



**ORISSA CONSUMERS
COOPERATIVE FEDERATION
OFFICERS & STAFF
SERVICE RULES - 1989**

**UNIT -- 3, KHARAVEL NAGAR,
BHUBANESWAR – 751 001**

REGD. NO. 43 KH / Date : 03.03.1965

ORDER NO. XLV+CS-III/11/89

In exercise of the power under Section 33-A of the O.C.S.ACT 1962 I Sri J.K.Dev, I.A.S., Registrar of Cooperative Societies, Orissa do hereby make the rules called " The Orissa Consumers Cooperative Federation Officers and Staff Service Rules 1989", as enclosed.

Memo No. 210037 Dated:- 31.8.55
Copy alongwith copy of Rules forwarded to the
Managing Director, O.C.C.F. Ltd., Bhubaneswar/J.R.C.S. (Cons.)
information and guidance.

Law Officer.

R.P/22.8.

OFFICERS AND STAFF SERVICE RULE :

C H A P T E R -I

SHORT TITLE, EXTENT OF APPLICATION AND COMMENCEMENT:

i). These rules shall be called the "Orissa Consumers' Cooperative Federation Officers and Staff Service Rules".

ii). The above Rules shall apply to the Officers and the Staff of the Federation provided that these shall not apply except as otherwise provided in the "Officers and Staff Service Rules " or to such extent as may be specifically or generally specified by the Board of Directors to :

a). a person employed temporarily or daily wages or to a person recruited on special contracts , and

b). a person on deputation from the State Government

iii) These rules shall come into force on such date as the Registrar may by order specify.

C H A P T E R -II

DEFINITIONS:

2. In these rules unless the content otherwise requires :

a) "Officer and Staff Service Rules" means the rules framed hereunder of the Orissa Consumer's Cooperative Federation Ltd.

b) " Duty" includes:

i) Service as a probationer, if such service is followed by ~~confirmation~~ confirmation or by appointment to the Federation service.

ii). Period during which an Officer or Staff is on joining time.

iii). Period spent on Casual leave.

c). "Pay" means the basic pay.

d). "Emoluments" means aggregate of basic pay.

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- D.A. and other allowances if any.
- e). "Officer" means Managing Director, General Manager, Deputy General Manager, Business Manager, Branch Manager, Recovery Officer, Trade Manager and Establishment Officer & Accounts Officer of the Federation.
- f). "Staff" means an employee other than an Officer appointed to any of the post in the Federation.
- g). "Board of Directors" means the Board of Directors of the Orissa Consumers' Cooperative Federation Ltd.,
- h). "Federation" means Orissa Consumers Cooperative Federation Ltd.
- i). "Family" means and includes the spouse of the Officer or Staff (if the spouse is also not an Officer or staff of the Federation) and the Children, parents, minor brothers and minor sisters of the Officer or staff wholly dependant on the Officer but shall not include a legally separated spouse.
- j). "Probationer" means a person recruited for employment in the service of the Federation who will be under training .
- k). " Day" means the period of 24 hours beginning at Mid-night.
- l). "Joining time" means the time allowed to the Officer or staff to join a new post on transfer.
- m). "Leave Salary" means the salary paid by the Federation to an Officer or staff of the Federation for the period of leave sanctioned.



- n). "Month" means a Calendar month.
- o). "Year" means Cooperative year from 1st July and ending with 30th June of the succeeding year or as may be prescribed by the Govt.
- p). "Subsistence allowance" means a monthly allowance paid to an Officer or staff placed under suspension who is not in receipt of regular pay or leave salary of any kind.
- q). "Competent Authority" means any committee or person empowered or delegated with any power to take decision in any matter under these rules by hands of the Federation in respect of service condition of an employee of the Federation.
- r). "Appointment Committee" means the Committee constituted under the Bye-laws/subsidiary Rules of the Federation.
- s). Any other term not specifically defined in these rules shall have the same meaning as given in the Orissa Cooperative Societies Act and Rules and Bye-Laws of the Federation and if any term is not definite in any way, it will have the meaning as be assigned to it by the Board of Directors.

CHAPTER - III

CONDUCTS OF BUSINESS:

3. HOURS OF BUSINESS:

The Office of the Federation shall remain open from 10A.M. to 5 P.M. with half an hour recess from 1.30P.M. to 2 P.M. on all working days.

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4.

DISBURSEMENT OF PAY :

The salary of the Officer/Staff of the Federation shall be disbursed in the last working day of the month. But in special circumstances and in case of last working day being a holiday, it may be disbursed in two-three days advance at the discretion of the Managing Director.

5.

HOLIDAY :

All Sundays will be holidays. The other holidays will be holidays as to be declared by the Board of Directors at per with the negotiable Instrument Act from time to time. The particulars of such holidays shall be notified every year. Under special circumstances, the President can declare two days in a ~~xxx~~ calendar year as special holiday for the employees of the Federation besides those holidays notified by the Federation. The Second Saturday of month will be a holiday for the head office.



The Managing Director of the Federation shall be competent to direct for opening of accounts for transacting on special items of business in the Federation office or branch on any holidays.

6.

CLASSIFICATION OF THE EMPLOYEES:-

The employees of the Federation shall be classified

- i). Permanent:
- ii). Temporary:
- iii). Probationer:
- iv). Officiating:

"Permanent employee" means an employee who is confirmed or likely to be confirmed against a vacant permanent post.

"Temporary employees" means an employee who has been appointed for a limited period for work which is of an essentially temporary nature or who is employed temporarily as an additional employee in connection with the temporary increase in work and is not made permanent.

"Probationer employee" means an employee who is provisionally employed to fill up the permanent posts and has not been made permanent or confirmed in service.

"Officiating employee" means an employee who is appointed to officiate for a limited period on a permanent or

7) CATEGORY OF POSTS:

a). There shall be following categories of posts in the Federation.

1.	Business Manager	1 (One)
2.	Trade Manager	1 (One)
	Branch Manager	8 (Eight)
4.	C.M.S. III	2 (two)
5.	Gr. I -Asst.	2 (Two)
6.	Gr. II- Asst.	1 (One)
7.	Accountant	3 (three)
8.	Accounts Assistant	11 (Eleven)
9.	Sales Assistant	30 (Thirty)
10.	Office Assistant	5 (Five)
11.	Senior Store Keeper	1 (One)
12.	Junior Store Keeper	1 (One)
13.	Telephone Operator	1 (One)
14.	Stenographer	1 (One)
15.	Steno-cum-Typist	1 (One)
16.	Typist	1 (One)
17.	Despatcher	1 (One)
18.	Senior Driver	1 (One)

19.	Junior Driver	2 (two)
20.	Electrician	1 (one)
21.	Rolling Machine Operator	1 (one)
22.	Record Keeper ✓	1 (one)
23.	Cashier	1 (one)
24.	Supervisor ✓	3 (three)
25.	Treasury Sarkar	1 (one)
26.	Peon/Watcher	20 (twenty)
27.	Pressman	4 (Four)
28.	Sales Attendant	10 (ten)
29.	Packer	1 (one)
30.	Helper	1 (one)

b) Total:

118

(One hundred eighteen)

b). Besides above 118 employees there shall be 6 posts namely the Managing Director, General Manager, two Deputy General Manager, the Estt. Officer and the Accounts Officer which shall be filled by Govt. servants on deputation serv

c). The total Management cost should not exceed the prescribed norms of 2.5% of the total sales turn over, provided that the average margin is retained exceeding the above percentage.

8). Appointment shall be made by Authority as follow :-

a.	ex-cadre Officer (Deputation by Govt.)	Competent Authority
i).	Managing Director	Board of Directors, subject to the approval of the Registrar of Societies, Orissa or State Govt. as the case may be.
ii).	General Manager	
iii).	Dy. General Manager	
iv).	Accounts Officer	
v).	Establishment Officer.	

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B. Cadre Employees

- i. Business Manager
- ii. Trade Manager
- iii. Branch Manager
- iv. CMS-III
- v. Grade- I Asst.
- vi. Accountant
- vii. Grade -II Asst.
- viii. Store Keeper
- ix. Supervisor
- x. Office Asst./Acctt. Asst/
Cashier/Sales Asst.
- xi. Despatcher
- xii). Records Keeper
- xiii). Try Sarkar/Peon /Sales Attendant/
Watcher.

Managing Director on the
recommendation of the
Appointment Committee.



C). Technical Staff

- i). Steno
- ii). Typist
- iii). Electrician/Machine Operator
- iv). Driver, Senior
- v). Driver, Junior
- vi). Pressman
- vii). Helper/Packer.

Managing Director on the
recommendation of the
Appointment committee.

9. Mode of appointment to the post:

1. Business Manager:-

This post shall be filled up by
promotion from the rank of
Trade Manager and Branch Manager
on the basis of seniority-cum-
Merit basis with at least 5 years
experience in the post.

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2. Trade Manager
Branch Manager

These post shall be filled up

by promotion from the rank of C.M.S.-III and Grade I Assistant on the basis of seniority-cum-merit with at least 5 years experience in the post.

3. C.M.S.-III
Grade I Assistant.

These posts shall be filled up by promotion from the rank of Supervisor, Store Keeper(Senior), Accountant, Steno & Grade II Assistant on the seniority-cum-merit basis with at least 5 years experience in the post.

4. Supervisor
Store Keeper (Senior)
Grade II Assistant
Accountant, Cashier

These posts shall be filled up by promotion from the rank of sales Assistant, Record Keeper, Store Keeper(Jr.)Accounts Assistant, Office Asst. Despatcher Typist on the basis of seniority-cum-merit with at least 5 years experience in the post. In addition to the experience, he should have undergone H.D.C./J.C.T. Training in Cooperation.

5. Sales Assistant
Accounts Assistant
Office-Assistant
Store Keeper(Jr.)
Record Keeper
Despatcher

These post shall be filled up by Direct recruitment from open market. Minimum qualification shall be graduate in any discipline. Reservation of S.C. S.T. shall be at par with that of the principle followed by the State Govt.

6. Steno
Typist



7. Driver(Senior)
8. Driver(Junior)
9. Machine Operator
(Rolling Machine,
Printing Machine)

10. Treasury Sarker

11. Electrician

12. Peon

These posts shall be filled up by direct recruit from open market. Minimum qualification shall be Intermediate (+2) besides requisite proficiency in shorthand and Type writing. Reservation of S.C. & S.T. shall be at par with that of the Principle followed by the State Govt.

This post shall be filled up by promotion from Driver(Jr.) .

This post shall be filled up by promotion from Helper(Vehicle) having valid driving licence.

This post shall be filled up by promotion from the post of pressman on the basis of Seniority cum-Merit with minimum 5 years experience in the trade.

The post shall be filled up by promotion from the post of peon, watchman on the basis of seniority cum merit, at least five years experience.

These posts shall be filled up by recruitment from open market. Minimum qualification shall be regular trade certificate. Reservation of S.C. & S.T. shall be at par with that of the principle followed by the State Govt.

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12. Peon
Press Man
Watcher
Packer
Sales Attendant
Helper(Vehicle)

These posts shall be filled up
by direct^{recruits} from open market .
Minimum qualification shall be
at least M.E. Standard. Reser-
vation of S.C. & S.T. shall be
at par with that of the principle
followed by the State Govt.

10. (Special provision for appointment of Son/Daughter/
Widow of deceased employee.)

Not with standing, anything to the contrary contained in
these rules, the Appointment Committee in case of equality
in merit and educational qualification, may give preference
to the Son, Daughter or the Widow of a deceased employee of
the Federation for appointment in any post which is filled
up by direct recruitment.

11. METHOD OF SELECTION FOR DIRECT RECRUITMENT

All vacancies in case of direct recruitment are to be
notified by the Employment Exchange and out of the list of
candidates sponsored by the Employment Exchange, the Appointmen
Committee may decide the principle to be followed for such
recruitment.

12. AGE FOR DIRECT RECRUITMENT

No person shall be eligible for appointment to any posts
by direct recruitment if ~~ix~~ he is less than 18 years of age
or more than 28 years, on the 1st day of July of the year
in which the vacancies first notified.

Provided further that the Appointment Committee or competent
Authority may relax the upper age in respect of members of
scheduled caste/scheduled tribe to the maximum of five years.

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13. MEDICAL FITNESS AND CHARACTER AND OTHER REQUISITE

- a). No person shall be appointed to a post in the Federation unless he/she is certified to be medically fit by a Medical Officer not below the rank of an Assistant Surgeon in service.
- b). The person to be appointed shall produce two certificate acceptable to the Federation from Gazetted Officer in State/Central Govt. Service or from members of Legislative Assembly or Member of Parliament, to the effect that he/she bears a good moral character.
- c). Personal Surety Bond of Rs.10,000/-.
- d). Willingness to participate in the Fidelity Guarantee Insurance Scheme.
- e). Photograph duly attested by a Gazetted Officer.
- f). Security deposit receipt of the Federation for the post(as prescribed in the Appointment order).

14. Disqualification for appointment:-

No person shall be eligible for appointment to the ~~service~~ service of the Federation if he/she has been sentenced for any offence and where such offence has not been reversed or pardoned.

- b). No person shall be appointed in the service of the Federation incase he/she is discharged or dismissed from service from any Cooperative Institution, public sector undertakings, local Authority, State or Central Government.

15. COMMENCEMENT OF SERVICE .

Service of a person appointed in the Federation shall commence on the working day on which he/she reports for duty in a post in accordance with the terms and conditions of appointment made to him/her provided that in the event

of his/her joining in the afternoon of the working day, he/she shall not be entitled to draw pay or allowances for that day.

The joining report should be accompanied with the following documents.

- a). Medical fitness certificate from a medical officer not below the rank of an Asst. Surgeon in service.
- b). Original educational certificates and experience if any.
- c). Personal surety bond for ₹.10,000/-.
- d). Willingness to participate in the Fidelity Guarantee Insurance Scheme.
- e). Photograph duly attested by a Gazetted Officer.
- f). Security Deposit receipt of the Federation for the post(as prescribed in the Appointment order).

16. PROBATION

Every staff on his/her appointment in a post in the Federation shall be on probation for a period of six months which shall be extendable up to a period not exceeding six months. Where during the period of probation including the period of extension of probation, if the Appointing Authority is of the opinion that the Officer/Staff is not fit for confirmation in the said post.

- a). In case of a direct appointee, the service may be terminated by one month notice or payment of one months' emoluments in lieu thereof &
- b). In case of a promotee, he/she may be reverted to the Grade/Category from which he/she was promoted.

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17. SERVICE CONDITION DURING TRAINING.

- a). Every Officer/Staff unless specifically exempted by the Appointing Authority shall under go training as decided by the Managing Director. While under going training the Officer/Staff shall to deemed to be on duty for the purpose of pay and allowances, leave, increment, etc. Subject to the rule of the Federation Provided the Officer/Staff completes the training successfully.
- b). Every Officer/Staff undergoing training at the cost of the Federation shall execute an Agreement with the Federation to serve the Federation for a period of not less than three years from the date of completion of the training. If the Officer/Staff resigns from the job within the stipulated period, the cost of the training and salary and allowances paid during the training, shall be recovered from the Officer/Staff unless otherwise exempted by the Appointing Authority.
- c). Failure of completing the training successfully shall amount to major misconduct.

18. Regular service in temporary Post.

An Officer or staff shall be in regular Service of Federation if in the opinion of the Appointing Authority, the officer or staff has satisfactorily completed his/her probation and an order to that effect is passed by the Appointing Authority.

19. REGULAR SERVICE IN PERMANENT POST :

The Officer/Staff on the basis of seniority as per the gradation list maintained by the Federation shall be confirmed against the permanent post as per the vacancy available from time to time.

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20. RESIGNATION:

- a). An employee may tender his/her resignation in writing to the Managing Director of the Federation.
- b). When a disciplinary action is pending or contemplated against an employee, the competent authority shall be at the liberty to accept the resignation or to reject the same.
- c). A resignation shall not be effective unless acceptance in writing is communicated by the competent authority to the employees concerned;
- d). Acceptance of a resignation will for-feit all claims to any benefit conferred under these rules or any other rules applicable to the employees concerned except arrear pay and allowances and statutory payment, if any.

21. TERMINATION OF SERVICE ON NOTICE DURING PROBATION OR APPOINTMENT ON TEMPORARY BASIS.

1. a). An officer or staff shall not leave or discontinue his/her service in the Federation without first giving notice in writing to the Managing Director of the Federation of his/her intention to leave on discontinuance of the service.
- b). The period of notice required shall be:
 - i). Three months in case of officer;
 - ii). One month in case of staff.
- c). In case of breach of the provision of this rule, he/she shall be liable to pay the Federation as compensation a sum equal to his/her pay for the period of notice required of him/her.
- d). He/She shall also be liable to refund the pay or allowances or both, if any, drawn by him/her while on training and make good the training expenses incurred by the Federation.
- e).

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e). In exceptional circumstances, the payment of such compensation and refund may be waived by the Board of Directors after recording reasons justifying such waiver.

2). The Federation may terminate the service of an:

i). Officer after giving him/her three months notice or pay in lieu thereof ; &

ii). Staff after giving one month's notice or pay in lieu thereof.

The power to terminate the service of an officer/ staff shall be within the competence of the appointing authority.

3. Nothing in sub-Regulation(2) shall effect the right of the Federation ;

i). to terminate the services of an officer or staff without notice or pay in lieu thereof, in accordance with the provisions of Regulation.

ii). to terminate the service of an officer or staff without notice or pay in lieu thereof on his/her being certified by a Medical Officer recognised by the Federation to be permanently incapacitated for further continuing service in the Federation.

Promotion:

Promotion shall not be claimed as a matter of right .

a). Where vacancies are to be filled up by promotion, persons who are not disqualified on account of punishment or other relevant factors or who is confirmed in any post shall ordinarily be considered for promotion from the next lower category to the higher category on the basis of " seniority- cum-merit" subject to provision of these rules.

b). Where a promotion is made to fill up a temporary vacancy on account of any officer/staff proceeding on leave, the promotion will automatically cease on the incumbent returning to his/her post. Such temporary promotion shall not be made unless the vacancy is for 30 days or more. If an officer/staff of a lower category holds additional charge of post in a higher category for a period of not less than 30 days, he/she shall be entitled to acting allowance not exceeding 20% of the minimum basic pay of the higher post in addition to his/her pay in the lower post.

23. DETERMINATION OF SENIORITY.

a). Seniority of the officer/staff shall be determined for each Grade/Category of service, Seniority list shall be prepared Grade/category-wise for all officer/staff confirmed as well as unconfirmed in each Grade / Category at the close of each Co-operative year, a copy of which shall be communicated to the officer/staff concerned.

b). Determination of Seniority in the Grade/Category shall be on the basis of date of appointment in that Grade/Category. If more than one person are appointed in the Grade/Category on the same date, seniority shall be fixed in the service in the order in which their names are arranged in the selection list by the competent authority.

c). Between direct recruits and promotees in the employment of the Federation during the same calendar year, the promotees shall be deemed to be senior.

24). DEPUTATION TO OTHER CO-OPERATIVE INSTITUTIONS.

An officer/staff may be deputed to the compete

Authority to work in any other Co-operative Wholesale Consumer Coop. Store subject to such terms and conditions of deputation as may be fixed in each case by the Board of Directors of the Federation from time to time.

25. PERMISSION FOR HIGHER STUDY :

a). An officer/staff of the Federation may with prior permission in writing from the competent Authority of the Federation prosecute higher study as a regular student or appear in any examination without detrimental to the Federation's work. The total number of such officer/staff shall, however, not be more than 2% of the strength of officer/staff at any time. Permitting an officer/staff to appear in any examination or to join in school and college shall be of the discretion of the competent authority.

b). If any officer/staff joins in schools or college or in other educational institution or appears in any examination without prior permission of the competent authority, it shall be considered as major misconduct under these rules.

26. SECURITY

The members of the establishment of the Federation shall furnish security according to such standard and such form as may be prescribed by the Board of Directors from time to time which shall not be lower than that prescribed by the Registrar of Cooperative Societies, Orissa, if any. Security can be in the form of cash deposit H.S.C. and personal surety bond guaranteed by two solvent sureties or in form of fidelity guarantee bond of an Insurance Company or Corporation.

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27. POSTING AND TRANSFER

Any person appointed in the Federation shall be posted to work in the head office of the Federation or to any part of the State of Orissa where the Federation has business. No. T.A. shall be paid to a new person for joining services at the place of his/her first posting.

b). Active service of an officer/staff commences from the working day on which he/she reports himself/herself for duty. In case of transfer, the officer/staff shall be entitled for T.A. for himself/herself and his/her dependants as may be admissible under rule 54 of the Rules.

c). The Federation, as special case on the request of an officer/staff may effect transfer to Head Office/Branch Office or at any part of the State of Orissa where the Federation has business, on the condition that such officer/staff will not be eligible to claim for T.A.

28. An officer/staff on transfer from one office to another of the Federation will be entitled to avail seven days joining time excluding the days to be taken for journey to the destination. When the transfer is at the same station he/she may be entitled to one day joining time. In case of urgency, the Federation may at its discretion cut down such joining time.

29. SERVICE RECORD

The Federation shall cause a record of service of every employee to be maintained at Head Office in the service Book wherein the date of appointment, date of confirmation, qualification, age, grade assignment, increment, promotion, leave, changes effecting rank,

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emoluments, transfers, commendation, reward, punishment, and performances in training and other allied matters shall be noted by the Managing Director or the person authorised by the competent authority.

30. The pay scale of each category of officer/staff shall be governed in accordance with the regulations made by the Registrar from time to time.

31. PAY FIXATION:

a). The initial pay of a person when appointed to a post shall be the minimum of a pay scale prescribed for a post, unless otherwise decided by the competent Authority of the Federation.

b). When an officer/staff of the Federation other than a probationer holding a post for a period of not less than one year, is promoted or appointed to another higher post, his/her initial pay in the scale of higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his/her pay by one increment in the lower scale.

Provided that where an officer/staff before promotion or appointment to a higher post drawing pay at the maximum of the lower scale, his/her initial pay in the higher scale shall be fixed at the stage next above notionally arrived at by increasing an amount equivalent to his/her last increment in the lower scale.

c). If an officer/staff of the Federation holding a post is promoted or appointed to a higher post before rendering service in the lower post for a continuous period of one year, his/her initial pay in the higher scale shall be fixed at the stage of the next above in ~~xx~~ respect of the lower scale.

Provided that if the minimum pay of the new post is higher than his/her pay in respect of the old post, he/she will draw that minimum as his/her initial pay.

d). Where an officer/staff of the Federation is transferred on his/her own request to a post carrying less pay than the pay of his/her old post and the maximum of that post is less than his pay in respect of the old post, his/her pay in the old post may be protected but it should not exceed the maximum of the lower post.

e). If an officer/staff of the Federation holding a post previously is appointed to another post on identical, higher scale of pay, his/her pay in the new post shall not be less than the pay previously drawn and the broken period of service less than a year be counted towards next increment.

f). In all case of appointment and pay fixation on account of revision of scales, fitment, promotions, up gradation etc., the next increment will be due after one year from the 1st date of the month of the date pay fixation unless the competent Authority decides to allow the next increment as it was in the previous scale.

g). In the matter of fixation of pay on account of revision of pay scales or fitment in pay scale on account of merger of different Grade/Category or increase of up gradation of an officer/staff in any post, the principle decided by the Board of Directors shall be followed taking into consideration of the fact that the benefit of special increment if any, availed by an officer/staff in the post is not lost by such fitment fixation.

32. DEARNESS AND OTHER ALLOWANCES

The dearness allowance, house rent and other allowances if any shall be paid to the officer and staff of the Federation in accordance with the regulation made by the Registrar from time to time in that behalf.

33. LEAVE RULESa). KINDS OF LEAVE

Subject to the provision of these rules, the following leave may be granted to an officer/staff of the Federation.

- i). Casual leave
- ii). Earned leave
- iii). Sick leave
- iv). Extra ordinary leave
- v). Maternity leave
- vi). Surrender leave.

b). CASUAL LEAVE

- i). Casual leave is a concession only to enable the Officer/staff in the special circumstances to avail such leave for short period.
- ii). No officer/staff shall in any case avail of casual leave for more than 15 days in the course of one Cooperative year provided that not more than 10 days casual leave may be availed of at any one time including holidays, if any.
- iii). Casual leave shall lapse at the end of the Coop. year.
- iv). Casual leave shall not be affixed or suffixed to any other kind of leave.

c). EARNED LEAVE

- i). An officer/staff shall be eligible for earned leave computed at one day for every 11 days of

~~xxx~~ service on duty provided that at the commencement of service, no earned leave may be availed of before completion of one year of service on duty.

ii). Earned leave may be accumulated up to not more than 180 days.

iii). The maximum earned leave that may be granted to an officer/staff at a time shall not be more than 120 days.

iv). An officer/staff on S.L. shall be entitled to draw leave salary equal to the pay drawn by him/her immediately before proceeding on such leave.

d). SICK LEAVE

i). An Officer/Staff shall be eligible to 20 days of sick leave for such completed year of service. Such leave can be accumulated upto 130 days and may be availed of only on production of medical certificate by a Medical Officer acceptable to the Federation or at the Federation's discretion nominated by it at its cost.

ii). In respect of the period of sick leave, an officer/Staff shall be eligible to draw leave salary equal to half of the pay.

Provided that if an officer/staff so desiring to resume duty on the expiry of sick leave is to produce medical certificate saying that he/she is fit to resume duty.

e). EXTRA-ORDINARY LEAVE.

i). Extra-ordinary leave may be granted to an officer/staff when no ordinary leave is due to him/her and when having regard to his/her length of service or sick leave is not considered justified by the competent authority except in exceptional circumstances, the duration of extra-ordinary leave shall not exceed three months on any one occasion and twelve months during the entire period of his/

her service.

ii). The competent authority may grant extra ordinary leave in combination with or in continuation of leave of any kind admissible to the officer/staff and may commute retrospective period of absence without leave into Extra-Ordinary leave.

iii). No pay and allowances are admissible during the period of extra-ordinary leave and the period spent on such leave shall not count for increment.

f). NATERNITY LEAVE:

i). A female Officer/staff of the Federation may be granted maternity leave for a maximum period of 90 days on production of Medical Certificate. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on such leave.

ii). Maternity leave may also be granted in case of mis-carriage including abortion subject to the condition that:

- a). The leave does not exceed six weeks.
- b). The application for the leave is supported by a Medical Certificate.

iii). Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate.

iv). Maternity leave shall not be debited against the leave account of the Officer/staff.

v). The Maternity leave can be availed two times during the entire service period in the Federation.

vi) ENCASHMENT OF EARNED LEAVE:

i). An Officer/staff may surrender earned leave not

exceeding 30 days once in every three years from the earned leave to his/her credit without actually going on leave provided that the minimum days of leave at his/her credit is 150 days. The order sanctioning the leave shall specifically indicate the date on which the Officer/staff is permitted to surrender leave. No deduction on account of Provident Fund contribution repayment of any advance or dues to a Cooperative Society or any institution shall be normally effected from the leave salary in lieu of leave surrendered, if the Officer/staff is having no consent for such deductions.

ii). Encashment of leave salary includes pay, D.A. and A.D.A.

iii). The earned leave account of the Officer/staff shall be debited with the period of leave surrendered and attested by the competent authority of the Federation. Necessary entries about the leave surrendered shall be recorded in the Service Book of the Officer/staff concerned.

h. AUTHORITY TO SANCTION LEAVE :

The president of the Federation is the competent authority to sanction leave in case of Managing Director and other Government Officers on deputation. /

ii). The Managing Director or any officer of the Federation authorised by the Managing Director on that behalf shall be the competent authority to sanction leave to all other Officers/staff of the Federation.

Contd..P/25...



I). POWER TO REFUSE LEAVE OR RECALL ON OFFICER/STAFF ON LEAVE:

Leave can not be claimed as a matter of right. When the exigencies of the services required, ~~direct~~ discretion to refuse or revoke leave of any description, is reserved to the authorities empowered to sanction it and an officer/staff already on leave may be recalled by the authorities when it considers necessary in the interest of the service.

J). STATION TO WHICH AN OFFICER/STAFF SHOULD REPORT ON RETURN FROM LEAVE:

An Officer/staff on leave shall unless otherwise instructed to the contrary, return for duty to the place at which he/she was last stationed.

K). LEAVE NOT ADMISSIBLE TO AN OFFICER/STAFF UNDER SUSPENSION:

Leave may not be sanctioned to an Officer/Staff under suspension.

L). WHEN LEAVE APPLICATION SHOULD BE SUBMITTED:

Application for leave shall ordinarily be submitted by the Officer/staff sufficient before the date from which leave is required.

Application which do not satisfy the requirements may be refused without reason being stated.

CHAPTER-VI

34. DISCIPLINE

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

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

c).

Continued...

c). No employee of the Federation shall engage himself in any full time or part time job with any private or public institution or with any individual or with any concern.

d). An employees shall be at work at his specified place of work at the time fixed and notified to that effect.

e). Every employee is bound to serve faithfully and diligently and to maintain strict secrecy regarding the Federation's affairs and the accounts of its constituents. He should in no case divulge any information relating to the Business of the Federation or its constituents which comes to his knowledge in the course of his duties unless ordered by his superior officers in writing or by a competent court of justice. It should be his utmost endeavour to promote the interests of the Federation.

f). Every employee shall keep the Federation informed of his permanent address and subsequent changes any.

g). No employee shall have pecuniary transactions with any individuals or institution coming in contact with him in the course of his official duties or accept directly or indirectly any gift gratuity or reward with whom he is concerned in the performance of his work provided that this rule shall not apply to any borrowing by an employee on the security of his own deposits, savings insurance policy etc. from other institutions or individuals on legal and justifiable grounds.

h). No employee shall engage in any commercial business or pursuit either on his own account or as an agent for others while in the employment of the Federation.

i). No employee of the Federation shall be a



candidate or canvass or otherwise use his influence in any way in an election to the central or state Legislature or Municipality, N.A.C. Panchayats or other local bodies constituted under the Orissa State Laws or to any Office in the Federation or any society affiliated to it.

These restrictions shall not be applicable to those Societies formed exclusively by the employees of the Federation or societies of which he can become members.

35. MISCONDUCT

a). The expression "Major Misconduct" shall include any of the following acts and omissions on the part of an employee :

i). Abetting, conniving at or attempting or committing theft, fraud or dishonesty in connection with the business, property or affairs of the Federation or its customers.

ii). Wilful damage or attempt to cause damage to the property of the Federation or any of its customers.

iii). Conviction by any court of law for any criminal offence involving moral turpitude.

iv). Unauthorised disclosure or divulgence or any attempt of disclosure or divulgence of information regarding the affairs of the Federation or any of its constituents or any person connected with the business of the Federation which may come into the possession of the employees in the course of his employment, disclosure of which is likely to be prejudicial to the interest of the Federation or its constituents.

v). Giving or taking or attempting to give or take bribe or illegal gratifications

- vi). Taking part or canvassing or otherwise interfering or using his influence in any election to the central or State Legislature or Municipality or N.A.C. or Panchayats or other local bodies or the Federation or any institutions constituted under the Orissa State Laws or to any office in the Federation or any society affiliated ~~to~~ to it except the societies formed exclusively by the employees of the Federation or a societies of which he can become a member.
- vii). Wilful insubordination or disobedience of any lawful or reasonable order of the Management of a superior.
- viii). Drunkenness or riotous, disorderly or indecent behaviour on the premises of the Federation, or any such behaviour outside the premises of the Federation which is likely to affect the reputation of the Federation or any act subversive of discipline.
- ix). Wilful slowing down in performance or work or inefficiency in work or abetment or instigation thereof.
- x). Unlawfully commencing, going on or joining any strike or stoppage of work individually or as a concerted action or in combination with others or abetting or instigating or acting in furtherance of any strike or stoppage of work.
- xi). Unlawfully resorting to or abetting, instigation or otherwise canvassing for a pen down strike.
- xii). Failure to account for or delivery of official papers which come into his hands or concealment of misappropriation or conversion of cash, securities, bonds, deeds, or other property of the Federation or of its constituents.

Contd.../30....



vi). Taking part or canvassing or otherwise interfering or using his influence in any election to the central or State Legislature or Municipality or N.A.C. or Panchayats or other local bodies or the Federation or any institutions constituted under the Orissa State Laws or to any office in the Federation or any society affiliated ~~at~~ to it except the societies formed exclusively by the employees of the Federation or a societies of which he can become a member.

vii). Wilful insubordination or disobedience of any lawful or reasonable order of the Management of a superior.

viii). Drunkenness or riotous, disorderly or indecent behaviour on the premises of the Federation, or any such behaviour outside the premises of the Federation which is likely to affect the reputation of the Federation or any act subversive of discipline.

ix). Wilful slowing down in performance or work or inefficiency in work or abetment or instigation thereof.

x). Unlawfully commencing, going on or joining any strike or stoppage of work individually or as a concerted action or in combination with others or abetting or instigating or acting in furtherance of any strike or stoppage of work.

xi). Unlawfully resorting to or abetting, instigating or otherwise canvassing for a pen down strike.

xii). Failure to account for or delivery of official papers which come into his hands or concealment of misappropriation or conversion of cash, securities, bonds, deeds, or other property of the Federation or of its constituents.

Contd.../30...



- xiii). Habitual neglect of work or gross negligence in any work or intentionally not performing any work properly.
- xiv). Gambling or betting or attempting to gamble or beg on the premises of the Federation.
- xv). To remain absent from duty without leave application and prior approval of the competent authority whether in continuation of sanctioned leave or otherwise.
- xvi). Repeated breach of any law applicable to the Federation or of any rules of business of the Federation of instructions for the running of any section.
- xvii). Holding or attempting to hold or attending any meeting on the premises of the Federation without the previous permission of the Managing Director and in his absence the General Manager.
- xviii). Engaging in any other trade or occupation affecting Federation's work.
- xix). Doing any act prejudicial to the interest of the Federation in performance of his duties or negligence involving or likely to involve the Federation in serious loss.
- xx). Appearing in any examination or joining any college/University or School without the permission of the Federation.
- xxi). Refusal to accept a charge sheet, order, notice or other communications to be served by the Federation.
- xxii). Not residing at the head quarters fixed by the Federation.
- xxiii). Sleeping during duty hours.
- xxiv). Failure to disclose to the Federation his wealth or indebtedness or making any false statement about the same when called for.
- xxv). Committing any act which amounts to minor

misconduct as defined hereafter three times in a year.

xxvii). Claiming or preferring any false overtime wages or bills or amounts.

xxviii). Failure of competing the training of employees other than probationers.

b). The expression "Minor Misconduct" shall include any of the following acts or omissions on the part of any employees.

i). Late attendance for more than three occasions in a month.

ii). Departure without permission before closing hour of office.

iii). knowingly or wrongly interfering or tampering with the record of attendance.

iv). Disregard of ordinary requirements of decency and attending duty with uncleanness of dress and person.

v). Loitering, idling or wasting time during working hours of office or remaining within the premises of the Federation after authorised hours of work without permission from the competent authority.

vi). Indulging in private or personal work within the Federation with or without tools or materials belonging to the Federation, without the previous permission of the competent authority.

vii). Failure to show proper consideration or courtesy to fellow or attention towards officers, ~~widex~~ workers, constituents and unseemly or unsatisfactory behaviour while on duty.

Contd.../52...



36. PUNISHMENT:

a). An employee found guilty of major misconduct may be awarded any of the following, punishments apart from the recovery of actual loss or damaged caused by him to the Federation or to any society affiliated to the Federation or to any constituents of the Federation.

i). Deduction to a lower service grade or post or to a lower time scale or to a lower stage in a time scale.

ii). Compulsory retirement.

iii). Dismissal or removal from service.

b). Any employees found guilty of minor misconduct may be awarded any of the following punishments according to the gravity of his misconduct.

i). ~~Withholding of promotion.~~ Censure.

ii). Withholding of promotion.

iii). Withholding of increments.

iv). Suspension.

37. AUTHORITY FOR DISCIPLINARY PROCEEDINGS.

The ~~appropriate~~ appointing authority shall be competent to initiate and impose any of the major or minor penalties.

38. SUSPENSION:

a). An employee may be placed under suspension from service by the Competent authority in writing for major misconduct if such authority is satisfied that it is necessary or desirable to place the employee under suspension.

The suspended employee, during the period of suspension shall not enter the premises of the Federation except with permission of the competent authority and shall not leave the headquarters fixed for him without

permission from such authority. All efforts shall be made to dispose of the enquiry against him within 90 days from the date of issue of the charge sheet.

b). An employee under suspension shall be eligible to get a subsistence allowance which shall be calculated as under.

i). A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he ~~xxxx~~ had been on leave on half pay in addition to dearness allowance based on such leave salary, if the period of suspension exceeds 12 months the Authority shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months as follows:-

ii). The amount of suspension allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of first 12 months, if in the opinion of the authority the period of suspension has been prolonged for reasons, not directly attributable to the employee.

iii). The rate of Dearness allowance will be based on the increased or decreased amount of subsistence allowance.

c). The employee so suspended shall be eligible to get other compulsory allowances admissible from time to time on the basis of pay, of which the employee was in receipt on the date of suspension subject to the fulfilment of other conditions as prescribed by the authority.

d). An employee who is detained in custody whether on a criminal charge or otherwise for a period longer than 48 hours shall be deemed to have been suspended.

Contd.../34...

e). The period of suspension shall be treated as on duty when employee is found not guilty and reinstated.

✓ 5). PROCEDURE FOR IMPOSING PENALTIES FOR MAJOR MISCONDUCT.

The following procedure shall be followed or caused to be followed by the competent authority before imposing punishment for major misconduct.

a). The grounds on which it is proposed to take action shall be reduced to form definite charge or charges which shall be communicated to the person charged, together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration, while passing orders on the case. The person charged shall be required, within 15 days to put forward a written statement of his defence and to state whether he desires personal hearing, or an enquiry by an officer appointed by the competent authority or both.

When enquiry is conducted, evidence shall be recorded and witness be entertained. The person charged shall also be entitled to cross examine the witness and to give evidence as he may wish. An employee may take the assistance of any other employee of the higher category but shall not engage a legal practitioner to participate therein. A record of the enquiry or personal hearing, as the case may be prepared by the Officer holding the enquiry or personal hearing, whether or not such report shall contain sufficient records of evidence if any, and a statement of the findings and the grounds therefor.

Contd.../35...

- b). After the enquiry or personal hearing referred to in the sub-clause(a) above has been completed and after the competent authority has arrived at a provisional conclusion in regard to the penalties to be imposed, the person charged shall be supplied with a copy of the report referred to in that clause and be called upon to show cause within 15 days time, against the particular penalties proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be taken, in to consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the enquiry. ✓

40. PROCEDURE FOR IMPOSING PENALTIES FOR MINOR MISCONDUCT T

In every case where it is proposed to impose on an ~~ex~~ employee any of the minor penalties specified, he shall be given 10 days time for making any representation he desires. His representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

APPEALS:

- a). Appeals against the orders passed by the Managing Director shall be considered by the Chairman and appeals against the original orders, passed by the president of the Federation shall be considered by the Board of Directors. The appeals against the decision of the appointment Committee, Executive Committee and Cadre Committee shall be considered by the Board of Directors, whose decision in the matter shall be final.
- b). The employees punished shall prefer appeal through proper channel within sixty days from the date of

~~received~~ receipt of the order imposing punishment.

No appeal shall contain any disrespectful or improper language.

42. TERMINATION OF SERVICE.

- a). A permanent employee, after completing 55 years, may be allowed to retire by the Managing Committee of the Federation after giving three months notice. The Managing Committee may also retire the employee considered incapable of discharging his duties properly after giving him three months notice or three months pay in lieu of such notice .
- b). The services of a probationer may be terminated by the competent Authority without assigning any reason.
- c). The services of a temporary employee may be terminated automatically if he is appointed for a specified period on the expiry of such period or if he is appointed for a specific work, on the completion of such work. In such cases, no notice is necessary provided further that the services of temporary employee may be terminated by giving him one month notice or one months pay in lieu of notice in case the specified period of service is not expired.

CHAPTER -VII

43. SERVICES OF AN OFFICER/STAFF SERVICE

Every officers/staff shall be whole time Officer/Staff of the Federation and shall be at the disposal of the Federation and he/she shall serve the Federation in its business in such capacity and at such place as he/she may from time to time be directed by any authority or authorities under

whose jurisdiction, superintendence or control, he/she may for the time being be placed.

44. LIABILITY TO ABIDE BY THE REGULATIONS AND ORDERS.

Every Officer/staff of the Federation shall confirm and abide by these regulations and shall observe comply with and obey all orders and directions which may from time to time be given to him/her by any person or persons under whose jurisdiction, superintendence or control, he/she may for the time being.

45. OBLIGATION TO MAINTAIN SECRECY :

Every officer/staff shall maintain strict secrecy regarding the Federation's affairs and the affairs of the constituents and shall not divulge directly or indirectly any information of confidential nature either to a member of a public or of the Federation staff, unless called upon to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

OFFICER AND STAFF TO PROMOTE THE FEDERATION'S INTEREST.

Every officer or staff shall serve the Federation honestly and faithfully and shall use his/her utmost endeavours to promote the interest of the Federation and shall show courtesy and attention in all transactions and intercourse with the officers of the Govt. and the Corporation's constituents.

47. CONTRIBUTION TO PRESS:

No officer or staff shall contribute to the press without the prior sanction of the competent authority or without such sanction make public or publish or cause to be published or passed onto others any document, paper or information which may



come into his/her possession in his/her official capacity.

48. OFFICER OR STAFF NOT TO SEEK OUTSIDE EMPLOYMENT.

No Officer or staff shall accept, solicit or seek any outside activity, employment or office whether stipendary or honorary without the previous sanction of the competent authority.

Provided that an officer or staff may without such sanction, undertake honorary work of a social or charitable nature or occasional ~~work~~ work of a literary artistic, scientific, professional, cultural, educational, religious or social character, subject to the condition that his/her official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work if so directed by the competent authority.

49. OFFICER OR STAFF NOT TO BE ABSENT FROM DUTY WITHOUT PERMISSION OR BE LATE IN ATTENDANCE.

- 1). AN OFFICER OR STAFF SHALL NOT BE ABSENT himself/ herself from his/her duties without having obtained the permission of the competent authority nor shall be absent himself / herself in case of sickness or accident without submitting a proper medical certificate.
- ii). An Officer or staff who absent himself/herself from duty without leave or overstayed his/her leave except under circumstances beyond his/her control for which he/she must tender a satisfactory explanation, shall not be entitled to draw pay and allowances for the period of such absence or overstay and shall further be liable to such disciplinary measures as the competent authority may impose.

50. ABSENCE FROM STATION:

An Officer or staff if so required by the competent authority must not absent himself/herself from his/her station without obtaining previous sanction from the competent authority.

51. ACCEPTANCE OR GIFTS :

An officer or staff shall not solicit or accept any gift from any constituents of the Federation or from any sub-ordinate officer or staff.

EXPLANATION:

The expression "Gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealing with the officer or staff.

Note: 1). A casual meal, lift or other social hospitality shall not be deemed as gift.

ii). An officer or staff shall avoid accept once of lavish or frequent hospitality from any individual or concern having official dealings with him/her.

RESTRICTION ON BORROWING & INVESTMENT.

An Officer or staff shall not borrow money from or in any way place himself/herself under a pecuniary obligation to a Broker or an officer or staff of the Federation subordinate to him/her or any from or persons having dealings with the Federation.

ii) No Officer or staff shall make or permit any member of his/her family to make any investment



ment likely to embarrass or influence him/her in the discharge of his/her official duties.

53. RESTRICTION REGARDING MARRIAGE :

- i). No Officer or staff shall enter into or contract a marriage with a person having a spouse living.
- ii). An Officer or staff who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to the Federation.

54. OFFICER OR STAFF ARRESTED FOR DEBIT OR ON A CRIMINAL CHARGE .

i). An officer or staff who is arrested for debit or on a criminal charge or is detained in pursuance of any process of law, may if so directed by the competent authority, be treated as being or having been under suspension from the date of his/her arrest, or as the case may be of his/her detention up to such date or during such period, as the competent authority may direct. In respect of the period in regard to which he/she is so treated, he/she shall be paid subsistence allowance as specified in sub-Regulation of Regulation-51.

ii). Any payment made to an officer or staff under sub-Regulation(i) shall be subject to adjustment of his/her pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as period of duty or leave.

Provided that full pay and allowances shall be admissible only if the officer or staff.

- a). is treated as on duty during such period.



- b). is acquitted of all charges or satisfied the competent authority in case of his/her release from detention or his/her detention being set-aside by a competent court that he/~~has detention being~~ she had not been guilty of improper conduct resulting in his/her detention.
- c). Such desmissal or other penalty may be imposed as from the date of his/her committal to prison or conviction and nothing in Regulation 50 shall apply to such imposition.
- iii). Where an officer or staff has been dismissed in pursuance of sub-regulation and the relative conviction is set-aside by a higher Court and the officer or staff is honourably acquitted, he/she shall be reinstated in service.
- iv). Where the absence of an officer or staff from duty without leave or his/her overstay is due to his/her having been arrested for debt or on a criminal charge or to his/her having been detained in pursuance of any process of law, the provisions of regulation 44 shall also apply and for the purpose of that regulation as applied, the officer or staff shall be treated as having absented himself/herself without leave or as the case may be overstayed, otherwise than under circumstances beyond his/her control.



CHAPTER-VIII55. CONFIDENTIAL CHARACTER ROLLS:

The competent Authority as noted below may maintain the confidential record for each officer and staff in each year ending with 30th June. A copy of the adverse remark if any, shall be communicated to the officer and staff concerned within three months from the date of making such remarks. The officer or the staff aggrieved by any adverse remarks so communicated may prefer an appeal to the competent authority within a period of 30 days from the date of receipt of such adverse remarks. The decision of the competent authority in this regards shall be final.

Category of Officer/Staff.	Competent authority to record C.C.R.	Competent authority to counter sign the C.C.R.	Competent authority to expunge the C.C.R.
Managing Director	Chairman	R.C.S.	Registrar of C.S.
General Manager/ Estt. Officer	Managing Director	R.C.S.	-do-
Business Manager/ Accounts Officer/ Dy. General Manager	General Manager	Managing Director	Chairman
Sr. Clerk/Supervisor/ Electrician-cum-Care taker/ Jr. Typist/Steno-Typist.	General Manager	Managing Director	Chairman
Jr. Clerk/Asst. Supervisor/ Jr. Typist/Driver/ work Sarkar/ Treasury Sarkar.	G.M.	Managing Director	Chairman.

EXPLANATION: The C.C.R. in respect of Govt. Officers, servant who is holding any post in the Federation on deputation service, shall be governed by the instructions issued by the Registrar of State Govt. from time to time.

56. SUPERANNUATION AND RETIREMENT.

i). An officer or staff subject to other conditions shall retire in the afternoon of the last day of the month in which he/she complete the age of 58 years.

Provided that a peon or any other staff of the Federation in the pay scale of peon or less than the pay scale of the peon shall retire in the after-noon of the last day of the month in which he/she complete the age of 60 years.

ii). The Federation may in its discretion, retire on officer or staff who has reached the age of 55 years after giving three months notice in writing if in the opinion of the competent authority of the federation, the efficiency of such officer or staff is found to have been impaired on the basis of adverse C.C.R.S. of the concerned officer or staff.

iv). An officer or staff who has attained the age of 55 years may voluntarily retire after giving to the Federation three months notice in writing, and shall be entitled to all the retirement benefits.

CHAPTER IX

57. MOTOR CYCLE/SCOOTER ADVANCE :

The officers of the Federation drawing basic pay exceeding Rs.1000/- per month subject to availability of funds shall be entitled to get interest bearing Motor Cycle/Scooter advance up to a maximum of Rs.8000/- recoverable in 60 monthly instalments. The rate of interest shall be decided by the Board of Directors.

58. HOPED ADVANCE:

The staff of the Federation drawing basic pay of Rs.800/- but not exceeding Rs.1000/- per month shall subject to availability of fund be entitled to get

interest bearing moped advance up to a maximum of Rs.5000/- or the actual price cost of the Moped which ever is less, recoverable in 60 monthly instalments. The Date of interest shall be decided by the Board of Directors.

59. CYCLE ADVANCE :

The staff of the Federation drawing basic pay of Rs.723/- and below shall subject to availability of funds be entitled to get Cycle Advance up to a maximum of Rs.700/- to be recoverable in 20 monthly instalments. Such advance is also interest bearing as to be decided by the Board of Directors.

60. FESTIVAL ADVANCE :

The staff of the Federation including staff on deputation shall be entitled to get festival advance of Rs.400/- to be recoverable in 10 monthly instalments. The Advance is not interest bearing. Those who are drawing pay more than Rs.1200/- are not entitled to get festival advance.

61. MEDICAL ADVANCE

The Officers and staff of the Federation shall be entitled to get medical advance bearing no interest as to be decided by the competent authority. The maximum amount of such advance will be Rs.1000/-.

Provided that the officer or staff fulfills the required formalities to get such advance as detailed below:

a). The treatment calls for hospitalisation and the duration is for more than one month.

treatment is not available in the state and the State Hospital has referred the case to outside the State.

62. Insurance Scheme, Provident Fund, Bonus and Gratuity :

a). - Fidelity Guarantee Insurance Scheme .

The Officers and staff of the Federation shall be

under the Fidelity Guarantee Insurance Scheme.

b). PROVIDENT FUND :

The officers and staff of the Federation are entitled for contributory provident fund under the scheme as prescribed by the Regional Provident Fund Commissioner of the State.

c). BONUS :

Payment of bonus to the officers and staff of the Federation shall be governed under the payment of Bonus Act

d). GRATUITY

All the officers and staff of the Federation shall be entitled for Gratuity as per the Central Gratuity Act.

63. Any matter relating to the service conditions of the officers and staff of the Federation not included in the "Rules", shall be referred to the Registrar of C.S. and the rules framed by him this regard shall be applicable.

64. All appointments and orders made all transactions entered into and any proceeding instituted under any rule or rules prior to coming in to force of these rules shall be deemed to have been respectively made, entered or instituted under these rules and they shall not be invalidated merely because of coming in to force of these rules.

65. Any rules framed or order issued touching to the service condition of the Officers and staff of the Federation prior to coming into force of these rules, so far they are in repugnant to these rules, shall stand superseded on and from the date of coming in to force of these rules.

66. All appointments, Orders made and action taken under any rules made earlier in the matter of service condition relating to Officers and Staff of the Federation ~~fr~~ prior to coming in to these rules shall be deemed to have been made or taken under these rules so far they are not inconsistent with the provisions of these rules. All previous rules prior to coming in to force of this rule are hereby repeated.



12/17

70-122-12/92

101A/84

Office of the Registrar of Co-operative Societies, Orissa,
Bhubaneswar.

No. XLV-CS-111-8/94 11139 Cons. 3.

Bhubaneswar the 1 th July, 95.

The Managing Director,
Orissa Consumers Cooperative
Federation Ltd., Bhubaneswar.

Sub:

Approval of Revised Scale of Pay for the
employees of O.C.C.F. Ltd.,

Sir,

With reference to your letter No. 3933 Dt. 17.3.1994 on the above mentioned subject, the proposal submitted is approved in the following manner:-

- (1) The revised scale of pay of the employees of the O.C.C.F. Ltd., as indicated in the statement enclosed, is approved with effect from 1st July, 95.
- (2) The pay fixation will be made on the basis of pay as on 1.7.95. plus Dearness pay as admissible under old pay scale. Other terms and conditions of Orissa Revised Scales of Pay Rules, 1989 may be followed for fixation of pay.
- (3) Payment of D.A. is to be regulated in terms of this office letter No. 5921 Dt. 28.3.95.
No further enhancement of D.A., A.D.A., L.R., etc., to be made without prior approval of the Registrar of C.S., Orissa. This should be strictly followed.
- (4) 118 (one hundred and eighteen) posts with 30 (thirty) categories as indicated in Col. 2 and 3 in the enclosed statement as allowed earlier, are approved.
- (5) Instructions contained in para-3, 5, 6, 7 & 8 of this office letter No. 1462 Dt. 18.1.88 are un-altered.

P.T.O.

-: 2 :-

xx p75/c
(6)
This office Order No. 7930 Dt. 26.3.79
stands withdrawn as per the previous
Order No. 1462 Dt. 18.1.88.

p78/c

Yours faithfully,

27.6.95
R e g i s t r a r
Co-operative Societies, Orissa.

One Spare copy with encl.

27/6/95
27/6/95

Statement of categories and number of posts and revised scale of pay of the employees of the Orissa Consumer's Cooperative Federation Ltd., effective from 1st July, 1955.

Sl. No.	Category of post.	No. of post already sanctioned.	Scales of pay.		Remarks.
			Old Scales of pay.	Revised Scales of pay.	
(1)	(2)	(3)	(4)	(5)	(6)
1.	Business Manager.	1 (one)	1150-45-1240-50-1490-EB-55-1875- EB-60-2275-65-2555/-	1700-60-2300-EB-75-3210/-	
2.	Finance Manager.	1 (one)	1100-35-1190-40-1335-EB-45-2620- 50-1975-EB-55-2225/-	1640-50-2600-EB-75-2900/-	
3.	C. & S. - III.	2 (two)	1005-35-1150-EB-40-1505-EB-45- 1830/-	1400-40-1800-EB-50-2300/-	
4.	Branch Manager.	8 (eight)	1120-35-1190-40-1350-EB-45-2620- 50-1975-EB-55-2225/-	1640-50-2600-EB-75-2900/-	
5.	General Assistant.	2 (two)	1075-35-1250-EB-40-1505-EB-45- 1830/-	1400-40-1800-EB-50-2300/-	
6.	General Assistant.	1 (one)	840-25-936-18-928-EB-20-1005- EB-22-1140-25-1240/-	975-25-1150-EB-30-1550/-	
7.	Accountant.	3 (three)	-30- -30- -30-	-30- -30- -30-	
8.	Accounts Assistant.	11 (eleven)	780-25-880-15-936-EB-18-952- 20-1050-EB-22-1150/-	950-25-1150-EB-30-1550/-	
9.	Sales Assistant.	30 (thirty)	-30- -30- -30-	-30- -30- -30-	
10.	Office Assistant.	5 (five)	-30- -30- -30-	-30- -30- -30-	
11.	Store Keeper.	1 (one)	840-25-936-18-928-EB-20-1005- EB-22-1140-25-1240/-	975-25-1150-EB-30-1550/-	

(1)	(2)	(3)	(4)	(5)	(6)
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12. Junior Store Keeper.	1 (one)	780-16-860-18-895-EB-18-950-20-1050-EB-22-1160/-	950-20-1150-EB-25-1500/-		
13. Telephone Operator.	1 (one)	840-16-856-18-928-EB-20-1008-EB-22-1140-25-1240/-	975-25-1150-EB-30-1660/-		
14. Stenographer.	1 (one)	840-16-912-20-1012-EB-22-1100-25-1225-EB-30-1345/-	1200-30-1560-EB-40-2040/-		
15. Steno-cum-Typist.	1 (one)	780-16-860-18-895-EB-18-950-20-1050-EB-22-1160/-	950-20-1150-EB-25-1500/-		
16. Typist.	1 (one)	780-16-860-18-895-EB-18-950-20-1050-EB-22-1160/-	950-20-1150-EB-25-1500/-		
17. Despatcher.	1 (one)	-do-	-do-	-do-	
18. Senior Driver.	1 (one)	840-16-856-18-928-EB-20-1008-EB-22-1140-25-1240/-	975-25-1150-EB-30-1660/-		
19. Junior Driver.	2 (two)	780-16-860-18-895-EB-18-950-20-1050-EB-22-1160/-	950-20-1150-EB-25-1500/-		
20. Electrician.	1 (one)	-do-	-do-	-do-	
21. Rolling Machine Operator.	1 (one)	-do-	-do-	-do-	
22. Record Keeper.	1 (one)	-do-	-do-	-do-	
23. Cashier.	1 (one)	840-16-856-18-928-EB-20-1008-EB-22-1140-25-1240/-	975-25-1150-EB-30-1660/-		

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(2)	(3)	(4)	(5)	(6)
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Supervisor.	3 (three)	840-16-856-18-928-EP-20-1008- EB-22-1140-25-1240/-	975-25-1150-EB-30-1660/-	
25. Masuri Sarkar	1 (one)	625-12-709-EB-12-745-15-790-EB- 15-940/-	800-15-1010-EB-20-1150/-	
26. Peon/Hatcher.	20 (twenty)	570-8-650-10-790/-	750-12-870-EB-14-940/-	
27. Press Man.	4 (four)	-do-	-do-	-do-
28. Sales Attendant.	10 (ten)	-do-	-do-	-do-
29. Packer.	1 (one)	-do-	-do-	-do-
30. Helper.	1 (one)	-do-	-do-	-do-

TOTAL; 118 (One hundred-
eighteen)

W. W. W. 17
Joint Registrar of
Co-operative Societies, (Coms)

Office of the Registrar, Coop. Societies, Orissa, Bhubaneswar.
XLV-CS III 29/87-23044/

Dated. 11/12/95

The Managing Director,
Orissa Coop. Consumer Federation,
Bhubaneswar.

Subj:- Proposal for creation of posts of
Executive(Sales)- request regarding.
Ref. Your office letter No. 2469 dated. 02.12.1995.
Sir,

With reference to above, I am to intimate
that the proposal for creation of 10 posts of Executive
(Sales), one post of DTP operator and one post of offset
operator are hereby approved. I am further to approve
the proposal contained in in your office letter under
reference in regard to filling up of 7 posts of
Executive(Sales), one post of DTP operator and one post
of offset operator.

Yours faithfully,

R.C.S(6)

(138) 111

Office of the Registrar of Cooperative Societies, Orissa,
Bhubaneswar.

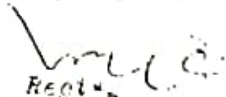
No. 1142 / Dated 16.1.96
XLV-CS-III-29/87.Cons.3

210(A)
To
The Managing Director,
Orissa Co-operative Consumer
Federation Ltd., Bhubaneswar.
Subj:-
Approval of creation of posts
for O.C.C.F. Ltd.
Ref:-
Your office Letter No. 1735 dt. 26.9.95.
Sir,

With reference to above, I am to convey the approval as follows :

1. Seventy three posts for 16 categories alongwith scales of pay, qualification, experience as indicated in the enclosed statement are approved.
2. No further posts should be created and no appointment without creation of post should be made without prior approval of R.C.S., Orissa.
3. No further appointment on adhoc basis and daily wage basis to be made without prior approval of R.C.S., Orissa.
4. The manner of filling up of posts as indicated in the enclosure must be strictly followed up.
5. Necessary measures should be taken by the O.C.C.F. to restrict the operational and non-operational expenditures to the minimum and necessary steps should be taken for expansion and diversification of business in order to meet the increased burden of expenditure.
6. The total management cost should not exceed the prescribed norms of 2.5% of the total sales turnover, provided the average margin is retained exceeding the above percentage.

Yours faithfully


Registrar
Co-op. Soc.

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Sr. No.	Post	Scale of Pay.	Qualification.	Experience.	Mode of Recruitment.	Posts sanctioned.
1.	Clerical (Sales Asst./Office-Asst./Accounts Asst.)	Rs. 950-1500/-	Minimum Graduate.	-	Direct	15 + 14 = 29 (Twenty-nine)
15 posts under this category may be filled up. Creation of additional 14 posts is agreed in principle, but may be filled up subsequently after review of performances and opening of branches and Deptt. store on receipt of approval for filling up additional posts by H.C.S.(O).						
2.	Class-IV staff. Feon/Sales attendant/ Packer/Helper/Watchman.	Rs. 750-940/-	Minimum S.E. Standard.	-	Direct.	24 (twentyfour)
3.	Sweeper.	Rs. 750-940/-	Minimum H.E. standard.	Experience in the line.	Direct.	1 (one)
4.	Kali	Rs. 750-940/-	-do-	-do-	-do-	1 (one)
5.	Press Manager.	Rs. 1640-2900/-	-	-	Promotional	1 (one)
6.	Driver.	Rs. 950-1500/-	-	Experience in Direct line. Must possess valid driving licence.	Direct	1 (one)
7.	Press men.	Rs. 775-1025/-	Must possess technical qualification in the line.	Experience be given weightage.	Direct.	2 (two)
8.	Branch Manager.	Rs. 1640-2900/-	-	-	Promotional.	2 (two)
9.	Manager (Sales) (60% Direct and 40% promotion).	Rs. 1700-3200/-	Graduate having good track record. Preference to Commerce. Graduate with M.B.A. specialisation in marketing.	-	Direct	2 + 3 = 5 (five)

Asst. Secy,
Co-op. Societies, Orissa.

Two post of Manager (Sales) may be filled up. Creation of additional three posts over and above the two posts is agreed in principle, which may be filled up after opening of Deptt. Stores on prior approval of the Registrar, Coop. Societies, Orissa.

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|-----|----------------------|-----------------|---|------------|---------|
| 10. | Manager (Accounts). | Rs. 1700-3200/- | Cost Accountant/-
ICWAE/MBA with
specialisation in
Finance. Must have
good track record. | Direct. | 1 (One) |
| 11. | P.A. to Chairman. | Rs. 1800-3000/- | - | Deputation | 1 (One) |
| 12. | Sr. Steno to M.W. | Rs. 1400-2500/- | - | Deputation | 1 (One) |
| 13. | Jr. Steno to G.M (A) | -1200-2040/- | Graduate. Must be
Experience able to
speak Hindi/2 years
Oriya/English fluently.
Stenography
80 W.P.M. Knowledge on
Electronic typewriter
desirable. | Direct | 1 (One) |

14. General Manager (S) Rs. 2000/- 3500/-

via deputation
from the rank of
ACS from Coop.
Deptt. 1 (One)

The post is sanctioned for six months. After six months, performance and requirements will be reviewed and further extension shall be given.

15. Supply Inspector.

- One deputation from Govt. from Civil Supplies Department.
1 (One)

The post is sanctioned for six months and on expiry of six months further extension shall be given after reviewing performance and requirement.

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-: 3 1-

16. General Manager
(Business).

The post of Business Manager is upgraded to General Manager (Business). In the scale ment for ARCS under State Government. This may be filled up from amongst the eligible officers of the Federation from Manager (Sales) category, but in case suitable officer is not found, officers from Govt. shall be brought on deputation.

CO
16.1-1
Registrar of Cooperative Societies,
(Orissa)

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