

267/C

**OFFICE OF THE REGISTRAR COOPERATIVE SOCIETY  
GNCT OF DELHI, OLD COURT BUILDING,  
PARLIAMENT STREET, NEW DELHI – 110001.**

No.F.DR(POLICY)/2014/ 234

Dated: 17.06.2014.

**Minutes of the meeting convened by the Secretary-Cum-Registrar Co-operative Societies on 17.06.2014 at 10.00 A.M.**

A meeting was convened by Secretary-Cum-Registrar, Co-operative Societies on 17.06.2014 at 10.00 A.M. to discuss the new arrangement of alphabetical distribution of work amongst officers.

The meeting was attended by the following officers:-

- |                        |                   |
|------------------------|-------------------|
| (1) Sh. G.S. Aggarwal  | Dy. Registrar-I   |
| (2) Sh. Bipan Kumar    | Dy. Registrar-II  |
| (3) Sh. Vijay Bhardwaj | Dy. Registrar-III |
| (4) Sh. K.K. Bhalla    | Dy. Registrar-IV  |
| (5) Sh. Narinder Passi | Asstt. Registrar  |
| (6) Sh. A.K. Verma     | Asstt. Registrar  |
| (7) Sh. Mange Ram      | Asstt. Registrar  |
| (8) Sh. Krishan Kumar  | Asstt. Registrar  |
| (9) Sh. Sunil Kumar    | Asstt. Registrar  |

The following was discussed and decided:

Action: All ARs.

1. The issue of how to begin the new arrangement was discussed with all ARs/DRs. It was agreed that all active files and papers must be transferred by 20<sup>th</sup> June, 2014 Active file and papers means:

- All files alphabet wise which have been put up for orders after 1<sup>st</sup> March, 2014;
- All pending papers/references and complaints which have been received after 1<sup>st</sup> March, 2014, but not examined and processed.
- All files and papers in which urgent decisions are required regardless of when they were received.

Action all ARs

2. All ARs will also transfer files in which membership under Rule 90 is pending verification. The list of members verified and still pending for consideration of Rule 90 Committee shall be made and given to the new AR with a certificate that due diligence has been exercised in verification of membership that have been completed.

Action all ARs

K. K. BHALLA  
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3. RCS has stressed that from Monday i.e. 23.06.2014 the files will be accepted only as per new work allocation order from the concerned section. Any deviation will invite action against the concerned officer

**Action all ARs/DRs**

4. All RTI cases/court cases/Section 91 cases will be dealt with by the ARs as per old order and put up to higher officers, however, on its return journey, this will be marked to the new AR.

**Action All ARs/DRs/Addl.RCS/Spl.RCS**

5. While transferring the files as per new work allocation order, first alphabet of the name of the society will be taken into consideration ignoring the prefix 'The'.

**Action all ARs**

6. Caretaking will ensure that sign plates indicating zones are changed to section (A-?) on the walls.

**Action Caretaking Branch.**

7. The status of transfer of files will be reviewed by the RCS on Friday i.e. 20.06.2014.

**Action all ARs.**


  
(K.K. BHALLA) 17/6/2014  
**Deputy Registrar (Policy)**

**No.F.DR(POLICY)/2014/**

**Dated: 17.06.2014.**

Copy to:

1. All Assistant Registrar(Zones/Branches), O/o RCS, Parliament Street, New Delhi – 110001;
2. Asstt. Programmer, O/o RCS, Parliament Street, New Delhi – 110001;
3. P.A. to RCS for kind information of RCS, O/o RCS, Parliament Street, New Delhi – 110001;
4. P.A. to Addl. RCS for kind information of RCS, O/o RCS, Parliament Street, New Delhi- 110001;
5. P.A. to Dy. RCS-I,II,III,IV, O/o RCS, Parliament Street, New Delhi- 110001; and
6. Guard file.

  
17/6/2014  
**(K.K. BHALLA)**  
**Deputy Registrar (Policy)**