

RCS/CLC/RIA/2005/155
Co-operative Department,
Government of Pondicherry

Pondicherry, the 16.5.2006

ORDER

Sub: Right to Information Act, 2005 – Receiving and processing of applications – Procedures – Prescribed.

Section 3 of the Right to Information Act, 2005 confers the right to all citizens to seek information from public authorities. As per sub-section (1) of Section 6 of the said Act, a person, who desires to obtain any information under the said Act, shall make a request to the public authority concerned.

2. The following procedures are prescribed, for receipt and process of applications, seeking information pertaining to this department, under the said Act, for strict compliance by the officers / officials concerned:

- (a) The receipt section clerk shall issue Form-1, free of cost, to the individuals seeking information under the said Act.
- (b) If need be, the clerk shall provide reasonable assistance to the applicants to fill up the Form-1.
- (c) The clerk shall obtain the initial from the Assistant Public Information Officer, or in his absence, from any staff working in the Co-operative Law Cell, for ensuring the completeness of the filled in application.
- (d) A fee of Rs.10/- is to be paid by the applicant along with the application. On receipt of money, the cashier shall immediately issue a receipt to the applicant.
- (e) On receipt of filled in application, along with the original cash receipt for the deposit of Rs.10/-, the clerk shall arrange to issue an acknowledgement to the applicant, in the form prescribed, which is to be signed by the Co-operative Office / Senior Inspector, Co-operative Law Cell.
- (f) The Co-operative Law Cell shall maintain a separate register for recording the details of applications so received.

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(g) The Co-operative Law Cell shall transmit the applications immediately to the Deputy Registrar (Planning), who is designated as the Assistant Public Information Officer.

(h) The Junior Accounts Officer shall supervise and ensure that the staff carries out the above allocation of work, in respect of receiving of applications under the said Act, meticulously. He shall also arrange to display a notice informing that Form-I, under the said Act, is available with the receipt section clerk.

G.RANGANATHAN
REGISTRAR OF CO-OPERATIVE SOCIETIES /
PUBLIC INFORMATION OFFICER

b This order stands revised vide P. 10.15

No.RCS/CLC/RIA/2005/156
Co-operative Department,
Government of Pondicherry

Pondicherry, the 16.5.2006

ORDER

Sub: Right to Information Act, 2005 – Receiving and processing of applications in outlying regions - Procedures – Prescribed.

Section 3 of the Right to Information Act, 2005 confers the right to all citizens to seek information from public authorities. As per sub-section (1) of Section 6 of the said Act, a person, who desires to obtain any information under the said Act, shall make a request to the public authority concerned.

2. The following procedures are prescribed, for receipt and process of applications, seeking information pertaining to this department, under the said Act, for strict compliance by the officers / officials concerned:

- a. The receipt section clerk shall issue Form-1 free of cost, to the individuals seeking information under the said Act.
- b. If need be, the clerk shall provide reasonable assistance to the applicants to fill up the Form-1.
- c. The clerk shall obtain the initial from the regional Assistant Public Information Officer, or in his absence, from any authorized official working in the office. The regional Assistant Public Information Officer or any authorized official, as the case may be, shall ensure that the application is duly filled in.
- d. A fee of Rs.10/- is to be paid by the applicant along with the application. On receipt of money, the cashier shall immediately issue a receipt to the applicant.
- e. On receipt of filled in application, along with the original cash receipt for the deposit of Rs.10/-, the clerk shall arrange to issue an acknowledgement to the applicant, in the form prescribed, which is to be signed by the regional Assistant Public Information Officer or by any authorized official working in the office.
- f. The clerk shall maintain a separate register for recording the details of applications so received.
- g. The regional Assistant Public Information Officer shall **transmit the applications immediately to the Office of the Registrar of Co-operative Societies, Pondicherry.**

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- h. If the information sought for is available with the regional Assistant Public Information Officer, he shall prepare and send a reply, **in duplicate** and duly signed, to this office, as early as possible, but in any case, **within 7 days** from the date of receipt of the application.
- i. The regional Assistant Public Information Officer shall supervise and ensure that the staff carries out the above allocation of work, in respect of receiving of applications under the said Act, meticulously. He shall also arrange to display a notice, informing that Form-I, under the said Act, is available with the receipt section clerk.

G.RANGANATHAN
REGISTRAR OF CO-OPERATIVE SOCIETIES /
PUBLIC INFORMATION OFFICER

b This order stands revised vide P. 10.13

No.RCS/CLC/RIA/DPA/2007/378

Government of Puducherry

Co-operative Department

Puducherry, the 7.7.2007

CIRCULAR

Sub: The Right to Information Act, 2005 – Designation of Public Information Officers in co-operative societies – Instructions – Issued.

Ref: 1. G.O.Ms.No.1/2005/A3/ARW dated 19.9.2005 of the Administrative Reforms Wing, Chief Secretariat, Puducherry.
2. G.O.Ms.No.5/2006/A2/ARW dated 15.11.2006 of the Administrative Reforms Wing, Chief Secretariat, Puducherry.
G.O.Ms.No.5/2007/A2/ARW dated 25.6.2007 of the Administrative Reforms Wing, Chief Secretariat, Puducherry.

True extract of the G.O.Ms.No.5/2007/A2/ARW dated 25.06.2007 of the Administrative Reforms Wing, Chief Secretariat, Puducherry is forwarded herewith for information and necessary action. The President/Administrator/Special Officers of Co-operative societies have been declared as Public Information Officers under the Right to Information Act vide the said G.O.

2. The salient features of the Right to Information Act, 2005 are as under:

(i) The purpose of this Act as reflected in the objects and a reason is to promote the transparency and accountability in the working of every public authority. The Act endeavors to strengthen democracy, ensure transparency and accountability on the actions of public authorities and it enhances quality of life of people and their participation in the governance.

(ii) The **Right to Information** as understood in the context of the Right to Information Act, 2005 means the right to access information permissible under the said Act if such information is held by or under the control of any public authority.

(iii) **Public Authority** is an important aspect under this Act from which information is accessed.

(iv) Any citizen can seek inspection of works, documents, records, take notes, extracts, certified copies of documents, sample of material and other information available in electronic mode;

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(v) Information is to be provided at free of cost to the citizens who are below poverty line (subject to production of proof). Others have to pay a fee of Rs.10/- per application, in the form of cash, demand draft, banker's cheque or court fee stamp.

(vi) The Public authority should give acknowledgement to the applicant for receipt of application in the form prescribed.

(viii) The applicant is entitled to seek any information relating to any occurrence, event or matter which has taken place twenty years before the date on which any request is made.

(ix) The information is to be supplied to the applicant in a time bound manner-within 30 days of the receipt of the request-or reject the request of any of the reasons specified in Sections 8 and 9 of the Act.

(x) Applicants shall be provided information free of cost if the Public Information Officer fails to comply with the prescribed time limit.

(xi) If the application is not disposed within the time limit it would be deemed as refusal and the applicant is entitled to file an appeal – in respect of co-operative societies the applicant may prefer first appeal before the Secretary to Government (Co-operation), Puducherry.

(xii) Second appeal can be preferred to the State Information Commission. The commission can impose penalty upon the Public Information Officer in case of delays @ Rs.250/- per day, subject to maximum of Rs.25,000/-. In the event of persistent default, the Commission can order institution of disciplinary cases against the officers. It has power to require the public authority to compensate the complainant for any loss or other detriment suffered.

(xiii) The provisions of this Act shall have overriding effect on any other law for the time being in force.

3. The Managing Directors of the Pondicherry Co-operative Milk Producers Union, Pondicherry State Weavers Co-operative Society, Pondicherry State Co-operative Consumers Federation, Pondicherry Co-operative Handloom Development Project, Pondicherry Central Co-operative Processing, Supply and Marketing Society, Pondicherry Co-operative Building Centre, Pondicherry State Co-operative Housing Federation, Pondicherry State Fishermen Co-operative Federation, Jayaprakash Narayan Co-operative Spinning Mills, Karaikal Pondicherry Co-operative Sugar Mill and Pondicherry Co-operative Wholesale stores were designated as Public Information Officers, under Section 5 of the Act, inter alia, vide G.O. first cited.

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4. The Managing Director of the Pondicherry Co-operative Spinning Mills was designated as Public Information Officer, inter alia, in the G.O. second cited.

5. Through the G.O. third cited, the Managing Directors of Pondicherry State Co-operative Bank, Pondicherry Co-operative Urban Bank, Pondicherry Central Co-operative Land Development Bank, Karaikal Central Co-operative Processing, Supply and Marketing Society, Karaikal Co-operative Milk Producers Union, Pondicherry State Co-operative Union, Pondicherry Textile Processing Co-operative Society, The Puducherry State Co-operative Handicrafts and Handlooms Federation, Secretaries of Pondicherry Public Servants Co-operative Society and Pondicherry Co-operative Housing Society, General Manager of Indian Coffee Workers Co-operative Society and President/Administrator/Special Officer of Co-operative societies in Puducherry, Karaikal, Mahe and Yanam are declared as Public Information Officers.

6. The essence of these G.Os. is that all co-operative societies in the Union territory of Puducherry are Public Authorities and the notified officers are the Public Information Officers.

7. The Public Information Officers of the co-operative societies are obliged to receive the applications seeking information under the Act and dispose of the same in accordance with law. The Public Information Officers are expected to be conversant with the various provisions of the Act and the Rules made thereunder.

8. The Public Information Officers of co-operative societies may contact the Assistant Public Information Officer/Deputy Registrar (Planning) in the Office of the Registrar of Co-operative Societies, Puducherry, the Assistant Public Information Officer/Deputy Registrar, Mahe and the Assistant Public Information Officer/Co-operative Officer, Yanam for guidance as and when required.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

Encl: as above

b For modification of this circular, kindly see P. 10.17

**GOVERNMENT OF PUDUCHERRY
ABSTRACT**

Chief Secretariat - Administrative Reforms Wing – Designation of Public Information Officers under section 5 of the Right to Information Act, 2005 – Order – Issued.

**CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING**

G.O.Ms.No.5/2007/A2/ARW

Puducherry, the 25.6.2007

- READ: 1. G.O.Ms.No.1/2005/A3/ARW dated 19.9.2005 of the Administrative Reforms Wing, Chief Secretariat, Puducherry.
2. G.O.Ms.No.5/2006/A2/ARW dated 15.11.2006 of the Administrative Reforms Wing, Chief Secretariat, Puducherry.
3. G.O.Ms.No.4/2007/A2/ARW dated 20.4.2007 of the Administrative Reforms Wing, Chief Secretariat, Puducherry.

ORDER:

The following Notification shall be published in the next issue of the Official Gazette:-

NOTIFICATION

In partial modification of the Government Orders read above, the Lieutenant-Governor, Puducherry is pleased to designate the following Officers as Public Information Officers under section 5 of the Right to Information Act, 2005 (Central Act 22 of 2005) for the Government Departments/Public Sector Undertakings/Local bodies as mentioned below in addition to those Public Information Officers already notified vide the said Government Orders.

<i>Sl. No.</i>	<i>Designation of the Public Information Officer</i>	<i>Concerned Department/Commission/Corporation/Organization/Govt. Undertakings/Local Bodies, etc.</i>
(1)	(2)	(3)
124	Managing Director	Pondicherry State Co-operative Bank
125	Managing Director	Pondicherry Co-operative Urban Bank
126	Managing Director	Pondicherry Central Co-operative Land Development Bank
127	Managing Director	Karaikal Central Co-operative Processing Supply and Marketing Society.

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128	Managing Director	Karaikal Co-operative Milk Producers Union
129	Managing Director	Pondicherry State Co-operative Union
130	Managing Director	Pondicherry Textile Procession Co-operative Society
131	Secretary	Pondicherry Public Servants Co-operative Society
132	Managing Director	The Puducherry State Co-operative Handicrafts and Handlooms Federation
133	Secretary	Pondicherry Co-operative Housing Society
134	General Manager	Indian Coffee Workers Co-operative Society
135	President/Administrator/ Special Officer in charge of the co-operative societies	Co-operative society concerned in Puducherry/ Karaikal/Mahe/Yanam

// BY ORDER OF THE LIEUTENANT – GOVERNOR //

A. KULLAN
JOINT SECRETARY TO GOVERNMENT (ARW)

// True Extract //

R. MURALIDHARAN
DEPUTY REGISTRAR (LEGAL)

No.5/SECY(COOP)/PA/2007/15
Co-operative Department,
Government of Pondicherry

Pondicherry, the 4.1.2008

ORDER

Sub: Designation of First Appellate Authority, Public Information Officer and Assistant Public Information Officer under Sections 5 and 19 of the Right to Information Act, 2005 – Orders – Issued.

Ref: I.D. Note No. F.16013/2/2005/A2/ARW, dated 3.12.2007 of the Chief Secretariat (ARW), Puducherry.

In pursuance of the reference cited on the captioned subject and Sections 5 & 19 of the Right to Information Act, 2005, the following officers are designated as the Public Information Officer (PIO) and First Appellate Authority (FAA) for the Co-operative Department, Co-operative Societies and Chief Secretariat (Cooperation) with immediate effect:-

Sl. No.	Name of the Department / Organization	PIO	FAA
1	Co-operative Department	Senior Accounts Officer, Puducherry in respect of matters relating to Establishment and Accounts Sections.	Registrar of Co-operative Societies, Puducherry.
		Deputy Registrar (Audit), Puducherry in respect of matters other than those dealt by the Establishment and Accounts Sections (Puducherry Region)	
		Deputy Registrar, Karaikal in respect of Karaikal Region.	
		Deputy Registrar, Mahe in respect of Mahe Region.	
		Co-operative Officer, Yanam in respect of Yanam Region.	
2	Pondicherry Co-operative Sugar Mills Ltd.	Managing Director	
3	Pondicherry Co-operative Spinning Mills Ltd.	Managing Director	

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4	Jayaprakash Narayan Co-operative Spinning Mills Ltd.	Managing Director	Registrar of Co-operative Societies, Puducherry.
5	Pondicherry State Co-operative Bank Ltd.	Managing Director	
6	Pondicherry Co-operative Urban Bank Ltd.	Managing Director	
7	Pondicherry Central Co-operative Land Development Bank Ltd.	Managing Director	
8	Pondicherry Central Co-operative Processing Supply and Marketing Society Ltd.	Managing Director	
9	Karaikal Central Co-operative Processing Supply and Marketing Society Ltd.	Managing Director	
10	Pondicherry Co-operative Milk Producers Union Ltd.	Managing Director	
11	Karaikal Co-operative Milk Producers Union Ltd.	Managing Director	
12	Pondicherry State Weavers Co-operative Society Ltd.	Managing Director	
13	Pondicherry Co-operative Handloom Export Development Project Ltd.	Managing Director	
14	Pondicherry Textile Processing Co-operative Society Ltd.	Managing Director	
15	Puducherry State Co-operative Handicrafts and Handlooms Federation Ltd.	Managing Director	
16	Pondicherry State Co-operative Consumers Federation Ltd.	Managing Director	
17	Pondicherry Co-operative Wholesale Stores Ltd.	Managing Director	
18	Pondicherry State Co-operative Housing Federation	Managing Director	
19	Pondicherry Co-operative Housing Society Ltd.	Secretary	
20	Pondicherry Co-operative Building Centre Ltd.	Managing Director	
21	Indian Coffee Workers Co-operative Society Ltd.	General Manager	
22	Pondicherry Public Servants Co-operative Society Ltd.	Secretary	
23	Pondicherry State Co-operative Union Ltd.	Managing Director	

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24	All other Co-operative Societies other than Fishermen Co-operative Societies registered under Pondicherry Co-operative Societies Act, 1972.	Presidents/Administrators/Special Officers in-charge of Co-operative Societies concerned.	Registrar of Co-operative Societies, Puducherry.
25	Chief Secretariat (Cooperation)	Joint Secretary	Secretary

2. The Registrar of Co-operative Societies is requested to circulate this order to all the co-operative societies concerned.

T.M. BALAKRISHNAN
SECRETARY (CO-OPERATION)

No.RCS/CLC/RIA/PIOS/FAA/2007/12
Government of Puducherry
Co-operative Department,

Puducherry, the 24.1.2008

ORDER

Sub: Right to Information Act, 2005 – Receiving and processing of applications – Procedures – Prescribed.

Ref: 1. This office order No.RCS/CLC/RIA/2005/156 dated 16th May 2006;
2. Order No.5/SECY(COOP)/PA/2007 dated 4.1.2008 of the Secretary (Coop), Puducherry.

Consequent on appointment of Senior Accounts Officer, Deputy Registrar (Audit) and Regional Officers as the Public Information Officers of the Co-operative Department and designating the Registrar of Co-operative Societies as the First Appellate Authority the procedures prescribed for receipt and process of applications received under the Right to Information Act, 2005 communicated vide order first cited, stand revised as under:

(b) The following officials are appointed as the Assistant Public Information Officers of the outlying regions:

Sl. No.	Designation of Assistant Public Information Officer	Office of the
1	Co-operative Officer, Karaikal	Deputy Registrar of Co-operative Societies, Karaikal
2	Senior Inspector, Mahe	Deputy Registrar of Co-operative Societies, Mahe
3	Senior Inspector, Yanam	Co-operative Officer, Yanam

(c) The receipt section clerk shall issue Form-1 free of cost, to the individuals seeking information under the said Act.

(d) If need be, the clerk shall provide reasonable assistance to the applicants to fill up the Form-1.

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- (e) The clerk shall obtain initial from the Assistant Public Information Officer.
The Assistant Public Information Officer shall ensure that the application is duly filled in.
- (f) A fee of Rs.10/- is to be paid by the applicant along with the application. On receipt of money, the cashier shall immediately issue a receipt to the applicant.
- (g) The applicant who is below poverty line is exempted from paying the application fee, subject to production of proof
- (h) On receipt of filled in application, along with the original cash receipt for the deposit of Rs.10/-, the clerk shall arrange to issue an acknowledgement to the applicant, in the form prescribed, which is to be signed by the Assistant Public Information Officer.
- (i) The Public Information Officers shall maintain a separate register for recording the details of applications so received.
- (j) The Public Information Officers shall dispose the applications in accordance with the provisions contained in the Right to Information Act, 2005.
- (k) If any application pertaining to establishment and accounts matter is received and if the required information is not available in the concerned office, the Public Information Officers shall transfer the application under Section 6(3) to the Senior Accounts Officer of the department under intimation to the applicant.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.RCS/CLC/RIA/PIOS/FAA/2007/13
Government of Puducherry
Co-operative Department,

Puducherry, the 24.1.2008

ORDER

Sub: Right to Information Act, 2005 – Receiving and processing of applications – Procedures – Prescribed.

Ref: 1. This office order No.RCS/CLC/RIA/2005/155 dated 16th May 2006;
2. Order No.5/SECY(COOP)/PA/2007 dated 4.1.2008 of the Secretary (Coop), Puducherry.

Consequent on appointment of Senior Accounts Officer, Deputy Registrar (Audit) and Regional Officers as the Public Information Officers of the Co-operative Department and designating the Registrar of Co-operative Societies as the First Appellate Authority, the procedures prescribed for receipt and process of applications received under the Right to Information Act, 2005 communicated vide order first cited stand revised as under:

- (a) The Junior Accounts Officer is designated as the Assistant Public Information Officer in respect of Establishment and Accounts sections and the Co-operative Officer (Audit) shall be the Assistant Public Information Officer in respect of matters other than those dealt by Establishment and Accounts sections of Puducherry region.
- (b) The receipt section clerk shall issue Form-1, free of cost, to the individuals seeking information under the said Act.
- (c) If need be, the clerk shall provide reasonable assistance to the applicants to fill up the Form-1.
- (d) The clerk shall obtain the initial from the Junior Accounts Officer or Co-operative Officer (Audit), as the case may be, in Form-I to ensure the completeness of the filled in application.

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- (e) A fee of Rs.10/- is to be paid by the applicant along with the application. On receipt of money, the cashier shall immediately issue a receipt duly signed and dated to the applicant.
- (f) The applicant who is below poverty line is exempted from paying the application fee, subject to production of proof.
- (g) On receipt of filled in application along with the original cash receipt for the deposit of Rs.10/-, the clerk shall arrange to issue an acknowledgement to the applicant, in the form prescribed, which is to be signed by the Assistant Public Information Officer concerned.
- (h) The Public Information Officers shall maintain a separate register for recording the details of applications so received.
- (i) The Public Information Officers shall dispose the applications in accordance with the provisions contained in the Right to Information Act, 2005.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.RCS/CLC/RIA/PIOS/FAA/2007/14
Government of Puducherry
Co-operative Department,

Puducherry, the 24.1.2008

CIRCULAR

Sub: Right to Information Act, 2005 – Designation of Public Information Officers in co-operative societies – Instructions – Issued.

Ref: 1. This office circular No.RCS/CLC/RIA/DPA/2007/378 dated 7th July 2007

2. Order No.5/SECY(COOP)/PA/2007 dated 4.1.2008 of the Secretary (Coop), Puducherry.

Consequent on appointment of Senior Accounts Officer, Deputy Registrar (Audit) and Regional Officers as the Public Information Officer of the Co-operative Department and designating the Registrar of Co-operative Societies as the First Appellate Authority under Right to Information Act, 2005 vide order second cited the following modifications are made in the circular first cited:

- i In respect of co-operative societies, the applicant may prefer first appeal before the Registrar of Co-operative Societies, Puducherry. The Public Information Officers while furnishing the information shall indicate in the reply the designation of the First Appellate Authority (Registrar of Co-operative Societies, V.V.P. Nagar, Puducherry – 605009) with whom the applicant may file an appeal within 30 days.
- ii The Public Information Officers of co-operative societies may contact Deputy Registrar (Audit)/ Public Information Officer of Co-operative Department in the office of the Registrar of Co-operative Societies, the regional Deputy Registrar/Co-operative Officer in the case of outlying regions for guidance as and when required.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES

No.RCS/CLC/RIA/Misc/2008/116
Government of Pondicherry
Co-operative Department,

Pondicherry, the 12.7.2008

CIRCULAR

Sub: Right to Information Act, 2005 – Maintenance of records –
Publication of manual – Action – Requested.

Transparency in the working of societies cannot be achieved without adopting a mechanism to put the information in public domain. Larger the percentage of information in public domain, higher is the transparency and lesser is the need for people to seek information.

2. The Right to Information Act, 2005 provides details on type of information which have to be published by 'public authorities' on their own every year.

3. Publication of Suo motu information:

According to Section 4(2), public should get maximum information suo motu so that it has minimum resort to use this Act to obtain information. There should be a proactive dissemination of information without getting formal request as far as possible. Section 4 (1) (b) lists out the details of records to be published by public authorities on their own. There are 17 manuals which should be published by public authorities.

4. The 'public authorities' should make concerted efforts to ensure that the requirements of Section 4, which deals with obligations of public authorities, are met and maximum information in respect of public authorities is made available by way of manuals. It would help in two ways, firstly, the number of applications under the Act would be reduced and secondly, it would facilitate the work of providing information, in as much as most of the information would be available at one place.

5. The co-operative societies are, therefore, requested to publish these manuals if it is not done earlier. If no information is to be provided under any category it may be marked as 'Nil'. The information provided in the manual is to be regularly up-dated and hosted in website.

6. The societies are, therefore, requested to prepare the manuals and make available to the public and also host in the website. A soft copy of the manuals may be forwarded to this office (in a compact disc).

7. This exercise is to be completed early, in any case before 10th August, 2008.

Dr. S. SUNDARAVADIVELU
REGISTRAR OF CO-OPERATIVE SOCIETIES