

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	Spl.RCS/Addl.RCS/JRCS
2.	Section 12 (except clause 6,7 , Read with Rule 12,15 & 16)	Change of name and liability Amendment of bye laws of Society	Spl.RCS/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) with read Rule 49 & 51	To call Annual general body on failure of doing so by Managing Committee of the society and recovery of expending for the same .	Spl.RCS/Addl.RCS/JRCS
5.	Section 32 read with Rule 42	Annual statements	Assistant Registrar
6.	Section 33(2) and Rule 46 & 51	To call Special General Body Meeting and to recover expenditure for the same Securing possession of records, etc.	Spl.RCS/Addl.RCS/JRCS
7.	Proviso to Section 35 (1) read with Rule 53 and Clause 1 of Schedule-II appended to DCS Rules, 2007	For appointment Returning office to conduct the election of a society except in cases u/s 35 (5) and in case where the power to appoint Returning Officer vests in Govt.	Deputy Registrar
8.	Section 38	Securing possession of records, etc.	Spl.RCS/Addl.RCS/JRCS
9.	Section 40 and Rule 31	Expulsion of members (Other than housing societies)	Spl.RCS/Addl.RCS/JRCS
10.	41 (2)& (3) of DCS Act, 2003	Cessation of membership in case of Cooperative Bank & Thrift & Credit Societies	Spl.RCS/Addl.RCS/JRCS
11.	Section 45 (vii) and Rule 124	Power to issue certificate of recovery	Assistant Registrar
12.	Section 60 (6), Section 60 (8), read with Rule 80	Power to get audit conducted and accounts written on failure of the society.	Spl.RCS/Addl.RCS/JRCS/DRCS
13.	Section 61 read with Rule 82 & 83	To order inspection	Spl.RCS/Addl.RCS/JRCS
14.	Section 63 read with Rule 82 & 83	To order Inspection of books of indebted coop. societies	Assistant Registrar
15.	Section 64 read with Rule 7	Cost of Inquiry	Spl.RCS/Addl.RCS/JRCS
16.	Section 66 (1)	Conduct of Inquiries U/s 66 (1) however, power to institute inquires and appointment of I.O. will continue with RCS	Spl. RCS/Addl. RCS/JRCS
17.	Section 66 (2)	Passing orders in u/s 66 (2) where Spl. RCS/Addl. RCS is not the I.O. u/s 66(1)	Spl. RCS/Addl. RCS
18.	Section 67 read with Rule 80(10)	Directions regarding expunging any portion of audit report of societies	Spl.RCS/Addl.RCS/JRCS/DRCS
19.	Section 69 (2)(3)(4)	Maintenance of accounts & books etc.	Deputy Registrar/Assistant Registrar

20.	Section 70/Section 83 read with Rule 84	Admission of all dispute/claim petitions in r/o Housing Societies (including Group Housing and House Building Societies.)	Deputy Registrar
		All disputes/claims petition in r/o other then housing societies	Assistant Registrar
21.	Section 71	(i) Disputes/Claim petition relating to membership, category and size of flat/plot to be referred to RCS for Arbitration.	Not Delegated
		(ii) All other cases of Arbitration	Assistant Registrar/Arbitrators on panel as DCS Act, 2003
		(iii)All arbitration matter of Group Housing and House Building Coop. Societies except those at Sl. No. (i) above.	JRCS/DRCS
22.	Section 77 read with Rule 90	Verification of enrolments of membership in Coop. House Building or Coop. Group Housing Societies	Assistant Registrar
23.	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.	Spl.RCS/Addl.RCS/JRCS
24.	Section 83 (5) read with Rule 93	Considering the matters with regard to issuance of certificate of recovery	Assistant Registrar
25.	Section 84 read with Rule 96	Inquiry and issuance of Recovery certificate of outgoing and arrear of dues	Assistant Registrar
26.	Section 85 read with Rule 64,69	Regulation of loan	Spl.RCS/Addl.RCS/JRCS
27.	Section 85 (2) read with Rule 96	Inquiry & issuance of recovery certificate	Deputy Registrar
28.	Section 86 (2 & 3) read with Rule 99	Approving/rejecting the proposal of Managing Committee for expulsion of a member	Spl.RCS/Addl.RCS/JRCS
29.	Section 91 read with Rule 92	Transfer of membership to purchaser of flats/houses	Spl.RCS/Addl.RCS/JRCS/DRCS
30.	Section 104 read with Rule 123	Enforcement of charges	Assistant Registrar
31.	Section 105 & 106 read with Rule 124	Execution of orders etc.	Assistant Registrar
32.	Section 108 read with Rule 97	Power to issue certificate for recovery	Deputy Registrar
33.	Section 110 read with Rule 150	Recovery of sums due to Govt.	Spl.RCS/Addl.RCS/JRCS
34.	Section 139, Section 139 (2) read with Rule 165	Appellate Authority	JRCS
35.	Rule 7	Maintenance of Registers	Assistant Registrar
36.	Rule 36	Inspection of documents	Assistant Registrar
37.	Rule 153 (2)	Authorization for execution of award	Spl.RCS/Addl.RCS/JRCS