



GOVERNMENT OF PUDUCHERRY

CO-OPERATIVE DEPARTMENT

**CITIZEN'S CHARTER**

MARCH - 2012

# **CITIZEN'S CHARTER**

## **OBJECTIVES, MISSION AND VISION OF THE DEPARTMENT**

**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 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.

## **FUNCTIONS OF THE DEPARTMENT :**

In order to achieve the above objectives, 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 the Puducherry Co-operative Societies Act, 1972 and the Rules framed under;
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 the 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 management of the societies;
  - (e) Executing awards, decrees, orders and decisions;
  - (f) Winding up of 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.

## ADMINISTRATIVE SETUP OF THE DEPARTMENT

**REGISTRAR OF CO-OPERATIVE SOCIETIES**



**JOINT REGISTRAR OF CO-OPERATIVE SOCIETIES**



Senior Accounts Officer	Dairy Development officer	Deputy Registrar (Audit)	Deputy Registrar (Planning & Legal)	Deputy Registrar (Handlooms)	Deputy Registrar (Credit & Housing)	Deputy Registrar (Consumers)	Junior Accounts Officer	Deputy Registrar, Karaikal	Deputy Registrar, Mahe	Co-operative Officer, Yanam
Establishment matters	Dairy Co-operatives	Audit	Co-ordination	Weavers co-operatives	Co-operative Banks	Consumer co-operatives	Drawing and Disbursement Officer	All co-operative societies in Karaikal Region	All co-operative societies in Mahe Region	All co-operative societies in Yanam Region
Public Information Officer under the Right to Information Act (Establishment and Accounts)		Arbitration	Plan schemes	Spinning Mills	Agricultural credit co-operatives	Weaker section co-operatives	Matters relating to Accounts			
		Liquidation	Salary earners co-operatives		Lift irrigation co-operatives	Industrial co-operatives		Public Information Officer under the Right to Information Act	Public Information Officer under the Right to Information Act	Public Information Officer under the Right to Information Act
		Public Information Officer under the Right to Information Act (Other than for Establishment and Accounts)	State Co-operative Union		Marketing co-operatives	Sugar Mills				
			Public Relation Officer		Housing co-operatives					
			Statistics							
			Court cases							

## TYPES OF SOCIETIES AS ON 31-3-2012

Sl.No. (1)	Types of Societies (2)	Puducherry (3)	Karaikal (4)	Mahe (5)	Yanam (6)	Total (7)
1.	State Co-operative Bank	1	-	-	-	1
2.	Land Development Bank	1	-	-	-	1
3.	Agricultural Credit Societies	47	6	2	-	55
4.	Urban Bank	1	-	-	-	1
5.	Salary Earners Credit Societies	56	20	1	2	79
6.	Marketing Societies	1	1	-	-	2
7.	Sugar Mills	1	-	-	-	1
8.	Milk Societies	103	20	-	1	124
9.	Irrigation Societies	4	-	-	-	4
10.	Fishermen Societies	33	17	2	14	66
11.	Weavers Societies	14	1	1	-	16
12.	Industrial Societies	11	-	1	6	18
13.	Spinning Mills	1	1	-	-	2
14.	Consumer Stores	14	2	3	1	20
15.	Housing Societies	52	3	1	2	58
16.	Labour Contract Societies	5	-	1	1	7
17.	Transport Societies	3	1	3	2	9
18.	Students Stores	14	4	6	2	26
19.	State Co-operative Union	1	-	-	-	1
20.	Women Co-operative Industrial Societies	3	2	2	3	10
21.	Miscellaneous Societies	5	2	6	9	22
<b>Total</b>		<b>371</b>	<b>80</b>	<b>26</b>	<b>43</b>	<b>523</b>

## **WHAT IS A CO-OPERATIVE SOCIETY ?**

A co-operative society is an association of a minimum of 25 persons united voluntarily to meet their common economic needs and aspirations, through a jointly owned and democratically controlled enterprise, registered under the Co-operative Societies Act.

## **REQUIREMENTS FOR FORMING A CO-OPERATIVE SOCIETY**

1. Minimum number of persons 25.
2. The society's object should be for promotion of the economic interests of its members.
3. The proposed society should be capable of being run on economically sound lines.
4. The registration of the proposed society should not have an adverse effect on the co-operative movement.
5. The prospective members should contribute a minimum amount of share capital for the particular type of society to be started.

## **HOW TO REGISTER A CO-OPERATIVE SOCIETY ?**

Such of those persons, who wish to form a co-operative society, should send an application to the Registrar in plain paper, indicating the type of the society they want to form, number of persons likely to be enrolled as its members, and the name and address of the person authorized to function as chief promoter and to attend to organizational matters. This application should be signed by not less than 25 persons. Based on such application, Registrar will appoint the chief promoter and authorize him to collect the initial share capital. Thereafter, the chief promoter is to collect share capital from the promoters, remit the same in the bank specified by the Registrar and send the application for registration of the society in the form given below.

### **Form of Application under Section 8 of the Puducherry Co-operative Societies Act, 1972 (No. 7 of 1973) for the registration of a co-operative society**

1. Name of the proposed society :
2. Headquarters of the proposed society :
  - (a) Name of village :
  - (b) Commune :
  - (c) Region :
  - (d) The nearest railway station or well known place and distance therefrom
3. Area of operation of the proposed society (Names of villages including hamlets, if any, should be specified) :

4. Total population in the area of operation mentioned in column 3 above :
5. Full postal address of the proposed society :
6. Name or names and postal address or addresses of the person or persons (nominated by signatories) to whom communication relating to the registration of the proposed society may be addressed :

**Note : Not more than three applicants may be nominated for the purpose**

7. Whether the liability of member is to be limited or unlimited? :
8. With the application is sent a copy of the draft bye-laws accepted by the applicants and signed by them :
9. The applicants have elected the following persons to the committee, which is to conduct the affairs of the society for a period of three months from the date of registration of the society or for such further period as the Registrar may consider necessary :
  - (1)
  - (2)
  - (3)
  - (4)
  - (5)

The application shall be signed, in the case of society of which no member is a registered society by at least twenty-five persons qualified in accordance with the requirements of sub-section (1) of section 6 and sub-section (1) of section 20 and not disqualified for admission as members under sub - section (1) of section 22. In case of society of which a member is a registered society, the application shall be signed by a duly authorised person on behalf of every such registered society and where all the members of the society are not registered societies, by twenty-five other members or when there are less than twenty-five other members, by all of them.

10. Application to register a society under the above name is hereby made by the persons, whose names are given hereunder with their signatures and particulars of age, profession, residence, etc.

Sl.No.	Name of the applicant	Father's name	Age	Profession	Place of residence	Signature or thumb impression
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						

Five copies of the bye-laws of the proposed society should be sent along with the application.

#### **HOW TO AMEND A REGISTERED BYE-LAW ?**

The committee of management may obtain a resolution of the general body indicating the amendment proposed and send five copies of the resolution as well as the draft amendment to the Registrar of Co-operative Societies along with the following particulars, within two months from the date of the meeting of the general body :-

- (a) The date of the general body meeting at which the amendment was made;
  - (b) The number of days notice given to convene the general body meeting;
  - (c) The total number of members of the society on the date of such meeting ;
  - (d) The number of members who formed the quorum for such meeting;
  - (e) The number of members present at such meeting ;
  - (f) The number of members who exercised their votes at the meeting ; and
  - (g) The number of members who voted for the amendment.
- ☞ The amendment proposed should not be contrary to the provisions of the Act, Rules and bye-laws;
- ☞ Justifications / reasons for amending each clause of the bye-law should also be furnished along with the proposal.

## **WHO WILL BE RESPONSIBLE FOR THE EXECUTIVE MANAGEMENT OF A CO-OPERATIVE SOCIETY ?**

As per the bye-laws, there will be a committee of management, initially nominated by the Registrar of Co-operative Societies for a period not exceeding three years and subsequently elected by the general body once in every three years. Among the members of the committee of management there shall be office bearers like President, Vice-President, Secretary, Treasurer etc. It will be the responsibility of this committee of management to carry on the executive management of the society in accordance with the provisions of the Act, Rules and bye-laws and as per the annual budget and programme of action approved by the general body each year.

## **FINANCIAL RESOURCES FOR RUNNING A SOCIETY**

1. Share capital contributed by the members.
2. Deposits raised from members and non-members.
3. Borrowings from the State Co-operative Bank / other institutional financing agencies, and
4. Financial assistance, if any, provided by the Government under the plan schemes.

## **DETAILS OF FINANCIAL ASSISTANCE PROVIDED TO CO-OPERATIVE SOCIETIES BY THE GOVERNMENT**

1. Share capital contribution for strengthening the owned resources of the co-operative societies.
2. Loan-cum-subsidy for construction of business premises /godowns ;
3. Loan-cum-subsidy for purchase of plant and machinery;
4. Subsidy for meeting the managerial expenses during the initial period;
5. Subsidy for allowing rebate on sale of handloom and handicraft items produced by co-operatives ;
6. Subsidy for training, publicity and propaganda ;
7. Subsidy to meet the cost of welfare schemes for handloom weavers;
8. Subsidy for implementing Government programmes like public distribution system (Fair price shops );
9. Subsidy for modernizing co-operative retail outlets; and
10. Subsidy for introducing modern management and information techniques.



## **SCHEMES OF THE DEPARTMENT**

### **1. Scheme under credit sector :**

- ✎ The total number of primary agricultural co-operative banks / societies as on 31-3-2012 is 55 (Puducherry - 47, Karaikal - 6 and Mahe - 2).
- ✎ 3% interest Rebate is being provided to the small and marginal farmers for prompt repayment of loan dues to the primary agricultural co-operative banks / primary agricultural co-operative credit societies / village co-operative agricultural credit societies / farmers service co-operative societies / Pondicherry State Co-operative Bank and Pondicherry Co-operative Central Land Development Bank with effect from 1.4.2002.
- ✎ Financial assistance of Rs. 500/- is provided as additional share capital to the women members of the primary agricultural co-operative credit societies / banks and Pondicherry Co-operative Central Land Development Bank.
- ✎ Farmers of Union territory of Puducherry who are cultivating the notified crops viz., paddy, sugarcane, cotton and groundnut in the notified area are compensated for their yield losses due to natural calamities, pests and diseases under National Agricultural Insurance Scheme.
- ✎ The Government of Puducherry, is providing subsidy of the premium amount payable by the farmers who are covered under the National Agricultural Insurance Scheme (NAIS).

### **Kisan Credit Card Scheme :**

- ✎ The Pondicherry State Co-operative Bank is implementing the Kisan Credit Card Scheme through the primary agricultural co-operatives credit societies (PACCS) and issuing Kisan Credit Cards to all the eligible farmers to avail Seasonal Agricultural Operation (SAO) loans from the PACCS.
- ✎ All the Kisan Credit Cardholders are eligible to obtain consumption loans @ 10% of the SAO loans availed by them.
- ✎ All the Kisan Credit Cardholders are covered under Personal Accident Insurance Scheme (PAIS) and the entire cost of premium will be borne by the Bank on behalf of the PACCS and on behalf of the farmers.
- ✎ All the Kisan Credit Cardholders will be covered under the National Agricultural Insurance Scheme in respect of notified crops.

### **2. Scheme for Housing :**

- ✎ The total number of co-operative housing societies as on 31-3-2012 is 58 (Puducherry - 52, Karaikal - 3, Mahe - 1 and Yanam - 2).
- ✎ 3% interest rebate is being provided to all members of primary co-operative housing societies (except SC members) who have availed loan for housing purpose and who repay monthly instalments regularly without any overdue.

- ☞ 4% interest subsidy is being provided to the SC members of primary co-operative housing societies to lessen their interest burden.
- ☞ Subsidy for purchase of engineering equipments by housing co-operatives.
- ☞ Loan-cum-subsidy for purchase of vehicles by housing co-operatives.

### 3. Schemes for Handloom Weavers

The following schemes are being implemented for the welfare of the weavers under Weavers Welfare Fund, funded by the Government of Puducherry and operated through Pondicherry State Weavers Co-operative Society, which is the apex weavers co-operative society.

- ☞ Lumpsum grant to the family members of the deceased weaver member : Rs. 10,000/- each.
- ☞ Mahatma Gandhi Bunkar Bima Yojana Insurance Scheme : The scheme is administrated by the LIC of India.
  - i) In the event of death of the member, sum assured of Rs. 60,000/- will become payable to the nominee.
  - ii) In the event of death by accident of partial / permanent disability due to accident, the following benefit shall be payable :
 

(a) On death due to accident	...	Rs.1,50,000/-
(b) Total disability	...	Rs.1,50,000/-
(c) Partial disability	...	Rs. 75,000/-

**Premium :** The annual premium is Rs. 330/- per member. Out of the annual premium of Rs. 330/- the contribution from Government of India will be Rs. 150/-, weaver's share will be Rs. 80/- and Rs. 100/- will be borne by LIC from its Social Security Fund.

- ☞ Pre-natal and post - natal subsidy of women Rs. 1,500/- each.
- ☞ Rainy season subsidy to be paid during rainy season i.e. during the month of October - November : Rs. 2,000/- per weaver (Rs. 1,500/- from Weaver Welfare Fund and Rs. 500/- from their own contribution).
- ☞ *Pension And Other Welfare Schemes* : Rs. 500/- per month for those whose average monthly wage is Rs. 100/- or more but below Rs. 300/- per month during the last three years, and Rs. 1000/- per month to those whose average monthly wages is not less than Rs. 300/- during the last three years. If a member dies before attaining the age of 60, family pension will be paid to the legal heir of the deceased.
- ☞ *Assistance for family planning operation* : Rs. 200/- per weaver.
- ☞ *Assistance for purchase of spectacles* : Rs. 300/- per weaver (Once in three years).

- ☞ Free dhoties and sarees to weaver - member. (Once in a year, two sets each).
- ☞ *Medical allowance to the handloom weavers* : Rs. 100/- per month provided the weaver has worked for 180 days or has earned Rs. 2,500/- as wage during the preceding year.
- ☞ *Subsidy to purchase a plot* : A sum of Rs. 10,000/- per weaver is paid as grant for purchase of a plot.
- ☞ *Thrift fund scheme* : 12% Government matching contribution is granted on the wages earned by a weaver member.
- ☞ *Incentive on wages* : 25% wage incentive subject to a maximum of Rs. 5,000/- is paid to the weaver members on the wage earned by them during "Deepavali Festival "
- ☞ *Weaving appliance subsidy* : In order to purchase weaving appliances, a weaver member is given 25% loan and 75% subsidy.
- ☞ *E.S.I. scheme* : E.S.I. coverage is provided to the in - shed weaver members of the primary weavers' co-operative societies.
- ☞ *Identity cards to weavers* : Identity Cards are issued to the handloom weavers working in the primary weavers' co-operative societies functioning in the Union territory of Puducherry.
- ☞ *Integrated handloom training project* : Every year, training is imparted to the handloom weavers in the area of weaving, dyeing and designing through Weavers Service Centre, Chennai.

#### *Three Years Diploma Course In Handloom Technology :*

The Co-operative Department, Puducherry has secured six seats in the various Institutes of Handloom Technology, for the three - years Diploma course. The seats reserved for Puducherry are available in the following Institutes :-

- (a) Indian Institute of Handloom Technology, Salem ... 3 seats
- (b) Indian Institute of Handloom Technology, Vengatagiri (A.P.) ... 1 seat
- (c) Karnataka Handloom Technology Institute, Gadag, Karnataka ... 2 seats

The Co-operative Department will call for applications for the above mentioned seats, by

releasing an advertisement through newspapers and All India Radio during the month of April or May every year. The applicants will be interviewed by a committee and the selected candidates will be deputed for the Diploma course. The selected candidates will be paid stipend as detailed below :

I Year	-	Rs. 400/- p.m.
II Year	-	Rs. 450/- p.m.
III Year	-	Rs. 500/- p.m.

For availing the benefits under these schemes, the members may approach the societies concerned.

#### 4. Schemes Under Dairy Sector :

- ☞ The total number of primary co-operative milk producers societies as on 31-3-2012 is 124 (Puducherry - 103, Karaikal - 20, Yanam-1).
- ☞ A subsidy of Rs. 2 per Kg is given for cattle feed to milk producers.
- ☞ Milk cows to members of Self Help Groups at 50% subsidy.

#### 5. Courses Offered By The Pondicherry State Co-operative Union :

Sl. No.	Course	Duration	Eligibility	Medium	Certificate Issued by
1.	B.Ed.,	One Year	Graduate	English	Pondicherry University
2.	D.T.Ed.,	Two Years	Pass in H.S.C.	Tamil	D.T.E.R.T, Chennai
3.	D.C.M	9 Months	Pass in H.S.C.	Tamil	T.N.S.C. Union, Chennai
4.	P.G.D.C.A	One Year	Graduate	English	P.S.C.U.
5.	D.C.A.	One Year	Pass in H.S.C.	English	P.S.C.U.
6.	D.D.T.P.	Six Months	Pass in 10th Std.,	English	P.S.C.U.
7.	C.C.O.	14 Weeks	Pass in 10th Std.,	English	P.S.C.U.

## 6. Welfare Schemes For Scheduled Caste Persons :

1. Share capital assistance up to Rs. 500/- to become members in the primary agricultural credit societies and Land Development Bank.
2. Subsidy to the extent of 2/3 of tractor hire charges for the hiring of tractor/ trailers/power tillers.
3. Grant of 4% Interest subsidy to SC members on the housing loans issued by housing co-operatives.

### AVAILABILITY OF INFORMATION

The Co-operative Department, has hosted a website on the National Informatics Centre web server. The website is available in <http://cooperation.puducherry.gov.in>

Information on the following subjects can be obtained from the officers listed below.

Information relating to	Designation	Located at	Telephone No./ Fax/mail
(1)	(2)	(3)	(4)
a) Audit, arbitration, execution, liquidation and Public Information Officer under the Right to Information Act.	Deputy Registrar (Audit)	Office of the Registrar of Co-operative Societies, Puducherry.	2277358 / 2272747 / 2272179 Fax : 2272619
b) Planning, public relation, salary earners co-operatives, Co-operative Legal Cell.	Deputy Registrar (Planning & Legal)	- do -	- do -
c) Credit co-operatives	Deputy Registrar (Credit)	- do -	- do -
d) Handloom weavers co-operatives	Deputy Registrar (Handloom)	- do -	- do -
e) Consumer co-operatives, Industrial and miscellaneous co-operatives	Deputy Registrar (Consumer)	- do -	- do -
f) Dairy co-operatives	Dairy Development Officer	- do -	- do -
g) Housing co-operatives	Deputy Registrar (Housing)	- do -	- do -
h) All co-operatives functioning in Karaikal region	Deputy Registrar, Karaikal	O/o Deputy Registrar of Co-operatives, Karaikal	04368 - 222502
i) All co-operatives functioning in Mahe region	Deputy Registrar, Mahe	O/o Deputy Registrar of Co-operatives, Mahe	0490 - 2333470
j) All co-operatives functioning in Yanam region	Co-operative Officer, Yanam	O/o Co-operative Officer, Yanam	

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

- (1) **Puducherry Co-operative Societies Act, 1972** : The Pondicherry 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 1st July, 1974.
- (2) **Puducherry Co-opreatives Societies Rules, 1973** : The Puducherry Co-operative Societies Rules, 1973 contain 115 Rules covering 15 chapters and it came into force with effect from 1st July, 1974.
- (3) **Societies Registration Register** : It is a register maintained to register the name, address, classification and the number allotted to the newly registered societies.
- (4) **Name of the Officer, from whom copies of the above documents / records can be obtained :**

Deputy Registrar of Co-operative Societies, (Planning)  
Co-operative Department,  
V.V.P. Nagar, Thattanchavady,  
Puducherry - 605 009.  
Phone No. 0143 - 2272179 / 2272747

### **OBTAINING INFORMATION UNDER THE RIGHT TO INFOMRAITON ACT, 2005**

The applicant desirous of getting information may fill-up an application and remit a sum of Rs. 10/- towards fees to seek information under the Right to Information Act, 2005. The applicant may get necessary assistance to fill-up the said application from this office, if required. The application is disposed of within the time specified in the Act. If the particulars required pertains to another public authority, the application will be transferred to that authority under intimation to the applicant.

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

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.  
: Office of the Deputy Registrar of Co-operative  
Societies, Karaikal - 609 602.  
: Office of the Deputy Registrar of Co-operative  
Societies, Mahe - 673 310.  
: Office of the Co-operative Officer, Yanam - 533 464.

**(3) Public Information Officers :**

<b>Sl. No.</b>	<b>Designation</b>	<b>STD Code</b>	<b>Phone No.</b>
1.	The Senior Accounts Officer, Co-operative Department, Puducherry. (In respect of matters relating to Establishment and Accounts sections)	0413	2272747
2.	The Deputy Registrar (Audit), Co-operative Department, Puducherry. (In respect of matters other than those dealt with by the Establishment and Accounts Sections, Puducherry region)	0413	2272747
3.	The Deputy Registrar of Co-operative Societies, Karaikal. (In respect of Karaikal Region)	04368	222502
4.	The Deputy Registrar of Co-operative Societies, Mahe. (In respect of Mahe Region)	0490	233470
5.	The Co-operative Officer, Yanam, (In respect of Yanam region)	-	-

**(4) Assistant Public Information Officers :**

<b>Sl. No.</b>	<b>Region</b>	<b>Designation</b>	<b>STD Code</b>	<b>Phone No.</b>
1.	Puducherry	The Superintendent	0413	2272179/ 2277358
2.	Puducherry	The Co-operative Officer (Audit)	0413	2272179
3.	Karaikal	The Co-operative Officer, Karaikal	04368	222502
4.	Mahe	The Co-operative Officer, Mahe	0490	233470
5.	Yanam	The Senior Inspector of Co-operative Societies, Yanam	-	-

**PROCEDURE FOR APPEAL UNDER SECTION 19 OF THE RIGHT TO  
INFORMATION ACT, 2005**

***First Appellate Authority :***  
**The Registrar of Co-operative Societies, Puducherry.**

- (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 Public Information Officer may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Public Information Officer 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 Public Information Officer 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.

***Second Appellate Authority :***  
**Central Information Commission, New Delhi**

- (3) A second appeal against the decision under sub-section (1) 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 :

Provided that the Central Information Commission 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 Public Information Officer against which an appeal is preferred relates to information of a third party, the Central Information Commission shall give a reasonable opportunity of being heard to that third party.



## TIME BOUND SERVICES

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

<b>Sl. No.</b>	<b>Purpose for approaching the Registrar</b>	<b>Section / Rule / Bye-law/ Direction under which permission / approval / sanction is required</b>	<b>Time limit within which permission / approval will be given</b>
(1)	(2)	(3)	(4)
1.	Registration of 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	2 months
5.	Appeal on refusal of membership	Section 20 (2)(b)	1 month
6.	Appeal on refusal of service to 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 inquiry
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)	1 month 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
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 month 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 months 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 three months for commencement of working of a registered society	Rule 6	1 month
23.	Request for appointment of election for conducting election of a co-operative society	Rule 32 (25)	10 days
24.	Request for appointment of election officer for conducting election of a co-operative society	Rule 33 (20)	10 days
25.	Approval for amalgamation, transfer of assets and liabilities or division of societies	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

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.	Utilisation of reserve fund in business	Rule 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	Rules 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	Bye-law provision	1 month
41.	Approval for creation of posts	Registrar's directions	1 month
42.	Engaging persons on daily wage basis.	Registrar's directions	15 days
43.	Permission for opening new branches or expanding the lines of business	Bye-law provision	1 month



## GRIEVANCES REDRESSAL MACHINERY

### GRIEVANCE AGAINST :

#### (a) Co-operative Societies :

Redressal Machinery :

- (i) The concerned Deputy Registrar of Co-operative Societies in the Office of the Registrar of Co-operative Societies, Puducherry  
Phone : (0413) 2272179 / 2272747 / 2277358
- (ii) Deputy Registrar of Co-operative Societies, Karaikal  
Phone : ( 04368) 222502
- (iii) Deputy Registrar of Co-operative Societies, Mahe  
Phone : ( 0490) 2333470
- (iv) Co-operative Officer, Yanam

#### (b) Deputy Registrars of Co-operative Societies / Co-operative Officer, Yanam :

Redressal Machinery :

Registrar of Co-operative Societies,

V.V.P. Nagar, Thattanchavady,

Puducherry - 605 009.

Phone : (0413) 2272007 Fax : (0413) 2272619.

#### (c) Registrar of Co-operative Societies :

Redressal Machinery :

Secretary (Co-operation),

Chief Secretariat,

Puducherry - 605 001.

Phone : (0413) 2334484

### PUBLIC RELATIONS OFFICER

The Deputy Registrar of Co-operative Societies (Planning) is designated as Public Relations Officer.

Telephone No. 2272179/2272747/2277358

#### Address :

Office of the Registration of Co-operative Societies

V.V.P Nagar, Thattanchavady,

Puducherry - 605 009.