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**THE MANUALS ON  
RIGHT TO INFORMATION  
ACT 2005**

**THE PONDICHERRY CO-OPERATIVE SPINNING MILLS LIMITED  
THIRUBUVANAI, PONDICHERRY.**

**THE PONDICHERRY CO-OPERATIVE SPINNING MILLS LIMITED  
THIRUBUVANAI  
IMPLEMENTATION OF RIGHT TO INFORMATION ACT 2005**

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**THE PONDICHERRY CO-OPERATIVE SPINNING MILLS LIMITED  
THIRUBUVANAI  
IMPLEMENTATION OF RIGHT TO INFORMATION ACT 2005**

**BACKGROUND:**

With a view to make the legislation on "Right to Information" more Progressive, Participatory and meaningful, "The Right to Information Act, 2005" was introduced in the Lok Sabha on 23rd December 2004. The bill was subsequently passed by the House on 11th May 2005, after adopting certain amendments. The bill was later passed by the Rajya Sabha on 12th May, 2005 and got the President's assent on 15-6-2005, the Act would come into force on the one hundred and twentieth day of its enactment.

**INTRODUCTION:**

The Right to Information Act, 2005 aims at providing for setting out the practical regime of Right to Information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

**OBJECTIVE / PURPOSE:**

The objective/purpose of the Right to Information Act 2005 are:

- a) To promote transparency and accountability in the functioning of every public authority.
- b) To contain corruption and to hold Governments/Public authorities accountable to the public.
- c) To preserve confidentiality of sensitive information.

**APPLICABILITY:**

It shall apply to "Public Authorities" which means any authority or body or institution of self-government established or constituted by or under the constitution, by any law made by the appropriate Government or any other body owned, controlled or substantially financed directly or indirectly by the appropriate Government, and includes non-government organization, substantially financed by the Government.

**INTENDED USERS:**

The employee/staff members and the shareholders of the mills are the intended users of this handbook.

## **ORGANISATION OF THE INFORMATION:**

Any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples models, data, material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

There shall be no obligation to give any citizen,

- a) Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the state, relation with foreign state or lead to incitement of an offence.
- b) Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- c) Information, the disclosure of which would cause a breach of privilege of parliament or the state legislature.
- d) Information, including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of the third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information.
- e) Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information.
- f) Information received in confidence from foreign Government.
- g) Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes.
- h) Information, which would impede the process of investigation or apprehension or prosecution of offenders.
- i) Cabinet papers including records of deliberations of the council of Ministers, Secretaries and other officers.
- j) Information which relates to personal information the disclosure of which has no relationship to any public activity or interest or which would cause an unwarranted invasion of the privacy of the individuals.

**DEFINITIONS:** In this Act, unless the context otherwise requires:

- a) "Appropriate Government" means in relation to a public authority, which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly.
  - i) by the Central Government or the Union Territory Administration, the Central Government;
  - ii) by the State Government, the State Government;

- b) "Central Public Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
- c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- d) "Chief Information Commissioner" and "Information Commissioner" means the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
- e) "Competent authority" means;
  - i) the Speaker in the case of the House of the People or the Legislative Assembly of a state or a Union Territory having such Assembly and the Chairman in the case of the Council of a State or legislative council of a state;
  - ii) the Chief Justice of India in the case of the Supreme Court;
  - iii) the Chief Justice of the High Court in the case of a High Court;
  - iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution.
  - v) The Administrator appointed under article 239 of the Constitution;
- f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data materials, held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law of the time being in force;
- g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- h) "Public Authority" means any authority or body or institution of self-government established or constituted:
  - a) by or under the Constitutions;
  - b) by any other law made by Parliament;
  - c) by any other law made by the State Legislature;
  - d) by notification issued or order made by the appropriate Government, and includes any-
    - i) body owned, controlled or substantially financed;
    - ii) non-government organization, substantially financed, directly or indirectly by funds provided by the appropriate Government;

- i) "records" includes:
  - a) any documents manuscript and file;
  - b) any microfilm, microfiche and facsimile copy of a document;
  - c) any reproduction of image or images embodied in such microfilm (Whether enlarged or not) and;
  - d) any other material produced by a computer or any other device;
- j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to:
  - i) inspection of work, documents, records;
  - ii) taking notes, extracts or certified copies of documents or records;
  - iii) taking certified samples of material;
  - iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15.
- l) "State Chief Information Commissioner" and "State Information commissioner" means the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;
- m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officers designated as such under sub-section (2) of section 5;
- n) "third party" means a person other than the citizen making a request for information and includes a public authority.

**CONTACT PERSON - FOR MORE INFORMATION:**

1. **Thiru. G. RAJAMOHAN** - Public Information Officer  
 Managing Director,  
 Pondicherry Cooperative Spinning Mills Ltd.,  
 Pondy - Villupuram National High Ways,  
 Thiruvandarkoil Post, Thirubuvanai,  
 Pondicherry - 605 102.
2. **Thiru. R. MURUGESAN** - Assistant Public Information Officer  
 Administrative Manager,  
 Pondicherry Cooperative Spinning Mills Ltd.,  
 Pondy - Villupuram National High Ways,  
 Thiruvandarkoil Post, Thirubuvanai,  
 Pondicherry - 605 102.

## **PROCEDURE & FEE STRUCTURE FOR GETTING INFORMATION:**

### **Procedure:**

A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, in Form-A (form of application for getting information) accompanying such fees as may be prescribed to

- a) The Central Public Information Officer or State Public Information Officer, as the case may be of the concerned public authority.
- b) The Central Assistant Public Information Officer or State Assistant Public Information Officer as the case may be, specifying the particulars of the information sought by him or her.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

### **Fee Structure**

S.No.	Description of Documents	Fee (in rupees)
1.	Copy of Bye-law of the Mills	Rs. 50/-
2.	Copy of Service Regulations/Any Subsidiary Regulations	Rs. 50/-
3.	Copy of Standing Order of the Mills	Rs. 50/-
4.	Copy of the Budget	Rs. 50/-
5.	Copy of the Recruitment Rules	Rs. 50/-
6.	Copy of the Financial Statements	Rs. 50/-
7.	Information in Soft copy (Floppy Diskette)	Rs. 50/-
8.	Any other documents	Rs.2/- will be charged for each page of document.

**THE PONDICHERRY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI**  
**MANUALS ON RIGHT TO INFORMATION ACT 2005**  
PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES

**MANUAL - 1**

**I. OBJECTIVES: The primary objects of the Mills are:**

- a) To carry on the business of spinning of cotton and staple fibers; Manufacturing, processing, finishing and marketing of cotton and staple fiber yarn:
- b) Production and sale of cotton and staple fiber yarn as required by weavers in the Union Territory of Pondicherry and by others.
- c) Production and sale of yarn to the Pondicherry State Weavers Co-operative Society and others;
- d) To raise funds in such manner as the committee of the Mills shall think fit for carrying on the business of the Mills;
- e) To subscribe for and hold shares in co-operative societies and with prior approval of the Registrar in such other bodies as are connected with the business of the Mills.
- f) To invest any money of the Mills in such investments or securities as may be thought expedient by the committee.
- g) To join or otherwise take part in any association, federation, committee or any All India, State level or regional level organization for the purpose of achieving greater efficiency, economy and co-ordination in the establishment and management of the Mills.
- h) To provide for the welfare of the employees or former employees of the Mills;
- i) To subscribe to or otherwise aid benevolent, charitable, national or other institutions or objects of a public character or which have any claim to support or aid the Mills by reason of the locality or nature of its operation or otherwise.
- j) To do all such other activities as may be expedient for accomplishing or incidental, consequential or conducive to the attainment of all or any of the above objects of the Mills.

**II. MISSION/VISSION:**

- a) Vision Towards Public: Distribution/sale of yarn to the Pondicherry State Weavers Cooperative Society Ltd./PONFAB for onward supply of yarn to all the primary handloom weavers coop. societies functioning in the U.T. of Pondicherry.
- b) Vision Towards Quality: It is the policy of SPINCO to provide yarn of agreed specification and deliver them in time to ensure customer satisfaction. This is achieved by team work involving of all the employees and continuous improvement through enhanced quality management system.
- c) Vision Towards Employees: Provision of continuous employment and welfare to the employees attached with SPINCO.

### III. **BRIEF HISTORY OF SPINCO:**

The Pondicherry Coop. Spinning Mills is situated 22 km away from Pondicherry on the National Highway 45-A between Pondicherry-Villupuram in the Thirubuvanai village is a registered cooperative society, under the Pondicherry Cooperative Societies Act 1972. The Mill was registered on 28-12-1979 and started functioning and commenced commercial production w.e.f. 19-3-1984. The Mill acquired 25.94 acres of land from the following sources to construct factory and other amenities.

a) Temple Land	:	4.80 acres
b) Govt. Poramboke	:	0.42 acres
c) Private Lands	:	20.72 acres
Total	:	<u>25.94 acres</u>

The mill was originally installed with a capacity of 25,080 spindles and subsequently 10,080 spindles were added during the year 1996. The mill was started with 138 members with a share capital of Rs.79.900/- and presently there are 691 members with a share capital of Rs. 1148.81 lakhs comprising of the followings:

Class of Shares	Membership	No. of Members	Share Capital (Rs. In Lakhs)
"A"	Handloom Weavers Coop. Societies	13	4.45
"B"	Other Coop. Societies	54	2.36
"C"	Individuals	623	5.00
"D"	Govt. of Pondicherry	1	1137.00
	Total:	691	1148.81

As on date 638 workers and 55 staff members are working in this mill. The main activities of the mills is to purchase and conversion of cotton into yarn and distribution/ sale of same to Pondicherry State Weavers Cooperative Society Limited, an apex body for onward distribution to all the Primary Weavers Co-op. Societies functioning in the U.T. of Pondicherry and others.

### IV. **DUTIES:**

1. Meeting of yarn requirements of all weavers co-operatives functioning in the U.T. of Pondicherry.
2. Spinning of quality yarn matching the international standards
3. Sale of yarn at very competitive rates.
4. Provision of continuous employment to the employees of the mills.
5. Provision of welfare to the employees.

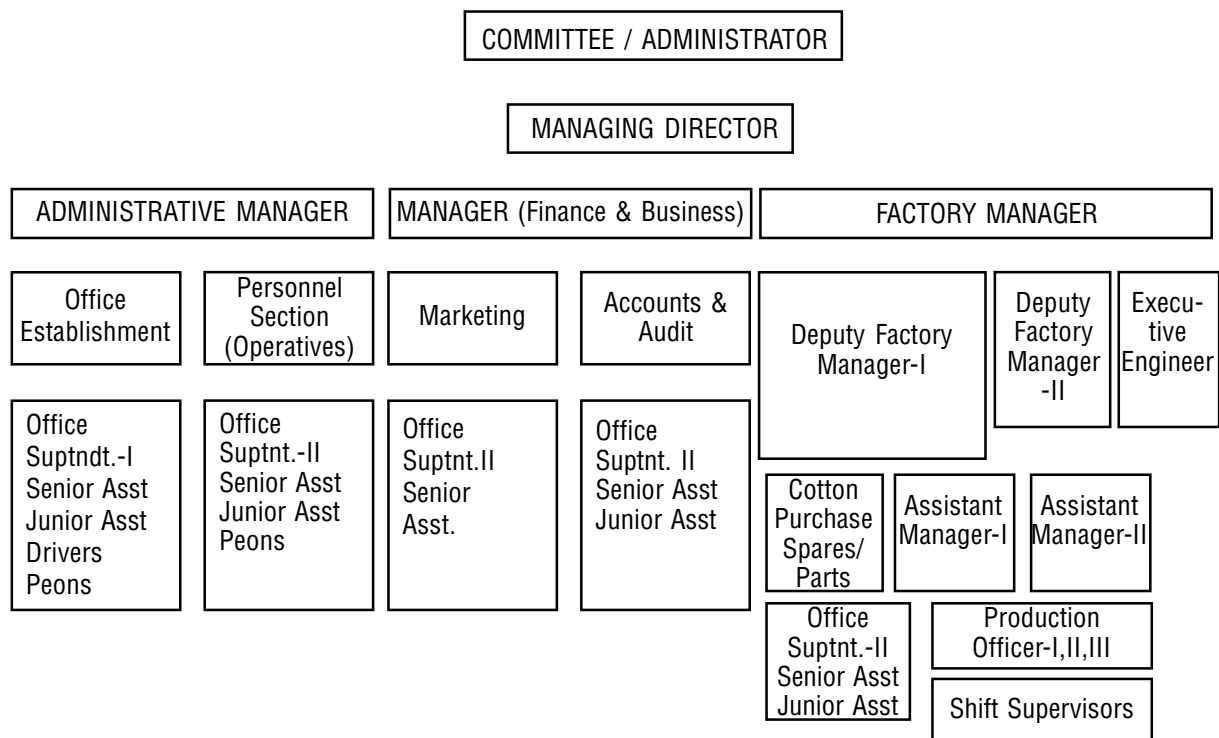
### V. **MAIN ACTIVITIES/FUNCTIONS:**

- a) Purchase of cotton
- b) Conversion of cotton into yarn
- c) Sale / Distribution of yarn

**VI. LIST OF SERVICES:**

- a) Provision of continuous employment to the employees of the mills
- b) Provision of various welfare measures to the employees of the mills.
- c) Distribution/Supply of good quality yarn to the Pondicherry State Weavers Cooperative Society Ltd., (PONTEX) for onward distribution to the Primary Weavers Co.op. Societies.
- d) Conduct of various awareness/training programmes to the employees of the mills.
- e) Conduct of free medical camps for the employees and their dependents

**VII ORGANISATIONAL STRUCTURE:**



**VIII EXPECTATION FROM THE PUBLIC:**

- a) Active participation in the membership of the mills by becoming share holders
- b) Creativity/awareness on promotion of cotton cultivation.
- c) Suggestions from the members for the promotion/development of business activities of the mills.

**IX. METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/CONTRIBUTION:**

- a) Admitting individuals as ‘C’ class members of the mills.
- b) Admitting apex and primary weavers coop. societies as ‘A’ class members of the mills.

- c) Admitting coop. societies other than apex and primary weavers coop. societies as 'B' class members of the mills.
- d) Planning for creation of awareness on cotton cultivation and integration of cotton growers
- e) Purchase of cotton on spot from the local cotton growers and ginning.

**X. MECHANISM AVAILABLE FOR MONITORING/PUBLIC GRIEVANCE RESOLUTION:**

- a) Grievance Redressal Committee has been setup for periodical review of representations from the employees and for timely redressal of grievances.

**XI. ADDRESS OF THE OFFICE :**

THE PONDICHERRY CO-OPERATIVE SPINNING MILLS LIMITED,  
PONDICHERRY-VILLUPURAM NATIONAL HIGH WAY  
THIRUVANDARKOIL (POST), THIRUBUVANAI, PONDICHERRY - 605 102.

**XII WORKING HOURS:**

- a) Administrative Office: 9.00 A.M to 1.00 P.M AND 1.30 P.M TO 5.30 P.M.
- b) Factory: I shift 7.00 A.M TO 3.30 P.M }  
II shift: 3.30 P.M to 12.00 Midnight } Inclusive of break hours  
III shift 12.00 mid night to 7.00 A.M }

**THE PONDICHERY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**MANUAL - 2**

Designation	Managing Director	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Shall be in charge of the executive administration of the mills.</li> <li>2. Shall have power to sign all correspondence on behalf of the mills.</li> <li>3. Shall appoint members of the staff in accordance with the subsidiary regulations governing the service conditions of the employees, subject to the budget allotment and strength of staff in each category approved by the Registrar.</li> <li>4. Shall have power to initiate and decide on disciplinary proceedings against staff as may be provided in the subsidiary regulations governing the service condition of staff, following the established procedure governing such proceedings.</li> <li>5. Shall have power to fix up the duties and responsibilities of staff of the mills.</li> <li>6. Shall have power to exercise control and supervision over the staff of the mills.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Shall have power to sign, endorse and negotiate cheques and other negotiable instruments, for and on behalf of the mills.</li> <li>2. Shall have power to sign all deposits and receipts for the deposits received by the mills.</li> <li>3. Shall have power to operate any account(s) of the mills with any bank(s).</li> <li>4. Shall have power to sanction various kinds of loans and advances to the employees of the mills, subject to the norms and ceilings specified in the subsidiary regulations framed for the purpose.</li> <li>5. Shall have power to incur such expenditure as may be necessary for the management of the mills.</li> <li>6. Shall be the ex-officio treasurer of the mills and shall have custody of all the properties of the mills.</li> </ol>
	Others	<ol style="list-style-type: none"> <li>1. Shall be the officer to sue or to be sued on behalf of the mills</li> <li>2. Shall have power to authorize any staff of the mills to receive all amounts for and on behalf of the mills, issue receipt and have custody of cash balance of the mills.</li> <li>3. Shall have power to delegate all or any of his powers to any other officers or staff of the mills to facilitate quick disposal of work and in the interest of the mills.</li> </ol>

Duties	<ol style="list-style-type: none"> <li>1. To conduct the business of the mills and to implement the policies &amp; programmes laid down by the committee.</li> <li>2. Shall be responsible for the day-to-day administration of the mills and shall be in charge of the executive administration of the Mills.</li> <li>3. To supervise and direct the day-to-day business of the mills in accordance with the policy laid down by the committee.</li> <li>4. Shall arrange to maintain proper and accurate records and accounts of working of the mills.</li> <li>5. Shall arrange to maintain true and accurate accounts of all moneys received &amp; expenditure incurred and all stock bought and sold and to keep and maintain such registers, ledgers and other books of accounts and records as well as forms, correct and up to date, as prescribed in the rules.</li> <li>6. Shall arrange to keep true account of assets and liabilities of the mills.</li> <li>7. Shall arrange for the periodical verification of stock and other assets of the mills.</li> <li>8. Shall arrange to prepare periodical financial statements, annual reports and budget for placing it before the committee and the general body.</li> <li>9. Shall arrange to recover the dues from members payable to the mills.</li> <li>10. Shall arrange to convene meeting of the committee, general body as and when found necessary</li> <li>11. Shall arrange to record proceedings of the committee meeting in the minute's book.</li> <li>12. Shall place the audit memorandum, inspection/inquiry report if any before the committee for consideration within one month from the date of receipt of the same and take appropriate action for rectification of the defects pointed out therein.</li> <li>13. Shall arrange for the training of the staff.</li> </ol>
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Designation	Administrative Manager	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Overall in charge of office administration.</li> <li>2. Over all supervision and control of office &amp; staff.</li> <li>4. Dealing all establishment and service matters of staff.</li> <li>5. Dealing the work allocation, transfer and promotion of all Administrative/Technical/Mill Operatives of the mills.</li> <li>6. Authorized for the issue of leave sanction to the staff members.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Authorized for passing of all payment vouchers before submitting to the approval of Managing Director.</li> <li>2. Authorized for signing all deposits and receipts.</li> <li>3. Authorized for the issue of increment sanction orders to the staff members/Mill operatives</li> <li>4. Authorized for signing of all EPF/ESI and other insurance claims preferred by staff members/Mill Operatives.</li> <li>5. Authorized for passing of E.L. encashment claims in respect of staff members before submitting for the approval of M.D.</li> <li>6. Authorized for signing of all pay certificates.</li> <li>7. Authorized for passing of the salary/wage bill in respect of Staff/Mill Operatives before submitting for the approval of M.D. Authorized for the passing of overtime payment/utilization incentive/production incentive to the employees of the mills before submitting for the approval of M.D.</li> </ol>
	Others	Co-ordination with the M.D of the mills on all matters connected with the administration of the mills.
Duties		<ol style="list-style-type: none"> <li>1. Responsible for all the general correspondence with various Government departments.</li> <li>2. Arranging for the renewal of various running licenses.</li> <li>3. Attending all establishment and service matters in respect of staff members/Mill Operatives.</li> <li>4. Controlling personnel section on all service and allied matters in respect of Mill Operatives.</li> <li>5. To ensure and maintain labour relationship</li> <li>6. Attending all matters pertaining to Association/Unions.</li> <li>7. Implementation of all labour welfare measures.</li> <li>8. Attending all correspondence relating to EPF/ESI/other insurance claims.</li> <li>9. Attending correspondence relating to labour disputes.</li> <li>10. Arranging for the conduct of meetings of the committee and the general body meeting of the mills.</li> <li>11. Arranging for the conduct of various awareness/training programmes to the employees of the mills.</li> <li>12. Issue of tender, notification for the disposal of waste cotton, scraps etc.,</li> </ol>

Designation	Manager (Finance & Business)
Powers	<p>1. Co-ordinating with the management on all matters connected with the administration of the mills.</p> <p>1. Overall in charge of maintenance of all accounts and financial matters connected to the mills.</p> <p>2. Authorized to operate the bank accounts jointly with the M.D of the mills.</p> <p>3. Authorized for passing of all payment vouchers before submitting to the approval of M.D.</p> <p>4. Authorized for signing of all deposits and receipts.</p> <p>5. Authorized for signing of all pay certificates.</p> <p>6. Authorized for signing of EPF/ESI/other Insurance claims.</p> <p>7. Authorized for passing of E.L. encashment claims in respect of staff members before submitting for the approval of M.D.</p> <p>8. Authorized for passing of the salary/wage bill in respect of staff/mill operatives before submitting for approval of M.D.</p> <p>9. Authorized for the passing of overtime payment/utilization incentive/production incentive to the employees of the mills before submitting for the approval of M.D.</p> <p>Co-ordinating with the management in implementation of various well fare measures.</p>
Duties	<p>1. Proper maintenance of accounts of the mills and financial matters relating there to.</p> <p>2. Correspondence with Textile Commissioner and Central Excise Authorities.</p> <p>3. Dealing all matters relating to purchase of cotton/purchase of stores and sale of yarn and co-ordination with the management.</p> <p>4. Arranging for the disposal of waste cotton, scraps etc.,</p> <p>5. Furnishing of statistics and correspondence with all financial institutions</p> <p>6. Proper maintenance of costing information system.</p> <p>7. Preparation of monthly/periodical statements of accounts of the mills.</p> <p>8. Preparation of financial statements</p> <p>9. Preparation of Budget.</p> <p>10. Arranging for conduct of Audit/Stock verification.</p> <p>11. Insuring of mill properties and its renewal</p>

Designation	Factory Manager	
Powers	Administrative	1. Co-ordinating with the management on all matters connected with the proper functioning of the Factory.
	Financial	Recommending all the vouchers pertaining to the maintenance of machineries and allied works connected there with.
	Others	Co-ordinating with the management on all matters connected with the welfare activities in the mills.
Duties		<ol style="list-style-type: none"> <li>1. Shall be responsible for the over all-functioning, maintenance/supervision of the mills.</li> <li>2. Overall responsible for the proper maintenance of machineries installed in the mills.</li> <li>3. Shall be responsible for the overall supervision and control and allocation of labour.</li> <li>4. Shall be responsible for the maintenance of safety systems in the mills and ensuring work safety in the mills.</li> <li>5. Shall be responsible for the maintenance of quality of the product.</li> <li>6. Shall be responsible for the achievement of targeted production in the mills.</li> <li>7. Shall be over all responsible for the house keeping in the mills.</li> <li>8. Shall be responsible for the settlement of the labour related issues then and there.</li> </ol>

## **POWERS AND DUTIES OF THE COMMITTEE**

The committee shall have power to do such things as are necessary or conducive to the attainment of the objects of the Mills. In particular and without prejudice to the generality of the foregoing provisions, the committee shall have the following powers and duties, viz:

1. To admit members and allot shares and to approve the transfer of shares;
2. To raise funds necessary for the purpose of carrying out the functioning of the Mills;
3. To invest and deal with the moneys of the Mills;
4. To prescribe, from time to time the strength of the establishment of the Mills and to fix the scales of pay and allowances of all categories of employees, subject to the approval of the Registrar;
5. To incur such expenditure as may be necessary for the management of the Mills with reference to the scales as approved by the Registrar and within the budget allotment sanctioned by general body for each year;
6. To affiliate the societies or disaffiliate it from any other Mills registered under the Act;
7. To appoint the delegates and withdraw them from the institution of which the Mills is a member;
8. To call general body meetings in accordance with the bye-laws;
9. To decide the term and conditions, and period of repayment for which the loans and advances are to be received and to arrange for the payment of such loans and advances;
10. To institute, conduct, defend, compound or abandon any legal proceedings by or against the Mills or otherwise connecting the affairs of the Mills;
11. To frame, amend or repeal subsidiary regulations on matters connected with the business or administration of the Mills, sale of goods on credit to members, traveling allowances to the members of the committee and employees , sitting fees to the members of the committee, service conditions of employees, issue of certified copies of records of the Mills, etc., and obtaining approval of the Registrar;
12. The losses, if any, caused upon their act, or omission or negligence which is against the interests of the Mills and in consistent with the provisions of the Act, Rules and bye-laws;
13. To transact all other business incidental to and necessary for larger interests of the members and for better functioning of the management of the Mills.

## **THE POWERS AND DUTIES OF THE CHAIRMAN AND VICE-CHAIRMAN**

### **(1) THE POWERS AND DUTIES OF THE CHAIRMAN**

The Chairman shall exercise, overall control of the affairs of the Mills, subject to the provisions of the Act, Rules and bye laws and directions/instructions/guidelines of the general body, committee, Registrar and financing bank.

The Chairman shall preside over all the meetings of the committee and the general body meeting of the Mills. He shall convene the meetings of the committee and shall be responsible for the smooth conduct of the meetings of the committee. The Chairman also shall exercise such powers and performs such duties as may, from time to time, be conferred on him by the committee or by the general body, in accordance with the Act, Rules and bye-laws.

### **(2) THE POWERS AND DUTIES OF THE VICE-CHAIRMAN**

In the absence of the Chairman, on account of illness or being away from the headquarters, the Vice-Chairman shall have all the powers and duties of the Chairman

Provided that, due information to that effect is given by the Chairman to the Vice-Chairman

Provided further that, in the event of removal of the Chairman from the office of the Chairman on any ground or in the event of the resignation or death of the Chairman, the Vice-Chairman shall act as the Chairman until the office of the Chairman is duly filled-up.

**THE PONDICHERRY CO-OPERATIVE SPINNING MILLS LIMITED**  
**Thirubuvani, Pondicherry**

Rules, Regulations, Instructions, Manual and Records for discharging Functions:

**Manual - 3**

I. Name of Document : Bye Laws of the Mills

Brief Write up on the document : The registered bye-laws of the mills for the time being in force and includes a registered amendment of the byelaws which deal with the matters incidental to and working of the mills and the management of its business as may be deemed necessary.

From where one can get a copy of Byelaws : Administrative Manager,  
Pondicherry Coop. Spinning Mills Limited  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email : spinnco@vsnl.net  
spinnco@yahoo.com

**Fee Charged by the mills for a copy of Byelaws: Rs.50/-**

II. Name of Document : Service Regulations of the Mills

Brief Write up on the document : Subsidiary regulations relating to service conditions of employees of the mills which speaks about the various service conditions of employees such as classification of employees, qualification, method of recruitment, Duties & Responsibilities, Probation, Promotion, conduct, Misconduct, award of punishment etc.,

From where one can get a copy of regulations : Administrative Manager,  
Pondicherry Coop. Spinning Mills Limited  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email : spinnco@vsnl.net  
spinnco@yahoo.com

**Fee Charged by the mills for a copy of Service Regulations : Rs.50/-**

III. Name of Document : Subsidiary Regulations of the Mills

Brief Write up on the document : Subsidiary regulations relating to the provision of compassionate appointment, Grant of death relief, provision of incentives towards small family norms, grant of medical allowance etc.,

From where one can get a copy of regulations : Administrative Manager,  
Pondicherry Coop. Spinning Mills Limited  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email : spinnco@vsnl.net  
spinnco@yahoo.com

**Fee Charged by the mills for a copy of subsidiary regulation: Rs.50/-**

IV. Name of Document : Standing Orders of the Mills.

Brief Write up on the document : The standing orders of the mills containing the various provisions relating to the classification of workers, service conditions, disciplinary process in respect of award of punishment appeal etc., relates to the Operatives of the mills

From where one can get a copy of Standing Order : Administrative Manager,  
Pondicherry Coop. Spinning Mills Ltd  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email : spinnco@vsnl.net  
spinnco@yahoo.com

**Fee Charged by the mills for a copy of Standing Orders: Rs.50/-**

V. Name of Document : Budget

Brief Write up on the document : The Annual Budget plan of the mills

From where one can get a copy of Budget : Manager (Finance & Business)  
Pondicherry Coop. Spinning Mills Limited  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email: spinnco@vsnl.net  
spinnco@yahoo.com

**Fee Charged by the mills for a copy of Budget: Rs.50/-**

VI. Name of Document : Recruitment Rules  
Brief Write up on the document : The rules which speaks about the essential Qualification and Experience, Knowledge, Age and method of Recruitment etc.,for appointment in the mills.

From where one can get a copy of R.R. : Administrative Manager,  
Pondicherry Coop. Spinning Mills Limited  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email : spinnco@vsnl.net  
spinnco@yahoo.com

**Fee Charged by the mills for a copy of Recruitment Rules: Rs.50/-**

VII. Name of Document : Financial Statements  
Brief Write up on the document : The Receipt and Charges statement, the Trading Account, The Profit and Loss Account and the Balance Sheet of the mills.

From where one can get a copy of  
Financial Statements : Manager (Finance & Business)  
Pondicherry Coop. Spinning Mills Limited  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email : spinnco@vsnl.net  
spinnco@yahoo.com

**Fee Charged by the mills for a copy of Financial Statement: Rs.50/-**

VIII. Name of Document : Any other documents  
Brief Write up on the document: All other documents which are not specified above

From where one can get a copy of documents : Administrative Manager, Pondicherry  
Coop. Spinning Mills Limited  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email: spinnco@vsnl.net  
spinnco@yahoo.com

**Fee Charged by the mills for a copy of Document: Rs.2/- will be charged for each page of document.**

**THE PONDICHERRY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI**  
**PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE**  
**MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY**  
**OR IMPLEMENTATION THEREOF**  
**MANUAL - 4**

**FORMULATION AND IMPLEMENTATION OF POLICY:**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	To admit members and allot shares and approve the transfer of share.	Approved only by the committee of the mills.	Decisions are being taken by the committee.
2.	To raise funds necessary for the purpose of carrying out the functioning of the mills.	"	"
3.	To invest and deal with the moneys of the mills	"	"
4.	To prescribe from time to time the strength of the establishment of the mills and to fix the scale of pay and allowances of all categories of employees subject to the approval of the Registrar.	"	"
5.	To incur such expenditure as may be necessary for the management of the Mills with reference to the scales as approved by the Registrar and within the budget allotment sanctioned by the general body for each year.	"	"
6.	To affiliate the societies or disaffiliate it from any other Mills registered under the Act.	"	"
7.	To appoint the delegates and withdraw them from the institution of which the Mills is a member.	"	"
8.	To call general body meetings in accordance with the bye-laws.	"	"
9.	To decide the terms and conditions, and period of repayment for which the loans and advances are to be received and to arrange for the payment of such loans and advances.	"	"
10.	To Institute, conduct, defend, compound or abandon any legal proceedings by or against the Mills or otherwise connecting the affairs of the Mills	"	"

11.	To frame, amend or repeal subsidiary regulations on matters connected with the business or administration of the Mills, sale of goods on credit to members, travelling allowances to the members of the committee and employees, sitting fees to the members of the committee, service conditions of employees, issue of certified copies of records of the Mills etc, and obtaining approval of the Registrar.	"	"
12.	To make good the losses, if any, caused upon their act, or omission or negligence, which is against the interests of the Mills and in consistent with the provisions of the Act, Rules and bye-laws.	"	"
13.	To transact all other business incidental to and necessary for larger interests of the members and for better functioning of the management of the Mills.	"	"
14.	Confirming the proceedings of the previous general body meeting	Approved only by the general body of the mills which consists of a) The members of the committee of the mills. b) One representative from each affiliated coop. Society. c) Individual members of the mills. d) The Registrar or his nominee.	Decisions are being taken by the general body.
15.	Ratifying the excess expenditure, if any, over the sanctioned budget.	"	"
16.	Consideration of the annual report together with the audited accounts of the Mills for the preceding co-operative year.	"	"
17.	Disposal of net profits.	"	"

18.	Approval of the budget and programme of activities of the Mills for the ensuing year, prepared by the committee.	"	"
19.	Reviewing the loans and advances given to the members of the committee and their near relatives and directing action for recovery of dues in case of default.	"	"
20.	Additions, alterations, variations and amendments to the bye-laws of the Mills.	"	"
21.	To consider any other business in the interest of the Mills brought forward by or with the consent of the Chairman in accordance with the provisions of the Act, Rules and bye-laws of the Mills.	"	"

**THE PONDICHERRY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI**  
**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITS OR UNDER ITS CONTROL**  
**MANUAL -5**

Sl. No.	Category of the documents	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	<u>Bye -laws of the Mills</u>	The Registered byelaws of the mills for the time being in-force and include a registered amendment of the bye-laws which deals with the matter incidental to and working of the mills and the management of its business as may be deemed necessary.	To apply in writing along with the fee prescribed	Administrative Manager
2.	<u>Service Regulations of the Mills</u>	Subsidiary regulation relating to service condition of employees of the Mills which speaks about the various service conditions of the employees such as qualification appointment, method of recruitment, leave, conduct, mis-conducts, award of punishment etc.,	"	"
3.	<u>Subsidiary Regulations of the Mills</u>	Subsidiary regulations for the provision of compassionate appointment, grant of death relief, provision of incentives towards small family norms, grant of medical allowance etc.,	"	"
4.	<u>Standing Orders</u>	The standing orders of the mills containing the various provision relating to the service condition, disciplinary proceedings, award of punishment/appeal etc., relates to the mill operatives of the mills.	"	"
5.	<u>Budget</u>	The annual budget plan of the mills	"	"
6.	<u>Recruitment Rules</u>	The rules, which speak about the essential qualification and experience, knowledge, age and method of recruitment etc., for appointment of employees in the mills.	"	"
7.	<u>The Financial Statements of the Mills</u>	The receipt and charges statement, the trading accounts, the profit and Loss account and the balance sheet of the mills.	"	"
8.	<u>Any Other Documents</u>	All other documents which are not specified above Note: Detailed list of files and Records dealt in various section of the mills are enclosed.	"	"

# PONDICHERY CO-OPERATIVE SPINNING MILLS LIMITED

Thirubuvani, Pondicherry

## A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

### MANUAL 6

a) Name and Address of the affiliated body : The Pondicherry Coop. Spinning Mills Limited (SPINCO) was registered as a cooperative society under the PCS Act 1972

b) Brief Introduction of the affiliated body : The Pondicherry Coop. Spinning Mills Ltd., Pondicherry-Villupuram NH, Thiruvandar koil (P.O), Thirubuvanai, Pondicherry - 605 102.

The mill was registered under the PCS Act 1972 as a cooperative society on 28.12.1979 and started functioning and commenced commercial production with effect from 19.2.1984. The mill was originally installed with a capacity of 25080 spindles and subsequently 10080 spindles were added during the year 1996. Presently there are 691 members with a share capital of Rs.1148.81 lakhs including the Government share capital of Rs.1137 lakhs. As on date 693 employees including 55 staff members are working in the mills.

c) The main objectives are:

1. To carry on the business of spinning of cotton and staple fibre, manufacturing, processing, finishing and marketing of cotton and staple fibre yarn.
2. Production and sale of cotton and staple fibre yarn as required by the weavers in the Union Territory of Pondicherry and by others
3. Production and sale of yarn to the Pondicherry State Weavers Coop. Society and others.

d) Role of the affiliated body :

1. Production and distribution/sale of cotton yarn matching the international standards.
2. Meeting the yarn requirement of all the weavers Coop. Societies functioning in the U.T. of Pondicherry.

- e) Main activities are:
1. Purchase of cotton
  2. Conversion of cotton into yarn
  3. Sale of yarn

f) Structure and member composition:

The authorized share capital of the mills shall be Rs.20 Crores, divided into 20 lakhs shares of Rs.100 each. The several classes of shares and the persons who may, subject to the provisions of the Act, Rules and these byelaws, subscribe for such shares shall be as under:

Sl.No.	Class of shares	Subscription is open to
1.	A	Apex and primary weavers coop. societies
2.	B	Cooperative societies other than apex and primary weavers cooperative societies.
3.	C	Individuals
4.	D	Government of Pondicherry.

g) Head of the body: Committee / Administrator

h) Address of main office and its branches : Pondicherry Coop. Spinning Mills Limited  
Thirubuvanai, Pondicherry  
Phone: 0413-2640146, 2640166  
Fax: 0413-2640156  
Email : spinnco@vsnl.net  
spinnco@yahoo.com

i) Frequency of meetings : Annual General Body meeting shall be convened once in a year.  
The committee shall meet as often as may be necessary and at least once in three months to conduct the business of the mills.

j) Can public participate in the meetings : Only members can participate in the Annual General Body meetings convened by the mills and the representative of committee only can participate in the committee meetings.

k) All minutes of the meetings prepared : Yes

l) All minutes of the meetings available to the public: Available only to the members of the mills and the committee.

**THE PONDICHERRY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI**  
**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**  
**MANUAL - 7**

**ASSISTANT PUBLIC INFORMATION OFFICER:**

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-Mail	Address		Residence
				Office	Home			Office	Residence	
1.	Thiru R. Murugesan	Administrative Manager	0413	2640146, 2640166	2668407	(0413) 2640156	spinnco@vsnl.net spinnco@yahoo.com	<b>The Pondicherry Co-operative Spinning Mills Limited,</b> Pondicherry Villupuram, National Highway Thiruvandarkoil Post, Thirubuvanai Pondicherry-605 102	No.12, Near Achariya College, Pandy Main Road, Villianur Pondicherry-605 110.	

**PUBLIC INFORMATION OFFICER:**

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-Mail	Address		Residence
				Office	Home			Office	Residence	
1.	Thiru G. Rajamohan	Managing Director	0413	2640146, 2640166	2243085	(0413) 2640156	spinnco@vsnl.net spinnco@yahoo.com	<b>The Pondicherry Co-operative Spinning Mills Limited,</b> Pondicherry Villupuram, National Highway Thiruvandarkoil Post, Thirubuvanai Pondicherry-605 102	No. 26, (Old No. 10) 3rd Cross St. Brindavan, Pondicherry-605 013.	

**DEPARTMENT APPELLATE AUTHORITY:**

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-Mail	Address		Residence
				Office	Home			Office	Residence	
1.	Thiru G. Ranganathan	Registrar of Co-op. Societies	0413	2272007	2272523	(0413) 2272619	rcs@pondy.pon.nic.in	V.V.P. Nagar, Thattanchavady, Pondicherry-605 009.	No. 3, Lane- C V.V.P. Nagar Thattanchavady, Pondicherry-9.	

**THE PONDICHERRY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI**  
**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**  
**MANUAL - 8**

Sl.No. 1. Procedures followed in decision taken for various Matters:

Decisions on various matters including the policy matters of the mills are being taken in accordance with the procedures as laid down under the registered bye-laws of the mills and various subsidiary regulations framed on matters connected with the business or administration of the mills.

2. The documented procedures/Laid down procedures/ defined criteria for arriving a particular decision for important matters and the different levels through which the decision process moves are :

For arriving a particular decision on important matters the following documents are referred:

1. Bye-laws of the Mills.
  2. Subsidiary Regulations
  3. And other Rules and Regulations framed then and there with regard to the conduct of business/administration of the mills.
3. The following are the arrangements to communicate the decision to the public/ members.  
By conduct of general body meeting and placing the minutes.
4. The opinions of the following officers at various levels are sought for the process of decision-making
1. Executive Engineer
  2. Deputy Factory Manager - I
  3. Deputy Factory Manager - II
  4. Factory Manager
  5. Manager (Finance & Business)
  6. Administrative Manager
  7. Managing Director
  8. Administrator
  9. Registrar of Coop. Societies
  10. Secretary (Cooperation)
5. The final authority that wets the decision: Secretary (Cooperation)  
Note: For deciding matters with regard to the employees welfare in the mills. The opinion/suggestions of all the recognized trade unions are being consulted.

**THE PONDICHERRY CO-OPERATIVE SPINNING MILLS LTD., P No.396  
DIRECTORY OF OFFICERS AND EMPLOYEES OF THE MILLS**

**MANUAL - 9**

**ADMINISTRATIVE**

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-Mail	Address
				Office	Home			
1.	G. Rajamohan	Managing Director	0413	2640146 2640166	2243085 94433-70333	2640156	spinnco@vsnl.net spinnco@yahoo.com	No.26,(Old no. 10) 3rd Cross St, Brindavan, Pondicherry-605 013.
2.	R. Murugesan,	Administrative Manager	0413	2640146 2640166	2668407	-do-	-do-	No.12, Pondy Main Road, Near Achariya College, Villianur - 605 110.
3.	M. Rajendran,	Manager (Finance Business)	0413	94433-47685	2203590	- do -	-do-	Plot No.11, Vinayagarkovil Street, Sivaganga Nagar, Elaipillaihavady, Pondicherry-605 005.
4.	R. Saravanan,	Office Superintendent-G-I			9442708488			No.G-2, SPINCO Quarters, Thirubuvana, Pondicherry - 605 102
5.	K. Vasanthi,	Office Superintendent-G-II			NIL			89, Bharathidasan Street, Muthialpet, Pondicherry-605 003.
6.	S. Kandavelu,	Office Superintendent-G-II	0413		2290391			No.192, 8th Cross DR. Radhakrishnan Nagar, Moolakulam, Pondicherry-10
7.	A.Nadanasigamani,	Office Superintendent-G-II	0413		2661881			4.3rd Cross Street, Perumal Puram, Villianur, Pondicherry - 605 110.
8.	S. Muthukumarasamy,	Office Superintendent G-II	0413		2205812, 94439-44246			58, Marriamman Kovil Street, Elaipillaihavadi, Pondicherry - 605 005.
9.	L. Durai,	Senior Assistant			NIL			2nd Cross, Saint Joseph School Backside, Puolu Nagar, T.V. Koil, Pondicherry. Pin: 605 102.
10.	R. Narayanasamy,	Senior Assistant	0413		2211158 (PP)			No.10 Police Quarter line, Venkata Nagar, Pandy-11.

Sl. No.	Name	Designation	STD Code	Ph.No.		E-Mail	Fax	Address
				Office	Home			
11.	A. Devanesan,	Senior Assistant			NIL			No.G-2, SPINCO Staff Quarters, ThiruvandarKoil & Post, Pondy - 605 102.
12.	D. Ramkumar,	Senior Assistant	0413		/ 2200551			No.40 3rd Cross, Thanthai Periyar Nagar, Pondicherry - 5.
13.	D. Sankar,	Senior Assistant	0413		2238385			26, Arjunan Street, Kennedy Garden, Karuvadi kuppam, Pondicherry - 605 008.
14.	R. Vanaja,	Senior Assistant			NIL			Plot No.19, PriyadharshiniSt., Moogambigai Nagar, Reddiyarpalayam, PONDY-10.
15.	S. Baktavachalam,	Senior Assistant			94437- 68556			No. G-4, SPINCO Staff Quarters, Pondicherry - 605 102.
16.	N. Ramesh,	Senior Assistant	0413		2200688			24, Priyadharshini Street, Moogambigai Nagar, Reddiarpalayam, PONDY-605 010.
17.	K. Rajendran,	Jr. Asst.	0413		94439-87280			469, Devanathasamy Nagar, East PONDY Road, Villupuram.
18.	R. Durairaj,	Jr. Asst.			NIL			157 A, 4th Cross (Last) Annai Mera Street, Malaveer Nagar, Karuvadikuppam, Lawspet (Road), Pondicherry-8.
19.	G. Saminadan,	Jr. Asst.	0413		2225646			13, III Cross, V.O.C. Nagar, Muthialpet, PONDY - 605 003.
20.	A. Vadivel Murugan,	Jr.Asst.	0413		2278441			10,3rdCross, Mohan Nagar, Pondicherry -605 005
21.	V. Rajakumar,	Jr. Asst.,			/5534994			318 - LIG Kurumbapet, Pondicherry.
22.	K. Saravanan,	Jr. Asst.,			NIL			No.31, Nethaji Street, Ashok Nagar, Lawspet, Pondicherry -605 008

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-Mail	Address
				Office	Home			
23.	S. Vellaiammal	Jr. Asst.,			NIL		spinnco@vsnl.net spinnco@yahoo.com	14, SPINCO Cylon Quarters, Thirubuvanai, Pondicherry - 605 102.
24.	R. Murugaiyan,	Jr. Asst.,			NIL			No.14, 3rd Cross Street S.M.V Puram (West), Villianur, Pondicherry - 605 110.
25.	R. Mani,	Jr. Asst.,			NIL			No.64, Kamaraj Salai, Thantanchavady, Pondicherry - 009.
26.	V. Subbulakshmi,	Jr. Assistant			NIL			1, Perumal koil Street, Thirubuvanai & Post, Pondicherry - 605 107.
27.	P. Krishnamurthy,	Driver-Grade I			NIL			No.71, Mettutheru,
28.	K. Sakthivelu,	Driver-Grade I			NIL			Karanapet, Chellancerri Post, Nettapakkam (Via), Cuddalore (TK)
29.	K. Mannankatti,	Driver-Grade II			NIL			No.F-2 SPINCO Staff Quarters, Thirubuvanai, Pondicherry-102.
30.	A. Ganesan,	Driver-Grade II	0413		/ 2699389			No.2 New Water Tank Street, Molappakkam, Kariyamanickam Post, Pondicherry - 605 106.
31.	K. LakshmiKanthan,	Peon	0413		/ 2666953			No.1, Perumal Salai Medu, Uruvaiyar, Mangalam Post, Villianur (Via), Pondy - 605 110.
32.	K. NarayanaReddy,	Peon			NIL			No.39, B Main Road, Thiruvandarkovil & Post, Kandamangalam(Via), Pondy - 102.
33.	R. Gomathi,	Peon	0413		/ 2200580			13, Cholan Street, Mullai Nagar, Pondicherry - 5.
34.	A. Kalaimaran,	Peon			NIL			126, Enam Vengatachalam Pillai Street, Pondicherry - 1.

**TECHNICAL**

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-Mail	Address
				Office	Home			
35.	P. Thiruchittambalam,	Factory Manager	0413	2640146, 2640166	Ext. No.321			No.A2, SPINCO Staff Quarters, Thirubuvanai, Pondicherry - 605 102.
36.	V. Sandirasegaran,	DFM-I	0413		/2601955 2600513			No.8, Sivalingapuram, Sivan Koil Street, Ariankuppam (Post) Pondicherry - 7.
37.	S. Muthukumar,	DFM-II			98421-94589			No.35, Vth Cross, Thanthai Periyar Nagar, Ellai Pillai Chavady, Pondy -5.
38.	V. Elangovan,	E.E.	0413		2290999			No.106, II Main Road, Cauvery Nagar, Reddiarpalayam, Pondicherry - 10.
39.	R. Kula sekar	Assistant Manager-I	0413		2204696			1,2nd Street Extension, Jancy Nagar, Pondicherry-4.
40.	S. Kumar,	Assistant Manager-II	0413		/2205274			No.6 Ilird Cross Sri Moogambigai Nagar, Reddearpalayam, Pondy-10.
41.	S. Panneer selvam,	Production Officer			5536317			138 A, Point Care Street, Ozanthal Kerrapalayam, Mudhaliarpet, Pondy - 605 004.
42.	S. Vittal Singh,	Production Officer	954146		249552			463, Vaigai Street, DevanathaSwamy Nagar, Villupuram.
43.	J.Souriya Narayanan,	Production Officer	0413		2247777, 5207337			No.10 First Cross, Fourth Lane, Brindavanam, Pondicherry - 605 013.
44.	P. Durairaj,	Supervisor	0413		2292433			No.5 Vth Cross, DR. Radhakrishnan Nagar, Moolakulam, Pondy-605 010
45.	A. Gangadharan,	Supervisor	0413		2251278			No.1, 1st Cross, Podhigai Nagar, Lawspet, Pondicherry.
46.	M. Senthilkumar	Supervisor	0413		2660728			45, V.O.C. Street, Thillai Nagar, Villianur, Pondicherry 605 110.

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-Mail	Address
				Office	Home			
47.	S. Balabaskaran,	Lab Assistant	0413		/2334956			No.14, IInd Street, Thirumudi Nagar, Pondicherry -1.
48.	K. Sivaraman,	Lab Assistant			NIL			Flat No.3 Ravichandran Nagar, Thiruvandarkovil & Post, Pondy - 102.
49.	M. Rajasekaran,	Lab Assistant	0413		2640793			F-4, SPINCO Staff Quarters, Thiruvandarkovil Post, Pondicherry - 102.
50.	R. Ramachandran,	Lab Assistant	0413		92454-13768 2640307			No.F1 SPINCO Staff Quarters, / Thirubuvanai.
51.	V. Seenuvasan,	Godown Assistant	0413		94430-94902 /2221668			No.12, IInd Street, Thirumudi Nagar, Pondicherry -1.
52.	T. Dayalane,	Lab Attender			NIL			14, Barathidasan Street, Kathirkamam Pondicherry.
53.	K. Sentilkumaran,	Lab Attender	0413		2680179			No.3 II Cross Street, Devanathan Nagar, Thirukkanur&Post, Pondy State.
54.	M. Velayutham,	Lab Attender	0413		5532329			Madukarai Road, Karikalampakkam & Post, Pondicherry - 605 007.

**THE PONDICHERRY CO-OPERATIVE SPINNING MILLS LTD.,**  
**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS INCLUDING THE SYSTEM OF**  
**COMPENSATION AS PROVIDED IN REGULATIONS**

**MANUAL - 10**

S.No	Name	Designation	Monthly remuneration (Gross)	Compensation / Compensatory allowance	The Procedure to determine the remuneration as given in the regulation
1.	G. Rajamohan	Managing Director	Rs. 20677		
2.	R. Murugesan	Administrative Manager	Rs. 15271		
3.	M. Rajendran	Manager (Finance & Business)	Rs. 22727		
4.	R. Saravanan	Office Superintendent G-I	Rs. 16113		
5.	K. Vasanthi	Office Superintendent G-II	Rs. 13312		
6.	S. Kandavelu	Office Superintendent G-II	Rs. 13305		
7.	A. Nadasanisigamani	O.S.G-II	Rs. 13384		
8.	S.Muthukumarasamy	O.S.G-II	Rs. 13267		
9.	L. Durai	Sr. Asst.,	Rs. 13014		
10.	R.Narayananasamy	Sr. Asst.,	Rs. 13287		
11.	A. Devanesan	Sr. Asst.,	Rs. 13329		
12.	D. Ramkumar	Sr. Asst.,	Rs. 13283		
13.	D. Sankar	Sr. Asst.,	Rs. 13319		
14.	R. Vanaja	Sr. Asst.,	Rs. 13001		
15.	S.Bakthavatchalam	Sr. Asst.,	Rs. 13265		
16.	N. Ramesh	Sr. Asst.,	Rs. 13041		
17.	K.Rajendiran	Jr. Asst.,	Rs. 11696		
18.	R. Durairaj	Jr. Asst.,	Rs. 11635		
19.	G. Saminathan	Jr. Asst.,	Rs. 11587		
20.	A.Vadivel Murugan	Jr. Asst.,	Rs. 11372		
21.	V. Rajakumar	Jr. Asst.,	Rs. 11373		
22.	K. Saravanan	Jr. Asst.,	Rs. 11380		
23.	S. Vellaiammal	Jr. Asst.,	Rs. 9431		
24.	R.Murugaiyan	Jr. Asst.,	Rs. 11003		
25.	R. Mani	Jr. Asst.,	Rs. 11303		

S.No	Name	Designation	Monthly remuneration (Gross)	Compensation / Compensatory allowance	The Procedure to determine the remuneration as given in the regulation
26.	P.Krishnamoorthy	Driver-Grade-I	Rs. 12115		
27.	K.Sakthivel	Driver-Grade-I	Rs. 12125		
28.	K.Mannangatti	Driver-Grade-II	Rs. 11103		
29.	A. Ganesan	Driver-Grade-II	Rs. 8271		
30.	K.Lakshmiathan	Peon	Rs. 11039		
31.	V.Subbulakshmi	Peon	Rs. 10972		
32.	K. Narayanareddy	Peon	Rs. 11001		
33.	R.Gomathi	Peon	Rs. 8852		
34.	A.Kalaimaran	Peon	Rs. 8118		
35.	P. Thiruchitrambalam	Factory Manager	Rs. 19076		
36.	V.Sandirasegarane	DFM-I	Rs. 15633		
37.	S.Muthukumar	DFM-II	Rs. 19331		
38.	V.Elangovan	Executive Engineer	Rs. 21836		
39.	R.Kulasekar	AM-I	Rs. 17536		
40.	S.Kumar	AM-II	Rs. 16982		
41.	S.Panneerselvam	Production Officer	Rs. 15762		
42.	S.Vittal Singh	Production Officer	Rs. 14017		
43.	J.Souriyarayanan	Production Officer	Rs. 11302		
44.	P.Durairaj	Supervisor	Rs. 12243		
45.	A. Gangadharan	Supervisor	Rs. 9885		
46.	M. Senthilkumar	Supervisor	Rs. 9912		
47.	S. Balabakaran	Lab Asst.	Rs. 9602		
48.	K. Sivaraman	Lab Asst.	Rs. 9624		
49.	M. Rajasekaran	Lab Asst.	Rs. 9650		
50.	R. Ramachandran	Lab Asst.	Rs. 9623		
51.	V. Seenuvasan	Godown Assistant	Rs. 9614		
52.	T. Dayalane	Lab Attender	Rs. 8932		
53.	K. Senthilkumaran	Lab Attender	Rs. 8876		
54.	M. Velayutham	Lab Attender	Rs. 8890		

**THE PONDICHERRY CO-OPERATIVE SPINNING MILLS LTD., NO.P.396**  
**CHAPTER-12**  
**MANUAL-11**

**THE BUDGET ALLOCATED TO EACH AGENCY**

(Particulars to all plans, proposed expenditure and report on disbursement made)

Sl. No.	HEAD	SANCTIONED BUDGET	AMOUNT RELEASED/ DISBURSED (NO. OF INSTALLMENTS)
	<b>INCOME</b>	<b>Rs.in lacs</b>	<b>Rs. in lacs</b>
1.	Sale of Yarn	2990.43	2990.43
2.	Misc. Income	53.16	53.16
3.	Grant in aid from Govt.	50.00	50.00
4.	Share Capital from Govt.	75.00	75.00
5.	Decrease in Working Capital	93.44	93.44
	Total	3262.03	3262.03
	<b>EXPENDITURE</b>		
6.	Cotton Purchase	1878.25	1878.25
7.	Maufacturing Expenses	903.67	903.67
8.	Administrative Expenses	387.62	387.62
9.	Interest	71.37	71.37
10.	Purchase of Fixed Assets	21.12	21.12
	Total	3262.03	3262.03

**THE PONDICHERRY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI**  
**THE MANNER OF EXECUTION OF SUBSIDIARY PROGRAMMES**  
**WELFARE MASURES**

**MANUAL - 12**

1. Provision of food allowance @Rs.11/- per working day to all the staff/employees of the mills.
2. Provision of 3 sets of uniform to each of the staff/mill operatives every year along with stitching charges of Rs.300/-
3. Provision of working uniform of 3 sets (T-shirts and half pants) every year to the mill operatives along with stitching charges @ Rs.75/- (Except Technician)
4. Provision of 3 sets of working uniform every year to the Mill Operatives (Technician only) along with stitching charges of Rs.300/-
5. Provision of 3 Nos. of hand kerchief every year to all the employees.
6. Distribution of 200 gms of Jaggery every month to all the Mill Operatives.
7. Distribution of chappal allowance every year at the rate of Rs.150/- to all the employees/staff member of the mills.
8. Distribution of ½ kg sweets to each of the employees/staff on the occasion of Pongal, May day and Ayudha Pooja.
9. Provision of marriage gift of Rs.2000/- and marriage advance of Rs.5000/- which is recoverable in 50 equal installments to all the employees/staff.
10. Provision of education allowance of Rs.600/- every month to the mentally retarded/ Physically handicapped children of employees/staff members.

**THE PONDICHERY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI  
PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORISATION GRANTED IT**

**MANUAL -13**

The various welfare measures such as provision of food allowance, provision of uniforms, provision of Hand-kerchief, provision of chapel allowance, provision of marriage gift and advance have been extended to all the regular employees of the mills.

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**THE PONDICHERY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI  
NORMS SET BY THE MILLS FOR THE DISCHARGE OF ITS FUNCTION**

**MANUAL -14**

1. Bye Laws of the Mills
  2. Subsidiary Regulations
  3. Rules and Regulations time being in force for governing the Administrative/Business matters
  4. Various sub level committees have been constituted for the purpose of purchase of cotton, sale of yarn, purchase of material for mill store/disposal of tenders./canteen maintenance/welfare and redressal of grievances.
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**THE PONDICHERY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI  
INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

**MANUAL - 15**

1. The 17 Manual as contemplated under the Right to Information Act will be made available in an electronic form.
  2. All other details with regard to the functions of the mills will be available in the web site of the mills.
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**THE PONDICHERY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI  
PARTICULARS OF THE FACILITIES AVAILABLE TO THE  
CITIZEN FOR OBTAINING INFORMATION:**

**MANUAL - 16**

- I. The following means of facilities would be made available to the public for obtaining information
  - a) Notice board
  - b) System of issue of copies of documents
  - c) Printed manual would be made available in the mills
  - d) web site of the mills - ([www.spincco.com](http://www.spincco.com))

**THE PONDICHERRY COOPERATIVE SPINNING MILLS LTD., THIRUBUVANAI**  
**OTHER USEFUL INFORMATION**

**MANUAL - 17**

1. Availability of application form:

Form of application for seeking information will be made available to the public in form A  
FORM - 'A'

**Form of application for seeking Information**

(See rule 3)

I.D.No:  
(For official use)

To  
The Competent Authority,

.....  
.....

1. Name of the applicant :  
2. Address :

3. Particulars of information-  
(a) Concerned department :  
(b) Particulars of information required :  
(i) Details of information required :  
(ii) Period for which information asked for :  
(iii) Other details :

4. I state that the information sought does not fall within the restrictions contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.

5. A fee of Rs...../- has been deposited in the office of the Competent Authority vide Receipt No.....dated:.....

Place :

Date :

Signature of Applicant

e-mail address, if any  
Tel.No. (Office)  
(Residence)

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Note: (i) Reasonable assistance can be provided by the Competent Authority in filling up the Form -A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

A specimen form of filled up application for seeking information is given below:

FORM - 'A'

**Form of application for seeking Information**

(See rule 3)

I.D.No:

(For official use)

To  
The Public Information Officer,  
Pondicherry Coop. Spinning Mills Ltd.,  
Thirubuvanai.

1. Name of the applicant : Raju, M.No.9
2. Address : 10, Iyyanar koil Street,  
Madagadipet,  
Pondicherry.
3. Particulars of information-
  - (a) Concerned department : Accounts.
  - (b) Particulars of information required : Profit/Loss - regarding
    - (i) Details of information required : please furnish a copy of Financial statements of the mills.
    - (ii) Period for which information asked for: for the year 2001-02
    - (iii) Other details : Nil.
4. I state that the information sought does not fall within the restrictions contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.
5. A fee of Rs.50/- has been deposited in the office of the Competent Authority vide Receipt No.00022 dated:16-08-2005.

Place : Thirubuvanai.

(S. Raju, M.No.9)

Date : 31-8-2005

Signature of Applicant

e-mail address, if any Nil

Tel.No. (Office) Nil

(Residence) 2640 177

Note: (i) Reasonable assistance can be provided by the Competent Authority in filling up the Form -A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

2. Fee: As prescribed under Manual 3
3. Right of the citizen in case of denial of information and procedure to appeal
4. I Level Appeal  
Any person who does not receive a decision within the time specified in sub Section 1 of Clause A of Sub Section 3 of Sec 7 may within 30 days from the expiry of such period or from the receipt of a such decision preferred and appeal to the Managing Director of the Mills.
5. II Level Appeal:  
A second appeal against the decision against sub section 1 shall lie within 90 days from the date on which a decision should have been made or actually received with the State Information Commission.
6. Registration for Membership in the Mills:
7. Eligibility for Registration: Membership of the Mills shall be open to:
  - a) The Pondicherry State Weavers Co-operative Society and all primary weavers co-operative societies in the Pondicherry region;
  - b) Any other registered co-operative society functioning in the area of operation of the Mills;
  - c) Individuals other than the employees of the Mills, who are competent to contract and reside with in the area of operation of the mills.
  - d) Government of Pondicherry.

Note:

1. Any individual competent to contract under section 11 of the Indian Contract Act.
2. Any registered society
3. The Government shall be eligible for the admission as a member.
8. Contact Information for Applying: Any person qualified for the membership under the provision and bye-laws of the mills and desires to become a member of the mills shall apply in writing in the form prescribed to the Managing Director of the Mills.
9. Application Fee: Nil - Application may be made on plain paper

**PROCEDURE OF APPLICATION:**

10. Procedure: Any person qualified for the membership of the mills under the provision of Act and its bye-laws shall an application made in the form if any prescribed for the purpose be admitted as the member of the mills by a committee with in 14 days from the date of receipt of application.
11. Other Fees: Admission Fee of Rs.100/-along with an entrance fee of Rs.10/- shall be paid for admission in the mills.