



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

**GOVERNMENT OF TAMIL NADU**  
**HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI DEPARTMENT**  
SECRETARIAT,  
CHENNAI - 600 009

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## INTRODUCTION

- 1.1 In order to sponsor transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Handlooms, Handicrafts, Textiles and Khadi, Government of Tamil Nadu 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 Handlooms, Handicrafts, Textiles and Khadi and the organisations under its administrative control.
- 1.4 The Handlooms, Handicrafts, Textiles and Khadi Department has designated Thiru D. Parthasarathy, Deputy Secretary to Government as its Public Information Officer (PIO) for all matters concerning the Department. A person requiring any information under the Act may contact Thiru D. Parthasarathy, Deputy Secretary to Government, Handlooms, Handicrafts, Textiles and Khadi Department , Secretariat, Chennai-9. His Office telephone No. is 25670896. The Department has designated Tmt.Kannegi Packiyathan, I.A.S., Additional Secretary to Government as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is
- Tmt.Kannegi Packiyathan, I.A.S.,  
Additional Secretary to Government,  
Handlooms, Handicrafts, Textiles and Khadi Department,  
Secretariat, Chennai-9.  
Telephone No: 25670681
- 1.5 The procedure and fee structure for getting information are as under:-

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information

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Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by cash or by demand draft or 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 Tamil Nadu Right to Information (Fees) Rules 2005" (DPC 0075 00 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer 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 as below should be paid as per the mode at (a) above.

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (ii) actual charge or cost price of a copy in larger size paper;
- (iii) actual cost or price for samples or models; and
- (iv) for inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

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

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

Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.5 above for seeking information under the Right to Information Act, 2005.

The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

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**TELEPHONE NUMBERS CONNECTED WITH HANDLOOMS, HANDICRAFTS,  
TEXTILES AND KHADI DEPARTMENT**

DESIGNATION	NAME Tvl./Tmt.	DIRECT	INTER COM
SECRETARY	Vishwanath Shegaonkar, I.A.S.,	25671623	5366
Additional Secretary	Kannegi Packianathan, I.A.S.,	25670681	5362
Deputy Secretary	D. Parthasarathy	25670896	5665
U.S.(OP)			5752
U.S. (Seri)	P. Thangaraj		5141
U.S. (Khadi)	M. Ramasamy		5868

**ADDRESS OF THE MAIN OFFICE**

Secretary to Government  
Handlooms, Handicrafts, Textiles and Khadi Department,  
Secretariat,  
Chennai – 600 009.

**OFFICE HOURS**

The usual office hours are from 10.00 a.m to 5.45 p.m. throughout the week except government holidays.

**DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI**

Particulars of organization, functions and duties  
under Section 4 (1) (b) (i) of Right to Information Act, 2005.

## OBJECTIVE / PURPOSE OF THE DEPARTMENT

The Handlooms, Handicrafts, Textiles and Khadi Department consists of 5 major wings i.e. Handlooms, Handicrafts, Textiles, Khadi and Sericulture. The Handlooms and Textiles is under the control of Commissioner of Handlooms and Textiles and Sericulture Department is under the control of Commissioner of Sericulture. The Handicrafts Wing is administered by a Chairman and Managing Director. The Tamil Nadu Khadi and Village Industries Board is administered by a Chief Executive Officer, the Tamil Nadu Palm Products Development Board is administered by the Chief Executive Officer, Tamil Nadu Palm Products Development Board.

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## **DEPARTMENT OF HANDLOOMS AND TEXTILES**

### ACTIVITIES OF THE DEPARTMENT OF HANDLOOMS AND TEXTILES

The primary object of the Department of Handlooms and Textiles is to promote the harmonious growth of Handloom, Powerloom and Textile Sectors and to strive for the welfare of all concerned particularly that of the weavers and workers.

The Commissioner of Handlooms and Textiles is the “Functional Registrar” for the Handloom and Powerloom Weavers’ Cooperative Societies and other Cooperative Institutions connected with the Industry throughout the State and is vested with powers delegated under the Tamil Nadu Cooperataive Societies Act and Rules.

The Commissioner of Handlooms and Textiles also functions as the ‘State Textile Authority’ and as such has a general responsibility to facilitate the smooth functioning of the Spinning and Textile Mills, Hosiery units, Handlooms and Powerlooms. The Department has the overall responsibility for ensuring the availability of rawmaterials to all sectors of the industry, augmenting the production of yarn and fabrics at reasonable prices as well as creating an environment to promote the sale of end products. The Department has a special responsibility for the supply of yarn and other raw materials to the Weaver’s Cooperative Societies and arranging for marketing of the finished products through Co-optex, Loom World, Society’s own showrooms and other selling outlets.

The Department of Handlooms and Textiles also promotes the Socio- economic well-being of the weavers and is incharge of implementing various welfare and developmental schemes for their welfare through 18 circle Deputy Directors / Assistant Directors of Handlooms and Textiles.

Various Institutions functioning under the administrative control of the Department are as follows:-

1117 Handloom Weavers’ Cooperative Societies

127 Powerloom Weavers’s Cooperative Societies

18 Cooperatiave Spinning Mills (At present,

5 Cooperative Spinning Mills Viz. Anna, Bharathi, Pudukottai,

Kanyakumari & Dharmapuri are functioning)

Tamil Nadu Handloom Weavers' Cooperative Society Limited (Co-optex), Chennai

Tamil Nadu Zari Limited, Kancheepuram

Tamil Nadu Handloom Development Corporation Limited, Chennai

Tamil Nadu Cooperative Textile Processing Mills Limited, Erode

Tamil Nadu Textile Corporation Limited, Coimbatore.

Tamil Nadu Cooperative Spinning Mills Federation Ltd (TANSPIN), Chennai.

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#### WELFARE SCHEMES FOR HANDLOOM WEAVERS

1. The Co-operative Handloom Weavers' Savings and Security Scheme
2. Central Thrift Fund Scheme
3. Tamil Nadu Handloom Weavers' Family Pension Scheme
4. Cooperative Handloom Weavers' Old Age Pension Scheme
5. Weavers' House Cum Workshed Scheme
6. Workshed Scheme
7. Mahatma Gandhi Bunkar Bima Yojana Scheme (Insurance Scheme for Handloom Weavers)
8. Health Insurance Scheme for Handloom Weavers
9. Awarding Scholarships under Dr.M.G.R. Handloom Weavers' Welfare Trust
10. Payment of Scholarship to Students of Indian Institute of Handloom Technology, Salem.

#### HANDLOOMS DEVELOPMENT SCHEMES

1. Rebate Subsidy Scheme
2. Deendayal Hathkargha Protsahan Yojana Scheme
3. Free distribution of Sarees and Dhoties Scheme
4. Free distribution of Uniform Scheme
5. Working Capital at concessional rate of interest to Handloom Weavers Cooperative Societies and Co-optex
6. Prize Award Scheme for the Best Exporters
7. Prize Award Scheme for Best Weavers for New Designs
8. Integrated Handloom Cluster Development Programme

#### INSTITUTIONS UNDER THE CONTROL OF THE DEPARTMENT

1. Tamil Nadu Handloom Weavers' Co-operative Society Limited (Co-optex)
2. Tamil Nadu Handloom Development Corporation Limited, Chennai
3. Tamil Nadu Zari Limited, Kancheepuram
4. Tamil Nadu Co-operative Textile Processing Mill Limited, Erode
5. Tamil Nadu Textile Corporation Limited, Coimbatore
6. Tamil Nadu Co-operative Spinning Mills Federation Limited (TANSPIN), Chennai

The Public Information Officer of the Department of Handlooms and Textiles is the Joint Director (Handlooms) Office of the Commissioner of Handlooms and Textiles Kuralagam, IInd Floor Chennai-108. The Appellate Authority is the Commissioner of Handlooms and textiles, Chennai-600 108.

#### **THE TAMIL NADU HANDLOOM WEAVER'S CO-OPERATIVE SOCIETY LIMITED (CO-OPTEx)**

The Tamil Nadu Handloom Weavers' Co-operative Society Limited (CO-OPTEx) was established in the year 1935 with the main objective of organizing and promoting the Handloom Industry in the Cooperative Sector. The main functions of Co-optex are to market the products produced by the Weavers Cooperative Societies and to supply yarn to the Weavers' Cooperative Societies in Tamil Nadu. Co-optex is having 206 Showrooms within the State and 70 Showrooms outside Tamil Nadu.

The Co-optex is also acting as a nodal agency for procuring and supplying cloth required under Free Distribution of Sarees and Dhoties Scheme. Free Supply of Uniform to School Children Scheme and Supply of Sarees and Dhoties to old age pensioners.

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The Public Information Officer is the Senior Manager, Public Relations and systems, Co-optex, Chennai-600 008.

The Appellate Authority is the Managing Director, Tamil Nadu Handloom Weavers Cooperative Society Limited (Co-optex), 350, Pantheon Road, Egmore, Chennai-600 008.

#### **DEPARTMENT OF SERICULTURE**

The agro-based sericulture industry provides regular income to the farmers and employment opportunities to the rural people throughout the year. Sericulture ensures good returns in a short period with lesser investment and is suited for rural women folk to earn high remuneration. The Department of Sericulture is functioning from 1979 with headquarters at Salem.

Important activities of the Sericulture Department are as follows:

1. Motivating the farmers to plant high yielding Mulberry varieties;
2. Assisting the farmers to get required quantity of saplings in time;
3. Imparting training to farmers to adopt improved technologies developed in Mulberry cultivation and Silkworm rearing;
4. Providing assistance for the construction of separate rearing house and procurement of improved rearing equipments;
5. Ensuring timely supply of good quality disease free layings to the farmers;
6. Ensuring distribution of quality disinfectants to the farmers for successful harvest of cocoon crops without any disease attack in Silkworm rearing;
7. Providing assistance for the establishment of private chawkie rearing centres to enable to distribute healthy chawkie silk worms to the farmers;
8. Providing assistance to the farmers to install drip irrigation system in their mulberry garden; and
9. Providing marketing facilities for the sale of cocoons produced by the farmers.

#### **GOVERNMENT ANNA SILK EXCHANGE, KANCHEEPURAM**

The Anna Silk Exchange is the Centre used for marketing the raw silk produced by the silk reeler of the state. It is functioning from 09.01.1991 at Kancheepuram. All the silk lots



brought to this exchange for marketing by the silk reelers are tested for quality, by the Silk Testing and Conditioning House of Central Silk Board at Kancheepuram.

#### **TANSILK, KANCHEEPURAM**

For the supply of quality silk at fair price and required quantities to the silk weavers co-operative societies, Khadi and Village Industries Board, and Sarvodaya Sanghs, TANSILK (Tamil Nadu Silk Producers Co-operative Federation) was registered Cooperative Federation on 17.04.1978 and has been functioning from 09.09.1978.

#### **TAMIL NADU SERICULTURE TRAINING INSTITUTE, HOSUR**

1. For the purpose of giving training to the staff and sericulturists, the 'Government Sericulture Training School' was established at Hosur during 1973.
2. During the year 2005-2006, Sericulture Training School was registered under Tamil Nadu Societies Registration Act 1975 with a change in the name as, "Tamil Nadu Sericulture Training Institute".
3. Both on-campus and off-campus training courses are conducted by the Institute based on the requirement of trainees.

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The Public Information Officer of the Department of Sericulture is the Joint Director of Sericulture, Office of the Commissioner of Sericulture, Foulke's Compound, Anaimedu, Salem – 636 001.

The Appellate Authority is the Commissioner of Sericulture, Salem-636 001.

#### **THE TAMILNADU HANDICRAFTS DEVELOPMENT CORPORATION LIMITED**

In order to give special impetus and new direction for the promotion and development of handicrafts in the State of Tamil Nadu, a separate Corporation styled as "*The Tamil Nadu Handicrafts Development Corporation Limited*" was formed as a Government owned Public Limited Company and incorporated under the Companies Act, 1956 on 26.07.1973. The Corporation commenced its business from 01.08.1973. The Handicrafts Sales Emporia/Depots and the Training-cum-Production Centres in various crafts which functioned under the control of Industries and Commerce Department and Tamil Nadu State Co-operative Marketing Society Limited were transferred to the Corporation immediately after its formation. The Corporation is running its business under the trade name "Poompuhar" and today "Poompuhar" is a repository for the best handicrafts of Tamil Nadu.

#### **THE OBJECTS AND PRESENT FUNCTIONS OF THE CORPORATION**

The main objectives of the Corporation are as follows:

- i) to undertake the job of marketing the handicrafts produced by the artisans of Tamil Nadu;
- ii) to impart training to artisans to upgrade their skills;
- iii) to improve the productivity and the quality of the products, while at the same time reduce drudgery and removing occupational hazards;
- iv) to encourage new innovative design;
- v) to provide socio-economic security for craftspersons; and
- vi) to fulfill the above objectives, the Corporation is engaged in activities like marketing, production, undertaking special temple projects, training of artisans, etc.

## COMMERCIAL ACTIVITIES

The Corporation is implementing its main objective viz. providing marketing assistance to the craftspersons by selling their artefacts through the 16 Poompuhar Sales Showrooms and also by conducting exhibitions in various parts of the country.

The Corporation through its production centres has been producing various handicraft items.

The Public Information Officer is the Production Manager, Tamil Nadu Handicrafts Development Corporation Ltd, 759, Anna Salai, Chennai-2.

The Appellate Authority is the Chairman & Managing Director, Tamil Nadu Handicrafts Development Corporation Ltd, Chennai-2.

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## TAMIL NADU KHADI AND VILLAGE INDUSTRIES BOARD

The Tamil Nadu Khadi and Village Industries Board was established in April 1960 to accelerate the promotion and development of Khadi and Village Industries. The main object of the Khadi and Village Industries Board is to develop Khadi through the Board's own units spread all over the State, thus enabling the weaker section of the people to get atleast some employment at their door steps with the lowest possible level of investment. Similarly under the Village Industries also the main aim is to utilise the existing local resources to generate employment at the door steps of the Village Artisans with the lowest possible investment of capital. With these objectives in view, the main functions of the Board are to plan, organize and implement suitable programmes throughout the State.

## WELFARE MEASURES FOR THE SPINNERS, WEAVERS AND ARTISANS

An Artisan Welfare Fund is operated by the Board. The weavers contribute 12% of their wages to this fund and the Board is also contributing an equal share. The corpus fund thus created is utilised for the benefit of the spinners and weavers. Further in addition to the wages, 10% of the amount is also paid to the Spinners and Weavers by the Board as incentive. Financial assistance is being given to the spinners and weavers for meeting marriage, education and medical expenses etc., from this Fund.

## GROUP INSURANCE SCHEME

Group Insurance Scheme has been introduced for the Spinners /Weavers.

## CARPENTRY AND BLACKSMITHY INDUSTRY

Carpentry and Blacksmithy Industry is one of the major industries identified by the Khadi and Village Industries Commission, Tamil Nadu Khadi and Village Industries Board has also identified this Industry as one of the major industries under its purview. There are seven Department units working under the control of the Board namely Guindy, Veeraraghavapuram, Arakonam, Pallikonda, Tirupur, Nanjikottai and Pettai.

## LEATHER INDUSTRY

Amongst various industries functioning under Khadi Board “Leather Industry” is one of the major Industries. At present, 19 Foot-wear units are functioning in Tamil Nadu, where quality foot-wear and leather goods are being manufactured.

#### NON-EDIBLE OIL AND SOAP INDUSTRY

One of the most important Industries of the Tamil Nadu Khadi and Village Industries Board offering employment to the poorest of the poor in the remote village of Tamil Nadu is the “NON-EDIBLE OIL AND SOAP INDUSTRY “. There are 24 Soap units functioning under the control of the Board.

#### BEE KEEPING INDUSTRY

Bee keeping Industry is one of the important activities of the Board. The Board is procuring raw honey mostly from the Bee Keepers of Marthandam Area in Kanyakumari District and Jamunamarathur in Thiruvannamalai District.

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#### HAND MADE PAPER INDUSTRY

Hand Made Paper Industry is an Industry which is purely based on ‘Wealth from waste’. At present four Hand Made Paper Units at Pidagam (Villupuram District) Shenbagaputhur (Erode District) Govanur Packaging Unit (Coimbatore District) and Ooty Paper Bag and manufacturing unit (The Nilgiris District) are functioning under the control of Tamil Nadu Khadi and Village Industries Board.

#### POTTERY INDUSTRY

Pottery Industry is one of the traditional Industries being developed by the Tamil Nadu Khadi and Village Industries Board, in the State. There are 3 Pottery Units functioning under the control of the Board. In these units Glazed wares and pottery articles are manufactured which have a good patronage. Khadi Krafts spread all over the State sells Ceramic and fancy pottery articles.

#### **TAMIL NADU PALM PRODUCTS DEVELOPMENT BOARD**

Tamil Nadu is pioneer in development of Palm Products Industry in India. Tamil Nadu has a potential Centre for the growth and development of Palm Products Industry to a greater extent. Out of the estimated 8.01 crores of Palmyrah in India, about 4.61 crores of Palmyrah are in Tamil Nadu. "PALMYRAH" is the “STATE TREE” of Tamil Nadu.

In order to develop and promote the Palm Products Industry in the State a separate first and foremost Board in India namely “TAMIL NADU PALM PRODUCTS DEVELOPMENT BOARD” was established under Tamil Nadu Act (15) of 1994, and it is functioning with effect from 6.1.1995 having its Headquarters in Chennai.

Tamil Nadu Palm Products Development Board, is not directly involved in trading activities. 996 Primary Palm Jaggery Cooperataive Societies (including Palm Leaf Workers Cooperative Societies), 8 Districts Palmgur Marketing Cooperative Federations and 1 Tamil Nadu State Palmgur and Fibre Marketing Cooperative Federation are directly engaged in production and trading activities. The Palm Products produced are marketed through these institutions as well as through Khadi Krafts and sale outlets all over the State.

The main object of this Board is to produce Palm Products easily marketable and attractive to introduce modern concepts in the Palm Products Industry, to promote research for the development of Palm Products Industry and better utilisation of Palm Products and to achieve a social objective of alleviating rural poverty among the workers of the Palm Products Industry.

The Public Information Officer is the Assistant Director / Deputy Director, Central Office, Tamil Nadu Khadi and Village Industries Board, Kuralagam, Chennai-108.

The Appellate Authority is the Joint Secretary/ Financial Adviser and Chief Accounts Officer, Tamil Nadu Khadi and Village Industries Board, Kuralagam, Chennai-108.

## DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

### Powers and duties of officers and employees

#### Under Section 4(1)(b)(ii) of Right to Information Act, 2005

This Department is headed by the Secretary to the Government of Tamil Nadu, who is an IAS officer. The Secretary is the administrative head of the Department. He is assisted by Additional Secretary, Deputy Secretary and three Under Secretaries. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. The powers and duties of the officers in the department of Secretariat are indicated below:-

#### A) Secretary to Government

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Additional Secretary, Deputy Secretary and Under Secretary and is responsible for seeing

that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

B) Additional Secretary / Deputy Secretary

The Additional Secretary / Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Additional Secretary / Deputy Secretary also exercises control over the sections placed in her / his charge both in regard to despatch of business and in regard to discipline.

C) Under Secretaries

The Under Secretaries exercises control over the sections placed in his/her charge both in regard to despatch of business and in regard to discipline.

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2). This Department consists of 8 sections and the subjects dealt within these sections are tabulated below:-

Sl. No.	Sections	Details of subjects dealt with
1.	A	Service matters relating to Officers, Section Officers and Assistant Section Officers, Budget provisions relating to Handlooms, Handicrafts, Textiles and Khadi Department, Confidential Records Maintenance, Other General matters to O.P. Section. Establishment matters relating to Private Secretary, Personal Assistants, Personal Clerks, Assistants, Typists, Record Clerks, Drivers, and Office Assistants, Settlement of Telephone Bills, Settlement of Airlines Bills, Loans and Advances, Furnitures, Buildings, Stationery and Motor Vehicles, Medical reimbursement Bills and Contingencies.
2.	B	Review of Target and Achievements, Coordination, Consolidation of reports from the various Heads of Departments and furnishing them to other Departments, consolidation of Budget proposals for the entire Department, meetings of the Standing Finance Committee, Constitution of Tamil Nadu Khadi and Village Industries Board, Amendment to Tamil Nadu Palm Products Development Board Act Rules and all meetings in which VIP participate.  Village Industries under Tamil Nadu Khadi and Village Industries Board, including Tamil Nadu Palmgur Federation – SCP

		/ CDP Schemes and all related matters Tamil Nadu Palm Products Development Board.
3.	C	<p>Cooperative Spinning Mills and those managed by Tamil Nadu Textiles Corporation and all connected matters – processing societies including Cooperative Processing Societies – Setting up of New Mills in the Cooperative Sector – Tamil Nadu Textiles Corporation – TANSPIN.</p> <p>Revival of sick and closed Spinning Mills - Declarations of Relief Undertakings ( Special Provisions) Act 1969 – Spinning Mills in Private Sectors / Joint Sectors and related matters.</p>
4.	D	<p>Handlooms in Cooperative Sector including Handlooms Projects, interest subsidy to Powerloom Weavers Cooperative Societies – 90% loss Guarantee Scheme - Integrated Handloom Village Development Scheme and all matters connected therewith.</p> <p>Matters relating to Free Distribution of Sarees and Dhoties Scheme, Deendayal Nathkargha Protsahan Yojana Scheme, Weavers problems, Weavers Welfare Schemes - Supply of Uniform to School Children and rebate claims.</p>

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5.	E	<p>Problems relating to supply of raw materials to weavers and connected matters, Tamil Nadu Handloom Development Corporation Limited, Tamil Nadu Handicrafts Development Corporation Limited, Tamil Nadu Zari Limited and matters relating to powerlooms and all matters connected with, Victoria Technical Institute, Hank yarn, Pinnaladai, Co-optex except matters relating to free distribution scheme, budget in respect of Handlooms and Textiles and Handicrafts.</p> <p>Establishment matters of Handlooms and Textiles – Inspection Reports of Directorate of Handlooms and Textiles – Enforcement Wing Disciplinary cases from the level of Assistant Directors of Handlooms and Textiles.</p>
6.	F	<p>Service matters relating to Tamil Nadu Khadi and Village Industries Board and Service Regulations, Miscellaneous matters relating to Khadi and Village Industries Board.</p> <p>Policy – Finance and Budget of Tamil Nadu Khadi and Village Industries Board – Rebate - Net Cost Grant – Annual Report and Audit Reports of Tamil Nadu Khadi and Village Industries Board and its Units – Inspection Reports of Tamil Nadu Khadi and Village Industries Board.</p>

7.	G	<p>Establishment matters relating to Sericulture Department – Tansilk – Supply of Silk Yarn to Silk Handloom Weavers Cooperative Societies.</p> <p>Sericulture Schemes – Budget of Sericulture Directorate - Area Development Programme like HADP, ITDP, DPAP etc. – Miscellaneous matters relating to Sericulture Department.</p>
8.	Bills	<p>Supervision and following up of all works relating to drawal and disbursement of salary, T.A. Bills, advances, etc. pertaining to the officers and staff of Information and Tourism Department and maintenance of all registers such as Chalan registers, cash book UDP register, cheque register, etc., relating to the drawal and disbursement of the above work. Weekly reconciliation of UDP with cash in hand.</p> <p>Supervision of all other items of works relating to leave and G.P.F. eligibility, entry on the service book, probation, increments, pay fixation, pension calculation, posting of advance registers, reconciliation of loans and advances and reconciliation of departmental figures with sub Pay and Accounts Officer and Accountant General and Miscellaneous files, etc.</p> <p>Preparation of main bills and supplementary bills of non-gazetted and gazetted establishment. Files relating to increment, probation, pay fixation, pension, gratuity of non-gazetted Officers. Issue of LPCs and NDCs to Non-gazetted Officers. Posting of LIC, CTD, Society and preparation of acquittance and coin statement. Reconciliation of departmental figures with PAO and AG every month and issue of certificate. Preparation of number statement and furnishing of Budget figures to OP-II section for onward transmission to Finance P&amp;D Department.</p> <p>Certificate of leave and GPF eligibility, making entries in Service Books. Preparation of GPF advance bills, presentation of bills to PAO and noting of token number on the bills. Assisting the A.S.O in main bills and posting. Furnishing of GPF missing credit, rent recovery, etc. and miscellaneous subjects.</p>

## Procedure followed in decision making process

Under Section 4(1)(b)(iii) of Right to Information Act,2005

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants'

conduct rules, 1973 are also followed wherever applicable.

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section Officer, Under Secretaries and Deputy Secretary/Additional Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

#### DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

##### Norms set for the discharge of functions

##### Under Section 4 (1)(b)(iv) to Right to Information Act, 2005

For the discharge of functions allocated to the Handlooms, Handicrafts, Textiles and Khadi Department, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are listed u/s 4(1) b(v):-



DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

Rules, Regulations, Instructions, Manuals and records for discharging functions under Section 4(1)(b)(v) to 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 and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Account Code
- xi) Tamil Nadu Treasury Code
- xii) The Tamil Nadu Land Acquisition Act, 1978
- xiii) Guidelines issued by the Government of India
- xiv) Tamil Nadu Leave Rules
- xv) Tamil Nadu Basic Service Rules
- xvi) Tamil Nadu Secretariat Service Rules
- xvii) Tamil Nadu General Services [Class – (XII & XIIA)
- xviii) Tamil Nadu General Subordinate services (Class-XXII)
- xix) Tamil Nadu Public Service Commission Regulations

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

1.	Name of the Rules	Types of the Document
	Tamil Nadu Government Business Rules and Secretariat Instructions	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	Types of the Document

	The Tamil Nadu Secretariat Office Manual	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.
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3.	Name of the Manual	Types of the Document
	The Tamil Nadu Budget Manual	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
4.	Name of the Document	Types of the Rules
	Tamil Nadu State and Subordinate Service Rules	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5.	Name of the Document	Types of the Rules
	Tamil Nadu Civil Services (Discipline and Appeal) Rules.	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6.	Name of the Document	Types of the Rules
	Tamil Nadu Government Servants Conduct Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
7.	Name of the Document	Types of the Rules
	Tamil Nadu Pension Rules	The rules are made in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the Document	Types of the Rules
	The Fundamental Rules of the Tamil Nadu Government	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	Types of the Code
	Tamil Nadu Financial Code	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.

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10.	Name of the Document	Types of the Code
	Tamil Nadu Accounts 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	Types of the Code
	Tamil Nadu Treasury Code	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
12.	Name of the Document	Types of the Act
	Tamil Nadu Land Acquisition Act, 1978	The Act contains the procedure for acquisition of lands for construction of houses, schools etc. for the welfare of SC/STs of this State.
13.	Name of the Document	Types of the Guidelines
	Guidelines issued by the Government of India.	The Government of India issued guidelines for grant of aid to this State for the welfare of SC/STs, such as Scholarships, Special Central Assistance to Special Component Plan, Grants under Article 275 (i) of Constitution of India.
14.	Name of the Document	Types of Rules

	<b>Tamil Nadu Leave Rules</b>	Describes various kinds of Leave admissible to Government Servants and prescribe the eligibility criteria for various kinds of leave
15.	<b>Tamil Nadu Basic Service Rules</b>	Prescribes the methods of appointment, qualification to the posts included in Tamil Nadu Basic Service Rules prescribe the procedures to declare the probation.

16.	Secretariat Service Rules	Describes the procedures to be followed regarding the methods of appointment, prescribe the qualifications to the posts included in the Secretariat services. Prescribe the procedure to declare the probation, Tests to be passed, Reservation of appointment
17.	Tamil Nadu General Service Rules	Describes the procedures to be followed regarding the method of appointment, to the posts included in this service.
18.	Tamil Nadu General Sub-ordinate Service Rules	Describes the procedures regarding the method of appointment to the posts included in this service. Prescribes the qualifications for the posts.
19.	Name of the Document	Types of Regulations
	Tamil Nadu Public Service Commission Regulations	Contains the details regarding the composition of Chairman and members, pay and leave to the Chairman & members, appointment of staff, concurrence to be obtained from the Commission, posts coming under the purview of the Commission.

The documents mentioned in items 1 to 19 are available with the Director of Stationery and Printing for sale to the public on payment of cost. Item No.13 is intended only for official use and it is not available for sale.

## DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

A statement of categories of documents that are held by it for its control

Under Section 4(1)(b)(vi) to Right to Information Act, 2005

Sl.No	Category of the document	Name of the document and its introduction in on line	Procedure to obtain the document	Held by / under control of
1.	Important G.Os <a href="http://www.tn.gov.in">www.tn.gov.in</a>	Issued by the Handlooms, Handicrafts, Textiles and Khadi Department from time to time	Application to PIO	Handlooms, Handicrafts, Textiles and Khadi Department

## DEPARTMENT OF HANDLOOMS, HANDICRAFTS TEXTILES AND KHADI

Particulars of any arrangement that exists for consultation with, or representation by the members of the public relation to the formulation of its policy or implementation thereof

Under Section 4(1)(b)(vii) to Right to Information Act, 2005

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

Assembly are also acted upon by the Heads of the Department concerned.

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DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public Under Section 4(1)(b)(viii) to Right to Information Act, 2005

There are no such Boards, Councils, Committees and other bodies as for as this department is concerned.

However, the Secretary appears before the Public Accounts Committee/Public Undertakings Committee whenever necessary to give reply on the observations made by these committees.





DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

Directory of Officers and Employees with remuneration details  
Under section 4(1)(b)(ix) & 4(1)(b)(x) of Right to Information Act, 2005

Sl **SECRETARY TO GOVERNMENT**  
No. **(Rs. 18400 – 500 – 22400)**

1. Thiru Vishwanath Shegaonkar I.A.S

**ADDL SECRETARY TO GOVERNMENT**  
**(Rs.16400 – 450 – 20000)**

1. Tmt. Kannegi Packiyathan, I.A.S.,

**DEPUTY SECRETARY TO GOVERNMENT**  
**(Rs.12000 – 375 – 16500)**

1. Thiru D. Parthasarathy

**UNDER SECRETARY TO GOVERNMENT**  
**(Rs.10000 – 325 – 15200)**

- 1 Thiru P. Thankaraj  
2 Thiru M. Ramasamy

**PRIVATE SECRETARY**  
**(Rs.6500 – 200 – 11100)**

1. Tmt. N. Kalyani

**SECTION OFFICERS**  
**(6500 – 200 – 11100)**

- Thiru/Tmt**  
1. K.R. Sundararajan  
2. M. Thamarai Selvan  
3. V. Muthaiyan  
4. S. Dhanapal  
5. G. Malarkodi  
6. V. Maharajan  
7. T. Ganesan  
8. V.Pushpa

**ASSISTANT SECTION OFFICERS (15 POSTS)**  
**(5500 – 175 – 9000)**

Sl.No. **Thiru / Tmt**

- 1 V. Selvaraj
- 2 K. Arumugam
- 3 R. Srinivasan
- 4 M. Dhanalakshmi
- 5 S.V. Yasodha Devi
- 6 N. Devaki
- 7 R. Kousalya
- 8 A. Sivaprakasam (S.O. (NI) )
- 9 D. Chandrasekaran
10. N.R. Shanthi
11. K. Vijayalakshmi
12. S. Saradha
13. R.L. Sudarvizhi

**PERSONAL ASSISTANTS (2 POSTS)**  
**(Rs.5500 – 175 – 9000)**

- 1 Thiru Jamal Mohaideen
- 2 Tmt. K.A Soundaravalli

**PERSONAL CLERK (2 POSTS)**  
**(Rs.4500 – 125 – 7000)**

Vacant

**ASSISTANTS (5 POSTS)**  
**(Rs. 3625 – 85 – 4900)**

Thiru H.M. Iqbal Ahmed

**TYPISTS (4 POSTS)**  
**(Rs.3200 – 85 – 4900)**

Vacant

**RECORD CLERKS / RECORD ASSISTANTS (2 Posts)**  
**(Rs.2610 – 60 – 3150 – 65 – 3540)**

- 1 Thiru M. Ramachandran
- 2 Thiru R. Ayyapillai

**OFFICE ASSISTANTS (8 POSTS)**  
**(Rs.2550 – 55 – 2660 – 60 – 3200)**

1. Thiru D.Aroon
2. Tmt. G. Rajasulochana

**DRIVER ( 1 POST)**  
**(Rs. 3200-85-4900)**

Vacant

Note: The basic pay of the officers and employees is fixed under the provisions contained in Rule 22 of Fundamental rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Dearness Pay, HRA, CCA as per the orders in force.

\*\*\* END \*\*\*

**Vishwanath Shegaonkar**  
Secretary to Government  
Handlooms, Handicrafts, Textiles and  
Khadi Department  
Chennai-9.