

## CHAPTER 1

### INTRODUCTION.

1.1	Throw light on the background of this handbook.	This handbook is compiled in order to implement Right to Information Act, 2005.
1.2	Objective/Purpose of this Handbook.	To give information about the Institution to the Government & General public.
1.3	Who are the intended users of this handbook?	Government/General public.
1.4	The information of the organization in this handbook.	The Punjab Institute of Cooperative Training Limited, Chandigarh
1.5	Definitions (Please provide definitions of various terms used in the handbook.	
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.	EO, PICT, Chandigarh
1.7	Procedure and fee structure for getting information not available in the handbook.	By personal contact or by writing letters

**(Manual-1)**

Particulars of Organization, Functions and Duties

1.1	Objective/Purpose of the Public authority.	To cater to the training requirements of the Apex and other Cooperative institutions in the State of Punjab and is playing a key role in Human Resource Development of these institutions.
1.2	Mission/Vision Statement of the public authority.	
1.3	Brief history of the public authority and context of its formation.	<p>In the year 1969 the institute was set up as Punjab Cooperative Bankers' Training Institute by The Punjab State Coop. Bank Ltd., Chandigarh with the aim to provide training to the employees of State/Central Cooperative Banks. In 1970 The Punjab State Coop. Agri. Dev. Bank and The Punjab State Coop. Supply &amp; Marketing Fed. (Markfed) also became the member of this Institute and a new name i.e. The Punjab Institute of Cooperative Training was given and more Coop. Apex institutions also became its members. Later on, it was registered as a Cooperative society under The Punjab State Coop. societies Act, 1961 as "The Punjab Institute of Cooperative Training Ltd. Mohali", at Chandigarh on 15.4.1999.</p> <p>The Governing Board of the Institute comprises of the Managing Directors of all Coop. Apex member institutions such as PSCB, SADB, Markfed, Milkfed, Sugarfed, Housefed, Puncofed, Labourfed and Weavco with worthy RCS, Punjab as the Chairman.</p>
1.4	Duties of the public authority.	The main object of the PICT is to conduct training programs for the officers/officials of The Coop. Deptt./Apex Institutions and Central societies and to bring total professionalism in the managerial system. At present, Institute is catering to the training needs of its affiliated units and conducts need based programs in consultation and discussion with respective

		Coop. institutions.
1.5	Main activities/functions of the public authority.	To conduct different training programs, for the officers / officials of The Coop. Deptt. / Apex Institutions and Central societies and to bring total professionalism in the managerial system. To make learning more effective, The Institute makes extensive use of modern teaching aids and equipments such as Overhead Projector, Automatic Slide Projector, Film Projector and Audio Video System. The Faculty Members also prepare reading material, which is supplied, to the participants. Experts of respective fields are invited to deliver lectures and share their experiences / knowledge with the trainees, as guest faculty members. Hostel facility is provided to participants and trainees for stay, lunch & tea are provided during training sessions.
1.6	List of the services being provided by the public authority with the brief write-up on them.	Different types of courses conducted by the institute:- 1. Short term courses (one week or two days) for the employees of SADB/PADB. 2. Short term courses for the employees of PSCB/CCBs. 3. Short term courses for the employees of Markfed, Sugarfed, Housefed, Milkfed, Weavco and Labourfed. 4. Short term courses for the Inspectors of Coop. Deptt., and PACS employees 5. Medium term, short term courses & workshops for the officers and officials of Coop. Deptt. & Coop. Audit Deptt.
1.7	Organizational structure diagram at various levels namely State, directorate, region, district, block etc. (whichever is applicable)	PICT is a state level training institute located in Chandigarh.
1.8	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	
1.9	Arrangements and methods made for seeking public participation / contribution.	
1.10	Mechanism available for monitoring the service delivery and	

	public grievance resolution.	
1.11	i) Addresses of the main office ii) Other offices at different levels.	SCO 16, Sector-7C, Madhya Marg, Chd. -----
1.12	Working hours of the office.	9 am to 5 pm