

**OFFICE OF THE REGISTRAR CO-OPERATIVE SOCIETIES
GOVT. OF N.C.T. OF DELHI, OLD COURT BUILDING
PARLIAMENT STREET, NEW DELHI-110001.**

F. No.47/Policy/RCS/2016/ 224-239

Dated: 26/12/2016

C I R C U L A R

Sub:- Regarding Appointment of Administrators and Returning Officers.

It has come to the notice of Secretary-cum-Registrar, Co-operative Societies that the guidelines issued earlier vide circular No.47/Policy/RCS/2016/129-140 dated 29.09.2016 are not being adhered to by the Administrators.

In this regard, all the Assistant Registrars are hereby directed to provide the point-wise compliance report in tabular form within 03 days positively.


(VIKAS AHLAWAT)

Deputy Registrar (Policy)

To:-
All Assistant Registrar

Copy to :

1. PA to RCS
2. PA to Spl. RCS
3. All Deputy Registrar with the request to ensure compliance.

8673/ce
27/12/16

**OFFICE OF THE REGISTRAR CO-OPERATIVE SOCIETIES
GOVT. OF N.C.T. OF DELHI, OLD COURT BUILDING
PARLIAMENT STREET, NEW DELHI-110001.**

F. No.47/Policy/RCS/2016/129-140

Dated: 29/09/2016

C I R C U L A R

It has come to the notice of Secretary-cum-Registrar, Co-operative Societies during Public Hearing that the guidelines issued earlier vide dated 27.03.2015 are not being adhered to by the Administrators. In order to ensure smooth functioning of the Co-operative Societies which are under the charge of Administrators, the following directions are reiterated for strict compliance by all the Administrators :-

1. That the Administrator will neither deploy/engage any additional staff in society nor they will be allowed to remove any employees already engaged. In case of such need prior approval of Registrar, Co-operative Societies should be compulsory.
2. The Administrator will visit society office **at least** on 04 days in a month preferably on Saturday/Sunday. Date and time of visit shall be displayed on the notice board of the society so as to enable the members/residents of the society to get their grievances resolved. A copy of the Visit Schedule shall be submitted to Office of the Registrar, Cooperative Societies.
3. The Administrators will furnish the status report to Assistant Registrar concerned latest by 7th of every month with copy to Registrar Co-operative Societies for information; failing which the Administrator will be removed without further notice. The Assistant Registrar will process the report and shall place the same before Registrar, Co-operative Societies within 15 days.
4. The remuneration of Administrator has been fixed at ₹ 10,000/- Per Month in terms of Rule 61 (5) of DCS Rules, 2007. No Administrator will charge more remuneration than prescribed in appointment letter or any sundries charges except TA or otherwise specified by the Competent Authority.
5. The Administrators on expiry of the period of 90 days shall not exercise any financial powers till their term is further extended by the Competent Authority.
6. The Administrator should take over the charge of the record of the Society on his/her appointment immediately.

In case of non-handing over the charge by the outgoing Managing Committee, the same may be reported to the concerned Assistant Registrar immediately.

7. The expenditure made during the month should be displayed on the Notice Board of the Society with a copy to the concerned Assistant Registrar.
8. After appointment of Administrator, an Advisory Committee of 4 members may be appointed to assist the Administrator in day to day working. The Advisory Committee may be elected preferably in the AGM. The members of erstwhile superseded Managing Committee shall not be co-opted as members of Administrator's Adhoc Committee or Advisory Committee.
9. Status of Audit should be seen immediately on appointment and every efforts may be made to get the Audit in time.
10. All efforts shall be made to get the election conducted in time within the specified period as mentioned in the order of Appointment of Administrator. If, for any reason conducting election is not seem to be possible within 90 days, then the administrator shall bring the issue to the notice of Assistant Registrar concerned.
11. The grievances of the members of the Society may be resolved as per provisions of the DCS Act 2003 and DCS Rules 2007 promptly and where the approval of the office of the RCS is required, such cases may be referred to the concerned ARCS immediately.

All the Administrators are, therefore, directed to comply with the above Guidelines and these guidelines will come into force with immediate effect.

This issue with approval of Secretary-cum-Registrar Co-operative Societies.

(M.T. KOM)
Joint Registrar
Cooperative Societies

F. No.47/Policy/RCS/2016/129-140

Dated: 29 /09/2016

1. PA to RCS, Parliament Street, New Delhi.
2. Deputy Registrar (Housing) and Deputy Registrar (Allocated Societies), Parliament Street, New Delhi.
3. All the Assistant Registrars (concerned), O/o RCS, Parliament Street, New Delhi-110001 with directions to convey these guidelines to Administrators deployed with them.
4. Assistant Programmer (Computer Cell) with the direction to upload this circular on the website of this office.

(M.T. KOM)
Joint Registrar
Cooperative Societies