

**CLASSIFICATION NORMS ACCORDING TO FINANCIAL POSITION of PACS/PCS**

**Amended Rules As Per**

**G.O. (P) 225/2010 Co-op dated 31/12/2010 & G.O. (P) 12/2013 Co-op dated 19/01/2013**

Rules shall be deemed to have come in to force on **19/01/2013**

	<b>Class I Super Grade</b>	<b>Class I Special Grade</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>	<b>Class VI</b>
<b>1. Working Capital</b>	Rs. 80 Crores & above	Rs. 30 Crores & above	Rs. 20-30 Crores	Rs. 14-20 Crores	Rs. 8-14 Crores	Rs. 4.8 Crores	Rs. 2-4 Crores	Rs. 2 Crores
<b>2. Deposits</b>	Rs. 60 Crores & above	Rs. 26 Crores & above	Rs. 18-26 Crores	Rs. 12-18 Crores	Rs. 7-12 Crores	Rs. 3-7 Crores	Rs. 1.5 - 3 Crores	Rs. 0.75 Crore
<b>3.Loans</b>	Rs. 50 Crores & above	Rs. 22 Crores & above	Rs.16 Crores & above	Rs. 10 Crores & above	Rs. 6 Crores & above	Rs. 3 Crores& above	Rs. 1-3 Crores	Rs. 0.50 Crores
<b>4.Audit Classification</b>	For the previous 3 years - Not less than A	For the previous 3 years - Not less than B A for 1 year	For the previous 3 years-Not less than B	For the previous 3 years- Not less than B	For the previous years- Not less than B	For the previous years- Not less than B	Latest- Not less than C	Latest -Not less than C
<b>5. Profit</b>	Should have worked on profit for the last 4 years within the immediately preceding 5 years	Should have worked on profit for the 2years within the immediately preceding 5 years	Should have worked on profit for 2 years with in the immediately preceding 5 years	Should have worked on profit for the 1 year within the immediately preceding 3 years	Should have worked on profit for the 1 year within the immediately preceding 3 years	Should have worked on profit for the 1 year during immediately preceding 3 years		
<b>6.Dividend</b>	Any 3 year during 5 years	Any 1 year during 5 years	Any 1 year during 3	Any 1 year during 3	Any 1 year during 3	Any 1 year during 3		
<b>7.Overdue</b>	Overdue under loans should not exceed 15% of the demand	Overdue under loans should not exceed 25% of the demand	Overdue under loans should not exceed 25% of the demand	Overdue under loans should not exceed 25% of the demand	Overdue under loans should not exceed 25% of the demand	Overdue under loans should not exceed 30% of the demand	Overdue under loans should not exceed 35% of the demand	Overdue under loans should not exceed 35% of the demand

**General Note:-**

1. Requirement of additional staff if any, will be sanctioned by the RCS However, the Banks having branches other than Head Office Branch can appoint 1 Br. Mgr. 1, Clerk & 1 Peon for each branch with the approval of RCS.
2. Societies having branches can appoint one (1) Branch Manager, One (1) Clerk, and One (1) Peon for each branch, with the approval of RCS. But the newly sanctioned branches should be run by deploying existing staff of the Bank and the staff pattern for branches will become eligible only after one year of its functioning and the RCS will sanction the post after assessing the transactions of the branch.
3. The ratio between the post Sr. Clerk/Cashier, Jr. Clerk/Cashier in the Bank/Societies will be 1:1.

4. The societies having other non-credit activities such as distributing consumer articles, fertilizers may appoint additional staff required for the purpose, according to necessity, with prior sanction of RCS. But if the non credit activities/business are stopped by the Bank, or in the evaluation of such business by the Board of Directors of the Bank or the RCS, or Director of Co-operative Audit, and found the business is not satisfactory, and the continuance of the business will cause heavy loss to the Bank and the Board of the Bank may, or on the direction of the RCS/Director of Co-op: Audit, stop the business and terminate or retrench the service of the employees appointed for such purpose, or to accommodate them in the existing vacancies of the Bank if any, according to their qualification service if any with the prior approval of RCS.
5. Farmers Service Co-operative Bank may appoint technical staff such as Agricultural Demonstrators etc with the prior sanction of RCS.
6. The revised classification will not adversely affect the existing classification of the Bank/Societies and the staff strength for three months from the date of notification. The period of three months may be extended for three months, if necessary, by the RCS for sufficient reasons to be recorded. If any society does not reach the revised norms even after the above period, such society is classified to the next below category first, and if the society does not reach the revised norms for a period of one year, the classification of such societies will be reduced and re-fixed as per the norms accordingly.
7. The existing employees in those Banks already having the number and staff over and above the limit fixed as per the above staff pattern will be given protection. Such excess posts shall be treated as supernumerary and shall be adjusted against future vacancies.
8. (I) In order to be classified as Class I super Grade, Class I special Grade, Class I, and Class II, the Societies/Banks should satisfy the conditions 1, 2, 3, &7 above and any 2 of the remaining conditions. In order to be classified as Class III and Class IV the Societies/Banks should satisfy the conditions 1, 2 and 3 above and any one of the remaining 3 conditions. In order to be classified as Class V and Class VI the Societies/Banks should satisfy the conditions 1, 2 and 3 above and any one of the remaining 2 conditions. provided that Employees Co-op; Societies/Banks need only satisfy the conditions 1, 3, 7 and any 3 of the remaining conditions for the classification into class III, IV and V as the case may be.
9. In the case of Primary Agricultural Credit Societies (PACS), Farmers Service Co-operative Banks (FSCB) Rural Banks the society should issue agricultural loans during the preceding three years, at the interest fixed by RCS of Co-op: Societies. The society should not charge interest on loans/ give interest on deposits more than the rate fixed by he RCS.
10. In order to calculate the amount of working capital, deposit, loan Outstanding for classifying the society, the average of the total amount outstanding at the end of each month for the preceding year should be taken into account.
11. The General Body Meeting of the society shall be held regularly as stipulated in section 29 of the KCS Act. 1969 (21 of 1969) and the statement and returns to be furnished to the RCS as prescribed in Rule 33 and to be certified by the Assistant Registrar/Joint Registrar concerned.
12. One post of Driver can be sanctioned if the Bank/Society is having a vehicle.
13. Classification made by the societies should be got classified and approved by the RCS before being implemented.

## CLASSIFICATION & STAFF PATTERN (Revised)

	Cl.I.Spl. Grade	Cl.I.Spl Grade	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
Secretary	1	1	1	1	1	1	1	1	1
Asst. Secy/Mgr	1	1	1	1	1				
Chief Acct/Chief Cashier	1	1	1	1					
Internal Auditor	1	1	1	1	1				
Head Clerk/Acctt.	6	4	3	1	1	1	1		
Sr. Clerk/Sr. Cahier/Jr.Cashier	21	14	10	6	5	3	2	1	1
Typist /Date Entry Operators	2	2	1	1	1				
Attender	2	2	2	1	1	1			
Peons	3	3	3	2	2	1	1	1	1
Night Watchman	1	1	1	1	1	1			
P T Sweeper	3	3	3	1	1	1	1	1	1
<b>Total</b>	<b>42</b>	<b>36</b>	<b>28</b>	<b>17</b>	<b>16</b>	<b>9</b>	<b>6</b>	<b>4</b>	<b>4</b>

### Note: -

Class I Spl.Gr: 1) For every Addl. Working capital of 3 crores, 1 addl. Clerk subject to a maximum 5 will be admissible.

(2) For every addl. 3 clerks 1 Addl. H.C. will be admissible.

Class I :- (1) 1 addl.Clerk if working capital exceeds Rs. 25 crores.

Class II :- (1) 1 addl. HC if working capital exceeds 16 crores.

Class III:- (2) 2<sup>nd</sup> addl. Clerk if WC exceeds 18 crores.

Class III:- (1) 1 addl. Clerk if WC exceeds 11 crores.

Class IV:- (1) 1 addl. Clerk if WC exceeds 6 crores.

Class V:- (1) 1 addl clerk if WC exceeds 3 crores.

Class VI:- No notes.

Class VIII:- (All other credit societies not falling under Class 1 to Class VI).

**NB: This table is only a guide line. Verify with the original order no. G.O. (P) 12/2013 dt:19/01/2013**