

SPECIAL RULES FOR THE TAMIL NADU COOPERATIVE SERVICE

1. Constitution: (a) The Service shall consist of

- i) Additional Registrar of Cooperative Societies,
- ii) Joint Registrar of Cooperative Societies, and
- iii) Deputy Registrars of Cooperative Societies.

b) The Personal Assistant to Registrar of Cooperative Societies, District Cooperative Audit Officer, Project Officer (Agricultural Refinance Corporation Schemes), Principal in a Cooperative Training Institute, Lecturer in a Cooperative Training Institute and in any of the Universities within this State and Deputy Chief Audit Officer and other Officers to be notified by an order of Government, from time to time, shall be construed as belonging to category (ii) or (iii) of sub rule (a) as the case may be to which they would belong but for their appointment as Personal Assistant to Registrar of Cooperative Societies, Project Officer (Agricultural Refinance Corporation Scheme), Principal in a Cooperative Training Institute, Lecturer in a Cooperative Training Institute and in any of the Universities within this State and Deputy Audit Officer etc.

2. Appointment: (a) Appointment to the post of Deputy Registrar shall be made by direct recruitment or by recruitment by transfer from the category of Cooperative Sub Registrars in the Tamil Nadu Cooperative Subordinate Service. Twenty five per cent of the substantive vacancies shall be filled or reserved to be filled by direct recruitment. (G.O.Ms.No. 461, Cooperation, Food and Consumer Protection Department, dated 21.11.91).

b) The post of Joint Registrar shall be a selection post and shall be filled by promotion from the Deputy Registrars. Such promotion shall be made on grounds of merit and ability seniority being taken into consideration only where merit and ability are approximately equal.

Provided that no Deputy Registrar shall be eligible for promotion as Joint Registrar, unless he possesses the following qualifications, namely:

i) the minimum general educational qualification prescribed in Schedule I to the General Rules for the Tamil Nadu State and Subordinate Services;

or

the certificate of eligibility for College course of Studies in the Universities of Madras, Madurai and Annamalai issued by the Board of Secondary Education or by any other competent authority; and

ii) must have passed:-

a) the examinations in Cooperation, Auditing, Banking, and Book-keeping conducted by the Central Cooperative Institute, Madras, or the Tamil Nadu Public Service Commission; and

b) the Account Test for Subordinate Officers - Part-I.

iii) Must have put in a minimum period of three years of service as Deputy Registrar of Cooperative Societies including

the period of probation, the periods spend on foreign service or on deputation but excluding the period of training and periods spend on leave; suspension, etc.

Provided further that the Deputy Registrars appointed by direct recruitment who possess the qualifications prescribed in rule 3 and who have passed the tests prescribed in rule 6, need not pass the examinations mentioned above.

(b.b) The post of Additional Registrar of Cooperative Societies shall be selection post and shall be filled by promotion from the category of Joint Registrar of Cooperative Societies, such promotion shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. (G.O.Ms.NO.794, Food and Cooperation Department dated 2.11.82. Registrar's Rc. 230416/82/V.2)

(c) For the purpose of these rules, a person who has passed the examinations specified in column(1) of the table below shall be deemed to have passed the examinations conducted by the Central Cooperative Institute, Madras, or the Tamil Nadu Public Service Commission in the subject specified in the corresponding entries in column (2) thereof:

TABLE

| Examinations 1. | Corresponding examinations of the Tamil Nadu Public Service Commission. 2. |
|--|---|
| 1. Government Technical Examination in : Book-keeping (Lower Grade) Banking (Lower Grade) Accountancy (Lower Grade) | Book-keeping Banking Book-keeping |
| 2. Omitted in G.O.Ms.No.582, dated 17.8.76. | Cooperation |
| 3. B.Com. or B.Com.(Hons.) or M.Com. degree of any University or Institution recognised by the University Grants Commission for purposes of its grant. | Book-keeping |
| 4. (a) B.Com.(Hons.) degree of the Madras or Annamalai University with Cooperation as one of the subjects. | Cooperation, Auditing Banking and Book-keeping |
| b) M.Com. degree of the Madras, Madurai or Annamalai Univer- sity with Cooperation as one of the subjects. | Cooperation and Book- keeping |
| 5. A pass in the Accountancy and General Commercial knowledge of the Intermediate Examination of the Andhra University. | Book-keeping |
| 6. A pass in the G.D.A. or R.A. or A.C.A. Diploma Final Examination. | Book-keeping and Auditing |
| 7. A pass in the examination | Banking |

for the certified Association-ship of the Indian Institute of Bankers.

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| 8. A pass in the Elements of Commerce and Accountancy in the Intermediate Examination of the Madras University. | Book-keeping |
| 9. A pass in the Government Technical Examination in Accountancy (Lower Grade). | Book-keeping |
| 10. Post Graduate Diploma in Agricultural Economics and Cooperation awarded by the National Council for Rural Higher Education (G.O. Ms.No.614, F & C Dept., dated 17.11.80). | Cooperation, Auditing Banking, and Book-keeping |
| 11. M.A. (Cooperation) (or) B.A. (Cooperation) (G.O.Ms.No. 323, F&C Dept., dated 20.4.81) (G.O.Ms.No. 541, F&C Dept., dated 3.8.83) | Cooperation and Book-keeping |
| 12. A pass in the elements of Commerce in the Higher Secondary Examination Conducted by the board of Higher Secondary Examination Tamil Nadu (G.O.Ms.No. 489, C.F.& C.P. Dept. dated 27.6.90) | Book-keeping |

d. Preparation of annual list of Approved Candidates:

For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in the Service by recruitment by transfer/promotion, the crucial date on which the candidates should have acquired the prescribed qualifications shall be the 1st October of every year. (G.O.Ms.No.36, F&C Dept. dated 21.1.1981).

3.(a) No person shall be eligible for appointment to the post of Deputy Registrar by the method specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

| Method of appointment | Qualifications |
|-----------------------|---|
| Direct recruitment | a) A Degree of any of the university incorporated by an Act of the Central or State Legislature in India or other educational institution established by an Act of Parliament or declared to be deemed as University under section 3 of the University Grants Commission Act, 1956 (Central Act 3 of 1956). |

- b) Must have completed twenty one years of age and must not have completed thirty-five years of age for candidates belonging to SC/ST, MBC, DCS and Backward classes and thirty years of age for others on the first day of July of the year in which the selection for appointment is made.

By recruitment by transfer from the category of Cooperative Sub Registrars.

Must possess the following qualifications, as on the first day of October of the year in which the selection for appointment is made;

i) The minimum general educational qualification Prescribed in Schedule I to the General Rules for the Tamil Nadu State and Subordinate Services;

or

the certificate of eligibility for College Course of Studies in the Universities of Madras, Madurai and Annamalai Issued by the Board of Secondary education or by any other competent authority;

ii) Must have passed,
a) the examinations in Cooperation, Auditing, Banking, and Book-keeping conducted by the Tamilnadu Public Service Commission, Madras and

b) The account test for Subordinate Officers Part I; and
(Omitted vide G.O.Ms.No.300, C.F. & C.P. Dept. dt: 7.8.91)

iv) Must have put in a minimum period of three years of service as Cooperative Sub Registrars including the period of probation, periods spent on foreign service or on deputation but excluding the period of training and periods spent on leave, suspension etc.

Provided that a person who is not required to pass the examination in Cooperation, Auditing, Banking and Book-keeping conducted by the Central Cooperative Institute or the Tamil Nadu Public Service Commission according to Notes (1) and (2) under sub-

rule (a) of rule 11 of the Special rules for the Tamilnadu Cooperative subordinate service need not pass the examinations in Cooperation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Service Commission.

b) For the purpose of these rules, a person who has passed the examinations specified in column (1) of the table below shall be deemed to have passed the examination conducted by the Tamil Nadu Public Service Commission in the subjects specified in the corresponding entries in column (2) thereof.

TABLE

| 1. | 2. |
|--|---|
| Examination | Corresponding examination of the Tamilnadu Public service Commission. |
| 1. Government Technical Examinations in - | |
| Book-keeping (Lower Grade) | Book-keeping |
| Banking (Lower Grade) | Banking |
| Accountancy (Lower Grade) | Cooperation |
| 2. Omitted in G.O.Ms.No.582 dated: 17.8.76. | Cooperation |
| 3. B.Com. degree of the Andhra, Madras, Annamalai or Kerala University or B.Com.(Hons,) degree of the Andhra University. | Book-keeping |
| 4. a. B.Com.(Hons.) degree of the Madras or Annamalai University with Cooperation as one of the subjects. | Cooperation, Auditing, Banking and Book-keeping |
| b. M.Com. degree of the Madras, Madurai, or Annamalai University with Cooperation as one of the subjects. | Cooperation and Book-keeping |
| (G.O.Ms.No. 176, Coop. dt. 21.3.79). | |
| 5. A pass in the Accountancy and General Commercial knowledge of the Intermediate examination of the Andhra University. | Book-keeping |
| 6. A pass in the G.D.A. or R.A. or A.C.A. Diploma Final Examination. | Book-keeping and Auditing. |
| 7. A pass in the examination for the certified Associateship of the Indian Institute of | Banking |

Bankers.

8. A pass in the Elements of Commerce and Accountancy in the Intermediate examination of the Madras University. Book-keeping
9. A pass in the Government Technical Examination in Accountancy (Lower Grade) Book-keeping
10. Post Graduate Diploma in Agricultural Economics, and Cooperation awarded by the National Council for Rural Higher Education. Cooperation, Auditing Banking and Book-keeping
11. M.A. (Cooperation) or B.A. (Cooperation) (G.O.Ms.No. 614 F & C dt: 17.11.80) Cooperation and Book-keeping,
(G.O.Ms.No. 323 F & C dated 20.4.81)
12. A pass in the Elements of Commerce in the Higher Secondary Examination conducted by the Board of Higher Secondary Examination Tamil Nadu (G.O.Ms.No.636 C.F. & C.P. Dept. dt. 29.6.90) Book-keeping

4. Reservation of appointments - The rule of reservation of appointments (General Rule 22) shall apply to the appointment by direct recruitment of Deputy Registrars.

5. Probation - (a) A person appointed as Deputy Registrar shall from the date on which the joins duty be on probation -

i) if recruited direct, for a total period of three years on duty; and

ii) If recruited otherwise for a total period of two years on duty within a continuous period of three years.

6. Tests and Training: (a) The following training and tests are prescribed for directly recruited probationers;

(i) Training in the General Basic Course at any of the Cooperative Training Colleges in Tamil Nadu for 36 weeks, practical study of Cooperative for 8 weeks and practical training in other departments for 10 weeks.

(ii) Foundational Training Course 'A' at Civil Services Training Institute Bhavanisagar for 5 weeks and passing of all the tests conducted by the said training Institute.

(iii) Holding of Independent charge of the different posts of Cooperative Sub Registrars for 42 weeks.

(iv) Account Test for Executive Officers:

(v) Examinations in Cooperation, Auditing, Book-keeping

and Banking conducted by the Tamil Nadu Public Service Commission and

(vi) District Office Manual Test conducted by the Tamil Nadu Public Service Commission.

Provided that persons who hold M.Com., degree of the Madras, Madurai or Annamalai University with Cooperation as one of the subjects need not pass the examination in Cooperation and Book-keeping.

Provided further that persons who hold post Graduate Diploma in Agricultural Economics and Cooperation awarded by the National Council for Rural Higher Education need not undergo the institutional training for 36 weeks at any of the Cooperative Training Colleges in Tamil Nadu and also need not pass the departmental examinations in Cooperation, Auditing, Banking and Book-keeping.

(G.O.Ms.No. 614 Food and Cooperation Department dated 17.11.80).

Provided further that persons who hold M.A., (Cooperation) or B.A. (Cooperation) degree need not undergo theoretical training i.e. instruction class conducted for the candidates recruited through the Tamil Nadu Public Service Commission prescribed in this sub-rule (G.O.Ms.No. 323 Food and Cooperation Department dated 20.4.81).

(b) (i) A Probationer while undergoing the training referred to in item (i) and item No. (ii) of sub rule (a) and while holding charge of the office of a Cooperative Sub Registrar in accordance with item (iii) of the said sub-rule, shall be entitled to draw the minimum of the time scale of pay applicable to the post of Deputy Registrar of Cooperative Societies in addition to dearness allowance and other allowances admissible under the rules.

(ii) The Period of training and the period of holding charge of the office of the cooperative sub Registrar referred to in sub rule (a) will count for increment in the time scale of pay applicable to the post of Deputy Registrar of Cooperative Societies.

The third and subsequent increments shall be granted only after completion of the prescribed period of training and holding the charge of the office of the Cooperative Sub Registrar and passing the prescribed tests and declaration of probation in the post of Deputy Registrar of Cooperative Societies (G.O.Ms.No. 591, Food and Cooperation dated 12.8.83) This amendment shall be deemed to come into force on and from the 26.12.79).

(c) Deputy Registrars of Cooperative Societies appointed by recruitment by transfer from the category of Cooperative Sub Registrars who have not completed 53 years of age should undergo the Foundational Training Course - 'A' for a period of 5 weeks at the Civil Services Training Institute at Bhavanisagar, and pass all the tests at the end of the training course within the period of probation. If they do not undergo the said training and pass the said tests their second and subsequent increments shall be stopped till they undergo the training and pass the said tests, but such stoppage shall not have the effect of postponing their future increments after they have undergone the training and have passed the said tests. The period of training will count for increment and probation and the Deputy Registrars of Cooperative

Societies shall be entitled to draw their usual pay and allowances and also traveling allowance and Daily Allowance as admissible under the rule.

(d) If for any reason whatsoever including illness of any bodily infirmity, a probationer while undergoing the prescribed course of training in a Cooperative Training College either leaves the College without previous permission in writing, in that behalf of the Principal or any other person in charge of the college or discontinues the course of training or absents himself from the college on account of leave of any kind, including casual leave, on one or more occasions, for a total period exceeding one tenth of the total number of working days of the course of training, he shall not be allowed to rejoin the said course of training and shall be deemed to have been discharged from service with effect from the date of such leaving the college or the date on which he discontinues the course of training on the date on which his absence exceeded the aforesaid one-tenth of the total number of working days as the case may be.

6-A. Bonds:-

Every person appointed as Deputy Registrar of Cooperative Societies by direct recruitment shall, before undergoing the course of training referred to in Rule 6, execute a bond in the prescribed form with two sureties binding himself:-

(i) to undergo the entire course of training;

(ii) to serve in the Cooperative Department for a period of not less than five years after completion of such course of training;

(iii) (a) in case he fails to fulfil the conditions specified in clause (1) or in case his selection is cancelled due to his fault or if he is discharged under sub-rule (d) of Rule 6, to refund to the State Government the total amount drawn by him as pay and allowances excluding Travelling Allowance, during such course of training plus the expenditure incurred by the State Government, if any; and

(b) in case he fails to fulfil the condition specified in clause (ii), to refund to the State Government the total amount drawn by him as pay and allowances excluding Travelling Allowance, during such course of training plus the expenditure incurred by State Government, if any,

in proportion to the period which fall short of the period of service specified in clause (ii) above;

Provided that no refund under clause (iii) shall be made so long as such person continues to remain in the service of the State Government and the liability for such refund shall cease when such person completes a total service of five years under the State Government, after the completion of the course of training undergone by him. (G.O.Ms.No.186, Cooperation, Food and Consumer Protection Department, dated 19.8.1994)

For Registrar