



**GOVERNMENT OF GOA,
DEPARTMENT OF COOPERATION
OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES,
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No. 42/4/2022/GEN/TS/RCS/3190

Dated: 30/11/2022

- Read: 1) Notification No. 42/4/2008/TS/RCS/2200 dated 30/09/2020 published in Official Gazette, Series II No. 28 dated 08/10/2020;
2) Order No. 42/4/2008/TS/RCS/2201 dated 30/09/2020 issued by Registrar of Cooperative Societies, Govt. of Goa, Panaji, Goa;
3) Memorandum No. 42/4/2008/TS/RCS /2022-23/1388 dated 01/08/2022;
4) Notification No. 42/4/2022/GEN/TS/RCS/2504 dated 18/10/2022 published in Official Gazette, Series II No. 30 dated 27/10/2022.

NOTIFICATION

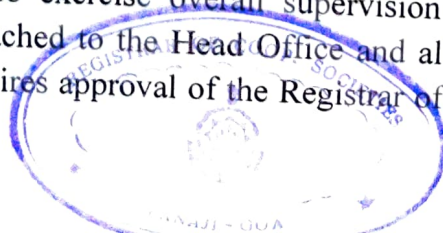
In exercise of the powers conferred under Section 4 read with section 123B of the Goa Co-operative Societies Act, 2001(Goa Act No. 36 of 2001) {herein after referred to as "Act"} and in furtherance of the delegation of powers made vide Notification dated 30/09/2020 read at no. 1 above, and in the public interest to streamline the functioning of this office, the following conditions are hereby imposed as under on the exercise of delegated powers of Registrar by the Deputy Registrar of Cooperative Societies(Tech), Deputy Registrar of Cooperative Societies (Admn.) and the Assistant Registrars of Cooperative Registrars and the Cooperative Officers posted at Head Office and working in various sections at H. O. like Technical/Election/Audit/Inspection, etc. under the Head Office situated at Panaji for the purpose of discharging duties and functions under the Act.

1. At the Head Office, for the purpose of administration of the Act and discharging duties and functions in respect of Cooperative Societies, at each District level, every registered Society within that District shall be placed under the jurisdiction of Dy. Registrar of Co-operative Societies(



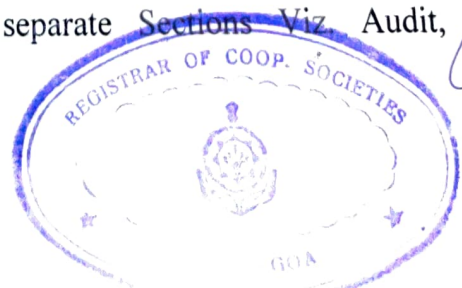
Tech) and Dy. Registrar of Co-operative Societies(Admn) who shall be referred as **"DISTRICT LEVEL INCHARGE(NORTH)"** and **"DISTRICT LEVEL INCHARGE(SOUTH)"** respectively for the purpose of processing all proposals received at Head Office in respect of the Societies registered in the particular District.

2. The **DISTRICT LEVEL INCHARGE (NORTH)"** and the **"DISTRICT LEVEL INCHARGE (SOUTH)"** as the case may be shall exercise overall superintendence and control on the functioning of the Co-operative Societies in the respective District and also have overall supervisory/advisory and superintending powers to give direction and control to all "ZONE LEVEL UNIT INCHARGE", "UNIT INCHARGE" and "SUB-UNIT INCHARGE" from the Head Office. The functioning of District Level Incharges shall be subject to overall control of the Registrar.
3. The **DISTRICT LEVEL INCHARGE (NORTH)"** or **DISTRICT LEVEL INCHARGE (SOUTH)"** shall also function as the Chief Election Officer for North Goa District and South Goa District respectively for undertaking/conducting/monitoring elections of all Cooperative Societies registered in the respective Districts.
4. In view of above directions, the present set-up of work distribution amongst the respective Dy. Registrar (Tech) and Dy. Registrar (Admn) at H. O. shall be discontinued with immediate effect.
5. The Deputy Registrar of Cooperative Societies (Admn.) posted at Head Office shall discharge all his/her normal duties allotted as incharge of Administration and Head of Office at Head Office and these duties and functions under the Act shall be in addition to regular administration work.
6. The respective **DISTRICT LEVEL INCHARGE (NORTH)** and **DISTRICT LEVEL INCHARGE (SOUTH)** in addition to the above duties and responsibilities shall also exercise overall supervision and control on the Planning Section attached to the Head Office and all the files of Planning Section which requires approval of the Registrar of Co-



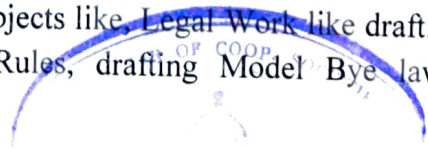
operative Societies shall be routed each District wise through them. Whenever compilation at State level needs to be done and required to be submitted to the Government of Goa or the Central Government, then same shall be looked after by Dy. RCS (Tech).

7. The **DISTRICT LEVEL INCHARGE (NORTH)** and **DISTRICT LEVEL INCHARGE (SOUTH)** shall be responsible to ensure that all Societies under his /her respective District comply with all the Provisions of the Goa Cooperative Societies Act, 2001 and the Goa Co-operative Societies Rules, 2003(hereinafter referred to as "Rules"). This supervision and control shall be exercised through respective ARCS/CO who are designated as UNIT INCHARGE for each Society at Zonal level. Each UNIT INCHARGE shall be personally liable to ensure compliance by Societies under their charge and the District Level Incharges shall monitor the performance of Zones within their jurisdiction.
8. In order to assist the **DISTRICT LEVEL INCHARGE (NORTH)** and **DISTRICT LEVEL INCHARGE (SOUTH)** the services of Assistant Registrars of Cooperative Societies posted at Head Office shall be at the disposal of respective Dy. RCS. The work shall be allocated amongst the Assistant Registrar (HQ), Assistant Registrar (Audit) and Assistant Registrar (Election- North/South) posted at Head Office.
9. Consequent upon above arrangements, the Assistant Registrar (HQ) shall be incharge of South Zone and Quepem Zone; The Assistant Registrar (Audit) shall be incharge of Central, Bicholim and North Zones and all the Societies attached to the Head Office having area of Operation entire State of Goa.; and the Assistant Registrar (Election North/South) shall be incharge of Ponda Zone. This Zone wise distribution amongst ARCS posted at H.O. shall be timely reviewed by Registrar taking into consideration the efficiency and quality in work disposal and may be re-allotted as per the need from time to time.
10. Consequently, all the existing arrangement for processing the file movement at Head Office through separate Sections Viz. Audit,



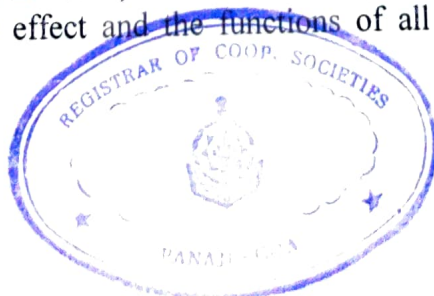
Inspection, Election, Technical Sections I & II shall be discontinued with immediate effect.

11. Hereafter, all the functions and duties of all the above discontinued sections viz. Audit, Inspection, Election, Technical Sections I & II shall be processed/carried out through respective Assistant Registrar incharge of concerned Zone at H.O. level. Thus, all matters/proposals of respective Zonal Office received at Inward at H. O. irrespective of whether it pertains to Audit or Technical or Election, the same shall be handled by concerned Assistant Registrar at H. O. who is incharge of that particular Zone for effective management of file movement and overall better control and functioning of the Co-operative Societies in the State.
12. The concerned Assistant Registrar who is made incharge of particular Zone, shall be responsible for overall supervision and control over the Zone for putting up matters to respective Dy. RCS and then through them to RCS for taking necessary decision.
13. The concerned Assistant Registrar, who is made incharge of particular Zone, shall be responsible for seeking all the data/information/reports from the Zone for compiling the same at State level for submission to various authorities as may be needed from time to time.
14. The concerned Assistant Registrar who is made incharge of particular Zone, shall be responsible to ensure that all Zonal Offices under his /her work allotment effectively supervise the compliance of all provisions of the Act and Rules and shall take all steps and put up to respective Dy. RCS to hold review meetings of all Zones at Head office for timely completion of all statutory tasks and compliance of other mandatory requirements prescribed under the Guidelines to streamline the affairs of the Cooperative Societies.
15. The concerned Assistant Registrar who is made incharge of particular Zone, in addition to the above assignments, shall also be accountable to perform all additional responsibilities allotted by RCS from time to time and will have to handle additional subjects like, Legal Work like drafting of Amendments to the Act and Rules, drafting Model Bye laws,



revision/updation of existing Circulars/Orders/Guidelines, framing of new Guidelines for the Cooperative Societies, drafting of Audit Manual, Loan Manual, matter relating to various Committees like TAFCUS, TAFCUB, SLCC, Tribal sub-plan, Income Tax compliances, etc. All such work at State level may be allotted by Registrar to any Assistant Registrar posted at H.O. from time to time as per requirement and after reviewing their workload. Similarly, correspondence relating to various Authorities like regional offices of R.B.I., NABARD, NCUI, VAMNICOM, NCDC etc., the work in respect of functioning of Multi State Co-operative Societies located in Goa and their inspection, issues relating to correspondence with the office of Central Registrar and implementation of various Schemes of Central Ministries, High Court matters, Cooperative Tribunal matters, Other pending cases before various Courts, etc. shall be assigned to AR posted at H.O. by the of the Registrar of Co-operative Societies or the District Level Incharges from time to time.

16. Similarly, the Co-operative Officers posted at Head Office and presently attached to the Technical, Audit, Inspection and Election sections at H.O. shall function as per the **Annexure I** attached to this Notification and they shall be responsible to take all such actions in accordance with Act/Rules on all correspondence /commissions / omissions by the Societies under his/her work assignment.
17. The Assistant Registrars and Cooperative Officers posted at Head Office shall work as Sectional Heads of the respective Zones/work assigned to them and shall be assisted by the Senior Auditors / Junior Auditors / Audit Assistants / L. D. C., etc. of the respective section at Head Office.
18. In the matters where the concerned District Level Incharge or Assistant Registrar or Cooperative Officer posted at H.O. is not delegated with any particular power under Act/Rules, then in such an event the concerned Officer shall be duty bound to prepare a detailed report of the non-compliance/commission/omission, etc. by the Society under his/her charge and submit the report to the authority which is competent under the Law to exercise said power;
19. In view of above directions, the present set-up at Head Office of respective sections like Audit, Election, Technical and Inspection shall be discontinued with immediate effect and the functions of all the above



discontinued sections shall be carried out by the respective Incharges of respective Zones.

20. The District Level Incharges (North & South) respectively are hereby authorized to allot/assign or re-allot/re-assign the Societies registered in a particular Zone under his/her charge to any of the Unit Incharge i.e. ARCS or CO within respective Zone and accordingly they may modify the distribution of Societies made by Zonal ARCS/Head of Office from time to time. The Registrar may for valid reasons alter the allotment/assignment by issuing a revised Office Order redistributing the Societies amongst the Unit Incharge in the Zonal Office.

21. The Establishment Section at H.O. shall maintain record of the Inward and outward flow of all correspondence/files/registers/applications, etc. received in the Head Office and shall be responsible for distribution of the same among the Unit Incharge as per the remarks/instructions of the administrative Head of Office;

22. The District Level Incharge (North) shall also function as Public Grievance Officer of the Department at Head Office.

Given under the seal of this Office.



(Vishant S. N. Gaunekar)

Registrar of Cooperative Societies &
Ex-Officio Joint Secretary (Coop.) to
Government of Goa, Panaji, Goa

To,

The Director of Printing and Stationery, Government Printing Press, Panaji, Goa with a request to publish in the Official Gazette.

Copy to:-

- 1) All Cooperative Societies in State of Goa through their respective Unit Incharge (ARCS or CO) in the Zonal Offices;
- 2) The Dy. Registrar of Coop. Societies (Tech), O/o. RCS, Patto, Panaji;
- 3) The Dy. Registrar of Coop. Societies (Admin), O/o. RCS, Patto, Panaji;
- 4) ARCS (Audit) / ARCS (Election) / ARCS (HQ) / ARCS (Mktg.) / All C.O.s, O/o. RCS, Patto Plaza, Panaji, Goa;

- 5) ARCS & CO Central Zone, Panaji, Goa / ARCS & CO North Zone, Mapusa, Goa / ARCS & CO Bicholim Zone, Sankhali, Goa / ARCS & CO, Ponda Zone, Curti, Ponda, Goa / ARCS & CO South Zone, Margao, Goa / ARCS & CO, Quepem Zone, Quepem, Goa for information and strict compliance;
- 6) Nodal Officer for uploading on Departmental Website;
- 7) Office File;
- 8) Guard File.

ANNEXURE

Registrar of Cooperative Societies

