

From

The Registrar,
Cooperative Societies Haryana,
Chandigarh.

To

1. The Managing Director,
Haryana State Coop. Bank Ltd.,
Chandigarh.
2. The Managing Director,
Haryana State Coop. Consumer Stores Federation Ltd.
Chandigarh.
3. The Managing Director,
The Haryana State Coop. Supply & Mkg. Fed. Ltd.,
Chandigarh.
4. The Managing Director,
Haryana State Coop. Land Devp. Bank Ltd.,
Chandigarh.
5. The Managing Director,
Haryana State Coop. Sugar Mills Fed. Ltd.,
Chandigarh.
6. The Managing Director,
All Coop. Sugar Mills in the State of Haryana.
7. The Managing Director,
The Hansi Coop. Spinning Mills Ltd.,
Hansi.
8. The Managing Director,
Haryana State Coop. Dairy Devp. Fed. Ltd.,
Chandigarh.
9. The Managing Director,
Haryana State Coop. Dev. Fed. Ltd.,
Chandigarh.
10. The Managing Director,
The Haryana State Coop. Industrial Fed. Ltd.,
Chandigarh.
11. The Managing Director,
The Haryana State Coop. Handloom Weavers, Apex
Societies Ltd., Panipat.
12. The Managing Director,
Haryana State Coop. L&C Fed. Ltd., Manimajra (U.T.)
Chandigarh.
13. The Managing Director,
Haryana State Coop. Housing Fed. Ltd., (Manimajra (U.T.)
Chandigarh.
14. The Managing Director,
All the Central Coop. Banks Ltd. in the State.
15. The Managers,
All Central Coop. Consumers Stores Ltd.,
in the Haryana State.
16. The Managers,
All Coop. Mkg.-cum-Processing Coop.,
Societies Ltd., in the State.
17. The Managers,
All Primary Coop. Agri. & Rural Devp. Banks
in the State.

18. The Managers,
All Coop. Milk Supply Unions Ltd.,
in the State.
19. The Managers,
All Distt. Coop. L&C Unions Ltd.
in the State.
20. The Chief Executive Officer,
Urban Coop. Banks Ltd. in the State.

Memo. No. 7/1/84-GAI/16678-886

Dated : 21/7/95

- Subject : Grant of Travelling Allowance and sitting
fee to the members of the Managing Committee
of Coop. Institutions.

Ref. : This office memo. No. BK-1/Credit/81/9674-9891
dated 26.2.81 and B.11.84-Credit (1) dated
9.1.92.

The matter regarding enhance-ment of TA/DA to
members of the Board of Directors of the Coop. Institutions
has been ~~was~~ under consideration for some time past.

^{now}
It has been decided that TA/DA to be paid to non-
official members other than MLAs/MPs of Board of Directors
of the Coop. Institutions will be regulated as under :-

- a) No TA / DA or sitting fee shall be admissible to
Committee members of the Primary Credit/non Credit
Societies for attending meetings or visiting the
Society for any purpose.
- b) TA/DA and sitting fee shall only be admissible to
the members of the Managing Committee when the
members attend meetings of the institution or
visit them for which written requisition is sent
to them.
- c) TA/DA for study tours and other official purpose
outside the State of Haryana and Chandigarh will

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be admissible when the study tour is conducted with the permission of the Managing Committee/ and prior approval of the Registrar.

- d) TA/DA shall be admissible to the Chairman of the Apex Institutions once in a fortnight and the Chairman/Presidents of other institutions once in a month in addition to the visits made for meeting purposes.
- e) Travelling allowance shall be calculated either from the native place of the member or from the place from where he actually starts journey which ever is shorter to the place of meeting/visit. The distance shall be recorded by the shortest rail/road route more often used by the public.
- f) Each member shall certify on each T.A. bill that no T.A./D.A. has been claimed from any other source for the same journeys and days for which TA/DA is claimed, from the Institution.
- g) A member shall be entitled to claim TA/DA only for the day(s) of meeting/visit, if the place of meeting/visit falls within 125 K.Ms from the place of start of journey/native place meaning thereby that no daily allowance for the journey day other than the meeting/visit day shall be allowed.
- h) A member travelling from a place of more than 125 K.Ms shall be entitled to daily allowance for incoming and outgoing journey days in addition to daily allowance for the day(s) of meeting/visit provided the journeys are actually undertaken on the previous following day of the meeting/visit.

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- 1) The members when deputed to attend meetings of other Institutions/organisations to represent their institution shall claim TA/DA from the institutions/organisation holding the meeting, at the rates applicable to that institution/organisations.

- 5) The Cooperative Institutions are classified in the following three groups for grant of TA/DA and sitting fee :-

GROUP 'A'

1. The Haryana State Cooperative Bank Ltd.
2. The Haryana State Coop. Land Development Bank Ltd.
3. The Haryana State Coop. Supply & Marketing Fed. Ltd.
4. The Haryana State Coop. Sugar Mills Fed. Ltd.
5. Cooperative Sugar Mills Ltd.
6. The Haryana State Coop. Dairy Development Fed. Ltd.

GROUP 'B'

1. The Haryana State Coop. Development Fed. Ltd.
2. The Haryana State Coop. Industrial Fed. Ltd.
3. The Haryana State Coop. Handloom Weavers Apex Society Ltd.
4. The Haryana State Coop. L&C Fed. Ltd.
5. The Haryana State Coop. Housing Fed. Ltd.
6. Cooperative Spinning Mills Ltd.
7. Confed (Not any longer in this Deptt.)
8. Central Cooperative Banks Ltd.

GROUP 'C'

1. Distt. Cooperative Milk Supply Unions Ltd.
2. Distt. L/C Unions Ltd.
3. Other Distt. Level Central Coop. Societies Ltd.
4. Primary Agriculture Rural & Devp. Banks Ltd.
5. Cooperative Marketing-cum-processing Societies Ltd.

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6. Central Coop. Consumers Stores Ltd.
7. Urban Coop. Banks Ltd.

The Daily Allowance admissible to the Members of Board of Directors of Coop. Institutions for different places would be as under :-

	In Haryana	Outside Haryana	Other town above 10 lacs Population
i) Group-A	Rs. 120 per Day	60	200
ii) Group-B	Rs. 100 per Day	40	60
iii) Group-C	Rs. 80 per day	30	30

2. (b) In the case of travel by Institution Vehicle, half/full daily allowance shall be admissible for a period of absence as mentioned below :-

- i) Where absence from Headquarter is for less than 6 hours; No daily allowance.
- ii) Where absence from Headquarter is for 6 Hours or more but less than 12 hours; Half daily allowance.
- iii) Where absence is for more than 12 hours but less than 24 hours; Full daily allowance.

3. The members including Presidents/Chairmen while on tour outside Haryana State and Chandigarh, will be entitled for re-imbursement of actual lodging expenses duly supported with the actual payee receipt subject to maximum of Rs. 150/- per night.

4. Member of Cooperative Institutions shall be entitled to claim actual expenditure incurred by them on the purchase of single bus/rail ticket by the shortest road/rail route.

5. For the journeys from their native place to nearest Bus Stand/railway station or from the stand/railway station to the place of official engagement/stay on meeting place and vice-versa, the members shall be entitled to flat rate of Rs. 2/- per K.M. with in or outside of the Haryana State.

6. The members travelling by conveyance for which nothing has been paid by them shall not be entitled to draw

the mileage etc. from the institution.

7. Members of all the institutions may claim TA for the station, whether station is connected by Rail/Road or both, a member who travels in his own Car/Jeep within the Station of Haryana, Chandigarh and Delhi shall be entitled to mileage as per Govt. instructions. The claimant member will certify that he has travelled by his own Car/Jeep giving registration No. of the Car/Jeep which registered in his own name or in the name of his wife, son and father.
8. Services of the members, shall be honorary, pay and type of remuneration, honorarium house rent or any other type of allowance shall not be admissible to them.
9. These instructions will come into force with immediate effect.

J. V.
Chief Auditor,
for Registrar Cooperative Societies,
Haryana, Chandigarh.

Endst. No. 7/1/34-GA-I/ 16887-982 Dated : 21/7/99

A copy of the above is forwarded to :-

1. All Dy. Registrar, Coop. Societies in the State.
2. All Asstt. Registrar, Coop. Societies in the State.
3. All Audit Officers, Coop. Societies in the State.
4. All Officers of Head Office.
5. All Heads of Branches in the H.O.
6. The Managing Director, Harcofed, with the request to publish these instructions in their next issue of 'Ganhari Parkash'.

Chief Auditor,
for Registrar Cooperative Societies,
Haryana, Chandigarh.