

### Registrar of Cooperative Societies - Zonal Office and Taluka Mapping

The Department of Cooperation is having Head Office at Panjim and 6 zonal offices at Panjim, Mapusa, Madgao, Bicholim, Ponda, Quepem. These zonal offices are allocated different Talukas in order to facilitate the general public.

Serial Number	Offices for registration of Societies	Talukas Allotted
1	Assistant Registrar of Cooperative Societies , Central Zone, Panjim	Tiswadi Taluka
2	Assistant Registrar of Cooperative Societies , South Zone, Margao	Salcete and Mormugao Taluka
3	Assistant Registrar of Cooperative Societies , North Zone, Mapusa	Bardez andPernem Talukas
4	Assistant Registrar of Cooperative Societies , Quepem Zone, Quepem	Quepem, Saguem,a and Canacona Talukas
5	Assistant Registrar of Cooperative Societies , Ponda Zone, Ponda	Ponda and Dharbandora Talukas
6	Assistant Registrar of Cooperative Societies , Bicholim Zone, Bicholim	Bicholim and Sattari Talukas
7	Registrar of Cooperative Societies, Head Office, Panjim	State of Goa

### Detailed Procedure of Department of Registrar of Cooperative Societies

1. The Applicant shall be the Chief Promoter appointed by the promoter members. The Chief Promoter shall not authorize any person/authority on his behalf. The Office of the Assistant Registrar/ Registrar shall not entertain any person/authority on behalf of Chief Promoter for registration of any society.
2. The Chief Promoter shall submit the Form A along with the 4 copies of bye laws of particular proposed society along with the relevant enclosures as per the checklist to the respective offices based on jurisdiction mentioned above. The Chief Promoter which have proposed establishments across all the Talukas of the State of Goa shall submit their proposal at Registrar of Cooperative Societies, Head Office, Panjim.
3. At the Head Office level, registration proposal is verified by the Dealing Hand of Registration section and Dealing Hand forwards to Cooperative Officer/Special Auditor. The Cooperative Officer/Special Auditor verifies the proposal and then forwards it to the Assistant Registrar for further verification. The Assistant Registrar scrutinizes the proposal and if there are any deficiencies in the proposal, then notifies to the Deputy Registrar..
4. Deputy Registrar verifies the proposal and forwards to the Registrar. The Registrar finally verifies the proposal of the society having establishments across all Talukas. The Registrar notify the Chief Promoter if there are any deficiency in the proposal and after complying of the same, the registration of the society is done.
5. At Zonal Offices, the proposal is verified by the Dealing Hand of the Registration Section and Dealing Hand forwards to Cooperative Officer/Special Auditor and the Special Auditor/Cooperative Officer verifies the proposal and forwards the same to Assistant Registrar for Registration of the Society.
6. If the application is complete in all respects, then the Assistant Registrar permits the Chief Promoter to open the bank account in the name of the Chief Promoter in order to deposit the amount collected towards the share capital and entrance fee. The Chief Promoter needs to submit the bank balance certificate to the registering authority.

7. For proposals applied to the Head Office, the Registrar permits the Chief Promoter to open the bank account in the name of the Chief Promoter in order to deposit the amount collected towards the share capital and entrance fee. The Chief Promoter needs to submit the bank balance certificate to the registering authority for registration.
8. After submission of required documents, Assistant Registrar/Registrar of Cooperative Societies issues the notification and certificate of registration and registered the bye laws within 45 days from the date of receipt of the application.
9. The Chief Promoter is required to pay the fees by issuing the challan as per prescribed fees specified in the order dated 14<sup>th</sup> February, 2008. The order is attached for download.