



**GOVERNMENT OF GOA,
DEPARTMENT OF COOPERATION
OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES,
"Sahakar Sankul", 4th & 5th Floors, Patto Plaza,
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No. 15/223/2008/ ADT/RCS/Vol. IV/ 664

Date: - 29/05/2023

Ref: -Order no. 15/223/2008/ADT/RCS/Vol.IV/302 dated 26/04/2023 published in Official Gazette, Series II No. 5 dated 04/05/2023.

Sub: Checklist to be signed and submitted by Unit In-charge with every proposal of any Society submitted to Head Office.

CIRCULAR

Attention of all Unit In-charge (ARCS or CO) at Zonal Offices of this Department is hereby invited to the above referred Order whereby it is directed to check statutory compliances by every Society before processing any of their proposals, either at Zonal level or while forwarding with recommendations to Head Office.

Said directives are required to be complied with by each Unit In-charge while processing any proposal at Zonal level and/or while forwarding/submitting any such proposal to Head Office. The statutory compliances should be carefully verified and the checklist as per enclosed format is required to be duly filled in and signed by the "Sub-Unit Incharge" and the "Unit Incharge" and should be kept on record in the proposal File of concerned Society before processing it at Zonal level or while submitting to Head Office for processing further.

This is for strict compliance and any non-compliance shall be treated as negligence in duty.

Given under seal of this office



(Vishant S. N. Gaunekar)
Registrar of Cooperative Societies &
Ex-officio Joint Secretary (Cooperation)
Government of Goa.

Encls: Checklist as above

To,
ARCS & CO Central Zone, Panaji, Goa / ARCS& CO North Zone, Mapusa, Goa /
ARCS & CO Bicholim Zone, Sankhali, Goa / ARCS & CO, Ponda Zone, Curti,
Ponda, Goa / ARCS & CO South Zone, Margao, Goa / ARCS & CO, Quepem Zone,
Quepem, Goa / ARCS (ABN/EXE – North), Ponda, Goa / ARCS (ABN/EXE –
South), Margao, Goa / All ARCS posted at Camp Courts in Goa for strict
compliance.

Copy to,

- 1) The Dy. Registrar of Coop. Societies (Tech)/DLI (North), O/o. RCS, Patto,
Panaji;
- 2) The Dy. Registrar of Coop. Societies (Admin)/DLI (South), O/o. RCS, Patto,
Panaji;
- 3) All ARCS posted at H.O., O/o. RCS, Patto, Panaji;
- 4) All CO posted at H.O., O/o. RCS, Patto, Panaji;
- 5) All Wings at H.O., O/o. RCS, Patto Plaza, Panaji, Goa.

**CHECKLIST FOR VERIFYING STATUTORY COMPLIANCES BY
SOCIETIES AS PER ORDER DATED 26/04/2023.**

1. Name of the Society :-
2. Complete address of the Society :-
3. Registration Number and Date of Reg. :-
4. Classification & Sub Classification :-
5. Total Membership as on date :-
6. Date of last election of BoD that was held :-
7. Tenure of present BoD expires on :-
 Tenure From :-
 To :-
8. Names, Designations & contact details of present Office Bearers of Society:-
9. Statutory compliance verified for the year _____ ending 31st March 20_____.
10. Name of statutory Auditor who carried out recent Audit of the Society :-
11. Detailed status on statutory compliances by Society For the year 20__ - 20__

Sr. No.	Particulars	Due date of filing	Date when actually filed. / Compliance	Action Taken (if any)	Remarks
01	Statements of Accounts u/s. 73(4)& 73(5) of Act	May 15 th			
02	Annual General Body meeting held u/s. 72(2) of Act	On or before 30 th September			
03	Filing of Annual Return u/s. 81 of Act	On or before 30 th September			
04	Audit Report filed u/s. 74(3) & 74(4) of Act	On or before 30 th September			

To,
ARCS & CO Central Zone, Panaji, Goa / ARCS& CO North Zone, Mapusa, Goa /
ARCS & CO Bicholim Zone, Sankhali, Goa / ARCS & CO, Ponda Zone, Curti,
Ponda, Goa / ARCS & CO South Zone, Margao, Goa / ARCS & CO, Quepem Zone,
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