

NOTICE BOARD

Name of the office-

Office of the Registrar Cooperative Societies Himachal Pradesh Shimla-9.

Name of the Designated Officer-

Sh. S.K Rangra

Designation-

Additional Registrar (Monitoring) Cooperative Societies Himachal Pradesh Shimla-9

Sr. No	Name of the service/Public Service.	Documents to be attached with the application.(list enclosed)	Stipulated time limit for providing service (s).	Name and address of the first appellate authority.	Stipulated time limit for disposal of first appeal.	Name and address of the second appellate authority.
1.	2.	3	4	5	6	7
1.	Registration of Co-operative Societies under H.P. Cooperative Societies Act, 1968	Following documents required for registration of a Cooperative Society have been uploaded on the Departmental website. i) Schedule Form A i.e Application for registration of a Coop. society. Kindly see Guidelines/ Norms and procedure to be followed for Registration of a Cooperative Society.	a) Scrutiny of proposal and communication of deficiencies/discrepancies, if any- 21 days b) Issuance of registration certificate after receipt of complete proposal- 15 days .	Joint/additional Registrar Cooperative Societies(for primary Coop. Societies) Registrar Cooperative Societies Secretary (coop.) (For state level Coop. Institutions)	30 days which can be extended upto a maximum period of 45 days by recording the reasons in writing.	State Information Commissioner H.P Shimla-2.
2.	Amendment of byelaws: a)Primary Cooperative	i) Copy of existing bye laws. ii) Three copies of the proposed amendments duly passed by two	(A) Scrutiny of proposal communication of deficiencies/discrepa	Joint/additional Registrar Cooperative Societies(for primary	30 days which can be extended upto a	State Information Commissioner H.P Shimla-2.

	<p>Societies, except Coop. Banks</p> <p>b) Secondary Cooperative Societies, except Coop. Banks.</p> <p>c) State level Cooperative Societies and Coop. Banks.</p>	<p>third of the members present in general house and signed by two authorized persons.</p> <p>iii) Registration certificate if the amendments relate to the change in name or liability of Society</p> <p>iv) Certificate by the Secretary as per Rule 8(2) (4) of the H.P Cooperative Societies Rules, 1971.</p> <p>Procedure to be followed for carrying out amendment in bye laws is at Section 11 of the HP Coop. Societies Act, 1968 and Rule 8 under HP Coop. Societies Rules 1971.</p>	<p>ncies, if any – 21 days.</p> <p>(B) Registrar of amendment after receipt of complete proposal-within 15 days.</p>	<p>Coop. Societies)</p> <p>Registrar Cooperative Societies</p> <p>Secretary (coop.) (For state level Coop. Institutions.</p>	<p>maximum period of 45 days by recording the reasons in writing.</p>	
3.	<p>Registration of Societies under H.P. Societies Registration Act,2006 (State Level)</p>	<p>i) Application for registration of society in form No. I prescribed in Rule 3 of the H.P. Societies Registration Rules, 2006</p> <p>ii) Memorandum of association and regulations in duplicate duly signed by three governing body members</p> <p>iii) Joint Declaration of members</p> <p>iv) NOC from the owner of the building/premises where head office of the society is proposed .</p> <p>v) photocopy of Aadhar Card of all the promoter members</p> <p>vi) Location & Head office of the</p>	<p>a) Scrutiny of proposal and communication of deficiencies discrepancies, if any- 21 days.</p> <p>b) Issuance of registration certificate after receipt of complete proposal-15 days.</p>	<p>D.C.of the Concerned District.</p> <p>Registrar Cooperative Societies</p> <p>Secretary (coop.) (For state level Coop. Institutions</p>	<p>30 days which can be extended upto a maximum period of 45 days by recording the reasons in writing.</p>	<p>State Information Commissioner H.P Shimla-2.</p>

		Society supported by some documentary proof such as electricity/ water /telephone bill.				
4.	Amendment of Byelaws of Societies under H.P. Societies Registration Act, 2006. (State Level)	<p>i) Application for registration of amendment</p> <p>ii) Memorandum in duplicate and annotated form duly signed by three authorized signatories.</p> <p>iii) Resolution of the general body passed by 3/5th majority of the members in a special general meeting</p> <p>iv) Form IV duly signed by the President.</p> <p>v) Submission of original record i.e memorandum of association, Regulation and certificate in case of name change.</p> <p>vi) Submission of audited account returns, update list of members as well as office bearers accompanied by their identity proofs.</p> <p>vii) Location & Head office of the Society supported by some documentary proof such as electricity/ water bill and declaration.</p>	<p>a) Scrutiny of proposal and communication of deficiencies discrepancies, if any- 21 days.</p> <p>b) Issuance of registration certificate after receipt of complete proposal-15 days.</p>	<p>D.C.of the Concerned District.</p> <p>Registrar Cooperative Societies</p> <p>Secretary (coop.) (For state level Coop. Institutions</p>	<p>30 days which can be extended upto a maximum period of 45 days by recording the reasons in writing.</p>	<p>State Information Commissioner H.P Shimla-2.</p>

- (1) Name and designation of the person authorized to receive application (s) Smt. Sudesh Gautam, P.A to Addl. RCS (Monitoring)
In the office of the designated officer.
- (2) Time limit for filing the first appeal. 30 days
- (3) Time limit for filing the second appeal. 60 days