

**GOVERNMENT OF PUDUCHERRY**  
**OFFICE OF THE REGIONAL ADMINISTRATOR**  
**YANAM**

**RIGHT TO INFORMATION ACT 2005**

**HAND BOOK ON THE ACTIVITIES OF THE OFFICE OF  
THE REGIONAL ADMINISTRATOR, YANAM**

**CHAPTER-I**

- 1.1 The office of the Administrator started functioning in Yanam region right from the de-jure transfer of the French Government on 01.07.1954. This region is situated 850 kms. away from the capital of the Union Territory of Puducherry, which necessitate posting a representative of the Administrator of Union Territory of Puducherry – the Lt. Governor. The post of Administrator, Yanam has been named after as Regional Executive Officer on 07.02.1994 and again as Regional Administrator on 11.04.2002. The Regional Administrator is the Regional Head supervising/coordinating all the activities of the Puducherry Government being implemented through various departments/agencies.
- 1.2 Objective/purpose of this Hand Book  
  
This Hand Book is published for information about the activities that are undertaken by the office.
- 1.3 Who are the intended users of this Hand Book  
General public
- 1.4 Organization of the information of this Hand Book  
  
Office of the Regional Administrator.
- 1.5 Definitions (please provide definition of various terms used in this Hand Book).  
  
Nil
- 1.6 Contact person in case some body wants to get more information on topics covered in the Hand Book as well as other information also.  
The Superintendent /Assistant Public Information Officer, office of the Regional Administrator, Yanam and Public Information Assistant/ Assistant Public Information Officer, Office of the Regional Administrator, Yanam
- 1.7 Procedure and fee structure for getting information not available in the Hand Book.  
(This has to be initiated by Confidential & Cabinet Department, Puducherry).

## CHAPTER-II (Manual-I)

Particulars of organization, function and duties.

### 2.1 Objective/purpose of public authority

Regional Administrator is the Representative of the Government under the Department of Confidential & Cabinet, Chief Secretariat, Puducherry. The purpose of this office is to co-ordinate and supervise all the activities of the Departments/Organizations situated in Yanam region, Union Territory of Puducherry Government implemented by all the Government departments/agencies.

### 2.2 Mission/vision statement of the public authority.

(as above) Regional Head.

### 2.3 Brief history of the public authority and context of its formation.

(same as 1.1)

### 2.4 Duties of the public authority

Supervising/overseeing the functions/activities of all other Government departments/organizations/institutions situated in the region.

Recommending for grant of visa for foreign nationals.

Redressal of grievances of public on the matters relating to all other Government departments/institutions.

Conduct of Government functions.

Celebration of Republic Day/Independence Day/Celebration/Observation of Birth/Memorial days of National leaders.

Entertaining State guests.

Additional charges as General Manager, PTTD and PRTC, Yanam.

Head of office for the following sub offices of the departments situated at Yanam.

- i) Labour Department
- ii) Civil Supplies & Consumer Affairs Department
- iii) Transport Department
- iv) Tourism Department
- v) Information & Publicity Department
- vi) Election Department
- vii) Social Welfare Department
- viii) District Industries Centre
- ix) Sub-Taluk Office

Conduct of competitive examinations/departmental tests,

2.5 Main activities/functions of the public authority

Overall control and supervision of all the Government departments situated in the region, supervising and monitoring of Plan/Non-Plan schemes and developmental activities, coordinating in conducting of government functions with various Government departments, entertaining State Guests etc.

2.6 List of services being provided by the public authority with a brief write up on them.  
Redressal of grievances of the public relating to various matters dealt with by all the departments situated in Yanam region.

2.7 Organizational structure diagram at various levels namely state, directorate, region district, block etc.

2.8 Head of Yanam region, representative of Government under Cabinet Department, Chief Secretariat, Puducherry.

### Organization chart

Chief Secretary to Govt. of Puducherry Confidential & Cabinet Dept.



Regional Administrator, Yanam



Superintendent/Drawing & Disbursing Officer  
PA to Regional Administrator  
Ministerial staff  
Drivers & Group D staff

2.9 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Redressal of the public complaints/suggestions of various nature.

2.10 Arrangements and methods made for seeking public participation / contributions.

No public participation is sought for.

2.11 Mechanism available for monitoring the service delivery and public grievance resolution.

Public grievance section is functioning. Remedial measures are taken for redressal of public grievances on the function of the Government departments/institutions.

2.12 Address of the main office and other offices at different levels (please categorized the addresses district wise for facilitating the understanding by the users.

Regional Administrator-cum-Deputy Collector (Revenue), Yanam.

2.13 Morning hours of the office - 8:45 a.m. to 1:00 p.m.  
Closing hours of the office - 2:00 p.m. to 5:45 p.m.  
from Monday to Friday

### CHAPTER-3 (Manual-2)

#### Power and duties of Officers and Employees

3.1 Details of the powers and duties of officers and employees of the organization.

Regional Administrator : Head of Department  
Powers : Head of Departments, Head of the region  
Financial : As per delegation of financial powers  
Others : Overall control and supervision of the functions of all the Government depts. Educational Institutions in Yanam region.

Drawing & Disbursing Officer (Superintendent Grade-II) : Drawing & Disbursing Officer, supervising the staff in day-to-day dealing of Accounts, Establishments and general communication

### CHAPTER-4 (Manual-3)

#### Rules, Regulations, Instructions, Manual and Records for Discharging functions.

4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of documents.

Name/title of the document	: Nil
The no. of the document	: Nil
The document	: No separate Act or Rule is made by the Department Financial, Accounts & Estt. Rules of Govt. made applicable to the U.T. of Govt. is followed.  Choose one of the types given below: (Rules, Regulations, instructions, manual, records, others)
Brief write-up on the document	Does not arise
From where one can get a copy of Rules, regulations, instructions, manual and records	Address: Does not arise Tel. No. Fax E.mail Others
Fee charged by the Department for a copy of Rules, regulations, instructions, manual and records (if any)	Does not arise

## CHAPTER-5 (Manual-4)

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.

Formulation of policy:

5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in the following format.

Sl. No.	Subject/topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	Does not arise	Does not arise	Does not arise
Policies are being made at Government level.			

Implementation of policy:

5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

Sl. No.	Subject/topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	Does not arise	Does not arise	Does not arise

## CHAPTER-6 (Manual-5)

A statement of the categories of documents that are held by it or under its control.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
--Nil--				

## CHAPTER-7 (Manual-6)

A statement of Boards, Council, Committee and other Bodies constituted as its part.

Not applicable

## CHAPTER-8 (Manual-7)

The names, designations and other particulars of the Public Information Officers.

- 8.1 Please provide contact information about the Public Information Officer, Assistant Public Information Officer and Departmental Authority of the Public Authority in the following format.

Name of the Public Authority Office of the Regional Administrator  
Yanam

### Assistant Public Information Officer

Sl. No.	Name	Designation	STD	Phone No.		Fax	E-mail	Address
				O	R			
1	Badugu Eswararao	Public Relations Assistant	0884	2325109	2323663	2321843		O/ORA, Yanam

### Public Information Officer

Sl. No.	Name	Designation	STD	Phone No.		Fax	E-mail	Address
				O	R			
1	Vacant							

### Department Appellate Authority

Sl. No.	Name	Designation	STD	Phone No.		Fax	E-mail	Address
				O	R			
1	Namadi Appa Rao	RA Yanam	0884	2325001 2321223 2321243		2321843	ra.yanam@nic.in	O/o RA, Yanam

## CHAPTER-9 (Manual-8)

Procedure followed in decision making process

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual and other rules/regulations etc. can be made).

Decision making is strictly in accordance with the Rules and regulations that are applicable to a Government Department.

- 9.2 What are the documented procedures/laid down procedures/defined criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

- 9.3 What are the arrangements to communicate the decision to the public?

Through Press/Notice Board etc.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Chief Secretary to Government through Under Secretary to Government, Confidential & Cabinet Department.

9.5 Who is the final authority that vets the decision?

The Lt. Governor of Puducherry.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	
Subject on which the decision is to be taken	Decision making is at the Government level. The Regional Administrator is the implementing authority.
Guidance/Direction, if any	
Process of execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal.	

### CHAPTER-10 (Manual-8)

Directory of officers and employee.

Sl. No.	Name Tvl. /Tmt.	Designation	STD	Phone No.	E-mail	Address
1	Namadi Appa Rap	R.A	0884	2325001 2321223/ 2321243		Yanam
2	Vacant	Supdt. Gr.II /DDO	0884	--do--		--do--
3	V.Madhavi	U.D.C.	0884	--do--		--do--
4	Vacant	L.D.C.	0884	--do--		--do--
5	B.Mani Kumar	Driver Gr.I	0884	--do--		--do--
6	K.V.V.Satyanarayana	Driver Gr.III	0884	--do--		--do--
7	V.V.V.Satyanarayana	Peon	0884	--do--		--do--
8	M.Varalakshmi	Peon	0884	--do--		--do--
9	P.Prabhakar	Watchman	0884	--do--		--do--
10	O.Srinivasa Rao	Gardener	0884	--do--		--do--

### CHAPTER-11 (Manual-10)

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in regulations.

11.1 Please provide information in the following format.

Sl. No.	Name Tvl. /Tmt.	Designation	Monthly remuner- -ation	Compensation / compensatory allowance	The procedure to determine the remuneration as give in regulation
1	Namadi Appa Rao	R.A.	Rs.9,300	- 34,800 + GP 4800	
2	vacant	Supdt. Gr.II /DDO	Rs.6,500	- 10,500 + GP 4800	
3	V.Madhavi	U.D.C.	Rs.5,200	- 20,200 + GP 2400	
4	Vacant	L.D.C.	Rs.5,200	- 20,200 + GP 1900	
5	B.Mani Kumar	Driver Gr.I	Rs.9,300	- 34,000 + GP 4200	
6	K.V.V.Satyanarayana	Driver Gr.III	Rs.5,200	- 20,200 + GP 2400	
7	V.V.V.Satyanarayana	Peon	Rs.5,200	- 20,200 + GP 1800	
8	M.Varalakshmi	Peon	Rs.5,200	- 20,200 + GP 1800	
9	P.Prabhakar	Watchman	Rs.5,200	- 20,200 + GP 1800	
10	O.Srinivasa Rao	Gardener	Rs.5,200	- 20,200 + GP 1800	

### CHAPTER-12 (Manual-11)

The budget allotted to each agency  
(particulars of all plans, proposed expenditure and report on disbursement made)

12.1 Please provide information about the details of the budget for different schemes in the given format.  
Year 2009-10 (Plan)

Sl. No.	Name of the scheme / head	Activity	Starting date of activity	Plan
--Nil--				

For the public authority

Sl. No.	Head	Proposed	Sanctioned	Astt. Released / disbursed (no. of installments)
No schemes are implemented by the Department				

#### Non-Plan

Year 2009-10	"2053" A093 (1) (4) O/o the RA, Yanam	29.00	26.97 (up to Jan/2010)
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### **CHAPTER-13 (Manual-12)**

The manner of execution of subsidy programme.

13.1 Please provide the information as per the following format

Not applicable

### **CHAPTER-14 (Manual-13)**

Particulars of recipients of concessions, permits or authorization granted by it

Not applicable.

### **CHAPTER-15 (Manual-14)**

Norms set by it for the discharge of its functions.

15.1 Please provide the details of the norms/standards set by the department for execution of various activities/programmes.

As per office manual and as per various Government orders and standing instructions issued by Government from time to time.

### **CHAPTER-16 (Manual-15)**

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

Yanam at a glance- History/set up of Government, Facts and Figures.

### **CHAPTER-17 (Manual-16)**

Particulars of the facilities available to citizens for obtaining informations like:

1. Through newspaper
2. Notice Board
3. Website of the public authority

## CHAPTER-18 (Manual-17)

Other useful informations.

18.1 Frequency asked questions and their answers by public.

Not applicable.

18.2 Related to seeking information

-- Application form (to be formulated by the Secretariat Dept.)  
(copy of filled application forms for reference).

-- Fee

-- How to write a precise information request.

-- Few tips

-- Right of the citizen in case of denial of information and procedure to applicable.

Not applicable

18.3 With relation to training imparted to public by public authority

Not applicable

18.4 With relation to certificate, No objection certificates etc issued by the public authority not included in Manual-13

Not applicable

18.5 With relation to registration process

Not applicable

18.6 With relation to collection of tax by public authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

Not applicable

18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc. (this will be applicable to local bodies like Municipal Corporation/Municipalities/UPCL)

Not applicable.

18.8 Details of any other public services provided by the public authority.

NIL