

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE REGISTRAR CO-OPERATIVE SOCIETIES
PARLIAMENT STREET, OLD COURTS BUILDING,
NEW DELHI-110001**

F. No./RCS/Policy/IO/2026/815

Dated: 28/9/2026

CIRCULAR

Subject: Invitation of applications for empanelment of Inspection/Inquiry Officers under Sections 61, 62 and 66 of the Delhi Co-operative Societies Act, 2003.

Applications are hereby invited from serving Government officers holding the analogous post of Assistant Registrar (GP-4800/-, Level-8 7th CPC) or above for preparation of a Panel/Approved Pool of Inspection/Inquiry Officers for assignment of cases under Sections 61, 62 and 66 of the Delhi Co-operative Societies Act, 2003 and relevant Rules, 2007.

The officers having experience in Co-operative administration, inspection, inquiry, audit, accounts, finance, legal/quasi-judicial matters or related fields may apply in the prescribed Application Proforma enclosed as **Annexure-I**.

The empanelment of officers shall be subject to the eligibility and procedure prescribed under the Delhi Co-operative Societies Act, 2003 and Delhi Co-operative Societies Rules, 2007, particularly Sections 61, 62 and 66 read with Rules 82 and 83, as applicable.

The empanelled officers may be assigned cases by the competent authority on the basis of the nature and complexity of the case, relevant experience, availability and absence of conflict of interest. Empanelment shall not confer any right to assignment of any particular case.

The assigned cases shall be disposed of within the time-limit prescribed under the Act/Rules and the authorization order. In particular, Section 62 inquiries shall be completed within a maximum period of 90 days, while the prescribed timelines under Rule 83 for Section 66 proceedings shall be strictly adhered to.

The officers shall submit their applications through proper channel, along with the required documents, **within 30 days from the date of issue of this Circular.**


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

APPLICATION PROFORMA
APPLICATION FOR EMPANELMENT AS INSPECTION/INQUIRY OFFICER

1. PERSONAL & SERVICE DETAILS

1. Name of Officer: _____
2. Present Designation: _____
3. Department/Organization: _____
4. Date of Birth: _____
5. Date of Appointment: _____
6. Date of Appointment/Promotion to Present Post: _____
7. Present Pay Level: _____
8. Mobile No.: _____
9. Email ID: _____

2. CATEGORY APPLIED FOR

- Section 61 – Inspecting Officer
- Section 62 – Inquiry Officer
- Section 66 – Inquiry Officer
- All the Above

3. EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

Sr. No.	Qualification	University/Institution	Year	Specialization
1.				
2.				
3.				

4. RELEVANT EXPERIENCE

Experience in Co-operative
Administration/Inspection/Inquiry/Audit/Accounts/Finance/Legal or other
relevant field:

5. DETAILS OF INSPECTION/INQUIRY CASES HANDLED

Sr.No.	Nature of Case	Section/Act	Society/Organization	Period	Status
1.					
2.					
3.					

6. DOCUMENTS ATTACHED

1. Service Certificate/Service Particulars
2. Experience Certificate/Details
3. Details of Inspection/Inquiry Cases Handled
4. Vigilance/Disciplinary Status, wherever applicable
5. Other relevant documents, if any

7. UNDERTAKING

I _____ undertake that I shall not decline any case which is assigned to me and also undertake to abide by the time limit prescribed in DCS Act and Rules for completing the inspection/enquiry.

STANDARD OPERATING PROCEDURE (SOP)
FOR ASSIGNMENT AND TIMELY DISPOSAL OF CASES UNDER
SECTIONS 61, 62 AND 66 OF THE DELHI CO-OPERATIVE
SOCIETIES ACT, 2003

1. Eligibility

Only **serving officers holding the post of Assistant Registrar or above** shall ordinarily be considered for empanelment under this SOP.

However, the appointment/authorization for a particular case shall strictly conform to the specific statutory eligibility prescribed under the Delhi Co-operative Societies Act, 2003 and Delhi Co-operative Societies Rules, 2007.

2. Constitution of Panel

Separate categories may be maintained for:

Panel-A: Section 61 – Inspection

Panel-B: Section 62 – Inquiry

Panel-C: Section 66 – Inquiry/Surcharge

An officer may be included in more than one panel subject to fulfilment of the applicable statutory requirements.

3. Assignment of Case

While assigning a case, the competent authority shall consider:

1. Nature and complexity of the case;
2. Financial implications;
3. Relevant experience of the officer;
4. Workload and availability;
5. Specialization, wherever required;
6. Previous assignments; and
7. Conflict of interest.

4. Authorization Order

The authorization order shall, as applicable, specify:

- Name and designation of IO;
- Name and registration number of society;
- Relevant statutory provision;
- Specific points/issues to be examined;
- Relevant period;

- Date of commencement;
- Last date for completion;
- Date for submission of report; and
- Any other specific direction.

5. Section 61 – Inspection

The inspection shall be conducted in accordance with Section 61 and Rule 82.

The IO shall examine the relevant records, books of accounts, registers and documents and obtain necessary information/explanations.

The inspection shall be completed within the period specified in the authorization order. The inspection report shall thereafter be dealt with and communicated within the statutory period prescribed under Section 61.

6. Section 62 – Inquiry

The inquiry shall be conducted in accordance with Section 62 and Rule 82.

The inquiry shall be completed within the period specified in the authorization order, **which shall not exceed 90 days.**

The IO shall submit a complete, reasoned and evidence-based inquiry report within the prescribed period.

7. Section 66 – Surcharge Proceedings

Proceedings under Section 66 shall be conducted in accordance with Section 66 and Rule 83.

The following statutory stages shall be adhered to:

Stage	Prescribed Time-limit
Submission of defence after notice	15 days
Completion of hearing	As fixed in the proceedings
Passing of final order after completion of hearing	Within 20 days
Supply of copy of final order	Within 10 days

The IO shall ensure that the proceedings are conducted expeditiously and that the above statutory time-limits are strictly adhered to.

8. Monitoring of Cases

The concerned branch shall maintain an **IO Case Monitoring Register** containing:

Case No.	Society Section IO	Date of Assignment	Due Date	Report/Order Date	Status
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The status of pending cases shall be reviewed periodically.

9. Delay

In case the proceedings cannot be completed within the prescribed period, the IO shall submit a written report to the competent authority **before expiry of the prescribed period**, stating the reasons for delay and the work remaining.

Any extension shall be subject to the provisions of the Act/Rules and approval of the competent authority.

10. Responsibility of IO

The IO shall be responsible for:

- (a) Commencing proceedings without avoidable delay;
- (b) Issuing notices and providing reasonable opportunity wherever required;
- (c) Examining relevant records and evidence;
- (d) Maintaining proper proceedings/record;
- (e) Completing the case within the prescribed time;
- (f) Submitting a reasoned and evidence-based report/order; and
- (g) Immediately bringing to the notice of the competent authority any matter likely to affect timely disposal.

11. Conflict of Interest

An IO shall not undertake a case where he/she has any direct or indirect interest or any other circumstance which may affect his/her impartiality.

12. Removal from Panel

The name of an empanelled officer may be reviewed/removed in case of repeated or unexplained delay, conflict of interest, breach of confidentiality, misconduct, unsatisfactory performance or any other appropriate ground, subject to applicable rules.

13. Confidentiality

All records, documents and information obtained during the proceedings shall be treated as confidential and shall not be disclosed except as required/permitted under law or by the competent authority.

14. Final Authority

The Registrar, Co-operative Societies shall have administrative authority regarding empanelment, assignment, reassignment, monitoring and removal from the panel, subject to the provisions of the Delhi Co-operative Societies Act, 2003 and the Delhi Co-operative Societies Rules, 2007.

UNDERTAKING

I, _____, presently working as _____, hereby undertake that the information furnished by me in the application for empanelment as Inspection/Inquiry Officer under Sections 61, 62 and/or 66 of the Delhi Co-operative Societies Act, 2003 is true and correct to the best of my knowledge and belief.

I further undertake that:

1. I shall comply with the provisions of the Delhi Co-operative Societies Act, 2003, Delhi Co-operative Societies Rules, 2007 and directions issued by the competent authority.
2. I shall maintain complete impartiality and independence while conducting any inspection/inquiry/surcharge proceeding assigned to me.
3. I shall immediately disclose any actual or potential conflict of interest in any assigned case.
4. I shall maintain confidentiality of all records, documents and information obtained during the proceedings.
5. I shall complete the assigned proceedings within the prescribed statutory/authorized time-limit and submit a reasoned and evidence-based report/order.
6. I shall not keep any assigned case pending without sufficient cause and shall bring any difficulty affecting timely disposal to the notice of the competent authority immediately.
7. I understand that empanelment does not confer any right upon me for assignment of any particular case.
8. I understand that furnishing false or misleading information or violation of the above undertaking may result in withdrawal of my empanelment and such other action as may be permissible under law.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____