

CO-OPERATION DEPARTMENT
OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES, KERALA,
THIRUVANANTHAPURAM
G(1) 40332/05 Dated, Thiruvananthapuram, 02-06-2006.

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RIGHT TO INFORMATION ACT, 2005

Disclosure of Information under section 4(1) (b) of the Act.

1. Organisational and Functional details of the Department.

- 1.1 The Department of Co-operation is headed by Registrar of Co-operative Societies at the Headquarters at Thiruvananthapuram, who is appointed by the Government as per the powers conferred upon them as per Section 3 of the Kerala Co-operative Societies Act, 1969. In the head office, the Registrar is assisted by five Additional Registrars, three Joint Registrars, one Law Officer, One Finance Officer, six Deputy Registrars and fourteen Assistant Registrars.
- 1.2 5 Additional Registrars are assisting Registrar in transacting business of Credit wing, Audit wing, General wing, Consumer wing and Section of Integrated Co-operative Development Programme.
- 1.3 Out of 3 Joint Registrars, one is looking in to the matters of marketing and processing Co-operatives, the other is on scheduled caste and scheduled tribe Co-operatives and the last one on vigilance matters in the department. The Law Officer and Finance Officer who are on deputation from Government Secretariat advise Registrar on matters relating to legal aspects and financial matters respectively.
- 1.4 Besides, one Research Officer (Statistics), one Editor cum Press Relation Officer and one P.A. to Registrar are working at the Head Quarters. There are 23 sections in the Head Office, they are :-
 - (1). Establishment (EA)
 - (2). Establishment (EB)
 - (3). Accounts
 - (4). Finance A
 - (5). Finance B
 - (6). EM (Employees matters of Co-operative Institutions)
 - (7). Marketing and & Processing –I
 - (8). Marketing & Processing – II

- (9). Housing/Vanitha, Miscellaneous type societies
- (10). Consumer Societies
- (11). Audit & Liquidation
- (12). General
- (13). Vigilance
- (14). Publication & Training
- (15). SCT (Scheduled Caste/Tribe)
- (16). Credit Long Term (CLT)
- (17). Credit General (CG)
- (18). Credit Banking (CB)
- (19). Credit Primaries (CP)
- (20) Integrated Co-operative Development Programme (ICDP)
- (21). Planning & Monitoring (P&M)
- (22). Statistics
- (23). Co-operative Information Bureau

- 1.5 At district level, there are two wings, viz. General and Audit. One Joint Registrar (General) and one Joint Registrar (Audit) are in charge of each wing. At Circle level, [Circles in which Circle Co-operative Unions were constituted by Government as per Section 88 of the Kerala Co-operative Societies Act, 1969]. One Assistant Registrar for general administration and one Assistant Registrar for audit of co-operatives are functioning under the immediate control of the respective Joint Registrars. Inspectors of Co-operative societies and Auditors of Co-operative Societies are functioning as field level officers in the administration and audit wing respectively.
- 1.6 One Assistant Registrar of co-operative societies is working as Liaison Officer attached to the Joint Registrar (General), Ernakulam, to liaison the work with Advocate General in respect of O.P.s filed before the High Court of Kerala.
- 1.7 Free service of 9 Deputy Registrars and 23 Inspectors of co-operative societies are rendered to the State Co-operative Union for working as Principals and Lecturers respectively in the State Co-operative Training Centers run by the State Co-operative Union.
- 1.8 A vigilance wing is functioning in this Department headed by a Joint Registrar at the head quarters with 6 Deputy Registrars all over the State to conduct vigilance enquiries and inspections in Co-operatives.
- 1.9 A Co-operative Information Bureau is functioning at the head office and a monthly publication "Sahakarana Veedhi" is published by the bureau.

2. Powers and Duties of Officers and employees in this department

- 2.1 Registrar of Co-operative Societies –
The registrar is empowered with the right to exercise all of the powers as provided in the Kerala Co-operative societies Act, 1969 and the Rules thereon.

The main powers are registration of co-operative societies, amendment of bye-laws of co-operative societies, conduct of elections in societies, providing state aid to co-operatives, audit of co-operatives, arbitration, execution, liquidation and inspection, supervision of co-operatives. The Registrar, with the assistance of Additional Registrars, Joint Registrar, Deputy Registrars, Assistant Registrars and other subordinates perform all these functions in the cases of societies having area of operation beyond one district. In other cases, Joint Registrars' in the districts and Assistant Registrar's at the circles level have been delegated with all or some of the powers of the Registrar. Besides above, Registrar has both administrative and financial powers within the Department.

- 2.2 Joint Registrars (General) in the districts are delegated with all the powers of Registrar mentioned in para 2.1 above, within the districts.
- 2.3 Joint Registrars (Audit) in the districts are delegated with the powers of Registrar mentioned in para 2.1 above within the districts.
- 2.4 Assistant Registrars in the circles are delegated with all the powers of the Registrar mentioned in para 2.1 above within the circles, provided under Sections 29(2), 30,63,64,65,66,67,69,70,75 and 76 of the Act.
- 2.5 Co-operative Inspectors working in the circle offices are under the immediate control of Assistant Registrars (General), who are authorised to conduct inspection and inquiry under Section 65 and 66 of the Act, to dispose off arbitration cases and to work as Sale Officers. They will be appointed as returning officers to conduct election to committees of societies, to act as part-time administrators of societies etc.
- 2.6 The co-operative auditors working in the circle offices are under the immediate control of Assistant Registrars (Audit). They will be appointed as auditors of co-operative societies.
- 2.7 Clerks, Confidential Assistants, Typists and Peons are working in this department as common category and do the work as specified in the manual of office procedure.

3. Procedure followed in the decision making process

The cases are generally processed at the section level at the head office and at the office level at the district offices and circle offices and files are submitted to the section superintendents/ Deputy Registrars/Joint Registrar/Additional Registrars/Registrar and to the Assistant Registrar/Joint Registrars at the district level and to the Assistant Registrars at the circle level. The cases are disposed off at the appropriate level based on the provisions contained in the rules of business/manual of office procedure.

4. **Norms set by Co-operation Department for the discharge of its functions**

Decision taking officers will ensure that proper priorities are given in respect of each case coming within their jurisdictions and necessary measures will be taken to check delay and arrears. Necessary provisions have been incorporated in the office manual for the speedy disposal of cases and instructions are being issued from time to time for the discharge of the functions of the department effectively.

5. **Rules, regulations, Instructions, Manuals held by the department for the discharge of its functions.**

The department discharges its functions in accordance with the instructions contained in the manual of office procedure and other rules and regulations issued by Government from time to time.

6. **Statement of Categories of Document that are held by the Department.**

The document held by the Co-operation department includes relevant files on the subjects dealt by the department and service document of the officials.

Sd/-
V.Reghunath
Registrar of Co-operative Societies (In charge)

1. For publication in the Government website, www.kerala.gov.in
2. For publication in Sahakarana Veedhi
3. PA to Registrar
4. All officers in this office.

//By Order //

For Registrar of Co-operative Societies (in-charge)