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A.P. WOMEN'S COOPERATIVE FINANCE CORPORATION LIMITED,  
HYDERABAD.

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Recommendations of the Sub-Committee which was formulated to Frame Service Rules of the Employees of the Corporation Meeting Held on 20.7.98 and 25.7.98..

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The Sub-Committee which was constituted to frame service Rules of the Corporation employees has recommended the following:

- 1) The Administrative Officer post in the Head Office may be re-designated as Accounts Officer as an officer is required to handle accounts and audit at Head Office, District Level Committee, Telugu Bala Mahila Pragathi Pranganams, Audit defects rectification, Budget, Planning, Loaning Programme Correspondance with Banks and Financial Institutions and Vehicle Maintainance are the subjects to be dealt by the Officer.
- 2) 2 Junior Assistants, 2 Attenders, 1 Driver who are working on consolidated pay in the Head Office may be adjusted in the Pranganam depending upon the vacancies available in the Telugu Bala Mahila Pragathi Pranganams, and hence not included in the Cadre Strength of the Head Office..
- 3) The Printing Press Manager/Instructors/Staff of Production Units not paid from the Grant-in-aid received from the Government and hence their payment is being made from the profits made in the year out of the Production. Hence they cannot be included in the Cadre Strength of the Corporation.
- 4) The Services of SI Accounts at District Level Committee are being under utilised. They should work at Telugu Bala Mahil Pragathi Pranganams where maintainance of Bank of Accounts, Stock Registers and other registers are not satisfactory as pointed out by auditors. The Telugu Bala Mahila Pragathi Pranganams are receiving lakhs of rupees under NORAD, TRYSEM, NRY/FMIUPEP and CSWB. But the accounting part is poor and Bank reconciliation are not being done regularly. Hence, a cooperative departmental person should attend this type of work. The Sub-Committee recommended that for 20 days (I&III) S.I Account has to work with Telugu Bala Mahila Pragathi Pranganams and for 10 days (II) he should attend District Level Committee work.

- I) The Cadre Strength for Head Office, Telugu Bala Mahila Pragathi Pranganams/District Level Committee/Working Women's Hostels as recommended by the Sub-Committee is placed for approval.
- II) The Service Rules and Service conditions are recommended by the Sub-Committee is placed below for approval.
- III) Job-Chart for all Categories of employees as recommended is placed below for approval.

Signatures of the Sub-Committee

1) Smt. Radha Kotari, IAS  
 Joint Secretary to Government,  
 Women Development and Child Welfare  
 Department,  
 (CHAIR PERSON)  
*Radha* 29/7

2) SMT. R. SHUBA IFS  
 Joint Secretary to Government,  
 Finance and Planning  
 (MEMBER)  
*Ramini* 29/7

3) Addl. Registrar,  
 O/Commissioner for Cooperation  
 and Registrar of Cooperative  
 Societies. (MEMBER)  


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 Joint Director,  
 Women Development and Child Welfare  
 Dept., (MEMBER)

4) Smt. M. Bhambhani  
 Deputy Director,  
 Social Welfare Dept. (MEMBER)

*M. Bhambhani*  
 29/7/78

6)

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A.P. WOMEN'S COOPERATIVE FINANCE CORPORATION LIMITED,  
8-3-222, Vengalrao Nagar, Ameerpet, HYDERABAD

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The Special Bye-Laws are framed as per Bye-Law No.29 regulating Service condition of the Employees.

CHAPTER- I

1) SHORT TITLE, APPLICATION AND SCOPE:

These regulations shall be called Special Bye-Laws relating to the Service Conditions of Employees of the Andhra Pradesh Women's Cooperative Finance Corporation Limited, Hyderabad and shall come into force after the same is approved by the Board, General Body and Registered by the Registrar.

The Special Bye-Laws shall apply to all the existing employees of the Corporation and to those appointed after these bye-laws come into force on the notified date. These Special Bye-Laws are not applicable to those appointed on rate-contract basis, consolidated pay on purely temporary basis. The A.P. Women's Cooperative Finance Corporation is governed by the provisions of A.P. Cooperative Societies Act, 1964.

2) DEFINITIONS:

In these Special Bye-Laws unless there is anything repugnant in the subject on context.

- i) The 'CORPORATION' means the Andhra Pradesh Women's Cooperative Finance Corporation Limited, Hyderabad.
- ii) The expression 'BOARD', 'CHAIRMAN', 'MANAGING DIRECTOR' shall mean the Board of Directors, Chairman and Managing Director of the Corporation to be nominated/appointed by the Government and includes any Director or Officer who has been authorised to exercise power and functions of the Chairman or the Managing Director during the temporary absence or otherwise.
- iii) The 'GENERAL BODY' shall comprise of delegates of the affiliated Societies, individual holding 'A' Class Shares and nominees of Government as per Bye-Law No.31.
- iv) The 'EXECUTIVE DIRECTOR' means a person who has been deputed from any State Government Department not below the rank of Deputy Director of the State Government on F.S.Terms.
- v) The 'GENERAL MANAGER' means a person who has been deputed from any State Government Department and not below the rank of Assistant Director of the State Government on F.S.Terms.

EMPLOYEE means a person employed by the Corporation by an order issued by the competent authority it does not include the person who is employed on daily wage basis.

(xii)

- 1. A person is said to be on duty as a member of service in the Corporation.
- 2. When he is performing his duties of a post of cadre of such Service.
- 3. When he is absent from duty on authorised holiday or on Casual Leave, Optional Holiday or on compensatory Casual Leave after taking prior permission from the competent authority.
- 4. When he is in joining time.
- 5. When he is deputed by a Competent Authority to join any authorised course of Instruction, Training and Programme.
- 6. Duty includes all periods, which the corporation made by a regulation or by a resolution of the Board.

(xi)

'DUTY' means:

The 'COMPETENT AUTHORITY' means the authority empowered to deal with any matter as prescribed by these Special Bye-Laws or by the bye-laws of the Corporation which includes, Chairman, Managing Director and any other officer appointed for this purpose and to whom the powers have been delegated by the Board.

(x)

The 'CORPORATION PROMOTION COMMITTEE' means a committee which will be constituted by the Board to select the persons for appointing them on promotion from feeder cadres to the selection posts.

(ix)

The 'JUNIOR ACCOUNTS OFFICER' means either a person drafted from C.C and R.Cs on deputation in terms of foreign service not below the cadre of cooperative Sub-Registrar or a person who has been appointed on promotion from feeder cadres of U.D. Accountant of the Corporation.

(viii)

The 'DEVELOPMENT OFFICER' means a person who has either been drafted from State Government Departments on deputation in terms of foreign service or a person who has been appointed to this post on promotion from the feeder cadres selected by the Corporation Promotion Committee.

(vii)

The 'ACCOUNTS OFFICER' means a person who has been drafted from State Government on deputation in terms of Foreign Service not below the rank of first Gazetted rank in the State Government or from Cooperative/Treasuries/A.G/L.F. Audit.

(vi)

"EMPLOYER" means a person basing charge of ultimate control over the affairs of the Corporation.

- xiv) "GOVERNMENT" means Government of Andhra Pradesh.
- xv) "DAY" means the period of 24 hours beginning at mid-night.
- xvi) "WEEK" means a period of Seven days beginning at mid-night on Saturday.
- xvii) "NOTIFIED DATE" means the date to be notified by the Managing Director and the Special Bye-Laws comes into effect after the Registration by the Registrar of Cooperative Societies.
- xviii) "PERIOD OF SERVICE" includes the period on duty as well as on leave with pay duly sanctioned by the competent authority. Continuous service shall include temporary Service without breaks, permanent service and deputation on Special Duty, authorised absence on leave, period of probation, training prescribed if any.
- xix) PROBATIONAR:  
Probationar means an employee who is placed on probation in a post for certain period.
- xx) REGULAR EMPLOYEE:  
REGULAR EMPLOYEE means an employee whose Services have been regularised in a post attached with time Scale of Pay.
- xxi) APPROVED PROBATIONER means an employee who completed certain period of probation in a post and whose probation has been declared by the Competent authority.
- xxii) "RULES" means the rules which were approved by the Board, General Body and Registrar of Co-operative Societies from a 'Notified Date'
- xxiii) Pay, means a regular employee drawing the minimum of time Scale of Pay prescribed for that post.
- xxiv) Basic pay means an employee drawing the pay in the time Scale of Pay prescribed for that post.
- xxv) "DEARNESS ALLOWANCE" means the allowance or pay granted in addition to basic pay to equate the dearness on account of the Price-wise or other-wise.
- xxvi) "EMOLUMENTS" means salary which includes Basic Pay, Special Pay if any, D.A., H.R.A.C.C.A, C.A and any other allowances payable to employees according to the Corporation rules.
- xxvii) "GRATUITY" means the "Gratuity" payable under Section 40 of A.P.Shops and Establishment Act, 1966.

11) S.I./Accountant	---	One
10) Senior Assistants	---	Four
9) Program Manager	---	Five
8) Marketing Manager	---	One
7) Superintendents	---	Three
6) Junior Accounts Officer	---	One
5) Development Officer	---	One
4) Accounts Officer	---	One
3) General Manager (Adm.)	---	One
2) Executive Director	---	One
1) Managing Director	---	One

a) Head Office:

and Working Women's Hostels as detailed below:  
District Level Committees, Telugu Bala Mahila Pragathi Programms  
1) The following Cadre strength form part of Head Office, Units

CADRE STRENGTH AS APPROVED BY THE BOARD OF DIRECTORS:

time and commence his probation in that post.  
by competent authority and who reports to duty on the date and

xxxxiii)

"FIRST APPOINTMENT" MEANS an employee appointed to the post

and ending with 30th June.  
"YEAR" means a the Cooperative year beginning with the 1st July

xxxxii)

of any leave period.  
Any remuneration to which the employee is entitled in respect

ii)

parties or order of a Tribunal or Government.  
Any remuneration payable under any settlement between the

i)

includes.  
of his employment or of work done in such employment and  
presses or implied are fully payable to an employee in respect  
of being so expressed which would, if the term employment, ex-  
Allowances or otherwise expressed in terms of money or capable  
"WAGES" means every remuneration, whether by way of Salary,

xxxxi)

representative of the deceased corporation employee.  
"LEGAL HEIR" means the heir nominated by the employee or legal

xxx)

tion Employee.  
"DEPENDENT" means the persons wholly dependent on the Corpora-  
that category.

xxix)

dependent parents in the case of Superintendent and below  
and marriage in the case of daughters whichever is earlier,  
Children with age limit of 25 or employment in the case sons  
employee and wife in the case of Male employee dependent

"FAMILY" means dependent Husband in the case of Female

xxviii)

12) Junior Assistances	:	Three
13) Typists	:	Two
14) Drivers	:	Three
15) Attenders	:	Three
16) Watchman	:	One
17) Sweeper	:	One
18) Record And	:	One

DISTRICT LEVEL COMMITTEES:

SI/Accountants	:	One in each Dist. Level Committee (Work Part-Time).
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TELUGU BALA MAHILA PRAGATHI PRANGANAMS:

1) Pranganam Officer	:	ONE	For each Pranganam.
2) SI/Accountant	:	One	
3) U.D.Accountant	:	One	
4) JuniorAssistant/Typist	:	One	
5) Store Keeper	:	One	
6) Matron	:	One	
7) ANM-cum-Creche Teacher	:	One	
8) Driver	:	One	
9) Cook	:	One	
10) Attender-cum-Electrician	:	One	
11) Day-Night Watchman	:	One	

WORKING WOMEN'S HOSTELS:

1) Matron/Care Taker	:	One
2) Day Watchman/Night Watchman	:	Two
3) Cook	:	Two

4) METHOD OF RECRUITMENT:

a) HEAD OFFICE:

The following employees form the Cadre strength of the Head office and their method recruitment in as follows:

1) MANAGING DIRECTOR- 1(One) :

A cadre post to be appointed by Government of Andhra Pradesh.

ii) EXECUTIVE DIRECTOR: 1(One)

A post to be filled on deputation in terms of foreign service from any State Government, Departments not below the rank of Deputy Director of State Government.

iii) GENERAL MANAGER: - 1(One)

A post to be filled on deputation in terms of foreign service from any State Government, Departments not below the rank of Assistant Director of State Government.

iv) ADMINISTRATIVE OFFICER-1(One) :/Accts Officer ( 1 One)

A post to be filled drafting a person from Co-op. treasury, AC, State Government Departments on deputation in terms of foreign service not below the first level gazetted cadre.

v) DEVELOPMENT OFFICER-1(One) :

A post to be filled either by way of drafting a person from any State Government Departments on deputations in terms of foreign service or by appointment on promotion from feeder cadres i.e from the cadre of eligible superintendents and prangam managers of the Corporation selected by the "CORPORATION PROMOTION COMMITTEE" which has to be constituted by the Board.

vi) CSR/JUNIOR ACCOUNTS OFFICER-1(One) :

A post to be filled either by way of drafting a person from C.C to RCS on deputation in terms of foreign service not below the rank of co-operative Sub-Registrar or by way of promoting a qualified and suitable U.D.Accountant of the Corporation.

vii) SUPERINTENDENTS -3 (THREE) :

These posts have to be filled on promotion from the Cadre of eligible and qualified Senior Assistants/U.D.Accountants of Pranganams, as per the seniority maintained in the Head office for the whole state.



viii) MARKETING MANAGER (One)-1:

To be filled by way of Direct Recruitment notifying the vacancy in the leading News Papers and through Employment Exchange.

ix) SENIOR ASSISTANTS-4(Four):

These posts are to be filled by way giving promotion to the eligible and qualified Junior Assistants/Typists of the Head Office and the Pranganams as per the Seniority maintained in the Head Office for the Whole State.

x) SI/ACCOUNTANT-1(One):

This post has to be filled by way of giving promotion to the eligible and qualified Junior Assistants/Typists of the Head Office and Pranganams as per the Seniority maintained in the Head Office for the Whole State.

xi) JUNIOR ASSISTANTS-3(Three):

These posts have to be filled by Director Recruitment by Notifying the vacancies in the leading News Papers and through Employment Exchange. These posts have also to be filled up from the last Grade Service i.e from the eligible and Qualified Record Assistants who completes 5 years of continuous service as a Record Assistant. The Ratio for these promotion is 5:1 i.e after filling up 5 vacancies of Junior Assistants/Typists by Direct Recruitment the 6th Vacancy/<sup>has</sup>to be filled from the Cadre of Record Assistant who completed 5 years of continuous Service and who is eligible and qualified to hold the post of Junior Assistant or Typist in the Head Office.

xii) TYPISTS-2(TWO):

These posts have to be filled up by Director Recruitment through Employment Exchange by notifying the vacancies and by giving advertisement in leading News Papers.

xiii) RECORD ASSISTANT-1(one):

This post has to be filled on promotion from an eligible and qualified Attender in the last Grade Service of the Head Office.

xiv) Attenders-3(Three):

These posts have to be filled up by direct recruitment through Employment Exchange by notifying the vacancies to them.

xv) SWEEPER: 1(One):

It has to be filled up by Direct Recruitment notifying the vacancy through Employment Exchange.

By Direct Recruitment by giving advertisement in the lead-  
ing News Papers and by giving promotion from the eligible

- 1) FRAMGAMMI OFFICER:
- e) TEJUGU BALA MATILA PRAGATHI PRANGAMMI:
- To be filled by giving promotion to the eligible and quali-  
fied Junior Assistants/Tylists from Head Office/THMPPs  
maintaining the seniority in the Head Office as a whole,
- 1) S.I./ACCOUNTANTS:
- d) DISTRICT LEVEL COMMITTEES:

By Direct Recruitment and by giving advertisement in lead-  
ing news papers.

- 1) INSPECTORS:
- c) WOOL KNOTTING UNIT:
- By Direct Recruitment and by giving advertisement in lead-  
ing news papers.
- 7) HITERS:

By Direct Recruitment and by giving advertisement in lead-  
ing news papers.

- 6) Press Assistant:
- By Direct Recruitment and by giving advertisement in lead-  
ing news papers.
- 5) CUTTER / BINDER:

By Direct Recruitment and by giving advertisement in lead-  
ing news papers.

- 4) Mechanic Man:
- By Director Recruitment by giving advertisement in the  
leading News Papers or by promotion from the eligible and  
qualified Mechanic Man.
- 3) Assistant-Off-set Machine Man:

By Direct Recruitment and by giving advertisement in the  
leading news paper or by promotion from the eligible and  
qualified. Assistant Off-set Machine Man.

- 2) Off-Set Machine Man:
- By Direct Recruitment by giving advertisement in the lead-  
ing news papers.
- 4) Printing Press Manager:

By Direct Recruitment by giving advertisement in the lead-  
ing news papers.

- b) PRINTING PRESS UNIT:
- It has to be filled-up by Director recruitment notifying the  
vacancy through Employment Exchange.
- xvi) Night Watchman-(One):

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and qualified Pranganam Managers, Superintendents of Head office who will be selected by the Corporation Promotion Committee to be constituted by the Board. The Ratio is 2:1.

2) PRANGANAM MANAGER:

These posts have to be filled by Direct Recruitment giving advertisement in leading news papers and in Employment Exchange.

3) U.D./ACCOUNTANT:

These posts have to be filled up by giving promotion to the eligible and qualified Junior Assistants/Typists/Store Keeper/Matron of Head Office/TBMPPs/ by maintaining entire state seniority in the Head office.

4) JUNIOR ASSISTANT/TYPIST:

These posts have to be filled up by Direct recruitment by giving advertisement in the leading news papers and also through Employment Exchange. Some of These posts have to be reserved for giving promotion from the Last Grade service i.e from the Cadre of Attender who are eligible and qualified. The ratio is 5:1, 5 posts by Direct Recruitment and 1 post for giving promotion from the Cadre of Attender.

5) STORE KEEPER:

These posts has to be filled up by Direct Recruitment by Advertisement in the leading news papers and also through Employment Exchange. Certain posts has to be reserved for giving promotion to the eligible and qualified Attenders by maintaining State seniority. The Ratio is 5:1.

6) MATRON:

By Direct Recruitment by advertising in the leading news papers and also through Employment Exchange.

7) ANM/CRECH TEACHER:

By Direct Recruitment by advertising in the leading news papers and also through Employment Exchange.

8) DRIVER:

By Direct Recruitment by advertising in the leading news papers and also through Employment Exchange.

9) ATTENDER-CUM-ELECTRICIAN:

By Direct Recruitment by advertising in the leading news papers and also through Employment Exchange.

10) COOK:

By Direct Recruitment by advertising in the leading news papers and also through Employment Exchange.

11) DAY-NIGHT WATCHMAN:

By Direct Recruitment by advertising in the leading news papers and also through Employment Exchange.

1) WORKING WOMEN'S HOSTEL:

1) MATRON:

By Direct Recruitment advertising in leading news papers and through Employment Exchange.

2) DAY WATCHMAN/NIGHT WATCHMAN:

By Direct Recruitment advertising in leading news papers and through Employment Exchange.

3) COOKS:

By Direct Recruitment advertising in leading news papers and through Employment Exchange.

5) AGE AND QUALIFICATION FOR POSTS WHICH ARE TO BE FILLED UP BY

DIRECT RECRUITMENT:

1) BRANGAMAN OFFICER: (Female candidates only)

1) EDUCATIONAL QUALIFICATIONS:

a) Must be a 1st Class Post-graduate in any discipline from recognised University in India. Preference will be given to M.B.A Candidates.

11) EXPERIENCE:

At least 3 years Experience in the field of teaching or administration or marketing or allied fields. Relaxation in the case of experience will be given to Meritons and deserving candidates at the time of Interview.

AGE AT THE TIME OF RECRUITMENT:

Minimum of 21 years and a maximum of 28 years as on the date of applying for this post. Age relaxation will be given to SC/ST, BC and other Categories as per the rules of the State Government formulated from time to time.

SECURITY TO BE FURNISHED:

The candidates appointed on Direct Recruitment will execute a personal Bond for Rs. 25,000/- and two Surety Bonds for equal amounts at the time of their joining in Service stating/they will not leave the Corporation for 3 years failing which they will pay Rs. 25,000/- to the Corporation.

2) BRANGAMAN MANAGER: (FEMALE CANDIDATES ONLY):

1) EDUCATIONAL QUALIFICATIONS:

Must be a 1st Class Graduate in any discipline from a recognised University in India. Preference will be given to candidates with qualifications in Administration/Marketing.

2) EXPERIENCE:

At-least a minimum of three years experience in the field of teaching/Marketing administration. Relaxation of Experience will be given to Meritons and inservicing candidates.

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3) MARKETING MANAGER: (FEMALE CANDIDATES ONLY):

1) Educational Qualification:

i) Must be a 1st class Graduate in any discipline from a recognised University in India.

ii) Preference will be given to Commerce Graduate with Diploma in field of Marketing.

2) EXPERIENCE:

At least minimum of 3 years experience in the field of Marketing. Relaxation will be given in the case of experience for the Meritorious and deserving candidates.

3) AGE:

A minimum of 20 years and a maximum of 28 years. Relaxation of Age Limit to SC/ST/BC and other Categories as per the rules of the State Government, formulated from time to time.

4) PRINTING PRESS MANAGER:

1) Qualifications:

1) Must have passed SSC in First Class.

2) First Class Diploma in Printing Technology (LPT)

2) Experience:

1) Minimum 5 years experience as Printing Press Manager.

3. Age:

A minimum of 20 and a maximum of 28 years at the time of applying to the post. Relaxation of Age to SC/ST/BC and other Categories is as per the rules of the State Government formulated from time to time.

5) JUNIOR ASSISTANTS IN HEAD OFFICE AND PRANGANAMS:

1) Educational Qualification:

Must be a graduate from any recognised University in India.

2) Technical Qualifications:

Preference will be given to the Candidates with Typewriting qualifications in English and Telugu and Knowledge in Computer Operation.

3) Age:

A minimum of 18 years and a maximum of 28 years. Relaxation of age limit to SC/ST/BC and others Categories as per the Rules of State Government.

4) Experience:

Preference will be given to Candidates having experience in the category in the Government or in Private Organisation.

6) TYPISTS IN THE HEAD OFFICE:

2) Technical Qualifications:  
Must have passed Typewriting Higher Grade Examination in both English and Telugu Conducted by the A.P. Technical Education, Hyderabad.

3) Experience:  
Preference will be given to candidates who have worked as Typist either in Government or in Private Organisations.

4) Age:  
Minimum of 18 years and a Maximum of 28 years at the time of applying to the post. Relaxation of Age limit to the SC/ST/BC and other Categories as per the rules of State Government, prescribed in this regard.

7)

STORE KEEPER:

1) Educational Qualifications:

Must be a Graduate in Commerce Subject from any Recognised University in India.

2) Experience:

Must have had an experience of atleast 2 years as Store Keeper in any Government/Private Organisation.

3) Age:

A minimum of 18 years and a maximum of 28 years at the time of applying to the post. Relaxation of Age limit to SC/ST/BC and other Categories as per the rules of State Government.

8)

Matron: (For Female only):

1) Educational Qualifications:

1) Must be a Graduate

1) Preference will be given to Candidates holding Teacher Training Certificate.

2) Experience:

Must have atleast Two years Experience in the same field of Matron.

3) Age:

A minimum of 18 years and a maximum of 28 years as on date of applying to the post. Relaxation of age limit to SC/ST/BC and other Categories as per rules of State Government.

9)

ANM/CRCHN TEACHER: (For Female only)

1) Educational Qualification:

1) Must have passed Intermediate with Science Subjects.

1) Certificate in Auxliary Nurse-cum-Midwifery.

1) Preference will be given to candidates having Diploma in pre-School Education or Trained Candidates in Bala Sevika

Kendras.

2) Age:

A minimum of 18 years and a maximum of 28 years as on date of appointment. Relaxation of Age to SC/ST/BC and other categories as per the rules of State Government.

10) Drivers:

1) Educational Qualifications:

- i) Must have passed S.S.C.
- ii) Must have obtained Driving Licence of both light and heavy Vehicles.

2) Experience:

Must have atleast three years experience in driving light or heavy vehicles in the Government or in any Private Organisation.

11) Attenders in Pranganams::

- 1) Must have passed atleast 8th class and must be eligible to appear for SSC Examination.
- 2) Must have had experience in Electrical Repairs.
- 3) Must be Knowing Cycling.

Age:

A minimum of 18 years and a maximum of 28 years as on date of application. SC/ST/BC will be given age relaxation as per rules of State Government.

12) Attenders in Head Office:

- 1) Must have passed S.S.C.
- 2) Must have had atleast 2 years experience in the Category.
- 3) Must have had experience in Roneo Operating and Xerox Machine Operation.

Age:

A minimum of 18 years and a maximum of 28 years as on date of applying to the post and relaxation of Age limit to SC/ST/BC and other categories as per State Government Rules.

13) DAYTIME WATCHMAN (MALE ONLY):

- 1) Must have passed atleast 8th Class.
- 2) Must have had Good Physic.
- 3) Must be knowing Cycling.
- 4) Preference will be given to experienced and Ex-Service man.

Age:

Minimum of 18 years and maximum of 28 years. Relaxation of age to SC/ST/BC/Ex-serviceman will be given as per State Government Rules.

14) COOK/AYAH: (Female only)

- 1) Must be have passed atleast 7th class.
- 2) Must be having atleast 3 years experience in the field of cooking.
- 3) Must have had good health.

Age:

A minimum 18 years and a maximum of 28 years at the time to applying to the post. Relaxation of Age to SC/ST/BC and other

Categories is as per State Government Rules.

15) SWEEPER: (Female Only)

- 1) Must be knowing to Read and Write.
- 2) Must be having Sount Health.
- 3) Preference will be given to the Candidates having experience in any government/ Private Organisation.

Age:

A minimum of 18 years and a maximum of 28 years. Age relaxation to SC/ST/BC or other Categories as per the rules of State Government

16) INSTRUCTOR IN SILK SCREEN PRINTING UNIT:

- 1) Must be a Graduate from any Recognised University.
- 1i) Must have had a Diploma in Screen Printing Unit.

2) Experience:

Must have had atleast 5 years experience in the Screen Printing Unit.

3) Age:

A minimum of 18 years and a maximum of 28 years. Relaxation of Age to SC/ST/BC or other categories in as per State Government Rules.

17) INSTRUCTOR IN WOOL KNIITING:

1) Educational/Technical Qualifications:

- 1) SSC Passed.
- 1i) Diploma in Wool Knitting from any recognised institute.

2) Experience:

- 1) A minimum of 5 years experience in the Wool Knitting.

3) Age:

A minimum of 18 years and a maximum of 28 years as on date of applying to the post. Relaxation of age to SC/ST/BC and other Categories is as per the State Government Rules.

18) Wage Workers:

1) Must have passed SSC

2) Must have had Sound Health

3) Must have had experience atleast for a period of 5 years in the field.



Age:

A minimum of 18 years and a maximum of 28 years as on date of application. Relaxation of age to SC/ST/BC and other categories is as per State Government Rules.

19) Off Set Mechine Man:

1) Education Qualification:

- i) SSC Passed
- ii) ITI in Off Set Printing.

2) Experience:

Must have had atleast 8 years experience in the fiel.

3. Age:

18 to 28 years relaxation of age to SC/ST/BC and other Categories in as per State Government.

20) Assistant Off Set Machine Man:

1) Qualifications:

- i) SSC Passed
- ii) ITI in Off Set Machine.

2) Experiences:

Must have had atleast 5 years experience in the field.

3) Age:

18 to 28 years. Relaxation of Age to SC/ST/BC and other Categories is as per State Government.

21) Mechanic Man(Letter Press)

1) qualifications:

- i) Must have atleast passed 7th class
- ii) ITI in letter press machines.

2) Experience:

Atleast 8 years 8 years experience inthe field.

3) Age:

18 to 28 years. Relaxation of age to SC/ST/BC and other categories is as per State Government.

22) Cutter:

- 1) Must have passed 7th class,
- 2) ITI in Binding.

3) Must be having atleast 8 years experience in the field of cutting in the Printing Press.

Age:

18 to 28 Years. Relaxation of age to SC/ST/BC and other

Categories is as per the State Government.

23) Press Assistant:

1) Must have passed S.S.C.

2) Must be having 5 years experience in the field of processing

in the Printing Press Units.

Age:

18 to 28 Years. Relaxation of age to SC/ST/BC and other

Categories is as per the State Government.

24)

Helper:

1) 7th class Passed.

2) 3 years experience in Binding/composing/Machine etc.

6) PAY SCALES FIXED FOR EACH POST:

Scale of Pay

As per their own Scale of

Pay.

3110-90-3200-110-3750-130-

4400-160-5200-190-6150-230-

6380.

Own Scale of Pay

2600-75-2750-90-3200-110-

3750-130-4400-160-5200-190-

5580.

2195-60-2375-75-2750-90-

3200-110-3750-130-4400-160-

4560.

1975-50-2075-60-2375-75-

2750-90-3200-110-3750-130-

4010.

2075-40-1825-50-2750-

90-3200-110-3750-130-4270.

1665-40-1825-50-2075-60-2375-

75-2750-90-3200.

1745-40-1825-50-2075-60-2375-

75-2750-90-3200-110-3420.

as per State Government

20) Typists + Spl. Pay as admissible

19) Junior Assistance

18) Matron in the Pranganam

17) Matron in the Working Women's Shostels: 2075-40-1825-50-2750-

90-3200-110-3750-130-4270.

16) Instructor Wool Knitting Unit

2750-90-3200-110-3750-130-

15) Instructor SIL Screen Printing

1975-50-2075-60-2375-75-

14) SI/Accountant

4560.

13) Senior Assistants

3200-110-3750-130-4400-160-

12) U.D. Accountants

2195-60-2375-75-2750-90-

11) Superintendents in the Head Office

10) Printing Press Manager

5580.

9) Marketing Manager

3750-130-4400-160-5200-190-

8) Pranganam Manager

2600-75-2750-90-3200-110-

7) JAO/CSR

Own Scale of Pay

6) Pranganam Officer

6380.

5) Development Officer

4400-160-5200-190-6150-230-

4) Administrative Officer

3110-90-3200-110-3750-130-

3) General Manager

2) Executive Director

1) Managing Director

- 22) Store Keeper : 1745-40-1825-50-2075-60-2375-75-2750-90-3200-110-3420.
- 23) ANM/Creche Teacher : 1665-40-1825-50-2075-60-2375-2750-90-3200.
- 24) Driver : 1595-30-1625-40-1825-50-2075-60-2375-75-2750-90-3020.
- 25) Offset Machineman : 1875-50-2075-60-2375-75-2750-90-3200-110-3750.
- 26) Machine Man : 1535-30-1625-40-1825-50-2075-60-2375-75-2750-90-2840.
- 27) Asst. Offset-Machineman : 2375-75-2750-90-2840.
- 28) Cutter : 1475-30-1625-40-1825-50-2075-60-2375-75-2675.
- 29) Press Assistant : 1375-25-1475-30-1525-40-1825-50-
- 30) Helper : 2075-60-2375.
- 31) Attenders/Attendants : X
- 32) Watchman : X
- 33) Cook : X -----do-----
- 34) Sweeper : X

Reservations:

The Reservation of vacancies in direct recruitment to SC/ST/BC and other categories is as per Roster system of the A.P. State Govt. maintained in the Head Office.

7) Probation Period:

For all the direct recruits the Probation period is two years in continuous service of 3 years and for promotees the period is one year with a continuous service of two years. Probation can be extended to the employees who failed to satisfactorily complete their probation. The other conditions of the Probation is as per State Government Rules.

8) Corporation Promotion Committee:

This Committee will be constituted by the Board as and when necessary and it is the competent body to consider Promotions for selection posts ie. for the first level Gazetted promotions. For the other promotions ie. upto Superintendent level of promotions the Managing Director of the Corporation is competent to promote the employees basing on their seniority and eligibility. No Promotion will be given to employee, unless he completes 5 years of service in the lower cadre and possess the required qualifications.

9) Annual Confidential Reports:

Annual confidential reports has to be written and maintained at Head Office by the Executive Director starting from Superintendent level to be counter signed by the Managing Director and this report has to be placed before the Corporation promotion committee as and when it meets for considering the promotion. The period

Cash Personal Security  
With two security

Rs. Rs.

5,000/- 5,000/-

1,000/- 1,000/-

1,000/- --

For other posts not listed above, the Board shall fix the security amounts if necessitated with the approval of Registrar of Cooperative Societies and shall also be competent to alter change or modify the rate of security as and when it necessitated.

20) Commencement of Service:

Except or otherwise provided by or under these Special Bye-Laws 'Service' of an employee shall be deemed to commence from the working on which an employee reports for duty in an appointment covered by these special Bye-Laws, at the time and place intimated to him/her by the Managing Director provided that he/she reports before noon otherwise his/her service shall commence from the following day.

21) Pay when Accrues and Payable:

Subject to the provisions of these special Bye-Laws pay and allowances shall accrue from the commencement of the service of an employee and shall become payable on the afternoon of the last working day of each month in respect of the services performed during the said month.

22) D.A., H.R.A, C.G.A, Spl. Pay, P.F. for F.P.

The Dearness Allowances, House Rent Allowances, City Compensatory Allowances, Special Pay, P.F. for F.P. is as same as per the State Government which will be announced from time to time by the Government.

23) Conveyance allowances in the Head Office:

The conveyance allowances will be paid to the employees of the Head Office as mentioned below.

- 1) For employees having their own vehicle : Rs.250/-p.m.
- 2) For employees travelling in the Govt. transport i.e. APSRTC.

The Revision and modification of the above allowances may be done after prior approval of the Board.

limit of 30 days has been prescribed for joining a post on recruitment/promotion from the date of receipt of that order failing which the employee will forego his right of appointment and Seniority and the next person in the merit list will be considered for appointment.

b) Promotees: The relative seniority of persons promoted to the various cadres will be determined in the order in which they were promoted. Every person promoted to the cadre should report within 30 days from the receipt of the order failing which he will forego his seniority and right of promotion forever.

c) Inter Seniority: Inter Seniority between direct recruits and promotees will be in the same order promoted or recruited.

15) Personal Files:

Personal files must be maintained in respect of each employee in such form as may be prescribed by the Managing Director.

16) Pay Scales:

Where revision of pay scales necessiated due to revision of pay scales by the State Government the same can be do so by the Managing Director with prior approval of the Board and Registrar of Cooperative Societies.

17) Pay Fixation:

All the pay fixation may be done refering to the rule 22 to 36 of A.P. Fundamental Rules.

18) Additional charge - Allowances:

This allowances may be sanctioned by the Managing Director to an employee of the Corporation who holds an additional charge in addition to his own duties as per rules and regulations mentioned under Rule 49 of A.P. Fundamental Rules.

18 A) Advances/Houses to Corporation employees:

All advances/houses to employees is as per with A.P. State Government employees as per the rules and regulations formulated from time to time.

19) Securities:

The following staff of this Corporation shall be required to furnish the securities detailed below which are subject to the approval of Registrar of Co-operative societies at the time of their joining service. However the officers appointed on deputation would however be exempted from furnishing the Security.

of report is 1st April to 31st March every year. The procedure and other allied issues in this matter is same as per rules of the State Government.

Physical Fitness:

No person shall be appointed to the service of the Corporation unless he has been certified by a qualified Medical Practitioner approved by the Corporation to be of sound health and physically fit for performing the duties.

Police Verification and antecedents:

The antecedents of all the employees who have been directly recruited has to be sent to the concerned police authorities for verification. If the antecedents of any employee were not good as per the police report, then the services of the employee may be terminated immediately without any notice.

Discharge during Probation:

During the period of probation or after it if the services of the employee is found to be not satisfactory, he/she may be discharged from service by giving one month notice or one month salary in lieu of notice to the employee. Similarly if the probationers wants to leave the service during the period of probation he/she has to give one month notice or one month salary in lieu of notice to the Corporation.

Annual Periodical Increment:

All the employees who are on regular scale of pay are eligible for Annual periodical increment after completion of 12 months period of service in the post. The rate of their increment is as mentioned in the pay scale attached to that post. No increment can be withheld unless until it is stopped on disciplinary grounds which has to be intimated to the concerned employee in writing mentioning the reasons for stopping his increment. All other conditions and procedures of increments is as per A.P. Fundamental Rule 24 to 27 which deals with sanction of increments to State Government employees.

Seniority:

The seniority of all the employees shall be determined as follows:

a) Direct Recruits: The relative seniority of all direct re-

cruits will be determined by the order of merit in which they are selected by the selection committee and this will not be affected by late joining of the candidates. However a time

24) Medical Allowances:

This allowances will be paid to the all employees of the Corporation at the end of every six months period ie. on 1st January and 1st July @ Rs.450/- for every six months in lieu of Medical Expenditure incurred by the employees. This amount can be changed and modified by the Managing Director after taking approval from the Board.

25) Roneo/Xerox Allowances:

Roneo/Xerox Allowances @ Rs.90/-p.m. will be paid to the Attenders who operator the Roneo and Xerox machines.

26) Foreign Service:

The services of the employees of this Corporation may be lent to any other Corporation or Government under takings on such terms and conditions as may be prescribed by the Board.

27) Pay and Allowances of Persons on Deputation:

The Pay and allowances in the case of persons on deputation will be in accordance with the terms and conditions laid down in the order of deputation.

28) Termination of/Resignation of Regular Employee:

The Corporation shall not terminate the services of any employee without reasonable cause given in writing and opportunity to the employee except of course on misconduct. He/She must be given one month prior notice or one month salary in lieu of notice and a gratuity amounting to fifteen days of average wages for each year of continous employment.

If a regular employee wishes to leave the services of this Corporation he/she must give one month notice or pay one month salary in lieu of notice to the Corporation before leaving the service of the Corporation.

The appointing authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period if the employee so desires. In such cases the employee will be required to pay the Corporation the equivalent of his salary for the unexpired portion of the notice period.

If an employee leaves the service of the Corporation without the requirsit notice, then without prejudice to any other action under his conditions of service, the Corporation may deduct from his unpaid salary the sum of equivalent to the period of notice which he/she is required to give to the Corporation. In case the sum due to the employee falls short of the notice period

EXPLANATIONS:

1) The expression 'month' used in this rules shall be reckoned according to English calendar and shall commence from the day following that on which notice is given by the employee or the Corporation, as the case may be.

(11) A notice given by an employee under special bye-laws shall be deemed to be proper only if he remains on duty during the period of the notice and an employee shall not be entitled to setoff any leave earned and not availed of by his against the period of such notice.

(111) If an employee to whom notice is given by the Corporation in pursuance of special bye-laws absents himself from duty without permission during the period of notice, he shall not be entitled to receive any pay or allowances for the period of such absence and shall also be liable to such further penalties as the Managing Director may deem fit to impose.

(1V) The expression 'Wages' does not include overtime wages.

(V) The expression 'Average Wages' means the daily average of wages for the days an employee actually worked during the thirty days immediately preceding the date of termination of service.

(VI) An employee in an establishment shall be deemed to have been in continuous employment for a period of not less than six months, if he has worked for not less than one hundred and twenty days in that establishment within a period six months immediately preceding the date of termination of the service of that employee.

(VII) Where the total continuous employment is of a fraction of a year or extends over a fraction of a year in addition to one year more completed year of continuous employment, such fraction, if it is not less than a half year shall be counted as a year of continuous employment in calculating the total number of years for which the gratuity is to be given.



29) Re-Employments

On no account persons who are retired on Superannuation shall be re-appointed in any post under the Corporation.

30) Superannuation and Retirement Gratuity:

All the employees of the Corporation will retire from service on Superannuation and on attaining the age of 58 years. Even before that the employees can retire on the grounds of Physically or mentally unfit to perform their duties and having been so declared by a Medical Certificate, issued by a Govt. Doctor not below the rank of Civil Surgeon. The employee can retire, on the above grounds prior to age of Superannuation by giving one month notice to the Corporation.

31) Death and Retirement gratuity:

Gratuity to the employees who retire on attaining the age of Superannuation or who dies while in service will be paid amounting to 15 days average wages for each year of continuous service calculated in the manner as per A.P. Shops and Establishment Act 1966.

32) Sanction of Expenditure as obsequies of the Employees who dies while in service of the Corporation.

The Managing Director can sanction an amount of Rs.2,000/- to the nearest relative of the Corporation employee who dies while in service to meet the expenses on obsequies ceremony after a death certificate from the Doctor attending on the employee or on a statement of circumstances and reasons resulting in death of the employee duly authenticated by our officer of the Corporation.

33) Transfer:

As the seniority of all the employees have been maintained as a unit in the whole State all the employee of the Corporation can be transferred from Head Office to Telugu Bala Mahila Pragathi Pranganam in the Districts and vice versa on Promotion/ on Administrative grounds by the Managing Director of the Corporation.

CHAPTER - II

LEAVE RULES

34) This Chapter deals with leave entitlements of the Employees of the Andhra Pradesh Women's Cooperative Finance Corporation who are on regular pay scales and the procedure for availing of such leave.

35) Kinds of Leave Eligible for the Corporation Employees:

a) Casual Leave/Special Casual Leave.

b) Optional Holidays

c) Compensatory Casual Leave

d) Half Pay Leave including commuted Leave

e) Earned Leave

f) Maternity Leave

g) Mis-Carriage Leave

h) Extra-Ordinary Leave without pay and allowances.

36) Details of Leave Eligibility:

a) Casual Leave:

An employee of the Corporation is entitled Casual Leave with wages for a maximum of 15 days for every 12 months continuous service. For temporary employees who are appointed on purely temporary basis or on rate contract the casual leave eligibility is one day for every full month continuous service.

The year reckoned for the purpose of Casual Leave is from 1 January to 31 December of each year. This leave will not be accumulated or brought forward to the next year and it will lapse at the end of calendar year i.e. on 31 December.

11) Special Casual Leave:

Special Casual Leave not exceeding six working days can be sanctioned to Male Corporation employee if he undergoes Vaseectomy Operation.

Special Casual Leave not exceeding 14 days can be sanctioned to female corporation employee for undergoing Tubectomy Operation.

The other conditions for the sanction of Casual Leave/Special Casual Leave to Male/Female employees is on par with A.P. Leave Rules 1955 and as amended from time to time.

b) Optional Holidays:

An employee can be sanctioned or total 5 days of Optional Holidays in a Calendar year as notified by the Andhra Pradesh Government. This Leave can be prefixed or suffixed to other kinds of Leave. This Leave can be availed by employees only after prior written permission from the competent authority.

43

c) Compensatory Casual Leave:

The Corporation employee is eligible for compensatory Casual Leave if he performs corporation duty on a Holiday notified by the State Government and after office order duly published by the Corporation. He/She is eligible for a total number of 10 days of compensatory casual leave in a Calendar year and the credit of this at a particular time is limited to 7 days. This leave can be availed by the Corporation employee after prior sanction from the competent authority within six months period of performing the holiday duty. This leave is restricted to only employees ranking below Superintendent cadre and all supervisory staff are not eligible for compensatory casual leave. Further, Day/Night Watchmen are also not eligible for this kind of leave.

d) Earned Leave:

All the employees who are on regular pay scales are eligible for this leave. The conditions, accumulation, sanction and crediting the leave is on par with A.P. Leave Rules as amended from time to time.

e) Half-Pay Leave:

Half Pay Leave on Half Pay and full allowances can be sanctioned to all regular employees of the Corporation for a maximum of 20 days for a 12months period of service by the employee. This leave can be availed on private affairs after duly sanctioning by the competent authority. This leave can also be commuted into full pay and allowances on Medical Grounds. If the employee applies for this leave on Medical Grounds twice of the leave applied may be deducted from his half pay leave account. The conditions for Medical Certificates is as follows:

- i) For Gazetted Officers i.e : A Government Doctor not below above Superintendent cadre. the rank of Government Civil Surgeon has to give a certificate in the prescribed proforma as per State Government.
- ii) For Non-Gazetted employees: Any Registered Medical Practitioner i.e Superintendent and below. can give the certificate.

commuted leave should not be taken by not more than 240 days in the entire service. The other conditions for sanction of leave is on par with A.P. State Government.

f) Maternity Leave:

All Female Corporation employees who are having less than 2 surviving children are eligible for Maternity Leave for a period 120 days with full pay and allowances. ~~The sanction~~

and other conditions are on par with A.P. State Government employees.

g) Mis-carriage Leave:

In case of mis carriage including abortion by the female corporation employees, they are eligible for this leave but not more than 6 weeks. The female Government employees who applies for this leave must produce a Medical Certificate from any Registered Medical Practitioner. For references, explanation under sub rule 1 under 101 of A.P. Fundamental Rules may be referred.

h) Extra-Ordinary Leave without pay and allowances:

This leave may be sanctioned to all the regular employees of the corporation in special circumstances:-

i) When no other leave is admissible under the rules

or

ii) When other leave is being admissible, the employee concerned applies in writing for the grant of this leave.

iii) The authority empowered to grant leave may retrospectively commute the period of absence without leave into extra-ordinary leave.

The powers of the Managing Director of the Corporation in sanctioning this leave is as follows:

i) For 3 months or 90 days on private affairs.

ii) 6 months or 180 days on Medical grounds after producing a

Medical certificate by the employee

iii) More than 6 months for 180 days to be sanctioned by the Board.

This leave can be combined with other kinds of leave except Casual/Special Casual Leave/Optional Holidays/Compensatory Casual Leave.

37)

Competent authority for sanction leave:

i) For Head Office Staff for : Managing Director or the person to whom the powers to sanction all kinds of leave

the leave has been delegated.

ii) For Pranganam Staff:

a) Casual Leave

b) Special Casual Leave

c) Optional Holidays

d) Compensator Casual Leave

Pranganam Officer/

District Manager

- e) Earned Leave
  - f) Half Pay Leave including commuted leave
  - g) Maternity Leave
  - h) Mis-Carriage Leave
  - i) Extra-Ordinary Leave
- iii) For All kinds of leave to Pranganam Officers

Managing Director in the Head Office or the person to whom the powers have been delegated.

Managing Director.

37) Object and Scope: This Chapter lays down the following special Bye-Laws to regulate the conduct of the employees of the Corporation.

38) General: All employees shall discharge their duties loyally, honestly and faithfully and their whole time shall be at the disposal of the Corporation.

39) Attendance:

1) Every employee shall be at work by 10.30 a.m. and a 10 minutes grace time will be given upto 10.40 a.m. If any employee reports to work after 10.40 a.m. he has to sign in late Register maintained for this purpose. The late Registers will be closed by 11.30 a.m. and any employee reports after that he/she has to apply 1/2 day casual leave for his absence for that session. Only three late comings are allowed in a month and every fourth late one day Casual Leave will be deducted from the account of the individual. Where there is no casual leave balance at his credit the period of leave so forfeited may be treated as such leave as the Managing Director determines. However, 3 late permission of one hour duration allowed in a month excluding the late comings without permission upto 11.30 a.m. and after that if the employee reports the period has to be treated on 1/2 day Casual Leave.

ii) No employee shall after reporting for work be found absent from his place of work during the working hours without the permission of his immediate superior or otherwise necessary disciplinary action will be taken as deemed fit in this connection.

iii) A movement register will be maintained in the office and all the employees who wish to leave the office during working hours with prior permission of the superior has to enter the purpose for leaving the office, the time of leaving and reporting back to office. The immediate officer who has given permission has to make his initials in the Register. Further, the employees who are leaving the office during the working hours on Corporation work have also to enter in the Register, their purpose of leaving the office, leaving time and reporting time. The Attenders who goes out for distribution of letters or on any other office work must also enter the details and tool initials of the immediate superior and then also they have to go on other duty.

CHAPTER - III

- iv) No employee shall be absent himself from duty without obtaining prior permission of the authority competent to sanction his leave except under un-avoidable circumstances beyond his control, of which he/she should furnish explanation to the satisfaction of the said competent authority.
- v) No employee should leave the office before 5.00 p.m. except of-course with prior written permission obtained from the immediate officer. This permission restricted to 3 times in a month and after that  $\frac{1}{2}$  day leave will be deducted from his leave account for leaving office early.

40) Absence from Head Quarter:

An employee shall not absent himself from his Head Quarters, except on duty, without obtaining prior permission of the competent authority.

41) Secrecy:

Every employee shall maintain the strict secrecy regarding the Corporation'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 Corporation's staff unless compelled to do so by writing by a superior officer in the discharge of his duties.

42) Communication with Press:

No employee shall make a statement to the press on any matter of a political or controversial nature or make public or publish any document paper or information which may come into his possession in his official capacity.

43) Evidence before committees or any other Authorities:

- i) No employee shall except with the previous sanction of the Managing Director and except as provided in 32(ii) give evidence in connection with any enquiry conducted by any persons, committee or authority.
- ii) Nothing in this shall apply to:
  - a) Evidence given at an enquiry before an authority appointed by the Corporation, the Government Parliament or by a State Legisl-ature; or
  - b) Evidence given in any judicial enquiry; 'or'
  - c) Evidence given at any departmental enquiry ordered by the Corporation.

44) Taking part in politics and Elections:

Except in so far as may otherwise be specifically authorised by any law, no employee shall be a member of, or be otherwise

associate with, any political party or any organisation which takes part in politics, or against any political movement or

activity or stand for election without the permission of the

Managing Director as a member of a local authority or a legislative body or Corporation or Society.

45) Demonstration and Strikes:

An employee is prohibited from participation in any demonstration or resorting to any form of strike in connection with any matter either pertaining to his conditions of service or otherwise in contravention of the provisions of law or rule for the time being in force.

46) Acceptance of Gifts:

An employee shall not without the previous written permission of the Managing Director solicit or accept directly or indirectly, or permit any member of his family to accept any gift, gratuity or reward or any such offer from any person or firm having dealings with the Corporation or from any subordinate employee, GIFTS of trifling value given as wedding presents, etc. upto an amount of Rs.20/- are, however, exempt from the purview of this.

47) Subscriptions:

No employee shall except with the prior written permission of the Managing Director ask for or accept contributions to, or otherwise associate himself with the raising of any funds in pursuance of any object whatsoever, except as sanctioned by any law of the land or rule or order of the Corporation.

48) Outside Employment or Part time work:

No employee shall accept, solicit or seek any outside employment or office, whether stipendiary or honorary, or undertake part time work for a private or public body or a private person, or accept fee therefor without the prior written permission of the Managing Director. The Managing Director may grant sanction only in exceptional cases when she is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Managing Director may in cases in which he thinks fit to grant such sanction stipulate that any fee received by the employee for undertaking the work shall be paid in whole or in part, to the Corporation.



46 373  
ii) The restrictions specified in the above para do not, however, apply to honorary work of a charitable nature or occasional work of a literary, artistic or scientific character undertaken by an employee subject to the condition that his official duties do not thereby suffer. Even such type of work shall not be undertaken or shall be discontinued, if undertaken when so directed by the Corporation.

49) Private Trading or Business:

No employee shall engage in any commercial business or pursue either on his own account or the Life Insurance Corporation of India nor shall he be connected with the formation or management of a Joint Stock Company or a firm.

50) Speculation in Stocks, Shares etc.

An employee shall not speculate in stocks, shares, securities or commodities of any description; provided that nothing in this rules shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such manner as he may consider necessary.

51) Holding or Couiring immovable property:

No employee shall except with the previous written permission of the Managing Director acquire any immovable property by purchase or gift or otherwise either in his own name or in the name of any persons. This does not, however, apply to the acquisition or possession of an interest as a trustee, executor or administrator only.

ii) An employee, who does not own a house or a site for house when requires a house or site for his residential purpose without the previous permission of the Managing Director shall inform the Managing Director immediately after such acquisition.

52) Restriction on Borrowings and Investments:

An employee shall not borrow money from or in any way place himself under a pecuniary obligation to broker or an employee of the Corporation subordinate to him or any firm or person having dealing with the Corporation.

ii) No employee shall make nor permit any member of his family to make any investment likely to embrass or influence him in the discharge of his official duties.

53) Insolvency and Habitual Indebtedness:

1) An employee shall avoid habitual indebtedness and shall be liable to discharge on being adjudged or declared insolvent unless he proves that such indebtedness or insolvency is the result of circumstances beyond his control and does not proceed from extravagance or dissipation.

11) An employee who applied to be, or is adjudged, or declared insolvent shall forthwith report the fact though his immediate superior to the Managing Director.

54) Employees arrested for debt or Criminal charges:

1) An employee who is arrested for debt or on a criminal charge, may, if so directed by the Managing Director, be considered as under suspension from the date of his arrest, and shall be allowed to receive the payment admissible to him under suspension as laid down in special bye-law No. 55 until the termination of the proceedings against him when an adjustment of his pay and allowances shall be made according to the circumstances of the case and in the light of the decision as to whether his absence is to be accepted for as period on duty or leave, the full pay and allowances being only in the event of the employee being acquitted of all charges and treated as on duty during the period of his absence. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to be dismissed.

11) Where a conviction of an employee is set aside by a higher court and the employee is acquitted honorably he shall be reinstated in service.

Explanation: In this Rule the expression termination of proceedings shall mean the decision of the level court which first finally dispose of the case. Commital or conviction shall mean committal or conviction by the lower court or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convicts him.

55) Pressure on the Authorities:

No employee shall bring prattempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Corporation.

56) Bigamous Marriages:

No employee, who has a wife living, shall contract another marriage, similarly no woman employee shall contract marriage with one who is having a wife living subject to such conditions that such subsequent marriage is permissible under the personal law for the time being applicable to him.

57) Voilation of Rules:

Violation of any of the above mentioned rules will render an employee liable for disciplinary action.

58) Interpretation and Implementation of Special Bye-Laws:

The power to interpret these special bye-laws lies with the Managing Director who is also empowered to issue such administrative instructions as may be necessary to give effect to and carry out the purpose of the provisions of these special bye-laws or generally to secure effective control of the staff.

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CHAPTER - IV.

DISCIPLINE AND APPEALS

59) Object and Scope:

This chapter deals with punishments for misconduct or breach of discipline of the employee of the A.P. Women's Co-operative Finance Corporation Ltd. and to lay down a procedure for an appeal against a penalty imposed as a result of disciplinary proceedings. The authority competent to impose punishments shall be Managing Director or the authority delegated by the Managing Director.

60)

Classification of Misconducts:

Without prejudice to the provisions of other regulation an employee who commits a breach of the regulations of the Corporation or who displays negligence, inefficiency or indelence or who knowingly does anything detrimental to the interest or prestige of the Corporation in conflict with its instructions or who commits a breach of discipline or is guilty of any other act of misconduct shall be liable for penal action as detailed hereunder.

1) The penal action shall be commensurate with the gravity of the misconduct committed by the employee thereof. Misconducts are broadly classified into:  
1) Major Misconducts and  
2) Minor Misconducts.

61)

Major Misconducts:

1) Willful insubordination or disobedience of the orders of a superior;

1i) Striking work or inciting others to strike work in contravention of the provisions of the bye-laws of the Corporation.  
1ii) Willful slowing down in performance of work;  
1iv) Mis-appropriation or willful misutilization of the properties or funds of the Corporation.  
v) Taking or giving bribe or any illegal gratification  
vi) Holding meetings within the premises of the establishment without the permission of the Managing Director.

vii) Disclosing any unauthorised person any information in regard to the process of the establishment which may come into the possession of the employee in the course of his work and which may be prejudicial to the interest of the Corporation.

viii) Gambling within the premises of the Corporation.

ix) Conviction by any court of law for any criminal offence involving moral turpitude.

62) Minor Misconducts:

- a) Late attendance or absence from duty without leave or overstaying of sanctioned leave without sufficient grounds or satisfactory explanation.
- b) Leaving place of work during working hours without permission or absence without leave from the appointed place of work.
- c) Handling any vehicle or equipment not entrusted to his charge and unauthorisedly using the vehicles of the Corporation.
- d) Failure to observe safety measures or instructions while handling Corporation's vehicles or equipment.
- e) Non-return of Corporation's property on or before stipulated period.
- f) Drunkenness or indiscent behaviour in the premises of the Corporation.

63) Penalties for Minor Misconducts:

- a) Warning:
- b) Censure:
- c) Fine not exceeding Rs.5/- at a time.
- d) With-holding of increment of an employee.

64) Penalties for Major Misconducts:

- a) Termination of service.
- b) Reversion to a lower service, grade or post of an employee.

65) SUSPENSION:

Where disciplinary proceedings for a major misconduct are contemplated, or are taken against an employee or where a case against him/her, in respect of criminal offence is under investigation or trial or for any other reasons to be recorded in writing he may be placed under suspension by the Managing Director for a period not exceeding six months initially. For good reasons when enquiry could not be concluded within six months, the Managing Director shall be competent to extend the period from time to time.

- ii) An order of suspension made under this special bye-law may at any time be revoked by the Managing Director or by the Board.

66) Subsistence Allowance:

- i) An employee under suspension shall be entitled to subsistence allowance equal to half of the total of his basic pay and dearness allowance if any, provided that he declares to the satisfaction of the appointing authority that he is not engaged in any other employment, business, profession or vocation.

the corresponding period would be in order.  
the recovery of the subsistence allowance already paid for  
extraordinary leave for which no leave salary is admissible  
it is found that a part of the period is to be treated as  
When on conversion of the period of suspension into leave,

v)

employees.  
converted into leave of any kind be and admissible to the  
so desires that the period of absence from duty may be  
treated as duty for any specified purpose, if the employee  
competent authority specifically direct that it should be  
duty shall be treated as a period spent on duty unless the  
suspension was wholly unjustified the period of absence from  
where an employee has been fully exonerated or where the

iv)

the subsistence allowance and other allowances.  
admissible and that such proportion shall not be less than  
the conditions under which the allowances are otherwise  
provided that the payment of allowances shall be subject to  
of pay and allowances as the competent authority may prescribe,  
In other cases the employee should be given such proportion

iii)

he not been dismissed, removed or suspended as the case may be.  
and allowances to which he would have been entitled, had  
wholly unjustified, the employee, shall be paid the fully pay  
been exonerated, or, in the case of suspension, that it was  
Where the competent authority holds that the employee has

ii)

spent on duty;  
b) whether or not the said period shall be treated as a period  
for the period of his absence from duty; and  
a) regarding the pay and allowances to be paid to the employee  
should consider and made a specific order;

When an employee who has been dismissed, removed or suspended is  
reinstated, the authority competent to order the reinstatement

67)

Pay and Allowances on Reinstatement:

any, for the period beyond six months.  
be reduced to 1/4th of his basic wage dearness allowance, if  
the employee is responsible, the subsistence allowance will  
period of suspension exceeds six months for causes for which  
In cases where, for reasons to be recorded in writing the

iii)

if any, for the period beyond six months.  
the employee is not responsible, the maintenance allowances  
period of suspension exceeds six months for causes for which  
In cases where, for reasons to be recorded in writing, the

ii)

APPEAL

68) Right to Appeal:

- i) Where punishments are inflicted by Managing Director appeal lies to Chairman.
- ii) Where any other officer is the authority inflicting punishments the Managing Director is the Appellate Authority and the orders of the Managing Director will be final.

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mr.

reserving accommodation.

'Fares' shall mean in cases where these are two rates of fare, one inclusive and the other exclusive of diet, fare without diet, but shall include the actually incurred on

e)

tion of 'Family'.

A female employee is in no case entitled to charge travelling allowance on account of her husband except when he is wholly dependent on her. Married daughters when placed under the protection of their husband's do not come under the definition of 'Family'.

'Family' means includes wife, children, including legally adopted children. In case of employees other than officers the term 'family' includes parent who are wholly dependent on him.

d)

wholly dependants on the employee.

'Dependant' means an employee's aged parent, widowed sisters and unmarried sisters and minor brother

c)

Head quarter on journey for 24 hours will constitute a day. For purposes of daily allowance the absence from

b)

'Day' means a calendar day beginning and ending at mid-

night. For purposes of daily allowance the absence from the like; of stores or conveyances or for presents to coachmen and traveller's bungalow or refreshments or for the carriage other tours, and do not include charges for hotels, servants and personal luggage including charges for ferry transporting the employees of the Corporation with their

a)

'ACTUAL TRAVELLING EXPENSES' means the actual cost of

70) Definitions:

These special bye-laws shall apply to every employee of the Corporation and the 'Pay' for the purpose of calculating travelling Allowances means the actual pay drawn by an employee in his/her officiating post and includes personal pay granted to protect an employee from loss of emoluments but excludes personal pay granted on other considerations, special pay etc. Travelling Allowance is given to an employee of the Corporation to cover the actual expenses incurred by him in travelling in the interest of the Corporation's service.

69) Object and Scope:

TRAVELLING ALLOWANCES

CHAPTER - V



- f) 'Public Conveyance' means train or other conveyance which plies regularly for the conveyance of passengers but does not include a taxi-car or other conveyance hired.
- g) 'Personal belongings' include such necessary articles as required by an employee while on tour, and not motor cars, motor cycles, carriages or heavy furniture.
- h) 'Personal Property' includes motor cars, motor cycles, carriages, furniture and house-hold articles.
- i) 'Transfer' means the movement of an employee from one station in which he is employed to another station whether to take up the duties of a new post or in consequence of a change of his head-quarters.

71) Approval of Tour Programmes:

The Managing Director or an officer with powers sub-delegated will approve the tour programme of the employees.

72) Tour Advances:

An employee who is required to proceed on the Corporation's business may draw an advance to meet his travelling expenses. The advance so drawn should be adjusted in the final bills which would be preferred before the next tour advance is drawn or within one week after completion of the tour advance is drawn or within one week after completion of the tour whichever is earlier. The advance drawn is entered in the Register of Advance and its adjustment should be watched regularly. The Managing Director or the officer with sub-delegation of powers shall sanction the tour advance.

73) Preparation and passing/T.A. claims:

- a) All claims for travelling allowance shall be drawn on prescribed forms giving full details, the objects of the journoys and shall be signed by the claimant. The Claimant shall also make a declaration that the details furnished in the bill are correct.
- b) All T.A bills shall be serutinised by the Accounts section before they are passed by the Officer duly authorised.
- c) In case of any deviation from the T.A. rules, previous sanction of the Managing Director in respect of all employees and of the Board in respect of the Managing Director shall be obtained before the bill is passed for payment.

78) Gratuity shall be paid to the employees as per Gratuity Act and shops and Establishment Act.

G R A T U I T Y

CHAPTER - VI.

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The conditions and rates for the journey on transfer will be as fixed by the Board.

77) Journey on transfer:

Traveling allowance will not, as a rule, be paid to person going to join a first appointment, unless a specific mention to that effect is made in the appointment order. The travelling allowance under the special bye-laws shall not exceed one single fare of the class to which an employee of the Corporation in a similar rank is eligible.

76) Traveling Allowance not Admissible to join first appointment:

75) The Board is the competent authority to fix the rate of T.A and D.A to its employees from time to time.

In case the absence is for more than 8 hours the employee shall be paid full D.A and for less than 8 hours subject to absence of more than six hours,  $\frac{1}{2}$  D.A provided that where stay is less than 8 hours and involves over night stay full daily allowance may be paid.

a) A daily allowance is intended to cover the ordinary daily expenses of an employee on tour. It shall be drawn only during absence from head-quarters on duty. The driver/attender who accompanies an officer will be eligible for T.A for the date on which the officer goes on leave while on tour, unless the driver/attender himself avails leave on such days.

b) The period of absence from head quarters will begin from the tour at which the employee actually leaves the head quarters and will end at the hour on which he returns, to head-quarters.

Daily Allowances:

CHAPTER - VII

79) The following rules are applicable to the Corporation wherever the bye-laws do not cover any particular service aspect.

- 1) General Rules for State and Subordinate Service of Govt. of Andhra Pradesh.
- 2) Bonus as per Bonus Act of Govt. of India.
- 3) The provident fund as per the Andhra Pradesh shops and establishment Act of 1966 shall be applicable to the employees of Corporation.
- 4) Educational concessions to the children of Non-Gazetted Officers shall be applicable to the cadre of Superintendent and below.
- 5) Advances applicable to Govt. Servants shall also be applicable to Corporation employees.

80) Power to interpret and Implement special Bye-laws:

The power to interpret the Special Bye-laws vest in the Managing Director who may issue such administrative instructions as necessary to give effect to and carry out the purpose of the provisions of these special bye-laws or generally to secure effective control of the staff.

81) Change in special Bye-laws:

Any new addition or alternations in the Special bye-laws shall be issued in the form of an amendment to these special bye-laws duly approved by the Registrar of Cooperative Societies.