

MANUAL

UNDER RIGHT TO INFORMATION ACT, 2005

Government of Tamil Nadu
Department of Minorities Welfare
P.T.Lee. Chengalvarayan Malaligai
807, Anna Salai, (5th Floor),
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 Department of Minorities Welfare, 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 Department organizational set-up, functions and duties of its officers and employees and records, registers and documents available with the Department and information about the schemes, projects and programmes being implemented by this department.

1.3 The Department of Minorities Welfare has designated the Personal Assistant to Commissioner of Minorities Welfare as the Public Information Officer (PIO) for all matters concerning the Department.

1.4 A person requiring any information under the Act may contact the Personal Assistant to Commissioner of Minorities Welfare Chennai-600 002. **Office telephone No. is 28520033. The E.mail address is tnminoritieswelfare@yahoo.com**

1.5 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 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 /- by cash or by demand draft or bankers cheque drawn in favour of PIO of the respective department. 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 challan to the Public Information Officer 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.

1.6 Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.5 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.

1.7 The Department has designated **Commissioner of Minorities Welfare Department**, as Appellate Authority under section 19(1) of the Act for Minorities Welfare Department.

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

Commissioner of Minorities Welfare Department,
807, 5th Floor Anna salai, ,
Chennai- 600 002.

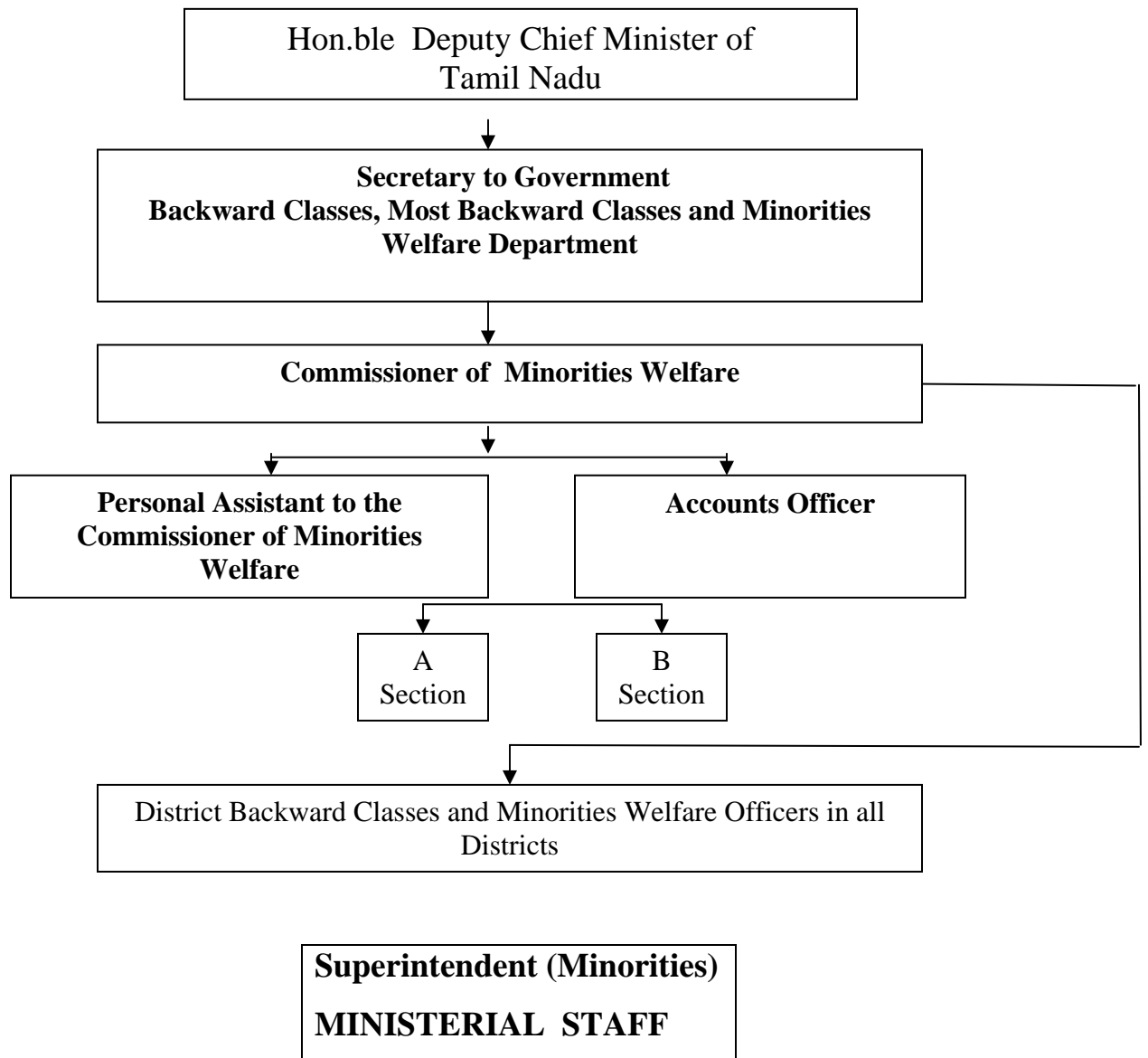
Phone-044-28515050 , E.Mail: tnminoritieswelfare@yahoo.com

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

1. Objective of the Department

The Government of Tamil Nadu which is a pioneer in safeguarding the rights of Minority Communities created a separate Directorate for Minorities Welfare for implementing the welfare programmes for the upliftment of Social, Educational and Economic status of Minority Communities.

ORGANISATION CHART



SEPARATE RESERVATION FOR MINORITIES

The reservation of 3.5% has been given to Backward class Muslims with effect from 15.09.2007.

SCHEMES

The following welfare schemes are implemented for the educational advancement and economic upliftment of Minorities.

1. SCHOLARSHIP SCHEMES

CENTRALLY SPONSORED SCHEME

1. Merit-cum-Means Based Scholarship Scheme.

- Students who studying Professional/Technical Under Graduate and Post Graduate courses (except research studies) are eligible
- Christians, Muslims, Sikhs and Buddhist are Minorities in Tamilnadu notified under section 2 (c) of National Commission for Minorities Act,1992 can apply
- The student may study anywhere in Government / Government recognised Professional Courses in India can entitle for this Scholarship provided his/her domicile should be in Tamilnadu State.
- Students who got admission to pursue Professional/Technical courses (4 years and above) on the basis of competitive examination or without facing competitive examination provided they should have obtained 50% of marks in the previous year examination (+2 or 3 year Diploma Courses for lateral entry) become eligible for scholarship
- Sanction of scholarship purely on the merit basis (i-e.Marks)

Eligibility Criteria

Educational Qualification for i) Fresh Scholarship	Should have obtained not less than 50% of marks in +2 for 1 year or 3 years Diploma Course for Second year (Lateral Entry)
	If a student was studying 1 year and he/she could not apply fresh scholarship, but he/ she can apply the same during the next year of study ie II, III, IV as the case may be, provided

	they should obtained minimum 50% of marks without any arrears in the previous year examination (Semester/ Non-semester). Xerox copies of marksheet should be enclosed in the application duly signed by the Heads of Department of the Institution	
ii) Renewal Scholarship	Students must have scored not less than 50% of marks in the previous year examination provided they should have obtained Fresh scholarship	
Annual Income of Parent or guardian(from all sources)	Not exceeding Rs. 2.50 lakhs per annum	
List of Courses eligible under the scheme	Furnished in Annexure-A	
Rate of Scholarship Course fee such as Tuition fee, Library fee, Examination fee and other non refundable fee etc.)	For listed institution(Annexure B): Full Course fee will be reimbursed (except refundable fee) For other recognised institution: Actual course fee paid by the student or Rs. 20,000 per annum, whichever is less.	
Maintenance Allowance (10 month within the academic year)	Hostellers	Day Scholar
	Rs. 10000	Rs. 5000
To whom to apply : Students should submit the filled-in application with relevant marksheets and other certificates to the Educational Institution with in the stipulated time. The scheme details and application forms are available from website www.minorityaffairs.gov.in .		

Other Conditions:-

- a) Scholarship holder should not avail any other Scholarship/Stipend for pursuing professional/technical course from any other State / Central Government Departments / Welfare Boards etc.
- b) In the event of 30% of scholarship will be reserved for girls of each minority community against the target which is transferable to boy(s) of that community due to non-availability of girl(s)
- c) The scholarship is dependent on the satisfactory progress and conduct of the scholar. The authority sanctioning the scholarship may either cancel or stop/withhold, if it is reported by the Head of Institution at any time that a scholar has by reasons of his/her own act of default failed to make satisfactory progress or has been guilty of misconduct such as resorting to or participating in strikes, irregularity in attendance without the permission of the authorities concerned etc.,

- d) If a student who has obtained a scholarship by false statement, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered fully in single installment. The student concerned will be put in the blacklisted and debarred for any scholarship in any other scheme thereof.

Disbursement of Scholarship

- i) Disbursement of scholarship to the students is done through the Educational Institutions by the Tamil Nadu Minorities Economic Development Corporation Ltd.(TAMCO),
- ii) Disbursement of Scholarship to the Students by means of Cheque /Demand Draft through ECS on proper stamp acquittance
- iii) TAMCO is maintaining a separate bank account and records relating to the funds received from the Directorate of Minorities Welfare, disbursement details of scholarship studentswise, institutionwise etc., subject to audit by the officials of TAMCO.

Annexure – A

TECHNICAL & PROFESSIONAL UG & PG COURSES COVERED UNDER MERIT-CUM-MEAN SCHOLARSHIPS SCHEME

Engineering & Technology Courses (B.Tech/B.E./M.Tech.)

- (1) Aeronautical Engineering (AE)
- (2) Agricultural Engineering (AG),
- (3) Automobile Engineering (AUE),
- (4) Applied Electronics & Instrumentation (AEI),
- (5) Automation and Robotics (ARE),
- (6) Bio-Medical Engineering (BME),
- (7) Bio-Technology (BT),
- (8) Ceramic Engineering/Technology (CT),
- (9) Chemical Engineering (CH),
- (10) Civil Engineering (CE),
- (11) Computer Science and Engineering (CS),
- (12) Electrical Engineering or Electrical & Electronics Engineering (EEE),
- (13) Electronics and Communication Engineering (ECE),
- (14) Environmental Engineering (ENE),
- (15) Food Technology (FT),
- (16) Industrial Engineering and Management (IEM),
- (17) Information Technology (IT),
- (18) Instrumentation and Control Engineering (ICE),
- (19) Leather Technology (LT),
- (20) Marine Engineering (MRE),
- (21) Materials Science & Technology (MST),
- (22) Metallurgical Engineering (MT),
- (23) Mechanical Engineering (ME),
- (24) Mining Engineering (MN),
- (25) Oil & Paint Technology (OPT),
- (26) Polymer Science and Rubber Technology (PSR),

- (27) Printing Technology (PT),
- (28) Production Engineering (PE),
- (29) Pulp & Paper Technology (PPT),
- (30) Sugar Technology (ST),
- (31) Textile Engineering/Technology (TXT),
- (32) Transportation Engineering (TE).

Cement Technology

- (1) Post graduate diploma in cement technology

Fashion Technology (Degree from National Institute of Fashion Technology)

1. B.FTech (Design): Fashion Design, Leather Design, Accessory Design, Textile Design, Knitwear Design, Fashion Communication.
2. B.FTech (Apparel Production).
3. M.FTech: Management, Apparel Production, Design Space.

Management

- (1) Post Graduate Diploma in Management (PGDM),
- (2) Post Graduate Certificate in Management (PGCM),
- (3) Executive Post Graduate Diploma in Management (Exec-PGDM),
- (4) Master in Business Administration (MBA).

Pharmacy

- (1) B.Pharma
- (2) M.Pharma.

Architecture & Town Planning (Under Graduate and Post Graduate level courses only)

- (1) Architecture (AR),
- (2) Interior Design (ID),
- (3) Building Construction Technology (BCT),
- (4) Planning (PL).

Hotel Management & Catering Technology (Under Graduate and Post Graduate level courses only)

- (1) Hotel Management & Catering Technology (HMCT)

Applied Arts & Crafts (Under Graduate and Post Graduate level courses only)

- (1) Applied Arts & Product Design (APD),
- (2) Fine Arts/Applied Arts/Fine & Applied Arts (FA/AA/FAA),
- (3) Fashion & Apparel Design (FAD).

MCA

- (1) Master in Computer Application (MCA)

Design (Degree from National Institute of Design, Ahamdabad)

- (1) Graduate diploma in design
- (2) Post graduate diploma programme in design

Medical & Para Medical courses

- (1) MBBS
- (2) Bachelor of Ayurvedic Medicine & Surgery (BAMS)
- (3) Bachelor of Unani Medicine & Surgery (BUMS)
- (4) Bachelor of Homeopathic Medicine & Surgery
- (5) Post Graduate courses
- (6) Bachelor of Physical Therapy (BPT)
- (7) Master of Physical Therapy (MPT)
- (8) Bachelor of occupational Therapy (BOT)
- (9) Master of occupational Therapy (MOT)
- (10) B.Sc. Nursing
- (11) M.Sc. Nursing
- (12) B.D.S.
- (13) M.D.S.

Veterinary Sciences and Animal Husbandry

- (1) B.VSc. & A.H. (Bachelor of Veterinary Sciences and Animal Husbandry)
- (2) PG courses

Chartered Accountancy/Institute of Cost and Work Accountancy/Company Secretary

- (1) CA (Chartered Accountancy)
- (2) ICWA (Institute of Cost and Work Accountancy)
- (3) CS (Company Secretary).

Law

- (1) L.L.B.
- (2) L.L.M.

Annexure - B

List of Institutions eligible for full reimbursement of Course Fee

S. No.	Name of the Institute
1	Indian Institute of Technology, (IIT), Hauz Khas, New Delhi – 110016.
2	Indian Institute of Technology, (IIT), P.O. IIT, Kanpur – 208076.
3	Indian Institute of Technology, (IIT), Powal, Mumbai – 400076.
4	Indian Institute of Technology, (IIT), P.O. Kharagpur – 721302.
5	Indian Institute of Technology, (IIT), P.O. IIT, Chennai – 600036.
6	Indian Institute of Technology, (IIT), North Guwahati, Guwahati – 781039.
7	Indian Institute of Technology, (IIT), Roorkee – 247667.
8	Indian Institute of Management, Vastapur, Ahmedabad – 380015.
9	Indian Institute of Management, Bannerghat Road, Bangalore – 560076.
10	Indian Institute of Management, Joka, Diamond Harbour Road, Kolkata – 700104.
11	Indian Institute of Management, Kozhikode, kunnamangalam, P.O., Kozhikode – 673571, Kerala.
12	Indian Institute of Management, Indor, Pigdamber, Rau, Madhya Pradesh-110016.
13	Indian Institute of Technology, Prabandh Nagar, Off. Sitapur Road, Lucknow – 226013.
14	National Institute of Technology, Calicut – 673601.
15	S.V.National Institute of Technology, Surat – 395607 (Gujarat).
16	National Institute of Technology, Hazaratbal Srinagar – 190006. J&K.
17	Motilal Nehru National Institute of Technology, Allahabad – 211004. (UP)
18	National Institute of Technology, Durgapur – 713209. (West Bengal)
19	National Institute of Technology, Jamshedpur – 831014, (Jharkhand).
20	Visvesvaraya National Institute of Technology, Nagpur – 440001.
21	National Institute of Technology, Srinivasanagarm, Surthakal – 574157.
22	National Institute of Technology, Warangal – 506004. (AP).
23	Malaviya National Institute of Technology, Jaipur – 302017. (Rajasthan)
24	National Institute of Technology, Rourkela – 769008, (Orissa)
25	Maulana Azad National Institute of Technology, Bhopal – 462007

26	National Institute of Technology, Tiruchirapalli – 620015
27	National Institute of Technology, Kurukshetra – 132119. (Haryana)
28	National Institute of Technology, Silchar – 788010. (Assam)

Name and Address of the Listed Institutions in India

29	National Institute of Technology, Hamirpur – 177001. (Himachal Pradesh)
30	National Institute of Technology, Patna, Bihar
31	Dr. B.R. Ambedkar National Institute of Technology, G.T. Road, Bye Pass, Jalandhar- 144004. Punjab.
32	National Institute of Technology, Raipur, Chhattisgarh.
33	National Institute of Technology, Agartalla, Tripura
34	ABV- Indian Institute of Information Technology and Management, (ABV-IIITM), MITS Campus, Gwalior – 474075.
35	Indian Institute of Information Technology (IIIT), Nehru Science Centre. Kamla Nehru Road, Allahabad – 211002.
36	Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing (IIITDM), IT Bhavan, Jabalpur Engg. Campus, Ranjhi, Jabalpur – 482011. Madhya Pradesh.
37	Indian Institute of Information Technology, Design & Manufacturing (IIITDM), Kancheepuram, Tamilnadu.
38	Indian Institute of Science, Bangalore – 560012.
39	Indian School of Mines, Dhanbad – 826004, Jharkhand.
40	National Institute of Foundry and Forge Technology (NIFFT), P.O. Hatia, Ranchi – 834003, Jharkhand.
41	National Institute of Industrial Engineering, Vihar Lake, P.O.-NITIE, Mumbai-400087.
42	School of Planning & Architecture, I.P. Estate, New Delhi – 110002
43	North Eastern Regional Institute of Science and Technology (NERIST), Nirjuli-79110 (Itanagar), Arunachal Pradesh.
44	Sant Longowal Institute of Engineering and Technology (SLIET), Village-Longowal, Distt.- Sangrur, Punjab-148106.
45	All India Institute of Medical Sciences, New Delhi.
46	Post-Graduate Institute of Medical Education & Research, Chandigarh.
47	National Institute of Mental Health & Neuro Sciences, Bangalore.
48	Jawaharlal Institute of Post-graduate Medical Education & Research, Puducherry.
49	Lady Hardinge Medical College, New Delhi
50	Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi.

20 Nos. of Institutions added in FY 2008-2009, which are as follows:

- (51) Post Graduate Institute of Medical Education & Research (PGIMER),
Ram Manohar Lohia Hospital, New Delhi
- (52) National Institute of Design, Ahmedabad
- (53) National Council for Cement and Building Material, Ballabhgarh,
Haryana
- (54) Indian Institute of Foreign Trade, New Delhi
- (55) Indian Institute of Foreign Trade, Kolkata
- (56) National Institute of Fashion Technology, New Delhi,
- (57) National Institute of Fashion Technology, Bangalore,
- (58) National Institute of Fashion Technology, Chennai,
- (59) National Institute of Fashion Technology, Gandhinagar,
- (60) National Institute of Fashion Technology, Hyderabad,
- (61) National Institute of Fashion Technology, Kolkata,
- (62) National Institute of Fashion Technology, Mumbai
- (63) National Institute of Fashion Technology, Raibareli
- (64) National Institute of Fashion Technology, Kannur (Kerala)
- (65) National Institute of Fashion Technology, Bhopal
- (66) National Institute of Fashion Technology, Shillong
- (67) National Institute of Fashion Technology, Patna
- (68) Indian Institute of Tourism & Travel Management, Gwalior
- (69) Indian Institute of Tourism & Travel Management, Bhubaneswar
- (70) Indian Institute of Tourism & Travel Management, Goa

2. POST-MATRIC SCHOLARSHIP SCHEME

1. Students studying XI, XII, Vocational course in XI, XII, ITI / ITC, Polytechnic, Diploma in Nursing, Teacher Training, Under/Post Graduate level Degree Courses, Ph.D (except Professional courses, MBA, MCA etc.) are eligible
2. Christians, Muslims, Sikhs and Buddhist are notified as Minorities in Tamilnadu under section 2 (c) of National Commission for Minorities Act, 1992, can apply.

Eligibility criteria

Educational qualification For Fresh Scholarship	Students studying from 11 th Std to Ph.D, and have scored not less than 50% of marks in the previous year final examination.		
For Renewal Scholarship	Should have secured not less than 50% of marks in the previous year examination and provided they should obtained fresh scholarship		
Annual Income of Parent/ Guardian (from all Sources)	Not exceeding Rs. 2 lakhs per annum		
Eligible Courses	Students from Std. 11 th to Ph.D. (courses which are not covered under Merit-cum-Means Scholarship Scheme(Annexure-A)		
Rate of Scholarship			
Details of Courses	Admission and Tuition Fees Rs.	Maintenance Fees. (10 month within the academic year)	
		Hostellers Rs.	Day scholar Rs.
H.S.C. (XI and XII)	7000 (or) actuals	2350	1400
Vocational Courses in XI and XII, ITI/ITC, Polytechnic Diploma in Nursing, Teacher Training,	10000 (or) actuals	2350	1400
UnderGraduate and Post Graduate Degree Courses	3000 (or) actuals	3550	1850
Research studies (Ph.D)	NIL	5100	3300
<p>The simplified application form for fresh and renewal scholarship obtain from the District Backward Classes & Minorities Welfare Officer in the Collectorate of the District concerned and also available in www.tn.gov.in/bcmbcmw/welfschemes_minorities/htm can be used. The filled in application forms along with necessary documents should be submitted to the respective educational institution only within the stipulated time .</p>			

Other Conditions:-

- a) The domicile of the Student in Tamil Nadu can entitle for scholarship in our state.
- b) Scholarship holder should not avail any other Scholarship/Stipend from any other State / Central Government Departments / Welfare Boards etc.
- c) Students hailing from poor family falling below poverty line shall be given preference for considering sanction of scholarship
- d) Scholarships will not be given to more than two students in a family
- e) Students should be regular in attendance for which the yardstick will be decided by the competent authority of the School/College/University
- f) In the event of 30% of scholarship reserved for girls of each minority community against the target which is transferable to boy(s) of that community due to non-availability of girl(s)
- g) The scholarship is dependent on the satisfactory progress and conduct of the scholar. The authority sanctioning the scholarship may either cancel or stop/withheld, if it is reported by the Head of Institution at any time that a scholar has by reasons of his/her own act of default failed to make satisfactory progress or has been guilty of misconduct such as resorting to or participating in strikes, irregularity in attendance without the permission of the authorities concerned etc.,
- h) If a student to have obtained a scholarship by false statement, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered fully in single installment. The student concerned will be put in the blacklisted and debarred for any scholarship in any other scheme thereof.

Disbursement of Scholarship

- i) Disbursement of scholarship to the students are made through the Educational Institutions by the Tamil Nadu Minorities Economic Development Corporation Ltd.,**(TAMCO)**
- ii) The Institutes will disburse the Scholarship to the Students by means of Cheque / Demand Draft on proper stamp acquittanc . Efforts are being made for transferring the scholarship amount through Electronic Clearing System (ECS)
- iii) TAMCO is maintaining a separate bank account and records relating to the funds received from the Directorate of Minorities Welfare, details of disbursement of scholarship studentswise, institutionwise subject to audit by the officials of TAMCO

3. PRE-MATRIC

- Students studying from Std. I to X in Govt./Govt.aided/Matriculation/Anglo-Indian schools etc are eligible under this scheme.
- Christians, Muslims, Sikhs and Buddhist are notified as Minorities in Tamilnadu under section 2 (c) of National Commission for Minorities Act, 1992, can apply.

Eligibility

Educational qualification For Fresh Scholarship	Students studying from 1 th Std to 10 th Std and have scored not less than 50% of marks in the previous year examination (except 1 st Std).	
For Renewal Scholarship	Should have secured not less than 50% of marks in the previous year examination and provided they should obtained fresh scholarship	
Rate of Scholarship	Hosteller	Days scholar
Admission fees (from Std. 6 th to 10 th)	The Actual fees (or) maximum of Rs.500	
Tuition fees 6 th to 10 th Std.	The Actual fees (or) maximum of Rs.3500	
Maintenance Allowances (for 10 months in an academic year) 1 st to 5 th Std	Nil	Rs.1000
6 th to 10 th Std.	Rs.6000	Rs.1000
The simplified application form for fresh and renewal scholarship obtain from the District Backward Classes & Minorities Welfare Officer in the Collectorate of the District concerned and also available in Website www.tn.gov.in/bcmbcmw/welfschemes/minorities/htm can be used. The filled in application forms along with necessary documents should be submitted to the respective educational institution only within the stipulated time .		

Other Conditions:-

- A student residing in a particular State/UT will be entitled for scholarship under the quota of the State/UT only.
- Scholarship will not be given to more than two students in a family and they do not avail any other Scholarship/Stipend for pursuing the same course from any other State / Central Government departments/Welfare Board etc.
- Students should be regular in attendance for which the yardstick will be decided by the competent authority of the School Education/Higher Education/Technical Education/Employment Training as the case may be.

- d) Migration of students from one institution to another would be allowed for the interest of the student under exceptional circumstances
- e) In the event of 30% of scholarship reserved for girls of each minority community against the target is transferable to boy(s) of that community due to non-availability of girl(s)
- f) If a student violates school discipline or any other terms and conditions of the scholarship, the scholarship may be suspended or cancelled. The Directorate of Minorities Welfare can also directly cancel the award of scholarship if duly satisfied the reasons of violation of these rules and regulations governed by the Ministry of Minority Affairs.

Pattern of Financial Assistance:

Funding pattern between Central and State Governments will be in the ratio of 75:25.

Disbursement of Scholarship

- i) Disbursement of scholarship to the students is done through the Educational Institutions by the Tamil Nadu Minorities Economic Development Corporation Ltd.,
- ii) The Institutes will disburse the Scholarship to the Students by means of Cheque / Demand Draft on proper stamp acquittance.
- iii) TAMCO is maintaining a separate bank account and records relating to the funds received from the Directorate of Minorities Welfare, disbursement details of scholarship studentswise and institutionwise subject to inspection by the officials of TAMCO.

FREE COACHING AND ALLIED SCHEME FOR THE CANDIDATES BELONGING TO MINORITY COMMUNITIES

Background

The scheme aims to empower the minority communities, which are relatively disadvantaged section of society, by assisting them as well as those institutions working for them, towards enhancing their skills and capabilities to make them employable in industries, services and business sectors in addition to the government sector. It has the built-in resilience to adapt itself to the market dynamics on a continuous basis so that the target groups are not deprived of the professional acumen demanded by the changing/emerging market needs and opportunities for employment at domestic as well as international levels.

The Ministry of Minority Affairs has been formulated a new scheme called “Free Coaching and Allied Assistance for candidates belonging to the minority communities is being implemented by this Ministry. The scheme has to be made more comprehensive keeping in view the emerging trends of employment in the era of economic reforms, liberalization and globalization.

2. **OBJECTIVES** The objectives of the scheme are to assist students belonging to the minority communities by way of special coaching for the following:-
 - a) Qualifying examinations for admission in technical/ professional courses such as engineering, law, medical, management, information technology etc. and language/aptitude examinations for seeking admission to foreign universities
 - b) Competitive examinations for recruitment to Group ‘A’ , ‘B’ , ‘C’ and ‘D’ services and other equivalent posts under the Central and State governments including police/security forces, public sector undertakings, Railways, banks, insurance companies as well as autonomous bodies;
 - c) Coaching/training for jobs in the private sector such as in airlines, shipping, fisheries, information technology (IT), business process outsourcing (BPO) and other IT enabled services, hospitality, tours and travels, maritime, food processing, retail, sales and marketing, bio-technology and other job oriented courses as per the emerging trend of employment. The committee at para 4 (iv) will shortlist the job-oriented training courses for employment in the private sector provided that the duration does not exceed nine months which may be relaxed upto 12 months.
 - d) Remedial coaching for technical & professional courses at undergraduate and post graduate level to improve academic knowledge and enable the student to catch up with the rest of the class and complete the course successfully. The remedial coaching will be imparted by the institute where the student is admitted to pursue technical/professional course at under graduate or post graduate level.

3. **IMPLEMENTING AGENCIES AND ELIGIBILITY** The following types of organizations will be eligible for receiving financial assistance under this scheme:-

- All institutes in the government sector, including universities and autonomous bodies, engaged in coaching/training activities.
- All institutes in the government sector, including universities and autonomous bodies, engaged in imparting remedial coaching to students belonging to the minority communities.
- Universities/colleges in private sector engaged in coaching/training activities, including deemed universities.
- Institutes in the private sector engaged in coaching activities/job oriented coaching/training for placement in private sectors, which are a trusts, companies, partnership firms, or societies registered under the relevant law, preferably of relevant industry bodies or institutes identified by them.

The following will be the eligibility criteria for receiving financial assistance under this scheme:-

- a) The institutes should have the required number of qualified faculty members either on its pay roll or on part-time basis.
- b) The institutes should have necessary infrastructure such as premises, library, requisite equipment etc. to run the coaching classes/training centers. This condition will not apply for in field recruitment of constables and equivalent in the police/security forces and railways.
- c) The institutes should have experience of imparting coaching/training for a period not less than three years provided that those functioning for less than three years may be considered only if their success rates are significantly higher.
- d) Coaching institutes should have a minimum success rate of 15%. A three year moving average could be considered for this purpose. In respect of training institute, 50% placement, including self employment would be taken as the minimum success rate. Training institute having better success rate will be given priority.
- e) Coaching institutes which are imparting coaching for entrance examinations and whose students have been able to obtain admission in reputed colleges/institutes, will be given priority under this category. f) Coaching/training for industry specific courses/jobs will be encouraged for private sector jobs.
- f) The Selection Committee may empanel institutes having a certain level of performance to apply directly to the Ministry.

The procedure for empanelment of such institutes will be as follows:-

The State Governments/UT administrations would be requested to suggest such institutes which fulfill the requisite criteria. The Secretary to the State Government will be invited to such empanelment meetings.

The institutes should have a minimum seven years experience in the relevant coaching/training programme. iii) The success/placement rate should be at least 5% higher than the rate prescribed. h) The performance of the institutes funded by the Ministry will be evaluated after three years by the Selection Committee. Those institutes, whose performance was found to be 'excellent', could also be included in the list of institutes entitled to apply directly to the Ministry.

Details of procedure:-

- i) The Ministry of Minority Affairs will advertise by 30th April every year the details of the scheme and invite proposals from the coaching/training institutes.
- ii) While the institutes in government sector can send proposals in the prescribed proforma, directly to the Ministry of Minority Affairs, the organizations in the private sector, including non-governmental organizations (NGOs) should submit their proposals through the state government/UT administration concerned. Provided that, institutes of excellence in coaching/training, as recommended by the Selection Committee of the Ministry, on the basis of criteria/guidelines laid down may submit their proposals directly to the Ministry of Minority Affairs. The committee at para 4 (iv) will shortlist such institutes and the list will be reviewed periodically.
- iii) The State Governments/UT administrations will conduct necessary inspection of the projects and forward the proposals with specific recommendations to the Ministry of Minority Affairs.
- iv) The proposals received from institutes will be scrutinized/processed in the Ministry and placed before a Committee consisting of the following members, for consideration and approval:- a) Secretary(Minority Affairs) Chairperson b) Financial Advisor (Minority Affairs) Member c) Joint Secretary (Minority Affairs) Member
- v) Representative from the Ministry of HRD Member e) Representative from the Ministry of Labour Member f) Representative from UGC Member g) Deputy Secretary/Director, Minority Affairs Convener.
- vi) The Committee may, for a specific period not exceeding one financial year, co-opt any other professional as a Member, as and when required.

5. ELIGIBILITY CRITERIA FOR CANDIDATES/STUDENTS

- i) Candidates must have secured the requisite percentage of marks in the qualifying examination prescribed for admission into the desired courses/recruitment examinations.
- ii) Only candidates belonging to the minority communities, having total family income from all sources not exceeding Rs.2.50 lakh per annum, will be eligible under the scheme.
- iii) Benefits of coaching/training under the scheme can be availed by a particular student once only, irrespective of the number of chances he/she may be entitled to in a particular competitive examination. The coaching/training institution will be required to take an affidavit from the student that he/she has not taken any benefit under this scheme earlier.
- iv) In case, where the examination is conducted in two stages i.e. preliminary and main, the candidates will be allowed to take coaching of the preliminary as well as the main examination, but coaching for the main examination will be allowed only to those who have qualified in the preliminary examination for the year concerned.
- v) Students covered under the scheme shall have to attend all classes. In the event of any student remaining absent for more than 15 days, without any valid reason or leaving the coaching/training midway, the entire expenditure incurred on the candidate will be recovered from the institute concerned.
- vi) 30% of the numbers sanctioned for coaching/training shall be earmarked for girl students/candidates. It may be transferred to boy students only in case girl students meeting the standards for coaching/training set by the institute were not available.

5. FUNDING

- (i) 100 % financial assistance will be provided to the selected coaching/training institutes and the institutes imparting remedial tuition.
- (ii) Stipend will be given by the Ministry for maintenance of the students. The details of the rates of financial assistance are given below:-

Sl. No.	Type of Coaching/ training/remedial coaching	Coaching/ training/remedial coaching fee	Amount of Stipend per month.
1	Group 'A' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 20000/-	Rs.1500 /- for outstation candidates, Rs. 750/-for local Candidates
2	Group 'B' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 15,000/-	Rs.1500 /- for outstation candidates, Rs. 750/-for local Candidates
3	Group 'C' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 10,000/-	Rs.1500 /- for outstation candidates, Rs. 750/-for local Candidates
4	Entrance examination for technical/professional courses	As fixed by the institute, subject to a maximum ceiling of Rs. 20000/-	Rs.1500 /- for outstation candidates, Rs. 750/-for local Candidates
5	Coaching/Training for jobs in Private Sectors	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-.	Rs.1500 /- for outstation candidates, Rs. 750/-for local Candidates
6	Remedial Coaching/Tuition for the students pursuing technical/professional courses	As charged by the institute where the student is admitted to pursue technical/ professional course, for the extra tuition classes.	Not Applicable
7	Coaching for recruitment of constables and equivalent in police/security forces and railways. (For a period not exceeding five days)	At nominal rates, as proposed by the institute and fixed by the committee	Rs.100 /- per day for outstation candidates, Rs. 50/- per day for local candidates.

- (iii) The grant-in-aid released by the Ministry shall be deposited directly into an account opened by the institute for this purpose.
- iv) The grant-in-aid shall be released as per norms prescribed in the General Financial Rules and by the Ministry.
- v) Funds will be released to the institutes in two equal installments. The first installment shall be released once the list of selected students/candidates to be coached/trained is furnished by the institute to the Ministry of Minority Affairs and also placed on the website of the institute. The second installment will be released only on successful completion of the coaching/training course, submission of list of students/candidates and their result and outcome or placement status in the prescribed proforma. The application for release of second installment for all institutes, other than government institutes & universities, should be recommended by the State Government.
- vi) Funds will be released in subsequent years after inspection of the organization by the Central Government/State Government or any other agency designated by the Ministry.
- vii) Sanction of proposals will depend on the level of success rate of the coaching institutes in competitive examination and placement rate of training institutes for jobs in private sectors in previous years.

7. TERMS AND CONDITIONS TO BE COMPLIED WITH BY THE COACHING INSTITUTES

- i) The institute shall maintain full details of name, address, and telephone number etc. of the candidates enrolled for coaching/training programme and furnish this information to the Ministry.
- ii) The institute shall maintain full records of each candidate admitted like age, gender, educational qualifications, bank account number etc.
- iii) The admissible amount payable towards stipend shall be paid to the candidates on monthly basis directly into their bank accounts or through cheque.
 - a. Separate account will be maintained by the institute for the funds released by the Ministry that will be made available to the Ministry of Minority Affairs as and when requisitioned for inspection.
 - b. The institutes shall utilize the funds for the specified purposes only. The grantee institute shall give an undertaking that in the event of acting in contravention of this condition, it will refund the amount received with 18% penal interest and any other action, as deemed necessary by the Government.
 - c. The coaching/training institution will also be required to take an affidavit from the student that they have not taken benefit earlier under this scheme or any other similar scheme funded by the Government.

- d. The institution shall submit a certificate accepting the terms and conditions laid down by the Ministry of Minority Affairs and furnish a bond with two sureties in the name of the competent authority responsible for actual implementation of the scheme and also responsible for furnishing of accounts of the grant sanctioned.
 - e. The institute shall be solely responsible for ensuring that only students of meritorious standing are admitted for coaching/training.
 - f. For enabling E-payment directly into the account of societies/NGOs/institutions/etc. through ECS, RTGS, NIFT, TTs system, an authorization letter from the payee, with full details of e-payment i.e. name of payee, bank IFC code number, bank branch number, bank branch name, bank branch address etc. should be provided. The authorization letter must be counter-signed by the manager of the respective bank branch to avoid wrong account number. Only one authorization letter is required for the entire financial year or till the account number is changed during the year. A proforma of the authorization is annexed.
 - g. After completion of the coaching/training programme, the institute shall immediately submit the utilization certificate and audited accounts, certified by a Chartered Accountant, to the Ministry of Minority Affairs, along with the following documents:-
 - (a) Income and expenditure account/balance sheet for the year, including receipt & payment account of the institute, in respect of funds received during the year.
 - (b) A certificate to the effect that the institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State/UT Government and any other Government/Non-Government organization.
 - h. The selected institute should be willing to mobilize its own resources for smooth conduct of the approved programme. They shall be duty bound to ensure that neither the coaching/training programme nor the payment of stipend to the enrolled candidates suffers due to delay, if any, in release of funds.
- iii) The coaching/training institute shall place on their website the names of student coached/trained during the last three years, their addresses, the course for which coaching/training was imparted, the roll no. of the test/examination/etc. for which they appeared, their result and outcome or placement status and the year-wise success rate along with information on faculty members, their qualification and the infrastructure of the institute. In addition to these, the grantee institutes shall reflect the sanctioned stipend amount paid to the students/candidates concerned against their names.
- iv) The coaching/training institute shall be informed of the in principle approval, indicating the type of coaching/training, number of students/candidates and the estimated amount for sanction. The institute will be required to place advertisement in the local paper inviting applications from eligible

students/candidates from the minority communities. The name of students selected for coaching/training along with details like address, community, gender and annual income should be submitted directly to the Ministry within the shortest time possible and not beyond a period of three month

- v) The grantee institute shall furnish a certificate to the effect that it has paid the sanctioned amount of stipend to the students concerned.
- vi) The grantee institute shall furnish a utilization certificate in the prescribed proforma (GFR-19A), running or final as the case may be, along with the application for release of second instalment for the year concerned or fresh application for another year”.

MONITORING: Monitoring of the progress made by the grantee institutes will be carried out as follows:

- i) The institute shall submit periodic progress report of the coaching/training classes as prescribed in the sanction order to the Ministry of Minority Affairs and the State Government/UT administration.
- ii) The institute shall submit information of employment secured by the candidates coached/trained by them in Government and placements secured through their efforts in private sector to the Ministry of Minority Affairs and the State Government/UT administration.
- iii) The grantee institute will be open to inspection by the officers of Central Government/State Government/UT.

GENERAL PRIZES

STATE LEVEL PRIZES

State and District level prizes are awarded to Boys and Girls belongs to minority community who secure the highest marks in 1st, 2nd and 3rd ranks in 10th and 12th std. Government Public Examination.

- Student should belonging to Minority Community
- Student should be the best studying in Govt./Govt.aided/recognized Private Schools
- Student opted Tamil as first language in 10th and 12th std and scored the highest marks in the State level

DETAILS OF PRIZE AMOUNT

	12 th Std		10 th Std.	
	Boys Rs.	Girls Rs.	Boys Rs.	Girls Rs.
First Prize	10000	10000	5000	5000
Second Prize	8000	8000	4000	4000
Third Prize	6000	6000	3000	3000

Note: Additional prizes are awarded for those who have scored similar marks in the Public examination in the State level.

DISTRICT LEVEL PRIZES

- Student should belong to Minority Community
- Student studying in Govt./Govt.aided/recognized Private Schools
- Student opted Tamil as first language in 10th and 12th Std in the Public Examination and scored the highest marks at the District level

DETAILS OF PRIZE AMOUNT

	12 th Std		10 th Std.	
	Boys Rs.	Girls Rs.	Boys Rs.	Girls Rs.
First Prize	3000	3000	1500	1500
Second Prize	2000	2000	1000	1000
Third Prize	1000	1000	500	500

Note: Additional prizes are awarded for those who have scored similar marks in the Public examination at the District level.

STATE LEVEL PRIZES FOR URUDU STUDENTS

This Government, which is respecting the sentiments of all sections of people without any discrimination on ground of race, religion language etc, is awarding prizes to three boys and three girls students who secure higher marks in 10th and 12th std. Public Examination and opted Urdu as first or second language in order to safeguard the Minorities languages

- Student should belonging to Minority Muslim Community
- Student studying in Govt./Govt. Aided/recognized Islamic Schools.
- Student opted Urdu as first or second language in 10th and 12th Std and obtained the highest marks in public examination at State level.

DETAILS OF PRIZE AMOUNT

	12 th Std		10 th Std	
	Boys Rs.	Girls Rs.	Boys Rs.	Girls Rs.
First prize	3000	3000	2000	2000
Second prize	2000	2000	1500	1500
Third prize	1000	1000	1000	1000
Note: Additional prizes are awarded for those who have scored similar marks in the Public examination in the State level.				

FREE BICYCLES

1. Student should belong to Minority Community
2. Student should be studying in Govt/Govt. aided/partially Govt.aided schools in XI Std belonging to BC, MBC / DNC and Minority Communities.
3. Bicycles will not be given to students who residing in the hostels within the school campus/Residential School.
4. This scheme is implemented by the Directorate of Backward Classes for BC/MBC-DNC and Minorities students.

SCHOOL/COLLEGE HOSTEL FOR MUSLIM GIRL STUDENTS

In order to eliminate the drop out of School/College going Girl children hailing from poor families, the Government has opened five School-College Hostels for Muslim Girl Children at Coimbatore, Dindigul, Trichy, Tirunelveli and Vellore District and started functioning since,2008.

- Inmates are being provided free boarding and lodging facilities at par with BC,MBC/DNC hostels
- Muslim girls students studying from Std 4th to Post graduate courses can avail the hostel facility

- The Parental annual income should not exceed Rs.1,00,000/- per annum.
- Priority in admission will be given to those hailing from remote/far off places.
- Students studying from Class 4th to 10th will be provided with 2 sets of school uniforms
- Special guides are also provided to students who studying X & XII Std.
- The Minority student can also avail the hostel facility in BC/MBC/DNC hostels.

Students can be obtained application form from the Matron at free of cost and to submit filled in application to the Matron of the respective hostels within the stipulated time.

MUSLIM WOMEN AID SOCIETY

At the outset, the Government has been promoting the economic status of destitute widow, abandoned and aged women of muslim community by giving assistance for their livelihood in bountiful manner Muslim Women Aid Society was constituted in Chennai and functioning from 01.10.1892 under the Chairmanship of the District Collector as Ex-officio Chairman with other Non official members. In order to extend the financial assistance to benefit more number of poor Muslim women, the Government have ordered for the formation of Muslim Women Aid Society in all other Districts in Tamil Nadu on the same lines of Muslim Women Aid Society functioning in Chennai. Government further sanctioned Rs.1 Lakh to each District as seed-money for setting up of the Society. The Societies have been registered under the Society Registration Act.

- The Society have to collect the donations from the Philanthropists, and Community people for which the Government will sanction equivalent amount or maximum of Rs.10.00 Lakhs to the Society as **matching grant**.
- Destitute, abandoned and old age Muslim Women will be given Economic assistance by the Society. The Executive committee of the Society will decide the quantum of financial assistance to be granted out of the available funds to the applicant.
- The applicant seeking financial assistance may apply to the Hon.Secretary/Joint Secretary of the respective District Women Aid Society.
- Applicant may apply their request in writing or in the prescribed format made by the respective society

Prime Minister New 15 Point Programme

In order to promote the minorities in the spheres of education, economic and social status and to ensure the protection of their rights and equal opportunities at par with majority communities, and also to ensure harmony by preventing communal clashes across the nation the Prime Minister New 15 Point Programme was launched by the Govt. of India, so as to emphasis to lead dignified life to them.

THE SALIENT FEATURES OF THE SCHEMES ARE AS FOLLOWS:-

- 1) Equitable availability of Integrated Child Development Services (ICDS).
- 2) Improving access to School Education.
- 3) Greater resources for teaching Urdu.
- 4) Modernizing Madarsa Education.
- 5) Scholarships for meritorious students from minority communities
- 6) Improving educational infrastructure thro' Maulana Azad Education Foundation(MAEF)
- 7) Self-Employment and Wage Employment for the poor
- 8) Upgradation of skills through technical training
- 9) Enhanced credit support for economic activities
- 10) Recruitment to State and Central Services
- 11) Equitable share in rural housing scheme.
- 12) Improvement in condition of slums inhabited by minority communities
- 13) Prevention & Control of Communal Riots
- 14) Prosecution for communal offences and
- 15) Rehabilitation of victims of communal riots.

This Schemes are being implemented by the Line Department and are being monitored at the District level Committee headed by the District Collectors and send report to State level High level Committee.

The State High Level Committee headed by the Chief Secretary to the Government for monitoring the programme and scrutinize the reports of the District Level Committee and send the recommendations/reports to the Government of India as and when necessity arises.

Rehabilitation of the Victims of Communal Riots

With a pragmatic view to the minority families who have lost their livelihood due to communal riots the discharged prisoners who held petty offences to be rehabilitate them to lead a dignified life in the Society, a rehabilitation scheme was

introduced during 2008-09. The beneficiaries are selected as per the guidelines issued vide G.O.Ms.No.58,BC,MBC & MW Department, Dated 16.7.2009. Under this scheme, financial assistance will be provided upto Rs.10000/- to set up petty business.

Commissioner of Minorities Welfare will release the financial assistance based on the recommendation of the District Backward Classes and Minorities Welfare Officers in the Districts. The District Collector will review the progress every fortnight.

Ulema & Other Employees Welfare Board

Aalims, Pesh Imams, Arabic Teachers, Bilals, Mothinars, Other workers of the mosques and Madarasas in Tamil Nadu and Muzawars working in Darghas, Burial grounds, Taikas, Azurkhanas and Muslim Orphan Homes whose livelihood is in indigent conditions and their representations have redeemed and announced on the floor of Assembly during the Budget speech 2009-10. Ulemas and other Personnel Welfare Board was established on 24.08.09 and functioning under the control of Tamil Nadu Wakf Board.

Ulema Welfare Board has been constituted under the Chairmanship of Hon'ble Minister for Wakf with Official & Non-official members. According to this scheme, Ulemas who have completed 18 years of age and less than 60 years will be enrolled as Members of the Board. In order to improve their economic standard, various welfare assistance have been accorded as that of Unorganised Labourers Welfare Board. The financial assistance has also been extended to the members of the family. A member can avail himself/herself of the welfare assistance only from any one of the Welfare Boards functioning in our State .

Members of the Board and their family may apply for seeking financial assistance from this Welfare Board to the District Backward Classes and Minorities Welfare Officer of the respective District.

Commissioner of Minorities Welfare is the Member of the Ulema and other Employees Welfare Board and will release the financial assistance based on the sanctioned proceeding. The persons enrolled as members of this board may also avail medical treatment for **Life Saving Specialized Surgeries covering 489**

procedures in 449 empanelled Hospitals across the Tamil Nadu under “KALAI GNAR KAPPEEDU THITTAM” with their registered family members.

The quantum of Welfare assistance sanction to the Members of the Board under are as follows:-

Sl.No.	Nature of Assistance	Financial Assistance Rs.
1	Death/Fatal due to accident	1,00,000
2	Disability due to accident	10,000 to 1 Lakh
3	Natural Death	15000
4	Burial & Creamation Expenses	2000
	Scholarships	
5	Girl Children studying X Std.	1000 per annum
6	Children who passed in X Std.	1000 per annum
7	Girl Children studying XI Std.	1000 per annum
8	Girl Children studying XII Std.	1500 per annum
9	Children who passed in XII Std.	1500 per annum
10	Children studying in regular UG Courses	1500 per annum
11	Children studying in regular UG Courses with staying in the Hostel	1750 per annum
12	Children studying in regular PG Courses	2000 per annum
13	Children studying in regular PG Courses with staying in the Hostel	3000 per annum
14	Children studying in regular under-graduate Professional Courses	2000 per annum
15	Children studying in regular under-graduate Professional Courses with staying in the Hostel	4000 per annum
16	Children studying in regular post-graduate Professional Courses	4000 per annum
17	Children studying in regular post-graduate Professional Courses with staying in the Hostel	6000 per annum
18	Children studying ITI/Polytechnic	1000 per annum
19	Children studying ITI/Polytechnic with staying in the hostel	1200 per annum
20	Marriage Assistance	2000
21	Maternity Assistance (Pre & Post Pregnancy period subject to maximum of 6 months for 1000/- each)	6000 maximum
22	Foetus /Abortion	3000
23	Reimbursement for cost of Spectacles	500 maximum
24	Old Age Pension	400 per month

Skill Development Training to Minority Youth

The Government have ordered for imparting Skill Development Training to unemployed minority youths to improve their Skills in the field of software and Hardware, Dress making, Footwear etc. for grabbing job opportunities (or) generate self employment and sanctioned Rs. 2.5 Crores per annum during the year 2007-08, 2008-09 for the benefit of 5000 youths each year. This scheme is being implemented by TAMIL NADU MINORITIES ECONOMIC DEVELOPMENT CORPORATION LTD.(TAMCO) through the leading Institutions imparting skill training in all Districts in Tamil Nadu.

Powers and duties of officers / employees under section 4(1)(b)(ii) of Right Information Act, 2005

DUTIES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

The Commissioner of Minorities Welfare is a State Touring Officer and being the Head of Department shall exercise all financial powers of Head of Department in respect of all matters including Fundamental Rules, Tamil Nadu Financial Code, Madras Treasury Rules etc.

The Commissioner is responsible for successful implementation of all the welfare schemes meant for the Minorities in the state and is expected to carry out the following important items of work.

Monitoring and Reivew the implementation of various on-going welfare schemes by the DBCMWOs in the Districts and formulation of new schemes.

- i. Evaluation of welfare schemes in existence and suggesting for its continuance (or) non-continuance.
- ii. Formulation of Budget and Control of Expenditure etc.,
- iii. Associating with the various Corporations, Boards and Commissions relating to the Welfare Minorities and report to Government wherever necessary
- iv) Inspection of Minority Hostels, various Training Institutions where the Skill development training takes place

The Commissioner of Minorities Welfare also function as

- i) The Managing Director of TAMCO
- ii) Member of Ulema and Other Employees Welfare Board

The Commissioner of Minorities Welfare has been functioning under the administrative control of the Secretary to Government, BC, MBC & MW, Chennai-9 and will execute the policies of the Government.

DIRECTORATE OF MINORITIES WELFARE

Duties/responsibilities of Personal Assistant to the Commissioner of Minorities Welfare

1. Office Administration
2. Office Procedures
3. State Scheme:-
 - i) Award of Prizes for State & District levels.
 - ii) Urdu Award
 - ii) Uniforms
 - iv) Guides
 - v) Muslim Women Aid Society
 - vi) Rehabilitation Assistance to the victims of communal riots.
 - vii) Skill Development Training.
4. Centrally Sponsored Schemes:-
 - a) Prime Minister 15 point Programme
 - b) Prematric Scholarship
 - c) Postmatric Scholarship
 - d) Merit-cum-Means Based Scholarship
 - e) Free Coaching Allied Scheme
5. Monitoring of all the Welfare schemes relating to the Department of Minorities Welfare at District Level
6. Preparation of Policy of this Department
7. CM Cell petitions, Dy C.M. Cell petitions, MLA/MP petitions, Legislative Assembly questions as Nodal Officer, Petitions from GOI.
8. Publicity of all Welfare Schemes including State-Central sponsored schemes as and when necessity arises
9. Maintenance of Muslim School/College Girls Hostels.

Duties/responsibilities of Accounts Officer

1. Preparation of BE /FSE/ RE / FMA / FMP, ANNUAL PLAN & FIVE YEAR PLAN
2. Part II Schemes Proposals
3. Settlement of AG's / IAP Audit Objections
4. Drawal and disbursement of Pay bill & all other bills(including Contingent Bills), all Loans and Advances, GPF/Part final Withdrawal relating to the Directorate
5. Maintaining of Accounts relating to State Plan Schemes, Centrally Sponsored Schemes, State-Central sponsored schemes, Ulema & Other Employees Welfare Board etc. with Utilisation Certificate wherever necessary
6. Preparation of Performance Budget / Citizens' Charter
7. Preparation of reports on Public Accounts Committee, Assurance Committee, State Finance Committee, State Planning Commission , Estimate Committee, reports
8. Monitoring the Control of Expenditure
9. Monthly Plan and Non-Plan Expenditure Review
10. Accountant General, Treasury/PAO Reconciliation work of Directorate and District Offices and Review
11. Reconciliation of accounts relating to disbursement of scholarship Institutionwise and obtaining of Utilization certificates.
12. Periodical reports on the above subjects.
13. Maintenance of all Statutory registers relating to the above assignments

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 Backward Classes Subordinate Services Rules, Tamil Nadu Leave Rule and Department Manual Rules, etc.

Decisions will be taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules as the case may be.

The process of departmental work is initiated by the Junior Assistants / Assistants passed through Superintendents to the appropriate authority of Personal Assistant to Commissioner or Accounts Officer or Commissioner /

Director wherever necessary. The Department is implementing the policy of the Government with reference to the Government Order.

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 Minorities Welfare 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) Department Manual,
- ii) The Tamil Nadu Services Manual,
- iii) The Tamil Nadu Government Servant Conduct Rules, 1973,
- iv) The Tamil Nadu State and Subordinate Services,
- v) The Tamil Nadu Backward Classes Subordinate Services,
- vi) The Tamil Nadu Tender Transparency Act 1998,
- vii) The Tamil Nadu Tender Transparency Rules 2000
- viii) 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 Backward Classes Subordinate Service Rules
- iv) Tamil Nadu Higher Secondary School Service Rules
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Account Code
- xi) Tamil Nadu Treasury Code
- xii) Tamil Nadu Tender Transparency Act 1998.
- xiii) Tamil Nadu Tender Transparency Rules 2000.
- xiv) The Tamil Nadu Land Acquisition Act, 1978.

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

<p>i.</p>	<p>Name of the Manual</p> <p>Type of the document</p>	<p>: The Tamil Nadu Budget Manual</p> <p>: 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.</p>
<p>ii.</p>	<p>Name of the Manual</p> <p>Type of the documents:</p>	<p>: Tamil Nadu State and Subordinate Service Rules.</p> <p>The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.</p>
<p>ii</p>	<p>(a) Name of the Manual</p> <p>Type of the Document</p>	<p>: Tamil Nadu Backward Classes Subordinate Service Rules.</p> <p>: The Special rules contains the service rules of various categories of posts in hostels functioning under the control of Minorities Welfare Department.</p>
<p>iii.</p>	<p>Name of the Manual</p> <p>Type of the document</p>	<p>: Tamil Nadu Civil Services (Discipline and Appeal) Rules.</p> <p>: 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.</p>

iv.	Name of the Manual	:	Tamil Nadu Government Servants Conduct Rules.
	Type of the document	:	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.
v.	Name of the Manual	:	Tamil Nadu Pension Rules.
	Type of the document	:	The rules are made in relation to the pensionary benefits to the members of the State.
vi.	Name of the Manual	:	Fundamental Rules.
	Type of the document	:	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.
vii.	Name of the Manual	:	Tamil Nadu Financial Code.
	Type of the document	:	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.
viii.	Name of the Manual	:	Tamil Nadu Account Code.
	Type of the document	:	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
ix.	Name of the Manual	:	Tamil Nadu Treasury Code.
	Type of the document	:	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.

x.	Name of the Manual	:	Tamil Nadu Land Acquisition Act, 1978
	Type of the document	:	The Act contains the procedure for acquisition of lands for construction of houses, schools etc. for the welfare of Minorities of this State.
xi.	Name of the Manual	:	Guidelines issued by the Government of India.
	Type of the document	:	The Government of India issued guidelines for grant of aid to this State for the welfare of SC/STs. such as Scholarships, Special Central Assistance to Special Component Plan, Grants under Article 275 (i) of Constitution of India.
xii.	Name of the Manual	:	Tamil Nadu Tender Transparency Act, 1998 & 2000.
	Type of the document	:	This Act and Rules contains the procedure for calling tender for purchase to be made by various departments. This is published by Finance Department.

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.	To apply to the PIO	PIO
2.	Performance Budget	Contains the schemes implemented related to previous years.	To apply to the PIO	PIO
3.	Guidelines	The Government of India guidelines for the grant of Scholarship,	To apply to the PIO	PIO
4.	Important G.Os	Issued by the Backward Classes & Minorities Welfare Department from time to time	To apply to the PIO www.tn.gov.in	PIO

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.

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/ observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

A statement the 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, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public under section 4(1) (b)(viii) of Right to information Act, 2005

1. State Level / District Level Committees for verification of Community

Certificates:

i) Purpose: To verify the genuineness of the Community Certificates issued to BCs including Minorities

(ii) Details of members:

(a) State Level Scrutiny Committee:

- | | |
|--|------------------|
| 1. Secretary to Government
Backward Classes, Most Backward Classes
& Minorities Welfare Department | Chairman |
| 2. The Director of Backward Classes | Member-Secretary |
| 3. The Director of Most Backward Classes
and Denotified Communities Welfare | Member |
| 4. Anthropologist | Member |

(b) District Level Vigilance Committee:

- | | |
|---|------------------|
| 1. District Collector | Chairman |
| 2. District Backward Classes & Minorities Welfare Officer | Member-Secretary |
| 3. Anthropologist | Member |

The Selection Committee for Selection of Warden / Matron

- | | |
|--|----------|
| i. District Collector or his nominee | Chairman |
| ii. District Backward Classes and Minorities Welfare Officer | Member |
| iii. Chief Educational Officer | Member |

Advisory Committee for selection of Boarders.

Official Members

- | | |
|-------------------------------|----------|
| DBC & MWO | Chairman |
| Principal /Vice Principal/HM. | Member |

Non-Official Members

Concerned MLA/ if he happens to be a Minister,
a representative nominated by him

Parent / Teacher representatives

- a. Parents – 2 Nos.
- b. Teachers – 2 Nos.

Local Body Members (as the case may be)

- a. Panchayat Union Chairman
- b. Town Panchayat President
- c. Village Panchayat President Member

Two representatives from the local area of the hostels who are interested in social services

Composition of Hostel Management Committee

The Sub-Collector / R.D.O of the division.	Chairman
The PA to Collector/RDO concerned	Member/Organizer
Principal/VicePrincipal/HeadMaster/Asst.H.M	Member
Four representatives of Parent-Teachers Association)2 Teachers & 2 Parents)	Members (Four)
Hostel Warden/Matron	Member

Reservation Monitoring Committee

To watch and ensure proper implementation of reservation policy/procedure of the Tamil Nadu Government, the Government have constituted following State Level Monitoring Committee.

- i. Secretary to Government, Personnel and Administrative Reforms Department.
- ii. Secretary to Government, Adi-Dravidar and Tribal Welfare Department.
- iii. Secretary to Government, Backward Classes, Most Backward Classes and Minorities Welfare Department.

DIRECTORY OF OFFICERS

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	Thiru.P.M.Basheer Ahamed, IAS., Commissioner of Minorities Welfare	28515050	tnminoritieswelfare@yahoo.com
2	Thiru.K.Kanagasabapathy Personal Assistant to the Commissioner of Minorities Welfare	28520033 Ex-33	tnminoritieswelfare@yahoo.com
3	Tmt.R.Manohari, Accounts Officer(I/C)	28520033 Ex-34	tnminoritieswelfare@yahoo.com

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)	P.M.Basheer Ahamed, IAS.,	Commissioner Minorities Welfare Dept.	
2)	K,Kanagsabapathy	Personal Assistant to the Commisioner	(Rs.15600-39100, GP.Rs.5400/+ Allowances)
3)	R.Manohari	Account Officer (I/C)	(Rs.15600-39100, GP.Rs.5400 + Allowances)
4)	R.Sudhakar	Superintendent	(Rs.9300-34800, GP-Rs.4800 + Allowances)
5)	D.Vigneswaran	Superintendent	(Rs.9300-34800, GP-Rs.4800 + Allowances)
6)	D.Vijayalakshmi	Assistant	(Rs. 5200-20200, GP Rs.2400 + Allowances)
7)	S.Pazhaniammal	Assistant	((Rs. 5200-20200, GP Rs.2400 + Allowances)
8)	S.V.Pandari Bai	Assistant	(Rs. 5200-20200, GP Rs.2400 + Allowances)
9)	Vaccant	Assistant	(Rs. 5200-20200, GP Rs.2400 + Allowances)
10)	Vaccant	Assistant	(Rs. 5200-20200, GP Rs.2400 + Allowances)
11)	Vaccant	Assistant	(Rs. 5200-20200, GP Rs.2400 + Allowances)
12)	K.Nagarajan	Junior Assistant	(Rs. 5200-20200, GP Rs.2000 + Allowances)
13)	D.Prabhakar	Junior Assistant	(Rs. 5200-20200, GP Rs.2000 + Allowances)
14)	R.Manjula	Typist	(Rs. 5200-20200, GP Rs.2000 + Allowances)
15)	Vaccant	Typist	(Rs. 5200-20200, GP Rs.2000 + Allowances)
16)	Vaccant	Steno Typist Grade I	(9300-34800, GP Rs.4600 + Allowances)
17)	K.Vijayakumari	Steno Typist Grade III	(Rs. 5200-20200, GP Rs.2400)
18)	N. Saravanan	Driver	Rs. 5200-20200/-, GP Rs.2000)
19)	Vaccant	Driver	Rs. 5200-20200, GP Rs.2400)
20)	V.Mohan	Record Clerk	(Rs. 4800-10000 GP-1650/- + Allowances)
21)	N. Balaji	Office Assistant	(Rs. 4800-10000 GP-1300/- + Allowances)
22)	Vaccant	Office Assistant	(Rs. 4800-10000 GP-1300/- + Allowances)
23)	Vaccant	Office Assistant	(Rs. 4800-10000 GP-1300/- + Allowances)

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

FINANCIAL PERFORMANCE - PLAN & NON PLAN (Rs. in lakhs)

S.No	NAME OF THE SCHEME	Total Allotment (FMA) for 2009-10 Rs.	Expenditure upto 31.03.2010 Rs.	% of Achievement
I. STATE PLAN SCHEMES				
1	Minorities Hostels	29.39	27.83	94.69
2	Share Capital Assistance to Tamil Nadu Minorities Economic Development Corporation	100.00	100.00	100
3	Job Oriented Training Courses to Minorities	250.00	250.00	100
4	Assistance to TAMCO – Grants-in-Aid	00.01	-	0
TOTAL (STATE PLAN SCHEMES)		379.40	377.83	99.58
II. CENTRALLY SPONSORED SCHEMES				
1	Pre-Matric Scholarship	1056.30	1056.29	100
2.	Post-Matric Scholarship	1105.00	1103.88	100
3.	Merit-cum-Means	700.00	579.69	82.81
Total (CENTRALLY SPONSORED SCHEMES)		2861.30	2739.86	95.75
III. NON PLAN SCHEMES				
1.	Directorate of Minorities Welfare Administration	113.34	104.82	92
2.	Muslim Women Aid Society	32.00	27.83	86.96
3.	Assistance to TAMCO towards Service Charges	0.01	-	0
4.	Ulemas and other Employees Welfare Board	10.00	10.00	100
TOTAL (NON PLAN SCHEMES)		155.35	142.65	91.82
ABSTRACT				
1	STATE PLAN SCHEMES	379.40	377.83	99.58
2	CENTRALLY SPONSORED SCHEMES	2861.30	2739.86	95.75
3	NON PLAN SCHEMES	155.35	142.65	91.82
4	GRAND TOTAL FOR STATE PLAN, NON PLAN & GOI SCHEME	3396.05	3260.34	96

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 authorisations granted by it under section 4(i) (b) (xiii) of Right to Information Act, 2005

No concession or permit or authorisation has been granted to the individuals or firms or companies in the Department.

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

The Public can obtain information about the functioning of the Minorities Welfare Department in the following web sites. www.tn.gov.in/bcmbcmw
2) Important G.Os. and Policy Note 2009-10 of BC,MBC&MW Department are available at www.tn.gov.in

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, Newspapers, Web site, Exhibitions and other means of advertising.

Name and Designation and other particulars of Public Information Officer & Appellate Authority under section 4(i)(b) (xvi) Right to Information Act, 2005

Name	Designation	Phone No	Fax	Email	Address
K.Kanagasabapathy	Public Information Officer and Personal Assistant to the Commissioner of Minorities Welfare Department	28520033	28544545	tnminoritieswelfare@yahoo.com	Commissionerate of Minorities Welfare 807, Anna salai, (5thfloor) Chennai- 600 002
P.M.Basheer Ahamed, IAS	Appellate Authority and Commissioner of Minorities Welfare Department	28515050	28544545	tnminoritieswelfare@yahoo.com	Commissionerate of Minorities Welfare 807, (5thfloor) Anna salai, Chennai- 600 002

COMMISSIONER
MINORITIES WELFARE DEPARTMENT