

**DELHI COOPERATIVE TRIBUNAL,  
O/o THE REGISTRAR COOPERATIVE SOCIETIES,  
OLD COURT'S BUILDING, PARLIAMENT STREET,  
NEW DELHI-110001.**

**MANUAL-1**

**AIMS AND OBJECTIVES: -**

The Delhi cooperative Tribunal came into existence in June 2006.

The Tribunal may call for and examine the record of any proceedings, in which an appeal lies to it, for the purpose of satisfying itself as to the legality or propriety of any decision or order passed and if in any case it shall appear to the Tribunal that any such decision or order should be modified annulled or reversed, the Tribunal may pass such order thereon as it may deem fit.

An order passed in appeal under section 112 or in revision under sub-section (6) of this section or in review under section 115 by the Tribunal shall be final and conclusive, and shall not be called in question in any civil or revenue court.

The Tribunal hearing an appeal under this Act shall exercise all the powers conferred upon an appellate court by section 97 of, and Order XLI of the first schedule to, the code of civil procedure, 1908 (5 of 1908).

**THE TEAM**

The Tribunal shall consist of a Chairman and not more than two other Members possessing such qualifications as may be prescribed, and shall be appointed by the government by notification in the official Gazette for such term as may be prescribed.

**ROLE OF CHAIRMAN AND MEMBER**

To heard the appeal of both the parties and pass the order.

## MANUAL-2

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

**133. POWERS OF CIVIL COURT:** -(1) In exercising the functions conferred on him by or under this Act, the Registrar, the Arbitrator or any other person deciding a dispute under section 70 and the liquidator of a cooperative society or person entitled to audit, inspect or hold an inquiry and the Tribunal shall have all the powers of a civil court, while trying a suit under the Code of Civil procedure, 1908 (5 of 1908) in respect of the following matters, namely: -

- (a) Summoning and enforcing the attendance of any person and examining him on oath;
- (b) Requiring the discovery and production of any document;
- (c) Proof of facts by affidavits; and
- (d) Issuing commissions for examination of witness.

(2) In the case of an affidavit, the Registrar or any officer appointed by him, the arbitrator, the liquidator or the Tribunal, as the case may be, may administer the oath to the deponent.

The Tribunal can call the records from the O/o the RCS of the cooperative societies. The Tribunal hearing an appeal under this Act, shall exercise all the powers conferred upon an appellate court by section 97 of, and Order XLI of the First Schedule to, the Code of Civil Procedure, 1908 (5 of 1908).

**MANUAL-3**

**PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS**

**FLOW PROCESS CHART OF PROPOSAL**

<b>S.No.</b>	<b>ACTIVITY</b>	<b>LEVEL OF ACTION</b>	<b>TIME FRAME</b>
1.	To received appeal and put a appeal No.	Clerk	Same Day
2.	To issue notice to appellants and respondents	Clerk	Two-Three Days
3.	To verify the documents attested	Reader	Same Day
4.	Action taken for hearing	Chairman & Member	On fixed date

## **MANUAL-4**

### **NORMS SET FOR THE DISCHARGE OF FUNCTION**

On filing the appeals U/S 112,115 and 116 the Chairman admits the appeal and the issue notice to the both the parties. The appeals is decided after hearing both the parties and calling the records/awards etc from the O/o the RCS.

**MANUAL-5**

**RULES REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR  
DISCHARGING FUNCTIONS.**

<b>S.No.</b>	<b>NAME OF THE ACT, RULES, REGULATIONS</b>	<b>BRIEF GIST OF THE CONTENTS</b>	<b>REFERENCE NO. IF ANY</b>	<b>PRICE IN CASH PRICED PUBLICATION</b>
1.	DCS Rules, 2007	To Facilitate the voluntary formation and democratic functioning of cooperatives as people's institutions based on self help and mutual aid to enable them to promote their economic and social betterment and to provide for better regulation, Management, functional autonomy of such societies and for matters connected therewith or incidental thereto in the National Capital Territory of Delhi. The DCS Rules, 2007 is also available on the website of this office.		
2.	DCS (Amended) Act, 2005	Amendment of various sections of the DCS Act, 2003. The DCS Act, 2003 is also available on the website of this office		
3.	DCS Act, 2003	Act to consolidate and amend the laws relating to cooperative Societies, to facilitate the voluntary formation and democratic functioning of cooperatives as people's institutions based on self help and mutual aid to enable them to promote their economic and social betterment and to provide for better regulation, management, functional autonomy of such societies and for matters connected therewith of incidental there to in the National Capital Territory of Delhi.		
4.	DCT Rules. 2006	Describes about the Constitution of Delhi Co-operative Tribunal, working, and office procedure etc.		
5.	DCT Rules (Amendment), 2009	To reconstitute the Tribunal with & make the pay-scales & other benefit of member at per with chairman.	Amended rule available at RCS website <a href="http://rcs.delhi.gov.in">http://rcs.delhi.gov.in</a>	

**MANUAL-6**

No records/documents are held by the Tribunal.

**Manual – 7**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation**

S. No.	Name and address of the Consultative Committees / Bodies	Constitution of the Committee / Body	Role and responsibility	Frequency of meetings
1.				
	-----N.A.-----			



**MANUAL-9**

**DIRECTORY OF OFFICERS AND EMPLOYEES**

<b>S.No.</b>	<b>NAME OF OFFICERS</b>	<b>DESIGNATION</b>	<b>TELEPHONE OFFICE</b>	<b>TELEPHONE RESIDENCE</b>	<b>ROOM NO.</b>
1.	NOT APPOINTED	CHAIRMAN	23748131		1
2.	NOT APPOINTED	MEMBER	23748131		1
3.	SH. MANBIR SINGH	READER			
4.	SH. RAJEEV KUMAR	L.D.C.			

Email Address: -rcoop@nic.in

Fax No. 23340339

Website: <http://rcs.delhi.gov.in>

**MANUAL-10**

**THE MONTHLY REMUNERATION RECEIVED BY EACH OFFICER AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS.**

<b>S. No.</b>	<b>NAME OF THE OFFICERS</b>	<b>DESIGNATION</b>	<b>PAY BAND &amp; GRADE PAY (Rs.)</b>
1.	YET NOT APPOINTED	CHAIRMAN	12200+GP-6100-10000
2.	YET NOT APPOINTED	MEMBER	12200+GP-6100-10000
3.	SH. MANBIR SINGH	READER	9300+4200
4.	SH. RAJEEV KUMAR	L.D.C.	5200-20200+1900

**MANUAL-11**

**THE BUDGET ALLOCATED TO EACH AGENCY**

**NON-PLAN BUDGET 2009-2010**

<b>MAJOR HEAD</b>	<b>ACTIVITIES TO BE PERFORMED</b>	<b>SANCTION BUDGET</b>	<b>BUDGET ESTIMATE</b>	<b>REVISED BUDGET</b>	<b>EXPENDITURE FOR THE LAST YEAR</b>
2425C-1(5)(1)	SALARY OE	-----	968000/-	880000/-	579957/-

**PLAN BUDGET**

<b>NAME OF THE PLAN SCHEME</b>	<b>ACTIVITIES TO BE UNDER TAKEN</b>	<b>DATE OF COMMENCEMENT</b>	<b>EXPECTED DATE FOR COMPLETION</b>	<b>AMOUNT SANCTIONED (IN LACS)</b>	<b>AMOUNT DISBURSHED/ SPENT</b>
NA	NA	NA	NA	NA	NA

**Manual 12**  
**The manner of execution of subsidy program**

**List of institution given subsidy**

S.No.	Name and address of the institution	Purpose for which subsidy provided	No of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
		----- N.A. -----				

**List of individuals given subsidy**

S.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No of time subsidy given in past with purpose
		----- N.A. -----			



**MANUAL-14**

**INFORMATION AVAILABLE IN AN ELETRONIC FORM**

**DETAILS OF INFORMATION**

<b>S.NO.</b>	<b>ACTIVITIES FOR WHICH ELECTRONIC DATE AVAILABLE</b>	<b>NATURE OF INFORMATION AVAILABLE</b>	<b>CAN IT BE SHARED WITH PUBLIC</b>	<b>IS IT AVAILABLE ON WEBSITE OR IS BEING USED AS BACKEND DATA BASE</b>
1.		DCS Rules, 2007	Yes	Website
2.		DCS Act, 2003	Yes	Website
3.		DCS Act, (amended) 2003	Yes	Website
4.		DCT Rule, 2006	Yes	Website
5.		DCT Rule (Amended), 2009	Yes	Website

**MANUAL-15**

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

<b>S. NO.</b>	<b>FACILITY AVAILABLE</b>	<b>NATURE OF INFORMATION AVAILABLE</b>	<b>WORKING HOURS</b>
1.	WEBSITE	DETAILS OF TRIBUNAL/RULES	9:30AM TO 6:00PM
2.	NOTICE BOARD		

**MANUAL-16**

**PARTICULARS OF PIOS**

**STATE PUBLIC INFORMATION OFFICER UNDER RTI TO INFORMATION ACT,  
2005**

S.NO.	DESIGNATION	OFFICER ADDRESS	EMAIL ADDRESS	TELEPHONE NO.	JURISDICTION	DESIGNATION OF THE LINK OFFICER
1.	ASSISTANT REGISTRAR (POLICY)	O/o THE RCS, GNCTD	<a href="mailto:rcoop@nic.in">rcoop@nic.in</a>	23360662	POLICY	AR.(LEGEL)

**FIRST APPELLATE AUTHORITY WITH IN THE DEPARTMENT**

S.NO.	DESIGNATION	OFFICER ADDRESS	EMAIL ADDRESS	TELEPHONE NO.	JURISDICTION	DESIGNATION OF THE LINK OFFICER
1.	JOINT REGISTRAR-1	O/o THE RCS, GNCTD	<a href="mailto:rcoop@nic.in">rcoop@nic.in</a>	23360662	POLICY	JOINT REGISTRAR

# MANUAL 17

Other information as may be prescribed (Section 4(1)(b)(xvii))

**None has been prescribed as yet**