

**ENVIRONMENT AND FORESTS DEPARTMENT
SECRETARIAT
CHENNAI -9**

Information Handbook under Right to Information Act

Chapter 1

Introduction

1. Tamil Nadu Forests Department

The Forest department is custodian of 22,870 Sq.kms. of forest land which constitute 17.584% of the geographical area as against 33.33% required under National Forest Policy, 1988. Nearly half of the forest area is subjected to heavy degradation on account of biotic pressure. Various Schemes and programmes of Government are aimed at restoring the degraded forest and expanding forests outside the Reserve Forest area.

2. Department of Environment

The survival and well being of any nation depend on sustainable social and economic progress that satisfies the needs and aspiration of the present without compromising the interest of future generations, Environmental conservation is an integral part of the socio – economic development. But the spiraling population and increasing industrialization have posed a serious challenge to the preservation of our terrestrial and aquatic ecosystems. Conservation and enhancement of life support systems like land, water, forests and bio diversity are important for ecological security of Tamil Nadu. Several initiatives have been taken by this Department for pollution abatement in the rivers and lakes besides promoting environmental consciousness among the school children and public at large.

3. Tamil Nadu Pollution Control Board

The Tamil Nadu Pollution Control Board, established in 1982 enforces the provisions of the Water (Prevention and Control of Pollution) Act 1974 as amended, the Water (Prevention and control of Pollution) Cess Act 1977 as amended, the Air (Prevention and Control of Pollution) Act 1981 as amended and the relevant provisions/rules of the Environment (Protection) Act 1986 to prevent, control and abate pollution and for protection of environment.

The Board functions with its Head Office at Chennai. There are 25 District Offices at Chennai, Coimbatore, Vellore, Madurai, Tiruchirapalli, Ambattur, Tambaranm, Vaniyambadi, Hosur, Cyuddalore, Thanjavur, Karur, Salem, Namakkal, Erode, Tiruppur, Dindigul, Thirunelveli, Virudhunagar, Thoothukudi, Uthagamandalam, Nagercoil, Pudukkottai, Villupuram and Nagapattinam.

The Board has established 3 Advanced Environmental Laboratories at Chennai, Salem and Madurai, 10 District Environmental Laboratories at Ambattur, Vellore, Cuddalore, Tiruchirapalli, Dindigul, Tirunelveli, Coimbatore, Tiruppur, Hosur and Manali and one Mobile Environmental Laboratory at Thoothukudi.

1.1. Background of this hand-book (Right to Information Act – 2005)

The Right to Information Bill, 2005 as passed by the Houses of Parliament received the assent of the President on 15th June 2005. The Right to Information Act 2005 has also been published in the Gazette of India on 21st June 2005.

1.2. Objective / purpose of this hand-book

The Objective of this Hand Book is to provide information to the citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability.

1.3. Intended users of this hand-book

1.4. Organisation of the information in this hand-book

1.5. Definitions

1.6. Contact person

Thiru. K.P. Vijayan,
Joint Secretary to Government,
Environment and Forests Department,
Secretariat, Chennai 600 009.

1.7. Procedure and fee Structure

- I. Fees – Every application for obtaining information under sub section (1) of Section 6 of the Act shall be accompanied by an application fee of rupees fifty by cash or by demand draft or bankers cheque payable in the head of account, as may be specified by the Public Authority.
- II. For providing information under sub section (1) of Section 7 of the Act,. a fee shall be charge by way of cash against proper receipt or by demand draft or bankers cheque payable in the head of account, as specified below:
 1. Rupees two for each page (in A4 or A3 size paper) created or copied.
 2. actual charge or cost price of a copy in larget size paper
 3. actual cost or price for samples or models; and
 4. for inspection of records, no fee for the first hour and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

III. For providing the information under sub section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque in the head of account as specified below:

- i. for information provided in diskette or floppy rupees fifty per diskette or floppy and
- ii. for informations provided in permitted form at the price fixed for publication.

Fees shall be credited under 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 075 00 800 BK 006

The Public information Officer shall receive the cash or Demand Draft from the applicant and arrange to remit the fee under the above head of account through the Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India. 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 fee.

Chapter – 2 (Manual – 1)

Particulars of Organization, Functions and Duties

2.1 Objective / purpose of the public authority.

Implementing, monitoring all Forestry and Environment protection activities/all Centrally Sponsored schemes relating to Forest and Environment Departments.

2.2 Mission / Vision Statement of the public authority.

To achieve the ultimate goal of the schemes formulated by the Government so that the end result can reach the purpose for which Government Orders and policies.

2.3 Brief history of the public authority and context of its formation.

No remarks.

2.4 Duties of the public authority.

Issue of orders on the schemes formulated by the Government and proper monitoring of the implementation of the schemes.

2.5 Main activities / functions of the public authority.

Issue of orders on the schemes formulated by the Government and proper monitoring of the implementation of the schemes.

2.6 List of services being provided by the public authority with a brief write-up

Nil

2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable)

Principal Secretary to Government

Joint Secretary to Government

Deputy Secretary to Government

Under Secretary to Government

Section Officer

Assistant Section Officer

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The Public may give their feed back on the pros and cons of the scheme implemented by the Government, so that it can be tuned to the upliftment of the poor and successful implementation of the various schemes by the Forest and Environment Department.

2.9 Arrangements and methods made for seeking public participation / contribution.

E-Mail I.D. has been provided to all the Secretaries to Government for sending their feed backs and also by making representations

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

E Mail has been checked by the personal staff of Secretary and all the Tappalsare being seen by Secretary and Officers and attended to immediately to redress the grievances.

2.11 Addresses of the main office and other offices at different levels.

The Principal Secretary to Government
Environment and Forests Department,
Secretariat, Chennai 9

The Joint Secretary to Government
Environment and Forests Department
Secretariat, Chennai 9

The Deputy Secretary to Government
Environment and Forests Department,
Secretariat, Chennai 9

2.12 Morning hours of the office: 10.00 A.M.

Closing hours of the office: 5.45 P.M.

Chapter –3 (Manual – 2)

Powers and Duties of Officers and Employees

3.1. Powers and duties of officers and employees of the organization.

Designation		
Powers	Administrative	Principal Secretary to Government Environment and Forests Department Secretariat, Chennai 9
	Financial	Principal Secretary to Government Environment and Forests Department Secretariat, Chennai 9
	Others	Joint Secretary to Government Deputy Secretary to Government Under Secretary to Government Section Officer Assistant Section Officer
Duties		Assistant Section Officers will initiate action on the proposal received from the HOD and Section Officers will scrutinize the files and submit to the Under Secretary to Government. He will also scrutinize the files and send the same to Deputy Secretary to Government and Principal Secretary to Government for approval. The Principal Secretary to Government will take final decision.

Chapter – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records
for Discharging Functions.

List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions

Name / title of the document

Type of the document

Choose one of the types given below.
(Rules, Regulations, Instructions, Manual, Records, Others)

- 1 Tamil Nadu Forest Act 1882
- 2 The Wildlife (Protection) Act 1972 as amended by The Wild Life (Protection) Amendment Act 2002 (16 of 2003) along with The Wild Life (Transactions and Taxidermy) Rules 1973 The Wild life (Stock Declaration) Central Rules 1973 The Wildlife (Protection) Licensing (Additional Matters for consideration) Rules 1983 The Wildlife (Protection) Rules 1995 The Wildlife (Specified Plants – Conditions for Possession by Licensee) Rules 1995 The National Zoo Policy 1998
- 3 Tamil nadu Preservation of Private Forest Act 1949
- 4 Tamil Nadu Hill Areas (Preservation of Trees) Act 1955
- 5 Forests Conservation Act 1980 (Rules and guidelines, therefore)
- 6 Tamil Nadu Timber Transit Rules
- 7 The Environment (Protection) Act 1986
- 8 The Recycled plastics Manufacture and Usage Rules 1999
- 9 The Environment (Protection) Rules 1986
- 10 The Hazardous Waste (Management and Handling) Rules 1989
- 11 The Manufacture, Storage and Import of Hazardous Chemical Rules 1989
- 12 The Manufacture, Use, Import, Export and storage of Hazardous Micro organisms / Genetically Engineered Organisms or Cells Rules 1989
- 13 Coastal, Regulation zone Notification 1991
- 14 The Environment Impact Assessment Notification 1994
- 15 The Rules for Emergency Planning, Preparedness and Response for chemical Accidents 1996
- 16 The Bio Medical waste (management and Handling) Rules 1998
- 17 The Noise Pollution (Regulation and control) Rules 2000
- 18 Use of Fly Ash from Thermal power plants
- 19 The Water (Prevention and Control of Pollution) Act 1974
- 20 The Tamil Nadu Water (Prevention and Control of Pollution) Rules 1983

- 21 The Water (Prevention and Control of Pollution) Cess Act 1977
- 22 The Water (Prevention and Control of Pollution) Cess Rules 1978
- 23 The Air (Prevention and Control of Pollution) Act 1981
- 24 The Tamil Nadu Air (Prevention and Control of Pollution) Rules 1983

From where one can get a copy of rules, regulations, instructions, manual and records

The applicants can peruse the Rules, Regulations, instructions, manuals and records mentioned above from the officer mentioned below.

Address: Thiru. A. Sivaprakasam
Under Secretary to Government
and Public Information Officer,
Environment and Forests Dept.
Secretariat, Chennai - 9

Telephone No:(O)044- 25665728

Fax: 25670560

Others: Thiru. K.P. Vijayan
Joint Secretary to Government,
Environment and Forests Dept.
Chennai - 9
Phone (O) 044 - 25665491

If the applicant wants to have a copy of the Rules, Regulations, Instructions, Manuals, Records mentioned above, the applicant may get a copy from the publication department of the Stationery and Printing Department.

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)

As in Chapter 1 para 1.7

Chapter – 5 (Manual – 4)

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

Formulation of Policy

5.1. Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
		No	Any Public may represent to Government for formulation of Policies. While formulating Policies, their representations will be taken into consideration

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon.

Implementation of Policy

5.2. Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following format.

Sl.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
		No	Through E Mail or by representation

Chapter – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

- 6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others").

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
	-	-	By application as per the procedure in this manual	Public Information Officer

Chapter – 7 (Manual – 6)

A statement of boards, council, committees and other
bodies constituted as its part

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

TAMIL NADU FORESTS PLANTATION CORPORATION LTD

Structure and Member Composition

Chairman,
Principal Secretary to Government
Managing Director
Joint Managing Director
Collector, Tiruchirapalli
Corporation of Horticulture and Plantation crops.
Chennai
Joint Director
Finance Department Chennai 9
Deputy Secretary to Government.
Industries Dept.

Head of the Body

Chairman

Address of Main office and its Branches

Karur Road
Mallachipuram
Kambarasampettai
Trichy 620 101

Frequency of Meetings

Quarterly

Can Public participate in the meetings

No.

Are Minutes of the meeting prepared?

Yes

Are Minutes of the meeting available to Public

No

Name & Address of the Affiliated Body

Tamil Nadu Forests Plantation Corporation Ltd., Trichy

Type of Affiliated Body

Other Bodies

Brief introduction of the affiliated Body (Establishment year, objective main Activities)

Incorporated in June 1974. Raising Forest Plantations (Eucalyptus, Cashew and Casuarina) in Tamil Nadu for the purpose of development of wood based industries/to meet the needs of public in regard to fuel wood and other produce

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Managing

TAMIL NADU TEA PLANTATION CORPORATION LTD

Structure and Member Composition

Chairman,
Principal Secretary to Government
Managing Director
Joint Managing Director
Principal Chief Conservator of Forests
Exec.Director, Tea Board, Coonoor
Collector of Nilgiris

Head of the Body

Chairman

Address of Main office and its Branches

Orange Grove Road
Coonoor 643 101
The Nilgiris District

Frequency of Meetings

Quarterly

Can Public participate in the meetings

No.

Are Minutes of the meeting prepared?

Yes

Are Minutes of the meeting available to Public

No

name & Address of the Affiliated Body

Tamil Nadu Tea Plantation Corporation Ltd., Coonoor

Type of Affiliated Body

Other Bodies

Brief introduction of the affiliated Body (Establishment year, objective main Activities)

Incorporated in 1.8.1975. To employ and resettle the repatriates from Srilanka Raising Tea and Coffee Plantations and other suitable species, promote purchase, lease, take control of., manage and or develop Tea and Coffee estates in Tamil Nadu .

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Managing

ARASU RUBBER CORPORATION

Structure and Member Composition

Chairman,

Principal Secretary to Government

Managing Director

Joint Managing Director

Collector, Kanyakumari District

Joint Director, Finance Dept., Secretariat, Chennai 9

Head of the Body

Chairman

Address of Main office and its Branches

Vadachery

P.B.No. 75

Nagercoil 629 001

K.K. District

Frequency of Meetings

Quarterly

Can Public participate in the meetings

No.

Are Minutes of the meeting prepared?

Yes

Are Minutes of the meeting available to Public

No

name & Address of the Affiliated Body

Arasu Rubber Corporation, Nagercoil

Type of Affiliated Body

Other Bodies

Brief introduction of the affiliated Body (Establishment year, objective main Activities)

Incorporated on 1.10.1984 To acquire on lease from Government under the Rubber plantations / Five year plan for Rehabilitation of Sri Lanka repatriates in Forest areas of K.K. District.

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Managing

TAMIL NADU POLLUTION CONTROL BOARD

Structure and Member Composition

1. Chairman, Tamil Nadu Pollution Control Board
76 Anna Salai, Guindy
Chennai 32
2. Principal Secretary to Government
Environment and Forests Department
Secretariat, Fort. St. George Chennai 9
3. Special Secretary to Government
Finance Department
Secretariat, Fort. ST. George Chennai 9
4. Chief Inspector of Factories
Chepauk Chennai 600 005
5. Special Commissioner of Town and Country Planning
Chengalvarayan Building, IVth Floor
807 Anna Salai Chennai 600 002
6. Director of Public Health and Preventive Medicine
Chennai 600 006
7. CONVENOR Member Secretary (in charge)
Tamil Nadu Pollution Control Board
76 Mount Road Guindy, Chennai 600 032.

REPRESENTATIVES OF GOVERNMENT UNDERTAKINGS

8. Managing Director
TWAD Board
Chepauk, Chennai 600 005
9. Member (Generation)
Tamil Nadu Electricity Board
Electricity Avenue (NPKRR Maligai)
800 Anna Salai, Chennai 600 002

REPRESENTATIVES FROM AGRICULTURE, FISHERIES AND INDUSTRIES
DEPARTMENT

10. Joint Director of Fisheries (Retired)]

No.3/14 Mahalakshmi Flats, A II
Abdul Razak Street
Saidapet Chennai 60-0 015.

11. Member

District Production Committee Member
District Fertiliser Committee
No.8 First Street
Tharvazhi Village and Post
Ambur (via), Vellore District

12. The Regional Chairman (South Region)

Leather Export Promotion Council
M/s. Presidency Kid Leather Ltd.
476 Kilpauk Garden Road,
Kilpauk Chennai 600 010.

SPECIAL INVITEES

13. General Manager (P&D)

SIPCOT
194 Marshall Road
Chennai 600 008

14. Director of Industries and Commerce,
Chepauk, Chennai 600 005

15. Director of Environment Department

Ground Floor Panagal Building
Saidapet, Madras 600 015.

Head of the Body

Chairman

Address of Main office and its Branches

76 Anna Salai,
Guindy, Chennai 600 032

Frequency of Meetings

Quarterly

Can Public participate in the meetings

No.

Are Minutes of the meeting prepared?

Yes

Are Minutes of the meeting available to Public

No

Name & Address of the Affiliated Body

The Chairperson,
Tamil Nadu Pollution Control Board
76 Anna Salai,
Guindy, Chennai 600 032

Type of Affiliated Body

Other Bodies

Brief introduction of the affiliated Body (Establishment year, objective main Activities)

The Tamil Nadu Pollution Control Board, established in 1982 enforces the provisions of the Water (Prevention and Control of Pollution) Act 1974 as amended, the Water (Prevention and control of Pollution) Cess Act 1977 as amended, the Air (Prevention and Control of Pollution) Act 1981 as amended and the relevant provisions/rules of the Environment (Protection) Act 1986 to prevent, control and abate pollution and for protection of environment.

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Managing

Chapter – 8 (Manual – 7)

The names, designations and other particulars of the
Public Information Officers

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority:

Assistant Public Information Officers:

Sl. No.	Name	Designation	STD Code	Ph. No. office	Home	Fax	Email	Address
	All S.O.'s			-NIL-				

Public Information Officers:

Sl. No.	Name	Designation	STD Code	Ph. No. office	Home	Fax	Email	Address
	Thiru A. Sivaprakasam	Under Secy. to Govt.	044 -	25665728	-	-	-	Environment and Forests Department, Secretariat, Chennai -9

Department Appellate Authority:

Sl. No.	Name	Designation	STD Code	Ph. No. office	Home	Fax	Email	Address
	Thiru K.P.Vijayan	Joint Secy. to Govt.	044-	25665491	-	-	-	Environment and Forests Department, Secretariat, Chennai -9

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

9.1. Procedure followed to take a decision for various matters

By following the procedure laid down under Secretariat Office Manual and Business Rules and Secretariat Administration

9.2. Different levels through which a decision process moves?

The Assistant Section Officer and Section Officer will process the files with reference to the Rules and guidelines and the files will be scrutinized by the Under Secretaries, Deputy Secretaries, Joint Secretaries Additional Secretaries and Secretary to Government and after consulting the Finance Department in respect of financial matters, Personnel and Administrative Reforms Department and Law in respect of Establishment and Court cases and decision will be taken after circulating the files to the concerned Ministers wherever necessary.

9.3. Arrangements to communicate the decision to the public

A separate website has been opened and all important G.Os. have been loaded there for the use of the Public.

9.4. Officers at various levels whose opinions are sought for the process of decision making

The opinion of the following Officers will be sought for the process of decision making, wherever necessary.

1. Secretary to Government, Finance Dept.
2. Secretary to Government Personnel and Administrative Reforms Department
3. Secretary to Government, Law Department
4. Chief Secretary to Government

9.5. The final authority that wets the decision

Principal Secretary to Government

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	All matters
Guideline / Direction, if any	As per Para 9.1. above
Process of Execution	Joint Secretary to Government,
Designation of the officers involved in decision making	Principal Secretary to Government
Contact information of above mentioned officers	Principal Secretary to Government
If not satisfied by the decision, where and how to appeal	High Court by way of Writ Petition

Chapter – 10 (Manual – 9)

Directory of Officers and Employee

10.1 Please provide information Department wise in following format

1. Principal Secretary to Government - Thiru Md. Nasimuddin, IAS.,
Phone (O) 044 25671511
Fax 044 – 25670040
Environment and Forests
Department,
Secretariat, Chennai 9
- 2 Joint Secretary to Government Thiru K.P. Vijayan, M.A.,B.G.L.,
Phone (O) 044-25677906
Environment and Forests
Department ,
Secretariat, Chennai 9
- 3 Deputy Secretary to Government Thiru. G. Selvarasu M.A., B.Ed.,
Phone (O) 044 - 25671042
Environment and Forests
Department,
Secretariat, Chennai 9
- 4 Deputy Secretary to Government Thiru V. Chinnappaiyan, M.A., B.L.,
Phone (O) 044 -25672745
Environment and Forests
Department,
Secretariat, Chennai 9

CHAPTER - 11 (Manual – 10)

The Monthly Remuneration Received By Each of its
Officers and Employees, Including the System of
Compensation as Provided in Regulations

11.1 Please provide information in following format

Sl. No	Designation	Scales of Pay	
		Pay Band + Grade Pay	
1	Principal Secretary to Government	All India Service	
2	Joint Secretary to Government (Non-IAS)	PB-4	Rs.37400 -67000 + 8800
3	Deputy Secretary to Govt. (Non-IAS)	PB-3	Rs.15600 -39100 + 7600
4	Under Secretary to Government	PB-3	Rs.15600 -39100 + 6600
5	Senior Private Secretary	PB-3	Rs.15600 -39100 + 6600
6	Section Officer	PB-3	Rs.15600 -39100 + 5400
7	Private Secretary	PB-3	Rs.15600 -39100 + 5400
8	Asst. Section Officer	PB-2	Rs. 9300 -34800 + 4600
9	Personal Assistant	PB-2	Rs. 9300 -34800 + 4600
10	Senior Typist	PB-2	Rs. 9300 -34800 + 4200
11	Personal Clerk	PB-1	Rs. 5200 -20200 + 2800
12	Assistant	PB-1	Rs. 5200 -20200 + 2600
13	Typist	PB-1	Rs. 5200 -20200 + 2400
14	Driver	PB-1	Rs. 5200 -20200 + 2400
15	Record Assistant (Despatch Assistant)	PB-1	Rs. 5200 -20200 + 2400
16	Record Clerk	PB-1A	Rs. 4800 -10000 + 1400
17	Office Assistant	PB-1A	Rs. 4800 -10000 + 1300

Chapter – 12 (Manual –11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on
disbursement made)

For Public Authorities responsible for developmental, construction, technical works

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format

Forest Department

Net expenditure Rupees in Thousands

Sl. No	Details of the schemes	Accounts	Revised Estimate	Interim Budget Estimate	Revised Budget Estimate
		2014-15	2015-16	2016-17	2016-17
1	Public works	52,33	53,00	55,00	55,00
2	Welfare of scheduled castes, scheduled tribes and other backward classes	5,08,26	4,41,75	5,64,80	5,64,80
3	Social security and welfare	1,92	2,00	3,50	3,50
4	Soil and water conservation	4,05,71	5,69,80	7,33,84	7,33,84
5	Forestry and wild life	304,80,85	391,07,32	454,33,51	430,74,60
6	Plantations	4,06	3,26	4,13	4,13
7	Agricultural research and education	94,14	92,35	1,19,49	1,19,49
8	Special programmes for rural development	11,24,01	14,74,89	19,00,11	19,00,11
9	Hill areas	99,28	1,13,57	1,44,36	1,44,36
10	Roads and bridges	-	3,22,00	4,00,00	1
11	Compensation and assignments to Local bodies and Panchayat Raj Intuitions	-	15,00,00	18,00,00	18,00,00
12	Capital outlay on forestry and wildlife	186,40,42	158,02,98	114,22,93	115,71,28
13	Capital outlay on agricultural research and education	3,80,99	3,85,00	3,90,00	3,90,00
14	Capital outlay on hill areas	7,04,29	1,10,01	1,00,02	1,00,02
15	Capital outlay on Village and small Industries	5,00,00	1	1	1
16	Capital outlay on Tourism	2,32,50	1	1	1

DEPARTMENT OF ENVIRONMENT

Net expenditure Rupees in Thousands

Sl. No	Details of the schemes	Accounts 2014-15	Revised Budget Estimate 2015-16	Budget Estimate 2016-17	Revised Budget Estimate 2016-17
1	Ecology and Environment Co-operatives	4,89,52	8,38,86	4,05,60	5,79,46
2	Secretariat – Economic Services	6,61,00	7,71,78	7,65,25	8,68,09
3	Capital Outlay on Other Scientific and Environmental Research	81,75,46	27,30,00	15,00,01	25,68,00
4	Loans to Government Servants etc.	1,69,99	5,00,01	20,00,01	20,219

Chapter – 13

The Manner of Execution of Subsidy Programmes

13.1 Name of Programme / Scheme

In G.O.(Ms.) No. 79, Environment & Forests Department, dated 29.4.2003, orders have been issued allowing the Tribal people to collect the Minor Forest produce. The income derived from the collection of minor Forest produce will be utilized for the upliftment of Tribals and villagers through Village Forestry Council.

In G.O. (Ms.) No. 141, Environment & Forests (FR.5) Department, dated 25.11.2016, sanction of financial assistance to the victims who are killed/injured by the attack of wild animals. The details of financial sanction are as follows:

Sl. No.	Name of the item	Financial Assistance Rs.
(1)	(2)	(3)
1	Human death / Permanent Incapacitation	4,00,000/-
2.	Major Injury	59,100/-
3.	Crop Damage	25,000/- per acre or as per actual whichever is less
3.1	Coconut tree	500/- per tree
4.	Damage to Tiled / RCC House / Thatched House	
	Fully damaged house	
4.1	Pucca house	95,100/- per house
4.2	Kucha house	10,000/- per house
	Severely Damaged house	
4.3	Pucca house	95,100/- per house
4.4	Kucha house	5,000/- per house
4.5	Partially damaged house	5,200/- per house
5.	Damage to Vehicle, loss of cattle or live stock	
5.1	Milch cattle	30,000/-
5.2	Bullock	25,000/-
5.3	Goat	3,000/-
5.4	Sheep	3,000/-
5.5	Poultry	100/ -per bird
5.6	Pig	3,000/- (or) actual value whichever is less
6.	House hold articles / other house hold	Actual loss or Rs.2,000/- whichever is less
7.	Damage to shop	4,000/-
8.	Damage to irrigation or drinking	2,000/-

	water wells, electric motor	
9.	Vehicle compensation	2,000/-

Objectives of the Programme

The objectives of the programmes are

1. to benefit the Tribals/Villagers and
2. to benefit the Victims of who are killed /injured by the attack of wild animals.

Application format (where applicable)

Nil

List of attachments

Nil

Chapter – 14 (Manual - 13)

Particulars of Recipients of Concessions, permits or
authorization granted by it

14.1. Please provide the information as per the following format:

- Name of Programme
- Type (Concession / Permits / Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession / Permits / Authorization
- Application fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates / documents)
- Format of Attachments

Nil

- List of beneficiaries in the format given below:

Sl. No./ code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/ Village	House No.

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

NIL

Chapter – 15 (Manual – 14)

Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms / Standards set by the department for execution of various activities / Programmes.

NIL

Chapter – 16 (Manual – 15)

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes, which are available in the electronic format.

Action is being taken to provide the details of the information relating to various schemes, in the electronic format.

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for
obtaining information

17.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information.

- Website of the Public Authority

Chapter – 18 (Manual – 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request – Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

18.3 **With relation to training imparted to public by Public Authority**

- Name of training programme with brief description
- Time period for Training Programme / Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Prerequisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial Help, If any)
- Procedure of giving help • Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application

- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual – 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate (if applicable)
- Process of renewal (if any)

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)

- Contact Information for applying
- Application Fee (Wherever applicable)
- Other fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures /documents
- Format of enclosures / documents • Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable) • Process of renewal (If any)

18.6 With relation to collection of tax by Public authority (Municipal Corporation, Trade Tax Entertainment Tax etc)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters 18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/Municipalities / UPCL)
- Eligibility for connection • Pre-requisites (If any)
- Contact Information for applying • Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)

- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application • Process followed in the Public Authority after the receipt of application • Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority

Nil

Md. Nasimuddin, I.A.S.,
Principal Secretary to Government



Abstract

The Right to Information Act, 2005 (Central Act 22 of 2005) – The Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012 – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS(A.R.III) DEPARTMENT

G.O.(Ms) No : 137

Dated : 03.09.2012

Avani. 18

Thiruvalluvar Aandu 2043

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:

NOTIFICATION

In exercise of the powers conferred by sub-section (1) and clause (e) of sub – section (2) of section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Tamil Nadu hereby makes the following Rules, namely:-

RULES

1. Short title and commencement - (1) These rules may be called the Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012.

(2) They shall come into force on the 3rd September 2012.

2. Definitions - In these Rules, unless the context otherwise requires ,

- (a) "Act" means the Right to Information Act, 2005(Central Act 22 of 2005);
- (b) "Section" means section of the Act;
- (c) "Commission" means the Tamil Nadu Information Commission;
- (d) words and expressions used in these Rules and not defined in the Act, shall have the meanings assigned to them in the Act.

3. Contents of appeal - (1) An appeal to the Commission shall contain the following particulars, namely:-

- (i) name and address of the appellant;
- (ii) name and address of the Public Information Officer against the decision of whom the appeal is preferred;
- (iii) name and address of the Appellate Authority against the decision of whom the appeal is preferred;

- (iv) information sought in the petition under the Act;
- (v) particulars of the order including number, if any, against which the appeal is preferred;
- (vi) brief facts leading to the appeal;
- (vii) prayer and grounds for such prayer;
- (viii) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Public Information Officer / Appellate Authority to whom the application was made;
- (ix) verification by the appellant; and
- (x) any other information which the commission may deem necessary for deciding the appeal.

(2) The appeals shall be addressed only to the Tamil Nadu Information Commission and shall not be addressed to the names of the Chief Information Commissioner or the Information Commissioners.

4. Documents to accompany appeal.- Every appeal made to the Commission shall be accompanied by the following documents, namely:-

- (i) self – attested copies of the orders or documents against which the appeal is being preferred;
- (ii) copies of documents relied upon by the appellant and referred to in the appeal;
- (iii) copy of petition given to the Public Information Officer;
- (iv) copy of appeal given to the Appellate Authority;
- (v) copy of reply or information furnished by the Public Information Officer;
- (vi) copy of reply or information furnished by the Appellate Authority;
- (vii) in case of alleged incomplete or incorrect information, the details thereof;
- (viii) an index of the documents referred to in the appeal;

5. Procedure in deciding appeal.- (1) In deciding the appeal, the Commission may.-

- (i) hear oral or written evidence on affidavit from concerned or interested person;
- (ii) peruse or inspect documents, public records or copies thereof ;
- (iii) inquire through authorized officer further details or facts;
- (iv) hear Public Information Officer, Assistant Public Information Officer or such senior officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;
- (v) hear third party;
- (vi) receive evidence on affidavits from Public Information

Officer, Assistant Public Information Officer, such senior officer who decided the first appeal, such person against whom the complaint lies or the third party;

- (vii) issue orders or directions based on available documents or evidences without personal enquiry, if the Commission is satisfied about the adequacy of such material;
- (viii) initiate an inquiry if it is satisfied that there are reasonable grounds to inquire into the matter and issue orders;
- (ix) conduct inquiry in the Head Quarters of the Commission or in the offices established at other places in the State with the previous approval of the State Government ;
- (x) conduct inquiry through video conference also.

(2) In case the Commission decides to impose penalty, reasonable opportunity shall be given to Public Information Officer and Other Officers, including the time sought by them to defend their case in another date.

6. Service of notice by Commission.- Notice to be issued by the Commission may be served in any of the following modes, namely:-

- (i) service by the party itself;
- (ii) by hand delivery through Process Server;
- (iii) by registered post with acknowledgement due; or
- (iv) through Head of Office or Department.

7. Personal presence of the appellant or complainant .- (1) The appellant or the complainant, as the case may be, shall in every case be informed of the date of hearing at least seven clear days before that date.

(2) The appellant or the complainant, as the case may be, shall be present in person at the time of hearing of the appeal or complaint by the Commission.

(3) Where the circumstances exist due to which the appellant or the complainant, as the case may be, is being prevented from attending the hearing of the Commission, then, the Commission may afford the appellant or the complainant, as the case may be, another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit :

Provided the appellant or the complainant, as the case may be, should inform the commission the reasons for not attending the hearing in writing or through any other mode of communication in advance before the hearing is taken up.

(4) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

8. Personal presence of the Public Information Officer.- (1) The Public Information Officer or Assistant Public Information Officer or such senior officer who decided the first appeal, such person against whom the complaint lies, shall in every case, be informed of the date of hearing at least seven days before that date.

(2) The Public Information Officer or Assistant Public Information Officer or such senior officer, who is summoned by the Commission, shall invariably be present in person. The Commission may at its discretion permit an authorized representative, but such a representative shall be an officer of sufficient seniority.

(3) Where the Commission is satisfied that there are compelling circumstances such as, attending flood relief works, epidemic control measures and containing of law and order problem for the Public Information Officer or Assistant Public Information Officer or such senior officer or the other officials summoned for not attending the hearing of the Commission, the Commission may give another opportunity of being heard. The reason shall invariably be intimated to the Commission in advance, by the officials. Routine excuses shall not be entertained by the Commission.

9. Order of the Commission.- Order of the Commission shall be in writing, duly authenticated by the Registrar or any other officer authorized by the Commission, for this purpose.

10. Limitation Period: The Commission shall not admit any complaint on the non-compliance of the order of the Commission by the Public Authority, unless it is filed by the appellant within a period of one year from the date of such order issued by the Commission.

(BY ORDER OF THE GOVERNOR)

M. KUTRALINGAM
PRINCIPAL SECRETARY TO GOVERNMENT.

To
All Secretaries to Government,
All Heads of Department / All Public Sector Undertakings / Corporations.
All Collectors.
The Tamil Nadu Information Commission, Chennai-18.
The Secretary to Government of India, Ministry of Personnel,
Public Grievances and Pensions, New Delhi – 110 001.
The Secretary to Government of India, Ministry of Home Affairs, New
Delhi.
The Works Manager, Government Central Press, Chennai – 79.
(for publication of the Notification in the Tamil Nadu Government
Gazette Extraordinary)

/Forwarded / By Order/

D. Ananth
5-9-12
Section Officer