



# **SUGARFED**

**COMMON CADRE  
SERVICE RULES**

**THE PUNJAB STATE FEDERATION OF  
COOPERATIVE SUGAR MILLS LTD.,  
SCO.-7, SECTOR-26, CHANDIGARH**

## **PREFACE**

Sugarfed, Punjab, an apex body in respect of Cooperative Sugar Mills in the state of Punjab has not only strives for higher production of quality of Sugar and value added products such as manufacturing of Industrial Alcohol/rectified spirit, co-generation of power. Now it is aiming for production of Ethanol and export quality white crystal sugar as well as raw sugar. It is the endeavor of Sugarfed that an objective, fair and efficient personnel administration, governed by firm, just and fair policies and rules are framed. Accordingly Sugarfed Common Cadre Service Rules had been framed in the year 1981 and subsequently amended from time to time which lay down mode of recruitment, qualifications for different categories, matter relating to probation, seniority, termination of Service, Pay and allowances, Leave, Provident Fund, Gratuity, Punishment, Discipline and appeal matters etc.

This compendium of Rule will be of immense use to the employees and all those connected with the affairs of Sugarfed.

JAGJIT PURI, IAS  
Managing Director

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-	Rule 4.15 amended vide letter No. SMA/RCS/4-18/933-A dated 20.3.96	29
-	Annexure I Sr. No. (Remarks Column Promotion) amended vide letter No. SMA/RCS/4-18/2035A dated 19.6.96	30
-	Sanction regarding creation of Post of Dy. Chief Accounts Officer and amendments (Annexure A and B) in qualification & experience	

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- **Approval for amendment in sub-rule 4 (a)  
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Appeal Rules) of Rule 2.98**
- **Approval for amendment in Annexure-B to  
Rule 2.83 regarding inclusion the name of  
Authorities to record the ACR in r/o.  
Dy. CAO-Letter No. RCS/Sugar  
Mills/SMA-I/4-18/667 dated 12.1.2001.**

**58-59**

**No. SMA/RCS/4-18/4144 A**

**Dated : 16/11/95**

From

The Registrar,  
Cooperative Societies, Punjab, Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab, Chandigarh.

Subject :- Amendment in the Punjab State Cooperative Sugar Mills (common cadre)  
Service Rules 1981 as amended in 1995.

Memorandum

Please refer to your letter No.PSF :95:3048 dated 21.8.95, on the above cited subject,

Approval of the Registrar, Cooperative Societies Punjab is hereby conveyed for the amendment in the Punjab State Cooperative Sugar Mills (Common Cadre) Service rules 1981, as proposed in your above referred letter.

A copy of the revised Service rules of the Punjab State Cooperative Sugar Mills(Common Cadre) Service rules, 1981 duly amended is enclosed for information and necessary action.

Sd/-  
Joint Registrar (Farming)  
for Registrar, Cooperative Societies,  
Punjab, Chandigarh

Encl : One Copy of amended Service Rules (Common Cadre)



# **Common Cadre**

## **Service Rules-1981 as amended in 1995**

### **And amendments thereof**

#### **THE PUNJAB STATE COOPERATIVE SUGAR MILLS (COMMON CADRE) SERVICE RULES, 1981 AS AMENDED IN 1995**

#### **CHAPTER-1 : GENERAL**

##### **1.00 Short Title :**

- 1.10 These Rules shall be called the Punjab State Cooperative Sugar Mills Service (Common Cadre) Rules, 1981.
- 1.11 These Rules shall come into force immediately.
- 1.12 These Rules shall apply to the employees of the Mills included in the Common Cadre as given in Annexure-I, II, III, IV and V as amended from time to time by the Board with the approval of the Registrar.

##### **1.20 Definitions:**

- (a) 'Sugarfed' means the Punjab State Federation of Cooperative Sugar Mills Limited.
- (b) 'Chairman' means the Chairman of the Board.
- (c) 'Board' means the Board of Directors of the Sugarfed.
- (d) 'Registrar' means the Registrar, Cooperative Societies, Punjab or his nominee not below the rank of Joint Registrar.
- (e) 'Managing Director' means the Managing Director of Sugarfed.
- (f) 'Chief Executive Officer' means the Managing Director of Sugarfed.
- (g) 'Additional Managing Director' means the Addl. Managing Director of Sugarfed.
- (h) 'Direct Recruitment' means the appointment made otherwise than by promotion from within the service or by transfer on deputation.
- (i) 'Equivalent Posts' means any two or more posts on the service carrying identical time scale.
- (j) 'Family' means the spouse, dependent parents, and dependent unmarried children.
- (k) 'Government' means the Government of Punjab.

- (l) 'Mills' means a member Cooperative Sugar Mills.
- (m) 'Service' means the Punjab State Cooperative Sugar Mills Service (governed under Common Cadre Rules).
- (n) 'Employee' means any person appointed to the service of Sugarfed/ Sugar Mills.
- (o) 'Salary' means total emoluments excluding HRA,CCA, Medical Allowance and Conveyance allowance.
- (p) 'Recruiting Authority' means a Committee consisting of Chairman, Vice Chairman, Managing Director and Registrar, Cooperative Societies, Punjab or his nominee and one of the Government nominees on the Board of the Federation..

1.30 Authority to implement these Rules:

These Rules shall be administrated by the Chief Executive Officer.

1.31 Appointing Authority :

The Chief Executive Officer shall be the appointing authority for all employees for appointment to the service.

## **Chapter- II**

### **2.00 APPOINTMENT AND GENERAL CONDITIONS OF SERVICE :**

#### **2.10 Creation of Posts :**

The strength of the staff in the Common Cadre shall be as given in Annexure - I, II,III,IV and V. The strength may be modified by the Board on the recommendation of the Chief Executive Officer subject to the approval of Registrar, Cooperative Societies, Punjab.

The Chief Executive Officer may make changes in the status and nomenclature of any post in the service subject to the approval of Registrar, Cooperative Societies, Punjab.

#### **2.20 General Conditions relating to appointment :**

2.21 Only citizens of India shall be eligible for appointment to the service.

2.22 No person shall be appointed to the service by direct recruitment if he is less than 18 years of age and more than 35 years on the date of appointment. Provided that the chief executive Officer may relax upper qualified and experienced persons with prior approval of Registrar, Coop. Societies, Pb.

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Note: Rule 2.22:- As amended vide letter no. RCS/SMS/Sugar Mill/3.35/1349 dated 3.2.2004.

- 2.23 No person shall be appointed unless he has been certified by an officer not below the rank of Senior Medical Officer, to be of sound constitution and medically fit to discharge his duties.
- 2.24 No person shall be appointed to the service if he has previously been dismissed from the service of any Government or any other institution or has been convicted by a Court of law as a result of some act of dishonesty or moral turpitude. Every candidate for the service shall produce an affidavit duly attested by Magistrate to the effect that he has never been dismissed from the service of any State Government or Central Government, Public undertaking and or a Cooperative Society.
- 2.25 No person shall be posted in a mills in which any of the Directors is related to him within the meanings of Rule 2(K)of the Punjab Cooperative Societies Rules, 1963.

2.30 Appointment to the service:

- i) Adhoc.
- ii) Temporary.
- iii) Regular.

- 2.32 Appointment to a post in a service shall be made by methods specified for a specific post and broadly:
- a) by direct appointment;
  - b) by promotion;
  - c) by transfer on deputation of an employee in the service of the State Government or the Government of India

Provided that 60% of the posts in the Common Cadre shall be filled by direct appointment and the rest otherwise.

Provided further that if a suitable candidate is not available for appointment by one mode the Chief Executive Officer shall have the right to decide, to fill that vacancy by any other mode by recording reason and there shall be no carry forward of such vacancy.

2.33 **Qualifications and Experience:**

The prescribed qualifications and experience for appointment to any post shall be such as have been specified in Annexure-I to V, the qualification of Punjabi upto Matric standard for direct recruitment (except 4<sup>th</sup> class employees) shall be compulsory, provided that the chief Executive Officer with the approval of the Registrar may relax the qualification and experience for any post/category of posts including qualification of Punjabi upto Matric standard.

**2.34 Selection:**

The selection for appointment by direct recruitment shall be made by the Recruiting Authority. At the time of selection, the Recruiting Authority may have an expert of the line to help and assist them in the selection. The Recruiting Authority shall fix the order of merit of selected candidates and recommend the list to the Appointing Authority for appointment.

2.35 An employee working in a lower category may with the permission of the Managing Director, apply for a post to be filled by direct recruitment, provided that he is otherwise eligible and fulfils the prescribed qualifications.

2.36 Appointment to any service by promotion shall be strictly on merit having regard to seniority and no employee shall be deemed to have and his promotion with held by reason of not being selected for appointment nor shall have any claim to such appointment as a matter of right.

2.37 The Chief Executive Officer may make officiating appointment in the mills and assign additional duties to the suitable officers from the mills against leave or other vacancy till regular appointment is made.

**2.40 Seniority**

2.41 Seniority shall be determined separately in each category.

2.42 The seniority inter-se of employee in a category shall be determined by the date of their regular appointment in the category.

2.43 In the case of two or more employees appointed on the same date, their seniority shall be determined as follows:-

- i) If the appointment is made in pursuance of Rule 2.34, according to the merit list.
- ii) if the date of joining of two or more employees by direct recruitment and promotion is the same, the directly recruited employee(s) shall be deemed to be the senior.

**2.50 Commencement of Service:**

2.51 Service shall be deemed to commence from the working day on which an employee reports for duty. if he reports for duty in the afternoon, his service shall be deemed to commence from the following day.

Provided that in case where the benefit of service prior to absorption by transfer has been allowed under Rule 2.42, service shall be deemed to commence from that date.

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Note: Rule 2.33:- As amended vide letter no. RCS/SMS/Sugar Mills/SMA-I/3-14/6713 dated 26.4.2002.

**Probation:**

- 2.52 Every person appointed to any category otherwise than by transfer on deputation, shall be required to be on Probation initially for a period of one year from the date of appointment.
- 2.53 The Chief Executive Officer may in his discretion, extend the period of probation for a further period not exceeding one year.
- 2.54 During the period of probation or extension thereof, the services of an employee directly recruited may be terminated without notice, and an employee appointed on promotion from a lower post may be reverted to the post, by the Chief Executive Officer, without notice.

**2.60 Training and Examination:**

- 2.61 The Chief Executive Officer may depute any member of service to undergo any course or courses of training and or take the examination connected with any subject concerning the business of the mills.
- 2.62 An employee sponsored for training course of study shall be required to execute a bond undertaking to serve for at least three years after the date of completion of the training/study course failing which he shall be liable to pay the expenses incurred by the Sugarfed or the mills on his training/study course and refund the salary and allowances drawn by him during the period of training.
- 2.63 An employee who fails to successfully complete the training or to pass the examination connected thereto, shall be liable to be ignored for further promotion, reverted, or denied one or more further increments as may be decided by the Appointing Authority.

**2.70 Posting and Transfer:**

- 2.71 The Chief Executive Officer shall be competent to post any employee of the service from one mills to another mills against an equivalent post. In exigency of service, the Chief Executive Officer may transfer the Head Quarters of any employee of a mills to the Head Quarter of the Sugarfed temporarily. The emoluments for the period during the transfer of such a employee shall be paid by the mills from where he has been transferred.
- 2.72 Employees excepting those taken on deputation from a department of the Government or any other institution, when posted or transferred to any mills, shall not be entitled to claim any deputation allowance.

2.73 Any employee on deputation to the service of the mills from any Govt. department shall be so governed as per the terms and conditions of deputation approved by the Government.

**2.80 RECORD OF SERVICE OF EMPLOYEES:**

2.81 The Chief Executive Officer shall maintain or cause to be maintained the service record of all member of the service.

2.82 The casual leave account of employees of Common Cadre shall be maintained by the Federation/Mills where he is worked in a register to be prescribed by the Chief Executive Officer.

2.83 The Annual Confidential Reports(ACR) shall be recorded in the prescribed proforma and shall be maintained by the Sugarfed. All ACRs shall be initiated by the Reporting Authority mentioned against each category in the aforesaid proforma within two months of the end of the period to which it relates and shall be reviewed by the Reviewing Authority within a period of another two months of the recording of remarks by the Reporting authority. The ACRs shall be accepted by the accepting authority and shall be deposited with the office of Sugarfed soon thereafter. The Reporting Authority, Reviewing Authority and Accepting Authority for various categories of employees for the purpose of ACRs shall be as in Annexure-B.

**2.85 CONDITION OF SERVICE:**

2.86 No employee shall be entitled to notice, or pay and allowances in lieu thereof, if he is removed from service:

- a) On account of dishonesty, established on record; or
- b) During the period of probation or extended period of probation.

2.87 The service of an employee other than on deputation may be terminated giving three months notice or pay and allowances in lieu thereof without assigning any reason.

**2.90 RESIGNATION:**

2.91 No employee other than an employee appointed on adhoc/temporary basis shall resign his post unless he has given three months previous notice or has paid pay in lieu thereof.

2.92 Resignation may be accepted by the appointing authority with immediate effect, or with effect from the date of expiry of the period of notice.

2.93 If an employee leaves service without giving due notice, he shall be liable to pay an amount equal to salary including allowances as for the period of notice or for the period for which the notice falls short and any other dues recoverable from him and the Sugarfed or the mills concerned shall be competent to deduct these amount from his unpaid dues including salary, allowances and gratuity.

2.94 **RETIREMENT:**

2.95 Every employee appointed to the service shall ordinarily retire on attaining the age of 58 years.

2.96 Notwithstanding anything contained in Rule 2.95 any employee may be required by the Appointing Authority or permitted at his own request , to retire from the service on attaining the age of 50 years or on completion of 20 years of service, whichever is earlier, on ground of inefficiency or adverse reports of integrity.

2.97 Nothing contained in the preceding sub-rules shall effect the right of the Appointing Authority to require an employee to retire on his being incapacitated for further continuance in service due to his continued illness.

Provided that before acting under this sub-rule the Appointing Authority shall hear the employee and also satisfy itself about the nature of his incapacity.

2.98 **Discipline and Appeal:**

In the matters of discipline, punishment and Appeals, the Common Cadre employees of Sugarfed shall be governed by the provision of the Punjab State Cooperative Sugar Mills Service (Common Cadre) Punishment and Appeal Rules at Annexure .VI.

2.99 **Payment of Gratuity:**

The amount of gratuity shall not be paid to any member in service till No due Certificate has been taken from the Sugarfed and the Mills which the official has served during his total service.

### **CHAPTER-III**

3.00 PAY, ALLOWANCES AND OTHER CONCESSIONS:

3.10 Pay and allowances:

3.11 The pay of employees of the Common Cadre shall be fixed, according to the principles for fixation of pay laid down in the Punjab Civil Services Rules, Vol.I, part-I.

- 3.12 The present pay scales are as specified against each post/category of posts in Annexure-I to V.
- 3.13 When a mills employee hold current charge of another post in addition to his own substantive post, he may be allowed suitable honorarium (allowance) which ordinarily should not exceed 10% of his basic pay.
- 3.20 Financial Liabilities of the Sugarfed and the Mills towards the Service:
- 3.21 The mills shall pay to the Sugarfed contribution in respect of leave salary, gratuity and provident fund at the rates fixed by the Board subject to the approval of Registrar. The amount thus, worked out shall be paid by the mills to the Sugarfed every quarter. In the event of non-payment for one month completing following the quarter ending to which it relates, the mills shall pay interest @ 12% for the defaulted amount and for the period of default, to the Sugarfed. The Sugarfed shall maintain separate account for these contribution and these accounts will be administered by the Managing Director.
- 3.22 During the period of training to which any employee is deputed by the Sugarfed or the mills, the salary, allowances, stipend, TA etc. shall be paid by the mills in which the employee was serving at the time of deputing for training.
- 3.23 In case of any doubt or dispute as to whether a particular period of duty relates to one mills or another, or the Sugarfed, the matter shall be decided by the Managing Director of Sugarfed.
- 3.30 PAY:
- 3.31 Except as provided otherwise in these Rules, an employee appointed to a category of service of Sugarfed shall draw the minimum in the scale fixed for that category.
- Provided further that the Recruiting Authority may allow initial salary at a higher stage in a pay scale for persons with higher qualification or better experience on appointment.
- 3.32 If an employee is promoted from a post in a lower category to a post in higher category, his pay shall be fixed as per Govt. Instructions on the subject as amended from time to time.
- 3.33 Annual increment on first appointment on direct recruitment or on promotion shall be allowed after the concerned employee completes the probation period satisfactorily, and passes the examination and completes training successfully, which has been prescribed by the Chief Executive Officer for the category in which he is appointed.
- 3.34 Annual increment in the pay scale shall accrue normally to an employee after he has completed one year's service at a Stage in the Pay scale, unless it has been previously withheld for reasons of unsatisfactory work or conduct, etc. The authority competent to withhold increment may withhold increment provisionally



in any case where any charges with regard to unsatisfactory work or conduct are under investigation.

- 3.35 The following period shall count for completing the period of one year for the purpose of grant of annual increment:
- i) Period of duty on the post.
  - ii) All periods of earned leave with full salary except sick leave or commuted leave.
  - iii) Period of officiating service in a higher post in the service.
  - iv) Period of suspension to the extent treated as period on duty by the competent authority.
- 3.36 Increments will always be given effect to on the first day of the month in which it fell due.
- 3.37 Dearness allowance shall be admissible at rates prescribed by the Government. Provided that the employees taken on deputation from the Government or other institutions shall be paid allowances according to the terms and conditions settled with their parent body.
- Traveling Allowance/ Daily Allowance on Tour or Transfer etc.
- 3.38 The employees of Common Cadre posted in mills shall be allowed TA/DA on Tour or Transfer etc. as per Pb. Govt. Instructions issued vide letter No. 5/1/98-2FP/IV/356 dated 8.5.98 and as amended from time to time by the Govt.
- 3.40 Provident Fund, Bonus and Gratuity:
- 3.41 A member of the service shall be entitled to the benefit of Provident Fund in accordance with the Employees Provident Fund Act or as may be decided by the Board of Directors from time to time.
- 3.42 Each mill shall pay the amount of bonus to the employees working in the mill according to the Payment of Bonus Act.
- 3.43 The employees shall be granted gratuity as per the Payment of Gratuity Act or as may be decided by the Board of Directors from time to time.
- 3.44 Medical Rules:
- 3.45 The employees borne on the Common Cadre shall be entitled to free medical aid if provided by the Mills in its Dispensary.
- 3.46 Reimbursement of Medical Expenses incurred by the common cadre employees for the treatment of their own or their family members dependent upon them when treated as indoor as well as outdoor patient in the govt./Private Hospital shall be admissible as per Punjab govt. instructions/ Punjab Services (Medical Attendance) Rule 1940 as amended from time to time.

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Note : Rule 3.38 :- As amended vide letter No. RCS/Sugar Mills/SMA-I/3-59/4884 A dated 28.8.2000.

Rule 3.46 :- As amended vide letter No. RCS/Sugar Mills/SMA-I/4-18/IV/2558 dated 12.2.2002.

## **CHAPTER-IV**

### **4.00 Leave and Joining Time:**

- 4.10 Every employee (member of service) shall be entitled to Earned leave at the rate of 1 day for every 11 days of duty subject to the maximum of thirty days during a Calendar year. Provided that the leave so earned shall not be accumulated and encashed beyond 240 days for the whole service.
- 4.11 Every member of service shall be entitled to casual leave as per Punjab Govt. Rules and instructions issued from time to time, during the calendar year. Power to sanction casual leave shall vest in the Chief Executive Officer for the employees serving in Sugarfed and with the General Manager of the Mills for the common cadre employees working in the Mills.
- 4.12 No employee shall claim leave as a matter of right.
- 4.13 Joining time on transfer from one place of duty to another shall be granted to an employee for four days including the time spent in journey. Salary for this period shall be paid at the rate of last pay drawn. The Chief Executive Officer in his discretion, may curtail/extend the joining time.
- 4.14 Authority to interpret these Rules:  
If any doubt arises at any time as to the interpretation of these Rules or their applicability, the matter shall be referred by the Chief Executive Officer to the Registrar, whose decision shall be final.
- 4.15 General:  
Any case which is not covered by these Rules would be adjudicated by the Chief Executive Officer, as per the Punjab Civil Services Rules.

### **Saving/Repeal:**

Notwithstanding any thing contained in these Rules, all employees appointed to the service/promoted to a post in the service before coming into operation of these Rules shall be deemed to have been appointed/promoted under these Rules. The Punjab State Cooperative Sugar Mills(Common Cadre) Service Rules, 1981 and its subsequent amendments are hereby repealed.

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Note: Rule 4.15 :-As amended vide letter No. SMA/RCS/4-18/933A dated 20.3.96.  
Rule 4.10 and 4.11 :-As amended vide letter No. SMA/RCS/Sugar Mills/3-35-1349 dated 3.2.2004



**ANNEXURE - ' B '**

<b>S.No.</b>	<b>Name of Post.</b>	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Accepting Authority</b>	<b>Appellate Authority</b>
1.	General Manager of the Mills.	Chairman/ Administrator of the Mills	Chief Executive Officer, Sugarfed.	Registrar Coop. Societies Punjab.	Financial Commissioner, Coop. Punjab
2.	Chief Engineer.	General Manager of the Mills.	Technical Adviser(Engg.) Sugarfed	Chief Executive Officer.	RCS, Punjab
3.	Chief Chemist.	-do-	Technical Advisor(ST)	-do-	-do-
4.	Chief Accounts Officer.	-do-	Executive Director (C).	-do-	-do-
5.	Chief Cane Development Officer.	-do-	Cane Adviser.	-do-	-do-
6.	Labour Welfare Officer.	-do-	Addl. Managing Director.	-do-	-do-
7.	Deputy Chief Engineer.	Chief Engineer.	General Manager of the Mills	Chief Executive Officer Sugarfed	-do-
8.	Deputy Chief Chemist.	Chief Chemist.	-do-	-do-	-do-
9.	Dy. Chief Cane Development Officer.	Chief Cane Development Officer.	-do-	-do-	-do-
10.	Dy. Chief Accounts Officer	Chief Accounts Officer	-do-	-do-	-do-
11.	Asstt. Cane Development Officer.	Chief Cane Development Officer.	General Manager of the Mills	Chief Executive Officer Sugarfed	-do-
12.	Asstt. Engineer (mech:/Elect.)	Chief Engineer.	-do-	-do-	-do-

13.	Asstt. Accounts Officer/A.A.O. Cane.	Chief Accounts Officer	-do-	-do-	-do-
14.	Manufacturing Chemist.	Chief Chemist.	-do-	-do-	-do-
15.	Laboratory Incharge.	-do-	-do-	-do-	-do-
16.	Instrument Engineer.	Chief Engineer.	-do-	-do-	-do-

**DISTILLERIES**

17.	Production Manager.	General Manager of Mills.	Technical Adviser (ST).	-do-	-do-
18.	Deputy Chief Chemist	Production Manager.	General Manager of Mills.	-do-	-do-
19.	Asstt. Engineer	-do-	-do-	-do-	-do-

**LABORATORIES**

20.	Biologist.	General Manager of Mills.	Cane Adviser. Officer Sugarfed.	-do-	-do-
21.	Technician.	Biologist.	General Manager of Mills.	-do-	-do-

**PERSONAL POSTS AT ZIRA AND GURDASPUR SUGAR MILLS.**

22.	Manager Quality Control.	General Manager of Mills	Technical Advisor(ST)	Chief Executive Officer Sugarfed.	-do-
23.	Medical Officer	-do-	Addl. Managing Director	-do- -	-do-

24.	Administrative Officer	-do-	-do-	-do-	-do-
25.	Senior Mfg. Chemist	Chief Chemist	General Manager of Mills.	-do-	-do-
26.	Purchase Officer/PSO.	General Manager of Mills	Financial Adviser.	-do-	-do-
27.	Commercial Officer.	-do-	Executive Director (C).	-do-	-do-
28.	Asstt. Engineer (Civil).	-do-	Executive Engineer/ AMD.	-do-	-do-

**NOTE:** The remarks of Advisers concerned in case of categories from 7 to 16, 18,19,21 23 to 25 shall also be recorded in proforma before sending to the Accepting authority.

The Sugarfed shall convey the adverse remarks to the concerned employee within two months of the Annual Confidential Report from the Accepting Authority.

Sr. No. 1 to 9 and 11 to 28 amended vide letter No. Sugar Mills/SMA-I/4-18/12260 P dated 29.12.99. (Page No. 46-48)

Sr. No. 10 amended vide letter No. RCS/ Sugar Mills/SMA-I/4-18/667 dated 12.01.2001. (Page No. 58-59)

**ANNEXURE-1**

<b>S.No.</b>	<b>Post</b>	<b>Pay Scale (Rs.)</b>	<b>Qualification</b>	<b>Experience</b>	<b>Remarks</b>
1.	General Manager (one)	12000-375-13500-400-15900-450-18600-500-19100	<p><u>DIRECT</u> :</p> <p>Bachelor's Degree in Engineering (Mechanical or Electrical or Electronics or Agricultural or Chemical)</p> <p>Or</p> <p>Bachelor's Degree in Technology</p> <p>Or</p> <p>Degree in Science with Post Graduate Diploma in Sugar Technology from the National Sugar Institute, Kanpur, or the Deccan Sugar Institute Pune or the Guru Nanak Dev University Amritsar.</p> <p>Or</p> <p>B.Sc Agriculture</p> <p>Or</p> <p>Master Degree in Business Management with specialisation in Finance.</p> <p>Or</p> <p>C.A. or I.C.W.A.</p> <p>Or</p> <p>M.Com</p> <p>Or</p> <p>Bachelor's Degree in Engineering (Mechanical or Chemical or Electrical or Production) and Master Degree in Business Administration</p> <p>Or</p> <p>Officer of the Govt. of Punjab not below the rank of Class-I.</p>	<p>10 years experience in Sugar Factories as Departmental Head i.e. in the capacity of Chief Engineer or Chief Cane Development Officer or Chief Chemist or Chief Accounts Officer. appointment as Departmental Head.</p> <p>10 Years experience in higher managerial capacity in a reputed Public Ltd. Process Industry.</p> <p>10 years Class-I service</p>	<p>By Promotion :</p> <p>10 years experience of working as Departmental head in the mills specified in addition to qualification for direct</p>
2.	Chief Engineer (One)	11320-340-12000-375-13500-400-15900-450-18150	<p>Degree in Mechanical or Electrical or Electronic Engineering</p> <p><u>DIRECT</u></p>	<p>10 years experience in the Sugar Factory of which not less than 3 years experience as Deputy Chief Engineer in a Sugar factory.</p>	<p>Degree in Mechanical or Electrical or Electronic or Agricultural Engg. with 10 years experience in Punjab Coop. Sugar Mills out of which 3 years as Deputy Chief Engineer in Punjab Coop. Sugar Mills.</p> <p>Or</p> <p><u>BY PROMOTION</u></p> <p>Diploma in Mechanical or Electrical or Electronic or Agricultural Engg. from recognised Technical Institution with 15 years experience in Punjab Coop. sugar Mills out of which 3 years as Deputy Chief Engg. in Punjab Coop. Sugar Mills.</p>

3.	Chief Chemist (One)	11320-340-12000-375-13500-400-15900-450-18150	Post Graduate Diploma in Sugar Technology from the National Sugar Institute, Kanpur or the Deccan Sugar Institute, Pune or the Guru Nanak Dev. University, Amritsar.  Or Bachelors' Degree in Chemical Technology	10 years experience in the Sugar Industry of which not less than 3 year experience as Deputy Chief Chemist in a Sugar Factory.	Post Graduate Diploma in Sugar Technology NSI. kanpur or Deccan Sugar Institute, Pune or Guru Nanak Dev. University Amritsar with minimum 10 years experience as Manufacturing Chemist in Punjab Coop, Sugar Mills out of which 3 years as Deputy Chief Chemist in Punjab Coop. Sugar Mills.
4.	Chief Accounts Officer	11320-340-12000-375-13500-400-15900-450-18150	Chartered Accountant or Cost Accountant or Master Degree in Busines Administration with specialisation in Finance.  Inter C.A./Inter ICWA/M.Com	10 years experience in a managerial capacity an Industrial or Commercial organisation of repute.  15 years experience in a middle level capacity in an Industrial or Commercial Organisation of repute .	Chartered Accountant or Cost Accountant or MBA with specoalisation in finance or M.Com. with 3 years experience as Deputy Chief Accounts Officer.
5.	Chief Cane Development Officer (one)	11320-340-12000-375-13500-400-15900-450-18150	M.Sc. Agriculture, B..Sc. Agriculture	10 years experience in Cane management of which not less than 3 years experience as Deputy Chief Cane Development Officer.  NOTE : Experience in cane management including experience in a sugar factory/sugar cane research station/Agricultural University/ State Department of Agriculture.	5 years experience as Deputy Cane Development Officer in Punjab Coop. Sugar Mills along with minimum educational qualifications as required for the post of C.C.D.O.
6.	Deputy Chief Cane Development officer (one)	7220-220-8100-275-10300-340-11660	DIRECT M.Sc. Agriculture  Or B.Sc. Agriculture	7 years experience in cane development of which not less than 2 years experience as Asstt. Cane Development officer. minimum educational qualification 10 years experience in cane Development of which not less than 5 years experience as Asstt. Cane Development Officer in Sugar Mills. Note : As under Sr. No. 5.	By PROMOTION 3 years experience as Asstt. Cane Development Officer in Punjab Coop. Sugar Mills along with  as for direct recruitment.
7.	Deputy Chief Engineer (One)	7220-220-8100-275-10300-340-11660	Degree in Mechanical or Electrical or Electronics Engineering.	7 years experience as Asstt. Engineer in a Sugar factory.	Diploma in Mech./Elect./Instt./ Agri. Engineering with 7 years experience as Assistant Engg. in Punjab Coop. Sugar Mills. Or Degree in Mech. or Elect. or Electronics Engg. with 5 years



8.	Deputy Chief Chemist (One)	7220-220-8100-275- 10300-340-11660	Post Graduate Diploma in Sugar Technology from the National Sugar Institute, Kanpur or the Deccan Sugar Institute, Pune or the Guru Nanak Dev. University, Amritsar. Or Bachelor's Degree in Chemical Engineering or Technology.	7 years experience as Manufacturing or Laboratory Incharge in a Sugar factory.	experience as Assistant Engg. in Pb. Coop. Sugar Mills.  7 years experience as Manufacturing Chemist or Laboratory Incharge in the Punjab State Coop. Sugar Mills.
9.	Assistant Accounts Officer (One)	6400-200-7000-220- 8100-275-10300-340-10640	Inter C.A/Inter ICWA or M.Com. Or B.Com	5 years experience in an industrial or commercial organisation of repute. 10 years experience in an industrial or commercial organisation of repute.	Inter C.A/Inter ICWA or M.Com or B.Com with 5 year experience as an Accountant (Supervisory B. Grade of Sugar wage Board) in the pay scale of Rs. 1500-2450 in the Coop. Sugar Mills of Punjab. OR 10 Years experience as cane <u>BY PROMOTION</u> Accountant /Assistant Accountant (clerical Grade-I of Sugar wage Board) in the pay scale of Rs. 1400-2250 in the Pb. Coop. Sugar Mills.
<u>DIRECT</u>					
10.	Assistant Cane Development Officer (One)	6400-200-7000-220- 8100-275-10300-340-10640	M.Sc. Agriculture  B.Sc. Agriculture  Development Inspector. NOTE : As under Sr. No. 5	3 years experience in cane management.  5 Years experience in cane management of which at least two years as Cane Coop. Sugar Mills.	B.Sc. Agriculture or M.Sc. Agriculture as Cane Development Inspector having 5 years service in the Punjab
11.	Assistant Engineer (Mech) (Three)	6400-200-7000-220- 8100-275-10300-340-10640	Degree in Mechanical Engineering.	2 years apprenticeship in the Sugar Factory.	Degree in Mechanical Engg. with 2 years experience as Trainee Asstt. Engg. (Mech.) in the Pb. Coop. Sugar Mills.
12.	Assistant Engineer (Elect.) (One)	6400-200-7000-220- 8100-275-10300-340-10640	Degree in Electrical Engineering.	2 years Apprenticeship in the Sugar Factory.	Degree in Electrical o Electronics Engineering with 2 years experience as Trainee Asstt. Engg. (Elect.) in the Pb. Coop. Sugar Mills.
			Diploma in Electrical Engineering from a recognised technical institution.	5 years experience as Apprentice Engineer/Asstt. Engineer in the Sugar industry.	

13.	Instrument Engineer (One)	6400-200-7000-220-8100-275-10300-340-10640	Bachelor's degree in Instrumentation Technology.	2 years experience in maintenance and overhauling of process instruments preference will be given who has experience of Sugar Factory.
14.	Manufacturing Chemist (Four)	6400-200-7000-220-8100-275-10300-340-10640	<u>DIRECT</u> Degree in Science (Mathematics, Physics & Chemistry) with not less than 50% marks in the aggregate and Associate Membership of the National Sugar Institute, Kanpur or equivalent qualification from the Deccan Sugar Institute, Pune or Guru Nanak Dev. University, Amritsar.	<u>BY PROMOTION</u> Pan Incharge or equivalent post with Sugar Boiling Course Having 5 years service in the Punjab. Coop. Sugar Mills. Or Lab. Chemist with M.Sc. Course or A.N.S.I. in Sugar Technology from Kanpur or equivalent qualification from the Deccan Sugar Institute, Pune or Guru Nanak Dev. University, Amritsar having 5 years service in the Pb. Coop. Sugar Mills.  One year's Apprenticeship in a Sugar Factory.
15.	Laboratory Incharge (One)	6400-200-7000-220-8100-275-10300-340-10640	Bechelor's Degree in Chemical Engineering or Technology.  Degree in Science (mathematics, Physics & Chemistry) with not less than 50% marks in the aggregate and associate membership of the National Sugar Institute, Kanpur or equivalent qualification from the Deccan Sugar Institute, Pune or Guru Nanak Dev. University, Amritsar.	B.Sc. (Non-Medical Group) with 5 years service as Lab. Chemist in Punjab Coop. Sugar Mills.  One year's Apprenticeship in a Sugar Factory.
16.	Labour Welfare Officer (One)	7000-220-8100-275-10300-340-10980	Degree of recognised University with Post Graduate Degree or Diploma in Social Science from a recognised Institution and adequate knowledge of Punjabi.	3 years experience after Post Graduation in Labour Welfare or Personnel Management preferably in the Sugar Industry.
17.	Trainee Assistant Engineer (Three)	Stipend of Rs. 2500/- per month in the first year and Rs. 3000/- in the second and third years. Bonus/production Incentive as per Rules or Rs. 250/- per month as Compensatory Allowance in lieu thereof in the new Sugar Mills.	<u>DIRECT</u> Degree in Mechanical or Electrical or Electronics Engineering or Instrumentation Engineering.	<u>BY PROMOTION</u>  NOTE : (i) Duration of training in all the cases shall not be less than 1 year/2years and not more than 3 years.

Bachelor accommodation if available or Rs. 300/- per month as House Rent in lieu thereof.

ii) Every trainee shall have to execute a bond to continue in the service of the Punjab State Cooperative Sugar Mills Ltd., for a minimum period of 3 years after successful completion of training.

18. Trainee Manufacturing Chemist (Three) Stipend of Rs. 1800/2000 per month in the first/second and third years. Bachelor's Degree in Chemical Engineering or Technology.  
Stipend of Rs. 1200/1500 per month in the first/second and third years Graduate in Science (Mathematics, Physics, Chemistry) with not less than 50% marks in the aggregate.

Bonus/Production Incentive as per Rules or Rs. 250/- per month as Compensatory Allowance in lieu of Bonus/Incentive in the New Sugar Mills.

iii) Graduates in Science appointed as trainee Manufacturing Chemist shall have to obtain admission to the course in Sugar Technology at the National Sugar Institute, Kanpur or the Deccan Sugar Institute, Pune of the Guru Nanak Dev University Amritsar during the first year of training and to complete the Course satisfactorily during the period of training, failing which their services shall stand terminated.

Bachelor accommodation if available or Rs. 300/- per month as HRA in lieu thereof.

1. Sr. No. 1 : As amended vide letter No. Sugar Mills/SMA-I/4-10/RCS/3692A dated 22.10.98 (Page No. 40-41)
2. Sr. No. 2 (i) Direct : As amended vide letter No. SMA/RCS/4-18/2326A dated 10.7.96 (Page No. 31-37)  
(ii) By Promotion : As amended vide letter No. SMA/RCS/4-18/2035A dated 19.6.96 (Page No. 30)
3. Sr. No. 4 : As amended vide letter No. SMA/RCS/4-18/2326A dated 10.7.96. - (Page No. 31-37)
4. Sr. No. 7 : As amended vide letter no. SMA/RCS/4-18/2326 A dated 10.7.96 - (Page No. 31-37)
5. Sr. No. 9 : As amended vide letter no. SMA/RCS/4-18/2326 A dated 10.7.96 - (Page No. 31-37)
6. Sr. No. 11, 12 & 13 Direct : As amended vide letter no. SMA/RCS/4-18/2326A Dated 10.7.96 -( Page No. 31-37)
7. Sr. No. 11 and 12 Promotion : As amended vide letter No. Sugar Mills/SMA-I/RCS/4-18/3211 dated 10.2.2000. (Page No. 49-51)
8. Sr. No. 14 : By Promotion : As amended vide letter No. RCS/Sugar Mills/SMA-I-4-18/667 dated 12.01.2001 - (Page No.58-59)
9. Sr. No. 17 Direct : As amended vide letter No. Sugar Mills/SMA-I/RCS/4-18/3211 dated 10.2.2000. (Page No. 49-51)
10. Pay scale revised vide letter No. RCS/Sugar Mills/SMA-I/2863 A dated 18.8.98. (Page No. 38-39)

**POSTS IN THE PROJECT CELL POSTED AT  
CHANDIGARH (UNDER COMMON CADRE) RULES 1981**

S.No.	Post	Class	Strength	Grade (Rs.)	Qualification & Experience	Remarks
1.	General Manager (Project)	A	-	12000-19100	As for Managing Director of Sugar Mills in Common Cadre Rules, 1981 (Annexure-I)	<u>By Promotion</u> C.E., C.C., CCDO, CAO. The post of General Manager (Project) is abolished.
2.	Dy. Chief Engineer	B	-	7220-11660	The qualification is same as mentioned in the Common Cadre Rules, 1981 as amended in 1995.	<u>By promotion</u> As per Common Cadre Rules, 1981. The post of Dy. Chief Engineer is abolished.
3.	Dy. Chief Chemist	B	-	-do-	-do-	-do- The post of Dy. Chief Chemist is abolished.
4.	Superintendent	B	-	6400-10640	For direct recruitment/by promotion as per Punjab Govt. Rules.	On absorption from equivalent post in PKUL/ on deputation. The post of Superintendent is made personal to the incumbent.
5.	Asstt. Accounts Officer	B	-	-do-	The qualification is same as mentioned in the Common Cadre Rules, 1981.	-do- The post of Asstt. Accounts Officer is made personal to the incumbent.
6.	Driver	C	-	3330-6200	Appointment may be made as per Punjab Govt. Rules.	- Two posts of Driver are made personal to the incumbents.
7.	Peon	D	-	2520-4140 with initial start of Rs. 2620/-	Appointment may be made as per Punjab Govt. Rules.	- Two posts of Peon are made personal to the incumbents.

- NOTE :**
- The personal post(s) mentioned against category in the remarks columns are made personal and will stand automatically abolished in the event of any existing incumbent's retirement, resignation or any other way ceasing to hold the said post(s).
  - The employees who are drawing special pay before their revision of pay-scale w.e.f. 1.1.96 shall continue to draw special pay at the same rate of amount as a measure personal to them so long as they hold the post.

**ANNEXURE-III**

Sr. No.	Post & Strength	Pay Scale (Rs.)	Qualification & Experience	Remarks	
			<b>DIRECT</b>		<b>BY PROMOTION</b>
1.	Production Manager (Distillery)	11320-340-12000 -375-13500-400- 15900-450-18150	B.Sc., Diploma in Industrial Fermentation and Alcohol Technology from NSI, Kanpur, Or Deccan Sugar Institute Pune.	10-12 years experience in production and Maintenance of distilleries.	3 years experience as Dy. Chief Chemist in Distillation and Fermentation, alongwith Educational Qualifications as required for the post of Production Manager (Distillery).
2.	Deputy Chief Chemist (One)	7220-220-8100- 275-10300-340- -11660	B.Sc., Diploma in Industrial Technology from NSI Kanpur, Deccan Sugar Institute Pune.	7 years experience in Distillation and Fermentation.	5 Years experience as Mfg Chemist in the Maintenance of different industries, preferably Distilleries alongwith Educational qualifications as required for the post of Dy. C.C.
3.	Asstt. Engineer (Distillery) (One)	6400-200-7000- 220-8100-275- 10300-340-10640	Degree in Electrical Engineering or  Diploma in Electrical Engineering different Industries, preferably Distilleries.	3 years experience in the Maintenance of different Industries, preferably Distilleries.  7 years experience in the Maintenance of	Degree in Electrical Engg. with 2 years experience as Trainee Asstt. Engg. (Elect.) in Punjab Cooperative Sugar Mills/Distilleries.

Sr. No. 3 : As amended vide letter No. Sugar Mills/SMA-I/RCS/4-18/3211 dated 10.2.2000 (Page No. 49-51)  
By Promotion

**ANNEXURE-IV**

<b>Sr. No.</b>	<b>Post</b>	<b>Pay-scale (Rs.)</b>	<b>Remarks</b>
1.	Deputy General Manager (Technical) (One)	3000-5300	Post stands abolished
2.	Manager Quality Control (One)	10025-275-10300-340-12000-375-13500-400-15100	Post stands abolished
3.	Medical Officer (One)	8925-275-10300-340-11660	Post stands abolished
4.	Administrative Officer (One)	8925-275-10300-340-11660	
5.	Sr. Manufacturing Chemist (One)	8925-275-10300-340-11660	
6.	Purchase Officer (One)	7220-220-8100-275-10300-340-10980	
7.	Purchase Store Officer (One)	7220-220-8100-275-10300-340-10980	
8.	Commercial Officer (One)	6400-200-7000-220-8100-275-10300-340-10640	
<b>NOTE :</b>	These posts are personal to the present incumbents appointed by absorption on transfer from the Punjab Khand Udyog Limited, and will stand automatically abolished in the event of the existing incumbents retirement, resignation or in any other way ceasing to hold the said posts.		
9.	Assistant Engineer (Civil) (Seven)	6400-200-7000-220-8100-275-10300-340-10640	2 Posts stands abolished

**NOTE :** These posts are personal to the present incumbents and will stand automatically abolished in the event of the existing incumbents retirement, resignation or in any other way ceasing to hold the said post.



## **ANNEXURE VI**

### **The Discipline, Punishment and Appeal Rules:-**

1. The penalties for good and sufficient reasons may be imposed on an employee by the chief Executive Officer as per the provision of Punjab civil services (Punishment and Appeal) Rules, 1970 amended from time to time.

### **Explanation:**

The following shall not be constitute a penalty within the meaning of this rule:-

- a) termination of service, or reversion to a lower category of an employee under rule, and
  - b) Discharge of an employee for want of a vacancy or as a measure of retrenchment.
  - c) Reversion of employee promoted from a lower category to a higher post, to such lower category for want of vacancy, provided the promotion was made on temporary basis.
2. No penalty shall be imposed on any employee unless the charge or charges on which it is proposed to take disciplinary action against him have been communicated to him in writing and he has been given a reasonable opportunity to show cause against the action proposed to be taken against him. The authority competent to impose the penalty may, if circumstances permit, hold an enquiry into the charge or charges, or cause such an enquiry to be held by an officer superior to the person against whom the action is proposed to be taken, for the purpose of ascertaining the truth of otherwise of the charge or charges. If it is decided to hold an enquiry the employee concerned shall be permitted to produce or cite witnesses in his behalf and examine the relevant documents, but shall not be permitted to engage a lawyer at the enquiry.
  - 3 (a) The Managing Director may suspend an employee against whom action is proposed to be taken if, in his opinion, the presence of the employee on duty, during the period the charges are under investigation against him, is likely to effect the proceedings.
  - (b) During the period of suspension, the employee shall be paid subsistence allowance equal to 50% of his salary with usual allowances admissible on the basis of the amount of such subsistence allowance. The subsistence allowance shall be paid by the Federation if the employee working in the Federation at the time of suspension, and by the mills, if he is working in the mills.



Provided that Managing Director may direct the Federation or Mills other than with which an employee was working at the time of suspension to pay subsistence allowance for reasons to be recorded in writing.

- (c) If the employee placed under suspension is subsequently completely exonerated of the charges, he shall be eligible to full salary and allowances for the period of suspension and the entire period will be treated as duty. If, however, he has not been completely exonerated of the charges, the competent authority shall specify in the order of reinstatement as to how the period of suspension should be treated and also amount to pay the allowances to be paid to him for such period. Salary and allowances payable under this provision shall be paid by the Federation if the employee concerned is working in Federation at the time of suspension, and by the Mills if he is working in the Mills.

Provided that the Managing Director may direct the Federation or the Mills other than with which an employee was working at the time of suspension, to pay the salary and allowance, for reasons to be recorded in writing.

4. (a) An appeal against the order of the Managing Director imposing a penalty under Rule 5 of these Rules shall lie to the Board of Directors and revision against the order of the Board of Directors shall lie to the Registrar Coop. Socs. Pb.
- b) The appeal shall be submitted within a period of 30 days from the date of the order appealed against. The appellate authority may, however entertain any appeal within 60 days of the said date if the appellant had sufficient cause for not submitting the appeal in time.

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Note: 4(a) – amended vide letter no. RCS/Sugar Mills/SMA-1/4-18/667 dated 12.01.2001.

- (c) The appellate authority may after consideration of the case :-
- (i) Set aside, reduce, confirm or enhance the penalty ; or
- (ii) remit the case to the authority which imposed the penalty with such directions as it may deem fit ,
5. The authority specified in column 3 below shall, in respect of any employee specified in column 2. thereof, be competent to impose the penalties specified in column 4 thereof.

6.

Sr.No.	Designation of employees	Authority Competent to impose penalty	Nature of penalty
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1.	2	3.	4.
1	All the common Cadre Employees.	Managing Director Sugarfed.	All penalties specified in Rule 1.

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**No. SMA/RCS/4-18/933A**

**Dated 20.3.96**

From

The Registrar,  
Cooperative Societies, Punjab, Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab, Chandigarh.

**Subject Amendment in the Punjab State Cooperative Sugar Mill (Common Cadre) Service Rules, 1981 as amended in 1995.**

Memorandum :

Please refer to your letter No.PSF/CC/H.o.84/95-96/JA3/1611 dated 26.2.1996, on the above cited subject..

Approval of the Registrar, Cooperative Societies, Punjab is hereby conveyed for the amendment in the Punjab State Cooperative Sugar Mills (Common Cadre) Service Rules, 1981 amended in 1995 as under:-

Rule No. Existing Rules.

Proposed amendment.

4.15 Any case which is not covered by these Rules would be adjudicated by the Chief Executive Officer, subject to approval of Registrar, Coop. Societies, Punjab.

Any case which is not covered by the rules would be adjudicated by the Chief Executive Officer, as per the Punjab Civil Services Rules.

Sd/-  
Joint Registrar (Farming)  
for Registrar, Cooperative Societies,  
Punjab, Chandigarh.

**No.SMA/RCS/4-18/2035 A**

**Dated : 19/6/96**

From

The Registrar,  
Cooperative Societies,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab, Chandigarh.

**Subject :- Amendment in the Punjab State Cooperative Sugar Mills  
(Common Cadre) Service Rules,1981 as amended in 1995.**

Memorandum :

Please refer to your letter No. PSF/JA-3/96/3879 dated 13.6.1996, on the above cited subject.

Sanction is hereby accorded for the amendment in the Punjab State Cooperative Sugar Mills (Common Cadre) Service Rules, 1981 as amended in 1995, in annexure i,s.n. 2 in the Remarks column (Promotion), as under.

Existing Rules.

Annexure .I.S.N. 2

(Remarks column Promotion)

Amended Rules.

Annexure I.Sr.No.2

(Remarks column Promotion)

Degree in Mechanical or Electrical or Electronic or Agricultural Engineering with 10 years experience in Punjab, Coop. Sugar Mills out of which 3 years as Deputy Chief Engineer in Punjab Cooperative Sugar Mills.

OR

Diploma in Mechanical or Electrical or Electronic or Agricultural Engineering from recognised Technical Institution with 18 years experience in Punjab, Coop. Sugar Mills out of which 3 years as Deputy Chief Engineer in Punjab, Coop. Sugar Mills.

Degree in Mechanical or Electrical or Electronic or Agricultural Engineering with 10 years experience in Punjab, Coop. Sugar Mills out of which 3 years as Deputy Chief Engineer in Punjab Cooperative Sugar Mills.

OR

Diploma in Mechanical or Electrical or Electronic or Agricultural Engineering from recognised Technical Institution with 15 years experience in Punjab, Coop. Sugar Mills out of which 3 years as Deputy Chief Engineer in Punjab, Coop. Sugar Mills.

Sd/-

Joint Registrar (Farming)  
for Registrar, Cooperative Societies,  
Punjab, Chandigarh.

**No.SMA/RCS/4-18/2326A**

**Dated 10-7-96**

From

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

**Subject:- Amendment in the Punjab State Cooperative Sugar Mills Service  
(Common Cadre) Rules 1981 as amended in 1995.**

Memorandum :

Please refer to your letter No. PSF/JA3/96/4117 dated 24.6.1996, on the above cited subject.

1. Sanction of the Registrar, Cooperative Societies, Punjab, Chandigarh is hereby conveyed for the creation of one post of Deputy Chief Accounts Officer in each Cooperative Sugar Mills in the scale of Rs.2200-70-2550-75-3000-100-4000, as resolved by the Supervisory Officer of the Sugarfed.
2. Further approval of the Registrar, Coop: Societies, Punjab is also hereby conveyed for the amendment of Annexure A&B, (Enclosed) of the Punjab, State Cooperative Sugar Mills Service (Common Cadre) Rules 1981 as amended in 1995, as proposed in your above referred letter.

Sd/-  
Joint Registrar (Farming)  
for Registrar, Cooperative Societies,  
Punjab, Chandigarh.



**ANNEXURE-A**

**AMENDMENTS IN QUALIFICATION AND EXPERIENCE  
FOR DIRECT RECRUITMENT AND PROMOTION OF THE ENGINEERING  
DEPARTMENT PRESCRIBED IN COMMON CADRE RULES 1981 AMENDED IN 1995**

Name of the Post	Annexure No. of C.C. Rules	Sl. No. in Annexure	Existing Qualification and Experience	Proposed Amendment in Qualification & Experience
Chief Engineer	1	2	<p><b><u>DIRECT</u></b> Degree in Mechanical or Electrical or Electronic or Agricultural Engineering OR Diploma in Mechanical or Electrical Engineering from recognised Technical Institution.</p> <p>10 years experience in the Sugar Industry of which not less than 3 years experience as Deputy Chief Engineer in a Sugar Factory 15 years experience in the Sugar factory of which not less than 3 years experience as Deputy Chief Engineer in a Sugar Factory.</p> <p><b>NOTE :</b> Relaxation of total experience by 2 years/1 years if the candidate has qualified for the Sugar Engineering Diploma/Certificate course from the National Sugar Institute, Kanpur.</p>	<p>Degree in Mechanical or Electrical or Electronic Engg.</p> <p>10 years experience in the Sugar Factory of which not less than 3 years experience as Deputy Chief Engineer in a Sugar Factory.</p>
Deputy Chief Engineer	1	7	<p><b><u>DIRECT</u></b> Degree in Mechanical or Electrical or Electronics or Agricultural Engineering.</p> <p>Diploma in Mechanical or Electrical Engineering from a recognised Technical Institute</p> <p>10 years experience in Sugar Industry of which not less than 7 years in Sugar factories. NOTE : Experience can be relaxed by 2 years/1 year for candidate having passed Sugar Engg. Diploma/Certificate course from the National Sugar Institute, Kanpur.</p> <p><b><u>PROMOTION :</u></b> Diploma in Mech./Elect./Instt. Agri. Engineering.</p> <p>7 years experience in Punjab Coop. Sugar Mills.</p>	<p>Degree in Mechanical or Electronics Engineering.</p> <p>7 years experience as Asstt. Engineer in a Sugar Factory.</p> <p>Diploma in Mech./Elect./Instt. Agri. Engineering</p> <p>7 years experience as Assistant Engg. in Punjab Coop. Sugar Mills.</p> <p>Degree in Mech. or Elect. or Electronics Engg.</p> <p>5 years experience as Assistant Engg. in Punjab Coop. Sugar Mills.</p>

Assistant Engineer (Mech.)	1	11	<p><b><u>DIRECT</u></b> Degree in Mechanical Engg. or Agricultural Engg.</p> <p>Diploma in Mechanical Engg. from a recognised Technical Institution.</p>	<p>2 years apprenticeship in the Sugar Industry. Or Post Graduate Sugar Engineering Course from the National Sugar institute, Kanpur</p> <p>5 years experience as Apprentice Engg./Asstt. Engg. in the Sugar Industry. Or Certificate in Sugar Engineering from the National Sugar Institute, Kanpur and 3 years experience as Apprentice Engineer/Asstt. Engineer in the Sugar Industry.</p>	Degree in mechanical Engineering	2 years apprenticeship in the Sugar Factory.
Assistant Engineer (Elect.)	1	12	<p>Degree in Electrical or Electronics Engineering.</p> <p>Diploma in Electrical Engg. from a recognised technical institution.</p>	<p>2 years Apprenticeship in the Sugar Industry. Or Post Graduate Sugar Engineering Course from the National Sugar Institute, Kanpur.</p> <p>5 years experience as Apprentice Engineer/Asstt. Engineer in the Sugar Industry.</p>	Degree in Electrical Engg.	2 years Apprenticeship in the factory.
Instrument Engineer	1	13	<p><b><u>DIRECT</u></b> Bachelor's degree in Instrumentation Technology. Diploma in Instrumentation Technology</p> <p>Defence Services personnel with recognised certificate.</p>	<p>Nil</p> <p>5 Years experience in maintenance and overhauling of process instruments.</p> <p>15 years experience.</p>	Bachelor's degree in Instrumentation Technology.	2 years experience in maintenance and overhauling of process instruments. Preference will be given who has experience of Sugar Factory.



**AMENDMENTS IN QUALIFICATION AND EXPERIENCE  
FOR DIRECT RECRUITMENT AND PROMOTION OF THE ACCOUNTS  
DEPARTMENT PRESCRIBED IN COMMON CADRE RULES 1981 AMENDED IN 1995**

Name of the Post	Annexure No. of C.C. Rules	Sl. No. in Annexure	Existing Qualification and Experience		Proposed Amendment in Qualification & Experience	
			Qualification	Experience	Qualification	Experience
Chief Accounts Officer 3400-100-4000-125- 5000-150-5900	1	4	<b><u>DIRECT</u></b> Chartered Accountant or Cost Accountant or Master Degree in Business Administration with specialisation in finance.  Master Degree in commerce middle level capacity in an	10 years experience in a managerial capacity in an Industrial or commercial organisation of repute.  15 years experience in a Industrial or Commercial organisation of repute of which not less than 5 years in the Sugar Industry.	Chartered Accountant or Cost Accountant or Master Degree in Business Administration with specialisation in Finance.  Inter C.A./Inter ICWA/M.Com. middle level capacity in	10 years experience in a managerial capacity in an Industrial or commercial organisation of repute.  15 years experience in a Industrial or Commercial organisation of repute
			<b><u>PROMOTION :</u></b> Chartered Accountant or Cost Accountant or  M.Com.	5 years experience in Punjab Coop. Sugar Mills as Assistant Accountant Officer 7 years experience in Punjab Coop. Sugar Mills as Assistant Accounts officer.	Chartered Accountant or Cost Accountant or MBA with specialisation in Finance or M.Com.	3 years experience as Deputy Chief Accounts Officer
Dy. Chief Accounts Officer  2200-70-2550-75- 3000-100-4000	1	19	DIRECT ---	---	Chartered Accountant or Cost Accountant or Master Degree in Business Administration with specialisation in Finance. Or M.Com./Inter C.A./Inter ICWA	7 years experience in a managerial capacity in an Industrial or Commercial organisation of repute.  10 years experience in a middle level capacity in an Industrial or Commercial Organisation of repute.
			<b><u>PROMOTION</u></b>		Chartered Accountant or Cost Accountant or Master	5 years experience as an Assistant Accounts Officer

Assistant Accounts Officer	1	9	<p><b><u>DIRECT</u></b> C.A./ICWA Intermediate or M.Com.  B.Com.</p>	<p>5 years experience in an Industrial or Commercial organisation of repute. 10 years experience in an Industrial or commercial organisation of repute.</p>	<p>Degree in Business Administration with specialisation in Finance or M.Com/Inter C.A./Inter ICWA</p>	<p>in the Punjab Coop. Sugar Mills.</p>
2000-60-2060-70-2550-75-3000-100-3500			<p><b><u>PROMOTION</u></b></p>	<p>--</p>	<p>Inter C.A./Inter ICWA or M.Com.  Or B.Com.   Inter C.A./Inter ICWA or M.Com. or B.Com.</p>	<p>5 years experience in an Industrial or Commercial organisation of repute. 10 years experience in a commercial organisation of repute.  5 years experience as an Accountant (Supervisory B Grade of Sugar Wage Board) in the Pay Scale of Rs. 1500-2450 in the Coop. sugar Mills of Punjab. Or 10 years experience as Cane Accountant/Assistant Accountant (Clerical Grade-1) of Sugar Wage Board in the Pay Scale of Rs. 1400-2250 in the Punjab Coop. sugar Mills.</p>

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Asstt. Accounts Officer  
(Cane)

V

1

**DIRECT**

CA/ICWA Intermediate or  
M.Com.

Five years experience in an  
industrial or Commercial  
organization of repute

Inter CA/ICWA Intermediate or  
M.Com.

Five years experience in an  
Industrial or Commercial  
organization of repute.

or

B.Com.

Ten years experience in an  
industrial or Commercial  
organization of repute.

B.Com.

Ten years experience in an  
Industrial or Commercial  
organization of repute.

**PROMOTION**

Matriculate  
Accountant in the Punjab

10 years service as Cane  
B.Com.  
Coop. Sugar Mills.

Inter CA/Inter ICWA/M.Com./  
Accountant (Supervisory B

5 years experience as an  
Grade of Sugar Wage Board)  
in the pay Scale of Rs. 1500-  
2450 in the Punjab Coop.  
Sugar Mills.

If none from the above cate-  
gories is available out of  
Matriculate then :

B. Com.

5 Years as Cane Accountant  
in Punjab Coop. Sugar Mills.

Or

Or

M.Com.

3 years service as Accountant with  
the Punjab Coop. Sugar Mills.

10 years experience as Cane  
Accountant/Assistant  
Accountant (Clerical) Grade-1  
of Sugar Wage Board in the  
Pay Scale of Rs. 1400-2250  
in the Coop. Sugar Mills.

2000-60-2060-70-  
2550-75-3000-100-3500



**No. RCS/Sugar Mills/SMA-I/ 2863A**

**Dated:18-8-98**

From:

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

Subject: **Revision of pay scales of common cadre employees w.e.f. 1.1.96 and Dearness Allowance as per Punjab Civil Services Revised Pay Rules, 1998 and pay fixation thereof.**

Memo

As resolved by the Supervisory Officer, Sugarfed Punjab, vide its resolution No.36 dated 11.7.98, sanction of the Registrar, Cooperative Societies Punjab is hereby conveyed for revision of pay scales of common cadre employees w.e.f.1.1.96 as per Annexure Enclosed herewith and Dearness Allowance and pay fixation thereof as per Punjab Civil Services Revised pay Rules, 1998. The Revised scales will be implemented w.e.f. 1.4.98 and no arrears for the period from 1.1.96 to 31.3.98 will be paid. The decision in this regard will be reviewed as and when the financial position of Sugarfed and the mills improves substantially. These scales may be replaced in Annexure-I to V under rule 2.10 of the Punjab State Cooperative Sugar Mills (Common Cadre) Services Rules, 1981 as amended 1995 and a copy of complete common cadre rules incorporating the above amendments may please be sent to this office at an early date.

Other terms and conditions regarding revision of pay scales will be admissible as per Punjab Civil Services revised pay rules 1998 and notification issued by the Punjab Govt. from time to time.

Sd/-  
Addl. Registrar(G)  
For Registrar, Cooperative Societies  
Punjab, Chandigarh.

Encl: As above.

Para 2- Deleted vide letter No. Sugar Mills/SMA-I/4-18/9394A Dated 7.9.1999 (Page No. 44)

**DETAIL OF EXISTING AND PROPOSED SCALES OF COMMON CADRE EMPLOYEES.**

<b><u>Sr.No.</u></b>	<b><u>Category.</u></b>	<b><u>Existing Scale.</u></b>	<b><u>Proposed Scale</u></b>
1.	General Manager/General Manager (Project).	3700-100-4000-125-5000-150-5900-200-6300.	12000-375-13500-400-15900-450-18600-500-19100.
2.	Chief Engineer/ Chief Chemist/ Chief Accounts Officer/ Chief Cane Dev. Officer/ Biologist/ Production Manager(D).	3400-100-4000-125-5000-150-5900.	11320-340-12000-375-13500-400-15900-450-18150.
3.	Manager Quality Control	3000-100-4000-125-4500.	10025-275-10300-340-12000-375-13500-400-15100.
4.	Medical Officer/ Administrative Officer/ Sr. Mfg. Chemist.	2775-75-3000-100-4000.	8925-275-10300-340-11660.
5.	Purchase Officer/ Purchase Store Officer.	2300-3700.	7220-220-8100-275-10300-340-10980.
6.	Dy. Chief Cane Dev. Officer/ Dy. Chief Engineer/ Dy. Chief Chemist/ Dy. Chief Accounts Officer.	2200-70-2550-75-3000-100-4000.	7220-220-8100-275-10300-340-11660.
7.	Asstt. Accounts Officer/Asstt. Cane Dev. Officer/ Asstt. Engineer (Mech.)/ Asstt. Engineer (Elect.)/ Instrument Engineer/ Mfg. Chemist/ Lab. Incharge/ Supdt. /Asstt. Accounts Officer (P)/Asstt. Engineer (D)/ Commercial Officer/ Asstt. Engineer(C)/ Asstt. Accounts Officer (Cane).	2000-60-2060-70-2550-75-3000-100-3500.	6400-200-7000-220-8100-275-10300-340-11660
8.	Labour Welfare Officer	2130-70-2550-75-3000-100-3700.	7000-220-8100-275-10300-340-10980
9.	Driver	1020-35-1160-40-1320-45-1500-50-2000-60-2060-70-2130- (S.P.300).	3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200 (S.P.300)
10.	Peon	750 with a start of 770-30-950-35-1160-40-1320-45-1410.	2520-100-3220-110-3660-125-4140-(with a start of 2620).

Sd/-  
Addl. Registrar (G)  
for Registrar, Cooperative Socs.  
Punjab, Chandigarh.

**No Sugar Mills/SNA -1/4-18/RCS/3692A**

**Dated:22.10.98**

From:

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director  
Sugarfed, Punjab, Chandigarh.

Subject: **Approval for amendment in qualification and experience for the post of Managing Director, Cooperative Sugar Mills in Annexure-1, S.L. No.1 of the Punjab State Cooperative Sugar Mills (Common Cadre) Service Rules, 1981 as amended in 1995.**

**Reference : Your office letter No. PSF/JA-3/98/3424 dated 23.7.98**

Memo:

As resolved by the supervisory officer vide its resolution No. 37 dated 14.7.98, approval of the Registrar, Cooperative Societies, Punjab, Chandigarh is hereby conveyed regarding amendment in qualification and experience for the post of Managing Director, Cooperative Sugar Mills (Common Cadre) Service Rules 1981 as amended in 1995. The amended Annexure 'A' is attached herewith for information and necessary action.

Sd/-  
Joint Registrar (F)  
for Registrar , Cooperative Socs.  
Punjab, Chandigarh

Encls : As above

## Annexure 'A'

### Existing and Proposed Qualifications and Experience for the post of General Manager of Cooperative Sugar Mills.

#### DIRECT RECRUITMENT

##### EXISTING

##### PROPOSED

QUALIFICATIONS	EXPERIENCE	QUALIFICATIONS	EXPERIENCE
Bachelor's Degree in Engineering(Mechanical) or Electrical or Electronics or Agricultural or Chemical. OR Bachelor Degree in Technology	10 years experience in in Sugar Factories as Departmental Head i.e. in the capacity of Chief Engineer or Chief Cane Development Officer or Chief Chemist or Chief Accounts Officer.	Bachelor's Degree in Engineering(Mechanical) or Electrical or Electronics or Agricultural or Chemical. OR Bachelor Degree in Technology	10 years experience in Sugar Factories as Departmental Head i.e. in the capacity of Chief Engineer or Chief Cane Development Officer or Chief Chemist or Chief Accounts Officer.
OR		OR	
Degree in Science with Post Graduate Diploma in Sugar Technology from the National Sugar Institute, Kanpur or the Deccan Sugar Institute Pune or the Guru Nanak Dev University, Amritsar.		Degree in Science with Post Graduate Diploma in Sugar Technology from the National Sugar Institute, Kanpur or the Deccan Sugar Institute Pune or the Guru Nanak Dev University, Amritsar.	
OR		OR	
Master Degree in Business Management with specialisation in finance.		Master Degree in Business Management with specialisation in Finance.	
OR		OR	
C.A. or I.C.W.A		C.A. or I.C.W.A	
OR		OR	
M.Com.		M.Com.	
OR		OR	
Officer of the Govt. of Punjab not below the rank of Class-1.	10 years class-1 service	Bachelor's Degree in Engg. (Mechanical or chemical or Electrical or production) and Master Degree in Business Administration.	10 years experience in higher managerial capacity in a reputed public Limited Process Industry.
		Officer of the Govt.of Punjab not below the rank of Class-1.	10 years class-1 service.
<b>BY PROMOTION</b>			
10 years experience of working as Departmental Head in the Mills in addition to experience specified for direct appointment as Departmental Head.		10 years experience of working as Departmental Head in the Mills in addition to qualification specified for direct appointment as Departmental Head.	

Sd/-  
Joint Registrar (Farming)  
Cooperative Societies, Punjab,  
Chandigarh



**No.RCS/Sugar MILLS/4-18/8539**

**dated:20.7.99**

From:

The Registrar,  
Cooperative Societies, Punjab.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

Subject: **Approval for amendment in Annexure-(I) (Sr.No.14)to the Common Cadre Rules,1981 as amended in 1995 with regard to qualification and experience for the post of Manufacturing chemist by promotion.**

Memo.

Please refer to your D.O.No PSF/JA-3/99/2249 dated 28.5.99 on the above cited subject.

Approval of the Registrar. Cooperative Societies, Punjab, Chandigarh is granted for the amendment in qualification and experience for the post of manufacturing chemist as resolved by Supervisory Officer in its meeting vide resolution No.28 dated 15.9.97 and sent vide your letter under reference.

The approved amendment is as under:-

**EXISTING RULE**

Pan Incharge or equivalent post with Sugar  
the service in the Punjab Cooperative  
sugar Mills.

A.N.S.I  
service

**AMENDMENT**

Pan Incharge or equivalent post with  
Sugar Boiling Course having 5 years  
Boiling Course having 5 years service in  
Punjab Cooperative Sugar Mills.

or

Lab Chemist with M.Sc. Course and  
in Sugar Technology having 5 years.

in the Punjab Cooperative Sugar Mills.

Joint Registrar ( F)  
For Registrar, Cooperative Societies,  
Punjab, Chandigarh.

**No.RCS/Sugar MILLS/SMA-1/4-18/RCS/8649**  
**dated:26.7.99**

From:

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

Sub: **Approval for allowances such as Medical allowance, City compensatory allowance/ Rural area allowance and House Rent allowance to be paid to Common-cadre employees and charging of House rent deduction on revised pay scales.**

Memo.

Please refer to your letter No.PSF/JA-III/99/2248 dated 28.5.99 on the subject cited above.

As resolved by Supervisory officer vide its resolution No.46 dated 25.5.99 and recommended by your office reg. medical, city compensatory allowance/Rural area allowance, H.R.A. and House rent deduction to the common-cadre employees of the Sugar Mills, approval of the Registrar, Cooperative Societies, Punjab, is hereby conveyed as under:-

<u>Sr.No.</u>	<u>Allowance</u>	<u>Approved by office</u>
1.	Medical allowance	200/-P.M
2.	City compensatory allowance/ Rural allowance.	2% of basic pay subject to maximum of Rs. 250/-P.M.
3.	House Rent allowance.	5%of basic pay to the employees who have not been provided with the accommodation in the mill due to non- availability of accommodation or have been temporarily transferred to H.Q. Sugarfed, Punjab.
4.	House Rent deduction.	Managing Director/Head of the Deptt/ below the rank of H.O.D-5% of the basic pay.

Sd/-  
Joint Registrar (Farming)  
for Registrar, Cooperative Societies,

Punjab, Chandigarh

**No. Sugar Mills/SMA-I/4-18/9394A  
7.9.99**

**Dated:**

From:

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

Subject: **Revision of pay scales of Common-Cadre employees w.e.f.  
1.1.96.**

Memorandum:

Please refer to your letter No.PSF/JA3/99/2390 dated 4.6.99 on the subject cited above.

As desired, the paragraph of revision of pay scales of common cadre employees w.e.f 1.1.96 wherein approval was given by this office as detailed here under is hereby deleted :-

"Other terms and conditions reg. revision of pay scales will be admissible as per Punjab Civil Services revised pay Rules, 1998 and notification issued by the Punjab Govt. from time to time."

Sd/-  
Joint Registrar (F)  
for Registrar, Cooperative Socs.  
Punjab, Chandigarh.

**No.Sugar Mills/SMA-1/3-33/ 9580-A**

**Dated:15.9.99**

From:

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

**Subject: Revision of Staffing Pattern of Sugarfed, Punjab**

Memo

Please refer to your letter No.PSF/MD/FA/99/250 dated 14.9.99 on the subject cited above.

Approval of the Registrar, Cooperative Societies, Punjab, Chandigarh is hereby conveyed for the rationalization of the staffing pattern for Sugarfed as resolved by the Supervisory Officer vide resolution no. 52 in its meeting held on 27.8.99 along with Annexure A,B,C and D of Sugarfed rules and Annexure-II of Common Cadre Rules.

The revised approved strength is as under:-

Class of Posts	Existing approved Strength	Vacant abolished	Reduced to personal	Revised approved strength
A	16	4	3	9
B	9	2	3	4
C	57	6	20	31
D	20	0	15	5
Total	102	12	41	49

Joint Registrar (F)  
for Registrar, Cooperative Societies,  
Punjab, Chandigarh

**No.Sugar Mills/SMA-1/4-18/ 12260P**

**Dated:29.12.99**

From:

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

Subject: **Approval of amendment in Annexure to Rule 2.83 of the Punjab State Cooperative Sugar Mills Common Cadre Service Rules,1981 as amended in 1995.**

Memo

Please refer to your letter No.PSF/JA-111/99/3020 dated 16.7.99 on the subject cited above.

Approval of the Registrar, Cooperative Societies, Punjab, Chandigarh is hereby conveyed regarding amendment in Annexure-B of rule 2.83 and to delete Sr.No.21 of Annexure- B-6 Rule 2.10 of the Punjab State Cooperative Sugar Mills(Common Cadre)Service Rules 1981 as amended in 1995 as resolved by Supervisory Officer vide its resolution No.50 dated 5.7.99 and recommended by your office letter under reference. A copy of amended Annexure-B is attached.

Joint Registrar (F)  
for Registrar, Cooperative Societies,  
Punjab, Chandigarh

Encl:As above.

## ANNEXURE - ' B '

<b>S.No.</b>	<b>Name of Post.</b>	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Accepting Authority</b>	<b>Appellate Authority</b>
1.	General Manager of the Mills.	Chairman/ Administrator of the Mills.	Chief Executive Officer, Sugarfed.	RCS,Punjab	Financial Commissioner,Cooperation ,Punjab.
2.	Chief Engineer.	General Manager of Mills.	Technical Adviser(Engg.).	CEO,Sugarfed.	RCS,Punjab
3.	Chief Chemist.	-do-	Technical Adviser(ST).	-do-	-do-
4.	Chief Accounts Officer.	-do-	Executive Director(C).	-do-	-do-
5.	Chief Cane Development Officer.	-do-	Cane Adviser.	-do-	-do-
6.	Labour Welfare Officer.	-do-	Addl. Managing Director.	-do-	-do-
7.	Deputy Chief Engineer.	Chief Engineer.	General Manager of the Mills.	-do-	-do-
8.	Deputy Chief Chemist.	Chief Chemist.	-do-	-do-	-do-
9.	Dy. Chief Cane Development Officer.	Chief Cane Development Officer.	-do-	-do-	-do-
10.	Asstt. Cane Development Officer.	-do-	-do-	-do-	-do-
11.	Asstt. Engineer (mech./Elect.)	Chief Engineer.	-do-	-do-	-do-
12.	Asstt. Accounts Officer/A.A.O. Cane.	Chief Accounts Officer	-do-	-do-	-do-
13.	Manufacturing Chemist.	Chief Chemist.	-do-	-do-	-do-
14.	Laboratory Incharge.	-do-	-do-	-do-	-do-
15.	Instrument Engineer.	Chief Engineer.	-do-	-do-	-do-
<b><u>DISTILLERIES</u></b>					
16.	Production Manager.	General Manager of The Mills.	Technical Adviser (ST).	CEO, Sugarfed.	RCS, Punjab.
17.	Deputy Chief Chemist	Production Manager.	General Manager of the Mills.	-do-	-do-
<b><u>LABORATORIES</u></b>					
19.	Biologist.	General Manager of The Mills.	Cane Adviser.	-do-	-do-
20.	Technician.	Biologist.	General Manager of the Mills.	-do-	-do-

**PERSONAL POSTS AT ZIRA AND GURDASPUR SUGAR MILLS.**

21.	Deleted.				
22.	Manager Quality Control.	General Manager of the Mills	Technical Adviser (ST)	-do-	-do-
23.	Medical Officer	-do-	Addl. Managing Director	-do-	-do-
24.	Administrative Officer	-do-	-do-	-do-	-do-
25.	Senior Mfg. Chemist	Chief Chemist.	General Manager of the Mills.	-do-	-do-
26.	Purchase Officer/PSO.	General Manager of the Mills.	Financial Adviser.	-do-	-do-
27.	Commercial Officer	-do-	Executive Director (C)	-do-	-do-
28.	Asstt. Engineer (Civil).	-do-	Executive Engineer/AMD.	-do-	-do-

NOTE: The remarks of Advisers concerned in case of categories from 7 to 15, 17, 18, 20, 23, to 25 shall also be recorded in proforma before sending to the Accepting authority.

The Sugarfed shall convey the adverse remarks to the concerned employee within two months of the Annual Confidential Report from the Accepting Authority.

**No. Sugar Mills/SMA-I/Rcs/4-18/3211  
2K**

**Dated: 10-2-**

From:

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

Subject: **Approval for amendment in qualification and experience for promotion of Assistant Engineer (Mech.) Electrical/Distillery and by direct Recruitment of Trainee Assistant Engineer of Common Cadre employees .**

Memorandum:

Please refer to your letter No.PSF/JA3/99/2712 dated 29.6.99 on the above cited subject

Approval of the Registrar Cooperative Societies, Punjab is hereby conveyed for amendment in qualification and experience for promotion of Assistant Engineer (Mech.), Electrical /Distillery and by direct recruitment of Trainee Assistant Engineer of Common Cadre Employees as resolved by supervisory Officer, Sugarfed, Punjab vide its resolution No. 48 dated 15.6.99 vide under reference.

Sd/-  
Addl. Registrar (G)  
for Registrar, Cooperative Socs.  
Punjab, Chandigarh.



## SUGARFED,PUNJAB,CHANDIGARH

Meeting of the Supervisory Officer,Punjab held on **15.6.99** to pass the following resolution.

### Agenda item

To consider amendment in qualification and experience for promotion of Asstt. Engineer (Mech.) Asstt. Engineer (Elect.) and Asstt. Engineer (Distillery) and by direct recruitment of Trainee Asstt. Engineers prescribed in the Common Cadre Rules,1980 as amended in 1995 at sr.No.11&12 of Annexure-1,sr.No.3 of Annexure-111 and Sr.No.17 of Annexure- 1.

### Decision

Considered and resolved that the amendment proposed with regard to qualification and experience for promotion of Asstt. Engineer (Mech.),Asstt. Engineer (Elect.) and Asstt. Engineer(Distillery)and by direct recruitment of Trainee Asstt. Engineers prescribed in the Common Cadre Rules,1981 as amended in 1995 at sr.No.11&12 of Annexure-1,Sr.No.3 of Annexure-111 and Sr.No.17 of Annexure-1 are approved as under:-

### Existing

#### By Promotion

1. Asstt.Engineer(Mech.)  
Matriculation/Higher Secondary with I T I certificate with 2 years Asstt. Engineer(Mech.) Service in the Punjab Coop. Sugar Mills. as Foreman (Mech.),Centrifugal Workshop, Mills House or equivalent post.  
OR  
2 years diploma in Fitter Trade with 5 years service in the Punjab Coop. Sugar Mills as Draftsman (Mech.)or equivalent.

### Proposed

- (Sr.No.11 ofAnnexure-1)  
Degree in Mechanical Engineering with 2 years experience as Trainee Asstt. Engineer (Mech.) in the Punjab Coop. Sugar Mills.

#### By Promotion

2. Assttt. Engineer(Elect.)  
2-3 years Certificate Course in the related trade with 5 years service Engineer as Electrical Forman or equivalent in Punjab Coop. Sugar Mills.  
OR

- (Sr.No.12 of Annexure-1)  
Degree in Electrical or Electronics Engineering with 2 years experience as Trainee Asstt. (Elect.)in the Punjab Coop. Sugar Mills.

2-3 years Certificate Course in the

related trade with 5 years service as Head Electrician or equivalent post in Punjab Coop. Sugar Mills.

**By Promotion**

**3. Asstt. Engineer(Distillery)**

2-3 years certificate course in the related trade with 5years Service as Electrical Foreman or equivalent post in Distilleries.

OR

2-3 years Certificate Course in the related

(Sr.No. 3 of Annexure-III)

Degree in Electrical Engineering with 2 years experience as Trainee Asstt. Engineer (Elect.) in Punjab Coop. Sugar Mills / Distilleries.

**4. Trainee Asstt.Engineer**

Degree in Mechanical or Electrical or Electronics or Agricultural Engineering.

Note:

- i) Duration of training in all the cases shall not be less than one year/2 years and not more than 3 years.
- ii) Every Trainee shall have to execute a bond to continue in the Service of the Punjab State Coop-Sugar Mills Ltd. for a Minimum period of 3 years after successful completion of training.
- iii) Stipend of Rs.2500/-P.M. in the first year and Rs.3000/- in second and third year. Bonus/Production incentive as per rules or Rs.250/- P.M. as compensatory allowance in lieu there of in the new sugar mill. Bachelor's accommodation if available or Rs.300/-P.M. as House Rent in lieu thereof.

(Sr. No.17 of Annexure-I)

Degree in Mechanical or Electrical or Electronics Engineering or Instrumentation Engineering.

- i) Duration of training in all the cases shall not be less than one year/2 years and not more than 3 years.)
- ii) Every Trainee shall have to execute a bond to continue in the Service of the Punjab State Coop-Sugar Mills Ltd. for a Minimum period of 3 years after successful completion of training.
- iii) Stipend of Rs.2500/-P.M. in the first year and Rs.3000/- in the second and third year. Bonus/Production incentive as per rules or Rs.250/- P.M. as compensatory allowance in lieu there of in the new sugar mill. Bachelor's accommodation if available or Rs.300/- P.M. as House Rent in lieu thereof.

Sd/-  
Supervisory Officer,  
Sugarfed, Punjab,  
Chandigarh.

Meeting of the Supervisory Officer, Sugarfed, Punjab held on 20.7.1999 to pass the following resolution:-

Agenda Item

To consider to implement Assured Career Progression Scheme issued by the Punjab Govt. vide letter no. 7/37/99-SPPI/12951 dated 25.9.98 for Common Cadre employees w.e.f. 1.1.96 and to consider next higher time scale on completion of 8 years & 32 years service of these common cadre employees whose pay scales do not exist in the column no. 3 of the first schedule annexed to Punjab Civil Service (Revised pay) Rules, 1998.

Decision

Considered and received that the Assured Career Progression Scheme be adopted for Common Cadre employees w.e.f. 1.1.96.

Further, considered and received that the implementation of this scheme in the following cases is ratified:-

S.No.	Name of the employees	Date of placement in the next higher Scale under ACP's scheme
1.	Sh. I.P.S.Bhatia Dy. Chief Chemist	1.11.98
2.	Sh.Balwinderjit Singh Dy. Chief Chemist	11.8.97
3.	Sh.K.J.S.Majithia Manager(QC)	8.9.98

Further considered and received that the pay scale in the following case are approved for implementation in the next higher scale for the purpose of this Scheme:

S.No.	Category	Existing Pay Scale	Proposed pay Scale of completion of 8 years service	Proposed pay Scale on completion of 32 years service
1.	Managing Director /General Manager(P)	12000-19100	13125-20100	13500-22100
2.	Chief Engineer/ Chief Chemist/ Chief A/Cs. Officer/ Chief Cane Develop./ Officer/Biologist/	11320-18150	12000-18600	13125-20100

Production Manager

- |    |                                                    |            |                                                                                          |                                                                                        |
|----|----------------------------------------------------|------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 3. | Medical Officer/<br>Admn. Officer/<br>Mfg. Chemist | 8925-11660 | 9200-13900                                                                               | As per first schedule<br>annexed to Pb. Civil<br>Service (Revised pay)<br>Rules, 1998. |
| 4. | Purchase Officer/<br>Purchase Store<br>Officer     | 7220-10980 | As per first<br>schedule annexed<br>to Pb. Civil Service<br>(Revised pay)<br>Rules, 1998 | -do-                                                                                   |

Sd/-  
Supervisory Officer  
Sugarfed, Punjab

**No. RCS/Sugar Mills/SMA-I/KC/4-18/4261A  
24.7.2K**

**Dated.**

From

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

**Subject: Approval for implementation of Assured Career Progression Scheme issued by the Punjab Govt. Vide letter No.7/37/98-5/PPI/12851 dated 25.9.98 for Common Cadre employees W.e.f. 1.1.96 and for next higher time scale on completion of 8 years and 32 years service of those Common Cadre employees where pay scale do not exist in the Column No.3 of the First Schedule annexed to Punjab Civil Services (Revised Pay)**

**Memo.**

Please refer to your letter No. PSF/JA-III/2K/2779 dated 20.6.2000 on the subject cited above.

Approval of the Registrar, Cooperative Societies, Punjab Chandigarh is hereby conveyed for implementation of Assured Career Progression Scheme as per Govt. Instructions issued vide Letter No. 7/37/98-SPP I/12851 dated 25.9.98 for Common Cadre employees w.e.f. 1.1.96 and for next higher time scale on completion of 8 years and 32 years as resolved by Supervisory Officer in its meeting 20.9.99.

You are further advised to implement the Assured Career Progression Scheme strictly under the provision of the scheme and relevant rules.

Sd/-

Joint Registrar (F)  
for Registrar, Cooperative Societies,  
Punjab, Chandigarh.

**No.RCS/Sugar Mills/SMA-1/3-59/4884A**

**Dated.28.8.2000**

From

The Registrar,  
Cooperative Societies, Punjab, Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

**Subject: Approval to revise Punjab State Federation of Cooperation Sugar Mills Service (Common Cadre and Sugarfed) T.A. Rules 1995 in pursuance of revision of pay scales of Sugarfed as well as of Common Cadre Employees.**

**Memo :**

Please refer to your letter No.PSF/74-16/TA/DA Rules/3058 dated 29.6.2000 on the subject cited.

Approval of the Registrar, Cooperative Societies, Punjab, Chandigarh. is hereby conveyed for the amendment of TA Rules, 1995 in pursuance of revision of pay scales of Sugarfed as well as of Common Cadre Employees of Sugar Mills as per Punjab Govt. instructions issued vide letter No. 5.1.98-2FP/IV/356 dated 8.5.98 and as amended for time to time by the Govt.

Sd/-  
Joint Registrar (Farming)  
for Registrar, Cooperative Societies,  
Punjab, Chandigarh.

1. Implementation of the recommendations of the Fourth Punjab Pay Commission regarding T.A/DA (Copy of F.D. Pb. No. 5/1/98-2FPIV/356 dt. 8.5.98)

I am directed to address you on the subject cited above and to say that in pursuance of the recommendations of the Fourth Punjab Pay Commission, the Governor of Punjab is pleased to take the following decisions :-

- (i) For the purpose of TA/DA grading of the employees in various pay ranges in the revised scales of pay (as sanctioned vide Punjab Civil Service (Revised Pay Rules, 1998) shall be as under :-

Grade	Pay Range
I	Rs. 15,000 and above
II	Rs. 10000 and above but less than Rs. 15000
III	Rs. 6000 and above but less than Rs. 10000
IV	Rs. 5000 and above but less than Rs. 6000
V	Rs. 4000 and above but less than Rs. 5000
VI	Below Rs. 4000

- (ii) The revised classification of cities in or outside the State, for the purpose of grant of T.A/D.A. to Government employees, shall be as under :-

- a) Cities with population of 50 Lakhs and Above A-1  
 b) Cities with population of 20 lakhs and above but less than 50 Lakhs A  
 c) Cities with population of 10 lakhs and above but less than 20 Lakhs B-1  
 d) Cities with population of 05 lakhs and above but less than 10 Lakhs B

- (iii) Daily Allowance

The revised rates of daily allowance shall be as under :-

Grade place	A-1 Class cities Hotel/ place	A-Class Cities Hotel/Non Hotel	B-1 Class cities Hotel/Non Hotel	B-2 Class cities and other place
	<u>Non-Hotel rates</u>	<u>rates</u>	<u>rates</u>	<u>Hotel/Non-Hotel</u>
I	Rs. 400/- Rs. 200/-	Rs. 320/- Rs. 160/-	Rs. 240/- Rs. 120/-	Rs. 160/- Rs. 80/-
II	Rs. 350/- Rs. 150/-	Rs. 280/- Rs. 120/-	Rs. 210/- Rs. 90/-	Rs. 140/- Rs. 60/-
III	Rs. 225/- Rs. 125/-	Rs. 180/- Rs. 100/-	Rs. 135/- Rs. 75/-	Rs. 90/- Rs. 50/-
IV & V	Rs. 190/- Rs. 100/-	Rs. 150/- Rs. 80/-	Rs. 115/- Rs.60/-	Rs. 75/- Rs. 40/-

- |    |                       |                       |                      |                      |
|----|-----------------------|-----------------------|----------------------|----------------------|
| VI | Rs. 150/-<br>Rs. 75/- | Rs. 120/-<br>Rs. 60/- | Rs. 90/-<br>Rs. 45/- | Rs. 60/-<br>Rs. 30/- |
|----|-----------------------|-----------------------|----------------------|----------------------|
- (iv) No Daily Allowance shall be permissible within a radius of 8 Kms. from the place of duty, Road Mileage at the fixed rates will, however, be paid for this journey except to employees in receipt of Local Travelling-cum-misc. Allowance and Conveyance Allowance.
- (v) Journey beyond 8 Kms and within 25 Kms. of the place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to the headquarters, the same day. But when such a journey involves night stay, an employee shall be entitled to normal traveling allowance.
- (vi) A full Daily Allowance shall be admissible for journey beyond 25 Kms. from the headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance shall be admissible.
- (vii) No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.
- (viii) The entitlement to Travel by Rail shall be as under :-

<u>Grade</u>	<u>Travel Entitlement</u>
I	Ist Class A.C/Shatabadi Executive Class
II	A.C. Chair Car/A.C. Two tier sleeper/Ist Class
III & IV	Ist Class/A.C. Chair Car/A.C. three tier
V & VI	Second Class Sleeper

- (ix) In case the journey is to a place connected by Rail, the employees shall have to option to travel by any mode of road transport i.e. whether by Air Conditioned Bus, Delux Bus or Ordinary Bus, subject to the payment of actual charges or maximum railway fare, whichever is less. In the case of stations not directly connected by Rail, the entitlement of road travel shall be as under :-

<u>Grade</u>	<u>Entitlement</u>
I & II	A.C. Bus
III	Delux Bus/Express Bus
IV & V and VI	Ordinary Bus

(x) The criteria of entitlement to Travel by Air within India shall be as under :

Grade I	At discretion
Grade II	On the condition that the distance is more than 500 Kms.

In Case of International travel, Officers of and above the level of Secretaries in the State Government and of equivalent Status shall be entitled to travel by



Business/Club class and all other officers of the State Government shall be entitled to travel by economy class.

- (xi) The revised road mileage per Km. Shall be as under :-

Grade	Own Motor	Own Motor Cycle/	Ordinary	Other means of conveyance	
	<u>Car</u>	<u> Scooter</u>	<u>Cycle</u>	<u>Taxi</u>	<u>Other means</u>
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
I	3.00	1.20	0.50	3.50	3.00
II	3.00	1.20	0.50	3.50	3.00
III	3.00	1.20	0.50	3.50	3.00
IV	--	1.20	0.50	--	1.50
V	--	1.20	0.50	--	1.50
VI	--	--	0.50	--	1.50

- (xii) The maximum revised rates of Hotel Accommodation/Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under :-

Grade	Accommodation			
I	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 5 star.			
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 3 star.			
	<u>A-I Class Cities</u>	<u>A-Class Cities</u>	<u>B-I Class Cities</u>	<u>B-2 Class cities/ Other places</u>
III	Any Hotel room upto Rs. 200/- per day	Any hotel room upto Rs. 160/- per day	Any hotel room upto Rs. 120/- per day	Any hotel room upto Rs. 80/- per day.
IV&V	Any Hotel room upto Rs. 150/- per day	Any hotel room upto Rs. 120/- per day	Any hotel room upto Rs. 90/- per day	Any hotel room upto Rs. 60/- per day.
VI	Any hotel room upto Rs. 100/- per day	Any hotel room upto Rs. 80/- per day	Any hotel room upto Rs. 60/- per day	Any hotel room upto Rs. 40/- per day.

At New Delhi and Shimla, the expenditure on hotel accommodation and Daily Allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/Circuit Houses/Rest Houses at these places.

(xiii) The employees shall be entitled to the transport charges for the carriage of their personal effects on transfer, according to the following norms :-

Grade I & II	Two Trucks
Grade III	One Truck
Grade IV, V & VI	One Mini Truck

- a) The rates shall be fixed for carriage of personal effects by road only. The State Transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometre and revise them atleast annually. If necessary, he may fix separate rates for journey covering smaller distances.
  - b) If an employee transports his personal effects by rail, the existing rules and instructions shall apply.
  - c) The State Government employees shall also be allowed a Composite Transfer Grant equal to one month's basic pay in case of their transfer involving a change of station located at a distance of more than 25 Kms and in case of transfer to stations which are at a distance of less than 25 Kms, the Composite Transfer Grant will be restricted to 1/3 of the basic pay, provided a change of residence is actually involved. This grant would be in addition to the transportation charges and no packing charges, transport incidentals for the Government Servant and the members of his family as well as the road mileage for journeys between the residence and the railway station/Bus Stand/Airport at the old and new stations, shall no longer be admissible as these will instead be subsumed in the Composite Transfer Grant.
- (xiv) The time limit for the presentation of Traveling Allowance bill for shifting of personal effects on retirement is enhanced from six months to two years.
2. The instructions/orders issued from time to time on the subject shall be treated to have been modified to the extent of the decisions contained in this letter.
  3. The decisions contained in this letter shall be effective from the 1st day of June, 1998.
  4. The relevant rules shall be amended in due course on the lines of the decisions contained in this letter.

**No. RCS/Sugar Mills/SMA-I/4-18/667**

**Dated.12.01.2001**

From

The Registrar,  
Cooperative Societies, Punjab,  
Chandigarh.

To

The Managing Director,  
Sugarfed, Punjab,  
Chandigarh.

- Subject:: (i) **Approval for amendment in the Common Cadre Rules with regard to qualification for the post of Manufacturing Chemist by promotion.**
- (ii) **Approval for amendment in Sub-rule 4(a) to Annexure-6 (Discipline, Punishment and Appeal Rules) of Rule 2.98 of Common Cadre Rules, 1981 as amended in 1995 regarding change of Appellate Authority.**
- (iii) **Approval for amendment in Annexure 'B' to Rule 2.83 of Common Cadre Rules 1981 amended in 1995 with regard to include the name of Authorities to record the ACR in respect of Deputy Chief Accounts Officer.**

**Reference : Your office letter No. PSF/5459 dated 24.10.2000**

### **Memorandum**

As resolved by the Board of Directors of the Sugarfed and recommended by your office, approval of the Registrar, Cooperative Societies, Punjab is hereby conveyed to amend the rules of the Punjab State Cooperative Sugar Mills (Common Cadre) Service Rules, 1981 as amended in 1995 as detailed below :-

<u>Sr.</u>	<u>Rule</u>	<u>Resolution</u> <u>Passed by BOD</u> <u>No. and dated</u>	<u>Existing Rule</u>	<u>Amended</u>
1.	--	2.7./24.4.2000	Pan Incharge or equivalent post with Sugar Boiling Course having 5 Years service in the Punjab Coop. Sugar Mills. Or Lab Chemist with M.Sc. Course and A.N.S.I. in Sugar Technology having 5 Yrs. service in the Punjab Coop. Sugar Mills.	Pan Incharge or equivalent post with Sugar Boiling Course having 5 Years service in the Punjab Coop. Sugar Mills. Or Lab Chemist with M.Sc. Course or A.N.S.I. in Sugar Technology from Kanpur or equivalent qualification from the Deccan Sugar Institute, PUNE Or Guru Nanak Dev.

University, Amritsar having  
5 Yrs. service in the Punjab  
Coop. Sugar Mills.

2. 2.98 Sub 2.13/24.4.2000 An appeal against the order of the Managing Director imposing a penalty under Rule-5 of these Rules shall lie to the Registrar, Coop. Socs. Punjab.
- An appeal against the order of the Managing Director imposing a penalty under Rule-5 of these Rules shall lie to the Board of Directors and Revision against the orders of the Board of Directors shall lie to the Registrar, Coop. Societies, Punjab.

3.

Rule	Regd. <u>No. &amp; date</u>	Name of <u>Post</u>	Reporting <u>Authority</u>	Reviewing <u>Authority</u>	Accepting <u>Authority</u>	Appellate <u>Authority</u>
2.83	2.9/24.4. 2000	Deputy Accounts Officer	Chief Accounts Officer	Managing Director Of Sugar Mills	Chief Executive Officer (M.D. Sugarfed)	RCS Punjab

Sd/-  
Joint Registrar (F)  
for Registrar, Cooperative Socs.  
Punjab, Chandigarh.