



# **MANUAL UNDER RIGHT TO INFORMATION ACT, 2005**

**GOVERNMENT OF TAMIL NADU**

**DEPARTMENT OF  
TOURISM, CULTURE  
AND  
RELIGIOUS ENDOWMENTS  
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 Tourism, Culture & Religious Endowments, 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 Tourism, Culture & Religious Endowments and the organisations under its administrative control.
- 1.4 The Department of Tourism, Culture & Religious Endowments has designated the following Officers as Appellate Authorities, under Right To Information Act, 2005 for the subjects mentioned against them;-

Sl. No.	Designation	Subject	Contact Address
1	Deputy Secretary to Govt.(Culture)	Culture, Museums, Archaeology, and Office Procedure Section	D.S. to Govt.,(Culture) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2567 2709
2	Deputy Secretary to Govt. (Tourism)	Tourism	D.S. to Govt., (Tourism) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2567 7444
3	Deputy Secretary to Govt. (R.E.)	Religious Endowments	D.S. to Govt.,(R.E.) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2567 1480

The Department also designate the following Officers as the Public Information Officers in respect of the subjects mentioned against them, under Sub-section (1) of Section 5 of the Right To Information Act, 2005, for providing information under the above Act:-

Sl. No	Designation	Subject	Contact Address
1	U.S. to Govt. (OP)	Museums, Archaeology, And Office Procedure Section	U.S. to Govt., (OP) T.C.&R.E. Dept., Secretariat, Chennai-9 Phone .No. 044-2566 5747
2	U.S. to Govt. (Budget)	Establishment matters related to Commissionerate of Tourism and T.T.D.C	U.S. to Govt., (Budget) T.C.&R.E. Dept., Secretariat, Chennai-9 Phone No. 044-2566 5287
3	U.S. to Govt. (Culture)	Culture	U.S. to Govt., (Culture) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No. 044-2566 5221
4	U.S. to Govt.(Tourism)	Tourism Schemes	U.S. to Govt., (Tourism) T.C.&R.E.Dept., Secretariat, Chennai-9 Ph.No. 044-2566 5206
5	U.S. to Govt. (R.E.-1)	Religious Endowments	U.S. to Govt., (R.E-1) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No. 044-2566 5991
6	U.S. to Govt. (R.E.-2)	Religious Endowments	U.S. to Govt., (R.E-2) T.C.&R.E.Dept., Secretariat, Chennai-9 Ph.No. 044-2566 5546

The Department further designate the following Officers as Assistant Public Information Officers in respect of the subjects mentioned against their names, under Sub-Section (5) of Section 5 of the Right To Information Act, 2005, to assist the Public Information Officers under the above Act:-

Sl. No.	Designation (Name)	Subject	Contact Address
1	Section Officer (OP)	Office Procedure Section	Section Officer (OP) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5302
2	Section Officer (MA)	Museums and Archaeology Section	Section Officer (MA) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5302
3	Section Officer (C2)	Culture-2 Section	Section Officer (C2) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5013
4	Section Officer (C1)	Culture-1 Section	Section Officer (C1) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5013
5	Section Officer (Gen)	General Section	Section Officer (Gen) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5936
6	Section Officer (T1)	Tourism-1 Section	Section Officer (T1) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5748
7	Section Officer (T2)	Tourism-2 Section	Section Officer (T2) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5748
8	Section Officer (T3)	Touism-3 Section	Section Officer (T3) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5748
9	Section Officer (RE-1)	Religious Endowments-1 Section	Section Officer (RE-1) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5772
10	Section Officer (RE-2)	Religious Endowments-2 Section	Section Officer (RE-2) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No. 044-2566 5772

11	Section Officer (RE-3)	Religious Endowments-3 Section	Section Officer (RE-3) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5772
12	Section Officer (RE-4)	Religious Endowments-4 Section	Section Officer (RE-4) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5772
13	Section Officer (RE-5)	Religious Endowments-5 Section	Section Officer (RE-5) T.C.&R.E. Dept., Secretariat, Chennai-9 Ph.No.044-2566 5772

A person requiring any information under the Act may contact the above Public Information Officers.

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

- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by cash or by demand draft or banker's cheque or by affixing Court Fee Stamp. 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.

Telephone Numbers connected with the Officers of Tourism, Culture & Religious Endowments Department:-

DESIGNATION	NAME Tvl.	DIRECT	INTER COM
Principal Secretary	Apurva Varma, I.A.S.,	25670820	5696
D.S. (Tourism)	M.Jayakumar	25677444	5238
D.S. (Culture)	S.Premasheela	25672709	5202
D.S.(RE)	K.K.Muralidharan	25671480	5195
U.S. (OP)	A.Thangappa	25665747	5747
U.S. (Culture)	K.Sekar	25665221	5221
U.S. (Tourism) (Schemes)	G.Shivaji	25665206	5206
U.S.(Budget)	S.Naseem	25665287	5287
U.S. (RE-1)	V.P.Nagajothi	25665991	5991
U.S. (RE-2)	S.Sumathi	25665546	5546



**ADDRESS OF THE MAIN OFFICE**

Principal Secretary to Government  
Tourism, Culture & Religious Endowments 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 TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS**

**Particulars of organization, functions and duties**  
**(Section 4(1)(b)(i) of Right To Information Act, 2005)**

**1. OBJECTIVE/PURPOSE OF THE DEPARTMENT**

The Tourism, Culture & Religious Endowments Department Consists of five major wings i.e., TOURISM, ART AND CULTURE, MUSEUMS, ARCHAEOLOGY AND HINDU RELIGIOUS & CHARITABLE ENDOWMENTS. Tourism wing is under the control of a Commissioner of Tourism. Art and Culture wing is administered by a Commissioner. The Museums wing is under the control of a Director (FAC), the Archaeology wing is under the control of a Commissioner and the Hindu Religious and Charitable Endowments wing is under the control of a Commissioner.

**A) DEPARTMENT OF TOURISM**

Tourism is an important aspect of human life. It is a part of the service sector of an economy and is a big source of employment generation and foreign exchange earning. Tourism has become a knowledge based industry. Tourism can be for sight seeing, holidaying, education, business, medical treatment, rejuvenation of mind and body etc. In many countries tourism is treated as an industry.

Tamil Nadu is a unique and fascinating State, where technology co-exists with tradition and old architecture blends with contemporary vitality. These make Tamil Nadu a year round destination. It has abundant tourist wealth such as,

- i) Hill Resorts
- ii) Beach Resorts
- iii) Water falls
- iv) Wild life sanctuaries
- v) Zoological Parks
- vi) Bird Sanctuaries
- vii) Temples/Churches/Mosques
- viii) Botanical/Horticultural Gardens
- ix) Heritage Monuments
- x) Mangroves
- xi) Lakes.

### **VISION OF TAMILNADU TOURISM**

- (i) To promote Tamil Nadu as an attractive tourist destination at the international level.
- (ii) To preserve the rich cultural heritage and monuments of architectural splendor.

### **IMPORTANCE OF TOURISM**

- (i) To generate foreign exchange for the country.
- (ii) To generate employment, especially in the services sector and to improve the standard of living and quality of life for the people.

### **GOALS OF TAMILNADU TOURISM**

- (i) Make Tamil Nadu the top destination in India for attracting domestic and foreign tourist.
- (ii) Increase the number of tourist arrivals
- (iii) Increase the length of stay of tourists.
- (iv) Increase the average spending by foreign as well as domestic tourists per day.

### **NEW TOURISM PROJECTS**

- (i) Eco- Tourism
- (ii) Rural Tourism
- (iii) Adventure Tourism
- (iv) Medical Tourism
- (v) Heritage Tourism

### **TOURISM PROMOTIONAL ACTIVITIES**

- (i) Publicity-Advertisements, International Travel Marts, Overseas Travel Marts
- (ii) Fairs, Festivals and Seminars
- (iii) Tourist Literature

**TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED**

The Tamil Nadu Tourism Development Corporation Limited was established in 30.06.1971. It has made rapid strides since then and is at present having a chain of 55 Hotels and a fleet of 25 coaches. The Tamil Nadu Tourism Development Corporation Limited is operating Youth Hostels in major tourist destinations. The Tamil Nadu Tourism Development Corporation is also organizing Rail cum Road Tours from New Delhi, Mumbai, Kolkata, Ahamadabad and Jaipur. The tourists are received at Chennai Railway Station and transferred to The Tamil Nadu Tourism Development Corporation's Coaches.

The Additional Director, Tourism Department, Tamil Nadu Tourism Complex, Wallajah Road, Chennai- 600 002 has been appointed as the Public Information Officer Under Right To Information Act, 2005 in respect of Tourism Department.

His contact phone number is 044-25366633 / Cell:9176995804

The Appellate Authority is the Commissioner of Tourism, Tourism Complex, Wallajah Road, Chennai-600 002.

His contact phone number is 044-25380583

Detailed Information in respect of Tourism Department is available at [www.tamilnadutourism.gov.in](http://www.tamilnadutourism.gov.in)

**B) DEPARTMENT OF ART AND CULTURE:**

In order to integrate the various activities and schemes for the development of art a separate department was required and the Directorate of Art and Culture was started in December 1991. Tamil Nadu Eyal Isai Nataka Manram, Tamil Nadu Ovia Nunkalai Kuzhu, Tamil Nadu Jawahar Siruvar Manram, Government Music Training Centres at Chennai and Madurai, Government Fine Arts Colleges at Chennai and Kumbakonam and Government College of Architecture and Sculpture at Mamallapuram were brought under the direct control of Directorate of Art and Culture.

Under the control of Commissioner of Art and Culture, 7 Regional Cultural Centres, 4 Government Music Colleges, 17 District Government Music Schools, 2 Government Colleges of Fine Arts, One Government College of

Architecture and Sculpture, 36 Jawahar Bal Bhavans, District Art Society in each District headed by the District Collectors and Tamil Nadu Ovia Nunkalai Kuzhu are functioning. Further, the Tamil Nadu Eyal Isai Nataka Manram in Chennai is also functioning to encourage the artistes involved in fostering of Traditional Tamil Arts. The Tamil Nadu Folk Artistes Welfare Board is functioning separately for the economic upliftment of Folk Artistes.

The Seven Regional Cultural Centres are engaged in creating awareness among the people about the rich cultural heritage of Tamil Nadu, revitalising the art and cultural traditions, including the street theatre by proper coordination with the District Art Societies and other cultural organisations. The Regional Cultural Centres with the Assistant Directors of Art and Culture Department as Head of office are functioning in Kancheepuram, Thanjavur, Salem, Madurai, Tirunelveli, Tiruchirappalli & Coimbatore. The Regional Cultural Centres are effectively implementing the schemes of the Government at District level by proper co-ordination with the District Art Societies, the District Music Schools and the Jawahar Siruvar Manrams. They also liaise with Eyal Isai Nataka Manram, Tamilnadu Ovia Nunkalai Kuzhu and South Zone Cultural Centre by organizing and conducting several art festivals like Vaigunda Ekadesi Vizha, Tamil Isai Vizha, Karthigai Oli Vizha, Paavai Vizha, Saaral Vizha, Sirkazhi Moovar Vizha, Kattabomman Birthday Celebration, Aruvi Thiruvizha, Kumari Thiruvizha, Sadhaya Vizha, Azhither Vizha, Kodai Vizha, Mangani Vizha and Matha Nallinakka Vizha.

The Tamil Nadu Folk Artistes Welfare Board was created with a view to encouraging the younger generation to appreciate the value of various forms of folk arts and for providing social security and welfare schemes to the folk artistes and to preserving the dying folk art forms of Tamil Nadu, thereby promoting their cause and providing financial assistance.

Tamil Nadu Sangeet Nataka Sangam was established by the Government of Tamil Nadu in the year 1955 to achieve the objectives of the Central Sangeet Natak Akademi at State level and foster traditional Tamil Arts. It was formally registered under Societies Act 21 / 1860 on 27.11.1956. It was renamed as Tamil Nadu Eyal Isai Nataka Manram in the year 1973. This Manram is implementing several schemes from the grants sanctioned by the Government of Tamil Nadu for the benefit of artistes.

The main activities of the Tamil Nadu Eyal Isai Nataka Manram include exchange of cultural troupes between the States, sanctioning of monthly financial assistance to the indigent artistes and sanctioning of family maintenance grant to the families of deceased famous artistes; encouraging talented, budding artistes by providing opportunities for their performances through various cultural organizations of Tamil Nadu, conferring “Kalaimamani Awards” to the artistes for their yeomen service to the enrichment of performing arts, conferment of All India Level Awards for the artistes in the name of “Mahakavi Bharathiyar”, “Great singer Tmt.M.S.Subbulakshmi” and “Great Dancer Tmt Balasaraswathi”, extending grants to professional drama troupes for production and staging of Tamil dramas depicting our ancient culture and heritage; sanctioning grants for publication of rare books in the field of art and organizations towards the commemorative festival of savants; conducting various cultural festivals for the benefit of the artistes; documentation of rare forms of traditional arts to enable the future generation to know about them; recording and preserving of music programmes of the senior artistes and encouraging research on our folk arts and traditional classical fine arts.

To propagate the richness of our ancient Music and Fine Arts among the younger generation and create awareness at National Level and World Level and to enlighten them about the values of Music, Sculpture etc., the Tamil Nadu Music and Fine Arts University has been established on 14.11.2013. The University is presently functioning at the Tamil Nadu Government Music College campus at Chennai. 4 Government Music Colleges functioning at Chennai, Madurai, Coimbatore, Thiruvaiyaru, 2 Government Fine Arts Colleges functioning at Chennai and Kumbakonam, Government College of Architecture and Sculpture, Mamallapuram and Kalaikaveri Fine Arts College at Trichirappalli were brought under the academic control of this Music and Fine Arts University.

The Deputy Director, Art and Culture Department, Halls Road, Egmore, Chennai-600 008 has been appointed as the Public Information Officer Under Right To Information Act, 2005 in respect of Art and Culture Department.

His contact phone number is 044 -28193196.

The Appellate Authority is Commissioner, Art and Culture Department, Halls Salai, Egmore, Chennai-600 008.

His contact phone number is 044 - 28193157.

Detailed Information in respect of Art and Culture Department is available at [www.artandculture.tn.gov.in](http://www.artandculture.tn.gov.in)

### **C) DEPARTMENT OF MUSEUMS:**

The Museums Department is functioning under the control of Director of Museums. He is assisted by Assistant Directors, Curators and other staffs. The district Museums are functioning under the control of Curators supported by Technical Assistants and Gallery Guards. The Government Museum, Chennai is one of the oldest and biggest museums in India. Museums are also functioning in the Districts at the following places - Pudukottai, Salem, Madurai, Tiruchirapalli, Vellore, Erode, Cuddalore, Uthagamandalam, Coimbatore, Kanniyakumari, Krishnagiri, Tirunelveli, Sivagangai, Tiruvarur, Palani, Nagappattinam, Kancheepuram, Ramanathapuram, Karur and Virudhunagar.

The following are the important functions of the Museums Department:-

1. Collection and Preservation of aesthetic objects,
2. Scientific storage and aesthetic display of objects for visitors,
3. Documenting the collections, including cataloguing, publishing of printed catalogues, books, journals, etc.
4. Undertaking Research Activities individually or in association with other Institutions, Universities and facilitate the research scholars and students by giving access to the collections and information.
5. Conducting periodical exhibitions, lectures and programmes as part of the educational activities
6. Conservation and restoration of objects through chemical conservation.

The Curator, Education Section, Museum Department, Halls Road, Egmore, Chennai- 600 008 has been appointed as the Public Information Officer Under Right To Information Act, 2005 in respect of Museums Department.

His contact phone number is 044-28193238.

The Appellate Authority is the Commissioner of Museums, Halls Road, Egmore, Chennai- 600 008.

His contact number is 044-28193778 / 28193238

Detailed Information in respect of Museums Department is available at [www.chennaiuseum.org](http://www.chennaiuseum.org).

**D) DEPARTMENT OF ARCHAEOLOGY:**

The Archaeology Department, established by the Government of Tamil Nadu, is functioning from the year 1961 onwards. This Department is functioning under the control of Commissioner of Archaeology, assisted by Deputy Director, Deputy Superintending Archaeologist, Assistant Director (Regional), Assistant Superintending Epigraphist, Curator, Epigraphist, Archaeological Officer, Pre-historic Archaeologist, and Exploration cum Excavation Archaeologist.

The Archaeology Department started its functioning with the prime objectives of “Conservation and Preservation” of ancient monuments in Tamil Nadu and conducting systematic excavations at archaeological potential sites. Subsequently, its activities have been expanded to cover copying and deciphering of stone inscriptions, documenting and publishing them. The antiquities unearthed from excavation are exhibited for the benefit of scholars and general public in the fourteen archaeological site museums which are under the control of this department and the antiquities preserved are periodically chemically treated and preserved. A library exclusively for scholars is also functioning at the Commissionerate at Chennai.

89 ancient and historical monuments including religious and secular buildings have been declared as protected monuments so far. The major activity of the Archaeology Department is to carry out archaeological excavations in historically important sites in the State. An Institute of Epigraphy has also been functioning at Chennai head office since 1974. The chemical conservation section was established in Chennai and Madurai to chemically conserve the antiquities brought to light from excavations.

The Government of India have enacted ‘The Antiquities and Art Treasures Act 1972’ in order to curb the smuggling of Art Treasures from India. To enforce this act effectively, Registering Offices one at Chennai and another at Thiruchirappalli are functioning. The Prestigious “Government Oriental Manuscripts Library and Research Centre” is functioning in the campus of University of Madras under the control of this Archaeology Department.

The Assistant Director, Archaeology Department, Halls Road, Egmore, Chennai-600 008 has been appointed as the Public Information Officer Under Right To Information Act, 2005 in respect of Archaeology Department.

His Contact Phone Number is 044-28190020

The Appellate Authority is Commissioner of Archaeology, Halls Road, Egmore, Chennai - 600 008.

His/her Contact Phone Number is 044 - 28190020 / 28190023

Detailed Information in respect of Archaeology Department is available at [www.tnarch.gov.in](http://www.tnarch.gov.in)

#### **E) DEPARTMENT OF HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS:**

The temples in Tamil Nadu are the Holy Shrines for the countless devotees and tourists far and wide in India and abroad. They are instrumental in creating order in the society guiding unity among the public, besides being an encyclopedia for morals in life. They are also historical monuments propagating art, culture and civilization of the Tamils.

Tamil Nadu has innumerable Shaivite Temples, Vaishnavite Temples, abodes of Lord Muruga, popular Amman Temples, Village temples etc., most of the temple properties have been endowed by the benevolent people at all levels from kings to common men. The bounden duty and responsibility of the Hindu Religious and Charitable Endowments Department lies in protecting and preserving the movable and immovable properties belonging to the temples.

The Hindu Religious and Charitable Endowments Act was enacted in the year 1959. This Act prescribes the rights and duties of the Commissioner and other subordinate officers of the Hindu Religious and Charitable Endowments Department. The Hindu Religious Institutions have been classified as listed and non-listed institutions based on the annual income. The Commissioner in the cadre of Indian Administrative Service, functions as the responsible administrative head of the Hindu Religious and Charitable Endowments Department to maintain, protect and monitor the administration of the Hindu Religious Institution. In order to assist the Commissioner, many officers are also serving in this department. Many schemes like Annadhanam, Elephant Rejuvenation Camp, Free Marriage, Common Feast etc., are conducted by this department.



The Joint Commissioner, Hindu Religious and Charitable Endowments Department, Nungambakkam High Road, Chennai-600 034 has been appointed as the Public Information Officer Under Right To Information Act, 2005 in respect of Hindu Religious and Charitable Endowments Department.

Her/his Contact Phone Number is 044-2833 4823

The Appellate Authority is the Additional Commissioner, Hindu Religious and Charitable Endowments Department, Nungambakkam High Road, Chennai-600 034

His Contact Phone Number is 044-2833 4821

Detailed Information in respect of Hindu Religious and Charitable Endowments Department is available at [www.tnendowments @ gmail.com](mailto:www.tnendowments@gmail.com).

## **DEPARTMENT OF TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS**

### **Powers and duties of officers and employees**

#### **(Section 4(1)(b)(ii) of Right To Information Act, 2005)**

This Department is headed by the Principal Secretary to Government of Tamil Nadu, who is a senior IAS officer. The Principal Secretary is the administrative head of the Department. He is assisted by Three Deputy Secretaries and six 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) 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 Deputy Secretaries and Under Secretaries 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 Principal Secretary who is the over all in-charge of the Department.

**B) Deputy Secretaries**

The Deputy Secretaries will deal with cases relating to the subjects allotted and submit to Principal Secretary such cases as may be specified. The Deputy Secretaries also exercises control over the sections placed in their charge both in regard to despatch of business and in regard to discipline.

**C) Under Secretaries**

The Under Secretaries exercise control over the sections placed in their charge both in regard to despatch of business and in regard to discipline.

2) This Department consists of 14 sections and the subjects dealt within these sections are tabulated below:-

Sl. No.	Sections	Details of subjects dealt with
1.	OP	All matters relating to Principal Secretary, Deputy Secretaries, Under Secretaries, Section Officers, Assistant Section Officers, Private Secretary, Personal Assistant, Personal Clerks, Assistants, Typists, Record Clerks and Office Assistants - Training and disciplinary cases in respect of the above posts - Allocation of subjects among Officers and sections in Tourism, Culture and Religious Endowments Department - Review of attendance of the staff - Settlement of Telephone bills, purchase and stationary items-Disposal of condemned and waste materials - Preparation of Number Statement, Budget Estimates, Revised Estimates and FMA - Compilation of index and maintenance of Computers, Duplicators - Annual indent for stationary items and calendars, Diaries and other miscellaneous items - Sanction of Temporary advances, part-final withdrawal from the G.P.F. to the Officers and staff -Sanction of Handloom and Khadi Advance, Education Advance, House Building Advance, Motor Conveyance Advance, Computer Advance etc., to the staff-Reimbursement of the medical charges - Settlement of Travelling Allowance Bills.

2.	<b>Bills</b>	<p><b>Supervision and follow up of all works relating to drawal and disbursement of salary, T.A. Bills, advances, etc. pertaining to the officers and staff of this 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/Monthly reconciliation - Works relating to leave and G.P.F. eligibility, entry in the service book, probation, increments, pay fixation, pension calculation, posting of advance registers, reconciliation of loans and advances and reconciliation of departmental figures with Pay and Accounts Office and Accountant General and Miscellaneous files - 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 Finance Department - 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.</b></p>
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3.	General	<p>Consolidation work in connection with Governor's Address/Chief Minister's announcements on the floor of the House, Policy Note - All other matters concerning Legislature pertaining to Tourism, Culture and Religious Endowments Department, Secretariat - Consolidation work in respect of Annual Plan, Part – II Schemes - Consolidation work in respect of Budget of Tourism, Culture and Religious Endowments Department, Secretariat- Consolidation work in respect of Public Accounts Committee, Public Undertaking Committee, Audit and Accounts Committee, Accountant General's Report etc. - Sending of consolidated reply to the Legislative Assembly/Chief Minister's Office etc. conduct of Meetings in connection with all the above matters - Consolidation of Half Yearly Business Statement - Secretary's Monthly meeting - Consolidation of all miscellaneous matters of this Secretariat Department and all periodicals - Consolidation of all Legislative Assembly Questions, Parliamentary Questions, etc.- Consolidation of C.M's Special Cell petitions - Consolidation work in respect of Right To Information Act, 2005</p>
4.	Tourism – I	<p>Budget matter relating to Tourism Department including T.T.D.C.- Preparation of Policy Notes, Preparation of Part – I and Part – II and other State Schemes - Tourism Publicity/Hospitality. H.A.D.P. - A.G's audit objections (matters relating to P.A.C) Inspection Reports, Reconciliation - Government of India assisted schemes. Public Accounts Committee - All other schemes relating to the Tourism Department and TTDC.</p>
5	Tourism – II	<p>All establishment and service matters relating to the Commissionerate of Tourism - Maintenance of the Commissionerate of Tourism - Maintenance of Tourist Office Complex - Maintenance of Tourist Information Centers in Tamil Nadu and outside the State of Tamil Nadu - All other miscellaneous matters relating to the office of the</p>

		<p><b>Commissionerate of Tourism - All establishment and service matters relating to T.T.D.C.- Appointment of Board of Directors and Chairman in the T.T.D.C. Annual General Board Meeting - Establishment matters and maintenance relating to the Indian Institute of Hotel Management and Catering Technology, Tharamani - All other miscellaneous matters relating to the T.T.D.C.</b></p>
6.	<b>Tourism – III</b>	<p><b>Tamil Nadu Registration of Tourism Trade Act and Rules - Tamil Nadu Advisory Committee. Task Force Committee, District Tourism Advisory Committee - Tourism Ministers Conference - Travel Agency and Travel Circuits- Paying Guest Accommodation, N.R.I.- Tourism Projects, special projects, Special Tourism Area, Heritage Town, Coastal Regulation Zone and Environment protection matters relating to Holiday Beach Resorts and Amusement Parks -Fairs and Festivals. All India Industrial Tourist Trade Fair in Chennai - Participation in Tourism. Exhibition held in other States and in Foreign countries - Maintenance of Kattabomman Fort and Poompuhar Tourist Complex -Sound and Light shows at Thirumalai Naicker Mahal -Sanction of Capital and Generator subsidy and Hotel Projects - Matters relating to Luxury Tax on Hotels - Entry of Tourism Vehicles - Sales Taxes on Food &amp; Beverages supplied - Classification &amp; Reclassification of State Hotels - Declaration of Tourist Centres in the Districts - Visits of V.I.P.s, T.V/Video Film Team – Miscellaneous.</b></p>
7.	<b>Culture-1</b>	<p><b>Commissionerate of Art and Culture - All establishment matters, Administrative Sanction, Schemes – Government Art and Crafts Colleges in Chennai and Kumbakonam - All matters relating to Mamallapuram Government College of Architecture and Sculpture - District Cultural Mandrams -Cultural Programme of State Government - Tamil Cultural House, New Delhi - Jawahar Siruvar Mandrams - Tamil Nadu Government Music Training Centres - Tamil Nadu Fine Arts Colleges- Government Music Colleges – Government Music Schools.</b></p>

8.	Culture-2	Public Accounts Committee -Part II schemes regarding Commissionerate of Art and Culture - Financial Aid to the indigent Artisans - Tamil Nadu Eyal, Isai Nataka Mandram-Kalaimamani Awards - Southern Cultural Centre - Cultural Committees.
9.	Museums Archaeology	Government Museums – Administration and Schemes. Department of Archaeology- Administration and Schemes- Government Oriental Manuscripts Library Establishment - Schemes – Research centre.
10.	Religious Endowments Section-1	Annathana Scheme – Consolidation works relating to Public Accounts Committee – Estimate Committee – Assurance Committee – Delegation of powers-Participation of HR&CE Department in Tourism Exhibitions -Awarding prizes to the well maintained temples - Review meeting on long pending items - Compilation of C.M. Special Cell petitions - Monthly review meeting of HR&CE Minister - Renovation of Temple tanks - Rain Water Harvesting - Compilation of Assembly Questions in respect of HR&CE Department - Miscellaneous items in respect of this section - Court Cases relating to Temples in Vellore, Pudukkottai, and Theni Districts - Review petitions - Thirupanigal and Maintenance Works - Financial Assistance to Temple Lands - VVIP visits – Elephant Rejuvenation Special Camps - Footwear shelters - Free Marriages - Festivals of Saints and Savants – Tamil Nadu Tenancy Act, 1970 (Amended in 1970) - Meeting in Land Reforms Commissioner’s Office regarding the petitions on exemption from Urban Land Tax-Urban Land Tax exemption - Appointment of lecturers in Theiveegaperavai Colleges –Culverts - Thefts in Temples - Compilation of cut motions - Permission for taking video in Temples regarding Education and Spiritual - Permission for live telecasting the Kumbabishegam Film Shooting - Fishing rights in the Temple ponds - Disciplinary Action on Executing Officers Grade 1,2,3 & 4 under pension Rules -

		Supply of free electricity to the low income Temples - Telephone, Building, Motor Cars, Stationary to Commissioner's Office - A.G's Inspection Report - Office Inspection – Accidents - Insurance of Temple Jewels.
11.	Religious Endowments Section-2	All Establishment matters in respect of Executive Officers in all Grades (except Disciplinary Cases under pension Rules) - All staff in Ministerial Service in the State - Basic Services establishment matters - Loss and Liability actions against Executive Officers - Permission for extension of service(except Audit Wing) - Items regarding cases related to Commissioner for Disciplinary Proceeding in respect of Subordinate Services and Basic Services -Miscellaneous subjects in respect of the Section - Appeals and Review petitions to Government against the order of the Commissioner in respect of E.O.s Grade 1,2,3 - Establishment matters in respect of State Service posts in HR&CE Department(except Disciplinary Cases) - Transfers and appointment of above posts - Sanction of Pension, DCRG - Appeals and Review petitions in respect of the above posts - Review of Confidential Reports - Preparation of Seniority List - Regularisation, Declaration of Probation - Sending monthly Reports to the TNPSC - Review of suspension cases - All Establishment matters in respect of staff in Audit wing.
12.	Religious Endowments Section-3	Appointment of Trustees for all districts - Subjects relating to temples in Thiruvallur and Chennai Districts - Subjects relating to temples in Kancheepuram, Cuddalore, Villupuram, Kanniyakumari, Thanjavur, Thiruvarur, Nagapattinam Districts - Announcements made by Hon'ble Minister and Governor's Address in respect of the above all Districts.
13.	Religious Endowments Section-4	Administration of Charitable Endowments - Administration of Thanjavur Chatram - Administration of Indian Chatram-Taking action against the mal- administration of Charitable

		<p>Endowments under Section 3 of HR&amp;CE Act, 1959 - Civil Cases in respect of Chatrams - Budget Sanctions in respect of Chatrams - Subjects related to Thiruvannamalai District - General Subjects relating to Temple Staff - Issue of Amendments to the HR&amp;CE Act, 1959 and the Rules framed thereunder - Subjects related to the administration of HR&amp;CE Act, 1959 - Subjects related to the temples in Trichy, Perambalur and Karur Districts- Tamil Archanai - Appointment of Archakars- The Tamil Nadu Temple Entry Authorisation Act, 1947- The Tamil Nadu Animals and Birds Sacrifices Prohibition Act, 1950- The Travancore, Cochin Temple Entry Act (Practiced in the State of Kerala)- Audit Reports- Subjects related to Land Policy and Temple lands –Karunai Illam - Stipend Scheme for Archakasr, Vedaparayanams, Oothuvars and Musicians- Stipend Scheme to the Village Temple Poosaries.</p>
14.	Religious Endowments Section-5	<p>Cases related to the Temples in Madurai, Dindigul, Virudhunagar, Ramanathapuram, Srivangai, Trinelveli, Thoothukudi Districts- Review Petitions - Temple lands – Thiruppanigal - Maintenance in respect of the above District Temples- Financial Assistance from the Common Good Fund. Budget, Departments Demand. Cases related to the Temples in Salem, Dharmapuri, Namakkal, Coimbatore, Erode, The Nilgiris Districts - Review Petitions, Temple Lands, Thiruppanigal, Maintenance, Financial Assistance, Part-II Schemes – Engineering wing Sthapathis, Telephones, Buildings, Vehicles, Stationery items in respect of the above District Temples.</p>

**DEPARTMENT OF TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS**

**Procedure followed in decision making process**

**(Section 4(1)(b)(iii) of Right To Information Act,2005)**

The Department 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 Secretaries 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 any reply is required on any representations, the decisions are communicated to the petitioner.

#### **DEPARTMENT OF TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS**

##### **Norms set for the discharge of functions (Section 4 (1)(b)(iv) of Right To Information Act, 2005)**

For the discharge of functions allocated to the Tourism, Culture and Religious Endowments 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.

#### **DEPARTMENT OF TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS**

##### **Rules, Regulations, Instructions, Manuals and Records for discharging functions (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, 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.	<b>Tamil Nadu State and Subordinate Service Rules.</b>
v.	<b>Tamil Nadu Civil Services (Discipline and Appeal) Rules</b>
vi.	<b>Tamil Nadu Government Servants' Conduct Rules, 1973</b>
vii.	<b>Tamil Nadu Pension Rules</b>
viii.	<b>Fundamental Rules</b>
ix.	<b>Tamil Nadu Financial Code</b>
x.	<b>Tamil Nadu Account Code</b>
xi.	<b>Tamil Nadu Treasury Code</b>
xii.	<b>The Tamil Nadu Land Acquisition Act, 1978</b>
xiii.	<b>Guidelines issued by the Government of India</b>
xiv.	<b>Tamil Nadu Leave Rules</b>
xv.	<b>Tamil Nadu Basic Service Rules</b>
xvi.	<b>Tamil Nadu Secretariat Service Rules</b>
xvii.	<b>Tamil Nadu General Services [Class – (XII &amp; XIA)]</b>
xviii.	<b>Tamil Nadu General Subordinate services (Class-XXII)</b>
xix.	<b>Tamil Nadu Public Service Commission Regulations</b>

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

<b>1.</b>	<b>Name of the Rules</b>	<b>Types of the Document</b>
	<b>Tamil Nadu Government Business Rules and Secretariat Instructions</b>	<b>The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.</b>
<b>2.</b>	<b>Name of the Manual</b>	<b>Types of the Document</b>
	<b>The Tamil Nadu Secretariat Office Manual</b>	<b>The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.</b>
<b>3.</b>	<b>Name of the Manual</b>	<b>Types of the Document</b>
	<b>The Tamil Nadu Budget Manual</b>	<b>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.</b>

<b>4.</b>	<b>Name of the Document</b>	<b>Types of the Rules</b>
	<b>Tamil Nadu State and Subordinate Service Rules</b>	<b>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.</b>
<b>5.</b>	<b>Name of the Document</b>	<b>Types of the Rules</b>
	<b>Tamil Nadu Civil Services (Discipline and Appeal) Rules.</b>	<b>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.</b>
<b>6.</b>	<b>Name of the Document</b>	<b>Types of the Rules</b>
	<b>Tamil Nadu Government Servants Conduct Rules.</b>	<b>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.</b>
<b>7.</b>	<b>Name of the Document</b>	<b>Types of the Rules</b>
	<b>Tamil Nadu Pension Rules</b>	<b>The rules are made in relation to the pensionary benefits to the members of civil service of the State.</b>
<b>8.</b>	<b>Name of the Document</b>	<b>Types of the Rules</b>
	<b>The Fundamental Rules of the Tamil Nadu Government</b>	<b>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.</b>
<b>9.</b>	<b>Name of the Document</b>	<b>Types of the Code</b>
	<b>Tamil Nadu Financial Code</b>	<b>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.</b>
<b>10.</b>	<b>Name of the Document</b>	<b>Types of the Code</b>
	<b>Tamil Nadu Account Code</b>	<b>The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.</b>

11.	<b>Name of the Document</b>	<b>Types of the Code</b>
	<b>Tamil Nadu Treasury Code</b>	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.	<b>Name of the Document</b>	<b>Types of the Act</b>
	<b>Tamil Nadu Land Acquisition Act, 1978</b>	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.	<b>Name of the Document</b>	<b>Types of the Guidelines</b>
	<b>Guidelines issued by the Government of India.</b>	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.	<b>Tamil Nadu Leave Rules</b>	<b>Types of 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>	<b>Types of Rules</b>
		Prescribes the methods of appointment, qualification to the posts included in Tamil Nadu Basic Service. Prescribe the procedures to declare the probation.
16.	<b>Secretariat Service Rules</b>	<b>Types of Rules</b>
		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.	<b>Tamil Nadu General Service Rules</b>	<b>Types of Rules</b>
		Describes the procedures to be followed regarding the method of appointment, to the posts included in this service.
18.	<b>Tamil Nadu General Sub-ordinate Service Rules</b>	<b>Types of Rules</b>
		Describes the procedures regarding the method of appointment to the posts included in this service. Prescribes the qualifications for the posts.

19.	Tamil Nadu Public Service Commission Regulations:	Types of 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 above are available with the Director of Stationery and Printing for sale to the public on payment of cost.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**A statement of categories of documents that are held by this Department**

**(Section 4(1)(b)(vi) of Right To Information Act, 2005)**

Sl.No	Category of the document	Name of the document and its introduction	Procedure to obtain the document	Held by / under the control of
1.	Important G.O.s	Important G.O.s issued by the Tourism, Culture and Religious Endowments Department from time to time are hosted in the Govt. website <a href="http://www.tn.gov.in">www.tn.gov.in</a>	Application to Public Information Officer	Tourism, Culture and Religious Endowments Department, Secretariat, Chennai-9

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

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

**( Section 4(1)(b)(vii) of Right To Information Act, 2005)**

At present, there is no formal mechanism of consultation / participation of public in formulation of policies of this Secretariat 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. Apart from this, the recommendations/ observations made by the Public Accounts Committee/Public Undertakings Committee/ Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also observed by the Heads of the Department concerned.

**DEPARTMENT OF TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS**

**A statement of the Boards, Councils, Committees and other Bodies  
(Section 4(1)(b)(viii) of Right To Information Act, 2005)**

The Tamil Nadu Folk Artistes Welfare Board was created with a view to encouraging the younger generation to appreciate the value of various forms of folk arts and for providing social security and welfare schemes to the folk artistes and to preserving the dying folk art forms of Tamil Nadu, thereby promoting their cause and providing financial assistance.

Apart from the above Board, there are no other Boards, Councils, Committees and other bodies as far as this Department is concerned.

**DEPARTMENT OF TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS**

**Directory of Officers and Employees with remuneration details  
(Section 4(1)(b)(ix) & 4(1)(b)(x) of Right To Information Act, 2005)**

**(Remuneration varies according to the service of the individuals.)**

**Hence, the Scale of Pay for the post has been indicated)**

**SI PRINCIPAL SECRETARY TO GOVERNMENT**

**No. (Super Time Scale)**

1. Thiru Apurva Varma, I.A.S.

**DEPUTY SECRETARY TO GOVERNMENT**

**(Rs.15600-39100 Grade Pay Rs.7600)**

1. Thiru M.Jayakumar
2. Tmt. S.Premasheela
3. Thiru K.K.Muralidharan

**UNDER SECRETARY TO GOVERNMENT**

**(Rs.15600-39100 Grade Pay Rs.6600)**

1. Thiru A.Thangappa
2. Thiru K.Sekar
3. Thiru G.Shivaji
4. Tmt.S.Naseem
5. Tmt.S.Sumathi
6. Tmt V.P.Nagajothi

**SENIOR PRIVATE SECRETARY**

**(Rs.15600-39100 Grade Pay Rs.6600)**

1. Tmt. P.S.Jayalakshmi

**PERSONAL ASSISTANT**  
**(Rs.9300-34800 Grade Pay Rs.4600)**

1. Tmt D.Kanmani
2. Thiru.S.Sankar

**SECTION OFFICERS**  
**(Rs.15600-39100 Grade Pay Rs.5400)**

1. Tmt. R.Karpagavalli
2. Thiru A.Swarnaraj
3. Thiru K.Venkatesan
4. Thiru M.Sankaranarayanan
5. Thiru L.Shanmugam
6. Tmt. P.Umamaheswari
7. Tmt. G.Sampoornam
8. Thiru S.Kannan (Bills)
9. Tmt. K.Kavitha
10. Tmt. S.Chithra
11. Tmt. Prabavathi Jayaveeran
12. Tmt. P.Nandhini
13. Thiru L.Sudhkar
14. Thiru G.Karthikeyan

**ASSISTANT SECTION OFFICERS**  
**(9300 –34800 Grade Pay Rs.4600)**

1. Tmt. G.Devi
2. Tmt. K.Vasanthi
3. Thiru V.Vijayan
4. Thiru S.Kumar
5. Thiru J.Gopi
6. Thiru G.Murthy
7. Tmt. S.Sathya
8. Thiru M.Pandeeswaran
9. Thiru P.Sudalaimuthu
10. Tmt. M.Nirmala
11. Tmt J.Vidhya
12. Thiru V.Soundararajan
13. Thiru M.Murugavel
14. Thiru M.Kabildeepan
15. Tmt. N.Vidhya
16. Thiru S.Venkatesan
17. Thiru I.Sriram
18. Thiru J.Sudhanandhan
19. Thiru S.Chellappan
20. Tmt. S.Velammal
21. Tmt. S.Shenbakavalli
22. Thiru T.Saravanan
23. Thiru M.Ravikumar (Bills)
24. Thiru K.Thiyagarajan
25. Tmt. T.Devi
26. Tmt. D.Nandhini

**SENIOR PERSONAL CLERK**  
**(9300 – 34800 Grade Pay Rs.4200)**

1. Tmt. N.Balasundari

**PERSONAL CLERK**  
**(5200 – 20200 Grade Pay Rs.2800)**

1. Tmt. T.Kalaiselvi

**ASSISTANTS**  
**(5200 – 20200 Grade Pay Rs.2600)**

- 1 Tmt.K.Geetha
- 2 Tmt.S.Margaret Selva Prabha

**SENIOR TYPISTS**  
**(9300 – 34800 Grade Pay Rs.4200)**

1. Tmt.M.Selvakumari
2. Tmt. S.Gajalakshmi
3. Thiru V.Senji Krishnan
4. Tmt. T.Gowri
5. Tmt. E.Pushpalatha
6. Thiru.V.Panneer Selvam

**TYPISTS**  
**(5200 – 20200 Grade Pay Rs.2400)**

1. Tmt. M.Iswarya
2. Selvi. T.Vidhya

**RECORD CLERKS**  
**(Rs.4800 –10000- Grade Pay 1400)**

1. Thiru K.Manogaran
2. Thiru B.Krishnasamy
3. Thiru R.Chandrasekaran
4. Tmt.S.Shanthi
5. Thiru.R.Rangasamy

**OFFICE ASSISTANTS**  
**(Rs. 4800 –10000- Grade Pay 1300)**

1. Thiru V.Manivannan
2. Tmt. L.A.Sanharani
3. Thiru.S.Charles Kennedy
4. Thiru K. Balakrishnan
5. Thiru D.Dillikumar



6. Thiru A.C.Pattabiraman
7. Thiru N.Baseerudeen Ahmed
8. Thiru R.Maharajan
9. Thiru M.Nagarajan
10. Thiru S.Dhanasekaran
11. Thiru.K.Karthik
12. Thiru.G.Raja

Note: The pay of the officers and employees is fixed as per the rules in force. In addition to the Pay, the officers and employees are entitled to draw other allowances such as HRA, CCA etc., as per the orders in force.

#### **DEPARTMENT OF TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS**

**The budget allocated to each of its agency, the particulars of all plans, proposed expenditure and reports on disbursements made**  
**(Section 4(1)(b)(xi) of Right To Information Act, 2005)**

As far as this Secretariat Department is concerned, budget allocations are mainly for the Salary and other office expenses only. The allocations are vary according to the staff strength and their salary and inrespect of non-salary items, the allocations are based on the actual requirement for running the day- to- day administration. The details inrespect of the Departments under the administrative control of this Department are available in the website of the concerned Departments.

#### **DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**  
**(Section 4(1)(b)(xii) of Right To Information Act, 2005)**

As far as this Secretariat Department is concerned, no subsidy programmes are executed.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**Particulars of recipients of Concessions, Permits or Authorizations Granted  
(Section 4(1)(b)(xiii) of Right To Information Act, 2005)**

As far as this Secretariat Department is concerned, no Concessions, Permits or Authorizations are Granted.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**The details in respect of the information, available to or held by the  
Public Authority, reduced into an electronic form  
(Section 4(1)(b)(xiv) of Right To Information Act, 2005)**

The details in respect of the information about this Department and the important G.O.s issued on Public Interest are hosted in the Government Website then and there.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**The particulars of facilities available to citizens for obtaining information,  
including the working hours of a library or reading room, if maintained  
for public use**

**(Section 4(1)(b)(xv) of Right To Information Act, 2005)**

The details in respect of the information about this Department and the important G.O.s issued on Public Interest are hosted in the Government Website then and there. As far as this Secretariat Department is concerned, no library or reading room is maintained.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**The Name, Designation and other particulars of the  
Public Information Officers  
(Section 4(1)(b)(xvi) of Right To Information Act, 2005)**

The Designation and other particulars of the Public Information Officers designated in respect of this Secretariat Department are furnished in para 1.4 under the head "Introduction" of this Manual.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**Such other information as may be prescribed**

**(Section 4(1)(b)(xvii) of Right To Information Act, 2005)**

Details in respect of Head of the Departments are available in the website of the concerned Departments.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**Publishing of all relevant facts while formulating important policies or announcing the decisions which affect public**

**(Section 4(1)(c) of Right To Information Act, 2005)**

This Department host all relevant facts while formulating important policies or announcing the decisions in the form of G.O.s which affect public in the Government Website then and there.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**Providing Reasons for the administrative or quasi-judicial decisions of the Public Authority to affected persons**

**(Section 4(1)(d) of Right To Information Act, 2005)**

The reasons for the administrative or quasi-judicial decisions of the Public Authority will be provided to affected persons wherever necessary and required by the individual as per the provisions laid down in the Act.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**Providing information *sue motu* to the public at regular intervals**

**(Section 4(2) of Right To Information Act, 2005)**

The required information in respect of this Secretariat Department are hosted in the Government Website then and there.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**Information disseminated widely which is easily accessible to the public**

**(Section 4(3) of Right To Information Act, 2005)**

The required information in respect of this Secretariat Department are hosted in the Government Website.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**Materials available in electronic format**

**(Section 4(4) of Right To Information Act, 2005)**

The required information in respect of this Secretariat Department are hosted in the Government Website.

**DEPARTMENT OF TOURISM,CULTURE AND RELIGIOUS ENDOWMENTS**

**Appointment of Public Information Officers and Appellate Authorities**

**(Section 5(1)&(2) of Right To Information Act, 2005)**

The Designation and other particulars of the Public Information Officers and Appellate Authorities designated in respect of this Secretariat Department are furnished in para 1.4 under the head “Introduction” of this Manual.

**A.Thangappa  
Under Secretary to Government**