

# **COOPERATIVE DEPARTMENT DAMAN**

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

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

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

1. The primary objective of the Department of Cooperation is to see that genuine cooperatives 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 cooperative movement in the U.T.
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 Daman.
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 cooperative institution in managing their affairs on sound lines.

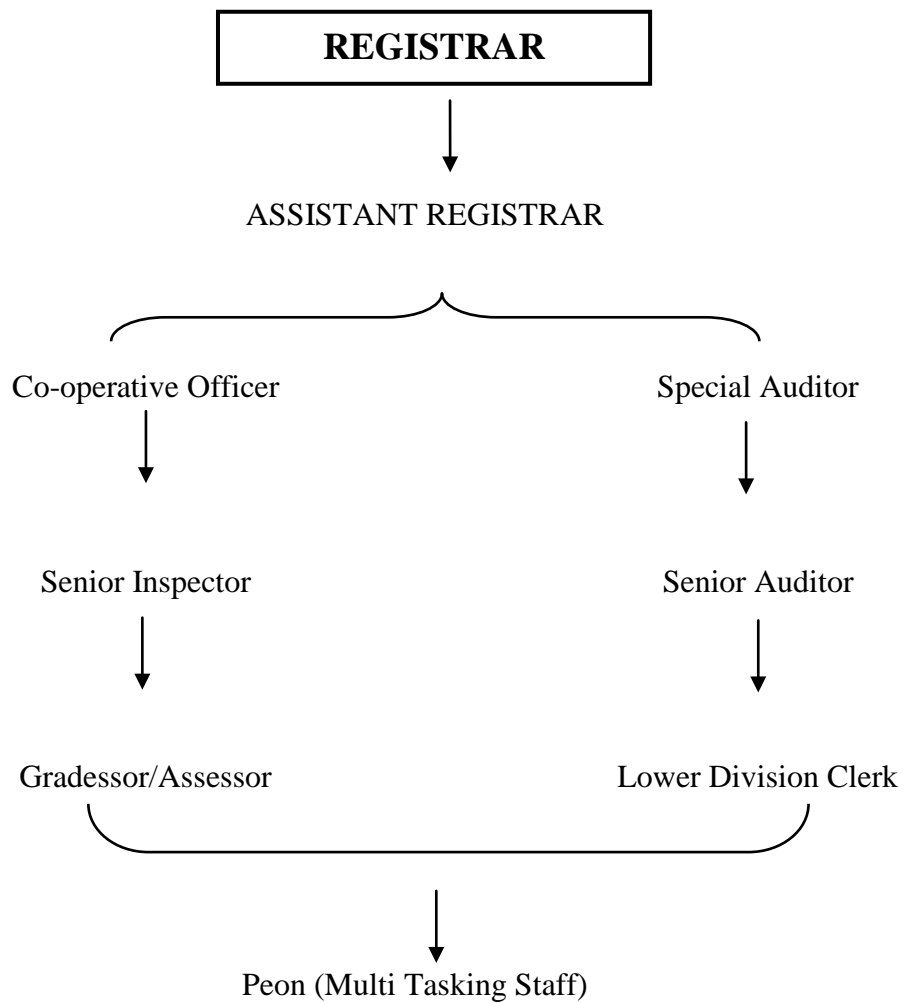
## CLASSIFICATION AND SUB-CLASSIFICATION OF SOCIETIES

Class  1	Sub-class  2	Examples of societies falling in the class or sub-class as the case may be.  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 byelaw 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 on lease-hold or free-hold basis and allot them to their members.
	(c) Other Housing Societies	House Mortgage Societies and House Constructions 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 Tanners Societies.

7. Producer's Society	<ul style="list-style-type: none"> <li>(a) Industrial Producers Society.</li> <li>(b) Labourers Industrial Society.</li> <li>(c) Agricultural Producer's Society.</li> </ul>	<p>Weaver's and Carpenter's Societies</p> <p>Forest Labourer's Societies and Labour Contract Societies.</p> <p>Cattle Breeding and Dairy Societies.</p>
8. Resource Society	<ul style="list-style-type: none"> <li>(a) Credit Resource Society.</li> <li>(b) Non-Credit Resource Society.</li> <li>(c) Service Resource Society.</li> </ul>	<p>Agricultural Credit, Thrift and Urban Credit Societies.</p> <p>Seeds and Implements and Agricultural Requisites Societies.</p> <p>Service Co-operatives and Multi-purpose Co-operative Societies.</p>
9. General Society	<ul style="list-style-type: none"> <li>(a) Social</li> <li>(b) Commercial</li> <li>(c) Others</li> </ul>	<p>Better Living Societies and Education Societies.</p> <p>Insurance and Motor Transport Societies.</p> <p>Not falling in either of the above sub-classes.</p>

# ORGANIZATIONAL STRUCTURE

## ORGANIZATIONAL STRUCTURE OF THE OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES DAMAN



## **GRIEVANCE REDRESSAL CELL & GRIEVANCE REDRESSAL OFFICER**

### **Designation :-**

1. Registrar Cooperative Societies, Daman.
2. Assistant Registrar Cooperative Societies, Daman.

## **MANUAL (II)**

### **POWER AND DUTIES OF OFFICER & ITS EMPLOYEES**

#### **REGISTRAR COOPERATIVE SOCIETIES**

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**

The Assistant Registrar Cooperative Societies is head of office for the Department of Cooperation. He will perform 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.

### **SPECIAL AUDITOR**

To implement all the instructions issued by the Assistant Registrar, to supervise the work of Senior Auditors and Senior Inspectors, make frequent visits of the Co-operative Societies of Daman & Diu, analyze the audit carried out by the auditors and shall issue necessary instructions for the rectification of audit objections as per the provisions of co-operative societies, act and rules and preparation of audit reports thereof from time to time. He looks after all the correspondence pertaining to audit section of the department, scrutinize the monthly tentative tour programs and tour cum work dairies of the Auditors/Inspectors and proposals for registration, applications for godown loans and government share capital, assess the audit fees (revenue to the government) of all the Co-operative Societies of this Union Territory and shall attend the annual/special general meetings of Co-operative Societies of both the districts. He will also assist for finalization/disposal of various cases of the department.

### **CO-OPERATIVE OFFICER**

To implement all the instructions issued by the Assistant Registrar, supervise the work of Senior Auditors and Senior Inspectors/staff and guide them for conducting of audit and inspection of cooperative societies, arbitration works planning works and other daily routine administrative works. To make frequent visits of the Co-operative Societies of Daman & Diu, analyze the audit inspection carried out by the Auditors /Inspector and shall issue necessary instructions for the cooperative societies. He will look after all the correspondence pertaining to audit section of the department, scrutinize the registration proposal of the Cooperative Societies and misfeasance report of the cooperative societies as submitted by the concerned Auditor/Inspector and assists for finalization/disposal of various cases of the department and all the office files will be routed through the Cooperative Officer.

### **SENIOR INSPECTOR**

Assessment of Audit Fees, preparing the orders and register of recovery to maintain register of Govt. Share Capital, Dividend, Grant In Aid subsidies, loan granted & reconciliation of Coop. and other records of planning section calculation of Govt. dues and prepare notice, challans etc. for the same and issue the same through ARCS. Preparing Annual Plan, Five-Year Plan and Budget Estimates of Coop. Department. Processing files pertaining to monthly, quarterly, half yearly and yearly reports of Coop. Societies. Processing arrangements of celebration of Coop. Week and any other work assigned by ARCS.

### **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.

### **LDC**

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 Daman District and thereby submission of weekly report of the same to the concerned Departments from time to time and looks after the works pertaining to the Marketing & Agriculture section and any other work assigned by the Assistant Registrar Cooperative Societies, Daman.

### **PEON**

Distribution of dak/file, cleaning of office, arrangement files in proper manner.

### **MANUAL (III)**

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

Sr. No.	Any proposal	Level of staff	Remark
1.	Receiving & entry of diary no.	Diary clerk	
2.	Mark to different section	ARCS	
3.	Verification of attached documents	Inspector	
4.	Action taken	RCS/ARCS	

### **MANUAL (IV)**

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

Sl. No	Service rendered	Document required	Time Limit	Penalties	To whom to contact
1.	Registration of Co-op. Society	<ol style="list-style-type: none"><li>1. Application form.</li><li>2. Bye Laws.</li><li>3. Cash balance certificate.</li><li>4. Project Report</li><li>5. Minutes of meeting</li></ol>	Within six months	Applicable as per Maharashtra Co-op. Societies Act, 1960	Assistant Registrar, Co-op Societies, Daman.
2.	Audits of Coop. Societies	<ol style="list-style-type: none"><li>1. All relevant Books</li><li>2. of Accounts</li><li>3. Minutes Register</li><li>4. Share Register</li></ol>	Fifteen working days per society	Applicable as per Maharashtra Co-op. Societies Act, 1960	Assistant Registrar, Co-op Societies, Daman.



3.	Inspection of Coop. Societies	<ol style="list-style-type: none"> <li>1. All relevant Books of Accounts</li> <li>2. Minutes Register</li> <li>3. Share Register</li> </ol>	One Day	Applicable as per Maharashtra Co-op. Societies Act, 1960	Assistant Registrar, Co-op Societies, Daman.
4.	Grant of Govt. Share Capital to Coop. Societies	<ol style="list-style-type: none"> <li>1. Balance Sheet for last three years.</li> <li>2. Minutes of meeting of Managing Committee</li> </ol>	One month	Applicable as per terms and conditions	Assistant Registrar, Co-op Societies, Daman.
5.	Grant of Godown loans to Coop. Societies	<ol style="list-style-type: none"> <li>1. Balance sheet for last three years.</li> <li>2. Minutes of meeting of Managing Committee</li> </ol>	One month	Applicable as per terms and conditions	Assistant Registrar, Co-op Societies, Daman.

## **MANUAL V**

### **RULES & REGULATION FOLLOWED**

- Maharashtra Cooperative Societies Act, 1960.
- Cooperative Societies, 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
—	_____	NA	_____	_____

## 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
—	_____	NIL	_____	_____

**MANUAL (IX)**

**DIRECTORY OF OFFICERS AND EMPLOYEES**

Sr. No.	Name	Designation	Telephone No. (Office)
1.	Shri Gaurav Singh Rajawat, IAS	Assistant Registrar Cooperative Societies, Daman.	0260-2230436
2.	Vacant	Cooperative Officer	--do--
3.	Vacant	Special Auditor	--do--
4.	Vacant	Senior Inspector	--do--
5.	Vacant	Senior Auditor	
6.	Shri Ramchandra V. Sadekar	Lower Division Clerk	--do--
7.	Shri Bhagwanbhai B. Halpati	Peon	--do--

**MANUAL (X)**

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

Sr. No.	Name	Designation	Basic Pay + Grade Pay
1.	Shri Gaurav Singh Rajawat, IAS	Assistant Registrar, Cooperative Societies, Daman	₹ 16880 + ₹ 5400
3.	Shri Ramchandra V. Sadekar	Lower Division Clerk	₹ 6070 + ₹ 1900
3.	Shri Bhagwanbhai B. Halpati	Peon	₹ 6090 + ₹ 1800

**BUDGET XI**

**BUDGET ALLOCATION**

Sr. No.	Budget Head/Unit of Appropriation.	Allotted 2013-14.
1	1	2
1	<u>2425-PLAN</u>	
	1-Salaries	900000
	2-Medical Treatment	25000
	3-Domestic Travel Expenses	50000
	4- Office Expenses	400000
	<b>Total:</b>	<b>1375000</b>
2	<u>2425 -NON PLAN</u>	
	1-Salaries	700000
	2-Medical Treatment	5000
	3-Domestic Travel Expenses	5000
	4-Office Expenses	100000
	<b>Total:</b>	<b>810000</b>
3	<u>2435-NON PLAN</u>	
	Lump sum Pro	400000
	<b>Total:</b>	<b>400000</b>
4	<u>4425- PLAN</u>	
	(Share Capital to Co-op.Soc.)	100000
	<b>Total:</b>	<b>100000</b>

## **MANUAL (XII)**

### **EXECUTION OF SUBSIDY PROGRAMMES**

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

## **MANUAL (XIV)**

### **INFORMATION AVAILABLE IN ELECTRONIC FORM**

Sr. No.	Nature of information available	Can it be shared with public	Remarks
1.	Maharashtra Cooperative Societies, Act 1960.	Yes	
2.	Cooperative Societies Rules, 1962	Yes	
3.	Details and different types of Cooperative 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 daman.nic.in
2.	Notice Board	9.30 A.M. to 6.00 P.M. on working days

## **MANUAL (XVI)**

### **PARTICULAR OF PUBLIC INFORMATION OFFICERS**

Sr. No.	Designation	Office address	Telephone Number	Email address
1.	Assistant Registrar Cooperative Societies, Daman	Office of the Assistant Registrar Cooperative Societies, Collectorate Building, 1 <sup>st</sup> Floor, Dholar, Moti Daman.	0260-2230436	arcs-dmn-dd@nic.in

## **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 mad under section 48 (a) (b)
- (5) Form "M" - Rectification report under section 82/87.