

**NO.6/1/30/RCS/AUDIT/I(7)/2014/111**  
**GOVERNMENT OF PUDUCHERRY**  
**COOPERATIVE DEPARTMENT**

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Puducherry, dt. 17.10.2014

**C I R C U L A R**

**Sub:** Cooperative Department – Audit – Declaration of bonus and ex-gratia to the employees of the Co-operative Institutions for the year 2013-2014 – Instructions – Issued.

**Ref:** Office Memorandum No.G.18017/F3/2014 dt.14.10.2014, issued by the Under Secretary to Government (Finance), Puducherry.

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In pursuance of the decision taken by the Government of Puducherry, communicated in the Office Memorandum cited, the Co-operative Institutions shall continue to pay the bonus and ex-gratia as was paid during the last year.

2. Over and above the admissible bonus of 8.33%, Co-operative Institutions may take conscious decision themselves, for payment of ex-gratia, depending upon the allocable surplus in the relevant accounting year, as provided under Section 11 of Payment of Bonus Act, 1965.

3. It may be ensured that, bonus and ex-gratia, under any circumstance, should not exceed Rs.11,000/- (Rupees eleven thousand only) per person.

4. The Chief Executives of the cooperative institutions are instructed to furnish the information in the pro-forma enclosed for the year 2013-2014 to this Office immediately after disbursement of bonus and ex-gratia without fail.

5. It is also made clear that, payment of ex-gratia has been decided on the earnest hope that the employees will put in their best effort to improve the working of the respective societies in the current and coming years. Therefore, payment of ex-gratia granted for 2013-2014 will not form the basis for claiming similar ex-gratia payment in coming years.

6. Any violation of these instructions will attract action against the person concerned.

  
**FOR REGISTRAR OF CO-OPERATIVE SOCIETIES**

**Encl:** As Stated.

**To**

All Apex/Central/Primary Cooperative Societies in the Union Territory of Puducherry.

**Copy to:**

1. The Joint Secretary to Government (Finance), Chief Secretariat, Puducherry.
2. The Under Secretary to Government (Coop.), Chief Secretariat, Puducherry.
3. The Director of Fisheries and Fishermen Welfare, Puducherry.
4. The Deputy Registrar (CLC) ----- for publication in official website.
5. All Branch Officers.
6. Deputy Registrar of Cooperative Societies, Karaikal/Mahe.
7. Cooperative Officer, Yanam.
8. P.A. to Registrar of Cooperative Societies.
9. Stock file- 2012.

## ANNEXURE

### DETAILS OF BONUS AND EX-GRATIA PAID FOR THE YEAR 2013-2014

Name of the Cooperative Society:- .....

Gross Profit / Loss	Net Profit / Loss	% of Bonus	% of Ex-gratia & its limit	Range of Bonus		Range of Ex-gratia		Dividend paid to Govt. since inception upto 2013-14	Total amount spent towards Bonus and Ex-gratia (2013-2014)	
				Max	Min	Max	Min		No. of Beneficiaries	(Rs. in lakhs)
1	2	3	4	5	6	7	8	9	10	11

(Signature of the President / Administrator)

Date: