

# **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 500 in 2004.

**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;

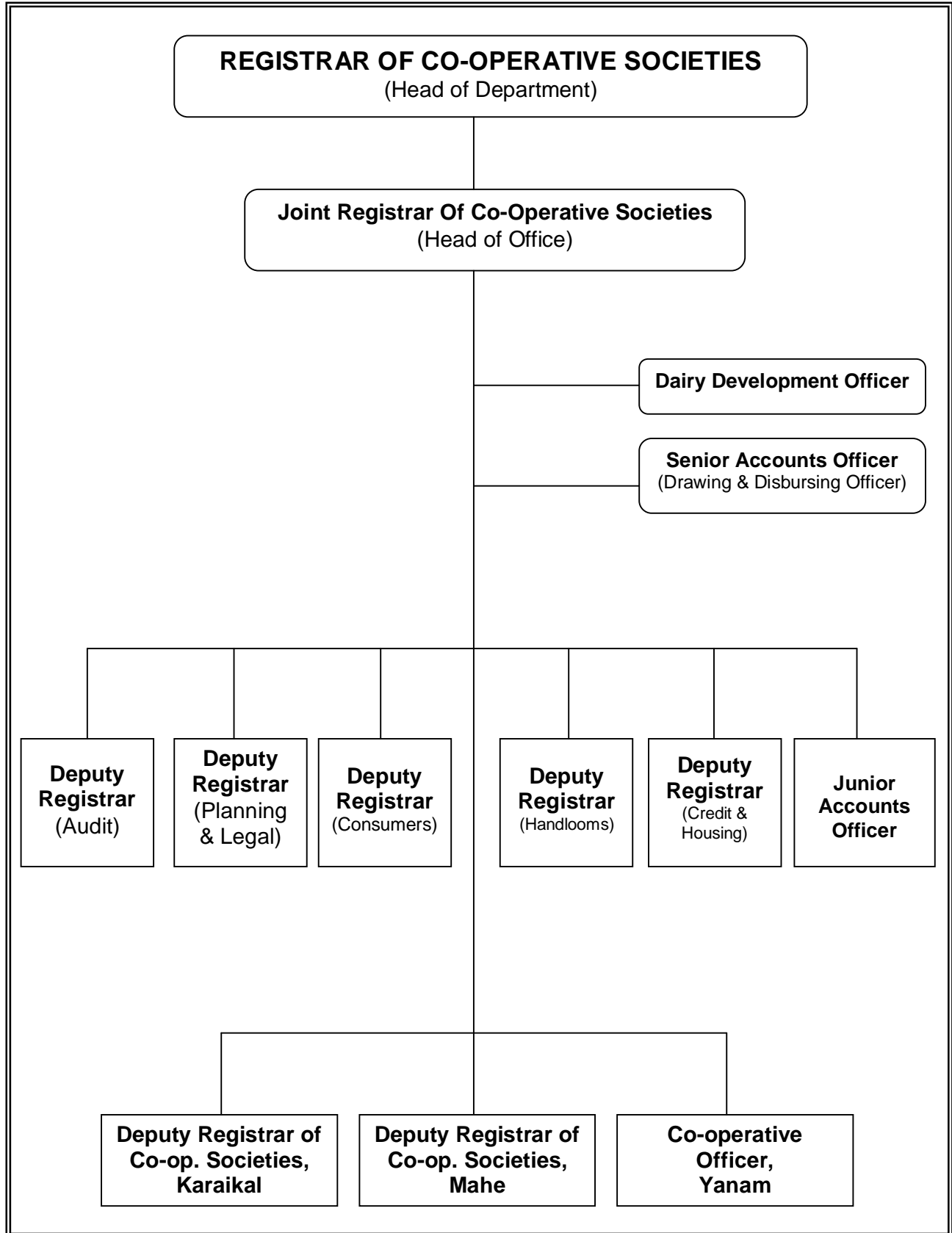
- (1) To organise and register various kinds of co-operatives according to the basic principles of co-operation and as per the provisions of Puducherry Co-operative Societies Act 1972 and Rules framed under the Act;
- (2) To perform the various statutory and quasi judicial functions specified in the 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>
8.45 A.M. to 1.00 P.M.	1.00 P.M. to 2.00 P.M.	2.00 P.M. to 5.45 P.M.