

Copy of letter of Joint Secretary to Government in letter No.56551/Pay cell/2006-2, Finance (PC) Department, dated:23.10.2006 addressed to all Heads of Departments among others.

Sir,

Sub: Pay Revision arrears – Mode of payment in respect of both serving and retired employees – guidelines to be followed – instructions – issued.

Ref: 1. G.O.Ms.No.490, Finance (PC) Department, dated:31.7.2006.  
2. From the Deputy Accountant General, Office of the Accountant General (A&E), Tamilnadu, Chennai. Letter No. FM I/III/06-07/6, dated:11.9.2006.

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I am to invite your attention to the references cited and to issue the following guidelines regarding sanction of 60% Pay revision arrears as suggested by the Deputy Accountant General, Chennai for strict adherence:-

i) While issuing authorization as per G.O.Ms.No.490, Finance (PC) Department, dated:31.7.2006 authorisation shall not be issued in respect of subscribers whose GPF account shows minus balance. The Drawing and Disbursing Officers should not pay the first installment amount if the GPF statement shows a minus balance against the column GPF. If paid already, the details of payment may be informed through the Drawing and Disbursing Officers to the Office of the Accountant General (Accounts & Entitlements) for reconciliation.

ii) In respect of subscribers whose Final withdrawal applications have been received in the office of the Accountant General (Accounts & Entitlements) before 31/07/06, authorization for VI Pay commission arrears have already been despatched by the Accountant General's office. Hence Drawing and Disbursing Officers are hereby instructed that for such cases though the authorization is for issue of VI Pay Commission Arrears in the form of Small Savings Scrips they may make payment in cash as per the latest Government Order. This applies to all authorizations, which have validity and not acted upon so far. Separate authorization need not be insisted by the Drawing and Disbursing Officer/Treasury.

iii) The Head of Department/Drawing and Disbursing Officers are informed that in future in respect of any subscribers whose pay revision is to be calculated with retrospective effect, the Pay Commission arrears arising out of such revision should not be credited to the GPF account.

iv) An undertaking should be obtained from the individual employees concerned that any overpayment of VI pay commission arrears will be recovered immediately or adjusted in the second/third installments payable or against GPF final withdrawal amount whichever is earlier.

v) As authorizations are required to be sent in the form of statements to the Drawing and Disbursing Officer/Heads of Departments, it may not be possible for the Accountant General (Accounts & Entitlements) to send a copy of authorization to each individual as ordered in the Government order cited since the current residential address of the subscriber is not available with the Accountant General's office. Hence the Drawing and Disbursing Officers are requested to intimate the individual employees concerned accordingly.

vi) In the case of self-drawing officers, Drawing and Disbursing Officers/Head of Departments may intimate them to prefer the claim and present the bill

vii) In respect of persons on deputation, as the schedules are received from the foreign employer, the subscribers are requested to apply through Parent Department to Accountant General for release of VI Pay Commission Arrears

viii) In case of transfers, Pay commission Arrears – II due and paid should be indicated in the Last Pay Certificate. Based on the details available in the Last Pay Certificate subsequent installment of Pay Commission Arrears should be paid by the Drawing and Disbursing Officer concerned. Fresh authorization need not be insisted upon from the Accountant General. A certificate of payment of VI Pay Commission Arrears amount should be recorded in the Service Register of each individual to guard against over/double payment indicating the amount of installment paid with Voucher Number and date of payment.

ix) While effecting reconciliation of amount of VI Pay Commission Arrears payable as instructed at the end of Para 4 of G.O.Ms.No.490, Finance (PC) Department dated:31.7.2006 any discrepancy noticed should be brought to the notice of Accountant General (Account & Entitlements).

x) While forwarding Final withdrawal application, the amount of VI Pay Commission Arrears paid should be mentioned in the application by opening a column for that purpose.

(2) I am also to request all the Heads of Departments to communicate the above instructions to all the Drawing and Disbursing Officers under their control for strict compliance.

// true copy //

Endt No.13004/2007 P2

Office of the Registrar of Cooperative  
Societies, Chennai – 10  
Dated: 8.2.2007

A copy of Government letter No.56551/Pay Cell/2006-2, Finance (PC) Department, dated:23.10.2006 is communicated to all the Regional Joint Registrars for strict adherence. The Regional Joint Registrars are requested to communicate a copy of this letter to their subordinate offices immediately.

/by order/

For Registrar.

To  
All the Regional Joint Registrars  
Joint Registrar (PDS I) and (PDS II), Chennai

copy to P1/P3/OE/Ac/AR sections in office  
copy to stock file.

Copy of Government letter (Ms) No.187, Personnel and Administrative Reforms (P), Department, Secretariat, Chennai – 9 dated:16.10.2006.

Sub: Public Services – Approval of estimate of vacancies - Filling up of vacant Posts – Further institutes – Issued.

Ref: 1. G.O. Ms. No.91, P&A.R.(P) Department, dated:6.7.2006.  
2. G.O. Ms. No.95, P&A.R. (P) Department, dated:12.7.2006.  
3. Letter (Ms) No.121, P&A.R. (P) Department, dated:10.8.2006.  
4. G.O. Ms. No.147, P&A.R. (P) Department, dated:14.9.2006.  
5. G.O. Ms. No.154, P&A.R. (P) Department, dated:19.9.2006.

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I am directed to state that the respective appointing authorities or the authorities nominated for the purpose of furnishing estimate of vacancies by the Heads of Departments as the case may be in the case of the Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service; the Heads of of Departments in the case of the other subordinate services; and the Government in the case of State Services, should send to the Commission according to the programme fixed in G.O.Ns.No.603, Personnel and Administrative Reforms Department (Per M) Department dated:12.6.1985 and as amended in G.O.Ms.No.97, Personnel and Administrative Reforms Department (Per.M) Department dated:21.4.1994. Further when forwarding the estimates to the Commission in the case of direct recruitment the appointing authorities should, in addition to giving information as to the number of candidates to be selected, send to the Commission their roster relating to reservation of appointments for the Scheduled Castes, Secheduled Tribes, Backward Classes and Most Backward classes including denotified communities and the appointments filled by open competition, showing all the appointments made to the service up-to-date.

2. Accordingly, all Heads of Departments have to obtain the details of vacancies to fix estimate of vacancies for filling up of vacant posts by direct recruitment from the respective unit Officers appointing authorities empowered as per Special rules / Adhoc rules applicable to a post taking into account the special provision therein. If any indicating the specific proportion / ratio among different methods of appointment and other orders / instructions / clarifications issued in the references cited and sent necessary proposals to the administrative Department concerned in the Secretariat. The Departments of Secretariat in turn should examine such proposals in accordance with the rules and other instructions inforce in consultation with Personnel and Administrative Reforms Department and Finance Department and get the approval to Staff Committee. The vacancies so approved by the Staff Committee may be remitted back to the Heads of Departments concerned for onward transmission of such vancancies to the unit Officers/ appointing authorities. Then the appointing authority or the authority empowered by the Heads of Departments after deducting the number of vancancies earmarked for appointment on compassionate ground, if any (25% of vancancies in the post of Junior Assistant in the Tamil

Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service have been reserved for appointment on compassionate ground while no such reservation is prescribed for other posts in Group C&D for which compassionate ground appointment has been permitted as per the orders in force now.) furnish the remaining vacancies to the Tamil Nadu Public Service Commission if the posts is within its purview by following procedure prescribed in G.O.Ms.No.603, Personnel and Administrative Reforms (Per.M) Department dated:12.6.1985 and as amended in G.O. Ms.No.97, Personnel and administrative Reforms (Per.M) Department, dated:21.4.1994.

3. The above procedure should also be followed scrupulously for appointment to be made by direct recruitment through Employment Exchange and other recruiting agencies if any.

4. For recruitment to posts which are outside the purview of the Tamil Nadu Public Service Commission, the procedure laid down in rule 10A of General Rules for the Tamil Nadu State and Subordinate Services by calling for names of eligible candidates from the Employment Exchange and in respect of specialized post for which candidates are not available with the Employment Exchange the appointing authority should get a certificate on the non-availability from the Employment Exchange and call for applications from eligible candidates by advertising the post in prominent daily news papers giving the number of vacancies and indicating qualifications, etc.

5. These instructions may be followed scrupulously and vacancies filled at the earliest.

/True copy/

Endt.Rc.No.162559/2006/EM.3

Office of the Registrar of  
Co-operative Societies  
Chennai – 10.

Dated:18.12.2006.

Copy of the Government letter (Ms) No.187, Personnel and Administrative Reforms (P) Department dated:16.10.2006 is communicated for information and necessary action.

/By order/.

For Registrar.

To  
All the Regional Joint Registrars,  
Joint Registrar (Public Distribution System) I & II, Chennai.

Copy to All Deputy Registrars (Public Distribution System).  
Copy to All circle Deputy Registrars.  
Copy to All officers in office.  
Copy to All sections in office.  
Copy to OE, EM, PA section Superintendents.  
Copy to Stock file 2006.

Copy of G.O.Ms.No.237, Personnel and Administrative Reforms (S) Department, dated:18.12.2006.

ABSTRACT

Rules – Tamil Nadu State and Subordinate Services Rules – Transfer of Government servants from on service to another service – General Rule 40-A – Omitted – Amendment – issued.

1. G.O.Ms.No.250, Personnel & Administrative Reforms (S) Department dated:15.9.2003.
2. From the Secretary, Tamil Nadu Public Service Commission Letter No.5564/RND-D2/2003, Dated:7.12.2006.

ORDER

The following Notification will be published in the Tamil Nadu Government Gazette

NOTIFICATIONS

In exercise of the powers conferred by the provision to Article 309 of the Constitution of India the Governor of Tamil Nadu hereby makes the following amendment to the General Rules in Part-II of the Tamil Nadu State and Subordinate Service rules (Volume-I of the Tamil Nadu services Manual, 1987).

2. The amendment hereby made shall be deemed to have come into force on the 10<sup>th</sup> September 2006.

AMENDMENT

In the said Rules, rules 40-A shall be omitted.

(BY ORDER OF THE GOVERNOR)

T.S.SRIDHAR  
SPECIAL COMMISSIONER  
AND SECRETARY TO  
GOVERNMENT

/ True copy /

Encl: 6908/2007/EM.3

Office of the Registrar of  
Co-operative Societies,  
Chennai-10.  
Dated:19.1.2007.

Copy of the Government G.O.Ms.No.237, Personnel and Administrative Reforms (S) Department, dated:18.12.2006 is communicated for information and necessary action.

/ By order /

For Registrar.

To  
All Regional Joint Registrars  
Joint Registrar (Public Distribution System) I and II Chennai.

Copy to all Circle Deputy Registrar's  
Copy to all Deputy Registrar (Public Distribution System)  
Copy to all Officers in Registrar's office.  
Copy to all Sections in office  
Copy to EM, OE, PA, Section Superintendent, Copy to Stock file 2007. Spare-1.

Copy of Government G.O.Ms.No.1480, Public (General II) Department, Dated: 18.12.2006.

Abstract

Tamil Nadu House, New Delhi - Revision of rental charges in new Additional Guest House, New Delhi Orders – Issued.

Read: 1. G.O.Ms.No.404, Public (General II) Department, dated:21.03.2000.  
2. From the Resident Commissioner letter dated:16.05.2005.

ORDER:

In the G.O. first read above, orders were issued for the revision of rental charges for “Concessional” Intermediate” and “Others” categories of guests staying in Tamil Nadu House, New Delhi. In the letter second read above, the Resident Commissioner, Tamil Nadu House, New Delhi has requested the Government to revise the rental charges of new Additional Guest House, New Delhi by Increasing 50% of the existing rate for “Others” category so as to provide all facilities at required standards and efficiency.

2. The Government after careful consideration accept the proposal of the Special Resident Commissioner, Tamil Nadu House, New Delhi and revise the rental charges in new Additional Guest House, New Delhi for the guests coming under the “Others” category with effect from 01.01.2007 as detailed below:

	<u>Present Rate</u>	<u>Revised Rate</u>
Single	Rs.600/-	Rs. 900/-
Double	Rs.700/-	Rs.1050/-

(by order of the Government)

Sd. S. Audiseshiah  
Secretary to Government.

// true copy//

Endt No.9583/2007 OM1

Office of the Registrar of Cooperaiive  
Societies, Kilpauk, Chennai-600 010.  
Dated:1.02.2007.

A copy of G.O.Ms.No.1480/Public (General II) Department, dated:18.12.2006 is communicated to all Regional Joint Registrar’s for information and necessary action.  
/by order//

For Registrar.

To  
All Regional joint Registrars  
Joint Registrar (Public Distribution System) I & II (Chennai)  
Copy to all Zonal Officers  
Copy to all Officer’s in Registrar of Cooperative Societies office  
Copy to A.R. Section in Triplicate  
Copy to Stock file – 2007  
Copy of the G.O.(Ms) No.279, Cooperation, Food and Consumer Protection (OP) Department,  
Dated: 22.11.2006.

Abstract

Copy of Government Letter No.60514/Pay Cell/2006-1 Finance (PC) Dept. dated:2.11.2006

Sub: Pay Revision Arrears – Mode of payment of arrears credited into General Provident Fund account in respect of both serving and Retired employees – Revised orders – issued clarification – Regarding.

Ref: 1. G.O.Ms.No.413 Finance (PC) Department, dated:31.7.2004.  
2. G.O.Ms.No.414 Finance (PC) Department, dated:31.7.2004.  
3. G.O.Ms.No.490 Finance (PC) Department, dated:31.7.2006.  
4. From the Director of Pension Letter No. Rc.28754/2006/B1 dated:25.9.2006.  
5. Govt. letter No.55666/PC/2006-1 Finance Department, dated:27.9.2006.

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I am to invite your attention to the reference cited.

2. The Director of Pension in the reference fourth cited has raised clarification as to whether the 60% Pay Revision Arrears instalments payable in the form of Small Savings Scrips due to employees drawn by means of cheque in favour of the Post Master for obtaining small savings scrips may be corrected in favour of the retired employees so that cash payment can be made to the beneficiaries in the light of the revised orders issued in the Government Order third cited.

3. The issue has been examined in detail by Government. Accordingly, I am directed to issue the following clarifications:-

- i. The 60% Pay Revision Arrears sanctioned to the employees in the form of Small Savings Scrips with reference to G.O.Ms.No.413 and 414 Finance (PC) Department dated:31.7.2004 and in whose cases cheques have been issued in favour of the Post Master but Small Savings Scrips have not been obtained such cheques shall be cancelled.
- ii. In order to pay the annual instalments of 60% pay revision arrears in cash a revised proceedings shall be issued by Head of Department / Head of Office and a bill presented in Pay and accounts office/treasury office/sub treasury office concerned.
- iii. In cases where payment has already been made in the form of small savings scrips, such cases need not be reopened.

Endt No.103555/06/P2

Sd/- For Addl. Secretary to Government

// true copy //

Office of the Registrar of  
Cooperative Societies,  
Kilpauk, Chennai-10.

Dated:1.4.2007

A copy of Government letter No.60514/ Pay Cell/2006-1 Finance (PC) Department Dated 2.11.2006 is communicated to all the Officers mentioned in the address entry for necessary action.

// By order //

For Registrar.

To  
All the Regional Joint Registrars  
Joint Registrar (Public Distribution System) I & II Chennai  
All Circle Deputy Registrars  
All Deputy Registrar (Public Distribution System)

Copy to  
AC/P1/P3, AR. Sections in office  
Rc.No.150840/06/P2  
Stock file.

Copy of the G.O.Ms.No.39, Personnel and Administrative Reforms (S) Department  
dated:9.2.2007

Abstract

Rules – Tamil Nadu State and Subordinate Services – Appointment of Women –  
General Rule 21(b) – amendment to Notification Issued.

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Read:

1. G.O.Ms.No.178, Personnel and Administrative Reforms (S) Department  
dated:11.9.2000.
2. From the Secretary, Tamilnadu Public Service Commission letter No.1201  
/RND-D2/2000, dated:4.12.2000.
3. Government letter No.68376/S/2000-30, Personnel and Administrative  
Reforms (S) Department dated:30.9.2005.
4. From the Secretary, Tamilnadu Public Service Commission, letter  
No.1201/RND-D2/2000, dated:15.2.2006.

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ORDER:

The following Notification will be published in the Tamil Nadu Government Gazettee:-

Notification

In exercise of the powers conferred by the proviso to Article 309 of Constitution of India, the Governor of Tamil Nadu hereby makes the following amendment to the Personnel and Administrative Reforms Department No.SRO A-72(b) of the Tamil Nadu State Government Gazettee Extraordinary, dated the 11<sup>th</sup> September 2000.

2. The amendment hereby made shall be deemed to have come into force on the 28<sup>th</sup> March 1989.

In the said Notification, in the preamble, the following paragraph shall be added, namely:-

“2. The amendment (1) (a)(1) hereby made shall be deemed to have come into force in respect of “Backward Classes and Most Backward Classes/Denotified communities” on the 28<sup>th</sup> March 1989 and in respect of “General Turn” on the 30<sup>th</sup> January 1996”.

Sd/- T.S.Sridhar,  
Spl. Commr. and Secretary to  
Government.

/ true copy /

Endt.Rc.No.39487/2007/EM3

Office of the Registrar of Cooperative  
Societies, Chennai – 10.  
dated:3.4.2007

Copy of G.O.Ms.No.39, Personnel and Administrative Reforms (S) Department  
dated:9.2.2007 is communicated for information and necessary action.

/ by order /

For Registrar.

To  
All the Regional Joint Registrars  
Joint Registrar (Public Distribution System) I&II Chennai.

Copy to  
All Deputy Registrar (Public Distribution System)  
All Circle Deputy Registrars.  
All Officers in office.  
All Section in office.  
OE, EM, PA and DA Section Supertendents  
All Stock file 2007.

Copy of G.O.Ms.No.40 Personnel and Administrative Reforms (S) Department dated:9.2.2007.

Abstract

Rules:- Tamil Nadu State and Subordinate Services – Appointment of women Amendment to General Rule 21 (d) – Issued.

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Read:

1. G.O.Ms.No.178, Personnel and Administrative Reforms (S) Department, dated:11.9.2000.
2. From the Secretary, Tamil Nadu Public Service Commission Letter No.1201/RND-D2/2000, dated:4.12.2000.
3. Government letter No.68376/S/2000-30, Personnel and Administrative Reforms (S) Department, dated:30.9.2005.
4. From the Secretary, Tamil Nadu Public Service Commission, Letter No.1201/RND-D2/2000, dated:15.2.2006.

ORDER:

The following Notification will be published in the Tamilnadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendment to the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules (in Volume-I of the Tamil Nadu Service Manual, 1987).

2. The amendment hereby made shall be deemed to have come into force in respect of Backward Classes and Most Backward Classes/Denotified Communities on the 28<sup>th</sup> March 1989 and in respect of General Turn on the 30<sup>th</sup> January 1996.

In the said Rules, in rule 21, in sub-rule (d), for the expression “Backward Classes of General Turn”, the expression “Backward Classes, Most Backward Classes/Denotified Communities or General Turn” shall be substituted.

Sd/- T.S.Sridhar,  
Spl. Commr. and Secretary  
to Government.

/ true copy /

CIRCULAR OF THE REGISTRAR OF COOPERATIVE SOCIETIES,  
KILPAUK, CHENNAI – 10.  
DR.T. Prabhakara Rao, I.A.S.,

Registrar  
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Circular No.4/2007  
(RC.25213/07/D.A.1)

Dated: 5.03.2007.

Sub: Disciplinary cases – Disposal – avoidance of technical irregularities –  
and delay in disposal – avoidance – instruction – issued.

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In spite of the instructions issued from time to time regarding the procedure to be followed in the disposal of disciplinary cases against Government Servants it has been observed that in a number of cases the statutory requirements of the constitution, the various provisions in the Tamil Nadu Civil Services (Discipline and Appeal) Rules and in the Fundamental Rules have not been strictly followed by the disciplinary authorities. On account of technical irregularities, the orders passed in several cases have to be set aside by the Registrar on appeal or revision, after a lapse of considerable time resulting in payment of large amounts by way of pay and allowances for the back period to the persons, even though the punishment already imposed would be amply justified had there been no procedural irregularity. The Registrar views such irregularities with grave concern and directs that disciplinary cases should be examined thoroughly by the Officer competent to impose punishment and dealt with personally by him at all stages with the utmost vigilance so that Government are not placed in disadvantageous position in case those orders are sought to be set aside by the Registrar or Government or Courts for procedural irregularities. The disciplinary authorities should exercise greatest care in the disposal of disciplinary cases and should strictly adhere to the mandatory provisions in the constitution and the statutory provisions in the Tamil Nadu Civil Services (Discipline and Appeal) Rules and in the Fundamental Rules.

2. While scrutinizing the disciplinary files of the subordinate offices, Registrar had occasion to see that the disciplinary cases have not been disposed off quickly by the officers. Registrar views with concern the delay on the part of the officers especially in obtaining the explanation of the delinquents, conducting of oral inquiries etc. Registrar desires that the disciplinary cases should be disposed of with utmost expedition in order to ensure the deterrent effect feel for their lapses without any loss of time.

3. The question of how best the disciplinary authorities may be helped to avoid technical irregularities and abnormal delays in the disposal of disciplinary cases was considered. The following instructions are issued to the Officers for their guidance and strict adherence.

I. Framing of Charges

(1) It has been noticed that some of the disciplinary authorities framed charges under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules in a routing manner

even for minor offences, which might not ultimately result in the imposition of any major penalty. The procedure said down in detail in the Tamil Nadu Civil Services (Discipline and Appeal) Rules and the various instructions issued there under should be followed scrupulously, otherwise it will vitiate the entire proceedings and the delinquent has to suffer unnecessarily before finalizing the disciplinary proceedings. The disciplinary authorities should gather all relevant details and evaluate and should take a decision whether to proceed under rule 17(a) or 17(b) i.e. for a minor penalty or major penalty based on the gravity of the charge. It should be borne in mind that the nature of disciplinary action and the quantum of punishment are to be commensurate with the gravity of the charges alleged to have been committed. The disciplinary authorities should frame charges under 17(b) of Tamil Nadu Civil Services (Discipline and Appeal) Rules, only when they are of the firm view that the charges, if framed and proved, would result in the imposition of any of the major penalties, namely dismissal from service, removal from service, compulsory retirement or reduction to lower rank in the seniority list or to a lower post or time scale. The cases of indiscipline, moral turpitude, corruption, falsification of Government records, irregularity of negligence with a dishonest motive, possession of assets disproportionate to the known sources of income, misuse of official position for personal gains, disclosure of confidential information, lapses of criminal nature etc. would attract action under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules. Other than the above, it is enough to proceed under rule 17(a) of the said rules. Also in framing and disposing the charges under rule 17(a) or under 17(b), the principle of natural justice should be followed and unnecessary remarks should not be used. In this connection, instructions issued in Government circular No.14353/perN/93-1, Personnel and Administrative Reforms Department dated 11.3.1993 shall be strictly followed.

2. Hence, the disciplinary authority before instituting disciplinary action should apply his mind and assess the gravity of charges on the basis of material evidence or facts gathered and if he feels that the total gravity of the charges warrants imposition of any major punishments, then he has to proceed under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules.

3. Model forms for framing of charges under rule 17(a) or under rule 17(b) have been communicated in Government letter No.(Ms) 2/N Personnel and Administrative Reforms (N) Department dated:4.1.2002. These forms shall be strictly adhered to while framing charges against the delinquents.

## II. PROCEDURE FOR IMPOSING MINOR PENALTIES

(1) In cases in which the disciplinary authority decides that proceedings should be initiated for imposing a minor penalty, the disciplinary authority will inform the Government servant concerned in writing of, the proposal to take action against him by a memorandum accompanied by a statement of imputations of misconduct or misbehaviour for which action is

proposed to be taken giving him a reasonable opportunity of making any representation that he may desire to make within a prescribed period. No mention should be made of the nature of the penalty which the disciplinary authority wishes to impose. There is no provision in the relevant rule for the inspection of documents to enable the accused Government servant to submit his defence statement, but the rules of natural justice require that wherever a case is based on documentary evidence and if the delinquent requests inspection of such documents, he should be allowed necessary facilities. After taking into consideration the representation of the Government servant or without it, if no such representation is received, the disciplinary authority may proceed after taking into account such evidence as it may think fit, to record its findings on each imputation of misconduct or misbehaviour.

(2) If as a result of its examination of the case and after taking the representation made by the Government servant into account the disciplinary authority is satisfied that the allegations have not been proved, the authority may exonerate the Government servant. An intimation of such exoneration will be sent to the Government servant in writing.

In case, the disciplinary authority is of the opinion that the allegation against the Government servant stands substantiated it may impose upon him any of the minor penalties specified in Rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules.

(3) However, according to the second proviso to Rule 17(a) introduced in G.O.Ms.No.397, Personnel and Administrative Reforms Department dated 1st April 1980 in every case where it is proposed after considering the representation, if any, made by the Government servant, to withhold increments of pay and such withholding of increment is likely to affect adversely the amount of pension payable to the Government servant or to withhold increments of pay without cumulative effect for a period exceeding 3 years or to withhold increments of pay with cumulate effect for any period, the procedure laid down in sub-rule (b) of rule 17 shall be followed before making any order imposing on the Government servant any such penalty.

### III. PROCEDURE FOR IMPOSING MAJOR PENALTIES

(1) Rule 17(b)(i) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, provide that in every case where it is proposed to impose on a member of service or on a person holding a civil post under the State any of the major penalties specified in rule 8 the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which should be communicated to the person charged, together with a statement of allegation on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The delinquent Government servant shall also be required, within a reasonable time, to put in his written statement of defence and to state whether he desired an oral inquiry or to be heard in person or both.

(2) Failure to ask the delinquent to state “whether he desires an oral inquiry or only to be heard in person or both” in the charge memo framed under Rule 17(b) would vitiate the entire disciplinary proceedings as per the instructions issued in Government Memo. No.4724/72-5. Public (Ser-B) dated:9.5.73 communicated in Registrar’s endorsement No.99931/73 V1 dated:1.6.73, which was again reiterated in Registrar’s Memorandum Rc.183819/75 V1 dated:7.10.75.

(3) The copies of the evidences such as statements given by the witnesses during preliminary inquiry etc. which the competent authority proposes to rely upon in proving the charge should be furnished to the delinquent alongwith the charge memo to enable him to defend his case.

(4) The office copy and as well as the fair copy of the charge memo intended to the delinquent should be signed by the Officer concerned who issues the charge memo and not by any other person as “For D.R.” or For J.R.” etc.

(5) The disciplinary authority will deliver or cause to be delivered the charge memorandum together with the required enclosures to the Government servant concerned. Sub rule (c) of rule 18 of the Tamil Nadu Civil Services (Discipline and Appeal) rules provides that every order, notice and other process made or issued under the said rules shall be served in person on the Government servant concerned or sent to him by Registered Post with Acknowledgement. Due or if such person is not found by leaving it at his last known place of residence or by giving or tendering it to an adult member of his family or if none of the means aforesaid is available by affixing it in some conspicuous part of his last known place of residence. The disciplinary authorities should scrupulously observe the procedure prescribed in the above rule in regard to the mode of service of notice or order on the delinquent officer, who refuse to receive such orders or make themselves scarce by adopting dilatory tactics. The duplicate copy of the charge memo with the dated acknowledgement of the delinquent should be obtained and filed in the charge file itself.

#### IV. Vetting of Charges

(1) In respect of disciplinary cases arising out of inquiries and investigations by the Director of Vigilance and Anti-corruption the following procedure has to be followed:-

On receipt of remittal orders from Government for instituting departmental disciplinary action on the basis of Preliminary Inquiry Detailed Inquiry report of the Director of Vigilance and Anti-corruption, against the Government Servants / Employees of Cooperative Societies, a copy of the report of the appropriate authority are being communicated to the Regional Joint Registrars to proceed action for instituting departmental disciplinary action against the Accused Officers. The disciplinary authorities who are competent to institute disciplinary proceedings should prepare the draft charges against the Accused Officers and send them directly to the Director of Vigilance and

Anti-corruption for vetting, thereby enabling the Director of Vigilance and Anti-corruption to examine such papers and set right at this stage itself any lapses noticed in the framing of charges thus averting the damage likely to be caused by pursuing a faulty or defective charge memo in a departmental inquiry. After getting the draft charge memo vetted by the Director of Vigilance and Anti-corruption charges, should be framed and served on the Accused Officer and his dated acknowledgement obtained immediately. Four copies of Charge memo should be sent to the Registrar of Cooperative Societies for onward transmission to the Government / Vigilance Commission / Director of Vigilance and Anti-corruption.

#### V. Request for Perusal of Records by the Delinquent

The requests made by the accused officers for perusal of records should be complied with by the authorities concerned. If any contingency arises where the request of the accused officer for perusing certain records or furnishing of copies of certain documents could not be conceded or disclosed in the public interest or for any other substantial and justifiable reasons, the delinquent should be recorded in writing. Failure in this regard may be taken by the delinquent as a ground for his appeal stating that sufficient opportunity was not provided to him to defend his case.

#### VI. Receipt of Explanation and Appointment of Inquiry Officer

(1) Definite date line should be fixed for the submission of explanation. It should be ensured that the charge memo calling for explanation is served on the delinquent officer. On receipt of explanation from the Accused Officer the Inquiry Officer has to be appointed by the competent authorities to conduct oral inquiry in the disciplinary case. If explanation is not received within a reasonable time (15 days), another 15 more days extension of time may be given and inquiry officer may be appointed without for the explanation of the Accused Officer endlessly.

(2) The Inquiry Officer shall normally be superior in rank to the Delinquent Officer. He must be a person who is not related, however indirectly, to the subject matter of Inquiry. He must be impartial and free from bias.

(3) The following guidelines may be kept in mind while appointing an Inquiry Officer:-

- a) He must necessarily be superior to the Accused Officers (AOs) concerned:
- b) He must have sufficient years of service left to enable him to complete the Disciplinary proceedings inquiry well before his due date of retirement. Normally, 6 months period should be enough for an Inquiry Officer to complete the inquiry, if there are 4 or 5 Accused Officers and about 20 witnesses. In the cases involving a large number of Accused Officers and consequently a large number of prosecution and defence witness to be examined, the remaining service for the Inquiry Officer should be atleast one year.

c) The most important qualification of Inquiry Officer is that he should not be an accused officer in any pending inquiry either from Director of Vigilance and Anti-Corruption or departmental inquiry.

d) He should not be a witness to the instances which are inquired into.

e) He should not be a complainant also.

f) He should not be a close relative or a known friend to the Accused Officer.

(4) The principle a prosecutor cannot be a judge is not strictly applicable to departmental inquiries. Hence the disciplinary authority, if he so desire, can hold the inquiry himself.

## VII. CONDUCTING OF ORAL INQUIRY OR PERSONAL HEARING

(1) The Inquiry Officer should ensure that duly filled questionnaire form is received from the Delinquent officer before starting the inquiry. If no questionnaire form is found, with the explanation letter, he should get the questionnaire form duly filled in by the delinquent officer. The request of the delinquent for conducting an oral inquiry or personal hearing should be considered properly and the date, time and the place where the inquiry is proposed to be held should be communicated to the delinquent sufficiently in advance. If any change of date is requested by the delinquent the decision taken by the officer on that request should be promptly intimated to the delinquent and his acknowledgement obtained. Where it is proposed to inflict any of the punishments like dismissal, removal, or reduction in rank, even if the delinquent does not want an inquiry, an inquiry shall be conducted by the authority and the witnesses examined in the presence of the delinquent to hold the charges proved. The Madras High Court has in its judgement dated 1.2.77 on a Writ Petition No.2835 of 1972 filed by a subordinate of this Department, has set aside the orders of the Registrar (imposing a punishment of reduction in rank and upheld by Government) on the only ground that no inquiry was conducted as provided in Article 311 of the Constitution. It is therefore absolutely necessary to conduct an inquiry where the charges are framed under Rule 17(b). The delinquent should be allowed to cross examine the witnesses, during the oral enquiry if he so desires. The statements made by the witnesses delinquent etc., should be recorded by the Officer concerned and the signatures of the deponents obtained. Immediately after the inquiry is over the inquiry officer should ask the delinquent in writing whether he had a reasonable opportunity of presenting his case and if there has been any complaint it should be set right by the Inquiry Officer.

(2) After having heard and recorded the whole or part of the evidence if there is a change of

Inquiry Officer for any reason, the new officer appointed as I.O. may proceed with the inquiry from the stage at which it was left behind by his predecessor in office. If however, the new Inquiry Officer is of the opinion that a further fresh examination of any witness, whose evidence has already been recorded, is necessary in the interest of justice, he may recall such witness for examination. All examinations in chief or re-examinations should be followed by an officer to the charged official for cross-examinations / re-cross-examination, as the case may be.

(3) Where the statement of the charged Officer was recorded by one Inquiry Officer but the findings were recorded by another it was held that the principles of natural justice were not violated. (Pholanath V. Delhi Transport Undertaking STR 1971 – P240).

#### VIII. Ex-Parte Proceedings

(1) If the delinquent Government servant on whom a charge memo, has been served does not submit his written statement of defence on or before a date specified for the purpose or does not appear in person before the Inquiry Officer or otherwise fails or refuses to comply with the provisions of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, the Inquiring Officer may hold the inquiry ex-parte. In ex-parte proceedings also, the entire gamut of the inquiry has to be gone through.

(2) Where an opportunity of tendering evidence is afforded to the delinquent employee but he does not avail of it, the inquiry proceedings are not vitiated.

(3) The inquiring authority may, in its discretion, allow to present any new evidence or recall or re-examine any witness, provided such evidence is necessary in the interest of justice. It shall not be called to fill any gap in the evidence. Such evidence may be called for only where there is an inherent lacuna or defect in the evidence which was produced originally.

(4) The inquiry officers appointed to hold inquiries in Departmental proceedings should not recommend the nature or quantum of punishments to be inflicted upon the Government servants against whom the charges are held proved. It would suffice if the inquiry officers record their findings on each charge separately, after carefully considering the evidence adduced in support of it as well as for the defence.

(5) The report of the Inquiry Officer should contain the following:-

I i. an introductory paragraph in which reference is made about the appointment of the Inquiry Officer and date on which and place where the inquiry was held;

- ii. charges that were framed ;
  - iii. charges which were admitted or dropped or not pressed. If any ;
  - iv. charges that were actually enquired into ;
  - v. brief statement of facts and documents which were admitted ;
  - vi. brief statement of the case in respect of the charges enquired into ;
  - vii. brief statement of the defence ;
  - viii. points of determination ;
  - ix. assessment of the evidence in respect of each point, set out for determination and the findings thereon ;
  - x. findings on each articles of charge.
- II. A folder containing :-
- a. list of exhibits produced in proof of the articles of charge ;
  - b. list of exhibits produces by the Government servant in his defence ;
  - c. list of witnesses examined in proof of the charge ;
  - d. list of defence witnesses.
- III. A folder containing depositions of winesses arranged in the order in which they were examined.
- IV. A folder containing written statement of written briefs filed by both sides, applications, if any, made in the course of inquiry with orders thereon and orders passed on any request or representation orally made.

Once the Inquiry Officer has signed his report he becomes functus officio and cannot make any change in his report and he will forward to the Disciplinary Authority his report together with record of the inquiry including the exhibits and spare copies.

(6) As rule 17 (b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules provides for one inquiry only, no de-novo inquiry is permissible under rules.

#### IX. Conducting Oral Inquiry In The Presence of Vigilance Authorities

In respect of disciplinary cases arising out of vigilance inquiries, the Inquiry Officer who conducts the inquiry should intimate to the branch concerned in the Director of Vigilance and Anti-corruption, the exact date, time and venue of the inquiry, sufficiently in advance, so that arrangements may be made for production of witness and to enable the concerned vigilance authorities to assist him. The oral inquiry has to be conducted only in the presence of vigilance inquiries. If any delay is noticed on the part of the vigilance authorities, the matter should immediately be brought to the notice of the Registrar of Cooperative Societies for taking up the matter to the Director of Vigilance and Anti-corruption.

#### X. Sending A Copy of Report of The Inquiry Officer to the Director of Vigilance and Anti-Corruption in Respect of Disciplinary Cases Arising out of Vigilance Inquiries

In all disciplinary cases where the charges are framed based on the report of the vigilance inquiry, on receipt of Inquiry Report from the Inquiry Officer a copy of the report should be sent to the Director of Vigilance and Anti-corruption for their comments through Registered Post with Acknowledgement Due under copy to the Registrar. If the charges are proved as per the Inquiry Report and if no reply or comments are received within 2 months on the receipt of the Inquiry Report, from the Director of Vigilance and Anti-corruption further action may be proceeded as per rules. If the charges are held as proved, a copy of the Inquiry Report has to be communicated to the Accused Officer for his further representation. After examining his further representation final orders have to be passed by the competent authority. Adequate punishment should be imposed if the charges are held as proved. If the charges are not held proved as per the Inquiry Report and if the reply on the Inquiry report is not received within 2 months from the Director of Vigilance and Anti-corruption the matter should be brought to the notice of the Registrar of Cooperative Societies for further action.

## XI. Communication of Inquiry Report to the Delinquent Officer

(1) The Inquiry Officer will send his report to the concerned punishing authority. The report of the Inquiry Officer is intended to assist the punishing authority in coming to a conclusion about the guilt of a Government servant. The findings of the Inquiry Officer are advisory in character and are not binding on the punishing authority who can disagree with them and come to his own assessment of the evidence from the record of inquiry. On receipt of the report and the records on inquiry, the punishing authority will examine them carefully and dispassionately keeping in view the position indicated above and after satisfying himself that the Government servant has been given a reasonable opportunity to defend himself, will record his findings in respect of each charges saying whether, in his opinion, it stands proved or not. If the punishing authority disagrees with the findings of the Inquiry Officer on any charge, he will while recording his own findings, also record reasons for disagreement. The reasons for disagreement if any on the report of the Inquiry Officer should also be communicated to the delinquent and his representation on it should be obtained.

(2) Unlike criminal proceedings, the standard of proof in departmental inquires has been held to be 'Preponderance of probability' and not proof beyond reasonable doubt. The principle has to be applied after the basic facts are proved. Thus, before an inference is drawn on the basis of the above said 'Standard of Proof', it has to be ensured that (i) the primary facts of circumstances from which the inference of guilt is drawn are duly proved by direct oral or documentary evidence and (ii) there is no missing link in the circumstances evidence and the inferential links are accurately based on legal presumptions. Mere suspicion cannot, however, take the place of evidence or proof.

(3) Then the delinquent Government servant shall be supplied with a copy of the full report of the Inquiry Officer by issuing a show cause notice and be called upon to submit his further representation if any, on the findings of the Inquiry Officer with in a reasonable time not ordinarily exceedings 15 days.

## XII. Personal Hearing

In the judgement on W.P.No.1820/64 of the Madras High Court, it was pointed out by the Judge that the denial of request of the Accused Officer to be heard in person in addition to oral inquiry by the Inquiring Officer tantamounts to the denial of reasonable opportunity to the Accused Officer to defend himself and militates against the ends of natural justice. Hence the rule 17 (b) (i) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules provides inter alia that the person charged shall heard in person at any stage, if he so desires, before passing final orders. A person charged demands a personal hearing after communicating the oral inquiry report and even after furnishing his further representation to the inquiry report, but before passing final orders, he may still be given a "personal hearing" and the facts brought out at such "personal

hearing” and the representation on the inquiry report may be considered together and final orders passed.

#### XIII. Final Orders on the Disciplinary Proceedings

(1) The authority competent to impose the major pealty should examine in all aspects the further representation submitted by the delinquent on the basis of evidence adduced during the inquiry and during the personal hearing if any, After such consideration of the representation of the delinquent the punishing authority will decide and pass appropriate order. It should be clearly stated in the final orders that the representation of the delinquent has been carefully considered. The final orders should be self contained and which should be a “Speaking Order”. It should be in the form of proceedings and should be approved by the disciplinary authority competent to impose penalty and not by any other person subordinate to him as “for D.R.” or “For J.R.”. The nature of punishment to be inflicted on the delinquent should be clearly stated. The officer signing the proceedings should see that his note orders regarding the punishment has been correctly carried out in the proceedings. Fair copy of the proceedings intended to the delinquent officer shall also be signed by the authority who ordered the penalty.

(2) The disciplinary authority shall impose the penalties as provided in rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules. No penalty which has not been enumerated in Rule 8 thereof shall be imposed. The exact wordings mentioned in the rules alone are employed in the proceedings als. E.g. “Reverted” should not be used for the penalty of “Reduction”. No penalty shall be imposed retrospectively. A Government servant who has been placed under suspension pending inquiry should not be dismissed or removed or compulsorily retired from Service retrospectively from the date on which he was placed under suspension, but the order in such a case should take effect only from the date of issue thereof.

#### XIV. Stoppage of Increment

(1) According to Ruling 3(a) Under F.R.24, where it is proposed to withhold an increment in an Officer’s pay as a punishment, the authority inflicting the punishment should, before the order is actually passed consider whether the punishment would affect the pension of the officer, and if so, to what extent ; if it is finally decided to withhold the increment it should be made clear in the order “that the effect of the punishment on the pension of the officer had been considered and the order is intended to have that effect”. Therefore the authority ordering the punishment of stoppage of increment of the persons who are on the verge of retirement should consider the above aspect and incorporate in their orders the above effect.

(2) No penalty of withholding of increment shall be imposed on a Government servant, if the said penalty cannot be given effect to fully while in service.

(3) The punishment of stoppage of increment with cumulative effect shall be inclusive of the intervals spent on leave. (Vide Ruling 2(b) under F.R.24). Similarly a punishment of stoppage

of increment without cumulative effect shall be exclusive of any interval spent on leave before the period is completed. (Vide Instruction Under FR.24). Many officers are not at all indicating in their orders the above effects.

(4) The punishing authority should borne in mind the relevant basic detail about the delinquent officer like date of his next increment, Date of retirement / Basic pay / Seniority No. etc., before imposing punishment.

#### XV. Reduction in Seniority

(1) As per FR.29, if a Government servant is reduced as a measure of penalty to a lower service, grade or post or to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether on restoration, the period of reduction shall operate to postpone future increments and if so, to what extent.

(2) An authority ordering the reduction of an officer should expressly state in the order that the period for which the reduction has been ordered will be exclusive of any interval spent on leave before that period is completed.

(3) Every order passed by a competent authority imposing on a Government servant the penalty of reduction to a lower stage in a time scale should indicate .

- i. the date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative ;
- ii. the stage in the time-scale (in terms of rupees) to which the Government servant is reduced,” and.
- iii. the extent (in terms of years and months), if any, to which the period referred to at (i) above should operate to postpone future increments.

(4) The reduction to a lower service, grade or post or to a lower stage in a time-scale is not permissible under the rules either for an unspecified period or as a permanent measure. It should only be for a specified period.

#### XVI. Dismissal Removal or Reduction etc:-

Before inflicting the above punishment, the officers should go through the provisions in the Fundamental Rules, 29,52,53 and 54 etc. carefully. They should also go through the instructions contained in G.O.Ms.No.3301. Public (Service), dated:5.10.56, and extract of which is given at pages 138 – 139 of the Hand Book of General Circulars – Part I (1974 Edition). The orders issued by the Officers inflicting any of the above said punishments on the subordinates should contain, interalia, a specific statement to the effect that the authority inflicting the punishment is not an authority subordinate to the authority who appointed the Cooperative Sub Registrar / Senior Inspector / Junior

Inspector / etc. For this purpose the Service Book of the subordinate may be perused before issuing orders as aforesaid.

**XVII. Getting Concurrence of the Vigilance Commissioner for Dropping Charges:-**

If the charges are framed based on the vigilance report and the charges are held as not proved and if it is proposed to drop charges framed against the Accused Officer, concurrence of the Vigilance Commissioner should compulsorily be obtained through the Registrar of Cooperative Societies before passing final orders. No 'final orders dropping the charges should be passed without consulting the Vigilance Commissioner, Chennai in respect of the charges arising out of vigilance inquiries.

**XVIII. Expeditious Disposal of Disciplinary Cases:-**

The time limits laid down, by the Government for various stages of disciplinary proceedings are indicated in the annexure for strict adherence.

**XIX. Action Against Retired Officers**

If charges are pending against a retired officer it should not be dropped or disposed of by the Deputy Registrar or the Joint Registrar. It should be pursued under Article 351-A of the Civil Service Regulations. This Article contemplates reduction in pension of the Government Servants which punishment can be inflicted on a retired Government servant by the Government alone. As such the charge papers against the retired Government Servant should be submitted to the Registrar at the appropriate stage, with all the connected records. In respect of persons who are compulsorily retired from service against whom charges are pending, the same procedure should be followed. (Vide Government Circular Memo. No.39541/75-139 dated:8.9.76 of the Public (Services-M) Department.

**XX. General**

(1) An authority competent to inflict minor penalties cannot dispose of a charge framed by him against the Government servant under rule 17(b) by inflicting a minor penalty. An authority competent to inflict minor penalty can initiate disciplinary proceedings against an officer under rule 17(b), but he should remit the charge papers to higher authority competent to inflict a major penalty for passing final orders be it major or minor as the case may be.

(2) All the punishing authorities and the staff dealing with the disciplinary cases should go through the contents of Article 311 of the Constitution of India given in the Tamil Nadu Services Manual (Vol.I) and ensure that the provisions of the Article are followed strictly.

(3) All the Officers are requested to go through the instructions contained in this circular very carefully and follow them scrupulously. Apart from the instructions in this Circular, they should also go through the instructions contained in the Fundamental Rules, Hand Book of General Circulars and other instructions issued already and make themselves conversant with the Rules and Procedures in the matter of dealing with the disciplinary cases. The Officers should feel that while they have got the right to punish their subordinates they have also got certain responsibility to be fulfilled before doing so. The Officers are informed that if any irregularity is noticed in the disposal of disciplinary proceedings, even after the issue of this circular, the Officer concerned will be held personally responsible for the lapse and suitable action will be taken against him for not adhering to the instructions.

(4) The receipt of this circular should be acknowledged by all the Regional Joint Registrars and Joint Registrar (Public Distribution System) I and II Chennai by next post. They are requested to get acknowledgement from Circle Deputy Registrars / Deputy Registrar (Public Distribution System) and file them in their file.

(Sd) T.Prabhakara Rao,  
Registrar.

/ By order /

For Registrar

To

All the Regional Joint Registrars.  
Joint Registrar (Public Distribution System) I & II.  
All Circle Deputy Registrars / Deputy Registrars.  
(Public Distribution System).

Copy to

1. Registrar of Cooperative Societies (Housing), Chennai.
2. Director of Milk Cooperative Audit, Chennai.
3. All Officers in Registrar of Cooperative Societies Office.
4. All Superintendents in Registrar of Cooperative Societies office.
5. All Sections in Registrar of Cooperative Societies office.
6. OE and AR Section.
7. Stock File.
8. Spare.

## ANNEXURE

The limit fixed for the disposal of disciplinary cases.

- |       |   |   |                    |
|-------|---|---|--------------------|
| i.    | Framing of Draft Charge Memo. (In respect of vigilance cases draft charge memo should be sent to Director of Vigilance and Anti-corruption for vetting From the date of receipt of remittal orders.)  | : | 10 days            |
| ii.   | On receipt of vetted Draft Charge Memo from Director of Vigilance and anti-corruption, framing and serving of charge memo on the Accused Officer.   | : | 5 days             |
| iii.  | For submission of explanation after perusal of records  | : | Maximum<br>30 days |
| iv.   | Appointment of Inquiry Officer on receipt of the explanation.   | : | 7 days             |
| v.    | For the Inquiry Officer to complete the inquiry in the presence of vigilance authority and submit the Inquiry Report.   | : | 30 days            |
| vi.   | For taking a decision on the Inquiry Report and for sending the Inquiry Report to the Director of Vigilance and Anti-corruption for getting remarks. (in cases of disciplinary cases arising out of vigilance inquiries).   | : | 10 days            |
| vii.  | For awaiting remarks of the Director of Vigilance and Anti-corruption on the Inquiry Report (If the charges are held as proved and if the remarks of the Director of Vigilance and Anti-corruption is not received within 2 months further action may be proceeded as per the Tamil Nadu Civil Services (Discipline and Appeal) Rules. If the Charges are held as not proved remarks of Director of Vigilance and Anti-corruption should be Compulsorily obtained. (In cases of disciplinary cases Arising out of vigilance inquiries only) | : | 2 months           |
| viii. | For furnishing a copy of Inquiry Report to get further representation of the Accused Officer.   | : | 7 days             |
| ix.   | For submitting further representation on the Inquiry report by the Accused Officer.   | : | 15 days            |
| x.    | For taking a decision after the receipt of Inquiry Report along with further representations. If the charges are proved for passing final order with adequate punishment. (If the charges are held as not proved and the disciplinary authority decide to drop further action, concurrence of the Vigilance Commissioner should be obtained through Registrar in respect of cases arising out of vigilance Inquiries).  | : | 10 days            |

- xi. Four copies of final orders to be furnished (only in respect : 7 days  
of vigilance cases)

(Sd) T.Prabhakara Rao,  
Registrar

/ By order /

For Registrar.

Public Services – Medical Test for Drivers of Government vehicles – Unfit for continuance in same post – Provision with alternative employment – Age of retirement on superannuation – Prescribed – Amendment to Special Rules for Tamil Nadu Basic Service – Issued.  
.....

Read:

1. G.O.Ms.No.86, Personnel and Administrative Reforms (R) Department dated:8.2.1996.
2. G.O.Ms.No.173, Personnel and Administrative Reforms (R) Department dated:23.11.2005.

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ORDER:

In the Government Order first read above, it has been ordered that if any Driver is declared unfit for continuance in the same post by Doctors because of eye defect or any other ailment, he will be provided with alternative employment in posts like Helpers or Office Assistants depending upon their qualifications by retaining the same pay scale.

2. In the Government Order 2<sup>nd</sup> read above, it has been ordered that the retirement age of the Drivers declared medically unfit to continue it that post and provided with alternative employment in posts like Office Assistants, Helpers shall be 58 years

3. The following Notification will be published in the Tamil Nadu Government Gazette:-.

NOTIFICATION

In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for Tamil Nadu Basic Service (Section 19 on Vol.III of the Tamil Nadu Service Manual, 1970).

2. The amendments hereby made shall be deemed to have come into force on the 23<sup>rd</sup> November 2005.

AMENDMENTS

In the said Rules: -

(1) in rule 3, to sub-rule (a) after the third provision, the following provision shall be added, namely:-

“Provided also that appointment to the Categories of Office Assistant and Helper shall be made by recruitment or transfer from the post of Driver in the Tamil Nadu General Sub-ordinate Service who has been declared medically unfit to continue in that post”

3. after rule 10.A. the following rule shall be added, namely:-

“10.B. Age of retirement and pay-Notwithstanding anything contained in Fundamental rule 56(1)(a), any person appointed by recruitment or transfer to the category of Office Assistant or Helper under the fourth proviso to sub-rule(a) of rule 3 from the post of Driver shall retire from

service on attaining the age of fifty eight years and shall continue to draw pay in the scale applicable to the post of Driver”.

// BY ORDER OF THE GOVERNOR//

Sd/- T.S.Sridhar,  
Spl.Commr. and Secretary to  
Government.

/ true copy /

Office of the Registrar of Cooperative  
Societies, Chennai – 10.

Dated:3.4.2007.

Endt.Rc.No.39485/2007 EM3

Copy of G.O.Ms.No.60, Personnel and Administrative Reforms (F) Department dated:6.3.2007 is communicated for information and necessary action.

/ by order /

For Registrar.

To  
All the Regional Joint Registrars  
Joint Registrar (Public Distribution System) I&II Chennai

Copy to all Deputy Registrars (Public Distribution System)  
Circle Deputy Registrars  
all officers in office  
all sections in office  
OE,EM,PA and DA section Superintendents  
Stock File 2007.

Copy of G.O.Ms.No.42 Labour and Employment (Q1) Department dated:12.3.2007.

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Public Services – Appointment on compassionate grounds – Recommendations of the staff Committee – Orders issued.

.....

Read:-

G.O.(Ms) No.62, L & E Department, dated:19.7.2006.

ORDER:-

In the G.O. first cited, the Government constituted a staff committee under the chairmanship of Chief Secretary to Government, Recommendations of the Staff committee have been palced before the Cabinet on 3<sup>rd</sup> March 2007 and the Cabinet, after discussion, decided as follows:-

1. to accept the recommendations of the staff committee – constituted under the Chairmanship of the Chief Secretary regarding guidelines on compassionate appointment.
2. to extend the period for receiving applications for appointment on compassionate grond for three months considering the ban order on filling up of vacant posts in force from 29.11.2001 to 21.02.2006 and
3. to examine the issue of inter-departmental appointments in ‘C’ and ‘D’ category posts where adequate vacancy is not available, in respect of compassionate ground appointments.

2. Based on the decisions taken by the Cabinet, accepting the recommendations of the staff committee, the Government hereby issue the following guidelines for appointment on compassionate grounds:-

- 2.1 The conditions laid down by the Supreme Court regarding appointment on compassionate grounds shall strictly be followed.
- 2.2 Appointments on compassionate grounds are being given to the dependant of the deceased government servant who died in harness. The existing guidelines with regard to dependants shall be continued.
- 2.3 The observations of Supreme Court is that the posts in Class III and IV are the lowest level posts and hence, they alone can be offered on compassionate grounds. Accordingly,

orders have been issued in G.O.Ms.No.61, L & E Dated:19.7.2006 that Compassionate appointments shall be made to the posts in 'C' and 'D' Groups only. The above orders shall be continued.

- 2.4 As regards indigent circumstances, the appointing authorities shall examine the financial condition of the family of the deceased Government servant and offer a job to an eligible member of the family only after satisfying themselves that, but for the provision of employments, the family will not be able to meet the crisis. A certificate from the Tahsildar regarding the indigency of the family should be obtained. Issue of certificate by Tahsildar should be based on detailed inquiry. Orders have already been issued in G.O.Ms.No.61 L & E dated:19.7.2006 to continue the existing guidelines related to indigent circumstances and these guidelines shall be continued. The family pension of the deceased employee and the immovable property like living house of the employee need not be taken into account while assessing the income of the family.
- 2.5 The existing time limit of 3 years for filling application from the date of death of the Government servant shall be continued as per orders issued in the G.O. first read above.
- 2.6 Appointment on compassionate grounds shall be made only against the actual vacancies and no supernumerary posts shall be created.
- 2.7 Dependents of only regular Government servants who died in harness shall be given appointment of compassionate grounds. No appointment on compassionate grounds shall be given to dependents of casual or adhoc or temporary Government servants appointed under rule 10(a) (i) of the Tamilnadu State and Subordinate Services Rules.
- 2.8 Compassionate grounds appointment to the posts of Assistant in the Departments of Secretariat shall be made by the Personnel and Administrative Reforms Department for which applications received by the departments shall be processed and recommended for appointment.
- 2.9 Appointment to the posts of Office Assistants and Record clerks in the Departments of Secretariat shall be made by the respective Departments in the existing vacancies. The appointing authority shall take necessary action for issue of orders after observing the guidelines in vogue.

2.10 The Heads of Departments or Collectors or District Level officers, who are appointing authorities, shall appoint eligible applicants to the posts in 'C' and 'D' Groups. Existing guidelines and Government Orders regarding regularization of services of the persons appointed on compassionate grounds shall be strictly followed:

3. Priority to the dependents of the deceased Government Servants and Teachers, who were working on regular basis and died during in the strike period in July, 2003, shall be given appointment on compassionate grounds, as ordered in G.O.Ms.No.123 L & E Dated:8.9.2006 observing the guidelines issued in G.O.Ms.No.61, L & E dated:19.7.2006 and other on formalities in vogue.

4. Appointment on compassionate grounds are made in 'C' and 'D' Groups only. Neither the qualification of the applicant not the post held by the deceased employee is relevant. Appointment to the posts in 'B' Group cannot be made as laid down by the Supreme court. The appointing authority shall, however, consider if the dependant of the deceased employee wishes to accept employment in 'C' Group and if otherwise eligible. Pending applications seeking compassionate appointments under 'B' Group be disposed off accordingly.

5. Existing provisions for appointment on compassionate grounds to the dependents of defence personnel, who died or disabled in war shall be continued and the revised guidelines issued in G.O.Ms.No.61 L & E dated:19.7.2006 be followed while making such appointments.

6. As regards appointment on compassionate grounds to the dependents of the persons belonging to Scheduled Castes killed in a communal clash, the existing provisions as laid down in G.O.Ms.No.896, Labour and Employment dated:9.7.1990 shall be continued subject to the guidelines issued in G.O.Ms.No.61, L & E dated:19.7.2006.

7. The Government hereby extend the period for receiving application for appointment on compassionate grounds for three months from the date of issue of his order, considering the ban order on filling up of vacant posts, which was in force from 29.11.2001 to 21.2.2006.

8. The Government decided to examine the issue of inter departmental compassionate appointments in 'C' and 'D' category posts, where adequate vacancy is not available in a department to which the deceased Government servant belonged.

Sd).. L.K.TRIPATHY,  
Chief Secretary to Government.

/ true copy /

Endt. Rc.No.97131/2006 EM4(1)

Office of the Registrar of  
Cooperative Societies,  
Kilpauk, Chennai – 10.

Dated:10.4.2007

Copy of G.O.Ms.No.42, Labour and Employment (Q-1) Department dated:13.3.2007 is  
communicated for information and necessary action.

For Registrar

To  
All the Regional Joint Registrar of Cooperative Societies,  
Joint Registrar of Cooperative Societies (Public Distribution System) I and II.

Copy to all the Circle Deputy Registrar of Cooperative Societies,  
all the Deputy Registrar of Cooperative Societies (Public Distribution System)  
all the functional Registrars  
all the Officers in Registrars office  
all the sections in Registrars office  
Stock File.

Sm/16/4.

Copy of G.O.Ms.76, Personnel and Administrative Reforms (A) Department, Secretariat, Chennai-600 009, addressed to all Heads of Departments.

Abstract

Tamil Nadu Government Servants. Conduct Rules, 1973 – Acceptance of gift from close relatives by Government servants while undertaking foreign trips – Rule 3(1) – Amendment issued.

.....

Read: G.O.Ms.No.109, Personnel and Administrative Reforms Department,  
Dated:31..2006.

ORDER

In the Government order read above, powers have been delegated to the Heads of Departments to issue “No objection Certificate” to the Government servants belonging to Groups ‘B’, ‘C’ and ‘D’ only who apply to undertake trip to foreign countries as tourists or on pilgrimage or to see friends and relatives or to seek employment and to sanction leave therefor. It has been noticed that in several cases, the close relations or personal friends of the Government servants living abroad bear the travel, living and other related expenditure of the Government servants while they undertake foreign trips. According to to rule 3(1) of the Tamil Nadu Government Servants Conduct Rules, 1973, to Government servant shall, except with the previous sanction of the Government accept or permit his wife or any other member of his family to accept from any person, any gift of value exceeding Rs.1000/-. Hence, even though powers have been delegated to the Heads of Departments to issue “No objection Certificate” to the Government servants belonging to Groups B, C and D who apply to undertake trips to foreign countries under rule 24-A of the Tamil Nadu Government Servants Conduct Rules, 1973, the Head of Departments are sending proposals to Government in respect of those Government servants for accepting the travel and living and other expenses from their close relations or personal friends as gift, since the value exceeds Rs.1000/- Hence the Government have decided to amend rule 3(1) of the Tamil Nadu Government Servants Conduct Rules, 1973.

2. The following Notification shall be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following, amendment to the Tamil Nadu Government Servants Conduct Rules, 1973.

2. The Amendment hereby made shall come into force on the Twentieth day of March 2007.

AMENDMENT

In the said Rules, in rule 3, to sub-rule (1) after the second proviso, the following proviso shall be added, namely:-

“Provided also that nothing in this rule shall apply in respect of Government servants belonging to Groups B, C and D to accept travel, living and other related expenses from their personal friends or their close relations as gift, wherever they go abroad with the previous sanction of the Heads of Departments”.

(BY ORDER OF THE GOVERNOR)

T.S.SRIDHAR,  
SPECIAL COMMISSIONER AND SECRETARY  
TO GOVERNMENT

/ True copy /

Office of the Registrar of  
Cooperative Societies,  
Chennai-600 010.

Endt.No.36455/2007/DA.2

Dated:26.4.2007

Copy of G.O.Ms.No.76, Personnel and Administrative (A) Department, dated:20.3.2007 is communicated to all Regional Joint Registrars, Joint Registrar (PDS) I & II and all Circle Deputy Registrars, Deputy Registrars (PDS) for information and necessary action.

(sd.) T.Prabhakara Rao  
Registrar.

/ By order /

For Registrar.

To  
All Regional Joint Registrar and Joint  
Registrar (PDS) I & II, Chennai.  
All Circle Deputy Registrars  
All Deputy Registrars (PDS)

Copy to  
All officers in Registrars office  
All superintendents and sections in Registrars office  
All 'AR' Section (in triplicate) in office.  
All Stock file.  
All Notice Board.

ABSTRACT

Public Services – Annual Confidential Reports – Written by the Reporting Officers after demitting office in the middle of the year – Fresh instructions – issued.  
.....

Read:

1. G.O.Ms.No.11, Personnel and Administrative Reforms (R) Department, dated:5.1.1984.
2. G.O.Ms.No.85, Personnel and Administrative Reforms (R) Department, dated:8.2.1996.

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ORDER:-

Government have issued instructions from time to time that Personnel Files should be written promptly by the reporting Officer. However, if it is not possible due to extra-ordinary reasons, he should have left behind for the information of his successor, a full note on the subordinate officers for incorporation in the report. To ensure prompt and upto date maintenance of Confidential Reports in the case of officers who relinquish charge on transfer or for other reasons, the handing over charge report (CTC) should accompany a report to the effect that they have written the Confidential Reports on all their subordinates furnishing a list of the officers in respect of whom they have to submit report.

2. While reviewing the above instructions in February 1996, it was observed then that there is very little, after receipt of transfer order and before actual handing over of charge and it is not possible to write confidential reports while handing over charge.

3. The Government therefore examined the above issue and issued order in Government order second read above that whenever a reporting officer demits office either on transfer or for other reasons in the middle of the year, he should make upto date the personal files of officers under their control and the personal files should be written by he reporting officer not later than 90 days after demitting office.

4. It has now been brought to the notice of the Government that allowing even 90 days, after demitting office. causes much delay in writing the Annual Confidential Reports. Such delay in the case of State Service Officers results in delay, in getting their promotion to All India Services due to Non-Finalisatin of Select lists of 2005 and 2006 by the Union Public Service Commission. The Hon'ble High Court of Chennai has upheld the views of Control Administrative Tribunal, Madras Branch in a particular case. The High Court has ruled that.

“In the event of non-writing of one or more Annual Confidents Reports (ACRs) for any reason during the relevant period the DPC should consider the ACRs for the year proceeding the period in question and in anycase, even if these are not available DPC should take care about the Confidents Reports, (CRs) of the lower grade into account to complete the number of CRs required to be considered. If this is also not possible all the available CRs should be taken into account. In para No.9.2.1 of the counter the above provision has been extracted. As rightly pointed out, it means that the instructions as published in the above said book ought to be followed in letter and spirit. Admittedly, no statuary rules govern the writing of ACRs, and therefore the Government of India and the Government of Tamil Nadu are competent to issue Administrative instructions on a matter upon which statuary rules do not exist”.

5. The Government have examined the above issue afresh and in supercession of all the existing instructions the following fresh instructions are issued in respect of writing of confidential reports by the Reporting Officers whenever they are demitting office either on transfer or for other reasons in the middle of the year. The following instructions are to be followed scrupulously.

“Whenever the Reporting Officers are to relinquish charge on transfer or for other reasons, they should write the confidential reports in respect of all his subordinate officers and the handing over charge report should accompany a certificate to his higher officer that he had completely written the confidential Reports on all his subordinate officers. However, if it is not possible to adhere to the above procedure, due to administrative reasons, he may take a reasonable time to write confidential reports but this time limit should not ordinarily exceed 90 days from the date of his demitting office”.

(BY ORDER OF THE GOVERNOR)

T.S.SRIDHAR  
Special Commissioner and  
Secretary to Government

/true copy/

Endt.Rc.No.858/2007/P.A.3

Office of the Registrar of Cooperative  
Societies, Chennai – 10.  
Dated:27.4.2007.

Copy of G.O.Ms.No.86, Personnel and Administrative Reforms (K) Department, dated:4.4.2007 is communicated to the officers noted in the address entry for information and necessary action.

For Registrar.

To  
All the Additional Registrar of Cooperative Societies  
All the Joint Registrar of Cooperative Societies  
Copy to P.A.1., O.E. and E.M. Sections in office.  
P.A. D.A. O.E. and E.M Superintendent  
A.R. Section (10 copies)  
Stock File.

Copy of G.O.No.127, Finance (Pension) Department, dated: 11<sup>th</sup> April 2007.

ABSTRACT

Pension-qualifying service for pension and calculation of pension-Date of effect Revised Orders-Issued.

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Read the following:-

1. G.O.Ms.No.71, Finance (Pension) Department, dated:19.3.2003.
2. G.O.Ms.No.496, Finance (Pension) Department, dated:1.8.2006.

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ORDER:-

In the Government Order first read above, the maximum qualifying service was enhanced to 33 years from 30 years to become eligible for full pension and the pension shall be determined based on the average emoluments drawn during last 10 months of service rendered. The above order was made applicable to Government servants retiring on or after 1.4.2003

2. In the Government Order second read above, orders have been issued that the maximum qualifying service be reduced from 33 years to 30 years to become eligible for full pension of the Government employees on retirement. The pension shall be determined based on 50% of pay last drawn or 50% of average emoluments drawn during the last 10 months of service rendered whichever is higher. These orders were made applicable to the cases of Government employees retiring on or after 31.7.2006.

3. The various Government employees pensioners association have represented to the Government to extend the above benefits in respect of the persons retired/died after 1.4.2003. The Government after sympathetic consideration of the request of the Government employees, teachers and pensioners retired between 1.4.2003 and 30.7.2006, have now decided to extend the orders issued in the Government Order second read above with retrospective effect from 1.4.2003. Accordingly, the Government direct that the orders issued in the Government Order second read above shall be made applicable to the cases of Government employees who retired from service or died after retirement on or after 1.4.2003.

4. The Accountant General is requested to revise the pension and offered retirement benefits in respect of the State Government employees retired from service or died retirement on or after 1.4.2003 and issue authorisation for drawal of difference if any, without awaiting for proposals from the pension sanctioning authority.

Sd/- K.Gnanadesikan,  
Secretary to Government

/ true copy /

Endt.R.Dis.No.52629/2007 P1

Office of the Registrar of Cooperative  
Societies, Kilpauk, Chennai-10.  
Dated:30.4.2007.

Copy of the G.O.127. Finance (Pension) Department dated:11.4.2007 is communicated to all the officers under the control of the Registrar of Cooperative Societies, for information and necessary action.

/ By Order /

For Registrar

To  
All the Regional Joint Registrar's,  
Joint Registrar (Public Distribution System) I,II, Chennai.  
All the circle Deputy Registrar's  
All the Deputy Registrar's (Public Distribution System)  
All the Principal of the Cooperative Training Institute.

Copy to : PA/FA&CAO/JR (IAAP)/AR (C) table.  
Superintendent, Pension section in office.  
AR,PA,EM,OE, and P3 Section.  
Stock File.

Circular of the Registrar of Cooperative Societies, Chennai – 10  
Dr.T.Prabhakara Rao, I.A.S.,  
Registrar

Circular No.6/2007  
(Rc.461/2006/PA3)

Dated:23.4.2007

Sub: Public Services – Cooperative Department – Confidential Report  
Prescription of time limit for submission of self Assessment  
Report and writing up of Confidential Report – instructions issued.

- Ref: 1. G.O.Ms.No.11, Personnel and Administrative Reforms (Per-R)  
Department, dated:5.1.84.
2. G.O.Ms.No.373, Personnel and Administrative Reforms (Per-R)  
Department, dated:20.10.93.
3. G.O.Ms.No.86, Personnel and Administrative Reforms (R)  
Department, dated:4.4.2007.

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It has been brought to the notice of the Registrars of Cooperative Societies that some of the officers are not submitting Self Assessment Reports and not Writing Confidential Report on the subordinate officers promptly.

In the G.O. 1st cited. Government have issued consolidated instructions on the writing of Personnal files. The instructions of the Government are reiterated below for strict adherence of all officers:-

1. Confidential Reports on all the State service officers should be written up annually i.e. from 1st April to 31st March by the Reporting officers promptly. (Vide G.O.Ms.No.461, Personnel and Administrative Reforms (Per.A) Department, dated:11.8.1989). The format prescribed by the Government is enclosed for ready reference.
2. Every officer to be assessed should submit a report about a page (foolscap) not exceeding 300 words stating his own performance during the year under report, including the targets prescribed, if any, and how far he has achieved these targets. The Self Assessment Report should also contain the nature of duties involved in his post, nature of special task assigned to him and the contribution made by him in the above categories.
3. If the Self Assessment Reports are not received in time, the confidential Reports could not be written in time by the Reporting Officers. All the officers are therefore requested to send their Self Assessment Reports to the concerned Reporting officers so as to enable them to write the confidential Reports before the date of demitting office or date of superannuation as the case may be.

4. Government in the G.O. 2nd cited have prescribed uniform time limit for submission of Self Assessment Report to the reporting officer and writing and counter signing the Personal Files by the Reporting Officer or reviewing officers respectively as indicated below:-

Sl. No.	Item	Maximum Time Limit
1.	Officer reported upon to give his Self - Assessment report to the Reporting Officer.	15 days from the close of the financial year/date of relief in case of transfer.
2.	Reporting Officer on receipt of Self - Assessment report to write the Confidential Report..	One month from the date of receipt of Self – Assessment report from the subordinate officer.
3.	Reviewing officer to Counter sign the report.	One week from the date of receipt of The Confidential Report from the Reporting Officer.

5. In cases where Self Assessment Reports are not furnished in time, the Reporting officer should suo moto write the Confidential Report. (Vide G.O.Ms.No.373, Personnel and Administrative Reforms (Per.A) Department, dated:20.10.93).
6. No personal file should be written on the Government Servant unless the reporting officer / scrutinizing officer has seen the performance of the Government servant concerned for atleast 3 months during the period for which Confidential Report is to be written. However, this will not apply when the Government servant reported upon is on probation on any post.
7. The reporting officer should not write the Personal File of his subordinate officer who is related to him and in such cases the reporting officer should leave it to his immediate higher authority to write the personal file. In the instances where it is noticed that these instructions have not been adhered to, the remarks so written in the personal file should not be taken into consideration at the time of promotions, drawing up panels etc.
8. “Whenever the Reporting Officers are to relinquish charge on transfer or for other reasons, they should write the confidential reports in respect of all his subordinate officers and the handing over charge report should accompany a certificate to his higher officer that he had completely written the confidential reports on all his subordinate officers. However, if it is not possible to adhere to the above procedure, due to administrative reasons, he may take a reasonable time write confidential reports but this time limit should not ordinarily exceed 90 days from the date of his demitting office.” (Vide G.O.Ms.No.86, Personnel and Administrative Reforms (K) Department, dated:4.4.2007).

9. As per the existing guidelines and instructions of the Government, the Confidential Reports need not be written “by officers” after their retirement on superannuation. These instructions are equally applicable to scrutinizing officers also.
10. When the officers visit the Head office for official purposes, they may peruse their Personal Files in the office of the Registrar of Cooperative Societies and affix their dated acknowledgements for having seen their Personal Files.
11. Representation for expunging or modifying adverse remarks should be submitted within 3 months from the date of receipt of the remarks by the official reported upon. Otherwise they are liable to be summarily rejected.

3) All the Officers are requested to follow the above instructions and to adhere the time limit strictly in future. The receipt of this Circular may be acknowledged by return of post.

(Sd) T.Prabhakara Rao,  
Registrar.

For Registrar.

To

All Additional Registrar of Cooperative Societies.

All Joint Registrar of Cooperative Societies.

All Deputy Registrar of Cooperative Societies.

Copy to

D.A. and O.E. Sections in office.

A.R. Section (10 copies)

Stock File.

Copy of G.O.(Ms) No.155, Cooperation, Food and Consumer Protection (CK) Department dated:17.5.2007.

Abstract

Establishment – Cooperative Department – Deputation of Staff to Housing Department – Executive orders – Issued.

.....  
Read:

1. G.O.Ms.No.89, Cooperation, dated:13.11.1969.
2. Government memo No.33451/C.D.III/73-42, Cooperative Department dated:21.6.1976.
3. G.O.Ms.No.72, Cooperation, Food and Consumer Protection Department dated:8.9.1988.

Read also:

4. From the Registrar of Cooperative Societies, Lr.No.75919/2003 EM4 dated:15.2.2005.

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ORDER

In the reference first second and third cited, the government have issued instructions regarding the deputation of the Cooperative Department staff to other departments.

2. The staff of the Cooperative Department in the category Cooperative Sub Registrar, Senior inspector and Junior inspector are being appointed under the control of other Functional Registrars in other departments of Government and to the Department of Audit for Milk Cooperatives on service lent basis.

3. Number of proposals for extending the service of Cooperative Sub Registrars in Housing Department on service lent basis beyond three years are received in on the Registrar of Cooperative Societies.

4. The Government have examined the proposals of the Registrar of Cooperative Societies and found that there is no provision either in general Rules for the Tamil Nadu State and Subordinate Services or Special/Adhoc Rules/Fundamental Rules for appointment on 'service lent basis'. Such appointment have to be treated a recruitment by transfer. It is, therefore, necessary to issue executive orders for appointment by recruitment by transfer of the staff of the Cooperative Department to other Government Department pending framing/amending of Special/Adhoc Rules for the posts by the departments concerned.

5. The Government accordingly direct that the appointment of the staff of the Cooperative Department in other Government departments under the control of Functional Registrars is to be treated as recruitment by transfer, pending framing/amending of Special/Adhoc Rules for the post, by the respective departments, wherein the officers/staff of cooperative department are appointed/transferred on service lent basis.

6. The following guidelines are issued for such appointments:

- i. The staff of the cooperative department in the category of cooperative Sub Registrar, Senior Inspector and Junior inspector may be appointed in the departments under the control of all Functional Registrars and in the Department of audit for Milk Cooperative on "recruitment by transfer". They may be allowed to serve in that department for a period not exceeding three years and they should be reverted to the Cooperative Department on completion of the

said period. They may also be recalled by the Cooperative Department or reverted by the department where their services are lent for administrative reasons even before completion of the said period of three years.

- ii. If the services of such staff are required by the departments concerned beyond the period of three years, proposals should be sent to the Government through the Cooperative Department (Registrar of Cooperative Societies) well in advance before the expiry of the third year and they should be allowed to continue beyond third year only on receipt of Government's permission. The extension for the fourth year should normally be in exceptional and special circumstances in public interest.
- iii. If no orders sanctioning the continuance of service on recruitment by transfer beyond the third year are received before the expiry of the period of three years, the department concerned shall revert the Government Servants Concerned to the Cooperative Department without waiting for any further orders like posting of substitute, etc;
- iv. The staff of Cooperative Department to be appointed by recruitment by transfer in other departments should have served for a period of not less than two years in the Cooperative Department. On reversion, if one is to be appointed again in other departments by recruitment by transfer he/she should serve in the Cooperative Department for a period of two years with a view to ensure that he/she keeps in touch with the main stream work of the department and also to prevent a few officers of department alone being allowed to serve in other departments. In other words, there should be an interval of two years between two appointments in other Government Departments by "recruitment by transfer".
- v. The transfer and posting of the staff of the Cooperative Department appointed to other heads of departments should as far as possible be restricted within the jurisdictional limits of the Regional Joint Registrar of Cooperative Societies. The Heads of Departments (Functional Registrar and Director of Audit for Milk Cooperatives) may, however, transfer the staff from one Region to another, where it is absolutely necessary, subject to the condition that the Regional Joint Registrar of cooperative Societies, from where the staff was drawn by recruitment by transfer shall necessarily be consulted while transferring the individual outside his jurisdiction and for posting a substitute thereof.

7. All functional Registrars are, therefore requested to send necessary proposals, to the departments of Secretariat through the respective Heads of Departments for framing/amending Special/Adhoc Rules for the appointment of staff from Cooperative Department to other Government departments, keeping in mind the guidelines issued above.

Sd/- S.Machendranathan,  
Secretary to Government  
Coopn.Food and Cons. Protn.  
(CK) Department.

/ true copy /

Copy of G.O.(Ms) No.155, Cooperation, Food and Consumer Protection (CK) Department dated:17.5.2007 is communicated to all the Regional Joint Registrar's for information and necessary action. The regional Joint Registrars are requested to strictly adhere the Government instructions while appointing the staff of the Cooperative Department under the control of other functional Registrars and Director of Cooperative Audit for Milk Cooperatives.

/ by order /

For Registrar.

To  
All Regional Joint Registrars  
Copy to  
All Functional Registrars and Director of Cooperative Audit  
For Milk Cooperatives.  
All Circle Deputy Registrars  
All administrative sections in office  
All Officers in office  
OE,DA,PA Sections in office.  
Stock File.

Copy of G.O.Ms.No.206, Personnel and Administrative Reforms (K) Department,  
dated:14.8.2007.

ABSTRACT

Public services – equivalence of qualification – B.A.L. Degree awarded by Annamalai University  
as equivalent to B.G.L. Degree of University of Madras for employees purpose – Orders issued.  
.....

Read:

1. G.O.Ms.No.1995, Public (Ser-J) Department dated:17.6.1974.
2. G.O.Ms.No.441, Personnel and Administrative Reforms ®  
department dated:20.12.1993.
3. G.O.Ms.No.226, Personnel and Administrative Reforms (PER.S)  
department dated:18.8.1994.
4. From Thiru.O.G.Subramanian, Superintendent, Hindu Religious and  
Charitable Endowment (Administration) Department, Review petition  
Dated:15.10.1996.
5. From the Secretary, Tamil Nadu Public Service Commission  
D.O.Lr.No.1564/RND-F1/06 dated:19.6.2006.

ORDER:-

In the Government order first read above, it was ordered that the B.G.L. Degree shall be prescribed as a qualification for the posts which require a qualification in law and where the holders of the posts are not required to appear before the Court.

2. In the Government. Order second read above, a committee was ordered to be constituted under the chairmanship of the Chairman, Tamil Nadu Public Service Commission to examine the request made for recognition of courses offered by Educational Institutions. Accordingly in the Government Order third read above an amendment has been issued to rule 19(b) of the General Rules to the Tamil Nadu State and Subordinate Service.

3. Thiru.O.G.Subramanian, Superintendent, Hindu Religious and Charitable Endowment (Administration) Department has requested to review his petition fourth read above and to clarify, whether the order on his revision petition has been passed, with particular reference to the two Government orders second and third read above. If it was not so, necessary clarification may be obtained from the Tamil Nadu Public Service Commission as to the recognition of the Degree in law offered by Annamalai University viz., B.A.L. and that such a clarification, if made by a Government Order, will be helpful to similar other persons who are either possessing similar qualification or who are pursuing their studies for such qualification, so that they may not be denied of their opportunity for promotion in future.

4. The request of the individual was examined in consultation with the Committee constituted in the Government order second read above. The Committee at its meeting held on 2.6.2006 has resolved that B.A.L. is recommended for the purpose of employment where B.G.L. is prescribed as an essential qualification.

5. The Government have carefully examined the review petition of Thiru.O.G.Subramanian and the recommendation of the Committee. The Government have decided to accept the recommendation of the Committee as endorsed by the Tamil Nadu Public Service Commission and accordingly direct that the B.A.L. Degree awarded by Annamalai University is recommended for the purpose of employment where B.G.L. is prescribed as an essential qualification.

6. Accordingly, the Department of Secretariat are requested to examine the provisions regarding qualification in the Special rules/adhoc rules for various posts which require a B.A.L Degree at present and issue amendments.

(BY ORDER OF THE GOVERNOR)

T.S.SRIDHAR  
SPECIAL COMMISSIONER AND  
SECRETARY TO GOVERNMENT

Endt.Rc.No.124402/2007/EM.3 / true copy /

Office of the Registrar of Cooperative  
Societies, Chennai-10.  
Dated:4.10.2007.

Copy of G.O.Ms.No.206, Personnel and Administrative Reforms (K) Department, dated:14.8.2007 is communicated for information and necessary action.

/ By order /

For Registrar.

To

1. Additional Registrar of Cooperative Societies, Chennai Region.
2. All Regional Join Registrar &  
Joint Registrar (Public Distribution System) 1 & 2, Chennai.

Copy to

All Circle Deputy Registrars  
All Deputy Registrars (Public Distribution System)  
All Officers in office.  
All sections in office.  
OE,EM,PA section superintendent.  
Stock file 2007.

Copy of G.O.Ms.No.220, Personnel and Administrative Reforms (S) Department,  
dated:14.9.2007.

### ABSTRACT

Rules – Tamil Nadu State and Subordinate Service Rules – Amendment to rule 22 of General Rules for Tamil Nadu State & Subordinate Services – issued.

.....

Read:

1. G.O.Ms.No.44, Adi Dravidar & Tribal Welfare Department, dated:20.5.1998.
2. G.O.Ms.33, Adi Dravidar & Tribal Welfare Department, dated:8.5.2000.
3. Government Letter 15684/TDL2/98-8, Adi Dravidar and Tribal Welfare Department, dated:28.7.2000.
4. G.O.Ms.No.91, Adi Dravidar & Tribal Welfare Department, dated:28.11.2001.
5. G.O.Ms.No.138, Adi Dravidar & Tribal Welfare Department, dated:8.11.2006.
6. G.O.Ms.No.14, Adi Dravidar & Tribal Welfare Department, dated:12.2.2007.
7. From the Tamil Nadu Public Service Commission Letter No..5786/RND-D2/2002, dated:26.7.2007 and 7.8.2007.

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### ORDER:

In The Government order 6<sup>th</sup> read above, Government have directed that the shortfall vacancies of scheduled castes/Scheduled Tribes in the lowest level of posts in each Group A,BC & D shall be filled up through the recruiting agencies by direct recruitment for which General Rule 22 of Tamil Nadu State and Suordinate Services be amended suitably.

2. Consequent to the above order and the orders issued in the Government Orders and letter 1<sup>st</sup> to 5<sup>th</sup> read above, the following Notification will be published in the Tamil Nadu Government Gazette.

### NOTIFICATION

In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendment to the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules (Volume I of the Tamil Nadu Services Manual, 1987).

2. The amendment hereby made shall come into force on the 14<sup>th</sup> September 2007.

### AMENDMENT

In the said Rules, in rule 22, as per clause (f), the following clause shall be added namely:-

“(g)” Notwithstanding anything contained in this rule, in order to restore the representation of Scheduled Castes & Scheduled Tribes in a service, where their representation is less than 18 percent and 1 percent respectively, each department shall furnish the shortfall vacancies of scheduled castes & scheduled Tribes in the lowest level of posts in each of Groups A,B,C and D, besides the posts of Junior Assistant, Typist and Steno-Typist-Grade III in the Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service, to the Government and the Government in turn shall inform the same to the recruiting agencies for notifying the vacancies for direct recruitment as a one time measure:-

Provided that reservation for women and physically handicapped shall not apply to the said recruitment”.

(BY ORDER OF THE GOVERNOR)

T.S.SRIDHAR  
SPECIAL COMMISSIONER AND  
SECRETARY TO GOVERNMENT

/ True copy /

Emdt.Rc.No124404/2007/EM.3

Office of the Registrar of Cooperative  
Societies, Chennai-10.  
Dated:4.10.2007.

Copy of G.O.Ms.No220, Personnel and Administrative Reforms (S) Department,  
dated:14.9.2007 is communicated for information and necessary action.

/ By order /

For Registrar.

To.

1. Additional Registrar of Cooperative Societies, Chennai Region.
2. All Regional Joint Registrar &  
Joint Registrar (Public Distribution System) 1 & 2, Chennai.

Copy to

All Circle Deputy Registrars.

All Deputy Registrars (Public Distribution System)

All Officers in office.

All Sections in office.

OE, EM,PA section Superintendent.

Stock file 2007.

Copy of G.O.(D) No.426, Cooperation, Food and Consumer Protection (CH2) Department,  
Dated:19.10.2007.

ABSTRACT

Public Services – Tamil Nadu Cooperative Subordinate Service – Special Rules – Cancellation –  
Order – Issued.

.....  
Read:

G.O.(Rt) No.352, Cooperation, Food and Consumer Protection Department,  
Dated:18.5.2004.

ORDER:

The orders issued in G.O.(Rt) No.352, Cooperation, Food and Consumer Protection  
Department, Dated:18.5.2004 are hereby cancelled.

(BY ORDER OF THE GOVERNOR)

S.MACHENDRANATHAN,  
SECRETARY TO GOVERNMENT

/ True copy /

Endt.Rc.160470/2007 EM.3

Office of the Registrar of Cooperative  
Societies, Chennai – 10.  
Dated:9.1.2008.

A copy of G.O.(D) No.426, Cooperation, Food and Consumer Protection (CH2)  
Department, dated:19.10.2007 is communicated for information and necessary action.

/ By order /

For Registrar.

To

1. Additional Registrar of Cooperative Societies, Chennai Region.
2. All Regional Joint Registrars and Joint Registrar (Public Distribution System)  
I & II, Chennai.

Copy to

All Circle Deputy Registrars.  
All Deputy Registrar (Public Distribution System)  
All Officers in office.  
All sections in office.  
OE, EM, PA section Superintendent.  
Stock file 2008.

CIRCULAR OF THE REGISTRAR OF COOPERATIVE SOCIETIES,  
KILPAUK, CHENNAI – 10.  
DR.T. Prabhakara Rao, I.A.S.,  
Registrar  
\*\*\*\*\*

Circular No.2/2007  
(RC 5900/07CBP1)

Dated: 10.02.2007.

Sub: Cooperative Banks – Deregulation of interest rates on deposits and lending – Recommendation of State Level Committee to guide cooperative banks on fixing of interest – Revised interest rates – Regarding.

Ref: 1. Circular No.13/2006 in Rc.No.118683/04 CBP1 dated 1.9.2006 of Registrar of Cooperative Societies.  
2. Proceedings of the meeting of the State Level Committee to guide the Cooperative banks on fixing interest rates on deposits and lending held on 5.2.2007.  
3. Letter C.No.00001/ACS/2006-2007 dated 07.02.2007 from the TNSACB, Chennai.

\*\*\*\*\*

The State Level Committee under the Chairmanship of Special Officer, TNSAC Bank comprising representatives of TNCSARD Bank, DCC Banks, Regional Joint Registrars. CU Banks and BOARD Bank to guide the cooperative banks on fixing interest rates on deposits and lending held its meeting on 5.2.2007.

After detailed discussions the Committee made the following recommendations in regard to deposits and advances.

- i. TNSC Bank/Chennai CCB to offer interest rates on deposits not exceeding 8.50%.
- ii. All DCCBs, PACBs and Urban Banks to offer interest rates on deposits as follows:  
Not exceeding 8% on deposits below 1 year  
Not exceeding 8.25% on deposits one year and above but less than two years:  
Not exceeding 8.50% on deposits two years and above.
- iii. Senior citizens to be offered additional interest by SCB, Chennai CCB, DCCBs, CUBs and PACBs as follows:  
Minimum of 0.75% and maximum of 1.00%  
The Banks may fix the additional interest between the minimum and the maximum based on the period of deposits.
- iv. Bulk deposits of Rs.50.00 lakhs and above from individuals and Institutions other than Cooperatives may be paid additional interest of 1% over and above the applicable rate.
- v. If the sum total of Deposits held by One Individual / One Institution aggregates Rs.50.00 lakhs and above then that Individual / Institution will be eligible for additional interest on bulk deposits of any amount.

- vi The interest rates on Jewel Loan cash credit for PACBs are to be fixed as follows:
- |                   |   |                      |
|-------------------|---|----------------------|
| SCB to DCCBs      | : | 9.00%                |
| DCCB to PACBs     | : | 10.00%               |
| PACB to Borrowers | : | Not exceeding 12.00% |
- vii The interest rates on Jewel Loan Cash Credit for DCCB's Branches are to be fixed, as follows:
- |                 |   |                      |
|-----------------|---|----------------------|
| SCB to DCCBs    | : | 10.00%               |
| DCCB to members | : | Not exceeding 12.00% |
- viii The rates on Employees Societies Cash Credit to DCCBs are to be fixed follows:
- |                             |   |        |
|-----------------------------|---|--------|
| SCB to DCCBs                | : | 11.00% |
| DCCB to Employees Societies | : | 12.00% |
- ix Rate of interest to be charged by the DCCBs for Weavers Finance provided from their own funds.

The District Central Cooperative Banks may charge interest at the rate of 11% on Weavers Finance provided from their own funds.

- x Rate of interest on Pensioners Loan:
- The DCCBs may charge interest 3% over and above the maximum rate of interest applicable on deposits in respect of loan issued to Pensioners.

The recommendations of the Committee are accepted and shall come into force today.

The following clarifications are also given.

1. The ceilings are only upper limits both for the deposits/advances. The Cooperative banks may fix lesser rates both to the affiliates/ultimate borrowers depending upon source of funds/cost of funds/application of funds without detrimental to the interests of the respective Banks.

2. The existing rates of interest will be continued in respect of those items not covered under this circular.

3. The revision in the rate of interest shall be applicable to only fresh loans/issues and applicable for the existing outstandings.

4. The decisions are applicable to Urban Cooperative Banks also wherever not indicated separately.

5. The Special Officers of all the District Central Cooperative Banks are requested to advise the Primary Agricultural Cooperative Banks about the revision of rate of interest etc.,

6. The Joint Registrars of all Regions are requested to communicate the contents of this circulars to all the cooperative banks / societies under their control.

Sd/-  
Registrar

/ by order/

For Registrar.

To

The Special Officers of all DCCBs.  
The Joint Registrars of all Regions.

Copy to

The Special Officer, TNSAC Bank, Chennai.  
The Special Officer, TNCSARD Bank, Chennai.  
The Special Officer, TNCU, Chennai.  
All Zonal Officers.  
The Deputy Registrars of all Circles.  
All Administrative Sections all Officer.  
AR Section in officer (3 Copies) and 'OE' Section.  
WBMC Section in office.  
PC to Registrar of Cooperative Societies.  
Stock File (CBP1 and CBP3)

CIRCULAR OF THE REGISTRAR OF COOPERATIVE SOCIETIES,  
KILPAUK, CHENNAI – 10.  
DR.T. Prabhakara Rao, I.A.S.,  
Registrar  
\*\*\*\*\*

No.3/2007  
(RC.8285/07/CBP1)

Dated: 24.02.2007.

Sub: Cooperation – Waiver of Agricultural loan outstanding as on 31.3.2006 – treatment of borrowings and advances in the books of accounts – instructions issued.

- Ref: 1. G.O. Ms.70, Cooperation, Food and Consumer Protection Department, Dated: 13.5.2006.  
2. G.O. Ms.96, Cooperation, Food and Consumer Protection Department, Dated: 5.7.2006.  
3. G.O. Ms.193, Cooperation, Food and Consumer Protection Department, Dated: 18.9.2006.  
4. G.O. Ms.16, Cooperation, Food and Consumer Protection Department, Dated: 25.1.2007.

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The District Central Cooperative Banks are aware that the Government have ordered waiver of all agricultural loan outstanding as on 31.3.2006 as per G.O. first cited. Government have also issued detailed guidelines for giving effect to the waiver of Cooperative loans in the G.O. second cited above. Government have also issued orders taking over the borrowings of the Apex Bank on behalf of the all the District Central Cooperative Banks from NABARD under farm sector loans and for repayment of the same to NABARD by the Government in the G.O. third and fourth cited above.

A Memorandum of Agreement (MOA) was also entered into among NABARD, State Government and the Apex Bank on guaranteeing repayment of Apex bank's borrowings from NABARD by the State Government in a period of 3 years.

In tune with the guidelines issued as per G.O. Ms No.96, Cooperation, Food and Consumer Protection Department, dated 5.7.2006 the following guidelines are issued for treatment of loan accounts outstanding as on 31.3.2006, together with interest that were waived in the Books of the District Central Cooperative Banks.

1. All advances to Primary Agricultural Cooperative Banks under farm sector loans involved under waiver outstanding as on 31.3.2006, together with interest have to be blocked into a single account.

2. The Loan amounts blocked by the District Cooperative Banks should not exceed the loan waiver claims prepared and submitted by the Primary Agricultural Cooperative Banks District Central Cooperative Banks.
3. As per G.O. Ms.96, CF and CP Department dated 5.7.2006, though the Banks were advised to block all loans under waiver together with interest, for accounting purposes and for purpose of release of NPA provisions already created (1) Principal Amount in respect of all loans waived and (2) Interest accrued in respect of all loans waived may be blocked separately into two accounts.
4. The following entries have to be made by the District Central Cooperative Banks in respect of the District Central Cooperative Banks Advances to PACBs under Farm sector loans for Principal and interest as on 31.3.2006 waived:
  - I. Entry for blocking Principal amount waived

Debit: Tamil Nadu Government farm loans waiver scheme 2006 –  
Blocked loans – Amount due from Government Account.

Credit: PACBs Accounts under all Farm Sector loans – PACBs –  
Amount payable Under loan waiver scheme – 2006 on  
receipt from Government having the PACB own funds  
Involved under loan waiver.
  - II. Entry for blocking accrued interest waived

Debit: Tamil Nadu Government farm loans waiver scheme 2006 –  
Blocked loans – Amount due from Government Account.

Credit: PACBs Accounts under all Farm Sector loans – PACBs –  
Amount payable Under loan waiver scheme – 2006 on  
receipt from Government having the PACB own funds  
Involved under loan waiver.
5. Since the Government have undertaken to repay the borrowings of Apex Bank from NABARD under farm sector loans covered under waiver, the Apex Bank need not make repayments under these loans to NABARD. Similarly, the borrowing of the DCCBs from the Apex Bank under Farmer Sector loans covered under waiver, need not be repaid by

the District Central Cooperative Banks to the Apex Bank. For this purpose, the following entries have to be made by the District Central Cooperative Banks in their books.

- III Entry for reversing the borrowing of the District Central Cooperative Bank from the Apex Bank blocking accrued interest waived:

Debit: Borrowings from Tamil Nadu State Apex Cooperative  
Bank (under all Farm sector loans)

Credit: Tamil Nadu Government farm loans waiver scheme 2006 –  
Blocked loans – Amount Due from Government Account.

6. By making the entries for Principal and Interest waived as indicated in paragraph (4) above, all advances to PACBs by the DCCBs, together with interest will be blocked and there will not be any dues from the PACBs under these loans accounts after passing of such entries except in the case of PACBs with imbalances to the DCCBs to the extent of the imbalance amount.
7. By making the entries as indicated in paragraph (5) above all the borrowings of the District Central Cooperative Banks from the Tamil Nadu State Apex Cooperative Bank under farm sector will be come NIL and the “Tamil Nadu Government farm loans waiver scheme 2006-Blocked loans-Amount due from Government Account” will be reduced to that extent.
8. Whenever the Government releases funds to the District Central Cooperative Banks towards their share under waiver loans (i.e.20% every year), the amount so received from Government will have to be credited to the “Tamil Nadu Government farm loan waiver scheme 2006-Blocked loans-Amount due from Government Account” and this account will get reduced to the extent of the amount received from Government under waiver every year.
9. The Government have also agreed to provide 8% interest per annum on the amount involved under waiver till the entire amount is reimbursed by the Government in 5 years. Hence the District Central Cooperative Bank will be receiving interest at 8% every year on their involvement under waiver. When every 8% interest on amount involved in waiver is received by the District Central Cooperative Bank, the same will have to be

taken separately to the Interest Account due under Blocked Loans Account. This interest should not be adjusted to “Tamil Nadu Government farm loan waiver scheme 2006-Blocked loans-Amount due from Government Account”.

The District Central Cooperative bank are advised to follow the above guidelines and make necessary entries as indicated above before – March 2007 and the same may be informed to Registrar of Cooperative Societies and the Assistant Director Cooperative Audit of the District Central Cooperative Banks are further informed that they have to advise the PACBs to effect similar charges in their books of accounts.

The receipt of the circular should be acknowledged at once.

Sd/-  
Registrar

For Registrar.

To

The Special Officer, Tamil Nadu State Apex Cooperative Bank.  
The Special Officer, Tamil Nadu State Cooperative State Agricultural  
And Rural Development Bank.  
The Special Officers of all District Central Cooperative Banks.  
The Joint Registrars of Cooperative Societies of all Regions.

Copy to

All Zonal Officers.  
The Deputy Registrars of all Circles.  
Director of Cooperative Audit.  
ACS, PACB, ARDB, WBMC, B1 Sections in office.  
AR Section.  
Stock File.

Circular of the Registrar of Cooperative Societies,  
Kilpauk, Chennai – 10.  
Dr.T.Prabhakara Rao, I.A.S.,  
Registrar

Circular No.05/2007

(Rc.5900/07/CBP1)

Dated:13.3.2007

Sub: Cooperative Banks – Deregulation of interest rates on deposits and lending – Recommendation of State Level Committee to guide cooperative banks on fixing of interest – Revised interest Rates – Regarding.

Ref: 1. Circular No.13/2006 in Rc.No.118683/2004/CBP1 dated:1.9.2006  
Of Registrar Cooperative Societies.

2. Circular No.2/2007 in Rc.No.5900/2007/CBP1 dated:10.2.2007 of  
Registrar of Cooperative Societies.

3. Proceedings of the meeting of the State Level Committee to guide the Cooperative banks on fixing interest rates on deposits and lendings held on 7.3.2007.

4. Letter Rc.No.00001/ACS/2006-2007 dated:7.3.2007 from the

\*\*\*\*\*

The State Level Committee under the Chairmanship of Special Officer, TNSAC Bank comprising representatives of DCC Banks, Regional Joint Registrars, CU Banks, and PACBank to guide the cooperative banks on fixing interest rates on deposits and lendings held its meeting on 7.3.2007.

After detailed discussions, the Committee has recommended the following decisions:

1. Interest Rates on Deposits :-

- i. TNSC Bank / Chennai Central Cooperative Bank, all other DCCBs, PACBs and Urban Cooperative Banks to offer maximum interest rates on deposits as follows.  
Not exceeding 8.50% for deposits one year and above

- ii. Additional interest of 1.00% on Senior Citizen Deposits by SCB, DCCBs, CUBs and PACBs.

The above revision comes into force with immediate effect and will be valid upto 31.3.2007 only.

From 1.4.2007 the deposit rates fixed as per RCS Circular No.2/2007 dated:10.2.2007 will automatically come into force as given below:

- i. TNSC Bank / Chennai CCB to offer interest rates on deposits not exceeding 8.50%.
- ii. All DCCBs, PACBs and Urban Banks to offer interest rates on deposits as follow.

Not exceeding 8% on deposits below 1 year; Not exceeding 8.25% on deposits one year and above but less than two years; Not exceeding 8.50% on deposits two years and above.

- iii. Senior citizens to be offered additional interest by SCB, Chennai CCB, DCCBs, CUBs and PACBs, as follows:  
Minimum of 0.76% and maximum of 1.00%

## II. Financing of Sugar Mills by SCB/District Central Cooperative Banks from own funds:

Taking into account the increase in deposit rate during the last six months and the hike in interest rate by NCDC under refinance to sugar mills, it has been decided to increase the rate of interest under sugar mills finance involving own funds by the District Central Cooperative Banks and the Apex bank from the present interest rate of 11.00% to 11.50%.

The recommendations of the Committee are accepted and shall come into force from today. The following clarifications are also given.

1) The ceilings are only upper limits both for the deposits/advances. The Cooperative banks may fix lesser rates both to the affiliates/ultimate borrowers depending upon source of funds/cost of funds/application of funds without detrimental to the interests of the respective Banks.

2. The existing rates of interest will be continued in respect of those items not covered under this circular.

3. The revision to the rate of interest shall be applicable to only fresh loans/issues and not applicable for the existing outstanding.

4. The decisions are applicable to Urban Cooperative Banks also wherever not indicated separately.

5. The Special Officers of all the District Central Cooperative Banks are requested to advise the Primary Agricultural Cooperative Banks about the revision of rate of interest etc.

6. The Joint Registrars of all Regions are requested to communicate the contents of this circular to all the cooperative banks / societies under their control.

Sd/-

Registrar

/ By order /

For Registrar

To  
The Special Officer of the DCCBs.  
The Joint Registrars of all Regions.

Copy to  
The Special Officer, TNSAC Bank, Chennai.  
The Special Officer, TNCSARD Bank, Chennai.  
The Special Officer, TNCU Chennai.  
All Zonal Officers.  
The Deputy Registrar of all Circles.  
All Administrative Sections on office.  
AR Section in office (3 copies) and 'OE' section.  
WBMCSecton in office.  
PC to Registrar of Cooperative Societies.  
Stock File (CBP1 and CBP3).

Form of Confident Report on general lists and Administrators)  
(Group A & B Officers)

- |     | For the Period From   |   | To |
|-----|---|---|----|
| 1.  | Name and Designation of the officer Reported on   | : |    |
| 2.  | Length of service under the reporting officer.<br>(From _____ To _____ )  | : |    |
| 3.  | Physical Capacity   | : |    |
| 4.  | Knowledge of rules and regulations.   | : |    |
| 5.  | Capacity for nothing and drafting.  | : |    |
| 6.  | Promptness.   | : |    |
| 7.  | Capacity for control and supervision, tact, initiative and drive.   | : |    |
| 8.  | Relations with colleagues, superiors and public.  | : |    |
| 9.  | (a) Brief description of the duties of the officer.   | : |    |
|     | (b) His promptness in disposing of disciplinary cases if any handled during the period.   | : |    |
|     | (c) His impartiality  | : |    |
|     | (d) His method of approach to Public needs  | : |    |
|     | (e) His integrity   | : |    |
| 10. | Whether the officer has been punished during the period under report and if so whether a copy of the order of punishment has been kept in personal file (Specify the details of punishment and proved lapses) | : |    |
| 11. | General narrative report with reference to the Nature of work turned out special responsibilities Extenuating or aggregating circumstances etc.   | : |    |

Note: The narrative report should contain general comments on the performance of the officer his strength and weakness.

12. OVERALL RATING:

- a. Outstanding :
- b. Very good :
- c. Good :
- d. Average :
- e. Below average. :

(Please put a ring round the appropriate gradings and strike out other gradings. Reasons should be given for (a) and (c) gradings).

SIGNATURE OF THE  
REPORTING OFFICER:

NAME IN BLOCK LETTERS:

DESIGNATION:

DATE:

REMARKS OF THE SCRUTINISING OFFICER:

- 1. Length of service under scrutinising officer. :
- 2. State clearly whether the scrutinizing Officer fully agree with the remarks of the Reporting officer. If any modification is made by him on the remarks of the reporting officer the reasons for such modifications shall be indicated. :

SIGNATURE OF THE  
SCRUTINISING OFFICER:

NAME IN BLOCK LETTERS:

DESIGNATION:

DATE:

Acknowledgement for having seen the report for the period from \_\_\_\_\_ to \_\_\_\_\_

SIGNATURE:

NAME IN BLOCK LETTERS:

DESIGNATION

DATE:

PROCEEDINGS OF THE REGISTRAR OF COOPERATIVE SOCIETIES  
KILPAUK, CHENNAI-600 010.  
Dr.T.Prabhakara Rao, I.A.S.,  
Registrar

Rc.no.52222/2007 ACS1

Dated:30.4.2007

Sub: COOPERATION - Waiver of Cooperative farm loans outstanding  
As on 31.03.2006 – Financial assistance to Cooperative Banks –  
Release of Financial assistance for the first Quarter 2007-08 –  
Sanctioned by the Government – Allocation of funds to Cooperative  
Banks – Orders issued.

Read: 1. G.O.(Ms) No.70, Cooperation, Food and Consumer  
Protection (CC1) Department Dated:13.5.2006.  
2. G.O.(Ms) No.96, Cooperation, Food and Consumer  
Protection (CC1) Department Dated:5.7.2006.  
3. G.O.(Ms) No.127, Cooperation, Food and Consumer  
Protection (CN1) Department Dated:23.4.2007.

ORDER

In the Government Order first read above, Government have waived the entire cooperative farm loans outstanding as on 31.3.2006 of all farmers in Cooperative Banks. In the Government Order second read above. Government have agreed to repay the total waiver amount in five annual instalments with 8% interest to the cooperative banks.

Accordingly, in the Government Order third read above, Government have sanctioned a sum of Rs.187.50 Crores as share capital assistance, being the waiver amount due to the Cooperative Banks for the first quarter of 2007-08.

Based on the waiver amount due to cooperative banks for the year 2007-08, the amount of Rs.187.50 Crores (Rupees one hundred and Eighty seven Crores and Fifty lakhs only) sanctioned by the Government is allocated to the cooperative banks as follows:-

S. No.	Name of the DCCB	Amount (Rs.In Crores)
1.	Coimbatore	9.96
2.	Cuddalore	16.80
3.	Dharmapuri	14.89
4.	Dindigul	4.25
5.	Erode	9.63
6.	Kancheepuram	5.24
7.	Kanyakumari	2.80
8.	Kumbakonam	5.98
9.	Madurai	3.77

10.	Nilgiris	2.61
11.	Pudukkottai	3.49
12.	Ramanathapuram	2.10
13.	Salem	14.88
14.	Sivagangai	2.32
15.	Thanjavur	3.66
16.	Tiruvannamalai	11.06
17.	Tirunelveli	1.68
18.	Trichirapalli	12.50
19.	Tuticorin	2.73
20.	Vellore	5.84
21.	Villupuram	21.90
22.	Virudhunagar	2.09
23.	TNSCB	16.71
24.	TNCSARDB	10.61
	<b>Total</b>	<b>187.50</b>

The Pay and Accounts Officer (South), Chennai is requested to issue a cheque for Rs.187.50 Crores (Rupees One hundred and Eighty seven Crores and Fifty lakhs) in favour of the Tamil Nadu State Apex Cooperative Bank Limited, Chennai-1. The Tamil Nadu State Apex Cooperative Bank is directed to pass on the amount to the central cooperative banks concerned.

/ by order/

Sd/-  
Registrar.

For Registrar.

To

1. The Special Officer, Tamil Nadu State Apex Cooperative Bank, Chennai-1.
2. The Pay and Accounts Office (South) Chennai-35.

Copy to

1. The Bill
2. The Special Officer, Tamil Nadu Cooperative State Agriculture and Rural Development Bank, Chennai-4.
3. All Zonal Officers.
4. The Special Officers of all District Central Cooperative Banks (Except Chennai.)
5. All Regional Joint Registrars.
6. PACB, CBP, PB, RN, AO, AR Sections in the Office
7. Stock file.

CIRCULAR OF THE REGISTRAR OF COOPERATIVE SOCIETIES,  
CHENNAI – 10.  
DR.T.PRABHAKARA RAO, I.A.S.,  
REGISTRAR

Circular No.7/2007  
(Rc.58103/2007 OE.1)

Dated:8.5.2007

Sub: Public Services – Cooperative Department - Clarifications sought for from the Regional Joint Registrar and Special Officers of Apex and Central Cooperative Societies – issue of clarifications in time – Formation of clarification committee – Orders issued.

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It has been observed in various review meetings that the Government orders and Circulars issued by Registrar of Cooperative Societies are not properly understood by the Subordinate officers leading to delayed implementation of schemes. In order to speed up the implementation of Schemes it has been decided to clarify the doubts of the Joint Registrars / Special Officer, District Central Cooperative Banks without any loss of time. A Hotline Fax is being set up in Registrar of Cooperative Societies Office. The Joint Registrars/Special Officers, District Central Cooperative Bank on seek clarification in writing. Before seeking clarification, they should study the contents of Government orders and circulars of Registrar of Cooperative Societies thoroughly in order to avoid raising frivolous doubts and wasting to time of senior officers.

2) In order to issue the clarifications by this office in time “A clarification committee” is formed consisting of the following Additional Registrars in the office of the Registrar of Cooperative Societies, Chennai.

1. Additional Registrar (Credit)
2. Additional Registrar (Marketing, Planning and Development)
3. Additional Registrar (Integrated Cooperative Development Project)
4. Additional Registrar (Consumer Activities)

3. The letters seeking clarification from the office of the Registrar of Cooperative Societies by the Regional Joint Registrars and Special Officers of the Apex Cooperative Institutions and Central Cooperative Banks are required to be Faxed through Hotline FAX No.28364863) The above said letters will be collected by

Thiu.S.T.Rajendran, Senior inspector, A.C.S.3 section and a register will be maintained by him in the following format :-

S. No.	From Whom the letter received	Letter No. and date	Date of receipt of Letter in the office of the Registrar of Cooperative Societies	Subject Matter of the letter	Section to Which the subject relates	Date of issue of clarification	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

After making entries in the register the letters will be handed over by the Senior Inspector to the Additional Registrar concerned. The Deputy Registrar (Credit and Banking) will monitor proper maintenance of the Register. The Deputy Registrar (Credit and Banking), shall arrange for meeting of the committee once in a week.

4. The clarification committee will meet once a week and all the clarification letters received during the week shall be placed before the committee. The above said committee will arrive at a decision on the clarifications sought for by the Regional Joint Registrars and Special Officer of the Apex Cooperative Institutions and Central Cooperative Banks and clarifications will be issued after getting the approval of the Registrar of Cooperative Societies.

(Sd) T.Prabhakara Rao,

Registrar.

/ by order /

For Registrar.

To

1. The Additional Registrar (Credit)
2. The Additional Registrar (Marketing Planning and Development)
3. The Additional Registrar (Integrated Cooperative Development Project)
4. Additional Registrar (Consumer Activities)

All Regional Joint Registrars.

Joint Registrar (Public Distribution System) I & II, Chennai.

Special Officers of all Apex and Central Cooperative Banks.

Copy to

Thiru.S.T.Rajendran, Senior Inspector, A.C.S.3 Section in Registrar's office.

The Deputy Registrar (Credit and Banking) in Registrar's office.

All officers and all sections in Registrar's office.

PC to Registrar of Cooperative Societies and P.C. to Additional Registrar (Credit).

Stock File.

Circular of the Registrar of Cooperative Societies, Kilpauk, Chennai – 10  
Dr.T.Prabhakara Rao, I.A.S.,  
Registrar

Rc.9/2007  
(Rc.5900/07/CBP1

dated:11.5.2007

Sub: Cooperative Banks – Deregulation of interest rates on deposits and lending – Recommendations of State Level Committee to guide cooperative banks on fixing of interest – revised interest rates – regarding.

Ref: 1. Circular No.5/2007 of the Registrar of Cooperative Societies, Dated:13.3.2007.  
2. Letter C.No.00001/ACS/2006-07 dated:8.5.2007 from the TNSACB, Chennai with Committee Proceedings dated:4.5.2007. \*\*\*\*\*  
The State Level Committee under the Chairmanship of the Special Officer, TNSACB with Additional Registrar (Credit), the representatives of the DCCBs, Regional Joint Registrars, CU Banks, and PACBs as its members to guide the cooperative banks on the fixing the interest rates on deposits and lendings held its meeting on 4.5.2007.

After detailed discussions, the Committee made the following recommendations in regard to deposits and advances.

1. REVISION OF INTEREST ON DEPOSITS:

(a) The SCB, Chennai CCB, all other DCCBs, CUBs and PACBs shall be permitted to offer the interest rates on deposits as per the following pattern.

On deposits for periods upto & Less than one year	Interest rate not exceeding 8.5% per annum
On Deposits for periods one year And above	Interest rate not exceeding 9% per annum

b) The SCB, Chennai CCB, all other DCCBs, CUBs, and PACBs shall be permitted to continue to offer additional interest for senior citizens as follows:

Minimum of 0.75% and Maximum of 1.00%

(c) Additional interest of 1% offered by Cooperative Banks for deposits of Rs.50.00 lakhs and more from individuals and institutions other than Cooperatives shall continue. However, the additional interest shall be offered, if the deposit is held for a minimum period of one year.

(d) Additional Interest not exceeding 0.5% shall be offered by all cooperative banks for a single deposit of Rs.5.00 Crores and above from individuals and institutions other than cooperatives, in addition to the existing additional rate of 1% offered for deposits of Rs.50.00 lakhs and more, provided the deposit is held for a minimum period of 1 year.

(e) Additional interest of 0.25% that is being offered on Tax Benefit Deposits (for IT purpose) shall be increased to 0.5% per annum.

## 2. REVISION OF INTEREST RATES ON ADVANCES:

(a) In view of the proposed hike in the interest rates on deposits to 9% per annum, the interest rate on jewel (District Central Cooperative Bank Branches) Cash Credit account shall be revised as follows:

SCB to DCCB District Central Cooperative Bank to borrowers	10.25% per annum Not exceeding 12% per annum
--	---

(b) Interest on overdrafts to individuals/institutions other than cooperative shall be charged at not exceeding 14% per annum by State Cooperative Bank/District Central cooperative Banks/Cooperative Urban Banks.

## 3. REVISION IN LOAN AMOUNT PER GRAM OF GOLD:

The loan amount per gram of gold shall be increased from Rs.600 to Rs.625/- (Rs.5000/- per sovereign of gold)

The recommendations of the Committee are accepted and shall come into force immediately. The following clarifications are also given.

1. The Ceilings are only upper limits both for the deposits and advances. The Cooperative Banks may fix lesser rates both to the affiliates/ultimate borrowers depending upon source of funds/cost of funds/application of funds without detrimental to the interests of the respective banks.

2. The existing rates of interest will be continued in respect of those items not covered under this circular.

3. The revision in the rate of interest shall be applicable only to fresh loans/issues and not applicable for the existing outstandings.

4. The Special Officers of all DCCBs are requested to advise the PACBs about the revision of rate of interest etc., at once.

5. The Joint Registrars of all Regions are requested to communicate the contents of this Circular to all the Cooperative Banks/Societies under their control.

/ By order /

For Registrar.

To  
The Special Officers of all DCCBs.  
The Joint Registrars of all Regions.

Copy to  
The Special Officer, TNSAC Bank, Chennai.  
The Special Officer, TNCSARDB, Chennai.  
The Special Officer, TNCU, Chennai.  
All Zonal Officers.  
The Deputy Registrars of all Circles.  
All Administrative Sections in office.  
AR Section in Office (3 Copies) and OE section.  
WBMC Section in office.  
PC to Registrar of Cooperative Societies.  
Stock File (CBP1)

Act – The Right to Information Act, 2005 – Procedure to be followed by Public Information Officers in the disposal of application received under the Right to Information Act Instructions – Issued.

G.O.(Ms)No.279

Dated:22.11.2006

Read:

G.O.(D).No.337, Cooperation, Food and Consumer Protection Department,  
dated:12.9.2006

\*\*\*\*\*

ORDER:

In the reference read above, orders have been issued appointing Public Information Officers under section 5(1) of the Right to Information Act, 2005 in the Cooperation, Food and Consumer Protection Department, Secretariat, Chennai-9. The act contains various provisions to be followed by the Public Information Officers in the discharge of their responsibilities under the Act. In addition to these provisions contained in the Act, the following instructions are supplemented, so that the Public Information Officers follow a uniform procedure and practice:

1. All applications received under the Act by the Public Information Officer should be entered in a register namely “Register of application received by the Public Information Officer under Right to Information Act.” as in the format CF & CP /RTI/I by CB Section.
2. Separate Serial No should be assigned to the applications received every year under the Act, For example, the first application received during the year 2006 should be assigned Sl. No. 1/RTI/2006 and so on.
3. (a) As soon as the application alongwith the prescribed fee, is received, and the information required therein relates to Cooperation, Food and Consumer Protection Department, an acknowledgement as prescribed in the format No. CF & CP /RTI/II should be issued.  
(b) If such application is received either without the prescribed fee or without proper evidence for exemption under Below “Poverty Line”, the Public Information Officer without sending the acknowledgement mentioned in item 3(a) above, should inform the applicant in the prescribed format No.CF & CP/RTI/III about the defect in the application with a request to resubmit the application after rectifying the defects. The applicant should also be informed that the time prescribed in the Act will have to be reckoned only from the date of resubmission of the application without any defect.
4. (a) The fee received under the Act should be remitted to the following head of account as soon as it is received by the Public Information Officer.

“0075.00 Miscellaneous General Services-800 other receipts-BK Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005” (D.P.C.0075 00 800 BK 0006).

- (b) The details of fee received and remitted must be maintained in a separate register as per the prescribed format No. CF &CP/RTI/IV.
5. (a) If the application received with or without the prescribed fee relates to any other department, the Public Information Officer in the prescribed Format No. CF & CP /RTI/V shall transfer the said application to the Public Information Officer of the department concerned immediately by Registered or Speed post or by Special messenger within the stipulated period of five days from the date of receipt of the application.
- (b) After such transfer, the applicant should be informed in the prescribed Format No. CF & CPR/RTI/VI about the details of such transfer, indicating the name of the department to which the application has been transferred and the details of Public Information Officer to whom the applicant should contact, for further correspondence.
6. Wherever information is required from other officers, the Public Information Officer should send a request to the officers concerned in the prescribed Format No. CF & CP/RTI/VII.
7. When the information required by the applicant is ready, the applicant should be asked in the prescribed Format No.CF & CP/RTI/VIII to remit the further fee if required, as per the Rules for furnishing the information, in the format requested.
8. If the application is received the applicant should be informed in the prescribed Format No. CF & CP/RTI/IX about the reasons for such rejection of the application, the period within which an appeal against such rejection may be preferred and the particulars of the appellate authority.
9. All correspondence relating to an application received under RTI Act should be made in the “Register of application received by the Public Information Officer under the Right to Information Act”. When done with, the connected file dealing with the application should be closed as G.O.(D) in the Secretariat and D.Dis. in the Subordinate Offices. The nature of disposal of each application should also be entered in the above register.
10. The Public Information Officer shall submit a quarterly return to the appellate authority regarding the details of applications received etc., as per the Format No.CF & CP/RTI/X.

/ True Copy /

For Registrar.

FORMAT No.CF&CP/RTI/I  
FORM OF REGISTER TO BE MAINTAINED FOR REGISTERING THE APPLICATION  
RECEIVED UNDER THE  
RIGHT TO INFORMATION ACT.

Sl.No	Name and address of the applicant	Date of receipt	Information required in brief	Whether exemption claimed under BPL	Details of fee received
(1)	(2)	(3)	(4)	(5)	(6)

Correspondence made With other officers	Details of replies received from other	Nature of final disposal
(7)	(8)	(9)

/True copy /





FORMAT NO.CP&CP/RTI/IV  
FORM OF REGISTER TO BE MAINTAINED FOR INDICATING THE  
DETAILS OF FEE AND REMITTANCE.

Sl.No	Name and address of the applicant and the registration No.	Amount of fee received	No. and date of chalan in which the fee has been remitted	Amount of further fee received	No. and date of chalan in which the further fee has been remitted
(1)	(2)	(3)	(4)	(5)	(6)

/True copy/

FORMAT NO. CF&CP/RTI/V

FROM OF LETTER IN WHICH THE APPLICATION RELATING TO OTHER  
DEPARTMENT HAS TO BE TRANSFERRED.  
BY REGISTERED OR SPEED POST OR BY SPECIAL MESSENGER:

LETTER NO.

DATED:

From  
Thir/Tmt.  
Public Information Officer,  
Department of  
.....

To  
Thiru/Tmt.  
Public Information Officer,  
Department of  
.....

Sir/Madam,

Sub: Right to Information Act – Certain particulars – Requested.

Ref: From Thiru .....  
Application dated, .....  
-----

I am directed to state that one Thiru/Tmt..... in his/her application cited has requested furnish the following information under the provisions of the Right to Information Act, 2005.

“.....”

(Here indicate the information require in brief)

2. As the information required relates to your department, the above application with/without the fee received in original is transferred to you for taking further action under the provisions of the Right to Information Act.

3. Please acknowledge the receipt of this letter.

Y.F.

Copy to:  
Thir/Tmt. ....  
..... (Here address of the applicant to be indicated.)  
/ True copy /

FORMAT NO. CF&CP/RTI/VI

FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE TRANSFER OF  
HIS/HER APPLICATION  
BY REGISTERED OR BY SPEED POST:

LETTER NO.

DATED:

From  
Thiru/Tmt.  
Public Information Officer,  
Department of  
.....

To  
.....  
.....

(Here address of the applicant to  
be indicated)

Sir/Madam,

Sub: .....  
(Here subject of the application in brief to be indicated)

Ref: Your application No.                      dated:  
.....

I am to invite your attention to your application cited and to state that as (the  
subject matter of the information required relates to .....

Department, your application with/without the fee received has been transferred  
to that Department in original. I am, therefore, to request you to Contact Thiru/Tmt  
..... PIO of that Department for further correspondence.

Y.F

To  
Thiru/Tmt. ....  
Public Information Officer,  
Department of .....  
.....

/ True Copy /

FORMAT NO. CF&CP/RTI/VII  
FORM OF LETTER TO BE ADDRESSED TO THE OTHER OFFICERS FOR GETTING  
INFORMATION UNDER THE ACT.

LETTER NO.

DATED:

From  
Thiru/Tmt.  
Public Information Officer,  
Department of  
.....

To  
.....  
..... (Here the details of the Officers from whom the  
information is required shall be indicated.)

Sir/Madam,

Sub: .....  
(Here subject of the application in brief to be indicated)

Ref: From Thiru/Tmt. .... application dated .....  
.....

I am directed to state that the following information is required to be furnished to  
an applicant requiring information under the Right to Information Act

“ .....  
.....”

(Here indicate the information required in brief)

2. I am therefore, to request you to furnish the following particulars immediately  
within one week without fail.

- (i) .....
- (ii) .....

(Here indicate the particulars required and the format in which the information is required.)

/ True Copy /

Y.F

FORMAT NO.CF&CP/RTI/VIII

FORMAT NO. CF & CP/RTI/IX

FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE REASONS  
E T C . F O R R E J E C T I O N O F T H E A P P L I C A T I O N .  
BY REGISTERED OR SPEED POST.

LETTER NO.

DATED:

From  
Thiru/Tmt.  
Public Information Officer,  
Department of  
.....

To  
.....  
.....(Here the address of the applicant to be indicated.)

Sir/Madam,

Sub:  
.....  
(Here subject of the application in brief to be indicated)

Ref: Your application No. dated:.....  
.....

I am directed to state that your application cited is rejected for the following reasons.

.....  
(Here indicate the reason for rejection)

2. I am also to state that you may prefer an appeal within the stipulated period of thirty days to the following Appellate Authority whose details are given below:-

.....  
.....

(Here furnish the details of Appellate Authority)

Y.F.

/ True Copy /

FORMAT NO. CF & CP/RTI/IX  
FORM OF QUARTERLY RETURN TO BE SUBMITTED TO THE APPELLATE  
AUTHORITY.

LETTER NO.

DATED:

From  
 Thiru/Tmt.  
 Public Information Officer,  
 Department of  
 .....

To  
 Thiru/Tmt .....  
 Appellate Authority .....  
 Department of .....

Sir/Madam,

Sub: Acts – The Right to Information Act, 2005 – Quarterly progress report  
 for the Quarter ended ..... Forwarded.

I am directed to send the quarterly return on the above subject in the prescribed  
 format for the quarter ended .....

Sl. No.	No. of application Already received under the Act	No. of application Received during The quarter Ended .....	Total No. of application received under the Act
(1)	(2)	(3)	(4)

No. of application To which replies have been sent,	Total No. of Application pending	Amount of fee Received during The quarter Ended .....	Total amount of fee received.
(5)	(6)	(7)	(8)

Y.F.

/ True Copy /

For Registrar.

By EMail

Endt. Rc.No.170882/2006/AR1

Office of the Registrar of  
Cooperative Societies  
Chennai – 10  
Dated:18.1.2007

A copy of the G.O. (Ms) No. 279, Cooperation, Food and Consumer Protection (OP) Department, Dated:22.11.2006 is communicated to all Regional Joint Registrars/Joint Registrar (Public Distribution System) I & II and Special Officer of all apex Institution. They are requested to communicate the Government order to the Public Information Officers of all the administrative units under their control and ensure that the instructions are followed by all the Public Information Officers while dealing with the petition received under Right to Information Act,2005.

For Registrar.

To

All Regional Joint Registrars/Joint Registrar (PDS) I & II, Chennai  
Special Officers of all apex Institutions.

Copy to Information Officers / all officers in office.

“ Stock file

“ Circular file (3 Copies)

Copy of Tamil Nadu Government Extra ordinary No.357 dated 26.12.2006.

Part IV – Section-2

Tamil Nadu Acts and ordinances

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 23<sup>rd</sup> December 2006 and is hereby published for general information.

ACT No.39/0F 2000

An act further to amend the Tamil Nadu Cooperative Societies Act, 1983. BE it enacted by the Legislative Assembly of the State of Tamil Nadu in the Fifty Seven the year of the Republic of India as follows.

Short title and commencement	1. (1) This Act may be called the Tamil Nadu Cooperative Societies (Third Amendment) Act 2006 (2) It shall be deemed to have come into force on the 25 <sup>th</sup> day of November 2006.	
Amendment of section 89	2. In section 89 of the Tamil Nadu Cooperative Societies Act 1983 hereinafter referred to as the Principal Act) in the Provision to sub-section (1) for the expression “five years and six months” the expression “six years” shall be substituted.	Tamil Nadu Act 30 of 1983
validation	3. Not with standing anything contained in the principal act, every person exercising the powers and discharging the functions as Special Officer, with effect on and from the 25 <sup>th</sup> day of November 2006 in the case of primary Coop. Societies and with effect from the 26 <sup>th</sup> day of November 2006 in the case of central and apex cooperative societies shall be deemed to have been appointed as such Special	

	Officer of the said Cooperative Societies under sub-section 1) of section 89 of the principal Act, as amended by this Act, and anything done or any action taken by the said Special Officers, during the period commencing on the 25 <sup>th</sup> day November 2006 or the 26 <sup>th</sup> day of November 2006 as the on may be, and ending.	
	with the date of publication of this Act in the Tamil Nadu Government Gazette, shall be deemed to have been validity done or taken under the Principal Act, as amended by this Act.	

// by order of Government /

SD.S.Dheenadhayalan  
Secretary to Government in-charge  
Law Department.

// True Copy //

Endt. 38923/2006/SF3

Office of the Registrar of Cooperative Societies,  
Kilpauk, Chennai – 600 010.  
Dated:26.2.2007.

A copy of the Tamil Nadu Government Gazette Extra ordinary dated:26.12.2006 is communicated to the officers noted in the address entry. In the said notification Sec.89 of the Tamil Nadu Cooperative Societies Act 1983 was amended facilitating the appointment of the Special Officers in Cooperative Institutions upto a maximum period of 6 year (Six years)

// by order /

For Registrar.

To  
All Joint Registrar of Cooperative Societies  
All circle Deputy Registrar's  
Copy to All Officers in Registrar's Office.  
Copy to All Sections.  
Copy to stock file 2007  
Copy to spare – 5.  
tpa. 1.3.

Copy of G.O.Ms.No.33 Personnel and Administrative Reforms (AR. III) Department  
Dated:5.2.2007.

\*\*\*\*\*

Abstract

The Right to Information Act, 2005 (Central Act 22 of 2005) – Tamil Nadu Information  
Commission – Shifting of Headquarters of the Commission – Notified.

.....

Read:

1. G.O.Ms.No.988, Public (Estt. I&Leg.) Department dated:7.10.2005
2. G.O.Ms.No.1231, Public (Estt. I&Leg) Department dated:27.12.2005

Read also:

3. G.O.Ms.No.122, Public (Estt. I&Leg) Department, dated:2.2.2005
4. G.O.Ms.No.1008, Public (Estt. I&Leg) Department, dated:20.9.2006
5. G.O.Ms.No.1365, Public (Estt. I&Leg) Department dated:21.11.2006.

-----  
ORDER:

The following Notification shall be published in the Tamil Nadu Government, Gazettee,  
Extra ordinary dated the 5<sup>th</sup> February 2007.

NOTIFICATION

In exercise of the powers conferred by sub-section (7) of section 15 of the Right to  
Information Act, 2005 (Central Act 22 of 2005) and in supersession of Public Department  
Notification No.II(2) PUEL/79(a)2006 published at page 1 of Part II-Section 2 of the Tamil Nadu  
Government Gazette, dated the February 2.2006, the Governor of Tamil Nadu hereby specifies the  
Kamadhenu Cooperative Supermarket Building, 1<sup>st</sup> Floor, Teynampet (Near Vanavil) Old No.273,  
New No.378, Anna Salai, Chennai – 600 018 (Post Box No.6405, Teynampet, Chennai – 600  
018) as the Headquarters of the Tamilnadu Information Commission.

Sd/- T.S.Sridhar,  
Spl. Commr. and Secretary  
to Government  
Per. And Amn. Reforms (AR. II) Dept.

/ true copy /

For Registrar

Copy of G.O.(Ms) No.72 dated:20.3.2007 from the Personnel and Administrative Reforms (ARIII) Department.

\*\*\*\*\*

Abstract

The Right to information Act, 2005 (Central Act 22 of 2005) – The Taminadu Right to information (Fees) Rules, 2005 – Amendment – Issued.

.....

Read:

1. G.O.Ms.No.989, Public (Estt.I&Leg) Dept. dated:7.10.2005.
2. G.O.Ms.No.1012, Public (Estt. I&Leg) Dept. dated:2.9.2006
3. From the SCIC, TNIC, D.O.Ir.No.199/TNIC/2006 dated:27.9.2006.

-----

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette Extraordinary, dated the 20<sup>th</sup> March 2007.

NOTIFICATION

In exercise of the powers conferred by section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Tamil Nadu hereby makes the following amendment to the Tamil Nadu Right to Information (Fees) Rules 2005:-

AMENDMENT

In the said Rules, in rule 3, in sub-rule (a), after the words “ten by cash or”, the words “by affixing court fee stamp or” shall be inserted.

Sd/- T.S.Sridhar.  
Spl. Commr. and Secy. to  
Government

/ true copy /

For Registrar.

Copy of G.O.(D) No.70, Cooperation, Food and Consumer Protection Department,  
Dated 14.3.2007.

\*\*\*\*\*

Abstract

Cooperation, Food and Consumer Protection Department – Right to Information Act, 2005  
Central Act 22 of 2005 – Appointment of Public Information Officer, Assistant Public  
Information Officer and Appellate Authority – Appointment Orders – Issued.

.....  
Read:

1. Letter (Ms) No.987, Public (Estt. 1 & Leg) Department.  
Dated:7.10.2005.
2. G.O. (D) No.400, Cooperation, Food and Consumer Protection  
Department dated:18.10.2005.
3. G.O. (D) No.415, Cooperation, Food and Consumer Protection  
Department dated:28.10.2005.

-----  
ORDER:

In modification of the orders issued in the G.O third read above, under section 5(1) of  
Right to Information Act, the following officers are designated as Public Information Officer,  
Assistant Public Information Officer and Appellate Authority in Cooperation, Food and Consumer  
Protection Department to deal with requests from persons seeking information and render  
reasonable assistance to the persons seeking such information under the Right to Information Act,  
2005 .

Public Information Officer (Cooperation Wing)

Thiru. P.Krishnan, M.A.,  
Deputy Secretary to Government (Credit)  
Cooperation, Food and Consumer Protection Department  
Secretariat, Chennai – 600 009 (Phone No:25672097)

Public Information Officer (Food Wing)

Tmt. G.Santha, B.A.,  
Deputy Secretary to Government (CMI Supplies)  
Cooperation, Food and Consumer Protection Department  
Secretariat, Chennai – 600 009 (Phone No:25677641)

Assistant Public Information Officer (For both Wing)

Thiru. K.Jagadesan, M.A.,  
Under Secretary to Government (Civil Supplies),  
Cooperation, Food and Consumer Protection Department  
Secretariat, Chennai – 600 009 (Phone No.25665718)

Appellate Authority

Thiru. N.Vasudevan, I.A.S.,  
Special Secretary to Government,  
Cooperation, Food and Consumer Protection Department,  
Secretariat, Chennai – 600 009 (Phone No:25671157)

Sd/- S.Machendranathan  
Secretariat to Government  
Coopn. Food and Consumer Protn.  
(OP1(1)Dept.

/ true copy /

For Registrar

Copy of G.O.(Ms)No.72 dated:20.3.2007 from the Personnel and Administrative Reforms (AR III) Department

-----  
ABSTRACT

The Right to Information Act, 2005 (Central Act 22 of 2005) – The Tamil Nadu Right to Information (Fees) Rules, 2005 – Amendment Issued.  
.....

Read:

1. G.O.Ms.No.989, Public (Estt. I&Leg) Dept. dated:7.10.2005.
2. G.O.Ms.No.1012, Public (Estt. I&KLeg) Dept. dated:2.9.2006.
3. From the SCIC, TNIC, D.O.Ir.No.199/TNIC/2006 dated:27.9.2006.

-----  
ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette Extra ordinary, dated the 20<sup>th</sup> March, 2007.

NOTIFICATION

In exercise of the powers conferred by section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Tamil Nadu hereby makes the following amendment to the Tamil Nadu Right to Information (Fees) Rules 2005:-

AMENDMENT

In the said Rules, in rule 3, in sub-rules(a), after the words “ten by cash or”, the words” by affixing court fee stamp or” shall be inserted.

Sd/- T.S.Sridhar,  
Spl. Commr. and Secy to  
Government

/ true copy /

For Registrar

Copy of the Government letter No.21200/ARIII/2007-2 dated:16.5.2007 from the Special Commissioner and Secretary to Government, Personnel and Administrative Reforms (ARIII) Department Secretariat, Chennai-9 Chennai-9 to all Heads of Departments.

- 
- Sub: RTI Act, 2005 – Refund of fees under Tamil Nadu Right to Information (Fees) Rules 2005 – Head of account notified.
- Ref: 1. G.O.Ms.No989 Public (Estt1&Leg) Dept. dated:7.10.2005.  
2. Government Lr.No.40755/05-03 Public (Estt-1&Leg) Dept. dated:21.10.2005.  
3. G.O.Ms.No.1012, Public (Estt-I&Leg) Dept. dated:20.9.2006.  
4. G.O.Ms.No.72, P&AR (ARIII) Department dated:20.3.2007.
- 

I am directed to state that in the reference first cited the Government have prescribed a fee for application under Right to Information Act, 2005 read with Tamil Nadu Right to Information (Fees) Rules, 2005. The Government also modified the mode of payment (Reduction of Rs.50/- to Rs.10/-) with extant procedures together with affixture of Court fees stamp etc. in the reference 3<sup>rd</sup> and 4<sup>th</sup> cited.

2. A new head of account has been opened for remittance of fee under this Act in the reference 2<sup>nd</sup> cited. However there is no specific head of account has been opened for refund of fee due to certain contingencies arising out of decision of Tamilnadu Information Commission/Court paid by the Information seeker under the Right to Information Act, 2005.

3. Further the Tamilnadu Public Service Commission has sought a clarification on the refund of fee under Right to Information Act, 2005. The Government have examined the matter and have decided to open a new head of account for refund of fee to the information seeker under the Right to Information Act, 2005.

4. The following is the new head of account for refund of fee paid under the Right to Information Act, 2005:-

“0075.00. Miscellaneous General Services – 900 – Deduct Refunds AE – Refunds of fees under Right to Information Act, 2005”  
(DPC 0075 00 900 AE 0005)

5. This letter issues with the concurrence of Finance Department.

/ true copy /

Office of the Registrar of Cooperative Societies, Chennai-10.

Endt.Rc.No.170882/2006 AR2

dated:4.10.2007.

A copy of letter No.21200/ARIII/2007-2 Personnel and Administrative Reforms (ARIII) Department dated:16.5.2007 is communicated to all Regional Joint Registrars/Joint Registrars (Public Distribution System) I&II and Special Officers of all apex Institutions for necessary action. They are requested to communicate the Government letter to the Public Information Officers of all the administrative units their control.

/ by order /

For Registrar.

To  
Regional Additional Registrar of Cooperative Societies  
Chennai Region.  
All the Regional Joint Registrars/Joint Registrars (Public Distribution System) I&II Chennai.  
Special Officers of all apex Institutions.

Copy to  
Information Officers/all Officers in office  
All sections in office  
Stock file  
GC.Section (3 copies)  
Spare.5.

Copy of G.O.(D)No.312 Cooperation, Food and Consumer Protection (OP1 (1) Department, dated:19.9.2007.

Abstract

Cooperation, Food and Consumer Protection Department Right to Information Act, 2005 – Central Act 22 of 2005 – Appointment of Public Information Officer, Assistant Public Information Officer and Appellate Authority – Appointment Orders – Issued.  
.....

Read:

1. Letter (Ms) No.987, Public (Estt&Leg) Department, dated:7.10.2005.
2. G.O(D)No.400, Cooperation, Food and Consumer Protection Department dated:18.10.2005.
3. G.O.(D) No.415, Cooperation, Food and Consumer Protection Department dated:28.10.2005.
4. G.O.(D)No.70, Cooperation, Food and Consumer Protection Department dated:14.3.2007.

ORDER:

In modification of the orders issued in the Government Order fourth read above, under section 5(1) of Right to Information Act, the following Officers are designated as Public Information Officer, Assistant Public Information Officer and Appellate Authority in Cooperation, Food and Consumer Protection Department to deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information under the Right to Information Act, 2005:-

Public Information Officer (Cooperation Wing):-

Tmt.STELLA VIJAYA, B.Sc., B.Ed.,  
Additional Secretary to Government (Credit),  
Cooperation, Food and Consumer Protection Department,  
Secretariat, Chennai – 9 Ph.No.25671157.

Public Information Officer (Food Wing):-

Tmt.G.SANTHA, B.A.,  
Deputy Secretary to Government (Civil Supplies),  
Cooperation, Food and Consumer Protection Department,  
Secretariat, Chennai – 9 Ph.no.25677641.

Assistant Public Information Officer (Cooperation Wing):-

Thiru.B.RAJARETHINAM, B.A., B.L.,  
Under Secretary to Government (Act and Rules)  
Cooperation, Food and Consumer Protection Department,  
Secretariat, Chennai – 9 Ph.No.25665325.

Assistant Public Information Officer (Food Wing):-

Thiru.P.NAGALINGAM, M.A.,  
Under Secretary to Government (Civil Supplies)  
Cooperation, Food and Consumer Protection Department,  
Secretariat, Chennai-9 Ph.No.25665718.

Appellate Authority:-

Thiru.S.MACHENDRANATHAN, I.A.S.,  
Secretary to Government,  
Cooperation, Food and Consumer Protection Department,  
Secretariat, Chennai-9 Ph.No.25672224.

Sd/- S.Machendranathan  
Secretary to Government  
Coopn. Food and Cons.Pron.Dept

/ true copy /

For Registrar.

PROCEEDINGS OF THE REGISTRAR OF COOPERATIVE SOCIETIES,  
CHENNAI – 10  
Dr.T.Prabhakara Rao , I.A.S.,  
REGISTRAR

Rc.No.139085/2006/ACS2.

Dated:15.3.2007.

Sub: COOPERATION – Interest free loan to Scheduled Caste / Scheduled Tribes members of Primary Agricultural Cooperative Banks to Contribute additional Share Capital for raising Credit – Financial assistance sanctioned – Regarding.

Read: G.O.Ms.No.53, Cooperation, Food and Consumer Protection (N1) Department, dated:28.02.2007.

ORDER:

Members of the Primary Agricultural Cooperative Banks belonging to weaker Section and others have to contribute 5% and 10% of their borrowings as Share Capital to the Primary Agricultural Cooperative Banks respectively. As the Scheduled Caste and Scheduled Tribes members of Primary Agricultural Cooperative Banks find it difficult to contribute the required Share Capital for borrowings in Primary Agricultural Cooperative Banks, the Government have decided to provide financial assistance of Rs.250/- each to 8000 members belonging to Scheduled Caste and Scheduled Tribes during the year 2006-2007 by way of interest free loan, so as to enable them to contribute towards Share Capital to Primary Agricultural Cooperative Banks for availing of the required credit. The loan shall be repayable by the beneficiary over a period of 5 years at Rs.50/- per year.

2. Accordingly, the Government in their order read above, (copy enclosed) have sanctioned an interest free loan of Rs.20.00 lakhs (Rupees Twenty lakhs only) at the rate of Rs.250/- per beneficiary towards assistance to 8000 members belonging to Scheduled Caste and Scheduled Tribes to take additional shares to enhance their borrowings in the Primary Agricultural Cooperative Banks.

3. The financial assistance sanctioned in para 4 of the G.O. read above, shall be subject to the following conditions:-

- i. The interest the loan shall be sanctioned only to the members of Primary Agricultural Cooperative Banks who belong to Scheduled Caste/Scheduled Tribes and who have not availed interest free loan facility earlier. They may avail short term and medium term loans from the Primary Agricultural Cooperative Banks.

- ii. The amount of interest free loan shall not exceed Rs.250/- per member
- iii. The loan shall be repayable in five equal annual instalments commencing from the year succeeding the year in which the loan is issued.
4. In para 6 of the G.O. read above the Registrar of Cooperative Societies is permitted to allocate the amount to the District Central Cooperative Banks and the regional Joint Registrars concerned are authorized to sanction the financial assistance to the identified SC/ST members of the Primary Agricultural Cooperative Banks.
5. In the above circumstances and in accordance with the orders contained in para 6 to the G.O. read above, the Registrar of Cooperative Societies is pleased to allocate the loan of Rs.20.00 lakhs (Rupees twenty lakhs only) to the District Central Cooperative Banks as indicated in the Annexure. The Regional Joint Registrars in col.(5) of the Annexure are authorized to sanction the amount to the identified Scheduled Caste and Scheduled Tribe members to take additional shares in Primary Agricultural Cooperative Banks. The Regional Joint Registrars are also requested to ensure that the loans paid in the earlier years are repaid by the beneficiaries regularly on the due dates.
6. In accordance with the orders issued in para 9 of the G.O.read above, the Circle Deputy Registrar of Cooperative Societies indicated in Column (6) in the Annexure is authorized to draw and disburse the amount to the District Central Cooperative Banks to pass on the amount to the Primary Agricultural Cooperative Banks concerned which will credit the amount to the share capital account of the members concerned.
7. After sanction of the amount by the regional Joint Registrars to the identified beneficiaries the Central Cooperative Banks shall pass on the amount to the concerned Primary Agricultural Cooperative Banks, to be credited to the share capital account of the members concerned.
8. The expenditure is debitable to the following head of account No. "6225 – Loans for Welfare of Scheduled Castes/Scheduled Tribes and other Backward Classes 01 welfare of Scheduled Caste – 800 other loans – Schemes in the Tenth Five Year Plan-II State Plan-JE-Interest free loan to Scheduled Caste members of Cooperative Societies and Institutions controlled by Registrar of Cooperative Societies – 01 Loans to Scheduled Caste members of Primary Agricultural Cooperative Banks to enhance their borrowing power". (D.P.Code No.6225-01-800-JE-0101)

9. The circle Deputy Registrars are requested to make entries in their loan ledger and to watch the regular repayment of the loans sanctioned and the repayment of the loan should be made in the following Head of Account.

“6225 Loans for welfare of Scheduled Castes and Scheduled Tribes and other Backward Classes-01 Welfare of Scheduled Castes-800 Other loans – Schemes in the Tenth Five Year Plan-II State Plan-JE Interest free loan to Scheduled Caste members of Cooperative Societies and Institutions controlled by Registrar of Cooperative Societies – 01 Loans to Scheduled Caste members of Primary Agricultural Cooperative Banks to enhance their borrowing power (Receipt)”  
(DPC 6225-01-800-JE-010J (Receipts))”

10. The receipt of the proceedings should be acknowledged at once.

Sd/-  
Registrar.

/ by order /

For Registrar.

To

1. All the Regional Joint Registrar (except Chennai).
2. All circle Deputy Registrars (except DR (Credit) and Deputy Registrar (Non Credit) Chennai – after sanction of interest free loan to Scheduled Caste/Scheduled Tribes members of Primary Agricultural Cooperative Banks by Regional Joint Registrars, they are requested to verify the same and send the Utilisation Certificate to the Joint Registrars concerned under copy to Registrar of Cooperative Societies.

Copy to

1. All Treasury Officers concerned
2. Special Officers of all Central Cooperative Banks (except Chennai)
3. Special Officer, Tamil Nadu State Apex Cooperative Bank, Chennai-1.
4. CBP, PACB, PB, RN, AO and AR sections in Office.
5. Copy to PB3 Section in Office with enclosure) for necessary action with reference to para 8 of the G.O. cited.
6. Stock file.

ANNEXURE

S. No.	Name of the District CCB	No.of persons to be identified for assistance	Amount of loand to be sanctioned	Regional Joint Registrars authorized to sanction the amount to the identified Scheduled Caste and Scheduled Tribe members	Name of the Circle Deputy Registrars authorized to draw and disburse the amount.
1.	2.	3.	4.	5.	6.
1.	Kancheepuram	250	62,500	Kancheepuram	Kancheepuram
2.	Kancheepuram	250	62,500	Tiruvallur	Tiruvallur
3.	Vellore	500	1,25,000	Vellore	Vellore
4.	Tiruvannamalai	500	1,25,000	Tiruvannamalai	Tiruvannamalai
5.	Dharmapuri	400	1,00,000	Dharmapuri	Dharmapuri
6.	Salem	250	62,500	Salem	Salem
7.	Salem	250	62,500	Namakkal	Namakkal
8.	Erode	200	50,000	Erode	Erode
9.	Coimbatore	200	50,000	Coimbatore	Coimbatore
10.	Nilgiris	200	50,000	Nilgiris	Udagamandalam
11.	Cuddalore	250	62,500	Cuddalore	Cuddalore
12.	Villupuram	250	62,500	Villupuram	Tindivanam
13.	Thanjavur	250	62,500	Thanjavur	Thanjavur
14.	Kumbakonam	500	1,25,000	Nagapattinam	Nagapattinam
15.	Kumbakonam	250	62,500	Tiruvarur	Tiruvarur
16.	Trichy	200	50,000	Trichy	Trichy
17.	Trichy	200	50,000	Karur	Karur
18.	Trichy	400	1,00,000	Perambalur	Perambalur
19.	Pudukkottai	100	25,000	Pudukkottai	Pudukkottai
20.	Madurai	250	62,500	Madurai	Madurai
21.	Madurai	250	62,500	Theni	Periyakulam
22.	Dindigul	200	50,000	Dindigul	Dindigul
23.	Ramnad	400	1,00,000	Ramnad	Ramnad
24.	Sivagangai	400	1,00,000	Sivagangai	Sivagangai
25.	Virudhunagar	400	1,00,000	Virudhunagar	Aruppukkottai
26.	Tirunelveli	250	62,500	Tirunelveli	Tirunelveli
27.	Tuticorin	250	62,500	Tuticorin	Tuticorin
28.	Kanyakumari	200	50,000	Kanyakumari	Nagercoil
	Total	8000	20,00,000		

(Rupees Twenty Lakhs only)

Sd/-  
Registrar

for Registrar

Copy of G.O. Ms.No.55, Cooperation, Food and Consumer Protection (CN1) Department dated:23.02.2007

ABSTRACT

Cooperation – Interest free loan to Scheduled Caste/Scheduled Tribes members of Primary Agricultural Cooperative Banks to contribute additional share capital capital for raising credit-Financial assistance – Sanctioned.

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Read: 1. G.O.Ms.No.87, Cooperation, Food and Consumer Protection Department dated:19.05.2005.  
2. From the Registrar of Cooperative Societies, letter Rc.No.139085/2006/ACS2 dated:16.10.2006.

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ORDER:

In the Government order first read above, Government sanctioned an interest free loan of Rs.20/- lakhs to be distributed at the rate of Rs.250/- per member to 8000 members belonging to Scheduled Caste/Scheduled Tribe who were enrolled in Primary Agricultural Cooperative Banks so as to enable them to contribute the required shares and get enhanced credit during the year 2005-2006.

2. The Registrar of Cooperative Societies in his letter second read above has requested to sanction an expenditure of Rs.20/- lakhs for similar assistance to another 8,000 member belonging to Scheduled Caste/Scheduled Tribes during the year 2006-2007. As the Scheduled Caste/Scheduled Tribes members are finding it difficult to contribute the required share to avail credit facility from Primary Agricultural Cooperative Banks, the Registrar of Cooperative Societies, has requested to sanction the expenditure on the usual terms and conditions.

3. After careful examination, Government have decided to continue the pattern of assistance as was done in the previous year and sanction a sum of Rs.20/- lakhs (Rupees Twenty lakhs only) for distribution as interest free loan to 8000 Scheduled Caste/Schedule Tribe members of Primary Agricultural Cooperative Banks at the rate of Rs.250/- per member to contribute the required share capital to the Primary Agricultural Cooperative Banks during the year 2006-2007.

4. The financial assistance sanctioned in para 3 above shall be subject to the following conditions:

i) The interest free loan shall be sanctioned only to the members of Primary Agricultural Cooperative Banks who belong to Scheduled Caste/Scheduled Tribes and who have not availed

interest free loan facility earlier. They may avail short term and medium term loans from the Primary Agricultural Cooperative Banks.

ii) The amount of interest free loan shall not exceed Rs.250/- per member.

iii) The loan shall be repayable in five equal annual instalments commencing from the year succeeding the year in which the loan is issued.

5. The expenditure sanctioned in para 3 above shall be debited to the following head of account.

“6225 Loans for Welfare of Scheduled Castes/Scheduled Tribes and other Backward Classes – 01. Welfare of Scheduled Castes – 800 other loans – Schemes in the Tenth Five Year Plan II – State Plan-JE-Interest free loans to Scheduled State Plan Caste members of Cooperative Societies and institutions controlled by Registrar of Cooperative Societies – 01 Loans to Scheduled Caste Members of Primary Agricultural Cooperative Banks to enhance their borrowing Power”.

(DP Code No.6225-01-800-JE-0101)

6. The Registrar of Cooperative Societies is permitted to allocate the amount sanctioned in para 3 above to the District Central Cooperative Banks. He shall ensure that the loans paid in the earlier years are repaid by the beneficiaries regularly on the due date. The Regional Joint Registrar of Cooperative Societies concerned are authorized to sanction the financial assistance to the identified Scheduled Caste/Scheduled Tribe members of Primary Agricultural Cooperative Banks.

7. Necessary funds will be provided in Final Modified Appropriation 2006-2007. Pending provision of funds in Final Modified Appropriation 2006-2007. The Pay and Accounts Officer concerned is directed to admit and honour the bills if it is otherwise found to be in order.

8. The Registrar of Cooperative Societies shall include this expenditure while sending proposal for Final Modified Appropriation 2006-2007 to Government in Finance Department without fail. However, the item of expenditure should be brought to knowledge of Legislative by specific inclusion in Supplementary Estimate for the year 2006-2007.

9. The circle Deputy Registrar of Cooperative Societies is authorized to draw and disburse the amount to District Central Cooperative Banks to pass on amount to the Primary

Agricultural Cooperative Banks concerned which will credit the amount to the share capital account of the members concerned.

10. The Circle Deputy Registrar of Cooperative Societies are responsible for watching regular payment of loan. The repayment of this loan shall be made in the following head of account.

“6225 Loans for Welfare of Schedule Caste, Scheduled Tribes and other Backward Classes – 01. Welfare of Scheduled Castes – 800 Other Loans – Schemes in the Tenth Five Year Plan – II Staff plan – JE Interest free loan to Scheduled Caste Members of Cooperative Societies and institutions controlled by Registrar of Cooperative Societies – 01 Loans to Scheduled Caste Members of Primary Agricultural Cooperative Banks to enhance their borrowing power (Receipt)”.

(DPC 6225 01 800 JE 010J (Receipts))

11. This order issued with the concurrence of Finance Department U.O.No.10192/CF&CP/2007, dated:22.2.2007 and Additional Sanction Ledger No.1638.

(By order of the Governor)

Sd/- S.Machendranathan,  
Secretary to Government.

For Registrar

To  
The Registrar of Cooperative Societies, Chennai – 10.  
The Accountant General (A&E) Chennai-18.  
The Accountant General (Audit) Chennai-35.  
The Pay and Accounts Officer (East) Chennai-5.  
The Director of Adi Dravida and Tribal Welfare, Chennai-5  
The Director of Data Centre, Chennai-25.  
The Finance (BG II/LSA Cell) Chennai – 19  
The Adi Dravida and Tribal Welfare Department, Chennai-9.  
Copy to Cooperation, Food and Consumer Protection (CG) Department, Chennai-9.

// Forwarded by order//

Copy of G.O.(D)No.359, Cooperation, Food and Consumer Protection (CK2) Department dated:31.10.2007.

Abstract

Cooperative Department – Surcharge – Surcharge cases under section 87 of the Tamilnadu Cooperative Societies Act, 1983 – Further Extension of time – Orders – issued.

Read

1. G.O.(D)No. 205, Cooperation, Food and Consumer and Protection Department (CK2) dated:31.5.2005.
2. From the Registrar of Cooperative Societies letter Rc.No.56314/2005 rg 2. dated:26.12.2005.
3. Registrar of Cooperative Societies letter Rc.No.157568/2006 rg 4. ehs;:23.4.2007.

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In the Government Order first read above the Government issued an order so as exempting the Melur Urban Cooperative Bank from the provisions of the second provision to sub section (1) of section 87 of the Tamilnadu Cooperative Societies Act 1983 to extend the time limit from 1.7.1995 to 30.4.2005 to complete the surcharge proceedings initiated in connection with the malpractices committed by the employees of the Melur Urban Cooperative Bank.

2. In the circumstances stated by the Registrar of Cooperative Societies in his letter second read above, the Government accept the proposal of the Registrar of Cooperative Societies to extend the time limit from 1.5.2005 to 31.1.2007 to complete the surcharge proceedings initiated in connection with the malpractices committed by the employees of the Melur Urban Cooperative Bank.

3. In exercise of the powers conferred by clause (a) of section 170 of the Tamilnadu Cooperative Societies Act, 1983 (Tamil Nadu Act 30 of 1983), the Governor of Tamil Nadu hereby exempts the Melur Urban Cooperative Bank from the provisions of the second proviso to sub-section (1) of section 87 of the said Act so as to extend the time limit from 1.5.2005 to 31.1.2007 to complete the surcharge proceedings taken against the employees of the said bank.

Sd.S.Machendranathan  
Secretary to Government.

// true copy //

ABSTRACT

Tribal Sub-Plan – Government Assistance to Tribal Cooperative LAMP Cooperative Societies for 2006-07 – Orders Issued

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Cooperation, Food and Consumer Protection (CB2) Department

G.O.(3D) No.3

Dated:20.3.2007

1. G.O. (3D) No.8, Cooperation, Food and Consumer Protection Department, Dated:23.3.2006.
2. From the Registrar of Cooperative Societies letter No. Rc. 95675/06/CCA.3, DATED:22.12.2006.

ORDER:

The LAMP societies are service oriented organisations established for the upliftment of tribals. For the implementation of various schemes under I.T.D.P. Government continue to provide financial assistance to the tribal cooperatives, under the Tribal Sub Plan for the year 2006-07, the Registrar of Cooperative Societies has sent proposal for sanction of subsidy claim to the tune of Rs.90 lakhs.

2. After careful examination of the proposal of Registrar of Cooperative Societies, the Government sanction a sum of Rs.90 lakhs as subsidy claim to the LAMP cooperative societies for the year 2006-07 as detailed below:

Schemewise requirement of financial assistance to LAMPs for the year 2006-07

<u>Sl.No</u>	<u>Name of the Scheme</u>	<u>Amount required Rs. In lakhs)</u>
1.	Share capital subsidy	3.50
2.	Interest subsidy	82.00
3.	Transport subsidy	2.50
4.	Subsidy for Drivers pay & maintenance of vehicles	2.00
	Total	90.00

Further Registrar of Cooperative Societies is directed to ensure that the amount is utilized for Interest subsidy on these loans only and the amount should not be used for setting any outstanding liability of the society and beneficiaries.

3. The Joint Registrar of Cooperative Societies (IAAP) G/o. Registrar of Cooperative Societies is authorized to draw and disburse the amount to the concerned LAMP Cooperative Societies and District Central Cooperative Banks through the Tamil Nadu State Apex Cooperative Bank, Chennai – 600 001.

4. The subsidy claim assistance sanctioned in para 2 above shall be debited to the following head of account (Both ITDP and Non ITDP).

“2425-00-Cooperation-796 Tribal Areas Sub Plan Schemes in the Tenth Five Year Plan-II State Plan-JA assistance to Cooperative Institution in Tribal areas – 11 subsidies – 02 General subsidy (DPC 2425-00-796-JA-1124)”

5. This order issues with the concurrence of Finance Department vide its U.O.No.17322/CF&CP/07, dated:20.3.2007.

S.MACHENDRANATHAN,  
SECRETARY TO GOVERNMENT

To  
The Registrar of Cooperative Societies, Chennai – 10.  
The Director, Adi Dravider and Tribal Welfare, Chennai-5  
The Collector,  
Salem/Namakkal/Dharmapuri/Vellore/Tiruvannamalai/Trichy/Vilupuram/  
Nilgiris/Erode  
The Pay and Accounts office (South), Chennai-35  
The Accountant General, Chennai-18  
The Accountant General (Audit), Chennai-18.  
The Senior P.A. to Honble Minister (Food and Coopertion), Chennai-9  
The Senior P.A. to Hon'ble Minister (Adi Dravider and Tribal Welfare), Chennai-9  
The Adi Dravider and Tribal Welfare Depratment, Chennai-9  
The Finance (CF&CP) Department, Chennai-9

// Forwarded by Order //

S.Anusurja  
Section Officer.

BY SPECIAL MESSENGER

COOPERATIVE DEPARTMENT

From  
Thiru.P.Setharaman, M.A., B.L., M.B.A.,  
Additional Registrar (credit),  
O/o. the Registrar of Cooperative  
Societies,  
Kilpauk, Chennai-10.  
Post Box No.1091.

To  
The Secretary to Government  
Cooperation, Food and Consumer  
Protection Department,  
Secretariat, Chennai – 9.

Rc.No.26613/2007/EM3, dated:26.3.2007.

Sir,

Sub: Computersation of service Rules and Government orders  
etc., compact disk format – Requested – Regarding.

Ref: Government letter No.4814/CB1/2007-1, Cooperation,  
Food and Consumer Protection Department, dated:26.2.2007.

With reference to the Government letter cited, I send herewith the Service Rules of in respect of Tamil Nadu Cooperative Subordinate Service and Tamil Nadu Cooperative Service in the floppy disk. I shall send the important Government orders and Government orders of the public importance in 'CD' form to the Government separately.

/ By order /

For Additional Registrar©.

Copy to 'AR' Section: Copy of the Government Ir.No.4814/CB1/07-1, Cooperation,  
Food and Consumer Protection Department, dated:26.2.2007 is enclosed.

'AR' Section of this office is requested to collect the important G.Os and Government orders of Public importance relates to our Department and send the same to Government, Cooperation, Food and Consumer Protection Department, in 'CD' form under intimation to this section.

Copy of G.O.(Ms) No.60, Cooperation, Food and Consumer Protection (CG2) Department,  
Dated:02.03.2007.

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Cooperation – National Cooperative Development Corporation sponsored scheme of integrated cooperative Development Project – Implementation in Tirunelveli District – constitution of District Level coordination Committee – Orders – Issued.  
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Read again: 1. G.O. (Ms) No.156, Cooperation, Food and Consumer Protection Department  
Dated:2.7.97.  
2. From the Registrar of Cooperative Societies letter No.Rc.176230/2004/PMC2(1)  
dated:16.10.2006.

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ORDER:

The Government have decided to implement the Integrated Cooperative Development Project, Scheme in Tirunelveli District with financial assistance from the National Cooperative Development Corporation.

2. As per the Scheme of Integrated Cooperative Development Project, monitoring will be done at State Level by the State Level Coordination Committee under the Chairmanship of the Secretary to Government, Cooperation, Food and Consumer Protection Department and at District level by the District Level Coordination Committee under the Chairmanship of the District Collector with the participating Departments, district level officers as members. The State Level Coordination Committee formed in the Government order first read above is a permanent one. However, District Level Coordination Committee has to be formed for the proposed Tirunelveli District Integrated cooperative Development Project to assist the project preparation work and to monitor the implementation after its sanction by the State Government

3. The Registrar of Cooperative Societies, in his letter second read above has sent proposals for the formation of District Level Coordination Committee to assist the Integrated Cooperative Project preparation work and to monitor the implementation of the schemes.

4. The Government have carefully examined the proposals of the Registrar of Cooperative Societies. Accordingly, they direct that the District Level Coordination Committee for implementation of Integrated Cooperative Development Project Tirunelveli District be constituted with the following officials:-

1.	Coolector of Tirunelveli District	Chairman
2.	General Manager, Integrated Cooperative Development Project, Tirunelveli.	Member / Convener
3.	The Special Officer, Tirunelveli District Central Cooperative Bank, Tirunelveli.	Member

4.	The Regional Joint Registrar of Cooperative Societies, Tirunelveli	Member
5.	Representative of National Cooperative Development Corporation, Chennai	Member
6.	Assistant Director of Handlooms and Textiles	Member
7.	Assistant Director of Fisheries	Member
8.	Deputy Registrar (Agro Engineering)	Member
9.	Deputy Registrar (Dairying)	Member
10.	Representative of Tamil Nadu Cooperative Union	Member
11.	Representative of Social Welfare Department	Member

5. The following item of works, duties and responsibilities are to be entrusted to the District Level Coordination Committee.

- i. The District Level Coordination Committee will appraise the consultants of the local organization and environmental problems faced in the sector and ensure that the report should take into account these problems and suggest remedies.
- ii. The District Collector shall organize at least two meetings of the District Level Coordination Committee. The first meeting should be organized immediately after the appointment of the consultant and second meeting after the completion of survey of the societies. This is essential to have the active participation of the District Administration and involve the concerned cooperative agencies in the preparation of the report and thus help the effective implementation of the project.
- iii. The consultant and the team be provided all assistance for the collection of data information from the agencies concerned.
- iv. The team of consultant/investigators be provided with counter part team from the district to enable them to collect data.
- v. The draft report be discussed in a meeting of all concerned departments/agencies organized by the District Collector at the district level, duly approved and sent to the State level Coordination Committee.
- vi. The report would be evaluated by the State Level Coordination Committee constituted by the Government.

6. The District Level Coordination Committee shall have the following duties and responsibilities immediately after the sanction of the implementation of the Integrated Cooperative Development Project in Tirunelveli District.

- (a) To monitor the implementation of Integrated Cooperative Development Project.
- (b) To review the progress of the project.
- (c) To arrange to send the monthly progress report to the State Level Monitoring Cell
- (ie) Registrar of Cooperative Societies, and National Cooperative Development Corporation, Chennai.
- (d) The Committee may meet at least once in two months.

7. The expenditure, if any, on T.A., D.A. etc., of the members of the Committee shall be met by the concerned department/Agency to which they represent.

8. This order issues with the concurrence of Finance Department vide its U.O. No 11586/CF&CP/2007, dated:23.02.2007.

Sd. N.Vasudevan,  
Special Secretary to Government.

// true copy //

Endt. No.176230/2004/PMC2

Office of the Registrar of Cooperative Societies, Kilpauk, Chennai-600 010.  
Dated:20.3.2007

Copy of G.O.Ms.No.60, Cooperation, Food and Consumer Protection (CG2) Department dated:2.3.2007 is commuciated for information and necessary action.

// by order //

For Registrar.

To

1. The Collector, Tirunelveli District.
2. The Regional Joint Registrar of Cooperative Societies, Tirunelveli Region, Tirunelveli.
3. The Joint Registrar/Special Officer, Tirunelveli District Central Cooperative Bank, Tirunelveli.
4. The Special Officer, Tamil Nadu Cooperative Union, Chennai – 10.
5. The Director, National Cooperative Development Corporation, Chennai-32.
6. The Assistant Director of Handlooms and Textiles, Tirunelveli.
7. The Assistant Director of Fisheries, Tirunelveli.
8. The Deputy Registrar incharge of Agro Engineering Cooperatives in the Office of the Commissioner of Agriculture, Chennai-5.
9. The Deputy Registrar (Dairying), Tirunelveli.
10. The Assistant Director, Social Welfare Department, Tirunelveli.
11. The all administrative Sections in Registrar's office.
12. To all officers in the Office of the Registrar of Cooperative Societies, Kilpauk, Chennai – 600 010.
13. Stock file – 2007.

Copy of G.O.Ms.No.63 dated:16.2.2007 from the Finance (Salaries) Department

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Act – Tamil Nadu Transparency in Tender Act, 1998 (Tamil Nadu Act 43 of 1998)

Notification under section 16(f) of the Act – Notified)

.....  
Read:

G.O.Ms.No.63, Finance (Salaries) Department, dated:16.2.2007.

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ORDER:

The following Notification will be published in the Tamil Nadu Government Gazettee Extra ordinary dated 16<sup>th</sup> February 2007.

NOTIFICATION

“Under clause (f) of section 16 of the Tamil Nadu Transparency in Tenders Act, 1998 (Tamil Nadu Act 43 of 1998), the Governor of Tamil Nadu hereby notifies for the procurement of weaning food directly from Women’s Industrial Cooperative Societies to the extent of 65% of the requirement or upto the optimum level that could be supplied by the said societies whichever is less and entrustment of work relating to stitching of school uniforms intended for free supply to school going children to the Women’s Cooperative Tailoring Societies registered with the Directorate of Social Welfare as on the date of entrustment of work”.

Sd/- K.Gnanadesikan,  
Secretary to Government  
Fin. (Sal.) Dept.

/ true copy /

Office of the Registrar of Cooperative  
Societies, Chennai – 10.

Endt. Rc.3672/2007/SF4

Dated:2.4.2007

A copy of the notification issued under clause (f) of Secretariat. 16 of the Tamilnadu Transparency in Tender Act, 1998 (Tamilnadu Act 43 of 98) published in the Government Gazettee dt.16.2.2007 is communicated to the officers noted below for information and necessary action.

/ by order /

For Registrar.

To  
All Joint Registrar of Cooperative Societies  
All Deputy Registrars  
Copy to All Administrative Sections in Registrar’s Office and AR, Section.  
Copy to All zonal Officers  
Copy to All Apex Cooperative Bank / Apex Institutions.  
Copy to All Central Level Institution.  
Copy to Stock File.

Copy of G.O.Ms.No.17, Backward Classes. Most Backward Classes & Minorities Welfare (MWRU) Department, Dated:26.4.2007.

Backward Classes. Most Backward Classes, and Minorities Welfare Department – posting of Director of Backward Classes and Minorities Welfare as Ex-officio Managing Director, Tamil Nadu Minorities Economic Development Corporation for the effective implementation of Welfare Scheme for the Benefit of Minorities – orders – issued.

.....

- Read:-
1. G.O.Ms.No.61, Backward Classes, Most backward Classs & Minorities Welfare (MWRU) Department, dated:1.7.1999.
  2. From the Managing Director, Tamil Nadu Minorities Economic Development Corporation Letter No.Rc.No.A1/210/2004 dated:18.10.2006 and 26.2.2007.

ORDER:-

In the Government Order first read above, the Government have formed a new corporation viz., Tamil Nadu Minorities Economic Development Corporation to look after the various Welfare Schemes intended for the Minority communities in Tamil Nadu.

2. The Managing Director, Tamil Nadu Minorities Economic Development Corporation in his letter second read above, has stated that the Director of Backward Classes and Minorities Welfare has been holding full additional charge of the post of Managing Director, Tamil Nadu Minorities Economic Development Corporation and which has resulted in all time to the Tamil Nadu Minorities Economic Development Corporation high performance during 2005-2006 and also resulted in a saving of funds of Rs.5/- lakhs per annum being the salary and perquisites of full time District Revenue Officer as Managing Director of Tamil Nadu Minorities Economic Development Corporation. Further the Managing Director, Tamil Nadu Minorities Economic Development Corporation has informed that the paid up share capital of Tamil Nadu Backward Classes Economic Development Corporation is Rs.12.12 crores and Director of Backward Classes and Minorities Welfare is the Ex-officio, Managing Director, Tamil Nadu Backward Classes Economic Development Corporation, whereas the paid up share capital of Tamil Nadu Minorities. Economic Development Corporation is Rs.5,00,700/-. Therefore he has requested the Government that the Director of Backward Classess and Minorities. Welfare may be posted as Ex-officio Managing Director of Tamil Nadu Minorities Economic Development corporation for the effective implementation of Tamil Nadu Minorities Economic Development Corporation. Loan schemes and other schemes which will benefit the minorities.

3. The Government after careful examination decided to accept the above proposal of the Managing Director, Tamil Nadu Minorities Economic Development Corporation and accord sanction to post the Director of Backward Classes and Minorities Welfare as Ex-officio, Managing Director of Tamil Nadu Minorities Economic Development Corporation for the reasons as stated above.

4. This order issues with the concurrence of Finance and Public (Spl.A) Departments vide its U.O.No.16863/BPE/07 dated:30.3.2007 and U.O.No.2801/06-2 dated:13.3.2007 respectively.

(sd) N.Vasudevan  
Secretary to Government

/ true copy /

Endt. Rc.No.54878/2007 BI.3

Office of the Registrar of Cooperative  
Societies, Kilpauk, Chennai-10.  
Dated:27.7.2007.

Copy of G.O.(Ms) No.17 Backward Classes, Most Backward Classes and Minorities  
Welfare Welfare (MWRU) Department, Dated:26.4.2007 is communicated for information.

/ By order /

For Registrar.

To  
All the Regional Joint Registrar of Cooperative Societies,

Copy to  
All Zonal Officers  
All Personal Clerk to Additional Registrar (Credit)  
All A.R. Section (in triplicate)  
All Stock File 2007.

Copy of G.O.Ms.No.229 Finance (BG.1) Department, Dated:3.7.2007

Economy in expenditure – personalized official conveyance scheme (POCS)  
Enhancement of the loans amount from Rs.2.50 lakhs to Rs.4.50 lakhs orders – issued.

- .....
- Read: 1. G.O.Ms.No.772, Finance (BG-I) Department, dated:29.9.1995.  
2. Government Letter No.47756/Finance (EG-1) Department, 95-3  
dated :22.12.1995.  
3. G.O.Ms.No.48 Finance (BG.1) Department, dated:6.2.2007.

ORDER:-

In the Government order first read above, the Personalised Officer Conveyance Scheme (POCS) was introduced. The detailed instructions on the operational methodology were issued for implementation of the Personalised Official Conveyance Scheme in the Government letter second read above.

2. As per this scheme, the conveyance advance for the purchase of a new car was fixed at Rs.2.50 lakhs. This ceiling was in line with the cost of cars during the year 1995 and also in line with the amount sanctioned by the Government for the purchase of official cars for officers. In the Government order first read above, it was specified that the amount of conveyance advance shall be reviewed as and when the car prices are revised.

3. Representations have been received from many officers for the enhancement of conveyance advance for purchase of a new car under this scheme, considering the increase in car prices and the fact that the advance amount has not been revised since for 12 years.

4. After careful consideration, Government direct that the Conveyance advance for the purchase of a new car under Personalised Official Conveyance Scheme (POCS) be enhanced from Rs.2.50 lakhs to Rs.4.50 lakhs, taking into account the prevailing car prices and the amount currently being sanctioned for the purchase of official cars.

5. The above revised amount shall be recovered over a period of 10 years and the depreciation charges on principal shall be calculated on the same method as specified in the Government Order first read above. The revised method of interest calculation as ordered in the Government Order and third read above shall also apply for this enhanced loan amount.

(sd) K.GNANADESIKAN  
Secretary to Government

// true copy //

Office of the Registrar of  
Cooperative Societies  
Kilpauk, Chennai – 10.  
Dated :24.7.2007

Endt.K.Dis.91070/07 OM.2

Copy of G.O.Ms.No.229 Finance (BG.I) Department, dated:3.7.2007 is communicated to the  
Officers noted in the address entry for information and necessary action.

/By order/

For Registrar.

To  
All the Joint Registrar of Cooperative Societies  
Joint Registrar (Public Distribution System) I & II Chennai  
Copy to A.R. Section (3 copies)  
Stock file

Copy of G.O.Ms.No.250, Cooperation, Food and Consumer Protection (CJ1) Department  
dated:6.8.2007

Abstract

Act and Rules – Tamil Nadu Cooperative Societies Act, 1983 – Appointment of Director of Agriculture as the Functional Registrar in respect of all types of Waste Land Development Cooperative Societies – Orders – Issued.

Read:

1. G.O.Ms.No.185, Cooperation, dated:25.4.1988.
2. From the Registrar of Cooperative Societies, Lr,Rc.No.83439/2003/PMCT3 dated:8.10.2003.

ORDER:-

In the letter second read above, the Registrar of Cooperative Societies has stated that a proposal, for the organization of a new type of Cooperative Society for Waste Land Development in Salem District has been recently received by him. He has further stated that “Waste Land Development” is a subject relating to the Agriculture Department and Government Orders with regard to Comprehensive Waste Land Development Programme, Lease of Lands to Corporate houses for developing agro based industries and other guidelines have been issued from the Agriculture Department. The Registrar of Cooperative Societies has therefore stated that it is appropriate that the Director of Agriculture is to be the ‘Functional Registrar’ in respect of this new type of waste Land Development Cooperative Societies. But, as per the existing Government Order in force, the Director of Agriculture has been appointed as the Registrar of Cooperative Societies for the State of Tamil Nadu only in respect of (I) all types of Agro-Engineering Services Cooperative Societies and (ii) All types of Oil seeds Growers Cooperative Societies. The Registrar of Cooperative Societies has therefore requested the Government to issue necessary notification under section 3 of the Tamil Nadu Cooperative Societies Act, 1983 appointing the Director of Agriculture, Chennai to be the Registrar of Cooperative Societies for the State of Tamil Nadu in respect of all types of Waste Land Development Cooperative Societies.

2. The Government after careful examination have decided to accept the proposal of the Registrar of Cooperative Societies to appoint the Director of Agriculture, Chennai as the Registrar of Cooperative Societies for the State of Tamil Nadu in respect of all types of Waste Land Development Cooperative Societies.

3. In exercise of the powers conferred by section 3 of the Tamil Nadu Cooperative Societies Act, 1983 (Tamil Nadu Act 30 of 1983) the Governor of Tamil Nadu hereby appoints the Director of Agriculture to be the Registrar of Cooperative Societies for the State of Tamil Nadu in respect of all types of Waste Land Development Cooperative Societies.

Sd/- S.Machendranathan,  
Secretary to Government  
Cooperation, Food and Consumer  
Protection (CJ1) Department.

/ true copy /

Office of the Registrar of Cooperative Societies, Chennai-10.

Nk.F.e.f.v.;.105200/2007 jpf\$g2

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Copy of G.O.(D)No.305, Cooperation, Food and Consumer Protection (CC ) Department,  
Dated:13.9.2007.

Abstract

Part II Schemes 2007-2008 – Interest free loan to physically handicapped persons for availing credit from Cooperative Banks – Orders issued.

Read:

1. G.O.D.No.166, Cooperation, Food and Consumer Protection Department, dated:29.5.2007.
2. From the Registrar of Cooperative Societies letter No.52811/2007 ACS2II, dated:19.6.2007.

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ORDER:-

In the circumstances stated by the Registrar of Cooperative Societies in his letter second read above, the following amendments are issued to G.O. first read above.

AMENDMENT

In the Government Order,

i. after para 3, the following para shall be added as para 4:-

4. The Scheme envisaged in para 3 of the G.O. cited shall be extended to physically handicapped men also.

ii. The existing paras i.e., 4,5 and 6 shall be renumbered as 5,6 and 7.

/ By Order of the Governor/

Sd/- S.Machendranathan  
Secretary to Government

/true copy/

Endt.Rc.52811/2007 ACS.2

Office of the Registrar of Cooperative  
Societies, Kilpauk, Chennai-10.  
Dated:18.9.2007.

A copy of G.O.(D)No.305, Cooperation, Food and Consumer Protection (CC1) Department, dated:13.9.2007 is communicated to the Special Officers of all District Central Cooperative Banks for information and necessary action.

/By Order/

For Registrar.

To  
The Special Officer of all District Central Cooperative Banks

Copy to  
Regional Joint Registrars  
All circle Deputy Registrar  
CBP,CBS,PB,RN,AO,AR sections in the office.  
Stock file

Copy of G.O.Ms.No.217, Personnel and Administrative Reforms (K) Department  
dated:8.9.2007.

Abstract

Public Services – Qualifications – Recognition of Courses awarded under Open University System by Tamil Nadu Open University as equivalent to the corresponding awards of other Universities in the State under regular stream for the purpose of employment in public services – clarification – issued.

.....

Read:

1. G.O.Ms.No.180, Personnel and Administrative Reforms (R) department dated:11.9.2000.
  2. From the Registrar, Tamil Nadu Open University Letter F.No.16(2)/ Misc/2003, dated:27.2.2007.
- 

ORDER:

In the Government order first read above, it has been ordered that the Diploma/under Graduate/Post Graduate Degree Courses offered by the Universities recognized by the University Grants Commission through open university system shall be considered as equivalent to Diploma/Under Graduate/Post Graduate Degree courses offered by those Universities under regular stream for the purpose of employment in public services.

2. In the letter second read above, the Registrar, Tamil Nadu Open University has requested to issue an order to the effect that the Certificates/Diploma/Degree and Post Graduate Degree conferred by Tamil Nadu Open University shall be treated as equivalent to the corresponding awards of other Universities in the State under regular stream, for the purpose of employment in public services.

3. The Government have examined the matter in details and decided to issue a clarification based on the orders issued in the Government order first read above, Accordingly the Government direct that the Diploma/Under Graduate/Post Graduate Degree Courses offered by the Tamil Nadu Open University shall be treated as equivalent to the corresponding awards of the other Universities in the State under regular stream for the purpose of employment in public services.

(BY ORDER OF THE GOVERNOR)

T.S.SRIDHAR  
SPECIAL COMMISSIONER AND  
SECRETARY TO GOVERNMENT

/ True copy /

Endt.Rc.No.124403/2007/EM3

Office of the Registrar of Cooperative  
Societies, Chennai-10.  
Dated:4.10.2007.

Copy of G.O.Ms.No .217, Personnel and Administrative Reforms (K) Department, dated:8.9.2007 is communicated for information and necessary action.

/ By order /

For Registrar.

To

1. Additional Registrar of Cooperative Societies, Chennai Region,
2. All Regional Joint Registrars &  
Joint Registrar (Public Distribution System) 1 & 2, Chennai.

Copy to

All Circle Deputy Registrars.

All Deputy Registrars (Public Distribution System)

All Officers in office.

All sections in office.

OE,EM,PA section superintendent.

Stock file 2007.

Copy of G.O.Ms.No.1740, Public (Ex-Servicemen) Department, dated:6.11.2007.

## ABSTRACT

TEXCO – 89<sup>th</sup> Board Meeting of the Tamil Nadu Ex-Servicemen’s Corporation Limited held on 29.06.2007 – item No.13 – Implementation of wages under the Tamil Nadu Minimum Wages Act for the Contract Employees of Tamil Nadu Ex-Servicemen’s Corporation Limited–Orders –issued  
.....

Read:

1. Government letter No.56532/2001-3, Public (Ex-Servicemen) Department, dated:7.8.2002.
2. G.O.(2D) No.33, Labour and Employment Department, dated:9.11.2005.
3. From the General Manager, Tamil Nadu Ex-Servicemen’s Corporation Limited, Chennai – 15 Letter No.06 & 13/BD/2007, dated:16.7.2007.

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### ORDER:-

The Board of Tamil Nadu Ex-Servicemen’s Corporation Limited in its 89<sup>th</sup> Board Meeting held on 29.6.2007 under item No.13, resolved to adopt the wages for the Contract Employees of Tamil Nadu Ex-Servicemen’s Corporation Limited under the Tamil Nadu Minimum Wages Act, 1948 with effect from 1.10.2007.

2. The Government after careful consideration of the proposal of the General Manager, Tamil Nadu Ex-Servicemen’s Corporation Limited have decided to agree with the resolutions passed by the Tamil Nadu Ex-Servicemen’s Corporation Limited to implement the wages for the Contract Employees of Tamil Nadu Ex-Servicemen’s Corporation Limited under the Tamil Nadu Minimum Wages Act, 1948 excluding House Rent Allowance with effect from 1.10.2007.

3. Accordingly, the Government direct that the following rates shall be paid for the contract Employees of Tamil Nadu Ex-Servicemen’s Corporation Limited by the Public Sector Undertakings, Boards, Societies, Institutions and Government Departments with effect from 1.10.2007.

Sl. No.	Category	Rate / P.M. / Rs. (8 Hrs. Shift)
(a)	Security Guards	5582/-
(b)	Supervisor (HSG)	6796/-
(C)	Assistant Security Officer	7606/-
(d)	Assistant Manager / Project Officer	8415/-
(e)	Clerks, Junior Assistant – Cum - Typist, Mechanic (Automobile) /Electric / Radio /Wireless), Drivers, Steno-Cum-Typist, Elite Guard etc.	As that of supervisor (HSG) Rs.6796/- per month 8 hrs. Shift.
(f)	Warden, Telephone Operator Accountant, Computer Programmer / Literate, Automobile Supervisor, Lorry Shed Supervisors.	As that of Assistant Security Officer (ASO) Rs.7606/- per month /8 hrs. Shift.

(i)	Service Charges	12%
(ii)	Service Tax	12.36% (In compliance with the provisions of Finance Act, Notification No.22 of 2007 With effect from 11.5.2007)
(iii)	Administrative charges	1.61% (EPF 1.11% and EDLI 0.50%)

4. This order issues with the concurrence of the Finance Department vide its U.O.No.3472/FS/P/2007, dated:27.10.2007.

(BY ORDER OF THE GOVERNOR)

D.JOTHI JAGARAJAN,  
SECRETARY TO GOVERNMENT

/ True copy /

Endt.No.152713/2007/EM.3

Office of the Registrar of Cooperative Societies, Chennai-10.  
Dated:6.12.2007.

A copy of G.O.Ms.No.1740, Public (Ex-servicement) Department, dated 6.11.2007 is communicated for information and necessary action.

/ By order /

For Registrar.

To

1. Additional Registrar of Cooperative Societies, Chennai Region.
2. All Regional Joint Registrars and  
Joint Registrar (Public Distribution System) I&II, Chennai.

Copy to

All Circle Deputy Registrars  
All Deputy Registrars (Public Distribution System)  
All Officers in office.  
All Sections in office  
OE, EM, PA section Superintendent.  
Stock file 2007.

Copy of Government Letter No.4814/CBI/07-1, Cooperation, Food and Consumer Protection (CBI) Department, Dated 26.2.2007.

To  
The Principal Commissioner of Civil Supplies  
Consumer Protection,  
Chennai – 5

The Registrar of Cooperative Societies,  
Chennai-10

The Chairman & Managing Director  
Tamil Nadu Civil Supplies Corporation,  
Chennai-10

The Chairman & Managing Director  
Tamil Nadu Warehousing Corporation,  
Chennai-32

The Registrar  
State Consumer Disputes Redressal Commission  
Chennai-4.

Sir,

Sub: Computerisation of service rules & Government Orders etc.,  
Compact disk format – Requested – Regarding.

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I am directed to state that the Cooperation Food & Consumer Protection Department has propose to computeise the service rules and Government orders and creation of service rules and Government orders of public importance into electronic data base in compact disks format.

2. I am therefore request you to send the above details in C.D. form to Government so as to launch it in Government website.

3. This may be treated as most immediately.

Yours Faithfully.

For Deputy Registrar to Government

Copy to: Under Secretary to Government (Services)

COOPERATIVE DEPARTMENT

From  
Dr.T.Prabhakarara Rao, I.A.S.,  
Registrar of Cooperative Societies,  
N.V.Natarajan Maligai,  
170, Periyar E.V.R. igh Road,  
Kilpauk, Chennai – 600 010.

To  
The Special Officers,  
all Apex institutions  
The Regional Joint  
Registrars,  
The Joint Registrar  
(PDS) I & II, Chennai

Rc.No.39499/2007/AR 1 dated:5.4.2007

Sir,

Sub: Cooperation, Food and Consumer Protection Department – Right to Information Act, 2005 – Central Act 22 of 2005 – Appointment of Public Information Officer, Assistant Public Information Officer and Appellate Authority – Appointment order – Issued.

Ref: G.O (D) No.70, Cooperation, Food and Consumer Protection Department, dated:14.3.2007.

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Copy of Government orders for the appointment of information officers in Cooperation, Food and Consumer Protection Department, Secretariat, Chennai-9 is communication for information and necessary action.

You are requested to communicate the contents to all the administrative units under your control .

Sd. T.Prabhakara Rao,  
Registrar.

/ By order /

For Registrar

Encl: As in draft.

Copy to all officers in office.

- “ “ “ Sections in office
- “ “ “ Registrar’s Table.
- “ “ “ Stock File / Notice Board
- “ “ “ G.O. File (3 copies).

COOPERATIVE DEPARTMENT

From  
Dr.T.Prabhakara Rao, I.A.S.,  
Registrar of Cooperative Societies,  
N.V.Natarajan Maligai,  
170, Periyar E.V.R. High Road,  
Kilpauk, Chennai – 600 010.

To  
The Special Officers,  
All apex institutions,  
All Regional Joint  
Registrars/Joint Registrar  
(PDS) I & II, Chennai.

Rc.No.39507/2007/AR. 1 dated:9.4.2007

Sir

Sub: Right to Information Act, 2005 – Tamil Nadu Information Commission  
- Shifting of headquarters of the Commission – Notified – Regarding.

Ref: G.O.Ms.No.33, Prsonnel &Administrative Reforms (AR. III) Department  
Dated:7.2.2007.

-----  
Government have specified the Kamadhenu Cooperative Super Market Building 1<sup>st</sup> floor,  
Teynampet (Near Vanavil), Old no.373, New No.378, Anna Salai, Chennai – 600 018 (Post Box  
No.6405, Teynampet, Chennai-18) as the Headquarters of the Tamilnadu Information  
Commission in the Government order cited. Copy of the Government order is communicated  
herewith.

You are requested to communicate the contents of the Government order to all the  
administrative units under your control.

(Sd.) T.Prabhakara Rao,  
Registrar.

/ by order /

For Registrar

Encl:As in draft.

Copy to: all officers for office.  
All Sections in Office.  
Registrar's table  
Stock file / G.O. File (3 copies)  
Notice Board.

COOPERATIVE DEPARTMENT

From  
Dr.T.Prabhakara Rao, I.A.S.,  
Registrar of Cooperative Societies,  
N.V.Natarajan Maaligai,  
170, Periyar E.V.R. High Road,  
Kilpauk, Chennai – 600 010.

To  
The Special Officer,  
All apex institutions,  
The Regional Joint Registrars  
The Joint Registrar  
PDS (I) & (II), Chennai.

Rc.No.39504/2007/AR, dated:5.4.2007

Sir,

Sub: The Right to Information Act, 2005 (Central Act 22 of 2005)  
The Tamil Nadu Right to Information (Fees) Rules, 2005  
Amendment – Issued.

Ref: G.O.(Ms)No.72, Personnel and Administrative Reforms Department,  
Dated 20.3.2007.

-----  
Government have issued amendment to the Tamil Nadu Right to Information (Fees) Rules, 2005 in the Government order cited. Copy of Government order is communicated for information and necessary action.

You are requested to communicate the contents to all the administrative units under your control.

(Sd) T.Prabhakara Rao,  
Registrar

/ by order /

For Registrar.

Encl: As in draft.

Copy to all officers in office.

- “ “ “ Sections in office.
- “ “ “ Registrar’s Table.
- “ “ “ Stock File/G.O. File (3 copies),
- “ “ “ Notice Board.

ABSTRACT

Public Service – Annual Confidential Reports – Written by the Reporting Officers after demitting office in the middle of the year – fresh instructions – issued.

READ:

1. G.O.Ms.No.11, Personnel and Administrative Reforms ® Department, dated:5.1.1984.
2. G.O.Ms.No.85, Personnel and Administrative Reforms ® Department, dated:8.2.1996.

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ORDER:

Government have issued instructions from time to time that Personnel files should be written promptly by the reporting Officer. However, if it is not possible due to extra-ordinary reasons, he should have left behind for the information of his successor, a full note on the subordinate officers or incorporation in the report. To ensure prompt and upto date maintenance of confidential Reports if the case of officers who relinquish charge on transfer or for other reasons, the handing over charge report (CTC) should accompany a report to the effect than they have written the confidential reports on all their subordinates furnishing a list of the officers in respect of whom they have to submit report.

2. While reviewing the above instructions in February 1996, it was observed then that there is very little tme, after receipt of transfer order and before actual handing over of charge and it is not possible to write confidential reports while handing over charge.

3. The Government therefore examined the above issue and issued orders in Government order second read above that whenever a reporting officer demits office either on transfer or for other reasons in the middle of the year, to should make upto date the personal file of officers under their control and the personal files should be written by the reporting officer not later than 90 days after demitting office.

4. It has now been brought ot the notice of the government that allowing even 90 days, after demitting office, causes much delay in writing the annual confidential reports. Such delay in the case of state service officers results delay, in getting their promotion to All India Services due to Non-Finalisation of select lists of 2005 and 2006 by the Union Public Service Commission. The Hon'bel High Court of Chennai has upheld the views of Central Administrative Tribunal, Madras Branch in a particular case. The High Court has ruled that.

“In the even of non-writing of one or more Annual confidence reports (ACRs) for any reason during the relevant period the DPC should consider the ACRs for the year proceeding the period in question and in anycase, even if these are not available DPC should take care about the confidents reports (CRs) of the lower grade into account to complete the number of CRs required to be considered. If this is also not possible all the available CRs should be taken into account. In para No.9.2.1 of the counter the above provision has been extracted. As rightly pointed out, it means that the instructions as published in the above said book ought ot be followed in letter and spirit. Admittedly, no statutory rules govern the writing of ACRs, and therefore the Government of India and the Government of Tamil Nadu are competent to issue Administrative instructions on a matter upon which statutory rules do not exist”.

5. The Government have examined the above issue a fresh and in supercession of all the existing instruction the flowing fresh instructions are issued in respect of writing of confidential

reports by the Reformss officers whenever they are demittig office either on transfer or for other reasons in the middle of the year. The following instructions are to be followed scrupulously.

“Whenever the Reporting Officers are to relinquish charge on transfer or for other reasons, they should write the confidential reports in respect of all his subordinate officers and the handing over charge report should accompany a certificate to his higher officer that he had completely written the confidential reports on all his subordinate officers. However, if it is not possible to adhere to the above procedure due to administrative reasons he may take a reasonable time to write confidential reports but this time limit should not ordinarily exceed 90 days from the date of his demitting office”.

/ BY ORDER OF THE GOVERNOR)

T.S.SRIDHAR  
Special Commissioner and  
Secretary to Government.

/ true copy /

Endt.Rc.No.858/2007/P.A.3.

Office of the Registrar of Cooperative  
Societies, Chennai – 10.  
Dated:27.4.2007.

Copy of G.O.Ms.No.86, Personnel and Administrative Reforms (K) Department, dated:1.4.2007 is communicated to the officers noted in the address entry information and necessary action.

For Registrar.

To  
All the Additional Registrar of Cooperative Societies,  
All the Joint Registrar of Cooperative Societies,

Copy to  
P.A.1., D.A., O.E. and E.M. Sections in office.  
P.A. D.A. O.E and E.M. Sections in office.  
A.R.Section (10 copies)  
Stock File.

/ Right to Information  
Act – Most Urgent /

COOPERATIVE DEPARTMENT

From  
Thiru.Jatindra Nath Swain, I.A.S.,  
Registrar of Cooperative Societies,  
Kilpauk, Chennai – 600 010.  
Post Box No.1091.

To  
Regional Additional Registrar,  
Chennai.  
All the Regional Joint Registrars/  
Joint Registrar (PDS) I&II, Chennai.  
Special Officers of all apex coop.  
Institutions.

Rc.No.132953/2007/AR.2 dated:24.10.2007.

Sir

Sub: Cooperative, Food and Consumer Protection Department – Right to  
Information Act, 2005- Central Act 22 of 2005 – Appointment of  
Public Information Officer, Assistant public Information Officer and  
Appellate Authority – Appointment orders – Issued.  
Ref: Government order (D) No.312, Cooperation, Food and Consumer  
Protection (O.P.1 (1) ) Department, dated:19.9.2007.

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A copy of the Government order in which orders have been issued, designating the Public Information Officer, Assistant Public Information Officer and Appellate Authority under Right to Information Act, 2005 in Cooperation, Food and Consumer Protection Department of Government of Tamilnadu is enclosed for information and necessary action.

I request you to communicate the same to all administrative units under your control.

/ By order /

For Registrar.

Encl:As in draft.

Copy to  
The information officer of the office of the  
Registrar of Cooperative Societies, Chennai-10.  
All officers in office.  
All sections in office.  
Zonal officers.  
Stock File.