

No.5/6/1/8/RCS/Hsg/F2/2018/ 68
Government of Puducherry
Cooperative Department (Housing Section)
V.V.P.Nagar, Thattanchavady Post, Puducherry – 605009.

Puducherry dated 3.6.20

PROCEEDINGS OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES, PUDUCHERRY

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

Sub: Union territory of Puducherry - Registered cooperative societies – Primary Co-operative Housing Societies –
Submission of monthly returns – Direction under Section 81 of the Puducherry Co-operative Societies Act, 1972 - Issued.

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It has been brought to the notice of the undersigned that, some of the Primary Co-operative Housing Societies (*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.

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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 Co-operative Housing Societies, 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) Financial 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 Financial Statement 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 (Housing).


(SMITHA.R, I.A.S.)
1/3 Registrar of Cooperative Societies

Encl: As stated above

To:

The President / Administrator of all the Primary Co-operative Housing Societies as listed in the "**Annexure-A**".

Copy to:

1. The PS to Secretary to Govt.(Co-op)>>> for the kind information of the Secretary (Co-operation)
2. The Deputy Registrar (Audit)
3. The Deputy Registrar, Karaikal
4. The Deputy Registrar, Mahe
5. The Co-operative Officer, Yanam
6. Web Editor, Co-op. Department.
7. Stock File, 2020.

Annexure – B

DATA AT THE END OF THE MONTH.....

Name of society			
1.	No. of "A" class members:	Numbers	Amount
a.	At the beginning of the month		
b.	Admitted during the month		
c.	Cessation of membership during the month		
d.	At the end of the month		
2.	Details of meeting of the committee of management :		
a.	No. of meeting held during the month		
b.	Dates of meeting		
3.	Details of loan to members:		
	Type of loan	outstanding at the beginning of the month	Issued during the month
			Total
			Collection during the month
			Outstanding at the end of the month
a.	HIG		
b.	MIG		
c.	LIG		
d.	Others		
	Total		

4.	Details of Demand & collection balance of overdues:						
	Type of loan	Overdues at the beginning of the month	Demand falling due during the month	Total demand	Collection against demand during the month	Advance collection	Overdues at the end of the month
a	HIG						
b	MIG						
c	LIG						
d	Others						
	Total						

5. Deposits:

	Type of deposit	At the beginning of the month	Received during the month	Repaid during the month	At the end of month
a.	Fixed deposit				
	Total				

6.	Details of disputes & Execution petition :				
a	No. of disputes filed (Section 84)				
b	No. of execution petitions (Section 133)				
7	Details of staff (at the end of the month)				
a	No. of staff on regular basis				
b	No. of staff on consolidated basis				
c	No. of staff on daily rated basis				
d	No. of staff on honorarium basis				
e	Total no. of staff				
8	Monthly salary was paid up to month of				
9	Whether staff EPF recovery is fully remitted in a separate bank account?		Yes / No		
10	Details of major assets & liabilities :				
	Major liabilities	Amount		Major assets	Amount
1	Member share capital		1	Cash and Bank accounts:	
2	Government share capital		a	Cash in hand	
3	<u>Loans & Deposits :</u>		b	Cash at bank – savings A/c	
a	Loan from PSCHF		c	Cash at bank – current A/c	
b	Fixed deposit from members		2	Members loan	
c	Staff security deposit		a	HIG	
4	Interest due		b	MIG	
			b	LIG	
			d	Others	
			e	Interest accrued	
			f	Investment in FD:	
			g	With bank	
			h	With coop societies	
	Total			Total	

Signature of the Manager

Date

Counter signed:

(President / Administrator)