

INTRODUCTION

The Right to Information Act, 2005, has got the assent of the President on 15th June 2005. This Act has come to effect to the Union territory of Puducherry from 28th 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 :

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