

MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

**Government of Tamil Nadu
Department of Home,
Secretariat,
Chennai-600 009**

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Introduction

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Home, 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 Home and the organisations under its administrative control.
- 1.4 The Department of Home has designated the following officers as its **Public Information Officer** (PIO) for all matters concerning the Department.

Right to Information Act – Appellate Authority, PIOs & APIOs

1.	Thiru Ambuj Sharma, I.A.S. Special Secretary to Government	Appellate Authority
2	Tmt. Vijayalakshmi Deputy Secretary to Government (Police)	Public Information Officer (Police)
3.	Thiru A. Mani Deputy Secretary to Government (Prisons)	Public Information Officer (Prisons, Cinema)

4.	Thiru G.F. Kumar Deputy Secretary to Government (Courts)	Public Information Officer (courts) Phone : 2567 2816 Intercom : 5766
5.	Thiru G. Selvaraj Deputy Secretary to Government (Transport)	Public Information Officer (Transport)
6.	Tmt. A.S. Geethalakshmi Joint Secretary to Government (Citizenship)	Public Information Officer (Fire Service, Forensic Science, Citizenship) Phone : 2567 2789 Res : 2381 3782
7.	Thiru R. Anganan Under Secretary to Government (Police)	Assistant Public Information Officer (Police)
8.	Thiru M. Ramanathan Under Secretary to Government (Police)	Assistant Public Information Officer (Forensic Science)
9.	Thiru M. Rajaraman Under Secretary to Government	Assistant Public Information Officer (Fire Service) Res. Ph: 2819 3541 Intercom : 5261
10.	Tmt. S. Vijayalakshmi Under Secretary to Government (Courts)	Assistant Public Information Officer (Courts, Directorate of Prosecution) Intercom : 5961 Res. Ph: 2232 1070
11.	Thiru Rajabather Thangavelu Under Secretary to Government (Prisons)	Assistant Public Information Officer (Cinema & Prisons) Res Ph: 2243 6875
12.	Thiru S. Natarajamoorthy Under Secretary to Government (Transport)	Assistant Public Information Officer (Citizenship&Transport)

- 1.5 A person requiring any information under the Act may contact the Public Information Officer in-charge of subjects mentioned in para 1.4 above.
- 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 in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.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 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 diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy; and
- ii) for information provided in printed form, at the price fixed for such publication.

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

1.8 The Department has designated Thiru Ambuj Sharma, Special Secretary to Government as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Thiru Ambuj Sharma, I.A.S.,
Special Secretary to Government,
Home Department,
Secretariat, Chennai-9.

Telephone No. (Office) : 2567 8572
Intercom : 5421
Res : 2479 3949

Department of Home
Particulars of organisation, functions and duties
under section 4(1)(b)(i) of Right to Information Act, 2005

1. Objective/purpose of the Department

This Department is responsible for the administration of Police, Subordinate work, Prisons and Transport in the State. The basic objective of the Department is to formulate policies, Laws, regularities for the effective criminal justice and implementation of Law and order in the State.

i) Brief History:

This Department is one of the oldest Departments existing in the State. According to the allocation of subjects as per Business Rules, this Department has been allocated with the following items of work :-

State Subjects:-

- Administration of Justice, Constitution and Organisation of all Courts except the Supreme Court and the High Court, Officers and servants of the High Court, Fees taken in all Courts except the Supreme Court.
- Sanction of petrol charges to the staff car of the High Court Judges.
- Additional and Assistant Sessions Judges.
- Age and Nationality
- Betting and Gambling except State Lotteries.
- Borstal Institutions
- Buildings : (i) De-requisitioning of Buildings.
- Certificate of age and qualification
- Civil Court except the Constitution and Organisation or High Court.
- Civil Justice Report.
- Coroners.
- Criminal Appeals.
- Criminal Justice Report.
- Criminal Rules of Practice.
- Discharged Prisons' Aid Society.
- Distribution of tyres and tubes.
- Hackney Carriages Act.
- Jail and Judicial Departments.
- Jail and Sub-Jails.
- Judicial and Executive functions – Separation of jurisdiction and powers of all Courts except the Supreme Court with reference to any of the matters in the State list.

- Justice of the peace.
- Law Officers other than those attached to the High Court.
- Tamil Nadu Fire Service.
- Nationalisation of Transport under the Motor Vehicles Act.
- Tamil Nadu Probation of Offenders Act.
- Magistrates.
- Motor Vehicles Act.
- Open Places (Prevention of Disfigurement) Act, 1959.
- Police, including Railway and Village Police.
- Presidency Magistrates and Courts.
- Prisoners.
- Prisoners Act and Rules.
- Public Services – Statutory Rules of the Services with which Home Department is concerned – Revision of and amendments to those rules.
- Remission and Commutation of sentences.
- Sanction of Prosecution of Government Servants.
- State Works and Buildings under the control of Police.
- Taxes on Motor Vehicles.
- Theatres excluding Tamil Nadu Theater Corporation Limited; Dramatic Performances and Cinemas except sanctioning of films for exhibition.
- Town Nuisance Act.
- Vehicles other than mechanically propelled vehicles.
- Village Courts Act.

Concurrent Subjects.

- Administrator-General and Official Trustee.
- Administrator-General's Act, 1913.
- Bankruptcy and Insolvency.
- Bigamy Prevention and Divorce Act.
- Child Marriage Restraint Act.
- Contempt of Court but not including contempt of Supreme Court.
- Criminal Law including all matters included in the Indian Penal Code on the date of commencement of the Constitution.
- Criminal Lunatics including places for reception of treatment of such lunatics.
- Criminal Procedure including all matters included in the Codes of Criminal Procedure at the commencement of the Constitution.
- Habitual offenders.
- Indian Christian Marriage Act.
- Indian Prisons Act.
- Jurisdiction and powers of all Courts except the Supreme Court with respect to any of the matter in the concurrent list.
- Marriage and divorce.
- Mechanically propelled vehicles.
- Official Trustees Act, 1913.

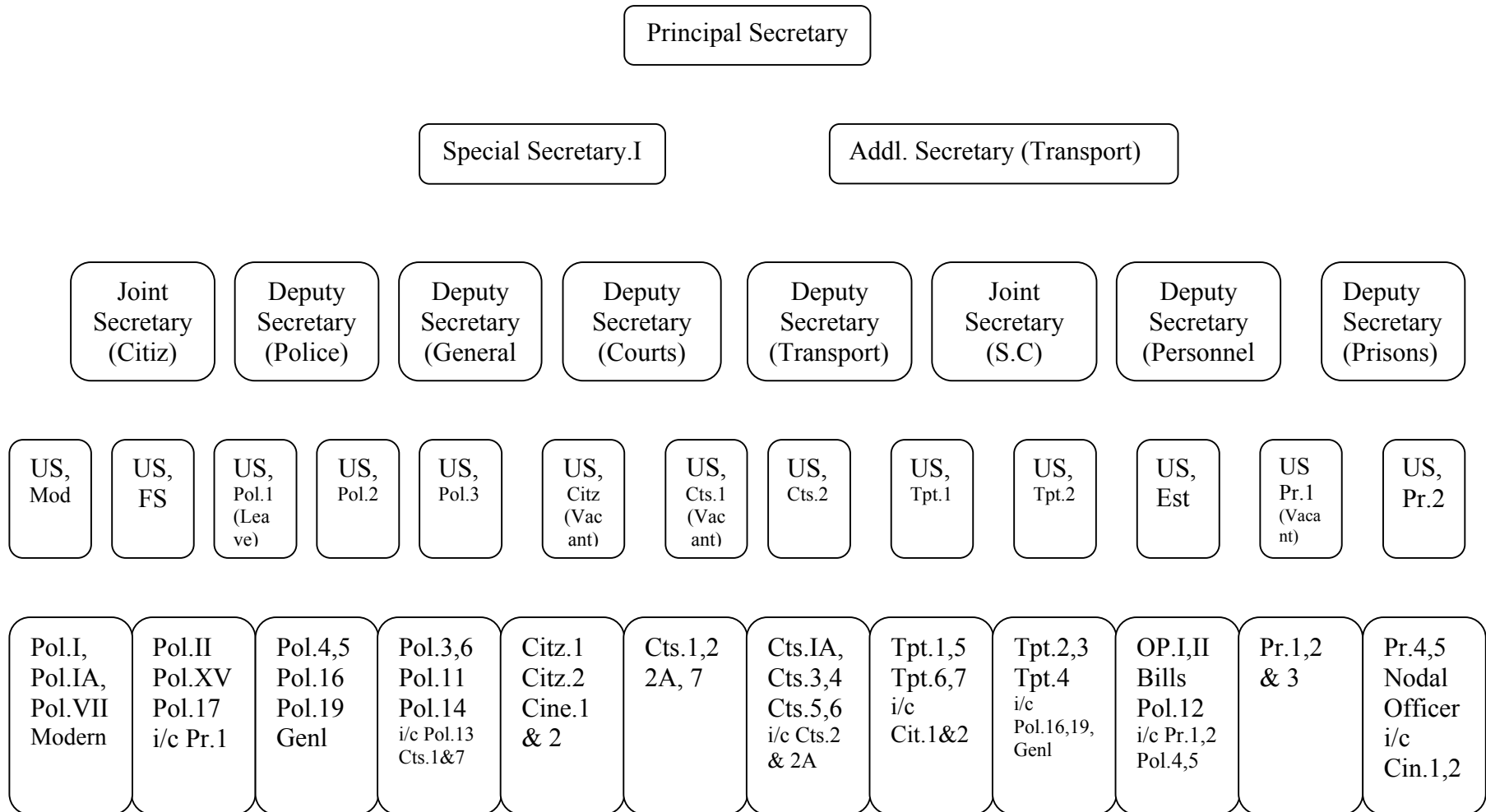
- Petitions for mercy from sentence of death.
- Prisons and accused persons – Removal from one State to another State.
- Registration of Birth, Deaths and Marriages (Central Act).
- Royal Humane Society.

Union Subjects:

- Admission into and emigration and expulsion from India.
- Arms, firearms, ammunition and explosives.
- Central Bureau of Intelligence and Investigation.
- Citizenship.
- Constitution and Organisation of the High Courts except provisions as to officers and servants of the High Courts.
- Control of entry into India from West Pakistan and Permit System Rule.
- Extension of Jurisdiction of High Court having its principal seat in any State to and exclusion of the Jurisdiction of any such High Court from any area outside that State.
- Extradition.
- Indian Overseas.
- Inter-State migration.
- Jurisdiction and powers of all courts except the Supreme Court with respect to any of the matters in the Union list.
- Lotteries organized by the Government of India or other State Governments.
- Passports and Visas.
- Petroleum and petroleum products and other liquids and substances declared by Parliament to be dangerously inflammable. Pilgrimages to places beyond India including Hedijez.
- Police – Extension of the powers and jurisdiction of members of a police force belonging to any State to any area outside the State but, not so far as to enable the Police of one State to exercise power and jurisdiction in any area outside that State without the consent of the Government of the State in which such area is situated. Extension of powers and Jurisdiction of members of a Police force belonging to any State to railway areas outside the State.
- Sanctioning of cinematograph films for exhibition.

Organization Chart:

The organizational chart of this Department is given below:-



Department of Home

Particulars of organization, functions and duties

under section 4(1)(b)(i) of Right to Information Act, 2005

1. Objective / purpose of the Department

This Department is responsible for the administration of Police, Subordinate Courts, Cinema houses, Video, Prisons and Transport in the State. The basic objective of the Department is to formulate policies, Laws, regulations for the effective criminal justice and implementation of Law and order in the State.

2. Brief History :

This Department is one of the oldest Departments existing in the State. According to the allocation of subjects as per Business Rules, this Department has been allocated with the following items of work :

3. Administrative Units:

The following Departments / Wings are functioning under the administrative control of Home Department.

1. Police
2. Fire and Rescue Services
3. Forensic Sciences
4. Prisons
5. Transport
6. Courts
7. Cinemas
8. Citizenship
9. Prosecution

The gist of activities in the above Departments is given below : -

POLICE	Establishment and Service matters of Police Personnels - Recruitment and Administration of Police Force - Issue of Gun Licence under Arms Act - Opening of Police Station - Matters relating to Home Department - Railway Security - Verification of character and antecedents of candidates for recruitment to Central Government and its undertakings - Control of Nuisance under Nuisance Act.
FIRE AND RESCUE SERVICE	Recruitment and administration of Fire Service Force - Opening of Fire & Rescue Station.
FORENSIC SCIENCE	Administration and Service matters of Forensic Science Department.
PRISONS	Administration of Jail Department - Release of prisoners under parole - Premature release - Remission and reduction of sentence - Opening of Jails.
ADMINISTRATION OF JUSTICE	Buildings - Staff and other required infra structure for smooth function of the judiciary - Constitution of Civil and Criminal Courts - Matters relating to Lotteries - Family Courts - Provision of Legal Aid - Matters relating to Marriage Acts - Matters relating to Dowry Prohibition

	Act. Control over the proper conduct of Prosecution-Monitor the functioning of the Law Officers and Prosecuting Staff.
TRANSPORT	All matters relating to Mini Bus Schemes-Taxation-Inter State Route Scheme – Sanction of fund under Chief Minister’s Public Relief Fund – Traffic Control Act – Road Safety measurers – Issue of Fancy Numbers – Matters relating to Mini Bus – Contract carriages – Stage Carriages – Goods Vehicles – Opening of Check Post – Administration of Transport Department.
CINEMAS	Proper maintenance of cinema theatres with basic amenities – Curbing Video Piracy – Regulating the exhibition of films on Television Screen through Video Cassette Recorders. Regulating the operation of Cable Television Networks in the State.
CITIZENSHIP	Grants, extension of Stay to Pakistan/Bangladesh Pakhtoon Nationals – Police Clearance Certificate issued to Indian Nationals to go abroad for employment etc. The legal dues/death compensation of the workers who die in Foreign countries- Certificate for No Obligation to return to India for those who are staying in U.S.A.

4. Working hours of the Department:

The Department follows five day week and the working hours are as follows:-

10.00 A.M. to 5.45 P.M.

(Lunch Break 1.30 P.M. to 2.00 P.M.)

5. The functions of Administrative Units in brief are given below :**i) Director General of Police :**

The State Police Force is headed by a Senior I.P.S Officer supported by Additional Directors General of Police, Inspectors General of Police, Deputy Inspectors General of Police, Superintendents of Police and other staff. The Directorate is looking after the Police functions in maintaining Law and order and criminal justice.

Name of the Director General of Police :: Thiru D. Mukherji, I.P.S.

Office Address :: Mylapore, Chennai-600 004.

Telephone (office) :: 2844 7777, 2844 7755

(Res) :: 2644 0001.

ii) Directorate of Fire and Rescue Services :

The Directorate is at present headed by an I.P.S. officer assisted by Deputy Director and supporting staff is looking after prevention of fire accidents, fire safety measures and rescue operations.

Name of the Director :: Thiru Bholanath, I.P.S.,

Office Address :: 12, Rukmani Llakshmipathi Road,
Egmore, Chennai-600 008.

Telephone (office) : 2855 4156 ;

(Res) : 2464 2061

iii) Directorate of Forensic Science :

The Directorate is headed by a senior Scientist of the Department assisted by Additional Director, Deputy Director, Assistant Director and supporting staff. This Department is looking after evening Scientific methods on crime activities and gives expert opinion before the Courts of Law.

Name of the Director (i/c): : Thiru W. Surendran Paul Mani, M.Sc., P.hd.,

Office Address : : 30-A, Kamarajar Salai, Mylapore, Chennai-4.

Telephone (office) :: 2844 7767

iv) Prisons :

Name of Additional Director General of Prisons :: Tr.V.Balachandran, I.P.S.

Office Address : : No.1, Gandhi Irwin Road,

C.M.D.A Tower – I,

Egmore, Chennai – 8.

Phone : 98400 39349 (Mobile)

Prisons form part of the criminal justice system functioning under the State Government. Being a part of the criminal justice system, a Prison has a formal organization and specified functions to perform. The main objective of Prison Department is not only to confine prisoners and deter hem from committing offences but also to reform, rehabilitate and reintegrate them with the society after their release. With this objective of rehabilitation in view, a number of job oriented vocational courses, yoga and meditation classes are conducted to help prisoners to cope with individual needs, social obligations, and family responsibilities.

The Department is headed by a senior I.P.S. officer of the rank of Additional Director General of Police. He is assisted by 4 Deputy Inspectors

General of Prisons one each for Chennai, Coimbatore, Trichy and Madurai Ranges, and one Deputy Inspector General of Prisons (Headquarters) in the Chief Officer. Superintendents of Prisons control the administration of Central Prisons and Sub Jails under their jurisdiction.

v) Transport :

The Transport Department functions under the administrative charge of the Home Department. The Transport Commissioner is the administrative Head of the Department. He also acts as the State Transport Authority and Commissioner for Road Safety. He is assisted by three Joint Transport Commissioners. In Chennai city, Joint Transport Commissioner (Chennai zone) is the Regional Transport Authority, while in the districts, the respective District Collectors are the Regional Transport Authorities. They dispose applications for permits under the provisions of the Motor Vehicles Act. Appeals and revision petitions against the orders of the Regional Transport Authorities and the State Transport Authority are heard and disposed by the State Transport Appellate Tribunal, Chennai. There are 46 Regional Transport Offices, 40 Unit Offices and 19 Checkposts in Tamil Nadu.

The Transport Department is administering the provisions of Motor Vehicles Act 1988, Central Motor Vehicles Rules 1989, Tamil Nadu Motor Vehicles Rules, 1989 and Tamil Nadu Motor Vehicles Taxation Act and Rules, 1974 and all allied matters thereto.

Name of Transport Commissioner :: Thiru R. Sivakumar
 Office Address :: O/o Transport Commissioner,
 Ezhilagam, Chepauk, Chennai-5.
 Phone : 2852 0682 (office)
 2619 5354 (Residence)

vi) Administration of Justice

Administration of Justice is one of the fundamental functions of any Government. The Policy of the Government is to ensure justice to all citizens according to the principles enshrined in the Constitution of India. The Government is committed to ensure the independence of judiciary in the State, and to facilitate the expeditious dispensation of justice. The Government of Tamil Nadu is a pioneer in extending speedy, socio-economic justice to all citizens by sanctioning the constitution of courts wherever necessary, and providing for additional infra-structural facilities and other requirements of the Judiciary.

The High Court is the Highest Court of Justice in the State. The High Court is now functioning as Principal Bench at Chennai and Branch at Madurai. Besides dispensing Justice, the High Court exercises full administrative control over the entire Subordinate Judiciary in the State.

The Registrar General with association of Registrar (Vigilance), Registrar (Judicial), Registrar (Administration) and Registrar (Management) is the Administrative head of the High Court. The Registrars are assisted by the Master, Deputy Registrars, Assistant Registrars, Chief Accounts Officer, Sub-Assistant Registrars.

Name of Registrar General, High Court	::	Thiru S. Palanivel
Office Address	::	O/o the Registrar General, High Court, Chennai-104. Phone : 2535 6878 (Office) 94443 90908 (Mobile)

6. Schemes:

I. Schemes shared between Central and State – 2005 - 2006

- (i) Modernisation of Police Force
- (ii) Modernisation of Police Administration 2003-2004
- (iii) Modernisation of Police Administration 2004-2005

Department of Home

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 Principal Secretary to the Government of Tamil Nadu, who is a senior IAS officer. The Principal Secretary is the administrative head of the Department and principal adviser to the Chief Minister, Minister (Law and Information Technology) and Minister (Transport) on all matters of policy and administration relating to this Department. He is assisted by one Special Secretary, one Joint Secretary, five Deputy Secretaries and thirteen 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. This Department is responsible for formulation of policies of the Government in respect of Police, Subordinate works, Transport, Prisons and also for the execution and review of these policies. The powers and duties of the officers in the department of Secretariat are indicated below:-

A. Principal Secretary to Government

The Principal 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 Special 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 matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

B. Special Secretary / Joint Secretary / Deputy Secretary

The Special Secretary / Joint 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 Special Secretary / Joint Secretary / Deputy Secretary also exercises control over the sections

placed in her/his charge both in regard to dispatch of business and in regard to discipline.

C. Under Secretary

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

2. This Department consists of 51 sections and the functioning of these sections is tabulated below:-

POLICE WING

S. No	Name of the Section	Subjects dealt with
(1)	(2)	(3)
1	Police-I	All Service matters relating to IPS officers excluding posting and transfers . All service matters relating to Commandants, Deputy Commandants, Assistant Commandants, Police Radio Officers, ADSP (Category-II)
2	Police-IA	General Questions relating to IPS officers, Inter-Se-Seniority of IPS Officers, except Disciplinary cases, Grant of NOC to apply for Passport, All matters relating to ADSP (Cate-I), Preparation of panel from ADSP (Cate-I) to Supdt. of Police, D.C (AR)
3	Police-II	All service matters , Disciplinary cases and Vigilance cases relating to DSP (Cat-I to Cate-II) , O.A.S. SLPs., Appeal on revision of seniority, Voluntary Retirement, pension cases.
4	Police-III	All service matters of Inspectors of Police, Sub-Inspectors of Police, and all matters relating to Tamil Nadu Uniform Services Recruitment Board.
5	Police-IV	All disciplinary matters including DVAC cases in respect of Inspectors of Police, Sub-Inspectors, Women Inspectors and Sub-Inspectors.,P.A. to Supdt . of Police, S.A.O. & C.A.O / Legal Advisor.

6	Police-V	<p>All service matters including disciplinary cases upto the level of Head Constables including Women Police , Armed Police, Railway Police, CID. of the following Districts.</p> <ul style="list-style-type: none"> i) Chennai City ii) Tiruvallur iii) Kancheepuram iv) Cuddalore v) Villupuram <p>All service / disciplinary matters relating to Ministerial Service in Police Department, Finger Print Bureau, Police Association, Joint Council Meeting of service association of Police Department.</p>
7	Police-VI	<p>All service matters including disciplinary cases upto the level of Head Constables, including Women Police in respect of the following Districts.</p> <ul style="list-style-type: none"> i) Coimbatore City ii) Coimbatore Range iii) Vellore range iv) Tiruchirappalli Range v) Madurai City vi) Madurai Range vii) Ramanathapuram Range viii) Tirunelveli range <p>Tamil Nadu Police Subordinate Officers, Conduct Rules, Assistance from Health Fund, Amendment to Tamil Nadu Police Subordinate Officers Conduct Rules 1964, All General matters relating to Tamil Nadu Police Subordinate Services Rules amendment to Tamil Nadu Police Subordinate Services (D&A) Rules.</p>
8	Police-VII	<p>Police Budget, Part-II Schemes, vital installations, Police Sports, Finance Commission, Gaming Act and Rules, Idol Theft cases, POTA Act, Police Officers Conferences , Mounted Branch, Police Medal Parade, petitions from Chennai City.</p>

9	Police-VIII	Public Accounts Committee (Police), sanction of Additional staff under Tamil Nadu Police Subordinate Service, Dog Squad, Matters relating to STF, All matters relating to Shorthand Bureau, Tear Smoke Squad, CID wing of Police Department, petitioner from Erode and Thoothukudi District.
10	Police-IX	Tamil Nadu Special Police Subordinate Service Rules, Sanction of additional staff, Deployment of Tamil Nadu Special Police Battalions, Disciplinary cases relating to the personnel of TSP. Battalions, Police Control Rooms, Police Radio Branch, Police Welfare measures, Amenities Fund, Tamil Nadu Police Benevolent Fund, Police Band Petitions from Dindigul, Madurai and Theni Districts.
11	Police-X	Police Housing Corporation, Construction of Quarters for Police Subordinate Staff, Land Acquisition / Transfer of lands, Property Tax, House Tax to Police Buildings , petitions from Sivagangai and Virudhunagar Districts.
12	Police-XI	Police Academy , All matters relating to Police Training, Residuary works of Tamil Nadu Police Commission, National Police Commission, Purchase of all types of Motor Vehicles, Repairs and maintenance, condemnations of vehicles, compensation awarded by Motor Accident Claims Tribunals, Petition from Villupuram and Pudukkottai Districts.
13	Police-XII	VIP's Security, Tamil Nadu Commando Force, Police Standing Orders, Crime Statistics and all general issues relating to crimes, sanction of C.M.'s Public relief fund to the victims of Explosive Accidents , Lok Sabha and Rajya Sabha Questions relating to crimes, petition from Cuddalore, Kanniyakumari and Tiruvannamalai Districts.

14	Police-XIII	Feeding charges , Uniform Stores and Furnitures, Stationery , Arms and Acts Rules, Poisons Acts and Rules, Arms and Ammunition Explosive Acts and Rules, C.M. Special Cell Petitions, Police Miscellaneous , Petitions from Nilgiris, Coimbatore, Salem and Namakkal Districts, Arms & Ammunition Explosive Act.
15	Police-XIV	Opening of Police Station, Out posts, sanction of additional staff, Police Hospitals, Police Press, sanction of additional staff in Railway Police, Police Telephones, Home Guards, Civil Defence, SPCA Act and Rules, Race Club, Petitions from Tiruchirappalli, Perambalur, Karur and Dharmapuri District.
16	Police-XV	Appointments on compassionate grounds and allied matters, Coastal Guards, Patrol and Harbour Police, Pension to Police Personnel and allied matters , Inspection Report of Police Department, PCR Act , Petition from Ramanathapuram and Tirunelveli Districts.
17	Police-XVI	Public petition from the following Districts along with petitions relating to National Human Rights Commission including General issues other than petitions relating to Press Council of India, SC &ST Commission, Supreme Court of India, High Court , Chennai, District Courts, Legal Practices, Assembly, Parliament, MLAs, MPs etc. i) Chennai, ii) Tiruvallur, iii) Kancheepuram, iv) Villupuram, v) Cuddalore, vi) Tiruvannamalai, vii) Vellore, viii) Salem , ix) Namakkal, x) Dharmapuri, xi) Coimbatore, xii) Erode, XIII Nilgiris.
18	Police-XVII	All matters relating to Fire and Rescue Services
19	Police-XVIII	All matters relating to Forensic Department, Video Games in respect of all Districts, and Petitions from the following Districts:- i) Vellore, ii) Tiruvallur, iii) Kancheepuram, iv) Thanjavur, v) Nagappattinam and Tiruvarur.

20	Police-XIX	<p>Public petition from the following Districts along with petitions relating to National Human Rights Commission including General issues other than petitions relating to Press Council of India, SC &ST Commission, Supreme Court of India, High Court , Chennai, District Courts, Legal Practices, Assembly, Parliament, MLAs , MPs etc.</p> <p>i) Thanjavur, ii) Nagappattinam, iii) Tiruvarur, iv) Pudukottai, v) Tiruchirappalli vi) Karur, vii) Perambalur viii) Dindigul, ix) Theni, x) Madurai, xi) Virudhunagar , xii) Sivagangai, xiii) Ramanathapuram, xiv) Thoothukudi, xv) Tirunelveli, xvi) Kanniyakumari.</p>
21	Modernisation	<p>Modernisation of Police Force, Loan assistance from Govt. of India for Police Housing Scheme, Modernisation of Prison Administration, Fire and Rescue services, Forensic Science, Courts, Financial assistance from Finance Commission.</p>

PRISONS WING

22	Prison-I	<p>All Services matters relating to State Level Officers in Prison Department i.e. D.I.G. of Prisons, Supdt. of Prisons, Addl. Supdt. of Prisons, Jailors under Tamil Nadu Jail Service, Probation Branch, Psychologists, Prison Budget, Part-II Schemes, Appointment of Non-Officials visitors to Prisons.</p>
23	Prison-II	<p>All Service matters relating to Staff of Prison Department i.e Deputy Jailor, Assistant Jailor, Head Warders and warders under Tamil Nadu Jail Subordinate Services and non-gazatted ministerial staff under Special Rules for Tamil Nadu Ministerial Service, RICA.</p>

24	Prison-III	All matters relating to amenities to Prisoners, Welfare of discharged prisoners' Civil Prisoners, Visits to Prisons by VIPs, MPs, MLAs , Release of prisoners on leave, confined at Central Prisons, Tiruchirappalli, Salem, Palayamkottai and Vellore and Industries in Prisons.
25	Prison-IV	Remission and reduction of sentence , premature release of life convicts , Prisons Buildings, Maintenance and repair of vehicles, opening of prisons, Land Acquisition and Transfer of Land and allied matters , Opening of sub-jails, PAC, Inspection Reports, Purchase of Stores, Dietary Articles, Medicine etc.
26	Prison-V	Transfer of Prisoners from one prison to another prison, classification of prisoners, Tamil Nadu Prison Reform, National Expert Committee on Women Prisoners, Amendment to Tamil Nadu Prison Manual, Revision of Statutory Rules, Release of prisoners on leave, confined at Central Prisons, Madurai, Coimbatore, Chennai, Cuddalore, Women Prison at Vellore.

COURTS WING

27	Courts-I	Amendment to Cr.PC.1973 and amendment to Criminal Rules of Practice and Circular order 1958. Court Fees Act, Stamps and Valuation Act, Supply of Motor Vehicles and Telephone to Judicial Officers, Furnitures, P.A.C., Mercy petition on capital punishments.
28	Courts-IA	Appointment of Civil Judges, All Service matters relating to Judicial Officers upto the rank of Sub-Judge and Administration of Service Rules, Conferment of Magisterial powers under Cr.P.C.1973.

29	Courts-II	Constitution of all Criminal Courts, Special Courts, Audit Reports, Arrests of MLAs/ MP.s, Mobile Courts, Village Courts, Prize Competition Act, Family Courts, Sanction of additional staff to High Court, City Civil Court and Court of Small Causes.
30	Courts-IIA	All matters relating to Tamil Nadu Protection of Interests of Depositors (in Finance Estts) Act 1997 and Rules there under.
31	Courts-III	Constitution of new Civil Courts, District Munsif Courts, Sub-Courts, Part-II Schemes, Courts Budget, Inspection Report of Accountant General, Stationery to Civil Courts, Constitution of High Court Bench at Madurai , Buildings for High Court, Civil and Criminal Courts, Construction of Bungalows for High Court Judges, Law Chambers , Bar Council.
32	Courts-IV	Amendments to IPC, All matters relating to Legal Aid, Tamil Nadu State Legal Services, Authority matters relating to Indian Christian Marriage Act, 1972, Child Marriage Restraint Act 1920 Parsi Marriage Act 1959 Special Marriage Act 1954 Hindu Marriage Act 1955 Dowry Prohibition Act 1961 All matters relating to Tamil Nadu Advocates on Record, Supreme Court, New Delhi, Law Commission Repeals, all matters relating to under-trial and remand prisoners.
33	Courts-V	All service matters relating to Gazetted / Non-Gazetted Staff of High Court, Civil Court and Small Court, Tamil Nadu Judicial Ministerial Service, Advocate Clerks, All matters relating to Bar Council and Association, Sanction of additional staff, matters relating to loans, leave , training, deputation, pension to Assistant Public Prosecutor.

34	Courts-VI	Appointment of Government Pleaders, Public Prosecutors, Additional Government Pleaders, Additional Public Prosecutors, City Public Prosecutors, City Government Pleaders, Directorate of Prosecution, Appointment and transfers of Asst. Public Prosecutors, Grade-I, Grade-II, All service matters relating to Assistant Public Prosecutor, Special Rules for Assistant Public Prosecutor.
35	Courts-VII	Appeal against acquittal, Enhancement of sentences in criminal cases, sanction of fees to law officers, All criminal appeals, SLPs, CMPs.

TRANSPORT WING

36	Transport-I	All matters relating to Tamil Nadu Motor Vehicles Taxation Act 1974 and Tamil Nadu Motor Vehicles Taxation Rules, 1974 , Waiver proposals of Motor Vehicles Tax Exemption of Motor Vehicles Tax, Refund of Motor Vehicles Tax, PAC, Audit objection relating to Transport Department, Southern State Transport Ministers Conference, Transport Co-ordination Committee.
37	Transport-II	All service matters relating to R.T.Os, Deputy Transport Commissioner, Joint Transport Commissioner, P.A. to RTOs, Motor Vehicles Inspectors, Disciplinary matters relating to Officers and staff including DVAC cases.
38	Transport-III	All matters relating to nationalisation of Road Transport Services, Area Schemes, Inter State Route Schemes, Exemption of Stage Carriages, All matters relating to privatisation of Bus route, Tamil Nadu Motor Vehicles (Special Provisions) Act 1992, Tamil Nadu Motor Vehicles (Special Provision) Act 1995, National permit and allied matters, representation from Federation of Bus Operators Association.

39	Transport-IV	Petroleum products, Petroleum Acts and Rules, Motor Accident Claims Tribunal, Insurance, relief under Solatium Fund, All matters relating to purchase of cars for Govt. Departments, approval of models , All service matters relating to staff under Tamil Nadu Ministerial Service and Tamil Nadu Basic Service.
40	Transport-V	Traffic Control Act and Rules, Road Safety Measures, Inspection Report and Administrative Report, All matters relating to Goods Vehicles, Composite and Zonal permits, Lorry stands, Further continuance on revival of posts in Transport wing.
41	Transport-VI	Registration of vehicles, Allotment of Fancy Numbers, All matters relating to Inter State Agreement on Transport matters , Zonal agreement, Transport Statistics, Contract carriages, Private Transport Vehicles, Entry Tax.
42	Transport-VII	Amendment to Motor Vehicles Act and Rules in respect of Stage Carriages, Motor Vehicles rules-Codification and Co-ordination, Budget relating to Motor Vehicles Acts – Administration – Part-II Schemes, All matters relating to Bus Stand / Buildings , Driving licenses and Conductor licenses, Purchase of furniture's

CINEMAS

43	Cinema-I	All matters relating to Revision petitions, WPs and Specific issues relating to functioning of Cinema Theaters under the Cinematograph Act 1952 and the Rules thereunder. Grant of NOC for construction of Cinema Theaters, Fixing of rates of admission, permission to conduct Special shows, allegations against Cinema Theaters.
44	Cinema-II	All matters relating to the issues under Tamil Nadu Exhibition of Films on T.V. Screen through Video Cassette Records, and Cable T.V. Net Work (Regulation) Act 1984 and the rules thereunder. Tamil Nadu open places (Prevention of disfigurement) Act 1959 , Tamil Nadu Dramatic Performance Act , 1954

CITIZENSHIP

45	Citizenship-I	Administration of Indian Citizenship Acts and Rules, Registration under Act and Rules including under Sections 5(1) (b) , Enquiries from Indian Embassies and Missions abroad relating to Registration of Citizenship Act 1955, Certification of National Status and issue of Indian Passport to persons of Indian origin, Emigration and Immigration , verification report from Collectors about the Indian Overseas regarding birth, death, marriage certificate.
46	Citizenship-II	International Passports, Police Clearance Certificates to Foreigners, Extension of stay to Pakistan / Bangladesh Nationals , Sanction of prosecution under Passport Act 1967, NORI Certificate to Indians abroad, Grant of long term visa , Recovery of Repatriation costs.

OFFICE PROCEEDINGS (O.P)

47	O.P.I	All service matters relating to Section officer, A.S.Os, Assistants, P.A.s, P.C.S, Typists, Acting arrangements, Continuance of staff, C.T.C, Distribution of subjects, All training courses, Issue of instructions on maintenance office discipline , submission of P.R.s
48	O.P.II	All service matters relating to RCs, RAs, OAs , Sweepers, Stationery, Furnitures, Accommodation , office equipments, Typewriters, Computers, Xerox and Roneo machines, G.P.F, All loans and advances, Pension cases, Medical reimbursement, Home Secretariat Budget.
49	Home (Bills)	Settlement of all Bills, Reconciliation of accounts – Budget
50	General	Periodicals , General currents, All matters relating to Consolidation work, Training courses in respect of HODs under the control of Home Department , Secretaries Monthly Meeting, Miscellaneous papers.
51	Home(SC)	All Service matters relating to IPS Officers.

Department of Home

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/Joint Secretary / Special Secretary to the Principal 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 Home

Norms set for the discharge of functions under Section 4(1)(b)(iv) of Right to Information Act, 2005

For the discharge of functions allocated to the Home 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 as follows:-

- i) Secretariat Office Manual.
- ii) The Tamil Nadu Government Business Rules and Secretariat Instructions.
- iii) The Tamil Nadu Government Servants conduct Rules, 1973.
- iv) Tamil Nadu State and Subordinate Service Rules
- v) Fundamental Rules.
- vi) The Tamil Nadu Land Acquisition Act, 1978
- vii) I.P.C
- viii) Cr. P.C.
- ix) Indian Evidence Act
- x) Police Act
- xi) Police Standing Orders
- xii) All India Service Rules
- xiii) All India Services (D&A) Rules
- xiv) Delhi Special Police Act
- xv) Tamil Nadu Services Manuals I to IV
- xvi) Tamil Nadu Fire Services Act
- xvii) Prisons Act

- xviii) Prisons Manual
- xix) Tamil Nadu Police Subordinate Service Rules
- xx) Tamil Nadu Police Subordinate Service (D&A) Rules
- xxi) Tamil Nadu Special Police Subordinate Service Rules
- xxii) Explosives Act and Rules
- xxiii) Explosive Substances Act and Rules
- xxiv) Arms Act and Rules
- xxv) Poisons Act
- xxvi) SPCA Act and Rules
- xxvii) PCR Act
- xxviii) Tamil Nadu Prohibition of Harassment of Women Act, 1998
- xxix) Tamil Nadu Jail Subordinate Service Rules
- xxx) Tamil Nadu Jail Services Rules
- xxxii) Prize Competition Act
- xxxiii) Tamil Nadu Protection of Interests of Depositors (in Finance Establishments) Act, 1997 and Rules.
- xxxiiii) Indian Christian Marriage Act, 1972
- xxxv) Child Marriage Restraint Act, 1920
- xxxvi) Special Marriage Act, 1957
- xxxvii) Hindu Marriage Act, 1955
- xxxviii) Parsi Marriage Act, 1959
- xxxix) Motor Vehicles Taxation Act, 1974 and Rules
- xl) Tamil Nadu Motor Vehicles (Special Provisions) Act, 1992
- xli) Tamil Nadu Vehicles (Special Provisions) Act, 1995

- xli) Traffic Control Act and Rules
- xlii) Motor Vehicles Act and Rules
- xliii) Cinematograph Act, 1952 and Rules
- xliv) Tamil Nadu Exhibition of Films on TV Screen Thrust Video Cassette Records and Cable TV Net-work (Regulation) Act, 1984 and Rules.
- xlv) Tamil Nadu Open Places (Prevention of Disfigurement) Act, 1959
- xlvi) Tamil Nadu Dramatic Performance Act, 1954
- xlvii) Indian Citizenship Act, 1955 and Rules
- xlviii) Indian Passport Act, 1967

Department of Home

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 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 Accounts 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 departments 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 of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.
4.	Name of the document:	Tamil Nadu State and Subordinate Service Rules.
	Type of the 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:	Tamil Nadu Civil Services (Discipline 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 in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the document:	Fundamental Rules.
	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:	Tamil Nadu Land Acquisition Act, 1978
	Type of the Act:	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:	Guidelines issued by the Government of India.
	Type of the Guidelines:	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.

The documents mentioned in items 1 to 12 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 Home

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

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Policy Note	contains the Policy pronouncements of the Department for the concerned year.	Application to PIO	PIO
2.	Important G.Os. www.tn.gov.in	Issued by the Home Department from time to time	Application to PIO	Home Department

Department of Home

Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof under Section 4(1)(b)(vii) of Right to Information Act, 2005

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

Department of Home

A statement of the boards, councils, committees and other bodies under Section 4 (1)(b)(viii) of Right to Information Act, 2005.

I. TAMIL NADU POLICE HOUSING CORPORATION

The Tamil Nadu Police Housing Corporation Limited is a Government of Tamil Nadu undertaking registered under the Companies Act, 1956, as a wholly owned company of Tamil Nadu Government and come into being with effect from 13.4.1981. This separate Corporation was set up with the aim of raising the level of satisfaction in housing for Police personnel in the State. The Tamil Nadu Police Housing Corporation Limited is an ISO 9001 : 2000 certified Company.

1. Objectives and functions of TNPHC Ltd

- (i) Construction or rental for the personnel belonging to the Police, Fire and Rescue Service and Prison Departments.
- (ii) Construction of houses / flats under "Own Your Housing" scheme for personnel of Police Department.
- (iii) Execution of special projects entrusted by Government like, construction of modern prison complex @ Puzhal, strengthening police recruitment schools, construction of Police Academy, construction of Headquarters complex and Zonal officers for Coastal Security Group, Godowns for Tasmac etc.
- (iv) Undertaking special repairs to all police buildings constructed by TNPHC / PWD.

- (v) Construction of buildings under MPF & 11th Finance Commission such as construction of Police stations, Dog kennels, Dormitories, DPOs, AR Complex, new FSL Building, Zonal offices for IG's Range offices, for DIG's etc.

2. Organisation of TNPHC

The TNPHC having its corporate office at Chennai and its Division offices at Villupurm, Trichy, Madurai, Coimbatore, Avadi and in Chennai City. All the Divisional offices are headed by an Executive Engineer. There are two circle offices one in Madurai and another in Chennai. These two circle offices are headed by one Superintending Engineer each. The corporate office at Chennai is having the CMD, CE, GM (F&A) & Co.Secretary, Manager (Fin), Manager (L&R) and Accounts Officer besides unit officers.

The TNPHC Limited consists the following officials :

1.	Director General of Police / CMD, TNPHC, Chennai-10.	::	Chairman
2.	Additional Director General of Police (Headquarters), Chennai-4.	::	Director
3.	Special Secretary to Government , Home Department, Secretariat, Chennai-9	::	Director
4.	Deputy Secretary to Government, Finance Department, Secretariat, Chennai – 9.	::	Director
5.	Inspector General of Police (Headquarters), Chennai-4.	::	Director
6.	Commissioner, Town & Country Planning, Chennai – 600 002.	::	Director

3. Address of Corporate Office :

Tamil Nadu Police Housing Corporation Limited,
No.132, E.V.R. Salai,
Kilpauk,
Chennai-600 010.

II. TAMIL NADU UNIFORMED SERVICES RECRUITMENT BOARD

1. Functions of TNUSRB.

The Tamil Nadu Uniformed Services Recruitment Board was constituted in November, 1991. The Board is entrusted with the responsibility of recruiting Sub-Inspectors, Police Constables, Firemen and Grade.II Jail Warders.

2. Organisation of TNUSRB :

1.	Director General of Police	::	Chairman	9444414203 2841 3652 (Office) 2819 0747 (Res)
2.	Additional Director General of Police	::	Member	9444935222 2841 3655 (Office) 2487 3613 (Res)
3.	Inspector General of Police	::	Member Secretary	9444401748 2841 3654 (Office) 2653 0005 (Res)
4.	Superintendent of Police	::		28412907 (office)

Department of Home

Directory of Officers and Employees

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

Sl. No.	Name and Designation	Phone No.
1.	Thiru Pavan Raina, IAS Principal Secretary to Government	Ph: 2567 1113, 2567 0596 2539 2211 98408 98895 (Mobile)
2.	Thiru Ambuj Sharma, IAS, Special Secretary to Govt. (Rs.17,400 – 500 – 21,900)	Ph: 2567 8572 (office) Intercom : 5421 2479 3949 (Res)
3.	Thiru Dheerajkumar, I.A.S Addl. Secretary to Govt (Transport)	2567 4605 (office) 5205 (Intercom)
4.	Tmt.A.S. Geethalakshmi Joint Secretary to Govt. (Citizenship) (Rs.15,000 – 18,600)	Ph: 2567 2789 (Office) 2381 0782 (Res)
5.	Thiru Selvaraj, Deputy Secretary to Govt (Transport) (Rs.12,000 – 16,500)	Ph: 2567 4605 (Office) 2625 2433 (Res)
6.	Thiru G.F. Kumar, Deputy Secretary to Govt (Courts) (Rs.12,000 – 16,500)	Ph: 2567 2816 (Office) 2550 2940 (Res)
7.	Thiru A. Mani, Deputy Secretary to Govt (Prisons) (Rs.12,000 – 16,500)	Ph: 2567 0773 (office) 2656 1980 (Res)
8.	Tmt.V. Vijayalakshmi, Deputy Secretary to Govt (Police) (Rs.12,000 – 16,500)	Ph: 2567 0647 (Office) 2474 8876 (Res)

9.	Thiru K.Satchidanandam, Deputy Secretary to Govt (Personnel) (Rs.12,000 – 16,500)	Ph: 2567 5006 (Office)
10.	Thiru John Ponniah Joint Secretary to Govt (Strictly Confidential) (Rs.12,000 – 16,500)	Ph: 2567 0619 (Office) 2486 2407 (Res)
11.	Thiru M. Rajaraman, M.A. Under Secretary to Govt (Fire Services)	Ph: 2566 5261 (Office) 2819 3541 (Res) (Rs.12,000 – 16,500)
12.	Thiru R. Anganan, M.A. Under Secretary to Govt (Police) (Rs.10,000 – 15,200)	Ph: 2655 5344 (Office) 2461 4175 (Res)
13.	Thiru M. Ramanathan, Under Secretary to Govt. (Police.III) (Rs.10,000 – 15,200)	Ph: 2566 5261 (Office) 2840 0026 (Res)
14.	Thiru K. Balakrishnan, Under Secretary to Govt (Modernisation) (Rs.10,000 – 15,200)	Ph: 2566 5710 (Office)
15.	Thiru T. Rajabather Thangavelu, Under Secretary to Govt. (Prisons.II) (Rs.10,000 – 15,200)	Ph: 2566 5093 (Office) 2243 6875 (Res)
16.	Thiru N. Shanmugam, Under Secretary to Govt. (Transport.I) (Rs.10,000 – 15,200)	Ph: 2566 5093 (Office) 2248 5608 (Res)
17.	Thiru S. Natarajamoorthy Under Secretary to Govt (Transport.II) (Rs.10,000 – 15,200)	Ph: 2566 5063 (Office)

18.	Tmt. S. Vijayalakshmi, Under Secretary to Govt., (Courts.II) (Rs.10,000 – 15,200)	Ph: 2566 5961 (Office) 2232 1070 (Res)
19.	Thiru B.K. Srinivasan, Under Secretary to Govt. (Establishment) (Rs.10,000 – 15,200)	Ph: 2566 5326 (Office) 2762 0739 (Res)
20.	Thiru Rathinasabapathy Under Secretary to Govt. (Rs.10,000-15,200)	Ph: 2566 5710 (Office)
21.	Thiru M.V. Kubendran Under Secretary to Govt (Rs.10,000 – 15,200)	Ph : 2566 5879 (office)
22.	Thiru R. Elango, Under Secretary to Govt., (Rs.10,000 – 15,200)	Ph: 2566 5653 (office)

Section Officers

1.	S.Swaminathan	1,SarangaAvenue, Old perungalathur, Chennai-63, Ph.no. 22760578 Cell 9444348307
2.	Subramanian R.	No.3, 22 nd Street, 'B' Sector, Sivasakthi Nagar, Annanur, Chennai- 600 109 Phone: 26370889
3.	Maruthanayagam P	M.19, Foreshore Estate, Chennai-28
4.	C.Navaneethakrishnan	Plot No.153, Srinivasa Nagar, Ram Nagar 6 th Street Extension., Puzhithivakkamm Chennai-600 091 Phone: 22473772
5.	Selvi M.Arachelvi	Plot No.8, M.S. Nagar,Kundrathur road, Porur, Chennai-116
6.	Munisamy P.	91A , Ramnagar 6 th Street, Vijayanagar Extension, Velachery, Chennai-42 Phone: 22456972
7.	Sethu T.	H/4 – Mullai Nagar , T.N.H.B. Colony, West Tambaram. Ph: 22383452
8.	Samvedaraj N	No.17, M.S. Nagar, Kunrathoor Road, Porur,Chennai-600 0116
9.	K. Syed Sadakathullah	60, Officers Colony, Methanagar, Chennai-29 Ph: 23742039
10.	Devaraju R.	55, B. G.V.S.V. Nagar, Anakaputhur, Chennai-600 070 Phone No.22480611

11.	C. Selvaraju	Plot No.19, Priya Nagar III, Urapakkam, Chennai-603202 Kancheepuram District Ph: 9841393128
12.	K.Sathiyapillai	H-7, Todhunter Nagar, Saidapet, Chennai-15 Ph: 9444045455
13.	R.Surendra Purushothaman	Flat No.8, No.6, Balaji Street Srinivasapuram, Guduvancherry, Ph: 9884232739
14.	Poovendran A	A.J.15, Todhunter Nagar, Saidapet, Chennai-15
15.	Selvaraj P.	9/11, VOC Street, Officers Colony Extn. Padi, Chennai-50 Ph:26546886
16.	Gopalakrishnan E	Plot No.1535 A, XIith Main Road, Ramnagar (south), Madipakkam, Chennai-91
17.	Chandrasekaran M	146, Vallallar Street, MIN Nagar, Kancheepuram Phone: 954112-2228359
18.	Alangaram G.	Plot No.17, Malleswari Nagar Ist Street, Selaiyur, Tambaram (East) Chennai-73 Phone: 22292213
19.	Kasthuri A	Old No.29, New No.71, Rengarajapuram Main Road, Kodambakkam, Chennai-24 Ph: 23728352
20.	Kalaimani A	No.7, Munuswami Naidu Street, Ayyanavaram, Chennai-23 Phone : 26440899
21.	Navaneetham R	No.3/187, Old Mahabalipuram Road, Mettukuppam, Chennai-96 Ph: 24964781

22.	Radhakrishnan. B	Plot No.18, Kumaran Nagar East, K.R. Nagar Post, Avadi, Chennai-71. Ph : 5590 7979
23.	Munusamy G.	69, "Thendral" Kulasekaran Avenue, Oorappakkam and Post Chennai-603202 Ph: 95414-261924
24.	Haridoss K.	AK.16, TNHB Rental quarters, Todhunter Nager, Saidapet, Chennai-15 Ph: 98415 40242
25.	P.K.Vijayal	No.4, Kanna Avenue Ist Street, Old Perungalathur, Chennai-68.
26.	A.Balasubramanian	No.31, (old No.11) Arunachalapuram Main Road, Adyar, Chennai-600 020
27.	P.Chidambaram.	1787, Mala street, Ayyampettai, Kancheepuram Ph: 27053566
28.	Thiagarajan J.	7/A. 15 th Street, Balaji Nagar, Anakaputhur, Chennai-70 Phone: 22483206
29.	Chinnammal K.	A.10, T.N.H.B. Quarters, Tod Hunter Nagar, Saidapet, Chennai- Phone: 243320789
30.	Jogarathinam B	18-A, 3 rd Street, Rajaji Nagar, Villivakkam, Chennai-49 Ph: 9841194444
31.	V.Muthiah	K-25, Foreshore Estate, Chennai-600 028, Phone: 24613125
32.	T. Rangarajan	79, Ellaiamman Colony, Vellala Teynampet, Chennai – 86. Ph: 94449 27786 Thousand Lights Police Station.

33.	V. Sekar	H-8, TNHB Quarters, Todhunter Nagar, Saidapet, Chennai-15 Saidapet Police Station.
34.	R. Vijayakumar	Plot No.1754, 29 th Street, Poombukar Nagar, Kolathur, Chennai-99. Kolathur Police Station
35.	R. Moorthy	AN-15, Todhunter Nagar, Saidapet, Chennai-15 Ph: 94442 27296 Saidapet Police Station.
36.	A. Mariacharless	25, Sakthi Nagar, Mudichur, Tambaram, Chennai-48. Ph: 2270 0270 Tambaram P.S.
37.	G. Ruth Kirbarani	R-56, Pattinapakkam, Chennai-28. Ph: 98414 55871 Foreshore Estate Police Station.
38.	M. Senthamarai	Flat B5, Ashok Kirthi Apartments, 152, .L.B. Road, Thiruvanmiyur, Chennai – 41. Ph: 5544 5617 Adyar Police Station.
39.	N. Mani	Ph: 2647 5509 (Res) K-4 Anna Nagar Police Station.
40.	P. Lakshmanan	No.20, Vivekananda Street, Nilamangai Nagar, Adambakkam, Chennai-88 Adambakkam Police Station.
41.	S. Malathi	188/7, S.V. Lingam Salai, K.K. Nagar, Chennai-78. Ph: 2372 2103 K.K. Nagar Police Station.

42.	J. Radhakrishnan	No.8, Lakshmi Street, West Mambalam, Chennai-33 Ashok Nagar Police Station
43.	Vasanthi Rani	K-25, Foreshore Estate, Chennai-28. Ph: 2461 3125 Fore Shore Estate Police Station.
44.	R. Balachandran	11/3 Vallalar 2 nd Cross Street, N.G.O. Nagar, Ponneri Ponneri Police Station.

ASSISTANT SECTION OFFICERS

Sl.No	Name	Residential Address & Phone No.
1.	Anandan D.	320-MIG, Housing Board Qtrs., Mullai Nagar, West Tambaram, Chennai-600 045
2.	Annathai I	71,12 th Cross Street, Padmavathi Nagar Extension, Salaiyur Post, Tambaram East, Chennai-73
3.	Anusuya T.	No.22, Amman Koil Street, Karayanchavadi, Poonamallee, Chennai-600 056
4.	Banumathi S.	C.17/3, T.N.H.B. Quarters, (Near Andaman Guest House) Anna Nagar West Extension, Chennai-600 101
5.	Baskaran K.R.	D.2/10 Govt. Quarters, Ayanavaram Road, Ayanavaram, Chennai-600 023 Ayanavaram P.S.

6.	Chandra S.	E1, TNHB Quarter, Shenoy Nagar, Chennai-30. T.P. Chatram P.S.
7.	Chellammalmuthupillai	Priya Bhavan, No.6, Rajalakshmi Street, V.O.C. Nagar, Pammal, Chennai-75 Phone: 22483121
8.	Chitra S.	No.44/24, K.V. Koil Street, Alandur Chennai-600 016
9.	Devarj M. J.	No.52, Perumal Street, Butt Road, St. Thomas Mount, Chennai-600 016 Nandambakkam Police Station
10.	Gnaneswaran T.R.	No. 245, Kasmapuram, Chidambaram Street, Chennai-72
11.	Giridharan	D.4P 8/20 Peters colony, Royapettah Chennai-14
12.	Gowri T.	New No.40 , Old No.26, Jothi Ramalingam First Street, West Mambalam, Chennai-33 R6 Kumaran Nagar P.S.Ph: 55875709
13.	Gunasekar S.K.	40/23. Venkat Iyer Street, Chennai-1 N.3. Muthialpet P.S.
14.	Jamuna G.	27/1, Periyar Salai, Teynampet, Chennai- 600 018, Ph.No. 24310482
15.	Jesuthayanand A.	Plot No.27, Rajashanmugam Nagar, Tiruvottiyur, Chennai-19
16.	Kanagasabai M.S.	E-299, 19 th Street, Periyar Nagar, Chennai-600 082

17.	Kanakarethnam S.	No.D7/4, Tamil Nadu Housing Board Quarters, Ayanavaram, Tank Road, Chennai-600 023.
18.	Karunakaran S.	No.45, Bazar Road, Saidapet, Chennai-15. Ph. No. 4353284.
19.	Karuppiah K.	plot no.44,ist main road T.T.K. Nagar West Tambaram, Chennai-45 Ph: 22263558
20.	Kesavan C.	233, Secretariat Colony, Madambakkam, Chennai-73 Ph: 25013860
21.	Krishnamurthy V.	Plot No.27, Door No.16, Ramachandran Street, Veeragesri Nagar, Chennai-99
22.	Kumar S.	D2-1/5, TNHB Quarters, Andaman House, Anna Nagar West Extm. Chennai-50
23.	Lakshmipathy T.S.	No.32, Ma.Po.Si. Street, J.N. Road, Trivellore-602001 Ph. 95411- 6263165
24.	Loganathan K.	No.5, Chellammal Street, Saidapet (w), Chennai-15 Ph: 9444112151
25.	Manimaran T.S.	4/7,Dr. Ramamurthy Nagar main Road, Keelkattalai, Ch-117, Madipakkam P.S.
26.	Muhamed Ali A.	No.8, Bojakara Street, II Lane, Walajabad, Kancheepuram Dist Phone: (954112) 257060

27.	Nallamuthu R.	No.12, V.S.V. Mansion, 177/2, Red Hills Road, Villivakkam, Chennai-49 Rajamangalam Police Station
28	Navaneethakrishnan G.	No.7/30. Mahalakshmi Nagar, 2 nd main Road, Chennai-88. Adambakkam(Police station),
29.	Padma D	41-43, Perumal Koil Street, D1, Dharshan Apartments, West Saidapet, Chennai-15 Phone: 24710568
30.	Panneerselvam B.	No.161, 10th Street, M.G.R. Nagar, Periakuppam, Trivellore-602001.
31.	Partheeban K.	R.W.2 Foreshore Estate, Chennai-600 028 (E5 Police Station.)
32.	Ponnian .A	17, Vaithiar Anamalai Street, Mylapore, Chennai-600 004 Phone: 24618846
33.	Ponnusamy.M	2A – 4 th Street, Mullaha Thottam, Poonamlee, Chennai-56
34	Prabhakaran S.	364,Church Road, G.G.Nagar, Chennai –107
35	Premasheela S.	No.10, Jan Mohammed Street, Mount Road, Chennai-600 002

36	Rajack B.	24,Muraharisalai, sarathi nagar, West Saidapet, Chennai –15
37	Rajeswari Ammal M.	F-2, V.K. Complex, 56/25, Nerkundram Pathai, Vadapalani, Chennai-600 026
38	Ramachandran N.	A.P.212, 12 th East Cross Street, M.K.B. Nagar, Chennai-600 039
39	Ramalingam N	A6, Ganga Yamuna Apartment 12, Pookara Street, Vadapalani Chennai- 26 Ph. No. 24723350
40	Ramanathan A	Plot No.389, Secretariat Colony, Okkiyam Thuraipakkam, Chennai-96.
41	Rengarajan K	25, Mothis Flats, Muthumohamad Street, Ullagaram, Chennai-91
42	Sadaipandi R	D2-6/2T, TNGSR. Quarters, Near Spartan School, Mugappair East, Chennai-50. JJ. Nagar Police Station.
43	Saminathan M	Plot No.PP.XI Secretariat Colony, Agaranthen Main Road, Mapped, Chennai-600 073
44	Santha A	No.114 A Second Cross Street, Santhi Jaganatha Nagar, Villivakkam, Chennai-600 049 Villivakkam Police Station
45	Saraswathy C	New No.51, Sivan Koil West Mala Street, Villivakkam, Chennai-600 049
46	Saraswathy K	No.7A/18, Thanigai Street, Rajaji Nagar, Villivakkam, Chennai-49
47	Selvaraj R	19,Ambedkar Stret, Gandhi Nagar, East Tambaram, Chennai-59

48	Sudachandar Udhayakumar	No.3/1, Nethaji Street, Kamaraj Nagar, Redhills, Chennai-52.
49	Sukumaran P	D3/1, T.N.Govt. Servants Qtrs. Ayanavaram, Chennai-600 023 Ph. No. 26454873
50	Sundara raj K	RA-6 Lloyds Colony, Royapettah, Chennai-14.
51	Syed Meera M	NO.4, Portugheese Church Street, 3 rd Lane, Seven Wells, Chennai-600 001
52	Thangamudi A	No.14, IInd Main Road, Anna Nagar (LIC./ Colony), Pammal, Chennai-600 075
53	Tharani Kumar.M	67, Vellala Street, Purasavalkam, Chennai-84G-3 Police Station, Ph.No.26420913
54	Thiyageswaran M	Block No.W-15, (TNHB) Foreshore Estate, Chennai-28
55	Usha A	Flat No. A-10, Plot No.94 Lakshmanan Apartments IInd main Road, Nanganallur, Chennai-61 Palavanthangal Police Station.
56	Venkatasubramanian	No.3, Kaveri Lane, Club Street, East Tambaram, Chennai-59 Ph: 22390004
57	Vijaya lakshmi G	34, Kilpauk Garden Quarters, Circular Street (colony) Chennai-600 010
58	Yovan Mahendran D	Plot No.1A, Brindavan Nagar Extn. Vibin College, (Near Bharat Vihar Flats), Salaiyur, Chennai-73 Ph:22290006
59	Suganthavalli V.R.	6 18 th Street, Nanganallur, Chennai-61
60	Muthuselvi.M	RU-11, Foreshore Estate, Chennai-28

61	Suresh Kannan. K	B4/1 TNHB Quarters, Anna Nagar West Extn, Chennai-101. J.J. Nagar Police Station.
62	Selvadoss P	D2/3/4, TNHB Quarters Anna Nagar Extn. Padi, Chennai-50
63	Vatsaladevi.V	19, New Thandavarayan Street, Purusawalkam, Chennai -7. Vepery Police Station.
64	Tamilselvi.M	
65	Syed Amanullah	No.AP 4, N.No.31, Sixth Street, I Sector, K.K.Nagar, Chennai-78. Ph: 98413 76778 K.K. Nagar Police Station.
66	Baskaran.C	28, Sivasankaran Street, Erukkancherry, Chennai-118. Ph: 98415 50578 Sembium Police Station.
67	Srividya. S	Plot No.86, "SRIVARI" 37 th Street, Sri Sankara Nagar, Pammal, Chennai-75. Sankar Nagar Police Station.
68	Dadabai Nowroji.R	K-95, Vallalar Nagar, TNHB Quarters, Kanchipuram Ph: 94449 42491 Vishnukanchipuram Police Station.
69	Sumathi.S.	
70	Vijayalakshmi.M	No.9/12, New Street, Chetpet, Chennai-31. Chetpet Police Station.
71	Ramesh.H	4, Thazhamboo Street, Poompozhi Nagar, Avadi, Chennai – 62. F-1 Tank Factory Police Station.

72	Jayanthi.D	208/3, Rohini Flats, Anna Nagar West Extension, Chennai-101.
73	Bhaskar.M	1/580, Mugappair West, Chennai-37. J.J. Nagar East Police Station.
74	Selvaganapathi.K	D2, 4/7 TNHB Quarters, North Main Road Extension, Thirumangalam, Anna Nagar West Extn., Chennai – 50 Ph : 94442 42316. Thirumangalam Police Station.
75	Samadharmi.S	No.6, Rakesh Sharma Street, Minjur, Ponneri Taluk, Tiruvallore District. Minjur Police Station.
76	Selvaraj.S	14/35, Karnam Street, Velachery, Chennai-42. Velachery Police Station.
77	Dorairaj.R	No.13, Divyadass Nagar, Subramani Street, Pozhichalur, Chennai-74 Sankar Nagar Police Station.
78	Arjunan.G	457/15, Shakthi Colony, 7 th Main Road, Anna Nagar (West) Chennai-40.
79	Muthiyal.V	No.172, Secretariat Colony, Maped Post, Chennai – 73.
80	Natarajan.P	805, 32 nd Cross Street, T.P. Chatram, Chennai-30.
81	Mayuranathan.N.G	4/3, Tamil Nadu Housing Board Quarters, Venkatapuram, Saidapet, Chennai-15. Saidapet Police Station.
82	Kavirajan.C	A.H.23, TNHB Quarters, Todhunter Nagar, Saidapet, Chennai-15. Saidapet Police Station.

83	Shalem Soundaravalli.G	No.5, 2 nd Avenue, Sivasakthi Nagar, 'A' Sector, Annanur, Chennai-109. Ph: 2636 0351 Teynampet Police Station.
84	Chinniah.K	58, Venkatachalam Nagar, Thirumullaivayal, Chennai-62.
85	Sellakannu.S	67/32, C.I.T. Nagar, First Main Road, Nandanam, Chennai-35. Ph: 98411 22747
86	A. Dhananjaya	No.1, 40 th Street, Sivasakthi Nagar, 'D' Sector, Annanur, Chennai-109. Ph: 2637 6522 Tirumullaivayal Police Station.
87	Flora Helan Mary	6, Anbu Nagar, Keelkattalai, Chennai-117. Madipakkam Police Station.
88	Sadasivam J	No.1, Gorimedu Street, Poonamallee, Chennai-56. Poonamallee P.S.

ASSISTANT

Sl.No	Name	Residential Address
1	M. Murali	D4/8, TNHB Qts. North Main Road, Anna Nagar West (Extn) Chennai-101 (Korattur Police Station)
2	G.Alaguvel	No.13, N Blockl TNHB Qtrs, Todhunter Nagar, Saidapet, Chennai-15
3	R.Rajagopalan	22, Varadharan Avenue, Sri Ram Nagar Extn Old Perugalathur
4	A.Santhi	Foreshore Estate, Chennai

5	N.Subramanian	No.326 M.Block, P.T. Sgreet, New Washermanpet Chennai
5	A.Ramakrishnan	RC.24Ā Lyods ColonyĀ Royapettah Ph: 9444914015
6	P.Palanivel	G.27, TNHB Qtrs Shenoy Nagar,Chennai-30
7	M.Sathiavani	D5/5, TNHB Staff Quarters, Ayanavaram, Chennai-23
8	C.Uthandi	9/21, Sydoji Lane, Triplicane, Chennai-3
10	S.V.Devendiran	No.101, Kathan Street B.G. Natham, Chengalpattu
11	V.Ulaganathan	492./19, 7 th Main Road, Anna Nagar,Chennai-40
12	P.Ravichandran	D.4, Foreshore Estate, Pattinapakkam,Chennai-28
13	V.Revathi	No.23, Brindavan Street Extn West Mambalam,Chennai-33 Ph: 24842619
14	S.Nandhini	3C , Sangam street, Gandhi Naghar, Selayur Post,Chennai-73
15	P.Palanivel	G.27, TNHB Qts, Shenoy Nagar, Chennai-30
16	J.Purushotham	Plot No.140, D.No.53 Jayalakshmi Nagar,Nandhivaram Guduvancheri
17	S. Aparna	Plot No.72, Janakpuri, Kolapakkam, Vandalur, Chennai-48 Otteri Police Station.
18	D. Saravanan	No.41, Vinayagar Nagar, Kundrathur, Chennai – 69.

19.	P. Sathiyaseelan	D2, 4/6, TNHB Quarters, North Main Road, Anna Nagar West (Extn) Chennai-101 Korattur Police Station
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TYPIST

1	S.Rajitha	No.411, Veeranan street, Tiruvallur-602001 Tiruvallur District
2	S. Selvakumari	'F' 7, Govt. Qts Shenoy Nagar, Chennai
3	R.Saraswathi	110, N.M.N. Street, Vanniya Teynampet, Chennai-18

PRIVATE SECRETARY

1	P. Saradha	No.49, Fathima Nagar, Nemilicherry Chrompet, Chennai-44
2	M. Anthoniammal	No.88, Bharathinagar Main Road, Zamin Pallavaram, Chennai-43

PERSONAL ASSISTANTS

1	K. Govindalakshmi,	Plot No.9B, Appas Street Extn. Srinivasa Nagar, New Perungalathur, Chennai-63
2	Sugunasaraswathi	No.14, Ganapathy Colony, Chennai- 600 018 Ph: 4335266
3	Selvi V. Rajeswari	B.12/15, 88, TNGHRS, Mugappair (E), Chennai-50

4	G. Sumitra,	I, Nethaji Street, New Perungalathur, Chennai-600 063
5	T. Prema,	C11/43. New A.R. Line, Pudupet, Chennai-600002
6	Arputhamary Vasanthi	Plot No.43, Priya Nagar IIIrd Extension Urapakkam,Kancheepuram District,Pin: 603 202
7	T. Senthil Vadivel	345, 23 rd Street, V Block, Anna Nagar East, Chennai-102.
8	S. Bharathi	Plot No.5, Chandran Avenue, Chitlapakkam, Chennai-64. Chitlapakkam Police Station.
9.	Sankar	o/o Additional Secretary, Home Department, Chennai-9.

PERSONAL CLERK

1	D. Mahalakshmi	35-36, Mundagakanni Amman Street, Panna Oasis Apartments, 'B' Block, Flat No.1, IV Floor, Mylapore, Chennai-5 Ph: 2498 5676 Mylapore Police Station.
2	D. Umasankar,	No.16/ 10, Nehru Street, Kannappan Nagar, Arumbakkam, Chennai-106. Arumbakkam Police Station.
3	P.K. Suganthi	7/12, Ist Floor, Peter's colony, Royapettah, Chennai-14 Phone: 28528694

4	V. Rajalakshmi	Type-II, 106/4, H.V.F.Estate, Avadi, Chennai-54
5	N. Vijayavel,	No,101/2 Shanmugarayan Street, Seven Wells, Chennai-1
6	Xavier Selvarani,	No.9, Laxmi Nagar, Korattur,Chennai-600 076.
7	B. Ganga Bhavani	D-119, Todhunter Nagar, Saidapet, Chennai-15 Saidapet Police Station.

Office Assistants, Record Clerk and Sweeper

Sl.No.	Name and Address	Designation
1	A.Irudaiyanathan, No.20, Dr. Kalaijar Street, Vinobha Nagar, East Tambaram, Chennai-59	Special Grade Office Assistant
2	M.Chandra Prabu, No. 4, Chinnammal Street, West Saidapet, Chennai-15	Selection Grade Office Assistant
3	M. Abdul Samath No.139, Mettu Street, Ayanavaram, Chennai -23	Selection Grade Office Assistant
4	N. Perumal, No.6/22, Mettu Street, Thiruninravur, Big Colony, Thiruninravur- 602024	Selection Grade Office Assistant
5	R.Pitchai, No.29, Bharmacolony, Kamaraj Nagar, New Washermenpet, Chennai-81	Selection Grade Office Assistant
6	V. Manoharan, No.13, West Krishnappar Giramini Thottam, 2 nd Lane, Chennai.	Selection Grade Office Assistant

7	E.Murugesan, 108, Appusamy Mudali Street, Chetpet, Chennai	Selection Grade Office Assistant
8	P.Saravanan, No.43, Krishnappar Giramini Thottam, Washermentpet, Chennai-21	Selection Grade Office Assistant
9	Chinnadurai, No.17, South Street, Arumbakkam, Sakthinagar, Chennai-106	Selection Grade Office Assistant
10	P.Jeyashankar, Plot No.13, Door No. 9, Vanjinathan Street, Extension Senthil nagar, East Chennai-62	Office Assistant
11	S.Raju, No.310, 4 th Street, Bakthavatchalam Colony, Vyasarpadi, Chennai-39	Special Grade Office Assistant
12	A.Subramani, 51, Brinklin Road, 4 th Street, Otteri, Chennai-12	Sweeper
13	A.Lingeswari, No.3, Kavangarai, Shankaralingam Street, Chennai	Sweeper
14	N.Kumar, No.1/16, Indra Gandhi Street, Semancherry, Chennai.	Sweeper
15	S.Devendran, No.41, Thiru Veedhi Amman Koil Street, Arumbakkam, Chennai-106	Selection Grade Office Assistant
16	G.Baby, No.3, PonniAmman Medu, Ambujammal Street, Chennai-110	Office Assistant
17	S. Francies Joseph, No.56, Semman pettai, Kellys, Chennai-10	Office Assistant
18	Tmt. D. Pramila, Sundaramurthy Street, Vyasarpadi, Chennai-39	Office Assistant

19	C. Manoharan , No.39/28, Rajaji Salai, Thiruvallur	Office Assistant
20	D.Pitchai, No30, Sathiyavani Muthu Nagar, St.Marrys Road, Chennai-28	Scavenger
21	T. Sankar,n (Senior) Plot No.27, Ramapuram, Putlur, Thiruvallur Taluk	Office Assistant
22	A. Krishnamurthy, No.D2, Thadanda nagar, PWD Quarters, Saidapet, Chennai-15	Office Assistant
23	M. Manoharan, No.28, Bharma Colony, Kamaraj Nagar, New Washermenpet, Chennai-81	Office Assistant
24	S.K.Villalan, No.263, Valluvar Kottam High Road, Nungambakkam, Chennai.	Office Assistant
25	Govindan No.99, LIG -I MMDA Mathoor, Manali	Office Assistant
26	T.Saravanan, No.161, anna Street, NT Road, Karanodai, Chennai-67	Office Assistant
27	C.Elumalai, No.6/2, Nehru Street, Karunanidhi Nagar, Nanganallur, Chennai-61	Office Assistant
28	T.Shankar, No.4/196, Mugappair West, Chennai-58	Office Assistant
29	A.Azeezullah Shereef, No.27/1, Subbammal Street, Washermenpet, Chennai	Office Assistant
30	D.Anantha Sekaran, No.85, Appasamy Street, Chetpet, Chennai-31	Record Clerk

31	P.Sampathkumar No.D2/14, TNBH Quarters, Annanagar West, Chennai-50	Record Clerk
32	D.Jeyaraman, No.58, PV Koil 1 st Street, Pudupet, Royapet, Chennai.14	Record Clerk
33	S.Jesuraj, No.58, 3 rd Street, Sasthri Nagar, Vyasarpadi, Chennai-39	Record Clerk
34	D.Moses Tambi Durai Kamaraj Nagar, Ayyanavaram, Chennai-23	Record Clerk
35	K.Rajamuthu, No.24, Thiru-Vi-Ka Street, Sastri Nagar, Pattabiram, Chennai-72	Record Clerk
36	K.Muthukrishnan, No.E245, Balasubramani Salai, 12 th Cross Street, Periyar Nagar, Chennai-82	Record Assistant
37	T.Thiruselvam, No.192, TN BH Quarters, 131/2, Nathamuni Road, Anna nagar, Chennai101	Record Assistant (Despatch Assistant
38	T.Govindaraj, Manapakkam, Ramapuram, Chennai.	Record Clerk
39	Lakshmi Narayanan, No.40, Vijayalakshmi Street, Kamarajar Nagar, Perungalathur, Chennai – 63.	Record Assistant
40	R.Manoharan, No.26, Vaigundapuram, Nungambakkam, Chennai-34	Record Clerk

Department of Home

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

Section Officer (Rs.6,500 – 200 – 11,100 + Allowances)

Sl.No	Name
1)	Swaminathan.S
2)	Subramanian R.
3)	Rangarajan.T
4)	Maruthanayagam P
5)	Navaneethakrishnan.C
6)	Selvi M.Arachelvi
7)	Munisamy P.
8)	Sethu .T.
9)	Samvedraj N
10)	Syed Sadakathullah.K
11)	Devaraju R.
12)	Selvaraju.C
13)	Sathiyapillai . K
14)	Surendra Purushothanman.R
15)	Poovendran A
16)	Selvaraj P.
17)	Gopalakrishnan E
18)	Chandrasekaran M
19)	Alangaram G.
20)	Kasthuri A

21)	Kalaimani A
22)	Navaneetham R
23)	Radhakrishnan
24)	Munusamy G.
25)	Haridoss K.
26)	P.K.Vijayal
27)	Balasubramanian.A
28)	Chidambaram. P
29)	Thiagarajan J.
30)	Chinnammal K.
31)	Jogarathinam B
32)	Muthiah.V
33)	Sekar.V
34)	Vijayakumar.R
35)	Murthy.R
36)	Maria Charless.A
37)	Ruth Kirubarani
38)	M. Senthamarai
39)	Mani.N
40)	Lakshmanan.P
41)	Malathi.S
42)	Vasanthi Rani
43)	Balachandran.R
44)	Radhakrishnan J

Assistant Section Officer (Rs.5500 – 175 – 9000 + allowances)

Sl.No.	Name
1.	Anandan D.
2.	Annathai
3.	Anusuya T.
4.	Banumathi S
5.	Baskaran K.R.
6.	Chandra S.
7.	Chitra S.
8.	Chellammal Muthupillai
9.	Devarj M. J.
10.	Gnaneswaran T.R.
11.	Giridharan
12.	Gowri T.
13.	Gunasekar S.K.
14.	Jamuna G.
15.	Jesuthayanand A.
16.	Kanagasabai M.S.
17.	Kanakarethnam S.
18.	Karunagaran S
19.	Karuppiah K.
20.	Kesavan C.
21.	Krishnamurthy V.
22.	Kumar S.
23.	Lakshmipathy T.S.

24.	Loganathan K.
25.	Manimaran T.S.
26.	Muhamed Ali A.
27.	Nallamuthu R.
28.	Navaneethakrishnan G.
29.	Partheeban K.
30.	Padma D
31.	Panneerselvam B
32.	Ponnian .A.
33.	Ponnusamy M
34.	Prabhakaran S.
35.	Premasheela S.
36.	Rajack B.
37.	Rajeswari Ammal M.
38.	Ramachandran N.
39.	Ramalingam N.
40.	Ramanathan A
41.	Rengarajan K.
42.	Sadaipandi R.
43.	Saminathan M.
44.	Santha A.
45.	Saraswathy C.
46.	Saraswathy K.
47.	Selvaraj R
48.	Sudachandar Udhayakumar

49.	Sukumaran P.
50.	Sundara raj K.
51.	Syed Meera M.
52.	Thangamudi A.
53.	Tharani Kumar.M.
54.	Thiyageswaran M.
55.	Usha A.
56.	Venkatasubramanian
57.	Vijaya lakshmi G.
58.	Yovan Mahendran D.
59.	Suganthavalli V.R.
60.	M. Muthuselvi
61.	Suresh Kannan.K
62.	Selvadoss P.
63.	Baskaran C
64.	Dhananjaya A
65.	Srividhya S
66.	Syed Amanullah N
67.	Flora Helan Mary S
68.	Durai Raj R
69.	Vatsaladevi V
70.	Ramesh H
71.	Vijayalakshmi M
72.	Kavirajan C
73.	Shalem Soundaravalli

74.	Dadabai Nowroji R
75.	Sadasivam J
76.	Bhaskar M
77.	Samadharmi S
78.	Selvaraj S
79.	Tamilselvi.M
80.	Sumathi.S
81.	Jayanthi.D
82.	Selva Ganapathi.K
83.	Arujunan.G
84.	Muthiyal.V
85.	Natarajan.P
86.	Mayuranathan.N.G.
87.	Chinniah.K
88.	Sellakannu.S

PRIVATE SECRETARY (Rs.6500 – 200 – 11,100 + Allowances)

Sl.No.	Name
1	P. Saradha
2	M. Anthoniammal

PERSONAL ASSISTANTS (Rs.5500 – 175 – 9000 + Allowances)

Sl.No.	Name
1	K. Govindalakshmi,
2	Sugunasaraswathi
3	Selvi V. Rajeswari
4	G. Sumitra,
5	T. Prema,
6	Arputhamary Vasanthi
7.	T. Senthil Vadivel
8.	S. Bharathi
9.	Sankar

PERSONAL CLERKS (Rs.4500 – 125 – 7000 + Allowances)

Sl.No.	Name
1	D. Mahalakshmi
2	D. Umasankar,
3	P.K. Suganthi

4	V. Rajalakshmi
5	N. Vijayavel,
6.	Xavier Selvarani
7.	B. Ganga Bhavani

ASSISTANTS (Rs.3625 – 85 – 4900 + Allowances)

Sl.No.	Name
1	M. Murali
2	G.Alaguvel
3	R.Rajagopalan
4	A.Santhi
5	N.Subramanian
5	A.Ramakrishnan
6	P.Palanivel
7	M.Sathiavani
8	C.Uthandi
10	S.V.Devendiran
11	V.Ulaganathan
12	P.Ravichandran
13	V.Revathi
14	S.Nandhini
15	P.Palanivel
16	J.Purushotham
17	S. Aparna
18.	D. Saravanan
19.	P. Sathiyaseelan

TYPISTS (Rs.3200 – 85 – 4900 + Allowances)

Sl.No.	Name
1	S.Rajitha
2	S. Selvakumari
3	R.Saraswathi

Office Assistants, Record Clerks and Sweepers**(Rs.2550 – 55 – 2660 – 60 – 3200)**

Sl.No.	Name and Address	Designation
1	A.Irudaiyanathan	Special Grade Office Assistant
2	M.Chandra Prabu	Selection Grade Office Assistant
3	M. Abdul Samath	Selection Grade Office Assistant
4	N. Perumal	Selection Grade Office Assistant
5	R.Pitchai	Selection Grade Office Assistant
6	V. Manoharan	Selection Grade Office Assistant
7	E.Murugesan	Selection Grade Office Assistant
8	P.Saravanan	Selection Grade Office Assistant
9	Chinnadurai	Selection Grade Office Assistant
10	P.Jeyashankar	Office Assistant
11	S.Raju	Special Grade Office Assistant
12	A.Subramani	Sweeper
13	A.Lingeswari	Sweeper
14	N.Kumar	Sweeper

15	S.Devendran	Selection Grade Office Assistant
16	G.Baby	Office Assistant
17	S. Francies Joseph	Office Assistant
18	Tmt. D. Pramila	Office Assistant
19	C. Manoharan	Office Assistant
20	D.Pitchai	Scavenger
21	T. Sankarm (Senior)	Office Assistant
22	D.Karunamurthy	Office Assistant
23	M. Manoharan	Office Assistant
24	S.K.Villalan	Office Assistant
25	Govindan	Office Assistant
26	T.Saravanan	Office Assistant
27	C.Elumalai	Office Assistant
28	T.Shankar (Junior)	Office Assistant
29	A.Azeeullah Shereef	Office Assistant
30	D.Anantha Sekaran (Rs.2610 – 60 – 3150 – 65 - 3540)	Record Clerk
31	P.Sampathkumar	Record Clerk
32	D.Jeyaraman	Record Clerk
33	S.Jesuraj	Record Clerk
34	D.Moses Tambi Durai	Record Clerk
35	K.Rajamuthu	Record Clerk
36	K.Muthukrishnan (Rs.3200 – 85 – 4900)	Record Assistant

37	T.Thiruselvam	Record Assistant (Despatch Assistant)
38	T.Govindaraj	Record Clerk
39	Lakshmi Narayanan	Record Assistant
40	R.Manoharan	Record Clerk

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.

Temporary Assistant (Appointed on contract basis)
(Consolidated pay of Rs.4000/- per month)

Sl.No	NAME
1	AMUDHA SARASWATHI.C
2	AMUDHA.A
3	ARUNA ARASI
4	BALASARASWATHI.V
6	BANUMATHI.S
7	BHUVANESWARI.S
8	DEVAKI.G
9	DURGABA.I.C
10	JAYARANI.D
11	KANNAKI.R
12	KANNIYAKUMARI.V
13	KUMUTHA.G
14	LAKSHMI.C
15	LALITHA.S
16	MANIMEGALAI.V
17	MUTHAMIL SELVI.N
18	PADMAVATHI.A
19	PADMINI.D
20	POONGODI.N
21	PUSHPALATHA.N
22	RAJESWARI.S

23	SAKUNTHALA.K
24	SARALA.C
25	SARALA.J
26	SAROJINIBAI.N
27	TAMILSELVI.P
28	TAMILZHARASI.S
29	UMA.PM
30	UMAMAGESWARI.B
31	VALLINAYAGI.S
32	VIJAYALAKSHMI.S