

THE PONDICHERY COOPERATIVE BUILDING CENTRE LIMITED, NO. P. 554.
OTHER USE FUL INFORMATION
(MANUAL – 17)

I.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 :

(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)

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,
The Pondicherry Coop. Building Centre Ltd.,
Ilango Nagar, Pondicherry.

1.Name of the applicant : K. Vinayagam (M.No.9)
2.Address : 10/22, Lawspet Main Road,
Pondicherry-8 .
3.Particulars of information : Copy of the bye-laws
(a)Concerned department : Building centre
(b) Particulars of information required : Please furnish copy of bye-laws
(i) Details of information required :
(ii)Period for which information :
(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.009 dated 20.10.2005

Place : Pondicherry
Date : 20-10-2005

(VINAYAGAM ,M.No.99)
Signature of Applicant

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

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 to the citizen in case of denial of information and procedure to appeal.

4.1 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 prescribed and appeal to the President of the Society.

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 BUILDING CENTRE :

7.Eligibility for Registration: Membership of the Building Centre shall be open to:

- a)The Pondicherry State Coop. Housing federation Ltd., and all Primary Cooperative Housing Societies in Pondicherry region. ('B' Class)
- b)Individuals working in Pondicherry State Government, Govt. Undertakings, Corporations, major Coop. Institutions for admission of 'C' Class members.
- c)Any and all other individuals who are willing to deposit funds with the Society under Fixed Deposit as 'D' Class members.
- d)Government of Pondicherry ('A' Class).

8) CONTACT INFORMATION FOR APPLYING : Any person qualified for the membership under the provision and bye-laws of the society and desires to become a member of the society shall apply in writing in the form prescribed to the Managing Director of the Society.

9)APPLICATION FEE : -NIL-

10)PROCEDURE: Any person qualified for the membership of the Building Centre under the provisions of Act and its byelaws shall apply in an application made in the form if any prescribed for the purpose be admitted as the member of the society by the Committee of management of the society by passing a resolution to this effect.

11)OTHER FEES: 'B' Class members : Admission/Entrance fee of Rs.20/- subject to a maximum of Rs.100/-. (Provided that the entrance fees collected from each 'B' Class members shall not exceed Rs.50/- in aggregate.

'C' and 'D' Class members: Entrance fee of Re.1/- per share.

'A' Class members (Government) need not pay any entrance fees.