

NOTICE BOARD

Name of the office-

Office of the Deputy Registrar (Western Division) Cooperative Societies, Dharamshala

Name of the Designated Officer-
Designation-

Sh. Sudhir Katoch
Deputy Registrar Cooperative Societies

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	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.	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.

		followed for Registration of a Cooperative Society.				
2.	Amendment of byelaws: b) Secondary Cooperative Societies, except Coop. Banks.	<ul style="list-style-type: none"> i) Copy of existing bye laws. ii) Three copies of the proposed amendments duly passed by two third of the members present in general house and signed by two authorized persons. iii) Registration certificate if the amendments relate to the change in name or liability of Society iv) Certificate by the Secretary as per Rule 8(2) (4) of the H.P Cooperative 	<p>(A) Scrutiny of proposal communication of deficiencies/discrepancies, if any – 21 days.</p> <p>(B) Registrar of amendment after receipt of complete proposal-within 15 days.</p>	Registrar Cooperative Societies	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.

		<p>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>				
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| (1) Name and designation of the person authorized to receive application (s) in the office of the designated officer. | Sh. Vijay Kumar Supdt. Gr.-II O/o Addl. RCS
D/Shala |
| (2) Time limit for filing the first appeal. | 30 days |
| (3) Time limit for filing the second appeal. | 60 days |