

MEMORANDUM OF THE ADDITIONAL REGISTRAR (SERVICES),  
O/O THE COMMISSIONER FOR COOPERATION AND REGISTRARS OF  
COOPERATIVE SOCIETIES, ANDHRA PRADESH, HYDERABAD.

Rc. No. 360/2015/NG-I,

dated: 08.07.2015

Sub: Establishment - Cooperation Department – Instructions regarding initiation of disciplinary action against subordinate Officers – Regarding.

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Attention of all District Coop. Officers/Divisional Coop. Officers/District Coop. Audit Officers in the State is invited to the subject cited.

It is observed that several disciplinary cases are being forwarded to the Head Office for taking action against Subordinate Officers in different cadres for which District Coop. Officers/Divisional Coop. Officers are vested with powers in Appendix-III of rule 14(2) A.P. (CC & A) Rules, 1991 to take action against the employees working under their control. Hence it is requested to dispose the disciplinary cases which involve minor irregularities, do-not have financial commitments, submission of tour diaries, delay in submission of reports etc against the Subordinate Officers working under their control.

It is further observed that the District Coop. Officers are simply forwarding the explanations/representation of the subordinates to the Head Office without their observations/remarks. Again they are being addressed by this Office to furnish their remarks in several cases which takes much time for taking further action in the issue and to dispose the case. Hence the District Coop. Officers are requested to forward any explanation/representation with their specific remarks as per rules.

Further inordinate delay is observed in many cases in completion of Inquiries and submission of reports to the Head Office, due to which the disciplinary cases are pending for long time for want of reports from the district. Hence it is requested to see that the Inquiries are completed and reports are submitted to Head Office in time, failing which responsibility would be fixed and further action will be initiated.

Further it is observed that the Auditors who were defaulters in submission of earlier reports are again entrusted with Audit work in routine, due to which they are unable to complete their charts in time, which lead to disciplinary cases. Hence the District Coop. Audit Officers while preparing audit chart shall observe due diligence and uniform approach regarding competency of Auditors in completion of audit, allot audit qualitatively and in time in order to reduce the disciplinary cases.

In view of the above the District Coop. Officers/Divisional Coop. Officers/District Coop. Audit Officers in the State are hereby instructed to adhere to the instructions issued for smooth running of administration.

  
Assistant Registrar

**Sd/-P.Arjuna Rao,**  
**Additional Registrar (Services).**

To

All District Coop. Officers/Divisional Coop. Officers/District Coop. Audit Officers in the State.  
Copy to other services sections in H.O.