

Chapter-I Introduction

1.1 The background of this handbook: This handbook has been prepared as per the requirements of and in accordance with the provisions of the Right to Information Act, 2005. The Right to Information Act, 2005 is an important legislation which seeks to bring about increased transparency and accountability in administration. This Central Act (Act No 22 of 2005) has received the Presidential assent on 15th June 2005 and it is applicable to the whole of India except Jammu & Kashmir.

1.2 The objective/purpose of this handbook : The purpose of this handbook is to make available to the general public all the relevant information regarding the manifold activities of the Commercial Taxes Department, Puducherry.

1.3 The intended users of the Handbook : The handbook is primarily intended for use by the general public. However, this handbook is also very useful for all the stakeholders connected with the department.

1.4 Organization of information in this handbook : This handbook contains 17 manuals and provides information on a wide range of departmental functions, objectives and activities; individual duties and responsibilities of officers; the names and designations of Information officers etc. Every manual is organized into a chapter and provided with specific titles.

1.5 Definitions : All the terms used in the manuals are quite self-explanatory.

1.6 Contact person if more information is required:

S. No	Name of the Office in the Commercial Tax Department	Designation of the Public Information Officer	Designation of the First Appellate Authority
1.	Office of the Assistant Appellate Commissioner(ST), Puducherry	Assistant Appellate Commissioner(ST),	Commissioner(ST), Commercial Taxes Department, Puducherry
2.	Office of the Commercial Tax Officer-Goods Division-I, Puducherry	Commercial Tax Officer – Goods Division-I, Puducherry	
3..	Office of the Commercial Tax Officer- Goods Division-II, Puducherry	Commercial Tax Officer-Goods Division-II, Puducherry	
4.	Office of the Commercial Tax Officer- Goods Division-III, Puducherry	Commercial Tax Officer-Goods Division-III, Puducherry	
5.	Office of the Commercial Tax Officer- Services Division, Puducherry	Commercial Tax Officer – Services Division, Puducherry	
6.	Office of the Commissioner (ST), Puducherry – for the matters other than Establishment and Accounts	Commercial Tax Officer (Head Quarters), Commercial Taxes Department, Puducherry	
7.	Office of the Commissioner (ST), Puducherry - for the matters relating to Establishment and Accounts	Superintendent (Estt), Commercial Taxes Department, Puducherry	
8.	Office of the Commercial Tax Officer- Karaikal	Commercial Tax Officer, Karaikal	
9.	Office of the Commercial Tax Officer- Mahe	Commercial Tax Officer, Mahe	
10.	Office of the Deputy Commercial Tax Officer, Yanam	Deputy Commercial Tax Officer, Yanam	

1.7 Procedure for getting information not available in the handbook:

Any person who wishes to get information shall make a request in writing or through electronic means in English or in the official language of the area to the concerned Public Information Officer. The application should be accompanied by the fee of rupees ten by way of cash against proper receipt or by demand draft or banker's cheque payable to the Public Information Officer concerned or Court fee stamp to the value of rupees ten shall be affixed on such request should clearly specify the particulars of information sought.

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