

Proforma of Half yearly /
Annual Return of Liquidation

RCS/ LQR/01
(To be submitted within 15th day of the half year ended on
June / March, 20____.

Name of the Range :

PART – A

1. No. of Societies at the beginning of ...
the of the year / half year (i.e. on _____

2. Add No. of societies placed under
Liquidation during the half year / year
(from _____ to _____) .

3. i) Less No. of societies where ...
Liquidation proceedings closed during the
Half year / year.

ii) No. of societies revived ...

4. No. of societies of which charges have been
taken over by the liquidators.

5. No. of societies at the close of the ...
year (1+2) -3(I +ii) of which charges not taken
over (please enclosed list or par Annexure-I)

a) Traceable societies ...

b) Non traceable societies (Reasons to be ...
stated for non- taking over the charges)

6. No. of societies whose proceedings are pending :

a) for 5 years ...

b) for 10 years ...

c) above 10 years ...

7. Position of assets and liabilities as on _____	ASSETS	LIABILITIES	REMARKS
--	--------	-------------	---------

a) Opening balance as on _____

b) Add from _____ to _____

c) Total ...

d) Reduced from _____ to _____
(specify reasons)

e) Closing balance as on _____

(2)

8. Position of ARDR claim as on _____

a) Total of claims submitted ...

b) Total of claims sanctioned ...

c) Total of claims credited by bank in the ...
bank a/c of the liquidator as on _____

d) Balance of ARDR if any lying with suspense
a/c of the Bank as on _____

e) Action taken by the liquidator for ...
crediting ARDR claim in the loan ledger of the
beneficiaries.

f) Amount lying with the liquidator , ...
if any.

9) Involvement of Govt. dues as on _____
(please enclose list as per Annexure – II)

	<u>Share Capital</u>	<u>Loans and Advances</u>	<u>Grants & Subsidies</u>	<u>Total</u>
a) Opening balance as on _____				
b) Added from _____ to _____ (Reasons to be stated)				
c) Total				
d) Less Recovery of Govt. dues from _____ to _____				
e) Closing balance as on _____				

Deputy/Assistant Registrar of Co-op. societies
.....Range.

PART – B

Date as on _____

**Particulars about Rice Mill, Marketing Co-operatives, Cold Storage societies etc.
(Under liquidation) having immovable properties.**

Sl. No.	Name of the society	Date on which placed under liquidation	Value of immovable assets	Nature of assets	Present state of the assets	Steps taken for disposal of assets

Deputy/Assistant Registrar of Co-op. societies
.....Range.

ANNEXURE – I

Break up of liquidated societies as on _____

Sl. No.	Type of society	Total
1	PACS (SKUS + KRS)	
2	Consumers	
3	Housing	
4	Grain Gola	
5	Industrial	
6	Fishery	
7	Marketing	
8	Cold Storage	
9	Milk Society	
10	Non – Agril Credit (ECCS Ltd.)	
11	Weavers	
12	Others	

Deputy/Assistant Registrar of Co-op. societies
.....Range.

ANNEXURE – II

Involvement of Govt. dues of Liquidated Co-op. Societies as on _____

Name of the Liquidated Co-op. Societies	Share capital	Loan and advances	Grant	Total

Deputy/Assistant Registrar of Co-op. societies
.....Range.

Govt. of West Bengal
Office of the Co-operation Directorate,Range
(Deputy/Assistant Registrar of Co-op. Societies)

Status Report of SHG as on _____

- | | |
|---|-----|
| 1. Name of the Range | ... |
| 2. Total No. of SHG formed | ... |
| 3. Total No. of members | ... |
| 4. Total No. of female members | ... |
| 5. Total Savings made (Rs. in lakh) | ... |
| 6. Total Loan disbursed (Rs. in lakh) | ... |
| 7. No. of SHG's obtained credit facilities from the Bank. | ... |
| 8. Total cash credit disbursed by Bank | ... |
| 9. No. of SHG's stated economic activities . | ... |
| 10. Percentage of recovery of loan (from own deposit) . | ... |

Deputy/Assistant Registrar of Co-op. societies
.....Range.

PROFORMA III

PRIMARY CONSUMER CO-OPERATIVE STORES URBAN AREAS DURING THE YEAR _____
 _____ (Position as on _____)

1. No. of Primary Store	...				
Of which working	...				
2. No. of Branches					
i) Department Stores	...				
ii) Government contribution	...				
5. Working capital	...				
6. Sales Turnover during the year	...	20	-	...	20 - ...
a) Controlled commodities	...				
b) Non- controlled commodities	...				
TOTAL					
7. profit / loss					
I. Stores in Profit					
a) No.	...				
b) Amount	...				
II. Store in Loss (This figure may include the working Stores only not the defunct / dead / under liquidation Stores	...				
III. No. of stores defunct / dead / Under liquidation ...					
1. Total No. of Employees and trained employees ...					
9. TAX PAID TO EXCHEQUER :-					
i) Income Tax	...				
ii) Sales Tax	...				
iii) Other Tax	...				
TOTAL	...				

Deputy/Assistant Registrar of Co-op. societies
Range.

PROFORMA – IV

VILLAGE LEVEL SOCIETIES (i.e.PACS , LAMPS & FSS) UNDERTAKING DISTRIBUTION OF CONSUMER ARTICLES IN RURAL AREAS.

RURAL CONSUMER

Position as on

1. Total number of societies identified in the State / UTS to undertake distribution of consumer articles in Rural Areas as Range.

- i) Lead societies ...

ii) Link Societies ...

2. total number of retail units being run by the lead and link societies in the Rural Areas i.e.

i) Lead societies ...

ii) Link Societies ...

Total ...

- ### 3. Retail sales of consumer articles undertaken by PACS & LAMPs in Rural areas.

i) Total ...

ii) Out of which controlled commodities ...

4. Total no. of employees involved in the distribution
Of consumer articles in Rural Areas (i.e. in the PACS & LAMPS)

i) Total ...

ii) Out of which trained ...

5. TAX PAID TO EXCHEQUER :-

i) Income Tax ...

ii) Sales Tax	...
---------------	-----

iii) Other Tax

TOTAL 100.00

Deputy/Assistant Registrar of Co-op. societies
.....Range.

Statement in respect of staff position in the Office of the Co-operation Directorate,
 Range (Deputy/Assistant Registrar of Co-op. Societies),as on _____

Sl. No.	Name of the post	Sanctioned strength	Existing position	Vacant	Remarks
1	Deputy/Assistant Registrar of Co-op. Societies,				
2	Co-op. Dev. Officer				
3	Inspector of Co-op. Societies				
4	Head Clerk				
5	Accountant / UDC				
6	LDC				
7	Typist				
8	Driver				
9	Process Server				
10	Record Supplier				
11	Group 'D' employee including Night Guard				
	TOTAL				

Deputy/Assistant Registrar of Co-op. societies
Range.

Co-operative Movement at a Glance RCS / P & D / Annual

(To be submitted within 31st Oct. Every year)

TABLE NO. 1

PACS, FSCS, LAMPS (use separate sheet for PACS, FSCS & LAMPS)

PROFORMA

1(a) Total no. of societies	...
(b) Of which defunct	...
2. (a) Total membership	...
(b) Of which S.C.	...
(c) Of which S.T.	...
(d) Universal Members	...
3. (a) Total paid up share capital	...
(b) Of which Government	...
4. Financial assistance (outstanding) received from Govt.	...
5. Reserve	...
6. Borrowings	...
7. Deposits	...
8. Working capital	...
9. Deposit mobilization by societies :-	
(a) No. of societies	...
(b) Deposit (outstanding)	...
10. S.T. loan (Agriculture)	...
(a) Demand	...
(b) Collection	...
(c) Percentage of collection	...
(d) Overdue	...
11. M.T. Loan :-	
(a) Demand	...
(b) Collection	...
(c) Outstanding	...
12. Loan outstanding :-	
(a) S.T. & S.C.	...
(i) Number of borrowers	...
(ii) Amount	...
(b) M.T. Agril.	...
(i) Number of borrowers	...
(ii) Amount	...
(c) Loan against deposits -	
(i) Number of borrower	...
(ii) Amount	...

(2)

13. Loan issued during the year
- (a) S.T. SAO ...
 - (b) M.T. (Agril.) ...
 - (c) Loan against deposit ...
 - (d) Total (a + b + c) ...
14. Business Activities sale of :-
- (a) Fertiliser ...
 - (b) Other agril. inputs ...
 - (c) Consumer goods ...
 - (d) Agril. products ...
 - (e) Minor Forest produce ...
15. S.H.G :-
- (a) No. ...
 - (b) Member ...
 - (c) Deposit ...
 - (d) Loan issued ...
16. Total no. of staff of which :-
- (a) S.C. ...
 - (b) S.T. ...
 - (c) O.B.C. ...
 - (d) Trained ...
 - (e) Untrained ...
17. Audit position :-
- Number of societies whose :-
- (a) Uptodate audit ...
 - (b) Audit pending for more than 1 yr. less than 3 yrs. ...
 - (c) Audit pending for more than 3 yrs. ...
18. (a) Establishment cost ...
- (b) Managerial cost ...
19. Societies in profit (Accumulated)
- (a) Number ...
 - (b) Amount ...
20. Societies in loss (Accumulated)
- (a) Number ...
 - (b) Amount ...
21. Number of societies having own godown
- (a) Number ...
 - (b) Capacity (In M.T.) ...
22. Imbalance (if any)
- (a) No. of society ...
 - (b) Amount ...

Signature of the respective Officer

(3)
TABLE – 2 (PAMS)

RCS / PAC / Annual
Submitted within 31st Oct. every year

1. Total number of societies :-
 - (a) Of which defunct ...
2. (a) Total Membership ...
 - (b) Individual ...
 - (c) PACS ...
 - (d) Other societies ...
3. Total paid up share capital :-
 - (a) Of which ...
 - (b) Govt. ...
4. Financial assistance (Outstanding) received from Govt.
 - (a) Loan ...
 - (b) Share ...
 - (c) Grant ...
5. Reserve ...
6. Deposits (if any) ...
7. Total borrowings (Including Govt. loan) ...
8. Working capital (3+5+6+7) ...
9. Business Total (in terms of value) :-
 - (a) Fertiliser ...
 - (b) Agril. inputs (seeds, pesticides etc)
 - (c) Consumers ...
 - (d) Agril. products ...
10. Own Godowns :-
 - (a) Number ...
 - (b) Capacity (in M.T.) ...
11. No. of staff :-

Of which

 - a) S.C. ...
 - (b) S.T. ...
 - (c) O.B.C. ...
 - (d) Trained ...
 - (e) Untrained ...
12. Audit position :-
 - (a) Uptodate (Number) ...
 - (b) Pending for 1 – 3 years (Number) ...
 - (c) Pending for more than 3 yrs. (number)...
13. a) Annual cost of salary ...
 - b) Cost of Management ...
14. Societies in profit (accumulated) :-
 - a) Number ...
 - b) Amount ...
15. Societies in loss (Accumulated) :-
 - a) Number
 - b) Amount
16. Number of societies without profit / loss ...

Signature of the respective Officer

(4)

TABLE – 3

RCS / PAC / Annual

Submitted within 31st Oct. every year

1. Name of the Cold Storage	...
2. Address (with phone No.)	...
3. Blocks covered	...
4. Village covered	...
5. Membership :-	
a) Growers	...
(b) Other Individuals	...
(c) PACS & Other society	...
(d) Marketing	...
6. Paid up share capital :-	
a) Total	...
b) Govt.	...
7. Reserves	...
8. Borrowings :-	
a) Total	...
(b) Govt.	...
(c) Central Govt. Agencies	...
(d) Others	...
9. Working Capital	...
10. Financial assistance (Outstanding) from Govt. :-	
a) Share	...
b) Subsidy	...
c) Grant	...
11. Cold Storage :-	
(a) Capacity	...
(b) Type	...
(c) Commodities stored in the cold Storage	...
(d) Total rent collected for storage	...
(e) Income from any other business	...
(f) Total income	...
(g) Total expenditure of which cost of salary	...
12. Of staffs of which :-	
(a) S.C.	...
(b) S.T.	...
(c) O.B.C.	...
(d) Trained	...
(e) Untrained	...
13. Audit completed :-	
(a) Audit upto date (Number)	...
(b) Pending for more than 1 yr. (Number)	...
(c) Pending for more than 3 years (Number)...	...
14. Net Profit / Loss	...
15. Accumulated Profit / Loss	...

Signature of the respective Officer

(5)

TABLE – 5

RCS / PAC / Annual

Submitted within 31st Oct. every year

Labour Contract Co-operative Society

1. Name of the Range / Block	...
2.i) Number of Labour contract Co-op.	...
ii) Of which N.W. (Non Working)	...
3. Total Membership :	
i) No. of S.C.	...
ii) No. of S.T.	...
4. i) Total paid up share	...
ii) Of which Govt.	...
5. Borrowings (outstanding)	
i) From Govt.	...
ii) From financing Bank	...
iii) From other source	...
6. Reserve	...
7. Working capital (4+5+6)	...
8.i) Amount of work executed during the year	...
ii) Amount of Bill received	...
iii) No. of man-days created
9. Employees :-	
i) Total	...
ii) Trained :-	
a) Managerial	...
b) Others	...
10. Untrained :-	
a) Managerial	...
b) Others	...
11. Audit completed upto	...
12. No. of societies :-	
i) Running in profit	...
ii) Accruing loss	...
13. i) Total Establishment cost	...
ii) Total Managerial cost	...

Signature of the respective Officer

(6)

TABLE – 6

RCS / PAC / Annual

Submitted within 31st Oct. every year

Engineers' Co-operative Society

1. Name of the Range / Block	...
2. i) Number of Engineers Co-ops.	...
ii) Of which Non-working	...
3. i) Total membership	...
ii) No. of Engineers / Diploma Holder	...
iii) No. of Graduates	...
iv) No. of S.C. / S.T.	...
4. i) Total paid up share	...
ii) Of which Govt.	...
5. Reserves	...
6. Borrowings (outstanding)	...
i) From Govt.	...
ii) From financing Bank	...
iii) From other source	...
7. Working capital (4+5+6)	...
8. Amount of total work executed	...
i) Amount of Bills receivable	...
9. Audit completed :-	...
i) Uptodate	...
ii) Pending for more than 1 year but less than 3 yrs.	...
iii) Pending for more than 3 yrs.	...
10. No. of societies :-	...
i) Running in Profit	...
ii) Accruing loss	...
11. Employees :-	...
i) Total	...
ii) Trained :-	...
a) Managerial	...
b) Others	...
iii) Untrained :-	...
a) Managerial	...
b) Others	...
12) i) Total Establishment cost	...
ii) Total Managerial cost	...

Signature of the respective Officer

(7)

TABLE – 9

RCS / PAC / Annual

Submitted within 31st Oct. every year

Employees' Co-operative credit Society - 20____ - 20____

- | | |
|---|-----|
| 1. a) Name of the Range / Block | ... |
| (b) Number of societies :- | |
| i) Of which working | ... |
| ii) Non-working / defunct | ... |
| 2. Membership | ... |
| 3. Share capital | ... |
| 4. Reserves | ... |
| 5. Deposit if any | ... |
| 6. Borrowings | ... |
| 7. Working Capital | ... |
| 8(a) Loan issued | ... |
| (b) Loan recovered | ... |
| (c) Loan outstanding | ... |
| (d) Loan Collection | ... |
| 9. Number of employees :- | |
| i) S.C. | ... |
| ii) S.T. | ... |
| iii) Trained :- | |
| a) Managerial | ... |
| b) Others | ... |
| iv) Untrained :- | |
| a) Managerial | ... |
| b) Others | ... |
| 10) Audit pending : | |
| Number of societies :- | |
| a) Audit uptodate | ... |
| b) Pending for more than 1 yr. but less than 3 yrs. | |
| 11) Accumulated profit :- | |
| i) Number | ... |
| ii) Amount | ... |
| 12) Accumulated loss :- | |
| i) Number | ... |
| ii) Amount | ... |

Signature of the respective Officer.

(8)

Code No. RCS / U/C /

Information in respect of Primary Co-op. Credit Societies for the year _____
(Rs. in lakhs)

1. Name and address of Pry. Credit society ...
2. No. of members ...
3. Amount of share ...
4. Amount of Reserve and other fund ...
5. Deposits ...
6. Borrowings ...
7. Other liabilities ...
8. Loan advance during 20 ____ - ____ ...
9. Loan outstanding as on 31.3.____ ...
10. Percentage of recovery ____- ____ ...
11. Investment in Banks etc. ...
12. Profit / loss ...
13. No. of branch ...
14. No. of employees ...
15. Date of last Annual General Meeting ...
16. Audit completed upto ...
17. Dividend declared (if any) ...
18. Any financial irregularities ...
(pl. state separately)
19. Working capital ...

Signature ...
Secretary,

Co-op. Credit Society Ltd.

Countersigned : _____

Inspector of co-op. Societies,

Block / Circle

* N.B. – Report on each society is to be sent to this end.

(9)

(Rs. in lakh)

Information in respect of Miscellaneous type of Co-op. societies for the year 20 ____ - _____.
(Hawkers, Traders Co-op. etc.)

1(a) Name of the Block	...	
(b) Name of the society	...	
2. Name of members	...	
3. Amount of share	...	
4. Amount of fund (Reserve etc.)	...	
5. Deposits	...	
6. Loan advanced during 20____ - _____	...	
7. Loan outstanding as on 31.3. _____	...	
8. Borrowing	...	
9. Investment in Bank etc.	...	
10. Profit (Amount)	No. of societies in profit –
11. Loss (Amount)	No. of societies in loss –
12. No. of defunct societies	...	
13. No. of societies under liquidation	...	
14. Any financial irregularities	..	
(Please state separately)		
15. Working capital	...	

Signature of the Inspector of Co-op. Societies

_____ Block / Circle

N.B. The above information is to be sent on the basis of the status report of each society collected from the Block Inspector of Co-op. socs. and as recorded in the register.

Govt. of West Bengal
Office of the Deputy/Assistant Registrar of Co-op. Societies ,

Position of cases u/s 95 , 110, 128 and Certificate Cases for the month of _____ 20____

Sl. No.	Classification of cases	No. of cases pending at the beginning of the month		Cases filed during the month		Total		Cases disposed off during the month		Pending as on	
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
1	U/s 95										
2	U/s 110										
3	U/s 128										
4	Certificate cases										

Deputy/Assistant Registrar of Co-op. Societies
..... Range.

Govt. of West Bengal
Office of the Co-operation Directorate, Range, (Deputy/Assistant Registrar of Co-op. Societies) ,
Quarterly Return on Registration of Co-operative Societies, _____

(RCS / IND / Qtly)

(To be submitted within 15th day of quarter ending on June / March,

20 ____)

Sl. No.	Type of society	No. of proposals pending for registration on	No. of proposals received during the quarter – 1 ended on	No. of societies registered		No. of proposals registration refused / sent to Registration Council	
				During the quarter	Progressive	During the quarter	Progressive
1	2	3	4	5(a)	5(b)	6(a)	6(b)
1	Engineers Co-operative						
2	Labour Co-operative						
3	Service Co-operative						
4	Transport Co-operative						
5	Hawkers' Co-operative						
6	Other Co-operative (specify)						

Deputy / Assistant Registrar of Co-op. Societies
..... Range.

PROFORMA – 1

Reporting period _____ to _____

Department	Name of the Public Authority (under the jurisdiction) (Mention Range / Zone)	Total No. of regd. Cases (including those pending at the time of reporting)	No. of cases where access granted			Total No. of -														Other	Total
			Within 30 days	After 30 days	Total	Deemed Refusal u/s 7(2)	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	U/s 9	U/s 11	U/s 24		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
CO-OPERATION	Deputy/Assistant Registrar of Co-op. societies,Range																				

Cases where Ist Appeal has been made u/s 19(1)			Amount of charges collected	Any facts which indicate the effort of the Public Authority to administer and implement the spirit and intention of the Act.
Granted	Denied	Total		
23	24	25	26	27

PROFORMA – II

Department	Name of Public authority under its jurisdiction (Mention Range / Zone)	Address of the Public Authority	Tel. No. / Fax No./ e-mail ID of the Public Authority	Name & designation of the SAPIO	Name & designation of the SPIO	Name & designation of the Appellate Authority
1	2	3	4	5	6	7
CO-OPERATION	Deputy/Assistant Registrar of Co-op. societies,Range					