

**THE INFORMATION HANDBOOK UNDER
RIGHT TO INFORMATION ACT, 2005**



**JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE
DEVELOPMENT CORPORATION
HQ.,232 KUSAI COLONY, DORAND, RANCHI**

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CHAPTER-1

INTRODUCTION

Chapter 1 Introduction

1.1 Background of the Right to Information Act, 2005.

- o The Lok Sabha on 11th May, 2005 and the Rajya Sabha on 12th May, 2005 passed the Right to Information Bill, 2005. It received the assent of the President on 15th June, 2005.
- o This Information Handbook (Version 1.0, 2005) has been prepared in compliance to the Right to Information Act, 2005 coming into force w.e.f. 12th October, 2005.
- o The basic purpose of the Act is to secure for the citizens, access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.
- o The Jharkhand State Scheduled Castes Co-operative Development Corporation is a 'Public Authority' under Section 2(h)(d)(i) of the Right to Information Act, 2005.
- o As a Public Authority, the JSSCDC, through this Information Handbook, lays down required guidelines thereby endeavoring to fulfill all its obligations under the Act.

1.2 Objective/Purpose of this handbook.

- o The main objective of this handbook is to facilitate the public to have access to information in different forms, which is available under the control of the JSSCDC.

1.3 Users of this handbook.

Members of the public, stakeholders and Staff of the Public Authority are the intended users of this handbook.

1.4 Organization of the information in this handbook.

This handbook has 17 manuals. The details are given as under:-

Manual No.	Topic
01	Particulars of Organizations, Functions & Duties
02	Powers & Duties of Officers & Employees
03	Rules, Regulations, Instructions, Manual & Records, for discharging functions
04	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof
05	A statement of the categories of documents that are held by it or under its control
06	A statement of boards, council, committees and other bodies constituted as its part
07	The names, designations and other particulars of the Public Information Officers
08	Procedure followed in Decision Making Process
09	Directory of Officers and Employees
10	The Monthly Remuneration received by Officers & Employees, including the system of compensation as provided in Regulations
11	The Budget Allocation to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)
12	The manner of execution of Subsidy Programmes
13	Particulars of Recipients of Concessions, permits or authorization granted by it
14	Norms set by it for the discharge of its functions
15	Information available in Electronic Form
16	Particulars of facilities available to citizens for obtaining information
17	Other Useful Information

1.5 Definitions of various terms used in the handbook.

Definitions of various terms used in this handbook are given as follows: -

- (i) “Public Authority” means the Jharkhand State Scheduled Castes Co- operative Development Corporation.
- (ii) ‘Target Group’ means Scheduled Caste persons having annual family income below Double the Poverty Line limit (presently Rs.40,000/-in rural areas and Rs.55000/- in urban areas).
- (iii) “Applicant” means the person who submits applications to the Public Authority through the **District offices** for financial assistance.
- (iv) “Beneficiaries” mean the eligible scheduled caste persons who have been covered under the financing programmes of the Public Authority.
- (v) “Proposals” means the Projects submitted by the State/UT Channelising Agencies to the Public Authority.
- (vi) “Schemes” means the proposals sanctioned by the Public Authority.
- (vii) “**District offices** ” means the State/UT Channelising Agencies incorporate and nominated by the respective State/UT Governments.
- (viii) “Sanction” means the schemes approved by the Public Authority by way of issue of **sanction letter** containing standard and special terms & conditions.
- (ix) “Disbursement” means funds released by the Public Authority to its **District offices** for implementation of sanctioned schemes.
- (x) “Utilisation” means the release of the Public Authority’s funds for implementation of projects and delivery of assets to the beneficiaries as per the approved **sanction letter**.

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

The following officer of the Public Authority may be contacted in case of more information:

	Name & Designation	Phone Nos.
1.	Sri Amarjeet Singh, Director-Cum-Secretary	0651-2490672(O)

1.7 Procedure and Fee Structure for getting information not available in the handbook.

The normal questions that may arise in the mind of General Public have been posted on the JSSCDC Website (www.jsscdc.nic.in) in the form of Frequently Asked Questions. The detailed lending policy of the JSSCDC alongwith procedure for availing loans is also available on the website which can be downloaded without any fee.

Alternatively, persons desirous of obtaining any information not available in the handbook may send their request in writing addressed to the Public Information Officer (PIO), Jharkhand State Scheduled Caste Co-operative Development Corporation, HQ, 232 Kusai Colony Doranda, Ranchi-02.

To obtain information, prescribed fees by way of cash against proper receipt or by Demand Draft or Bankers Cheque may be sent in favour of , Jharkhand State Scheduled Caste Co-operative Development Corporation.

CHATER-2
OBJECTIVE/
PURPOSE OF THE PUBLIC AUTHORITY

Objective/Purpose of the Public Authority.

Major objectives of the Public Authority (JSSCDC) are:

The prime objective of the Corporation is to work for socio-economical upliftment of its target group people and to provide better self employment avenues so that they can become economically dependant and self-reliant members of the society. In fact, the JSSCDC is to work as a catalyst to create adequate income generating activities for under privileged target group people of the state i.e., Scheduled Castes.

The other objectives of the Corporation include :

- i. To plan, promote, undertake and assist programmes of agricultural development, animal husbandry, marketing, processing supply and storage of agricultural products, small scale industry, trade business or any other activity which will enable its member to earn a better living and help them to improve their standard of living.
- ii. To organize, supervise, assist, provide technical guidance to and develop the business of District Schedule Caste Co-operative Societies Industrial Co-operative Societies and other Co-operative Institutions functioning for the benefit of Scheduled Caste and to coordinate and consolidate the activities.
- iii. To ensure into all kinds of contract and transaction relating to Industrial produce of industrial Co-operative, with a view to the gradual elimination of middlemen and thus ensure fair wages and shares in profit to the Scheduled Caste workers.
- iv. To raise and arrange loans and accept deposit.
- v. To arrange for and provide such credits as may be required for the affiliated Societies by advancing loans, cash credits and margin money.
- vi. To acquire and hold shares in co-operation Institutions.
- vii. To provide facilities for training to the member of the co-operative organization and to grant such facilities scholarships and award for research or other purposes as would directly or indirectly help to the co-operative movement among Scheduled Castes people in general.
- viii. To undertake development work relating to scheduled castes including construction works such as construction of houses, hostel building, residential school.
- ix. To act as the agent of the Government for the procurement supply and distribution of agricultural or other produce or other goods as and when required to do so.
- x. To coordinate supervise and control the activities of the affiliated societies.
- xi. To provide facilities for survey, research or study of the problem relating to cottage and village industries small scale industries and scope of their development with a view to promote such industries and business for the purpose of providing employment to the member of the scheduled castes.
- xii. To arrange for publicity and marketing of the finishing products manufactured by the member in village industries if necessary, by opening show-room, emporium, etc.
- xiii. To invest or deposit surplus fund of the corporation in Government securities or in cooperative Bank or in other banks as decided by the Boards.
- xiv To issue bonds and debentures for raising resources for fulfilling any of the objects of the corporation.

2.2 Vision/Mission Statement of the Public Authority.

Vision Statement: Fighting Poverty & Stigma through Socio-Economic Empowerment for Scheduled Caste Population of the State of Jharkhand.

Mission:

To finance, facilitate and promote the socio-economic development activities of Scheduled Castes living below double the poverty line limits (i.e. presently, Annual Family Income of Rs.40,000/for rural areas and Rs.55,000/for urban areas).

2.3 Brief history of the Public Authority and context of its formation.

The Public Authority (Jharkhand State Scheduled Caste Co-operative Development Corporation) is set up as **Jharkhand State Scheduled Caste Co-operative Development Corporation** and registered as a apex Cooperative Organization under Bihar and Orissa and Jharkhand Co-operative act. 1956. The **JSSCDC** is set up in the context of playing a catalytic role in developing employment generation schemes for the Scheduled Castes persons and promoting their economic development activities.

2.4 Duties of the Public Authority.

- (i) To perform all its activities in a transparent manner.
- (ii) To act impartially without, prejudice to, and pressure of any external factors.
- (iii) To deal with each case of financial assistance to the target group strictly on merit.

2.5 Main activities/functions of the Public Authority.

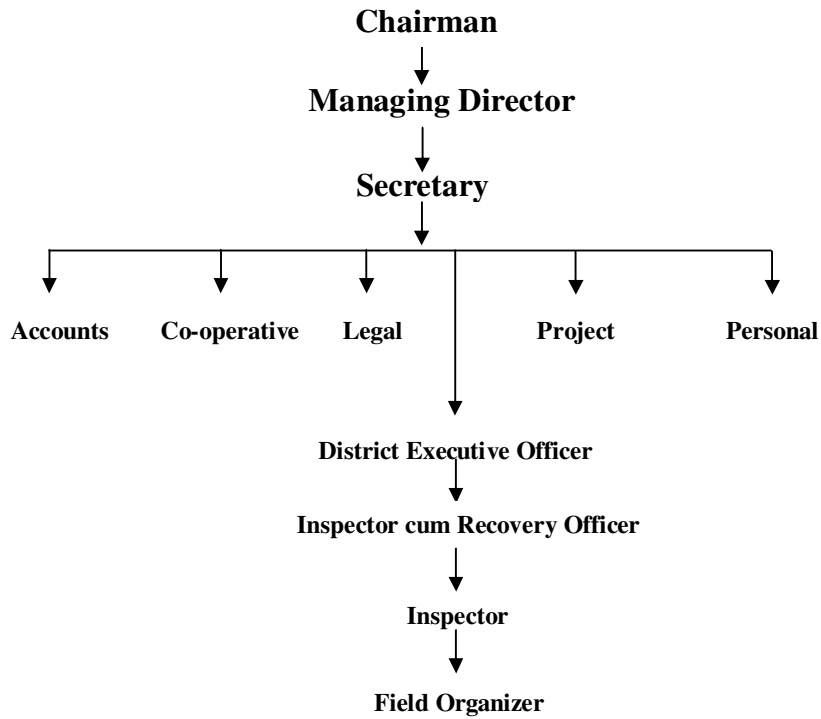
- (i) Through its district branches Financing income generating schemes for the eligible Scheduled Castes persons.
- (ii) Providing Micro Credit Finance to the target group through the SCAs.
- (iii) Providing grants for skill development programmes through the SCAs.
- (iv) Providing advisory services to target group and SCAs.
- (v) Upgrading the skill levels of the SCAs.

2.6 List of services being provided by the Public Authority with a brief writeup on them.

- (i) Providing financial assistance at concessional rates of interest to the eligible persons of target group for setting up of their own ventures.
- (ii) Providing skill / entrepreneurial training programmes to the educated unemployed category of the target group for their skill development / upgradation leading to their future employment / self employment.

2.7 Organizational Structure.

Board of Directors



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

The Public is expected to appreciate the mission of the Public Authority and endeavour to empathize with the target group and encourage them to improve their lot by utilizing the funds properly and repaying the JSSCDC loans in time.

2.9 Arrangements and methods made for seeking public participation / contribution.

The State/UT Channelising Agencies, as per the Lending Policy of the Public Authority, are required to ensure free and fair selection of applicants of the target group under its schemes for financial assistance, in a transparent manner. The Public as conscientious citizens of the country may bring to the notice of Public Authority, any deviations taking place at the field level in the larger interests of the target group for corrective action.

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

The Public Authority has district offices to closely monitor the schemes sanctioned and funds disbursed to the beneficiaries. That is (i) to ensure free and fair selection of beneficiaries, (ii) timely disbursement of funds to the beneficiaries, (iii) timely and properly utilization of funds, (iv) submission of Progress Reports by the district offices, (v) repayment of of loan from the beneficiaries, (vi) inspection of implemented units. In addition to the above, the Headquarter of the Public Authority also monitor the schemes through periodic field inspections and meetings with the district officials.

If any grievance received from the public pertain to its activities, the Public Authority either solve it at its end or endorses the same to the appropriate authority to do so.

2.11 Addresses of the main office and other offices of the Public Authority.

(a) Head Office

Jharkhand State Scheduled Caste Co-operative Development Corporation
HQ: 232, Kusai Colony, Doranda, Ranchi.

Ph.No. : 0651-2490665
Fax No. : 0651-,2490672,
Email : jsscde.ranchi@yahoo.co.in
Website : www.jsscde.nic.in

(b) District Offices of JSSCDC

District Branchs	District Covered
RANCHI : 2nd Floor ,Vikash Bhawan, Kutchery Road ,Ranchi Phone No : 0651-2209108 Mobile No: 9470193103	RANCHI, KHUNTI, LOHARDAGA, GUMLA, SIMDEGA.
HAZARIBAGH : Prasant Complex, Guru Govind Singh Road, Hazaribagh Phone No : 06546-262895 Mobile No: 9470193102	HAZARIBAGH, CHATRA, KODERMA, RAMGARH.
DHANBAD : Combined Building , Dhanbad Phone No : 0326-2312413 Mobile No: 9470193313	DHANBAD, BOKARO, GIRIDIH.
JAMSHEDPUR : Apna Bazaar , Bistupur Phone No : 0657-2320721 Mobile No : 9470193104	JAMSHEDPUR, SARAIKELA KHARSAWA, WEST SINGHBHUM
DEOGHAR : Kutchery Road, VIP Chowk, Deoghar Phone No. : 06432-234830 Mobile No. : 9431362626	DEOGHAR, DUMKA, GODDA, PAKUR, SAHEBGANJ, JAMTARA
PALAMAU : Munsif Road, Jail Hata Daltanganj, Palamu Phone No : 06562-231225 Mobile No: 9470193100	PALAMAU, GARHWA, LATEHAR

Morning hours of the office : 10.00 A.M.
Lunch hour : 1.30 P.M. to 2.00 P.M.
Closing hours of the office : 5.00 P.M.
(6 days a week from Monday to Saturday)
Or as notified by State Government

CHAPTER 3 (MANUAL – 2)
POWERS AND DUTIES OF OFFICERS AND
EMPLOYEES

3. The details of the powers and duties of officers and employees of the Public Authority are given below :

3.1

Designation	Power and function	
(1) Managing Director	The Managing Director shall subject to the general control of the Board, be responsible for the executive administration of the Corporation. All bonds and other legal documents executed in favour of the Corporation shall be executed by him. He shall exercise such powers as the Board, the Executive Committee and the Chairman may delegate to him from time to time and in particular, shall have the following duties and powers :	
	i)	To guide and supervise the business of the Corporation in all matters.
	ii)	To exercise control and supervision on the administration of the Corporation.
	iii)	To appoint as may be sanctioned from time to time by the Board and he Executive Committee, all salaried staff of the Corporation except those mentioned in clause (xiv) of bye-laws 35, in accordance with the rules, if the Registrar Co-operative Societies.
	iv)	To appoint from time to time such number of casual workers or persons needed for specific activities as he may think necessary for the business of the Corporation and terminate their services.
	v)	To suspend, remove, dismiss, fine or otherwise punish all salaried servants of the Corporation except those mentioned in clause (xiv) of bye-laws 35 in accordance with the rules, made in this behalf by the Board, with the approval of the Registrar, Co-operative Societies.
	vi)	To fix the amount of security, if any, to be given by the members of the staff, subject to the approval of the Registrar Co-operative societies.

	vii)	To exercise such powers as may be delegated or assigned to him by the Board of the Executive Committee.
	viii)	To nominate person or persons as delegates to conferences or meetings, whenever necessary.
	ix)	To carry on Correspondence on behalf of the Corporation.
	x)	To determine the powers and duties of the different categories of staff of the Corporation including the Secretary, Addl-Secretary and Joint Secretary and to delegate power and assign duties to them.
	xi)	To institute, conduct and defend legal proceedings by or against the Corporation and to do all things necessary in any such legal proceedings in or before any court civil, criminal, revenue or authority and appoint legal advisors, attorney or agents of the Corporation on such terms as he thinks fit.
	xii)	To abandon and compromise or refer to arbitration any debts, claims or disputes or legal proceedings by or against the Corporation or officers concerning the affairs of the Corporation as may be decided by the Board and the Executive Committee.
	xiii)	To enter into all negotiations for contracts, agreements and partnership and Co-partnership with Government members & others.
	xiv)	To bid for negotiate, and accept contracts for industrial products and other raw materials, and sale of such produce and raw materials and to enter into all kinds of transaction thereof.
	xv)	To execute deeds, agreements, documents and to do all things in the name and on behalf of the Corporation in relation to any matter specified in (xiii) above.
	xvi)	To execute and to do all acts, deeds and things in the

		name and on behalf of the Corporation for acquiring or disposal of any property movable or immovable on such terms as are sanctioned by the Executive Committee.
	xvii)	To execute and sign promissory notes, deeds and other documents and to do all acts and things in the name and on behalf of the Corporation for raising loans and deposits.
	xviii)	To endorse, sell, securities and other documents of title in the name and on behalf of the Corporation as are approved by the executive committee.
	xix)	To open banking accounts in the name of the Corporation and to sign necessary papers and documents and draw cheques or otherwise operate on such accounts under his signature.
	xx)	To grant, release or otherwise discharge for claims and demands of the Corporation.
	xxi)	To ensure and keep insured upon such terms as he deems fit all or any of the buildings, goods stores or there property of the Corporation.
	xxii)	To sanction repairs to or improvement on any movable or immovable property of the Corporation.
	xxiii)	To issue orders regarding transfer of the members of the staff.
	xxiv)	To grant leave to members of the staff.
	xxv)	To prepare programme for the business activities of the Corporation and place the same before the Executive Committee and the Board.
	xxvi)	To appoint person or persons to manage the affairs of any Co-operative Society, the management of which has been entrusted to the Corporation and to make such changes from time to time as he thinks necessary.
	xxvii)	To sanction advances of money and goods to members

	on such terms and conditions as are approved by the Executive Committee.
xxviii)	To incur expenditure sanctioned by the Executive Committee for purpose under sub-bye-laws no (xx) and (xxi) of the bye-laws.
xxix)	To summon meetings of the Board of Directors and meetings of the Committee.
xxx)	To issue notice of general meetings on behalf of the Board, the Executive Committee and the Chairman when summoned them.
xxxi)	To place before the Executive Committee and the Board annual reports and other reports on the working of the Corporation as may be required by the Executive Committee and the Board.
xxxii)	To place before the Executive Committee and the Board audit reports and audited profit and loss account and the balance sheet and inspection notes and ensure compliance thereof.
xxxiii)	To place budget estimates before the Executive Committee and the Board.
xxxiv)	To recommend the Executive Committee and the Board on financial transaction and obligation that may be required to be entered into by the Corporation.
xxxv)	To sanction and authorize expenditure for the business and affairs of the Corporation in the execution of all or any of his powers.
xxxvi)	To pay and satisfy debts, liabilities, claims and demands due against the Corporation.
xxxvii)	To delegate with the concurrence of the Executive Committee one or more of his powers to the Secretary,

		Addl. or Joint Secretary or any other officer of the Corporation.
	xxxviii)	To generally do all acts and deeds and incur such expenditure at any time which may be necessary in the interest or for safeguarding the interests of the Corporation in any matter irrespective of whether such acts and deeds are expressly within his powers of not and all such acts done in good faith shall for all intents and purposes be as valid as done by a competent authority.
(2) Sri. Amarjeet Singh, Director-Cum-Secretary		All the files related to Project, Co-operative, Computer a EDP, Estt, Accts are routed through him. He is also looking after Co-operative section and Legal section.
(3) Sri. Amal Kumar, Chakrabarty, DEO, Ranchi		He is officer in charge of project and micro finance section. His duties and responsibilities are as follow :-
	i)	All projects related works and reports.
	ii)	All loan related report.
	iii)	Preparation of utilization certificates.
	iv)	Preparation of project report for Micro Finance.
	v)	NSFDC/NSKFDC SCHEME/Preparation of schemes/implementation/ related reports/utilization reports and refund/repayments of loan.
	vi)	To keep track of recovery from beneficiaries and put up before M.D. monthly recovery status and to give suggestion to improve recovery and related web/report thereof.
	vii)	As per SCA guidelines prepare the projects and to send then timely/ this implementation and related reports.
	viii)	Any other under assigned by Managing Director.
4) Sri. Allauddin Ansari, Deputy Account Officer	i)	All reports related to Account and works thereof.
	ii)	All works related to Audit .
	iii)	Income Tax/Provident fund/Group Gratuity/Group Insurance related all works.
	iv)	Vouchers and there proper up keep and maintenance.

	v)	In charge of Cash book.
	vi)	Accounts related work of different schemes
	vii)	Cash Book/Journal/ Ledger Provident fund register/ Cheque Book and Cheque register up keep of records.
	viii)	Managing Mixed Deposits.
	ix)	Receipt Expenditure Statement preparation.
	x)	Maintain acquaintance roll/TA Bills/ other Bills/ Stoke registers.
	xi)	Files related to Assets/Liabilities.
	xii)	Any other work given by Managing Director.
	He is also looking after Establishment all at present, performing following duties :-	
	i)	To put up Annual Increment/ACP/Promotion related matters before MD through proper authority.
	ii)	Files related to complaints against officers and other staff of the Corporation.
	iii)	All works related to general administration of Corporation.
	iv)	Any other works which is not related to any other section.
Legal :		At present Sri. Amarjeet Singh, Director-Cum-Secretary in looking after the section.
	i)	All legal matter related to this Corporation.
	ii)	Parliamentary/Assembly related works.
	iii)	Sri Maithili Sharan Mochi, Inspector acts as Asst. of this section with his other duties.
Computer & EDP		At Present Sri Amarjeet Singh, Director-Cum-Secretary will look after the section.
	i)	Computer/Computerizations related works and equipments/machine in H.Q. and districts.
	ii)	Networking and Software related works to different functions of the Corporation.
	iii)	To over cease the Hardware/Software re3lated works of the Corporation.
Co-operative Section		At Present Sri. Amajeet Singh, Director-Cum-Secretary is working after the section.

	i)	As per Byelaws/Co-operative related works.
	ii)	To get affiliated the S.C. Societies with Corporation and enhance then capacity/then Progress to reviewed this works.
	iii)	Sri. Maithili Sharan Mochi, Inspector acts as Asst. of this section at present.

CHAPTER – 4
PERSONNEL DEPARTMENT

4. The Department-wise list of rules, regulations, instruction, manuals and records available and used by employees for discharging functions are given below:

4.1 PERSONNEL DEPARTMENT :

Sl. No.	Name/title of the document	Type of the Document (Rules, Regulation, Instructions, Mannuals, Records, others)	Brief Write-up on the document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	Conveyance Rules	As per Gov't of Jharkhand Norms and circulars thereof	It provides facility of availing conveyance advance to the Employees of the Corporation.	-	
2.	Adoption of Govt. Rules.	"	Wherever JSSCDC Rules are not in existence/ are silent, we follow Govt. Rules.	-do-	
3.	JSSCDC Conduct Discipline & Appeal Rules.	"	Conduct Discipline of Employees is governed by this Rule	-do-	
4.	LIC Group saving linked Insurance Schemes in lieu of Employee deposit linked scheme under Employees Provident Fund & Miscellaneous provisions Act., 1952.	"	Scheme provides group saving linked Insurance to the Employees of the Corporation	-do-	
5.	Grant of incentives to Employees adopting the small family norms under the family Welfare Planning Scheme., 1992	As per Govt. Rules	Under this Employees are given grant of incentives in the form of special increment/leave on adopting the small family norms.	-do-	
6.	JSSCDC Recruitment, Promotions,	As per Govt. of Jharkhand Policy and	Rules provide procedure to be followed for	-do-	

	and Seniority Rules, 1993	Rules	Recruitment, Promotions, and Seniority of Employees in the Corporation.		
7.	JSSCDC	As per Govt. Rules	Under this Employees get facility of Medical reimbursement for the treatment of self & dependent members as per his/her entitlement, from Recognized Hospitals.	-do-	
8.	House Building Advance Rules, 2000.	As per Govt. of Jharkhand Rules	Employees are entitled to avail facility of House Building advance as per his/her entitlement keeping in view the repaying capacity subject to maximum of Ra. 7.5 lakhs.	-do-	
9.	LIC Group Gratuity Schemes for the Employees of JSSCDC.	Rules	Under this Scheme, besides the gratuity admissible under the payment of gratuity 1972, in case of death, Employees are also entitle to get a gratuity for the period from the date of death.	-do-	
10.	Delegation of powers	As per circulars issued by Corporation from time to time	By this certain officials are empowered to approve/sign. certain documents on behalf of the Corporation.	-do-	
11.	Revision of pay scales of the Employees	As per Govt. of Jharkhand Guidelines	-	-do-	
12.	Restructuring of Manpower	As per Govt. of Welfare Department Circulars	Manpower Restructuring in the Corporation after bifurcation was conveyed with the approval of Board/Ministry etc. conveying number of sanctioned posts in each cadre.	-do-	

13	Perks & Allowances	As per Government Rules	Perks & Allowances on revision of pay w.e.f. 01.01.97 are conveyed to the Employees of the Corporation.		
14	Annual Performance Appraisal report	Instructions	Vide this order system of Performance Appraisal of Employees of the Corporation at the various level is adopted		
15	Circular (No. NO. ----- -----)	Instruction	Vide this circular Schedule for completion of ACRs within stipulated period has been conveyed.		
16	Reservation Roster	Record	Reservation Policy followed as per the directive of Govt. in the Corporation		
17	Service Books	Record	Entries regarding Service matters of individual Employee are made in this book.		
18	Leave Register	Record	Entries regarding leave availed by the Employees of the Corporation are mentioned.	-do-	

4.2 Administration Department

Sl. No.	Name/Title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.		Instructions	Vide the eligibility of employee (Cadre wise) for availing Telephone Call facilities has been conveyed	-do-	
2.	Stock Register	Record	Entries of stationery items/received in the store and issued to the Employees for official use is mentioned.	-do-	

3.	Visitor Register	Record	Details regarding persons visited in the Corporation.	-do-	
4.	Dispatch Register	Record	Document contains in word & outward letters in the Corporation	-do-	

4.3 PROJECTS DEPARTMENT.

Sl. No.	Name/Title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up on the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	Guidelines on Economic Development Schemes for the persons belonging to Scheduled Castes	Regulations	Vide this Lending Policy of the Corporation pertaining to different financing and format of applications for financial assistance under various activities has been conveyed.	District Branches	
2.	Circular (Proj)	Instructions	Vide the said Circular norms for disbursement of fund in the various sanctioned schemes of the Corporation has been given.	-do-	
3.	(Proj)	Instructions	Vide this system of project (sanctioned, disbursement & utilization acceptance as per the given norms has been conveyed.)	-do-	
4.	Letter No	Instruction	Vide this district branches are advised to follow the system of utilization of fund in proper manner	-do-	
5.	Proj Clearance Committee (PCC)	Instruction	Vide this document a Committee is formed to give its recommendations on considering the project proposal for sanction	-do-	

6.	Central Register	Record	It contains the information regarding Projects proposal received from district in the Corporation		
7.	Sanction Letter	Instruction	The document contain the Terms and Conditions regarding sanction of loan, disbursement of fund and utilization thereof.		

4.4 Finance department :

Sl. No.	Name/Title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up on the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	Govt. Guarantee	Record	File containing Govt. Guarantee obtained from SCAs for sanction and disbursement of funds in the NSFDC's schemes.	Manager (IAW)	

CHAPTER – 5

5.1 Formulation of Policy .

Q. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies?

A. There is no provision to seek consultation/participation of public or its representatives for formulation of policies in the Corporation (Jharkhand State Scheduled Castes Cooperative Development Corporation).

5.2 Implementation of Policy.

Q. Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies?

A. There is no provision to seek consultation/participation of public or its representatives for implementation of policies in the Corporation (Jharkhand State Scheduled Castes Cooperative Development Corporation).

CHAPTER – 6

6. The Department-wise official documents available and procedure to obtain those are given below :

6.1 Finance Department.

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Head by/under control of
1.	Finance Record	Annual Reports	DAO
2.	Finance Record	Budget of the Corporation	DAO

6.2 Projects Department.

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Head by/under control of
1.	Policies & Guidelines	JSSCDC Lending Policy (Brochure & Pamphlet) : Unit costs, lending rates, procedure for sanction & disbursement etc.	Project in charge
		JSSCDC Skill Training Guidelines (1 Page Circular) : JSSCDC Norms for giving grants for short term Skill/Entrepreneurial Development Programmes	Project in charge
		List of SC concentrated Panchayats	Project in charge

6.3 Personnel Department.

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Head by/under control of
1.	Service Rules of the Corporation	Approved rules governing service matters of employees	Officer in charge (Personnel)
2.	Disciplinary Matters Files	Files relating to disciplinary matters of the Corporation	-do-
3.	Court Cases/Legal Matters Files	Files relating to legal matters of the Corporation	-do-
4.	Vigilance Cases Files	Files relating to vigilance matters of the Corporation	-do-
5.	Corporation Services Files	Files relating to corporate matter of the Corporation	-do-
6.	Memorandum & Articles of Association	Bye-Laws regulating affairs of the Company	-do-

7.	Agenda/Minute Books of the Board Meetings & General Body Meetings	Agenda and Minutes of the Board Meetings and General Body Meetings of the Corporation	-do-
8.	Corporate Service Registers	Attendance Registers of Board/General Body Meetings, Share Register, Share Capital Register, Members/Shareholders/Directors Register, Common Seal Register	-do-
9.	Personal files of Officers & Employees	Contains individuals records of employees	-do-
10.	House Building Advance (HBA) Files of Officers & Employees	Contains HBA papers and original document of property	-do-
11.	Conveyance Advance Files of Officers & Employees	Contains conveyance papers of employees	-do-
12.	Probation Reports Files of Officers & Employees	Contains probation reports of employees	-do-
13.	Correspondence Files	Contains correspondence with Administrative Ministry	-do-
14.	Reservation Roster	Contains reservation details	-do-
15.	Group Gratuity Files	Contains details of group gratuity of JSSCDC employees	-do-
16.	Posting & Transfer Files	Contains details of posting & transfer of staff	-do-
17.	Leave Register (El, Medical & CL)	Contains details of leave of employees	-do-
18.	Service Book	Contains individual details of employee	-do-
19.	Leave Proceedings	Contains individual details of employees	-do-
20.	Leave Application	Contains individual details of employees	-do-

21.	Recruitment Files	Contains recruitment and appointment process	-do-
22.	Annual Increment Files	Contains information regarding grant of annual increment to employees as and when due	-do-
23.	Manpower Position Files	Contains manpower planning positioning and strength of the Corporation	-do-
24.	Provident Fund and Pension File	Contains Provident Fund and Pension details of employees	-

6.4 Administration Department;

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Head by/under control of
1.	Offer Letter	Services Providers Files	SM (Admn.)

6.5 The information which can be permitted and which is required to be withheld.

All information/documents can be provided to the public, except the following :

- (a) Information, the disclosure of which would prejudicially affect the sovereignty and integrity of India, security of the State, strategic, scientific or economic interest of India or conduct of international relations;
- (b) Information, the disclosure of which would prejudicially affect the conduct Centre-State relations, including information exchanged in confidence between the Central and State Government or any of their authorities or agencies;
- (c) Information, the disclosure of which would prejudicially affect public safety and order, detection and investigation of an offence or which may lead to incitement to commit an offence;
- (d) The information relating to an individual or other information, the disclosure of which would constitute a clear and unwarranted invasion of personal privacy and has no relationship to any activity of the Corporation or which will not sub-serve any public interest;

The various documents which would be debarred from disclosures under this clause would be :

- Family details of staff members.
 - Any other information of personal nature about the employee.
- (e) Minutes or records of advice, opinions or recommendations made by an officers of the Corporation during the decision making process prior to the executive decision or

policy formulation and the information, the disclosure of which may harm frankness and condor of internal discussions including inter-departmental notes, correspondence and papers containing advice or opinion as also of projections and assumptions relating to internal policy analysis.

Provided all such records and information shall be made available to the public after an executive decision is taken or policy formulated.

The various documents which would be debarred from disclosures under this clause would be :

- Setting up of JSSCDC.
- Notings on official files.
- Inter Departmental Correspondence.
- Correspondence with Ministries, Assembly and State Government.

- (f) Would prejudicially affect fair trial or adjudication of a pending case or the proceedings of any tribunal, public inquiry;

The various documents, which would be debarred from disclosures under this clause would be:

- Files relating to ongoing court cases.
- Papers & files relating to appointment of Advocate and Legal Consultant.
- Files relating to presentation before Parliamentary Committees; Enquiry Commissions.
- Files relating to vigilance matters.
- Matters relating to affidavits and actions sub-judice.
- Draft comments of Statutory/Government Auditors and replies.

- (g) Information pertaining to service record of a person, annual confidential reports, leave records of staff members, appointments, promotions and security vetting.

- (h) 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.

- (i) Information the disclosure of which would constitute a breach of privilege of the Parliament or the State Legislature (or violation of an order of a competent court).

- (j) Trade and commercial secrets protected by law, or information the disclosure of which would prejudicially affect the legitimate economic and commercial interests or the competitive position of a public authority, or would cause unfair gain or loss to any person or institution;

The various documents which would be debarred from disclosures under this clause would be :

- The files and correspondence pertaining to board related matters such as agenda of the board meeting, their deliberations, working papers and feed back reports.
 - The files and papers concerning tender process including composition of Committee and allotment of contracts pertaining to the past periods, sought for reference by the 3rd parties.
- (k) 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;

There shall be free access to all information excepting what is contained in clauses mentioned above. Subject to this provision, a Public Information Officer may reject a request for information where such request:

Is of general in nature or is of such a nature that, having regard to the volume of information required to be retrieved or processed would involve disproportionate diversion of the resources of a public authority or would adversely interfere with the functioning of such authority;

Provided that where such request is rejected on the ground that the request is too general, it would be the duty of the Public Information Officer to render help as far as possible to the person making the request to reframe his request in such a manner as may facilitate the supply of information.

Provided that if the Public authority finds it difficult to furnish copies of the required information, the applicant shall be allowed to inspect the record and make notes in the manner and within such time as may be prescribed.

Provided that difficulties encountered by the authorities under this Act shall not be a ground for denial of access to information.

Provided it relates to information that is required by law, rules, regulations or order to be published at a particular time;

6.6 Procedure :

To obtain any document from the Public Authority, Public may write a letter to the Public Information Officer in the prescribed form given in Chapter – 18.

CHAPTER – 7

7. The detailed information on Board, Councils, Committees and Other Bodies related to the Public Authority are given below :

7.1 Name and address of the affiliated Body.

Board of Directors of Jharkhand State Scheduled Castes Co-operative Development Corporation.

Jharkhand State Scheduled Castes Co-Operative Development Corporation
HQ.,232, Kusai Colony, Dorand, Ranchi.

7.2 Type of Affiliated Body (Board, Council, Committees, Other Bodies).

Board of Directors.

7.3 The Affiliated Body (Establishment Year, Objective/Main Activities).

Establishment Year : 2006

Objective/Main Activities : Strategy formulation, policy-making, monitoring and supervision of executive management and accountability to Shareholders and others.

7.4 Role of the Affiliated Body (Advisory/Managing/Executive/Others).

The Board or Directors performs the executive role to ensure sound management and good governance. As a governing body, the Board of Directors is responsible for the governance of the Corporation, ensuring that the Corporation is being well run.

7.5 Structure and Member Composition.

As on 31.03.10, the Composition of Board of Directors is as under :

1. Principal Secretary, Welfare Department, Jharkhand, Ranchi - Chairman.
2. Tribal Welfare Commissioner, Jharkhand, Ranchi - Member.
3. Representative Financial Department (Not below the rank of Deputy Secretary) - Member
4. Registrar, Co-operative Society or his Representative (Not below the rank of Joint Registrar) - Member
5. Director Industries or his representative (Not below the rank of Joint Director) - Member
6. Chairman-cum-Managing Director, NSFDC, New Delhi or his representative (Not below the rank Manager) - Member
7. Nominee of Ministry of Social Justice and Empowerment, GOI. - Member
8. Managing Director, Jharkhand State Scheduled Caste Co-operative Development Corporation. - Member
9. Five Directors representing One each Division of Jharkhand. - Non Official Director

7.6 Head of the Body.

Chairman.

7.7 District Offices.

There are Six District Branches in the state which cover the entire state. Name of the district branches and district covered by them are as under:-

District Offices	District Covered
RANCHI : 2nd Floor ,Vikash Bhawan, Kutchery Road ,Ranchi Phone No : 0651-2209108 Mobile No: 9470193103	RANCHI, KHUNTI, LOHARDAGA, GUMLA, SIMDEGA.
HAZARIBAGH : Prasant Complex, Guru Govind Singh Road, Hazaribahg Phone No : 06546-262895 Mobile No: 9470193102	HAZARIBAGH, CHATRA, KODERMA, RAMGARH.
DHANBAD : Combined Building , Dhanbad Phone No : 0326-2312413 Mobile No: 9470193313	DHANBAD, BOKARO, GIRIDIH.
JAMSHEDPUR : Apna Bazaar , Bistupur Phone No : 0657-2320721 Mobile No : 9470193104	JAMSHEDPUR, SARAIKELA KHARSAWA, WEST SINGHBHUM
DEOGHAR : Kutchery Road, VIP Chowk, Deoghar Phone No. : 06432-234830 Mobile No. : 9431362626	DEOGHAR, DUMKA, GODDA, PAKUR, SAHEBGANJ, JAMTARA
PALAMAU : Munsif Road, Jail Hata Daltanganj, Palamu Phone No : 06562-231225 Mobile No: 9470193100	PALAMAU, GARHWA, LATEHAR

7.8 Frequency of Meetings.

Twice in a Financial Year

7.9 Can public participate in the meetings?

No.

CHAPTER – 8

8.1 Public Information Officer.

Sl. No.	Name	Designation	STD Code	Phone Nos.	Fax	Address
1.	Sri. Amarjeet Singh	Director-cum-Secretary	0651	2490672	2490672	JSSCDC 232, Kusai Colony, Doranda, Ranchi

8.2 Department Appellate Authority.

Sl. No.	Name	Designation	STD Code	Phone Nos.	Fax	Address
1.	Sri. B.C. Nigam	Managing Director	0651	2490665	2490672	JSSCDC 232, Kusai Colony, Doranda, Ranchi

CHAPTER – 9

9. The procedures being followed by the Corporation with regard to the decisions for sanction of financial assistance to districts placement of surplus funds under short term deposits are given as under:-
 - 9.1 There is project clearance committee in districts for application received in the district in case of NSFDC scheme.
 - 9.2 For subsidy scheme through Bank, there is committee in each district, wherein District Executive Officer of the Corporation is acting as Convener and District Welfare officer and Lead District Manager act as members. 90% of the financing is done in villages with 100% SC families and the remaining 10% is covered from the applicant, who could not be provided loan under NSFDC schemes and show interested to be covered under subsidy scheme through banks.
 - 9.3 Deposit of Surplus Funds :- The Board has decided that all the funds of the Corporation be kept in Nationalized banks.
 - 9.4 The surplus funds are kept in short term deposits in Nationalized banks after inviting quotation from them.

CHAPTER – 10

Directory of Officers & Employees

<u>Details</u>				
Designation	Name of Office	Name of officers/official	Contact No.	
			Official	Residential/ Mobile
Managing Director	H.Q., Ranchi	Sri B.C. Nigam	0651-2490665	9771494001
Secretary	H.Q., Ranchi	Sri Amarjeet Singh	0651-2490672	9470193099
Deputy Accounts officer	H.Q., Ranchi	Sri Allauddin Ansari	0651-2490675	9470193098
DEO	Jamshedpur	Sri Alok Kr. Chakrabarty	0657-2320721	9470193104
DEO	Ranchi	Sri Amal Kr. Chakrabarty	0651-2490675	9470193103
DEO	Hazaribagh	Sri Sunil Kumar	06546-262895	9470193102
DEO	Dhanbad	Sri Alok Kr. Chakrabarty	0326-2312413	9470193313
DEO	Deoghar	Sri Sunil Kumar	06432-234830	9470193104
DEO (In charge)	Palamau	Sri Din Dayal Prasad	06562-231225	9470193100

CHAPTER – 11

**PROCEDURE TO DETERMINE THE REMUNERATION AS GIVEN IN THE
REGULATION**

11.1 As per State Govt. Rules

CHAPTER – 12

12. **Disbursement Report** : As per details given in the main website under the heading "**Progress & Achievement**".

CHAPTER – 13

- 13.1 The JSSCDC provide subsidy @ 50% of the unit cost or Rs. 10,000/-, whichever is less, per unit to beneficiaries having income below poverty line out of the SCA to SCSP funds received from Govt. of India

CHAPTER – 14

14. Particulars of Recipients of Concessions, permits or authorization granted by it.

14.1 Not Applicable.

CHAPTER – 15

15. The Norms/Standards set by the Public Authority for its operational activities are tabulated as below :

15.1 PROJECTS RELATED :

Sl. No.	Activity	Norm
1.	ATTENDANCE	Working days daily except in cases of tour
2.	Lending Operations	
(i)	Sanction of Projects	
(a)	Registration of application received from beneficiaries and sending of MIS	Within a day from the date of marking to the Dealing Asst. by the Section Incharge.
(b)	Processing of the proposals and placement in Project implementation Committee which meets every week.	After receipt of beneficiaries list meeting called of PIC. as and when required.
3.	PROCESSING OF UTILISATION CERTIFICATES.	
(i)	Processing utilization certificates on receipt from district branch.	Within a week from the date of marking of UCs to Dealing Asst. Officers Incharge.
4.	PROJECT CLEARANCE COMMITTEE.	
(i)	Holding of Project Clearance Committee Meetings for discussion of Project Proposals.	as and when required after review the progress target after and available.
(ii)	Submission of minutes of the PCC meeting	within 5 days
5.	REVIEW OF UTILISATION OF RELEASED FUNDS.	
(i)	Utilization Reminders	If no response received within one month, a reminder to go in 3 days after expiry of one month. Further, one reminder each to go in 4th & 5th month also to seek utilization/balance utilization.

15.2. FINANCE RELATED.

Sl. No.	Activity	Norm
1.	ISSUES RELATED TO OUTSIDE PARTIES/SCAs.	
(i)	Purchase Procedure/requirements/publicity	Tenders/Quotation if any, advertised in Newspaper/put-up on Notice Board of the Head Office of the orporation/ or Website of the Corporation www.jsscddc.nic.in as the case may be.
(ii)	Preparation of drafts for disbursement of funds.	On priority, subject to availability of funds.
(iii)	Payment to the Parties	As per the agreement, subject to entry in Stock Register, satisfactory performance of assets supplied, within 3 days of the approval of the Competent Authority.
(iv)	Payment to the Parties	Through Crossed Cheque/Demand Draft by Speed Post/ Postage Courier. No payment is handed over personally to the outside parties except in case of local purchase.
(v)	Purchase of all items for the official use in the Corporation	Through a Committee specifically constituted for the purpose.
(vi)	Investment of surplus funds	Within 1(one) day after the approval by the Competent Authority, the cheques are issued in the favour of Public Sector Banks after getting the Prevalent Deposit Rates.
(vii)	Bank Accounts of the Corporation.	Only with Public Sector Banks
2.	STATUTORY REQUIREMENTS.	
(i)	Deposit of Income Tax, Service Tax, Work Tax etc.	Within 7 days of deduction of tax or by 7th of next month.
(ii)	Deposit of Provident Fund	By 15th of next month after deduction in the previous month.
(iii)	Payments related to LIC Group Insurance Scheme	By last working day of the month.
(iv)	Salary to the employees	On last working day of the month

(v)	Payment related to Employees Scheme Group Gratuity.	By 31 st December of every year.
(vi)	Annual returns/Quarterly returns related to salary, work tax, fringe benefit , etc.	Within due dates prescribed by the relevant authorities.
(vii)	Holding of Annual General Meeting	As per requirement.
3	PERFORMANCE OF THE CORPORATION RELATED ISSUES.	
(i)	Parliamentary questions	Within time limits prescribed by the Question/Committee
(ii)	CAG/Statutory Audit Queries	Within time limits.
4.	GENERAL ISSUES.	
(i)	Updation of Cash book, fund flow and entry of payment/ journal vouchers for the day	Daily.
(ii)	Bank reconciliation statement	Monthly basis.
(iii)	Expenditure statement of Zonal Office	Received /processed on monthly basis.
(iv)	Issue of MIS on disbursements, Government Guarantee, Recoveries, Adjustments, Overdues related to SCAs	Monthly

15.3. ADMINISTRATION RELATED.

Sl. No.	Activity	Norm
(i)	Reimbursement of Conveyance Expenses to the Employees	After submission of Conveyance Claim Form.
(ii)	Payment of Landline Telephone Bills and Mobile Bills	Before the last date of payment.
(iii)	Payment to the Parties	After receipt of complete bills and other formality.
(iv)	Payment to the Service Providers	After receipt of complete bills and other formality.
(v)	Issue of Store items	On same day subject to availability of items.
(vi)	Execution of Lease Accommodation Agreements for the district.	After receipt of request/ expiry of lease period.

CHAPTER – 16

16.1 The JSSCDC puts information in its website from time to time. The public may refer website of JSSCDC for any information.

CHAPTER – 17

17.1 The JSSCDC puts information in its website from time to time. The public may refer website of JSSCDC for any information.

CHAPTER – 18

18.1 Frequently Asked Questions and their Answers.

Q1. What is JSSCDC? What is its basic objective?

A1. 'JSSCDC' stands for Jharkhand State Scheduled Castes Co-operative Development Corporation. It is a Government of Jharkhand for giving loans at concessional rates to the poor Scheduled Caste persons, through institutions nominated by the State Governments or Union Territory Administrations.

Q2 Besides giving loans, what does the JSSCDC do?

A2 JSSCDC also provides 100% grant for skill training thereof SCA to SCP.

Q3 Who are eligible for loans and skill training programmes of the JSSCDC?

A3 Scheduled Caste persons belonging to families living below Double the Poverty Line (i.e. Annual Family Income upto Rs.40,000/- for rural areas and upto Rs.55,000/- for urban areas) are eligible.

Q4 What type of loans does the JSSCDC give?

A4 JSSCDC gives 6 types of loans:

Through NSFDC

- (i) Term Loan,
- (ii) Micro Credit Finance,
- (iii) Mahila Samriddhi Yojana,

Through SCA to SCP

- i) Loan through Banks.

For details of each type of loans, please click <http://www.jsscdc.nic.in>

Q5 At which rate is JSSCDC Micro Credit Finance available?

A5 Micro Credit Finance (i.e. upto Rs.30,000/-) is available @ 5% per annum. This loan has to be repaid within 3 years. The exact repayment period depends on the type of activity.

Q6 At which rate is JSSCDC Mahila Samriddhi Yojana available?

A6 Mahila Samriddhi Yojana (i.e. upto Rs.30,000/-) is available @ 4% per annum to women beneficiaries only. This loan has to be repaid within 3 years. The exact repayment period depends on the type of activity.

Q7 At what rates are JSSCDC Term Loans available?

A7 Upto Rs.5.00 lakhs, the interest rate is 6% per annum. Beyond Rs.5.00 lakhs, the interest rate is charged @ 8 % per annum, subject to approval of NSFDC. Term Loan has to be repaid within a period of 10 years, depending on the type of project.

Q8 For which activities, loans are available?

A8 Loans are available for any activity capable of generating sustainable income.
[Click <http://www.jsscfdc.nic.in> for the types of schemes financed so far.]

Q9 Contact Addresses for seeking JSSCDC Loans?

A9. JSSCDC operates through its district offices, addresses of those are available at <http://www.jsscfdc.nic.in>. These Channelising Agencies also have their field-level branches.

Q10 Where is the JSSCDC Lending Policy Document available?

A10 JSSCDC Lending Policy Document (containing policy, procedure and formats) is available at <http://www.jsscfdc.nic.in> .

Q11 What is the procedure for availing skill training sponsored by the JSSCDC?

A11 Skill-training programmes are advertised in the local newspapers. Institutions imparting skill training, on behalf of the JSSCDC, have a selection-procedure.

CHAPTER – 19

ANNEXURE - I

JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE DEVELOPMENT CORPORATION

HQ. 232, KUSAI COLONY, DORANDA, RANCHI

Quarterly Report for the Period ending 31.03.10 (01.01.10 to 31.03.10)

Year : 2009-10

Sl.No.	Public Authority under the Ministry	No. of request received	Decision where application for information rejected												
1	2	3	4												
			No. of decisions	No. of times various provisions were invoked											
			4(a)	4(b)											
				Sec 8(1)								Other Sections			
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(9)	(11)	(24)
1	Jharkhand State Scheduled Castes Co-Operative Development Corporation Hq.,232 Kusai Colony, Dorand, Ranchi	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

FORM - I

JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE DEVELOPMENT CORPORATION

HQ., 232, KUSAI COLONY, DORANDA, RANCHI

Quarterly Report for the Period ending 31.03.10 (01.01.10 to 31.03.10)

Year : 2009-10

Sl.No.	Public Authority under the Ministry	PIO (Name, designation and address)	Name & Address of the Applicant	Date of Request	Details of Compliance/rejection of request		The relevant RTI section, if request rejected	
					Office Order No.	Date		
1	2	3	4	5	6	7	8	9
1	Jharkhand State Scheduled Castes Co-Operative Development Corporation Hq.,232 Kusai Colony, Dorand, Ranchi	Nil	Nil	Nil	Nil	Nil	Nil	Nil

FORM – I(A)

**JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE
DEVELOPMENT CORPORATION**

HQ. 232, KUSAI COLONY, DORANDA, RANCHI

Quarterly Report for the Period ending 31.03.10 (01.01.10 to 31.03.10)

Year : 2009-10

Sl. No.	Name of the Public Authority	Name & Address of Appellant	First Appellate Authority	PIO	Date of Appeal	PIO's		Decision in First Appeal			Dec.....		
						7	8	9	10	11	12	13	14
1	Jharkhand State Scheduled Castes Co- Operative Development Corporation Hq.,232 Kusai Colony, Dorand, Ranchi	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2	-do-												

FORM – II

JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE DEVELOPMENT CORPORATION

HQ., 232, KUSAI COLONY, DORANDA, RANCHI

Quarterly Report for the Period ending 31.03.10 (01.01.10 to 31.03.10)

Year : 2009-10

Quarterly Summary for PIO of Sri Amarjeet Singh for quarter ending March ' 10

Sl. No.	Name of the Public Authority	Name of PIO & Addresses	Name of Appellate Authority	No. of requests received during the quarter	No. of requests rejected during the quarter													
					Sec 8(1)										Sections			
					(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(9)	(11)	(24)	other
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Jharkhand State Scheduled Castes Co-Operative Development Corporation Hq.,232 Kusai Colony, Dorand, Ranchi		Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

FORM – II(A)

JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE DEVELOPMENT CORPORATION

HQ., 232, KUSAI COLONY, DORANDA, RANCHI

Quarterly Report for the Period ending 31.03.10 (01.01.10 to 31.03.10)

Year : 2009-10

Quarterly Summary of Appellate Authority for JSSCDC for quarter ending March, 2010

Sl. No.	Name of the Public Authority	Name of Appellate Authority & Address	No. of Appeals during the quarter	No. of requests rejected during the quarter										
				Relevant Section of RTI Act, 2005										
				Sec 8(1)										
				(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(9)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Jharkhand State Scheduled Castes Co-Operative Development Corporation Hq., 232 Kusai Colony, Dorand, Ranchi	N.A.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

FORM – III

JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE DEVELOPMENT CORPORATION HQ., 232, KUSAI COLONY, DORANDA, RANCHI

Quarterly Report for the Period ending 31.03.10 (01.01.10 to 31.03.10)

Year : 2009-10

Quarter-wise analysis of requests for information rejected in JSSCDC under the RTI Act, 2005

Sl. No.	Name of the Public Authority	Section	Q I (April to June'10)	Q II (July to September'10)	Q III (October to December'10)
1	2	3	4	5	6
	Jharkhand State Scheduled Castes Co-Operative Development Corporation Hq.,232 Kusai Colony, Dorand, Ranchi	Sec. 8 (I) (a)			
		Sec. 8 (I) (b)	Nil	Nil	N.A.
		Sec. 8 (I) (c)	Nil	Nil	N.A.
		Sec. 8 (I) (d)	Nil	Nil	N.A.
		Sec. 8 (I) (e)	Nil	Nil	N.A.
		Sec. 8 (I) (f)	Nil	Nil	N.A.
		Sec. 8 (I) (g)	Nil	Nil	N.A.
		Sec. 8 (I) (h)	Nil	Nil	N.A.
		Sec. 8 (I) (i)	Nil	Nil	N.A.
		Sec. 8 (I) (j)	Nil	Nil	N.A.
		Sec. 9	Nil	Nil	N.A.
		Sec. 11	Nil	Nil	N.A.
		Sec. 24	Nil	Nil	N.A.
		Any other	Board related & File Noting matters	Nil	Nil
Total		Nil	Nil	Nil	N.A.

ANNEXURE – II

JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE DEVELOPMENT CORPORATION HQ., 232, KUSAI COLONY, DORANDA, RANCHI

Quarterly Report for the Period ending 31.03.10 (01.01.10 to 31.03.10)

Year : 2009-10

Details of PIO, APIO and Appellate Authority appointed at JSSCDC Head Office, Ranchi :

Sl. No.	Name/Address of the Commission/Autonomous Body/Corporation (Telephone No./Fax No./E-mail/website)	Name/Address/Telephone No./Fax number/E-mail address of PIO	Name/Address/Telephone No./Fax Number/E-mail address of APIO	Name/Address/Telephone no./Fax Number/E-mail address of Appellate Authority
1	2	3	4	5
1	Jharkhand State Scheduled Castes Co-Operative Development Corporation Hq.,232 Kusai Colony, Dorand, Ranchi Phone : 0651-2490665 Fax : 0651-2490672 E-mail : jsscdc.ranchi@yahoo.co.in Website : www.jsscdc.nic.in	-	-	-

ANNEXURE – III

**JHARKHAND STATE SCHEDULED CASTES CO-OPERATIVE
DEVELOPMENT CORPORATION
HQ., 232, KUSAI COLONY, DORANDA, RANCHI**

Quarterly Report for the Period ending 31.03.10 (01.01.10 to 31.03.10)

Year : 2009-10

Details of PIOs appointed District Offices

District Offices/Address/Phone Number	District Covered
RANCHI : 2nd Floor ,Vikash Bhawan, Kutchery Road ,Ranchi Phone No : 0651-2209108 Mobile No: 9470193103	RANCHI, KHUNTI, LOHARDAGA, GUMLA, SIMDEGA.
HAZARIBAGH : Prasant Complex, Guru Govind Singh Road, Hazaribagh Phone No : 06546-262895 Mobile No: 9470193102	HAZARIBAGH, CHATRA, KODERMA, RAMGARH.
DHANBAD : Combined Building , Dhanbad Phone No : 0326-2312413 Mobile No: 9470193313	DHANBAD, BOKARO, GIRIDIH.
JAMSHEDPUR : Apna Bazaar , Bistupur Phone No : 0657-2320721 Mobile No : 9470193104	JAMSHEDPUR, SARAIKELA KHARSAWA, WEST SINGHBHUM
DEOGHAR : Kutchery Road, VIP Chowk, Deoghar Phone No. : 06432-234830 Mobile No. : 9431362626	DEOGHAR, DUMKA, GODDA, PAKUR, SAHEBGANJ, JAMTARA
PALAMAU : Munsif Road, Jail Hata Daltanganj, Palamu Phone No : 06562-231225 Mobile No: 9470193100	PALAMAU, GARHWA, LATEHAR