

രജിസ്ട്രേഡ് വിത്ത് എ/ഡി

നോട്ടീസ്

നമ്പർ. സി.പി.(5)1296/2020

സഹകരണ സംഘം രജിസ്ട്രാർ ആഫീസ്
 ജവഹർ സഹകരണ ഭവൻ
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വിഷയം - സഹകരണ വകുപ്പ് പ്രാഥമിക സഹകരണ സംഘങ്ങളുടെ ക്ലാസ്സിഫിക്കേഷൻ മാനദണ്ഡങ്ങൾ പുതുക്കി നിശ്ചയിക്കുന്നതു - സംബന്ധിച്ച്

കേരളത്തിലെ പ്രാഥമിക സഹകരണ സംഘങ്ങളുടെ ക്ലാസ്സിഫിക്കേഷൻ ഏറ്റവും ഒടുവിൽ ഭേദഗതി ചെയ്തിട്ടുള്ളത് 2013 വർഷത്തിലാണ്. നിശ്ചിത മാനദണ്ഡങ്ങൾ സ്വായത്തമാക്കുന്നതിന്റെ അടിസ്ഥാനത്തിൽ ഓരോ സഹകരണ സ്ഥാപനങ്ങളെയും അപ്ലൈഡ് III യിൽ പറഞ്ഞിരിക്കുന്ന നിശ്ചിത ക്ലാസ്സുകളിൽ പ്രവർത്തിക്കുവാൻ അനുവദിക്കുകയാണ് ചെയ്യുവരുന്നത്. ഈ ക്ലാസ്സിഫിക്കേഷന്റെ അടിസ്ഥാനത്തിലാണ് സഹകരണ സ്ഥാപനങ്ങളുടെ തസ്തിക ഘടനയും ശമ്പളതോളും നിശ്ചയിക്കുന്നത്. മൂന്ന് വർഷത്തിൽ ഒരിക്കൽ ഓരോ സംഘത്തിന്റെയും ക്ലാസ്സിഫിക്കേഷൻ പരിശോധിച്ച് പുനർനിർണ്ണയം നടത്തണമെന്ന് നിലവിൽ വ്യവസ്ഥയുള്ളതാണ്. നിലവിൽ 10 വർഷത്തോളമായി സഹകരണ സ്ഥാപനങ്ങളുടെ ക്ലാസ്സിഫിക്കേഷൻ പുനർനിർണ്ണയിച്ചിട്ട്. സംസ്ഥാനത്തെ പ്രാഥമിക സഹകരണ സംഘങ്ങളുടെ ക്ലാസ്സിഫിക്കേഷൻ നിലവിലെ വിവരങ്ങളുടെ അടിസ്ഥാനത്തിൽ പുനർനിർണ്ണയിക്കുന്നതിന്റെ കരട് തയ്യാറാക്കിയിട്ടുണ്ട്. ആയതിന്റ പകർപ്പ് ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു. ഇപ്രകാരം തയ്യാറാക്കിയിട്ടുള്ള ക്ലാസ്സിഫിക്കേഷൻ ഭേദഗതി വ്യവസ്ഥകൾ അന്തിമമാക്കുന്നതിന്റെ ഭാഗമായി ബന്ധപ്പെട്ട അസോസിയേഷൻ പ്രതിനിധികളുമായി ടി വിഷയം ചർച്ച ചെയ്യുന്നതിന് സഹകരണ സംഘം രജിസ്ട്രാറുടെ ചേമ്പറിൽ വച്ച് 20/3/24, 22/3/24 , 25/3/24, 27/03/2024 തീയതികളിൽ യോഗങ്ങൾ കൂടുന്നതിന് തീരുമാനിച്ചിട്ടുണ്ട്.

തീയതി	മീറ്റിംഗിൽ പങ്കെടുക്കേണ്ട സംഘടനയുടെ വിവരം
20/03/2024 11 മണി	1. പ്രാഥമിക കാർഷിക വായ്പാ സംഘം/ അർബൻ സഹകരണ സംഘം അസോസിയേഷൻ
2 മണി	2. അഗ്രികൾച്ചറൽ ഇംപ്രൂവ്മെന്റ് സഹകരണ സംഘം/ റീജിയണൽ ബാങ്ക് / റൂറൽ ബാങ്ക്/ റീജിയണൽ സഹകരണ സംഘം/ എംപ്ലോയീസ് സഹകരണ സംഘം അസോസിയേഷൻ
22/03/2024 11 മണി	1. അർബൻ സഹകരണ ബാങ്ക് അസോസിയേഷൻ

2 മണി	2.ഹൗസിംഗ്/ കൺസ്യൂമർ/ വനിത/ മാർക്കറ്റിംഗ്/ പ്രോസസിംഗ് സഹകരണ സംഘം അസോസിയേഷൻ
25/03/2024 11 മണി	1.ഹോസ്പിറ്റൽ സഹകരണ സംഘം അസോസിയേഷൻ
2 മണി	2.ലേബർ കോൺട്രാക്ട്/ എസ്സ്.സി. എസ്സ്.റ്റി സഹകരണ സംഘം അസോസിയേഷൻ
27/03/2024 11 മണി	1.പലവക സഹകരണ സംഘം അസോസിയേഷൻ
2 മണി	2.സഹകരണ സംഘം ജീവനക്കാരുടെ അസോസിയേഷൻ

പ്രസ്തുത യോഗത്തിൽ താങ്കളോ താങ്കളുടെ പ്രതിനിധിയോ പങ്കെടുക്കണമെന്ന് താത്പര്യപ്പെടുന്നു.

വിശ്വസ്തയോടെ



ADDITIONAL REGISTRAR

സഹകരണ സംഘം രജിസ്ട്രാർക്കു വേണ്ടി

1. പ്രാഥമിക കാർഷിക വായ്പാ സംഘം/ അർബൻ സഹകരണ സംഘം അസോസിയേഷൻ
2. അഗ്രികൾച്ചറൽ ഇംപ്രൂവ്മെന്റ് സഹകരണ സംഘം/ റീജിയണൽ ബാങ്ക് / റൂറൽ ബാങ്ക്/ റീജിയണൽ സഹകരണ സംഘം/ എംപ്ലോയീസ് സഹകരണ സംഘം അസോസിയേഷൻ
3. അർബൻ സഹകരണ ബാങ്ക് അസോസിയേഷൻ
4. ഹൗസിംഗ്/ കൺസ്യൂമർ/ വനിത/ മാർക്കറ്റിംഗ്/ പ്രോസസിംഗ് സഹകരണ സംഘം അസോസിയേഷൻ.
5. ഹോസ്പിറ്റൽ സഹകരണ സംഘം അസോസിയേഷൻ
6. ലേബർ കോൺട്രാക്ട്/ എസ്സ്.സി./ എസ്സ്.റ്റി സഹകരണ സംഘം അസോസിയേഷൻ.
7. പലവക സഹകരണ സംഘം അസോസിയേഷൻ
8. സഹകരണ സംഘം ജീവനക്കാരുടെ അസോസിയേഷൻ

Existing						Proposed					
1	2	3	4	5	6	1	2	3	4	5	6
(C)Primary Credit Societies / Banks Agricultural Credit Societies /Farmers Service Bank/ Employees Credit Societies /Regional Banks / Rural Banks/10A (Credit Societies)			Primary Co-Operative			R.15 [1.A(3)] Primary Credit Societies Agricultural Credit Societies /Service Co-operative Banks/ Regional Co-operative Banks/ Rural Banks/ Farmers Service Co-Operative Bank Urban Co-operative Societies/Agriculture Improvement Co-operative Societies/Employees Credit Societies/ Rural Co-operative Societies			(a) Primary Regional Co-Operative Bank (c)		
						R.15 [1.A(3)(a)] Primary Agricultural Credit Societies /Service Co-operative Banks/ Regional Co- operative Banks/ Rural Banks/ Farmers Service Co-Operative Bank. R.15 [1.A(3)(c)(iii,iv)] Employees Credit Societies/Rural Co-operative Societies					
1	Class I (Super Grade)	1. Working Capital Rs.80 crores and above	Secretary	1	Will be fixed by Governme nt from time to time	1	Class I (Super Grade)	1. Working Capital Rs. <u>160 crores and above</u>	Secretary	1	Will be fixed by Governme nt from time to time
		2. Deposits Rs.60 crores and above	Assistant Secretary/Mana ger	1	"			2. Deposits outstanding 125 <u>crores and above</u>	Assistant Secretary/Manager	1	"
		3. Loans outstanding Rs.50 crores and above	Chief Accountant/ Chief Cashier		"			3. Loan outstanding 100 <u>crores and above(Loan issued to members only)</u>	Chief Accountant / Chief Cashier	1	"
		4. Audit Classification for the previous three years not less than A	Internal Auditor	1	"			4. Audit Classification for the previous three years not less than A	<u>Branch Manager</u> / Internal Auditor	1	"
			Head clerk/Accounta nt	6	"				<u>System Administrator</u>	1	
		5. Should have worked on profit for the last four years, within the immediately preceding five years	Senior Clerk/Cashier Junior clerk/Cashier	21	"			5. Should have worked on ' <u>Net profit</u> ' for the last four years, within the immediately preceding five years.	Head Clerk/Accountant	6	"
		6.Should have declared dividend on shares at least in any three years during the preceding five years	Typist/Data entry operator	2	"			6.Should have declared dividend on shares at least in any three years during the preceding <u>five preceding years</u>	Senior Clerk/Cashier, Junior Clerk/Cashier	21	"
		7. Overdue under loans should not exceed 15% of the demand	Attender	2	"			7. Overdue under loans should not exceed 15% of the demand	Typist/Data entry operator	2	"
			Peons	3	"			<u>8.Audit must complete with in the prescribed time limit and must include defect rectification report .</u>	Attender	2	"
			Night Watchman	1	"				Peons	3	

			Part-time Sweeper	1 each for every 800 sq. feet subject to maximum of 3	"			Night Watchman	1	"
								Part time Sweeper (<u>one</u> each for every 800 sq feet subject to a maximum of 3)	3	"
						Note:-	1) For every additional working capital of Rs.15 crores, one additional Clerk subject to a maximum of 5 clerks will be admissible 2) For every additional three clerks one additional Head Clerk will be admissible.			
10	Sub. By SRO 9/2010 published in KG Ex vol 55 No. 30 dt 4-1-2010 w.e.f 4-1-2010. SI No(i) regarding Urban Co-op Bank renumbered as SI No.(ii) For SI No(i) inserted classifications regarding Primary Agricultural Credit Societies/Farmers Co-operative Bank/Employees Credit Societies/Regional Banks/Rural Banks. The existing SI No.(ii), the heading against it "Credit Societies/Agricultural Credit Societies, composite credit societies Non Agricultural Credit Societies and entries relating thereto omitted. Since then by SRO 3/2011 pub in KG.Vol 56 dated 01.01.2011 certain norms for classification were amended and posts were reduced w.e.f 04.01.2010. After renumbered Serial No(i) Serial No(ii)Substituted by Urban Co-operative Banks									
10A	The words Credit Societies were inserted by SRO 3/2011 pub in KG Vol 56 No.4 dated 01.01.2011 w.e.f 04.01.2010.									
11	Inserted by SRO 40/2013 pub in KG Ex Vol 2 No.158 dated 19.01.2013 w.e.f 19.01.2013.									
	Sub. by SRO 733/2014 pub in K.G Ex.No 2867 dated 25.11.2014 w.e.f 26.11.2014 which was (a) Primary Agricultural Credit Societies, Regional Co-operative Banks, Rural Banks, Farmers Service Co-operative Banks, Urban Co-operative Societies, Agricultural Improvement Societies (b) Employees Credit Societies									
2	Class I (Special Grade)	1. Working Capital Rs.30 crores and above	Secretary	1	"	2	Class I (Special Grade)	1. Working Capital: <u>Rs. 75</u> crores and above	Secretary	1
		2. Deposits Rs.26 crores and above	Assistant Secretary/Manager	1	"			2. Deposits <u>outstanding</u> : <u>65</u> crores and above	Assistant Secretary/ Manager	1
		3. Loans outstanding Rs.22 crores and above	Chief Accountant/Chief Cashier	1	"			3. Loan outstanding <u>Rs. 52</u> crores (Loan issued to members only)	Chief Accountant/Chief Cashier	1
		4. Audit Classification for the previous three years shall not be less than 'B' of which at least one year shall be 'A'	Internal Auditor	1	"			4. Audit Classification for the previous three years <u>not less than 'A'</u> .	Branch Manager / Internal Auditor	1
		5. Should have worked on profit for two years immediately preceding five years	Head clerk/Accountant	4	"			5. Should have worked on ' <u>Net profit</u> ' <u>for the last three years within the immediately preceding five years</u>	System Administrator	1
		6. Should have declared dividend on shares atleast in any one year during the five precedings years	Senior Clerk/Cashier Junior clerk/Cashier	14	Will be fixed by Government from time to time			6. Should have declared dividend on shares atleast in any <u>two years</u> during the five precedings years	Head Clerk/Accountant	4

		7. Overdue under loans should not exceed 25% of the demand	Typist/Data entry operator	2	"
			Attender	2	
			Peons	3	
			Night Watchman	1	
			Part-time Sweeper	1 each for every 800 sq.feet subject to maximum of 3	Will be fixed by Government from time to time
	Note-	(1) For every additional working capital of Rs.3 crores, one additional Clerk subject to a maximum of five Clerks will be admissible			
		(2) For every additional three clerks one additional Head Clerk will be admissible			
3	Class I	1. Working Capital Rs.20 crores and above but below Rs.30 crores	Secretary	1	Will be fixed by Government from time to time
		2. Deposits Rs.18 crores and above but below Rs.26 crores	Assistant Secretary/ Manager	1	"
		3. Loans outstanding Rs.16 crores and above	Chief Accountant/ Chief Cashier	1	"
		4. Audit Classification for the previous three years not be less than 'B'	Internal auditor	1	"
		5. Should have worked on profit for two years immediately preceding five years	Head clerk/Accountant	3	"
		6. Should have declared dividend on shares atleast in any one year during the three precedings years	Senior Clerk/Cashier Junior clerk/Cashier	10	"

		7. Overdue under loans should not exceed 20% of the demand	Senior Clerk/Cashier Junior clerk/Cashier	14	
		8. Audit must complete with in the prescribed time limit and must include defect rectification report .	Typist /Data Entry operator	2	
		9. Govt dues must be cleared	Attender	2	
			Peons	3	
			Nightwatchman	1	
			Part time Sweeper (one each for every 800 sq feet subject to a maximum of 3)	3	
	Note:-	(1) For every additional working capital of Rs.7.5 crores , one additional Clerk subject to a maximum of five clerks will be admissible.			
		(2) For every additional three Clerks one additional Head clerk will be admissible.			
3	Class I	1. Working Capital: Rs. 40 crores and above	Secretary	1	Will be fixed by Government from time to time
		2. Deposit outstanding Rs.36 crores and above	Assistant Secretary/ Manager	1	"
		3. Loan outstanding Rs. 28 crores and above (Loan issued to members only)	Chief Accountant /Chief Cashier	1	"
		4. Audit classification for the previous three years not be less than 'B'.	Branch Manager / Inernal Auditor	1	"
		5. Should have worked on " profit " for the last three years within the immediately preceding five years	System Administrator	1	"
		6. Should have declared dividend on shares atleast in any one year during the three precedings years	Head Clerk/Accountant	3	"

7. Overdue under loans should not exceed 25% of the demand	Typist/Data entry operator	1	"
	Attender	2	"
	Peons	3	"
	Night Watchman	1	"
	Part-time Sweeper	1 each for every 800 sq. feet subject to maximum of 3	Will be fixed by Government from time to time

7. Overdue under loans should not exceed 20% of the demand	(Senior Clerk/Cashier Junior Clerk/Cashier)	10	"
8 Audit must complete with in the prescribed time limit and must include defect rectification report .	Typist/Data entry operator	1	"
	Attender	2	"
	Peon	3	"
9. Govt dues must be cleared.	Night Watchman	1	"
	Part-time Sweeper	1 (one each for every 800sq. feet subject to a maximum of 3)	Will be fixed by Government from time to time

Note:- One additional Clerk if working capital exceeds Rs.25 Crores

Note:- One additional Clerk if working capital exceeds Rs.50 Crores

4 Class II			
1. Working Capital Rs.14 crores and above but below Rs.20 crores	Secretary	1	Will be fixed by Government from time to time
2. Deposits Rs.12 crores and above but below Rs.18 crores	Assistant Secretary/Manager	1	"
	Chief Accountant	1	"
3. Loans outstanding Rs.10 crores and above	Internal Auditor	1	"
4. Audit Classification for the previous three years not be less than 'B'	Head clerk/Accountant	1	"

4 Class II			
1. Working Capital : <u>₹ 30 crores and above</u>	Secretary	1	Will be fixed by Government from time to time
2. Deposit <u>outstanding: ₹ 26 Crores and above</u>	Assistant Secretary/Manager	1	"
	Chief Accountant	1	"
3. Loans outstanding : <u>₹ 20 crores and above(Loan issued to members only)</u>	<u>Branch Manager/Internal Auditor</u>	1	"
4. Audit Classification for the previous three years not less than 'B'.	<u>System Administrator.</u>	1	"

		5. Should have worked on profit for one year immediately preceding three years	Senior Clerk/Cashier Junior clerk/Cashier	6	"			5. Should have worked on " profit " for one year immediately preceding three years	Head Clerk/Accountant.	1	"	
		6. Should have declared dividend on shares atleast in any one year during the three precedings years	Typist/Data entry operator	1	"			6. Should have declared dividend on shares at least in any one year during the three preceding years.	(Senior Clerk/Cashier Junior Clerk/Cashier)	6	"	
		7. Overdue under loans should not exceed 25% of the demand	Attender	1	"			7. Overdue under loans should not exceed 20% of the demand	Typist/Data Entry Operator	1	"	
			Peons	2	"				Attender	1	"	
			Night Watchman	1	"			9. Audit must complete with in the prescribed time limit and must include defect rectification report .	Peon	2	"	
			Part-time Sweeper	1	"			10. Govt dues must be cleared	Night Watchman	1	"	
									Part-time Sweeper	1 [one each for every 800 sq. feet subject to a maximum of 3]	Will be fixed by Government from time to time	
	Note :-	(1) One additional Clerk if working capital exceeds Rs.16 Crores (2) Second additional clerk, if working capital exceeds Rs.18 Crores						Note :-	(1) One additional Clerk if working capital exceeds Rs.32 Crores (2) Second additional clerk, if working capital exceeds Rs.36 Crores			
5	Class III	1. Working Capital Rs.8 crores and above but below Rs.14 crores	Secretary	1	Will be fixed by Government from time to time	5	Class III	1. Working Capital : ₹ 20 Crores and above	Secretary	1	Will be fixed by Government from time to time	
		2. Deposits Rs.7 crores and above but below Rs.12 crores	Assistant Secretary/Manager	1	"			2. Deposit outstanding: ₹ 17 Crores and above	Assistant Secretary	1	"	
		3. Loans outstanding Rs.6 crores and above	Chief Accountant	1	"			3. Loans outstanding : ₹ 13 crores and above (Loan issued to members only)	Branch Manager/Internal Auditor	1	"	
		4. Audit Classification for the previous three years not be less than 'B'	Internal Auditor	1	"			4. Audit Classification for the previous year not less than 'B'.	System Administrator.	1	"	

		5. Should have worked on profit for one year immediately preceding three years	Accountant	1	"			5. Should have worked on " profit " for one year immediately preceding three years		1	"
		6. Should have declared dividend on shares atleast in any one year during the three precedings years	Senior Clerk/Cashier Junior clerk/Cashier	5	"			6. Should have declared dividend on shares at least in any one year during the three preceding years.	Head Clerk/Accountant	1	"
		7. Overdue under loans should not exceed 25% of the demand	[Typist/Data entry operators]	1	"			7. Overdue under loans should not exceed 20% of the demand	[Senior Clerk/Cashier Junior Clerk/Cashier]	5	"
			Attender	1	"			8.Audit must complete with in the prescribed time limit and must include defect rectification report	Typist/Data Entry Operator	1	"
			Peons	2	"			9.Govt dues must be cleared	Attender	1	"
			Night Watchman	1	"				Peon	1	"
			Part-time Sweeper	1	"				Night Watchman	2	"
									Part time Sweeper	1	Will be fixed by Governme nt from time to time
	Note :-	(1) One additional Clerk if working capital exceeds Rs.11 Crores					Note :-	(1) One additional Clerk if working capital exceeds Rs.25 Crores			
6	Class IV	1. Working Capital Rs.4 crores and above but below Rs.8 crores	Secretary	1	Will be fixed by Governme nt from time to time	6	Class IV	1. Working Capital: ₹ 10 Crores . and above	Secretary	1	Will be fixed by Governme nt from time to time
		2. Deposits Rs.3 crores and above but below Rs.7 crores	Accountant	1	"			2. Deposit outstanding: ₹ 8 crores and above	Head Clerk/Accountant	1	"
		3. Loans outstanding Rs.6 crores and above	Senior Clerk/Cashier Junior clerk/Cashier	3	"			3. Loans outstanding: ₹6 crores and above (Loan issued to members only)	[Senior Clerk/Cashier Junior Clerk/Cashier]	3	"
		4. Audit Classification for the previous three years not be less than 'B'	Attender	1	"			4. Audit Classification for the previous year not less than 'B'.	Attender	1	"
		5. Should have worked on profit atleast for one year during immediately preceding three years	Peons	1	"			5. Should have worked on " profit " for one year immediately preceding three years	Peon	1	"
		6. Should have declared dividend on shares atleast in any one year during the three precedings years	Night Watchman	1	"			6. Should have declared dividend on shares at least in any one year during the three preceding years.	Night Watchman	1	"

		7. Overdue under loans should not exceed 30% of the demand	Part-time Sweeper	1	"		7. Overdue under loans should not exceed 25% of the demand	Part-Time sweeper	1	Will be fixed by Government from time to time	
							8.Audit must complete with in the prescribed time limit and must include defect rectification report				
							9.Govt dues must be cleared				
	Note :-	(1) One additional Clerk if working capital exceeds Rs.6 Crores				Note :-	(1) One additional Clerk if working capital exceeds Rs.15 Crores				
7	Class V	1. Working Capital Rs.2 crores and above but below Rs.4 crores	Secretary	1	Will be fixed by Government from time to time	7	Class V	1. Working Capital: ₹ 5 Crores and above	Secretary	1	Will be fixed by Government from time to time
		2. Deposits Rs.1.5 crores and above but below Rs.3 crores	Head clerk	1	"			2. Deposit outstanding: ₹4 crores and above	Head Clerk/ Accountant	1	"
		3. Loans outstanding Rs.1 crores and above but below Rs.3 crores	Clerk/Cashier	2	"			3. Loans outstanding: ₹ 3 crores and above	Senior Clerk/Cashier Junior Clerk/Cashier	2	"
		4. Latest Audit Classification not be less than 'C'	Peons	1	"			4. Latest Audit classification not less than 'C'.	Attender/Peon	1	"
								5. Overdue under loans should not exceed 25% of the demand			
								6.Audit must complete with in the prescribed time limit and must include defect rectification report .			
		5. Overdue under loans should not exceed 35% of the demand	Part-time Sweeper	1	"			7.Govt dues must be cleared	Part time Sweeper	1	Will be fixed by Government from time to time
	Note:-	(1) One additional Clerk if working capital exceeds Rs.3 Crores				Note:-	(1) One additional Clerk if working capital exceeds Rs.7.5 Crores				

8	Class VI	1. Working Capital Rs.1 crore and above but below Rs.2 crores	Secretary	1	Will be fixed by Government from time to time	8	Class VI	1. Working Capital: ₹ 2 Crores and above	Secretary	1	Will be fixed by Government from time to time
		2. Deposits Rs.75 lakhs and above but below Rs.1.5 crores	Clerk/Cashier	1	"			2. Deposit <u>outstanding: ₹ 1.5crores and above</u>	Clerk/Cashier	1	"
		3. Loans outstanding Rs.75 lakhs and above	Peons	1	"			3. Loans outstanding: ₹ 1 crores and above.(Loan issued to members only)	Peon	1	"
		4. Latest Audit Classification not be less than 'C'	Part-time Sweeper	1	"			4. Latest Audit classification not less than 'C'.	Part time Sweeper	1	Will be fixed by Government from time to time
		5. Overdue under loans should not exceed 35% of the demand			"			5. Overdue under loans should not exceed 25% of the demand			
								6.Audit must complete with in the prescribed time limit and must include defect rectification report .			
								7.Govt dues must be cleared			
9	Class VII	1. All other Credit Societies not falling under Class I to Class VI	Secretary	1		9	Class VII	All other societies not comes under Class I to Class VI	Secretary	1	Will be fixed by Government from time to time
			Clerk or Peon	1					Clerk	1	"
			Part-time Sweeper	1					Peon	1	"
									Part time Sweeper	1	Will be fixed by Government from time to time
	Note:-	(1) Requirement for additional staff, if any will be sanctioned by the Registrar of Co-operative Societies					Note:-	(1) Every Co-operative society shall adopt the staff pattern as indicated above according to the class to which it belongs.			

	(2) Societies having branches, can appoint one Branch Manager, one Clerk, one Peon and one Part-time Sweeper for each branch, with the approval of the Registrar of Co-operative Societies. But the newly sanctioned branches should be run by deploying existing staff of the Bank and the staff pattern for branches will become eligible only after one year of its functioning and the Registrar of Co-operative Societies will sanction the post after assessing the transactions of the branch.		(2) Any Co-operative society cannot adopt such staff pattern due to its financial position; the members of the committee may work in an honorary capacity in lieu of appointing any paid employee. Further any society is in need of any change in the staff pattern including the Scale of pay under special circumstances, the same may be made by the society with the prior approval of the Registrar of Co-operative Societies. Requirement for additional staff, if any also will be sanctioned by the Registrar of Co-operative Societies of Co-operative Societies.
	"Part-time Sweeper post was inserted in appendix III in the class I Special Grade to Class VI by SRO 40/2013 pub in KG Vol.No.158 DT.19.01.2013 w.e.f 19.01.2014		(3) The ratio between the posts of Senior Clerk/Cashier, Junior Clerk/Cashier in the Bank/Societies will be 1:1.
	(3) The ratio between the post of Senior Clerk/Cashier, Junior Clerk/Cashier in the Bank/Societies will be 1:2		(4) The ratio between the posts of Head Clerk:Senior/Junior Clerk will be 1:3.
	(4) The Societies having other non credit activities such as distributing consumer articles, fertilizers may appoint additional staff required for the purpose according to necessity, with the prior sanction of the Registrar of Co-operative Societies. But if non credit activities or business are stopped by the Bank or in evaluation of such business by the Board of Directors of the Bank or the Registrar of Co-operative Societies or Director of Co-operative Audit, and found that the business is not satisfactory, and the continuance of the business will cause heavy loss to the bank, the Board of the Bank may, on direction of the Registrar of Co-operative Societies or Director of Co-operative Audit, stop the business and terminate or retrench the service of the employees appointed for such purpose, or to accommodate them in the existing vacancies of the bank if any, according to their qualification service if any with the prior approval of Registrar of Co-operative Societies.		(5) Additional posts is applicable only in respect of the Society/Bank's overall financial capacity to establish new employee and this does not incur a loss to the Society/Bank, and will get the approval of Registrar of Co-operative Societies. (6) One post of the Driver can be sanctioned if the Bank/Society is having a vehicle. (7) System Administrator can post only if the Society/Bank be fully computerized and having core banking facility with complete security features (8) Societies having branches can appoint one (1) Branch manager, one (1) Clerk, and one (1) Peon for each branch with the prior approval of the Registrar of Co-operative Societies. But the newly sanctioned branches should be run by deploying existing staff of the Bank and the staff pattern for branches will become eligible only after one year of its functioning, and the Registrar of Co-operative Societies will sanction the post after assessing the transactions of the Bank.
	(5) Farmers Service Co-operative Bank may appoint technical staff such as Agricultural Demonstrators etc. with the prior sanction of the Registrar of Co-operative Societies.		(9) Farmers Service Co-operative Banks may appoint technical staff as Agricultural Demonstrators etc with the prior sanction of the Registrar of Co-operative Societies.
	(6) The revised classification will not adversely affect the existing classification of the Banks/Societies and the staff strength for the three months from the date of notification. The period of three months may be extended for another three months, if necessary, by the Registrar of Co-operative Societies for sufficient reasons to be recorded. If any society does not reach this revised norms after the above period, such society will be classified to the next below category first, and if the society does not reach norms for a period of one year, the classification of such society will be reduced and re-fixed to the category eligible as per norms, accordingly. (7) The existing employees in those banks already having the number and staff over and above the limit fixed as per the above staff pattern will be given protection. Such excess posts shall be treated as supernumerary and shall be adjusted against the future vacancies.		(10) The Societies having other non-credit activities such as distributing consumer articles, fertilizers may appoint additional staff required for the purpose according to necessity, with the prior sanction of Registrar of Co-operative Societies. But if the non-credit activities/business are stopped by the Bank/Society or in the evaluation of such business by the Board of Directors of the Bank/Society or the Registrar of Co-operative Societies or the Director of Co-operative Audit, and found that the business is not satisfactory and the continuance of the business will cause heavy loss to the Bank/Society, the Board of Directors of the Bank/Society may or on the direction of the Registrar of Co-operative Societies/Director of Co-operative Audit, stop the business and accommodate the employees appointed for such purpose in the existing vacancies of the Bank/Society if any, according to their qualification and service or such posts shall be treated as supernumerary and shall be adjusted against future vacancies, with the prior sanction of the Registrar of Co-operative Societies.

	<p>(8) (i) In order to be classified as Class I(Super Grade), Class I(Special Grade), Class I & Class II, the Societies/Banks should satisfy the conditions 1,2,3&7 and any 2 of the remaining conditions. (ia) In order to be classified as Class III & Class IV, the Societies/Banks should satisfy the conditions 1,2,3 & any three of the remaining conditions) (ii) In order to be classified as Class V & Class VI, the Societies/Banks should satisfy the conditions 1,2,3 & any one of the remaining two conditions) 14["Provided that employees", Co-operative Societies/Banks need only satisfy the conditions 1,3,7 & any 2 of the remaining conditions)for classification into Class III, IV and 1,3,5 & any one of the remaining conditions for classification into Class V]</p>		<p>(11) The revised classification will not adversely affect the existing classification of the Bank/Society and the staff strength continues for six months from the date of notification. The period of 6 months may be extended for further six months, if necessary, by the Registrar of Co-operative Societies for sufficient reasons recorded. If any society does not reach these revised norms even after the above period, the classification of such societies will be reduced and re-fixed accordingly. Registrar of Co-operative Societies for the power to revise the classification of any society/suomoto, if any Society/Bank fails to revise their classification within 6 months from the date of this notification.</p>
	<p>(9)In the case of Primary Agricultural Credit Societies(PACS), Farmers Service Co-operative Banks(FSCB), Rural Banks, the Society should issue agricultural loans during the preceding three years, at the interest rate fixed by the Registrar of Co-operative Societies. The Society should not charge interest on deposits more than the rate fixe by the Registrar of Co-operative Societies.</p>		<p>(12) The post except those mentioned in Para 4, already sanctioned to the society over and above the limit as per the above staff pattern if the classification of a society comes to a lower position while classifying, as per the above norms, the existing employees will be give protection. Such excess posts shall be treated as supernumerary and shall be adjusted against future vacancies. If there is no corresponding post in the staff pattern of lowered class suitable scale of pay in respect of those posts will be fixed by the Registrar of Co-operative Societies.</p>
	<p>(10) In order to calculate the amopunt of working capital, deposit, loan outstanding for classifying the socity, average of the total amount outstanding at the end of each month for the preceding year should be taken into account. (11) The General Body meeting o the society shall be held regularly as stipulated in Section 29 of the Kerala Co-operative Societies Act, 1969(21 of 1969) and the statement and returns to be furnished to the Registrar of Co-operative Societies as prescribed in Rule 33 and to certified by the Assistant Registrar/Joint Registrar concerned. (12) On post of Driver, can be sanctioned if the Bank/Society is having a vehicle (13) Classification made by the Societies should be got classified and approved by the Registrar of Co-operative Societies, before being implemented]</p>		<p>(13)(1) <u>For Primary Agricultural Credit Societies,Regional Co-operative Banks, Rural Banks, Farmers Service Co-operative Banks</u> (a) In order to be classified as Class I (Super Grade), Class I (Special Grade), Class I, Class II, Class III and Class IV the Society/Bank should satisfy the conditions 1,2,3,4, 8,9&10 and any two of the remaining conditions. (b) In order to be classified as Class V and Class VI the Societies/Banks should satisfy the conditions 1, 2, 3,6 & 7 and any one of the remaining conditions. (2)For Employees Credit Societies <u>a) In order to be classified as Class I (Super Grade), Class I (Special Grade), Class I, Class II, Class III and Class IV the Society/Bank should satisfy the conditions 1,2,3,4, 7,8,9& 10 and any two of the remaining conditions. (b) In order to be classified as Class V and Class VI the Societies/Banks should satisfy the conditions 1, 2, 3,6 & 7 and any one of the remaining conditions.</u></p>
			<p>(14) In the case of Primary Agricultural Credit Society(PACS), Farmers Service Co-operative Bank(FSCB), Rural Banks, the society should issue loans for agricultural purposes and agricultural activities at the interest rate fixed by the Registrar of Co-operative Societies. The Society/Bank should not charge, interest on loans and interest on deposit other than the rate fixed by the Registrar of Co-operative Societies.</p>
	0		<p>(15) In order to calculate the amount for Working Capital, Deposit outstanding and loan outstanding for classifying the Society/Bank, the average of the total amount outstanding at the end of each month for the preceding year should be taken in to account. Net profit and Loan overdue percentage should be analyzed strictly as per the latest audit certificate. Working capital, Deposit outstanding and Loan outstanding shall be analyzed even with ‘Audited figures’, provided the Managing committee shall give a declaration to the effect that the audit of the Society/Bank is delayed not due to the lapse on their part. If the declaration given by Society/Bank is found incorrect in future, the classification will be revised accordingly</p>

						(16) The General body meeting of the society shall be held regularly as stipulated in section 29 of the Kerala Co-operative Societies Act 1969(21 of 1969) and the statements & returns to be furnished to the Registrar of Co-operative Societies as prescribed in Rule 33 and to be classified by the Assistant Registrar of Co-operative Societies/Joint Registrar of Co-operative Societies concerned.
						(17) Classification made by the societies should be got classified and approved by the Registrar of Co-operative Societies before being implemented and a Society/Bank once classified shall be reclassified only after one year from the date of classification.

(iii) Urban Co-operative Societies					R.15 [1.C(i)] Urban Co-operative Societies					
Class I	1. Working Capital Rs.25 crores and above	Secretary	1	Will be fixed by Government from time to time	1	Class I	1. Working Capital Rs.35 crores and above	Secretary	1	Will be fixed by Government from time to time
	2. Deposits Rs.20 crores and above	Assistant Secretary	1	"			2. Deposits Rs. 30 crores and above	Assistant Secretary	1	"
	3. Loans outstanding Rs.16 crores and above	Internal Auditor	1	"			3. Loans outstanding Rs. 24 crores and above	Internal Auditor	1	"
	4. Audit Classification A or B for the last three years	Accountant	1	"			4. Audit Classification A for the last three years	Accountant	1	"
	5. Overdue under loans below 25%	Senior Clerk/Junior Clerk	8	"			5. Overdue under loans below 15%	Senior Clerk/Junior Clerk	8	"
	6. Should work on profit for 2 years during preceding five years	Data Entry Operator	1	"			6. Should work on Net profit for 3 years during preceding five years	Data Entry Operator	1	"
	7. Should have declared dividend on share at least in any one year during the preceding five years	Attender	2	"			7. Should have declared dividend on share at least in any two years during the preceding five years	Attender	2	"
							8.Audit must complete with in the prescribed time limit and must include defect rectification report .	Night Watchman	1	"
							9.Govt dues must be cleared			
		Night Watchman	1							
Note:-	One Additional Clerk, if working capital exceeds Rs.25 Crore				Note:-	One Additional Clerk, if working capital exceeds Rs.50 Crore				
Class II	1. Working Capital Rs.15 crores and above	Secretary	1	Will be fixed by Government from time to time	2	Class II	1. Working Capital Rs.20 crores and above	Secretary	1	Will be fixed by Government from time to time
	2. Deposits Rs.13 crores and above	Assistant Secretary	1	"			2. Deposits Rs. 17 crores and above	Assistant Secretary	1	"
	3. Loans outstanding Rs.11 crores and above	Internal Auditor	1	"			3. Loans outstanding Rs. 13 crores and above	Internal Auditor	1	"

	4. Audit Classification A or B for the last three years	Accountant	1	"		4. Audit Classification A or B for the last three years	Accountant	1	"	
	5. Overdue under loans below 25%	Senior Clerk/Junior Clerk	6	"		5. Overdue under loans below 20%	Senior Clerk/Junior Clerk	6	"	
	6. Should work on profit for 2 years during preceding five years	Data Entry Operator	1	"		6. Should work on profit for 3 years during preceding five years	Data Entry Operator	1	"	
	7. Should have declared dividend on share at least in any one year during the preceding five years	Attender	1	"		7. Should have declared dividend on share at least in any two years during the preceding five years	Attender	1	"	
		Night Watchman	1	"		8. Audit must complete with in the prescribed time limit and must include defect rectification report .	Night Watchman	1	"	
						9. Govt dues must be cleared				
	Note:- One Additional Clerk, if working capital exceeds Rs.20 Crore					Note:- One Additional Clerk, if working capital exceeds Rs.35 Crore				
Class III	1. Working Capital Rs.10 crores and above	Secretary	1	Will be fixed by Government from time to time	3	Class III	1. Working Capital Rs.15 crores and above	Secretary	1	Will be fixed by Government from time to time
	2. Deposits Rs.8 crores and above	Accountant	1	"			2. Deposits Rs. 12 crores and above	Accountant	1	"
	3. Loans outstanding Rs.6 crores and above	Senior Clerk/Junior Clerk	4	"			3. Loans outstanding Rs. 9 crores and above	Senior Clerk/Junior Clerk	4	"
	4. Audit Classification A or B for the last three years	Data Entry Operator	1	"			4. Audit Classification A or B for the last three years	Data Entry Operator	1	"
	5. Overdue under loans below 25%	Attender	1	"			5. Overdue under loans below 20%	Attender	1	"
	6. Should work on profit for 2 years during preceding five years	Night Watchman	1	"			6. Should work on profit for 2 years during preceding five years	Night Watchman	1	"
	7. Should have declared dividend on share at least in any one year during the preceding five years						7. Should have declared dividend on share at least in any one year during the preceding five years			
							8. Audit must complete with in the prescribed time limit and must include defect rectification report .			
							9. Govt dues must be cleared			
	Note:- One Additional Clerk, if working capital exceeds Rs.15 Crore					Note:- One Additional Clerk, if working capital exceeds Rs.30 Crore				
Class IV	1. Working Capital Rs.5 crores and above	Secretary	1	Will be fixed by Government from time to time	4	Class IV	1. Working Capital Rs.10 crores and above	Secretary	1	Will be fixed by Government from time to time
	2. Deposits Rs.4 crores and above	Accountant	1	"			2. Deposits Rs. 8 crores and above	Accountant	1	"

		3. Loans outstanding Rs.3 crores and above	Senior Clerk/Junior Clerk	3	"			3. Loans outstanding Rs. 6 crores and above	Senior Clerk/Junior Clerk	3	"
		4. Audit Classification A or B for the last three years	Data Entry Operator	1	"			4. Audit Classification A or B for the last three years	Data Entry Operator	1	"
		5. Overdue under loans below 30%	Attender	1	"			5. Overdue under loans below 20%	Attender	1	"
		6. Should work on profit for 1 years during preceding five years	Night Watchman	1	"			6. Should work on profit for 1 years during preceding five years	Night Watchman	1	"
		7. Should have declared dividend on share at least in any one year during the preceding five years						7. Should have declared dividend on share at least in any one year during the preceding five years			
								8.Audit must complete with in the prescribed time limit and must include defect rectification report .			
								9.Govt dues must be cleared			
	Note:-	One Additional Clerk, if working capital exceeds Rs.8 Crore					Note:-	One Additional Clerk, if working capital exceeds Rs.25 Crore			
	Class V	1. Working Capital Rs.2 crores and above	Secretary	1	Will be fixed by Government from time to time	5	Class V	1. Working Capital Rs. 5 crores and above	Secretary	1	Will be fixed by Government from time to time
		2. Deposits Rs.2 crores and above	Accountant	1	"			2. Deposits Rs. 4 crores and above	Accountant	1	"
		3. Loans outstanding Rs.2 crores and above	Senior Clerk/Junior Clerk	3	"			3. Loans outstanding Rs. 4 crores and above	Senior Clerk/Junior Clerk	3	"
		4. Audit Classification A or B for the last three years	Data Entry Operator	1	"			4. Audit Classification A or B for the last three years	Data Entry Operator	1	"
		5. Overdue under loans below 30%	Attender	1	"			5. Overdue under loans below 30%	Attender	1	"
								6.Audit must complete with in the prescribed time limit and must include defect rectification report .			
								7.Govt dues must be cleared			
	Note:-	One Additional Clerk, if working capital exceeds Rs.4 Crore					Note:-	One Additional Clerk, if working capital exceeds Rs.20 Crore			
	Class VI	1. Working Capital below Rs.2 Crores.	Secretary	1	Will be fixed by Government from time to time	6	Class VI	All other societies not comes under Class I to Class V	Secretary	1	Will be fixed by Government from time to time
		2. Deposits below Rs.2 Crores	Junior Clerk	1	"				Junior Clerk	1	"
		3. Loans outstanding below Rs.2 Crores	Attender	1	"				Attender	1	"

	4. Audit Classification A or B for the last three years	Night Watchman	1	"			Night Watchman	1	"
Note:-	(1) In order to be classified as Class I & Class II, and Class III, the society should satisfy the conditions 1,2,3,5 and any two of the remaining conditions. 2) In order to be classified as Class IV, the societies should satisfy the conditions 1,2,3,5				Note:-	(1) In order to be classified as Class I & Class II, and Class III, Class IV the society should satisfy the conditions 1,2,3,4,5,8,9, and any one of the remaining conditions. (3) In order to be classified as Class V the societies should satisfy the conditions 1,2,3,4,6 and			
	4) Requirement for additional staff, if any will be sanctioned by the Registrar of Co-operative Societies					(4) Every Co-operative society shall adopt the staff pattern as indicated above according to the class to which it belongs.			
	5) Societies having branches, can appoint one Branch Manager, one Clerk, one Peon for each branch, with the approval of the Registrar of Co-operative Societies. But the newly sanctioned branches should be run by deploying existing staff of the Bank and the staff pattern for branches will become eligible only after one year of its functioning and the Registrar of Co-operative Societies will sanction the post after assessing the transactions of the branch.					(5) Any Co-operative society cannot adopt such staff pattern due to its financial position; the members of the committee may work in an honorary capacity in lieu of appointing any paid employee. Further any society is in need of any change in the staff pattern including the Scale of pay under special circumstances, the same may be made by the society with the prior approval of the Registrar of Co-operative Societies. Requirement for additional staff, if any also will be sanctioned by the Registrar of Co-operative Societies of Co-operative Societies.			
	6) The ratio between the post of Senior Clerk/Cashier, Junior Clerk/Cashier in the Bank/Societies will be 1:1					(6) The ratio between the posts of Senior Clerk/Cashier, Junior Clerk/Cashier in the Bank/Societies will be 1:1 (7) Additional posts is applicable only in respect of the Society/Bank's overall financial capacity to establish new employee and this does not incur a loss to the Society/Bank, and will get the approval of Registrar of Co-operative Societies. (8) One post of the Driver can be sanctioned if the Bank/Society is having a vehicle.			
	7) The Societies having other non credit activities such as distributing consumer articles, fertilizers may appoint additional staff required for the purpose according to necessity, with the prior sanction of the Registrar of Co-operative Societies. But if non credit activities or business are stopped by the Bank or in the evaluation of such business by the Board of Directors of the Bank or the Registrar of Co-operative Societies or Director of Co-operative Audit, and found that the business is not satisfactory, and the continuance of the business will cause heavy loss to the bank, the Board of the Bank may, or on the direction of the Registrar of Co-operative Societies/Director of Co-operative Audit, stop the business and terminate or retrench the service of the employees appointed for such purpose, or to accommodate them in the existing vacancies of the bank if any, according to their qualification service if any with the prior approval of Registrar of Co-operative Societies.					(9) System Administrator can post only if the Society/Bank be fully computerized and having core banking facility with complete security features (10) Societies having branches can appoint one (1) Branch manager, one (1) Clerk, and one (1) Peon for each branch with the prior approval of the Registrar of Co-operative Societies. But the newly sanctioned branches should be run by deploying existing staff of the Bank and the staff pattern for branches will become eligible only after one year of its functioning, and the Registrar of Co-operative Societies will sanction the post after assessing the transactions of the Bank.			
	8) The revised classification will not adversely affect the existing classification of the Banks/Societies and the staff strength for six months from the date of notification. The period of six months may be extended for another six months, if necessary, by the Registrar of Co-operative Societies for sufficient reasons to be recorded. If any society does not reach this revised norms after the above period, the classification of such society will be lowered and re-fixed accordingly. 9) The existing employees in those societies already having the number and staff over and above the limit fixed as per the above staff pattern will be given protection. Such excess posts shall be treated as supernumerary and shall be adjusted against the future vacancies.					(11) The Societies having other non-credit activities such as distributing consumer articles, fertilizers may appoint additional staff required for the purpose according to necessity, with the prior sanction of Registrar of Co-operative Societies. But if the non-credit activities/business are stopped by the Bank/Society or in the evaluation of such business by the Board of Directors of the Bank/Society or the Registrar of Co-operative Societies or the Director of Co-operative Audit, and found that the business is not satisfactory and the continuance of the business will cause heavy loss to the Bank/Society, the Board of Directors of the Bank/Society may or on the direction of the Registrar of Co-operative Societies/Director of Co-operative Audit, stop the business and accommodate the employees appointed for such purpose in the existing vacancies of the Bank/Society if any, according to their qualification and service or such posts shall be treated as supernumerary and shall be adjusted against future vacancies, with the prior sanction of the Registrar of Co-operative Societies.			

	<p>(10) In order to calculate the amount of working capital, deposit, loan outstanding for classifying the society, average of the total amount outstanding at the end of each month for the preceding year should be taken into account.</p> <p>(11) The General Body meeting of the society shall be held regularly as stipulated in Section 29 of the Kerala Co-operative Societies Act, 1969(21 of 1969) and the statement and returns to be furnished to the Registrar of Co-operative Societies as prescribed in Rule 33 and to be certified by the Assistant Registrar/Joint Registrar concerned.</p> <p>(12) On post of Driver, can be sanctioned if the Society is having a vehicle</p> <p>(13) Classification made by the Societies shall be got classified and approved by the Registrar of Co-operative Societies, before being implemented.</p>		<p>(12) The revised classification will not adversely affect the existing classification of the Bank/Society and the staff strength continues for six months from the date of notification. The period of 6 months may be extended for further six months, if necessary, by the Registrar of Co-operative Societies for sufficient reasons recorded. If any society does not reach these revised norms even after the above period, the classification of such societies will be reduced and re-fixed accordingly. Registrar of Co-operative Societies for the power to revise the classification of any society/suomoto, if any Society/Bank fails to revise their classification within 6 months from the date of this notification.</p>	
			<p>(13) The post except those mentioned in Para 4, already sanctioned to the society over and above the limit as per the above staff pattern if the classification of a society comes to a lower position while classifying, as per the above norms, the existing employees will be give protection. Such excess posts shall be treated as supernumerary and shall be adjusted against future vacancies. If there is no corresponding post in the staff pattern of lowered class suitable scale of pay in respect of those posts will be fixed by the Registrar of Co-operative Societies.</p> <p>(14) Societies should issue loans for agricultural purposes and agricultural activities at the interest rate fixed by the Registrar of Co-operative Societies. The Society/Bank should not charge, interest on loans and interest on deposit other than the rate fixed by the Registrar of Co-operative Societies.</p> <p>(12) In order to calculate the amount for Working Capital, Deposit outstanding and loan outstanding for classifying the Society/Bank, the average of the total amount outstanding at the end of each month for the preceding year should be taken in to account. Net profit and Loan overdue percentage should be analyzed strictly as per the latest audit certificate. Working capital, Deposit outstanding and Loan outstanding shall be analyzed even with 'Audited figures', provided the Managing committee shall give a declaration to the effect that the audit of the Society/Bank is delayed not due to the lapse on their part. If the declaration given by Society/Bank is found incorrect in future, the classification will be revised accordingly.</p> <p>(13) The General body meeting of the society shall be held regularly as stipulated in section 29 of the Kerala Co-operative Societies Act 1969(21 of 1969) and the statements & returns to be furnished to the Registrar of Co-operative Societies as prescribed in Rule 33 and to be classified by the Assistant Registrar of Co-operative Societies/Joint Registrar of Co-operative Societies concerned. (14) Classification made by the societies should be got classified and approved by the Registrar of Co-operative Societies before being implemented and a Society/Bank once classified shall be reclassified only after one year from the date of classification.</p>	
(iiiA) Agricultural Improvement Societies		R.15 [1.C(ii)]	Agricultural Improvement Societies	
	<p>Class I:-</p> <p>1) Working Capital Rs.3 crores and above</p>	<p>Secretary</p> <p>1</p>	<p>1</p>	<p>Class I:-</p> <p>1) Working Capital Rs. 10 crores and above</p> <p>Secretary</p> <p>1</p>

		2) Deposits Rs.2 crores and above	Junior Clerk/ Cashier	2	"			2) Deposits Rs. 8 crores and above	Junior Clerk/ Cashier	2	"
		3) Loans outstanding Rs.1.5 crores and above	Peon	1	"			3) Loans outstanding Rs. 7 crores and above	Peon	1	"
		4) Audit Classification A or B						4) Audit Classification A			
		5) Overdue under loans below 20% of the demand						5) Overdue under loans below 15% of the demand			
		6) Loans issued for agricultural purposes during the preceding year not below 20% of the total loan outstanding during the preceding year (In the case of Agricultural Improvement Societies)						6) Loans issued for agricultural purposes during the preceding year not below 25% of the total loan outstanding during the preceding year.			
		7) Should have worked on profit for the 2 year within the immediate preceding five years						7) Should have worked on profit for the 2 year within the immediate preceding five years			
		8) Should have declared dividend on share at least in any one year during the preceding three years						8) Should have declared dividend on share at least in any one year during the preceding three years			
								9.Audit must complete with in the prescribed time limit and must include defect rectification report .			
								10.Govt dues must be cleared			
	Class II:-	1) Working Capital above Rs.1 crore and below Rs.3 crores	Secretary	1	Will be fixed by Government from time to time	2	Class II:-	1) Working Capital above Rs 5 crore	Secretary	1	Will be fixed by Government from time to time
		2) Deposits above Rs.1 crore and below Rs.2 Crores	Junior Clerk	1	"			2) Deposits above Rs. 4 crore	Junior Clerk	1	"
		3) Loans outstanding below Rs.1.5 crores	Peon	1	"			3) Loans outstanding above Rs.3 crores	Peon	1	"
		4) Audit Classification B or C						4) Audit Classification not less than C			
		5) Overdue under loans below 20% of the demand						5) Overdue under loans below 20% of the demand			
		6) Loans issued for agricultural purposes during the preceding year not below 20% of the total loan outstanding (In the case of Agricultural Improvement Societies)						6) Loans issued for agricultural purposes during the preceding year not below 20% of the total loan outstanding			
								7 Audit must complete with in the prescribed time limit and must include defect rectification report .			
								8.Govt dues must be cleared			
	Class III	All other societies			Will be fixed by Government from time to time	3	Class III	1) Working Capital above Rs.2 crore	Secretary	1	Will be fixed by Government from time to time
								2) Deposits above Rs. 1.5Crore	Junior Clerk	1	"
		(1)In order to classified as Class I Urban Co-operative Society, the society should satisfy						3) Loans outstanding above Rs.1 crores	Peon	1	"

(2)In order to classified as Class II Urban Co-operative Society, the society should satisfy		4) Audit Classification not less than C			"
(3)In order to be classified as Class I Agricultural Improvement Society, the society should		5) Overdue under loans below 20% of the demand			"
(4)In order to be classified as Class II Agricultural Improvement Society, the society should satisfy the conditions 1,2,3,6 and anyone of the remaining conditions		6) Loans issued for agricultural purposes during the preceding year not below 20% of the total loan outstanding			"
		7.Audit must complete with in the prescribed time limit and must include defect rectification report .			
		8.Govt dues must be cleared			
(5)In order to calculate the amount of working capital, deposit, loan outstanding for classifying the society, the average of the total amount outstanding at the end of each month of the preceding year should be taken into account	4	Class IV			Will be fixed by Governme nt from time to time
(6)Societies having branches, can appoint one Branch Manager, one Clerk, one Peon for each branch, with the approval of the Registrar of Co-operative Societies. But the newly sanctioned branches should be run by deploying existing staff of the Bank and the staff pattern for branches will become eligible only after one year of is functioning and the Registrar of Co-operative Societies will sanction the post after assessing the transactions of the branch. (7)Classification made by the societies should be approved by Registrar of Co-operative Societies before being implemented		All other societies	Honorory employees till such period by which they satisfy limit above the all norms for class IV, Number of Staff to be filled according to nature of business, value of transactions and actual requirements only with the approval of the Registrar		
		(1)In order to be classified as Class I Agricultural Improvement Society, the society should satisfy the conditions 1,2,3,4,6,9,10 and any two of the remaining conditions (2)In order to be classified asClass II Class III &V Agricultural Improvement Society, the society should satisfy the conditions 1,2,3,6,7,8 and anyone of the remaining conditions (3)In order to calculate the amount for Working Capital, Deposit outstanding and loan outstanding for classifying the Society/Bank, the average of the total amount outstanding at the end of each month for the preceding year should be taken in to account. Net profit and Loan overdue percentage should be analyzed strictly as per the latest audit certificate. Working capital, Deposit outstanding and Loan outstanding shall be analyzed even with ‘Audited figures’, provided the Managing committee shall give a declaration to the effect that the audit of the Society/Bank is delayed not due			

							(4) Societies having branches, can appoint one Branch Manager, one Clerk, one Peon for each branch, with the approval of the Registrar of Co-operative Societies. But the newly sanctioned branches should be run by deploying existing staff of the Bank and the staff pattern for branches will become eligible only after one year of its functioning and the Registrar of Co-operative Societies will sanction the post after assessing the transactions of the branch.		
							(5) Classification made by the societies should be approved by Registrar of Co-operative Societies before being implemented		
15(1)AA(1) Urban Co-operative Banks						R.15 [1.AA(1)] Urban Co-operative Banks			
Class I (Special Grade)	1. Working Capital Rs.30 crores and above	Secretary	1	As fixed by crores and Government from time to time	Class I (Special Grade)	1. Working Capital Rs.175 crores and above	Secretary	1	As fixed by crores and Government from time to time
	2. Deposits Rs.28 crores and above	Assistant Secretary	1	"		2. Deposits Rs.150 crores and above	Assistant Secretary	1	"
	3. Loans outstanding Rs.23 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	4	Will be fixed by Government from time to time		3. Loans outstanding Rs.130 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	4	Will be fixed by Government from time to time
	4. Audit Classification for the preceding 3 years 'A' Class	Head Clerk/Senior Accountant/System Administrator	6	"		4. Audit Classification for the preceding 3 years 'A' Class	Head Clerk/Senior Accountant/System Administrator	6	"
	5. Capital to Risk Assets Ratio(CRAR) 9% and above	Junior Accountant/Senior Clerk/Senior Cashier	8	"		5. Capital to Risk Assets Ratio(CRAR) 9% and above	Junior Accountant/Senior Clerk/Senior Cashier	8	"
	6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the last preceding three years below 10%	Junior Clerk/Junior Cashier, Typist/Data Entry Operator, Appraiser	10	"		6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the last preceding three years below 5%	Junior Clerk/Junior Cashier, Typist/Data Entry Operator, Appraiser	10	"
	7. Should work on profit during two out of three preceding years	Attender/Daffedar/Record Keeper/Driver	2	"		7. Should work on profit during two out of three preceding years	Attender/Daffedar/Record Keeper/Driver	2	"

	8. Should have declared dividend on shares during the precedings two years	Peon/Watchman	7	"		8. Should have declared dividend on shares during the precedings two years	Peon/Watchman	7	"
		*Part-time Sweeper	2	"		9 Audit must complete with in the prescribed time limit and must include defect rectification report .	*Part-time Sweeper	2	"
						10.Govt dues must be cleared			
Class I	1. Working Capital Rs.25 crores and above	Secretary	1	Will be fixed by Governme nt from time to time	3	Class I 1. Working Capital Rs.120 crores and above	Secretary	1	Will be fixed by Governme nt from time to time
	2. Deposits Rs.20 crores and above	Assistant Secretary	1	"		2. Deposits Rs.112 crores and above	Assistant Secretary	1	"
	3. Loans outstanding Rs.15 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	3	"		3. Loans outstanding Rs.92 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	3	"
	4. Audit Classification for the preceding 3 years 'A' Class	Head Clerk/Senior Accountant/System Administrator	6	"		4. Audit Classification for the preceding 3 years 'A' Class	Head Clerk/Senior Accountant/System Administrator	6	"
	5.Capital to Risk Assets Ratio(CRAR) 9% and above	Junior Accountant/Senior Clerk/Senior Cashier	5	"		5.Capital to Risk Assets Ratio(CRAR) 9% and above	Junior Accountant/Senior Clerk/Senior Cashier	5	"
	6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the last preceding three years below 10%	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	7	"		6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the last preceding three years below 5%	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	7	"
	7. Should work on profit during two out of three preceding years	Attender/Daffedar/Record Keeper/Driver	2	"		7. Should work on profit during two out of three preceding years	Attender/Daffedar/Record Keeper/Driver	2	"
	8. Should have declared dividend on shares during the precedings two years	Peon/Watchman	7			8. Should have declared dividend on shares during the precedings two years	Peon/Watchman	4	
		*Part-time Sweeper	2			9 Audit must complete with in the prescribed time limit and must include defect rectification report .	*Part-time Sweeper	1	

	Class II				4	Class II	10.Govt dues must be cleared				
		1. Working Capital Rs.20 crores and above	Secretary	1	Will be fixed by Government from time to time		1. Working Capital Rs.80 crores and above	Secretary	1	Will be fixed by Government from time to time	
		2. Deposits Rs.15 crores and above	Assistant Secretary	1	"		2. Deposits Rs.72 crores and above	Assistant Secretary	1	"	
		3. Loans outstanding Rs.10 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	3	"		3. Loans outstanding Rs.57crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	3	"	
		4. Audit Classification A or B	Head Clerk/Senior Accountant/System Administrator	3	"		4. Audit Classification for the preceding 3 years 'A' Class	Head Clerk/Senior Accountant/System Administrator	3	"	
		5.Capital to Risk Assets Ratio(CRAR) 9% and above	Junior Accountant/Senior Clerk/Senior Cashier	4	"		5.Capital to Risk Assets Ratio(CRAR) 9% and above	Junior Accountant/Senior Clerk/Senior Cashier	4	"	
		6. Should work on profit during the preceding two years	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	5	"		6. Should work on profit during the preceding two years	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	5	"	
		7. Percentage of net Non Performing Assets(NPA) to loan outstanding for the last preceding two years below 10%	Attender/Daffedar/Record Keeper/Driver	1	"		7. Percentage of net Non Performing Assets(NPA) to loan outstanding for the last preceding two years below 5%	Attender/Daffedar/Record Keeper/Driver	1	"	
		8. Should have declared dividend on shares during the precedings two years	Peon/Watchman	4	"		8. Should have declared dividend on shares during the precedings two years	Peon/Watchman	4	"	
			*Part-time Sweeper	1	"		9 Audit must complete with in the prescribed time limit and must include defect rectification report .	*Part-time Sweeper	1	"	
							10.Govt dues must be cleared				

Class III	1. Working Capital Rs.15 crores and above	Secretary	1	Will be fixed by Government from time to time	5	Class III	1. Working Capital Rs.40 crores and above	Secretary	1	Will be fixed by Government from time to time
	2. Deposits Rs.10 crores and above	Assistant Secretary	1	"			2. Deposits Rs.35 crores and above	Assistant Secretary	1	"
	3. Loans outstanding Rs.7.5 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	2	"			3. Loans outstanding Rs.28 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	2	"
	4. Audit Classification A or B	Head Clerk/Senior Accountant	2	"			4. Audit Classification not less than B	Head Clerk/Senior Accountant	2	"
	5.Capital to Risk Assets Ratio(CRAR) 7% and above	Junior Accountant/Senior Clerk/Senior Cashier	3	"			5.Capital to Risk Assets Ratio(CRAR) 9% and above	Junior Accountant/Senior Clerk/Senior Cashier	3	"
	6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the last preceding two years, 10% and above and below 15%	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	4	"			6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the last preceding two years, below 10%	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	4	"
	7. Should work on profit during the preceding two years	Attender/Daffedar/Record Keeper/Driver	1	"			7. Should work on profit during the preceding two years	Attender/Daffedar/Record Keeper/Driver	1	"
	8. Should have declared dividend on shares during the precedings years	Peon/Watchman	3	"			8. Should have declared dividend on shares during the precedings years	Peon/Watchman	3	"
		*Part-time Sweeper	1	"			9 Audit must complete with in the prescribed time limit and must include defect rectification report .	*Part-time Sweeper	1	"
Class IV	1. Working Capital Rs.10 crores and above	Secretary	1	Will be fixed by Government from time to time	6	Class IV	1. Working Capital Rs.25 crores and above	Secretary	1	
							10.Govt dues must be cleared			

	2. Deposits Rs.8 crores and above	Assistant Secretary	1	"		2. Deposits Rs.22 crores and above	Assistant Secretary	1	Will be fixed by Government from time to time	
	3. Loans outstanding Rs.6 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	2	"		3. Loans outstanding Rs.17 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	2	"	
	4. Audit Classification A or B	Junior Accountant/Senior Clerk/Senior Cashier	2	"		4. Audit Classification not less than B	Junior Accountant/Senior Clerk/Senior Cashier	2	"	
	5.Capital to Risk Assets Ratio(CRAR) 7% and above	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	4	"		5.Capital to Risk Assets Ratio(CRAR) 9% and above	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	4	"	
	6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the preceding year, 15% and above and below 20%	Peon/Watchman	3	"		6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the preceding year, below 15%	Peon/Watchman	3	"	
	7. Should have declared dividend on shares during the precedings years	*Part-time Sweeper	1	"		7 Audit must complete with in the prescribed time limit and must include defect rectification report .	*Part-time Sweeper	1	"	
						8.Govt dues must be cleared				
Class V	1. Working Capital Rs.5 crores and above	Secretary	1	Will be fixed by Government from time to time	7	Class V	1. Working Capital above Rs.15 crores	Secretary	1	Will be fixed by Government from time to time

		2. Deposits Rs.3.5 crores and above	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	1	"			2. Deposits above Rs.13 crores	Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	1	"
		3. Loans outstanding Rs.3 crores and above	Head Clerk/Senior Accountant	1	"			3. Loans outstanding above Rs.10 crores	Head Clerk/Senior Accountant	1	"
		4. Audit Classification for not less than B	Junior Accountant/Senior Clerk/Senior Cashier	1	"			4. Audit Classification for not less than C	Junior Accountant/Senior Clerk/Senior Cashier	1	"
		5.Capital to Risk Assets Ratio(CRAR) below 7%	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	2	"			5.Capital to Risk Assets Ratio(CRAR) below 7%	JuniorClerk/ JuniorCashier, Typist/Data Entry Operator, Appraiser	2	"
		6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the preceding year, 15% and above and below 20%	Peon/Watchman	2	"			6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the preceding year, below 15%	Peon/Watchman	2	"
		7. Should have worked on profit atleast for one year during immediate three precedings years	*Part-time Sweeper	1	"			7. Should have worked on profit atleast for one year during immediate three precedings years	*Part-time Sweeper	1	"
								8 Audit must complete with in the prescribed time limit and must include defect rectification report .			
								9.Govt dues must be cleared			
Class VI		1. Working Capital Rs.2.5 crores and below Rs.5 crores above	Secretary	1	Will be fixed by Government from time to time	8	Class VI	1. Working Capital below Rs. 15 crores	Secretary	1	Will be fixed by Government from time to time
		2. Deposits Rs.1crore and below Rs.3.5 crores	Head Clerk/Senior Accountant	1	"			2. Deposits below Rs.13 crores	Head Clerk/Senior Accountant	1	"
		3. Loans outstanding Rs.3 crores and above	Junior Accountant/Senior Clerk/Senior Cashier	1	"			3. Loans outstanding below 10 crores	JuniorClerk/ JuniorCashier, Typist/Appraiser	1	"

4.Capital to Risk Assets Ratio(CRAR) 7%	JuniorClerk/ JuniorCashier, Typist/Apprais er	1	"
5.Audit Classification C or D	Peon/Watchma n	1	
6. Percentage of net Non Performing Assets(NPA) to loan outstanding above 20%	*Part-time Sweeper	1	"

4.Capital to Risk Assets Ratio(CRAR) below 7%	Peon/Watchman	1	"
5.Audit Classification 'C' or 'D'	*Part-time Sweeper	1	
6. Percentage of net Non Performing Assets(NPA) to loan outstanding above 20%			"
7.Audit must complete with in the prescribed time limit and must include defect rectification report .			
8.Govt dues must be cleared			

Note:-	<p>1. The above staff strength is inclusive of the staff for Head Office Branches if any. Incase of banks having no separate Head Office Branch, proportionate deduction in the strength will be made by the Registrar of Co-operative Societies with reference to the necessity of each Banks. However, the banks having branches other than headoffice branch can one Branch Manager, one Clerk, one Peon and one Part-time Sweeper for each branch with approval of the Registrar of Co-operative Societies.</p> <p>2. Banks with working capital of less than Rs.2.5 crores need not be classified.</p> <p>3. Additional post of Junior Clerk will be provided in branches if the following conditions satisfied.</p> <p>4. (a) For every average increase of 100 receipts/vouchers/slips daily over the base level of 200 numbers. (b) For every increase of Rs.2crores of deposits, over the base level of Rs.4 crores (individuals).</p> <p>5. Out of increase of every 4 posts(as per Note 4 above) one post will be categorised in the cadre of Senior Accountant and the remaining two in the cadre of Junior Clerks.</p> <p>6. One post of Inspector of Branches will be sanctioned for every five branches.</p> <p>7. The Banks will sent proposals for additional posts mentioned above to the Registrar with all the relevant details when new branche is sancioned. Post creation will be on the basis of necessity and with prior sanction of the Registrar of Co-operative Societies.</p> <p>8. On post of Driver, can be sanctioned if the Bank/Society is having a vehicle.</p> <p>9. The Board of Directors shall ensure that the appointment of additional staff will not push the Bank into loss.</p> <p>10. The staff pattern prescribed above is the maximum permissible and The Board of Management shall have full power to make appointment with in the staff pattern, approved by the Registrar of Co-operative Societies for the Bank.</p> <p>11. If the Board of Management consider any change in the allocation of staff within the above overall limit, the Registrar may give prior sanction for the same up on specific request after satisfying himself about the necessity.</p>
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Note:-	<p>1. The above staff strength is inclusive of the staff for Head Office Branches if any. Incase of banks having no separate Head Office Branch, proportionate deduction in the strength will be made by the Registrar of Co-operative Societies with reference to the necessity of each Banks. However, the banks having branches other than headoffice branch can one Branch Manager, one Clerk, one Peon and one Part-time Sweeper for each branch with approval of the Registrar of Co-operative Societies.</p> <p>2. Banks with working capital of less than Rs.2.5 crores need not be classified.</p> <p>3. Additional post of Junior Clerk will be provided in branches if the following conditions satisfied.</p> <p>4. (a) For every average increase of 100 receipts/vouchers/slips daily over the base level of 200 numbers. (b) For every increase of Rs.2crores of deposits, over the base level of Rs.4 crores (individuals).</p> <p>5. Out of increase of every 4 posts(as per Note 4 above) one post will be categorised in the cadre of Senior Accountant and the remaining two in the cadre of Junior Clerks.</p> <p>6. One post of Inspector of Branches will be sanctioned for every five branches.</p> <p>7. The Banks will sent proposals for additional posts mentioned above to the Registrar with all the relevant details when new branche is sancioned. Post creation will be on the basis of necessity and with prior sanction of the Registrar of Co-operative Societies.</p> <p>8. On post of Driver, can be sanctioned if the Bank/Society is having a vehicle.</p> <p>9. The Board of Directors shall ensure that the appointment of additional staff will not push the Bank into loss.</p> <p>10. The staff pattern prescribed above is the maximum permissible and The Board of Management shall have full power to make appointment with in the staff pattern, approved by the Registrar of Co-operative Societies for the Bank.</p> <p>11. If the Board of Management consider any change in the allocation of staff within the above overall limit, the Registrar may give prior sanction for the same up on specific request after satisfying himself about the necessity.</p>
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		<p>12. The existing employees in those Banks already having the number of staff over and above the limit as per the above staff pattern will be given protection. Such excess posts shall be treated as supernumerary and shall be adjustusted against future vacancies.</p> <p>13.The existing staff with different designations, if any shall be suitably fitted into the appropriate cadres taking into consideration the nature of duties performed by them and extend of responsibilities devolving on them, without any change in the cadre and scale of pay.</p> <p>14. Special prior sanction of the Registrar shall be obtained for the creation of any new posts so as to keep parity with the above staff pattern.</p> <p>15. Classification made by the societies should be approved by the Registrar of Co-operative Societies before being implemented]</p> <p>16. In order to calculate the amount of working capital, deposit, loan outstanding for classifying the banks, average of the total amount outstanding at the end of each month for the preceding year shall be taken into account.</p>					<p>12. The existing employees in those Banks already having the number of staff over and above the limit as per the above ataff pattern wil be given protection. Such excess posts shall be treated as supernumerary and shall be adjustusted against future vacancies.</p> <p>13.The existing staff with different designations, if any shall be suitably fitted into the appropriate cadres taking into consideration the nature of duties performed by them and extend of responsibilities devolving on them, without any change in the cadre and scale of pay.</p> <p>14. Special prior sanction of the Registrar shall be obtained for the creation of any new posts so as to keep parity with the above staff pattern.</p> <p>15. Classification made by the societies should be approved by the Registrar of Co-operative Societies before being implemented.</p> <p>16. In order to calculate the amount of working capital, deposit, loan outstanding for classifying the banks, average of the total amount outstanding at the end of each month for the preceding year shall be taken into account.</p>		
15.1 A .2 Housing societies									
class 1	societies having working capital above 25 lakhs	Secretary	1						
		Accountant	1						
		Senior Clerk	1						
		Junior Clerk/Typist	2						
	Class II Societies with working capital between Rs.10 lakhs and Rs.25 lakhs.	Secretary	1		Class I	1. Working capital above Rs.3 Crores	Secretary	1	
		Accountant	1			2. Audit Classification 'A' for last 3 years.	Accountant	1	
		Senior Clerk	1			3Audit must complete with in the prescribed time limit and must include defect rectification report .	Senior Clerk	1	
		Junior Clerk/Typist	1			4.Govt dues must be cleared	Junior Clerk/Typist	2	
		Attender	1						
	Class III Societies with working capital between Rs.5 lakhs and Rs.10 lakhs.	Secretary	1		Class II	1. Working capital above Rs. 2 Crores			
		Accountant	1			2. Audit Classification 'A' .atleast in 1 year in the last 3 years.			
		Clerk	1			3Audit must complete with in the prescribed time limit and must include defect rectification report .			
		Attender	1			4.Govt dues must be cleared			
	Class IV Societies with working capital below Rs.5 lakhs.	Honorary Employees only till such time they satisfy the norms for Class III			Class III	1. Working capital above Rs. 1 crore.	Secretary	1	
						2 Audit Classification 'B' for the last 3 years.	Accountant	1	
						3Audit must complete with in the prescribed time limit and must include defect rectification report .	Senior Clerk	1	

						8.Govt dues must be cleared	Junior Clerk/Typist	1	
							Attender	1	
				Class IV		1. Working capital below 1 crore			
						2.Audit must complete with in the prescribed time limit and must include defect rectification report .	Honorary Employees only till such time they satisfy the norms for Class III		
						3.Govt dues must be cleared			
Marketing Societies (Rule 15 2.A(2))					R.15- 2.A Marketing Societies				
1	b.Primary marketing societies			R.15 2.A(3).Primary marketing societies					
	c. Non-agricultural marketing societies								
	Class I Societies having annual sales turnover of Rs.100 lakhs and above	Secretary/Manager	1		1 Class I	1. Having annual sales turnover of Rs.5 crores and above	Secretary/Manager	1	
		Assistant Secretary/Manager	1			2.Audit classification atleast A in 2 year in the last 3 years.	Assistant Secretary/ Manager	1	
		Accountant	1			2.Audit must complete with in the prescribed time limit and must include defect rectification report .	Accountant	1	
		Cashier	1			8.Govt dues must be cleared	Cashier	1	
		Technician	1				Technician	1	
		Grader	1				Grader	1	
		Senior Clerk	1				Senior Clerk	1	
		Typist	1				Assistant Grader	1	
		Assistant Technician	1				Junior Clerks	2	
		Assistant Grader	1				Attenders	2	
		Junior Clerks	2						
		Attenders	2						
2	Class II	Class II-Societies having annual sales turnover between Rs.50 lakhs and 100 lakhs			2 Class II	1 Having annual sales turnover between Rs.3croress and 5 crores	Secretary/Manager	1	
		Assistant Secretary/Manager	1			2. Audit classification atleast A in 2 year in the last 3 years.	Assistant Secretary/ Manager	1	
		Accountant	1			3Audit must complete with in the prescribed time limit and must include defect rectification report .	Accountant	1	
		Cashier	1			4Govt dues must be cleared	Cashier	1	
		Technician	1				Technician	1	
		Grader	1				Grader	1	
		Senior Clerk/Typist	1				Senior Clerk	1	
		Junior Clerk	1				Junior Clerk	1	
		Attender	1				Attender	1	

3	Class III	Class III-Societies having annual sales turnover between Rs.20 lakhs and 50 lakhs	Secretary/Manager	1	3	Class III	1.Having annual sales turnover between Rs.2 crores and 3 crores	Secretary/Manager	1
			Accountant/Clerk	1			2. Audit classification B in two preceding years	Accountant/Clerk	1
			Technician	1			3.Audit must complete with in the prescribed time limit and must includedefect rectification report .	Technician	1
			Grader	1				Grader	1
			Assistant Grader/ Assistant Technician	2				Assistant Grader/ Assistant Technician	1
			Attender	1				Attender	1
							4.Govt dues must be cleared		
4	Class IV	Class IV-Societies having annual sales turnover below Rs.20 lakhs	Secretary	1	4	Class IV	1. Having annual sales turnover below Rs.2 crores	Secretary	1
			Accountant/Clerk	1			3.Audit must complete with in the prescribed time limit and must includedefect rectification report .	Accountant/Clerk	1
			Technician/Grader	1			4.Govt dues must be cleared	Technician/Grader	1
			Attender	1			Attender	1	
Note:-		Societies having other activities like fair prices shope etc., may appoint additional staff required for the purpose according to necessity in consultation with Registrar.			Note:-		Having other activities like fair prices shope etc., may appoint additional staff required for the purpose according to necessity in consultation with Registrar.		
5 Processing Societies					R.15 2.B Processing Societies				
		(a)Agricultural Processing Societies	Same as for Primary Marketing Societies				R.15 2.B (1)(i)Agricultural Processing Societies	Same as for Primary Marketing Societies	
		(b)Industrial Processing Societies	Same as for Primary Marketing Societies				R.15 2.B (2)(ii)Industrial Processing Societies	Same as for Primary Marketing Societies	
		(C)Other Processing Societies	Same as for Primary Marketing Societies				R.15 2.B (3)Other Processing Societies	Same as for Primary Marketing Societies	
Consumers Societies					R.15 3. Consumers Societies				
(b) District Whole Sale Co-operative Store					R.15 3(2)District Whole Sale Co-operative Store				
		Class I Societies having annual sales turnover exceeding Rs.200 lakhs.	Secretary/Managing Director	1	1	Class I	1. Societies having annual sales turnover 5 crores and above	Secretary/Managing Director	1
			Officer Manager	1			2.Audit must complete with in the prescribed time limit and must includedefect rectification report .	Officer Manager	1
			Inspector/Chief Accountant	4			3.Govt dues must be cleared	Inspector/Chief Accountant	4

			Section Heads	7			4. Audit Classification 'B'	Section Heads	7	
			Typist/Stenographers	1				Typist/Stenographers	1	
			Depot Manager Grade I	7				Depot Manager Grade I	7	
			Grade II	30				Grade II	30	
			Senior Clerks	10				Senior Clerks	10	
			Junior Clerks	15				Junior Clerks	15	
			Godown Keeper	2				Godown Keeper	2	
			Driver	1				Driver	1	
			Salesman	60				Salesman	60	
			Attender/Peon/Watcher/Cleaner	12				Attender/Peon/Watcher/Cleaner	12	
						2	Class II			
			Class II - Societies having annual sales turnover between Rs.150 lakhs and 200 lakhs.				1. Societies having annual sales turnover between 3 crores and 5 crores			
			Class III -Societies having annual sales turnover of Rs.100 lakhs and above but below Rs. 150 lakhs				2. Audit must complete within the prescribed time limit and must include defect rectification report .	Secretary/Managing Director-1 Officer Manager -1 Accountant -3 Typist/Stenographers-1		
							3. Audit Classification 'B'	Depot Manager Grade I - 5 Depot Manager Grade II -21 Senior Clerks/Junior Clerks-4 Godown Keeper/ Driver -12 Salesman -45 Attender/Peon/Watcher/Cleaner-9		
			Class IV - All other Wholesale Store				4. Govt dues must be cleared			

3	Class III	1 Societies having annual sales turnover between 1 crore and 3 crores. 3. Audit Classification 'C'	Secretary/Managing Director-1 Officer Manager -1 Accountant -3 Typist/Stenographers-1 Depot Manager Grade I - 6 Depot Manager Grade II -30 Senior Clerks/Junior Clerks-6 Godown Keeper/Driver -17 Salesman -50 Attender/Peon/Watcher/Cleaner-10		
		2. Audit must complete with in the prescribed time limit and must includedefect rectification report .			
		3. Govt dues must be cleared			
4	Class IV	All other Societies having Sales turnover below 1 crore and above 25 lakh . Audit Classification 'B'	Secretary/Managing Director-1 Officer Manager -1 Accountant -2 Typist/Stenographers-1 Depot Manager Grade I - 4 Depot Manager Grade II -17 Senior Clerks/Junior Clerks-4 Godown Keeper/Driver -12		

					Class V					
						All other Societies excluding above classes			working with honorary staff	
(c)Primary Consumer Stores					R.15 3(3)Primary Consumer Stores					
			Secretary	1	Class I	1. Sales turnover of Rs.3 Crore and above			Secretary -1	
			Salesman	2		2. Audit Classification 'B'			Accountant-1	
						3. Audit must complete with in the prescribed time limit and must includedefect rectification report .			Clerk -1 salesman-1	
			Attender	1		4. Govt dues must be cleared			Attender-1	
					Class II	1. Sales turnover between Rs.1 Crore and 3 crores			Secretary -1	
						2. Audit Classification 'B'			Clerk -1	
						3. Audit must complete with in the prescribed time limit and must includedefect rectification report .			salesman-3	
						4. Govt dues must be cleared			Attender-1	
					Class III	1. Sales turnover between Rs.50 lakh and 1 crore			Secretary -1	
						2. Audit Classification not below 'C'			salesman-2	
						3. Audit must complete with in the prescribed time limit and must includedefect rectification report .			Attender-1	
						4. Govt dues must be cleared				
					class IV	1. Sales turnover between Rs.25 lakh and 50 lakh 2. Audit Classification not below 'C'				
						All other societies excluding above classes				

8	Hospital Co-operative Societies				R 15. 6.2 Hospital Co-operative Societies				
(a) Spl Grade	1.Having super speciality treatment in any one of the medical wing	Secretary/General Manager	1	As fixed by Government from time to time	1 Spl Grade	1. Having super speciality treatment in any five of the medical wing	Secretary/General Manager	1	As fixed by Government from time to time
	2.Having 200 Beds and above	Administrative Officer	1	"		2.Having 300 Beds and above	Administrative Officer/Assistant Secretary	1	"
	3.Having the number of new registration of patients exceeds 1,25,000 in an year	Assistant Secretary/Assistant Manager	1	"		3.Having the number of patients exceeds 1,25,000 in an year	Assistant Manager/Chief Accountant	1	"
	4.Having Annual income from the working of the Hospital exceeds 125 lakhs rupees	Chief Accountant	1	"		4.Having Annual income from the working of the Hospital exceeds Rs.2 Crores			"
	5.Having units of General Medicine, General Surgery, Operation Theatre, Intensive-Care Unit, Labour room	Accountant/Senior clerk/Senior Cashier/Computer Operator	3	"		5.Having units of General Medicine, General Surgery, Operation Theatre, Intensive-Care Unit, Labour room	Accountant/Senior clerk/Senior Cashier	3	"
	6.Having Ultra Sound Scanning, C.T. Scan, X-Ray, E.C.G. Facilities, Medical Store and Casualty.	Junior Clerk/Junior Cashier/Typist/Telephone Operator/Receptionist	10	"		6.Having Ultra Sound Scanning, C.T. Scan, X-Ray, E.C.G, MRI Facilities, Ambulance with ICU facility, laboratory, Pharmacy Medical Store and Casualty.	Junior Clerk/Junior Cashier/Typist/Telephone Operator/Receptionist/Computer Operator	10	"
		Peon	2	"		7. Audit Classification 'A' in three preceding years 2 year in the last 3 years.	Peon	2	"
		Night Watchman/Security -Shift 1	2	"		8.Audit must complete with in the prescribed time limit and must included defect rectification report .	Night Watchman/Security -Shift 1	2	"
		Shift 2	1	"		8.Govt dues must be cleared	Shift 2	1	"
		Hospital Staff	1. Chief Medical Officer, Grade 1 Physicians, Surgeons, Grade 2 Specialists, Resident Grade 3, Medical Officer, Senior Doctors	15	"	Hospital Staff	1. Chief Medical Officer, Grade 1 Physicians, Surgeons, Grade 2 Specialists, Resident Grade 3, Medical Officer, Senior Doctors	15	"
		2. Junior Doctors	4	"		2. Junior Doctors	4	"	

			3. Nursing Superintendent Grade 1 or 2	1	"
			4. Head Nurse, Staff Nurse ,Senior Nurse	8	"
			5. A.N.M/Junior Nurses	20	"
			6. Nursing Assistants	20	"
			7. Cleaners, Lascars, Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10.	As fixed by Government from time to time
	(b) Class I	1. Having 100 Beds and above	Secretary/General Manager	1	As fixed by Government from time to time
		2. Having the number of new registration of patients exceeds 75,000 in an year	Assistant Secretary/Assistant Manager	1	"
		3. Having Annual income from the working of the Hospital exceeds Rs.75 lakhs.	Chief Accountant	1	"
		4. Having units of General Medicine, General Surgery, Operation Theatre, Intensive-Care Unit, Labour room, Having Ultra Sound Scanning, X-Ray, E.C.G. Facilities, Medical Store and Casualty.	Accountant/Senior clerk/Senior Cashier/Computer Operator	2	"
			Junior Clerk/Junior Cashier/Typist/Telephone Operator/ Receptionist	4	"

			3. Nursing Superintendent Grade 1 or 2	1	"
			4. Head Nurse, Staff Nurse ,Senior Nurse	8	"
			5. A.N.M/Junior Nurses	20	"
			6. Nursing Assistants	20	"
			7. Cleaners, Lascars, Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10.	As fixed by Government from time to time
	2 Class I	1. Having 150 Beds and above	Secretary/General Manager	1	As fixed by Government from time to time
		2. Having the number of new registration of patients exceeds 75,000 in an year	Assistant Secretary/Assistant Manager	1	"
		3. Having Annual income from the working of the Hospital exceeds Rs.1.25 Crores.	Chief Accountant	1	"
		4. Having units of General Medicine, General Surgery, Operation Theatre, Intensive-Care Unit, Labour room, Having Ultra Sound Scanning, X-Ray, E.C.G. Facilities, Medical Store and Casualty.	Accountant/Senior clerk/Senior Cashier/Computer Operator	2	"
		5. Audit Classification 'A' in any 3 years among the preceeding 5 years	Junior Clerk/Junior Cashier/Typist/Telephone Operator/ Receptionist	4	"

	Peons	2	"
	Night Watchman/Security -Shift 1	2	"
	Shift 2	1	"
Hospital Staff	1. Chief Medical Officer, Grade 1 Physicians, Surgeons, Grade 2 Specialists, Resident Grade 3, Medical Officer, Senior Doctors	10	"
	2. Junior Doctors	3	"
	3. Nursing Superintendent Grade 1 or 2	1	"
	4. Head Nurse, Staff Nurse, Senior Nurse	4	"
	5. A.N.M/Junior Nurses	10	"
	6. Nursing Assistants	10	"
	7. Cleaners, Lascars, Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10.	As fixed by Government from time to time

6. Audit must complete within the prescribed time limit and must include defect rectification report.	Peons	2	"
	Night Watchman/Security -Shift 1	2	"
7. Govt dues must be cleared			
8. Having super speciality treatment in any three medical wings	Shift 2	1	"
Hospital Staff	1. Chief Medical Officer, Grade 1 Physicians, Surgeons, Grade 2 Specialists, Resident Grade 3, Medical Officer, Senior Doctors	10	As fixed by Government from time to time
	2. Junior Doctors	3	"
	3. Nursing Superintendent Grade 1 or 2	1	"
	4. Head Nurse, Staff Nurse, Senior Nurse	4	"
	5. A.N.M/Junior Nurses	10	"
	6. Nursing Assistants	10	"
	7. Cleaners, Lascars, Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10.	As fixed by Government from time to time

(c) Class II	1. Having 50 Beds and above	Secretary/General Manager	1	As fixed by Government from time to time	3 Class II	1. Having 75Beds and above	Secretary/General Manager	1	As fixed by Government from time to time
	2. Having the number of new registration of patients exceeds 40,000 in an year	Chief Accountant	1	"		2. Having the number of new registration of patients exceeds 40,000 in any year	Chief Accountant	1	"
	3. Having Annual income from the working of the Hospital exceeds Rs.40 lakhs.	Accountant/Senior clerk/Senior Cashier/Computer Operator	1	"		3. Having Annual income from the working of the Hospital exceeds Rs.75 Lakhs.	Accountant/Senior clerk/Senior Cashier/Computer Operator	1	"
	4. Having units of General Medicine, General Surgery, Operation Theatre, Intensive-Care Unit, Labour room, X-Ray, E.C.G. Facilities, Medical Store and Casualty.	Junior Clerk/Junior Cashier/Typist/Telephone Operator/ Receptionist	3	"		4. Having units of General Medicine, General Surgery, Operation Theatre, Intensive-Care Unit, Labour room, X-Ray, E.C.G. Facilities, Medical Store and Casualty.	Junior Clerk/Junior Cashier/Typist/Telephone Operator/ Receptionist	3	"
		Peon	1	"		5. Audit Classification not less than 'B' in any 3 years among the preceeding 5 years	Peon	1	"
		Night Watchman/Security -Shift 1	1	"		6. Audit must complete with in the prescribed time limit and must includedefect rectification report .	Night Watchman/Security -Shift 1	1	"
		Shift 2	1	"		7 Govt dues must be cleared	Shift 2	1	"
	<u>Hospital Staff</u>	1. Chief Medical Officer, Physicians, Surgeons, Grade 1 Specialists, Resident Grade 2, Medical Officer, Grade 3 Senior Doctors	5	"		<u>Hospital Staff</u>	1. Chief Medical Officer, Physicians, Surgeons, Grade 1 Specialists, Resident Grade 2, Medical Officer, Grade 3 Senior Doctors	5	"
		2. Junior Doctors	2	"			2. Junior Doctors	2	"
		3. Nursing Superintendent Grade 1 or 2	1	"			3. Nursing Superintendent Grade 1 or 2	1	"
		4. Head Nurse, Staff Nurse ,Senior Nurse	2	"			4. Head Nurse, Staff Nurse ,Senior Nurse	2	"

			5. A.N.M/Junior Nurses	5	"				5. A.N.M/Junior Nurses	5	"
			6. Nursing Assistants	5	"				6. Nursing Assistants	5	"
			7. Cleaners, Lascars, Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10.	As fixed by Government from time to time				7. Cleaners, Lascars, Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10.	As fixed by Government from time to time
(d) Class III	1.Having 25 Beds and above	Secretary/General Manager	1	As fixed by Government from time to time	4	Class III	1. Having 40 Beds and above	Secretary/General Manager	1	As fixed by Government from time to time	
	2. Having the number of new registration of patients exceeds 20,000 in an year	Accountant/Senior clerk/Senior Cashier/Computer Operator	1	"			2.Having the number of new registration of patients exceeds 20,000 in an year	Accountant/Senior clerk/Senior Cashier/Computer Operator	1	"	
	3. Having Annual income from the working of the Hospital exceeds Rs.20 lakhs.	Junior Clerk/Junior Cashier/Typist/Telephone Operator/ Receptionist	2	"			3. Having Annual income from the working of the Hospital exceeds Rs.30 lakhs.	Junior Clerk/Junior Cashier/Typist/Telephone Operator/ Receptionist	2	"	
	4. Having units of General Medicine, General Surgery, Operation Theatre, Intensive-Care Unit, Labour room, X-Ray, E.C.G. Facilities	Peon	1	"			4.Having units of General Medicine, General Surgery, Operation Theatre, Intensive-Care Unit, Labour room, X-Ray, E.C.G. Facilities	Peon	1	"	
		Night Watchman/Security -Shift 1	1	"			5. Audit Classification not less than 'C' in any 3 years among the preceeding 5 years	Night Watchman/Security -Shift 1	1	"	
		Shift 2	1	"			3.Audit must complete with in the prescribed time limit and must includedefect rectification report .	Shift 2	1	"	

	Hospital Staff	1. Chief Medical Officer, Physicians, Surgeons, Grade 1 Specialists, Resident Grade 2, Medical Officer, Grade 3 Senior Doctors	3	"			1. Chief Medical Officer, Physicians, Surgeons, Grade 1 Specialists, Resident Grade 2, Medical Officer, Grade 3 Senior Doctors	3	"	
		2. Junior Doctors	2	"		4. Govt dues must be cleared				
		3. Head Nurse, Staff Nurse, Senior Nurse	4	"			2. Junior Doctors	2	"	
		4. A.N.M/Junior Nurses	5	"			3. Head Nurse, Staff Nurse, Senior Nurse	1	"	
		5. Nursing Assistants	5	"			4. A.N.M/Junior Nurses	3	"	
		6. Cleaners, Lascars, Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10.	As fixed by Government from time to time			5. Nursing Assistants	3	"	
							6. Cleaners, Lascars, Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10.	As fixed by Government from time to time	
(e) Class IV	1. Having 10 Beds and above	Secretary/General Manager	1	As fixed by Government from time to time	5	Class IV	1. Having 20 Beds and above	Secretary/General Manager	1	As fixed by Government from time to time
	2. Having the number of new registration of patients exceeds 8,000 in an year	Junior Clerk/Junior Cashier/Typist/	2	"			2. Having the number of new registration of patients exceeds 8,000 in an year	Junior Clerk/Junior Cashier/Typist/	2	"

	3. Having Annual income from the working of the Hospital exceeds Rs.8 lakhs.	Telephone Operator/ Receptionist/Peon	1	"
		Night Watchman/Security -Shift 1	1	"
		Shift 2	1	"
	Hospital Staff	1. Chief Medical Officer, Grade-1 Physicians, Surgeons, Grade 2 Specialists, Resident Grade 3, Medical Officer, Senior Doctors	1	"
		2. Junior Doctor	1	"
		3. Head Nurse, Staff Nurse ,Senior Nurse	1	"
		4. A.N.M/Junior Nurses	1	"
		5. Nursing Assistants	1	"
		6. Cleaners, Lascars, Stretcher Bearers and Ward Boys	1	As fixed by Government from time to time
(e) Class V	All other Hospital Co-operative Societies	Secretary/General Manager	1	As fixed by Government from time to time

	3. Having Annual income from the working of the Hospital exceeds Rs.15 lakhs.	Telephone Operator/ Receptionist/Peon	1	"
	4.Audit must complete with in the prescribed time limit and must includedefect rectification report .	Night Watchman/Security -Shift 1	1	"
	5.Govt dues must be cleared	Shift 2	1	"
	Hospital Staff	1. Chief Medical Officer, Grade-1 Physicians, Surgeons, Grade 2 Specialists, Resident Grade 3, Medical Officer, Senior Doctors	1	"
		2. Junior Doctor	1	"
		3. Head Nurse, Staff Nurse ,Senior Nurse	1	"
		4. A.N.M/Junior Nurses	1	"
		5. Nursing Assistants	1	"
		6. Cleaners, Lascars, Stretcher Bearers and Ward Boys	1	As fixed by Government from time to time
6 Class V	All other Hospital Co-operative Societies	Secretary/General Manager	1	As fixed by Government from time to time

		Junior Clerk/Junior Cashier/Typist/Telephone Operator/ Receptionist	1	"			Junior Clerk/Junior Cashier/Typist/Telephone Operator/ Receptionist	1	"	
		Peon	1	"			Peon	1	"	
		Night Watchman/Security -Shift 1	1	"			Night Watchman/Security -Shift 1	1	"	
		Shift 2	1	"			Shift 2	1	"	
		Hospital Staff					Hospital Staff			
		1. Medical Officer/Grade-1 Senior Doctors Grade-2, Grade-3	1	"			1. Medical Officer/Grade-1 Senior Doctors Grade-2, Grade-3	1	"	
		2. Junior Doctor	1	"			2. Junior Doctor	1	"	
		3. A.N.M/Junior Nurses	1	"			3. A.N.M/Junior Nurses	1	"	
		4. Nursing Assistants	1	"			4. Nursing Assistants	1	"	
		5. Cleaners, Lascars, Stretcher Bearers and Ward Boys	1	As fixed by Government from time to time			5. Cleaners, Lascars, Stretcher Bearers and Ward Boys	1	As fixed by Government from time to time	
	General					General				
	Medical Laboratory Wing	1. A unit which examines 50 samples on an average daily is permitted to create the following posts: 2. One additional post of Laboratory Technician shall be created for each 25 samples in excess for each 25 samples in excess of 50 and one post of	Laboratory Technician	1	As fixed by Government from time to time	Medical Laboratory Wing	1. A unit which examines 50 samples on an average daily is permitted to create the following posts: 2. One additional post of Laboratory Technician shall be created for each 25 samples in excess for each 25 samples in excess of 50 and one post of Laboratory Assistant for each 50 samples in excess of 50 samples 3. One	Laboratory Technician	2	As fixed by Government from time to time

	Laboratory Assistant for each 50 samples in excess of 50 samples 3. One post of Chief Laboratory Technician is admissible if the total number of Laboratory Technicians are not less than six	Laboratory Assistant	1	"		post of Chief Laboratory Technician is admissible if the total number of Laboratory Technicians are not less than six	Laboratory Assistant		"
Pharmacy Medical	1. A unit which is having dealings with 100 persons on an average per day is permitted to create the following posts:	Pharmacist	1	"	Pharmacy Medical	1. A unit which is having dealings with 100 persons on an average per day is permitted to create the following posts: 2. Units having dealings with more than 100 persons can	Pharmacist	1	"
		Pharmacist Assistant	1	"			Pharmacist Assistant	1	"
X ray Wing	For an X-ray Unit the following posts are permissible:	X-ray Technician	1	"	X ray Wing	For an X-ray Unit the following posts are permissible:	X-ray Technician	1	"
		X-ray Assistant	1	"			X-ray Assistant	1	"
Radiology Wing	The following posts are permissible for a Radiology Unit:	Radiographer	1	"	Radiology Wing	The following posts are permissible for a Radiology Unit:	Radiographer	1	"
	Note: Prior permission of the Joint Registrar of Co-operative Societies is					Note: Prior permission of the Joint Registrar of Co-operative Societies is required for			
E.C.G Unit	The following posts are permissible for a E.C.G. Unit:	E.C.G. Technician	1	"	E.C.G Unit	The following posts are permissible for a E.C.G. Unit:	E.C.G. Technician	1	"
	Note: An average of 30 cases shall be handled in one unit daily. For each					Note: An average of 30 cases shall be handled in one unit daily. For each additional			
Blood Bank Unit	The following posts are permissible in each Unit:	Doctor	1	"	Blood Bank Unit	The following posts are permissible in each Unit:	Doctor	1	"
		Blood Bank Technician	1	"			Blood Bank Technician	1	"
		Blood Bank Technical Assistant	1	"			Blood Bank Technical Assistant	1	"
Theatre Wing	Only one post of Theatre Mechanic is permissible in a Hospital. Only Hospitals which come under the category of special grade and Class In alone are eligible to have the post.			"	Theatre Wing	Only one post of Theatre Mechanic is permissible in a Hospital. Only Hospitals which come under the category of special grade and Class In alone are eligible to have the post.			"
Medical Record Wing	Only one post of Librarian is permissible in a Hospital. Hospitals which come under the category of special grade and Class I alone are eligible to have the post.			"	Medical Record Wing	Only one post of Librarian is permissible in a Hospital. Hospitals which come under the category of special grade and Class I alone are eligible to have the post.			"
Other	Hospitals which come under the category of special grade and Class I are eligible to have one post of Electrician and Plumber each. Those Hospitals which have Lift facilities shall have a Lift Operator. Those Hospitals which have Treatment Plant shall have a post of Treatment Plant Operator.			"	Other	Hospitals which come under the category of special grade and Class I are eligible to have one post of Electrician and Plumber each. Those Hospitals which have Lift facilities shall have a Lift Operator. Those Hospitals which have Treatment Plant shall have a post of Treatment Plant Operator.			"
Note:-	1. The Board of Directors of the Hospital can appoint Doctors in any grade				Note:-	1. The Board of Directors of the Hospital can appoint Doctors in any grade considering			
	2. One additional post of Doctor can be created for each additional 10 beds in					2. One additional post of Doctor can be created for each additional 10 beds in excess of			

<p>3. Norms for fixing the grade of Doctors Grade I - Post Graduate Degree in Medicine with minimum 10 Years experience. Grade II- Post Graduage Degree or Diploma in Medicine with 5 years experience. Grade III- Graduate in Medicine with 10</p>		<p>3. Norms for fixing the grade of Doctors Grade I - Post Graduate Degree in Medicine with minimum 10 Years experience. Grade II- Post Graduage Degree or Diploma in Medicine with 5 years experience. Grade III- Graduate in Medicine with 10 years experience. (For those who have Post Graduate Diploma,</p>	
<p>4. Only those who have completed at least 5 years service in Nursing Superintendent Grade II in the same Hospital is eligible to be appointed as Grade I</p>		<p>4. Only those who have completed at least 5 years service in Nursing Superintendent Grade II in the same Hospital is eligible to be appointed as Grade I</p>	
<p>5. The number of post of Head Nurse must be calculated on a ratio of 4:1 of the posts of Staff Nurse/Senior Nurse. Those who have completed 10 years service as Staff Nurse or Senior Nurse in the same Hospital alone is elilgibel for the post of Head Nurse.</p>		<p>5. The number of post of Head Nurse must be calculated on a ratio of 4:1 of the posts of Staff Nurse/Senior Nurse. Those who have completed 10 years service as Staff Nurse or Senior Nurse in the same Hospital alone is elilgibel for the post of Head Nurse.</p>	
<p>6. For the appointment to the post in the Nursing Wing the qualification prescribed by Government as for in Government Service is necessary</p>		<p>6. For the appointment to the post in the Nursing Wing the qualification prescribed by Government as for in Government Service is necessary</p>	
SC/ST Co-operative Societies		R.15-7(2) SC/ST Co-operative Societies	
	1	Class I Working capital or business turnover exceeding Rs.50 lakhs	Secretary -1 Clerk -1 salesman/ Attender-2
	2	Class II Working Capital or business turnover between Rs.25 Lakhs and Rs.50 Lakhs.	Secretary -1 salesman/ Attender-1
	3	Class III Working Capital or business turnover below Rs.25 Lakhs	Secretary -1
Labour Contract Societies		R.15-9(1) Labour Contract Societies	
	1	special grade 1.work completed in one year not below 25 crores (it included completed and work in progress) 1. Having working Capital above 10 crores 2. Provides 500 workers and 100000 working days to members. 3. Audit Classification 'A' for two years and B for three years in preceeding 5 years. 4. Profit for 3 Consecutive years in last five years. 5.Audit must complete with in the prescribed time limit and must includedefect rectification report . 6 Govt dues must be cleared	secretary -1 Finance officer -1 Assistant secretary -1 Accountant -2 Senior clerk -4 Junior clerk -6 Engineering staff Assistant Engineer -2 oversior -4
	1	Class I 1.work completed in one year not below 10 crores (it included completed and work in progress) 1. Having working Capital above 5 crores 2. Provides 300 workers and 60000 working days to members. 3. Audit Classification 'A' for	secretary 1 assitant secretary 1 accountant 1 senior clerk 2 junior clerk 4

		two years and B for three years in preceeding 5 years. 4. Profit for 3 Consecutive years in last five years. 5.Audit must complete with in the prescribed time limit and must includedefect rectifiction report . 6 Govt dues must be cleared	Engineering staff Assistant Engineer	1	
			Oversier	1	
2	Class II	1.work completed in one year not below 10 crores (it included completed and work in progress) 1. Having working Capital above 5 crores 2. Provides 300 workers and 60000 working days to members. 3. Audit Classification 'A' for two years and B for three years in preceeding 5 years. 4. Profit for 3 Consecutive years in last five years. 5.Audit must complete with in the prescribed time limit and must includedefect rectifiction report . 6 Govt dues must be cleared	secretary	1	
			accountant	1	
			senior clerk	2	
			junior clerk	4	
			Engineering staff oversior	2	
3	Class III	1.work completed in one year not below 1 crores (it included completed and work in progress) 2. Having working Capital above 50 lakhs 3. Provides 100 workers and 20000 working days to	secretary	1	
			junior clerk	2	
			Engineering staff oversior	1	

							members. 4. Audit Classification 'A' for one years and B for three years in preceeding 5 years. 5. Profit for 2 Consecutive years in last five years. 5.Audit must complete with in the prescribed time limit and must includedefect rectifiction report . 6 Govt dues must be cleared				
						Class IV	1.work completed in one year below 1 crores (it included completed and work in progress) 2. Having working Capital below 50 lakhs 3. Provides below 100 workers and 20000 working days to members. 4. Audit Classification 'A' for one years and B for three years in preceeding 5 years. 4. Profit for 2 Consecutive years in last five years. 5.Audit must complete with in the prescribed time limit and must includedefect rectifiction report . 6 Govt dues must be cleared	secretary		1	
Vanitha Co-operative Societies						R.15- 10(1) Vanitha Co-operative Societies					
						Class I	1. Working Capital /sales turnover above 10 Crores. 2.Audit Classification 'A ' 3.Audit must complete with in the prescribed time limit and must includedefect rectifiction report 4 Govt dues must be cleared.				
						Class II	1. Working Capital/ sales turnover between 5 Crores and 10 Crores. 2. Audit Classification 'A' 3.Audit must complete with in the prescribed time limit and must includedefect rectifiction report . 4 Govt dues must be cleared				
						Class III	1. Working Capital/sales turnover between 1Crores and 5 Crores. 2. Audit Classification not below 'B' 3.Audit must complete with in the prescribed time limit and must includedefect rectifiction report . 4 Govt dues must be cleared				

Class IV	1. Working Capital/sales turnover below 1 Crores. 2. Audit Classification not below 'C' 3. Audit must complete with in the prescribed time limit and must includedefect rectification report . 4 Govt dues must be cleared			
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Miscellaneous				R.15- 12. Miscellaneous Societies				
				R15- 12(2) Motor Transport Societies				
(a) Motor Transp ort Societie s	Class I Societies with working capital exceeding Rs.10 lakhs.	Secretary	1	1	Class I	1. Working capital exceeding Rs.1 Crores. 2. Audit Classification should be 'A' in preceeding 3 years .3. Audit must complete with in the prescribed time limit and must includedefect rectification report . 4 Govt dues must be cleared	Secretary	1
		Accountant	1				Accountant	1
		Clerks	4				Clerks	4
		Foreman	1				Foreman	1
		Store Keeper	1				Store Keeper	1
		Driver, Conductor, Cleaner, Attender	At the rate of 3 each per vehicle actually on road				Driver, Conductor, Cleaner, Attender	At the rate of 3 each per vehicle actually on road
	Class II Societies having working capital between Rs.5 lakhs and Rs.10 lakhs.	Secretary	1	2	Class II	1. Working capital between 50 lakhs and 1 crore. 2. Audit Classification not less than 'B' in preceeding 3 years .3. Audit must complete with in the prescribed time limit and must includedefect rectification report . 4 Govt dues must be cleared	Secretary	1
		Accountant	1				Accountant	1
		Clerks	1				Clerk	1
		Attender	1				Attender	1
		Driver , Conductor	At the rate of 3 each per vehicle actually on road				Driver , Conductor, Cleaner	At the rate of 3 each per vehicle actually on road
	Class III Societies having working capital between Rs.1 lakhs and Rs.5 lakhs.	Secretary	1	3	Class III	1. Working capital between 25 Lakhs and 50 lakhs. 2. Audit Classification not less than 'C' in preceeding 3	Secretary	1
Clerk		1	Clerk				1	

		Attender	2		4.Audit must complete with in the prescribed time limit and must includedefect rectification report . 5 Govt dues must be cleared	Attender	2
	Class III- Societies having investment in machinery below Rs.50,000.	Secretary	1		Class III 1. turnover between 10 lakhs 2 Societies having investment in machinery between Rs. 50 Lakhs 3. Audit Classification not less than C in preceeding 3 years. 4.Audit must complete with in the prescribed time limit and must includedefect rectification report . 5 Govt dues must be cleared	Secretary	1
		Compositor	3			Compositor	3
		Printer	1			Printer	1
		Binder	1			Binder	1
		Attender	1			Attender	1
(c) All other Societies coming under the Administrative control of Co-operative Department				R15- 12 (1) All other Societies coming under the Administrative control of Co-operative Department			
	Class I- Socieites with working capital or business turnover exceeding Rs.10 Lakhs	Secretary	1		Class I 1. Working capital or business turnover exceeding Rs.50 Crores. 2. Audit Classification 'A' for two years and B for three years in preceeding 5 years. 3. Profit in 3 Preceeding years 4.Audit must complete with in the prescribed time limit and must includedefect rectification report . 5 Govt dues must be cleared	Secretary	1
		Accountant	1			Accountant	1
		Clerks (Senior)	1			Clerks (Senior)	1
						Clerks (Junior)/data entry operator	2
						attender/attender driver	2
		Clerks (Junior)/Typist	3			part time sweeper	1
	Class II- Socieites with business turnover of working capital between Rs. 5 Lakhs and Rs. 10 Lakhs	Attender	2		Class II 1. Working capital or business turnover between Rs. 10 Crore and Rs.50 crores 2. Audit Classification 'A' for two years and B for three years in preceeding 5 years. 3. Profit in 2 years in preceeding 5 years 4.Audit must complete with in the prescribed time limit and must includedefect rectification report . 5 Govt dues must be cleared		
		Secretary	1			Secretary	1
		Accountant	1			Accountant	1
		Clerks (Senior)	1			Clerks (Senior)	1
		Clerks (Junior)/Typist	3			Clerks (Junior)/data entry operator	2
						Attender/ attender-driver	1
	Class III- Socieites with business turnover of working capital between Rs. 5 Lakhs and Rs. 10	Attender	2		Class III 1. Working capital or business turnover below Rs.25 Lakhs . 2. Audit Classification 'A' for two years and B for three	part time sweeper	1
		Secretary	1			Secretary	1
		Clerk	1		Clerk	1	

	Lakhs					years in preceeding 5 years.			
		Attender		1		3.Audit must complete with in the prescribed time limit and must includedefect rectification report . 4 Govt dues must be cleared		Clerks (Junior)/data entry operator	1
								Attender	1
		Class IV- Other Societies. Honorory employees till such period by which they satisfy the norms for class III Number of Staff to be filled according to nature of business, value of transactions and actual requirements with the approval of the Registrar				Class IV Other Societies. Honorory employees till such period by which they satisfy the norms for class III Number of Staff to be filled according to nature of business, value of transactions and actual requirements with the approval of the Registrar			
		The Scales of pay of employees of rations shops run by Co-operative Societies							
	Note 1:-		Ration Shop Manager	Rs.80-5-13					
			Sales Man	Rs.70-3-100-5-115					
	Note 2:-	Any increase in the existing staff strength shall be made only with the approval							
<p>1. Societies having branches can appoint one Branch Manager, One Junior Clerk and One Attender for each branch with the approval of Registrar of Co.op. Society.</p> <p>2. Socities having extension centres can appoint one Junior Clerk and one Attender for each extension centres with the Registrar of Co.op. Societies, after assessing the transactions of the extension centres.</p> <p>3. The General Body meeting of the society shall be held regularly as stipulated in Section 2d of the KCS Act 1969.</p> <p>4. Additional post of Driver can be sanctioned if the society/branch is having a vehicle.</p> <p>5. Classification made by the societies should be approved by the Registration of co.op. society, before being implemented.</p> <p>6. Audit for the pervious financial year should be completed..</p> <p>7. The Federal Co.op. Societies having working capial of Rs. 200 croes and above, for every additional working working capital of Rs. 20 crores, one additional clerk, subject to a maximum of 3 clerks will be admissible</p> <p>8. For every additional three clerks, one additional senior clerks will be admissible</p> <p>9. For every vehicle one post of dirver will be admissible</p> <p>10. The Registrar of Co.op. Societies reserves the right to sanction additional post if any, over and above the above posts.</p>									