

**OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI OLD COURT
BUILDING, PARLIAMENT STREET, NEW DELHI 110001**

F. No. 47/Misc/AR/Sec.-8/GH/2022/01-07

Dated: 08/10/2025

OFFICE ORDER

In compliance with the directions issued by the Registrar Cooperative Societies vide Order No. F.No.Sr.PA/RCS/2025/100 Dated 11.09.2025 and consequent upon the joining of Sh. Nafeesh Ahmed, ASO and Sh. Hari Kishan, Sr. Assistant in Group Housing (Section No.8) and in supersession of earlier orders, the work of Group Housing Section-8 is hereby allocated amongst the Officers and officials are as under with immediate effect:

Sl. No.	Name of Officer's/ Officials	Work Allocated	Link Officer/ Official
1.	Sh. Vinod Kumar, Section Officer	<ol style="list-style-type: none">1. To monitor, supervise and ensuring that all the assigned work of G/H Section - 8 (Alphabets: W,X,Y & Z) is being disposed off. And also to give inputs/comments to them (DA's) in the disposal of assigned work.2. To liaison with the Nodal Agencies of Grievances e.g. PGC, DARPG etc.3. Any other work assigned from time to time by the ARC's (GH Sec. 8) or Higher Authority/ies of office of the RCS.	Sh. Nafeesh Ahmed, ASO
2.	Sh. Nafeesh Ahmed, ASO	<ol style="list-style-type: none">1. All the matters, including dealing with and attending all Courts Cases i.e. Supreme Court/ High Court/ District Court/DCT/FC etc. of all the Co-operative Grouping Housing Societies starting with the alphabet pertain to Section-8 (W & Y) and Feeding data/updatation of data of these Cooperative Societies on NCDC portal in a time bond manner.2. Compilation, processing and forwarding of various Reports pertaining to the GH Section 8.3. All matters received as VIP reference and from the agencies i.e. CBI, EOW etc. relating to GH Societies starting with the alphabet W & Y to be processed in a time bond manner.4. Any other work assigned from time to time by the S.O. (GH Sec.8) and ARCS (GH Sec.8).	Sh. Hari Kishan, Senior Assistant
3.	Sh. Hari Kishan, Senior Assistant	<ol style="list-style-type: none">1. All matters, including dealing with and attending all Courts Cases i.e. Supreme Court/ High Court/ District Court/DCT/FC etc. of all the Co-	Sh. Nafeesh Ahmed, A.S.O.

Satish Kumar

		<p>operative Grouping Housing Societies starting with the alphabet (X & Z) & feeding data/ updatation of data of these Cooperative Societies on NCDC portal in a time bond manner.</p> <ol style="list-style-type: none"> 2. All matters received as VIP reference and from agencies i.e. CBI, EOW etc. relating to Co- Operative Group Housing Societies starting with the alphabet X & Z to be processed in a time bond manner. 3. All matters/issues related to online portals i.e. VCIMS, PGMS, CPGRAMS and PGMS. 4. Different portals like online RTI, LG Listening post etc & Movement of RTI & E-litigation module of G/H Section 8. 5. Compilation and forwarding various Reports & any other misc. work which is not assigned to any of the staff of G/H Section 8. 6. Any other work assigned from time to time by the S.O. (GH Sec.8) and ARCS (GH Sec.8). 7. Monitoring and dealing with the e mails of the GH Section 8. 8. All matters/ issues related to Monitoring and processing of Advocate Bills & off line RTI of the Section 8. Compilation and forwarding various Reports & any other misc. work which is not assigned to any of the staff of G/H Section 8. 	
4.	Sh. Manjeet, MTS	Diary-Dispatch, Dak Distribution, Photocopy work etc. of G/H Section 8	Shri Hari Kishan, Sr. Assistant

All dealing Assistants are directed to maintain their Assistant Diary register in accordance with the Manual of office procedure.

Satish Kumar
8/10/2025
(SATISH KUMAR GUPTA)

Asstt. Registrar (Sec-VIII/GH)

F. No. 47/Misc/AR/Sec.-8/GH/2022/01-07

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Copy to:-

1. P.A. to RCS O/o RCS, for information.
2. P.A. to Addl. RCS O/o RCS for information.
3. ARCS (G.H., Sec-VII) for information in ref. to RCS Order Dated 11.09.2025].
4. Sh. Vinod Kumar, S.O., GH Sec. 8
5. Sh. Nafeesh Ahmed, A.S.O., GH Sec.8
6. Sh. Hari Kishan, Sr. Asstt., GH Sec.8
7. ARCS (IT) for uploading this order on the website.

Satish Kumar
8/10/2025
(SATISH KUMAR GUPTA)
Asstt. Registrar (Sec-VIII/GH)