**Government of Himachal Pradesh**

**Department of Co-operation**

No: Coop-A (3) -3/2011 Dated Shimla:-2 the 7-11-2015

**NOTIFICATION**

In exercise of the powers conferred under section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 and rule 4 of the Himachal Pradesh ia pleased to notify various services, Desiganated Officers and 1st and 2nd Appellate Authorityand stipulated time limits in respect of the co-operaion Department for the purpose of the said Act as under:-

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| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Title of Services** | **Designated Officers** | **Time limit for providing services** | **Designation of 1st Appellate Authority** | **Designation of 2nd Appellate Authority** |
| 1. | 2. | 3. | 4. | 5. | 6. |
| 1. | Registration of Co-operative societies under H.P.Cooperative Socities Act, 1968. | a)Assistant Registrar cooperative societies (ARCS) of concerned area primary societies  b) Dy /Joint/Addional Registrar for Secondary societies  c) Registrar cooperative societies (RCS) for State level society | a) Scrutiny of proposal and communication of deficiencies/ discrepancies, if any-**21 days**  b)issuance of registration certificate after receipt of complete proposal-**15 days** | Joint/ Addional registrar cooperative societies  Registrar cooperative societies.  Secretary (co-op) | There are three tiers of co-op societies in H.P. viz. primary Secondary and Stae level. The Designated Officer/1st Appellate Authority may Vary with the type of society. |
| 2. | **Amendment of bylaws**:  a)primary cooperative societies, except co-op. Banks  b)Secondary cooperative societies, except co-op. Banks  c)Sate level cooperative societies and co-op Banks | Assistant Registrar concerned  Deputy Registrar concerned  Officer Incharge of the concerned society at Directorate. | (i)scrutiny of proposal and communication deficiencies/ discrepancies, if any-**21 days**  b) Registration of amendment after receipt of complete proposal-within **15 days** | Joint/ Addional Registrar Cooperative societies  Registrar cooperative societies.  Secretary (co-op) |  |
| 3. | Registration of Societies under H.P. Societies Registration Act, 2006 | a)Deputy Registrar of Societies (SDM) for such-Divisional level societies  b)Addl.Registrar of societies (Deputy Commissioner) for Distt level societies.  c)Registrar of societies for state level societies | (i)Scrutiny of proposal and communication deficiencies/ discrepancies, if any-**21 days**  b) Registration of amendment after receipt of complete proposal-within **15 days** | D.C of concerned District.  Registrar cooperative societies,  Secretary  (Cooperation) |  |
| 4. | Amendment of Byelaws of Societies under H.P. Societies Registration Act, 2006 | a)Deputy Registrar of Societies (SDM) for such-Divisional level societies  b) Addl.Registrar of societies (Deputy commissioner) for Distt level societies.  c)Registrar of Societies for state level societies | (i)scrutiny of proposal and communication deficiencies/ discrepancies, if any-**21 days**  b) Registration of amendment after receipt of complete proposal-within **15 days** | D.C of concerned District.  Registrar Cooperative Societies,  Secretary  (Cooperation) |  |

**T**he time shall apply if case received by the designated officer or person authorized is in order and no shortcoming or discrepancy is reported. In case there are shortcomings or discrepancies in the case, the time limit shall vary accordingly.

The request for service on the application or form prescribed along with specified documents can be made to the concerned designated officer or to a person subordinate to him authorized to receive such applications. An acknowledgement shall be issued as per Form specified in H.P. Public Service Guaranttee Rules, 2011. All designated officers are required to issue oreder for quthorized persons and display the same on the Notice Board as per section 5 of the Act.

An appeal under section 6 can be filled before the concerned first appellate authority, as the case may be, within thirty days from the date of rejection of application or the expiry of the stipulated time limits.

An appeal against the order of the First Apllellate Authority can be filed before the state Information Commission, Himachal Pradesh, Which is the Second Applellate Authority under the Act.

By Order

(P.Mitra)

Chief Secretary (Co-operation) to the

Government of Himachal Pradesh

Endst.No. Coop.A (3).3/2011 dated: Shimla-2, the 7-11-2015

Copy for information & necessary action is forwarded to:-

1. All Adminstrative Secretary to the Govt. of Himachal Pradesh Shimla -2.
2. The secretary (AR) to the Govt. Himachal Pradesh.
3. Registrar, Cooperative Societies, H.P. Shimla-9.
4. All Deputy Commissioner cum Additional Registrar of Societies in Himachal Pradesh.
5. The Director NIC, H.P. Shimla-2.
6. All the Addl./Joint/Deputy/Assistant Registrars, Cooperative societies in H.P.
7. All the Sub-Divisional Officers (Civil) cum Deputy Registgrar of societies in Himachal Pradesh.
8. The Controller, Printing Press & Sationary, Himachal Pradesh, Shimla-171005 for Publication in the Rajpatra (Extra Ordinary)

Joint Secretary (Coop) to the

Government of Himachal Pradesh