



RIGHT TO INFORMATION ACT - 2005

**Manual for Department of Evaluation
& Applied Research
(Section IV of the Right to Information Act)**

**DEPARTMENT OF EVALUATION & APPLIED RESEARCH
GOVERNMENT OF TAMIL NADU
KURALAGAM, CHENNAI - 600 108.**

RIGHT TO INFORMATION ACT – 2005

**Manual for Department of Evaluation and Applied Research
(Section IV of the Right to Information Act 2005)**

i) The particulars of its organization, functions and duties:

The Department of Evaluation and Applied Research (DEAR), Government of Tamil Nadu, originally functioned as Economic Analysis and Research Division in the Finance Department is now functioning as a separate Department since 1974 under the overall administrative control of Planning, Development and Special Initiatives Department.

Functions:

DEAR takes up various evaluation studies assigned by the Government from time to time.

- a) i) Evaluation of schemes, projects and programmes implemented by the State and Central Governments
- ii) Carrying out ad-hoc studies and surveys relating to specific sectors including Externally Aided Projects (EAP)
- b) Bringing out annual publications viz.,
 - i) Tamil Nadu –An Economic Appraisal and

- ii) 'An Economic-cum-Functional Classification of Tamil Nadu Government Budgetary Transactions'.

ii) The powers and duties of its officers and employees:

The powers and duties are governed by delegation / conventions applicable to Head of Departments subject to supervision by Secretary to Government, Planning, Development and Special Initiatives Department.

Officers are to carry out evaluation, special / ad-hoc studies. For this work, the staff are to collect Primary and Secondary data, tabulating the data, drawing tables and assisting the officer in drafting the reports.

iii) Procedure followed in the decision making process, including channels of supervision and accountability:

As in all Departments, there is a hierarchy with a defined span of control. However, since this department is performing research / analytical work, there is a well defined structure consistent with requirements for research. Based on functional requirement, data necessary for the study are collected, analysed and interpreted as per the directions of the officials. The higher level officers guide the lower level officers / staff. The officers are responsible for the completion of

evaluation studies assigned to them. The Investigators, Research Assistants and Senior Research Assistants are supervised by the Research Officers. The Joint Director and Deputy Directors guide and coordinate the functions of the Research Officers and staff members. The Director is responsible for the overall supervision and guidance of the evaluation studies besides the preparation of Tamil Nadu – ‘An Economic Appraisal’ and ‘Budgetary Classification works’.

Work of the administrative wing is supervised by the Director, Joint Director assisted by Research Officer (Administration).

iv) The norms set by it for the discharge of its functions:

The time for completing the evaluation studies varies based on the nature of the study, the volume of data collected, field visit undertaken etc. The evaluation studies are broadly classified into (i) Quick Study, (ii) Regular Study, (iii) Other Special / Ad-hoc Studies.

‘Tamil Nadu – An Economic Appraisal’ and ‘An Economic-cum-Functional Classification of Tamil Nadu Government Budgetary Transactions’ are the annual publications.

v) The rules regulations, instructions manuals and records, held by it or used by its employees for discharging its functions:

Functioning of this Department is based on the adhoc rules and other amendments issued from time to time.

A manual for this Department has been brought out in December 2002 specifying the Departmental activities, type of works carried out, organization structure, techniques adopted for carrying out evaluation / special / adhoc studies etc., for the use of the Department officials.

vi) A statement of the categories of documents that are held by it or under its control:

Not applicable

vii) The particulars of any arrangement that exists for consultation with, or representation by the members of public in relation to the formulation of its policy or implementation thereof:

Given the present structure, there are no specific arrangement for interacting with the public. However, while carrying out evaluation studies the officers and staff members consult public / beneficiaries as and when required for improving the quality of the scheme / programme.

viii) 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, the minutes of such meeting are accessible for public:

The Government has formed a State Evaluation Committee which is solely official and its functioning is not public domain.

ix) A directory of its officers and its employees:

The Department has compiled a directory of its officers and employees. This is enclosed in the Annexure – I.

x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

Particulars of monthly remuneration given to officers and staff of this Department are furnished in the Annexure – II.

xi) The budget allocated to each of its category, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

The Budget allocated to this Department is given in the Annexure – III.

xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Does not arise

xiii) Particulars of recipients of concessions, permits or authorization granted by it.

Does not arise

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

Annual publications namely “Tamil Nadu –An Economic Appraisal” which is published by this Department is available to the public through Government Sales Depot and Web site.

xv) The particulars of facilities available to citizen for obtaining information, including hours of a library or reading room, if maintained for public use:

A Departmental library is functioning in this Department for the use of staff and officers only.

xvi) The names, designations and other particulars of Public Information Officers / Appellate Authority:

Thiru R. Athmanathan, Joint Director of this Department has been functioning as Public Information Officer for this Department.

Thiru N.K. Kumar, I.E.S., Director of this Department has been functioning as Appellate Authority for this Department.

ANNEXURE – I

**ADDRESS REGISTER FOR EMPLOYEES OF
EVALUATION AND APPLIED RESEARCH DEPARTMENT
AS ON 01.07.2008**

Sl. No.	Name	Designation	Office Phone No.
1.	Thiru N.K. Kumar, I.E.S.	Director (Addl. charge)	Off : 25340442/ 25341787 Res: 24460519
2.	Thiru R. Athmanathan	Joint Director	25341787
3.	Thiru C. Palanisamy	Deputy Director	25341787
4.	Tmt. V. Jayasundari	Deputy Director	25341787
5.	Thiru S. Alagupandian	Deputy Director	25341787
6.	Thiru K. Vijayaraj	Research Officer	25341787
7.	Tmt. S. Mallika	Research Officer	25341787
8.	Tmt. I. Nandini	Research Officer	25341787
9.	Thiru S. Sivaprasad	Research Officer	25341787
10.	Tmt. R. Mala	Research Officer	25341787
11.	Thiru A. Rajendran	Research Officer	25341787
12.	Thiru A. John	Research Officer	25341787
13.	Thiru R. Sugumar	Research Officer	25341787
14.	Tmt. S. Meenakshi	Research Officer	25341787
15.	Tmt. Chitra George	Research Officer	25341787
16.	Tmt. A. Kalpana	Senior Research Assistant	25341787
17.	Thiru A.Seralathan	Senior Research Assistant	25341787

18.	Thiru G. Manickam,	Senior Research Assistant	25341787
19.	Thiru M. Manokaran	Senior Research Assistant	25341787
20.	Thiru K. Rajaraman	Senior Research Assistant	25341787
21.	Thiru Yuvaraj	Senior Research Assistant	25341787
22.	Thiru C. Sivakumar	Senior Research Assistant	25341787
23.	Thiru K. Raveendran	Senior Research Assistant	25341787
24.	Thiru M. Ponnusamy	Senior Research Assistant	25341787
25.	Tmt. E.H. Davaselvi Rajkumar	Senior Research Assistant	25341787
26.	Thiru S. Sethubaskaran	Senior Research Assistant	25341787
27.	Thiru A Kannusamy	Senior Research Assistant	25341787
28.	Thiru K. Nandakumar	Senior Research Assistant	25341787
29.	Thiru A. Sundaram	Senior Research Assistant	25341787
30.	Thiru M. Ravichandra-kumar	Senior Research Assistant	25341787
31.	Tmt. S.Ezhilmani	Senior Research Assistant	25341787
32.	Thiru C.S. Vikgnesh Kumar	Senior Research Assistant	25341787
33.	Tmt. S.J. Manjula	Librarian	25341787
34.	Tmt. A. Usha	Superintendent	25341787
35.	Thiru J. Vasanthakumar	Superintendent	25341787
36.	Thiru G. Damodharan	Assistant	25341787
37.	Thiru V. Lakshminarayanan	Assistant	25341787
38.	Tmt. M.S. Geetha	Assistant	25341787
39.	Thiru L.Uthayakumar	Assistant	25341787
40.	Thiru N. Ganesan	Steno-typist (Grade-I)	25341787

41.	Tmt. K.S. Sundari	Steno-typist (Grade-II)	25341787
42.	Thiru K. Varadharajan	Steno-typist	25341787
43.	Tmt. V. Mangaiarkarasi	Steno-typist	25341787
44.	Tmt. C.Vimala Grace	Steno-typist	25341787
45.	Selvi S. Vasanthi	Steno-typist	25341787
46.	Tmt. D.Amudha	Typist	25341787
47.	Thiru T. Balasubramanian	Investigator	25341787
48.	Thiru C.Rajendran	Investigator	25341787
49.	Thiru C. Ilanchezhian	Investigator	25341787
50.	Thiru R. Chandrababu	Investigator	25341787
51.	Thiru B. Gnanasekaran	Investigator	25341787
52.	Thiru M. Chandran	Investigator	25341787
53.	Thiru T.D. Ravi	Investigator	25341787
54.	M.Thangadurai	Investigator	25341787
55.	R. Bakaradoss	Investigator	25341787
56.	Thiru G. Murali	Investigator	25341787
57.	S. Udayasuriyan	Investigator	25341787
58.	Tmt. P. Sarala	Investigator	25341787
59.	Thiru V. Harihara Subramanian	Investigator	25341787
60.	Thiru D. Christopher	Investigator	25341787
61.	Thiru Parameswaran	Driver	25341787
62.	Thiru H. Syed Ibrahim	Record Clerk	25341787
63.	Thiru K. Palanivelu	Duffadhar	25341787
64.	Thiru G. Venkatesan	Office Assistant	25341787
65.	Thiru M. Velumaile	Office Assistant	25341787
66.	Thiru S. Abdullah	Office Assistant	25341787
67.	Thiru G. Devarajan	Office Assistant	25341787
68.	Thiru M. Adinarayana	Office Assistant	25341787
69.	Thiru T. Mahendran	Office Assistant	25341787
70.	Thiru P. Swaminathan	Officer Assistant	25341787
71.	Thiru G. Durai Babu	Office Assistant	25341787
72.	Thiru K. Ashokan	Night Watchman	25341787

ANNEXURE – II

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 given below.

Designation	Scale of Pay applicable to the Entry Level Post
Director	Rs.15000- 400-18600
Joint Director	Rs.12000-375-16500
Deputy Director	Rs.10000-325-15200
Research Officer	Rs.8000 - 275-13500
Assistant Accounts Officer	Rs.6500 -200-11100
Senior Research Assistant	Rs.6500 -200-10500
Research Assistant	Rs.5500 -175-9000
Investigator	Rs.4000-100-6000
Superintendent	Rs.5700 -175-9200
Assistant	Rs.4000 - 100-6000
Librarian	Rs.4000 -100-6000
Steno Typist	Rs.4000 -100-6000
Typist	Rs.3200 -85-4900
Junior Assistant	Rs.3200 -85-4900
Driver	Rs.3200 -85-4900
Driver - (from TEXCO)	Rs.6769/-(Consolidated Pay)

	(2007)
Record Clerk	Rs.2610 -60-3150-65-3540
Duffadar	Rs.2550 -50-2660-60-3200
Office Assistant	Rs.2550 -50-2660-60-3200
Night Watchman	Rs.2550 -50-2660-60-3200
Sweeper	Rs.2550 -50-2660-60-3200

ANNEXURE-III
3475 00 Other General Economic Service - 800 Other Expenditure -
I Non Plan AA
HEAD QUARTERS ESTABLISHMENT EXPENDITURE
(Rs.in thousands)

Sub head	B.E 2008-09
Salaries	93,40
PAY	79,88
M.A	26
MC	54
OA	1,33
HRA	8,80
TC	30
CCA	2,29
WAGES	40
D.A	98,65
DA	58,71
DP	39,94
Travel Expenses	2,05
TTA	2,00
TR.TA	5
Office Expenses	6,40
TEL	1,10
OC	1,30
ELE	4,00
RRT	10,43

Rent	9,43
WC	1,00
M&E	50
Maintanance	50
MV	6
Maintanance	6
PPS	1
Special services	1
34OC	55
Purchase of bks &pdls to libraries etc	55
Petroleum Oil and Lubricant	1,00
FA	1,82
FA	-1,82
P&A	1
COMP	1,50
Maintance	1,50
TOTAL	2,14,96

**3475 00Other General Economic Services - 800 Other
expenditure I Non Plan
AG Evaluation studies under the control of Director
Evaluation and Applied Research**

Subhead	(Rs. In thousands) B.E 2008- 09
Salaries	2,31
PAY	1,97
MA	1
MC	2
OA	1
HRA	21
TC	5
CCA	4
Dearness Allowance	2,44
DA	1,45
DP	99
Travel Expenses	10
TTA	10
Office Expenses	5
OC	5
FA	2
FA	-2
TOTAL	4,90

ANNEXURE-III (Contd)

3475 00 Other General Economic Services - 800 Other Expenditure Schemes in the Xith Five Year Plan II State Plan JA Evaluation Studies under the control of Director of Evaluation and Applied Research

Subhead	Rupees in thousands B.E 2008-09
Salaries	14,57
PAY	12,86
MA	7
MC	3
OA	28
HRA	1,00
TC	10
CCA	23
DEARNESALLOWANCES	15,88
DA	9,45
DP	6,43
Travel Expenses	18
TTA	18
Office Expenses	55
Telephone charges	1
Other Contingencies	3
Furniture	51
Minor Works	2,80
Machinery & Equipment	1
Purchase	1
21MV	1
Purchase	1
34Other charges	1
Purchase of Bks &Pdls. to Libraries etc.	1
Festival Advance Debit	24
Festival Advance Credit	-24
Prizes & Awards	1

68 Cost of Books/Note Books etc	51
72 TRAINING	5,01
COMPUTER and Accessories	1,46
Purchase	1,21
Stationery	25
TOTAL	41,00