



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

GOVERNMENT OF TAMIL NADU  
**DEPARTMENT OF TOURISM AND CULTURE**  
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 Information and Tourism, 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 and Culture and the organisations under its administrative control.
- 1.4 The Department of Tourism and Culture has designated the following officers as its Appellate Authority for all matters concerning the Department.

<b>Sl.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Address</b>	<b>Subject</b>
1.	Thiru M. Maqbool Basha	Joint Secretary to Government	Tourism & Culture Department, Secretariat, Chennai-9. Ph:044-25677444	Tourism & Budget

2.	Thiru A. Daniel Premnath	Deputy Secretary to Government (Culture)	Tourism & Culture Department, Secretariat, Chennai-9. Ph:044-25672709	Office Proceedings, Culture, Folk Artistes Welfare Board, Jawahar Bala Bhavan, Museum and Archaeology
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A person requiring any information under the Act may contact the above officers. The following officers are the Public Information Officers (PIOs) in this Department:-

Sl.No.	Name	Designation	Contact Address	Subject
1.	Thiru A. Anburaj	Under Secretary to Government (Budget & OP(i/c))	Tourism & Culture Department, Secretariat, Chennai-9. Ph:044-25665221	Office Proceedings, Culture, Museum and Archaeology
2.	Thiru R.Padmanathan	Under Secretary to Government (Tourism)	Tourism & Culture Department, Secretariat, Chennai-9. Ph:044-25672709	Tourism & Budget

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. 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 T & C DEPARTMENT**

DESIGNATION-	NAME Tvl./Tmt.	DIRECT
SECRETARY	Dr.V.IRAI ANBU	25670820
J.S (Tourism)	M. Maqbool Basha	25677444
D.S.(Cuture)	A. Daniel Premnath	25672709
U.S.(Budget & (OP)(i/c)	A. Anburaj	25665221
U.S(Tourism)	R. Padmanathan	25665287

#### **ADDRESS OF THE MAIN OFFICE**

Secretary to Government  
Tourism & Culture 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 AND CULTURE

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

### 1. OBJECTIVE/PURPOSE OF THE DEPARTMENT

The Tourism and Culture Department of Secretariat Consists of four major wings ie., TOURISM, ART AND CULTURE , MUSEUMS AND ARCHAEOLOGY. Tourism wing is under the control of a Director of Tourism. Art and Culture wing is administered by a Commissioner. The Museums wing is under the control of a Commissioner, and Archaeology wing is under the control of a Principal Commissioner.

### Powers and duties of officers and employees

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

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

#### A). Secretary to Government

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including the Joint Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters should be dealt in consultation with the Secretary.

#### B) Joint Secretary / Deputy Secretary

The 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 Joint Secretary / Deputy Secretary also exercises control over the sections placed in her / his charge both in regard to despatch of business and in regard to discipline.

#### C) Under Secretary

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

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

Sl.No.	Sections	Details of subjects dealt with
1.	OP	<p>All Establishment matters including training and disciplinary cases relating to Section Officers and Private Secretaries of Secretariat Service. All matters relating to U.S./D.S./J.S./Secretary. Allocation of subjects among Officers and sections in Secretariat. Miscellaneous subjects.</p> <p>All Establishment matters including training and disciplinary cases relating to P.As., P.Cs., Assistants, Typists, Record Clerks and Office Assistances.. Review of attendance of the Department.</p> <p>Settlement of Telephone bills, purchase and stationary items, Furniture – Disposal of condemned and waste materials, maintenance, Preparation of Number Statement, Budget Estimates, Revised estimates and FMA of demand No.9. Compilation of index and maintenance of typewriters, Duplicators, Annual indent for stationary items and calendars, Diaries and other miscellaneous items – Accommodation.</p> <p>Sanction of Temporary advances, part-final withdrawal from the G.P.F. to the Officers and staff of the Tourism &amp; Culture Department, sanction of handlooms, Khadi, Education advance, House Building advances, Motor conveyance advance to Secretariat staff, Reimbursement of the medical charges, medical relief.</p>

2.	Bills	<p>Supervision and following up of all works relating to drawal and disbursement of salary, T.A. Bills, advances, etc. pertaining to the officers and staff of this Department and maintenance of all registers such as Chellan registers, cash book UDP register, cheque register, etc., relating to the drawal and disbursement of the above work. Weekly reconciliation of UDP with cash in hand.</p> <p>Supervision of all other items of works relating to leave and G.P.F. eligibility, entry on the service book, probation, increments, pay fixation, pension calculation, posting of advance registers, reconciliation of loans and advances and reconciliation of departmental figures with sub Pay and Accounts Officer and Accountant General and Miscellaneous files, etc. Preparation of GPF advance bills, presentation of bills to PAO and noting of token number on the bills. Assisting the A.S.O in main bills and posting. Furnishing of GPF missing credit, rent recovery, etc. and miscellaneous subjects.</p> <p>Preparation of main bills and supplementary bills of non-gazetted and gazetted establishment. Files relating to increment, probation, pay fixation, pension, gratuity of non-gazetted Officers. Issue of LPCs and NDCs to Non-gazetted Officers. Posting of LIC, CTD, Society and preparation of acquittance and coin statement. Reconciliation of departmental figures with PAO and AG every month and issue of certificate. Preparation of number statement and furnishing of Budget figures to OP-II section for onward transmission to Finance P&amp;D Department.</p>
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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 and Culture Dept., Secretariat, consolidation work in respect of Annual Plan, Part – II Schemes, etc. Consolidation work in respect of Budget of Tourism and Culture Dept. 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.</p> <p>Consolidation of Half Yearly Business Statement, Secretary's Monthly meeting – Consolidation of all miscellaneous matters of this Department, Secretariat, All periodicals, Consolidation of all Legislative Assembly Question, Parliamentary Questions, etc. consolidation of C.M's petition and Administrative report and Consolidation 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.</p> <p>Government of India assisted schemes, Mamallapuram Dance Festival, Public Undertakings Committee, All other schemes relating to the Directorate of Tourism/TamilNadu Tourism Development Corporation.</p>
5.	Tourism – II	<p>All establishment and service matters relating to the Directorate of Tourism. Maintenance of the Directorate of Tourism. Maintenance of Tourist Office Complex. Maintenance of Tourist Information Centers in Tamil Nadu and outside of State of Tamil Nadu All other miscellaneous matters relating to the office of the Directorate of Tourism.</p>

		<p>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 Meeting Board Meeting. Establishment service matters and maintenance relating to the Indian Institute of Hotel Management and Catering Technology, Adayar and at Thuvakudi. All other miscellaneous matters relating to the T.T.D.C.</p>
6.	Tourism – III	<p>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.</p> <p>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. 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 on Tourism Vehicles. Sales Taxes on Food &amp; Beverages supplied. Classification &amp; Reclassification of State Hotels. declaration of Tourist Centres in the Districts, Miscellaneous, Visits of V.I.Ps, T.V/Video Film Team.</p>
7.	Culture-I	<p>All establishment matter of Directorate of Art and Culture, 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</p>

		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 – Awards to Young Artistes–Cultural Committees .
	Culture-II	All subjects relating to Tamil Nadu Eyal, Isai Nataka Mandram, Pension to Indigent Artistes and financial assistance to deceased Artistes Family- Kalaimamani Awards – Inter State Cultural Programme and sending cultural troupes to foreign countries – Supervision of Cultural Groups – Grants to Cultural Groups - Subjects relating to South Zone Cultural Centre (Thanjavur) - All subjects relating to Kalakshetra Foundation, Chennai, All Subject matters relating to Tamil Nadu Folk Artistes Welfare Board.
8.	Museums & Archaeology	<p>All Subjects relating to Department of Museums – Establishment Matters and Schemes - Part II Schemes relating to Directorate of Art and Culture/ Museum/Archaeology – 12<sup>th</sup> Finance Commission Consolidation.</p> <p>All Subjects relating to Department of Archaeology – Government Oriental Manuscripts Library Research centre - Establishment matters and Schemes – Public Accounts Committee and Section Miscellaneous.</p>

## DEPARTMENT OF TOURISM AND CULTURE

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 to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

## DEPARTMENT OF TOURISM AND CULTURE

Norms set for the discharge of functions

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

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

## DEPARTMENT OF TOURISM AND CULTURE

Rules, Regulations, Instructions, Manuals and records for discharging functions  
under Section 4(1)(b)(v) to Right to Information Act, 2005

1. The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

- i) Tamil Nadu Government Business rules and Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office Manual.
- iii) Tamil Nadu Budget Manual.
- iv) Tamil Nadu State and Subordinate Service Rules.
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Account Code

- xi) Tamil Nadu Treasury Code
- xii) The Tamil Nadu Land Acquisition Act, 1978
- xiii) Guidelines issued by the Government of India
- xiv) Tamil Nadu Leave Rules
- xv) Tamil Nadu Basic Service Rules
- xvi) Tamil Nadu Secretariat Service Rules
- xvii) Tamil Nadu General Services [Class – (XII & XIIA)]
- xviii) Tamil Nadu General Subordinate services (Class-XXII)
- xix) Tamil Nadu Public Service Commission Regulations

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

1.	Name of the Rules	Types of the Document
	Tamil Nadu Government Business Rules and Secretariat Instructions	The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	Name of the Manual	Types of the Document
	The Tamil Nadu Secretariat Office Manual	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.
3.	Name of the Manual	Types of the Document
	The Tamil Nadu Budget Manual	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and preparation and examination of the annual budget estimates and the subsequent control over

		expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
4.	Name of the Document	Types of the Rules
	Tamil Nadu State and Subordinate Service Rules	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5.	Name of the Document	Types of the Rules
	Tamil nadu Civil Services (Discipline and Appeal) Rules.	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6.	Name of the Document	Types of the Rules
	Tamil Nadu Government Servants Conduct Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
7.	Name of the Document	Types of the Rules
	Tamil Nadu Pension Rules	The rules are made in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the Document	Types of the Rules
	The Fundamental Rules of the Tamil Nadu	The rules are made under the proviso to article 309 of Constitution of India in

	Government	relation to the pay, allowances, leave joining time, foreign service etc., of the members of civil service of the State.
9.	Name of the Document	Types of the Code
	Tamil Nadu Financial Code	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
10.	Name of the Document	Types of the Code
	Tamil Nadu Account Code	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
11.	Name of the Document	Types of the Code
	Tamil Nadu Treasury Code	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
12.	Name of the Document	Types of the Act
	Tamil Nadu Land Acquisition Act, 1978	The Act contains the procedure for acquisition of lands for construction of houses, schools etc. for the welfare of SC/STs of this State.

13.	Name of the Document	Types of the Guidelines
	Guidelines issued by the Government of India.	The Government of India issued guidelines for grant of aid to this State for the welfare of SC/STs, such as Scholarships, Special Central Assistance to Special Component Plan, Grants under Article 275 (i) of Constitution of India.
14.	Tamil Nadu Leave Rules	Types of Rules
		Describes various kinds of Leave admissible to Government Servants and prescribe the eligibility criteria for various kinds of leave
15.	Tamil Nadu Basic Service Rules	Types of Rules
		Prescribes the methods of appointment, qualification to the posts included in Tamil Nadu Basic Service Rules prescribe the procedures to declare the probation.
16.	Secretariat Service Rules	Types of Rules
		Describes the procedures to be followed regarding the methods of appointment, prescribe the qualifications to the posts included in the Secretariat services. Prescribe the procedure to declare the probation, Tests to be passed, Reservation

		of appointment
17.	Tamil Nadu General Service Rules	Types of Rules
		Describes the procedures to be followed regarding the method of appointment, to the posts included in this service.
18.	Tamil Nadu General Subordinate Service Rules	Types of Rules
		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 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 TOURISM AND CULTURE

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

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

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

## DEPARTMENT OF TOURISM AND CULTURE

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

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

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

Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by the Heads of the Department concerned.

## DEPARTMENT OF TOURISM AND CULTURE

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

There are no such Boards, Councils, Committees and other bodies as for as this Tourism and Culture department at Secretariat is concerned. However, the Secretary appears before the Public Accounts Committee/Public Undertakings Committee whenever necessary to give reply on the observations made by these committees.

DEPARTMENT OF TOURISM AND CULTURE

Cadre Strength of Employees in Tourism and Culture Department

Under section 4(1)(b)(ix) & 4(1)(b)(x) of Right to Information Act, 2005

<b>Sl NO.</b>	<b><u>Designation</u></b>	<b><u>No. of Posts</u></b>
1.	Secretary to Government	1
2.	Joint Secretary to Government	1
3.	Deputy Secretary to Government	2
4.	Under Secretary to Government	4
5.	Senior Private Secretary	1
6.	Section Officers	9
7.	Assistant Section Officers	17
8.	Personal Assistants	2
9.	Personal Clerk	7
10.	Assistants	7
11.	Typists	9
12.	Record Clerk / Record Assistants	6
13.	Driver	1
14.	Office Assistants	19

V. IRAI ANBU  
SECRETARY TO GOVERNMENT