

FOR OFFICIAL USE ONLY

**GUIDELINES FOR CONDUCT
OF BUSINESS
OF THE OFFICE OF
THE REGISTRAR,
COOPERATIVE SOCIETIES,
PUNJAB**

(Department of Cooperation, Punjab)

Dated : 28th May, 2003

Confidential

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CHAPTER - 1

PRELIMINARY

1. These guidelines will be called "The Conduct of Business of the Office of The Registrar, Cooperative Societies, Punjab, 2003" and hereafter referred as "Guidelines". They shall come into force at once.
2. In these Guidelines, unless the context otherwise requires,
 - (i) "Act" means the Punjab Cooperative Societies Act 1961".
 - (ii) "Rules" means the Punjab Cooperative Societies Rules, 1963.
 - (iii) "Department" means the Department of Cooperative Societies, Punjab.
 - (iv) "Registrar" means Registrar Cooperative Societies, Punjab and appointed by the Government of Punjab under the Act.
 - (v) "Officers" means Additional Registrar, Joint Registrar, Deputy Registrar, Assistant Registrar and such other officers appointed by the Government under the provision of Section 3(2) of the Act.
 - (vi) "Office of the Registrar" means Head Office of the Cooperative Societies, Punjab and all the offices in the State of Punjab subordinate to Registrar.
 - (vii) "Schedule" means the Schedule appended to these guidelines,
3. These Guidelines have been issued for delegation of powers of the Registrar under the Act to various officers for the smooth functioning of the Office of the Registrar.

CHAPTER - 2

DISPOSAL OF BUSINESS

1. The Registrar shall be responsible for the implementation of all orders issued by the Government from time to time. He shall also be responsible for the proper implementation of the Act and Rules and all executive orders issued in accordance therewith.
2. The Registrar shall exercise all the powers as Head of the Department as envisaged under Punjab Civil Services Rules, Punjab Financial Rules and various other rules/ standing orders/ instructions of the Government issued from time to time.
3. All the Officers appointed by the Government to assist the Registrar shall be responsible for proper implementation of the orders issued by the Registrar from time to time for fulfilling his responsibilities as mentioned in para 1 above.
4. Works pertaining to various branches has been allocated to various officers as herein under. The Officer concerned shall primarily be responsible for the disposal of the business pertaining to the branches/ offices assigned to him.
5. There shall be a Link Officer for every Officer, so designated by the Registrar from time to time, who shall in addition to his own duties be responsible for the disposal of the work of that officer during his official tour or leave.
6. All cases shall be submitted to the Registrar in accordance with these Guidelines unless otherwise provided herein under or under the Act and Rules or any instructions of the government issued from time to time. Registrar may further delegate any of the powers vested in him to any officer subordinate to him.
7. All orders or instruments made or executed by the Officer or on behalf of the Registrar shall be expressed to have been made or executed by

the Officers in his own capacity or in the name of Registrar, as the case may be. The orders or instruments so made or executed shall be signed by such officers as may be specified under these Guidelines and signature so made shall be deemed to be the proper authentication of such order or instrument.

8. The Officers shall dispose of arbitration cases, appeals, election petitions and revision petitions under the provision of the Act and the Rules marked and transferred by the Registrar for disposal.
 9. The Officers shall be responsible for the proper transaction of business and careful observance of these Guidelines. As and when he considers that there has been any material deviation or departure from these Guidelines, he shall suomoto take up necessary corrective action.
 10. If any difficulty or hardship arises in giving effect to the provision of these rules, the Registrar may make any such provision, make amendment or modification of any provision of these Guidelines, as he may deem necessary or expedient for the purpose of redressal of such difficulty or hardship.
2. Level of authentication of letter for onward transmission:-
- (i) **Registrar : -**
 - Letters to the Council Of Ministers, Chief Minister and Chief Secretary.
 - Letters to the Financial Commissioners and Principal Secretaries.
 - (ii) **Additional Registrar: -**
 - Letters to Government of India.
 - Letters to other Additional Registrars, Joint Registrars and MD of the Cooperative Institutions
 - (iii) **Joint Registrar/ Deputy Registrar/E.O/OSD**
 - Letters to Special Secretaries and below in the Government and field offices.

11. Bad debts of the members of all types of societies in the State shall be written off by following the procedure prescribed from time to time. The limits exercisable at various levels are as follows:
- (i) A committee consisting of Deputy Registrar, Assistant Registrar and Chief Executive Officer of the Central Cooperative Bank concerned shall have the power to write off bad debts including interest upto Rs. 1500/- in case of an individual member of the society and upto Rs. 75000/- in all for a society. In case there is no Chief Executive Officer, the Manager of the Central Coop. Bank should be on the Committee.
 - (ii) A committee consisting of the Joint Registrar, Deputy Registrar and Managing Director of the Central Coop. Bank concerned shall have the power to write off bad debts in case of individual members debts between Rs. 15,000 to Rs. 50,000 and in case of a society between Rs. 75,000 to Rs. 1,50,000/-.
 - (iii) A committee consisting of Additional Registrar (Credit), Joint Registrar Incharge, Managing Director Punjab State Coop. Bank shall have the power to write off bad debts in case of individual members between Rs.50, 000/- to Rs.1, 25,000/- and in case of society from Rs.1, 50,000/- to Rs.3, 00,000/-.
 - (iv) Registrar, Coop. Societies Punjab shall have full powers.
12. Arbitration disputes will be heard and disposed by the officers in the prescribed manner. The limits imposed on various officers are as given below:
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| a) | Inspectors | Disputes involving principal amount upto 1.00 Lac. |
| b) | Assistant Registrar | Disputes between 1 Lac to 3 lacs. |
| c) | Deputy Registrars | Disputes over Rs. 3 Lac. |
13. Vide Punjab Government Cooperation Department Notification No.1669-C-V-78/6450 dated 21/3/1978, all the powers of Registrar

exercisable under the Act and Rules have been delegated to Additional Registrars/Joint Registrar. Further all powers of the Registrar under the Act and Rules except the powers exercisable under section 26 (1D) and section 27 of the Act in respect of Cooperative Consumer Stores and Central Cooperative Banks have been delegated to Deputy Registrars. In addition all powers of the Registrar exercisable under section 8, 9, 10, 11, 12, 25, 26(1A), 28, 42, 48, 49, 50, 51, 52, 55, 56, 57, 58, 59, 61, 63(a), 63 (c), 65, 66, 67, 73, 82 (2) and 83, of the Act and also powers of the Registrar under section 26 (1D) and section 27 so far as they relate to Primary Societies as defined in section 15-A of the Act, and rules 8, 10, 12, 15, 27, 38, 39, 43(1), 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 59, 60, 61, 62, 63, 65, 67, 68, 69 and 70 and rules 1(b), 1 (d), 4 and 10 of part 1 of Appendix 'C' to the Rules have been delegated to the Assistant Registrars. The above instructions of the government will be supplemented by these Guidelines as amended from time to time.

14. In case of election of societies the delegation of powers to various officers will be as follows.

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| i) | All Primary Cooperative Societies except Primary House Building Societies. | Assistant Registrar, concerned. |
| ii) | Primary Cooperative House Building Societies/Urban Coop Banks/PADB/ Cooperative Marketing-cum-Processing Societies/District Labour Unions and District Cooperative Unions. | Deputy Registrar of the concerned District. |
| iii) | Central Cooperative Societies including Cooperative Milk Unions, Cooperative Sugar Mills, Cooperative Spinning Mills and Central Cooperative Banks. | Joint Registrar Cooperative Societies Concerned. |
| iv) | All Apex Cooperative Societies, | Registrar/Additional Registrars. |

15. Cash Credit limits for sale of Fertilizer may be sanctioned by the Field Officers as detailed below as amended from time to time.
- (i) In normal cases by AR concerned upto 5.00 lacs.
 - (ii) In special cases by DR upto 7.5 lacs.
 - (iii) By JRCS over 7.5 lacs upto 15.00 lacs.
16. The expenses regarding construction/repair of building and white wash etc. will be sanctioned by the various officers as per powers delegated to them from time to time.

CHAPTER - 3

ADDITIONAL REGISTRAR (ADMINISTRATION)

1. The following branches and the concerned branch officers function under the direct supervision and control of Additional Registrar Cooperative Societies (Administration).
 - (i) **Establishment** branch deals with all the establishment matters of Gazetted and non-Gazetted employees of the Office. Establishment Officer is the Branch Officer.
 - (ii) **Budget** branch deals with all type of loan cases of the employees, reconciliation of expenditure with Accountant General Punjab, preparation and distribution of Plan & Non-Plan, Medical reimbursement, reimbursement to the retirees and Budget estimate of the Department, obtaining of necessary sanction of the temporary posts and obtaining of necessary permission from Government in respect of Plan Schemes. Deputy Registrar (Planning) is the Branch Officer.
 - (iii) **Accounts** branch deals with pay bill, Pension Cases, Gratuity Cases, Office expenses, T.A Bills, Service Books, Investigation of Arrears claims & Group Insurance Scheme. OSD is the Branch Officer.
 - (iv) **Planning** Branch deals with Plan Schemes, Spinfed matters and External Coordination. Deputy Registrar (Planning) is the Branch Officer.
 - (v) **Enforcement:** branch deals with various complaints, received from the Government and the general public. Deputy Registrar (Enforcement) is the branch Officer.
2. **The Additional Registrar (Administration)** shall dispose of the business relating to the above mentioned branches at his level as follows:-

- (i) He shall be final authority regarding recruitment, promotion, posting and transfer, deputation, extension in term of deputation of all group C & D employees of the department.
- (ii) He shall be punishing authority in case of clerks and class-IV employees of the Head Office.
- (iii) He shall allow retirement on superannuating or voluntary and premature retirement in case of clerks and group-D employees in Head Office.
- (iv) He shall forward the proposal to the Government for issuing terms and conditions of service for group-A & B employees, who are appointed/ posted on deputation. He will also forward all other cases, which are required to be sent to the Government for consideration and sanction in respect of services of group-A & B employees.
- (v) He shall consider and sanction all kinds of leave of Group-A (Except Additional Registrar Cooperative Societies & Joint Registrar Cooperative Societies), group-B, C and D employees.
- (vi) He shall adjust/ distribute work amongst group C employees in the Head Office.
- (vii) He shall provide financial benefits to group-C & D employees, as in Assured Career Progression Scheme of the Government.
- (viii) He shall sanction handicap allowance to group-C employees.
- (ix) Powers under Government Rule 2 of rule 15.1 of Punjab Civil Services Rules, Volume-I, Part-I as given at serial No. 2, 4, 5, 11, 12, 29, 32, 34, 35, 38, 44, 45, 49, 51, 57 & 8, 9, 10, 14, 23, 40, 41, 43, 47, 51 & 53.
- (x) He shall issue No Objection Certificate for preparation of Passport.
- (xi) He shall issue Residence Certificate to the employees working in Head Office.
- (xii) He shall consider property return of group-A and B Employees
- (xiii) He shall consider and sanction medical reimbursement expenses upto Rs.25000/- as per Government instructions issued from time to time.
- (xiv) He shall consider and sanction final payment of General Provident Fund to retired employees except group-D employees of the field and also to sanction Non Refundable and Refundable advances from General Provident Fund to the employees except group-D employees of the field.
- (xv) He shall consider and sanction Death-Cum-Retirement Gratuity grant and Ex-gratia grant to retired/ deceased employees.
- (xvi) He shall consider and sanction final payment of Savings Fund/ Insurance Fund and interest under the Group Insurance Scheme.
- (xvii) He shall act as a Controlling Officer for all employees working in branches under the charge of Additional Registrar Cooperative Societies (Administration) at Headquarters for the purpose of Travelling Allowance/ Tour programme.
- (xviii) He shall consider and sanction non-recurring expenditure not otherwise provided for in Rule 19.6 Sr.No.1 of Punjab Financial Rules Volume-I for expenditure other than that on installation of new telephone upto Rs.6000/-.
- (xix) He shall consider and sanction expenditure on Service Postage stamps for use in office of the Department and on issue of State Telegrams upto Rs.15000/- (Rule 19.6 No.5 of Punjab Financial Rules, Volume-I).
- (xx) He shall consider and sanction the continuous hiring on rent of Private building for accommodating Government Offices, exceeding the value assessed by the Public Works Department upto Rs.3000/-, in cases where there is no change in the rate of rent and in the carpet area already approved by the Finance

Department. (Rule 19.6 Sr No.9 of Punjab Financial Rules Volume-I).

- (xxi) He shall be final authority regarding Pay fixation of Gazetted/ Non Gazetted staff of Head Office.
- (xxii) He shall sanction Annual Increment of Gazetted staff.
- (xxiii) He shall dispose of Government vehicle as per existing rules/ instructions.
- (xxiv) He shall sanction Computer Loan to the employees.
- (xxv) He shall consider and sanction loan to employees for purchase of plot/ built up house and repairs/ alterations thereof.
- (xxvi) He shall consider and sanction Scooter/ Car/ Moped/ Cycle loans to the employees.
- (xxvii) He shall consider and sanction interest free loans for the marriage of daughters to the Government employees.
- (xxviii) He shall take necessary action for execution of any other matters which is specifically entrusted by the Registrar or the State Government.

3. The **Establishment Officer** of the office of Registrar will work under direct control and supervision of Additional Registrar (Administration) and will act in accordance with his directions or advice. He shall deal with all cases of establishment/ administration of Gazetted/ Non Gazetted staff of the Department of Cooperation below Registrar. He shall prepare proposals and examine all the files relating to establishment matters and submit them to the Additional Registrar (Administration) for further necessary action.

- (i) He shall execute and ensure compliance of orders passed by his superiors in all establishment cases. He will issue letters/ memos etc. to the concerned quarters for execution of Government/ Department's policy and for ensuring proper implementation of the orders passed by his superiors.

- (ii) He will seek necessary information or reports from the field or Head Office to prepare cases before seeking any orders from his superiors.
- (iii) He shall supervise the work of the employees working under him. In case of negligence or any lapse by these employees, he shall propose action against them.
- (iv) He shall ensure the attendance of the staff working in the head office in time and to sign the attendance registers daily.
- (v) He shall sanction casual leave of the employees working in establishment section under him. He will also maintain a register and enter therein the accounts of Casual Leave of all employees (including Class I & II Officers) and will sign the register.
- (vi) He shall at his own level file those papers, which do not require the attention of higher officers.
- (vii) He shall maintain service record of Gazetted or non Gazetted employees of the Department.

4. The **Officer on Special Duty (OSD)** will work under direct control and supervision of Additional Registrar (Administration). He shall deal with all matters relating to accounts and GPF branches. He will also be responsible for house keeping (caretaker) in the Head Office. He shall examine all the cases relating to matters listed below and submit the same to the Additional Registrar (Administration) for necessary action.

- (i) He shall supervise the work of employees in the account branch.
- (ii) He will sanction annual increment of non-Gazetted staff.
- (iii) He shall act as drawing and disbursing officer in the Head office.
- (iv) He shall obtain sanction from the Government in case of arrears and claims more than 3 years old.
- (v) He shall calculate and deduct income tax of Gazetted/ non-Gazetted staff at Head quarter.

- (vi) He shall obtain "No Due Certificate" from Accountant General Punjab after recovery of house building advances/ conveyance advances
- (vii) He shall ensure follow up and get the compliance done of the advice/ orders passed by the Registrar or any other Officers while conducting inspection of their subordinate offices.
- (viii) He shall ensure submission of compliance report regarding Audit notes of accounts etc. to the concerned quarters.
- (ix) He shall ensure submission of Travelling Allowance Bills of employees/ Officers in Head Office for payment.
- (x) He shall prepare and submit pension cases of Gazetted/ Non Gazetted employees of Head Office after obtaining "No Objection Certificate" from the office of Accountant General, Punjab.
- (xi) He shall obtain pension clearance certificate for Gazetted Officers from the Government.
- (xii) He shall authenticate periodical reports relating to pension, accounts, General Provident Funds, etc.
- (xiii) He shall issue cheques of House Building Advance, Conveyance Advance and other claims.
- (xiv) He shall prepare and submit the monthly report of receipt and expenditure of Head Office and send the same to Finance Department, Government of Punjab.
- (xv) He shall allot the new General Provident Fund account and approve the nomination.

5. **Deputy Registrar (Enforcement)** will work under direct control and supervision of Additional Registrar (Administration). He shall deal with complaints & enquiries, enforcement work and reference relating to vigilance cases. He shall dispose of following matters at his her level :-

- (i) He shall follow up about action to be taken against the person

found guilty as a result of enquiry reports.

- (ii) He shall ensure compliance of inspection and audit notes/ reports of Cooperative Societies.
- (iii) He shall conduct enquiries as desired by his superiors or matters involving important and sensitive issues. On other issues he shall get the enquiry conducted into complaints through inspectors working under him.

6. **Deputy Registrar (Planning)** will work under direct control and supervision of Additional Registrar (Administration). He shall deal with the work relating to Plan Schemes, Budget and Internal Coordination. He shall dispose of following matters at his level: -

- (i) He shall take action for getting provisions made in the Budget under Plan and Non-Plan Heads of the Government.
- (ii) He shall take action for proper distribution of funds under particular head to the various Drawing and Disbursing Officers.
- (iii) He shall submit information to the Government with regard to Plan Schemes from time to time and will work as a Coordinator with various branches of the office for clearance of Plan Schemes and other matters where there is involvement of more than one branch.
- (iv) He shall issue sanctions with the approval of Additional Registrar (Administration) after the loan is sanctioned by the Finance Department to any employee of the Department.

CHAPTER - 4

OTHER ADDITIONAL REGISTRARS

1. The **Credit** branch functions under the direct supervision and control of **Additional Registrar (Credit)**. The credit branch deals with the economic, financial and administrative matters relating to the Financial Institutions namely Primary Agricultural Cooperative Societies, Central Cooperative Banks, Punjab State Cooperative Agricultural Development Bank, Primary Agriculture Development Banks, and Urban Banks. The branch also deals with recovery and investment of the Government and all other matters relating to credit.
2. The **Marketing** branch functions under the direct supervision and control of **Additional Registrar (General)**. The branch deals with the economic and financial matters relating to the Farming Societies, Transport Societies, Labourfed, Labour Unions and Labourers Societies, MARKFED, Marketing and Processing Societies, Cold Stores, Warehouse and Fruitfed, Sugarfed and Sugar Mills.
3. The **Industry** Branch functions under the direct supervision and control of **Additional Registrar (Industry)**. This branch generally deals with the economic and financial matters relating to the external coordination, 20-Point Programmes, ICDP, Industrial Federation, Industrial Societies, WEAVCO, MILKFED, Milk Unions, Milk Societies and Lady Wing.
4. These **Store, Education & Training, PAC & Statistical branches and Cooperative Audit** branches function under the direct supervision and control of **Additional Registrar (Distribution)**. These branches deal with the economic and financial matters relating to the Audit Paras, Public Account Committee (PAC) matters, Cooperative Audit, Consumer Stores, CONSTOFED, Lead and Link Societies, HOUSEFED, Housing Societies, PUNCOFED, Elections, Parliamentary and Assembly Matters and Education & Training and Statistics.
5. All the branches mentioned in para 1 to 4 above facilitates coordination and strengthen linkages with the State Government, Government of India and the financial Institutions and Societies at the State and National Level.
6. The **Additional Registrar** concerned shall dispose of the business relating to his branch at his level as follows: -
 - (i) He shall grant extension of term of Supervisory Committee/Administrator of Central Societies under the policy approved by the Registrar.
 - (ii) He shall sign documents in Court Cases on behalf of Registrar except Contempt Cases.
 - (iii) He shall write off Cooperative Loans as per provision of the Act, Rules and instructions issued by the Government or the Department from time to time upto an amount of Rs.5.00 Lacs.
 - (iv) He shall ensure compliance of observations made in the Inspection Notes of NABARD. He shall also ensure compliance of inspection and audit notes.
 - (v) He shall inspect Cooperative Societies from time to time.
 - (vi) He shall approve re-organization of Credit Societies as per prescribed norms.
 - (vii) He shall grant benefits to the employees of the Societies as per existing policy.
 - (viii) He shall ensure timely conduct of election of the Cooperative Societies.
 - (ix) He shall ensure follow up action on the proceedings of the Board Of Directors' meetings.
 - (x) He shall follow up on execution of policy Plan and Programmes approved by the Registrar.

- (xi) He shall ensure the preparation of budget and implementation of the same regarding the Apex and Central Institutions.
- (xii) The powers of RCS for the purpose of Audit U/s 49 Inquiry U/s 50 & Surcharge U/s 54 shall be exercised by the concerned Additional Registrars relating to Apex/Central Institutions under their control.
- (xiii) The arbitration references in respect of Apex & Central Institutions upto Rs. 1 Lac shall be referred to the Additional Registrar concerned and those involving dispute over Rs. 1 Lac shall be referred to the Registrar.

CHAPTER - 5

JOINT REGISTRARS IN HEAD OFFICE

1. **Joint Registrars** in Head Office shall function as branch officer to assist Additional Registrars. He shall dispose of the following matters at his level: -
 - (i) He shall deal with general complaints not requiring the attention of his superiors, received from the public against employees of the Banks/ Societies.
 - (ii) He shall obtain utilization certificates from field with regard to the financial assistance from the State Government/ Central Government to the Primary Agricultural Cooperative Societies for onward submission to the Recovery branch.
 - (iii) He shall correspond with the Cooperative Societies in his charge for execution of policies and for seeking information to comply with instructions and directions of the Registrar.
 - (iv) He shall ensure timely submission of reply or written statement of petition in Civil Courts, High Court and Supreme Court on behalf of the Registrar.

CHAPTER - 6

OTHER OFFICIALS

1. **Deputy Controller (Funds & Accounts) (DCFA)** deals with Accounts, Recovery & Investment, Government Audit and matters related to Public Accounts Committee. He shall deal with following matters at his own level: -
 - (i) He shall coordinate with the State Government, Government of India, and National Financial Institutions for release and recovery of Government Loans and grants.
 - (ii) He shall obtain and submit replies to Government Audit Paras and Public Accounts Committee matters.
2. **Deputy Registrar (Legal)** shall assist the Registrar in Court work. He shall assist the Registrar to pursue all the legal cases as assigned to him in Head Office. He shall maintain record of Copying Branch under him.
3. **Superintendents** (In Head Office) shall deal with following matters at his own level: -
 - (i) To examine and submit Papers Under Consideration as per office manual.
 - (ii) To supervise the work of the branch.
 - (iii) To sanction the Casual Leave of the officials working in the branch upto 4 days.
 - (iv) To issue/ sign the reminders in the cases where information is sought from the field.
 - (v) To call for the information required by the officers of the branch, from the quarter concerned.
 - (vi) To mark the daily dak received from the field offices as well as

Head Office to the concerned dealing hand of the branch.

- (vii) To guide the officials of the branch in complicated cases.
- (viii) To call for the explanation of the officials of the branch who are found negligent in performance of their official duties.

CHAPTER - 7

FIELD OFFICERS

1. The **Joint Registrar** in the Division shall dispose of the following matters at his level: -
- (i) He shall exercise the powers of Drawing and Disbursing Office as per rules.
 - (ii) He shall supervise and monitor the working of central societies and he shall attend their Board Meetings.
 - (iii) He shall grant approval to bring a Cooperative Agriculture Service Society under winding up and shall ensure that the pre-requisite as per the instructions issued from time to time are fulfilled before granting such approval.
 - (iv) He shall sanction leave to the employees working in his office as per Civil Service Rules and instruction from time to time and ensure proper maintenance of account in this regard.
 - (v) He shall be final authority regarding pay fixation of employees in his office.
 - (vi) He shall consider and sanction medical reimbursement expenses upto 5,000 working in his office as per Government instruction from time to time.
 - (vii) He shall consider and release pensionary and other benefits sanctioned by the A.G./F.D./Superiors from time to time to the official working in his office as per provision of Civil Service Rules and instructions in this regard from time to time.
 - (viii) He shall take necessary action for execution of any other matter, which is specifically entrusted by the Registrar or the Government.
2. The **Deputy Registrar** in the district shall dispose of the following

matters at his level: -

- (i) He shall be the appointing and punishing authority of Clerks working in his district.
 - (ii) He shall act as Drawing and Disbursing officer in respect of staff working on the establishment of DRCS.
 - (iii) He shall sanction leave to the employees as per provisions of Punjab Civil Services Rules and instruction for time to time.
 - (iv) He shall maintain service record of officials working in his office.
 - (v) He shall be final authority regarding pay fixation of employees in his office.
 - (vi) He shall consider and sanction medical reimbursement expenses upto 5,000 working in his office as per Government instruction from time to time.
 - (vii) He shall take necessary action for execution of any other matter, which is specifically entrusted by the Registrar or the Government.
 - (viii) He shall consider and release pensionary and other benefits sanctioned by the A.G./F.D./Superiors from time to time to the official working in his office as per provision of Civil Service Rules and instructions in this regard from time to time.
3. The **Assistant Registrar/EAR/L.A.R.** shall dispose of the following matters at his level: -
- (i) He shall be the appointing and punishing authority of Class-IV working in his office.
 - (ii) He shall act as Drawing and Disbursing officer in respect of staff working on their respective establishments.
 - (iii) He shall sanction leave to the employees as per provisions of Punjab Civil Services Rules and instruction for time to time.
 - (iv) He shall maintain service record of officials working in his office.

- (v) He shall be final authority regarding pay fixation of employees in his office.
- (vi) He shall consider and sanction medical reimbursement expenses upto 5,000 working in his office as per Government instruction from time to time.
- (vii) He shall take necessary action for execution of any other matter, which is specifically entrusted by the Registrar or the Government.
- (viii) He shall consider and release pensionary and other benefits sanctioned by the A.G./F.D./Superiors from time to time to the official working in his office as per provision of Civil Service Rules and instructions in this regard from time to time.

SCHEDULE

1. List of matters, which shall necessarily be submitted for consideration of Registrar in the monthly meeting of officers of the State.
 - (i) Amendment in the bylaws other than routine amendments made by the societies (Section 10-A of the Act).
 - (ii) Amendment of rules regulating the recruitment, promotions and the conditions of the service of the officials of Coop. Societies appointed under their service rules.
 - (iii) Interpretation of service rules (Common Cadre and Non Common Cadre) referred by the societies to the Registrar.
 - (iv) All matters relating to suspension and supersession of Managing Committee/Board Of Directors of the Apex Cooperative Societies.
 - (v) All matters relating to cessation of the Director/ Committee Members of the Apex Societies under rule 26 of the Rules.
 - (vi) All matters relating to elections under the provision of the Act and the Rules.
 - (vii) Annual Statement to be sent to the Government and Vidhan Sabha.
 - (viii) Annual Financial Statement to be laid before the Vidhan Sabha and demands for supplementary, excess and surrender grants.
 - (ix) Issue of notification under the provision of Act, Rules, made there under and bylaws etc.
 - (x) Any direction to be issued under rules 45 of the Rules.
 - (xi) Any project report/ study report conducted by duly appointed committee or consultants.
 - (xii) Imposition of a new tax or fees to be charged from Societies or General Public.

- (xiii) All proposals for seeking a Government guarantee for Societies.
- (xiv) Any proposals for making new rules or amendment in the existing rules.
- (xv) Any proposals involving the alienation either temporary or permanent of sale, grant or lease of Government property except when such alienation, sale, grant or lease of Government properties is in accordance with the rules or with a general scheme already approved by the Registrar or the Government.
- (xvi) Special audit reports and review of the finances of Cooperative Societies in the State.
- (xvii) Proposals involving any significant change of policies or practice.
- (xviii) Proposals to amend or revise any decision or instructions previously taken/issued by the Registrar.
- (xix) Cases referred by the Government.
- (xx) Proposals to create or to abolish any post by a Cooperative Societies.
- (xxi) Proposals relate to staffing pattern of Cooperative Societies.
- (xxii) Proposals for making recruitment or framing recruitment policy for the Cooperative Societies.
- (xxiii) Proposals to implement any policy guidelines or instruction of the State Government and Government of India.