

# **CO-OPERATIVE DEPARTMENT DIU**

## **SUO-MOTO PUBLICATION OF 17 MANUALS**

### **MANUAL-(I)**

#### **OBJECTIVES AND RESPONSIBILITY OF THE DEPARTMENT**

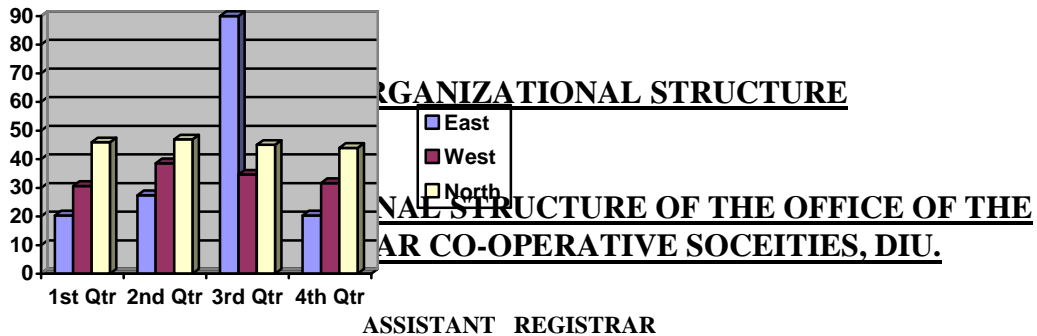
1. The primary objective of the Department of Co-operation is to see that genuine co-operatives are organized and managed on the basis of sound cooperative principles for the promotion of economic interest and welfare of the people, and to render guidance and assistance for development of co-operative movement in the U.T. of Diu
2. Administering proper supervision, and provide technical guidance to societies based on the above objectives as per the provisions of the co-operative societies Act and Rules.

#### **MISSION OF THE DEPARTMENT**

1. To promote, expand and to strengthen the co-operative movement in all walks of the life in the Union Territory of Diu.
2. To facilitate formation of new co-operative societies for fulfilling the economic needs of their members.
3. To be a friend, philosopher and guide to the co-operative institution in managing their affairs on sound lines.

**CLASSIFICATION AND SUB-CLASSIFICATION OF SOCIETIES**

Class		Sub-Class		Example of Societies failing in the Class or Sub-Class as the case may be
1		2		3
1.	Agricultural Marketing Society	----		All purchase and Sale Unions and Marketing Societies of Agriculture Produce.
2.	Consumers Society	----		Stores and Canteens
3.	Co-operative Bank	a)	Central Bank	District Central Banks, Land Development Banks having provisions in their bye law to advance loans to Cooperative Societies.
		b)	Other Banks	Urban Banks, Salary Earners Societies.
4.	Farming Society	a)	Collective Farming Society	Farming Societies where major area of lands is acquired from outside agency for cultivation by members.
		b)	Joint Farming Society	Societies where the major area of land brought together for cultivation is held by members.
5.	Housing Society	a)	Tenant ownership Housing Society	Housing Societies where land is held either on lease-hold or free-hold basis by societies and houses be owned or are to be owned by members.
		b)	Tenant Co-partnership Housing Society	Housing Societies which hold both land and buildings either by lease – hold or free hold basis and allot them to their members.
		c)	Other Housing Societies	House mortgage Societies & House construction Societies.
6.	Processing Societies.	a)	Agricultural Processing Society	Societies, which process agricultural produce like Co-operative Sugar Factories and Oil Mills.
		b)	Industrial Processing Society	Wool Processing and Tanner’s Societies.
7.	Producer’s Society	a)	Industrial Producers Society.	Weaver’s and Carpenter’s Societies
		b)	Labourers Industrial Society.	Forest Labourer’s Societies and Labour Contract Societies.
		c)	Agricultural Producers Society.	Cattle Breeding and Dairy Societies.
8.	Resource Society	a)	Credit Resource Society.	Agricultural Credit, Thrift and Urban Credit Societies.
		b)	Non-credit Resource Society.	Seeds and Implements and Agricultural Requisites Societies.
		c)	Service Resource Society.	Service Co-operative and Multi purpose Co-operative Societies.
9.	General Society	a)	Social	Better Living Societies and Education Societies.
		b)	Commercial	Insurance and Motor Transport Societies.
		c)	Others	Not falling in either of the above sub-classes.



Grader Assessor

Lower Division Clerk

## GRIEVANCE REDRESSAL CELL & GRIEVANCE REDRESSAL OFFICER

### Designation :-

1. Assistant Registrar Cooperative Societies, Diu .

## MANUAL (II)

### **POWER AND DUTIES OF OFFICER & ITS EMPLOYEES OF ASSTT. REGISTRAR COOPERATIVE SOCIETIES, DIU**

The Registrar of Co-operative Societies exercises statutory powers under the Maharashtra Co-operative Societies Act, 1960 & Cooperative Societies Rules, 1962.

The main functions of the Registrar are as under:-

1. Registration of Cooperative Societies.
2. Amendments to the Bye-laws of Cooperative Societies.
3. Amalgamation, division and re-organization of Cooperative Societies.
4. Regulation of investment of funds by Cooperative Societies as per Act/ Rules.
5. To conduct audit and inspection, handle enquires and fix surcharge on negligent functionaries of Cooperative Societies.
6. To settle dispute of Cooperative Societies through the process of arbitration.
7. Enforcement/ execution of orders, awards and decrees of various courts.
8. Winding up & cancellation of registration of defunct non-functional societies.
9. To operate Cooperative Education Fund for training, education and carry out publicity programme to strengthen cooperative movement.
10. To issue instructions/directives for the promotion of business of different categories of Cooperatives.

## **ASSISTANT REGISTRAR COOPERATIVE SOCIETIES, DIU**

The Assistant Registrar Cooperative Societies is head of office for the Department of Cooperation and performing all functions delegated under the Maharashtra Co-operative Societies Act, 1960 and the Co-operative Societies Rule, 1962 as applicable to the Union Territory of Daman & Diu.

### **SENIOR AUDITOR**

Coordination to day to day routine administration works and office administration supervision & control and guidance of coop. societies, guidance & organization of new Coop. Societies and processing registration proposal and amendments of Bye Laws of Coop. Societies. Attending the Monthly/Annual meetings of Coop. Societies, Audits of Coop. Societies any other work as assigned by ARCS.

### **LOWER DIVISION CLERK**

Maintaining inward & outward section, typing work, dispatch of tapal/letters. Any other work assigned by ARCS.

### **GRADER/ASSESSOR**

Collection of rates of Essential Commodities from various shops of Diu District and thereby submission of weekly report of the same to the concerned Departments from time to time, to look after the works pertaining to the Marketing & Agriculture section, to provide price rate of Essential Commodities to the concerned department undertaking Mid-Day meal for opening of tenders, to assist Sr.Auditor and any other work assigned by the Assistant Registrar Cooperative Societies, Diu.

**MANUAL (III)**

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS**

Sr.No.	Any Proposal	Level of Staff	Remarks
1.	Receiving & entry of diary no.	Diary Clerk	
2.	Mark to different section	A.R.C.S	
3.	Verification of attached documents	A.R.C.S	
4.	Action taken	A.R.C.S	

**MANUAL (IV)**

**NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

Sr. No.	Service rendered	Document required	Time Limit	Penalties	To whom to contact
1.	Registration of Co-operative Society.	1. Application form.	Within Six months	Applicable as per Maharashtra Co-operative Societies Act, 1960	Assistant Registrar, Co-operative Societies, Diu.
		2. Bye Laws.			
		3. Cash balance certificate.			
		4. Project Report			
		5. Minutes of meeting			
2.	Audits of Co-operative Societies.	1. All relevant Books of Account.	Fifteen working days as per Society	Applicable as per Maharashtra Co-operative Societies Act, 1960	Assistant Registrar, Co-operative Societies, Diu. & Sr.Auditor
3.	Inspection of Co-operative Societies.	1. All relevant Books of Accounts.	One Day	Applicable as per Maharashtra Co-operative Societies Act, 1960	Assistant Registrar, Co-operative Societies, Diu.
		2. Minutes Register			
		3. Share Register			
4.	Grant of Govt. Share Capital to Co-operative Societies	1. Balance Sheet for last three years.	One month	Applicable as per terms and conditions	Assistant Registrar, Co-operative Societies, Diu.
		2. Minutes of meeting of Managing Committee.			
5.	Grant of Godown loans to Co-operative Societies.	1. Balance sheet for last three years.	One month	Applicable as per terms and conditions	Assistant Registrar, Co-operative Societies, Diu.
		2. Minutes of meeting of Managing Committee.			

## MANUAL V

### RULES & REGULATION FOLLOWED

- Maharashtra Co-operative Societies Act, 1960 and Rules, 1962

## MANUAL VI

### A STATEMENT OF DOCUMENTS HELD BY THIS OFFICE

Sr.No.	Nature of records	Details of information available
1.	Registration Certificate of Society	Certificate issue to the Society
2.	Bye law of Society	Submitted by Society
3.	Member list of Society	Submitted by Society
4.	Audit report	By Auditor
5.	Reports submitted to various department	-----

## MANUAL (VII)

### DETAILS OF CONSULTATIVE COMMITTEES

Sr. No.	Name of committee	Constitution of committee	Role & function	Remarks
-----	-----	----- N.A. -----	-----	-----

## MANUAL (VIII)

### DETAILS OF THE BOARD/COUNCIL/COMMITTEE AND OTHER BODIES

Sr. No.	Name of board/council/committees	Constitution board/Council/Committees	Role of function	Meeting details
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**MANUAL (IX)**

**DIRECTORY OF OFFICERS AND EMPLOYEES**

Sr. No.	Name	Designation	Telephone No. (Office)
1.	Shri D.S. Saroha, (DANICS)	Asstt. Registrar, Co-operative Societies, Diu.	02875-255010
2.	Vacant	Sr. Auditor	* Post is lying vacant due to transfer of Sr. Auditor at Daman.  * At present one Accountant working in diverted capacity from P.W.D. is working as a Sr. Auditor so far.
3.	Shri Ikbal M. Kureshi.	Lower Division Clerk	-- do --
4.	Shri Norton A.T. Machado	Grader/Assessor.	-- do --

**MANUAL (X)**

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES**

Sr. No.	Name	Designation	Basic Pay + Grade Pay
1.	Shri D.S. Saroha, (DANICS)	Asstt. Registrar, Co-operative Societies, Diu.	Rs.29410 + Rs.5400
2.	Shri Ikbal M. Kureshi	Lower Division Clerk	Rs.8820 + Rs.1900
3.	Shri Norton A.T. Machado	Grader/Assessor.	Rs.8810 + Rs.1900



**BUDGET XI**  
**BUDGET**  
**ALLOCATION**

Sr. No.	Budget Head/Unit of Appropriation.	Allotted 2013-14. 2
1	2425-PLAN	
	I-Salanes	1133000
	2-Medical Treatment	----
	3-Domestic Travel Expenses	-----
	4- Office Expenses	200000
	<b>Total</b>	<b>1333000</b>
	:	
2	2425 -NON PLAN	
	I-Salaries	---
	2-Medical Treatment	---
	3-Domestic Travel Expenses	---
	4-Office Expenses	10000
	<b>Total</b>	<b>10000</b>
	.	
3	2435-NON PLAN	
	<b>Lump</b> sum Pro	274000
	<b>Total</b>	<b>274000</b>
	.	
4	4425- PLAN	
	(Share Capital to Co-op.Soc.)	---
	<b>Total</b>	<b>---</b>

**MANUAL (XII)****EXECUTION OF SUBSIDY PROGRAMMES**

Sr. No	Subsidy scheme	Name and address of institution/beneficia	Purpose for which subsidy provided	No of beneficiary	Amount
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----- NA -----

**MANUAL (XIII)****PARTICULAR OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED**

Sr. No.	Name of beneficiary	Nature of concession/ permit	Purpose for which granted	Scheme & criterion for selection	Amount
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----- NA -----

**MANUAL (XIV)****INFORMATION AVAILABLE IN ELECTRONIC FORM**

Sr. No.	Nature of information available	Can it be shared with public	Remarks
1.	Maharashtra Co-operative Societies, Act 1960	Yes	
2.	Co-operative Societies Rules, 1962	Yes	
3.	Details and different types of Co-operative Societies	Yes	
4.	Registration Form	Yes	

**MANUAL (XV)****FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION INCLUDING WORKING HOURS**

Sr. No.	Information facility available	Display time
1.	Website	24 hours
2.	Notice Board	10.00 A.M. to 5.00 P.M. on working days.

**MANUAL (XVI)****PARTICULAR OF INFORMATION AVAILABLE IN ELECTRONIC FORM**

Sr. No.	Designation	Office Address	Telephone Number	Email address
1.	Asstt. Registrar, Co-operative Societies, Diu	Office of the Asstt. Registrar Co-operative Societies, Collectorate, Campus, Diu.	02875-255010	----

## MANUAL (XVII)

### ANY OTHER INFORMATION

- **Various form uploaded on website**

- 1) Form-A - Application for Registration of Societies.
- 2) Form-F - Application for reconstruction of a Society.
- 3) Form "G" - Register of Member.
- 4) Form "K" - Register of declaration made under section 48 (a) (b)
- 5) Form "M" - Rectification report under section 82/87