CHAPTER - V

ADMINISTRATIVE SET UP
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The overall administration of TUCAS rests with the General Body of the society. The Vice-President and the Secretary function under the guidance of the President.

The Chief executive officer of the society is the secretary. Presently the administration of the society has been superseded by the Government, who appointed one of those officers, (a joint registrar of co-operative societies) as the special officer who functions in the place of the board of Directors of the society. The special officer functions as the Chief Executive. The special officer is assisted in the day to day administration by a number of heads of sections. They are Assistant Secretary in charge of Banking, Office Superintendent in charge of purchase and sales,
the Chief Chemist incharge of pesticides department, Agro-Engineer incharge of Agro Engineering service department and manure manager incharge of fertilizer and manure mixtures. The Office administration is looked after by the office manager.

A Joint Registrar took charge as Special Officer in 1985. He is incharge of day today administration and also functions in the place of the President. The details about the administration and the management chart is given in Appendix No.XXXX.

GENERAL BODY OF MEMBERS

Any person who is eighteen years of age is eligible for admission as a member. But admission is not a matter of right. Minor can be members through their legal guardians. The State Government is also a member of the society. The shares allotted to Government are redeemable in accordance with the
terms and conditions specified by the Registrar.
Land-Owners, tenant, cultivators, State Government
and Co-operative Societies implementing the seed
development project are 'A' class members. The
value of 'A' class share is Rs.10/- and that of 'B'
class is Re.1/-. Each should take a share but not
more than 200 shares.

GENERAL BODY

The ultimate authority in the administration
of the society rests with the General Body of members.
It meets at least once a year to review the business
of the society. It does not interfere with the
actions of the Board of Directors.

1. Bylaw of the Tudivalur Co-operative Agricultural
Services Limited, No.1550, Nos: 4(1), 4(3) and
4(5). Hereinafter referred to as By-law of the
TUCAS.
The election and removal of the Board of directors, approval of the annual budget of income and expenditure, report due to the Registrar of Co-operative Societies, the audit certificate of the society, amendment to bylaws and enactment of new bylaws, expulsion of members, consideration of complaints of individual members against the Board and returns prescribed by the State Government are some of the matters dealt with by the General Body. 2

The Board of Directors may, call a meeting of the General Body for the conduct of society's business. It should call a meeting within one month if requested by 15 or more of its members or the Registrar of Co-operative Societies. 3

A list of members eligible to vote is maintained by the society. This is updated 30 days

2. Op.Cit. By-law Nos.1 to 8
3. Op.Cit, No.32
before an election. It is Secretary's duty to supply such a list to any member on his request on payment of cost.

There will be no change in the members' list within 30 days of election. 4

It is the duty of every 'A' class member to attend the meetings of the General Body. The quorum for a General Body meeting is 101 or one fourth of the 'A' class members on the list whichever is less. The nominee of the State Government and the Board of Directors are also entitled to attend the General Body meeting and vote except in election. 5

The President/Vice President presides at the meetings of the General Body. In the absence of both, the General Body may choose a Chairman

4. Op.Cit. No.32(a)
from their members to preside over the meeting. Every member present has one vote.

All questions are decided by a majority. In case of equality of votes in an election, lot is drawn for a decision. In all other cases, the matter is left undecided.  

Seven days notice is necessary for a General Body meeting.  
The General Body can expel a member if he deceives the society or if his conduct is against the interest of the society.  
The expulsion requires the resolution supported by two thirds majorly.

8. Ibid
BOARD OF DIRECTORS:

The Board holds office from the 1st July to the succeeding 30th June, irrespective of date of assumption of office. One third of the Board members retire every year on 30th June in rotation unless the Registrar extends the period of office. The vacancies caused by the retirement of members are filled up by election at the General Body meeting convened for the purpose. The retiring members are eligible for re-election. 10

The General Body is competent to remove any elected member of the Board at any time and elect a successor. The member so elected can hold office for the unexpired portion of the original period. Any elected member of the Board may at any time resign from his office by sending a letter of resignation to the Secretary of the society but such

10. Op.Cit., No.21
resignation takes effect only from the date on which it is accepted by the Board. 11

The Board of Directors elected by the General Body meet and elect from among themselves, a President and Vice-President. The election is by ballot in the manner prescribed in Rule 31 of the Madras Co-operative Societies Rules 1963. Any vacancy in the office of the President or Vice-President on account of retirement or for any other reason is filled by election. 12

The Board of Directors appoint a Secretary, an Assistant Secretary and a paid Treasurer who are not the members of the Board. The paid Secretary, Assistant Secretary and the paid Treasurer must furnish securities in the form and standard prescribed by the Registrar. 13

11. Ibid
12. Rule 31 of the Madras Co-operative Societies Rules, 1963
13. Ibid
The Board meets once in a month or often, if necessary to conduct the affairs of the services. The quorum for the meeting is seven. All questions are decided by a majority. If the vote is equal, the question is left undecided.

The Secretary may obtain the orders of the Board of Directors by circulating the papers among the members present at the head-quarters of the Society, for their ratification.

If any matter in which a member of the Board is personally interested, he is barred from taking part in the meeting for his consideration. In case of urgency the Secretary is competent to circulate the papers to the Board member for a decision. But this decision should be ratified at the next meeting.

If there is a difference of opinion in circulation, the matter will be placed at the next
meeting of the Board. A Director absenting at four consecutive meetings of the Board will ceased to be a Director unless reinstated.

The President has a general control over all the affairs of the society.

The Secretary is responsible for the administration of the society subject to the control of the President. The secretary is the legal representative of the society and can file or defend a suit on behalf of the society.

The Board authorises the officers of the society to be custodians of its property including cash and valuables. These officers can be the treasurer, either the Secretary or the Assistant Secretary.

14. By Law of the TUCAS No.21
15. Op.Cit, No.23(1)
16. Op.Cit, No.23(a) and (b)
17. Op.Cit, No.23(c) and (d)
The Board of Directors will also frame regulations for the safety of the properties. Such regulations are approved by the Registrar. 18

If the Registrar prescribed guidelines, the Board approves such guidelines for implementation. The Assistant Secretary looks after the functions of the Secretary in his absence. 19

The qualifications prescribed for the above posts are given in Appendix XXXV. 20

The Special by laws of the society prescribe the method of recruitment of their service conditions and disciplinary proceedings etc. 21

18. Op.Cit, No.23(e)
19. Op.Cit, No.23(f)
20. Op.Cit, No.1(a)
   Op.Cit, No.1(b) and (c)
21. By law of the TUCAS No.21(2)
Any close relative of an employee of the society is not eligible to be elected to the Board as per co-operative societies Rules, 1963.

Any defaulter to the society is not also eligible to be in the Board of Directors.

A person against whom a decree is obtained by the society or is involved directly or indirectly in the business of the society can not also be a member of the Board. 22

Any legal practitioner involved against the society or any person found guilty under co-operative societies Act are not also eligible to be members of the Board. 23

Receipts for moneys received by the society can be signed by the President, Vice -

22. Op.Cit, No.24(a), (b), (c) and (d)
23. Op.Cit, No.24(e)
President, Secretary, Assistant Secretary, Manager or any authorised employee. In case of borrowings from non-members by the society, the bond is executed by 3 members of the Board, one of whom must be the President. The Secretary will also sign such a bond. 24

The responsibility of the Board of Directors include the maintenance of accounts prescribed by the Registrar. The Board should submit the reports of inspection and Audit of the society to the General Body for approval. 25

The power of the Board of Directors include competence to incur expenditure of the society within the budget estimate approved by the General Body. 26 The Secretary can meet minor contingent expenses. 27

27. Op.Cit., No.21(2)
The Secretary looks after the day to day administration of the society. He also exercises powers delegated to him by the Board. He can operate Bank accounts of the society, within prescribed limits by the Board. He has powers to sign, endorse and negotiate cheques and other negotiable instruments within the limits prescribed by the Board. The Assistant-Secretary checks and signs the cash Bock.

All employees are appointed only on furnishing security as prescribed by the registrar.

The Board sanctions festival advance for Deepavali, Pongal, Christmas etc., at the Tamilnadu Government rates to the society staff.

Appointment Committee, Pay committee, Disciplinary

28. Op.Cit, No.28(1)
29. Op.Cit, No.28(2)
30. Op.Cit, No.28(4)
Action Committee, Gratuity Committee, Purchase Committee, Market Committee, Propaganda and Publicity Committee, Seed Production and Market Review Committee and other committees are constituted by the Board from among its members to look after the respective activities. The Board also fixes the quorum. 31

The proceedings of the sub-committees except the Disciplinary Action Committee are placed before the Board of Directors for Approval. The Proceedings of the Disciplinary Action Committee are placed before the Board for intimation. 32

SPECIAL OFFICER:

All Primary co-operative credit societies in Tamilnadu state were superseded by the state

31. Op.Cit, No.29(b)
32. Op.Cit, No.29(c)
government and Special officers were appointed to manage them. These officers are government servants on foreign service to the respective societies. As a result, the Board of Directors of TUCAS was also superseded and Joint Registrar of co-operative societies was appointed as the special officer in the place of the Board. He took charge on 28-09-85. He is responsible for the entire working of the TUCAS. Policy decisions, pay revision and other proposals are sent by him to the Registrar of co-operative societies, Madras for approval. Sanction of periodical increments, fixation of pay, sanction of leave, surrender leave etc. are as per his orders. Disciplinary action and review of the

33. Consequent on the appointment of Special Officer in all service societies i.e. from 28-9-85 including TUCAS, the appointment of Thiru K.K. Nanjudan was ordered in G.O.Rt.No.238 co-operation dt.30-4-86.

34. G.O.Rt.No.802, Co-operation Department dt.29-12-86
performance of section Heads are some of the duties of the Special Officer. He has to meet the officials of the co-operative Department and Agriculture Department for getting sanctions and assistance in implementing various development schemes. He has to attend meeting of the Registrar of co-operative societies, Madras. He gets Registrar's permission for development schemes and gets guidance and instructions for the implementation. 35

All the officers of the society work under his control. The Assistant Secretary of the society helps him in the overall administration.

There is an Assistant Director of Agriculture who is in charge of production and sales of seeds and pesticides. He seeks guidance from the Special Officer. 36

35. G.O.Rt.No.616. Co-operation Department Dt.12-07-89
36. G.O.Rt.No.319. Co-operation & Food Department dt.25-6-89
The Special Officer functions in the place of the Board of Directors. All his activities are entered in the minutes book of the society as resolutions of the Board. He also acts in the place of the President of the society. He is also the Chief Executive functioning in the place of the Secretary. He convenes the General Body meeting and reports regarding the development schemes of the society and places before the General Body the annual reports audit and Inspection reports for their approval.

The Special Officer is assisted by various functionaries in the different departments of the society. The duties and responsibilities of these officers are detailed below.

37. Personal interview with the Special Officer
Mr. Nallathambi, 24.12.91
ASSISTANT SECRETARY:

Assistant Secretary is responsible for the administration of the Banking Section and Petrol Bunk. He works under the control, direction, superintendence and authority of the Special Officer. He is the joint custodian of cash and jewels pledged in the society. He is authorised to pass all the receipts and payments. He also operates Bank accounts.38

ASSISTANT DIRECTOR OF AGRICULTURE:

Assistant Director of Agriculture looks after the production and sales of pesticides and seeds. The following districts have been placed under his control for marketing TUCAS products - viz., Coimbatore, Periyar, Nilgiris, Salem, Dharmapuri, North Arcot and Chengalpat. He reviews the performance of Assistant Sales Representatives working under his control in the above districts.
He plans the programme of sales and ensures its implementation. He is responsible for the seeds development projects. He secures parent seeds from the Tamilnadu Agricultural University, Agriculture department and National seeds corporation. He is an overall technical supervisor of seed production programme.39

OFFICE SUPERINTENDENT:

He is incharge of purchase and marketing. All the raw materials required by the society are purchased by him by getting quotation and samples from different producers. He places these details for perusal and decision of the purchases Committee. As elsewhere the lowest quotation is accepted and orders are placed. The progress in marketing of seeds, pesticides etc. is monitored

39. Personal Interview with the Assistant Director of Agriculture, Thiru Chandramaheswaran on 13.8.91
by him. He seeks orders of the Secretary or Special Officer on purchases and in turn place orders with the respective companies. All correspondences in respect of purchases and sales are initiated and pursued by him. The progress in marketing is recorded and submitted by him to the Special Officer for orders. He is assisted by an Office Manager.  

**OFFICE MANAGER:**

Office Manager is responsible for proper maintenance of office premises, enforcement of discipline, safety of records, registers and files and all-round cleanliness. He guides & leads the head clerk, other assistants and clerks in the office work. He also looks after the Printing Press.  

**ACCOUNTS OFFICER:**

Accounts Officer passes all receipts and payments. He ensures preparation of final accounts.

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40. *Personal Interview with Office Superintendent on 19.3.91*

41. *Personal Interview with Office Manager on Thiru.S.Radhakrishnan on 16.12.89*
submits accounts to audit and helps audit in their work. He is responsible for the correct & up to date maintenance of the accounts, which is detailed in Appendix XXXVI.\textsuperscript{42}

**ACCOUNTANT (BANKING SECTION):**

He looks after the admission of members, deposits, loans, cash and safe vault in the Banking section. He works under the control of the Assistant Secretary. Clerks in charge of member admission, deposits, loans, Jewels, Collections, work under his control.\textsuperscript{43}

The applications for loans for seed production, land development and seasonal agricultural operations besides Jewel loans are scrutinised by him before putting up to the Board for sanction.

\textsuperscript{42} Personal interview with the Accounts Officer Thiru A. Vernakesan on 18-6-92

\textsuperscript{43} Personal interview with the Accountant Thiru A. Sadassivam on 12-6-91
Medium term loans for the purchase of tractors, Powertillers, Power sprayers & farmer implements are sanctioned by TUCAS. Application for these loans are also scrutinised by the Accounts department before putting up to Board for sanction.

**MANAGER (SEEDS SECTION)**

The seeds Manager is incharge of the seed production projection. He looks after processing, certification, packing and tagging of seeds. He is also incharge of Ginning Factory. He is responsible for observing the provision of Factories Act and Rules. He is assisted by Field Staff, Gin-Driver, Attenders and Casual workers.

**WORKS MANGER (Manure)**

Works Manager is incharge of the manure mixing section. He is responsible for the quality of manure mixtures produced. He contacts the agent

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44. **Personal Interview with the Manager (Seeds)** on 30.4.91
societies for orders for manure mixtures. He is assisted by Junior Assistants and Casual workers. He is also incharge of retail sales of fertilizers and manure mixtures. 45

ENGINEER: (AGRO-TOOLS)

He is incharge of maintenance of workshops and Agro-Tools. He is assisted by the Foreman, Assistant Foreman, Mechanics, Turners, Welders, Fitters etc. besides section clerks who maintain records. He contacts the Tamil Nadu agriculture University for designs of farm implements developed by him. All the seed machinery required under the seeds project by participating societies are designed and manufactured by him. He keeps close liason with the Tamilnadu Co-operative Marketing Federation and the Agricultural department for the supply of TUCAS farm machinery. 46

45. Personal Interview with Works Manager, on 24. 6. 90.

46. Personal Interview with Engineer (Agro-tools) on 11. 3. 92.
CHIEF CHEMIST:

He is responsible for production of various categories of pesticides, dusts, wet tables and liquids. The laboratory works under his control and he endeavours to maintain the highest quality standards in pesticides by making constant use of the laboratory. He is assisted by a number of Chemists and casual workers, who work in the formulation of pesticides in contract basis. The Chief Chemist monitors the sale of pesticides and indents for raw materials for formulation purposes. 47

ELECTRICAL SUPERVISOR:

He is incharge of the work connected with power supply to all the sections in the society. He is also responsible for fire-fighting equipments. He is assisted by assistant electricians and helpers. 48

47. Personal Interview with Chief Chemist Thiru V. Ramarajan on 10-9-91
48. Personal Interview with the Electrical Supervisor Thiru R. Palaniappan on 12-6-91
HEAD CLERK:

He is incharge of village shops of TUCAS. He is responsible for the implementation of rules and regulations governing the village rationshops. He is assisted by a team of Salesmen. 49

Establishment clerk, Pay Bill Clerk, despatch Section Clerk, Purchase Clerk, Staff Welfare Section Clerk, Accounts Clerk, Personal Ledger Clerk, Farm Implements Clerk, Care Section Godown Clerk, Pesticides Section Godown Clerk, Seed Section Clerk, Seed Section Godown Clerk, Audit Assistants and Record Keeper are some of the important Assistants who keep records of development scheme and monitor their progress. 50

More than 175 staff are working in various sections apart from a joint Registrar of Co-operative

49. Personal Interview with the Head Clerk Thiru R. Dhanapal
50. Duties and Responsibilities File PP 1 to 15
Societies as its special officer. Normally about 500 ladies from rural areas are engaged on daily wages to attend to seasonal works such as picking, cleaning, drying, ginning etc.\textsuperscript{51}

**DUTIES AND RESPONSIBILITIES OF SECTION HEADS:**

The Section Heads are responsible for the proper administration of their sections and answerable for all omissions and commissions. All the receipts and issues from their section are properly accounted and attested by the Section Heads. They see that the sales of registers and stock registers are posted daily and stocks checked every month with the stock register. They see that prompt replies are sent for the tapals received from outside and also periodical reminders for the pending file. They check the personal registers (P.R.) of the clerks working under them every fortnight and

\textsuperscript{51} Personal Interview with the Office Superintendent

Thiru S. K. Samiyappan on 19.3.91
send it to the Secretary/Special Officer once in a month before 10th of the succeeding month through the office Superintendent.

The Section Heads are also jointly responsible for better and proper storage of stocks and maintenance of accounts, and deficits in their sections. Vouchers for payment of trade charges, coolies etc., are checked for its correctness by the Section Heads before they are sent for pass orders by the Secretary/Special Officer. It is the personal responsibility of the Section Heads to plan the purchase in advance. They place indents with the purchase section for calling quotations and place them before the purchased committees for consideration. They are assessing the actual requirement of stock before placing orders. They verify the stocks position periodically and ensure their utilisation without delay. It is

52. Duties and Responsibilities (General) File, No. 1-6
also the responsibility of the Section Heads to see that the goods produced, fabricated, procured in their sections are marketed and the sale proceeds and dues are collected then and there.\textsuperscript{53}

It is the responsibility of the Section Heads to keep all the relevant particulars about their section and furnish them as and when required. They are authorised to sign the cash and credit bills for the sales made in their section.\textsuperscript{54}

It is the duty of the Section Heads to rectify the defects pointed out in the Audit/Inspection etc., and see that such defects are not repeated again. The Section Heads hold responsibility for the lapses in their section and all commissions and omissions are taken note of and steps taken to rectify the mistakes then and there.

\textsuperscript{53} Ibid. PP 7 to 11
\textsuperscript{54} Ibid. PP 12 and 13
On the last day of every month, they exclusively devote for the total verification of the accounts in their section, strike a trading account for the month and hand it over to the Secretary/Special Officer before 10th of the succeeding month for review and to forward the same to the President to scrutinise the same and place it to the Board. 55

The Section Heads are the Managers of the Section for the purpose of all the Acts and rules and that they should ensure that all the provisions of the acts and rules are followed strictly in their sections. For any violation of the rules and regulations in their section they are held personally responsible. 56

The Section Heads see that all the staff working in their section attend office at the appointed time for work and leave the office only after completing

55. Ibid, P.15
56. Ibid, P.16
their day-to-day works. The Muster rolls/attendance register should be verified and signed by the Section Heads daily. If the performance of the clerks and other staff working under them are not satisfactory, it should be brought to the notice of the Secretary for necessary action.\textsuperscript{57}

The Section Heads supervise the staff working under their control and ensure the avoidance of waste of time. They ensure maintenance of the official discipline, decorum, efficiency, promptness of the staff under them. They are well-versed in rules, regulations (by-laws) of the society and act according to them. They have full knowledge about the activities of other sections and guide the members. Apart from the above general duties and responsibilities, the Section Heads attend to the specific duties and responsibilities fixed to the

\textsuperscript{57} Ibid. P.17
posts concerned in which they are working. They implement the decisions of the committees, Board of Directors and General Body. 58

**SERVICE CONDITIONS OF THE EMPLOYEES:**

The employees are recruited by calling for application through advertisement in leading dailies. Applicants who satisfy the requirements of qualification and age are called for an interview, by the appointment committee. The Appointment committee examines their suitability and recruits the candidate. The qualification and recruitment procedure as well as scales of pay and allowances etc. do not apply to government servants. All employees of the society retire at the age of 58 years. The age of retirement does not apply to Chief Chemist, pesticides Engineer and Gin Driver who are exempted under the by laws. 59

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58. *Ibid,* pp 18 to 23

59. *Special by-laws of TUCAS* Nos. 4 and 5
A person appointed to the society is on probation for one year. He is confirmed after satisfactory completion of probation. 60

The appointing authority can terminate the services of the employees during the period of probation if his work or conduct is not satisfactory. The services of the employee cannot be terminated otherwise on misconduct proved in a domestic enquiry after giving him an opportunity to show cause against such termination. 61

The employee has the right to appeal against such termination within 30 days as per the rules. 62

The decision of the appellate authority is final and binding on both the employer and the employed. 63

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60. Op.Cit, No.6(2)
61. Op.Cit, No.6(a) and (b)
62. Op.Cit, No.6(ii)
63. Op.Cit, No.6(iii)
SANCTIONS FOR LEAVE:

Every permanent employee of the society is eligible for 20 days casual leave per year. He earns leave at the rate of 1/11 of the duty period. Leave cannot be claimed as a matter of right.

An employee can accumulate earned leave up to 180 days. He can avail of only 60 days or less at a time. However, the employee can be sanctioned 120 days leave under special circumstances.

While on earned leave an employee is entitled to leave salary equal to his pay last drawn.

MATERNITY LEAVE:

Every woman employee of the services is eligible for maternity leave for 2 months in respect of each confinement. The leave is

64. Op. Cit, No.8(i) (a), (b)
65. Op. Cit, No.8(a) (b)
sanctioned only for 2 confinements. The maternity leave can be granted in addition to earned leave. The leave salary and allowances during maternity leave will be applicable in case of earned leave.66

The Secretary is the authority competent to sanction casual leave to all other employees. He also sanctions earned and maternity leave up to one month to employees. The President can sanction leave to Secretary and earned leave, maternity leave and leave on loss of pay exceeding 1 month to others.67

Casual leave is not granted more than 6 days at a time. The total period of absence including holidays cannot exceed ten days.68

All employees are eligible for leave without pay. This leave does not count as service.69

66. Op.Cit, No.8(1) C
67. Op.Cit, No.8(ii)
68. Op.Cit, No.8(ii) (a)
69. Op.Cit, No.8(iii) (c)
A retiring employee is permitted to encash the leave at his credit.  

SPECIAL CASUAL LEAVE:

Every married male employee who undergoes sterilization operation is entitled to eight days of special casual leave. Every married woman employee who undergoes non-peripheral sterilization operation is eligible for twenty days of special casual leave after submitting a medical certificate.

RULES FOR ENCAHMENT OF EARNED LEAVE:

Only approved probationers are eligible for earned leave. Employees can encash 15 days of their earned leave per annum. There should be at least 12 months before 2 surrenders of leave.

The retiring employee will be permitted to

70. *Op.Cit*, No.8(iii) (e)
71. *Special bylaw of the TUCAS*, P.No.12
72. *Ibid*
encash the earned leave at his credit on the date of super-annuation subject to a maximum of 120 days. The leave salary payable on surrender of leave is not liable for any deduction of provident fund or other dues.

The family of an employee who dies in service is eligible for leave salary and allowance for the earned leave left over at the credit of the employee on the date of death subject to a maximum of 30 days.73

Employees are prohibited from communicating any data or information known to them in the course of their duties to any person or organisation except with permission.

DISCIPLINE:

No employee can enter into monetary transactions with any person or organisation coming in contact with

73. Op. Cit, No.8(iv), 1 to 7
him during his official work. He can also not accept any gift from such persons. But he can borrow on the security of his deposits, insurance policy, savings etc., from institutions.  

Employees are prohibited from canvassing for votes in elections to Parliament or Legislatures. But he can vote if he is eligible without disclosing his preference.

There is a disciplinary committee elected by the Board among its members to deal with disciplinary cases against the employees.

The details of punishment that could be inflicted on the employees for offences established during proper domestic enquiries are given in Appendix XXXVII.

74. *Op.Cit.* No.8(iv), 9 and 10
75. *Op.Cit.* No.8(iv) 11
76. *Op.Cit.* No.8(iv) and 13(a)
77. Personal Interview with former Secretary of TUCS
The President or Secretary can place an employee under suspension for serious offences against him.  

A suspended employee is eligible for payment of subsistence allowance as per the relevant Act. No employee, however, in any case be kept under suspension for a period exceeding one year without the approval or ratification of the Registrar. An employee is not eligible for subsistence allowance if he is employed elsewhere during the period of suspension and a certificate to this effect should be produced.

Suspension can be awarded as a substantive punishment in addition to the suspension already suffered under the special bylaws. A fine can also be imposed on the basis of an offence proved.

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78. *On Cit. No.13(a) and (b)*

79. *Tamil Nadu Act 43 of 1981*
but after giving notice of the proposed punishment and examining the explanations offered.80

All fines collected are recorded in a register and are pooled separately and used only for the benefit of the employees.81

The authority competent to entertain appeals against punishment imposed are detailed in Appendix.82


gratuity to retiring employees:

All monthly paid employees are eligible for gratuity.83 The method of calculating qualifying services in the society for gratuity and other details are given in Appendix.84

80. Op.Cit., No.13(e)
81. By-laws of TUCAS
82. By-laws of TUCAS
83. Op.Cit., No.15(1), (2), (3), (a), (b), (c) and (d)
84. By-laws of TUCAS
OTHER WELFARE MEASURES:

Welfare measures are provided to the employees as prescribed by the government. Medical expenses of the employees and his family is met by the society on par with the state Government employees. Group Insurance of the L.I.C. under the salary scheme is permitted. All the employees are covered under the Janatha Personal Accident Policy. The staff working in the Agro-tools and pesticides unit are covered by E.S.I. scheme. Bonus at the minimum of 33% and a maximum salary plus D.A. plus H.R.A. is paid every year.

85. Personal Interview with Office Manager, Mr. R. Radhakrishnan