

**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 Public Service Guarantee Rules, 2011, the Governor, Himachal Pradesh is pleased to notify various services, Designated Officers, First and Second Appellate authority and the stipulated time limits in respect of the Co-operation Department for the purpose of the said Act as under:-

Sr. No.	Title of Services	Designated Officer	Time limit for providing services	Designation of 1 <sup>st</sup> Appellate Authority	Remarks
1.	2.	3.	4.	5.	6.
1.	Registration of co-operative societies under H.P. Cooperative Societies Act, 1968.	a) Assistant Registrar Cooperative Societies (ARCS) of concerned area for primary societies  b) Dy./Joint/ Additional 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/ Additional Registrar Cooperative Societies  Registrar Cooperative Societies.  Secretary (Co-op)	There are three tiers of co-op. societies in H.P. viz. Primary, Secondary and State level. The Designated officer/ 1 <sup>st</sup> Appellate Authority may vary with the type of society.

Contd....2/-

1.	2.	3.	4.	5.	6.
2.	<p><b>Amendment of byelaws:</b></p> <p>a) Primary Cooperative societies, except Co-op. Banks</p> <p>b) Secondary Cooperative societies, except Co-op. Banks</p> <p>c) State level Cooperative societies and Co-op. Banks</p>	<p>Assistant Registrar concerned</p> <p>Deputy Registrar concerned</p> <p>Officer Incharge of the concerned society at Directorate.</p>	<p>(i) Scrutiny of proposal and communication of deficiencies/ discrepancies, if any- <b>21 days.</b></p> <p>(ii) Registration of amendment after receipt of complete proposal- within <b>15 days</b></p>	<p>Joint/Additional Registrar Cooperative Societies</p> <p>---do---</p> <p>Registrar Cooperative Societies.</p>	
3.	<p>Registration of Societies under H.P. Societies Registration Act, 2006.</p>	<p>a) Deputy Registrar of societies (SDM) for Sub-Divisional level Societies</p> <p>b) Addl. Registrar of societies (Deputy Commissioner) for District level Societies.</p> <p>c) Registrar of societies for State level Societies.</p>	<p>(a) Scrutiny of proposal and communication of deficiencies/ discrepancies, if any- <b>21 days.</b></p> <p>(b) Issuance of registration certificate after receipt of complete proposal- <b>15 days</b></p>	<p>D.C. of concerned District.</p> <p>Registrar, Cooperative Societies.</p> <p>Secretary (Cooperation)</p>	<p>Contd. 3/-</p>

1.	2.	3.	4.	5.	6.
4.	Amendment of Byelaws of Societies under H.P.Societies Registration Act,2006.	c) Deputy Registrar of societies (SDM) for Sub-Divisional level Societies  b) Addl.Registrar of societies (Deputy Commissioner) for District level Societies.  c) Registrar of societies for State level Societies..	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	D.C. of concerned District.  Registrar, Cooperative Societies.  Secretary (Cooperation)	

The time limit 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 Guarantee Rules, 2011. All designated officers are required to issue order for authorized person and display the same on the Notice Board as per section 5 of the Act.

An appeal under section 6 can be filed 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 Appellate Authority can be filed before the State Information Commission, Himachal Pradesh, which is the Second Appellate Authority under the Act.

By Order

(P.Mitra)

Chief Secretary (Co-operation) to the  
Government of Himachal Pradesh

Contd...4/-

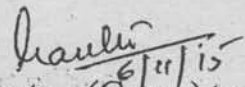
Endst.No. Coop.A(3)-3/2011

Dated Shimla-2, the

7-11-2015.

Copy for information & necessary action is forwarded to:-

1. All the Administrative Secretary to the Government of Himachal Pradesh.
2. The Secretary (AR) to the Govt. of H.P.
3. Registrar, Cooperative Societies, H.P. Shimla-9.
4. All Deputy Commissioners 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 Registrar of Societies in Himachal Pradesh..
8. The Controller, Printing Press & Stationary, Himachal Pradesh, Shimla-171005 for publication in the Rajpatra (Extra Ordinary).

  
Joint Secretary(Coop.) to the  
Govt. of Himachal Pradesh.