



**GOVERNMENT OF GOA**



# **CITIZEN'S CHARTER**

**FOR**

**THE OFFICE OF THE REGISTRAR OF  
CO-OPERATIVE SOCIETIES**

**GOVERNMENT OF GOA**

**“SAHAKAR SANKUL’ 4<sup>TH</sup> & 5<sup>TH</sup> FLOOR,**

**EDC COMPLEX, PATTO-PLAZA**

**PANAJI-GOA.**

**Review on August, 2013.**

## INDEX

Sr. No.	Contents	Page No.
1.	Prologue	3
2.	Aims, Objectives, Mission & Vision of the Department	3-4
3.	Departments Setup	5-7
4.	Functions of Department	8
5.	Zonal Offices and Area under their jurisdictions	9-11
6.	Classification of Societies	11-12
7.	Basic information for Registration of Societies	12-13
8.	Important Sections of Goa Coop. Societies Act, 2001	13-17
9.	Scheme & Financial Assistance	17-27
10.	Public Grievance Redressal	27-28
11.	PIO's & APIO's under RTI Act, 2005	28-31
12.	Context	31

## **1. PROLOGUE**

Goa, the 25<sup>th</sup> State in the Union of India was liberated on 19<sup>th</sup> December, 1961 from Portuguese. It was a part of Union Territory of Goa, Daman and Diu till 30<sup>th</sup> May, 1987 when it was framed a separate State.

The Cooperative Movement was launched in the erstwhile Union territory of Goa, Daman and Diu way back in the year 1962, for the upliftment of the downtrodden and weaker section of the Society. Soon, it spread over different aspect and sectors such as agriculture, credit, consumers, housing, dairy farming and other types of cooperative societies.

To cater the needs of various cooperative societies and to have control over it, the State Government established the Department of Cooperation in the year 1962. The Department of Cooperation i.e. the office of Registrar of Cooperative Societies, is the registering and controlling Authority of all the Cooperative Societies.

Initially, the State had adopted the Maharashtra State Coop. Societies Act, 1960 and the Rules, 1962 made thereunder for the registration and control of Cooperative Societies. Subsequently, State enacted its own law, The Goa Cooperative Societies Act, 2001, and Rules 2003. At present all the Cooperative Societies registered in the State of Goa is governed under the provisions of Goa Cooperative Societies Act, 2001 (hereinafter referred to as “said Act”) and the Cooperative Societies Rules 2003 made thereunder (herein after referred to as “said Rules”).

## **2. AIMS, OBJECTIVES, MISSION & VISION OF THE DEPARTMENT**

### **Objective of the Department :-**

The primary objective of the Department of Cooperation is to see that Cooperative Societies are organized and managed in lines of the basic Cooperative principles for the promotion of the economic interests and welfare of the people

and to render guidance and assistance for the development of cooperative movement in the State.

**Cooperative Principles :-**

- Voluntary and Open Membership
- Democratic Member Control.
- Member Economic Participation.
- Autonomy and Independence.
- Education, Training and information.
- Cooperation Among Cooperatives.
- Concern for Community.

**Mission of the Department :-**

- a) To promote, expand and to strengthen the cooperative movement in all walks of life in the State.
- b) To facilitate formation of new cooperative societies for fulfilling the economic needs of their members.
- c) To facilitate successful working of the cooperative institutions in tune with the internationally recognized principles of cooperation keeping in view the needs of the members ; and
- d) To be a friend, philosopher and guide to the cooperative institutions in managing their affairs on sound and professional lines.

**Vision of the Department : -**

To build a sustained, self reliant and successful cooperative for the promotion of economic interest and welfare of the subjects of the cooperative societies.

### 3. DEPARTMENTS SETUP

Sr. No.	Name of the Officer	Powers of the Officer	Address of the Offices
1.	Registrar of Coop. Societies & Ex-Officio Jt. Secretary to the Govt. of Goa.	All the powers under the Goa Coop. Societies Act, 2001 and Rules, 2003.	“Sahakar Sankul” Bldg., 4 <sup>th</sup> & 5 <sup>th</sup> Floor, EDC Complex, Patto, Panaji-Goa. Ph. 0832-2437165, 2437175 Fax – 2437134
2.	Dy. Registrar of Coop. Societies, (Tech.), (Govt. of Goa, Panaji).	All the powers of the Registrar under the said Act and Rules made thereunder except powers under :- a) Sections : 10(3), 66, 67(2), 68, 69,71,74, 76, 76A, 77, 79, 82, 100, 119, 120(3) and 123 b) Rules 43, 52 to 111, 114, 125, 129(10) and 130.	-do-
3.	Dy. Registrar of Coop. Societies, (Admn.), (Govt. of Goa, Panaji).	Head of office and Administrative powers.	-do-
4.	Asstt. Registrar of Coop. Societies, (HQ), Panaji.	All the powers of the Registrar under the said Act and Rules made thereunder except Powers under: a) Sections: 10(3), 66, 67(2), 68, 69, 71, 74, 76, 76A, 77, 79, 82, 100, 119, 120(3) and 123.	-do-
5.	Asstt. Registrar of Coop. Societies, (Audit), Panaji.	b) Rules: 43, 52 to 111, 114, 125, 129(10) and 130.	-do-

6.	Asstt. Registrar of Coop. Societies, Election Cell, North Goa District, Panaji.	Matter related to the election of Board of Directors of Cooperative Societies as per the Goa	-do-
7.	Asstt. Registrar of Coop. Societies, Election Cell, South Goa District, Margao.	Coop. Societies Act, 2001 and Rules 52 to 111 of the Goa Coop. Societies Rules, 2003.	Gomant Vidhya Niketan, 3 <sup>rd</sup> Floor, Near Margao Police Town, Margao-Goa. Ph. No. 0832-2733578
8.	Asstt. Registrar of Coop. Societies, Central Zone, Panaji.	All the powers of the Registrar under the said Act and Rules made thereunder except Powers under:	Sahakar Bhandar Bldg., Second Floor, Near Municipal Market, Panaji-Goa. Ph. No. 0832-2426187
9	Asstt. Registrar of Coop. Societies, North Zone, Mapusa.	a) Sections : 10(3), 66, 67(2), 68, 69, 71, 74, 76, 76A, 77, 79, 82, 100, 119, 120(3) and 123.	Mapusa Municipal Bldg., First Floor, Morod, Mapusa-Goa. Ph. No. 0832-2262662
10	Asstt. Registrar of Coop. Societies, Ponda Zone, Ponda	Rules: 43, 52 to 111, 114, 125, 129(10) and 130.	Govt. Building, Second Floor, Opp. Axis Bank, Ponda-Goa. Ph. No. 0832-2313025
11	Asstt. Registrar of Coop. Societies, South Zone, Margao.		Gomant Vidhya Niketan, 3 <sup>rd</sup> Floor, Near Margao Police Town, Margao-Goa. Ph. No. 0832-2733578
12.	Asstt. Registrar of Coop. Societies, Quepem Zone, Quepem.		House No. 14, First Floor, Biptimol, Quepem-Goa. Ph. No. 0832-2662227
13	Asstt. Registrar of Coop. Societies, Execution/Arbitration, North Goa District, Panaji	The following powers of the Registrar are delegated under the said Act and Rules made thereunder :-	Damodar Mangalji Bldg., Mala, Fontainhas, Panaji-Goa. 0832-2220240
14	Asstt. Registrar of Coop. Societies, Execution/Arbitration, South Goa District, Margao	a) Section 83, 85, 86, 87, 88, 89, 91, 91A, 91B, 91C and 91D. Rule : 115, 117, 118, 119, 120, 121, 122, 123,	Gomant Vidhya Niketan, 3 <sup>rd</sup> Floor, Near Margao Police Town, Margao-Goa. Ph. No. 0832-2733578

15	Asstt. Registrar of Coop. Societies, (HQ II), Camp Court, The Madgaum Urban Coop. Bank Ltd., Margao-Goa.	124, 126 and 126(A)(2)	Madgaum Urban Coop. Bank Ltd., Margao-Goa. "VARSHA", Near Cine Vishant, Margao-Goa. Ph. No. 0832-2735221/22
16	Asstt. Registrar of Coop. Societies, (HQ III), Camp Court, The Goa Urban Coop. Bank Ltd., Panaji-Goa.		The Goa Urban Cooperative Bank Ltd., Sapna Centre, Church Square, Panaji-Goa. 403001 0832-2224421/22/23
17	Asstt. Registrar of Coop. Societies, Command Area Development Authority, Gogal Margao	Supervision of Coop. Societies registered as Water Distribution Societies (Panivatap Societies).	Suptd. Engineer Circle IV WRD, Gogol, Margao-Goa. Ph. No. 0832-2759928
18	Asstt. Registrar of Coop. Societies, Tillari Irrigation Project, Anjunem Dam.	-do-	Suptd., Engineer Circle Office II, GTIDC, Karaswada, Thivim, Industrial Estate, Bardez-Goa. Ph. No. 0832-2258166
19	Asstt. Registrar of Coop. Societies, Goa Agricultural Produce Marketing Board, Arlem Raia, Salcete	Secretary of the Goa Agricultural Produce Marketing Board and has to perform the Duties as per the Goa Agricultural Produce Marketing (Development & Regulation) Act, 2007 & Rules, 2010.	Arlem-Raia, Margao-Goa. Ph. No. 0832-2731957/58
20	Asstt. Registrar of Coop. Societies, The Goa State Cooperative Union Ltd., Panaji.	For imparting training to Secretaries, office bearers and other employees of Cooperative Societies/Banks.	Dayanand Smriti Bldg., Ground Floor, Swami Vivekanand Marg, Panaji-Goa. Ph. No. 0832-2225109 Fax – 0832 2422663

#### 4. FUNCTIONS OF THE DEPARTMENT

In order to Promote the Cooperative Movement in the State, the Department performs the following functions.

1. To register various types of Cooperative Societies according to the basic principles of Cooperation and as per the provisions of the Goa Cooperative Societies Act, 2001 and the Rule, 2003, framed thereunder;
2. To perform the various statutory and Quasi Judicial functions specified in the above Act and Rules, viz;
  - a) Granting State aid to cooperatives, under various schemes launched from time to time;
  - b) Supervising/Inspecting/Auditing of Cooperatives and taking actions against erring societies and office-bearers as per the Act and Rules;
  - c) Regulating the working of cooperative societies as per the provisions of the Act and Rules;
  - d) Settling disputes relating to the constitution, business and management of the societies;
  - e) Executing awards, decrees, orders and decisions;
  - f) Winding up of societies, which fail to satisfy the conditions of registration and management;
  - g) To depute officers to cooperatives, whenever necessary for their management;
  - h) To assist the Government in formulating policies, plans and schemes for the development of the cooperative movement;
  - i) To impart training to Secretaries, Office Bearers and other employees of Cooperative Societies/Banks;
  - j) To conduct election of the management in fair & free manner.
  - k) To do all that are necessary for the development of the cooperative movement on sound and professional lines.



**5. ZONAL OFFICES, STATE MARKETING OFFICER AND ASSTT.  
REGISTRAR OF COOP. SOCIETIES (CADA) AND GOA TILLARI  
IRRIGATION DEVELOPMENT CORPORATION (GTIDC)**

In order to provide more efficient services to the public and have better control over the functioning of the Societies, the Department has constituted 5 zones viz Central Zone-Panaji, North Zone- Mapusa, South Zone- Margao, Ponda Zone- Ponda and Quepem Zone, Quepem. All the five zones are handled by Asstt. Registrar of Cooperative Societies

1. Central Zone caters to the need of all the societies registered in Tiswadi Taluka.
2. North Zone, caters to the need of all the societies registered in Bardez, Bicholim and Pernem Talukas
3. South Zone, caters to the need of Societies registered in Salcete and Mormugao Talukas
4. Ponda Zone caters to the need of Societies registered in Ponda, Sattari and Dharbandora Talukas and
5. Quepem Zone, caters to the need of Societies registered in Quepem, Sanguem and Canacona Talukas. The Societies whose area of operation is confined to entire State of Goa is registered and controlled at the level of Head Office Panaji. For Registration of a Coop. Societies or for any advise/guidance/clarification or for redressing of any grievances the societies may approach the concerned zonal office under whose jurisdiction they function.

**State Marketing Officer :-**

Besides above activities State Marketing Officer looks after the Marketing Section. Marketing section is one of the important wings of this Department. This section is functioning from head office under the control of Dy. Registrar of Coop. Societies (Admn.) who is designated as State Marketing Office (SMO). The main functions of the Marketing Section is to regulate market of notified Agricultural

commodities, collection of prices of important essential commodities from the market of the entire State of Goa and maintaining the price records, supply of price data, whenever required by the State/Central Government, compilation of data regarding arrival of notified Agricultural commodities in the market yards of Goa and supply price rate for broadcasting of prices of important agricultural commodities/essential commodities through All India Radio, Altinho, Panaji for the knowledge of general public. The marketing section also certifies the bills of approved Cooperative Societies for supply of dietary and non-dietary items required by Government/Semi-Government/Autonomous bodies. For any details/information /advise in this regard, may approach Marketing Section.

**Asstt. Registrar of Coop. Societies, Water Distribution Societies (Panivatap Societies) :-**

The Department of Cooperation, amongst others, also encourages registration of Panivatap Societies (Lift Irrigation Societies). i) One Asstt. Registrar is appointed on deputation as Command Area Development Authority (CADA) at Suptd. Engineer Circle IV WRD, Gogol, Margao and ii) one Asstt. Registrar is deputed at Suptd., Engineer Circle Office II, GTIDC, Karaswada, Thivim, Industrial Estate, Bardez-Goa for assisting the farmers in promotion and organization of these types of societies. The main objects of Panivatap Societies are as under :-

- a) To obtain water based on the requirement of area under the jurisdiction of the society from the Water Resources Department in accordance with the rules and regulations and rationally distribute the same amongst the farmer members of the society.
- b) To create infrastructure, such as bunds, canals and such other facilities necessary for irrigating the cultivated areas and look after maintenance of such infrastructure and to make efforts for maximum utilization of available water;

- c) To make available suitable technical advice from the experts in the field of Agriculture and Water Distribution for benefit of the farmer members and to make propaganda of the latest technology in the field of Agriculture and Water Distribution;
- d) To raise Capital required for creation of all types of infrastructure for irrigation and water distribution and to recruit technical manpower for the purpose;
- e) To supply improved seeds, fertilizers, pesticides and other medicines, agricultural implements, machinery, fuel/oil etc. for the benefit of the members;
- f) To make stock of essential commodities for distribution of the members as per their requirement and to work as agent for the purpose;
- g) To construct/purchase godowns to let it on hire to the farmers for stocking their produce and to advance loan against agricultural produce of the members and arrange transportation and sale of the same;
- h) To provide ancillary means like milk animals, poultry birds, sheep breeding etc. and to make propaganda of innovation in the field of poultry, dairy sheep breeding etc. to encourage such ancillary occupations by farmers;

In case of any guidance, advice or any other details, the public may approach respective Asstt. Registrar of Coop. Societies, within their local jurisdiction.

## **6. CLASSIFICATION OF SOCIETIES**

As per Section 5 of the said Act only such society may be registered as a Cooperative Society which provides in its bye-laws for the social and economic betterment of its members through self help and mutual aid in accordance with the

Cooperative principles. As per the Rule 8 of the said Rules, the Registrar shall classified the societies so registered into one or other of the following classes.

1. Agricultural Marketing Society,
2. Agricultural Service Cooperative Society,
3. Apex Society,
4. Consumer Cooperative Society,
5. Cooperative Bank,
6. Cooperative Farming Societies,
7. Cooperative Housing Society,
8. Processing Society,
9. Producer's Society,
10. Resource Society,
11. Lift Irrigation Society,
12. General Society.

## **7. BASIC INFORMATION FOR REGISTRATION OF SOCIETIES**

For Registration of the Cooperative Societies, application shall be made in the prescribed Form "A" duly filled in and signed.

Application shall be accompanied by following documents :-

- a) Four copies of the proposed bye-laws of the society;
- b) A certificate from the Bank or Banks, stating the credit balance in favour of the proposed society therein;
- c) A list of persons who have contributed to the Share capital, together with the amount contributed by each of them and the entrance fee paid by them;
- d) A copy of Project report showing the details explaining how the working of the society will be economically sound and where the Scheme envisages the holding of immovable property by the society, the description of immovable

property proposed to be purchased, acquired or transferred to the society ;  
and

- e) A copy of the resolution passed at the promoter's meeting appointing the Chief Promoter, duly signed by the promoters.

## **8. IMPORTANT SECTIONS OF GOA COOPERATIVE SOCIETIES ACT, 2001.**

### **Section 8 : Registration**

- (1) If the Registrar is satisfied that a proposed society has complied with the provisions of sections 5, 6 and 7 of this Act, and the Rules made thereunder, he may register the society.
- (2) Where the Registrar refuses to register a proposed society, he shall communicate his decision, with the reasons therefore, to the person making the application, within forty five days from the date of receipt of the application. In case no refusal is communicated within the said period of forty five days, the society shall be deemed to have been refused registration under this Act.
- (3) An appeal against the order of refusal of registration under sub-section (2) shall be filled before the cooperative tribunal within a period of sixty days from the date of such refusal or deemed refusal, as the case may be.
- (4) The Registrar shall maintain a register of all societies registered under this Act.

### **Section 11 : Amendment of bye-laws of society**

- (1) No amendment of the bye-laws of the society shall be valid until registered under this Act. For the purpose of registration of an amendment of the bye-laws, a copy of the amendment passed by a majority of not less than two third of the members entitled to vote who are present at a general meeting of the society shall be forwarded to the Registrar alongwith the prescribed fee.

- (2) Every application for registration of an amendment of the bye-laws shall be decided and communicated to the society by the Registrar within a period of forty five days from the date of its receipt.
- (3) In case of refusal of amendment, if the decision is not communicated to the society, with the reasons therefore, within the said period of forty five days, the said amendment of the bye-laws shall be deemed to have been registered.
- (4) Where the Registrar registers an amendment of the bye-laws of a society or where the amendment of the bye-laws is deemed to have been registered, he shall issue to the society a copy of the amendment certified by him, which shall be conclusive evidence that the same is duly registered.
- (5) An appeal against a decision to refuse to register amendment of the bye-laws of a society which has been communicated to the society under sub-section (2) shall lie before the Cooperative Tribunal within a period of 60 days from the date of communication of such decision.

## **Section 20: De-registration of Societies**

(1) If the Registrar is satisfied that any society is registered on misrepresentation made by applicants, or where the work of the society is completed or exhausted or the purposes for which the society has been registered are not served, he may, after giving an opportunity of being heard to the chief promoter, the Board of Directors and the members of the society, de-register the society:.

Provided that, where the number of members of the society is so large and it is not possible to ascertain the correct addresses of all such members from the records in the office of the Registrar and, in the opinion of the Registrar it is not practicable to serve a notice of hearing on each such individual member, a public notice of the proceedings of de-registration shall be given in the prescribed manner and such notice shall be deemed to be notice to all the members of the society including the chief promoter and the members of the Board of Directors of the society, and no proceedings in respect of the de-registration of the society shall be

called in question in any court merely on the ground that individual notice is not served on any such members.

(2) When a society is de-registered under the provisions of sub-section (1), the Registrar may, notwithstanding anything contained in this Act or any other law for the time being in force, make such incidental and consequential orders including appointment of Official assignee as the circumstances may require.

(3) The official assignee shall realize the assets and liquidate the liabilities within a period of one year from the date he takes over the charge of the property, assets, books, records and other documents, which period may, at the discretion of the Registrar, be extended from time to time, so however, that the total period does not exceed three years in the aggregate.

(4) The Official assignee shall be paid such remuneration and allowances as may be prescribed, and he shall not be entitled to any remuneration whatever beyond the prescribed remuneration or allowance.

(5) Omitted vide Amendment Act 6 Of 2010.

(6) Surplus remained after the process of de-registration shall be transferred to “Surplus Fund Account” of the Registrar.

Explanation :- For the purpose of this sub-section, “Surplus Fund Account” means account maintained for the purpose of surplus referred to in this sub-section”.

### **Section 21: Person who may become member**

Any person, who needs the services of the society, accepts the responsibilities of membership and fulfills such other conditions as may be specified in the bye-laws of the society, may be admitted as a member.

### **Section 72: Meeting and minutes**

The board shall meet atleast once in every three months to transact its business. Annual General Body Meeting shall be convened in each cooperative year. Minutes of the meeting shall be recorded in separate minutes book.

**Section 74: Audit**

The accounts of the Cooperative Society shall be audited from the Auditor from the panel of Auditors constituted by the Registrar. The Accounts of the State aided societies and other societies with paid up share capital exceeding one lakh as may be notified by the Registrar from time to time shall be audited from the Auditor appointed by the Registrar from amongst the departmental Auditors or the panel of Auditors.

**Section 77 : Inquiry**

The Registrar may of his own motion, and shall, on the application of the Federation to which the society concerned is affiliated, or of a creditor to whom the society is indebted or of not less than one-third of the directors or of not less the one-tenth of the members, cause an inquiry to be made into the specific matter or matters relating to any gross violation of any of the provisions of the said Act. Within a period of 30 days from the date of completion of the inquiry, the report is to be communicated to the concerned parties.

**Section 81 : Filing of Returns**

Every year, within thirty days from the date of holding of the Annual General Meeting, every society shall file the following documents with the Registrar alongwith the filing fees as may be prescribed :-

- a) Annual audited or unaudited statement of accounts;
- b) Report of the Board of Directors;
- c) Auditors report;
- d) Audit rectification report, if any;
- e) Notice convening the annual general meeting;
- f) Name and address of the directors and their terms of office;
- g) List of amendment to the bye-laws, if any;
- h) Declaration regarding the date of holding of the general meeting and number of members who attended such meetings.



### **Section 86 : Settlement of disputes**

Notwithstanding anything contained in any other law for the time being in force, any dispute touching the constitution, elections of the board of directors or its office bearers, conduct of general meeting, management or business of a society shall be referred by any of the parties to the dispute, to a Cooperative Authority.

### **Section 90: Appeal against decision of Registrar or his nominee or board of nominees.---**

Any party aggrieved by any decision of the Registrar or his nominee or board of nominees under the last preceding section, or an order passed under section 88 may, within two months from the date of the decision or order, appeal to the Tribunal.

**Chapter XI** – Special provisions for Cooperative Housing Societies- Provisions under Section 101 to Section 113 of this chapter are exclusively for Housing Societies.

## **9. SCHEMES OF FINANCIAL ASSISTANCE**

### **State Schemes implemented by the Department**

The Department of Cooperation has notified various welfare schemes for the development of Cooperative movement in the State of Goa. The various types of Coop. Societies are being provided with the financial assistance to strengthen their financial base in the form of:

1. Government Share Capital Contribution
2. Loan cum Subsidy for construction of Godown –cum-office building/ purchase of outright built up premises and extension/ repair and renovation of the own godown cum office building.
3. Managerial Subsidy/grant.
4. Loan cum subsidy for furniture and fixtures for retail outlet.
5. Purchase of Transport Vehicle- Pickup /Mini Tempo Luggage Rickshaw

## 6. Loan and subsidy for Purchase of Computer and Accessories

The patterns of financial assistance available under the schemes for the development of different Cooperative Societies are as follows:-

### **Pattern of Financial Assistance:-**

#### i) **Share Capital Contribution**

Sr. No.	Type of Societies	Scheme
<b>1</b>	The Primary Agricultural Credit Cooperative Societies	Government Share Capital Contribution up to ` 50,000/- soon after registration of the societies and later on further share capital to the extent of ` 1,00,000/- incase of societies having business turnover less than ` 5.00 lakhs and ` 1,50,000/- incase of societies having business turnover of more than ` 5.00 lakhs subject to terms and conditions.
<b>2</b>	Taluka Farmers Service Cooperative Societies	The Taluka Farmers Service Cooperative Societies shall provide the financial support up to ` 2,00,000/- without insisting matching share capital contribution of the society immediately after its registration and later on further share capital to the extent of ` 12,00,000/- in aggregate may be granted to those societies having business turnover more than ` 20.00 lakhs for two consecutive years subject to terms and conditions.
<b>3</b>	Marketing Cooperative Societies	Government Share Capital Contribution up to 6 times the members paid up share capital contribution subject to terms and conditions.
<b>4</b>	Consumer Cooperative Societies	Government Share Capital contribution up to ` 50,000/- on matching basis immediately after its registration and later on further share capital to the extent of ` 1,00,000/- shall be granted without insisting for matching contribution if the working of those societies is found satisfactory and running in profit subject to terms and

		conditions.
<b>5</b>	Processing Cooperative Societies	Government Share Capital contribution up to 5 times of the members share capital contribution to maximum of `5,00,000/- subject to terms and conditions.
<b>6</b>	Dairy Cooperative Societies	The Dairy Cooperative Societies shall provide the financial support in the form of Government Share capital Contribution up to `50,000/- without insisting matching share capital contribution of the society immediately after its registration.

ii) **Loan cum Subsidy for construction of Godown –cum-office building/ purchase of outright built up premises and extension/ repair and renovation of the own godown cum office building.**

Sr. No	Type of Societies	Scheme
a	Primary Agricultural Credit Cooperative Societies/ Taluka Farmers Service Coop. Societies/ Marketing Coop. Societies/ Consumer Coop. Societies/ Processing Coop. Societies	<p>i) 50% loan and 50% subsidy of the total estimated cost approved by the P.W.D.</p> <p>ii) The society who are having minimum 40% share holders of S.T. and S.C. shall eligible for 35% loan and 65% subsidy of the total estimated cost approved by the P.W.D.</p>
b	Dairy Cooperative Societies	<p>i) The Dairy Cooperative Societies can avail 50% loan and 50% subsidy for construction of godown-cum-office Building/purchase of outright built up premises for godown cum office building, extension/repair and renovation of the own godown-cum-office building on the Estimated Cost approved by the PWD, subject to maximum of `12.00lakhs or the Estimated Cost approved by P.W.D. whichever is lower.</p> <p>ii) The Dairy Cooperatives Societies who are</p>

		<p>having 40% shareholders as S.T. and S.C. as the case may be, shall be considered as TSP and SCSP Dairy Cooperative Societies and eligible for 35% loan and 65% subsidy of the total estimated Cost approved by the PWD, subject to maximum of ` 12.00 lakhs or the Estimated Cost approved by P.W.D. whichever is lower.</p> <p>iii) The Dairy Cooperative Societies who are having 70% or more members as S.T. and S.C. as the case may be, shall be considered as TSP and SCSP Dairy Cooperative Societies and eligible for 10% loan and 90% subsidy of the total estimated Cost approved by the PWD, subject to maximum of ` 12.00 lakhs or the Estimated Cost approved by P.W.D. whichever is lower.</p>
--	--	---

iii) **Setting up of small and medium sized retail outlet**

Sr. No	Type of Societies	Scheme
a	Primary Agricultural Credit Cooperative Societies/ Taluka Farmers Service Coop. Societies/ Marketing Coop. Societies/ Consumer Coop. Societies/ Processing Coop. Societies	<p>i) <u>Additional share capital contribution</u> Maximum up to ` 50000/- per small sized retail outlet and maximum amount up to ` 60000/- per medium sized retail outlet without insisting matching Share Capital Contribution.</p> <p>ii) <u>Loan cum subsidy for furniture and fixtures</u> Grant of subsidy and loan for furniture and fixtures up to the actual cost @ 35% subsidy and 65% loan subject to ceiling of ` 50,000/- per retail outlet.</p> <p>iii) <u>Managerial subsidy</u> Managerial subsidy of ` 20,000/- at one time only.</p>

iv) **Business Development Planning Programme for Societies having Credit Counters.**

Sr. No	Type of Societies	Scheme
a	Primary Agricultural Credit Cooperative Societies/ Taluka Farmers Service Coop. Societies	<p>i) <u>Share Capital contribution</u> Share Capital Contribution of `50000/- towards working capital requirement for undertaking Business Development Planning Programme.</p> <p>ii) <u>Subsidy</u> Subsidy @ `50000/- per extension counters for creation of infrastructure. The above assistance shall be subject to following conditions</p> <ol style="list-style-type: none"> <li>1) The society shall implement the Business Development Planning Programme by undertaking activities of opening of new extension counters for mobilization of deposits.</li> <li>2) The assistance by way of share capital will be provided at one time only.</li> </ol>

v) **Purchase of Transport Vehicle- Pickup /Mini Tempo/ Luggage Rickshaw**

Sr. No	Type of Societies	Scheme
a	Primary Agricultural Credit Cooperative Societies/ Taluka Farmers Service Coop. Societies/ Marketing Coop. Societies/Consumer Coop. Societies/ Processing Coop. Societies	The financial assistance in the form of 50% loan, 30 % subsidy and 20 % Society's Share on the Ex-Showroom price of the vehicle. Loan should be repayable in seven (7) equal annual installments with accrued interest subject to terms and conditions.

vi) **Setting up of large and small sized retail outlets with Self Service Counter**

Sr. No	Type of Societies	Scheme	
a	Primary Agricultural Credit Cooperative Societies/ Taluka Farmers Service Coop. Societies/ Marketing Coop. Societies/Consumer Coop. Societies/Processing Coop. Societies	Large sized and small sized retail outlets with self service counter can be setup in any town, city or in a village according to the needs, on the following pattern:-	
	<b><u>Particulars</u></b>	<b><u>Large Sized Retail Outlets</u></b>	<b><u>Small Sized Retail Outlets</u></b>
x)	Selling Area	1,000 Sq. feet Minimum	400 Sq. feet Minimum
y)	Expected Annual sale Turnover	` 12.00 Lakhs.	` 5.00 Lakhs
z)	<b><u>Financial Assistance</u></b>		
a)	Share Capital	` 1,80,000/-	` 1,00,000/-
b)	Loan for furniture and fixtures	` 50,000/-	` 20,000/-
c)	Subsidy for furniture and fixtures	` 20,000/-	` 10,000/-
d)	Managerial Subsidy	` 20,000/-	` 10,000/-
	<b>TOTAL</b>	<b>` 2,70,000/-</b>	<b>` 1,40,000/-</b>
	<p>1. If the selling space/ area of Large Sized Retail Outlets is more than the specified areas, the prescribed financial assistance may be increased proportionally keeping in view of the real requirement subject to a maximum area of 1500 sq. feet.</p> <p>2. If the selling space/ area of Small Sized Retail Outlets is more than the specified areas, the prescribed financial assistance may be increased proportionally keeping in view of the real requirement subject to a maximum area of 800 sq. feet.</p>		

vii) **Loan and subsidy for Purchase of Computer and Accessories**

Sr. No.	Type of Societies	Scheme
a	Taluka Farmers Service Coop. Societies/ Marketing Coop. Societies/ Consumer Coop. Societies/ Processing Coop. Societies	<p>i) The Cooperative Societies and their branches may sanction financial assistance up to ` 1.00 lakh for societies having 3 or less branches for purchase of Computer and accessories being 50% Loan and 50% subsidy and ` 2.00 lakhs for societies having more than 3 branches being 50% loan and 50% subsidy.</p> <p>ii) The Cooperative Societies and their branches may sanction financial assistance up to ` 1.00 lakh for societies having 3 or less branches for purchase of Computer and accessories being 35% Loan and 65% subsidy and ` 2.00 lakhs for societies having more than 3 branches being 35% loan and 65% subsidy who are having minimum 40% Share Holders as ST and SC.</p>
b	Dairy Co-operative Societies	The Dairy Co-operative Societies can avail a maximum amount of ` 1.00 lakh for purchase of computer and accessories being 50% loan and 50% subsidy.

**viii) Managerial Subsidy/Grant/One Time Grant:**

Sr. No.	Type of Societies	Scheme												
a	The Dairy Co-operative Societies	1. The Dairy Co-operative Societies can avail Managerial Subsidy of ` 25,000/- at once.												
		2. The Dairy Cooperative Societies who are regularly supplying the milk to the Milk Union shall entitled the financial support in the form of Grant on the following pattern on yearly basis subject to availability of funds.												
		<table border="1"> <thead> <tr> <th>Sr. No</th> <th>Daily collection of Milk</th> <th>Grant entitled</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Above 500 liters per day</td> <td>` 1,50,000/-</td> </tr> <tr> <td>2.</td> <td>300-500 liters per day</td> <td>` 1,00,000/-</td> </tr> <tr> <td>3.</td> <td>150-300 liters per day</td> <td>` 75,000/-</td> </tr> </tbody> </table>	Sr. No	Daily collection of Milk	Grant entitled	1.	Above 500 liters per day	` 1,50,000/-	2.	300-500 liters per day	` 1,00,000/-	3.	150-300 liters per day	` 75,000/-
		Sr. No	Daily collection of Milk	Grant entitled										
		1.	Above 500 liters per day	` 1,50,000/-										
2.	300-500 liters per day	` 1,00,000/-												
3.	150-300 liters per day	` 75,000/-												
b	Women Self Help Group Cooperative Societies	The Cooperative Societies may sanction financial assistance in the form of One Time Grant of ` 20,000/- for financial upliftment and business related activities.												

**7. URBAN CREDIT COOPERATIVES:****Pattern of Assistances & Type of Assistance**

Sr. No.	Type of Assistance	Pattern of Assistance
a)	<b>Computerisation</b>	i. The Societies having 3 or less extension counters can avail financial support in the form of loan and subsidy up to max. ` 1.00 lacs being 50% loan and 50% subsidy per society.



		<p>ii. The Societies having more than 3 extension counters can avail financial support in form of loan and subsidy up to max. ₹ 2.00 lacs being 50% loan and 50% subsidy per society.</p> <p>iii. The Society who have earlier availed the benefit of the scheme of ₹ 1.00 lac and having more than three extension counters can avail further financial support of max. ₹ 1.00 lac being 50% loan and 50% subsidy per society subject to the terms and conditions</p>
--	--	--

## **8. CREDIT COOPERATIVES: Apex Coop. Bank**

**( Goa State Coop. Bank Ltd.,)**

### **Pattern of Assistances & Type of Assistance**

Sr. No.	Type of Assistance	Pattern of Assistance
a)	<b>Share Capital Contribution</b>	The total limit of Govt. Investment in the share capital of the Apex Coop. Bank i.e. Goa State Coop. Bank Ltd., Panaji shall be to the extent of ₹ 500.00 lacs inclusive of the Govt. Share capital contribution already released to the said Bank

## **9. GOA STATE COOP. MILK PRODUCERS UNION LTD.,**

### **Pattern of Assistances & Type of Assistance**

Sr. No.	Type of Assistance	Pattern of Assistance
a)	<b>Share Capital Contribution</b>	The total limit of Govt. Investment in the share capital of the Goa State Cooperative Milk Producers' Union Ltd., Curti shall be to the extent of ₹ 50.00 lacs inclusive of the Govt. Share capital contribution already released to the said Union

**10. APEX HOUSING FINANCE COOP. SOCIETY** (Goa State Coop. Housing Finance and Federation Ltd.,)

**Pattern of Assistances & Type of Assistance**

Sr. No.	Type of Assistance	Pattern of Assistance
a)	<b>Share Capital Contribution</b>	The total limit of Govt. Investment in the share capital of the <b><u>Apex Housing Finance Coop. Society</u></b> (Goa State Coop. Housing Finance and Federation Ltd.,) shall be to the extent of `250.00 lacs inclusive of the Govt. Share capital contribution already released to the Federation.

**11. GOA STATE COOP. UNION LTD.,**

**Pattern of Assistances & Type of Assistance**

Sr. No.	Type of Assistance	Pattern of Assistance
a)	<b>Education, Research &amp; Training :- Grant in aid to Coop. Training centre</b>	100% grant of the expenditure incurred on approved items to federal Institution for imparting Training to Secretaries, Office bearers of the Societies and employees of Cooperative Department.

**12. GOA COOP. MARKETING AND SUPPLY FEDERATION LTD:-**

**Pattern of Assistances & Type of Assistance**

Sr. No.	Type of Assistance	Pattern of Assistance
a)	Share Capital Contribution	Up to `50.00 lakh without insisting for matching share capital contribution from the beneficiary society. However the limit of `50.00 lakh will include share capital contribution already released earlier.

### 13. INDUSTRIAL COOPERATIVES:

#### Pattern of Assistances & Type of Assistance

Sr. No.	Type of Assistance	Pattern of Assistance
a)	<b>Share Capital Contribution</b>	Up to `1.00 lakh without insisting for matching share capital contribution from the beneficiary society. However the limit of `1.00 lakh will include share capital contribution already released earlier.
b)	<b>Managerial Subsidy</b>	`25,000/- for newly registered Society for initial expenses of salary, wages, etc. This is admissible only at once.

### 10. PUBLIC GRIEVANCE REDRESSAL

In order to facilitate the public to redress its grievances, the Government has nominated the Registrar of Cooperative Societies to function as the Public Grievances Officer at the State level. So also the Dy. Registrar of Cooperative Societies, (Technical) Headquarters, Panaji is designated as Public Grievance Officer of this Department. Further, following Officers are designated as P. G. O. at the zonal level as mentioned below:-

- a) **Tiswadi Taluka** Office of the Asstt. Registrar of Coop. Societies, Central Zone, Panaji-Goa. Ph. No. 2426187
- b) **Pernem, Bardez and Bicholim Talukas** Office of the Asstt. Registrar of Coop. Societies, North Zone, Mapusa-Goa. Ph. No.2262662
- c) **Salcete & Mormugao Talukas** Office of the Asstt. Registrar of Coop. Societies, South Zone, Margao-Goa. Ph. No.2733578

- d) **Ponda, Sattari & Dharbandora Talukas** Office of the Asstt. Registrar of Coop. Societies, Ponda Zone, Ponda-Goa. Ph. No.2313025
- e) **Quepem, Sanguem & Canacona Talukas** Office of the Asstt. Registrar of Coop. Societies, Quepem Zone, Quepem-Goa. Ph. No.2662227
- f) **Panivatap Societies**
- 1) Asstt. Registrar of Coop. Societies, Command Area Development Authority (C.A.D.A.), Gogol, Margao-Goa. Ph. No.2759921
  - 2) Asstt. Registrar of Coop. Societies, Tilari Irrigation Project, Anjunem. Ph. No. 2258166
- g) **Audit matters** Asstt. Registrar of Coop. Societies (Audit), Headquarters, Panaji.

## 11. OFFICERS DESIGNATED UNDER RIGHT TO INFORMATION ACT.

In pursuance of sub-section(1) and (2) of section 5 of the Right to Information Act, 2005 (Central Act 22 of 2005) the following Officers have been designated as State Public Information Officer and State Assistant Public Information Officer, to discharge the functions under the said Act.

Sr. No.		Designation & Jurisdiction	Designation under Right to Information Act, 2005.
1.	(a)	Dy. Registrar of Coop. Societies (Tech.) Headquarters, Panaji-Goa. (Information pertaining to Audit, Tech. Planning, Scrutiny and Inspection at (H.O.)	State Public Information Officer.

	(b)	The Asstt. Registrar of Coop. Societies (Headquarters), Panaji, Goa. (Information pertaining to Audit, Tech. Planning, Scrutiny and Inspection at (H.O.))	Asstt. Public Information Officer.
2.	(a)	Dy. Registrar of Coop. Societies (Admn.) (HQ), Panaji-Goa. (Information pertaining to administrative matter i.e. EST/Accounts Section)	State Public Information Officer.
	(b)	Office Superintendent (Information pertaining to administrative matter i.e. EST/Accounts Section)	Asstt. Public Information Officer.
3.	(a)	Asstt. Registrar of Coop. Societies, Central Zone, Panaji-Goa.	State Public Information Officer.
	(b)	Cooperative Officer, CZ, Panaji. Information regarding all types of Coop. Societies of Tiswadi.	Asstt. Public Information Officer
4.	(a)	The Asstt. Registrar of coop. Societies, North Zone, Mapusa-Goa.	State Public Information Officer.
	(b)	Cooperative Officer, NZ, Mapusa-Goa. Information regarding all types of Coop. Societies of Bardez, Bicholim & Pernem Taluka.	Asstt. Public Information Officer.
5	(a)	The Asstt. Registrar of coop. Societies, Ponda Zone, Ponda-Goa.	State Public Information Officer.
	(b)	Coop. Officer, PZ, Ponda-Goa. Information regarding all types of Coop. Societies of Ponda, Sattari & Dharbandora Taluka.	Asstt. Public Information Officer.
6	(a)	The Asstt. Registrar of Coop. Societies, South Zone, Margao-Goa.	State Public Information Officer.

	(b)	Coop. Officer, SZ, Margao-Goa. Information regarding all types of Coop. Societies of Salcete & Mormugoa Taluka.	Asstt. Public Information Officer.
7	(a)	The Asstt. Registrar of Coop. Societies, Quepem Zone, Quepem-Goa.	State Public Information Officer.
	(b)	Coop. Officer, QZ, Quepem-Goa. Information regarding all types of Coop. Societies of Quepem, Sanguem & Canacona Taluka.	Asstt. Public Information Officer.
8	(a)	The Asstt. Registrar of Coop. Societies, Election Cell, North Goa District, Panaji-Goa.	State Public Information Officer.
	(b)	Cooperative Officer, Election Cell, North Goa District, Panaji-Goa. Information regarding election matters of Cooperative Societies for North Goa District.	Asstt. Public Information Officer.
9	(a)	The Asstt. Registrar of Coop. Societies, Election Cell, South Goa District, Margao-Goa.	State Public Information Officer.
	(b)	Sr. Inspector/Auditor, Election Cell, South Goa District, Margao-Goa. Information regarding election matter of Coop. Societies for South Goa District, Margao-Goa.	Asstt. Public Information Officer.
10	(a)	The Asstt. Registrar of Coop. Societies, Arbitration/Execution Cases/North Goa District, Panaji-Goa.	State Public Information Officer.
	(b)	Sr. Inspector/Auditor, Arbitration / Execution Cases / North Goa District, Panaji-Goa. Information regarding ABN/EXN cases of Coop. Societies for North Goa District.	Asstt. Public Information Officer

11	(a)	The Asst The Asstt. Registrar of Coop. Societies, Arbitration / Execution Cases/South Goa District, Margao-Goa.	State Public Information Officer.
	(b)	Sr. Inspector/Auditor, Arbitration / Execution Cases / South Goa District, Margao-Goa. Information regarding ABN/EXN cases of Coop. Societies for South Goa District.	Asstt. Public Information Officer

In exercise of the powers conferred under section 19(1) of the said Act of the Registrar of Coop. Societies shall act as the First Appellate Authority in respect of appeals against an Order passed by the State Public Information Officer.

**For more Information**

**Log on to :- The Department Website: [www.coopgoa.gov.in](http://www.coopgoa.gov.in)**

**E. Mail : [reg-orcs.goa@nic.in](mailto:reg-orcs.goa@nic.in)**