

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES, ODISHA,  
BHUBANESWAR.

Letter No. IV STS-2 -04/22

7099

Dated.

24/5/22

To

All the Divisional Deputy Registrar of Cooperative Societies.

**Sub:- List of Cooperative Societies as on 31.3.2022, instruction & guidelines regarding submission of such list.**

Madam/Sir,

Enclosed please find herewith the Proforma No I to VI along with the guidelines and instructions for preparation and submission of list of Cooperative Societies for the year 2021-22. The Divisional DRCS should furnish the consolidated list of Cooperative Societies of the Division along with certificate (both by ARCS & DRCS) that the register of registration and liquidation has duly been checked and verified as on 31.03.2022. Further the status such as working/Moribund of each society should be reported properly in the status column.

You are therefore requested to prepare and submit the list of Cooperative societies of your Division as on 31.03.2022 in the enclosed Proforma-I to VI (both in hard and soft copy) to this office by 30.06.2022 positively in accordance to the guidelines and instructions issued. Further the defect noticed during compilation of list of Cooperative Societies for the year 2020-21 should be taken care off while submission of List of CS for the year 2021-22. The soft copy in Excel sheet should be sent through e-mail [rcssts@gmail.com](mailto:rcssts@gmail.com)

Yours faithfully,

Registrar,  
Cooperative Societies, Odisha

Memo. No.

7/500

Dated.

24/5/22

Copy along with enclosures forwarded to all Circle ARCS for information and necessary action.

Registrar,  
Cooperative Societies, Odisha

Memo. No.

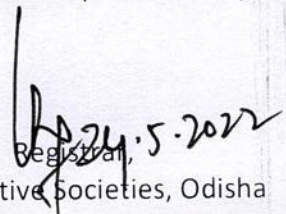
7101

Dated.

24/5/22

1)

Copy with enclosures forwarded to the Law Officer of this directorate for information and necessary action. He is requested to furnish the list of Coop. Societies registered by RCS (O) along with status, category and also societies put under liquidation to Statistics Section by 30.06.2022.

  
Registrar,  
Cooperative Societies, Odisha

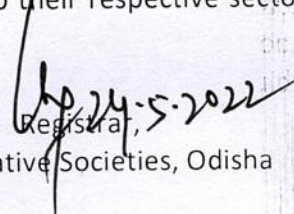
Memo. No.

7102

Dated.

24/5/22

Copy forwarded to JRCS(T&P)/ DRCS(Credit)/ DRCS(Marketing)/DRCS(Consumer) for information and necessary action. They are requested to furnish a detailed list of Apex CS, Central CS and state level Societies registered by RCS(O) along with their present status(Working/Moribund), membership position relating to their respective sectors to Statistics Section by 30.06.2022 positively.

  
Registrar,  
Cooperative Societies, Odisha

## **Guidelines and instructions for preparation of List of Cooperative Societies.**

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1. Registers for registration of Society, liquidation of Society must be updated as on 31/3/2022. It should be duly checked & signed by concerned ARCS & DRCS.
2. List of CS should be prepared based on that updated & verified position of societies in record as on 31/3/2022.
3. Format for list of CS for 2021-22 contains 6 broad categories.
  - i) List of Central Society (Credit/ Non- Credit) (Proforma- I).
  - ii) List of Primary Agricultural Credit Societies (PACS/LAMPCS/FSCS) (Proforma- II)
  - iii) List of CS with classification of Credit & Non-Credit Primary Societies (Proforma- III)
  - iv) List of liquidated (under liquidation) Societies (Proforma- IV)
  - v) List of OSHC 2001 Act (Repealed) converted to 1962 Act. (Proforma-V)
  - vi) List of Dormant/Moribund Cooperative Societies for the last 3 years and above (Proforma-VI)
4. The present status of Society is very important information. It should not be entered without proper verification. Many Societies reported to be functional are actually found moribund. While entering the status of the society, Inspection or Audit Report should be referred as the primary source of information in the matter. **Working status of society must be supported by Receipt & Expenditure statements, other financial statement for the related year.**
5. You are also instructed to mention specifically the details of **newly registered society** (Proforma-I,II,III) and society **whose registration No. has been cancelled should be reported in Proforma-IV.**
6. **The societies registered by RCS(O) other than Apex CS whose headquarter lies in the area of operation of the circles should also find a place in the list of CS submitted by circles with a remark in the Regd. Authority Column as RCS.**
7. List of CS submitted by ARCSs to Divisional DRCS should contain a certificate that related registers have been updated, verified and signed by concerned ARCS. Similarly,

Divisional DRCS should certify the facts as mentioned above with respect to records maintained in his Division while transmitting the same to the Directorate.

8. List of cooperative societies should give clear picture about Registering Authority.

The basic premise of compilation of list of cooperatives is that, it is compiled based on societies registered by particular registering authority (RCS/Divisional DRCS/Circle ARCS). It needs to be kept in mind while reporting list of cooperatives.

9. In some cases, after reorganization of circles and divisions, Registration records have been transferred to concerned ARCS or DRCS having area of jurisdiction after such reorganization. List of societies furnished by new circles and divisions should take cognizance of such societies, the records of which have been transferred to them and report the same in the format accordingly.

10. Membership position of moribund societies should not be left blank. The same should be entered basing on the last audit /Inspection Report available, if present position could not be ascertained.

11. Contact number and e-mail Id of the societies along with complete postal address should be provided in the address column of Proforma-I,II ,III and V.

12. The dealing SARCS/ICS of the Divisions and Circles will be asked to attend this office with records of registration and liquidation in case of Major Discrepancies noticed in the list of CS submitted by them.

13. The updated mobile number along with the name of the Chief Executives of PACS/LAMPCS/FSCS should be provided in Proforma –II of the list of CS.

14. The newly registered Coop Societies and societies put under liquidation during the period 2022-23 should be immediately reported to the Deputy Director, Statistics

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Proforma - III

List of Primary Coop. Societies as on 31.03.2022 (except PACS/LAMPSCS/FSCS)

Sl.No	Name of the CS	Category	District	Division	Circle	Block/ Urban Local Bodies	Postal Address	E-mail	Contact Number/ Mobile Number	Regd.No/ Date	Status (Working/ Moribond)	Regd. Authority/ RCS/DRCS/ ARCS)	Total Member ship	Out of which							
														Sch.Caste	Sch.Tribe	OBC	Gen	Women			
Part-A		Credit																			
		CARD Bank																			
		Urban Bank																			
		ECS & Cr. CS																			
Part-B		Non Credit																			
		HBCS																			
		MPCS																			
		PRY. Consumer Store/Student Store																			
		Women CS																			
		Fruit & Vegetable CS																			
		Other Agril. CS*																			
		Other Non-Agril. CS*																			

\* Other Agril. Societies such as Betel society, Farming society, Coconut society etc. to be specifically mentioned  
 \* Other Non Agril. Societies such as Medicine CS, Transport CS, Film CS, Tourism CS etc. to be specifically mentioned







