

No.5/1/1/5/RCS/Credit/C1/2020 / 61

Government of Puducherry
Cooperative Department (Credit Section)
V.V.P.Nagar, Thattanchavady Post, Puducherry – 605009.

14 JUN 2020

Puducherry dated

PROCEEDINGS OF THE REGISTRAR OF COOPERATIVE SOCIETIES, PUDUCHERRY

Present: Tmt. SMITHA.R, I.A.S.,
Registrar of Cooperative Societies, Puducherry.

Sub: Union territory of Puducherry - Registered cooperative societies – Primary Agricultural Cooperative Credit Societies (PACCS) & Farmers Service Cooperative Societies (FSCS) –
Submission of monthly returns – Direction under Section 81 of the Puducherry Cooperative Societies Act, 1972 –
Issued.

It has been brought to the notice of the undersigned that, some of the Primary Agricultural Cooperative Credit Societies (PACCS) & Farmers Service Cooperative Societies (FSCS) *(for brevity "the societies")* don't record their business transactions in the day book of the society then and there and don't up-to-date their statutory annual audits. Further, it is reported that, few societies didn't write their day books for months together. These lethargic attitudes prevent this department from conducting statutory annual audits and timely submission of statistical data as and when required by the higher authorities of Government and Government agencies. It is pertinent to mention that, it is one of the primary statutory duty of the managements of the societies to arrange to record and maintain their books of accounts up-to-date.

- 2) In order to ensure proper recording and maintaining of books of accounts by the societies and to safeguard the interest of the members and investors of the societies, it is decided to issue a direction to the managements of the societies to arrange to record and maintain their books of accounts up-to-date and to submit their monthly returns.

3) In view of the above and in exercise of the powers conferred under Section 81 of the Puducherry Cooperative Societies Act, 1972, I hereby direct the managements of all the Primary Agricultural Cooperative Credit Societies (PACCS) & Farmers Service Cooperative Societies (FSCS), as listed in the "Annexure-A" functioning in the Union territory of Puducherry, to arrange to record and maintain their books of accounts up-to-date and to submit the following on or before 10th of every month

- a) Receipts and Charges (R & C) Statement of the preceding month, signed by the senior-most employee of the society and countersigned by the President / Administrator of the society.
- b) Statistical data duly filled in the "Annexure-B" enclosed.

4) It is emphasized that, furnishing of false statement or information or disobeying / non-compliance of this direction, attracts penal / remedial legal action under the provisions of law in force.

5) To start with, the managements of the societies shall submit their Receipts and Charges Statement (R&C) for the months of April,2020 & May,2020, along with the said Annexure-B, either in person or through post, on or before 10th June, 2020, to the Deputy Registrar (Credit).


(SMITHA.R, I.A.S.)
Registrar of Cooperative Societies

Encl:As stated above

To:

The President / Administrator of all the Primary Agricultural Cooperative Credit Societies (PACCS) & Farmers Service Cooperative Societies (FSCS) as listed in the "Annexure-A".

Copy to:

- 1) The PS to Secretary to Govt. (Coop) >>> for the kind information of the Secretary (Cooperation)
- 2) The Managing Director, Pondicherry State Co-operative Bank Ltd.,
- 3) The Deputy Registrar (Audit)
- 4) The Deputy Registrar, Karaikal
- 5) The Deputy Registrar, Mahe
- 6) Web Editor, Coop. Department.
- 7) Stock File, 2020

ANNEXURE-B

~~Secretariat~~ for the month of _____

1. Registration No. of the society : P. _____
2. Name of the society :
3. Date of registration :
4. Postal address of the society :
5. Area of operation of the society :
(Mention the villages covered)
6. No. of branches :
7. Details of members :

S. No.	Particulars	No. of members			
		"A" Class	"B" Class	"C" Class	Total
1	At the beginning of the month				
2	(+) New admission during the month				
3	(-) Cessation of membership during the month				
4	At the end of the month				

8. **Current business activities of the society:** (Strike out whichever doesn't apply)

- (1) Accepting of savings bank deposits
- (2) Accepting of fixed deposits
- (3) Accepting of mini deposits
- (4) Accepting of recurring deposits
- (5) Hiring of tractor to members
- (6) Issue of consumer loans
- (7) Issue of weaker section loans
- (8) Issue of Agricultural jewel loans
- (9) Issue of Non-Agricultural jewel loans
- (10) Issue of loans to SHG
- (11) Issue of loans under PADCO
- (12) Issue of the following cultivation loans to farmers:
 - (a) KCC – Paddy loan
 - (b) KCC – Sugarcane loan
 - (c)
 - (d)

9. Date of last General Body held : _____

10. Type of management : Managed by -
- (a) an elected committee w.e.f. _____
 - (b) a 3 Member committee w.e.f. _____
 - (c) an Administrator w.e.f. _____
- (Strike out whichever option doesn't apply)

11. Meetings of the Committee / Administrator held :
- a) No. of meetings held during the month : _____
 - b) Dates of meetings held : _____
12. Contact details :

Particulars	Name	WhatsApp Cell No.	Alternative CellNo. (if any)	Landline Phone No.
President /Administrator				
Manager / Senior-most employee				

13. Members loan outstanding at the end of the month:

(Strike out whichever doesn't apply)

S. No	Name of the loan	Rate of Interest	Repayment Period (in months)	Maximum Loan Limit Rs.	Loan outstanding		
					No. of Loans	PRINCIPAL DUE	
						NOD Rs.	OD Rs.
1	Jewel loan (Non-Agri)						
2	Jewel loan (Agri)						
3	Consumer loan						
4	Cultivation loans:						
	(a) KCC – Paddy loan						
	(b) KCC – Sugarcane loan						
	(c)						
5	Other loans:						
	(a) Weaker Section loan						
	(b) PADCO loan						
	(c) SHG loan						
Total:							

14. Bye-laws of the society was amended in the GB held on _____ for reservation of _____ seats for Scheduled Caste members in the committee of management and the amendment was registered by the RCS on _____.
15. Statutory annual audit of the society was completed up to the year : _____ (FAM No. _____)
16. No. of arbitration cases pending with the RCS office : _____ (Filed under Section 84 of the P.C.S.Act, 1972)
17. No. of EP cases pending with the Sale Officer : _____ (Filed under Section 133 of the P.C.S.Act, 1972)
18. Details of major realizable Assets & Liabilities at the end of the month:

S. No.	LIABILITIES	Amount Rs.	S. No.	REALIZABLE ASSETS	Amount Rs.
1	Members Share Capital		1	Cash in hand	
2	Govt. Share Capital		2	Cash at Bank (S/B & Current A/C)	
3	Loans & Deposits:		3	Fixed Deposits:	
	(a) Loan from PSCB			(a) In Banks	
	(b) Fixed deposits			(b) In Cooperatives	
	(c) Members S/B Account		4	Members loan dues (Principal)	
	(d) RD Account			(a) NOD	
	(e) Mini deposits			(b) OD	
	(f) Cash Certificates		5	Land / Building	
4	Staff liabilities:		6	Machineries	
	(a) Unpaid salary				
	(b) Unpaid EPF remittance				
	(c) Gratuity dues				
Total:			Total:		

19. Staff details:

Particulars	No. of staff		
	Regular	Daily-rated / Consolidated pay	Total
At the beginning of the month			
(+) Newengagement / appointment during the month			
(-) Cessation from service during the month			
At the end of the month			

- (a) Staff retirement age : _____ years
- (b) Staff salary was paid for the month of _____. (Rs. _____ was paid on _____)
- (c) Entire EPF dues are kept separately in Bank Account No. _____ (or)
An amount of Rs. _____ is yet to be remitted by the society into the Bank account.
- (d) Staff gratuity liabilities were fully remitted under LIC Group Gratuity Scheme. (or)
The society doesn't have LIC Group Gratuity Scheme for the staff.

(Signature of the Manager / Senior-most employee)

(Signature of the President / Administrator)