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## **Introduction**

### **Right to Information:**

The Right to Information Act, 2005, was enacted on the 15<sup>th</sup> June, 2005 by the Parliament of India, and substantially came into effect on the 12<sup>th</sup> October, 2005. The Act covers the whole of India except the State of Jammu & Kashmir. This is a Fundamental Rights of the citizens of India enshrined in the Article 19 & 21 of the Constitution of India- the Right to Freedom of Speech, Expression guaranteed in Universal Declaration of Human Rights (UDHR). This is also directly linked to the Right to Life which includes the Right to Food, Health, Education, Liberty etc. The Right to Information, if denied, is the denial of these Rights.

The Right to Information Act, 2005, aims to create a practical regime of right to information for citizens to secure transparency and accountability of public authorities and also to create a statutory right to information in citizen. This covers the entire Government machineries including Government funded organizations and Institutions, School, Hospitals, NGOs, and the Public Sector Undertakings.

### **Objective of the Manual:**

This Manual is intended to aid the citizen in availing precise and basic information about the Department. Care has been taken to disseminate as much information as possible. However due to the very nature of the information, some material cannot be accommodated in this Manual, which can otherwise be available if applied/requested through proper channel. Further, some of the information available in this Manual refers to a particular point of time and therefore should not be contrived as complete picture of the Department.

### **Contact:**

For availing information on topics covered in this Manual as well as other information, he/she may apply to the designated Appellate Authority/ Public Information Officer as found in chapter XVI of this Manual.

### **Fees:**

Fee structure for availing information not available in this Manual is as per the rules laid down in the Nagaland State Right to Information (Regulation of Fee and Cost) Rules 2005.

## **Chapter 1**

## **Particulars of the Organization, Functions and Duties:**

### **Genesis:**

After the attainment of statehood in the year 1963, the State Government had acknowledged the role of cooperative form of organization that could play a very useful role in establishment and promotion of economic and social democracy and in the implementation of democratic planning with the ideal of a welfare state. Much importance is given emphasizing cooperative movement in our State as mass movement for socio-economic up-liftment of our rural people enabling them to have a feeling of self reliance which is of basic importance in a democratic way of life.

The present Cooperative Department came into being in 1963 having bifurcated from Agriculture Department.

### **Our Mission:**

*"Strengthening the Farmer for Economic Self-Reliance"*

### **Objectives:**

The Chief objective of the Registrar of Cooperative Societies is for the promotion and development of Cooperative Societies. Cooperative Society is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs through a jointly owned and democratically controlled enterprise. It imbibes the value of self-help, self-dependent, democracy, equality and solidarity.

The Objectives of the department are:-

- (i) To make its movement as an instrument of democratic planning, combining initiative, mutual benefit and social purpose, cooperative must be an essential feature of the programme for implementation of economic planning.
- (ii) Cooperative agencies in the village to have the closest possible relationship with the Cooperative society cleave together with the Village Development Board (VDB). And with this object an attempt has been made to have in each village a Cooperative Society Ltd., which is a recommended policy of the state government so as to cater to the multiple needs of its people (Member of Cooperative Society)
- (iii) To revive and re-vitalize the Cooperative credit sector by way of re-structuring in line with the policies adopted by the Government of Nagaland from time to time, with an aim to facilitate agricultural credit as well as micro-financing to the rural people.
- (iv) To promote and develop marketing network through Cooperatives in harnessing the increasing agricultural production.

### **FUNCTIONS AND DUTIES:**

1. Organizing, Registration, Supervision, Technical and Financial Assistance, Counsel and control of registered Cooperative society.
2. Audit, Inspection, Arbitration and Liquidation.
3. Co-operative education and training.
4. Development of human resources and Co-operative movement.
5. Implementation of Centrally Sponsored Schemes.
6. Extension of credit.

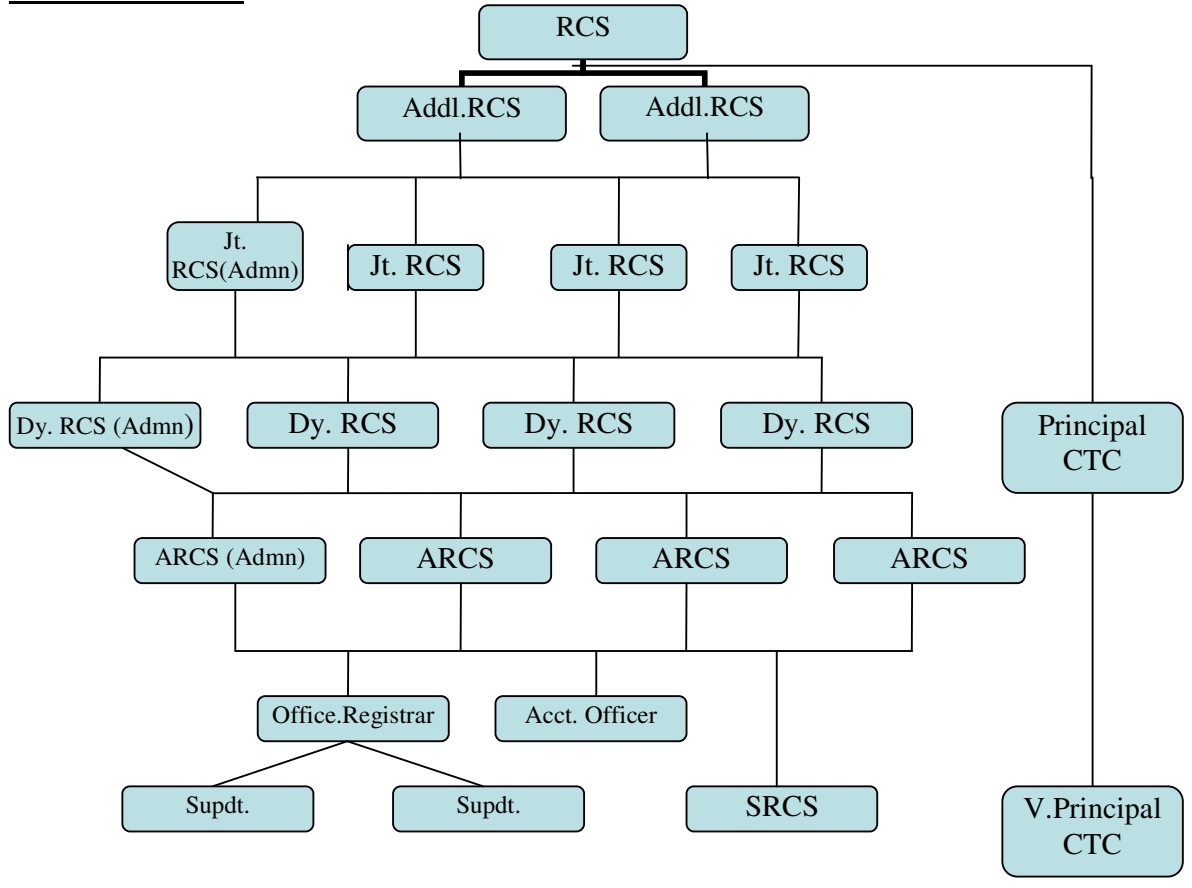
7. Recovery of loans.

**Administrative setup of Cooperation Department:**

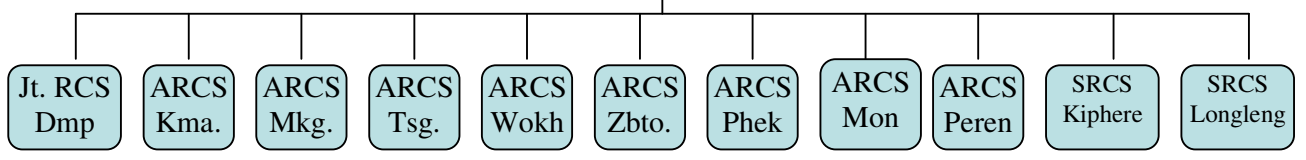
The Administrative Head of the Department is Secretary to the Government of Nagaland, and manpower organization at the Directorate level is headed by the Registrar of Cooperative Societies, who holds the key position of the Department. He/She is the Chief Executive/Directional Head of the Department. He/She is the statutory authority for registering cooperative societies and administering the law governing them. Cooperation being a State subject under the Constitution of India, the success of the Cooperative Movement largely depends upon the role played by the Registrar of Cooperative Societies in assisting the State Government in formulating and executing policies and programmes. Thus Registrar of Cooperative Societies must be a man/woman of good imagination and of outstanding ability. Two Additional Registrar of Cooperative Societies works under the Registrar, for the successful implementation of Government policies and programmes relating to Cooperative Department. Presently one Addl. Registrar of Cooperative Societies is posted to MARCOFED to look after the affairs of MARCOFED business activities on management basis. Out of four Joint Registrar of Cooperative Societies, One Joint Registrar is posted at Dimapur as District Officer of the Department, and other Districts are headed by Assistant Registrar of Cooperative Societies and Sub-Registrar of Cooperative Societies (SRCS) at the sub-Divisional level to assist the head of the department in the matter of implementation of Government policies and programmes relating to Cooperation Department.

**Organizational Structure:**

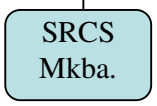
**Directorate Level:**



**District Level**



**Sub-Divisional Level**



The CTC is a permanent and only Cooperative training centre established by the Department in the year 1968 to impart Cooperative education and training to executive and general members of Cooperative Societies as well as field staff of the Department.

The CTC Medziphema is manned by a Principal in the rank of Deputy RCS who is assisted by a Vice-Principal in the rank of Sub-RCS and three lecturers in the rank of SICS besides other ministerial and Gr. IV staff.

### **LOCATION OF THE OFFICE (DIRECTORATE)**

The Office of the Registrar of Co-operative Societies Nagaland, Kohima is located at A.G Colony above the Office of the A.G. Nagaland, and is commutable by city bus and taxis from north A.O.C (Nearest city bus stop).

### **ADDRESS :**

Office of the Registrar of Co-operative Societies,  
Nagaland, Kohima.  
A.G. Colony,  
Kohima – 797001  
Ph: (0370)2241608  
(0370)2240044

### **OFFICE TIMINGS :**

Summer : 9:30 A.M to 4:30 P.M  
Winter : 9:00 A.M to 4:00 P.M

(There is no Public Interviews on Wednesdays)