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Ministry of Agriculture and Farmers' Welfare
Department of Agriculture, Cooperation and Farmers' Welfare
(Office of Central Registrar of Cooperative Societies)

Krishi Bhawan, New Delhi
Dated 3rd July, 2017

CIRCULAR

Subject: Staff Service Rules of multi-state cooperative societies/banks - reg.

It has been brought to the knowledge of this Department that many multi-state cooperative societies/banks have not framed Staff Service Rules. Due to lack of proper service rules, this Department is receiving complaints/grievances to take action against management of the multi-state cooperative societies/banks.

2. As such, all multi-state cooperative societies/banks are hereby directed to frame staff service rules immediately. In respect of multi-state cooperative banks, the guidelines of RBI may also be taken into account while framing service rules.

3. The Staff Service Rules shall include among other things, the following:-

- a) No person to be recruited directly by the multi-state cooperative societies/banks on pick-and-choose manner.
- b) Staff shall be recruited through employment exchanges or by framing proper guidelines which includes conduct of written test, interview, group discussion (as applicable) etc. in a transparent manner.
- c) No staff to be recruited without having recognized qualifications in the field of cooperation/cooperative training (except peons/last grade servant).
- d) The service rules shall also include the method of recruitment, job qualification requirement, pay scales, seniority, probation, leave, retirement age etc.

4. Accordingly, all the multi-state cooperative societies/banks are hereby directed to frame the Staff Service Rules as per the above guidelines and send a copy of the same to this Department within a period of three months from the date of this circular.

This issues with the approval of Central Registrar of Cooperative Societies.

P. Sampath
(P. Sampath)

Additional Commissioner (Cooperation)

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Distribution to :

- i) All multi-state cooperative societies/banks;
- ii) Shri Suraj, Senior Programmer, NIC, for uploading on the departmental website www.msos.dac.gov.in