

## INTRODUCTION

The Right to Information Act, 2005, has got the assent of the President on 15<sup>th</sup> June 2005. This Act has come to effect to the Union territory of Puducherry from 28<sup>th</sup> June 2005, vide Notification No.43-15/2005 – LD of Law Department, Puducherry.

2. The said Act provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

3. This hand book provides on the organization, functions, powers and duties of the Officers of the Co-operative Department, the categories of the document that are held by the Department, Boards and Committees constituted by the Department, the name and designation of the Public Information Officer, directory of Officers and its employees, the budget allocations along with the details of programmes implemented and subsidies available to the members of the co-operative societies etc.

4. This Hand Book of Manuals may be used by all citizens of India, who seek information about the Co-operative Department, Government of Puducherry.

5. Definitions:

(a) **“Information”** means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

- (b) **“Record”** includes (a) any document, manuscript and file; (b) any microfilm, microfiche and facsimile copy of a document; (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and (d) any other material produced by a computer or any other device;
- (c) **“Right to information”** means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to –
- (i) inspection of work, documents ,records;
  - (ii) taking notes, extracts or certified copies of documents or records;
  - (iii) taking certified samples of material;
  - (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device:
- (d) **“Central Information Commission”** means the Central Information Commission constituted under sub-section (1) of Section 12.
- (e) **“Chief Information Commissioner”** and **“Central Information Commissioner”** mean the Central Chief Information Commissioner and the Central Information Commissioners appointed under sub-section (3) of Section 12.

6. Address for contact for further information :

Thiru **R. Muralidharan**,  
Deputy Registrar (Legal) / Transparency Officer,  
Co-operative Department,  
V.V.P. Nagar, Thattanchavady,  
Puducherry – 605 009.

7. Contact Phone No. : (0413) - 2272964

Fax : (0413) - 2272619

# **MANUAL – I**

## **ORGANISATION, FUNCTIONS AND DUTIES**

- 1. Objective of the Department:** The primary objective of the Co-operative Department is to see that genuine co-operatives are organized and managed on sound lines as per the basic principles of co-operation for the promotion of the economic interests and welfare of the people and to render guidance and assistance for the development of co-operative movement in the Union territory of Puducherry.
  
- 2. Mission of the Department:**
  - (a) To promote, expand and to strengthen the co-operative movement in all walks of life in the Union territory of Puducherry.
  - (b) To facilitate formation of new co-operative societies for fulfilling the economic needs of their members;
  - (c) To facilitate the successful working of the co-operative institutions in tune with the internationally recognised principles of co-operation; and
  - (d) To be a friend, philosopher and guide to the co-operative institutions in managing their affairs on sound lines.
  
- 3. Vision of the Department:** To build a sustained self reliant and successful co-operatives for the promotion of economic interest and the welfare of the subjects of the co-operative societies.
  
- 4. Brief history about the Department:** The co-operative movement in India is a State sponsored, State-aided and State regulated movement. In the Union territory of Puducherry, the seeds of co-operative movement were sown after the merger with the Indian Union in 1954. Emphasis was given in all the Five year Plans for the development of co-operatives. The numbers of societies were 143 in 1961 and it stood to 523 in March 2012.

**5. Duties and responsibilities of the Registrar of Co-operative Societies:** The duties and responsibilities of the Registrar of Co-operative Societies are prescribed by the Government from time to time with reference to the provisions of the Puducherry Co-operative Societies and Rules. The duties of Registrar of Co-operative Societies are administrative, executive, statutory and developmental.

**6. Functions of the Department:** In order to achieve the above objective, the Department performs the following functions;

(1) To organise and register various kinds of co-operatives according to the basic principles of co-operation and as per the provisions of Puducherry Co-operative Societies Act 1972 and Rules framed under the Act;

(2) To perform the various statutory and quasi judicial functions specified in the above Act and Rules, viz;

(a) Granting state aid to co-operatives, under various schemes launched from time to time;

(b) Supervising and inspecting co-operatives taking actions against erring societies and office-bearers as per Act and Rules;

(c) Regulating the working of co-operative societies as per the provisions of the Act and Rules;

(d) Settling disputes relating to the constitution, working and the management of the societies and disputes between the society and its members and its employee, etc.,

(e) Executing awards, decrees, orders and decisions;

(f) Winding up societies, which fail to satisfy the conditions of registration and management.

(g) To depute officers to co-operatives, whenever necessary for their management;

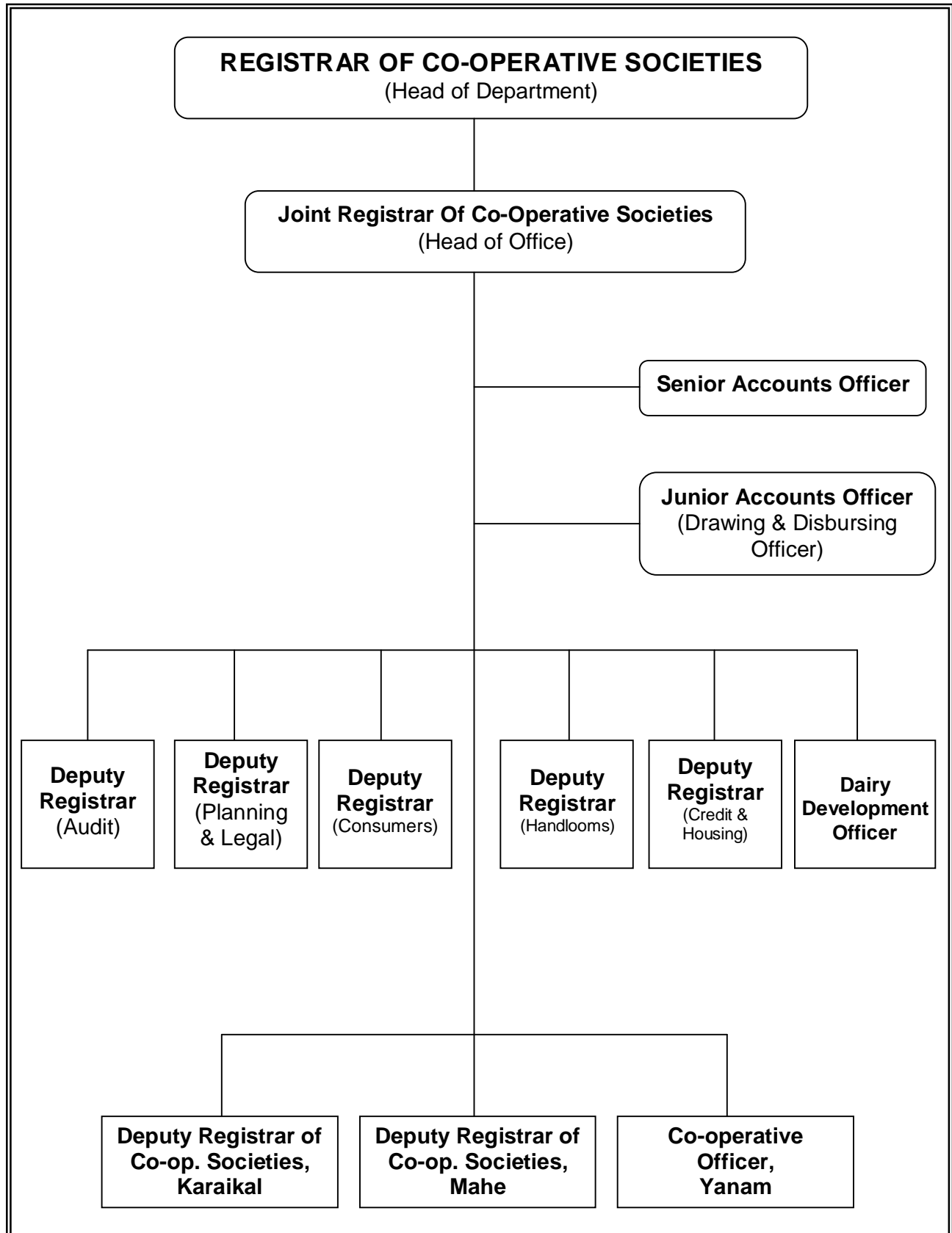
(h) To assist the Government in formulating policies, plans and schemes for the development of the co-operative movement, and

- (i) To do all that are necessary for the development of the co-operative movement on sound lines.

7. **Service functions of the Department:** The following services are provided by the Co-operative Department at the request of the societies / members / public. The time limit within which the services will be provided are indicated below:-

Sl. No.	Purpose for approaching the Registrar	Section / Rule / Bye Law / Direction under which permission/approval / sanction is required	Time limit within which permission/ approval will be given
1	Registration of Co-operative Societies	Section 8 & 9	3 months
2	Amendment of Bye laws	Section 11	2 months
3	Audit of accounts of Societies and issue of audit certificate	Section 74	1 years from the date of completion of the year
4	Request for conducting statutory inquiry into the working of society	Section 75 (1)	2 months for ordering the inquiry
5	Monetary disputes	Section 84 (1)	1 month for admission/ rejection
6	Non-monetary disputes	Section 84 (1)	2 months for admission/ rejection
7	Request for voluntary winding up of societies	Section 126 (1)	3 months
8	Petition for Execution of Decrees, Decisions, Awards and Orders	Section 133 & 134	1 months for admission
9	Revision of proceedings of any Officer subordinate to Registrar	Section 141(1)	3 months for admission
10	Application for review of any order passed by the Registrar	Section 142(1)	3 months for admission
11	Request for appointment of Election Officer for conducting election of a Co-operative Society	Rule 32 (25) & Rule 33 (20)	10 days

8. ORGANISATION CHART



**10. Public Relation Officer of the  
Co-operative Department  
(Grievance Cell)**

**:** Deputy Registrar (Planning)  
Co-operative Department  
V.V.P. Nagar, Thattanchavady,  
Puducherry-605 009.

**Phone No. 0413 – 2272964**

**11. Office working hours :**

<b>Morning</b>	<b>Lunch break</b>	<b>Afternoon</b>
<b>8.45 A.M. to 1.00 P.M.</b>	<b>1.00 P.M. to 2.00 P.M.</b>	<b>2.00 P.M. to 5.45 P.M.</b>

## **MANUAL - II**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

#### **1. REGISTRAR OF CO-OPERATIVE SOCIETIES**

##### **Administrative**

##### **Powers:**

- (1) Head of the Co-operative Department.
- (2) Disciplinary Authority for all Group 'C' and 'D' employees of the Co-operative Department.
- (3) Appointing Authority for Group 'A' & 'B' Officers.

##### **Financial Powers:**

- (1) He exercises all the financial powers delegated to the Head of the Department in G.O. Ms. No.59 /2003/F3 of Finance Department, Puducherry dated 11<sup>th</sup> Feb 2003.
- (2) He issues release order based on the block sanction, to the respective co-operative societies.

##### **Statutory Powers:**

He exercises all the powers conferred under the Puducherry Co-operative Societies Act, 1972 and the Puducherry Cooperative Rules, 1973.

##### **Duties:**

As the Head of the Department, he guides, supervises and controls the functionings of the entire Co-operative Department in the Union territory of Puducherry.

#### **2. JOINT REGISTRAR OF CO-OPERATIVE SOCIETIES**

##### **Administrative**

##### **Powers:**

- (1) Head of the Office for the main office of the Co-operative Department.
- (2) Appointing Authority for all Group 'C' & 'D' employees of the Co-operative Department.



(3) Leave Sanctioning Authority for Group "C" & "D" employees.

**Financial Powers:**

He exercises all the financial powers delegated to the Head of the Office in G.O. Ms. No.59/2003/F3 of Finance Department, Puducherry dated 11<sup>th</sup> Feb 2003.

**Statutory Powers:**

(1) In respect of any registered society, other than apex society or central society, all the powers of a Registrar under the Puducherry Co-operative Societies Act, 1972, except those referred to in Sections 33,83 and 141;

(2) In respect of any apex society or central Society, all the powers of a Registrar under the said Act, except those referred to in Sections 12,15,32(2), 33, 83 126 (1) and 141;

Provided that the powers of the Registrar under section 129 and 131 of the Act are exercisable by the Joint Registrar of Co-operative Societies only in respect of societies ordered to be wound up by him under Section 126 (1) of the said Act.

(3) In respect of any registered society, other than apex society or central society, all the powers of a Registrar under the Puducherry Co-operative Societies Rules, 1973 except those referred to in Rules 38,47,52,92,110 and 114;

(4) In respect of any apex or central society, all the powers of a Registrar under the said Rules, except those referred to in Rules 9,37,47,52,92,110 and 114.

**Duties:**

As the Head of the Office, he deals with all administrative / establishment matters, pertaining to the Co-operative Department.

### **3. DEPUTY REGISTRAR OF CO-OPERATIVE SOCIETIES / DAIRY DEVELOPMENT OFFICER:**

**Statutory Powers:** (1) In respect of any registered society, all the powers of a Registrar under the Puducherry Co-operative Societies Act, 1972 except those referred to in Sections 12,15, 32 (2), 33,83, 87(1), 126(1) and 141:

Provided that the powers of the Registrar under Section 129 and 131 of the Act are exercisable by the Deputy Registrar of Co-operative Societies and Dairy Development Officer only in respect of societies ordered to be wound up by them under Section 126(2) of the said Act:

(2) In respect of any registered society all the powers of a Registrar under the Puducherry Co-operative Societies Rules, 1973 except those referred to in Rules 9,25,27,37,38,47,48, 49,50,52,57,81,91,92,110 and 114.

**Duties:** Subject to the Puducherry Co-operative Societies Act, 1972 and the Puducherry Co-operative Societies Rules, 1973, the Deputy Registrar of Co-operative Societies and the Dairy Development Officer are in-charge of the respective co-operative societies functioning under their control.

### **4. SENIOR ACCOUNTS OFFICER:**

**Administrative Powers:**

- (1) He is in-charge of Accounts-I Section.
- (2) He looks after budgeting, expenditure control, A.G. Audit/ Inspection, Public Accounts Committee and related subjects.

**Duties:**

He shall arrange for the followings:-

- (a) Preparation of Plan / Non Plan Budget.
- (b) Booking of expenditure and its control.
- (c) Preparation of loan, share grant-in-aid and bill,
- (d) Liasoning with A.G Audit / Inspection and furnish reply for the audit particulars.
- (e) Reconciliation of Plan / Non Plan expenditure.
- (f) Obtaining utilization certificates and clearance of OBA items.
- (g) Preparation of financial statement and report to C and AG / Public Accounts Committee.
- (h) Maintenance of society-wise loan ledger and raise demands for its recovery and reconciliation.
- (i) Maintenance and Reconciliation of revenue receipts.

**5. JUNIOR ACCOUNTS OFFICER**

**Administrative**

**Powers:**

He is in-charge of Accounts-II and Establishment Section.

**Duties:**

He shall arrange for the followings:-

- (a) Incharge of the EDP of the Department
- (b) Incharge for the recruitment, transfer promotion and other service matter of the Departmental Officer / Staff.
- (c) Control the receipt and despatch of the tapals of the Department
- (d) Controls and maintain the vehicle movement of the Department.
- (e) Responsible for the settlement of OBA items of the Department.
- (f) Supervise the functions of the cashier and preparation of MR Bills, Pay Bill, GPF withdrawals etc.,
- (g) Supervise the stores section of the department.

## **6. CO-OPERATIVE OFFICER**

**Statutory Powers:** (1) In respect of any registered society, all the powers of a Registrar under section 31(3), 31(4), 31(5), 32(7), 65(1), 68(d), 71, 74, 75, 76, 78, 82, 84, 101(1), 133, 156(5), 156(6) of the Puducherry Co-operative Societies Act, 1972 subject to the condition that the Co-operative Officer shall exercise the powers under section 82 or under section 84 only in respect of monetary cases involving a sum not exceeding Rs.3,000/-.

(2) In respect of any registered society, all the powers of a Registrar under Rules 14, 17, 62, 64, 68, 70, 75, 83, 85, 87 and 90 of the Puducherry Co-operative Societies Rules, 1973.

**Administrative Duties:**(1) Acting as Section Heads, under the control and supervision of the controlling officer, viz., Deputy Registrar of Co-operative Societies/ Dairy Development Officer, with the assistance of Senior Inspectors / Junior Inspectors, and Technical Supervisors.

(2) Co-ordinates and supervising the work of the dealing assistants, who are attached to them, for prompt and speedy disposal of routine office works, such as, registration of new co-operative societies, registration of bye laws of co-operative societies and amendment thereof, approval of various subsidiary regulations of co-operative societies and amendment thereof, implementation of Government plan and non-plan schemes, attending assembly questions, A.G.Audit work, arbitration and execution works, attending cases in various Courts, attending legal matters, follow-up action in respect of audit / inspection / inquiry / surcharge inquiry.

(3) Assisting the controlling officer, viz., Deputy Registrar.

**Executive Duties:**

Duties related to various types of registered co-operative societies:

(1) Functioning as Administrator / Special Officer of co-operative societies and exercising the powers of the committee of management to run the societies, either on deputation basis or holding such post as additional charge.

(2) Working as Chief Executives/Officers of co-operative societies, such as, Managing Director, Administrative Manager/Officer, Secretary, Manager, Internal Auditor, Lecturers, etc., either on deputation basis or holding such post as additional charge.

**Other Duties:**

Performing the following duties, related to the registered co-operative societies, in accordance with the Puducherry Co-operative Societies Act, 1972 and Puducherry Co-operative Societies Rules, 1973:

(1) Conduct of statutory annual audit, which yield revenue to the Government by way of levying audit fees.

(2) Conduct of statutory annual stock verification, which yield revenue to the Government by way of levying stock verification fees.

(3) Conduct of statutory annual stock verification in respect of co-operative societies registered under the neighbouring States Co-operative Societies Acts, and having sales outlet in the Union territory of Puducherry.

(4) Conduct of concurrent audit.

(5) Conduct of statutory inquiry, under Section 75 of the Puducherry Co-operative Societies Act, 1972.

- (6) Conduct of statutory inspection, under Section 76 of the Puducherry Co-operative Societies Act, 1972.
- (7) Preparation of annual statement for statistical purpose.
- (8) Conduct of election / polling to the committee of management, in accordance with the procedures prescribed under Rules 32 and 33 of the Puducherry Co-operative Societies Rules, 1973.
- (9) Working as executive for surprise audit / inspection and for collecting factual information from the societies.
- (10) Functioning as Sale Officer, in respect of execution petitions filed by the decree-holders.
- (11) Conducting surcharge inquiry, under Section 82 of the Puducherry Co-operative Societies Act, 1972.
- (12) Functioning as quasi-judicial authority, as Arbitrator, for the disposal of monetary disputes filed under Section 84 of the Act.
- (13) Functioning as Liquidator, in respect of societies liquidated under the Act.
- (14) Collection of audit fees/stock verification fees, due to the Government.
- (15) Preparation of annual statement for statistical purpose.
- (16) Conduct of election/polling to the committee of management.
- (17) Working as administrative inspectors for surprise audit / inspection and for collecting factual information from the societies.

## **7. SENIOR INSPECTOR / JUNIOR INSPECTOR**

**Administrative Duties:**(1) Attending the office currents, such as, registration of new societies, registration of bye laws of societies and amendment thereof, approval of various subsidiary regulations and amendment thereof, implementation of Government plan and non-plan schemes, attending assembly questions, A.G.Audit work, arbitration and execution works, attending cases in various Courts, attending legal matters, follow-up action in respect of audit / inspection / inquiry / surcharge inquiry.

(2) Maintaining of Personal Register, Casual Leave Register, Nomination Register for the committee of management.

(3) Maintaining of the Audit Certificate Issue Register, Audit Fees (Levy & Collection) Register, Society Registration Register, etc.,

(4) Assisting the section heads, viz., Co-operative Officer, under the control and supervision of the controlling officer, viz., Deputy Registrar / Dairy Development Officer.

**Executive Duties:** Duties related to various types of registered co-operative societies:

(1) Functioning as Administrator/Special Officer of co-operative societies and exercising the powers of the committee of management to run the societies, either on deputation basis or holding such post as additional charge.

(2) Working as Chief Executives/Officers of co-operative societies, such as, Managing Director, Administrative Manager/Officer, Secretary, Manager, Internal Auditor, Lecturers, etc., either on deputation basis or holding such post as addition charge.

**Other Duties:**

Performing the following duties, related to the registered co-operative societies, in accordance with the Puducherry Co-operative Societies Act, 1972 and Puducherry Co-operative Societies Rules, 1973:

- (1) Conduct of statutory annual audit, which yield revenue to the Government by way of levying audit fees.
- (2) Conduct of statutory annual stock verification, which yield revenue to the Government by way of levying stock verification fees.
- (3) Conduct of statutory annual stock verification in respect of co-operative societies registered under the neighbouring States Co-operative Societies Acts, and having sales outlet in the Union territory of Puducherry.
- (4) Conduct of concurrent audit.
- (5) Conduct of statutory inquiry, under Section 75 of the Puducherry Co-operative Societies Act, 1972.
- (6) Conduct of statutory inspection, under Section 76 of the Puducherry Co-operative Societies Act, 1972.
- (7) Preparation of annual statement for statistical purpose.
- (8) Conduct of election / polling to the committee of management, in accordance with the procedures prescribed under Rules 32 and 33 of the Puducherry Co-operative Societies Rules, 1973.
- (9) Working as executive for surprise audit / inspection and for collecting factual information from the societies.
- (10) Functioning as Sale Officer, in respect of execution petitions filed by the decree-holders.
- (11) Conducting surcharge inquiry, under Section 82 of the Puducherry Co-operative Societies Act, 1972.



- (12) Functioning as quasi-judicial authority, as Arbitrator, for the disposal of monetary disputes filed under Section 84 of the Act.
- (13) Functioning as Liquidator, in respect of societies liquidated under the Act.
- (14) Collection of audit fees / stock verification fees, due to the Government.
- (15) Preparation of annual statement for statistical purpose.
- (16) Conduct of election / polling to the committee of management.
- (17) Working as administrative inspectors for surprise audit / inspection and for collecting factual information from the societies.

#### **8. SUPERINTENDENT (ESTABLISHMENT)**

**Duties:** He is in-charge for the establishment section. He supervises the work of the Assistants / Upper Division Clerk / Lower Division Clerk attached to the establishment section.

#### **9. SUPERINTENDENT (ACCOUNTS)**

**Duties:** He is in-charge for the Accounts Section. He supervises the work of the Assistants / Upper Division Clerk / Cashier / Lower Division Clerk attached to the accounts section.

#### **10. ASSISTANT / UPPER DIVISION CLERK / LOWER DIVISION CLERK**

**Duties:**

- (1) Works under the control of Senior Accounts Officer / Junior Accounts Officer / Superintendent (Estt.) / Superintendent (Accounts).
- (2) Attends to the correspondence allotted to them.

## **MANUAL - III**

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

The correspondence addressed to this department from different quarters, such as members of public, co-operative societies, other department, etc., are submitted to Registrar of Cooperative Societies. After his perusal these letters are sent to the respective branch officers, viz., Senior Accounts Officer, Deputy Registrar of Co-operative Societies, Dairy Development Officer, Junior Accounts Officer, for disposal at their end.

#### **Disposal of correspondence involving the adherence of Puducherry Cooperative Societies Act, 1972 and Puducherry Cooperative Societies Rules, 1973:**

(1) **Role of dealing Assistant:** On receipt of tapals, the respective dealing assistant, viz., Senior Inspector / Junior Inspector, attends the same and submits the file to the branch officer, viz., Deputy Registrar of Co-operative Societies / Dairy Development Officer through their section head, viz., Co-operative Officer.

(2) **Role of Section Head:** The section head shall peruse the file received from the dealing assistant and makes his observations, if any, and submits the file to the branch officer for decision.

(3) **Branch Officer:**

(a) On receipt of the file from the section head, the Branch Officer, in exercise of their delegated powers, vide G.O.Ms.No.21/Coop. Dated 18-11-1992, of Chief Secretariat (Co-operation and Community Development) Government of Puducherry and in the light of the provisions of the (i) Puducherry Co-operative Societies Act, 1972, (ii) Puducherry Co-operative Societies Rules, 1973, (iii) registered bye laws / approved subsidiary regulations of the concerned co-operative society, shall make a decision. The branch officer has to exercise his delegated powers and shall decide the subjects, which can be disposed of at his level, especially in respect of the following subjects:-

- a) Registration or amendment of bye laws (Section 11)
- b) Disqualification of members of societies (Section 22)
- c) Disqualification of members of committee of management (Sections 34)
- d) Disqualification of office-bearers of societies (Section 35)
- e) Disqualification or removal of members of committee of management (Section 36)
- f) Inquiry (Section 75)
- g) Inspection (Section 76)
- h) Suspension of employees of societies (Section 80)
- i) Direction to societies (Section 81)
- j) Surcharge inquiry (Section 82)

(b) **Submission of files to the Registrar of Co-operative Societies for approval:** Proposals, in respect of the following, which requires the exercise of powers by the Registrar of Co-operative Societies, shall be submitted to the Registrar of Co-operative Societies, through the Joint Registrar of Co-operative Societies, for order or decision or approval or permission, as the case may be.

- (i) Direct amendment of bye laws (Section 12)
- (ii) Direct amalgamation of societies (Section 15)
- (iii) Nomination of first set of committee of management (Section 32)
- (iv) Appointment of administrator or committee of management (Section 33)
- (v) Supersession of committee of management (Section 83)
- (vi) Extension of term of the special officer (Section 83)
- (vii) Winding up of the affairs of societies (Section 126)
- (viii) Approval of subsidiary regulations

(c) **Application of principles of natural justice:** While making decisions, principles of natural justice shall invariably be followed before arriving at a decision.

(d) **Disposal:** If a proposal received from a society appear not inconsistent with the provisions of the Act, the Rules, the bye laws, or directions/instructions of this department and in the better interest of the society, the proposal shall be approved, registered, disposed, as the case may be.

(e) **Refusal:** If a proposal received from a society appears inconsistent to the provisions of the Act, the Rules, the bye laws, or directions/instructions of this department and prejudicial to the better interest of the members, depositors or creditors, proposal will be disallowed, refused or rejected, as the case may be, and the concerned society shall be informed accordingly, as early as possible. However, before sending a negative reply, the views of the society will be obtained.

(f) Further, the public are being informed by way of publication of the proceedings of this department, in the official Gazette where such publication is necessary under the statute.

(g) Subject of the provisions Section 84 of the Act, the person aggrieved may raise a dispute .

**Disposal of correspondence in respect of Establishment and Accounts Section:**

(1) **Role of dealing Assistant:**

On receipt of the correspondence, the respective dealing assistant in Establishment and Accounts Section, viz., Assistant, Upper Division Clerk, Lower Division Clerk, attends the same and submits the file to Senior Accounts Officer, Junior Accounts Officer, through their Section head, viz, Superintendent Establishment/ Accounts respectively.

(2) **Role of Section Head:**

The Section Head shall peruse the file received from the dealing assistant and makes his observations, if any, and submits the file to the branch officer for decision.

(3) **Branch Officer:**

On receipt of the file from the Section Head, the Senior Accounts Officer/ Junior Accounts Officer shall peruse the same and makes his decision, which can be decided at his level. For matters which requires the sanction of the Registrar of Co-operative Societies, it shall be submitted to the Registrar of Co-operative Societies, through the Joint Registrar of Co-operative Societies, for order or decision or approval or permission, as the case may be.

(4) **Disposal:**

The Establishment / Accounts section shall arrange to dispose of such correspondence , or refuse or reject as the case may be, as early as possible.

## **MANUAL - IV**

### **NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

<b>Sl. No.</b>	<b>Purpose for approaching the Registrar</b>	<b>Section/Rules / Bye-law/ Direction under which permission/approval / sanction is required</b>	<b>Time limit within which permission/ approval will be given</b>
1	Registration of a co-operative society	Section 8 & 9	3 months
2	Amendment of bye laws	Section 11	2 Months
3	Change of name of a society	Section 13	2 months
4	Amalgamation, transfer or division of societies	Section 14	1 months
5	Appeal on refusal of membership	Section 20 (2)(b)	1 months
6	Appeal on refusal of service to a member by a co-operative society	Section 23(2) & (3)	2 months
7	Permission for investment of funds of societies	Section 68 (c) & (d)	1 month
8	Audit of accounts of societies and issue of audit certificate	Section 74	1 year from the date of completion of the year
9	Request for conducting statutory inquiry into the working of society	Section 75 (1)	2 months for ordering the enquiry
10	Application of a creditor to order inspection of the books of the society	Section 76 (1)	2 months for ordering the inspection
11	Monetary disputes	Section 84 (1)	1months for admission/ rejection
12	Non-monetary disputes	Section 84 (1)	2 months for admission/ rejection
13	Request for voluntary winding up of societies	Section 126 (1)	3 months
14	Petition for Execution of Decrees, Decisions, Awards and Orders	Section 133 & 134	1 month for admission

<b>Sl. No.</b>	<b>Purpose for approaching the Registrar</b>	<b>Section/Rules / Bye-law/ Direction under which permission/approval / sanction is required</b>	<b>Time limit within which permission/ approval will be given</b>
15	Request from financing bank to proceed against the members of societies for recovery of dues	Section 135	1 month for admission
16	Appeals by any person aggrieved by any decision/ refusal/ registration/ approval or order of any person other than Registrar under sections 7, 9,11,12,14 24,34, 35,120,121	Section 123 & 124	1 months for admission
17	Appeal against an order of the Liquidator	Section 140 (2) (b)	2 months for admission
18	Revision of proceedings of any Officer subordinate to Registrar	Section 141 (1)	3 month for admission
19	Application for review of any order passed by the Registrar	Section 142 (1)	3 months for admission
20	Issue of certificate for securing possession of records	Section 156	1 month
21	Application for conditional attachment of property	Section 157	15 days
22	Extension of time beyond 3 months for commencement of working of a registered Society	Rule 6	1 month
23	Request for appointment of Election Officer for conducting election of a co-operative society	Rule 32 (25)	10 days
24	Request for appointment of Election Officer for conducting election of co-operative society	Rule 33 (20)	10 days
25	Approval for amalgamation, transfer of assets and liabilities or division of society	Rule 35 (2)	1 month
26	Registration of amalgamated/ divided new society and cancellation of registration	Rule 35 (7)	2 months
27	Approval of traveling allowance Rules for the members of Committee	Rule 47	1 month

<b>Sl. No.</b>	<b>Purpose for approaching the Registrar</b>	<b>Section/Rules / Bye-law/ Direction under which permission/approval / sanction is required</b>	<b>Time limit within which permission/ approval will be given</b>
28	Approval of rates for payment of sitting fees to the members of the Committee	Rule 47	1 month
29	Relaxation of loan period from 3 years to 5 years	Rule 49	1 month
30	Permission for investment of Funds	Rule 50	1 month
31	Utilization of reserve fund in business	Rules 53 (1)	1 month
32	Permission of the Registrar for transactions with non-members	Rule 57	1 month
33	Permission to incur expenditure from General Funds	Rule 58	1 month
34	Permission to use society's premises	Rule 59	1 month
35	Application to set aside sale on deposit and irregularity or fraud	Rule 76 & 77	2 months
36	Approval of subsidiary regulation governing service conditions of employees	Bye law Provision	2 months
37	Amendment to the subsidiary regulations governing service conditions of employees	Bye law Provision	2 months
38	Approval of subsidiary regulations governing the issue of loans/ advances or any amendment to subsidiary regulations	Bye law Provision	1 month
39	Approval of subsidiary regulations governing collection of deposits	Bye law Provision	15 days
40	Approval of various other subsidiary regulations or any amendment thereto (Eg. Family Planning Regulations, Provident Fund Regulations, Gratuity Regulations etc.)	Bye law Provision	1 month



<b>Sl. No.</b>	<b>Purpose for approaching the Registrar</b>	<b>Section/Rules / Bye-law/ Direction under which permission/approval / sanction is required</b>	<b>Time limit within which permission/ approval will be given</b>
41	Approval for creation of posts	Registrar's direction	1 month
42	Engaging persons on daily wage basis	Registrar's direction	15 days
43	Regularizing the employees working on daily wage basis	Registrar's directions	1 month
44	Permission for opening new branches or expanding the lines of business	Bye law Provision	1 month
45	Permission to reinstate employees suspended under Section 80	Section 80	1 month
46	Complaint against the working of any society	--	1 month
47	Sanction of pension under the Weavers Pension Scheme	Weavers Pension Rules	1 month
48	Sanction of benefits under the Weavers Welfare Schemes	Weavers Welfare Fund Rules	1 month

## **MANUAL - V**

### **RULES, REGULATIONS, INSRUCTIONS, MANUALS AND RECORDS FOR DISCHARGE OF FUNCTIONS**

(1) **Puducherry Co-operative Societies Act 1972:**

The Puducherry Co-operative Societies Act, 1965 was replaced by the Puducherry Co-operative Societies Act, 1972 (No. 7 of 1973). This Act contains 171 Sections in 17 Chapters and it came into force with effect from 1<sup>st</sup> July, 1974.

(2) **Puducherry Co-operative Societies Rules 1973:**

The Puducherry Co-operative Societies Rules, 1973 contains 115 Rules covering 15 Chapters and it came into force with effect from 1<sup>st</sup> July, 1974.

(3) **Societies Registration Register:**

It is a register maintained by this authority to register the name, address, classification and the number allotted to the newly registered societies.

## **MANUAL - VI**

### **STATEMENT OF CATEGORIES OF DOCUMENTS**

- (1) Name of the document / record available with the Public Authority:
  - (a) Recruitment Rules pertaining to different cadres of Co-operative Department.
  - (b) Annual Administrative Report of the Co-operative Department
  - (c) Final Audit Memoranda of co-operative societies.
  - (d) Registered bye laws of registered co-operative societies
  - (e) Approved subsidiary regulations of co-operative societies.

## **MANUAL - VII**

### **ARRANGEMENTS THAT EXIST FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMATION AND IMPLEMENTATION OF POLICY**

(1) **Representation by the members of the public in the “Puducherry Co-operative Advisory Council”**: Sub-section (1) of Section 166 of the Puducherry Co-operative Societies Act, 1972, empowers the Government to constitute a council called “Puducherry Co-operative Advisory Council”, consisting of 23 members. Six members of the said Council have to be nominated by the Government, out of which one shall be a woman. Further, three members have to be nominated by the Government from the members of the Puducherry Legislative Assembly.

(2) **Functions of the “Puducherry Co-operative Advisory Council”**: Sub-section (3) of Section 166 of the Puducherry Co-operative Societies Act, 1972, envisages the following functions:-

- (a) To advise the Government on all general questions relating to co-operative movements;
- (b) To review the co-operative movement and to suggest ways of co-ordinating the activities of co-operative societies;
- (c) To suggest ways and means to remove the difficulties experienced by the co-operative societies;
- (d) To make recommendations to the Government in regard to any matter relating to the administration of co-operative societies; and
- (e) To report to the Government on such matters as may be referred to it by the Government for its opinion.

## **MANUAL - VIII**

### **STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED**

(1) **Puducherry Co-operative Advisory Council:** Sub-section (1) of Section 166 of the Puducherry Co-operative Societies Act, 1972, empowers the Government to constitute a council called "Puducherry Co-operative Advisory Council", consisting of the following 23 members:

<b>Sl. No</b>	<b>Particulars</b>	<b>No. of Members</b>	<b>Designation in the Council</b>
1	Minister in charge of the department dealing with co-operative societies in the Union territory of Puducherry	1	Chairman
2	Presidents of the following apex co-operative societies:- 1. Pondicherry State Co-op. Bank Ltd., 2. Pondicherry State Co-op. Housing Federation Ltd., 3. Puducherry State Weavers Co-op. Society Ltd., 4. Pondicherry State Co-op. Consumers Federation Ltd., 5. Pondicherry State Co-op. Fishermen Federation Ltd., 6. Pondicherry State Co-op. Union Ltd., 7. Pondicherry Co-operative Land Development Bank Ltd.,	7	Members
3	Six members to be nominated by the Government, out of which one shall be a woman.	6	Members
4	Three members to be nominated by the Government from the Puducherry Legislative Assembly	3	Members
5	The Secretary to Government in the Department dealing with co-operative societies	1	Member
6	The Registrar of Co-operative Societies, Puducherry	1	Member
7	The Director of Agriculture, Puducherry	1	Member
8	The Director of Industries, Puducherry	1	Member
9	The Director of Fisheries, Puducherry	1	Member
10	The Director of Animal Husbandry, Puducherry	1	Member
	<b>Total</b>	<b>23</b>	

# MANUAL - IX

## DIRECTORY OF OFFICERS AND EMPLOYEES

1. NAME OF THE OFFICE : **OFFICE OF THE REGISTRAR OF  
CO-OP. SOCIETIES,**  
V.V.P.NAGAR, THATTANCHAVADY,  
PUDUCHERRY - 605 009.

Sl. No.	Designation of the Officer	Phone No. ( STD Code: 0413 )	
		Office	Residence
1	Registrar of Co-op. Societies (Head of the Co-operative Department)	2272007	
2	Joint Registrar of Co-op. Societies (Head of the Office)	2272087	
3	Dairy Development Officer	2277358	
4	Office - General	2272747 2272179	
5	Fax	2272619	

Sl. No.	Name of the Officer / Official Thiru./Tmt.	Designation
1.	P.Priytarshny	Registrar of Co-operative Societies
2.	V. Viramouniradjou	Joint Registrar of Co-operative Societies
3.	R. Pannier Selvam	Dairy Development Officer
4.	J.M.K. Durga Prasad	Junior Accounts Officer
5.	A. Thangasamy	Deputy Registrar
6.	R.Murugesan	Deputy Registrar
7.	R. Muralidharan	Deputy Registrar
8.	T. Chanemougam	Deputy Registrar
9.	R. Janarthanan	Deputy Registrar
10.	D. Balakirouchenin	Deputy Registrar
11.	K.Karapakanathan	Deputy Registrar
12.	P. Durairajan	Deputy Registrar
13.	G. Mourudavanane	Deputy Registrar
14.	A. Arivajagane	Deputy Registrar
15.	G. Ganesan	Deputy Registrar
16.	S. Murugesan	Deputy Registrar
17.	A. Mohamed Naina Maricar	Deputy Registrar
18.	M. Narayanasamy	Deputy Registrar

<b>Sl. No.</b>	<b>Name of the Officer / Official Thiru./Tmt.</b>	<b>Designation</b>
19.	B. Vasanthakumar	Deputy Registrar
20.	K. Ilangovan	Deputy Registrar
21.	R. Ramakrishnan	Deputy Registrar
22.	D. Krishnamurthy	Deputy Registrar
23.	G. Madurai	Deputy Registrar
24.	P. Padmavathy	Deputy Registrar
25.	C. Latchoumynadane	Deputy Registrar
26.	V. Ramalingam	Deputy Registrar
27.	L. Mohan	Deputy Registrar
28.	R. Soupramanian	Deputy Registrar
29.	P. Rathinasababathy	Superintendent
30.	Lanka Vidyasagar	Cooperative Officer
31.	S. Shanmugam	Cooperative Officer
32.	M. Jothiraju	Cooperative Officer
33.	V. Lakshmana Babuji Kondaka	Cooperative Officer
34.	M.Mouctoucanou	Cooperative Officer
35.	N. Krishnasamy	Cooperative Officer
36.	N. Pugazahendi	Cooperative Officer
37.	A.G. Wilffread	Cooperative Officer
38.	V.G.Sabarimalainathan	Cooperative Officer
39.	R. Harikrishnan	Cooperative Officer
40.	R. Nehru	Cooperative Officer
41.	G. Jothimani	Cooperative Officer
42.	A.Irusappan	Cooperative Officer
43.	E.Sarangapani	Cooperative Officer
44.	S. Murali	Cooperative Officer
45.	V.V.S. Achariolou	Cooperative Officer
46.	M.Shanthi	Cooperative Officer
47.	R. Rangababu	Cooperative Officer
48.	S. Dhanasuraj	Cooperative Officer
49.	P. Karunakaran	Cooperative Officer
50.	P. Ramachandraiah	Cooperative Officer
51.	Chinta Madhusudhana Rao	Cooperative Officer
52.	J. Govinda Naidu	Cooperative Officer
53.	P. Thiagarajan	Cooperative Officer
54.	T. Saikumar	Cooperative Officer
55.	K. Gnanasekaran	Cooperative Officer
56.	A. Segar	Cooperative Officer
57.	D. Vadivel	Cooperative Officer
58.	N. Manavalan	Cooperative Officer
59.	R. Kathiresan	Cooperative Officer
60.	I. John Irudayaraj	Cooperative Officer

<b>Sl. No.</b>	<b>Name of the Officer / Official Thiru./Tmt.</b>	<b>Designation</b>
61.	M. Mogana Radjou	Cooperative Officer
62.	N. Ramkumar	Cooperative Officer
63.	Lanka Veerasamy	Cooperative Officer
64.	M. Kumarasamy	Cooperative Officer
65.	R. Kangeyan	Cooperative Officer
66.	S. Rajalingam	Cooperative Officer
67.	M. Ravanan	Cooperative Officer
68.	E.Gunasekaran	Cooperative Officer
69.	V.Ramaiyan	Cooperative Officer
70.	R.Vidjeyalatchoumy	Cooperative Officer
71.	J.Mantiny Xavier	Cooperative Officer
72.	P.M.Praseetha	Cooperative Officer
73.	G. Thangarasu	Senior Inspector
74.	P.Antonie Marie Joseph	Senior Inspector
75.	D.Kumaran	Senior Inspector
76.	E. Devachandar	Senior Inspector
77.	S.Sankar	Senior Inspector
78.	S.P.Elangovan	Senior Inspector
79.	D.S.R.Sathyanarayana	Senior Inspector
80.	G.Ramalingam	Senior Inspector
81.	R.Jayamurthy	Senior Inspector
82.	Kona Venkata Rao	Senior Inspector
83.	K.Srinivasan	Senior Inspector
84.	C. Saravanan	Senior Inspector
85.	R.Ramesh	Senior Inspector
86.	A. Naicker Rajasekar	Senior Inspector
87.	G.Kamaraj	Senior Inspector
88.	E.Selvaraj	Senior Inspector
89.	A.R.Md.Kudbhudeen	Senior Inspector
90.	K.Danabalan	Senior Inspector
91.	L.Sai Geetha Rani	Senior Inspector
92.	V.Devasenathibathy	Senior Inspector
93.	M.Shjiyam Sundar	Senior Inspector
94.	D.Ravisankar	Senior Inspector
95.	S.Allah Baksh	Senior Inspector
96.	A.Irudayaraj Joseph Amaladassou	Senior Inspector
97.	P.Vadivel Murugan	Senior Inspector
98.	V.Varalatchoumy	Senior Inspector
99.	Mohamed Abdul Razzaq	Senior Inspector
100.	R.Indira Mohan	Senior Inspector
101.	P.Ramadjeame	Senior Inspector



<b>Sl. No.</b>	<b>Name of the Officer / Official Thiru./Tmt.</b>	<b>Designation</b>
102.	S.Sivakumar	Senior Inspector
103.	K.Dhanalakshmi	Senior Inspector
104.	D.Vanaja	Senior Inspector
105.	A.Rajamohan	Senior Inspector
106.	K.Manavalan	Senior Inspector
107.	G.Senthilkumaran	Senior Inspector
108.	S.Meganathan	Senior Inspector
109.	R.Vengadesan	Senior Inspector
110.	M.Sankar	Senior Inspector
111.	A.Irusappan	Senior Inspector
112.	V.Sathya	Senior Inspector
113.	R.Kalaiselvy	Senior Inspector
114.	R.Rathinavadivelu	Senior Inspector
115.	J.Sagayaraj @Mohan Hugo	Senior Inspector
116.	K.Kanagaraj	Senior Inspector
117.	V.Shanmougam	Senior Inspector
118.	K.Veeravenkateswari	Senior Inspector
119.	A.Rathinakumar	Senior Inspector
120.	K.Jayaswari	Senior Inspector
121.	K. Murugaiyan	Technical Supervisors
122.	K.Narayanan	Junior Inspector
123.	G.Kuppuraman	Junior Inspector
124.	U.Reka	Junior Inspector
125.	R.Uma Mahewari	Junior Inspector
126.	B.Arunkumar	Junior Inspector
127.	K.Maran	Junior Inspector
128.	T.Shanmugavelu	Junior Inspector
129.	T.Tamijselvi	Junior Inspector
130.	B.Sumithra	Junior Inspector
131.	C.Saravanan	Junior Inspector
132.	P.Iyyappan	Junior Inspector
133.	K.Thirum urugan	Junior Inspector
134.	M.Velmourougane	Junior Inspector
135.	G.Balasubramaniam	Junior Inspector
136.	N.R.Sankar	Junior Inspector
137.	S.Baste Jayakumar	Junior Inspector
138.	A. Mamulvasan	Junior Inspector
139.	R.Albert@Sudhakar	Junior Inspector
140.	D.Arunachalam	Junior Inspector
141.	P.Savarirajalu	Junior Inspector
142.	R.Chandrasekaran	Junior Inspector
143.	S.Safina Yasmin	Junior Inspector

<b>Sl. No.</b>	<b>Name of the Officer / Official Thiru./Tmt.</b>	<b>Designation</b>
144.	K. Muniammal	Assistant
145.	S. Maithily	Assistant
146.	S. Muruganandam	Assistant
147.	N.Appasamy	Assistant
148.	C.Malathy	Assistant
149.	K. Vaithiyanathan	Assistant
150.	R.Segar	UDC
151.	S. Ganesan	UDC
152.	M.Selvanayaguy	UDC
153.	P. Chandrakala	UDC
154.	S.Codai	UDC
155.	D.Pushpa	LDC
156.	V. Bakthanarayanan	LDC
157.	J.Veerappan	Record Keeper
158.	G.Srinivasan	Driver Gr.II
159.	P.Kandan	Driver Gr.II
160.	R.Velu	Driver Gr.II
161.	B.Ramane	Steno.Gr.I
162.	R.Shanthi	Steno.Gr.II
163.	Pappathy	Steno.Gr.II
164.	Vasantha	Steno.Gr.II
165.	Sangeetha	Steno.Gr.II
166.	Srilatha	Steno.Gr.II
167.	Thomas	MTS(General)
168.	G.Girija	MTS(General)
169.	M.Sivapakkiam	MTS(General)
170.	S. Jayalakshmi	MTS(General)
171.	N.Dhanabal	MTS(General)
172.	C.I.Pugazhendi	MTS(General)
173.	K.Arivasagan	MTS(General)
174.	D. Datchinamurthy	MTS(General)
175.	C.Santha	MTS(General)
176.	D.Raman	MTS(General)
177.	P.Murugan	MTS(General)
178.	A.Diagaradjane	MTS(General)
179.	T. Vijaya	MTS(House Keeping)
180.	C.Vijaya	MTS(House Keeping)

**2. NAME OF THE OFFICE:**      **OFFICE OF THE DEPUTY REGISTRAR OF CO-OPERATIVE SOCIETIES,**  
 "Perunthalaivar Kamarajar Administrative Complex", Ammal Chatthiram, Karaikal-609 602.

Sl. No.	Designation of the Officer	Office Phone No. ( STD Code: 04368 )
1	Deputy Registrar of Co-op. Societies (Head of the Office)	222502

Sl. No.	Name	Designation
1	Thiru V. Ramalingam	Deputy Registrar
2	M. Ramanan	Co-operative Officer

**3. NAME OF THE OFFICE:**      **OFFICE OF THE DEPUTY REGISTRAR OF CO-OPERATIVE SOCIETIES,**  
 Mini Civil Station, Mahe

Sl. No.	Designation of the Officer	Office Phone No. ( STD Code: 0490 )
1	Deputy Registrar of Co-op. Societies (Head of the Office)	2333470

Sl. No.	Name	Designation
1	Thiru M. Jothiraju	Deputy Registrar
2	Tmt. P.M. Praseetha	Co-operative Officer

**4. NAME OF THE OFFICE :**      **OFFICE OF THE CO-OP. OFFICER Yanam – 533 464**

Sl. No.	Designation of the Officer	Office Phone No. ( STD Code: 0490 )
1	Co-operative Officer	

Sl. No.	Name	Designation
1	Thiru Lanka Vidya Sagar	Co-operative Officer
2	Kona Venkata Rao	Senior Inspector

**5. NAME OF THE OFFICE : FISHERIES DEPARTMENT  
Government of Puducherry  
Puducherry**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1	P. Antonie Marie Joseph	Co-operative Officer
2	E. Gunasegaran	Co-operative Officer
3	E. Selvaraj	Senior Inspector

**6. NAME OF THE OFFICE : FISHERIES DEPARTMENT  
Government of Puducherry  
Karaikal**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1	A.G. Wilfred	Co-operative Officer
2	R. Rethinavadivelu	Senior Inspector

## MANUAL - X

### MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES

Sl. No.	Name of the Officer/Official Thiru./Tmt.	Designation	Scale of Pay	Gross Pay
1.	P.Priytarshy	Registrar of Co-operative Societies	15600-39100+7600	58029
2.	V. Viramouniradjou	Joint Registrar of Co-operative Societies	9300-34800+4800	51140
3.	R. Pannier Selvam	Dairy Development Officer	15600-39100+7600	96892
4.	J.M.K. Durga Prasad	Junior Accounts Officer	9300-34800+4600	44660
5.	A. Thangasamy	Deputy Registrar	9300-34800+4200	44643
6.	R.Murugesan	Deputy Registrar	9300-34800+4200	40691
7.	R. Muralidharan	Deputy Registrar	9300-34800+4200	42293
8.	T. Chanemougam	Deputy Registrar	9300-34800+4200	42293
9.	R. Janarthanan	Deputy Registrar	9300-34800+4200	42293
10.	D. Balakirouchenin	Deputy Registrar	9300-34800+4200	42293
11.	K.Karapakanathan	Deputy Registrar	9300-34800+4200	42293
12.	P. Durairajan	Deputy Registrar	9300-34800+4200	42293
13.	G. Mourudavanane	Deputy Registrar	9300-34800+4200	42293
14.	A. Arivajagane	Deputy Registrar	9300-34800+4200	42293
15.	G. Ganesan	Deputy Registrar	9300-34800+4200	42293
16.	S. Murugesan	Deputy Registrar	9300-34800+4200	42293
17.	A. Mohamed Naina Maricar	Deputy Registrar	9300-34800+4200	42293
18.	M. Narayanasamy	Deputy Registrar	9300-34800+4200	43058
19.	B. Vasanthakumar	Deputy Registrar	9300-34800+4200	41838
20.	K. Ilangovan	Deputy Registrar	9300-34800+4200	42293
21.	R. Ramakrishnan	Deputy Registrar	9300-34800+4200	42293
22.	D. Krishnamurthy	Deputy Registrar	9300-34800+4200	39428
23.	G. Madurai	Deputy Registrar	9300-34800+4200	39428
24.	P. Padmavathy	Deputy Registrar	9300-34800+4200	39428
25.	V. Ramalingam	Deputy Registrar	9300-34800+4200	38893
26.	L. Mohan	Deputy Registrar	9300-34800+4200	38893
27.	R. Soupramanian	Deputy Registrar	9300-34800+4200	38893
28.	P. Rathinasababathy	Superintendent	9300-34800+4600	33900
29.	Lanka Vidyasagar	Cooperative Officer	9300-34800+4200	38893

Sl. No.	Name of the Officer/Official Thiru./Tmt.	Designation	Scale of Pay	Gross Pay
30.	S. Shanmugam	Cooperative Officer	9300-34800+4200	38893
31.	M. Jothiraju	Cooperative Officer	9300-34800+4200	34449
32.	V. Lakshmana Babuji Kondaka	Cooperative Officer	9300-34800+4200	39293
33.	M.Moultoucannou	Cooperative Officer	9300-34800+4200	38599
34.	N. Krishnasamy	Cooperative Officer	9300-34800+4200	37757
35.	N. Pugazahendi	Cooperative Officer	9300-34800+4200	38599
36.	A.G. Wilffread	Cooperative Officer	9300-34800+4200	38599
37.	V.G.Sabarimalainathan	Cooperative Officer	9300-34800+4200	38199
38.	R. Harikrishnan	Cooperative Officer	9300-34800+4200	38599
39.	G. Jothimani	Cooperative Officer	9300-34800+4200	38599
40.	A.Irusappan	Cooperative Officer	9300-34800+4200	36926
41.	E.Sarangapani	Cooperative Officer	9300-34800+4200	38599
42.	S. Murali	Cooperative Officer	9300-34800+4200	38599
43.	V.V.S. Achariolou	Cooperative Officer	9300-34800+4200	38599
44.	M.Shanthi	Cooperative Officer	9300-34800+4200	38599
45.	R. Rangababu	Cooperative Officer	9300-34800+4200	38199
46.	S. Dhanasuraj	Cooperative Officer	9300-34800+4200	38599
47.	P. Karunakaran	Cooperative Officer	9300-34800+4200	38599
48.	P. Ramachandraiah	Cooperative Officer	9300-34800+4200	38199
49.	Chinta Madhusudhana Rao	Cooperative Officer	9300-34800+4200	38599
50.	J. Govinda Naidu	Cooperative Officer	9300-34800+4200	38599
51.	P. Thiagarajan	Cooperative Officer	9300-34800+4200	38599
52.	T. Saikumar	Cooperative Officer	9300-34800+4200	37790
53.	K. Gnanasekaran	Cooperative Officer	9300-34800+4200	38599
54.	A. Segar	Cooperative Officer	9300-34800+4200	38190
55.	D. Vadivel	Cooperative Officer	9300-34800+4200	38599
56.	N. Manavalan	Cooperative Officer	9300-34800+4200	36526
57.	R. Kathiresan	Cooperative Officer	9300-34800+4200	36926
58.	I. John Irudayaraj	Cooperative Officer	9300-34800+4200	35083
59.	M. Mogana Radjou	Cooperative Officer	9300-34800+4200	36526
60.	N. Ramkumar	Cooperative Officer	9300-34800+4200	36526
61.	Lanka Veerasamy	Cooperative Officer	9300-34800+4200	36926
62.	M. Kumarasamy	Cooperative Officer	9300-34800+4200	36926
63.	R. Kangeyan	Cooperative Officer	9300-34800+4200	36926
64.	S. Rajalingam	Cooperative Officer	9300-34800+4200	35031
65.	M. Ravanan	Cooperative Officer	9300-34800+4200	35031
66.	E.Gunasekaran	Cooperative Officer	9300-34800+4200	36926
67.	V.Ramaiyan	Cooperative Officer	9300-34800+4200	36926
68.	R.Vidjeyalatchoumy	Cooperative Officer	9300-34800+4200	34176

Sl. No.	Name of the Officer/Official Thiru./Tmt.	Designation	Scale of Pay	Gross Pay
69.	J.Mantiny Xavier	Cooperative Officer	9300-34800+4200	34176
70.	P.M.Praseetha	Cooperative Officer	9300-34800+4200	34176
71.	G. Thangarasu	Senior Inspector	9300-34800+4200	28568
72.	P.Antonie Marie Joseph	Senior Inspector	9300-34800+4200	32826
73.	D.Kumaran	Senior Inspector	9300-34800+4200	32826
74.	E. Devachandar	Senior Inspector	9300-34800+4200	32826
75.	S.Sankar	Senior Inspector	9300-34800+4200	34296
76.	S.P.Elangovan	Senior Inspector	9300-34800+4200	33226
77.	D.S.R.Sathyararyana	Senior Inspector	9300-34800+4200	32327
78.	G.Ramalingam	Senior Inspector	9300-34800+4200	34176
79.	R.Jayamurthy	Senior Inspector	9300-34800+4200	32826
80.	Kona Venkata Rao	Senior Inspector	9300-34800+4200	34576
81.	K.Srinivasan	Senior Inspector	9300-34800+4200	34576
82.	C. Saravanan	Senior Inspector	9300-34800+4200	34576
83.	R.Ramesh	Senior Inspector	9300-34800+4200	34176
84.	A. Naicker Rajasekar	Senior Inspector	9300-34800+4200	32684
85.	G.Kamaraj	Senior Inspector	9300-34800+4200	32684
86.	E.Selvaraj	Senior Inspector	9300-34800+4200	32684
87.	A.R.Md.Kudbhudeen	Senior Inspector	9300-34800+4200	32684
88.	K.Danabalan	Senior Inspector	9300-34800+4200	31631
89.	L.Sai Geetha Rani	Senior Inspector	9300-34800+4200	29925
90.	V.Devasenathibathy	Senior Inspector	9300-34800+4200	27964
91.	M.Shjiyam Sundar	Senior Inspector	9300-34800+4200	27964
92.	D.Ravisankar	Senior Inspector	9300-34800+4200	27964
93.	S.Allah Baksh	Senior Inspector	9300-34800+4200	27964
94.	A.Irundayaraj Joseph Amaladassou	Senior Inspector	9300-34800+4200	27964
95.	P.Vadivel Murugan	Senior Inspector	9300-34800+4200	27964
96.	V.Varalatchoumy	Senior Inspector	9300-34800+4200	27964
97.	Mohamed Abdul Razzaq	Senior Inspector	9300-34800+4200	27964
98.	R.Indira Mohan	Senior Inspector	9300-34800+4200	26464
99.	P.Ramadjeame	Senior Inspector	9300-34800+4200	27964
100.	S.Sivakumar	Senior Inspector	9300-34800+4200	27964
101.	K.Dhanalakshmi	Senior Inspector	9300-34800+4200	27964
102.	D.Vanaja	Senior Inspector	9300-34800+4200	28214
103.	A.Rajamohan	Senior Inspector	9300-34800+4200	27964
104.	K.Manavalan	Senior Inspector	9300-34800+4200	27252
105.	G.Senthilkumaran	Senior Inspector	9300-34800+4200	26464
106.	S.Meganathan	Senior Inspector	9300-34800+4200	27964
107.	R.Vengadesan	Senior Inspector	9300-34800+4200	27964

Sl. No.	Name of the Officer/Official Thiru./Tmt.	Designation	Scale of Pay	Gross Pay
108.	M.Sankar	Senior Inspector	9300-34800+4200	27964
109.	A.Irusappan	Senior Inspector	9300-34800+4200	26464
110.	V.Sathya	Senior Inspector	9300-34800+4200	24964
111.	R.Kalaiselvy	Senior Inspector	9300-34800+4200	27964
112.	R.Rathinavadivelu	Senior Inspector	9300-34800+4200	27964
113.	J.Sagayaraj @Mohan Hugo	Senior Inspector	9300-34800+4200	27964
114.	K.Kanagaraj	Senior Inspector	9300-34800+4200	27964
115.	V.Shanmougam	Senior Inspector	9300-34800+4200	27964
116.	K.Veeravenkateswari	Senior Inspector	9300-34800+4200	27964
117.	A.Rathinakumar	Senior Inspector	9300-34800+4200	27964
118.	K.Jayaswari	Senior Inspector	9300-34800+4200	27964
119.	K. Murugaiyan	Technical Supervisor	9300-34800+4200	39605
120.	D.Arunachalam	Statistical Inspector	5200-20200+2800	32378
121.	K.Narayanan	Junior Inspector	5200-20200+2800	24760
122.	G.Kuppuraman	Junior Inspector	5200-20200+2800	24066
123.	U.Reka	Junior Inspector	5200-20200+2800	22749
124.	R.Uma Mahewari	Junior Inspector	5200-20200+2800	24066
125.	B.Arunkumar	Junior Inspector	5200-20200+2800	24760
126.	K.Maran	Junior Inspector	5200-20200+2800	24760
127.	T.Shanmugavelu	Junior Inspector	5200-20200+2800	24760
128.	T.Tamijselvi	Junior Inspector	5200-20200+2800	24760
129.	B.Sumithra	Junior Inspector	5200-20200+2800	24760
130.	C.Saravanan	Junior Inspector	5200-20200+2800	24760
131.	P.Iyyappan	Junior Inspector	5200-20200+2800	24760
132.	K.Thirum urugan	Junior Inspector	5200-20200+2800	24760
133.	M.Velmourougane	Junior Inspector	5200-20200+2800	24760
134.	G.Balasubramaniam	Junior Inspector	5200-20200+2800	24066
135.	N.R.Sankar	Junior Inspector	5200-20200+2800	24066
136.	S.Baste Jayakumar	Junior Inspector	5200-20200+2800	24760
137.	A.Mamulvasan	Junior Inspector	5200-20200+2800	24760
138.	R.Albert@Sudhakar	Junior Inspector	5200-20200+2800	-
139.	P.Savarirajalu	Junior Inspector	5200-20200+2800	24760
140.	R.Chandrasekaran	Junior Inspector	5200-20200+2800	23389
141.	S.Safina Yasmin	Junior Inspector	5200-20200+2800	22125
142.	K. Muniammal	Assistant	9300-34800+4200	31773
143.	S. Maithily	Assistant	9300-34800+4200	29459
144.	S. Muruganandam	Assistant	9300-34800+4200	27537
145.	N.Appasamy	Assistant	9300-34800+4200	24321
146.	C.Malathy	Assistant	9300-34800+4200	26023
147.	K. Vaithiyathan	Assistant	9300-34800+4200	26433
148.	R.Segar	UDC	5200-20200+2400	21627



Sl. No.	Name of the Officer/Official Thiru./Tmt.	Designation	Scale of Pay	Gross Pay
149.	S. Ganesan	UDC	5200-20200+2400	21837
150.	M.Selvanayaguy	UDC	5200-20200+2400	22250
151.	P. Chandrakala	UDC	5200-20200+2400	21627
152.	S.Codai	UDC	5200-20200+2400	19844
153.	G.Srinivasan	Driver Gr.II	5200-20200+2400	21402
154.	P.Kandan	Driver Gr.II	5200-20200+2400	19249
155.	R.Velu	Driver Gr.II	5200-20200+2400	21968
156.	B.Ramane	Steno.Gr.I	5200-20200+2400	37246
157.	R.Shanthi	Steno.Gr.II	5200-20200+2400	23461
158.	Pappathy	Steno.Gr.II	5200-20200+2400	23461
159.	Vasanth	Steno.Gr.II	5200-20200+2400	21627
160.	Sangeetha	Steno.Gr.II	5200-20200+2400	19295
161.	Srilatha	Steno.Gr.II	5200-20200+2400	19295
162.	D.Pushpa	LDC	5200-20200+1900	16794
163.	V. Bakthanarayanan	LDC	5200-20200+1900	19206
164.	J.Veerappan	Record Keeper	5200-20200+1900	20007
165.	Thomas	MTS(General)	5200-20200+1800	16885
166.	G.Girija	MTS(General)	5200-20200+1800	18537
167.	M.Sivapakkiam	MTS(General)	5200-20200+1800	19622
168.	S. Jayalakshmi	MTS(General)	5200-20200+1800	19014
169.	N.Dhanabal	MTS(General)	5200-20200+1800	16840
170.	C.I.Pugazhendi	MTS(General)	5200-20200+1800	19014
171.	K.Arivasagan	MTS(General)	5200-20200+1800	18074
172.	D. Datchinamurthy	MTS(General)	5200-20200+1800	16303
173.	C.Santha	MTS(General)	5200-20200+1800	16303
174.	D.Raman	MTS(General)	5200-20200+1800	12422
175.	P.Murugan	MTS(General)	5200-20200+1800	11440
176.	A.Diagaradjane	MTS(General)	5200-20200+1800	16392
177.	T. Vijaya	MTS(House Keeping)	5200-20200+1800	17050
178.	C.Vijaya	MTS(House Keeping)	5200-20200+1800	16303

Pay is fixed under RP Rules, 1977. DA and other allowances are granted as per Government of India Order.

## MANUAL – XI

### DETAILS OF BUDGET AND ACTUAL EXPENDITURE

S.No.	Particulars	Provisions	Actuals
<b><u>REVENUE</u></b>			
1	2216 – Housing	16500,000.00	16500,000.00
2	2401 – Co-op. Husbandry	14000,000.00	13998,000.00
3	2404 – Dairy Co-operatives	0	0
4	2425 – Co-operation	19687,000.00	19576,000.00
5	2851 – Village & Small Industries	53750,000.00	18500,000.00
6	2852 – Industries	47613,000.00	47613,000.00
	<b>Total</b>	<b>15,15,50,000.00</b>	<b>11,61,87,000.00</b>
<b><u>CAPITAL</u></b>			
1	4216 – Housing	1,85,00,000.00	1,85,00,000.00
2	4404 – Dairy Development	50,00,000.00	50,00,000.00
3	4425 – Co-operation	3,55,50,000.00	3,55,50,000.00
4	4435 – Other Agriculture and Quality Control	60,00,000.00	60,00,000.00
5	4851 – Village & Small Industries	11,70,00,000.00	11,70,00,000.00
6	4860 – Consumer Industries	12,17,00,000.00	12,17,00,000.00
	<b>Total</b>	<b>30,37,50,000.00</b>	<b>30,37,50,000.00</b>

## ANNUAL PLAN 2012-13

### SECTOR WISE BUDGETARY DETAILS(VOTE ON ACCOUNT FOR 4 MONTHS)

(Rs. in lakhs)

SECTOR	Puducherry	Karaikal	Mahe	Yanam	Total	SCSP out of col(6)
(1)	(2)	(3)	(4)	(5)	(6)	
<b><u>CO-OPERATION</u></b>						
Credit	85.84	16.83	0.67	0.00	<b>103.34</b>	5.00
<b><u>CONSUMERS</u></b>						
Sugar Mill	300.00	0.00	0.00	0.00	<b>300.00</b>	40.00
Consumer stores & miscellaneous coop.	314.40	50.84	29.44	13.33	<b>408.01</b>	66.67
Planning	51.54	0.00	0.00	0.00	<b>51.54</b>	0.00
Accounts	3.33	0.17	0.00	0.00	<b>3.50</b>	0.00
Sub - Total (A)	755.11	67.84	30.11	13.33	866.39	111.67
Hanlooms (B)	553.70	100.43	0.86	0.00	<b>654.99</b>	0.00
Housing (C)	121.34	10.16	0.83	1.00	<b>133.33</b>	31.67
Dairy Development (D)	108.33	33.33	0.00	0.00	<b>141.66</b>	13.33
<b>Grand Total (A+B+C+D)</b>	<b>1538.48</b>	<b>211.76</b>	<b>31.80</b>	<b>14.33</b>	<b>1796.37</b>	<b>156.67</b>

**MANUAL - XII****MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**  
**PLAN AND NON PLAN SCHEME****III. DETAILS OF ASSISTANCE: LOAN / SUBSIDY / SHARE CAPITAL****Name of the Sector: HANDLOOMS**

Sl.No.	Name of the Society	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	Puducherry State Weavers Cooperative Society Ltd.	57	440.13	--	--	416.59	10.00	--	410.73	--	--
2	Puducherry Cooperative Spinning Mills Ltd.	396	--	385.00	--	--	802.00	--	--	415.00	--
3	Jayaprakash Narayan Cooperative Spinning Mills Ltd	545	--	225.00	--	--	215.00	--	--	215.00	--
4	Puducherry Cooperative Handloom Export Development Project Ltd.	433	126.18	--	--	106.07	6.00	--	87.70	28.50	--
5	Rajaji Weavers Cooperative Society	2	0.93	2.00	--	0.96	2.00	--	1.14	4.00	--
6	Shanmugapuram Weavers Cooperative Society	10	1.08	2.00	--	1.08	2.00	--	1.17	4.00	--
7	M. Kutchipalayam Cotton & Silk Weavers Cooperative Society	81	--	1.50	--	--	1.50	--	0.23	2.00	--
8	Muthiamudaliarpet Weavers Cooperative Society	145	0.28	2.00	--	0.06	2.00	--	0.45	4.00	--

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
9	Karuvadikuppam Weavers Cooperative Society	319	0.55	2.00	--	0.58	2.00	--	0.61	4.00	--
10	Muthialpet Weavers Cooperative Society	363	0.36	2.00	--	--	2.00	--	0.36	4.00	--
11	Lawspet Weavers Cooperative Society	368	4.16	2.00	1.25	--	2.00	--	0.38	4.00	--
12	Sri Muthukumarasamy Handloom Weavers Cooperative Society	370	1.31	2.00	--	1.16	2.00	--	1.13	4.00	--
13	Thattanchavadi Handloom Weavers Cooperative Society	373	0.96	2.00	--	0.99	2.00	--	0.95	4.00	--
14	Thiruvalluvar Weavers Cooperative Society	436	0.21	1.50	--	0.26	1.50	--	0.38	4.00	--
15	Karaikal Ammaiyaar Silk Weavers Cooperative Society	536	--	--	--	--	--	--	--	0.50	--
16	Villianur Weavers Cooperative Society	324	0.51	2.00	--	0.53	2.00	--	0.54	4.00	--
17	Mahe Handloom Weavers Cooperative Society	375	1.84	0.50	--	1.65	0.50	--	1.31	0.50	--
18	Puducherry Cooperative Textile Processing Society Ltd.	716	48.50	--	--	--	32.50	--	--	28.50	--
19	Indian Institute of Handloom Technology, Salem		0.11	48.50	--	--	--	--	--	--	--
	Total		<b>627.11</b>	<b>680.00</b>	<b>1.25</b>	<b>529.93</b>	<b>1087.00</b>	<b>--</b>	<b>507.08</b>	<b>730.00</b>	<b>--</b>

### III. DETAILS OF ASSISTANCE: LOAN / SUBSIDY / SHARE CAPITAL

Name of the Sector: CONSUMERS

#### PUDUCHERRY REGION

Sl.No.	Name of the Society	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	Karayambathur Primary Agricultural Cooperative Bank Ltd	18	--	--	--	1.00	--	--		0	--
2	The Pondicherry Women Cottage Industrial Co-op Society Ltd.	23	--	2.00	--	0	8.00	--		10.00	--
3	Siddivinayagar Farmers Service Cooperative Society Ltd.	25	--	--	--	1.04	--	--		0	--
4	Thirubuvanai Farmers Service Cooperative Society Ltd.	34	--	--	--	2.92	--	--		0	--
5	Reddiarpalayam Primary Agricultural Coop Credit Society Ltd.	35	--	--	--	0.83	--	--		0	--
6	Kodathur Primary Agricultural Cooperative Bank Ltd.	40	--	--	--	1.00	--	--		0	--
7	Pondicherry State Co-operative Consumers Federation Ltd.,	429	--	11.00	--	5.00	24.00	--		39.50	--
8	Pondicherry Cooperative Wholesale Stores Ltd.	44	4.23	11.00	--	1.73	24.00	--		37.50	--
9	Indian Coffee Workers Co-op., Society Ltd.,	67	--	15.00	--	--	9.00	--	2.48	20.00	--
	<b>C/o</b>		<b>4.23</b>	<b>39.00</b>	--	<b>13.52</b>	<b>65</b>	--	<b>2.48</b>	<b>107.00</b>	--

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	<b>B/f</b>		<b>4.23</b>	<b>39.00</b>	--	<b>13.52</b>	<b>65.00</b>	--	<b>2.48</b>	<b>107.00</b>	--
10	Suthukeni Primary Agricultural Cooperative Bank Ltd.	97	--	--	--	1.17	--	--	--	--	--
11	Sorapet Primary Agri. Coop. Credit Society Ltd.	112	--	--	--	2.00	--	--	--	--	--
12	Arumparthapuram Primary Agricultural Cooperative Credit Society Ltd.	113	--	--	--	0.75	--	--	--	--	--
13	Katterikuppam Primary Agricultural Cooperative Bank Ltd.	120	--	--	--	3.00	--	--	--	--	--
14	Mangalam Primary Agricultural Cooperative Bank Ltd.	127	--	--	--	2.00	--	--	--	--	--
15	Sandaipudukuppam Village Coop Agricultural Credit Society Ltd.	135	--	--	--	1.00	--	--	--	--	--
16	Thirukannur Primary Consumers Co-op Stores	157	--	0.25	--	--	0.50	--	--	0.25	--
17	AFT Employees Cooperative Stores Ltd.	190	3.54	9.00	--	3.50	15.00	--	--	14.50	--
18	The Pondicherry Industrial Co-operative Printing Press Ltd.	200	--	7.00	--	1.69	15.00	--	--	18.00	--
19	Pondicherry Carpenters Industrial Co-op Society Ltd.	307	2.50	0.25	--	4.34	1.00	--	2.48	0.50	--
20	Sathya Women Cottage Industrial Co-op Society	318	2.90	0.99	--	0.48	0.50	--	2.20	--	--
21	Pondicherry Toy Makers Co-op. Society	427	2.75	--	--	5.85	--	--	--	--	--
	<b>C/o</b>		<b>15.92</b>	<b>56.49</b>	--	<b>39.30</b>	<b>97.00</b>	--	<b>7.16</b>	<b>140.25</b>	--

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	<b>B/f</b>		<b>15.92</b>	<b>56.49</b>	--	<b>39.30</b>	<b>97.00</b>	--	<b>7.16</b>	<b>140.25</b>	--
22	Sanjivinagar Village Coop Agricultural Credit Society Ltd.	434	--	--	--	1.00	--	--	--	--	--
23	Ariyankuppam Public Servants Cooperative Stores Ltd.	455	--	1.50	--	--	2.00	--	--	4.50	--
24	Pondicherry Public Servants Cooperative Stores Ltd.	456	0.03	15.00	--	--	15.00	--	--	30.00	--
25	Bahour Public Servants Co-operative Stores Ltd.,	469	0.10	--	--	0.04	3.00	--	--	1.50	--
26	The Pondicherry Co-op. Spinning Mills Employees Co-op. Stores Ltd.,	478	--	--	--	--	--	--	--	0.50	--
27	Bharathi Cooperative Consumer Stores	564	--	15.00	--	--	15.00	--	--	30.00	--
28	The Pondicherry Tanjore Arts Women Artisans Co-op Society Ltd	688	1.85	--	--	1.20	0.50	--	2.43	--	--
29	Pondicherry FPS Employees Cooperative Society Ltd	690	106.10	--	--	150.02	--	--	31.63	--	--
30	The Pudukkottai Construction Workers Co-op. Society Ltd.	732	--	--	--	--	3.00	--	--	1.50	--
31	The Pondicherry Ex-servicemen Co-operative Society Ltd.	735	--	--	--	--	0.50	--	--	0.25	--
32	The Pudukkottai state Co-operative Handicrafts and Handloom Federation Ltd	760	--	2.00	--	1.44	5.00	--	2.58	5.00	--
33	Pudukkottai Tourism and Transport Co-op. Society Ltd.	769	--	--	--	--	4.00	--	--	--	--
	<b>C/o</b>		<b>124.00</b>	<b>89.99</b>	--	<b>193.00</b>	<b>145.00</b>	--	<b>43.80</b>	<b>213.50</b>	--



(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	B/f		124.00	89.99	--	193.00	145.00	--	43.80	213.50	--
34	Pondicherry Security Service Co-operative Society Ltd	778	--	5.00	--	--	5.00	--	--	--	--
35	The Puducherry Multi-purpose Service Providers Co-op. Society	797	--	--	--	--	0.00	--	--	5.00	--
	<b>Grand Total</b>		<b>124.0</b>	<b>94.99</b>	<b>--</b>	<b>193.00</b>	<b>150</b>	<b>--</b>	<b>43.80</b>	<b>218.50</b>	<b>--</b>

Sl.No.	Name of the Society	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
<b>KARAIKAL REGION</b>											
1	Karaikal Women Co-op. Printing Society	438	0.50	17.00	--	--	--	--	--	--	--
2	Karaikal Fair Price Shop Employees Co-operative Society	686	33.00	4.00	--	34.00	2.00	--	16.50	--	--
3	Karaikal Public Servants Co-operative Stores	207	--	4.00	--	--	2.00	--	--	2.00	--
4	Karaikal Women Co-op. Printing Society Ltd.,	348	--	--	--	--	11.00	--	--	8.50	--
5	Karaikal Pugazh Handicrafts Artisans Coop. Society Ltd.	713	0.50	--	--	--	--	--	--	0.50	--
6	Karaikal Women Co-op. Tailoring Society Ltd.	566	--	--	--	1.00	--	--	--	1.00	--
	<b>Grand Total</b>		<b>34.00</b>	<b>25.00</b>	<b>--</b>	<b>35.00</b>	<b>15.00</b>	<b>--</b>	<b>16.50</b>	<b>12.00</b>	<b>--</b>

Sl.No.	Name of the Society	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
<b>MAHE REGION</b>											
1	Mahe Employees Co-op. Stores Ltd.	43	7.00	--	--	7.00	--	--	--	10.00	--
2	Mahe Consumer Co-op. Stores Ltd.	219	2.00	--	--	2.00	--	--	--	2.00	--
3	Mahe Unit of Cannoare Spinning and Weaving Employees Co-op. Stores.	302	--	--	--	--	1.00	--	--	--	--
4	Vikas Women Cottage Industrial Co-op Society Ltd	509	0.60	--	--	1.00	--	--	1.70	--	--
5	Mahe Co-op Transport Society Ltd	662	--	8.00	--	--	5.00	--	--	2.50	--
6	Mahe Co-op Centre for Information and Technology Ltd.	689	--	35.00	--	2.00	15.00	--	--	11.00	--
7	Mahe Vanitha Co-op., Society Ltd.	701	1.40	--	--	--	2.00	--	--	--	--
8	Mahe Educational Co-op., Society Ltd	703	--	--	--	--	10.00	--	--	10.00	--
9	Mahe Labour contract society Ltd.,	724	--	3.00	--	--	5.00	--	--	3.00	--
10	Mahe Tourism Development Co-op., Society	768	--	3.00	--	2.00	5.00	--	--	2.50	--
11	Mahe Ex-servicemen Co-op., Society	771	--	1.00	--	--	2.00	--	--	--	--
	Total		11.00	50.00	--	15.00	45.00	--	1.70	41.00	--

Sl.No.	Name of the Society	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
<b>YANAM REGION</b>											
1	Yanam Co-operative Stores Ltd.	71	9.00	15.00	--	8.00	27.00	--	9.00	12.50	--
2	Kanagalpetta Argicultural Landless Labourers Co-op Society	306	--	--	--	--	0.50	--	--	--	--
3	Farampetta Agricultural Landless Labourers Co-op Society Ltd. P.320	320	--	--	--	--	0.50	--	--	--	--
4	Metacura Adhi Andhra Agricultural Landless Labourers Co-op., Society Ltd.	484	--	--	--	--	0.50	--	--	--	--
5	Yanam women coir workers industrial coop society Ltd.,	564	--	--	--	--	1.00	--	--	--	--
6	Bheem Nagar Agricultural Field Labourers Co-op Society Ltd	663	--	--	--	--	0.50	--	--	--	--
7	Yanam Autorickshaw Drivers Co-op. Society Ltd.	674	--	--	--	--	1.00	--	--	--	--
8	Yanam Washerman Workers Industrial Co-op Society Ltd.	693	1.20	--	--	--	1.00	--	--	--	--
9	Yanam Vishwabrahmins (Goldsmith) Co-op. Society Ltd.	694	0.50	1.00	--	--	0	--	--	--	--
10	Yanam Rickhaw pullers and Push cart vendors coop.society ltd.	695	1.50	--	--	--	1.00	--	--	--	--
	C/o		12.20	16.00	--	8.00	33.00	--	9.00	12.50	--

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	B/f		12.20	16.00	--	8.00	33.00	--	9.00	12.50	--
11	The Karpuri Takhoor Nayee Brahmins Co-op. Society Ltd.,	720	0.40	--	--	--	--	--	--	--	--
12	Sri Vigneshwara Tailors Co-op Society Ltd.	743	3.90	--	--	--	--	--	--	--	--
13	Sri Pillaraya Women Cottage Industrial Co-op. Society Ltd.	747	4.70	--	--	--	--	--	--	--	--
14	Dr. B.R. Ambedkar Building and Painters Co-operative Society Limited,	761	2.80	1.00	--	--	--	--	1.00	--	--
15	Sri Durga Bhavani Coconut workers Coop.Society Ltd.,	788	--	--	--	--	1.00	--	--	--	--
16	The Yanam Engineering Workers Coop. Society Ltd.,	789	--	--	--	--	1.00	--	--	--	--
17	Sri Ganesh Carpenters Coop. Society Ltd., No.P 790	790	--	--	--	--	1.00	--	--	--	--
18	Sri Udaya Krishna Vomsi Mason Workers Coop. Society Ltd.,	792	--	--	--	--	1.00	--	--	--	--
	<b>Grand Total</b>		<b>24.00</b>	<b>17.00</b>	<b>--</b>	<b>8.00</b>	<b>37.00</b>	<b>--</b>	<b>10.00</b>	<b>12.50</b>	<b>--</b>

Sl.No.	Name of the Society	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	The Puducherry Co-operative Sugar Mills Ltd.	315	--	600.00	--	--	714.00	--	--	420.00	--
	Grand Total		--	600.00	--	--	714.00	--	--	420.00	--

**III. DETAILS OF ASSISTANCE: LOAN / SUBSIDY / SHARE CAPITAL**

Name of the Sector: **PLANNING / CO-OPERATION**

(Rs in lakhs)

Sl.No.	Particulars	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	<b><u>The Pondicherry State Co-op. Union Ltd., No.P259</u></b>										
	a) Reimbursement of Salary cost		45.50	--	--	49.67	--	--	80.52	--	--
	b) Celebration of All India Co-operative of Puducherry Co-operative Movement		2.50	--	--	3.00	--	--	5.00	--	--
	c) Rent on building , electricity , telephone charges etc		2.00	--	--	3.00	--	--	5.00	--	--
	d) Training to departmental staff and Institutional Candidates		1.00	--	--	1.00	--	--	2.50	--	--
	e) Setting up of ITI at Embalam		138.00	--	--	138.33	--	--	--	--	--
	f) Up gradation of Computer lab. and maintenance of building		--	--	--	--	--	--	26.00	--	--
	g) Construction of building at Koravalimedu site.		--	--	--	--	--	--	29.31	--	--
	Total		189.00	--	--	195.00	--	--	148.33	--	--

**III. DETAILS OF ASSISTANCE : LOAN / SUBSIDY / SHARE CAPITAL**

Name of the Sector: **DAIRY**

Sl.No.	Particulars	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	<b><u>Pondicherry Coop. Milk Producers' Union Ltd. No.P.1</u></b>										
	a) General fund		73.69	--	--	200.00	--	--	--	--	--
	b) SC-SP fund		390.00	--	--	--	--	--	--	--	--
2	<b><u>Primaries Co-op. Milk Producers' Union</u></b>										
	a) Construction of building		6.00	--	--	--	--	--	--	--	--
	b) Equipment subsidy		4.00	--	--	--	--	--	--	--	--
	c) Computer subsidy		13.00	--	--	--	--	--	--	--	--
3	Karaikal Coop. Milk Producers' Union.	8	93.50	--	--	--	--	--	50.00	--	--
4.	Yanam Coop. Milk Producers' Society.	371	16.00	--	--	--	--	--	--	--	--
	<b>Total</b>		<b>552.69</b>	--	--	<b>200.00</b>	--	--	<b>50.00</b>	--	--

### III. DETAILS OF ASSISTANCE : LOAN / SUBSIDY / SHARE CAPITAL

Name of the Sector: **HOUSING**

Sl.No.	Particulars	Reg. No.	Assistance provided for the year 2009-2010 (Rs. lakh)			Assistance provided for the year 2010-2011 (Rs. lakh)			Assistance provided for the year 2011-2012 (Rs. lakh)		
			Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan	Grant-in-aid	Share Capital	Loan
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	Pondicherry State Co-op. Housing Federation Ltd.,	486	200.00	105.00	--	110.00	120.00	--	100.00	121.00	--
2	Pondicherry Co-operative Building Centre Ltd.,	554	10.00	--	--	50.00	50.00	--	10.00	50.00	--
3	Karaikal Co-operative Building Society Ltd.,	87	--	4.00	--	--	5.00	--	10.00	10.00	--
4	Mahe Co-operative Housing Society Ltd.,	152	--	4.00	--	--	3.00	--	--	2.00	--
5	Yanam Co-operative Housing Society Ltd.,	597	--	2.00	--	--	2.00	--	--	2.00	--
	<b>Grand Total</b>		<b>210.00</b>	<b>115.00</b>	<b>--</b>	<b>160.00</b>	<b>180.00</b>	<b>--</b>	<b>120.00</b>	<b>185.00</b>	<b>--</b>



**MANUAL - XIII**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORIZATIONS GRANTED**

Not applicable to this Department, since this Department is not offering any concessions, permits or authorizations.

## **MANUAL - XIV**

### **DETAILS OF INFORMATION REDUCED IN ELECTRONIC FORM**

Website : The Department is having its own website  
"http://cooperation.puducherry.gov.in"

## **MANUAL - XV**

### **FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

- (1) **Notice Board:** Important information, such as circulars, notifications, etc., issued by the department, are displayed in the notice board of the office.
  
- (2) **Exhibitions:** The department participates in various exhibitions / trade fairs, such as Plan Exhibitions conducted by the Government of Puducherry. Members of the general public are being enlightened on the functions and workings of the co-operative department as well as co-operative societies functioning in the Union territory of Puducherry.
  
- (3) **Advertisement in newspapers and magazines:** The department publishes advertisement, informing the public on the various schemes of co-operative department and its salient achievements. Details of Government welfare schemes, meant for the members of different co-operative societies, are being published periodically in leading newspapers and magazines.
  
- (4) **Website:** The department is having its website "<http://cooperation.puducherry.gov.in>"

## **MANUAL - XVI**

### **NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER**

(1) **Name of the Public Authority** : Co-operative Department

(2) **Address** : Office of the Registrar of  
Co-operative Societies,  
V.V.P.Nagar  
Thattanchavady  
Puducherry – 605 009.

(3) **Public Information Officers (Puducherry Region):**

Sl. No.	Name	Designation	STD Code	Phone No	
				Office	
1.	Thiru A. Mohammed Naina Maricar	Deputy Registrar of Co-operative Societies (Audit)	0413	2272179 / 2272747	
2.	Thiru J.M.K. Durga Prasad	Junior Accounts Officer	0413	2272179 / 2272747	

(4) **Public Information Officer in respect of Karaikal region :**

Sl. No.	Name	Designation	STD Code	Phone No	
				Office	
1.	Thiru V. Ramalingam	Deputy Registrar of Co-operative Societies, Karaikal	04368	222502	

(5) **Public Information Officer in respect of Mahe region :**

Sl. No.	Name	Designation	STD Code	Phone No	
				Office	
1.	Thiru M. Jothiraju	Deputy Registrar of Co-operative Societies, Mahe	0490	2333470	

(6) **Public Information Officer in respect of Yanam region :**

Sl. No.	Name	Designation	STD Code	Phone No	
				Office	
1.	Thiru Lanka Vidya Sagar	Co-operative Officer			

(7) **1<sup>st</sup> Appellate Authority :**

Sl. No.	Name	Designation	STD Code	Phone No	
				Office	Home
1	Thmt.P.Priyatarshny	Registrar of Co-operative Societies	0413	2272007	
				Fax: 2272619	

## **MANUAL - XVII**

### **MISCELLANEOUS**

**(1) Procedure for registration of co-operative societies:**

- (a) A society is statutory form of organization. The registration of a society renders it a body corporate by the name under which it is registered with perpetual succession and a common seal. The society is entitled to acquire, hold and dispose of property, to enter into contracts, to institute and defend suits. The moment the society is registered, a body corporate automatically comes into being. Registration of co-operative society is compulsory.
- (b) Section 3 empowers the Government to appoint a person to be the Registrar of Co-operative Societies for Puducherry. The Government may also appoint one or more persons to assist such Registrar and confer on such person or persons all or any of the powers of the Registrar exercisable under this Act by general or special order. By Notification, the Government of Puducherry have conferred certain powers on the Joint Registrar, Deputy Registrar, Dairy Development Officer, and Co-operative Officer who work under the general guidance, superintendence and control of the Registrar.
- (c) Sections 4 to 10 (Except Section 5) and Rules 3,5 and 6 deal with the registration of societies. Every co-operative society has to be registered after complying with all the formalities, as required under the provisions of the Act.
- (d) The object of the society must be:
- (i) Promotion of economic interest of its members in accordance with co-operative principles: or
  - (ii) Facilitating the operation of society having such object.

- (e) The first category consists of primary co-operative societies and the second one is central / apex societies, which comprise of primary / secondary societies. The liability of the society may either be limited or unlimited.
- (f) Co-operative principles are not defined anywhere in the Act or Rules. Of course, it is these principles, which distinguish the co-operative institutions from other private organizations.
- (g) It shall be noted that the Registrar shall not register a society if, in his opinion, it is likely to be economically unsound or the registration of the society may have an adverse effect on the co-operative movement.
- (h) Application for registration: Every application for registration of a society shall be made in duplicate and in Form No.1. The Form No.1 contains details, inter alia, name of the proposed society, area of operation, total population of the area, address, persons elected by the applicants to the committee, applicants' names, age, profession, signatures.

The application should be signed:

- (a) In case of a primary society, by at least 25 independent persons residing or owning immovable property in the same town or village and who are qualified for membership;
- (b) If the society applies for registration of another society as one of the applicants, the former society should authorize a person to sign the application on its behalf. If all the applicants of the proposed society are not societies, twenty-five other members should sign the application. If such members are less than twenty-five, all of them should sign.

*An independent person is explained as one who is not dependent upon another member for his means of livelihood.*

*The application shall be accompanied by a copy of a proposed bye-laws of the society. The Registrar may require any further information about the proposed society, which the applicants should furnish. Further the Registrar is empowered to decide whether a person is an independent person or is a resident of or owns immovable property in a town or village.*

(i) Registration: In the matter of registration of societies, the powers of the Registrar are conferred on the Joint Registrar of Co-operative Societies, Deputy Registrar of Co-operative Societies, and Dairy Development Officer. Registrar has been armed with adequate powers in the matter of registration of societies. Registration of societies depends upon the objective satisfaction of the Registrar. Before registering the society, the Registrar must satisfy himself about the following conditions:-

- (1) The application must be in the prescribed form;
- (2) It should be accompanied by a copy of the proposed bye-laws;
- (3) The application is signed by at least twenty five independent members;
- (4) If the applicants are only societies, duly authorized persons on behalf of every society must sign;
- (5) The proposed society has the prospects of sound business and reasonable chances of working successfully;
- (6) The area of operation of the proposed society is clearly demarcated and does not overlap with the area of operation of another society of the same class or category
- (7) The bye laws of the proposed society are not contrary to the provision of the Act and the Rules or to the co-operative principles or to any other law applicable to the society;

- (8) The bye laws of the proposed society are in conformity with the model bye laws, if any, prescribed for such class or category of societies to which the proposed society belongs.
- (j) Bye Laws: The bye laws govern the organization of a co-operative society and set out the way in which it is to function. It is an integral part of the legal framework of a co-operative society. They should always be in conformity with the Act and Rules. A member joining the society is supposed to have accepted the bye laws of the society. Therefore, it is imperative to ensure that the bye laws of the proposed society shall deal with the matters specified under Rule 4.
- (k) On satisfying with the conditions aforesaid, the Registrar may register the society within a period of three months from the date of receipt of the application, as otherwise extension of time is to be sought from the Government, by making a report to the Government stating the reasons therefor and the Government may allow Registrar such time as may be considered necessary to dispose of such application.
- (l) When a society is registered, the Registrar shall issue a certificate of registration in Form No.2 together with a copy of the certified copy of the bye laws as approved and registered by him. A copy of the certificate of registration and a copy of the bye-laws shall be furnished to the financing bank, Central or apex society concerned.
- (m) Registration certificate: The Registrar, on registration of the society, issues a certificate of registration when the society and its bye-laws have been registered and such certificate shall be the conclusive evidence that the society is duly registered. The certificate provides the following:-
1. Name of the society.
  2. Nature of liability.



### 3. Date of registration.

The registration certificate is signed by the Registrar and bearing his official seal and containing the registration number of the society. The word 'limited' shall be the last word in the name of every society with limited liability.

## **(2) Procedure for raising dispute under the Puducherry Co-operative Societies Act, 1972:**

An important feature of the co-operative law is that disputes relating to the constitution, management and business of a society, between specified parties, shall be referred to the Registrar of Co-operative Societies for adjudication and need not be taken to the civil courts. Settlement of disputes through the Registrar to the exclusion of civil court, is no doubt, an unusual provision. What has prompted the Legislature to make this provision is the welfare character of the co-operative movement itself. The provisions are intended for the speedy disposal of all kinds of disputes concerning constitution, management or business.

### **(a) DISPUTE:**

Section 84 provides that any dispute touching the constitution of the committee or management or the business of a society, other than a dispute regarding disciplinary action taken by the society or its committee against a paid servant of the society shall be referred to the Registrar for decision.

One of the exceptions recognized in Section 84(1) is a dispute regarding disciplinary action by the society or its committee against a paid servant of the society.

It is also provided that dispute relating or in connection with any election to a committee shall not be referred till the date of the declaration of the result of such election.

**(b) REFERENCE OF DISPUTE:**

Rule 64 lays down that the reference to the Registrar of any dispute shall be in writing.

The period of limitation for referring a dispute shall be regulated by the provisions of the Indian Limitation Act. However, if there is a dispute between the society or its committee and any past committee, any past officer, past agent or past servant or the nominee, heirs or legal representatives of the deceased officer, deceased agent or deceased servant relating to any act or omission shall be referred within three years from the date on which the act or omission took place.

A dispute relating to or in connection with any election of officer shall be referred to Registrar within two months from the date of declaration of result of such election.

The Registrar has prescribed the following fees to be deposited in advance for deciding the dispute:

- |                           |                             |
|---------------------------|-----------------------------|
| (i) Monetary dispute      | ....Rs.100/- for each case. |
| (ii) Non-monetary dispute | ....Rs.500/- for each case  |

In proceedings before the Registrar or the Arbitrator legal practitioners shall not be entitled to appear to represent parties. Section 84(6) empowers Registrar to pass *interlocutory orders* as he may deem fit in the interest of justice.

**(3) Procedure for Appeal and Revision under the Puducherry Co-operative Societies Act, 1972:**

(a) Under the various provisions of the Act, the Registrar is clothed with immense powers. For speedy and effective settlement of dispute, the powers of the civil court have also been conferred on him. Hence natural

justice warrants that the aggrieved should have avenue for appeal. Under these circumstance, it has become relevant for the creation of an appellate authority vested with powers of appeal, revision and review.

- (b) **Tribunal – Section 139:** Section 139 provides for constitution of as many Tribunals as may be necessary by the Government, consisting of a single member who shall be a judicial officer, not below the rank of subordinate Judge. The jurisdiction of the Tribunal may be determined by the Government from time to time.
- (c) **Appeals – Section 140:** An appeal in legal parlance is to mean the renewal of a cause from an inferior or subordinate to superior Tribunal or forum in order to test and scrutinize the correctness of the impugned decision. It amounts to a complaint to higher forum that the decision of the subordinate Tribunal is erroneous and therefore, liable to be rejected or set right.
- (d) Section 140 provides for two appellate forums. The first one is the Tribunal constituted under Section 139 and the second one is the Government and its officers.
- (e) **Appeals to Tribunal:** An appeal to the Tribunal in the following cases may be made by the aggrieved person:-
  - (a) An order of surcharge made under Section 82(1);
  - (b) An order made superseding the committee under Section 83;
  - (c) An order made under Section 84(2) by the Registrar on receipt of the reference;
  - (d) An order made under Section 84(3) by the Registrar, other than an order of transfer, reference withdrawal or retransfer of a dispute;
  - (e) Any decision by the Registrar under Section 84(4) in deciding certain questions;

- (f) An order of the Registrar under Section 126 in winding up of a society;
- (g) An order by the Registrar under Section 133 to recover certain sum by attachment and sale of property;
- (h) An order under Section 157 relating to attachment of property;
- (f) Any matter relating to or in connection with the constitution of a committee, including any election thereto, falls outside the purview of the Tribunal.
- (g) The proceedings of a Tribunal shall be summary and shall be governed by the provisions of the Code of Civil procedure, 1908, as far as practicable. The fees payable in respect of every appeal is Re.1
- (h) It will be seen from the above that the jurisdiction of the Tribunal extends to almost all important orders passed by the Registrar.
- (i) **Appeals to Government or The Registrar of Co-operative Societies:** An appeal lies on the following orders to the Government if those order are passed by the Registrar of Co-operative Societies; and to the Registrar if those orders are passed by any other person.
  - (a) A decision under Section 7 deciding certain questions by Registrar whether a person is an independent person or a resident of or owns immovable property in a town or village;
  - (b) Refusal to register a society under Section 9;
  - (c) Amendment of bye-laws under Section 11;
  - (d) Direction to amend the bye-laws under Section 12;
  - (e) Approval given for amalgamation, transfer or division of societies under Section 14;
  - (f) Disqualifying a member of the committee under Section 34;
  - (g) Disqualifying an office bearer under Section 35;
  - (h) Approval given by the Registrar to any lift irrigation society for taking loan from any financial institution under Section 120;

- (i) Approval given by the Registrar is sharing expenditure for providing supply of water under Section 121;
- (j) Approval of the Registrar for regulating the supply of water under Section 123;
- (k) Terminating the membership of any person of the lift irrigation society under Section 124.
- (j) In respect of amendment of bye-laws and amalgamation, transfer or division, the aggrieved person will be the society.
- (k) Any person who is refused admission to a society under Section 20 or an person who is aggrieved by an order of the liquidator under Section 128 may appeal to the Registrar
- (l) **Limitation:** Any appeal shall be preferred within two months from the date of decision, order, award, refusal, registration or approval complained of. However, the appellate authority may admit an appeal after the said period of two months, if the appellant has sufficient cause for not preferring the appeal within the said period.
- (m) **Disposal of an Appeal:** In disposal of an appeal, the appellate authority, after giving an opportunity to the parties to make their representations, may pass orders as he may deem fit. The decision or order shall be final.
- (n) The appellate authority may pass such interlocutory orders pending the decision on the appeal, as the authority may deem fit. The authority may also impose cost.
- (o) **Revision – Section 141:** Supervisory or revisional power is considered to be a power vesting in the higher or superior Tribunal, to satisfy about the soundness or correctness of the order of the inferior Tribunal.
- (p) Section 141 creates two forums for revision:
  - (1) The Registrar is empowered to revise the proceedings of any officer subordinate to him.

- (2) The Government is empowered to revise the orders of the Registrar in respect of any proceeding, not being a proceeding in respect of which an appeal to Tribunal is provided under Section 140 (1).
- (q) The statute eliminated all the orders of the Registrar which can be taken in appeal to the Tribunal from the revisional jurisdiction of the Government as otherwise the party will have two concurrent remedies: (i) by way of appeal to Tribunal; and (ii) by way of revision to the Government and thus resulting in some cases in conflicting orders.

**(r) Steps to be followed:**

- (a) The first step when exercising the power of revision under this Section is to call for the records of the proceedings, the correctness, legality, regularity or propriety of which the revisional authority want to satisfy itself. The power can be exercised either suo motu or on application from the party concerned.

Every application for revision shall be preferred within three months from the date on which the proceedings, decision or order was communicated to the applicant.

- (b) To examine the records and if the revisional authority is satisfied that the proceedings require a modification, annulment, reversal or remission for reconsideration, it has to give an opportunity of making representations to the party likely to be adversely affected.
- (c) The revisional authority has to take into consideration the representations so received and then pass suitable orders.
- (d) In the mean time, the revisional authority is also empowered to stay the operation of the order.
- (e) The revisional authority may also impose cost.

**(s) Procedure regarding appeals (other than those to the Tribunal) & Application for revision – Rule 104:**

- (i) An appeal or an application for revision shall either be presented in person or sent by registered post to the appellate or revising authority.
- (ii) The fee payable is as provided in the Rule.
- (iii) The appeal or application for revision shall be in the form of memorandum. The original or certified copy of the lower authority should be enclosed.
- (iv) Every appeal or application for revision shall-
  - (a) Specify the name and address of the appellant or applicant and the name and address of the respondent;
  - (b) State who made the order and give the date of order of the lower authority;
  - (c) Set forth the grounds of objection with a memorandum of evidence;
  - (d) State the relief sought for.
- (v) When an appeal under Section 140(2) is preferred after the expiry of two months, it shall be accompanied by a petition for condonation of delay.
- (vi) On receipt of the appeal or the application for revision, the appellate or revising authority shall ensure that:
  - (a) The appellant or applicant has locus standi;
  - (b) It is made in time;
  - (c) It conforms to all the provisions of the Act and Rules.
- (vii) The appellate or revision authority may call upon the appellant or applicant to remedy the defects, if any, and furnish such additional information as may be necessary within 15 days of the receipt of the notice. If the appellant or the applicant fails to remedy the defects or furnish the

additional information called for within the said period, the appeal or the revision petition may be dismissed.

- (viii) Before passing the order under Section 141, the revising authority may obtain from any subordinate officer such further information for the purpose of verifying the regularity or propriety of such decision. The revising authority may also call for and obtain from the parties such information as is necessary.
- (ix) In the proceedings before the appellate or revising authority, legal practitioners shall not be entitled to appear to represent parties, as a matter of right.
- (x) On the basis of the enquiry conducted and with reference to the records examined, the appellate or revising authority shall pass orders.
- (xi) The order shall be in writing and be communicated to the parties and to the subordinate officer.

**(4) Review – under Section 142 of the Puducherry Co-operative Societies Act, 1972:**

(1) The term review means a judicial re-examination of the case in certain specified and prescribed circumstances. Apart from an appeal or a revision, the parties are in certain circumstances entitled to file a review petition. While an appeal or a revision is filed before a high authority against an order of the lower authority, a petition for review is filed before the same authority, which has decided an appeal or revision. But the grounds of review are entirely different from the grounds on which an appeal or revision lies. The following circumstances should exist for filing review petition under this Section;

- (1) There should be an order passed in appeal or in revision;



- (2) There should be a discovery of new and important facts which, after the exercise of due diligence were not within the knowledge or could not be produced by the party when the order in revision or appeal was made;
- (3) There should be some mistake or error apparent on the face of the record;
- (4) There should be any sufficient reason.

(2) No application for review shall be preferred more than once in respect of the same order.

(3) Limitation: The period of limitation for filing a review petition is three months from the date of communication of the order. The decision or order passed on the application for review shall be final.

(4) **Procedure for review:**

- (1) The application shall be in the form of memorandum setting forth the grounds for revision. It shall be accompanied by a memorandum of evidence.
- (2) The application shall be accompanied by the original or certified copy of the order to which the application relates. The fee payable for every application is Rs.2.
- (3) No application for review shall be entertained unless it is accompanied by such additional number of copies to serve on the parties.
- (4) No final order shall be passed on such application unless notice has been given to all parties interested to make their representations.

(5) The review authority is empowered to pass interlocutory orders, pending the decision on the application for review.

(6) He may award costs.

**(5) Bar of jurisdiction of Civil Courts – Section 144:**

This Section seeks to oust the jurisdiction of a civil court as the Act itself provides for settlement of disputes. The main object is to avoid wasteful expenses in settling disputes and to provide a cheap, effective and quick remedy in arbitration, liquidation etc. Jurisdiction is the power to hear and determine a case.

According to Section 144, the civil court has no jurisdiction to sit on appeal on any order or award passed, decision or action taken or direction issued under the Act by an arbitrator, a liquidator, the Registrar or an officer authorized or empowered by him, the Tribunal or the Government or any officer subordinate to them.

**(6) Tribunal, Registrar to have certain powers of Civil Court – Section 145:**

The Tribunal, The Registrar, The arbitrator or any other person deciding a dispute and the liquidator of a society shall have all the powers of a civil court while trying a suit under the Code of Civil Procedure 1908, in respect of the following matters, namely-

- (a) Summoning and enforcing the attendance of any person and examining him on oath;
- (b) Requiring the discovery and production of any document;
- (c) Receiving evidence on affidavits; and
- (d) Issuing commissions for the examination of witnesses.

<b>Appeal to the Co-operative Tribunal (District Court, Puducherry) Under Section 140(1) r/w. Rule 104</b>		
<b>Sl. No.</b>	<b>Section</b>	<b>Particulars</b>
1	82(1)	Surcharge
2	83	Supersession of committee
3	84(2)(3)(4)	Disputes <b>(a) Not applicable for</b> any decision, order, or award u/s. 84(2)(3)(4) in respect of any matter relating to or in connection with the <b>constitution of a committee including any election</b> thereto.  <b>(b) Not applicable for</b> any order of <b>transfer, reference, withdrawal or retransfer of a dispute</b> u/s. 84(2) (3).
4	126	Winding up
5	133	Execution – Power of the Registrar to recover certain sum by <b>attachment and sale of property</b>
6	157	Attachment of property
7	84(2)(3)	Award of an arbitrator

<b>Appeal to the Secretary to Government (Co-operation)/ Registrar of Co-operative Societies under Section 140(2) r/w. Rule 104 To Secretary to Government (Co-operation)</b>		
If decision, refusal, registration, approval or order is that of the Registrar <b>Registrar of Co-operative Societies</b>		
If decision, refusal, registration, approval or order is that of any other person		
<b>Sl. No.</b>	<b>Section</b>	<b>Particulars</b>
1	7	Power of Registrar to decide certain question (regarding an individual residence, property)
2	9	Registration of societies
3	11	Byelaws - Amendment (Aggrieved person means registered society)
4	12	Byelaws - Direct amendment (Aggrieved person means registered society)
5	14	Amalgamation, transfer or division of societies (Aggrieved person means registered society)
6	24	Members - Expulsion
7	34	Disqualifications - Membership of committee
8	35	Disqualifications - Office-bearers
9	120	Lift Irrigation Society - Declaration by members
10	121	Lift Irrigation Society - Agreement regarding period of membership, sharing of expenditure, etc
11	123	Lift Irrigation Society - Regulation of supply of water
12	124	Lift Irrigation Society – Admission of transferees of land and heirs, etc., as members

<b>Revision by the Secretary to Government (Co-operation) / Registrar of Co-operative Societies under Section 141 r/w. Rule 104 To Secretary to Government (Co-operation)</b> If proceedings is issued by the Registrar <b>Registrar of Co-operative Societies</b> If proceedings is issued by any officer subordinate to him		
Sl. No.	Section	Particulars
1	141	In respect of any proceedings not being a proceeding in respect of which an appeal to the Tribunal is provided by Section 140(1).

<b>Review Secretary to Government (Co-operation) / Registrar of Co-operative Societies under Section 142 r/w. Rule 105</b>		
Sl. No.	Section	Particulars
1	142	The appellant of an appeal (Section 140) or the applicant of a revision petition (section 141) may apply for the review of any order passed under Section 140 or 141, as the case may be.

**(7) Procedure for Appeal under Section 19 the Right To Information Act, 2005:**

(1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer which is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the

concerned third party shall be made within thirty days from the date of the order.

- (3) A second appeal against the decision under sub-section (10 shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commissions:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (4) If the decision of the central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.



GOVERNMENT OF PUDUCHERRY  
**CO-OPERATIVE DEPARTMENT**

**RIGHT TO INFORMATION ACT**

Sl. No	Name Thiru./Thmt.	Designation	Phone No.	Fax No.	E-mail	Address
<b>I. First Appellate Authority:</b>						
1.	P.Priyadarshny	Registrar of Co-operative Societies	(0413)- 2272007	(0413)- 2272619	rcs@pon.nic.in	Co-operative Department,  V.V.P. Nagar, Thattanchavady, Puducherry-605 009
<b>II. Transparency Officer:</b>						
1.	R.Muralidharan	Deputy Registrar of Co-operative Societies (Legal)	(0413)-2272964	(0413)- 2272619	rajkamalmurali@sify.com	Co-operative Department,  V.V.P. Nagar, Thattanchavady, Puducherry-605 009

**III. Public Information Officer- PONDICHERRY REGION:**

1.	A. Mohammed Naina Maricar	Deputy Registrar of Co-operative Societies (Audit)	(0413)-2272179/ 2272747	(0413)- 2272619		Co-operative Department,  V.V.P. Nagar, Thattanchavady, Puducherry-605 009
2.	J.M.K. Durga Prasad	Junior Accounts Officer	(0413)-2272179/ 2272747	(0413)- 2272619		Co-operative Department,  V.V.P. Nagar, Thattanchavady, Puducherry-605 009

**IV. Public Information Officer - KARAIKAL REGION:**

1.	V. Ramalingam	Deputy Registrar of Co-operative Societies, Karaikal	(04368)-222502			Office of the Deputy Registrar of Co-operative Societies, Karaikal
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**V. Public Information Officer - MAHE REGION:**

1.	M.Jothiraju	Deputy Registrar of Co-operative Societies, Mahe	(0490)-2333470			Office of the Deputy Registrar of Co-operative Societies, Mahe
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**VI. Public Information Officer - YANAM REGION:**

1.	Lanka Vidya Sagar	Co-operative Officer				Office of the Co-operative Officer, Yanam
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