



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

Government of Tamil Nadu
Department of Municipal Administration
and Water Supply,
Secretariat,
Chennai-600 009

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Introduction

- 1.1 **In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Municipal Administration and Water Supply, Government of Tamil Nadu has brought out this Manual for information and guidance of the general public.**
- 1.2 The purpose of this Manual is to inform the general public about the organisational set-up of this Department, the functions and duties of its officers and employees and 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 Municipal Administration and Water Supply and the organisations / Departments under its administrative control.
- 1.4 The Department of Municipal Administration and Water Supply has designated Thiru D. Varadarajalu, Deputy Secretary to Government as its **Public Information Officer** (PIO) for matters concerning the Department.

1.5 Any person requiring any information under the Act may contact Thiru D. Varadarajalu, Deputy Secretary to Government, Municipal Administration and Water Supply Department, Secretariat, Chennai-9. His Office telephone No. is **25677548**. His E.mail address is:

dayaldevaradu@yahoo.co.in

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

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means 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.50/- by cash or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account:-

“0075.00 Miscellaneous General Services – 800.Other receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005” (DPC 0075 00 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- i) Rupees two for each page (in A4 or A3 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 Right to Information Act, the request shall be made as above and the fee as below should be paid as per the mode 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 exempt from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.8 The Department has designated Tmt. Smita Nagaraj, I.A.S., Special Secretary to Government as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Tmt Smita Nagaraj, I.A.S.,
Special Secretary to Government,
Municipal Administration and Water Supply Department,
Secretariat, Chennai-600009.
Telephone No. **25671571**

E.Mail: SSMAWS@tn.gov.in

Department of Municipal Administration and Water Supply

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

1. Objective/purpose of the Department

The increase in the urban population in the State has placed tremendous responsibility on the Government to provide civic services of a high order so as to maintain and improve the quality of urban life. Apart from planning the growth of the urban centers, this Government is taking steps to arrest the degradation of urban environment due to the increasing pressure of the population so that the urban areas do not degenerate into urban slums. The higher expectations of the people in the urban areas is an added dimension of the challenge. Provision of a clear urban environment and maintaining public health in the urban areas call for an integrated approach in the provision of core civic services. In this direction, this Government is committed to increase the investment in the urban sector and is taking effective steps by implementing various schemes. The Department of Municipal Administration and Water Supply is responsible for coordinating the activities of various organizations and agencies in the planning, execution and maintenance of measures to provide improved infrastructure and services in the urban areas of the State.

The Goal of the Department would be to enhance quality and dignity of life by:-

INCREASING URBAN AMENITIES

&

REDUCING URBAN POVERTY

i) Brief History:

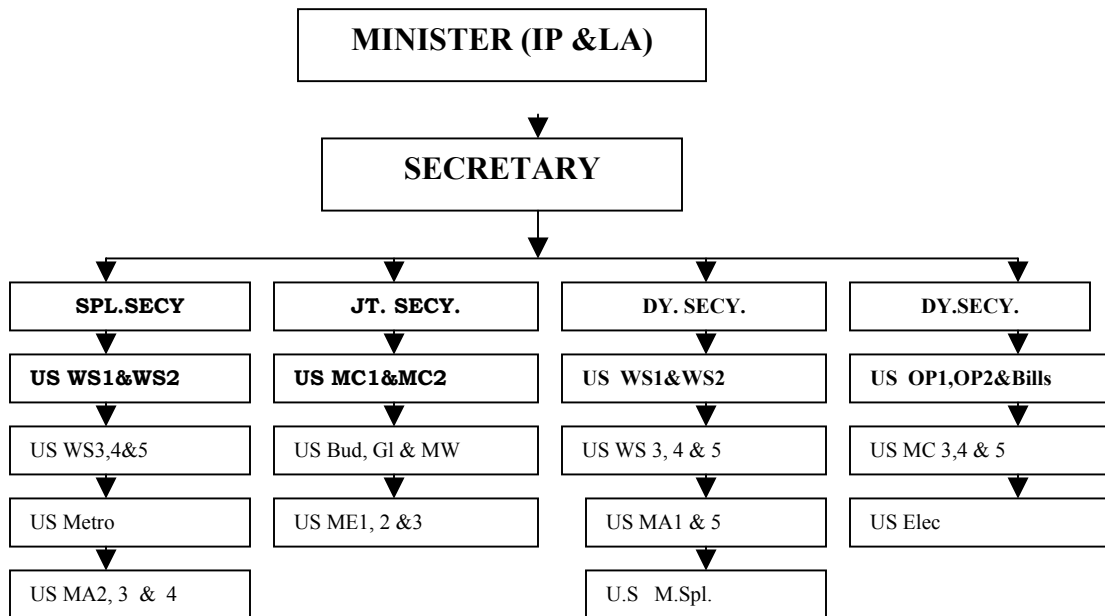
The Department of Municipal Administration and Water Supply was formed in 1984, after bifurcation from the Rural Development and Local Administration Department of Secretariat. According to the allocation of subjects as per the Business Rules, this Department has been allocated the following items of work:

- Roads and bridges vesting in Municipalities and Municipal Corporations.
- Corporation of Chennai, Madurai, Coimbatore, Salem, Thiruchirapalli and Tirunelveli. Elections relating to Municipal Corporations and Municipalities.
- Fees (Licence fees levied by Municipalities and Municipal Corporations in respect of Public Health matters).
- Local Boards – General Administration and all matters relating to them not specifically assigned to other Departments.
- Municipality and Municipal Corporation – Audit report.
- Building Permission - Development works in Municipalities and Municipal Corporations under Five Year Plans.
- Local self Government, that is to say, the Constitution and powers of Municipalities and Municipal Corporations.
- Markets
- Municipalities Constitution, abolition and dissolution and General Administration and all matters relating to them not specifically assigned to other departments.
- Public Services – Statutory Rules of the services with which this department is concerned – Revision and amendments to those rules.
- Sanction of prosecution of Government servants.
- State Works and Buildings under the administrative control of this department.

- Taxes on advertisements other than advertisements published in news-papers leviable by Municipalities and Municipal Corporations.
- Taxes on animals.
- Taxes on lands and buildings. Taxes on professions, trades, callings and employments.
- Theatres and dramatic performance, Cinemas (Places of Public Resort Act)
- The Tamil Nadu Water Supply and Drainage Board.
- Tolls (including tolls on vehicles and animals entering a notified festival area of Municipalities and Municipal Corporations)
- Zoological gardens.
- Chennai Metropolitan Water Supply and Sewerage Board.
- Fees (Licence fees levied by Municipalities and Municipal Corporations in respect of Public Health matters).
- Pilgrim Tax

ii). Organizational Chart:

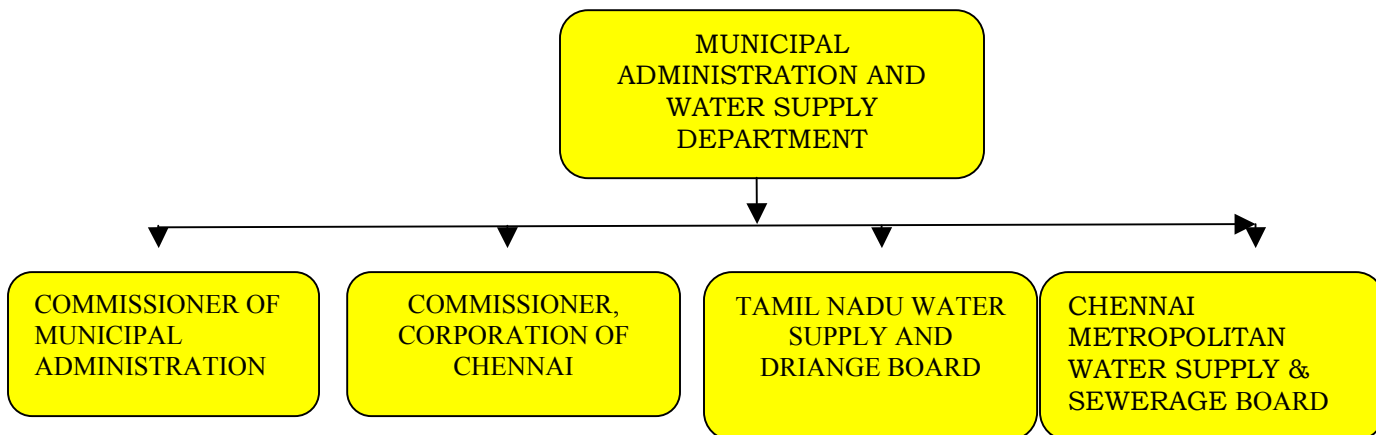
The organizational chart of this Department is given below:-



The details of sections and the subjects dealt with by them are given at page numbers 28 and 29 of this manual.

(iii) Administrative Units:

A chart depicting the administrative units under the Department is given below:-



Municipal Administration & Water Supply Department

The Department of Municipal Administration and Water Supply is concerned with the governance of and provision of infrastructure in Urban Local Bodies and provision of drinking water supply in rural and urban areas.

As per 2001 census, Tamil Nadu is the most urbanised State with 43.86% of State's population living in urban areas. Tamil Nadu accounts for 9.6% of Country's urban population.

The 74th Constitution Amendment Act, 1992 has given constitutional status for ULBs with suitable provisions for devolution of functions and funds. Tamil Nadu, which has been a forerunner in urban sector reforms, has vigorously pursued the reform process and is credited with many major achievements in the urban sector since 1992, including the following:

- Constitution of three successive State Finance Commissions for improving resources of local bodies and devolution of substantial funds from the State to Urban Local Bodies.
- Conduct of two successive elections to Urban Local Bodies on due dates with reservation of seats for Councillors and Chairpersons for women and weaker sections.
- Giant leap in E-Governance and provision of on line services to urban citizens
- Access of Urban Local Bodies to private capital markets, including floating of Bonds.
- Capacity building of Urban Local Bodies including massive training and exposure to best practices for employees and elected leaders of Urban Local Bodies.

The increase in the Urban population and related economic activities accentuate the demand for urban infrastructure. The bridging of the gaps in various urban services is the top priority of the Department, along with the augmenting of resources of the Urban Local Bodies so that they can progressively become self sustaining entities.

The major focus areas of the Department are on the targets set in the millennium development goals. The priorities are as follows:-

- Upgradation and maintenance of basic infrastructural facilities in Urban areas on a sustainable basis.
- Improving access to safe drinking water in rural and urban areas.
- Fostering community participation in planning and execution of water supply and other schemes so as to provide cost effective and sustainable interventions.
- Achieving significant improvements in the lives of the urban poor, especially through the provision of basic services and through support for wage / self employment.
- Provision of services for sanitation and solid waste management, with emphasis on recycling of waste water and proper disposal of solid wastes.

MUNICIPAL ADMINISTRATION

At present there are six City Municipal Corporations, 102 Municipalities and 50 Third Grade III Municipalities (former Town Panchayats) in the State. The Grade wise classification of Municipalities in the State is as follows:-

Sl. No.	Grade	No. of Municipalities
1	Special Grade	13
2	Selection Grade	28
3	First Grade	36
4	Second Grade	25
5	Third Grade	50
	Total	152

The Cities and Towns have been contributing significantly to the national economy as engines of growth. Increased urban investments and upgradation of civic services are crucial to the sustenance and growth of

the urban centres. More resources have to be mobilized and directed towards urban infrastructure and services to keep the momentum.

2. The following are the address of the administrative units of this department:

i) Commissioner of Municipal Administration

Name of the Commissioner of Municipal Administration Thiru Ambuj Sharma, I.A.S.,

Office Address: Commissioner of Municipal Administration, Ezhilagam, Chepauk, Chennai-600 005.

Telephone Nos. Office: 28513259
Resi:

Web Site: [Hdtp://testtnulbs.tn.gov.in.](http://testtnulbs.tn.gov.in)

ii) Tamil Nadu Water Supply and Drainage Board

Chairman Tmt. M. Sheela Priya, IAS.,

Name of the Managing Director Thiru S. Karuthiah Pandian, IAS.,

Office Address: 31, Kamarajar Salai, Chepauk Chennai 5

Telephone Nos. Chairman Office: 25670491
Resi: 22640270

Managing Director Office: 28525501
Resi. : 25365300

Web Site: twadboard@vsnl.in

iii) **Chennai Metropolitan Water Supply and Sewerage Board**

Name of the Chairman	Thiru K.P. Anbalagan Hon'ble. Minister for Information, Publicity and Local Administration
Name of the Managing Director	Thiru V. Thangavelu, IAS.,
Office Address:	1, Pumping Station Road Chiondadripet, Chennai 600 002
Telephone Nos. Chairman	Office: 28563000 Resi: 24938094
Managing Director	Office: 28529165 Resi : 24405045
Web Site:	cmwssb@md2.vsnl.net.in

3. Working hours of the Department:

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

10.00 A.M. to 5.45 P.M.
(Lunch Break 1.30 P.M. to 2.00 P.M.)

Department of Municipal Administration and Water Supply

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 and principal adviser to the Minister (IP&LA) on all matters of policy and administration relating to this Department. She is assisted by one Special Secretary, one Joint Secretary, two Deputy Secretaries and eight Under Secretaries. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual, Tamil Nadu Government Business Rules and Secretariat Instructions and Tamil Nadu Financial code. This Department is responsible for formulation of policies of the Government in respect of welfare of the State and also for the execution and review of the policies pertaining to Municipal Administration and Water Supply. 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. She is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. She exercises general supervision and control over the staff under her including Special Secretary, Joint Secretary, 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 matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

B. Special Secretary / Joint Secretary / Deputy Secretary

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

C. Under Secretary

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

2. This Department consists of 26 sections and the functioning of these sections is tabulated below:-

S1.No.	Sections	Details of subjects dealt with
1.	OP.1	1) All establishment matter of the staff like appointment, promotion and pay fixation. 2) Retirement and pensionery cases, Maintenance of Service Records
2.	OP.2	1) Loans and Advances to the staff members. 2) Medical Reimbursement. 3) LTC
3.	Bills	1) All payments due to the staff members and other payments. 2) Maintenance of Service Register of the staff.
4.	MA1	1) Matters relating to Building and Building Rules in respect of Municipalities and Town Panchayats. 2) Matters relating to Building Rules in respect of all Corporations except Chennai. Enforcement of Hill Area Building Rules

S1.No.	Sections	Details of subjects dealt with
5.	MA2	1) Swarna Jayanthi Shahari Rojgar Yojana, Devolution of funds, release of grant under Central Finance Commission, Centrally sponsored Schemes 2) Tamil Nadu Urban Development Project III and Tamil Nadu Urban Development Fund
6.	MA3	1) Exhibitions, Fairs, Festivals, Burial grounds in Municipalities. Petitions, LAQs, Assurances on water supply, sewerage, roads and bridges. 2) Matters relating to New Thiruppur Area Development Programme, water supply, sewerage, roads and bridges in Municipalities.
7.	MA4	1) Matters relating to Taxes, licence fees, water charges etc., in all Municipalities. 2) Matters relating to remunerative enter-prises in all Municipalities, Sanction of loans and advances to Municipalities.
8.	MA5	1) Review of Budget of Municipal Council, Land Acquisition in Municipalities, PAC/PUC of Municipalities. 2) Upgradation of Municipalities, Dissolution of Municipal Council, No Confidence Motion against Chairman, Vice Chairman.
9.	ME1	1) Establishment relating to Municipal Commissioners and general matters. 2) Establishment matters relating to TUFIDCO, Administrative matters relating to O/o. CMA, RDMA and Tamil Nadu Institute of Urban Studies, Coimbatore.
10.	ME2	Vigilance cases of all Corporations & Municipalities and disciplinary cases relating to Municipal Commissioners and combined staff
11.	ME3	1) Establishment relating to Municipal Engineering, Water Supply and Town Planning. 2) Matters relating to Public Health Staff including NMRs. of all Municipalities, Municipal Pensioners.
12.	MC1	1) Schemes relating to Chennai Corporation 2) Land Acquisition, Civic amenities relating to Chennai Corporation

S1.No.	Sections	Details of subjects dealt with
13.	MC2	1) Schemes relating to all Corporations except Chennai 2) Land Acquisition, Civic amenities in all Corporations except Chennai.
14.	MC3	1) Establishment matters relating to A & B Officers of Chennai Corporation 2) Establishment matters relating to C & D Staff of Chennai Corporation
15	MC4	Establishment matters relating to Madurai and Coimbatore Corporations.
16	MC5	Establishment matters relating to Tiruchy, Tirunelveli and Salem Corporations.
17.	WS1	1)Water Supply Schemes, Rain Water Harvesting, LAQs., relating to 5 districts. 2)Water Supply Schemes, LAQs., relating to 5 districts.
18.	WS2	Water Supply Schemes, LAQs., relating to 7 districts. Centrally Sponsored Water Supply Schemes.
19.	WS3	1) Water Supply Schemes, LAQs., relating to 8 districts. 2) Water Supply Budget, PAC/PUC
20.	WS4	All Externally Aided Projects, Release of funds to TWAD. Water Supply Schemes, LAQs., relating to 3 districts.
21.	WS5	1) Establishment matters relating to TWAD Board. 2) Vigilance cases relating to TWAD
22.	Metro-water	1) New Veeranam Scheme, Krishna Water Scheme, Metro Schemes aided by World Bank and release of fund. 2) Board Meeting of Metro, Land Acquisition, Tariff Revision, Amendment to CMWSS Board Act, PAC/PUC, Establishment relating to Metro Water and vigilance cases relating to Metro.
23.	Budget	1) Consolidation work relating to MA&WS Department, Review of long pending cases. 2) Matters relating to Demand No.33, Municipal Administration Budget, Plan Review

S1.No.	Sections	Details of subjects dealt with
24.	General	1) All Miscellaneous matters and general issues not related to any other sections 2) Consolidation of CM petitions and pending court cases 3) Review of long pending cases with Heads of Departments
25.	M.Spl.	1) Establishment matters relating to Third grade Municipalities 2) All matters other than establishment relating to Third Grade Municipalities
26.	Election	1) Conduct of Elections to Local Bodies, Liaison work with State Election Commission. 2) All legislation matters relating to MA&WS. Preparation of Common Act and rules to Local Bodies.

Department of Municipal Administration **and Water Supply**

Procedure followed in decision making process **under Section 4(1)(b)(iii) of Right to Information Act, 2005**

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section officer, Under Secretaries and Deputy Secretary/Joint Secretary / Special Secretary to the 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 Municipal Administration and **Water Supply**

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

For the discharge of functions allocated to the Municipal Administration and Water Supply Department, the provisions contained in the “Secretariat Office Manual” are followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

- i) Secretariat Office Manual.
- ii) The Tamil Nadu Government Business Rules and Secretariat Instructions.
- iii) The Tamil Nadu Government Servants conduct Rules, 1973.
- iv) Tamil Nadu State and Subordinate Service Rules
- v) Fundamental Rules.
- vi) The Tamil Nadu District Municipalities Act, 1920
- vii) The Chennai City Municipal Corporation Act, 1919
- viii) The Madurai City Municipal Corporation Act, 1971
- ix) The Coimbatore City Municipal Corporation Act, 1981
- x) The Tiruchirappalli City Municipal Corporation Act, 1994
- xi) The Tirunelveli City Municipal Corporation Act, 1994
- xii) The Salem City Municipal Corporation Act, 1994
- xiii) The Tamil Nadu Water Supply and Drainage Act, 1970
- xiv) The Chennai Metropolitan Water Supply and Sewerage Act, 1978

Department of Municipal Administration and
Water Supply
Rules, Regulations, Instructions, Manuals and records for discharging
functions
under section 4(1)(b) (v) of Right to Information Act, 2005

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

- i) Tamil Nadu Government Business Rules and Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office Manual.
- iii) Tamil Nadu Budget Manual
- iv) Tamil Nadu State and Subordinate Service Rules
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Account Code
- xi) Tamil Nadu Treasury Code
- xii) Chennai City Municipal Corporation Act, 1919
- xiii) Madurai City Municipal Corporation Act, 1971
- xiv) Tamil Nadu District Municipalities Act, 1920
- xv) Tiruchirapalli City Municipal Corporation Act, 1994
- xvi) Tirunelveli City Municipal Corporation Act, 1994
- xvii) Salem City Municipal Corporation Act, 1994
- xviii) Coimbatore City Municipal Corporation Act, 1981
- xix) Tamil Nadu Water Supply and Drainage Act, 1970
- xx) Chennai Metropolitan Water Supply and Sewerage Act, 1978
- xxi) Guidelines issued by the Government of India.

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

1.	Name of the Rules:	Tamil Nadu Government Business Rules and Secretariat Instructions.
	Type of the document:	The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	Name of the Manual:	The Tamil Nadu Secretariat Office Manual.
	Type of the document:	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.
3.	Name of the Manual:	The Tamil Nadu Budget Manual
	Type of the document:	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.
4.	Name of the document:	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.

5.	Name of the document:	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6.	Name of the document:	Tamil Nadu Government Servants Conduct Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
7.	Name of the document:	Tamil Nadu Pension Rules.
	Type of the Rules:	The rules are made in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the document:	Fundamental Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of civil service of the State.
9.	Name of the document:	Tamil Nadu Financial Code.
	Type of the Code:	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.

10.	Name of the document:	Tamil Nadu Account Code.
	Type of the Code:	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
11.	Name of the document:	Tamil Nadu Treasury Code.
	Type of the Code:	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
12.	Name of the document:	Tamil Nadu Land Acquisition Act, 1978
	Type of the Act:	For formation of Roads, water supply works etc.
13.	Name of the document:	Tamil Nadu District Municipalities Act, 1920
	Type of the Act:	It governs the Municipalities including the Third Grade Municipalities in the State.
14.	Name of the document:	Chennai City Municipal Corporation Act, 1919
	Type of the Act:	It governs the Chennai City Municipal Corporation.
15.	Name of the document:	Madurai City Municipal Corporation Act, 1971
	Type of the Act:	It governs the Madurai City Municipal Corporation.
16.	Name of the document:	Coimbatore City Municipal Corporation Act, 1981
	Type of the Act:	It governs the Coimbatore City Municipal Corporation.
17.	Name of the document:	Tirunelveli City Municipal Corporation Act, 1994

	Type of the Act:	It governs the Tirunelveli City Municipal Corporation.
18.	Name of the document:	Tiruchirappalli City Municipal Corporation Act, 1994
	Type of the Act:	It governs the Tiruchirappalli City Municipal Corporation.
19.	Name of the document:	Salem City Municipal Corporation Act, 1994
	Type of the Act:	It governs the Salem City Municipal Corporation.
20.	Name of the document:	Tamil Nadu Water Supply and Sewerage Act, 1970
	Type of the Act:	It governs the TWAD Board.
21.	Name of the document:	Chennai Metropolitan Water Supply and Sewerage Act, 1978
	Type of the Act:	It governs the CMWSS Board.
22.	Name of the document:	Guidelines issued by the Government of India.
	Type of the Guidelines: (SJSRY)	To provide gainful employment to the urban unemployed or underemployed poor through encouraging the setting up of self-employment ventures or provision of wage employment.

The documents mentioned in items 1 to 22 are available with the Director of Stationery and Printing for sale to the public on payment of cost.

Department of Municipal Administration and **Water Supply**

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

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

Department of Municipal Administration and Water Supply

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) of Right to information Act, 2005

1) High Level Committee/Empowered Committee and other Committee on Welfare Scheme:

i) Purpose:

For the speedy action in releasing of fund and issue of orders.

(ii) Details of Members:-

(a) High Level Committee:

1.	Chief Secretary	-	Chairman
2.	Secretary, Finance	-	Vice-Chairman
3.	Secretary, Industries Department	-	Member
4.	Secretary, Energy Department	-	Member
5.	Secretary, Highways Department	-	Member
6.	Secretary, Housing and Urban Development Department	-	Member
7.	Secretary, Municipal Administration and Water Supply Department	-	Member
8.	Secretary, Public Works Department	-	Member
9.	Secretary, Environment and Forest Department	-	Member
10.	Member Secretary, State Planning Commission	-	Member
11.	Secretary, Planning and Development Department	-	Convenor

Frequency of Committee Meeting:

The above Committee will meet once in a month.

(b) Empowered Committee:

- | | | |
|----------------------------------|---|------------------|
| 1. Minister (LA) | - | Chairman |
| 2. Managing Director, TWAD Board | - | Member Secretary |
| 3. Chief Secretary |) | |
| 4. Secretary, Finance |) | |
| 5. Secretary, MA&WS |) | Members |
| 6. Secretary, P&D |) | |

Frequency of Committee Meeting:

At appropriate times.

(c) Water and Sanitation Pooled Fund Trustee:

- | | | |
|--|---|------------------|
| 1. Chief Secretary | - | Chairman |
| 2. Secretary, MA&WS Department | - | Member |
| 3. Secretary, Finance Department | - | Member |
| 4. Secretary, H&UD Department | - | Member |
| 5. Secretary, P&D Department | - | Member |
| 5. Managing Director & Chief Executive Officer, TUDF | - | Member Secretary |

Frequency of Committee Meeting:

The Committee will meet at appropriate times.

(d) Layout Approval Committee:

- | | | |
|--|---|--------------|
| 1. Development Commissioner | - | Chairman |
| 2. Secretary, RD Department | - | Member |
| 3. Secretary, H&UD Department | - | Member |
| 4. Secretary, MA&WS Department | - | Member |
| 5. Special Commissioner, Town and Country Planning | - | Member |
| 6. Commissioner of Municipal Administration | - | Member Secy. |
| 7. Director of Rural Development | - | Member |
| 8. Member Secretary, CMDA | - | Member |

Frequency of the meeting : Once in two months

Department of Municipal Administration and
Water Supply

Directory of Officers and Employees

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

Sl.No.	Name and Designation of the Officer	Telephone (STD Code No.044)		E.Mail
		Office	Residence	
	Tmt. M. Sheela Priya, I.A.S., Secretary to Government, Municipal Administration & Water Supply Department, Chennai-600 009.	25670491	22640270	maws.sec@tn.gov.in
1)	Tmt Smita Nagaraj, I.A.S., Special Secretary to Government	25671571	26440586	SSMAWS@tn.gov.in
2)	Thiru T. Suyambukesan Joint Secretary to Government	25672168	25500700	
3)	Tmt. D. Premakamalam Soundaravalli Deputy Secretary to Government	25671626	24735146	prema.kamalam@yahoo.co.in
4)	Thiru D. Varadarajalu Deputy Secretary to Government	25677548	26155574	dayal.devaradu@yahoo.co.in
5)	Thiru K. Janaki Vallabhan Under Secretary to Government	25665860	22473617	
6)	Thiru P.L. Sridhar Under Secretary to Government	25665286	26242138	
7)	Thiru S. Satyanathan Under Secretary to Government (on leave)	25665455	28552199	
8)	Thiru S.B. Singaram Under Secretary to Government	25665822	28528715	

Sl.No.	Name and Designation of the Officer	Telephone (STD Code No.044)	E.Mail
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		Office	Residence	
9)	Tmt. P. Fathima Mary Under Secretary to Government	25665582	9444276475	
10)	Thiru A. Balasubramanian Under Secretary to Government	25665596	26600122	
11)	Thiru K. Thangaraj Under Secretary to Government	25665979	24338932	
12)	Vacant Under Secretary to Government			
13)	Thiru K. Rangasamy Section Officer (WS1)			
14)	Thiru W.Anandaraj Thomas Section Officer (WS2)			
15)	Thiru M.R. Premchandran Section Officer (WS3)			
16)	Thiru S. Veeramani Section Officer (WS4)			
17)	Thiru V. Bharathy Section Officer (WS5)			
18)	Thiru R. Kanagarajan Section Officer (M.Spl.)			
19)	Thiru D. Palanivelu Section Officer (MA1)			
20)	Selvi M.V. Vijayalakshmi Section Officer (MA2)			
21)	Thiru M. Sundararajan Section Officer (MA3)			
22)	Thiru P. Jayaraman Section Officer (MA4)			
23)	Thiru M.H. Mohideen Section Officer (MA4)			
24)	Thiru G. Fredrick Section Officer (MA5)			
25)	Thiru S. Ramasamy Section Officer (ME1)			
26)	Thiru S. Balraj Section Officer (ME2)			

Sl.No.	Name and Designation of the Officer	Telephone (STD Code No.044)		E.Mail
		Office	Residence	
27)	Tmt. Sumathirajan Section Officer (ME3)			
28)	Thiru S. Abdul Latheef Section Officer (General)			
29)	Tmt. K. Lilly Section Officer (MC1)			
30)	Tmt. A. Kasthuri Bai Section Officer (MC2)			
31)	Tmt. R. Indrani Naidu Section Officer (MC3)			
32)	Tmt. G. Shanthi Section Officer (MC4)			
33)	Thiru A. Annamalai Section Officer (MC5)			
34)	Thiru E.S.K. Malukkamali Section Officer (Election)			
35)	Thiru N. Mony Section Officer (Budget)			
36)	Tmt. M.T. Nandhani Section Officer (OP1)			
37)	Thiru T. Dorairaj Section Officer (OP2)			
38)	Tmt. D. Santhi Raichel Section Officer (Bills)			
39)	Thiru K.P. Vijayan Section Officer (Metro)			
40)	Tmt. K. Rathinamala Section Officer (on leave)			
41)	Thiru S. Veeramani Section Officer			

Department of Municipal Administration and
Water Supply

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

SL. NO.	NAME OF THE OFFICER	DESIGNATION
SECRETARY TO GOVERNMENT (Rs.22400-525-24500 + Allowances)		
1.	Tmt. M. Sheela Priya, I.A.S.,	Secretary
SPECIAL SECRETARY TO GOVERNMENT (Rs.18,400-500-22,400+Allowances)		
2.	Tmt.Smita Nagaraj, I.A.S.,	Special Secretary
JOINT SECRETARY TO GOVERNMENT (Rs.15,000-400-18,600+Allowances)		
3.	Thiru T. Suyambukesan,	Joint Secretary
DEPUTY SECRETARY TO GOVERNMENT (Rs.12,000-375-16,500+ Allowances)		
3.	Tmt. D. Premakamalam Soundaravalli	Deputy Secretary to Government
4.	Thiru D. Varadarajalu	Deputy Secretary to Government
UNDER SECRETARY TO GOVERNMENT (Rs.10,000-325-15,200+ Allowances)		
5.	Thiru K. Janaki Vallabhan	Under Secretary to Government
6.	Thiru P.L. Sridhar	Under Secretary to Government
7.	Tmt. A. Jeyalakshmi	Under Secretary to Government
8.	Thiru S.B. Singaram	Under Secretary to Government
9.	Thiru J.A. Richard Stevens	Under Secretary to Government
10.	Thiru Marie Joseph Andrews	Under Secretary to Government
11.	Thiru Md. Shoukath Badsha	Under Secretary to Government
12.	Thiru S. Sathyanathan	Under Secretary to Government
13.	Thiru A. Balasubramanian	Under Secretary to Government
14.	Tmt. P. Fathima Mary	Under Secretary to Government

SL. NO.	NAME OF THE OFFICER	DESIGNATION
15.	Thiru K. Thangaraj	Under Secretary to Government
Private Secretary (Rs.6500-200-11100 + Allowances)		
13.	Thiru S. Ramachandran	
14.	Tmt. R.M. Meenakshi	
Section Officer (Rs.6500-200-11100 + Allowances)		
15.	Thiru E.S.K. Malukkamali	
16.	Tmt. M.T. Nandhani	
17.	Thiru A. Annamalai	
18.	Tmt. D. Shanthi Raichel	
19.	Thiru D. Palanivelu	
20.	Selvi M.V. Vijayalakshmi	
21.	Tmt. K. Rathnamala	
22.	Thiru P. Jayaraman	
23.	Thiru A. Frederick	
24.	Thiru S. Ramasamy	
25.	Thiru J. Mahadevan	
26.	Thiru A. Rajendran	
27.	Tmt. K. Lilly	
28.	Thiru R. Balaji	
29.	Thiru S. Saminathan	
30.	Tmt. Sumathirajan	
31.	Thiru T. Durairaj	
32.	Thiru S. Balraj	
33.	Tmt. A. Kasthuri Bai	
34.	Thiru M.R. Premchandran	
35.	Thiru K. Thiruvannamalai	
36.	Thiru V. Bharathy	

SL. NO.	NAME OF THE OFFICER	DESIGNATION
37.	Thiru M.H. Mohideen	
38.	Thiru S. Abdul Latheef	
39.	Tmt. G. Shanthy	
40.	Thiru R. Kanagarajan	
41.	Tmt. R. Indrani Naidu	
42.	Thiru W. Anandaraj Thomas	
43.	Thiru R.M. Rajendran	
44.	Thiru S. Veeramani	
45.	Thiru S. Chandramani	
46.	Thiru M. Sundararajan	
47.	K.P. Vijayan	
Assistant Section Officer (5500-175-9000 + Allowances)		
48.	Thiru N. Viswanathan	
49.	Thiru K. Dayalan	
50.	Tmt. V. Vijayakumari	
51.	Tmt. S. Swarnam	
52.	Thiru T. Soundararajan	
53.	Tmt. G. Santhi Gnanambal	
54.	Thiru D. Shakshadipathy	
55.	Tmt. T. Shakila	
56.	Thiru R.M. Arasu	
57.	Thiru S. Naganathan	
58.	Thiru A. Sardar	
59.	Tmt. A. Thirupathi	
60.	Tmt. K.R. Beethul Fathima Beevi	
61.	Thiru R. Murali	
62.	Thiru K. Ilangovan	
63.	Tmt. M. Pushpa	
64.	Thiru K. Balamithiran	

SL. NO.	NAME OF THE OFFICER	DESIGNATION
65.	Thiru C.S. Manoharan	
66.	Thiru N. Sankaran	
67.	Tmt. S. Sujatha	
68.	Thiru M. Senthil Murugan	
69.	Tmt. K. Thenmozhi	
70.	Tmt. G. Mary George Philominammal	
71.	Thiru S. Manimaran	
72.	Thiru Z. Abraham	
73.	Tmt. N. Bhuvaneswari	
74.	Tmt. R. Chandra	
75.	Thiru S.R. Gunasekaran	
76.	Thiru A. Thomas	
77.	Thiru M. Ramesh	
78.	Thiru K. Asokarathinam	
79.	Tmt. M. Uma Maheswari	
80.	Tmt. V.S. Vimala	
81.	Tmt. R. Geetha	
82.	Thiru G. Ashokkumar	
83.	Thiru S. Arunachalam	
84.	Thiru K. Sridharan	
85.	Tmt. R. Indira	
86.	Thiru S. Karthikeyan	
87.	Tmt. C. Premavathi	
88.	Thiru B.V. Surendrasha	
89.	Thiru S.A. Thilakendran	
90.	Tmt. S. Kayatri	

SL. NO.	NAME OF THE OFFICER	DESIGNATION
91.	Tmt. E. Parvathy	
92.	Thiru E. Mohanasundaram	
93.	Tmt. S. Narayani	
94.	Tmt. S. Manjula	
95.	Vacant	
96.	Thiru G. Gunasekaran	
Personal Assistant (Rs.5500-175-9000 + Allowances)		
97.	Tmt. D. Renuka	
98.	Tmt. P. Meenakshi	
99.	Tmt. S. Nithyalakshmi	
Personal Clerk (Rs.4500+125+7000 + Allowances)		
100.	Tmt. N. Kalarani	
Assistant (Rs.3625-85-4900 + Allowances)		
101.	Tmt. J. Janaki	
102.	Tmt. K.S. Kanchana	
103.	Thiru A. Indrakumar	
Typist (Rs.3200-85-4900 + Allowances)		
104.	Tmt. L. Jayanthi	
105.	Thiru P.R. Eswarsha	
Despatch Assistant (Rs.2750-70-3800-75-4400 + Allowances)		
106.	Thiru M. Premkumar	
Record Assistant (Rs.3200-85-4900 + Allowances)		
107.	Thiru D. Venkataramana Raju	
Record Clerk (Rs.2650-65-3300-70-4000 + Allowances)		
108.	Thiru G. Panneerselvam	
109.	Thiru M. Kesavan	
110.	Vacant	

SL. NO.	NAME OF THE OFFICER	DESIGNATION
Office Assistant (Rs.2550-55-2660-60-3050 + Allowances)		
111.	Thiru K. Chittibabu	
112.	Thiru M. Anandan	
113.	Thiru M. Arumugam	
114.	Thiru P. Devanathan	
115.	Thiru K.C. Ekambaram	
116.	Thiru K. Karthikeyan	
117.	Thiru P. Krishnamurthy	
118.	Thiru C. Parthasarathy	
119.	Thiru K. Ponnurangam	
120.	Thiru K. Rajagopal	
121.	Thiru S. Srinivasan	
122.	Thiru S. Sivasuryanarayanan	
123.	Thiru J. Syed Fazullulah	
124.	Thiru G. Ramalingam	
125.	Thiru T. Marimuthu	
126.	Tmt. B. Santha	
127.	Thiru M. Jayalakshmi	
128.	Tmt. D. Jeevakumari	
129.	Thiru I. Kirubanandan	
Temporary Assistant (Consolidated Pay Rs.4000/-)		
130.	Tmt. S. Bhuvaneswari	
131.	Tmt. Evanjaline Devakirubai	
132.	Tmt. M. Gomathi	
133.	Tmt. R. Geetha	
134.	Tmt. L. Nirmala	

SL. NO.	NAME OF THE OFFICER	DESIGNATION
135.	Tmt. Rahimunnisa	
136.	Tmt. M. Rubavathy	
137.	Selvi Rosemary	
138.	Tmt. G. Santhi	
139.	Tmt. N. Sundari Bai	
140.	Tmt. A. Srudhi	
141.	Tmt. G. Vasantham	
142.	Tmt. K. Vijaya	

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

Department of Municipal Administration and Water Supply

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(i) (b) (xi) of Right to Information Act, 2005

The Department of Municipal Administration and Water Supply Department handles various Central Sector Schemes and Centrally Sponsored Schemes besides State Schemes. The details of the Budget Estimate for all these are given below:

The statement also gives details of the disbursement upto 30.9.2005.

Secretariat : Municipal Administration and Water Supply Department

HOD	State		Centrally Sponsored		State and Central share	
	Budget Estimate	Expendi- ture	Budget Estimate	Expendi- ture	Bud Estimate	Expendi- ture
	(Rupees in lakhs)					
TWAD	45655.21	15319.20	5000.00	2124.04	2602.25	515.72
CMWSS	10633.03	6149.85	-	-	-	-
CMA	20234.26	720.98	100.00	-	71.80	8.43
NTADCL	-	9468.39	-	-	-	-
TUFIDCO	5093.15	2896.60	-	-	10786.30	4370.48

Department of Municipal Administration and Water Supply

**The manner of execution of subsidy programme, including the
amounts allocated and the details of beneficiaries of such
programmes
under section 4(i) (b) (xii) of Right to Information Act, 2005**

The Department does not directly administer any subsidy programmes and all its schemes and programmes are implemented through Commissionerate of Municipal Administration, Tamil Nadu Water Supply and Drainage Board and Chennai Metropolitan Water Supply and Sewerage Board.

Department of Municipal Administration and

Water Supply

Particulars of recipients of concessions, permits or authorisations granted by it under section 4(i) (b) (xiii) of Right to Information Act, 2005

No concession or permit or authorisation has been granted to the individuals or firms or companies in the Department.

Department of Municipal Administration and **Water Supply**

Details in respect of the information available to or held by it,
reduced in an electronic form

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

The Public can obtain information about the functioning of the Departments in the following web sites.

- i) Web site of Municipal Administration and Water Supply Department
www.tn.gov.in
- ii) Web site of Commissioner of Municipal Administration
<http://testtnulbs.tn.gov.in>
- iii) Web site of Managing Director, TWAD Board
twadboard@vsnl.in
- iv) Web site of Managing Director, CMWSS Board
cmwssb@md2.vsnl.net.in
md@chennaietrowater.com
- v) Web site of Commissioner, Corporation of Chennai
commissioner@chennaicorporation.com
- vi) Web site of Commissioner, Corporation of Madurai
mducorp@mds.vsnl.com
- vii) Web site of Commissioner, Corporation of Trichy
www.tiruchirapallicorporation.com
- viii) Web site of Commissioner, Corporation of Coimbatore
cbecorpn@vsnl.com
- ix) Web site of Commissioner, Corporation of Salem
www.salemcorporation.com
- x) Web site of Commissioner, Corporation of Tirunelveli
tv1_tnvcorp@sanchearnnet.in

xi) Web site of Tamil Nadu Urban Finance and Infrastructure
Development Corporation Limited

tufidco@md3.vsnl.net.in

xii) Web site of Tamil Nadu Urban Development Project

tnudp@tn.nic.in

xiii) Web site of New Tirupur Area Development Corporation Ltd.

ntadcl@md2.vsnl.net.in

2) Important G.Os. and Policy Note 2005-06 of MA&WS Department
are available at

www.tn.gov.in

Department of Municipal Administration and
Water Supply

Particulars of facilities available to citizens for obtaining
information

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

The public are posted with information through Notice Board,
Newspapers, Web site, Exhibitions and other means of advertising.

Department of Municipal Administration and
Water Supply

Name and Designation and other particulars of Public Information
Officers under section 4(i)(b) (xvi) Right to Information Act, 2005

Public Information Officer:

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Thiru D. Varadarajulu,	Deputy Secretary to Government	044	25677548		dayal devaradu @yahoo.co. in	Deputy Secretary to Government, Municipal Administration and Water Supply Department, Secretariat, Chennai-9.

Department Appellate Authority:

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Tmt Smita Nagaraj, IAS.,	Special Secretary to Government	044	25671571		SSMAWS @tn.gov.in	Special Secretary to Government, Municipal Administration and Water Supply Department Secretariat, Chennai-9.

M. SHEELA PRIYA
Secretary to Government.