

GOVERNMENT OF ODISHA
COOPERATION DEPARTMENT

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From

Shri S.K Misra
Deputy Secretary to Government

To

The Registrar of Cooperative Societies
Odisha, Bhubaneswar

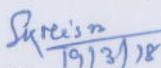
Sub: Job Chart of Divisional Deputy Registrar of Cooperative Societies

Sir,

I am directed to enclose herewith Job Chart of Divisional Deputy Registrar of Cooperative Societies.

You are requested to kindly circulate the same to the Divisional Deputy Registrar of Cooperative Societies. In the present Job Chart, it has been specifically mentioned about the administrative function, developmental function, statutory function, functioning as Deputy Director of Agriculture Marketing etc. This can enable the DRCS of the Divisions about their duties and responsibilities and what is expected from them.

Yours faithfully


19/3/18
Deputy Secretary to Government

JOB CHART OF DEPUTY REGISTRAR OF COOPERATIVE SOCIETIES

The Deputy Registrar of Cooperative Societies (DRCSs) of the Cooperative Divisions is the Head of the respective Divisions. The DRCS is to act as Nodal Officer of respective Divisions to exercise general superintendence and control over Cooperative Societies/Banks, Central Cooperative Banks & its Branches, Agricultural Marketing Institutions and subordinate offices under his/her jurisdiction. Besides, the DRCSs have also been declared as Deputy Director, Agricultural Marketing under the OAPM Act, 1956 from the year 1994. After the implementation of Revival Package for Short Term Credit Cooperative Structure (STCCS) as per Vaidyanathan Committee Recommendation, the DRCS have important role to guide, supervise and closely monitor the functioning of Short Term Credit Cooperative Structure (STCCS) and to consolidate the gains of Revival Package and make them sustainable. Further, the DRCS are responsible for implementation of different programmes/schemes of Government in respect of their Divisions.

Besides, the DRCS exercises quasi judicial functions/powers as conferred under the provisions of Odisha Cooperative Societies Act, 1962 and OCS Rules, 1965.

A. Administrative functions (as Head of the Divisional Office)

<p>To exercise such power and render such responsibilities as may be necessary for proper functioning of the Co-operative Societies which will, interalia, include :</p>	<p>1</p> <ul style="list-style-type: none"> i. Exercise control over the Sub-ordinate offices like ARCS circles and field functionaries like the Cooperative Extension Officers in Blocks and review/ monitor/ supervise their works on a regular basis. ii. Prepare Annual Inspection Programme of ARCS Circles/ All Cooperative Institutions including Cooperative Banks under his/her administrative control and conduct detailed inspection of Circle offices/ Blocks/ all Cooperative Institutions including Cooperative Banks as per the programme and as per allotment of inspection made by the Registrar of Cooperative Societies. iii. As per Rule 42 of OCS Rules, 1965, conduct Stock verification of every Society under the Division each year and ensure verification. iv. Review of Man Power related issues of Cooperative Institutions as per the circulars/ notifications/ orders of the RCS(O) & Govt. issued from time to time.
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	<p>v. Conduct adequate field visits - at least 10 days a month - for proper supervision/ monitoring/ visit inspection etc. of the Sub-ordinate offices/ field functionaries and Co-operative societies under their administrative control.</p> <p>vi. To exercise general superintendence & control over subordinate offices under his/her jurisdiction including disciplinary control.</p>
2	<p>i. Oversee/ monitor implementation of different plan & programmes, schemes and projects undertaken by the Cooperative Societies under their administrative jurisdiction.</p> <p>ii. Implementation of different programmes:</p> <p>a. Review enrolment of members in Coop. Societies.</p> <p>b. Review and ensure formation of JLGs.</p> <p>c. Review and ensure computerisation of PACS.</p> <p>d. Ensure agricultural credit flow to farmer members.</p> <p>e. Flow of other inputs supply like fertiliser, seeds, pesticides, etc.</p> <p>f. Review & ensure proper Online registration of farmers at PACS.</p> <p>g. Review & procure Digital Signature Certificates (DSC) for the Secretaries/ Purchase Officers of the PACS to facilitate Online payment of cost/subsidy through DFT/DBT as the case may be.</p> <p>h. Review & ensure quality checking of Agricultural produce, proper weighment by the Purchase Officers at each PPCs prior to purchase.</p> <p>i. Review & ensure proper documentation and maintenance of procurement records at PACS level.</p> <p>j. Review & ensure payment of MSP to all farmers who have sold agricultural produce at PPCs within the procurement period.</p>
3	<p>Meetings</p> <p>1. District Level Monitoring Committee (DLMC):</p> <p>a. Convene the meeting of the District Level Monitoring Committee (DLMC) to monitor implementation of PMFBY including preparation of action plan for conducting Crop Cutting Experiments (CCEs) at GP/Block/District level, identifying manpower and imparting required training for the purpose in consultation with DDA & DSO. With regard to Crop Insurance, DRCS is to liaison with DDM, NABARD, DDA, DSO, ADM/Sub-Collector.</p> <p>b. If necessary, in case of mid-season adversity & post harvest loss, take steps for placing the</p>

	<p>details before the DLMC for a declaration.</p> <ol style="list-style-type: none"> 2. District Level Technical Committee (DLTC): Ensure holding of regular meeting of the District Level Technical Committee (DLTC) for finalizing scale of finance for different crops and monitor its implementation. 3. Audit Triangular Committee: Convene meetings of the Audit Triangular Committee of Cooperative Societies of all Departments for discussion on and settlement of audit Para/ Objections once in three months. As the Chairman of the Triangular Committee, it is to be ensured that audit of each & every society is to be conducted in a systematic way each year and the societies are to submit the compliance within the specified period. It is to be reviewed whether audit programme have been made in due time and ensure audit of which societies left not conducted for years together. It is to be ensured timely reconstruction/up-dation/ availability of records for timely completion of audit. 4. Divisional Review meeting: As Nodal officer of the Division, conduct monthly Divisional meeting of the respective division to review the functioning and achievement of subordinate offices, coop. societies/banks, Marketing Institutions including RMCs and implementation & achievement of different programmes/schemes, etc. 5. Other Meetings: <ol style="list-style-type: none"> i. To attend circle review meetings. ii. To attend different meetings as and when convened by the Collectors of respective Districts/ R.C.S/D.A.M./ Govt. and any other authority iii. To attend meeting of different Committee/Committee of Management as member. iv. To convene/attend such other meetings as and when required.
4	<p>Developmental functions (as Head of the Division Office)</p> <ol style="list-style-type: none"> i. Monitor preparation of Action Plan for sustainable viability of the PACS/LAMPCCS/Cooperative Institutions. ii. Guide the Co-operative Societies in preparing and implementing Business Development Plan (BDP) for the financial viability/ profitability and ensure agricultural credit flow to weaker/ marginalized/ minorities/ women/ real cultivators. iii. Ensure strengthening of infrastructure by Coop. Societies for this purpose. If required, sanction & monitoring of construction of works executed by the Cooperative Institutions, as per the financial limit prescribed by the Govt.

	<ul style="list-style-type: none"> iv. Facilitate organization of awareness campaign, Seminars, Workshops, Sensitization meets, Training Programmes etc. for capacity building of sub-ordinate staff and field functionaries. v. Liaise between the Cooperative institutions and the District Level Authority, Planning and Development agencies like DRDA, ITDA, NABARD, Lead Bank Office and other line Departments for formulating/ funding area-specific projects/ Schemes. vi. DRCS is the monitoring officer for implementation of Crop Insurance Scheme in the Division, through Cooperative Banks/ Commercial Banks/ RRBs. As the convener of DLMC meeting, he/she is responsible for collection of information relating to premium collected for farmers deposit with the Bank and remittance of farmer's premium to the concerned implementing agency. Appraise the District Magistrate-cum-Chairman, DLMC on the progress of implementation of Crop Insurance upto settlement of claims every week through file. vii. To supervise all the activities of the Central Cooperative Banks/UCBs and its branches within the Division. viii. Monitoring of unauthorized use of terms like Cooperative & Cooperative Banks, unauthorized tapping deposits from public by any Cooperative and to take necessary action for prevention. ix. Review & ensure availability of infrastructure facilities at each PPCs prior to start of procurement. x. To promote application of Information & Communication technology (ICT) in Cooperative Institutions. xi. Make Action Plan and take steps for alienation of land for creation and development of infrastructures including Office building, godowns and PPC etc. of Central Cooperative Societies/ PACS & LAMPCCS and other Cooperative Institutions
5	Function as the Appellate Authority in respect of his office for supply of information under RTI Act & Rules.
B. Quasi judicial/ Statutory functions (Under the OCS Act, 1962 & OCS Rules, 1965)	
1	<ul style="list-style-type: none"> a. Registration, Amalgamation & Liquidation of Cooperative Societies. b. Amendment of the Bye-Laws of Cooperative Societies. c. Monitoring of election of members of committee of Management under the direction of the State Cooperative Election Commission. d. Supercede/ suspending the Committee of Management, removal of any office bearer/Officer and disqualify officers of Cooperative Society as per the statutory provisions.

- e. Conducting inspection/ enquiry of Cooperative Societies/ Cooperative Banks.
- f. Adjudication of disputes, revision/ review/ of order, decision or award.
- g. Review of distraint sale of attached/mortgaged property, enforcement of charge, execution of orders/ decisions/ awards made under the relevant provisions of the Act and pass orders for attachment of property before award/ order.
- h. Determination of offences and institution of prosecution for such offences committed under the Act & Rules.
- i. Requisition of Special Meeting of the General Body.
- j. Provide a panel of professionals to be co-opted to the Committee of Management of Societies under his jurisdiction on behalf of the State Government.
- k. Review convening of the General Body Meeting of the Cooperative Societies under his jurisdiction and take corrective measures in case of non-holding of the AGB Meeting by the Committee in addition to ensuring holding of the Special Meeting of the General Body.
- l. Review timely submission of Annual Report/ Annual Returns & preparation of financial statements and placement of the same before the auditors by the Committee of Management and initiate remedial measures in case of default.
- m. Review the performance of PACS/ LAMPSC/ FSCS and take corrective measures in respect of those who have incurred loss for a consecutive period of three years and initiate legal action.
- n. Review the performance and activities of Cooperative Institutions and take corrective measures in respect of those involved in serious financial irregularities/non-production of records and initiate legal action against them.

C. Functions as Deputy Director of Agricultural Marketing

- a. Ensure/ monitor implementation of different schemes of Government for funding of need based infrastructure for agricultural marketing.
- b. Monitor implementation of good marketing practices in the RMC, Municipal and GP markets and mobilize farmers and traders to utilize the existing market facilities of RMCs.
- c. To facilitate putting in place a responsive market information system and promote group marketing and other innovative marketing models.
- d. Authorized to allienate Govt. Land in favour of Director, Agricultural Marketing.
- e. Conduct Inspection of RMCs.
- f. To review the activities of RMO's functioning under their jurisdiction.
- g. To review the tour programmes and conduct annual inspection the office of the RMO's.
- h. To inquire into the allegations raised against RMCs as and when entrusted.

- i. Initiate steps for alienation of land for creation and development of markets/ collection centres of RMCs.
- j. Convene meeting of the District Level Coordination and monitoring Committee (DLCMC) to review the agricultural marketing activities for strengthening and streamlining the sector and prepare District Agricultural Marketing Plan with strategy for market driven production.
- k. Attend meetings convened by the Director, Agricultural Marketing, Odisha.
- l. Attend Market Committee meetings and other market related meetings of RMCs as member.

D. Statutory Functions as Deputy Director of Agricultural Marketing (Under the OAPM Act, 1956)

To work within the territorial jurisdiction assigned to them, as per the powers delegated by the State Government under the Act from time to time.