

GOVERNMENT OF HARYANA

DEPARTMENT OF CO-OPERATION

**CITIZENS' CHARTER
2012**

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(1)

**A citizens' Charter embodies
what a citizen may expect from
an Organisation.**

**It marks a commitment in
quantitative and qualitative terms
for delivery of goods and services,
as the case may be, of
an Organisation.**

(2) **DEPARTMENT OF CO-OPERATION**

Cooperation Minister

Office : Room No. 42/6 Secretariat
Sector-17, Chandigarh.
Phone No. : 0172-2740128 (RAX) 2740
Residence : H.No. 745, Sector-12A, Panchkula.
Phone No. : 0172-2581745
Mobile No. : 08872777720

State Cooperation Minister

Office : Room No. 47/8 Secretariat
Sector-17, Chandigarh.
Phone No. : 0172-2740195(RAX) 2847
Residence : H.No. 72, Sector-7, Chandigarh.
Phone No. : 0172-2792072

Additional Chief Secretary to Government Haryana

Office : Room No. 111/1, New-Secretariat,
Sector-17, Chandigarh.
Phone No. : 0172-2711952
Residence : H.No. 18, Sector-7, Chandigarh.
Phone No. : 0172-2794040
Mobile No. : 09915555555

Joint Secretary (Cooperation)

Office : Room No. 101/1, New-Secretariat,
Sector-17, Chandigarh.
Phone No. : 0172-2713521
Residence : H.No. 491, Sector-6, Panchkula.
Phone No. : 0172-2567491
Mobile No. : 09888881956



OFFICE OF REGISTRAR, COOPERATIVE SOCIETIES, HARYANA

Registrar, Co-operative Societies, Haryana

Bays No. 27–30, Sahkarita Bhawan,

Sector-2, Panchkula

Tel. No. 0172-2583023

FAX No. 0172-2585261

Extension Numbers

Operator	101,105
RCS	102
PA to RCS	103
Addl. RCS (Mktg)	104
JR(Enf)	201
DCA	202
Addl. RCS (C)	203
Mktg. Branch	209
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(3) **AIMS AND OBJECTIVES**

The objective and the role of Co-operation Department is to see that genuine Co-operatives are organized and managed on sound lines as per the basic principles of co-operation for the promotion of the economic interests, social betterment and welfare of the people and to render guidance and assistance for the development in the State.

(4) PRINCIPLES OF CO-OPERATION:-

1. Voluntary and open membership.
 2. Democratic member control.
 3. Members economic participation.
 4. Autonomy and independence.
 5. Education training and information.
 6. Co-operation among Co-operatives.
 7. Concern for Community.
-



(5) **ORGANIZATIONAL CHART**



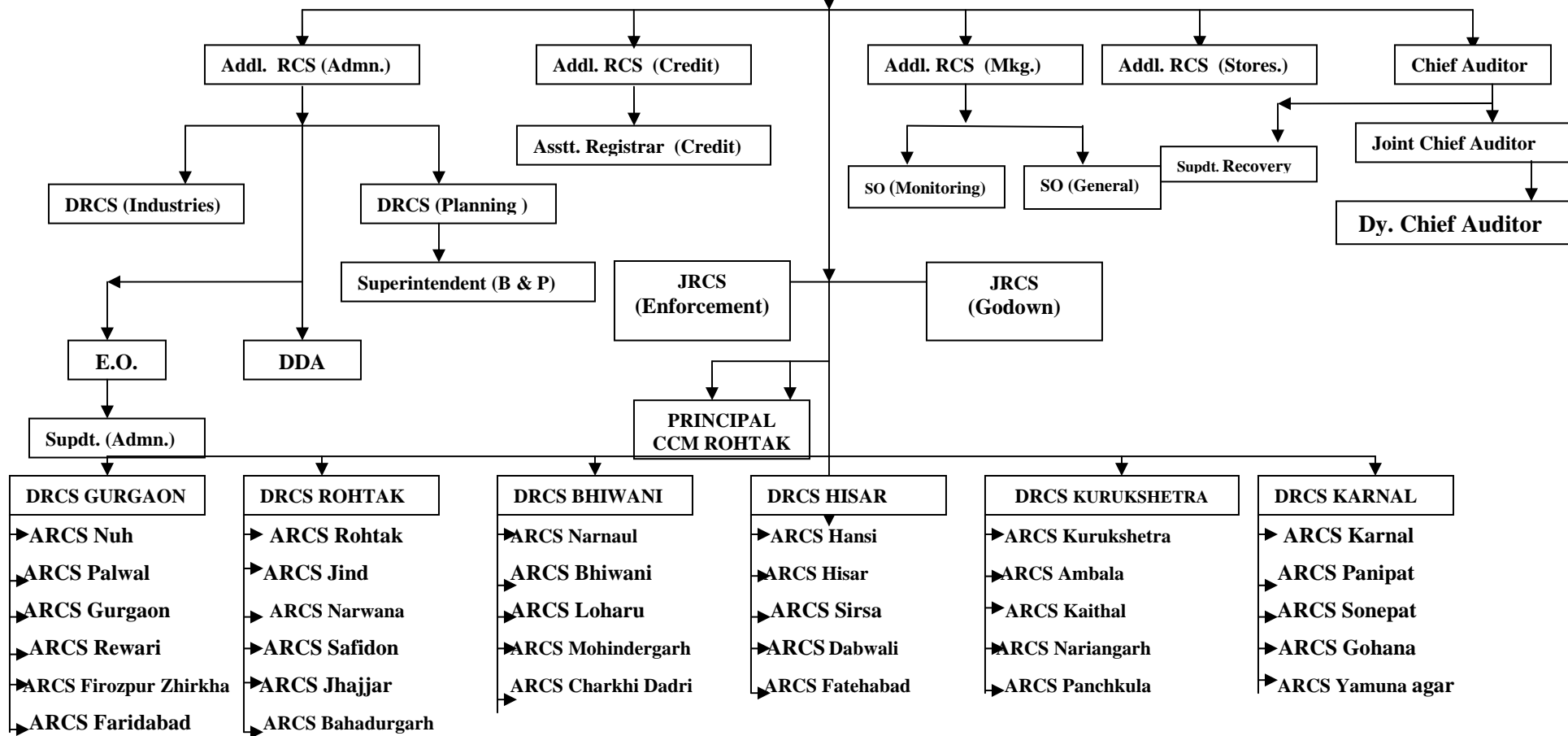
CO-OPERATION MINISTER, HARYANA

STATE CO-OPERATION MINISTER, HARYANA

**FINANCIAL COMMISSIONER & PRINCIPAL SECRETARY TO GOVT. OF HARYANA,
CO-OPERATION DEPARTMENT**

-7-

REGISTRAR, CO-OPERATIVE SOCIETIES, HARYANA



(6) CO-OPERATIVE APEX INSTITUTIONS: -

The activities of the societies of different categories are promoted and supported by nine Co-operative Apex Institutions. The said institutions work autonomously subject to the rules and regulations framed by the department. The list of the above institutions is as follows: -

1. The Haryana State Co-operative Apex Bank Ltd. (HARCO Bank).
(web site: www.harcobank.nic.in)
2. The Haryana State Co-op. Agriculture & Rural Development Bank Ltd. (HSCARDB).
(web site: www.haryanacardbank.com)
3. The Haryana State Co-operative Supply & Marketing Federation Ltd. (HAFED).
(web site: www.hafed.nic.in)
4. The Haryana State Federation of Co-operative Sugar Mills Ltd. (Sugar Fed.).
5. The Haryana State Dairy Development Co-operative Federation Ltd. (Dairy Fed.).
(web site: www.vitaindia.com)
6. The Haryana State Co-operative Development Federation Ltd. (HARCO Fed.).
7. The Haryana State Co-operative Labour & Construction Federation Ltd. (Labour Fed.).
8. The Haryana State Co-operative Housing Apex Federation Ltd. (House Fed.).
9. The Haryana State Federation of Consumers' Coop. wholesale Stores Ltd. (CONFED).



(7) TYPES OF CO-OPERATIVE SOCIETIES:-

Registrar Cooperative Societies, Haryana is overseeing 34692 cooperative societies of different types; these are given below at a glance: -

Sl No.	Types of Societies	Number
1	Apex Societies	09
2	Distt. Central Co-operative Bank	19
3	Primary Agriculture Co-operative Societies	643
4	Sugar Mills	10
5	Distt. Primary Cooperative Agriculture & Rural Development Bank	19
6	Marketing Societies	78
7	Milk Unions	06
8	Central Consumer Stores	09
9	L/C Unions	16
10	Primary Store	53
12	Others	33830
	Total	34692



(8) FUNCTIONS OF THE DEPARTMENT: -

In order to achieve the objectives, the Department performs the following functions:

1. To register various kinds of co-operatives according to the basic principles of Cooperation and as per the provisions of the Haryana Co-operative Societies Act, 1984 and the Rules framed there under;
2. To perform the various statutory, quasi judicial and administrative functions specified in the above Act and Rules, viz;
 - a.) Granting State aid to co-operatives, under various schemes launched from time to time;
 - b.) Regulating the working of co-operative societies as per the provisions of the Act and Rules;
 - c.) Auditing of accounts, systems and procedures of all registered co-operative societies on an annual basis.
 - d.) Supervision and inspection of co-operatives;
 - e.) Settling disputes relating to the constitution, business and management of the societies;
 - f.) Executing awards, decrees, orders and decisions;
 - g.) Winding up of societies, which fail to satisfy the conditions of registration and efficient management;
 - h.) To depute officers to co-operatives, whenever necessary for their management;
 - i.) To assist the Government in formulating policies, plans and schemes for the development of the co-operative movement; and
 - j.) Promote training, education and publicity programme for the development of Co-operative Movement in the state of Haryana.



(9)

DELEGATION OF POWERS

Powers of the Registrar, Cooperative Societies, Haryana delegated by the Government are as below: -

Sr. No	Designation of the Officer	Powers of Registrar exercisable under Sections	Jurisdiction
1	2	3	4
1	Assistant Registrar	Section: 7,8,9,10,11. <hr/> Section: 13,14,16. <hr/> Section: 28,30,47,48,50,51,72, 75,87,90,96,97,98,99, 100,101,102,103,104, 105, 106,107,109,110. <hr/> Section: 26,33,34,35,87,111, 112,113,124. <hr/> Section: 104,105,106,107,109.	Within their respective territorial jurisdiction <hr/> In respect of all types of Co-operative Societies except milk co-operative societies and registration of Apex Co-operative Societies. <hr/> In respect of all types of Co-operative Societies. <hr/> in respect of Primary Co-operative Societies except milk Co-operative Societies, Primary Co-operative Land Development Banks, Marketing Co-operative Societies, Sugar Mills and Urban Co-operative Banks. <hr/> In respect of all types of Co-operative Societies.
2	Deputy Registrar	All powers of the Registrar exercisable under the Act.	Within their respective territorial jurisdiction except milk co-operative societies and registration of Apex Co-operative Societies.
3	Joint Registrar	All powers of the Registrar exercisable under the Act.	Throughout the State of Haryana



Sr. No	Designation of the Officer	Powers of Registrar exercisable under Sections	Jurisdiction
1	2	3	4
4	Addl. Registrar	All powers of the Registrar exercisable under the Act.	Throughout the State of Haryana
5	Cane Commissioner, Haryana	Section: 50.	Throughout the State of Haryana in respect of Cane Growers Co-operative Societies.
6	Managing Director, Haryana State Fed. of Co-operative Sugar Mills Limited.	Section: 26,50,51,87,96,97,98, 99,100,101,102,103, 111,112,118.	Throughout the State of Haryana in respect of Co-operative Sugar Mills.
7	Managing Director, Haryana Dairy Development Co-operative Federation Limited	Section: 7,8,9,10,11,13,14,16, 26,27,28,30,33,34,35, 37,47,48,50,51,63,87, 90,96,97,98,99,100, 101,102,103,105,106, 107,109,110,111,112, 113,118,124.	Throughout the State of Haryana in respect of Co-operative Milk Unions and Primary Co-operative Milk Societies.
8	Project Officers/Chief Executive Officer Haryana Dairy Development Co-operative Federation Ltd.	Section: 7,8,9,10,11,13,14,16, 26,28,30,33,34,35,47, 48,50,51,87,96,97,98, 99,100,102,103,106, 107,109,110,111,113.	Within their respective territorial jurisdiction in respect of the primary Milk Co-operative Societies.

(10) FUNCTIONS OF THE OFFICE OF RCS, HARYANA

1. Administration Branch

- Looks after the administration matters related to the employees of the RCS office and the field offices.

2. Bill Branch

- Looks after the following matters of the employees of Head Office and field offices: -
- Sanction of medical claims.
- Maintenance of Service Books of Head office Staff.
- Pre-audit/investigation of claims for payment of the Deptt. Arrears of the Staff.
- Annual increments of the Head office staff.
- Determination of leave salary and pension contribution in respect of all the staff of the Departmental on deputation and follow up action regarding the deposit thereof.
- Sanction regarding the re-imburement of leave salary to the Institutions where the staff of the Co-operative Department is on deputation.
- Preparation of pay and arrear & GPF bills of the Head Office staff.
- Maintenance of advance registers (deductions of house building loans, conveyance and marriages & GPF of the above staff.
- Maintenance of pay check register in respect of above mentioned staff and all matters connected therewith.
- Completion of pay books of the above staff.
- P.A.C. work (Co-ordination)
- Preparation of T.A. bills of staff of the Head Office.
- Journeys beyond jurisdictions of the staff of the H.O. and of the field.
- Tour Programmes of all the Gazetted Officer of the H.O. and of the Deputy Registrars.
- Declaration of Drawing and Disbursing Officers in the Department.
- Matters relating to L.T.C.
- Reservation of Rest House for the Officers on tours to Delhi and other places.

3. Accounts Branch

- Receipt and disbursement of the amount of bills of the H.O. staff including contingency bills and all matters connected therewith.
- Deductions on account of contributions towards the small savings Schemes, CDS and National Savings Certificates and to deposit the same in the accounts of the respective employees and all matters connected therewith.
- Permanent advance and all matters connected therewith.
- Collection of treasury schedules and indicating the voucher numbers.
- Cases of hiring of buildings for H.O. and field offices and all matters connected therewith.
- Purchase, hiring and repair of computer & type-writers, duplicators and all matters connected therewith.
- Petrol coupons and all matters connected therewith.
- Work relating to contingent expenditure, including monthly statements thereof.
- Purchase of furniture and fixtures of H.O. and field offices.
- Telephone and all matters connected therewith.

- Staff vehicles in H.O. and field offices and all matters connected therewith (including checking of log books of H.O. vehicles.)
- Audit and Inspection Reports of A.G. relating to H.O. and field offices and all matters connected therewith & Draft Paras received from A.G.
- Liveries to H.O. and field staff.
- Maintenance of circulars of Finance Department
- Inspection of the offices of Deputy Registrars and Inspection note of Assistant Registrars offices and matter connected therewith.
- Matters regarding stores and stationery articles of H.O., field offices and all matters connected therewith.
- Maintenance of H.O. watch and ward, water supply, electricity, sanitation, petty purchase.
- Maintenance of Inter-communication telephone.

4. General Branch

- Matters relating to Housing Co-operatives- Primary as well as Apex.
- Other non-credit and non-agricultural Societies (Such as fisheries, piggeries, transport, farming, film soil conversation, scheduled castes land owning societies, better living societies, medical and public health societies, electrification co-operative societies).
- Coordination work regarding Assembly questions, Assurances work relating to Parliament and Rajya Sabha.
- Policy regarding T.A., D.A., CCA, H.R.A., medical allowance to the employees of the co-operative institutions.
- Pending references of the co-operative department in H.O. as well as in field offices.
- Matters relating to SC, BC, Handicapped including recruitment in the co-operative Institutions.
- All matters relating to labour and construction cooperative societies- primary as well as the Apex level and District labour & Construction union.
- New 20- Point programmes and all matters relating thereto.
- Grant of bonus and ex-gratia to the employee of the Co-operative Institutions.
- Policy regarding entertainment expenditure in Co-operative Institutions.
- Conferences of RCSs, DCs and SPs.
- Work relating to small Savings and family planning.
- Tour Programmes of Chief Minister, Ministers and other dignitaries.
- Misc. circulars other than those of Finance Department or the Chief Secretary i.e. circulars not relating to service and financial matters.
- Haryana Rajya Sainik Board.
- Co-ordination work within the Head Office.
- Index Register.

5. EDUCATION & TRAINING BRANCH

- All types of conference, not concerned to other Branches.
- All types of Seminars.
- Preparations of radio talks, articles and messages.
- Governor's Report (Monthly).
- North Zonal Council.
- All matters relating to Regional Institute of Co-operative Management, Chandigarh and other Co-op. Training Colleges in the country.

- Debates and Essays competitions on Co-operation in the colleges and Universities.
- Annual material regarding achievements of the movement for the Public relations Department.
- Cases relating to different co-operative trainings for the Middle and High Level personnel with all co-operative training colleges in India and other National level Institutions.
- Study tours/training in India and abroad of the employees and office bearers of the co-operative institutions.

- Co-operative Day Celebrations and other Co-operative Institutions gatherings.
- Co-operative Complex in the State.
- Preparation of Governor's Address and Finance Minister's Speech to the above subjects.
- All other matters relating to the above subjects.
- Co-operative Training Institute, Rohtak and all matters connected therewith.
- Harco Fed and all matters connected therewith.
- Adult Education through Cooperatives.
- Garden Colony Cooperative and Rehabilitation Co-operative Societies.
- Co-ordination within the Branch including various statements and complaints relating to the subjects of this Branch.
- Office Library & all matters connected therewith.

6. Budget and Planning Branch

- Making budget provision under plan & non-plan schemes and release the funds to the concerned as per the demand.
- Advancement of loans (such as- House Building advance, Vehicle loan, Computer advance etc) to the employees Head Office and field offices.

7. Godown Branch

All matters relating to the construction of godowns and marketing godowns assisted by the NCDC under the World Bank assistance.

8. Credit Branch

- HARCO Bank, HSCARD Bank, DPCARD Banks, Urban Cooperative Banks, Central Cooperative Banks and all matters connected therewith.
- Matters relating to financial assistance (under Plan Schemes) to above mentioned banks.
- Primary Agriculture Credit Co-operative Societies (PACS) and all matters relating therewith.
- Commercial Banks and Farmers Service Societies.
- All matters relating to S.F.D.A., D.R.D.A., D.P.A.P., D.D.P. and Crop Insurance.
- Rehabilitation of week banks, and all matters relating to them.
- Agriculture Stabilization Fund and all matters connected therewith.
- Matters relating to financial accommodation to Primary Credit Cooperative Societies.
- Reference from R.B.I. regarding inspections and reports.



- Constitution of Boards of Administrators/Managing Committees (Apex and Central) and all the cooperative Institutions in the State by election or otherwise and all matters connected therewith.
- Conversion of short term loans into medium term loans.
- Rephasing of Long term and Medium term loans.
- Writing off loans.
- Classification of overdues.
- Miscellaneous work (including circulars)
- Statements of various types including weekly arrear statement.
- Work relating to the Haryana Cooperative Societies Act.
- Forming of the Rules under the above Act.
- Winding up of Cooperative Societies.

9. Recovery Branch

- To get the bill passed from the Treasury pertaining to loan, share capital & subsidy.
- To get the authority of loan & share capital from Accountant General, Haryana.
- Matters relating to the Committees of the Haryana Vidhan Sabha (P.A.C.) and Accountant General, Haryana (C.A.G.).
- Preparing of annual review each financial year for total expenditure and recovery.

10. Industrial Branch

- Deals with industrial Co-operative societies and all matters connected therewith.

11. Marketing Branch

- The Haryana State Cooperative Supply & Marketing Federation Ltd.(HAFED) and all matters connected therewith.
- The Hansi Coop. Spinning Mills Ltd. and all matters connected therewith (now under winding up).
- Coop. Cold Storages and all matters connected therewith.
- Various development schemes relating to the above subjects (register to be maintained)
- The Indian Farmers Fertilizers Cooperative Ltd. (IFFCO) and all matter connected therewith.
- The Krishak Bharti Cooperative Ltd. (KRIBHCO) and all matters connected therewith.
- Fertilizers Distribution and all matters connected therewith.
- Cooperative Marketing Societies and all matters connected therewith.
- National Cooperative Development Corporation (NCDC) and all matters connected therewith.
- The Haryana State Agricultural marketing Board and all matters connected therewith.
- The Haryana Warehousing Corporation and all matters connected therewith
- The Vegetables & Fruit Growers Co- Marketing Societies and all matters and schemes connected therewith.
- District Wholesale Cooperative Marketing Societies and all matters connected therewith.
- Licences to ware houses.

12. Milk Branch

- The Haryana Dairy Development Coop. Federation Ltd. (HDDCF), the Haryana Dairy Development Corporation Ltd and all matters connected therewith.
- The District Milk Cooperative Union, the Primary Cooperative Milk Produce Societies and all matters connected there with.
- Various development schemes relating the milk cooperative.

13. Monitoring Branch

- Survey and Evaluation Study of the Departmental schemes and various Types of Cooperative Societies.
- Various Returns and Statements.

14. Sugar Mills Branch

- All matters relating to the cooperative sugar mills in the State.
- All matters relating to the sugar coop growers cooperative societies.

15. Consumer Stores Branch

- Confed and all matters relating therefore.
- Plan and other Schemes relating to the Confed.
- Common Cadre Rules of the Confed. (Staff Service Rules of the State Federation of Consumer Cooperative Whole sale Stores Ltd.)
- Primary and Central Cooperative Consumer Stores and all matters connected therewith.
- Plan and other schemes relating to the Primary and Central Cooperative Consumer Stores.

16. Enforcement Branch

- All complaints related to the officials of the Department and Co-operative institutions.
- Follow up action of embezzlement cases detected by the audit staff.

17. Audit Branch

- Scrutiny of audit reports of all Apex Institutions, all central Societies and all Sugar Mills.
- To ensure the audit of all other types of societies (such as-PACS) of the field.
- Monitoring of monthly audit progress report of all AOCS offices.
- Tour Programmes and TA Bills of the Audit Officers.
- Inspection of offices of the Audit Officers.
- Monitoring of compliance of the audit reports of all the Apex, Central and Primary Cooperative Societies.
- Audit fee and all matters connected therewith.
- All matters connected with the PAC, Draft Paras relating to Audit Estimates Committee, Assurance Committee, etc.
- Reports of the Comptroller & Auditor General of India.
- Framing of policies regarding audit and circulars.



18. Legal Branch

- Preparation and submission of returns relating to disposal of :-
 - (1) Award cases.
 - (2) Arbitration Cases
 - (3) Appeal case under various Common Cadre Rules, byelaws of the cooperative societies of the Haryana Cooperative Societies Act,1984.
- Cases related to election dispute.
- To ensure filing of replies in court cases in the District court, High Court and Supreme Court and monitoring thereof.
- Cases relating to Civil Suits relating to the Cooperative Department.

19. Statistical Branch

- Scrutiny and tabulation of the statistical data of NABARD tables.
- Compiled at District –level in respect of Central and Primary Coop Societies.
- Supply of annual statistical data to NABARD, Govt. of India , NCDC and other Departments References regarding clarification and observations of NABARD Tables.
- Statistical information for the District Gazetters.
- Review of the Cooperative movement – Reply to the Questionnaires NABARD.
- Supply of the statistical data the movement to the HARCO Fed. publishing booklets and pamphlets.
- Suggestions for Review Committee meetings regarding NABARD table.
- Advance data to be submitted to the NCDC and the Govt. of India.
- Compilation, scrutiny and tabulation of the State-level Cooperative Institutions.
- Checking/scrutiny and tabulation of the statistical data for the Annual Report of the Department.
- Assessment of audit fee of the Apex Cooperative Institutions.
- Compilation of the Quarterly Letters.
- Compilation , checking, tabulation of the Administrative Report of the Department and to get it printed after the approval by State Govt.
- To provide statistical data information to ESA Haryana.
- To supply information to the Public Relations and other Departments.
- Supply of annual statistical to different branches in Head Office.

20. Central Circulating Branch

- To receive diaries and delivery of all communication received from the Civil Secretariat (including Chief Secretary's office and A.D) and all local Govt. officers and local Coop: Institutions.
- To receive the mail (dak) of Head office.

21. Dispatch Branch

- Dispatch of all letters to the Govt., all Registered Letters and all letters to offices and located at Chandigarh.
- Dispatch of all letters as are stenciled.
- Maintenance of Service Stamps Account.
- To dispatch all letter addressed to offices and Coop. Institution in the field and to private parties etc.

22. RTI Branch

- Deals with RTI matters



(11) Functions of the Office of DRCS:-

Functions of DRCS office are enlisted as under:

- Supervision and Control of the work of ARCS and all the cooperative societies within its jurisdiction.
- Act as appellate authority against the decisions/orders passed by ARCS of his circle.
- Arbitration cases of his circle upto amounting Rs. 7,50,000/-.
- Appeal against the orders of ARCS.
- Plan and approval of schedule of ARCS/Inspectors for inspection of Co-operative Societies.
- Review the actual inspection performance of ARCS against the schedule of inspection.
- DRCS at its own may inspect various societies under his circle.

(12) Functions of the Office of ARCS:-

The functions of ARCS offices are as under: -

1. The registration of various types of co-operative societies & their bye-laws.
2. Amendment of Bye-laws.
3. Supervision of registered co-operative societies.
4. Arbitration cases of his circle upto amounting Rs. 4,00,000/-.
5. Audit fee collection from registered societies.
6. order winding up of societies whenever required.
7. Revival of the societies on getting request from the concerned society.
8. Conducting of election of primary societies.



(13) What is a Co-operative Society?

A co-operative society is an association of persons, as specified from time to time as per the kind of society, united voluntarily to meet their common economic needs and aspirations, through a jointly owned and democratically controlled enterprise, registered under the Haryana Co-operative Societies Act, 1984.

(14) Requirements for forming a Co-operative Society.

1. Minimum number of persons required as 10 or as per instructions issued by Registrar, Co-operative Societies.
2. The society's object should be promotion of the economic interests of its members in accordance with the co-operative principles.
3. The proposed society should be capable of being run on economically sound lines.
4. The registration of the proposed society should not have an adverse effect on the co-operative movement.
5. The prospective members should contribute a minimum amount of share capital for the particular type of society to be started as per its byelaws.

(15) How to register a Co-operative Society?

Such of those persons, who wish to form a co-operative society, should send an application to the Assistant Registrar of the area on a prescribed proforma i.e. Form I alongwith the proposed bye-laws, indicating the type of the society they want to form, number of persons likely to be enrolled as its members, and the name and address of the persons authorized to function as chief promoters and to attend to organizational matters. This application should be signed by not less than 10 persons or by such number of persons as per instructions issued by the Registrar, Co-operative Societies from time to time.



Where the ARCS refuses to register a society, he is required to communicate within a period of one month from the date of receipt of application for registration, the order of refusal together with the reasons thereof to such of the applicants as may be prescribed:

Provided that if the application for registration is not disposed of within a period of one month as specified above, the application shall be deemed to have been accepted for registration.

Form of application for registration of a co-operative society is available with the offices of ARCS in the State.

(16) Persons who may become members of a Co-operative Society: -

No person shall be admitted as member of a co-operative society except the following, namely: -

- (a) An individual competent to contract under section 11 of the Indian Contract Act, 1872 (9 of 1872);
- (b) Any other co-operative society; and
- (c) The Government
- (d) Such class or classes of persons or association of persons, corporate bodies, firms or joint stock companies, as provided in the bye-laws of the society.
- (e) On admission every member shall furnish his coloured photograph, permanent & correspondence address and shall communicate the change (if any) in either of the addresses within 15 days.



(17) How to amend the registered Bye-Laws?

The managing committee may pass a resolution of the general body indicating the amendment proposed and send three copies of the resolution as well as the draft amendment to the concerned Assistant Registrar, Co-operative Societies. The resolution should have been passed by two-third majority of the members present and voting at general meeting of the society. No such resolution shall be valid unless 15 clear days notice of proposed amendment has been given to the members.

Every such application shall be made within 60 days from the date of the general meeting at which such amendment to the bye-laws was passed.

On receipt of above application, if the concerned Assistant Registrar Co-operative Societies is satisfied that the proposed amendment: -

- i) is not contrary to the provisions of the Act and the Rules;
- ii) does not conflict with co-operative principles; and
- iii) will promote the economic interests of the members of the society, he may register the amendment within a period of 03 months from the date of receipt thereof by him.

The concerned ARCS shall forward to the co-operative society a copy of the registered amendment together with a certificate signed by him within a period of 15 days from the date of registration thereof.

Where the concerned ARCS refuses to register an amendment of the bye-laws of a co-operative society, he shall communicate the order of refusal together with the reasons thereof to the society in the manner prescribed within a period of 90 days from the date of receipt of application.

Provided that if the application for above registration is not disposed of within a period of 03 months as specified above, the application shall be deemed to have been accepted for registration.

The Assistant Registrar shall forward to the society a copy of the registered amendment together with a certificate signed by him and such certificate shall be conclusive evidence that the amendment has been duly registered. If amendment is not approved then refusal will be communicated to the applicant society.



(18) Election & Management of Co-operative Societies:-

The final authority in a co-operative society vests in the general body of members.

The first committee of a newly registered society, shall be elected by the promoter members as contained in the application for registration. The tenure of the said committee shall not exceed one year from the date of its registration.

The Members of the Managing Committee of a co-operative society shall be elected in the manner prescribed and no person shall be so elected unless he is a member of the Society.

The election process once started shall not be postponed and disputes, if any, pertaining to the election, shall be entertained after the completion of the election process, in accordance with the provisions of the Act. The election process shall be deemed to have started from the date of order of the Registrar fixing the date of election.

The committee of each society shall, before the expiry of term of its committee, arrange for the election of a committee in accordance with its bye-laws failing which Registrar shall arrange to hold such elections within a period of 90 days after the expiry of term of the committee at the cost of the society and the elected members of the outgoing committee shall be debarred from contesting the election of the committee of any co-operative society for a period of 05 years from the date of the expiry of the term of the outgoing committee.

The committee shall, unless removed earlier by the Registrar, hold office for a period of 05 years from the date of election.

The members of the committee shall elect among themselves office bearers within 60 days of the date of election of the members of the committee. No committee member shall be eligible for election as Chairman or Vice-Chairman of any co-operative society if he has served as such for a continuous period of 10 years unless a period of not less than 05 years has expired since he last so served.



(19) Audit of Co-operative Societies:-

Every co-operative society is to get its accounts audited at least once in each year by a person authorized by the Registrar by general or special order in this behalf failing which the Registrar shall get the accounts of the society audited at the expenses of the society.

The audit includes valuation of assets and liabilities, an examination of balance sheet, profit & loss account and overdue debts, if any, the verification of the cash balance and securities.

The members of the committee, managers, administrator or any officer, employee and agent of the society is to furnish to the person auditing the accounts of a co-operative society all such information as to its transactions and working; as such person may require.

The audit fee is charged as per the scale approved by the Government from time to time as per the type of the society.



(20) Settlement of Disputes (Section 102 & 103 of the Act):-

If any dispute touching the constitution , establishment, management or the business of a co-operative Society (other than a dispute of disciplinary action or dispute relating to service matter in respect of a paid servant of a society), such disputes shall be referred for arbitration to the Registrar for decision and no Court shall have jurisdiction to entertain any suit or other proceedings in respect of such suits.

No dispute arising in connection with the election of committee members or officer of the society shall be entertained by the Registrar unless it is referred to him within 30 days from the date of the declaration of the result of election.



(21)

APPEAL & REVISIONS

Appeal :-

Sr. No.	Against the orders of	To whom	Time limitation
1.	ARCS	DRCS	60 days
2.	DRCS/JRCS	RCS	60 days
3.	Addl. RCS/ RCS	Government	60 days

Revisions :-

The Government may suo moto or on application of aggrieved party call for and examine the record of any proceedings under the Act and the rules framed in which no appeal lies to the Government under section 114 for the purpose of satisfying itself as to the legality or propriety of any decision or order passed and if in any case it shall appear to the government that any such decision or order should be modified, annulled or revised, the Government may, after giving the person affected thereby an opportunity of being heard, pass such order thereon as it may deem fit.



(22) Important directions issued by RCS, Haryana: -

1. Cases pertaining to transfer of shares/membership of Co-operative Group Housing Society/Co-operative House Building Society are to be disposed of by the concerned ARCS within 15 working days after the receipt of resolution/cases of Managing Committee of the Society.
2. No Co-operative Group Housing Society/Co-operative House Building Society can charge more than Rs. 10,000/- as transfer fee.
3. Cases pertaining to addition/deletion/substitution of the Co-operative Group Housing Society/Co-operative House Building Society are to be disposed of preferably within two months by the committee comprising of the concerned ARCS & DRCS.
4. Monetary ceiling regarding the adjudication of arbitration cases under section 102 & 103 of the Act are as follows: -

<u>Sr. No.</u>	<u>Designation of the officer/official</u>	<u>Amount (in Rs.)</u>
(i)	Sub-Inspector	50,000-00
(ii)	Inspector	1,00,000-00
(iii)	Assistant Registrar	4,00,000-00
(iv)	Deputy Registrar	7,50,000-00
(v)	Joint Registrar	10,00,000-00
(vi)	Additional Registrar	Full



(23)

FORMS

FORM 1

(See rule 5)

APPLICATION FOR REGISTRATION OF A CO-OPERATIVE SOCIETY

We, the undersigned, hereby apply for the registration of a co-operative Society, as proposed hereunder under Section 7(1) of the Haryana Co-operative Society Act, 1984, and enclose herewith three copies of the bye-laws as required by rule 8.

1. Name of the proposed co-operative society
2. Class of co-operative societies & whether Limited or un-limited.
3. Address to be registered.
4. Area of operation
5. Main objects.
6. Number of members at present.
7. Occupation of members.
8. Capital with details of shares, admission fees and deposits, if any.
9. Value of share and mode of payment.
10. Names of members of the Managing Committee elected by the Promoter members.
11. Name of applicant for purposes of correspondence by the Registrar.
12. Particulars for the Promoter members:-

Sr. No.	Name and Age Father's name	Occupation	Place of residence (Village & Post Office)	Number of shares subscribed	Signature
1	2	3	4	5	7



(24) First Appellate Authority & SPIOs designated under Right to Information Act, 2005

Head Office:-

First Appellate Authority:-

1. F.A.A.-cum-JRCS (Enf.) for the following SPIO:-
SPIO-cum-ARCS (H.O.).

Field Offices:-

First Appellate Authority:-

1. DRCS Hisar for his circle, i.e. for the following SPIOs:-
 - (i) SPIO-cum-ARCS Hisar
 - (ii) SPIO-cum-ARCS Fatehabad
 - (iii) SPIO-cum-ARCS Sirsa
 - (iv) SPIO-cum-ARCS Hansi
 - (v) SPIO-cum-ARCS Dabwali
 - (vi) SPIO-cum Dy. Supdt. O/o DRCS Hisar
2. DRCS Bhiwani for his circle i.e. for the following SPIOs:-
 - (i) SPIO-cum-ARCS Bhiwani
 - (ii) SPIO-cum-ARCS Narnaul
 - (iii) SPIO-cum-ARCS Mahendergarh
 - (iv) SPIO-cum-ARCS Loharu
 - (v) SPIO-cum-ARCS Charkhi Dadri
 - (vi) SPIO-cum-Dy. Supdt. O/o DRCS Bhiwani
3. DRCS Rohtak for his circle i.e. for the following SPIOs:-
 - (i) SPIO-cum-ARCS Rohtak
 - (ii) SPIO-cum-ARCS Jind
 - (iii) SPIO-cum-ARCS Bahadurgarh
 - (iv) SPIO-cum-ARCS Narwana
 - (v) SPIO-cum-ARCS Jhajjar
 - (vi) SPIO-cum-ARCS Safidon
 - (vii) SPIO-cum-Dy. Supdt. O/o DRCS Rohtak
4. DRCS Gurgaon for his circle i.e. for the following SPIOs:-
 - (i) SPIO-cum-ARCS Gurgaon
 - (ii) SPIO-cum-ARCS Faridabad
 - (iii) SPIO-cum-ARCS Firozpur Zirkha
 - (iv) SPIO-cum-ARCS Nuh
 - (v) SPIO-cum-ARCS Palwal
 - (vi) SPIO-cum-ARCS Rewari
 - (vii) SPIO-cum-Dy. Supdt. O/o DRCS Gurgaon

5. DRCS Karnal for his circle i.e. for the following SPIOs: -
- (i) SPIO-cum-ARCS Karnal
 - (ii) SPIO-cum-ARCS Panipat
 - (iii) SPIO-cum-ARCS Sonapat
 - (iv) SPIO-cum-ARCS Yamunanagar
 - (v) SPIO-cum-ARCS Gohana
 - (vi) SPIO-cum-Dy. Supdt. O/o DRCS Karnal
6. DRCS Kurukshetra for his circle i.e. for the following SPIOs: -
- (i) SPIO-cum-ARCS Kurukshetra
 - (ii) SPIO-cum-ARCS Ambala
 - (iii) SPIO-cum-ARCS Kaithal
 - (iv) SPIO-cum-ARCS Nariangarh
 - (v) SPIO-cum-ARCS Panchkula
 - (vi) SPIO-cum-Dy. Supdt. O/o DRCS Kurukshetra
7. Principal CCM Rohtak for the following SPIO: -
- SPIO-cum-Lecturer (senior most), CCM Rohtak.
8. Dy. Chief Auditor (senior most) for the following SPIOs: -
- (i) SPIO-cum-AOCS Hisar
 - (ii) SPIO-cum-AOCS Bhiwani
 - (iii) SPIO-cum-AOCS Rohtak
 - (iv) SPIO-cum-AOCS Gurgaon
 - (v) SPIO-cum-AOCS Ambala
 - (vi) SPIO-cum-AOCS Karnal
 - (vii) SPIO-cum-AOCS Kurukshetra
 - (viii) SPIO-cum-AOCS Rewari
 - (ix) SPIO-cum-AOCS Sugar Mill Jind
 - (x) SPIO-cum-AOCS Sugar Mill Sonapat
 - (xi) SPIO-cum-AOCS HAFED Panchkula

(25.) ADDRESS & TELEPHONE NO. OF FIELD OFFICES

DRCS CIRCLE, HISAR

Sr. No.	Designation of Officer	Telephone No.	Address
(1)	Deputy Registrar, Hisar	01662-225693	Mini Sectt. 3 rd Floor Hisar
(2)	ARCS, Hisar	01662-225602	Mini Sectt. Hisar
(3)	ARCS, Hansi	01663-254076	Near Sainik Public School, Hansi
(4)	ARCS, Fatehabad	01667-220369	Old Court Campus No. 3, Near Old Bus Stand, Fatehabad
(5)	ARCS, Sirsa	01666-242258	Mini Sectt. Sirsa
(6)	ARCS, Dabawali	01668-222863	O/o Marketing Societies, near Maharana Partap Girls College, Dabawali
(7)	Audit Officer, Hisar	-----	In the office of old Co-operative Mkg Society, Rishi Nagar, Near Bus Stand Hisar

DRCS CIRCLE, ROHTAK

(1)	Deputy Registrar Rohtak	01262-254927	1 st Floor, Mini Sectt Phase-4, Rohtak.
(2)	CCM Rohtak	01262-272336	Old Chura Mandi, Agri. Mktg. Board Kaacha Beri Road, Rohtak.
(3)	ARCS, Rohtak	01262-216162	Near Judicial Complex, Rohtak
(4)	ARCS, Jhajjar	01262-252337	Sh.Sunil Goyal S/o Sh.Shivlal Goyal, Arya Nagar, Tehsil Road, Jhajjar.
(5)	ARCS, Bahadurgarh	01262-234214	Panchayat Samiti, Bahadurgarh
(6)	ARCS, Jind	01681-269043	Mini Sectt. Jind
(7)	ARCS, Narwana	01681-245387	# 308 FCI Godown Gandhi Nagar Narwana
(8)	ARCS, Safidon	01686-263655	Sh.Ram Kishan Bairagi S/o Sh.Nathu Ram New Anaj Mandi, House No-41, Safidon
(9)	Audit Officer, Rohtak	-----	# 464, W. No. 8 Chamanpura Rohtak

DRCS CIRCLE, BHIWANI

(1)	Deputy Registrar, Bhiwani	01664-243039	The Bhiwani Central Co-op. Consumer Store Near Ghanta Ghar, Bhiwani
(2)	ARCS, Bhiwani	01664-242958	Mini Sectt. Bhiwani
(3)	ARCS, Charkhi Dadri	01250-225940	Mini Sectt. Ch. Dadri
(4)	ARCS, Loharu	01252-258435	Mini Sectt. Loharu
(5)	ARCS, Narnaul	01282-250292	Old Sarai Ward No. -2, Narnaul
(6)	ARCS, Mohindergarh	01285-220224	Old Kila, M/garh
(7)	Audit Officer, Bhiwani	-----	Vidhya Nagar, Meham Road, Bhiwani



DRCS CIRCLE, GURGAON

(1)	Deputy Registrar, Gurgaon	0124-2322226	Mini Sectt. 6 th Floor, Gurgaon
(2)	ARCS, Gurgaon	0124-2320384	Civil Line, Near John Hall, Gurgaon
(3)	ARCS, Rewari	01274-223973	Old Court Judicial Complex, Room No.11-15, Rewari
(4)	ARCS, Faridabad	0129-2282701	Smt. Santosh W/o Late Sh. Bhupinder Singh, # 1393, Vill. Daultabad, Sector-16A, Faridabad
(5)	ARCS, Palwal	01275-240427	Sh.Rajpal S/o Sh.Prem Singh, R/o VPO Nagla Lakkhi Singh, Palwal.
(6)	ARCS, Nuh	01267-271217	Parasnath Digambar Jain Mandir, Nuh
(7)	ARCS, Firozpur Zhirka	01263-278642	Durga Devi, Mandir Samiti, Firozpur Zhirka
(8)	Audit Officer, Gurgaon	-----	The Gurgaon Central Cooperative Bank, Gurgaon
(9)	Audit Officer, Rewari	-----	Vill. Rampura Tehsil & Distt Rewari.



DRCS CIRCLE, KARNAL

(1)	Deputy Registrar, Karnal	0184-2274062	The Karnal Central Co-operative Consumer Store, Mall Road, Karnal
(2)	ARCS, Karnal	0184-2274464	# A-745 (VIII/935), Sadar Bazar, Near Gandhi Chowk, Karnal
(3)	ARCS, Panipat	0180-2650921	C/o Rajdeep Pvt.Ltd., Seema Theatre, Panipat
(4)	ARCS, Sonapat	0130-2220617	Sh.Anil Kumar S/o Sh.Kitab Singh Rathi, # 1172/7, Jain Bagh Colony, Gohana Road Sonapat
(5)	ARCS, Gohana	01263-254114	# 129/3, Vikas Nagar, Gohana
(6)	ARCS, Yamuna Nagar	01732-237828	Near Old Court Jagadhari
(7)	Audit Officer, Karnal	-----	# 55, Bank Colony, Karnal

DRCS CIRCLE, KURUKSHETRA

(1)	Deputy Registrar, Kurukshetra	01744-290299	The Thanesar Cooperative Mkg cum processing society Ltd., Thanesar
(2)	ARCS, Kaithal	01746-230740	# 761/13, Amargarh Gamari, Gali No.-3, Kaithal
(3)	ACRS, Ambala	0171-2530328	O/o ARCS, New Rattangarh Colony, Jalbehra Road, Ambala City.
(4)	ARCS, Nariangarh	01734-284067	Near S.D.M. Court, Nariangarh
(5)	ARCS, Kurukshetra	01744-292516	The Thanaser Coop. Mkg cum processing Society, Amin Road, Thanaser
(6)	Audit Officer, Kurukshetra	-----	Mini Sectt., Part-2, 3 rd Floor, Room No.408-410, Chatha Complex, Pipli Road, Kurukshetra.
(7)	AOCS, Ambala	-----	Sh.Vishnu Dutt S/o Sh.Sarba Nand, R/o 1654-B, Mahavir Nagar, Ambala City.
(8)	ARCS, Panchkula	-----	Bays No.49-52, Sugarfed Building, Sector-2, Panchkula.