

**PUBLIC WORKS DEPARTMENT
SECRETARIAT, CHENNAI-9.
RIGHT TO INFORMATION ACT, 2005**

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RIGHT TO INFORMATION ACT, 2005
INFORMATION HAND – BOOK AS ON JULY 2010
CHAPTER-1
INTRODUCTION

1.1 Background, Objective and Purpose of this Hand – Book.

The Right to Information Bill, 2005 as passed by the Houses of Parliament received the assent of the President of India on 15th June 2005 and thus the Right to Information Act, 2005 (Central Act 22 of 2005) has come into force.

The provisions of sub-section (1) of Section 4, sub section (1) and (2) of Section 5, Sections 2, 12, 13, 15, 16, 24, 27 and 28 of the Act came into force at once and the remaining provisions of the Act came into force on the 12th October 2005.

The Right to Information Act, 2005 (Central Act 22 of 2005) has been enacted to provide for setting out a practical regime of the 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 to provide information to citizens who desire to have it and contain corruption and to hold Government and their instrumentalities accountable to the governed keeping in mind the preservation of confidentiality of sensitive information.

1.2. Intended users of this book.

The Public, officers and Staff of organizations under the administrative control of Public Works Department will be the users of this Hand – Book.

1.3. Organisation of the Information.

The organization of the information in this Hand-Book is given chapter-wise in the index.

1.4. Contact Persons :-

The Public Information Officers ie, the Under Secretaries to Government, and Appellate Authority i.e. Deputy Secretaries to Government and Joint Secretary to Government, Public Works Department, Secretariat, Chennai-9 shall be the contact person in the Secretariat.

1.5 Procedure and Fee Structure for getting Information.

[G.O.Ms.989, Public (Estt. & Leg.) Department dated 07.10.2005]

(a) Every application for obtaining information under sub-section (1) of the section 6 of the Act shall be accompanied by an application fee of Rs.10/-(Rupees Ten only) by way of cash or Demand Draft or Bankers Cheque or any other mode of remittance prescribed by the Government from time to time payable under the head of account "0075.00 Miscellaneous General Service-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 in the Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing the information under sub-section (1) of section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by Demand Draft or Bankers Cheque payable in the above head of account, at the following rates:-

- (i) Rupees two each page in A-4 or A-3 size paper created or copies.
- (ii) Actual charge or cost price of a copy in larger size paper;
- (iii) Actual cost of price for samples or models; and
- (iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7, the fee shall be charged by way against proper receipt or by Demand Draft or Bankers Cheque in the above head of account following rates-

- (i) for information to provide in diskette or floppy rupees fifty per diskette of floppy; and
- (ii) for information to provide in printed form, at the price fixed for publication.

Persons below the poverty line are exempted from the payment of fee mentioned in the above seeking information under the Right to Information Act, 2005. The list of persons below the poverty line approved by the Gram Panchayat and Local Bodies will be the basis for claiming the concessions, certified extract of the list will be sufficient to avail this concession.

CHAPTER II

Particulars of organisations ; functions and Duties.

2.1. Objects / purpose of the Public Authority.

The Public Works Department functions under the control of Secretary to Government and deals with policy making on all matters concerning the Building organisations and Water Resources Organisation of the State.

Brief History.

2.2. Brief History of the Public Authority.

This Department is one of the largest Department in the Tamil Nadu Secretariat. Public Works Department is in-charge of implementing irrigation schemes and constructing buildings for State Government Departments and Government agencies including maintenance of irrigation systems and public buildings. For effective implementations of Tamil Nadu Water Resources consolidation Project and to achieve functional specialization, the Public Works Department has been bifurcated as Water Resources Organisation and Building Organisation.

2.3. Duties / Main activities and list of services provided by the Public Authority.

Policy Making

All matters relating to sanction and implementation of schemes under Water Resources Organisation. Drawal of water from irrigation sources by various water utilizing organisations including industrial units. Issue of order to release water from major reservoirs. Sanction of the schemes relating to anti sea erosion works, draught and flood relief works attached to Public Works Department. Sanction of Schemes entrusted to the Building Organisations. Revision of Codes applicable to Public Works Department. Evaluation of tender procedures. Allotment of Government quarters for VIP's and Government servants. Implementation of Indian Boiler's Act.

Establishment

All service matters of Engineers from the level of Junior Engineer to Chief Engineer. Ministerial staff of the Public Works Department, and others. Public Works Department Secretariat Staff.

Inter-State River Water Issues.

All matters connected with inter state River Water issues with the neighbouring states and with Government of India.

2.4. Administrative Units

1. Engineer in Chief (Water Resources Department) & Chief Engineer (General), Public Works Department, Chepauk, Chennai- 600 005.
2. Chief Engineer (Buildings), Public Works Department, Chepauk, Chennai-600 005.
3. Chief Engineer, Water Resources Department, Chennai Region, Chepauk, Chennai- 600 005.
4. Chief Engineer (Plan Formulation), Water Resources Department, Chepauk, Chennai-600 005.
5. Chief Engineer (Design Research and Construction Support) Water Resources Department, Chepauk, Chennai-600 005.
6. Chief Engineer (Operation and Maintenance) Water Resources Department, Chepauk, Chennai-600 005.
7. Chief Engineer (State Groundwater and Surface Water Resources Data Centre) Water Resources Department, Taramani, Chennai-113.
8. Chief Engineer (Institute of Water Studies), Water Resources Department Taramani, Chennai-113.
9. Chief Engineer (Irrigation Management Training Institute), Public Works Department, Thuvakudi, Trichy.
10. Chief Engineer, Madurai Region, Water Resources Department, Madurai-2.
11. Chief Engineer, Trichy Region, Water Resources Department, Trichy-20.
12. Chief Engineer, Coimbatore Region, Water Resources Department, Coimbatore.

2.5 Addresses of the Public Works Department and other Officers at different levels.

1. Secretariat

Level	Address
Secretary to Government	Public Works Department, Secretariat, Chennai-9
Special Secretary to Government	Public Works Department, Secretariat, Chennai-9
Joint Secretary to Government	Public Works Department, Secretariat, Chennai-9
Joint Secretary to Government (Irrigation)	Public Works Department, Secretariat, Chennai-9.
Deputy Secretary to Government (Establishment I)	Public Works Department, Secretariat, Chennai-9

Deputy Secretary to Government (Establishment.II)	Public Works Department, Secretariat, Chennai-9
Deputy Secretary to Government (Buildings)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (OP)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Estt-I)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Estt-II)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Irrigation-I)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (ISW)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Budget)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Irrigation.II)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Buildings)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (General)	Public Works Department, Secretariat, Chennai-9

Sections

A, B, C, C.Spl, D, E, F, G, H, I, I.Spl, ISW, K, N, OP-I, OP-II, P, Q, R, S, T, V, W, WR, Y, Bills.

2. Heads of Department

1.	Engineer in Chief, Water Resources Department and Chief Engineer (General), PWD, Chennai 600 005.	Joint Chief Engineer (General), Joint Chief Engineer (Irrigation),
2.	Chief Engineer, Water Resources Department, Plan Formulation, Chennai – 600 005.	Joint Chief Engineer, (Plan Formulation)
3.	Chief Engineer, Water Resources Department, Designs, Research and Construction Support, Chennai-600 005.	Joint Chief Engineer, (Designs, Research and Construction Support)
4.	Chief Engineer, Water Resources Department, Operation and Maintenance, Chennai-600 005.	Joint Chief Engineer, (O & M) ; Joint Chief Engineer (ISW)
5.	Chief Engineer, Water Resources Department, State Ground and Surface Water Resources Data Centre, Tharamani, Chennai-600 113.	Executive Engineer, Institute of Water Studies.
7.	Director, Irrigation, Management Training Institute, Thuvakudi, Trichy 620 015.	Joint Director, Irrigation Management Training Institute.

8.	Chief Engineer, Water Resources Department, Chennai Region, Chennai 600 005.	Deputy Chief Engineer, Chennai Region.
9.	Chief Engineer, Water Resources Department, Trichy Region, Trichy 620 020.	Deputy Chief Engineer, Trichy Region.
10.	Chief Engineer, Water Resources Department, Coimbatore Region, Coimbatore 641 001.	Deputy Chief Engineer, CoimbatoreRegion.
11.	Chief Engineer, Water Resources Department, Madurai Region, Madurai 625 002.	Deputy Chief Engineer, Madurai Region
12.	Chief Engineer (Buildings), Public Works Department, Chepauk.	Joint Chief Engineer Building.

CHAPTER III

3. Power and duties of Officers and Employees

This Department is headed by the Secretary to Government of Tamil Nadu, who is a senior IAS Officer. The Secretary is the administrative head of the Department and principal advisor to the Minister in charge of Public Works on all matters of policy and administration relating to the Department. He is assisted by Special Secretary to Government, Additional Secretary, four Deputy Secretaries and nine Under Secretaries. The Officers and employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial Code. This Department is responsible for formulation and execution of policies of the Government. The powers and duties of the Officers in the Department of Secretariat, are indicated below :

A. Secretary to Government :

The Secretary is the Official head of his Department. He is responsible for the observance of the Business Rules and Secretariat Instructions in the transaction of Business in the Department. He exercises general supervision and control over the staff under him including Additional Secretary, Deputy Secretary and Under Secretary and is responsible for seeking that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters shall be dealt in consultation with the Secretary who will be the over-all in charge of the Department.

B. Special Secretary, Additional Secretary, Joint Secretary and Deputy Secretary.

The duties of these officers are to assist the 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 shall be dealt with in consultation with the Secretary who will be the overall in charge of the department.

C. Under Secretary

The functions of the Under Secretary are 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, and see that such instructions are carried out and that papers are properly handled.

CHAPTER IV

4.1. List of Rules, Regulation, Manuals and Records for discharging functions.

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

- i) Tamil Nadu Government Business Rules & Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office 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 of Government of Tamil Nadu.
- viii) Tamil Nadu Financial Code.
- ix) Tamil Nadu Account Code.
- x) Tamil Nadu Engineering Service Rules.
- xi) Tamil Nadu Engineering Subordinate Service Rules.
- xii) Tamil Nadu Architect Service Rules.
- xiii) Tamil Nadu Boilder Service Rules.
- xiv) Tamil Nadu Public Works Department Code.

The documents are available with the Director of Stationery and Printing for sale to the public on payment of cost.

CHAPTER V

5 Official Documents

Sl.No.	Category of the document	Name of the Document and its introductions in on line.	Procedure to obtain the document	Held by / under control of.
1.	Policy Note	Contain the Policy pronouncements of the Department for the concerned year	Application to Public Information Officer.	Public Works Department
2.	Important Government Orders, PWD,	Issued by Public Works Department from time to time.	Application to Public Information Officer.	Public Works Department

CHAPTER VI

6. 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.

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. The suggestions and views on policy matters and programmes received from the public/ non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations / observations made by the Public Accounts Committee/ Public Undertakings Committee/ Assurance Committee/ Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

CHAPTER – VII

7. Information on Boards, Council, Committee and other Bodies constituted as its part

For taking quick decision on tender proposals, a Tender Award Committee has been formed with the following members:-

1. Engineer-in-Chief - Chairman
2. Chief Engineer (Buildings) - Member.
3. Chief Engineer (Chennai Region) - Member.
4. A representative of Finance Secretary – Member

So also, for finalisation of standard schedule of rates, a Committee has been formed with the Engineer-in-Chief and Chief Engineer (General), Chief Engineer (Designs, Research and Construction Support) and representative from Finance Department as Members.

CHAPTER – VIII

8. Names, Designation and other particulars of the Public Authority in Public Works Department, Secretariat, Chennai-9.

Name	Designation	Phone No Office Phone No
Appellate Authority:		
Thiru S.Dorai.B.A.B.L.,	Joint Secretary to Government (ISW)	25679476
Thiru S.Sengamalai, BA	Joint Secretary to Government (Irrigation)	25670786
Thiru.L.Varadharajan, B.Sc., B.L.,	Deputy Secretary to Government (Buildings)	25670022
Thiru.O,R,Ramamoorthy	Deputy Secretary to Government (Establishment.I)	25672153
Thiru. Md. Azeemullah,	Deputy Secretary to Government (Establishment.II)	25671880

PUBLIC INFORMATION OFFICERS		Intercom
Vacant,	Under Secretary to Government (ISW)	5579
Thiru. Easwantharao,	Under Secretary to Government (Estt-I)	5512
Vacant,	Under Secretary to Government (General)	5965
Vacant,	Under Secretary to Government (Irrigation-I)	5154
Vacant	Under Secretary to Government (O.P)	5679
Thiru M. Thangavelu	Under Secretary to Government (Building)	5153
Thiru M.Subramani,	Under Secretary to Government (Irrigation-II)	5496
Thiru G.Usha,	Under Secretary to Government (Estt-II)	5251
Thiru. P.Thamirasaran	Under Secretary to Government (Budget)	5953

CHAPTER – IX

PROCEDURES FOLLOWED IN DECISION MAKING PROCESS.

9. Procedures followed in decision making process for various matters and at different levels through which a decision process moves.

9.1.1. The procedure followed in decision making is elaborately dealt with in Secretariat Office Manual read with the Tamil Nadu Government Business Rules and Secretariat Instructions and other rules and regulations.

9.1.2. Tappals and other other references from the Government of India, other State Governments, Government Offices and from the General Public relating to Public Works Department are received in Public Works (Tappals) Department. The tappals are distributed to the various sections concerned. A note for each tappal is prepared indicating that proposal with relevant rules and regulations if any and submitted to the Officers in the rank of U.S./D.S./J.S. Special Secretary / Secretary for orders.

9.1.3. In case of financial matters, the file is to be seen by Finance Department for remarks / concurrence. In case of establishment proposals, the files are processed in consultation with Personnel and Administrative Reforms Department and for legal issues in consultation with Law Department. The issues relating to taking policy decisions are processed in consultation with concerned Department of Secretariat, and the orders are issued after obtaining orders upto the Hon'ble Chief Minister.

9.2.1. Secretary to Government, Public Works Department is the official head of the Public Works Department and he is the decision making authority in respect of the business dealt with, in Public Works Department.

9.2.2. Special Secretary / Additional / Joint / Deputy Secretaries to Government are the officials who assist the Secretary in decision making and discharging his duties.

9.2.3. Under Secretaries to Government are the officials functioning under the control and directions of their respective Deputy/ Joint/ Additional Secretary to Government. Under Secretaries supervise the functioning of the sections under their control and monitor the performance of Section Officers, Assistant Section Officers, etc., and scrutinize the noting and drafting submitted by the respective sections. They are to check the correctness of noting and drafting and enforce rigid observance of all rules, communications of copies of documents, referencing, indexing. They bring the files into final shape to enable the higher officers to take suitable decisions in important matters.

9.2.4. Section Officers are responsible for the work allotted to respective sections and submit the files duly processed to the Under Secretaries and other higher officers. They are also in charge of bringing the position of rules and regulations, other factors and the relevant back papers to the notice of the Under Secretaries and above. They are also to keep a watch over time bound references and put up the cases to the officers in time and to ensure that proposals are put up quickly according to the nature and urgency with noting and references.

9.2.5. Assistant Section Officers are to process each and every case at the initial level with reference to the relevant back papers, copies of GOs, etc., and submit the files for the scrutiny of Sections Officers. They are in charge of submitting reminders in pending issues periodically to the Section Officers.

9.3. Arrangements to communicate the decision to the Public. – By Post, E-Mail, Fax, Telephone, Press release, Special Messengers and through Website.

9.4. Final Authority – Secretary to Government, Public Works Department is the final authority in taking decision in respect of Public Works Department to the extent of powers delegated in the Tamil Nadu Government Business Rules and Secretariat Instructions.

9.5. Subject on which the decision is to be taken – Proposals relating to Building organisation and Water Resources Organisation, establishment matters, Budget and Financial matters of the Public Works Department, Secretariat.

9.6. Guidelines / Direction, if any. – As per Tamil Nadu Business Rules and Secretariat Instructions / Secretariat Office Manual / Rules and Regulations.

9.7. Process of Execution. – Final orders (Government Orders, Office proceedings and Letters) are issued after obtaining orders in the matter from the respective authority.

9.8. Designation of the officers involved in decision making. – Assistant Section Officer, Section Officer, Under Secretary to Government, Deputy Secretary to Government / Joint Secretary to Government / Special Secretary to Government/ Secretary to Government / Chief Secretary/ Hon'ble Minister/ Hon'ble Chief Minister.

9.9 Contact information of above mentioned officers. Addresses as mentioned in 2.5.

9.10. If not satisfied by the decision, where and how to appeal- Special Secretary to Government, Public Works Department.

CHAPTER X

10.1 INFIRMATION ABOUT THE OFFICERS

Name	Designation	Phone No Office	FAX	E-mail
Thiru.S. Ramasundaram, IAS	Principal Secretary to Government	25671622	25678840	pwdsec@tn.gov.in
Thiru.A.Chandrasekaran M.E.,	Special Secretary to Government	25673863 5542		
Thiru S.Dorai,	Joint Secretary to Government (ISW)	25679476 5834		
Thiru S.Sengamalai,	Joint Secretary to Government (Irrigation)	25670786 5572		
Thiru. Md.Azeemullah	Deputy Secretary to Government (Estt.II)	25671880 5501		
Thiru O.R.Ramamoorthy,	Deputy Secretary to Government (Estt.I)	25672153 5832		
Thiru. L.Varadharajan,	Deputy Secretary to Government (Buildings)	25670022 5540		
Vacant	Under Secretary to Government (ISW)	25665579		
Thiru. Easwantharao,	Under Secretary to Government (Estt-I)	25665512		
Vacant,	Under Secretary to Government (General)	25665965		
Vacant,	Under Secretary to Government (Irrigation-I)	25665154		
Vacant	Under Secretary to Government (O.P)	25665679		

Thiru M. Thangavelu	Under Secretary to Government (Building)	25665153		
Thiru M.Subramani,	Under Secretary to Government (Irrigation II)	25665496		
Thiru G.Usha,	Under Secretary to Government (General)	25665251		
Thiru P.Thamizharasan	Under Secretary to Government (Budget)	25665953		

10.2 HEADS OF DEPARTMENT

1.	Engineer-in-Chief, WRD & Chief Engineer (GL) PWD, Chennai-5	044	2825351 28530404/101
2.	Chief Engineer, D.R.C.S, Chennai-5	044	28530381
3.	Chief Engineer, Plan Formulation, Chennai-5	044	2825662 28530404/220
4.	Chief Engineer, Operation & Maintenance, Chennai-5	044	28517261
5.	Chief Engineer, S.G.& S.W.R.D.C., Chennai-5	044	22541368
6.	Chief Engineer, Institute for Water Studies, Taramani, Chennai-113.	044	22542674
7.	Chief Engineer (Buildings) Chennai-5	044	28525367, 28530404/151
8.	Chief Engineer, Chennai Region, Chennai-5	044	28523007/103
9.	Chief Engineer, Madurai Region, Madurai-2	0452	2530826
10.	Chief Engineer, Coimbatore Region, Coimbatore-1	0422	2381804
11.	Chief Engineer, Trichy Region, Trichy.	0431	2331411, 2331148 (Fax) 2332287 (Direct)
12.	Director, I.M.T.I. Trichy-15	0431	2500603, 2500088
13.	Chief Architect, P.W.D. Chennai-5.	044	28548976/176
14.	Chairman, Cauvery Technical Cell, Chennai-8	044	28190732, 28192400
15.	Chief Inspector of Boilers	044	28522233

CHAPTER – XI

Sl.No.	Designation	Scale of Pay
1.	Principal Secretary to Government	67000-79000
2.	Special Secretary to Government (in the cadre of Chief Engineer)	37400-67000+Grade Pay 8900
3.	Joint Secretary to Government	37400-67000+Grade Pay 8800
4.	Deputy Secretary to Government	15600-39100+ Grade Pay 7600
5.	Under Secretary to Government	15600-39100+Grade Pay 6600
6.	Assistant Executive Engineer Monitoring	15600-39100+GradePay 6600
7	Section Officer	15600-39100+Grade Pay 5400
8.	Assistant Section Officer	9300-34800 +Grade Pay 4600
9.	Assistant	5200-20200 +Grade Pay 2200
10	Principal Private Secretary	15600-39100+ Grade Pay 7600
11	Private Secretary	15600-39100+ Grade Pay 5400
12	Personal Assistant	9300-34800 + Grade Pay 4600
13.	Personal Clerk	9300-34800 + Grade Pay 4400
14.	Typist	5200-20200 + Grade Pay 2000
15.	Record Assistant	5200-20200 + Grade Pay 2000
16.	Record Clerk	4800-10000 + Grade Pay 1400
17.	Office Assistant	4800-10000 + Grade Pay 1300

CHAPTER XII

12. Information about the details of the Budget for different Activity under different schemes.

2010-2011

Demand No.39 Public Works Department

(Rs. in Thousand)

		Revenue	Capital	Loan	Total
1) Secretariat	Charged	1			1
	Voted	7,35,68	-	-	7,35,68
2) Public Works – Buildings	Charged	1	-	-	1
	Voted	150,13,04	1,051,88,61	-	1,202,01,65
Total	Charged	2	-	-	2
	Voted	157,48,72	1,051,88,61	-	1,209,37,33

Demand No.40

(Rs. in Thousand)

		Revenue	Capital	Loan	Total
1) Public Works –Irrigation	Charged	2	5,00,04	-	5,00,06
	Voted	1,120,76,35	1,032,91,32	-	2,153,67,67
2) Public Works – Ground Water	Charged	2	-	-	2
	Voted	27,08,61	5,23,47	-	32,32,08
3) Project Director, IAMWARM	Voted	6,74,54	1	-	6,74,55
4) Directorate of Boilers	Voted	1,45,90	-	-	1,45,90
5) Institute of Water Studies	Voted	2,61,00	-	-	2,61,00
Total	Charged	4	5,00,04	-	5,00,08
	Voted	1,158,66,40	1,038,14,80	-	2,196,81,20

CHAPTER XIII

13. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Under this Department there are 204 quarters in Government Estate and 398 Quarters in Todhunter Nagar covering all types of quarters for allotment to Government Servants. Out of this 20% reservation has been made for the staff of Public Works Department, Secretariat and the staff under Chief Engineer, Public Works Department, Chepauk by taking into account the length of service put in by each of the applicants.

CHAPTER XIV

14. Particulars of Recipients of Concessions, permits or authorization granted by it. No concession, permits and authorization are granted to the Public in this Department.

CHAPTER XV

15. Norms set by the Department for the discharge of its function.

1. Secretary to Government, Public Works Department is the official head of the Public Works Department and he is the decision taking authority in respect of the business dealt with in Public Works Department.

2. Special Secretary / Joint / Deputy Secretaries to Government are the officials who assist the Secretary in decision making and discharging his duties.

3. Under Secretaries to Government are the officials functioning under the control and directions of their respective Deputy Secretary / Joint Secretary / Additional Secretary and Secretary to Government. Under Secretaries supervise the functioning of the sections under their and monitor the performance of the Section Officers, Assistant Section Officers, etc., and scrutinize the noting and drafting submitted by the respective sections. They are to check the correctness of noting and drafting and enforce rigid observance of all rules, communication of copies of documents, referencing, indexing. They bring the files into final shape to enable the higher officers to take suitable decisions in important matters.

4. Section Officers are responsible for the work allotted to the respective sections and to submit the files duly processed to the Under Secretaries and other higher officers. They are also responsible for bringing the position of rules and regulations, other factors and the relevant back papers to the notice of the Under Secretaries and above. They are also to keep a watch over time bound references and put up the cases to the officers in time and to ensure that currents are put up quickly according to the nature and urgency with noting and references.

5. Assistant Section officers are to process each and every case at the initial level with reference to the relevant back papers, copies of GOs, etc., and submit the files for the scrutiny of Section Officers. They are incharge of submitting reminders in pending issues periodically to the Section Officers.

CHAPTER XVI

16. INFORMATION AVAILABLE IN ELECTRONIC FORM

Web site of Govt.of Tamil Nadu – <http://www.tn.gov.in>

Web site of Water Resources Department – <http://www.wrd.tn.gov.in>

Web site of Ground water wing of WRD - <http://www.groundwatertnpwd.org.in>

- Tamil version – www.nilaneer.in

Web site of Irrigation Management Training Institute, Thuvakudi, Trichy

- www.tamilnaduimti.org

IAMWARM Project

- www.iamwarm.gov.in

CHAPTER XVII

17. PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Newspaper

Notice Board

System of issuing copies of documents

Website of the Public Works Department