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OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES  
GOVT. OF NCT OF DELHI  
OLD COURT'S BUILDING, PARLIAMENT STREET,  
NEW DELHI - 110001

No. F.PA/Addl.RCS/Policy/2014/1-20

Dated: 06-06-14

**ORDER**

The present allocation and distribution of work among Assistant Registrars on the basis of geographical location of the registered offices of the societies is not very helpful in quick disposal of work. Besides, marking of papers received in the office becomes difficult because one needs to know the exact zone in which the registered office of a society is situated before a paper could be marked to the concerned DR/AR for necessary action. A new person posted in the Department struggles with marking of papers because he does not have the knowledge to correctly mark a paper to the concerned DR/AR.

2. The current system also leads to inequitable distribution of work because a few geographical locations have a large number of societies and others relatively fewer societies. This inequitable distribution of work among officers/officials leads to inefficient utilization of available manpower.

3. It has, therefore, been decided that the work load among various zones must be distributed on the basis of the first English alphabet in the name of the society that is registered in the Department. However, before transferring the files on the basis of alphabets to newly created sections headed by the ARCS, it is necessary to carry out segregation of all files in the existing zones on

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the basis of English alphabet to ensure smooth and hassle free handing over and taking over of files by the officials.

4. In view of the above, following steps must be taken by all zones for strict compliance by June 13, 2014.

- a. All Zonal Incharges will make an inventory of all files available in the zone on the basis of the first English alphabet in the name of the society registered with the Department.
- b. The Zonal Incharges will also ensure that all papers in the files, both on the noting and correspondence side, are properly serial numbered and are included in the list.
- c. If the papers attached in the file either on the noting side or correspondence side are torn or mutilated, they must be repaired with the help of transparent cello tapes.
- d. All pending references, representations and complaints concerning societies that are pending in the zones must also be segregated on the basis of first English alphabet of the society and a list prepared in order that these are also transferred to the concerned sections.
- e. After making an inventory of all files available in zones on the basis of first English alphabet, the list must be tallied and verified with the computer data of the societies registered with the Department to ensure that no files of any society are missing. In case residual files are available in any zone whose name is not entered in the computer, the concerned zonal incharge will ensure that the name of these residual files are entered in the computer data before the files are transferred to the newly created sections.

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- f. In the new scheme of things the word "zone" shall not be used. In place of the word "zone", the word used shall be "sections" for e.g. Section 1, Section 2, Section 3... and so on.
  - g. All files must be arranged in alphabetical order to ensure smooth transfer of files to newly created sections.
  - h. All branch incharges will ensure that the work of making inventory must be completed by June 13, 2014 and report be submitted on June 16, 2014. The office shall remain open on 7 and 8 June, 2014 for this work to be completed.
5. All officers/officials of the Department are requested to co-operate in this work.



**(D.S. Pandit)**  
**Secy.-cum-Registrar**  
**Cooperative Societies**

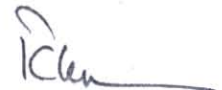
To  
All Dy. Registrars, O/o the RCS, GNCTD  
All Asstt. Registrars, O/o the RCS, GNCTD

Copy for information to:

- 1. Special RCS
- 2. Additional RCS

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With the direction to ensure that the work of making inventory is carried out in a time bound manner.



**(D.S. Pandit)**  
**Secy.-cum-Registrar**  
**Cooperative Societies**