

**OFFICE OF THE REGISTRAR OF COOPERATIVE
SOCIETIES, ORISSA,
BHUBANESWAR**

**OROER NO.5343/ Dated Bhubaneswar the 20th
February, 1990.
XL-111-4/1986 Mkt.11 (4)**

In supercession of the Service Rules-1987 of the Orissa State Co-operative Marketing Federation Limited, communicated in R.C.S (O) Office letter No.23943 dated. 27.8.87 and in exercise of the powers conferred on me under **Section 33-A** of the O.C.S. Act 1962, I Sri S.P. Mishra, I.A.S., R.C.S. (O) do hereby make Rules namely **"THE STAFF SERVICE RULES 1990 OF THE ORISSA STATE COOPERATIVE MARKETING FEDERATION LIMITED, BHUBANESWAR.** This shall be given effect to from the date of issue.

Sd/-20.2.90

Registrar of Coop. Societies, Orissa.

Memo No.5344 / Dated Bhubaneswar the 20th February, 1990.

Copy with copy of the Staff Service Rules 1990 of the Orissa State Co-operative Marketing Federation Limited forwarded to the Managing Director, O.S.C.M.F. Ltd., Bhubaneswar for information and necessary action with reference to the proposal submitted in his letter No.9246 dt.16.5.89 and No.1027 dated 29.7.1989.

Sd/-20.2.90

Registrar of Coop. Societies, Orissa.

STAFF SERVICE RULES-1990

OF

ORISSA STATE CO-OPERATIVE MARKETING FEDERATION LIMITED.

CHAPTER-I

1. SHORT TITLE

These rules may be called "The Orissa State Cooperative Marketing Federation Employees Recruitment, Classification, Control and Appeal Rules".

2. APPLICATION & SCOPE

(i) These rules shall come into force on such date as may be notified by the Management after receipt of approval from Registrar of Co-operative Societies, Orissa, Bhubaneswar.

(ii) The "Rules" shall apply to all categories of employees appointed to the Federation Service.

Provided that these rules shall not apply to the persons on deputation either from the State Government or otherwise to the extent their conditions of service are regulated by the Rules of the State Government Organisation to which they belong :

Provided also that nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled to by or under any law or by the terms of any contract or agreement subsisting between such persons and the Management of the Federation.



CHAPTER-II

DEFINITION

3. In these rules unless and otherwise repugnant to the context.

(1) **APPELLATE AUTHORITY :**

"Appellate Authority" means the Authority specified in **Schedule-'A'** appended to these rules.

(2) **Board :**

"Board" means the Board of Directors of the Orissa State Co-operative Marketing Federation Limited.

(3) **Chairman :**

"Chairman" means Chairman of the Board of Directors of Orissa State Co-operative Marketing Federation Ltd as elected or appointed by the Registrar of Cooperative Societies, Orissa.

(4) **Component Authority :**

"Competent Authority" means the Appointing Authority & specified in the **Schedule-'A'** appended to these rules.

(5) **Disciplinary Authority:**

"Disciplinary Authority" means the Authority competent to impose punishment specified in

Schedule-'A'.**(6) Employee :**

- i) "Employee" means; any person who is employed for wages and/or salary in any kind of work viz : managerial, supervisory, clerical, technical manual in connection with the work of Federation and who gets his wages and/or salary from the Federation, but does not include
 - a) an employee employed by a contractor in any operation directly or indirectly connected in any operation directly or indirectly connected with the work of the Federation or
 - b) any person selected by the Federation for undergoing any training in any training institution for eventual appointment under the Federation, even though he receives a stipend/ allowance or any other payment in connection with the said training from the Federation or
 - c) any casual labourer or labour employed on piece rate or daily wage basis.
- ii) Employees who have been brought under loan from the State Government on deputation on special terms and conditions.
- iii) Employees who are being employed for wages in any kind of work or in connection with the work of the Federation on the basis of a special contract incorporating therein special conditions of service.

(7) **Federation** :

"Federation" means the Orissa State Co-operative Marketing Federation Limited as registered under Orissa Co-operative Societies Act, 1962.

(8) **Government** :

"Government" means the State Government of Orissa or the Central Government as the case may be with reference to the context.

(9) **Reviewing Authority** :

"Reviewing Authority" means the Authority specified in the Schedule-'A' appended to these rules.

(10) **Schedule** :

"Schedule" means the schedule appended to these rules and includes any amendments made by the Board of Directors from time to time after due approval of the Registrar of Co-op. Societies, Orissa.

(11) **Subsidiary Unit** :

"Subsidiary Unit" means a unit of the Orissa State Cooperative Marketing Federation Limited.

(12) **Apprentice** :

"Apprentice" means a person recruited as such and deputed for training in trade or business with a view to employment for the Federation's service, who draws allowance at monthly rate from the Federation during such training but is not employed in or against a vacancy under the Federation.

(13) **Appointing Authority :**

"Appointing Authority" means the Authority specifically declared to be such in **schedule-'A'** annexed to these rules.

(14) **Bonus:**

"Bonus" means Bonus as defined under the payment of the **Bonus Act, 1965** as amended from time to time.

(15) **Cadre :**

"Cadre" means the strength of a service or part of a service of the Federation sanctioned as a separate Unit.

(16) **Compensatory Allowance :**

"Compensatory Allowance" means an allowance granted in consideration of personal expenditure or loss of amenities necessiated by the special circumstances in which the duty is performed.

(17) **Duty :**

"Duty" includes:

- a) Service as probationer, if such service is followed by an order of confirmation in writing or by appointment to a post under the Federation.
- b) Joining time.
- c) Period spent on any course of instruction or training to which the workmen/employees may have been sponsored by the Federation and the period between completion of such training and joining of post not exceeding the joining time admissible and

- d) any other period which the Federation may be general or special order declare to be periods of duty.

(18) **Dearness Allowance :**

"Dearness Allowance" shall mean the allowances granted by the Federation to their Employees at the rates notified by the Government of Orissa from time to time and shall include additional Dearness allowance.

(19) **Efficiency Bar :**

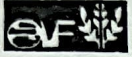
"Efficiency Bar" means a stage indicated as such in a time scale of pay which can not be crossed or earning a subsequent increment after such efficiency bar without obtaining the order of the competent authority to that effect.

(20) **Family :**

Unless otherwise defined in the specific context, "Family" means an employee's wife or husband and legitimate and step children and parents ordinarily residing with and wholly depending upon him or her. Not more than one wife is included in "Family" for this purpose.

(21) **Holiday :**

"Holiday" means in relation to workmen/ employees employed in the factories or any other establishment covered under the Factories Act etc., under the Federation, the National and Festival Holidays as per provisions of the Industrial Establishment (National and Festival Holidays) Act.



And in relation to other workmen/employees the holidays as declared by the State Government of Orissa from time to time and includes the local holidays and optional holidays declared as such by the Government of Orissa.

(22) **Honorarium** :

"Honorarium" means a non-recurring payment granted to an employee/workman from the Federation's funds as a remuneration for any special or arduous nature of work.

(23) **Lock-out** :

"Lock-out" shall have the same meaning as assigned to it under the **Industrial Disputes Act, 1947** as amended from time to time.

(24) **Management** :

"Management" means the Board of Directors, the Chairman, the Managing Director, the Secretary and the Chief Executive of an Unit of the Orissa State Co-operative Marketing Federation Ltd.

(25) **Month** :

"Month" for the purpose of salary and leave salary shall mean a calendar month and for all other purposes **30 days**.

(26) **Medical Certificate** :

"Medical Certificate" means the medical certificate issued and signed by a "Registered Practitioner"

(27) **Notice Board** :

"Notice Board" means the Notice Board specially maintained in a conspicuous place at or near the

main entrance to the Federation Office/Area Office/Unit Office for the purpose of displaying notices, circulars and the like required to be pasted or affixed under the provisions of these rules.

(28) Pay :

- a) "Pay" means the amount drawn monthly by an employee as :
 - i) the basic pay which has been sanctioned for a post held by him or to which he is entitled to by reason of his position in a cadre;
 - ii) special pay and personal pay, and
 - iii) any other emoluments which may be specially classed as "Pay" by the Federation.
- b) "Personal pay" means an additional pay granted to an employee
 - i) to save him from loss of basic pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or
 - ii) in exceptional circumstances, on other personal consideration.

(29) Presumptive pays :

"Presumptive Pay" of a post, when used with reference to any particular employee/workman means pay to which he would be entitled if he held the post regularly and was performing its duties, but it does not include special pay unless



the employee/workman performs or discharges the work or responsibility in consideration of which special pay is sanctioned.

(30) **Strike :**

"Strike" shall have the same meaning as assigned to it under **Section-(2)(q)** of the **Industrial Disputes Act 1947** as amended from time to time and includes stay in or tool-down strike, pendown strike, mass Casual leave or mass Earned leave.

(31) **Supervisory :**

"Supervisory" and/or supervisory Officer means a member of the staff of the Federation appointed by the Management to remain in charge of a specified department or a section of a department or who by the nature of his duties exercises authority, supervision and control over other workmen/employees in the Head Office, Unit Office and Factories, no matter whether he at times performs duties like other workman/employee under his control.

(32) **Special pay :**

"Special Pay" means an addition in the nature of pay to the emolument of a post or of an employee granted in consideration of :

- i) the specially arduous nature of the duties or
- ii) a specific addition to the work or responsibility.

(33) **Subsistence allowance :**

"Subsistence Allowance" means monthly payment made to an employee/workman during suspension.

(34) **Services :**

"Service" includes the period during which an employee is on duty as well as on leave duly



authorised but does not include any period, during which an employee is absent from duty without permission or overstays his leave unless specially permitted by the Competent Authority.

(35) **Temporary Post :**

"Temporary Post" means a post sanctioned by the Federation at a definite rate of pay for a limited period.

(36) **Contract Posts :**

"Contract Post" means a post which an employee/workman may not hold for more than a specified period.

(37) **Time Scale of pay :**

- a) "Time Scale of pay" means pay which subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum.
- b) Time scales are said to be identical if the minimum, the maximum the period of increment and rate of increment of the time scales are identical.

(38) **Wages :**

"Wage" means wages as defined in the Payment of Wages Act, 1936 as amended from time to time.

(39) **Workman :**

"Workman" means workman as defined in Section-2(S) of the Industrial Disputes Act'1947, Workman Compensation Act and Minimum Wages Act as amended from time to time.

(40) **Managing Director :**

“Managing Director” means any Director or Officer is nominated by the State Govt. as such and appointed by the Board of Directors to exercise the power and functions as the Managing Director as per provisions of the Orissa Cooperative Societies Act and Rules and Bye-laws of the Federation.

(41) **Secretary :**

“Secretary” means any Officer who is nominated by the State Govt. as such and appointed by the Board of Directors to exercise the powers and functions as the Secretary as per provisions of the O.C.S. Act and Rules and Bye-laws of the Federation.

(42) **Grade :**

“Grade” means category of post specified in **Schedule-‘B’**

(43) Words importing masculine gender also include feminine gender.

(44) Words importing singular number also include plural number.

45) **Words not defined :**

“Words” used but not defined in these Rules shall have with reference to subject and context the same meaning as assigned to them in the Orissa Service Code and other relevant Acts and Rules.



(46) **Registrar :**

"Registrar" means a person appointed by Govt. to perform the functions of the Registrar of Cooperative Societies, Orissa under O.C.S. Act.

(47) **Bye-laws :**

"Bye-laws" means the Regd. Bye-laws of the Federation for the time being in force.
