



**THE HARYANA STATE SUPPLY AND MARKETING
COOPERATIVESERVICE (COMMON CADRE)
RULES, 1988**

(UPDATED UPTO 31.07.2012)

**Approved by the Registrar Cooperative Societies Haryana
vide Memo No. 3/8/86mkt./i) dated the 12th July, 1988**

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SERVICE (COMMON CADRE) RULES, 1988**

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Rule No.

1. PRELIMINARY

In exercise of the powers conferred by section 37 of the Haryana Cooperative Societies Act, 1984 and in consultation with the Haryana State Cooperative Supply and Marketing Federation Limited the undersigned being the Registrar, Cooperative Societies Haryana makes following rules regulating the recruitment and conditions of service of the employees working in the Haryana State Cooperative Supply and Marketing Federation Limited and the employees of Common Cadre in member Societies and these shall be known as the Haryana State Supply and Marketing Coop. Service (Common Cadre) Rules 1988.

The Haryana State Supply and Marketing Cooperative Service (Common Cadre) Rules, 1969 are hereby repealed.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

2. COMMENCEMENT

These rules shall come into force with effect from Twelfth July, 1988.

3. APPLICATION

These rules shall apply to all employees of the Haryana State Cooperative Supply & Marketing Federation Limited and Common Cadre employees working in member societies.

4. DEFINITIONS

In these rules, unless the context otherwise requires:

- a) "**Administrative Committee**" means the committee constituted by the Board of Directors in accordance with the provisions of the bye-laws.
- b) "**Board**" means the Board of Directors of the Haryana State Cooperative Supply & Marketing Federation Limited.
- c) "**Bye-Laws**" means the bye-laws of the Haryana State Cooperative Supply & Marketing Federation Limited, registered under the Haryana Cooperative Societies Act 1984.
- d) "**Category of Service**" means the category as specified in Annexure-'A'.
- e) "**Direct Recruitment**" means an appointment made otherwise than by promotion from within the service or by transfer or by deputation.
- f) "**Employee**" means a person appointed on regular basis in accordance with the provisions of these rules but does not include persons appointed on daily wages/ adhoc basis/ consolidated pay.

- g) **"Family"** means an employee, spouse, unmarried sons, unmarried daughters and parents wholly dependent upon him/her and actually residing with the employee.
- h) **"Federation"** means the Haryana State Cooperative Supply & Marketing Federation Limited.
- i) **"Government"** means the Government of the State of Haryana.
- j) **"Managing Director"** means an Officer appointed by the State Government to the post of Managing Director of the Federation.
- k) **"Chairman"** means the Chairman of the Federation.
- l) **"Officer"** means an employee not below the rank of Assistant Secretary (Now **Assistant General Manager**).
- m) **"Recognised University"** means:-
- i) Any University incorporated by law in any of the State of India.
 - ii) Any other University which is declared by the Government to be recognised University.
- n) **"Institution"** means:-
- i) Any institution established by law in the State of Haryana or
 - ii) Any other institution recognised by Government for the purpose of these rules.
- o) **"Salary"** means basic pay plus Dearness Allowance and any other amount treated as pay as per Government instructions.
- p) **"Service"** means the service of an employee taken on Common Cadre of Haryana State Cooperative Supply & Marketing Federation and its member societies.
- q) **"Registrar"** means the Registrar, Cooperative Societies as defined in the Haryana Cooperative Societies Act, 1984.
- r) **"Society"** means a Cooperative Marketing Society, Marketing-cum-Processing Society or District Wholesale Supply and Marketing Society registered under the Haryana Cooperative Societies Act, 1984.
- s) **"Year"** means the Cooperative year from 1st July to 30th June.

5. CATEGORIES OF POSTS

The various categories of posts, their nomenclature, pay scales and sanctioned strength shall be as in Annexure `A'.

Provided that the Board shall be competent to add or delete any post or revise the scale of pay of any or all posts or add or reduce the number of posts mentioned in Annexure `A' with the approval of Registrar, Cooperative Societies Haryana.

Appointment to Service and General Conditions of Service

6. APPOINTING AUTHORITY

Authority to make appointments shall vest in the following:-

i)	Employees below the Pay Scale of Rs. 2000-3200 (Revised pay Band of Rs.9300-34800+Grade Pay Rs.4000	Managing Director
ii)	Employees in the Pay Scale of Rs. 2000-3200 (Revised pay Band of Rs.9300-34800+Grade Pay Rs.4000 and above.	Administrative Committee.

7. RECRUITMENT

Recruitment to the service shall be made in the manner specified in column No. 5 of Annexure `B' to these rules.

8. GENERAL CONDITIONS RELATING TO APPOINTMENT

The following general conditions shall apply to all appointments to the service :

- 1) No person shall be appointed to any post in the service, unless he is :-
 - a) A citizen of India, or
 - b) a subject of Nepal, or
 - c) a subject of Bhutan, or
 - d) A Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
 - e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

- 2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.
- 3) No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Annexure `B' to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Annexure in the case of appointment other than by direct recruitment.

4) No person shall be appointed to the service by direct recruitment:-

- i) If he is less than 18 years old or above 40 years in age in respect of non technical post of all category. The upper age limit may be relaxed by the appointing authority for the technical posts requiring experience. The relaxation of upper age limit in respect of S.C./S.T./B.C. and ESM will be given as per Haryana Govt. Policy.
 - ii) If he has previously been dismissed from the service in Government Department or Institution or has been convicted by a court of law and such dismissal or conviction was as a result of some act of moral turpitude.
 - iii) Unless he produces a certificate of character from the Principal Officer of the University, College, School or Institution last attended, if any, and similar certificate from two other 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 Institution.
 - iv) Unless he has been certified to be of sound constitution and medically fit to discharge his duties by the Chief Medical Officer.
- 5) No person :-
- a) who has entered into or contracted a marriage with a person having a spouse living; or
 - b) who have a spouse living, has entered or contracted a marriage with any person, shall be eligible for appointment to any post in the service :

Provided that the Board may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

- Note :**
1. Appointment to the service by promotion shall be made on the basis of seniority-cum-merit and no employee shall have the right to promotion by virtue of seniority alone.
 2. Promotions shall be made by the Appointing Authority from lower post(s) to higher post(s) in the manner as specified in Annexure 'B'.

Provided that no employee shall have the right to promotion to different category of post than that which is provided in Annexure 'B'.

9. TRANSFERS

A person in the service shall be liable to serve throughout the State of Haryana or even outside the State where Federation operates or intends to operate its activities. The members of Service shall further be liable to serve in various societies where corresponding equivalent posts as specified in Annexure 'A' exist or any other post, created thereafter. For such transfers, Managing Director shall be competent authority.

Provided that District Manager will not be posted in his home district and that the Field Inspectors and other managerial personnel shall not be posted in their home tehsil.

10. PROBATION

- 1) Persons appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed by promotion:-
Provided that:-
 - a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - b) any period of work in equivalent or higher rank, prior to appointment to the service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
 - c) any period of officiating appointment shall be reckoned as period spent on probation.
- 2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may:-
 - a) if such person is appointed by direct recruitment, dispense with his service; and
 - b) if such person is appointed otherwise than by direct recruitment :-
 - i) revert him to his former post; or
 - ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- 3) On the completion of the period of probation of a person, the appointing authority may :-
 - a) if his work or conduct has, in its opinion, been satisfactory, declare that he has completed his probation satisfactorily.
 - b) if his work or conduct has in its opinion been not satisfactory :-
 - i) dispense with his service, if appointed by direct recruitment, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit, if appointed by promotion; or
 - ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation;

Provided that the period of probation shall not be extended by more than one year.

11. SENIORITY

Seniority, interse of members of the service shall be determined by the length of continuous service on any post in the service.

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre.

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the recruiting authority shall not be disturbed in fixing the seniority;

Provided further that in the case of two or more 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 appointed by promotion or by transfer.

- b) a member appointed by promotion shall be senior to a member appointed by transfer.
- c) in the case of members appointed by promotion seniority shall be determined according to seniority of each member in the appointments from which they were promoted.
- 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 a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

12. SECURITY

The members of the service shall furnish such security/ service bond in favour of the Federation as may be decided by the appointing authority with the approval of Registrar.

Provided that the Board of Directors may relax the condition of fulfilment of bond in individual cases for reasons to be recorded in writing.

13. TRAINING

- a) The Managing Director may depute any employee of the federation to undergo any course of training connected with the business of the societies and the Federation.

Provided that approval of Board of Directors shall be obtained for deputing any employee for training outside the country subject to restrictions imposed by Government through the Registrar from time to time.

- b) The employee deputed for training for a period of three months or above shall be required to execute a bond to serve the Federation for a period of three years after completion of training failing which he shall be required to refund the entire cost of training.

Provided that the Board of Directors may relax this condition of refunding the cost of training in individual cases for reasons to be recorded in writing.

- c) The employee deputed for training sponsored by any other organisation shall be required to comply with the terms and conditions of such sponsorship.
- d) The entire salary for the training period shall be paid by the society in which an employee is serving, if the training is for a period of 30 days. The salary for any training beyond 30 days shall be paid by the federation.

14. RESIGNATION

Any employee may resign from the service of the Federation by giving one month notice or by depositing one month's pay and allowances in lieu thereof.

Resignation will be deemed to be operative only after it has been accepted by the competent authority. In case where the appointing authority is other than the Managing Director, the Managing Director, in his discretion owing to special circumstances of each case, may accept the resignation.

15. RETIREMENT

a) Every employee shall retire from the service on the afternoon of the last day of the month in which he attains the age of 58 years.

Provided that the age of retirement for class IV employees shall be 60 years.

Provided further that the employee, whose date of birth is the first of month, shall retire on the afternoon of the last day of the preceding month on attaining the age of 58 or 60 years, as the case may be.

b) no employee shall be retained in service after the age of retirement except in exceptional circumstances with the sanction of the Board in Federation's interest, which must be recorded in writing subject to the approval of Registrar.

c) The Appointing authority shall, if it is of the opinion that it is in the Federation's interest so to do, have the absolute right to retire any employee, other than class IV employees, by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice:-

i) for employees drawing pay in the Scale of Rs. 2000-3200 (Revised pay *Band of Rs.9300-34800+Grade Pay Rs.4000*) or above and if he had entered service before attaining the age of 35 years, after he has attained the age of 50 years; and

ii) all employees drawing pay below Scale of Rs. 2000-3200 (Revised *Rs.9300-34800+Grade Pay Rs.4000*) and for the employees mentioned in (i) above who entered service after attaining the age of 35 years; after attaining the age of 55 years.

The employee stands retired immediately on payment of three months pay and allowances in lieu of notice or on expiry of the notice period and will not be in service thereafter.

d) An employee other than class IV employee, may, by giving a notice of not less than three months, in writing to the appointing authority, retire from service :-

i) If he is in the Scale of Rs. 2000-3200 (Revised *Pay Band of Rs.9300-34800+Grade Pay Rs.4000*) or above and entered service before attaining the age of 35 years, after he has attained the age of 50 years.

ii) If he is an employee in the Scale of Rs. 2000-3200 (Revised *Pay Band below Rs.9300-34800+Grade Pay Rs.4000*) except class IV employee or an employee in the Scale of Rs. 2000-3200 (Revised *Band of Rs.9300-34800+Grade Pay Rs.4000*) or above and entered the service of Federation after attaining the age of 35 years, after he has attained the age of 55 years.

Provided that it shall be open to the appointing authority to withhold permission to an employee under suspension who seeks to retire under this clause.

16. PAY, ALLOWANCES AND OTHER CONDITIONS

1) PAY

Unless anything is otherwise contained in these rules, an employee appointed to any post in the service shall draw the pay of the post in the scale given in Annexure `A' as sanctioned/ revised from time to time with the approval of Registrar.

2) ALLOWANCES

- a) Dearness allowance and City Compensatory Allowance as sanctioned by Government from time to time shall be released by the Managing Director.
- b) The Board may prescribe Conveyance allowance to its employees subject to the approval of Registrar.
- c) House rent allowance shall be allowed at Government rates.
- d) Leave travel concession shall be allowed to the employees as per State Government instructions issued from time to time.
- e) Class IV employee and drivers may be supplied uniform and liveries as per norms fixed for such Government employees from time to time by the Government.
- f) *other allowance(s) shall be allowed to the employees as per State Government instructions issued from time to time.*

NOTE : 1. Pay and allowances for the period of duty shall be paid to an employee by the society/Federation where the duty is performed. However, the subsistence allowance for the period of suspension and/ or other emoluments for that period shall be paid by the Federation.

2. For the period of leave other than Casual leave, the pay and allowances shall be paid by the Federation.

3. The society shall pay to the Federation the contribution towards leave salary, provident fund, gratuity, ex-gratia amount etc. at the rates intimated to them in respect of employee under Common Cadre working with them. The Federation shall maintain separate accounts for these contributions received from the societies and these funds shall be administered by Managing Director.

3) PAY FIXATION AND GRANT OF INCREMENTS

- a) If an employee is promoted from a post of lower category to a post of higher category, his initial pay in the higher post shall be fixed at a stage in the new pay scale above the stage which works out in the pay scale of the lower post from which he is promoted after adding the amount of the increment to the pay he is actually drawing at the time of promotion.
- b) Annual increment in the pay scale shall accrue to an employee normally on the first day of the month in which he completes one year service at a stage in the pay scale unless it has been specifically with-held by an order in writing.
Provided that the annual increment of an employee who is on leave, except casual leave on the first day of the month, shall actually be drawn from the date of resuming duty on return from leave.
- c) The following periods shall count for completing the period of one year for the purpose of grant of annual increment:-
 - i) Period of duty in the post.

- ii) All periods of leave with pay.
- iii) Period of officiating service in higher post in the service provided the employee would have worked in the lower post but for his promotion to the higher post.
- iv) Period of suspension if treated as duty by competent authority.
- v) All periods of leave on half pay.
- vi) Leave without pay upto 120 days taken on medical grounds.

Note : 1. Increment at the efficiency stage shall be considered and allowed by the competent authority on the basis of annual confidential reports and in accordance with the instructions issued by Government from time to time in this behalf.

2. The pay fixation, ACP / grant of increment or other financial benefits of the employees shall be given as per State Government instructions/rules/policies regarding revision of pay scales w.e.f.01.01.2006 or thereafter.

4) TRAVELLING ALLOWANCE

Travelling allowance on tour, transfer and training shall be the same as applicable to the Government employees from time to time.

5) PROVIDENT FUND

Except the employees on deputation from Government all employees of the Federation shall be entitled to the benefit of contributory provident fund as per the provisions of the Employees Provident Fund Act 1952.

6) BONUS

All the employees shall be allowed bonus as per the provision of Bonus Act, as amended from time to time subject to the approval of Registrar.

7) GRATUITY

All employees shall be eligible for payment of gratuity under the Payment of Gratuity Act, 1972.

8) MEDICAL REIMBURSEMENT

1. Medical reimbursement shall be allowed to the employees as per instructions issued by Registrar from time to time.
2. Medical reimbursement for indoor treatment shall also be allowed to retired employees of the federation including their dependent family members with overall ceiling of Rs.2.00 Lacs.

17. LEAVE AND JOINING TIME

(1) Subject to the provisions of these rules following kinds of leave may be granted to an employee:-

- (i) Causal leave
- (ii) Earned leave
- (iii) Half pay leave/Commuted leave
- (iv) Extra-ordinary leave
- (v) Maternity leave
- (vi) Study leave

(vii) Child Care Leave to women employees

(2) The authorities empowered to grant various kinds of leave to the employees are given in Annexure 'C'. Such authorities shall also be competent to refuse leave or recall an employee at any time during his leave period without assigning any reason.

(3) Commencement and Termination of Leave

The first day of an employee's leave is the working day succeeding that upto which he hands over the charge and the last day is the working day preceding that on which he reports for duty. The employee before proceeding on leave shall intimate to the competent authority his leave address and shall inform the authority of any change in the address previously furnished. The employee shall return to duty to the place from which he proceeded on leave unless otherwise instructed.

4) Calculation of various kinds of Leave

(a) Casual Leave

- (i) 10 days in a year for employees having service upto 10 years.
- (ii) 15 days in a year for employees having service more than 10 years and upto 15 years.
- (iii) 20 days in a year for employees having more than 15 years service.

(b) Earned Leave.

- (i) $1/24^{\text{th}}$ of the period spent on duty during the first 10 years of service.
- (ii) $1/18^{\text{th}}$ of the period spent on duty during the next 10 years of service and
- (iii) $1/12^{\text{th}}$ of the period spent on duty thereafter.
- (iv) Accumulation of earned leave shall be permissible to any extent but the maximum earned leave that may be granted at a time to an employee shall be 120 days.

(c) Half Pay Leave.

- (i) 20 days half pay leave will be admissible to an employee in respect of each completed year of service.
- (ii) Half pay leave due may be granted to an employee on medical certificate or private affairs. Half pay leave may be commuted on medical certificate upto a maximum of 180 days and twice the amount of such leave shall be debited against the half pay leave due.
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

(d) Extraordinary Leave.

Extraordinary Leave may be granted to an employee in special circumstances:-

- (i) When no other leave is admissible, or

- (ii) When other leave is admissible but the employee concerned applies in writing for the grant of extra-ordinary leave.
- (iii) The authority empowered to grant leave may commute retrospectively period of absence without leave into extra ordinary leave or extra ordinary leave previously granted into a leave of different kind if the latter type of leave was admissible at the time extraordinary leave was granted.

(e) Maternity Leave

- (i) The competent authority may grant maternity leave to a female employee for a period not exceeding 6 months from the date of its commencement. Leave salary equal to the pay drawn immediately before proceeding on leave shall be paid during maternity leave and it shall not be debited against leave account.
- (ii) Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. But any leave applied for in continuation of the maternity leave may be granted only if the request is supported by a medical certificate.

NOTE: (1) The term pay includes officiating pay provided the authority sanctioning the leave certifies that the employee would have continued to officiate had she not proceeded on leave.

(2) Maternity leave may also be granted in case of mis-carriages including abortion subject to the condition that the leave does not exceed six weeks and the application for leave is supported by a certificate from a registered Medical Practitioner. The certificate of a Chief Medical Officer or Deputy Chief Medical Officer or Gazetted Medical Officer may however be called for in case of doubt.

(3) Maternity leave shall not be admissible to a female employee having more than two living children. In such cases leave of the kind due or extra-ordinary leave will be allowed.

(f) Study Leave.

Leave may be granted in the interest of Federation to an employee on such terms as may be prescribed by general or special orders of the competent authority to enable him to study scientific, technical or similar problems or to undergo special courses of instructions. Such leave shall not be debited against the leave account.

(g) Child Care Leave to women employees

Child Care Leave to women employees of the federation shall be granted as per State Government instruction issued from time to time.

NOTE: Orders issued by the Government in dealing with such cases will be followed.

(5) Encashment of Earned Leave.

Encashment of earned leave upto 300 days shall be admissible, if due at the time of retirement including pre-mature retirement or in case of death of an employee during service his heir can claim encashment of earned leave due subject to the limit of 300 days or as amended by Government from time to time.

(6) Joining Time.

Joining time may be allowed to an employee to enable him to join duty at a new station on promotion or transfer.

The permissible limit and the method of calculation is given in Annexure 'C'. The authority ordering transfer may reduce the joining time in special circumstances.

Such employees shall be eligible to avail special leave in lieu of un-availed joining time afterwards.

18. CONDUCT AND DISCIPLINE

(1) General.

Every employee shall at all times:

- (i) Maintain absolute integrity:
- (ii) Maintain devotion to duty and
- (iii) do nothing which is unbecoming of an employee of the Federation.
- (iv) abide by and comply with the regulations of the Federation and all orders and directions of the superiors.
- (v) Discharge his duty to the best of his ability in the interest of the Federation.
- (vi) no employee shall in the performance of his official duty in the exercise of the powers conferred on him, act otherwise than his best judgment except when he is acting under the directions of his superiors.

(2) Taking part in political activities and Elections:

- (i) No employee shall be member of or be otherwise associated with any political party or any organization which takes part in political activities nor shall he take part in election, subscribe in aid or assist in any other manner any political movement or activity.
- (ii) An employee qualified to vote at such election may exercise his right to vote.
- (iii) No employee shall be office bearer at any cooperative society which is a member of the Federation.

(3) Joining of Association by Employees.

No employee shall join or continue to be member of association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality or to the interest of the Federation.

(4) Demonstration & Strikes.

No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality or which involve contempt of court, defamation or incitement to an offence.

(5) Criticism of Federation & State Government.

No employee shall in any radio broadcast or any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

- (a) Which has the effect of any adverse criticism of any policy or action of the Federation.
- (b) Which is capable of embarrassing the relations between the Federation, State Government, Central Government and the Government of any Foreign State:
- (c) Which is capable of embarrassing the relations between the Federation and any other organization.

Provided that nothing in this regulation shall apply to any statement made or views expressed by an employee in his official capacity; or in the due performance of the duties assigned to him.

(6) Evidence before Committee or any other Authority.

- (i) Save as provided in sub-rule (ii) no employee shall except with the previous sanction of the Managing Director give evidence in connection with any inquiry conducted by any person committee or authority.
- (ii) Where any sanction has been accorded under sub-rule (I) no employee while giving such evidence shall criticise the policy or any action of the Federation.
- (iii) Nothing in this regulation shall apply to :-
 - (a) Evidence given at inquiry before an authority appointed by the Federation, Government, Parliament or a State Legislature: or
 - (b) Evidence given in any judicial inquiry;
 - (c) Evidence given at any departmental inquiry ordered by the Managing Director, Administrative committee or Board of Directors or any other officer empowered under these rules to order a departmental enquiry.

(7) Unauthorized Communication of Information.

No employee shall, except in accordance with any general or special order of the Federation, the Executive Committee or his superior officers or in the performance in good faith of the duties assigned to him communicate directly or indirectly the contents of any official documents or any part thereof or other information to any other employee or any person to whom he is not authorised to communicate such contents or information.

(8) Gifts.

No employee shall accept or permit any member of his family or any person acting on his behalf to accept:

- (a) Any illegal gratification; or
- (b) Pecuniary advantage or gifts etc., from any person or agent having dealing with the Federation except as prescribed by Government for government employees.

(9) Prohibition of Dowry.

No employee shall :

- (i) Give or take or abet the giving or taking of dowry; or
- (ii) Demand, directly or indirectly, from the parents of guardian of a bride or bridegroom, as the case may be, any dowry.

(10) Private trade or employment.

No employee shall engage himself directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee, may without such sanction undertake honorary work of a social or charitable nature or work of literary, artistic or scientific or cooperative or educational character, subject to the condition that his official duties do not thereby suffer.

Provided that an employee may take part in an honorary capacity in registration, promotion or management of a cooperative society and which is required to be registered under the cooperative society Act or any other laws for the time being in force, or of a literary, scientific or charitable society required to be registered under the Societies Registrations Acts or any corresponding law in force.

(11) Insolvency & Habitual Indebtedness.

- (i) An employee shall so manage his private affairs to avoid habitual indebtedness or insolvency.
- (ii) An employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Federation.

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen or over which he has no control, and had not proceeded from extravagant or dissipated habit, shall be upon the employee.

(12) Consumption of Intoxicating drinks & drugs.

An employee shall:

- a) strictly abide by the law relating to intoxicating drinks and drugs in force in the area in which he may happen to be for the time being;
- b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks and drug;
- c) not appear in a public place in a state of intoxication.
- d) Not habitually use any intoxicating drink or drug in excess.

(13) Vindication of acts and character of employees.

- a) No employee shall, except with the previous sanction of the Managing Director have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

b) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the Managing Director regarding such action.

(14) Prohibition to absence without leave.

An employee shall not absent himself from his duties or from the station of his posting without having first obtained the permission of the competent authority.

(15) Certain acts constituting misconduct are stated below:

- a) Willful insubordination or disobedience, whether in alliance with a co-employee or not, of any lawful and reasonable order of superiors:
- b) Willfully avoiding work or abatement or instigation thereof:
- c) Theft, fraud, misappropriation or dishonesty in connection with employer's business or property.
- d) Habitual absence without leave, overstaying the sanctioned leave without sufficient grounds or proper and satisfactory explanation or habitual late attendance:
- e) Commission of any act subversive of discipline or good behaviour in the premises or establishment such as drunkenness, riotous, disorderly or indecent behaviour, gambling or taking or giving bribes or any illegal gratification of any kind whatsoever:
- f) Willful damage to work or goods in process or to any property or the establishment.
- g) Habitual neglect of work or gross or habitual negligence;
- h) Disclosing to an unauthorized person any information with regard to the establishment which may come into the possession of the employee in the course of his work;
- i) Indulging in scurrilous attacks against the management and other superiors of the employee in his official capacity;
- j) delivering speeches or raising slogans tending to incite workers to violence.
- k) Contempt of regulations and disrespect of authority and general affront to the management, amounting to misconduct;
- l) Impertinent, rude and disrespectful language which is subversive to discipline.

19. PENALTIES

(1) Notwithstanding anything contained in any other regulation and without prejudice to such action to which an employee becomes liable under any other law or regulation for the time being in force, the following penalties may be imposed for good and sufficient reasons on any member of the service:

MINOR PENALTIES:

- (a) Censure.
- (b) Warning with a copy on ACR,
- (c) Withholding of increments without cumulative effect.
- (d) Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to Federation/Society/Societies by negligence or breach of orders.
- (e) Withholding of promotion for a specified period.

MAJOR PENALTIES;

- (f) Reduction to a lower category.
- (g) Removal from service.
- (h) Dismissal from service.
- (i) Withholding of increments of pay with cumulative effect.

Explanation: The following shall not constitute a penalty within the meaning of this rule:-

- (i) Termination of service or reversion to lower service grade or post of an employee appointed or promoted on probation either during or at the end of the probation initial or extended as the case may be.
- (ii) Termination of service in accordance with the terms of appointment of an employee.
- (iii) Discharge of an employee for want of vacancy or as a measure of retrenchment.
- (iv) Reversion of an employee promoted from a lower post to the higher post to such lower post for want of vacancy.
- (v) Suspension.

- (2) a) No disciplinary proceedings shall be initiated against an employee unless the charge(s) on which it is proposed to take disciplinary action against him have been communicated in writing and he has been given a reasonable opportunity of showing cause against the action proposed to be taken.
- (2) (b) If the authority competent to impose penalty, after consideration of the reply to the chargesheet, is of the opinion that any of the penalties specified at (a) to (e) above should be imposed on the employee, it shall make an order imposing such penalty and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed.
- (2) (c) (Amendments approved by RCS vide letter dated 15.11.2010):-
“In other cases the competent authority may hold an enquiry into the charge(s) or cause, such an enquiry to be held by an officer superior in rank to the person against whom the action is proposed to be taken with the purpose of ascertaining the truth or otherwise of the charge(s). In that event the employee concerned shall be permitted to cross-examine witness deposing against him and also to adduce evidence in defence and examine the relevant documents but shall not be permitted to engage a lawyer during the enquiry.”
- 2(d) The Inquiry Officer appointed to conduct enquiry shall issue maximum two notices to the charged person to appear before him for presenting his/her case. In case charged persons do not appear after the communication of two notices, the Inquiry Officer shall be competent to proceed ex-parte in the matter. However, after considering the circumstances to be recorded, the Inquiry Officer may issue third notice also.
- 2 (e) As per the Punjab Departmental Enquiries (Powers) Act, 1955 (Punjab Act 8 of 1955), the officer conducting enquiry under these rules shall be competent to exercise the same powers for summoning of witnesses and for compelling the production of documents as are exercisable by a Commission appointed for an enquiry under the Public Servants (Inquiries) Act, 1850 (Act 37 of 1850).

- 2(f) In case the competent authority is satisfied with the explanation given by the charged person, it may drop the charge-sheet without resorting to the procedure of conducting enquiry. Similarly if the competent authority after considering the reply of the charged person is of the opinion that awarding of minor punishment shall meet the end of justice, then the authority competent may award minor punishment without following the procedure of conducting the enquiry.
- 2(g) After the enquiry against an employee has been completed, the disciplinary authority, shall forward or cause to be forwarded a copy of the enquiry report, and where the disciplinary authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated alongwith the enquiry report, to the employee who may submit, if he so desires, a written representation to the disciplinary authority within a period of one month from the date of such communication.
- 2(h) The disciplinary authority shall consider the representation, if any, submitted by the employee and record its findings before proceeding further in the matter as specified in rule 19.
- 2(i) **Sub Para 2(i):** The complaints Committee constituted for sexual Harassment of Women at work places shall be deemed to be the Inquiry authority appointed by the disciplinary authority for the purpose of these rules.
- (3) Notwithstanding anything contained in these rules, the services of an employee who is convicted by competent court for an offence involving moral turpitude shall be terminated forthwith by the Managing Director.
- (4) The authority specified in column (3) below shall in respect of an employee of the description specified in column (2) thereof be competent to impose the penalty specified in column (4) thereof:-

S.No.	Description of employee	Authority competent to impose penalty	Nature of penalties
1.	Employees drawing pay below the Scale of Rs. 2000-3200 (Revised pay Band of Rs. 9300-34800+ GP Rs.4000).	i) Managing Director	All penalties specified in Clause (1) above
2.	Employees drawing Scale of Rs. 2000-3200 (Revised pay Band of Rs. 9300-34800+ GP Rs.4000) or above.	Managing Director	Penalties specified at (a), (b), (c), (d) & (e) of clause (1) above
		Administrative Committee	Penalties specified at (f), (g,) (h)and (i) of clause (1) above

(4) a) The Managing Director may suspend an employee against whom disciplinary action is proposed to be taken.

Provided that an employee arrested on charge of dishonesty or moral turpitude shall be deemed to have been suspended automatically with effect from the date of arrest.

(Amendments approved by RCS vide letter dated 15.11.2010):-

Provided that where an employee against whom disciplinary proceedings are contemplated is suspended, such suspension shall not be valid, unless before the expiry of a period of ninety days from the date from which employee was suspended, disciplinary proceedings are initiated against him.

Provided further that the competent authority in the matter may, at any time before the expiry of the said period of ninety days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing and after seeking the approval of next higher authority allow continuance of the suspension beyond the period of ninety days without the disciplinary proceedings being initiated.

b) An employee under suspension shall be entitled to a subsistence allowance equal to 50% of his salary;

Provided when the period of suspension exceeds six months the authority making the suspension order shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first six months as follows :-

i) the amount of subsistence allowance may be increased by 50% of the subsistence allowance admissible during first six months if the suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.

ii) The amount of subsistence allowance may be reduced by an amount not exceeding 50% of the subsistence allowance admissible during first six months if the period of suspension has been prolonged due to the reasons, to be recorded in writing, directly attributable to the employee.

c) In addition to the amount mentioned in (b) above the employee shall be entitled to any other compensatory allowance admissible on the basis of pay of which the employee was in receipt on the date of suspension subject to the fulfilment of other conditions laid down for the drawl of such allowances.

d) When an employee placed under suspension is reinstated the competent authority shall consider and make specific orders with regard to the pay and allowances to be paid for the period of suspension and whether or not the said period shall be treated as duty.

Provided that where the said authority is of the opinion that the employee has been fully exonerated or that the suspension was wholly unjustified the employee shall be given the full pay and allowances to which he would have been entitled had he not been suspended and the period shall be treated as duty for all purposes.

In other cases the employee shall be given such proportion of such pay and allowances as the competent authority may prescribe keeping in view the extent to which the employee has been found guilty. In such cases the period of suspension shall not be treated as duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.

Provided further that such proportion of such pay and allowances shall not be less than the subsistence allowance admissible under clause (b) & (c) above.

NOTE : The payment of subsistence allowance is subject to the furnishing of a certificate by the employee to the satisfaction of the authority which suspended him that he is not engaged in any other employment, business, profession or vocation.

- (5) The Managing Director shall be competent in all cases to issue chargesheet, obtain explanation, appoint an Enquiry Officer and serve a notice for showing cause against the action proposed to be taken against an employee. The final punishment shall however, be imposed by the competent authority mentioned in clause (4) above.

20. APPEAL

- a) An appeal against the order of Managing Director/Administrative Committee imposing any penalty shall lie to the Board of Directors.
- b) The appeal shall be submitted within a period of 30 days from the date on which the applicant receives a copy of the order appealed against. The appellate authority may, however, entertain any appeal within 60 days of the said date if the applicant had sufficient cause for not submitting the appeal in time.
- c) Every appeal shall be submitted through the Managing Director who shall place the same before the appellate authority.
- d) The appellate authority may, after consideration of the case :-
- i) set aside, reduce, confirm or enhance the penalty;
 - or
 - ii) remit the case to the authority which imposed penalty with such directions as it may deem fit in the case.

Provided that before enhancement of penalty the appellate authority will give notice to the appellant to show cause against the proposed enhancement.

21. REVISION

In the case of employees of the Common Cadre a revision petition against the decision of the Board shall lie with the Registrar within 60 days of such decision.

22. OTHER MISC. RULES APPLICABLE TO THE STAFF

1) Promotion of Small Family

The employees shall be eligible to the special increment and other benefits for promoting Small Family in accordance with the instructions issued by Government from time to time.

2) Employment of dependent in case of Death during Service

Ex-gratia grant, employment and other concessions to the dependents of the employee who dies during service or is disabled during service shall be given as per instructions issued by Government from time to time.

3) Military Service Benefit

Benefit of Military service to the Ex-servicemen employees joining Hafed will be allowed as per the Punjab government National Emergency (concessions) Rules 1965 as amended from time to time and instructions issued there under.

4) Conveyance Allowance to Blind and Orthopedically Handicapped Employees

Conveyance allowance to blind and orthopedically handicapped employees shall be allowed in accordance with the instructions issued by Government from time to time.

5) Property Return

Every employee of the Federation shall submit property return of his moveable and immoveable property in the Performa at annexure 'D' in the month of July every year.

6) Annual Confidential Reports

Annual Confidential Reports on the work and conduct of the employee will be recorded and maintained in head office in accordance with the instructions issued from time to time.

7) Staff Welfare Fund Rules

The Board of Directors shall be competent to frame rules for the constitution and utilisation of staff welfare fund and these rules shall form part of the service rules subject to the approval of Registrar.

8) Loan to Staff Members

Conveyance, House building and marriage loan shall be granted to an employee as per State Government Rules as amended from time to time, as per scheme approved by Registrar under Section 64 of the Haryana Cooperative Societies Act, 1984.

9) Reservation

Nothing contained in these rules shall affect reservation and other concessions required to be provided for Scheduled Castes Backward Classes and other categories in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the Constitution of India.

23. RELAXATION

Where the Managing Director is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of Board of Directors and the Registrar.

24. INTERPRETATION OF RULES

If any doubt arises at any time as to the interpretation of these rules or their application notwithstanding anything contained in these rules, the matter will be referred to the Registrar, whose decision shall be final.

25. SAVING CLAUSE

Where these rules are silent, the provisions of Haryana Civil Services Rules will apply.

Restructuring Plan of Hafed approved by Registrar, Cooperative Societies, Haryana vide Memo No.3/84/MA-I/10464 dated 18.10.2004, First Amendment, 2006 vide Memo No.3/8/84/MA-I/2913-19 dated 25.4.2006 & subsequent amendments made upto 25.10.2010.

**Annexure – A
Referred in Rule 4,5,9)**

CONSTRUCTION DIVISION

Sr. No.	1 Name of Post	2 Sanctioned Strength			3 Scales of Pay	4 Revised pay scales w.e.f. 1.1.2006 in (Rs.)
		Permanent	Temp.	Total		
1.	S.E.	1	–	1	13500-17250	15600-39100 + GP 8000
2.	XEN	2	1	3	10000-13900	15600-39100 + GP 6000
3.	SDE (E)	6 Civil 1 Elect.	3	10	8000-13500	9300-34800 + GP 5400
4.	Circle Head Draftsman	1	--	1	6500-10500	9300-34800 + GP 4200
5.	Junior Engineer	18 Civil 2 Elect.	9 Civil	29	5500-9000	9300-34800 + GP 3600
6.	Head Draftsman	2	–	2	5500-9000	9300-34800 + GP 3600
7.	Draftsman	2		2	5000-7850	9300-34800 + GP 3200
8.	Tracer	–	–	--	3200-4900 diminishing Cadre	5200-20200 + GP 2000
9.	Work Sup.	–	–	--	2550-3200 diminishing Cadre	4440-7440 + GP 1300
	Total	35	13	48		

All the temporary posts will be filled up on deputation from Govt. Department.

Annexure – A
(Referred in Rule 4,5,9)

FINANCE & ACCOUNTS DIVISION

	1	2	3	4
Sr. No.	Name of Post	Sanctioned Strength	Scales of Pay	Revised pay scales w.e.f. 1.1.2006 in (Rs.)
1.	G.M. (F&A)	1	13500-17250	15600-39100 + GP 8000
2.	Addl. G.M. (F&A)	3	10000-13900	15600-39100 + GP 6000
3.	Dy. G.M. (F&A)	4	8000-13500	9300-34800 + GP 5400
4.	Asstt. G.M. (Acctts)	19	6500-10500	9300-34800 + GP 4200
5.	S.O. (Acctts)	39	6500-9900	9300-34800 + GP 4000
6.	Sr. Accountant	94	5000-7850	9300-34800 + GP 3200
7.	Accountant	114	4000-6000	5200-20200 + GP 2400
	Total	274		

Annexure – A
(Referred in Rule 4,5,9)
PERSONAL & ADMINISTRATION (H.R.D.) DIVISION

	1	2	3	4
Sr. No.	Name of Post	Sanctioned Strength	Scales of Pay	Revised pay scales w.e.f. 1.1.2006 in (Rs.)
1.	M.D.	1		
2.	Secretary	1		
3.	Inquiry Officer	1		
4.	District Attorney	1		
5.	Addl. G.M. (Welfare)	1	10000-13900	15600-39100 + GP 6000
6.	A.D.A.	1		
7.	D.G.M. (P&A)	2	8000-13500	9300-34800 + GP 5400
8.	Asstt. G.M. (P&A)	5	6500-10500	9300-34800 + GP 4200
9.	Establishment (Asstt)	61	5000-7850	9300-34800 + GP 3200
10.	Clerk	88	3050-4590	5200-20200 + GP 1900
11.	Daftri	11	2650-4000	4440-7440 + GP 1650
12.	Peon-cum-Chowkidar	67	2550-3200	4440-7440 + GP 1300
13.	Sweeper	--	2550-3200 Diminishing Cadre	4440-7440 + GP 1300
	Total	240		
1.	Private Secretary	2	6500-10500	9300-34800 + GP 4200
2.	P.A.	3	5500-9000 150/- S. P.	9300-34800 + GP 3600
3.	Sr. Scale Steno	6	5000-7850	9300-34800 + GP 3200
4.	Steno-typist	53	3050-4590+Rs.100/- Spl. pay	5200-20200 + GP 1900
5.	Driver	54	4000-6000	5200-20200 + GP 2400
	Grand total	358		

Annexure – A
(Referred in Rule 4,5,9)
PROCESSING DIVISION

(A) PRODUCTION SECTION

	1	2	3	4
Sr. No.	Name of Post	Sanctioned Strength	Scales of Pay	Revised pay scales w.e.f. 1.1.2006 in (Rs.)
1.	G.M.(Processing)	1	13500-17250	15600-39100+ GP 8000
2.	Addl. G.M.(Process)	5	10000-13900	15600-39100+ GP 6000
3.	D.G.M. (Plants)	7	8000-13500	9300-34800 + GP 5400
4.	Rice Mill Manager	12	5450-8000	9300-34800 + GP 3300
5.	Cold Storage Mgr.	1	5450-8000	9300-34800 + GP 3300
6.	Production Sup.	5	5450-8000	9300-34800 + GP 3200
7.	Shift Sup.	15	5000-7850	9300-34800 + GP 3200
8.	Opt.-Cum-Mech.	60	4000-6000	5200-20200 + GP 2400
9.	Electrician		4000-6000 Diminishing Cadre	5200-20200 + GP 2400
10.	Head Mistry		5000-7850 Diminishing Cadre	9300-34800 + GP 3200
11.	Asstt. Mistry		4000-6000 Diminishing Cadre	5200-20200 + GP 2400
12.	Boiler Attendant Ist Class		4000-6000 Diminishing Cadre	5200-20200 + GP 2400
13.	Drier Operator		4000-6000 Diminishing Cadre	5200-20200 + GP 2400
14.	Asstt. Baker		3050-4590 Diminishing Cadre	5200-20200 + GP 1900
15.	Tech. Helper		2650-4000 Diminishing Cadre	4440-7440 + GP 1650
16.	Truck Cleaner		2550-3200 Diminishing Cadre	4440-7440 + GP 1300
17.	Fireman		2550-3200 Diminishing Cadre	4440-7440 + GP 1300
	Total	106		

Annexure – A
(Referred in Rule 4,5,9)

PROCESSING DIVISION

(B) QUALITY SECTION

	1	2	3	4
Sr. No.	Name of Post	Sanctioned Strength	Scales of Pay	Revised pay scales w.e.f. 1.1.2006 in (Rs.)
1.	D.G.M (Quality)	2	8000-13500	9300-34800 + GP 5400
2.	A.G.M. (Quality)	3	6500-10500	9300-34800 + GP 4200
3.	Lab Chemist	5	5000-7850	9300-34800 + GP 3200
4.	Lab Assistant	5	4000-6000	5200-20200 + GP 2400
5.	Lab Attendant		3050-4590 Diminishing Cadre	5200-20200 + GP 1900
	Total	15		
	Total A + B	121		

Annexure – A
(Referred in Rule 4,5,9)
PROCUREMENT & WAREHOUSING DIVISION

	1	2	3	4
Sr. No.	Name of Post	Sanctioned Strength	Scales of Pay	Revised pay scales w.e.f. 1.1.2006 in (Rs.)
(A)				
1.	Chief G.M. (Proc/WH)	1	18400-22400	37400-67000 + GP 10000
2.	G.M. (Proc/WH)	2	13500-17250	15600-39100 + GP 8000
3.	Addl. G.M.(Proc/WH)	3	10000-13900	15600-39100 + GP 6000
4.	Dy. G.M./D.M.	24	8000-13500	9300-34800 + GP 5400
5.	A.G.M. (Proc&WH)	12	6500-10500	9300-34800 + GP 4200
6.	Sr. Manager	24	5450-8000	9300-34800 + GP 3300
7.	Manager	41	5000-7850	9300-34800 + GP 3200
8.	Manager [F.I.(Sr.)]	42	5000-7850	9300-34800 + GP 3200
9.	Jr. Coach (Badminton & Table Tennis)	2	5000-7850	9300-34800 + GP 3200
	Total "A"	151		
(B)				
	Ware Housing			
10.	D.G.M.(Technical)	1	8000-13500	9300-34800 + GP 5400
11.	A.G.M. (Technical)	4	6500-10500	9300-34800 + GP 4200
12.	Tech. Officer Storage	34	5500-9000	9300-34800 + GP 3600
13.	F.I. (Store)	185	4000-6000	5200-20200 + GP 2400
14.	Store Keeper	57	4000-6000	5200-20200 + GP 2400
	Total "B"	281		
	Grand Total A + B	432		

Annexure – A
(Referred in Rule 4,5,9)

MARKETING DIVISION

	1	2	3	4
Sr. No.	Name of Post	Sanctioned Strength	Scales of	Revised pay scales w.e.f. 1.1.2006 in (Rs.)
1.	G.M. (MKg)	1	13500-17250	15600-39100 + GP 8000
2.	Addl. G.M. (MKg)	3	10000-13900	15600-39100 + GP 6000
3.	Dy.G.M. (MKg)	8	8000-13500	9300-34800 + GP 5400
4.	Asstt. G.M. (MKg)	13	6500-10500	9300-34800 + GP 4200
5.	Marketing Officer	27	5500-9000	9300-34800 + GP 3600
	Total	52		

1. Officers of the level of Dy./D.Ms. and higher with common qualifications and the same pay scales and who were transferable and were posted in the Procurement, Warehousing and Marketing disciplines before the restructuring plan was implemented, should be given a choice to opt for the Procurement / Warehousing or Marketing cadres. Their seniority will, thereafter, be fixed in accordance with Rule 11 of the Common Cadre Rules.
 2. The cadre of F.I.(Store) to be kept separate and the present incumbents of the isolated category of storekeepers, Asstt. Storekeepers/Godown Keepers, Asstt. Time Keepers, Excise Clerk, Weighment Clerk and Baker merged into a separate cadre and designated as Storekeeper. The 6 posts will be thereafter filled on replacement basis from the cadre of storekeeper. Any post of Storekeeper falling vacant thereafter will be converted into F.I.(Store) in the main cadre. As and when the strength of the Storekeepers gets reduced below the number of posts of F.I.(Sr.) reserved for them, the posts of F.I. (Sr.) shall stand released to the main cadre of F.I.(Store) for promotion.
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Annexure – A
(Referred in Rule 4,5,9)
MANAGEMENT SERVICE DIVISION (INFORMATION TECHNOLOGY DIVISION)

	1	2	3	4
Sr. No.	Name of Post	Sanctioned Strength	Scales of Pay	Revised pay scales w.e.f. 1.1.2006 in (Rs.)
1.	Sr. Systems Analyst/ Addl. G.M. (MIS)	1	10000-13900	15600-39100 + GP 6000
2.	System Analyst / Dy.G.M. (Systems)	2	8000-13500	9300-34800 + GP 5400
3.	Programmer / AGM (Programming)	4	6500-10500	9300-34800 + GP 4200
4.	Network Supervisor	30	4000-6000	5200-20200 + GP 2400
	Total	37		

**THE HARYANA STATE SUPPLY AND MARKETING COOPERATIVE
SERVICE (COMMON CADRE) RULES, 1988**

Annexure – B

(Referred in Rule 7 and 8)

CONSTRUCTION DIVISION

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Prom %			
1	S.E.	Nil	100% promotion/ deputation	--	7 years exp. as XEN as defined in PWD-B&R norms.	Head of the Const. Divn. at H.O.
2.	XEN	Nil	100 %	--	B.E. or equi. with 8 years exp. as SDE as defined in PWD (B&R) rules	Head of each branch at H.O. & two in the field.
3.	SDE	50%	50%	B.E. or equivalent in respective trade as defined in PWD (B&R) rules	10 years exp. as J.E./Circle Head Draftsman/HDM as per joint seniority as per CC Rules, 1988 amended in 1991.	
4.	Circle Head Draftsman	Nil	100%	From HDM	As per PWD B&R norms	New post for attachment with S.E. as per PWD B&R norms.
5.	Junior Engineer	Direct/ Deputation	Nil	Dip.in respective trade of Engg. With 2 years exp.	--	40 posts of J.E. & 5 posts of SK (Tech) having similar qualification clubbed & re-designated as J.E. & 16 vacant posts surrendered. 9 with each SDE (Civil) Totaling 27 & 2 with SDE (Elect) seniority of SK (Tech) will be at bottom.
6.	Head Draftsman	--	100%	--	5 years exp. as Draftsman	

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Prom %			
7.	Draftsman	50% 100% by direct recruitment after the promotion of existing Tracers	50%	i) Dip. In draftsmanship with 2 years exp. ii) Computer knowledge of CAD/CAM & certificate/Dip. In Computer Fundamental/ application of at least 6 months from recognized Institution of State/Central Govt.	By promotion from Tracer who has qualified the Deptt. test for post of Draftsman to be conducted by Hafed & have 5 years exp. as Tracer in Hafed. ii) Computer knowledge of CAD/CAM & certificate/Dip. In Computer Fundamental/ application of at least 6 months from recognized Institution of State/Central Govt.	1 post surrendered
8.	Tracer	--	100%	--	3 years exp. as Work Sup. with ITI certificate	Work will be got done on contract basis in future as per requirement. 2 posts are in diminishing cadre.
9.	Work Sup.	100%	--	Matric pass	--	1 post of Work Sup., 1 Post of Plumber, 7 Lab Attdt., 4 Attdt. CFP, 1 Store Attdt., 3 Opt. Bakery totaling 17 are clubbed & re-designated as Work Sup., 4 posts surrendered, 13 filled up posts of Work Sup. are in diminishing Cadre & work will be got done on contract basis in future as per requirement.

The qualifications for the promotional posts of each category of all Division will remain same as contained in Haryana State Supply & Marketing Cooperative Service (Common Cadre) Rules, 1988 for the employees already in service.

Annexure – B
(Referred in Rule 7 and 8)
FINANCE & ACCOUNTS DIVISION

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Prom. %			
1	G.M.(F&A)	-	100%	-	2 years exp. as Addl.GM(F&A) with CA/ICWA/MBA (Finance).	
2.	Addl.G.M. (F&A)	Nil	100% Promotion/ deputation from F.D.	Nil	2 years exp. as Dy.GM(F&A) with CA/ICWA/MBA (Finance)	2 post of Cost Account Officer, 1 post of Chief Audit Officer and 1 post of Chief Acctts. Officer are clubbed and re-designated as Addl. G.M. (F&A), 1 post abolished, 1 for Finance, Taxation & viability and costing 1 for Acctts., and 1 for Audit. Addl. GM (Audit) will directly report to MD.
3.	Dy.G.M. (F&A)	25%	75%	CA/ICWA/MBA (Finance) with 3 years exp .in line.	2 years exp. as Asstt. GM (Acctts)	6 posts of Sr. A.O., 1 post of Dy. Controller (C&B) & 1 post of Cost Accountant are clubbed & re-designated as Dy. GM (F&A), 4 posts abolished. Out of 4 posts 3 are to be filled up by promotion and 1 by direct recruitment.

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Prom. %			
4	Asstt. GM(Acctts)	Nil	100%	Nil	2 years exp. as S.O.(Acctts)	Post of A.O. is re-designated as AGM (Acctts), 1 post in diminishing Cadre.
5.	S.O. (Acctts)	Nil	100%	Nil	5 years exp. as Sr. Acctt.	8 vacant posts abolished, 15 posts in diminishing cadre.
6	Sr. Acctt.	Nil	100%	Nil	5 years exp. as Acctt.	14 vacant posts abolished.
7.	Acctt.	80% 20%	Nil	B.Com from recognized University 2 years exp. in Accounts Keeping in Commercial concern of repute. Knowledge of Hindi upto Matric Performance will be given to candidates having 1 year dip. In computer application from a recognized university.		80% direct and by changing cadre from Hafed employees having prescribed qualification. 20% from employees of CMS having 7 years exp. as Asstt. Acctt./ Acctt./ Asstt. Manager. 17 posts abolished, 13 posts are in diminishing cadre. 12 posts Acctt. 'C' converted into FI-cum player (Badminton) Cadre.

The qualifications for the promotional posts of each category of all Division will remain same as contained in Haryana State Supply & Marketing Cooperative Service (Common Cadre) Rules, 1988 for the employees already in service.

Note:- 5 years experience on the feeder post for promotion to the post of Addl.G.M., G.M. & C.G.M. in accordance with the approval of HBPE(FD) conveyed by FCC vide memo No. 1938-C-6-2011/14458 dated 21.10.2011 and endorsed by the RCS vide memo No. I//09-MA-I/9590 dated 01.11.2011.

**Annexure – B
(Referred in Rule 7 and 8)**

PERSONAL AND ADMINISTRATION (H.R.D) DIVISION

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Promotion %			
1.	M.D.	--	--	Appointed by Govt.IAS	--	--
2.	Secretary	--	--	Appointed by Govt.HCS	--	--
3.	Inquiry Officer	--	--	Appointed by Govt., HCS	--	--
4.	District Attorney	--	--	Deputation	--	--
5.	Addl. G.M. (Welfare)	Nil	100%	Nil	2 years exp. as DGM (Welfare)	
6.	ADA	--	--	Deputation	--	--
7.	DGM (P&A)	--	100%	--	1. 2 years exp. as AGM (P&A)/ Private Secretary 2. Every 4 th vacancy to be filled from the cadre of Private Secretary with minimum 2 years exp. as P.S.	2 vacant posts of Dy. Manager/Distt. Manager are re-designated as DGM (P&A)
8.	Asstt. GM(P&A)	Nil	100%	—	2 years exp. as Estt. Asst.	4 posts of Asstt. Secy. and 1 post of Estt. Officer are re-designated as AGM (P&A), 1 post abolished.
9.	Estt. Asstt.	--	100%	--	5 years exp. as Clerk	23 posts are in diminishing cadre

	1	2		3	4	5
Sr. No.	Name of Post	Mode of Recruitment		Minimum prescribed qualification for Direct Recruitment	Minimum Prescribed Qualification for other than direct recruitment	Remarks
		Direct %	Promotion %			
10.	Clerk	80%	20%	i) Matric 1st Div. or Hr. Sec. 2 nd Divn/10+2 2 nd Divn. or Graduate. Preference will be given to those having one years dip. In computer application from recognized Inst. Hindi/English typing at a speed of 25/30 W.P.M. (for Ex-serviceman, Matric or 15 years service in the Army with army certificate of Class-I) ii) Knowledge of Hindi/Sanskrit upto matric standard.	i) Matric with Hindi/Sanskrit ii) 5 years exp. as Class-IV.	124 posts of clerks, 2 PBX Opt., 1 Restorer, 1 Gestetner Opt., 1 Book Binder totaling 129 posts, 21 filled up are in diminishing cadre and 20 vacant posts are abolished. Seniority of other than Clerks and PBX Opt. Will be at bottom.
11.	Daftri	--	100%	--	5 years exp. as Peon-cum-Chowkidar	2 posts of Zamadar & 1 post of Daftri have been clubbed and re-designated as Daftri.
12.	Peon-cum-Chowkidar	100%	--	Middle Pass with Hindi.	--	19 vacant posts abolished. Out of 432 filled up posts, 365 filled posts are in diminishing cadre. In future work will be got done on contract basis as per requirement, 8 posts are upgraded to the post of Daftri.

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Promotion %			
13.	Sweeper	--	--	--	--	Diminishing Cadre. No recruitment will be made after these retirement & work will be got done on contract basis as per requirement.

The qualifications for the promotional posts of each category of all Division will remain same as contained in Haryana State Supply & Marketing Cooperative Service (Common Cadre) Rules, 1988 for the employees already in service.

Note:- 5 years experience on the feeder post for promotion to the post of Addl.G.M., G.M. & C.G.M. in accordance with the approval of HBPE(FD) conveyed by FCC vide memo No. 1938-C-6-2011/14458 dated 21.10.2011 and endorsed by the RCS vide memo No. I/I/09-MA-I/9590 dated 01.11.2011.

Annexure – B
(Referred in Rule 7 and 8)

PERSONAL AND ADMINISTRATION (H.R.D) DIVISION

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Director Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Promotion %			
1	Private Secretary	Nil	100%	--	2 years exp. as PA	2 posts of PA are upgraded to the post of PS for Chairman & MD
2.	P.A.	Nil	100%	--	5 years exp. as Sr. Scale Steno	2 posts with 2 Chief G.Ms. 4 posts of PA in diminishing cadre.
3.	Sr. Scale Steno	Nil	100%	--	i) 2 years exp. as <i>Steno-typist</i> . ii) Speed in English Short Hand at 100 W.P.M. & transcription thereof at 20 W.P.M. Mistakes should not exceed 4 percent and iii) Speed in Hindi Shorthand at 80 W.P.M. & transcription thereof at 15 W.P.M. Mistakes should not exceed 4 percent	--
4.	Steno-typist	80%	20%	i) Matric Ist Divn./ 10+2 2 nd Divn. or Graduate or equivalent. (for Ex-serviceman Matric or 15 years service in the Army with army certificate of Class-Ist. ii) Speed in English Short Hand at 80 W.P.M. and transcription	i) one year experience as Clerk ii) Speed in English short hand at 80 WPM and transcription thereof at 15 WPM mistakes should not exceed 8 percent and iii) Speed in Hindi Shorthand at 64 WPM and transcription thereof at 11 WPM. Mistakes should not exceed	--

				thereof at 15 W.P.M. mistakes should not exceed 8 percent and iii) Speed in Hindi Shorthand at 64 W.P.M. & transcription thereof at 11 W.P.M. mistakes should not exceed 8 percent iv) Knowledge of Hindi upto Matric standard. Preference will be given to those having one year dip. In computer application from recognized Institution.	8 percent.	
5.	Driver	70%	30%	i).Matriculate. ii).Having 5 years old driving licence of heavy/light vehicles.	i) Matriculate Class-IV employees of Hafed having at least 5 years regular service ii) having 5 years old driving licence of heavy/light vehicles. iii) Maximum 50 years of age. Promotion subject to passing of driving test	70% by direct recruitment and 30% by selection from Class-IV employees.

The qualifications for the promotional posts of each category of all Division will remain same as contained in Haryana State Supply & Marketing Cooperative Service (Common Cadre) Rules, 1988 for the employees already in service.

Annexure – B
(Referred in Rule 7 and 8)
PROCESSING DIVISION

(A) PRODUCTION SECTION

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct%	Prom%			
1	GM (Processing)	--	100%	Nil	2 years exp. as Addl. GM (Processing) with Degree in Engg. Or Oil Technology or M.Sc. (Chemistry/Animal Nutrition).	Head of the Processing Division at H.O. 1 post of G.M. Bakery is re-designated as GM (Process), 1 post of Maltster, for BMP, Jatusana is in diminishing cadre.
2.	Addl. G M, (Process)	--	100%	Nil	2 years exp. as Dy. GM (Plants) with Degree in Engg. Or 2 years exp. as Dy.G.M. (Quality) with Degree in Oil Technology or M.Sc. (Chemistry/ Animal Nutrition). There will be interse-seniority of DGM (Plants & DGM (Quality) for promotion to Addl. G.M. (Processing)	2 posts of G.M. (Plants), 1 post of production Manager. 1 post of Chemical Engg. clubbed and re-designated as Addl. GM (Process) 2 posts for CFP, Rohtak & HPT Taraori & 3 for H.O.
3.	D.G.M. (Plant)	50%	50%	Degree in respective trade with 3 years exp. in the line.	2 years exp. as Prod. Supervisor/ Rice Mill, Mgr./Cold Storage Mgr.	2 posts of Prod. Engg., 2 posts of APM, 1 post of A.E. (Auto), 2 post of A.E. (Mech), 2 post of A.E. (Elect), 1 post of M.R.E. and 4 post of Mgr. Rice Mill. Having the qualification of Degree in Engg. or clubbed and re-designated as DGM (Plants) 5 posts abolished, 2 posts in diminishing cadre.
4	Rice Mill, Manager	50%	50%	Dip. In Mech. Engg. with 3 years exp. in the line.	5 years exp. as Head Mistri preference will be given to those candidates having dip. In Mech. Engg.	One each for 12 Rice Mills, Rice Mills, Manager. Getting the pay scale of Rs. 6500-10500 will be the Senior most amongst existing Rice Mill, Mgr. and Production Supervisor.

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct%	Prom%			
5.	Cold Storage Manager	Nil	100%		Dip. in Ref. Engg with 3 years exp. as Shift Supervisor.	Out of 4 posts, 3 posts surrendered
6	Production Supervisor	Nil	100%	Nil	5 years exp. as Shift Sup.	3 posts of Foreman 1 post of Shift Sup., 1 post of Elect. Sup. are clubbed and re-designated as Production Supervisor.
7.	Shift Supervisor	--	100%	Nil	5 years exp. as Operator-cum-Mech/Electrician Preference will be given to Dip. Holder in Mech./ Elect. Engg.	1 post of Asstt. Foreman (Furnish), 8 posts of Head Mistri (Barley), 4 posts of Asstt. Foreman/ Shift Supervisor have been clubbed and re-designated as Shift Supervisor.
8.	Opt-cum – Mech.	80% 100% by direct recruitment of eligible cadre of Tech. Helper Dimini-Shes-Com- Pletly	20%	Matric with ITI in respective Trade	5 years exp. as Tech. Helper having ITI certificate with Matric	8 Oil Mill Opt., 1 Auto Mech., 5 Diesel Engine Mech., 1 Mech. Fitter, 2 Fitter-cum-Welder, 8 CFP Opt., 15 Fitter, 12 Press Opt., 3 Saw Gin Foreman, 14 Ref. Opt., 14 CSP Opt., 8 SEP Opt., 4 Tubwell Opt., 3 Welder, 4 Mech, Auto Mobile, 2 Latehman, 1 Mech, Fitter-cum-Welder, 4 Prod Sup./Shift Incharge, 18 Ref. Opt., 1 Electrical –cum – Gen Set. Opt., 3 Asstt. Mistri (CS), 6 Plant Opt-cum-Mech. 1 Kohlu Mistri, 1, Sup.-cum-Opt., Totaling 139 clubbed and re-designated as Opt. - cum-Mech. Out of 139, 50 vacant posts are abolished, 29 are in diminishing cadre and as per requirement work will also be got done on contract basis.

	1	2		3	4	5
Sr. No.	Name of Post	Mode of Recruitment		Minimum prescribed qualification for Direct Recruitment	Minimum Prescribed Qualification for other than direct recruitment	Remarks
		Direct%	Prom%			
9.	Electrician	100%	--	--	--	10 vacant post abolished, 19 in diminishing Cadre. In future, work will be got done on contract basis as per requirement.
10	Head Mistri	--	--	--	--	14 filled up posts diminishing Cadre. In future, work will be got done on contract basis as per requirement.
11.	Asstt. Mistri	--	--	--	--	20 filled up post are in diminishing Cadre. In future, work will be got done on contract basis as per requirement, 3 vacant posts abolished.
12.	Boiler Attendant – Ist Class	--	--	--	--	4 filled up posts in diminishing Cadre. 4 vacant posts abolished.
13.	Drier Opt.	--	--	--	--	1 filled up post in diminishing Cadre. 4 vacant posts abolished
14.	Asstt. Baker	--	--	--	--	1 filled up post in diminishing Cadre.
15.	Technical Helper	--	--	--	--	17 posts of Tech. Helper, 8 Asstt. Fitter, 2 Elect. Helper, 12 Plant Helper, 3 Mech, Helper, 42 Loader, 1 Pump House Attend. Totaling 85 clubbed and re-designated as Tech. Helper, 60 vacant posts are abolished and 25 posts in diminishing cadre.
16.	Truck Cleaner	--	--	--	--	13 filled up posts are in diminishing Cadre. 7 vacant posts abolished.
17.	Fireman	--	--	--	--	8 posts filled up are in diminishing Cadre. 15 vacant posts abolished

**Annexure – B
(Referred in Rule 7 and 8)**

PROCESSING DIVISION

(B) QUALITY SECTION

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct%	Prom%			
1	DGM (Qlty)	50%	50%	Degree in Oil Tech./ M.Sc.(Chem)/ M.Sc (Animal Nutrition) with 3 years exp. in processing Industry.	2 years exp. as AGM (Quality)	7 posts of Shift Chemist & 1 post of Quality Control Officer clubbed, and re-designated as DGM (Quality), 4 posts surrendered and 2 posts in diminishing cadre, 2 posts for CFP, Rohtak and HPT, Taraori.
2.	AGM, (Qlty)	--	100%	Nil	2 years exp. as Lab Chemist	3 New posts for AFP, Sakhatakhera, Oil Mil Rewari & Narnaul.
3.	Lab Chemist	Nil	100%	--	5 years exp. as Lab Asstt.	4 posts of Sr. Scientific Asstt. 4 posts of Lab Chemist, 1 post of Asstt. Soil Chemist are clubbed and re-designated as Lab chemist out of which 4 posts abolished.

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Prom%			
4	Lab Asstt.	80% 100% by direct Recruitment After the Eligible Cadre of Lab Attend. Diminishes Completely	20%	“B.Sc. with 3 years experience in quality control laboratories of Oil Mills/ Solvent Extraction Plants/ Edible Oil Refinery/ Vanaspati Manufacturing Unit/ Oil Seed Processing Plants, manufacturing Agmark/ISI mark Oils or of cattle feed/ animal feed Plants manufacturing ISI mark Feeds or of Pesticides formulation plants.”	Lab Attdt. Full filling the qualification for direct recruitment qualification	4 posts of Jr. Scientific Asstt., 3 posts of Lab Asstt. clubbed and re-designated as Lab Asstt. out of which 2 posts abolished, one for each plant.
5.	Lab Attendant	100%	--	--	--	2 vacant posts abolished and 3 filled up in diminishing cadre.

The qualifications for the promotional posts of each category of all Division will remain same as contained in Haryana State Supply & Marketing Cooperative Service (Common Cadre) Rules, 1988 for the employees already in service.

Note:- 5 years experience on the feeder post for promotion to the post of Addl.G.M., G.M. & C.G.M. in accordance with the approval of HBPE(FD) conveyed by FCC vide memo No. 1938-C-6-2011/14458 dated 21.10.2011 and endorsed by the RCS vide memo No. I//09-MA-I/9590 dated 01.11.2011.

**Annexure – B
(Referred in Rule 7 and 8)**

PROCUREMENT AND WAREHOUSING DIVISION

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct%	Promotion%			
1	Chief G.M. (Proc./WH)	--	100%	Nil	2 years exp. as GM (Proc&WH/G.M.Mkg) with MBA on the basis of inter se-seniority.	1 post for Warehousing and Procurement Division.
2.	G.M.(Proc./WH)	--	100%	Nil	2 years exp. as Addl.GM (Proc/WH/) with MBA.	2 posts of GM, HQ re-designated as GM (Proc.) and GM (WH) at H.O.
3.	Addl. GM (Proc/WH)	--	100%	Nil	2 years exp. as Dy.G.M. (Proc./WH)/ DGM (Tech) with MBA.	3 posts of Jt. Mgr. are re-designated as Addl GM, (Proc/WH) at H.O. posts increased from 2 to 3 in 2006.
4	Dy.GM (Proc.&WH)/D.M.	45%	45% 10% by selection from departmental candidates having qualification of direct recruitment with 5 years working exp. in Hafed.	MBA with basic knowledge of computer programming and M.S. office.	2 years exp. as AGM (Proc & WH).	
5.	Asstt.GM (Proc.&WH)	Nil	100%	Nil	2 years exp. as Sr. manger	10 posts are for the Coop. Mkg. Societies of grade-I and 2 posts are for centre Incharge at Big centre for WH.

	1	2		3	4	5
Sr. No.	Name of Post	Mode of Recruitment		Minimum prescribed qualification for Direct Recruitment	Minimum Prescribed Qualification for other than direct recruitment	Remarks
		Direct%	Prom%			
6	Sr. Manager	Nil	100%	Nil	5 years exp. as Manager	These posts are for 24 CMS of grade-II
7.	Manager	Nil	100%	Nil	5 years exp. as FI (Store)	28 posts are for 28 CMS of Grade-III, 13 posts are for centre Incharge in WH, 8 posts are in diminishing cadre.
8.	Manager [F.I. (Sr.)]	Nil	100%	Nil	<p>1. 5 years exp. as FI (Store)</p> <p>2. Last 6 posts of F.I. (Sr.) designated as Manager will be filled up by promotion from the cadre of Store Keepers till the time the cadre of storekeepers is exhausted.</p>	5 posts of Cotton Purchase Asstt., 1 post of Sr. Baker, 26 posts of FI (Sr.) are clubbed and re-designated as FI (Sr) seniority of the other's will be at the bottom of FI (Sr). They will work as Incharge WSD/RHA for Fertilizer distribution.

	1	2		3	4	5
Sr. No.	Name of Post	Mode of Recruitment		Minimum prescribed qualification for Direct Recruitment	Minimum Prescribed Qualification for other than direct recruitment	Remarks
		Direct %	Promotion%			
9.	Jr. Coach (Badminton & Table Tennis)	100%	Nil	Graduate from a recognised University & Dipl. In Coaching from SAI/ NIS & 1 st , 2 nd & 3 rd Position in National/ All India University Meets/National Games/National School Games or 1 st position in State Level Championship in the last 3 years as on date of the Advt. of the post.		
B	Warehousing					
10	DGM (Tech)	--	100%	Nil	2 years exp. as AGM (Tech)	1 vacant post of Shift Chemist is re-designated as DGM (Tech) for W.H. Division at H.O.
11.	AGM (Tech.)	--	100%	--	2 years exp. as Tech. Officer (Storage)	1 post for 4-5 Distt. for WH Division.
12.	Tech. Officer (Storage)	100% Direct/ Deputation	--	B.Sc. (Hons.) in Agri with entomology/plant pathology as major.	Nil	1 post of TAPP & 20 posts of IQC or clubbed and re-designated as Tech. Officer (Storage).

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct %	Prom %			
13.	F.I. (Store)	i) 80%	2) 10% by promotion from Clerk. 3) 10% absorption from employees of CMS.	1.(i) Graduate From Recognised University ii. Minimum 1 year dip. In computer from the Recognised University/ Institute.	2. By promotion from Clerks having 4 year in Hafed. 3. By absorption from employees of Mkg. Societies in Hafed of total post to be filled up from the employees of Member Coop. Mkg. societies who are at least Matriculation having 7 years exp. as Salesman/Clerk/Cashier in Mkg. Societies.	165 posts of FI, 57 posts of Store Keeper/ ASK/GK, 3 posts ATK, 4 posts TK, 2 posts Excise Clerks 8 posts W/Clerk, 1 post of Baker clubbed Totaling 240 & re-designated as FI seniority of others will be at bottom of FI. 190 (WH) 5 (plants) , 12 (Rice Mills, 4 (Cold Storage), 3 Ginneries, 2 (HQ), 26 (Sports) under process of recruitment total 242, 12 posts of Acctt. 'C" grade converted to FI cadre.

The qualifications for the promotional posts of each category of all Division will remain same as contained in Haryana State Supply & Marketing Cooperative Service (Common Cadre) Rules, 1988 for the employees already in service.

Note:- 5 years experience on the feeder post for promotion to the post of Addl.G.M., G.M. & C.G.M. in accordance with the approval of HBPE(FD) conveyed by FCC vide memo No. 1938-C-6-2011/14458 dated 21.10.2011 and endorsed by the RCS vide memo No. I//09-MA-I/9590 dated 01.11.2011.

Annexure – B
(Referred in Rule 7 and 8)
MARKETING DIVISION

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct%	Prom%			
1.	G.M. (MKg)	--	100%	Nil	2 years exp. as Addl. GM (Mkg) with MBA (Spl. in Mkg).	
3.	Addl.G.M. (Mkg)	--	100%	Nil	2 years exp. as Dy. GM (Mkg) with MBA (Spl. in Mkg).	1 post of Mkg. Development Officer and 1 post of Mkg. Expert are re-designated as Addl. G.M. (MKg). Posts reduced from 5 to 2. 1 post revived in 2009.
4	Dy.GM (Mkg)	50%	50%	1st class MBA having Spl. in Mkg. with 1 st Divn. in Graduation from a Recognised University or Institute and 3 years exp. in Mkg.	2 years exp. as Asst. GM,(Mkg)	6 vacant posts of Dy. Manager, 1 post of Mkg. Research Officer, 1 post Liaison Officer, 1 post of Mgr. Cotton, 1 post of Sr. Sales Officer are clubbed and re-designated as Dy. G.M. (MKg), 6 vacant posts of Dy. Manager/DM/L.O. under the process of recruitment will be designated as DGM (MKg) and 2 posts will be in diminishing cadre.
5.	Asstt. GM (Mkg)	--	100%	--	2 years exp. as Mkg. Officer.	1 post of Sales Mgr., 1 post of Mkg. Mgr., 2 posts of Sales Executive, 2 posts of Purchase Executive, 1 post of ALO, 3 posts of Sales Officer and 1 post of EPR are clubbed and re-designated as AGM (Mkg) seniority of EPR will be at the Bottom.

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct%	Prom%			
6.	Marketing Officer	60%	40%	MBA (Spl. in Mkg) from a recognised University or Institute with Graduation & 1 year exp. in Mkg. Preference will be given to Ist Class B.Sc. Agri/Ilnd M.Sc. Agri on 40% seats.	Graduate from Recognised University with having 10 years service in Hafed and minimum 5 years exp. in Mkg. on the basis of seniority –cum-merit.	5 posts of Cotton Sup, 1 post of PO, Cotton, 1 post of PO, CFP, 2 posts of Field offices, 8 posts of Sales Sup. (5000-7850), 4 posts of Purchase Sup.(5000-7850), 4 posts of Salesman (5000-7850) are clubbed and re-designated as Mkg. Officer. Post of Sales/Purchase Sup. and Salesman are clubbed to abolish the cadre of Sales Sup. and their seniority will be at the bottom. 1 in each Districts for the sale of (Fert., seeds, Feeds, Pesticides, Rice & Oils.) in Haryana i.e. 19, 1 for Delhi, 1 for Raj., 1 U.P., 1 Chd., 1 HP, 1 Pb., 1 Mumbai & 1 Kolkatta.

The qualifications for the promotional posts of each category of all Division will remain same as contained in Haryana State Supply & Marketing Cooperative Service (Common Cadre) Rules, 1988 for the employees already in service.

Note:- 5 years experience on the feeder post for promotion to the post of Addl.G.M., G.M. & C.G.M. in accordance with the approval of HBPE(FD) conveyed by FCC vide memo No. 1938-C-6-2011/14458 dated 21.10.2011 and endorsed by the RCS vide memo No. I//09-MA-I/9590 dated 01.11.2011.

Annexure – B
(Referred in Rule 7 and 8)

MANAGEMENT SERVICE DIVISION (INFORMATION TECHNOLOGY DIVISION)

Sr. No.	1 Name of Post	2 Mode of Recruitment		3 Minimum prescribed qualification for Direct Recruitment	4 Minimum Prescribed Qualification for other than direct recruitment	5 Remarks
		Direct%	Prom%			
1.	Sr. Systems Analyst / Addl. G.M. (MIS)	Nil	100%	Nil	2 years experience as Systems Analyst/DGM (Systems).	--
2.	Systems Analyst/ Dy.G.M. (System)	Nil	100%	Post of System analyst is re-designated as Dy.GM (System) and 1 new post created	2 years exp. as AGM (Programming)	
3.	Programmer/AGM (Programming)	100%	--	As per Hartron/NIC	--	2 Additional posts of AGM (Programming) are required to be created due to in increase of computerization work and 1 post of programmer is re-designated as Asstt.GM (Programming)
3.	Network Supervisor	100%	Nil	BCA with 1 st Divn/Graduate & PGDCA with 1st Divn. With at least one year exp. on Windows, SQL & Visual Basic or M.Sc. Computer Science with 2 nd Divn. from Recognised University.	--	EDP Supervisor is re-designated as Network Supervisor.

The qualifications for the promotional posts of each category of all Division will remain same as contained in Haryana State Supply & Marketing Cooperative Service (Common Cadre) Rules, 1988 for the employees already in service.

The essential qualification as knowledge of Hindi or Sanskrit upto Matric standard or 10+2/ B.A.,M.A. with Hindi as one of the subject for recruitment/appointment in Hafed for all the categories of posts.

Note:- 5 years experience on the feeder post for promotion to the post of Addl.G.M., G.M. & C.G.M. in accordance with the approval of HBPE(FD) conveyed by FCC vide memo No. 1938-C-6-2011/14458 dated 21.10.2011 and endorsed by the RCS vide memo No. I/I/09-MA-I/9590 dated 01.11.2011.

DIVISIONWISE DEPLOYMENT OF POSTS

ANNEXURE: B-1

(REFERRED IN RULE 7&8)

Division	S No.	Designation	No. of post	Deployment of the post	HO	Field
Construction	1	S.E.	1	Head of the Construction Division of H.O.	1	-
	2	XEN	3	Head of each Branch,1 at HO,1 Hisar & 1 at G.T.Road.	1	2
	3	SDE	10	3 with each Branch & 1 electrical at HO	4	6
	4	Circle Head Draftsman	1	For attachment with SE as per PWD(B&R) norms	1	-
	5	JE	29	9 with each branch & 2 with electrical at HO	11	18
	6	Head Draftsman	2	1 at HO 1 at GT Road.	1	1
	7	Draftsman	2	1 Hisar 1Elect section at HO	1	1
		Total	48		20	28
Finance & Accounts Division.	1	GM(F&A)	1	Head of F&A Division at HO	1	--
	2	Addl.GM(F&A)	3	1 for Finance, Taxation, Costing viability ,1 in Audit,1 Accounting Branch.	3	--
	3	DGM(F&A)	4	1 Costing, 1General, 1Estt & C&B,1 EPF & Ext.Audit.	4	--
	4	AGM(A/C)	19	1 Finance,1 Taxation,1 Costing, 1Proc.HO,7 in big Distt.,7 Distt. Offices, 1CFP Rohtak.	4	15
	5	S.O.(A/C)	39	1 Internal Audit,1 General ,1EPR &Ext.Audit,1 Electrical HO,1 Civil,HO,1 Civil Hissar,10 Audit D.O.,1 Cold Storage & Ref. at HO,4 (Taraori, Rewari, S.Khera & NRL) , 10 D.O., 1 WH HO, 3 in 3 Mkg. Divn, at HO, 4 in Mkg.Offices in Haryana.	10	29
	6	Acctt.'B' Grade (Sr.Acctt).	94	1 Finance & Taxation,1 Costing,1 Internal Audit, 3 Acctts.General,3 Acctts.Estt, 1C&B, 1EPF, 1 Ext.Audit,17 Audit parties, 4 in 4 Branch of Const,3 in process Divn, at H.O.,3 Rohtak, 3 S.Khera,2 Taraori, 2 Rewari,2 Narnaul, 12 Rice Mills,4 Cold storage,2 WH at HO, 2 Proc at HO, 21 in 7 big Distt.,20 in 10 small D.O.,17 Input Acctt. under the supervision of Mkt.Officer,62 CMS,1 Fert.& Seed,1 Feed & Pesticides, 1 Rice & oil ,1 Export, 1 promotion , 1 CF,1CP,1 MGN Services,8 in MKF Offices in Haryana, 4(CHD, Bombay, Kolkata, Delhi MO). 1 in each districts under 17 Mkt Officers.		
		Total	208		29	179
		Division Total	274		51	223
Personal & Administration Division	1	M.D.	1	Head of Organization.	1	-
	2	Secretary.	1	Head of the Administration.	1	-
	3	Inquiry Officer	1	Head of the Inquiry Branch	1	-
	4	D.A.	1	Head Of the Legal Branch	1	-
	5	Addl.GM(Welfare)	1	For Head Office	1	-
	6	ADA	1	In Legal Branch	1	-
	7	DGM(P&A)	2	1 Head of Estt. Branch, 1 Head General Administration Branch	2	-
	8	AGM(P&A)	5	2 in Estt., 1 Inquiry, 1 Discipline Branch & 1 for Recovery.	5	-

Division	SNo	Designation	No. of post	Deployment of the post	HO	Field
	9	Estt.Asstt.	61	1 Law, 1 Inquiry,2 Recovery, 3 Discipline,8 Estt, 3 General Admn, 1 Civil Hisar,1 Civil HO,3 in Processing Division at HO, 5 in Plants,1 WH, 1Proc.at HO, 17 in Distt.Offices,8 in Mkt. Divn at HO, 6 in Mkt. Offices in field.	32	29
	10	Clerk	88	1 Inquiry, 1 Recovery,1 Discipline, 6Estt, 6 GA,4 in Const.Divn,3 in F&A Division ,3 in Processing Division , 10 in plants in field,1 WH,1 Proc at HO,34 Distt.Offices,8 in Mkg.Division at HO,1 Computer, 8 in Mkg offices in field.	34	54
	11	Daftri	11	4 in General Admn at HO, 5 in Plants, 2 in Karnal & Sirsa Distt.Offices.	4	7
	12	Peon-cum-Chowkidar	67	2 each with Chairman, MD & Secretary,2 with CGM, 7 with the Officers of the Scale of 13500-17250,19 with the Officers of Scales 10000-13900, 8 for Mkt.Offices,17 for Distt. Offices, 5 Plants, 2 XEN Offices,1 Admn. Branch(HO)	35	32
	13	Private Secretary	2	With Chairman & M.D	2	-
	14	P.A	3	With Chief GMs	3	-
	15	Sr.Scale Steno	6	1 each with the Officers of scale of 13500-17250	6	-
	16	Steno-Typist	53	3 Estt,1 Gen.Admn,17 Distt.Offices,5 Plants, 8 Mkt.Offices and 1 each with the Officer at HO.	23	30
	17	Driver	54	One each for each vehicle	54	
		TOTAL	358		206	152
PROCESSING DIVISION	1	G.M. Processing	1	1 Head of the Processing Division	1	-
	2	Addl.GM (Processing)	5	1 Rice Mills &Projects,1 Plants, 1 Cold storage & Refrigeration & Ginneries & Automobiles,1 for CFP Rohtak & 1 for HP Taraori	3	2
	3	DGM(Plants)	7	5 in Plants, 1 for overall monitoring of paddy processing at Taraori,1 Basmati Rice Mill, Taraori.	-	7
	4	Rice Mills Mgr	12	1 each in 12 rice mills.	-	12
	5	Cold Store Mgr	1	For Cold Store	-	1
	6	Production Supervisor	5	1 each in 5 Plants	-	5
	7	Shift Supervisor	15	3 in each 5 plants per shift	-	15
	8	Operator	60	60 in plants in 5 Plants.	-	60
	9	DGM(Quality)	2	1 in each for CFP and HP Taraori	-	2
	10	AGM(Quality)	3	1 each for Oil Mill Rewari, Narnaul and S.Khera.	-	3
	11	Lab Chemist	5	1 each in 5 plants.	-	5
	12	Lab Asstt.	5	1 each in 5 Plants.	-	5
		TOTAL	121		4	117
PROCUREMENT						
	1	Chief G.M.	1	For Proc.& WH Division	1	-
	2	GM(Proc. & WH)	2	1 for Proc.at HO and 1 for WH at HO	2	-
	3	Addl.GM(Proc/WH)	3	For Proc & WH	3	-

Division	Sr. No.	Designation	No. of post	Deployment of the post	HO	Field
	4	DGM/District Manager	24	1 each for 17 D.O. & 7 for Proc. & WH Divn. H.O.	7	17
	5	Manager Grade-I (Re-designated as AGM, Proc.&WH)	12	10 for 10 one Grade CMS, 2 for Centre Incharge	-	12
	6	Manager Grade-II (Re-designated as Sr. Manager)	24	1 for each Grade-II CMS	-	24
	7	Manager Grade-iii (Re-designated as Manager)	41	1 for each 28 Grade-III CMS,13 for Warehousing Centre Incharge	-	41
	8	Field Inspector(Sr) (Re-designated as Manager)	42	1 for each 42 WSD/RHA for fertilizer distribution	-	42
	9	Jr. Coach Badminton	2	Each for Badminton & Table Tennis	--	2
		Total	151		17	134
WAREHOUSE DIVISION	1	DGM(Technical)	1	1 AT Head Office	1	---
	2	AGM(Tech)	4	1 at HO 3 in fields in 4-5 districts.	--	5
	3	Tech. Officer (Storage)	34	20(1 for each district (1 extra for Karnal & Sirs) 14 for commercial warehousing i.e. 7 year guarantee Godowns 1 upto 30000 MT Godown capacity	-	34
	4	FI(Store) Store Keeper	185 57	190 for WH (83 for godown 85 for plinths,22 for commercial warehousing) ,5 Plants, 12 Rice Mills,4 Cold store, 3 Gineries, 2 HO,12 Badminton Player, 14 Table Tennis Player.	2	240
		Total	281		2	277
Marketing Division (INPUTS,CONSUMER PRODUCTS & OTHERS & CONTRACT FARMING & OTHERS)						
	1	Chief GM	Nil	1 post abolished in 2006.	-	-
	2	GM(Mkg)	1	1 for Consumer Products/Export/Promotion	1	-
	3	Addl.GM(Mkg)	3	1 Fertilizer & Seed,1 Feed & Pesticides, 1 Rice, Oil, Export & Contract Farming (Posts reduced from 5 to 3 in 2006.	3	-
	4	DGM(Mkg)	8	1 Promotion activities, 2 for contract farming, and 1 for Corporate Planning & 4 in the field as Incharge of the Mkt.Offices at Gurgaon,Rohtak,Hissar & Kurukshetra	4	4
	5	Asstt.GM(Mkg)	13	4 for Contract Farming, 1 for Fertilizer & seed, 1 for Feeds & Pesticides, 1 for Rice & Oils , 1 for Export, 1 for Promotion, 4 for Incharge of Mkt.Offices at Delhi, Bombay, Kolkata & Chandigarh Offices.	5	8
	6	Marketing Officer	27	1 for each 19 Districts in Haryana,1 PB,1 Chandigarh, 1 HP,1 Delhi,1 Rajsthan, 1 UP, 1 Bombay, 1 Kolkata.	-	27
		TOTAL	52		13	39
Management Service Division (I.T. Division)						
	1	Sr. Systems Analyst/ Addl.G.M. (MIS)	1	For Head Office	1	--
	2	System Analyst / Dy. G.M. (System)	2	For Head Office	2	--
	3.	Programmer /AGM (Programming)	4	For Head Office	4	--
	4.	Network Supervisor	30	For H.O. & Field Offices	30	
		TOTAL	37			
		GRAND TOTAL	1322			

ANNEXURE 'C'
(Referred to in rule 17)

1. Authorities competent to sanction various kinds of leave to the employees:-

Sr. No.	Nature of leave	Authority empowered to sanction	Extent of power
1	Casual	i) Head of office Full power in respect of the staff working under him	Full Power
2	Earned Leave		
	i) For employees working in the filed office	D.M./P.M./G.M./XEN	Upto 30 days without
	ii) For employee drawing pay below Rs.2000-3200 in Head Office/field offices.	Secretary	Full powers
	iii) For employee drawing pay below Rs. 2000-3200 (Revised Rs. 9300-34800+GP Rs. 4000) in Head Office/Field Offices	Managing Director	Full power
3	Half pay leave/extra ordinary leave/Maternity leave	i) Secretary / ii) Managing Director in respect of the staff as mentioned at (2) (ii) & (iii)	Full power
4	Special leave for promoting small family norm	Head of office in field offices and Secretary in H.O.	Full powers for granting leave in accordance with Government instructions

II. Permissible limit of joining time and method of calculation is as follows:-

- i) For preparation Six days
- ii) For the portion of journey which he travels or might travel:-
 - a) By rail one day for each 500 Kms.
 - b) By motor lorry one day to each 150 Kms.
 - c) By any over means 25 Kms.

- Note:-
1. A day is allowed for any fractional portion of any distance prescribed in the rules.
 2. Travel by road not exceeding 8 Kms. To or from a railway station at the beginning or end of a journey does not count for joining time.
 3. Sunday does not count as day for the purpose of the calculation of the duration of joining time.
 4. If an employees takes leave when in transit from one station to another, the period which has elapsed since he handed over charge of his old post, must be included in leave. On the expiry of leave, the employee may be allowed normal joining time.

5. An employee on joining time shall be regarded as on duty and shall be paid at the rate of the pay which he would have draw on taking over charge of new post, which ever is less. This pay will be drawn at the station of new post.
6. No joining time is admissible if the transfer is made on request except the period to over journey as specified at (ii) (a) or (b) (c).
7. No joining time is admissible when there is no change of station.

ANNEXURE 'D'

DECLARATION FORM FOR THE MOVABLE PROPERTY.

Name & designation of the employee _____

Address: _____

Statement as on _____

Insurance

other

- (a) (i) Cash, Jewellery, Ballion, Bank deposits, policies, Shares, Securities & debentures.
 (ii) Motor Car, Motor Cycles, horses, and or any means of conveyance.
 (iii) Refrigerators.
 (iv) Milch Cattle.

S.No.	Description of item	Value	Name of member of the employee's family or Benamidar (if any) in whose name the asset is held.	Date & manner of fresh acquisition during the year	Remarks

- b) Loans advanced whether secured or not. If secured, nature of the security i.e. ornaments, simple pronote or mortgage deeds with or without possession.

S.No.	Amount of loan	If loan is secured one ,nature of the securities with its approximate value	Name of member of the employee's family who has advanced the loan	Name with descriptions of the loanees.	Date with other particulars of the loan	Remarks

ANNEXURE- 'D'

DECLARATION BY: _____ of the immovable
Property held by him and members of

- Notes:- i) All interests in land of a permanent nature whether ownership, mortgage, or hereditary , occupancy , should be entered; also dwell houses in towns.
- ii) Members of family of a Hafed employees are those as given in the note below showing the holding of each, if a holding is Benami, the name of the Benamidar should also be mentioned.
- iii) Particulars in regard to family holdings should be indicated separately.

In what district Tehsil & village gift Situating	Description of holding with area & assessment	How & when acquired (i.e. inheritance. free Purchase, etc.
---	--	--

Note:- The member of family in relation to an employee of the Federation includes:-

- i) The wife or the husband, as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be, separated from the employee, by a decree or order of a competent court.
- ii) Son or daughter or step-son or step daughter of the employee and wholly dependant on him, but does not include a child or step child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.
- iii) any other person related ,whether by blood or marriage, to the employee or to the employee's wife or husband and wholly dependent on the employee.