



കേരള ഗസറ്റ് KERALA GAZETTE

അസാധാരണം EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
PUBLISHED BY AUTHORITY

വാല്യം 14
Vol. XIV

തിരുവനന്തപുരം,
ചൊവ്വ
Thiruvananthapuram,
Tuesday

2025 നവംബർ 04
04th November 2025

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18th Thulam 1201

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No. 3902

GOVERNMENT OF KERALA

Co-operation (B) Department

NOTIFICATION

Co Op-B1/23/2023/Co op

Dated, Thiruvananthapuram 3rd November 2025

17th Thulam 1201.

The following Draft Rules, further to amend the Kerala Co-operative Societies Rules, 1969, which the Government of Kerala propose to make, in exercise of the powers conferred by section 109 of the Kerala Co-operative Societies Act, 1969 (21 of 1969) is hereby published for general information as required under sub- section (1) of section 109 of the said Act;



Notice is hereby given that the said Draft Rules will be taken up for consideration on or after fifteen days from the date of publication of this notification and that suggestions or objections, if any, in respect of the said Draft Rules, which may be received from any person before the date specified above, will be considered by the Government. Suggestions or objections, if any, on the Draft Rules shall be addressed to the Secretary to Government, Co-operation Department, Government Secretariat, Thiruvananthapuram.

DRAFT RULES

1. *Short title and commencement.*- (1) These rules may be called the Kerala Co-operative Societies (..... Amendment) Rules, 2025.

(2) It shall come into force at once.

2. *Amendment of the Rules.*- In the Kerala Co-operative Societies Rules, 1969, in Appendix III,-

(i) *in Sl. No.1 – CO-OPERATIVE BANKS, for item (c), “Primary Credit Societies/Banks” and all the entries thereunder, the following shall be substituted, namely:-*

“(b) Primary Credit Societies/Banks

(i) Primary Agricultural Credit Societies /Service Co-operative Banks/ Regional Co-operative Banks/ Rural Banks/ Farmers Service Co-Operative Banks, Urban Co-operative Societies/Agriculture Improvement Co-operative Societies/Employees Credit Societies/ Rural Co-operative Societies, Employees Credit Societies, Rural Co-operative Societies

1	Special Super Grade	1. Working Capital Rs.500 crore and above	a. Secretary	1	To be fixed by Government from time to time
		2. Deposits outstanding 410 crore and above	b. Assistant Secretary/Manager	1	
		3. Loan outstanding Rs.330 crore and above (Loan issued to members only)	c. Chief Accountant / Chief Cashier	1	
		4. Shall fall under the classification A for the last three years as per the Audit Classification.	d. Branch Manager/Inernal Auditor	1	
		5. Shall be in Net profit for the last four years, within the immediately preceeding five financial years.	e. System Administrator	1	
		6. Shall have declared dividend on shares at least in any three years within	f. Head Clerk/Accountant	9	



	the preceding five financial years	g. Senior Clerk/Cashier & Junior	27	"
	7. Overdue under loans shall not exceed 15% of the demand	Clerk/Cashier		
	8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.	h. Typist/Data entry operator	2	"
		i. Attender	2	
	9. Overdue to Government shall be cleared	j. Peons	3	
		k. Night Watchman	1	"
		l. Part time Sweeper (<u>one</u> each for every 800 sq. feet subject to a maximum of 3 persons)	3	"
		Note:- (1) One additional Clerk may be sanctioned if the working capital exceeds Rs.50 Crore subject to a maximum of six clerks.		
		(2) For every additional three clerks one additional Head Clerk may be admissible.		
2	Class I (Super Grade)			To be fixed by Government from time to time
	1. Working Capital between Rs.180 crore and Rs.500 crore	a. Secretary	1	"
	2. Deposits outstanding Rs. 150 crore and above	b. Assistant Secretary/Manager	1	"
	3. Loan outstanding Rs. 120 crore and above (Loan issued to members only)	c. Chief Accountant / Chief Cashier	1	"
	4. Shall fall under the classification A for the last three years as per the Audit Classification.	d. Branch Manager / Internal Auditor	1	"
	5. Shall be in Net profit for the last four years, within the immediately preceeding five financial years.	e. System Administrator	1	"
	6. Shall have declared dividend on shares at least in any three years within the preceding five financial years	f. Head Clerk/Accountant	6	"
		g. Senior Clerk/Cashier, Junior Clerk/Cashier	21	"
	7. Overdue under loans shall not exceed 15% of the demand	h. Typist/Data entry operator	2	"
	8. Audit shall be completed within the	i. Attender	2	"



time limit stipulated by the Act and shall submit along with defect rectification report.

9. Overdue to Government **shall** be cleared

j. Peons 3

k. Night Watchman 1

l. Part time Sweeper (**one** each for every 800 sq feet subject to a maximum of 3 persons)

Note:- (1) One additional Clerk may be sanctioned if the working capital exceeds Rs.18 Crore subject to a maximum of five clerks.

(2) For every additional three clerks one additional Head Clerk may be admissible.

"

“

3 Class I (Special Grade)

1. Working Capital between Rs.135 crore and Rs.180 crore

2. Deposits outstanding Rs 115 crores and above

3. Loan outstanding Rs. 90 crore (Loan issued to members only)

4. Shall fall under the classification A for the last three **financial** years as per the Audit Classification .

5. Shall be in Net profit for the last three years, within the immediately preceeding five **financial** years.

6. Shall have declared dividend on shares atleast in any two years during the five precedings **financial** years

7. Overdue under loans shall not exceed 20% of the demand

8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report .

9. Overdue to Government **shall** be cleared

a. Secretary 1

b. Assistant Secretary/ Manager 1

c. Chief Accountant/Chief Cashier 1

d. Branch Manager / Internal Auditor 1

e. System Administrator 1

f. Head Clerk/Accountant 4

g. Senior Clerk/Cashier and Junior clerk/Cashier 14

h. Typist /Data Entry operator 2

i. Attender 2

j. Peons 3

k. Nightwatchman 1

l. Part time 3



Sweeper (one each for every 800 sq feet subject to a maximum of 3 persons)

Note:- (1) One additional Clerk may be sanctioned if the working capital exceeds Rs 13.5 crore subject to a maximum of five clerks.

(2) For every additional three clerks one additional Head Clerk may be admissible.

4 **Class I**

1. Working Capital between Rs.90 crore and Rs.135crore	a. Secretary	1	To be fixed by Government from time to time
2. Deposit outstanding Rs.75 crore and above	b. Assistant Secretary/ Manager	1	"
3. Loan outstanding Rs.60 crore and above (Loan issued to members only)	c. Chief Accountant /Chief Cashier	1	"
4. Shall fall under the classification not less than B for the last three years as per the Audit Classification	d. Branch Manager / Internal Auditor	1	"
5. Shall be in Net profit for the last three years, within the immediately preceeding five financial years.	e. System Administrator	1	"
6. Shall have declared dividend on shares atleast in any one year during the three preceding financial years	f. Head Clerk/Accountant	3	"
7. Overdue under loans shall not exceed 20% of the demand	g. Senior Clerk/Cashier, Junior Clerk/Cashier	10	"
8. Audit shall be completed with in the time limit stipulated by the Act and shall submit along with defect rectification report	h. Typist/Data entry operator	1	"
	i. Attender	2	"
	j. Peon	3	"
9. Overdue to Government shall be cleared	k. Night Watchman	1	"
	l. Part-time Sweeper(one each for every 800sq.feet subject to a maximum of 3)	1	To be fixed by Government from time to time
	Note:- (1) One additional Clerk		



may be sanctioned if the working capital exceeds Rs.9 crore subject to a maximum of three clerks.
(2) For every additional three clerks one additional Head Clerk may be admissible.

5	Class II	1. Working Capital between Rs.45 crore and Rs.90 crore	a. Secretary	1	To be fixed by Government from time to time
		2. Deposit outstanding Rs 37.5 crore and above	b. Assistant Secretary/Manager	1	"
			c. Chief Accountant	1	"
		3. Loans outstanding Rs 30 crore and above (Loan issued to members only)	d. Branch Manager/Internal Auditor	1	"
		4. Shall fall under the classification not less than B for the last three years as per the Audit Classification.	e. System Administrator.	1	"
		5. Shall be in Net profit for the last three years, within the immediately preceeding five financial years.	f. Head Clerk/Accountant.	1	"
		6. Shall have declared dividend on shares at least in any one year during the three preceding financial years.	g. Senior Clerk/Cashier and Junior Clerk/Cashier	6	"
		7. Overdue under loans shall not exceed 20% of the demand	h. Typist/Data Entry Operator	1	"
			i. Attender	1	"
		8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.	j. Peon	2	"
		9. Overdue to Government shall be cleared	k. Night Watchman	1	"
			l. Part-time Sweeper(one each for every 800 sq. feet subject to a maximum of 3 persons)	1	To be fixed by Government from time to time
		Note :- (1) One additional Clerk may be sanctioned if the working capital exceeds Rs.			



			4.5 crore subject to a maximum of three clerks. (2) For every additional three clerks one additional Head Clerk may be admissible.		
6	Class III	1. Working Capital between Rs.22.5 crore and Rs.45crore	a. Secretary	1	To be fixed by Government from time to time
		2. Deposit outstanding Rs.18.75crore and above	b. Assistant Secretary	1	"
		3. Loans outstanding Rs.15 crore and above (Loan issued to members only)	c. Branch Manager/Internal Auditor	1	"
		4. Shall fall under the classification not less than B for the previous year as per the Audit Classification.	d. System Administrator.	1	"
		5. Shall be in Net profit for the last three years, within the immediately preceeding five financial years.	e. Head Clerk/Accountant	1	"
		6. Shall have declared dividend on shares at least in any one year during the three preceding financial years.	f. Senior Clerk/Cashier and Junior Clerk/Cashier	5	"
		7. Overdue under loans shall not exceed 20% of the demand	g. Typist/Data Entry Operator	1	"
		8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.		1	"
		9. Overdue to Government shall be cleared	h. Attender		
			i. Peon	2	"
			j. Night Watchman	1	"
			k. Part time Sweeper	1	To be fixed by Government from time to time
			Note :- One additional Clerk may be sanctioned if the working capital exceeds Rs.2.25 crore subject to a maximum of two clerks.		
7	Class IV	1. Working Capital between Rs.11.25 crore and Rs.22.5 crore.	a. Secretary	1	To be fixed by Government from time to time



2. Deposit outstanding Rs 9.37 crore and above	b. Head Clerk/Accountant	1	"
3. Loans outstanding Rs 7.5 crore and above (Loan issued to members only)	c. Senior Clerk/Cashier and Junior Clerk/Cashier	3	"
4. Shall fall under the classification not less than B for the previous financial year as per the Audit Classification.	d. Attender	1	"
5. Shall be in Net profit for the last three years, within the immediately preceeding five financial years.	e. Peon	3	"
6. Shall have declared dividend on shares at least in any one year during the three preceding financial years.	f. Night Watchman	1	"
7. Overdue under loans shall not exceed 25% of the demand	g. Part-Time sweeper	1	"
8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report			
9. Overdue to Government shall be cleared			

Note:-One additional Clerk may be sanctioned if the working capital exceeds Rs 1.5 crore subject to a maximum of two clerks.

8 Class V

1. Working Capital between Rs.5.6 crore and Rs.11.25 crore	a. Secretary	1	To be fixed by Government from time to time
2. Deposit outstanding Rs 4.7 crore and above	b. Head Clerk/Accountant	1	"
3. Loans outstanding Rs.3.8 crore and above (Loan issued to members only)	c. Senior Clerk/Cashier and Junior Clerk/Cashier	2	"
4. Shall fall under the classification not less than C as per the last Audit.	d. Attender/Peon	1	"
5. Overdue under loans shall not exceed 30% of the demand			
6. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report ..			
7. Overdue to Government shall be cleared	e. Part time Sweeper	1	"
Note:- One additional Clerk			



may be sanctioned if the working capital exceeds Rs 0.5 crore subject to a maximum of two clerks.

9	Class VI	1. Working Capital between Rs.2.8 crorea. Secretary and Rs. 5.6crore	1	To be fixed by Government from time to time
		2. Deposit outstanding Rs. 2.3 crore and above	b. Clerk/Cashier 1	"
		3. Loans outstanding Rs.1.9 crore and above (Loan issued to members only)	c. Peon 1	"
		4. Shall fall under the classification not less than C as per the last Audit	d. Part time Sweeper 1	"
		5. Overdue under loans shall not exceed 30% of the demand		
		6. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report		
		7. Overdue to Government shall be cleared		

Note:- One additional Clerk **may** be sanctioned if the working capital exceeds Rs.0.28 crore subject to a maximum of two clerks

10	Class VII	All other societies other than those falling under Class I to Class VI	a. Secretary	1	To be fixed by Government from time to time
			b. Clerk/ Peon	1	
			c. Part time	1	
			Sweeper		

Note:-

- (1) Every co-operative society shall adopt the staff pattern as indicated above according to the class to which it belongs.
- (2) If a co-operative society cannot adopt 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, if a society is in need of any change in the staff pattern including the scale of pay as indicated above under any special circumstances, the same shall be made by the society with the prior **sanction** of the Registrar of Co-operative Societies. Requirement for additional staff, if any, as shown in the Note **below each class**, shall be sanctioned by the Registrar of Co-operative Societies.
- (3) The ratio between the posts of Senior Clerk/Cashier and Junior Clerk/Cashier in the Bank/Societies shall be 1:1.



- (4) The ratio between the posts of Head Clerk and Senior/Junior Clerk shall be 1:3.
- (5) Additional posts as shown in the Note **below classifications** is applicable only in respect of the Society/Bank who is having overall financial capacity to appoint new employee and the creation of post shall not incur financial loss to the Society/Bank, and shall be **made** with the prior sanction of the Registrar of Co-operative Societies.
- (6) **The post of the Driver can be sanctioned only if the Bank/Society is having a vehicle.**
- (7) **System Administrator shall be posted only when the Society/Bank is fully computerized and is having core banking facility with complete security features.**
- (8) Societies having branches may appoint Branch Manager, Clerk and Peon (one each) for each branch with the prior sanction of the Registrar of Co-operative Societies. Provided that, the newly sanctioned branches shall be run by deploying existing staff of the Bank/Society and the staff pattern shall be applicable to the branches only after one year of commencement of it's functioning. The Registrar of Co-operative Societies shall sanction the post after assessing the transactions of the Bank/Society.
- (9) Farmers Service Co-operative Banks may appoint technical staff **such as** Agricultural Demonstrators with the prior sanction of the Registrar of Co-operative Societies.
- (10) The Societies having other non-credit activities such as distributing consumer articles, fertilizers may appoint additional staff required for the purpose, with the prior sanction of Registrar of Co-operative Societies. But, if the non-credit activities/business are stopped by the Bank/Society or **if** in the evaluation of such business by the Board of Directors of the Bank/Society/the Registrar of Co-operative Societies/the Director of Co-operative Audit **and it is** found that the business is not satisfactory and the continuance of the business will cause heavy financial 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/the 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.
- (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 commencement of the notification. The period of six months may be extended for a further **period of** six months, if required, by the Registrar of Co-operative Societies for sufficient reasons recorded. If any society does not attained the revised norms even after the extended period, the classification of such societies will be re-fixed accordingly. **If any society/bank fails to revise their classification within six months from the date of commencement of the notification or within the extended period, as the case may be, the Registrar of Co-operative Societies shall have the power to suo moto revise the classification.**
- (12) **In the case of the post other than** those mentioned in **Para 5 of this Note**, sanctioned to the society over and above the limit as per the staff pattern **and** if the **society** comes to a lower position while **re-classifying it**, the existing employees **shall be eligible to 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 the lowered class, suitable scale of pay in respect of those posts **shall** be fixed by the Registrar of Co-operative Societies.
- (13)(1) **In the case of** Primary Agricultural Credit Societies, Regional Co-operative Banks, Rural Banks, Farmers Service Co-operative Banks,-
- (a) in order to **classify** as Class I (Super Grade), Class I (Special Grade), Class I, Class II, Class III and Class IV, the Society/Bank shall satisfy the **respective** condition Nos. 1, 2, 3, 4, 8 & 9 and any two of the remaining conditions **as shown against each Class**;
- (b) in order to classify as Class V and Class VI, the **Society/Bank shall** satisfy the **respective** condition Nos. 1, 2, 3, 6 & 7 and any one of the remaining conditions **as shown**



against each Class.

(2) **In the case of** Employees Credit Societies,-

(a) In order to **classify** as Class I (Super Grade), Class I (Special Grade), Class I, Class II, Class III and Class IV, the Society/Bank **shall** satisfy the **respective** condition Nos.1, 2, 3, 4, 7, 8 & 9 and any two of the remaining conditions **as shown against each Class**;

(b) In order to **classify** as Class V and Class VI, the Society/Bank **shall** satisfy the **respective** condition Nos.1, 2, 3, 6 & 7 and any one of the remaining conditions **as shown against each Class**.

(14) In the case of Primary Agricultural Credit Society (PACS), Farmers Service Co-operative Bank (FSCB), Rural Banks, the society/**bank shall** issue loans for agricultural purposes and agricultural allied activities at the interest rate fixed by the Registrar of Co-operative Societies. The Society/Bank **shall** not charge interest on loans and interest on deposit other than the rate fixed by the Registrar of Co-operative Societies.

(15) In order to calculate the amount for working capital, deposit outstanding and loan outstanding for **the purpose of** classifying the Society/Bank, the average of the total amount outstanding at the end of each month for the preceding **financial year shall** be taken in to account. Net profit and loan overdue percentage **shall** be analyzed strictly as per the latest audit certificate. Working capital, deposit outstanding and loan outstanding shall be analyzed 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.

(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 and returns **are** to be furnished to the Registrar of Co-operative Societies as prescribed in rule 33 **of the Kerala Co-operative Societies Rules, 1969 and to be certified by the Assistant Registrar of Co-operative Societies/Joint Registrar of Co-operative Societies concerned.**

(17) **The** classification made by the societies **shall be verified and** approved by the Registrar of Co-operative Societies before being implemented **by the society** and a Society/Bank once classified shall be reclassified only after one year from the date of **such** classification.

(ii) URBAN CO-OPERATIVE SOCIETIES

Class I Special Grade	1. Working Capital Rs. 80 crore and above	a. Secretary	1
	2. Deposits outstanding Rs.75 crore and above	b. Assistant Secretary	1
	3. Loans outstanding Rs.60 crore and above	c. Internal Auditor	1
	4. Shall fall under the classification A for the last three years as per the Audit Classification.	d. Accountant	1
		e. system administrator	1
	5. Overdue under loans shall be below 15%	f. Senior Clerk/Junior Clerk	10
	6. Shall be in Net profit for the last three years, within the immediately preceeding five financial years.	g. Data Entry Operator	1
	7. Shall have declared dividend on share at least in any two years during the preceding five financial years	h. Attender	2
	8. Audit shall be completed within the time limit stipulated by the Act and	i. Night Watchman	1



shall submit along with defect rectification report.

9. Overdue to Government shall be cleared

j. Part time Sweeper 1

Note:- One additional Clerk **may be** sanctioned if the working capital exceeds Rs.1.5crores.

1	Class I	1. Working Capital between Rs.35 crore and Rs.80 crore	a. Secretary	1	To be fixed by Government from time to time
		2. Deposits outstanding Rs. 30 crore and above	b. Assistant Secretary	1	"
		3. Loans outstanding Rs.24 crore and above	c. Internal Auditor	1	"
		4. Shall fall under the classification A for the last three years as per the Audit Classification	d. Accountant	1	"
		5. Overdue under loans shall be below 15%	e. Senior Clerk/Junior Clerk	8	"
		6. Shall be in Net profit for the last three years, within the immediately preceeding five financial years	f. Data Entry Operator	1	"
		7. Shall have declared dividend on share at least in any two years during the preceding five financial years	g. Attender	2	"
		8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.	h. Night Watchman	1	"
		9. Overdue to Government shall be cleared	i. system administrator	1	
			j. part time sweeper	1	
2	Class II		Note:- One additional Clerk may be sanctioned if the working capital exceeds Rs.1.5 crore.		
		1. Working Capital between Rs.20crore and Rs.35 crore	a. Secretary	1	To be fixed by Government from time to time
		2. Deposits outstanding Rs.17 crore and above	b. Assistant Secretary	1	"
		3. Loans outstanding Rs. 13 crore and above	c. Internal Auditor	1	"
		4. Shall fall under the classification not less than B for the last three years as per the Audit Classification	d. Accountant	1	"
		5. Overdue under loans shall be below	e. Senior	6	"



20%	Clerk/Junior Clerk		
6. Shall be in Net profit for the last three years, within the immediately preceeding five financial years	f. Data Entry Operator	1	"
7. Shall have declared dividend on share at least in any two years during the preceding five financial years	g. Attender	1	"
8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.	h. Night Watchman	1	"
9. Overdue to Government shall be cleared	i. Part time sweeper	1	
	Note:- One additional Clerk may be sanctioned if the working capital exceeds Rs.1.5 crore.		

3 **Class III**

1. Working Capital between Rs.15 crore and Rs.20 crore	a. Secretary	1	To be fixed by Government from time to time
2. Deposits outstanding Rs.12 crore and above	b. Accountant	1	"
3. Loans outstanding Rs.9 crore and above	c. Senior Clerk/Junior Clerk	4	"
4. Shall fall under the classification not less than B for the last three years as per the Audit Classification	d. Data Entry Operator	1	"
5. Overdue under loans shall be below 20%	e. Attender	1	"
6. Shall be in Net profit for the last two years, within the immediately preceeding five financial years	f. Night Watchman	1	"
7. Shall have declared dividend on share at least in any one year during the preceding five financial years	g. part time sweeper	1	
8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.			
9. Overdue to Governmentt shall be cleared			
	Note:- One additional Clerk may be sanctioned if the working capital exceeds Rs.1.5 crore		



4	Class IV	1. Working Capital Rs.10 crore and Rs.15crore	a. Secretary	1	To be fixed by Government from time to time
		2. Deposits Outstanding Rs.8 crore and above	b. Accountant	1	"
		3. Loans outstanding Rs. 6 crore and above	c. Senior Clerk/Junior Clerk	3	"
		4. Shall fall under the classification not less than B for the last three years as per the Audit Classification	d. Data Entry Operator	1	"
		5. Overdue under loans shall be below 20%	e. Attender	1	"
		6. Shall be in Net profit for the last two years, within the immediately preceeding five financial years	f. Night Watchman	1	"
		7. Shall have declared dividend on share at least in any one year during the preceding five financial years			
		8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.			
		9. Overdue to Governmentt shall be cleared			
		Note:- One additional Clerk may be sanctioned if the working capital exceeds Rs.1.5 crore			
5	Class V	1. Working Capital between Rs. 5 crore and Rs.10 crore	Secretary	1	Will be fixed by Government from time to time
		2. Deposits outstanding Rs.4 crore and above	Senior Clerk/Junior Clerk	2	"
		3. Loans outstanding Rs.4 crores and above	Attender	1	"
		4. Shall fall under the classification not less than B for the last three years as per the Audit Classification	Night Watch Man	1	"
		5. Overdue under loans shall be below 30%			"
		6. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.			
		7. Overdue to Government shall be cleared			

Note:-

One additional Clerk will be sanctioned if the working capital exceeds 1.5 crore.



6 **Class VI**

1. Working Capital between Rs.1crore and Rs.5 crore	a. Secretary	1	To be fixed by Government from time to time
2. Deposits outstanding Rs.1crore and above	b. Junior Clerk	1	"
3. Loans outstanding Rs.1crore and above	c. Attender	1	"
4. Shall fall under the classification not less than C as per the last Audit	d. Night Watchman	1	"
5. Overdue under loans shall be below 30%			
6. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.			
7. Overdue to Government shall be cleared			

Class VII

All other societies other than those falling under Class I to Class VI

Note:-

- (1) In order to **classify** as Special Grade, Class I, Class II, Class III and Class IV, the society **shall** satisfy the **respective** condition Nos.1, 2, 3, 4, 5, 8, 9 and any one of the remaining conditions **as shown against each Class**.
- (2) In order to classify as Class V, the societies **shall** satisfy the condition Nos.1, 2, 3, 4, 6 and any one of the remaining conditions **as shown against that Class**.
- (3) Every co-operative society shall adopt the staff pattern as indicated above according to the class to which it belongs.
- (4) **If a co-operative society cannot adopt 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, if a society is in need of any change in the staff pattern including the scale of pay as indicated above under any special circumstances, the same shall be made by the society with the prior sanction of the Registrar of Co-operative Societies. Requirement for additional staff, if any, as shown in the Note below each class, shall be sanctioned by the Registrar of Co-operative Societies.**
- (5) The ratio between the posts of Senior Clerk **and** Junior Clerk in the Society **shall be** 1:1.
- (6) **Additional posts as shown in the Note below each class is applicable only in respect of the society who is having overall financial capacity to appoint new employee and the creation of post shall not incur financial loss to the Society, and shall be made with the prior sanction of the Registrar of Co-operative Societies.**
- (7) **The post of the Driver can be sanctioned only if the Society is having a vehicle.**
- (8) System Administrator shall be posted only when the society is fully computerized and is having core banking facility with complete security features.
- (9) Societies having branches may appoint Branch Manager, Clerk and Peon (one each) for each branch with the prior sanction of the Registrar of Co-operative Societies. Provided that, the newly sanctioned branches shall be run by deploying existing staff of the society and the staff pattern shall be applicable to the branches only after one year of commencement of it's functioning. The Registrar of Co-operative Societies shall sanction the post after assessing the transactions of the society.
- (10) **The societies having other non-credit activities such as distributing consumer articles, fertilizers may appoint additional staff required for the purpose according to the requirement, with the prior sanction of the Registrar of Co-operative Societies. But, if the non-credit activities/business are stopped by the society or if in the**



evaluation of such business by the Board of Directors of the society/the Registrar of Co-operative Societies/the Director of Co-operative Audit and it is found that the business is not satisfactory and the continuance of the business will cause heavy financial loss to the society, the Board of Directors of the society may or on the direction of the Registrar of Co-operative Societies/the Director of Co-operative Audit, stop the business and accommodate the employees appointed for such purpose in the existing vacancies of the 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.

(11) The revised classification will not adversely affect the existing classification of the society and the staff strength continues for six months from the date of commencement of the notification. The period of six months may be extended for a further period of six months, if required, by the Registrar of Co-operative Societies for sufficient reasons recorded. If any society does not attained the revised norms even after the extended period, the classification of such societies will be re-fixed accordingly. **If any society fails to revise their classification within six months from the date of commencement of the notification or within the extended period, the Registrar of Co-operative Societies shall have the power to suo moto revise the classification.**

(12) **In the case of the post** other than those mentioned in **Para 6 of this Note**, sanctioned to the society over and above the limit as per the staff pattern, if comes to a lower position while re-classifying the society, the existing employees shall be eligible to 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 the lowered class, suitable scale of pay in respect of those posts shall be fixed by the Registrar of Co-operative Societies.

(13) Societies should issue loans for agricultural purposes and agricultural activities at the interest rate fixed by the Registrar of Co-operative Societies. The society **shall** not charge interest on loans and interest on deposit other than the rate fixed by the Registrar of Co-operative Societies.

(14) In order to calculate the amount for working capital, deposit **outstanding** and loan outstanding for the purpose of classifying the society, the average of the total amount outstanding at the end of each month for the preceding **financial** year shall be taken into account. Net profit and loan overdue percentage shall be analyzed strictly as per the latest audit certificate. Working capital, deposit outstanding and loan outstanding shall be analyzed 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.

(15) 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 and returns are to be furnished to the Registrar of Co-operative Societies as prescribed in Rule 33 **of the Kerala Co-operative Societies Rules, 1969** and to be **certified** by the Assistant Registrar of Co-operative Societies/Joint Registrar of Co-operative Societies concerned.

(16) The classification made by the societies **shall be verified and** approved by the Registrar of Co-operative Societies before being implemented by the society and a society once classified shall be reclassified only after one year from the date of **such** classification.

(17) **In respect of Class VII, members of the Managing Committee shall work as honorary Secretary till the society satisfy the norms required for class VI.**

(iii) AGRICULTURAL IMPROVEMENT SOCIETIES

1	Class I	1) Working Capital Rs.6 crore and above a. Secretary	1	To be fixed by
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				Government from time to time
	2) Deposits outstanding Rs.4 crore and above	b. Junior Clerk/ Cashier	2	"
	3) Loans outstanding Rs.3 crore and above	c. Peon	1	"
	4) Shall fall under the classification not less than B for the last three years as per the Audit Classification			
	5) Overdue under loans shall be below 20% of the demand			
	6) Loans issued for agricultural purposes during the preceding year not below 20% of the total loan outstanding during the preceding financial year			
	7) Shall be in Net profit for the last two years, within the immediately preceeding five financial years			
	8) Shall have declared dividend on share at least in any one year during the preceding three years			
	9. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.			
	10. Overdue to Government shall be cleared			
2	Class II			Will be fixed by Government from time to time
	1) Working Capital between Rs.2crore and Rs.6 crore	a. Secretary	1	
	2) Deposits outstanding above Rs.2 crore and below Rs.4 Crore	b. Junior Clerk	1	"
	3) Loans outstanding below Rs.3 crore	c. Peon	1	"
	4) Audit Classification shall be either B or C			
	5) Overdue under loans shall be below 20% of the demand			
	6) Loans issued for agricultural purposes during the preceding year not below 20% of the total loan outstanding			
	7) Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report.			
	8) Overdue to Government shall be cleared			
3	Class III	All other societies		To be fixed by Government from time to time



Note:-

~~(1) In order to classify as Class I Urban Co-operative Society, the society should satisfy the conditions 1 to 3 and any two of the remaining conditions other than condition (6)~~

~~(2) In order to classified as Class II Urban Co-operative Society, the society should satisfy the conditions 1 to 3 and any one of the remaining conditions other than condition (6)~~

(1) In order to classify as Class I Agricultural Improvement Society, the society **shall** satisfy the condition Nos.1, 2, 3, 6 and any two of the remaining conditions **shown against that class.**

(2) In order to classify as Class II Agricultural Improvement Society, the society **shall** satisfy the condition Nos.1, 2, 3, 6 and anyone of the remaining conditions **shown against that class.**

(3) In order to calculate the amount of working capital, deposit **outstanding**, loan outstanding for classifying the society, the average of the total amount outstanding at the end of each month of the preceding **financial** year **shall** be taken into account.

(4) Societies having branches may appoint Branch Manager, Clerk and Peon (one each) for each branch with the prior sanction of the Registrar of Co-operative Societies. Provided that, the newly sanctioned branches shall be run by deploying existing staff of the society and the staff pattern shall be applicable to the branches only after one year of commencement of it's functioning. The Registrar of Co-operative Societies shall sanction the post after assessing the transactions of the society.

(5) Classification made by the societies **shall** be approved by Registrar of Co-operative Societies before being implemented.

(iv) URBAN CO-OPERATIVE BANKS

1	Class I (Super Grade)	1. Working Capital Rs.700 crore and above	a.Secretary	1	As fixed by crores and Government from time to time
		2. Deposits outstanding Rs.560 crore and above	b. Assistant Secretary	1	"
		3. Loans outstanding Rs.420 crore and above	c. Inspector of Branches / Chief Accountant/Branch Manager / Internal Auditor/Development officer	5	To be fixed by Government from time to time
		4. The classification as per the Administrative Audit Classification for the preceding four financial years shall be 'A' Class	d. Head Clerk/Senior Accountant/System Administrator	6	"
		5.Capital to Risk Assets Ratio(CRAR) 10% and above	e. Junior Accountant/Senior Clerk/Senior Cashier	8	"
		6. Percentage of net Non-Performing Assets(NPA) to loan outstanding for the last preceding three financial years below 6%	f. JuniorClerk/JuniorCashier, Typist/Data Entry Operator, Appraiser	10	"
		7. Shall work on profit during two out of three preceding financial years	g. Attender/Daffedar/Record	2	"



		8. Shall have declared dividend on shares during the precedings two financial years	Keeper/Driver h. Peon/Watchman	8	"
		9 Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	i. Part-time Sweeper	2	"
		10. Overdue to Government shall be cleared			
			Note:- New Higher Post created shall be made through direct recruitment.		
2	Class I (Special Grade)	1. Working Capital Rs.160 crore and Rs.700crore	a. Secretary	1	As fixed by crores and Government from time to time
		2. Deposits outstanding Rs.128 crore and above	b. Assistant Secretary	1	"
		3. Loans outstanding Rs.88 crore and above	c. Inspector of Branches/ Chief Accountant/Branch Manager/ Internal Auditor/Developme nt officer	4	To be fixed by Government from time to time
		4. The classification as per the Administrative Audit Classification for the preceding three financial years shall be 'A' Class	d. Head Clerk/Senior Accountant/ System Administrator	6	"
		5.Capital to Risk Assets Ratio (CRAR) 9% and above	e. Junior Accountant/Senior Clerk/ Senior Cashier	8	"
		6. Percentage of net Non-Performing Assets (NPA) to loan outstanding for the last preceding three financial years shall be below 6%	f. JuniorClerk/ JuniorCashier, Typist/ Data Entry Operator, Appraiser	10	"
		7. Shall work on profit during two out of three preceding financial years	g. Attender/Daffedar/ Record Keeper/Driver	2	"
		8. Shall have declared dividend on shares during the precedings two financial years	h. Peon/Watchman	7	"
		9. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	i. *Part-time Sweeper	2	"
		10. Overdue to Government shall be cleared			



3	Class I	1. Working Capital Rs.120 crore and Rs.160crore	a. Secretary	1	To be fixed by Government from time to time
		2. Deposits outstanding Rs.96 crore and above	b. Assistant Secretary	1	"
			c. Inspector of Branches/Chief		
		3. Loans outstanding Rs.72 crore and above	Accountant/Branch Manager/Internal Auditor/Development officer	3	"
		4. The classification as per the Administrative Audit Classification for the preceding three financial years shall be 'A' Class	d. Head Clerk/Senior Accountant/System Administrator	6	"
		5.Capital to Risk Assets Ratio(CRAR) 9% and above	e. Junior Accountant/Senior Clerk/Senior Cashier	5	"
		6. Percentage of net-Non Performing Assets(NPA) to loan outstanding for the last preceding three financial years below 6%	f. JuniorClerk/JuniorCashier, Typist/Data Entry Operator, Appraiser	7	"
		7. Shall work on profit during two out of three preceding financial years	g. Attender/Daffedar/Record Keeper/Driver	2	"
		8. Shall have declared dividend on shares during the precedings two financial years	h. Peon/Watchman	4	
		9. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report .	i. Part-time Sweeper	1	
4	Class II	1. Working Capital Rs.80 crore and Rs.120 crore	a. Secretary	1	To be fixed by Government from time to time
		2. Deposits outstanding Rs.64 crore and above	b. Assistant Secretary	1	"
		3. Loans outstanding Rs.48 crore and above	c. Inspector of Branches/Chief	3	"
			Accountant/Branch Manager/Internal Auditor/Development officer		



		d. Head Clerk/Senior Accountant/ System Administrator	3	"
	4. Administrative Audit Classification A or B	e. Junior Accountant/Senior Clerk/ Senior Cashier	4	"
	5.Capital to Risk Assets Ratio(CRAR) 9% and above	f. JuniorClerk/ JuniorCashier, Typist/ Data Entry Operator, Appraiser	5	"
	6. Shall work on profit during the preceding two financial years	g. Attender/Daffedar/ Record Keeper/Driver	1	"
	7. Percentage of net Non-Performing Assets(NPA) to loan outstanding for the last preceding two financial years below 8%	h. Peon/Watchman	4	"
	8. Shall have declared dividend on shares during the precedings two financial years	i.Part-time Sweeper	1	"
	9. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report .			
	10. Overdue to Government shall be cleared			
5	Class III			
	1. Working Capital Rs.30 crore and Rs.80 crore	a. Secretary	1	To be fixed by Government from time to time
	2. Deposits outstanding Rs.24 crore and above	b. Assistant Secretary	1	"
	3. Loans outstanding Rs.18 crore and above	c. Inspector of Branches / Chief Accountant/Branch Manager/ Internal Auditor/Developme nt officer	2	"
	4. Administrative Audit Classification not less than B	d. Head Clerk/Senior Accountant	2	"
	5.Capital to Risk Assets Ratio(CRAR) 9% and above	e. Junior Accountant/Senior Clerk/ Senior Cashier	3	"
	6. Percentage of net Non-Performing Assets(NPA) to loan outstanding for the last preceding two financial years, below 10%	f. JuniorClerk/ JuniorCashier, Typist/ Data Entry Operator, Appraiser	4	"
	7. Shall work on profit during the	g. Attender/Daffedar/	1	"



		preceding two financial years	Record Keeper/Driver		
		8. Shall have declared dividend on shares during the preceding financial years	h. Peon/Watchman	3	"
		9. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	i. Part-time Sweeper	1	"
		10. Overdue to Government shall be cleared	-		
6	Class IV	1. Working Capital Rs.15crore and Rs.30crore	a. Secretary	1	
		2. Deposits outstanding Rs.12 crore and above	b. Assistant Secretary	1	To be fixed by Government from time to time
		3. Loans outstanding Rs.9 crore and above	c. Inspector of Branches/Chief Accountant/Branch Manager/Internal Auditor/Development officer	2	"
		4. Administrative Audit Classification not less than B	d. Junior Accountant/Senior Clerk/Senior Cashier	2	"
		5. Capital to Risk Assets Ratio (CRAR) 8% and above	e. Junior Clerk/Junior Cashier, Typist/Data Entry Operator, Appraiser	4	"
		6. Percentage of net Non-Performing Assets (NPA) to loan outstanding for the preceding financial year, below 15%	f. Peon/Watchman	3	
		7. Shall have declared dividend on shares during the preceding financial year	g. Part-time Sweeper	1	"
		8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report			
		9. Overdue to Government shall be cleared			
7	Class V	1. Working Capital between Rs.9crore and Rs.15crore	a. Secretary	1	To be fixed by Government from time to time
		2. Deposits above Rs.7crore	b. Inspector of Branches/	1	"



	Chief Accountant/Branch Manager/ Internal Auditor/Developme nt officer		
3. Loans outstanding above Rs.5crore	c. Head Clerk/Senior Accountant	1	"
4. Administrative Audit Classification for not less than C	d. Junior Accountant/Senior Clerk/ Senior Cashier	1	"
5.Capital to Risk Assets Ratio(CRAR) below 7%	e. JuniorClerk/ Junior Cashier, Typist/ Data Entry Operator, Appraiser	2	"
6. Percentage of net Non Performing Assets(NPA) to loan outstanding for the preceding financial year, below 20%	f. Peon/Watchman	2	"
7. Shall have worked on profit atleast for one year during immediate three precedings financial years	g. Part-time Sweeper	1	"
8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report			
9.Overdue to Government shall be cleared			

8 **Class VI**

1. Working Capital between Rs.8 Crore and Rs.9crore	a. Secretary	1	To be fixed by Government from time to time
2. Deposits below Rs.6.50 crore	b. Head Clerk/Senior Accountant	1	"
3. Loans outstanding below 4.80 crore	c. JuniorClerk/ Junior Cashier, Typist/Appraiser	1	"
4.Capital to Risk Assets Ratio(CRAR) 7%	d. Peon/Watchman	1	"
5.Administrative Audit Classification C or D	e. Part-time Sweeper	1	"
6. Percentage of net Non-Performing Assets(NPA) to loan outstanding above 20%			"
7. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report			
8.Overdue to Government shall be cleared			



Note:-

1. The above staff strength is inclusive of the staff for Head Office Branches, if any. In case, **the bank is not** having a 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 Bank. However, the banks having branches other than head office branch can appoint one Branch Manager, one Clerk, one Peon and one Part-time Sweeper for each branch with **sanction** of the Registrar of Co-operative Societies.
2. Banks with working capital of less than Rs.8 crore need not be classified.
3. Additional post of Junior Clerk will be provided in branches if the following conditions are satisfied, namely:-
 - (a) For every average increase of 100 receipts/vouchers/slips daily over the base level of 500 numbers;
 - (b) For every increase of Rs.2 crore of deposits, over the base level of Rs.4 crore (individuals).
4. Out of increase of every four posts (as per Note 3 above) one post will be categorised in the cadre of Senior Accountant and the remaining two in the cadre of Junior Clerks.
5. One post of Inspector of Branches will be sanctioned for every five branches.
6. The Banks **shall** send proposals for additional posts mentioned above to the Registrar of **Co-operative Societies** with all the relevant details when new branch is sanctioned. Post creation will be on the basis of **requirement** and with prior sanction of the Registrar of Co-operative Societies.
7. **The** post of Driver can be sanctioned if the Bank is having a vehicle.
8. The Board of Directors shall ensure that the appointment of additional staff **shall not** push the Bank into loss.
9. The staff pattern prescribed above is the maximum permissible and the Board of Management shall have full power to make appointment within the staff pattern **and** approved by the Registrar of Co-operative Societies.
10. If the Board of Management consider any change in the allocation of staff above the overall limit the Registrar of **Co-operative Societies** may give prior sanction for the same **upon** specific request after satisfying himself about the **requirement**.
11. The existing employees in those Banks already having the number of staff over and above the limit as per the above **staff** pattern **shall** be given protection. Such excess posts shall be treated as supernumerary and shall be adjustusted against future vacancies.
12. 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 **the** extend of responsibilities evolving on them, without any change in the cadre and scale of pay.
13. Special prior sanction of the Registrar of **Co-operative Societies** shall be obtained for the creation of any new posts so as to keep parity with the above staff pattern.
14. Classification made by the banks **shall** be approved by the Registrar of Co-operative Societies before being implemented.
15. In order to calculate the amount of working capital, deposit **outstanding**, loan outstanding for classifying the banks, average of the total amount outstanding at the end of each month for the preceding **financial** year shall be taken into account.

(v) PRIMARY CO-OPERATIVE AGRICULTURAL AND RURAL DEVELOPMENT BANK

1	Class -I	1. Banks with loan outstanding Rs.150 crore and above	a. Secretary		To be fixed by Government from time to time
				1	
		2. Overdues under loans should not exceed 20% of the demand	b. Assistant Secretary	1	
		3. Shall have worked on Profit for the	c. Recovery	2	“



2.	last 3 financial years	Officer/ Branch Manager	
		d. Senior Supervisor	3
		e. Junior Supervisor/ Accountant	4
		f. Senior Clerk	2
		g. Cashier/ Junior Clerk/ Data Entry Operator	6
		h. Driver	2
		i. Record Keeper/ Attender	
		If any society/bank fails to revise their classification within six months from the date of commencement of the notification or within the extended period, the Registrar of Co-operative Societies shall have the power to suo moto revise the classification.	
		j. Peon/Night Watchman	3
		k. Part-time Sweeper	1

Class -II

Class -III	1. Banks with loan between Rs.70 crore and Rs.150 crore 2. Overdues under loans shall not exceed 25% of the demand 3. Shall have worked on profit for the 2 years within the immediately preceeding 5 financial years	To be fixed by Government from time to time	
		a. Secretary	1
		b. Assistant Secretary	1
		c. Recovery Officer/ Branch Manager	2
		d. Senior Supervisor	2
		e. Junior Supervisor/ Accountant	3
		f. Senior Clerk	2
		g. Cashier/ Junior Clerk/ Data Entry Operator	5
		h. Driver	2



	i. Record Keeper/ Attender	3	
	j. Peon/Night Watchman	2	
	k. Full-time Sweeper	1	
hose banks which do not acquire the conditions for class I or II shall be classified as Class III	a. Secretary	1	To be fixed by Government from time to time
	b. Assistant Secretary	1	
	c. Recovery Officer/ Branch Manager	2	
	d. Senior Supervisor	2	
	e. Junior Supervisor/ Accountant	2	
	f. Senior Clerk	2	
	g. Cashier/ Junior Clerk/ Data Entry Operator	5	
	h. Driver	2	
	i. Record Keeper/ Attender	2	
	j. Peon/Night Watchman	2	
	k. Full-time Sweeper	1	

Note : 1. Banks having branches can appoint one Branch Manager, one Clerk, one Peon and one Part-time Sweeper for each branch with the **sanction** of Registrar of Co-operative Societies. **Provided** the newly sanctioned branches should run by deploying the existing staff of the Bank and those branches **shall** be eligible for Staff Pattern only after one year of **the commencement** of it's functioning and the Registrar of Co-operative Societies **may** sanction the posts only after assessing that the interest income is sufficient to meet the Establishment and Contingency expenses of the Branch.

2. The banks will send proposals for additional post mentioned above to the Registrar of Co-operative Societies with all relevant details when **a new branch** is sanctioned. Post creation **shall** be on the basis of **the requirement** and with prior sanction of the Registrar of Co-operative Societies.

3. The Staff pattern prescribed above is the maximum permissible and the Board of Management shall have the power to make appointment within the Staff Pattern, approved by the Registrar of Co-operative Societies. The post of System Supervisor and Computer Operator **shall** be sanctioned only if computerisation is implemented in the Bank.

4. If the Board of Management consider any change in the allocation of the Staff within the above overall limit, the Registrar of Co-operative Societies may give prior sanction for the same upon specific request after satisfying himself about the necessity of such change.

5. The existing employees in those banks already having number of Staff over and above limit as per the above Staff Pattern **shall** be given protection. Such excess posts shall be treated as supernumerary and shall be adjusted against future vacancies.



6. The existing Staff with different designation, if any, shall be **suitably** fitted into the appropriate cadres taking into consideration of the nature of duties devolving on them, without any change in the cadre and scale of pay.
7. Special prior sanction of the Registrar of Co-operative Societies shall be obtained for the creation of any new posts so as to keep parity with the above staff pattern.
8. Classification made by the societies **shall be verified** and approved by the Registrar of Co-operative Societies before being implemented and a Bank once classified shall be reclassified only after one year from the date of **such** classification.
9. The Banks should adhere to the statutory provisions contained in the Kerala Co-operative Societies Act, 1969 (21 of 1969) and the Rules made there under and the circular instructions of the Registrar of Co-operative Societies **regarding** appointment, promotion and reservation, as the case may be.
10. The revised classification **shall** not adversely affect the existing classification of the Bank and the staff strength continues for six months from the date of **commencement of this** notification. The period of six months may be extended for **a further period of** six months, if **required**, by the Registrar of Co-operative Societies for sufficient reasons recorded. If **a** society does not **attain** these revised norms even after the above period, the classification of such societies **shall** be re-fixed accordingly. **If any society/bank fails to revise their classification within six months from the date of commencement of the notification or within the extended period, the Registrar of Co-operative Societies shall have the power to suo moto revise the classification.**

(ii) in Sl. No.”3 Marketing Societies”, for items “ (b) Primary marketing societies and (c) Non-agricultural Marketing societies” and all the entries thereunder, the following shall be substituted, namely:-

“(b) Federal

1. Class I

- | | | |
|---|--|-------------|
| 1. Federal society having annual sales turnover of Rs.12 crore and above | a. General Manager | 1 |
| 2. Audit Classification 'B' in 2 years in the immediately preceding three financial years | b. Assistant General Manager | 1 |
| 3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report | c. Bussiness Manager/
Purchase Manager/Chief Accountant/
Branch Manager | 6
5
8 |
| 4. Over due to Government shall be cleared | d. Factory Manager/Senior Clerk/
Tecnician | 4
3
3 |
| | e. Junior Clerk/
Computer operator/
Marketing Executive/
Assistant Grader | |

To be fixed by Government from time to time

Class II

2

- | | | |
|---|------------------------------|---|
| 1. Federal society having annual sales turnover of Rs.8 crore and above | a. General Manager- | 1 |
| 2. Audit Classification 'B' in 2 years in the immediately preceding three | b. Assistant General Manager | 4 |

To be fixed by Government from time to



	financial years.	c. Bussiness	time
3	Class III	3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Manager/ Purchase 3 Manager/Chief 5 Accountant/Branch 3 Manager 2 d. Factory 2 Manager/Senior Clerk/ Tecnician e. Junior Clerk/ Computer operator/ Marketing Executive/ Assistant Grader e. Attender f. Watchman g. Part time sweeper
		4. Government dues shall be cleared	
4	Class IV	1. Fedaral society having annual sales turnover of Rs.5 crores and above 2. Audit Classification 'B' in 2 years in the immediately preceding three financial years.	a. Genaral Manager 1 b. Bussiness Manager/ Purchase 3 Manager/Chief Accountant/Branch 2 Manager
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	c. Factory Manager/Senior 3 Clerk/ Tecnician d. Junior Clerk/ Computer operator/ 2 Marketing 1 Executive/ 1 Assistant Grader e. Attender f. Watchman g. Part time sweeper
		4. Government dues shall be cleared	
		1. Federal society having annual sales turnover between Rs.3 crore and Rs.12crore	a. Genaral Manager 1 b. Bussiness Manager/ Purchase 1 Manager/Chief Accountant/Branch 2 Manager
		2. Audit Classification 'B' in 2 years in the immediately preceding three financial years.	c. Factory Manager/Senior 2 Clerk/ Tecnician d. Junior Clerk/ 1 Computer operator/ 1 Marketing 1 Executive/ Assistant Grader d. Attender e. Watchman f. Part time sweeper
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report .	
		4. Government dues shall be cleared.	

To be fixed by Government from time to time

To be fixed by Government from time to time

Note:- For other activities like running fair prices shops etc. the federation may appoint additional staff required for the purpose according to necessity with the approval of the Registrar.



(c) Primary Marketing Societies

1	Class I	1. Having annual sales turnover of Rs.5 crore and above	a. Secretary/Manager	1	To be fixed by Government from time to time
		2. Audit classification A atleast in 2 years in the immediately preceding three financial years	b. Assistant Secretary/ Manager	1	
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	c. Accountant	1	
		4. Overdue to Government shall be cleared	d. Cashier e. Technician f. Grader g. Senior Clerk h. Assistant Grader i. Junior Clerks j. Attenders	1 1 1 1 1 2 2	
2	Class II				
		1. Having annual sales turnover between Rs.3 crore and 5 crore	a. Secretary/Manager	1	To be fixed by Government from time to time
		2. Audit classification in three preceeding years , atleast in 2 years in the immediately preceding three financial years	b. Assistant Secretary/ Manager	1	
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report .	c. Accountant	1	
		4. Overdue to Government shall be cleared	d. Cashier e. Technician f. Grader g. Senior Clerk h. Junior Clerk i. Attender	1 1 1 1 1 1	
3	Class III				
		1. Having annual sales turnover between Rs.2 crore and Rs.3 crore	a. Secretary/Manager	1	To be fixed by Government from time to time
		2. Audit classification B in two preceding financial years	b. Accountant/Clerk	1	
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect	c. Technician d. Grader e. Assistant Grader/	1 1 1	
4	Class IV				



rectification report	Assistant Technician		
	f. Attender	1	
4. Overdue to Government shall be cleared			
1. Having annual sales turnover below Rs.2 crore	a. Secretary	1	To be fixed by Government from time to time
2.....			
3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	b. Accountant/Clerk	1	
4. Overdue to Government shall be cleared	c. Technician/Grader	1	
	d. Attender	1	
Note:- For other activities like running fair prices shope etc the society may appoint additional staff required for the purpose according to necessity with the approval of Registrar of the Co-operative Societies.			

(iii) in Sl. No.”4 Consumer Societies”, for item “(b) District Wholesale Co-operative Stores and (c) Primary Consumer Stores” and all the entries thereunder, the following shall be substituted, namely:-

“(b) District Whole Sale Co-Operative Store

1	Class I	1. Societies having sales turnover Rs.5 crore and above	a. Secretary/Managing Director	1	To be fixed by Government from time to time
		2. Audit classification for previous financial year not less than B.	b. Office Manager	1	
			c. Inspector/Chief Accountant	4	
			d. Section Heads	7	
			e. Typist/Stenographers	1	
			f. Depot Manager Grade I	7	
			g. Depot Manager Grade II	30	
			h. Senior Clerks	10	
			i. Junior Clerks	15	

2



		j. Godown Keeper	2	
		k. Driver	1	
		l. Salesman	60	
		m. Attender/Peon/Wat cher/Cleaner	12	
	Class II	1. Societies having sales turnover between Rs.3 crore and Rs.5 crore	a. Secretary/Managing Director	To be fixed by Government from time to time
3		2. Audit classification for previous financial year not less than B.	b. Office Manager	
			c. Accountant	
			d. Typist/Stenographers	
			e. Depot Manager Grade I	
			f. Depot Manager Grade II	
	Class III		g. Senior Clerks/Junior Clerks	
4			h. Godown Keeper	
			i. Driver	
			j. Salesman	
			k. Attender/Peon/Wat cher/Cleaner	
		1. Societies having annual sales turnover between Rs.1Crore and Rs.3 crore	a. Secretary/Managing Director	To be fixed by Government from time to time
		2. Audit classification for previous financial year not less than C.	b. Office Manager	
			c. Accountant	
			d. Typist/Stenographers	
			e. Depot Manager Grade I	
			f. Depot Manager Grade II	
			g. Senior Clerks/Junior Clerks	
			h. Godown Keeper	
			i. Driver	
			j. Salesman	
			k. Attender/Peon/Wat cher/Cleaner	
5				



Class IV

1. Societies having sales turnover between Rs.25lakh and Rs.1crore
2. Audit classification for previous **financial** year not less than C.

- a. Secretary/Managing Director 1
- b. Officer Manager 1
- c. Accountant 2
- d. Typist/Stenographers 1
- e. Depot Manager Grade I 4
- f. Depot Manager Grade II 17
- g. Senior Clerks/Junior Clerks 4
- h. Godown Keeper 1
- i. Driver 1
- j. Salesman 40
- k. Attender/Peon/Watcher/Cleaner 8

To be fixed by Government from time to time

Class V

All other societies excluding above classes

To be fixed by Government from time to time

Note:- In respect of Class V, only honorary employees will be permissible till such time as societies satisfy the norms required for class IV.

(c) Primary Consumer Stores

1 **Class I special grade**

1. Sales turnover of Rs.10 crore and above
2. Audit Classification 'A'

- a. Secretary 1
- b. Accountant 1
- c. Senior Clerk 1
- d. Junior Clerk 3
- e. Salesman 1
- f. Attender 1

To be fixed by Government from time to time

2

Class I

1. Sales turnover between Rs.3 crore and Rs.10 crore
2. Audit Classification for previous **financial** year not less than B

- a. Secretary 1
- b. Accountant 1
- c. Clerk 1
- d. Salesman -3 1
- e. Attender -1 3

“

3

Class II

1. Sales turnover between Rs.1 crore and Rs.3 crore
2. Audit Classification for previous **financial** year not less than B

- a. Secretary 1
- b. Clerk 1
- c. Salesman 1
- d. Attender 3

4



5	Class III	1. Sales turnover between Rs.50 lakh and Rs.1 crore	a. Secretary	1
		2. Audit Classification for previous financial year not below 'C'	b. Salesman	2
			c. Attender	1
6	Class IV	1. Sales turnover between Rs.50 lakhs and Rs.25 lakhs	a. Secretary	1
	Class V Note:-	2. Audit Classification for previous financial year not below 'C'	b. Attender	1

All other Societies

(1) Societies having sales turnover Rs.10 crore and above, for every increase of sales turnover of Rs.5 crore an additional post of salesman with prior sanction of the Registrar of co-operative societies may be permitted, subject to maximum of 5 Salesmen.

(2) **In respect of Class V, only honorary Secretary will be permissible till such time as societies satisfy the norms required for class IV.**

(iv) in Sl. No.”7 Housing Societies”, for item “(b) All other other Housing Societies” and all the entries thereunder, the following shall be substituted, namely:-

“(b) PRIMARY HOUSING SOCIETY

1.	Class I (Special Grade)	1. Working capital Rs.15 crore and above	a. Secretary	1	To be fixed by Government from time to time
		2. Audit Classification 'A' for immediately preceding 3 financial years.	b. Branch Manager/Intenal auditor	1 2	
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	c. Accountant	3 1	
		4. Govt dues must be cleared	d. Senior Clerk	2	
			e. Junior Clerk		
			f. Data Entry operator		
			g. Attender		
2.	Class I	1. Working capital between Rs.3 crore below 15 crore	a. Secretary	1	To be fixed by Government from time to time
		2. Audit Classification 'A' for immediately preceding 3 financial years.	b. Accountant	1	
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	c. Senior Clerk	1	
		4. Overdue to Government shall be cleared	d. Junior Clerk/Typist	2	



			e. Attender	1	
3.	Class II	1. Working capital between Rs. 2 crore to Rs.3 crore	a. Secretary	1	To be fixed by Government from time to time
		2. Audit Classification 'A' atleast in 1 year immediately preceding 3 financial years.	b. Accountant	1	
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	c. Senior Clerk	1	
		4. Overdue to Government shall be cleared	d. Junior Clerk/Typist	2	
			e. Attender	1	
4	Class III	1. Working capital between Rs.1crore to Rs.2 Crore	f. Secretary	1	To be fixed by Government from time to time
		2 Audit Classification 'B' for the last 3 financial years.	g. Accountant	1	
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	h. Senior Clerk	1	
		4. Overdue to Government shall be cleared	i. Junior Clerk/Typist	1	
			j. Attender	1	
5.	Class IV	1. Working capital below Rs.1crore			To be fixed by Government from time to time
		2. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report			
		3. Overdue to Government shall be cleared			

Note:- (1) Societies having a working capital above **Rs.15** crores, for every increase of the working capital of **Rs.5** crores, an additional post of Junior clerk with the prior sanction of the Registrar of co-operative societies may be **permitted**, subject to maximum of 3 **Junior Clerks**.

(2) In respect of Class IV, only honourary employees will be permissible till such time as societies satisfy the norms required for class III."



(v) for Sl. No.”8 Hospital Co-operative Societies” and all the entries thereunder, the following shall be substituted, namely:-

“ 8. Hospital Co-Operative Societies

1	Super Grade	1. There shall be a minimum of 10 super specialty categories of treatment.	a. Secretary	1	To be fixed by Government from time to time
			b. General manager	1	
			c. Managing Director	1	
		2. 500 beds are required out of which 50 should be Intensive Care Unit (ICU) beds	d. Chief Executive Officer	1	"
			e. Assistant Secretary	1	
		3. A hospital group shall have more than two institutions	f. Deputy General Manager	1	
		4. Shall have number of patients exceeding three lakhs in an year	g. Chief Administrative Officer	1	"
		5. Annual turnover shall be more than 150 crores	h. Administrative Officer	1	"
		6. 3 out of 5 financial years should be profitable'	i. Chief Finance Officer	1	"
		7. Audit Classification shall be in Class A for three years out of the five consecutive financial years.	j. Senior Manager - Finance	1	
		8. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	k. Senior Manager - Purchase & Materials	1	"
		9. Government dues shall be cleared	l. Senior Manager - IT-	1	
		10. Accreditation from NABH/JCI/ISO is required	m. Senior Manager - Human Resource	1	"
		11. Modern management system shall be implemented to help the growth of the team (Finance HR Marketing Service, IT)	n. Senior Manager - Quality Control	1	"
		12. MRI/CATHLAB facilities shall be available	o. Senior Manager - Public Relations	1	
		13. Medicine/Allied Health Science postgraduate courses shall be conducted	p. Senior Manager - Marketing	1	"
			q. Manager - Finance	1	"
			r. Manager - Purchase & Materials	1	
			s. Manager - I. T.	1	
			t. Manager - Human Resource	1	
			u. Manager - Quality Control	1	
			v. Manager - Public Relations	1	
			w. Manager - Marketing	1	
			x. Manager - Operations	1	
			y. Manager - Internal Auditing	1	



z. Manager-	1
Medical Insurance	1
za. Public Relations	1
Officer	1
zb. Liaison officer	1
zc. Chief	1
Accountant	1
zd. Internal auditor	1
ze. Quality Control	1
officer	1
zf. Head clerk	1
zg. System	1
Administrator	1
zh. Database	1
administrator	1
zi. Assistant	1
Manager(human	1
resource)	
zj. Assistant	
Managerr(purchase	
and materials)	
zk. Assistant	
Manager	1
(Marketing)	
zl. Assistant	
Manager(Operation	
s)	
zm. Assistant	
Manager(Medical	
Insurance)	
zn. Section	
coordinator	
zo. Chief security	
officer	
zp. Assistant Public	
Relations Officer	
zq. Senior	
Accountant	
zr. Software	
Engineer	
zs. Hardware	
Engineer	
zt. Network	
Engineer	
zu. Senior	
Computer	
Programmer	
zv. Senior Software	
programmer	
zw. Security officer	
zx. Hospital	
supervisor	
zy. Senior HR	
Executive	
zz. Senior	
Marketing	



Executive
 zza. Senior Public
 Relations Officer
 zzb. Liaison Officer
 zzc. Chief
 Accountant
 zzd. Internal
 Auditor
 zze. Quality
 Control Officer
 zzf. Head Clerk
 zzg. System
 Administrator
 zzh. Database
 Administrator
 zzi. Assistant
 Manager – Human
 Resources
 zzj. Assistant
 Manager –
 Purchases&
 Materials
 zzk. Assistant
 Manager –
 Marketing
 zzl. Assistant
 Manager –
 Operations
 zzm. Assistant
 Manager – Medical
 Insurance
 zzn. Section Co-
 ordinator
 zzo. Chief Security
 Officer
 zzp. Assistant
 Public Relations
 Officer
 zzq. Senior
 Accountant
 zzr. Software
 Engineer
 zzs. Hardware
 Engineer
 zzt. Network
 Engineer
 zzu. Senior
 Computer
 Programmer
 zzv. Senior
 Software
 Programmer
 zzw. Hospital
 Supervisor
 zzx. Senior HR
 Executive



zzy. Senior
 Marketing Executive
 zzz. Senior Public
 Relations
 Executive
 zzza. Senior
 Quality Control
 Executive
 zzzb. Senior
 Materials
 Management
 Executive
 zzzc. Senior.
 Insurance
 Executive
 zzzd. Vehicle
 Supervisor
 zzzе. Accountant
 zzzf. Senior Clerk
 zzzg. Senior
 Receptionist
 zzzh. Hardware
 Technician
 zzzi. Senior Data
 Entry Operator
 zzzj. Human
 Resources
 Executive
 zzzk. Marketing
 Executive
 zzzl. Public
 Relations
 Executive
 zzzm. Quality
 Control Executive
 zzzn. Materials
 Management
 Executive
 zzzo. Senior Typist
 zzzp. Senior
 Telephone Operator
 zzzq. Insurance
 Executive
 zzzr. Public
 Relations Assistant
 zzzs. Human
 Resources Assistant
 zzzt. Material
 Management
 Assistant
 zzzu. Junior Clerk
 zzzv. Junior
 Cashier
 zzzw. Receptionist
 zzzx. Data Entry
 Operator



zzzy. Computer Operator
 zzzz. Telephone Operator
 zzzza. Record Keeper
 zzzzb. Medical Transcriptionist
 zzzzc. Driver
 zzzzd. Store Assistant
 zzzze. Billing Assistant/ Care Taker
 zzzzf. Security Guard
 zzzzg. Office Attendant / Peon

Note:- 7 out of the 13 criteria suggested above shall be fulfilled

2	Special Grade	1. Having super speciality treatment in any eight of the medical wing 2..300 beds are required out of which 30 shall be Intensive Care Unit (ICU) beds 4.Shall have the number of patients exceeding two lakhs in an year 4.Annual turnover shall be more than Rs.100 crores 5. Shall have super specialty facilities, especially MRI/CATHLAB systems should be available 6. Audit classification “A/B” shall be achieved at least once in five financial years 7. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report 8. Government dues shall be cleared Note:- 5 criteria out of 8 suggested above must be fulfilled	Secretary-1 General manager-1 Managing Director-1 CEO-1 Asst. Secretary-1 Deputy General Manager-1 Chief Administrative Officer-1. Administrative Officer-1 Chief Finance Officer-1 Senior Manager – Finance-1. Senior Manager - Purchase& Materials.-1 Senior Manager - IT-1 Senior Manager - Human Resource.-1 Senior Manager - Quality Control-1. Senior Manager - Public Relations.-1 Senior Manager – Marketing-1 Manager – Finance-1, Manager – Purchase& Materials-1, Manager – I. T-1, Manager – Human	To be fixed by Government from time to time " " " " " " " " " "
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Resource-1,
 Manager – Quality
 Control-1, Manager
 – Public Relations-
 1, Manager –
 Marketing-1,
 Manager –
 Operations-1,
 Manager – Internal
 Auditing-1,
 Manager – Medical
 Insurance-1.
 Public Relations
 Officer-1 Liaison
 Officer-1 Chief
 Accountant-1
 Internal Auditor-1
 Quality Control
 Office-1 Head
 Clerk-1 syste
 Administrator-
 1Database
 Administrator-1
 assistant Manager –
 Human Resources -
 1 Assistant
 Manager –
 Purchases&
 Mainanance-1
 Assistant Manager
 – Marketing-1
 Assistant Manager
 –Operations-1
 Assistant Manager
 – Medical
 Insurance-1 Section
 Co- Coordinator-1
 Chief Security
 Officer-1.
 Assistant Public
 Relations Officer-5
 Senior Accountant-
 1 Software
 Engineer-1
 Hardware
 Engineer-1
 Network Engineer-
 1 Senior Computer
 Programmer-1
 Senior Software
 Programmer-1
 Security Officer-1
 Hospital
 Supervisor-1 Senior
 HR Executive-1
 Senior Marketing
 Executive-1 Senior
 Public Relations



Executive -1 Sr.
 Quality Control
 Executive-1 Sr.
 Materials
 Management
 Executive-1 Sr.
 Insurance
 Executive=1
 Vehicle Supervisor-
 1
 Accountant -1
 Senior Clerk-5
 Senior
 Receptionist-1
 hardware
 Technician-1
 Senior Data Entry
 Operator-1 HR
 Executive-1
 Marketing
 Executive-1 Public
 Relations
 Executive-1
 Quality Control
 Executive-1
 Materials
 Management
 Executive-1 Sr.
 Typist-1 Sr.
 Telephone
 Operator-1
 Insurance
 Executive.-1
 Public Relations
 Assistant1 H.
 R.Assistant-1
 Material
 Management
 Assistant-1 Junior
 Clerk-6 Junior
 Cashier-4
 Receptionist-20
 Data Entry
 Operator-1
 Computer
 Operator-1
 Telephone
 Operator-1
 Record Keeper-1
 Medical
 Transcriptionist -5
 Driver-12
 Store Assistant.-1
 Care Taker/
 Security Guard-16
 Office Attendant /
 Peon-2



1	Class I	1. Having super speciality treatment in any two of the medical wing and speciality facility in 10. 2..200 beds are required out of which 20 should be Intensive Care Unit (ICU) beds 3. Shall have the number of patients one lakh fifty thousand in an year 4. Annual turnover shall be more than 30 crore 5. Audit Classification shall not fall below B in any 3 years among the preceeding 5 years 6. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report 7. Overdue to Government shall be cleared Note:- 4 criteria out of 7 suggested above must be fulfilled	Secretary-1 General manager-1 Managing Director-1 CEO-1 Administrative Officer-1 Manager finance-1 ManagerPurchase&Materials-1, Manager – I. T-1, Manager – Human Resource-1, Manager – Quality Control-1, Manager – Public Relations-1, Manager – Marketing-1, Manager – Operations-1, Manager – Internal Auditing-1, Manager – Medical Insurance-1.Asst secretary-1 Public Relations Officer-CCTV Technician -1Chief Accountant-1 Head Clerk-1 Internal auditor-1 System Administrator-1 Database Administrator-1 Assistant PRO-1 Sr Accountant-1 Software Engineer-1 Security officer-1 Vehicle Supervisor-1 Accountant-1 Senior Clerk-4 Senior Receptionist -1 Hardware Technincian-1 Senior Data Entry Operator-1 Senior Record Keeper-1 HR Executive-1 Marketing Executive-1 Public Relations Executive-1 Quality Control Executive -1 Material	To be fixed by Government from time to time " " " " " " "
2				
3				



5

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		Office Attendant / Peon-1	
	Of the above 4 suggestion must be fulfilled		
Class III	1. Having 50 Beds and above out of which 5 should be ICU beds	Secretary-1 General manager-1 Managing Director-1	To be fixed by Government from time to time
	2. Shall have the number of patients seventy five thousand in an year	CEO-1 Public Relation Assistant /	"
	3. Annual turnover shall be more than Rs.10 crores	CCTV Technician/ HR Assistant/ Material	"
	4. Shall have speciality treatment in any six of the medical wing	Management Assistant - 1	"
	5. Audit Classification not less than 'C'	Junior Clerk-2 Junior Cashier-1 Receptionist-1 Data Entry Operator-1 Computer Operator-1 Telephone Operator-1 Record Keeper-1 Medical Transcriptionist - 1	"
	6. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Driver-3 Store Assistant-1 Ward Secretary/ Billing Assistant Care Taker/ Security Guard-2 Office Attendant / Peon-1	"
	7. Government dues shall be cleared		
	Note:- Of the above 4 suggestion must be fulfilled		
Class IV	1. Shall have a minimum of 25 beds and above and shall have speciality treatment in any four of the medical wing	a. Secretary-1 b. General Manager-1 c. Managing Director-1 d. CEO-1 e. Care Taker/ Security Guard-2 f. Office Attendant / Peon-1	To be fixed by Government from time to time
	2. Having the number of patients fifty thousand		"
	3. Annual turnover shall be more than Rs.5 crores		"
	4. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report		"
	5. Government dues shall be cleared		
	Note:- Of the above, 5 suggestion must be fulfilled		



Class V	All other Hospital Co-operative Societies	a. Secretary/General Manager	To be fixed by Government from time to time
		b. Junior Clerk/Junior Cashier/Typist/Telephone Operator/Receptionist	"
		c. Peon	"
		d. Night Watchman/Security -Shift 1	"
		Shift 2	"

Note:- As regards the appointment of hospital staff, the concerned hospital may appoint adequate number of doctors and paramedics and support staff on contract /temporay basis as per Medical Council of India's Guidelines based on Bed Strength .

Other General Conditions

(i) Medical Laboratory Wing	1. A unit which examines fifty samples on an average daily is permitted to create the posts Laboratory Technician and Laboratory Assistant.	Laboratory Technician	To be fixed by Government from time to time
	2. One additional post of Laboratory Technician shall be created for each 25 samples in excess of 50 and one post of Laboratory Assistant for each 50 samples in excess of 50 samples.	Laboratory Assistant	"
	3. One post of Chief Laboratory Technician is admissible if the total number of Laboratory Technicians are not less than six.		"
(ii) Pharmacy Medical Store Wing	1. A unit which is having dealings with 100 persons on an average per day is permitted to create the posts of Pharmacist and Pharmacist Assistant.	Pharmacist Pharmacist Assistant	"
	2. Units having dealings with more than 100 persons can have one additional post each of Pharmacist and Pharmacy Assistant for every 100 additional persons or fractions thereof if it exceeds 50 persons.		"
	3. If the total number of posts of Pharmacist and Pharmacy Assistant are not less than six, there shall be a store and a Store Keeper		"
(iii) X-Ray Wing	4. If there are more than one Pharmacy/Medical Store and there is a Store Keeper in any one of them one post of Store Superintendent is admissible.		"
(iv) Radiology Wing	For an X-Ray Unit, X-Ray Technician,	X-ray Technician	"



	X-Ray Assistant posts are permissible. X-ray Assistant	"
(v) E.C.G Unit	The Radiographer posts are permissible Radiographer for a Radiology Unit:	"
(vi) Blood Bank Unit	Note: Prior permission of the Joint Registrar of Co-operative Societies is required for creating the post of Radiographer. The following posts are permissible for a E.C.G. Unit:	"
(vii) Theatre Wing	Note: An average of 30 cases shall be handled in one unit daily. For each additional cases of 30 or part thereof (if it exceeds 15) an additional post of E.C.G. Technician is permissible The following posts are permissible in each Unit:	"
(viii) Medical Record Wing	Doctor Blood Bank Technician Blood Bank Technical Assistant	" " "
(ix) Others	Only one post of Theatre Mechanic is permissible in a Hospital. Only Hospitals which come under the category of Special Grade and Class I alone are eligible to have the post.	"
Note:-	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. 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. 1. The Board of Directors of the Hospital can appoint Doctors in any grade considering the requirement of the Hospital 2. One additional post of Doctor can be created for each additional 10 beds in excess of 150 beds 3. Norms for fixing the grade of Doctors Grade I - Post Graduate Degree in Medicine with minimum 10 Years experience. Grade II- Post Graduate 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, 2 years experience is enough). Junior Doctors - Graduate in Medicine with two years experience 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 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 eligible for the post of Head Nurse. 6. For the appointment to the post in the Nursing Wing the qualification prescribed by the Government as for in Government Service is necessary 7. The concerned hospital may appoint adequate number of doctors and paramedics and support staff on contract /temporary basis as per Medical Council of India Guidelines based on Bed Strength."	" " "



(vi) after Sl. No. “8B Dairy Co-operatives”, and the entries thereunder, the following shall be inserted, namely:-

“8C. Scheduled Castes/ Scheduled Tribes Societies

1	Class I	Working capital or business turnover, receipts and disbursement exceeding Rs.50 lakhs	a. Secretary -1 b. Clerk -1 c. Cashier -1 d. Peon - 1 e. Salesman -1 f. Salesman Assistant -1
2	Class II	Working capital or business turnover, receipts and disbursement exceeding between Rs.25 lakhs and Rs.50 lakhs	a. Secretary -1 b. Salesman/Attender - 1
3	Class III	Working capital or business turnover, receipts and disbursement exceeding below Rs.25 Lakhs	a. secretary -1

8D. Labour Contract Societies

1	Super Special grade	1. Work completed in one year not below Rs.100 crores (it included completed and work in progress) 2. Shall have working Capital above Rs.25 crores 3. Provides 500 workers and 100000 working days to members. 4. Audit Classification A/B as per the Government Order issued in this behalf from time to time 5. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report 6 As per the societies requirement additional posts may be provided	General Manager - 1 Dy General Manager(accounts) -1 Dy General Manager(admn)-1 Manager(accounts) -1 Manager (adm) - 1 Senior clerk -3 Junior clerk -4 Assistant Engineer -2 Store keeper - 1 Dy General Manager(project)-1 Manager (project) - 2 Oversior -3 Attender - 1 Driver - 1
2	Special grade	1. Work completed in one year not below Rs.50 crores (it includes completed work and work in progress) 2. Shall have working Capital above Rs.25 crores 3 Provides 250 workers and 50000 working days to members. 4. Audit Classification A/B as per the Government Order issued in this behalf from time to time 5. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report 6 As per the societies requirement	General Manager - 1 Dy General Manager(accounts) -1 Dy General Manager(admn)-1 Manager(accounts) -1 Manager (adm) - 1 Senior clerk -3 Junior clerk -4 Assistant Engineer -2 Store keeper - 1



Class I	additional posts may be provided	Dy Genaral Manager(project)-1
		Manager (project) - 2 Oversior -3 Attender - 1 Driver - 1
	1.work completed in one year not below 15 crores (it included completed and work in progress) 2. Having working Capital above 5 crores 3 Provides 150 workers and 30000 working days to members.	General Manager - 1 Dy Genaral mgr(finance)-1 Asst Genaral mgr(admn)-1
Class II	4. Audit Classification A/B as per the Government Order issued in this behalf from time to time	Junior executive -1 Dy Genaral mgr(project)-1
	5. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Manager (project) - 2 oversior -3 Attender - 1 Driver - 1
	6 As per the societies requirement additional posts may be provided	
Class III	1.work completed in one year not below 3 crores (it included completed and work in progress) 2. Having working Capital above 1.5 crores 3. Provides 100 workers and 20000 working days to members. 4. Audit Classification A/B as per the Government Order issued in this behalf from time to time	General Manager - 1 Asst Manager-1 Junior executive -1 Dy Genaral Manager(project)-1 Oversior -2 Attender - 1
	5. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	
Class IV	1.work completed in one year not below 1 crore (it included completed and work in progress) 2. Having working Capital above 50 lakhs 3. Provides 75workers and 11250 working days to members.	General Manager - 1 Junior executive - 1 Dy Genaral mgr- 1 Oversior -1
	4. Audit Classification B/C as per the Government Order issued in this behalf from time to time 5.. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	
	1.work completed in one year below 1 crores (it included completed and work in progress) 2. Having working Capital below 20 lakhs 3. Provides below 25 workers and 5000 working days to members.	General Manager - 1 1 Oversior -1
	4. Audit Classification as per the Government Order issued in this	



behalf from time to time

5.Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report

8E. Vanitha Co-Operative Societies

Class I Special Grade	1. Working Capital /sales turnover above 15 Crores. 2.Audit Classification 'A' in any three years within the proceedings 5 financial years	Secretary -1 Branch Manager -1 Accountant-1 Senior Clerk -2 Junior Clerk -3 Attender -2
Class I	1. Working Capital /sales turnover Rs.5 to Rs.15 Crores. 2.Audit Classification for previous financial year not less than B	Secretary -1 Branch Manager -1 Accountant-1 Senior Clerk -1 Junior Clerk -3 Attender -2
Class II	1. Working Capital /sales turnover Rs.1 to Rs.5 crore. 2.Audit Classification for previous financial year not less than B	Secretary -1 Accountant-1 Senior Clerk -1 Junior Clerk -1 Attender -1
Class III	1. Working Capital /sales turnover Rs.50 lakh to Rs.1 crore. 2.Audit Classification for previous financial year not less than C	Secretary -1 Clerk -1 Attender -1
Class IV	1. Working Capital /sales turnover 10 lakh to 50 lakh. 2.Audit Classification for previous financial year not less than C	Clerk -1
Class V	all other societies excluding above classes	working with honorary staff

Note:- (1) Societies having working capital above 15 crore, for every increase of the working capital of 5 crore an additional post of Junior clerk with prior sanction of the Registrar of co-operative societies may be permitted subject to maximum of 3 Junior Clerks.

(2) In respect of Class V, only honourary employees will be permissible till such time as societies satisfy the norms required for class IV.”.

(v) for Sl. No.”9 Miscellaneous” and all the entries thereunder, the following shall be substituted, namely:-

“9. MISCELLANEOUS

(a) Motor Transport Societies

1	Class I	1.Working capital Rs.1 crore and above 2. Audit Classification should be 'A' in preceeding 3 financial years 3. Audit shall be completed within the time limit stipulated by the Act and shall	Secretary Accountant Clerks Foreman Store Keeper	1 1 4 1 1
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		submit along with defect rectification report	Driver, Conductor, Cleaner, Attender	At the rate of 3 each per vehicle actually on road
		4. Government dues shall be cleared		
2	Class II	1. Working capital between Rs.50 lakh and Rs.1 crore. 2. Audit Classification not less than 'B' in preceeding 3 financial years	Secretary Accountant Clerk Attender	1 1 1 1
		3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Driver, Conductor, Cleaner	At the rate of 3 each per vehicle actually on road
		4. Overdue to Government shall be cleared		
3	Class III	1. Working capital between Rs.25 Lakh and Rs.50 lakh. 2. Audit Classification not less than 'C' in preceeding 3 financial years. 3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Secretary Clerk Attender, Driver, Conductor, Cleaner	1 1 At the rate of 3 each per vehicle actually on road
		4. Overdue to Government shall be cleared		
4	Class IV	1. Working capital between Rs.10 Lakhs and Rs.25 Lakh.	Secretary Attender	1 1
		2. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Driver, Conductor, Cleaner	At the rate of 3 each per vehicle actually on road
		3. Overdue to Government shall be cleared		
5	Class V	1. Working Capital below Rs.10 Lakhs		
		2. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report		
		3 Overdue to Government shall be cleared		
(b) Co-Operative Printing Press				
1.	Class I	1. Turnover Rs.30 lakh and above	Secretary	1
		2. Societies having investment in machinery exceeding Rs. 100 Lakh	Clerk Foreman	1 1
		3. Audit Classification should be 'A' in preceeding 3 financial years. 4. Shall have worked on profit atleast for two year during immediate five precedings financial years	Compositor Printer Binder Attender	7 2 2 2
		5. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect		



		rectification report	
		6. Overdue to Government shall cleared	
2.	Class II	1. Turnover between 20 lakh and 30 lakh Secretary	1
		2. Societies having investment in Compositor	5
		machinery between Rs.50 Lakhs and Printer	2
		Rs.100 lakhs. 3. Audit Classification not Binder	2
		less than B in preceeding 3 financial Attender	
		years. 4. Audit shall be completed within the time limit stipulated by the Act and shall submit along with	2
3.	Class III	defect rectification report	
		5. Overdue to Government shall be cleared	
		1. Turnover between Rs. 10 lakhs and Secretary	1
		Rs. 20 lakhs 2. Societies having Compositor	3
		investment in machinery between Rs. 50 Printer	1
		Lakhs 3. Audit Classification not less Binder	1
		than C in preceeding 3 financial years. Attender	
		4. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	1
		5. Overdue to Government shall be cleared	

(c) All Other Societies Coming Under The Administrative Control Of Co-Operation Dept.

(i) Federal

1.	Class I	1. Working capital or business turnover between Rs.150 Crore and above 2. Audit Classification 'A' for two years and B for three years in preceeding 5 financial years. 3. Profit in 3 year during immediate five precedings financial years 4. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report 5. Overdue to Government shall be cleared	Secretary/General Manager/Managing Director Assistant Secretary/Assistant General 1 Manager/Assistant Managig Director Chief Accountant 1 Manager 2 Accountant 1 Public Information Officer 1 clerk (senior) 2 Clerk(junior)/Data entry Operator 5 Attender/ attender-driver 2 part time sweeper 1
2.	Class II	1. Working capital or business turnover between Rs. 100 crore and Rs.150 crore 2. Audit Classification 'A' for one years and B for three years in preceeding 5 financial years. 3. Profit in 3 years in preceeding 5 financial years 4. Audit	Secretary/General Manager 1 Assistant Secretary/Assistant General Manager 1 Chief Accountant 1 Manager 1



shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Accountant	1
	clerk (senior)	1
	Clerk(junior)/Data entry operator	3
5. Overdue to Government shall be cleared	Attender/ attender-driver	1
	Part time sweeper	1

(ii) Other Societies

Super Grade

1. Working capital or business turnover Rs.50 Crores and above	Secretary -1
2. Audit Classification 'A' for two years and B for three years in preceeding 5 financial years.	Asst. Secretary - 1
3. Profit in 3 years preceeding five financial years	Chief Accountant - 1
4. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Manager -1
5. Overdue to Government and Audit fees shall be cleared	System Administrator - 1
	Head clerk -3
	Senior clerk/Junior clerk -10
	Typist/ Data Entry Operator -1
	Attender -2
	Peon -3
	Night Watchman -1

Special Grade

Part time sweeper - 1

Note:- A clerk post can be allotted for every additional working capital of Rs 10 crore raised. maximum of five clerk posts can be allotted in such a manner.

1. Working capital or business turnover between Rs.25 Crore and Rs.50 crore	Secretary -1
2. Audit Classification 'A' for two years and B for three years in preceeding 5 financial years.	Asst Secretary - 1
3. Profit in 3 years preceeding five financial years	Chief Accountant - 1
4. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	1 Branch Manager/ Internal Auditor -1
5. Overdue to Govt and Audit fees must be cleared	System Administrator - 1
	Accountant -1
	Senior clerk/Junior clerk -10
	Typist/ Data Entry Operator -1
	Attender -2
	Peon -3
	Night Watchman -1

Class I

Part time sweeper - 1

Class II

Note:- A clerk post can be allotted for every additional working capital of Rs 10 crore raised. maximum of three clerk posts can be allotted in such a manner.

1. Working capital between Rs.10 crore and Rs.25 crores	Secretary -1
2. Audit Classification 'B' for two years and C for three years in preceeding 5 financial years.	Accountant -1
3. Audit shall be completed within the time limit	Senior clerk/Junior clerk -3
	Typist/ Data Entry Operator -1
	Attender -1



Class III	stipulated by the Act and shall submit	Peon -1
	along with defect rectification report	Night Watchman -1
	4. Overdue to Government and Audit fees shall be cleared	part time sweeper - 1
	Note:- A clerk post can be allotted for every additional working capital of Rs 10 crore raised. A maximum of two clerk posts can be allotted such a manner.	
	1. Working capital between Rs.5crore and Rs.10 crore	Secretary -1 -
	2. Audit Classification 'B' for one years and C for 4 years in preceeding 5 financial years.	Accountant -1 Senior Clerk -1 Junior clerk -1
Class IV	3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Typist/ Data Entry Operator -1 Attender -1 Part time sweeper - 1 -
Class V	4. Overdue to Government and Audit fees shall be cleared	
	1. Working capital between Rs.3 crore and Rs.5 crore	Secretary -1 Senior Clerk -1 -
	2. Audit Classification 'B' for one years and C for three 4 in preceeding 5 financial years.	Junior clerk -2
	3. Audit shall be completed within the time limit stipulated by the Act and shall submit along with defect rectification report	Typist/ Data Entry Operator -1 Attender -1 -
	4. Overdue to Government and Audit fees shall be cleared	
	1. Working capital / Turnover between Rs.1 crore and Rs.3crore	Secretary -1 Junior Clerk -2 Attender -1
	1. Working capital / Turnover below Rs.1crore	a. Secretary -1 b. Junior Clerk -1 c. Attender -1

(By order of the Governor)

DR.VEENA N.MADHAVAN

SPECIAL SECRETARY

