

# ANNA INSTITUTE OF MANAGEMENT

(Sponsored by Government of Tamil Nadu)  
“MAHIZHAMPOO”, P.S. KUMARASAMY RAJA SALAI  
(GREENWAYS ROAD)  
R.A. PURAM  
CHENNAI – 600 028

Manual under Section 4(1)(b) of the Right to Information Act, 2005  
Revised as on 30/06/2011

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Government of Tamil Nadu) "MAHIZHAMPOO", P.S.  
KUMARASAMY RAJA SALAI (GREENWAYS ROAD),  
R.A. PURAM  
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**MANUAL UNDER SECTION 4(1)(B) OF THE RIGHT TO  
INFORMATION ACT, 2005**

**YOUR RIGHT TO INFORMATION  
RIGHT TO INFORMATION ACT, 2005**

Right to Information is among the fundamental rights of citizens of any democratically governed state. All the sections of the Right to Information Act, 2005 have come into force on the 12th October 2005. The aim of the Act is to promote transparency and accountability of the Government, by empowering the citizens to get information from the Government and making the Government duty bound to provide the required information.

## **Salient features of the Act**

The Act describes the obligation of the public authorities under Sec.4(1) which include maintaining, cataloguing and indexing of records in a manner which facilitates the availability of information to the public. Information of 17 kinds is to be published and updated every year. This is to facilitate easy availability of information to the public.

The full text of the Act can be browsed in <http://righttoinformation.gov.in>

The Office of the Director, Anna Institute of Management and Director General of Training, Chennai, is a 'Public Authority' within the purview of Right to Information Act.

### **I. The particulars of organization, functions & duties**

Anna Institute of Management (AIM) is registered as a Society under the Societies Registration Act, 1975. It is sponsored by the Government of Tamilnadu. It started functioning from 1981. The composition of the Governing Committee is as follows:

1. Hon'ble Minister for Law, Courts and Prisons Govt. of Tamil Nadu, Chennai-9	- Chairman
2. Chief Secretary to Government Govt. of Tamil Nadu, Chennai-9	- Vice Chairman
3. Secretary to Government Personnel and Administrative Reforms (Training) Department Chennai – 9	- Member
4. Principal Secretary to Government Finance Department Chennai – 9	- Member
5. Joint Secretary to Government Government of India Department of Personnel and Training New Delhi	- Member

6. Vice-Chancellor Anna University Chennai	- Member
7. Director Institute for Financial Management and Research Chennai	-Member
8. Thiru V.Vidyasagar Associate Professor Anna Institute of Management Chennai – 600 028	- Member
9. D.Ponnusamy Associate Professor Anna Institute of Management Chennai – 600 028	- Member
10. Dr. S. Ramani Management Consultant Chennai – 600 037	- Member
11. Director Anna Institute of Management and Director General of Training Chennai – 600 028	-Member and Secretary
12. Chairman Tamil Nadu Electricity Board Chennai – 600 002	- Donor Member
13. Chairman Tamil Nadu Water Supply and Drainage Board Chennai	- Donor Member

**The main objectives of AIM are:**

- To impart knowledge and skills to prospective and practising managers and administrators
- To assist in the application of management concepts and techniques through consultancy and extension services.
- To disseminate knowledge on management through seminars, conferences, journals, etc.
- To carry out research with a view to developing knowledge in management relevant to Indian conditions.

## **Activities**

- AIM offers training to officers of Government of Tamil Nadu, Government of India, other State Governments and Public Sector Undertakings in the areas of General Administration, Information Technology, Finance, Marketing, Behavioural Science, Personality Development, etc.
- AIM has a National Disaster Management Cell sponsored by the Government of India.
- AIM offers consultancy both for Indian and International bodies.
- AIM has facility for undertaking research leading Ph.D. in Management with specialization in Finance.

## **II. Powers and duties of Officers and Employees**

Delegation of powers of Director, Administrative Officer and Finance and Accounts Officer (Res.No.20 of GC Meeting dt.12.10.87)

### **I.DIRECTOR**

1. Approval for training programmes / workshops / seminars and the course / participant's fee.
2. Approval for undertaking consultancy terms and cost.
3. Approval for collaboration with other institutions in the conduct of programmes / workshops/ seminars and the terms and cost.
4. Approval of Guest Faculty, fee in excess of standard rate, fee in the form of momento within the standard rate / exceeding the standard rate. Expenditure on cost of travel / accommodation / local trips / honorarium for resource personnel.
5. Sanction of Casual leave, earned leave, unearned leave, on medical certificate, unearned leave on private affairs, leave on loss of pay, surrender of earned leave, grant of increment, fixation of pay to Faculty Members, Administrative Officer and Finance and Accounts Officer. Commencement and declaration of completion of probation and regularisation of service of directly recruited faculty and officers.
6. Permission for the tours of the Faculty Members and officers / employees / resource personnel. Approval of T.A. Bills of Faculty Members / Administrative Officer / Finance & Accounts Officer / Resource Personnel / GC Members outside Madras city.
7. Sanction of Education, Festival, Handlooms, Khadi, Pay, Transfer T.A. Tour Advance and other advances to Faculty Members, Finance & Accounts Officer and Administrative Officer.
8. Permitting Faculty Members to accept lectures as Guest Faculty in other institutions.
9. Sanction of medical claims in excess of the ceiling fixed in the service rules for all officers and staff and medical claims of Administrative Officer.
10. Appointment of employees (All categories)
11. Approval of Selection of books, periodicals for the Library.
12. Approval for engagement of taxis.
13. Approval for release of Advertisement.
14. Sanction for investment of funds not required for immediate use.
15. Disciplinary action against officers and staff as outlined in the "Disciplinary Control and Appeal Rules" of the Anna Institute of Management.

16. Sanction of Leave Travel Concession to Faculty Members, Finance and Accounts Officer, Administrative Officer and other officers above the level of Programme Officer.
17. Approval of expenditure not delegated to the Administrative Officer.
18. Sanction of Conveyance Advance to the employees of AIM (Res.No.12 of GC Meeting held on 12.10.87).
19. Sanction of Education advance to the employees above the level of Programme Officer (Res.No.14 of GC Meeting dt.19.3.94)
20. Condemnation/write off of unserviceable articles as per annexure (Res.No.EC/11 Meeting dt.31.8.94)
21. Grant permission to the employees of AIM to acquire additional qualification , privately / through correspondence and to issue a Service Certificate to that effect to all the officers and staff of AIM (Res.No.EC/22 dt.31.8.94)
22. To award the medal / certificates to the Drivers of AIM (Res.No.EC/24 dt.31.8.94)
23. To create or revive any post based on exigencies but subject to placing the same before the next EC meeting (Res.No.EC/93 dt.22.3.96)

## **II. ADMINISTRATIVE OFFICER:**

1. Sanction of C.L., E.L., Unearned leave on medical certificate, Unearned leave on private affairs, leave on loss of pay, grant of increment, fixation of pay, commencement and declaration of probation, regularisation of services of all staff members upto including the level of Programme Officer, Settlement of Pension and leave salary contribution to the Faculty Members, Officers and staff members on deputation.
2. Settlement of medical claims to faculty, Finance & Accounts Officer and other staff members.
3. Sanction of Education, Festival, Handloom, Khadi, Pay, Transfer T.A., Tour T.A. advances and other advances to staff members upto and including the level of Programme Officer.
4. Settlement of T.A. claims of all staff members upto and including the level of Programme Officer.
5. Sanction of conveyance charge of faculty members, officers and staff members, over-time and batta claims of staff members and drivers.
6. Appointment of casual labour in the absence of Office Assistant and Typist on daily wages basis.
7. Disciplinary action as per the "Discipline control and Appeal Rules" of the Anna Institute of Management.
8. Sanction for purchase of stationery articles, folders, certificate folder, covers, letter pads / calendars and other stationery articles and stores.
- 8(a) Expenditure on Sundry office expenses like washing and cleaning articles (Phenyl, soap), towel, flask, crockery, chalk piece, dusters, etc.
9. Settlement of bills for the purchase of books and periodicals approved by the Director, including renewal of subscription of periodicals.
10. Sanction for purchase and repairs of office equipments (typewriters, electronic stencil cutter, duplicating machines, plain paper copier, xerox machine, etc.) signing of service contracts and settlement of service charges for the office equipments.

11. Sanction for the purchase and repairs of audio visual equipments (film projector, slide projector, overhead projector, public address system, T.V., VCR / Audio / Video Cassettes) water cooler and other equipments.
12. Sanction for purchase and repairs of furniture.
13. Sanction for fuel, repair charges and spare parts, insurance charges / taxes to the vehicles.
14. Sanction for the telephone and telex bills, including rent, electricity charges and deposits.
15. Sanction for expenditure on filling the franking machine and postage.
  
16. Sanction of expenditure on printing of call letters, brochures and course materials.
17. Sanction of honorarium to the Guest Faculty at the approved rate.
18. Entering into contract for catering for the training programmes etc.
19. Settlement of catering charges for training programmes, PGDMC programme and Meetings.
20. Sanction for refreshment charges, garlands and decoration for the meetings.
21. Approval for the photography charges
22. Approval for the taxi charges.
23. Sanction for repairs/maintenance charges to the office building including electric installations.
24. Payment of delegate fee and purchase of tickets to faculty members deputed for seminars, etc. for the deputations approved by the Director.
25. Sanction of Advertisement charges.
26. Refund of course fee, caution deposit and security deposit.
27. Physical verification of office stores, furniture, stationery, library books, equipments and machinery including audio visual equipments.
28. Sanction of Leave Travel Concession to all employees upto the level of Programme Officer.
29. Sanction of Conveyance advance upto the level of Programme Officer. (C.R.No.10/92 dt.3.12.92)
30. Sanction of Education Advance to employees upto and including the level of Programme Officer. (Res.No.14 of GC Meeting dt.19.394)
31. Condemnation/write off of unserviceable articles. (Res.No.EC/11 of EC Meeting dt.31.8.94)

**Note:** The Administrative Officer will restrict his sanction for recurring and non-recurring items of expenditure upto Rs.50,000/-.

### **III. FINANCE AND ACCOUNTS OFFICER:**

1. Finance & Accounts Officer will exercise the powers delegated to the Administrative Officer in his absence.
2. Approval of salary bills.

### III. The procedure followed in the decision making process – including channels of supervision and accountability

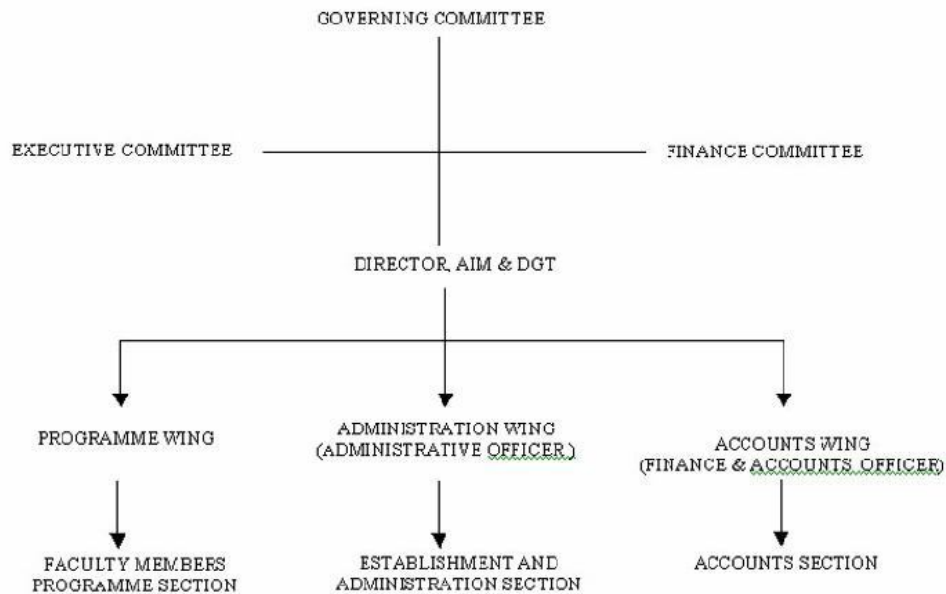
The highest decision making authority is the Governing Committee of the Institute, which functions as per the Memorandum and By-laws of the Society. The Governing Committee has two Sub-Committees namely the Executive Committee and the Finance Committee.

The Director is the overall incharge of the day to day administration of the Institute and conduct of training as per the calendar of programmes. He is also the Member-Secretary of the Governing Committee.

The Administrative Officer is incharge of Office Administration, Purchases, Motor Vehicles, Building maintenance, Auditorium, Guest house and hostel. He is empowered to accord financial sanction upto Rs.50, 000/-. He has to operate bank accounts jointly with Finance and Accounts Officer.

The Finance and Accounts Officer is incharge of preparing budget, maintaining the fixed deposits and bank accounts, cash transactions and watching the audit report every year. He has to operate bank account jointly with Administrative Officer.

The Organisation chart of the Institute is as follows:



#### **Iv. The Norms Set For The Discharge of Functions**

The Main function of the institute is conducting training programmes. Every year a **calendar** of programmes is drawn up and programmes are conducted accordingly. In addition, based on the request from client organizations programmes are also conducted.

#### **V. The Rules, Regulations, Instructions, Manuals and records held by it, or under its control, or used by its employees for discharging its functions.**

Since Anna Institute of Management is registered under Societies Registration Act 1975, the basic Rules and Regulations are the Memorandum of Association and By-laws of the Society.

Service Rules, Conduct Rules, Discipline Control & Appeal Rules regulate the staff.

The Training Manual, Consultancy Manual, Finance and Accounts Manual are used to regulate the concerned activities.

#### **VI. Statement of the categories of documents that are held by it or under its control:**

- Files, Registers, Books of accounts and records relating to Office General Administration
- Training manual, Course materials, Training programme calendar
- Library books on various topics
- CDs on various topics

#### **VII. 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.**

Policy is formulated at Government level. The Institute is guided in its work by the Governing Committee headed by the Hon'ble Minister for Law, Courts and Prisons. The Committee includes external experts.

**VIII. State 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 the meetings of those Boards, Councils, Committees and other bodies are open to Public or the Minutes of such Meetings are accessible for public.**

Composition of the Governing Committee has been given under Section I. The composition of the Executive Committee and Finance Committee are as follows:

**Executive Committee**

1. Chief Secretary to Government Govt. of Tamil Nadu	-Chairman
2. Vice-Chancellor Anna University Chennai	- Member
3. Director Anna Institute of Management and Director General of Training Chennai - 600 028	- Member
4. Secretary to Government Personnel and Administrative Reforms(Training) Department Chennai – 600 009	- Member
5. Principal Secretary to Government Finance Department Chennai – 600 009	- Member
6. Director Institute for Financial Management And Research Chennai	- Member

**Finance Committee:**

1. Director Anna Institute of Management and Director General of Training Chennai – 600 028	- Chairman
2. Secretary to Government Personnel and Administrative Reforms(Training) Department Chennai – 9	- Member
3. Principal Secretary to Government Finance Department Chennai – 9	- Member

Deliberations of the Governing Committee, Executive Committee and Finance Committee are purely Administrative in nature and the minutes are not accessible by the Public.

## IX Directory of Officers & Employees

S.No	Name	Designation	Telephone Nos.			
			Direct	PABX	Extn	Fax
1	Thiru D.Jothi Jagarajan, IAS	Director, AIM & DGT	24951455	24937170 24938247 24610300	101	24937062
2	Thiru. Gunasekaran IFS	Faculty Member		-do-		
3	Dr. M. Ravichandran	Dean (Academic)		-do-		
4	D. Ponnusamy	Associate Professor		-do-		
5	V. Vidyasagar	Associate Professor		-do-		
6	Dr. Arasu Sundaram	Assistant Professor		-do-		
7	M.S. Anand	Faculty Member (IT)		-do-	209	
8	H. Rajamoni Suseelan	Faculty Member		-do-		
9	C.S Harikrishnan	Administrative Officer		-do-	105	
10	A.R. Rajalakshmi	Finance & Accounts Officer		-do-	106	
11	A. Santhi	Faculty Member (IT)		-do-		
12	N.S. Nirmala	Private Secretary (Sr.)		-do-		
13	S. Subbarayalu	Private Secretary		-do-		
14	N. Madhavan Pillai	Research Assistant – Gr I		-do-		
15	C. Selvapangi Thangaraj	Librarian Grade II		-do-		
16	P. Arumugham	Superintendent		-do-		
17	K. Malligha	Superintendent		-do-		
18	V. Krishna Rao	Superintendent		-do-		
19	N.K. Vanaja	Assistant S.G.		-do-		
20	P. Lakshminarayanan	Superintendent		-do-		
21	R. Nandini	Assistant.		-do-		
22	S. Janani	Assistant		-do-		
23	A.L.S.V. Kumaran	Steno typist Gr.II.		-do-		
24	K. Padmanabhan Pillai	Steno typist Gr.II.		-do-		
25	S. Selvakumar	Steno typist Gr.II.		-do-		
26	R. Chandrasekaran	Steno typist		-do-		
27	D. Solaiyappan	Steno typist		-do-		
28	N. Sankar	Junior Assistant		-do-		

29	S. Jothi	Driver Spl. Grade	-do-		
30	B. Deenadayalan	Driver	-do-		
31	V. Dasaradhan	Driver	-do-		
32	A. Udayakumari	Record Assistant	-do-		
33	S. Subramanian	Record Clerk	-do-		
34	M. Thangadurai	Record Clerk	-do-		
35	M. Elumalai	Office Assistant Spl. Grade	-do-		
36	S. Ulaganathan	Office Assistant Spl. Grade	-do-		
37	G. Selvaraj	Office Assistant Spl. Grade	-do-		
38	P. Ravivarma	OA cum Driver	-do-		
39	S. Durairaj	Caretaker	-do-		
40	B.N. Srinivasa Rao	Office Assistant	-do-		
41	A. Ashok kumar	Office Assistant	-do-		
42	R. Dayalan	Office Assistants	-do-		
43	S. Kumar	Watchman	-do-		

**X. The monthly remuneration received by each Officers and Employees, Including the system of compensation as providing in it regulations**

Monthly Remuneration received by Officers and Staff of AIM, with grade and pay scale

S.No.	Name of Official	Designation	Scale of pay
1	Thiru D. Jothi Jagarajan, IAS	Director, AIM & DGT	37400-67000 + Grade pay 10000
2	Thiru.R. Gunasekaran IFS	Faculty Member	37400-67000 + Grade pay 10000
3	Dr. M. Ravichandran	Dean (Academic)	37400-67000 AGP10000
4	D. Ponnusamy	Associate Professor	37400-67000 AGP 9000 + 1000 PP
5	V. Vidyasaagar	Associate Professor	37400-67000 AGP 9000 + 1000 PP
6	Dr. Arasu Sundaram	Assistant Professor	15600-39100 AGP 8000
7	M.S. Anand	Faculty Member (IT)	15600-39100 (PB3) + Grade Pay 7600
8	H. Rajamoni Suseelan	Faculty Member	15600-39100 (PB3) + Grade Pay 6600
9	C.S Harikrishnan	Administrative Officer	15600-39100 (PB3) + Grade Pay 5400
10	A.R. Rajalakshmi	Finance & Accounts Officer	15600-39100 (PB3) + Grade Pay 6600
11	A. Santhi	Faculty Member (IT)	15600-39100 (PB3) + Grade Pay 5700
12	N.S. Nirmala	Private Secretary	15600-39100 (PB3) + Grade Pay 6600
13	S. Subbarayalu	Private Secretary	9300-34800 (PB2) + Grade Pay 4600
14	N. Madhavan Pillai	Research Assistant – Gr I	15600-39100 Grade Pay 5400
15	C. Selvapangi Thangaraj	Librarian Grade II	9300-34800 (PB2) + Grade Pay 4200
16	P. Arumugham	Superintendent	9300-34800 (PB2) + Grade Pay 4800
17	K. Malligha	Superintendent	9300-34800 (PB2) + Grade Pay 4800
18	V. Krishna Rao	Superintendent	9300-34800 (PB2) + Grade Pay 4800
19	P. Lakshminarayanan	Superintendent	9300-34800(PB2)+Grade Pay 4800
20	N.K. Vanaja	Assistant S.G.	9300-34800 (PB2) + Grade Pay 4200
21	R. Nandini	Assistant.	5200-20200 (PB1) + Grade Pay 2400
22	S. Janani	Assistant	5200-20200 (PB1) + Grade Pay 2400
23	A.L.S.V. Kumaran	Steno typist Gr.II	9300-34800 (PB2) + Grade Pay 4200
24	K. Padmanabhan Pillai	Steno typist Gr.II	9300-34800 (PB2) + Grade Pay 4200

25	S. Selvakumar	Steno typist Gr.II	9300-34800 (PB2) + Grade Pay 4200
26	R. Chandrasekaran	Steno typist	5200-20200 (PB1) + Grade Pay 2400
27	D. Solaiyappan	Steno typist	5200-20200 (PB1) + Grade Pay 2400
28	N. Sankar	Junior Assistant	5200-20200 (PB1) + Grade Pay 2000
29	S. Jothi	Driver Spl. Grade	5200-20200 (PB1) + Grade Pay 2600
30	B. Deenadayalan	Driver	5200-20200 (PB1) + Grade Pay 2000
31	V. Dasaradhan	Driver	5200-20200 (PB1) + Grade Pay 2000
32	A. Udayakumari	Record Assistant	5200-20200 (PB1) + Grade Pay 2000
33	S. Subramanian	Record Clerk	5200-20200 (PB1) + Grade Pay 2000
34	M. Thangadurai	Record Clerk	5200-20200 (PB1) + Grade Pay 1800
35	M. Elumalai	Office Assistant Spl. Grade	5200-20200 (PB1) + Grade Pay 1800
36	S. Ulaganathan	Office Assistant Spl. Grade	5200-20200 (PB1) + Grade Pay 1800
37	G. Selvaraj	Office Assistant Spl. Grade	5200-20200 (PB1) + Grade Pay 1800
38	P. Ravivaman	OA cum Driver	4800-10000 (PB1A) + Grade Pay 1650
39	S. Durairaj	Caretaker	4800-10000 (PB1A) + Grade Pay 1650
40	B.N. Srinivasa Rao	Office Assistant	4800-10000 (PB1A) + Grade Pay 1300
41	A. Ashok kumar	Office Assistant	4800-10000 (PB1A) + Grade Pay 1300
42	R. Dayalan	Office Assistant	4800-10000 (PB1A) + Grade Pay 1400
43	S. Kumar	Watchman	4800-10000 (PB1A) + Grade Pay 1300

**XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

The details of budgetary allocation for the year 2011-2012 under various heads is as follows: (BE)

Establishment expenses	- Rs. 2,37,73,000/-
Contingent expenses	- Rs. 42,52,000/-
Capital expenses	- Rs. 2,90,000/-
Programme expenses	- Rs. 84,39,000/-
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	Rs. 3,67,54,000/-
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The budgetary allocation is for meeting the administrative expenses like salaries, traveling, telephone, electricity and programme expenses. Further a sum of Rs.28.02 Lakhs have been sanctioned under PartH Scheme for 2011-12.

**XII. The Manner of Execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**

NIL

**XIII. Particulars of recipients of concessions, permits or authorizations granted by it.**

NIL

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

The Office of the Director, Anna Institute of Management and Director General of Training has a website, You may visit at: <http://www.annainstitute.org/>

No fee is charged to visit our above Portal or to download or print the information contained therein.

**XV. The Particulars of facilities available to citizens for obtaining information including the working hours of a Library or reading room, if maintained for public use.**

The Library is meant only for Faculty Members of the institute and participants. It is not open to the public.

**XVI. The names, designations and other particulars of the Appellate Authority and Public Information Officer.**

1. Thiru V. Vidyasagar, Faculty Member - Appellate Authority
  
2. Thiru C.S Harikrishnan, Administrative Officer - Public Information Officer

Address: Office of the Director, Anna Institute of Management  
and Director General of Training  
"MAHIZHAMPOO", 163/1 P.S. Kumarasamy Raja Salai  
(Greenways Road), R.A. Puram  
Chennai – 600 028

Phone : 24937170  
24938247  
24937590

Fax : 24937062

**XVII. Such other information as may be prescribed**

More information about the Institute is available at <http://www.annainstitute.org/>

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