



SUGARFED

**SERVICE RULES
(AMENDED TILL 01.09.2026)**

**THE PUNJAB STATE FEDERATION OF
COOPERATIVE SUGAR MILLS LTD.,
PLOT NO.53, SECTOR-54, PHASE-2, MOHALI**

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**THE PUNJAB STATE FEDERATION OF COOPERATIVE SUGAR MILLS LTD.
(SERVICE) RULES, 1980 AS AMENDED UPTO 01.09.2026**

Whereas it is desirable to frame the Service Rules to regulate the general working and administration of the Sugarfed staff.

CHAPTER-1: GENERAL

1.10 These Rules may be called the Punjab State Federation of Cooperative Sugar Mills Ltd., (Service) Rules, 1980.

1.11 These Rules shall come into force with effect from 10.11.1980 subject to amendments from time to time.

1.12 These Rules shall apply to all the whole time regular employees of the Sugarfed, provided that:-

- i) In the case of employees on deputation from the State Government or any other authority these shall apply subject to the terms of their deputation /appointment; and
- ii) In the case of employees engaged otherwise, these shall apply subject to the term of their contract of appointment.

1.13 In these Rules, unless there is anything repugnant to the subject or context:-

- a) "Sugarfed means the Punjab State Federation of Cooperative Sugar Mills Limited.
- b) "Board" means the Board of Directors of the Sugarfed as constituted under the byelaws of the Sugarfed.
- c) 'Managing Director' means the Managing Director of the Sugarfed.
- d) 'Appointing Authority' means the Managing Director, Sugarfed.
- e) 'Direct Appointment' means an appointment made direct other than by promotion or by transfer of an official already in the service of Punjab Govt. or of the Government of India or of any other Cooperative Institution.
- f) 'Duty' includes:
 - i) Service as probationer.
 - ii) Period during which an employee is on joining time.
 - iii) Period spent on casual leave.
 - iv) Period spent beyond sphere on duty when authorised by the competent authority.
- g) 'Bye -laws' means the 'Bye-laws' of the Sugarfed duly registered by the Registrar.
- h) 'Family' means family as defined in the Punjab Civil Service Rules, Vol-I' Part-1.
- i) "Registrar" means the Registrar Cooperative Societies, Punjab.
- j) "Service" means service of the Sugarfed.
- k) "Recruiting Authority" means a Committee comprising the

i) Chairman, Sugarfed, Punjab/ in the case of non-existence of Chairman, any Director to be authorised by BODs of Sugarfed/ Administrator/Supervisory Officer as the case may be,

(ii) Managing Director, Sugarfed, Punjab,

- (iii) Registrar, Cooperative Societies, Punjab or his nominee.
 - (iv) Nominee of Department of Cooperation, Govt. of Punjab,
 - (v) General Manager (Head Quarter), Sugarfed, Punjab,
- for the recruitment of personnel staff in Class-A and Class-B and Managing Director for personnel staff Class-C and D.

- 1.14 The powers to interpret these Rules shall vest in the Registrar and his ruling shall be final.
- 1.15 The Managing Director may delegate to a subordinate Officer all or any of the powers vested in him under these Rules and subject to such limitations as he might impose.

CHAPTER - II

APPOINTMENT AND GENERAL CONDITIONS OF SERVICE

2.10

- (a) The service shall comprise the posts shown in schedule A and will be categorised as below:-

Class 'A'	Officers
Class 'B'	Supervisory Staff
Class 'C'	Ministerial Staff
Class 'D'	Subordinate Staff

Provided that on recommendation of the Managing Director, the Board of Directors shall be competent to add or delete any post or category of posts or change the status, nomenclature/designation of any post or posts subject to the prior approval of the Registrar.

- (b) **METHOD OF RECRUITMENT:**

The members of the service shall be recruited:-

- i) By direct appointment.
 - ii) By promotion.
 - iii) By absorption on transfer of a person already in the service of a public sector or statutory undertaking of the Government of Punjab, subject to the condition that the person so absorbed fulfill the qualifications for the job.
 - iv) By transfer on deputation of a person already in the service of the State Government or the Central Government or any Cooperative Institution.
- (c)
- i) The Appointing Authority will decide the mode of recruitment of any vacancy.
 - ii) Appointment by promotion will be made by selection as per instructions of the Govt, of Punjab, Department of Personnel issued vide letter no. 4/6/2000-3PPI/13720 dated 6.9.2001 and as amended from time to time by the Govt.

(d) **SELECTION OF APPOINTMENT**

Selection for direct appointment shall be made by the recruiting authorities mentioned below:-

- i) Direct appointment of posts categorised as Class-A and B in Rule 2.10 shall be made by a Committee comprising the
 - (i) Chairman, Sugarfed, Punjab/ in the case of non-existence of Chairman, any Director to be authorised by BODs of Sugarfed/ Administrator/ Supervisory Officer as the case may be,
 - (ii) Managing Director, Sugarfed, Punjab,
 - (iii) Registrar, Cooperative Societies, Punjab or his nominee.
 - (iv) Nominee of Department of Cooperation, Govt. of Punjab and,
 - (v) General Manager (Head Quarter), Sugarfed, Punjab.
- ii) Direct Appointments of post categorised as Class -C and D in Rule 2.10 shall be made by Managing Director.
- (e) No person shall be appointed to the service unless he possesses the educational and other qualifications prescribed in these Rules of **SCHEDULE- A**.
- i) The required qualification of Punjabi for direct recruitment as per Punjab Government Rules shall be compulsory. However, the chief Executive Officer with the approval of the Registrar may relax the qualification and experience for any post/category of posts as specified in Schedule-'A' of the Service Rules.

2.11 No person shall be appointed to the service:-

- i) Unless he produces a certificate of physical fitness from a Government Doctor not below the rank of Assistant Surgeon.
- ii) Unless he is a citizen of India, Nepal, or a subject of Bhutan. However, the person belonging to Nepal or Bhutan shall obtain a N.O.C. from the Home Department of Punjab. The person to be appointed against class -III and IV shall be a Domicile of Punjab.
- iii) Unless he submits an Affidavit attested by Ist Class Magistrate to the effect that he has never been dismissed from any State or Central Govt. or of Corporation or of a Cooperative Institution's service.

2.12(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non technical posts on the first day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be."

- (2) Increase in upper age limit-Notwithstanding anything contained in rule 2.12(1), on and with effect from the commencement of Punjab Civil Services (General and common conditions of service) Amendment Rules 2010, wherein any other Service rules, or in Government Instructions, the upper age limit for appointment to any Service or for any years, it shall be deemed to have been increased by two years.

2.13 Service of the employee shall be deemed to commence from the working day on which he reports for duty at his headquarters

2. 14(i) **PROBATION**

1) A person appointed to any post in service shall remain on Probation for a period of three years if recruited by direct appointment and one year if appointed otherwise

Provided that:

a) any period, after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation.

b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the service, may in the discretion of the appointing authority, be allowed to count towards the period of probation.

c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and

d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

2) If any, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and half years from the date of appointment, it may,

a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment, and

b) If such person is appointed otherwise;

i) revert him to his former post, or

ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

3) On the completion of the period of probation of a person, the appointing authority may-

a) if his work and conduct has in its opinion been satisfactory

3) On the completion of the period of probation of a person, the appointing authority may

a) if his work and conduct has in its opinion been satisfactory

i) confirm such person from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules

b) dispense with his service, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit.

c) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1)

Provided that the total period of probation including extension if any, shall not exceed three years.

4) During the period or extended period of probation, the service of an employee may be terminated without any notice or payment of any money in lieu thereof.

5) Temporary service in the Sugarfed in an equivalent post shall count towards probationary period of an employee.

Note:

i) Rule No. 2.10 C- as amended vide letter no: RCS/Sugar Mills/SMA-1/335/1348 dated 3.2.2004

ii) Rule No. 1.13(K) and 2.10(d) (i) as amended vide letter no. whw' BzLo; ; \$;w; \$GZfsnK;pzXh\$6517 dated 15.10.2020

iii) Rule No. 2.10 (e):- as amended vide letter no. whw' BzLo; ; \$wzvvh\$;w; \$ekwB ekvo /10451 dated 23.08.2023.

2.15

- i) The Appointing Authority may terminate the service of an employee by giving three month's notice or pay and allowance in lieu thereof. Similarly an employee shall not leave the service of the Federation without giving three month's notice or forfeit pay including allowance in lieu thereof.
- ii) The appointing authority may retire or dismiss an employee on account of misconduct by adopting the procedure as laid down in the Conduct, Discipline and Appeal Rules.
- iii) An employee shall retire on attaining the age of 58 years. The Headquarter and the sphere of duty of an employee shall be fixed by the Managing Director provided that Group D employee shall retire on attaining the age of 60 years. However, the persons with Disabilities covered under Section 33 of equal opportunities, Protection of rights & Full Participation Act, 1995 (Central Act No 1 of 1996) shall retire on attaining the age of 60 years.

CHAPTER-III

RECORD OF SERVICE

- 3.10 Record of service in respect of each employee of the service shall be maintained in the form prescribed for the purpose by the Sugarfed.
- 3.10(a) Authorised to initiate review and accept the annual confidential reports in case of all employees to the service shall be as specified in Annexure-'A'
- 3.11 Inter-se-seniority of the employees in a post shall be determined from the date of continuous service.

Provided that in the case of an employee appointed under Rule 2.10(b)(ii)&(iii), the deemed date shall be determined from the date of joining against a post in Sugarfed.

CHAPTER-IV

DISCIPLINE, PENALTIES AND APPEALS

- 4.10 In the matters of Discipline, Punishment and Appeals, the employee of Sugarfed shall be governed by the provision of the existing Punjab State Federation of Cooperative Sugar Mills Service (punishment and Appeal) Rules, as specified in Annexure-"B".

Note: Rule No. 2.15 (i):- As amended vide letter no. RCS/Sugar Mills/3-35/1348 dated 3.2.2004.

CHAPTER-V

PAY, ALLOWANCES AND OTHER CONCESSIONS

5.10(a) The scale of pay and allowances to the members of the service shall be granted by the BODs of Sugarfed, Punjab with the approval of the Registrar subject to the condition that the pay scale and allowances to the members of the service shall not be more than the same granted by Punjab Govt. to its similarly placed employees.

However, the members of the service who are appointed on or after 17.07.2020 shall be entitled to pay scales as per 7th CPC duly approved by the Govt. of Punjab, Deptt. of Finance or as per instructions issued by the Punjab Govt. from time to time in this regard. Detail of pay scales is at **SCHEDULE- B**

(b) The allowances shall be admissible as per Punjab Government Rules.

5.11 (a) Pay and allowances shall accrue to an employee from the commencement of his service.

(b) Pay and allowances shall cease to accrue to an employee from the date he is relieved from the service after acceptance of his resignation or his retirement, termination, removal or dismissal.

5.12 Normal annual increment in a time scale shall accrue on completion of one year at a stage in the time scale. Officiating service in higher scale shall qualify for increment in both the lower scale and the scale in which the incumbent is officiating. Unless an increment has been with-held it shall accrue as a matter of course.

5.13 On promotion to a higher scale, the pay of an employee shall be fixed as per Government instructions amended from time to time on the subject.

5.14 Except as otherwise provided, only one person shall hold or draw pay against one post at a time.

5.15 An employee who is transferred from one post to another, shall during his journey time draw pay and allowances of the old or new post, whichever is less.

CHAPTER-VI

LEAVE

6.10 Earned leave, accumulation (450 days) and encashment of earned leave (300 days) shall be allowed to an employee of the service as per Punjab Government Rules amended from time to time.

Other kind of leave shall be granted to the employees as per government instructions on the subject as contained in Civil Service Rules, Vol.1 Part-1.

CHAPTER-VII

JOURNEY/JOINING TIME

- 7.10 Journey time may be granted to an employee of the Sugarfed in accordance with the provisions of the Punjab C.S.R., Vol-1, Part-1.
- 7.11 The joining time may also be granted to an employee of the Sugarfed in accordance with the provisions of the Punjab C.S.R., Vol I, Part-1.

CHAPTER-VIII

MEDICAL ALLOWANCE

- 8.10 Fixed medical allowance/reimbursement of medical expenses incurred by the Sugarfed 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.

CHAPTER-IX

TRAVELLING ALLOWANCE/DAILY ALLOWANCE ON TOUR OR TRANSFER ETC.

- 9.10 The employees of Sugarfed shall be entitled to such benefits of Traveling Allowance, Transfer T.A. 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.

CHAPTER-X

PROVIDENT FUND, BONUS AND GRATUITY

- 10.10 The Provident fund and gratuity shall be admissible to the employees of the Sugarfed in accordance with the provident fund act and Gratuity Act, as may be decided by the Board of Directors from time to time.
- 10.11 The families of the employees of Sugarfed who die under harness shall be entitled to ex-gratia grant and other facilities as available to the families of the Punjab Government employees from time to time.
- 10.12 A member of the service shall be entitled to the benefit of bonus in accordance with the Bonus Act, as may be decided by the Board of Directors from time to time.

Note: Rules 8.10:- as amended vide letter no. RCS/Sugar Mills/SMA-I/4-18/IV/2558 dated 12.2.2002.

Rule No. 6.10:-as amended vide letter no. RCS/Mktg/SMS/Common Cadre/6656 dated 19.06.2025.

Rule No 5.10 (a):- as amended vide memo no. RCS/Marketing/SMS/7th CPC/1185848 dated 28.8.2025.

CHAPTER-XI

AMENDMENTS

11.10 These Rules may be amended by the Board of Directors from time to time subject to the prior approval of Registrar, Cooperative Societies, Punjab.

SAVING CLAUSE

12.10 Notwithstanding anything contained in these Rules, any appointment/promotion made in the service before coming in operation of these Rules, shall be deemed to have been validly made under these Rules and no appointment/promotion shall be questioned on any ground whatsoever

AUTHORITY TO INTERPRET THESE RULES

13.10 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.

General

14.10 Any case which is not covered by these Rules would be adjudicated by the Chief Executive Officer, as per the Punjab Civil Service Rules, Punjab Financial Rules and instructions issued by the Punjab Govt from time to time.

Note:- Rule No. 13.10 & 14.10:- as amended vide letter no. RCS/Sugar Mills/3-35/1348 dated 3.02.2004.

Authorities to record ACRs

ANNEXURE-A

S.No.	Name of the Post	1st Reporting Authority	Reviewing Authority	Accepting Authority
1.	A.M.D	M.D.	RCS	Secretary Cooperation
2.	Advisers & HODS.	M.D	RCS	RCS
3.	Manager Admn.	A.M.D	M.D	M.D
4.	Manager Finance	F.A	A.M.D	M.D
5.	Manager (MIS)	E.D(C)	A.M.D	M.D
6.	Secretary to M.D/P.A to M.D	M.D	M.D	M.D
7.	Commercial Officer	E.D(c)	A.M.D	M.D
8.	A.C.D.O	C.A	A.M.D	M.D
9.	Supdt (A)	M.Admn.	A.M.D	M.D
10.	Supdt(P)	Opinion from G.M.P TAE,CA,TAST & M.Admn.	A.M.D	M.D
11.	A.A.O	MF/FA	A.M.D	M.D
12.	A.A.O(P)	E.D.C	A.M.D	M.D
13.	PA/S. Stenographer/J.Scale Stenos.	Officer with whom attached.	A.M.D	M.D
14.	S.Asstt/Jr.Asstt. Steno typist/Clerks/Admn. branch	Branch Supervisory Head/Officer with whom attached.	A.M.D	A.M.D
15.	Accountant/Clerks/Staff of Accounts branch	A.A.O/M.F	Branch Supervisory Head/Officer with whom attached.	A.M.D
16.	Draftsman (Mech)	Opinion from GMP/TAST & CA	T.A. (Engg)	A.M.D
17.	Receptionist/EPABX Telax Operator/Machine man.	Branch Supervisory Head Supdt(A)	Manager(Admn.)	A.M.D
18.	Drivers	Officer with whom attached.	A.M.D	A.M.D/M/D
19.	Daftri/Jamadar/Peons/Peon cum chowkidar/Sweeper	Officer with Whom attached	A.M.D	A.M.D

ANNEXURE-B

DISCIPLINE, PENALTIES AND APPEALS

4.10

- a) The whole time of an employee shall be at the disposal of the Federation. He may be required to work at any place and in any capacity as the Managing Director may determine
- b) The Managing Director may permit an employee to undertake extra work of an occasional nature provided that it does not interfere with the performance of his duties as an employee of the Federation.

4.11 The provisions of Punjab Government Service Conduct Rules shall apply to employees of the Federation with regard to their activities and conduct.

4.12 No employee shall seek outside employment or office without the previous consent of the competent authority.

4.13 An employee who is arrested or detained in Civil or Criminal case shall be considered to under suspension during the period of such arrest for detention and shall be allowed subsistence allowance as admissible under Rule 4.15 below.

4.14(a) The penalties for good and sufficient reasons may be imposed on an employee by the chief Executive Officer as per provision of Punjab Civil Services (Punishment and Appeals) Rules, 1970 amended from time to time.

4.15 An employee placed under suspension shall be allowed subsistence allowance as admissible to Punjab Government employees, if the employee is exonerated of the charge against him, he shall receive full pay and allowances which he should have received but for his being placed under suspension.

4.16 An employee on whom any of the penalties mentioned in regulation 4.14 has been imposed shall have right to appeal within 60 days of communication of the order to him to the Board of Directors or any Sub-Committee constituted by the board in this behalf.

4.17 An employee aggrieved by the orders of the appellate authority shall have a right to file a revision within 30 days of the communication of the order before the RCS or any Addl. Registrar, cooperative Societies authorised by him in this behalf. The decision of this revision shall be final and binding on both the parties.

Note:- Rule No. 4.14(a):- as amended vide letter no. RCS/Sugar Mills/3-35/1348 dated 3.02.2004.

SUGARFED SERVICE RULES-2017 AMENDED IN 2019

(SCHEDULE-A)

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
1.	Managing Director	A	1	As per Government Rules	I.A.S on Deputation from State Govt. pay scale as per Govt		On deputation a Senior Officer from IAS Cadre from the State Government
2.	General Manager (HQ)	A	1	18-37 years OR Upto 65 years OR Upto 58 years	(Level-8) 47600-151100 OR Consolidated salary of Rs.70000/- in case post is filled up on contract basis amongst the retired officers Or On deputation from Coop. Sugar Mills- salary will be paid as per his scale. no extra allowance will be paid.	-	Bachelor's Degree in Engineering (Mechanical or Electrical or Electronics or Agricultural or Chemical) Or Bachelor's Degree in Technology 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. Or B.Sc. Agriculture Or Master Degree in Business Management with specialization in Finance. Or C.A or I.C.W.A Or M.Com With 10 years experience in Sugar Factory as Departmental Head i.e. in the capacity of Chief Engineer or Chief Cane Development Officer or Chief Chemist or Chief Accounts Officer appointed as Departmental Head. Or Bachelor's Degree in Engineering (Mechanical or Chemical or Electrical or Production) and Master Degree in Business Administration with 10 years experience in higher managerial capacity in a reputed public limited process Industry or Officer of the Govt of Punjab not below the rank of Class-I with 10 years Class-service.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
3.	Technical Adviser (Engg.) (on Contract/Outsource basis)	A	1	Upto 65 years	Rs. 70,000/- (fixed salary)	-	Degree in Electrical/Mechanical Engineering with 12 years experience out of which 10 years experience as Chief Engineer and 2 years experience as Technical Adviser level in a sugar mill/Sugar Federation/Sugar Corporation/Private Sugar Mill. Preference will be given to experience with Co-generation, Distilleries.
4.	Cane Adviser (on contract/ outsource basis)	A	1	Upto 65 years	Rs. 70,000/- (fixed salary)	-	Ph.D in Agronomy or Plant breeding or plant Pathology or Entomology with 10 years experience in Sugarfed Research/Development of new varieties.
5.	Manager (Finance and Commercial) (on Contract/Outsource basis)	A	1	Upto 65 years	Rs.60,000/- (Fixed salary)	-	Chartered Accountant or Cost Accountant or Master Degree in Business Administration with specialization in Finance with 10 years experience in a managerial capacity in an Industrial or Commercial Organisation of repute OR Inter CA/Inter ICWA/M.Com with 15 years experience in a middle level capacity in an Industrial or commercial organization of repute.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
6.	Manager (Personnel & Legal) (on Contract/Outsource basis)	A	1	Upto 65 years	Rs. 60,000/- (fixed salary)	-	Degree in Law with at least 10 years working experience in senior Capacity as Legal expert in a Govt/Semi Govt. Office or Company of reputed. Prior work in the field of Sugar Industry or Cooperative Sector will be preferred.
7.	Manager (IT)	A	1	18-37 years	(Level-8) 47600-151100	-	B.E./B.Tech in information Technology (IT)/Electronics and Communication (EC)/Computer Science (CS) degree and MBA degree or equivalent from a recognized University/Institution with minimum of 50% marks in aggregate in each case and minimum experience of two (2) years in the field of information & Communication Technology. OR Master degree in Computer Applications and MBA degree or equivalent from a recognized University/Institution with minimum of 50% marks in aggregate in each case and minimum experience of four (4) years in the field of information & Communication Technology.
8.	Chief Engineer	A	1	18-37 years OR Upto 58 years	(Level-8) 47600-151100 OR On deputation from Cooperative Sugar Mills-Salary will be paid as per his scale. No extra allowance will be paid.	-	Degree in Mechanical or Electrical or Electronic Engineering with 10 years experience in the Sugar Factory of which not less than 3 years experience as Deputy Chief Engineer in a Sugar Factory.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
9.	Private Secretary to Chairman	A	1	18-37 years	-	(Level-16) 48700-154300	<u>By Promotion 100%</u> As per Punjab Government instructions issued from to time <u>Existing Instructions</u> From amongst the PAs or Senior Scale Stenographer who are members of service in Sugarfed and have a minimum experience of one year as a PA or a total experience of eight years as Senior Scale Stenographer. Knowledge of Personal computer and Punjabi up to Matric is compulsory.
10.	Assistant Accounts Officer	B	1	18-37 years	(Level-6) 35400-112400	-	<u>For direct recruitment</u> At least C.A. (Intermediate) or B.Com with 5 years experience. By promotion as per Punjab Government Rules.
11.	Superintendent	B	1	18-37 years	-	(Level-12) 43000-136000	<u>By Promotion 100%</u> From amongst the Senior Assistants working in Head Office under the control of Managing Director who have an experience of working as such for minimum period of eight years. Knowledge of Personal computer and Punjabi up to Matric is compulsory. OR On deputation from Cooperative Department.
12.	Personal Assistant	B	1	18-37 years	-	(Level-12) 43000-136000	<u>By Promotion 100%</u> As per Punjab Government instructions issued from to time. <u>Existing Instructions</u> From amounts the Senior Scale Stenographers working in the Head office under the control of the Managing Director who have an experience of working as such for a minimum period of eight years.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
13.	Sr. Stenographer Scale	B	2	18-37 years	(Level-6) 35400 -112400	(Level-11) 38500 -122700	<u>For Direct Recruitment 25%</u> No person shall be given direct appointment to the post of Senior Scale Stenographer under the Sugarfed unless he:- (i) Possesses the Bachelor's Degree from a recognised University or institution; and (ii) Qualifies in a Stenography test in four Paras (two in Punjabi and two in English Language) containing 250 words each as follows:- A) The passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute: and B) The passage in English shall be dictated at a speed of 60 words per minute in English Language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute. (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer. Knowledge of Punjabi up to Matric is compulsory. (iv) Possesses at least one hundred and twenty hours course with hands on experience in use of personal computer or information technology in office productivity application or Desktop publishing application from a Government recognized institution which is ISO 9001, certified. OR Possesses a computer Information Technology Course equivalent to 'O' level Certificate of department of Electronics' Accreditation of computer Courses (DOEACC) of Government of India. <u>By Promotion 75%</u> (i) From amongst the Junior Scale Stenographers who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typist, who have an experience of working as such for a minimum period of five years: and (ii) Qualifies in a Stenography test in four Paras (two in Punjabi and two in English Language) containing 250 words each as follows:- a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi Language required to be transcribed at a speed of 60 words per minute in English Language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute: and b) the passage in English shall be dictated at a speed of 60 words per minute in English Language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute. c) the candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer. Knowledge of Punjabi up to Matric is compulsory.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
14.	Senior Assistant	B	3	18-37 years	(Level-6) 35400 -112400	(Level-11) 38500 -122700	<u>By Direct 25%</u> No person shall be given direct appointment to the post of Senior Assistant under the Sugarfed unless he (i) Possesses the Bachelor's Degree from a recognised University or institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time: and (iii) Possesses at least one hundred and twenty hours course with hands on experience in use of personal computer or information technology in office productivity application or Desktop publishing application from a Government recognized institution which is ISO 9001, certified OR Possesses a computer Information Technology Course equivalent to 'O' level Certificate of department of Electronics' Accreditation of computer Courses (DOEACC) of Government of India. 2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, qualified a test in Punjabi typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute. Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such a person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as provided in sub-rule (2)". <u>By promotion 75%</u> From amongst the junior Assistants/Clerks, who have an experience of working as such for a minimum period of five years. Knowledge of Personal computer and Punjabi up to Matric is compulsory.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
15.	Information Technology Assistant	B	4	18-37 years	(Level-6) 35400-112400	-	B.E./B.Tech (IT/CS) in 1st Division with at least 1 year experience in IT Sector OR MSC (IT)/M.C.A in 1st Division with at least 1 year experience in IT Sector.
16.	Jr. Scale Stenographer	C	1	18-37 years	-	(Level-7) 28900-91600	<u>For Direct recruitment 25%</u> Minimum educational and other qualification for appointment to the post of Jr. Scale Stenographer or Steno-typist:- No person shall be given direct appointment to the post of Jr. Scale Stenographer/Steno-typist unless he:- (a) Possesses a Bachelor's degree from a recognized University or Institution: and (b) Qualifies a test in Punjabi stenography to be held by Board or by the Appointing Authority at a speed specified by the Govt. from time to time: and (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of personal computer or Possesses a computer Information Technology Course equivalent to "O" level Certificate of department of Electronics' Accreditation of computer Courses (DOEACC) of Government of India. <u>By promotion 75%</u> By Promotion from amongst Steno typists/Clerks working in Head Office under the control of Managing Director and having one year's service as steno typist. The candidate will have to qualify in a departmental test in stenography to be held by M.D. or any other officer authorised by him. Knowledge of Personal computer and Punjabi up to Martic is compulsory.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
17.	Clerk	C	4	18-37 years	(Level-2) 19900-63200	(Level-3) 20200-64000	<u>For Direct Recruitment 85%</u> (1)The minimum educational and other qualification for direct appointment of clerk is Bachelor's degree from a recognized University and Possesses at least one hundred and twenty hours course with hands on experience in use of personal computer or information technology in office productivity applications or Desktop publishing applications from a Government recognized institution which is I.S.O 9001, certified or Possesses a computer Information Technology Course equivalent to "O" level Certificate of department of Electronics Accreditation of computer Courses (DOEACC) of Government of India. (2) The Person so appointed as clerk in terms of sub rule (1), shall have to qualify a test in English and Punjabi type writing to be conducted by the Board or by the Appointing Authority at the speed of 30 words per minute with in a period of one year from the date of his/her appointment (3) in case, the person fails to qualify the said test within the period specified in sub-Rule (2), he/she shall be allowed annual increment only with effect from the date, he qualified such test and he/she shall not be paid any arrears for the period for which he could not qualify the said test: Provided that where appointment to Group 'C' non- technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such a person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as provided in sub-rule (2). <u>By Promotion15%</u> BY Promotion from amongst Class-III employees whose scale of pay is less than that of a Clerk or Class-IV employees with the following qualification and experience:- <u>Qualification</u> (i) Matriculate or its equivalent, (ii) Knowledge of Punjabi of Matriculation standard and (iii) Knowledge of Punjabi typewriting at the speed of 30 W.P.M. or at such speed as may be specified by the Punjab Govt. from time to time. <u>Experience</u> Five years experience of working on any class-III post or class IV post or both. <u>NOTE:</u> i) The total number of posts of clerks in a cadre shall continue to be bifurcated into the posts of Clerks and Junior Assistants in the ratio of 50:50. ii) The posts of Junior Assistant shall continue to be filled up by placement to the extent of 100% in the pay scale prescribed by the Punjab Government from time to time out of the clerks who have an experience of working as such for a minimum period of 5 years in the cadre of the department in which he is working at the time of placement.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
18.	Driver	C	3	18-37 years	(Level-3) 21700-69100	-	<u>For Direct Recruitment 85%</u> <u>Qualification</u> (v) Matriculate or its equivalent (vi) Knowledge of Punjabi (vii) Driving license for cars (viii) Experience of driving car for a minimum period of four years. <u>By Promotion 10%</u> Out of Class-III employees whose scale of pay is less than that of a Driver or Class-iv employees <u>Qualification</u> (iv) Matriculate or its equivalent (v) Driving license for cars (vi) Knowledge of Punjabi language <u>Experience</u> Experience of driving car for a minimum period of four years.

Sr. No.	Designation	Group	No. of posts	Age for appointment	Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006	Qualification & Experience
19.	Peon	D	7		(Level-1) 18000-56900	-	<u>For Direct Recruitment 100%</u> <u>Qualification</u> (iv) Middle Pass (v) Knowledge of Punjabi language of Primary standard. (vi) Other conditions as per Government instructions from time to time. <u>Experience</u> One year experience as Peon in any reputed concern.
Total as on 01.12.2019			38 (36 Regular + 2 personal)				

Note 1: i) Sr. No 2 to 8 and Sr. No 15- These posts were sanctioned in lieu of vacant posts with the approval of RCS, Punjab Memo No. RCS/Sugar Mill/SMS/4-18/44/9690 dated 24.10.2019

Note 2: (i) Pay Scales under 7th CPC from Sr. 2 to 19 were approved from FD vide letter No.7/87/2020-5FPI/1145 dated 29.10.2020, 7/55/2020-3FP1/66 dated 18.01.2021, letter no. 7/55/2020-3FP1/540 dated 07.05.2021 , letter dated 27.06.2025 and by RCS, Punjab after getting it pre-audited from the nominee of FD vide Memo No. RCS/Mktg/SMS/7thCPC/1185848 dated 28.08.2025.

SCHEDULE-B

For Sugarfed (HQ) Employees

Sr. No	Name of post	Group	Pay Scales	
1.	Managing Director	A	I.A.S on Deputation from State Govt. Pay scale as per Govt	
Sr. No	Name of post	Group	Pay Scales	
			Pay Scales of employees under 7 th CPC who are recruited on or after 17.07.2020 duly approved by FD, Punjab	Pay Scales of employees under 6 th PPC who are recruited before 17.07.2020 on the basis of their grade pay as on 01.01.2006
			<u>Direct</u>	<u>Promotion</u>
2.	General Manager (HQ)	A	(Level-8) 47600-151100	-
3.	Technical Adviser (Engineering)-(On Contract/Outsource basis)	A	Rs 70000/- (Fixed Salary)	-
4.	Cane Adviser-(On Contract/Outsource basis)	A	Rs. 70000/- (Fixed Salary)	-
5.	Manager (Finance and Commercial)-(On Contract/Outsource basis)	A	Rs. 60000/- (Fixed Salary)	-
6.	Manager (Personnel and Legal)-(On Contract/Outsource basis)	A	Rs. 60000/- (Fixed Salary)	-
7.	Manager (IT)	A	(Level-8) 47600-151100	-
8.	Chief Engineer	A	(Level-8) 47600-151100	-
9.	Pvt. Secy.	A	-	(Level-16) 48700-154300
10.	Assistant Accounts Officer	B	(Level-6) 35400-112400	-
11.	Superintendent	B	-	(Level-12) 43000-136000
12.	Personal Assistant	B	-	(Level-12) 43000-136000
13.	Sr. Scale Stenographer	B	(Level-6) 35400-112400	(Level-11) 38500-122700
14.	Information Technology Assistant	B	(Level-6) 35400-112400	-
15.	Senior Assistant	B	(Level-6) 35400-112400	(Level-11) 38500-122700
16.	Jr. Scale Stenographer	B	-	(Level-7) 28900-91600
17.	Clerk	C	(Level-2) 19900-63200	(Level-3) 20200-64000
18.	Driver	C	(Level-3) 21700-69100	-
19.	Peon	D	(Level-1) 18000-56900	-