



MANUAL

UNDER RIGHT TO INFORMATION ACT, 2005

Government of Tamil Nadu

STATE MINORITIES COMMISSION

No. 735, LLA Building 3rd Floor

Anna Salai, Chennai-600 002

INTRODUCTION

1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted **The Right to Information Act, 2005, (RTI Act) which came into force on 15.06.2005**. In accordance with the provisions of section 4(1) (b) of this Act, the State Minorities Commission, Government of Tamil Nadu, have brought out this manual for information and guidance of the stakeholders and the general public.

1.2 The purpose of this manual is to inform the general public about this Commission's organizational set-up, functions and duties of its officers and employees and records, registers and documents available with the Commission.

1.3 In Tamil Nadu the State Minorities Commission is a statutory-body. (Notification Act No.19/2010)

1.4 The State Minorities Commission has designated Secretary, State Minorities Commission, Chennai as the Public Information Officer (PIO) for all matters concerning this Commission.

1.5 A person requiring any information may contact RAGUPATHY, Secretary, State Minorities Commission, Chennai. **This Office telephone No. 28510303.**

1.6 The procedure and fee structure for getting information are as under:-

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing in Tamil or in English or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10 /- court fee stamp or by demand draft or bankers cheque drawn in favour of PIO of the Commission. The Public Information Officer shall credit the amount to the following head of account: -

“0075.00 Miscellaneous General Services 800.Other receipts BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005” (DPC 0075 00 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer of the Department concerned as an evidence for having remitted the prescribed fee.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;

ii) Actual Charge or Cost Price of a copy in larger size paper;

iii) Actual Cost or Price for samples or models; and

iv) For inspection of records, no Fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

i) for information provided in diskette or floppy, @ Rs.50/-(fifty) per diskette or floppy; and

ii) for information provided in printed form, at the price fixed for such publication.

1.7 Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and Local Bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.8 The Commission has designated **Member-Secretary, State Minorities Commission, 735, LLA Building 3rd Floor, Anna Salai, Chennai-2** as Appellate Authority under section 19(1) of the Act for this Commission.

The Contact Address of the Appellate Authority is given below:-

M.CHANDRA SEKARAN., I.A.S.,

**Member- Secretary, State Minorities Commission,
735, LLA Building 3rd Floor, Anna Salai, Chennai-2**

Phone: 044-28510303

The Particulars of the organization and duties under section 4(1) (b) (i) of Right Information Act, 2005

1. Functions of the Commission.

- i. To examine and evaluate the various safeguards provided in the Constitutions of India and laws passed by the State Legislature for the protection of Minorities.
- ii. To make recommendation with a view to ensuring effective implementation and enforcement of such safeguards and laws.
- iii. To undertake a review of the implementation of the policies and schemes of the Government for the Welfare of Minorities of the State.
- iv. To conduct studies, research and analysis and suggest ways and means to the State Government for avoidance of discrimination against Minorities.
- v. To suggest appropriate legal and welfare measures in respect of any minority to be undertaken by the Government.
- vi. To make recommendations for ensuring, maintaining and promoting communal harmony in the State.
- vii. To send periodical reports to the Government.

2. Brief History

The State Minorities Commission, Tamil Nadu was constituted by the State Government for safeguarding the rights and interests of both Religious and Linguistic Minorities.

In Tamil Nadu, the State Minorities Commission is a statutory body. (Notification Act No.19/2010)

The constitution of State Minorities Commission was ordered in G.O. Ms. No. 1020, Backward Classes, Nutritious Meal Programme and Social Welfare Department, dated 13-12-1989 and actually constituted in G.O. Ms. No. 58, Backward Classes and Minorities Welfare Department, dated 14th March, 1990 for the first time. It was reconstituted in 1990, 1991, 1995, 1996, 1999, 2001, 2004, 2006, 2009, 2010 and again in 2012.

The Present Commission was reconstituted as per Government Order Ms. No.148 Backward Classes Most Backward Classes and Minorities Welfare Department, dated 28.12.2012. The Chairperson and every Member of the Commission hold the post for a period of three years from the 1st day of January 2013.

TERM OF THE COMMISSION:-

The term of the Commission is for three years from the date of reconstitution.

3. Subjects

Meetings of the Commission are generally convened from time to time under the orders of the Chairman to discuss important matters pending before the Commission or raised by the Members for discussion in such meetings with the approval of the Chairman. The Commission also visiting all the Districts to solve the minorities peoples problems.

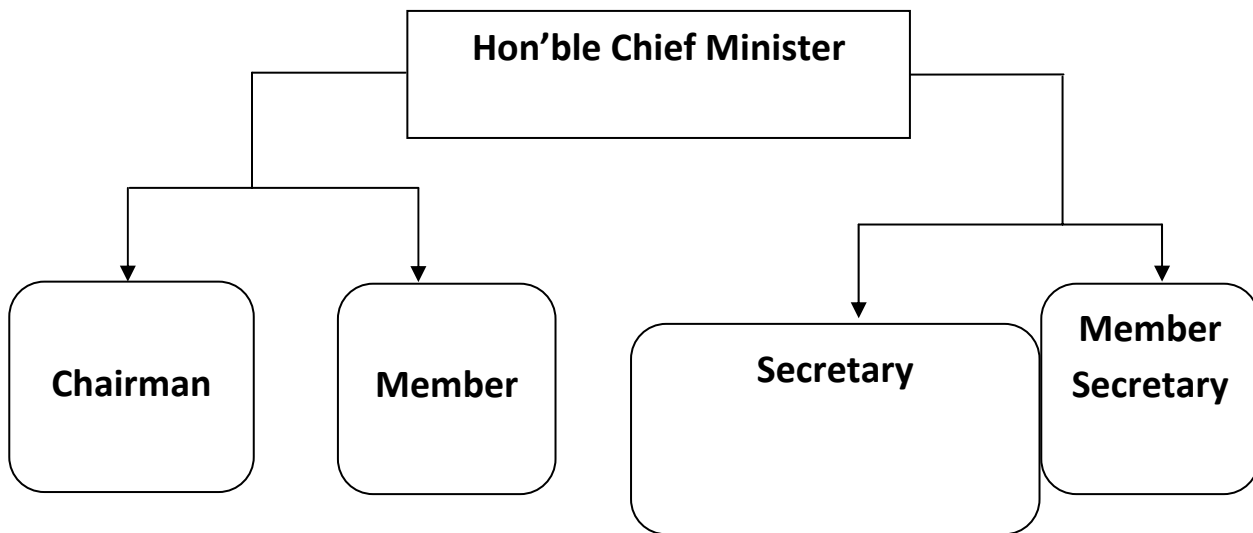
Representations from all minorities were received and appropriate action taken accordingly. Likewise a specific proposal on the resolutions of the monthly meeting was sent to Government and Departments concerned.

The Commission has also succeeded in moving the Government for help to the Minority Educational Institutions in the field of Education.

The Commission also visits various parts of the State and certain minority institutions to study the problems of the minorities.

ii) ORGANISATION CHART- SMC

The Organisation chart of the State Minorities Commission is given below:



Name, Address and Phone Nos. of the Re-constituted		
Bishop Dr.M.Prakash, Chairman, State Minorities Commission	Bishop Dr.M.Prakash, Chairman, State Minorities Commission, A.M-25, 14 th Main Road, Anna Nagar, Chennai-40	90031 10054
Dr. S.S. Alhaj Syed Kamil Sahib , Member, State Minorities Commission	Member, State Minorities Commission, 19, Mohiadeen Palli Street , Nagore Shariff – 611 002, Nagapattinam District.	96774 10786 098424 41404
Thiru Justin Selvaraj, Member, State Minorities Commission	Member, State Minorities Commission 33.E, Water Tank Road, Nagercoil, Kanniyakumari District.	94869 41159
Professor A.M. James Member, State Minorities Commission	Member, State Minorities Commission, 16, Meyappan II nd Street, Gnanaolipuram, Madurai-625 016	97901 28232
Thiru U.Sudhir Lodha Member, State Minorities Commission	Member, State Minorities Commission Old No.22/New No 9 Tillak Street, T.Nagar, Chennai -17	98410 44955
Thiru K.Kalamani Member, State Minorities Commission	Member, State Minorities Commission 135, Thiruvalluvar Nagar, Bharathi Street, Vridhalhalam, Cuddalore District -606 001	94430 87469 94432 87469
Sardar Manjit Singh Nayar, Member, State Minorities Commission	Member, State Minorities Commission Guruprasad” No.12, 7 th Cross Indira Nagar, Adayar, Chennai - 20	Ph.No 044- 22451746/224 99403 42727

**DUTIES AND RESPONSIBILITIES OF THE SECRETARY Under Section 4(1)
(b)(ii) of Right to Information Act, 2005.**

STATE MINORITIES COMMISSION

A. Section

(1) Tapal.

Distribution of Tapals and Maintenance of related registers including CM Cell,

Despatch.

Despatching of Tapals and maintenance of all related registers.

(2) Office Establishment.

Maintenance of Service Registers, Loans and advances, LTC, Leave Sanction, Preparation of BE / RE / FMA / FMP, Settlement of AG's Audit Objections, Pay bill & all other bills relating to the staff, Maintaining of Commission's Accounts, Preparation of Policy Note, Sanction of GPF Advance, (Part-final) to Commission's Staff. Reconciliation of Commission's account. Every year Annual Report is being prepared by Private-Secretary of Chairman.

(3) Records.

Supply of Stationery, Settlement of claims and maintenance of Telephone, Staff Car, Furniture, Building maintenance, and all Office records.

**The procedure followed in the decision making process under section
4(1)(b)(iii) of Right Information Act, 2005**

The department follows the procedure laid down in the Government Order, The provisions contained in Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules, Tamil Nadu Leave Rule and Department Manual Rules, etc. The process of examination is initiated by the Assistants passed

through Superintendents, Secretary / Private-Secretary. The Commission is implementing the policy as per orders of the Government.

If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

The norms set by it, for the discharge of its functions under section 4(1)(b)(iv) of Right Information Act, 2005

For the discharge of functions allocated to the Member-Secretary, State Minorities Commission, the provisions contained in the Government Order issued then and there are followed. The day to day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time, some of the commonly Acts / Rules / Manuals are as follows:

- i) The Tamil Nadu Services Manual,
- ii) The Tamil Nadu Government Servant Conduct Rules, 1973,
- iii) The Tamil Nadu State and Subordinate Services,
- iv) Fundamental Rules etc.

Rules, Regulations, Instructions, Manuals and Records for discharging functions under section 4(1)(b)(v) of Right Information Act, 2005

1. The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

- i) Tamil Nadu Budget Manual
- ii) Tamil Nadu State and Subordinate Service Rules
- iii) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- iv) Tamil Nadu Government Servants Conduct Rules, 1973
- v) Tamil Nadu Pension Rules
- vi) Fundamental Rules

- vii) Tamil Nadu Financial Code
- viii) Tamil Nadu Account Code
- ix) Tamil Nadu Treasury Code
- x) Tamil Nadu Tender Transparency Act 1998.
- xi) Tamil Nadu Tender Transparency Rules 2000.
- xii) Guidelines issued by the Government of India.

2. The details of the above listed Rules, Manuals and Acts are furnished below:-

S. No	Name of the Manual	Type of the document
1	The Tamil Nadu Budget Manual	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.
2	Tamil Nadu State and Subordinate Service Rules.	The rules are made under the provision to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
3	Tamil Nadu Civil Services (Discipline and Appeal) Rules.	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
4	Tamil Nadu Government Servants Conduct Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
5	Tamil Nadu Pension Rules.	The rules are made in relation to the pensionary benefits to the members of civil service of the State.

6	Fundamental Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of civil service of the State.
7	Tamil Nadu Financial Code.	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
8	Tamil Nadu Account Code.	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
9	Tamil Nadu Treasury Code.	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
10 11	Tamil Nadu Tender Transparency Act 1998 Tamil Nadu Tender Transparency Rules 2000	This Act and Rules contains the procedure for calling tender for purchases to be made by various Departments. This is published by Finance Department
12	Guidelines issued by the Government of India.	followed

A statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of Right to Information Act, 2005

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
1.	Policy Note	Contains the Policy pronouncements of the Department for the concerned year.	Application to Public Information Officer	Public Information Officer
4.	Important G.Os	Issued by the Backward Classes, Most Backward Classes & Minorities Welfare Department from time to time	Application to Public Information Officer	Public Information Officer

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 under Section 4(1)(b)(vii) of Right to Information Act, 2005.

Now the Commission has been made as Statutory Body.

A Statement of Boards, Councils, committees and Other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those Boards, Council, Committees and Other bodies are open to the public, or the minutes of such meetings are accessible for public under section 4(i)(b)(viii) of Right to Information Act 2005.

Yes

DIRECTORY OF OFFICERS

Directory of Officers and Employees under Section 4(1)(b)(ix) of Right to Information Act, 2005

Sl. No.	Name and Designation of the officer	Telephone (STD code No 044)	Email
		Office	
1	M.CHANDRASEKARAN, I.A.S., Member-Secretary, State Minorities Commission 735 LLA Building 3rd Floor, Anna Salai, Chennai-2	28510303	Secretary55@ymail.com
2	S.RAGUPATHY, Secretary (Superintendent), State Minorities Commission Chennai-2	28510303	-do-

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(1)(b)(xi) of Right to Information ACT 2005.

STATE MINORITIES COMMISSION

Head of Account	Total budget allotment for the year 2014-2015	Expenditure as on 31.3.2015
2070 00 800 BM	Rupees 55 lakhs	Rupees 52 Lakhs

Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of Right to Information Act, 2005

Sl.No	Name of the Officer Thiru/Tmt/Selvi	Designation	Remuneration
1)	M.CHANDRASEKARAN, I.A.S.,	Member-Secretary	Ex officio
2)	S.Ragupathy	Secretary (Superintendent)	(Rs.9300-34800+4800)
3)	R.Santhanakrishnan	Private-Secretary to Chairman (Superintendent)	(Rs.9300-34800+4800)
4)	G.H.Syed Abdul Pari	Investigator (Superintendent)	(Rs.9300-34800+4800)
5)	Vacant	Assistant	(Rs.5200-20200+2800)
6)	P.Duraisamy	Assistant	(Rs.5200-20200+2800)
7)	K.Usharani	Typist	(Rs.5200-20200+2400)
8)	B.Johnson	Driver	(Rs.5200-20200+2400)
9)	R.Chitra	Office Assistant	(Rs.4800-10000+1300)
10)	Vacant	Office Assistant	(Rs.4800-10000+1300)
11)	Vacant	Office Assistant	(Rs.4800-10000+1300)

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(i) (b) (xii) of Right to Information Act, 2005

Nil

Particulars of recipients of concessions, permits or authorizations granted by it under section 4(i) (b) (xiii) of Right to Information Act, 2005

No concession or permit or authorization has been granted to the individuals or firms or companies by the Commission.

Details in respect of the information available to or held by it, reduced in an electronic form under section 4(i)(b) (xiv) of Right to Information Act, 2005

Nil

Particulars of facilities available to citizens for obtaining information under section 4(1) (b) (xv) of Right to Information Act, 2005

The public are posted with information through notice board, News paper, Exhibition and other means of advertising.

**Name and Designation and other particulars of Public Information Officers
under section 4(i)(b) (xvi) Right to Information Act, 2005**

Department Appellate Authority

Name	Designation	STD Code	Phone No	Fax	Email	Address
M.Chandrasekaran, I.A.S.,	Member- Secretary	044	28510303	28510303	Secretary 55@ymail .com	State Minorities Commission, 735,LLA Building 3rd Floor, Anna Salai, Chennai-2

Public Information Officer:

Name	Designation	STD Code	Phone No	Fax	Email	Address
S.RAGUPATHY	Secretary (Superintendent)	044	28510303	28510303	Secretary 55@ymail .com	State Minorities Commission, 735,LLA Building 3rd Floor, Anna Salai, Chennai-2

Member-Secretary