



**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 Commission 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;

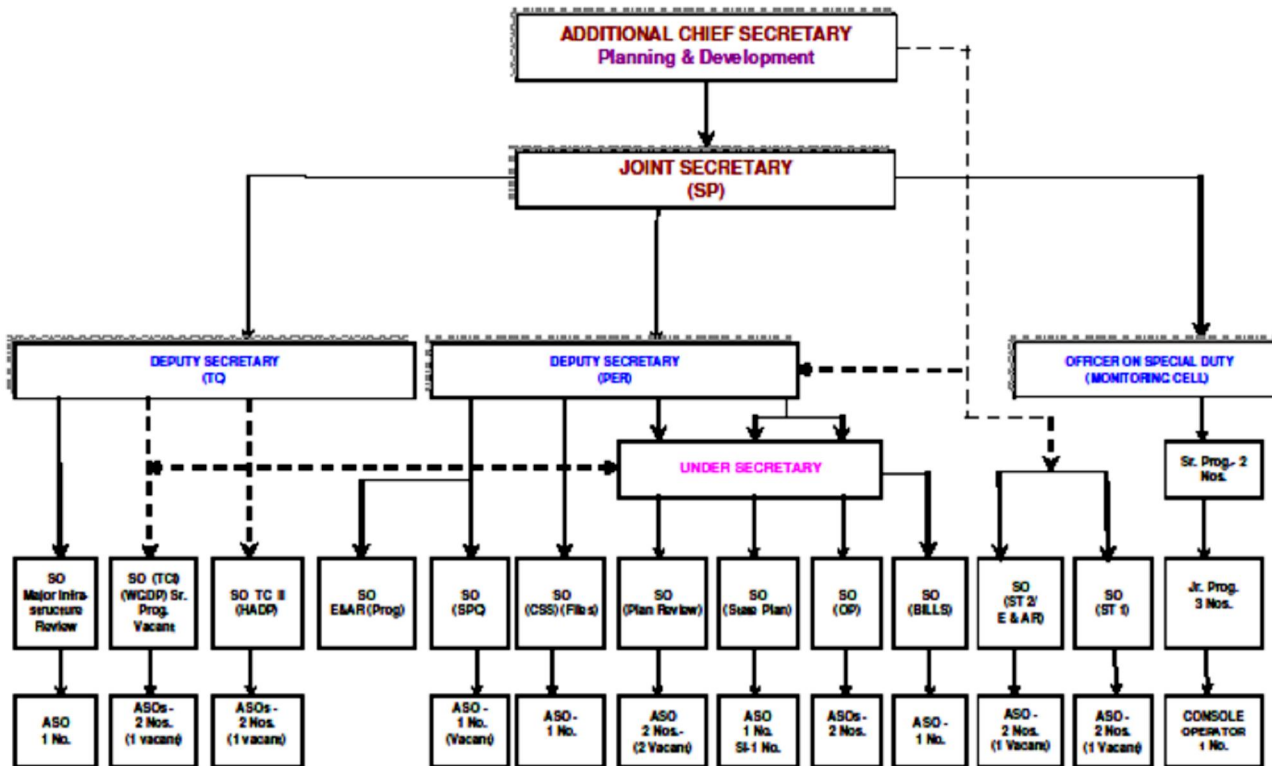
Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

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
PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES DEPARTMENT



S.O - Section Officer

A.S.O - Asst. Section Officer

Sr.Prog - Senior Programmer

Jr. Prog - Junior Programmer

S.I - Statistical Inspector

As on 1.11.2012

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

- i. Preparation of Five Year Plans and Annual Plans and liaison with the Union Planning Commission;
- ii. Preparation of perspective plan, mid-term review of five year plan, assessment of development indicators, and evaluation of major plan schemes. Stewards studies on formulation and implementation of specific programmes including natural resource assessments of land and water use in the State;
- iii. Monitoring and Review of Plan Schemes, Twenty Point Programme, Centrally Sponsored Schemes, and Schemes shared between State and Centre;
- iv. Monitoring and Review of progress in major infrastructure projects;
- v. Coordination Activities in Special and innovative Projects involving several Government departments and agencies such as in promoting the development and use of Remote Sensing - Geographic Information Systems applications. In the past, the department has led in computerisation of government activity, and in formulating the State's approach to the World Trade Organisation Agreement and its domestic impacts;
- vi. Coordination Activities in Central Sector Projects;
- vii. Collection, compilation and dissemination of statistical data from public and private data sources including State Income Estimates, Economic Census, Agricultural Census, Socio-Economic Surveys, Special Surveys, and Monthly Reports on the State's economy;
- viii. Evaluation of Plan Schemes, Centrally Sponsored Schemes and Externally Aided Projects;
- ix. Special or New Project Design and Implementation of schemes such as the Hill Area Development Programme (HADP) and Western Ghats Development Programme (WGDP);
- x. Facilitating the operations of the State Planning Commission, Department of Economics and Statistics, and the Department of Evaluation and Applied Research.

Powers and Duties of Officers and Employees

Planning, Development and Special Initiatives Department is headed by the Additional Chief 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.

Additional Chief Secretary:- The Additional Chief 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 Additional Chief Secretary who shall, however, delegate sufficient responsibility and authority to 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 Additional Chief Secretary who will be in overall-charge of the department.

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 see that currents are put up quickly 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.	Letter
5.	U.O.Note
6.	Office Order
7.	Office Proceedings
8.	Endorsement
9.	D.O. Letter

**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.	Thiru N.Ramalingam	Under Secretary to Government	044	25675190		Under 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.	Thiru S.Kumaradhas	Deputy Secretary to Government	044	25676334	43537243		Deputy Secretary to Government, 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	Residence
1	Dr.R.Vijaykumar, I.A.S.	Additional Chief Secretary to Government	044	25674310	24956711
2	Thiru Sudalai Narayanan	Joint Secretary to Government	044	25678830	26153013
3	Thiru S.Kumaradhas	Deputy Secretary to Government	044	25676334	43537243
4	Tmt. V.J.Vatsala	Deputy Secretary to Government	044	25670450	
5	Thiru.K.Ramakrishnan	Officer on Special Duty	044	25670521	
6	Thiru.N.Ramalingam	Under Secretary to Government	044	25675190	
7	Tmt. R.Lakshmi	Principal Private Secretary	044		
8	Tmt.S.Devaki	Senior Private Secretary	044		
9	Tmt.R.Bharathi	Senior Private Secretary	044		
10	Tmt.T.G.Umarani	Senior Programmer	044	25665412	
11	Tmt.J.Indira	Senior Programmer	044	25665412	
12	Thiru.M.Raja	Section Officer	044	25665340	
13	Thiru.S.M.Srinivasan	Section Officer	044	25665079	
14	Tmt.S.Sayeelakshmi	Section Officer	044	25665340	
15	Thiru.S.Kamalanathan	Section Officer	044	25665079	
16	Thiru.P.A.Rajendran	Section Officer	044	25665079	
17	Thiru.A.Mohamed Firdous	Section Officer	044	25665340	
18	Tmt.S.Maheswari	Section Officer	044	25665340	
19	Thiru.S.Sebastian	Section Officer	044	25665340	
20	Tmt.V.Saradhambal	Section Officer	044	25665412	
21	Tmt.P.Jeeva	Section Officer	044	25665340	
22	Tmt.V.Sumathy	Section Officer	044	25665340	
23	Thiru.R.Sathyamoorthy	Section Officer	044	25665448	
24	Thiru.A.Jagadiesan	Assistant Section Officer	044	25665079	
25	Thiru.K.Sankar	Assistant Section Officer	044	25665448	
26	Thiru.K.Suresh	Assistant Section Officer	044	25665340	
27	Thiru.N.Ganesan	Assistant Section Officer	044	25665079	
28	Thiru.S.P.Senthil Kumar	Assistant Section Officer	044	25665448	
29	Thiru.D.Pandian	Assistant Section Officer	044	25665340	
30	Tmt.R.Preethi	Assistant Section Officer	044	25665412	
31	Tmt.S.Maheswari	Assistant Section Officer	044	25665340	
32	Tmt.S.Suryamalar	Assistant Section Officer	044	25665340	
33	Thiru.P.Rajendran	Junior Programmer	044	25665412	
34	Thiru.M.Kaliramkumar	Junior Programmer	044	25665412	

Directory of Officers and Employees

Sl. No.	Name	Designation	STD Code	Phone No.	
				Office	Residence
35	Thiru.M.Mohan	Junior Programmer	044	25665412	
36	Tmt.K.Iniyaselvi	Personal Assistant	044		
37	Tmt.J.Rajalakshmi	Personal Assistant	044		
38	Tmt.K.Vijayalakshmi	Personal Clerk	044		
39	Tmt.R.Kasthuribai	Personal Clerk	044		
40	Thiru.D.Cecil Senthil Kumar	Console Operator	044		
41	Thiru.S.Srinivasan	Console Operator	044	25665412	
42	Thiru.N.Sundararamoorthy	Statistical Inspector	044	25665079	
43	Tmt.V.Sasikala	Assistant	044	25665340	
44	Thiru.M.SudarkodiMaran	Typist	044	25665340	
45	Tmt.S.Lakshmi	Assistant	044	25665340	
46	Thiru.R.Sivaguru	Typist	044	25665079	
47	Thiru.S.Palanivel	Typist	044		
48	Thiru.R.Tamil Thiru Narayanan	Record Clerk	044		
49	Thiru.S.Sivakumar	Driver	044		
50	Thiru.D.Asokan	Driver	044		
51	Thiru.D.Anthony Arokiyaraj	Office Assistant	044		
52	Thiru.S.Anbuprakash	Office Assistant	044		
53	Thiru.S.Pattabi	Office Assistant	044		
54	Thiru.S.Deivasagayam	Office Assistant	044		
55	Tmt.R.Vasantha	Office Assistant	044		
56	Tmt.R.Tamilarasi	Office Assistant	044		
57	Tmt.R.Marie	Office Assistant	044		
58	Thiru.K.Venkatesan	Office Assistant	044		
59	Thiru.R.Jayaseelan	Office Assistant	044		
60	Thiru.C.Selvaraj	Office Assistant	044		
61	Thiru.D.Rajesh	Office Assistant	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
Additional Chief Secretary to Government	Apex Scale Fixed Rs.80000
Joint Secretary to Government	Rs.37400-67000 + Rs.8800
Deputy Secretary to Government	Rs.15600-39100 + Rs.7600
Officer on Special Duty	Rs.15600-39100 + Rs.7600
Under Secretary to Government	Rs.15600-39100 + Rs.6600
Senior Programmer	Rs.15600-39100 + Rs.5400
Section Officer	Rs.15600-39100 + Rs.5400
Private Secretary	Rs.15600-39100 + Rs.5400
Junior Programmer	Rs.9300-34800 + Rs.4600
Personal Assistant	Rs.9300-34800 + Rs.4600
Assistant Section Officer	Rs.9300-34800 + Rs.4600
Console Operator	Rs.9300-34800 + Rs.4400
Personal Clerk	Rs.5200-20200 + Rs.2800
Assistants	Rs.5200-20200 + Rs.2400
Typist	Rs.5200-20200 + Rs.2400
Record Clerks	Rs.4800-10000 + Rs.1400
Office Assistants	Rs.4800-10000 + Rs.1300
Driver	Rs.5200-20200 + Rs.2400

The Budget Allocated to each Agency

(Rs. in thousands)

Sl. No.	Head of the Department	Total Allocation (2012-2013)
1.	Secretariat	103,66,89
2.	Department of Economics and Statistics	57,16,71
3.	Evaluation and Applied Research Department	3,49,82
4.	State Planning Commission (Tamil Nadu)	6,22,94
5.	Hill Areas Development Programme	17,30,59
	Total	187,86,95

For other Public Authorities

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

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