

RIGHT TO INFORMATION ACT 2005

Hand Book on the activities of the office of the Regional Administrator, Mahe

CHAPTER - I

- 1.1 The Office of the Administrator started functioning in Mahe region right from the de-jure-transfer of the French Government on 16.07.1954. This region is situated 675 kms away from the capital of the Union Territory of Pondicherry which necessitate to post a representative of the Administrator of Union Territory of Pondicherry- the Lt. Governor. The post of administrator, Mahe has been named after as Regional Executive Officer on 07.02.94 and again as Regional Administrator on 11.04.2002. The Regional ADMINISTRATOR is the Regional Head supervising/co-ordinating all the activities of the Pondicherry Government being implemented through various Departments/agencies.
- 1.2 Objective/purpose of this hand book

This hand – book is published for information about the activities that are undertaken by this office.
- 1.3 Who are the intended users of this hand-book

General public
- 1.4 Organization of the information of this hand-book

Office of the Regional Administrator, Mahe
- 1.5 Definitions (Please provide definition of various terms used in this hand-book)

Nil
- 1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

The Superintendent Gr.I/ Assistant Information officer, Office of the Regional Administrator, Mahe.
- 1.7 Procedure and fee structure for getting information not available n the hand book

(This has to be initiated by Confidential & Cabinet Department)

CHAPTER-2 (Manual-I)

Particulars of organization, function and duties

21. Objective/purpose of public Authority:

Regional Administrator is the Representative of the Government under the Department of Confidential & Cabinet, Chief Secretariat, Pondicherry. The Purpose of this office is to co-ordinate and supervise all the activities of the Departments/Organizations situated in Mahe region Union Territory of Pondicherry Government implemented by all the Government Departments/Agencies.

22. Mission/Vision statement of the public authority.
(As above) Regional Head.

2.3 Brief History of the Public Authority and context of its formation.
(Same as 1.1)

2.4 Duties of the Public Authority

Supervising/overseeing the functions/activities of all other Government Departments/organizations/institutions situated in the region.

Recommending for grant of visa for foreign nationals.

Redressal of grievances of public on the matters relating to all other government departments/institutions.

Conduct of government functions

Celebration of Republic Day/Independence Day/Gandhi Jayanthi etc.

Entertaining State Guests

Identifying and authenticating the signature of the commissioner of Mahe Municipal Council in the certificate issued by him.

Issue of expenditure sanction up to RS.2 lakhs on petty works under Plan and Non-plan schemes.

Head of office for the following sub offices of the Departments situated at Mahe

- i) Labour Department
- ii) Civil Supplies & Consumer Affairs Department
- iii) Transport Department
- iv) Tourism Department
- v) Port Department
- vi) Information & Publicity Department
- vii) Election Department
- viii) Legal Metrology Department
- ix) Social Welfare Department
- x) Economics & Statistics Department
- xi) Government Press
- xii) District Industries Centre

Conduct of competitive examinations/Departmental tests.

2.5 Main activities/function of the Public Authority.

Overall control and supervision of all the /Government Departments situated in the region, supervising and monitoring of Plan/Non-plan schemes and developmental activities, co-ordinating in conducting of government functions with various Government Departments, entertaining State Guests etc.

2.6. List of services being provided by the public authority with a brief write up on them

Redressal of grievances of the public relating to various matters dealt with by all the departments situated in Mahe region.

2.6 Organizational structure Diagram at various levels namely state, directorate, region district, block etc.

2.7 Head of Mahe region, representative of Government under cabinet department, chief Secretariat, Pondicherry.

Organizational chart :

Chief Secretary to Government of PondicherryConfidential & Cabinet Deptt.

↓
Regional Administrator, Mahe

↓
Supdt. Gr.I/DDO
Supdt. Gr.II
Ministerial staff
Drivers & Group D staff

↓
PA to Regional Administrator
(Confidential matters)

↓
Establishment/General correspondence/Accounts

2.8 Expectation of the public Authority from the public for enhancing its effectiveness and efficiency

Redressal of the public complaints/suggestions of various nature

2.9 Arrangements and methods made for seeking public participation/ contributions

No public participation is sought for.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution

Public grievance section is functioning. Remedial measures are taken for redressal of public grievances on the function of the Government Departments/ Institutions

2.10 Address of the main office and other offices at different levels (Please categorized the addresses district wise for facilitating the understanding by the users)

Office of the Regional Administrator, Government House, Mahe

| | | | |
|------|-----------------------------|-------|---|
| 2.12 | Morning Hours of the office | . . . | 8.45 a.m. to 1.00 p.m. |
| | Closing hours of the office | . . . | 2.00 p.m. to 5.45 p.m. From Monday to Friday |

CHAPTER-3 (Manual-2)

Power and duties of Officers and Employees

3.1 Details of the powers and duties of officers and employees of the organization

| | | |
|---|---|--|
| Regional Administrator | : | Head of Department |
| Powers | : | Heads of Department, Head of the region |
| Financial | : | As per delegation of Financial powers |
| Others | : | Overall control and supervision of the functions of all the government Departments, Educational Institutions in Mahe region |
| Drawing & Disbursing Office (Superintendent Gr.I) | : | Drawing & Disbursing officer. Supervising the staff in day-to-day dealing of Accounts, Establishments & general communication. |
| Superintendent Gr.II | : | Watching punctuality in Attendance, Maintenance of office, Guest House, Vehicles. Entertaining State Guests. Overseeing the office works on Ministerial staff. |

CHAPTER- 4 (Manual-3)

Rules, Regulations, Instructions, Manual and Records for discharging functions.

4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions s as per the following format. This format has to be filled for each type of documents.

| | | | |
|---|--|---------------------|-----|
| Name /title of The document | Nil | The no. of document | Nil |
| The document | No separate Act or Rule is made by the Deptt. Financial Accounts & Estt. Rules Of Govt. made applicable To the U.T.Govt. is Followed. Choose one of the types given below: (Rules, Regulations, instructions, manual, records, others) | | |
| Brief write- up On the document | Does not arise | | |
| From where on can get a copy of Rules, regulations, instructions, manual and records | Address: Tel.No. Fax e.mail Others | Does not arise | |
| Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any) | Does not arise | | |

CHAPTER-5 (Manual-4)

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

Formulation of Policy:

- 5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

| Sl.No. | Subject/topic | Is it mandatory to ensure public participation (Yes/No) | Arrangements for seeking public participation |
|--------|----------------|--|---|
| Nil | Does not arise | Does not arise | Policies are being made at Government level. |

IMPLEMENTAITON OF POLICY

- 5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

| S.No. | Subject/Topic | Is it mandatory to ensure public participation (Yes/No) | Arrangements for seeking public participation |
|-------|---------------|--|---|
| Nil | | | Does not arise |

CHAPTER- 6 (Manual- 5)

A statement of the categories of documents that are held by it or under its control

| Sl.No. | Category of the document | Name of the document and its introduction in one line | Procedure to obtain the document | Held by/under control of |
|---------------|--------------------------|---|----------------------------------|--------------------------|
| -----NIL----- | | | | |

CHAPTER- 7 (Manual-6)

A statement of Boars, Council, Committee and other Bodies Constituted as its part

Not applicable

CHAPTER- 8 (Manual-7)

The names, designations and other particulars of the Public Information Officers

- 8.1 Please provide contact information about the public information officer, Assistant Public Information Officer and Departmental Appellate Authority of the Public Authority in the following format.

Name of the public Authority Office of the Regional Administrator, Mahe

Assistant Public Information Officer

| Sl. No. | Name | Designation | STD | Phone No. | | Fax | e.mail | Address |
|---------|----------|----------------------|------|-----------|-------|---------|--------|----------------------|
| | | | | Office | Resi. | | | |
| 1 | Ramesh.C | Supdt.Gr.I/ D.D.O | 0490 | 2332222 | | 2332960 | | O/o the R.A.,Mahe |

Public Information Officer

| Sl. No. | Name | Designation | STD | Phone No | | Fax | e.mail | Address |
|---------|---------------------------|------------------------------------|------|----------|---------|---------|--|------------------------|
| | | | | Office | Res. | | | |
| 1. | Krishna Kumar Singh | Regional Administrator, Mahe | 0490 | 2332222 | 2332720 | 2332960 | Ra.mahe@nic.in | Gov. House, Mahe |

Department Appellate Authority

| Sl. No. | Name | Designation | STD | Phone No. | | Fax | e.mail | Address |
|---------|-----------------------|--------------------------------|------|-----------|---------|---------|--------|--------------------------------------|
| | | | | Office | Res | | | |
| 1 | C..S.Khairwal, IAS | Chief Secretary to Govt. | 0413 | 2334145 | 2271097 | 2337575 | | Chief Secretariat, Pondicherry |

CHAPTER-9 (Manual –8)

Procedure followed in decision making process

- 9.1 What is the procedure followed to take a decision for various matters?
(A reference to Secretariat Manual and Rule of Business Manual and other rules/regulations etc can be made)

Decision making is strictly in accordance with the Rules and regulations that are applicable to a Government Department.

- 9.2 What are the documented procedures/laid down procedures/Defined criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Decision on important matters is made by the Lt. Governor on submission of the same through Chief Secretary to Government/Minister concerned.

- 9.3 What are the arrangements to communicate the decision to the public?

Through press/Notice Board etc.

- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Chief Secretary to government through Under Secretary to Government, Confidential & Cabinet Department.

- 9.5 Who is the final authority that vets the decision?

The Lt. Governor of Pondicherry.

- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

| | |
|--|--|
| Sl.No | |
| Subject on which the decision is to be taken | Decision making is at the government level. The Regional Administrator is the implementing Authority |
| Guidance/Direction, if any | |
| Process of Execution | |
| Designation of the officers involved in decision making Contact information of above mentioned officers If not satisfied by the decision, where and how to appeal. | |

CHAPTER- 10 (Manual- 8)

Directory of officers and employee

| Sl No. | Name Tvl./Tmt. | Designation | STD | Phone No. | e.mail | Address |
|--------|--------------------|--------------------|-------|--------------|--------|-------------------------|
| 1. | Krishna Kumar Sigh | R..A. | 0490 | 23322 22 | | Govt. House, Mahe |
| 2 | Ramesh.C | Supdt.Gr.I/ DDO | -do- | -do- | | -do- |
| 3 | V.C.Vijayaram | Supdt.Gr.II | -do- | -do- | | -do- |
| 4 | C.K.Rajendran | Steno.Gr.II | -do- | -do- | | -do- |
| 5 | Rajish | Asst. | -do- | -do- | | -do- |
| 6 | A.V.Sulekha | U.D.C | -do- | -do- | | -do- |
| 7 | M.Sadanandan | U.D.C. | -do- | -do- | | -do- |
| 8. | V.N.Ashok Kumar | L.D.C. | -do- | -do- | | -do- |
| 9 | M.P.Raveendran | L.D.C. | -do- | -do- | | -do- |
| 10. | N. Bhaskaran | Driver | -do- | -do- | | -do- |
| 11 | M.Pandian | Driver | -do- | -do- | | -do- |
| 12 | K.K.Padmanabhan | Attender | -do- | -do- | | -do- |
| 13 | A.V.Chandran | Peon | -d0- | -d0- | | -do- |
| 14 | N.P.Raveednran | Peon | -do- | -do- | | -do- |
| 15 | K.P.Kanaran | Gardener | -do- | -do- | | -do- |
| 16 | M.Krishnan | Gardener | -do-- | -do- | | -do- |
| 17 | M.Ashokan | Watchman | -do- | -do- | | -do- |
| 18 | K.Thirumangai | San.Asst. | -do- | -do- | | -do- |

CHAPTER-11 (Manual- 10)

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in regulations.

11.1 Please provide information in following format

| Sl. No | Name | Designation | Monthly remunerations | Compensation/compe nsatory allowance | The procedure to determine the remuneration as given in regulation |
|--------|--------------------|-----------------|-------------------------------|--------------------------------------|--|
| 1. | Krishna Kumar Sigh | R..A. | | | |
| 2 | Ramesh.C | Supdt.Gr.I/ DDO | 6500-10,500 + Usual allowance | | |
| 3 | V.C.Vijayaram | Supdt.Gr.II | Rs. 5,500- 9,000 + -do- | | |
| 4 | C.K.Rajendran | Steno.Gr.II | Rs. 5,000- 8,000+ -do- | | |
| 5 | Rajish | Asst. | -do- | | |
| 6 | A.V.Sulekha | U.D.C | Rs.4,000- 6,000 + -do- | | |
| 7 | M.Sadanandan | U.D.C. | Rs.3,050+ 4,950 + -do- | | |
| 8. | V.N.Ashok Kumar | L.D.C. | -do- | | |
| 9 | M.P.Raveendran | L.D.C. | -do- | | |
| 10. | N. Bhaskaran | Driver | -do- | | |
| 11 | M.Pandian | Driver | -do- | | |
| 12 | K.K.Padmanabhan | Attender | Rs.2,610- 3,540+-do- | | |
| 13 | A.V.Chandran | Peon | Rs.2,550- 3,200+ -do- | | |
| 14 | N.P.Raveednran | Peon | -do- | | |
| 15 | K.P.Kanaran | Gardener | Rs.2,610- 3,540+ -do- | | |
| 16 | M.Krishnan | Gardener | -do- | | |
| 17 | M.Ashokan | Watchman | Rs.2,550- 3,200 + -do- | | |
| 18 | K.Thirumangai | San.Asst. | -do- | | |

CHAPTER-12 (Manual- 11)

The budget Allotted to each Agency
(particulars of all Plans, proposed expenditure and report on disbursement made)

12.1 Please provide information about the details of the budget for different schemes in the given format.
Year 2004-05 (Plan)

| Sl. | Name of the Scheme/Head | Activity | Starting date of activity | Planned | |
|--------------|-------------------------|----------|---------------------------|---------|--|
| ---- NIL---- | | | | | |

For other public authority

| Sl | Head | Proposed | Sanctioned | Astt. Released/ disbursed (no.of installments) |
|--|------|----------|------------|--|
| No schemes are implemented by the Department | | | | |

Non-Plan

| | | | |
|--------------|---|------|------|
| Year 2004-05 | "2053" 093(1)(3) O/o the RA, Mahe | 2707 | 2707 |
|--------------|---|------|------|

CHAPTER-13

The Manner of Execution of Subsidy Programme

13.1 Please provide the information as per the following format

Not applicable

CHAPTER-14(Manual –13)

Particulars of Recipients of concessions, permits or authorization granted by it

Not applicable

CHAPTER-15 (Manual- 15)

Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities / programmes

As per office manual and as per various Government orders and standing instructions issued by Government from time to time

CHAPTER- 16 (Manual – 15)

Information available in an electronic form

16..1 Please provide the details of the information related to the various schemes which are available in the electronic format

Mahe at a glance- History/set up of Government, Facts & Figures

CHAPTER- 17 (Manual –16)

Particulars of the facilities available to citizens for obtaining informations like:

1. Through news paper
2. Notice Board
3. Website of the public authority

CHAPTER – 18 (Manual-17)

Other useful informations

18.1 Frequently asked questions and their answers by public

Not applicable

18.2 Related to seeking information

--Application form (To be formulated by the Secretariat Dept.)
(Copy of filled application forms for reference)

--Fee

--How to write a precise information request

--Few tips

--Right of the citizen in case of denial of information and procedure to applicable

Not Applicable

18.3 With relation to training imparted to public by public authority

Not applicable

18.4 With relation to certificate, No objection certificates etc issued by the Public Authority not included in Manual- 13

Not applicable

18.5 With relation to registration process

Not applicable

18.6 With relation to collection of tax by public authority (Municipal corporatio, Trade Tax, Entertainment Tax etc)

Not applicable

18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc (This will be applicable to local bodies like Municipal corporation/Municipalities/UPCL)

Not applicable

18.8 Details of any other public services provided by the Public Authority

Nil