

**4(1)(b)(i)****The particulars of its organization, functions and duties.**

The Co-operative movement started in Daman and Diu District since 1962-63. In Course of time the cooperative activities have expanded considerably and cover many spheres such as Agriculture Credit Consumers, Fisheries and Housing etc. Prior to the delinking from Goa, these activities were being controlled by the Registrar of Coop. Societies, Govt. of Goa, Daman and Diu, at Panaji, Goa. At present the Department of Co-operation contains following officials:

Sr. No.	Name of the Posts	No. of Posts	Post Filled	No. of posts existing.		Remarks
				Daman	Diu	
1	Assistant Registrar	01	00	00	01	
2	Cooperative Officer	01	00	01	00	To be filled by Promotion
3	Special Auditor	01	00	01	00	----do---
4	Senior Auditor	02	02.	02	00	
5	Senior Inspector	01	01	01	00	
6	Grader / Assessor	02	02	01	01	
7	Lower Div. Clerk	02	02	01	01	
8	Peon	01	01	01	00	
		<b>11</b>	<b>08</b>	<b>08</b>	<b>03</b>	

**STATUTORY FUNCTION OF THE DEPARTMENT:**

- 1) Registration, General Administration & Liquidation of the Cooperative societies.
- 2) Inspections, Audit and Supervision of Co-operative societies.
- 3) Implementation of Plan Scheme.
- 4) Organization and over all Development of Cooperative Societies.
- 5) Entertain correspondence with the Govt. of India, N.C.D.C., N.C.C.F., NABARD and such other National federation. Secretariat, Collectorate and other offices as a office of the Registrar of Coop. Societies.
- 6) Collection of daily prices of essential commodities from local markets from time to time.

**DUTIES:**

The Registrar approves registration, liquidation, de-registration, amalgamation, division etc of the co-operative societies.

The Assistant Registrar is the chain between the office staff and the Registrar.

Senior Auditors audits the coop. societies and also look upon the administrative affairs of the office.

Senior Inspector inspects the Co-operative Societies.

Grader / Assessor collects day to day market prices.

Lower division Clerk looks upon the accounts and other miscellaneous works of the office.

#### **4(1) (b) (ii)**

##### **The powers and duties of its officers and employees:**

**Registrar:-** All the powers as assigned in Maharashtra Coop. Societies Act, 1961 application to U.T. Administration of Daman and Diu.

**Asstt. Registrar:** All the powers delegated by the Registrar of Coop. Societies from time to time related to MCA, 1961 pertaining to the Coop. Societies, Official correspondence, Head of office for O/o ARCS, Financial powers as delegated by the Administration of U.T. of D & D., Correspondence pertaining to registration, de-registration, Amalgamation, division, Inspection and Audit of the Coop. Societies.

**Sr. 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.

**Sr. 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. Processing all cases under section 88, 100 A (1), 91 and 156 of Coop. Societies. 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 Seminars collection of all information pertaining to Coop. Department besides Inspection of Coop. any other work assigned by ARCS.

**Grader/Assessor:** Collection 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.

**L.D.C.:** Maintaining, inward, outward, stamps, library, stationery, dead stock, casual leave register, maintains establishment work of the office, maintains staff service books and roster, typing of office works, dispatch of tapal, preparation of FVC bills, and other bills pertaining to the office, maintains cash book and all account works of office. Any other work assigned by ARCS

**4(I)(b)(iii)**

**The procedure followed in the decision making process, including channels of supervision:**

When the office receives any correspondence the same is inwards by the dispatch clerk. This application is then submitted to the Assistant Registrar and the Assistant Registrar marks to the concern official. The concern official puts it up on process and is resubmitted to the Assistant Registrar for approval.

The Assistant Registrar is the supervising officer of the office of the Assistant Registrar of Co-operative Societies and is declared as Head of Office.

**4(I)(b)(iv):**

**The norms set by it for the discharge of its functions:**

As mentioned in 4(1) (b) (ii).

**4(1) (b) (v):**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

The Maharashtra Co-operative Societies Act, 1961 and The Maharashtra Co-operative Societies Rule, 1962 are applicable to the Union Territory of Daman & Diu.

**4(1) (b) (vi):**

**A statement of the categories of documents that are held by it or under its control:**

The forms applicable as per the Maharashtra Co-op. Societies Act and Rules. Monthly / Quarterly / Half-yearly and Yearly reports submitted to various Departments. Registers as applicable to the office.

**4(1) (b) (vii):**

**The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:**

Not applicable.

**4(1) (b) (viii):**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public:**

Not Applicable.

**4(1) (b) (ix):****A directory of its officers and employees:**

Sr. No.	Name & Designation	Office Phone No.	Residence Phone No.
01.	Shri V. C. Pandey Registrar.		9898506116
02.	Shri Neeraj Semwal Assistant Registrar.		9825139065
03.	Shri K. K. Dubey Senior Auditor.	0260 2230436	9898729375
04.	Shri H. R. Tandel Senior Auditor.	0260 2230436	0260 2254703
05.	Shri D. B. Ahir Senior Inspector.	0260 2230436	0260 2230204
06.	Shri S. F. Pereria Grader / Assessor.	0260 2230436	0260 2230012
07.	Kum. T. K. Pandya Lower Division Clerk	0260 2230436	0260 2250581
08.	Shri S. B. Mahyavanshi Peon.	0260 2230436	0260 2220912

**4(1) (b) (x):****The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Name of official & Designation	Basic Pay	D. P.	D. A.	Total
01.	02.	03.	04.	05.
K. K. Dubey Sr. Auditor	5375.00	2688.00	1371.00	9434.00
H. R. Tandel Sr. Auditor	5375.00	2688.00	1371.00	9434.00
D. B. Ahir Sr. Inspector	5375.00	2688.00	1371.00	9434.00
S. F. Pereira Grader / Assessor	3500.00	1750.00	893.00	6143.00
T. K. Pandiya Low. Div. Clerk	3200.00	1600.00	816.00	5616.00
S. B. Mahyavanshi Peon.	3200.00	1600.00	816.00	5616.00
	26025.00	13014.00	6638.00	45677.00

**4(1) (b) (xi):****The budget allotted to each of its agencies, indication the particulars of all Plans, proposed expenditures and reports on disbursements made:**

BUDGET HEAD	ALLOCATION	REMARKS
2425 – PLAN	4,00,000.00	Salary & Office Expenses
4425 – PLAN	2,00,000.00	Share Capital to Cooperatives
2425 – NON PLAN	4,00,000.00	Salary & Office Expenses
2435 – NON PLAN	1,50,000.00	Salary & Office Expenses
TOTAL	11,50,000.00	

**4(1) (b) (xii):****The manner of execution of subsidy programs, including the amounts allotted and the detail beneficiaries of such programme.**

SR. NO	NAME OF THE SCHEME	APPROVED PATTERN OF FINANCIAL ASSISTANCE	CONDITION FOR GRANT OF ASSISTANCE
01.	Share Capital Contribution	Share capital contribution for setting up of small size retail outlets in hitherto uncovered areas may be provided to new cooperative societies, additional share capital contribution may also be provided to set up small sized retail outlets if found to be available. The amount of share capital contribution in either of the cases may not exceed Rs. 25,000/- per society during the plan period. If found necessary the funds may be released to the societies without instilling the prior raising of matching contribution form the members. The assistance to be released should however be related to the potential business turnover of the unit.	Modification thus proposed will cover the existing cooperative societies along to encourage in setting up of new small size retail branches to the hitherto uncovered areas in order to widen its scopes and to serve more people in the area of operation of the societies. Nevertheless the viability of the stores and the proposed small sized retail branch needs to be taken into account wherever such assistance are released.
02	Loan cum-subsidy for construction of godown-cum-shop by the cooperative societies.	This assistance will be provided as 75% loan & 25% subsidy bases, during the 9 <sup>th</sup> Plan period. The assistance could be provided only when the sponsoring society has acquired the desire land. The cost of construction will however be approved at the prevailing rates, as approved by the PWD/CPWD authorities. The store to be assisted should be financially viable also. The release of financial assistance be made alongwith the progress of the construction done.	The subsidy component has been reduced to make the members more involved in the construction of godown and in better functioning of the society/store. Size of the godown is left to be decided by the UT Admn. depending upon the local requirements but within the provision of the outlay as given in the proposal.

**Prior to 1997 the followings were the grants & subsidies:**

Sr. No.	Name of the Co-op. Society	Purpose for grant	Amount of loan	Amount of subsidy
01.	The Varkund Juth Seva Sahakari Mandli Ltd.	Godown Loan	54122.00	54122.00
02.	The Damao De Sima Juth Seva Sahakari Mandli Ltd.	---do---	42550.00	42550.00
03.	The Kachigam Juth Seva Sahakari Mandli Ltd.	---do---	100000.00	100000.00
04.	The Bhimpore Juth Seva Sahakari Mandli Ltd.	---do---	100000.00	100000.00
05.	The Tribal Lamp Society Ltd.	---do---	100000.00	100000.00

**4(1) (b) (xiii):**

**Particulars of recipients of concessions, permits or authorization granted by it.**

Not applicable.

**4(1) (b) (xiv):**

**Details in respect of the information, available to or held by it, reduce in the electronic forms:**

Not applicable.

**4(1) (b) (xv):**

**The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:**

The information can be sought from the office of the Assistant Registrar, Co-operative Societies, Moti Daman during 15:00 Hrs to 17:00 Hours in working days.

**4(1) (b) (xvi):**

**The names, designation and other particulars of the Public information Officer:**

Shri Neeraj Semwal,  
Assistant Registrar of Co-operative Societies, Daman.

**4(1) (b) (xvii):**

**Such other information has may be prescribed:**

Nil.