

CHAPTER - 3
(Manual – 2)
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

Sl. No	Designation	<u>Powers</u>			<u>Duties.</u>
		Administrative	Financial	Others.	
1	2	3	4	5	6
1	Registrar of Coop. Societies (one)	He is the Head of the Directorate. The Administration of the Directorate is vested on him.	-	-	The Registrar of Coop. Societies is empowered under the provision of the Coop. Societies Acts to exercise control, supervision of the Coop. Societies. He is also vested with statutory powers for administration of Coop. Societies Act and Rules framed there under. He exercises this power by himself or by his subordinate officers authorized by him.
2	Joint Registrar of Coop. Societies	To assist the Registrar of Coop. Societies.			To assist the Registrar of Coop. Societies in the matter relating to the General Establishment and any other matters authorized by R.C.S.
3	Deputy Registrar of Coop. Societies	To assist the Registrar of Coop. Societies			To assist the Registrar of Coop. Societies in the matter relating to the General Establishment and any other matters authorized by R.C.S.
4	Asstt. Registrar of Coop. Societies	To assist the Registrar of Coop. Societies.			To assist the Registrar of Coop. Societies in the matters assigned to them.
5	Sub-Registrar of Coop. Societies				To assist the Registrar of Coop. Societies in the matters assigned to them
6	Senior Coop. Officer				To assist the Registrar of Coop. Societies in the matters assigned to them
7	Senior Superintendent				To supervise to all the staffs of the Directorate.
8	Superintendent				One of the Superintendents is to supervise on the matters relating to establishment and other for the Account matters.
9	U.D. Assistant				The U.D. A. and L.D.A. is to do the clerical works.
10	L.D. Assistant				The U.D. A. and L.D.A. is to do the clerical works
11	Typist				For typing the official correspondents.
12	Driver				To drive the Govt. vehicle which allotted to the Officers.
13	Duftry				To perform the Treasury and Bank duties.
14	Peon				To attend the Office works as required.