



# TAMIL NADU GOVERNMENT GAZETTE

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## Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc.,  
issued by Secretariat Departments.

### NOTIFICATIONS BY GOVERNMENT

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## NOTIFICATIONS BY GOVERNMENT

CO-OPERATION, FOOD AND CONSUMER PROTECTION DEPARTMENT

### The Tamil Nadu Employees Co-operative Thrift and Credit Societies Common Cadre Service Rules, 2024.

[G.O. Ms. No. 12, Co-operation, Food and Consumer Protection (CP1), 24th January 2024,  
தை 10, சோபகிருது, திருவள்ளூர் ஆண்டு-2055.]

No. SRO A-4/2024.— In exercise of the powers conferred by sub-section (1) of Section 180 read with sub-section (1) of Section 75 of the Tamil Nadu Co-operative Societies Act, 1983 (Tamil Nadu Act 30 of 1983), the Governor of Tamil Nadu, hereby makes the following rules, namely:-

1. **Short Title and Commencement.**- (1) These rules may be called the Tamil Nadu Employees Co-operative Thrift and Credit Societies Common Cadre Service Rules, 2024.
  - (2) These rules shall apply to Secretaries of all 'A' Class / 'B' Class/ 'C' Class/ 'D' Class/ 'E' Class/ 'F' Class/ 'G' Class Employees Co-operative Thrift and Credit Societies registered or deemed to be registered under the Tamil Nadu Co-operative Societies Act, 1983 (Tamil Nadu Act 30 of 1983).
  - (3) These rules shall come into force with effect from the date of publication in the *Tamil Nadu Government Gazette*.
2. **Definitions.**- In these rules, unless the context otherwise requires,-
  - (a) "Act" means the Tamil Nadu Co-operative Societies Act, 1983 (Tamil Nadu Act 30 of 1983);
  - (b) "Central Bank" means the Central Co-operative Bank Ltd. concerned;
  - (c) "Common Cadre Authority" means the committee constituted under rule 3 of these rules;
  - (d) "Common Cadre Employee" means the Secretary of the Employees Co-operative Thrift and Credit Societies to whom these rules shall apply;
  - (e) "Employees Co-operative Society" means any society registered as an employees co-operative society which includes employees co-operative thrift and credit society;
  - (f) "Government" means the Government of Tamil Nadu;
  - (g) - "Parent Society" means the Employees Co-operative Thrift and Credit Society in which the Common cadre Employee is working at the commencement of Common Cadre Service;
  - (h) "Rules" means the rules framed under the Tamil Nadu Co-operative Societies Act, 1983 (Tamil Nadu Act 30 of 1983);
  - (i) "Registrar" means the Registrar of Co-operative Societies, Tamil Nadu, Chennai;
  - (j) "Service" means Service under these rules;
  - (k) "Year" means a financial year commencing from 1st day of April of any year and ending with 31st day of March of the succeeding year;
  - (l) "Cadre Secretariat" means the staff of the Common Cadre Secretariat as provided in rule 4 of the these Rules.

**3. Composition of Common Cadre Service.**- (1) The society classification as ordered by the Registrar of Co-operative Societies from time to time with regard to wage revision announced to the Employees Co-operative Thrift and Credit Societies shall be adopted;

(2) If any society has to be upgraded from a lower grade to a higher grade, the society should fulfill the parameters of the higher grade for a consecutive period of three years as per the Final Audit Report as provided in the wage revision ordered by Registrar of Co-operative Societies.

**Explanation:-** (1) Any new Employees Co-operative Thrift and Credit Society registered under the Act, after the Constitution of Common Cadre shall be kept in 'lowest' class until the classification is made on the above terms.

(2) The post of Secretary of the Employees Co-operative Thrift and Credit Society in the district concerned shall form the respective Employees Co-operative Thrift and Credit Society Common Cadre Service.

(3) All the employees holding the post of Secretary of Employees Co-operative Thrift and Credit Societies shall be deemed to have been absorbed in the respective Common Cadre of Service. For any such employee not willing to become a member of the said service, the second proviso to sub-section (2) of Section 75 of the Act will apply.

(4) The committee consisting the following officers shall be the competent Authority (herein after called "Common Cadre Authority") under, the first proviso to sub-section (3) of Section 75 of the Act:-

- |       |  |   |                  |
|-------|--|---|------------------|
| (i)   | The Regional Joint Registrar of Co-operative Societies of the respective Region  | - | Chairman         |
| (ii)  | The Managing Director of the respective Central Co-operative Bank  | - | Member Secretary |
| (iii) | The Circle Deputy Registrar of Co-operative Societies at the District head quarters  | - | Member           |
| (iv)  | The President of the Employees Co-operative Thrift and Credit Society in the district with the highest working capital to be nominated by the respective Central Co-operative Bank | - | Member           |

(5) The Member Secretary shall, in consultation with the Chairman, convene the meetings of the Common Cadre Authority as and when necessary.

**4. Cadre Secretariat.-** The staff of the Common Cadre Secretariat constituted at the office of the Regional Joint Registrar of Co-operative Societies to look after the Common Cadre Rules for any other category of registered societies may be entrusted with the administration of the Common Cadre Rules for the post of Secretary in Employees Co-operative Thrift and Credit Societies.

**5. Powers. of Common Cadre Authority.-** The Common Cadre Authority shall have the following powers, namely:-

- (a) to approve the annual budget concerning the Common Cadre Service;
- (b) to appoint and effect postings and transfer of Common Cadre Employees in the Employees' Co-operative Thrift and Credit Societies of the same class in the district;
- (c) to determine and modify, from time to time the strength of the Common Cadre Service with the approval of the Registrar;
- (d) to exercise overall control and supervision over the Common Cadre Employees;
- (e) to fix inter-se seniority of the Common Cadre Employees;
- (f) to direct any employee of Common Cadre Service to hold full additional charge of the Common Cadre post in any other Employees Co-operative Thrift and Credit Societies which is vacant; and
- (g) to delegate with the approval of the Registrar any of its powers or functions relating to the service conditions of the Common Cadre Employees to the respective Employees Co-operative Thrift and Credit Societies.

**6. Duties of Member-Secretary.-** The Member-Secretary shall have the following duties and responsibilities, namely:-

- (a) to exercise control and supervision over the Common Cadre Employees;
- (b) He shall be responsible for proper maintenance of accounts of the Common Cadre Secretariat;
- (c) To convene meetings of the Common Cadre Authority and keep a record of the proceedings thereon;
- (d) To carry on correspondences on behalf of the Common Cadre Authority;
- (e) To maintain list of members of service including those working in the feeder post;
- (f) To carry out such other obligations which are incidental to the implementation of the Common Cadre Rules.

**7. Filling up of Common Cadre Post .-** (1) The post of Common Cadre shall be filled up by promotion from the feeder post, which is immediately below the post of Secretary in the respective class of Employees Co-operative Thrift and Credit Societies. Appointment to the post of Common Cadre by promotion shall be made from the feeder post, by the Common Cadre Authority on the basis of merit, service rendered and efficiency test conducted in an interview for this purpose.

(2) The Common Cadre Authority shall determine with the approval of Registrar, the requirement of education, age, experience, etc., for promotion to the Common Cadre post.

**8. Salary, Allowance and Service Benefits.-** The scales of pay, allowances and other service benefits of Common Cadre Employees shall be decided by the Registrar from time to time. Till such time, the Common Cadre Employees will draw the pay and allowances as they presently draw.

**9. Provident Fund and Gratuity.- (1) Provident Fund -** Every common cadre employee shall contribute towards contributory provident fund at the rate of 12% of pay and dearness allowance and the Employees Co-operative Thrift and Credit Society concerned shall also make matching contribution to the fund in the same rate. Every common cadre employee may also make additional contribution to the Provident Fund as per the instruction of the Regional Provident Fund Commissioner from time to time. Provident Fund account shall be maintained in the parent Employees Co-operative Thrift and Credit Society of the common cadre employee.

**(2) Gratuity -** The Common Cadre Employee shall be eligible for gratuity as per the scheme of gratuity obtaining in the parent Employees Co-operative Thrift and Credit Society. The gratuity accounts shall also be maintained with their respective parent Employees Co-operative Thrift and Credit Societies:

Provided that the Common Cadre Authority may make suitable provision so as to bring a uniformity in regard to payment of gratuity of the Common Cadre Employee subject to existing rules. For this purpose, wages shall mean pay, personal pay and dearness allowance last drawn.

Gratuity is payable to the Common Cadre Employees.-

- (a) On superannuation, or
- (b) On his retirement or resignation, or
- (c) On his death, to his nominee provided he has rendered continuous service of not less than five years in any cadre post.

**10. Ex-Gratia.-** The Common Cadre Employees will be eligible to draw bonus/ex-gratia from the Employees Co-operative Thrift and Credit Societies in which they are posted, if such payment of ex-gratia is authorized by the Registrar to other employees working in the Employees Co-operative Thrift and Credit Societies.

**11. Increments.- (1)** Annual increment in the time scale admissible to the Common Cadre Employees shall be sanctioned by the Common Cadre Authority. Annual increments shall be sanctioned to the common cadre employees unless sanction of the same has been specifically withheld as a result of disciplinary proceedings.

- (2) Annual increment will fall due on the first day of the month of every quarter *i.e.* 1st January, 1st April, 1st July and 1st October every year.
- (3) The following periods shall count for computing the period of one year of service for the purpose of granting annual increments, namely:-
  - (a) Period of duty in the post;
  - (b) All periods of leave other than extra-ordinary leave without pay and allowances;
  - (c) Period of suspension, if it is ordered to be treated as duty, on completion of disciplinary proceedings.

**12. Record of Service.-** The Common Cadre Authority shall maintain the following service registers in respect of Common Cadre Employees, namely:-

- (a) Personal file of every common cadre employee containing a copy of his appointment order, service particulars including educational qualification and other items, copies of warnings, leave orders, orders of punishment, if any, and other service records as are necessary;
- (b) Service books;
- (c) Performance Evaluation. report as laid down in rule 21.

**13. Seniority.- (a)** Seniority of the Common Cadre Employee of the Common Cadre Service shall be determined with reference to total length of service in the parent society. In other words, the date of entry into the post of Secretary will be criterion for fixing inter-se seniority. The common cadre seniority list will be approved and printed by the Common Cadre Authority on the basis of the above criteria.

(b) The Common Cadre Authority shall communicate the inter-se seniority list of the Common Cadre Employee to all the Common Cadre Employees within three (3) months from the creation of Common Cadre Authority. Any person aggrieved by the order regarding fixing of inter-seniority may appeal to the Additional Registrar (Finance and Banking). The decision taken by the Additional Registrar (Finance and Banking) shall be final and binding on all concerned.

**14. Leave.-** (1) Every Common Cadre Employee shall be eligible for the following kinds of leave, namely:-

**(a) Casual Leave.-** Every Common Cadre Employee shall be entitled to casual leave of twenty days in a year subject to following conditions, namely:-

- (i) Holidays and Sundays falling within or before or after the period of casual leave shall be excluded;
- (ii) Casual Leave shall not be combined with any other kind of leave;
- (iii) Casual Leave shall not be availed for more than six (6) days continuously and casual leave combined with holidays shall not exceed ten (10) days at a time.

**(b) Special Casual Leave.-** Special casual leave not counting against ordinary casual leave may be granted to a Common Cadre Employee in the following circumstance:-

- (i) Every Women Common Cadre Employee who has not more than one child and who undergoes non-puerperal sterilization operation shall be eligible for special Casual Leave not exceeding eight (8) days.

**(c) Earned Leave.-** Every Common Cadre Employee of the Society shall be entitled to avail himself of earned leave at the rate of one day for every eleven (11) days of service:

Provided that such leave may be accumulated at a maximum period of two hundred and forty (240) days.

**(d) Medical Leave.-** Every Common Cadre Employee shall be entitled to have Medical Leave. The Medical Leave shall be limited to be commensurate with the length of the employee as specified in the Table below:-

THE TABLE

<i>S.No.</i>	<i>Period of Service.</i>	<i>Maximum Leave Eligible</i>
(1)	(2)	(3)
1.	Upto five years.	Ninety (90) days.
2.	More than five years but upto ten years	One hundred and eighty(180) days.
3.	More than ten years but upto fifteen years	Two hundred and seventy (270) days.
4.	More than fifteen years but upto twenty years	Three hundred and sixty (360) days.
5.	Above twenty years	Five hundred and forty (540) days .

**(e) Maternity Leave.-** (i) Every Women Common Cadre Employee shall be entitled to maternity leave as per the Government norms.

- (ii) Every Women Common Cadre Employee who undergoes termination of pregnancy under the Medical Termination of Pregnancy Act,1971 (Central Act 34 of 1971) shall be entitled to maternity leave as provided in the said Central Act irrespective of the applicability of the said Central Act to the society;

**(f) Extra-ordinary leave.-** (1) No Common Cadre Employee shall be eligible for extra-ordinary leave.

(2) When the service of the Common Cadre Employee is required, the Common Cadre Employee may be recalled from leave or the leave sanctioned may be revoked by the Common Cadre Authority, except in the case of medical grounds. Leave of any kind cannot be claimed as a matter of right.

(3) (a) A Common Cadre Employee who wishes to avail himself of casual leave and special casual leave shall apply in writing one week in advance to the President of the Employees' Co-operative Thrift and Credit Society for sanction of the leave. The President of the Employees Co-operative Thrift and Credit Society may waive the period of notice in any urgent or unforeseen situations.

(b) A Common Cadre Employee who wishes to avail himself of any other kind of leave shall apply in writing to the Common Cadre Authority and in case of earned leave two weeks in advance, for sanction of the leave. The Common Cadre Authority may waive the period of notice on any urgent or unforeseen situations.

- (4) If an employee on leave deserves extension thereto, he shall make an application in writing so as to reach the sanctioning authority at least seven days before the expiry of leave. A reply communicating sanction or rejection of leave shall be sent to the Common Cadre Employee to the address given by him; .
- (5) Common Cadre Employee proceeding on leave shall furnish the leave address to the sanctioning authority.
- (6) Absence without leave in continuation of sanctioned leave or otherwise constitute misconduct for the purpose of these rules.
- (7) Every Common Cadre Employees entering on leave and leaving the headquarters shall indicate specifically his address in the leave application and obtain permission to leave headquarters along with leave sanction.

**15. Termination of Service.-** No Common Cadre Employee shall be removed from the service on account of misconduct, dishonesty or moral turpitude without giving a notice so as to give him an opportunity of making his representation. Notice of Termination shall be issued by the Common Cadre Authority.

**Explanation:-** Termination of service means removal/dismissal from service of a Common Cadre Employee.

**16. Retirement.-** Every employee appointed in the Common Cadre Service shall retire on attaining the age of 60 years with effect from the afternoon of the last day of the month in which he attains the age of 60 years.

**17. Appointment of legal heirs in case of pre-mature death while in service.-** The parent Society may provide appointment to the legal heirs of the Common Cadre Employee who dies while in service in harness on compassionate grounds in indigent circumstances subject to the provisions of the Act, rules and special bye-laws relating to service conditions of the employee of the respective parent Society. The benefit of giving employment will be subject to aspirants fulfilling the norms regarding educational and other qualifications. The Common Cadre Authority shall ensure that appointment on compassionate ground is made by the parent Society only.

**18. Posting and Transfer.-** (1) The transfer of the Common Cadre Employee may be made by the Common Cadre Authority suo-motu or at the request of the Employees Co-operative Thrift and Credit Society concerned.

The Common Cadre Authority shall order a transfer of a Common Cadre Employee when directed by the Registrar of Co-operative Societies. No Common Cadre Employee shall be posted to the parent society or to a Society which is situated in his native village:

Provided that a Common Cadre Employee shall be transferred and posted to other societies which is of the same class as that of his parent society. *i.e.* an employee whose Parent Employees Co-operative Thrift and Credit Society is "A" Class as per latest pay revision shall be transferred only to "A" Class Employees Co-operative Thrift and Credit Society, etc.,

- (2) The Common Cadre Authority may also effect transfer on ground of financial irregularity or mismanagement.

**19. Joining time and transfer travelling allowance.-** A Common Cadre Employee on transfer will be allowed joining time as per the provisions applicable to Government servants of the Government of Tamil Nadu. The salary for the joining time period and transfer Travelling Allowance and Daily Allowance shall be borne by the Employees Co-operative Thrift and Credit Society to which the Common Cadre Employee is posted.

**20. Security Deposit.-** A Common Cadre Employee shall furnish a security deposit of Rs.25,000/- (Rupees twenty five thousand only) by way of fixed deposits. The Common Cadre Employee who has already made security deposit in the parent Employees Co-operative Thrift and Credit Society shall increase his security deposit in the parent Employees Co-operative Thrift and Credit Society to the level prescribed above within six months from the date of commencement of common cadre service. The Security deposit of Common Cadre Employee shall remain as Security Deposit with the parent Employees Co-operative Thrift and Credit Society in which they have been working at the commencement of the Common Cadre. The Security deposit shall be refunded only after completion of audit of the year during which the Common Cadre Employee is due to retire from service.

**21. Performance Evaluation Report.-** Every Common Cadre Employee shall furnish a set of report every year ending with 31st March indicating the performance levels fixed for him, achievements, outstanding contributions for developments and strengthening of the system, awards if any received in the preceding year, punishments if any imposed etc., in the preceding year, within a month from the completion of each year. Such self appraisal reports shall be scrutinized, counter signed etc., as given in the table below:-

THE TABLE

To scrutinize and write up adverse remarks, if any	To review and countersign and to communicate adverse remarks	To decide on appeal
(1)	(2)	(3)
Vice - President of the Employees Co-operative Thrift and Credit Society	President of the Employees Co-operative Thrift and Credit Society	Common Cadre Authority

The Common Cadre Authority may review the above arrangements and come out with suitable modifications, if need be, after studying the problems in implementation in due course for approval of the Government. The authority competent to communicate adverse remarks shall communicate the same within thirty (30) days from the date of receipt of the report by him and any appeal by the employee shall be filed within sixty (60) days from the date of communication of the adverse remarks to him. The decision of the appellate authority shall be final and binding.

**22. Reversion.-** The Common Cadre Authority may revert a Common Cadre Employee from the service of the Common Cadre in order to effect economy. While doing so, the junior most member in the Common Cadre service shall be reverted. Such reverted person in the Common Cadre shall be absorbed in the parent society in the post next below the post of Secretary.

**23. Resignation.-** A member of the Common Cadre Service may resign by giving not less than one month notice in writing to the Common Cadre Authority. If less than a month's notice is given, the Common Cadre Employee will have to remit salary and allowances for the actual number of days of shortfall in notice. Resignation shall take effect from the date of acceptance by the Common Cadre Authority. If any records, books or properties of the society are found to have been held by him, he shall continue to be liable to account for the same in spite of acceptance of his resignation.

**24. Conduct and Discipline.-** (1) The common cadre employee shall work full time at the disposal of the Employees Co-operative Thrift and Credit Society to which the Common Cadre Employee is posted and he shall serve the society in its business in such capacity and during such hours and at such place as may be required from time to time.

(2) Every Common Cadre Employee subject to the provisions of the rules, shall work under the administrative control of the President and the Board of Management of the Employees Co-operative Thrift and Credit Society concerned and perform such duties and exercise such powers as may be enjoined upon or conferred on him under the provisions of the Act, Rules and the bye-laws of the Employees' Co-operative Thrift and Credit Society.

(3) No Common Cadre Employee shall divulge to any person the business secret of the Employees Co-operative Thrift and Credit Society or reveal the business information of a confidential nature which during the course of his employment come to his possession or knowledge or has been collected by him. Strict secrecy should be maintained in regard to customer accounts also. However, with the previous permission of the superior officer, he may communicate only that portion of the information which is needed by the authority concerned for disposal of dispute or needed by the authority for conduct of enquiry, inspection, investigation and audit or where such information is required to be produced before the court of law. Every member of the Common Cadre Service shall give an undertaking in writing that he shall keep and maintain secrecy as prescribed in these rules, failing which he shall be liable for disciplinary action. Such undertaking shall be executed at the time of the Common Cadre Employee joining the Employees Co-operative Thrift and Credit Society to which he is posted.

(4) Every Common Cadre Employee shall serve the Employees Co-operative Thrift and Credit Society concerned with honesty and faithfulness and shall use his utmost endeavour to promote the interests of the Employees Co-operative Thrift and Credit Society. He shall also show courtesy and attention in his dealings towards all persons having business relations with the Employees Co-operative Thrift and Credit Society.

(5) No member of the Common Cadre Service shall,-

- (a) While on duty, be under the influence of alcoholic drinks or drugs, or
- (b) Appear in a public place in a state of intoxication, or
- (c) Habitually use such drinks or drugs.

(6) No member of the Common Cadre Service shall,-

- (a) indulge in disorderly or indecent behavior or gambling' or betting or committing nuisance within the premises of the society or do anything which disturbs or dislocates the business of the society; or
- (b) cause or attempt to cause willful damage to the property of the Employees Co-operative Thrift and Credit Society or of persons dealing with the society, or
- (c) abet or instigate any of the employees for acts of misconduct commission or violation of duties; or
- (d) misutilize loans or advances obtained from the Employees Co-operative Thrift and Credit Society or the property of the Employees Co-operative Thrift and Credit Society under his charge or care, or
- (e) organise or attend any meeting other than a meeting connected with the business of the Employees Co-operative Thrift and Credit Society within its premises without the permission of the President of the Employees Co-operative Thrift and Credit Society.

(7) No member of the Common Cadre Service shall take part in nor he otherwise associated with any political demonstration or shall take part as a candidate or canvass or otherwise use his influence in any election including election to the Board of Management of the Society or any other Cooperative Societies, other than a society of which he is a Member.

(8) No member of the Common Cadre Service shall make any statement to the press or contribute articles to the press or magazine or give any talk on the Radio or Electronic media / Television in connection with the affairs of the Employees' Co-operative Thrift and Credit Society without permission of the President. He shall not ventilate any personal grievance through press or leaflets.

(9) No member of the Common Cadre Service shall accept, solicit, or seek any outside employment or office whether stipendiary or in honorary capacity without previous permission in writing from the Common Cadre Authority. -

(10) No member of the Common Cadre Service shall join in any educational institution for further studies except with the prior sanction of the President of the Employees Co-operative Thrift and Credit Society. The permission so required shall be given only in suitable cases and for specific period and only when the President is satisfied that according of such permission is not detrimental to the efficient discharge of his duties.

(11) A member of the Common Cadre Service shall not solicit or accept any gift or a gratification from any subordinate employees or a person who has any dealing with the Employees Co-operative Thrift and Credit Society.

(12) No member of the Common Cadre Service shall personally carry on any other activity for pecuniary gain anywhere on his own account or as an agent for others without written permission of the Common Cadre Authority.

(13) No member of the Common Cadre Service shall be absent himself from headquarters except on duty, without obtaining previous sanction from the Common cadre authority or the President of the Employees Co-operative Thrift and Credit Society.

(14) A member of the Common Cadre Service shall not speculate in stocks, shares, securities, bullion or commodities of any description.

(15) A member of the Common Cadre Service shall not approach the "Common Cadre Authority" on any matter concerning his service provided that nothing herein contained shall be deemed to prohibit a member from making any legitimate representation concerning his service to the authorities competent to entertain such representations.

(16) A member of the Common Cadre Service shall not borrow money from or in any way place himself under a pecuniary obligation to any employee of-

- (a) The Employees Co-operative Thrift and Credit Society; or
- (b) The Central Co-operative Bank to which the Employees Co-operative Thrift and Credit Society is affiliated.

(17) No member of the Common Cadre Service shall make or permit any member of his family to make any such transaction in the society in which he is posted, as is likely to embarrass or influence him in the discharge of the duties.



(18) A member of the Common Cadre Service shall not resort to borrowings from outside agencies including other banks, finance companies, chit funds, hire purchase companies etc., excepting with the prior approval from the President of the Employees Co-operative Thrift and Credit Society concerned.

**25. Annual Property Statement/Assets.-** (1) Every Common Cadre Employee shall furnish a declaration to the Common Cadre Authority of the immovable property held in his name or in the name of his spouse or dependant sons and daughters, at the end of the each financial year. He shall also obtain prior permission for purchase of or acquiring any interest in immovable property from the Common Cadre Authority. In addition to furnishing of statement of immovable property, the Common Cadre Employee shall also furnish a statement of assets and liabilities as on 31st March every year to the Common Cadre Authority. Such report may be filed within one month from the completion of each financial year.

(2) Prior permission to purchase of movable property exceeding Rs.25,000/- (Rupees twenty five thousand only) in value shall be obtained from the Common Cadre Authority.

(3) No member of the Common Cadre Service either himself or any member of his family shall bid in any auction of the property belonging to the Employees Co-operative Thrift and Credit Society either directly or indirectly.

**26. Prohibition Of Second Marriage.-** No Common Cadre Employee having a spouse living shall enter into or contract a marriage with any person. No Common Cadre Employee shall enter into or contract a marriage with a person having a spouse living:

Provided that the Common Cadre Authority may permit a Common Cadre Employee to enter into or contract any such marriage if such marriage is permissible under the personal law applicable to such Common Cadre Employee and other party to the marriage.

**27. Loans And Borrowings.-** No member of the Common Cadre Service shall enter into or carry on any credit transactions with the Employees Co-operative Thrift and Credit Society or any other society except as permitted under the Act, Rules or the Bye-laws of the Employees Co-operative Thrift and Credit Society concerned or as per these rules.

**28. Arrest/Conviction on a criminal charge.-** If a member of the Common Cadre Service is arrested on a criminal charge, he shall be placed under suspension from the date of his arrest. If a member of the Common Cadre Service is convicted of a criminal charge by a competent criminal court he shall be liable for dismissal.

**29. Penalties.-** (1) Without prejudice to the provisions contained in any other rules, a Common Cadre Employee, who commits a breach of duty enjoined upon him or has been convicted for criminal offence or has been punished for an offence under the Act or does anything prohibited by these rules or for good and sufficient reasons shall be liable to be punished by any one of the following penalties, namely :-

- (i) Censure;
- (ii) Withholding of increments;
- (iii) Reduction to a lower rank in the seniority list or to a lower post not being lower than that to which he was directly recruited;
- (iv) Reduction in pay - to a lower stage in the time scale;
- (v) Recovery from pay or security deposit to compensate in whole or in part for any pecuniary loss caused to the Employees Co-operative Thrift and Credit Society by the Common Cadre Employee;
- (vi) Removal from service;
- (vii) Dismissal from service;
- (viii) Suspension as a measure of punishment (where a person has already been suspended).

(2) A Copy of the order of the punishment shall invariably be given to the Common Cadre Employee concerned and entry to this effect shall be made in his service record.

(3) No penalty mentioned in (i), (ii) and (v) of sub-rule (1) shall be imposed unless a show cause notice has been given to the Common Cadre Employee and he has either failed to reply within the specified time or his reply has been found to be unsatisfactory by the punishing authority.

(4) No penalty under clauses (iii), (iv), (vi) and (vii) of sub-rule (1) shall be imposed without recourse to detailed disciplinary proceedings mentioned in rule 30.

(5) No Common Cadre Employee shall be imposed with the above said penalties by an authority other than Common Cadre Authority:

Provided that the Board of the Employees Co-operative Thrift and Credit Society under which a Common Cadre Employee is for the time being employed shall have the power to impose on such employee the penalty of censure or stoppage of increment upto two years without cumulative effect.

(6) 'The Common Cadre Authority or the Board of Employees Co-operative Thrift and Credit Society, as the case may be, while passing orders for withholding of increments shall state the period for which they are withheld and whether it is with cumulative effect or otherwise.

**30. Disciplinary Proceedings.-** (1) The disciplinary proceedings referred to in sub-rule (4) of rule 29 against a common cadre employee shall be conducted with due observance of the principles of natural justice for which it shall be necessary that,-

- (i) . The Common Cadre Employee shall be served with a charge sheet duly approved by the Common Cadre Authority containing specific charges and mention of grounds in support of each charge and he shall be required to submit explanation in respect of the charge within a reasonable time which shall not be less than fifteen (15) days;
- (ii) An enquiry shall be conducted;
- (iii) Such a Common Cadre Employee shall also be given an opportunity to cross examine witnesses, to produce at his own cost witnesses in his defence and of being heard in person if he so desires.

(2) Where the conduct of a Common Cadre Employee has led to his conviction on a criminal charge or where a Common Cadre Employee refuses or fails without sufficient cause to appear before the Enquiry Officer when specifically called upon in writing to appear or where a Common Cadre Employee has absconded and his whereabouts are not known to the authority for more than three months or where it is otherwise (for reason to be recorded in writing) not possible to communicate with him, the competent authority may award appropriate punishment without going through the detailed disciplinary proceedings.

(3) The Enquiry Officer shall be appointed by the Common Cadre Authority provided that the officer at whose instance disciplinary action was initiated shall not be appointed as an Enquiry Officer nor shall the Enquiry Officer be the Appellate Authority.

(4) (i) A Common Cadre Employee under suspension shall be entitled to a subsistence allowance as per the Tamil Nadu Payment of Subsistence Allowance Act, 1981 (Tamil Nadu Act 43 of 1981):

Provided that no payment of the subsistence allowance shall be made unless the member has furnished a certificate and the authority passing the order of suspension is satisfied that the Common Cadre Employee was not engaged in any other employment, business profession or vocation and other employment and had not earned remuneration therefor during the period of his suspension;

- (ii) When a Common Cadre Employee is reinstated, the authority competent to order the reinstatement shall make specific order regarding pay and allowance to be paid for the period of suspension and whether or not the said period shall be treated as a period spent on duty or not:

Provided that where the authority passing the order of reinstatement is of the opinion that the Common Cadre Employee has been fully exonerated or the suspension was wholly unjustified, the Common Cadre Employee shall be given the full pay and allowance to which he would have "been entitled had he not been suspended;

(5) (i) In cases not covered under the proviso to sub-rule 4(i), the Common Cadre Employee shall be given such proportion of pay and allowances as the competent authority may order.

- (ii) In cases falling under proviso to sub-rule 4(ii), the period of suspension shall be treated as a period spent on duty for all purposes,
- (iii) In cases falling under sub-rule 4(ii); the period suspension shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated.
- (iv) Suspension shall not be given retrospective effect.
- (v) Leave shall not be granted to a Common Cadre Employee under suspension.
- (vi) A Common Cadre Employee against whom proceedings have been taken either for his arrest on a criminal charge or who is detained under any law for preventive detention shall be deemed to be as under suspension for the period during which he is so detained in' custody or is undergoing imprisonment and he shall not be allowed any pay and allowance other than the subsistence allowance admissible under clauses (i) and (ii) of sub-rule (4) above for such period until he is released from detention and allowed to resume duties as the case may be.

(6) A Common Cadre Employee may be placed under suspension by the Common Cadre Authority. The order of suspension may be revoked by the Common Cadre Authority, if there are sufficient reasons for revocation and the same shall be recorded in the order of revocation. The Registrar of Co-operative Societies may direct the Common Cadre Authority to place any Common Cadre Employee under suspension and if the Common Cadre Authority fails to do so the Registrar of Co-operative Societies himself may order such suspension.

(7) Any disciplinary proceedings commenced against the Common Cadre Employee of a Society before the enforcement of these rules and still continuing shall as far as may be deemed to have been commenced under these rules and may be continued accordingly.

(8) The Common Cadre Authority may initiate disciplinary action against Common Cadre Employee strictly in accordance with these rules.

**31. Appellate Authority.-** The power to impose punishment as mentioned' in rule 29 and to hear appeals preferred by a Common Cadre Employee against orders of punishment shall be by the following activities, namely:

<i>Nature of punishment</i>	<i>Authority to impose punishment</i>	<i>Appellate Authority</i>
(1)	(2)	(3)
(1) Censure	Board of the Employees Co-operative Thrift and Credit Society/ Common Cadre Authority.	(i) Common Cadre Authority, if punishment imposed by Board (ii) Additional Registrar (Finance & Banking). Office of the Registrar of Co-operative Societies. if punishment imposed by Common Cadre Authority.
(2) withholding of increments without cumulative effect upto 2 years	Board of the Employees Co-operative Thrift and Credit Society / Common Cadre Authority	(i) Common Cadre Authority, if punishment imposed by Board. (ii) Additional Registrar (Finance and Banking). Office of the Registrar of Co-operative Societies. if punishment imposed by Common Cadre Authority.
(3) Stoppage of increment without cumulative effect beyond 2 years or with cumulative effect for any period	Common Cadre Authority	Additional Registrar (Finance and Banking). Office of the Registrar of Co-operative Societies
(4) Recovery from pay of Pecuniary loss	Common Cadre Authority	Additional Registrar (Finance and Banking). Office of the Registrar of Co-operative Societies.
(5) Suspension	Common Cadre Authority	Additional Registrar (Finance and Banking, Office of the Registrar of Co-operative Societies.)
(6) Removal/Dismissal	Common Cadre Authority	Registrar of Co-operative Societies.

**32. Every appeal shall comply with the following requirements, namely.-**

- It shall be couched in polite and respectful language failing which the competent authority may reject it.
- It shall contain all material facts and arguments and shall be complete in itself;
- It shall be accompanied by an attested copies of the impugned order;
- It shall specify the relief desired.
- It shall be submitted to the Appellate authority through proper channel within 60 days from the date of receipt of the order of punishment.

**33. Forwarding of Appeal.** (1) An appeal preferred through proper channel under clause (e) of rule 32 shall be forwarded without undue delay to the appellate authority with the comments of the authority through which it is submitted.

34. Save as provided in these rules no appeal shall be addressed or endorsed to or bear recommendations of any other authority or person. A defiance of this rule as well as any attempt to influence or canvass the appellate authority shall be deemed as breach of discipline rendering the appeal liable to rejection and the member to action for breach of discipline.

**35. Suits and criminal cases-** (i) Where a civil suit or a criminal case arising out of the circumstances directly connected with the discharge of his duties, if filed against a Common Cadre Employee and the Common Cadre Employee makes a request for the defence of the case at the cost of the Employees Co-operative Thrift and Credit Society concerned, the Board of Management of the Societies concerned may consider such request and sanction defence of the case at the cost of the Employees Co-operative Thrift and Credit Society subject to the approval of the Common Cadre Authority.

(2) While seeking approval of the Common Cadre Authority, the Employees Co-operative Thrift and Credit Society shall intimate the reasons for offering defence at the cost of the Employees Co-operative Thrift and Credit Society and furnish such other information as the Common Cadre Authority may require for disposal of the request of the Employees Co-operative Thrift and Credit Society.

(3) Cases of employees having been charged with embezzlement, fraud, corruption or moral turpitude shall not be treated as falling within the scope of these rules.

(4) Even where a case against a Common Cadre Employee is under police investigation, the Common Cadre Authority may institute or proceed with departmental enquiry and take disciplinary action against the erring Common Cadre Employee, pending judicial enquiry or trial.

**36. Miscellaneous** - (1) If any dispute or doubt about the interpretation or application of any of the provisions of these rules arises, the matter shall be referred by the Common Cadre Authority to the Government whose decision shall be final and binding.

(2) Save or otherwise provided in these rules, all orders concerning service matter shall be issued under signature and seal of the Common Cadre Authority.

**Draft Amendment to the Tamil Nadu Food Security Rules, 2017.**

[G.O. Ms. No. 16, Co-operation, Food and Consumer Protection (B2), 29th January 2024,  
தை 15, சோபகிருது, திருவள்ளூர் ஆண்டு-2055.]

No. SRO A-5/2024.— The following draft amendment to rule 26 of the Tamil Nadu Food Security Rules, 2017, which is proposed to be made in exercise of the powers conferred by section 40 of the National Food Security Act, 2013 (Central Act 20 of 2013) is hereby published for information of all persons, as required under sub-section (1) of the said section 40.

2. Notice is hereby given that the draft amendment will be taken into consideration on or after the expiry of fifteen days from the date of publication of this notification in the *Tamil Nadu Government Gazette* and that any objection and suggestion, which may be received from any person with respect to the draft amendment before the expiry of the aforesaid period will be duly considered by the Government of Tamil Nadu.

3. Objections and suggestions, if any, shall be addressed to the Commissioner of Civil Supplies and Consumer Protection, Ezhilagam, Chepauk, Chennai-600 005.

DRAFT AMENDMENT.

In the said Rules, in rule 26, after sub-rule (2), the following sub-rule shall be inserted, namely:-

"(2-A). In the event of imposition of penalty under section 33 of the Act on the public servant or the public authority concerned, such amount of penalty shall be deposited by the said public servant or the Public authority by treasury challan under the appropriate receipt Head of Account within a period of thirty days from the date of receipt of the order, failing which the amount shall be recovered from the salary of the public servant or the public authority concerned."

## அறிவிக்கை

[G.O. Ms. No. 16, Co-operation, Food and Consumer Protection (B2), 29th January 2024,  
தை 15, சோபகிருது, திருவள்ளூர் ஆண்டு-2055.]

2013-ஆம் ஆண்டு தேசிய உணவுப் பாதுகாப்புச் சட்டத்தின், மத்தியச் சட்டம் 20/2013-இன் பிரிவு 40-இல் வழங்கப்பட்டுள்ள அதிகாரங்களைக் கொண்டு, 2017-ஆம் ஆண்டு தமிழ்நாடு உணவுப் பாதுகாப்பு விதிகளின் விதி 26-க்கான வரைவுத் திருத்தம், மேற்சொன்ன சட்டத்தின் 40 ஆம் பிரிவைச் சேர்ந்த (1) உட்பிரிவில் கோரியுள்ளவாறு அனைவரின் தகவலுக்காக இதனால் வெளியிடப்படுகிறது.

2. இந்த வரைவுத் திருத்தம் **தமிழ்நாடு அரசிதழில்** வெளியிடப்படும் நாளிலிருந்து 15 நாட்கள் கால அளவு முடிவடையும் நாளன்று அல்லது அதற்குப் பின்னர் பரிசீலனைக்கு எடுத்துக்கொள்ளப்படும் என்றும், இந்த வரைவுத் திட்டம் தொடர்பாக மேற்சொன்ன கால அளவு முடிவடைவதற்கு முன்னர் யாதொரு நபரிடமிருந்து பெறப்படும் யாதொரு மறுப்புரை அல்லது கருத்துரை தமிழ்நாடு அரசால் முறையாக பரிசீலிக்கப்படுமென்றும் இதனால் அறிவிக்கப்படுகிறது.

3. மறுப்புரை அல்லது கருத்துரை ஏதேனும்பின் அதனை உணவுப் பொருள் வழங்கல் மற்றும் நுகர்வோர் பாதுகாப்புத் துறை ஆணையர், எழிலகம், சேப்பாக்கம், சென்னை-600 005 என்ற முகவரிக்கு அனுப்பி வைக்க வேண்டும்.

## வரைவு திருத்தம்

மேற்சொன்ன விதிகளில், துணை விதி (2)க்கு பின்னர், பின்வரும் துணை விதி சேர்த்துக் கொள்ளப்பட வேண்டும், அதாவது:-

“(2-அ), அரசுப் பணியாளர் அல்லது அரசு அதிகாரி மீது இச்சட்டத்தின் 33-ஆம் பிரிவின் கீழ் அபராதம் விதிக்கப்படும் நேர்வில், அத்தகைய அபராதத் தொகையானது, அரசு ஊழியர் அல்லது அரசு அதிகாரியால் கருவூலச் செலுத்தச் சீட்டு வாயிலாக உரிய வரவினக் கணக்குத் தலைப்பின் கீழ் ஆணை பெறப்பட்ட நாளிலிருந்து 30 நாட்கள் கால அளவிற்குள் செலுத்தப்பட வேண்டும். தவறும் நேர்வில், மேற்படி அபராதத் தொகையானது அரசுப் பணியாளர் அல்லது அரசு அதிகாரியின் சம்பளத்திலிருந்து பிடித்தம் செய்யப்பட வேண்டும்.”

**கே. கோபால்,**

அரசு கூடுதல் தலைமைச் செயலாளர்.