NO.RCS/PLANNING/EMP.CR./NO.P475/2024/406
GOVERNMENT OF PUDUCHERRY
COOPERATIVE DEPARTMENT
***

Puducherry dated **07.10.2025**

PROCEEDINGS OF THE REGISTRAR OF COOPERATIVE SOCIETIES, PUDUCHERRY

Present: **THIRU. S. YESVANTHAIYAH**
Registrar of Cooperative Societies, Puducherry.

Sub: **The Puducherry Health Employees Co-operative Credit Society Ltd., No. P.475** - Subsidiary regulations governing the grant of Festival **loan to the members of the society** -- Approval – Accorded.

Read: Letter No. PHECCS/5/2025-2026/171 dated **29.9.2025** received from the President of **the Puducherry Health Employees Co-operative Credit Society Ltd., No. P.475** , along with a copy of **Resolution No.1 dated 26.09.2025** of the committee of management.

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ORDER:

In pursuance of the reference cited and in exercise of the powers conferred under **the bye-law No. 34 (xiv) bye-laws of the Puducherry Health Employees Co-operative Credit Society Ltd., No. P.475,** the Registrar of Cooperative Societies hereby approves **the subsidiary regulations governing the grant of festival loan to the members of the Puducherry Health Employees Co-operative Credit Society Ltd., No. P.475** vide resolution cited. A copy of the said regulations, as approved is annexed. The said regulations shall come into force from the date of issue of this proceeding.

-/BY ORDER/-

(E. GUNASEKARAN)
DEPUTY REGISTRAR (PLANNING)

To:

The President,
The Puducherry Health Employees Co-operative Credit Society Ltd., No. P.475
Puducherry.

Copy to:

1) Reference Regulations
2) Web Editor, Co-operative Department, Puducherry.
3) 'Stock File 2025'

ANNEXURE

THE PUDUCHERRY HEALTH EMPLOYEES CO-OPERATIVE CREDIT SOCIETY LTD., NO.P.475

SUBSIDIARY REGULATIONS GOVERNING THE GRANT OF FESTIVAL LOAN TO THE MEMBERS OF THE PUDUCHERRY HEALTH EMPLOYEES CO-OPERATIVE CREDIT SOCIETY LTD., NO.P.475 FRAMED UNDER BY-LAW NO.34(xiv)

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

1. **SHORT TITLE:** These regulations may be called as **"Subsidiary Regulations governing the grant of festival loan to the members of the Puducherry Health Employees Co-operative Society Ltd., No.P.475"**.

2. **COMMENCEMENT:** These regulations shall come into force from the date of its approval by the Registrar of Co-operative Societies, Puducherry.

3. **APPLICABILITY:** These regulations shall be applicable to the members of the Puducherry Health Employees Co-operative Credit Society Ltd., No.P.475.

2. DEFINITIONS:

In these regulations, unless the context otherwise requires:

(a) **"COMMITTEE"** means the Committee of Management constituted as per the provisions of the bye-laws of the Society.

(b) **"CHIEF EXECUTIVE"** means the President of the Society in charge of the day-to-day administration of the Society.

(c) **"LOAN"** means festival loan.

(d) **"MEMBER"** means a person, joining in application for the registration of the Society and a person admitted to membership after such registration in accordance with the Act, Rules and Bye-laws and holds at least one share in the Society.

(e) **"REGISTRAR"** means the Registrar of Co-operative Societies appointed by the Government under Section 3(1) of the Puducherry Co-operative Societies Act, 1972 and shall include any other authority/authorities to whom the powers of the Registrar have been delegated by the Government of Puducherry.

(f) **"REGULATIONS"** mean subsidiary regulations governing the grant of festival loan to the members of the Puducherry Health Employees Co-operative Credit Society Ltd., P.475.

(g) **"SOCIETY"** means the Puducherry Health Employees Co-operative Credit Society Ltd., P.475.

(h) **"YEAR"** means calendar year, beginning with 1st January and ending with 31st December.

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3. PURPOSE OF LOAN

(1) Subject to the provisions of the regulations, loan may be allowed to the members by the sanctioning authority, **once in a year** to meet the following festivals:-

Pongal, Deepavali, New Year, Easter, Christmas, Bakrid, Ramzan, Muharram, Onam and Independence Day.

(2) No member shall claim loan as a matter of right.

(3) No surety need be insisted upon for this loan.

4. LIMIT OF LOAN

The maximum amount of loan that may be sanctioned to a member under these regulations shall **not exceed Rs.20,000/- (Rupees twenty thousand only):**

Provided that no member shall be indebted to the Society to the maximum loan amount as fixed under Clause 4 of the Subsidiary Regulations governing the sanction of medium term loan to members of the society at any time.

5. ELIGIBILITY FOR LOAN

(1) The applicant should not be a defaulter to the Society in respect of any loan taken by him.

(2) No member shall be eligible to apply for a loan when he has got a service period of less than a year.

(3) No member shall be eligible to apply for a fresh loan until he has fully cleared the loan amount taken previously.

(4) No member, who is under suspension, shall be eligible to apply for a loan.

6. APPLICATION FOR LOAN

(1) The application for a loan shall be made in the form prescribed by the Committee, which can be obtained from the Society on payment of such amount as may be prescribed by the Committee from time to time.

(2) The application should be accompanied by a self-attested copy of the last month's pay slip of the applicant,

(3) The application duly filled in should be submitted to the Society.

7. SANCTIONING OF LOAN

(1) On receipt of a loan application, it shall be chronologically recorded in the loan application register, specifying the serial number, date of receipt of the loan application, name of the applicant and the loan amount applied for.

(2) A staff of the Society, authorized for this purpose, by the Chief Executive, shall scrutinize the loan application and prepare a Check list prescribed by the Committee.

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(3) The Chief Executive shall counter-check the loan application and the check list prepared by the staff and ensure that the application is in order.

(4) The Chief Executive shall further ensure that the applicant has fully remitted his dues, in respect of his previous loan, if any, availed from the Society.

(5) The Chief Executive shall satisfy himself that the applicant has sufficient means to repay the loan regularly within the time limit prescribed in these regulations.

(6) The Chief Executive shall also ensure that the entire loan together with interest thereon will be recovered at least three (3) months prior to the date of retirement of the applicant.

(7) If the Chief Executive is satisfied that the application is in order and the applicant is eligible to avail a new loan or a fresh loan, as the case may be, from the Society, he shall record his recommendations, in the check list and place the loan application before the Committee, for sanction.

(8) **Authority:** Subject to the provisions of the regulations, the Committee shall be the authority competent to sanction loans to the members. Normally, the Committee shall decide the applications, based on the recommendations, made in writing, by the Chief Executive. Wherever the Committee differs from the recommendations of the Chief Executive in sanctioning a loan, it shall record the reasons therefor in the minutes book.

(9) For good and sufficient reasons to be recorded in the minutes book, the Committee may refuse to sanction loan to any applicant or may sanction a lesser amount than the amount applied for:

Provided that the Chief Executive shall inform the applicant concerned the reason for refusal of a loan or sanction of a lesser amount of loan by the Committee.

8. SHARE CAPITAL CONTRIBUTION

The applicant should have **5%** of the loan amount as his share capital.

9. EXECUTION OF DOCUMENTS

When a loan is sanctioned, disbursement shall not be made unless the loan documents are completely executed, before the Chief Executive, by the applicant. The applicant should also sign in the loan ledger.

10. DISBURSEMENT OF LOAN

The loan amount, as sanctioned by the Committee, shall be disbursed to the applicant by the Chief Executive. The loan shall be disbursed only by means of **Cheque or through ECS.**

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11. INTEREST ON LOAN

(1) Rate of Interest: The loan sanctioned under these regulations shall carry interest at such rates as may be prescribed by the Committee, from time to time:

(2) Calculation of Interest: Interest shall be charged from the date of disbursement of the loan, on a daily product basis, on the amount of outstanding.

(3) Penal Interest: In case of default of any instalment, penal interest shall be charged by the Society at **three per cent (3%)** per annum over and above the rate prescribed under clause (1) above, on the amount overdue:

Provided that the penal interest shall be charged only for the amount of instalments overdue and ordinary interest shall be charged for the balance amount.

RECOVERY OF LOAN

(1) The loan shall be recovered from the applicant in such numbers of **equal monthly instalments**, as he may elect, not exceeding **ten (10):**

Provided that the applicant may at his option repay a sum higher than one instalment in a month, but such excess payments will not result in postponement of subsequent instalments:

Provided further that the applicant may elect to repay in a shorter period than that agreed to.

(2) Recovery of loan will commence from the salary of the month following the month in which the loan was disbursed.

(3) Instalments should be remitted within tenth (10^{th}) of every succeeding month.

(4) Instalments should be deducted from the monthly salary or leave salary, as the case may be, of the applicant by sending a monthly demand to the pay disbursement officers concerned.

Provided that deduction towards recovery of loan shall not be made from the subsistence allowance of an employee, if any, when he is placed under suspension. However, if such employee is reinstated and is paid back wages at full rate, the arrears of recovery for the suspension period shall be deducted from the arrears of pay.

12. FORECLOSURE OF LOAN ACCOUNT

When the principal borrower becomes a defaulter or ceases to be a member of the Society, the loan amount due along with interest due thereon becomes payable immediately and the same shall be recovered, in one or more instalments as may be decided by the Committee.

13. INTERPRETATION

Should any doubt or dispute arises in the construction or meaning or interpretation of any of the regulations, the Committee shall refer the matter to the Registrar, whose decision thereon shall be final and binding.

14. POWER TO AMEND

Not with standing anything contained in these regulations and without prejudice to the interest of the members, it shall be competent for the Committee to modify, relax, alter or amend any of the regulations with the prior approval of the Registrar.

Approved vide proceeding No.RCS / Plg / Emp.Cr. / No.P.475 /2024/406 dated 07.10.2025

OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES * PUDUCHERRY *

7/10/25

(E. GUNASEKARAN)
DEPUTY REGISTRAR (PLANNING)