

Right to Information Act 2005

Secretariat – Co-operation Department

Disclosure of information under section 4(1) (b) of the Act

The organizational and functional details of Secretariat is generally applicable to Co-operation Dept also. The Co-operation Dept is functioning under the control of Secretary to Govt. Co-operation Dept and he is in charge of the following sections of Co-operation Dept dealing with the subjects mentioned below:

Co-operation (A) Dept

Deals with the matters relating to establishment of Gazetted and Non-gazetted staff of Co-operation Dept, Budget and connected papers, delegation of powers to the Registrar of Co-operative Societies and sub officers, Departmental Committee meetings, Special Rules, establishment papers of Kerala State Co-operative Mar. Federation and Kerala State Co-op Housing Federation, Creation and continuance of posts under Rule 156 Part I K.S.R. on Co-operation Dept, Kerala State Co-op: Hospital Federation, Establishment papers on Kerala State Co-op: Tribunal, Rubber Marketing Federation and Consumer Federation, papers relating to RUBCO, Neethi Medical schemes and Tourism Co-operatives etc..

Co-operation (B) Dept

Deals with papers relating to Kerala Co-operative Societies Act and Rules, Amendments, KSC Agri: Dev: Bank Act and Rules and Amendments, Agri: Rural Dev: Bank, Co-op: Employees Pension Board, Agri: Rural Dev: Relief Scheme, KSC Bank and Dist: Co-op Banks, Kisan Credit Schemes, Deposit Mobilisation, Managements of NRE Accounts, Kalpathy Rethosav, Part time contingent Staff, Central Banks Conference, deposit with Government Treasuries, Establishment of Co-op: Insurance Society & Professional Colleges under Co-op: sector, Plan schemes of Co-op: Dept, 20 point program, CAPE etc..

Co-operation (C) Department

Deals with papers relating to appeals/revision petitions filed under Kerala Co-op: Societies Act and Rules, Farmers Co-op: Societies, Farming co-operative societies, Urban co-operative societies, Co-op training institutions, Self Help Group Schemes, Neethi Stores, Pay revision of employees of PCS and Urban Banks and papers relating to Labour Contract societies and Transport Co-op: Societies etc...

Co-operation (Parliament) Department

Follow up action on LA Interpellation, K.L.A., Assurances, papers relating to all Legislative Committees, collection, distribution and follow up of all assembly questions and submission of the answers, follow up action on papers relating to IR, draft Paras, Audit Paras, PAC recommendation etc.,

All papers relating to NCDC assisted schemes, ICDP Schemes, Issue of Debentures by the Kerala State co-operative Agriculture Development Bank etc.,

The Powers and Duties of Officers and employees of Co-operation Department

The powers and duties, as assigned to the officers and employees of Secretariat are applicable to the officers and employees of Co-operation Department.

Procedure followed in the decision making process

The cases are generally processed at the section level and the files are submitted to Under Secretary/Additional Secretary/Secretary/Minister as per the nature/requirement of the case. The cases shall be disposed of at the appropriate level based on the provisions contained in the Rules of Business/Secretariat Instructions and Kerala Secretariat Office Manual.

Norms set by Co-operation Department for the discharge of its functions

Decision taking officers shall ensure that proper priorities are given in respect of each case coming within their jurisdiction and necessary measures will be taken to check delay and arrears. Necessary provisions have been incorporated in the office Manual for the speedy disposal of cases and instructions are being issued from time to time for the discharge of the functions of the Department effectively.

Rules, Regulations, Instructions, Manuals held by the department for discharge of its functions

The department discharges its functions in accordance with the instructions contained in Kerala Secretariat Office Manual, Secretariat Instructions, rules of Business and other Rules and Regulations issued by the Government from time to time.

Statement of Categories of documents that are held by the Department

The documents held by the Co-operation Department include the relevant files on the subjects dealt by the Department.

