

**GUIDELINES/NORMS FOR ALLOTMENT OF THE
RETAILS VEGETABLE OUTLETS AND SHOPS OF THE
WHOLESALE VEGETABLE MARKET OF THE
COOPERATIVE DEPARTMENT**

ELIGIBILITY

- i) The objective clause of bye-laws of the respective cooperative society should specifically provide for undertaking retail/wholesale trade of agricultural produce or vegetable or fish or dairy or poultry products or engagement in sales and marketing of any products manufactured by its members. However, preference will be given on the following lines:

1st Preference: - Cooperative societies formed exclusively by disabled persons/members.

2nd Preference: - Cooperative societies formed exclusively by women members engaged in sale and marketing of any products manufactured by its members.

3rd Preference: - Other cooperative societies undertaking retail/whole sale trade of agricultural produce or vegetables or fish, dairy or poultry products or engaged in sales and marketing of any products manufactured by its members.

- ii) The society shall be functional and undertaking business activities, irrespective of profit and loss, atleast for a period of last two years in accordance with the objective clause of bye-laws.
- iii) The books of accounts of the society has to be audited upto the end of the previous financial year by an authorised Auditor and the same has to be duly accepted by the General Body of the society.

- iv) The society shall have a valid Managing Committee duly elected by the General Body Meeting, the result of which is declared by any Authorised Officer of the Cooperative Department.
- v) The society shall not be a defaulter of any loan/financial assistance availed by the society from any Government, financial Institution or from any other Cooperative Society.
- vi) A Cooperative Society already having a shop/outlet in its name within the limit of Port Blair Municipal area shall not be eligible for allotment of shop.

PROCEDURE OF ALLOTMENT

1. An application (in the prescribed application form) shall be invited from the eligible Cooperative Societies by publication in 'The Daily Telegrams' specifying the details, the date of Submission of filled in Application Form and other relevant documents and giving a notice of atleast 30 days.
2. The cost of the prescribed Application Form shall be Rs 100/- (Rupees One Hundred Only) and will be available with the Cashier of the Office of the Registrar of Cooperative Societies, VIP Road, Port Blair-744103. The duly filled in Application Form has to be submitted by the concerned willing and eligible registered Cooperative Societies for allotment of shop/outlet alongwith the following supporting documents at the Office of the Registrar of Cooperative Societies within the prescribed date duly attested by the Assistant Registrar of Cooperative Societies (ARCS)/ Inspector of Cooperative Societies (ICS) of the concerned circle.

- i) Resolution to the General Body/Managing Committee meeting to the effect for submission of Application form to the Registrar of Cooperative Societies (RCS) for allotment of shop/outlet.
 - ii) Copy of the bye-laws showing the objective clause for undertaking such activities.
 - iii) Copy of Election declaration result.
 - iv) Copy of audited accounts statement of the society upto the end of the previous financial year by an authorised Auditor and duly accepted by the General Body of the society.
3. The application received shall be scrutinized by a committee constituted by the competent authority with regard to the application form and its supporting documents.
 4. The application form is required to be examined based on its performance of business in the past 2 years and also its potentiality with reference to its past business in the field.
 5. The name of the Cooperative Society/Societies found eligible for allotment of shop/outlet shall be submitted to the competent authority by the constituted committee for its consideration and recommendation.

COMPETENT AUTHORITY:

The Registrar of Cooperative Societies shall be the competent authority to consider the application for allotment of shop/outlet and to issue necessary order for

allotment to the respective cooperative society and the decision of the Secretary (Coop)-cum-RCS shall be final.

CONDITION OF ALLOTMENT:

1. Immediately after issuance of allotment order, the concerned allottee Cooperative Society shall be required to execute an agreement, as per the prescribed format, in a Non-Judicial stamp paper worth Rs. 100/- with the Registrar of Cooperative Societies (RCS) within a period of 15 days from the date of issue of the allotment order.
2. The agreement shall be valid initially for a period of one year, which may however be renewed further based on an application form to be submitted by the society well in advance, i.e. atleast 15 days before the expiry of the agreement period and such extension /renewal shall be based on the previous performance of the society and on consideration of such extension, the concerned society shall be required to execute fresh agreement with the RCS.
3. If no application for renewal of agreement is received, it will be deemed that the society is uninterested to hold the allotted shop/outlet any further and the RCS shall be at liberty to take appropriate action viz. cancellation of the allotment order and eviction from the building/shop allotted to the society.
4. The concerned society shall be required to start its business activities in the allotted shop/outlet as specified in the allotment order within a period of 30 days from the date of allotment.
5. The allottee society shall ensure that the shop/outlet is not remained closed for a continuous period of 60 days.

6. The allottee Cooperative Society shall not use its allotted premises for any purpose other than the purpose for which the shop is allotted.
7. The allottee Cooperative Society shall in no circumstances sub-let, assign or otherwise part with its premises, to any individual or other Cooperative Society or any third party.
8. The allotted shop shall not be used as a dwelling place and further no cooking shall be allowed inside the shop building. No addition/alteration to the existing structure of the outlet shall be made without the prior approval of the RCS.
9. The society shall undertake business in the allotted outlet as specified in the allotment order subject to grant of permission/approval/licence required under any other laws from the authority concerned before undertaking any such activity in the outlet/shop.
10. The society is bound to obey all the prevailing laws of the State/Union Territory in the functioning of the allotted shop/outlet.

RENT:

1. The rent of the shop shall be as prescribed by this department from time to time and amount equal to one month's rent shall be paid by the society as advance rent on allotment of the shop. The monthly rent shall be paid by the society on or before 10th day of every succeeding month. In case of default, the society shall be liable to pay Penal rent @ 12% per annum on the outstanding rent for the period of default.
2. The allottee society shall submit 12 post dated cheques of monthly rent duly signed by authorised officers of the respective Cooperative Society in

favour of Registrar of cooperative societies, Port Blair, which will be adjusted in their rent account on the specified date. In the event of non-availability of sufficient fund in the bank account of the concerned society, or if the cheque is dishonoured for any other reason, legal action as deemed fit under relevant laws shall be initiated and the allotment shall stand cancelled if the outstanding rent alongwith penal rent is not paid within 90 days of default.

3. The allottee society shall deposit an amount of Rs. 25000/- (Rupees Twenty Five Thousand Only) as Security Deposit with the concerned bank in the name of the society duly pledged in favour of the Registrar of Coop Societies.

MAINTENANCE

1. The allottee cooperative society shall pay all charges viz. conservancy/water charges/electricity bills or any other charges levied by the concerned competent authority, as may be required for running the shop room/building for undertaking the activities for which the shop/outlet is allotted during the continuation of the agreement.
2. The allottee shall keep the shop and its premises neat and clean and also ensure that no damage is caused to the shop building due to negligence of the society or otherwise.
3. In case of any damage caused to the shop building, the allottee shall be liable to pay the cost of damage or get the same repaired on their own under the supervision of the Departmental Officer.

4. The allottee shall not make any addition or alteration to the shop room/building and also shall not make any additional fittings in the shop room/ building.
5. It shall be the duty of the management of the society to:-
 - i) Display the name board of the society.
 - ii) Display the order of allotment of the shop and certificate of registration of Cooperative Society in a conspicuous place.
 - iii) Keep the books of accounts of the shop maintained by the society, in the shop itself for its inspection by the authorised Inspecting Officials, as and when required.
6. In case of any violation of the above clauses by the allottee society as mentioned in the guidelines or the agreement executed between the allottee society and RCS, the RCS shall be at liberty to take appropriate action for cancellation of the allotment order and take further action for eviction of the shop/outlet allotted to the society.

SUPERVISION:

1. The concerned ARCS and ICS of the circle are authorised for regular supervision and inspection of the shop/outlet functioning in their respective jurisdiction.

.....

Secretary (Coop)-cum-RCS
(F.No.RCS/9-28/2014(PF))