

EST/ Administration Section.

1) Superintendent

1. Overall Supervision & monitoring of conduct of Establishment Section establishment section staff.
2. Supervision of files of viz., court matter, Disciplinary matters, coordinating with advocates related to court matter of EST section
3. APIO for RTI restricted DR (Admn.).
4. Over all supervision on LAQ Matters
5. Monitoring of filling of vacancies occurred due to promotion, death, resignation, retirement. Briefing DR. (Admn.) on the status of vacancies on regular intervals.
6. Attending RTI matters in the State Information Commission with the PIO.
7. Any work assigned by Superiors.

2) Head Clerk

1. All matters pertaining to creation of posts.
2. All matters pertaining to revival of posts
3. Filling up of all Group 'B' & 'C' posts by direct recruitment/promotion etc including roster.
4. Lifting of probation period of the Group "B" staff (Cooperative Officer).
5. Seniority of Staff.
6. Framing of Recruitment Rules.
7. Supervision of files of vig., court matter, Disciplinary matters.
8. Attending Court cases alongwith Deputy Registrar (Admn) and briefing on the matter with Govt Advocates related to matters of EST section.
9. Drafting of replies and parawise comments in the court matters of establishment section
10. All files pertaining to UDC- I, II, III & IV
11. Drafting/Putting up proposals to Governments related to contract appointment, accommodation, purchases etc.
12. Any work assigned by Superiors

3) U.D.C. I

1. Maintenance of service records, personal files, Increments, leave records and other service matters of Group A,B & C staff in the Head office
2. Deputation of Officers to the institutions, Issue of Certificate under FR. 26.
3. Conversion of temporary posts into permanent(Confirmation)
4. Correspondence relating to Election matters, Census work
5. Issue of Identity Cards
6. NOC for passport of permission under CCS Conduct Rules
7. Pension matter of retired employees
8. Pay fixation consequent to promotion, MACPS, increment.
9. Sanction of MACP to all the employees of this Department.
10. Correspondence Regarding MACPS.
11. Any other staff related matters assigned from time to time.
12. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
13. Any work assigned by Officer In-Charge of the section.

4) UDC-II

1. All matters pertaining to stationery including maintenance of registers.
2. Correspondence received from Asstt. Registrar of Coop. Societies, Central Zone, Panaji, Asstt. Registrar of Coop. Societies, North Zone, Mapusa and Asstt. Registrar of Coop. Societies, Quepem Zone, Quepem pertaining to EST matters.
3. Purchase of Book & Maintenance of Library Books.
4. Correspondence relating to sports and youth affairs/ armed force flag day/ All India Radio.
5. Certifying the Electricity bills, Water bills, Petrol/Diesel bills and other bills of Head Office.
6. Any work assigned by the Officer In-Charge of the section

5) U.D.C. III

1. Correspondence relating to Office Accommodation and cleanliness of the office premises including Rent, Electricity and water Bills
2. All correspondence pertaining to Asstt. Registrar of Coop. Societies, South Zone, Margao .
3. Purchase of computers and e services
4. Correspondence regarding Computers, Telephones.
5. Purchase of Vehicles and contractual appointment of vehicle from GTDC.
6. Matter relating to AMC of A.C. and maintenance.
7. Correspondence relating to Government Accommodation/Office
8. All A.M.C.'s like Computers/10KVA UPS/GBBN Connectivity / Printers ,Antivirus solution, Xerox digital, Cyclostyling Riso, Telephones, Franking
9. Machine, Fax Machine etc.
10. Purchase of dead stock, Computers and Maintenance thereof
11. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
12. Any work assigned by the Officer In-Charge of the section.

6) U.D.C. IV

1. Annual Property returns.
2. Assisting Head clerk
3. All matters pertaining to Ponda Zone.
4. All matters pertaining to Bicholim Zone.
5. All matters pertaining to GHRDC.
6. Put up file of monthly data received from all zonal offices regarding Re-allocation of staff and update the same with the help of LDC
7. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
8. Compilation of Weekly/fortnightly returns of all sections and processing

9. Any work assigned by Officer In-Charge of the section.

7) Jr. Stenographer-I

1. Overall duties of P.A. to the Registrar of Coop. Societies which includes following :-
 1. Maintaining confidential reports of the staff.
 2. Preparing Assessment sheet of A.C.R.s. of the staff for the purpose of DPC/ACPS/MACPS etc.
 3. Custody of Inspections reports of all Cooperative Banks.
 4. Any work assigned by the Officer In-Charge of the section.

8) L.D.C.- I

1. Inward of Tapal Inward & Distribution of tapal in different sections of the office.
2. Maintenance of stamps account register.
3. Attending Phone calls & transferring to the respective section
4. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
5. Any work assigned by superior/Officer-uncharged of the Establishment Section.

9) L.D.C.- II

1. Vigilance matter in respect of staff members.
2. Matter pertaining to Social Welfare and Tribal Department
3. Assisting Head clerk in Updating the Roster and verification of Roster
4. Matters related to appointment of Nodal Officers
5. Matter relating to issue of office orders/ orders as per the instructions from superiors.
6. Assisting Head clerk in Recruitment and Promotion procedure.
7. Appointment of panch witness.

8. Devising MIS report format under e-cooperative system for making available downloads in Excel and PDF
9. Typing of EST Section.
10. Any work assigned by Superior/Officer In- Charge of the Establishment Section

10) L.D.C. III

1. Inward of Tapal Inward & Distribution of tapal in different sections of the office.
2. Maintenance of stamps account register.
3. Any work assigned by superior/Officer-uncharged of the Establishment Section.

11) L.D.C. - IV

1. Maintaining Attendance certificate, casual leave, biometric.
2. Coordination with water supply agency for water for office use and RCS.
3. Attending complaints related to Air Condition of Office.
4. Maintenance of vehicles registers, Log books.
5. Typing of EST Section.
6. Any work assigned by the Officer In-Charge of the section.

12) LDC-V

1. Distribution of entire Tapal to Establishment section.
2. Training file for GIPARD and other institutions etc.
3. Updating of Departmental Website and internet related issues under the guidance of UDC-III.
4. Typing of EST Section.
5. Any work assigned by the Officer In-Charge of the section

13) L.D.C.-VI

1. Inward of Tapal Inward & Distribution of tapal in different sections of the office.
2. Maintenance of stamps account register.
3. Any work assigned by superior/Officer-uncharged of the Establishment Section.

14) LDC -VII

1. Correspondence regarding House Building Advance
2. RTI matters.
3. Updating of Departmental Website and internet related issues under the guidance of UDC-III.
4. Feeding of staff data of EST section under e-cooperative Management system.
5. Typing of EST Section.
6. Any work assigned by the Officer In-Charge of the section

15) Driver-I

1. Driving/ Maintenance of vehicle.

16) Driver -II

1. Driving/ Maintenance of vehicle.
2. Any work assigned by the Officer In-Charge of the section.

17) MTS-III

1. Wiping of table and chair of the all the staff members/ superiors
2. Carrying the files from table to table.
3. Xerox and Cyclostyle operator
4. Other non clerical work in the section.
5. Assisting in routine office work like diary, dispatch etc. including on Computer
6. Delivering of Dak outside the building.
7. Opening of office and rooms.

18) MTS-IV

1. Wiping of tables and chairs of the Superiors/Officials.
2. Carrying out files from table to table.
3. Xerox and Cyclostyle operator
4. Other non clerical work in the section.
5. Assisting in routine office work like diary, dispatch etc. including on Computer
6. Delivering of Dak outside the building.
7. Opening of office and rooms.
8. Driving of vehicles if in possession of valid driving license.
9. Any work assigned by Officer/Officials In-charge of the Establishment Section.

19) MTS-V

1. Wiping of tables and chairs of the Superiors/Officials.
2. Carrying out files from table to table.
3. Xerox and Cyclostyle operator
4. Other non clerical work in the section.
5. Assisting in routine office work like diary, dispatch etc. including on Computer

6. Delivering of Dak outside the building.
7. Opening of office and rooms.
8. Driving of vehicles if in possession of valid driving license.
9. Any work assigned by Officer/Officials In-charge of the Establishment Section.

ACCOUNTS SECTION:-

1. Accountant.

1. To verify Pay bills, Travelling Allowance bills, Medical Reimbursement bills, Contingent bills etc.
2. Writing of Budget Control Register.
3. Reconciliation of Expenditure figures.
4. Compilation of Monthly Expenditure figures.
5. Writing of G.F.R. 9 register.
6. To verify the applications of G.P.F. withdrawal/Advance, Scooter Advance, Motor Car Advance, House Building Advance, Final Payment of .P.F. balance etc.
7. Allotment of Funds to zonal offices.
8. Preparation of Sanction orders in respect of office expenses, rent etc. of zonal offices, sanction orders in respect of Saving Fund & Insurance Fund under G.G.E.G.I.S.1996.
9. Preparation of Final Payment of G.P.F. balance bill on receipt of Authority letter from the Directorate of Accounts.
10. Preparation of Budget Estimate & Revised Estimate under Non-Plan.
11. Preparation of Quarterly Salary statement in respect of Non Gazetted staffand to furnish the same to Income Tax Department.
12. Preparation of Surrender of Funds statement.
13. Preparation of Voucher wise statement of expenditure incurred under minor head 502- Expenditure Awaiting transfer to other departmental

head & to propose necessary transfer entry under the functional salary head.

14. Preparation of transfer entries.
15. Preparation of form 16 in respect of Non Gazetted staff and form 16-
A in respect of suppliers.
16. Overall supervision & checking of day to day Accounts work.
17. Any other work assigned by the A.A.O.

2. UDC,

1. TA/DA bills of Gazatted & non-Gazatted staff, L.T.C. bills, Medical Bills.& A.C./ D.C. Bills.
2. All advance bills like Tour Advance, G.P.F. Advance.
3. G.P.F withdrawal of Head office staff..
4. Children Education Allowance bills.
5. Maintenance of T.A. /D.A. and Medical Reimbursement files.
- 6 Maintenance of various types of registers regarding Advances given to the departmental staff.
7. Any other work assigned by the Accountant/ A.A.O.

3. U.D.C

1. TA/DA bills of Gazatted & non-Gazatted staff, L.T.C. bills, Medical Bills.& A.C./ D.C. Bills.
2. All advance bills like Tour Advance, G.P.F.Advance.
3. G.P.F withdrawal of Head office staff..
4. Children Education Allowance bills.
5. Maintenance of T.A. /D.A. and Medical Reimbursement files.
6. Maintenance of Medical files, T.A/D.A files of zonal offices for countersignature.
7. Maintenance of various types of registrars regarding Advances given to the department staff.
8. Preparation of Final Payment of G.P.F. balance bill on receipt of Authority letter from the Directorate of Accounts.
9. Transfer of TA file of Head office & Zonal offices.

10.Maintenance of New Pension Scheme PPAN Number Allotment files.

11.Any other work assigned bt the Accountant /A.A.O.

4. L.D.C.-I

1. Preparation of salary bills of Non Gazatted staff (Old & new staff).
2. Writing of pay bill register (Old & New staff).
3. Preparation of all schedules related to pay bill i.e. G.P.F Schedules, Annexure III, Annexure IV, Insurance & Saving fund Schedules, Computer Advance schedules, Interest on computer Advance schedules, HBA Schedules, Interest on HBA Schedules, MCA Schedules, Interest on MCA Advance, House rent license fee schedules, TDS Schedules etc (old & new staff).
4. Preparation of contingent bills i.e. Electricity, telephone, rent, water, sweepers, advertisement, purchases for office materials & stationery, office vehicle repairs & other contingent payment related bills.
5. Preparation of sanctions orders for above all contingent bills.
6. Preparation statement for Arrears bills i.e. MACP, ACP, Onetime Increment, Pay fixation on promotion.
7. Uploadation of ECS Payment for contingent bills & salary bills.
8. Uploadation of ECS details of suppliers whose payment has to be made.
9. Follow up of salary bills & contingent bills with Directorate of Accounts, Panaji.
- 10.All typing works given by superior staffs.
- 11.Any other work assigned by the Accountant/ A.A.O.

3. L.D.C.-II

1. Handling cash, writing of cash book.
2. Forwarding of L.I.C. premium of staff and other third party details to concerned Bank.
3. Issue of salary details for salary certificate.

4. Preparation of Pay bills of Gazetted staff.
5. Writing of Cheque register.
6. Maintenance of Bill Register.
7. Preparation of Monthly pendency report of bills submitted to Directorate of Accounts.
8. All typing work of accounts section as and when occurs.
9. Inward & Outward correspondence and preparation of weekly return statement.
10. Any other work assigned by the Accountant/ A.A.O.

4. MTS.

1. Submission of bills to Directorate of Accounts, Panaji and collection token, cheques and maintenance of Token Register.
2. To deposit Challan into Bank/ Treasury.
3. To help Accounts staff in maintaining of office records and other office related work.
4. To help in preparation of salary bills & Contingent bills of Accounts section.
Any other work assigned by the Accountant/ A.A.

ELECTION CELL:-

1. Co-operative Officer

1. Scrutiny and examination of files/correspondences submitted by the subordinate staff from Election Cell.
2. Drafting letters pertaining to the section as per the requirement.
3. Overall supervision and control over the subordinate staff and ensuring timely attendance and office decorum.
4. Any other work and duties as assigned by the superior from time to time.

2. Sr. Auditor/Inspector-I

1. All matters related to election held at the level of North Zone, Quepem Zone and Ponda Zone, i.e. issuing of orders thereby appointing Asstt. Election Officer of the respective zones to hold the election of the societies, Issuing orders of office bearers of the societies, Issuing orders to appoint an auditor to conduct the audit of the societies, Issuing letters to the concern AEO to refund the balance amount of the society.
2. Dealing with the files of Weekly Arrears statement.
3. Dealing with correspondence received in relation to RTI matters.
4. Dealing with correspondence of leave record.
5. Dealing with any other work as per the subject matter.
6. Typing work.

3. Sr. Auditor/Inspector-II

1. All matters related to election held at the level of Central Zone, Bicholim Zone and South Zones, i.e. issuing of orders thereby appointing Asstt. Election Officer of the respective zones to hold the election of the societies, Issuing orders of office bearers of the societies, Issuing orders to appoint an auditor to conduct the audit of the societies, Issuing letters to the concern AEO to refund the balance amount of the society.
2. Receiving and Distribution of Tapal.
3. Dealing with correspondence received in relation to RTI matters.
4. Dealing with any other work as per the subject matter.
5. Typing work.

4. Jr. Auditor/Jr. Inspector

1. All matters related to election held at the level of North Zone, Quepem Zone and Ponda Zone, i.e. issuing of orders thereby appointing Asstt. Election Officer of the respective zones to hold the election of the societies, Issuing orders of office bearers of the societies, Issuing orders to appoint an auditor to conduct the audit of the Election Fund Account, Issuing letters to the concern AEO to refund the balance amount of the society deposited in Election Fund A/C.
2. Dealing with any other work as per the subject matter.
3. Typing work.

5. LDC-I

1. All matters related to election held at the level of Headquarters, i.e. issuing of orders thereby appointing Asstt. Election Officer of the respective zones to hold the election of the societies, Issuing orders of office bearers of the societies, Issuing orders to appoint an auditor to conduct the audit of the societies, Issuing letters to the concern AEO to refund the balance amount of the society.
2. Dealing with the correspondence of **Monthly Progress Report related to all zones.**
3. Maintaining Zone-wise record of the societies in view of Rule **52(h(i))** of the Goa Cooperative Societies Rules 2003.
4. Dealing with the files of Weekly Arrears statement.
5. Dealing with correspondence received in relation to RTI matters.
6. Writing Mustor Roll
7. Stationary File.
8. Dealing with any other work as per the subject matter.
9. Typing work,

TECHNICAL SECTION – I

1) Coop. Officer –Technical-I

1. Scrutiny and examination of Files/correspondence submitted by the subordinate staff from Technical Section – I.
2. Overall supervision and control over the subordinate staff and ensuing timely attendance and office decorum.
3. Monitoring of computerization work for development of e-Cooperative management system.
4. Any other work and duties as assigned by the superior from time to time.

2) Sr. Auditor/Sr. Inspector/SRO-I

1. All matters related to amendment to Goa Coop. Societies Act, 2001/Rules 2003 and correspondence thereof and drafting of new Act/Rules in case if felt necessary and related work such as drafting of Circular, Notification, guidelines etc., to zonal offices, Societies, Banks, Federal Institution in connection with amendments.

2. All correspondence relating to Registration/ amendment of bye laws of Banks/societies having area of operation to entire State of Goa.
3. All correspondence related to RBI in respect of 6 Coop. Banks/Govt. of India/State Govt. /NABARD/Lead bank, other Autonomous Bodies.
4. All correspondence related to Registration of Multistate Coop. Societies Act/Rules and delegation of powers of Central Registrar of Coop. Societies and the Goa State Coop. Bank Ltd., Panaji & Mapusa Urban Coop. Bank of Goa Ltd.
5. All correspondence regarding annual administrative report, money lending Act/Flat ownership Act and any other Act/Rules & correspondence regarding TAFCUB Meeting.
6. Correspondence related to OTS Scheme for Urban Coop. Credit Societies and other societies (Deposit Guarantee Scheme) and exemption of stamp duty.
7. All correspondence regarding Officers meeting.
8. All correspondence regarding Coop. Award.
9. Looking after work of computerization work for development of e-Cooperative management system.
10. Correspondence pertaining to Sanjeevani Sahakari Sakhar Kharkahana.
11. Any other work entrusted by the superior from time to time.

3) Sr. Auditor/Sr. Inspector/ SRO-II

- 1) File pertaining to the monthly review of officers meeting conducted by RCS.
- 2) All matter relating to all courts, appeals with RCS etc.,
- 3) All matters pertaining to observations of RAO /House Committee/Select Committee/Public Account Committee related to Technical Section.
- 4) Preparation of Para wise comments, and briefing the concerned Advocates, of all the cases before various courts.
- 5) Looking after work of computerization work for development of e-Cooperative management system.
- 6) All the correspondence files pertaining to the societies/federation/ union/ coop. association etc. having area of operation all over state of Goa.
- 7) Any other work entrusted by the superior from time to time.

4) Jr. Auditor/Jr. Inspector-I

- 1) All correspondence regarding:
 - a) Goa Urban Co-operative Bank Ltd., Panaji.
 - b) Madgaum Urban Co-operative Bank Ltd., Madgaon.
 - c) Bicholim Urban Coop. Bank Ltd., Bicholim
 - d) Woman's Coop. Bank Ltd., Panaji.
 - e) Citizen Coop. Bank Ltd., Vasco.

- 2) All correspondence regarding State Level Bankers/ SHGs Committee Members meeting/executive meeting of consumer protection council.
- 3) All correspondence relating to Liquidation/ De-registration / Reorganization of Societies.
- 4) All correspondence pertaining to SLCC meeting.
- 5) Monthly report of ABN/EXE of NGD/SGD, VPK, Madgaum Urban Coop. Bank Ltd, Goa urban Coop. Bank Ltd., & Reports of Arbitrator of Goa State Coop. Bank Ltd.
- 6) Looking after work of computerization work for development of e-Cooperative management system.
- 7) Any other work entrusted by the superior from time to time.

5) **Jr. Auditor/Jr. Inspector-II,**

- 1) All correspondence related to RTI
- 2) All correspondence related to the Goa State Milk Producers Union, Ponda and all other correspondence relating to Dairy societies.
- 3) All matter related to uploading on website of Technical Section.
- 4) Appeals under RTI before RCS/FAA.
- 5) Looking after work of computerization work for development of e-Cooperative management system.
- 6) Any other work entrusted by the superior from time to time.

6) **Audit Assistant**

- 1) All matter relating to all courts, appeals with RCS etc.,
- 2) Preparation of monthly reports of all court cases, para wise comments, and briefing the concerned Advocates, of all the cases before various courts.
- 3) Looking after work of computerization work for development of e-Cooperative management system.
- 4) Any other work entrusted by the superior from time to time.

TECHNICAL SECTION-II

1) **Cooperative Officer –Technical - II**

- 1) Scrutiny and examination of files/cases submitted by the subordinate staff pertaining to the Coop. societies of six zonal offices from Technical Section – II.
- 2) Overall supervision and control over the subordinate staff and ensuring timely attendance, office decorum in the section and other office work.
- 3) Suggesting/placing guidelines for smooth functioning of Cooperative Societies to streamline overall affairs of Coop. Societies. Also suggest various amendments to the provisions of Act to overcome the Technical /Administrative difficulties in the way of functioning of Coop. Societies.

- 4) Monitoring of computerization work for development of e-Cooperative management system.
- 5) Any other work entrusted by the superiors from time to time.

2) Sr. Auditor/Sr. Inspector/SRO-I

1. All the correspondence related to Coop. Societies from North Zone, Mapusa except Dairy Societies.
2. All the correspondence related to General Body Meeting of the Coop. Societies received from the Zonal Offices.
3. All correspondence received from the Dept. of civil supplies.
4. All correspondence relating to 20 point programme and submission of MPRS , QPRS thereof.
5. Appointment of R's Nominee.
6. Executive Meeting of DRDA North and South Goa District.
7. All the correspondence regarding releasing of advertisement and payment of bills.
8. Monthly progress report on important development activities.
9. Monthly returns regarding Achievement Target.
10. Bankers Institute of Rural Development, New Delhi
11. Other Cooperative Institutions from different States.
12. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.
13. Looking after work of computerization work for development of e- Cooperative management system.
14. Any other work as entrusted by the superiors from time to time.

3) Sr. Auditor/ Sr. Inspector/SRO-II

1. All the correspondence related to Coop. Societies from central Zone, Panaji except Dairy Societies.
2. All the correspondence related to General Body Meeting of the Coop. Societies received from the Zonal Offices.
3. All correspondence relating to submission of MPRS , QPRS thereof.
4. Appointment of R's Nominee and Panel of Reconciliator.
5. Correspondence regarding preparation of list of Coop. Societies and after obtaining the list from all dealing hand and publication of the list as per the requirement of Act/Rules.
6. Monthly progress report on important development activities.
7. Monthly returns regarding Achievement Target.
8. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required. Looking after work of computerization work for development of e-Cooperative management system.

9. Any other work as entrusted by the superiors from time to time.

4) Jr. Auditor/ Jr. Auditor-I

1. All correspondence regarding Surplus Fund and education fund A/c of RCS.
2. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of North Goa district and bring facts to the notice of superiors.
3. Attend all other correspondence related to Inspection Cell.
4. Inspection correspondences pertaining to Multistate Coop. Credit societies.
5. Looking after work of computerization work for development of e-Cooperative management system.
6. Any other work as entrusted by the superiors from time to time.

5) Jr. Auditor/ Jr. Auditor-II

1. All correspondence related to Coop. Societies from Bicholim Zone, Bicholim except Dairy Societies.
2. Correspondence relating to Enhancement of loan limit received from Coop. Societies from Bicholim Zone.
3. All correspondence relating to proposal for study tour related to Coop. Societies from Bicholim Zone.
4. All correspondence relating to proposal extending area of operation.
5. All correspondence relating to opening of new branch.
6. All correspondence relating to housing and other societies in the respective jurisdiction.
7. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.
8. NCDC Award for cooperative excellence.
9. General correspondence in respect of NCDC New Delhi/Pune.
10. All correspondence regarding publication of Notification in the Govt. Gazette received from all the zonal Asstt. Registrar of Coop. Societies and H.O.
11. All correspondence regarding publication of Societies under liquidation, cancellation of registration and amalgamation and restructure received from the zonal Asstt. Registrars.
12. All correspondence regarding recording the names of all the societies registered by the zonal Asstt. Registrar's and H.O. in the main register.
13. Correspondence regarding monthly, Quarterly information in respect of societies registered in the zonal office.
14. Correspondence regarding publication of orders in the Govt. Gazette (Administrator, sale officer etc.)
15. Correspondence regarding liquidation, cancellation of registration of Coop. Societies to be published in the Govt. Gazette.

16. Correspondence relating to the amendment of bye-laws received from the Zonal Offices. Imp. Events of the Department of Coop. Change in Coop, Laws, Rules & Model bye laws, Governors Report, Progress Report on imp. Development activities.
17. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
18. Looking after work of computerization work for development of e-Cooperative management system.
19. Any other work as entrusted by the superiors from time to time.

6) Jr. Auditor/Jr. Inspector

1. All correspondence related to the Coop. Societies from Ponda Zone, Ponda except Dairy Societies.
2. Correspondence received from the VAMNICM, Pune, Coop. Training college at Pune, Bangalore and Madras, Govt. of India and local Govt. on Training and all other correspondence received in respect of training/ study tour.
3. All correspondence relating to NCUI, Govt. of India, IFFCO, NAFED, NCUI.
4. Bankers Institute of Rural Development, New Delhi.
5. Other Cooperative Institutions from different States.
6. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.
7. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
8. Looking after work of computerization work for development of e-Cooperative management system.
9. Any other work as entrusted by the superiors from time to time.

7) Jr. Auditor-III

1. All correspondence related to Coop. Societies from South Zone except Dairy Societies.
2. Correspondence relating to Enhancement of loan limit received from Coop. Societies from South Zone
3. All correspondence relating to proposal for study tour related to Coop. Societies from South Zone
4. All correspondence relating to proposal extending area of operation.
5. All correspondence relating to opening of new branch.
6. All correspondence relating to housing and other societies in respective jurisdiction.
7. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.

8. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
9. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of South Goa district and bring facts to the notice of superiors.
10. Looking after work of computerization work for development of e-Cooperative management system.
11. Any other work as entrusted by the superiors from time to time.

8) **Jr. Auditor-IV**

1. She shall attend the typing work of the Technical Section I & II.
2. Distribution of Tapal of Technical Section I & II
3. Submission of monthly attendance report of the staff of Technical Section.
4. Submission of monthly reports regarding Public Grievances.
5. Correspondence pertaining to weekly reports TS –I & II.
6. Looking after work of computerization work for development of e-Cooperative management system.
7. Any other work as entrusted by the superiors from time to time.

9) **Jr. Auditor-V**

1. All correspondence related to Coop. Societies from Quepem Zone except Dairy Societies.
2. Correspondence relating to Enhancement of loan limit received from Coop. Societies from Quepem Zone
3. All correspondence relating to proposal for study tour related to Coop. Societies from Quepem Zone.
4. Maintains of list of societies to be published by the RCS every three years and maintenance of records thereof.
5. All correspondence relating to proposal extending area of operation.
6. Looking after work of computerization work for development of e-Cooperative management system.
7. All correspondence relating to opening of new branch.
8. All correspondence relating to housing and other societies in respective jurisdiction.
9. Maintaining the Bye laws of the respective institution and maintaining entries in the respective register along with publication as and when required.
10. Looking after work of computerization work for development of e-Cooperative management system.
11. Any other work as entrusted by the superiors from time to time.

INSPECTION CELL

1) Coop. Officer

1. Scrutiny and examination of files/cases submitted by the subordinate staff pertaining to the Coop. societies of six zonal offices from Inspection Cell.
2. Overall supervision and control over the subordinate staff and ensuring timely attendance, office decorum in the section and other office work.
3. Suggesting/placing guidelines for smooth functioning of Cooperative Societies to streamline overall affairs of Coop. Societies. Also suggest various amendments to the provisions of Act to overcome the Technical /Administrative difficulties in the way of functioning of Coop. Societies.
4. Conducted scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report, scrutinized and submitted by subordinate staff.
5. Monitoring overall progress on Inspection of credit societies and other major cooperative societies.
6. Monitoring overall progress on inspection of Multi-state cooperative societies.
7. Monitoring of computerization work for development of e-Cooperative management system.
8. Any other work entrusted by the superiors from time to time.
9. Any other work and duties as assigned by the superior from time to time.

2) Jr. Auditor/Jr. Inspector-I

1. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of North Goa district and bring facts to the notice of superiors.
2. Attend all other correspondence related to Inspection Cell.
3. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
4. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of North Goa district and bring facts to the notice of superiors.
5. Inspection correspondences pertaining to Multistate coop.credit societies.
6. Looking after work of computerization work for development of e-Cooperative management system.
7. Any other work as entrusted by the superiors from time to time.

3) Sr. Auditor/ Sr. Inspector-I

1. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of South Goa district and bring facts to the notice of superiors.
2. Attend all other correspondence related to Inspection Cell.
3. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and to draft letters to be issued to the societies for compliance report and put up the files to superiors.
4. To conduct scrutiny of Inspection reports in respect to different Urban Coop. Cr. Societies/ PACS and other societies of South Goa district and bring facts to the notice of superiors.
5. Looking after work of computerization work for development of e-Cooperative management system.
6. Inspection correspondences pertaining to Multistate coop. Credit societies.
7. Any other work as entrusted by the superiors from time to time.

4) LDC

He shall attend the typing work of the Inspection Cell.

- 1) Distribution of Tapal of Inspection Cell.
- 2) Submission of monthly attendance report of the staff of Inspection Cell.
- 3) Correspondence pertaining to weekly reports Inspection Cell.
- 4) Attend all other correspondence related to Inspection Cell.
- 5) Any other work as entrusted by the superiors from time to time.
- 6) Looking after work of computerization work for development of e-Cooperative management system.
- 7) Typing work
- 8) Any other work/processing of files as per instruction of superiors.

• Other Administrative Staff

a) Jr. Steno

- 1) Taking dictation from the A.R (HQ) & Dy. R.C.S.
- 2) Entire typing work given by C.O.-I, C.O.-II, C.O.-Inspection, C.O.-Audit.
- 3) Typing work as and when entrusted by superiors.
- 4) Looking after work of computerization work for development of e-Cooperative management system.
- 5) Any other work/processing of files as per instruction of superiors.

b) M.T.S./Peon.

- 1) He/She shall attend the work of Technical Section I & II, Audit, Election and Inspection Cell.
- 2) The ARCS (HQ) shall monitor the work attached to TS I & II and ARCS (Audit) shall monitor to work or Audit or Inspection Cell.
- 3) All the officer's / Officials deployed at Technical Section I & II are therefore directed to route their file / Correspondence through the Asst. Registrar of Cooperative Societies (HQ) , Deputy Registrar (Tech) and RCS. Whereas, the officers/ officials posted in Inspection, Audit section shall route their file from ARCS (ADT), Deputy Registrar (Tech) and RCS for final consent/ decision on the file / Correspondence and also for smooth functioning of the office.
- 4) Furthermore, the L.D.C's attached to the above sections are advised to give priority to typing work of Coop. Officer and such other Higher Officers in hierarchy considering urgency keeping the work in hand pending for time being.
- 5) The staff members attached to Technical section I and II, Inspection shall observe office timing; maintain punctuality in attendance, office decorum and self discipline for ensuring smooth working of all the three sections in order to have overall improvement and transparency in the office work.
- 6) The staff members posted for new assignment are advised to prepare a file register with proper inventory list of files along with the number of closed volumes of such files for the purpose of smooth Handing over/ Taking over the charge and to avoid any kind of confusion at a later stage. So also other staffs of TS I & TS II, Inspection are hereby directed to prepare a list of all files along with the number of closed volume of such files for record of the office.
- 7) The Asstt. Registrar of Coop. Societies, may conduct surprise verification of records/files /works of the staff members at any time on any particular working day and after taking the stock of the situation., report the matter to the Higher Authority in case if any instances of negligence/lapses are noticed on the part of staff members while discharging their duties.
- 8) The aforesaid instructions shall invariably be adhered to with immediate effect and any violation in complying the same will be viewed seriously. .
- 9) This is issued with the approval of the Registrar.

Planning Section

- 1) **Cooperative Officer (CO)** - Section in Charge.

- 2) **Statistical Assistant (SA)**

- 1) Achievements of the Departments.
- 2) Budget Assurances.
- 3) Economic Survey.
- 4) Governor's Address.
- 5) Budget Speech.

- 6) Explanatory Memorandum.
- 7) Monthly expenditure of Major expenditure.
- 8) Monthly expenditure statement.
- 9) Performance Budget.
10. All other work as and when entrusted by the superiors.

3) Sr. Auditor/Sr. Inspector/SRO

- 1) Correspondence received from NCDC, NABARD, NAFSCOB and NCUI.
- 2) Cooperative Movement of India.
- 3) Preparation of financial proposals in respect of NCDC, Centrally Sponsored schemes and Central Schemes etc.
- 4) All other work as and when entrusted by the superiors.

4) Jr. Auditor/Jr. Inspector

- 1) Correspondence related to TSP/SCSP, LAQ matter/ RTI etc.
- 2) Scrutiny and preparation of all type of financial proposals received from Zonal offices under State Plan Schemes.
- 3) Allotment of funds to Zonal Offices/Preparation of bills.
- 4) All other work as and when entrusted by the superiors.

5) Jr. Auditor/Jr Inspector

- 1) Monthly Reconciliation of Plan Expenditure and receipt figure in respect of Loan, interest on loan, Dividend, Share Capital etc with Directorate of Accounts and Zonal Offices.
- 2) Maintenance of Loan register, Share Capital register, Receipt register, Expenditure register etc.
- 3) Preparation of Monthly/Quarterly expenditure statement.
- 4) Utilization Certificates.
- 5) Preparation of material for Finance Accounts.
- 6) All other work as and when entrusted by the superiors.

6) Investigator

- 1) To attend all the correspondence received from DPSE and other Institutions related to Cooperative Societies.
- 2) To attend all types of Statistical information/Statements/returns/ booklets/reports and other related matters.
- 3) All other work as and when entrusted by the superiors.

7) LDC

- 1) Typing Work.
- 2) Inward/outward and Distribution of tapal.
- 3) Maintaining of leave register.
- 4) Weekly, fortnightly and monthly returns.
- 5) To assist Sr./Jr. Auditors in maintenance of its records.
- 6) All other work as and when entrusted by the superiors.

MARKETING SECTION:-

1.Asstt. Marketing Officer. (Group B – Gazetted)

- 1) Incharge of the General Administration of the Office at Head quarter and see the daily tapal and all files for submission to the Asstt. Registrar (Marketing).
- 2) Any other work assigned to him by the A.R(MKT).

2. Sr. Marketing Inspector.

- 1) He will look after Market Regulation activities and process correspondence received from the Marketing Board, Central Government Ministers, Departments, State Government.
- 2) Scrutiny of price fixation of Agricultural Departments commodities grown in Govt. Farms.
- 3) He will be Incharge of Bill certification work and maintain relevant records and registers pertaining to prices collected and certified.
- 4) Will maintain arrivals and prices report received from market yards.
- 5) Any other work assigned to him by the A.R (MKT).

3.Marketing Inspector

- 1) He will look after the activities of Market Intelligence Scheme and arrange Collection and Dissemination of data on retail & wholesale prices, arrivals and outgoing quantities of foodgrains and other essential commodities in important markets in Goa.
- 2) He will prepare monthly news bulletins on Market Intelligence.
- 3) Will verify Wholesale, Retail prices returns submitted by the Grader/Assessor from various Markets and submit to the A.R (M) and shall also undertake surprise visit to different markets for verification and inspection.
- 4) Will have close watch on availability situation of essential commodities and reasonability of prices as per price control order.
- 5) Any other work assigned to him by the A.R (M).

4.Marketing Inspector

- 1) She is attached to the Market Intelligence Branch and will prepare.
- 2) Daily Tuesday Weekly Review on prices of important essential commodities to besubmitted to the Govt. and other Govt. Department.
- 3) Friday weekending wholesale review on prices of different markets.
- 4) Friday Weekending report on retail prices of essential Commodities for week ending. (percentage)
- 5) Fortnightly review on Co-operative and openmarket prices.
- 6) Preparation of annual progress reports for
- 7) submission to ECOSTAT, Govt. of India.
- 8) To arrange for supply information on arrival prices dispatches to Central and State Government from time to time Visit Panaji Market and verified theprices

collected by the Grader/Assessor.

- 9) Monthly report on retail price of non-food essential commodities Panaji.
- 10) Fortnightly price fixation for Govt. forms Kalay- Sanguem 20%.
- 11) Fortnightly price fixation for different Govt. forms 10%.
- 12) Any other work assigned to him by the A.R(MKT).
- 13) Price Bulletins on Wholesale & Retail prices of Agricultural commodities.

5. Marketing Inspector.

- 1) Will maintain the Registers of Casual Leave, and Restricted Holidays and Compensatory Holidays granted to the staff and submit monthly statement to the Account Section through Asstt. Marketing Officer.
- 2) Friday weekend Retail Review on prices of different markets.
- 3) Monthly Review on prices and supply position of important essential commodities of wholesale & retail for submission to the Chief Secretary, Panaji- Goa.
- 4) He is to arrange for purchase of dead stock articles and maintain the stock registers.
- 5) Maintain the Stationary, Dead Stock Register.
- 6) Any other work assigned to him by the A.R(M).

6. Grader Assessor

- 1) He is attached to the Market Intelligence Branch.
- 2) He will also assist to the Market Intelligence Branch and will prepare.
- 3) He will do the price collection work and collection of Arrivals of Agricultural commodities and Live Stock from Panaji Market and submit the same to the Asstt. Registrar (Marketing) through marketing Inspector and Senior Marketing Inspector (M.I).
- 4) Prepare draft of daily Wholesale and Retail prices for broadcast through All India Radio.
- 5) He will maintain Retail and Wholesale price of Panaji Market.
- 6) Daily statement of prices Sahakar Bhandar Panaji.
- 7) Weekly wholesale and retail prices of Panjim Market.
- 8) Monthly report of arrival of Panjim market.
- 9) Daily average statement on wholesale & retail prices to be furnished to price monitoring cell new Delhi and Civil Supply Dept. Panaji – Goa.
- 10) Any other work assigned to him by the A.R (MKT).

7. Grader/Assessor

- 1) She is attached to the Market Intelligence Branch.
- 2) She will do the price collection work and collection of Arrivals of Agricultural commodities and Live Stock from Panaji Market and submit the same to the Asstt. Registrar (Marketing) through marketing Inspector and Senior Marketing Inspector (M.I).
- 3) Prepare draft of daily Wholesale and Retail prices for broadcast through All India

Radio.

- 4) She will maintain Retail and Wholesale price of Panaji Market.
- 5) Daily statement of prices Sahakar Bhandar Panaji.
- 6) Weekly wholesale and retail prices of Panjim market.
- 7) Monthly report of arrival of Panjim market.
- 8) Daily average statement on wholesale & retail prices to be furnished to price monitoring cell New Delhi and Civil Supply Dept. Panaji – Goa.
- 9) Any other work assigned to him by the A.R (M).

8.L.D.C.

- 1) He/she is attached to General Administration Branch and shall attend Typing Work.
- 2) Maintenance on marketing Tapal received from Dispatch to this Section.
- 3) e- Mail to All India Radio, Dept. of Civil Supply
- 4) Maintenance of file Weekly Statements.
- 5) Any other work assigned to him by the A.R(MKT).

Grader/Assessor.

- 1) She is attached to Bill Certification work and assist Sr. Marketing Inspector in Bill Certification work and Markets regulation activities.
- 2) Under Bill certification work she will attend and
- 3) supervise following.
- 4) Inwarding of bills received from Market
- 5) Federation and other authorize Co-operative Societies.
- 6) Scrutiny of the bills.
- 7) Verification of prices charge in bills.
- 8) Collection of prices and maintenance in register.
- 9) Assess the responsibility of prices of the bills and maintenance of the same in the register.
- 10) Arrange conducting surprise inspection the store of the indentors of the above. institutions and submit inspection report to the Asstt. Registrar (Marketing).
- 11) Any other work assigned to him by the A.R(MKT).

10.MTS

- 1) Attached to the Asstt. Registrar (Marketing)
- 2) Opening and closing of office as per turn.
- 3) Any other work assigned to him by the A.R(M).

ARBITRATION AND EXECUTION

1. Coop. Officer/Spl. Auditor.

- 1) Overall in charge of Administrative section in absence of the Asstt. Registrar of Coop. Societies, Arbitration & Execution North Goa District, Ponda Goa handling of office correspondence, exercise control, supervision, guidance to the inspectorial staff and subordinate staff in processing the matters and will also attend to the following :-
- 2) Ensure timely submission of periodical returns to the Head Office/Govt. etc. EST matters.
- 3) Deals with LAQ matters from time to time.
- 4) Undertake any other work assigned by the Higher officers from time to time.

2. Sr. Auditor/Inspector/ Spl. Recovery officer.

1. Undertakes work of recovery the dues of the execution cases allotted to him. (List attached).
2. Undertake any other work assigned by the Higher officers from time to time.
3. Undertakes all the matters and correspondence pertaining to Right to information Act, 2005.

3. Jr. Auditor/ Inspector.

1. Undertakes all the matters pertaining to Establishment Section such as maintenance of staff Personal files, preparing certificate of sweeper, forwarding monthly reports to head office, maintaining Leave account including C. L. matters.
2. Undertakes work of scrutinizing tour cum work diaries of all the field staff.
3. Undertakes all the typing work of Execution cases.
4. Undertakes all the typing work in respect of execution cases such as Issuing of Demand Notice, attachment orders and calling salary details etc.
5. Undertakes work of Tribunal matters.
6. Undertakes all the typing work of Arbitration cases.
7. Undertakes the work of issuing notices, Maintaining Register i.e ORG-3, Referring of Cases to the Registrars Nominee (ORG-4 & certificate) and ORG-5.
8. Maintenance of Inward and outward registers of the office and distribution of tapal amongst the staff of this office after perusal of the same by A.R.C.S.
9. Undertakes the job of issuing of certified Copies.
10. Undertakes the job of issuing of challans.
11. Undertakes the job of typing Judgments.
12. Undertakes any other work assigned by superiors from time to time.
13. Undertakes all the matters and correspondence pertaining to Right to information Act, 2005.

4.MTS

1. Attends the office half an hour before the scheduled time i.e by 9.00a.m and ensure to maintain the office neat and clean. The opening of the office doors, windows as well as locking of the same after office hours duly switch off with all lights and other electrical/water equipments shall be attended by him promptly.
2. Undertakes delivery all the ABN/Exe Notices as and when when required.
3. Undertakes all the work allotted by the superiors from time to time.

ASSISTANT REGISTRAR OF COOPERATIVE SOCIETIES, ZONAL OFFICES.

Powers and Duties of Officers and Employees

Please provide details of the powers and duties of officers and employees in the Zonal Offices

Sr. No	Designation	Powers			Duties
		Administrative	Financial	Others	
1	2	3	4	5	6
1.	Asst. Registrar	Overall In charge of the office.			<p>All the powers vested upon by the Registrar under the Act & Rules made there under except powers under:- <u>Sections:-</u> 70 (3), 66, 67(2), 68, 69, 71, 74, 76, 76(A), 77, 79, 82, 100, 119, 120(3) & 123. <u>Rules:</u> 43, 52, to 111,114,125, 129(10) and 130.</p> <ol style="list-style-type: none"> 1. Overall check on all the staff of the office, maintain discipline, punctuality and ensure that the staff discharge their office duties properly. 2. Guide the staff in solving their problems / Difficulties faced by them at their work place. 3. Ensure that urgent information and other related correspondence are submitted correctly within the time specified therein. 4. Attend the Public & redress their grievances. 5. Attend Officers Meeting & ensure that all the information is submitted correctly. 6. Attend court cases/ hearings whenever required, pertaining to this office.
2	Cooperative Officer/Special Auditor	Exercising control as per Office Order			<ol style="list-style-type: none"> 1. To supervise & guide the subordinate staff in processing office correspondence and any problems arising therein. 2. To attend public, note their grievances if any

				<p>and same to be considered on priority.</p> <ol style="list-style-type: none"> 3. Shall work as Asstt. Public Information Officer, of this office. 4. Scrutiny of Inspection Reports. 5. Has been designated as State Asstt Public Information Officer, under Sub-Section (1) & (2) of Section 5 of R.T.I. Act, 2005 & to discharge the functions under the said Act. 6. Supervise the Audit Section in absence of Spl. Auditor. 7. Ensure that the Yearly/Half Yearly/ Quarterly/ Monthly/ Fortnightly Reports are submitted in time to H.O. So also the LAQ information's are timely submitted to H.O. 8. To supervise and guide the staff in carrying Election work & to prepare information regarding Officers meetings. 9. To undertake detail scrutiny of Audit Reports, submitted by the subordinate staff of Audit Section, Countersign them and than forward the same to A. R. (Audit) Panaji. 10. Supervise & guide the audit staff in case of problems faced by them in finalizing the Audit. 11. Guide the audit staff in handling / processing audit correspondence, including drafting of letters etc. & other complicated matters. Ensure that all the annual / Half Yearly/ Quarterly/ Monthly Reports are submitted in time. 12. Ensure that the audit Fees, Recoveries are assessed properly & Register is maintained.
3	Sr. Auditor./ Insp/S.R.O		Authorised to conduct the audit/ inspections / election / inquiry of Coop. Societies.	<ol style="list-style-type: none"> 1. Sr. Auditor/Insp./S.R.O shall work as per his/her audit program as approved by A.R. 2. Sr. Auditor/Insp./S.R.O shall submit T.T.Ps, TDS, T.A Bills in time & Deviations in TTP if any, be intimated in writing well in advance & get the same approved.

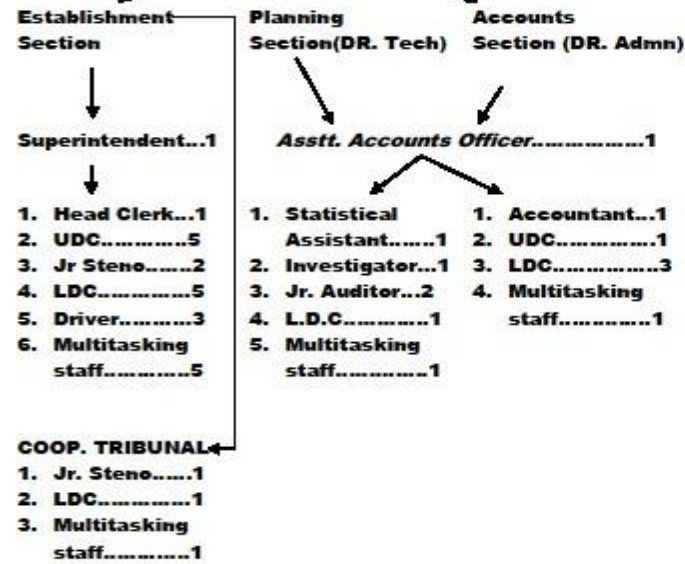
					<ol style="list-style-type: none"> 3. They should conduct audit of Coop. Societies assigned to them, within the time limit framed, get it finalized & submit the audit report thereafter. 4. So also they shall take up inquiry work/ inspections/ re-audit/ Election work as directed by the superiors. 5. They shall attend work and correspondence pertaining to files as per Office Order. 6. Any other work assigned to them by the superiors.
4	Head Clerk	Responsible for EST Section			<ol style="list-style-type: none"> 1. To ensure that the Yearly/ Half Yearly/ Quarterly/ Monthly/ Fortnightly Reports are submitted in time to time to H.O 2. Verification of Postage Stamp Accounts, fortnightly, Dead Stock Register Half Yearly, Stationery Register – Monthly. 3. All correspondence related to EST Section & matters related to creation of Post are dealt with accordingly. 4. Ensure that the LAQ & other related information are submitted in time to H.O. 5. Ensure that the Computers, Printers, Xerox machine, Fax Machine, Telephone, Bio metric machine are properly maintained and in case of non functioning the same are got repaired. Also maintain the required registers. 6. Ensure that the Diesel Bills of office vehicles are timely forwarded to Accounts Section of this office for passing so also Electricity Bills., etc. 7. Ensure that the office vehicle is properly maintained and kept clean. 8. Ensure that the daily newspapers are regularly supplied by the dealers & the bills are timely forwarded to Accounts Section of this office for passing. 9. Ensure that the A.M.C of computers, Printers, Xerox Machine are dealt in time.

					<p>10. Ensure that the pension cases are submitted in time.</p> <p>11. Ensure that the Service Books & Personal Files of the staff are maintained properly and entries are recorded properly in their Service Books.</p> <p>12. Maintenance of staff Service Books, Personnel files, Earned Leaves, Commuted Leave account, maintenance of Library books & Register.</p> <p>13. Submission of Yearly/ Half Yearly/ Quarterly/ Monthly/ Fortnightly Reports & Officers Meeting reports to H.O in time.</p> <p>14. So also the Earned/Commuted leave account of the staff is recoded properly in their service books.</p>
5	Jr. Auditor/ Inspectors		Authorised to conduct the audit/ inspections / election / inquiry of Coop. Societies.		<p>1. Sr. Auditor/Insp./S.R.O shall work as per his/her audit program as approved by A.R.</p> <p>2. Sr. Auditor/Insp./S.R.O shall submit T.T.Ps, TDS, T.A Bills in time & Deviations in TTP if any, be intimated in writing well in advance & get the same approved.</p> <p>3. They should conduct audit of Coop. Societies assigned to them, within the time limit framed, get it finalized & submit the audit report thereafter.</p> <p>4. So also they shall take up inquiry work/ inspections/ re-audit/ Election work as directed by the superiors.</p> <p>5. They shall attend work and correspondence pertaining to files as per Office Order.</p> <p>6. Any other work assigned to them by the superiors.</p>
7	U.D.C	Responsible for Account's Section.			<p>1. Preparation of Pay Bills.</p> <p>2. Processing of Contingent Bills, T. A. Bills, etc.</p> <p>3. Submission of Periodical returns, budgetary reconciliation & other related correspondence of accounts section.</p> <p>4. Handling of Cash Book Register / Petty Cash</p>

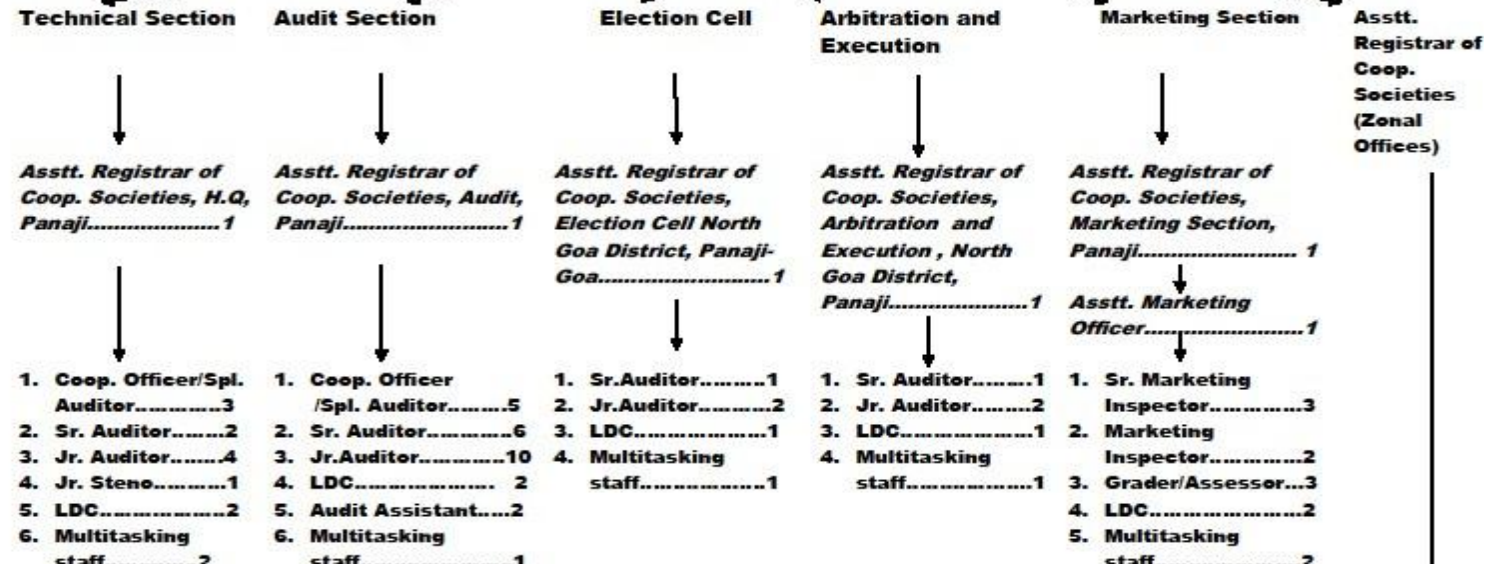
					Book / Permanent Advance Register.
8.	L.D.C	Responsible for Despatch Section, Registration of 'A' files pertaining to Self Help Group Coop. Societies & Filing of Returns.			<ol style="list-style-type: none"> 1. Look after all Inward correspondence & distribute the tapal to the staff of respective sections. 2. Look after Outward correspondence & get the same dispatched on time. 3. Maintenance of Postage stamps Account Register. 4. Registration of 'A' files of Self Help Group Coop. Societies and maintaining the register thereof. 5. Filing of returns under Section 81 of the Act. 6. Attend typing work.
9.	Mrkt. Inspector	Attached to Asstt. Registrar & Administration Section		Responsible for Marketing Rate.	<ol style="list-style-type: none"> 1. He shall be responsible for submitting all the returns in time and undertaking the matters related to marketing Section,.
10.	Gr. Assessor	Attached to Asstt. Registrar & Administration Section		Responsible for Marketing Rate.	<ol style="list-style-type: none"> 2. He shall be responsible for submitting all the returns in time and undertaking the matters related to marketing Section,.
11.	M.T.S.	Attached to Administrative Section			<ol style="list-style-type: none"> 1. To attend Asst. Registrar & Office Work.

REGISTRAR OF COOP. SOCIETIES

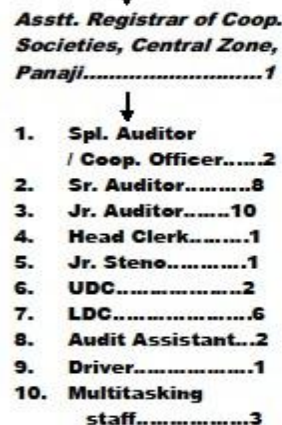
Dy. Registrar of Coop. Societies (Admn.)



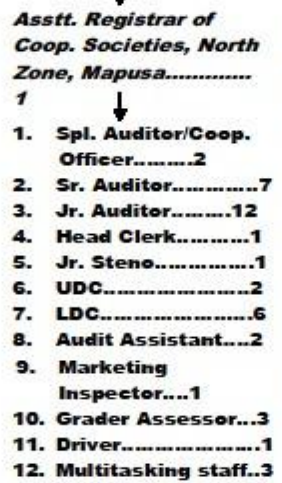
Dy. Registrar of Coop. Societies (Tech.)



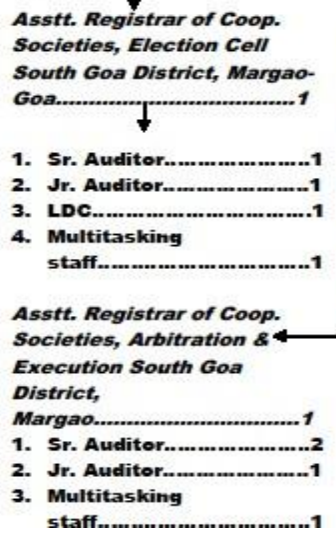
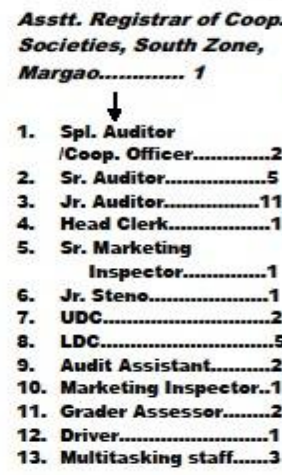
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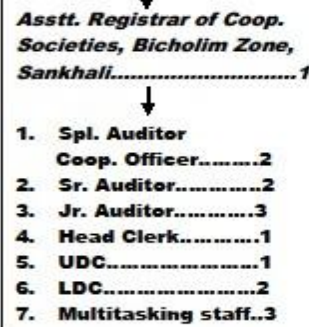
NORTH ZONE



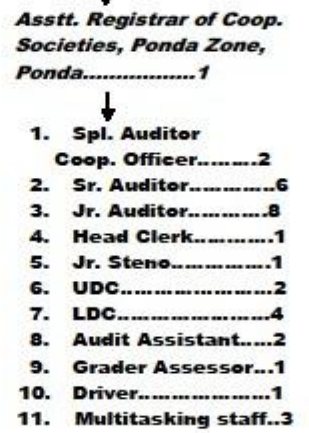
SOUTH ZONE



BICHOLIM ZONE



PONDA ZONE



QUEPEM ZONE

