

CHAPTER - 1 (INTRODUCTION)

COOPERATIVE HOUSING

ORIGIN OF THE DEPARTMENT:

The Cooperative Housing Department was established as a separate wing in Tamil Nadu Housing Board under the control of Joint Registrar of Cooperative Societies as per G.O.Ms.No.533, Housing and Urban Development Department Dated:19.03.1979. From 01.09.1979 the Department was separated and converted as Cooperative Housing Department and is being headed by Registrar of Cooperative Societies (Housing) in the cadre of Additional Registrar.

COOPERATIVE HOUSING SOCIETIES

It is motto and policy of the Government to provide a house for each family in Tamil Nadu. The Cooperative Housing Societies play an important role in achieving the above object. There are 834 Urban Cooperative Housing Societies and 196 Taluk Cooperative Housing Societies and along with a state level Apex Body namely Tamil Nadu Cooperative Housing Federation Limited, Chennai-7 are functioning to cater the Housing needs of the members in Urban and Rural areas. The main objectives of these Cooperative Housing Societies are:

- a) To advance loan to members for construction of new houses.
- b) To buy or acquire lands, layout them as developed house sites for distribution amongst the members.
- c) To construct or cause to construct buildings or other works of common utility and maintain them properly for the well being of the members.
- d) To implement all the new schemes announced by the Government from time to time.

CHAPTER-2 (MANUAL-1)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

ORGANISATION:

The Registrar of Cooperative Societies (Housing) heads the Cooperative Housing Department. The Joint Registrar of Cooperative Societies (Housing) (Inspection) and Deputy Registrar / Personal Assistant to Registrar of Cooperative Societies (Housing) are assisting Registrar of Cooperative Societies (Housing) at head quarters. At the District levels, 11 Regions i.e., Chennai, Chengalpattu, Vellore, Cuddalore, Trichy, Thanjavur, Madurai, Salem, Coimbatore, Tirunelveli and Virudhunagar are functioning under the control of Deputy Registrar (Housing) of concerned Region, Cooperative Sub Registrar and Senior Inspectors assisting them for organization of Housing Societies and inspecting them for better promotion.

SCHEMES IMPLEMENTED THROUGH COOPERATIVE HOUSING SOCIETIES

- 1) Rural Housing Scheme for Economically Weaker Sections.
- 2) Special Housing Scheme for Economically Weaker Sections in Urban areas.
- 3) LIG/MIG Schemes in Rural areas
- 4) Urban Housing Schemes
- 5) Valmiki Ambedkar Awas Yojana (VAMBAY) Scheme
- 6) Repairs and Renewal of existing houses.

TAMILNADU COOPERATIVE HOUSING FEDERATION

As an apex level body for the housing cooperative societies in the State, the Tamilnadu Cooperative Housing Federation mobilise finances for construction of dwelling units for the members of the affiliated Housing

Cooperative Societies in the State. The resources for Housing Finance for State Cooperative Housing Federation flow from Government, LIC, Housing and Urban Development Corporation, National Housing Bank, Housing Development Finance Corporation, Commercial and Cooperative Banks with and without Government guarantee. Since inception, the Federation has provided financial assistance to the tune of Rs. 4319.45 Crores upto to the end of 31.03.2005 for the construction of 11,37,958 houses in the State. The Tamil Nadu Cooperative Housing Federation limited has been adjudged the best at national level in providing housing finance.

Sl. No.	Name of the scheme	House constructed as on 31.3.2005	Loan issued (Rs. in Crores)
(1)	(2)	(3)	(4)
1.	EWS Rural Housing Scheme	6,27,108	413.25
2.	EWS Urban Housing Scheme	28,088	68.33
3.	LIG & MIG Scheme in rural areas	89,008	532.26
4.	Urban Housing Scheme	3,12,023	3052.60
5.	Samathuvapuram Scheme	8,257	7.73
6.	VAMBAY Scheme	7,408	27.90
7.	Repairs and Renewal Scheme	59,147	52.06
8.	Mortgage loan	6,919	165.32
Total		11,37,958	4,319.45

PROJECTION FOR 2005-2006

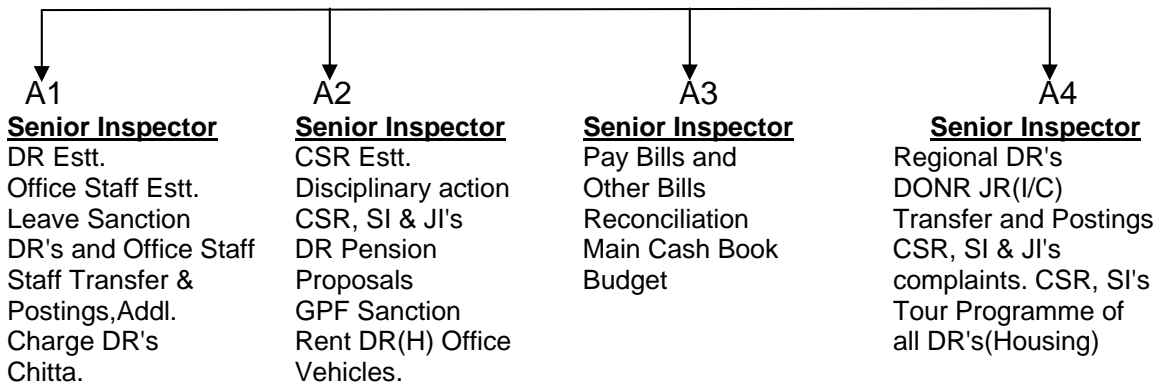
It is proposed to provide finance for construction of new houses through housing Cooperatives to the tune of Rs. 100.00 Crores during the year 2005-2006 as below:

	Units	(Rs. in crores)
Urban Housing Scheme	6,000	100.00
Total	6,000	100.00

Administrative - Section

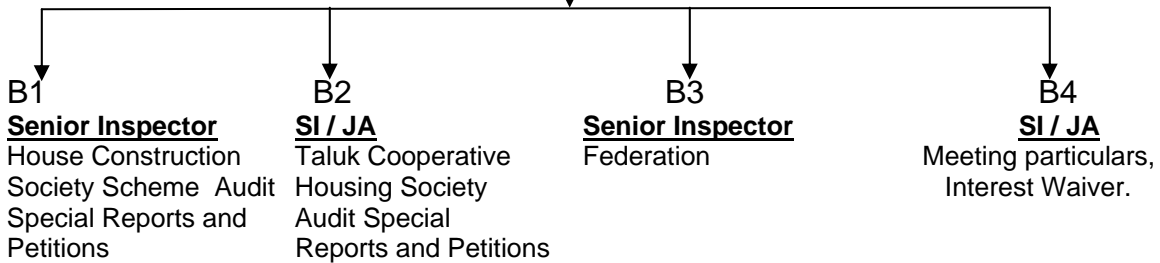
Deputy Registrar / Personal Assistant

Cooperative Sub Registrar

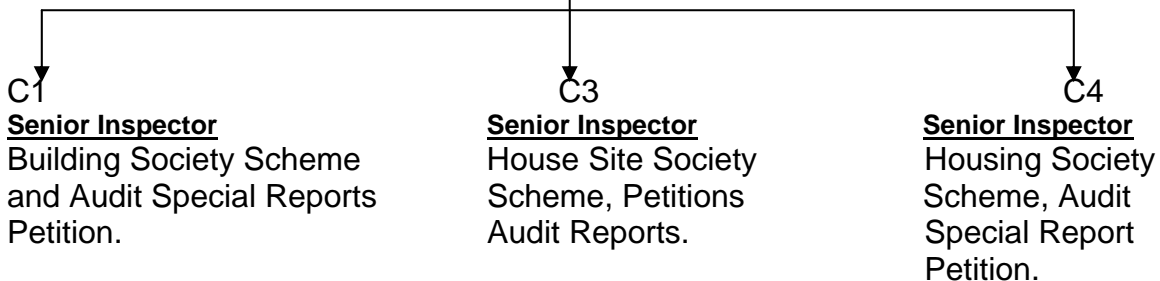


B - Section

Cooperative Sub Registrar

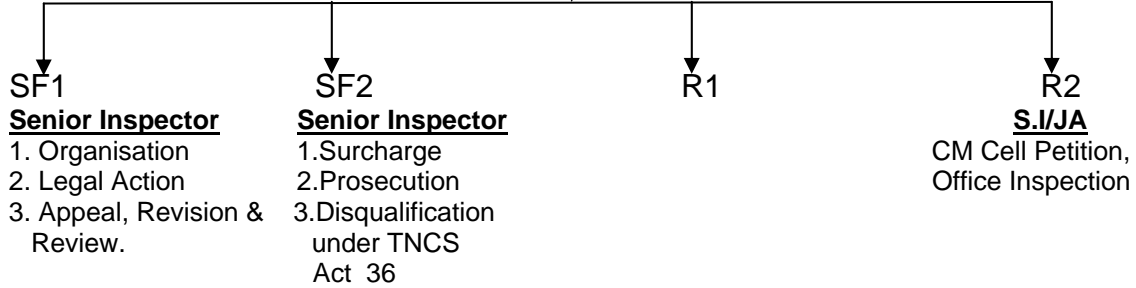


C - Section

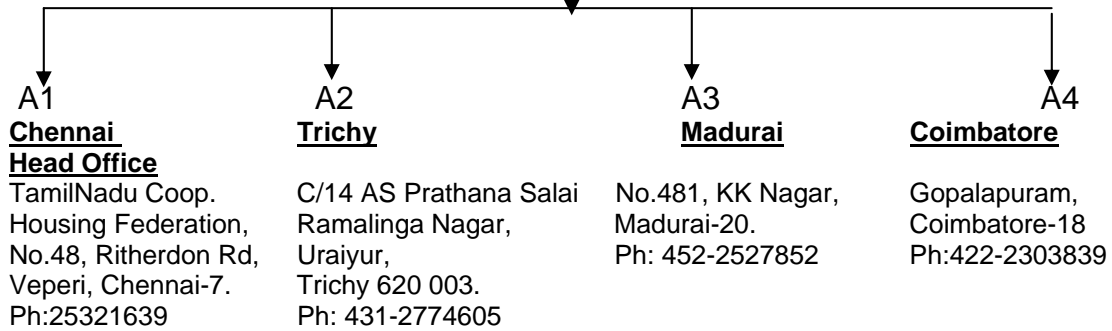


SF - Section

Cooperative Sub Registrar



TamilNadu Cooperative Housing Federation



WORKING HOURS:

Morning Hours of the Office - 10.00 AM to 1.30 PM
Lunch Break 1.30 to 2.00 PM
Evening Hours of the Office - 2.00 to 5.45 PM

ADDRESSES OF THE HEAD OFFICE AND OTHER REGIONAL OFFICES
(DISTRICTWISE LIST)

S. No	Name of the Region	District covered	Name of the D.Rs.	Office Address	Office Phone No
1.	Chennai	Chennai	R.Kulasekaran	18 Ramanathan St., T.Nagar, Chennai.600 017	24354276
2.	Chengalpattu	Tiruvallur, Kancheepuram	V.Sheshadri	18, Varadarajanar Street Vedachalam Nagar, Chengalpattu.	27431731
3.	Cuddalore	Cuddalore, Villupuram	V.Sheshadri (Full Addl Charge)	22, A.R.A.Complex, Nathaji Nagar, Manjakuppam, Cuddalore607 001.	04142 222963
4.	Vellore	Vellore, Tiruvannamalai Dharmapuri Krishnagiri	J. Lourdunadan (Full Addl Charge)	No.15, West Main Road, Gandhi Nagar, VELLORE-632006.	0416- 2244370
5.	Thanjavur	Thanjavur Tiruvarur Nagapattinam	K.Rajasekaran (Full Addl Charge)	Sri Ramalingam Trust Buildings, 1/3107,Danial Thomas Nagar, Thanjavur.613007.	04362 277820
6.	Tiruchy	Tiruchy Perambalur Karur Pudukottai	V.Shanmugam	AA, Block, Sengulam Colony, Mannarpuram, Tiruchy 620 020.	0431 2464398
7.	Madurai	Madurai Theni Dindigul	K.Rajasekaran	15, Melur Main Road,Opp.to Tiruvallur Bus Stop, Madurai.20	0452 2584426
8.	Virudhunagar	Virudhunagar Ramanathapuram Sivaganga	R.Rajendran	3, T.T.Road, Mani Nagaram, Virudhunagar 626001.	04562 281069
9.	Tirunelveli	Tirunelveli Kanyakumari Tuticorin	R.Rajendran (FAC)	10-A 7, Singam Buildings, Trivandrum High Road, Tirunelveli 627 002.	0462 2502191
10.	Salem	Salem Namakkal Erode	V.Shanmugam (Full Addl. Charge)	3/315, Devi Chit Fund Complex, Junction Main Road, Near Raja Kalyana Mandapam, Salem.636004.	0427 2443454
11.	Coimbatore	Coimbatore Nilgris	K.Rajasekaran (Full Additional Charge)	1288,Tiruchy Road, New Aryas Upstairs, Raj Shree Complex, Coimbatore-18.	0422 2307280

CHAPTER - 3 (MANUAL-2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES REGISTRAR OF COOPERATIVE SOCIETIES (HOUSING) POWERS:

a) REGISTRAR OF COOPERATIVE SOCIETIES (HOUSING)

Administrative :

1. Transfer and Postings upto Junior Inspector Level one region to another region.
2. Leave sanction of staffs over and above a month.
3. Yearly Inspection of Regional Deputy Registrar (Housing) and Surprise Inspection of Cooperative Housing Societies.
4. Conducting of Meeting at state level and supervising the collection of loans and interest of the Tamilnadu Cooperative Housing Federation.
5. Attending Meetings at Government level.
6. Additional charges arrangements of Deputy Registrar (Housing) Regional level.
7. Approving of Rent fixation of Regional Deputy Registrars (Housing) Office.
8. Overall supervision and Government scheme implementation.
9. Review of Deputy Registrars (Housing) Performance.

Finance:

1. Sanction of Additional charge allowance.
2. Sanction of G.P.F. Advance 60% to the controlling staff both Head Office and Regional level.
3. Bills pending over one year Administrative sanction.
4. Forwarding the proposal to Government for sanction of loans grants and subsidies to the Tamil Nadu Cooperative Housing Federation.
5. Sanction of Travelling Allowances Bills of Regional Deputy Registrars (Housing)

Others:-

1. Disposal of Appeal revision and review petition under Section 152,153 & 154 of Tamil Nadu Cooperative Societies Act 1983 and appeal under
2. Disqualification and Removal of Board of Directors under section 36 of TamilNadu Cooperative Societies Act 1983.

➤ Section 17 (a) of Tamil Nadu Government Servants Civil Rule.

b) JOINT REGISTRAR OF COOPERATIVE SOCIETIES (SCHEMES AND INSPECTION)

1. Allegation petition enquiry
2. Dormant and Liquidation society review.
3. Surprise inspection of Cooperative Housing Societies at State level.

c) COOPERATIVE SUB REGISTRAR(INSPECTION)

Assisting Joint Registrar (Inspection Cell) while inspection of societies, preparation of enquiry reports etc.

d) DEPUTY REGISTRAR/PERSONAL ASST.TO REGISTRAR (HOUSING) AND PERSONNEL OFFICER:

1. Forwarding all the Administrative files such as Transfer and postings of staffs from Cooperative Sub Registrars to Junior Inspectors level, schemes, Government proposals, Government meetings and all subjects connected to Tamil Nadu Cooperative Housing Federation.
2. Sanction of leave upto 30 days for Head office staff from Cooperative Sub Registrar to Office Assistants.
3. General administration of the Head office.

Finance:-

1. Competent authority to sanction loans and advances to the Head office staff.
2. Competent authority to sign the pay bill and other bills of the Head office staff.
3. Sanction of GPF advance upto 50% of the Head office staff.

Others:-

1. Forwarding all the proposals schemes. statutory files to Registrar (Housing) for orders and sanction.

CHAPTER- 4 (MANUAL-3)

Rules, Regulations, Instructions, Manual for discharging functions:-

NATURE / TITLE OF DOCUMENT:

S.No.	Details	Type of document
1.	Circulars (Registrar (Housing)/ Government orders	Xerox copy will be obtained from Registrar (Housing), Chennai - 600 020 Ph.No.24411334.
2.	Cooperative Societies Act and Rules	Tamil Nadu Cooperative Societies Act 1983 and Rules 1988. Copies for the form of Book will be obtained from Tamil nadu Cooperative Union , Kilpauk, Chennai.10. Phone No. 28255270
3.	By laws	Skeleton Book will be obtained from the Tamil Nadu Cooperative Housing Federation, Chennai.7. Ph. No.25321639
4.	Registrar (Housing) Manual	Booklet will be obtained from the Office of the Registrar of Cooperative Societies (Housing)
5.	Fees charged by the department for a copy of Rules, Regulations , Instructions, manuals and records if any.	As specified in the books and forms from time to time.

Fees charged by the Department under Right to Information Act 2005 as per Rule 3 are as below:

Fees:

Every application for obtaining information under sub section (1) of Section-6 of the Act shall be accompanied by an application fee of Rs.50/- (Rupees Fifty Only) by Cash or Demand Draft or Bankers cheque payable in the Head of account as may be specified by the Public authority.

For providing information under sub section(1) of Section of the Act, a fee shall be charged by way of cash against proper Receipt or by demand draft or banker's cheque payable in the head of account as specified by Public authority at the following rates.

- 1) Rupees Two on each page (in A4 or A3 Size paper created or copied)
- 2) Actual charge or cost of price of a copy in large size paper.
- 3) Actual cost or price for samples or models.
- 4) For inspection of Records, no fee for the first hour, and a fee of Rupees Five for each fifteen minutes (or fraction thereof) thereafter.

C) For providing the information under sub-section (5) of Section-7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable in the Head of account 0075-Misc General Services - 800-Other Receipts BK - Collection of fees under TamilNadu Right to Information (Fees) Rules 2005) (DPC -0075 - 00 - 800 -BK - 0006)

CHAPTER - 5 (MANUAL 4)

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

S.No.	Details	
1.	Formulation of policy	Public interference does not arise
2.	Implementation of Policy	Does not arise

CHAPTER 6 (MANUAL 5)

A statement of the categories of documents that are hold by its or under its control:

S.No.	Category of document	Name of the documents
1.	Book	By law- Describing the rules, Regulations, functions and activities of the societies.
2.	Forms	1.Members admission forms to become a member of society, Loan application. 2. Obtaining housing and mortgage loans 3. Scheme plan of layouts
3.	Procedures and guidelines	Act and Rules and By laws of the concerned society Government orders and Registrar (Housing) Circulars.

Details:-

1.	Procedure to obtain the documents	Held by/ under the control of
1.	By remitting the amount as specified by the society directly to the society on request	Society
2.	Forms will be obtained.	Society / TamilNadu Cooperative Housing Federation.
3.	By laws	Specimen of By law available in TamilNadu Cooperative Housing Federation remitting the amount directly to the TamilNadu Cooperative Housing Federation as specified in the copy.

CHAPTER - 7 (MANUAL 6)

AFFILIATED BODY:TAMIL NADU COOPERATIVE HOUSING FEDERATION

A Statement of Boards, Councils, Committees and other Bodies related to the public authority are as below:

a) TAMIL NADU COOPERATIVE HOUSING FEDERATION

1.	Name and address of the affiliated body	The Tamil Nadu Cooperative Housing Federation Ltd. X 406.
2.	Type of affiliated body	Federation
3.	Brief introduction	
	Establishment year	Registered on 18.03.1959 functioning from 15.07.1959.
	Objective	Strengthening the primary cooperative societies by way of financial assistance. Financial assistance in terms of long term loans issued for the purpose of construction of houses, purchase of plots and new houses / flats both in Urban and Rural areas.
	Activities	1) Financial assistance to the member society by way of obtaining loans and grants from Government and financial institutions. 2) Implementation of various schemes introduced by the Government from time to time. <u>Urban Housing:</u> Maximum individual loan eligibility 7.00 lakhs repayable in 10 years

		<p><u>Rural Housing:</u> Maximum individual loan eligibility 1.00 lakh (LIG) 2.00 lakhs (MIG)</p>
4.	Role of affiliated body	<p>It is an apex body constituted for the welfare of the primary cooperative housing societies. Government funds by way of loans and grants sanctioned through it, and it disburse the loans and grants to its affiliated society according to their needs. It also inspecting the societies by its staff and Head office level and District level and see that the welfare schemes introduced by the Government both in Rural and Urban Housing are implemented according to the conditions laid down by the Government.</p>
5.	Head of the Body	<p>Additional Registrar/ Special officer/President.</p>
6.	Address of the Main office	<p>Tamil Nadu Cooperative Housing Federation, Venkitasami - Vagisam Nilayam, No.48, Ritherdon Road, Vepery, Chennai. 600 007.</p>
7.	Branch Offices	
	<p>1. Chennai Assistant General Manager (Incharge)</p>	<p>Tamil Nadu Cooperative Housing Federation, Venkitasami - Vagisam Nilayam, No.48, Ritherdon Road, Vepery, Chennai. 600 007.</p>
	<p>2. Tiruchy Assistant General Manager (Incharge)</p>	<p>C/14 AS Prathana Salai, Ramalinga Nagar, Uraiyur, Tiruchy 620 003. Phone No. 431-2774605</p>

	3. Madurai Assistant General Manager (Incharge)	481, KK Nagar, Madurai 20. Phone No. 452-2527852
	4. Coimbatore Assistant General Manager (Incharge)	Gopalapuram, Coimbatore 18. Phone No. 422-2303839
8.	Frequency of the meeting	1. Board meeting once in a month 2. Other Meetings and Review 10 to 15 monthly.
9.	Can public participate in the meeting	No
10.	Are minutes of the meeting prepared	Yes
11.	Website	TNCHF@BSNL.net

b) PRIMARY COOPERATIVE HOUSING SOCIETIES:

Affiliated body to Primary Cooperative Societies:

Sl. No.	No. of societies		
	Urban	Rural	under Liquidation
1	834	196	232
2	The Special Officer in the cadre of Coop. Sub-Registrar and Senior Inspectors of Cooperative Department/Board of Management are head of society. The Secretary/Employee is in-charge of the society.		

OBJECTS OF THE HOUSING SOCIETY:

- (1) to promote the economic interests of its members and to encourage thrift, saving and self-help amongst them;
- (2) to buy or acquire, lands, buildings, by purchase, mortgage, lease, exchange, gift or otherwise, and to manage the properties belonging to it

- (3) to acquire house-sites from Government or from any authority or agency of Government or from any local body or otherwise, for distribution amongst the members of the society;
- (4) to secure priority in allotment of house-sites/houses/from Government agencies to the members of the society;
- (5) to layout the land as developed house-sites for distribution amongst the members of the society and provide for common amenities like roads, drainage, street lights, parks, playgrounds, schools, colleges, hospitals, community halls, water works, markets, police station, post office, banks, places of worship, etc;
- (6) to advance loans to the members for construction of new dwelling houses or for additions to their existing houses;
- (7) to build or cause to build residential houses for and on behalf of the members or other buildings for the benefit of the members;
- (8) to construct or cause to construct buildings or other works of common utility and maintain them properly for the well being of the members of the society;
- (9) to establish and maintain social, recreational, educational, public health or medical facilities for the benefit of the members and their families;
- (10) to procure building materials, to stock and to supply the same to the members;
- (11) to raise funds required for the business of the society;
- (12) to hold, sell and mortgage land, houses, house-sites, buildings, and other properties, movable or immovable or take such action as may be necessary for carrying out the objects of the society;
- (13) to repair, alter or otherwise deal with the buildings of the society; and
- (14) to do such other things as are incidental or conducive to the attainment of the above objects;

ACTIVITIES OF THE HOUSING SOCIETIES :

In Urban construction of flats and dwelling units	Accepting Deposits Longtime finances for the construction of Houses, Discharging of previous debts and issue of Mortgage Loan. Implementing Housing schemes for its members.
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LOAN DETAILS

Sl. No.	Area	Nature of loan	Loan offered		Rate of interest
			Minimum	Maximum	
1)	Corporation Limited		Rs.	Rs.	
		Construction	25,000	7,00,000	11%
		Mortgage	--	7,00,000	11.5%
		Repairs and Renewals	--	7,00,000	11.5%
2)	Municipality Limited	Construction	25,000	5,00,000	11%
		Mortgage	--	5,00,000	11.5%
		Repairs and Renewals	--	5,00,000	11.5%
3)	Rural Areas	Construction	10,000	2,00,000	11%
		Repairs and Renewals	--	1,00,000	11%

INCOME SLAB FOR LOAN

- a) EWS : upto Rs.2500/- pm
- b) LIG : Rs.2501 to Rs.5500/-
- c) MIG : Rs.5501 to Rs.10000/-
- d) HIG : Rs.10001 and above

Interest Calculation: Monthly rest - Simple Interest

Penal Interest : 1% more than the normal rate of interest with respect to the portion of defaulted amount.

Method of Calculation of Interest: $\frac{\text{Loan Outstanding} \times \text{Rate of Interest}}{\text{-----}}$

Principial demand will be instalment
amount and current interest as
workedout above $\frac{\text{-----}}{\text{-----}}$ 1200

Penal Interest: $\frac{\text{Overdue Principal} + \text{Interest} \times \text{Normal rate of Interest} \times 1\%}{\text{-----}}$

1200

NOTE:

The rate of interest charged is subject to change periodically and loan disbursement is also subject to availability of funds.

CHAPTER-8 (MANUAL 7)

**THE NAMES AND DESIGNATION AND OTHER PARTICULARS OF THE
P.I.O. AND APPELLATE (HEAD OFFICE)**

Sl No.	Name of the Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No.			E Mail	Office Address
						Office	Home	Fax		
1.	O/O Registrar (Housing)	1. P.I.O.	J.Lourdunadan	Deputy Registrar/ PA to Rcs(Hg)	044	24410890			24410890	No.22, 4th Main Road, Gandhi Nagar, Adayar, Chennai.60020.
		2.Appellate	K.P.P.Panneer Chelvan	Addl. Registrar/ RCS(Housing)	044	24410890				
2.	Tamil Nadu Coop. Housing Federation, Chennai	1. P.I.O.	R.Vasudevan	GM (Admn)	044	25321639			26425646	48, Ritherdon Road, Vepery, Chennai-7
		2.Appellate	A.S.Govindarajan	Special Officer						

CHAPTER - 9 (MANUAL 8)

a) PROCEDURES FOLLOWED IN DECISION MAKING PROCESS

1.	Appeal Revision Review	As per the procedure laid down under Section 152 (Appeal) of the Tamil Nadu Cooperative Societies Act 1983 and Rule 168,169 and 177 of the Tamil Nadu Cooperative Societies Rules 1988.
2.	Documental	Any decision or award or order made or proceedings taken under sub section 1 of Sec.87, sub-section 2,3 or sub.sec,4 of Sec.90 in respect of any matter relating to or in connection with, any matter not being a money claim, Sec.118,119,143,144 or Sec.167.
3.	Rules to arrive a decision	Conducting enquiry and getting written arguments from both the petitioner and the respondent.
4.	Different head in decision making	Petition - admission level in the section and decision making at the Registrar (Housing) level.
5.	Arrangements to communicate the decision to the public	Notice or order sent to the petitioner and the respondent through the Registered post.
6.	Obtaining the opinion at various level	Does not arise.
7.	Subject on which the decision is to be taken	Revision and review Appeal under Section 152,153 and 154.
8.	Guideline direction if any	As per Sec.152,153 and 154 of the Tamil Nadu Cooperative Societies Act 1983 and Rules 168,169 and 172 of Tamil Nadu Cooperative Societies Rules 1988.

9.	Process of Examination	Notice under Section 153 (1) of Tamil Nadu Cooperative Societies Act 1983 to the petitioner and the respondent to appear on the date posted for hearing the petition.
10.	Contact information of above mentioned officers	By available in the office premises.
11.	If not satisfied by the decision, where and how to appeal	Review before the Government.

b) PROCEDURES FOLLOWED IN DECISION MAKING PROCESS

Processing of Layout Scheme Proposals

The Deputy Registrar (Housing) peruse the layout proposals submitted by the Special Office of the concerned society and forward the same to Registrar of Cooperative Societies (Housing) with his remarks.

The proposal received from Deputy Registrar (Housing) has been scrutinized in the concerned section for further follow up action. The Registrar of Cooperative Societies (Housing) direct Joint Registrar (Inspection Cell) for feasibility report for the successful implementation of the layout scheme.

After having obtained the feasibility report, the records relating to the proposal like Copy of Documents, Patta, Chitta, E.C etc., State level land valuation committee's report will be obtained.

After having scrutinized the above details by Deputy Registrar / Personal Assistant, Joint Registrar (Inspection Cell), Registrar of Cooperative Societies (Housing) will give concurrence for the implementation of the scheme.

The file has been closely watched until the final report from concerned Deputy Registrar (Housing).

CHAPTER-10 (MANUAL-9)

LIST OF P.I.O AND APPELLATE AUTHORITY (REGION)

Sl No.	Name of the Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No.	Fax	E Mail	Office Address
1.	O/O Deputy Registrar(Hg) Chennai	1. P.I.O. 2.Appellate	V. Balaji R.Kulasekaran	Coop.Sub Registrar Deputy Registrar	044	24354276			18 Ramanathan Street, T.Nagar, Chennai.600 017
2.	O/O Deputy Registrar (Hg) Chengalpattu	1. P.I.O. 2.Appellate	T.Rajasimman V.Seshadri	Coop.Sub Registrar Deputy Registrar	04114	231731			18Varadarajanar St., Vedachalam Nagar, Chengalpattu.
3.	O/O Deputy Registrar (Hg) Cuddalore	1. P.I.O. 2.Appellate	Balasubramanian V.Seshadri (Full Addl.Charge)	Coop.Sub Registrar Deputy Registrar (Full Addl. Charge)	04142	222963			22,ARA.Complex Nathaji Nagar, Manjakuppam, Cuddalore..
4.	O/O Deputy Registrar (Hg) Vellore	1. P.I.O. 2.Appellate	Sampath J.Lourdunadan (Full Addl.Charge)	Coop.Sub Registrar Deputy Registrar (Full Addl.Charge)	0416	2244370			No.15, West Main Road, Gandhi Nagar, VELLORE- 632006.
5.	O/O Deputy Registrar (Hg) Tiruchy	1. P.I.O. 2.Appellate	Rajkumar V.Shanmugam	Coop.Sub Registrar Deputy Registrar	0431	2464398			AA, Block, Sengulam Colony, Mannarpuram, 620 020.
6.	O/O Deputy Registrar (Hg) Thanjavur	1. P.I.O. 2.Appellate	Venugopalan K.Rajasekaran	Coop.Sub Registrar Deputy Registrar (Full Addl.Charge)	04362	277820 274855			Sri Ramalingam Trust Buildings, 1/3107,Danial Thomas Nagar, Thanjavur.6130 07.
7.	O/O Deputy Registrar (Hg) Madurai	1. P.I.O. 2.Appellate	Balasubramanian K.Rajasekaran	Coop.Sub Registrar Deputy Registrar	0452	2584426			15, Melur Main Road, Opp.to Tiruvallur Bus Stop, Madurai.20
8.	O/O Deputy Registrar (Hg) Virudhunagar	1. P.I.O. 2.Appellate	Selvaraj R.Rajendran	Coop.Sub Registrar Deputy Registrar (Full Addl.Charge)	04562	281069			3, T.T.Road, Mani Nagaram, Virudhunagar.62 6001.

9.	O/O Deputy Registrar (Hg) Tirunelveli	1. P.I.O. 2.Appellate	Thiruselvam R.Rajendran (FAC)	Coop.Sub Registrar Deputy Registrar (Full Addl.Charge)	0462	2502191				10-A 7, Singam Buildings, Trivandrun High Road, Tirunelveli-627 002.
10	O/O Deputy Registrar (Hg) Salem	1. P.I.O. 2.Appellate	Ravichandran V.Shanmugam (Full Addl.Charge)	Coop.Sub Registrar Deputy Registrar	0427	2443454				3/315, Devi Chit Fund Complex, Junction Main Road, Near Raja Kalyana Mandapam, Salem.636004.
11.	O/O Deputy Registrar (Hg) Coimbatore	1. P.I.O. 2.Appellate	V.Elangoven K.Rajasekaran (FAC)	Coop.Sub Registrar Deputy Registrar	0422	2307280				1288, Tiruchy Road, New Aryas Upstairs, Raj Shree Complex, Coimbatore-18.

CHAPTER-11 (MANUAL-10)

MONTHLY REMUNERATION FOR EACH OFFICER'S AND EMPLOYEES

- 1) The total remuneration consist of basic pay, DA and Other allowances
- 2) Scale of pay received by the Officers and Employees are as under

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES (HOUSING), CHENNAI 600 020			
Sl. No.	Name of post	No. of post	Scale of pay (ordinary Grade)
1	Registrar (Housing)	01	37400-67000+8800
2	Joint Registrar (I/C)	01	15600-39100+7600
3	DR/P.A to Registrar (Hg)	01	15600-39100+5400
4	Coop. Sub-Registrar	05	9300-34800+4500
5	Junior Engineer	01	9300-34800+4400
6	Senior Inspector	15	9300-34800+4200
7	Junior Assistant	02	5200-20200+2000
8	Steno Typist	03	5200-20200+2400
9	Typist	03	5200-20200+2000
10	Driver	01	5200-20200+2000
11	Record Clerk	01	5200-20200+1800
12	Office Assistant	05	4800-10000+1300
13	Night Watchman	01	4800-10000+1300
	Total	40	

CHAPTER-12 (MANUAL-11)

BUDGET ALLOCATION

FOR THE CURRENT YEAR THE BUDGET ALLOCATION IS RS.100 CRORES FOR 6,000 UNITS UNDER THE URBAN HOUSING PROGRAMMES THROUGH TAMIL NADU COOPERATIVE HOUSING FEDERATION LIMITED. THE TARGET AND ACHIEVEMENT FOR THE YEAR 2004-2005 IS AS BELOW:

Sl. No.	Schemes	Units	Loans (Rupees in Crores)
1.	EWS Rural Housing Scheme	--	0.17
2.	EWS Urban Housing Scheme	8	0.02
3.	LIG & MIG Scheme in rural areas	24	0.44
4.	Urban Housing Scheme	5597	95.96
5.	VAMBAY Scheme	109	7.57
6.	Repairs and Renewal Scheme	1	0.07
7.	General Rural Housing Scheme	1182	12.74
Total		6921	116.97

CHAPTER-13 (MANUAL-12)

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

No subsidy programmes are being implemented by Registrar of Cooperative Societies (Housing) at present.

CHAPTER-14 (MANUAL-13)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUHTORIZATION GRANTED BY IT**

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CHAPTER-15 (MANUAL-14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

As per the norms and rules stipulated in the Tamil Nadu Cooperative Societies Act, 1983 and Rules 1988, Bylaws of the Societies, Registrar of Cooperative Societies (Housing) Circular and by Government Orders.

CHAPTER-16 (MANUAL-15)

INFORMATION AVAILABLE IN ELECTRONIC FORM

CHAPTER-17 (MANUAL-16)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

- 1) Notice Board of Head Office , Deputy Registrar (Housing) Regional Offices and concerned societies premises.
- 2) Inspection of Records in Head Office, Deputy Registrar (Housing) Regional Offices and concerned societies premises.
- 3) System of issuing of copies of documents (Xerox) if needed by the applicant

MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION:

In the Deputy Registrar (Housing) of the concern region, Cooperative Sub Registrars / Senior Inspectors both in Office and Field level working in the capacity of Special Officers and Supervisory staffs at the District level. The Joint Registrar (Schemes and Inspection) and the Deputy Registrar / Personal Assistant to Registrar (Housing), Cooperative Sub Registrar in Administration/Statutory/Schemes and Supervision in Head Office Level are the delivery mechanism available for monitoring the service and public grievance resolution.

CHAPTER-18

AVAILABILITY OF LOAN