

**APPENDIX - I**

**QUESTIONNAIRE**

(FOR THE CHAIRMAN OF CO-OPERATIVE HOUSING SOCIETY)

**A) GENERAL :**

1. Name of the Society :
2. Address :
3. Type
4. Year of Registration
5. Year of Starting of construction work
6. Year of completion of construction work

**B) ORGANIZATION :**

**I) PROMOTION :**

Medium adopted for enrolment of members.

1. Advertisement
2. Persuasion
3. Reputation

**II) MEMBERSHIP**

1. No. of members of the society
2. No. of plots/flats for members
3. No. of plots/flats of which construction is completed.
4. No. of Members living in the houses built
5. No. of members living outside
6. Dispute with the members if any.

**III) MANAGEMENT**

1. Are all the books and registers as per Act maintained by the society? Yes/No
2. Are the general body meeting of the society held regularly? Yes/No
3. Are the meetings of managing committee held regularly? Yes/No
4. No. of special general meetings since registration.

Purpose :

- a)
- b)
- c)

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5. Are the proceedings of the meetings written without delay? Yes/No
6. No. of paid employees
7. No. of employees trained in co-operation
8. Has the society framed its own bye-laws? Yes/No
9. Has the society adopted the leaflet of buy-laws prepared by department with required changes? Yes/No
10. Have some members resigned? Yes/No
11. Do you conduct election according to the buy-laws? Yes/No

**IV) ACCOUNTS**

1. Are the books of accounts maintained properly and written regularly? Yes/No
2. Is the audit of the co-operative housing society held regularly by the co-operative department? Yes/No  
If No, state the causes for delay.
  - a)
  - b)
  - c)
3. Does your society face any problem regarding auditing? Yes/No  
If Yes, causes -
  - a)
  - b)
  - c)
4. What is the position of Profit & Loss Account in the Balance sheet?

1987/88	Profit / Loss
1988/89	Profit / Loss
1989/90	Profit / Loss
1990/91	Profit / Loss
1991/92	Profit / Loss
5. Remarks in the audit report.

Year	Grade
1987/88	



1988/89

1989/90

1990/91

1991/92

**C) FINANCE**

- 1) Funds - Sources
  - a) Entrance fee.
  - b) Issue of shares.
  - c) Raising of loans.
  - d) Deposits.
  - e) Donations and grants.
  - f) Contribution towards the cost of house and land.
- 2) Reserves to be created by society.
  - a) Reserve fund.
  - b) Sinking fund.
  - c) Repairs fund.
  - d) Building fund.
  - e) Any other fund.
- 3) Raising Loans
  - a) M.S.C.H.F.C.
  - b) Banks.
  - c) Any other source.
- 4) Have you got concessional rate of interest on loans.? Yes/No

If yes, from which source?

  - a)
  - b)
  - c)
- 5) Was the loan obtained with delay? Yes/No

If yes, causes

  - a) Delay in documents
  - b) Mortgages
  - c) Lengthy office procedure
  - d) Faults in documents

- e) Any other
- 6) Is the repayment of loan made regularly? Yes/No  
Yes/No  
If no, causes.
  - a) Delay of payment by members.
  - b) Total cost is more than the estimated.
  - c) Non-Co-operation of dishonest members.
  - d) Any other.
- 7) No of members who have no loan to their accounts.
- 8) No of members who had overdues.
- 9) How do you recover the over dues?
- 10) Whether do you create any reserve for recouping the overdues? Yes/No
- 11) What are the reliefs under the taxation?
  - a) Stamp duty.
  - b) Registration fees
  - c) Municipal taxes.
  - d) Urban land (ceiling and regulations) Act.
  - e) Transfer of property Act.
  - f) Rent control Act.
  - g) Property tax.
  - h) Income tax.

**D) LAND AND CONSTRUCTION**

**A) LAND**

- 1) Type of land
  - a) Free hold
  - b) Lease hold
  - c) Agricultural
  - d) Non-Agricultural
- 2) How was the land acquired?
  - a) Purchased from private land holder
  - b) From Government at concessional rate
  - c) Municipality
  - d) Donated.

- 3) Cast of land per Sq.ft.
  - a) Free hold Rs.
  - b) Lease hold - (Occupancy price) Rs.
  - c) Rate of tax peryear per Sq. ft. for leasehold. Rs.
- 4) Cost of Agricultural land per Sq.ft. Rs.
- 5) Cost of non-agricultural land. Per Sq. ft. Rs.

**B) CONSTRUCTION**

- 1) Construction by
  - a) Members
  - b) Society through contractor
- 2) Whether tenders were invited for the appointment of contractor? Yes/No.
- 3) Have you purchased the building material from co-operative society? Yes/No  
If Yes, type of the society.
- 4) Have you paid extra money to purchase building materials? (other than controlled rate) Yes/No
- 5) Was the construction completed in time? Yes/No
- 6) Causes for late construction -
  - a) Shortage of finance
  - b) Delay in finance
  - c) Shortage of building material
  - d) Contractors delay
  - e) Permission from local authority
  - f) Any other
- 7) Rate of construction per Sq.ft.
  - a) Estimated
  - b) Actual

**E) MISCELLANEOUS**

- 1) Nature of other work undertaken by the society -
  - a) Liabrary
  - b) Training to members
  - c) Training to officials
  - d) School
  - e) Providing Chowkidar
  - f) Recreation hall
  - g) Lecturers
  - h) Any other