

27H/C

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

registered on the basis of geographical location of the registered offices of the societies in the various regions in order to avoid any possible overlapping of papers received in the office wherever difficult because the work is done in the same area in which the registered office of a society is situated. Hence a paper could be marked in the concerned office for processing only. A new system based on the departmental structure with splitting of papers because he does not have the knowledge to correctly mark a paper in the concerned office.

2. The current system also leads to irregular distribution of work because a few geographical locations have a large number of societies and others relatively fewer societies. This irregular distribution of work among offices leads to uneven utilization of available resources.

3. It has therefore been decided that the work load among various offices shall be distributed on the basis of the total papers received in the name of the societies that is registered in the Department. However, while transferring the files on the basis of societies to other regional offices headed by the office, it is necessary to mark all applications filed in the existing name of

Page 1 of 1



269/e

- 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**