

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

INTRODUCTION

Background:

The Right to information is derived from our fundamental right of expression under Article 19 of the Constitution of India. The **Right to Information Act 2005** provides for setting out the practical regime of right to information for citizens to secure access to information, in order to promote accountability in the working of every public authority. Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed. Revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information and it is necessary to harmonise these conflicting interest and while preserving the paramountcy of the democratic ideal; it is expedient to provide for furnishing certain information to citizens who desire to have it.

Objective/Purpose:

In pursuance of the objectives set forth in the “The Right to Information Act 2005”, this hand book of information on functions and activities of the Department of Revenue and Disaster Management is prepared in order that citizens should have access to the information on the working of the department and to ensure a transparent administration. Endeavour is made to bring out the minute duties of Revenue and land administration right from the issue of certificate by the Village Administrative Officer to maintenance of law and order by the District Magistrate. This compilation brings out the activities and functions of the Revenue Administration only.

Who are the intended users?

The multifarious functions of the Department of Revenue and Disaster Management influence people of all walks of life like student community, general public, traders, rich and poor, literate and illiterate, etc., Hence all citizens without any exception would intend to use this handbook.

RIGHT TO INFORMATION ACT, 2005

Organisation:

Manual Number	Content
1	Particulars of Organisations, functions and duties
2	Powers and Duties of Officers and employees
3	Rules, Regulations, Instructions, Manual & Records for discharging functions
4	Particulars for any arrangements that exists for Consultation.
5	A statement of the categories of documents that are held by the Department
6	A statement of Boards, Council, Committees & other Bodies constituted as its part
7	Names, designation & other particulars of the Public Information Officers.
8	Procedure followed in Decision making process.
9	Directory of officers and employees.
10	Monthly remuneration received by each of its Officers and employees
11	The Manner of execution of subsidy programme
12	Particulars of Recipient of Concessions, permits or authorisation granted by it
13	Norms set by the Department for the discharge of the functions
14	Information available in Electronic Form
15	Particulars of facilities available to Citizen for obtaining Information.
16	Other useful information

Officials to be contacted if one want to get more information as well as other information also.

Sl. No	Name and Designation	Name & address of the office	Contact No
1	Thiru.Kulothungan, I.A.S., Special Secretary (Revenue) and District Collector – cum – District Magistrate, Puducherry	Department of Revenue and Disaster Management, Puducherry. Vazhudavur Road, Pettaiyanchathiram, Puducherry	0413-2299502 (Fax) 0413-2299588
2	Thiru Soma Sekar Apparao Kotaru ,I.A.S, Sub- Collector (Revenue)-South, Villianur.	O/o the Sub / Deputy- Collector (Revenue) South, IIInd Floor, Villianur, Puducherry	0413-2667945 0413-2667668
3	Thiru.S.Savoundary, Deputy Collector(Disaster Management)	Department of Revenue and Disaster Management, Puducherry. Vazhudavur Road, Pettaiyanchathiram, Puducherry	0413-2299515
4	Thiru.M.M.Vinayaraj, Deputy Collector(HQ)	Department of Revenue and Disaster Management, Puducherry. Vazhudavur Road, Pettaiyanchathiram, Puducherry	0413-2299513
5	Thiru. Arjun Ramakrishnan Deputy Collector (Revenue)-North. Puducherry.	O/o the Sub / Deputy - Collector (Revenue) North, Ground Floor, Revenue Complex, Saram, Puducherry.	0413-2231250 0413-2248680 0413-2248686
6	Thiru. Mohan Kumar, Deputy Collector (Revenue), Mahe	O/o the Sub / Deputy Collector (Revenue), II Floor, Civil Station, Mahe	0490-2332222
7	Thiru. R.Mounissamy Deputy Collector (Revenue), Yanam.	O/o the Sub / Deputy Collector (Revenue), Regional Administrator Building, Yanam.	0884-2321223
8	Thiru. R.Coumarane, Special Officer, Office of the Special Secretary (Revenue) – cum – District Collector, Puducherry.	Department of Revenue and Disaster Management, Puducherry. Vazhudavur Road, Pettaiyanchathiram, Puducherry	0413-2299503