



**GOVERNMENT OF TAMIL NADU
PLANNING, DEVELOPMENT AND
SPECIAL INITIATIVES DEPARTMENT
MANUAL UNDER SECTION 4 (1) (b) RIGHT
TO INFORMATION ACT 2005.**

**PLANNING, DEVELOPMENT & SPECIAL INITIATIVES
DEPARTMENT**

GOVERNMENT OF TAMIL NADU

INTRODUCTION

Right to Information Act 2005 is an act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

And whereas it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

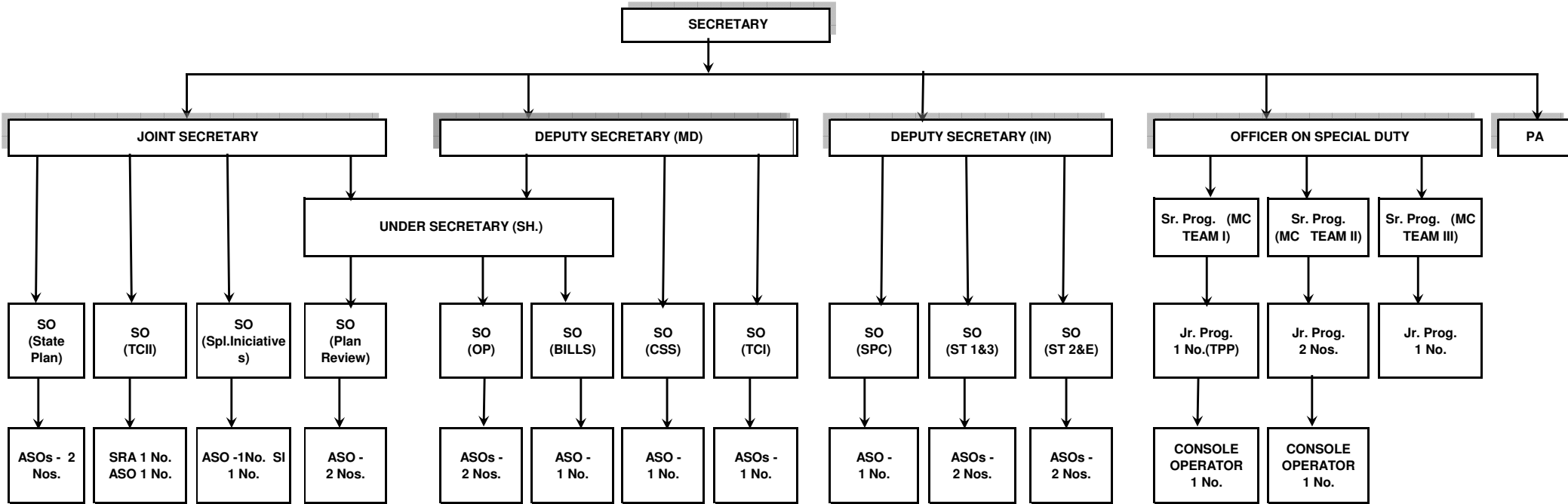
Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

CHAPTER -2

Particulars of Organisation, Functions and Duties

The Planning Development and Special Initiatives Department is a unit in the Tamil Nadu Secretariat Organisation, in the Tamil Nadu Government. The Organisation setup of the Department is as follows:

**ORGANISATION CHART OF
PLANNING, DEVELOPMENT and SPECIAL INITIATIVES DEPARTMENT**



As on 26.02.2007

The functions and duties of Planning, Development and Special Initiatives Department are:

- i. Finalisation of Five Year Plans and Annual Plans in consultation with Union Planning Commission.
- ii. Monitoring of Plan Schemes and Centrally Sponsored Schemes, Schemes shared between State and Centre.
- iii. Monitoring of poverty alleviation programmes such as Twenty Point Programme and Prime Minister's Gramodaya Yojana (PMGY).
- iv. Overseeing the implementation of Hill Area Development Programme and Western Ghats Development Programme.
- v. Overseeing the functioning of Special Officer, World Trade Organisation (WTO) Cell.
- vi. Review of progress of major infrastructure projects.
- vii. Convergence and overseeing of schemes taken up under Special Initiatives.
- viii. Coordination of projects taken up under Infrastructure Investment Plan for Chennai Metropolitan Area.
- ix. Preparation of Plan Budget Link for the Annual Plans.
- x. Attending the works relating to National Development Council meetings.
- xi. Coordination of the schemes relating to Remote Sensing.
- xii. Overseeing implementation of the schemes under Rashtriya Sam Vikas Yojana.
- xiii. The follow up action on the reports of the District Monitoring Officers.

xiv. All miscellaneous work including consolidation of matters relating to the department.

XV. The service matters relating to the staff working in this department and also the service matters and schemes relating to the Heads of Department under the control of this Department viz. Department of Economics and Statistics, Department of Evaluation and Applied Research and State Planning Commission.

Powers and Duties of Officers and Employees

Planning, Development and Special Initiatives Department is headed by the Secretary and he is assisted with Joint Secretary, Deputy Secretary, Officer on Special Duty, Under Secretary, Section Officers and Assistant Section Officers.

The Business of Planning, Development and Special Initiatives Department is divided into 12 Sections i.e. Office Procedure, Bills, Technical Cell-I, Technical Cell-2, State Plan, State Planning Commission, Statistics-1, Statistics-2 & Evaluation, Centrally Sponsored Scheme, Plan Review, Special Initiatives and Monitoring Cell.

Secretary:- The Secretary is the official head of this department and it is his duty to take efficient steps for the prompt dispatch of business in his department.

Joint Secretary, Deputy Secretaries and Officer on Special Duty :-

The duties of these officers are to assist the Secretary who shall, however, delegate sufficient responsibility and authority too them so that the work in the department is handled smoothly and efficiently. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in overall-charge of the department.

SPECIAL OFFICER (WORLD TRADE ORGANISATION CELL AND OFFICER ON SPECIAL DUTY (METRO RAIL PROJECT):- The Director of Evaluation and Applied Research has been nominated as “Special Officer, World Trade Organisation and as

well as "Officer on Special Duty for Chennai Metro Metro Rail Project. This assignment is in addition to his normal duties as Director of Evaluation and Applied Research.

Under Secretary:- The functions of the Under Secretary is to control and supervise the sections placed in his charge. He will instruct them how to deal with papers, both generally and in individual cases. He will see that such instructions are carried out and that papers are properly handled. It is his duty to check delay, superfluous noting and prolixity of language, whether in notes or drafts, and enforce the rigid observance of all rule in regard to such matters as the form and scope of office notes and drafts, the communication of copies of documents as enclosures, referencing, the citation of precedents and authorities, indexing the nature of records that should be printed, and the editing of matter for the Press.

Section Officer:- The Section Officer is responsible generally for the prompt, steady and efficient dispatch of work of his section. He is personally responsible to keep a watch over time-marked references received in the section where final replies have to be sent or final orders issued before a particular date and take appropriate action to put up the cases to the officers in time. He must constantly examine the cases pending with his Assistants to see that they do not delay them; he should advise his Assistants as to the manner in which they should deal with individual cases and should encourage them to come to him for advice whenever they have doubts. He should insist on his Assistants studying the currents and beginning to collect papers for reference immediately on their receipt. He should check any tendency to unnecessary and too elaborate research. He should see that currents are put up quickly and according to the nature of the urgency and that they are properly referenced.

Assistant Section Officer:- Assistant Section Officer should assist the Section Officer in all stages in dealing with a paper. They should study the currents immediately on receipt, collect papers without delay and put up notes and drafts. They are responsible for complete and accurate referencing and for the proper arrangement of a case. They should assist the Section Officer when he deals with cases himself by procuring previous papers etc.

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

In the discharging functions, the Department is using the following Rules, Manuals and the records.

1. The Secretariat Office Manual.
2. The Government Business Rules.
3. Fundamental Rules issued by Personnel and Administrative Department.
4. General State Subordinate Service Rules.
5. Tamil Nadu Government (CC & A) Rules.
6. Tamil Nadu Vigilance Manuals.
7. All Manuals, Rules and instructions issued by Personnel and Administrative Reforms, Finance and Law Departments.

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

Formulation of Policy

Sl.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
		Nil	

Implementation of Policy

Sl.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
		Nil	

**A statement of the categories of documents that are held
by it or under its control**

Sl.No.	Category of the document
1.	Government Order (MS)
2.	Government Order (1D,2D,3D)
3.	Government Order (Rt.)
4.	Memorandum
5.	Letter
6.	U.O.Note
7.	Office Order
8.	Office Proceedings
9.	Endorsement
10.	D.O. Letter
11.	Plan Budget Link (Yellow book)

**A statement of boards, council, committees and other
bodies constituted as its part**

(Only State Level Steering Committees, Empowered Committees and Steering Committee at Official levels).

The Names, Designation and other particulars of the Public Information Officers

Name of the Public Authority:

Public Information Officer:

Sl.No.	Name	Designation	STD Code	Phone No.		Address
				Office	Home	
1.	I.Neethinathan	Deputy Secretary to Government	044	25671454	25557984	Deputy Secretary to Government, Planning, Development and Special Initiatives Department, Chennai-9.

Department Appellate Authority:

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	Address
				Office	Home		
1.	R. Asai-thambi	Joint Secretary to Government	044	25678830	26375235	25678830	Joint Secretary to Govt., Planning, Development and Special Initiatives Department, Chennai-9.

Procedure followed in Decision Making Process

Sl.No.	
Subject on which the decision is to be taken	
Guideline / Direction, if any	
Process of Execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	

Directory of Officers and Employees

Sl. No.	Name	Designation	STD Code	Phone No.	
				Office	Resi.
1.	Dr.T.V.Somanathan, I.A.S	Secretary	044	25671567	24469946
2.	Thiru R. Asaithambi	Joint Secretary	044	25678830	26375235
3.	Thiru M.David	Deputy Secretary	044	25676334	26171633
4.	Thiru I.Neethinathan	Deputy Secretary	044	25671454	25557984
5.	Dr.K. Radhakrishnan	Officer on Special Duty	044	25670521	24363418
6.	Thiru.S.Hariharan	Under Secretary	044		
7.	Tmt.J.Ruby	Private Secretary (US Grade)	044	25670521	
8.	Thiru.S.Kailainathan	Section Officer	044	25665448	
9.	Tmt. S.Vanaja	Section Officer	044	25665448	
10.	Thiru Sudalainarayanan	Section Officer	044	25665340	
11.	Thiru Maruthiah	Section Officer	044	25665340	
12.	Thiru.P.Ayyanar	Section Officer	044	25665340	
13.	Thiru.M.Sampath	Section Officer	044	25665340	
14.	Tmt R.B.Bhuvaneswari	Section Officer	044	25665340	
15.	Tmt. R.Ujjivini	Section Officer	044	25665340	
16.	Tmt K.L.Preeta	Section Officer	044	25665340	
17.	Thiru V.Chellasamy	Section Officer	044	25665340	
18.	Thiru N.Ramalingam	Section Officer	044	25665340	
19.	Tmt R.Maria Suseela	Private Secretary	044	25678830	
20.	Tmt S.Devaki	SG Personal Assistant	044	25665079	
21.	Thiru S.M.Srinivasan	SG Assistant Section Officer	044	25665340	
22.	Thiru M.Raja	SG Assistant Section Officer	044	25665340	
23.	Tmt. S.Chanthrika	SG Assistant Section Officer	044	25665340	
24.	Tmt. R. Kalaiselvi	SG Assistant Section Officer	044	25665340	
25.	Thiru S.Sebastian	Assistant Section Officer	044	25665340	
26.	Thiru R.Nithyanandam	Assistant Section Officer	044	25665340	
27.	Tmt. S.Sayeelakshmi	Assistant Section Officer	044	25665340	
28.	Tmt. S.Maheswari	Assistant Section Officer	044	25665340	
29.	Thiru A. Mohamed Firdous	Assistant Section Officer	044	25665340	
30.	Thiru S.Kamalanathan	Assistant Section Officer	044	25665340	

31.	Thiru P.Namachivayam	Assistant Section Officer	044	
				25665448
32.	Tmt. P.Jeeva	Assistant Section Officer	044	25665448
33.	Thiru A. Jagadiesan	Assistant Section Officer	044	25665448
34.	Tmt V.Gomathi	Statistical Inspector	044	25665340
35.	Thiru K.Nandakumar	Senior Research Assistant	044	25665340
36.	Thiru G.Raghuraman	SG Personal Assistant	044	25671567
37.	Tmt M.P.Dhanalakshmi	SG Personal Assistant	044	25671567
38.	Thiru S.Alagupandian	Senior Programmer	044	25665412
39.	Thiru F.Charles Maria Joseph	Senior Programmer	044	25665412
40.	Thiru S.P.Selvam	Junior Programmer	044	25665412
41.	Thiru D.Jose Manoharan	Junior Programmer	044	25665412
42.	Tmt J.Indira	Junior Programmer	044	25665412
43.	Thiru R Ganesan	Junior Programmer	044	25665412
44.	Thiru S.Ravi Sankar	Console Operator	044	25665412
45.	Thiru S.Srinivasan	Console Operator	044	25665412
46.	Thiru K.Varadarajan	Driver	044	
47.	Thiru R.Arumugam	Driver	044	
48.	Thiru D Chandra Sekaran	Record Assistant	044	
49.	Thiru M.Parasuraman	Record Clerk	044	
50.	Thiru R.Ramanujam	Special Grade Office Assistant	044	
51.	Thiru D. Arokiyasamy Manickam	Special Grade Office Assistant	044	
52.	Thiru A.K.Abubakkar	Special Grade Office Assistant		
53.	Thiru M.Balakrishnan	Special Grade Office Assistant	044	
54.	Thiru B.Thirupal	Special Grade Office Assistant	044	
55.	Thiru C Sugumar	SG Office Assistant	044	
56.	Thiru M.Mohan	SG Office Assistant	044	
57.	Thiru M.Jagannathan	SG Office Assistant	044	
58.	Thiru D.Anthony Arokiyaraj	SG Office Assistant	044	
59.	Thiru E.Manivannan	SG Office Assistant	044	

60.	Thiru K.Nagarajan	SG Office Assistant	044
61.	Thiru G. Philip	Sweeper	
62.	Thiru R. Ravi	Sanitary Worker	044

The Monthly Remuneration received by each of its Officers and Employees, including the system of compensation as provided in regulations

The monthly remuneration received by the Officers and Employees of this Department in the form of Pay and Allowances are decided by the Government based on the recommendations of Pay Commission constituted whenever considered necessary. The present details of the same are as given below :

Designation	Scale of Pay applicable to the post
Secretary to Government	Rs.15100-18300
Joint Secretary to Government	Rs.15000-18600
Deputy Secretary to Government	Rs.12000-16500
Officer on Special Duty	Rs.12000-16500
Under Secretary to Government	Rs.10000-15000
Senior Programmer	Rs.8000-13500
Section Officer	Rs.6500-11100
Junior Programmer	Rs.6500-10500
Assistant Section Officer	Rs.5500-9000
Console Operator	Rs.5500-9000
Private Secretary	Rs.6500-11100
Personal Assistant	Rs.5500-9000
Personal Clerk	Rs.4500-7000
Assistants	Rs.3625-4900
Typist	Rs.3200-4900
Record Clerks	Rs.2610-3540
Office Assistants	Rs.2550-3200

The Budget Allocated to each Agency

Sl. No.	Head of the Department	(Rs. in thousands)
		Total Allocation (2005-2006)
1.	Secretariat	99,12,87
2.	Department of Economics and Statistics	21,11,34
3.	Evaluation and Applied Research Department	1,64,53
4.	State Planning Commission (Tamil Nadu)	4,14,71
5.	Hill Areas Development Programme	6,93,65
	Total	132,97,10

For other Public Authorities

Sl.No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (no. of installments)

The Manner of Execution of Subsidy Programmes

Sl.No. / Code	Beneficiary Name	Amount of Subsidy	Parent / Guardians	Criteria of Selection	Address			
					District	City	Town / Village	House No.
		Nil						

**Particulars of Recipients of Concessions, permits or
authorization granted by it**

Sl.No. / Code	Beneficiary Name	Validity Period	Parent / Guardians	Address			
				District	City	Town / Village	House No.
	Nil						

Norms set by it for the discharge of its functions

Information available in an electronic form

The information relating to Planning, Development and Special Initiatives Department is available in the common website, of Government of Tamil Nadu viz. "www.tn.gov.in".

**Particulars of the facilities available to citizens for
obtaining information**

Other Useful Information

Nil