

OFFICE OF THE ASST. REGISTRAR OF COOPERATIVE SOCIETIES
MALKANGIRI CIRCLE: MALKANGIRI. ODISHA

RIGHT TO INFORMATION ACT. 2005 OF MALKANGIRI ASST.
REGISTRAR OF COOPERATIVE SOCIETIES, DIST- MALKANGIRI.

MANUAL-01

PARTICULRS OF ORGANIZATION, FUNCTION AND DUTIES

[section-4(b) (i)]

1. AIMS AND OBJECTIVES OF THE ORGANIZATION.

(A) To bring about socio- economic transparency of the weaker section of the community.

2. MISSION/VISION

To registration of cooperative society under Orissa cooperative society Act.

(b) To provide, Short term/long term and medium term of loan, Marketing of Agricultural and minor forest product, Fertilizer and other agricultural production requisites and distribution of consumer goods etc through cooperative sector.

(c) Maintainance of service matter relating to employees of the organization.

(d) To guide the procedure of cooperative societies Act and rules to the cooperative society under Malkangiri District.

3. BRIEF HISTORY AND BACK GROUND FOR ITS ESTABLISHMENTS

The Asst. Registrar of cooperative societies, Malkangiri circle, Malkangiri was established in the Malkangiri Dist since 13.04.1981 and functioning in the Dist from 03.06.1981. With a motive to render credit facilities to the farmer community of the tribal about their socio economic transparency of the weaker section of the community.

4. ORGANIZATION CHARTS

The following cooperative societies are functioning under the cooperative circle of the office of the Asst. Registrar of C.S, Malkangiri circle, Malkangiri.

1. R.C.M.S
2. L.A.M.P.S
3. Sub-Divisional House Building CS.
4. Employees cooperative societies.

5. Women thrift and credit C.S
6. Employees consumer cooperative store.
7. Multipurpose cooperative society.
8. Ground nut grower and marketing C.S
9. Thrift and credit C.S

5. ALLOCATION OF BUSINESS

To registration of cooperative society under Orissa cooperative society Act and Rules.

6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION

The main objective is to formation of cooperative society and its registration under cooperative society Act & Rules. This A.R.C.S office Malkangiri has seven inspectors of C.S and two S.A.R.C.S and seven nos of cooperative extension officer are its sanctioned strength, out of which there is no S.A.R.C.S, I.C.S in this circle by now. The said posts are lying vacant since 1998, out of seven C.E.O's one C.E.O at Kalimela Block is presently working.

The S.A.R.C.S/I.C.S/C.E.O's are to inspect the cooperative society/Annual verification of stock/monthly cash verification/to attend the board meeting/execution of E.P/dispute hearing and to conduct the election of the cooperative society.

The circle S.A.R.C.S/I.C.S/C.E.O's are to assist the registrar of cooperative societies, Orissa, Bhubaneswar (the head office) on administration business.

The works of dealing assistants are under the direct supervision of head clerk in charge of A.R.C.S office, Malkangiri. This office has also sanctions personal claim like increment, assured career progression/of Ivth grade employees, sanction of leave, service regularization, G.P.F advance, festival advance, G.I.S advance, C.C.R etc.

7. DETAILS OF SERVICES RENDERED

Through a chain system the administration reaches to the citizen and takes every necessary steps for solving & protecting economic transparency of the weaker section of the community and to upliftment of tribal people.

8. CITIZENS INTERACTION

This office has no single widow system to solve the requirement of citizens.

9. POSTAL ADDRESS OF THE MAIN OFFICE/ATTACHED/SOBORDINATE OFFICE FILED UNITS ETC.

- (a) Administrative set up :-
Asst. Registrar of C.S,
Malkangiri circle, Malkangiri.
At: - M.V-2
Po: - D.N.K. post office, Malkangiri
Dist: - Malkangiri
Pin: - 764048

10. MAP OF OFFICE LOCATION

A map of this circle is hanging up in the office room of the A.R.C.S office, Malkangiri.

11. WORKING HOURS BOTH FOR OFFICE AND PUBLIC

10.00 A.M to 01.30 P.M (1.30 P.M to 2.00 P.M) lunch hour.
2.00 P.M to 5.00 P.M (for day office) 7.00 A.M to 1.00 P.M in morning office.

12. PUBLIC INTERACTION, IF ANY.

The public interaction seems to avail the Agricultural loan/supply of fertilizer through the cooperative sector.

12. GRIEVANCE REDRESS MECHANISM

A grievance cell is functioning in the A.R.C.S office, Malkangiri in every Wednesday of the week.

MANUAL-2
(POWER AND DUTIES OF OFFICERS AND EMPLOYEES)
(SECTION-4(I)(b)(ii))

POWERS AND DUTIES OF OFFICERS AND STAFF

S.L.	Designation of post	Powers	Duties Attached.
1.	A.R.C.S	Admn. Financial Statutory	To inspect the Coop.Society/cash verification/ Amendment of bye-law/ Arbitration/hearing of dispute case/ Liquidated of the primary Society/Drawing all type of office bills/Disposals of files/ case records etc.
2.	S.A.R.C.S	Statutory	To inspect the Coop.Society/cash verification/ Arbitration/ hearing of dispute case. Group officer of all Executive Section of office for disposal of files.
3.	C.E.O	Statutory	To inspect the Coop.Society/cash verification Arbitration/ hearing of dispute case. To conduct election of Society.
4.	Head clerk	Statutory	To supervision of all ministerial section of office and the group head. All files are passed through him.
5.	Sr. Clerk	Statutory	All clerical work of office.
6.	Jr. Clerk	Statutory	All clerical work of office.

MANUAL-3

(PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS)

[SECTION-4(I)(b)(iii)]

Procedure followed in decision-making process & the procedure adopted for a flow process as per the chart mentioned below: -

Sl.No	Activity	Level of action	Time frame
1.	Letter received and submitted To A.R.C.S for perusal	Head clerk	Same day
2.	To mark the letter to concerned D.A's.	Head clerk	Same day
3.	To entered in the received register	Jr.Clerk	Same day
4.	Receiving the letter and Making entry in log book	All the D.A's	Same day
5.	Placing before A.R.C.S	All the D.A's	Urgent letter on the same day and other within 3 days as per O.R.M. rules.

MANUAL-4

NORMS SET FOR THE DISCHARGE OF FUNCTIONS.

(SECTION-4(I)(b)(iv)

Norms for discharge of functions: -

All the norms and procedures required to be followed as.

01. As per Orissa cooperative society Act and Rules.

02. Rest of the works are also given equal importance where no such norms are prescribed.

MANUAL-5

(RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS FOR DISCHARGING FUNCTION)

[SECTION-4(I)(b)(v)]

The following rules and manual & records are followed by the office for discharging for function of office.

Sl.No	Name of the Act & Rules for Regulation etc	Brief gist of contents	Reference if any	Price in case priced for publication.
1.	Coop.societies Act 1962 and Rules 1965			
2.	Registrar circulars			
3.	O.T.A. Rules	Related with T.E Claim.		
4.	O.G.F.R	All financial Matter.		
5.	O.T.C	Related to bill matter.		
6.	O.P.R	Related to all pension Claim.		
7.	G.P.F(o)	Related to G.P.F.		
8.	O.S.C.	Related to all service Matter.		
9.	O.R.M.	Related to all maintainance of records.		

MANUAL-6

(A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL.

[SECTION-4(b)(vi)]

The details of documents that are held by the official under their control.

Sl.No	Nature of records	Detail of information Available	unit/sec where Available	Retention period where Available
1.	Dispute case	for settelment of	With concerned	permanent

	Of dispute case	DI	
	Of coop.Institution		
2. E.P. case	for settelment of	With concerned	permanent
	Of dispute case	DI	
	Of coop.Institution		
3. All type of bills	Salary/TA/RCM/OA/FA	A/C section	permanent
4. Files/Register	All files and & register	With concerned	permanent
Relating to office.		D.A's	
5. Service book of	S.B of all employees	Establishment	permanent
Employees of			
ARCS office			

MANUAL-7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

[Section-4(l)(b)(vii)]

Sl.No	Name and address Of the consultation/ bodies	constitution of the committee body	role and price responsibility	in case of print publication
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.....Not applicable.....

MANUAL-8

(A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES
CONSTITUTED.)

[section-4(i)(b)(viii)]

Sl. No	Name and address of the bodies	Maintenance of the body	construction of body	date of construction	where meeting	remarks Open to public
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.....Not applicable.....

MANUAL-9
(DIRECTORY OF OFFICER AND EMPLOYEES)
[SECTION-4(I)(b)(ix)]

Sl.No	Name & Designation	office phone No	E-Mail address
1.	Sri. Kamala Kanta Sabar A.R.C.S	06861-230433	----
2.	Sri. Ganesh Chandra Koya, Head Clerk	06861-230433	----
3.	Sri. Trilochan Pradhan Jr.Clerk	06861-230433	----
4.	Sri. Suresh Chandra Patra Jr.Clerk	06861-230433	----

MANUAL-10
(THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN
THE REGULATIONS.)

[SECTION-4(I)(b)(x)]

The monthly remuneration & compensation of the office and employees of
A.R.C.S, office, Malkangiri.

Sl.No	Name and designation Of the employee	pay scale	monthly remuneration
1.	Sri. Kamala Kanta Sabar, ARCS	Rs. 9300-34800+GP	Rs. 4600/-
2.	Sri. Ganesh Chandra Koya, HC	Rs. 9300-34800+GP	Rs. 4200/-
3.	Sri. Sudarsan Naik, I.C.S	Rs. 9300-34800+GP	Rs. 4200/-
4.	Sri. Trilochan Pradhan, Jr.Clerk	Rs. 5200-20200+GP	Rs. 2000/-
5.	Sri. Suresh Chandra Patra, Jr.Clerk	Rs. 5200-20200+GP	Rs. 1900/-
6.	Sri. Narasingha Nath Mohanty, Peon	Rs. 4440-14680+GP	Rs. 1400/-
7.	Sri. Sridhar Angulia, Peon	Rs. 4400-14680+GP	Rs. 1400/-
8.	Sri. Pitabash Nayak, Peon	Rs. 4400-14680+GP	Rs. 1300/-
9.	Sri. Prahallad Sahu, Peon	Rs. 4400-14680+GP	Rs. 1300/-
10.	Smt. Pravhti Mandra, Peon	Rs. 4400-14680+GP	Rs. 1300/-
11.	Smt. Saraswati Challan, Peon	Rs. 4400-14680+GP	Rs. 1300/-
12.	Sri. Budra Mandra, Peon	Rs. 2550-55-2660-60-3200/-	

MANUAL-11
(THE BUDGET ALLOCATED TO EACH AGENCY)
[SECTION-4(1)(b)(xi)]

Non-Plan Budget.

Mahor Head	Activities To be performed	Sanctioned Budget	Budget estimate	Revised estimate for the last year	Expenditure for the last year
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The Budget allocated to each Agency: - for the year 2009-2010

1. Pay + G.P	16,63,000/-	18,65,326/-	16,63,000/-	15,82,435/-
2. Arrear pay	4,51,000/-	5,87,097/-	4,51,000/-	2,99,614/-
3. D.A	7,03,400/-	6,67,776/-	7,03,400/-	6,93,544/-
4. H.R.A	49,700/-	58,956/-	49,700/-	42,935/-
5. O.A	840/-	840/-	840/-	840/-
6. T.E	20,000/-	33,325/-	20,000/-	13,858/-
7. O.C	9,000/-	26,713/-	9,000/-	9,000/-
8. E.C	7,000/-	----	7,000/-	7,000/-
9. T.C	2,000/-	5,227/-	2,000/-	2,000/-
10. R.C.M	9,000/-	13,000/-	9,000/-	9,000/-
11. M.V	----	49,000/-	----	-----
12. F.A	11,200/-	40,000/-	11,200/-	11,200/-

PLAN BUDGET

Name of the Plan Scheme	Activities to be under-taken	Date of commencement	expected date for completion	amount sanctioned	Amount Disbursed/spent
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.....Not applicable.....

MANUAL-12
(THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME)
[SECTION-4(b)(xii)]

The manner of execution of subsidy programmes under section-4(b)(xii): - Not applicable.

MANUAL-13

(PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORIZATIONS GRANTED)

[SECTION-4(1)(b)(xiii)]

Particulars of recipients of concession, permits or authorizations granted under section-4(1)(b)(xiii) : - Not Applicable.

MANUAL-14

(INFORMATION AVAILABLE IN AN ELECTRONIC FORM)

[SECTION-4(1)(b)(xiv)]

Information available in an electronic form under section-4(1)(b)(xiv): - Not Applicable.

MANUAL-15

(PARTICULARS OF FACILITIES AVAILABLE OF CITIZENS FOR OBTAINING INFORMATION)

[SECTION-4(1)(b)(xv)]

Particulars of facilities available of citizens for obtaining information UNDER SECTION-4(1)(b)(xv) : - Not Applicable

MANUAL-16

(NAME AND DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS)

[SECTION-4(1)(b)(xvi)]

List of public information officer.

Sl.No	Designation of the Officer designated As PIO	postal address	Telephone No	E.Mail address	Demarcation of area/Activities if more than one PIO
.....	HEAD CLERK	At: - M.V-2	06861-230433	-----	-----
.....		Po: - DNK post office.			
.....		Dist.Malkangiri			
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List of assistant public information officer.

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Sl.No	Designation of the Officer designated As APIO	postal address	Telephone No	E.Mail address
	Jr. Clerk.	At: - M.V-2 Po: - DNK post office. Dist. Malkangiri	06861-230433	-----

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FIRST APPELLATE AUTHORITY WITHIN THE DEPARTMENT

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Sl.No	Designation of the Officer designated As first appellate authority	postal address	Telephone No	E.Mail address	Demarcation of area/activities if more than one appellate authority is there
1.	Asst. Registrar of C.S,	At: - M.V-2 Po: - D.N.K post office Dist. Malkangiri	06861-230443		

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MANUAL-17

(OTHER INFORMATION AS MAY BE PRESCRIBED)

[SECTION-4(1)(b)(xvii)]

Other useful information as may be prescribed under section-4(1)(xvii) : - Not Applicable.

Asst.Registrar of C.S,
Malkangiri.

