

Health and Family Welfare Department

Chapter 1.

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 has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1)(b) of this Act, the Department of Health and Family Welfare, Government of Tamilnadu has 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's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3. This manual is aimed at the public in general and users of the services and provides information about the schemes, projects and programmes being implemented by the Department of Health and Family Welfare and the organisations under its administrative control.
- 1.4. The Department of Health and Family Welfare has designated Thiru P. Kandasamy Deputy Secretary to Government as its Public Information Officer (PIO) for all matters concerning the Department.

1.5. A person requiring any information under the Act may contact Thiru P. Kandasamy, Deputy Secretary to Government, Health and Family Welfare Department, Secretariat, Chennai –600 009. His office Telephone No. is 25676229. His E-Mail address is as follows:

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

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and accompanied by an application fee of Rs. 50/- by cash or by demand draft or banker's cheque. 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 Tamilnadu Right to Information (Fees) Rules 2005” (DPC 0075 00 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the 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 will be as follows, which may 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 will be as follows, which may be paid as per the mode at (a) above.

- (i) For information provided in diskette or floppy, @ Rs. 50/- (fifty) per diskette or floppy; and
- (ii) For information provided in printed form, at the price fixed for such publication.

1.7. The Department has designated Thiru T. Jacob, Special Secretary to Government as Appellate Authority under section 19(1) of the Act. The contact address of the Appellate Authority as follows: -

Thiru T. Jacob, IAS.,
Special Secretary to Government,
Health and Family Welfare Department,
Secretariat,
Chennai –600 009.
Telephone No. 25675459
E-mail

Chapter -2

Particulars of Health and Family Welfare Department, its Functions and Duties

2.1 Objective of Health and Family Welfare Department.

- a. The Health and Family Welfare Department has fourteen Directorates on their functionalities viz.
 1. Human development and enhancing the quality of life of the people are the ultimate objectives of all activities of the Government. Quality of life and development can be achieved only with healthy mind and body. Health is the vital ingredient of all developmental activities. The Department of Medical Education plays a pivotal role in developing medical and para medical personnel to cater to the health needs of the State.
 2. Health for all into reality is the main aim of this Department. The Director of Medical and Rural Health Services is rendering Medical services to the people.
 3. Prevention and control of communicable disease is the next main objective, provision of primary health care which includes maternity and Child health services. Immunisation of Children against Vaccine preventable diseases, control of communicable diseases etc.
 4. Providing Health service to the Public through Indian system of Medicine and Homoeopathy . Promoting the growth of Medicinal Plants supporting Naturopathy for better health.
 5. Family Welfare Programme is intended to provide maternal and Child health care and thereby to bring down the growth rate of population.

6. The TNMSC is engaged in the procurement, storage and supply of 268 drugs and medicines and other items to various Government hospitals and Primary Health Centres throughout Tamil Nadu.
7. The Tamil Nadu State Blindness control Society supervises the eye care activities in the State such as Cataract Surgery Performance, School eye Screening and Eye Bank. Now the scheme is funded by Government of India.
8. The RCH programme will build in the success of the Universal Immunisation Programme and Child Survival and Safe Motherhood Programme.
9. Tamil Nadu State Aids control Society is formed to spread the awareness about the dreaded disease AIDS and to take care of the affected persons without getting discriminated or being ill treated by the Society in General.
10. Tamil Nadu State Health Transport Directorate was formed with 6 mobile maintenance unit to look after the maintenance of Health Department Vehicles.
11. The Drug control Administration, Supervises the overall quality of drugs and granting licence for selling drugs and renewalling the licence already granted. There is a Drugs Testing Laboratory to test statutory samples of drugs drawn by the Drugs Inspectors under Drugs and Cosmetics Act.

2.2. Mission/Vision Statement of the Department.

Government of Tamil Nadu is totally examined is building healthy people, not only by making available quality medicine facilities at the door step of every citizen in the remotest corner of the state, but also by providing medical facilities of the highest order, keeping pace with rapid technological developments in the field of medicines. Health Department provides preventive, curative and promotive care to all classes of the society.

Chapter 3

Powers and Duties of Officers and Employees

The Secretaries to Government: - Each Department of the Secretariat consists of a Secretary to Government, who is the official head of that Department, and of such other officers and staffs subordinate to him as the Government may determine. He is Secretary to Government and not to the Minister in charge of the Department. He is responsible for the careful observation of the Business Rules and the Secretariat Instruction in the transaction of business in this department. He exercises general supervision and control over the staffs under him including Special Secretary and Deputy Secretary and is responsible for seeing that the members of the staffs with the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt despatch of business in his department.

The Secretary is usually assisted by one more Special, Additional, Joint, Deputy or Under Secretaries. The Secretary should, however, delegate sufficient responsibility and authority to these officers so that the work in the department is handled smoothly and efficiently. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in overall charge of the department.

Additional Secretary and Deputy Secretary :- The Special Secretary, Additional Secretary and Deputy Secretary will deal with cases relating to the subjects allotted to them with reference to the general or specific directions of the Secretary and submit it to Secretary to such cases as may be specified. They can send cases for orders direct to the Minister or to the Governor with reference to the general directions of the Secretary. They also exercise control over the sections placed in their charge both in regard to despatch of business and in regard to discipline.

Under Secretary:- The Under Secretary exercises control over the sections placed in his charge both in regard to despatch of business and in regard to discipline.

Control of office matters:- Subject to the orders of the Secretary, the the under Secretary (or one of the under Secretaries designated by the Secretary for the purposes. If more than one such officer in a Secretariat Department) is, in charge of office matters as a whole. The Under Secretary deals with contingent expenditure and controls the menial staff.

Subject to the orders of the Chief Secretary, the Secretary in the Public department or such other officer as the Chief secretary may nominate, is in general charge of office matters as a whole and deals with the contingent expenditure

Section Officer:- The Section Officer is in charge of a section of a Secretariat Department. He is assisted by a certain number of Assistant Section Officers who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistant Section Officer under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure. The training of the Assistant Section Officers under him is one of his principal functions. He must guide his Assistant Section Officers in all aspects of work and see that his Assistant Section officers exercise in proper, discrimination in their work, e.g. they do not waste time and paper on needless noting or correspondence and that really emergent matters are given immediate attention . He will not merely supervise but will himself undertake to deal with the more difficult or important papers, taking such assistance from Assistance from Assistant Section Officers as he may find necessary. He maintains discipline in the section and ensures conformance with the orders and instructions in force.

Assistant Section Officers, Assistants, Personal Clerks and Typists:- The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officers in their section work. The assistants are expected to attend to routine items of work such as comparing, despatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders.

The Private Secretaries, Personal Assistants and Personal Clerks do the shorthand work for the Secretary or other officer, as the case may be and such other items of work as are entrusted to them.

The typists are expected to type notes and drafts and to fair copy all communications to be despatched. The matter typed by them will be compared by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises.

Procedure of Decision Making Process

The tappal is opened in the presence of the Section Officer in-charge of the tappal section, sorted out section-wise., numbered and sent to the Under Secretaries concerned. The tappals are then stamped with the date of its receipt. Envelopes addressed to officers by name and those marked 'Secret' or 'Strictly Confidential' or Confidential ' are opened by the Officers to whom they are addressed in the absence of the Officer concerned on leave or otherwise , such envelopes as are marked immediate is opened by an officers of equal or immediately lower rank in the department but now below the rank of Deputy Secretary to Government. Important communications are sent by the Under Secretary to the Secretary or to the Deputy Secretary as the case may be for perusal. After perusal by the officers (who enter on them any instruction they wish to give), the papers are sorted by the Assistant Section Officers / Assistants in charge of tappals, numbered (if it has not already been numbered) and sent to

the respective Section Officers. The papers are then registered in his Personal Register by the subject Assistant Section Officer attached to the section. In case the subject Assistant Section Officer is away the Assistant, registers the currents.

If any paper relates to an unclosed case, the Assistant Section Officer adds the paper to the current or note file of the case, Otherwise, he puts each paper, in an appropriate pad and the paper thus becomes a 'Case'. He then obtains previous papers, if any, in the secretariat, referred to in the current or note file and, unless the case is taken over by the Section Officer, takes the necessary further action. Such action may be obtaining of further previous papers or precedents, the preparation of precis, the writing of a brief note stating the points for orders and, the drafting of an order, endorsement etc., in accordance with an established precedent. The Section Officer after making any revision of, or addition to, the Assistant Section Officer's note or draft or putting up a fresh one, , submits the case to the secretary or Deputy Secretary or Under Secretary .The Section Officer shall himself attend to important cases which involve interpretation of Acts and Rules, preparation of notes for Public Accounts Committee etc. When submitting a case for orders, the note may suggest references for further information or remarks to other Departments of the Secretariat or to outside officers but should not suggest the orders to be passed except in simple cases and in in cases where there are precedents, he may however, submit a draft answer to a Legislative Assembly question relating to facts and not to the opinion or policy of Government. The Officers to whom the case submitted should direct further action to be taken or suggest clearly the nature of the disposal to be make or the orders to be passed in each case and it is the Secretary or Deputy secretary or Deputy Secretary who decides whether any Minister or the Governor should see the case at that stage. Specific orders of the Chief Minister should be taken if any case requires discussion at a meeting of the Council of Ministers with reference to the provisions of the Business Rules. The case is circulated, if so directed , and on return is submitted to the Secretary or Deputy Secretary for

perusal. It is then sent to the Section Officer, being seen first by the Under Secretary if it belongs to a section under him. the section Officer passes it on with instructions to his Assistant Section Officers or keeps it himself for further action, if necessary, If further information is called for from the secretariat in the notes of Officers or of Ministers or the Governor this process is repeated,, until final orders are passed.

If a case in which a draft has been put up and circulated to the Ministers or the Governor and is received back with final orders, the draft will be issued with such modifications as may be necessary with reference to the final orders. If however, the case in circulation did not contain a draft and is received back with final orders, a draft is prepared in ordinary cases by the Assistant Section Officer and the file is resubmitted through Section Officer to Under secretary, the Deputy Secretary or the Secretary, as the case may be, who revises or passed the draft, circulating it again if he thinks this desirable. Drafts in important cases and Drafts of letters to the Government of India are prepared by the Under Secretary.

The disposal as approved takes the form of an orders, letter, endorsement, telegram, demi-official or unofficial references or reply or 'lodged' paper. It is numbered and dated by the Assistant Section Officer of the Concerned section. In the case of order, letters, etc., to be indexed, the typist prepares a tabling slip. The Assistant Section Officer makes necessary entries in the Personal Register and closes the current in the register, if the disposal is final. In the case of intermediate references or orders calling for information, he enters the date of the first reminder in his reminder diary. He then passes on the draft and its enclosures (but not the whole file) to the typist concerned for making out fair copy/. Confidential papers are sealed in the section concerned and sent to the Central Despatch Branch for despatch, while the rest are despatched by the Central Despatch Branch, direct U.O..files to their departments are sent by the section concerned direct to the departments through Office Assistants.

Fair copies are signed by the Secretary, Additional or Joint or Deputy or Under Secretary or Section Officer. The Section Officers also attest copies or orders or proceedings of the government (excluding those intended for audit officers) endorsements and telegrams. Copies of communications which are confidential or secret in nature are, however authenticated by Under Secretaries. In the case of final disposals, the Assistant Section Officer concerned or the Assistant of the Section prepares dockets. Government orders which are received from other Departments of the Secretariat and are 'lodged' will not however, be docketed.

On the return of the drafts from the Central Despatch Branch after issue, the Section, Assistant Section Officer makes sure that the papers have been properly despatched puts the drafts back in the respective files, and when the case has been finally disposed of , sends them to the Central Record Branch under the orders of the Section Officer who satisfies himself that there is no further action to be take n and gives pass order in each case in writing which should be in red ink on the face of the docket sheet . Papers which do not carry a pass order will not be accepted by the Central record Branch. All references to which replies are due are kept intact in the section with the connected papers.

Records are handed over to the Record-Clerk, posted for this purpose, after obtaining his signature in the last column of the Personal Register. Them Record Clerk should then send them to the Central record Branch.

Final disposals are stitched up in the Central Record Branch and then put in their proper places in the bundles on the record racks or almirahs.

The indexer collects at the end of every month the tabling slips of proceedings in the 'Manuscript series, 4 Decennium series, 3 Decennium, series, 2 Decennium series and Decennium series" prepared by the Assistants and

prepares monthly indexes for submission in print to the Secretary. Ministers and the Secretary to the Governor. From the monthly indexes, annual indexes are prepared and printed up.

The indexer collects also at the end of every month the tabling slips of proceedings of routine series, prepares monthly indexes and gets them typed or roneoed for submission do officers and sections.

Orders and letters in routine series are numbered in a separate register. These as also endorsements, etc. are indexed in some departments.

2. This Department consists of 31 sections and the functioning of these sections is tabulated below:-

S1. No.	Sections	Details of subjects dealt with
1.	A	<p>1) Service matters relating to Civil Surgeons and above working in the Medical Education Department including King Institute, Guindy including regularisation of the period of unauthorised absence / period of suspension of delinquent Officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. All Questions relating to Honorary Medical Officers.</p> <p>2) Service matters relating to Civil Surgeons and above in the Medical and Rural Health Services Department including regularisation of the period of unauthorised absence/period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. Grant of leave out of India and permission to V.R. to Civil Surgeons and above working in the Medical Education and Medical Services Departments. World Health Organisation Fellowships, Colombo Plan Fellowships, Common Wealth Fellowships under Tamil Nadu Medical Service.</p>

2.	B	<p>1) All Service matters relating to Dental Surgeons and Assistant Dental Surgeons including regularisation of the period of unauthorised absence / period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. Grant of leave out of India, sanction of deputation, Loan of service, application of G.S.C. Rules, sanction of additional charge allowance, Advances, Regulation of study period, sanction of leave in respect of Assistant Surgeons. All complaints in respect of Dental Surgeons and Assistant Dental Surgeons. All Original Application / Writ Petitions including filing of Appeals in respect of Assistant Surgeons.</p> <p>2) All matters excepting those assigned to Assistant Section Officer I relating to Assistant Surgeons regularisation of services, Voluntary Retirements including Assistant Surgeons working in Primary Health Centres who come under Tamil Nadu Medical Service. All complaints in respect of Assistant Surgeons.</p>
3.	C	<p>1) All Service matters relating to Tamil Nadu Medical Subordinate Service Branch III and Branch I (Pharmacist and Chief Pharmacist) including regularisation of the period of unauthorised absence / period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. Convening of Meeting with recognised Service Associations. All Service matters relating to Tamil Nadu Medical Subordinate Service Branch III and Branch I (Pharmacist and Chief Pharmacist) including regularisation of the period of unauthorised absence / period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. Convening of Meeting with recognised Service Associations.</p>

		<p>2) All service matters relating to Tamil Nadu Medical Subordinate Services Br.IV General and Branch V Misc. Tamil Nadu General Subordinate Service including regularisation of the period of unauthorised absence / period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. Matters relating to Civil Services Joint Council Meeting.</p>
4.	D	<p>1) Disciplinary and Vigilance cases in respect of all staff under the control of Director of Public Health and Preventive Medicine including appeals/review petition preferred by those staff in respect of the following Districts.</p> <p style="padding-left: 40px;">Chennai Cuddalore Coimbatore Dharmapuri Dindigul Erode Karur Kancheepuram Kanyakumari Madurai Nagapattinam Namakkal The Nilgiris Pudukottai Perambalur</p> <p>2) Disciplinary and Vigilance cases in respect of all staff under the control of Director of Public Health and Preventive Medicine including appeals / review petitions preferred by those staff in respect of the following Districts :-</p> <p style="padding-left: 40px;">Ramanathapuram Sivagangai Salem Thanjavur Thiruvarur Thiruchirapalli Thiruvannamalai Thiruvallore Theni</p>

		Tirunelveli Tuticorin Virudhunagar Villupuram Vellore
5.	E	<p>1) Creation continuance and permanent retention of posts including permission to fill up vacant post relating to Teaching Medical Institutions in Chennai City. All administrative matters relating to the Teaching Medical Institutions in Chennai City. Institution of Endowment Fund relating to the above Institutions. Inspection Reports relating to these Institutions. Matters relating to compensation for the loss of life, limbs etc., due to the negligence of doctors in Government Medical Institutions. Matters relating to Institute of Mental Health including opening of Child Guidance and Psychiatric Clinics in Government Teaching Medical Institutions. Schemes relating to Mental Health (State/Centrally sponsored).</p> <p>2) Creation, continuance and permanent retention of posts including filling up of vacant posts relating to Teaching Medical Institutions in Mofussil. Administrative matters relating to Teaching Medical Institutions in Mofussil (except complaints). Non-service matters relating to the office of the Director of Medical Education. Matters relating to Institute of Rehabilitation and Artificial Limb Centre, K.K.Nagar, Chennai and matters relating to Rehabilitation of disabled persons (Medical Aspects only).</p>
6.	F	<p>1) Opening of new Non-teaching Government Hospitals including upgrading of P.H.Cs. into Government Hospital / Special Clinics and Dispensaries. All matters including creation and continuance of post relating to Non-teaching Hospitals. Non-service matters relating to the office of the DM&RHS and subordinate offices.</p> <p>2) All Service matters relating to Basic service in the Medical Department including regularisation of the period of unauthorised absence / period of suspension of delinquent</p>

		<p>officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. Matters relating to E.S.I. Scheme. Matters relating to compensation for the loss of life, limbs etc., due to the negligence of doctors in non-teaching Government Institutions.</p>
7.	G	<p>Sanctioning of Schemes including sanctioning of required staff relating to T.B. and National Leprosy Eradication Programme. Bhavanagar Kshayarog Fund. General matters relating to diseases not specifically allotted to other section. All matters relating to Cancer Control Programme including obtaining assistance from Government of India. Sanction of Telephones and Allied matters in respect of all Head of Departments and their subordinate Offices. Defferin's fund.</p>
8.	H	<p>1. Purchase of Stores, equipments and furnitures to all Government Hospitals and settling of connected audit objections under the control of Director of Medical and Rural Health Services. Implementation of Accident and Emergency services schemes. Acceptance of Donations of all kinds of Articles and cash to Medical Institutions under the control of Director of Medical Education / DM&RHS. Delegation of powers to DM&RHS on purchase of equipment, furniture, machinery to Government Hospitals under his control. Supply of Cyclosporin to patients who had undergone Kidney transplantation in private hospitals.</p> <p>2) Purchase of stores, equipment and furniture for Medical Colleges and setting of connected audit objections under the Control of Director of Medical Education. Purchase of Medicine, X-Ray development films and linen for all Government Medical Institutions. Delegation of powers to Director of Medical Education for purchase of equipment, furniture etc. Purchase of medicines and equipments to DME and DM&RHS through Tamil Nadu Medical Services Corporation. Issue of terms and conditions of Deputation of Officers to TNMSC. All Matters relating to TNMSC.</p>

9.	I	<p>1) Disciplinary and Vigilance cases in respect of all staff of the Office of the Director of Medical Education and all staff of the Medical Colleges and attached Institutions including Dental College, and Hospital in Chennai City under the control of Director of Medical Education and appeals / review petitions preferred by these staff. Periodical No.14 - Appeals. Periodical No.43 - Suspension. Disciplinary and Vigilance cases in respect of all staff under the control of Commissioner of Indian Medicine and Homeopathy including appeals / review petitions preferred by those staff in the Directorate.</p> <p>2) Disciplinary and Vigilance cases in respect of all staff of the Medical Colleges and attached Institutions in mofussil including new Medical Colleges under the control of Director of Medical Education and appeals / review petitions preferred by these staff. Disciplinary and Vigilance cases in respect of all staff under the control of Director of Drugs control and State Health Transport Department including the appeals/review petitions preferred by those staff.</p>
10.	J	<p>1) Acquisition of land and construction of buildings including Bed strength increase for all Government Teaching Medical Institutions, existing and new, including T.B. Sanatorium, Tambaram, T.T.B. Hospital, Otteri, King Institute and Mental Hospital. Matters relating to provision of lights, fans Generator etc., Belated payment of Electricity consumption charges etc., in the above Institutions. Permission for opening of Telephone Booth / Canteen in the above institution.</p> <p>Acquisition of land and construction of buildings including increase of Bed Strength for all Government Non-Teaching Medical Institutions and offices of the Directorate of Medical Education, Directorate of Medical and Rural Health Services and District Medical Officers. Matters relating to provision of lights, fans Generators etc., belated payment of Electricity consumption charges etc., in the above Institutions. Permission for opening of Telephone Booth / Canteen in the above institution.</p>

11.	K	<p>1) Disciplinary and Vigilance cases in respect of all staff under the control of Director of Medical and Rural Health Services including ESI Wing and appeals/review petitions preferred by these staff in respect of the following Districts:-</p> <p style="padding-left: 40px;">Chennai Cuddalore Coimbatore Dharmapuri Dindigul Erode Karur Kancheepuram Kanyakumari Madurai Nagapattinam Namakkal The Nilgiris Pudukottai Perambalur</p> <p>Periodical 46 relating to Tribunal for Disciplinary proceedings. D&V cases in respect of all staff under the control of Directorate of Family Welfare including appeals/review petitions preferred by those staff in respect of that Directorate.</p> <p>2) Disciplinary and Vigilance cases in respect of all staff under the control of Director of Medical and Rural Health Services including ESI Wing and appeals/review petitions preferred by these staff in respect of the following Districts:-</p> <p style="padding-left: 40px;">Ramanathapuram Sivaganga Salem Thanjavur Thiruvarur Thiruchirapalli Thiruvannamalai Thiruvallore Theni Tirunelveli Thoothukudi Virudhunagar Villupuram Vellore</p>
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		Review and Meeting in respect of Vigilance cases. Periodical 25 relating to Vigilance and Anti-Corruption Cases.
12.	L	<p>1) All matters relating to PHCs, HSCs, Community Health Centres (Upgraded PHCs) including Conversion of Panchayat Union/Municipal Dispensaries into PHCs (Except Service matters and Construction of building, Land acquisition etc.) All Proposals for continuance/permanent retention of posts in P.H.C.s Central Council of Health Meetings and Allied matters. Mobile Medical Units. Co-ordination work relating to 'NABARD' Schemes.</p> <p>2) All Service matters relating to Tamil Nadu Public Health Service including regularisation of the period of unauthorised absence, period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. All Complaints against the categories under Tamil Nadu Public Health Service.</p>
13	M	<p>1) All service matters excluding Basic Service relating to Drugs Control Administration and excluding Land Acquisition and construction of buildings and Regularisation of the period of unauthorised absence/ period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. Non-service matters including maintenance of Animal houses, in General Hospitals of King Institute, Guindy. Compulsory Retirement - Review under FR 56(2) of Group A and B Officers belonging to Medical Department.</p> <p>2) Miscellaneous subjects not specifically allotted to any other Section Co-ordination of monthly Review meeting with the Heads of Departments by Secretary. Departmental Review Meeting conducted by Chief Secretary /Minister for Health/Chief Minister. Cabinet meeting.</p>

14.	N	<p>1) Multipurpose Health Workers Scheme. Further Continuance and permanent retention of staff under Multipurpose Health Workers scheme. Health and Family Welfare Training Centres/training programme of PHC Staff. 'Matters relating to Statistical Management regarding utilisation of Health services and reporting system. Mini Health Centres. Health camps and proposed Special Health Camps. Matters relating to Original applications in respect of all Categories under Tamil Nadu Public Health subordinate Services.</p> <p>2) All Service matters relating to Public Health Subordinate Services except matter relating to Original Applications in respect of all categories under Tamil Nadu Public Health Subordinate Services including regularisation of the period of Unauthorised absence/period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by Court order or when set aside by Court etc. General questions relating to public Health staff and public Health Board. All complaints against the categories under Tamil Nadu Public Health Subordinate service.</p>
15.	P	<p>1) Schemes relating to National Malaria Eradication Programme and Filariasis. Epidemic Diseases – Acute Gastro Enteritis Diarrhoea, Malaria, Cholera, Encephalitis. Rules relating to Anti-rabbies, Dog catching and Destructions. General matters relating to Public Health Department not allotted to any other sections. Natural calamities/Flood Relief/Drought etc. TWAD Board Meetings.</p> <p>2) Grants for Anti-Malaria. Anti-Mosquito and Anti Filariasis Schemes to Municipalities and Townships. Land acquisition and building programme relating to PHCs., Sub centres and Public Health Institutions including Public Health Laboratories etc. Purchase of equipments, furnitures, stores chemicals, Glasswares etc., required for use in PHCs. Immunisation & Child Survival Safe Motherhood. Co-ordination work relating to Prime Minister Gramodhaya Yojana Schemes.</p>

16.	R	<p>1) Family welfare programme-policy and organisation including pattern of Assistance of Government of India. Central assistance in respect of family welfare programme. Family Welfare Budget Construction of buildings for Family Welfare Programme. Utilisation of Family Welfare Miscellaneous purpose Fund including purchase of equipment furniture etc., for the Family Welfare Programme. Family Welfare Intensive Camps and Mini Camps. Fixation of targets/review of progress achievement convening the collectors Conference and other periodical review meeting. General matters relating to the implementing of Family Welfare Programme. Inspection reports on Family Welfare Programme including Central and State Evaluation Team reports. Matters relating to Family Welfare Programmes in the Corporation of Madras, Coimbatore and Madurai except Service matters. B,.C.G. Vaccination.</p> <p>2) Service matters relating to Family Welfare Staff under the control of the Director of Family welfare including regularisation of the period of unauthorised absence/period of suspension of delinquent officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc. Family Welfare Training including deputation of officers to attend conference, Workshops, Orientation Training etc within and outside India.</p>
17.	S	<p>1) Budget and Co-ordination including planning in respect of all Heads of Departments under the Control of Health and Family Welfare Department. Twenty Point Programme relating to Public Health Hill Area Development Programme.</p> <p>2) Diet, Annual Contracts of supply of Bread and diet articles and cotton. Matters relating to Public Accounts Committees and other Legislative Committees. Administrative Reports relating to all Medical Institutions. Nomination of non-official members for the advisory committee of Government Medical Institution. Inspection Report of the Accountant General.</p>

18.	T	<p>1) Granting of financial Assistance to indigent persons from the Chief Minister's Public Relief fund to undergo Coronary Bypass Surgery/Medical Treatment/Kidney Transplantation and petitions received from Chief Minister's Office/Chief Minister's Special Cell relating to the following Districts.</p> <ul style="list-style-type: none"> i) Tiruvallur ii) Kancheepuram iii) Vellore iv) Dharmapuri v) Salem vi) Namakkal vii) The Nilgiris viii) Tirunelveli ix) Virudhunagar x) Thoothukudi <p>2) Granting of financial Assistance to Indigent/persons from the Chief Minister's Public Relief Fund to undergo Coronary Bypass Surgery/Medical Treatment/Kidney Transplantation and petitions received from Chief Minister's Office/ Chief Minister's Special cell relating to the following Districts.</p> <ul style="list-style-type: none"> a. Tiruchirapalli b. Karur c. Perambalur d. Madurai e. Theni f. Dindigul g. Chennai h. Kanyakumari i. Sivaganga j. Ramanathapuram <p>3) State Illness Assistance Society. Granting of financial assistance to indigent/persons from the Chief Minister's Public Relief Fund to undergo Coronary Bye-pass Surgery/Medical Treatment/Kidney Transplantation and petitions received from Chief Minister's Office/Chief Minister's Special cell relating to the following districts.</p> <ul style="list-style-type: none"> a. Coimbatore b. Erode
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		<ul style="list-style-type: none"> c. Villupuram d. Cuddalore e. Tiruvannamalai f. Thanjavur g. Tiruvarur h. Pudukottai i. Nagapattinam
19.	Z	<p>1) Medico-legal Cases. Medical Attendance Rules and allied matters relating to Health including medical examinations, medical boards and medical certificates. Expanded Medical system for poor. All Acts and Rules relating to Medical Department. Tamil Nadu Medical Code. Matters relating to Indian Lunacy Act and Mental Health Code. Tamil Nadu Medical Council/Medical Council of India. Tamil Nadu Medical Advisory Council. Tamil Nadu Dental Council/Dental Council of India. Tamil Nadu Pharmacy Council/Pharmacy council of India.</p> <p>2) All Matters relating to Private Medical Institutions including sanction of grants (except T.B. Leprosy, Cancer). Grants of Pension in respect of All HODS under the control of Health and Family Welfare Department. All matters relating to provincialisation of dispensaries. Papers relating to pension and allied matters in respect of medical institutions under Panchayat Unions, Municipal and townships if received in this Department by mistake and if sent by Rural Development and Municipal Administration Water supply Department.</p>
20.	AA	<p>1) All Service matters relating to Non-medical gazetted (A&B Group) posts under Tamil Nadu Medical service Branch I) including regularisation of the period of unauthorised absence/period of suspension of delinquent Officers on reinstatement of the said personnel as a result of appeal or review or on acquittal by court order or when set aside by court etc., All Service matters relating to Tamil Nadu General Service under Medical Department (Administrative Officers and</p>

		<p>Junior Administrative Officers). All Service matters relating to Veterinary Assistant surgeons in Tamil Nadu Medical Service.</p> <p>2) All Service matters relating to Tamil Nadu Medical Service-Branch II Nursing. Including regularization of the period of unauthorised absence/period of suspension of delinquent officers on reinstatement of the personnel belonging to the respective service as a result of appeal or review or on acquittal by court order or when set aside by court etc. All Service matters relating to Ministerial service in the Medical Department (Directorate of Medical Education and Directorate of Medical and Rural Health Service, Directorate of Family Welfare, Directorate of Indian Medicine and Homeopathy). Co-ordination work relating to Departmental Promotion Committee.</p>
21.	AB	<p>1) All Service matters relating to the Ministerial Staff working in Primary Health Centres, Director of Public Health and Preventive Medicine and his subordinate Officers and SHTO including regularisation of the period of unauthorised absence/period of suspension of delinquent officers on reinstatement of the personnel belonging to the respective services as a result of appeal or review or an acquittal by court order or when set aside by court etc. Absorption of staff consequent on the conversion of Panchayat Unions/Municipal Dispensaries into Primary Health Centres. Matters relating to Institute of Public Health, Poonamallee. Health Visitors Training. Sanitary arrangements for fairs and festival. All Service matters relating to watchman, Hospital workers, Sweepers, Sanitary workers and Waterman working in Primary Health Centres and Basic Service relating to Public Health Department. Service matters relating to the Drivers working in Primary Health Centres coming under Tamil Nadu General Subordinate Service.</p>

		<p>2) Non Service matters relating to the Office of the Director of Public Health and Preventive Medicine and Subordinate office. Public Health Act. Prevention of Food Adulteration Act, 1934. Dealing in Health Assistance. Public Health Laboratories including Chief Water Analyst and Government Analyst, Guindy. Administration Report of the Health Department. Health Education Bureau. Matters relating to Vital Statistics. Continuance/Permanent retention of staff under Anti-Malaria/Anti-Filaria/immunisation programme.</p>
22.	AC	<p>Committees and Conferences in respect of Family Welfare Programme. Training of Dais. M.C.H. Scheme implemented under Family Welfare Programme. Mass Education including publicity, Press. Exhibition, Fort-nightly celebration and District and State level Exhibition. Establishment matters relating to Mass Media Wing and compilation of periodicals and sending of reports. Medical Termination of pregnancy Act and allied matters. Approval of song and drama troupes and other connected matters. Compensation and other concession for sterilisation, IUD, etc., and purchase of Laproscopes. Grants-in-aid to local and Voluntary Organisations for Family Welfare Programmes including Gandhigram Institute of Rural Health and Family Welfare Trust. Government of India assistance under standing Committee on Voluntary actions and private voluntary organisation Health Scheme-II. Continuance of Family Welfare Staff. All matters relating to Family Welfare Programme pertaining to Panchayat Unions, Municipalities and Townships. Complaint about sterilisation operations and follow up cases etc. Sanction of ex-gratia amount to the deceased family Welfare acceptors. Training of Private Medical Practitioners under Family Welfare Programme. Urban Family Welfare Centres and Post Partum Programme in Hospitals and Inspection reports. Varumun Kappom Thittam.</p>

23.	AD	<p>1) Matters relating to books and publications in respect of Heads of Departments. Supply of Stationery to Heads of Departments. Conduct of Participation in exhibitions and Independence/ Republic Day celebrations. Matters relating to Motor vehicles of all Directorates including purchase of ambulance and Mortuary vans in Government Hospitals. Visits - Visit of VIPs, their accommodation transportation and other arrangements. Secretaries monthly meeting conducted by Chief Secretary. Matters relating to consolidation of Legislative Assembly Questions and Assurance. Compilation of Duty Officer's report during Assembly and furnishing the report to Chief Minister's Office.</p> <p>2) Compassionate appointments under Ministerial service. Recovery of rent for quarters occupied by the Officers/staff of Medical Institutions and connected matters. All Service matters relating to the personnel working in State Health Transport Department i.e., Tamil Nadu Public Health Service, Tamil Nadu Public Health Service, Tamil Nadu Public Health Subordinate service and Basic Service and all administrative matters and Non-Service matters relating to the office of the State Health Transport Department. Administrative report of State Health Transport Departments.</p>
24.	EAP	<p>1) Matters relating to DANIDA Project. Matters pertaining to Urban -Revamping Scheme/IPPV. Matters relating to Family Welfare Innovative Programme. Any new projects for External Assistance relating to DPH/DMS. Co-ordination work relating to Externally Aided Projects and claiming of assistance for the Centrally sponsored Schemes from the Government of India. External assistance to Medical Institutions under the control of Director of Medical Education.</p>

		<p>2) Sanctioning of schemes including sanctioning of required staff relating to S.T.D. in the Medical Institutions. HIV/AIDS Control TNSACS Establishment of Blood Bank in Teaching Institutions and Non Teaching Institutions in Chennai and Moffussil.</p> <p>(Formerly Seat III of AB Section)</p> <p>3) All matters relating to RCH project. All matters relating to Control of Blindness. Vazhvoli Thittam.</p>
25.	MCA	<p>1) All matters relating to Admission of candidates to MBBS., BDS and Para Medical Courses, and Rules thereon, (Excluding Writ petitions). Appeals against selection of candidates to the above courses. All matters relating to Private Medical/Dental colleges. All matters relating to Admission of Candidates to Post Graduate, Diploma, Degree and Higher Specialties Courses and refresher courses, excluding allotted to Public Health sections and rules thereon (excluding writ petitions) All matters relating to Tamil Nadu MGR Medical University. Medical College students strike. All matters relating to C.R.R.I. All matters relating to Telemedicine.</p> <p>2) Starting of New Medical/Dental Colleges, other than construction of buildings. Pool Officers to Government Medical Institutions. Visit of Foreign Experts, Dignitaries, students, etc., to Medical Colleges, Hospitals and institutions. Writ petitions relating to admission of candidates to MBBS, BDS, B.Pharm, etc courses. Indian Council of Medical Research Complaints against students who secured admission by giving false incorrect and misleading information and appeals against orders of Director of Medical Education. Writ petitions relating to P.G. Degree, Diploma certificate course and refresher course excluding courses allotted to public Health sections. Mobile Hospitals and training-cum service. Administration reports in respect of All Medical Colleges. Migration of students from one institution to another (within the state or outside the state).</p>

26.	PME	<p>1) All matters relating to the Private Colleges of Pharmacy. (Both B.Pharm and D.Pharm). Matters relating to conduct of Science Conference in the field of Medical Education and Sanction of Government Grants. All matters relating to para Medical courses. ROME (Re-orientation of Medical Education Scheme)</p>
27.	IM-I	<p>1) Service matters relating to Medical Officers, Lecturers, Readers, Professors and above in the Indian Medicine Department. Including regularisation of the period of unauthorised absence/period of suspension of delinquent officers on reinstatement of the personnel belonging to the respective service as a result of appeal or review or on acquittal by court order or when set aside by Court. Complaints against the Officers mentioned in item (1) above. Review under FR56(2) in respect of the officers mentioned in item (1) above. Non-service matters relating to the office of the Directorate of Indian Medicine. State Advisory Committees.</p> <p>2) Matters relating to Indian Medicine Education & matters relating to Government Siddha Medical Colleges, Government Unani Medical College and other teaching Medical Institutions, such as opening, creation, revival, revalidation and continuance of post, purchase of furniture, purchase of stores and medicines, settlement of tenders and Motor Vehicles. All matters relating to Buildings relating to Indian Medicine and Homeopathy colleges, Hospitals, Dispensaries and Pharmacies.</p>
28.	IM-II	<p>1) Service matters relating to category of Assistant Medical Officers/Assistant Lecturers and other categories of staff below Assistant Medical Officer, Assistant Lecturers including regularisation of the period of Unauthorised absence/period of suspension of delinquent officers on reinstatement of the personnel belonging to the respective service as a result of appeal or review or on acquittal by court order or</p>

		<p>when set aside by court etc. Complaints in respect of officers mentioned in items (a) above. Review under FR 56(2) in respect of the officers and staff mentioned in item (1) above. All matters relating to Indian Medicine institutions under Local Bodies and Private Medical Institutions.</p> <p>2) Scrutiny of applications for Registration under class B2 in Tamil Nadu Board of Indian Medicine. All matters relating to Ayurveda, Homeopathy, Naturopathy and Yoga and the Tamil Nadu Siddha Medical Board. All Matters relating to Tamil Nadu Board of Indian Medicine and Integrated Medicine. Matters relating to Government Hospitals, Dispensaries, and Pharmacies of Indian Medicine such as opening, creation and Continuance of posts, Purchase of stores, purchase of Medicines, settlement of tenders, Motor Vehicles and purchase of furniture. The Tamil Nadu Homeopathy system of Medicine and Practitioners Act, 1971.</p>
29.	OP-I	<p>1) Establishment matters pertaining to Officers, Section officers and Assistant Section Officers. Distribution of subjects among the sections. Allocation of work among the officers. Monthly return to Vigilance Commission. Acting arrangement in respect of Section Officers and Assistant Sections Officers. Disciplinary cases in respect of Section Officers and Assistant Section officers. In-service Training programme and disciplinary proceedings and other training programme conducted by Personnel and Administrative Reforms Department for Section Officers and Assistant Section Officers. Accounts and District Training for Officers. Compulsory retirement review under FR 56(2) in respect of Section Officers and Assistant Section Officers.</p> <p>2) Establishment matter relating to Assistants, Typists, Personal Clerks, Personal Assistants and Private Secretaries. Sanctioning of increment to all the staff, except Record Clerks</p>

		<p>and Office Assistants. Acting arrangement in respect of Assistant, Typists, P.C.s P.As., and P.S. Disciplinary cases in respect of Assistants, Typists, P.Cs., P.As., and P.S., including compulsory retirement Review under FR 56(2). Writing of Confidential Reports. Creation and continuance of post pertaining to Health and Family Welfare Department, Secretariat. Recording of Appointment and Relief Entries issued by A.S.O.I. All training programmes for ASOs and SOs other than those conducted by Personnel and Administrative Reforms Department, Recruitment by transfer, Deputation of ASOs and SOs for Revenue Inspector training and other training and Training Programme for officers outside the states. Preparation of Number statement.</p>
30.	OP-II	<p>1) Loans and Advances in respect of Staff of Health and Family Welfare Department. General Provident Fund, Part-Final Withdrawal, Special Provident Fund, Family Benefit Fund and Final Withdrawal of G.P.F. Collection of property returns in respect of Officers and members of the staff of Health and Family Welfare Department. Half-yearly Business Returns. Holiday Tappals and Maintenance of Holiday Register and other Incidental arrangements. Confidential Keys and Seal Register and periodical connected therewith. Settlement of Telephone bills and maintenance of Telephone Bill settlement Register. Medical Reimbursement claims of officers and staff. Budget relating to Health and Family Welfare Department Secretariat and Family Welfare Cell.</p> <p>2) All Establishment matters relating to Office Assistants and Record Clerks Record Assistant and Despatch Assistants. Provision of Telephone, Computer xerox, purchase of Typewriter, Furniture, stores, Bicycles, Duplicators, Number machines, Wall Clocks, Timepieces and Maintenance of Registers connected therewith. Clothing, Stationery and supply of manuals and reference books including printing of establishment list. Audit objections relating to Health and Family Welfare</p>

		<p>Department. Supply of Newspapers to Officers Contingencies. Acting arrangement of Office Assistants and Record Clerks, Record Assistants and Despatch Assistants. Disciplinary cases in respect of Records clerks and Office Assistants. Compulsory retirement review under FR 56(2) in respect of Records clerks and Office Assistants. Maintenance of Conference Hall and Officers Room.</p>
31.	Bills	<p>1) All items of Bills work relating to Officers. Preparation and maintenance of Bills relating to TA, LTC, Contingencies, telephones. Maintenance of all registers relating to Cash section. Drawal and disbursement of cash to staff. Reconciliation of Departmental figures with those of pay and Accounts Officer and Accountant General.</p> <p>2) All items of bills work and files relating to Non-Gazetted Officers till the coin statement is prepared. Files relating to credit and eligibility particulars in respect of various advances. Preparation of all advances, bills, House building advance, Handloom, Festival etc. Files relating to increment, pay fixation, Pension Gratuity, NDC, etc., of Nan Gazetted staff. Preparation of Number statement chalans, M.O.s furnishing of Budget figures to OP and residual ADADA work.</p>

SECRETARIAT: HEALTH AND FAMILY WELFARE DEPARTMENT)**Name and Designation of the Public Information Officer and Appellate Authority.****DEPARTMENT:- HEALTH AND FAMILY WELFARE DEPARTMENT.**

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Health and Family Welfare Department	Public Information Officer.	Thiru. P.Kandasamy, B.A.,	Deputy Secretary to Government (Medical Education)	044	25676229	--	--	--	Health and Family Welfare Department, Secretariat, Chennai-9.
Health and Family Welfare Department	Appellate Authority	Thiru.T. Jacob, I.A.S.,	Special Secretary to Government	044	25675459	26531799	--	--	Health and Family Welfare Department, Secretariat, Chennai-9.

H&FW (HEADS OF DEPARTMENT)

Name and Designation of the Public Information Officer and Appellate Authority.

HOD DIRECTORATE OF MEDICAL EDUCATION.

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Medical Education Department	Public Information Officer.	Dr. J. Mohanasundaram	Deputy Director of Medical Education (A&R)	044	28254681	24463744	--	--	Directorate of Medical Education, Kilpauk, Chennai-10.
Medical Education Department	Appellate Authority.	Dr. P. Vijayalakshmi.	Director of Medical Education.	044	28216619	28190225	28216617	--	Directorate of Medical Education, Kilpauk, Chennai-10.

H&FW (HEADS OF DEPARTMENT)

Name and Designation of the Public Information Officer and Appellate Authority.

HOD:- DIRECTORATE OF MEDICAL AND RURAL HEALTH SERVICES.

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Medical and Rural Health Services Department	Public Information Officer.	Tmt.S. Padmavathy.	Joint Director of Medical and Rural Health Services (Administration).	044	24321826	--	--	--	Directorate of Medical and Rural Health Services, Chennai-6.
Medical and Rural Health Services Department	Appellate Authority.	Dr.C.Mahalingam MD., DD.,	Additional Director of Medical and Rural Health Services (M)	044	24321835	--	--	--	Directorate of Medical and Rural Health Services, Chennai-6.

H&FW (HEADS OF DEPARTMENT)

Name and Designation of the Public Information Officer and Appellate Authority.

HOD:- DIRECTORATE OF PUBLIC HEALTH AND PREVENTIVE MEDICINE.

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Public Health and Preventive Medicine Department	Public Information Officer.		Joint Director of Public Health and Preventive Medicine (Immunisation)			--	--	--	Directorate of Public Health and Preventive Medicine
Public Health and Preventive Medicine Department	Assistant Public Information Officer.		Deputy Director of Public Health and Preventive Medicine (Data Management)				--	--	Directorate of Public Health and Preventive Medicine

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DPH&PM

Public Health and Preventive Medicine Department	Appellate Authority.		Directorate of Public Health and Preventive Medicine				--	--	Directorate of Public Health and Preventive Medicine, 359, Anna Salai, Chennai-9.
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H&FW (HEADS OF DEPARTMENT)**Name and Designation of the Public Information Officer and Appellate Authority.****HOD :- DIRECTORATE OF FAMILY WELFARE.**

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Directorate family Welfare Department	Public Information Officer.	Post Vacant	Deputy Director of Family Welfare (Information, Education, Communication.)	044	24336523	--	24321794	dfw@vsni.net	No.359, Anna Salai, DMS Campus, Chennai-6.
Directorate family Welfare Department	Public Information Officer.	Dr.T.J.Narayan Kishore	Deputy Director of Family Welfare (Inspection)	044	24338098	--	24321794	dfw@vsni.net	No.359, Anna Salai, DMS Campus, Chennai-6.
Directorate family Welfare Department	Public Information Officer.	Thiru.P. Muniappan.	Demo-grapher.	044	24321794	22329511	24321794	dfw@vsni.net	No.359, Anna Salai, DMS Campus, Chennai-6.

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DFW

Directorate of Family Welfare Department	Appellate Authority.	Dr.J.Amaladevi.	Project Officer (Medical Termination of Pregnancy) (in the cadre of Joint Director)	044	22431021	26247647	24321794	dfw@vsni.net	No.359, Anna Salai, DMS Campus, Chennai-6.
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H&FW (HEADS OF DEPARTMENT)

Name and Designation of the Public Information Officer and Appellate Authority.

HOD:- SPECIAL COMMISSIONERATE OF INDIAN MEDICINE AND HOMOEOPATHY.

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Office of Special Commissioner of Indian Medicine and Homoeopathy.	Public Information Officer.		Deputy Director of Indian Medicine and Homoeopathy (Administration)	044					Office of Special Commissioner of Indian Medicine and Homoeopathy Arumbakkam, Chennai-106.
Office of Special Commissioner of Indian Medicine and Homoeopathy.	Appellate Authority.		Joint Director of Indian Medicine and Homoeopathy.	044			--	--	Office of Special Commissioner of Indian Medicine and Homoeopathy Arumbakkam, Chennai-106.

H&FW (HEADS OF DEPARTMENT)**Name and Designation of the Public Information Officer and Appellate Authority.****HOD:- DIRECTORATE OF DRUGS CONTROL ADMINISTRATION.**

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Department of Drugs Control Administration	Public Information Officer.		Assistant Director of Drugs Control (Admn.) i/c.						Department of Drugs Control Administration, 359, Anna Salai, Chennai-6.
Department of Drugs Control Administration	Appellate Authority.		Director of Drugs Control.						Department of Drugs Control Administration, 359, Anna Salai, Chennai-6.

H&FW (HEAD OF DEPARTMENTS)**Name and Designation of the Public Information Officer****HOD:- TAMIL NADU STATE HEALTH TRANSPORT DEPARTMENT.**

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Tamil Nadu State Health Transport Department.	Public Information Officer.	Thiru.K.Chandran B.E.,	Automobile Engineer.						Tamil Nadu State Health Transport Department, Guindy, Chennai-32.

H&FW (HEADS OF DEPARTMENT)**Name and Designation of the Public Information Officer and Appellate Authority.****HOD:- TAMIL NADU STATE AIDS CONTROL SOCIETY.**

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Tamil Nadu State AIDS Control Society.	Public Information Officer.		Deputy Director (IEC)	044			--	--	417, Pantheon Road, Egmore, Chennai-8.
Tamil Nadu State AIDS Control Society.	Appellate Authority.		Project Director	044			--	--	417, Pantheon Road, Egmore, Chennai-8.

H&FW (HEADS OF DEPARTMENT)

Name and Designation of the Public Information Officer.

HOD:- DIRECTORATE OF REPRODUCTIVE AND CHILD HEALTH PROJECT.

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Directorate of Reproductive and Child Health Project.	Public Information Officer.		Joint Director (Training) and Programme Officer (Training)	044					359, Anna Salai, DMS Complex, 5 th Floor, Chennai-6.

H&FW (HEADS OF DEPARTMENT)**Name and Designation of the Public Information Officer****HOD:- TAMIL NADU STATE BLINDNESS CONTROL SOCIETY.**

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Tamil Nadu State Blindness Control Society.	Public Information Officer.	Dr.K.C. Parvatham, MS., DO.,	Project Director incharge.	044	28528873	--	044. 28528873		Rukmani Lakshmipathy Salai, Egmore, Chennai-8.

H&FW (HEADS OF DEPARTMENT)**Name and Designation of the Public Information Officer****HOD:- TAMIL NADU HEALTH SYSTEMS PROJECT.**

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Tamil Nadu Health Systems Project.	Public Information Officer.	Dr.B.Vasakumar	Deputy Director (Administration)	044					7th Floor, DMS Building, Teynampet, Chennai-6.

H&FW (HEADS OF DEPARTMENT)**Name and Designation of the Public Information Officer****HOD:- TAMIL NADU MEDICAL SERVICES CORPORATION LIMITED.**

Name of Office/Unit	Designation under the Act	Name	Designation	STD Code	Phone No..		Fax	E.Mail	Office Address
					Office	Home			
Tamil Nadu Medical Services Corporation Limited.	Public Information Officer.		Company Secretary	044	28191890				No.417, Pantheon Road, 2nd Floor, Egmore, Chennai-8.

CHAPTER 4

DEPARTMENT OF HEALTH AND FAMILY WELFARE

Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b) (v) of Right to 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 Government Business Rules and Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office Manual
- iii) Tamil Nadu Budget Manual
- iv) Tamil Nadu State and Subordinate Service Rules
- v) Tamil Nadu Civil Services (Discipline Appeal) Rules
- vi) Tamil; Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules of the Tamil Nadu Government
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Account Code
- xi) Tamil Nadu Treasury Code
- xii) The Tamil Nadu Land Acquisition Act, 1978
- xiii) Guidelines issued by the Government of India.

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

1.	Name of the Rules :	Tamil Nadu Government Business Rules and Secretariat Instructions.
	Type of the document :	The Rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.

2.	Name of the Manual	The Tamil Nadu Secretariat Office Manual.
	Type of the document	The manual describes the system and procedures to be followed in conducting the office work in the department of Secretariat.
3.	Name of the Manual:	The Tamil Nadu Budget Manual
	Type of the document:	This manual contains the rules framed by the Finance Department for the guidance if 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.
4.	Name of the document:	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules:	The Rules is made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5.	Name of the document:	Tamil Nadu Civil Services (Classification, Control and Appeal) Rules.
	Type of the Rules :	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6.	Name of the document :	Tamil Nadu Government Servants Conduct Rules
	Type of the Rules :	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the state in the performance of the duty with integrity and devotion to duty.

7.	Name of the document:	Tamil Nadu Pension Rules
	Type of the Rules :	The rules are made under the proviso to article 309 of Constitution of India in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the document:	Fundamental Rules of the Government of Tamil Nadu.
	Type of the Rules :	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc., of the members of civil service of the State.
9.	Name of the document:	Tamil Nadu Financial Code
	Type of the Code:	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
10.	Name of the document:	Tamil Nadu Account Code.
	Type of the Code:	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
11.	Name of the document:	Tamil Nadu Treasury Code.
	Type of the Code:	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
12.	Name of the document:	
	Type of the Act	
13.	Name of the document:	

	Type of the Guidelines:	
14.	Name of the Act:	
15.	Name of the Act :	
16.	Name of the Act:	
17.	Name of the Act	
18.	Name of the Act	

Names, designations and other particulars of the Public Information Officer and Appellate Authority

1. Government Level

Public Information Officer:

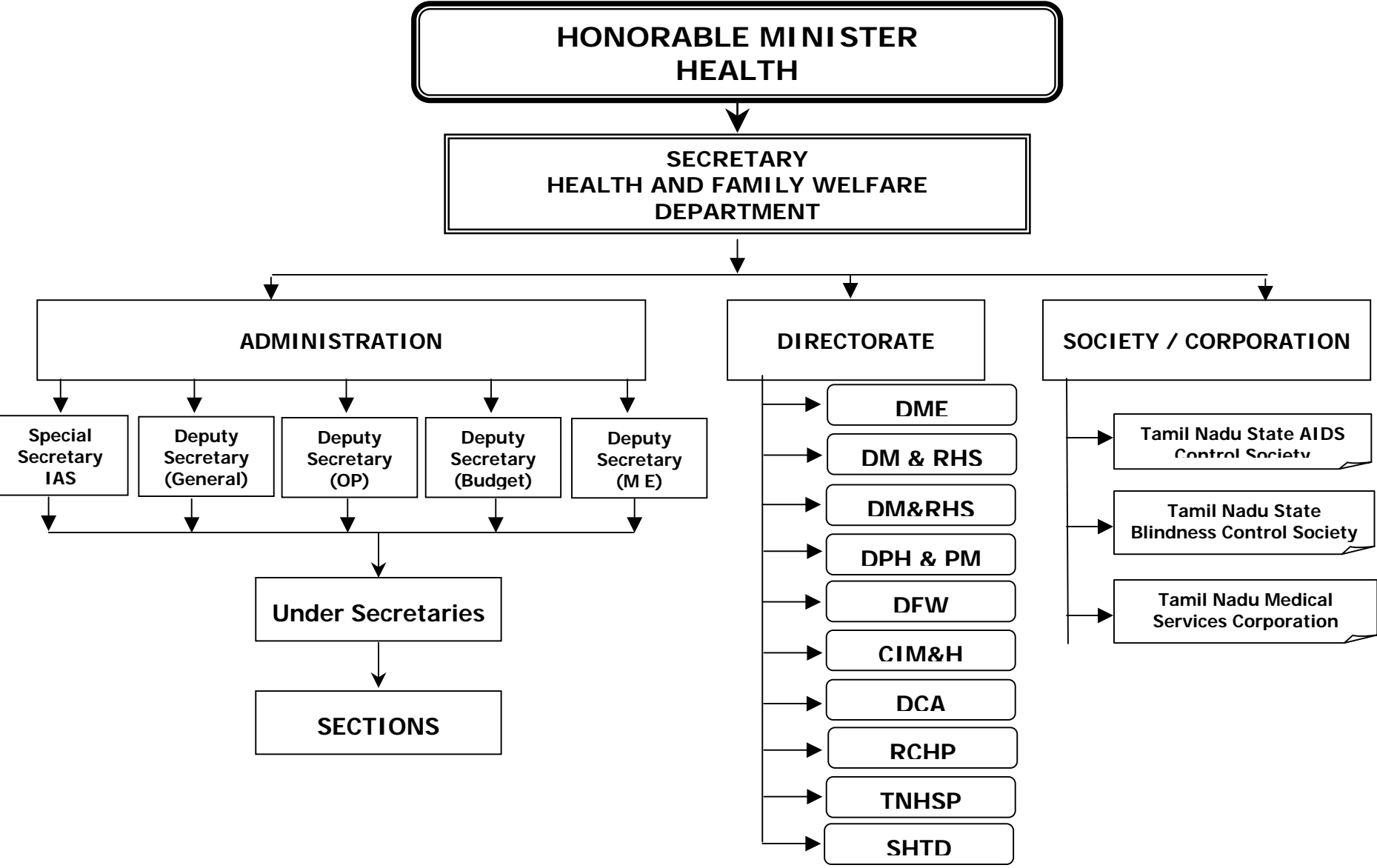
Name	Designation	STD code	Phone No		Fax	E-mail	Official Address
			Phone No Office.	Home			
Thiru P. Kandasamy	Deputy Secretary to Government (ME)		25676229	-			Deputy Secretary to Government (ME), Health and Family Welfare Department, Secretariat, Chennai-9.

Appellate Authority :

Thiru T. Jacob, IAS.,	Special Secretary to Government		25675459	-			Special Secretary to Government (i/c), Health and Family Welfare Department, Secretariat, Chennai-9.
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2. Directorate Level

ORGANISATION & STRUCTURE



Chapter - 10
 DIRECTORY OF OFFICERS AND EMPLOYEES AT THE SECRETARIAT DEPARTMENT AND
 THEIR MONTHLY REMUNERATION

Sl. No	Name Thiru/Tmt/ Selvi	Designation and Scale of pay	Gross Salary	STD Code	Phone No.	
					Office	Residence
1)	Thiru V.K. Subburaj, IAS	Secretary to Government.		044	25671875/2 5665671	24470767
2)	Thiru T. Jacob, IAS.,	Spl. Secretary to Government.			25675459/2 5665322	26531799
3)	Thiru G. Thangamani	Deputy Secretary to Government			25677607/2 5665207	25504388
4)	Thiru P. Kandasamy	Deputy Secretary to Government			25676229/2 5665486	22264831
5)	Thiru L. Chelladurai	Deputy Secretary to Government			25670638/2 5665451	23743399
6)	Thiru G. Rajasekaran	Deputy Secretary to Government			25671731/2 5665273	28524988
7)	Thiru S.S. Mohammed Masood	Under Secretary to Government. 12000-375-16500	27200/-		25665411	24326885
8)	Thiru S. Jayabalan	Under Secretary to Government 12000-375-16500	27145/-		25665121	25965684
9)	Thiru S. Dhinakaran	Under Secretary to Government 12000-375-16500	27,150/-		25665522	24951447
10)	Thiru K.K. Rathinam	Under Secretary to Government 12000-375-16500	27,150/-		25665274	26533766
11)	Tmt. Rajeswari Chandrasekaran	Under Secretary to Government 10,000-325-15200	25,941/-		25665416	26150163
12)	Thiru A. Purushothama Singh	Under Secretary to Government 12000-375-16500	27,150/-		25665521	22384347
13)	Thiru R.Krishnamurthy	Under Secretary to Government 10,000-325-15200	27,150/-		25665523	24361149
14)	Thiru K.M. Govindarajan	Under Secretary to Government 12000-375-16500	27,150/-		25665659	28510333
15)	Tmt. Rani Dayalan	Under Secretary to Government 12000-375-16500	26,545/-		25665152	24868716

16)	Thiru M. Muruganandham	Section Officer 6500-200-11100	17,013/-			
17)	Thiru K. Sengottaiyan	Section Officer 9100-275-14050	20,042/-			
18)	Thiru V. Ramajeyam	Section Officer 6500-200-11100	20,554/-			
19)	Thiru A. Arockiam	Section Officer 9100-275-14050	21, 809/-			
20)	Thiru K.S. Selvakumar	Section Officer 6500-200-11100	18,854/-			
21)	Thiru M. Gopalakrishnan	Section Officer 6500-200-11100	18,454/-			
22)	Thiru K. Chithiraikannu	Section Officer 6500-200-11100	18,926/-			
23)	Thiru D. Muthusamy	Section Officer 6500-200-11100	19,326/-			
24)	Thiru V. Avudaiappan	Section Officer 6500-200-11100	18,926/*-			
25)	Thiru G. Ramani	Section Officer 10000-325-15200	26,041/-			
26)	Tmt. P.V. Malinidevi	Section Officer 10000-325-15200	21,530/-			
27)	Thiru P. Masilamani	Section Officer 9100-275-14050	20,554/-			
28)	Thiru B.S. Sankar	Section Officer 6500-200-11100	20,042/-			
29)	Thiru M. Ebenezer	Section Officer 9100-275-14050	20,743/-			
30)	Thiru S. Vadivelu	Section Officer 10000-325-15200	21,809/-			
31)	Tmt. R. Jayammal	Section Officer 9100-275-14050	20,554/-			
32)	Thiru R. Paneer Selvam	Section Officer 6500-200-11100	19,326/-			
33)	Thiru T. George Dallas	Section Officer 9100-275-14050	20,042/-			
34)	Tmt. M.R. Geetha	Section Officer 6500-200-11100	18,454/-			
35)	N. Maragatham	Section Officer 9100-275-14050	19,670/-			
36)	R. Parvathy	Section Officer 6500-200-11100	18,454/-			
37)	A. Subramanian	Section Officer 9100-275-14050	20,042/-			
38)	S.P. Balasubramaniam	Section Officer 9100-275-14050	20,042/-			

39)	V. Selvaraj	Section Officer 9100-275-14050	18,926/-			
40)	J. Selvin	Section Officer 9100-275-14050	18,926/-			
41)	K. Manoharan	Section Officer 6500-200-11100	18,454/-			
42)	B.R.Ravindran	Section Officer 6500-200-11100	18,454/-			
43)	Tmt. K. G. Vijayalakshmi	Section Officer 9100-275-14050	19,670/-			
44)	D. Chandrasekaran	Assistant Section Officer 6500-200-10500	15,976/-			
45)	Tmt. Gracie Joseph	ASO 5500-175-9000	14,234/-			
46)	Vijayarani	ASO 5500-175-9000	13,909/-			
47)	S. Chandra	ASO 6500-200-10500	15883/-			
48)	G. Mohan	ASO 5500-175-9000	11,806/-			
49)	A. Manikkannan	ASO 5500-175-9000	15085/-			
50)	D.R. Ethirajan	ASO 6500-200-10500	15085/-			
51)	N. Latha	ASO 5500-175-9000	11,806/-			
52)	Tmt. S. Akila	ASO 5500-175-9000	14,660/-			
53)	M. Sarala	ASO 6500-200-10500	15085/-			
54)	S. Somaskathan	ASO 5500-175-9000	14,660/-			
55)	B. Kamakshi	ASO 5500-175-9000	11,806/-			
56)	B. Francis	ASO 5500-175-9000	14,660/-			
57)	K.P. Devadoss	ASO 5500-175-9000	14,234/-			
58)	S. Jayalakshimi	ASO 5500-175-9000	12982/-			
59)	S. Lavanya Veena	ASO 6500-200-10500	16773/-			
60)	G. Ponraju	ASO 6500-200-10500	15411/-			

61)	A. Ruby Maragatham	ASO 5500-175-9000	11,480/-			
62)	K.S. Rajeswari	ASO 5500-175-9000	14,234/-			
63)	J. Ashokkumar	ASO 6500-200-10500	17,238/-			
64)	S. Anandan	ASO 6500-200-10500	16,079/-			
65)	N. Kumar	ASO 5500-175-9000	11,480/-			
66)	C. Gnanabaskaran	ASO 6500-200-10500	15,534/-			
67)	N. Sivakami	ASO 5500-175-9000	12,982/-			
68)	R. Nagendran	ASO 6500-200-10500	18,826/-			
69)	M.S. Chitra	ASO 6500-200-10500	15,085/-			
70)	Sundar.S	ASO 6500-200-10500	13,909/-			
71)	Sadhasivam. P	ASO 5500-175-9000	12,982/-			
72)	Ramesh P.K.	ASO 6500-200-10500	15,085/-			
73)	K. Revathy	ASO 6500-200-10500	16,351/-			
74)	B. Pandian	ASO 6500-200-10500	15,929/-			
75)	C. Mukthiyar Begum	ASO 5500-175-9000	13,633/-			
76)	M. Sivakami	ASO 6500-200-10500	15411/-			
77)	Banumathy T.K.	ASO 5500-175-9000	12181/-			
78)	Jawaharlal Nehru	ASO 5500-175-9000	11,806/-			
79)	C. Venkatesan	ASO 5500-175-9000	15,085/-			
80)	B. Malliga	ASO 5500-175-9000	17238/-			
81)	C. Thanikachalam	ASO 5500-175-9000	17,375/-			
82)	Thirunavukkarasu D.	ASO 5500-175-9000	11,806			
83)	Indira.V	ASO 5500-175-9000	13,909/-			

84)	P. Mariammal	ASO 5500-175-9000	11,480/-			
85)	Jayalakshmi. K.	ASO 6500-200-10500	15,085/-			
86)	Rajan P.S.	ASO 6500-200-10500	15,085/-			
87)	M. Ravikumar	ASO 6500-200-10500	15929/-			
88)	Vethavalli J.	ASO 5500-175-9000	11,480/-			
89)	Padmamalini.J.	ASO 6500-200-10500	13,583/-			
90)	Madurai Meenakshi	ASO 5500-175-9000	12,982/-			
91)	Indhira . V	Assistant 3625-85-4900	9530/-			
92)	V. Thangamani	Assistant 3625-85-4900	9249/-			
93)	Nagappan. A	Assistant 3625-85-4900	7601/-			
94)	N. Valli	Assistant 3625-85-4900	9902/-			
95)	Bakthavatchlam . S	Assistant 3625-85-4900	7443/-			
96)	Sayeenath . B	Assistant 3625-85-4900	7443/-			
97)	G. Umadevi	Private Secretary 6500-200-11100	20042/-			
98)	Radhamani M.R.	Private Secretary 10000-325-15200	27,150/-			
99)	Balasubramanian K.K.	Personal Assistant 8000-275-13500	22,174/-			
100)	Vimala G.K.	Personal Assistant 6500-200-111--	14660/-			
101)	N. Kalyani	Personal Clerk 5000-150-8000	13,490/-			
102)	Rama .A	Personal Clerk 5000-150-8000	11108/-			
103)	Maria Pushpam	Senior Typist 5000-175-9000	15305/-			
104)	Rajendran. S.	Senior Typist 5000-150-8000	11447/-			
105)	Selvi Sarojini Bai	Senior Typist 5000-175-9000	15085/-			
106)	K. Padmanabhan	Senior Typist 5000-175-9000	15085/-			

107)	Balakrishnan . P.	Duffadar 2750-70-3800-75-4400	8809/-			
108)	Vedagiri.R	Despatch Assistant 3200-85-4900	9858/-			
109)	Velayutham .K	Record Assistant 3200-85-4900	9908/-			
110)	Anthony Placit	Record Clerk 3200-85-4900	8602/-			
111)	Subramanian M	Record Clerk 3050-75-3950-80-4950	9327/-			
112)	Nagesan . P	Record Clerk 3050-75-3950-80-4950	9121/-			
113)	Kabli . R	Record Assistant 3625-85-4900	9324/-			
114)	Arockiam S	Record Clerk 2610-60-3150-65-3450	9444/-			
115)	Dakshinamurthi R.	Record Clerk 2650-65-3300-70-4000	7188/-			
116)	Purushothaman D.	Record Clerk 3050-75-3950-80-4950	8727/-			
117)	Rajendran D.	Office Assistant 2750-70-3800-75-4400	8417/-			
118)	Sugumaran S.L.	Office Assistant 2750-70-3800-75-4400	8147/-			
119)	Maria Peter Joseph	Office Assistant 2650-65-3300-70-4000	7412/-			
120)	Pitchandi . K	Office Assistant 2650-65-3300-70-4000	3539/-			
121)	Vijayakumar .V	Office Assistant 2650-65-3300-70-4000	7525/-			
122)	Premjith V	Office Assistant 2650-65-3300-70-4000	6698/-			
123)	Ananda Jeevan	Office Assistant 2650-65-3300-70-4000	7362/-			
124)	Chandrababu V	Office Assistant 2650-65-3300-70-4000	7362/-			
125)	Alphonse V.M.	Office Assistant 2650-65-3300-70-4000	8058/-			
126)	Kalyanakumar C	Office Assistant 2650-65-3300-70-4000	7024/-			
127)	Rajendran C.V.	Office Assistant 2650-65-3300-70-4000	7203/-			
128)	Silvester	Office Assistant 2650-65-3300-70-4000	6825/-			
129)	Rajagopal V	Office Assistant 2650-65-3300-70-4000	6586/-			

130)	Murugan P.	Office Assistant 2650-65-3300-70-4000	8669/-			
131)	Samkumar	Office Assistant 2650-65-3300-70-4000	7362/-			
132)	Janarthanan G	Office Assistant 2650-65-3300-70-4000	8108/-			
133)	A. Sridhar	Office Assistant 2650-65-3300-70-4000	6689/-			
134)	Surendran K	Office Assistant 2650-65-3300-70-4000	7353/-			
135)	S. Manhiramoorthy	Section Officer 6500-200-11100	20,042/-			
136)	K. Srinivasan	Personal Assistant 5500-175-9000	17,238/-			
137)	Padma V	ASO 6500-200-10500	15085/-			
138)	Ranganayaki K.S.	Personal Assistant 6500-200-10500	19059/-			

