

STAFF SERVICE RULES
OF
HARYANA STATE COOPERATIVE HOUSING FEDERATION LTD
PANCHKULA

CHAPTER-1

Preliminary:

1. Short title, commencement and application:
 - (1.1) These Rules shall be called the Staff Service Rules of the Haryana State Cooperative Housing Federation Ltd., an Apex Body for House Building Societies in the State registered at Ambala with Head Office at Panchkula. These rules shall be applicable to all the employees of the Housing Federation, Haryana and shall superceed to all other Rules governing the service conditions of the employees, if any. The employees sent by Govt. or the Registrar, Cooperative Societies, Haryana on deputation with the Housing Federation Haryana shall be governed by the Rules of their parent departments.
 - (1.2) These Rules will come into the force with effect from the date on which the Registrar, Cooperative Societies, Haryana has given their approval.
 - (1.3) These Rules have been framed by the Housing Federation Haryana under rule 29 of the Haryana Cooperative Societies Rules, 1989.

(1.4) When any dispute arises regarding the interpretation of these Rules, it shall be referred to the Registrar, Cooperative Societies, Haryana whose decision shall be final.

2. **Definition**

In these rules, unless the context otherwise requires:

- a) “The Federation” means the Haryana State Cooperative Housing Federation Ltd.
- b) “Service Rules” means the Staff Service Rules of the Haryana State Cooperative Housing Federation Ltd.
- c) “The Board of Directors” means the committee of the Haryana State Cooperative Housing Federation Ltd., as defined in clause (c) of Section-2 of the Act.
- d) “Government” means the Government of State of Haryana.
- e) “Bye- Laws” means the Registered Bye- laws of the Housing Federation
- f) “Registrar” means the Registrar, Cooperative Societies, Haryana or his nominee.
- g) “Service” means the service of the Haryana State Cooperative Housing Federation Ltd.

h) Chairman

The “Chairman” means the Chairman of the Haryana State Cooperative Housing Federation Ltd.

i) **Managing Director**

“Managing Director” means the Managing Director of the Haryana State Cooperative Housing Federation Ltd. appointed by the Govt. under section 31 of the Act.

j) **Direct Recruitment**

Direct recruitment means the appointment made otherwise than by promotion within the Service or on transfer.

k) **Act**

Act means the Haryana Cooperative Societies Act, 1984.

l) **Cooperative Rules**

“Cooperative Rules” means the Haryana Cooperative Societies Rules, 1989.

m) **Appointing authority**

“Appointing Authority” means the authority in which the powers of appointment of the personnel of a particular category vests.

n) **Competent authority**

“Competent authority” means the authority in which the powers of the appointing authority have been delegated for the accomplishment of certain purpose.

o) “Family” means the employee’s spouse, son, unmarried son/daughters and parents wholly dependent upon him/her.

p) “Employees” means all salaried persons appointed in the service of the Housing Federation.

- q) “Year” means period of twelve months ending on 31st March every year.
- r) ‘Officer” means an employee of the rank of Manager of the Federation.

3. **Authority to implement the Rules**

3.1 Managing Director shall be responsible for administration and implementation of these Rules under the overall supervision and guidance of the Committee/ Board of Directors/ Board of Administrators.

3.2 **Powers to amend and interpret these rules.**

- i) The Board of Directors at its own initiative or at the direction of Registrar, Cooperative Societies, Haryana or at the recommendations of the Managing Director, shall be competent subject to the approval of Registrar, Cooperative Societies, Haryana to enact, amend, rescind and make addition to these rules from time to time.
- ii) Should any doubt arise in the interpretation of these rules, the power shall vest in the Registrar and the advice of Registrar shall be final

CHAPTER- II

Appointment and Training of Staff

4. Appointment of employees, general conditions of their service and training of staff.

4.1(i) The authority to make appointments to various posts in each category shall vest in the Board of Directors which may delegate all or some of its powers to the Administrative Committee/ other sub-committee except class III & IV employees.

(ii) **Appointing Authority**

The appointment of the staff of all categories shall be made by the Board of Directors/ Administrative Committee except power of recruitment of class III & IV employees given to the Managing Director vide bye- laws No.51 (ii) of the Federation as defined in Annexure “A” of the Rules.

General conditions relating to appointment

The following general conditions shall apply to the appointment in service:

- (a) Only Indian Nationals, displaced persons from Pakistan who have permanently migrated to India or subjects of Nepal, Sikkim or Bhutan shall be eligible for appointment to the Service of the Federation.
- (b) The persons seeking appointment with Housing Federation Haryana should not be less than 18 years of age and the maximum age permissible in that case would be 30 years and 35 years in case of Class-IV.
- (c) No persons shall be appointed unless he has been certified by an Officer below the rank of Sr. Medical Officer, to be of sound constitution and medically fit to discharge his duties.

- (d) No person shall be appointed to the service if he has previously been dismissed from service of any Govt. Department or any other Institution or has been convicted by Court of Law as a result of some acts of dishonesty or moral turpitude and proper antecedents verification is done by police.
- (e) No person shall be appointed in the Federation who is related to any of the Directors with in the meaning of Rule 2 (k) of the Haryana Cooperative Societies Rules, 1989. Provided that none of the conditions at (b) and (c) above shall apply in case of appointment made by promotion from within the service or by transfer on deputation of any person from any department of Govt. of Haryana.

A. **METHOD OF RECRUITMENT**

The recruitment to a post under the Federation shall be made:-

- i) By promotion
- ii) By Direct Recruitment
- iii) By taking an official from Govt. Deptt. by transfer or on deputation.

4.2 (i) **Procedure for appointment**

All the direct appointments shall be made by notifying the vacancies and inviting names from the Employment Exchange or in any manner prescribed by the Government from time to time.

- ii) The appointing authority may prepare a waiting list upto 25% of the vacant sanctioned strength which will be valid upto six months from the date of selection.

- iii) Reservation for the members of Scheduled Castes/ Scheduled Tribes/ Backward Classes, Ex-Servicemen & Physically Handicapped will be according to Government instructions issued from time to time.

4.3 Probation period & confirmation

- a) The probation period will be initially for a period of one year and the incumbent will be recruited against a permanent post & kept on probation. The period may further be extended by such as it is fixed by the Appointing authority not exceeding one year in any case in writing.
- b) If any probationer is found unfit for the post on which he is appointed or whose work or conduct is not deemed satisfactory, his services may be terminated by the appointing authority without giving any notice. In case of an employee promoted from a lower post he may be reverted to the lower post by the appointing authority during the probation period.
- c) If the work and conduct of employee during the period of probation is found satisfactory he/ she will be confirmed by the competent authority.
- d) No employee will deem to have been confirmed in the Federation's service unless specific orders in this regard are issued.

4.4 Appointment by promotion

- i) Appointment by promotion to posts under a category shall be made from eligible employees on the basis of seniority cum merit as specified in Annexure-A.

- ii) The appointing authority shall be guided by service record, qualifications both academic and professional and length of service while considering promotion out of eligible candidates.

5. **TRAINING AND EXAMINATION**

Any member of the staff may be required to undergo general or special training or refresher course of training in any institution as desired by the Registrar. An employee deputed for such training to any of the Cooperative Institutions may be asked to execute a bond/ agreement/ undertaking to serve the Federation for the period specified by the Managing Committee, after the successful completion of the training failing which he shall be liable to pay expenses of training incurred by Institution/ Federation on his training. An employee who fails to successfully complete the training or to pass the examination, he will do the training again or take the examination again as per rules of the training institutions at his own expenses.

6. **RECORD OF SERVICE AND LIEN**

- 6.1 The record of service of every employee inclusive of account of all types of leaves except casual leave, annual increment, promotion or officiating, promotion and punishment if any, will be maintained or caused to be maintained by the Federation in the service book as are prescribed under CSR applicable in the State of Haryana or in the manner prescribed by an officer so authorized by the Managing

Director. The employee shall have a right to see his/ her Service Book at any time during working hours of the Federation.

6.2(a) Annual character rolls and confidential reports shall be recorded in the prescribed proforma approved by Registrar, Cooperative Societies, Haryana. This record will be confidential and shall remain in the custody of the Federation as prescribed by Managing Director.

6.2(b) The annual character rolls shall be recorded annually by the following authorities:

Sr. No.	Category of Staff	First reporting Officer	Second reporting Officer	Accepting authority
1	Managing Director Housing Apex	As desired by Govt. or R.C.S. Haryana		
2	Manager & Development Officer	Managing Director	-	Chairman
3	Head Clerk/ Assistant/ Accountant/ Clerk/ Steno-typist & A.D.O.	Manager	-	Managing Director
4	Class-IV employees	Officer Incharge	-	Managing Director
5	Drivers		-	Controlling Officer

6.2(c) **Representation against the adverse entries.**

The appeal against the adverse entry shall lie to the Managing Committee, whose decision shall be final.

7 **Fixation or seniority**

7.1 Seniority of employees shall be determined from the date of joining in a category of post as a regular employee subject to the following conditions:-

- i) If the appointment is made in pursuance of Rule 4.4 then their seniority shall be determined according to the merit list.
- ii) If the date of joining of two or more employees in a category of service through direct recruitment and promotion is the same, the later shall be senior to the former.
- iii) The inter- seniority shall be determined according to age, older being senior.

7.2 If two or more employees are promoted in the same category/ cadre on the same date, the seniority shall remain in the same order as in the lower category.

7.3 The final seniority list of staff, who are already in regular service of the Federation on the date on which these rules come into force, shall be determined according to the date of joining in that category of post

8. **POSTING & TRANSFERS**

- i) The transfer shall be made in accordance with the guidelines issued by the Registrar, Cooperative Societies from time to time.
- ii) No. T.A. shall be paid for joining service at the place of posting for a new direct appointee under Rules 4-A(ii).
- iii) The employees transferred from one station to the other shall be entitled to TA/DA for himself and his dependents as admissible under Govt. T.A rules.

9. **RESIGNATION**

Subject to any express conditions contained in the appointment letter/ bond with the employee:

- i) No employee who has been in the Service of the Federation for a period of 3 months on purely temporary and adhoc basis shall resign his post unless he has given 7 days previous notice or pay in lieu thereof.
- ii) No employee other than mentioned clause (i) shall resign post unless he has given 30 days notice or salary in lieu thereof.
- iii) If an employee leaves Service without giving the due notice he shall be liable to pay an amount equal to the salary including allowances for the period of notice or for the period by which the notice falls short and any other dues recoverable from him on account of agreement/ bond executed by him during the course of service or at the commencement of service.
- iv) The Managing Director shall be competent to accept the resignation in all cases and reduce the notice period in genuine cases.

10. RETIREMENT

- i) Every employee appointed in service shall retire on attaining the age of 58 years except class IV who shall be retired on attaining the age of 60 years.
- ii) Notwithstanding anything contained in clause (i) an employee may be required by the Board of Directors or permitted at his own request to retire from the service on attaining the age of 55 years.
- iii) Nothing contained in clause (i) or (ii) supro shall effect the right of the Board require an employee to retire on his being incapacitated for further continuance in service due to illness or otherwise.

Provided that before acting under this clause, the Board shall obtain opinion from the Medical Officer of the rank of Chief Medical Officer to this effect and give a reasonable opportunity to the employee to explain his case.

- iv) An employee can get retirement on medical grounds after the completion of atleast 15 years of service. For this purpose, the medical certificate should be issued by a Medical Officer not below the rank of C.M.O./ S.M.O. of a Civil Hospital

PAY SCALES, DEARNESS AND OTHER ALLOWANCES

11. PAY SCALES

- 11.1 Unless anything is otherwise contained in these rules, salary of all the employees governed by these rules continue to be in accordance with their existing pay scales as specified in Annexure-B and as revised from time to time by the Managing Committee.
- 11.2 If an employee is promoted from the post of lower category to a post of higher category, his initial salary in the higher post shall be fixed according to the provisions of the Haryana Civil Service Rules.
- 11.3 Annual increments on first appointment in direct recruitment or promotion shall be allowed after the concerned employee has complied with the conditions of his appointment to such post, if any as prescribed.
- 11.4(a) Subject to the provisions of clause 11.3, annual increment in the pay scale shall accrue normally to an employee after he/ she has completed one year's service in the pay scale, unless it has been withheld for reasons for unsatisfactory work or / and conduct etc. and communicated in writing to the employee concerned.
- (b) The annual increments to the employees shall be allowed w.e.f. first day of the month in which these fall due instead of actual date of accrual subject to the following conditions:
- i) The increment of an employee on leave other than casual leave on 1st of the month will be actually drawn from the date of resuming duty on

- return from leave as the employee will be entitled to only leave salary during his leave period.
- ii) In case, where there is postponement of increment due to an employee proceeding on leave without pay, which is not counted for increment, normal increment will be granted from the 1st of Month, in which the postponed increment as worked out under the existing rules and orders falls.
 - iii) The broken period of service at the same stage in a time scale count for increment. If an employee has officiated in a pay scale for short period at different times at the same stage of pay, he will be granted increment from the 1st of the month in which it falls due after counting the broken period equal to one year, provided the employee has also been holding the post from the 1st of month to the date on which the increment falls due. In case he is not holding the post on the 1st day of the month, the increment will be granted from the date it falls due.
 - iv) Where the normal increment is withheld for specific period and the period such penalty expires after 1st of the month, increment will be granted restored from the date the penalty ceases.
 - v) The above will not be applicable in case of advance increments which are allowed as a result of passing of certain examinations. Such increments, where permissible, will be governed under separate rules.

11.5 The following period shall count for qualifying the period of one year for the purpose of grant of annual increment:

- i) All the period of duty in the post.

- ii) All period of officiating service in a higher post in the service provided an employee would have worked on the lower post but for his officiating promotion to the higher post.
 - iii) All periods of leave with full pay.
 - iv) Period of suspension only if this period has been treated as duty period.
- 11.6 The sanction of increment at the time of crossing the efficiency bar shall be considered and allowed by the Managing Director on the basis of annual character rolls, confidential report.

12. **DEARNESS ALLOWANCE**

The dearness allowance and other allowances would be the same as admissible to Government employee under Govt. rules from time to time.

13. **TRAVELLING ALLOWANCE ON TOUR, TRANSFER AND TRAINING**

The traveling allowance on Tour, Transfer and Training to the members of the Service shall be the same as applicable to the Govt. employees from time to time.

14. **PROVIDENT FUND**

The members of the service shall be entitled to the benefit of contributory provident fund as per the provision of the Employees Provident Fund Act, 1952 and the rules or scheme made there under from time to time

15. **MEDICAL REIMBURSEMENT**

The medical reimbursement rules shall be as prescribed by the Registrar, Cooperative Societies, Haryana from time to time.

16. **BONUS**

The statutory minimum bonus shall be paid as per the provisions of the Bonus Act to the persons eligible under this Act with the approval of the Managing Committee, if extra bonus is admissible as per the Bonus Act and after appropriation of profit, the same shall be paid after the approval of the Managing Committee and Registrar, Cooperative Societies has been obtained.

17. **GRATUITY**

The gratuity will be admissible to those who are eligible as per the Gratuity Act.

18. **HOUSE RENT ALLOWANCE**

The House rent allowance shall be allowed at Govt. rates.

19 **CONVEYANCE ALLOWANCE**

The Board may allow conveyance allowance to its employees at such rates as approved by Registrar from time to time.

20. **COMPENSATORY ALLOWANCE**

All the employees may be allowed compensatory allowance as allowed by the State Govt. from time to time.

21. **UNIFORM AND LIVERIES TO CLASS IV STAFF**

Uniform and liveries will be admissible to the class IV staff as per the Government instructions issued from time to time.

22. **LEAVE TRAVEL CONCESSION**

Leave Travel Concession shall be allowed to the employees as per State Govt. instructions issued from time to time.

CHAPTER-IV

23. **LOAN TO STAFF MEMEBRS**

Conveyance and Housing, Marriage loan to employee shall be granted as per State Government Rules, as amended from time to time and as per scheme approved by R.C.S., under section-64 of the Haryana Cooperative Societies Act, 1984. However, Housing loan facility shall

be allowed only after an employee has completed at least 10 years service of the Federation.

CHAPTER-V

LEAVE AND JOINING TIME

24. General Rules relating to leave

24.1 Kinds of leave

Subject to provisions of these rules, following kinds of leave may be granted to an employee:

- i) Casual Leave
- ii) Earned Leave
- iii) Sick Leave
- iv) Extraordinary Leave
- n) Maternity Leave

24.2 Authorities empowered to grant leave

Managing Director will be competent to sanction all types of leave to the employees of the Federation but he can delegate powers for sanctioning of casual leave to the controlling officers.

Managing Director will not be competent to sanction earned leave, extraordinary leave, maternity leave and sick leave to those employees who are on deputation from other departments or institutions. The

parent department will be competent to sanction such leave to these employees. Managing Director will be competent to sanction casual leave.

24.3 Power to refuse leave or recall an employee

The competent authority may refuse leave or recall an employee at any time during his leave period without assigning any reasons.

24.4 Accumulation of Earned Leave

- i) Unavailed earned leave shall accumulate as admissible under the Govt. rules.
- ii) At the time of retirement/ death of employee encashment of leave will be allowed as per Govt. rules to its employees.

24.5 Commencement and termination of leave

- i) The first day of an employee's leave is the working day succeeding that upto which he hands over the charge.
- ii) The last day of an employee's leave is the working day preceding that upto which he reports for duty.

24.6 Obligation to furnish leave address

An employee shall before proceeding on leave intimate to the competent authority his leave address and shall inform the authority of any change in his address previously furnished.

24.7 Station to which an employee should report on return.

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

24.8 **When medical certificate of fitness may be demanded.**

A competent authority may require an employee who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resume duty even though such leave was not actually granted on a medical certificate.

24.9(i) An employee who is Incharge of cash or who is Incharge of branch, sub branch or other independent office, should not absent himself from station overnight or leave head-quarters even during holiday without obtaining previous sanction from the competent authority.

(ii) No other employee of the Federation should leave his station on holiday without obtaining the permission of his immediate officer.

24.10 If an employee after proceeding on leave desires extension, he should make an application to the Managing Director in writing for the purpose before the previous leave expires.

24.11 Federation holidays other than Sunday will not be allowed to be prefixed or suffixed to any leave without the sanction of sanctioning authority.

24.12 Special leave of 10 days shall be granted to male and female employees who undergo sterilisation operation and non - pureperal sterilisation for salpingectomy respectively.

N.B. A non pureperal sterilisation is one which is not done to women at the time of delivery but it is done some other time.

25. **EARNED LEAVE**

Earned leave shall be allowed at the rates admissible to the Government employees from time to time.

26. **CASUAL LEAVE**

26.1 Casual leave shall be allowed at the rates admissible to the Government employees from time to time.

26.2 Notwithstanding anything contained in rule 29.1, the Managing Director may:

- i) Authorize the appointment of a substitute for an employee on casual leave when no leave reserve has been allowed for the category of staff to which the employee belongs and substitute is necessary to carry out the duties of the post during absence, due to shortage of the employee.
- ii) Permit the grant of casual leave without being subject to all or any of the limitation laid in the above sub-regulations:
 - a) When the absence from duty is necessitated by orders not to attend office in consequence of infectious disease in the family or house of an employee.
 - b) When the absence is necessitated by reason of employee having to attend as a delegate to a meeting of an association recognized by the Federation.

- c) When the absence is necessitated by reason of an employee who is a member of the Auxiliary Force, Indian Home Guards, Air Raid Precautions or other Civil Defence Organizations, any other official organization of a similar nature having to attend an annual camp or be on training or
- d) When there are other exceptional circumstances necessitating the grant of casual leave in excess of the prescribed limits.

Provided that the total period of casual leave granted to an employee in any one calendar year shall in no case exceed 20 days and if the grant of casual under this sub-regulation shall result in the total period being extended beyond 20 days shall be treated as earned, special or extraordinary leave, as the employees concerned may request.

26.3 Casual leave shall be non- accumulative, ordinarily the previous permission of the sanctioning authority shall be obtained before taking such leave. When this is not possible, the sanctioning authority shall be informed as soon as possible in writing of the absence from work and possible duration of such absence. Sundays, Saturdays and any gazetted holidays fixed by the State Government or other holidays intervening the period of casual leave may not be counted.

27. **COMMUTED LEAVE**

27.1 Half pay leave shall be allowed to all employees as admissible to the State Govt. employees from time to time.

28. **EXTRA ORDINARY LEAVE**

28.1 Extra – ordinary leave may be granted by the competent authority to an employee when no earned leave is due to him and due to his length of service no other leave is permissible to him.

28.2 The competent authority may grant extra- ordinary leave in combination with or in continuation of leave of any other kind admissible to an employee and may commute retrospectively period of an absence without leave into extra- ordinary leave which in no case shall exceed 5 years.

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

29. **MATERNITY LEAVE**

29.1 Maternity leave to permanent/ regular female employee shall be allowed as admissible to the State Govt. employees from time to time.

30. **JOINING TIME**

30.1 Joining time may be allowed to an employee to enable him/ her:

- i) to join duty at a new station on promotion or in existing capacity.
- ii) to join duty at a new station on return from leave when the employee is asked to do so while on leave.

- 30.2 Joining time which may be allowed to an employee shall ordinarily be eight days inclusive of the number of days spent on traveling until and unless specifically reduced by the competent authority in the orders.
- 30.3 In calculating joining time admissible to an employee, the day on which he is relieved from his post shall be excluded but public holidays following the day of his relieving shall be included in the joining time.
- 30.4 An employee, who fails to join the duty within the joining time allowed to him shall be deemed to be guilty of gross misconduct.

CHAPTER-VI

PUNISHMENTS FOR MISCONDUCT AND APPEALS THEIR AGAINST

31. **MISCUNDUCT**

31.1 **Gross misconduct:**

For the purpose of punishments, the following acts of omission and commission on the part of the employee shall constitute gross misconduct:-

- a) Dishonesty, fraud, misappropriation, embezzlement or misappropriation of the funds of the Federation or any of its constituents or committing any offence under Indian Penal Code in relation to the Federation and its constituents.
- b) Engaging in any trade or business outside the scope of his/ her duties except with the permission of the Federation.
- c) Unauthorized disclosure of information regarding the affairs of the Federation to any of its customers or any other person concerned with the business of the Federation which is confidential or the disclosure of which is likely to be prejudicial to the interest of the Federation.
- d) Wilful/ damage or attempt to cause, damage to the property of the Federation or any of its customer.
- e) Wilful insubordination or disobedience of any lawful and reasonable order of a superior or misbehavior with any employee of Federation.
- f) Habitual doing of any act which amounts to “minor misconduct as defined below:

HABITUAL means a course of action taken or persisted in notwithstanding that atleast on three previous occasions censure or warning have been administered or adverse remarks have been entered against him.

- g) Wilfull showing down in performance of work.
- h) Gambling or betting in the premises of the Federation.
- i) Doing any act prejudicial to the interests of the Federation or gross negligence involving or likely to involve the Federation in serious loss or losses exceeding Rs.100/-
- j) Giving or taking a bribe or illegal gratification from a customer or any employee of the Federation.

- k) Taking part of otherwise interfering or using his influence in any election to the Board, any committee or sub-committee of the Directors.
- l) Conviction from a Court of law for any offence involving moral turpitude.
- m) Absence without leave or staying over the sanctioned leave without sufficient cause.
- n) Neglect of work, carelessness in performance of duties.
- o) Breach of any rule of the business of the Federation.
- p) Holding or attempting to hold or attending any meeting detrimental to the interest of the Federation in the premises of the Federation.

31.2 **Minor Misconduct**

All or any of the following acts of commission or omission on the part of the employee shall constitute minor misconduct:-

- a) Unpunctual or irregular attendance.
- b) Committing nuisance in the premises of the Federation.
- c) Attempting to collect or collecting money within the premises of the Federation without prior permission of the Management or except as allowed by the rule of law for the time being in force.
- d) Canvassing for union membership or collection of Union- dues or subscriptions within the premises of the Federation without the prior permission of the management or except in accordance with the provisions of any rule or ordinary requirements and decency and cleanliness in person or dress.

31.3 **Penalties for gross misconduct**

Any employee found guilty of gross misconduct may be awarded any one or more of the following punishments:-

- i) Dismissal
- ii) Barring of promotion to the higher grade or post for a specified period.
- iii) Reversion to a lower grade or post.
- iv) Withholding of one or more increments with or without cumulative effect.
- v) Recovery from pay and or security for any pecuniary loss caused to the Federation by the employees.

31.4 **Penalties for Minor Misconduct.**

Any employee found guilty of minor misconduct may be awarded any one of the following punishments according to gravity of his misconduct.

- i) Warning or censure or withholding of one or more increments for a specified period.
- ii) Demotion to a lower post or grade for a specified period or to a lower stage in his/her incremental scale.
- iii) Recovery from pay and / or security for any pecuniary loss caused to the Federation by the employee.

31.5 The punishment, if any inflicted on any employee shall be recorded in his service book.

31.6 **PROCEDURE TO BE ADOPTED FOR PUNISHMENT**

- a) No penalty shall be imposed on any employee unless the charge/ charges on which it is proposed to take disciplinary action against him/ her have been communicated to him/ her in writing and he/ she has been given reasonable opportunity of showing cause against the action proposed to be taken against him/ her.

- b) An employee, against whom disciplinary action is proposed to be taken for gross misconduct, shall be given a chargesheet clearly setting forth the circumstances appearing against him/ her and a date shall be fixed for enquiry, sufficient time for his/ her explanation as also to produce any evidence in his/ her defence. The employee shall be permitted to cross examine any witness, whose evidence is adduced to prove the charge/ charges and produce evidence in defence. In case any charge is held to be proved, the employee shall be advised in writing of the nature of punishment proposed to be inflicted on him/ her and he / she shall be given a personal hearing. The employee shall not be allowed to engage a Counsel at the enquiry.

- c) Pending such enquiry, the employee may be suspended but if on the conclusion of the enquiry, he/ she is acquitted of the charge(s), he/she shall be deemed to have been on duty and shall be entitled to the full pay and allowances and all other privileges for the period of suspension and if some punishment other than dismissal is inflicted,

- the whole or part of the period of suspension, may be treated as on duty with the right to a corresponding portion of pay, allowances etc.
- d) The Managing Director shall be competent to issue charge- sheet, obtain, explanations, appoint an enquiry officer, serve a notice showing cause against the action proposed to be taken against an employee. The final punishment shall, however, be imposed by the appointing authority.
 - e) The Managing Director may arrange to complete the enquiry proceedings any action thereon within the first year of suspension, falling which the case will be referred to the Board.

32. **Suspension**

- 32.1 The Managing Director may suspend or reinstate an employee for reasons to be recorded in writing. The employee may be reinstated by the same officer who has issued the suspension orders.
- 32.2 Such order of suspension shall be in writing and shall be delivered to the employee or sent by registered post to his/ her address available in the Federation's record.
- 32.3 During the period of suspension an employee shall be paid subsistence allowance and other allowances at the rate admissible to the State Govt. employee from time to time.

33. **Appeals**

33.1 An appeal against the orders of the Managing Director and the Board imposing a penalty under rule 34 shall lie with the Board and Registrar respectively. Each appeal shall be accompanied with a copy of the order against which remedy is sought.

33.2 No appeal shall be entertained unless it is made within 30 days from the date of communication of the order. The appellate authority may, however, entertain any appeal within 45 days of the said date, if the appellant has sufficient cause for not submitting the appeal in time. An appeal to the Board shall be routed through the Managing Director.

33.3 **The appellant authority may after consideration of the cases:**

- i) Set aside, reduce or confirm the penalty.
- ii) Remand the case to the authority, who imposed the penalty with such directions as it may deem fit in the case.

34. **DEDUCTIONS OUT OF DUES PAYABLE TO ALL EMPLOYEES**

The Federation shall have the authority to make the following deductions from amounts payable to an employee:

- a) Fines.

- b) Deductions on account of unauthorized absence from duty.
- c) For damages to or loss of goods entrusted to the employee where such loss or damage is due to his/ her willful negligence. Such deduction shall not exceed the amount of damages or loss and shall not be made till the employee is given reasonable opportunity of explanation.
- d) Shortage or loss of money which the employee is required to account for or any other money payable to Federation by the employee.
- e) Recovery of advances or overpayment of bills and other charges.
- f) Provident Fund contribution.
- g) Amount due in lieu of notices.
- h) Other dues under the Haryana Cooperative Societies Act, 1984 and Rules. Deductions shall be entered in the roll and separate receipts shall be issued.
- i) Any other deductions for which he may have authorized the Federation in writing or which the Federation may legally entitled to make.

35. **Termination of employment, retrenchment or reversion**

- 35.1 The appointing authority may terminate the services of a temporary or adhoc employee by giving one month's notice or salary in lieu thereof without assigning any reason, if he is in the service continuously for a period of more than three months. Provided that an employee shall be entitled to 7 days notice or salary in lieu thereof if he is in the service continuously for a period of three months or less.
- 35.2 The competent authority may terminate the services of a permanent employee by giving three month's notice or salary in lieu thereof if

his/ her integrity is doubtful or he/she is not efficient in discharge duties or is medically incapacitated. The services also can be terminated for want of post.

36. **Compensation in case of death of an employee, while in service**

Ex-gratia grant to an employee in case of his/ her death in service or his/ her disability during service and employment to one of the members of his family shall be given as per the provisions of the State Govt. from time to time.

Qualifications for the employees for direct recruitment and promotion to the service in the Federation and their strength.

Sr. No	Name of Post	No.of post	Qualifications	Appointing authority
1	2	3	4	5
1	Managing Director	1	-	Government
2	Manager	2	Only by promotion out of category 3,4 & 5 who are Graduates.	Board of Directors
3	Head Clerk	1	Only by promotion out of category No.5 having 5 years experience as Assistant/ Accountant	Board of Directors
4(i)	Development Officer	12	<p><u>By direct recruitment</u> (50%)</p> <p>i) Minimum Graduate with 2nd division. (ii) With three years experience in an organization of repute.</p> <p><u>By promotion</u> (50 %)</p> <p>By promotion out of Assistant Development Officers having 5 years experience of the post.</p>	Board of Directors
4(ii)	Development Officer (Technical) Note change of designation from JE/Draftsman to Development Officer (Tech.) will take effect from the date of adoption of service Rules by the Federation.	3	<p><u>Only by direct recruitment</u> As prescribed for their counterpart in the PWD (B&R) Haryana Govt. for J.E. & Draftsman.</p>	Board of Directors

5(i) Assistant	4	<p><u>By Direct Recruitment (33.1/3%)</u> i) B.Com. with 2nd Divn. ii) 3 years experience in an organization of repute.</p> <p><u>By Promotion (66.3/4%)</u> Out of Clerk (Gen) and Steno Typist having 5 years experience as such.</p>	Board of Directors
5(ii) Accountant	4	<p><u>By Direct Recruitment (33.1/3%)</u> iii) B.Com. with 2nd Divn. iv) 3 years experience in an organization of repute.</p> <p><u>By Promotion (66.3/4%)</u> Out of Category No.7 (ii) (Accounts Clerk) having 5 years experience.</p>	Board of Directors
6 Assistant Development Officer	19	<p><u>Only by direct recruitment</u> i) Atleast Graduate ii) One year experience in an organization of repute. Preference to person having Higher Diploma in Cooperation.</p>	Managing Director as per Bye- law No.51 (ii).
7(i) Clerks (General)	13	<p><u>By Direct Recruitment (90%)</u> Graduate</p> <p><u>By Promotion</u> Graduate having atleast 5 years service in Federation as Class IV employee.</p>	Managing Director as per Bye- law No.51 (ii).
7(ii) Clerks (Accounts)	13	<p><u>Only by direct recruitment</u> B.Com.</p>	-do-

8	Steno Typist	1	<p><u>Only by direct recruitment</u> i) Graduate ii) With shorthand & typing speed of 100/50 w.p.m.</p>	Managing Director as per Bye- law No.51 (ii).
9	Drivers	2	<p><u>Only by direct recruitment</u> i) atleast middle class pass ii) Licence holder for Heavy/ Light Vehicles. iii) Preference will be given to ex-servicemen.</p>	Managing Director as per Bye- law No.51 (ii).
10	Peon/ Helper	16	<p><u>By direct recruitment</u> Atleast middle class pass.</p>	Managing Director as per Bye- law No.51 (ii).
	(i) (Class IV)			
	(ii) Chowokidar (IV)		By Direct recruitment Ex-servicemen with exemplary character in the discharge certificate.	Managing Director as per Bye- law No.51 (ii).

Annexure-B

Pay scales for the employees of the Haryana State Cooperative Housing Federation Ltd., Panchkula

Category of post	Pay Scales
1. Managing Director	= As per Govt. of Haryana
2. Manager	= Rs.1600-50-2300-EB-60-2660
3. Head Clerk	= Rs.1400-40-1600-50-2300-EB-60 -2600
4. Assistant/Accountant	= Rs.1400-40-1600-50-2300-EB-60 -2600
5. Development Officer	= Rs.1400-40-1600-50-2300-EB-60 -2600
6. Assistant Development Officer	= Rs.950-20-1150-EB-25-1500
7. Clerk-cum-Typist/ Steno Typist	= Rs.950-20-1150-EB-25-1500 plus Rs. 100/- as special pay in case of Stenotypist.
8. Junior Engineer (C)	= Rs.1400-40-1600-50-2300
9. Draftsman (C)	= Rs.1400-40-1600-50-2300
10. Driver	= Rs.1200-30-1560-EB-40-2040 plus Rs.200/- as special pay.
11. Peon/Chowkidar/ Helper (Class-IV)	= Rs.750-12-870-EB-14-940

Office of the Registrar, Cooperative Societies, Haryana, Chandigarh

No.9/2/89/Credit (7)

Dated Chandigarh the 30th July, 1992

In exercise of powers conferred under rule 29 of the Haryana Cooperative Societies Rules, 1989, the undersigned being the Registrar, Cooperative Societies, Haryana approve the following rules further to amend the Haryana State Cooperative Housing Federation's Staff Service Rules, 1990 namely:

1. These rules may be called the Haryana State Cooperative Housing Federation's Staff Service (Second Amendment) Rules, 1992.
2. In the Haryana State Cooperative Housing Federation's Staff Service Rules 1990, the following amendment/ deletion and additions are made, namely:
 - i) In rule 4.1(A), the words 'Sikkam is deleted.
 - ii) After rule 4.1 (B), the following addition is substituted:

“The maximum age limit in case of Scheduled Castes and Backward Classes will be relaxed in accordance with Govt. instructions issued from time to time.”
 - iii) After the end of rule 6.2 (i), the following lines are added:

“The appeal against the adverse entry may be made within 60 days.”
 - iv) In annexure 'A' for S.No.2 Col. No.4, the following lines are substituted:

“Only by promotion out of category of 3,4,& 5 who are graduates and in case of employees of these categories who were appointed before the commencement of these rules is relaxed as Matriculate.”

v) S.No.7(i) of Annexure 'A' for Col.4, the following shall be substituted:

“Clerks (general) by promotion (20%) Matriculate having atleast five years service in Federation as Class-IV employees.”

Dated: Chandigarh
30.7.92

NARESH GULATI
Registrar, Cooperative Societies,
Haryana

Endst.No.9/2/89credit (7)

Dated 30.7.1992

A copy of the above is forwarded to the Managing Director, Haryana State Cooperative Housing Federation Ltd., Manimajra, Chandigarh for information and necessary action. This is with reference to his letter No.5844 dated 20.4.92.

Assistant Registrar (Credit)
For Registrar, Cooperative Societies,
Haryana, Chandigarh

Office of the Registrar, Cooperative Societies, Haryana, Chandigarh

No.9/2/89/Credit (7)

Dated Chandigarh the March, 1993

In exercise of powers conferred under rule 29 of the Haryana Cooperative Societies Rules, 1989, the undersigned being the Registrar, Cooperative Societies, Haryana approve the following rules further to amend the Haryana State Cooperative Housing Federation's Staff Service Rules, 1990 namely:

1. These rules may be called The Haryana State Cooperative Housing Federation's Staff Service Rules (first amendment) Rules, 1993.
2. In the Haryana State Cooperative Housing Federation's Staff Service Rules, 1990 the rule 32 (1) be substituted as under:

32(1) The Managing Director may suspend or reinstate an employee for reasons to be recorded in writing. The employee may be reinstated by the same officer who has issued the suspension order.

In case of Manager, the powers of suspension shall be exercised by Board of Directors.

Dated: Chandigarh
The 11th March, 1993

NARESH GULATI
Registrar, Cooperative Societies,
Haryana

Endst.No.9/2/89credit (7)

Dated 22.3.1993

A copy of the above is forwarded to the Managing Director, Haryana State Cooperative Housing Federation Ltd., Manimajra, Chandigarh for information and necessary action. This is w.r.t. to his letter No.HFH/367 dated 11.2.93.

Assistant Registrar (Credit)
For Registrar, Cooperative Societies,
Haryana, Chandigarh