

## SECTION-1 PRELIMINARY

### RULE

- 1.1. Short Title
- 1.2. Commencement
- 1.3. Application
- 1.4. Gradation of Posts
- 1.5. Number and Character of Posts
- 1.6. Definitions
- 1.7. Authority to implement the rules and make Appointments

## SECTION-2 APPOINTMENTS, CONDITIONS OF SERVICE ETC.

- 2.1 Mode of Recruitment
- 2.2 to 2.13 General Conditions regarding appointments
- 2.14 Qualifications for direct recruitment
- 2.15 Probation
- 2.16 Seniority
- 2.17 Training
- 2.18 Security
- 2.19 Resignation
- 2.20 Termination
- 2.21 Retirement

## SECTION-3 PAY & ALLOWANCES

- 3.1 & 3.2 Pay
- 3.3 Fixation of Pay
- 3.4 & 3.5 Increments
- 3.6 & 3.7 Dearness & Compensatory allowances
- 3.8 Traveling allowances / daily allowances on tour or transfer etc.

## SECTION-4 CONCESSIONS

- 4.1 Leave and other matters
- 4.2 Provident fund
- 4.3 Reimbursement of medical expenses
- 4.4 Ex-gratia and other concessions
- 4.5 Bonus
- 4.6 Gratuity

## SECTION-5 MISCELLANEOUS

- 5.1 Foreign service
- 5.2 Service Book
- 5.3 Family welfare benefits
- 5.4 Discipline and Appeal
- 5.5 Conduct
- 5.6 Traveling allowance
- 5.7 General Note, repeal and saving

## APPENDICES

- ANNEXURE-1      Gradation of posts of the Punjab State Cooperative Supply & Marketing Federation Limited, Chandigarh.
- ANNEXURE-II     Details of cadre strength, Pay scales, age limits and mode of recruitment.

THE PUNJAB STATE COOPERATIVE SUPPLY AND MARKETING  
FEDERATION EMPLOYEES (COMMON CADRE SERVICE RULES 1990,) AS  
APPROVD BY THE REGISTRAR COOPERATIVE SOCIETIES PUNJAB  
VIDE HIS MEMO NO.MA-1/72 B/MKG/3329 DATED 8<sup>TH</sup> JULY 1991.

**THE PUNJAB STATE COOPERATIVE SUPPLY AND MARKETING  
FEDERATION EMPLOYEES (COMMON CADRE)  
SERVICE RULES: 1990**

In exercise of the powers conferred by sub-section (2) of Section-84 (A) of the Punjab Cooperative Societies Act, 1961 and all other enabling powers. The Punjab State Cooperative Supply and Marketing Federation with the prior approval of R.C.S. Punjab hereby makes the following rules regarding the recruitment and conditions of the service of the employees of the Federation:-

SHORT TITLE	1.1	These rules may be called the Punjab State Co-Operative Supply and Marketing Federation Employees (Common Cadre) Service Rules, 1990.
COMMENCEMENT	1.2	These rules shall come into force with effect from the date these are approved by the Registrar Co-operative Societies, Punjab.
APPLICATION	1.3	These rules shall apply to every employee of the Federation but shall not apply to: <ul style="list-style-type: none"> <li>i) any member of All India Service.</li> <li>ii) Any member of the Punjab Civil Service; and</li> <li>iii) member of the Punjab State Co-operative Service and any other services, the members of which are taken on deputation for services in the Federation.</li> </ul>
GRADATION OF POSTS	1.4	Nothing in these rules, shall, however, debar the Federation from initiating the disciplinary action against the deputationists. For imposition of penalty, if any, final orders shall be passed by the competent authority in his parent cadre in accordance with the rules applicable to him. The posts under the Federation, unless other-wise provided specifically, shall be graded as Group 'A', Group (A) (1) Group 'B' Group 'C' and Group 'D' as detailed in Annexure-1.
NUMBER AND CHARACTER OF POSTS	1.5	<ul style="list-style-type: none"> <li>a) The service (s) shall comprise of posts specified in Annexure '1'.</li> <li>b) The Board of Directors shall, however, be competent to add or enhance or reduce the strength of any such category of service or add and prescribe, qualifications for direct recruitment and promotion. This power shall be exercised by the Board of Directors with Prior approval of the Registrar, Cooperative Societies.</li> <li>c) The Managing Director on the analogy of the grades approved by the Punjab Government for its employees, may adopt these and revise</li> </ul>

## DEFINITIONS

- pay scales of comparable categories of employees, both in respect of nomenclature and scales, on the rolls of the Federation.
- 1.6 In these rules, unless the context otherwise requires:
- a) "Act" Means the Punjab Co-operative Societies Act, 1961.
  - b) Deleted.
  - c) "Appointing Authority" means:
    - i) An authority empowered to make appointments to the service (s) of which the employee is for the time being a member or to the grade of the service in which the employee is for the time being included; or
    - ii) the authority empowered to make appointments to the posts, which the employee for the time being holds; or
    - iii) the authority which appointed the employees to service, grade or post, as the case may be;
  - d) "Board" means the Board of Directors of the Punjab State Cooperative Supply & Marketing Federation Ltd.
  - e) "Bye-Laws" means the registered Bye-Laws of the Punjab State Cooperative Supply & Marketing Federation Ltd.
  - f) "Categorization of services" means gradation of the services of the Federation into Group 'A' A(1) Group 'B' Group 'C' and Group 'D' as per Annexure-1.
  - g) "Direct Recruitment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of the Federation or State Government.
  - h) "Employee" means any person appointed to any service or post in connection with the affairs of the Federation.
  - i) "Family" unless, otherwise, specified in a particular rule, means employee's wife or husband as the case may be, parents and legitimate children wholly dependent upon the employee.
  - j) "Foreign service" means service under another Department/ Organisation including Cooperative Marketing Societies etc. from where an employee receives his pay from any source other than the Federation with the sanction of the Appointing Authority.
  - k) "Federation" means the Punjab State Cooperative Supply and Marketing

Federation Limited.

- l) "Government" means the Government of India. Or of a State within the territory of the Union of India.
- m) "Managing Director" means Managing Director of the Federation.
- n) "Punishing Authority" means an authority competent to initiate disciplinary action and to impose penalties as specified in the Punjab State Cooperative Supply and Marketing Federation Employees (Punishment & Appeal) Rules, 1990.
- o) "Recognized University" means:
  - i) Any University incorporated by law in India;
  - ii) In the case of Degree or Diploma obtained as a result of examination held before the 15<sup>th</sup> August, 1947, the Punjab, Sind or Decca Universities; and
  - iii) Any other University of Institution which is recognized by the Government for the purpose of these rules.
- p) "Regular employee" means an employee who has completed probation satisfactorily after his appointment against a regular post.
- q) "Regular Post" means a post specified in Annexure-1
- r) "Special Pay" means and addition of the nature of pay to the emoluments of a Post granted in consideration of:
  - i) The Specially arduous nature of duties and/ or
  - ii) a specific addition to the work or responsibility.

AUTHORITY TO  
IMPLEMENT THE  
RULES AND  
MAKE  
APPOINTMENTS

1.7

- a) Managing Director and Additional Managing Directors shall be competent to administer the rules as per powers conferred upon them.
- b) Deleted
- c) The authorities as specified in (a) above shall be competent to delegate any of its/ their powers to the next lower authority of the Federation but not below the Chief Manager (Personnel).
- d) Whereas the appointment to the post of Managing Director shall be made by the BOD with the prior approval of the RCS, Punjab, other appointments to the posts as

graded in Annexure-1 shall be made by the authorities specified below:

- i) Group 'A'  
Group 'A1' By the Managing Director  
Group 'B'  
Group 'C'
- ii) Group 'D' By the Addl. Managing Director
- e) Deleted
- f) Should any doubt arise at any time as to the interpretation of these rules, the Managing Director, Markfed, will refer it to the Registrar, Coop. Societies, Punjab, whose decision shall be final.

## 2. APPOINTMENTS CONDITIONS OF SERVICE ETC.

### MODE OF RECRUITMENT

#### 2.1

Appointment to various posts shall be made as under:

- a) By  
Direct recruitment;
- b) By promotion;
- c) By Transfer & or deputation from other Institutions/Govt. Departments and the percentage of mode of recruitment shall be as provided for in Annexure-II.

Provided further that if no suitable candidate is available for appointment by promotion to a particular post in the service(s) as per prescribed percentage and channel, such a post in excess, for the reasons to be recorded in writing, shall be filled in by direct recruitment or by transfer and/or on deputation, as may be decided by the appointing Authority.

Provided further that every member of the service(s) recruited by direct recruitment shall pass such a departmental examination for which a standard syllabus and time may be prescribed by the Appointing Authority.

“Provided further that exemption from the qualifying tests prescribed for promotion against different categories mentioned in annexure-II may be considered by the appointing authority keeping in view the instructions issued by the State

Government on the subject from time to time where an employee has completed 18 years of service in the lower category from which he is to be promoted. The exemption may be granted from the date made applicable by the Punjab Government in their instructions from time to time”.

GENERAL  
CONDITIONS  
RELATING TO  
APPOINTMENTS.

2.2

No candidate shall appointed to the service(s) unless he is:-

- i) a citizen of India;
- ii) a citizen of Nepal, or
- iii) a subject of Bhutan; or
- iv) a Tibetan refugee who cam over to India before 1st January, 1962 with the intention of permanently settling in India; or
- v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, Uganda and the East African countries to Tenzania (formerly) Tanganyika And Zanzibar), Zambia, Malawai, Zaire, Ethopia and Vietnam with the Intention of permanently settling in India.

Provided that candidates belonging to any of the categories(ii),(iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Home Department of the Punjab Govt.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Appointing Authority, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the servie(s) unless a certificate of eligibility is given to him by the Home Department of the Punjab Government.

No person shall be appointed to the Service(s) by direct recruitment unless he produces:-

- i) A certificate of character from



the Principal Academic Officer of the University, College, School or Institute last attended, if any, and similar certificate from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his University, College, School or institute.

- ii) An affidavit to the effect that he was never convicted for any criminal offence and that he was never dismissed or removed from service of any State Government, Govt. of India or any Public Sector undertaking or Institution: and unless:
- iii) His character and antecedents are verified to be satisfactory by the District Magistrate concerned.

Provided further that appointment to the service(s) by promotion shall be purely by selection on the basis of merit-cum-seniority and no employee shall be entitled to claim promotion as a matter of right or right or by virtue of seniority alone.

2.5

No person shall be recruited and appointed to the service(s) by direct recruitment if he is not within the age limits prescribed for each post in Annexure-II

Provided further that in case of Ex-serviceman or the released/demobilized Indian Armed Forces Personnel, Scheduled Caste/Scheduled tribes/Backward Classes, Disabled/Handicapped persons, the relaxation in the age limits shall be as per such policy of the Punjab Govt.. as may be in force at the time of recruitment.

Provided further that the condition of upper age limit shall be relaxed upto 45 years in the case of persons already in employment in the Federation.

- 2.6 No person shall be appointed in case of Group 'A1' and Group 'B' posts unless the candidate is certified by the Civil Surgeon of a Government. Hospital and in case of Group 'C' and Group 'D' posts, by a Medical Officer of a Govt. certifying the candidate to be of sound hospital constitution, mentally and medically fit to discharge the duties of his posts.
- i) Every member of the service shall be liable to undergo periodical medical examination and preventive or curative treatment as he may be required to undergo.
  - ii) Every member of the service shall be liable at any stage of his service when directed by the Appointing Authority to undergo medical examination to be conducted by the Medical Board of the other prescribed Medical Authority and his continuance in service shall be subject to the fitness certificate given by the Medical Board or the Medical Authority to the satisfaction of the Appointing Authority.
  - iii) In case any member of the service(s) is not found fit to perform his duties, he shall be liable to be retired from service and shall be entitled to the same benefits as are admissible to the employees of the Federation on being retired on account of invalidation.
- 2.7 No person shall be appointed to the service if he has previously been dismissed or removed or discharged (except retrenchment for want of vacancy) from the service of any Federation or Corporation or any Government or Institute and/or has been convicted by a Court of Law of any act involving moral turpitude.
- 2.8 No person, who has entered into or contracted a marriage with a person having a spouse living or who having a spouse living has entered into or contracted a marriage with any person shall be appointed to the service;

Provided that if the Appointing Authority is satisfied that such a marriage is permissible under the Personal Lal applicable to a particular person and other party to the marriage and that there were legally valid grounds for so doing; may exempt any person from the operation of this rule.

2.9 In the case of handicapped persons, ex-servicemen or the demobilized/released Indian Forces Personnel, Scheduled Castes, Scheduled Tribes, Backward Classes and women, the reservation of posts in direct recruitment and promotion shall be as per policy of the Punjab Govt. in vogue at a particular time of recruitment. However, the reservation in so far as women are concerned would be applicable on to the ministerial staff.”

2.10 No person shall be appointed in the Federation without prior approval of RCS Punjab if any of the members of its Board of Directors is related to him within the meaning of Rule 2(k) of the Punjab Cooperative Societies, rules, 1963.

2.11 All persons appointed under these rules in the services of the Federation are liable to be transferred anywhere in the territories comprising Union of India.

2.12 Subject to the provisions of these rules with special reference to rule 1.5(b) the mode of appointment qualifications, terms & conditions of service and the remuneration payable to the employees shall be determined by the Board of Directors from time to time.

2.13 Appointments to the various posts in the service(s) shall be made in manner specified in Annexure-II to these rules.

QUALIFICATION FOR  
DIRECT  
RECRUITMENT

2.14 No person shall be appointed to the service(s) by direct recruitment unless he possesses the qualifications/experience as prescribed for the post to which he is appointed as per details given in Annexure-II.

No person shall be appointed by direct recruitment to any posts unless he in addition to qualifications Prescribed for

each Post in Annexure-II possesses a qualification in Punjabi of Matriculation standard for which a certificate issued by a University, Board or Institution shall have to be produced. Other things being equal, preference may be given to those having a rural background.

PROBATION.

2.15

A person appointed to any post in service shall remain on probation for a period of two years if recruited by direct recruitment and one years if appointed otherwise:

Provided that:

i) any period, after such appointment, spent on deputation on corresponding or a higher post shall count towards the period of probation.

ii) In the case of appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service may at the discretion of the Appointing Authority be allowed to count towards the period of probation.

iii) any period of officiating appointment to the service(s) shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be regularized unless he is appointed against a regular vacancy and

iii) and period of leave not exceeding six months during or at the end of probation shall be counted towards the period of probation.

B) If in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the prescribed departmental examination/within a period not exceeding the period of probation prescribed from the date of appointment it may;

i) If such person is recruited by direct recruitment, may extend his period

of probation or dispense with his services without assigning any reason or revert him to a post which was held by him and/or on which he holds a lien; and

- ii) If such person is recruited otherwise:
  - a) revert him to his former/lower post: or
  - b) Extend his period of probation and there after pass such orders as it would have passed on the expiry of the first period of probation;

Provided that the total period of probation including extension, if any, shall not exceed three years for appointment made by direct recruitment and two years for appointments made through promotion or otherwise.

- c) deal with him in such other manner as the terms and conditions of his previous appointment permit.

C) On the completion of the period of probation of a person, the Appointing Authority, may if his work and conduct has in its opinion been satisfactory, declare that he has completed his probation satisfactorily.

## SENIORITY.

2.16

The seniority inter-se of the members of the service(s) in each cadre shall be determined by length of continuous service on a post in that cadre of the service.

Provided that in the case of member appointed by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the Appointing Authority subject to a maximum of six months from the date of order of appointment, the seniority based on the order of merit determined and recommended by the Recruitment Committee constituted by the Appointing Authority shall not be disturbed.

Provided further that in case a candidate is permitted to join the service after the expiry of the said period of six months, his seniority shall be determined from the date he joins the service.

Provided further that in case a candidate is the next selection has joined the service before the candidate referred to in the proceeding proviso joins, the candidate so referred shall be placed below the candidates of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows:

- a) a member appointed by direct recruitment shall be senior to a member recruited otherwise;
- b) a member appointed by promotion shall be senior to a member appointed by transfer;
- c) In the case of members appointed by promotion or transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing an higher rate of pay in his previous appointment and if the rate of pay drawn are also the same, then by their length of service in those appointments; and if the length of such service is also the same, an elder member shall be senior to a younger member.

#### EXPLANATION:

Seniority of members of the service(s) appointed on purely provisional basis

or on daily wages shall be determined with reference to the date and conditions of their regular appointment subject other provisions enunciated in these rules.

## TRAINING.

2.17

Persons appointed to any post in the service(s) shall undergo pre-service/In-service training and attend course as per directions of the Managing Director.

Member of the service(s) may be deputed for training at the expense of the Federation on the following conditions.

- a) the deputation shall be treated as duty for all inter and purposes.
- b) the nominee must have completed 2 years service in the Federation and shall have atleast 1 year to serve the Federation after the conclusion of training and is not expected to retire within that period. The condition of having completed 2 years serve in the Federation may be relaxed by the Managing Director where individuals are appointed on the condition that they should undergo the training before they are posted in regular duties.
- c) The employee shall have to execute a bond to serve the Federation after completion of training abroad for a minimum period of one year. IN the event of the bounden resigning or retiring from service without return to duty after the expiry or termination of period of training or at any time within a period of one year after his return to duty or in the event of his removal or dismissal from the service of the Federation for any kind of misconduct during the prescribed period, he shall have forthwith to refund to the Federation on demand the amount as spent and payments made on account of his having been placed on deputation on training abroad together with interest thereon. The amount should be calculated in advance keeping in view the expenses likely to be incurred on training

abroad and salary to be paid during such training should find a mention in the aforesaid bond.

Provided further that the Managing Director in respect of training abroad, may at its discretion remit any unexpired portion of bond, for the reasons to be recorded in writing.

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|--------------|------|--|
| SECURITY.    | 2.18 | The members of the service shall furnish such security in favour of the Federation in cash or in the shape of fidelity guarantee, as may be decided by the Appointing Authority, for a particular post.  |
| RESIGNATION. | 2.19 | <ul style="list-style-type: none"><li>i) An employee , who is on probation may by giving at least a month's notice or pay in lieu thereof may resign his appointment;</li><li>ii) An employee, who having completed his probation period satisfactorily and is working against a regular post, shall have to give at least three month's notice or pay in lieu, thereof , before his request for acceptance or resignation is entertained/considered.</li><li>iii) The appointing Authority may at its discretion dispense with requirements as in i) &amp; ii) above, for the reasons to be recorded in writing.</li><li>iv) Resignation may be accepted by the Appointing Authority with immediate effect or at any time before the expiry of the period of the notice in which case an employee shall be paid for the period actually spent on duty in the service.</li><li>v) Appointing Authority can refuse to accept the resignation if any case(s) of defalcations or disciplinary proceedings is/are pending against an employee and an official may be relieved after satisfying that acceptance of resignation in such cases will not effect adversely interests of the Federation in any form.</li><li>vi) An employee leaving the service without giving proper notice and without prior sanction of the Appointing Authority shall be liable to such legal, disciplinary, or any other action as may be considered necessary</li></ul> |



by the Appointing Authority including forfeiture of his service benefits.

TERMINATION.

2.20

The Federation may, at anytime and without assigning any reasons, terminate the service(s) of an employee after giving one month's notice or pay in lieu thereof.

The power to terminate the services of an employee shall be exercised by the respective Appointing Authorities.

Nothing contained in this rule shall affect the right of the Appointing Authority to terminate services of an employee without giving notice or pay in lieu thereof, if an employee remains absent without prior sanction of the Appointing Authority and stays on leave in an unauthorized manner or absents himself beyond the leave originally granted or extended subsequently for a continuous period of ten days or more. In such an event he shall lose his lien on the post and shall be considered to have abandoned the job. He shall not therefore, be entitled to any notice or pay in lieu thereof as provided in these rules.

RETIREMENT.

2.21

1) Every employee appointed to Group 'A', 'A',-(1), Group 'B' Group 'C' services and those to Group 'D' shall retire on the afternoon of the last day of the month in which one attains the superannuation age of 58eyars and 60 years respectively.

**Provided that the authority competent to make appointment may in pursuance of Punjab Government instructions issued vide Endst. No.1/7/2002/08-V.V. (P.E. & D)/ SO-1/1279/1327 Dated 27.2.2013 extend the date of retirement for a period of one year after getting an option from the concerned employee.**

**Provided further that the authority competent to make appointment may in pursuance of Punjab Government instructions issued vide Endst. No.1/7/2002/08-V.V. (P.E. & D)/ SO-**

**1/7161f7227 Dated 8.11.2013 extend the date of retirement of those officials for a further period of one year after getting an option from the concerned employee.**

2) The authority competent to make appointment to the service(s) shall, if it is of the opinion that it is in the interest of the Federation to do so, have an absolute right, by giving an employee prior notice in writing, to retire that employee on the date he completes 20years of service qualifying for retirement benefits or attains 50years of age or any date thereafter to be specified in the notice. The period of such notice shall not be less than three months.

Provided that where at least 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 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.

In conformity with the provisions of this rule, the Appointing Authority may lay down procedure for review of service record of employee for a decision as to whether an employee is fit to be retained in service of the Federation after completion of 20eyars service or on attainment of 50 years of age or should be retired, after proper notice or pay in lieu thereof.

3) Any employee of the Federation may after giving at least three moths previous notice in writing to the Appointing Authority, retire from service on the date on which he completes twenty years of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice.

Provided that no employee under suspension shall retire from service(s) except with the specific approval of the Appointing Authority.

- a) The notice of voluntary retirement given by the employee shall require acceptance by the Appointing Authority.
- b) Where the Appointing Authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement, shall become effective from the date of expiry of the said period.

(4) The employee, who has sought voluntary retirement and has given the necessary notice to that effect to the Appointing Authority shall be precluded from withdrawing his notice except with the specific approval of the Appointing Authority.

Provided that the request for withdrawal shall be made before the intended date of his retirement.

Provided further that an employee may make a request, in writing to the Appointing Authority to accept notice of less than three months giving reasons therefore and such a request for the curtailment of the period of notice shall be considered on merit and the Appointing Authority, for reasons to be recorded in writing may relax the requirement of notice of three months condition.

(5) If an employee retires while he is on leave not due; without returning on duty, the retirement shall take effect from the date of commencement of the leave not due and leave salary paid in respect of such leave shall be recovered.

In computing the notice period of three months referred to in these rules the date of service of notice and the date of its expiry shall be excluded.

(6) Nothing contained in these rules, shall affect the right of the Appointing Authority to require an employee to retire without notice or pay in lieu thereof on his being incapacitated for further continuance in

service due to his continued illness or accident. An employee may also be permitted to retire on his own request on the ground of his becoming incapacitated for further continuance in service.

Provided that before acting under this clause, the Appointing Authority shall require the employee to undergo a medical examination by such Medical Authority as it may decide for this purpose, and submit a certificate enabling it to arrive at a final decision.

### Pay & Allowances

#### 3.1

Unless otherwise provided in these rules, an employee appointed to any post shall draw pay in the pay scale of the post and at such a rate and allowances as may be fixed by the Board of Directors.

(a) No employee while in the service of the Federation shall except with the permission of the Appointing Authority accept any other employment/pay or honorarium or fee from any other source.

(b) On the recommendations of the Recruitment committee, as may be constituted by the Appointing Authority for a particular recruitment, the Appointing Authority at the time of initial appointment, may, in writing, allow an higher initial pay not exceeding equivalency of five grade increment for reason of higher qualifications or professional competence.

(c) Deleted

#### 3.2

The persons taken on deputation in the Federation or sent to other Organisations including Departments of State and Central Governments shall have the option, subject to approval of lending and borrowing institutions to draw deputation allowance as per rules, with reference to pay drawn in the parent department or scale of the post on which one is appointed on deputation.

NOTE: No employee will be permitted to go on deputation during the period of probation.

FIXATION OF PAY	3.3	Unless otherwise specifically provided for in these Rules, fixation of pay of the members of Service (s) shall be regulated under the provisions of Punjab Civil Service Rules as applicable to the State Government employees.
INCREMENT	3.4	An increment in the time scale of a post to which a person is appointed shall be drawn as a matter of course unless it is withheld by the Appointing Authority.
	3.5	Individual cases relating to Proficiency Step-up increments shall be regulated as per instructions of Punjab Govt. as may be issued from time to time.
		EXPLANATION:
	i)	All duty in the Federation in a post on a time scale in force shall count for increments.
	ii)	All service rendered on a higher post, shall count towards increment on the lower post held earlier;
	iii)	All leave except extra-ordinary leave without pay taken otherwise than on medical certificate, issued by the Appointing Authority and to the satisfaction of the sanctioning authority and period spent on deputation within and out of India, shall count for increments in the time scale applicable to the post on which the employee was working at the time he proceeded on leave or deputation.
DEARNESS AND COMPENSATORY ALLOWANCE	3.6	Unless otherwise stipulated in the terms and conditions of employment in the Federation, every employee shall be entitled to Dearness and Compensatory Allowance at such rates as may be admissible to employees of the Punjab Govt. of the corresponding categories unless otherwise decided by the Board.
	3.7	House Rent allowance and/or any other allowance not specifically provided in these Rules shall be decided and granted by the Board with the prior approval of Registrar, Cooperative Societies.

TRAVELLING ALLOWANCE/DAILY ALLOWANCE ON TOUR OR TRANSFER ETC.	3.8	The employees of the Federation shall be entitled to such benefits of Travelling Allowance, Transfer T.A., joining time etc. (including joining time pay) as provided for in the Punjab State Cooperative Supply and Marketing Federation Employees (Travelling Allowance Rules, 1990 as approval/or may be amended/modified by the Board of Directors of the Federation from time to time.
4. CONCESSIONS LEAVE AND OTHER MATTERS	4.1	Whereas leave cannot be claimed as a matter of right, an employee may be granted leave, such as Earned, Half pay, Commuted, Maternity, Casual and Quarantine as per rules in force an amended from time to time and applicable to Punjab Govt. employees.
PROVIDENT FUND	4.2	The member of Markfed services shall be entitled to the benefits of Contributory Provident Fund as provided in the Employees Provident Fund Act, 1952 and the scheme framed there under including the Family Pension as amended and modified from time to time.
REIMBURSEMENT OF MEDICAL EXPENSES	4.3	<p>The employees of the federation :-</p> <ul style="list-style-type: none"> <li data-bbox="943 1256 1479 1989">i) The employees of federation shall be paid such fixed medical allowance as may be fixed by the Board of Directors from time to time with the approval of the R.C.S. Punjab for outdoor treatment of their family (including parents) wholly dependent on them Provided further that the Managing Director shall be competent to adopt any other instructions issued by the Punjab Government for reimbursement of medical expenses incurred as out-door patients on Dentures, Scanning/Pathological/clinical tests/X-Rays etc. Essential for treatment and recovery.</li> <li data-bbox="943 1989 1479 2024">ii) The employees of the federation</li> </ul>

shall be entitled for reimbursement of medical expenses on indoor treatment of their own and members of their own family (including parents) wholly dependent upon them in a Govt. Hospital/P.G.I Chandigarh and any other Hospital approved by the Punjab Government as per entitlement of Punjab Government employees.

Provided further that Managing Director shall be competent to allow the reimbursement for treatment in private Hospitals in emergency.

iii) The deputationists shall be entitled to this facility according to their terms and conditions of deputation.

EX-GRATIA  
& OTHER  
CONCESSIONS

4.4

The legal heirs of an employee, who dies in harness, shall be entitled to an ex-gratia payment and employment of the spouse or anyone of the legal heirs subject to availability of vacancy & fulfilling of minimum qualifications prescribed for the post, in accordance with the Rules/Instructions issued in this regard by the Punjab Govt.

BONUS

4.5

The member of Markfed Services shall be entitled to Bonus at the rates on which it is required to be paid under the provisions of the Payments of Bonus Act, 1965 as amended and modified from time to time.

GRATUITY

4.6

**On one's retirement, under Rule 2.21 of these Rules or death an employee shall be granted gratuity as per rules/instructions in force and amended from time to time applicable to Punjab Govt. employees.**

Miscellaneous

5.1

The Managing Director may sanction the transfer of a member of the service to Foreign Service in accordance with the provisions as contained in Chapter-10 of the Punjab Civil Service Rules-1 Volume-1

		as amended and modified from time to time and provide for such contributions to be made by the borrowing Organisation or the employee himself in accordance with the Rules and Regulations in respect of each.
SERVICE BOOK	5.2	A service book as prescribed for employees of Punjab Govt. will be maintained for each employee of the federation holding a regular post on regular basis. Every event in an employee's official career in the Federation will be attested by the Establishment Officer or any other official authorized to do so by the Managing Director.
FAMILY WELFARE BENEFITS	5.3	Benefits of all kinds granted by the Govt. of Punjab for promotion of a family planning among its employees shall if so facto be applicable and admissible to the employees of the Federation on the same pattern and manner.
DISCIPLINE & APPEAL	5.4	Employees of the Federation Governed under these Rules, will be subject to any disciplinary action as per provisions of the Punjab State Cooperative Supply & Marketing Federation Employees(Punishment and Appeal) Rules, 1990.
CONDUCT	5.5.	Employees of the Federation Governed under these Rules, in respect of conduct shall be regulated under the Punjab State Cooperative Supply & Marketing Federation Employees (Conduct) Rules,1990.
TRAVELLING ALLOWANCE	5.6	Employees of the Federation Governed under these Rules shall in respect of grant of Travelling Allowance etc. shall be regulated under the Punjab State Cooperative Supply & Marketing Federation Employees ( Travelling Allowance) Rules, 1990.
NOTE	5.7	If these Rules are silent on any issue or no provision has been made on any specific point, the Punjab Government



Rules/instructions on that issue will apply.

#### REPEAL & SAVING

The Punjab State Supply & Marketing Cooperatives Services (Common Cadre) Rules, 1967, as amended from time to time are hereby repealed.

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

**ANNEXURE-‘1’**  
**GRADATION OF POSTS OF THE PUNJAB STATE**  
**COOPERATIVE SUPPLY & MARKETING**  
**FEDERATION LIMITED, CHANDIGARH**

<b>Sr.No.</b>	<b>Nomenclature of Posts</b>	<b>Pay Scales (In Rs.)</b>
<b>GROUP – ‘A’</b>		
1.	Managing Director	On deputation from Punjab Govt.
2.	Addl. Managing Director	-do-
3.	Chief Manager(Personnel)	-do-
4.	Executive Director	37400-67000+ 8700 G.P.
5.	Superintending Engineer	37400-67000+ 8700 G.P.
6.	Chief Manager(Marketing)	15600-39100+ 8400 G.P.
7.	Chief Manager (Inputs)	-do-
8.	Chief Manager (Foodgrains)	-do-
9.	Chief Manager(Finance)/CAO	-do-
10.	Chief Manager (Law)	-do-
11.	Chief Internal Auditor	-do-
12.	Dy.Chief Manager	15600-39100+ 7800 G.P.
<b>GROUP – ‘A’-1</b>		
1.	Storage & Preservation Expert	15600-39100 + 6600 G.P.
2.	Technologists (F&S)	-do-
3.	Senior Manager	-do-
4.	Senior Manager (Liaison)	-do-
5.	Senior Manager (Taxation)	-do-
6.	Dy. Chief Accounts Officer	-do-
7.	Internal Auditor	-do-
8.	Executive Engineer	15600-39100 + 7600 G.P.
9.	District Manager/Managers	10300-34800+ 5400 G.P.
10.	Establishment Officer (General) Establishment Officer(Inquires) Establishment Officer (Plants)	-do-
11.	Manager (Development & Public Relations)	-do-
12.	Liaison Officer	-do-
13.	Secretary	-do-
14.	Manager (Sales)	-do-
15.	Law Officer	-do-

**GROUP-‘B’**

1.	Asstt. Engineer (Civil)/Electrical)	15600-39100+ 5400 G.P.
2	Sr.Accounts Officer	15600-39100+ 6600 G.P.
4.	Technical-cum-Preservation Officer	10300-34800 + 5000 G.P.
6.	Sales Officer	-do-
7.	Sr.Branch Officer	-do-
8.	Superintendent	15600-39100+ 5400 G.P.

9.	Private Secretary	15600-39100+ 5400 G.P.
10.	Sr.Programmer	-do-
<b>GROUP- 'C'</b>		
1.	Assistant Accounts Officer	15600-39100+5400 G.P.
2.	Personal Assistant	10300-34800 + 4800 G.P.
3.	Junior Engineer	10300-34800 + 3800 G.P.
4.	Reception Officer	10300-34800 + 4400 G.P.
5.	Accountant	10300-34800 + 5000 G.P.
6.	Circle Head Draftsman	10300-34800 + 4200 G.P.
7.	Field Officer (General )	10300-34800 + 3800 G.P.
8.	Field Officer (Preservation)	-do-
9.	Draftsman	10300-34800 + 4200 G.P.
10.	Sr.Lab.Technician (B.Sc/F.Sc) Sr.Lab Technician (Non B.Sc/F.Sc)	10300-34800 + 3800 G.P.
11.	Programmer	10300-34800 + 5000 G.P.
12.	Sr.Scale Senogarghers	10300-34800 + 4400 G.P.
13.	Sr.Assistants	-do-
14.	Reception-cum-Telephone Operator	-do-
15.	Sr.EDP (Assistant/Sr.Machine Operator)	-do-
16.	Library Asstt.	-do-
17.	Asstt.Sales Officer/Depot Incharge	10300-34800 + 3800 G.P.
18.	Assistant Field Officer	5910-20200+ 2400 G.P.
19.	Assistant Accountant	10300-34800 + 4400 G.P.
20.	Junior Draftsman	5910-20200+ 2400 G.P.
21.	Electrician	5910-20200+ 2400 G.P.
22.	Jr.Scale Stenographer	10300-34800 + 3600 G.P.
23.	Jr.Assistant	-do-
24.	A.P.R.O	10300-34800 + 4400 G.P.
25.	Wireless Operator	5910-20200+ 2400 G.P.
26.	AZO Machine Operator	5910-20200+ 1900 G.P.
27.	Restorer	5910+20200+ 2400 G.P
28.	Photostat Machine Operator	10300-34800 + 3200 G.P
29.	Steno-typist	10300-34800 + 3200 G.P
30.	Clerk	-do-
31.	Salesman	5910+20200+ 1900 G.P
32.	Jr.EDP (Assistant)	5910+20200+ 2400 G.P
33.	Lab Attendent	5910+20200+ 1900 G.P
34.	Work Inspector/ Work Mistri	5910+20200+ 1900 G.P
35.	Mortar Mate	5910+20200+ 1900 G.P

<b>GROUP-'D'</b>		
1.	Driver	5910+20200+ 2000 G.P
2.	Cook	5910+20200+ 1900 G.P
3.	Daftri	490+10680+ 1650 G.P
4.	Jamadar	-do-
5.	Peon/Mali/Chowkidar	-do-
6.	Sweeper	-do-
7.	Peon-Cum-Chowkidar/ Dusting Operator	-do-
8.	Lift Operator	5910+20200+ 1900 G.P
9.	Plumber	-do-