

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVT. OF NCT OF DELHI, OLD COURT BUILDING
PARLIAMENT STREET, NEW DELHI-110001

F.NO.PA/RCS/2026/152-154

Date: 13-02-2026

ORDER

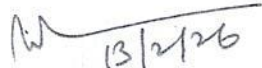
In order to ensure proper monitoring, record maintenance, and administrative transparency in the functioning of this Department, the following instructions are hereby issued for strict compliance by all Branches/Sections of Office of the Registrar Cooperative Societies.

A copy of all letters, communications, notices, circulars, office memoranda, emails, or any other form of correspondence dispatched from this Department shall invariably be marked to the **PA to the Registrar Cooperative Societies (RCS)** for record and reference.

All Dealing hands/Assistants/Officers shall ensure that every page of the noting and correspondence portion of the file is properly numbered in running serial order while drafting and processing the case. While submitting files for approval, the concerned Dealing hand/officials shall mandatorily attach the draft copy of the proposed communication with the file. The draft must form part of the file record before issuance of the final communication. The Branch In-charges shall personally ensure strict adherence to the above instructions.

This order shall come into effect immediately.

Non-compliance of the above directions shall be viewed seriously.


(Krishna Kumar Singh, IAS)
Registrar Co-operative Societies

Copy to:-

1. PA to Spl. RCS, O/o RCS
2. All DRCS/Branch In-charges
3. Guard file.