OFFICE OF THE REGISTRAR
COOPERATIVE SOCIETIES GOVT. OF NCT OF DELHI
OLD COURT'S BUILDING, PARLIAMENT STREET, NEW DELHI
POLICY BRANCH

F.NO. 47/RCS/Policy/32/SOP(Arbitration)/2026-27/244 Dated: 23/10/26

CIRCULAR

Subject: Implementation of SOP regarding Safe Custody of Arbitration Proceedings and Awards.

With the approval of the competent authority, the SOP regarding the safe custody of arbitration proceedings and awards is hereby circulated to all DRCSs and Branch In-charges for strict compliance.

All concerned shall ensure proper preservation of original records, issuance of certified copies, maintenance of the Arbitration Award Register, and proper acknowledgement and retrieval of records, as prescribed in the SOP.

The SOP shall come into force with immediate effect.

This issues with the approval of the competent authority.

F.NO. 47/RCS/Policy/32/SOP(Arbitration)/2026-27/244 Dated: 23/10/26

To:

1. All Deputy Registrars of Cooperative Societies (DRCSs).
2. All Branch In-charges.

(Deputy Registrar)
Policy Branch

Copy to:

1. PS to RCS
2. DRCS (IT)

(Deputy Registrar)
Policy Branch

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVERNMENT OF NCT OF DELHI

(Standard Operating Procedure (SOP))

Regarding Safe Custody of Arbitration Proceedings and Awards.

1. **Objective**:- The purpose of this SOP is to ensure safe custody of arbitration proceedings and awards passed by the Arbitrator appointed under the Delhi Cooperative Societies Act, 2003 and the rules made there under.

2. **Preparation of Copies**:- After completion of the arbitration proceedings and pronouncement of the Arbitration Award, the Arbitrator shall prepare two additional sets of proceedings and Award, duly signed and authenticated by the Arbitrator.

The sets shall be dealt with as follows:

1. One certified copy shall be supplied to the First Party/Applicant.
2. One certified copy shall be supplied to the Second Party/Respondent.
3. Original file shall be retained in the RCS Office for official record and safe custody.

3. **Certification of Copies**:-The copies supplied to the parties shall be duly certified by the Arbitrator/competent authority and shall contain, as applicable:

* Signature of the Arbitrator;
* Date of the Award;
* Case/Arbitration reference number;
* Names of the parties;
* Page numbering including numbers of pages on correspondence and noting side.

4. **Record to be Retained in RCS Office**:-The office copy retained in the RCS Office shall contain the complete arbitration record, including, wherever applicable:

* Reference/order appointing the Arbitrator;
* Statement of claim;
* Written statement/reply;
* Documents and evidence submitted by the parties;
* Notices issued to the parties;
* Proceedings/order sheets of each hearing;
* Applications filed by the parties;
* Evidence/affidavits, if any;

* Written submissions, if any;
* Final Arbitration Award; and
* Any other document forming part of the arbitration proceedings.
* One scanned copy of the Award shell be sent to official email id of RCS office and the same shall be certified to have been sent on email.

5. **Safe Custody:-**The complete office copy of the arbitration proceedings and Award shall be kept in the designated record/file of the concerned branch of the RCS Office.

The concerned official shall ensure that:

* The file is properly indexed and page-numbered;
* No original document is removed from the file without proper authorization;
* The file is kept in safe custody and protected from loss, damage or unauthorized access;
* Any movement of the file is duly recorded in the file movement register/e-office system; and
* The record is produced before the competent court/tribunal/authority whenever requisitioned.

6. **Acknowledgement by Parties:-** At the time of delivery of the certified copy of the Award, the concerned party shall give an acknowledgement containing the date of receipt, name and signature of the recipient. Where a copy is sent by post/e-mail/e-office or any other authorized mode, the proof of dispatch and delivery shall be placed on the arbitration record.

7. **Index and Record Register:-** A separate Arbitration Award Register shall be maintained by the concerned branch containing at least the following particulars:

S. No. Arbitration Case No…	Name of Parties…
Date of Award ….	Date of Delivery…
Copy supplied to Parties…	File/Record No…

The register shall be updated immediately after completion of the proceedings and delivery of the certified copies.

8. **Responsibility:-**

The concerned Arbitrator shall be responsible for completion and authentication of the arbitration proceedings and preparation of the required copies. The concerned branch/official of the RCS Office shall be responsible

for proper receipt, indexing, preservation and safe custody of the office record.

9. **Compliance**:- All concerned Arbitrators, branches and officials shall strictly adhere to this SOP so that a complete and reliable record of every arbitration proceeding and Award is maintained in the RCS Office and can be produced whenever required before the competent authority, court or tribunal. Payment to Arbitrators will be released subject to fulfillment of requirement as mentioned at points 1 to 4.

This SOP shall come into force with immediate effect.

21/X/2016

(Deputy Registrar, Policy)