



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

Governor's Secretariat,

Raj Bhavan,

Chennai – 600 022

Index

Sl. No.	Details of Information	Page Nos.
1.	Introduction	1-3
2.	Particulars of organisation, functions and duties (Section 4 (1) (b) (i))	4-6
3.	Powers and duties of officers and employees (Section 4 (1) (b) (ii))	7-11
4.	Procedure followed in decision making process (Section 4 (1) (b) (iii))	12
5.	Norms set for the discharge of functions (Section 4 (1) (b) (iv))	13
6.	Rules, Regulations, Instructions, Manuals and Records for discharging functions (Section 4 (1) (b) (v))	14-15
7.	Statement of categories of documents that are held by it for its control (Section 4 (1) (b) (vi))	16
8.	Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations (Section 4 (1) (b) (x))	17

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 Governor's Secretariat 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 Secretariat's organisational set-up, functions and duties of its officers and employees, records and documents available with this Secretariat.
- 1.3. The Governor's Secretariat has designated Thiru Sandeep Saxena, I.A.S., Secretary to Governor as Appellate Authority, Thiru S. Sivashanmugaraja, Deputy Secretary to Governor as State Public Information Officer and Thiru S. Venkateshwaran, Section Officer as Assistant Public Information Officer for all matters concerning this Secretariat.
- 1.4. A person requiring any information under the Act may contact the Public Information Officer or Assistant Public Information Officer of Governor's Secretariat.
- 1.5. 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 in person or by post to the Public Information Officer or Assistant Public Information Officer of Governor's Secretariat and must be accompanied by an application fee of Rs.10/- by cash or by affixing court fee stamp 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 challan 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, 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 for 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 Rs.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, 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, @ Rs.50/- (fifty) per diskette or floppy; and
- (ii) for information provided in printed form, at the price fixed for such publication.

- 1.6. Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.5 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.
- 1.7. This Secretariat has designated Thiru Sandeep Saxena, I.A.S., Secretary to Governor, Governor's Secretariat as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Thiru Sandeep Saxena, IAS,
Secretary to Governor,
Governor's Secretariat, Raj Bhavan, Chennai – 600 022

Telephone No.: Office: 22351700 /Res.: 24794880
E.Mail Address: govsec@ tn.nic.in.

This Secretariat has designated Thiru S. Sivashanmugaraja, Deputy Secretary to Governor, Governor's Secretariat as State Public Information Officer under sub-section (1) of Section 5 of the Right to Information Act. The Contact address of the Public Information Officer is given below:-

Thiru S. Sivashanmugaraja, B.Sc., B.E.,
Deputy Secretary to Governor
Governor's Secretariat, Raj Bhavan, Chennai – 600 022

Telephone No. Office: 22351285 / Res.: 26214457
E.Mail Address: -- --

This Secretariat has designated Thiru S. Venkateshwaran, Section Officer as Assistant Public Information Officer under sub-section (1) of Section 5 of the Right to Information Act. The Contact address of the Public Information Officer is given below:-

Thiru S. Venkateshwaran,
Section Officer
Governor's Secretariat, Raj Bhavan, Chennai – 600 022
Telephone No. Office: 22351313 Extn. 370/ Res.:22351313/Extn.377

Governor's Secretariat

Particulars of organisation, functions and duties

Under section 4 (1) (b) (i) of Right to Information Act, 2005

1. Objective / purpose of this Secretariat

The Governor's Secretariat forms part of Raj Bhavan. The Governor's Secretariat Office is headed by the Secretary to Governor with a Deputy Secretary to Governor in the cadre of District Revenue Officer and with other staff.

The main functions of the Governor's Secretariat are that it acts as the connecting link between the Government and His Excellency the Governor. All the files, which emanate from Secretariat, are processed in this office and put up to His Excellency for approval. Apart from files, Bills passed by the Legislature needing the assent of His Excellency is also processed in this office. Monthly reports on the overall situation in the State are sent to Centre through this office from His Excellency the Governor. Also confidential matters like appointments of judiciary and other constitutional posts are handled in this office.

His Excellency the Governor is the Chancellor of 21 Universities in Tamil Nadu. Appointments of Vice-Chancellors and other nominations to University bodies are made in Governor's Secretariat.

His Excellency the Governor is honorary chief to several institutions such as St. John Ambulance Association, Indian Red Cross Society, etc.

According to Art.213 of Tamil Nadu Financial Code (Vol.I) Discretionary Grants may be sanctioned by the Governor. A sum of Rs.8,00,000/- has been granted every year for this purpose.

2. Function of Governor's Secretariat:

The Governor's Secretariat is deemed to be a department of the Main Secretariat. It acts as the connecting link between the Government and His Excellency the Governor.

3. Administrative Units

The Governor's Secretariat deals with the following matters:-

Universities: - Matters relating to all Universities, Governor's Discretionary Grant, processing of draft Statutes of all the Universities for obtaining the assent of the Chancellor. Disposing of election disputes pertaining to the authorities of the Universities. Disposing of appeal petitions against the orders of the Universities.

Appointment of Vice – Chancellors to all the Universities once in three years – Granting of permission to Vice-Chancellors to go to foreign countries – Nomination of members to all the authorities (Senate, Syndicate, Academic Council etc.) in the Universities – Nomination of Governor's nominee to the Selection Committees for appointment of teaching posts – Obtaining panel from Vice – Chancellors concerned and nominate members to University bodies – Filling up of casual vacancies – Holding of Convocations.

Maintaining Governor's Discretionary Grant of Rs.8/- lakhs — Putting up sanction orders for deserving individuals and organisations as per orders of His Excellency and disbursing the sanctioned amount to institutions / individuals and obtain official receipts from them.

Forwarding of petitions to concerned Departments, obtaining position note / reports on petitions / representations received by the Governor from the Departments of Secretariat, Heads of Department, District Collectors etc.,

General: - Office General Supervision – sorting and distribution of tappals – Establishment and Accounts relating to Governor’s Secretariat - Drawing and disbursement of Salary and other bills pertaining to Governor’s Secretariat – Correspondence relating to Raj Bhavan Library

Public Relations Office:- To cater to the Public Relations need of His Excellency the Governor of Tamil Nadu , providing material for drafting messages and Governor’s Speech etc.

Strictly Confidential matter:- Handling of all Secret / Strictly Confidential / Confidential matters, initiating Confidential Reports on officers and staff of Governor’s Secretariat, maintenance of classified documents which come under the purview of Official Secret Act, other sensitive matters (petitions submitted to His Excellency and Secretary to His Excellency) etc.

Tour: To look after the protocol works. It includes receiving and seeing off high dignitaries at Airport and Railway Station and arrangements for Governor’s tours, etc. This section also makes arrangements for the Republic Day and Independence Day Receptions and State Dinners.

4. Working hours of this Secretariat: This Secretariat follows five days week and the working hours are as follows:

10.00 A.M to 5.45 P.M. (Lunch Break 1.30 PM to 2.00 PM)

Department of Governor's Secretariat

Powers and duties of officers and employees

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

This Department is headed by the Secretary to the Governor of Tamil Nadu, who is an IAS officer. The Secretary is the administrative head of the Department on all matters of policy and administration relating to this Secretariat. He is assisted by two Deputy Secretaries. The officers and employees of this Secretariat exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial Code. The powers and duties of the officers in this Secretariat are indicated below:-

A. Secretary to Governor:

The Secretary is the head of office. He/She is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He/She exercises general supervision and control over the staff under his/her including Deputy Secretary to Governor (Universities) and Deputy Secretary to Governor (Tour) 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 matters should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

B. Deputy Secretary to Governor:

The Deputy Secretaries to Governor will deal with cases relating to the subjects allotted and submit to Secretary to Governor such cases as may be specified. They shall also exercise control over the sections placed in their charge both in regard to despatch of business and in regard to discipline.

C. Public Relations Officer: The Public Relations Officer caters to the Public Relations need of His Excellency the Governor of Tamil Nadu. He provides material for drafting messages and Governor's Speech etc.

D. Strictly Confidential Section Officer:- The Strictly Confidential Section Officer handling of all Secret / Strictly Confidential / Confidential matters, initiating Confidential Reports on officers and staff of Governor's Secretariat, maintenance of classified documents which come under the purview of Official Secret Act, other sensitive matters (petitions submitted to His Excellency and Secretary to His Excellency) etc.

E. Sections: The Governor's Secretariat consists of 11 sections and the functioning of these sections is tabulated below:-

S. No	Name of the section	Subjects dealt with
1.	G-1 section	<ol style="list-style-type: none"> 1. Preparation of Budget Estimates of Governor's Secretariat and discretionary Grant 2. Sanction of GPF withdrawals and preparation of GPF Bills including final withdrawals in retirement, etc. 3. Sanction of SPF and FBF 4. Sanction of advances like Festival / House building / Marriage / Conveyance / Handloom / Khadi / Warm Clothing / Flood etc. 5. Preparation of pension papers and other pensionary benefits 6. Sanction of Medical Bills of Officers and Staff of Governor's Secretariat
2.	G-2 Section	<ol style="list-style-type: none"> 1. Supply of clothing to RC, Duffadars and OA of Governor's Secretariat 2. Purchase and maintenance of office cycles, furniture, typewriters, computers, franking machine, fax, copier and other equipments and disposal of unserviceable equipments. 3. Purchase and maintenance of vehicles and settlement of petrol and maintenance Bills. 4. Correspondence and settlement of bills relating to Library. 5. Indents for stationery articles, forms, letter heads, etc. 6. Disposal of waste paper. 7. Purchase of newspaper and magazines to Governor and other officers of the Governor's Secretariat and settlement of bills thereof. 8. Such other work as may be given
3.	G.3 Section	<ol style="list-style-type: none"> 1. Correspondence relating to service matters of the Governor's Secretariat 2. Sanction of surrender leave, earned leave, medical leave, LTC leave, etc. 3. Sanction of increments and fixation of pay. 4. Sanction of posts and fixation of cadre strength. 5. Allocation of works among officers and staff. 6. Maintenance of turn duty, casual leave, compensatory leave and attendance register. 7. Correspondence relating to furnishing of particulars to other Raj Bhavans. 8. Maintenance of Service Books and Leave accounts 9. Maintenance of immovable property returns 10. Miscellaneous papers like Government Orders, Circulars and maintenance of stock files. 11. Sorting and distribution of tappals. 12. Installation of telephones and sanction of telephone and mobile bills. 13. Settlement of Bills pertaining to P.R.O. section.

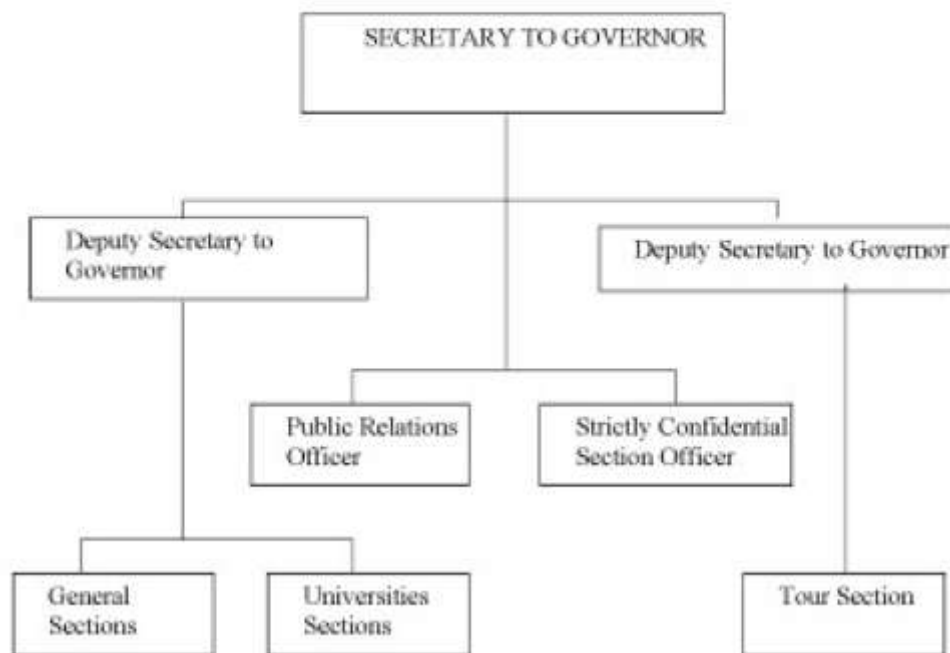
4.	G-4 Section	<ol style="list-style-type: none"> 1. Monthly reconciliation of accounts with AG's Office and PAO's office and furnishing certificate thereof. 2. Preparation of Pay Bills, T.A. Bills, L.T.C Bills of Officers and Staff of Governor's Secretariat 3. Sanction and preparation of bills for the reimbursement of Electricity and Water Charges of Officers and Staff of Governor's Secretariat 4. Sanction and settlement of all POL bills of vehicles. 5. Settlement of telephone and mobile Bills 6. Preparation of contingent bills for the recoupment of permanent advance, service postage, etc. including contingent bills and Discretionary Grant
5.	U1 Section	<ol style="list-style-type: none"> 1. Correspondence relating to all Universities (Convocations, appointment of Vice-Chancellors, nomination to the various bodies, etc.) 2. Discretionary grant 3. Sanction of tour of Vice-Chancellors 4. Correspondence relating to Governors' Conference 5. Assisting U-3 in the disposal and despatch of petitions.
6.	U2 Section	<ol style="list-style-type: none"> 1. Correspondence relating to all Universities pertaining to amendments to Statutes, framing of Statutes, election disputes, appeals to Chancellor. 2. Position note pertaining to Universities. 3. Carrying out amendment to Statutes, Acts of Universities. 4. Correspondence relating to Vice-Chancellors' Conference.
7.	U-3 Section	<ol style="list-style-type: none"> 1. Stenography work and any other work entrusted by D.S. (U) 2. Forwarding of petitions received by the Governor to departments concerned including petitions under Goondas Act, National Security Act, Mercy Petitions for life convicts etc. for onward transmission to the concerned Secretariat Departments.
8.	Tours	<ol style="list-style-type: none"> 1. Correspondence relating to Governor's Tour 2. Arrangement regarding accommodations for Guests and other VIPs in Raj Bhavan 3. Ceremonial functions / State Dinners. 4. South Zone Cultural Centre and allied matters. 5. Arrangements for Independence Day / Republic Day Parties
9.	Public Relations	Provides materials for drafting messages and Governor's speech etc.
10	Strictly Confidential	Handling of all Secret / Strictly Confidential / Confidential matters, initiating Confidential Reports on officers and staff of Governor's Secretariat, maintenance of classified documents which come under the purview of Official Secret Act, other sensitive matters (petitions submitted to His Excellency and Secretary to His Excellency) etc.
11	Library	Maintenance of books

Organisation Chart

The organisational chart of Governor's Secretariat is given below

Organisation Chart

The organisational chart of Governor's Secretariat is given below



Governor's Secretariat

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

The Governor's Secretariat which is deemed to be a department of Secretariat, follows the procedure laid down in the Tamil Nadu Secretariat Service Rules, Secretariat Office Manual and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules, Tamil Nadu Basic Service and the Tamil Nadu Government Servant's Conduct Rules, 1973 are also followed wherever applicable.

2. The decision are taken based on the merits of the issues, relative priorities and in accordance with the documented procedure / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant / Assistant Section Officers and passes through the Section Officer, Deputy Secretary to the Secretary and to His Excellency wherever needed. Government are consulted if need be.

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

Governor's Secretariat

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 Governor's Secretariat, 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) Special Rules for Tamil Nadu Secretariat Service
- (ii) Secretariat Office Manual.
- (iii) The Tamil Nadu Government Servants Conduct Rules, 1973.
- (iv) Tamil Nadu State and Subordinate Service Rules
- (v) Tamil Nadu Basic Service Rules
- (v) Fundamental Rules

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 this Secretariat is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

- (i) The Tamil Nadu Secretariat Office Manual
- (ii) Tamil Nadu Budget Manual
- (iii) Tamil Nadu State and subordinate Service Rules
- (iv) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- (v) Tamil Nadu Government Servants Conduct Rules, 1973
- (vi) Tamil Nadu Pension Rules
- (vii) Fundamental Rules
- (viii) Tamil Nadu Financial Code
- (ix) Tamil Nadu Accounts Code
- (x) Tamil Nadu Treasury Code

2. The details of the above listed Rules, Manuals and Acts are furnished.

1.	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 .
2.	Name of the Manual:	The Tamil Nadu Budget Manual
	Type of the document:	This manual contains the rules framed by the Finance Department for the guidance of estimating officers in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.
3.	Name of the document	Tamil Nadu State and Subordinate Service Rules
	Type of the rules:	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 document	Tamil Nadu Secretariat Service Rules
	Type of the rules:	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of Secretariat Services.
5.	Name of the document	Tamil Nadu Basic Service Rules
	Type of the rules:	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of Basic Services.

6.	Name of the document	Tamil Nadu Civil Services (Discipline and Appeal) Rules
	Type of the Rules:	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
7.	Name of the document	Tamil Nadu Government Servants Conduct Rules
	Type of the Rules:	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.
8.	Name of the document	Tamil Nadu Pension Rules.
	Type of the Rules:	The Rules are made in relation to the pensionary benefits to the members of civil service of the State.
9.	Name of the document	Fundamental Rules
	Type of the Rules:	The rule 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.
10.	Name of the document	Tamil Nadu Financial Code
	Type of the Code:	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
11.	Name of the document	Tamil Nadu Treasury Code
	Type of code	The code published by Finance Department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

The documents mentioned in items 1 to 11 are available with the Director of Stationery and Printing for sale to the public on payment of cost.

Governor's Secretariat

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

Category of the document	Name of the document and its introduction in one line
Policy Note	Contains the Policy pronouncements of this Secretariat for the concerned year

Governor's Secretariat

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

Sl. No.	Designation	Scale of pay
1.	Strictly Confidential Section Officer	9100-275-14040
2.	Public Relations Officer	8000-275-13500
3.	Section Officer	8000-275-13500
4.	Private Secretary to Secretary to Governor	8000-275-13500
5.	Personal Assistant to Secretary to Governor	6500-200-10500
6.	Assistant Section Officer	6500-200-10500
7.	Assistant Librarian	5900-200-9900
8.	Personal Clerk	4500-125-7000
9.	Assistant	3625-85-4900
10.	Telephone Operator	3200-85-4900
11.	Driver	3200-85-4900
12.	Record Clerk	2610-60-3150-65-3540
13.	Duffadar	2550-55-2660-60-3200
14.	Office Assistant	2550-55-2660-60-3200

Note: The basic pay of the officers and employees is fixed under the provision contained in Rule 22 of FR. In addition to the Basic Pay, the officers and employees are entitled to draw other allowances such as H.R.A., C.C.A as per the orders in force.