

## **MANUAL - II**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

#### **1. REGISTRAR OF CO-OPERATIVE SOCIETIES**

##### **Administrative**

##### **Powers:**

- (1) Head of the Co-operative Department.
- (2) Disciplinary Authority for all Group 'C' and 'D' employees of the Co-operative Department.
- (3) Appointing Authority for Group 'A' & 'B' Officers.

##### **Financial Powers:**

- (1) He exercises all the financial powers delegated to the Head of the Department in G.O. Ms. No.59 /2003/F3 of Finance Department, Puducherry dated 11<sup>th</sup> Feb 2003.
- (2) He issues release order based on the block sanction, to the respective co-operative societies.

##### **Statutory Powers:**

He exercises all the powers conferred under the Puducherry Co-operative Societies Act, 1972 and the Puducherry Cooperative Rules, 1973.

##### **Duties:**

As the Head of the Department, he guides, supervises and controls the functionings of the entire Co-operative Department in the Union territory of Puducherry.

#### **2. JOINT REGISTRAR OF CO-OPERATIVE SOCIETIES**

##### **Administrative**

##### **Powers:**

- (1) Head of the Office for the main office of the Co-operative Department.
- (2) Appointing Authority for all Group 'C' & 'D' employees of the Co-operative Department.

(3) Leave Sanctioning Authority for Group "C" & "D" employees.

**Financial Powers:**

He exercises all the financial powers delegated to the Head of the Office in G.O. Ms. No.59/2003/F3 of Finance Department, Puducherry dated 11<sup>th</sup> Feb 2003.

**Statutory Powers:**

(1) In respect of any registered society, other than apex society or central society, all the powers of a Registrar under the Puducherry Co-operative Societies Act, 1972, except those referred to in Sections 33,83 and 141;

(2) In respect of any apex society or central Society, all the powers of a Registrar under the said Act, except those referred to in Sections 12,15,32(2), 33, 83 126 (1) and 141;

Provided that the powers of the Registrar under section 129 and 131 of the Act are exercisable by the Joint Registrar of Co-operative Societies only in respect of societies ordered to be wound up by him under Section 126 (1) of the said Act.

(3) In respect of any registered society, other than apex society or central society, all the powers of a Registrar under the Puducherry Co-operative Societies Rules, 1973 except those referred to in Rules 38,47,52,92,110 and 114;

(4) In respect of any apex or central society, all the powers of a Registrar under the said Rules, except those referred to in Rules 9,37,47,52,92,110 and 114.

**Duties:**

As the Head of the Office, he deals with all administrative / establishment matters, pertaining to the Co-operative Department.

### **3. DEPUTY REGISTRAR OF CO-OPERATIVE SOCIETIES / DAIRY DEVELOPMENT OFFICER:**

**Statutory Powers:** (1) In respect of any registered society, all the powers of a Registrar under the Puducherry Co-operative Societies Act, 1972 except those referred to in Sections 12,15, 32 (2), 33,83, 87(1), 126(1) and 141:

Provided that the powers of the Registrar under Section 129 and 131 of the Act are exercisable by the Deputy Registrar of Co-operative Societies and Dairy Development Officer only in respect of societies ordered to be wound up by them under Section 126(2) of the said Act:

(2) In respect of any registered society all the powers of a Registrar under the Puducherry Co-operative Societies Rules, 1973 except those referred to in Rules 9,25,27,37,38,47,48, 49,50,52,57,81,91,92,110 and 114.

**Duties:** Subject to the Puducherry Co-operative Societies Act, 1972 and the Puducherry Co-operative Societies Rules, 1973, the Deputy Registrar of Co-operative Societies and the Dairy Development Officer are in-charge of the respective co-operative societies functioning under their control.

### **4. SENIOR ACCOUNTS OFFICER:**

**Administrative Powers:**

(1) He is in-charge of Accounts-I Section.

(2) He looks after budgeting, expenditure control, A.G. Audit/ Inspection, Public Accounts Committee and related subjects.

**Duties:**

He shall arrange for the followings:-

- (a) Preparation of Plan / Non Plan Budget.
- (b) Booking of expenditure and its control.
- (c) Preparation of loan, share grant-in-aid and bill,
- (d) Liasoning with A.G Audit / Inspection and furnish reply for the audit particulars.
- (e) Reconciliation of Plan / Non Plan expenditure.
- (f) Obtaining utilization certificates and clearance of OBA items.
- (g) Preparation of financial statement and report to C and AG / Public Accounts Committee.
- (h) Maintenance of society-wise loan ledger and raise demands for its recovery and reconciliation.
- (i) Maintenance and Reconciliation of revenue receipts.

**5. JUNIOR ACCOUNTS OFFICER**

**Administrative**

**Powers:**

He is in-charge of Accounts-II and Establishment Section.

**Duties:**

He shall arrange for the followings:-

- (a) Incharge of the EDP of the Department
- (b) Incharge for the recruitment, transfer promotion and other service matter of the Departmental Officer / Staff.
- (c) Control the receipt and despatch of the tapals of the Department
- (d) Controls and maintain the vehicle movement of the Department.
- (e) Responsible for the settlement of OBA items of the Department.
- (f) Supervise the functions of the cashier and preparation of MR Bills, Pay Bill, GPF withdrawals etc.,
- (g) Supervise the stores section of the department.

## **6. CO-OPERATIVE OFFICER**

**Statutory Powers:** (1) In respect of any registered society, all the powers of a Registrar under section 31(3), 31(4), 31(5), 32(7), 65(1), 68(d), 71, 74, 75, 76, 78, 82, 84, 101(1), 133, 156(5), 156(6) of the Puducherry Co-operative Societies Act, 1972 subject to the condition that the Co-operative Officer shall exercise the powers under section 82 or under section 84 only in respect of monetary cases involving a sum not exceeding Rs.3,000/-.

(2) In respect of any registered society, all the powers of a Registrar under Rules 14, 17, 62, 64, 68, 70, 75, 83, 85, 87 and 90 of the Puducherry Co-operative Societies Rules, 1973.

**Administrative Duties:**(1) Acting as Section Heads, under the control and supervision of the controlling officer, viz., Deputy Registrar of Co-operative Societies/ Dairy Development Officer, with the assistance of Senior Inspectors / Junior Inspectors, and Technical Supervisors.

(2) Co-ordinates and supervising the work of the dealing assistants, who are attached to them, for prompt and speedy disposal of routine office works, such as, registration of new co-operative societies, registration of bye laws of co-operative societies and amendment thereof, approval of various subsidiary regulations of co-operative societies and amendment thereof, implementation of Government plan and non-plan schemes, attending assembly questions, A.G.Audit work, arbitration and execution works, attending cases in various Courts, attending legal matters, follow-up action in respect of audit / inspection / inquiry / surcharge inquiry.

(3) Assisting the controlling officer, viz., Deputy Registrar.

**Executive Duties:**

Duties related to various types of registered co-operative societies:

(1) Functioning as Administrator / Special Officer of co-operative societies and exercising the powers of the committee of management to run the societies, either on deputation basis or holding such post as additional charge.

(2) Working as Chief Executives/Officers of co-operative societies, such as, Managing Director, Administrative Manager/Officer, Secretary, Manager, Internal Auditor, Lecturers, etc., either on deputation basis or holding such post as additional charge.

**Other Duties:**

Performing the following duties, related to the registered co-operative societies, in accordance with the Puducherry Co-operative Societies Act, 1972 and Puducherry Co-operative Societies Rules, 1973:

(1) Conduct of statutory annual audit, which yield revenue to the Government by way of levying audit fees.

(2) Conduct of statutory annual stock verification, which yield revenue to the Government by way of levying stock verification fees.

(3) Conduct of statutory annual stock verification in respect of co-operative societies registered under the neighbouring States Co-operative Societies Acts, and having sales outlet in the Union territory of Puducherry.

(4) Conduct of concurrent audit.

(5) Conduct of statutory inquiry, under Section 75 of the Puducherry Co-operative Societies Act, 1972.

- (6) Conduct of statutory inspection, under Section 76 of the Puducherry Co-operative Societies Act, 1972.
- (7) Preparation of annual statement for statistical purpose.
- (8) Conduct of election / polling to the committee of management, in accordance with the procedures prescribed under Rules 32 and 33 of the Puducherry Co-operative Societies Rules, 1973.
- (9) Working as executive for surprise audit / inspection and for collecting factual information from the societies.
- (10) Functioning as Sale Officer, in respect of execution petitions filed by the decree-holders.
- (11) Conducting surcharge inquiry, under Section 82 of the Puducherry Co-operative Societies Act, 1972.
- (12) Functioning as quasi-judicial authority, as Arbitrator, for the disposal of monetary disputes filed under Section 84 of the Act.
- (13) Functioning as Liquidator, in respect of societies liquidated under the Act.
- (14) Collection of audit fees/stock verification fees, due to the Government.
- (15) Preparation of annual statement for statistical purpose.
- (16) Conduct of election/polling to the committee of management.
- (17) Working as administrative inspectors for surprise audit / inspection and for collecting factual information from the societies.

## **7. SENIOR INSPECTOR / JUNIOR INSPECTOR**

**Administrative Duties:**(1) Attending the office currents, such as, registration of new societies, registration of bye laws of societies and amendment thereof, approval of various subsidiary regulations and amendment thereof, implementation of Government plan and non-plan schemes, attending assembly questions, A.G.Audit work, arbitration and execution works, attending cases in various Courts, attending legal matters, follow-up action in respect of audit / inspection / inquiry / surcharge inquiry.

(2) Maintaining of Personal Register, Casual Leave Register, Nomination Register for the committee of management.

(3) Maintaining of the Audit Certificate Issue Register, Audit Fees (Levy & Collection) Register, Society Registration Register, etc.,

(4) Assisting the section heads, viz., Co-operative Officer, under the control and supervision of the controlling officer, viz., Deputy Registrar / Dairy Development Officer.

### **Executive Duties:**

Duties related to various types of registered co-operative societies:

(1) Functioning as Administrator/Special Officer of co-operative societies and exercising the powers of the committee of management to run the societies, either on deputation basis or holding such post as additional charge.

(2) Working as Chief Executives/Officers of co-operative societies, such as, Managing Director, Administrative Manager/Officer, Secretary, Manager, Internal Auditor, Lecturers, etc., either on deputation basis or holding such post as addition charge.



**Other Duties:**

Performing the following duties, related to the registered co-operative societies, in accordance with the Puducherry Co-operative Societies Act, 1972 and Puducherry Co-operative Societies Rules, 1973:

- (1) Conduct of statutory annual audit, which yield revenue to the Government by way of levying audit fees.
- (2) Conduct of statutory annual stock verification, which yield revenue to the Government by way of levying stock verification fees.
- (3) Conduct of statutory annual stock verification in respect of co-operative societies registered under the neighbouring States Co-operative Societies Acts, and having sales outlet in the Union territory of Puducherry.
- (4) Conduct of concurrent audit.
- (5) Conduct of statutory inquiry, under Section 75 of the Puducherry Co-operative Societies Act, 1972.
- (6) Conduct of statutory inspection, under Section 76 of the Puducherry Co-operative Societies Act, 1972.
- (7) Preparation of annual statement for statistical purpose.
- (8) Conduct of election / polling to the committee of management, in accordance with the procedures prescribed under Rules 32 and 33 of the Puducherry Co-operative Societies Rules, 1973.
- (9) Working as executive for surprise audit / inspection and for collecting factual information from the societies.
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- (14) Collection of audit fees / stock verification fees, due to the Government.
- (15) Preparation of annual statement for statistical purpose.
- (16) Conduct of election / polling to the committee of management.
- (17) Working as administrative inspectors for surprise audit / inspection and for collecting factual information from the societies.

#### **8. SUPERINTENDENT (ESTABLISHMENT)**

**Duties:** He is in-charge for the establishment section. He supervises the work of the Assistants / Upper Division Clerk / Lower Division Clerk attached to the establishment section.

#### **9. SUPERINTENDENT (ACCOUNTS)**

**Duties:** He is in-charge for the Accounts Section. He supervises the work of the Assistants / Upper Division Clerk / Cashier / Lower Division Clerk attached to the accounts section.

#### **10. ASSISTANT / UPPER DIVISION CLERK / LOWER DIVISION CLERK**

**Duties:**

- (1) Works under the control of Senior Accounts Officer / Junior Accounts Officer / Superintendent (Estt.) / Superintendent (Accounts).
- (2) Attends to the correspondence allotted to them.