

No.9473/RCS/Estt/E2/2025
GOVERNMENT OF PUDUCHERRY
CO-OPERATIVE DEPARTMENT

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Puducherry, dt. 28-11-2025

OFFICE ORDER

Sub: Co-op. – Estt – Creation of a new Section Viz., “Technical & Scheme
Co-ordination Section” in Co-operative Department - Communicated.

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In the light of the Government of India’s vision of “Sahkar Se Samriddhi”, the Ministry of Co-operation has launched several ambitious, technology-driven schemes for strengthening the Co-operative Sector. These initiatives are aimed at enhancing the Co-operative movement from the grassroots level of all Co-operative Societies / Institutions.

2. To ensure effective implementation of these schemes and to review their progress on a continuous basis, specialized attention is required for the Centrally sponsored projects, including the computerization of PACS, the RCS Office, and ARDBs in the Union Territory of Puducherry. This calls for dedicated and sustained co-ordination of fund flow, technical supervision, monitoring, and reporting.

3. In order to streamline the above functions, it has become necessary to create a dedicated Section that will act as the single point of contact and the implementation wing for all schemes of the Ministry of Co-operation, besides functioning as the technical lead for the digitalization of the Co-operative ecosystem in this Union Territory. The Section shall also handle the co-ordination and correspondence with NABARD, as well as matters related to review meetings convened by the Ministry of Co-operation from time to time.

4. Accordingly, a new Section viz., **“Technical & Scheme Co-ordination Section”** is hereby created in the Co-operative Department, Puducherry, with immediate effect.

5. The Section will function under the direct supervision of the Registrar of Co-operative Societies. The Deputy Registrar of Co-operative Societies (Planning) will be the Section Head of the Section on additional charges and will be co-ordinated by one Section In-charge, three Junior Inspectors of Co-operative Societies, and one Data Entry Operator. The DRCS (TSCS) will report to the RCS with regard to the Section. The nature of duties, responsibilities, and staffing pattern of the Section are detailed in the *Annexure*.

6. All officers and staff are informed that matters relating to the above domain shall henceforth be routed through the newly created Section.

7. This issues with the approval of the competent authority.



(K. GOVINDARAJAN)

REGISTRAR OF CO-OP. SOCIETIES

14/24

To

- (1). The Under Secretary to Govt. (Co-operation), Chief Secretariat, Puducherry.
- (2). The Dairy Development Officer, Co-operative Department, Puducherry
- (3). The DRCS (Planning / Audit / Consumers / Handlooms / Credit / Housing / Legal)
- (4). The O/o. the DRCS (Karaikal / Mahe).
- (5). The O/o. the Co-operative Officer, Yanam.
- (6). The officers /Staff of Co-operative Department.
- (7). PS to RCS (8). Web Editor / GO file / Spare

Copy Submitted to:

The Secretary to Government (Co-operation), Puducherry

ANNEXURE
TO OFFICE ORDER No.9473/RCS/Estt/E2/2025 Dt.28-11-2025

“TECHNICAL & SCHEME CO-ORDINATION SECTION”

In the light of the Government of India’s vision of “Sahkar Se Samriddhi”, the Ministry of Co-operation has launched several ambitious, technology-driven schemes for strengthening the Co-operative Sector. These initiatives are aimed at enhancing the Co-operative movement from the grassroots level of Primary Agricultural Credit Societies (PACS) to the administrative level of the Registrar’s Office.

The Technical & Scheme Co-ordination Section shall ensure effective implementation of these schemes and to review their progress on a continuous basis, specialized attention is required for the Centrally sponsored projects, including the computerization of PACS, the RCS Office, and ARDBs in the Union Territory of Puducherry. Further the Section will ensure dedicated and sustained co-ordination of fund flow, technical supervision, monitoring, and reporting and will act as the single point of contact and the implementation wing for all schemes of the Ministry of Co-operation, besides functioning as the technical lead for the digitalization of the Co-operative ecosystem in this Union Territory. The Section shall also handle the co-ordination and correspondence with NABARD, as well as matters related to review meetings convened by the Ministry of Co-operation from time to time.

The Section will function under the direct supervision of the Registrar of Co-operative Societies. The Deputy Registrar of Co-operative Societies (Planning) will be the Section Head of the Section on additional charges and will be co-ordinated by one Section In-charge, three Junior Inspectors of Co-operative Societies, and one Data Entry Operator. The DRCS (TSCS) will report to the RCS with regard to the Section.

RESPONSIBILITIES:

The Technical & Scheme Co-ordination Section will be responsible for the following:

(I). Scheme Implementation & Ministry Co-ordination:

- (i) Act as the Nodal Section for all Schemes, initiatives and directives from the Ministry of Co-operation.
- (ii) Ensure timely implementation, monitoring and reporting for all ongoing schemes
- (iii) Disseminate guidelines and manage state-level rollout and capacity building

(II). NABARD co-ordination:

- (i) Serve as the primary point of liaison for all correspondences, meetings, and co-ordinated action with NABARD
- (ii) Manage project proposals, financial claims and the submission of Utilization Certificates related to the PACS computerization project
- (iii) Resolve technical and administrative bottlenecks in coordination with NABARD's implementation team

(III). Technical Wing (PACS Computerization):

- (i) Oversee the state-wide deployment of the Common National ERP software for the PACS
- (ii) Provide technical guidelines for any state-specific customization of the software, in co-ordination with NABARD and the national vendor
- (iii) Supervise data digitization, migration and integration.
- (iv) Develop and manage a state-level helpdesk and technical support system for all computerized PACS.

(IV). Technical Wing (RCS Office Automation):

- (i) Act as the internal software development team for the Office of the RCS Computerization project.
- (ii) Manage the development and maintenance of the integrated digital portal for the RCS office
- (iii) Ensure all modules (e.g., society registration, audits, elections, legal matters) are developed as per the requirements of the State Co-operative Act.

DUTIES OF THE OFFICERS / STAFF:

Deputy Registrar of Co-operative Societies (TSCS) / Section Head

To lead the Section and liaise with the Ministry of Co-operation, NABARD and internal department activities.

Section In-charge: (CSS Schemes & MOC Co-ordination):

To Co-ordinate the entire work pertaining to CSS Schemes & Ministry of Co-operation in their Correspondences and review meetings.

Scheme Co-ordinator (1 No.):

To Manage the administrative, financial, and reporting aspects of the Ministry's schemes and NABARD correspondences.

IT Support Staff (2 Nos.):

To Manage the helpdesk for PACS and provide internal IT support for RCS portal and creation of presentations on the various schemes.

Data Entry Operator (1 No.):

To provide Data Entry support for the entire Section.