

his successor under proper charge report to be signed by the relieving officers.

(c) **Cash :**

Cash balance in hand shall always remain in the hand of the Treasurer or any other officer appointed by the committee.

29. (1) Every cooperative society shall from time to time determine at a meeting of the committee, the minimum members of paid staff required for its business. The committee shall prescribe their qualifications and experience and emoluments. The committee shall be competent to appoint, dismiss or remove any paid staff.
- (2) The minimum paid staff for a cooperative banks and any cooperative society with working capital or annual transaction of rupees five lakhs or over shall be :
- (i) One Secretary or Manager;
 - (ii) One Accountant;
 - (iii) One Cashier.

X. REGISTERS

30. The following register and papers shall be maintained and shall be open to the inspection of any one interested in its funds, except that no one shall be allowed to see the deposit account of any person without person's consent in writing :

- (1) a register of members, showing the name, address and occupation of every member, the number of shares held by him, the date of his admission to membership, date of termination of membership and the nominee appointed under bye-laws;
- (2) a cash book showing the income, expenditure and balance on each day on which business is done;
- (3) a ledger account for each member, depositor creditor, miscellaneous and contingent income and expenditure incurred by the society;
- (4) a register showing the maximum credit of each member;
- (5) an account showing monthly instalment of shares and deposits;
- (6) a minute book;
- (7) a register showing the monthly instalment for payment of loans;
- (8) a book of bonds for all loans issued;
- (9) a share allotment register;
- (10) a surety Register;
- (11) a pass book for each member and depositor;
- (12) a register for stock and securities;
- (13) register of application, for membership containing the name and address of the applicant, the date of receipt of application, the number of shares applied for and in case of refusal, the date of communication of the decision refusing admission to applicant; and
- (14) any other register prescribed by the Registrar.

31. Copies of bye-laws and balance sheet shall be supplied free on demand to any member. The last balance sheet shall be open to public inspection during office hours.

32. The committee shall appoint one its members or one of the officers of the Society to take hold and keep in safe custody all the registers prescribed in bye-laws 30 and other papers in use of the society.

XI. COMPULSORY DEPOSITS

33. (1) Every member shall subscribe at least Rs. 20/- per month towards compulsory deposits and may also contribute towards any of the following kinds of saving deposits.

- (i) deposits for specific subjects;
- (ii) deposits for specific periods;
- (iii) provident funds deposits
- (iv) home saving deposit.

(2) Such deposits shall be governed by rules to be framed by the society subject to approval

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