

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



**Tamilnadu Water Supply And Drainage Board,  
Chepauk, Chennai-600 005**

<b>Sl. No.</b>	<b>Details of Information</b>	<b>Page Numbers</b>
1.	Introduction	<b>3</b>
2.	Particulars of Organisation <b>Section 4(1)(b)(i)</b>	<b>5</b>
3.	Powers and duties of Officers and employees <b>Section 4(1)(b)(ii)</b>	<b>22</b>
4.	Procedure followed in decision making process <b>Section 4(1)(b)(iii)</b>	<b>25</b>
5.	Norms set for the discharge of functions <b>Section 4(1)(b)(iv)</b>	<b>25</b>
6.	Rules, Regulations, Instructions, Manuals and Records For discharging functions <b>Section 4(1)(b)(v)</b>	<b>25</b>
7	Statement of categories of documents that are held by it for its control <b>Section 4(1)(b)(vi)</b>	<b>26</b>
8	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 <b>Section 4(1)(b)(vii)</b>	<b>26</b>
9	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. <b>Section 4(1)(b)(viii)</b>	<b>26</b>
10	Directory of Officers and employees <b>Section 4(1)(b)(ix)</b>	<b>27</b>
11	Monthly remuneration received by each of the Officers and employees, including the system of compensation as provided in the regulations <b>Section 4(1)(b)(x)</b>	<b>28</b>
12	Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made <b>Section 4(1)(b)(xi)</b>	<b>30</b>
13	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes <b>Section 4(1)(b)(xii)</b>	<b>30</b>
14	Particulars of recipients of concessions, permits or authorizations granted by it. <b>Section 4(1)(b)(xiii)</b>	<b>30</b>
15	Details in respect of the information, available to or held by it, reduced in an electronic form <b>Section 4(1)(b)(xiv)</b>	<b>31</b>
16	Particulars of facilities available to citizens for obtaining information <b>Section 4(1)(b)(xv)</b>	<b>32</b>
17	Name and designation and other particulars of Public Information Officers <b>Section 4(1)(b)(xvi)</b>	<b>33</b>

## **1) INTRODUCTION**

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Tamil Nadu Water Supply and Drainage Board, (TWAD Board), Government of Tamilnadu has brought out this manual for information and guidelines of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Board's organizational set up, functions and duties of its officers and employees, records and documents available with the Board.
- 1.3 This manual is aimed at the public in general users of the services, and provides information about the schemes, projects and programmes being implemented by the TWAD Board.
- 1.4 The TWAD Board has designated Er. R. Sudalaikannan, Secretary-cum-General Manager, as its Public Information Officer (PIO) for all matters concerning the Board.
- 1.5 A person requiring any information under this Act may contact Er. R. Sudalaikannan, Secretary-cum-General Manager/ Public Information Officer, TWAD Board, Chepauk, Chennai-5. Office telephone number is: 28546542. E. mail address is: twadboard@dataone.in
- 1.6 The procedure and fee structure for getting information are as under:
  - (a) A request for obtaining information under subsection (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 in favour of the Administrative Officer, TWAD Board, Chennai. The cash may be remitted at any of the Executive Engineer / Superintending Engineer/ Chief Engineer's Offices in the Districts and Head Office of TWAD Board.
  - (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 fees 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) Rupees ten towards application charges.
    - (iii) Actual cost or price for samples and models and

- (iv) For inspection of records, no fee for the first hour, and a fee of Rs.5/- for each sixty 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.

1.8 The Board has designated Thiru Swaran Singh, I.A.S., as Appellate Authority under section 19(1) of the Act. The contact address of the Appellate Authority is given below:-

Managing Director,  
TWAD Board,  
No.31, Kamarajar Salai,  
Chepauk, Chennai 5.  
Telephone No: 28525501

**2) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES UNDER SECTION  
4(1)(B)(I) OF RIGHT TO INFORMATION ACT, 2005.**

**1. Brief History**

The importance of providing protected drinking water and adequate drainage facilities to urban and Rural areas alike was felt by the Government. Matters connected with drinking water supply and drainage schemes were being dealt with by several Departments. The Government considered that for effective planning and execution of drinking water and drainage schemes, it was essential to bring these under the purview and control of a single agency for the purposes of investigating, preparing and executing water supply and drainage schemes. Accordingly, the Government of Tamilnadu constituted the Tamilnadu Water Supply and Drainage Board on 14.4.1971 by an Act called "TAMILNADU WATER SUPPLY AND DRAINAGE BOARD ACT 1970.

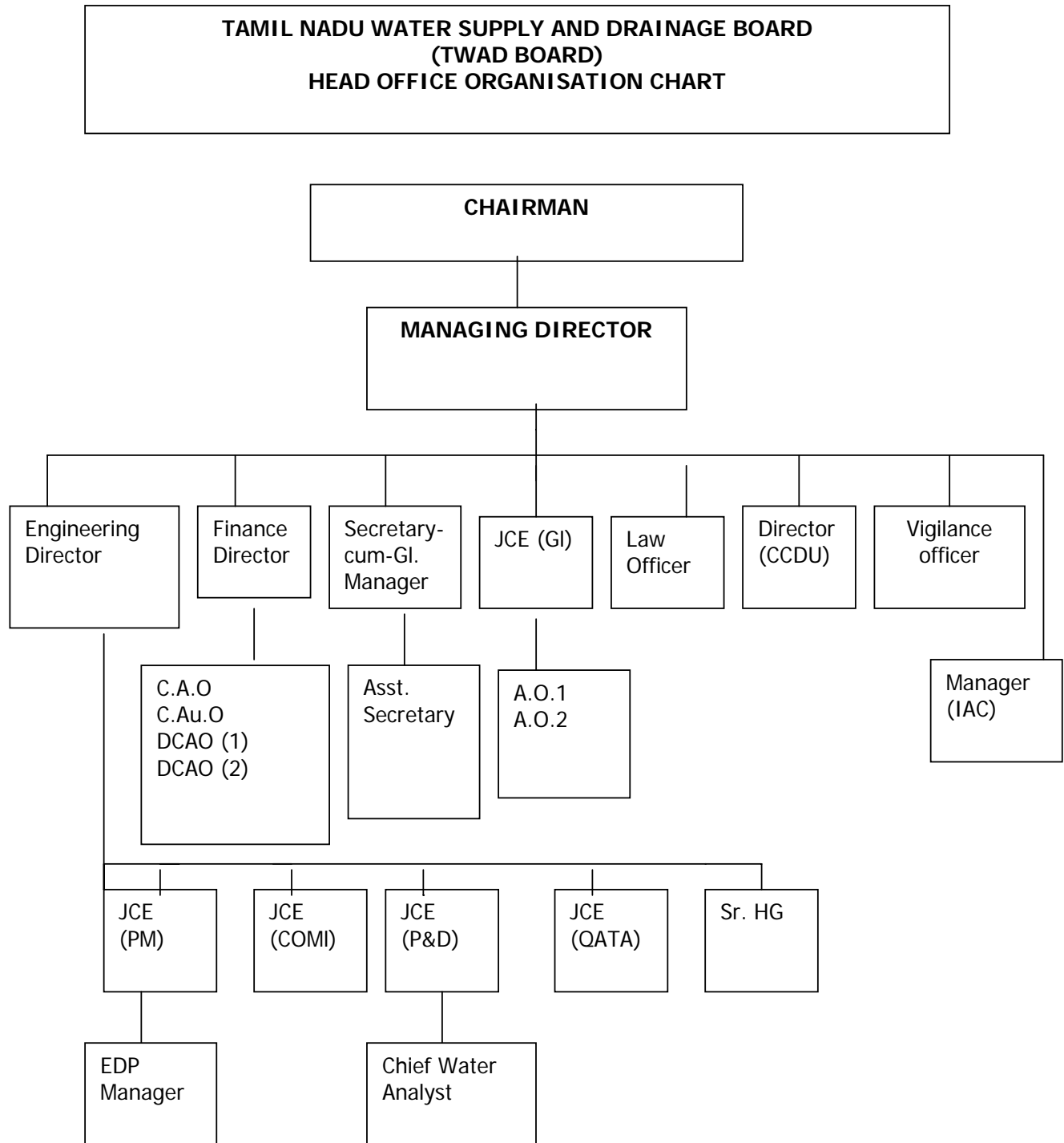
The Board was formed with a view to be set up as an autonomous body on a statutory footing so as to conduce speedier planning, investigation and execution of schemes and also enable it to raise substantial resources from financing institutions and in the open market to provide drinking water and drainage facilities to urban and rural areas in the State of Tamilnadu within the shortest possible time.

**(i) . Objective / Purpose of the Board**

The Tamilnadu Water supply and Drainage Board is functioning under the Municipal Administration and Water Supply Department in Secretariat, Government of Tamilnadu, to achieve the goal of providing potable drinking water supply and sewerage / sanitation facilities to the rural habitations and urban towns of Tamilnadu, except Chennai Metropolitan, to accelerate their economic development and enhanced status in life.

**(ii) Organisation Chart**

The organizational chart and the Administrative set up of TWAD Board (Head Office) is given below:



### **Administrative set up of the Board**

- (a) The Board consists of the following members:
1. Chairman, TWAD Board
  2. Managing Director, TWAD Board
  3. Secretary to Govt., Municipal Administration and Water Supply Department
  4. Special Secretary to Government, Finance Department, Chennai - 600 009.
  5. Secretary to Government, Public Works Department, Chennai - 600 009
  6. Secretary to Government, Health and Family Welfare Department, Chennai - 600 009.
  7. Secretary to Government, Rural Development Dept., Chennai-9.
  8. Commissioner of Municipal Administration, Chepauk, Chennai-5.
  9. Managing Director, C.M.W.S.S.Board, Chennai-2.
  10. Director of Rural Development, Chennai - 600 015.
  11. Director of Special Village Panchayats, Kuralagam, Chennai-600 108.
  12. Finance Director, TWAD Board, Chepauk, Chennai - 5.
  13. Engineering Director, TWAD Board, Chennai – 600 005
  14. Chairman of the Municipal Councils, Tindivanam Municipality.
- (b) The Board is the authority to decide all policy matters other than the matters on which there are specific delegations to the officers.

- (c) The Managing Director is the Chief Executive of the Board, who is assisted by the Secretary and Joint Chief Engineer(GI) in the Administrative side, the Engineering Director in the Technical side, the Finance Director in the Accounts side, the Law Officer on legal side and Vigilance Officer in the vigilance side.
- (d) All the above officers are being assisted by a number of other functionaries.
- (e) All policy matters are dealt with in the Head Office, Chennai.

**(iii) Functional Wings in Head Office**

The following wings are functioning in Head Office, Chennai.

1. Administrative wing
2. Accounts wing/Audit wing
3. Engineering wing including training, Research and Water Analysis Branch
4. Hydrogeological wing
5. Vigilance wing
6. Computer wing
7. Communication and Capacity Development Unit (CCDU)

The Engineering wing is further divided as follows to have an effective control over the functions.

- a. Planning and Designs
- b. Programme and Management wing
- c. Contracts wing
- d. Operation and Maintenance wing
- e. Water Analyst wing
- f. Quality Assurance Wing
- g. Hydrogeology wing

Though the various Officers in the Head Office are given certain powers, all the officers of the various wings are under the direction and supervision of the Managing Director.

**(iv) Functions :**

**CHAIRMAN:** The Chairman has to preside over the meetings of the Board and to preside over the various committees as per Regulations or decisions of the Board.



**MANAGING DIRECTOR:** The Managing Director is the Chief Executive of the Board and is responsible for all functions of the Board.

**FINANCE DIRECTOR:** The Finance Director is in charge of Finance, Accounts and Audit functions of the Board.

**ENGINEERING DIRECTOR:** The Engineering Director is in charge of all technical matters including finalisation of tenders.

**LAW OFFICER:** The Law Officer is in charge of dealing all matters relating to legal aspects.

**VIGILANCE OFFICER:** The Vigilance Officer is in charge of Vigilance wing and he has to assist the Managing Director.

**SECRETARY-cum-General Manager:** The Secretary-cum-General Manager, TWAD Board is responsible to convene the meetings in consultation with the Managing Director and prepare the implementation of the decision of the Board and other committees and other functions entrusted to him.

**JOINT CHIEF ENGINEER (GI):** The Joint Chief Engineer (GI) in Head Office is delegated with certain powers in Establishment matters. The Joint Chief Engineer (GI) has to assist the Managing Director in administrative matters assigned to him.

**ADMINISTRATIVE OFFICERS:** The Administrative Officers in Head Office has to assist the Joint Chief Engineer(GI), Head Office in all administrative matters as per the allocation of the subjects.

**Section officer/Superintendent:** The Section Officer/ Superintendent has to assist the Secretary / JCE (GI) / Asst.Secretary / Administrative Officer in the administrative matters as per the allocation of subjects. They are responsible to extract work from the Asst. Section Officer / Assistant / Junior Assistant/ Typist and others attached to their section.

**CHIEF ACCOUNTS OFFICER:** The Chief Accounts Officer assists the Finance Director in all matters relating to the accounts.

**CHIEF AUDIT OFFICER:** The Chief Audit Officer assists the Finance Director in all matters relating to the Audit.

**DEPUTY CHIEF ACCOUNTS OFFICER:** The Deputy Chief Accounts Officers have to assist the Finance Director/ Chief Accounts Officer/ Chief Audit Officer in all matters relating to Accounts and Audit.

**ACCOUNTS OFFICER:** The Accounts Officer assists the Finance Director /Chief Audit Officer / Chief Accounts Officer/ Deputy Chief Accounts Officer in all matters relating to Accounts and Audit.

**JUNIOR ACCOUNTS OFFICER:** The Junior Accounts Officer assists the Deputy Chief Accounts Officer/Accounts Officer in all matters relating to Accounts and Audit as per the

allocation of subjects. They are responsible to extract the works from the Assistant Section Officer/Assistant/Junior Assistant/Typist attached to their section.

## **ENGINEERING WING**

**A) JOINT CHIEF ENGINEER (PLANNING & DESIGNS):** The Joint Chief Engineer (P&D) is the controlling Officer of the Planning and Design Wing in the Head Office. He is responsible for the following functions;

1. Design and standardization
2. Project Investigation and Formulation upto Technical Committee
3. Servicing Technical Committee
4. Project Appraisal Economic and Finance Post Technical Committee.
5. Water Analyst wing.

**Deputy Chief Engineer (Water Supply):** The Deputy Chief Engineer( Water Supply ) assists the Joint Chief Engineer(P&D) in the following functions;

1. Long term Planning
2. Servicing of technical Committee
3. Project Formulation Review
4. Data Revision of Rate finalisation and Delegation of powers.
5. Structural Design of Civil & Mechanical components
6. Standardisation of Type Design and Documents of works
7. Computer Aided Design for pumping main and Distribution Main etc., for water supply.

**Deputy Chief Engineer (Sewerage):** The Deputy Chief Engineer (Sewerage) assists the Joint Chief Engineer (P&D) in the following functions:

1. Long term Planning
2. Servicing of technical Committee
3. Project Formulation Review
4. Data Revision of Rate finalisation and Delegation of powers.
5. Structural Design of Civil & Mechanical components
6. Standardisation of Type Design and Documents of works
7. Computer Aided Design for Sewer network etc

**B) JOINT CHIEF ENGINEER (PROGRAMME & MANAGEMENT):** The Joint Chief Engineer(PM) assists the Engineering Director/Managing Director in Programme Management to carry out the following functions;

- a. Planning
- b. Co-ordination
- c. Budget
- d. Rural Water supply schemes
- e. Special Schemes
- f. Drought relief works
- g. Combined water supply schemes (C.W.S.S.)
- h. Urban schemes
- i. World Bank aided projects including budgeting
- j. Institutional financing
- k. Consolidation and submission of returns to World Bank Project/Govt. of India and Tamilnadu.
- l. Management Information system
- m. Computer wing

**DEPUTY CHIEF ENGINEER (RURAL):** The Deputy Chief Engineer (Rural) assists the Joint chief Engineer (PM) in the following functions;

- a. Planning
- b. Co-ordination
- c. Rural Water supply schemes
- d. Special schemes
- e. Drought Relief works

**DEPUTY CHIEF ENGINEER (URBAN):** The Deputy Chief Engineer (Urban) assists the Joint Chief Engineer (PM) on the following function;

- a. Implementing the Urban Schemes and its review
- b. Combined water supply schemes
- c. Budgeting of Urban W.S.S & C.W.S.S.
- d. World Bank aided Projects
- e. Budgeting of World Bank Projects
- f. Institutional financing

- g. Consolidation & submission of returns to WBP/ Govt. of India and Tamilnadu

**C) JOINT CHIEF ENGINEER (CONTRACT, OPERATION & MAINT.):** The Joint Chief Engineer (COM) assists the Engineering director/Managing Director in the following functions;

- a. Scrutiny of all tenders and submission to Tender **Committee** for approval
- b. Sanction of Authorised Extras and Omissions
- c. Settlement of bills and allied items
- d. All matters relating to Veeranam Project
- e. Inventory control
- f. Operation and Maintenance of schemes

**DEPUTY CHIEF ENGINEER (Contracts):** The Deputy Chief Engineer (Contract) assists the Joint Chief Engineer(COM) in the following function;

- a. Preparation of schedule of rate
- b. Scrutiny of tenders
- c. Placing of tenders before the Tender Committee
- d. Sanctioning Authorised Extras and Omission

**DEPUTY CHIEF ENGINEER (Operation & Maintenance):** The Deputy Chief Engineer(O&M) assists the Joint Chief Engineer (COM) in the following functions:

- a. Preparation and approval of Annual maintenance estimate of schemes
- b. All other works of Operation and Maintenance of schemes
- c. Maintenance of Head Office building
- d. Matters relating to maintenance of schemes by contractor.

**CHIEF DRAUGHTING OFFICER:** The Chief Draughting Officer assists the Joint Chief Engineer(COM) in scrutiny of tenders and sanction of Authorised Extras and Omissions as the case may be as per the allocation of works.

**D) JOINT CHIEF ENGINEER (QATA):** The Joint chief Engineer (QATA) assists the Engineering Director/Managing Director in the following functions:

- 1) Monitoring on quality aspects in implementation of schemes by the Board and to issue guidelines / instructions to ensure uniformity, consistency and reliability in implementation of quality system.
- 2) To carry out the investigation and enquiries with regard to quality related aspects for specific schemes or any other functions assigned by the Managing Director.

- 3) To carry out comprehensive technical audit of the schemes in random which will cover all aspects of the scheme.
- 4) To act as a Course Director for conducting Capacity Building Training Programme to Board staff at all four training centers of TWAD Board.
- 5) Overall control of finalizing the subjects for training programme and monitoring of the programmes.

### **WATER ANALYST WING**

The Joint Chief Engineer (P&D) is the controlling officer of the Water Analyst wing, which is headed by a Chief Water Analyst.

**CHIEF WATER ANALYST:** The Chief Water Analyst is responsible for the following functions;

- a. Heads the State level laboratory of TWAD Board and State Referral Institute. Functions as the technical consultant and adviser to State Government and Water Boards for Water quality monitoring programs. Functions as the final authority for certification of samples with disputed results.
- b. Technically controls all District/ field laboratories of TWAD Board and helps updating and monitoring their potential.
- c. Takes up the field water quality problems referred to him from time to time for conducting related studies.
- d. Implements various water quality monitoring programs including those in suspected pollution zones.
- e. Monitors efficiency of Treatment units and CWSS.
- f. Arranges for processing of water quality data in co-ordination with HG Wing.
- g. Takes care of Training needs in water testing and water quality management in co-ordination with the Training Wing.
- h. Implements Quality Management system in the Head Office laboratory and field laboratories.
- i. Technically assists for development of water quality products like "Field Water Testing Kit" etc.,

- j. Establishes technical links with Colleges, Universities and other technical and professional institutions in related field.

Assistant Water Analyst and Junior Water Analyst in Head Office are assisting the Chief Water analyst in the functions as listed above.

### **HYDROGEOLOGICAL WING:**

The Managing Director is the controlling officer of the Hydrogeological wing.

**SENIOR HYDROGEOLOGIST:** The Senior Hydrogeologist is responsible for the following functions:

- a. Monitoring of all Hydrogeological investigation activities carried out under various schemes throughout the State.
- b. Scrutiny of Water Supply Scheme for both Rural and Urban referred to Senior Hydrogeologist and other Technical opinion.
- c. Compilation and Analysis of periodical ground water level data from TWAD observation wells and preparation of report.
- d. Planning and monitoring of Rain Water harvesting structures/ activities throughout the State and its impact assessment study.
- e. Monitoring of construction of artificial recharge structures for augmenting drinking water sources under various schemes and impact assessment study.
- f. Preparation of Taluk-wise/ block-wise/ village level (micro level) Hydrogeomorphological maps using Remote Sensing data products such as Aerial photographs and Satellite Imageries.
- g. Correspondence with line departments, collection of data, consolidation and updation of database for use by the TWAD Board.
- h. Control and analysis of data pertaining to hydrogeological activities.
- i. Technical advice on source creation for all water supply schemes.
- j. Monitoring of R & D projects on water resources management under Bilateral assistance – UNICEF, WHO etc.,
- k. Control of GIS cell and preparation of water resources Atlas and Action plan maps using GIS software.
- l. Overall technical control of Assistant Hydrogeologists, Deputy Hydrogeologists and Hydrogeologists of TWAD Board.

The Hydrogeologists, Deputy Hydrogeologists and Assistant Hydrogeologists of Head Office are assisting the Senior Hydrogeologist in the functions as listed above.

### **VIGILANCE WING**

The Managing Director is the controlling officer of the Vigilance wing.

The **VIGILANCE OFFICER** is responsible for the following functions:

- a. To enquire into the allegations of the malpractices against the officers and employees of the TWAD Board and submitting the findings to the Managing director.
- b. To suggest the improvement to the system wherever necessary to avoid malpractices.
- c. To have liaison with the officers of the Vigilance and Anti-Corruption in conducting preliminary and detailed enquiries against the TWAD Board Officers and employees.
- d. Suggesting preventive measure to control the irregularities and plug the loopholes in the system in order to ensure quality in all works.

Subordinates are available in the Vigilance cell to assist the Vigilance Officer in the above functions.

### **COMPUTER WING**

The Engineering Director/Joint Chief Engineer (PM) is the controlling officer of the Computer wing headed by Manager,(EDP).

**MANAGER (EDP)** is assigned the following functions:

- a. To control over the computer wing and see the functions of the wing in tact.
- b. To improve the system of the Board, the following functions are to be implemented with the computer stage by stage.

1. Financial and Accounting
2. Personal Administration

3. Project Monitoring
4. To evaluate new programmes suitable to the TWAD Board functions.

**System Analyst** : The System Analyst has to assist the Manager (EDP) for all the functions in the Computer wing.

**Programmer** : The Programmer has to assist the System Analyst in evaluating the new programmes suitable to the TWAD Board functions and implementing the same.

**Console Operators** : The Console Operators are assisting the System Analyst in the preparation of reports etc., by using computers and they are responsible to operate the computers as per the programmes designed as per the advice of the System Analyst.

### **IAC WING**

#### **MANAGER (IAC)/ ASSISTANT PUBLIC INFORMATION OFFICER:**

The following functions are assigned to the Manager (IAC) :

- 1) Exhibition arrangements
- 2) Right to Information Act, 2005 – TWAD
- 3) Monitoring of IEC funds released by RGNDWM, GOI.
- 4) Arrangements for preparation of IEC tools such as posters/folders/booklets, CDs etc., and its distribution to all Districts for publicity
- 5) Arranging for production of TV spots/documentary films/video films/ cinema slides/ cinema film with graphic works
- 6) To arrange for publicity of above activities
- 7) Arranging of publication of all kinds of tender notices / advertisements / tender bulletins
- 8) Mobility arrangements for officers in Head Office
- 9) Arranging of accommodation in guest houses for visiting Government/ Others
- 10) Protocol arrangements to GOI/ Others during their visit relates to TWAD, to assist for Workshop/Conference matters.

Subordinates are available in the IAC Wing to assist the Manager (IAC) in the above functions.

### **COMMUNICATION AND CAPACITY DEVELOPMENT UNIT**

The CCDU Unit is headed by the **DIRECTOR** in the cadre of Chief Engineer. The Managing Director, TWAD Board is in charge of establishing and operating the Communication



and Capacity Development Unit (CCDU ) till State Water and Sanitation Mission is set up in Tamilnadu for promoting the reform initiatives in the Rural Water Supply and Sanitation Sector. As per the guidelines of the department of drinking water supply, Ministry of Rural Development, Government of India, the Government of India initially funds the CCDU and this Unit act as a separate entity.

Sector Reform project, Swajaldhara and Total Sanitation Campaign emphasise the importance of IEC and HRD in the implementation of the programmes. In order to strengthen the IEC and HRD activities and to co-ordinate them effectively in Water Sector, the Department of Drinking Water Supply, Government of India decided to set up CCDU, in every State. CCDU/ TWAD is the agency to promote reform initiatives introduced in the water sector.

**Functions of CCDU:**

- 1) Identifying Key Resource Centers (National, Regional and State level) for training and IEC activities in water and sanitation sectors and monitor the programmes.
- 2) Developing State specific IEC and HRD strategy and help the districts in developing district specific IEC & HRD strategy.
- 3) Documentary successful initiatives within the State, other states and agencies and disseminate the same to the field functionaries for adoption.
- 4) CCDU will conduct State level seminar, Training Programmes for District Level Officers, Trainers of Training Programme for PRIs, SHGs, NGOs, Health Officials, teachers and they in turn will conduct HRD & IEC programmes at Block/ village level under the guidance of District Collectors.

The Director (CCDU) is assisted by Managers and other staff to perform the above functions effectively.

### **(iii) FUNCTIONAL UNITS IN TWAD BOARD**

Based on the workload and the jurisdiction of the execution of schemes in the entire State except Chennai Metropolitan area, TWAD Board has been divided into four Regions viz., North, East, West and South and the Regional offices have been functioning at Vellore, Thanjavur, Coimbatore and Madurai. The Regional office is functioning under the control of a Chief Engineer under whom Circle offices headed by a Superintending Engineer and Divisional Offices headed by an Executive Engineer are functioning.

At present the following units are functioning in the State:

<b>Sl. No.</b>	<b>Description</b>	<b>Nos.</b>
1	Regional Offices	4
2	Circle Offices ( headed by SE)	15
3	Rural Water Supply Divisions (RWS Divisions)	29
4	Urban Division (Urban, Project, Drainage & DSP Dns.)	32
5	Maintenance Divisions	19
6	Project Formulation Divisions	12
7	Fluoride Division	1

A Chart depicting the functional units of the TWAD is given below:



The duties and responsibilities of the Regional officers and subordinate officers are as follows:

**CHIEF ENGINEERS:** The Chief Engineers of the Regions are responsible for investigation and design and execution of all schemes within their jurisdiction. The Chief Engineers are responsible for the entire works in their Region and all staff irrespective of their cadre or wing will be under the direction of the Chief Engineer.

**JOINT CHIEF ENGINEERS of Regions:** The Joint Chief Engineers of Regional Office are assisting the Chief Engineers in all technical and administrative matters.

**SUPERINTENDING ENGINEERS:** The Superintending Engineers in Circle Offices are in charge of Investigation, execution and maintenance of the schemes within their jurisdiction.

**EXECUTIVE ENGINEERS:** The Executive Engineers are the head of the Divisional office and they are in charge of the investigation, execution and maintenance of schemes under them. Executive Engineers in the Office of the Chief Engineer/Superintending Engineers shall assist the Joint Chief Engineer/Superintending Engineer.

**ASSISTANT EXECUTIVE ENGINEER:** The Assistant Executive Engineers are the sub divisional head and primarily responsible for investigation, designs, execution and maintenance of schemes.

The Assistant Executive Engineers working in the Regional Offices, Circle Offices are assisting the officers concerned in the matters entrusted to them.

**ASSISTANT ENGINEERS/JUNIOR ENGINEERS;** The Assistant Engineers/Junior Engineers are the root level engineering staff and they are in charge investigation, designs, execution and maintenance of schemes.

The Assistant Engineers/Junior Engineers in the regional Office and Circle Offices are assisting the Officers concerned in the matters entrusted to them.

**DRAUGHTING OFFICERS OF ALL GRADES:** The Draughtsman in all grades working in the Regions, Circles and Divisions are assisting the Officers concerned in the technical matters, processing of tenders, scrutiny of estimates, preparation annual maintenance estimates, selling of tender documents etc., as per the allocation of works assigned to them and maintenance of proper records thereafter.

**ADMINISTRATIVE OFFICER:** The Administrative Officer in the Regional / Circle Offices shall assist the Chief Engineer / Joint Chief Engineer / Superintending Engineer in all the administrative matters.

**SUPERINTENDENTS:** The Superintendents in the Regional Offices /Circle Offices / Divisional Offices are responsible to extract works from the subordinates working under their control.

**ACCOUNTS OFFICERS:** The Accounts Officer in each region under the direct control of Finance Director/ Managing Director undertakes internal audit of the vouchers / accounts of the offices under the control of the Regions.

**JUNIOR ACCOUNTS OFFICERS:** The Junior Accounts Officer in the Division Offices assist the Divisional Officer in all matters relating to Accounts and Audit and acts as a general financial Assistant and advisor to the Divisional Officer in all matters relating to accounts and operation of financial rules generally.

### **3) POWERS DELEGATED TO VARIOUS OFFICERS**

Sl.No.	Description	Authority	Powers delegated
1.	To accord administrative approval to works including deposit works (except urban loan schemes ) subject to budget provision.	C.E. S.E. E.E.	Rs.50 lakhs. Rs.30 lakhs. Rs.10 lakhs.
2.	To accord technical sanction for works including deposit works.	C.E. S.E. E.E. A.E.E.	Full powers Rs.100 lakhs. Rs.30 lakhs. Rs.1 lakh.
3.	To invite tenders for works	C.E.	Full Powers
		S.E.	Rs.100 lakhs.
		E.E.	Rs.50 lakhs.
		A.E.E.	Rs.50,000/-
4.	To accept tenders for works.	Board	Full Powers
		Tender Committee	Up to Rs.10 crores with 20% excess
		M.D.,	Up to Rs.5 crores with 5% excess.
		C.E.,	Above 100 lakhs up to Rs.2 crores with 3% excess
			Above 30 lakhs up to Rs.100 lakhs with 5% excess.
		S.E.,	Above Rs.30 lakhs up to Rs. 100 lakhs with 3% excess.
			Up to Rs. 30 lakhs with 5% excess.
		E.E.,	Up to Rs.30 lakhs with 3% excess.
		A.E.E.,	Up to Rs.50,000 without any excess.
5 i)	Based on DGS & D rate contract but outside the DGS & D R/C & subject to TWAD Board terms and conditions.	Board	Full Powers
		Tender Committee	Upto Rs.10 crores.
		M.D.,	Upto Rs. 100 lakhs.
ii)	Based on Board's Annual Rate Contract.		By direct demanding officers as prescribed in the Board's Rate Contracts subject to Budget provision.
iii)	Based on open tenders	Board	Full Powers
		Tender Committee	Rs. 10 crores.
		M.D	Rs. 100 lakhs.
6 i)	Powers to the officers of Mechanical & Workshop divisions for purchase of all spare parts for the rigs & vehicles carrying out reconditioning works and repairs works like calibration of fuel	C.E. S.E., E.E.,	Rs. 1 lakh Rs. 1 lakh Rs. 0.50 lakh.

	pump, reconditioning drill bits, F.C. repairs to drilling rigs & supporting vehicles.	A.E.E.	Rs. 0.50 lakh.
ii)	Purchase of materials proprietary in nature	Board	Full Powers
		Tender Committee	Rs. 50 lakhs.
		M.D.,	Rs. 10 lakhs.
iii)	Purchase of chemicals glasswares, poly-wares lab misc. items and other lab consumables for TWAD Board Laboratories.	C.E. S.E. EE/ CWA AEE/AWA	Rs. 2 lakhs Rs. 1 lakh Rs.10000 Rs.2000 ( by sealed quotations)
7) a)	To sanction rent for private buildings taken on rent for office purpose	M.D.,	Full Powers
		C.E.	Rs.25,000
		S.E.,	Rs.15,000
		E.E.,	Rs.5,000
b)	To sanction rent for private buildings/ taken on rent for Store purpose	M.D., C.E., S.E., E.E.,	Full powers Rs.10,000 Rs.5,000 Rs.1,000
8) a)	To accord administrative approval for annual maintenance	Board M.D., C.E. S.E E.E	Full Powers Rs.50 lakhs Rs.25 lakhs Rs.15 lakhs Rs.5 lakhs.
b)	To accord technical sanction for annual maintenance estimate for Water Supply Scheme	C.E., S.E. E.E.	Full Powers Rs. 25 lakhs Rs. 10 lakhs.
c)	Powers to award works on nomination for the repairs and emergency works for restoration of water supply	C.E.,	Rs.0.50 lakh ( at a time with a maximum limit of Rs.3.00 lakhs per year per scheme).
		S.E.,	Rs.0.25 lakh ( at a time with a maximum limit of Rs.2 lakhs per year per scheme.)
		E.E.,	Rs.0.10 lakh ( at a time with a maximum of Rs.0.50 lakh per scheme.)
d)	Powers to purchase of materials & tools & plants such as PVC specials, G.M. valves cables, bearings, relays, Air valve balls, gaskets, ropes for pumps, grease, lubricants, alum bleaching powder, pully blocks, tripods, dewatering, pump sets, diesel, welding generators, electrical multi-meters, insulations, test tool kits etc., in connection with the works related to the restoration of WSS for immediate use without any	C.E.,  S.E/JCE  E.E/DCE  A.E.E.	Full Powers. Subject to provision in A.M. Estimate.  Rs.1.00 lakh subject to provision in A.M. estimate.  Rs.0.50 lakhs by calling quotations from the accredited reputed companies.  Rs.0.10 lakh by calling

	classifications as listed or unlisted items by sealed quotations (for the purpose of maintenance of schemes and E.E/ LDCE maintenance of guest house subject to Budget provision.	A.E/J.E.	quotations from the accredited reputed companies. Rs.0.02 lakh direct purchase.
e.	For carrying out repairs, reconditioning works to the pumps, valves pipelines, electrical repairs, rewinding motors, repairs and overhauling starters, switch Boards, overhauling transformers, diesel generators, replacement of cables earthing etc., (including supply of parts and consumables for the works for the purpose of maintenance of schemes, buildings, guest houses by sealed quotation.)	C.E.  S.E/ JCE  E.E/ DCE	Rs.1.0 lakh at a time not exceeding Rs.2.00 lakhs per year/ per scheme.  Rs.0.25 lakh at a time not exceeding Rs. 2.00 lakhs per years / per scheme.  Rs.0.25 lakh at a time not exceeding Rs.2.00 lakhs per year.



#### **4) PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

The policy decision are being taken by the competent authority of the TWAD Board / Board of Directors as the case may be duly by taking note of rules in force and guidelines issued by the Government from time to time.

#### **5) NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

The functions as indicated in various authorities under the head "Functions" are being followed as on date with reference to powers (Financial) delegated in B.P.(Ms)No. 27 / C.M. Wing / Dated: 5.2.2002. The establishment powers are exercised with reference to provisions contained in the Act/ Regulations of the TWAD Board.

#### **6) RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS:**

The discharging functions in TWAD are governed by the following:-

- 1) TWAD Board Act 1970
- 2) TWAD Board Service Regulations 1972.
- 3) TWAD Board Officers & Servants Conduct Regulations, 1972.
- 4) TWAD Board Employees (Discipline & Appeal) Regulations, 1972.
- 5) TWAD Board (Conduct of Meetings) Regulations 1971.
- 6) The Chairman / Managing Director and the Non- Official Directors of TWAD Board (Qualifications, Terms of Office, payment of T.A., & other Terms and Conditions of Service Rules.)
- 7) TWAD Board (Association of persons with the Board & appointment of persons of Committees) Regulations, 1971.
- 8) TWAD Board (Investigation, Execution & Maintenance of Water Supply and Drainage Schemes) Rules, 1973.
- 9) TWAD Board Accounts Manual.
- 10) TWAD Board Office Manual.

**7) STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR ITS CONTROL**

As in item no. 6.

**8) PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR PREPARATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

TWAD Board does not have any direct dealings with the Public. The TWAD Board provides service to the local authority and it is only the local authority, which directly deals with the Public.

**9 ) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS ART 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**

1. Tender Committee
2. Selection Committee
3. Disciplinary Proceeding Committee
4. Technical Committee
5. Appeal Sub Committee.
6. Promotion Committee
7. Empowered Committee
8. Scientific Source Finding Committee on Water Quality Monitoring and Conservation of Water.
9. Tender Evaluation Committee for high value tenders.
10. Urban Projects Monitoring Committee
11. Complaints Committee
12. Grievance Cell of SC/ST as per G.O. Ms. No. 65/ dt. 9.4.97.
13. Committee to review the rules and representation of SC/ STs as per G.O. Ms. No. 91 dated: 28.11.2001.

**10) DIRECTORY OF OFFICERS AND EMPLOYEES WORKING IN TWAD BOARD AS ON 10.01.2007.**

The Officers up to the level of Superintending Engineers is given below:-

<b>Sl. no.</b>	<b>Name</b>	<b>Designation</b>	<b>Present Station</b>
1.	P.K. Natesan	Engineering Director	H.O., Chennai
2.	P.K.Natesan	Director, CCDU (i/c),	H.O., Chennai
3.	P.K. Natesan	Chief Engineer (i/c),	N.R., Vellore
4.	R. Dorai	Chief Engineer	W.R., Coimbatore
5.	M. Dorairaj	Chief Engineer	E.R., Thanjavur
6.	N. Gopal	Chief Engineer	S.R., Madurai.
7.	B. Hariharasubramanian	Joint Chief Engineer	P& D., H.O.,Chennai
8.	A. Vivekanandam	Joint Chief Engineer	P.M., H.O.,Chennai.
9.	E.K. Gopinathan	Superintending Engineer	C.N. Circle, Coimbatore
10.	K. Saiprasad	Joint Chief Engineer	E.R., Thanjavur.
11.	M. Chandrasekaran	Superintending Engineer	Thanjavur Circle, Thanjavur
12.	R. Nagendran	Superintending Engineer	T.P.Circle, Trichy
13.	B. Subbaraj	Superintending Engineer	Sewerage Circle, Trichy
14.	P. Baus	Joint Chief Engineer	COM., H.O.,Chennai.
15.	K. Ipthikhan	Joint Chief Engineer	S.R., Madurai
16.	V. Dhandapani	Joint Chief Engineer	N.R., Vellore
17.	M. Ilangovan	Superintending Engineer	MDT Circle, Madurai.
18.	S. Bright Selwyn	Superintending Engineer	T.K. Circle, Tirunelveli.
19.	A. Ramasamy	Joint Chief Engineer	W.R., Coimbatore
20.	M.B. Gopinath	Superintending Engineer	Dharmapuri Circle, Dharmapuri
21.	K. Rathinavel	Superintending Engineer	T.V. Circle, Kovilpatti
22.	R. Rajagopalan	Superintending Engineer	Erode Circle, Erode.
23.	N.K. Janakiraman	Superintending Engineer	Project Circle, Sivagangai.
24.	M. Periasamy	Superintending Engineer	S.R. Circle, Sivaganga.
25.	V. Perumal	Superintending Engineer	Salem Circle, Salem
26.	P. Kumaresan	Superintending Engineer	V.T.Circle, Vellore.
27.	N. Rajakumar	Joint Chief Engineer	Tsunami Cell, H.O.,Chennai.
28.	D. Rajendran	Joint Chief Engineer(GI).,	Head Office, Chennai 5.

**11) MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS**

<b>SI.No.</b>	<b>Name of the post.</b>	<b>SCALE OF PAY</b>
1.	Managing Director	18400-500-22400
2.	Joint Managing Director	18400-500-22400
3.	Finance Director	15000-400-18600
4.	Engineering Director	16400-450-20000
5.	Chief Accounts Officer.	10000-325-15200
6.	Chief Audit Officer.	10000-325-15200
7.	Vigilance Officer.(EE)	10000-325-15200
8.	Secretary	12000-375-16500
9.	Law Officer	16400-450-20000
10.	Chief Engineer.	16400-450-20000
11.	Jt. C.E. / S.E.	14300-400-18300
12.	Dy. C.E. /EE.	10000-325-15200
13.	Asst.Exe.Engineer.	8000-275-13500
14.	Asst. Engr	6500-200-11100
15.	Junior Engineer	5500 – 175 - 9000
16.	C.H.D.	9100-275-14050
17.	Spl.Gr.D.O.	8000-275-13500
18.	Sr.D.O.	6500-200-11100
19.	D.O.	5500-175-9000
20.	Jr. Draughting Officer.	4500-125-7000
21.	Asst. Draftsman.	3200-85-4900
22.	Sr. H.G.	14300-400-18300
23.	H.G.	10000-325-15200
24.	D.H.G.	8000-275-13500
25.	A.H.G.	6500-200-11100
26.	Chief Water Analyst.	12000-375-16500
27.	Asst. Water Analyst.	9100-275-14050
28.	Jr. Water Analyst.	5900-200-9900
29.	Chemist	5900-200-9900
30.	Lab Attender.	2550-55-2660-60-3200
31.	Dy. Chief Accounts Officer	10000-325-15200
32.	Accounts Officer.	9100-275-14050
33.	Jr. Accounts Officer.	8000-275-13500
34.	Audit Assistant	4000-100-6000
35.	Assistant Secretary	9100 – 275 - 14050
36.	Administrative Officer.	8000-275-13500
37.	Section Officer	8000-275-13500
38.	Superintendent	5500-175-9000
39.	Assistant Section Officer	6500 – 200 - 10500
40.	Confidential Steno – Typist	6500 – 200 - 10500
41.	Assistant	4000-100-6000
42.	Jr. Assistant.	3200-85-4900
43.	Steno-Typist.	4000-100-6000
44.	Typist.	3200-85-4900
45.	Record Clerk	2610-60-3150-65-3540
46.	O.A. / Daffadar.	2550-55-2660-60-3200

<b>Sl.No.</b>	<b>Name of the post.</b>	<b>SCALE OF PAY</b>
47.	Driver.	3200-85-4900
48.	Watchman / Maint. Assistant	2550-55-2660-60-3200
49.	Sweeper / Sanitary Workers.	2550-55-2660-60-3200
50.	Telephone Operator.	3200-85-4900
51.	EDP Manager.	10000-325-15200
52.	System Analyst.	8000-275-13500
53.	Programmer.	5500-175-9000
54.	Console Operator.	3200-85-4900
55.	Sergeant.	2750-70-3800-75-4400
56.	Lift Operator.	2610-60-3150-65-3540
57.	Electrician Superintendent.	5500-175-9000
58.	Technical Assistant	4000-100-6000
59.	Works Clerk	3050-75-3950-80-4590
60.	Electrician Gr. I	4000-100-6000
61.	Electrician Gr. II	3050-75-3950-80-4590
62.	Fitter Gr. I	4000-100-6000
63.	Fitter Gr. II	3050-75-3950-80-4590
64.	Plumber	2750-70-3800-75-4400
65.	Turn Cock/WMR	2610-60-3150-65-3540
66.	Pump Operator	2750-70-3800-75-4400
67.	Painter	2750-70-3800-75-4400
68.	Auto Electrician	3050-75-3950-80-4590
69.	Cleaner Gr. I	2650-65-3300-70-4000
70.	Cleaner Gr. II	2550-55-2660-60-3200
71.	Foreman (Elect)	4300-100-6000
72.	Foreman (Mech)	4300-100-6000
73.	Foreman	4300-100-6000
74.	Mechanic Gr. I	3625-85-4900
75.	Mechanic Gr. II	2750-70-3800-75-4400
76.	Turner Gr. II	2750-70-3800-75-4400
77.	Welder	2750-70-3800-75-4400
78.	Smith	2750-70-3800-75-4400
79.	Machinist	2750-70-3800-75-4400
80.	Tinker	2750-70-3800-75-4400
81.	Tool Room Attender	2750-70-3800-75-4400
82.	Tool Keeper (Elect)	2750-70-3800-75-4400
83.	Driller	4000-100-6000
84.	Asst. Driller	2750-70-3800-75-4400
85.	Air Compressor Operator	2750-70-3800-75-4400
86.	Helper	2650-65-3300-70-4000
87.	Work Inspector	4000-100-6000
88.	Store Keeper	3200-85-4900
89.	Carpenter	2750-70-3800-75-4400
90.	Lascar	2550-55-2660-60-3200
91.	Watchman cum cleaner	2550-55-2660-60-3200
92.	Watchman cum Gardener	2550-55-2660-60-3200
93.	Pipeline Fitter Gr. II	3050-75-3950-80-4590
94.	Mazdoor	2550-55-2660-60-3200
95.	Gardener	2550-55-2660-60-3200
96.	Machine Operator / Miner Machine Operator.	2750-70-3800-75-4400

**12) BUDGET ALLOCATION OF EACH OF ITS AGENCY, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE**

The Budget for water supply and sewerage works for the financial year 2006- 2007 is as follows:-

Sl.No.	Programme	Budget (Rupees in Crores)
a)	Rural Water Supply	574.00
b)	Urban Water Supply	156.00
c)	National River Conservation Programme	97.00
d)	National River Action Plan	10.00
e)	Underground Sewerage Scheme	218.00
f)	Tsunami Works	50.00
g)	Deposit Works	30.00
	<b>Total</b>	<b>1135.00</b>

**13) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME, INDICATING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

--- N I L ---

**14) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.**

--- N I L ---

**15) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

<b>TWAD Activities through electronic Data</b>				
<b>Sl. No</b>	<b>Activities for which electronic Data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available on website or it being used as back end data source</b>
<b>1</b>	<b>Water supply status of villages</b>	Know your village water supply status in that just by typing the village name the water supply information like Population, water supply level, schemes executed, infrastructure, Source of water, potability of water etc. can be obtained in the home page	<b>Yes</b>	Available on website
<b>2</b>	<b>Latest Schemes completed:</b>	Latest Schemes completed in that the information about rural water supply schemes and major water supply and Sewerage schemes completed for the last three months are available for public view in the home page	<b>Yes</b>	Available on website
<b>3</b>	<b>Tenders Detail</b>	In Tenders section major works tender notice and other documents can be down loaded for participation in the tender and also the status of tender like no. of participants, successful bidder, value of work etc are displayed for public view	<b>Yes</b>	Available on website
<b>4</b>	<b>Project Monitoring</b>	All the rural and urban water supply project information are updated by the respective executing officer regularly. The component wise details are updated for major projects and no. of schemes and villages covered in rural water supply and displayed for public view	<b>Yes</b>	Available on website
<b>5</b>	<b>Complaints Monitoring</b>	This is a database-oriented email based monitoring system. Any one can give complaints through a mail. Reply to the received mail is sent through the email itself.	<b>Yes</b>	Available on website
<b>6</b>	<b>News about TWAD</b>	The news about the Board appeared in dailies, magazines etc., are updated as scanned images.	<b>Yes</b>	Available on website

7	<b>Flash news</b>	The web site has a facility to display important message of public interest as flash news on the top frame of the web site. This message can have an image and text. This text will be scrolling vertically on the top of the frame.	<b>Yes</b>	Available on website
8	<b>Important Board Proceedings information</b>	This is a web-based application for hosting the important Board Proceedings indifferent groups for the reference of the needed people.	<b>Yes</b>	Available on website
9	<b>Contact us</b>	The address, phone, fax and e-mail id of TWAD offices are updated by the respective offices through web enabled application and also displayed for public	<b>Yes</b>	Available on website
11	<b>District-wise water supply status</b>	District wise information like water exploitation maps, profile, physiography, average rain fall, water level, geology and water supply level for Municipalities and Town Panchayats can be viewed just by clicking the districts.	<b>Yes</b>	Available on website
12	<b>FAQ</b>	Frequently asked questions about water quality, safety tips etc.,	<b>Yes</b>	Available on website
13	<b>Statement of affairs</b>	The data relating to the annual accounts of TWAD is published in this section.	<b>Yes</b>	Available on website
14	<b>Operations of TWAD</b>	Explains various activities of TWAD Board like Maintenances of Schemes, Project formulation, Training, Hydro geological activities and R&D.	<b>Yes</b>	Available on website

## **16) PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMTION**

The activities, organ gram, official details, scheme details & their progress and other related information is available on the web site at : **www.twadboard.com**

The public can also obtain information under Right to Information Act, 2005 by applying to the Public Information Officer, TWAD Board on remittance of an amount of Rs.10/- towards application charges. The payment may be made in the form of Cash at any one of the Executive Engineer/Superintending Engineer/ Chief Engineer's Offices in the Districts and Head



Office, TWAD Board. The D.D. / Pay order may be obtained in the name of Administrative Officer, TWAD Board.

**17) NAME AND DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS.**

- 1) Thiru Swaran Singh, I.A.S.,  
Appellate Authority / Managing Director,  
TWAD Board,  
No.31, Kamarajar Salai, Chepauk, Chennai 600 005.  
Telephone No: 28525501  
Fax No: 28525501
  
- 2) Er. R. Sudalaikannan, M.Sc.,  
Public Information Officer/ Secretary-cum-General Manager,  
TWAD Board,  
No.31, Kamarajar Salai, Chepauk, Chennai 600 005.  
Telephone No: 28546542  
Fax No: 28548623
  
- 2) Er.D. Pari, B.E.,  
Assistant Public Information Officer/ Manager (IAC)  
TWAD Board,  
No.31, Kamarajar Salai, Chepauk, Chennai 600 005.  
Telephone No: 28517742  
Fax No: 28548623

## ANNEXURE

1.	<p><b><u>a) Appellate Authority</u></b> Thiru Swaran Singh, I.A.S., Managing Director, TWAD Board, 31, Kamarajar Salai, Chepauk, Chennai 600 005. Telephone No: 28525501 e-mail: twadboard@dataone.in.</p>
	<p><b><u>b) Public Information Officer</u></b> Thiru. R. Sudalaikannan, M.Sc., Secretary-cum-General Manager/ Public Information Officer TWAD Board, 31,Kamarajar Salai, Chepauk, Chennai 600005. Telephone No: 28546542 e-mail: <a href="mailto:twadboard@dataone.in">twadboard@dataone.in</a>.</p>
	<p><b><u>c) Assistant Public Information Officer</u></b> Er. D. Pari, B.E., Manager (IAC) / Assistant Public Information Officer, TWAD Board, 31,Kamarajar Salai, Chepauk, Chennai 600005. 28517742 (O) 24344850 (R) e-mail: gddp86@gmail.com</p>
	<p>As far as TWAD Board is concerned, District &amp; Taluk level PIO/ APIO have not been nominated. The applications received in the Districts at various offices of TWAD are forwarded to the Public Information Officer, TWAD Board, Chennai. The information requested by the applicant is collected and the same is forwarded to the applicant.</p>
2.	<p>The application fee can be remitted by Cash/D.D./Pay Order. <b><u>Payment by cash may be done at any one of the Executive Engineer/ Superintending Engineer/ Chief Engineer's office of TWAD Board and at Head Office of TWAD Board.</u></b> The D.D. /Pay order may be drawn in the name of Administrative Officer, TWAD Board, Chennai - 5.</p>
3.	Nil
4.	Nil