

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES

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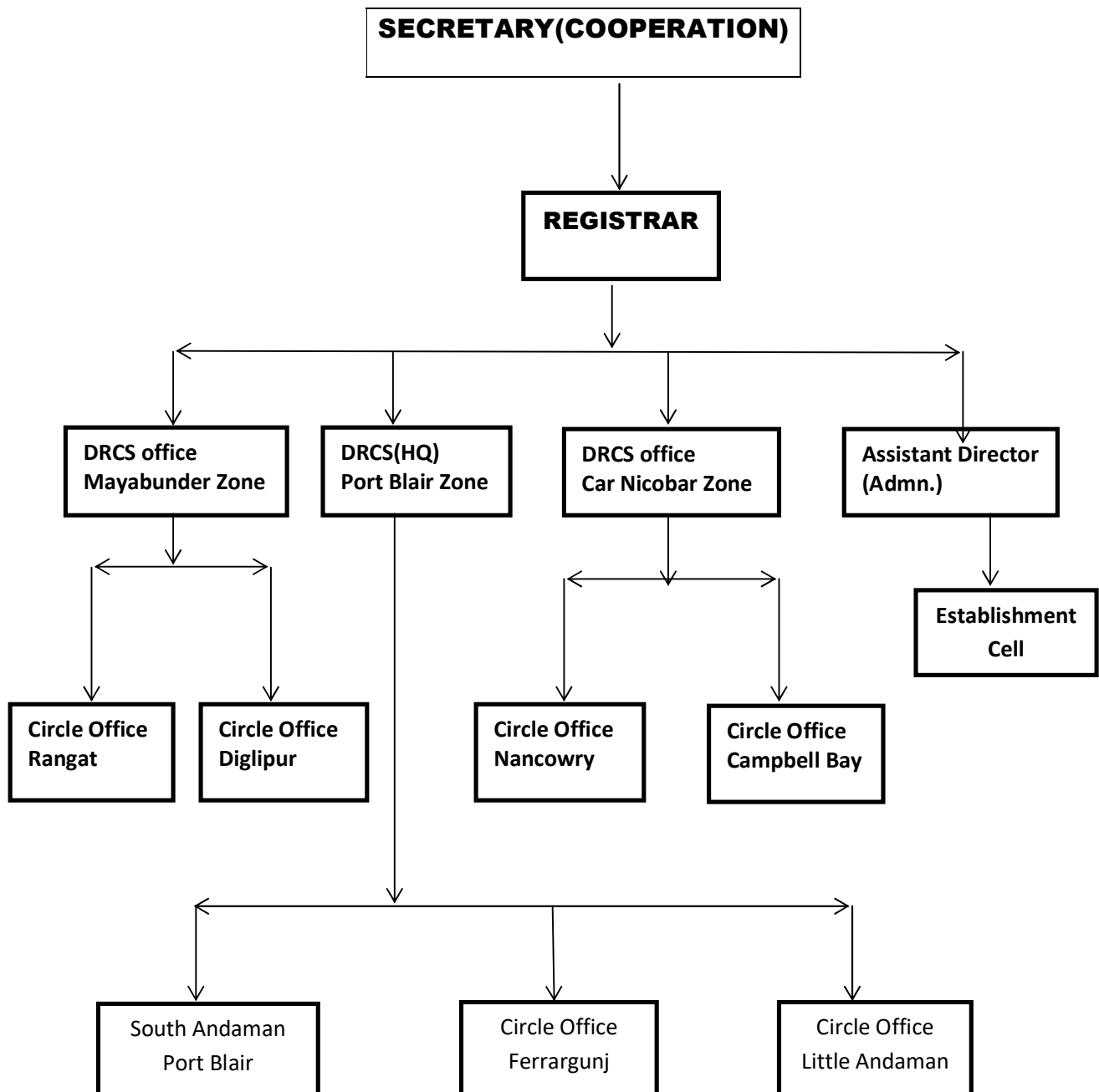
Compilation of Manuals

Office of the Registrar of Cooperative Societies

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ORGANIZATION SETUP



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 Sri Vijaya Puram (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 14 Ministerial staff as well as 20 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 is 2234 Nos. of Cooperative Societies with a total membership of 134550 comprising of 35.35% of the total population (380581 as per 2011 Census) have been registered as on 20/01/2024.

The Cooperative Movement plays a pre-dominant role in the Development of tribal community of A&N Islands. There are 147 Cooperative Societies and 01 Union Society functioning in the Nicobar District. All the Nicobari families are member of 15 Panam Hinengoes (village level Coops) in Car Nicobar which are affiliated 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 03 Cooperative Societies viz. Great Andamanese Multipurpose Cooperative Society Ltd, Ongese Multipurpose Cooperative Society Ltd, and Nicobarese Settlers Co-op. Society Ltd, is functioning in the tribal areas of Strait Island, Dugong Creek and Harminder Bay for the welfare of the tribals.

The District wise number of Cooperative Societies and membership as on 20/01/2025 are as under:-

Particulars	A&N Island	N & M Andaman	South Andaman	Nicobar
Societies (No.)	2234	750+1	1335	147+1
Membership (No.)	134550	23357	104873	6320

The Cooperative Societies in this territory are classified into three categories based on the volume of the business, function and areas of operation viz. Apex Societies, Central Societies and Primary Societies. There are 6 Apex Cooperative Societies one each in the field of Credit, Fisheries, Marketing, Cooperative Union and Housing and Milk. Another 6 Central Cooperatives consists of two in consumer sector, 1 in marketing sector, 1 in Fisheries and 02 Cooperative Unions- one each in Middle & North Andaman District and Nicobar District are functioning.

The details of District and sector wise Co-operative Societies as on 26/02/2025 are as below:-

(As on 26.02.2025)

Particulars	A&N Islands	N&M Andaman	South Andaman	Nicobar
Credit (PACS)- Agriculture	47	28	17	02
Non Agriculture (T&C)	33	04	27	02
Consumer	61	16	44	01
Marketing	78	05	25	48
Plantation	22	05	17	0
Industrial	111	20	90	01
Construction & Labour	1238	556	644	38
Housing	90	09	80	01
Multipurpose	134	26	81	27
Milk/Poultry/Livestock	70	10	57	03
Transport	62	13	48	01
Fisheries	135	28	88	19
Vegetables	04	01	03	0
Others	63	15	46	02
Co-operative Union	03	01	01	01
Co-operative Bank	01	0	01	0
Tourism	48	13	35	0
Canteen	34	01	31	02
Total	2234	751	1335	148

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 function-wise, the Coop. Department is having following branches as under it:

❖ Technical Cell	Planning & Recovery Cell
❖ Audit Cell	Election, Women Cell
❖ Statistical Cell	Hindi Cell
❖ Legal Cell	Main Office (Establishment & Accounts)
❖ Apex & Central Cell	PG & RTI, Revitalization & Liquidation Cell

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

MANUAL-2**(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 there under 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.

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 Cooperative 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.

- ❖ 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 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.

- ❖ Assisting the Registrar/Deputy Registrar in the formulation of policies for the development of cooperative movement.
- ❖ Conduct short term training programmes 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 Re-vitalize defunct/dormant cooperative societies.

- ❖ 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 and 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 to 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 is 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.
- ❖ Conducting of independent audit in respect of bigger societies as would be authorized by the Registrar.

- ❖ Reviewing tour diaries and audit programmes 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.
- ❖ 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 expedite 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.
- ❖ 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 (ESTABLISHMENT SECTION)

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

D) HEAD CLERK (ACCOUNTS SECTION)

- ❖ 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: HGC

- ❖ 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: IT ANALYST

- ❖ He is responsible for purchase and maintenance of computer systems.
- ❖ Preparation of Presentations/Web site/Networking.
- ❖ Any other works as may be assigned.

(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.

(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 are 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.
- ❖ 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 execution 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.
- ❖ 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 Regulation & Rules, 1974 as amended or substituted from time to time within the framework of the cooperative societies Regulation in vogue and rules framed there under 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 a liaisoning agent between Cooperative societies and the cooperative Department and Administration in matters 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

Sl. No	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri R Chopra	Secretary (Coop.)-cum-RCS	rcs.and@nic.in	232084
2	Shri Ravinder Kumar	Deputy Registrar (HQ)	ravinder.91@delhi.gov.in	9434261585
3	Shri Muneer Ahmed	Deputy Registrar (Nicobar District)	muneer.ahmed65@and.nic.in	7063943827
4	Shri Ashish Joon	Deputy Registrar (N&M)	achq-nma@and.nic.in	7015853662

TECHNICAL CELL

Sl. No	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri Abdul Rasheed	ARCS	abdul.rasheed66@and.nic.in	9434283531
2	Shri S. Rajesh	ICS	rajesh.s74@and.nic.in	9434285174
3	Shri Mohammed Hussain	ICS	muhd.hussain82@and.nic.in	9679524147
4	Shri Sandup Chitresh	SICS	sandup.chithresh94@and.nic.in	9933292800

AUDIT CELL

Sl. No	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Smti Sarita Kishen	ARCS	sarita.kishen71@and.nic.in	9474216179
2	Shri Vipin Singh Rathore	SICS	vipin.rathore91@and.nic.in	9531808798

RECOVERY CELL

Sl. No	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Smti Arti Pradeep	ARCS	arti.pradeep66@and.nic.in	9434263813
2	Smti Surbhi Narayan	SICS	surbhi.narayan91@and.nic.in	9679509161

PLANNING CELL

Sl. No	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Smti. D. Susaiammal	Senior Investigator	d.susaimmal@and.nic.in	9531838949
2	Smti Surbhi Narayan	SICS	surbhi.narayan91@and.nic.in	9679509161

LEGAL CELL

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri H.R Ahmed	ARCS	haroon.rashid65@and.nic.in	9933217115
2	Shri Rajesh Kumar	ICS	rajesh.kumr75@and.nic.in	9434283515

ARCS (APEX & CENTRAL COOP)

1	Shri Jiju Kumar	ARCS	jiju.kumar79@and.nic.in	9434266911
2	Shri Dipesh Kumar Raha	ICS	dipesh.raha90@and.nic.in	9474231044
3	Shri G. Ravi Teja	SICS	ravi.teja93@and.nic.in	9679567979

ARCS (RURAL)

1	Smti Indira Nair	ARCS	indira.nair66@and.nic.in	9933210766
2	Shri Muneshwar Lall	ICS	muneshwar.lall82@and.nic.in	9474209663
3	Shri S.Lohit Raj	ICS	lohit.raj92@and.nic.in	9531830729
4	Shri Y.V. Prem Kumar	ICS	prem.kumar87@and.nic.in	9498052799

ARCS (URBAN)

1	Shri Balbir Singh	ARCS-IV	balbir.sing65@and.nic.in	9434284223
2	Shri C. Rahul	ICS	rahul.c94@and.nic.in	9434271262
3	Shri Senthil Kumar	ICS	senthil.kr92@and.nic.in	9933242345
4	Shri S. Swaroop Kumar	ICS	swaroop.kr89@and.nic.in	8015538398
5	Shri M. Shahid	SICS	-	9474203156

ARCS (PG & RTI, Revitalization & Liquidation)

Sl. No	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri R. Laxminarayana	ARCS	laxmi.narayana76@and.nic.in	9474217323

ARCS (Election, Women Co-op. Societies & Concurrent Auditor)

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Smti Kavitha Reddy	ARCS	kavita.reddy94@and.nic.in	9474224258

ARCS Office, Ferrargunj

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri Murshad Ali	ARCS	murshad.ali67@and.nic.in	9933201681
2	Smti Namita Singh	ICS	namita.singh68@and.nic.in	9434293496
3	Shri Rakesh Kumar	ICS	rakesh.kumr92@and.nic.in	9728111134
4	Smti Sarija Banu	SICS	-	9531939961
5	Shri Hyder Ali	MTS	-	9434274658

ARCS Office, Little Andaman

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri Bashir Ahmed	ARCS	bashir.ahmed67@and.nic.in	9679542795
2	Smti S. Sunita	ICS	sunita.s74@and.nic.in	9434288595
3	Smti Manisha	SICS	manisha92.pb@and.nic.in	9531816498

DRCS Office, Car Nicobar

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri Muneer Ahmed	Deputy Registrar (Nicobar District)	muneer.ahmed65@and.nic.in	7063943827
2	Shri Robert Paul	ARCS	robert.paul71@and.nic.in	9476070522
3	Smti Leena Alex	ICS	leena.alex74@and.nic.in	9434271980

ARCS Office, Nancowry

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri K. Giri Babu	SICS	--	9933215581

ARCS Office, Campbell Bay

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri Sylvanus	ARCS	sylvanus65.pb@and.nic.in	9474260865
2	Shri Mohammed Sabir	ICS	-	9476053257
3	Shri Mohammed Sadique	SICS	muhd.sadique92@and.nic.in	9790933519

ARCS Office, Rangat

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Smti Sandhyavati	ARCS	sandhya.wati65@and.nic.in	9474247249
2	Shri Shailesh Kr. Uphadhyay	ICS	-	9679571556
3	Shri A. Abhishek	ICS	ab26.shek@and.nic.in	9679579717
4	Smti Shabeela Yunus	SICS	shabeela.yunus95@and.nic.in	9434280403

DRCS Office, Mayabunder

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri Ashish Joon	Deputy Registrar (N&M)	achq-nma@and.nic.in	7015853662
2	Smti Parveen Begum	ARCS	perveen.begum70@and.nic.in	9474261516
3	Shri Tarun Kr. Pandey	ICS	tarun.pandey95@and.nic.in	9476014271

ARCS Office, Diglipur

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri Ajit Singh	ARCS	ajit.sing76@and.nic.in	9434267072
2	Shri Golak Goswami	ICS	ajit.sing76@and.nic.in	9474299624
3	Shri K. Simachalam	ICS	-	8001810900
4	Shri Saikat Nath	SICS	saikat.nath89@and.nic.in	7679710938

ICS (Diverted Capacity) to D.C Office

Sl. No.	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Shri Tarique Hameed	ICS	tariq.hameed92@and.nic.in	9476067962

Establishment Section

Sl. No	Name of the Officer	Designation	Contact No/Email Id	
			Email Id	Contact No.
1	Smti Waheeda Begum	Assistant Director (Admn.)	waheedabegum.164@and.nic.in	9474211014
2	Smti Urmila Saha	OS	urmila.saha67@and.nic.in	9933267502
3	Smti Beena Kumari	Personal Assistant	bina.kumari@and.nic.in	9434267653
4	Shri Satyajit Bain	Junior Translator Officer	satyajit.bain68@and.nic.in	9434271746
5	Shri S.P. Mohan	IT Analyst	sp.mohan79@and.nic.in	9434270998
6	Smti Zareena	Head Clerk	zareena25@and.nic.in	9474229332
7	Smti I. Gowdha	Head Clerk	gowdha.i66@and.nic.in	9474214826
8	Smti Sakila Begum	Head Clerk	sakilahgc-2022@and.nic.in	9933260652
9	Smti Chameli Nandy	Head Clerk	chameli.nandy78@and.nic.in	9474296959
10	Shri KK Pandey	HGC		9434273000
11	Smti Mercy	HGC	mercy.1983@and.nic.in	9531816546
12	Smti Rejee	HGC	rejee85.vijay@and.nic.in	9476070595
13	Shri Sushil Mondal	HGC	sushil.modal-ele@and.nic.in	9474227081
14	Smti Vijetha Kumari	LGC		9531873337
15	Shri Vikas Kr. Singh	LGC	vikash.singh83@and.nic.in	9476039397
16	Ms. Diksha Chanda	LGC	diksha.chanda98@and.nic.in	9679540702
17	Smti V. Shantha Kumari	LGC	shantha.kumari91@and.nic.in	9476096061

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 (in Rs.)
1	Shri R Chopra	Secretary (Coop)-cum-RCS	307512
2	Shri Ravinder Kumar	DRCS (HQ)	--
3	Shri Muneer Ahmed	DRCS (Nicobar)	135974
4	Shri Ashish Joon	DRCS (N&M)	--
5	Shri H.R Ahmed	Assistant Registrar of Co.op Societies	156475
6	Shri Abdul Rasheed	Assistant Registrar of Co.op Societies	152083
7	Shri Balbir Singh	Assistant Registrar of Co.op Societies	128659
8	Shri Robert Paul	Assistant Registrar of Co.op Societies	146153
9	Smti Arti Pradeep	Assistant Registrar of Co.op Societies	135979
10	Smti Indira Nair	Assistant Registrar of Co.op Societies	135979
11	Shri Bashir Ahmed	Assistant Registrar of Co.op Societies	135979
12	Shri Sylvanus	Assistant Registrar of Co.op Societies	133994
13	Smti Kavita Reddy	Assistant Registrar of Co.op Societies	125182
14	Smti Sarita Kishen	Assistant Registrar of Co.op Societies	125182
15	Smti Perveen Begum	Assistant Registrar of Co.op Societies	122618
16	Shri Murshad Ali	Assistant Registrar of Co.op Societies	122618
17	Smti Sandhyawati	Assistant Registrar of Co.op Societies	109730

18	Shri Bittu S. Nathan	Assistant Registrar of Co.op Societies	103596
19	Shri Laxminarayan	Assistant Registrar of Co.op Societies	105967
20	Shri Jiju Kumar	Assistant Registrar of Co.op Societies	103823
21	Shri Ajit Singh	Assistant Registrar of Co.op Societies	103823
22	Smti Bina Kumari	Personal Assistant	--
23	Shri Waheeda Begum	Assistant Director (Admn)	115117
24	Smti Urmila Saha	Office Superintendent	115117
25	Shri Satyajit Bain	Junior Translation Officer	152083
26	Smti D. Susaiammal	Sr. Investigator	115117
27	Smti Zareena	Head Clerk	100294
28	Smti I. Gowdha	Head Clerk	95247
29	Smti Sakila Begum	Head Clerk	92425
30	Smti Chameli Nandy	Head Clerk	86203
31	Shri S.P. Mohan	IT Analyst	101425
32	Smti Namita Singh	Inspector of Cooperative Societies	103823
33	Smti S. Sunita	Inspector of Cooperative Societies	100607
34	Shri Rajesh Kumar	Inspector of Cooperative Societies	105967
35	Shri S. Rajesh	Inspector of Cooperative Societies	105967
36	Smti Leena Alex	Inspector of Cooperative Societies	111562
37	Shri Muneshwar Lall	Inspector of Cooperative Societies	96277
38	Shri Rakesh Kumar	Inspector of Cooperative Societies	68560
39	Shri Y.V Prem Kumar	Inspector of Cooperative Societies	69916
40	Shri C. Rahul	Inspector of Cooperative Societies	69916
41	Shri S. Lohit Raj	Inspector of Cooperative Societies	69916
42	Shri Tariq Hameed	Inspector of Cooperative Societies	69916
43	Shri Mohammed Hussain	Inspector of Cooperative Societies	84007

44	Shri Senthil Kumar	Inspector of Cooperative Societies	69916
45	Shri Dipesh Kumar Raha	Inspector of Cooperative Societies	68086
46	Shri S. Swaroop Kumar	Inspector of Cooperative Societies	66256
47	Shri Shailesh Kr. Uphadhyaya	Inspector of Cooperative Societies	60147
48	Shri Tarun Kr. Pandey	Inspector of Cooperative Societies	60147
49	Shri K. Simachalam	Inspector of Cooperative Societies	60147
50	Shri Golak Goswami	Inspector of Cooperative Societies	60147
51	Shri A. Abhishek	Inspector of Cooperative Societies	60147
52	Shri Mohammed Sabir	Inspector of Cooperative Societies	59110
53	Shri Vipin Singh Rathore	Sub-Inspector of Cooperative Societies	62047
54	Shri Saikat Nath	Sub-Inspector of Cooperative Societies	60863
55	Shri G. Ravi Teja	Sub-Inspector of Cooperative Societies	62047
56	Smti Surbhi Narayan	Sub-Inspector of Cooperative Societies	62047
57	Shri M. Shahid	Sub-Inspector of Cooperative Societies	62047
58	Smti Manisha	Sub-Inspector of Cooperative Societies	62047
59	Shri Mohd. Sadique	Sub-Inspector of Cooperative Societies	58145
60	Smti Sarija Banu	Sub-Inspector of Cooperative Societies	58109
61	Shri Sandup Chitresh	Sub-Inspector of Cooperative Societies	62047
62	Smti Shabeela Yunus	Sub-Inspector of Cooperative Societies	59252
63	Shri K. Giri Babu	Sub-Inspector of Cooperative Societies	51969
64	Smti Mercy	Higher Grade Clerk	70648
65	Smti Rejee	Higher Grade Clerk	66988
66	Shri K.K. Pandey	Higher Grade clerk	70107
67	Shri Sushil Mondal	Higher Grade Clerk	56587

68	Shri Vikas Kumar Singh	Lower Grade Clerk	51734
69	Smti Vijetha Kumari	Lower Grade Clerk	7527
70	Ms. Diksha Chanda	Lower Grade Clerk	44017
71	Smti V. Shantha Kumari	Lower Grade Clerk	44749

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 2024-25** under different heads are as follows:

(Rs. in thousand)

Head of Account	Budget Estimate 2024-25	Proposed Revised Estimate 2024-25
MH 2425	159400	163378
MH 4425	5500	5500
MH 4070	3000	8647
Total	167900	177525

(Rs. in thousand)

Head of Account	Revised Estimate 2023-24
MH 2425	155187
MH 4425	3000
MH 4070	3000
Total	161187

Expenditure incurred (Capital, Revenue) **upto December, 2024 is 79954 (Revenue) , 1693 (Capital).**

MANUAL-12**[Section 4(1)(b)(xii)]**

The details of the subsidy provided during last three years (2020-21 to 2022-23) by the Cooperative department.

Item	2021-22		2022-23		2023-24	
	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	08	6.21	13	11.11	-	-
Reimbursem ent of establishme nt charges to PACS	02	2040	11	10.31	-	-
100% subsidy	01	15.00	01	19.37	01	15.00
Grant-in-Aid	01	1.00	01	0.61	-	-
Reimbursem ent of coop week celebration	01	0.6295	01	0.61	-	-
Reimbursem ent of stipend	01	0.54	01	0.65	-	-

MANAGERIAL SUBSIDY FOR THE FINANCIAL YEAR 2022-23

Sl. No	Name of Society	Amount (Rs.)	Order No. and date
1	Island Progressive women coop. Society Ltd., Port Blair	50,000	524 dt: 26.10.2022
2	Suriyakiran Construction Coop. Society Ltd., Ramnagar, Diglipur	96,000	505 dt: 21.10.2022
3	Divans Labour Civil Construction Coop. Society Ltd, Shyamnagar, Diglipur	96,000	555 dt: 14.11.2022
4	Mandir Civil & Electrical Construction Coop. Society Ltd., Khudirampur, Diglipur	72,000	503 dt: 21.10.2022
5	Disha Construction Coop. Society Ltd; Ramnagar, Diglipur	96,000	555 dt: 14.11.2022
6	Samudrika Labour Coop. Society Ltd; Quarry Hill, Port Blair, South Andaman	99,000	552 dt: 14.11.2022
7	Mahasagar Fisheries Coop. Society Ltd; Dairyfarm, Port Blair, South	96,000	551 dt: 14.11.2022
8	Ummati Construction Coop. Society Ltd.	72,000	522 dt: 26.10.2022
9	Ansh Civil & Electrical Construction Cooperative Society Ltd., R. K. Gram, Diglipur	96,000	783 dt: 27.12.2022
10	Gramin Sebha Civil & Electrical Construction Cooperative Society Ltd.,R.K. Gram, Diglipur	96,000	945 dt: 08.02.2023
11	Classic Civil Construction Cooperative Society Ltd.,R.K. Gram, Diglipur	48,000	944 dt: 08.02.2023
12	Sri Sai Labour Contract & Construction Cooperative Society Ltd. North Bay	96,000	1001 dt: 16.02.2023
13	Seamen Cooperative Society Ltd., Mohanpura, Port Blair	98,340	1063 dt: 13.03.2023
	Total	11,11,340	

REIMBURSEMENT OF ESTABLISHMENT CHARGES TO PACS FOR THE FINANCIAL YEAR 2022-23

Sl.No	Name of Society	Amount (Rs.)	Order No. and date
1.	Bharati Service Coop. Society Ltd., Ferrargunj, South Andaman	1,20,000	504 dt: 21.10.2022
2.	Little Andaman Service Coop. Society Ltd., Little Andaman	1,20,000	557 dt: 15.11.2022
3.	Bapujee Service Coop. Society Ltd. Wimberligunj	1,20,000	523 dt: 26.10.2022
4.	Satya Service Coop. Society Ltd. Baratang, Middle Andaman	1,09,972	558 dt: 15.11.2022
5.	Sagardweep Service Cooperative Society Ltd., Diglipur	1,19,851	633 dt: 28.11.2022
6.	Swadesh Nagar Service Cooperative Society Ltd., Swadesh Nagar	52,700	654 dt: 29.11.2022
7.	Swarajgram Service Coop Society Ltd, Diglipur	1,20,000	634 dt: 28.11.2022
9.	Kishorinagar Service Coop Society Ltd, Diglipur	98,400	636 dt: 28.11.2022
10.	Kalighat Service cooperative Society Ltd. Kalighat, Diglipur	1,11,460	790 dt: 30.12.2022
11.	Danapur Service Cooperative Society Ltd., Danapur, Mayabunder	58,847	878 dt: 24.01.2023
	Total	10,31,230	

FINANCIAL ASSISTANCE TO ANSCU FOR THE FINANCIAL YEAR 2022-23

Sl. No	Particulars	Amount Sanctioned	Order No. and date
1.	Reimbursement of Stipend	Rs. 65,250/-	938 dt: 07.02.2023
2.	100% Subsidy (Salary & other establishment charges)	Rs. 15,00,000/-	937 dt: 06.02.2023
3.	Grant-in-Aid	Rs. 61,125/-	974 dt: 14.02.2023
4.	Reimbursement of Cooperative week celebration	Rs. 61,890/-	1062 dt: 13.03.2023
5.	100% Subsidy (Construction/Extension/Renovation)	Rs. 4,37,155/-	941 dt: 07.02.2023 & 1085 dt: 16.03.2023
	TOTAL	Rs.21,25,420/-	

REIMBURSEMENT OF ESTABLISHMENT CHARGES TO PACS FOR THE FINANCIAL YEAR 2021-22

Sl. No.	Name of the Cooperative Society	Amount Sanctioned (Rs.)	Order No. & Date	Year	Head
1	Bapujee Service Coop. Society Ltd., Wimberlygunj	1,20,000	499 dt: 07/03/2022	4 th	02.00.33
2	Bharati Service Coop. Society Ltd., Ferrargunj	1,20,000	574 dt: 29/03/2022	3 rd	02.00.33

FINANCIAL ASSISTANCE TO ANSCU FOR THE FINANCIAL YEAR 2021-22

Sl. No.	Name of the Cooperative Society	Amount Sanctioned (Rs.)	Order No. & Date	Head
1	Reimbursement of Stipend	54,150	535 dt: 16/03/2022	04.99.50
2	Reimbursement of expenditure of All India Coop. Week Celebration	62,950.50	546 dt: 17/03/2022	01.00.50
3	100% Subsidy	15,00,000	571 dt: 29/03/2022	01.00.33
4	100% Subsidy (Construction/Extention/Renovation)	45,636	575 dt: 29/03/2022	01.00.33
5	Grant-in-Aid	1,00,000	585 dt: 31/03/2022	02.00.31

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 26.02.2025. 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 seeks information through RTI Portal (<https://rtionline.gov.in/>).
 - ❖ A person seeking information can approach the PIO on any working day from 08.30 AM to 05.00 PM.
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MANUAL-16**[Section 4(1)(b)(xvi)]****Details of Public Information Officers, Assistant Public Information,
Appellate Authority, Nodal Officer****The names, designations and other particulars of the Public Information/
Assistant Public Information/ Appellate Authority/Nodal Officer****Officers**

SL. NO.	Official Designation	Designation	Jurisdiction
I	Registrar of Cooperative Societies	Appellate Authority	Entire A&N Islands
II	Dy. Registrar of Cooperative Societies (HQ), SVP	Public Information Officer	South Andaman
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	Office Superintendent	NODAL OFFICER	
VI	Assistant Director (Admn.)	Assistant Public Information Officer	Establishment
VII	Assistant Registrar of Cooperative Societies, Technical Cell	Assistant Public Information Officer	Technical
VIII	Assistant Registrar of Cooperative Societies, Rangat	Assistant Public Information Officer	Rangat
IX	Assistant Registrar of Cooperative Societies, Mayabunder/Diglipur	Assistant Public Information Officer	Mayabunder/Diglipur
X	Assistant Registrar of Cooperative Societies, Little Andaman	Assistant Public Information Officer	Hut Bay/ Little Andaman
XI	Assistant Registrar of Cooperative Societies, Car Nicobar	Assistant Public Information Officer	Car Nicobar
XII	Assistant Registrar of Cooperative Societies, Nancowrie/Campbell Bay	Assistant Public Information Officer	Nancowrie/ Campbell Bay