

MANUAL - IV

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Sl. No.	Purpose for approaching the Registrar	Section/Rules / Bye-law/ Direction under which permission/approval / sanction is required	Time limit within which permission/ approval will be given
1	Registration of a co-operative society	Section 8 & 9	3 months
2	Amendment of bye laws	Section 11	2 Months
3	Change of name of a society	Section 13	2 months
4	Amalgamation, transfer or division of societies	Section 14	1 months
5	Appeal on refusal of membership	Section 20 (2)(b)	1 months
6	Appeal on refusal of service to a member by a co-operative society	Section 23(2) & (3)	2 months
7	Permission for investment of funds of societies	Section 68 (c) & (d)	1 month
8	Audit of accounts of societies and issue of audit certificate	Section 74	1 year from the date of completion of the year
9	Request for conducting statutory inquiry into the working of society	Section 75 (1)	2 months for ordering the enquiry
10	Application of a creditor to order inspection of the books of the society	Section 76 (1)	2 months for ordering the inspection
11	Monetary disputes	Section 84 (1)	1months for admission/ rejection
12	Non-monetary disputes	Section 84 (1)	2 months for admission/ rejection
13	Request for voluntary winding up of societies	Section 126 (1)	3 months
14	Petition for Execution of Decrees, Decisions, Awards and Orders	Section 133 & 134	1 month for admission

Sl. No.	Purpose for approaching the Registrar	Section/Rules / Bye-law/ Direction under which permission/approval / sanction is required	Time limit within which permission/ approval will be given
15	Request from financing bank to proceed against the members of societies for recovery of dues	Section 135	1 month for admission
16	Appeals by any person aggrieved by any decision/ refusal/ registration/ approval or order of any person other than Registrar under sections 7, 9,11,12,14 24,34, 35,120,121	Section 123 & 124	1 months for admission
17	Appeal against an order of the Liquidator	Section 140 (2) (b)	2 months for admission
18	Revision of proceedings of any Officer subordinate to Registrar	Section 141 (1)	3 month for admission
19	Application for review of any order passed by the Registrar	Section 142 (1)	3 months for admission
20	Issue of certificate for securing possession of records	Section 156	1 month
21	Application for conditional attachment of property	Section 157	15 days
22	Extension of time beyond 3 months for commencement of working of a registered Society	Rule 6	1 month
23	Request for appointment of Election Officer for conducting election of a co-operative society	Rule 32 (25)	10 days
24	Request for appointment of Election Officer for conducting election of co-operative society	Rule 33 (20)	10 days
25	Approval for amalgamation, transfer of assets and liabilities or division of society	Rule 35 (2)	1 month
26	Registration of amalgamated/ divided new society and cancellation of registration	Rule 35 (7)	2 months
27	Approval of traveling allowance Rules for the members of Committee	Rule 47	1 month

Sl. No.	Purpose for approaching the Registrar	Section/Rules / Bye-law/ Direction under which permission/approval / sanction is required	Time limit within which permission/ approval will be given
28	Approval of rates for payment of sitting fees to the members of the Committee	Rule 47	1 month
29	Relaxation of loan period from 3 years to 5 years	Rule 49	1 month
30	Permission for investment of Funds	Rule 50	1 month
31	Utilization of reserve fund in business	Rules 53 (1)	1 month
32	Permission of the Registrar for transactions with non-members	Rule 57	1 month
33	Permission to incur expenditure from General Funds	Rule 58	1 month
34	Permission to use society's premises	Rule 59	1 month
35	Application to set aside sale on deposit and irregularity or fraud	Rule 76 & 77	2 months
36	Approval of subsidiary regulation governing service conditions of employees	Bye law Provision	2 months
37	Amendment to the subsidiary regulations governing service conditions of employees	Bye law Provision	2 months
38	Approval of subsidiary regulations governing the issue of loans/ advances or any amendment to subsidiary regulations	Bye law Provision	1 month
39	Approval of subsidiary regulations governing collection of deposits	Bye law Provision	15 days
40	Approval of various other subsidiary regulations or any amendment thereto (Eg. Family Planning Regulations, Provident Fund Regulations, Gratuity Regulations etc.)	Bye law Provision	1 month

Sl. No.	Purpose for approaching the Registrar	Section/Rules / Bye-law/ Direction under which permission/approval / sanction is required	Time limit within which permission/ approval will be given
41	Approval for creation of posts	Registrar's direction	1 month
42	Engaging persons on daily wage basis	Registrar's direction	15 days
43	Regularizing the employees working on daily wage basis	Registrar's directions	1 month
44	Permission for opening new branches or expanding the lines of business	Bye law Provision	1 month
45	Permission to reinstate employees suspended under Section 80	Section 80	1 month
46	Complaint against the working of any society	--	1 month
47	Sanction of pension under the Weavers Pension Scheme	Weavers Pension Rules	1 month
48	Sanction of benefits under the Weavers Welfare Schemes	Weavers Welfare Fund Rules	1 month