

COOPERATION DEPARTMENT

4(1)(a)

Records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such record is facilitated;

- All the records pertaining to Cooperation Department are available on the departmental website i.e. <http://www.coopgoa.gov.in/>



DEPARTMENT OF COOPERATION
OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES,
GOVERNMENT OF GOA,
'SAHAKAR SANKUL', 4th & 5th Floor,
EDC COMPLEX, PATTO
PANAJI, GOA- 403 001
TEL: +91 832 2437165/2437174/2437175, FAX: +91 832 2437134.
E.MAIL : reg-orcs.goa@nic.in

Introduction :-

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").

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.

Zonal Offices and areas under their jurisdiction

In order to provide more efficient services to the public and have better control over the functioning of the Societies, the Department is divided in 6 Zones viz Central Zone-Panaji, North Zone-Mapusa, South Zone-Margao, Ponda Zone-Ponda and Quepem Zone-Quepem and Bicholim Zone, Sankhali

Central Zone caters to the need of all the societies registered in Tiswadi taluka. Likewise, South Zone caters to the needs of the societies registered in Salcette, Murmgao, Taluka and North Zone caters to the needs of the Societies registered in Bardez, Bicholim and Pernem talukas, Ponda Zone exclusively caters to the needs of societies registered in Ponda Taluka and Bicholim Zone caters to the need of all the societies registered in Bicholim Taluka.

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 Co-op. Society or for any advise/guidance/clarification or for redressing of any grievances the societies may approach the concerned office under whose jurisdiction they are functioning.

Mission of the Department :-

1. To promote, expand and to strengthen the cooperative movement in all walks of life in the State.
2. To facilitate formation of new cooperative societies for fulfilling the economic needs of their members.
3. 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
4. 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

Manual 1

4(1)(b) (i)

Particular of the Organization, Function and duties

Name of the Department: Department Of Cooperation, Registrar of Cooperative Societies Sahakar Sankul', 4th & 5th Floor, EDC Complex, Patto Panaji, Goa- 403 001.

TEL: +91 832 2437165/2437174/2437175, FAX: +91 832 2437134

E.MAIL : reg-orcs.goa@nic.in

MANUAL. 2

Powers and Duties of Officers and Employees

[Section 4(1) (b) (ii)]

The details of the powers and duties of officers and employees of the organization



**OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES
GOVERNMENT OF GOA.**

**“Sahakar Sankul” 4th Floor, EDC Complex, Patto
Panaji Goa - 403001**

Tel:+91832 2437165/2437175, (Fax):+91832 2437134, e-mail: reg-orcs.goa@nic.in

Ref No:42/4/2008/TS/RCS/2201

Dated: 30/09/2020.

Read:- This office Notification No.42/4/2008/TS/RCS/2200 dated 30th September, 2020.

ORDER

The undersigned has revised the delegation of powers order read above and included all the Co-operative Officers/Special Auditors who henceforth will enjoy all the powers of Registrar delegated to them vide order read above.

In view of this to strengthen the administration and improve working efficiency, it is necessary to make following administrative arrangements at all the offices.

- 1) All Zonal Asstt. Registrar shall equitably group the files of all societies into number of units corresponding to the total strength of Asstt. Registrar and Co-operative Officer/Special Auditors combined and allot the units to respective Asstt. Registrar and Co-operative Officer/Special Auditor.
- 2) Henceforth all Co-operative Officers will work independently under the Act and Rules concerning the files allotted to him/her in the unit.
- 3) The Asstt. Registrar (Zonal) shall continue to be overall incharge as Administrative Head of office and DDO. The Asstt. Registrar shall issue the new work allocation order within 15 days.

It is enjoined on all the Asstt. Registrars and Co-operative Officers/Special Auditors to implement the new working arrangements for betterment of the service delivery at all offices.

(VIKAS S. N. GAUNEKAR)
Registrar of Coop. Societies

Copy to:-

- 1) The Director of Printing Press and Stationery, Govt., of Goa, Panaji for publication in next issue of Government Gazette.
- 2) The Dy. Registrar of Coop. Societies (Tech.), Panaji Goa.
- 3) The Asstt. Registrar of Coop. Societies, Headquarters/ Audit/ Central/ North/Ponda/South/Quepem/Bicholim Zone/ Panaji/ Mapusa/ Ponda/ Margao / Quepem / Sankhali Goa.

Cont...2/-



GOVERNMENT OF GOA
DEPARTMENT OF CO-OPERATION
OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES

"SAHAKAR SANKUL"
4TH & 5TH Floor, EDC Complex, Patto
Panaji, Goa - 403 001

Tel: +91 832 2437165/2437174/2437175 Fax: +91 832 2437134 Email: reg-orcs.goa@nic.in

Ref No:42/4/2008/TS/RCS/ 2250

Dated: 30 /09/2020.

Read : 1) Order No. 42/4/2008/TS/RCS/258 dated 09/06/2020

NOTIFICATION

In supersession of the order dated 9th June 2020 read above and all earlier orders in regards to delegation of powers issued and in exercise of the powers conferred by government under Section 4 of the Goa Co-operative Societies Act, 2001 (hereinafter referred to as "the said Act"), and Goa Cooperative Societies Rules 2003 (hereinafter referred to as "the said Rules") I, the Registrar of co operative Societies in exercise of powers conferred under section 123B of the said Act hereby delegates the powers of the Registrar under the said Act and Rules made there under as indicated in column (3) of the schedule on the Officers specified in column (2).

S C H E D U L E

Sr. No.	Officers	Powers
1.	2.	3
1.	The Deputy Registrar of Coop. Societies (Tech)	All the powers of the Registrar under the said Act and Rules made thereunder except powers under following : Sections: 10(3), 66(2), 66(3), 66(4), 66(5), 67(2), 68, 69, 71, 74(2),74(5),74(8),76, 76A(2), 79, 82, 100, 123 and 123B. Rules: 43, 52(a), 52(g)(i), 114, 116, 125, 129(10) and 130.
2.	The Deputy Registrar of Coop. Societies t (Admn)	
3.	All the Asstt. Registrar of Coop. Societies	
4.	All the Co-operative Officers/Special Auditors	

The above officers shall work independently and exercise the delegated powers as per the provisions of the Act and rules only within the work jurisdiction of their posting .

(VIKAS S. N. GAUNEKAR)
Registrar of Coop. Societies

EST/ Administration Section.

1) Superintendent

1. Overall Supervision & monitoring of conduct of Establishment Section establishment section staff.
2. Supervision of files of viz., court matter, Disciplinary matters, coordinating with advocates related to court matter of EST section
3. APIO for RTI restricted DR (Admn.).
4. Over all supervision on LAQ Matters
5. Monitoring of filling of vacancies occurred due to promotion, death, resignation, retirement. Briefing DR. (Admn.) on the status of vacancies on regular intervals.
6. Attending RTI matters in the State Information Commission with the PIO.
7. Any work assigned by Superiors.

2) Head Clerk

1. All matters pertaining to creation of posts.
2. All matters pertaining to revival of posts
3. Filling up of all Group 'B' & 'C' posts by direct recruitment/promotion etc including roster.
4. Lifting of probation period of the Group "B" staff (Cooperative Officer).
5. Seniority of Staff.
6. Framing of Recruitment Rules.
7. Supervision of files of vig., court matter, Disciplinary matters.
8. Attending Court cases alongwith Deputy Registrar (Admn) and briefing on the matter with Govt Advocates related to matters of EST section.
9. Drafting of replies and parawise comments in the court matters of establishment section
10. All files pertaining to UDC- I, II, III & IV
11. Drafting/Putting up proposals to Governments related to contract appointment, accommodation, purchases etc.
12. Any work assigned by Superiors

3) U.D.C. I

1. Maintenance of service records, personal files, Increments, leave records and other service matters of Group A,B & C staff in the Head office
2. Deputation of Officers to the institutions, Issue of Certificate under FR. 26.
3. Conversion of temporary posts into permanent(Confirmation)
4. Correspondence relating to Election matters, Census work
5. Issue of Identity Cards
6. NOC for passport of permission under CCS Conduct Rules
7. Pension matter of retired employees
8. Pay fixation consequent to promotion, MACPS, increment.
9. Sanction of MACP to all the employees of this Department.
10. Correspondence Regarding MACPS.
11. Any other staff related matters assigned from time to time.
12. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
13. Any work assigned by Officer In-Charge of the section.

4) UDC-II

1. All matters pertaining to stationery including maintenance of registers.
2. Correspondence received from Asstt. Registrar of Coop. Societies, Central Zone, Panaji, Asstt. Registrar of Coop. Societies, North Zone, Mapusa and Asstt. Registrar of Coop. Societies, Quepem Zone, Quepem pertaining to EST matters.
3. Purchase of Book & Maintenance of Library Books.
4. Correspondence relating to sports and youth affairs/ armed force flag day/ All India Radio.
5. Certifying the Electricity bills, Water bills, Petrol/Diesel bills and other bills of Head Office.
6. Any work assigned by the Officer In-Charge of the section

5) U.D.C. III

1. Correspondence relating to Office Accommodation and cleanliness of the office premises including Rent, Electricity and water Bills
2. All correspondence pertaining to Asstt. Registrar of Coop. Societies, South Zone, Margao .
3. Purchase of computers and e services
4. Correspondence regarding Computers, Telephones.
5. Purchase of Vehicles and contractual appointment of vehicle from GTDC.
6. Matter relating to AMC of A.C. and maintenance.
7. Correspondence relating to Government Accommodation/Office
8. All A.M.C.'s like Computers/10KVA UPS/GBBN Connectivity / Printers ,Antivirus solution, Xerox digital, Cyclostyling Riso, Telephones, Franking
9. Machine, Fax Machine etc.
10. Purchase of dead stock, Computers and Maintenance thereof
11. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
12. Any work assigned by the Officer In-Charge of the section.

6) U.D.C. IV

1. Annual Property returns.
2. Assisting Head clerk
3. All matters pertaining to Ponda Zone.
4. All matters pertaining to Bicholim Zone.
5. All matters pertaining to GHRDC.
6. Put up file of monthly data received from all zonal offices regarding Re-allocation of staff and update the same with the help of LDC
7. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
8. Compilation of Weekly/fortnightly returns of all sections and processing

9. Any work assigned by Officer In-Charge of the section.

7) Jr. Stenographer-I

1. Overall duties of P.A. to the Registrar of Coop. Societies which includes following :-
 1. Maintaining confidential reports of the staff.
 2. Preparing Assessment sheet of A.C.R.s. of the staff for the purpose of DPC/ACPS/MACPS etc.
 3. Custody of Inspections reports of all Cooperative Banks.
 4. Any work assigned by the Officer In-Charge of the section.

8) L.D.C.- I

1. Inward of Tapal Inward & Distribution of tapal in different sections of the office.
2. Maintenance of stamps account register.
3. Attending Phone calls & transferring to the respective section
4. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
5. Any work assigned by superior/Officer-uncharged of the Establishment Section.

9) L.D.C.- II

1. Vigilance matter in respect of staff members.
2. Matter pertaining to Social Welfare and Tribal Department
3. Assisting Head clerk in Updating the Roster and verification of Roster
4. Matters related to appointment of Nodal Officers
5. Matter relating to issue of office orders/ orders as per the instructions from superiors.
6. Assisting Head clerk in Recruitment and Promotion procedure.
7. Appointment of panch witness.

8. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
9. Typing of EST Section.
10. Any work assigned by Superior/Officer In- Charge of the Establishment Section

10) L.D.C. III

1. Inward of Tapal Inward & Distribution of tapal in different sections of the office.
2. Maintenance of stamps account register.
3. Any work assigned by superior/Officer-uncharged of the Establishment Section.

11) L.D.C. - IV

1. Maintaining Attendance certificate, casual leave, biometric.
2. Coordination with water supply agency for water for office use and RCS.
3. Attending complaints related to Air Condition of Office.
4. Maintenance of vehicles registers, Log books.
5. Typing of EST Section.
6. Any work assigned by the Officer In-Charge of the section.

12) LDC-V

1. Distribution of entire Tapal to Establishment section.
2. Training file for GIPARD and other institutions etc.
3. Updating of Departmental Website and internet related issues under the guidance of UDC-III.
4. Typing of EST Section.
5. Any work assigned by the Officer In-Charge of the section

13) L.D.C.-VI

1. Inward of Tapal Inward & Distribution of tapal in different sections of the office.
2. Maintenance of stamps account register.
3. Any work assigned by superior/Officer-uncharged of the Establishment Section.

14) LDC -VII

1. Correspondence regarding House Building Advance
2. RTI matters.
3. Updating of Departmental Website and internet related issues under the guidance of UDC-III.
4. Feeding of staff data of EST section under e-cooperative Management system.
5. Typing of EST Section.
6. Any work assigned by the Officer In-Charge of the section

15) Driver-I

1. Driving/ Maintenance of vehicle.

16) Driver -II

1. Driving/ Maintenance of vehicle.
2. Any work assigned by the Officer In-Charge of the section.

17) MTS-III

1. Wiping of table and chair of the all the staff members/ superiors
2. Carrying the files from table to table.
3. Xerox and Cyclostyle operator
4. Other non clerical work in the section.
5. Assisting in routine office work like diary, dispatch etc. including on Computer
6. Delivering of Dak outside the building.
7. Opening of office and rooms.

18) MTS-IV

1. Wiping of tables and chairs of the Superiors/Officials.
2. Carrying out files from table to table.
3. Xerox and Cyclostyle operator
4. Other non clerical work in the section.
5. Assisting in routine office work like diary, dispatch etc. including on Computer
6. Delivering of Dak outside the building.
7. Opening of office and rooms.
8. Driving of vehicles if in possession of valid driving license.
9. Any work assigned by Officer/Officials In-charge of the Establishment Section.

19) MTS-V

1. Wiping of tables and chairs of the Superiors/Officials.
2. Carrying out files from table to table.
3. Xerox and Cyclostyle operator
4. Other non clerical work in the section.
5. Assisting in routine office work like diary, dispatch etc. including on Computer

6. Delivering of Dak outside the building.
7. Opening of office and rooms.
8. Driving of vehicles if in possession of valid driving license.
9. Any work assigned by Officer/Officials In-charge of the Establishment Section.

ACCOUNTS SECTION:-

1. Accountant.

1. To verify Pay bills, Travelling Allowance bills, Medical Reimbursement bills, Contingent bills etc.
2. Writing of Budget Control Register.
3. Reconciliation of Expenditure figures.
4. Compilation of Monthly Expenditure figures.
5. Writing of G.F.R. 9 register.
6. To verify the applications of G.P.F. withdrawal/Advance, Scooter Advance, Motor Car Advance, House Building Advance, Final Payment of .P.F. balance etc.
7. Allotment of Funds to zonal offices.
8. Preparation of Sanction orders in respect of office expenses, rent etc. of zonal offices, sanction orders in respect of Saving Fund & Insurance Fund under G.G.E.G.I.S.1996.
9. Preparation of Final Payment of G.P.F. balance bill on receipt of Authority letter from the Directorate of Accounts.
10. Preparation of Budget Estimate & Revised Estimate under Non-Plan.
11. Preparation of Quarterly Salary statement in respect of Non Gazetted staffand to furnish the same to Income Tax Department.
12. Preparation of Surrender of Funds statement.
13. Preparation of Voucher wise statement of expenditure incurred under minor head 502- Expenditure Awaiting transfer to other departmental

head & to propose necessary transfer entry under the functional salary head.

14. Preparation of transfer entries.
15. Preparation of form 16 in respect of Non Gazetted staff and form 16-
A in respect of suppliers.
16. Overall supervision & checking of day to day Accounts work.
17. Any other work assigned by the A.A.O.

2. UDC,

1. TA/DA bills of Gazatted & non-Gazatted staff, L.T.C. bills, Medical Bills.& A.C./ D.C. Bills.
2. All advance bills like Tour Advance, G.P.F. Advance.
3. G.P.F withdrawal of Head office staff..
4. Children Education Allowance bills.
5. Maintenance of T.A. /D.A. and Medical Reimbursement files.
- 6 Maintenance of various types of registers regarding Advances given to the departmental staff.
7. Any other work assigned by the Accountant/ A.A.O.

3. U.D.C

1. TA/DA bills of Gazatted & non-Gazatted staff, L.T.C. bills, Medical Bills.& A.C./ D.C. Bills.
2. All advance bills like Tour Advance, G.P.F.Advance.
3. G.P.F withdrawal of Head office staff..
4. Children Education Allowance bills.
5. Maintenance of T.A. /D.A. and Medical Reimbursement files.
6. Maintenance of Medical files, T.A/D.A files of zonal offices for countersignature.
7. Maintenance of various types of registrars regarding Advances given to the department staff.
8. Preparation of Final Payment of G.P.F. balance bill on receipt of Authority letter from the Directorate of Accounts.
9. Transfer of TA file of Head office & Zonal offices.

10.Maintenance of New Pension Scheme PPAN Number Allotment files.

11.Any other work assigned bt the Accountant /A.A.O.

4. L.D.C.-I

1. Preparation of salary bills of Non Gazatted staff (Old & new staff).
2. Writing of pay bill register (Old & New staff).
3. Preparation of all schedules related to pay bill i.e. G.P.F Schedules, Annexure III, Annexure IV, Insurance & Saving fund Schedules, Computer Advance schedules, Interest on computer Advance schedules, HBA Schedules, Interest on HBA Schedules, MCA Schedules, Interest on MCA Advance, House rent license fee schedules, TDS Schedules etc (old & new staff).
4. Preparation of contingent bills i.e. Electricity, telephone, rent, water, sweepers, advertisement, purchases for office materials & stationery, office vehicle repairs & other contingent payment related bills.
5. Preparation of sanctions orders for above all contingent bills.
6. Preparation statement for Arrears bills i.e. MACP, ACP, Onetime Increment, Pay fixation on promotion.
7. Uploadation of ECS Payment for contingent bills & salary bills.
8. Uploadation of ECS details of suppliers whose payment has to be made.
9. Follow up of salary bills & contingent bills with Directorate of Accounts, Panaji.
- 10.All typing works given by superior staffs.
- 11.Any other work assigned by the Accountant/ A.A.O.

3. L.D.C.-II

1. Handling cash, writing of cash book.
2. Forwarding of L.I.C. premium of staff and other third party details to concerned Bank.
3. Issue of salary details for salary certificate.

4. Preparation of Pay bills of Gazetted staff.
5. Writing of Cheque register.
6. Maintenance of Bill Register.
7. Preparation of Monthly pendency report of bills submitted to Directorate of Accounts.
8. All typing work of accounts section as and when occurs.
9. Inward & Outward correspondence and preparation of weekly return statement.
10. Any other work assigned by the Accountant/ A.A.O.

4. MTS.

1. Submission of bills to Directorate of Accounts, Panaji and collection token, cheques and maintenance of Token Register.
2. To deposit Challan into Bank/ Treasury.
3. To help Accounts staff in maintaining of office records and other office related work.
4. To help in preparation of salary bills & Contingent bills of Accounts section.
Any other work assigned by the Accountant/ A.A.

ELECTION CELL:-

1. Co-operative Officer

1. Scrutiny and examination of files/correspondences submitted by the subordinate staff from Election Cell.
2. Drafting letters pertaining to the section as per the requirement.
3. Overall supervision and control over the subordinate staff and ensuring timely attendance and office decorum.
4. Any other work and duties as assigned by the superior from time to time.

2. Sr. Auditor/Inspector-I

1. All matters related to election held at the level of North Zone, Quepem Zone and Ponda Zone, i.e. issuing of orders thereby appointing Asstt. Election Officer of the respective zones to hold the election of the societies, Issuing orders of office bearers of the societies, Issuing orders to appoint an auditor to conduct the audit of the societies, Issuing letters to the concern AEO to refund the balance amount of the society.
2. Dealing with the files of Weekly Arrears statement.
3. Dealing with correspondence received in relation to RTI matters.
4. Dealing with correspondence of leave record.
5. Dealing with any other work as per the subject matter.
6. Typing work.

3. Sr. Auditor/Inspector-II

1. All matters related to election held at the level of Central Zone, Bicholim Zone and South Zones, i.e. issuing of orders thereby appointing Asstt. Election Officer of the respective zones to hold the election of the societies, Issuing orders of office bearers of the societies, Issuing orders to appoint an auditor to conduct the audit of the societies, Issuing letters to the concern AEO to refund the balance amount of the society.
2. Receiving and Distribution of Tapal.
3. Dealing with correspondence received in relation to RTI matters.
4. Dealing with any other work as per the subject matter.
5. Typing work.

4. Jr. Auditor/Jr. Inspector

1. All matters related to election held at the level of North Zone, Quepem Zone and Ponda Zone, i.e. issuing of orders thereby appointing Asstt. Election Officer of the respective zones to hold the election of the societies, Issuing orders of office bearers of the societies, Issuing orders to appoint an auditor to conduct the audit of the Election Fund Account, Issuing letters to the concern AEO to refund the balance amount of the society deposited in Election Fund A/C.
2. Dealing with any other work as per the subject matter.
3. Typing work.

5. LDC-I

1. All matters related to election held at the level of Headquarters, i.e. issuing of orders thereby appointing Asstt. Election Officer of the respective zones to hold the election of the societies, Issuing orders of office bearers of the societies, Issuing orders to appoint an auditor to conduct the audit of the societies, Issuing letters to the concern AEO to refund the balance amount of the society.
2. Dealing with the correspondence of **Monthly Progress Report related to all zones.**
3. Maintaining Zone-wise record of the societies in view of Rule **52(h(i))** of the Goa Cooperative Societies Rules 2003.
4. Dealing with the files of Weekly Arrears statement.
5. Dealing with correspondence received in relation to RTI matters.
6. Writing Mustor Roll
7. Stationary File.
8. Dealing with any other work as per the subject matter.
9. Typing work,

TECHNICAL SECTION – I

1) Coop. Officer –Technical-I

1. Scrutiny and examination of Files/correspondence submitted by the subordinate staff from Technical Section – I.
2. Overall supervision and control over the subordinate staff and ensuing timely attendance and office decorum.
3. Monitoring of computerization work for development of e-Cooperative management system.
4. Any other work and duties as assigned by the superior from time to time.

2) Sr. Auditor/Sr. Inspector/SRO-I

1. All matters related to amendment to Goa Coop. Societies Act, 2001/Rules 2003 and correspondence thereof and drafting of new Act/Rules in case if felt necessary and related work such as drafting of Circular, Notification, guidelines etc., to zonal offices, Societies, Banks, Federal Institution in connection with amendments.

2. All correspondence relating to Registration/ amendment of bye laws of Banks/societies having area of operation to entire State of Goa.
3. All correspondence related to RBI in respect of 6 Coop. Banks/Govt. of India/State Govt. /NABARD/Lead bank, other Autonomous Bodies.
4. All correspondence related to Registration of Multistate Coop. Societies Act/Rules and delegation of powers of Central Registrar of Coop. Societies and the Goa State Coop. Bank Ltd., Panaji & Mapusa Urban Coop. Bank of Goa Ltd.
5. All correspondence regarding annual administrative report, money lending Act/Flat ownership Act and any other Act/Rules & correspondence regarding TAFCUB Meeting.
6. Correspondence related to OTS Scheme for Urban Coop. Credit Societies and other societies (Deposit Guarantee Scheme) and exemption of stamp duty.
7. All correspondence regarding Officers meeting.
8. All correspondence regarding Coop. Award.
9. Looking after work of computerization work for development of e-Cooperative management system.
10. Correspondence pertaining to Sanjeevani Sahakari Sakhar Kharkahana.
11. Any other work entrusted by the superior from time to time.

3) Sr. Auditor/Sr. Inspector/ SRO-II

- 1) File pertaining to the monthly review of officers meeting conducted by RCS.
- 2) All matter relating to all courts, appeals with RCS etc.,
- 3) All matters pertaining to observations of RAO /House Committee/Select Committee/Public Account Committee related to Technical Section.
- 4) Preparation of Para wise comments, and briefing the concerned Advocates, of all the cases before various courts.
- 5) Looking after work of computerization work for development of e-Cooperative management system.
- 6) All the correspondence files pertaining to the societies/federation/ union/ coop. association etc. having area of operation all over state of Goa.
- 7) Any other work entrusted by the superior from time to time.

4) Jr. Auditor/Jr. Inspector-I

- 1) All correspondence regarding:
 - a) Goa Urban Co-operative Bank Ltd., Panaji.
 - b) Madgaum Urban Co-operative Bank Ltd., Madgaon.
 - c) Bicholim Urban Coop. Bank Ltd., Bicholim
 - d) Woman's Coop. Bank Ltd., Panaji.
 - e) Citizen Coop. Bank Ltd., Vasco.

- 2) All correspondence regarding State Level Bankers/ SHGs Committee Members meeting/executive meeting of consumer protection council.
- 3) All correspondence relating to Liquidation/ De-registration / Reorganization of Societies.
- 4) All correspondence pertaining to SLCC meeting.
- 5) Monthly report of ABN/EXE of NGD/SGD, VPK, Madgaum Urban Coop. Bank Ltd, Goa urban Coop. Bank Ltd., & Reports of Arbitrator of Goa State Coop. Bank Ltd.
- 6) Looking after work of computerization work for development of e-Cooperative management system.
- 7) Any other work entrusted by the superior from time to time.

5) **Jr. Auditor/Jr. Inspector-II,**

- 1) All correspondence related to RTI
- 2) All correspondence related to the Goa State Milk Producers Union, Ponda and all other correspondence relating to Dairy societies.
- 3) All matter related to uploading on website of Technical Section.
- 4) Appeals under RTI before RCS/FAA.
- 5) Looking after work of computerization work for development of e-Cooperative management system.
- 6) Any other work entrusted by the superior from time to time.

6) **Audit Assistant**

- 1) All matter relating to all courts, appeals with RCS etc.,
- 2) Preparation of monthly reports of all court cases, para wise comments, and briefing the concerned Advocates, of all the cases before various courts.
- 3) Looking after work of computerization work for development of e-Cooperative management system.
- 4) Any other work entrusted by the superior from time to time.

TECHNICAL SECTION-II

1) **Cooperative Officer –Technical - II**

- 1) Scrutiny and examination of files/cases submitted by the subordinate staff pertaining to the Coop. societies of six zonal offices from Technical Section – II.
- 2) Overall supervision and control over the subordinate staff and ensuring timely attendance, office decorum in the section and other office work.
- 3) Suggesting/placing guidelines for smooth functioning of Cooperative Societies to streamline overall affairs of Coop. Societies. Also suggest various amendments to the provisions of Act to overcome the Technical /Administrative difficulties in the way of functioning of Coop. Societies.

- 4) Monitoring of computerization work for development of e-Cooperative management system.
- 5) Any other work entrusted by the superiors from time to time.

2) Sr. Auditor/Sr. Inspector/SRO-I

1. All the correspondence related to Coop. Societies from North Zone, Mapusa except Dairy Societies.
2. All the correspondence related to General Body Meeting of the Coop. Societies received from the Zonal Offices.
3. All correspondence received from the Dept. of civil supplies.
4. All correspondence relating to 20 point programme and submission of MPRS , QPRS thereof.
5. Appointment of R's Nominee.
6. Executive Meeting of DRDA North and South Goa District.
7. All the correspondence regarding releasing of advertisement and payment of bills.
8. Monthly progress report on important development activities.
9. Monthly returns regarding Achievement Target.
10. Bankers Institute of Rural Development, New Delhi
11. Other Cooperative Institutions from different States.
12. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.
13. Looking after work of computerization work for development of e- Cooperative management system.
14. Any other work as entrusted by the superiors from time to time.

3) Sr. Auditor/ Sr. Inspector/SRO-II

1. All the correspondence related to Coop. Societies from central Zone, Panaji except Dairy Societies.
2. All the correspondence related to General Body Meeting of the Coop. Societies received from the Zonal Offices.
3. All correspondence relating to submission of MPRS , QPRS thereof.
4. Appointment of R's Nominee and Panel of Reconciliator.
5. Correspondence regarding preparation of list of Coop. Societies and after obtaining the list from all dealing hand and publication of the list as per the requirement of Act/Rules.
6. Monthly progress report on important development activities.
7. Monthly returns regarding Achievement Target.
8. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required. Looking after work of computerization work for development of e-Cooperative management system.

9. Any other work as entrusted by the superiors from time to time.

4) Jr. Auditor/ Jr. Auditor-I

1. All correspondence regarding Surplus Fund and education fund A/c of RCS.
2. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of North Goa district and bring facts to the notice of superiors.
3. Attend all other correspondence related to Inspection Cell.
4. Inspection correspondences pertaining to Multistate Coop. Credit societies.
5. Looking after work of computerization work for development of e-Cooperative management system.
6. Any other work as entrusted by the superiors from time to time.

5) Jr. Auditor/ Jr. Auditor-II

1. All correspondence related to Coop. Societies from Bicholim Zone, Bicholim except Dairy Societies.
2. Correspondence relating to Enhancement of loan limit received from Coop. Societies from Bicholim Zone.
3. All correspondence relating to proposal for study tour related to Coop. Societies from Bicholim Zone.
4. All correspondence relating to proposal extending area of operation.
5. All correspondence relating to opening of new branch.
6. All correspondence relating to housing and other societies in the respective jurisdiction.
7. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.
8. NCDC Award for cooperative excellence.
9. General correspondence in respect of NCDC New Delhi/Pune.
10. All correspondence regarding publication of Notification in the Govt. Gazette received from all the zonal Asstt. Registrar of Coop. Societies and H.O.
11. All correspondence regarding publication of Societies under liquidation, cancellation of registration and amalgamation and restructure received from the zonal Asstt. Registrars.
12. All correspondence regarding recording the names of all the societies registered by the zonal Asstt. Registrar's and H.O. in the main register.
13. Correspondence regarding monthly, Quarterly information in respect of societies registered in the zonal office.
14. Correspondence regarding publication of orders in the Govt. Gazette (Administrator, sale officer etc.)
15. Correspondence regarding liquidation, cancellation of registration of Coop. Societies to be published in the Govt. Gazette.

16. Correspondence relating to the amendment of bye-laws received from the Zonal Offices. Imp. Events of the Department of Coop. Change in Coop, Laws, Rules & Model bye laws, Governors Report, Progress Report on imp. Development activities.
17. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
18. Looking after work of computerization work for development of e-Cooperative management system.
19. Any other work as entrusted by the superiors from time to time.

6) Jr. Auditor/Jr. Inspector

1. All correspondence related to the Coop. Societies from Ponda Zone, Ponda except Dairy Societies.
2. Correspondence received from the VAMNICM, Pune, Coop. Training college at Pune, Bangalore and Madras, Govt. of India and local Govt. on Training and all other correspondence received in respect of training/ study tour.
3. All correspondence relating to NCUI, Govt. of India, IFFCO, NAFED, NCUI.
4. Bankers Institute of Rural Development, New Delhi.
5. Other Cooperative Institutions from different States.
6. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.
7. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
8. Looking after work of computerization work for development of e-Cooperative management system.
9. Any other work as entrusted by the superiors from time to time.

7) Jr. Auditor-III

1. All correspondence related to Coop. Societies from South Zone except Dairy Societies.
2. Correspondence relating to Enhancement of loan limit received from Coop. Societies from South Zone
3. All correspondence relating to proposal for study tour related to Coop. Societies from South Zone
4. All correspondence relating to proposal extending area of operation.
5. All correspondence relating to opening of new branch.
6. All correspondence relating to housing and other societies in respective jurisdiction.
7. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.

8. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
9. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of South Goa district and bring facts to the notice of superiors.
10. Looking after work of computerization work for development of e-Cooperative management system.
11. Any other work as entrusted by the superiors from time to time.

8) **Jr. Auditor-IV**

1. She shall attend the typing work of the Technical Section I & II.
2. Distribution of Tapal of Technical Section I & II
3. Submission of monthly attendance report of the staff of Technical Section.
4. Submission of monthly reports regarding Public Grievances.
5. Correspondence pertaining to weekly reports TS –I & II.
6. Looking after work of computerization work for development of e-Cooperative management system.
7. Any other work as entrusted by the superiors from time to time.

9) **Jr. Auditor-V**

1. All correspondence related to Coop. Societies from Quepem Zone except Dairy Societies.
2. Correspondence relating to Enhancement of loan limit received from Coop. Societies from Quepem Zone
3. All correspondence relating to proposal for study tour related to Coop. Societies from Quepem Zone.
4. Maintains of list of societies to be published by the RCS every three years and maintenance of records thereof.
5. All correspondence relating to proposal extending area of operation.
6. Looking after work of computerization work for development of e-Cooperative management system.
7. All correspondence relating to opening of new branch.
8. All correspondence relating to housing and other societies in respective jurisdiction.
9. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.
10. Looking after work of computerization work for development of e-Cooperative management system.
11. Any other work as entrusted by the superiors from time to time.

INSPECTION CELL

1) Coop. Officer

1. Scrutiny and examination of files/cases submitted by the subordinate staff pertaining to the Coop. societies of six zonal offices from Inspection Cell.
2. Overall supervision and control over the subordinate staff and ensuring timely attendance, office decorum in the section and other office work.
3. Suggesting/placing guidelines for smooth functioning of Cooperative Societies to streamline overall affairs of Coop. Societies. Also suggest various amendments to the provisions of Act to overcome the Technical /Administrative difficulties in the way of functioning of Coop. Societies.
4. Conducted scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report, scrutinized and submitted by subordinate staff.
5. Monitoring overall progress on Inspection of credit societies and other major cooperative societies.
6. Monitoring overall progress on inspection of Multi-state cooperative societies.
7. Monitoring of computerization work for development of e-Cooperative management system.
8. Any other work entrusted by the superiors from time to time.
9. Any other work and duties as assigned by the superior from time to time.

2) Jr. Auditor/Jr. Inspector-I

1. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of North Goa district and bring facts to the notice of superiors.
2. Attend all other correspondence related to Inspection Cell.
3. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
4. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of North Goa district and bring facts to the notice of superiors.
5. Inspection correspondences pertaining to Multistate coop.credit societies.
6. Looking after work of computerization work for development of e-Cooperative management system.
7. Any other work as entrusted by the superiors from time to time.

3) Sr. Auditor/ Sr. Inspector-I

1. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of South Goa district and bring facts to the notice of superiors.
2. Attend all other correspondence related to Inspection Cell.
3. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
4. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of South Goa district and bring facts to the notice of superiors.
5. Looking after work of computerization work for development of e-Cooperative management system.
6. Inspection correspondences pertaining to Multistate coop. Credit societies.
7. Any other work as entrusted by the superiors from time to time.

4) LDC

He shall attend the typing work of the Inspection Cell.

- 1) Distribution of Tapal of Inspection Cell.
- 2) Submission of monthly attendance report of the staff of Inspection Cell.
- 3) Correspondence pertaining to weekly reports Inspection Cell.
- 4) Attend all other correspondence related to Inspection Cell.
- 5) Any other work as entrusted by the superiors from time to time.
- 6) Looking after work of computerization work for development of e-Cooperative management system.
- 7) Typing work
- 8) Any other work/processing of files as per instruction of superiors.

• Other Administrative Staff

a) Jr. Steno

- 1) Taking dictation from the A.R (HQ) & Dy. R.C.S.
- 2) Entire typing work given by C.O.-I, C.O.-II, C.O.-Inspection, C.O.-Audit.
- 3) Typing work as and when entrusted by superiors.
- 4) Looking after work of computerization work for development of e-Cooperative management system.
- 5) Any other work/processing of files as per instruction of superiors.

b) M.T.S./Peon.

- 1) He/She shall attend the work of Technical Section I & II, Audit, Election and Inspection Cell.
- 2) The ARCS (HQ) shall monitor the work attached to TS I & II and ARCS (Audit) shall monitor to work or Audit or Inspection Cell.
- 3) All the officer's / Officials deployed at Technical Section I & II are therefore directed to route their file / Correspondence through the Asst. Registrar of Cooperative Societies (HQ) , Deputy Registrar (Tech) and RCS. Whereas, the officers/ officials posted in Inspection, Audit section shall route their file from ARCS (ADT), Deputy Registrar (Tech) and RCS for final consent/ decision on the file / Correspondence and also for smooth functioning of the office.
- 4) Furthermore, the L.D.C's attached to the above sections are advised to give priority to typing work of Coop. Officer and such other Higher Officers in hierarchy considering urgency keeping the work in hand pending for time being.
- 5) The staff members attached to Technical section I and II, Inspection shall observe office timing; maintain punctuality in attendance, office decorum and self discipline for ensuring smooth working of all the three sections in order to have overall improvement and transparency in the office work.
- 6) The staff members posted for new assignment are advised to prepare a file register with proper inventory list of files along with the number of closed volumes of such files for the purpose of smooth Handing over/ Taking over the charge and to avoid any kind of confusion at a later stage. So also other staffs of TS I & TS II, Inspection are hereby directed to prepare a list of all files along with the number of closed volume of such files for record of the office.
- 7) The Asstt. Registrar of Coop. Societies, may conduct surprise verification of records/files /works of the staff members at any time on any particular working day and after taking the stock of the situation., report the matter to the Higher Authority in case if any instances of negligence/lapses are noticed on the part of staff members while discharging their duties.
- 8) The aforesaid instructions shall invariably be adhered to with immediate effect and any violation in complying the same will be viewed seriously. .
- 9) This is issued with the approval of the Registrar.

Planning Section

- 1) **Cooperative Officer (CO)** - Section in Charge.

- 2) **Statistical Assistant (SA)**

- 1) Achievements of the Departments.
- 2) Budget Assurances.
- 3) Economic Survey.
- 4) Governor's Address.
- 5) Budget Speech.

- 6) Explanatory Memorandum.
- 7) Monthly expenditure of Major expenditure.
- 8) Monthly expenditure statement.
- 9) Performance Budget.
10. All other work as and when entrusted by the superiors.

3) Sr. Auditor/Sr. Inspector/SRO

- 1) Correspondence received from NCDC, NABARD, NAFSCOB and NCUI.
- 2) Cooperative Movement of India.
- 3) Preparation of financial proposals in respect of NCDC, Centrally Sponsored schemes and Central Schemes etc.
- 4) All other work as and when entrusted by the superiors.

4) Jr. Auditor/Jr. Inspector

- 1) Correspondence related to TSP/SCSP, LAQ matter/ RTI etc.
- 2) Scrutiny and preparation of all type of financial proposals received from Zonal offices under State Plan Schemes.
- 3) Allotment of funds to Zonal Offices/Preparation of bills.
- 4) All other work as and when entrusted by the superiors.

5) Jr. Auditor/Jr Inspector

- 1) Monthly Reconciliation of Plan Expenditure and receipt figure in respect of Loan, interest on loan, Dividend, Share Capital etc with Directorate of Accounts and Zonal Offices.
- 2) Maintenance of Loan register, Share Capital register, Receipt register, Expenditure register etc.
- 3) Preparation of Monthly/Quarterly expenditure statement.
- 4) Utilization Certificates.
- 5) Preparation of material for Finance Accounts.
- 6) All other work as and when entrusted by the superiors.

6) Investigator

- 1) To attend all the correspondence received from DPSE and other Institutions related to Cooperative Societies.
- 2) To attend all types of Statistical information/Statements/returns/ booklets/reports and other related matters.
- 3) All other work as and when entrusted by the superiors.

7) LDC

- 1) Typing Work.
- 2) Inward/outward and Distribution of tapal.
- 3) Maintaining of leave register.
- 4) Weekly, fortnightly and monthly returns.
- 5) To assist Sr./Jr. Auditors in maintenance of its records.
- 6) All other work as and when entrusted by the superiors.

MARKETING SECTION:-

1.Asstt. Marketing Officer. (Group B – Gazetted)

- 1) Incharge of the General Administration of the Office at Head quarter and see the daily tapal and all files for submission to the Asstt. Registrar (Marketing).
- 2) Any other work assigned to him by the A.R(MKT).

2. Sr. Marketing Inspector.

- 1) He will look after Market Regulation activities and process correspondence received from the Marketing Board, Central Government Ministers, Departments, State Government.
- 2) Scrutiny of price fixation of Agricultural Departments commodities grown in Govt. Farms.
- 3) He will be Incharge of Bill certification work and maintain relevant records and registers pertaining to prices collected and certified.
- 4) Will maintain arrivals and prices report received from market yards.
- 5) Any other work assigned to him by the A.R (MKT).

3.Marketing Inspector

- 1) He will look after the activities of Market Intelligence Scheme and arrange Collection and Dissemination of data on retail & wholesale prices, arrivals and outgoing quantities of foodgrains and other essential commodities in important markets in Goa.
- 2) He will prepare monthly news bulletins on Market Intelligence.
- 3) Will verify Wholesale, Retail prices returns submitted by the Grader/Assessor from various Markets and submit to the A.R (M) and shall also undertake surprise visit to different markets for verification and inspection.
- 4) Will have close watch on availability situation of essential commodities and reasonability of prices as per price control order.
- 5) Any other work assigned to him by the A.R (M).

4.Marketing Inspector

- 1) She is attached to the Market Intelligence Branch and will prepare.
- 2) Daily Tuesday Weekly Review on prices of important essential commodities to besubmitted to the Govt. and other Govt. Department.
- 3) Friday weekending wholesale review on prices of different markets.
- 4) Friday Weekending report on retail prices of essential Commodities for week ending. (percentage)
- 5) Fortnightly review on Co-operative and openmarket prices.
- 6) Preparation of annual progress reports for
- 7) submission to ECOSTAT, Govt. of India.
- 8) To arrange for supply information on arrival prices dispatches to Central and State Government from time to time Visit Panaji Market and verified theprices

collected by the Grader/Assessor.

- 9) Monthly report on retail price of non-food essential commodities Panaji.
- 10) Fortnightly price fixation for Govt. forms Kalay- Sanguem 20%.
- 11) Fortnightly price fixation for different Govt. forms 10%.
- 12) Any other work assigned to him by the A.R(MKT).
- 13) Price Bulletins on Wholesale & Retail prices of Agricultural commodities.

5. Marketing Inspector.

- 1) Will maintain the Registers of Casual Leave, and Restricted Holidays and Compensatory Holidays granted to the staff and submit monthly statement to the Account Section through Asstt. Marketing Officer.
- 2) Friday weekend Retail Review on prices of different markets.
- 3) Monthly Review on prices and supply position of important essential commodities of wholesale & retail for submission to the Chief Secretary, Panaji- Goa.
- 4) He is to arrange for purchase of dead stock articles and maintain the stock registers.
- 5) Maintain the Stationary, Dead Stock Register.
- 6) Any other work assigned to him by the A.R(M).

6. Grader Assessor

- 1) He is attached to the Market Intelligence Branch.
- 2) He will also assist to the Market Intelligence Branch and will prepare.
- 3) He will do the price collection work and collection of Arrivals of Agricultural commodities and Live Stock from Panaji Market and submit the same to the Asstt. Registrar (Marketing) through marketing Inspector and Senior Marketing Inspector (M.I).
- 4) Prepare draft of daily Wholesale and Retail prices for broadcast through All India Radio.
- 5) He will maintain Retail and Wholesale price of Panaji Market.
- 6) Daily statement of prices Sahakar Bhandar Panaji.
- 7) Weekly wholesale and retail prices of Panjim Market.
- 8) Monthly report of arrival of Panjim market.
- 9) Daily average statement on wholesale & retail prices to be furnished to price monitoring cell new Delhi and Civil Supply Dept. Panaji – Goa.
- 10) Any other work assigned to him by the A.R (MKT).

7. Grader/Assessor

- 1) She is attached to the Market Intelligence Branch.
- 2) She will do the price collection work and collection of Arrivals of Agricultural commodities and Live Stock from Panaji Market and submit the same to the Asstt. Registrar (Marketing) through marketing Inspector and Senior Marketing Inspector (M.I).
- 3) Prepare draft of daily Wholesale and Retail prices for broadcast through All India

Radio.

- 4) She will maintain Retail and Wholesale price of Panaji Market.
- 5) Daily statement of prices Sahakar Bhandar Panaji.
- 6) Weekly wholesale and retail prices of Panjim market.
- 7) Monthly report of arrival of Panjim market.
- 8) Daily average statement on wholesale & retail prices to be furnished to price monitoring cell New Delhi and Civil Supply Dept. Panaji – Goa.
- 9) Any other work assigned to him by the A.R (M).

8.L.D.C.

- 1) He/she is attached to General Administration Branch and shall attend Typing Work.
- 2) Maintenance on marketing Tapal received from Dispatch to this Section.
- 3) e- Mail to All India Radio, Dept. of Civil Supply
- 4) Maintenance of file Weekly Statements.
- 5) Any other work assigned to him by the A.R(MKT).

Grader/Assessor.

- 1) She is attached to Bill Certification work and assist Sr. Marketing Inspector in Bill Certification work and Markets regulation activities.
- 2) Under Bill certification work she will attend and
- 3) supervise following.
- 4) Inwarding of bills received from Market
- 5) Federation and other authorize Co-operative Societies.
- 6) Scrutiny of the bills.
- 7) Verification of prices charge in bills.
- 8) Collection of prices and maintenance in register.
- 9) Assess the responsibility of prices of the bills and maintenance of the same in the register.
- 10) Arrange conducting surprise inspection the store of the indentors of the above. institutions and submit inspection report to the Asstt. Registrar (Marketing).
- 11) Any other work assigned to him by the A.R(MKT).

10.MTS

- 1) Attached to the Asstt. Registrar (Marketing)
- 2) Opening and closing of office as per turn.
- 3) Any other work assigned to him by the A.R(M).

ARBITRATION AND EXECUTION

1. Coop. Officer/Spl. Auditor.

- 1) Overall in charge of Administrative section in absence of the Asstt. Registrar of Coop. Societies, Arbitration & Execution North Goa District, Ponda Goa handling of office correspondence, exercise control, supervision, guidance to the inspectorial staff and subordinate staff in processing the matters and will also attend to the following :-
- 2) Ensure timely submission of periodical returns to the Head Office/Govt. etc. EST matters.
- 3) Deals with LAQ matters from time to time.
- 4) Undertake any other work assigned by the Higher officers from time to time.

2. Sr. Auditor/Inspector/ Spl. Recovery officer.

1. Undertakes work of recovery the dues of the execution cases allotted to him. (List attached).
2. Undertake any other work assigned by the Higher officers from time to time.
3. Undertakes all the matters and correspondence pertaining to Right to information Act, 2005.

3. Jr. Auditor/ Inspector.

1. Undertakes all the matters pertaining to Establishment Section such as maintenance of staff Personal files, preparing certificate of sweeper, forwarding monthly reports to head office, maintaining Leave account including C. L. matters.
2. Undertakes work of scrutinizing tour cum work diaries of all the field staff.
3. Undertakes all the typing work of Execution cases.
4. Undertakes all the typing work in respect of execution cases such as Issuing of Demand Notice, attachment orders and calling salary details etc.
5. Undertakes work of Tribunal matters.
6. Undertakes all the typing work of Arbitration cases.
7. Undertakes the work of issuing notices, Maintaining Register i.e ORG-3, Referring of Cases to the Registrars Nominee (ORG-4 & certificate) and ORG-5.
8. Maintenance of Inward and outward registers of the office and distribution of tapal amongst the staff of this office after perusal of the same by A.R.C.S.
9. Undertakes the job of issuing of certified Copies.
10. Undertakes the job of issuing of challans.
11. Undertakes the job of typing Judgments.
12. Undertakes any other work assigned by superiors from time to time.
13. Undertakes all the matters and correspondence pertaining to Right to information Act, 2005.

4.MTS

1. Attends the office half an hour before the scheduled time i.e by 9.00a.m and ensure to maintain the office neat and clean. The opening of the office doors, windows as well as locking of the same after office hours duly switch off with all lights and other electrical/water equipments shall be attended by him promptly.
2. Undertakes delivery all the ABN/Exe Notices as and when when required.
3. Undertakes all the work allotted by the superiors from time to time.

ASSISTANT REGISTRAR OF COOPERATIVE SOCIETIES, ZONAL OFFICES.

Powers and Duties of Officers and Employees

[Section 4(1) (b) (ii)]

Please provide details of the powers and duties of officers and employees in the Zonal Offices

Sr. No	Designation	Powers			Duties
		Administrative	Financial	Others	
1	2	3	4	5	6
1.	Asst. Registrar	Overall In charge of the office.			<p>All the powers vested upon by the Registrar under the Act & Rules made there under except powers under:- <u>Sections:-</u> 70 (3), 66, 67(2), 68, 69, 71, 74, 76, 76(A), 77, 79, 82, 100, 119, 120(3) & 123. <u>Rules:</u> 43, 52, to 111,114,125, 129(10) and 130.</p> <ol style="list-style-type: none"> 1. Overall check on all the staff of the office, maintain discipline, punctuality and ensure that the staff discharge their office duties properly. 2. Guide the staff in solving their problems / Difficulties faced by them at their work place. 3. Ensure that urgent information and other related correspondence are submitted correctly within the time specified therein. 4. Attend the Public & redress their grievances. 5. Attend Officers Meeting & ensure that all the information is submitted correctly. 6. Attend court cases/ hearings whenever required, pertaining to this office.
2	Cooperative Officer/Special Auditor	Exercising control as per Office Order			<ol style="list-style-type: none"> 1. To supervise & guide the subordinate staff in processing office correspondence and any problems arising therein. 2. To attend public, note their grievances if any

				<p>and same to be considered on priority.</p> <ol style="list-style-type: none"> 3. Shall work as Asstt. Public Information Officer, of this office. 4. Scrutiny of Inspection Reports. 5. Has been designated as State Asstt Public Information Officer, under Sub-Section (1) & (2) of Section 5 of R.T.I. Act, 2005 & to discharge the functions under the said Act. 6. Supervise the Audit Section in absence of Spl. Auditor. 7. Ensure that the Yearly/Half Yearly/ Quarterly/ Monthly/ Fortnightly Reports are submitted in time to H.O. So also the LAQ information's are timely submitted to H.O. 8. To supervise and guide the staff in carrying Election work & to prepare information regarding Officers meetings. 9. To undertake detail scrutiny of Audit Reports, submitted by the subordinate staff of Audit Section, Countersign them and than forward the same to A. R. (Audit) Panaji. 10. Supervise & guide the audit staff in case of problems faced by them in finalizing the Audit. 11. Guide the audit staff in handling / processing audit correspondence, including drafting of letters etc. & other complicated matters. Ensure that all the annual / Half Yearly/ Quarterly/ Monthly Reports are submitted in time. 12. Ensure that the audit Fees, Recoveries are assessed properly & Register is maintained.
3	Sr. Auditor./ Insp/S.R.O		Authorised to conduct the audit/ inspections / election / inquiry of Coop. Societies.	<ol style="list-style-type: none"> 1. Sr. Auditor/Insp./S.R.O shall work as per his/her audit program as approved by A.R. 2. Sr. Auditor/Insp./S.R.O shall submit T.T.Ps, TDS, T.A Bills in time & Deviations in TTP if any, be intimated in writing well in advance & get the same approved.

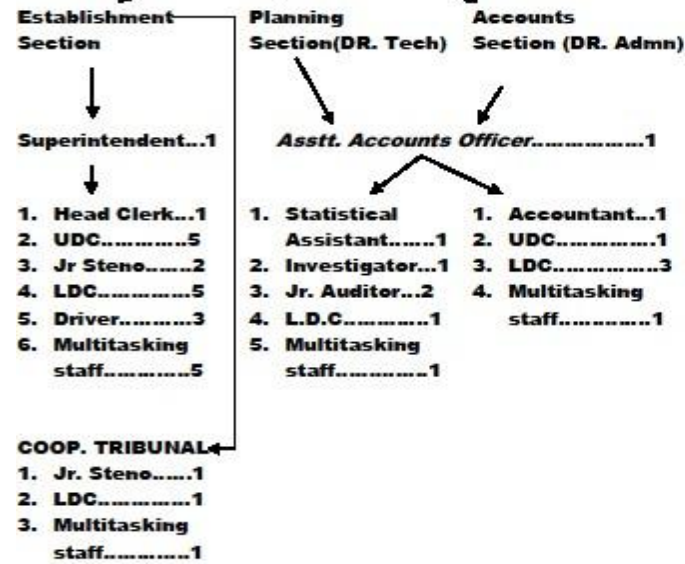
					<ol style="list-style-type: none"> 3. They should conduct audit of Coop. Societies assigned to them, within the time limit framed, get it finalized & submit the audit report thereafter. 4. So also they shall take up inquiry work/ inspections/ re-audit/ Election work as directed by the superiors. 5. They shall attend work and correspondence pertaining to files as per Office Order. 6. Any other work assigned to them by the superiors.
4	Head Clerk	Responsible for EST Section			<ol style="list-style-type: none"> 1. To ensure that the Yearly/ Half Yearly/ Quarterly/ Monthly/ Fortnightly Reports are submitted in time to time to H.O 2. Verification of Postage Stamp Accounts, fortnightly, Dead Stock Register Half Yearly, Stationery Register – Monthly. 3. All correspondence related to EST Section & matters related to creation of Post are dealt with accordingly. 4. Ensure that the LAQ & other related information are submitted in time to H.O. 5. Ensure that the Computers, Printers, Xerox machine, Fax Machine, Telephone, Bio metric machine are properly maintained and in case of non functioning the same are got repaired. Also maintain the required registers. 6. Ensure that the Diesel Bills of office vehicles are timely forwarded to Accounts Section of this office for passing so also Electricity Bills., etc. 7. Ensure that the office vehicle is properly maintained and kept clean. 8. Ensure that the daily newspapers are regularly supplied by the dealers & the bills are timely forwarded to Accounts Section of this office for passing. 9. Ensure that the A.M.C of computers, Printers, Xerox Machine are dealt in time.

					<ol style="list-style-type: none"> 10. Ensure that the pension cases are submitted in time. 11. Ensure that the Service Books & Personal Files of the staff are maintained properly and entries are recorded properly in their Service Books. 12. Maintenance of staff Service Books, Personnel files, Earned Leaves, Commuted Leave account, maintenance of Library books & Register. 13. Submission of Yearly/ Half Yearly/ Quarterly/ Monthly/ Fortnightly Reports & Officers Meeting reports to H.O in time. 14. So also the Earned/Commuted leave account of the staff is recoded properly in their service books.
5	Jr. Auditor/ Inspectors		Authorised to conduct the audit/ inspections / election / inquiry of Coop. Societies.		<ol style="list-style-type: none"> 1. Sr. Auditor/Insp./S.R.O shall work as per his/her audit program as approved by A.R. 2. Sr. Auditor/Insp./S.R.O shall submit T.T.Ps, TDS, T.A Bills in time & Deviations in TTP if any, be intimated in writing well in advance & get the same approved. 3. They should conduct audit of Coop. Societies assigned to them, within the time limit framed, get it finalized & submit the audit report thereafter. 4. So also they shall take up inquiry work/ inspections/ re-audit/ Election work as directed by the superiors. 5. They shall attend work and correspondence pertaining to files as per Office Order. 6. Any other work assigned to them by the superiors.
7	U.D.C	Responsible for Account's Section.			<ol style="list-style-type: none"> 1. Preparation of Pay Bills. 2. Processing of Contingent Bills, T. A. Bills, etc. 3. Submission of Periodical returns, budgetary reconciliation & other related correspondence of accounts section. 4. Handling of Cash Book Register / Petty Cash

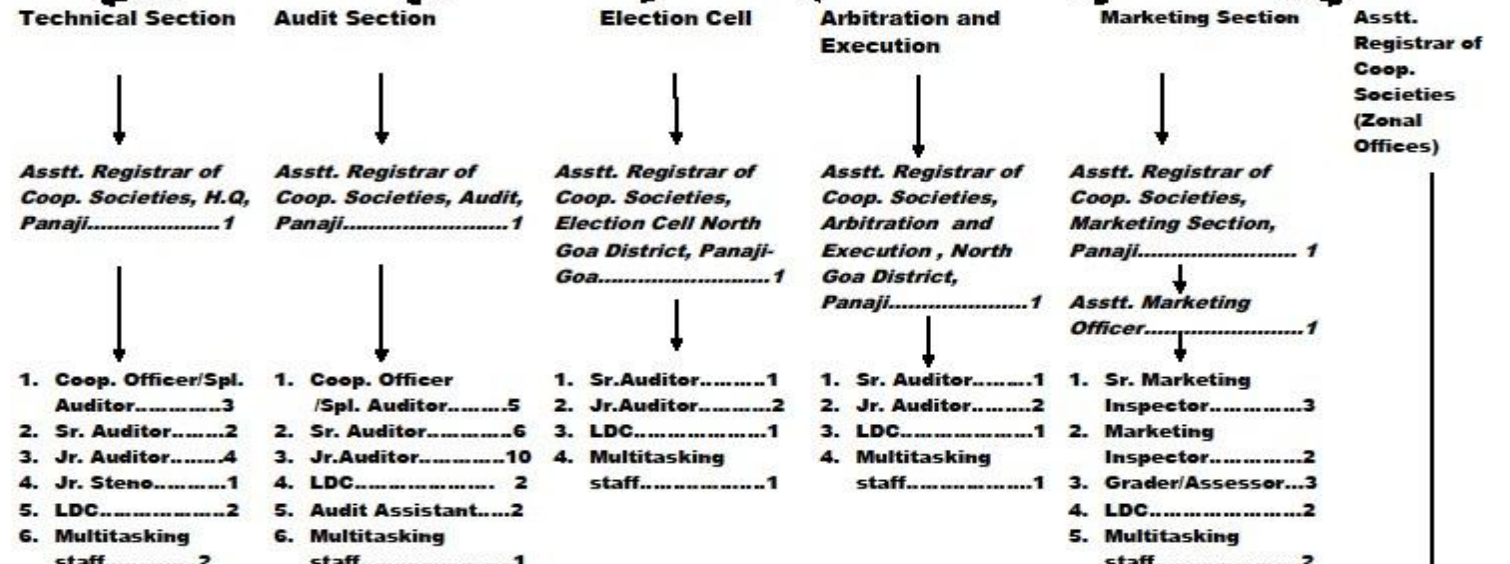
					Book / Permanent Advance Register.
8.	L.D.C	Responsible for Despatch Section, Registration of 'A' files pertaining to Self Help Group Coop. Societies & Filing of Returns.			<ol style="list-style-type: none"> 1. Look after all Inward correspondence & distribute the tapal to the staff of respective sections. 2. Look after Outward correspondence & get the same dispatched on time. 3. Maintenance of Postage stamps Account Register. 4. Registration of 'A' files of Self Help Group Coop. Societies and maintaining the register thereof. 5. Filing of returns under Section 81 of the Act. 6. Attend typing work.
9.	Mrkt. Inspector	Attached to Asstt. Registrar & Administration Section		Responsible for Marketing Rate.	<ol style="list-style-type: none"> 1. He shall be responsible for submitting all the returns in time and undertaking the matters related to marketing Section,.
10.	Gr. Assessor	Attached to Asstt. Registrar & Administration Section		Responsible for Marketing Rate.	<ol style="list-style-type: none"> 2. He shall be responsible for submitting all the returns in time and undertaking the matters related to marketing Section,.
11.	M.T.S.	Attached to Administrative Section			<ol style="list-style-type: none"> 1. To attend Asst. Registrar & Office Work.

REGISTRAR OF COOP. SOCIETIES

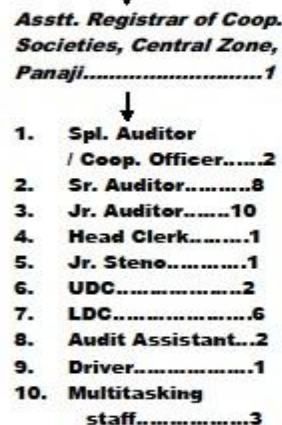
Dy. Registrar of Coop. Societies (Admn.)



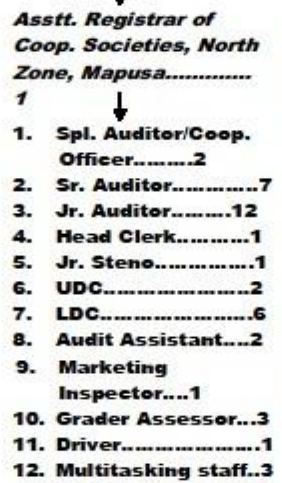
Dy. Registrar of Coop. Societies (Tech.)



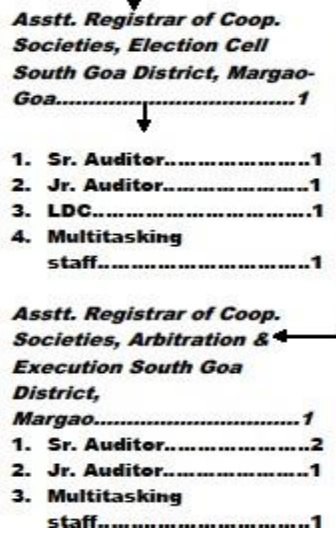
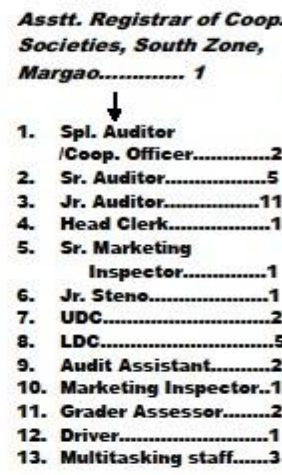
CENTRAL ZONE



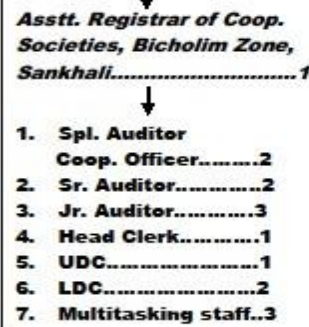
NORTH ZONE



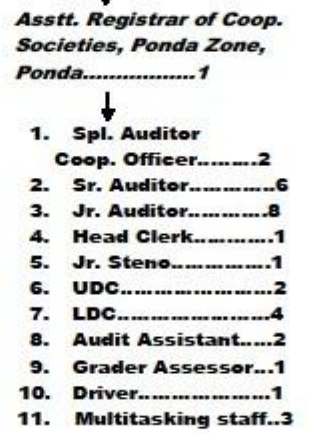
SOUTH ZONE



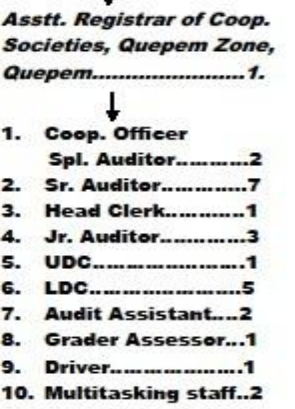
BICHOLIM ZONE



PONDA ZONE



QUEPEM ZONE



4(1)b (iii)

ZONAL OFFICES

The Procedure followed in the decision making process, including channels of supervision and accounting:

Manual. 3

Procedure followed in Decision Making Process

[Section 4(1) (b) (iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

Narrative form

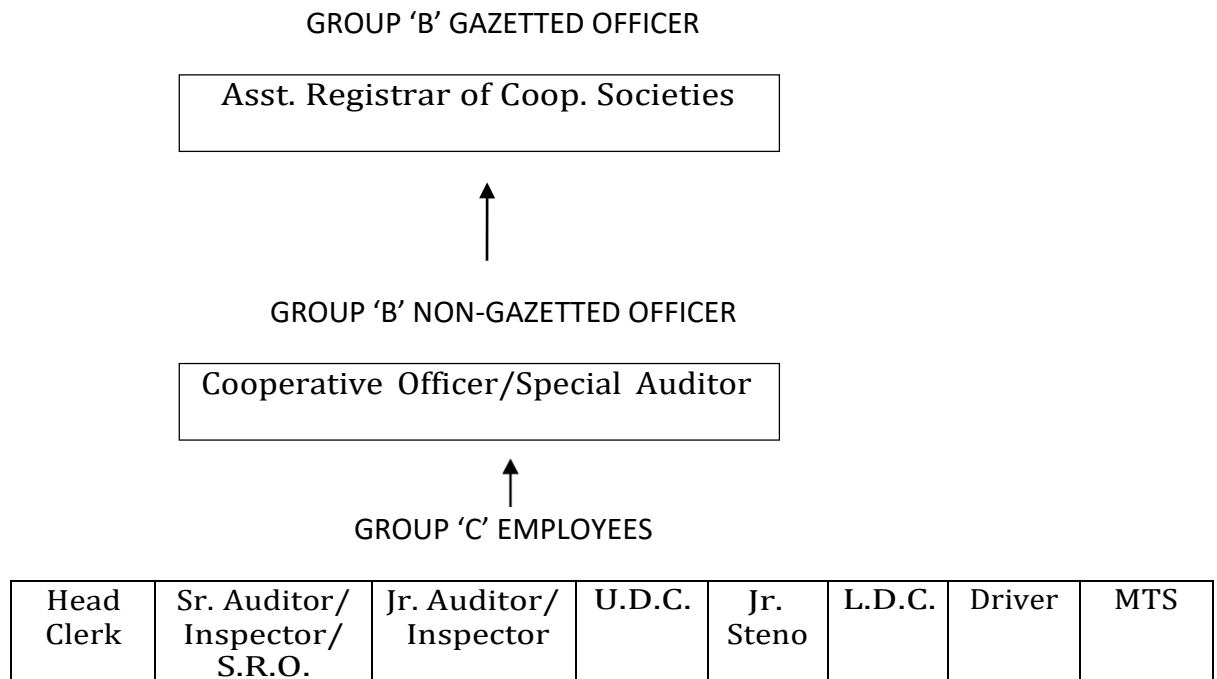
Technical/Audit Section:-

The files are processed by the Jr. Auditors and Sr. Auditors through the Cooperative Officer/Spl. Auditor, which are then sent to the Asst. registrar for final approval.

Establishment Section:-

The files are processed by the U.D.C. and Head Clerk through the Cooperative Officer, which are then sent to the Asst. Registrar for final approval.

Flow Process Chart



4(1)b(iv)

The norms set by it for the discharge of its functions;

As per Goa Cooperative Societies Act & Rules set by Government for discharge of its functions.

GOVERNMENT OF GOA

Department of Law & Judiciary

Legal Affairs Division

—
Notification

7/39/2001-LA

The Goa Co-operative Societies Act, 2001 (Goa Act 36 of 2001), which has been passed by the Legislative Assembly of Goa on 29th March, 2001 and assented to by the Governor of Goa on 18-5-2001, is hereby published for general information of the public.

S. G. Marathe, Under Secretary (Drafting).

Panaji, 24th May, 2001.

—
GOVERNMENT OF GOA

Department of Co-operation

—
Notification

42-7-2008/TS/RCS

In exercise of the powers conferred by sub-section (3) of section 1 of the Goa Cooperative Society Act 2001(Goa Act 36 of 2001) (hereinafter referred to as the “said Act”), the Government of Goa hereby appoints the 26th day of January, 2008, as the date on which the said Act shall come into force.

By order and in the name of the Governor of Goa

P. K. Patidar, Registrar of Co-operative Societies & Ex-officio Joint Secretary.

Panaji, 22nd January, 2008.

Norms set by it for the discharge of its functions

[Section 4(1) (b) (iv)]

Please provide the details of the Norms/Standards set by the department for execution of various activities/Programmers

Sr. No.	Activity	Time frame/Norm for its completion/disposal	Remark
1.	a) Registration of Coop. societies	Within six months from the date of receipt of the application, as per the norms prescribed under Rule-of the Coop. Societies Rules and allotted instructions issued by Registering Authority from time to time. Societies may be registered as a coop. society under the Goa Coop. Sty. Act, 2001 which provides in its bye-laws for the social and economic betterment of its members with Coop. principals. Application shall be made to the registering authority in the form prescribed and registration shall be determined by the registering authority.	Rejection of registering proposal f any, to be intimated to the concerned, specifying the reasons thereof for such rejection before the expiry of stipulated period.
2.	Amendment to Societies byelaws	1) To be submitted by the concerned society to the Registrars Authority for approval of the Amendment within 45 days from the date of passing such resolution by the General Body.	In case of rejection of such proposal quoting the reasons thereof communication is given to the concerned institution by passing necessary orders.
3.	Audit	The Task of statutory Audit of every Coop. Society on annual basis is to be done by the RCS through his panel of certified authorities	
4.	Arbitration & disputes	The department has set up machinery to hear and	The Dispute within the meaning of section 83

		decide the dispute under Section 83 of the Act.	could either be decided by the RCS/ARCS or refer it for disposal to a Nominee or Board of Nominees empanelled by the Registrar. In case of suits to be referred to any other civil court notice to the Registrar is necessary stating the cause of action, name of the plaintiff, description & place of Residence relief claimed, and the statement of such notice delivered to the Registrar, until the expiration of two months next after notice.
5.	a) Limitation	<p>The period of limitation in case of Disputes referred to the Registrar shall be computed within six years from the date on which the act or omission with reference to which the dispute arose, took place.</p> <p>In case of any dispute in respect of election of office bearers of the society, be one month from the date of declaration of result of election</p> <p>All other cases shall be regulated by the provision of the I.L. Act, 1963, as if the dispute were a suit, of any decision by the Registrar of Civil Court</p>	
6.	b) Execution	The Department has also set up a forum to execute the award/decision given by Arbitrator to recover the dues of the Society from its members.	
7.	Liquidation & Cancellation of	The winding up proceedings of a society	

	Registration	shall be closed as soon as practicable whether six years from the date of final order unless the period is extended by the Registrar.	
8.	Inspection	Inspection/Inquiry The Registrar of Coop. societies, after hearing the grievances of the members, Creditors and any other interested parties can conduct the inquiry or inspection of the Coop. institutions about its working, business and management etc. as per Section 76(A) and sub section 7 of the Goa Coop. Societies Act, 2001.	

The details of the Norms/ Standards set by the department for execution of various activities / programmes.

Sr. No.	Activity	Time frame/ Norm for its completion/disposal	Remarks
1.	Registration / Amendment to Byelaws of the Societies	45 days	--
2.	RTI applications	30 days	--
3.	Audit of Societies	6 months from the close of the financial year.	--

Manual. 5

Rules, regulations, instructions, manuals and records for discharging functions.

[Section 4(1) (b) (v)]

Prepare a list of Rules, Regulations, Instructions, Manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format.

Sr. No.	Name of the Act, Rules, Regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1.	The Goa Cooperative Societies Act, 2001	Sections and Rules framed for Cooperative Societies	----	As applicable
2.	Right to Information Act, 2005	--	----	As applicable

MANUAL. 6

A Statement of the categories of documents that are held by it or under its control
[Section 4(1) (b) (vi)]

Sr. No.	Nature of record	Details of information available	Unit/Section where available retention period, where available	Retention period where available.
1	Registration File (A File)	Date of Registration, Type of societies, Byelaws, List of Members,	Registration Section.	-
2	C Files	General Correspondence, relating to different Coop. Societies.	Audit Section.	-
	Audit	Audit Reports of different types of societies, Information regarding Liquidation, Allotment of Audit to the different Auditors, Scrutiny of Audit Reports, allotment of audit, assessment of auditing fees, filing of returns. Attend B.T.T. meetings etc.		-
	Inspection	Inspection Reports of the different societies.		-
3	Loans & Subsidies	Loans & advances disbursed to the Coop. Societies. Subsidies availed by different Coop. Societies, A.N.R. work, Stock verification, Statistical information relating to all types of Coop. Societies. Awards & Inquiries etc.	Planning & Statistics Section.	-
4	Establishment	Records pertaining to Leave A/c of the staff, and other correspondence related to Establishment Section.	EST Section.	-
5	Accounts	Preparation of Salary, Bonus, T.A., Medical Reimbursement bills, Tuition fees, L.T.C., Encashment of Earned	Accounts Section.	-

		Leave, of Staff and contingent bills. Maintenance of all registers pertaining to Account's Section.		
6	Election	Data pertaining to election to the Board of Directors and office bearers of all societies under jurisdiction of this office.	Election Section.	-

Manual. 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

[Section 4(1) (b) (vii)]

Details of the consultative committee and other bodies with which consultations are held.

Sr. No.	Name and address of the consultative committee/bodies	Constitution of the committee body	Role and Responsibilities	Frequency of meetings
_____NIL_____				

Other procedure adopted for formal or informal consultations with the public may also be indicated such as.

Other details whether the meetings are open to public, minutes are accessible to public etc. may be indicated.

Manual. 8

As Statement of Boards, Councils, Committees and other bodies constituted

[Section 4(1) (b) (viii)]

Sr. No .	Name & address of the body	Main functions of the body	Constitution of the body	Date of Constitution	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of the meetings	Remarks
1	Committee constituted for dealing with the cases of Sexual harassment at work place	To deal with case of Sexual harassment at work place	-	19/02/2020	N.A.	No	No	As when the case is filed	-

MANUAL. 9

Directory of Officers and Employee

[Section 4(1) (b) (ix)]

HEAD OFFICE

Sr. No.	Name of the Official	Designation	Remarks
1.	Shri. Arvind B. Khutkar	Registrar of Coop. Societies	
2.	Shri. Ramesh N. Gaonkar	Dy. Registrar of Coop. Societies, Admn	
3.	Shri. Pundalik Khorjuvekar	Dy. Registrar of Coop. Societies, Tech	
4.	Shri. Rupesh Korde	Asstt. Registrar of Coop. Societies, Audit	
5.	Shri. Avit S. Naik	Asstt. Registrar of Coop. Societies, Headquarters, North Goa District & South Goa District Election.	
6.	Shri. Santosh P. Naik	Asstt. Registrar of Coop. Societies, Marketing	
7.	Shri. Rajesh Parwar	Asstt. Registrar of Coop. Societies, ABN/EXE, North Goa District	
8.	Shri. Sanjay Khajankar	Asstt. Registrar of Coop. Societies, Camp Court, HQ III	
9.	Shri. T. P. Chandran	Coop. Officer/ Spl. Auditor	
10.	Shri. Mangesh Phadte	Coop. Officer/ Spl. Auditor	
11.	Smt. Geeta Naik	Coop. Officer/ Spl. Auditor	
12.	Smt. Smita Kankonkar	Coop. Officer/ Spl. Auditor	
13.	Shri. Arvind Naik	Coop. Officer/ Spl. Auditor	
14.	Shri. Sonu Gaunekar	Coop. Officer/ Spl. Auditor	
15.	Smt. Samita Helekar	Accountant	

16.	Kum. Urmila Gaonkar	Asstt. Accounts Officer	
17.	Shri. Monal Manerikar	Asstt. Marketing Officer	
18.	Shri. Meenanath Gaad	Statistical Assistant	
19.	Smt. Supriya Kenkre	Investigator	
20.	Kum. Sulaxana S. Naik	Head Clerk	
21.	Smt. Pramila D. Sawant	Jr. Stenographer	
22.	Smt. Mary Fernandes	Jr. Stenographer	Working arrangement at Coop. Tribunal
23.	Shri. Vinod Kalangutkar	Sr. Auditor/Sr. Inspector/SRO	
24.	Smt. Shakuntala Potekar	Sr. Auditor/Sr. Inspector/SRO	
25.	Smt. Swarupa Sawant	Sr. Auditor/Sr. Inspector/SRO	
26.	Shri. Subhash Gawas	Sr. Auditor/Sr. Inspector/SRO	
27.	Shri. Gunakar Gaude	Sr. Auditor/Sr. Inspector/SRO	Working arrangement at Cooperation Minister Office
28.	Smt. Sonali Nagvekar	Sr. Auditor/Sr. Inspector/SRO	
29.	Shri. Vishant Vernekar	Sr. Auditor/Sr. Inspector/SRO	Working arrangement at ABN/EXE North Goa District
30.	Smt. Joana Machado	Jr. Auditor/Jr. Inspector	
31.	Shri. Pandurang B. Naik	Jr. Auditor/Jr. Inspector	On Election duty
32.	Smt. Vienna Cabral	Jr. Auditor/Jr. Inspector	
33.	Shri.Suryakant Gawas	Jr. Auditor/Jr. Inspector	
34.	Shri. Jeetendra Gaonkar	Jr. Auditor/Jr. Inspector	

35.	Shri. Pramod B. Naik	Jr. Auditor/Jr. Inspector	
36.	Shri. Sudhakar Gaude	Jr. Auditor/Jr. Inspector	
37.	Shri. Yeshwant Naik	Jr. Auditor/Jr. Inspector	
38.	Smt. Sweta Naik	Jr. Auditor/Jr. Inspector	
39.	Smt. Nilam Naik	Jr. Auditor/Jr. Inspector	Working arrangement at ABN/EXE North Goa District
40.	Shri. Dinesh Kantak	Jr. Auditor/Jr. Inspector	
41.	Smt. Sharmila Bandekar	Jr. Auditor/Jr. Inspector	
42.	Smt. Bhavika Fadte	Jr. Auditor/Jr. Inspector	
43.	Smt. Harsha Naik	Jr. Auditor/Jr. Inspector	
44.	Smt. Jolene Rodrigues	Jr. Auditor/Jr. Inspector	
45.	Shri. Dattaraj Naik	Sr. Marketing Inspector	
46.	Smt. Joshna Shirodkar	Marketing Inspector	
47.	Shri. Jayesh Parulekar	Marketing Inspector	
48.	Shri. Pandurang Gawde	Grader/Assessor	
49.	Smt. Manda Sawant	Grader/Assessor	
50.	Shri. Dhiraj Pednekar	Audit Assistant	
51.	Smt. Branca D'Silva	Upper Division Clerk	
52.	Smt. Archana S. Kambli	Upper Division Clerk	
53.	Shri. John Fernandes	Upper Division Clerk	
54.	Smt. Meera K.Madkaikar	Upper Division Clerk	
55.	Shri. Nitin V. Naik	Upper Division Clerk	
56.	Smt. Purva Naik	Lower Division Clerk	

57.	Smt. Kusum V. Naik	Lower Division Clerk	
58.	Shri. Chetan Naik	Lower Division Clerk	
59.	Smt. Priyal N. Walke	Lower Division Clerk	Working arrangement at Coop. Tribunal
60.	Shri. Sanil G. Prabhudessai	Lower Division Clerk	
61.	Shri. Sitakant Naik	Lower Division Clerk	
62.	Shri. Prakash Kamble	Driver	
63.	Shri. Ajit Rane	Driver	
64.	Shri. Prajyot Naik	MTS	Working arrangement South Zone
65.	Shri. Vitesh C. Palkar	MTS	
66.	Shri. Nitin Kerkar	MTS	
67.	Smt. Smeeta Morajkar	MTS	
68.	Shri. Amar Narvekar	MTS	
69.	Shri. Pankaj Kuvelkar	MTS	
70.	Shri. Raghu Kerkar	MTS	
71.	Shri. Sainath Naik	MTS	
72.	Smt. Yogita Khandolkar	MTS	
73.	Shri. Joseph Dias	MTS	Working arrangement Coop. Tribunal
74.	Shri. Raju Adkonkar	MTS	
75.	Shri. Pradeep Naik	MTS	
76.	Shri. Chandan Gauns	MTS	
77.	Shri. Pandurang B. Naik	MTS	Working arrangement at Ponda Zone

O/O ASSTT. REGISTRAR OF COOPERATIVE SOCIETIES,
BICHOLIM ZONE, SANKHALIM - GOA

Sr. No.	Name of the Official	Designation	Office tel. no.
1.	Shri. Pankaj V. Marathe	Asst. Registrar of Coop. Societies (Bicholim Zone)	0832-2366270
2.	Shri. Rajendra B. N. Satardekar	Coop. Officer/Spl. Auditor Coop. Societies	---do---
3.	Shri. Satesh D. Sawant	Coop. Officer/Spl. Auditor Coop. Societies	---do---
5.	Smt. Shilpa V. Shenvi	Head Clerk	---do---
6.	Shri. Rupesh D. Diwadkar	Sr. Auditor/ Inspector	---do---
7.	Smt. Siddhi G. Naik	Sr. Auditor/ Inspector	---do---
8.	Shri. Sarvesh M. Kurtikar	Jr. Auditor/ Inspector	---do---
9.	Shri. Yogesh V. Surlakar	Jr. Auditor/ Inspector	---do---
10.	Shri. Krishna M. Mhalshekar	Jr. Auditor/ Inspector	---do---
11.	Smt. Pravina P. Gaude	U.D.C.	---do---
12.	Shri Ankit V. Betkekar	L.D.C.	---do---
13.	Shri Sandeep V. Gauns	M.T.S	
14.	Smt. Rohini G. Kerkar	M.T.S.	---do---

O/O ASSTT. REGISTRAR OF COOPERATIVE SOCIETIES, NORTH ZONE,
MAPUSA

Sr. No.	Name	Designation	Office Tel. No.	E – Mail Address
1	Shri M.N.Kalangutkar	Asst. Registrar of Coop. Societies.	0832-2262662	arcsmapusa-orcs.goa@gov.in
2	Shri Harish S. Naik	Coop. Officer/Spl. Auditor	-do-	-do-
3	Shri Rama S. Parab	Coop. Officer/Spl. Auditor	-do-	-do-
4	Smt. Esmeralda Fernandes	Head Clerk	-do-	-do-
5	Smt. Pushpa Estrocio	Sr.Auditor/Insp./ S.R.O.	-do-	-do-
6	Shri R.C. Chodankar	Sr.Auditor/Insp. / S.R.O.	-do-	-do-
7	Shri Govind L. Thakur	Jr.Auditor/Insp.	-do-	-do-
8	Shri Akhil Prabhudesai	Jr.Auditor/Insp.	-do-	-do-
9	Smt. Sanjana A. P. Mhambrey	Jr.Auditor/Insp.	-do-	-do-
10	Shri Nilesh Gawde	Jr.Auditor/Insp.	-do-	-do-
11	Smt. Supriya Gaonkar	Jr.Auditor/Insp.	-do-	-do-
12	Smt. Teja Narvekar (on w/a to Head Office, Panaji-Goa).	Jr.Auditor/Insp.		
13	Smt. Sujata Dhargalkar	U.D.C.	-do-	-do-
14	Smt. Karuna Palekar	U.D.C.	-do-	-do-
15	Smt. Arati Mahale	L.D.C	-do-	-do-
16	Shri Sudesh Gawas	L.D.C	-do-	-do-

17	Smt. Pooja Dangui(on w/a to O/o the ARCS, Bicholim Zone, Bicholim-Goa)	L.D.C		
18	Shri J.U.Satardekar(on w/a to Head Office, Panaji-Goa).	Mrkt. Inspector		
19	Ms. Deepali Divkar w/a to Head Office, Panaji-Goa).	Gr. Assessor		
20	Shri Bhaskar Kundaikar	Gr. Assessor	-do-	-do-
21	Shri T.C.Raut	Bailiff	-do-	-do-
22	Shri Hiroji Raul	M.T.S	-do-	-do-

O/O ASSTT. REGISTRAR OF COOPERATIVE SOCIETIES, SOUTH ZONE, MARGAO

Sr.no.	Name	Designation	Office tel. no.	E-mail Address
1.	Shri. Pundalik A. Parab	Asst. Registrar of Coop. Societies (South Zone)	2733578	
2.	Shri. Harishchandra Gaude	Asst. Registrar of Coop. Societies (ABN/EXE)	---do---	
4.	Shri. Vasant S. Naik	Coop. Officer/Spl. Auditor	---do---	
5.	Smt. Sangita S. Naik	Coop. Officer/Spl. Auditor	---do---	
5.	Smt. Milagrina Pereira	Head Clerk	---do---	
7.	Smt. Vilma V. D'Silva	Sr. Auditor/ Inspector	---do---	
8.	Shri. P.Y.S. Talaulikar	Sr. Auditor/ Inspector	---do---	
11.	Shri. Shriram T. Narvekar	Sr. Auditor/ Inspector	---do---	
12.	Smt. Deepa Khandeparkar	Jr. Auditor/ Inspector	---do---	
13.	Shri. Pradeep Shedgulkar	Jr. Auditor/ Inspector	---do---	

14.	Smt. Anusuya Phadte	Jr. Auditor/ Inspector	---do---	
15.	Smt. Sonali Velingkar	Jr. Auditor/ Inspector	---do---	
16.	Smt. Anaga Savordenkar	Jr. Auditor/ Inspector	---do---	
17.	Smt. Prachi P. Mirashi	Jr. Auditor/ Inspector	---do---	
18.	Smt. Sharmila Mule	Jr. Auditor/ Inspector	---do---	
19.	Shri. Umesh Naik	U.D.C.	---do---	
20.	Smt. Shaivi Verenkar	U.D.C.	---do---	
21.	Shri. Krishna Gaonkar (P.D.)	Sr. Mkt. Inspector	---do---	
22.	Shri. Mariano Carvalho	Mkt. Inspector	---do---	
23.	Smt. Suvarna S. Bhandari	Grader/ Assessor	---do---	
24.	Shri. Santano B. Fernandes (P.D.)	Grader/ Assessor	---do---	
25.	Shri. Umesh D. Kavlekar	L.D.C.	---do---	
26.	Shri. Samir Naik	L.D.C.	---do---	
27.	Shri. Vithal Gaonkar	Driver	---do---	
28.	Smt. Nidhi N. Mardolkar	MTS	---do---	
29.	Smt. Eliza Fernandes	MTS	---do---	

O/O ASSTT. REGISTRAR OF COOPERATIVE SOCIETIES, QUEPEM**ZONE. QUEPEM - GOA**

Sr. No.	Name	Designation	Office Tel. No.	E – Mail Address
1	Shri Suraj S. Ghaisas	Asst. Registrar of Coop. Societies.	0832-2662227	arcsquepem-orcs.goa@gov.in
2	Shri Vinod K. Naik	Coop. Officer/Spl. Auditor	0832-2662227	arcsquepem-orcs.goa@gov.in
3	Shri Amay M. Dhakankar	Coop. Officer/Spl. Auditor	0832-2662227	arcsquepem-orcs.goa@gov.in
4	Shri Pramod B. Naik	Sr.Auditor/Insp./S.R.O.	0832-2662227	arcsquepem-orcs.goa@gov.in
5	Shri Santosh B. Velip	Sr.Auditor/Insp./S.R.O.	0832-2662227	arcsquepem-orcs.goa@gov.in
6	Shri Santosh B. Gadkar	Sr.Auditor/Insp./S.R.O.	0832-2662227	arcsquepem-orcs.goa@gov.in
7	Smt. Harsha A. Joshi	Jr.Auditor/Insp.	0832-2662227	arcsquepem-orcs.goa@gov.in
8	Shri Chandu Raiker	Jr.Auditor/Insp.	0832-2662227	arcsquepem-orcs.goa@gov.in
9	Shri Ram G. Zangle	Jr.Auditor/Insp.	0832-2662227	arcsquepem-orcs.goa@gov.in
10	Smt. Radhika K. Kakodkar	U.D.C.	0832-2662227	arcsquepem-orcs.goa@gov.in
11	Miss. Aliya Aksar	L.D.C.	0832-2662227	arcsquepem-orcs.goa@gov.in
12	Shri Prakash P. G. Desai	L.D.C.	0832-2662227	arcsquepem-orcs.goa@gov.in
13	Smt. Suvarna C. Gaonkar	L.D.C.	0832-2662227	arcsquepem-orcs.goa@gov.in
14	Shri Uday D. Morajkar	Driver	0832-2662227	arcsquepem-orcs.goa@gov.in
15	Shri Datta M.N. Dessai	Bailiff	0832-2662227	arcsquepem-orcs.goa@gov.in
16	Shri Mukesh M. Naik	Peon	0832-2662227	arcsquepem-orcs.goa@gov.in

**O/O ASSTT. REGISTRAR OF COOPERATIVE SOCIETIES, PONDA
ZONE, PONDA – GOA**

Sr. No.	Name	Designation	Office Tel. No.	E-mail Address
1	Smt. P. J. Braganza	Asstt. Registrar	0832-2313025	arcsponda-orcs.goa@nic.in
2	ShriHemant S. Khedekar	Coop. Officer-I	-do-	-do-
3	ShriRaju R. Magdum	Coop. officer -II	-do-	-do-
4	Smt. Priyanka K. Gaude	Head Clerk	-do-	-do-
5	ShriGovind M. Bhatikar	U.D.C	-do-	-do-
6	Smt. PoojaWadikar	U.D.C	-do-	-do-
7	Smt. Reha V. Talaulikar	Jr. Steno(WA)	-do-	-do-
8	ShriN.K.P. Tendulkar	Sr. Auditor	-do-	-do-
9	Smt. Sumitra S. Naik	Sr. Auditor	-do-	-do-
10	Smt. Geeta A. Kapileshwarkar	Jr. Auditor	-do-	-do-
11	ShriShaikhJamilAhamed	Jr. Auditor	-do-	-do-
12	ShriSantoshNaik	Jr. Auditor (WA)	-do-	-do-
13	Smt. ManujaUpadhye	Jr. Auditor	-do-	-do-
14	ShriGaurishKavlekar	Jr. Auditor	-do-	-do-
15	ShriRajendraS.Gaude	Jr. Auditor	-do-	-do-
16	Smt. Prachi P. Mirashi	Jr. Auditor (WA)	-do-	-do-
17	Smt.AudreyFernandes	Jr. Auditor	-do-	-do-
18	Smt. Shradha S. Vaigankar	Jr. Auditor	-do-	-do-
19	ShriArvindParab	LDC	-do-	-do-
20	ShriManojkumarParab	LDC	-do-	-do-
21	ShriRajendraGaonkar	MTS	-do-	-do-
22	ShriPandurang B. Naik	MTS (WA)	-do-	-do-
23	ShriMeninoD'Silva	Driver	-do-	-do-

*WA – Working Arrangement

**O/O ASSTT. REGISTRAR OF COOPERATIVE SOCIETIES, CENTRAL
ZONE, PANAJI - GOA**

Sr. No	Name	Designation	Office Tel. No.	E – Mail Address
1	Shri P. S. Sawant	Asst. Registrar of Coop. Societies.	0832-2426187	arcspanaji-orcs.goa@nic.in
2	Shri Devdatta S. Naik	Coop. Officer/Spl. Auditor	0832-2426187	arcspanaji-orcs.goa@nic.in
3	Shri Savio Neto (on w/a to O/o Head Office, , Panaji Goa).	Coop. Officer/Spl. Auditor	0832-2426187	arcspanaji-orcs.goa@nic.in
4	Smt.Ashweta A. Dhargalkar	Head Clerk	0832-2426187	arcspanaji-orcs.goa@nic.in
5	Smt.Smita M. Gawande,	Sr.Auditor/Insp. / S.R.O.	0832-2426187	arcspanaji-orcs.goa@nic.in
6	Smt.Sushila Bاندodkar,	Sr.Auditor/Insp. / S.R.O.	0832-2426187	arcspanaji-orcs.goa@nic.in
7	Smt.Smita V. Shirodkar	Sr.Auditor/Insp. / S.R.O.	0832-2426187	arcspanaji-orcs.goa@nic.in
8	Shri Subhash Gaude	Sr.Auditor/Insp. / S.R.O.	0832-2426187	arcspanaji-orcs.goa@nic.in
9	Shri Chandu Raiker	Jr.Auditor/Insp.	0832-2426187	arcspanaji-orcs.goa@nic.in
10	Shri Gautam G. S. Talaulikar	Jr.Auditor/Insp.	0832-2426187	arcspanaji-orcs.goa@nic.in
11	Shri Alberto Almeida	Jr.Auditor/Insp.	0832-2426187	arcspanaji-orcs.goa@nic.in
12	Shri Lavu D. Parab	Jr.Auditor/Insp.	0832-2426187	arcspanaji-orcs.goa@nic.in
13	Smt.Smita Salgaonkar	Jr.Auditor/Insp.	0832-2426187	arcspanaji-orcs.goa@nic.in
14	Shri Santosh V. Naik (on w/a to O/o ARCS , Ponda Zone, Ponda Goa).	Jr.Auditor/Insp.	0832-2426187	arcspanaji-orcs.goa@nic.in
15	Shri Lourenco Estrocio	U.D.C.	0832-2426187	arcspanaji-orcs.goa@nic.in
16	Shri Pralesh T. Tirodkar	U.D.C.	0832-2426187	arcspanaji-orcs.goa@nic.in

17	Smt. Sheetal Shirodkar	Jr. Steno	0832-2426187	arcspanaji-orcs.goa@nic.in
18	Shri Surendra Mhalsekar	L.D.C.	0832-2426187	arcspanaji-orcs.goa@nic.in
19	Shri Shrikant R. Naik	L.D.C.	0832-2426187	arcspanaji-orcs.goa@nic.in
20	Shri Chandresh Gauns	L.D.C.	0832-2426187	arcspanaji-orcs.goa@nic.in
21	Manisha M. Gad	MTS	0832-2426187	arcspanaji-orcs.goa@nic.in
22	Shri Prakash Gaude	MTS	0832-2426187	arcspanaji-orcs.goa@nic.in
23	Smt. Prashanti Gawade	MTS	0832-2426187	arcspanaji-orcs.goa@nic.in

4(i)(b)(x)

**The monthly remuneration received by each of its officers and employees,
including the system of compensation as provided in its regulation;**

HEAD OFFICE

List of Salary Details of Gazetted Staff

Sr.No.	Name	Gross Salary
1	Shri. Arvind Khuntkar	121,163
2	Shri. Ramesh Gaonkar	78,825
3	Shri. Rupesh Korde	71,266
4	Shri. Avit S. Naik	87,359
5	Ms. Urmila Gaonkar	80,044
6	Shri. Sanjay Khajankar	59,436
7	Shri.Monal Manerikar	69,271
8	Shri. Santosh Naik	73,394
9	Shri. Rajesh Parwar	77,783

LIST OF MONTHLY SALARY OF NON-GAZATED STAFFS

Sr. No.	Name of Incumbent	Gross Salary P.M.
1	Kum. Sulaxana S. Naik	79,889.00
2	Shri Prakash R. Kamble	55,838.00
3	Shri Raghu C Kerkar	43,056.00
4	Shri Vishant Vernekar	64,350.00
5	Smt. Sonali S Nagvenkar	64,350.00
6	Smt. Archana S. Kambli	55,838.00
7	Smt. Branca D'Silva	55,838.00

8	Shri Nitin R. Kerkar	48,656.00
9	Smt. Jyoti Borkar	73,394.00
10	Shri T.P.Chandran	95,206.00
11	Shri Vinod Kalangutkar	84,832.00
12	Smt. Shakuntala S. Potekar	71,266.00
13	Smt. Swarupa R. Sawant	71,266.00
14	Shri Subhash D Gawas	75,522.00
15	Smt. Joana P Machado	59,030.00
16	Shri Suryakant D Gawas	59,030.00
17	Shri John Fernandes	51,981.00
18	Shri Ajit F.Rane	51,582.00
19	Shri Joseph Dias	53,444.00
20	Shri Raju V Adkonkar	42,297.00
21	Shri Jayesh Parulekar	50,518.00
22	Shri. Sudhakar Gaude	45,065.00
23	Shri Yeshwant V. Naik	47,725.00
24	Smt. Sweta S. Naik	45,065.00
25	Smt. Nilam R. Naik	39,213.00
26	Shri Sitakant Bhiku Naik	38,814.00
27	Smt. Priyal N Walke	44,666.00
28	Shri Sanil G Prabhudessai	30,861.00

29	Smt.Kusum Naik	41,075.00
30	Smt. Smeeta N. Morajkar	28,404.00
31	Shri Pankaj K Kuvelkar	36,154.00
32	Shri.Dattaraj S. Naik	69,271.00
33	Smt Joshna B N. Shirodkar	39,213.00
34	Shri Chetan P. Naik	37,750.00
35	Shri Pandurang W. Gaude	37,750.00
36	Smt. Manda S Gawas	34,691.00
37	Shri Pandurang Banudas Naik	31,776.00
38	Shri Amar U. Narvekar	26,298.00
39	Smt. Smita M Kankonkar	63,552.00
40	Shri Mangesh G Phadte	56,769.00
41	Shri Sonu R Gaunekar	59,436.00
42	Kum. Geeta S. Naik	60,094.00
43	Shri Gunakar Gaude	55,838.00
44	Shri. Minnanath Gaad	51,316.00
45	Smt.Pramila Sawant	55,040.00
46	Shri Pandurang Balaji Naik	55,838.00
47	Shri Vivek P. Borkar	55,838.00
48	Smt. Vienna Cabral	45,065.00
49	Shri Jitendra K.N.Gaonkar	55,838.00

50	Shri Pramod D. Naik	57,434.00
51	Smt. Meera K Madkaikar	46,395.00
52	Shri Nitin V. Naik	42,671.00
53	Kum Purva K Naik	30,861.00
54	Shri Dhiraj C Pednekar	30,042.00
55	Shri Sainath R. Naik	38,814.00
56	Smt. Yogita Y. Khandolkar	22,698.00
57	Shri Pradeep B Naik	38,814.00
58	Smt. Samita Helekar	60,094.00
59	Smt. Mary Fernandes	45,396.00
60	Smt. Supriya S. Kenkre	49,055.00
61	Shri Prajyot Umesh Naik	28,404.00
62	Shri Vitesh Cholu Palkar	28,404.00
63	Shri Chandan D Gauns	28,404.00
64	Shri Arvind G. Naik	61,823.00
65	Shri Dinesh Kankar	51,316.00
66	Smt. Sharmila S. Bandekar	47,725.00
67	Smt. Bhavika B. Fadte	45,065.00
68	Kum. Jolene C. Rodrigues	40,277.00
69	Smt. Harsha R Naik	40,277.00

O/o the Asstt. Registrar of Cooperative Societies, Bicholim Zone, Sankhalim – Goa.

The Monthly Remuneration Received by each Officer and Employees, including the system of computerization as provided in Regulation.

[Section 4(1) (b) (x)]

Sr. No.	Name	Designation	Pay Scale	Monthly Remuneration
1.	Shri. Pankaj V. Marathe	Asstt. Registrar of Coop. Societies	44900-142000 Level-7	73394.00
2.	Shri. Rajendra B.N. Satardekar	Coop. Officer/Spl. Auditor	9300-34800 Level-7	97312.00
3.	Shri. Satish D. Sawant	Spl. Auditor/Coop. Officer	9300-34800 Level-7	67276.00
4.	Smt. Shilpa Shenvi	Head Clerk	9300-34800 Level-6	61823.00
5.	Smt. Siddhi G. Naik	Sr. Auditor	5200-20200 Level-5	64350.00
6.	Shri. Rupesh D. Diwadkar,	Sr. Auditor	5200-20200 Level-5	40670.00
7.	Smt. Pravina P. Gaude	U.D.C.	5200-20200 Level-4	47725.00
8.	Shri. Krishna M. Mhalshekar	Jr. Auditor	5200-20200 Level-5	54242.00
9.	Shri. Yogesh V. Surlakar	Jr. Auditor	5200-20200 Level-4	49853.00
10.	Shri. Sarvesh M. Kurtikar	Jr. Auditor	5200-20200 Level-4	43868.00
11.	Shri. Ankit V. Betkikar	L.D.C.	5200-20200 Level-2	31914.00
12.	Shri. Sandeep V. Gawas	M.T.S	5200-20200 Level-1	28404.00
13.	Smt. RohiniG. Kerkar	M.T.S	5200-20200 Level-1	28404.00

O/o the Asstt. Registrar of Cooperative Societies, North Zone, Mapusa – Goa.

Sr. No.	Name	Designation	Pay Scale	Monthly Remuneration
1	Shri M.N.Kalangutkar	Asst. Registrar of Coop. Societies.	PB-2 9300-34800 (Level – 7)	91,992/-
2	Shri Harish S. Naik	Coop. Officer/Spl. Auditor	PB-2 9300-34800 (Level – 6)	67,276/-
3	Shri Rama S. Parab	Coop. Officer/Spl. Auditor	PB-2 9300-34800 (Level – 6)	60,094/-
4	Smt. Esmeralda Fernandes	Head Clerk	PB-1 5200-20200 (Level – 6)	65,414/-
5	Smt. Pushpa Estrocio	Sr.Auditor/Insp./ S.R.O.	PB-1 5200-20200 (Level – 6)	84832/-
6	Shri R.C. Chodankar	Sr.Auditor/Insp. / S.R.O.	PB-1 5200-20200 (Level – 6)	71,266/-
7	Shri Govind L. Thakur	Jr.Auditor/Insp.	PB-1 5200-20200 (Level – 4)	49055/-
8	Shri Akhil Prabhudesai	Jr.Auditor/Insp.	PB-1 5200-20200 (Level – 4)	46395/-
9	Smt. Sanjana A. P. Mhambrey	Jr.Auditor/Insp.	PB-1 5200-20200 (Level – 4)	45,065/-
10	Shri Nilesh Gawde	Jr.Auditor/Insp.	PB-1 5200-20200 (Level – 4)	47,725/-
11	Smt. Supriya Gaonkar	Jr.Auditor/Insp.	PB-1 5200-20200 (Level – 4)	45,065/-
12	Smt. Teja Narvekar (on w/a to Head Office, Panaji-Goa).	Jr.Auditor/Insp.	PB-1 5200-20200 (Level – 4)	45,065/-
13	Smt. Sujata Dhargalkar	U.D.C.	PB-1 5200-20200 (Level – 4)	51,981
14	Smt. Karuna Palekar	U.D.C.	PB-1 5200-20200 (Level – 4)	45,065/-
15	Smt. Arati Mahale	L.D.C	PB-1 5200-20200 Level – 2)	31776/-
16	Shri Sudesh Gawas	L.D.C	PB-1 5200-20200 Level – 2)	28,638/-
17	Smt. Pooja Dangui(on w/a to O/o the ARCS, Bicholim Zone, Bicholim-Goa)	L.D.C	PB-1 5200-20200 Level – 2)	32707/-
18	Shri J.U.Satardekar(on w/a to Head Office, Panaji-Goa).	Mrkt. Inspector	PB-1 5200-20200 (Level – 4)	61690/-
19	Ms. Deepali Divkar w/a to Head Office, Panaji-	Gr. Assessor	PB-1 5200-20200 Level – 2)	34691/-

	Goa).			
20	Shri Bhaskar Kundaukar	Gr. Assessor	PB-1 5200-20200 Level – 2)	41075/-
21	Shri T.C.Raut	Bailiff	PB-1 5200-20200 (Level – 4)	56,636/-
22	Shri Hiroji Raul	M.T.S	PB-1 5200-20200 Level – 1)	28,404/-

O/o the Asstt. Registrar of Cooperative Societies, South Zone, Margao – Goa.

Sr. No.	Name	Designation	Pay Scale
1	Pundalik A. Parab	Asstt. Registrar of Coop. Societies	9300-34800+4600 (Level 7)
2	Harishchandra Gaude	Asstt. Registrar of Coop. Societies	9300-34800+4600 (Level 7)
3	Reha Talaulikar	Jr. Steno	5200-20200+2400 (Level 5)
4	Shri Samir S. Naik	LDC	5200-20200+1900 (Level 2)
5	Umesh B. Naik	UDC	5200-20200+2400 (Level 5)
6	Vithal Gaonkar	Driver	5200-20200+2000 (Level 3)
7	Smt. Sangita Naik	Coop. Officer/Spl. Auditor	9300-34800+4200 (Level 6)
8	Smt. Anaga M.Savordenkar	Jr. Auditor	5200-20200+2800 (Level 5)
9	Smt. Prachi P. Mirashi	Jr. Auditor	5200-20200+2400 (Level 4)
10	Shri Suresh V. Rivankar	Jr. Auditor	5200-20200+2400 (Level 4)
11	P.Y.S. Talaulikar L-6	Sr. Auditor/Inspt.	5200-20200+2800 (Level 6)
12	Shriram T. Narvekar L-5	Sr. Auditor/Inspt.	5200-20200+2800 (Level 5)
13	Deepa Khandeparkar L-5	Sr. Auditor/Inspt.	5200-20200+2800 (Level 5)
14	Milagrina Pereira	Head Clerk	9300-34800+4200 (Level 6)
15	Vilma D'Silva	Sr. Auditor/Inspt.	5200-20200+2800 (Level 6)
16	Pradeep G. Shedgulkar	Jr. Auditor Level-4	5200-20200+2400 (Level 4)
17	Shri Vasant S. Naik	Coop. Officer/Spl. Auditor	9300-34800+4200 (Level 6)
18	Smt. Sonali D. Velingkar	Jr. Auditor	5200-20200+2400 (Level 4)
19	Anusuya Phadte	Jr. Auditor	5200-20200+2400 (Level 4)
20	Sharmila S Naik Mule	Jr. Auditor	5200-20200+2400 (Level 4)
21	Shaivi S. Verenkar	UDC Level-4	5200-20200+2400 (Level 4)
22	Nidhi N. Mardolkar	MTS (Peon) Level-1	5200-20200+1800 (Level 1)
23	Pramod J. Pendse	Jr. Auditor/Inspt.	5200-20200+2400 (Level 4)
24	Suvarna Bhandari	Grader Assessor	5200-20200+1900 (Level 2)
25	Santano Blaz Fernandes	Grader Assessor	5200-20200+1900 (Level 2)
26	Smt. Eliza Fernandes	MTS (Peon)	5200-20200+1800 (Level 1)
27	Krishna Gaonkar	Sr. Mkt. Inspector	5200-20200+2800 (Level 6)
28	Mariano M Carvalho	Mkt. Inspector	5200-20200+2800 (Level 5)

O/o the Asstt. Registrar of Cooperative Societies, Quepem Zone, Quepem – Goa.

Sr. No.	Name	Designation	Pay Scale	Monthly Remuneration
1	Shri Suraj S. Ghaisas	Asst. Registrar of Coop. Societies.	PB-2 9300-34800 (Level - 7)	73,394/-
2	Shri Vinod K. Naik	Coop.Officer/Spl. Auditor	PB-2 9300-34800 (Level - 6)	67,276/-
3	Shri Amay M. Dhakankar	Coop.Officer/Spl. Auditor	PB-2 9300-34800 (Level - 6)	60,094/-
4	Shri Pramod B. Naik	Sr.Auditor/Insp./ S.R.O.	PB-1 5200-20200 (Level - 6)	71,266/-
5	Shri Santosh B. Velip	Sr.Auditor/Insp.	PB-1 5200-20200 (Level - 5)	70,069/-
6	Shri Santosh B. Gadkar	Sr.Auditor/Insp.	PB-1 5200-20200 (Level - 5)	59,030/-
7	Smt. Harsha A. Joshi	Jr.Auditor/Insp.	PB-1 5200-20200 (Level - 4)	45,065/-
8	Shri Chandu Raiker	Jr.Auditor/Insp.	PB-1 5200-20200 (Level - 4)	47,725/-
9	Shri Ram G. Zangle	Jr.Auditor/Insp.	PB-1 5200-20200 (Level - 4)	45,065/-
10	Smt. Radhika K. Kakodkar	U.D.C.	PB-1 5200-20200 (Level - 5)	55,838/-
11	Miss. Aliya Aksar	L.D.C.	PB-1 5200-20200 (Level - 2)	31,776/-
12	Shri Prakash P. G. Desai	L.D.C.	PB-1 5200-20200 (Level - 2)	30,861/-
13	Smt. Suvarna C. Gaonkar	L.D.C.	PB-1 5200-20200 (Level - 2)	30,861/-
14	Shri Uday D. Morajkar	Driver	PB-1 5200-20200 (Level - 2)	48,656/-
15	Shri Datta M. N. Desai	Bailiff (M.T.S.)	PB-1 5200-20200 Level - 2)	34,398/-
16	Shri Mukesh M. Naik	Peon (M.T.S.)	PB-1 5200-20200 Level - 1)	28,404/-

O/o the Asstt. Registrar of Cooperative Societies, Ponda Zone, Ponda – Goa.

Sr. No.	Name	Designation	Pay Scale	Monthly Remuneration
1	Smt. P. J. Braganza	Asstt. Registrar	9300-34800 (level-7)	Rs.84832/-
2	ShriHemant S. Khedekar	Coop. Officer-I	9300-34800 (level-6)	Rs.60094/-
3	ShriRaju R. Magdum	Coop. Officer-II	9300-34800 (level-6)	Rs.60471/-
4	Smt. Priyanka K. Gaude	Head Clerk	9300-34800 (level-6)	Rs.58365/-
5	ShriGovind M. Bhatikar	U.D.C	5200-20200(level 4)	Rs.45065/-
6	Smt. PoojaWadikar	U.D.C	5200-20200(level 5)	Rs.63796/-
7	Smt. Reha V. Talaulikar	Jr. Steno(WA)		
8	ShriN.K.P. Tendulkar	Sr. Auditor	9300-34800 (level-7)	Rs.97999/-
9	Smt. Sumitra S. Naik	Sr. Auditor	5200-20200(level 5)	Rs.51316/-
10	Smt. Geeta A. Kapileshwarkar	Jr. Auditor	5200-20200(level 5)	Rs.64350/-
11	ShriShaikhJamilAhamed	Jr. Auditor	5200-20200(level 5)	Rs.59030/-
12	ShriSantoshNaik	Jr. Auditor(WA)		
13	Smt. ManujaUpadhye	Jr. Auditor	5200-20200(level 5)	Rs.57434/-
14	ShriGaurishKavlekar	Jr. Auditor	5200-20200(level 5)	Rs.51316/-
15	ShriRajendra S.Gaude	Jr. Auditor	5200-20200(level 4)	Rs.39897/-
16	Smt. Prachi P. Mirashi	Jr. Auditor(WA)		

17	Smt.AudreyFernandes	Jr. Auditor	5200-20200(level 4)	Rs.49853/-
18	Smt. Shradha S. Vaigankar	Jr. Auditor	5200-20200(level 4)	Rs.40277/-
19	ShriArvindParab	L.D.C.	5200-20200(level 2)	Rs.44666/-
20	ShriManojkumarParab	L.D.C.	5200-20200(level 2)	Rs.36797/-
21	ShriPandurang B. Naik	MTS(WA)		
22	ShriMeninoD'Silva	Driver	5200-20200(level 2)	Rs.38814/-
23	ShriRajendraGaonkar	MTS	5200-20200(level 1)	Rs.33888/-

O/o the Asstt. Registrar of Cooperative Societies, Central Zone, Panaji – Goa.

Sr. No.	Name	Designation	Monthly Remuneration
1	Shri P. S. Sawant	Asst. Registrar of Coop. Societies.	86,463/-
2	Shri Devdatta S. Naik	Coop. Officer/Spl. Auditor	56,769/-
3	Shri Savio Neto (on w/a to O/o Head Office, , Panaji Goa).	Coop. Officer/Spl. Auditor	63,552/-
4	Smt.Ashweta A. Dhargalkar	Head Clerk	61,823/-
5	Smt.Smita M. Gawande,	Sr.Auditor/Insp./ S.R.O.	66,212/-
6	Smt.Sushila Bhandodkar,	Sr.Auditor/Insp. / S.R.O.	67,276/-
7	Smt.Smita V. Shirodkar	Sr.Auditor/Insp./ S.R.O.	64,350/-
8	Shri Subhash Gaude	Sr.Auditor/Insp./ S.R.O.	57,434/-
9	Shri Gautam G. S. Talaulikar	Jr.Auditor/Insp.	49374/-
10	Shri Alberto Almeida	Jr.Auditor/Insp.	59,030/-
11	Shri Lavu D. Parab	Jr.Auditor/Insp.	57,146/-
12	Smt.Smita Salgaonkar	Jr.Auditor/Insp.	45,065/-
13	Shri Santosh V. Naik (on w/a to O/o ARCS , Ponda Zone, Ponda Goa).	Jr.Auditor/Insp.	55,838/-
14	Shri Lourenco Estrochio	U.D.C.	55,040/-
15	Shri Pralesh T. Tirodkar	U.D.C.	43,868/-
16	Smt. Sheetal S. Shirodkar	Jr. Steno	55,040/-
17	Shri Surendra Mhalsekar	L.D.C.	38,814/-
18	Shri Shrikant R. Naik	L.D.C.	42,272/-
19	Shri Chandresh Gauns	L.D.C	28,638/-
20	Manisha M. Gad	MTS	38,814/-

21	Shri Prakash Gawde	MTS	38,814/-
22	Smt Prashanti P. Gawade	MTS	29,106/-

The Budget Allocated to each Agency (Particulars of all Plans, proposed expenditures and reports on disbursement made)

Section 4(1) (b) (xi)

HEAD OFFICE:-

Budget allocated against Plan Expenditure

Demand No.71 Cooperation

Name of the Department :- Cooperation
(Rs. In Lakhs)

Demand, Major, Sub-Major & Minor Heads		Budget Allocation 2020-21	Expenditure as on 30/9/2020	Expenditure proposed	Reports on disbursement made
1		2	3	4	5
A. REVENUE EXPENDITURE					
2425	Cooperation	1536.45	340.50	1195.92	
001	Direction & Administration				
03	Direction (Plan)	733.00	340.05	392.95	
01	Salaries	600.00	265.70	334.30	Salaries
02	Wages	22.00	1.62	20.38	Wages
11	Domestic Travel Expenses	1.00	0.32	0.68	Domestic Travel Expenses
13	Office Expenses	50.00	43.28	6.72	Office Expenses
14	Rent, Rate, Taxes	60.00	29.13	30.87	Rent, Rate, Taxes
003	Training	5.08	-	5.05	
04	Stipend to Trainee Secretaries of coop. societies (NP)	0.01	-		
05	Grants to Goa Rajya Sahakar Sang	5.00	-	5.00	
06	Deputation of Officials of Cooperative Department	0.05	-	0.05	
09	Participation in coop. Trade Fare	0.02	-	-	
11	Domestic Travel Expenses	0.01			
50	Other Charges	0.01			

107	Assistnace to Credit cooperatives	111.50	-	111.50	
01	Subsidy for construction of small and medium size godown	50.00		50.00	
04	Managerial subsidy to Block Level Farmers (P)	1.00		1.00	
05	Subsidy for purchase of furniture and fixture (P)	0.50		0.50	
09	Subsidy for Computerization - PACS/Urban Cooperative Credit societies	10.00		10.00	
10	Credit Society Deposit Protection Schemes	50.00		50.00	
108	Asstt. To Other cooperatives	230.25	0.45	229.80	
05	Subsidy for purchase of furniture and fixture (P)	2.00		2.00	
06	Assistance to Dairy Cooperatives for const. of godowns	30.00		30.00	
14	Managerial subsidy to Industrial Cooperatives	0.25		0.25	
18	Grants to Cooperative Societies under NCDC programme	10.00		10.00	
20	Managerial Subsidy to Dairy Cooperative	3.00	0.25	2.75	Subsidy amount disbursed to Gopalkrishna Sah. Dudu Vya. Saunsta Maryadit, Kalay Sanguem towards the scheme Managerial Subsidy to Dairy Cooperative
21	Managerial Subsidy to Women SHG Cooperatives	25.00	0.20	24.80	Subsidy amount disbursed to Sai Prasad Kavlem Self Help Group Coop. Sty. Ltd., Gauthan Kavle, Ponda toward the Scheme One Time Grant to Self Help Group.

22	Asstt. To Cooperatives Societies Purchase of Transport Vehicle	10.00		10.00	
24	Primary Milk Society (Administration)	120.00		120.00	
27	Financial Incentives to Coop. Societies (P)	20.00		20.00	
28	Computerization of PACS(A)	10.00		10.00	
789	Special Component Plan for Schedule Castes	65.23	-	65.23	
01	Scheduled Caste Development Scheme (P)	65.23		65.23	
796	Tribal Area Sub-Plan	391.39	-	391.39	
01	Scheduled Tribe Development Scheme (P)	391.39		391.39	
TOTAL (A)		1536.45			
B. CAPITAL EXPENDITURE					
4059	Capital Outlay on Public Works	15.00	-	15.00	
01	Building for RCS	15.00		15.00	
4425	Capital Outlay on Cooperation	2568.60	100.00	2468.60	
107	Investment in Credit Cooperatives	2.50	0.00	2.50	
01	Share capital contribution to Apex Coop. Bank	1.00		1.00	
02	Share capital contribution to Primary Agricultural CCS	1.00		1.00	
03	Share Capital contribution to Block Level Farmers (P)	0.50		0.50	
108	Investment in Other Cooperatives	2566.10	100.00	2466.10	
02	Share Capital contribution to Warehousing & Markt. Society	50.00		50.00	
04	Processing Coopt. Share Capital Contribution	5.00		5.00	
05	Dairy Cooperatives share capital contribution	1500.00		1500.00	

08	Cooperative Sugar Mills-Share Capital Contribution	1000.00	100.00	900.00	Share capital Contribution disbursed to Sanjivani Sah. Sakhar Karkhana Ltd. Tisk Usgao
09	Consumers Cooperatives-Share Capital Contribution	0.10		0.10	
11	Share Capital contribution to Industrial Cooperatives	1.00		1.00	
15	Share Capital contribution to processing cooperatives under NCDC programme	10.00		10.00	
6425	Loans for Cooperation	1385.92	0	1385.89	
107	Loans to credit Cooperatives	50.01	-	50.00	
02	Loans to service cooperatives for construction of Godowns	40.00		40.00	
03	Loans to Block Level Farmers Cooperative Societies	0.01			
04	Loans to PACS/Urban Credit Cooperative Societies - Computerisation	10.00		10.00	
108	Loans to Other Cooperatives	1090.03	0	1090.01	
02	Loans to Dairy Cooperatives for const. of office cum godown	30.00		30.00	
05	Loans for purchase of furnitures, fixtures and fittings to Cons. Cooperatives	0.01		0.01	
09	Loan to Cooperative Societies Under NCDC Prog...	40.00		40.00	
10	Loans to Cooperatie Sugar Mills	0.01			
14	Construction of Warehouses-Goa Coop. Mkt. Fed.	0.01			
20	Loans to Cooperative Societies for purchase of Transport Vehicle	20.00		20.00	
21	Loans to All Cooperative under NCDC	1000.00		1000.00	

789	Special Component Plan for Scheduled Castes	35.13	-	35.13	
01	Scheduled caste Development Scheme	35.13		35.13	
796	Special component Plan for Scheduled Tribes	210.75	-	210.75	
01	Scheduled Tribe Development Scheme	210.75		210.75	
TOTAL (B)		3969.52	100.00	3869.49	
GRAND TOTAL (A+B)		5505.97	440.50	5065.41	

[Section 4(1) (b) (xii)]

List of institutions given subsidy**Budget allocated against execution of subsidy schemes**

Demand No.71 Cooperation **Name of the Department :- Cooperation**
(Rs. In Lakhs)

Demand, Major, Sub-Major & Minor Heads		Budget Allocation 2020-21	Expenditure as on 30/9/2020	Details of Beneficiaries
1		2	3	4
A. REVENUE EXPENDITURE				
2425	Cooperation			
003	Training	5.08	-	
04	Stipend to Trainee Secretaries of coop. societies (NP)	0.01	-	
05	Grants to Goa Rajya Sahakar Sang	5.00	-	
06	Deputation of Officials of Cooperative Department	0.05	-	
09	Participation in coop. Trade Fare	0.02		
11	Domestic Travel Expenses	0.01		
50	Other Charges	0.01		
107	Assistnace to Credit cooperatives	111.50	-	
01	Subsidy for construction of small and medium size godown	50.00		
04	Managerial subsidy to Block Level Farmers (P)	1.00		
05	Subsidy for purchase of furniture and fixture (P)	0.50		
09	Subsidy for Computerization - PACS/Urban Cooperative Credit societies	10.00		

10	Credit Society Deposit Protection Schemes	50.00		
108	Asstt. To Other cooperatives	230.25	0.45	
05	Subsidy for purchase of furniture and fixture (P)	2.00		
06	Assistance to Dairy Cooperatives for const. of godowns	30.00		
14	Managerial subsidy to Industrial Cooperatives	0.25		
18	Grants to Cooperative Societies under NCDC programme	10.00		
20	Managerial Subsidy to Dairy Cooperative	3.00	0.25	Gopalkrishna Sah. Dudu Vya. Saunsta Maryadit, Kalay Sanguem
21	Managerial Subsidy to Women SHG Cooperatives	25.00	0.20	Sai Prasad Kavlem Self Help Group Coop. Sty. Ltd., Gauthan Kavle, Ponda.
22	Asstt. To Cooperatives Societies Purchase of Trasport Vehicle	10.00		
24	Primary Milk Society (Administration)	120.00		
27	Financial Incentives to Coop. Societies (P)	20.00		
28	Computerization of PACS(A)	10.00		
789	Special Component Plan for Schedule Castes	65.23	-	
01	Scheduled Caste Development Scheme (P)	65.23		
796	Tribal Area Sub-Plan	391.39	-	
01	Scheduled Tribe Development Scheme (P)	391.39		
TOTAL (A)				

O/o the Asstt. Registrar of Cooperative Societies, Bicholim Zone

List of institutions given subsidy

Sr No.	Name & address of the institution	Purpose for which subsidy provided	No. of Beneficiaries	Amount of Subsidy	Previous year utilization progress	Previous years achievements
1	Sattari Taluka Farmers Service Coop. Society Ltd., Valpoi, Sattari-Goa	Vehicle Loan	01	Rs.228532/-		

List of individuals given subsidy

Sr No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of Subsidy	Scheme and Criteria for selection	No. of time subsidy given in past with purpose
		NIL..... -----		

O/o the Asstt. Registrar of Cooperative Societies, North Zone, Mapusa.

Particulars of Recipients of Concessions, permits or authorization granted by it.

[Section 4(1) (b) (xiii)]

Sr. No.	Name & address of the Beneficiary	Nature of Concession/permit/ authorization provided	Purpose for which granted	Scheme and Criteria for Selection	No. of similar concessions given in past with purpose
NIL					

O/o the Asstt. Registrar of Cooperative Societies, South Zone, Margao - Goa

[Section 4(1) (b) (xiii)]

Sr. No.	Name & address of the Beneficiary	Nature of Concession/permit/ authorization provided	Purpose for which granted	Scheme and Criteria for Selection	No. of similar concessions given in past with purpose
NIL					

**O/o the Asstt. Registrar of Cooperative Societies, Quepem Zone, Quepem -
Goa**

List of institutions given subsidy

Sr. No.	Name & address of the Institution	Purpose of which subsidy provided	No. of Beneficiaries	Amount of Subsidy	Previous Years utilization progress	Previous Years achievements
1.	Kurdi V.K.S.S. Society Ltd., Kurdi, Sanguem - Goa.	Transport Vehicle	1	3,39,505/-	-	-

List of individuals given subsidy

Sr. No	Name & address of the Beneficiary	Purpose of which subsidy provided	Amount of Subsidy Provided	Amount of Subsidy	Scheme and Criterion for selection	No of time subsidy given in past with purpose
N .A						

O/o the Asstt. Registrar of Cooperative Societies, Ponda Zone, Ponda.

List of institution given subsidy(year 2019-20)

Sr. No	Name & address of the institution	Amount of subsidy	Previous years utilization progress	Previous years achievement
1)	Shree RangnathSateriDudhUtpadakSahakariSaunsthaMaryadi tVagon-Kirlapal.	Rs.75000/- +Rs75000/-		
2)	KamdhenusahakariDudhVya. Saunstha Ltd. MapaPnachwadi.	Rs.30000/-		
3)	Shree ShantadurgaSahakariDudhUptk. Vya. Saunstha Ltd. Cumbharjua Marcel-Goa.	Rs.75000/- +Rs75000/-		
4)	BandiwadeSahakariDudhVya. Saunstha Ltd. BandiwadePonda Goa	Rs.150000/-		
5)	SahayogDudhUtpadakSahakariSaunsthaMaryaditDhavs hireTisk-Usgao.	Rs.75000/-		
6)	Shree Ram SahakariDudhVya. Saunstha Ltd. MARCAIM.	Rs.150000/-+ Rs.75000/-		
7)	DudhsagarSahakariDudhVya. Saunstha Ltd. Collem.	Rs.100000/-		
8)	ShriShantadurgaDudhUtpadakSahakariSaunsthaMaryad itShigaoCollem.	Rs.30000/-		
9)	Mole DudhUtpadakSahakariSaunsthaMaryadit Mole.	Rs.100000/-		
10)	ShriNagushwarDudhUtpadakSahakariSaunsthaMaryad itBhandolDharbandora-Goa.	Rs.75000/-		
11)	SomnathMahalaxmiSahakariDudhVya. Saunstha Ltd. Codar.	Rs.100000/-		
12)	BetquiKhandolaSahakariDudhVya. Society Ltd. BetquiKhandolaPonda Goa.	Rs.100000/-		
13)	NavdurgaDudhUtpadakSahakariSaunsthaMaryaditPani wadaBorim.	Rs.30000/-		
14)	ShriSatyaSahakariDudhVya. Saunstha Ltd. Savoi-Verem	Rs.30000/-		
15)	PriolGosavardhanSahakariDudhVya. Saunstha Ltd. PriolMardol Goa	Rs.100000/-		
16)	VijayaSahakariDudhVya. Saunstha Ltd. Dharbandora.	Rs.100000/-		
17)	JaibhavaniSahakariDudhVya. Saunstha Ltd. Sancordem.	Rs.150000/-		
18)	AdarshDudhVya. SahakariSaunstha Ltd. Usgao.	Rs.75000/-		
19)	GomataSahakariDudhVya. Saunstha Ltd. Keri, Ponda Goa.	Rs.75000/-		
20)	MahadevSahakariDudhUtpdk. Vya. Saunstha Ltd. Bethoda.	Rs.30000/-		
21)	ShriMahadevSahakariDudhVya. Saunstha Ltd. SangodMollem, Dharbandora Goa.	Rs.150000/-+ Rs.150000/-		

22)	DhenuMahilaDudhUtpadakSahakariSaunsthaMaryadit BarazanUsgao.	Rs.30000/-		
23)	ShriNavdurgaSahakariDudhVya. Saunstha Ltd. Kundai, Ponda Goa.	Rs.30000/-		
24)	DevanandVijayaSahakariDudhVya. Saunstha Ltd. CuncolimMardolPonda Goa.	Rs.100000/-		
25)	Shree BarabhumiSahakariDudhUtpadakSaunsthaMaryaditDhargeSacordaDharbandora-Goa.	Rs.100000/-		
26)	GanjeshwariSahakariDudhVya. Saunstha Ltd. Ganje,UsgaoPonda Goa.	Rs.30000/-		
27)	Shree Hanuman DudhUitpadakSah. SaunsthaMaryaditKarmale-Keri, Ponda.	Rs.30000/-		
28)	TribhuvanSahakariDudhVya. Saunstha Ltd. MardolPonda Goa.	Rs.150000/-		
29)	SHIRODA SahakariDudhVya. Saunstha Ltd. SHIRODA.	Rs.75000/-		
		Rs.2720000/-		

List of individuals given subsidy

Sr. No	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criteria for selection	No. of time subsidy given in past with purpose
N.A					

Particulars of Recipients of Concessions, permits or authorization granted by it.

[Section 4(1) (b) (xiii)]

Sr. No.	Name & address of the Beneficiary	Nature of Concession/permit/ authorization provided	Purpose for which granted	Scheme and Criteria for Selection	No. of similar concessions given in past with purpose
NIL					

Manual 14

Particulars of Recipients of concessions, permits or authorization granted by it

[section 4(1)(b)(xiii)]

Information available in an electric form

15.1 please provide the details of the information related to the various

Sr No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Can it be shared with public	Is it available or is being use as back end data base
NIL					

Manual. 15

Section 4(1)(b)(xiv)

Details of information available in electronic form

Particulars of the facilities available to citizens for obtaining information

[Section 4(1) (b) (xv)]

Facilities available for obtaining information

Sr. No.	Facility Available	Nature of information	Working Hours
Information Counter	-	-	-
Web site	Coop.goa.gov.in	All information regarding registration of Cooperative Societies, address, telephone number and other information of the office, staff, schemes etc.	24*7
Library	-	-	-
Notice Board	Notice Board attached outside the office.	Election notices and other matters related to Election of the Coop. Societies.	09:30 a.m. to 13:15 p.m. & from 14:00 p.m. to 17:45 p.m.

Manual -16

Particulars & Designation & other particulars of Public Information Officers

[Section 4(1)(b)(xvi)]

Sr. No	Name & Address of the Office	Public Information Officer	Asstt. Public Information Officer	First Appellate Authority
1	2	4	5	3
1	Establishment section O/o the Registrar of Coop. Societies, Sahakar Sankul, 5 th Floor, EDC Plaza, Patto, Panaji-Goa Ph. 2437165/2437174	Office Superintendent	Head Clerk	Dy. Registrar of Coop. Societies (Administration.)
2.	Account /Planning Sections O/o the Registrar of Coop. Societies, Sahakar Sankul, 5 th Floor, EDC Plaza, Patto, Panaji-Goa Ph. 2437165/2437174	Asstt. Account Officer	Accountant	
3.	Marketing Section O/o the Registrar of Coop. Societies, Sahakar Sankul, 5 th Floor, EDC Plaza, Patto, Panaji-Goa Ph. 2437165/2437174	Asstt. Registrar of Coop. Societies (Marketing)	Asstt. Marketing Officer	
4.	Technical/Audit/ Inspection/Scrutiny Sections O/o the Registrar of Coop. Societies, Sahakar Sankul, 4 th Floor, EDC Plaza, Patto, Panaji-Goa Ph. 2437165/2437174	The Asstt. Registrar of Coop. Societies (Headquarter)	Cooperative Officer I	
5.	Election Cell.	The Asstt.	Cooperative	

	O/o the Registrar of Coop. Societies, Sahakar Sankul, 4 th Floor, EDC Plaza, Patto, Panaji-Goa Ph. 2437165/2437174	Registrar of Coop. Societies (Election Cell) North Goa District, Panaji-Goa.	Officer	Dy. Registrar of Coop. Societies (Technical.)
6.	Election Cell O/o the Asstt Registrar of Coop. Societies, Gomant Vidya Niketan bldg.3 rd Floor , Margao-Goa. Ph.2733578	The Asstt. Registrar of Coop. Societies (Election Cell) South Goa District, Margao-Goa	Jr. Auditor	
7.	The Asstt. Registrar of Coop. Societies, Central Zone , 1 st Floor, Sahakar Bhavan, Panaji-Goa. Ph.2426187	Cooperative Officer	Sr. Auditor I	The Asstt. Registrar of Coop. Societies, Central Zone
8	The Asstt. Registrar of Coop. Societies, North Zone , Govt. Building Complex, Mapusa-Goa. Ph. 2262662	Cooperative Officer	Sr. Auditor I	The Asstt. Registrar of Coop. Societies, North Zone
9	The Asstt Registrar of Coop. Societies Bicholim Zone , "AAI" Building, Karapur Tisk, Sankhali-Goa.	Cooperative Officer	Sr. Auditor I	The Asstt. Registrar of Coop. Societies, Bicholim Zone
10.	The Asstt. Registrar of Coop. Societies, Ponda Zone , Sahakar Bhavan, Curti, Ponda-Goa. Ph.2313025	Cooperative Officer	Sr. Auditor I	The Asstt. Registrar of Coop. Societies, Ponda Zone

11	The Asstt Registrar of Coop. Societies, South Zone , Gomant Vidya Niketan bldg.3 rd Floor , Margao-Goa. Ph.2733578	Cooperative Officer	Sr. Auditor I	The Asstt. Registrar of Coop. Societies, South Zone
12	The Asstt Registrar of Coop. Societies Quepem Zone , H. No. 14, 1 st Floor, Biptimoll, Quepem-Goa. Ph.2662227	Cooperative Officer	Sr. Auditor I	The Asstt. Registrar of Coop. Societies, Quepem Zone
13	The Asstt. Registrar of Coop. Societies (ABN/EXE) North Goa District, Sahakar Bhavan, 1 st Floor, Curti, Ponda-Goa	Sr. Auditor	Jr. Auditor	The Asstt. Registrar of Coop. Societies, (ABN/EXE) , North Goa District
14	The Asstt. Registrar of Coop. Societies (ABN/EXE) , South Goa District, Gomant Vidya Niketan bldg.3 rd Floor , Margao-Goa.	Sr. Auditor	Jr. Auditor	The Asstt. Registrar of Coop. Societies, (ABN/EXE) , South Goa District

MANUAL. 17

Section 4(1)(b)(xvi)

Such other information as may be prescribed

Any other information as may be prescribed will be made available on the Official Website.