days of the date of issue of order of penalty with Board.
31.	Sr. Information Technology Officer	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.
32.	Information Technology Officer	Addl. Managing Director (A&G)	Addl. Managing Director (A&G)	Within 90 days of the date of issue of order of penalty with Managing Director.

Note :- ਰਜਿਸਟਰਾਰ, ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਜੀ ਵੱਲੋਂ ਉਨ੍ਹਾਂ ਦੇ ਪੱਤਰ ਨੰਬਰ : RCS/Credit-I/CA 3/ 3526 ਮਿਤੀ 06.04.2016 ਰਾਹੀਂ ਬੈਂਕ ਵਿੱਚ ਵੱਖ ਵੱਖ ਆਸਾਮੀਆਂ ਤੇ ਤਰੱਕੀ ਰਾਹੀਂ ਨਿਯੁਕਤ ਕੀਤੇ ਅਧਿਕਾਰੀਆਂ ਦੇ ਸਰਵਿਸ ਰੂਲਾਂ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਸੋਧ ਕੀਤੀ ਗਈ ਹੈ:-

ਬੈਂਕ ਦੇ ਵਸੂਲੀ ਦੇ ਟੀਚਿਆਂ ਨੂੰ ਪ੍ਰਭਾਵਸ਼ਾਲੀ ਢੰਗ ਨਾਲ ਹਾਸਲ ਕਰਨ, ਸਹੀ ਐਡਵਾਂਸਮੈਂਟ ਕਰਨ, ਓਵਰਡਿਊਜ਼ ਦੀ ਵਸੂਲੀ ਵਿੱਚ ਸੁਧਾਰ ਲਿਆਉਣ ਅਤੇ ਮੈਂਬਰਾਂ ਨੂੰ ਬੇਹਤਰ ਸੇਵਾਵਾਂ ਦੇਣ ਲਈ ਇਹ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਜੇ ਅਫਸਰ ਬੈਂਕ ਦੀਆਂ ਮਹੱਤਵਪੂਰਣ ਅਹੁਦਿਆਂ ਤੇ ਨਿਯੁਕਤ ਹੋਣ, ਉਨ੍ਹਾਂ ਦੀ ਨਿਯੁਕਤੀ/ਪਦਉਨੱਤੀ ਪਾਰਦਰਸ਼ੀ ਢੰਗ ਨਾਲ ਅਤੇ ਮੈਰਿਟ ਤੇ ਹੋਵੇ। ਇਸ ਲਈ ਇਨ੍ਹਾਂ ਪੋਸਟਾਂ ਤੇ ਨਿਯੁਕਤੀ/ਪਦਉਨੱਤੀ ਲਈ ਬੇਹਤਰ ਸਕਰੂਟਨੀ ਜ਼ਰੂਰੀ ਹੈ। ਇਸ ਲਈ ਬੈਂਕ ਅਤੇ ਲੋਕ ਹਿੱਤ ਨੂੰ ਮੁੱਖ ਰੱਖਦਿਆਂ ਹੋਇਆਂ ਪੰਜਾਬ ਰਾਜ ਸਹਿਕਾਰੀ ਖੇਤੀਬਾੜੀ ਵਿਕਾਸ ਬੈਂਕ ਦੇ ਕਾਮਨ ਕੋਡਰ ਰੂਲਜ਼-1978 (Appendix-III) ਵਿੱਚ ਦਰਜ ਹੋਏ ਲਿਖੀਆਂ ਆਸਾਮੀਆਂ ਨੂੰ ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ ਜਾਂ ਪਦਉਨੱਤੀ ਰਾਹੀਂ ਭਰਨ ਦੀ ਵਿਧੀ ਸਬੰਧੀ ਪੰਜਾਬ ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ ਰੂਲਜ਼-1963 ਦੇ ਰੂਲ 28 ਤਹਿਤ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

Appendix-III ਵਿੱਚ ਦਰਜ ਲੜੀ ਨੰਬਰ	ਆਸਾਮੀ ਦਾ ਨਾਮ	ਮੌਜੂਦਾ ਨਿਯੁਕਤੀ ਕਰਨ ਦੀ ਅਥਾਰਟੀ	ਸੋਧ ਉਪਰੰਤ ਪਦ ਉਨੱਤੀ/ ਨਿਯੁਕਤੀ ਕਰਨ ਦੀ ਅਥਾਰਟੀ
5	Assistant General Manager/ District Manager	Managing Director	Managing Director subject to the approval of Registrar
6	System Analyst	Managing Director	Managing Director subject to the approval of Registrar
7	Sr. Law Officer	Managing Director	Managing Director subject to the approval of Registrar
9	Manager	Managing Director	Managing Director subject to the approval of Registrar

APPENDIX-IV

Mode of Appointment for various category of posts is as under:

1. MANAGING DIRECTOR  
On Deputation.
  2. ADDL. MANAGING DIRECTOR (A&G)  
  
On Deputation.
  3. ADDL. MANAGING DIRECTOR (Banking)  
  
By promotion from amongst the General Managers having experience of atleast 3 years as General Manager (As Amended vide RCS letter No. Credit/ CA 3/10311 Dated 06.08.12).
  4. General Manager  
  
By promotion from amongst Dy. General Managers/ Regional Officers having experience of atleast 3 years as Deputy. General Manager/ Regional Officer (As Amended vide RCS letter No. Credit/CA 3/10311 Dated 06.08.12).
  5. PO/Subject Matter Specialist  
  
On deputation.
  6. Dy. General Manager/Regional Officer  
  
By promotion from amongst the Distt. Manager / Asstt. General Manager having experience of atleast 4 years as Distt. Manager/ Asstt. General Manager. (As amended vide RCS letter No. 4507 dated 20.03.02).
- 
7. System Analyst (Post has been designated as Chief Information Technology Officer).
  8. District Manager/Asstt. General Manager  
  
By promotion from amongst the Managers having atleast 5 years experience as Manager.
  9. Sr. Law Officer  
  
By promotion from amongst the Law Officers having 2 years experience as Law Officer according to the seniority.
  10. Law Officer  
  
By direct recruitment.
  11. Manager  
  
a) By Direct recruitment  
  
b) By promotion from amongst Deputy Managers having two years experience as Deputy Manager or combined experience of five years in the cadre of Deputy Manager/ Assistant Manager/PA will be taken into account.  
Provided further that in case of non- Graduate atleast 15 years service will be necessary to the credit of employee.
- 
12. Deputy Manager  
By promotion from amongst Asstt. Manager/ PAs having three years experience.
  13. Asstt. Manager  
  
a) By direct recruitment  
b) By promotion from amongst the Clerks and Field Officers according to their numerical strength having experience of atleast 5 years as Clerk or Field Officer.

## 14. Private Secretary

By promotion from amongst the Senior P.As having experience of atleast 5 years.

## 15. Senior P.A.

By promotion from amongst the Senior Scale Stenographer/ P.A. having experience of atleast 5 years.

## 16. Senior Scale Stenographer / P.A.

By promotion from amongst the Junior Scale Stenographer having atleast 5 years experience.

## 17. Junior Scale Stenographer

By promotion @ 50% in the cadre of Steno-Typist having atleast 5 years experience.

## 18. Steno-typist

By direct recruitment.

## 19. Clerk cum Data Entry Operator

By promotion from Graduate & Matriculate Class IV Employees in the ratio as mentioned below to the extent of 12% of the total posts of Clerks :-

- A) Matriculates having atleast 5 years service in the Bank to the extent of 8%.
- B) Graduates having atleast 3 years service in the Bank to the extent of 4%.

Provided that in case, no post of Clerk, falling in the quota of Graduates is available and a Graduate Class IV employee who is senior to a Matriculate Class IV employee is available, then the former (A Graduate) will be entitled for promotion against post meant for the Matriculate Class IV employee and such promotion will consume the quota for Matriculates Class IV employees.

Note: - Those Class IV officials who are promoted as Clerks shall have to pass test of 'Computer Proficiency within one year of joining as Clerk' failing which his promotion period shall not be cleared.

## 20. Field Officer

By promotion from Graduate and Matriculate Class IV employees in the ratio as mentioned below to the extent of 9% of the total posts of Field Officers:-

- A) Matriculates having atleast five years service in the Bank to the extent of 6%.
- B) Graduates having atleast three years service in the Bank to the extent of 3%.

Provided that, in case, no post of Field Officer falling in the quota of Graduates, is available and a Graduate Class IV employee who is senior to Matriculate Class IV employee is available, then the former (A Graduate) will be entitled for promotion against post meant for Matriculate Class IV employee and such promotion will consume the quota for Matriculates.

**Note:-** Those officials who are promoted as Field Officers shall have to undergo a training of three months in Computer Proficiency & Revenue Law and Practice at P.I.C.T., Chandigarh or any other Institution designated by SADB. He shall have to clear the test of training and a test of computer proficiency failing which his probation period shall not be cleared.

## 21. PBX Operator

By direct recruitment.

## 22. Driver

By direct recruitment.

23. Jamadar  
By promotion from amongst Class-IV as per seniority.

24. Daftri  
By promotion from amongst Class-IV as per seniority.

25. Peon/Chowkidar  
By direct recruitment.

26. Lift Operator  
By direct recruitment

27. Electrician  
By direct recruitment.

28. Sweeper  
By direct recruitment.

**New posts**

29. Financial Analyst  
By direct recruitment - to be taken on deputation/contract till such time expenses are reimbursed by NABARD.

30. Asstt. Financial Analyst  
By direct recruitment - to be taken on deputation/contract.

31. Faculty Member  
By direct recruitment – to be taken on deputation/contract till such time expenses are reimbursed by NABARD.

32. Research Assistant  
To be taken on deputation/contract.

33. Librarian  
By direct recruitment.

34. Chief Information Technology Officer  
By promotion from amongst the Dy. Chief Information Technology Officers having an experience of four years.

35. Deputy Chief Information Technology Officer  
By promotion from amongst the Sr. Information Technology Officers having an experience of six years.

36. Senior Information Technology Officer  
By promotion from amongst the Information Technology Officers having an experience of six years.

37. Information Technology Officer  
By Direct Recruitment.

**Note1:**

Promotion means selection keeping in view the seniority-cum-merit provided that:-

1. The Bench Mark of ACRs as per Punjab Government Letter No. 13720 dated 06.09.2001 would be applicable on the employees who fall in 'A' & 'B' category according to Punjab Government Notification No. 11388 dated 08.09.2000
2. The employees falling in 'C' and 'D' categories should have atleast 7 favourable Annual Confidential Reports during the last 10 years.
3. There should be no doubt about his honesty and integrity during the last three years and atleast two reports including last out of the last three should be favourable.
4. The official must have experience on his present post for years as laid down in the service rules.

**Note 2:-**

1. Whereas there is a provision for filling posts by promotion and direct recruitment, their ratio will be 75:25 promotion and direct recruitment respectively.
  - i. By promotion from Graduate & Matriculate Class IV Employees in the ratio as mentioned below to the extent of 12% of the total posts of Clerks :-
    - A) Matriculates having atleast 5 years service in the Bank to the extent of 8%.
    - B) Graduates having atleast 3 years service in the Bank to the extent of 4%.

Provided that in case, no post of Clerk, falling in the quota of Graduates is available and a Graduate Class IV employee who is senior to a Matriculate Class IV employee is available, then the former (A Graduate) will be entitled for promotion against post meant for the Matriculate Class IV employee and such promotion will consume the quota for Matriculates Class IV employees.

Note: - Those Class IV officials who are promoted as Clerks shall have to pass test of 'Computer Proficiency within one year of joining as Clerk' failing which his promotion period shall not be cleared.

- ii. By promotion from Graduate and Matriculate Class IV employees in the ratio as mentioned below to the extent of 9% of the total posts of Field Officers:-
  - A) Matriculates having atleast five years service in the Bank to the extent of 6%.
  - B) Graduates having atleast three years service in the Bank to the extent of 3%.

Provided that, in case, no post of Field Officer falling in the quota of Graduates, is available and a Graduate Class IV employee who is senior to Matriculate Class IV employee is available, then the former (A Graduate) will be entitled for promotion against post meant for Matriculate Class IV employee and such promotion will consume the quota for Matriculates.

- i. **Note:-** Those officials who are promoted as Field Officers shall have to undergo a training of three months in Computer Proficiency & Revenue Law and Practice at P.I.C.T., Chandigarh or any other Institution designated by SADB. He shall have to clear the test of training and a test of computer proficiency failing which his probation period shall not be cleared
2. If no suitable candidate is available for appointment by direct recruitment or by promotion, the vacancy may be filled up by transfer or on deputation.
3. All posts will be filled in the cadre in accordance with the "Reservation Policy" of the State Government as announced from time to time.
4. Notwithstanding the mode of appointment to various posts indicated in this appendix 20 percent of the sanctioned posts in the cadre from Managers and above may be filled by having experienced officials of the Co-Operative Department on usual deputation terms.

## APPENDIX-V

<b>CASUAL LEAVE</b>				
Sr. No	Name of Powers	Name of services	Authority Competent	Extent
1.	Sanctioning of Casual Leave	i) Managing Director ii) AMD(A&G) iii) AMD (Banking) iv) General Manager v) DGM / RO/ SMS/ Asstt. General Manager / Sr. Law Officer / Law Officer/ System Analyst vi) In all other category of services.	President/ Registrar Managing Director Managing Director Managing Director Addl. Managing Director Branch Incharges in Bank/ Manager, Primary Bank in respect of all staff of Primary Bank. President of concerned PADB in case of Manager concerned Primary Bank/O.S.D. in Head Office.	Full Powers Full Powers Full Powers Full Powers Full Powers [Casual leave of AGMs (in the field) will be sanctioned by General Manager.] Full Powers

<b>EARNED LEAVE</b>				
2.	Sanctioning of Earned Leave	i) Managing Director ii) Addl. Managing Director (A&G) iii) Addl. Managing Director (Banking)/ General Manage iv) DGM /RO / SMS / Asstt. General Manager / Sr. Law Officer / Law Officer/ System Analyst v) In all other category of services.	RCS Punjab  -do-  Managing Director upto 120 days. Board of Directors exceeding 120 days.  Addl. Managing Director (upto 120 days. Managing Director exceeding 120 days.  OSD/DGM (Admn) upto 90 days. AMD exceeding 90 days.	
<b>INCREMENT</b>				
3.	Normal drawing of increments.	i) AMD ii) (Banking) / General Manger iii) DGM / RO / SMS/ AGM/ Sr. Law Officer / Law Officer/ Officer/Sys-tem Analyst iv) In all other categories of services.	Managing Director  Addl. Managing Director  DGM (Admn)/ OSD	Except withholding of increment which powers vest in Appointing Authority.

<b>PROFICIENCY</b>					
4.	Allowing Proficiency Step-up(s)	i)	AMD (Banking)/ General Manager	Board of Directors	Full Powers
		ii)	DGM / RO / SMS/ AGM / Sr. Law Officer/ Law Officer / Manager/ Private Secretary / Dy. Manager/ Senior P.A./System Analyst/Chief Information Technology Officer	Managing Director	Full Powers
		iii)	AM / PA/ Stenographer/ Jr. Assistant / ADO / Sr. Clerk/ Sr. Field Officer/ Clerk / Field Officer / Steno- typist / PBX Operator and all other categories of staff not covered above.	Addl. Managing Director (A&G)	Full Powers



## APPENDIX-VI

Gradation of the service for the purpose of Travelling Allowance and the rates of Travelling Allowance for journeys on tours and transfers.

1. For the purpose of TA/DA, grading of the employees in various pay ranges in the revised scales of pay (as sanctioned vide the Punjab Civil services(Revised Pay), Rules 1998) shall be as under:-  
As per letter dated 31.08.2009

<u>Category</u>	Grade Pay
I	Rs. 10000 and above.
II	Rs. 7600 to 9999
III	Rs. 5000 to 7599.
IV	Rs. 3800 to 4999
V	Below Rs. 3800
VI	Below Rs. 4000 and Class IV employees.

Note: Govt. of Punjab Instructions issued vide letter No. 18/10/09-4FP 2/440 dated 31.08.2009 shall be applicable to Bank employees regarding TA/DA.

## APPENDIX-VII

Sr. No	Designation	Cash/Tangible Security
1.	Managers/ Dy. Chief ITO	Cash Security Rs. 10,000/- or tangible security Rs. 20,000/-
2.	A.M./ITO	Cash Security Rs. 5,000/- or tangible security Rs. 10,000/-
3.	Clerk cum DEO/ Steno-typist/ Field Officer	Cash Security Rs. 2,000/- or tangible security Rs. 4,000/-
4.	Drivers/Daftri/ Chowkidars/Peons/ Electricians	Cash Security Rs. 500/- or tangible security Rs. 1000/-

## APPENDIX-VIII

## AUTHORITIES FOR WRITING ANNUAL CHARACTER ROLLS OF THE BANK EMPLOYEES

Sr. No	Category of employees of the bank under report	First Reporting Authority	Second Reporting Authority	Final Reporting authority
1.	Addl. Managing Director (Banking)	Managing Director	-	President/ Administrator
2.	General Manager	Addl. Managing Director	-	Managing Director
3.	PO/Subject Matter Specialist	Addl. Managing Director	-	Managing Director
4.	Dy. General Manager/ Regional Officer	Addl. Managing Director	-	Managing Director
5.	System Analyst	Addl. Managing Director	-	Managing Director
6.	Chief Information Technology Officer	Addl. Managing Director	-	Managing Director
7.	Asstt. General Manager	G.M. / Branch Incharge	Addl. Managing Director	Managing Director
8.	Sr. Law Officer	General Manager	Addl. Managing Director	Managing Director
9.	Law Officer	Addl. Managing Director	-	Managing Director
10.	Deputy Chief Information Technology Officer	Chief Information Technology Officer	-	Managing Director
11 (a)	Manager (in SADB)	D.G.M./ Branch Incharge	Addl. Managing Director	Managing Director
(b)	Manager (in PADB)	President (PADB)	Asstt. General Manager	Managing Director
12 (a)	Deputy Manager (in SADB)	Branch Incharge/ DGM	-	Addl. Managing Director.
(b)	Deputy Manager (in PADB)	Manager, PADB	-	Addl. Managing Director
13 (a)	Asstt. Manager (in SADB)	D.G.M.	-	Addl. Managing Director
(b)	Asstt. Manager (in PADB)	Manager, PADB	-	Addl. Managing Director

14	Private Secretary	Officer with whom attached	Addl. Managing Director	Managing Director
15	Sr. PA	Officer with whom attached	Addl. Managing Director	Managing Director
16	Senior Scale Stenographer/PA	Officer with whom attached	D.G.M./ Regional Officer	Addl. Managing Director
17	Junior Scale Stenographer	Officer with whom attached	D.G.M./ Regional Officer	Addl. Managing Director
18	Steno-typist	Officer with whom attached	D.G.M./ Regional Officer	Addl. Managing Director
19	Senior Information Technology Officer	Chief Information Technology Officer	-	Addl. Managing Director
20	Information Technology Officer	Chief Information Technology Officer	-	Addl. Managing Director
21 (a)	Clerk/ Accountant (in SADB)	Branch Incharge	D.G.M.	Addl. Managing Director
(b)	Clerk/ Accountant (in PADB)	Manager	-	President
22 (a)	Field Officer (in SADB)	D.G.M.	-	Addl. Managing Director
(b)	Field Officer (in PADB)	Manager	AGM	Addl. Managing Director
23	PBX Operator	Branch Incharge	-	Addl. Managing Director
24	Librarian	Branch Incharge	-	Addl. Managing Director
25 (a)	Driver (in SADB)	Officer with whom attached	-	Addl. Managing Director
(b)	Driver (in Field)	Manager	-	President/Administrator
26	Jamadar	Branch Incharge	-	Addl. Managing Director
27 (a)	Daftri (in SADB)	Branch Incharge	-	Addl. Managing Director
(b)	Daftri (in Field)	Manager	-	President/Administrator
28	Peon/ Chowkidar	Officer with whom attached	-	Addl. Managing Director
29	Lift Operator	Branch Incharge	-	Addl. Managing Director
30	Gunman	Branch Incharge	-	Addl. Managing Director
31	Electrician	Branch Incharge	-	Addl. Managing Director
32	Sweeper	Branch Incharge	-	Addl. Managing Director

<b>NEW POSTS</b>				
33	Financial Analyst	Addl. Managing Director	-	Managing Director
34	Asstt. Financial Analyst	Financial Analyst	-	Addl. Managing Director
35	Faculty Member	Branch Incharge	-	Addl. Managing Director
36	Research Assistant	Branch Incharge	-	Addl. Managing Director

THE PUNJAB STATE COOPERATIVE AGRICULTURAL  
DEVELOPMENT BANK LTD.CHANDIGARH