

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.