



Bye-Laws

&

Service Rules

(Sugarfed)

Haryana State Federation of Cooperative Sugar Mills Ltd.

Bay No.49-52, Sector-2, Panchkula (Haryana)

Ph.: (0172) – 2590821, 702 Fax: (0172)-2590701

E-mail: haryanasugarfed@gmail.com; Website: www.haryanasugarfed.com

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BYE-LAWS

1.	NAME, ADDRESS, AREA OF OPERATION & DEFINITION:
	The Society shall be called the “Haryana State Federation of Cooperative Sugar Mills Ltd.” It shall be referred to hereinafter as the “Federation”.
	The Registered Office of the Federation shall be Panipat, Post Office Panipat, Tehsil Panipat, District Karnal. Any change in its registered office shall be made by the Board of Directors of the Federation with the prior approval of the Registrar Cooperative Societies Haryana State.
	The area of operation of the Federation shall be the State of Haryana, as constituted in the Punjab State Re-organisation Act.
	In these byelaws, the Registrar means the Registrar, Cooperative Societies, Haryana State and shall include an officer subordinate to him and authorised by him in this behalf.
2.	OBJECTS:-
	<p>The objects of the Federation shall be to co-ordinate and facilitate the working of affiliated cooperative sugar mills and to assist in the promotion and organization of new Cooperative Sugar Mills of cultivators of sugarcane in Haryana State.</p> <p>In pursuance of the objects stated in bye-law 2.1, the Federation, without incurring any liability may:-</p>
	a) Advise or render technical or other assistance in the selection and purchase of machinery, spare parts and other equipment, and to employ the necessary technical personnels for this purpose.
	b) Advise and assist in the selection of key, technical and administrative personnel and if agreed by the member cooperative sugar mills to form a common cadre of the superior post/posts in a cooperative sugar mills so that the service of these senior employees is not interrupted when they are transferred from one member cooperative sugar mills to another.
	c) Suggest measures for increasing the operational and managerial efficiency of member cooperative sugar mills.
	d) Assist in standardising the accounting and costing methods and practices;
	e) Assist in securing necessary financial accommodation from the State and Central Governments, the Industrial Finance Corporation of India, State Bank of India, State and Central Cooperative Banks and from any other financing agency;
	f) Undertake or arrange to purchase in bulk on indent basis or otherwise, chemicals, gunny bags, lubricant, lime stone, coal coke, fuels and any other material required by the member sugar mills or to secure agency for the same;

	g)	Advise or negotiate or act on behalf of the member cooperative sugar mills and in consultation with them, for:-
	i)	Sale of sugar produced by the cooperative sugar mills;
	ii)	Purchase of chemicals, gunny bags, spare parts, fertilizers, fuels and other requirements;
	iii)	Sale of utilisation of bye-products of the cooperative sugar mills;
	iv)	Methods of sugarcane cultivation and to conduct research in it; and
	v)	Selecting persons for key posts of General Manager, Chief Engineer, Chief Chemist and Chief Accounts Officer for the constituent Sugar Mills and transferring them from one member Cooperative Sugar Mills to another in consultations with the member cooperative sugar mills concerned;
	h)	Advise member sugar mills on all laws (including income tax laws) which effect them and to guide them in this respect;
	i)	Represent the affiliated cooperative sugar mills on Government or other bodies (permanent or an hoc) and to present on their behalf their views to Government or any other institutions;
	j)	Take-up publication, conduct research in problems affecting the; working of the affiliated cooperative sugar mills and supply market and other information relating to sugarcane cultivation and sugar industry.
	k)	Arrange for holding periodical conferences of cooperative sugar mills;
	l)	To supervise the working of the member factories generally and to assist regarding their work;
	m)	Formulate and conduct suitable schemes of training for the employees of sugar factories in business management etc. Required for efficient working of their factories;
	n)	Arrange supply of stationary, books, forms furniture etc., required by the affiliated sugar factories on indent basis.
	o)	Establish branch officer or sub offices within and outside the area of operation of the Federation mentioned in byelaw 1.3 so as to facilitate and promote the business of the Federation.
	p)	Take-up publication and supply of market and other information relating to sugar and Allied Industries;

	q)	Render advice to member factories for increasing sugarcane yield, to make available new seeds, to conduct research in cane cultivation and to supply information regarding fertilizers and to propagate preventive measures etc. and to distribute pesticides to member factories.
	r)	Become member of cooperative banks National Federation of Cooperative Sugar Factories Ltd., and other cooperative institutions and technical institutions.
	s)	Make efforts for securing incentive prices for cane supplied by sugarcane producers. To represent member; factories at State and Central Government and to present views to Govt. on their behalf in the matter of fixation of adequate prices for sugar;
	t)	Undertake import and export work on behalf of member factories;
	u)	Advise member cooperative sugar factories on matter relating to insurance, finance and production as also to undertake general insurance business in securing agency of reputed insurance company;
	v)	Undertake such other activities as are incidental and or conducive to the attainment of the above objects and to further the common interests of the affiliated cooperative sugar mills.
3	MEMBERSHIP:	
	3.1	The membership of the Federation shall be open to the Cooperative Sugar Mills and such societies as propose to erect or run sugar mills on cooperative basis.
	3.2	Notwithstanding the provision of byelaw 3.1 above, the Secretary to Govt. Haryana, Cooperation Department, Registrar Cooperative Societies, Haryana, Cane Commissioner, Haryana, Labour Commissioner Haryana, Deputy Secretary to Govt. Haryana Finance Department and the Managing Director, shall be the members of the State Federation without incurring any liability.
	3.3	Every society shall on admission pay an admission fee of Rs. 1000/- with its application for membership.
	3.4	Every member society shall subscribe to atleast one share towards the share capital of the State Federation.
	3.5	The value of a share shall be Rs. 10,000 payable in lump sum.
	3.6	Every member cooperative sugar mills shall pay to the Federation an annual subscription on such scale as may be determined from time to time by the Board of Directors of the Federation, with the approval of the Registrar, provided that a member cooperative sugar mills shall pay a minimum annual subscription of Rs. 500/- till it goes into production. In the event of difference of opinion in this respect, the decision of the Registrar shall be final.

	3.7	Membership of the Federation shall cease:-
	a)	On cancellation of registration of a member cooperative sugar mills.
	b)	If a member cooperative sugar mills resolves to disaffiliate itself provided that such resolution is communicated to the Federation and is accepted by the Board of Directors thereof;
	c)	If a member cooperative sugar mills fails to pay the subscription for a period of 3 years consecutively unless the Board of Directors of the Federation otherwise directs.
	3.8	A member cooperative sugar mills may be expelled by the Federation if it persistently defaults or fails to carryout its obligation to the Federation. Before such expulsion, the member cooperative sugar mills to be expelled shall be given an opportunity to explain its position. After the explanation is received, the Board of Directors of the Federation shall call a meeting of the General Body of members within 60 days of its receipt. Termination of membership shall take effect only after the General Body resolves to expel a member cooperative sugar mills by two-third majority of votes of the members present at the meeting.
4.	LIABILITY:-	
		The liability of each member cooperative sugar mills society for deficit in the assets, in the event of its being wound-up, shall be limited to the value of shares subscribed by it.
5.	FUNDS:-	
		The Federation may raise funds by one or more of the following modes:-
	i)	Entrance fee
	ii)	Share Money
	iii)	Annual subscription
	iv)	Loans, deposits and security deposits from members and non-members
	v)	Contributions for specific purpose
	vi)	Assistance from the State Govt., Central Govt. and other institutions
	vii)	Donations and
	viii)	Commission earned on supplies and sales
	ix)	The loan will be raised for any specific purpose and the limit of total loan required for different purpose will be ten time the previous year's total subscription from the member's societies. The additional loan exceeding this limit shall be raised with the previous sanction of the Registrar Cooperative Societies, Haryana.

6.	MAXIMUM CREDIT LIMIT:-	
		The maximum credit limit of the Federation shall be fixed by the General Body in accordance with the instructions laid-down by the Registrar from time to time. The limit thus fixed shall be subject to the approval of the Registrar who may at any time reduce it.
7.	GENERAL BODY:-	
	7.1	The General Body of the Federation shall consist of the following:-
	a)	Any one officer or Director of the member cooperative sugar mills nominated by its Board of Directors.
	b)	Secretary to Govt. Haryana, Cooperation Department or a non official appointed by the state government as Chairman.
	c)	Registrar Cooperative Societies, Haryana
	d)	Labour Commissioner, Haryana
	e)	Cane Commissioner, Haryana
	f)	Deputy Secretary to Govt. Haryana, Finance Deptt. Dealing with Cooperation.
	g)	Managing Director of the state Federation
	7.2	The General Body of the Federation shall meet from time to time but atleast once in 12 months. A meeting of the general body shall be convened by an office of the Federation under the direction of the Board of Directors. The general meeting shall also be convened if the requisition for such a meeting, signed by one third of the total number of members for the time being, is received by the Board of Directors. If within 30 days of the receipt of the requisition the Board of Directors fails to convene the General Meeting, the signatories to the requisition may refer the matter to the Registrar, who may, if he thinks fit summon the general meeting. The Registrar may on his own motion at any time summon the meeting of the general body of members of the Federation.
	7.3	Atleast a fortnight notice, specifying the date, place and time and agenda of the general meeting shall be given by post, under certificate of posting. The quorum for the general meeting shall be as laid-down in the Rules framed under the Cooperative Societies Act. The Chairman or in his absence the Vice-chairman shall preside over the meeting of the general body. When both of them are absent the members present shall elect a chairman for the meeting. The Registrar may at any time call a meeting of the General Body at such a shorter notice as he deems fit.
	7.4	Every member of the General Body shall have one vote, Unless otherwise, provided in these byelaws, all questions shall be decided by a majority of votes of the members present. When the votes are equal, the Chairman shall have an additional casting vote.

	7.5	Unless otherwise provided in these byelaws, the ultimate authority in all matters relating to administration of the Federation shall vest in the General Body.
	7.6	Without prejudice to the general provisions of the proceeding byelaws, the general body shall have the following powers and duties:-
	a)	Consideration of the annual report of the Federation, its audited balance sheet and profit and loss account and the inspection notes.
	b)	Disposal of profits;
	c)	Fixation of the maximum credit limit of the Federation, subject to the approval of the Registrar;
	d)	Transaction of any other business with the permission of the Chairman of the General Body.
	7.7	All business discussed or decided at a general meeting shall be re-recorded in a proceeding book which shall be signed by the Chairman of the meeting.
8.	BOARD OF DIRECTORS	
	8.1	The Board of Directors shall consist of the following:-
	i)	One representative of each factory nominated by the Board of Directors of the respective Factories.
	ii)	Secretary to Govt. Haryana, Cooperation Department or A non official appointed by EX-offico the State Govt. as Chairman
	iii)	Registrar Cooperative Societies, Haryana.
	iv)	Cane Commissioner, Haryana.
	v)	Deputy Secretary to Govt. Haryana, Finance Deptt. Dealing with cooperation
	vi)	Managing Director of the State Federation. Ex-Officio.
	vii)	One or more non-officials proposed/appointed by the state govt.
	8.2	The Secretary to Govt. Haryana, Cooperation Department shall be the Ex-Officio Chairman of the Board of Directors or non official appointed by the State Govt. shall be the Chairman of the Board of Directors and Vice Chairman shall be elected by the BOD from amongst themselves.
	8.3	A member of the Board of Directors shall hold office at the pleasure of his
	(a)	Respective nominating authority.

	(b)	A member of the Board of Directors shall cease to hold office if he
	i)	Ceases to be Director of the member cooperative sugar mills he represents;
	ii)	Fails to attend three consecutive meetings of the Board of Directors
	iii)	Resigns and his resignation is accepted by the Board of Directors
	iv)	Is/becomes related to an employee of the Federation and
	v)	In the opinion of the general body of members has conducted himself in a manner prejudicial to the interest or reputation of the Federation.
	8.4	Meetings of the Board of Directors shall be held when necessary Atleast 7 day's notice of the meeting shall be given to the members of the Board of Directors before the meeting is held. One-third of the total number of members of the Board of Directors shall form a quorum. The Chairman or the Vice Chairman or in his absence a Director elected by those present in meeting shall preside. Unless otherwise provided in the bye-laws, all questions shall be decided by a majority of votes. Each Director shall have one vote. In case of equality of votes, the Chairman shall have the second casting vote. The Registrar may at any time call a meeting of the Board of Directors of the Federation and at such shorter notice as he deems fit.
	8.5	The Board of Directors shall exercise all the powers and discharge all the duties of the Federation except those reserved for the general body subject to any regulation or restrictions duly laid down by the Federation in a general meeting or in the byelaws. In particular, the Board of Directors shall have the following powers and duties:-
	i)	To observe in all their transactions, the provisions of the Cooperative Societies Act, the notified Rules framed there under and the byelaws;
	ii)	To maintain or cause to be maintained true and accurate accounts of all money received and disbursed and all stocks bought and sold.
	iii)	To keep or cause to be kept a true account of the assets and liabilities of the Federation.
	iv)	To prepare and lay or cause to be prepared or laid before the annual general meeting a profit and loss account and audited balance sheet.
	v)	To examine the accounts and supervise the maintenance of the prescribed registers.
	vi)	To consider the inspection notes of the Chief Auditor, Cooperative Societies, Haryana State or his subordinate staff and to take necessary action on them.
	vii)	To dispose of applications for membership and to admit members;

	viii)	To give directions to any officer of the Federation to summon general meeting in accordance with these byelaws
	ix)	To contract loans subject to any restrictions imposed by the general body or by the Registrar
	x)	To lease or buy land required for the business of the Federation with the previous sanction of the Registrar
	xi)	To leave or erect buildings required by the Federation with the previous sanction of the Registrar.
	xii)	To appoint, suspend, dismiss or punish employees subject to any conditions laid-down by the Registrar from time to time and to take proper securities from them as determined by the Registrar
	xiii)	Through any member or officer or employee of the Federation or any other person specially authorize to institute, conduct, defend, compromise, refer to arbitration or abandon legal proceedings by or against the Federation or Board of Directors or employees
	xiv)	To acquire on behalf of the Federation shares in other registered cooperative institutions
	xv)	To arrange for the safe custody of books
	xvi)	To invest surplus funds of the Federation in accordance with the Cooperative Societies Actor or the rules framed there under
	xvii)	To purchase, sell, hire or otherwise acquire or dispose of property on behalf of the Federation
	xviii)	To advise the member cooperative sugar mills in the selection of machinery, selection of sites and appointment of managerial or technical personal and if necessary to form a common service cadre or cadres of senior employees of member cooperative sugar mills and to arrange for transfers of such employees from one cooperative sugar mills to another
	xix)	To arrange for the purchase of capital and current requirements of member cooperative sugar mills
	xx)	To arrange for the sale of sugar, molasses and bye-products manufactured by the member-cooperative sugar mills
	xxi)	To advice member cooperative sugar mills on matters relating to insurance, finance & production, as also to undertake general insurance business by securing agency of reputed Insurance Companies

	xxii)	To run workshops, research laboratories sugarcane farms etc. and to take undertake other business relating to sugar industry and to purchase necessary sites, farms etc for the same
	xxiii)	To arrange for publication of market intelligence and periodicals, bulletins pertaining to the sugar industry or cultivation of sugarcane
	xxiv)	To call periodicals returns from the member cooperative sugar mill
	xxv)	To represent the member Cooperative Sugar Mill on Govt. or other bodies when required and to depute representative at conferences or any other Association, connected with the Sugar Industry
	xxvi)	To determine the rate of commission to be charge for arranging the sales and purchase on behalf of the member cooperative sugar mills
	xxvii)	To sanction establishment and other contingent expenditure
	xxviii)	To prepare the annual budget of income and expenditure for the consideration of the general body of the federation and
	xxix)	Generally to carry on the business of the Federation
	8.6	The Board of Directors may delegate to the Chairman or Vice-Chairman or a Director or a Sub-Committee of Directors or any of its Officers such of its power and functions as it considers necessary
	8.7	All business discussed or decided at a meeting of the Board of Directors shall be recorded in the proceedings book, which shall be signed by the Chairman of the meeting and all the Directors present
9	DISTRIBUTION OF PROFITS:-	
	9.1	The Board of Directors, before arriving at net profits, shall provide for:-
	a)	Interest payable on loans and deposits
	b)	Working expenses, including land assessment, municipal or other cases, rent, and tax paid or payables
	c)	Depreciation on machinery, buildings and other fixed assets as decided by the Board of Directors with the approval of Registrar
	9.2	The net profit of the Federation, as per audited Balance Sheets, shall be distributed as follows:-
a)	i)	Atleast 20% shall be carried to the Reserve Fund

	ii)	Contribution to the Cooperative Education Fund as determined by the Registrar, subject to a maximum of 5%
b)		The remainder may be utilized for one or more of the following purposes:-
	i)	Distribution of rebate among members in proportion to the value of their business transactions with the Federation
	ii)	A sum not exceeding 3% of the net profit may be spent on any purpose connected with the development of Cooperative movement or any charitable purpose as defined in Section 20 of the Charitable Endowment Act 1890. Any expenditure out of this Fund shall require the prior sanction from the Registrar
	iii)	Creation of or any other Fund required by the Federation
	iv)	Bonus to the employees subject to the sanction of Registrar
c)		Any surplus may be credited to the Reserve Fund or carried to the profits of the next year
	9.3	The Reserve Fund shall be indivisible and no member Cooperative Sugar Mills be entitled to claim a specific share in it provided that, in exceptional circumstances, with the prior approval of Registrar, the Reserve Fund may be utilized in meeting the losses
10		The Federation shall pay such audit fee as may be assessed from time to time by the authority competent to do so
11		If the Federation is indebted to a financing institution, it shall be competent for the representative of the letter to inspect the books and record of the Federation and the Board of directors of the Federation shall arrange the production of books and record before such representatives
12		The services of the members of the Board of Directors shall be honorary but they may be paid traveling and daily allowance in the scale fixed by the Board of Directors and approved by the Registrar
		Provided that where a non-official is appointed as Chairman by the Govt. he may be allowed pay/honorarium/allowances and other terms and conditions as may be prescribed by the Govt. from time to time
	12.1	Notwithstanding any vacancy in the Board of Directors or any defects in the qualification or appointment for co-operation of any representative, the acts of the Board of Directors or Sub Committee appointed by it or its members shall be valid as if no such defects existed, if such acts are otherwise within their powers

13	MANAGING DIRECTOR	
	13.1	The Managing Director shall be appointed by the Board of Directors on such terms and conditions as are previously approved by the Register Cooperative societies, Haryana
	13.2	The Managing Director shall act as Chief Executive Officer of the state Federation and shall conduct the business of the Federation and shall exercise the control over the administration of the State Federation subject to over all control of the Chairman
	13.3	He shall advise the Board of Directors and or Executive Committee in forming the policies and programmes of the Federation and implement these after approval
	13.4	He shall represent the Federation in different Organisation and institutions, unless otherwise directed by the Board of Directors, for placing the view point of the Federation and for taking decisions
	13.5	The following shall be the duties of the Managing Director
	a)	To summon the meeting of the General Body, Board of Directors/Executive Committee etc. and participate in them but shall have no right to vote in matters pertaining to elections
	b)	To attend the meetings of the different Committees and take necessary steps to implement the decisions taken in various meetings including matters relating to purchase, sales, storage, processing of agricultural and other commodities, machinery etc. and matters incidental thereto;
	c)	To be responsible for the general conduct, supervision and management of the day-to-day business and affairs of the State Federation
	d)	To ensure proper maintenance of accounts of the Federation in the prescribed manner
	e)	To receive all moneys and securities on behalf of state and to arrange for the safe custody of cash records properties and other securities of the State Federation
	f)	To assist in the inspection of books and records by various authorities empowered to do so under the Act, Rules and Byelaws;
	13.6	The Board of Directors may employ such technical expertise and other persons as are required to enable the Federation to fulfil its objects on such terms and conditions as are previously approved by the Board of Directors

14		Should, however, any doubt arise with regard to the interpretation of any of these byelaws, the matter shall be referred to the Registrar whose decision shall be final
15		The Federation shall prepare and submit such returns and statements as the Registrar may from time to time specify

I, the undersigned have been authorized by the General Body of the Haryana State Federation of Cooperative Sugar Mills vide resolution NO. 5(d) in its second General Meeting held on 30 May, 1974 to sign these byelaws on behalf of the State Federation. I do hereby certify that these amendments have been read, heard and understood and promised to abide by them.

Sd/-
(M.K. Puri)
SECRETARY, HARYANA STATE FEDERATION OF
COOPERATIVE SUGAR MILLS LTD. CHANDIGARH

Certified that:-

1. There is nothing contrary to the Act, Rules or Byelaws
2. All the three copies of Byelaws tally with each other
3. All the necessary amendments, previously approved by the Registrar and passed by the General Body Meeting have been incorporated in these byelaws.

Sd/-
(M.K. Puri)
SECRETARY, HARYANA STATE FEDERATION OF
COOPERATIVE SUGAR MILLS LTD. CHANDIGARH

REGISTERED THIS 8TH DAY OF JUNE 1974

Sd/-
(K.R. Punia)
IAS
REGISTRAR CO-OP. SOCIETIES, HARYANA CHANDIGARH

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SERVICE RULES

1. COMMENCEMENT

These rules shall come into force from 26-10-1988.

2. APPLICATION

These rules shall apply to all employees of the Haryana State Federation of Coop. Sugar Mills.

3. DEFINITION

In these rules, unless the context otherwise requires:-

- a) "Staff Selection Sub Committee" means the Sub 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 Fed. of Coop. Sugar Mills Ltd., Panchkula.
- c) "Bye-Laws" means the bye-laws of the Haryana State Fed. of Coop. Sugar Mills Ltd. Registered under the Haryana Coop. Societies Acts, 1984.
- d) "Direct Recruitment" means an appointment made otherwise than by promotion from within the service or by deputation.
- e) "Employees" means a person appointed in accordance with the provisions of these rules.
- f) "Family" means an employee's spouse unmarried sons unmarried daughters and parents wholly dependent upon him her and actually residing with employees.
- g) "Federation" means the Haryana State Fed. of Coop. Sugar Mills Ltd.
- h) "Government" means the Government of the State of Haryana.
- i) "Managing Director" means an officer appointed by the State Government to the post of Managing Director of the Federation.
- j) "Chairman" means the Chairman of the Federation.
- k) "Officer" means an officer defines under the Coop. Societies Act.
- l) "Recognized University" means:-
 - i) Any university incorporated by the law in any State of India
 - ii) Any other University which is declared by the Govt. to be recognized University.
- m) "Institution" means:-
 - i) Any institution established by the law in the State of Haryana or
 - ii) Any other institution recognized by Govt. for the purpose of these rules.

- n) "Salary" means basic pay plus Dearness allowance and any other amount treated as pay as per Govt. instructions.
- o) "Year" means the year defined under the coop. societies act and the rules made there under.
- p) "Registrar" means the Registrar Coop. Societies as defined in the Haryana Coop. Societies Act, 1984.

4. CATEGORY OF POSTS

The service shall comprise the posts shown in Appendix 'A' to these rules:-

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 prior approval of Registrar, Coop. Societies, Haryana.

APPOINTMENT IN SERVICE, AND GENERAL CONDITION OF SERVICE

5. APPOINTING AUTHORITY:

- a) Managing Director will be the appointing authority for all categories of posts of the Federation.
- b) The appointment to Group-A posts shall be made on the basis of recommendations made by the Haryana Public Service Commission. Appointment to Group – B posts shall be made by promotion or on deputation, as the case may be.
- c) The appointment to Group-C & D posts shall be made on the basis of recommendations made by the Haryana Staff Selection Commission or Haryana Group-D Employees Selection Committee notified by Govt. of Haryana, as the case may be.

6. QUALIFICATION

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 Appendix 'B' to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid in the case of appointment other than by direct recruitment.

Provided that the Registrar may on the recommendation of the Board & for special reasons to be recorded in writing relax the qualifications of any person to such extent as he may consider proper.

7. GENERAL CONDITIONS RELATING TO APPOINTMENT

The following general conditions shall apply to all appointment to the services:-

- 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 setting in India, or
- e) A person of India 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 setting in India.

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

- 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 Govt.
- 3) No person shall be appointed to any post in the service by direct recruitment.

i) FOR GROUP 'A' POSTS:

- a) If he is less than 35 years or more than 55 years in age. The upper age limit may be relaxed by the appointment authority for posts requiring experience with the approval of Registrar.

FOR GROUP B, C & D POSTS:

- b) No person shall be appointed to any posts by direct recruitment if he is less than 16 years in case of employee covered under Group D category and 17 years in case of employees covered under group C category or more than 40 years in age. The upper age limit of Un-married/Widows/Legally Separated/Divorcee Women, Ex-servicemen, Scheduled Castes and Backward Classes Category candidates will be as per Haryana Govt. rules.
- ii) If he has previously been dismissed from the service in Govt. Deptt. 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 Academic Officer of the University, College, School or Institution last attended, if any and similar certificate from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution.
- iv) Unless he has been certified to be of sound constitution and medically fit to discharge his duties by the Chief Medical Officer.
- 4) 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 a person, shall be eligible for appointment to any post in the service.

- c) Unless he furnished a declaration stating that he will not taken any dowry at the time of his marriage. After his marriage such type of declaration shall be produced by him duly signed by his wife, father and father in-law.

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.

5. The candidate/official to be appointed/promoted such as Sr. Scale Stenographer, Jr. Scale Stenographer, Steno-typist and Clerks shall have to pass/qualify the State Eligibility Test in Computer Appreciation and Applications to be conducted by Haryana State Electronics Development Corporation Ltd. (HARTRON) or any other agency as prescribed by the Govt. before the completion of probation period, failing which no annual increment will be given.
- a) Type test has been substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerk, Steno-typist, Jr. Scale Stenographer and Sr. Scale Stenographer, which is post requisite condition/qualification. Newly recruited/appointed Clerk, Steno-typist, Jr. Scale Stenographer and Sr. Scale Stenographer will have to qualify this test. Besides Steno-typist, Jr. Scale Stenographer and Sr. Scale Stenographer will have also to qualify stenography test as prescribed in the service rules.
- b) Clerk, Steno-typist, Jr. Scale Stenographer and Sr. Scale Stenographer will have to qualify the SETC within the probation period of two years, extendable by one year in cases of direct recruitment. The candidate appointment against the categories of post of 7 (5) in Group-C shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with.
- c) Persons who are promoted to the post of Clerk, JSS or SSS will also qualify SETC within the period of probation of one year extendable by one year failing which he/she will be reverted back.
- d) Government has authorized Haryana State Electronics Development Corporation Ltd., (HARTRON) or any other Agency as prescribed by the Govt., for conducting SETC alongwith a test in typing speed in accordance with the syllabus as prescribed by the Govt. for the purpose. Test would be conducted by HARTRON quarterly. Pass certificate issued by HARTRON would be accepted.
- e) SETC would contain worked processing, internet browsing and E-mail management only.
- f) Federation will reimburse the fees, maximum for three chances, paid by the employees concerned in acquiring the prescribed test on production of the requisite certificate or after passing the SETC from HARTRON or any authorized agency at the rates approved by the Govt. from time to time.
- g) Employees possessing the following qualifications are exempted from taking the SETC:-

- (i) M.Tech/B.Tech (Computers), MCA, BCA or Diploma in Computers from recognized institutions e.g. Polytechnics.
- (ii) Basic Computer Literacy certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) (erstwhile DOEACC Society).
- (iii) Haryana State- Certificate in Information Technology (HS-CIT) from the Authorized Learning Centres (ALCs) of the HKCL.
- (iv) Candidates/employees who have already passed the SETC and the same are valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 year from the date of issue of such certificate by HARTRON or any other agency authorized by the Government.
- (v) Physically disabled candidate.

However, these employees with the exception of those mentioned under sub para above, shall be required to clear the 'typing speed' part of the State Eligibility Test in Computer Appreciation and Applications (SETC)..

- h) Test will be applicable from the date of issue of instructions by Government vide no. 42/164/2008-3-GS-II dated 11.10.2013/07.11.2013.

NOTE:

- 1. Appointment to the service by promotion shall be made on the basis of seniority-cum-fitness 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'.

8 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 otherwise. This probation period shall be extended as per the conditions as specified under Rule 7.5 for the posts wherever applicable.
- 2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory and non clearance of SETC as provided under Rule 7(5)(b) & 7(5)(c) for the posts wherever applicable, he/she 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/her 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 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 the service, if appointed by direct recruitment, revert him to his former post or deal with him in such a 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.

9. 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 cadre 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 follow:-

- 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, them by the length of their service in the appointment and if the length of such service is also the same, the older member shall be senior to younger member.

10. 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 fulfillment of bond in individual cases for reasons to be recorded in writing with the prior approval of Registrar.

11. TRAINING

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

Provided that approval of Chairman shall be obtained for deputing any employee for training outside the country subject to restrictions imposed by Govt. 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 will be required to refund the entire cost of training.

Provided that the Chairman may relax this condition of refunding the cost of training in individual cases for reasons to be recorded in writing with the approval of Registrar.

12. RESIGNATION

Any employee may resign from the service of the Federation by giving one month notice or notice for the period mentioned in his appointment letter or by depositing one month's pay and allowances or pay and allowances for the period as mentioned in the appointment letter 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 in each case may accept the resignation subject to the confirmation of competent authority.

13. 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 compulsory retirement for group 'D' employees shall be 60 Years.

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

- 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 group 'D' 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 of Group A & B 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 of Group 'C' & 'D' and for the employees mentioned in (i) above who entered services after attaining the age of 35 years; after attaining the age of 55 years.

The employee would stand 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 Group 'D' employee, may be giving a notice of not less than three months, in writing to the appointing authority, retire from service:-
 - i) If he is an employee of Group 'A' 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 of Group B & C and entered the service of Federation after attaining the age of 35 years, after he was attained the age of 55 years.
 - iii) If he is an employee of Group 'D' and had rendered service atleast 30 yrs.

Provided that it shall be opened to the appointing authority to with-hold permission to an employee under suspension who seeks to retire under this clause.

14. PAY & ALLOWANCE

In respect of pay, allowance and all other matters, not expressly provided for in these rules the members of the service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by Haryana Govt. for its employee.

Traveling Allowance on tour, transfer & training shall be the same as applicable to Govt. employee from time to time provided further that employees of the State Federation shall be entitled for actual reimbursement of expenditure on Boarding Lodging on places out-side of Haryana where Govt. accommodation or official accommodation is not available to them subject to the ceiling limit prescribed b the govt. for its employees.

15. LEAVE TRAVEL CONCESSION

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

16. UNIFORM & LIVERIES

Group 'D' employees and Drivers may be supplied uniform and liveries as per norms fixed for such Govt. employees from time to time.

17. PAY FIXATION & 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.
- 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 withheld 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 employees 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 period of leave on half pay.
 - vi) Leave without pay taken on medical grounds.

Note:- 1:

Increment at the efficiency stage shall be considered and allowed by the competent authority on the basis of service records and in accordance with the instructions issued by the Govt. from time to time in this behalf.

18. GROUP INSURANCE SCHEME

The group insurance scheme of Life Insurance Corporation will be applicable to the employees of the Federation.

19. EX-GRATIA GRANTS.

The family of the employees of the Federation who die while in service shall be entitled to the ex-grants and other facilities as are admissible to the families of the deceased government

employees of the Haryana Govt. and instructions issued in this behalf from time to time will be applicable.

20. LEAVE

Leave shall be granted as per Govt. rules issued from time to time. Provided that all kind of leave of the employees working in the Federation will be counted on the basis of their length of service in the sugar industry or in the Govt. or Govt. of India.

20 a. LEAVE ENCASHMENT

The employees of the state Federation shall be entitled for leave encashment at the time of their retirement as per State Govt. Rules.

21. PROVIDENT FUND

Except the employees on deputation from govt., 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.

22. BONUS

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

23. GRATUITY

All employees of the State Federation shall eligible for payment of Gratuity as per State Govt. Rules.

24. DISCIPLINE, PENALTIES & APPEALS

- 1) In matter relating to discipline, penalties and appeals members of the service shall be governed by the Haryana Civil Services (punishment & appeal) Rules, 1987 as amended from time to time.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall subject to the provisions of any law or rules made there under be such as are specified in Appendix 'C' to these rules.

- 2) The authority competent to pass an order under clause (c) or clause (d) of sub rule (1) of rule 10 of the Haryana Civil Services (Punishment & Appeal) Rules, 1987 shall be Managing Director.

25. MEDICAL REIMBURSEMENT

Medical reimbursement shall be allowed to the employees as per instructions issued by the Registrar from time to time.

26. CONDUCT

The Haryana Govt. employees (Conduct) Rules, 1966 as amended from time to time and applicable to the Haryana Govt. employees shall be applicable to the members of the service.

27. SPECIAL PROVISIONS

Notwithstanding any thing contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

28. 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 Govt. 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 service or is disabled during service shall be given as per instructions issued by Govt. from time to time.

3) MILITARY SERVICE BENEFIT

Benefit of Military service to the Ex-servicemen employees joining the Federation will be allowed as per the Punjab Govt. National (Concessions) Rules, 1965 as amended from time to time and instructions issued there-under..

4) PROPERTY RETURN

Every employee of the Federation shall submit property return of his moveable and immoveable property in the proforma as prescribed by Registrar after completion of every cooperative year.

5) ANNUAL COFIDENTIAL REPORTS

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

6) 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 from part of the service rules subject to the approval of Registrar.

7) LOANS TO STAFF MEMBERS

Conveyance, House Building and marriage loans etc. shall be granted to an employee as per State Govt. Rules as amended from time to time as per scheme approved by Registrar under section 64 of the Haryana Coop. Societies Act, 1984.

8) RESERVATION

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

29. RELAXATION

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

30. INTERPRETATION OF RULES

If any doubt arises at any time as to 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.

31. SAVING CLAUSE

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

Appendix-‘A’

Sr. No.	Name of the Post	No. of posts sanctioned	Name of pay band	Revised pay band as per 6th pay commission	Grade Pay	Remarks
1	Managing Director	1	As per Govt.	As per Govt.	As per Govt.	
2	Technical Advisor(S)	1	PB-3	15600-39100	7600	
3	Technical Advisor(E)	1	PB-3	15600-39100	7600	
4	Cane Advisor	1	PB-3	15600-39100	7600	
5	Financial Advisor cum Cost Accountant	1	PB-3	15600-39100	6400	
6	Effluent Control Technologist	1				BOD of this Fed. in its meeting held on 29.5.08 vide resolution no.5 has resolved for the creation of one post of Technical Advisor(Co-gen) in place of ECT. Now, matter is under consideration.
7	Dy.Technical Advisor(I)	1	PB-2	15600-39100	6400	
8	Accounts Officer	1	PB-2	9300-34800	5400	
9	Superintendent	1	PB-2	9300-34800	4200	
10	Asstt.Registrar(SM)	1	PB-2	9300-34800	4200	
11	Private Secy.	1	PB-2	9300-34800	4200	
12	Programmer	1	PB-2	9300-34800	4200	
13	Personal Assistant	2	PB-2	9300-34800	3300	
14	Accountant	2	PB-1	9300-34800	3200	
15	Assistant	7	PB-1	9300-34800	3200	
16	Sr.Scale Stenographer	1	PB-1	9300-34800	3200	
17	Jr.Scale Stenographer	3	PB-1	5200-20200	2400	
18	Steno-typist	4	PB-1	5200-20200	1900	
19	Clerk	7	PB-1	5200-20200	1900	One post on account of change of nomenclature of Data Entry Opt.
20	Driver	4	PB-1	5200-20200	2400	
21	Jamadar	1	-IS	4440-7440	1650	

Sr. No.	Name of the Post	No. of posts sanctioned	Name of pay band	Revised pay band as per 6th pay commission	Grade Pay	Remarks
22	Peon	10	-IS	4440-7440	1300	2 Posts on account of conversion of one post of Daftri and one post of Peon cum Cook
23	Peon cum Chowkidar	1	-IS	4440-7440	1300	Diminishing cadre. Services to be outsourced in future.
24	Sweeper	1	-IS	4440-7440	1300	Diminishing cadre. Services to be outsourced in future.

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Sr. No.	Designation of Post	Academic Qualification & Exp. (if any) for direct recruitment	Academic Qualification & Exp. (if any) for appointment other than by direct recruitment	Mode of Recruitment
1.	Managing Director			On deputation
2.	Technical Advisor(S)	Academic Qualification Graduate/ Post graduate Degree in Science with 60% marks with post Graduate Degree or Diploma in Sugar Technology from VSI or ANSI. Experience : 7 yrs. exp. as a Chief Chemist or equivalent rank in Sugar Industry.		Direct
3.	Technical Advisor(E)	Academic Qualification Graduate/Post Graduate degree in Mechanical Engineering with 1st division preferably with Boiler Operation Engineering Certificate. Experience: At least 7 years experience in Sugar Industry as Chief Engineer. Preference will be given 2nd class ANSI.		Direct
4.	Cane Advisor	Academic Qualification M.Sc.(Ag.) 1st division in Agronomy/ Soil Science/ Entomology/ Plant Pathology/ Plant Breeding from reputed Agricultural Universities. Preference shall be given to those who have passed the above Post Graduation from C.C.S, H.A.U,Hissar, P.A.U.Ludhiana, G.B.P.A.U., Pantnagar & C.S.A.U.T,Kanpur Universities. Experience:-Minimum 10 years experience in Sugarcane Development/ Marketing/ Research Farms out of which atleast 5 years exp. should be as Head of Cane Deptt. in reputed Sugar Industry		Direct
5.	Financial Advisor cum Cost Accountant	Academic:-Chartered Accountant Hindi/ Sanskrit upto Matric level is compulsory. Exp:- 5 yrs. On a senior post in a Commercial Organisation having turn over of minimum Rs.25.00 crores per annum.		Direct

Sr. No.	Designation of Post	Academic Qualification & Exp. (if any) for direct recruitment	Academic Qualification & Exp. (if any) for appointment other than by direct recruitment	Mode of Recruitment
6.	Effluent Control Technologist	1.Candidate shall be B.Sc. With Chemistry as one of the subjects with a minimum 55% marks. 2.P.G.D.E.M.C. (Post Graduate Dip. In Environmental Management/ Environmental Engg. With 55% marks. 3.One yr.exp. of Pollution Control Measures in any established industry of repute.		Direct
7.	Dy.Technical Advisor(I)	Degree in Instrumentation Engg. With minimum 5 years exp. Or diploma in Instrumentation Engg. With exp. Of 10 years of maintenance of Instrument preferably in Modern Sugar Factory.		Direct
8.	Accounts Officer			As per finance Deptt. Instructions
9.	Superintendent		By Promotion:-From amongst the PA/Jr.Programmer/ Accountant/ SSS/ Assistants having 7 years exp. Against these posts and is a Graduate of a recognised university. BY TRANSFER ON DEPUTATION From amongst the Supdts/Dy.Suptd. working in the office of Chief Secy. to Govt.Haryana/ Financial Commissioner and Secy. to Govt.Haryana, Revenue Deptt./ RCS, Haryana	Promotion/ deputation
10.	Private Secretary		To be filled by way of deputation from Govt.Deptt.	
11.	Assistant Registrar(SM)		To be filled by way of deputation from RCS, Haryana	

Sr. No.	Designation of Post	Academic Qualification & Exp. (if any) for direct recruitment	Academic Qualification & Exp. (if any) for appointment other than by direct recruitment	Mode of Recruitment
12.	Personal Assistant	Graduate from a recognised University with speed of 100 WPM in Eng.Shorthand & transcription @ 20 WPM having speed of 80 WPM in Hindi Shorthand & transcription @ 20 WPM. Atleast having 5 years exp. As Sr.Scale Stenographer in any Govt. Deptt/ Board/ Corporation/ Apex Institution etc.	By Promotion:-From amongst the SSS/ working in Fed. With atleast 5 years exp. and having speed Shorthand: Englisht 100 & Hindi 80 WPM. Transcription English 20 WPM and Hindi 15 WPM. The official should be atleast a graduate from a recognised university. BY TRANSFER ON DEPUTATION Experience of 5 yrs. of working as PA/Sr.Scale Stenographer in the Govt.Deptt.	Direct/ Promotion/ Deputation
13.	Programmer	B.Sc.(Non medical/ B.Com/ B.Sc. Statistics or Math with diploma/ degree in computer application from a recognised university/ Institute or equivalent with a minimum exp. Of one year.	From amongst the existing incumbent working on the lower post i.e.Jr.Programmer and having 5 years working experience.	Direct/ By promotion
14.	Sr.Scale Stenographer	Graduate from a recognised University with speed of 100 WPM in Eng.Shorthand & transcription @ 20 WPM & having speed of 80 WPM in Hindi Shorthand & transcription @ 15 WPM.	By Promotion:-From amongst the Jr.Scale Stenographer working in Fed. With atleast 5 years exp. And having speed Shorthand:English 100 & Hindi 80 WPM Transcription English 20 WPM & Hindi 15 WPM. The official should be from a recognised unisersity.	Direct/ By promotion
15.	Assistant	Graduate from a recognised university with exp. of 5 yrs. in Administrative Deptt in similar capacity.	BY PROMOTION : From amongst the posts of clerks/ JSS/ Steno-Typist working in the Fed. Having at least 7 yrs. exp in similar capacity.	Direct/ By promotion
16.	Accountant	B.Com(min 55% marks) from a recognised University. Experience:-5 Yrs. Of working in Accounts Deptt. of some reputed organization/Govt. Department.	By transfer on deputation:- Graduate from reognised university having exp. of atleast 5 yrs of accounts preferably knowledge of double entry system.	Direct/ By promotion

Sr. No.	Designation of Post	Academic Qualification & Exp. (if any) for direct recruitment	Academic Qualification & Exp. (if any) for appointment other than by direct recruitment	Mode of Recruitment
17.	Jr.Scale Stenographer	Matric Ist div. or a Graduate of a recognised University. Speed of 100 WPM in Eng.Shorthand & 20 WPM in. Speed of 80 WPM in Hindi Shorthand & transcription @ 15 WPM.	By Promotion:-From amongst the Steno-typist working in Fed. having 5 years exp. as Steno typist and having speed Shorthand:English 80 & Hindi 64 WPM Transcription English 15 WPM & Hindi 15 WPM.	Direct/ By promotion
18.	Data Entry Operator	Ist class Graduatge with Data Entry Course and with minimum 2 years exp. Or Graduate with one Year Diploma in Computer.	Graduate with 50% marks and one year diploma in Computers at the time of promotion and minimum exp. of six months as Data Entry Operator.	Direct/ By promotion
19.	Steno-typist	Matric Ist div./ Intermediate 2nd div. or a Graduate of a recognised University. Having speed of 80 WPM in Eng.Shorthand & transcription @ 15 WPM/ Speed of 64 WPM in Hindi Shorthand & transcription @ 15 WPM.		Direct
20.	Clerk	Matric Ist div./ Intermediate 2nd div. or a Graduate of a recognised University. Should have speed of 30 WPM in Eng. & 25 WPM Hindi typing.	By Promotion:-From amongst Group D employees of the Fed. who are Matriculates of recognised Uni/ Board & having exp. of 5 yrs. As such.	Direct/ By promotion
21.	Driver	Middle pass with holding driving licence of light vehicles 5 yrs. Exp,. In handling/ maintenance of vehicles.	From amongst the Middle pass class IV employees of Haryana Sugarfed with age not more than 50 yrs. In addition, he should have driving licence of light vehicles which is atleast 5 yrs. Old. Provided that the quota for promotion to the post of Driver from Class-IV employee of Haryana Sugarfed shall be restricted to 20% of the total sanctioned posts of Drivers.	Direct/ By promotion
22.	Jamadar		By promotion: Amongst the peons with minimum 5 yrs. Service.	Promotion

Sr. No.	Designation of Post	Academic Qualification & Exp. (if any) for direct recruitment	Academic Qualification & Exp. (if any) for appointment other than by direct recruitment	Mode of Recruitment
23.	Peon	Middle pass with Hindi.		Direct
24.	Sweeper	Should be having exp.in this trade.		Direct
25.	Peon-cum-Chowkidar	Middle pass.		Direct

Note:- "the term" experience as used herein shall mean the service rendered on regular 'appointment on a particular post'.

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AMENDED ANNEXURE-'C' OF THE SERVICE RULES

Post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second & final appellate authority
Group-A	MD	a)Warning with a copy on personal file	MD	Board of Directors	Commissioner & Secy. to Govt. Haryana, Coop. Deptt.
1.Technical Advisor(S)		b)Censure			
2.Technical Advisor(E)		c)With holding of increment or promotion, including stoppage at efficiency bar, if any.			
3.Cane Advisor		d)Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders.			
4.Financial Advisor cum Cost Accountant		e)Reduction to a lower post or time scale or to a lower stage in a time scale.			
5.Effluent Control Technologist		f)Removal from service which does not disqualify from future employment			

Post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second & final appellate authority
6.Dy.Technical Advisor(I)		g)Dismissal from service which ordinarily disqualify from future employment.			
Group-B					
1.Accounts Officer	-do-	(a) to (g) as above	-do-	-do-	-do-
2.Superintendent					
3.Asstt.Registrar(SM)					
4.Private Secy.					
5.Programmer					
Group-C					
1.Personal Assistant	-do-	(a) to (g) as above	-do-	-do-	RCS, Haryana
2.Sr.Scale Stenographer					
3.Assistant					
4.Accountant					
5.Jr.Scale Stenographer					
6.Steno-typist					
7.Data Entry Operator		Nomenclature changed to Clerk vide Govt. Instructions No. 42/164/2008-3GS-II dt.7.11.2013			
8.Clerk					
9.Driver					
Group-D					
1.Jamadar	-do-	(a) to (g) as above	Managing Director	Chairman	Board of Directors
2.Peon					
3.Peon cum Chowkidar					
4.Sweeper					

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