

Office of the Registrar of Cooperative Societies

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES

RIGHT TO INFORMATION
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Compilation of Manuals

Office of the Registrar of Cooperative Societies

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Office of the Registrar of Cooperative Societies

MANUAL-1

Aims and Objectives

The Cooperative Department functions under the control and supervision of Registrar of Cooperative Societies who has been vested with the statutory powers under A&N Islands Cooperative Societies Regulation 1973, and the Rules framed there-under in 1974 under the Administrative head of Secretary (Cooperation)-cum-RCS. The Registrar is assisted by 03 Nos. of Deputy Registrars one each at Port Blair (Headquarter), Mayabunder and Car Nicobar, 18 Nos. of Assistant Registrars, 30 Nos. of Inspectors and 15 Nos. of Sub-Inspectors of Cooperative Societies who are posted in various places from Campbell to Diglipur. Besides, there is 25 Ministerial staff as well as 23 Multi Tasking staff (MTS) posted under him. An Organization Chart in respect of Cooperative department is **ANNEXED AT – “I”**.

The history of Cooperative Movement in the A&N Islands started in the year 1946 when the first Cooperative Society Viz. “Rangachang Cooperative Land Syndicate” at Rangachang village was registered under Cooperative societies Act, 1912. The major development took place only after Independence with the influx of refugees brought under Colonization Schemes of the Govt. of India. At present there are 2060 Nos. of Cooperative Societies with a total membership of 96306 comprising of 25.30% of the total population (380581 as per 2011 Census) have been registered as on 31/12/2017.

The Cooperative Movement plays a pre-dominant role in the Development of tribal community of A&N Islands. There are 129 Cooperative Societies functioning in the Nicobar District. All the Nicobariese families are member of 15 Panam Hinengoes (village level Coops) in Car Nicobar which are affilaiated to EHL, Central Marketing Cooperative Societies. Similarly, 15 Panam Hinengoes are in Nancowry affiliated to Central Society MML Nancowry which is presently defunct. The Tribal Development Cooperative Society Ltd. is presently dealing with all the activities of MML including the procurement of Copra under Price Support Scheme. The EHL is also engaged in consumer business for distribution of essential commodities through its 12 retail outlets. This society has also its own shipping fleet, engineering division for undertaking Civil contract Works, breakwater construction etc.

Besides, there are 2 Cooperative Societies viz. Great Andamanese Multipurpose Cooperative Society Ltd, and Ongese Multipurpose Cooperative Society Ltd, is functioning in the tribal areas of Strait Island and Dugong Creek for the welfare of the tribals.

The District wise number of Cooperative Societies and membership as on 31/12/2017 are as under:-

Particulars	A&N Island	N & M Andaman	South Andaman	Nicobar
Societies (No.)	2060	702	1229	129
Membership (No.)	96306	19535	71310	5461

The Cooperative Societies in this territory are classified into three categories based on the volume of the business, function and areas of operation iz. Apex Societies, Central Societies and Primary Societies. There are 5 Apex Cooperative Societies one each in the field of Credit, Fisheries, Marketing, Cooperative Union and Housing. Another 5 Central Cooperatives consists of two in consumer sector, 1 in marketing sector, one each in credit, Housing fisheries, Milk sectors and two Cooperative Unions one each in Middle & North Andaman District and Nicobar District are functioning.

The details of District and sector wise cooperative societies as on 31/12/2017 are as below:-

(As on 31.12.2017)

Particulars	A&N Islands	N&M Andaman	South Andaman	Nicobars
Credit (PACS)- Agriculture	46	28	16	2
Non Agriculture (T&C)	65	4	58	3
Consumer	70	19	46	5
Labour	91	52	30	8
Marketing	62	2	17	43
Plantation	20	3	16	1
Industrial	114	24	90	1
Construction	1058	472	567	19
Housing	76	8	67	1
Multipurpose	137	33	86	18
Milk/Poultry/Livestock	53	3	47	3
Transport	58	13	45	0
Fisheries	111	18	77	16
Vegetables	5	1	4	0
Others including Tourism	94	22	63	9
Total	2060	702	1229	129

BRIEF PARTICULARS ABOUT THE COOPERATIVE DEPARTMENT

A. Functions:

The main function of the department is to organize, register, fund and oversee/supervise the Societies registered under the aforesaid regulations with the objective of aiding and assisting the societies in achieving their objects and to carry out statutory duties viz.

Conducting of audit, enquiry, inspection, liquidation, arbitration etc. In functions-wise, the Coop. Department is having following branches as under it:

- | | |
|--------------------|-------------------------------------|
| ❖ Technical Cell | Recovery Cell |
| ❖ Audit Cell | Women Cell |
| ❖ Statistical Cell | Hindi Cell |
| ❖ Legal Cell | Main Office (Establishment Section) |

B. Duties:

The duties of the Co-operative Department are as follows:-

- ✓ Registrar of Co-operative Society
- ✓ Arbitration (Monitory & Non-Monitory)
- ✓ Registration of amendment of bye-laws
- ✓ Winding up of Co-operative Societies
- ✓ Inspection of Primary Coop. Societies
- ✓ Liquidation of Coop. Societies
- ✓ Inspection of Primary Coop. Societies
- ✓ Liquidation of Coop. Societies
- ✓ Inspection of Apex/Central Coop. Societies
- ✓ Execution of award/decrees
- ✓ Audit of Coop. Societies
- ✓ Disposal of Appeal
- ✓ Test Audit of Apex/Central Coop. Societies
- ✓ Recovery of Govt. Loan
- ✓ Enquiry against Coop. Societies violating Norms/bye-laws
- ✓ Disposal of complaints in respect of Coop. Societies
- ✓ Conducting election of Coop. Societies
- ✓ Disposal of VIP Reference
- ✓ Surcharge proceedings
- ✓ Matters relating to High Court Case/CAT Case.

TIME FRAME FIXED FOR DISPOSAL OF DIFFERENT CASES

a)	Registration of New Coop. Societies	90 days
b)	Registration of amendment of bye- laws	30 days
c)	Inspection of Primary Societies (as per calendar)	07 days
d)	Inspection of Apex/Central Societies	20 days
e)	Disposal of Complaints in respect of any Primary Coop. Societies	07 days
f)	Disposal of Complaints of Apex/Central Coops.	20 days
g)	Audit of Coop. Societies	As per Calendar
h)	Test audit of Primary Coop. Societies	07 days
i)	Test audit of Apex/Central Coop. Societies	20 days
j)	Enquiry against Societies violating norms/bye-laws	45 days
k)	Conducting election to societies after registration	02 months
l)	Special audit on complaint against Apex/Central Coop. Societies	20 days
m)	Audit of Coop. Societies from the date of authorization Primary Cooperative Apex Central Cooperatives	30 days 03 Months 02 Months

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(Section 4(1) (b)(ii)

Powers and Duties of the Officers and Employees

1) REGISTRAR OF COOP. SOCIETIES

The Registrar of Cooperative societies, A&N Islands shall function as statutory and administrative head of the Coop Department. The Cooperative Societies functioning in the UT of A&N Islands will be under the direct control and supervision of the Registrar of Cooperative Societies assisted by 03 Deputy Registrar of Cooperative Societies posted one each at Headquarter, Port Blair, at Car Nicobar for the Nicobar District and at Mayabunder for the entire North & Middle Andaman, with 18 Assistant Registrar of Cooperative Societies, 30 Inspectors of Cooperative Societies and 15 Sub-Inspectors of Cooperative Societies under them.

The Registrar of Cooperative Societies has been vested with statutory powers laid down in the A&N Islands Cooperative Societies Regulations, 1973 and the A&N Islands Cooperative Societies Rules, 1974 as amended or substituted from time to time within the framework of the Cooperative Societies Regulation in vogue and rules framed thereunder and the policy decision of the Govt. of India through the Administration taken from time to time.

The following are the important powers and functions vested in Registrar of Cooperative Societies under the A&N Islands Cooperative Societies Regulations, 1973 and Rules, 1974.

- ❖ Registration of Cooperative Societies.
 - ❖ Amendments of bye-laws of Cooperative Societies.
 - ❖ Amalgamation, transfer of assets and division of Cooperative Societies.
 - ❖ Cancellation of Registration of Cooperative Societies.
 - ❖ Convening of Special General Body Meeting of the Cooperative Societies as per powers vested under him under section 25 of the Regulation.
 - ❖ Dissolution of Committee and appointment of Administrator/Administrators as empowered under section 27 of the Regulation.
 - ❖ Seizure of documents and records under powers conferred in Section 28 of the Regulation.
-

- ❖ Authorization and conducting of audit under Section 48 of the Regulation and ensuring upto date audit of Cooperative Societies.
- ❖ Inspection of Cooperative Societies or authorization of subordinate officers for conducting inspection under the statute.
- ❖ Order for enquiry on working, financial condition and constitution of a Cooperative Society as would be necessary under section 50 of the Regulation.
- ❖ He may also exercise powers to order recovery of any money or property from the persons who are entrusted with the Management of the Society if mismanaged and loss incurred or financial impropriety is noted. He may surcharge any past or present officer or employee of an affected society after an audit under section 48, inspection under section 49, enquiry under section 50 and winding up of a cooperative society under section 57, if he finds any violation of the provision of the Regulation.
- ❖ Any dispute touching the constitution of the Committee or business of a cooperative society as defined under section 55 of the Regulation is referred to the Registrar for disposal under section 56 above Rs. 25.00 Lakhs cases are referred to Registrar himself or he may refer the dispute to the subordinate officers under him by appointing as arbitrator above Rs. 25.00 Lakh.
- ❖ He may order for winding up of cooperative society if it appears to him as the only course left after an enquiry under section 50 or an inspection under section 49 or on receipt of an application made by not less than 3/4th members of the cooperative society.
- ❖ The Registrar shall appoint liquidator for the purpose of winding up of a cooperative society under section 58 of the Regulation.
- ❖ Enforcement of provisions under section 66,67 for recovery of loan and other dues and appointment of recovery officers & Sale Officers for execution of decree against decision or order under section 27,50,52,54,56,57,59,60 and 65 of the Regulation.
- ❖ Exercising of the powers of the Civil Court under Section 84 of the Regulation.

Besides, he is supervising & controlling the works of ministerial and supervisory staff, attending of meetings, hearing to the complaints, advising the office bearers of cooperative societies, formulating policy, decision for furtherance of cooperative movement keeping in view the board policy laid down by the Govt. of India and need based programme in consonance with the aspiration of the people at large.

He is also assigned with the following duties:-

- ❖ Formulations of Plan Schemes.
- ❖ Preparation and submission of monthly, quarterly and Annual Progress Reports relating to Plan Schemes.
- ❖ Preparation and submission of annual returns to the Reserve Bank of India, NABARD, NCDC and NCCF etc.
- ❖ Recovery of loans and interest due to Govt. from Societies.
- ❖ Recovery of audit fees assessed.

- ❖ Keeping liaison with all development Departments and other agencies for strengthening of Cooperative Movement.

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II. DEPUTY REGISTRAR

For administrative convenience, effective supervision and inspection of Cooperative institutions, the entire A&N Islands have been divided into 03 zones viz. Headquarter at South Andaman, North & Middle Andaman at Mayabunder and Nicobar group of Islands at Car Nicobar. Each zone is headed by a Deputy Registrar of Cooperative Societies.

The powers conferred on the Registrar under the provision of the A&N Islands Cooperative Societies Regulations, 1974 and the Rules framed there under except under section 10, 10(6), 13, 27,48,54,55,55(1), 55(2), 55(2)(a)(b) (c), 57, 58, 59, 61 and 74 have been delegated to the Deputy Registrar of Cooperative Societies to exercise the powers within the area of their respective division subject to the general superintendence, directions and control of the Registrar.

The following are the main functions of the Deputy Registrar with reference to the powers conferred on them under the Regulations:

- ❖ Registration of Primary Coop. Societies.
- ❖ Powers of convening special general body meeting.
- ❖ Securing possession of records etc.
- ❖ Authorizing subordinate officials to inspect cooperative societies.
- ❖ Hold enquiry by himself or authorize a subordinate official to enquire into the constitution, working and financial condition of a cooperative society.
- ❖ Decide arbitration disputes touching the constitution, management or business of a cooperative society whether monitory or non-monitory above 10 Lakhs upto 25.00 Lakhs as and when referred/transferred by the Registrar.
- ❖ Execution of awards, decree, orders and decision.
- ❖ Supervision of works and progress of audit, test audit and functions of ARCS under the division.
- ❖ Review the progress of field officers.
- ❖ Advice societies for financial matters, business, legal and managerial matters.
- ❖ Supervise works of Assistant Registrars.
- ❖ Attend the meeting of the Cooperatie Societies and other regional committees meetings set up by the Administration to monitor progress and problems in cooperative sector viz. District Development Committee, Integrated Rural Development committee and other District level committees etc.
- ❖ To administer on the ministerial staff posted under him.
- ❖ To conduct annual physical stock verification of the cooperative societies under their respective jurisdiction as assigned by the Registrar.

- ❖ Review inspection reports, enquiry reports, special reports, other statutory reports, rectification reports, audit observations, four diaries and tour programmes and other reports submitted by the subordinate executive officers under their jurisdiction.
- ❖ To attend public representatives and representatives of various cooperative societies etc.

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- ❖ To attend all papers relating to cooperative societies in general, plan schemes and to conduct state level training courses and other as may be required by the Registrar.
- ❖ To furnish all statistical returns in respect of his jurisdiction to the Registrar for compilation.

In addition to the above works, the Deputy Registrar (HQ) posted in RCS Office is also responsible for supervision and control of the works of Ministerial and supervisory staff, attend various meeting for and behalf of the Registrar, hearing to the complaints, advising the cooperative societies, formulation of policy decision for furtherance of cooperative movement keeping in view the Broad policy laid by the Govt. of India and need based programme in consonance of the Registrar of Cooperative Societies.

The DRCS (HQ) has also assigned the following duties of office:

- ❖ All establishment matters.
- ❖ Drawing and disbursing officers.

III. ASSISTANT REGISTRAR OF COOP. SOCIETIES

Inspection and supervision of all types of cooperative societies under statutory functions of the Registrar are delegated to the Assistant Registrars of Cooperative Societies, Inspectors and Sub-Inspectors of Cooperative Societies to assist him in the functioning of cooperative societies. The duties and responsibilities of ARCS are as under:

- ❖ To exercise powers delegated under section 25, 48, 49, 50, 51, 55, 55(1), 55(2) (a) & (b) of the Regulation in respect of Primary Cooperative Societies.
- ❖ Decide of all or any dispute referred under section 55,55(1), 55(2) (a) & (b) whether monitory or non-monitory above Rs. 5.00 Lakhs upto Rs. 10.00 Lakhs.
- ❖ Inspection of whole sale and Central Societies once in quarter, half yearly and annually or as often as my be directed by the Registrar/Dy. Registrar.
- ❖ Functioning as nominated Directors in the Board of the whole sale/Central societies, when nominated.
- ❖ Supervising and guiding working of the societies under their jurisdiction.
- ❖ Ensuring periodical inspection of the Primary Cooperative Societies through the subordinate Inspectors and Sub-Inspectors posted under their control.
- ❖ Ensuring timely holding of statutory enquiry, arbitration proceedings and liquidation proceedings of the Primary societies.

- ❖ Functioning as Recovery Officer for attachment and sale of movable and immovable properties against execution of decrees obtained by the society against the defaulting members as per arbitration awards.
- ❖ To attend monthly board meetings of the society as nominated Directors.
- ❖ Supervise and review the works of the field officers under him and coordinate their works.

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- ❖ Assisting the Registrar/Deputy Registrar in the formulation of policies for the development of cooperative movement.
- ❖ Conduct short term training programme for the potential members and employees of different cooperative societies under Scheme, under sector cooperation.
- ❖ Organize conferences, seminars and celebration of cooperative weeks.
- ❖ Scrutiny of plan proposals for release of funds for providing financial assistance to various cooperative societies by way of his jurisdiction for periodical submission to the DRCS/Registrar.
- ❖ Conduct of annual physical stock verification of Cooperative Societies as assigned by the Registrar/Deputy Registrar.
- ❖ Any other duty as assigned to him by the Registrar/Deputy Registrar from time to time.

IV. INSPECTOR OF COOPERATIVE SOCIETIES

Inspection and supervision of all types of primary cooperative societies under statutory functions of the Registrar are delegated to Inspectors of Cooperative Societies to assist him in the functioning of cooperative societies.

The functions and duties and responsibilities of Inspectors of Cooperative Societies are as under:

- ❖ All powers in respect of Primary Cooperative Societies in which Govt. participation by way of share capital or loan is less than 50,000/-
- ❖ Decide any dispute/arbitration referred under section 55,55(1), 55(2) (a)(b) whether it is non-monitory and/or monitory dispute to the extent of Rs. 5,00,000/-
- ❖ Under section 49 of the Regulation the Inspector who is authorized to conduct the inspection shall at all times have access to all books of accounts, papers, vouchers, securities, stock and other property of the cooperative societies under his charge and may in the event of serious irregularities discovered during the inspection take them into custody.
- ❖ Subject to the general or special orders of the Registrar the inspector shall call meeting of the committee and general meeting of the society.
- ❖ The Inspector is authorized under section 50 of the Regulation to conduct an enquiry into the constitution, working and financial condition of a cooperative society.
- ❖ Any disputes touching the constitution, management or business of the cooperative societies as defined under section 55 of the Regulation when referred to the Inspector as Arbitrator for disposal.

- ❖ Work as Sale Officer when appointed for execution of decree by attachment and sale of movable and immovable properties.
- ❖ Works as liquidator when appointed by Registrar under Section 57 of the Regulation.
- ❖ Organization of new Cooperative Societies.
- ❖ To Revitalize defunct/dormant cooperative societies.

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- ❖ Attend Managing Committee/General Body meeting of a Cooperative society under his circle.
- ❖ To conduct election to the Managing Committee of a cooperative society under Rule 27 of the Rules, 1974 as Returning Officer when appointed.
- ❖ Preparation and submission of plan proposal for providing financial assistance to Cooperative Societies.
- ❖ Implementation of policies and programmes of Cooperative movements are required by the RCS/DRCS from time to time.
- ❖ Maintenance and submission of statistical data in respect of cooperative societies to Registrar through the ARCS/DRCS for onward submission to the Administration, RBI, NABARD, NCCF an NCDC etc.
- ❖ To impart short level training to members potential members and office bearers of cooperative societies under plan schemes.
- ❖ Scrutiny of short term and medium term loan application in respect of primary agricultural credit cooperative societies for sanction through the A&N State Cooperative Bank Ltd.
- ❖ Organize conference and seminars on Cooperative movement.
- ❖ Ensure timely recovery of cooperative dues from cooperative societies.
- ❖ Function as administrator of a cooperative society when managing committee of cooperative societies is superseded by the Registrar and appointment made under section 27 of the Regulation.
- ❖ Conduct of annual stock verification of Cooperative Societies as assigned by the DRCS/RCS.
- ❖ Any other works as may be assigned by the ARCS/DRCS/RCS from time to time.

V. SUB-INSPECTOR OF COOPERATIVE SOCIETIES

Sub-Inspector of Cooperative Societies (Admn) is top perform identical jobs/duties that are assigned to the Inspectors of cooperative Societies (Admn) in their respective circles as and when assigned to them by DRCS/RCS.

VI. ASSISTANT REGISTRAR (AUDIT)

The audit of the cooperative societies in one of the statutory functions of the Registrar of Cooperative societies which is being conducted with the help of Assistant Registrar of Cooperative

societies (Audit) attached to Audit wing. The important functions of the Assistant Registrar of Cooperative Societies (Audit) are as under:

- ❖ To formulate and coordinate audit programmes with the approval of the RCS.
- ❖ Test auditing of cooperative societies already audited by the authorized auditors.
- ❖ Reviewing of the audit report submitted by the auditors and issuing audit certificate in respect of Primary societies after getting the defects in reports if any rectified.

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- ❖ Conducting of independent audit in respect of bigger societies as would be authorized by the Registrar.
- ❖ Reviewing tour diaries and audit programme of auditors/sub Inspector attached to audit wing.
- ❖ Drafting of audit instructions and rules.
- ❖ Assisting the Registrar/Deputy Registrar in all matters relating to Cooperative audit.
- ❖ Conducting annual physical stock verification of cooperative societies as assigned by the Registrar.
- ❖ Recovery of audit fees.
- ❖ Any other works as would be assigned by the Registrar/Deputy Registrar.

VII. INSPECTORS OF COOPERATIVE SOCIETIES AND SUB-INSPECTORS OF COOPERATIVE SOCIETIES (AUDIT)

- ❖ To examine the plan, policies and procedures laid by the Management and to see whether effectively carried out by the Executive staff.
- ❖ Whether all internal check in accounting as well as control in management are adequate for the full protection on the interests of the society and its employees and are functioning properly. In particular, the concurrent Auditors would participate in the quarterly/half yearly stock taking and should help the society in correctly calculating the values of the inventory of stocks.
- ❖ Whether the primary policy followed by the society is sufficiently sound to cover the costs and to give the pre-determined return or capital.
- ❖ Whether the operational results of the various activities of the society are correctly carried out and measured against carefully established standards of performance.
- ❖ Whether the plans and policies effectively and efficiently being executed.
- ❖ Whether the management is correctly informed about the operational results and other important facts relating to the working of the society.
- ❖ Whether rectification of audit observation are done and implemented.
- ❖ Submission of monthly audit returns.
- ❖ Exercising of powers under section 84 of the Regulation where needed in course of conducting audit.
- ❖ Completion of audit reports within the time schedule of audit ordered by the RCS.

- ❖ Conducting of annual physical stock verification of societies assigned by the Registrar/DRCS.
 - ❖ To audit the accounts of cooperative societies in their respective areas as authorized by the Registrar of Cooperative societies or Assistant Registrar of Cooperative Societies (Audit) under section 48 of the Regulation.
 - ❖ Examination of valuation of assets, verification of fixed assets and its valuation, classification of current assets, valuation of fixed assets and depreciation, valuation of stocks and works in progress, verification of sundry assets, loan outstanding, verification of debit balance and credit balance, classification of liabilities and arrangement and grouping of liabilities etc.
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- ❖ Exercise of powers under 46(6) of the Regulation for getting the accounts up to date, if incomplete.
 - ❖ The Inspector/Sub-Inspector(Audit) who are engaged in audit of accounts of the Apex/Central Cooperative Societies concurrently shall have to perform the following duties:
 - ❖ Any other duty as may be assigned by the ARCS (Audit)/DRCS/RCS.

VIII: MAIN OFFICE

ASSISTANT DIRECTOR (ADMINISTRATION)

Besides the specific duties that may be allotted to the Branch Officer (i.e Assistant Director (Admn) by a general or special order of the A&N Administration the general duties are:

- ❖ To ensure strict discipline in the Section under his/her charge.
- ❖ To ensure that the instructions relating to disposal of Government's business are adhere to.
- ❖ To receive visitors and see that their requests, complaints and grievances are attended.
- ❖ To be responsible for prompt disposal of work in sections under his/her charge.
- ❖ To go through the dak and give directions to the office for its disposal.
- ❖ To deal with urgent or important receipts/cases himself and dispose of as many cases possible on his own initiative and responsibility after discussion with higher officers.
- ❖ To keep a watch over timely submission of weekly and monthly arrear statements and other return and scrutinize them.
- ❖ To allocate subject to dealing clerks to the Branches, in consultation with the section officer concerned.
- ❖ To make surprise visit to the section to check attendance and to see that the various instructions issued from time to time are strictly observed.
- ❖ To inspect the sections once in six months and to submit a Note to Secretary/Higher authority.
- ❖ To keep himself/herself acquainted with moral and conduct the staff working under him/her.
- ❖ To discuss with the Section officer, from time to time measures necessary for expidite disposal of Government business.

- ❖ To deal with any other work assigned by the higher officers.

(B) OFFICE SUPERINTENDENT

The main office as well as establishment section is headed by a Superintendent and other Ministerial staff under him/her assigned with the following duties and responsibilities:

- ❖ Maintenance of general discipline in office.
- ❖ Scrutiny of all files being submitted by the dealing Assistant attached to the main office (Establishment & Accounts Section).
- ❖ Guiding the staff in the matter of proper performance of duties entrusted to each.

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- ❖ Distribution of work among the ministerial staff attached to the main office.
- ❖ To coordinate work in the main office.
- ❖ To ensure timely submission of arrear statements and other periodical reports and returns by concerned dealing assistants.
- ❖ Exercising periodical check of the Section diary files and files registers, movement registers and reminder diaries as well as other records and registers maintained by the dealing assistants.
- ❖ Disposal of audit objection and inspection reports expeditiously and to attend receipts.
- ❖ Other works as may be assigned by the Registrar from time to time.

The main office is again divided into different sections under charge of Head Clerk/Accountant/Higher Grade Clerk/Lower Grade Clerk with the duties and responsibilities as under:

(C) Head Clerk

- ❖ All establishment matters.
- ❖ Submission of periodical reports and returns.
- ❖ Any other work as may be assigned by the Superintendent/DRCS/RCS.

(D) ACCOUNTANT

- ❖ Preparation of all bills.
- ❖ Scrutiny of TA/TC bills submitted by the staff.
- ❖ Maintenance of GPF accounts of Group “D” staff.
- ❖ Submission of periodical accounts statements.
- ❖ Any other works as may be assigned by the Superintendent/DRCS/RCS.

(E) CASHIER

- ❖ Handing of Govt. Cash and disbursement of salary of staff.
- ❖ Maintenance of Cash book.
- ❖ Issuance of Receipts (TR5) of the receipt of the receipt of the Govt. Revenue.

- ❖ Any other works as may be assigned by the Superintendent/DRCS/RCS.

(F) STATIONERY SECTION: LGC

- ❖ Purchase and issue of stationery, furniture and liveries etc. and maintenance of stock registers.
- ❖ Arrange Repair & Maintenance of Departmental Vehicle.
- ❖ Any other works as may be assigned.

(G) COMPUTER CELL: Computer Assistant Gr-A

- ❖ He is responsible for purchase and maintenance of computer systems.
- ❖ Preparation of Presentations/Web site/Networking.

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(H) TECHNICAL CELL

The Technical Cell is headed by one Assistant Registrar of Cooperative Societies with 04 Inspectors, and one clerk. The main functioning of the Cell is as under:

- ❖ Processing of Proposal for registration of the newly organized cooperative societies.
- ❖ Scrutiny of Proposal for amendment of bye-laws of cooperative societies.
- ❖ Processing of proposal for amalgamation, transfer of assets and division of cooperative societies.
- ❖ Scrutiny of proposal to Registrar for convening of Special General body meeting of cooperative societies.
- ❖ Preparations of show cause notice and order for the supersession of Committee of a cooperative society.
- ❖ Submission of proposal regarding seizure of documents and records of cooperative societies under section 49 of the Regulation.
- ❖ To prepare authorization order of Inspection of Cooperative Societies under section 49 of the Regulation.
- ❖ To prepare order for enquiry on the workings, financial and constitution of a Cooperative Society under section 50 of the Regulation.
- ❖ Processing of the disposal for the winding up of Cooperative society under section 57 of the Regulation and make order for an appointment of a Liquidator under section 59 of the Regulation.
- ❖ Preparation of model bye-laws of cooperative societies.
- ❖ Preparation and submission of information as and when asked for by the Administration, GOI, NABARD, NCDC, NCCF and NCUI etc.
- ❖ All correspondences of technical nature with the Administration, GOI, NCDC, NABARD, NCCF, NCUI etc.
- ❖ To attend all the correspondence relating to clarification/guidance of all Primary/Central/Apex Coop. Societies.

- ❖ To make order for authorization of annual Physical Stock verification of societies to the field staff.
- ❖ To review the inspection reports, enquiry reports, special reports, other statutory reports, rectification reports etc. submitted by the subordinate executive staff and submit to the Registrar duly processed for orders.
- ❖ To keep in proper custody the registered copy of bye-laws of Cooperative Societies.
- ❖ To attend papers relating to Parliament questions and public grievances etc.
- ❖ To attend the papers of the VIP/VVIP reference.
- ❖ Any other duty as may be assigned by the Registrar.

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(I) STATISTICAL CELL:

Only one designated as Statistical Assistant is attached to the Cell. The main functions of the Cell are as under:

- ❖ Preparation of Annual Plan/Five Year Plan.
- ❖ Preparation of budget.
- ❖ Preparation of reports and returns relating to the above subjects.
- ❖ To collect and compile data relating to all cooperative societies as well as the Department as a whole for furnishing to the Administration, Govt. of India, National Bank for Agriculture and Rural Development and National Cooperative Development Corporation.
- ❖ Preparation/furnishing of monthly quarterly progress report on developmental activities.
- ❖ Preparation/furnishing of Annual Administrative Reports.
- ❖ Preparation/furnishing of Annual Statistical returns relating to all types of cooperative societies to the NABARD and Govt. of India.
- ❖ Preparation/furnishing of Annual advance statistical data in respect of major cooperatives to the Govt. of India, NABARD and NCDC.
- ❖ To attend isolated nature of work when asked for by various agencies.
- ❖ To maintain/issue of library books.
- ❖ Any other duty as may be assigned by the Registrar.

(J) LEGAL CELL

The Legal Cell is manned by one Assistant Registrar of Cooperative Societies designated as Nodal Officer whose main functions as under:

- ❖ Processing of the cases arising out of disputes being filled under Section 55 of the Regulation and submit proposal for disposal of the same before the Registrar or transfer the case to DRCS/RCS/Inspector by appointing Arbitrator under section 56 of the Regulation.
- ❖ Arrange hearing of the dispute filed before the court of the Registrar of Cooperative Societies under section 55 of the Regulation.
- ❖ Attend hearing of the appeal under section 68 of the Regulation before the RCS for recording of the proceedings.
- ❖ Processing of appeals filed against decision or order under section 27, 50, 52, 54, 56, 57, 59, 60 and 68 of the Regulation.
- ❖ To attend Court case before the Hon'ble High Court/Hon'ble CAT & in any other court.
- ❖ To prepare brief history/para wise comments of the case before the Hon'ble High Court/CAT.
- ❖ To arrange briefing the case to the Govt. Pleader/Public Prosecutor.

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- ❖ Processing of matter for enforcement of provisions under section 66 and 67 of the Regulation for recovery of loans and other cooperative dues and appointment of Recovery Officers/State Officers for executive of Decree.

(K) AUDIT CELL

The Audit cell is headed by two Assistant Registrar of Cooperative Societies of whom one is responsible for primary cooperative societies and another one for the central & Apex Cooperative Societies with 2 Inspectors and 1 Sub-Inspector of Cooperative Societies (Audit) under them for their assistance. The main functions of the audit Cell are as under:

- ❖ Preparation of audit Calendar programme authorizing the field Staff attached to audit Circle allocating number of days for the completion of audit year.
- ❖ Scrutiny and issue of audit Reports.
- ❖ Scrutiny of work diaries, review of work diaries and audit programme of the Auditors.
- ❖ Preparation of audit fees, assessment and issue of demand notice for audit fees.
- ❖ To attend all papers relating to audit of Cooperative Societies.
- ❖ Examine the Audit Rectification Reports submitted by the various cooperative Societies.
- ❖ To arrange furnishing of statistical information relating to the cooperative societies.
- ❖ To arrange to keep all audited Audit Reports in the custody of the audit Cell.
- ❖ Any other work as may be assigned by the ARCS/DRCS/RCS.

(L) RECOVERY CELL

For monitoring & effective recovery of Govt. dues towards share capital and working capital loan as provided to cooperative societies under the plan scheme of the cooperative department, a recovery cell is functioning in RCS Office under the control of the Assistant Registrar of cooperative societies, whose main function are as under:

- ❖ To maintaining loan ledger, share ledger property updating the assistance provided from time to time under the Plan Scheme of the Department.
- ❖ To prepare and submit statement of loan outstanding position to the Administration.
- ❖ To issue notice to the cooperative societies for the repayment of installment and interest.
- ❖ To attend review meeting on the recovery of the govt. dues along with the field officials & Registrar/DRCS.
- ❖ To apprise the latest position of the outstanding dues to the DRCS/RCS.
- ❖ To arrange convening of meeting with the Field Officials with the Registrar for affecting recovery of the govt. dues.

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- ❖ To make all correspondence and audit quarries relating to the Govt. outstanding dues.
- ❖ To attend all other instructions and guidance issued by the DRCS/RCS from time to time for the recovery of the Govt. dues.

(M) WOMEN CELL

In order to render all possible assistance in the matter of organization of cooperative Societies for women and for providing financial assistance to the Women cooperative societies, a Women's Cell is functioning in RCS Office which is headed by a lady ARCS. The functioning of the women's Cell is as under:

- ❖ To attend meeting organized by the women for the formation of Cooperative Society.
- ❖ To render all possible assistance and guidance to the members of the women Cooperative Societies.
- ❖ To solve problem if any faced by the Cooperative Society exclusively formed by the women's.
- ❖ Maintain records of details of Cooperative Societies formed by the women.
- ❖ Furnish necessary data of women cooperative society as and when called for from the Administration and other Department.
- ❖ To attend meeting if any organized by other Department/Admn relating to the development of women cooperative societies and its members.

Besides, Inspection and supervision of all types of cooperative societies of women sector under statutory functions of the Registrar as delegated to the Assistant Registrars of cooperative societies to assist her in the functioning of Cooperative Societies are the same duties and responsibilities of the ARCS.

MANUAL-3

Procedure followed in decision-making process

(Section 4(1)(b)(iii))

The Dealing Assistants process the matter and put up the files to their respective Section Incharge who in turn submit the file to the Dy. Registrar of Cooperative Societies and Registrar of Cooperative societies for taking decision in the matter which are within their delegated powers. The matters which are not within the powers of Registrar of Cooperative societies are sent to the Secretary (Coop)/chief Secretary/Hon'ble Lt. Governor. Each and every officer/officials is accountable for the work entrusted to him/her.

MANUAL-4

Norms set for discharge of functions

(Section 4(1)(b)(iv))

Registrar of Cooperative societies has been vested with statutory powers laid down in the A&N Islands Cooperative societies Rules, 1974 as amended or substituted from time to time within the framework of the cooperative societies Regulation in vogue and rules framed thereunder and the policy decision of the Govt. of India through the Administration taken from time to time.

MANUAL-5

Rules, Regulations, instructions, manuals and records for discharging functions

(Section 4(1)(b)(v))

All the rules, Regulations as framed by the govt. of India are being maintained and followed for regulating the service matters of its employees. The Cooperative Department is also having Recruitment Rules in respect of various posts under it which are followed in the matter of appointment and promotion of its employees. The Registrar has also issued work allotment orders in respect of each category of employees of the Cooperative Department and the officials are bound to perform the works in accordance with the works allotted to them. For discharge of its functions following Rules, Regulations are issued by its employees for discharging its functions.

- 1) Andaman & Nicobar Cooperative Societies Regulations, 1973.
- 2) Andaman & Nicobar Cooperative Societies Rules, 1974.

MANUAL-6

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

(Section 4(1)(b)(vi))

The department is maintaining all its record related to the following:

- ❖ Registration Register
 - ❖ Audit Reports of Cooperative Societies
 - ❖ Bye-laws of the Registered coop. societies
 - ❖ Loan and share Capital Ledger
 - ❖ Copies of judgement of Arbitration cases.
 - ❖ Service Books and service records of the officials/officers.
 - ❖ Purchase files of various nature
 - ❖ Office Orders
-

MANUAL-7

(Section 4(1)(b)(vii))

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 of implementation

Andaman & Nicobar State Cooperative Union and Nicobar District Cooperative Union are the spokespersons for the cooperative societies. It also functions as liaisoning agent between Cooperative societies and the cooperative Department and Administration in matter of common grievances of Cooperative societies.

Representation from the general public or any other agency is always welcome for improvement in the functioning of the Registrar of cooperative Societies.

MANUAL-8

(Section 4(1)(b)(viii))

A statement of the boards, councils, committee and other bodies constituted

No boards, council has been constituted for the purpose of its advice in respect of the Registrar of Cooperative Societies. However, there exists Departmental Promotion committee for considering promotion and appointments of employees, screening committee for recommending grant of modified Career Progression (MACP) Scheme, compassionate committee to consider and recommend the cases of compassionate appointment and purchase Committee for purchase of stationaries, furniture and fixtures, computer and its accessories etc. the details are given in annexure-II. The proceedings of the DPC, Screening committee Compassionate appointment are not accessible for public for the present. Member from the public are not allowed to participate in such meetings of the committees referred to above.

MANUAL-9

(Section 4(1)(b)(ix))

Directory of officers and employees

Email:rcs.and@nic.in

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri Sanjeev Kumar Mittal	Secretary (Coop.)-cum-RCS	232388	232388	9650072233
2	Shri Prem Singh Meena	Deputy Registrar (HQ)	230812	230812	9531972861
3	Shri Aditya Kumar Jha	DRCS (Nicobar)	265177	265177	9911094739
4	Shri Mohan Kumar	DRCS (Mayabunder)	209039	273239	9531908662

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1.	Shri Lamuel Moses	Assistant Director (Admn.) (i/c)	232388	232388	9933279138 9434282599
2.	Smti Urmila Saha	OS	237939	-	9933267502
3.	Smti Sita Ramulu	Head clerk	237939	-	9434294218
4.	Smti Sultana Lall	Head Clerk	237939	-	9434283026
5.	Smti Sarramma	Head clerk	237939	-	9474232490
6.	Smti Neela Bala Sheel	HGC	237939	-	9476072973
7.	Shri Dinesh Kumar	HGC	237939	-	9474253469
8.	Shri Fuljen Tirkey	HGC	237939	-	9434275703
9.	Smti Mercy	HGC	237939	-	9531816546
10.	Smti Safiya Bibi	LGC	237939	-	9476003008
11.	Smti Shweta Chander	LGC	237939	-	9531873337
12.	Smti Charity Calvin	Hindi Translator	237939	-	9474210645
13.	Shri A.P Harilal	Comp. Asst.	237939	-	9476052692
14.	Shri Sunil Kumar Baroi	Staff Car Driver	237939	-	9434282144
15.	Shri Kumaraswamy	Daftary	237939	-	9474230491
16.	Shri K. Balu	Peon	237939	-	9933254055 9679554885
17.	Smti Evelyn	Peon	237939	-	9474221083
18.	Smti Golapi Das	Peon	237939	-	9474244725
19.	Shri P. Durai Kannu	Peon	237939	-	9933260414
20.	Shri Koteswar Rao	Peon	237939	-	9474206420
21.	Shri P. Sunil	MTS	237939	-	9679533554
22.	Shri Hyder Ali	Peon	237939	-	9434274658
23.	Shri Alfred Katchuwa	Chowkidar	237939	-	7063911976

TECHNICAL CELL

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri Lamuel Moses	ARCS. (Technical Cell)	232388	232388	9933279138 9434282599
2	Smti S. Sunita	ICS (Technical Cell)	230815	230812	9434288595
3	Smti Leena Alex	ICS (Technical Cell)	230815	230812	9434271980
4	Shri Mohammed Hussain	ICS (Technical Cell)	230815	230812	9679524147
5	Shri G.S.P Abhishekh	SICS (Technical Cell)	230815	230812	9531891482
6	Shri H.C Hira	MTS (Technical Cell)	230815	230812	9476005416

AUDIT CELL

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri Balbir Singh	ARCS (Audit), Port Blair	232388	232388	9434284223
2	Smti. Saritha Kishen	ICS (Audit Cell)	232388	232388	9474216179
3	Shri Kutmba Rao	MTS	232388	-	9933217602

RECOVERY CELL

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Smti Indira Nair	ARCS,(Recovery), Port Blair	230815	232388	9933210766
2	Smti.Manisha	SICS, Recovery Cell	230815	232388	9531816498

PLANNING CELL

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Smti. Binni B	Senior Investigator	232388	-	9474211119
2	Smti. Surabhi Narayan	SICS	232388	-	9679509161

LEGAL CELL

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri Lamuel Moses	ARCS. (Technical Cell)	232388	232388	9933279138 9434282599
2	Shri Rajesh Kumar	ICS (Legal Cell)	232388	232388	9434283515

ARCS (APEX & CENTRAL COOP)

1	Shri Abdul Rasheed	ARCS (Apex & Central Coops)	232388	232388	9434283531
2	Shri Saikat Nath	SICS, Port Blair	232388	232388	7679710938

ARCS (RURAL)

1	Shri S. Raju	ARCS-V (Rural), Port Blair		-	9434261585
2	Shri Muneshwar Lall	ICS-X (Rural), Port Blair	274772	-	9474209663
3	Shri Tariq Hameed	ICS-XI (Rural), Port Blair			9476067962
4	Smti Parveen Begum	ICS, Port Blair	230815	232388	9474265616

ARCS (URBAN)

1	Shri S.M Alam	ARCS-IV (Urban), Port Blair	232388	232388	9474215173
2	Shri P. Kanan	ICS-VII (Urban), Port Blair	232388	232388	9679532711
3	Shri A.C Nath	ICS – Port Blair (Audit)	232388	232388	9434293621
4	Smti Sandhyavati	ICS – Port Blair (Audit)	232388	232388	9474247249
5	Smti Parimala Krishnan	ICS-VIII, Port Blair (Urban)	232388	232388	9434271262
6	Shri S. Rajesh	ICS (IX) Port Blair (Urban)	232388	232388	9434285174

ARCS Office, Ferrargunj

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri H.R Ahmed	ARCS (Ferrargunj)	266116	-	9933217115
2	Shri Basheer Ahmed	ICS,XIII, Ferrargunj	266116	-	9679542795
3	Shri Murshad Ali	ICS,XII, Ferrargunj	266116	-	9933201681
4	Shri Bittu S. Nathan	ICS, XIV Ferrargunj	266116	-	9434290850
5	Shri Kavita Reddy	ICS-XIV, Ferrargunj	266116	-	9474224258
6	Smti Namita Singh	ICS (Ferrargunj)	266116	-	9434293496
7	Smti Sarija Banu	SICS, Ferrargunj	266116	-	9531939961
8	Smti Shabeela	SICS, Ferrargunj	266116	-	9434280403
9	Shri V. Moosa	Peon, Ferrargunj	266116	-	9474270174

ARCS Office, Little Andaman

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri John Kanchan Toppo	ARCS-VI, Little Andaman	266116	266116	9434283308
2	Shri R.K Pandey	ICS-XV, Little Andaman	-	-	9474247828
3	Shri G. Ravi Teja	SICS	-	-	9679567979

ARCS Office, Car Nicobar

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri Aditya Kumar Jha	DRCS (Nicobar)	265177	265177	9911094739
2	Shri Muneer Ahmed	ARCS-VIII, Car Nicobar	265177	-	9474264055
3	Shri Sylvanus	ICS- (Audit), Car Nicobar	265177	-	9474260865
4	Shri Y.V Prem Kumar	ICS- XVI, Car Nicobar	265177	-	9498052799
5	Shri Bipin Singh Rathore	SICS, Car Nicobar	265177	-	9531808798
6	Smti Vidya	LGC	265177	-	9933220091
7	Shri Peterson	Peon	265177	-	9531874817
8	Shri Benjamin	Supervisor	265177	-	9434272269
9	Shri Richardson	Peon	265177	-	9474268455

ARCS Office, Nancowry

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri Rakesh Kumar	ICS-IX, Nancowry	-	-	9728111134

ARCS Office, Campbell Bay

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri S.M Alam	ARCS-IX, Campbell Bay	-	-	9474215173
2	Shri Senthil Kumar	ICS-XVIII, Campbell Bay	-	-	9933242345
3	Shri Mohammed Sadiq	SICS, Campbell Bay	-	-	9790933519

ARCS Office, Rangat

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Smti Arati Pradeep	ARCS, Rangat	274772	-	9434263813
2	Shri R. Laxminarayana	ICS-IV, Rangat	274772	-	9474217323
3	Shri S. Lohit Raj	ICS, Rangat	274772	-	9531830729
4	Shri Chanchal Mondal	Peon	274772	-	9476000992
5	Shri Kutmba Rao	Watchman	274772	-	9933217602

ARCS Office, Mayabunder

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri Mohan Kumar	DRCS (Mayabunder)	209039	273239	9531908662
2	Shri J. Anil	ARCS, Mayabunder	266116	-	9434291171
3	Shri Ajit Singh	ICS-III, Mayabunder	273239	-	9434267072
4	Shri Vikas	LGC	273239	-	9476039397
5	Shri. Barun Chandra Bhakta	MTS	273239	-	9434277101
6	Shri.Shanker Rao	MTS	273239	-	9531972052

ARCS Office, Diglipur

Sl. No.	Name of the Officer	Designation	Telephone/Fax Numbers		
			Office	Fax	Mobile No.
1	Shri Robert Paul	ARCS-I, Diglipur	272709	272709	9476070522
2	Shri Prem Kumar	ICS-I, Diglipur	272709	-	9498052799
3	Shri C. Rahul	ICS-I, Diglipur	272709	-	9434271262
4	Shri Dipesh Kumar Raha	ICS-I, Diglipur	272709	-	9474231044
5	Shri Sandup Chitresh	SICS, Diglipur	272709	-	9933292800
6	Shri Zainnudeen	MTS	272709	-	9474221810

MANUAL-10
(Section 4(1)(b)(X))

Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations

Monthly remuneration received by each of officers and employees of the Cooperative Department. The Coop. Department does not have its own regulations for providing compensation to its officers and employees. The details of monthly remuneration received by each of officers and employees are given below:

Sl. No.	Name	Designation	Gross Pay
1	Shri Sanjeev Mittal (IAS)	Secretary (Coop)-cum-RCS	
2	Shri Prem Singh Meena (DANICS)	DRCS	
3	Smti Sarawathi	Personal Assistant	100628
4	Shri R. Veera Raghavan	Assistant Registrar	90606
5	Shri Lamuel Moses	Assistant Director (Admn) (i/c)	232388
6	Shri V.S Anil Kumar		79705
7	Shri H.R Ahmed	Assistant Registrar	118880
8	Shri John Kanchan Toppo	Assistant Registrar	119601
9	Smti Urmila Saha	Office Superintendent	90020
10	Smti Charity Calvin	Hindi Translator	92516
11	Smti Bini B	Sr. Investigator	74420
12	Smti K. Sita Ramulu	Head Clerk	82844
13	Smti Sultana Lall	Head Clerk	82844
14	Smti Saramma	Head Clerk	74420
15	Shri A.P Harilal	Comp. Assistant	81596
16	Shri P. Kanan	Inspector of Cooperative Societies	70520
17	Smti Kavita Reddy	Inspector of Cooperative Societies	97820
18	Smti Perveen Begum	Inspector of Cooperative Societies	97820
19	Shri Mushad Ali	Inspector of Cooperative Societies	97820
20	Shri Deen Mohammed	Assistant Registrar of Cooperative Societies	112484
21	Shri T.K.S Ajayan	Assistant Registrar of Cooperative Societies	74110
22	Shri Balbir Singh	Assistant Registrar of Cooperative societies	109364
23	Shri S. Raju	Assistant Registrar of Cooperative societies	118880

24	Shri Abdul Rasheed	Assistant Registrar of Cooperative societies	118880
25	Smti Indira Nair	Assistant Registrar of Cooperative societies	103436
26	Smti Sarita Kishen	Inspector of Cooperative Societies	97820
27	Smti Parimala Krishnan	Inspector of Cooperative Societies	79412
28	Shri Bittu S. Nathan	Inspector of Cooperative Societies	79412
29	Shri Tariq Hameed	Inspector of Cooperative Societies	54764
30	Shri Mohammed Hussain	Inspector of Cooperative Societies	65840
31	Shri Saikat Nath	SICS	48680
32	Smti Surbhi Narayan	SICS	48680
33	Shri Abhishek	GSP, SKS	48680
34	Shri M. Shahid	SICS	48680
35	Smti Manish	SICS	48680
36	Smti Sarija Banu	SICS	48680
37	Smti G. Rani Teja	SICS	48951
38	Smti Shabeela Yunus	SICS	47432
39	Shri Ashish Chander Nath	Inspector of Cooperative Societies	97820
40	Shri Muneshwar Lall	Inspector of Cooperative Societies	75476
41	Smti Sandhyawati	Inspector of Cooperative Societies	83780
42	Smti Namita Singh	Inspector of Cooperative Societies	79412
43	Smti Leena Alex	Inspector of Cooperative Societies	79412
44	Smti S. Sunita	Inspector of Cooperative Societies	79412
45	Shri Rajesh Kumar	Inspector of Cooperative Societies	79412
46	Shri Bashir Ahmed	Inspector of Cooperative Societies	78302
47	Shri S. Rajesh	Inspector of Cooperative Societies	60486
48	Shri Bashir Ahmed	Inspector of Cooperative Societies	103436
49	Shri Dinesh Kumar	Higher Grade Clerk	73172
50	Shri Fuljen Tirkey	Higher Grade Clerk	
51	Smti Neela Bala Sheel	Higher Grade Clerk	58526
52	Smti Mercy	Higher Grade Clerk	
53	Shri K.K Pandey	Higher Grade clerk	57438

54	Smti Safiya Bibi	Lower Grade Clerk	52112
55	Smti Sweta Chander	Lower Grade Clerk	40196
56	Shri Sunil Kumar Baroi	Staff Car Driver	75200
57	Smti Golapi Das	Peon	40820
58	Smti Evelyn	Peon	50384
69	Shri A. Hyder Ali	Peon	56324
60	Shri V. Moosa	Peon	57224
61	Shri P. Durai Kannu	Peon	59672
62	Shri K. Balu	Peon	59672
63	Shri P. Koteswar Rao	Peon	62720
64	Shri P. Sunil	Sweeper	35210
65	Shri Sikander Kumar	Court Balif	66152
66	Shri Alfred Katchuwa	Chowkidar	64436
67	Shri Jayanta Thakur	Chowkidar	57740
68	Shri G. Kumar Swamy	Daftary	64436
69	Shri H.C Hira	Chowkidar	61004

STAFF ATTACHED TO DRCS OFFICE, MAYABUNDER

Sl. No.	Name	Designation	Gross Pay
1	Shri Prem Singh Meena	Deputy Registrar of Cooperative Societies	79481
2	Shri Abdul Rasheed	Assistant Registrar of Cooperative Societies	89961
3	Shri R. Laxminarayana	Inspector Cooperative Societies	56326
4	Shri Ajit Singh	Inspector Cooperative Societies	59654
5	Shri Puran Lal	Staff Car driver	64312
6	Shri Abdul Rasheed	Lower Grade Clerk	37595

STAFF ATTACHED TO DRCS OFFICE, RANGAT

Sl. No.	Name	Designation	Gross Pay
1	Shri S. Raju	Assistant Registrar of Cooperative Societies	88679
2	Shri Bittu S. Nathan	Inspector of Cooperative Societies	56326
3	Shri Muneswar Lall	Inspector of Cooperative societies	57029
4	Shri Chanchal Mondal	MTS	43787
5	Shri H.C Hira	Chowkidar	46109

STAFF ATTACHED TO DRCS OFFICE, DIGLIPUR

Sl. No.	Name	Designation	Gross Pay
1	Shri Robert Paul	Assistant Registrar of Cooperative Societies	79391
2	Shri Sylvanus	Inspector of Cooperative Societies	70846
3	Smti Parimala Krishnan	Inspector of Cooperative Societies	59654
4	Shri Sikander Kumar	MTS	49850

STAFF ATTACHED TO DRCS OFFICE, CAR NICOBAR

Sl. No.	Name	Designation	Gross Pay
1	Shri J.M Nair	Assistant Registrar of Cooperative Societies	94817
2	Shri Muneer Ahmed	Assistant Registrar of Cooperative Societies	94284
3	Smti Sarita Kishen	Inspector of Cooperative societies	77272
4	Shri Jiju Kumar	Inspector of Cooperative societies	62192
5	Smti Nazia Rehman	Lower Grade Clerk	38142
6	Shri K. Ahmed	Staff Car Driver	71407
7	Shri Peterson	Daftary	51444
8	Shri Richardson	Peon	46701

MANUAL-11**[Section 4(1)(b)(xi)]****Budget allocated to each of its agency, including the particulars of Plan, proposed expenditure and reports on disbursement made**

The total allocations of fund earmarked in the Budget estimate 2021-22 under different heads are as follows:

Head of Account	Budget Estimate 2021-22		Proposed Revised Estimate 2021-22	
	Plan	Non-Plan	Plan	Non-Plan
MH 2425	96400	-	-	95400
MH 4425	2600	--	3100	2100
MH 4059	4500	--	4500	4500
Total	103500	--	7600	102000

Expenditure incurred upto September 2021 under Plan is Rs. 450.42 Lakhs.

(Rs. in thousand)

Head of Account	Proposed Revised Estimate 2020-21	
	Plan	Plan
MH 2425	96400	-
MH 4425	2600	3100
MH 4059	4500	4500
Total	103500	7600

Expenditure incurred upto September, 2021 under Plan is Rs. 450.42 Lakhs.

MANUAL-12

[Section 4(1)(b)(xii)]

The details of the subsidy provided during last three years (2018-19 to 2020-21) by the Cooperative department.

Item	2018-19		2019-20		2021-21	
	Societies/ union benefited (Nos.)	Amount (Rs.in lakhs)	Societies/ union benefited (Nos.)	Amount (Rs.in lakhs)	Societies/ union benefited (Nos.)	Amount (Rs.in lakhs)
Managerial Subsidy	16	11.89	15	11.07	19	14.19
Reimburse- ment of establishe- ment charges to PACS	06	6.11	03	2.26	04	03.31
100% subsidy	02	17	01	15.00	01	15.00
Grant-in-Aid	01	0.12	01	0.57	01	00.79
Reimburse- ment of coop week celebration	01	1.00	01	1.00	01	00.23
Reimburse- ment of stipend	-	-	02	0.16	01	00.69

MANUAL-13

[Section 4(1)(b)(xiii)]

Particulars of recipient of concessions permit or authorizations granted

No such concessions permit or authorization is granted by Cooperative department.

MANUAL-14

[Section 4(1)(b)(xiv)]

No information is available in electronic form as on 28.02.2018. However, the publication entitled Andaman & Nicobar Islands at a glance is available in the website of the Andaman & Nicobar administration which can be accessed by the users.

MANUAL-15

[Section 4(1)(b)(xv)]

Facilities available to public for collecting information

- ❖ A person seeking information can approach the PIO on any working day from 08.30 AM to 05.00 PM.
 - ❖ He/She shall make a written request in format given below specifying the information required in precise terms. It shall also be clarified whether the request is for inspection or supply of copy.
 - ❖ He/She shall mention his/her name/address/telephone number/e-mail address clearly.
 - ❖ He/She shall deposit a fee of Rs. 10/- for each request. For inspection of records the fees id/s Rs. 50/- per hour. The receipt shall be attached with the application.
 - ❖ For each page a fees of Rs. 5/- shall be payable. If the information is to be given in CD/Floppy, the cost thereof shall be deposited by the applicant (Rs.50/- for CD and Rs. 20/- per floppy).
 - ❖ Provided that no such fees shall be payable by persons whose income is below poverty line. They shall furnish satisfactory proof thereof.
 - ❖ The Public Information Officer shall give him/her a receipt specifying reasonable date and time not exceeding four weeks for collecting information.
 - ❖ If the information sought is vogue or too general in nature, the public Information Officer shall reject the request.
 - ❖ In case of any grievance the applicant can approach the appellate authority (AA) with a written request for redressal of his grievance. The application shall be disposed off in 2 weeks time by the AA.
-

APPLICATION FORMAT

1. Name of Applicant			
2. Complete Address/Tel No. E-mail			
3. Information required (also mention whether it is for copy or inspection)			
4. a. Name of section where information is available			
4.b. Format in which it is required (Paper CD/Floppy)			
5. total fees deposited (see note below)*	Basic Fees Rs. 10/-	Inspection Fees=	Document Fees=
	CD/Floppy Charges=	TOTAL=	
6. Date of application			
7. Signature of Applicant			

FOR OFFICE USE

8. Date given for collection of information	
9. Fees received	
10. Fees to be paid/whether exempted category	
11. Signature of PIO	

*Note: no such fees shall be payable by persons whose income is below poverty line. They shall furnish satisfactory proof thereof.

----- **Tear from here** -----
(Receipt (to be given to applicant))

Date given for collection of information	
Fees Received	
Fees to be paid/whether exempted category	
Signature of PIO	

MANUAL-16

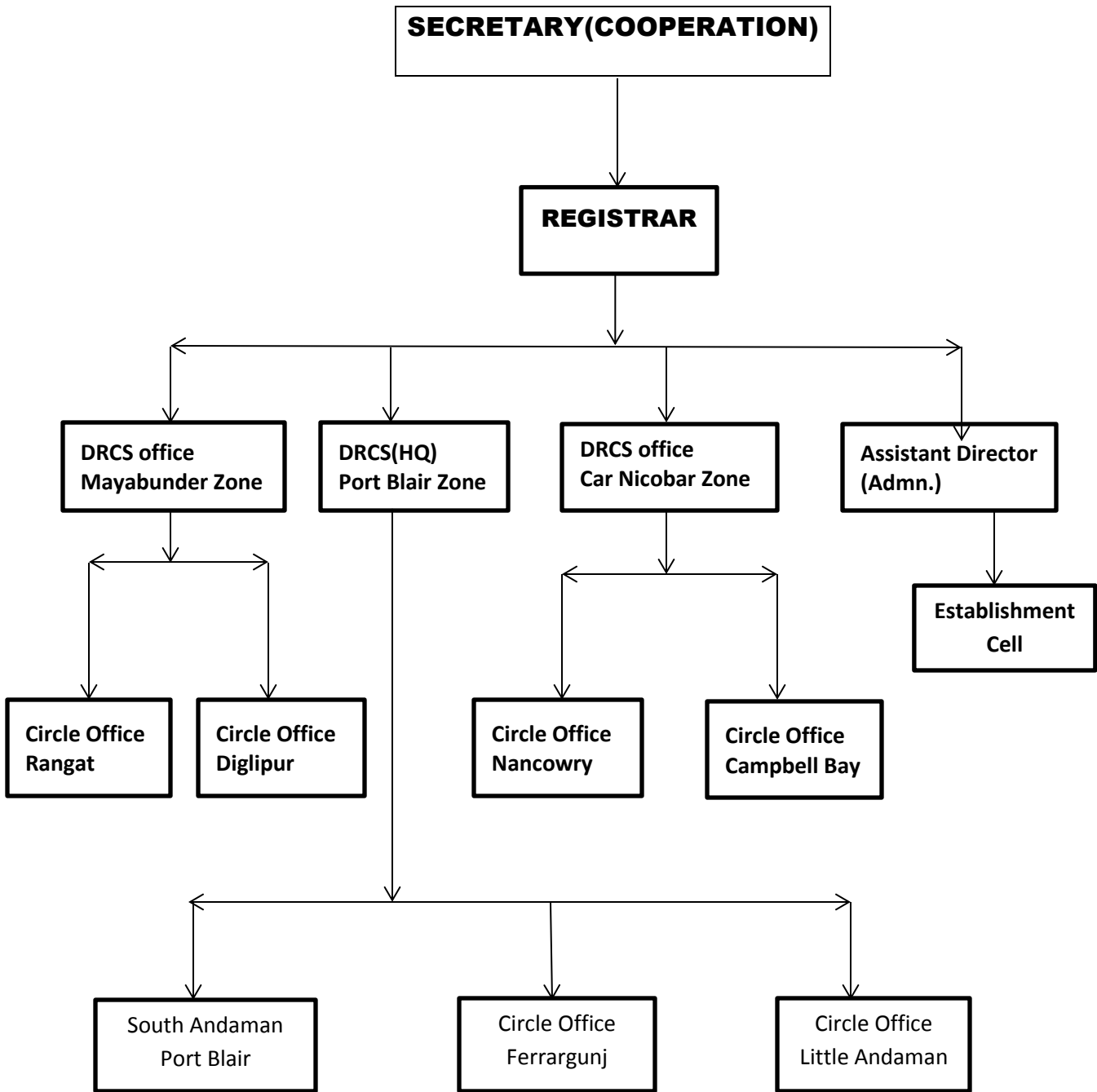
[Section 4(1)(b)(xvi)]

Details of Public Information Officers and Appellate authority

The names, designations and other particulars of the public Information Officers

SL. NO.	Official Designation	Designated as	Jurisdiction
I	Registrar of Cooperative Societies	Appellate Authority	Entire A&N Islands
II	Dy. Registrar of Cooperative Societies (HQ), Port Blair	Assistant State Public Information Officer	Entire A&N Islands
III	Dy. Registrar of Cooperative Societies, Car Nicobar	Public Information Officer	Car Nicobar
IV	Dy. Registrar of Cooperative Societies, Mayabunder	Public Information Officer	Mayabunder
V	Assistant Director (Admn)	Public Information Officer	Port Blair
VI	Assistant Registrar of cooperative Societies, Technical Cell	Assistant Public Information Officer	South Andaman & Ferrargunj Tehsil
VII	Assistant Registrar of cooperative Societies, Rangat	Assistant Public Information Officer	Rangat
VIII	Assistant Registrar of cooperative Societies, Diglipur	Assistant Public Information Officer	Diglipur
IX	Assistant Registrar of cooperative Societies, Little Andaman	Assistant Public Information Officer	Little Andaman
X	Assistant Registrar of cooperative Societies, Campbell Bay	Assistant Public Information Officer	Campbell Bay
XI	Inspector of Cooperative Societies, Nancowrie	Assistant Public Information Officer	Nancowrie

ORGANIZATION SETUP



Vision upto 2030

The Cooperative department envisions to register 975 numbers of more cooperative societies (@ average 75 Cooperative societies per year) by 2030 which will create self-employment opportunities particularly for the educated unemployed youths, women, differently-abled persons and tribal's of A & N Islands for all round development of the Islands.

The departments also envisage computerizing all Primary Agricultural Credit cooperative Societies (PACS) of A & N Islands in collaboration with NABARD and GOI for bringing transparency and uniformity in the working of the credit cooperative societies.

07 year Strategy upto 2024

1. Encourage the unemployed youths/women/weaker section of the community to form more and more Cooperative societies thereby creating self-employment by giving wide publicity through different media.
2. To bring technology innovation by computerization of (PACS) with the assistance of NABARD and GOI and this facilitate common Accounting system and Management Information System.
3. Implementations of different financial assistances like Govt. share Capital for strengthening Capital base and Managerial Subsidy/ Reimbursement of establishment charges to PACS to cope up the cost incurred on payment of salary/wages to the Managers and also to meet the establishment cost of PACS for its revival and sustainable growth.

UT BUDGETName of the Department: **Cooperative Department**Name of the Sub-Sector: **Cooperation****Action Plan 2020-2021 TO 2022-23**

Sl. No.	Name of the Scheme	Deliverables	Unit	Physical			Financial			Outcome
				2020-21	2021-22	2022-23	2020-21 (As per BE)	2021-22	2022-23	
1.	Development and Strengthening or Coop Societies and related activities	Revenue								
		Managerial Subsidy	No. of societies proposed to be benefited	20	20	20	1500	1800	2000	To help the newly formed cooperative societies by reimbursing the salary of the Manager
		Reimbursement of establishment charges of PACS		12	15	15	1200	1500	1500	To meet the establishment cost of Primary Agricultural Credit coop. societies for its revival and sustainable growth
		Interest (ICDP)		-	-	-	8200	-	-	To pay the interest to NCDC for implementation of ICDP

		Sub Total Revenue	32	35	35	10900	3300	3500		
		CAPITAL								
		Govt. Share Capital	20	20	20	2000	2000	2000	To strengthen the capital base of the society so as to improve the borrowing power of the society	
		Sub Total Capital	20	20	20	2000	2000	2000		
		Total Scheme No. 1 (Revenue + Capital)	52	55	55	12900	5300	5500		

2.	Strengthening of Cooperatives Union and Training and publicity and related activities	REVENUE								For imparting various types of training programme to the members, office bearers, board of directors, employees, cooperators and aspirant members of cooperative in order to improve their knowledge, skill attitude and aptitude for efficient and effective management of the day to day affairs of the cooperative societies
		100% Subsidy	No. of Union a proposed to be benefited	2	2	2	2000	2000	2000	
		Grant-in-aid		1	1	1	100	100	100	
		Reimbursement of Cooperative week celebration		2	2	2	200	200	200	
Reimbursement of stipend (No. of trainings)		8	10	12	200	200	250			
		Sub Total Revenue	13	15	17	2500	2500	2550		
		CAPITAL		NIL	NIL	NIL	NIL	NIL		
		Sub Total Capital	NIL	NIL	NIL	NIL	NIL	NIL		
		Total Scheme No.2 (Revenue+ Capital)	13	15	17	2500	2500	2550		
3	Strengthening of Cooperative Department	REVENUE								
		a) Salary & Allowance	Nos	115	115	115	88400	95000	100000	
		b) Creation of new post (token provision)	Nos	7	5	7	-	-	-	
		c) Other Establishment Expenditure		-	-	-	2500	2750	3000	
		Sub Total Revenue		122	120	122	90900	97750	103000	
		CAPITAL (Civil Works)								
		Renovation & maintenance of existing office-cum-residence at Diglipur, Rangat & Little Andaman	Nos	3	-	-	3000	-	-	For the better life of the existing building

										and also to avoid any untoward incident
		Renovation & maintenance of existing office-cum-residence at Diglipur, Rangat & Port Blair		-	3	-	-	2000	-	For the better life of the existing building and also functioning of cooperative activities
		1. Renovation & maintenance of existing office-cum-residence at Mayabunder & Port Blair 2. Fencing of DRCS Office, Car Nicobar & construction of office building at Ferrargunj (on availability of land)		-	-	4	-		2000	For the better life of the existing building and also to avoid any untoward incident and for protection and safety of the office building
		Sub Total Capital		2	2	2	3000	2000	2000	
		Total Scheme No.3 (Revenue + Capital)		124	122	124	93900	99750	105000	
		Grand Total (Revenue + Capital)					109300	107550	113050	

**SCREENING COMMITTEE FOR GRANT OF MODIFIED ASSURED CARRER
PROGRESSION (MACP) SCHEME OF COOPERATIVE DEPARTMENT**

1.	The Chief Secretary, A&N Administration	Chairman
2.	The Secretary (Perl), A&N Administration	Member
3.	The Secretary (Coop), A&N Administration	Member

**COMPASSIANATE COMMITTEE TO CONSIDER AND RECOMMEND THE
CASE OF CAOMPASSIONATE APPOINTMENT**

1.	The Deputy Registrar of Cooperative Societies,	Chairman
2.	The Director (Admn)	Member
3.	Nodal Officer	Member

**PURCHASE COMMITTEE FOR PURCHASE OF STATIONARIES FURNITUE
AND FIXTURES, COMPUTER AND ITS ACCESSORIES ETC.**

1.	The Deputy Registrar of Cooperative Societies,	Chairman
2.	The Director (Admn)	Member
3.	Nodal Officer	Member
