

MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

**Government of Tamil Nadu
Department of Personnel and Administrative Reforms
Including Personnel and Administrative Reforms
(Training),
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 Personnel and Administrative Reforms Including Personnel and Administrative Reforms (Training), Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes and programmes being implemented by the Department of Personnel and Administrative Reforms Including Personnel and Administrative Reforms (Training), and the organisations under its administrative control.
- 1.4 The Department of Personnel and Administrative Reforms Including Personnel and Administrative Reforms (Training) has designated all Under Secretaries to Government as its **Public Information Officer** (PIO) for matters concerning the Department Under Right to Information Act, 2005.
- 1.5 A person requiring any information in respect of Personnel and Administrative Reforms Department under the Act may contact Under Secretaries to Government, Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
- 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 ₹10/- by cash or by

demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account :-

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

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

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, 2005 the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- ii) actual charge or cost price of a copy in larger size paper;
- iii) actual cost or price for samples or models; and
- iv) for inspection of records, no fee for the first hour; and a fee of ₹5/- for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7 of the RTI Act, 2005 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, @ ₹50/- (fifty) per diskette or floppy; and
- ii) for information provided in printed form, at the price fixed for such publication.

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

1.8 The Department has designated the Deputy /Joint /Additional Secretaries to Government as Appellate Authorities under section 19(1) of the Act.

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

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

I. Objective/purpose of the Department

The Personnel and Administrative Reforms Department was created on 6th November, 1976 on the basis of the recommendations of the State Administrative Reforms Commission constituted in 1973. The objective of creating a separate Department was to cope with the enormous increase in the activities of the Government and substantial expansion of staff. The following are the two wings in this Department, each under the administrative control of a Secretary:

- i) Personnel and Administrative Reforms Department
- ii) Personnel and Administrative Reforms (Training) Department

1. The major functions of this Department are:-

- (a) Advisory
- (b) Statutory
- (c) Administrative

(a) ADVISORY FUNCTIONS

The Personnel and Administrative Reforms Department is functioning as an advisory department on the subjects detailed below as envisaged in the "**Tamil Nadu Government Business Rules and Secretariat Instructions**".

- (i) Arriving at the estimate of vacancies for various posts in the **Tamil Nadu State and Subordinate Services** and the preparation of panels for promotion / appointment to higher posts in a Service.
- (ii) Scrutiny of proposals for relaxation of relevant Special Rules / General Rules for regularisation of service and declaration of probation of Government Servants.
- (iii) Under the provisions of the Fundamental Rules, advice is given on the following matters:
 - (a) Fixation of pay [Fundamental Rule 22]
 - (b) Sanction of annual increment [Fundamental Rule 27]
 - (c) Fixation of pay, under ruling 17 of Fundamental Rule 27 / on restoration of Seniority
 - (d) Sanction of study leave [Fundamental Rule 84]
 - (e) Sanction of leave for employment abroad [Tamil Nadu Leave Rules] (section II-A)
 - (f) Voluntary retirement [Fundamental Rule 56(3)]
 - (g) Compulsory retirement [Fundamental Rule 56(2)]
 - (h) Deputation on foreign service terms and conditions [Fundamental Rule 110-114]
 - (i) Regulation of suspension period [Fundamental Rule 54B]
 - (j) Regulation of compulsory wait in respect of Government servants [Ruling 3, 3A and 3B under Fundamental Rule 9 (6) (b)]
- (iv) Issue of specific orders on confirmation of service of an approved probationer in the entry level post, immediately after the declaration of probation under General Rule 31.
- (v) Acceptance of resignation of Government servants under Rule 41A of the General Rules for the Tamil Nadu State and Subordinate Services.

- (vi) Acceptance of relinquishment of service rights by Government servants under Rule 47 of the General Rules for the Tamil Nadu State & Subordinate Services.
- (vii) Examining proposals relating to revision of seniority, as per the provisions under Rule 35 of the General Rules for the Tamil Nadu State & Subordinate Services.
- (viii) Maintenance of personal files with reference to existing instructions.
- (ix) Placing the proposals relating to equivalency / recognition of the qualification in consultation with the Tamil Nadu Public Service Commission.

(b) STATUTORY FUNCTIONS

The following Statutory Rules and Regulations relating to service matters are administered in the Personnel and Administrative Reforms Department:-

- (a) Rules governing all categories of State Government Servants under various Departments (excluding All India Services):-
 - (i) The Tamil Nadu State and Subordinate Services Rules (Parts I & II);
 - (ii) The Tamil Nadu Government Servants' Conduct Rules, 1973;
 - (iii) The Fundamental Rules of the Tamil Nadu Government;
 - (iv) The Tamil Nadu Civil Services (Discipline and Appeal) Rules;
 - (v) The Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955;
- (b) Rules governing certain specified categories common to all the Departments of Government:-
 - (i) Special Rules for the Tamil Nadu Ministerial Service;
 - (ii) Special Rules for the Tamil Nadu Basic Service;
 - (iii) Special Rules for the Tamil Nadu General Subordinate Service – Class XXII.

- (c) Secretariat Service:-
- (i) Special Rules for the Tamil Nadu Secretariat Service;
 - (ii) Special Rules for the Tamil Nadu General Service - Classes XII and XII-A.
- (d) **Tamil Nadu Public Service Commission:-**
- Tamil Nadu Public Service Commission Regulations,
1954.

(c) ADMINISTRATIVE FUNCTIONS

This Department deals with the establishment matters of all the staff members of the Secretariat who come under the "One Unit System" up-to the level of Under Secretaries to Government. The Tamil Nadu Public Service Commission and the Tamil Nadu Administrative Tribunal are under the administrative control of this Department.

2) BUSINESS OF THE GOVERNMENT

The business of the Government of Tamil Nadu at the Secretariat level is carried on in accordance with

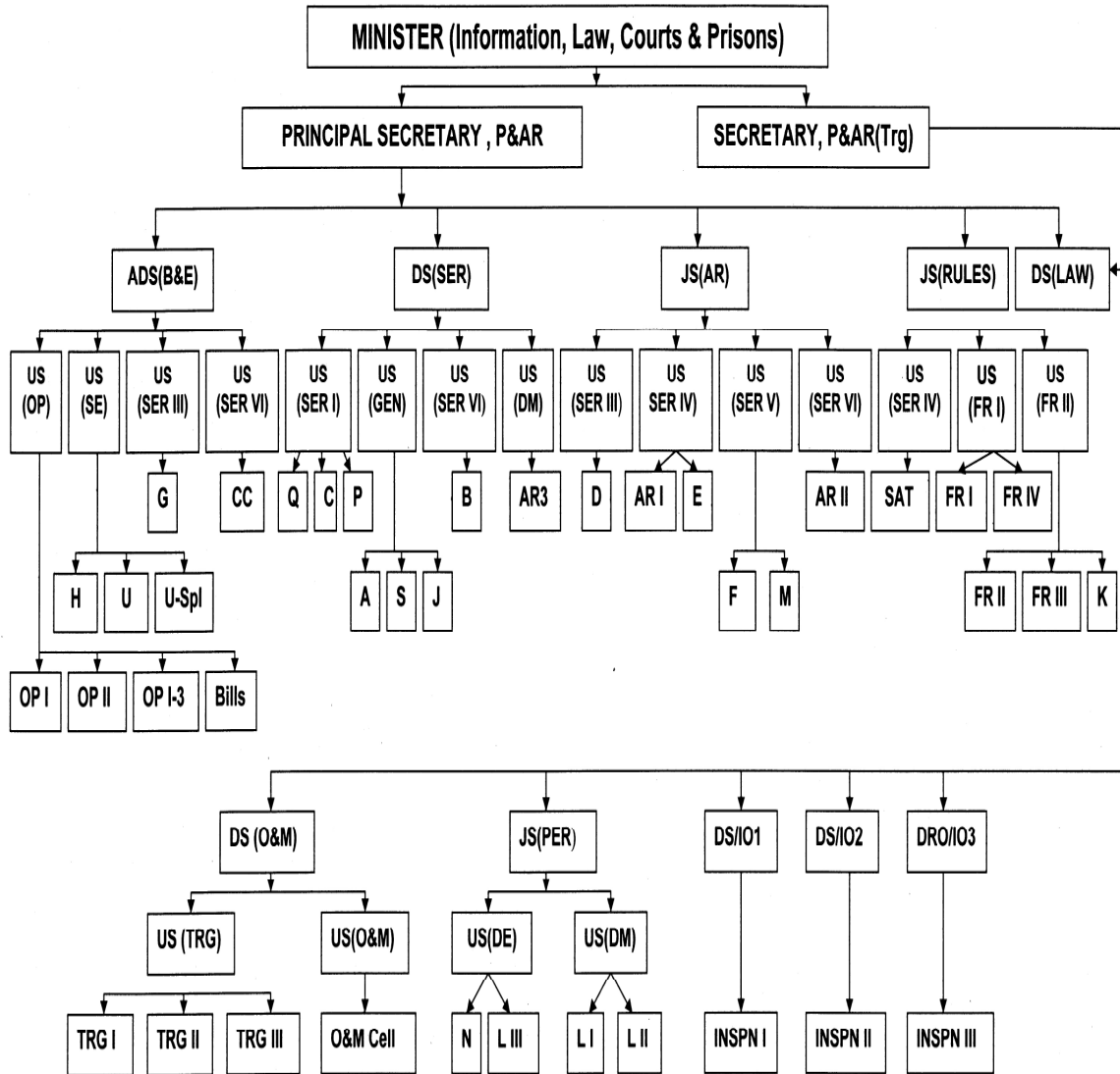
- (i) The Tamil Nadu Government Business Rules and Secretariat Instructions;
- (ii) The Standing Orders of the Hon'ble Chief Minister from time to time; and
- (iii) The Tamil Nadu Secretariat Office Manual.

3) SERVICE ASSOCIATIONS

This Department deals with the grant of recognition for all Service Associations besides conducting Tamil Nadu Civil Services Joint Council Meetings.

4). Organization Chart:

The organizational chart of the P&AR Dept., including P&AR(Trg) Dept., is given below:-

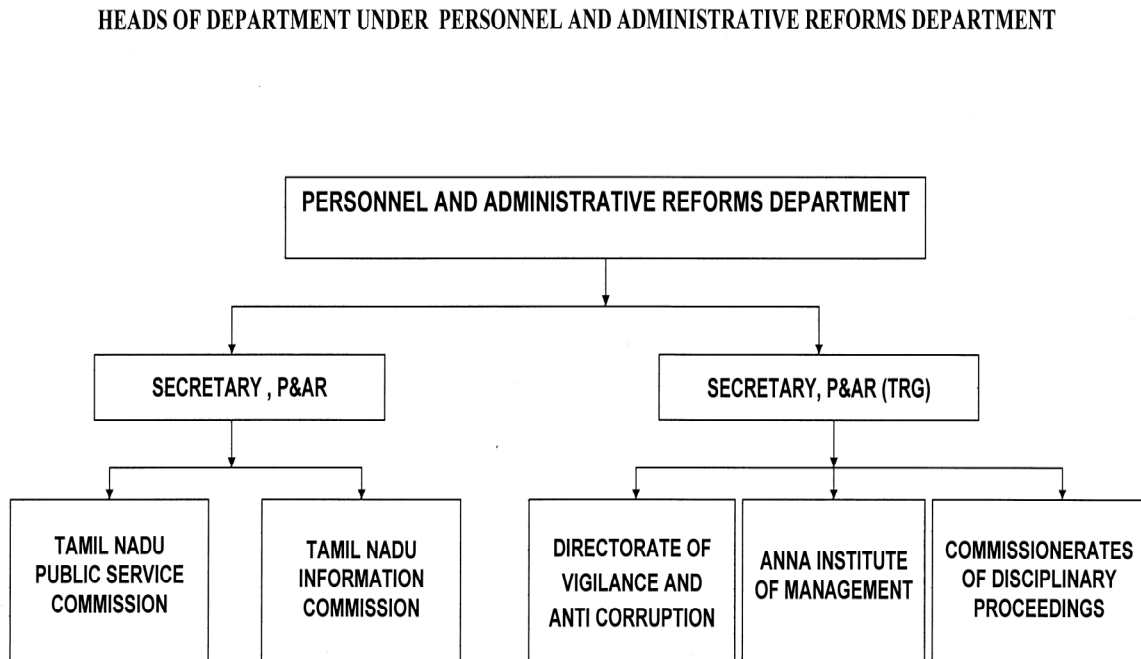


B&E-Budget and Establishment, SER-Services, AR-Administrative Reforms, PER-Personnel, IO-Inspection Officer, O&M-Organisation Methods, OP-Office Procedure, GEN-General, SE-Secretariat Establishment, TRG- Training, DM- Disciplinary Matters, DE – Disciplinary Establishment, FR-Fundamental Rules, SAT-State Administration Tribunal, INSPN- Inspection

The details of sections and the subjects dealt with by the sections are given at page numbers 23 to 31 of this manual.

5) Administrative Units:

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



The functions of the administrative units in brief are given below:-

THE TAMIL NADU ADMINISTRATIVE TRIBUNAL

i) The Tamil Nadu Administrative Tribunal was established on 12.12.1988 with One Bench. The Second Bench was constituted on 20.7.1990.

ii) In the light of the judgement of the Supreme Court of India in 1997, to the effect that the orders of the Tribunal are subject to judicial scrutiny by the High Court there are three fora on service matters, viz., Tribunal, High Court and Supreme Court. The Government decided that it would be enough if there are two for a (High Court and Supreme Court) on service matters. Government has therefore taken a policy decision in June 2001 to abolish the Tribunal.

iii) After obtaining the concurrence of the High Court of Madras, the Government conveyed its concurrence to the Government of India for the abolition of the Tamil Nadu Administrative Tribunal.

iv) Meanwhile, in a judgement in W.P.No.322/05, dated 6.1.2005, the Division Bench of the High Court of Madras headed by the Chief Justice have ordered that, if the petitioner desires, the cases pending before the Tamil Nadu Administrative Tribunal can be transferred to the High Court as per Article 226 of the Constitution and accordingly several cases are being transferred from the Tamil Nadu Administrative Tribunal to the High Court.

v) In a recent judgment, the Hon'ble Supreme Court of India has held that the Madhya Pradesh Government had the power to take a policy decision to abolish the state Administrative Tribunal. In a case pending in the Hon'ble High Court of Madras regarding filling up vacancies in the Tamil Nadu State Administrative Tribunal, the Government of Tamil Nadu has brought to the notice of the Hon'ble High Court of Madras the above decision of the Hon'ble Supreme Court and contended that the State Government can take the policy decision to abolish the State Administrative Tribunal following which, the abolition has to be notified by the Central Government. The Government of India have notified the abolition of the Tamil Nadu Administrative Tribunal on 17-2-2006.

2) TAMIL NADU PUBLIC SERVICE COMMISSION

i) The Tamil Nadu Public Service Commission has been constituted under Article 315(1) of the Constitution of India as an autonomous body. The Commission consists of a Chairman and eleven Members. The service conditions of the Chairman, Members and Staff of the Commission are governed by the Tamil Nadu Public Service Commission Regulations, 1954.

ii) Functions

The Tamil Nadu Public Service Commission has to discharge the duties and functions specified in Article 320 of the Constitution of India.

- (a) It is the primary recruiting agency for specified posts in the Government.
- (b) It also functions as a consultancy body in regard to matters pertaining to appointments by promotion and transfers.
- (c) It assumes an advisory role on all matters relating to framing of recruitment rules, principles to be followed in making appointments, promotions and transfers from one service to another service, and in respect of disciplinary matters affecting Government servants.
- (d) It conducts Departmental Examinations for Government Servants.
- (e) It also conducts examinations on behalf of the Government of India, Ministry of Defence for admission to Rashtriya Indian Military Academy, Dehra Dun.

iii) The expenditure of the Tamil Nadu Public Service Commission including salaries, allowances and pension etc. is charged on the Consolidated Fund of the State. Every year, the Annual Report of the Commission is laid on the Table of the Tamil Nadu Legislative Assembly with an explanation by this Department for the deviations from the views of the Commission, if any.

3) STATE VIGILANCE COMMISSION

i) The State Government set up the State Vigilance Commission in 1965. Its main responsibility is to advise the Government on major administrative problems in Prevention of Corruption in Public Services and the manner in which the individual cases of corruption that are brought to light should be dealt with. The Directorate of Vigilance and Anti-Corruption is functioning as the major agency to advise and assist the Commission in the discharge of its responsibilities.

ii). The State Vigilance Commission has jurisdiction and powers in respect of the following matters to which the executive power of the State extends -

- (a) to undertake an enquiry into any transaction in which a public servant is alleged or suspected to have acted in a dishonest or corrupt manner;
- (b) to cause an enquiry or investigation to be made on a complaint that a public servant has exercised or refrained from exercising his/her power, for dishonest or corrupt purpose;
- (c) to collect such information or statistics as may be necessary;
- (d) to call for any information from any Department or undertaking of the Government or from any public servant on matters within its jurisdiction, including information on the action taken on the Commission's recommendations.

4) DIRECTORATE OF VIGILANCE AND ANTI- CORRUPTION

i) As a first organised measure towards tackling corruption in Public Administration, the State Government set up the Directorate of Vigilance and Anti-Corruption as a separate Department in February 1964. This Directorate is headed by a Director in the rank of Additional Director General of Police and is assisted by a set of Police Officers and Law Officials, drawn from the Police Department and the Directorate of Prosecution respectively.

ii) The Directorate of Vigilance and Anti-Corruption undertakes enquiries / investigations into complaints / information about specific acts of bribery or corruption and allied malpractices in the exercise of official authority by public servants under the control of the State Government. Employees of the Public Sector Undertakings under the control of the State Government and other institutions who are classified as Public Servants under the Prevention of Corruption Act, 1988 also come under the purview of

the Directorate of Vigilance and Anti-Corruption. The Directorate of Vigilance and Anti-Corruption also conducts enquiries into allegations of corruption and allied malpractices referred to it by the Vigilance Commissioner and furnishes the Commission with any information and statistics which could be gathered by the Directorate.

iii) The Directorate of Vigilance and Anti-Corruption sends the investigation reports to the State Vigilance Commission. These reports are examined by the State Vigilance Commission and such advice as is necessary is tendered to Government in the respective Departments of Secretariat to pursue further action.

iv) With a view to bringing the Directorate of Vigilance and Anti-Corruption under E-Governance, the Government has sanctioned ₹29.97 lakhs under Part II Schemes for the year 2004-2005 for procurement of equipments and development of website and necessary software. In continuation, the Government has approved the proposal of the Directorate of Vigilance and Anti-Corruption for purchase of equipments at a total cost of ₹24.68 lakhs under Part II Schemes for the year 2005-2006. The Government has also sanctioned a sum of Rs ₹10.100 Lakhs (Rupees Ten Lakhs) under part II Schemes for the 2006 – 2007 towards the purchase of computers and accessories for the DVAC in order to proceeding the Administrative Branch of the Directorate. In G.O. Ms.No.158 P & AR (N) Department dated 26.08.2008 orders have been issued that the RTI Act 2005 shall not apply to Tamil Nadu Vigilance Commission and Directorate of Vigilance and Anti-Corruption organizations.

5) TRIBUNALS FOR DISCIPLINARY PROCEEDINGS

There are 4 Tribunals for Disciplinary Proceedings. They are located at Chennai, Coimbatore, Tiruchirappalli and Madurai. Each Tribunal for Disciplinary Proceedings is aquasi – judicial body. The Tribunal is presided over by

an I.A.S., officer or an officer in the rank of District Revenue Officer. The Tribunal inquires into such cases as may be referred to it by the Government under the Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955 and forward its findings to the Government.

6) TRAINING

- i) Training plays an important role in the improvement of efficiency, constant upgradation of knowledge skills and general capabilities of Government Servants. Training on administrative development programmes are imparted to the Government Servants to enable them to understand the problems of the Public and to deliver service efficiently to them. Five Training Institutes are functioning under the administrative control of the Personnel and Administrative Reforms (Training) Department as detailed below:-

i) SECRETARIAT TRAINING INSTITUTE:-

The directly recruited Assistant Section Officers, Assistants, Personal Clerks and Typists of the Departments of Secretariat are imparted foundational training at the Secretariat Training Institute on general administrative procedures and financial administrative procedures required for perfect processing of files in the Secretariat for 60 working days. A pass in the examinations conducted at the end of the Foundational Training is a pre-requisite for the declaration of satisfactory completion of probation for a directly recruited Assistant Section Officer and for inclusion of the names of Assistants, Personal Clerks and Typists in the panel for promotion as Assistant Section Officer. Other training programmes such as procedures to be observed in dealing with the Disciplinary cases and Court Cases are also imparted to the officers and staff of Secretariat in the Institute to update their knowledge and to enhance their ability to deal with such cases. Basic computer training is also imparted to all the newly recruited

Assistants / Personal Clerks of the Departments of Secretariat. So far 61 batches of Foundational Training have been conducted in this Institute.

ii) ANNA INSTITUTE OF MANAGEMENT:-

FORMATION AND OBJECTIVES:

The Anna Institute of Management,(AIM), promoted by the Government of Tamil Nadu as a registered Society, is the designated nodal training institution of the Government of Tamil Nadu and serves as a training consultant to the Government of Tamil Nadu. This Institution has a Governing Committee with the Hon'ble Minister for Electricity as Chairman and Chief Secretary to Government as Vice-Chairman besides other officials and eminent persons in the areas of education and management.

ACTIVITIES:

- Anna Institute of Management has all the necessary facilities, logistics and infrastructure for imparting state of the art training, which includes well-furnished hostel facility, library, computer center, lecture halls, auditorium etc.
- It offers training to officers of the Government of Tamil Nadu, Public Sector Undertakings, Government of India and other State Governments in areas of General Administration, Information Technology, Behavioural Science, Quality Management, Project Management, Personality Development etc.
- Anna Institute of Management has established a Disaster Management Cell with the assistance of the Government of India for imparting training in Disaster Management.
- UNDP Assisted Project on “Capacity Building for Access to Information” and DFID funded Project on “Capacity Building for Poverty Reduction”, both coordinated by Department of Personnel & Training, Government of India, are being implemented by the Institute.
- Anna Institute of Management is also recognized by the University of Madras as an Institution for undertaking research leading to Ph.D. in Management.

During the year 2008 – 2009, Anna Institute of Management has conducted 258 training programmes and trained 7059 officers corresponding to 970 programme days in the areas of General Administration, Information Technology, Behavioural Science, Disaster Management, Quality Management, Right to Information Act, 2005 etc.

The Anna Institute of Management has undertaken a massive training programme for the Ministerial Staff of the Corporation of Chennai. During the year 2008 – 2009, 10 batches covering 309 participants have been trained on Office Procedures, Service Procedures, Fundamental Rules, Disciplinary Procedures, etc. A written test is also conducted at the end of each training programme.

Under the World Bank assisted Tamil Nadu Health Systems Projects, the Anna Institute of Management has undertaken the Hospital Administration training programme for training 370 Medical Personnel including Superintendents, Resident Medical Officers, Administrative Officers and Chief Medical Officers of the Government Hospitals under the administrative control of the Director of Medical and Rural Health Services and Deputy Directors of Medical and Rural Health Services. This is a 10-day residential training programme. So far 10 programmes have been conducted and 288 participants were trained.

During the year 2008 – 2009, the Disaster Management Cell of the Anna Institute of Management has conducted 36 training programmes covering topics on Flood and Cyclone Management, Earthquakes, Landslides, Industrial Disaster, Environment, etc. Basic and Sector-wise Disaster Management programmes are also being conducted. Two Disaster Management programmes for All India Service Officers were also conducted. The first programme highlighting the Role and Responsibilities of Police Force in Disaster Management was conducted for DIG, IG and ADGP level officers from 21.4.2008 to 23.4.2008. The second programme on

Disaster Management for District Collectors and Superintendents of Police was conducted on 30.7.2008 and 31.7.2008.

The Anna Institute of Management has also regularly conducted intensive training programmes for Assistant Public Information Officers, Public Information Officers and Appellate Authorities on the provisions of the Right to Information Act, 2005.

In the area of Computers, a special training programme on “e-Governance” for officials of the Directorate of Technical Education – SPCU (State Project Co-ordination Unit) (four batches) was conducted by the Institute during the year 2008 – 2009.

The Highways Department, Government of Tamil Nadu has sponsored a training programme for their newly-recruited Assistant Engineers on various administrative and office procedures. This programme covering 7 batches of 176 Assistant Engineers was completed in October, 2008.

The Anna Institute of Management has conducted a special training programme on “Land Acquisition and related issues” in two batches of senior officers numbering 98 of the Tamil Nadu Housing Board. Further, a training programme on Office Procedures for the Ministerial Staff of the Tamil Nadu Housing Board has been conducted by the Anna Institute of Management. Upto March, 2009, two batches of staff numbering about 242 have been trained.

The Anna Institute of Management and Tata Consultancy Service (TCS) jointly conducted in December, 2008 a two day training programme on Change Management for Senior Officers of the level of Additional Directors / Joint Directors / General Managers of State Public Sector Undertakings which included a field visit to TCS World class facility located at Siruseri. Further, Anna Institute of Management, under

collaborative arrangement with the Quality Circle Forum of India, Chennai Chapter, conducted two training programmes for Managers and Senior Executives of State owned Public Sector Undertakings and Government Departments on various aspects of Total Quality Management.

A ten day 'Tourist Guide' training programme for graduates is being conducted by Anna Institute of Management for the Department of Tourism. Identity cards are being issued to the successful participants at the end of the training programme by the Commissioner of Tourism, Government of Tamil Nadu. Upto March, 2009, Seven batches consisting of 179 graduates have completed training under this Programme.

With the funds provided by the Government of Tamil Nadu, Video Conferencing Facility has been set up at a cost of ₹15 lakhs covering Anna Institute of Management, A & B Wing Foundational Course Training Institute, Chennai and the Civil Service Training Institute, Bhavanisagar thereby facilitating conducting classes through Video Conferencing.

iii) A & B WING FOUNDATIONAL COURSE TRAINING INSTITUTE, CHENNAI

In this Institute, foundational training is imparted to A & B Group Officers both direct recruits and promotees of various departments. Group A Officers are given Foundation Training for a period of 5 weeks and Group B Officers are given foundation training for 3 weeks. The subjects for training Group A & B Officers include Office Administration, Financial Administration, Public Administration, Law, Economics, Planning and Development, Disaster Management, and Computer usage.

During the year 2008 – 2009, the A & B Wing Foundational Course Training Institute of the Anna Institute of Management conducted 15 programmes and trained 370 officers. For the year 2009 – 2010, it has been programmed to conduct training for 5 batches of Group A officers and 10 batches of Group B officers. The training content

in this Foundational Course Training Institute has been improved with audio visual presentations and use of Video Conferencing Facility.

iv). ALL INDIA CIVIL SERVICES COACHING CENTRE:-

Based on the announcement made by the Hon'ble Chief Minister in the Budget Speech for the year 1999-2000, the two Institutes, one for Scheduled Castes and Scheduled Tribes and the other for Backward Classes and Most Backward Classes for imparting training to the candidates appearing for the All India Civil Services Examinations conducted by the Union Public Service Commission were merged and "All India Civil Services Coaching Centre" at Anna Nagar, Chennai, has been formed in the year 2000. The aim of this coaching center is to enhance the standard of training offered and thereby to increase the number of candidates selected from this State for All India Civil Services. This Coaching Centre is functioning with a Principal and Faculty Members under the overall administrative control of the Director, Anna Institute of Management and Director General of Training.

Intensive coaching is given in this Institute to candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Most Backward Classes to enter into the highest Civil Services in India by providing boarding, lodging, library and computer facilities under one roof. 300 selected candidates are trained in this institute every year to write the Preliminary as well as Main Examinations conducted by the Union Public Service Commission. Mock Model interviews are also conducted for the candidates selected in the Main examination to face the interview. The candidates are also facilitated to stay at Tamil Nadu House, New Delhi at concessional rates to enable them to attend the interview at New Delhi. Free coaching, free accommodation and food free of cost is provided to candidates whose parental income is upto ₹1,00,000 per annum in respect of BC/MBC/DNC/SC/ST candidates. The Government have vide G.O.Ms.No.146, Personnel and Administrative Reforms (Trg.III) Department, dated

14.8.2008. enhanced the food subsidy for hostel inmates of the All India Civil Services Coaching Centre, from ₹600/- to ₹800/- per trainee per month.

From the year 2000, 239 candidates have been selected for the All India Civil Services through the All India Civil Services Coaching Centre. In the Civil Services Examination 2008, conducted by the Union Public Service Commission, 46 candidates coached by this Institute have been selected for the All India Civil Services.

v) CIVIL SERVICE TRAINING INSTITUTE, BHAVANISAGAR(CSTI):-

The Civil Service Training Institute was established in 1974 to impart foundational training for 60 days on the various administrative procedures, to the Tamil Nadu Ministerial Staff (Junior Assistants / Assistants). Further, In-service training to Deputy Tahsildars for 28 days is also imparted in this Institute to update their knowledge. The training content has been modernized with audio-visual presentations and use of the Video Conferencing Facility. During the year 2008-2009, 1587 Junior Assistants / Assistants and 104 Deputy Tahsildars have been trained at the Civil Service Training Institute, Bhavanisagar.

7) INSPECTION

Every year, the Inspection Wing takes up the inspection of 30 Heads of Departments / Secretariat Departments, besides 32 Pilot and Short Courses in all the Districts. The eleven District Inspection Cell officers during 2005-2006 undertook 131 detailed inspections, 2570 surprise checks besides conducting 129 liaison meeting and during 2006-2007 undertook 117 detailed inspections, 2379 surprise checks besides conducting 90 liaison meetings and during 2007-2008 undertook 116 detailed inspections, 2552 surprise checks besides conducting 86 liaison meetings with Vigilance and Anti-Corruption officials in the presence of the District Collectors. Every year, the Inspection Wing takes up the inspection of 30 Heads of Departments / Secretariat Departments, besides conducting 30 Pilot and Short Courses in all the Districts. The eleven District Inspection Cell officers during 2004-2005 undertook 132 detailed inspections, 2389 surprise checks besides

conducting 132 liaison meetings with Vigilance and Anti-Corruption officials in the presence of the District Collectors.

The main objectives of the O&M studies are:-

- a) Assessment of Manpower;
- b) Simplification of Systems and Procedures;
- c) Enforcement of Efficiency and Economy in Government Departments;
- d) Delegation of Powers; and
- e) Better Record Management.
- f) Effective implementation E-Governance

At present, the O&M Cell has two Administrative Teams. One Team is headed by an Under Secretary to Government and the other by a Joint Secretary to Government who is also the co-ordinator of the Cell. A Monitoring Cell consisting of one Research Officer and one Assistant Section Officer is also functioning under the supervision of the Joint Secretary to Government (O&M), to look after the work relating to follow-up action on the recommendations contained in the O&M Report and to attend to house-keeping functions.

The Monitoring Cell requests all the Heads of Departments and the Departments of the Secretariat for information as to whether there are any problem areas in the Departments, requiring study by the O&M Cell. Based on their request, an Action Plan is drawn up and each Team is allocated Study Work. O&M Studies are undertaken with a view to devising work norms, assessment of work load and to improve the overall efficiency of the Departments. Apart from the studies included in the Annual Action Plan, special studies are also undertaken based on the request by the Departments. From the formation of O & M Cell (i.e.01.08.1970), so far 231 studies has been undertaken by O&M Study Teams, and Reports are forwarded to the concerned Departments for implementation.

III. 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.)

RIGHT TO INFORMATION ACT, 2005

(a) Right to Information is among the basic rights of the Citizens of a Democratic State. The Right to Information Act, 2005 received the assent of the President of India on 15.06.2005 and came into effect on 12.10.2005. The aim of this Act is to promote transparency, accountability and setting out a practical regime for Citizens to secure access to information from Public authorities.

(b) Under the Right To Information Act, 2005 information can be furnished in to ways:

(i) Pro-active disclosure

(ii) On Application

All the Departments of Secretariat and Heads of Department of Government including Collectors are the Public Authorities under Section 4 of the Right To Information Act and are required to provide the details of its organization, functions and duties etc., and to take steps to provide as much information suo-motu to the public. Accordingly, manuals have been prepared indicating the activities of Government Departments for use of general public. They have also been hosted in the Right to Information Web-site.

(c) A Guide Book on Right To Information Act, 2005 for the use of general public has been prepared by this Department.

Department of Personnel and Administrative Reforms including Personnel and Administrative Reforms (Training)

Powers and duties of officers and employees

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

The following are the two wings in this department, each under the administrative control of a Secretary to Government:-

- 1) Personnel and Administrative Reforms Department
- 2) Personnel and Administrative Reforms (Training) Department

They are assisted by three Joint Secretaries to Government and Five Deputy Secretaries to Government, one DRO and fourteen Under Secretaries to Government. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. The major functions of this department are :- (i) Advisory (ii) Statutory (iii) Administrative. 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 Joint Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

B. Joint Secretary / Deputy Secretary to Government

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

C. Under Secretary to Government

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

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

Sl.No.	Sections	Details of subjects dealt with
1.	OP.I	1)All establishment matters of the staff like appointment, promotion and pay fixation. 2)Settlement of Retirement and pensionery cases, 3)Maintenance of Service Records 4) Loans and Advances to the staff members 5) LTC
1.	OP.II	1) Medical Reimbursement. Maintenance of Staff Car. Settlement of Telephone Bills etc. Office Administration which includes supply of Stationery and others items to officers and Staff. 2) Budget
2.	Bills	1) All payments due to the staff members. 2) Maintenance of Service Register of the staff.
3.	A	1) Tamil Nadu Government Servants Conduct Rules, 1973. 2) Tamil Nadu Government Business Rules and Secretariat Instructions, 1973. 3) Secretariat Office Manual 4) Tamil Nadu Government Office Manual 5) Issue of NOC to take up employment abroad.
5.	B	1) Establishment matters of Tamil Nadu Ministerial Service. 2) Obtaining concurrence of the TNPSC for continuance regularisation of temporary appointment in the TNMS. 3) Establishment matters relating to Tamil Nadu Commercial Taxes Service. 4) Tamil Nadu H.R.&C.E. Administrative Service. 5) Amendments to the Special Rules for Tamil Nadu Ministerial Service.
6.	C	1) Tamil Nadu General Service 2) Tamil Nadu Medical Service 3) Tamil Nadu Police Service 4) Tamil Nadu Jail Service Tamil Nadu Fire Service

7.	D	<ol style="list-style-type: none"> 1) Tamil Nadu Stationery and Printing Service 2) Tamil Nadu Treasuries and Accounts Service 3) Tamil Nadu Transport Service 4) Tamil Nadu Legislative Assembly Secretariat Service 5) Tamil Nadu Agricultural Service 6) Tamil Nadu Forest Service 7) Tamil Nadu Factory Service and related subjects. 8) Issue of amendments to the Special Rules for the Tamil Nadu Secretariat Service. 9) All Subordinate Services relating to the above State Services.
8	E	<ol style="list-style-type: none"> 1) Tamil Nadu Engineering Service 2) Tamil Nadu Highways Service 3) Tamil Nadu Educational Service 4) Tamil Nadu Adi Dravidar Welfare Subordinate Service. 5) Tamil Nadu Backward Class Welfare School Educational Service. 6) All Subordinate Services relating to the above State Services.
9.	F	<ol style="list-style-type: none"> 1) The Special Rules for the Tamil Nadu Basic Service. 2) Tamil Nadu Industries Service 3) Tamil Nadu Co-Operative Service 4) Tamil Nadu Municipal Commissioner's Service 5) Tamil Nadu Panchayat Development Service
10.	G	<ol style="list-style-type: none"> 1) Compassionate appointment in respect of Typist/Junior Assistant in Tamil Nadu Ministerial Service, and General clarification on Compassionate appointment. 2) Creation of temporary posts in respect of entire Secretariat. 3) Number Statement
11.	H	<ol style="list-style-type: none"> 1) Preparation of panel of Assistant Section Officers fit for appointment as Section Officer Under one unit. 2) Preparation of panel of Personal Assistants fit for appointment as Private Secretaries under one unit. 3) Preparation of panel of Private Secretaries fit for promotion as Senior Private Secretary (US Grade) under one unit.

		4) Preparation of Establishment List of Section Officer/Personal Assistant/Typist/Personal Clerk under one unit scheme.
12.	J	1) Tamil Nadu Civil Service. 2) Tamil Nadu Registration Service. 3) Tamil Nadu Survey and Land Records Service. 4) Tamil Nadu General Sub-Ordinate Service.
13.	K	1) Conducting the meeting of Tamil Nadu Civil Services Joint Council. 2) Recognition of Service Association and other matters relating to Service Association. 3) Strike -Regularization of period of strike. 4) Approval of amendments to the bye-laws of recognized Service Association. 5) Group A&B Officers compulsory wait quarterly report sent to Chief Minister. 6) Recognition of qualification and equivalent for appointment in Public Services. 7) Reservation of SC/ST, MBCs and BCs. in Public Services. 8) Maintenance of Personal Files, General Instructions. 9) Issue instructions and General matters relating to Compulsory retirement under FR.56(2).
14.	L1	Files dealing with disciplinary proceedings inclusive of Appeal/ Revision/Review applications received from the departments of Secretariat.
15.	L2	
16.	L3	
17.	M	1] Appointment of Chairman and Members of Tamil Nadu Public Service Commission and their conditions of Service. 2] Establishment matters pertaining to staff of the Tamil Nadu Public Service Commission such as fixation of seniority, rectification of pay anomalies, junior getting more pay than the senior etc. 3) Amendment to Tamil Nadu Public Service Commission Regulations, 1954. 4) Programme of Selection for direct recruitment by transfer for all posts of Tamil Nadu State and Subordinate Services.
18.	N	1) All Establishment matters relating to Directorate of Vigilance and Anti corruption. 2) Issue of amendment /Clarifications pertaining to Tamil Nadu Civil Services (Discipline &

		<p>Appeal) Rules and Tamil Nadu Civil Services (TDP) Rules.</p> <p>3) Establishment matters relating to all ten Commissioners for Disciplinary Proceedings.</p>
19.	P	<p>1) Re-allotment of the candidates whose services were regularized as per G.O. Ms. No.996,P&AR., Dept., Dated.22.9.84 to other departments when they are facing retrenchment.</p> <p>2) Establishment - Survey & Settlements- Consolidated pay staff- Absorption in other Departments.</p> <p>3) Matters relating to the candidates placed in the Reserve list by the TNPSC.</p> <p>4) Matters relating to special Qualifying Examination, 1994-95.</p>
20.	Q	<p>1) Matters relating to promotion , transfer & postings of Under Secretaries to Government under one unit system.</p> <p>2) Furnishing particulars of U.S. to Govt., for consideration for inclusion in the panel of Deputy Secretary to Government.</p> <p>3) Matters relating to printing of Establishment List of Additional Secretary/ Joint Secretary/ Deputy Secretary / Under Secretary to Government(Non-IAS)</p> <p>4) Issue of amendments to Special Rules to the post of Under Secretary to Government.</p> <p>5) Matter relating to furnishing of estimate of vacancies in the post of U.S. to government to TNPSC.</p> <p>6) Preparation of Temporary/Regular panel of U.S. to Government.</p> <p>7) All disciplinary cases relating to Under Secretaries to Government.</p> <p>8) Appeal petition/ Review petitions thereon.</p>
21.	S	<p>1) Issue of General Instructions on awarding of Selection Grade/Special Grade and Special Temporary Posts.</p> <p>2) General Instructions of preparation of Panel.</p> <p>3) General Instructions on Departmental Promotion Committee.</p> <p>4)Amendments to Tamil Nadu State and Subordinate Services Rules (i.e.) Part I&II.</p> <p>5) Issue of instructions on General Transfer of Government Servants.</p> <p>6) Issue of Correction Slip to Rules in Tamil Nadu Services Manual Volume I to V.</p>

22.	AR I	<p>1)) Review of recommendation of Administrative Reforms Commission.</p> <p>2) Further and follow up action on the suggestions made by Secretaries to Government on Secretaries Meeting.</p> <p>3) C.M's Conference / C.S's Conference Followup action to be taken</p> <p>4) Consolidation of Periodicals received from all sections in P&AR Dept.,.</p> <p>5) Review of Half-yearly Business Statement in P&AR Dept., and the Department of Secretariat.</p> <p>6) Review of follow up action on the assurance and other LAQs received from the Assembly Secretariat and furnishing of reports after consolidation.</p> <p>7) Secretaries meeting consolidation of particulars relating to this Department.</p> <p>8) Petitions received under RTI Act, 2005.</p>
23.	AR.II	<p>1) Preparation of Inspection Notes and deals with programme of District Inspection Cells for conducting short / Pilot Courses / Administrative Offices in Districts.</p> <p>2) Follow up action on the notes of inspection based on the final inspection of the Heads of Departments and Department of Secretariat.</p> <p>3) Reconciliation of Departmental Figures with Accountant General's figures.</p> <p>4) Budes Estimate, Revised Estimate and the related subjects of the District Inspection Cells and proposals of continuance of staff in the Inspection Cell in the Districts.</p>
24.	AR.III	<p>1) Establishment matters relating to Tamil Nadu Information Commission.</p> <p>2) Matters relating to RTI Act, 2005.</p>
25.	U	<p>1) Appointment of candidates selected by Tamil Nadu Public Service Commission for the post of Assistant Section Officer in Tamil Nadu Secretariat Service through direct recruitment and regularisation of their services and fixation of seniority under one unit.</p> <p>2)Preparation of panel of qualified Assistant, Personal Clerks, Typists and Personal Assistants fit for appointment as Assistant Section Officer.</p> <p>3) Allotment and realotment of Assistant Section Officer under One Unit Scheme.</p> <p>4) Appointment of Assistants / Personal Clerks / Typists in Tamil Nadu Secretariat Service and regularisation of services and fixation of seniorities / Allotment and realotment of Assistant / Typist/ PCs.</p>

		<p>5) Files relating to declaration of probation for the post of Assistants / Typists / Personal Clerks under one unit scheme.</p> <p>6) Preparation of estimate of vacancies for the post of ASO/Assistants / Personal Clerks / typists for direct recruitment and recruitment by transfer.</p>
26.	U.Spl	<p>1) All Tamil Nadu Administrative Tribunal cases including Supreme Court cases relating to Assistants, Assistant Section Officer in Tamil Nadu Secretariat under one unit.</p> <p>2) All Tamil Nadu Administrative Tribunal cases including Supreme Court cases relating to Personal Clerks, Typists.</p> <p>3) General Issue relating to parity with Finance Dept.,</p>
27.	FR-I	<p>1) Fixation of pay under Fundamental Rules/ Sanction of increment/ Rectification of anomaly of Junior drawing more pay than senior under FR.27 in respect of staff of Secretariat.</p> <p>2) General clarification regarding fixation of pay / regularisation of pay of Government servants on O.D other than foreign service.</p>
28.	FR-II	<p>1) Deputation of Government Servants on Foreign Service to Central Government, Central Government Under takings and other State Government vice-versa.</p> <p>2) Deputation of Government Servants on Foreign Service to State owned Corporations / Boards / Undertakings.</p> <p>3) Sanction of leave for employment abroad without pay and allowances.</p>
29.	FR-III	<p>1) Voluntary Retirement.</p> <p>2) Regularisation of period of suspension / removal etc.</p> <p>3) Subsistence allowance.</p> <p>4) Condonation of break in service.</p> <p>5) Leave - Tamil Nadu Leave Rules, 1933</p> <p>6) Tamil Nadu Study Leave Rules.</p>
30.	FR-IV	<p>1) Fixation of pay under the Tamil Nadu Revised Scale of Pay Rules, 1970</p> <p>2) Rectification of anomaly of junior drawing more pay than senior consequent of fixation of pay under TNRSR Rules, 1970 to 1989, 1996.</p> <p>3) Cases relating to sanction of advance increment and connected matters.</p> <p>4) Additional charge allowance FR.49 and connected matters.</p> <p>5) Amendments to Fundamental Rules.</p>
31.	Trg-I	<p>1) Deputation of Under Secretaries to Government for compulsory District Training.</p> <p>2) Service matters of the staff members of the Civil Service Training Institute, Bhavanisagar.</p>

		<p>3) Establishment and Service conditions of the faculties of Civil Service Training Institute Bhavanisagar.</p> <p>4) (a) Conduct of 'A' and 'B' Course Training at Anna institute of management, Chennai.</p> <p>(b) Conduct of In service Training to Deputy Tahsildars at C.S.T.I, Bhavanisagar.</p> <p>(c) Conduct of Foundational Training to Junior Assistant at C.S.T.I., Bhavanisagar.</p> <p>5) Review of Training Programmes in C.S.T.I Bhavnisagar.</p> <p>6) Budget.</p>
32.	Trg-II	<p>1) Training - I.A.S., Probationers - Scheme of filed training for 51 weeks.</p> <p>2) Training - City items of training for some other directly recruited. All India Service Officers like IFS, IES etc.</p> <p>3) Training - City items of training for the directly recruited Deputy Collectors.</p> <p>4) Training - Conducting of Foundational Training to the Staff of Secretariat.</p> <p>5) Conducting of "In service Training" Course for A.S.Os/S.Os of the Departments of Secretariat.</p> <p>6) Conducting of training Course on Disciplinary Procedures for A.S.Os / S.Os of the Departments of Secretariat.</p> <p>7) Training Course on "Disciplinary Procedures" for I.A.S / Non I.A.S , Under Secretaries / Deputy Secretaries / Joint Secretaries to Government of Secretariat and second Level Offices of Heads of Departments.</p> <p>8) Deputation of officers/Staff of various Departments for Training/Workshop/Seminars abroad.</p>
33.	Trg-III	<p>1) Deputation of Section Officers for Compulsory District Training.</p> <p>2) Establishment matters relating to Anna Institute of Management, Chennai -28.</p> <p>3) Selection and nomination of Personnel for Training programme sponsored by the Training Division of Department of Personnel and Training, Government of India, New Delhi at various Training Institutes in India.</p> <p>4) Deputation of Section Officers of Secretariat under one unit for Accounts Training.(Optional)</p>
34.	SAT	<p>1) Appointment of Chairman, Vice - Chairman and Members of Tamil Nadu Administrative Tribunal.</p> <p>2) Proposals connected with the Chairman Vice-Chairman and Members of Tamil Nadu Administrative Tribunal.</p>

		<p>3) All matters relating to the office of the Senior Standing Counsel, Tamil Nadu Administrative Tribunal.</p> <p>4) All Establishment Matters relating to Tamil Nadu Administrative Tribunal's Registrar, Deputy Registrar and Assistant Registrar.</p> <p>5) All Establishment matters relating to other staff members of the Tribunal.</p> <p>6) Amendment to TNAT Service Rules, 1992.</p>
35.	Inspn-I	<p>1) Preparation and Issue of Annual Programme for all District Inspection Cells. Issue of Instructions regarding annual Inspection - Surprise Checks and Liaison Meeting - Conduct of Pilot and Short course in the districts organised by the District Inspection Cells.</p> <p>2) Issue of Inspection Programme for Head of Departments, Guest Houses, New Delhi, Ooty and Chennai.</p> <p>3) Monthly Reviews Performance of the District Inspection Cells.</p>
36.	Inspn-II	<p>1) Preparation of Inspection Notes and deals with programme of District Inspection Cells for conducting Pilot / Short Courses for the Superintendents and Personal Assistant / Administrative Offices in District.</p> <p>2) Arranging for printing handbooks on Office Administration Course of all the districts and follow up action.</p> <p>3) Evaluation reports on the conducts of short course and Pilot Course of all the districts and follow up action.</p> <p>4) Follow up action on the notes on inspection based on the final inspection of the Head of Departments and Departments of Secretariat.</p>
37.	Inspn-III	<p>1) Preparation of Inspection Notes and deals with programme of District Inspection Cells for conducting short/Pilot Courses for the Superintendents and Personal Assistants / Administrative Offices in Districts.</p> <p>2) Follow up action on the notes of inspection based on the final inspection of the Heads of Departments and Department of Secretariat.</p> <p>3) Reconciliation of Departmental Figures with Accountant General's figures.</p> <p>4) Budget Estimate, Revised Estimate and the related subjects of the District Inspection Cells and</p>

		proposals of continuance of staff in the Inspection Cell in the Districts.
38.	O&M	<ol style="list-style-type: none"> 1) Convening of Monitoring Committee Meeting. 2) Review of action taken on the Reports of Organisation and Method. 3) Conducting of preliminary discussion with Heads of Departments on O&M Reports. 4) Preparing the of Budget O&M besides Budget Estimate/Revised Estimate/Final Modification Appropriation proposals.
39.	Computer Cell	<ol style="list-style-type: none"> 1) Updation of all the Acts and Rules on Government website. 2) Creation of Electronic Compendium of all Government Orders issued by this Departments. 3) Personnel Information System. 4) Reference bank. 5) All other matters relating to e-governance.

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

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

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

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section officer, Under Secretaries and Deputy Secretary/Joint Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

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 Personnel and administrative Reforms Department including Personnel and Administrative Reforms (Training) , 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) Right To Information Act, 2005

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

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 State and Subordinate Service Rules
- iv) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- v) Tamil Nadu Civil Services (DPT) Rules 1955.
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Fundamental Rules

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 Rules :	Tamil Nadu State and Subordinate Service Rules.
	Type of the Document:	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.
4.	Name of the Rules:	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Document:	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.

5.	Name of the Rules:	Tamil Nadu Civil Services(Disciplinary Proceedings Tribunal)Rules,1955.
	Type of the Document	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 Services of the State.
6.	Name of the Rules:	Tamil Nadu Government Servants Conduct Rules, 1973.
	Type of the Document:	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 Rules:	Fundamental Rules.
	Type of the document:	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.

The documents mentioned in items 1 to 7 above are available with the Assistant Director, Government Publication Sales Depot, Anna Salai, Chennai-2 for sale to the public on payment of cost.

Department of Personnel and Administrative Reforms including Personnel and Administrative Reforms (Training)

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

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Policy Note	contains the Policy pronouncements of the Department for the concerned year.	Application to Public information Officer	Personnel and Administrative Reforms (OPII)Department
2.	Important G.Os. www.tn.gov.in	Issued by the Personnel and Administrative Reforms Department from time to time	Application to Public information Officer	Personnel and Administrative Reforms Department

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

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

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, the representation received from the members of Public / Government Servants either directly or through the Chief Minister's Special Cell are dealt with by the officers dealing with the concerned subject.

There is also a common nodal officer appointed for the entire P&AR Department for representing their grievances.

Name of the Nodal Officer : Tmt. A. Suguna,

Designation : Under Secretary (OP) to Government
P&AR Department, Chennai-9.

Phone Number (Office) : 25665437

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

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

The following are the committees constituted for the disposal of business of the training wing:-

(1) Monitoring Committee to review the follow up action on the pending audit reports and the explanatory notes to Public Accounts Committee in respect of Heads of Department concerned.

(Government Letter No.30571/Trg.I/2003-3, P&A.R(Trg.I)Department, dated 8.4.2004.)

(2) Governing Committee constituted for the general superintendence, direction and control of the affairs of the Anna Institute of Management, Chennai.

(G.O.Ms.No.69, P&A.R(Trg.III)Department, dated 6.6.2005.)

The meetings of these committees are not open to the Public and the minutes of such meetings are not accessible for Public.

(3) An Administrative Reforms Committees under the Chairmanship of Justice A.K.Rajan, Retd., Judge of Madras High Court with 10 members and are Member Secretary has been constituted in Tamil Nadu for ensuring correction free and transparent administration and to go into the implementation of various aspects of the Right to Information Act, 2005.

(G.O.Ms.No.64, P & AR (AR-I) Department, dated 09.03.2007.

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

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	
1)	Thiru M.KUTRALINGAM, I.A.S., Principal Secretary to Government, Personnel and Administrative Reforms Department, Chennai-600 009.	25672740	24451394	parsec@tn.gov.in
2)	Dr. V.IRAI ANBU, I.A.S., Secretary to Government, (Trg) Personnel and Administrative Reforms Department, Chennai-600 009.	25674866	25384990	partgsec@tn.gov.in
3)	Thiru S. Gunasekaran, M.A., Additional Secretary to Government (B&E) Personnel and Administrative Reforms Department Chennai -600 009.	25672166	24751819	pardsbe@tn.gov.in
4)	Thiru V.Chandrasekaran,M.A.M.L.MBA Joint Secretary to Government (Per) Personnel and Administrative Reforms Department, Chennai - 600 009.	25671449	9444202772	pardsper@tn.gov.in
5)	Thiru S. Anantha Padmakumar, B.A., Joint Secretary to Government (A.R) Personnel and Administrative Reforms Department Chennai - 600 009.	25673235	24800404	parjsar@tn.gov.in
6)	Thiru N.P. Sundaravelu, B.Sc., Joint Secretary to Government (Rules) Personnel and Administrative Reforms Department Chennai-600 009.	25675469	23820977	pardsrule@tn.gov.in
7)	Thiru V.Maharajan, B.A.,B.G.L. Deputy Secretary to Government (O&M) Personnel and Administrative Reforms Department Chennai - 600 009.	25676406	9677053765	pardsoandm@tn.gov.in

8)	Thiru M.Kannan, M.A., Deputy Secretary to Government (Services) Personnel and Administrative Reforms Department Chennai - 600 009.	25674887	9383564898 8056205756	pardsser@tn.gov.in
9)	Thiru D.N.Sekar, B.Com., DCP. Deputy Secretary to Government / IO-I Personnel and Administrative Reforms Department, Chennai - 600 009.	25675182	9444049210	pario1@tn.gov.in
10)	Thiru N. Thankaraj, M.A., BEd Deputy Secretary to Government / IO-II Personnel and Administrative Reforms Department, Chennai - 600 009.	25678915	22261307 & 9444959189	pario2@tn.gov.in
11)	Tmt.C.Nalini, B.A District Revenue Officer / IO-III Personnel and Administrative Reforms Department Chennai - 600 009.	25673435	9865746826	pario3@tn.gov.in
12)	Thiru M.Chelladurai, M.A., B.L Deputy Secretary to Government (Law) Personnel and Administrative Reforms Department, Chennai-600 009	9444803290	26561851	
13)	Tmt. A. Suguna, M.A.B.L., (OP) Under Secretary to Government Personnel and Administrative Reforms Department Chennai - 600 009.	25665437	25508957 & 9941414521	--
14)	Tmt. C.B. Shanthi, B.A.B.Ed., Under Secretary to Government (Ser-I) Personnel and Administrative Reforms Department Chennai -600 009.	25665978	9840194329	--
15)	Tmt. G. Vijaya, B.A., Under Secretary to Government (Ser-III) Personnel and Administrative Reforms Department Chennai - 600 009.	25665836	26741862	--
16)	Tmt. M.Malarselvi, M.Sc Under Secretary to Government (Ser-IV) Personnel and Administrative Reforms Department Chennai - 600 009.	25665307	9003146514	--
17)	Thiru S.Franklin Jayakumar, M.A., B.L Under Secretary to Government (GI) Personnel and Administrative Reforms Department, Chennai-600 009.	25665310	9444328651	--

18)	Thiru C. Manickam, M.A., Under Secretary to Government (FR-I) Personnel and Administrative Reforms Department, Chennai - 600 009.	25665528	9445142513	--
19)	Thiru K. Ganesan, M.A.,B.L., Under Secretary to Government (FR-II) Personnel and Administrative Reforms Department Chennai - 600 009.	25665506	9445384662	--
20)	Thiru S. Ulaganathan, M.Sc.,M.Phil., Under Secretary to Government (DM) Personnel and Administrative Reforms Department Chennai - 600 009.	25665252	9444885882	--
21)	Tmt. S. Manohari, B.A., Under Secretary to Government (SE) Personnel and Administrative Reforms Department, Chennai - 600 009.	25665826	26448096	--
22)	Tmt, S.Pushpam, M.Sc., Under Secretary to Government (Ser.VI) Personnel and Administrative Reforms Department, Chennai - 600 009.	25665060	9444682735	--
23)	Tmt.M.Mallika, B.Sc., Under Secretary to Government (Ser-V) Personnel and Administrative Reforms Department, Chennai – 600 009.	25665502	9444871227	--
24)	Thiru P. Poothasamy,B.A.,B.L., Under Secretary to Government (Trg.) Personnel and Administrative Reforms Department, Chennai – 600 009.	25665845	9445532703	
25)	Thiru A.Sivaprakasam Section Officer (OP-I)	25665442	9840201035	--
26)	Tmt. A.M. Supraja, Section Officer (OP-I-2)	25665442	9945097226	--
27)	Thiru R.Jayaraman, Section Officer. (OP.II)	25665442	9444665312	--
28)	Tmt.P.Kalaiselvi, Section Officer (A)	25665239	9445312472	--
29)	Tihiru.R.Raghu, Section Officer (B)	25665239	9445692929	--
30)	Tmt.N.Malini, Section Officer (C)	25665239	9444657247	--
31)	Tmt. M.Meenakshi, Section Officer (D)	25665239	--	--
32)	Thiru S. Stephen Section Officer (E)	25665928	9444930367	--

33)	Tmt. B. Krishnaveni Section Officer (F)	25665239	9962174785	--
34)	Tmt. C.Ponni, Section Officer (G)	25665014	9444002516	--
35)	Tmt. R. Kowsalya, Section Officer (H)	25665158	9444942384	--
36)	Thiru.R.Palanivelu, Section Officer (J)	25665976	9444012796	--
37)	Tmt. N.Rukmini, Section Officer (K)	25665918	9962441654	--
38)	Thiru.T.Senthilkumar Section Officer (L1)	25665505	9444821976	--
39)	Thiru N.Mohan Section Officer (L2)	25665505	9444424517	--
40)	Thiru. Krishnanpitchai Section Officer (L3)	25665505	9444396606	--
41)	Thiru S. Paramasivan Palani Section Officer (M)	25665092	9790998626	--
42)	Thiru G.Palani, Section Officer (N)	25665239	9444856241	--
43)	Thiru G. Ramanathan Section Officer (P)	25665918	24320170	--
44)	Thiru V.K.Rajendran, Section Officer (Q)	25665449	944356668 9	--
45)	Tmt.N.Vijayalakhmi, Section Officer (S)	25665092	--	--
46)	Thiru. Arivudainambi, Section Officer (U)	25665334	9444221532	--
47)	Tmt.S.Ambika, Section Officer (U-Spl)	25665334	9444522291	--
48)	Thiru D. Pandian, Section Officer (Trg-I)	25665457	9444922477	--
49)	Thiru J. Mohanraman Section Officer (Trg-II)	25665457	9444818396	--
50)	Tmt. B. Rani, Section Officer (Trg-III)	25665457	9941985020	--
51)	Tmt. Radha Sridharan, Section Officer (FR-I)	25665450	9840219531	--
52)	Tmt. M.Aniletpushpabai, Section Officer (FR-II)	25665450	9444930896	--
53)	Tmt. Molly Xavier, Section Officer (FR-III)	25665775	9840981965	--
54)	Thiru Anugragam, Section Officer (FR-IV)	25665450	9444942446	--
55)	Thiru.L.Vengatachalam, Section Officer (Inspection-I)	25665495 25665990	9003116149	--
56)	Vacant, Section Officer (Inspection-II)	25665495 25665990	--	--
57)	Tmt. S. Manimegalai, Section Officer (Inspection-III)	25665495 25665990	9941009541	--

58)	Thiru C. Harikrishnan Section Officer (AR-I)	25665775	9444540328	--
59)	Tmt. Thenmozhi, Section Officer (AR-II)	25665442	9884292575	
60)	Thiru R. Umaphathy, Section Officer (AR-III)	25665479	9444949989	
61)	Tmt. M.S. Chitra, Section Officer (Comp. Cell)	25665976	--	--
62)	Tmt. N.J. Chitra, Section Officer (SAT)	25665928	9444640700	--
63)	Thiru Krishnakumar Section Officer (Bills)	25665389	9566028976	--
64)	Thiru. N. Vinayagamorthy, Section Officer	Under District Training	9500106657	--
65)	Thiru. B. Suresh Babu, Section Officer	Under District Training	9790301976	--
66)	Thiru. T. Sathiyamoorthy Section Officer	Under District Training	9445158906	--
67)	Tmt. S. Mable Florence, Section Officer	Under District Training		
68)	Thiru. D. Premkumar, Section Officer	Under District Training	9840803558	

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

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
PRINCIPAL SECRETARY TO GOVERNMENT (₹67000 - ₹79000)		
1.	Thiru M.Kutralingam, I.A.S.,	Principal Secretary to Government P & AR Department
SECRETARY TO GOVERNMENT (₹37400- ₹67000 + G.P. ₹10000)		
1.	Dr. V.Irai Anbu, I.A.S.,	Secretary to Government P&AR Department (Training)
ADDITIONAL SECRETARY TO GOVERNMENT (₹37400- ₹67000 + G.P. ₹8900)		
1.	Thiru S. Gunasekaran	Addl. Secretary to Government (B&E)
JOINT SECRETARY TO GOVERNMENT (₹37400- ₹67000 + G.P. ₹8800)		
1.	Thiru V.Chandrasekaran	Joint Secretary to Government (Per)
2.	Thiru S. Anandapadmakumar	Joint Secretary to Government (AR)
3.	Thiru N.P. Sundaravelu	Joint Secretary to Government (Rules)
4.	Thiru C.S.Sanmugam	Joint Secretary to Government /VC Secy.
DEPUTY SECRETARY TO GOVERNMENT/ I.O (₹15600- ₹39100 + G.P. ₹7600)		
1.	Thiru V.Maharajan	Deputy Secretary to Government (O&M)
2.	Thiru M.Kannan	Deputy Secretary to Government (Ser)
3.	Thiru D.N.Sekar	Deputy Secretary to Government /IO –I
4.	Thiru N.Thankaraj	Deputy Secretary to Government /IO –II
5.	Tmt. C.Nalini	DRO/ IO -III
6.	Thiru. M.Chelladurai	Deputy Secretary to Government(Law)
UNDER SECRETARY TO GOVERNMENT (₹15600- ₹39100 + G.P. ₹6600)		
1.	Tmt. C.B. Shanthi	Under Secretary to Government (Ser-I)
2.	Tmt. G. Vijaya	Under Secretary to Government (Ser-III)
3.	Tmt. M.Malarselvi	Under Secretary to Government (Ser-IV)
4.	Thiru S.Franklin Jayakumar	Under Secretary to Government (GI)
5.	Thiru S. Ulaganathan	Under Secretary to Government (DM)
6.	Thiru C. Manickam	Under Secretary to Government (FRI]
7.	Thiru K. Ganesan	Under Secretary to Government (FR-II)
8.	Tmt. S. Malathy	Under Secretary to Government (DE)
9.	Tmt. S. Manohari	Under Secretary to Government (SE)

10.	Tmt. A. Suguna	Under Secretary to Government (OP)
11.	Thiru P. Poothasamy	Under Secretary to Government (Trg)
12.	Tmt.M.Mallika	Under Secretary to Government (Ser-V)
13.	Tmt. Pushpam	Under Secretary to Government (Ser-VI)
14.	Thiru G.Elangovan	Under Secretary to Government (VC)
15.	Thiru Paul Arokia Pandian	Under District Training

RESEARCH OFFICER (₹15600 – ₹39100 + G.P. ₹5400)

1.	Vacant	Research Officer
2.	Vacant	Research Officer
3.	Vacant	Research Officer
4.	Vacant	Research Officer
5.	Vacant	Research Officer

SECTION OFFICER (₹15600 – ₹39100 + G.P. ₹5400)

1.	Thiru A.Sivaprakasam	Section Officer
2.	Tmt. A.M. Supraja	Section Officer
3.	Thiru R.Jayaraman	Section Officer
4.	Tmt.P.Kalaiselvi	Section Officer
5.	Tihiru.R.Raghu	Section Officer
6.	Tmt.N.Malini	Section Officer
7.	Tmt. M.Meenakshi	Section Officer
8.	Thiru S. Stephen	Section Officer
9.	Tmt. B. Krishnaveni	Section Officer
10.	Tmt. C.Ponni	Section Officer
11.	Tmt. R. Kowsalya	Section Officer
12.	Thiru.R.Palanivelu	Section Officer
13.	Tmt. N.Rukmini	Section Officer
14.	Thiru.T.Senthilkumar	Section Officer
15.	Thiru N.Mohan	Section Officer
16.	Thiru. Krishnanpitchai	Section Officer
17.	Thiru P. Paramasivan Palani	Section Officer
18.	Thiru G.Palani	Section Officer
19.	Thiru G. Ramanathan	Section Officer
20.	Thiru V.K.Rajendran	Section Officer
21.	Tmt.N.Vijayalakhmi	Section Officer
22.	Thiru. Arivudainambi	Section Officer
23.	Tmt.S.Ambika	Section Officer
24.	Thiru D. Pandian	Section Officer
25.	Thiru J. Mohanraman	Section Officer
26.	Tmt. B. Rani	Section Officer
27.	Tmt. Radha Sridharan	Section Officer
28.	Tmt. M.Aniletpushpabai	Section Officer
29.	Tmt. Molly Xavier	Section Officer
30.	Thiru Anugragam	Section Officer
31.	Thiru.L.Vengatachalam	Section Officer
32.	Tmt. S. Manimegalai	Section Officer

33.	Thiru C. Harikrishnan	Section Officer
34.	Tmt. Thenmozhi	Section Officer
35.	Thiru R. Umamathy	Section Officer
36.	Tmt. M.S. Chitra,	Section Officer
37.	Tmt. N.J. Chitra,	Section Officer
38.	Thiru A. Krishnakumar	Section Officer (Bills)
39.	Thiru. N. Vinayagamorthy	Section Officer (Dist. Training)
40.	Thiru. B. Suresh Babu	Section Officer (Dist. Training)
41.	Thiru. T. Sathiyamoorthy	Section Officer (Dist. Training)
42.	Tmt. S. Mable Florence	Section Officer (Dist. Training)
43.	Thiru. D. Premkumar	Section Officer (Dist. Training)
44.	Thiru S. Anbarasu	Section Officer (Dist. Training)
45.	Thiru V. Anandaramakrishnan	Section Officer (Accounts Training)
46.	Thiru M. Vijayakumar	Section Officer (Accounts Training)
47.	Thiru S. Paramanidhi	On Leave
48.	Tmt. A. Sapna	On Leave
49.	Thiru B. Vadivelu	On OD
50.	Thiru K. Subramanian	On OD

ASSISTANT SECRETARY (₹15600 – ₹39100 + G.P. ₹5400)

1.	Thiru M. Sridharan	Assistant Secretary
2.	Thiru H. Basker Singh	Assistant Secretary
3.	Tmt. K. Porselvi	Assistant Secretary

PRIVATE SECRETARY TO GOVERNMENT (₹15600 – ₹39100 + G.P. ₹5400)

1.	Tmt. P. Paul Mony	Private Secretary to Government
2.	Tmt. S. Parvathy	Private Secretary to Government
3.	Tmt. G. Revathy	Private Secretary to Government
4.	Tmt. K. Rajathi	Private Secretary to Government

COMPUTER PROGRAMMER (₹15600- ₹39100+G.P. ₹5700)

1.	Thiru. K.R. Venkatesan	Computer Programmer
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Assistant Section Officer (₹9300- ₹34800 + G.P. ₹4600)

1.	Thiru K. Loganathan	Assistant Section Officer
2.	Thiru S.V. Maheswaran	Assistant Section Officer
3.	Thiru R. Pavazhamuthu	Assistant Section Officer
4.	Thiru N. Velu	Assistant Section Officer
5.	Tmt. P. Uma Maheswari	Assistant Section Officer
6.	Tmt. A. Deivanayaki	Assistant Section Officer
7.	Thiru A. Devarajan	Assistant Section Officer
8.	Tmt. T. Latha	Assistant Section Officer
9.	Thiru. K. Karthikeyan	Assistant Section Officer
10.	Tmt. B. Jayashree	Assistant Section Officer

11.	Thiru S.S. Kumaravel	Assistant Section Officer
12.	Tmt. S. Vijayalakshmi	Assistant Section Officer
13.	Tmt. K. Lalitha	Assistant Section Officer
14.	Thiru R.T.Udayakumar	Assistant Section Officer
15.	Thiru P.Baskar	Assistant Section Officer
16.	Thiru S. Navaneethakrishnan	Assistant Section Officer
17.	Thiru E.Govindasamy	Assistant Section Officer
18.	Thiru R. Kaliyamurthy	Assistant Section Officer
19.	Thiru D. Elavarsan	Assistant Section Officer
20.	Thiru A. Suga	Assistant Section Officer
21.	Tmt. C.D. Ramini	Assistant Section Officer
22.	Tmt. R. Kumudhalakshmi	Assistant Section Officer
23.	Thiru. V.Sureshkumar	Assistant Section Officer
24.	Tmt. T.R. Gomathi	Assistant Section Officer
25.	Tmt. P. Sundari	Assistant Section Officer
26.	Tmt. P. Shanthi	Assistant Section Officer
27.	Thiru D. Arumugam	Assistant Section Officer
28.	Thiru R.Senthilnathan	Assistant Section Officer
29.	Thiru E.Sundaravadivelu	Assistant Section Officer
30.	Thiru V. Balakrishnan	Assistant Section Officer
31.	Thiru N. Parameswaran	Assistant Section Officer
32.	Thiru N. Swaminathan	Assistant Section Officer
33.	Thiru A. Saravanan	Assistant Section Officer
34.	Tmt. M.S. Punithavathy	Assistant Section Officer
35.	Tmt. N. Geetha	Assistant Section Officer
36.	Thiru N.Saravanan	Assistant Section Officer
37.	Thiru S.Kandasamy	Assistant Section Officer
38.	Tmt. C. Vijaya	Assistant Section Officer
39.	Tmt. P. Alamelu	Assistant Section Officer
40.	Thiru R.Sivakumar	Assistant Section Officer
41.	Thiru A.M.Karthikeyan	Assistant Section Officer
42.	Tmt. Selvi Rajendran	Assistant Section Officer
43.	Tmt. B. Gomathi Alamelu	Assistant Section Officer
44.	Thiru N.Krishnamoorthy	Assistant Section Officer
45.	Tmt. V. Sayee Lakshmi	Assistant Section Officer
46.	Thiru E. Mohanraj	Assistant Section Officer
47.	Thiru S.Subramji	Assistant Section Officer
48.	Tmt. D.M. Sudha	Assistant Section Officer
49.	Tmt. S. Usha Gowri	Assistant Section Officer
50.	Thiru M. Pushparajan	Assistant Section Officer
51.	Tmt. J. Chenbagalakshmi	Assistant Section Officer
52.	Thiru S. Anbarasan	Assistant Section Officer

53.	Tmt. R. Vijayalakshmi	Assistant Section Officer
54.	Tmt. Mohammed Jameela	Assistant Section Officer
Personal Assistant (₹9300- ₹34800 + G.P. ₹4600)		
1.	Thiru S.Anandavelu	Personal Assistant
2.	Tmt. V.Lalithambal	Personal Assistant
Senior Personal Clerk (₹5200- ₹20200+G.P. ₹4200)		
1.	Thiru L. Murugaperumal	Senior Personal Clerk
2.	Tmt. G.Sudha	Senior Personal Clerk
3.	Thiru V.Gomu	Senior Personal Clerk
Personal Clerk (₹5200- ₹20200+G.P. ₹2800)		
1.	Thiru P. Balasubramanian	Personal Clerk
2.	Tmt. S. Bhavani	Personal Clerk
3.	Tmt. K. Kanimozhi	Personal Clerk
4.	Tmt. D.Sivagami	Personal Clerk
5.	Tmt. K.M. Amsaveni	Personal Clerk
6.	Tmt. D.Kanmani	Personal Clerk
7.	Selvi. P. Arumuga Sundari	Personal Clerk
8.	Thiru. N.R. Prem Kumar	Personal Clerk
9.	Selvi. A. Asha Beevi	Personal Clerk
Assistant (₹5200- ₹20200+G.P. ₹2400)		
1.	Thiru R.Udayakumar	Assistant
2.	Thiru M.Balamurugan	Assistant
3.	Thiru K.A. Gopalakrishnan	Assistant
4.	Thiru T.S. Swaminathan	Assistant
5.	Thiru G. Muthukumar	Assistant
6.	Thiru V.Kumaragurubaran	Assistant
7.	Tmt. V. Sarala	Assistant
8.	Thiru M.T.Ramachandran	Assistant
9.	Thiru B. Ramesh Babu	Assistant
10.	Thiru D. Srinivasa Raghavan	Assistant
11.	Tmt. S. Gowri Kasi Bala	Assistant
12.	Thiru Rajkumar	Assistant
13.	Thiru A. Yoburaja	Assistant
14.	Thiru D.Lakshmanan	Assistant
15.	Thiru D.Yuvaraja	Assistant
Typist (₹5200- ₹20200+G.P. ₹2400)		
1.	Selvi. S.Meenakshi	Typist
2.	Thiru. V.Muralidharan	Typist

3.	Thiru N.Venkatasubaraman	Typist
4.	Tmt. P.Murugammal	Typist
5.	Tmt. P.Selvi	Typist
6.	Tmt. V.Eswari	Typist
7.	Tmt. R. Poorani	Typist
8.	Thiru S. Venkatesan	Typist
9.	Tmt. S.Prabavathi	Typist
10.	Selvi S. Dhanapackiam	Typist
11.	Tmt.A.Amalamary	Typist
12.	M.Nimala Devi	Typist
13.	Thiru D.Jayasankar	Typist
14.	Tmt.B.S.Uma	Typist
15.	Tmt.I.Santhakumari	Typist
16.	Tmt.P.Meena	Typist
17.	Tmt.P.Sasikala	Typist
18.	Tmt.V.Vanitha	Typist
19.	Thiru M.Parimalanathan	Typist
20.	Thiru V.Babu	Typist
21.	Selvi M.V.Sudha	Typist
22.	Tmt.Hemalatha Premakumari	Typist
Driver (₹5200- ₹20200+G.P. ₹2400)		
1.	Thiru C.Paneerselvam	Driver
2.	Thiru Dilli Rajkumar	Driver
3.	Thiru Karthikeyan	Driver
Despatch Assistant (₹5200- ₹20200+G.P. ₹2400)		
1.	Thiru G. Munuswamy	Despatch Assistant
Record Assistant (₹5200- ₹20200+G.P. ₹2400)		
1.	Thiru M.Srinivasulu	Record Assistant
2.	Thiru D. Uthirakumar	Record Assistant
Record Clerk (₹4800- ₹10000+G.P. ₹1400)		
1.	Tmt R. Arockiamary	Record Clerk
2.	Thiru P. Marimuthu	Record Clerk
3.	Thiru K. Kalaiselvan	Record Clerk
4.	Thiru K. Kannan	Record Clerk
5.	Thiru A. Ghouse Basha	Record Clerk
6.	Tmt. K. Santhanamma	Record Clerk
7.	Thiru P.Kamaraj	Record Clerk
8.	Thiru K.Karthikeyan	Record Clerk

Duffedor(₹4800- ₹10000+G.P. ₹1300)		
1.	Thiru S. Paranthaman	Office Assistant
Office Assistants (₹4800- ₹10000+G.P. ₹1300)		
1.	Thiru M. Tharani Singh	Office Assistant
2.	Tmt. S. Santhi	Office Assistant
3.	Thiru A. Murugan	Office Assistant
4.	Thiru R.Jayaraman	Office Assistant
5.	Thiru R.Palanivel	Office Assistant
6.	Thiru K.Sureshkumar	Office Assistant
7.	Thiru N. Elumalai	Office Assistant
8.	Thiru V. Elumalai	Office Assistant
9.	Thiru C. Vembu	Office Assistant
10.	Tmt.R.Gnanajothi	Office Assistant
11.	Thiru P. Palanikumar	Office Assistant
12.	Thiru Mohammed Hameedudeen	Office Assistant
13.	Thiru D. Alavandar	Office Assistant
14.	Thiru R. Parthasarathy	Office Assistant
15.	Tmt. S.Hilda	Office Assistant
16.	Thiru M.Anandan	Office Assistant
17.	Thiru A.L. Subbiah	Office Assistant
18.	Thiru A. Joseph Maria Lazar	Office Assistant
19.	Thiru A. Badrudeen	Office Assistant
20.	Thiru K.Sivasankar	Office Assistant
21.	Thiru R. Janakiraman	Office Assistant
22.	Thiru K. Loganathan	Office Assistant
23.	Thiru D. Tamilsekaran	Office Assistant
24.	Thiru N.Mohan	Office Assistant
25.	Thiru R. Mani	Office Assistant
26.	Tmt. Fathimunnisa	Office Assistant
27.	Tmt. V.Vijayakakshmi	Office Assistant
28.	Thiru A.Arokiadoss	Office Assistant
29.	Tmt.Fatima Munissa	Office Assistant
30.	Tmt.M.Kalairasi	Office Assistant
31.	Thiru M.Rajendran	Office Assistant
32.	Thiru N.Sekar	Office Assistant
33.	Thiru K.Veerabathiran	Office Assistant
34.	Tmt.S.Jayanthi	Office Assistant
35.	Thiru K.Ganapathy subramaniam	Office Assistant
36.	Thiru P. Senthilkumaran	Office Assistant

Sweeper (₹4800- ₹10000+G.P. ₹1300)

1.	Tmt. C. Ranjani	Sweeper
2.	Tmt. J. Vasanthi	Sweeper
3.	Tmt. B. Balkis	Sweeper

Temporary Assistant (Consolidated pay of ₹5000)

1.	Juli	Temporary Assistant
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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, D.A. HRA, CCA as per the orders in force.

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(1) (b) (xi) of Right to Information Act, 2005

PART II SCHEMES FOR THE YEAR 2009-2010

It has been proposed to implement the following Schemes under Part-II Schemes for 2009-2010.

1. Personnel and Administrative Reforms Department, Secretariat

- I. Purchase of 39 Computers
- II. Purchase of one Dot Matrix Printer
- III. Purchase of 39 Computer Chairs

2. Tamil Nadu Public Service Commission

Purchase of 30 additional Computer with latest configuration, Computer Table and Chairs, Laser Jet Printers, 5 High end Laser Jet Printers, 2 Line Printers, 5 Colour Laser Printers, 5 Laptops, 10 External Hard Disk Drive-1 Terrabyte and one copier.

3. Directorate of Vigilance and Anti-Corruption

Purchase of 35 Computers & accessories, 3 Photo Copier Machines & 6 Digital Video Cameras and Furniture and Steel Security Boxes.

4. Anna Institute of Management

Provision of Wire Mesh for Windows of Hostel Rooms (48 Nos.) and Guest rooms (4 Nos.), Purchase of 5 Water purifiers for the hostel and administration wing of Anna Institute of Management, 30 Laser Printers, provision of connectivity through Local Area Net work, basic cutlery, Refrigerator, etc., for Hostel / Guest House, purchase of 20 Lap Tops for setting up of smart classroom, 10 Television in mahizhampoo hostel rooms, Software for Library, Furniture for Office, Colour Television for Hostel and Two split Air-conditioners for class room.

5. All India Civil Services Coaching Centre

Provision of Netlon for hostel rooms, purchase of Vessels and Refrigerators, Reverse Osmosis System (Water Purifier), Plastic Chairs for hostel rooms, 29" Colour Television, 4 Nos. of New Steel Cupboard and Lap Top Computers.

6. Tamil Nadu Civil Services Training Institute, Bhavanisagar.

Repair works for Deputy Tahsildars Dining Hall, Special Repairs to Auditorium, purchase of Sports Articles, provision of Fire extinguisher for New Computer Lab, Audio Visual Equipments for Auditorium, Special Repairs to Mess and Store rooms, purchase of Vessels, Grinders, Mixies and other crockeries for Mess, Library books, provision of Intercom facilities between Principal's chamber and Personal Clerk room, Air-conditioners for new Computer Lab and Purchase of two computers and one Printer for Improvement to Office Automation.

REVISED BUDGET ESTIMATE

The Accounts of the year 2004-2005, the Revised Estimate for the year 2005-2006, the Interim Budget Estimate for the year 2006-2007 and Revised Budget Estimate for the year 2006-2007 are furnished under the following Head of Accounts :-

(Rupees in Thousands)

Sl.No	Account. No	Head of Account	Accounts 2004-2005	Revised Estimate 2005-2006	Interim Budget Estimate 2006-2007	Revised Budget Estimate 2006-2007
1	2052	Personnel and Administrative Reforms Department	4,35,87	4,86,21	5,12,74	5,37,51
2	2052	Assistance to Anna Institute of Management	78,62	1,16,42	1,06,63	1,14,13
3	2052	Organisation and Methods Cell	20,78	31,22	35,26	34,66
4	2053	Inspection Cell in the Districts	1,35,13	1,00,67	1,30,04	1,34,00
5	2070	Payment to the Society of Administrative Staff College of India, Hyderabad	5	5	5	5
6	2070	Grants to the Indian Institute of Public Administration, New Delhi	1,00	1,00	1,00	1,00

7	2075	Assistance to the Tamil Nadu Government Officials Union	-1,31	5	5	5
8	2075	Assistance to the Tamil Nadu Secretariat Association towards expenditure on Employment of Staff	--	1	1	1
9	2075	Assistance to Tamil Nadu Secretariat Association towards recreational activities	--	1	1	1
10	2075	Assistance to Tamil Nadu Office Assistants and Basic Servants (Central) Association	12	1	1	1
11	2075	Assistance to the Tamil Nadu Government Departmental Drivers Association	17	2	2	2
12	2075	Assistance to Tamil Nadu Secretariat Section Officers Association	--	1	1	1
13	2075	Assistance to Tamil Nadu Secretariat Officers Association - Grants towards employment of staff	--	1	1	1
14	2070	Directorate of Vigilance and Anti-Corruption	11,16,14	12,39,40	14,43,12	14,83,11
15	2070	Directorate of Vigilance and Anti-Corruption - Supply of some essential commodities to Police personnel on Deputation	4,70	3,00	3,00	3,00
16	2070	Settlement of Air Travel expenses incurred by user Department under the codal control of Directorate of Vigilance and Anti-Corruption	1,06	3,00	3,00	3,00
17	2070	State Vigilance Commission	36,44	42,51	46,49	46,17
18	2051	Tamil Nadu Public Service Commission - Charged Voted	8,59,81 --	10,35,68 --	11,27,71 --	11,03,77 38,00
19	2059	Buildings- TNPSC administered by Chief Engineer Buildings - Charged Voted	-- 13,33	13,85 13,85	13,85 24,59	-- 38,44
20	2014	Tamil Nadu Administrative Tribunal	30,34	33,60	33,77	34,61
21	2070	Tamil Nadu State Administrative Tribunal	89,57	85,20	90,63	93,85
22	2070	Civil Service Training A&B Groups for Foundational Training at Anna Institute of Management	16,87	20,58	18,17	18,54
23	2070	All India Civil Services Coaching Centre under Anna Institute of Management	4,69	--	--	--
24	2225	Pre-Examination Training Centre for Training of SCs and STs for All India Services Examination	21,60	27,56	26,17	26,32
25	4070	Construction of Building at Bhavani Sagar Training Institute	--	--	--	21,50

26	2070	Civil Services Training Institute at Bhavanisagar	57,64	82,94	80,33	1,00,76
27	2052	Tribunal for Disciplinary Proceedings, Chennai	24,95	32,69	37,93	37,63
28	2052	Tribunal for Disciplinary Proceedings, Coimbatore	17,41	23,34	26,20	25,93
29	2052	Tribunal for Disciplinary Proceedings, Madurai	13,09	20,15	22,15	21,79
30	2052	Tribunal for Disciplinary Proceedings, Tirunelveli	15,64	20,36	20,47	19,83
31	2052	Tribunal for Disciplinary Proceedings, Nagercoil	14,46	17,31	19,25	18,39
32	2052	Tribunal for Disciplinary Proceedings, Ramanathapuram	13,68	15,63	17,80	17,51
33	2052	Tribunal for Disciplinary Proceedings, Salem	13,29	17,47	17,72	17,43
34	2052	Tribunal for Disciplinary Proceedings, Vellore	12,38	19,57	21,07	20,59
35	2052	Tribunal for Disciplinary Proceedings, Tiruchirappalli	10,82	12,97	14,36	14,77
36	2052	Tribunal for Disciplinary Proceedings, Thanjavur	14,30	18,14	20,30	20,24
		Total	30,72,64	35,34,49	39,13,92	40,46,65

₹ 40,46,65,000/-

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

The manner of execution of subsidy programme, including the amounts allocated
and the details of beneficiaries of such programmes
under section 4(1) (b) (xii) of Right to Information Act, 2005

--Not Applicable--

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

Particulars of recipients of concessions, permits or authorisations granted
by it under section 4(1) (b) (xiii) of Right to Information Act, 2005

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

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

Details in respect of the information available to or held by it, reduced in an
electronic form
under section 4(1)(b) (xiv) of Right to Information Act, 2005

1) Government Orders which are of interest to the public and Government Servants, Letters, Service Rules, etc., are fed into the Secretariat Network and also into the Tamil Nadu Government Website then and there.

2) All the instructions regarding the procedure for deputation of Government Servants for training / seminars / workshop within India / abroad.

3) Tamil Nadu Civil Services (Discipline and Appeal) Rules and Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules 1955.

(www.tn.gov-departments subhead P&A.R)

4) All the information regarding the functioning of the Anna Institute of Management (Administrative Training Institute of the State) Chennai-28.

(www.annainstitute.org)

5) All the information regarding the functioning of the All India Civil Services Coaching Centre, Chennai-40 (www.allindiacivlservice.com)

6) All the information regarding the functioning of the Civil Service Training Centre, Bhavanisagar. (www.civilservicetraininginstitute.bhavanisagar.com)

7) All the information regarding the functioning of the Directorate of Vigilance and Anti- Corruption. (www.dvac.tn.gov.in)

Department of Personnel and Administrative Reforms
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(Training)

Particulars of facilities available to citizens for obtaining information
under section 4(1) (b) (xv) of Right to Information Act, 2005

This department does not have any Public Library or reading room for public use.

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

Name and Designation and other particulars of Public Information
Officers under section 4(1)(b) (xvi) of Right to Information Act, 2005

Public Information Officer:

Name	Subject	STD Code	Phone No. Office:	Residence	Address
Tmt. A. Suguna M.A., B.L., Under Secretary (Office Procedure)	Office Procedure- Budget Contingencies	044	25675437	26183766	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Tmt. C.B. Shanthi B.A. B.Ed. Under Secretary (Ser-I)	Health – Home TNGS – Police – Services-V Placement – US Estt. under One Unit	044	25665978	9840194329	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Tmt. G. Vijaya, M.A, Under Secretary (Services –III)	Agri-AHF&Diary-HC- T & A – LF –Trans. - HHTK – TN High court service/T.N. Judicial service – ADW – BC – Employment t& Trg. Creation and Continuation of Temp. post – Compassionate Appointment	044	25665836	26741862	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Tmt. S. Malathi, B.Sc Under Secretary (Disciplinary Estt.)	DV & AC / CD.Ps Establishment	044	25665145	25508957	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru C.Manickam, B.A. Under Secretary (FR-II)	Pay fixation & Amendment to FR	044	25665845	9445142513	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru S.Ulaganathan B.Sc., B.L. Under Secretary (Disciplinary Matters)	D & A Rules – RTI Act, 2005 – TNIC Estt. Disciplinary Cases	044	25665252	9444885882	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.

Tmt. S. Manohari, B.A., Under Secretary to Government (SE)	Estt. matters relating to SO – PS – PA – Sr. PC ,PC – Sr. Typist, Typist – Sectt. Pay Parity with Finance	044	25665502	26448096	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru M.Malarvizhi, M.Sc, Under Secretary (Services – IV)	TN Engg.Esst., Labour Servie&TN Civil Services, Joint Council, Service Associations	044	25665826	9003146514	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Tmt.M.Mallika B.Sc, Under Secretary (Services –V)	Inds. – Co-op. –RD – MAWS –Estt. matters relating to TNPSC, TN basic Services	044	25665095	9444871227	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru S.Franklin Jayakumar MA.,B.L., Under Secretary to Government (Gl)	T.N.G.S.C, Rule 1973, Business Rules, TNSSS Rules, Preparation of Panel of Rev,Regn and TN civil Service.	044	25665310	9444328651	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru P.Poonthasamy, B.A.B.L Under Secretary to Government (Trg)	Estt matters relating to A.I.M., C.S.T.I., and all training prog. within the country and abroad-Sectt .trg.Institute	044	25665845	22760563	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru.K.Ganesan M.A., B.L Under Secretary to Government (FR-II)	Duputation, T.N.Leave Rules, VRS	044	25665506	9445384662	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Tmt.S.Pushpam,M.Sc	T.N.Ministerial, T.N.J.M.S, Computer Cell, EFPS, PINFOSYS	044	25665060	9444682735	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.

Appellate Authority:

Name	Designation	STD Code	Phone No. Office:	Residence	E-mail	Address
Thiru S.Gunasekaran, M.A	Additional Secretary to Government (Budget & Estt.)	044	25672166	24751819	pardsbe@tn.gov.in	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru N.P.Sundaravelu., B.Sc	Joint Secretary to Government (Rules)	044	25665310	23820977	pardsrule@tn.gov.in	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.

Thiru S.Anantha Padmakumar, B.A	Joint Secretary to Government (AR)	044	25673235	24800404	parjsar@tn.gov.in	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru V.Chandrasekaran, M.A.M.L.MBA	Joint Secretary to Government (Per)	044	25671449	9444202772	pardsper@tn.gov.in	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru M.Kannan.,B.A	Deputy Secretary to Government (Services)	044	25674887	9383564898 8056205756	pardsser@tn.gov.in	Personnel and Administrative Reforms Department Secretariat, Chennai-9.
Thiru V.Maharajan B.A.,B.G.L.	Deputy Secretary to Government (O&M)	044	25672172	9677053765	Pardsoandm@tn.gov.in	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru D.N.Sekar	Deputy Secretary to Government //(IO-1)	044	25675182	9444049210	pario1@tn.gov.in	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Thiru N.Thankaraj	Deputy Secretary to Government //(IO-2)	044	25678915	22261307 9444959189	pario2@tn.gov.in	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
Tmt. C.Nalini	DRO/(IO-3)	044	25673435	9865746826	pario3@tn.gov.in	Personnel and Administrative Reforms Department, Secretariat, Chennai-9.

Department of Personnel and Administrative Reforms
including Personnel and Administrative Reforms
(Training)

Such other information as may be prescribed under section 4(i)(b) (xvii) of
Right to Information Act, 2005

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M.KUTRALINGAM
PRINCIPAL SECRETARY TO GOVERNMENT