

Office of the Registrar,
Cooperative Societies, Punjab,
Chandigarh
(Housing Branch)

Subject: Directions for bringing transparency in the functioning of the cooperative house building societies

It has been observed that in several Cooperative House Building Societies many of their members, who have often invested huge funds in the society, have serious grievances against the Managing Committees regarding non-disclosure of information about meetings of the General Body / Managing Committee and of decisions taken therein, wrongful expenditure of funds collected from the members, wrong induction of new members, delay in allotment of flats/plots etc.

It is also evident that most of the problems in these Cooperative House Building Societies stem from the lack of transparency about the activities of these societies. The functioning of these societies can improve significantly if the Managing Committees share information with the members and there is greater transparency in their decision-making. Therefore, in order to bring in more transparency & efficiency in the working of these societies and to safeguard the interest of the members, in exercise of powers under Rule 45 of the Punjab Cooperative Societies Rules, 1963, it is directed that the Managing Committees of all Cooperative Housing Societies/ Cooperative House Building Societies registered under the Punjab Cooperative Societies Act, 1961, will share information about their activities through the internet with their members in the following manner :-

1.1 Every Cooperative House Building Society / Cooperative Housing Society will set up at its own expense a web site with a unique domain name within three months of the issue of these orders.

1.2 The Managing Committee of the society will be responsible for making suitable arrangements for the regular maintenance and updation of the website and ensuring that it runs securely, smoothly and uninterruptedly. The web site will be hosted on a secure, reliable server through a reputed company /agency and should be easily accessible to all members on commonly used technology platforms and devices.

1.3 The web site will be accessible to all members of the society at all times. However, the society may, at its discretion, make the website open to the general public also. In case, access to any information is to be restricted and made available to the members only, then every member will be provided a separate username and password through which he can access the information.

1.4 The web site will be updated at least once every month i.e. in the first week of every month, and the date of updating must be prominently displayed on the Home Page.



The following information regarding the society, its Managing Committee and Membership will be displayed on the website:-

- i) Name, Address, E-mail & number and date of registration along with Telephone Number of the Office of the Society.
- ii) A table showing Name, Father's Name, Residential Address, and Cell Phone Number of all members of the Managing Committee along with the date from which they are holding office. The table should also show the date of last election of the Office bearers and the date of expiry of their current term.
- iii) A table showing the names and mobile phone numbers of the officials of the society i.e. Secretary, Cashier and other employees of the society with whom the members have to interact for official business.
- iv) A membership table showing Name, Father's/Husband's Name, Residential Address, date of acquiring membership, mode of acquiring membership (whether directly, through inheritance, or through transfer etc.), seniority in the membership register and the plot/flat number allotted in respect of all persons who are members of the Society as on the date of last updation of the website.
- v) A chart displaying complete information about new members added, members deleted, transfer of membership etc. during the current year will also be displayed separately in addition to the membership table referred above.

2.2 The following information about the purchase of land and the project will be displayed:

- i) Total land available with the society, its location and area.
- ii) Source from which the land has been acquired: purchased from government agency or from private persons.
- iii) The total cost of land, cost paid and balance to be paid as on updation of the website
- iv) Number of flats/plots proposed to be built/allotted along with the date on which approval has been accorded by the General Body
- v)
 - a) Date of allotment of work to the contractor for development of colony/construction of flats alongwith brief description of the work
 - b) Total amount for which work has been allotted
 - c) Target date for completion of work
 - d) Brief description of the work done and tentative amount spent as on the date of updation of the website

2.3 The following information about allotment of plots/ flats to the members will be displayed:-

- i) Names of members who have been offered plot/flat by the society.
- ii) Names of members who have accepted the offer.
- iii) Names of members who have refused the offer.
- iv) Names of members offer to whom has been revoked by the society.
- v) Names of members who have been allotted flat/ plot by the society.
- vi) Names of members whose allotment has been cancelled by the society.

2.4 If the society is to take installments from the members for purchase / development / construction of land/flats/plots, a notice regarding the payment schedule must be displayed on the website. This notice would specify the amount of installment and due date by which payment is to be made.

2.5 The following information regarding meetings will be displayed:-

- i) Dates of General Body Meetings held in the last three years and in the current year.
- ii) Dates of the Managing Committee Meetings held in the last one year and in the current year.
- iii) Agenda and Minutes of the last three General Body Meetings and the last three Executive Committee Meetings. Minutes of last meeting must be put up on the website not later than 15 days from the date of meeting.
- iv) Notices of all meetings of General Body shall be displayed on the website at least fifteen days prior to the date fixed for the meeting. Notice for meetings of the Managing Committee or other committees shall be displayed at least seven days prior to the date fixed for the meeting. (This will be in addition to the normal mode of serving notice to the members about the meetings)

2.6 A summary of the income and expenditures incurred by the society in a quarter shall be displayed in the following format at the end of every quarter. This statement must include information on the following points:-

- i) Funds available at the end of previous quarter
- ii) Contribution of members during the quarter
- iii) Income from maintenance charges paid by the members during the quarter
- iv) Income received from interest/ dividend etc. during the quarter
- v) Income from other sources during this quarter
- vi) Total income in the quarter
- vii) Expenditure on land acquisition during the quarter
- viii) Expenditure on Development of land/construction in the quarter
- ix) Expenditure on maintenance and upkeep of the colony/flats in the quarter
- x) Expenditure on Staff during this quarter
- xi) Expenditure on government fees/taxes etc.
- xii) Other expenditure
- xiii) Total Expenditure in the quarter
- xiv) Funds available at the end of the quarter
- xv) Name of the banks in which funds of the society have been placed

2.7 The audited balance sheet of the previous year shall also be displayed on the website

2.8 The personal accounts of each member shall be put up on the website in such a manner that it is accessible to the concerned member only. The personal account shall include information about the flat/plot offered/allotted to the member, the payment received and due from the member and the interest if any, added / due to his account.

2.9 The bye-laws of the society alongwith the directions/instructions issued by the Registrar from time to time regarding the house building societies will also be displayed on the website.

2.10 The society should also display on the website information about other issues of common interest such as future plans of the society, status of



sanctions obtained from various agencies, plan of colony and drawings of flats etc.

3.1 It will be the joint responsibility of the President and Secretary of the society to ensure that all the information which is required to be displayed or updated is authenticated and duly provided in an intelligible format to the agency engaged by the society for updating/maintaining the website.

3.2 The information displayed on the web-site will be deemed to be correct as on the date of updating, and it will be the joint responsibility of the President and Secretary of the society to expeditiously point out (through email) mistakes, if any, to the agency engaged for updating/maintaining the website and get the same corrected. If incorrect information continues to be displayed for more than three days on the website inspite of the agency responsible for updating/maintaining the website having been informed of the mistakes, it shall be the duty of the President and Secretary to immediately bring this fact to the notice of the Registrar Cooperative Societies through email at rcspunjab@gmail.com.

3.3 It will be the overall responsibility of the Management Committee to ensure implementation of these directions in letter and spirit. Any lapse in this regard will attract serious action.

3.4 It is clarified that the issue of these directions does not absolve the societies from their duty to comply with other directions issued by the Registrar from time to time regarding the functioning of the cooperative house building societies.

A.M.L. 23/1/16
(A.S. Miglani) IAS

Registrar, Cooperative Societies,
Punjab, Chandigarh

Endst. No. 370

Dated: 23/1/16

A copy of the above is forwarded to the following:

1. Financial Commissioner, Government of Punjab, Department of Cooperation, Chandigarh, for information
2. Chief Auditor, Cooperative Societies, Punjab, Chandigarh
3. All Additional/Joint/Deputy/Assistant Registrar, Cooperative Societies in HO for information
4. All Managing Directors of Apex Cooperative Institutions in the State for information
5. All Joint / Deputy/ Assistant Registrars in field in the State – They are directed to circulate these directions all the cooperative house building societies under them for meticulous compliance and get acknowledgement of the same
6. All Superintendents in H.O. for information
7. Incharge, Computer Cell, HO – He is directed to ensure regular monitoring of emails and immediately bring to the notice of RCS, Punjab as and when any email is received from Cooperative House Building Societies regarding incorrect display of information on the web site.
8. PA to RCS for information of RCS, Punjab

J. B. Singh
Additional Registrar (Credit),
Cooperative Societies, Punjab,
Chandigarh