



## **GENERAL SERVICE RULES** **AMENDMENTS AS ON 24<sup>th</sup> FEBRUARY, 2018**

The amendments made to the General Service rules of Jharkhand Women Self Supporting Poultry Co-operative Federation Limited and passed in preceding board meetings are as follows:

### **PREAMBLE**

**Jharkhand Women's Self Supporting Poultry Co-operative Federation Ltd. (JWSPFL)** registered under The Jharkhand Self Supporting Cooperative Societies Act, 1996 (Jharkhand Act No 2 of 1997) is working as a cooperative union in the State and it shall be known as the State Cooperative Union of Jharkhand.

*JWSPFL, through its small holder community model, enables poor women in rural Jharkhand to start and run successful poultry enterprises.*

*The federation performs the following functions in accordance with the act:*

- (a) Safeguard the observance of the Cooperative Principles
- (b) Promote and organise Cooperative Societies and for this purpose frame model bye-laws and guidelines for framing various regulations and policies for consideration by Cooperative Societies
- (c) Provide Cooperative training, education and information and propagate Cooperative Principles
- (d) Undertake research and evaluation and assist in preparation of perspective development plans of member Cooperative Societies
- (e) Promote harmonious relations between member Cooperative Societies
- (f) Help member Cooperative Society in the settlement of dispute among themselves and between a Cooperative Society and its members
- (g) Represent the interests of member Cooperative Societies and lobby policies and legislation favourable to Cooperative Societies
- (h) Undertake business services on behalf of its members
- (i) Provide Cooperative and management development services to member Cooperative Societies including participation in board meeting where invited
- (j) To prepare a panel of auditors and ensure timely conduct of annual audit in member Cooperative Societies
- (k) Ensure timely conduct of election in member Cooperative Societies
- (l) Assist member Cooperative Societies in regular conduct of general meeting
- (m) Involve code of conduct for observance by member Cooperative Societies
- (n) Involve availability norms for member Cooperative Societies
- (o) Provide legal aid and advice
- (p) Assist member Cooperative Societies in organising self-help groups of people living in its area
- (q) Provide any other services, at the behest of member Cooperative Societies.

## 1) **APPLICABILITY**

- a) These rules comes into force from 1<sup>st</sup> April, 2009, which are applicable to all employees of JWSPCF Ltd., except those appointed as daily-rated / casual / contingent / contract / trainees /apprentices. The amendments in the following sections have been made on 24<sup>th</sup> February, 2018 in 11<sup>th</sup> Annual General Meeting of Jharkhand Women Self Supporting Poultry Co-operative Federation Ltd. It has been passed by the board in **Annual General Meeting No. 11, Date: 24<sup>th</sup> February, 2018, resolution number 6.**
- b) These Rules have been framed by the Poultry Co-operative Federation Jharkhand under section 27 sub section 1 of the Jharkhand Self Supporting Cooperative Societies Act, 1996 (Jharkhand Act No 2 of 1997)
- c) When any dispute arises regarding the interpretation of these Rules, it shall be referred to the managing committee whose decision shall be final.
- d) Management shall review this policy periodically and amendments required, if any shall be made accordingly through inter office memo.
- e) The word “Company” in the Jharkhand Women Self Supporting Poultry Co-operative Federation Limited General Service Rules, 2009 has been replaced with the word “Federation”, referring to Jharkhand Women Self Supporting Poultry Co-operative Federation Limited.
- f) This policy is basically guidelines and the management reserves the right to withdraw / modify to suit organization’s philosophy at any time without assigning any reason whatsoever.

## 2) **WORKING HOURS**

All JWSPFL employees shall attend for office duty and field work for eight hours a day or 48 hours a week. The normal working hours are from 10.00 am to 6.00 pm; with lunch break for half an hour from 1.30 pm to 2.00 pm. Half Day Leave which is denoted as HL in attendance registers will be accounted on before and after 2:00 pm. This may vary according to the specific context depending upon the nature of work.

## 3) **ATTENDANCE**

All employees must sign the Attendance Register maintained in the office. In case an employee is on tour or on leave, the Attendance Register will be marked “T” or “L” by a person so authorized. A monthly statement showing attendance and leave, if any taken, by each employee will be sent to HR Department for deduction of salary in cases involving leave without pay / unauthorized absence.

## 4) **BASIC PAY**

**Section 4** of Jharkhand Women Self Supporting Poultry Co-operative Federation Limited General Service Rules, 2009 has been amended and passed by the board in **Board Meeting No. 45, Date: 19<sup>th</sup> March, 2017, Resolution Number 7, Section (ii).**

The basic pay of every employee is fixed on the basis of function, qualifications and experience at the time of appointment with in the scale of pay relevant to the Level which he/she has been selected. The amount and scale are clearly mentioned in the Letter of Appointment, which the employee has to accept before joining the co-operative.

The scale of pay applicable from 1<sup>st</sup> October 2016 to various Levels is given in the Annexure-I.

## **5) OTHER BENEFITS**

### **a. *House Rent Allowance:***

Besides basic pay, regular employees are also eligible to House Rent Allowance (HRA) at the rate applicable to him / her. Present rates are given in Annexure-I.

HRA will be admissible without reference to the actual amount of rent being paid by the employee. In cases where the employee claims rebate under the Income Tax act, the receipt will be furnished as required under Income Tax Rules. HRA will also be admissible to employees occupying their own accommodation.

### **b. *Conveyance Allowance:***

Conveyance Allowance is provided to partly support daily commuting from residence to office and back. All employees are eligible to a Conveyance Allowance as per rate applicable as given in Annexure-I.

### **c. *Children Education Allowance:***

All regular employees are eligible for a Children Education Allowance per school or college going dependent child (maximum up to 2 children) as given in Annexure II. A copy of Fee Slip or any other proof needs to be provided by the employee to claim this allowance to the HR Department as and whenever required. It has been passed by the board in **Meeting No. 30, Date: 30<sup>th</sup> September, 2013, resolution number 5.**

### **d. *Transfer Allowance:***

All employees are eligible for transfer allowance on change in his/her working location by transfers etc. on actual basis maximum up to one month basic salary as given in Annexure II. **Section 5 sub-section (d) of Jharkhand Women Self Supporting Poultry Co-operative Federation Limited General Service Rules, 2009 has been amended and passed by the board in Board Meeting No. 46, Date: 27<sup>th</sup> April 2017, resolution number 5 section (ii).**

## **6) REIMBURSMENTS OF EXPENSES**

### **a. *Medical Reimbursement:***

All regular employees are eligible to claim reimbursement of routine medical expenses for self and dependents. This may be claimed as and when expenses are made. Maternity expenses for self and unemployed wife (for maximum two children) will also be reimbursed. Ceiling and conditions regarding reimbursement of medical expenses are discussed in Annexure III. **Section 6 sub-section (a) of Jharkhand Women Self Supporting Poultry Co-operative Federation Limited General Service Rules, 2009 has been amended and passed by**

the board in **Board Meeting No. 46, Date: 27<sup>th</sup> April 2017, resolution number 5 section (i).**

***b. Insurance:***

All regular and professional staffs are entitled for yearly Health Insurance Policy. All employees will be entitled to round the clock Accidental Insurance Policy with hospitalization benefits as administered by authorized Insurance agency. (Annexure III)

***c. Local conveyance:***

All employees are entitled for local conveyance for official purpose that may be claimed on submission of details in prescribed forms as per the applicable rates in Annexure III.

***d. Travelling Expenses:***

All employees are eligible to claim re-imbursement for expenditure incurred in the course of travel on official work. Such reimbursement will be made at given rates, which are subject to conditions and as per Annexure III. **Section 6 sub-section (d)** of Jharkhand Women Self Supporting Poultry Co-operative Federation Limited General Service Rules, 2009 has been amended and passed by the board in **Board Meeting No. 46, Date: 27<sup>th</sup> April 2017, resolution number 5 sec (iii).**

## **7) LOANS AND ADVANCES**

***a. Salary Advance for Contingencies:***

Employees may apply to the Chairman/Chief Executive Officer for a salary advance to meet contingencies such as expenses for serious illness in family, self etc. This may be availed by employees for an amount equivalent to a maximum of three months basic pay. It may be recovered in not more than three equal installments.

***b. Loan to Staff :***

Employees can apply to the Chairman/Chief Executive Officer for staff loan. The amount of loan, period of repayment and other terms for payment etc. shall be approved or sanctioned by the board of directors. It has been passed by the board in **Meeting No. 30, Date: 30<sup>th</sup> September 2013, resolution number 6.**

**Note:** This is not an entitlement, and will be sanctioned at the discretion of the Federation. Minimum rate of interest charged on amount taken as Vehicle Loan shall be 10 percent per annum and Personal Loan shall be 12 percent per annum on reducing balance.

## **8) SALARY DISBURSEMENT**

Salary is disbursed to the employees for the last calendar month before 7th of the month. A pay slip indicating the details of gross salary and the deductions made is issued to employees at the time of salary disbursement if applied for in advance.

## **9) ANNUAL INCREMENT**

With effect from April 2017, all employees, who have completed their probationary period as on or after October 2016 and have rendered at least six months' regular service would be eligible for grant of Annual Increment as per their respective scale of pay according to the understated proposed four cycle policy. **Section 9** of Jharkhand Women Self Supporting

Poultry Co-operative Federation Limited General Service Rules, 2009 has been amended and passed by the board in **Board Meeting No. 45, Date: 19<sup>th</sup> March, 2017, Resolution Number 7.**

Sl no	Particulars	Remarks
1	Employees joining in the month of January, February & March	April
2	Employees joining in the month of April, May & June	July
3	Employees joining in the month of July, August & September	October
4	Employees joining in the month of October, November & December	January

In case an employee remains on leave without pay etc. for a period such that his / her total service with pay during the above periods become less than six months, grant of annual increment will be shifted to the next 1st October, as the case may be.

In case the period of probation is extended, the first annual increment will be admissible from the date of probation is completed, without affecting the normal date of annual increment, for the future increments.

#### **10) GROUP PERSONAL ACCIDENT INSURANCE COVER**

All employees whether it is regular or trainee are insured against personal accident from date of joining of the Federation. The coverage is available round the clock while on duty, leave or tour etc. against bodily injury resulting from accident only. It has been passed by the board in **Meeting No. 26, Date: 15<sup>th</sup> October 2012, resolution number 10.**

Compensation is payable by the insurance company to the extent of Rs. One Lakh in case of death due to accident, to the person nominated by the employee in the “General Nomination Authorization” and at varying percentages of this amount in respect of accidents resulting in various kinds of disablement, permanent or temporary.

In case of an accident, the employee will do well to inform the concerned officer as soon as possible, but within seven days from the date of occurrence of such an accident. They should forward the instructions / advice of a qualified and registered medical practitioner and on recovery from the accident should submit the claim in the prescribed form obtainable from office. The claim form, duly and properly filled in, should be submitted within seven days of recovery / resumption of duties to the office for doing the needful.

#### **11) NOMINATIONS**

In the unfortunate event of an employee’s death, the payment to his / her family of such dues from the Federation as are not covered by specific nomination (e.g., pay and allowances, amount of any claim under the group insurance, pending medical claim etc.) is delayed on account of non-completion of necessary formality of production of succession certificate and/or execution of indemnity bond, thereby causing hardship to the family.

To obviate this trouble, every employee will, in his/her own interest, furnish a “General Nomination and Authority” in the prescribed form, at the time of joining employment with the Federation.

## **12) LEAVE**

A total of 42 days leave including twelve casual leaves and thirty paid leaves is admissible to employees in a calendar year that is credited to the employees leave account in two phases. **Section 12** of Jharkhand Women Self Supporting Poultry Co-operative Federation Limited General Service Rules, 2009 has been amended and passed by the board in **Board Meeting No. 44, Date: 19<sup>th</sup> November, 2016, resolution number 8**. The leave can be accumulated up to 300 days. For accumulated paid leaves, there is a provision of leave encashment which has been passed by the board in **Board Meeting No. 44, Date: 19<sup>th</sup> November, 2016, resolution number 6**. Besides 24 week maternity leave for women employees and 15 days paternity leave for male employees, no other type of leave is admissible as per the leave rules. For in-depth knowledge, Leave Policy of JWSPFL can be referred by the employee.

## **13) HOLIDAYS**

The Federation observes 14 holidays in a calendar year. At the beginning of each calendar year, a list of official holidays is declared, which is prepared keeping in view of local festivals / conditions.

## **14) CHANGE IN NAME OR ADDRESS**

Employees are expected to promptly notify the Federation of any change in their name, address, telephone number, marital status, family and any information submitted to Federation in course of service etc. Such information is necessary in order to update the employee's record and to reach the employee or their families quickly in case of illness, accident or emergency.

## **15) NOTICES**

Notices have been provided by email ID of the Federation for the purpose of communicating information to the employees regarding Federation's activities and changes in rules, policies etc. All employees are expected to have their own email id for official purposes, which is necessary to check up their mails regularly to keep themselves informed of the latest developments in Federation.

For further details hard copy of the Federation notices are available in the office of JWSPCFL.

## **16) GRIEVANCE HANDLING AND SEXUAL HARASSMENT RESTITUTION**

A grievance normally means a complaint affecting an employee in respect of his/her established rights under the stipulated personnel policy or rules of an organization (excluding matters arising out of conduct rules and disciplinary action). The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.

The Federation believes that any grievance of an employee should be attended to most promptly. The immediate authority of the aggrieved employee is expected to look into and deal with the grievance of any employee under his /her administrative control within one week, consistent with the policies of Federation.

If the person feels that the matter of complaint does not fall within his / her authority, he/she will discuss the grievance raised by the employee with his / her senior to get it resolved at the earliest.

In case the grievance is against the immediate authority, the aggrieved employee may take up his / her grievance at higher level or discuss it with a member of Grievance Redressal Committee.

For handling of various cases of employee grievance and complaints regarding sexual harassment, a committee is proposed to be formed, **Internal Complaints Committee** under Section 4 of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. For its compliance, **Annexure IV** will be referred. **Section 16** of Jharkhand Women Self Supporting Poultry Co-operative Federation Limited General Service Rules, 2009 has been amended and passed by the board in **Board Meeting No. 48, Date: 26<sup>th</sup> August 2017, resolution number 8.**

The cardinal objective of internal complaints committee is to settle the individual grievance and complaint expeditiously and to provide a safe working environment, treating sexual harassment as misconduct under the service rules and initiate action for misconduct at the closest possible level to the employee.

## **17) CONFIDENTIAL INFORMATION**

The internal information of the Federation pertaining to its operations is confidential and all employees are expected to honor this trust and faith reposed in them.

## **18) EMPLOYMENT WITH OUTSIDE AGENCIES**

Federation employees are not allowed to accept any employment / assignment whatsoever for any other agency, without prior written approval of the Board.

## **19) CONDUCT AND DISCIPLINE**

Employees are expected to abide by Federation's Code of Conduct. All employees are expected to inculcate and maintain high standards of discipline, conduct and integrity.

## **20) TRANSFER IN THE ORGANISATION'S INTEREST**

Although the place of posting is mentioned in the offer of appointment, Federation can and may transfer any employee from one place to another in the interest of Federation's work. Similarly, Federation will have full discretion to assign any work to an employee, which is suitable to his / her qualifications and/or experience.

## **21) PROBATION**

Every person appointed to a regular post shall be on probation for a period of minimum twelve months from the date of appointment. However person appointed with sufficient relevant experience may be on probation for minimum of six months depending on discretion of the management.

In case where the mentor is of the view that although the present level of performance of the probationer is not satisfactory, but his / her performance is likely to come up to the desired level with one more opportunity and guidance, the period of probation may be extended.

If, however, the supervisor is of the opinion that the probationer's performance during the initial period of probation is so low that even after providing opportunities for improvements, the probationer's performance is unlikely to come up to the desired level, the appointment may be terminated without any notice.

On satisfactory completion of the period of probation, the employee will be communicated accordingly, specifying the date of completion of probation.

## **22) TERMINATION OF EMPLOYEMENT**

The employment may be terminated either by the Federation or the employee, by a written notice as follows:

- a. If the employee is under probation: Without any notice. However the employee will have to furnish a "No due certificate" from all concerned before he/she is relieved.
- b. If the employee is not under probation: One month's notice or one month's salary (basic pay) in lieu of such notice.
- c. In case the services of an employee are terminated as a result of misconduct, no notice or salary in lieu thereof may be given and the employee may be dismissed from service forthwith.

## **23) RESIGNATION**

The resignation tendered by an employee may not be accepted if disciplinary proceedings are pending or contemplated against him / her.

## **24) AGE OF SUPERANNUATION**

The age of superannuation for employees of Federation is 60 years. Accordingly, an employee who attains the age of 60 years will retire from service of the Federation on the last day of the calendar month in which she/he attained the age of 60 years, provided that if an employee is born on the first day of a calendar month, he/she will retire from service on the last day of the previous calendar month.

In exceptional cases, the management may grant extension of service to an employee for a period not exceeding two years, having regard to the Federation's requirement of his / her services at that time.

## **25) GRATUITY**

All regular employees shall be eligible for gratuity on completion of continuous service for the minimum period of five years as provided by **Payment of Gratuity Act, 1972**. It has been passed by the board in **Meeting No. 44, Date: 19<sup>th</sup> November 2016, resolution number 6**.

## **26) GENERAL**

All of the above are valid unless otherwise specified in the “Letter of Appointment”. Federation has full power to change / amend / modify etc. these rules as and when necessary, in the interest of its work.

*Following are the new sections introduced in the amended GSR of Jharkhand Women Self Supporting Poultry Cooperative Federation Ltd. which has been passed by the board on 24<sup>th</sup> February, 2018.*

## **27) GROUP MEDICLAIM POLICY**

All the regular employees are covered under Group Mediclaim Policy for them as well as for their family for the sum decided by the Federation, which is to be renewed on yearly basis. The employees & their immediate family are insured for the illnesses having 24 hours hospitalization period. It has been passed by the board in **Board Meeting No. 46, Date: 27<sup>th</sup> April, 2017, resolution number 5**.

## **28) PROVIDENT FUND**

All regular employees shall be eligible for Employee Provident Fund right after the completion of their probation period. The contribution made by the employer shall be equal to the contribution of the employee. It has been passed by the board in **Meeting No. 19, Date: 7<sup>th</sup> February, 2011, resolution number 17 and Meeting No. 28, Date: 17<sup>th</sup> April 2013, resolution number 6**.

## **29) PENSION SCHEME**

The scheme of Group Pension for employee welfare has been introduced with effect from 1<sup>st</sup> November, 2016 for ensuring retirement benefit to all those regular employees who wants to opt for the same. It has been made optional for the employees as it requires commitment of an employee towards the enterprise. The employer's contribution of 10% of the basic pay along with the employees' contribution (upon their choice max. up to Rs. 10,000) is made each month in the scheme for accumulation of interest. It has been passed by the board in **Meeting No. 44, Date: 19<sup>th</sup> November 2016, resolution number 6**.

## **30) BOARD AND REVIEW MEETINGS**

The numbers of Board and review meetings in a financial year are to be conducted in every three months, i.e., Quarterly by Ranchi Federation Office in the presence of all the relevant and important incumbents.