

Government of Tripura
Office of the Registrar of Cooperative Societies
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NO.F. 2-15(2)/PLAN/COOP/2014/

Dated, Agartala, the 25th/03/2015.

MEMO

Subject :- Guidelines for providing financial assistance in the shape of share capital / grants for development of Cooperative societies.

Since long, the Department of Cooperation is extending financial benefits to the different Cooperative societies registered under Tripura Cooperative Act. 1974, in the shape of share capital/grants so as to enable the cooperative societies for further development of their infrastructure, business activities, HRD etc. It is experienced that mere recommendation are coming from the ARCS/DRCS etc. without any basis or without consideration of the actual status / capacity of the societies although there is a 32 point, 3 page format, circulated much earlier. Presumably, this is in use upto ARCS/DRCS level. Because of this, in most of the cases, such assistance of share capital/grants are being utilized for other non-productive activities /without any effective result to the Societies.

2. With a view to streamline the matter and for effective assistance, the following guidelines are given for guidance of the ARCS/DRCS while recommending any cases for getting financial assistance etc;

- a) Since beginning of the financial year of any society, the business profile, manpower position, infrastructure available, further requirement for specific purpose with estimated cost etc. should be examined / scrutinized by the C.I. concerned and may send proposal in existing format.
- b) The existing 32 point (3 page) format will continue & be sent to DRCS within June every year by the C.I./ARCS giving details.
- c) For such scrutiny, the audited balance sheet/ accounts, report of the AGM, views of the BOD etc. need to be checked up thoroughly and carefully.
- d) On examination of the papers, the recommending officer (DRCS) may initiate the proposal to the RCS, for financial grant having regard to the following points-
 - i) Profit or loss made by the society with amount for the last financial year.
 - ii) The capacity of the society for expansion of its business and amount required for specific purpose of the business/ activities.
 - iii) Infrastructures available and need to be improved with new construction/repairing etc. (for specific purpose) and estimated cost thereof.
 - iv) The amount of share capital/grant received last, whether utilized properly & effectively.

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- v) Development of infrastructure should be on the basis of actual needs of the society so that if any infrastructure is developed, that could be put in actual use for furtherance of society's activities.
- e) After working out of the amount required society wise, the DRCS concerned would examine how many societies may be recommended during the year with a view to provide required amount at a time as per need because of the fact that where good amount is required, giving assistance of a very small amount (like giving 50,000/- against requirement of Rs. 5.00 lacs or so) mechanically, may not be feasible and bring any result at all. Rather targeting a specified period, all the societies may be assisted gradually.
- f) After examining all issues, papers, the DRCS concerned would send recommendation in a format (enclosed as Annex-A) within September, every year.
- g) After getting the amount so sanctioned society wise, it will be the responsibility the concerned Controlling Officer (ARCS/DRCS) that amount is utilized properly for the purpose given and one utilization certificate to that effect is issued by the respective society, countersigned by the Controlling officer before sending it to HQ for adjustment. ARCS/DRCS would also ensure it that such utilization certificates are not issued mechanically but issued only after proper utilization of the fund.
- h) During inspection as follow up action of the matter, it may be examined whether the society was/ is in a position to improve its function particularly in business sector or not and where necessary, due guidance should be given to the societies.
- i) As all the societies are functioning having regard to their local area of operation, the available resources within the area, need of the area, prosperous business activities which may be taken up by the societies etc. need to be examined and up-dated regularly so that proper guidance may be given to the societies on a regular basis with a view to get financial assistance to attain sustainable position within a given period of time say 3 to 5 years.
- j) Every DRCS/ARCS may examine, whether it is possible to make one or two Cooperative societies as "Model Society" within their respective jurisdiction and catering of the identified society may be monitored/ assisted properly and regularly. This proposal may be sent to HQ for special consideration of assistance.

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3. The above guidelines are given with a view to streamline the matter by the DRCS/ARCS concerned but may not be considered as exclusive one i.e. to say if any innovative idea / views are there, that may be examined and proposed to the HQ which may be replicated by other areas also, if so approved by the Department.

4. This will take immediate effect and until further order.



(K D Chowdhury, IAS)
Registrar of Cooperative Societies,
Government of Tripura.

To

1. DRCS/ARCS _____
2. MD/GM of TSCB/ACUB/TCARDB
3. Branch Officer, Planning Section for regular monitoring of the matter.

Copy also to :-

1. PS to the Hon'ble Minister, Cooperation Department, Govt. of Tripura.
2. PS to the Secretary, Cooperation Department, Govt. of Tripura.
3. All MD/GM of Apex Societies.
4. Central Guard file of this office.


(K D Chowdhury, IAS)
Registrar of Cooperative Societies,
Government of Tripura.

RECOMMENDATION FOR SHARE CAPITAL/ GRANTS TO THE SOCIETY
Under _____ District.

The following Cooperative societies are hereby recommended for providing Govt. share capital/grants towards further development of the Societies, during 2015_____.

This recommendation is made after scrutiny of all records, field level activities and present condition of the concerned societies.

Sl. No.	Name of the Society	Location	Main activities of the society	Profit/loss during last year	Alike amount received last	Amount recommended this year.	Remarks
1	2	3	4	5	6	7	8
Total							

Signature of DRCS

**FORMAT FOR SEEKING FINANCIAL ASSISTANCE
FROM GOVT. OUT OF STATE PLAN SCHEME.**

1. Name of Society with full address :-
2. Class of Society :-
3. Total population within the area of operation of the Society :-
 - I) General :-
 - ii) Scheduled Caste. :-
 - iii) Scheduled Tribe. :-
 - Total** :-
4. Total Membership. :-

Category	Year	20__-20__	
i) General			:-
ii) S.C.			:-
iii) S.T.			:-
Total			:-
5. Management vest in Board of Directors/ Board of Administrators/ Administrator. :-
6. Date of Election of Board of Directors :-
7. Date of last Annual General meeting (A.G.M.). :-
8. Is there any case of Misappropriation/ defalcation of fund or shortage of stock and if so, what action has been taken. :-
9. Manager/ Secretary and other Staff is /are required/ appointed as per requirement and existing norms. :-
10. Annual Return are submitted in the time regularly. :-
11. Position of audit of accounts with Classification of last 3 (three) years. :-
12. If insurance coverage of all properties of Societies including cash in hand. :-

13. Is there any case pending with insurance Company if so mention the amount. :-
14. What is the category wise Staff strength with monthly Salary. :-
15. If all kinds of Books, records, documents etc. as required are maintained up to date. :-
16. No. of branches with address. :-
17. What are the activities undertaken by the Society
 - i) F. P. Shop :-
 - ii) Stationary Stores :-
 - iii) Power tillers :-
 - iv) Agri. Business. :-
 - v) Others. :-
18. Mention the No. of consumers Store/ Govt. F. P. Shop / with address. :-
19. Total disbursement with No. of Loan and amount for last 3 (three) years. :-
20. Total recovery for last 3(three) years. :-
21. Loan refunded to Bank/ others. :-
22. Total average. :-
23. Total Outstanding. :-
24. What step has been taken for recovery of Outstanding loan. :-
25. Financial assistance received from ICDP/ GOVT / ADC etc. has been properly utilized for the purpose for which it has been sanctioned. :-
26. Have the Office bearer /BOD/members undergone training arranged by Coop. Union, if so details thereof. :-
27. Establishment cost for the last 3 (three) years. :-
28. Yearly what profit / Loss for the last 3 (three) years. :-

29. Accumulated net profit/ Loss for the last 3(three) years. :-
- 30.If any dividend is declared mentioning the amount in the relevant years. :-
31. Amount of assistance is required during the year..... With justification and supported with the resolution of the Directors. :-
- a) Share Capital :-
- b) Managerial Subsidy :-
- c) Others (in case of repairing of godowns/ power tillers etc. the estimate is to be submitted.) :-
- 32.Enclosed a copy of last balance sheet and decision of the Board of Directors seeking Share Capital etc. from the Govt. :-

Managing Director/ Manager of the Societies (with Seal)

Signature of the Chairman /President /Administrator of the Societies (with Seal).

Signature of the Cooperative Inspector of the Concerned circle (with seal). :-

Recommendation of the Assistant Registrar of Cooperative Societies. :-

Views of the Deputy Registrar of Cooperative Societies Gomati District, Udaipur. :-
