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H.P. State Co-op. M&C Fed. Dr. No. 2744 Date 4/X/16 Shimla-3

MD

DCSA

Update

4/10

3/10/2016

No.6-6/2010-Coop0.(T&M)
Directorate of Cooperation
Himachal Pradesh

To

The Managing Director
H.P. State Cooperative Marketing
and Consumer Federation Ltd;
Shimla.

Dated Shimla-9,the 1 1st october ~~th September~~,2016.

Subject:- Amendment in Himfed Service Rules.

Sir,

I am refer to your letter HF/ES-3179, dated 2.8.2016 on the subject cited above and to say that the proposal of amendment in Himfed Service Rules has been examined as submitted by you and the Service Rules are hereby approved as per Annexure 'A' (copy enclosed).

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Registrar Cooperative Societies,
Himachal Pradesh

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RESOLUTION NO. 1 DATED 29-07-2016 PASSED IN CIRCULATION BY THE BOARD OF DIRECTORS OF HIMFED

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CONSIDER AMENDMENT IN HIMFED SERVICE RULES

The recruitment age limits has not been incorporated in the existing service rules of Himfed so it is resolved to replace clause "**c**" in rule No. 3.1 of Himfed service rule and existing clause "c" will be read as clause "d" incorporating the minimum and maximum age limit of 18 to 45 years for direct appointments with provision for relaxation in upper age limit to the reserved categories as per prevailing instructions of the HP Govt. issued from time to time in proposed clause "c" of rule no. 3.1. It is further resolved to request the worthy Registrar Cooperative Societies HP to approve the above amendments in Himfed service rules.

Existing approved by the RCS HP.			Proposed to be approved by the RCS HP.		
	Proposed Pay Band & Graded Pay as notified by Department of finance (Pay Revision on 27-09-2012 applicable from 01-10-2012)	**No. of Posts**			
Recruitment and Retirement **3.1 Recruitment** a) Recruitment / appointment to various posts under the Federation shall be made in the manner as under: - i) By direct recruitment ii) By promotion of existing personal from the feeder category. By change of cadre from one post to another. iv) By deputation from Govt. or any other institution as Specified against each post. v) Representation to Scheduled Caste/tribes ,OBC ,Handicap persons and Ex- Servicemen will be made as per instructions of the HP Govt. from time to time. vi)or by direct recruitment on contract basis as per time to time HP Govt. policy prevalent / Applicable at the time of such recruitments b)Appointment to all posts under the Federation shall be made by the Board of Director/Administrator or any other officer so authorized by the Administrator/Board of directors. c) The appointment to the various posts of the service may be made as under :-			**Recruitment and Retirement** **3.1 Recruitment** a) Recruitment / appointment to various posts under the Federation shall be made in the manner as under: - i) By direct recruitment ii)By promotion of existing personal from the feeder category. By change of cadre from one post to another. iv) By deputation from Govt. or any other institution as Specified against each post. v) Representation to Scheduled Caste/tribes ,OBC ,Handicap persons and Ex- Servicemen will be made as per instructions of the HP Govt. from time to time. vi)or by direct recruitment on contract basis as per time to time HP Govt. policy prevalent / Applicable at the time of such recruitments b)Appointment to all posts under the Federation shall be made by the Board of Director/Administrator or any other officer so authorized by the Administrator/Board of directors. **c)Age for direct recruitment is 18 to 45 years and relaxation in upper age to reserved categories will be allowed as per prevailing instructions of HP Govt. issued from time to time.** **d) The appointment to the various posts of the service may be made as under :-**		
1 Managing Director: By appointment on deputation by Govt. as per , provisions in the H.P Co-op. Societies Act and Rules.	As determined by state Govt.	**1**	**1 Managing Director:** By appointment on deputation by Govt. as per , provisions in the H.P. Co-op. Societies Act and Rules.	As determined by state Govt.	1
2.Dy. Controller (F&A): Appointment by H.P. Govt. (Finance Dept.).	As determined by state Govt.	1	**2.Dy. Controller (F&A):** Appointment by H.P. Govt. (Finance Dept.).	As determined by state Govt.	1
3.1 Superintendent Grade -II By promotion from amongst Senior Assistant having five year services in the grade.	10300-34800+4800	**1**	**3.1 Superintendent Grade -II** By promotion from amongst Senior Assistant having five year services in the grade.	10300-34800+4800	1
3.1.5 Sr. Assistant By promotion from amongst the common clerical cadre of clerk/ Junior Assistant with ten year regular services having minimum qualification of Plus Two from recognized Board/University.	10300-34800+4400	**11**	**3.1.5 Sr. Assistant** By promotion from amongst the common clerical cadre of Clerk/ Junior Assistant with ten year regular services having minimum qualification of Plus Two from recognized Board/University.	10300-34800+4400	11

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Existing approved by the RCS HP.			Proposed to be approved by the RCS HP.		
3.1.36 Private Secretary By promotion from amongst the category of Personal Assistants with five years experience in the grade.	15600-39100+5400	1	**3.1.36 Private Secretary** By promotion from amongst the category of Personal Assistants with five years experience in the grade.	15600-39100+5400 322	1
3.1.3 Personal Assistants: By promotion from Jr. Scale Stenographer having five years service in the grade	10300-34800+4800	1	**3.1.3 Personal Assistants:** By promotion from Jr. Scale Stenographer having five years service in the grade	10300-34800+4800	1
3.1.6 Jr. Scale Stenographer By promotion from Steno typist having atleast five years service in the grade and having minimum qualification of Plus Two.	10300-34800+3200 with initial start of Rs. 13500/- and 10300-34800+3600 on completion of Two years regular service.	1	**3.1.6 Jr. Scale Stenographer** By promotion from Steno typist having atleast five years service in the grade and having minimum qualification of Plus Two.	10300-34800+3200 with initial start of Rs. 13500/- and 10300-34800+3600 on completion of Two years regular service.	1
3.1.8 Steno typist By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments having minimum qualification of Plus Two from recognized Board/University with ITI diploma in Stenographer and required speed in Shorthand/Typing in English / Hindi language.	5910-20200+2000 With initial start of Rs.7910/- for contract appointment 5910-20200+2000 with initial start of Rs.8240/- for regular appointment 10300-34800+3200 on completion of Two year regular services.	1	**3.1.8 Steno typist** By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments having minimum qualification of Plus Two from recognized Board/University with ITI diploma in Stenographer and required speed in Shorthand/Typing in English / Hindi language.	5910-20200+2000 With initial start of Rs.7910/- for contract appointment 5910-20200+2000 with initial start of Rs.8240/- for regular appointment 10300-34800+3200 on completion of Two year regular services.	1
3.1.7 Jr. Assistants By placement from the category of Clerks, with 5 years service in the grade in the ratio of 50:50.	10300-34800+3600	50% of the sanctioned strength of Clerks posts	**3.1.7 Jr. Assistants** By placement from the category of Clerks, with 5 years service in the grade in the ratio of 50:50.	10300-34800+3600	50% of the sanctioned strength of Clerks posts
3.1.7 Clerks: **i)** 90 % by direct recruitment on contract basis as per policy of HP Govt issued from time to time/ applicable at the time of such recruitments and having minimum qualification of Plus Two and required speed in typing in English / Hindi language. **ii)** 10% by promotion from the category of class -IV as per Govt. Rule applicable from time to time and having minimum qualification of Plus Two and required speed in typing in English / Hindi language.	5910-20200+1900 with initial start of Rs. 7810/- PM for regular appointment. 10300-34800+3200 On completion of Two years regular service. 5910-20200+1900 With initial start of Rs. 7810/- PM for contract appointment	28	**3.1.7 Clerks:** **i)** 90 % by direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of Plus Two and required speed in typing in English / Hindi language. **ii)** 10% by promotion from the category of class -IV as per Govt. Rule applicable from time to time and having minimum qualification of Plus Two and required speed in typing in English / Hindi language.	5910-20200+1900 with initial start of Rs. 7810/- PM for regular appointment. 10300-34800+3200 On completion of Two years regular service. 5910-20200+1900 With initial start of Rs. 7810/- PM for contract appointment	28
3.1.10 Peon-cum-Chowkidars By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of Middle pass from the recognized institute.	4900-10680+1300 with initial start of Rs. 6200/- PM for regular appointment. 4900-10680+1650 On completion of Two years regular service. 4900-10680+1300 With initial start of Rs. 6200/- PM for contract appointment	39	**3.1.10 Peon-cum-Chowkidars** By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of Middle pass from the recognized institute.	4900-10680+1300 with initial start of Rs. 6200/- PM for regular appointment. 4900-10680+1650 On completion of Two years regular service. 4900-10680+1300 With initial start of Rs. 6200/- PM for contract appointment	39
3.1.29 Sweeper By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of Middle pass from the recognized institute.	4900-10680+1300 with initial start of Rs. 6200/- PM for regular appointment. 4900-10680+1650 On completion of Two years regular service. 4900-10680+1300 With initial start of Rs. 6200/- PM for contract appointment	1	**3.1.29 Sweeper** By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of Middle pass from the recognized institute.	4900-10680+1300 with initial start of Rs. 6200/- PM for regular appointment. 4900-10680+1650 On completion of Two years regular service. 4900-10680+1300 With initial start of Rs. 6200/- PM for contract appointment	1

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Existing approved by the RCS HP.			Proposed to be approved by the RCS HP.		
Finance Wing:			**Finance Wing:**		
3.1.12 Accounts Officer By promotion from the category of Manager (Accounts) and Manager (Audit) in the ratio of 80:20 respectively.	15600-39100+5400	1	**3.1.12 Accounts Officer** By promotion from the category of Manager (Accounts) and Manager (Audit) in the ratio of 80:20 respectively.	15600-39100+5400	1
3.1.14 Accountants: 100% By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of B-Com/C.A. inter or MBA (Finance). **a) Dy. Manager (Accounts)** i) 100% by placement after 20 years regular service in the same pay scale of the cadre. **b) Manager (Accounts)** i) 100% by placement from Dy. Manager (Accounts) after 5 years regular satisfactory service as Dy. Manager(Accounts) or 25 year services as Accountant which ever is earlier in the pay scale of Rs.10300-34800+5000 grade pay as measure personal to them with one additional increment without change of annual increment date..	10300-34800+4400 With initial start of Rs. 14700/- PM for regular appointment. 10300-34800+3800 With initial start of Rs. 14100/- PM for contract appointment. The incumbents in the PB + GP of 10300-34800+4200 shall be protected in PB + GP of 10300-34800+4800 as measure personal to them.	15	**3.1.14 Accountants:** 100% By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of B-Com/C.A. inter or MBA (Finance). **a) Dy. Manager (Accounts)** i) 100% by placement after 20 years regular service in the same pay scale of the cadre. **b) Manager (Accounts)** i) 100% by placement from Dy. Manager (Accounts) after 5 years regular satisfactory service as Dy. Manager(Accounts) or 25 year services as Accountant which ever is earlier in the pay scale of Rs.10300-34800+5000 grade pay as measure personal to them with one additional increment without change of annual increment date..	10300-34800+4400 With initial start of Rs. 14700/- PM for regular appointment. 10300-34800+3800 With initial start of Rs. 14100/- PM for contract appointment. The incumbents in the PB + GP of 10300-34800+4200 shall be protected in PB + GP of 10300-34800+4800 as measure personal to them.	15
Audit Wing: **3.1.30 Audit Officer** By promotion from Manager (Audit) and Manager (Accounts) in the ratio of 80:20 respectively.	15600-39100+5400	1	**Audit Wing:** **3.1.30 Audit Officer** By promotion from Manager (Audit) and Manager (Accounts) in the ratio of 80:20 respectively.	15600-39100+5400	1
3.1.32 Junior Auditors: 100% By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and minimum qualification of B-Com . **a) Dy. Manager (Audit)** 100% by placement after 20 years regular service in the same pay scale of the cadre. **a) Manager (Audit)** 100% by placement from Dy. Manager (Audit) after 5 years regular satisfactory service as Dy. Manager(Audit) or 25 year services as Jr. Auditor which ever is earlier in the pay scale of Rs.10300-34800+5000 grade pay as measure personal to them with one additional increment without change of annual increment date.	10300-34800+3800 with initial start of Rs. 14590/- PM for regular appointment. 10300-34800+4400 On completion of Two years regular service 10300-34800+3800 With initial start of Rs. 14100/- PM for contract appointment	2	**3.1.32 Junior Auditors:** 100% By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and minimum qualification of B-Com . **a) Dy. Manager (Audit)** 100% by placement after 20 years regular service in the same pay scale of the cadre. **a) Manager (Audit)** 100% by placement from Dy. Manager (Audit) after 5 years regular satisfactory service as Dy. Manager(Audit) or 25 year services as Jr. Auditor which ever is earlier in the pay scale of Rs.10300-34800+5000 grade pay as measure personal to them with one additional increment without change of annual increment date.	10300-34800+3800 with initial start of Rs. 14590/- PM for regular appointment. 10300-34800+4400 On completion of Two years regular service 10300-34800+3800 With initial start of Rs. 14100/- PM for contract appointment	2

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Existing approved by the RCS HP.			Proposed to be approved by the RCS HP.		
Marketing Wing: **3.1.15 General Manager:** 100% By promotion from the category of Sr. Manager with five years service.	15600-39100+6600	1	**Marketing Wing:** **3.1.15 General Manager:** 100% By promotion from the category of Sr. Manager with five years service.	15600-39100+6600	1
3.1.16 Senior Managers: 100% by promotion from amongst Area Manager having five years services in the grade.	15600-39100+5700	2	**3.1.16 Senior Managers:** 100% by promotion from amongst Area Manager having five years services in the grade.	15600-39100+5700	2
3.1.17 Area Managers i) 50% by direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of MBA(Finance/Marketing) from the recognized university. ii) 50% by promotion from amongst the Marketing Assistants having 5 years service and having minimum qualification of Bachelor degree in any discipline from a recognized university.	15600-39100+5400 for regular/contract appointment.	6	**3.1.17 Area Managers** i) 50% by direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of MBA(Finance/Marketing) from the recognized university. ii) 50% by promotion from amongst the Marketing Assistants having 5 years service and having minimum qualification of Bachelor degree in any discipline from a recognized university.	15600-39100+5400 for regular/contract appointment.	6
3.1.18 Marketing Assistants i) 50% by direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of MBA(Finance/Marketing) from the recognized university. (ii) 50% by promotion from amongst the Junior Marketing Assistants having 5 years service and having minimum qualification of Plus Two from a recognized Board/university.	10300-34800+4400 With initial start of Rs. 14700/- PM for regular appointment. 10300-34800+3800 With initial start of Rs.14100/- PM for contract appointment	17	**3.1.18 Marketing Assistants** i) 50% by direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of MBA(Finance/Marketing) from the recognized university. (ii) 50% by promotion from amongst the Junior Marketing Assistants having 5 years service and having minimum qualification of Plus Two from a recognized Board/university.	10300-34800+4400 With initial start of Rs. 14700/- PM for regular appointment. 10300-34800+3800 With initial start of Rs.14100/- PM for contract appointment	17
3.1.19 Jr. Marketing Assistant 100% by placement from the category of Store keepers having 5 year service in the ratio of 50:50. **3.1.19 (a) Store keepers.** **i)** 80% by direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of Plus Two from the recognized Board/University. **ii)** 10% by promotion from class —IV having 5 years service and having the minimum qualification of Plus 2. **iii)** 10% by promotion from among cleaners/helpers having 5 years service and fulfill minimum qualification of Plus-2.	10300-34800+3600 5910-20200+1900 With initial start of Rs. 7810/- PM for regular appointment. 10300-34800+3200 On completion of Two years regular service. 5910-20200+1900 With initial start of Rs. 7810/- PM for contract appointment.	50% of the sanctioned strength of Store keepers posts **93**	**3.1.19 Jr. Marketing Assistant** 100% by placement from the category of Store keepers having 5 year service in the ratio of 50:50. **3.1.19 (a) Store keepers.** **i)** 80% by direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of Plus Two from the recognized Board/University. **ii)** 10% by promotion from class — IV having 5 years service and having the minimum qualification of Plus 2. **iii)** 10% by promotion from among cleaners/helpers having 5 years service and fulfill minimum qualification of Plus-2.	10300-34800+3600 5910-20200+1900 With initial start of Rs. 7810/- PM for regular appointment. 10300-34800+3200 On completion of Two years regular service. 5910-20200+1900 With initial start of Rs. 7810/- PM for contract appointment.	50% of the sanctioned strength of Store keepers posts **93**

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Existing approved by the RCS HP.			Proposed to be approved by the RCS HP.		
Technical Wing:			**Technical Wing:**		
3.1.35 Junior Engineer (Electrical) By direct recruitment on contract / regular basis and having minimum qualification of diploma in Electrical Engineering from the recognized Institute and the post will be abolished after the retirement of the present incumbent.	10300-34800+3800 10300-34800+4800 after two years of regular services 15600-39100+5400 after 10 years of regular services 15600-39100+6600 after 20 years of regular services. 10300-34800+3800 with initial start of Rs. 14100/- PM for contract appointment.	1	**3.1.35 Junior Engineer (Electrical)** By direct recruitment on contract / regular basis and having minimum qualification of diploma in Electrical Engineering from the recognized Institute and the post will be abolished after the retirement of the present incumbent.	10300-34800+3800 10300-34800+4800 after two years of regular services 15600-39100+5400 after 10 years of regular services 15600-39100+6600 after 20 years of regular services. 10300-34800+3800 with initial start of Rs. 14100/- PM for contract appointment.	1
3.1.34 Plant Manager(Junior Engineer - Mech.) By direct recruitment on contract / regular basis and having minimum qualification of diploma in Mechanical Engineering from the recognized Institute and the post will be abolished after the retirement of the present incumbent.	10300-34800+3800 10300-34800+4800 after two years of regular services 15600-39100+5400 after 10 years of regular services 15600-39100+6600 after 20 years of regular services 10300-34800+3800 With initial start of Rs. 14100/- PM for contract appointment.	1	**3.1.34 Plant Manager(Junior Engineer - Mech.)** By direct recruitment on contract / regular basis and having minimum qualification of diploma in Mechanical Engineering from the recognized Institute and the post will be abolished after the retirement of the present incumbent.	10300-34800+3800 10300-34800+4800 after two years of regular services 15600-39100+5400 after 10 years of regular services 15600-39100+6600 after 20 years of regular services 10300-34800+3800 With initial start of Rs. 14100/- PM for contract appointment.	1
3.1.21 Jr. Engineer (Civil) By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of diploma in Civil Engineering from the recognized Institute.	10300-34800+3800 10300-34800+4800 after two years of regular services 15600-39100+5400 after 10 years of regular services 15600-39100+6600 after 20 years of regular services 10300-34800+3800 With initial start of Rs. 14100/- PM for contract appointment.	1	**3.1.21 Jr. Engineer (Civil)** By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of diploma in Civil Engineering from the recognized Institute.	10300-34800+3800 10300-34800+4800 after two years of regular services 15600-39100+5400 after 10 years of regular services 15600-39100+6600 after 20 years of regular services 10300-34800+3800 With initial start of Rs. 14100/- PM for contract appointment.	1
3.1.39 Jr. Draftsman: By direct recruitment having minimum qualification of diploma in the trade from the recognized Institute and post will be abolished after retirement of the present incumbent.	5910-20200+3000 with initial start of Rs.11470/- 10300-34800+3200 after 2 years regular services.	1	**3.1.39 Jr. Draftsman:** By direct recruitment having minimum qualification of diploma in the trade from the recognized Institute and post will be abolished after retirement of the present incumbent.	5910-20200+3000 with initial start of Rs.11470/- 10300-34800+3200 after 2 years regular services.	1
3.1.26 Mechanic Typewriter By direct recruitment having minimum qualification of diploma in the trade from the recognized Institute and the posts will be abolished after retirement of the present incumbents.	10300-34800+4400	2	**3.1.26 Mechanic Typewriter** By direct recruitment having minimum qualification of diploma in the trade from the recognized Institute and the posts will be abolished after retirement of the present incumbents.	10300-34800+4400	2
3.1.23 Helper Transport By direct recruitment having minimum qualification of diploma in the trade from the recognized Institute and the posts will be abolished after retirement of the present incumbents.	4900-10680+1300 4900-10680+1650 On completion of Two years of regular services	3	**3.1.23 Helper Transport** By direct recruitment having minimum qualification of diploma in the trade from the recognized Institute and the posts will be abolished after retirement of the present incumbents.	4900-10680+1300 4900-10680+1650 On completion of Two years of regular services	3

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Cooperative Societies
Himachal Pradesh

Managing Director
HPMC ED, Shimla-3

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Existing approved by the RCS HP.			Proposed to be approved by the RCS HP.		
3.1.24 Drivers i) By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of 10th and valid Heavy and Light driving license with three years experience in the line. ii) By promotion from cleaners having minimum 6 years service in the grade with valid driving license of heavy and Light vehicles.	5910-20200+2000 with initial start of Rs. 8240/- PM for regular appointment. 5910-20200+2000 with initial start of Rs. 7910/- PM for contract appointment. 5910-20200+2400 will be given after two years of regular service.	10	**3.1.24 Drivers** i) By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of 10th and valid Heavy and Light driving license with three years experience in the line. ii) By promotion from cleaners having minimum 6 years service in the grade with valid driving license of heavy and Light vehicles.	5910-20200+2000 with initial start of Rs. 8240/- PM for regular appointment. 5910-20200+2000 with initial start of Rs. 7910/- PM for contract appointment. 5910-20200+2400 will be given after two years of regular service.	10
3.1.25 Cleaner By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of middle pass.	4900-10680+1300 With initial start of Rs. 6200/- PM for regular appointment. 4900-10680+1650 On completion of Two years regular service. 4900-10680+1300 With initial start of Rs. 6200/- PM for contract appointment	5	**3.1.25 Cleaner** By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of middle pass.	4900-10680+1300 With initial start of Rs. 6200/- PM for regular appointment. 4900-10680+1650 On completion of Two years regular service. 4900-10680+1300 With initial start of Rs. 6200/- PM for contract appointment	5
Computer Wing: **3.1.30 System Analyst -cum - Programmer:** By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of MCA/BE/B-Tech(CSE/IT).	10300-34800+5400	1	**Computer Wing:** **3.1.30 System Analyst -cum - Programmer:** By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of MCA/BE/B-Tech(CSE/IT).	10300-34800+5400	1
3.1.30(A) System Manager (IT) The post of System Analyst cum Programmer has been upgraded/Re-designated as System /Manager IT on completion of 25 years of satisfactory services as System Analyst cum Programmer in the same scale of pay and allowances on completion of 25 years of services. However the incumbent will be placed in the personal pay scale of 15600-39100+6600 as grade pay with one increment as per Govt. rule in-force this will be the personal post of the present incumbent and will stand abolished on retirement of the present incumbent..	15600-39100+6600 (Personal Scale)	1	**3.1.30(A) System Manager (IT)** The post of System Analyst cum Programmer has been upgraded/Re-designated as System /Manager IT on completion of 25 years of satisfactory services as System Analyst cum Programmer in the same scale of pay and allowances on completion of 25 years of services. However the incumbent will be placed in the personal pay scale of 15600-39100+6600 as grade pay with one increment as per Govt. rule in-force this will be the personal post of the present incumbent and will stand abolished on retirement of the present incumbent.	15600-39100+6600 (Personal Scale)	1
3.1.44 EDP Assistant By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of BCA. One additional increment without change of annual increment date is admissible on completion of 25 years regular service .	10300-34800+4400 With initial start of Rs. 14700/- PM for regular appointment. 10300-34800+3800 with initial start of Rs. 14100/- PM for contract appointment	2	**3.1.44 EDP Assistant** By direct recruitment on contract basis as per policy of HP Govt. issued from time to time/ applicable at the time of such recruitments and having minimum qualification of BCA. One additional increment without change of annual increment date is admissible on completion of 25 years regular service .	10300-34800+4400 With initial start of Rs. 14700/- PM for regular appointment 10300-34800+3800 with initial start of Rs. 14100/- PM for contract appointment	2

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Registrar
Cooperative Societies
Himachal Pradesh

Managing Director
HIMFED, Shimla-3

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Existing approved by the RCS HP.		Proposed to be approved by the RCS HP.	
Total Posts	252	Total Posts	252
Qualification for direct Recruitment. 3.2 The minimum essential academic and professionals qualifications and experience required for direct recruitment to various posts under the federation shall be as specified above. The desirable qualification in each case shall be the knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Himachal Pradesh		**Qualification for direct Recruitment.** 3.2 The minimum essential academic and professionals qualifications and experience required for direct recruitment to various posts under the federation shall be as specified above. The desirable qualification in each case shall be the knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Himachal Pradesh	

It is certified that this is a true copy of the resolution and a original is lying in the safe custody of the federation.

Managing Director
Himfed Shimla-03

Registrar Cooperative Societies H.P. Shimla-9

Registered this 1st day of ~~September~~ October, 2016

Registrar
Cooperative Societies
Himachal Pradesh

Receipt No:- 54744/2021 Dated 19/1/2021

MD
DCFA

No.6-33/99-Coop.(T&M)
Directorate of Cooperation
Himachal Pradesh

To

The Managing Director,
H.P.State Cooperative Marketing and Consumer's
Federation Ltd; Shimla-171003.

Dated Shimla-9, the 8 th January,2021.

Subject:- Adoption of Service, Conduct Rules of the State Government in the Himfed by making amendment in existing Service Rules-Approval thereof.

Sir/Madam,

I am to refer to your letter No. HF/ES-11(194)2017-IX-5258, dated 21-12-2020 on the subject cited above and to say that the proposed amendments in Himfed Service Rules as submitted by you are hereby approved. A copy of the approved Service Rules is sent herewith for your record and necessary action.

Registrar Cooperative Societies
Himachal Pradesh

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Proposed amendments in existing Himfed Service Rules

Category	Existing Service Rule	Amendment proposed
Recruitment & Retirement	Approved on 1st October,2016 3.1 Recruitment **(a)**Recruitment/appointment to various posts under the Federation shall be made in the manner as under:- **i)** By direct recruitment, **ii)** By Promotion of existing personal from the feeder category. **iii)** By change of cadre from one post to another. **iv)** By deputation from Govt. or any other institution as specified against each post. **v)** Representation to Scheduled Caste/tribes, OBC, Handicap persons and Ex-Serviceman will be made as per instructions of the H.P. Govt. from time to time. **vi)** or by direct recruitment on contract basis as per time to time HP.Govt. policy prevalent/ applicable at the time of such recruitment. **b)** Appointment to all posts under the Federation shall be made by the Board of Director/Administrator or any other officer so authorized by the Administrator/Board of Directors. **c)** Age for direct recruitment is 18 to 45 years and relaxation in upper age to reserved categories will be allowed as per prevailing instructions of H.P.Govt. issued from time to time. **d)** The appointment to the various posts of the service may be made as under:-	**(a)**Recruitment/appointment t various posts under th Federation shall be made in th manner as under:- **i)** By direct recruitment, **ii)** By Promotion of existin personal from the feede category. **Iii)** By change of cadre fron one post to another. **iv)** By deputation from Govt. o any other institution a specified against each post. **v)** Representation to Scheduled Caste/tribes, OBC, Handicap persons and Ex-Serviceman will be made as per instructions of the H.P. Govt. from time to time. **vi)** by direct recruitment on contract basis as per time to time HP. Govt. policy prevalent/ applicable at the time of such recruitment. **vii)** by recruitment or compassionate ground or contract/daily wages basis a per Compassionate Policy of HI Govt. issued by the Departmen of Finance Govt. of H.P. vide OM No. Fin-F(A)-(16)-1/201 dated 7.3.2019 and amendec from time to time. **b)** Appointment to all posts under the Federation shall be made by the Board of Director/Administrator or any other officer so authorized by the Administrator/Board of

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		Directors. **c)** Age for direct recruitment 18 to 45 years and relaxation upper age to reserve categories will be allowed per prevailing instructions H.P. Govt. issued from time time. **d)** The appointment to t various posts of the servi shall be made as approved 1.10.2016.
Conduct and Discipline	Approved on 9th September,2010 **3.16** Unless in any case, it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Federation and he/she shall serve the Federation in its business in such capacity and at such place as he/she may, from time to time be directed. **3.17** Every employee shall confirm to and abide by these Rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him/her by his superior or superiors under whose jurisdiction superintendence or control he/she may, for the time being, be placed. **3.18** Every employee shall maintain the strictest secrecy regarding the Federation's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Federation staff, unless compelled to do so by a superior officer in the discharge of his duties. **3.19** Every employee shall serve the Federation honestly and faithfully and shall use his utmost Endeavor to promote the interest of the Federation and shall show courtesy and attention in all transactions and interaction with the officers of the Government and the Federation constituents. **3.20** No employee shall take an active part in politics or in any political demonstration or stand for election as member for a Municipal Committee/Panchayat, District Board or any legislative Body.	All the provisions of C (Conduct) Rules, 1964 adopted and instructions issu from time to time by the H Govt. and made applicable the employees of State Gov shall also be applicable to th employees of Himfed.

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	3.21 No employee shall accept solicit, or seek any outside employment or office, whether stipendiary or honorary without the previous sanction of the Managing Director. **3.22** No employee may contribute to the press without the prior sanction of the Managing Director, or without such sanction make public or publish any document, paper or information which may come into his possession in his official capacity. **3.23(i)** An employee shall not absent himself from his duties without having first obtained the permission of the Managing Director/Controlling Officer. Provided that, in the case of temporary indisposition the production of a medical certificate may at the absolute discretion of the Managing Director, be dispensed with. **(ii)** An employee who absence himself from duty without leave or overstays his leave except under circumstances beyond his control for which he must tender a satisfactory explanation shall not be entitled to draw any pay and allowances in respect of the period of such absence or overstay and shall further be liable to such penalties as the Managing Director may impose. **(iii)** An Employee who is habitually late in attendance shall in addition to such other penalty as the Managing Director may deem fit to impose, have one day of casual leave forfeited for every two days he is late in a month. Where such an employee has no casual leave due to him, the period of leave to be so forfeited may be treated as earned or extra-ordinary leave, as the Managing Director may determine.	
Discipline & Appeal	Approved on 9th September,2010 Discipline **3.11** Notwithstanding anything contained in any other regulation and without prejudice to such action to which an employee become liable under any other law or regulation for the time being inforce, the following penalties may for good and sufficient reasons and after giving him/her a reasonable opportunity of being heard be imposed on any employee:- a) Censure; b) Withholding of increment. c) Recovery from pay or such other amount as may be due to him/her for the whole or part of any pecuniary loss caused to the Federation by negligence's or breach	All the provisions of CCS (CCA Rules, 1965 as adopted and instructions issued there under from time to time by the HP Govt. and made applicable to the employees of State Govt shall also be applicable to the employees of Himfed However, the authority to impose various penalties and suspend any employee of Himfed as specified under sub

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	of trust/order. **d)** Withholding of promotion **e)** Reduction to a lower stage in the time scale of pay for a specified period with or without accumulative effect. **f)** Reduction to a lower time scale grade or post with or without further direction regarding restoration of time scale of pay grade or post from which he/she is reduced and his/her seniority and pay on such restoration. **g)** Compulsory retirement. **h)** Removal from service which shall ordinarily not be a disqualification for further employment and **i)** Dismissal from service which shall ordinarily be a disqualification for further employment under the federation. Explanation Termination of service for administrative reason to a lower grade or post of any employee appointed or promoted to a post at the end of or during probationary period shall not constitute a penalty under this rule. **3.12** No penalty shall be imposed on any employee unless the charge or charges on which it is proposed to take disciplinary action against him/her have been communicated to him/her in writing and he/she has been given a reasonable opportunity of showing cause against the action proposed to be taken against him/her. The Authority competent to impose the penalty may if he is of the opinion that on the basis of the verbal or written reply to the charges made, it is necessary to hold further enquiry into the matter, entrust the enquiry to be held by an officer superior to the person against whom action is proposed to be taken for the purpose of ascertaining the truth or otherwise of charge/charges. It is decided to hold an enquiry employee concerned shall be permitted to cite witnesses on his behalf and examine the relevant document. **3.13** The authority specified in Col.2 below shall in respect of an employees of the description specified in Col.3 thereof shall be competent to impose the penalties specified in Col.4 thereof:-	Rule 3.13, 3.14 (a) and Appellate Authority as specified under sub rule 3.15(a) of the existing Himfed Service Rules approved on 9th September, 2010 will remain unchanged.

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S. N.	Description of employees	Authority competent to impose penalty	Kind of penalties
1	Managing Director	B.O.D.	All the penalties except that the penalty of compulsory retirement/dismissal removal from service, the prior approval of the Registrar, shall be first obtained.
2	General Manager/ Senior Manager/ Superintendent G-I/Area Manager/Manager/Accounts Officer/Law Officer/SA Private Secretary and Audit Officer	B.O.D.	All penalties
3	All other officer/officials	Managing Director	All penalties

3.14(a) The Board may suspend any employee against whom action is proposed to be taken if in its opinion the attendance of the employee on duty during the period the charges are under investigation against him/her is likely to be effect the proceedings.

(b) During the period of suspension, an employee shall be paid subsistence allowance of upto 50% of his salary with usual allowance, shall be paid by the Federation. Provided that if the employees placed under suspension is subsequently completely exonerated of the charge, he shall be eligible to full pay and allowances for the period

of suspension and the entire period will be treated on duty. If however, he had not been completely exonerated of charge, the competent authority shall specify in the order of re-instatement as to how the period of suspension should be treated and also the amount of pay and allowance to be paid to him for such period.

(c) The amount of subsistence allowance may be increased or decreased by the suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the 1st three months, if in the opinion of the authority the period of suspension has been prolonged for reasons to be recorded in writing not directly attributer-able/directly attributable to the employees.

(d) No payment under Rule 3.14(b) shall be made unless the employee furnishes a certificate that he/she is not engaged in any other employment, business, profession or vocation.

Appeal:

3.15(a) The appeal against any order passed/penalty imposed by the Managing Director shall lie to the Board of Directors in case of the order passed/penalty imposed by the Board of Directors, the appeal shall lie to the Registrar, Cooperative Societies H.P. Shimla.

(b) The appeal shall be submitted within the period of thirty days from the date of which the Appellant receives a copy of the order appellate against. The appellant authority may however, entertain any appeal within 60 days of the said date, if the appellant has sufficient cause for not submitting the appeal in time.

(c) The appellate authority may after consideration of the case;

a. Set aside, reduce confirm or enhance the penalty.

OR

b. Remit the case to the authority which imposed penalty with such directions as it may deem fit in the case.

c. The decision of the appellate authority shall be final except in case of permanent employees in whose case a revision petition against the decision of the Board of Directors, shall be made to the Registrar, within 30 days of such decision. The decision of the Registrar, on such revision shall be final and binding on both the parties.

	(d) Appeal shall not be addressed to the Ministers or Officers of the State Govt. or the Directors of the Board personally and any such action shall be deemed a breach of discipline.	
Leave Rules	Leave and General Rules relating to Leave approved on 9th September,2010 **6.1** Subject to the provisions of these rules, the following kinds of leave may be granted to an employee:- **a)** Casual leave **b)** Earned/Half Pay leave **c)** Commuted leave **d)** Extra-ordinary leave **e)** Maternity leave/Paternity leave **6.2** The Power to grant leave shall vest in the Managing Director in the case of officers and subject to such general and specific directions as may be issued by him in the officers authorized by him in the case of other employee and except as provided in these rules or in any direction issued by the Managing Director, all application for leave shall be addressed to the authority empowered to grant leave. **6.3** Leave cannot be claimed as matter of right, when the exigencies of the service so required, leave of any kind may be refused or revoked by the authority competent to grant it but it shall not be open to the authority to alter the kind of leave due and applied for except at the written request of the employee. **6.4** Leave earned by an employee lapses on that date on which he cease to be in service. **6.5** The employee shall before proceeding on leave intimate to the authority granting his leaves address while on leave shall keep the said authority informed to any change in the address previously furnished. **6.6** The Managing Director may require any employee who have availed himself on leave for reasons of health to produce a medical certificate of fitness before he/her resumes duty even though such leave was not actually granted on a medical certificate or as sick leave. **6.7** Permission to leave headquarter may not be granted when deemed necessary to an employee under suspension or against whom proceedings are pending under Chapter-III of these rules. Earned/Half Pay Leave	All the provisions of CC (Leave) Rules, 1972 as adopte and instructions issued under i from time to time by the H Govt. and made applicable t the employees of State Gov shall also be applicable to th employees of Himfe However, the competer authority to grant of leave sha remain same as are specifie under sub-rule 6.2 of th existing Himfed Service Rule approved on 9th Septembe 2010.

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6.8(1) Every employee shall be entitled to advance credit of earned leave of 15 days for each half year on 1st January and 1st July every year. The credit of earned leave will be 2.5 days for each months, if an employee join service or as applicable to the employees of the State Govt. from time to time.

(2) Application for earned leave and half pay leave required shall ordinarily be submitted at-least 15 days before the date from which leave is required.

(3) Applications which do not satisfy the requirement of sub rules (1) may be refused without assigning any reason.

6.9 Fraction of a day of ordinary leave shall be taken as a full day, if amounting to less than half a day.

6.10 The period of earned leave which can be availed at any one time in 120 days and no further earned leave can be availed by an employee, unless at-least three months before the day on which he/she shall have earned leave for the maximum period, he/she has formally applied for leave and the leave has been refused or has ascertained in writing that leave is applied for will not be granted, when such on employee may be permitted to earn leave in excess of the maximum up-to the date specified by the authority competent to grant leave.

6.11 The earned leave due to an employee is the period which he/she has earned diminished by the period of leave actually availed.

6.12 An employee on earned leave shall draw a leave pay equal to his/her pay, he/she is entitled to, immediately before proceeding on earned leave.

6.12(i) An employee shall be entitled for leave encashment due to him at the end of the year if he has not availed any earned leave during the year and he shall also be entitled for leave encashment of the earned leave at the time of superannuation and retirement as per rules of Himachal Pradesh Government.

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Casual, Sick, Extra-Ordinary and Maternity leave:-

6.13(1) The admissibility of casual leave to an employee shall be regulated as in case of HP Govt. in respect of their employee as amended from time to time except otherwise provided in these rules.

(2) If the absence of an employee is extended beyond the limits laid down in sub-rule(1) or if any of the other conditions laid down in that sub-rule is not fulfilled, the employee shall be treated as on earned leave for the entire period of his absence, if deemed fit by the Managing Director.

(3) Notwithstanding anything contained in Sub-Rule(1) and (2) the Managing Director may to all or any of limitation laid down in sub-rule(1):-

(i) When the absence from duty is necessitated by orders not to attend office as a consequence of infection disease in the family or house hold of an employee.

(ii) When the absence is necessitated by reasons of an employee who is a member of the Auxiliary Forces India, Home Guard A.R.P. or other Civil Defense Organization or an other official organization of a similar nature having to attend an annual camp, or training or

(iii) When there are other exceptional circumstance necessitating the grant of casual leave in excess of the prescribed limits, provided that the total period of casual leave granted to an employee in any one calendar year shall in no case exceed 12 days.

6.14(1) The admissibility of sick leave to an employee shall be regulated in case of Himachal Pradesh Government in respect of their employees as amended from time to time. The sick leave may be granted on medical certificate of Government Hospital/Dispensary.

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(2) In case an employee is absent from duty on account of guarantying, the Federation at the request of the employee concerned treated such absence as earned leave, sick leave and half pay leave if such is otherwise admissible.

6.15(1) Extra-Ordinary leave may be granted to an employee when no earned leave due to him and when having regard to his length of service, sick leave is not considered justified. The duration of extra-ordinary leave shall not exceed four months on any occasion and 12 months during the entire period of an employee's service.

(2) An employee may be granted extra-ordinary leave in combination with or in continuation of leave of any other kind admissible to the employee and may commute retrospectively period of absence without leave into extra-ordinary leave.

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

Provided that in cases where Managing Director is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control, he direct that the period of extra-ordinary leave may count for increments.

6.16(1) A female employee may be granted maternity leave for a period of 135 days in all on not more than two occasions during the entire service. The maternity leave may also be granted in case of miscarriage including abortion for a period not exceeding four weeks on not more than two occasions during entire service. The maternity leave may be sanctioned in combination or continuation of any kind of leave admissible (excepting casual leave) provided that the request is supported by an appropriate medical certificate from the authorized medical attendant.

(12)

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	6.16(2) A male employee may also be granted paternity leave for a period of 15 days in all or not more than two occasions during the entire service.	

Submitted for approval please.

Managing Director,
Himfed, Shimla-3

Registered this 8th day of January, 2021.

Registrar
Cooperative Societies
Himachal Pradesh

No.6-33/99-Coop.(T&M)
Directorate of Cooperation
Himachal Pradesh

To

The Managing Director,
H.P.State Cooperative Marketing and Consumer's
Federation Ltd; Shimla-171003.

Dated Shimla-9, the 15 th January,2021.

Subject:- Conversion of vacant posts of Clerks into JOA(IT)-Approval thereof.

Sir,

Please refer to your office letter No.HF/ES-11(194)2017-5260, dated 21-12-2020 on the subject cited above and to say that approval is hereby accorded to convert the 21 posts of Clerks into Junior Office Assistant(IT) subject to the condition that the posts of Clerks thus converted will be deemed abolished from the date of such conversion.

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Himachal Pradesh