

ANNEXURE -1

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (i) OF THE RIGHT TO INFORMATION ACT, 2005.

(The particulars of the Organization, functions and duties)

Sr. No.	Name of the Organization/Department/Board /Corporation/Institution	Function and duties (in brief)
1.	The Registrar, Cooperative Societies U.T., Chandigarh.	The function of this department to register the cooperative societies under the Punjab Cooperative Societies Act for the welfare of members , the societies and the promotion of economic interest of the societies, their members in accordance with Cooperative Principles.

ANNEXURE -2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (ii) OF THE RIGHT TO INFORMATION ACT, 2005.

(The powers and duties of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office Cooperative Societies

Sr . No.	Name of the post	Powers and duties (in brief)
1.	RCS	The powers under the Punjab Cooperative Societies Act, 1961 and Rules, 1963 are vested with the RCS.
2.	JRCS	The powers of under the Punjab Cooperative Societies Act, 1961 and Rules, 1963 are also vested with the JRCS in entirety.
3.	ARCS	Duties:- The duties of the officer are the promotion of the economic interest of the societies and their members in accordance with the Cooperative principles under the Act.

ANNEXURE -3

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (iii) OF THE RIGHT TO INFORMATION ACT, 2005

(The procedure followed in the decision making process, including channels of supervision and accountability)

Name of the Department/Board/Corporation/Institution/Office Cooperative Societies

Sr. No.	Nature/Type of work	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the post)
1.	To register the Cooperative Societies and to conduct the Audit and Election of their Managing Committee	The societies are registered at the level of ARCS and other corrupt cases are decided at the level of JRCS/RCS	The concerned dealing Assistants/ ARCS	ARCS/JRCS/RCS

ANNEXURE -4

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (iv) OF THE RIGHT TO INFORMATION ACT, 2005

(The norms set for the discharge of its functions)

Name of the department/Board/Corporation/Institution/Office: Coop. Socs., U.T., Chd.

Sr.No.	Item of Work	Norms set by the department (Number of days taken for decision)
1.	To deal with Coop. Socs. Registered under the Punjab Coop. Socs., Act, 1961.	The election, audit and inspection Coop. Socs. are conducting once in a year.

ANNEXURE -5
PUBLICATION OF INFORMATION REGARDIGN ITEMS SPECIFIED IN RULE
4(1)(b) (v)OF THE RIGHT TO INFORMATION ACT, 2005

(The rules, regulations, instructions, manuals and records, held by it or under control or used by employees for discharging functions)

Name of the Department/Board/Corportion/Institution/Office: Coop.Socs., U.T., Chandigarh.

Sr.No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions(Write circular No./date)	Any other Record/ Document
1.	Punjab Cooperative Societies Act, 1961 (Amended upto 1.11.1966)	Punjab Coop.Socs.Rules, 1963	-	-	-

ANNEXURE -6
PUBLICATION OF INFORMATION REGARDIGN ITEMS SPECIFIED IN RULE
4(1)(b) (vi)OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the categories of documents that are held onr under control)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T.,Chandigarh.

Sr.No.	Category of documents
1.	Nil.

ANNEXURE -7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b) (vii) OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of any arrangement that exists for consultation with or representation by
the members of the public in relation to the formulation of policy or implementation
thereof.)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T., Chandigarh.

Sr.No.	Details/type of arrangements made
1.	Nil.

ANNEXURE -8

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b) (viii) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the boards, councils, committees and other bodies).

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T., Chandigarh.

Sr.No.	Name of the board(s)	Name of the council(s)	Name of committee(s)	Name of other bodies(s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are assessible for public (Yes/NO)

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ANNEXURE -9

PUBLICATION OF INFORMATION REGARDIGN ITEMS SPECIFIED IN RULE 4(1)(b) (ix)OF THE RIGHT TO INFORMATION ACT, 2005 (Directory of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T.,Chandigarh.

Sr.No.	Name of the Officer/employee	Designation	Telephone Number(O)
1.	1. R. K. RAO, IAS, Registrar, Cooperative Societies,U.T., Chandigarh.	RCS	2709000
	2. S. K. SETIA, HCS, Joint Registrar, Cooperative Societies,U.T., Chandigarh.	JRCS	2700087
	3.R.K.Prashar, Assistant Registrar,Cooperative Societies,U.T., Chandigarh.	ARCS	2704646

ANNEXURE -10
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b) (x) OF THE RIGHT TO INFORMATION ACT, 2005

(Monthly remuneration received by the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T., Chandigarh.

Sr. No.	Name of the officer/employee	Monthly emoluments (Rupees)
1.	1. Registrar, Cooperative Societies, U.T., Chandigarh.	They are not getting emoluments from this department, but have been delegated the powers in addition to their own duties.
	2. Joint Registrar, Cooperative Societies, U.T., Chandigarh.	-do-
	3. Assistant Registrar, Cooperative Societies, U.T., Chandigarh.	-do-

Note: Monthly emoluments as per the last month's salary bill.

Assistant Registrar,
Cooperative Societies,
U.T., Chandigarh.

ANNEXURE -11
PUBLICATION OF INFORMATION REGARDIGN ITEMS SPECIFIED IN RULE
4(1)(b) (xi)OF THE RIGHT TO INFORMATION ACT, 2005

(Budget allocated to each of its agency, indicating the partifulars of the plans, proposed
expenditues and reports on disbursements made))

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T.,Chandigarh.

(Rs. In lacs)

Sr. No.	Head/Item of the budget	Proposed expenditure durign the year (2005-2006)	Disbursemnt made (2005-2006)
1.	Financial Assistance in the shape of Share Capital	11.00 lacs	-

ANNEXURE -12
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b) (xii) OF THE RIGHT TO INFORMATION ACT, 2005

(The manner of execution of subsidy programmes, including the amounts allocated and
the details of beneficiaries of such programmes)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T., Chandigarh.

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
	Nil	Nil	Nil	Nil

ANNEXURE -13
PUBLICATION OF INFORMATION REGARDIGN ITEMS SPECIFIED IN RULE
4(1)(b) (xiii)OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of receipients of concessions, permits or authorization granted)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T.,Chandigarh.

Sr. No.	Concessions/Permit /Authorization grant	Name of the receipient	Address of the receipient
	-	-	-

ANNEXURE -14
PUBLICATION OF INFORMATION REGARDIGN ITEMS SPECIFIED IN RULE
4(1)(b) (xivOF THE RIGHT TO INFORMATION ACT, 2005

(Details of the information, available , reduced in an electronic form)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T.,Chandigarh.

Sr. No.	Type of information
	-Nil-

ANNEXURE -15
PUBLICATION OF INFORMATION REGARDIGN ITEMS SPECIFIED IN RULE
4(1)(b) (xv)OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of facilties availabel to citizens for obtaining information)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T.,Chandigarh.

Sr. No.	Facilties available	Remarks No. of days in a week/Timings etc.
	-	-

ANNEXURE -16

PUBLICATION OF INFORMATION REGARDIGN ITEMS SPECIFIED IN RULE
4(1)(b) (xvi)OF THE RIGHT TO INFORMATION ACT, 2005

(Names, designations and other particularts of the Public Information Officers)

Name of the Department/Board/Corporation/Institution/Office: Cooperative Societies,
U.T.,Chandigarh.

Sr. No.	Name of the State Publication Information Officer	Designa tion	Teleophon e No. (Office/Re sidence)	Resid- ential Add- ress	Assistant State Publication Information Officer	Telephone Number (Office/ Residence)
1.	Sh. S.K. Setia, HCS LAO-cum- JRCS, U.T., Chandigarh	JRCS, U.T., Chandi- garh	2700087(O) 2791726 (R)	726/7, Chd.	Sh.R.K. Parashar, ARCS, U.T., Chd.	2704646 (O) 2784324 (R) # 3202, Sector- 15D, Chandigarh.