

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVT OF NCT OF DELHI, OLD COURT BUILDING,
PARLIAMENT STREET, NEW DELHI-110001.

Sub: - Proposal for clearance of left out members by Rule 90 Committee and clearance of members by RCS in Self drawn Housing Societies.

Please find enclosed a copy of Standard Operating Procedure (SOP) and a copy of letter address to the President/ Secretary duly approved by the RCS for submission of proposal on Schedule-VII and consequent verification of members of Housing Societies. This SOP is to be strictly followed by the concerned Assistant/ Deputy Registrars. Both the Assistant/ Deputy Registrars will also ensure that the SOP is strictly followed by the Housing Societies.

Encl : As above

NAVEEN
02/02/17
(NAVEEN KATARYA)
DEPUTY REGISTRAR

1. All Deputy Registrar/ Assistant Registrars
U.O. No. *dr4rccs/09*

Dated: - *02/02/17*

Copy to : -

1. P.S. to RCS,
2. P.A. to Spl. RCS,
3. Assistant Director (Computer), with the request to upload the same on the website of the Department.

Section 77 of DCS Act, 2003 and Rule 90 of DCS Rules, 2007 provides for sending the names of members of a Cooperative Group Housing Societies to DDA for draw after due verification by the committee headed by the Secretary (Cooperation). The societies are mandated under these provisions to send the details of members of the society for verification to the office of RCS as per Schedule VII of DCS Rules, 2007 as covered under Rule 90 of the said rules.

In the past, for one society more than once Rule 90 Committee meetings had been held for forwarding the names of members for draw of lots to DDA and still for many of these societies there are number of left out cases for membership verification which would again in near future required verification by the Rule 90 Committee for particular society again and again also leaves a scope of manipulation and cheating.

So in view of the above, it is imperative that henceforth a Standard Operating Procedure needs to be drafted and approved to ensure that Rule 90 Committee meeting of a particular society is held once and in one go all the membership of that particular society be cleared either as accepted or rejected and the society concerned must fully cooperate with the office of RCS to ensure its implementation. This exercise should also be undertaken for those self draw societies which have been approved by the High Court and Government order for regularization.

In order to execute, following steps are being proposed as a part of Standard Operating Procedure to be followed in the future.

1. Letter will be issued to all such societies directing to submit the proposal as per Schedule-VII within 15 days from the date of issue of letter positively for all the members/left out members.
2. In case the proposal as per Schedule-VII is not received within the stipulated time period, a reminder will be issued to the societies directing to submit the proposal in respect of the left out members within another 10 days. The society shall also be directed to give the present residential address and phone numbers of such left out members to the RCS office. The reminders shall be issued on the same day with the approval of concerned DRCS.
3. In case the proposal is not received even after lapse of 10 days of the reminder, the concerned Assistant Registrar will send a letter to the concerned member through speed post/ website of the department on the address available in file as well as provided by the society directing such member to appear in person with requisite original and self attested documents before the Assistant Registrar within 15 days of issue of letter by the Assistant Registrar.
4. In case the proposal/ documents are not received even after reminder as mentioned at S.No. 2, a public notice shall be given by the society within 03 days of lapse of time given in the reminder. Further time of 10

10027

days will be given in the public notice to the member/ society to submit the documents either directly to the department or through the society.

5. In case the society has not given the public notice within 03 days the concerned Assistant Registrar will issue public notice within next three days in two leading newspapers (one English and one Hindi) informing the member and the society giving period of 10 days. The cost of such public notices will be recovered from the society.
6. Once the above steps are exhausted, the proposals as per Schedule-VII shall be verified and will be placed before RCS and as per policy of Govt. issued vide Notification No. F.47/86/RCS/Policy/2009/ PF/519 dated 17.10.2011 in respect of 26 self draw societies and the same was upheld by the Hon'ble High Court of Delhi in W.P. (C) No. 519/2012 vide order dated 05.05.2015 and circular dated 13.03.1996 issued by the RCS, within 10 days of exhaustion of steps mentioned above. The proposal will be placed before Rule 90 Committee after approval of RCS.
7. All the members who even after the above mentioned steps could not be verified, the legal proceeding against such members under provision of the DCS Act, 2003 and DCS Rules, 2007 shall be initiated by the society. Legal action as per provisions of DCS Act and Rules will also be initiated against the officials of the Managing Committee which enrolled such members in the societies.

Heer

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVT OF NCT OF DELHI, OLD COURT BUILDING,
PARLIAMENT STREET, NEW DELHI-110001.

F.No.

Dated

To

The President/ Secretary,

Sub: - Proposal for clearance of left out members by Rule 90 Committee and clearance of members by RCS in Self drawn Housing Societies.

Sir,

Section 77 of DCS Act, 2003 and Rule 90 of DCS Rules, 2007 provides for sending the names of members of a Cooperative Group Housing Societies to DDA for draw after due verification by the committee headed by the Secretary (Cooperation). The societies are mandated under these provisions to send the details of members of the society for verification to the office of RCS as per Schedule VII of DCS Rules, 2007 as covered under Rule 90 of the said rules.

In the past, for one society more than once Rule 90 Committee meetings had been held for forwarding the names of members for draw of lots to DDA and still for many of these societies there are number of left out cases for membership verification which would again in near future required verification by the Rule 90 Committee for particular society again and again also leaves a scope of manipulation and cheating.

In order to ensure that Rule 90 Committee meeting of a particular society is held once and in one go all the membership of that particular society be cleared either as accepted or rejected and the society concerned must fully cooperate with the office of RCS to ensure its implementation. This exercise should also be undertaken for those self draw societies which have been approved by the High Court and Government order for regularization. The following Standard Operating Procedure (SOP) approved by the Registrar Cooperative Societies is to be followed by all the Housing Societies.

1. In case the proposal as per Schedule-VII is not received within the stipulated time period given by the Department, a reminder will be issued to the societies directing to submit the proposal in respect of the left out members within another 10 days. The society shall also be directed to give the present residential address and phone numbers of such left out members to the RCS office. The reminders shall be issued on the same day with the approval of concerned DRCS.
2. In case the proposal is not received even after lapse of 10 days of the reminder, the concerned Assistant Registrar will send a letter to the concerned member through speed post/ website of the department on the address available in file as well as provided by the society directing such member to appear in person with requisite original and self attested

documents before the Assistant Registrar within 15 days of issue of letter by the Assistant Registrar.

3. In case the proposal/ documents are not received even after reminder as mentioned at S.No. 2, a public notice shall be given by the society within 03 days of lapse of time given in the reminder. Further time of 10 days will be given in the public notice to the member/ society to submit the documents either directly to the department or through the society.
4. In case the society has not given the public notice within 03 days the concerned Assistant Registrar will issue public notice within next three days in two leading newspapers (one English and one Hindi) informing the member and the society giving period of 10 days. The cost of such public notices will be recovered from the society.
5. Once the above steps are exhausted, the proposals as per Schedule-VII shall be verified and will be placed before RCS and as per policy of Govt. issued vide Notification No. F.47/86/RCS/Policy/2009/ PF/519 dated 17.10.2011 in respect of 26 self draw societies and upheld by the Hon'ble High Court of Delhi in W.P. (C) No. 519/2012 vide order dated 05.05.2015 and circular dated 13.03.1996 issued by the RCS, within 10 days of exhaustion of steps mentioned above. The proposal will be placed before Rule 90 Committee after approval of RCS.
6. All the members who even after the above mentioned steps could not be verified, the legal proceeding against such members under provision of the DCS Act, 2003 and DCS Rules, 2007 shall be initiated by the society. Legal action as per provisions of DCS Act and Rules will also be initiated against the officials of the Managing Committee which enrolled such members in the societies.

Assistant Registrar (Housing)
Section-