

CHAPTER – 6.
(Manual – 5)

A Statement of the categories of documents that are held by it or under its control.

Sl. No.	Categories of the document.	Name of the document and its introduction one line.	Procedure to obtain the documents	Held by/ under control of
1	2	3	4	5
1	Audit Report	Annual Report of Cooperative Societies	By application	ARCS Incharge Audit
2	Bye-Laws.	Bye-Law of Cooperative Societies	- do -	ARCS Incharge Miscellaneous Branch
3	Personnel Records	Personal files	- do -	DRCS Incharge Establishment
4	Reports on Coop. structure & Coop. Credit.	Vaidayanathan Report	- do -	DRCS Incharge Credit
5	ESTABLISHMENT		- do -	DRCS Incharge Establishment
	<u>FILE NO.</u>	<u>SUBJECT.</u>		
	NO.CE(M).8/73	Transfer and Posting of Gazetted Officers.	- do -	
	NO.CE(M).6/81	Creation of Posts for District Offices Nongstoin & Williamnagar.	- do -	
	NO.CE(M).5/71	Recruitment to various Posts in District Office Shillong / Tura / Jowai	- do -	
	NO.CE(M).1/95	Miscellaneous Matters on Establishment.	- do -	
	NO.CE(M).29/78	Direct recruitment to the Posts of L.D.A./ Typist etc. in the Office of the Registrar of Cooperative Societies, Meghalaya, Shillong	- do -	
	NO.CE.(M).5/92	Creation of Post up gradation of Sub-Divisional Offices to District Level – Nongpoh/ Baghmara	- do -	

NO.CE(M).12/85.	Promotion of Ministerial Staff in the Office of the Asstt. Registrar of Coop: Societies, Shillong	- do -	
NO.CE(M).27/97	Promotion Ministerial Staff in the Office of the Principal, Meghalaya Cooperative Training Institute, Shillong	- do -	
NO.CE(M).20/83	Gradation list of Gazetted Officers of the Cooperative Department.	- do -	
NO.CE(M).17/87	Recruitment to the post of Junior Cooperative Office.	- do -	
NO.CE(M).5/74	Recruitment of Stenographer.	- do -	
NO.CE(M).20/87	Creation of Post (Gazetted/Non-Gazetted) in Sub-Divisional Offices, Sohra/Amlarem.	- do -	
NO.CE(M).14/80	Retention of the Gazetted posts Office of the Registrar of Cooperative Societies, Meghalaya, Shillong.	- do -	
NO.CE(M).2/75	Promotion of Officers to the Post of Sub-Registrar of Cooperative Societies.	- do -	
NO.CE(M).4/75	Framing of Service Recruitment Rules.	- do -	
NO.CE(M).34/82	Confirmation of Head Office Staff against the Permanent Post.	- do -	
NO.CE(M).11/87	Employment on Compassionate Ground.	- do -	
NO.CE(M).19/75	Appointment of Drivers.	- do -	
NO.CE(M).11/97	Setting-up office of the Zonal D.R.C.S. at Tura.	- do -	
NO.CE(M).14/83	Confirmation of Gazettes Officers.	- do -	
NO.CE(M).97/72	Delegation of Powers of Bakijai Officers Liquidation of Coop: Societies.	- do -	
NO.CE(M).66/71	Transfer & Posting of Peons.	- do -	
NO.CE(M).57/79	General Government Circular.	- do -	

NO.CE(M).104/71	Finalization of Pension Cases Retired Govt. Servant Procedure to be followed.	- do -	
NO.CE(M).13/70	Transfer & Posting of Senior Coop: Officer & Junior Coop: Officer.	- do -	
NO.CE(M).21/83	Confirmation of Staff in District & Sub-Divisional Officer.	- do -	
NO.CE(M).11/96	Prayer for setting up of Office of the S.R.C.S. at Mawkyrwat Civil Sub-Divisional.	- do -	
NO.CE(M).10/73	Appointment of F.A.O.	- do -	
NO.CE(M).53/75	Circular from Finance Department .	- do -	
NO.CE(M).47/79	Delegation of Finance Power ect.	- do -	
NO.CE(M).33/71	Officiating arrangement of the office of R.C.S.	- do -	
NO.CE(M).24/78	Training of Assistant of Directorate.	- do -	
NO.CE(M).48/71	Reservation of Posts in favour of persons belonging to S.C. /S.T. in Meghalaya.	- do -	
NO.CE(M).1/79	Employment exchange (Compulsory Notification) of various Act, 1959, Rendition of quarterly Return.	- do -	
NO.CE(M).34/74	Filling up the post S.C.O.	- do -	
NO.CE(M).12/80	Retention of Non-Gazetted Posts Office of the R.C.S, Meghalaya, Shillong.	- do -	
NO.CE(M).22/73	Departmental Examination.	- do -	
NO.CE(M).10/71	General Government Circulars other than holidays.	- do -	
NO.CE(M).68/76	Notification Received from Personal, G.A.D., Political etc.	- do -	
NO.CE(M).30/79	Office Order.	- do -	

NO.CE(M).6/91	In-Service Project-Based training for Officers of different levels.	- do -	
NO.CE(M).103/72	Establishment of a District Selection Committee.	- do -	
NO.CE(M).56/71	Forwarding of Application	- do -	
NO.CE(M).14/94	Staff Meeting of the District Offices.	- do -	
NO.CE(M).7/2005	Right to Information Bill.	- do -	
NO.CE(M).1/2005	C.L. of Officers & staff, Office of R.C.S. Meghalaya, Shillong.	- do -	
NO.CE(M).15/87	Allotment of works to the Officers & Staff, Office of the R.C.S., Meghalaya, Shillong.	- do -	
NO.CE(M).15/85	Office Attendance by Officers & Staff during Bandh/Public Curfew – Instructions thereof.	- do -	
NO.CE(M).37/82	Punctuality in attendance and action taken thereof.	- do -	
NO.CE(M).28/93	Points raised by M.L.A. during the General discussion in the Meghalaya Legislative Assembly.	- do -	
NO.CE(M).12/99	Fixation of pay of Ministerial Staffs.	- do -	
NO.CE(M).10/95	Meghalaya Third Pay Commission.	- do -	
NO.CE(M).4/99	Fixation of pay of S.C.O./J.C.O.	- do -	
NO.CE(M).37/88	Gradation List of J.C.O	- do -	
NO.CE(M).39/88	Gradation List of S.C.O.	- do -	

6	<u>COOPERATIVE CREDIT AND BANKING</u>		- do -	DRCS Incharge Credit
	<u>FILE No.</u>	<u>SUBJECT</u>		
	MCC/13/90	Proceedings of the Meetings of the MCAB Ltd. Shillong.	- do -	
	MCC/8/91	Recovery of Loans (national Cooperative Agriculture & Rural Development Bank's Federation Ltd.)	- do -	
	MCC/13/91	Release of ST/MT/LT Loans to Societies	- do -	
	MCC/7/92	Meghalaya Agricultural Credit Operation & Miscellaneous Act 1975 (Act of 1976)	- do -	
	MCC/1/93	National Federation of Urban Cooperative Bank & Credit Societies Ltd. (NAFCUB)	- do -	
	MCC/1/94	Impact of Credit Operation under Credit Structure in Meghalaya.	- do -	
	MCC/2/94	Br. Advisory Committee of MCAB Ltd.	- do -	
	MCC/3/94	Br. Loan Committee of MCAB Ltd.	- do -	
	MCC/1/95	Computerization of Records of the RCS office MCAB / MECOFED Ltd.	- do -	
	MCC/13/95	NABARD Credit flow to Coop: Societies	- do -	
	MCC/3/96	National Federation of State Coop: Banks Ltd.	- do -	
	MCC/8/96	Task force on Institutional Development of Credit Cooperative	- do -	
	MCC/14/96	Strengthening of Coop; Credit Institution in Meghalaya Recommendation of the National Conference on Coop: Rural Credit Institutions.	- do -	
	MCC/18/96	Revision of Unit cost	- do -	
	MCC/1/97(Misc)	Holding of Annual General Meetings of Coop: societies.	- do -	
MCC/6/97	Memorandum of Understanding (MOU) NABARD and Action Points	- do -		
MCC/6/85/VOL-I/Pt	Information on Guarantee given by the Govt. for Repayment of Loans etc. raised by MCAB LTD	- do -		

MCC/2/98	Meeting of CEO of State Coop: Bank convened by NABARD.	- do -	
MCC/3/98	Deposit Mobilisation by ARDBs	- do -	
MCC/4/98	National Conference on Coop: in Rural Credit	- do -	
MCC/5/98	Inspection under Sec. 35 of the Banking Regulation Act 1994 (As applicable to Coop: Societies) Urban Banks.	- do - - do -	
MCC/8/98	Income Recognition, Assets Classification, Provisioning and other related matters prudential norms	- do -	
MCC/10/98	Misc correspondence from NABARD	- do -	
MCC/11/98	Correspondence relating to Man Power Development & Management Institute, Meghalaya	- do -	
MCC/5/99	Exemption of Stamp Duty of Meghalaya Coop: Apex Bank Ltd.	- do -	
MCC/6/99	High Power Committee for U.C.B.	- do -	
MCC/3/2000	Application for Exemption from the Provisions of Section 11 (1) of the B.R. Act 1949 (As applicable to Coop: societies)	- do -	
MCC/4/2000	Inspection under Section 35 of B.R. Act 1949 (As Applicable to Coop: societies) TCUB Ltd Tura	- do - - do -	
MCC/9/2000	National Agricultural Insurance Scheme (RKBY) for Khariff and Rabi Crops.	- do -	
MCC/19/2000	National Backward Classes Finance and Development Corporation (NBCFDC)	- do -	
MCC/25/2000	Matters relating to National Agriculture Policy.	- do -	
MCC/28/2000	Arbitration Cases Against willful Defaulters (Individual) Filed by MCAB Ltd.	- do -	
MCC/29/2000	Flow of Agricultural / Rural Credit – In the State	- do -	
MCC/36/2000	Financing self Help Groups (NABARD)	- do -	
MCC/4/2001	Special Debenture System to direct Financing BY NABARD	- do -	

MCC/5/2001	SCUB Ltd. – Monthly Returns of SCUB Ltd. (Forms etc.)	- do -	
MCC/6/2001	TCUB Ltd. – Monthly returns of SCUB Ltd (Forms etc)	- do -	
MCC/7/2001	Deposit Mobilization by Service Coop: Societies (SCS)	- do -	
MCC/8/2001	JCUB Ltd – Monthly Returns of JCUB Ltd..	- do -	
MCC/11/2001	Bye Laws of Shillong Urban Coop: Bank	- do -	
MCC/13/2001	Misc Correspondence from NABARD Circulars etc.	- do -	
MCC/14/2001	Strategic Development & Strengthening of AACCS.	- do -	
MCC/16/2001	Short Term Credit to SCB/DCCB for Financing Marketing of Crops – Modified Scheme.	- do -	
MCC/20/2001	Task force Recommendation on the Study to Strengthen the Coop: Credit Structure	- do -	
MCC/26/2001	Urban Coop: Bank (Rules/Bye-Laws etc.)	- do -	
MCC/2/2002	Financial Assistance National handicapped Finance and Development Corporation (NHFDC)	- do -	
MCC/5/2002	Misc. Correspondence of MCAB Ltd. Circular Etc.	- do -	
MCC/6/2002	Inspection of MCAB Ltd. Under Section 35 of B.R. Act 1949	- do -	
MCC/12/2002	Notice of Suit under Section 80 CPC.	- do -	
MCC/13/90/Pt/03	Proceeding of MCAB Ltd. Shillong	- do -	
MCC/16/2003	Impact of Economic Scheme under the Aegis of financial Corporation and the Modalities of their Implementations	- do -	
MCC/4/2004	Master Circular From RBI	- do -	
MCC/10/2004	MCAB Ltd. Dev, Strategies, Micro – finance and future perspectives.	- do -	
MCC/11/2004	Recognition of our Credit rating certification by your State Govt's for all Coop: Banks/Societies Listed in the State.	- do -	

MCC/12/2004	Common Minimum Programme of the Govt. of India	- do -	
MCC/1/2005	State Focus paper 2005 – 06	- do -	
MCC/2/2005	Reorganisation of SCS (PACS)	- do -	
MCC/3/2005	Minutes of State Coop: Minister Meeting	- do -	
MCC/8/2005	Credit Limit under Section 21 (i) (iii) Sec 21 (4) of the NABARD Act 1981 – Scheme of Farmers in Distress and arrears.	- do -	
MCC/10/2005	Tribal Development Fund Guidelines	- do -	
MCC/11/2005	Right to Information Bill 2005	- do -	
MCC/12/2005	State Development report (SDR) of Meghalaya first Draft.	- do -	
MCPR.1/93	Promotional Activity of Cooperative Development	- do -	
MCPR.2/93	Promotional Activity of Cooperative Development (EKH Shillong)	- do -	
MCPR.3/93	Promotional Activity of Cooperative Development (WGH Tura)	- do -	
MCPR.4/93	Promotional Activity of Cooperative Development (Jaintia Hills) Jowai	- do -	
MCPR.5/93	Promotional Activity of Cooperative Development (EGH) Williamnagar	- do -	
MCPR.6/93	Promotional Activity of Cooperative Development (WKH) Nongstoin	- do -	
MCPR.7/93	Promotional Activity of Cooperative Development (Ri-Bhoi District) Nongpoh	- do -	
MCPR.8/93	Promotional Activity of Cooperative Development (SGH Baghmara)	- do -	
MCPR.10/93	Publicity on Promotional Activity of Cooperative Development	- do -	
MCPR.11/93	Promotional Activity of Cooperative Development on Agriculture Sector	- do -	
MCPR.12/93	Promotional Activity of Cooperative Development on Horticulture Sector	- do -	

MCPR.13/93	Promotional Activity of Cooperative Development on Animal Husbandry	- do -	
MCPR.14/93	Organising State Level Promotional Meeting	- do -	
MCPR.15/93	Promotional Activity of Handloom Coop Societies	- do -	
MCPR.16/93	Scheme for Integrated Village Cooperative in Meghalaya	- do -	
MCPR.17/93	Cooperative Development Fund	- do -	
MCPR.18/93	Implementation of the Village Reserve Forest Scheme	- do -	
MCPR.1/94	Proposals for Community Bases ready to unit to be run by Mahila Mandals	- do -	
MCPR.2/94	Promotional Activity on Self Help Group / Thrift	- do -	
MCPR.3/94	Monitoring Cell on Promotional Activities	- do -	
MCPR.4/94	Promotional Activity of Cooperative Development (Amlarem Sub-Division) Amlarem	- do -	
MCPR.5/94	Promotional Activity on Beekeeping potential areas	- do -	
MCPR.1/95	Reorganisation of Primary Agricultural Cooperative Societies.	- do -	
MCPR.2/95	Vouchers etc. of Cooperative Development Fund	- do -	
MCPR.3/95	Development of Model PACS under ICDP - regarding	- do -	
MCPR.4/95	Organisation of Mushroom Growers Cooperative - Regd	- do -	
MCPR.5/95	Organisation of Milk Cooperative Societies Under Integrated Dairy Development Project under A.H & Vety.	- do -	
MCPR.6/95	Promotional Activity of Cooperative Development (Sohra Sub-Division) Cherrapunjee	- do -	
MCPR.7/95	Promotional Activity of Floriculture in Cooperatives	- do -	
MCPR.2/96	Promotional Activity of Cooperative Development on Industrial Sector	- do -	
MCPR.1/97	Write up on Ginjan Cooperative Corporation Ltd. Visakhapatnam Development of Tribals Cooperatives.	- do -	

MCPR.2/97	Promotional Activity on Fruit and Vegetable Cooperative Societies	- do -	
MCPR.3/97	Republic Day Celebration - Speech	- do -	
MCPR.1/99	Promotional Activity of LIC Policy Holder	- do -	
MCPR.2/99	Dividend and Profit from Cooperative Societies	- do -	
MCPR.3/99	Promotional Activity of Self Help Group as Cooperative	- do -	
MCPR.1/2001	District Officer Meeting with the R.C.S.	- do -	
MCPR.2/2001	Promotional Activity on University	- do -	
MCPR.3/2001	Classification of Cooperative based on their Credit worthiness - Regarding	- do -	
MCPR.4/2001	Possibility and practicability of creating a Youth Development Fund for Unemployed Youth	- do -	
MCPR.1/2002	International Labour conference – Promotion of Cooperatives	- do -	
MCPR.2/2002	Promotion of Electricity Cooperative Society	- do -	
MCPR.1.2003	Promotional Activity of Leather Cooperative Societies	- do -	
MCPR.2/2003	Correspondence relating to the North Eastern Multi State Insurance Cooperative Society Ltd.	- do -	
MCPR.3/2003	Organization of Medical Cooperative Societies Ltd.	- do -	
MCPR.4/2003	Promotional Activity of Cooperative Bank	- do -	
MCPR.1/2004	One year of Lapang Ministry – Publication of Achievement profile thereof	- do -	
MCPR.1/2005	Promotional Activity of Herbal Cooperatives	- do -	
MCPR.2/2005	2 nd North East Trade Fair in Delhi	- do -	
MCPR.3/2005	Visit of Dignitaries / Officials of Govt. of India	- do -	
MCPR.4/2005	Setting of Resource Centre	- do -	

7	<u>AUDIT BRANCH</u>		- do -	ARCS Incharge Audit
	<u>FILE No.</u>	<u>SUBJECT</u>		
	MC(A)69/2003	Maintenance of A/Cs (PIA) financed under I.C.D.P.	- do - - do -	
	MC(A)8/2003	Basis Training of Officers for Audit of Cooperative banks	- do -	
	MC(A)13/98	State Level Seminar for districts Audit Officers of Coop:	- do -	
	MC(A)19/79/Pt-II	Two monthly Progress Statement of audit and audit Mirror, Shillong	- do -	
	MC(A)12/84	Allotment of Audit works for field Officers	- do -	
	MC(A)11/71/Pt-I	Mis-Appropriation cases	- do -	
	MC(A)29/77/Pt-II	Collection of Arrear & Current Demand of Taxes & revenue	- do -	
	MC(A)9/89	Annual verification of closing Stock & Cash Balance	- do -	
	MC(A)10/94	Public A/C Committee	- do -	

8	<u>TRAINING BRANCH</u>		- do -	DRCS Incharge Establishment
	<u>FILE No.</u>	<u>SUBJECT</u>		
	No.MCX.1/94	Annual Plan for Information & Publicity	- do -	
	No.MCX.2/2002	Construction / Erection & repairing of Cooperative Hoardings	- do -	
	No.CT(M)5/75/VOL-II	Implementation of the Scheme for Information & Publicity (other expenses)	- do -	
	No.MCX.2/2003	Miscellaneous matter relating to Information to Publicity to Advertisements	- do -	
	No.MCX.1/2003	Motivational Programme	- do -	
	No.MCX.2/99	Information to Publicity Scheme (other expenses) 1999-2000	- do -	
	No.MCX.3/2002	Information & Publicity Scheme (Other Expenses)	- do -	
	No.MCX.1/2002	Motivational programme under information to publicity Scheme 2001 – 2002, 2002 – 2003 - 2004	- do -	
	No.MCX.1/2003	Workshop / Group discussion under Cooperative Fund	- do -	
	No.MCX.1/2005	Sanction of Advertisement Bill	- do -	
	No.MCX.1/82/VOL-XVII	Order for Advertisement	- do -	
	No.CT(M) 5/83/Vol.IV -	Calendar of Programmes.	- do -	
	No. CT(M) 1/71/Vol VII -	Miscellaneous Trainings.	- do -	
	No.CT(M)8/97	National Cooperative Union of India	- do -	
	No.CT(M)3/2001	Circular on Training of Officers	- do -	
	No.CT(M)5/94	Training / Programme etc. organizational conducted by National Council for Cooperative Training	- do -	

No.CT(M)6/97	XXXI Post Graduate Diploma in Cooperative Business Management from 8 th July to 27 th March 1988	- do -	
No.CT(M)5/76/Vol-II	Training of Secretaries at Meghalaya Cooperative Training Institute, Shillong	- do -	
No.CT(M)4/94	Standing Expert Group Institute of Cooperative Management, Guwahati	- do -	
No.CT(M)6/83	Indian Cooperative Congress	- do -	
No.CT(M)2/94/VOI-I Management, Plan	Miscellaneous Training to be conducted by Vaikunth Mehta National Institute of	- do -	
No.CT(M)12/71/VOI-X	Higher Diploma in Cooperative Management, Guwahati.	- do -	
No.CT(M)15/79/Vol-IV	Training Programme to be conducted by Meghalaya Cooperative Training Institute, Shillong	- do -	
No.CT(M)4/97/Pt-I	State Institute for Rural Development	- do -	

NO. CA(M) 38/82	Repayment of loans and Interest to NABARD	- do -	
NO. CA(M) 27/74	Repayment of loans and Interest to the NCDC. New-Delhi.	- do -	
NO. CA(M) 6/2004	Bill for Drawal of Loans to Cooperative Societies under ICDP.	- do -	
NO. CA(M) 8/2004	Bill for Drawal of Grant-in-aid to Cooperative Societies under ICDP.	- do -	
NO. CA(M) 7/2004	Bill for Drawal of Share Capital Contribution to Cooperative Societies under ICDP.	- do -	
NO. CA(M) 8/2005	Pay bill of the Establishment during the year 2005-2006.	- do -	
NO. CA(M) 10/2005	Contingency Bill for the year 2005-2006.	- do -	
NO. CA(M) 16/2005	Bill for drawal of grant-in-aid to different Cooperative Societies during 2005-2006.	- do -	
NO. CA(M) 17/2005	Bill for drawal of Share Capital Contribution to different Cooperative Societies during 2005-2006	- do -	
NO. CA(M) 11/2001	Share Capital Contribution to Cooperative Societies during 2002-2003	- do -	
NO. CA(M) 24/90	Bank draft etc.	- do -	
NO. CA(M) 8/2001	Scheme for payment of salaries through the bank.	- do -	
NO. CA(M) 10/82	Share Capital of the Meghalaya State Warehousing Corporation.	- do -	
NO. CA(M) 7/2000	Share Script of Shillong Coop: Urban Bank Ltd.	- do -	
NO. CA(M) 39/97	Corresponding regarding submission of share script of financial assistance to Coop: Societies.	- do -	
NO. CA(M) 25/2000	Share script of Coop: societies East Khasi Hills District.	- do -	

NO. CA(M) 27/2000	Share script of Coop: Societies Jaintia Hills District.	- do -	
NO. CA(M) 26/2000	Share script of Coop: Cotton Ginning and Oil Mills Ltd.	- do -	
NO. CA(M) 54/97	Share script of Meghalaya State warehousing Corporation.	- do -	
NO. CA(M) 3/2000	Share script of Jowai Cooperative Urban Bank Ltd.	- do -	
NO. CA(M) 22/2000	Share script of Cooperative Societies West Khasi hills.	- do -	
NO. CA(M) 6/99	Share script of Meghalaya Handloom Weavers and Handicraft Coop: Federation Ltd.	- do -	
NO. CA(M) 56/97	Share script of Multipurpose Coop: Societies /S.C.S. etc., West Garo hills.	- do -	
NO. CA(M) 10/2000	Share script of Tura Coop: Urban Bank Ltd.	- do -	
NO. CA(M) 53/97	Share script of MECOFED.	- do -	
NO. CA(M) 52/97	Share script of MCAB.	- do -	
NO. CA(M) 23/90	Release of financial assistance by NCDC/ NABARD etc. to State Government	- do -	
CA(M) 6/95	: Time barred (Pre-audit) TA Bill of District Officer.	- do -	
CA(M) 41/2000	: TA Bill of Non-gazetted Officials of the office of the Registrar of Cooperative Societies.	- do -	
CA(M) 19/2004	: TA Bill file of Shri R. Chakraborty, Deputy Registrar of Co-op: Societies,(Head Office).	- do -	
CA(M)23/2004 Shillong.	: TA Bill file of Smti Mawroh, Assistant Registrar of Cooperative Societies, (Head Office)	- do -	

CA(M) 21/2004	:	TA Bill file of Sri J. Syiem, Sub-Registrar of Co-op: Societies, (Head Office).	- do -	
CA(M) 20/2004	:	TA Bill file of Sri R. Chakraborty, Asstt. Registrar of Co-op: Societies, (Head Office).	- do -	
CA(M) 12/2000	:	TA Bill and Time barred TA Bills of District Offices / Subordinate Offices.	- do -	
CA(M) 9/99	:	Periodical Test audit on the Accounts of the office of the Registrar of Co-op: Societies, Meghalaya from 1-6-1997 to date 31-12-99.	- do -	
CA(M) 20/2005	:	- do -	- do -	
CA(M) 8/87	:	TA Bill on Medical Treatment.		
CA(M) 1/2004	:	TA Bill/Advance TA of Officers & Staff on Medical Treatment (Retd. Person).	- do -	
CA(M) 20/97	:	Recovery of House Building Advances.	- do -	
CA(M) 19/2005	:	Monthly recovery of House Building Advance & Car advance etc.	- do -	
CA(M) 14/99	:	LTC on eve of retirement.		
CA(M) 22/2004	:	Tour Programme/Tour Diary of Smti R. Kharmujai, Sub-Registrar of Co-op: Societies (Head Office).	- do -	
CA(M) 24/2004	:	Tour Programme / Tour Diary of Smti T. Nongkynrih, Sub-Registrar of Cooperative Societies (Head Office).	- do -	
CA(M) 25/2004	:	Tour Programme / Tour Diary of Smti P. Kharumnuid.	- do -	
CA(M) 18/2004	:	Tour Programme / Tour Diary of Shri L.R. Marak, Deputy Registrar of Cooperative Societies (Head Office).	- do -	

10	<u>BUDGET BRANCH</u>		- do -	DRCS Incharge Establishment
	<u>FILE No.</u>	<u>SUBJECT</u>		
	CA(M)9/2005	Allotment of fund (LOA) during 2005 - 06	- do -	
	CA(M)15/2005	Budget estimate for the year 2006-07	- do -	
	CA(M)18/2005	Appropriation Account for the year 2004-05	- do -	
	CA(M)4/2005	Surrender of savings for the year 2004 - 05	- do -	
	CA(M)14/2005	Verification & reconciliation of Account for the year 2004-05	- do -	

11	<u>FILE NO.</u>	<u>MARKETING & CONSUMER BRANCH (MISC)</u>	- do -	ARCS Incharge Marketing
		<u>SUBJECT.</u>		
	NO. MC(M)25/87/Vol-III	Annual General Meeting of MECOFED.	- do -	
	NO. MC(M) 4/90	Permission Seeking Re-election to the Board of Directors of the Annual General Assembly Meting of the Meghalaya State Cooperative Marketing & Consumers Federation Ltd.	- do -	
	NO. MC(M) 10/89	Registration of the Meghalaya State cooperative Marketing & Consumers Federation Ltd. Cash Credit Accommodation.	- do -	
	NO. MC(M) 3/83	Appointment etc. of Officers and Staff of MECOFED.	- do -	
	NO. MC(M) 3/87	Nomination of Representative of the MECOFED to the Annual General Body Meeting of National Cooperative Organization.	- do -	
	NO. MC(M) 6/99	Income Tax Exemption of Meghalaya State Cooperative Marketing & Consumers Federation Ltd.	- do -	
	NO. MC(M) 10/2001	Special Committee of MECOFED.	- do -	
	NO. MC(M) 3/89	Classification & Appointment etc. Rules of the Staff of MECOFED Ltd.	- do -	
	NO. MC(M) 15/83	Meeting of the Business Committee of Meghalaya State Cooperative Marketing & Consumers Federation Ltd.	- do -	
	NO. MC(M) 13/83/Vol-II	Misc. correspondence relating to the Meghalaya State Cooperative Marketing & Consumer's Federation Ltd.	- do -	
	NO. MC(M) 18/87/Vol-VI	Meeting of the Board of Directors of MECOFED.	- do -	
	NO. MC(M) 7/85/Vol-I	Meeting of the Executive Committee of Meghalaya State cooperative marketing & Consumer's Federation Ltd.	- do -	
	NO. MC(M) 1/2003	Handing over the land under MECOFED, Dawki to the Tourism Department for Construction of Tourist Bungalow.	- do -	

MC(M)1/85/VOI-III	Meeting of the BOD of Meghalaya State Warehousing Corporation	- do -	
MC(M)5/89/VOI-II	Misc Meghalaya State Warehousing Corporation	- do -	
MC(M)1/84	Godowns Constructed by MECOFED and Meghalaya State Warehousing Corporation	- do -	
MC(M)7/91/Vol-I	Annual Report and Account of the MSWC	- do -	
MC(M)6/86	Correspondences relating to Marketing Societies from the GOI, NCDC etc.	- do -	
MC(M)11/86/Vol-III	Distribution of Fertilizer by Marketing societies	- do -	
MC(M)19/83/VOI-I	Procurement of Fruits and Vegetables and organization of Fruits and Vegetable Processing Societies in Meghalaya	- do -	
MC(M)10/87	Setting of Tribal Cooperative Marketing Development Federation (TRIFED)	- do -	
MC(M)14/85	Matter relating to Jute	- do -	
MC(M)12/87/VOI-II	Role of Cooperative in the distribution of Agricultural Implements and machineries Reg	- do -	
MC(M)2/86	Marketing of Agriculture, Horticulture and Minor Forest Produces through NAFED /NERAMAC / TRIFED etc. on joint venture operation under price support Scheme	- do -	
MC(M)1/82/VOI-IV	First Meeting of the Meghalaya State Agricultural Marketing Board	- do -	
MC(Con)12/87	Shillong consumer Coop: Wholesale Store Ltd.	- do -	
MC(Con)2/98	Civil Suit against Shillong Wholesale Consumer's Cooperative Store Ltd.	- do -	
MC(Con)1/91/VOI-I	Misc. correspondence on NCCF of India Ltd.	- do -	
MC(Con)10/88/Vol-II	Public Undertaking in Meghalaya		

12	<u>RECORD BRANCH.</u>		- do -	DRCS Incharge Establishment
	<u>FILE. NO.</u>	<u>SUBJECT.</u>		
	NO.CR.(M)2/2005.	Purchase / Maintenance of vehicle NO.ML.01/1843 (Jeep) in replacement of old jeep NO. ML.01/1165 for the office of the Asstt. Registrar of Cooperative Societies East Khasi Hills District. Shillong.	- do -	
	NO.CR.(M) 50/98	Purchase / maintenance of Jeep NO. ML.01/1365 for office of the Zonal Deputy Registrar of Cooperative Societies Tura.	- do -	
	NO.CR.(M)2/2004	Purchase / Maintenance of jeep No. ML-01/1739 for office of the Asstt. Registrar of Cooperative Societies Williamnagar.	- do -	
	NO.CR.(M) 6/2003	Purchase / Maintenance of jeep NO. ML-01/1704 for Head Office (in replacement of old jeep No. ML-01/1164).	- do -	
	NO.CR.(M) 6/2004	Purchase / Maintenance of jeep NO. ML-01/1823 for Head Office (in replacement of old jeep No. ML-01/1163).	- do -	
	NO.CR.(M) 3/2004	Purchase / maintenance of jeep No. ML-01/1740 for Head Office (In replacement of old jeep No. ML-01/1162).	- do -	
	NO.CR.(M) 5/2002	Purchase / Maintenance of Jeep No. ML-01/1605 for office of the Asstt. Registrar of Cooperative Societies, Nongpoh.	- do -	
	NO.MCP.7/96/Record	Purchase / Maintenance of Jeep NO.ML-01/1317 for office of the Asstt. Registrar of Cooperative Societies Bagmara	- do -	
	No.CR(M).54/99	Maintenance of VehicleNo.ML-01/1000(Ambassador Nova). The Vehicle had already been condemned and disposed. Sanction for purchase of new Bolero has been accorded, Hence New file is yet to open.	- do -	

No.CR.(M).12/81	Purchase / Maintenance of Jeep No. ML-01-4031 for the Office of the Asstt. Registrar of Cooperative Societies Nongstoin (in replacement of old Jeep No. MLG-1854	- do -	
NO.CR.(M)8/88	Maintenance of Jeep No.ML-01/3014 for the Office of the Asstt. Registrar of Cooperative Societies Jowai	- do -	
NO.CR.(M)8/92/Pt	General correspondences regarding Government Vehicle etc	- do -	
NO.CR.(M)2/2001	Maintenance of Telephone No. 2504862	- do -	
NO.CR.(M)2/93/Pt	Maintenance of Telephone No. 2000414	- do -	
NO.CR.(M)9/84	Maintenance of Telephone No. 2226194	- do -	
NO.CR.(M)14/84	Maintenance of Telephone No. 2225324	- do -	
NO.CR.(M)10/84	Maintenance of Telephone No. 2226684	- do -	
NO.CR.(M)12/85/pt	Maintenance of Telephone No. 2225720	- do -	
NO.CR.(M)3/2001	Maintenance of Telephone No. 2229189	- do -	
NO.CR.(M)5/84	Sanction of Telegram Bills	- do -	
NO.CR.(M)7/92	Purchase of Service Stamps for Head Office	- do -	
NO.CR.(M)4/92	Sanction of Contingency Bills for the Office of the Sub Registrar of Cooperative Societies Sohra.	- do -	
NO.CR.(M)10/92	Sanction of Contingency Bills for the Office of the Asstt. Registrar of Cooperative Societies Nongstoin.	- do -	

NO.CR.(M)38/97	Sanction of Contingency Bills for the Office of the Asstt. Registrar of Cooperative Societies Baghmara.	- do -	
NO.CR.(M)5/92	Sanction of Contingency Bills for the Office of the Sub Registrar of Cooperative Societies Amlarem.	- do -	
NO.CR.(M)17/84	Sanction of Contingency Bills for the Office of the Asstt. Registrar of Cooperative Societies Shillong	- do -	
NO.CR.(M)2/83	Purchase of Furnitures for the Office of the Asstt. Registrar of Cooperative Societies, Jowai	- do -	
NO.CR.(M)2/76	House Rent for the Office of the Principal, Meghalaya Cooperative Training Institute, Shillong	- do -	
NO.CR.(M)2/91	House Rent for the Office of the Sub Registrar of Cooperative Societies, Amlarem.	- do -	
NO.CR.(M)30/80	House Rent for the Office of the Asstt. Registrar of Cooperative Societies, Nongstoin.	- do -	
NO.CR.(M)13/88	House Rent for the Office of the Asstt. Registrar of Cooperative Societies, Nongpoh	- do -	
NO.CR.(M)1/90	House Rent for the Office of the Asstt. Registrar of Cooperative Societies, Baghmara.	- do -	
NO.CR.(M)3/90	House Rent for the Office of the Sub Registrar of Cooperative Societies, Sohra.	- do -	
No.CR(M).40/72	House Rent for the office of the ARCS, Jowai	- do -	
No.CR(M).2/2001	House rent of the SRCs, Mawkyrwat	- do -	
No.CR(M).35/80	House Rent for the office of the ARCS, Tura	- do -	
No.CR(M).24/94	Municipal Tax / Electricity Bills etc. for the office of the ARCS. East Khasi Hills District Shillong.	- do -	
No.CR(M).3/92	Allotment of Government Quarter	- do -	
No.CR(M).3/2000	Local Purchase of Miscellaneous articles	- do -	
No.CR(M).3/2002	Local Purchase of Stationery Articles.	- do -	

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STATISTICAL BRANCH

ARCS Incharge Statistics

SL NO. & Files No.	STATISTICAL INFORMATION AS REQUIRED BY	SUBJECT / TOPICS
1. MCS.8/97/VOL-II	NCUI NEW-DELHI	The 11 th series of Indian Cooperative Movement
2. MCS. 8/97/VOL-II	Institute of Coop Management Guwahati Assam	Furnishing of Information relating to successful Coop: Societies
3. MCS. 8/97/VOL-II	NCUI (Apex Organization of the Indian Coop: Management) New-Delhi	Submission of Coop: Statistic Regarding Management status of Cooperatives
4. MCS. 8/97/VOL-II	GOI. Ministry of Agri. & Coop: New-Delhi	Statistical Data's on Cooperative Movement.
5. MCS. 2/98/VOL-II	National Federation of State Coop: Banks, Mumbai	Basic Data on Performance of PACS.
6. MCS. 6/97/VOL-II	Directorate of Economics and Statistics, Shillong	Supply of Statistical Information
7. MCS. 1/2005		Type-wise of Registered of Cooperative Societies
8. MCS. 4/99/VOL-II		Structure of Consumer Cooperative in the State
9. MCS. 3/2003/VOL-II		Advance Statistic on Cooperative Movement
10.MCS. 1/2004		A Profile on Cooperatives

14	<u>Integrated Cooperative Development Project.</u>		- do -	DRCS Incharge Establishment
	<u>FILE No.</u>	<u>SUBJECT</u>		
	MC/CMC/ICDP/01/2	CONSOLIDATED PROGRESS REPORT STATEMENT OF PIT	- do -	
	MC/CMC/ICDP/01/4	CORRESPONDENCE RELATIONG TO ASSETS / INFRASTRUCTURES OF CENTRAL MONITORING CELL – ICDP	- do -	
	MC/CMC/ICDP/01/9	PAYBILL OF STAFF (CMC)	- do -	
	MC/CMC/ICDP/01/10	LEAVE ATTENDANCE OF STAFF	- do -	
	MC/CMC/ICDP/01/11	TRAVELLING ALLOWANCE OF OFFICER & STAFF – CMC – ICDP	- do -	
	MC/CMC/ICDP/02/1	STATE LEVEL CO-ORDINATION COMMITTEE ICDP EAST GARO HILLS DISTRICT AND WEST KHASI HILLS DISTRICT	- do -	
	MC/CMC/ICDP/02/2	DISTRICT LEVEL CO-ORDINATION COMMITTEE ICDP EAST GARO HILLS DISTRICT	- do -	
	MC/CMC/ICDP/02/3	DISTRICT LEVEL CO-ORDINATION COMMITTEE ICDP WEST KHASI HILLS DISTRICT	- do -	
	MC/CMC/ICDP/02/4	CORRESPONDENCE RELATING TO PROJECT IMPLEMENTATION AGENCY (PIA) OF EAST GARO HILLS DISTRICT AND WEST KHASI HILLS DISTRICT	- do -	
	MC/CMC/ICDP/02/5	CORESPONDENCE OF ICDP WEST KHASI HILLS DISTRICT (SCHEME)	- do -	
	MC/CMC/ICDP/03/6	RELEASE OF FUNDS – ICDP WEST KHASI HILLS & EAST GARO HILLS DISTRICTS	- do -	

MC/CMC/ICDP/03/7	CORRESPONDENCE RELATING TO ICDP WEST KHASI HILLS DISTRICT	- do -	
MC/CMC/ICDP/04/8	SANCTIONING LETTERS OF THE WEST KHASI HILLS DISTRICT	- do -	
MC/CMC/ICDP/04/8	PROPOSALS & SANCTIONING LETTERS OF EAST GARO HILLS DISTRICT	- do -	
MC/CMC/ICDP/04/9	AUDIT REPORT OF PROJECT IMPLEMENTATION AGENCY MCAB LTD. (PIA)	- do -	
NO. MCP 23/2000	CORRESPONDENCE RELATING TO APPOINTMENT OF PIT PERSONNEL MONITORING CELL ETC. UNDER I.C.D.P.	- do -	
NO. MCP 25/2000	MONTHLY / ANNUAL REPORTS OF I.C.D.P. WEST GARO HILLS / JAINTIA HILLS.	- do -	
NO. MCP 24/2000	TRAINING OF PIT/PIA/BENEFICIANCY COOPERATIVE SOCIETIES PERSONNEL UNDER I.C.D.P. SCHEME	- do -	
NO. MCP36/2000	VEHICLE OF THE MONITORING CELL MATTERS.	- do -	
NO. MCP 1/99/Pt-I	I.C.D.P. OF WEST GARO HILLS & JAINTIA HILLS	- do -	
NO. MCP 35/90/PT/	I.C.D.P.JAINTIA HILLS	- do -	
NO. MCP 1/99	I.C.D.P. OF WEST GARO HILLS & JAINTIA HILLS.	- do -	
NO. MCP 1/2002	I.C.D.P. OF EAST GARO HILLS / WEST KHASI HILLS/ SOUTH GARO HILLS / RI-BHOI DISTRICT	- do -	
NO. MCP 34/2000	MATTERS RELATING TO ADMINISTRATION OF MONITORING CELL I.C.D.P.	- do -	

