

**OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES**  
**RIGHT TO INFORMATION ACT, 2005**

**MANUAL - 2**  
**[Section 4 (1) (b) (ii)]**

***Powers and Duties of the Officers and Employees***

**I. REGISTRAR OF COOP. SOCIETIES.**

The Registrar of coop. societies, A&N Islands shall function as statutory and administrative head of the Coop Department. The Cooperative Societies functioning in the UT of A&N Islands will be under the direct control and supervision of the Registrar of Coop. Societies assisted by 3 Deputy Registrar of Coop. Societies posted one each at Head Quarter, Port Blair, at Car Nicobar for the Nicobar District and at Mayabunder for the entire North and Middle Andaman, with 12 Assistants Registrar of Coop Societies, 36 Inspectors of Coop. Societies and 15 Sub-Inspector of Coop. Societies under them.

The Registrar of Coop. Societies has been vested with statutory powers laid down in the A&N Islands Coop. Societies Regulation, 1973 and the A&N Islands Coop. Societies Rules, 1974 as amended or substituted from time to time within the frame work of the Cooperative Societies Regulation in vogue and rules framed there under and the policy decision of the Govt. of India through the Administration taken from time to time.

The following are the important powers and functions vested in Registrar of Coop. Societies under the A&N Islands Coop. Societies Regulation, 1973 and Rules 1974:

- ❖ Registration of Coop. Societies
- ❖ Amendment of bye-laws of Coop. Societies.
- ❖ Amalgamation, transfer of assets and division of cooperative societies.
- ❖ Cancellation of Registration of Coop. Societies.
- ❖ Convening of Special General Body meeting of the Cooperative Societies as per powers vested under him under section 25 of the Regulation.
- ❖ Dissolution of Committee and appointment of Administrator/Administrators as empowered under section 27 of the Regulation.
- ❖ Seizure of documents and records of coop societies apprehended to be tampered with or destroyed under powers conferred in section 28 of the Regulation.
- ❖ Authorization and conducting of audit under section 48 of the Regulation and ensuring upto date audit of cooperative societies.

- ❖ Inspection of Cooperative Societies or authorization of subordinate officers for conducting inspection under the statute.
- ❖ Order for enquiry on working, financial condition and constitution of a coop. society as would be necessary under section 50 of the Regulation.
- ❖ He may exercise powers to order recovery of any money or property from the persons who are entrusted with the Management of the Society if mis-managed and loss incurred or financial impropriety is noted. He may surcharge any past or present officer or employee of an affected society after an audit under section 48, inspection under section 49, enquiry under section 50 and winding up of a coop. society under section 57, if he finds any violation of the provision of the Regulation.
- ❖ Any dispute touching the constitution of the Committee or business of a coop. society as defined under section 55 of the Regulation if referred to the Registrar for disposal. Under section 56 such arbitration may either be attended by the Registrar himself or he may refer the dispute to it the subordinate officers under him by appointing as Arbitrator.
- ❖ He may order for winding up of a coop. society if it appears to him as the only course left after an enquiry under section 50 or an inspection under section 49 or on receipt of an application made by not less than 3/4th members of the coop. society.
- ❖ The Registrar shall appoint liquidator for the purpose of winding up of a coop. society under section 58 of the Regulation.
- ❖ Enforcement of provisions under section 66, 67 for recovery of loan and other dues and appointment of recovery officers & Sale Officer for execution of decree with or without attachment of immovable property.
- ❖ Hearing of appeal against decision or order under section 27, 50,52,54,56,57,59,60, and 65 of the Regulation.
- ❖ Exercising of the powers of a Civil Court under section 84 of the Regulation.

Besides, he is supervising & controlling the works of ministerial and supervisory staff, attending of meetings, hearing to the complaints, advising the office bearers of cooperative societies, formulating policy, decision for furtherance of cooperative movement keeping in view the board policy laid down by the Govt. of India and need based programme in consonance with the aspiration of the people at large.

He is also assigned with the following duties:

- ❖ Formulation of Plan Schemes
- ❖ Preparation and submission of monthly, quarterly and Annual Progress Reports relating to Plan Schemes.
- ❖ Preparation and submission of annual returns to the Reserve Bank of India, NABAD, NCDC and NCCF etc.
- ❖ Recovery of loans and interest due to Govt. from Societies.

- ❖ Recovery of audit fees assessed.
- ❖ Keeping liaison with all development Deptts and other agencies for strengthening of Cooperative Movement.

## II. DEPUTY REGISTRAR

For administrative convenience, effective supervision and inspection of Cooperative Institutions, the entire A&N Islands have been divided into 3 zones viz. Headquarter at South Andaman, North & Middle Andaman at Mayabunder and Nicobar Group of Islands at Car Nicobar. Each zone is headed by a Deputy Registrar of Coop. Societies.

The powers conferred on the Registrar under the provisions of the A&N Islands Cooperative Societies Regulation, 1974 and the rules framed there under except under section 10, 10(6), 13, 27, 48, 54, 55, 55(1), 55(2), 55(2) (a) (b) (c), 57, 58, 59, 61 and 74 have been delegated to the Deputy Registrar of Coop. Societies to exercise the powers within the area of their respective division subject to the general superintendence, directions and control of the Registrar.

The following are the main functions of the Deputy Registrar with reference to the powers conferred on them under the Regulation:

- ❖ Registration of Primary Coop. Societies.
- ❖ Powers of convening special general body meeting.
- ❖ Securing possession of records etc.
- ❖ Authorizing subordinate officials to inspect coop. societies.
- ❖ Hold enquiry by himself or to authorize a subordinate official to enquire into the constitution, working and financial condition of a coop. society.
- ❖ Decide arbitration disputes touching the constitution, management or business of a coop. society whether monetary or non-monetary upto the extent of Rs.5.00 lakhs as and when referred/ transferred by the Registrar.
- ❖ Execution of awards, decree, orders and decision.
- ❖ Supervision of works and progress of audit, test audit and functions of ARCS under the division.
- ❖ Conduct inspection of Apex/ Central Coop. Societies in their respective division.
- ❖ Review the progress of field officers.
- ❖ Advice societies for financial matters, business, legal and managerial matters.
- ❖ Supervise works of Assistant Registrars.
- ❖ Attends the meetings of the Cooperative Societies and other regional committees meetings set up by the Administration to monitor progress

and problems in cooperative sector viz. District Development Committee, Integrated Rural Development Committee and other District level committees etc.

- ❖ To administer on the ministerial staff posted under him.
- ❖ To conduct annual Physical stock verification of the coop. societies under their respective jurisdiction as assigned by the Registrar.
- ❖ Review inspection reports, enquiry reports, special reports, other statutory reports, rectification reports, audit observations, tour diaries and tour programmes and other reports submitted by the subordinate executive officers under their jurisdiction.
- ❖ To attend public representatives and representatives of various coop. societies etc.
- ❖ To attend all papers relating to coop. societies in general, plan schemes and to conduct state level training courses and other as may be required by the Registrar.
- ❖ To furnish all statistical returns in respect of his jurisdiction to the Registrar for compilation.

In addition to the above works, the Deputy Registrar (HQ) posted in RCS Office is also responsible for supervision and control of the works of Ministerial and supervisory staff, attend various meeting for and behalf of the Registrar, hearing to the complaints, advising the cooperative societies, formulation of policy decision for furtherance of cooperative movement keeping in view the Broad policy laid down by the Govt. of India and need based programme in consonance with the aspirations of the people at large under the active guidance of the Registrar of coop. societies.

The DRCS (HQ) has also been assigned the following duties of office:

- ❖ All establishment matters.
- ❖ Drawing and disbursing officers

### III. **ASSISTANT REGISTRAR (ADMN)**

Inspection and supervision of all types of coop societies under statutory functions of the Registrar are delegated to the Assistant Registrars of Cooperative societies, Inspectors and Sub-Inspectors of Cooperative Societies to assist him in the functioning of cooperative societies. The duties and responsibilities of ARCS are as under:

- ❖ To exercise powers delegated under sections 25, 48, 49, 50, 51, 55, 55(1), 55(2) (a) & (b) of the Regulation in respect of Primary Coop. Societies.
- ❖ Decide of all or any dispute referred under section 55, 55(1), 55(2)(a) & (b) whether monitory or non-monitory to the extent of Rs.1.00 lakhs.

- ❖ Inspection of whole sale and Central Societies once in quarter, half yearly and annually or as often as may be directed by the Registrar/ Dy. Registrar.
- ❖ Functioning as nominated Directors in the Board of the whole sale/Central societies, when nominated.
- ❖ Supervising and guiding working of the societies under their jurisdiction.
- ❖ Ensuring periodical inspection of the Primary Coop. societies through the subordinate Inspectors and Sub Inspectors posted under their control.
- ❖ Ensuring timely holding of statutory enquiry, arbitration proceedings and liquidation proceedings of the primary societies.
- ❖ Functioning as Recovery officer for attachment and Sale of movable and immovable properties against execution of decrees obtained by the society against the defaulting, members as per arbitration awards.
- ❖ To attend monthly Board meeting of the society as nominated Directors.
- ❖ Supervise and review the works of the field officers under him and coordinate their works.
- ❖ Assisting the Registrar/ Deputy Registrar in the formulation of policies for the development of cooperative movement.
- ❖ Conduct short term training programme for the members' potential members and employees of different coop. societies under Scheme, under sector cooperation.
- ❖ Organize conferences, seminars and celebration of coop. weeks.
- ❖ Scrutiny of plan proposals for release of funds for providing financial; assistance to various coop. societies by way of managerial subsidy, share capital contribution, working capital, grant-in-aid etc.
- ❖ Maintain statistical data of the society of his jurisdiction for periodical submission to the DRCS/ Registrar.
- ❖ Conduct of annual physical stock verification of Coop. Societies as assigned by the Registrar/ Deputy Registrar.
- ❖ Any other duty as may be assigned to him by the Registrar/ Deputy Registrar from time to time.

#### **IV. INSPECTOR OF COPOP. SOCIETIES (ADMN )**

Inspection and supervision of all types of primary coop societies under statutory functions of the Registrar are delegated to Inspectors of Cooperative Societies to assist him in the functioning of cooperative societies.

The functions and duties and responsibilities of Inspectors of coop. societies are as under:

- ❖ All powers in respect of Primary Coop. Societies in which Govt. participation by way of share capital or loan is less than Rs.50,000/-

- ❖ Decide any dispute/arbitration referred under section 55, 55(1),55(2),55(2) (a), (b) whether it is non-monitory and /or monitory dispute to the extent of Rs.25,000/-
- ❖ Under section 49 of the Regulation the Inspector who is authorized to conduct the inspection shall at all times have access to all books of accounts, papers, vouchers, securities, stock and other property of the coop. societies under his charge and may in the event of serious irregularities discovered during the inspection take them into custody.
- ❖ Subject to the general or special orders of the Registrar the Inspector shall call meeting of the Committee and general meeting of the society.
- ❖ The Inspector is authorized under section 50 of the Regulation to conduct an enquiry into the constitution, working and financial conditions of a coop. society.
- ❖ Any disputes touching the constitution, management or business of the coop. societies as defined under section 55 of the Regulation when referred to the Inspector as Arbitrator for disposal.
- ❖ Work as Sale Officer when appointed for execution of decree by attachment and sale of movable and immovable properties.
- ❖ Work as Liquidator when appointed by Registrar under section 57 of the Regulation.
- ❖ Organisation of new Coop. Societies.
- ❖ To revitalize defunct / dormant coop. societies
- ❖ Attend Managing Committee/ General body meeting of Coop. Societies under his circle.
- ❖ To conduct election to the Managing Committee of a coop. society under rule 27 of the Rules, 1974 as Returning Officer when appointed.
- ❖ Preparation and submission of plan proposal for providing financial assistance to coop. societies.
- ❖ Implementation of policies and programmes of coop. movements as required by the RCS/DRCS from time to time.
- ❖ Maintenance and submission of statistical data in respect of coop. societies to Registrar through the ARCS/ DRCS for onward submission to the Administration, RBI, NABARD, NCCF and NCDC etc.
- ❖ To impart short level training to members potential members and office bearers of coop. societies under plan schemes.
- ❖ Scrutiny of short terms and medium term loan application in respect of primary agricultural credit coop. societies for sanction through the A&N State Coop. Bank Ltd.
- ❖ Organize conference and seminars on Cooperative movement.
- ❖ Ensure timely by recovery of coop. dues from coop. societies.
- ❖ Function as Administrator of a coop. society when managing Committee of a Coop. Societies is superseded by the Registrar and appointment made under section 27 of the Regulation.
- ❖ Conduct of annual physical stock verification of Coop. Societies as assigned by the DRCS/RCS.

- ❖ Any other works as may be assigned by the ARCS/DRCS/RCS from time to time.

#### **V. SUB-INSPECTOR OF COPOP. SOCIETIES (ADMN )**

Sub- Inspector of Coop. Societies (Admn) is to perform identical jobs/ duties that are assigned to the Inspectors of Coop. Societies (Admn) in their respective circles as and when assigned to them as DRCS/RCS.

#### **VI. ASSISTANT REGISTRAR ( AUDIT)**

- ❖ The audit of the coop. societies is one of the statutory functions of the Registrar of coop. societies which is being conducted with the help of Assistant Registrar of Coop. Societies (Audit), Inspector of Coop. Societies (Audit) and Sub-Inspector of Coop. Societies (Audit) attached to Audit Wing. The important functions of the Assistant Registrar of Coop. Societies (Audit) is as under:
- ❖ To formulate and coordinate audit programmes with the approval of the RCS.
- ❖ Test auditing of coop. societies already audited by the authorized auditors.
- ❖ Reviewing of the audit reports submitted by the Auditors and issuing audit certificate in respect of Primary societies after getting the defects in the reports if any rectified.
- ❖ Conducting of independent audit in respect of bigger societies as would be authorized by the Registrar.
- ❖ Reviewing tour diaries and audit programme of auditors/ Sub-Inspector attached to audit wing.
- ❖ Drafting of audit instructions and rules.
- ❖ Assisting the Registrar/Deputy Registrar in all matter relating to Cooperative audit.
- ❖ Conducting annual physical stock verification of coop. societies as assigned by the Registrar.
- ❖ Recovery of audit fees.
- ❖ Any other works as would be assigned by the Registrar/ Deputy Registrar.

#### **VII. INSPECTORS OF COOP. SOCITIES AND SUB-INSPECTORS OF COOP. SOCIETIES (AUDIT )**

- ❖ To examine the plan, policies and procedure laid down by the management and to see whether effectively carried out by the Executive staff.
- ❖ Whether all internal check in accounting as well as control in management are adequate for the full protection of the interests of the society and its employees and are functioning properly. In particular, the concurrent Auditors would participate in the quarterly/ half yearly stock taking and should help the society in correctly calculating the values of the inventory of stocks.

- ❖ Whether the primary policy followed by the society is sufficiently sound to cover the costs and to give the pre-determined return or capital.
- ❖ Whether the operational results of the various activities of the society are correctly carried out and measured against carefully established standards of performance.
- ❖ Whether the plans and policies effectively and efficiently being executed.
- ❖ Whether the management is correctly informed about the operational results and other important facts relating to the working of the society.
- ❖ Whether rectification of audit observation are done and implemented.
- ❖ Submission of monthly audit returns.
- ❖ Exercising of powers under section 84 of the Regulation where needed in course of conducting audit.
- ❖ Completion of audit reports within the time schedule of audit ordered by the RCS.
- ❖ Conducting the annual physical stock verification of societies assigned by the Registrar/ DRCS.
- ❖ To audit the accounts of cooperative societies in their respective areas as authorized by the Registrar of coop. societies or Assistant Registrar of Coop. Societies (Audit) under section 48 of the Regulation.
- ❖ Examination of valuation of assets, verification of fixed assets and its valuation, classification of current assets, valuation of fixed assets and depreciation, valuation of stocks and works in progress, verification of sundry debtors, loan outstanding, verification of debit balance and credit balance, classification of liabilities and arrangement and grouping of liabilities etc.
- ❖ Exercise of powers under section 48(6) of the Regulation for getting the accounts up to date, if incomplete.
- ❖ The Inspector/ Sub-Inspector (Audit) who are engaged in audit of accounts of the Apex/Central Coop. Societies concurrently shall have to perform the following duties :

Any other duty as may be assigned by the ARCS (Audit)/ DRCS/RCS.

#### **VIII. MAIN OFFICE :**

##### **(A) Office Superintendent**

The main Office as well as establishment section is headed by a Superintendent and other ministerial staff under him/her assigned with the following duties and responsibilities:

- ❖ Maintenance of general discipline in office.
- ❖ Scrutiny of all files being submitted by the dealing assistance attached to the main office ( Establishment & Accounts section )
- ❖ Guiding the staff in the matter of proper performance of duties entrusted to each.



- ❖ Distribution of work among the ministerial staff attached to the Main office.
- ❖ To coordinate work in the main office.
- ❖ To ensure timely submission of arrear statements and other periodical reports and returns by concerned dealing assistants.
- ❖ Exercising periodical check of the section diary files and files registers, movement registers and reminder diaries as well as other records and registers maintained by the dealing assistants.
- ❖ Disposal of audit objection and Inspection reports expeditiously and to attend receipts.
- ❖ Other works as may be assigned by the Registrar from time to time.

The main Office is again divided into different sections under the charge of Head Clerk/ Accountant/ Higher Grade Clerk/ Lower Grade Clerk with the duties and responsibilities as under:

(B) **Head Clerk**

- ❖ All establishment matters
- ❖ Submission of periodical reports and returns.
- ❖ Any other work as may be assigned by the Superintendent/ DRCS/ RCS.

(C) **Accountant**

- ❖ Preparation of all bills.
- ❖ Scrutiny of TA /LTC Bills submitted by the staff.
- ❖ Maintenance of GPF accounts of Group "D" staff.
- ❖ Submission of periodical accounts statements.
- ❖ Any other works as may be assigned by the Superintendent/ DRCS/ RCS.

(D) **CASHIER**

- ❖ Handling of govt. cash and disbursement of salary of staff.
- ❖ Maintenance of cash book
- ❖ Issuance of Receipts (TR5) of the receipt of the Govt. revenue.
- ❖ Any other works as may be assigned by the Superintendent/.DRCS/ RCS

(E) **STATIONERY SECTION: LGC**

- ❖ Purchase and issue of stationery, furniture and liveries etc and maintenance of stock registers.
- ❖ Arrange Repair & Maintenance of Departmental Vehicle.
- ❖ Any other works as may be assigned.

(F) **COMPUTER CELL: Computer Assistant Gr-A**

- ❖ He is responsible for computerization of all correspondence of Establishment Section.
- ❖ Preparation of Pay Bill of all staff.

(G) **HINDI CELL :**

The Hindi Cell of the RCS office is manned by the only a Hindi Translator who is responsible for the following:

- ❖ To make all correspondence with the other Deptts.
- ❖ To arrange translation of letters, note etc. to be submitted to the Admn.
- ❖ Arrange to prescribe forms to be used in office in bilingual language.
- ❖ To organize Hindi week to propagate Hindi among the staff.
- ❖ Any other works relating to Hindi as and when assigned by the RCS/DRCS

(H) **TECHNICAL CELL:**

The Technical Cell is headed by one Assistant Registrar of Coop. Societies with 2 Inspectors, 1 Sub-Inspector of Coop. Societies and one Clerk. The main functioning of the Cell is as under:

- ❖ Processing of proposal for registration of the newly organized coop. societies.
- ❖ Scrutiny of proposal for amendment of bye-laws of coop. societies.
- ❖ Processing of proposal for amalgamation, transfer of assets and division of coop. societies.
- ❖ Scrutiny of proposal for cancellation of registration certificate for Registrar's order.
- ❖ Submission of proposal to Registrar for convening of Special General body meeting of coop societies.
- ❖ Preparations of show cause notice and order for the supersession of Committee of a coop. society.
- ❖ Submission of proposal regarding seizure of documents and records of coop. societies under section 28 of the Regulation to the Registrar.
- ❖ To prepare authorization order of Inspection of Coop. Societies under section 49 of the Regulation.
- ❖ To prepare order for enquiry on the workings, financial and constitution of a coop. Society under section 50 of the Regulation.
- ❖ Processing of the proposal for the winding up of coop society under section 57 of the Regulation and make order for an appointment of a Liquidator under section 59 of the Regulation.
- ❖ Preparation of model bye-laws of coop. societies
- ❖ Preparation and submission of information as and when asked for by the Administration, GOI, NABARD, NCDCE, NCCF and NCUI etc.

- ❖ All correspondences of technical nature with the Administration, GOI, NCDC, NABARD, NCCF, NCUI etc.
- ❖ To attend all the correspondence relating to clarification / guidance of All Primary /Central / Apex Coop. Societies.
- ❖ To make order for authorization of annual Physical stock verification of societies to the field staff.
- ❖ To review the inspection reports, enquiry reports, special reports, other statutory reports, rectification reports etc. submitted by the subordinate executive staff and submit to the registrar duly processed for orders.
- ❖ To keep in proper custody the registered copy of bye-laws of Coop. Societies.
- ❖ To attend papers relating to parliament questions and public grievances etc.
- ❖ To attend the papers of the VIP/VIP reference.
- ❖ Any other duty as may be assigned by the Registrar.

(I) **STATISTICAL CELL ;**

Only one staff designated as Statistical Assistant is attached to the Cell. The main functions of the Cell are as under:

- ❖ Preparation of Annual Plan/ Five year Plan.
- ❖ Preparation of budget.
- ❖ Preparation of report and returns relating to the above subjects.
- ❖ To collect and compile data relating to all cooperative societies as well as the Department as a whole for furnishing to the Administration, Govt. of India, National Bank for Agriculture and Rural Development and National Cooperative Development Corporation.
- ❖ Preparation/ furnishing of monthly quarterly progress report on developmental activities.
- ❖ Preparation/ furnishing of Annual Administrative report.
- ❖ Preparation/ furnishing of Annual Statistical returns relating to all types of cooperative societies to the NABARD and Govt. of India.
- ❖ Preparation/ furnishing of annual advance statistical data in respect of major cooperatives to the Govt. of India, NABARD and NCDC.
- ❖ To attend isolated nature of work when asked for by various agencies.
- ❖ To maintain/ issue of library books.
- ❖ Any other duty as may be assigned by the Registrar.

(J) **LEGAL CELL :**

The Legal Cell is manned by one Assistant Registrar of Coop. Societies designated as Nodal Officer whose main functions are as under:

- ❖ Processing of the cases arising out of the disputes being filed under section 55 of the Regulation and submit proposal for disposal of the same before the Registrar or transfer the case to DRCS/ARCS/Inspector by appointing Arbitrator under section 56 of the Regulation.
- ❖ Arrange hearing of the dispute filed before the court of the Registrar of Coop. Societies under section 55 of the Regulation.
- ❖ Attend hearing of the appeal under section 68 of the Regulation before the RCS for recording of the proceedings.
- ❖ Processing of appeals filed against decision or order under section 27, 50, 52, 54, 56, 57, 59, 60, and 68 of the Regulation.
- ❖ To attend Court Case before the Hon'ble High Court/ Hon'ble CAT & in any other Court.
- ❖ To prepare brief history/ Para wise comments of the case filed before the Hon'ble High Court/ CAT
- ❖ To arrange briefing the case to the Govt. Pleader/ Public Prosecutor.
- ❖ Processing of surcharge inquiry under section 54 of the Regulation.
- ❖ Processing of matter for enforcement of provisions under sections 66 and 67 of the Regulation for recovery of loans and other coop. dues and appointment of Recovery Officers/ Sale Officers for executive of Decree.

(K) **AUDIT CELL**

The Audit Cell is headed by two Assistant Registrar of Coop. Societies of whom one is responsible for Primary Coop. Societies and another one for the Central & Apex Coop. Societies with 2 Inspectors and 1 Sub-Inspector of Coop. Societies (Audit) under them for their assistance. The main functions of the Audit Cell are as under:

- ❖ Preparation of audit Calendar Programme authorizing the Field Staff attached to Audit Circle allocating number of days for the completion of audit year.
- ❖ Scrutiny and issue of Audit Reports.
- ❖ Scrutiny of work diaries, review of work diaries, and audit programme of the Auditors.
- ❖ Preparation of audit fees, assessment and issue of demand notice for audit fees.
- ❖ To attend all papers relating to audit of coop. societies
- ❖ Examine the Audit Rectification Reports submitted by the various coop. societies.
- ❖ To arrange furnishing of statistical information relating to the Coop. societies.
- ❖ To arrange to keep all Audited Audit Reports in the custody of the Audit Cell.
- ❖ Any other work as may be assigned by the ARCS/ DRCS/RCS.

(L) **RECOVERY CELL**

For monitoring & effective recovery of Govt. dues towards Share capital and Working capital loan as provided to Cooperative Societies under the Plan Scheme of the Cooperative Department, a Recovery Cell is functioning in RCS office under the control of the Assistant Registrar of Coop. Societies, whose main function are as under:

- ❖ To maintain loan ledger, share ledger properly updating the assistance provided from time to time under the Plan Scheme of the Department.
- ❖ To prepare and submit statement of loan with outstanding position to the Admn.
- ❖ To issue notice to the Cooperative Societies for the repayment of installment and interest.
- ❖ To attend review meeting on the recovery of the Govt. dues along with the field officials & Registrar/ DRCS. .
- ❖ To apprise the latest position of the outstanding dues to the DRCS/RCS.
- ❖ To arrange convening of meeting with the Field Officials with the Registrar for effecting recovery of the Govt. dues.
- ❖ To make all correspondence and audit queries relating to the Govt. outstanding dues.
- ❖ To attend all other instructions and guidance issued by the DRCS/RCS from time to time for the recovery of the Govt. dues.

(M) **WOMENS CELL**

In order to render all possible assistance in the matter of organization of coop. societies for women and for providing financial assistance to the Women Coop. Societies, a Women's Cell is functioning in RCS Office which is headed by a lady ARCS. The functioning of the Woman's Cell is as under:

- ❖ To attend meeting organized by the women for the formation of Coop. Society.
- ❖ To render all possible assistance and guidance to the members of the Women Cooperative Societies.
- ❖ To solve problem if any faced by the Coop. Society exclusively formed by the Woman's.
- ❖ Maintain records of details of Cooperative Societies formed by the Women.
- ❖ Furnish necessary data of women coop. society as and when called for from the Administration and other Department.

- ❖ To attend meeting if any organized by other Department /Admn. Relating to the development of women cooperative societies and its members.

Besides, Inspection and supervision of all types of coop societies of Women Sector under statutory functions of the Registrar as delegated to the Assistant Registrars of Cooperative societies to assist her in the functioning of cooperative societies are the same duties & responsibilities of ARCS.

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