

General

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General

GOVERNMENT OF PONDICHERRY
A B S T R A C T

Union territory of Pondicherry – Co-operative Department - Re-designation of the post of
Co-operative Sub-Registrar as Co-operative Officer – Amendment – Notified

DEVELOPMENT (CO-OPERATION) DEPARTMENT

G.O. Ms. No.13

Pondicherry, the 23.6.1984.

ORDER:

The Pondicherry State Co-operative Department Officers' Association has been requesting the Government to re-designate the post of Co-operative Sub-Registrar in the Co-operative Department as Co-operative Officer. The Registrar of Co-operative Societies after examining the demand recommended that the post of Co-operative Sub-Registrar may be re-designated as Co-operative Officer without any change in the scale of pay attached to the post. The Government after carefully considering the recommendation of the Registrar of Co-operative Societies has agreed to re-designate the post of Co-operative Sub-Registrar as Co-operative Officer.

The Lieutenant-Governor has, therefore, been pleased to re-designate the post of Co-operative Sub-Registrar in the Co-operative Department, Pondicherry as Co-operative Officer with immediate effect and order that the Notification annexed herewith shall be published in the next issue of the State Gazette.

This issue with the concurrence of the Finance Department, vide their U.O.No.32818/83/F5 dated 3.10.1983.

(By order of the Lieutenant-Governor)

M. SRIRAAMULU
DEPUTY SECRETARY TO GOVERNMENT

**GOVERNMENT OF PONDICHERRY
DEVELOPMENT (CO-OPERATION) DEPARTMENT**

G.O. Ms.No.14

Dated 23.6.1984

NOTIFICATION

In exercise of the powers conferred by Article 309 of the Constitution of India read with Notification No.5/4/65-GP dated, 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi, the Lieutenant-Governor, Pondicherry hereby makes the following rules further to amend the Government of Pondicherry Co-operative Department, Group-C post, (Non-gazetted) Recruitment Rules, 1978 issued in Development Department (Co-operation) Notification No.23932/75-Coop. dated, 1st March, 1978 and published in supplement to gazette No.17 dated 25th April 1978 namely,

1. These rules may be called the Government of Pondicherry, Co-operative Department Group-C Post, (Non-gazetted) Recruitment (Amendment) Rules, 1983.

2. In the Government of Pondicherry, Co-operative Department Group-C Post (Non-gazetted) Recruitment Rules, 1978, in schedule-III, for the words 'Co-operative Sub-Registrar' wherever they occur the words 'Co-operative Officer' shall be substituted.

(By order of the Lieutenant-Governor)

**M. SRIRAAMULU
DEPUTY SECRETARY TO GOVERNMENT**

General

No. 5/2/1/21/RCS/M/86
Government of Puducherry
Co-operative Department
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Pondicherry, the 7.5.1987

DIRECTIONS ISSUED IN THE REGISTRAR OF CO-OPERATIVE SOCIETIES
UNDER SECTION 81 OF THE PONDICHERY CO-OPERATIVE SOCIETIES
ACT, 1972

Sub: Co-operative Department – Co-operative Institutions – Private use of the vehicles owned by Co-operative Institutions by the Non-Officials and Officials – Prohibition on the use of vehicles – Directions –Issued.

Ref: Directions issued in reference No. RCS/A/9203/79 dated 9.1.1980.

WHEREAS several co-operative institutions are owing transport vehicles cars, vans, trucks and other carriage vehicles for the efficient working and business activities of the intuitions;

WHEREAS instances have come to the notice of the undersigned that in certain societies, the vehicles are used for private purposes with or without payment of charges, sometimes with payment of fuel charges alone, by non-official directors and other officials;

WHEREAS the non officials and officials are eligible to draw regular travelling and other allowances for the journeys performed by them, in connection with the business of the societies and hence they are not entitled to use the vehicles for private purposes free of charge;

WHEREAS the Registrar is satisfied that in public interest and to secure proper management of the business of the societies and to prevent the affairs of the societies being conducted in a manner detrimental to the interest of the members, a direction should be issued regulating the use of the vehicles owned by the societies.

NOW, THEREFORE, in exercise of the powers conferred on him under sub section (1) of Section 81 of the Pondicherry Co-operative Societies Act, 1972, the Registrar of Co-operative Societies hereby directs that the co-operative societies owning any kind of motorized vehicles shall not use them or allow them to be used generally for purposes other than official or business purpose of the societies concerned.

In case there is an urgency of usage of the vehicles for private purpose either by the Chief Executive or by the members of the board of management of the societies, the following rates of hire charges shall be collected from the official/non-official using the vehicle:

General

- (i) For cars up to 18 H.P. Rs. 1.75 per Km.
- (ii) For cars above 18 H.P. Rs. 2.45 per Km.
- (iii) Rs.2.00 per hour for periods of detention whether within or outside the normal working hours.
- (iv) Overtime allowance, if any, payable to the driver.

The above rates are subject to revision from time to time. The usage of the vehicles owned by the society for non-official or private purpose is further subject to an application being made by the Chief Executive or by the non-official of the board of management to the President either before or after the use of the vehicle indicating the requirement of the vehicle specifying the purpose for which it is required and the place of journey to be performed. The usage of the vehicle for private purpose should also be ratified by the board in their next meeting by a resolution authorizing the usage of the vehicle for non-official purpose. Wherever Administrators are in charge of the societies, the said application should be submitted to the Registrar for approval.

The journeys performed in the vehicle by the Chief Executive or the President of the board between office and residence are to be treated as duty journeys.

The above direction supersedes all the insurrections issued earlier on the usage of vehicles by the societies and the bye laws approved in this respect. This direction should be placed before the next meeting of the board of directors and recorded in the minutes book.

The Chief Executives are requested to implement the above direction, strictly and the usage of vehicles for non-official purposes should be reported in their monthly D.O. Narrative Reports.

The receipt of the directions should be acknowledged.

G.GEROGE
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.20316/90-DPAR/SSI (1)
Government of Pondicherry
Department of Personnel & Administrative Reforms (Personnel Wing)

Pondicherry, the 2.5.1990

U.O. NOTE / MEMORANDUM

Sub: Permission under Conduct Rules to hold elective offices in co-operative societies by Government servants – Instructions – Issued.

The question as to whether Government servants have to obtain prior sanction of the Government for participating in the elections to / for holding elective offices in various co-operative societies has been engaging the attention of the Government for sometime past. The matter has been examined in consultation with the Law Department.

2. Keeping the provisions of the C.C.S. (Conduct) Rules in this regard and all other relevant factors in view, the Government have taken the following decision in the matter:-

- (i) In respect of co-operative societies constituted and administered exclusively by Government/municipal employees, the Government servants holding Group 'B', 'C' and 'D' posts may participate in the election/hold elective office without having to obtain prior sanction of the Government, i.e., prior sanction may be assumed. However, the Government servant should report to Government within one month of his election to an office in a co-operative society, furnishing details such as the designation of the office to which he has been elected, tenure of the office etc. and he should take part in the activities of the society only after office/duty hours or on holidays and in any case his official duties should not suffer thereby. He should not also accept any fee for any work done by him for the society without the previous sanction of the competent authority.
- (ii) In respect of other co-operative societies, a Government servant should seek prior sanction of Government for participating in the elections and for holding elective office for such period as provided by-laws of the societies concerned.

/ By Order of the Lieutenant Governor /

**A. MOHAMED HASAN
DEPUTY SECRETARY TO GOVERNMENT**

General

No.12/2/18/RCS/M/91
Government of Pondicherry
Co-operative Department

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Date: 18.6.1991

PROCEEDINGS OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES
PONDICHERRY

Present: Thiru UDDIPTA RAY
Registrar of Co-operative Societies.

Sub: Co-operative Department – Payment of honorarium to officers of the
Co-operative Department for holding additional charge as Administrators /
Special Officers of the Co-operative Institutions – Orders – Issued.

Ref: Development Department (Industries) U.O. Note No.34-20/91-Ind (B) dated
3.5.1991

ORDER:

WHEREAS it is considered desirable to prescribe the norms on a rational basis for the payment of remuneration to the officers of the department, who are appointed to hold additional charges as Administrators/Special Officers of the co-operative institutions in addition to their normal duties;

WHEREAS as per Rule 42 of Pondicherry Co-operative Societies Rules, 1973, the Administrators appointed under Section 33 of the Pondicherry Co-operative Societies Act, 1972 are eligible for remuneration as fixed by the Registrar and the expenses therefor have to be borne by the co-operative institutions concerned;

WHEREAS the Special Officers appointed under Section 83 of the Pondicherry Co-operative Societies Act, 1972 are similarly entitled for remuneration from the funds of the co-operative institutions concerned, by virtue of the provision contained in sub-section (4) of section 83 of the Pondicherry Co-operative Societies Act, 1972;

WHEREAS the Government have issued orders in the reference cited with the approval of the Lt. Governor, Pondicherry that officers holding additional charge of the posts inter-alia, in co-operative institutions may be paid honorarium up to Rs.500/- per month per institution and in that context, it has become necessary to review the existing norms/guidelines for payment of remuneration/honorarium to the officers holding additional charge as Administrators/Special Officers in co-operative institutions as determined during 1989.

General

NOW, THEREFORE, the undersigned in exercise of the powers conferred on the Registrar of Co-operative Societies by Section 83 (4) of the Pondicherry Co-operative Societies Act, 1972 and Rule 42 of the Pondicherry Co-operative Societies Rules, 1973, is pleased to order revision of the quantum of honorarium payable to the officers appointed to hold additional charge as Special Officers/Administrators of various co-operative institutions as following:-

- | | |
|--|----------------|
| 1. Officers belonging to Group 'A' Category | - Rs.500/- p.m |
| 2. Deputy Registrar of Co-operative Societies or equivalent Group 'B' Officers | - Rs.400/- p.m |
| 3. Co-operative Officers of this Department or officers of equivalent grade | - Rs.300/- p.m |
| 4. Senior Inspectors of this Department or officers of equivalent grade | - Rs.250/- p.m |
| 5. Junior Inspectors of this Department or officers of equivalent grade | - Rs.200/- p.m |

The total quantum of honorarium payable to any officer for a month shall, however, not exceed the respective quantum as indicated above, irrespective of the number of societies an officer may be holding by way of additional charge.

Notwithstanding the above order, no honorarium/remuneration shall be payable to officers holding societies that are dormant and awaiting formal liquidation.

This order shall take effect from 1.1.1991. The existing orders on this subject are hereby superseded.

UDDIPTA RAY
REGISTRAR OF CO-OPERATIVE SOCIETIES

b The rates of honorarium stood revised, for latest rates, kindly see
P. 6.36.

No.12/2/43/RCS/M/91/240
Government of Pondicherry
Co-operative Department

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Pondicherry, the 30.12.1991

C I R C U L A R

Sub: Revision of rates of T.A. and D.A to the members of the Committee of Management and Chief Executives of Major Co-operative Institutions – Regarding.

Ref: 1) This Office Circular No.RCS/M/18974/81/104 dated 10.5.1982.

2) This Office Circular No.5/3/1/13/RCS/M/84/ (Part file) 26 dated 13.2.1987

In partial modification of the circulars cited and in exercise of the powers conferred on the Registrar of Co-operative Societies under Rule 47 (5) of the Pondicherry Co-operative Societies Rules 1973, the maximum rates of T.A. and D.A., mode of conveyance and road mileage allowance for the official tours performed by the members of the committee of management and Chief Executives of all apex, central and major primary co-operative societies are revised as follows:-

I. Lodging Expenses

1. Lodging charges in respect of
Bombay, Calcutta and Delhi - Rs.250/- per calendar day
2. Lodging charges in respect of
other State capitals - Rs.200/- per calendar day
3. Lodging charges in respect of
other places. - Rs.150/- per calendar day

(The above rates are subject to production of lodge receipts along with the claim bills).

II. Daily Allowances

1. State capitals including
Bombay, Calcutta and Delhi - Rs.100/- per day for journeys to and fro
and halt.
2. Other places. - Rs.75/- per day for journeys to and fro
and halt.

General

III. Travel

a) Air journey

Actual fare, if the travel is outside the State together with the insurance charges. This is admissible only to Chief Executive/Chairman/President/Special Officer/Administrator in exceptional cases of extreme urgency and only with prior approval of the Registrar of Co-operative Societies in writing.

b) Train

I Class (Non A/c) or II Class A/c Sleeper.

c) Road

i) Motor Car/Taxi - Rs.2.00 per km.

ii) Motor cycle/Scooter - Rs.1.70 per km.

The above mentioned revised rates of T.A. and D.A shall come into force from 1st January 1992.

All apex, central and other major primary co-operative societies are advised to adopt this T.A and D.A Rules accordingly.

**UDDIPTA RAY
REGISTRAR OF CO-OPERATIVE SOCIETIES**

b The rates of T.A. and D.A are modified, for latest rates, kindly see
P. 6.22 and P. 6.29.

No.5/1/1/4/RCS/H/93-35
Government of Pondicherry
Co-operative Department

Pondicherry, the 5.3.1993

CIRCULAR

Sub: Restrictions on air travel in order to observe almost economy in co-operative societies - Instructions issued under Rule 47(5) of the Pondicherry Co-operative Societies Rules - Reg.

Ref: This department's circular No.12/2/43/RCS/M/91/240 dated 30.12.1991.

Consequent on the instructions issued by Government to observe almost economy in the non-plan expenditure including the expenditure being incurred on tours, conferences, work-shops etc., it has become necessary to restrict the expenditure on air journeys performed by the Chief Executive/Chairman/President/Special Officer/Administrator of major co-operative societies in this Union territory. The undersigned in practical modification of this Department's circular cited, and in exercise of the powers conferred on him under Rule 47(5) of the Pondicherry Co-operative Societies Rules 1973, specifies that

- (i) Air journey is admissible only with the prior approval of the Registrar to either Chief Executive/Special Officer/Administrator/Chairman/President of apex, central and major co-operative institutions where Deputy Registrars are in position.
- (ii) Air travel can be claimed only for such purposes of extreme urgency which are directly related to the business of the society and which have a direct financial bearing on the profitability of the society.
- (iii) Air travel shall not be permitted for attending conventions, conferences, seminars, workshops, meetings etc., conducted by national level co-operative institutions/private organizations /Government.
- (iv) Air travel expenditure should be shown separately in the financial statements and a return on the expenditure on air journey should be submitted every month/year by the Chief Executive of major institutions, indicating the number of air journeys performed, amount spent, purpose of visits and the work done.

General

- (v) Actual fare together with insurance charges is admissible.
- (vi) The above instructions should be adhered to scrupulously by all concerned.

P. MATHEW SAMUEL
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.1/3/13/9/RCS/Estt/A3/95/522
Government of Pondicherry
Co-operative Department

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Pondicherry, the 8.11.1995

C I R C U L A R

Sub: Co-operative Department – Establishment – Alternative arrangement for in-charge of the sections during Tour/Leave period of Deputy Registrar of Co-operative Societies - Orders - Issued.

It is noticed that whenever a Deputy Registrar proceeds on leave/tour etc., the files of the respective section remain without disposal till the concerned Deputy Registrar returns to office. This will result in accumulation of files/proposals especially when the concerned Branch Officer proceeds on leave of long duration. To avoid such a situation, it is felt necessary to make alternative arrangement by entrusting additional charge among the existing Branch Officers/Deputy Registrars, for prompt disposal of matters involving public importance.

Accordingly, it is hereby ordered that whenever the Deputy Registrars mentioned in Col. 2 in the table below proceeds on tour/leave the Deputy Registrars mentioned in Col.3 will be in-charge of the Deputy Registrar who proceeds on leave/tour.

S.No.	Officer proceeding on leave/tour	Officer entrusted with additional charge
(1)	Deputy Registrar (Consumers)	Deputy Registrar (Handlooms)
(2)	Deputy Registrar (Handlooms)	Deputy Registrar (Consumers)
(3)	Deputy Registrar (Audit)	Deputy Registrar (Credit)
(4)	Deputy Registrar (Credit)	Deputy Registrar (Audit)

During the leave period of the Deputy Registrar (Planning), the Co-operative Officer (Planning) shall submit the files directly to undersigned.

Whenever Registrar of Co-operative Societies will be away from headquarters, the Joint Registrar of Co-operative Societies will be in-charge of the Department and he shall clear all routine files, except those which require the definite attention of the Registrar of Co-operative Societies. This order shall come into force from the date of issue.

G. RAGESH CHANDRA
REGISTRAR OF CO-OPERATIVE SOCIETIES

General

No.12/2/18 /RCS/M/91 (Vol.II)/75
Government of Pondicherry
Co-operative Department

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No.Ms./Plg/2/96

Pondicherry, the 19.6.1996

PROCEEDING OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES,
PONDICHERRY

Present: Thiru G.RAGESH CHANDRA
Registrar of Co-operative Societies.

- : -

Sub: Co-operative Department – Payment of honorarium to the Officers of
Co-operative Departments for holding additional charge as
Administrators/Special Officers of the Co-operative Institutions -
Orders – Modification issued.

Ref: Proceedings of the Registrar of Co-operative Societies, Pondicherry
No.12/2/18/RCS/M/91, dated 18.6.1991.

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ORDER:

In partial modification of the Order read above and in exercise of the powers conferred on him by sub-section (4) of Section 83 of the Pondicherry Co-operative Societies Act, 1972 and Rule 42 of the Pondicherry Co-operative Societies Rules, 1973, the undersigned is pleased to order revision of the quantum of honorarium payable to the officers appointed to hold additional charge as Special Officer/Administrator of various co-operative institutions as follows:

1. Officers belonging to Group 'A', Joint Registrar of Co-operative Societies, Deputy Registrar of Co-operative Societies and other Group 'B' officers : Rs.500/- p.m
2. Co-operative Officers or officers of equivalent cadre : Rs.400/- p.m
3. Senior Inspectors, Junior Inspectors or Officers of Equivalent cadre. : Rs.300/- p.m

No person shall be permitted to draw such honorarium from more than **three** co-operative institutions at a time. This should be personally ensured by the officers concerned.

It is reiterated that notwithstanding anything contained in the above order no honorarium/remuneration shall be payable to officers from those societies that are dormant and awaiting formal liquidation order. For the purpose of this clause, it is clarified that a society is said to be dormant when it does not have any trading transaction.

General

It is further clarified that this order is applicable to such officers who are appointed by this department to hold additional charge as Chairman, President, Vice-Chairman, Vice-President, Managing Director, General Manager and Secretary.

This order shall take effect from 1.4.1996.

G. RAGESH CHANDRA
REGISTRAR OF CO-OPERATIVE SOCIETIES

b The rates of honorarium stood revised, for latest rates, kindly see
P. 6.36.

General

No.12/2/18/RCS/PLG/M/91(Vol. II)/116
Government of Pondicherry
Co-operative Department

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Pondicherry, the 3.10.1996

C I R C U L A R

Sub: Co-operative Department - Payment of honorarium to the Officers of Co-operative Department for holding additional charge as Administrators/Special Officers of the Co-operative Institutions – Clarification – Issued.

Ref: Proceedings of the Registrar of Co-operative Societies, Pondicherry No.12/2/18/RCS/M/91 (Vol.II) / 75, dated 19.6.1996.

In the proceedings cited on the subject mentioned above, the quantum of honorarium payable to Officers appointed to hold additional charge as Special Officer/Administrator of various Co-operative Institutions was revised with effect from 1.4.1996. A clarification was sought for whether an officer of this department who has been deputed on foreign service terms to work as Secretary/Managing Director of an institution is entitled to draw the honorarium on the rates mentioned in the proceedings, if he also holds the post of Administrator of the said society.

In this connection, it is clarified that if an official/Officer is holding the post of Chief Executive and also Administrator/Special Officer of the very same society, he is not entitled for honorarium, as the official/officer is deputed to the society exclusively.

If any official or officer has received honorarium in similar cases, such official/Officer can no longer receive the payment. If any amount has been drawn in the past, it should be remitted back to the society forthwith and a compliance report is to be sent to this office immediately.

This clarification may form part of the order cited under reference.

**G. RAGESH CHANDRA
REGISTRAR OF CO-OPERATIVE SOCIETIES**

No.12/2/63/RCS/PLG/M/96/122
Government of Pondicherry
Co-operative Department

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Pondicherry, the 21.10.1996

I. D. NOTE

Sub: Co-operative Department – Fixation of remuneration to the Election Officer/ Polling Officer/observer – Revision of - Regarding

Ref: U.O. Note No.1/15/1/RCS/Estt/A3/89/228, dated 29.5.1989 of the Registrar of Co-operative Societies, Pondicherry

In the reference cited, the remuneration, inter-alia, for Election Officer and Polling Officer was fixed. As per the said Note, the Election Officer is entitled for a remuneration of Rs.150/- on a minimum and Rs.200/- as a maximum for performing the duties irrespective of his cadre. The Polling Officer's remuneration ranges from Rs.80/- to Rs.100/- for the polling duties performed on the date of election. The above rates are applicable for the election conducted under Rule 32 or Rule 33 of the Pondicherry Co-operative Societies Rules, 1973.

Considering the quantum of work involved, the Registrar of Co-operative Societies, Pondicherry, is pleased to revise the remuneration payable to the Election Officer, Polling Officer and Observer. Different rates are prescribed for performing duties under Rule 32 and Rule 33 of the Pondicherry Co-operative Societies Rules, 1973. The revised rates are as under.

S.No.	Remuneration to			
	Election Officer	Polling Officer	Observer	
1.	In respect of election conducted Under Rule 32.	Rs.500/-	Rs.200/-	Rs.300/-
2.	In respect of election conducted Under Rule 33	Rs.300/-	Rs.200/-	Not applicable

General

The revision comes into force with immediate effect.

-BY ORDER OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES-

**K. SOMASUNDARAM
DEPUTY REGISTRAR (PLANNING)**

b The rates of remuneration are revised, vide P. 6.34

General

No.5/6/2/35/RCS/F/Housing/90/62
Government of Pondicherry
Co-operative Department

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No.MS.HSG/17/96

Pondicherry, the 6.12.1996

C I R C U L A R

**Sub: Co-operative Department – Taking policy decisions by societies –
Instructions – Issued.**

Instances have been brought to the notice of the undersigned that in some societies, the Chief Executives of the respective societies communicate policy decisions involving serious repercussions to outside agencies, Government etc., without placing files concerned for approval to the Chairman/Administrator/President/Special Officer, as the case may be, of the societies concerned. The role of the Chief Executive is to execute the policy decisions as laid down by the board or Administrator/Special Officer, as the case may be.

In the opinion of the undersigned communicating the views of the society to outside agency, Government etc., without the knowledge of the President/Administrator/Chairman/Special Officer is not a healthy practice and the Chief Executives should discontinue such procedure forthwith.

All the Chief Executives are hereby instructed to scrupulously follow the contents of the circular and any deviation will warrant action against them in accordance with law.

**G. RAGESH CHANDRA
REGISTRAR OF CO-OPERATIVE SOCIETIES**

b For latest instructions on this subject, kindly see P. 6.35

General

No.12/2/10/RCS/PLG/M/96/242
Government of Pondicherry
Co-operative Department

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Pondicherry, the 26.5.1997

C I R C U L A R

Sub: Co-operative Department – Publicity and Propaganda – Issue of advertisement to newspapers – Regarding.

Time and again the advertising managers approach this department to issue a circular to societies, requesting them to release advertisement to newspapers, periodicals etc.

The co-operative societies are requested to ensure that there is genuine necessity to release such advertisement and the benefit they would get out of such advertisement to their business. Further the release of advertisement is to be regulated by the profitability of the institutions concerned and lavish expenditure on advertisement will only land the societies in hot waters. The societies are, therefore, advised to regulate the release of advertisement judiciously.

The Chief Executives of major co-operative institutions are therefore instructed to adhere to financial provisions made in respect of their institutions within their budget allocation and to sponsor advertisement in different newspapers instead of sponsoring in the same newspaper repeatedly by also taking into consideration the effective utility of sponsoring advertisement in newspapers, periodicals etc.

**G. RAGESH CHANDRA
REGISTRAR OF CO-OPERATIVE SOCIETIES**

General

No.1/1/5/2/RCS/ESTT./A1/97/(2)/299
Government of Pondicherry
Co-operative Department

Pondicherry, the 31.8.1998

C I R C U L A R

Sub: Co-operative Department - Establishment - Regulation
of House Rent Allowance admissible to the officials
of this Department working on deputation basis –
Payment of H.R.A at the rate of 10% of basic pay -
Modification – Issued.

Ref: Directions issued for regulation of D.A.
Deputation allowances, H.R.A., C.C.A., Transport
Allowance and for payment of arrears communicated
in this Department letter of even No. dated 20.11.1997.

Consequent on the grant of H.R.A. at the rate of 10% of the basic pay to the officials of the co-operative institutions as per the recommendations of the III Pay Committee, the matter regarding the admissibility of H.R.A at the rate of 7.5% of the basic pay to the official of this department who have worked / are working on deputation basis with effect from 1.8.1997, as per the directions communicated, has been reviewed and it has been decided to modify the direction.

Accordingly, the direction relating to the admissibility of H.R.A at the rate of 7.5% of the basic pay is hereby modified. From 1.8.1997 onwards, H.R.A may be paid to the officials of this department who have worked / are working on deputation basis at the rate of 10% of the basic pay.

G. RAGESH CHANDRA
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.12/2/48/RCS/PLG/M/97/24
Government of Pondicherry
Co-operative Department

...

Pondicherry, the 11.2.1999

C I R C U L A R

Sub: Revision of rates of travelling allowance and daily allowance to the members of the Committee of Management and Chief Executives of Apex, Central and major primary co-operative institutions – Regarding.

Ref: This office Circular No.12/2/43/RCS/M/91/240, dated 30.12.1991.

In partial modification of the circular cited and in exercise of the powers conferred on the Registrar of Co-operative Societies under Rule 47(5) of the Pondicherry Co-operative Societies Rules, 1973, the maximum rates of travelling allowance and daily allowance for the official tours performed by the members of the committee of management and the Chief Executives of the apex, central and major primary co-operative societies as listed out in Annexure I (*not printed*) are revised as follows:

I. **Lodging Expenses**

- | | | | |
|----|---|---|--|
| 1. | Lodging charges while staying at Delhi, Mumbai, Calcutta, Chennai and Hill stations | - | Rs.1000/- per day or the actual amount paid for lodging whichever is less. |
| 2. | Lodging charges in respect of other places | - | Rs.400/- per day or the actual amount paid for lodging whichever is less. |

(Lodge charge receipts shall be produced along with the claim bills)

II. **Daily Allowance**

- | | | | |
|----|--|---|--|
| 1. | Delhi, Mumbai, Calcutta, Chennai and Hill stations | - | Rs.250/- per day for journeys to and fro and halt. |
| 2. | Other places | - | Rs.150/- per day for journeys to and fro and halt. |

III. **Travelling Allowance**

a. Travel by air

Any travel by air should be got approved by the Registrar of Co-operative Societies or competent authority if any, specified in their subsidiary regulations.

General

b. Travel by train

First Class Non A/c or II Class A/C Sleeper.

c. Travel by road

- i. Motor Car/Taxi - Rs.3.40 per k.m.
- ii. Motor Cycle /Scooter - Rs.2.20 per k.m.

The above mentioned revised rates of traveling allowance and daily allowance shall come into force from 1st February 1999.

All apex, central and other major primary co-operative societies listed out in the Annexure-I are requested to frame necessary subsidiary regulations and send the same for Registrar's approval.

**G. RAGESH CHANDRA
REGISTRAR OF CO-OPERATIVE SOCIETIES**

No.5/4/2/22/RCS/CONS/H2/99/191
Government of Pondicherry
Co-operative Department

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Pondicherry, the 15.9.1999

CIRCULAR

Sub: Prescribing the rates of travelling allowances and daily allowances to the members of the Committee of Management and Chief Executives of all Primary Consumer Co-operative Stores – Reg.

In exercise of the powers conferred on the Registrar of Co-operative Societies under Rule 47 (5) of the Pondicherry Co-operative Societies Rules, 1973, the maximum rates of travelling allowance and daily allowance for the official tours performed by the members of the committee of the management and the Chief Executives of all primary consumer co-operative stores in the Union territory of Pondicherry are prescribed as follows:-

I. **Lodging Expenses**

- | | | | |
|----|--|---|---|
| 1. | Lodging charges while staying at Delhi, Mumbai, Calcutta, Chennai and Hill Stations. | - | Rs.500/- per day or the actual amount paid for lodging whichever is less. |
| 2. | Lodging charges in respect of other places | - | Rs.200/- per day or the actual amount paid for lodging whichever is less. |

(Lodge charge receipts shall be produced along with the claim bills)

II. **Daily Allowance**

- | | | | |
|----|--|---|--|
| 1. | Delhi, Mumbai, Calcutta, Chennai and Hill Stations | - | Rs.150/- per day for journeys to and fro and halt. |
| 2. | Other places | - | Rs.100/- per day for journeys to and fro and halt. |

General

III. **Travelling Allowance**

- | | |
|--------------------|--|
| a. Travel by air | : Not permissible |
| b. Travel by train | : I Class or A/C 3 Tier, A/C chair car |
| c. Travel by road | : Non A/C Bus. |

The above prescribed rates of travelling allowance and daily allowance shall come into force from 1.9.1999.

All primary consumer co-operative stores are requested to frame necessary subsidiary regulations in the format enclosed prescribing the rates of travelling allowances and daily allowances at rates not exceeding the maximum prescribed herein, consistent with their financial position and send the same for Registrar's approval.

G.RAGESH CHANDRA
REGISTRAR OF CO-OPERATIVE SOCIETIES

General

No.5/8/1/34/RCS/WS/94/160
Government of Pondicherry
Co-operative Department

Pondicherry, the 10.11.1999

CIRCULAR

Sub: Execution of printing of forms, registers, books of accounts etc.,
through Co-operative Printing Press – Instructions – Reg.

It has come to the notice of the undersigned that many of the co-operative institutions are not patronizing the co-operative printing presses functioning at Pondicherry/Karaikal/Mahe and Yanam for execution of their printing works. This amounts to lack of co-operation among the co-operatives. The co-operative printing presses at Pondicherry/Karaikal/Mahe and Yanam are organized to give regular employment to their workers/members who belong to weaker sections of the community. These co-operative printing societies are equipped with adequate machineries, manpower etc., to meet the requirements of all the co-operative institutions in our Union territory.

Therefore, it is hereby informed that all the co-operative institutions shall entrust their printing, binding and other works to the co-operative presses only. In case, these presses are not in a position to execute the required job, the institutions concerned shall get a “No Objection Certificate” from the concerned presses and thereafter approach the private printers.

All the co-operative institutions are advised to adhere to these instructions scrupulously. The auditors shall verify during the audit whether there is any violation of these instructions and report the same by means of a special report.

The receipt of this Circular shall be acknowledged.

C. KANNIAPPAN
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.12/2/18/RCS/PLG/M/91 (Vol.II)/8
Government of Pondicherry
Co-operative Department

Pondicherry, the 24.1.2000

PROCEEDING OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES
PONDICHERRY.

Present: Thiru. C. KANNIAPPAN
Registrar of Co-operative Societies
Pondicherry.

Sub : Co-operative Department – Payment of honorarium to the
Officers of Co-operative Department for holding additional
charge as Administrators / Special officers/Managing
Directors of the Co-operative Institutions – Orders –
Modification issued.

Read : 1) Proceedings No.12/2/18/RCS/PLG/M/91 (Vol.II)/75 dated
13.6.1996 of the Registrar of Co-operative Societies,
Pondicherry.
2) Circular No.12/2/18/RCS/PLG/M/91 (Vol.II)/116 dated
3.10.1996.

O R D E R :

In partial modification of the order read first above and in exercise of the powers conferred on him by sub-section (4) of Section 83 of the Pondicherry Co-operative Societies Act, 1972, and Rule 42 of the Pondicherry Co-operative Societies Rules, 1973, the undersigned is pleased to order the quantum of honorarium payable to the officers appointed to hold additional charge as Special Officers/Administrator/Managing. Directors of various co-operative institutions other than student co-operative stores and primary milk producers' co-operative societies as follows:

- | | | |
|---|---|---------------------|
| (a) Officers belonging to Group 'A' | - | Rs.1,500 per month. |
| (b) Joint Registrar of Co-operative Societies,
Deputy Registrar of Co-operative
Societies and other Group 'B' Officers. | - | Rs.1,000 per month |
| (c) Co-operative Officers or officers of
equivalent cadre. | - | Rs.800 per month |
| (d) Senior Inspectors, Junior Inspectors or
officers of equivalent cadre. | - | Rs.600 per month |

General

In the case of primary milk producers' co-operative societies, the existing rate of Rs.300 per month will continue.

No person shall be permitted to draw such honorarium from more than three co-operative institutions at a time. This should be personally ensured by the officers concerned.

It is reiterated that notwithstanding anything contained in the above order no honorarium/remuneration shall be payable to officers from those societies that are dormant and awaiting formal liquidation order. For the purpose of this clause, it is clarified that a society is said to be dormant when it does not have any trading transaction.

It is clarified that if an official/Officer is holding the post of Chief Executive and also Administrator/Special Officer of the very same a society, he is not entitled for honorarium, as the official/officer is deputed to the society exclusively.

It is further clarified that this order is applicable to such officers who are appointed by this department to hold additional charge as Chairman, President, Vice-President, Vice-Chairman, General Manager and Secretary.

This Order shall take effect from 1.1.1999.

C. KANNIAPPAN
REGISTRAR OF CO-OPERATIVE SOCIETIES

b The rates of honorarium stood revised, for latest rates, kindly see
P. 6.36.

General

No.12/2/48/RCS/PLG/M/97/48
Government of Pondicherry
Co-operative Department

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Pondicherry, the 3.4.2000

C I R C U L A R

Sub: Revision of rates of travelling allowances and daily allowances to the members of the Committee of Management and Chief Executives of Apex, Central and Major Primary Co-operative Institutions –Regarding.

Ref: This office circular No.12/2/48/RCS/PLG/M/97/24 dated 11.2.1999

In the circular cited, the following clauses shall be included under the head “lodging expenses” and “daily allowance” respectively.

I. **Lodging Expenses**

- | | | | |
|----|--|---|---|
| 3. | Lodging charges while staying in State capitals(excluding Delhi, Mumbai, Calcutta, Chennai, Pondicherry and Hill Stations) | - | Rs.750/- per day or the actual amount paid for lodging whichever is less. |
|----|--|---|---|

II. **Daily Allowance**

- | | | | |
|----|---|---|--|
| 3. | State capitals (excluding Delhi, Mumbai, Calcutta, Chennai, Pondicherry and Hill Stations). | - | Rs.200/- per day for journeys to and fro and halt. |
|----|---|---|--|

The above mentioned revised rates of lodging expenses and daily allowances in respect of State capitals (excluding Delhi, Mumbai, Calcutta, Chennai, Pondicherry and Hill stations) shall come into force from 1.1.2000.

The other clauses in the circular cited shall remain the same.

C. KANNIAPPAN
REGISTRAR OF COOPERATIVE SOCIETIES

General

No.12/2/18/RCS/PLG/M/91 Vol.II/175
Government of Pondicherry
Co-operative Department

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Pondicherry, the 12.11.2001

PROCEEDINGS OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES, PONDICHERRY

Present: Smt. DEVI MATTHEWS
Registrar of Co-operative Societies
Pondicherry.

Sub: Cooperative Department –Payment of honorarium to the officers of
Cooperative Department for additional charge as Administrator /Special
Officers of the Co-operative Institutions – Modification order –Issued.

Read: Proceedings of the Registrar of Co-operative Societies, Pondicherry
No.12/2/18/RCS /PLG/M/91(Vol.II) /8 dated 24 .1.2000

ORDER:

In partial modification of the proceedings read above and in exercise of the powers conferred on her by sub-section (4) of Section 83 of the Pondicherry Co-operative Societies Act,1972 and Rule 42 of the Pondicherry Co-operative Societies Rules ,1973 the undersigned is pleased to order revision of the quantum of honorarium payable to the officers appointed to hold additional charge as Special Officer/Administrator/Managing Director of **Primary Milk Producers Co-operative Societies** with effect from 1st September, 2001 as follows:

- (i) Co-operative Officers or officers of equivalent cadre - Rs.600 per month
 - (ii) Senior Inspectors, Junior Inspectors or officers of equivalent cadre - Rs.500 per month
2. The other conditions stipulated in the proceedings cited remain the same.

SMT. DEVI MATTHEWS
REGISTRAR OF CO-OPERATIVE SOCIETIES

b For revised rates of honorarium, kindly see P. 6.36

No.3/5/11/RCS/PLG/J/2002
Government of Pondicherry
Co-operative Department

*

Pondicherry, the 20.9.2002

CIRCULAR

Sub: Co-operative Department – Minutes of Plan Review Meeting held on 12.8.2002 in the Chamber of the Registrar of Co-operative Societies – Corrigendum – Issued.

Ref: Circular of even No. dated 28.8.2002.

A reference is invited to the circular cited, communicating the minutes of the plan review meeting held on 12.8.2002 in the Chamber of the Registrar of Co-operative Societies.

The limit for fixation of the sitting fees to the committee members was taken up for discussion and the decision was communicated vide Point No.V- General matters – Fixation of sitting fees as follows:

“the sitting fees shall not exceed a maximum of Rs.250 in respect of apex and central societies and Rs.100 for the primaries depending upon the financial position of the societies”.

Now, the following corrigendum is issued in respect of fixation of sitting fees as follows:

For Apex Societies:

I) For societies earning profit	At a rate not exceeding Rs.200
ii) For societies incurring loss	At a rate not exceeding Rs.100

For all other Societies:

I) For societies earning profit	At a rate not exceeding Rs.100/-
ii) For societies incurring loss	At a rate not exceeding Rs.50/-

(Sitting fees is not payable to the Government nominees)

The Branch Officers are requested to make note of the above change and adhere strictly while processing the proposals for payment of sitting fees to the members the committee of management.

**G. RANGANATHAN
REGISTRAR OF CO-OPERATIVE SOCIETIES**

b For revised rates of sitting fees, kindly see P. 6.39

General

No. 12/2/33/RCS/PLG/M/2001/157
Government of Pondicherry
Co-operative Department
*

Pondicherry, the 16.10.2002

CIRCULAR

Sub: Co-operative Department – Availing of sitting fees by the committee member – Reg.

Presidents/Administrators/Special Officers of co-operative societies are well aware of the fact that “sitting fees” is admissible to the members of the committee of management for attending the committee meetings only as prescribed by the Registrar of Co-operative Societies.

Of late, instances have been brought to the notice of the undersigned that sitting fee is being paid to members for attending other meetings like “sub-committee meetings”.

Hence, it is clarified that sitting fees is admissible to the committee members for attending committee meeting of the society only.

The societies which have been issuing meeting purposes after attending the committee meetings, are instructed to forthwith stop it and send details of such payments made earlier to this office within a week.

Receipt of the circular shall be acknowledged.

G. RANGANATHAN
REGISTRAR OF CO-OPERATIVE SOCIETIES

General

No.5/4/1/47/RCS/PLG/H1/91/Vol.III/451
Government of Pondicherry
Co-operative Department

Pondicherry, the 6.2.2003

CIRCULAR

Sub: Co-operative Department – Payment of sitting fees to the members of
committee of management for attending committee meetings – Reg.

The Department has been receiving proposals seeking approval for payment of sitting fees and payment of T.A. and D.A. to the committee members attending the committee meetings.

In this connection, it is clarified that the committee members hailing from outstations shall be eligible for T.A. and D.A. only whenever they attend committee meetings at the head quarters of the societies and they will not be eligible for sitting fees in such circumstances. It means that a member of the committee of Management shall not claim sitting fees and T.A. and D.A. for the same purpose.

Receipt of the circular shall be acknowledged.

G. RANGANATHAN
REGISTRAR OF CO -OPERATIVE SOCIETIES

General

No.12/2/1/RCS/PLG/M/2000
Government of Pondicherry
Co-operative Department

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Pondicherry, the 27.7.2006

I. D. NOTE

Sub: Fixation of remuneration to the Election Officer/ Polling Officer/Observer
– Revision of - Regarding

Ref: I.D. Note No.12/2/63/RCS/PLG/M/96/122, dated 21.10.1996 of the Deputy
Registrar of Co-operative Societies (Planning), Pondicherry

In the reference cited, the remuneration, for Election Officer, Polling Officer and Observer was fixed. The rates fixed are applicable for the election conducted under Rule 32 or Rule 33 of the Pondicherry Co-operative Societies Rules, 1973.

Considering the quantum of work involved, the Registrar of Co-operative Societies, Pondicherry, is pleased to revise the remuneration payable to the Election Officer, Polling Officer and Observer as follows:

S.No.		Remuneration to		
		Election Officer	Polling Officer	Observer
1	In respect of election conducted under Rule 32	Rs.1,000	Rs.300	Rs.300
2	In respect of election conducted under Rule 33	Rs.300	Rs.200	Not applicable

The officials drawing remuneration are not eligible to draw T.A & D.A for attending election work.

The revision comes into force with immediate effect.

R. MURALIDHARAN
DEPUTY REGISTRAR (PLANNING)

General

No.12/2/3/RCS/PLG/M/2002:PF/81
Government of Pondicherry
Co-operative Department
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Puducherry, the 25.4.2007

CIRCULAR

Sub: Furnishing of replies on policy matters – Instructions – Issued.

Of late it has been brought to the notice of this Department that the co-operative institutions are directly corresponding with other Government Departments, especially on assembly questions, by conveying the policy matters of the Department without the approval of this department.

The replies to assembly questions are to be decided only by the Department. It is neither desirable nor appropriate on the part of the Chief Executives of societies to communicate such decisions.

In case of any doubt as to whether a matter is a policy matter or otherwise, it can be discussed with the Department.

The Chief Executives are requested to adhere to the above instructions in letter and spirit, positively.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.12/2/18/RCS/PLG/M/91/VOL-II/100
Government of Pondicherry
Co-operative Department

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Puducherry, the 31.5.2007

PROCEEDINGS OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES,
PUDUCHERRY

Present: Dr. S. SUNDARAVADIVELU
Registrar of Co-operative Societies, Puducherry

- :-

Sub: Payment of remuneration to the officers/officials of Co-operative Department for holding additional charge as Administrators, Special Officers, Managing Directors etc., of the Co-operative Institutions – Modification - Orders – Issued.

Read: 1. Registrar's Proceedings No.12/2/18/RCS/PLG/M/91/Vol-II/8 dated 24.1.2000.
2. Registrar's Proceedings No.12/2/18/RCS/PLG/M/91/Vol-I /175 dated 12.11.2001.

ORDER

In partial modification of the orders read above and in exercise of the powers conferred on me under sub-section (4) of Section 83 of the Pondicherry Co-operative Societies, Act, 1972, and Rule 42 of the Pondicherry Co-operative Societies Rules 1973, I am pleased to revise the quantum of remuneration payable to the Officers / officials appointed to hold additional charge as Special Officer, Administrator, Managing Director, Chairman, President, Vice-Chairman, Vice-President, General Manager, Secretary of various co-operative institutions as follows:

(A) Co-operative Societies other than Primary Co-operative Milk Producers' Societies and Student Stores:-

- | | | |
|---|---|---------------------|
| 1. Officers belonging to Group 'A' | - | Rs.1500/- per month |
| 2. Officers belonging to Group 'B' | - | Rs.1250/- per month |
| 3. Co-operative Officers or Officers of equivalent cadre | - | Rs.1000/- per month |
| 4. Senior Inspectors, Junior Inspectors or Officers of equivalent cadre | - | Rs.750/- per month |

(B) For Primary Co-operative Milk Producers' Societies:-

- | | | |
|---|---|--------------------|
| 1. Co-operative officers or officers of equivalent cadre | - | Rs.750/- per month |
| 2. Senior Inspectors, Junior Inspectors or Officers of equivalent cadre | - | Rs.625/- per month |

2. The payment of remuneration is subject to the conditions:-

- (a) No person shall draw remuneration from more than three co-operative institutions at a time.
- (b) No remuneration shall be payable for holding additional charge in respect of societies that are dormant and awaiting formal liquidation order. For the purpose of this clause, it is clarified that a society is said to be dormant when it does not have and trading transaction.
- (c) If an Officer / official is holding the post of Chief Executive and also the post of Administrator / Special Officer of the very same society, he is not entitled for remuneration, as the Officer / official is deputed exclusively to the society.
- (d) No remuneration is payable for holding additional charge to a student co-operative store.

3. This revision of remuneration will take effect from 1st May 2007.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

General

OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES

No.1/RCS/PA/CIR/2007

PUDUCHERRY

Dated, the 2.7.2007

C I R C U L A R

Functions are organized by the co-operative societies on occasions like inauguration of branches and new buildings, extension of business activities etc. It is hereby instructed that before approaching the dignitaries for fixing up convenient date for conduct of such functions, the undersigned shall be briefed and prior approval shall be taken. This would help in avoiding many embarrassing situations for the Government.

It may also be ensured that these functions are conducted with proper planning and necessary arrangements befitting the status of the dignitary attending the function are made. Arrangements for mike, generator, proper fan arrangements etc., shall be made. Adequate publicity shall also be made by inviting the press persons sufficiently in advance.

These instructions shall be followed scrupulously by the co-operative societies where Administrators are in-charge.

**Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES**

b For detailed guidelines, kindly see P. 6.49

General

No.12/2/33/RCS/PLG/M/2001/155
Government of Pondicherry
Co-operative Department
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Puducherry, the 13.9.2007

CIRCULAR

Sub: Payment of sitting fees to the members of the
committee for attending committee meetings –
Revision of – Proposals – Reg.

The members of the committee of various societies are being paid sitting fees at the following rates:

For apex societies:

i) For societies earning profit	At a rate not exceeding Rs.200/-
ii) For societies incurring Loss	At a rate not exceeding Rs.100/-

For all other societies:

i) For societies earning profit	At a rate not exceeding Rs.100/-
ii) For societies incurring Loss	At a rate not exceeding Rs.50/-

2. Proposals are being received from societies seeking revision of the rates of sitting fees and accordingly it is proposed to revise the sitting fees at the following rates.

For apex societies:

i) For societies earning profit	At a rate not exceeding Rs.400/-
ii) For societies incurring Loss	At a rate not exceeding Rs.200/-

For all other societies:

i) For societies earning profit	At a rate not exceeding Rs.200/-
ii) For societies incurring Loss	At a rate not exceeding Rs.100/-

3. The proposals sent by the societies for revising the sitting fees may be examined subject to the above ceiling. The revision will be made subject to the above rates mentioned in para 2 and will be applicable only from the date of approval. In other words there can be no retrospective revision.

4. The following clarifications are issued in the matter of payment of sitting fees.

(1) Sitting fees is not payable to the nominees of the Government, Registrar, financing bank and apex societies.

(2) No sitting fees is paid to the nominee of any other Government Department.

General

- (3) Committee members who attend the meetings of the committee from outstations shall be eligible only for T.A & D.A, as applicable. They shall not be eligible for sitting fees.
- (4) Sitting fees is admissible only for the meetings of the committee and not for the meetings of sub-committee.
5. It is hoped that the meetings of the committee is convened only when there is real purpose and the Presidents may be advised to enforce economy in conduct of meeting.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.5/11/1/6/RCS/PLG/M/2008/241
Government of Puducherry
Co-operative Department

Puducherry, the 25.3.2008

C I R C U L A R

Sub: Assembly Question – Furnishing of replies – Regarding.

The Budget Session of Legislative Assembly is scheduled to commence on 25th March 2008 and the questions tabled by the Members of Legislative Assembly have started coming in. The replies to questions have to be furnished to the Legislative Assembly Department in time. The Branch Officers shall ensure that the replies to the assembly questions are sent to the Joint Secretary (Co-operation) well in advance to enable him to get the approval of the Secretary to Government (Co-operation) / Hon'ble Chief Minister. Wherever the particulars are to be collected from the co-operative institutions, the Branch Officers shall personally follow-up the issue, get the information, and submit their reply to the assembly questions.

As and when questions are received from the Legislative Assembly, the Senior Accounts Officer should ensure that the questions are submitted to the Registrar and after his perusal, the questions are to be forwarded to the Deputy Registrar (Planning) in a special dak. The Deputy Registrar (Planning) should immediately forward the questions to the Branch Officers concerned. The Branch Officers should attend the assembly questions giving top priority. On approval of the Registrar, the draft reply shall be sent to the Secretariat and a copy of the note sheet is to be marked to the Deputy Registrar (Planning) for monitoring the replies sent. On approval of the reply by the Hon'ble Chief Minister, two copies of the approved reply should be sent to Deputy Registrar (Planning) for compiling the replies.

The Branch Officers concerned should be present and assist the Registrar of Co-operative Societies to brief the Hon'ble Chief Minister on the previous day of listed date of question. All the particulars pertaining to the question have to be collected and kept ready for submission. The Branch Officers shall be personally responsible for timely submission of replies and for possession of relevant particulars. The Chief Executives are also required to be present at the time of briefing.

The Chief Executives of co-operative institutions should take utmost care to send reply to the assembly question in a time bound manner.

If any assembly question is marked to a co-operative institution, the institution concerned shall send a reply only with the approval of the department. In this connection the instructions contained in Circular No.12/3/RCS/Plg/M/2002/PF/81 dated 25.4.2007 are to be strictly adhered.

If a reply was given for similar questions in the past, the relevant file should be linked while furnishing draft reply to the assembly question to avoid any inconsistency.

General

The Branch Officers / Chief Executives of co-operative institutions shall invariably be available in office / society till the completion of Assembly session and shall not proceed on leave / tour without prior permission of the undersigned.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.5/11/1/23/RCS /PLG/M/2008/322
Government of Puducherry
Co-operative Department

Puducherry, the 16.7.2008

CIRCULAR

Sub: Expenditure power to societies – Guidelines – Issued.

Rule 58 of Puducherry Co-operative Societies Rules 1973 prescribes that no society shall, without the prior sanction of the Registrar, incur any expenditure out of general funds of the society for any purpose not directly connected with the management or business of the society if such expenditure is likely to affect the formation and maintenance of the reserve fund of the society.

2. Framing of guidelines on the powers of the societies to incur expenditure has been under the consideration of the department.

3. Accordingly guidelines are issued to the registered societies with the following classification.

- a) Expenses for which prior approval of the Registrar is required;
- b) Expenses for which prior approval is required only beyond the limit; and
- c) Expenses for which approval of the Registrar is not required

4. These guidelines are issued with a view to consolidate the instructions issued on earlier occasions and to issue additional guidelines to facilitate the functioning of the societies and to enforce discipline in the matter of spending by the societies.

5. A. EXPENSES/ACTIVITIES FOR WHICH PRIOR APPROVAL OF THE REGISTRAR IS REQUIRED

- i For creation of post and revision of cadre strength in the establishment of the society. However, recruitment shall be made only in accordance with the subsidiary regulations governing the service conditions of the employees.
- ii For printing of calendars, diaries and issue of compliments to members and others.

General

- iii For purchase of motorized vehicles [four wheelers, three wheelers and two wheelers] (except bi-cycle) including replacement of vehicle.
- iv For issue of gift coupons, interest rebate, purchase rebate or price difference or any other concession to members.
- v For construction of building, addition to and remodeling of building.
- vi For payment of sitting fees to the members of the committee.
- vii For payment of TA and DA to the members of the committee and employees of the society.
- viii Expenses in connection with inauguration of building, opening of branches and any other function not directly connected with the business of the society.
- ix Opening of new branches.
- x Pay revision to the employees of the society including for revision of pay by way of settlement with the employees/their union
- xi Grant of special increment/gift to the employees
- xii Purchase of plot or/and ready built building for the society
- xiii Purchase of photocopier and computers
- xiv (a) Installation of landline phone to the residence of office bearers/employees of primary societies
(b) Purchase of cell phone by primary societies

B. EXPENSES FOR WHICH PRIOR APPROVAL OF THE REGISTRAR IS REQUIRED ONLY BEYOND THE LIMIT

- i Approval to utilize the general funds of the society is required if the expenses on account of conduct of general body meeting exceeds the following limit:
 - (a) Societies with membership of less than 100 members - Rs.5,000
 - (b) Societies with membership of more than 100 members,
but less than 500 - Rs.10,000
 - (c) Societies with membership ranging over 500,
but not over 1,000 - Rs.15,000
 - (d) Membership over 1,000 - Rs.20,000

General

In the case of central and apex societies the limit of expenses shall be Rs. 35,000 and Rs. 50,000/- respectively

- ii Advertisement in print media, electronic media, expenses not to exceed per year:
 - (a) For primary society -- - Rs.10,000
 - (b) For central/apex society -- - Rs.50,000
- iii Legal charges
 - a. For initiating/defending suit in local courts – Rs. 5,000 per case
 - b. For filing CMA/Writ/CRP in High Court - Rs.10,000 per case

No funds of the society shall be defrayed for initiating or defending cases challenging notices or orders issued by the Registrar against the committee or any member of the committee.
- iv Payment of overtime allowance to the employee not to exceed his one month's basic pay in a year. If no overtime allowance was paid in the last three years, permission is to be obtained before payment of overtime allowance to the employees
- v Sponsoring the members of the committee/employees to any training programme organized by authorized agency – only two members of the committee and two employees per year.
- vi Purchase of furniture not exceeding Rs. 10,000/- per annum.
- vii Rent-cum-call charges not to exceed Rs. 2,000/- per month for residential (land line) phone and mobile phone.
- viii Refreshment expenses in committee meeting not to exceed Rs.6,000/- per annum for primary societies and Rs. 12,000/- per annum for apex/central societies
- ix Repairs to building not exceeding Rs. 10,000/- per annum.
- x Conduct of poojas/festivals/anniversary expenses not to exceed Rs. 5,000/- per annum in case of primary societies and Rs. 10,000/- per annum in case of apex and central societies.
- xi Repairs to vehicles (passenger vehicles) not exceeding Rs. 25,000/- per annum.
- xii Travel by Taxi – beyond Rs. 2,000/- per month.

C. EXPENSES/INSTANCES FOR WHICH NO PRIOR APPROVAL OF THE REGISTRAR IS REQUIRED

- i Sponsoring members of the committee or employees for any training programme locally organized by authorized agencies.
- ii Installing telephone in the society.
- iii Incurring printing charges other than diaries and calendars– printing to be made only in co-operative press.
- iv Utilization of common good fund only for the purposes specified in section 2 of the Charitable Endowments Act, 1890 – Refer Rule 52(6) of the Puducherry Co-operative Societies Rules, 1973.
- v Repair to machinery/vehicles(other than passenger)
- vi Shifting of office/business centre

6. The expenditure limit prescribed is the maximum under the respective head and the societies are expected to incur expenditure based on their profitability and the necessity to incur such expenditure. The societies shall keep the expenditure to the barest minimum and observe economy in all their expenditures.

7. These guidelines are supplementary and surrogate to the restrictions/regulations imposed/prescribed under the Puducherry Co-operative Societies Act or for Rules made thereunder.

8. It is reiterated that if any violation is noticed, the committee as a whole and/or employee(s) will be responsible for such deviation and liable for action in accordance with law.

9. The circular will have only prospective effect. If any audit objection was made earlier to the issue of the circular or is made for expenditure incurred prior to the issue of this circular, such cases will be dealt on merits.

10. The circular should be placed in the next committee meeting to read and record

11. The receipt of the circular is to be acknowledged.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO -OPERATIVE SOCIETIES

No.5/11/1/18/RCS/PLG/M/2008/342

Government of Puducherry

Co-operative Department

Puducherry, the 18.8.2008

C I R C U L A R

Sub: Factual Note on Articles/Newspaper reports - Submitted to His Excellency the Lieutenant Governor – Instructions – Issued.

His Excellency the Lieutenant Governor has desired that whenever newspaper reports containing articles/news items relating to public activity of a department are put up for his perusal, it should be accompanied with a factual note from the department concerned.

In this connection, the Branch Officers and the Chief Executives of the major co-operative societies are given the following instructions for strict compliance.

1. When an article/news item appears in dailies, including vernacular dailies, regarding the functioning of the Department/society, the concerned Branch Officer/Chief Executive should furnish a factual note on the article/news item. The Branch Officers shall get a report from the Chief Executives wherever necessary.
2. On receipt of the request from the Branch Officer or on his own motion, the Chief Executive shall send a factual report. Wherever, the factual reports are sent by the Chief Executives suo motu, the copy of the newspaper clipping should invariably be sent. The report should be sent by Fax (Fax No. 0413 – 2272619).
3. The factual report shall be submitted by the Branch Officers by 10.30 A.M on the same day on which the article/news item appears in the newspaper, since a report is expected to be submitted to His Excellency on the same date forenoon.
4. When an article/news item appears in the newspaper/dailies in outlying regions, the Regional Officers shall submit the factual note by Fax along with the copy of the newspaper clipping.
5. These instructions shall be complied with strictly and time limit is to be meticulously adhered.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

General

No.5/11/1/22/RCS/PLG/M/PF/379
Government of Pondicherry
Co-operative Department

Pondicherry the 7.11.2008

CIRCULAR

Sub: Inviting the Member of Parliament of Lok Sabha to the functions
of co-operative societies – Reg.

Ref: Note No.376/WCM/PS/2008 dated 20.10.2008 from the office of the
Welfare and Co-operation Minister, Puducherry.

As indicated by the Hon'ble Welfare and Co-operation Minister in the
reference cited, the Chief Executives of major co-operative institutions are advised to
invite the Member of Parliament of Lok Sabha to the functions organized by the
co-operative institutions, in which Hon'ble Ministers are invited and print his name in the
invitations after getting his consent to attend.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.5/4/2/24/RCS/Cons/K2/2008
Government of Puducherry
Co-operative Department

Pondicherry, the 3.12.2008

CIRCULAR

Sub: Co-operative Department – Conduct of functions by the Co-operative Societies – Guidelines issued – Reg.

It is brought to the notice of the Registrar of Co-operative Societies that some of the co-operative societies failed to follow the conventional procedures followed by the Department and the co-operative societies in the functions convened by the societies. It costs unnecessary confusion at the inauguration of the function and an embarrassing situation for the Government. It is, therefore, considered necessary to issue guidelines to the co-operative societies in this regard.

The Chief Executives/ Presidents/ Administrative Officers/ Special Officers of all the societies shall follow the Guidelines prescribed hereunder for the functions organized by them:

1. The Table of Precedence (protocol) to be followed and invite the Hon'ble Chief Minister, Hon'ble Minister for Co-operation, local M.L.As., / M.Ps., Chairman of the Municipality / President of the Commune Panchayat, the Ward Councilor or the Commune Councilor, Village President and the Village Ward Member and the concerned Government Officials.

2. Prior permission should be obtained from the persons proposed to be invited for the function informing them the date, time and venue and about the other dignitaries proposed to be invited and the details about the participants of the function etc.

3. A draft invitation card should be prepared and submitted to the Registrar of Co-operative Societies and should be printed only after getting the approval of the Registrar and Secretary for Hon'ble Minister.

4. If necessary, the above said draft invitation card and the format may be vetted by the officials of the Information Department.

5. The Chief Executives/ Presidents/ Administrative Officers/ Special Officers should ensure that, the requisite police security arrangements are made for the maintenance of the law and order and necessary instruction is given to the Superintendent of Police and the Station House Officer of the concerned area along with the invitation.

General

6. It is to be taken care that, the function area is kept clean by necessary coordination with Commune Panchayat/ Municipality Commissioner along with the invitation.

7. It should also be ensured that, adequate seating arrangements are made for the V.I.Ps. and the other invitees in the dais.

8. Functions should be normally conducted in a very simple and most economical manner. Expenditure on cut-outs, banners, arches should be avoided.

9. Functions should not be conducted on any public road/ street and thereby causing traffic snarl. Functions should be conducted only in public places and it should not be conducted in any private premises.

10. No donations should be collected for the conduct of function.

11. The societies are instructed to get prior approval as per the Registrar of Co-operative Societies Circular No. 5/11/1/23/RCS/PLG/M/2008/322 dated 16.7.2008 for the expenditures proposed to be incurred for the function and for that, a detailed proposal should be submitted to the Registrar well in advance.

12. Whenever any function is proposed to be conducted, other than the members of the committee of management, are proposed to be invited, Registrar of Co-operative Societies should be consulted and the dignitaries to be invited finalized.

13. Then the consent of the dignitaries to attend the function should be obtained.

14. Similarly the matters to be inscribed in case of opening ceremony foundation laying stone should also be got approved before hand.

15. The above instructions shall be followed scrupulously and failure will be viewed seriously.

A.S.P.S. RAVI PRAKASH
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.5/11/1/3/RCS/Plg/M/2009/4
Government of Puducherry
Co-operative Department

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Puducherry, the 2.3.2009

CIRCULAR

Sub: Elections to the Lok Sabha, 2009 – Code of conduct – Instructions to the co-operative societies – Issued.

The Union territory of Puducherry will go to polls to elect a Member of Parliament (Lok Sabha) on 13th May 2009 and the model code of conduct has come into force. In this connection with the said election the following instructions are issued to the co-operative societies for strict observance:

- (a) No notice/advertisement of any nature of any political party, candidate or others shall be affixed or written on any building owned, leased, rented or under the control of the co-operative societies. If any thing is found in contravention, the management of the society concerned shall lodge a complaint to the nearest police station under section 34-B (VII) of the Police (Puducherry Amendment) Act, 1966. In case if any notice/advertisement is affixed or written in contravention after issue of this circular, the management of the society concerned shall take appropriate action immediately against the erring employee (Watchman etc.) and inform the same to this office immediately.
- (b) No employee of any co-operative society shall involve himself in any activity, in any manner, in connection with the election either directly or indirectly.
- (c) No vehicle or furniture of the society shall be utilized for any purpose of the election, except for the officers/officials authorized by the Election Department.
- (d) No new employee shall be engaged, recruited or appointed, either on hourly or daily rated or temporary basis. No confirmation, promotion or enhancement of pay scales shall be effected to any employee of the society from the date of notification of the said election till the date of declaration of results.

2. The above instructions shall remain in force till the date of declaration of results of the said election.

General

3. The President/Administrator of the society shall forward an assurance letter (in the proforma enclosed) to this office immediately, in any case before 5.00 P.M on 16th March 2009.

4. Any contravention to the above instructions will lead to initiation of legal action as per law against the management of the societies.

A.S.P.S. RAVI PRAKASH
REGISTRAR OF CO-OPERATIVE SOCIETIES

General

Proforma

Date:

From

The President/Administrator
_____ Society

To

The Registrar of Co-operative Societies
Puducherry 605 009.

Sir,

Sub: Elections to the Lok Sabha, 2009 – Adherence to Model Code of Conduct – Assurance – Submitted.

Ref: Registrar's Circular No. No.5/11/1/3/RCS/Plg/M/2009/ dated, the 2nd March 2009.

In pursuance of the reference cited, we hereby assure and undertake to ensure that

- (a) No notice/advertisement of any nature of any political party, candidate or others is nor will be affixed or written on any building of our society;
- (b) No employee of our society shall involve himself in any activity in any manner connected with the said election, either directly or indirectly;
- (c) No vehicle or furniture of our society shall be utilized for any purpose of the said election, except for the officers/officials authorized by the Election Department; and
- (d) No new employee shall be engaged, recruited or appointed in our society either on hourly or daily rated or temporary basis. No confirmation, promotion or enhancement of pay scales shall be effected to any employee of the society from the date of notification of the said election till the date of declaration of results.

2. Further we are to state that undertakings have been obtained from the employees of our society ensuring that they shall abstain from the said election.

Yours faithfully,

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General

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No.5/11/1/3/RCS/Plg/M/2009/10
Government of Puducherry
Co-operative Department

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Puducherry, the 6.3.2009

CIRCULAR

Sub: Lok Sabha Election 2009 – Observance of model code of conduct –
Instructions – Issued.

Ref: This office circular No.5/11/1/3/RCS/Plg/M/2009/4 dated 2.3.2009.

Reference is invited to the circular cited, wherein instructions have issued for observance during the existence of model code of conduct in connection with election to Lok Sabha, 2009. The following further instructions are issued for the strict observance by co-operative societies:

- (i) No advertisement at the cost of the society shall be issued in the news papers or other media highlighting the activities or achievements of the society. If any advertisement is to be issued during the period in which the model code is in force, prior approval of the Registrar shall be obtained.
- (ii) No new activity such as laying foundation stone, calling for tenders to award works shall be undertaken. This will not prohibit any ongoing work to be continued.
- (iii) No part of the premises shall be utilized for any election work by any candidate or party.
- (iv) No vehicle belonging to the society shall be utilized by any political party or candidate for electioneering work and the official machinery shall not be involved in electioneering work. However, the officers authorized by the Government can utilize the vehicles belonging to the society for official purposes in connection with the conduct of election.
- (v) No employee of the society shall be involved in an poll related work except duly authorized by the competent authorities.

2. The Chief Executives of major societies are to ensure that no part of their building or branches owned or leased contain any advertisement or hoarding canvassing for any political parties or candidates for election.

General

3. The societies are instructed to scrupulously follow the above instructions to avoid any complaint on the conduct of the societies to favour any party or candidate and ensure absolute neutrality.

A.S.P.S. RAVI PRAKASH
REGISTRAR OF CO-OPERATIVE SOCIETIES