



GOVERNMENT OF KERALA

Abstract

Co-operation Department – Guidelines for the payment of financial assistance by way of Grant to SC/ST Co-operative Societies for maintenance of Building, Conducting training and Workshops for Board members and Employees of SC/ST Societies – Approved - Orders issued.

CO-OPERATION (B) DEPARTMENT

G.O(Ms) No.36/2014/Co-op Dated, Thiruvananthapuram, 18.02.2014

Read:- 1) Decision of the Working Group Meeting held on 16.11.2013
2) Letter No. SCT(1)24670/13 dated 09.12.2013 and 23.01.2014 from the Registrar of Co- operative Societies, Thiruvananthapuram.

ORDER

As per the letters read as 2nd paper above, the Registrar of Co- operative Societies has forwarded a proposal for approval of the Guidelines for the payment of financial assistance by way of Grant to SC/ST Co-operative Societies for maintenance of Building, Conducting training and Workshops for Board members and Employees of SC/ST Societies based on the decision of the Working Group Meeting held on 16.11.2013.

2. Having examined the matter in detail, Government are pleased to approve the Guidelines for the payment of financial assistance by way of Grant to SC/ST Co-operative Societies for maintenance of Building, Conducting training and Workshops for Board members and Employees of SC/ST Societies, subject to the existing financial delegation of powers of Government. The Guidelines appended to this order.

(By order of the Governor)

**DR. V.M. GOPALA MENON
SECRETARY TO GOVT.**

To

✓ The Registrar of Co-operative Societies, Thiruvananthapuram
The Principal Accountant General (A&E/Audit), Kerala, Thiruvananthapuram
The Finance Department (Vide U.O.No.10302/AW.C1/14/Fin dated 11.02.2014)
The Planning & Economic Affairs Department
Stock File/ Office Copy.

Forwarded/By order

**Guidelines for the payment of financial assistance by way of Grant to
SC/ST Co-operative Societies for maintenance of office Building.
Conducting training and workshops for Board members and
Employees of SC/ST Societies**

1. These guidelines may be called the guidelines for the payment of financial assistance by way of Grant to SC/ST Co-operative Societies for the expenditure to be incurred for the repair & maintenance of Office Building, Conducting training programmes and workshops for Board members and employees.

A. Maintenance of Office building.

2. The maximum assistance payable to a society under these guidelines shall be Rs. 5 lakhs
 3. Assistance for repair and maintenance of office building is sanctioned based on the approved estimate by a competent authority submitted by the societies which have minimum 3 years satisfactory working. If the repair includes alteration or extension or addition, along with the estimate a plan approved by the Govt. Engineer, not below the rank of Assistance Engineer should also be submitted.
 4. Repair and maintenance grant shall be given to the buildings constructed on or before 31.3.2005, and owned by the society.
 5. The Registrar of Co-operative Societies shall be competent to sanction the grant of subsidy to the SC/ST Societies subject to availability of funds
1. Grant for conducting workshops/Training Programmes for the Managing Committee members /Employees
Grant for conducting Workshops and Training Programmes under these guidelines shall be given to the Institutions approved by the Registrar of Co-

operative Societies by way of reimbursement of the cost incurred for conducting the training programmes for SC/ST Co-operatives under the control of Registrar of Co-operative Societies.

2. The Study/training includes field visits also.

GENERAL

1. The assistance given under these guidelines shall be utilized only for the purpose for which it is sanctioned.

2. The application for assistance shall be forwarded to Registrar of Co-operative Societies through the Joint Registrar concerned with his recommendation in the form appended to these Guidelines.

3. The Application should be accompanied with the following resolutions and certificates.

I) Resolution that the society shall adhere to such terms and conditions as Government/Registrar of Co-operative Societies may prescribe from time to time.

ii) An evaluation report on the working of Co-operative Society by the Assistant Registrar of Co-operative Societies (SC/ST) attached to the office of the Joint Registrar(General)

iii) Certificate by the Joint Registrar to the effect that the Society is free from corrupt practices.

4. Audit of the society shall be completed up to the preceeding year.

5. The amount sanctioned shall be drawn by the Joint Registrar of Co-operatives (General) of the District concerned

6. Financial assistance shall be released to the society after an agreement is signed between the society and Government. The said agreement shall prescribe terms and conditions under which the financial assistance is being sanctioned. Failure to fulfill the conditions by the society shall make the society liable to repay the entire amount sanctioned with penal Interest within the period to be specified in the agreement.

7. Notwithstanding anything contain in these guidelines or in the bye-laws of the society it shall be open to the Registrar of Co-operative Societies to withdraw at any time without stating any reason the whole or any portion of the assistance and that society shall be liable to refund the amount so withdrawn.

8. The president, Secretary, all members of the managing committee of the society shall, by jointly and severally be responsible for the proper utilization of the assistance under these guidelines.

9. The Joint Registrar(General) will watch the prompt utilization of the assistance. The Joint Registrar shall obtain utilization certificate for the amount sanctioned from the society and forwarded to Registrar of Co-operative societies for onward transmission to Accountant General.

10. The Registrar of Co-operative Societies will have power to relax all or any of the Provisions contained in these guidelines in deserving cases.

A handwritten signature in black ink, appearing to be 'S. S. S.', is written over the bottom of the text area.

Form B

This agreement is executed on thisDay of 20..... between.....the Co-operative Society registered under the Kerala Co-operative Societies Act(21 of 1969)(herein after referred to as the society on the one part and the Governor of Kerala(hereinafter referred to as the (Government) on the other part.

Whereas the Co-operative Society has applied to Government for financial assistance of Rs.....(Rupees.....) by way of grant under the guidelines framed for meeting the expenditure incurred for the repair and maintenance of the office building, whereas Government have agreed to sanction the assistance subject of the terms and conditions contained on the Guidelines approved by Government in this behalf.

Now there presents witness and it is hereby agreed as follows

- 1.The amount of Rs.....sanctioned to the Society, as grant for maintenance of office building shall be utilized only for purpose for which it is sanctioned.
2. The Society agree to and shall abide by the terms and conditions contained in guidelines governing the assistance, a copy of which is herewith appended and the Guidelines shall form part of the agreement.
3. The Society agree to utilize the grant within one year from the date of sanction of amount and any amount remaining unutilized shall be refunded to Government.
4. Notwithstanding anything contained in Guidelines or in the bye-law of the society, it shall be open to the Government to withdraw at any time without

stating any reason the whole or any portion of the financial assistance and that the society shall be liable to refund the amount so withdrawn. In case the society commits breach of all or any of the terms and conditions herein contained or those contained in the Guidelines, the entire amount sanctioned shall become repayable in lump at once by the society.

5. It is hereby declared that the executants of this agreement for and on behalf of the society have the power and authority to do by virtue of the Board Resolution No.....datedof the society

6. The President , Board of Directors and the Secretary shall be jointly by and severally responsible for proper utilization of the assistance recommended under the scheme,

7. In witness where of Sri.....(The President)and/Sri.....(Secretary) and Sri.....for and on behalf of the Government of Kerala have here unto set their hands and the seal of the society has here into been affixed by the day month and year first above written.

Signed by 1

2

3

for and on behalf of the Society in the presence of witness

1.

2.

Signed by Sri.....for and on behalf of the Governor of Kerala in the presence of witness.

1.

2.

FORM-A

**Application for assistance to primary SC/ST Co-operative Societies for
maintenance of office building, Conducting training and workshop programmes**

1. Number and Name of the society :
2. Address of the society :
3. Date of Registration :
4. Date of starting :
5. Number of members on the date of
application :
6. Paid up share capital as on date :
- a) Member contribution :
- b) Government Contribution :
- c) Others :
7. Whether the society is eligible for
assistance under the scheme :
8. Audit Completed upto :
9. Certificate received :
10. Whether there is provision in the
bye-law of the society for Government
assistance :
11. The details of assistance received
previously for this purpose :
12. The amount of assistance applied for :
13. No. and Date of resolution of the
managing committee :

14. Government dues if any :

15. Present financial position (Based on
Tentative Balance sheet for last financial year):

Certified that the information furnished above are correct to the best of our
knowledge and belief.

Present

Director

Director

Secretary

Place:

Date:

Specific recommendation of the Joint Registrar (General) of Co-operative
Societies.