

From

The Registrar,  
Cooperative Societies, Haryana,  
Chandigarh.

To

1. Managing Director,  
All Apex Cooperative Institutions in the State.
2. The Managing Director,  
All Cooperative Sugar Mills in the State of Haryana.
3. The Managing Director,,  
All the Central Cooperative Banks Ltd., in the State.
4. The Manager,  
All Central Cooperative Consumers Stores Ltd. in the State.
5. The Manager,  
All Coop. Mkg.-cum-Processing Cooperative Societies Ltd.  
in the State.
6. The Manager,  
All Primary Coop. Agri. & Rural Dev. Banks in the State.
7. The Managers,  
All Distt. Cooperative LAC Unions Ltd., in the State.
8. The Managers,  
All Coop. Milk Supply Unions Ltd., in the State.
9. The Chief Executive Officer,  
All Urban Cooperative Banks Ltd., in the State.

Memo. No. 7/1/2003/Gen-I/11199-298

Dated :

27-6-03

Subject : Grant of Travelling Allowance and sitting fee to the  
members of the Managing Committee of Cooperative  
institution.

Reference: This office memo. No. RKL/Credit/81/9674-9891, dated  
26.2.1981 and 13.1.84-Credit(1) dated 9.1.92, 7/1/84-CA-I/  
16678-886, dated 21.7.99.

The matter regarding enhancement of TA/DA to member of the  
Board of Directors of the Cooperative Institutions has been under  
consideration for some time past.

It has now been decided that TA/DA to be paid to non-  
official members other than IAs/MS of Board of Directors of the  
Cooperative 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.

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

Group 'A'

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

Group 'B'

1. The Haryana State Cooperative Development Fed., Ltd.,
2. The Haryana State Cooperative L/C Fed., Ltd. P.L.
3. The Haryana State Cooperative Housing Federation Ltd.,
4. Central Cooperative Banks Ltd.,

Group 'C'

1. Distt. Cooperative Milk Supply Unions Ltd.,
2. Distt. L/C Unions Ltd.,
3. Other Distt. Level Central Cooperative Societies Ltd.,
4. Primary Agriculture Rural & Development Banks Ltd.,
5. Cooperative Marketing-cum-Processing Societies Ltd.,
6. Central Cooperative Consumers Stores Ltd.,
7. Urban Cooperative Banks Ltd.,

2(a) The sitting fee admissible to the Members of Board of Directors of Cooperative Institutions for different places would be as under :-

	In Haryana	Outside Haryana	Other town above 20 lacs population
i) Group-A	Rs.150 per day	200	250
ii) Group-B	Rs.125 per day	150	200
iii) Group-C	Rs.100 per day	125	175

3. The members including Presidents/Chairman while on tour outside Haryana State and Chandigarh, will be entitled for re-imbusement 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 purpose 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 bus stand/railway station to the place of meeting and official engagement/stay on meeting place and vice-versa, the members shall be entitled at flat rate of Rs.3/-per R.M. for SAC Societies and Rs.4/-per R.M. for A Societies within or outside of Haryana State when using their own conveyance. A certificate by the

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member shall have to be furnished as per performa.

6. The Members travelling by conveyance for which nothing has been paid by them shall not be entitled to draw the milage etc. from the institution.

7. Service of the members, are honorary, pay and type of remuneration, honorarium house <sup>rent</sup> or any other type of allowance shall not be admissible to them.

The meeting of Managing Committees/Board of Directors should be called as per bye-laws and requirement and not frequently keeping in view the state policy of economy in expenditure.

The instructions will come into force with immediate effect.

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

Endst.No.7/1/2003/Cen-1/11300-75

Dated : 27/6/03

A copy of the above is forwarded to :

1. All Deputy Registrar, Cooperative Societies, in the State.
2. All Assistant Registrar, Cooperative Societies, in the State.
3. All Audit Officer, Cooperative Societies, in the State.
4. All Officers of Head Office.
5. All Heads of Branches in H.C.

6. The Managing Director, H.C., with the request to publish these instructions in their next issue of 'Sahkari Parkash'.

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

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Certified that I attended the meeting of the Board of  
Directors of ..... held on .....  
for which I proceeded from my place/city at ..... hours by  
Bus/Rail/ my own vehicle No. .... and did not claim  
ex/D. for any other meeting on the same day from any other organi-  
zation/authority for the purposes of attending such meetings.

Signature