

PAPERS REQUIRED FOR THE REGISTRATION OF CONSUMER CO-OPERATIVE SOCIETY

- 1) 3 (Three) copies of bye – laws and 3 (Three) copies of application forms duly filled up. Stress should be given to fill up all the clauses and to strike off the clauses not required under the signature of Chief Organizer.
- 2) Minimum No. of members is 100 coming from separate families as referred to Sec. 13 of the WBCS Act, 1983.
- 3) Original Resolution of the promoters meeting which should be attended by all the intending members (to be attested by the Inspector of Co-operative Societies) and it contains the following agenda which should be approved unanimously.
 - a) Name of the Proposed Society, b) Registered Address of the Society, c) Area of Membership (it should be compact area), d) Object of the Society, e) Source of Fund, f) Selection of Chief Organizer, g) Authorising 3 (Three) persons to sign on behalf of the proposed society, h) Election of the first Board of Directors including selection of Chairman & Vice-Chairman, i) Admission Fee, Paid up Share Capital, Authorised Share Capital, j) Bank A/c operation, k) Adoption of draft Bye-Laws & other papers, l) Scheme of Business, m) Approval of coming 3 (Three) year's Budget, n) Approval of Cash Account, o) Miscellaneous.

- 4) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.

Sl. No.	Name	No. of Purchased Share	Value of Each Share	Total Value of Share	Admission Fee	Total Value
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Minimum Share to be raised is Rs.50, 000/- (Rupees Fifty Thousand).

- 5) Consent Letter / Agreement from landlord for business premises and office accommodation in the form of an Affidavit in a Court / Notary Public.
- 6) Business Scheme showing prospect of business.
- 7) Tentative Budget for 3 (Three) years.
- 8) Cash Account.
- 9) The Amount of Share collected from members should be deposited in any branch of WBSCB Ltd. in Suspense Account in the name of the Proposed Society. Xerox copy of Deposit Slip should be submitted.
- 10) Voter ID Card / Ration Card and any other document in support of the residence proof.
- 11) Consent letter from financing Bank.
- 12) Signature of applicant members should be attested by the Chief Organizer and the Signature of Chief Organizer should be attested by the Inspector of Co-operative Societies. Steps should be taken to ensure that the applicant members put their signatures in the same order in all related papers i.e., bye-laws, application forms and resolution.
- 13) To furnish any other paper as required by the Assistant Registrar of Co-operative Societies.
- 14) Comments & Recommendation from the Inspector of Co-operative Societies as:
 - a) Area of membership of the Proposed Society does not overlap to the existing consumer societies.
 - b) Viability aspect.

PAPERS REQUIRED FOR THE REGISTRATION OF UNEMPLOYED ENGINEERS' CO-OPERATIVE SOCIETY

- 1) 3 (Three) copies of bye – laws and 3 (Three) copies of application forms duly filled up. Stress should be given to fill up all the clauses and to strike off the clauses not required under the signature of Chief Organizer.
- 2) Minimum No. of members is 10 coming from separate families as referred to Sec. 13 of the WBCS Act, 1983 of which 60% must be Engineers of any stream (both Graduate & Diploma), other 40% must be graduate of any stream. All of them must be unemployed.
- 3) Original Resolution of the promoters meeting which should be attended by all the intending members (to be attested by the Inspector of Co-operative Societies) and it contains the following agenda which should be approved unanimously.
 - a. Name of the Proposed Society.
 - b. Registered Address of the Society.

- c. Area of Membership (it should be compact area).
- d. Area of operation.
- e. Object of the Society.
- f. Source of Fund.
- g. Selection of Chief Organizer.
- h. Issuance of authorising 3 (Three) persons to sign all papers and documents on behalf of the proposed Society.
- i. Election of the first Board of Directors including selection of Chairman and Vice-Chairman.
- j. Admission Fee, Paid up Share Capital, Authorised Share Capital.
- k. Bank A/c operation.
- l. Adoption and approval of draft Bye-Laws & other papers.
- m. Scheme duly vetted by the appropriate authority.
- n. Approval of coming 3 (Three) Years Budget.
- o. Approval of Cash Account.
- p. Miscellaneous.

The above agenda approved unanimously in the first Promoter's Meeting.

4) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.

Sl. No.	Name	No. of Purchased Share	Value of Each Share	Total Value of Share	Admission Fee	Total Value
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Minimum Share to be collected is Rs.30, 000/- (Rupees Thirty Thousand). The amount of share collected should be deposited in the any branch of the West Bengal State Co-operative Bank Limited in Suspense Account in the name of the proposed Society.

- 5) Affidavit before the Court / Notary Public in respect of individual members:
 - a) Name, b) Educational Qualification, c) Domicile, d) Age, e) Unemployment Status, f) Declaration that He / She is not a member of any other Co-operative Societies of similar nature, g) He / She should resign from membership if he / she gets employment.
- 6) Certificate from Councillor / M.L.A. / M.P. in respect of individual regarding residential address and unemployment status of the members.
- 7) Attested copies of admit card for Age proof, Mark sheet from Madhyamik onwards, Employment exchange Card, Voter ID Card / Ration Card.
- 8) Xerox copies of Receipt of suspense deposit.
- 9) Scheme duly vetted by the appropriate authority (not below the rank of Asst. Engineer).
- 10) Consent Letter from Financing Bank.
- 11) Consent Letter / Agreement from landlord for business premises and office accommodation in the form of an Affidavit in a Court / Notary Public
- 12) Cash Account.
- 13) Tentative Budget for 3 (Three) Years.
- 14) Declaration by the promoter members as to maintain the minimum number of members as per Co-operative Acts and Rules.
- 15) Signature of applicant members should be attested by Chief Organizer and the Signature of Chief Organizer should be attested by the Inspector of Co-operative Societies. Steps should be taken to ensure that the applicant members put their signatures in the same order in all related papers i.e., bye-laws, application forms and resolution.
- 16) To furnish any other paper as required by the Assistant Registrar of Co-operative Societies.
- 17) Comments & Recommendation from the Inspector of Co-operative Societies as:
 - a. Whether Area of membership overlap with the existing Engineers' Co-operative Society.
 - b. Viability aspect.
- 18) Two Certificates from the work awarding department – “That the proposed Society may get work with the norms with the Government / Government Undertaking after registration.
- 19) Area of membership should be compact and contiguous.

PAPERS REQUIRED FOR THE REGISTRATION OF TRANSPORT CO-OPERATIVE SOCIETY

- 1) 3 (Three) copies of Bye – Laws and 3 (Three) copies of application forms duly filled up. Stress should be given to fill up all the clauses and to strike off the clauses not required under the signature of Chief Organizer.
- 2) Minimum No. of members is 10 (Ten):
 - a) Coming from separate families.
 - b) Must be Driver, Conductor, Cleaner, Helper, Mechanics of Motor Vehicle / Bus / Lorry.
- 3) Attested copies of the Driving License, Helper / Cleaner Certificate.
- 4) Original Resolution of the promoters meeting which should be attended by all the intending members (to be attested by the Inspector of Co-operative Societies) and it contains the following agenda which should be approved unanimously
 - a. Name of the Proposed Society.
 - b. Registered Address of the Society.
 - c. Area of Membership (it should be compact area).
 - d. Area of operation.
 - e. Object of the Society.
 - f. Source of Fund.
 - g. Selection of Chief Organizer.
 - h. Issuance of authorising 3 (Three) persons to sign all papers and documents on behalf of the proposed Society.
 - i. Admission Fee, Paid up Share Capital, Authorised Share Capital.
 - j. Election of the first Board of Directors including selection of Chairman and Vice-Chairman.
 - k. Bank A/c operation.
 - l. Adoption and approval of draft Bye-Laws & other organisation papers.
 - m. Scheme duly vetted by the appropriate authority.
 - n. Approval of Cash Account.
 - o. Approval of coming 3 (Three) Years Budget.
 - p. Miscellaneous.
- 5) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.

Sl. No.	Name	No. of Purchased Share	Value of Each Share	Total Value of Share	Admission Fee	Total Value
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Minimum Share to be collected is Rs.50, 000/- (Rupees Fifty Thousand) / $1/10^{\text{th}}$ of the total Project cost.

- 6) The amount of share collected should be deposited in the any branch of the West Bengal State Co-operative Bank Limited in Suspense Account in the name of the proposed Society and Xerox of deposit slip should be submitted.
- 7) Estimated Scheme duly vetted by the appropriate authority.
- 8) Consent Letter from Financing Bank / other source of finance.
- 9) Recommendation of R.T.A. (Regional Transport Authority).
- 10) Quotation for Vehicle.
- 11) Agreement with the Landlord in the form affidavit before the Court / Notary Public for office or garage accommodation.
- 12) Residential Certificate from Councilor / M.L.A. / M.P.
- 13) Xerox of Voter ID Card / Ration Card.
- 14) Cash Account.
- 15) Xerox copies of Receipt of suspense deposit.
- 16) Coming 3 (Three) Years Tentative Budget showing prospect of business.
- 17) Signature of applicant members should be attested by Chief Organizer and the Signature of Chief Organizer should be attested by the Inspector of Co-operative Societies. All applicant members put their signature in the same order in all related papers i.e., Bye – Laws, Application Form and resolution.
- 18) To furnish any other paper as required by the Assistant Registrar of Co-operative Societies.
- 19) Comments & Recommendation from the Inspector of Co-operative Societies as:
 - a. The Area of membership does not cover with the existing Transport Co-operative Society.
 - b. Viability aspect.

PAPERS REQUIRED FOR THE REGISTRATION OF LABOUR CONTRACT CO- OPERATIVE SOCIETY

- 1) 3 (Three) copies of Bye – Laws and 3 (Three) copies of application forms duly filled up. Stress should be given to fill up all the clauses and to strike off the clauses not required under the signature of Chief Organizer.
- 2) Minimum No. of members is 50 (Fifty) (of which 70% members must be belong to SC /ST Community):
Note:-
 - a) All members must be genuine Labourer. Necessary certificate from appropriate authority (SC / ST certificates duly attested) to be produced with the application.
 - b) Members should come from the separate families and they are also be the permanent resident of the area of membership of the proposed Society (Ration Card / Voter ID Card and certificate from local authority must be enclosed with the application regarding residence, genuine labour and unemployed he or his family members are not engaged in any contractors business.
- 3) List of promoter members of the proposed Society in the following manner to be submitted with the application:
 - a) Name b) Father's Name c) Address d) Whether Labourer or not e) Whether belongs to SC / ST f) Whether unemployed g) Whether having any labour contract business or his relation or agent (Certificate from the competent authority to be enclosed).
- 4) First General or promoters meeting: Proceedings should be attested by local Inspector of Co-operative Societies. The following agenda which should be approved unanimously
 - a. Name of the Proposed Society b) Registered Address of the Society c)Area of Membership (it should be compact area) d) Area of operation e) Object of the Society f) Source of Finance g) Selection of Chief Organizer h) Authority to 3 (Three) persons to sign all papers and documents on behalf of the proposed Society i) Admission Fee, Paid up Share Capital, Authorised Share Capital j) Election of the first Board of Directors including selection of Chairman and Vice-Chairman k) Bank A/c operation l) Business projection report and Approval of coming 3 (Three) Years Budget m) Approval of Cash Account n) Adoption and approval of draft Bye-Laws & other organisation papers.
- 5) Minimum Share capital of Rs.20,000/- to be raised from members and should be deposited in the any branch of the West Bengal State Co-operative Bank Limited in Suspense Account in the name of the proposed Society and Xerox of deposit slip should be submitted.
- 6) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.

Sl. No.	Name	No. of Purchased Share	Value of Each Share	Total Value of Share	Admission Fee	Total Value
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- 7) Two certificates from the work awarding Department – That the proposed Society may get work with the norms of the Government, after registration.
- 8) The viability should be certified by the appropriate authority i.e., the scheme should be vetted by the Assistant Engineer / Executive Engineer of the work awarding Department showing the profitable income from which wages / salaries may be met leaving surplus.
- 9) Agreement with the Landlord in the form affidavit before the Court / Notary Public for office – cum – store room accommodation.
- 10) Coming 3 (Three) Years Tentative Budget
Note:- Prepare in the form that the proposed Society capable to execute work worth Rs.50,000/-per month.
- 11) A business projection report should be submitted having the following norms:-
 - a) It is financially capable to execute work worth Rs.50,000/- per month.
 - b) It is capable of maintaining a full time manager at a minimum cost of Rs.500/- per month.
 - c) It is capable of providing works to all its members at least for 200 days in a year.
- 12) Consent Letter from Financing Bank.
- 13) All the applicant member should sign the Application Form, Draft Bye – Laws and Resolution in the same order. Signature of all the members should be attested by Chief Organizer and the Signature of Chief Organizer should be attested by the Inspector of Co-operative Societies.
- 14) Cash Account.
- 15) To furnish any other paper as required by the Assistant Registrar of Co-operative Societies.
- 16) Comments & Recommendation from the Inspector of Co-operative Societies as:
 - a. The proposed Society does overlap with the Area of membership of the existing Society.
 - b. Viability aspect.

PAPERS REQUIRED FOR THE REGISTRATION OF FEE CAR PARKING CO- OPERATIVE SOCIETY

- 1) 3 (Three) copies of Prescribed Bye – Laws and 3 (Three) copies of application forms duly filled up should be submitted. Stress should be given to fill up all the clauses and to strike off the clauses not required under the signature of Chief Organizer.
 - 2) Minimum No. of members: 10 (Ten) or more:
Note:-
 - a) Members should come from the separate families.
 - b) They must be unemployed.
 - 3) First General or promoters meeting: Proceedings should be attested by local Inspector of Co-operative Societies. All the promoting members should attend. The following agenda which should be approved unanimously:-
 - a. Name of the Proposed Society. b) Registered Address of the Society c) Area of Membership (it should be compact and contiguous area) d) Area of operation e) Object of the Society f) Source of Finance g) Selection of Chief Organizer h) Authority to 3 (Three) persons to sign all papers and documents on behalf of the proposed Society i) Admission Fee, Paid up Share Capital, Authorised Share Capital j) Election of the first Board of Directors including selection of Chairman and Vice-Chairman k) Adoption and approval of draft Bye-Laws & other organisation papers. l) Bank A/c operation. m) Approval of Cash Account n) Approval of scheme regarding viability of the proposed Society. o) Approval of coming 3 (Three) Years Budget. p) Miscellaneous.
 - 4) Minimum Share capital of Rs.30,000/- to be raised from members and should be deposited in any branch of the West Bengal State Co-operative Bank Limited in Suspense Account in the name of the proposed Society and Xerox of deposit slip should be submitted.
 - 5) A Scheme showing requirement of working capital and viability aspect of the proposed society and probable income from which salaries of the worker members may be met leaving behind the surplus amount.
 - 6) Consent Letter from Financing Bank.
 - 7) Coming 3 (Three) Years Tentative Budget.
 - 8) One work-assurance certificate from the work awarding Department – KMC that the proposed Society may get allotment of vacant working space with the norms of the Department, after registration.
 - 9) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.
- | Sl. No. | Name | No. of Purchased
Share | Value of Each
Share | Total Value of
Share | Admission
Fee | Total
Value |
|---------|------|---------------------------|------------------------|-------------------------|------------------|----------------|
|---------|------|---------------------------|------------------------|-------------------------|------------------|----------------|
- 10) Cash Account.
 - 11) Affidavit before the Court / Notary Public in respect of individual members
 - a) Name, b) Educational Qualification, c) Domicile, d) Age, e) Unemployment Status, f) Declaration that He / She and his family member is not a member of any other Co-operative Societies of similar nature, g) He / She should resign from membership if he / she gets employment.
 - 12) Attested copies of Ration Card/Voter ID Card, attested copies of Certificates, Mark Sheet regarding educational qualification, Employment Exchange Card should be submitted.
 - 13) Certificate from Councillor / M.L.A. / M.P. in respect of individual regarding residential address and unemployment status of the members should be submitted.
 - 14) An agreement with the Landlord in the form affidavit before the Court / Notary Public for office room accommodation of the proposed Society should be submitted.
 - 15) To furnish any other paper as required by the Assistant Registrar of Co-operative Societies for registration.
 - 16) All the applicant member should sign the Application Form, Draft Bye – Laws and Resolution in the same order. Signature of all the members should be attested by Chief Organizer and the Signature of Chief Organizer should be attested by the Inspector of Co-operative Societies.
 - 17) Comments & Recommendation from the Inspector of Co-operative Societies mentioning:
 - a. The proposed Society does overlap with the Area of membership of the existing Society.
 - b. Viability aspect.
 - 18) The area of membership should be compact & contiguous. It may be noted in the present situation that the proposal can not be considered for registration unless the State Government exempts such Co-operative Societies from application of the provision of Sec (27) (10) (c) u/s 7 of W.B.C.S. Act, 1983.

PAPERS REQUIRED FOR THE REGISTRATION OF MARKET DEVELOPMENT CO-OPERATIVE SOCIETY

- 1) 3 (Three) copies of bye – laws and 3 (Three) copies of application forms duly filled up. Stress should be given to fill up all the clauses and to strike off the clauses not required under the signature of Chief Organizer.
- 2) Minimum No. of members is 50
Note:
 - a) The members should come from different families.
 - b) The members should have Trade License.
- 3) Promoters meeting should be attended by all the intending members (the proceedings should be attested by the Inspector of Co-operative Societies of the respective Circle) and it contains the following agenda which should be approved unanimously.
 - a) Name of the Proposed Society, b) Registered Address of the Society, c) Object of the Society, d) Area of Membership e) Source of Fund, f) Selection of Chief Organizer, g) Authorising 3 (Three) persons to sign on behalf of the proposed society, h) Admission Fee, Paid up Share Capital, Development Fees, Authorised Share Capital, Thrift Fund if any, Guarantee Fund if any, Loan Amount & Repayment Period etc. i) Election of the first Board of Directors including selection of Chairman & Vice-Chairman, j) Adoption of draft Bye-Laws & other organisation papers, k) Bank A/c operation, l) Approval of Cash Account, m) Approval of Scheme regarding viability aspect of the Society, n) Approval of tentative 3 (Three) year's Budget, n) Miscellaneous.
- 4) Minimum Share to be raised is Rs.25, 000/- (Rupees Twenty Five Thousand) is to be raised from members & it should be deposited in any branch of W.B.S.C.B. Ltd. in Suspense Account in the name of proposed Society. Xerox copy of deposit Slip is to be submitted.
- 5) Document in connection with ownership of shop / to carry out trade on the specified area should be furnished.
- 6) Regarding viability a Scheme should be furnished.
- 7) Attested copies of Trade License, Current Tax Receipt, and the rent slip if it is rented.
- 8) Source of Finance / Consent letter from financing Bank should be submitted.
- 9) Tentative Budget for 3 (Three) years.
- 10) Cash Account.
- 11) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.

Sl. No.	Name	No. of Purchased Share	Value of Each Share	Total Value of Share	Admission Fee	Total Value
- 12) Attested copies of Ration Card/Voter ID Card regarding Residential Proof
- 13) Consent Letter / Agreement by Notary Public regarding office room accommodation of the proposed Society should be submitted.
- 14) All applicant members should sign the bye – laws, Application Form, and Resolution in the same order. Signatures of all the members should be attested by the Chief Organizer, whose Signature is to be attested by the respective Inspector of Co-operative Societies.
- 15) Any other papers as required by the Assistant Registrar of Co-operative Societies from time to time for Registration.
- 16) Comments & Recommendation from the respective Inspector of Co-operative Societies mentioning the viability aspect.

PAPERS REQUIRED FOR THE REGISTRATION OF SERVICE CO-OPERATIVE SOCIETY

- 1) 3 (Three) copies of bye – laws and 3 (Three) copies of application forms duly filled up. Stress should be given to fill up all the clauses and to strike off the clauses not required under the signature of Chief Organizer.
- 2) Minimum No. of members is 10 or more depending on the broad aspect of the object of the Society.
Note:
 - a) The members should come from different families.
 - b) They must be unemployed.
 - c) The promoter members should have a common interest in fulfilling the objects as set out in the proposed Bye – Laws and should also have required skill and resource to achieve the same.
- 3) Promoters meeting should be attended by all the intending members (the proceedings should be attested by the Inspector of Co-operative Societies of the respective Circle) and it contains the following agenda which should be approved unanimously.
 - a) Name of the Proposed Society, b) Registered Address of the Society, c) Object of the Proposed Society (Note: the Object should be specific with focus on creating self – employment through economically sustainable Scheme with Backward & Forward Linkages), d) Area of Membership (Note: Area of Membership should be compact & contiguous) e) Area of Operation f) Source of Finance, g) Selection of Chief Organizer, h) Authority to 3 (Three) persons to sign on behalf of the proposed society, h) Admission Fee, Paid up Share Capital, Authorised Share Capital, i) Election of the first Board of Directors including selection of Chairman & Vice-Chairman, j) Adoption of draft Bye-Laws & other organisation papers, k) Bank A/c operation, l) Approval of Cash Account, m) Approval of Scheme regarding viability aspect of the Society, n) Approval of tentative 3 (Three) year's Budget, n) Miscellaneous.
- 4) Minimum Share to be raised is Rs.10, 000/- (Rupees Ten Thousand) is to be raised from members & it should be deposited in any branch of W.B.S.C.B. Ltd. in Suspense Account in the name of proposed Society. Xerox copy of deposit Slip is to be submitted.
- 5) Regarding viability a Scheme showing requirement of working capital & probable income from which salaries of worker members may be met leaving behind surplus income should be submitted.
- 6) Source of Finance / Consent letter from financing Bank should be submitted.
- 7) At least 3 (Three) work assurance certificates from work awarding Department – “That the proposed Society may get work with the norms of the Government after registration”.
- 8) Tentative Budget for 3 (Three) years showing prospect of the Society.
- 9) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.

Sl. No.	Name	No. of Purchased Share	Value of Each Share	Total Value of Share	Admission Fee	Total Value
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- 10) Cash Account to be submitted.
- 11) Affidavit before the Court / Notary Public in respect of individual members
 - a) Name, b) Educational Qualification, c) Domicile, d) Age, e) Unemployment Status, f) Declaration that He / She and his family member is not a member of any other Co-operative Societies of similar nature, g) Declaration that He / She should resign from membership if he / she gets employment.
- 12) Attested copies of Ration Card/Voter ID Card, attested copies of Certificates, Mark Sheet regarding educational qualification, Employment Exchange Card should be submitted.
- 13) Certificate from Councillor / M.L.A. / M.P. in respect of individual regarding residential address and unemployment status of the members should be submitted.
- 14) An agreement with the Landlord in the form affidavit before the Court / Notary Public for office room accommodation of the proposed Society should be submitted.
- 15) All applicant members should sign the bye – laws, Application Form, and Resolution in the same order. Signatures of all the members should be attested by the Chief Organizer, whose Signature is to be attested by the respective Inspector of Co-operative Societies.
- 16) Any other papers as required by the Assistant Registrar of Co-operative Societies from time to time for Registration.
- 17) Comments & Recommendation from the respective Inspector of Co-operative Societies mentioning the viability aspect & the Area of membership does not overlap with the Area of Membership of the existing Society.

- 18) The area of membership should be compact & contiguous. It may be noted in the present situation that the proposal can not be considered for registration unless the State Government exempts such Co-operative Societies from application of the provision of Sec (27) (10) (c) u/s 7 of W.B.C.S. Act, 1983.

PAPERS REQUIRED FOR THE REGISTRATION OF EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY (HIGH SCHOOL)

- 1) 3 (Three) copies of bye – laws and 3 (Three) copies of application forms duly filled up. Stress should be given to fill up all the clauses and to strike off the clauses not required under the signature of Chief Organizer.
- 2) Promoters meeting should be attended by all the applicant members (the proceedings should be attested by the Inspector of Co-operative Societies of the respective Circle) and it contains the following agenda which should be approved unanimously.
 - a) Name of the Proposed Society, b) Registered Address of the Society, c) Object of the Society, d) Area of Membership e) Source of Fund, f) Selection of Chief Organizer, g) Authorising 3 (Three) persons to sign on behalf of the proposed society, h) Admission Fee, Paid up Share Capital, Development Fees, Authorised Share Capital, Thrift Fund if any, Guarantee Fund if any, Loan Amount & Repayment Period etc. i) Election of the first Board of Directors including selection of Chairman & Vice-Chairman, j) Adoption of draft Bye-Laws & other organisation papers, k) Bank A/c operation, l) Approval of Cash Account, m) Approval of Scheme regarding viability aspect of the Society, n) Approval of tentative 3 (Three) year's Budget, n) Miscellaneous.

- 3) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.

Sl. No.	Name	No. of Purchased Share	Value of Each Share	Total Value of Share	Admission Fee	Total Value
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(Minimum Share to be raised is Rs.20, 000/- (Rupees Twenty Thousand) is to be raised from members & it may be relaxed depending on the No. of members as ARCS decides.)

- 4) Amount of share collected should be deposited in any branch of W.B.S.C.B. Ltd. in Suspense Account in the name of proposed Society. Xerox copy of deposit Slip is to be submitted.
- 5) Source of Finance / Consent letter from financing Bank should be submitted if Bank Loan required.
- 6) Consent Letter / Agreement regarding office room accommodation of the proposed Society from Secretary / Head Master / Head Mistress / concerned D.D.O. should be submitted.
- 7) Certificate of D.D.O. u/s 58 of W.B.C.S. Act, 1983 regarding deduction of salary (to be signed by both Secretary / Head Master with Round Office Seal).
- 8) Individual Consent letter for the deduction of pay u/s 58 of W.B.C.S. Act, 1983.
- 9) Certificate for the permanent status of the promoter members given by the Secretary / Head Master / Head Mistress / concerned D.D.O. should be submitted.
- 10) Pay Statement of promoter members.
- 11) Certificate of the age of the Institution.
- 12) Cash Account.
- 13) Tentative Budget for 3 (Three) years showing prospect & viability of the Proposed Society.
- 14) Minimum No. of members is 15.
- 15) All the Primary School may form Society jointly within a Circle if in that case D.D.O. is same.
- 16) Two Junior High School of a nearby Area may form jointly a Society.
- 17) No high School can form Society jointly.
- 18) Approval order as Junior High / High School from Concerned Board.

IN CASE OF OFFICE EMPLOYEES CO-OPERATIVE CREDIT SOCIETY LIMITED

- 1) Every establishment where there are 50 or more employees should have one Employees Co-operative Credit Society Limited.
- 2) In all other cases the Assistant Registrar of Co-operative Societies may register Societies having 15 members even but in that case he should be satisfied about attaining viability in near future & in this regard the following points may be examined:
 - a) Present age of the establishment.
 - b) Strength of staff on date (transferable / Non – transferable).
 - c) Scope of expansion of the establishment.

- d) Employer / D.D.O. consent to arrange deduction from salary bills.
- e) Source of fund (Financing Bank Consent).
- f) Tentative Budget for 3 (Three) years showing prospect & viability of the Proposed Society.
- g) Consent Letter / Agreement regarding office room accommodation of the proposed Society from concerned D.D.O. should be submitted.
- h) Individual Consent letter for the deduction of pay u/s 58 of W.B.C.S. Act, 1983.
- i) Certificate for the permanent status of the promoter members given by the concerned D.D.O. should be submitted.
- j) Pay Statement of promoter members.
- k) Cash Account.
- l) Minimum Share to be raised is Rs.20, 000/- (Rupees Twenty Thousand) is to be raised from members & it may be relaxed depending on the No. of members as ARCS decides).
- m) Amount of share collected should be deposited in any branch of W.B.S.C.B. Ltd. in Suspense Account in the name of proposed Society. Xerox copy of deposit Slip is to be submitted.
- n) List of Shares and Admission Fee under given Proforma duly verified by the Inspector of Co-operative Societies.

Sl. No.	Name	No. of Purchased Share	Value of Each Share	Total Value of Share	Admission Fee	Total Value
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- o) Resolution of promoter meetings containing points as stated previously duly attested by Inspector of Co-operative Societies.
- 3) Signatures of all the members should be attested by the Chief Organizer, whose Signature is to be attested by the respective Inspector of Co-operative Societies. Steps to be taken so that promoter members put their signature in the same order in all related papers i.e., bye – laws, Application Form, and Resolution.
- 4) Comments & Recommendation from the respective Inspector of Co-operative Societies mentioning the viability aspect of the Proposed Society.