



COOPERATIVE DEPARTMENT

HANDBOOK OF INFORMATION UNDER SECTIONS 4(1)a (1)b & 4(2) OF THE RIGHT TO INFORMATION ACT, 2005

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COOPERATIVE DEPARTMENT

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THE INFORMATION HANDBOOK UNDER SECTIONS 4(1)a.&b.and 4(2) OF THE RIGHT TO INFORMATION ACT, 2005

Background of the Hand Book:-

This Hand book has been prepared to meet the requirements of voluntary disclosure by Government Departments/Institutions under Section 4(1) (a)&(b)and 4(2) of the RTI Act, 2005 in order to enable the citizens to have easy access to the information as mandated in the Act.

Objective/purpose of the Hand Book:-

The focus of the Hand Book is to familiarize citizens with various activities of the Cooperative Department and facilitate easy access to all the information required to be published under Section 4(1) (b)of the RTI Act. This handbook is expected to enhance and strengthen interaction between the Cooperative Department and information seeking citizens to fulfill the goals of transparency and accountability enshrined in the RTI Act, 2005.

Intended users of the Hand Book:-

Citizens of India in general and personnel involved in the Govt. Administration in particular.

Information of the Organization in the Hand Book:-

1. This Hand Book provides an overall view of the Cooperative Department, its functions, the composition, duties and responsibilities, organizational structure etc.
2. In this handbook, the details of each section of the Cooperative Department are provided under various heads as required under Section 4(1) (b) of the Act.

Objectives/purpose of the Public Authority:-

1. Registration of Cooperative Societies/Cooperatives.
2. Registration of amendments to the Bye-laws of Cooperative Societies
3. Ensure timely conduct of Election to the Managing Committee in Cooperative Societies by the incumbent managements;
4. Ensure proper investment of funds by Cooperative Societies as per Act and Rules;

5. Conduct audit, order inspection, enquiry and also initiating surcharge proceedings against negligent functionaries of cooperative societies;
6. Settlement of disputes of Cooperative Societies through the process of arbitration
7. To function as an appellate Court in respect of orders passed by lower arbitration courts;
8. Enforcement/execution of Orders, Awards and Decrees of subordinate Arbitration Courts;
9. Order winding up and cancellation of registration of defunct/ non-functional Cooperative societies.
10. Advise for creation of Cooperative Education Fund for training, education, and publicity programmes for the development of Cooperative Movement.
11. To take steps for framing/amending Cooperative Societies Act/Rules, from time to time, as per requirement
12. To frame, implement execute and monitor various schemes approved by the Central /State Govts, including financial assistance to various sectors of Cooperatives

Mission and Vision Statement of the Public Authority:-

Vision

Cooperative is an organization to promote the Cooperative Movement, aspires to facilitate the Voluntary formation and democratic functioning of Cooperatives/ Societies based on self reliance and mutual aid for overall economic betterment and financial autonomy.

Mission

Cooperative is a business model and enterprise which is committed to apply the knowledge and resource acquired over year of its functioning to ensure the following:-

1. To satisfactorily meet the requirement of consumer, farmers, entrepreneurs,
2. To maintain transparency and focus on consumer satisfaction.
3. To continuously strive to achieve higher standards of performance.
4. To enable growth of all the Cooperative Societies/ Cooperative through dissemination of best practices, professionalism and use of technology.
5. To achieve higher growth better market penetration keeping the best interests of consumers in mind.

Public Authority, its Functioning and Constituents:-

The Cooperative Movement offers opportunities to the educated youth to form their Cooperatives in newer gainful commercial areas, so that they can earn their livelihood in an institutionalized way and that too gracefully.

In pursuit to the above, the Cooperative Department has been engaged in registration of Cooperative Societies/Cooperatives in different economic areas like, agriculture, dairy.

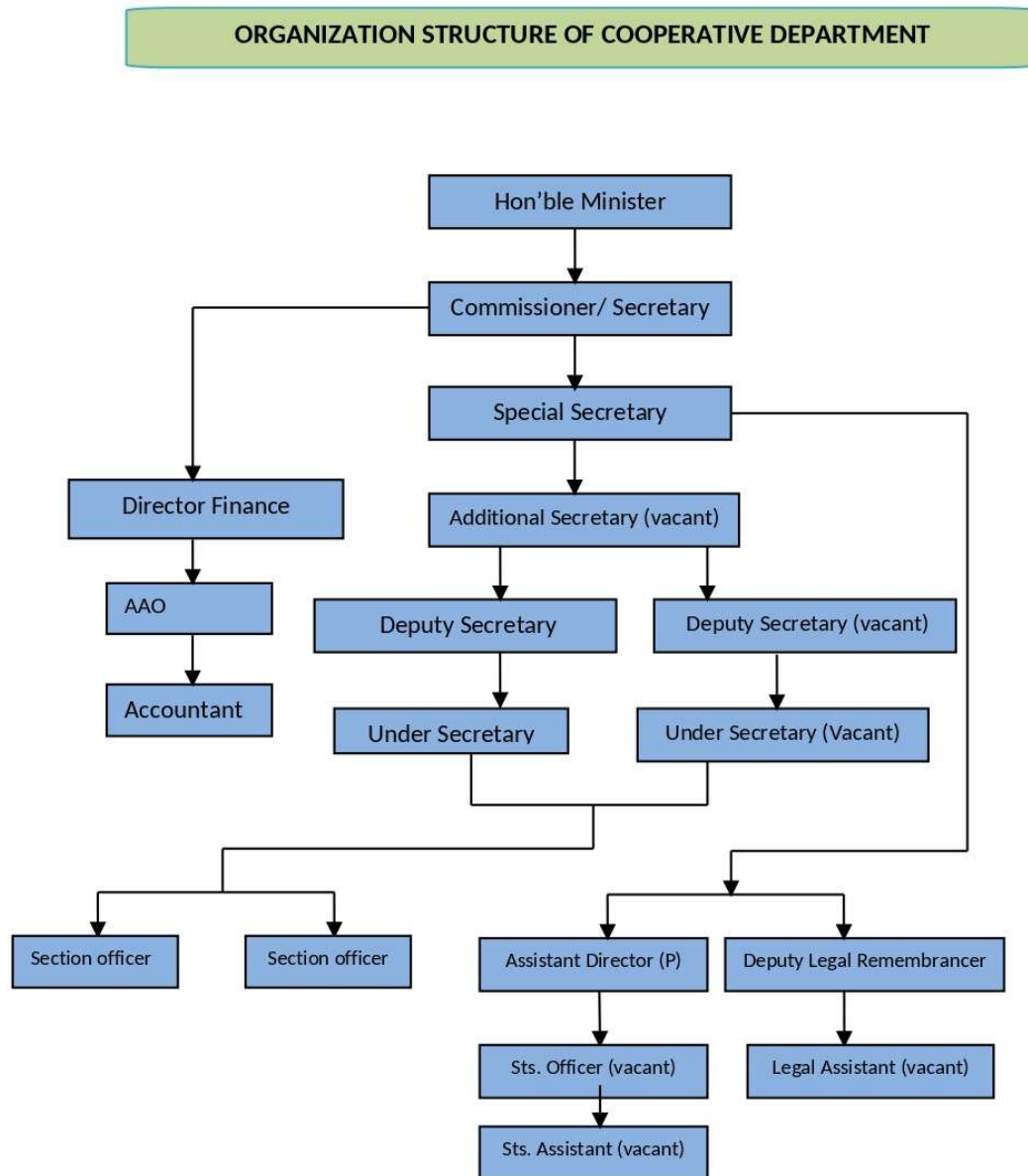
Poultry, housing, floriculture, medical, educational, consumer business, banking, micro credit, women empowerment, transport, vegetable growers Coop., Labour etc.

Accordingly, Cooperative Institutions have been registered under either The Jammu and Kashmir Cooperative Societies, Act of 1989 or The Jammu and Kashmir Self Reliant Cooperatives Act of 1999 as both the Acts are concurrently in force in the UT.

Arrangements made for seeking Public Participation/ Suggestions:

1. The objections /complaints/petitions can be addressed to the Administrative Secretary, Cooperative Department and redressal of grievances is carried out expeditiously and as per timelines prescribed by the Government in this regard.
2. The Department regularly puts up relevant information on its website <http://jkcooperatives.nic.in> for the information of the citizens.

Organizational structure at different levels:-



ADDRESSES OF THE MAIN OFFICE(s):-

1. **Jammu Office**
Cooperative Department,
CIVILSECRETARIAT, JAMMU180001
2. **Srinagar Office:-**
Cooperative Department,
CIVILSECRETARIAT, SRINAGAR190001

Working hours of the office:-

Working Hours: From 09.30 AM to 5.30 PM (Except Holidays i.e. Saturday & Sunday)

OFFICERS AND CONTACT No(s):

S.No.	Name and Designation	Contact No.
1.	Smt. Babila Rakwal Commissioner/Secretary	9419180380
2.	Smt. Purnima Mittal Special Secretary	9419052342
3.	Smt. Sukhwant Kour Director, Finance	9419210330
4.	Ms. Tahira Tabasum Deputy Secretary	7006474848
5.	Sh. Mohd. Shakeel Assistant Director (P)	9419429283
6.	Smt. Anju Raina Under Secretary	9622645965
7.	Sh. Sanjay Kumar Koul Under Secretary	7006613738
8.	Ms. Nadiya Gul Associate Law Officer	-
9.	Sh. Prem Kumar Private Secretary	9419156534

MINISTERIAL STAFF DETAILS IN CIVIL SECRETARIAT

S.No.	Name	Designation
1.	Rifat Yasmeen	Section Officer
2.	Aijaz Bashir	Head Assistant
3.	Maninder Pal Singh	Head Assistant
4.	Ishfaq	Head Assistant
5.	Rakesh Kumar	Accountant
6.	Ms. Tabish	Jr. Stenographer
7.	Tasveer Ahmad Shah	Jr. Stenographer
8.	Kaka Ji Bhat	Junior Assistant
9.	Tariq Ahmed	Junior Assistant
10.	Majid Ahad	Junior Assistant
11.	Akash Sharma	Junior Assistant
12.	Firdousa Bano	Daftari
13.	Rahil Sharma	Orderly

Note 1: The officer of the rank of Under Secretary and above and the Non-Gazetted staff is provided by the General Administration Department and the strength varies from time to time.

Note2: The Accounts, Planning and Legal personnel are provided by the Finance Department, Planning Department and Department of Law, Justice & Parliamentary Affairs respectively.

THE DEPARTMENT SPECIFIC RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD AND USED BY THE DEPARTMENT FOR DISCHARGING IT'S FUNCTIONS

An indicative list of Rules applied in the discharge of various functions by the Department is as under:-

1. The Jammu and Kashmir Cooperative (Gazetted) Services Recruitment Rules, 1976 notified vide SRO-591 dated 7th October 1977 read with Government Order No. 11-Coop of 1992 dated 25.03.1992.
2. The Jammu and Kashmir Cooperative (Subordinate) Service Recruitment Rules, 1983 amended vide SRO-300 of 2010 Dated 11.08.2010.

Statement of other records, documents, schemes and arrangements of the Department

The documents held by the Department:-

All relevant Government Orders, Notifications, Standing Orders and similar instruments issued by the Department itself or by other Govt. Departments relating to service matters and conditions of service regulation, delegation of powers, financial management, grievances redressal and any other aspect of functioning of the Govt. in general and the Cooperative Department in particular.

Details in respect of the information, available to or held reduced in an electronic form

All relevant information is hosted on the website of the Cooperative Department <http://jkcooperatives.nic.in>. Besides, the field formations of the Cooperative Department viz. Registrar Cooperative Societies, J&K have its independent website.

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

No library facility particularly of the Cooperative Department is available for the general public. However, the J&K Civil Secretariat has a library for the use of its own employees. Besides important books, it contains all relevant books on Government Rules, Regulations etc. required by the employees in discharge of their functions. The General information of the Department is hosted on the website <http://jkcooperatives.nic.in> for the benefit of the citizens.

The particulars of any arrangement that exists for consultation with or representation by the general public in relation to the formulation of its policies or implementation thereof

No consultation with the general public is required by the Department in its policy formulation, except seeking objections/suggestions of its employees while updating their seniorities from time to time. Besides, in discharge of its duties, consultations with the General Administration Department, the Finance Department, the Department of Law and Parliamentary Affairs and other stakeholder Departments of the UT Government are held.

RTI related information of the Names, Designations and other particulars of the CPIO and FAA of the Cooperative Department.

S.No.	Name and designation	Contact	Designation under RTI Act	E-mail
1.	Smt. Purnima Mittal Special Secretary to the Government	9419052342	First Appellate Authority (FAA)	jkcooperative@gmail.com
2.	Smt. Anju Raina Under Secretary to the Government	9622645965	Central Public Information Officer (CPOI)	

DIFFERENT SECTIONS OF THE COOPERATIVE DEPARTMENT

In order to conduct the business of the Department, the work is distributed amongst various Sections. The details is as under:

1. ESTABLISHMENT/ADMINISTRATION SECTION

This section looks after the cadre management under the Jammu and Kashmir Cooperative (Gazetted) Services Recruitment Rules and also deals with all general matters of the Department including Office Administration.

2. ACCOUNTS SECTION

This section is headed by Director Finance and is responsible for looking after all financial and Developmental matters and activities of the Department. The Accounts section, in consultation with all the field formations and the Head of Department formulates annual Revenue and capital Budget of the Department and is responsible to monitor the expenditure in accordance with the approved annual budget and the instructions of the Finance Department issued from time to time.

This section also manages the purchase of daily use items by the Administrative Department in terms of the General Financial Rules, 2017 and the instructions/guidelines issued by the Finance Department from time to time.

3. Legal Section

This section is headed by a Law Officer who looks after and coordinates with the field formations and the Legal Counsels/Govt. Advocates appointed for the Department by the Law department with regard to all legal matters and ongoing Court Cases in different courts of law. Whenever required, this section solicits legal opinion from the Department of Law, Justice and Parliamentary Affairs and from the Advocate General, J&K with regard to adopting appropriate course of action in different legal matters/Court Cases.

4. PLANNING SECTION

The Planning section helps in developing and executing strategies for the advancement of the cooperative movement. This includes formulating long-term plans, conducting research and analysis, and ensuring the effective implementation of various schemes and programs.

5. BANKING & FINANCE

The Banking & Finance section within a Cooperative Department helps in managing the financial operations and activities of cooperative banks. This section is responsible for ensuring the financial stability and growth of these institutions, promoting financial inclusion, and supporting local economic development like its **Supervision and Regulation, Financial Reporting and Risk Management.**

6. Societies Section

The Societies section within a Cooperative Department, headed by the Registrar Cooperative Societies, is responsible for the oversight and regulation of cooperative societies. This involves registration, post-registration supervision, audits, and enforcement of compliance with the Cooperative Societies Acts. They also play a crucial role in dispute resolution and ensuring the smooth functioning of cooperative institutions

The Procedure followed in the decision making process, including channels of processing of files/references for appropriate decisions by the authorities

Level	Action/Process involved
Junior/Senior Assistant	On the receipt of any reference, request or proposal from any quarter, either the new file is created with appropriate subject name or the reference is processed on the existing file on the subject at this level. This level is responsible for scanning of all communications/references to be made part of the concerned e-file and to move the same to the next level in hierarchy.
Head Assistant	Scrutinizes the proposal with all relevant facts and relevant rules. Thereafter, the file is put up to the concerned Section Officer suggesting course of action to be adopted.
Section Officer	The concerned Section Officer further scrutinizes the proposal in light of the relevant facts and rules, and further transfers the proposal to the Under Secretary/Deputy Secretary for seeking approval. It may also be proposed to seek opinion of Accounts section or Legal Section, if the case so demands.
Under/Deputy Secretary	At this level the suitability of the proposal is assessed which if found appropriate is put up to the next authority in hierarchy or otherwise appropriate course of action is suggested in the light of the applicable provisions for approval where it is necessary to seek such approval from the competent authority. In cases, where no major policy decision is involved, Under Secretary/Deputy Secretary in consultation with the next higher authority may issue necessary instructions to the concerned quarters.
Additional/ Special Secy.	The case/file is further reviewed at this level and may be sent back for improvement or with the recording of the final recommendation/proposed course of action it is submitted to be considered for approval by the competent authority. In case, need is felt to seek opinion of the Legal Section/SLO or the Account Section/Director Finance, the required opinion may be sought at this level before putting up the file to the Administrative Secretary in light of the such expert opinion of the Legal or Accounts Section.
Administrative Secretary	The Administrative Secretary may either accept the recommendation/proposed course of action Or may advise alternative action. He/she may approve the proposals at his level which are within his competence as per the delegation of powers. In all other cases, the proposals are put up before the In-charge Minister for approval. Further, in the case of coordination matters, the proposal with the prior approval of the Minister in-charge are put up through Chief Secretary to the Hon'ble Chief Minister/Hon'ble Lieutenant Governor for approval. Similarly, the cases which require Cabinet/Administrative Council's

	approval, are sent to the GAD (Cabinet Section) as per prescribed format in the shape of a Cabinet Memo with the prior approval of the Minister In-charge for approval of the Cabinet/ Administrative Council as the case may be.
Minister In-charge	He may either approve the proposal submitted before him or may pass any specific Directions in this regard.

File processing procedure/channel in the Accounts Section

The files pertaining to the Accounts Section of the department are initiated at the level of Accounts Assistant/Accountant and further moved through Assistant Accounts Officer to the Director Finance. The Director Finance may either seek comments of any other section or may directly the file to the Administrative Secretary with his proposal for approval. In case, the Administrative Secretary is competent as per delegation of powers, he may approve the proposal or pass necessary instructions. Alternatively, when the powers lie with Minister In-charge or with the Finance Department, the file is put up further at appropriate level for seeking approval.

File processing procedure/channel in the Legal Section

The files originating from the Legal Section are initiated by the Law Officer and are put up through the Additional/Special Secretary directly to the Administrative Secretary for approval.

INFORMATION CELL/ RTI SECTION.

The functions of this section include receiving of the RTI applications and forwarding them to the concerned sections, agencies, departments either for collation of the desired information by the applicant before providing the same or transferring of the RTI application to the concerned authority/agency under Section 6 of the RTI Act which holds the relevant information with the advice to the concerned authority/agencies to directly share the desired information with the applicant.

This section is also responsible to monitor the compliance of RTI Act and Rules and also prepares the Annual Reports as prescribed under the RTI Act and rules for submission to the CIC.

Section Officer	To receive the applications for information or appeals under the Act for forwarding the same to the designated CPIO for necessary action.
Under Secretary/ CPIO	As far as possible, the cases received from the CPIO shall be examined within a period of one week and take further necessary action as may be required at his own level. The CPIO of the department shall dispose of all the applications received within the time prescribed in the RTI Act of 2005. He/she shall place the appeals before the First Appellate Authority(FAA) immediately on the relevant file for orders of the FAA. Preparations of the returns and their submission to the Central Information Commission in the manner and in accordance With the time frame as laid down in the Act.
Special Secretary/ First Appellate Authority (FAA)	Dispose of the 1 st appeals within the prescribed time frame by issuing necessary speaking orders with copies endorsed to all relevant quarters.

Personal Section of Administrative Secretary

The powers and duties of the officers/officials in the personal section of the Administrative Secretary

Private Secretary to the Administrative Secretary	Incharge of the work of diarizing engagements and file movement in the section. Receipt of Dak and its distribution to the concerned sections/officers after marking by the Administrative Secretary for further necessary action. To attend any other assignment as per the instructions of the Administrative Secretary.
PA	To assist the Private Secretary in maintenance of records in the personal section and perform such duties as may be assigned to him by the Private Secretary. Taking dictation from the Administrative Secretary and transcription work on the Computer.
Jamadar/orderlies	To keep the office neat and tidy. To deliver the files to the Administrative Secretary other Sections and to carry out the works that are assigned to them.