

RIGHT TO INFORMATION ACT 2005

MANUAL 1

Particulars of organization, Functions and duties.

2.1 Objective/Purpose of the Public Authority.

The objective of the office of the Registrar of Cooperative Societies, Meghalaya Shillong is to ensure the growth of cooperative Movement in the State

2.2 Mission/vision statement of the Public Authority.

The Mission of the Registrar of Cooperative Societies is to make Cooperative Societies self-sufficient and independence and self sustaining entities promoting the economic well being of their members.

2.3 Brief history of Public authority and content of its formation.

After attainment of statehood in 1972 from the erstwhile State of Assam the office of the Registrar of Cooperative Societies, Meghalaya was established under the provisioned of the Meghalaya Cooperative Societies Act (Assam Cooperative Societies Act 1 of 1950 as adapted by Meghalaya)

2.4 Main function / Duties of the Public Authority.

2.5 The duties of the office of the Registrar of Cooperative Societies, Meghalaya Shillong may be defined as follows :-

1. Organisation and Registration of Cooperative Societies.
2. Supervision of Cooperative Societies.
3. Statutory Audit of Cooperative Societies.
4. Granting of financial assistance to Cooperative Societies in the shape of Loan component, Share Capital Contribution and Subsidy.
5. Inquiry and Inspection.
6. Settlement of Disputes.
7. Dissolution of Disputes.
8. Recovery of sum due and enforcement of obligations
9. Sanction and release of Financial Assistance to Cooperative Societies.
10. Appointment of Junior Cooperative Officer, L.D.A., Typist and Grade IV employees.
11. Control and Supervision of all the District Offices, and Sub-Divisional Offices.

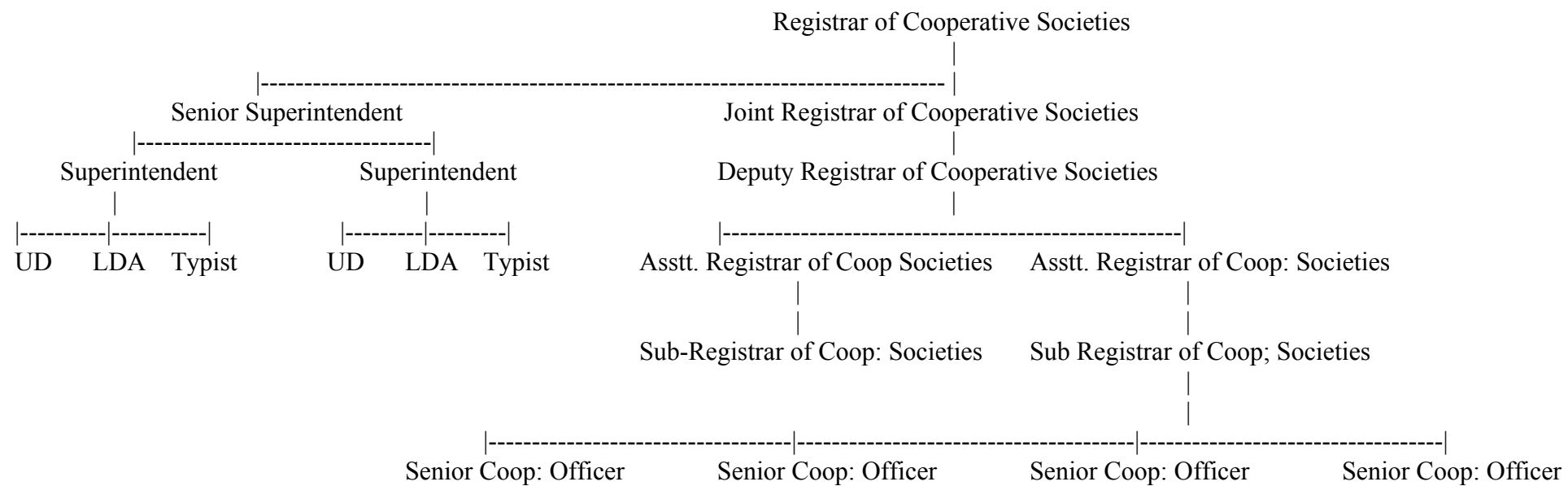
12. Monitoring and reviewing the Implementation of State Plan Scheme, Non-Plan Centrally Sponsored Schemes and Central Sector Scheme of all the State Level and Primary Cooperative Societies in the State
13. Liquidation of Cooperative Societies
14. Regulate the activities and function of State Level and Primary Cooperative Societies.
15. Cause Inquiry and Inspection under Sec. 60 and Sec 61 of the Meghalaya Cooperative societies Act (Assam Act I as adapted by Meghalaya)
16. Transfer and Posting of Senior / Junior Cooperative Officers.
17. Confirmation of Senior / Junior Cooperative Officers Ministerial Staff and Grade IV Employees.
18. Sanction of T. A. Bills, Medical Bills, Advances of Gazetted Officers, Senior/Junior Cooperative Officers, Ministerial Staff and Grade IV employees.
19. Sanctioned of Leave to Senior / Junior Cooperative Officer, Ministerial staff and Grade IV employees.
20. Sanctioned of House Rent, Contingency Bills, Advertisement, Publicity and any other Offices Expenses.

2.6 List of Services being provided by the Public Authority with a brief write – up on them.

Cooperative Societies are autonomous bodies and democratic in nature. The services provided by the Registrar of Cooperative societies are very few in nature since the aspiration of members are to be addressed by the Cooperative Societies. They are peoples movement but not Government movement. The only services provided are as enumerated above. In addition, training and handholding support is provided to existing societies. The offices also assist in mobilization and awareness building for setting up new Societies.

2.7 **Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (whichever is applicable)**

DIRECTORATE.



2.8 Expectation of the Public Authority from the public for enhancing its effectiveness and efficiency.

Successful societies required active participation of members in the affairs of the Society.

2.9 Arrangements and methods made for seeking public participation / contribution.

The Registrar of Cooperative Societies cause wide publicity on the Cooperative Movement by organising Awareness programmes. Advertisements etc. are being made available to public for people's participation on the growth of Cooperative Movement

2.10 Mechanism available for Monitoring the service delivery and public grievance resolution.

The Joint / Deputy (Incharge Establishment) Registrar of Cooperative Societies Additional Secretariat Meghalaya, Shillong are the Officers to whom public grievances can be addressed to.