

Dated, Agartala, the 8/11 2017

MEMORANDUM

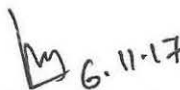
WHEREAS, "EASE OF DOING BUSINESS" is a priority of the State Government;

AND WHEREAS, there is a need to define clear timeline for approval of Registration Certificate/ Amendment of Bye Laws and service procedures for obtaining the Certificate & approved Bye-laws of Cooperative Societies under the provision of the Tripura Cooperative Societies Act. 1974 & Tripura Cooperative Societies Rules 1976.

Now, considering all aspects. it is ordered that the Registering Authority should issue the required Registration Certificate and Certificate of amendment of bye-laws within 30 (thirty) days from the date of receipt of the application in complete manner or may ask for additional documents /records or reject the application with intimation to the applicant showing proper reason under the provisions of the Tripura Cooperative Societies Act. 1974 & Rules 1976.

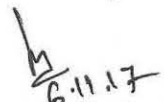
The Service procedure is enclosed.

This will take effect from the date of its publication in official Gazette.


(Animesh Das),
Deputy Secretary,
to the Government of Tripura.

Copy to:-

1. The P.A to the Hon,ble Minister, Cooperation etc, Department, Government of Tripura, Agartala for kind information of Hon,ble Minister.
2. The P.A to the Secretary, Department of Cooperation, Government of Tripura for kind information to the Secretary.
3. The Registrar of Cooperative Societies, Tripura for kind information.
4. Deputy Registrar of Cooperative Societies West /South/ North/ Gomati/ Khowai/ Dhalai/ Sepahijala/ Unakoti District for information.
5. The Manager, Government Press, Agartala with request to publish the Memorandum in the Tripura Gazette, Extra ordinary issue and send to this Department 5(five) spare copies for office record.
6. All Assistant Registrar of Cooperative Societies, under the establishment of Department of Cooperation, Government of Tripura for information.


(Animesh Das),
Deputy Secretary,
to the Government of Tripura

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SERVICES TO CITIZEN

O/o the Registrar of Cooperative Societies, Department of Cooperation, Government of Tripura,
SERVICE PROCEDURES FOR REGISTRATION OF COPPERATIVE SOCIETIES & THEIR AMENDMENT.

Name of the Department	Department of Cooperation
Communication Address	O/o the Registrar of Cooperative Societies, Palace Compound, Uttar Gate, Agartala, Sadar, West Tripura District, Pin:- 799001, (Phone-0381-2323765, Fax No.0381-2325935), (e. mail- rcstripura 2013 @ gmail.com.
Name of the Service	Approval of the Registration & Amendment of Bye-laws of Cooperative Societies under Tripura Cooperative Societies Act, 1974.
Procedure	<ol style="list-style-type: none">i) Applicant is to submit the Registration proposal/Amendment Proposal in form –“A” and in form “F” respectively along with required documents to the concerned cooperative Inspector (Coop).ii) Application received against receipt of acknowledgement.iii) Spot verification of the documents & inspection by the concerned Circle Inspector & issuing visit note,iv) If found satisfactory, the proposal to be submitted to the Registering authority through concerned DRCS/ARCS.v) DRCS/ARCS shall verify the proposal.vi) If found satisfactory, DRCS/ARCS forward the proposal to the Registering Authority with specific recommendation.vii) If the proposal found not satisfactory by the DRCS/ARCS, observation are to be communicated to the applicant concernedviii) On scrutiny of the proposal at RCS office, proposal shall be submitted to the Registering authority.ix) If the proposal is found incomplete, it should be returned back to the applicant for necessary correction & re- submission.x) Registration certificate to be issued.
Documents & Statutory form to be Submitted (in case of New Registration proposal)	<ol style="list-style-type: none">i) Application in form-A under Rule -4 should bear full signature of at least 14 (fourteen) Nos. promoter members. Each member should come from different families. There shall not be more than two persons from one family and at least one should be women. There will be no bar, if two members are women as per section 6(1) of TCS Act. 1974 (Third amendment Act. 2016).ii) Organization form in Cooperative Special form No. 7 should bear clear recommendation of the Cooperative Inspector of concerned Circle for registration of the Cooperative Society.iii) 4 (four) copies of bye-laws without any typing mistakes and duly signed by all promoter members as per Rule 4(1) (a) of the TCS Rules 1976.iv) A copy of resolution passed in general meeting of the promoter members taking decision for registration of the Society duly attested by proposed president of the Society in all papers with official seal .v) A Certificate from Bank showing the credit balance in favour of the proposed Society as per Rule- 4(1)(b) of TSC Rules 1976 should be submitted in support of the same. A list of Share holders showing share money paid by the promoter members and Up-to-date cash account of the proposed Society should also be furnished.

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- vi) As per Rule 4(1) (d) of TCS Rules 1976 a scheme should also be submitted.
- vii) A Certificate from the president of the proposed Society under the provision of Section 8(2) of TCS Act, to the effect that each of the promoter members are belonging to different families.
- viii) In case the proposed Society is a Technical/Special type of Society, a Technical feasibility and economic viability Certificate should be furnished from the concerned department.
- ix) Name and address of one promoter member with whom the communication to be made with as per Rule 4(1) (c) of TCS Rules 1976 is to be mentioned.
- x) Photo copy of voter Identity Card, Aadhar Card & Ration Card may be given as proof of address & Identity of the promoter members.
- xi) Such other documents as may be specified by the Registrar as per provision of Rule 4(1) (e) of TCS Rules 1976.
- xii) Bye-laws of the proposed Society should also contain the following provisions clearly:-
 - a) Person who will be the custodian of Cash and properties of the Society.
 - b) Government's participation in the Share Capital of the Society.
 - c) Person(s) who will operate the Bank A/C of the Society, preferably jointly by the President and Manager or Secretary (appointed) of the Society.
 - d) Person(s) who will sue or be sued in favour of the Society.
 - e) Provision of Bonus to the employees of the Society should be as per Bonus Act.
 - f) Dividend to share holders should be as per provisions of Section -59 of the TCS Act. 1974.
 - g) Appropriation of profit should be as per provisions of Section-57 of the TCS Act. 1974.
 - h) Provision of borrowing capacity of the Society should also exist.
 - i) Total elected members in a committee of a Cooperative Society shall not exceed eleven other than the Cooperative credit Structure Society, further that in an elected committee of a cooperative Society including the credit Structure Society consisting of individuals as members and having members from such class or category of person, one seat for Schedule Caste or the Schedule Tribe and two seats for women shall be reserved as per provision of section 65 of TCS Act. 1974 (Third Amendment Act, 2016).

Documents to be Submitted (in case of amendment of bye-laws)	<p>i) Copy of resolution of general meeting wherein amendment proposal have been passed, it should be submitted to the Registering Authority within a period of 2(two) months from the of the meeting at which resolution was passed as per Rules 12(4) of TCS Rules 1976 along with –</p> <p>a) An application in form- “F”,</p> <p>b) A copy of the relevant bye-laws in force with amendments proposed to be made in pursuance of the resolution.</p> <p>C) 4(four) copies of the Text of the bye-laws as it would stand after amendment, signed by the officers duly authorized in this behalf by the committee of the Society.</p> <p>d) A Copy of the notice to be given to the members of the Society with regard to the proposal of amendment of bye-laws.</p> <p>e) Such other information as may be required by the Registrar</p>
Maximum number of days to wait to get this Service delivered	30 (thirty) days
Whom to approach as an appeal (Competent Officer) If, the Service is not delivered in time	Secretary, Department of Cooperation
Maximum number of days to wait to get decision of the Competent Officer.	30 (thirty) days

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WORK FLOW FOR REGISTRATION OF COPPERATIVE SOCIETIES & THEIR AMENDMENT.

Steps	Activity	Service level in days	Responsible
1.	Applicant Submit registration proposal/amendment proposal in the circle office & collect receipt copy	1 day	Dealing Clerk
2.	Entry in to received book & send it to Registration Section	1 day	Dealing Clerk
3.	Section entry in to Register & put up to Section In-charge for verification of the documents	2day	Dealing Clerk
4.	Section in-charge verify the documents, if found satisfactory, then send it to the concerned B.O (DRCS/ARCS) for verification, and if found that the proposals are not satisfactory, these observation are to be communicated to the applicant.	5 days	Section officer
5.	Concerned DRCS/ARCS verify the documents, if found satisfactory, then send to the Registering authority with Specific recommendation.	3 days	DRCS/ARCS
6.	Received by the Registering authority and make entry in the Register.	1 day	Dealing Clerk
7.	Registering authority send back the proposal to the Registration Section	1 day	Dealing Clerk
8.	Registration Section makes entry in the Register, and then sends it to the Branch officer.	2 day	Dealing Clerk
9	Branch officer verified the documents and send to the Registering authority with his/her views	3 days	Section In-charge/Branch officer
10	Subject to necessity, for legal views proposal may send to the law Section	2 days	Law Officer
11	If found not Satisfactory, observation to be communicated to the applicant,	2 days	Dealing Clerk/ Dealing Assistant, Section In-Charge, Branch Officer/ Registering authority.
12	If found Satisfactory, , registration certificate is issued	7 days	Dealing Clerk/ Dealing Assistant, Section In-Charge, Branch Officer/ Registering authority.