

Manual 2
Powers and duties of Officers and employees

S.No.	Section/Rule	Extent to which Powers are delegated	Authority to whom the power vests
1.	Section 4,9,10 of DCS Act 2003 read with Rule 5,6 &9 of DCS Rules 2007	Registration of Coop.societies	Addl.RCS/JRCS
2.	Section 12 (except clause 6,7 , Read with rule Rule 12,15 & 16)	Change of name and liability Amendment of bye kaes if Society	Addl.RCS/JRCS
3.	Section 28 & 91 read with Rule 92 & 93	To issue acknowledgement after obtaining documents from the society & verification thereof	Assistant Registrar
4.	Section 31 (2) and Rule 46 & 51	To call Annual general body on failure of doing so by Managing Committee of the society and recovery of expending for the same .	Addl.RCS/JRCS
5.	Section 32 read	Annual statements	Assistant Registrar
6.	Section 33(2) and Rule 46 & 51	To call Special General Body Meeting and to recover expending for the same Securing possession of records,etc.	Addl.RCS/JRCS
7.	Section 35 read with rule 47(2)	Permission for division of members for constitution of representative General Body.	Deputy Registrar
8.	Section 38	Securing possession of records,etc.	Addl.RCS/JRCS
9.	Section 40 and Rule 31	Expulsion of members (Other than housing societies)	Assistant Registrar
10.	Section 45 (vii) and Rule	Power to issue certificate of recovery	Assistant Registrar
11.	Section 60 (6), Section 60 (8), read with Rule 80	Power to get audit conducted and accounts written on failure of the society.	Addl. RCS/JRCS/DRCS
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12.	Section 61 read with Rule 82 & 83	To order inspection	Addl.RCS/JRCS
13.	Section 63 read with Rule 82 & 83	To order Inspection of books of indebted coop.societies	Assistant Registrar
14.	Section 64 read with Rule 7	Cost of Inquiry	ADdl.RCS/JRCS
15.	Section 66 read with Rule 115,116	Services of legal practitioner in liquidated societies	ADdl.RCS/JRCS
16.	Section 67 read with Rule 80(10)	Directions regarding expunging any portion of audit report of societies	ADdl.RCS/JRCS/Deputy Registrar
17.	Section 69 (2)(3)(4)	Maintenance of accounts & books etc.	Deputy Registrar/Assistant Registrar

18.	Section 70/83 read with Rule 84	Admission of fresh claim petition in r/o Housing Societies Fresh Claim Petition in r/o other than Housing Societies	Deputy Registrar/ Assistant Registrar
19.	Section 71	Arbitration matters of House Building Coop. Societies Pertaining to membership, seniority, size and category of flats	Addl.RCS/JRCS
		Other cases to be allocated by Addl.Registrar/JR(Arb) to any other Arbitrator appointed under the Act/Rules.	Arbitrators on panel as per DCS Act.
20.	Section 77 read with Rule 90	Verification of enrolments of membership in Coop.House Building or Coop. Group Housing Societies	Assistant Registrar
21.	Section 80(3) & 80 (4) read with Rule 93	Hearing of appeal for refusal of permission for transfer of occupancy right by Coop. Housing Society.	Addl.RCS/JRCS
22.	Section 84 (5) read with Rule 96	Considering the matters with regard to issuance of certificate of recovery	Assistant Registrar
23.	Section 84 read with Rule 96	Inquiry and issuance of Recovery certificate of outgoing and arrear of dues	Assistant Registrar
24.	Section 85 read with Rule 64,69	Regulation of loan	Addl.RCS/JRCS
25.	Section 86 (2) read with Rule 96	Inquiry & issuance of recovery certificate	Deputy Registrar
26.	Section 86 (2 & 3) read with Rule 99	Approving/rejecting the proposal of Managing Committee for expulsion of a member	Addl.RCS/JRCS
27.	Section 91 read with Rule 92	Transfer of membership to purchaser of flats/houses	Concerned Zonal ARCS
28.	Section 104 read with Rule 123	Enforcement of charges	Assistant Registrar
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29.	Section 105 & 106 read with Rule 124	Excution of orders etc.	Assistant Registrar
30.	Section 108 read with Rule 97	Power to issue certificate for recovery	Deputy Registrar
31.	Section 110 read with Rule 150	Recovery of sums due to Govt.	Addl.RCS/JRCS
32.	Section 139, Section 139 (2) read with Rule 165	Appellate Authority	Concerned Zonal ARCS
33.	Rule 7	Maintenance of Registers	Assistant Registrar
34.	Rule 36	Inspection of documents	Assistant Registrar
35.	Rule 153 (2)	Authorization for execution of award	Addl.RCS/JRCS