

Directorate of Cooperation
Himachal Pradesh

No.4-9/2006-Coop (Estt)

Dated Shimla-9 the 27th,October,2010

OFFICE ORDER

Pursuant to the direction given by the Chief Secretary to the Govt. of H P in Committee of Secretaries held on 28-7-2010 regarding fixing of time schedule for service delivery system and in order to stream line and make the department efficient, responsive, transparent and accountable for the time schedule for delivery of services/dispose of matters pertaining to department has been fixed as per (Annexure-A). All concerned authorities are hereby directed to ensure strict compliance to this time schedule.



Registrar Cooperative Societies
Himachal Pradesh.

No.4-9/2006-Coop (Estt)

Dated Shimla-9 the 27th,October,2010

Copy to:

1. Additional Registrar (Admn.) Cooperative Societies .H.P Shimla-9
2. Additional Registrar Coop. Societies H P. Dharmshala.
- 3 All the branch Officer in the directorate of Cooperation H P Shimla-9.
- 4 Deputy Registrar Cooperative Societies Mandi/Shimla H P
- 5 All the Assistant Registrar Cooperative Societies H P.
6. PA to the Registrar Cooperative Societies H P

For strict compliance.



Registrar Cooperative Societies
Himachal Pradesh.

TIME FRAME FOR DELIVERY OF SERVICES TO PUBLIC BY DEPARTMENT OF COOPERATION

1. **Registration of societies:**
 - (a) Scrutiny of proposal and communication of deficiencies/ discrepancies – **7 days**.
 - (b) Issuance of registration certificate **within 10 days** after receipt of complete proposal
2. **Amendments of byelaws:**
 - (a) Scrutiny of proposal and communication of deficiencies/ discrepancies – **5 days**
 - (b) Registration of amendment with in – **7 days** from the after receipt of complete proposal.
3. **Amalgamation:**
 - (a) Scrutiny of proposal and communication of deficiencies/ discrepancies – **7 days**.
 - (b) Issuance of order of amalgamation **within 30 days** after affording opportunity of being heard to the concerned
4. **Statutory Inquiry:**
 - (a) Under section-67 of Himachal Pradesh Cooperative Societies Act, 1968- **within two months** of the issuance of the order of inquiry.
 - (b) Further action on the inquiry report by the concerned authority- **within one month**.
5. **Audit:**

Audit to be completed within- **3 months** from the date of allotment to an auditor
6. **Audit compliance:**

Audit compliance to be ensured by the concerned society – within **3 months** from the receipt of audit report/ objections therein.
7. **Arbitration:**

Arbitrator to decide the dispute – within **4 months** after receipt of the dispute/ reference from parties/ competent authority.
8. **Liquidation:**

Liquidator to pass liquidation order- within statutory period of **5 years**, however, the liquidator to ensure liquidation proceedings/ finalization preferably in **two** years.
9. **Appeals/Revision:**

Appellate/ Revisional authority to dispose of an appeal/ revision - within **4 months**.
10. **Inspection:**

The inspection of a society to be completed –within **one month** of its allotment by the concerned officer/ official.
11. **Elections:**

Elections to be conducted by management before its expiry of tenure, failing which department to ensure conduct of election – within **6 months** of expiry of tenure
12. **Supersession/ appointment of Administrator:**

within-**one month** from the receipt of complete case after affording opportunity of being heard by the competent authority.
13. **Execution:**

The collector to ensure execution of decree- **within a year** from the receipt of case / award from Registrar.

- 14. Nominations in societies:** Nominations on the managing committees/BODs to be ensured- within **one month** of election or receipt of such proposals by competent authorities.
- 15. Supply of orders and other Documents etc:** within **3 days** after receipt of prescribed fee etc
- 16. Cancellation of registration:** within- **7 days** of receipt of complete proposal/ report of liquidator by the competent authority
- 17. Issuance of NOC:** within- **7 days** after receipt of complete proposal from the concerned society.
- 18. Revival of Societies:** within – **one month** from the receipt of complete proposal of revival from the members/ liquidator etc. by the competent authority