

## NOTICE BOARD

Name of the office- Office of the Deputy Registrar (Eastern Division) Cooperative Societies Himachal Pradesh Shimla-9.

Name of the Designated Officer- Ms. Ranjana Sood  
Designation- Deputy Registrar (Eastern Division) Cooperative Societies

Sr. No	Name of the service/Public Service.	Documents to be attached with the application.(list enclosed )	Stipulated time limit for providing service (s).	Name and address of the first appellate authority.	Stipulated time limit for disposal of first appeal.	Name and address of the second appellate authority.
1.	2.	3	4.	5.	6.	7.
1.	Registration of Co-operative Societies under H.P. Cooperative Societies Act, 1968	Following documents required for registration of a Cooperative Society have been uploaded on the Departmental website.  i) Schedule Form A i.e Application for registration of a Coop. society.  Kindly see Guidelines/ Norms and procedure to be followed for Registration of a Cooperative Society.	a) Scrutiny of proposal and communication of deficiencies/discrepancies, if any- <b>21 days</b>  b) Issuance of registration certificate after receipt of complete proposal- <b>15 days.</b>	Registrar Cooperative Societies  Secretary (coop.)  (For state level Coop. Institutions)	30 days which can be extended upto a maximum period of 45 days by recording the reasons in writing.	State Information Commissioner H.P Shimla-2.
2.	<b>Amendment of byelaws:</b>	i) Copy of existing bye laws.	(A) Scrutiny of proposal		30 days which can be extended upto a maximum	State Information Commissioner

	<p>b) Secondary Cooperative Societies, except Coop. Banks.</p>	<p>ii) Three copies of the proposed amendments duly passed by two third of the members present in general house and signed by two authorized persons.</p> <p>iii) Registration certificate if the amendments relate to the change in name or liability of Society</p> <p>iv) Certificate by the Secretary as per Rule 8(2) (4) of the H.P Cooperative Societies Rules, 1971.</p> <p>Procedure to be followed for carrying out amendment in bye laws is at Section 11 of the HP Coop. Societies Act, 1968 and Rule 8 under HP Coop. Societies Rules 1971.</p>	<p>communication of deficiencies/discrepancies, if any – <b>21 days.</b></p> <p>(B) Registrar of amendment after receipt of complete proposal- within <b>15 days.</b></p>	<p>Registrar Cooperative Societies</p>	<p>period of 45 days by recording the reasons in writing.</p>	<p>H.P Shimla-2.</p>
--	--	--	---	--	---	----------------------

- (1) Name and designation of the person authorized to receive application (s) Smt. Kiran Bala, Supdt Grade-II o/o the DR Shimla  
In the office of the designated officer.
- (2) Time limit for filing the first appeal. 30 days
- (3) Time limit for filing the second appeal. 60 days

