

Rural Development and Panchayat Raj Department

Manual for Information

Under

Right to Information Act 2005

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CHAPTER – I

The Right to Information Act-2005 Manual

1. INTRODUCTION :

The Government of India have enacted the Right to Information Act-2005 on 15th June 2005 to provide the system 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 Act came into force on 12th October 2005.

2. DEFINITIONS :

- a) “Act” means the Right to Information Act – 2005.
- b) “Information” means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any electronic form and information to check up the Act provision which can be accessed by a public authority under any other law for the time being in force;
- c) “Public Authority” means any authority or body or institution of self – government established or constituted-
 - i) by or under the Constitution.
 - ii) by any other law made by Parliament;
 - iii) by any other law made by State Legislature;
 - iv) by notification issued or order made by the appropriate Government, and includes any.
 - v) body owned, controlled or substantially financed;
 - vi) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate government;
- d) “Record” includes-
 - i. any document, manuscript and file;
 - ii. by microfilm, microfiche and facsimile copy of a document;
 - iii. any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - iv. any other material produced by a computer or any other device;
- e) “Right to Information : means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to :-

- i. inspection of work, documents, records;
 - ii. taking notes, extracts or certified copies of documents or records;
 - iii. taking certified samples of material'
 - iv. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- f) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of Section 5;

3. OBJECTIVE OF THE MANUAL :

The objective of this Manual is to make available information about the Department of Rural Development and Panchayat Raj to the citizens who desire to have information under the Act.

4. INTENDED USERS OF THIS MANUAL :

All citizens who desire to obtain any information on the subjects relating to the Rural Development and Panchayat Raj Department.

5. PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION :

A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Tamil accompanying such fee to the Public Information Officer designated by the department specifying the particulars of the Information sought by him or her.

FEES :

- (a) Every application for obtaining information under sub-section (1) of section 6 of the Right to Information Act shall be made in writing either in person or by post to the Public Information Officers mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- (Rupees Ten only) in cash or demand draft or banker's cheque payable 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 chalan to the Public Information Officer as an evidence for having remitted the fee. The petitioner may also affix Court Fee Stamp for Rs.10.

- (b) For providing information as under sub-section (1) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above:-
- i. Rs.2 (Rupees Two only) for each page (in A-4 or A-3 size paper) Created or copied.
 - ii. Actual charge or cost price of 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/- (Rupees five only) for each fifteen minutes (or fraction thereof) thereafter.
- (c) For providing the information as under sub-section(5) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above.
- i. For information provided in diskette or floppy, Rs.50/- (Rupees fifty only) per diskette or floppy; and
 - ii. For information provided in printed form, the price incurred for such publication.

Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 5(a) and (b) 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, has to be produced to avail this concession.

CHAPTER – II

Particulars of the organization, functions and duties :

(under section 4(i) (b) (i) of RTI Act)

The Director of Rural Development and Panchayat Raj, Commissioner of Rural Development (Training), Tamil Nadu State Election Commission, Tamil Nadu Corporation for Development of Women Limited, Vazhndhu Kattuvom Project and Tsunami Project Implementation Unit are functioning, under the control of Rural Development and Panchayat Raj Department. This Department also provides administrative support to the State Election Commission.

ADMINISTRATIVE SET UP :

| | |
|--|-------------------------------|
| Secretary to Government Rural Development and Panchayat Raj Department, Chennai – 9. | 25670769 |
| Director of Rural Development and Panchayat Raj, Chennai – 15. | 044-24323794 |
| Commissioner of Rural Development and Panchayat Raj (Training), Chennai – 15. | 044-24344624 |
| Managing Director, Tamil Nadu Corporation for Development of Women Limited, No.100, Anna Salai, Chennai-600 032. | 044 – 22200600 |
| Project Director, Vazhndhu Kattuvom Project, 91, St Mary's Road, Abiramapuram, Chennai-18. | 044 – 43511104/ 05/06/2007 |
| Project Director, Tsunami Implementation Unit, No.4, Rajaji Salai, Chennai – 600 001. | 044 – 25243563 |
| Secretary, State Election Commission, 58, Revathi Street, Jawaharlal Nehru Road, Vadapalani, Chennai – 600 026. | (044) 24843000, 24843002 |

2. OBJECTIVE OF THE DEPARTMENT (Rural Development and Panchayat Raj):

The Rural Development and Panchayat Raj Department is responsible for the implementation of various Centrally sponsored and State schemes for poverty alleviation, employment generation, sanitation, capacity building, womens' social and economic empowerment, apart from provision of basic amenities and services. The department is also entrusted with the responsibility of enabling the various Panchayat Raj Institutions (PRIs) to function as effective units of Local Self-Government. There are 12,618 Village Panchayats, 385 Panchayat Unions (co-terminous with Blocks) and 29 District Panchayats under the purview of the department.

3. PANCHAYAT RAJ INSTITUTIONS :

In 1992, the 73rd Amendment to the Constitution was enacted and it brought about a number of fundamental changes in the Panchayat Raj system. Consequently, the Tamil Nadu Panchayats Act 1994 came into force with effect from 22.4.1994. Some of the important changes brought about by the 73rd Amendment to the Constitution and the Tamil Nadu Panchayats Act 1994 are listed below:

- a) Introduction of a three tier system – at the Village, Intermediate (Block) and District level.
- b) Mandatory conduct of Local Body elections every five years.
- c) Introduction of reservation of seats (i.e. ward members) and offices (i.e Chairpersons/Presidents) for Scheduled Castes/ Scheduled Tribes in proportion to their population in every Local Body with provision for rotation of the reserved seats and offices.
- d) Introduction of reservation of one third of total number of seats and offices for women with provision for rotation.
- e) Constitution of a State Election Commission as an independent body to conduct elections to both rural and urban Local Bodies regularly.
- f) Establishment of a quinquennial State Finance Commission to recommend devolution of resources from the State Government to the rural and urban Local Bodies.
- g) Constitution of a District Planning Committee to consolidate the plans prepared by the rural and urban Local Bodies in the district with a view to preparing a comprehensive development plan for the district.
- h) Introduction of the concept of 'Grama Sabha' comprising all registered voters in a Village Panchayat.

(4) Function of Village Panchayats

The important functions of village panchayats are as follows:

- a) Construction, repair and maintenance of all village roads.
- b) Extension of Village sites and the regulation of buildings.
- c) Lighting of public roads and public places in built-up areas.
- d) Construction of drains.
- e) Cleaning of streets and improvement of the sanitary condition of the village.
- f) Construction and maintenance of public latrines.
- g) Sinking and repairing of wells, the excavation, repair and maintenance of ponds or tanks and the construction and maintenance of water-works for the supply of water.
- h) Maintenance of burial and burning grounds.
- i) Maintenance of parks and reading room,
- j) Implementation of schemes such as Indira Awaas Yojana (IAY) and National Rural Employment Guarantee Scheme (NREGS).
- k) Such other duties as the Government may, by notification, impose.

5. Function of Panchayat Union Council

The important function of Panchayat Union Council are as follows:-

- a) Construction, repair and maintenance of all Panchayat union roads.
- b) Construction of water works for the supply of water for drinking, washing and bathing purposes.
- c) Construction and maintenance of elementary and middle schools.
- d) Control of fairs and festivals under the control of the Panchayat Union.
- e) Opening and maintenance of Panchayat Union public markets.
- f) Implementing various centrally sponsored and State schemes.
- g) Preventive and remedial measures connected with any epidemic or with malaria.

6. Function of District Panchayats

The functions of the District Panchayats are mainly advisory in nature such as:

- a) Preparation of development plan for the district.
- b) Compilation of administration reports of Village Panchayats and Panchayat Union Councils of the district and preparation of Annual Report for the District.

- c) Planning and review of Agriculture, Land Development, Animal Husbandry, Dairy, Poultry, Fisheries and Rural Industries etc.
- d) Planning and review of rural housing programmes particularly housing for SC/STs.
Identification of major water supply schemes.

7. Following are the Centrally sponsored Schemes implemented thro' the Rural Development and Panchayat Raj Department

7.1 Indira Awaas Yojana (IAY)

Indira Awaas Yojana, which used to be a component of Jawahar Rozgar Yojana, became an independent scheme from 1997-98 onwards. Its objective is construction of free houses to members of the Scheduled Castes/Scheduled Tribes, freed bonded labourers in rural areas and also to non SC/ST Rural poor people living below the poverty line. Beneficiaries are selected from the Below-the-Poverty-Line (BPL) list approved by the Grama Sabha. At least 60% of the total IAY allocation during a financial year should be utilized for construction/upgradation of dwelling units for SC/ST BPL households. A maximum 40% of allocation is for non-SC/ST BPL rural households. 3% of the above categories should be allocated for physically and mentally challenged persons. Government of India has also asked the States to earmark 15% of the beneficiaries from amongst the minorities. New houses as well as upgradation of kutchha houses are being taken up under the scheme. It is funded by the Centre and the State in the ratio of 75:25.

7.1.1 New houses

From 01.04.2005 onwards, the unit cost of a new house has been fixed at Rs. 25,000 for ordinary soil and Rs.27,500 for difficult soil. Based on the budget announcement of the Union Finance Minister in February, 2008, this amount is likely to be increased by Rs.10, 000/- and the unit cost raised to Rs.35, 000/- for ordinary soil and Rs.37, 500/- for difficult soil. Moreover, the State Government provides an additional amount for RCC roofing cost in addition to its matching share. With effect from 2006-07, the above RCC roofing cost has been raised from Rs.9,000 to Rs.12,000 per house. The minimum plinth area of a house should be 20 square metres. All new houses are provided with the toilets and smokeless chulhas. Beneficiaries undertake the construction with locally available materials employing

low cost technologies. As the cost of construction of new houses has increased substantially, it has been decided to raise the RCC roofing cost from the existing Rs.12, 000 to Rs.20, 000 per house. This, along with the increase in unit cost as announced by the Central Government will raise the total cost of an IAY house from existing Rs.37,000 and Rs.39,500 to Rs.55,000 and Rs.57,500 for ordinary soil and difficult soil respectively. A further subsidy of Rs.1,200 out of Total Sanitation Funds is dovetailed to enable each beneficiary to construct a toilet in the IAY house.

7.1.2 Upgradation of kutcha houses

This can be taken up to a maximum of 20% of IAY allocation. The unit cost is Rs.12,500.

During 2008-09, 69,239 new houses are likely to be constructed and 15,386 kutcha houses upgraded at a financial outlay of Rs.400.00 crores, inclusive of the State Government's additionality of Rs.138.48 crores towards the RCC roofing cost.

7.2 National Rural Employment Guarantee Scheme - Tamil Nadu

The National Rural Employment Guarantee Act was enacted in September 2005. The National Rural Employment Guarantee Scheme was launched on 02.02.2006 and is being implemented in ten districts, viz., Cuddalore, Dindigul, Nagapattinam, Sivagangai, Tiruvannamalai and Villupuram from 02.02.2006 onwards and in four more districts viz. Thanjavur, Tiruvarur, Tirunelveli and Karur from 01.04.2007 onwards. From 01.04.2008 onwards, the scheme is being extended to the remaining twenty districts of the State which are; 1. Ariyalur, 2. Dharmapuri, 3. Perambalur, 4. Pudukottai, 5. Ramanathapuram, 6. Namakkal, 7. Vellore, 8. Thoothu kudi, 9. Virudhunar 10. Salem, 11. Erode, 12. Tiruchirapalli, 13. Kancheepuram 14. Theni, 15. Tiruvallur, 16. Madurai, 17. Nilgiris, 18. Kanniyakumari, 19. Coimbatore and 20. Krishnagiri.

7.2.1 Objectives of the Scheme

The National Rural Employment Guarantee Act, 2005 (NREGA) guarantees 100 days of employment in a financial year to any rural household whose adult

members are willing to do unskilled manual work. This Act is an important step towards the realization of the right to work. It is also expected to enhance people's livelihoods on a sustained basis, by developing the economic and social infrastructure in rural areas.

The Village Panchayat will issue job cards to every registered individual. Payment of the statutory minimum wage and equal wages for men and women are the notable features of the scheme.

7.2.2 Funding Pattern

The cost of the scheme is shared between the Centre and the State in the ratio of 90:10. The Central Government will bear the following costs:

- a) The entire cost of wages for unskilled manual workers.
- b) 75 percent of the cost of material and wages for skilled and semi-skilled workers.
- c) Administrative expenses, which will include, inter alia, the salary and allowances of Programme Officers and their support staff and work site facilities.
- d) Administrative expenses of the Central Employment Guarantee Council.

The State Government will bear the following costs:

- a) 25 percent of the cost of material and wages for skilled and semi-skilled workers.
- b) Unemployment allowance payable in case the State Government cannot provide wage employment within 15 days of application.
- c) Administrative expenses of the State Employment Guarantee Council.

7.2.3 Priority of works

Taking into account the field conditions in Tamil Nadu, the works are being taken up in Tamil Nadu in the following priority:

- a) Formation of new ponds.
- b) Renovation of existing Ponds, Kuttais, Kulams, Ooraries, Temple tanks etc.
- c) Desilting of channels.

- d) Desilting and strengthening of bunds of irrigation tanks.
- e) Formation of new roads.
- f) Other water conservation/soil conservation measures/flood protection measures.

7.3 Swarna Jayanti Gram Swarozgar Yojana (SGSY)

SGSY is being implemented since April 1999 as a major anti-poverty scheme for the rural poor, by organizing them into Self Help Groups (SHGs), providing them with skill development training and helping them to get credit linkage with financial institutions and providing infrastructure and marketing support for the products produced by them. Government of India and the State Government are sharing the costs in the ratio of 75:25.

The SGSY fund is used to provide subsidy for the Revolving fund and Economic assistance to Self Help Groups. Part of the Scheme component is also utilised for formation of groups and conduct of training for their basic orientation and skill upgradation. Upto 20% of the total allocation can also be spent on putting up of Infrastructure required for promotion of activities of SHGs. The SHGs, after the first grading, are provided with a revolving fund of Rs.25,000 (bank loan of Rs.15,000 and Rs.10,000 as subsidy). After the second grading, the successful groups are provided with economic assistance, the maximum eligible subsidy being 50% of the project cost with a ceiling of Rs.1.25 lakhs.

7.4 Total Sanitation Campaign (TSC)

The Government of India have restructured the Comprehensive Rural Sanitation Programme with effect from 1.4.1999 and launched the Total Sanitation Campaign (TSC). The project envisages a demand-driven approach with increased stress on awareness building and meeting the demand with alternate delivery mechanisms. With effect from 1.4.2006, the sharing pattern between the Centre and the State is as follows:

- a) 80:20 for Information, Education and Communication (IEC) activities, administrative costs, and rural sanitary marts.
- b) 60:20:20 for individual household toilets and solid and liquid waste management and community sanitary complexes, with 20% contribution from beneficiaries/ Panchayats.
- c) 70:30 for School and Anganwadi toilets.

7.5 Nirmal Gram Puraskar

To give a fillip to the Total Sanitation Campaign, the Government of India launched an incentive scheme from June 2003 in the form of an award for total sanitation coverage, maintenance of clean environment and open defecation-free Village Panchayats, Blocks and Districts called 'Nirmal Gram Puraskar' as may be seen below.

Table 8
Cash Incentive Criteria for
Nirmal Gram Puraskar

| Particulars | Population | Incentive (Rs in lakhs) |
|--------------------|-------------------|------------------------------------|
| Village Panchayat | Less than 1,000 | 0.5 |
| | 1,000 to 1,999 | 1 |
| | 2,000 to 4,999 | 2 |
| | 5,000 to 9,999 | 4 |
| | 10,000 and above | 5 |
| Block | Upto 50,000 | 10 |
| | 50,001 and above | 20 |
| District | Upto 10 lakhs | 30 |
| | Above 10 lakhs | 50 |

7.6 Member of Parliament Local Area Development Scheme (MPLADS)

The objective of this Scheme is to fill the gaps existing in the provision of infrastructure through various Central and State schemes thereby enabling wholesome development. A sum of Rs.2 crore is allotted per Member of Parliament (Lok Sabha and Rajya Sabha) per year for taking up developmental works identified by the concerned M.P. In the case of Lok Sabha, the scheme is implemented in the districts falling within the constituency of the concerned MP. In the case of Rajya Sabha, the MP can suggest works in one or more districts within the State from which he is elected. As far as the nominated MPs are concerned, they can suggest works anywhere in India. The District Collector gives administrative sanction for the works. The guidelines contain a 'negative list' of works not permitted under this scheme and also an illustrative list of works that may be taken up. Under the scheme,

all maintenance works of any type are prohibited. Desilting of ponds, rivers, tanks, canals etc. are also treated as maintenance activities and cannot be taken up under MPLADS.

For 2008-09, an amount of Rs.114 crores is likely to be allotted for works under MPLADS.

7.7 Pradhan Mantri Gram Sadak Yojana (PMGSY)

The Government of India launched PMGSY on 25th December 2000 to provide all weather roads to all rural habitations with population more than 1000 by the year 2003 and to all habitations with population between 500 and 1000 by the year 2007. This is a 100% Centrally assisted scheme. Now, Government of India have conceived a time bound plan to upgrade rural infrastructure under the Bharat Nirman plan using the PMGSY funds. As part of the Programme, Government of India intends to connect every habitation of over 1000 population or over 500 in hilly and tribal areas with an all weather road by the end of 2008 – 2009.

7.8 National Project on Biogas Development

This is a 100% Centrally sponsored scheme envisaging a subsidy of Rs.2,100 for general category and Rs. 2,800 for SC/ST and small farmers and Rs.3,500 for hilly areas.

8. Following are the State Schemes implemented thro' the Rural Development and Panchayat Raj Department

8.1 Anaithu Grama Anna Marumalarchi Thittam

This Government launched a landmark scheme called the 'Anaithu Grama Anna Marumalarchi Thittam' vide its G.O.Ms.no.115, Rural Development and Panchayat Raj (SGS-2) Department, dated 11.09.2006 and G.O.Ms.no.189, Rural Development and Panchayat Raj (SGS-2) Department, dated 27.12.2006 which aims at substantial injection of resources into the Village Panchayats in the State in five years. In terms of allocation, this is by far the biggest among all the Centrally sponsored and State funded schemes currently under implementation. The scheme was formally inaugurated by the Hon'ble Chief Minister on 21.01.2007 at Tirumathalampakkam Village of Vellore District.

Since many Village Panchayats have very low incomes and are finding it difficult to provide the statutory services or improve infrastructure, this scheme accords priority to the poorest Village Panchayats in terms of *per capita* income. One fifth of the Village Panchayats in each Block are taken up in each year in the

ascending order of per capita income so as to cover all the Village Panchayats in the State over a period of five years. The villages covered under the old Anna Marumalarchi Thittam, which was in vogue during 1997-2002, will be taken up in the fifth year (2010-11).

Under the scheme, the Government had allocated Rs. 508 crores for 2,540 Village Panchayats during 2006-07 and Rs.511.86 crores for 2,534 Village Panchayats during 2007-08 at the rate of Rs. 20 lakhs per Village Panchayat. For 2008-09, the scheme is being taken up in 2,521 villages at an outlay of Rs. 509.64 crores. Further, funds from other schemes of Rural Development and Panchayat Raj department and other departments such as Highways, Public Works, Social Welfare, Health, Education, Agriculture Engineering, and TWAD Board among others will also be dovetailed as far as possible into the Village Panchayats taken up under Anaithu Grama Anna Marumalarchi Thittam. The Government's intention is to ensure the convergence of at least Rs. 1 crore of funds under various Governmental schemes to each AGAMT Village Panchayat.

The following are some of the key guidelines of the scheme:

1. Selection of works to be taken up under AGAMT will be done by a committee consisting of the Block Development Officer (Village Panchayats), Assistant Engineer (RD)/ Block Engineer the Panchayat President concerned and Village Administrative Officer.
2. The works should be got approved by the Grama Sabha.
3. Cement Concrete roads can be taken up for an amount not exceeding Rs.3 lakhs in tied component per village.
4. At least one Pond/Oorani is to be constructed at a cost of Rs.3-5 lakhs in each AGAMT village and it should have Bathing ghat, Baby pond, Retaining wall etc. In case of a Pond or Oorani being unavailable in the village, Temple tank or Minor Irrigation tank can be taken up for desilting in the village. Desilting the pond for a minimum depth of 2 metres from the existing level and the baby pond for further depth of 1 metre has been stipulated.
5. Fish ponds are to be taken up wherever feasible and preference given to the Self Help Groups for getting fishery rights.
6. Burial ground in each AGAMT village will be improved with approach road, Compound wall, Cremation shed, Water facility and Lighting.
7. A School Sports Centre at an outlay of up to Rs.1.5 lakhs or Community Sports Centre at an outlay of up to Rs.1 lakh is to be put up in each AGAMT village.
8. A library will be opened in each AGAMT village. A new building may be constructed or an existing building may be modified suitably and books

worth at least Rs.50,000 are to be bought and furniture worth Rs.50,000 procured for the library. An Honorary Librarian is to be appointed for each AGAMT library.

9. Village shandies are to be improved wherever available.
10. An amount of 1% of the total allocation is to be used for IEC activities.

The Village Panchayats have been permitted to incur an expenditure of up to Rs. 10,000 per year for replacement of sports consumables in AGAMT Sports Centres.

8.2 Member of Legislative Assembly Constituency Development Scheme (MLACDS)

Member of Legislative Assembly Constituency Development Scheme is fully funded by the State Government. The main objective of the scheme is to take up works to bridge the critical infrastructural gaps in the Assembly constituencies. Under this scheme, each MLA proposes the works that should be executed in his constituency. The District Collector gives administrative sanction for the works. The allocation per constituency was increased from Rs.1 crore to Rs.1.20 crore vide G.O.Ms.No.134, RD & PR (SGS.II) Department, dated 29.9.2006. 50% of the allocation (Rs.60 lakhs) is earmarked for priority works specified by Government. Out of the remaining 50%, MLAs can choose works of their choice not falling within the negative list.

During 2007-08, the following items of works were held as priority under the earmarked component of Rs.60 lakhs: 1.Upgradation to/renewal of B.T. roads 2. Provision of Cement concrete roads for rural areas and in urban areas along with above works 3. Provision of Cement concrete pavements along with the provision of storm water drain.

The Government have permitted the MLAs to allocate their funds under MLACDS for the construction of individual / Group houses and upgradation of Kutcha Houses (like IAY scheme in rural areas) in Village Panchayats and Town Panchayats for SC/ST/MBC/BC beneficiaries who are below the poverty line. The Government have also permitted the MLAs to allot funds under MLACDS to repair the group houses that have been constructed up to 1997 under Government Schemes in Village Panchayats and Town Panchayats.

Under the untied funds, following works can also be taken up:

- i) Construction of buildings, compound walls and purchase of furniture and equipments for all types of Government Hospitals, PHCs and Government Veterinary Hospitals.

- ii) Construction of Buildings, Compound walls and purchase of furniture and equipments for Panchayat Union/ Government Schools and Government colleges.
- iii) Construction of buildings for Public Distribution Shops, Direct Purchase Centres, Milk Producers' Co-operative Societies and Bulk Chilling Centres.

In Urban areas, repairs to houses constructed (up to 1997) by Tamil Nadu Slum Clearance Board / Tamil Nadu Housing Board/ TAHDCO with the recommendation of concerned MLA subject to a ceiling of Rs.10,000/- per house.

8.3 Panchayat Union School Renovation Programme

The programme of Panchayat Union School Renovation introduced in 2007-08 envisages repair and improvement of all Panchayat Union Elementary Schools and Middle Schools in the State in a phased manner. There are around 22,000 Panchayat Union Primary Schools and 4,500 Panchayat Union Middle Schools which are being maintained by Block Panchayats. Due to lack of proper maintenance, most of these School buildings have become dilapidated. Hence, the repair and renovation of such long neglected 10,248 School buildings in AGAMT Village Panchayats of both AGAMT 2006-07 and 2007-08 Villages was initially taken up during 2007-08 at a cost of Rs.135 crores.

During the year 2008-09 around 5500 Elementary and Middle School buildings in AGAMT 2008-09 villages will be taken up for repairs and improvement and Rs. 60 crores will be allocated to carry out works under this scheme.

8.4 Namakku Naame Thittam

Namakku Naame Thittam is being implemented as State Sponsored Scheme with a minimum of one-third amount as public contribution and two-third contribution from Government as grants in both Rural and Urban areas. Under this Scheme, the public themselves can select works as they need and execute it as per the provisions in the guidelines of the Scheme.

Construction of Government and Local Body School Buildings (including Compound Walls), Libraries, Hospitals, Primary Health Centres, Veterinary Dispensaries, Noon Meal Centres, Hostels, Creation of Water Supply Sources, Public Distribution Shop Buildings, Bridges and Culverts, Upgradation of Roads and Streets, CC Pavements, Parks, Play Grounds, Traffic Islands, Fountains, Street lights, Purchase of Furniture, Computers and equipments for Government and Local Body Schools and Libraries and construction of class rooms, laboratories and toilets

in Government aided schools and colleges can be undertaken under Namakku Naame Thittam.

8.5 Periyar Ninaivu Samathuvapuram

To promote social justice and spread Thanthai Periyar's message of social equality, Government of Tamil Nadu established Samathuvapurams since 1997-98 in the districts where all communities live with unity and brotherhood. Accordingly, 145 Samathuvapurams were established in the State. Government have now decided to revive the scheme and construct another 95 Samathuvapurams. In the first phase, 29 Samathuvapurams will be established at the rate of one Samathuvapuram in each district except Nilgiris District during the year 2008-09. Each Samathuvapuram will have 100 houses at an approximate cost of Rs.1.20 lakhs per house. Roads, street lights, drinking water supply and Public Distribution Shop will also be provided in each of the Samathuvapurams.

8.6 Programme for Comprehensive Development of Dharmapuri and Krishnagiri districts

To curb the rise of Naxalite elements in the backward districts of Dharmapuri and Krishnagiri, a Socio-economic Development Programme was launched in the year 2003-04. For 2007-08, a provision of Rs. 7.50 crores has been made. In the year 2007-08, construction of new houses, various infrastructure development works and training programmes for rural youth have been taken up. For the year 2008-09 also, a provision of Rs.7.50 crores has been made.

9. TAMIL NADU CORPORATION FOR DEVELOPMENT OF WOMEN

Tamil Nadu Corporation for Development of Women Ltd (TNCDW) was established in 1983 with the prime objective of bringing about socio-economic development and empowerment of women. The Department implements its flagship programme Mahalir Thittam, besides implementing the IFAD Assisted Post Tsunami Sustainable Livelihoods Programme.

The Self Help Group (SHG) approach was started in a small way in Dharmapuri district in the year 1989 and has seen steady growth particularly with the introduction of Mahalir Thittam from 1997-98. It has now become a very vibrant movement spread across all districts of the State encompassing in its fold the poor, underprivileged women living on the fringes of society.

This programme has evolved from promoting traditional thrift and credit practices to supporting economic activities, building capacity of women at every stage. TNCDW has progressively introduced a wide range of definitive interventions, which have created a positive impact in the lives of women.

9.1.1 Vision for TNCDW

The SHG movement with nearly 59 lakh women as members has grown from strength to strength over the years bringing about substantial social change. It would be the endeavour of the Corporation to extend the benefits of the SHG approach to the uncovered areas of the state and uncovered sections of society. The immediate goal of TNCDW is to ensure that all poor women particularly widows, destitutes and marginalised are included in SHGs in the next three years.

TNCDW has been very successful in bringing about social empowerment of women which has not fully translated into economic empowerment. The Corporation will strive to promote more economic activities among SHG women by converging Mahalir Thittam and SGSY implementation.

Strengthening the Federations of Self help groups is the key to achieving sustainability in the long run. TNCDW's vision is to build strong and self reliant SHG federations at the Village Panchayat, Block and district levels throughout the State.

9.2 Mahalir Thittam

The programme is implemented in partnership with NGOs and community based organizations which are affiliated with TNCDW after due process. Under Mahalir Thittam 3,65,709 SHGs have been formed as of March 2008 with 58,80,875 women members and with total savings of Rs.1,737.81 crores. This includes 25,484 new SHGs formed in 2007-08 of which 9,999 SHGs have been formed in Anaithu Grama Anna Marumalarchi Thittam villages.

The hallmark of the SHGs promoted by Mahalir Thittam is the systematic training provided to the SHG members and the office bearers. This capacity building brings about qualitative changes in the attitude of the women and promotes cohesion and effective functioning of the group.

All the SHG members are imparted training in 4 modules for 4 days to orient them to the SHG concept. The office bearers of the SHGs (Animator and Representative) are given training in 3 modules for 6 days. This training enhances the leadership quality, team building spirit and capacity to maintain books of accounts. In addition, SHG members who are interested in starting economic activities or develop skills to get self employment are provided skill training. The skill training includes a 5 day capsule on entrepreneurial development.

9.2.1 Credit rating and Linkage

Credit rating is a benchmarking exercise to assess the group and ascertain its credit worthiness. SHGs are rated on various parameters to test their financial

discipline and effective functioning. It is done by a committee consisting of representatives from Mahalir Thittam, DRDA, PLF, NGO and a Bank. The first credit rating which is done six months after group formation enables the group to access Revolving Fund or direct credit from Banks. The second credit rating is done after a lapse of another 6 months to ascertain the readiness and suitability of the group to undertake economic activity. Out of 3,31,782 SHGs which have passed credit rating, 3,11,798 SHGs have been linked to Banks as of March 2008.

9.2.2 Revolving Fund to Urban SHGs

After the groups in rural areas pass the first credit rating, Revolving Fund (RF) subsidy of Rs.10,000/- is provided under Swarnajayanti Gram Swarozgar Yojana (SGSY) to facilitate credit linkage with the Banks. In addition to the subsidy given by the Government, the Banks provide cash credit upto Rs.30,000/- per group. The RF subsidy was not available to SHGs in urban areas which restricted their access to credit from Banks. Therefore the Government announced a scheme to provide RF subsidy to urban groups from the year 2006-07. Rs.30 crores have already been provided to give RF subsidy to 30,000 urban SHGs. In 2008-09, the Government have decided to provide RF subsidy to all the eligible 1.50 lakh SHGs.

9.2.3 Affiliation of Non-Governmental Organisations

Mahalir Thittam is implemented in partnership with Non-Governmental Organizations (NGOs) who help in formation of SHGs, provide training and monitor them. The NGOs are provided funds for providing the above services. Interested NGOs are affiliated as partners to Mahalir Thittam if they satisfy the norms for affiliation. The affiliation norms for NGOs and the NGO agreement have been revised. The salient features of the new agreement are:

- Emphasis on quality of NGOs and not numbers
- Incentive to NGOs for facilitating credit linkage and economic activities.
- Performance based and linked to outputs.
- Adequate space for growth of community based organisations like Panchayat Level Federations and Village Poverty Reduction Committees.

The affiliation process is in progress and the new agreement will come into force from the year 2008-09.

9.2.4 Manimegalai Awards

To encourage well-functioning SHGs and PLFs, the Government had announced Manimegalai awards at State and district levels. Awards are presented to 5 best PLFs and 10 best SHGs at the State level. One PLF selected as best at the district level and 3 SHGs found to be the best at the district level are given

Manimegalai awards and the best SHG at the Block level is given a certificate. The awards and have been instrumental in motivating the SHGs and PLFs to strive for better performance.

9.2.5 Panchayat Level Federation

Under Mahalir Thittam, it is envisaged that Federations of SHGs will be formed at the Village Panchayat level called the Panchayat Level Federations (PLF). The PLFs, by pooling in talent and resources and exploiting economies of scale in production and marketing, can benefit member SHGs immensely. Strong federations are a sure way to ensure sustainability and self reliance of SHGs.

9.2.6 Skill Training for Youth

Given the popularity of the State as an industrial investment destination, there is huge demand for skilled manpower in manufacturing and services sector. By providing relevant skill training, unemployed youth can be productively engaged benefiting the society as well as the individual. With this objective in mind, TNCDW has imparted skill training to 11,485 youth through reputed industrial houses and institutions like MRF, NOKIA, Saint Gobain among others.

The Government announced the Youth SHG scheme in 2006-07 to channelise the energies of youth constructively and productively. As on March 2008, 19,698 youth groups have been formed and 2,640 youth SHGs have been provided RF subsidy of Rs.10,000/- each.

9.3 International Fund for Agricultural Development Assisted Post Tsunami Sustainable Livelihoods Programme

TNCDW is the nodal agency for implementing the International Fund for Agricultural Development (IFAD) Assisted Post Tsunami Sustainable Livelihoods Programme (PTSLP).

The objective of PTSLP is to build self reliant, coastal communities which are able to manage their livelihood in a sustainable manner. This would be achieved by developing viable enterprises and resource management systems.

The project will be implemented at a total outlay of Rs. 298.57 crores over a period of 8 years.

The project area for implementation is the coastal Panchayats of six districts of Kancheepuram, Tiruvallur, Villupuram, Cuddalore, Nagapattinam and Kanyakumari benefiting nearly 6 lakh population.

The Cluster Resource Centre (CRC) is the basic implementation unit covering a group of Panchayats and the project area has been divided into 30 clusters. The CRC personnel will give facilitation support to the traditional community institutions in preparing and implementing project activities.

The programme is to be operationalized in collaboration with Non-Government Organizations and involving traditional community institutions and local bodies. The process for recruiting NGOs and other specialists is under way.

The programme envisages the development of community infrastructure, formation of fish marketing societies, support for Self help groups through capacity building, skill training for youth and assistance through micro credit for SHGs.

The project would promote responsible fishing practices to ensure sustainable livelihood to fishermen. The expertise of relevant institutions will be utilized to identify the coastal and fisheries management issues that affect the community and accordingly remedial measures will be taken up on pilot basis.

The Government have released Rs.10 crores for the first year and the initial project activities have commenced. For the year 2008-09, Rs.54.37 Crores have been provided in the budget for this project.

10. VAZHNDHU KAATTUVOM PROJECT

One of the prime developmental objectives of Government of Tamil Nadu is alleviating poverty and ensuring inclusive growth. An important intervention in this direction is the World Bank funded Vazhndhu Kaattuvom Project which was designed based on a concept note 'Tamil Nadu Poverty Reduction Initiative' developed in 2000-01. The Vazhndhu Kaattuvom Project was launched in November 2005 and will be implemented over a 6 year period with World Bank assistance. The total outlay of this project is Rs. 717 crores.

The target population of this project will be poor households, the most vulnerable sections including the physically challenged and the marginalized communities. The project adopts community driven development approach involving Village communities at every stage of project implementation. The target population is identified by Village communities using participatory methodologies.

10.1 Project Area

The project will be implemented in 2,480 Village Panchayats in 70 backward Blocks spread over 15 districts.

Details of Project Area

| Sl. No. | District | Number of Blocks | Number of Village Panchayats |
|----------------|-----------------|-------------------------|-------------------------------------|
| 1 | Coimbatore | 5 | 80 |
| 2 | Cuddalore | 4 | 236 |
| 3 | Kancheepuram | 4 | 231 |
| 4 | Nagapattinam | 4 | 182 |
| 5 | Namakkal | 6 | 121 |
| 6 | Ramanathapuram | 4 | 164 |
| 7 | Salem | 6 | 146 |
| 8 | Theni | 4 | 81 |
| 9 | Tiruvallur | 5 | 203 |
| 10 | Tiruvarur | 4 | 159 |
| 11 | Tirunelveli | 6 | 156 |
| 12 | Thiruvannamalai | 4 | 160 |
| 13 | Thoothukudi | 4 | 154 |
| 14 | Vellore | 5 | 211 |
| 15 | Villupuram | 5 | 196 |
| | Total | 70 | 2,480 |

10.2 Institutional Arrangements

The responsibility for implementation of the project vests with the Vazhndhu Kaattuvom State Society at State level and District Vazhndhu Kaattuvom societies in the project districts.

At the cutting edge level, a 5 member project facilitation team covers 10 – 15 Village Panchayats constituted into a cluster. At the Village Panchayat level the implementation agency is an inclusive community organization by name Village Poverty Reduction Committee (VPRC). In addition, a Social Audit Committee (SAC) is constituted by Grama Sabha which plays the role of guardian of the project principles.

10.2.1 Village Poverty Reduction Committee

The Village Poverty Reduction Committee is a community organization formed under the project predominantly with representatives of the target population. Each hamlet of the Panchayat is represented by a woman SHG member from the target population in the VPRC. The PLF Secretary, a representative of the disabled, 2 members representing other Village level committees are also nominated to the VPRC by the Grama Sabha. The Village Panchayat President is the Ex-officio Chairperson of the VPRC.

10.2.2 Social Audit Committee

A 5 member Social Audit Committee nominated by the Grama Sabha monitors project activities and ensures adherence of the project principles during implementation. The Committee is accountable to the Grama Sabha and reports to the Grama Sabha on a regular basis.

10.2.3 Project Implementation Cycle

The project activities to start with are aimed at social mobilization of the poor and marginalized. After formation and building capacity of the community organizations, the project focuses on livelihood promotion of the target population. The implementation stages of the project are:

a. Initiation stage:

- Communication campaign to create awareness about the project.
- Release of Panchayat initiation fund to participating Village Panchayats.
- Identification of the target poor by participatory methodology.
- Formation of VPRC and SAC.

b. Capacity Building stage:

- Mobilizing the left out poor, disabled into new SHGs.
- Building the capacity of VPRC, SAC and SHG members.
- Employment oriented skill training for youth.
- Promoting credit linkage to SHGs.

c. Livelihood stage:

- Livelihood resource mapping to identify potential economic activities at Village level.
- Assistance for individual livelihood activities as well as group activities.

d. Consolidation stage:

- Formation and strengthening economic activity federations and SHG federations.
- Establishing partnerships and linkages with corporate sector and other resource institutions.

10.3 Progress in project implementation

The project implementation was taken up in 15 Blocks in the first phase from October 2006 and another 15 Blocks in the second phase from April 2007. The project activities are in progress in 1,177 Village Panchayats in the first two phases. The following activities have been accomplished:

- The project staff, both at district and cluster levels are in position in all districts after induction training.
- Village Panchayat initiation fund of Rs.35,000/- per Village Panchayat has been released to all 1,177 Village Panchayats.
- Participatory identification of the poor has been completed in 1,162 Village Panchayats and the list approved by Grama Sabha.
- Village Poverty Reduction Committee and Social Audit Committee have been formed in 1,147 Village Panchayats. In addition, 42 special VPRCs have been formed exclusively in tribal areas.
- The first instalment of VPRC fund of Rs.20.15 crores has been released to 696 VPRCs.
- 2,629 new women SHGs have been formed from among the left out poor. Similarly 1,619 new SHGs have been formed among the disabled.
- 14,294 disabled persons have been given national ID cards through the intervention of the project.
- 2,694 unemployed youth have been imparted job oriented skill training in collaboration with Mahalir Thittam.

11. TSUNAMI REHABILITATION SCHEMES

11.1 Introduction

The Tsunami which struck the Tamil Nadu Coast on 26th December, 2004 was unprecedented in its suddenness and ferocity, causing huge damages to lives, livelihood and properties in Tamil Nadu. It was widespread in scale affecting villages and towns all along the coastline. It inundated areas ranging from 200 metres to 3000 metres from the High Tide Line (HTL) in the coastal districts.

The Government of Tamil Nadu mobilized its resources to take up rescue and relief works. The Government have further undertaken, in collaboration with Non-Governmental Organisations (NGOs), Multilateral Institutions and the Government of India, various reconstruction programmes to restore livelihood,

recreate habitats and rehabilitate damaged public properties and infrastructure. Among these are:-

- i) Tsunami Emergency Assistance Project (TEAP) of the Asian Development Bank (ADB) at a cost of about Rs.307 crores with loan and grant components.
- ii) Rajiv Gandhi Rehabilitation Package (RGRP) of the Government of India for Tsunami affected areas at a cost of about Rs.740 crores, as grant.
- iii) Emergency Tsunami Reconstruction Project (ETRP), part-funded by the World Bank at a projected cost of about Rs.672 crores as loan.

Several departments of the Government including Rural Development and Panchayat Raj Department are implementing the Tsunami Reconstruction Projects. The Project Management Unit (PMU) established in the Revenue Department is coordinating these projects. In view of the large financial allocation and physical spread of activities undertaken by the Rural Development and Panchayat Raj Department, a separate Project Implementation Unit (PIU) has been set up since 1.8.2005 for overseeing the implementation of the projects implemented by this department.

11.2 Tsunami Emergency Assistance Project (TEAP) funded by the Asian Development Bank (ADB)

The main objective of the Project is to support the efforts of the Government of Tamil Nadu to accelerate economic growth and poverty alleviation in the Tsunami affected areas of the State by assisting in the restoration of livelihoods, especially of the poor and disabled and complementary rehabilitation and reconstruction of damaged public infrastructure.

This project is being implemented at a cost of about Rs.307 crores over a period of three years starting from 06.04.2005. The coastal stretch in the 12 tsunami affected districts of Thiruvallur, Kancheepuram, Villupuram, Cuddalore, Nagapattinam, Thiruvarur, Thanjavur, Pudukottai, Ramanathapuram, Thoothukudi, Tirunelveli and Kanniyakumari are benefited through the project. The Asian Development Bank provides 100% grant towards livelihood, sanitation and incremental operating cost components, and a soft loan towards projects for creation of infrastructure like roads and drains, public buildings, etc.

11.2.1 Livelihood Component

A sum of Rs.190.10 crores has been allocated for the restoration of livelihood of Tsunami affected people in the coastal areas. Under this component the

vulnerable sections of the society are provided with Revolving Fund assistance, Economic Assistance, grant for disabled persons for capacity building, and special assistance etc. Cent percent targets have been achieved in respect of these activities.

a) Revolving Fund

33,547 Self Help Groups (SHGs) have been assisted with Revolving Fund at a cost of Rs.88.82 crores. Every SHG has been assisted with Rs.30,000/- as Revolving Fund. Many of these groups have also availed of credit linkages with Banks.

This has transformed the lives of poor women by providing them with cheap, reliable and accessible credit for meeting their consumption and working capital needs. Many of them have used this money to improve their livelihood by creating new or improving their existing income generating assets.

b) Economic Assistance

Groups which are stabilized and have the aptitude for taking up micro enterprises have been provided with economic assistance with 50% subsidy, the balance 50% being the credit linkage from the Banks. 2472 SHGs have availed this economic assistance at a cost of Rs.31.55 crores for undertaking a variety of activities including animal husbandry, palm leaf products, fish pickle, brick making, small business enterprises etc. The members of these groups are enabled to earn increased income as a result of this assistance.

An additional 4% interest subsidy will also be given to these groups upto the end of the project period, or for the repayment period, whichever is earlier.

c) Special Assistance for the Disabled

It is well known that the disabled, widows and deserted women are the most vulnerable sections in society, more so in the disaster-affected areas. Their social capital is often meagre and they find it difficult to access schemes meant for the general population. Bank credit is also hard to come by. This Government launched a massive campaign to improve the livelihood of the disabled. Under this, 34,632 persons with disabilities have been assisted with a grant of Rs.10,000/- each, at a cost of Rs.34.63 crores. Many of them have also availed of a loan of Rs.5,000/- each from the Banks. Interest subsidy at 4% will also be extended to these persons upto the end of the project period, or for the repayment period, whichever is earlier.

This assistance has been provided to the eligible disabled persons in the entire coastal districts, instead of restricting it to the coastal Blocks / Panchayats. The quality of life of these individuals has substantially improved after availing of this assistance. This is one of the single largest initiatives ever undertaken by the Government for the welfare of the disabled.

d) Capacity Building

SHG members are being given Basic Orientation Training and Animator & Representative training to enable them to function as viable groups. Entrepreneurial Development Programme and Skills Upgradation Training are being given to groups which are taking up economic activities. A sum of Rs.4.39 crores has been spent for providing these training. Reputed institutions with good placement records have been selected for imparting vocation skills as follows:-

Capacity Building through Institutions

| Sl. No. | Institute | Skills | Number trained | Cost of training Rs.in lakhs |
|----------------|------------------|---------------|-----------------------|---|
| 1. | TNOU & TALLY | Accounting | 684 | 37.62 |
| 2. | NIIT | Computer | 830 | 49.80 |

These organisations are assisting the trained persons to get suitable employment.

11.3 Rajiv Gandhi Rehabilitation Package(RGRP) funded by Government of India

The Rajiv Gandhi Rehabilitation Package (Reconstruction component) forms part of Tsunami Rehabilitation Programme (TRP) drawn by the Government of India for reconstruction of damaged physical and social infrastructure and for revival of impaired livelihoods due to the Tsunami on 26.12.2004. The programme emphasizes on improving quality of life using replacement and upgradation of assets as means to achieve it.

11.3.1 Schemes which are implemented

- a) In sites where NGOs constructed houses, certain basic facilities like cement concrete roads, provision of street lights, sanitation arrangements,

land filling, etc. have not been provided by these NGOs and these facilities are being provided under the Project.

- b) Houses which have originally been agreed to be constructed by NGOs but subsequently backed out by them are being constructed with necessary basic amenities.
- c) Vulnerable houses within 200 meters from High Tide Line (HTL) and also government built houses which are 10 years old as on 01.01.2006, within 1000 meters from the HTL are being reconstructed and required basic amenities in these housing sites are also being provided.

11.3.2 Provision of basic amenities in NGOs built sites

- i) Cement Concrete roads to a length of 138 Kms. at a cost of Rs.40.62 crores have been taken up in 128 sites.
- ii) Out of 3019 street lights to be provided at a cost of Rs.266.31 lakhs, 2696 street lights have already been erected.
- iii) Sanitation arrangement by way of septic tanks and soak pits are being provided to 4262 houses built by NGOs without these facilities and 495 stand alone toilets are also being constructed, at a total cost of Rs.4.54 crores. Out of this,2725 houses have already been provided with sanitation facilities.
- iv) In 9 sites in Nagapattinam district where NGOs have constructed houses in low lying areas, land filling has been taken up in order to prevent flooding of the houses during rainy seasons at a cost of Rs.2.76 crores, in order to prevent inundation during rains.

11.3.3 Reconstruction of vulnerable houses

With the object of relocating the people who are living in vulnerable houses within 1000 metres from the HTL, a decision was taken up by the State Government to reconstruct these vulnerable houses as multi hazard resistant structures. As a first step, vulnerable houses located within 200 metres from the HTL and the houses built by the Government under different schemes like Indira Awaaz Yojana and Singaravelar Fishermen Housing Scheme, within 1000 metres from HTL, but 10 years old as on 01.01.2006 have been taken up for reconstruction under the project. About 20,000 such houses have been taken up for reconstruction in coastal districts.

All these constructions are programmed to be completed within the financial year 2008-09.

Basic amenities such as Cement Concrete Roads, Street Lights, Burial Ground / Cremation Sheds, Village Ponds, necessary Public Buildings etc. are also proposed for the entire coastal stretch of 1000 metres from the HTL in these coastal Panchayat Villages by utilising funds allocated at the rate of Rs.40,000 per house.

12. STATE ELECTION COMMISSION:

The main function of the Tamil Nadu State Election Commission is to conduct Ordinary Elections for Village Panchayats, Panchayat Union and District Panchayat once in five years. After the enactment of Tamil Nadu Panchayat Act in 1994, the first ordinary Election was held in 1996. The next two ordinary Elections were held in 2001 and 2006.

Details of seats and offices in Rural Local Bodies

| | | |
|----|---------------------------------|--------|
| 1. | Village Panchayat wards | 40,879 |
| 2. | Village Panchayat ward members | 97,458 |
| 3. | Panchayat Union wards | 6,570 |
| 4. | District Panchayat wards | 656 |
| 5. | Village Panchayat Presidents | 12,618 |
| 6. | Panchayat Union Chairpersons | 385 |
| 7. | District Panchayat Chairpersons | 29 |

The Election to the post of Ward Members of Village Panchayats, Panchayat Unions and District Panchayats and Presidents of Village Panchayats are direct. The Elections to the post of Vice Presidents of Village Panchayats and Chairpersons and Vice Chairpersons of Panchayat Unions and District Panchayats are indirect. The Elections to the Ward Members in the Village Panchayats and Presidents of the Village Panchayats are held on non party basis. Elections to the Ward Members in the Panchayat Unions and the District Panchayats and Panchayat Union Chairpersons and District Panchayat Chairpersons are held on party basis.

CHAPTER - III

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES (Under Section 4(1) (b) (ii) of the Right to Information Act-2005)

This Department is headed by the Secretary to Government of Tamil Nadu. The Secretary is the administrative head of the Department on all matters of policy and administration relating to this Department. He is assisted by one Joint Secretary, four Deputy Secretaries, nine Under Secretaries besides other staff of this Department to exercise the administrative and financial powers as laid down in the Business Rules and Secretariat Instructions, Tamil Nadu Government Secretariat Office Manual, Tamil Nadu Financial code etc., The powers and duties of the officers in the department are indicated below :-

2. Secretary to Government :

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the Business of this department. He exercises general supervision and control over the officers and staff under his control including Joint Secretary, Deputy Secretaries and Under Secretaries and is responsible for ensuring that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters are dealt with in consultation with the Secretary who will be in over all charge of the Department.

3. Joint Secretary / Deputy Secretary :

The Joint Secretary / Deputy Secretary will deal with cases relating to the subjects allotted to them and submit to Secretary such cases as may be specified. The Joint Secretary / Deputy Secretary also exercises control over the sections placed in her/his charge both in regard to dispatch of business and in regard to discipline.

4. Under Secretaries :

The Under Secretaries exercise control over the sections placed in their charge, both in regard to dispatch of business and in regard to discipline.

4. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS : **(Under Section 4(1) (b) (iii) of Right to Information Act, 2005**

4.1 The Rural Development and Panchayat Raj Department Secretariat, follows the procedures as laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Services Rules, Tamil Nadu Civil Services (D&A) Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

4.2 The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures/laid down procedures/defined criteria/rules. The process of examination is initiated by Assistant Section Officer and passes through the Section Officer, Under Secretary and Deputy Secretary/Joint Secretary and to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. In respect of the cases relating to service, rules Personnel and Administrative Department is consulted. In respect of cases involving amendment to Tamil Nadu Panchayats Act/Rules and cases involving legal issues including Court cases, Law Department is consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation. Afterwards appropriate orders are issued in the form of G.O/Notification.

5. NORMS SET FOR THE DISCHARGE OF FUNCTIONS :

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

For the discharge of functions allocated to the Rural Development and Panchayat Raj Department, the provisions contained in the “**Secretariat Office Manual**” are followed. The day-to-day administrative functioning is governed by a set of various Acts, Rules and Instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

- i) Secretariat Office Manual
- ii) The Tamil Nadu Government Business Rules and Secretariat Instructions.
- iii) The Tamil Nadu Government Servants Conduct Rules, 1973.
- iv) Tamil Nadu State and Subordinate Services Rules.
- v) Tamil Nadu Civil Service (D&A) Rules
- vi) Fundamental Rules.

6. 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 the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.
 - i) Tamil Nadu Government Business Rules and Secretariat Instructions.
 - ii) The Tamil Nadu Secretariat Office Manual
 - iii) Tamil Nadu Budget Manual
 - iv) Tamil Nadu State and Subordinate Services Rules
 - v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
 - vi) Tamil Nadu Government Servants Conduct Rules, 1973
 - vii) Tamil Nadu Pension Rules
 - viii) Fundamental Rules
 - ix) Tamil Nadu Financial Code
 - x) Tamil Nadu Accounts Code
 - xi) Tamil Nadu Treasures Code
 - xii) TamilNadu Panchayat Development Service rules.
 - xiii) TamilNadu Panchayat Development subordinate service rules.
 - xiv) TamilNadu Panchayats service Rules.

7. TAMIL NADU PANCHAYATS ACT – 1994 :

Besides the above mentioned rules, the provisions of the Tamil Nadu Panchayats Act – 1994 are followed in the discharge of functions of this Department.

8. Directory of Officers :

(Under Section 4(1) (b) (ix) of Right to Information Act-2005)

Name Designation Phone No. (STD Code 044)

| Name and Designation of the Officer | | Telephone No. |
|--|-----------------------|----------------------|
| Tvl./Tmt | | |
| Thiru. K.Ashok Vardhan Shetty, I.A.S., | Secretary | 25670769 |
| Thiru. Sudeep Jain, I.A.S., | Joint Secretary | 25672783 |
| Thiru. V. Kannuchamy, I.A.S., | Deputy Secretary (E) | 25672169 |
| Thiru. S. Nataraja Moorthy, B.Sc., B.L., | Deputy Secretary (B) | 25678439 |
| Thiru. K.Gunaseelan Samuel Raj, B.Sc.,B.L.,D.P.M., | Deputy Secretary (PR) | 25673245 |
| Tmt. S.P. Gomathi Devi, M.A., | Deputy Secretary (T) | 25673318 |
| Thiru. P. Sudalai, B.A., | Under Secretary (OP) | 25665133 |
| Thiru. A. Sadasivam, M.A., | Under Secretary (B) | 25665380 |
| Tmt. Vasantha Gangadharan, M.Sc., | Under Secretary (E1) | 25665550 |
| Thiru. K. Kanniyappan, B.A., | Under Secretary (E2) | 25665370 |
| Thiru. G. Amalraj, M.A., B.L., | Under Secretary (E3) | 25665370 |
| Thiru. v. Veerichetty | Under Secretary (CGS) | 25665886 |
| Thiru. R. Rajappan, M.A., | Under Secretary (SS) | 25665132 |
| Thiru. M. Manivannan, M.A., | Under Secretary (PR) | 25665858 |

10. There are 22 sections in Rural Development and Panchayat Raj Department.

A section consist of one S.O. and Two ASOs/one ASO. Following subjects are allotted to the sections noted against each.

| Sections & A.S.Os. | Subject items allotted |
|-------------------------------|---|
| OP-I A.S.O.1 | 1. SO/ASO/SI/APRO. 2. Acting arrangement, Pay authorisation and Further continuance of all posts. 3. Training programme of Officers and staff of RD&PR Deptt., Secretariat. |
| A.S.O.2 | 1. Matters relating to US and above. 2. PS/PA/PC/Assistant/Typist/ Driver/Van Cleaner/DA/RA/RC/OA. 3. Subject Distribution & other general instructions. 4. Misc. currents of the section. |
| OP-II A.S.O.1 | 1. Departmental Budget 2. Stationeries / Furniture / Telephones / Motor Vehicles / Office Automation Products. 3. Sanction & Settlement of all Bills. |
| A.S.O.2 | 1. Loans & Advances / Pension & terminal benefits of all Officers and Staff. 2. Consolidation of Half Yearly Business Statement & other periodicals. 3. Inspection & Audit Reports. |

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|--------------------------|---|---------------------|----------------|---------------------|---------------|----------------|-----------------|----------------|----------|------------------|-------------------|-------------|--------------------|---------------|------------------|---------------|
| | <p>4. Printing of Annual Index of G.O.s.</p> <p>5. Any other matter specifically not allotted to any other ASOs of OP wing.</p> <p>6. Officers Meeting.</p> <p>7. Misc. currents.</p> | | | | | | | | | | | | | | | |
| Bills A.S.O.1 | <p>1. All kinds of claims & settlement of bills of Officers & staff of department under salary items.</p> <p>2. Maintenance of all records.</p> <p>3. Departmental Budget.</p> <p>4. Income Tax returns of Officers & staff.</p> | | | | | | | | | | | | | | | |
| A.S.O.2 | <p>1. All kinds of claims & settlement of bills of Officers & staff of department under non-salary items including MRB claims.</p> <p>2. Reconciliation</p> <p>3. Certificate of eligibilities & SB entries.</p> <p>4. Bills under Office expenditure / Telephones ./ Motor vehicles, etc.,</p> | | | | | | | | | | | | | | | |
| E1 A.S.O.1 | <p>1. All service matters relating to all State Service officers except Rural Engineering Wing.</p> <p>2. Misc. currents of the section.</p> | | | | | | | | | | | | | | | |
| A.S.O.2 | All disciplinary matters relating to all State Service officers except Rural Engineering Wing | | | | | | | | | | | | | | | |
| E2 A.S.O.1 | <p>1. All vigilance and tribunal cases of PD wing in following Districts.</p> <table border="0"> <tr> <td>1. Tirchy</td> <td>6. Krishnagiri</td> <td>11. Thanjavur</td> </tr> <tr> <td>2. Perambalur</td> <td>7. Karur</td> <td>12. Tirunelveli</td> </tr> <tr> <td>3. Pudukottai.</td> <td>8. Salem</td> <td>13. Viridhunagar</td> </tr> <tr> <td>4. Erode</td> <td>9. Namakkal</td> <td>14. Kannyakumari</td> </tr> <tr> <td>5. Dharmapuri</td> <td>10. Nagapattinam</td> <td>15. Cuddalore</td> </tr> </table> <p>2. Monthly periodical report on retirement of the officers of PD Wing.</p> | 1. Tirchy | 6. Krishnagiri | 11. Thanjavur | 2. Perambalur | 7. Karur | 12. Tirunelveli | 3. Pudukottai. | 8. Salem | 13. Viridhunagar | 4. Erode | 9. Namakkal | 14. Kannyakumari | 5. Dharmapuri | 10. Nagapattinam | 15. Cuddalore |
| 1. Tirchy | 6. Krishnagiri | 11. Thanjavur | | | | | | | | | | | | | | |
| 2. Perambalur | 7. Karur | 12. Tirunelveli | | | | | | | | | | | | | | |
| 3. Pudukottai. | 8. Salem | 13. Viridhunagar | | | | | | | | | | | | | | |
| 4. Erode | 9. Namakkal | 14. Kannyakumari | | | | | | | | | | | | | | |
| 5. Dharmapuri | 10. Nagapattinam | 15. Cuddalore | | | | | | | | | | | | | | |
| A.S.O.2 | <p>1. All vigilance and tribunal cases of PD wing in following Districts.</p> <table border="0"> <tr> <td>1. Kancheepuram</td> <td>6. Coimbatore</td> <td>11. Thiruvarur</td> </tr> <tr> <td>2. Tiruvallur</td> <td>7. Dindigul</td> <td>12. Sivaganga</td> </tr> <tr> <td>3. Vellore</td> <td>8. Theni</td> <td>13. The Nilgris</td> </tr> <tr> <td>4. Tiruvannamalai</td> <td>9. Madurai</td> <td>14. Ramanathapuram</td> </tr> <tr> <td>5. Villupuram</td> <td>10. Thoothukudi</td> <td>15. O/o. DRD</td> </tr> </table> <p>2. Review of long pending vigilance cases</p> <p>3. Misc. currents of the section.</p> | 1. Kancheepuram | 6. Coimbatore | 11. Thiruvarur | 2. Tiruvallur | 7. Dindigul | 12. Sivaganga | 3. Vellore | 8. Theni | 13. The Nilgris | 4. Tiruvannamalai | 9. Madurai | 14. Ramanathapuram | 5. Villupuram | 10. Thoothukudi | 15. O/o. DRD |
| 1. Kancheepuram | 6. Coimbatore | 11. Thiruvarur | | | | | | | | | | | | | | |
| 2. Tiruvallur | 7. Dindigul | 12. Sivaganga | | | | | | | | | | | | | | |
| 3. Vellore | 8. Theni | 13. The Nilgris | | | | | | | | | | | | | | |
| 4. Tiruvannamalai | 9. Madurai | 14. Ramanathapuram | | | | | | | | | | | | | | |
| 5. Villupuram | 10. Thoothukudi | 15. O/o. DRD | | | | | | | | | | | | | | |
| E3 A.S.O.1 | <p>1. All matters relating to staff of Engineering wing of RD&PR Deptt.,</p> <p>2. Residuary matters relating to TNLAR & TV maintenance organisation.</p> <p>3. All matters relating to Accounts wing.</p> | | | | | | | | | | | | | | | |
| A.S.O.2 | <p>1. Regularisation of compassionate appointments in RD&PR Deptt. of all categories.</p> <p>2. Misc. currents of the section.</p> | | | | | | | | | | | | | | | |
| E4 A.S.O.1 | <p>1. EOs, Assistants, Assistants (Accounts) Rural Welfare Officer Grade-I and equivalent categories in PD wing including the office of the DRD&PR, in the following districts:</p> <table border="0"> <tr> <td>1. Cuddalore</td> <td>6. Namakkal</td> <td>11. Thiruvannamalai</td> </tr> <tr> <td>2. Dharmapuri</td> <td>7. Pudukkottai</td> <td>12. Thiruvarur</td> </tr> </table> | 1. Cuddalore | 6. Namakkal | 11. Thiruvannamalai | 2. Dharmapuri | 7. Pudukkottai | 12. Thiruvarur | | | | | | | | | |
| 1. Cuddalore | 6. Namakkal | 11. Thiruvannamalai | | | | | | | | | | | | | | |
| 2. Dharmapuri | 7. Pudukkottai | 12. Thiruvarur | | | | | | | | | | | | | | |

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| | <p>2. Dharmapuri 7. Pudukkottai 12. Thiruvarur 3. Dindigul 8. Salem 13. Vellore 4. Kancheepuram 9. Thanjavur 14. Villupuram 5. Nagapattinam 10. Thiruvallur</p> <p>2. Service Associations issues.</p> |
| ASO.2 | <p>1. EOs, Assistants, Assistants (Accounts) Rural Welfare Officer Grade-I and equivalent categories in PD wing in the following districts:</p> <p>1. Erode 6. Perambalur 11. Kanniyakumari 2.Coimbatore 7.Tirunelveli 12.Sivaganga 3.Madurai 8.Ramanathapuram 13.The Nilgiris 4.Tiruchirapalli 9.Virudhunagar 14. Theni 5.Karur 10.Thoothukudi 15. Krishnagiri</p> <p>2. Boodhan Board and Ex-District Board employees paid from Pt.Union funds in all district.</p> <p>3. Vacancy position, representation of SC/ST, BC&MBC and denotified minorities.</p> <p>4. Misc. currents of the section.</p> |
| E5 A.S.O.1 | <p>1. Creation, Sanction and continuance of posts in all categories of staff for all offices in District PD Units, DRDAs & Three Tier Local Bodies including O/o. DRD&PR.</p> <p>2. Drivers, Over Head Tank Operators, Fitters, Helpers to Fitters, Electricians, Drillers etc.</p> <p>3.Residuary matters relating to Panchayat Union teachers, School Conductress, staff employed in Rural Arts,Crafts and Rural Industries Programme.</p> <p>4. Makkal Nala Paniyalargal.</p> |
| E5 A.S.O.2 | <p>1. a) Public Health and Medical Services Staff including Rural Medical Officers and other Residuary staff of all Rural Dispensaries b) OAs, RCs, Watchman, Gardners, Masalchi, Sanitary Workers, etc. of PD wing including Directorate. c) Group Clerk-cum-Bill Collectors, Panchayat Assistants and Part-time Clerks.</p> <p>2. Grievances & Residuary matters of District Board employees in Rural Dispensaries.</p> <p>3. Safai Karamcharies – Relief activities.</p> <p>4. Misc. currents of the section.</p> |
| E6 A.S.O.1 | <p>1. BDOs, Addl. BDOs, Deputy BDOs in the following districts:</p> <p>1. Cuddalore 6. Namakkal 11. Thiruvannamalai 2. Dharmapuri 7. Pudukkottai 12. Thiruvarur 3. Dindigul 8. Salem 13. Vellore 4. Kancheepuram 9. Thanjavur 14. Villupuram 5. Nagapattinam 10. Thiruvallur 15. O/o. DRD&PR</p> <p>2. Misc. currents of the section.</p> |

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|--------------------------------|---|----------------------|-----------------|-------------------|---------------|---------------|-----------------|-----------------|--------------------|-----------------|------------------|------------------|----------------|-----------|----------------|----------------------|------------------|-----------------|------------------|-----------------|--|--|
| E6 A.S.O.2 | 1. BDOs, Addl. BDOs, Deputy BDOs in the following districts: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">1. Erode</td> <td style="width: 33%;">6. Perambalur</td> <td style="width: 33%;">11. Kanniyakumari</td> </tr> <tr> <td>2.Coimbatore</td> <td>7.Tirunelveli</td> <td>12.Sivaganga</td> </tr> <tr> <td>3.Madurai</td> <td>8.Ramanathapuram</td> <td>13.The Nilgiris</td> </tr> <tr> <td>4.Tiruchirapalli</td> <td>9.Virudhunagar</td> <td>14. Theni</td> </tr> <tr> <td>5.Karur</td> <td>10.Thoothukudi</td> <td>15. Krishnagiri</td> </tr> </table> | 1. Erode | 6. Perambalur | 11. Kanniyakumari | 2.Coimbatore | 7.Tirunelveli | 12.Sivaganga | 3.Madurai | 8.Ramanathapuram | 13.The Nilgiris | 4.Tiruchirapalli | 9.Virudhunagar | 14. Theni | 5.Karur | 10.Thoothukudi | 15. Krishnagiri | | | | | | |
| 1. Erode | 6. Perambalur | 11. Kanniyakumari | | | | | | | | | | | | | | | | | | | | |
| 2.Coimbatore | 7.Tirunelveli | 12.Sivaganga | | | | | | | | | | | | | | | | | | | | |
| 3.Madurai | 8.Ramanathapuram | 13.The Nilgiris | | | | | | | | | | | | | | | | | | | | |
| 4.Tiruchirapalli | 9.Virudhunagar | 14. Theni | | | | | | | | | | | | | | | | | | | | |
| 5.Karur | 10.Thoothukudi | 15. Krishnagiri | | | | | | | | | | | | | | | | | | | | |
| E7 A.S.O.1 | 1 Junior Assistant/RWO (Grade.II), Steno-Typist, Typist, Cashier, Social Welfare Workers and equivalent categories in PD wing in the following districts: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">1.Coimbatore</td> <td style="width: 33%;">6. Nagapattinam</td> <td style="width: 33%;">11. Thanjavur</td> </tr> <tr> <td>2.Dindigul</td> <td>7.perambalur</td> <td>12.The Nilgiris</td> </tr> <tr> <td>3. Kannyakumari</td> <td>8.Pudukkottai</td> <td>13. Theni</td> </tr> <tr> <td>4.Karur</td> <td>9.Ramanathapuram</td> <td>14. Thiruvarur</td> </tr> <tr> <td>5.Madurai</td> <td>10.Sivaganga</td> <td>15. Thiruchirappalli</td> </tr> <tr> <td>16. Thirunelveli</td> <td>17. Thoothukudi</td> <td>18. Virudhunagar</td> </tr> <tr> <td>19. O/o. DRD&PR</td> <td></td> <td></td> </tr> </table> 2. Any other establishment matters not allotted to any other establishment sections. | 1.Coimbatore | 6. Nagapattinam | 11. Thanjavur | 2.Dindigul | 7.perambalur | 12.The Nilgiris | 3. Kannyakumari | 8.Pudukkottai | 13. Theni | 4.Karur | 9.Ramanathapuram | 14. Thiruvarur | 5.Madurai | 10.Sivaganga | 15. Thiruchirappalli | 16. Thirunelveli | 17. Thoothukudi | 18. Virudhunagar | 19. O/o. DRD&PR | | |
| 1.Coimbatore | 6. Nagapattinam | 11. Thanjavur | | | | | | | | | | | | | | | | | | | | |
| 2.Dindigul | 7.perambalur | 12.The Nilgiris | | | | | | | | | | | | | | | | | | | | |
| 3. Kannyakumari | 8.Pudukkottai | 13. Theni | | | | | | | | | | | | | | | | | | | | |
| 4.Karur | 9.Ramanathapuram | 14. Thiruvarur | | | | | | | | | | | | | | | | | | | | |
| 5.Madurai | 10.Sivaganga | 15. Thiruchirappalli | | | | | | | | | | | | | | | | | | | | |
| 16. Thirunelveli | 17. Thoothukudi | 18. Virudhunagar | | | | | | | | | | | | | | | | | | | | |
| 19. O/o. DRD&PR | | | | | | | | | | | | | | | | | | | | | | |
| E7 A.S.O.2. | 1. Junior Assistant/RWO (Grade.II), Steno-Typist, Typist, Cashier, Social Welfare Workers and equivalent categories in PD wing in the following districts: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">1.Kancheepuram</td> <td style="width: 33%;">4.Villupuram</td> <td style="width: 33%;">7. Dharmapuri</td> </tr> <tr> <td>2.Thiruvallur</td> <td>5.Vellore</td> <td>8. Salem</td> </tr> <tr> <td>3. Cuddalore</td> <td>6. Thiruvannamalai</td> <td>9. Namakkal</td> </tr> <tr> <td>10. Erode</td> <td>11. Krishnagiri</td> <td></td> </tr> </table> 2. Residuary matters relating to Panchayat Union Govt. Employees Pension & Pensioners. 3. Extension of concession given to Government servants to Panchayat Union staff. 4. All Residuary service matters of women attendants and equivalent categories working in community centres in Panchayat Unions. 5. Contingent employees, Gang Mazdoors& Daily wage employees. 6. Monthly Review of disciplinary & long pending cases with the Head of Departments. 7. Misc. currents of the section | 1.Kancheepuram | 4.Villupuram | 7. Dharmapuri | 2.Thiruvallur | 5.Vellore | 8. Salem | 3. Cuddalore | 6. Thiruvannamalai | 9. Namakkal | 10. Erode | 11. Krishnagiri | | | | | | | | | | |
| 1.Kancheepuram | 4.Villupuram | 7. Dharmapuri | | | | | | | | | | | | | | | | | | | | |
| 2.Thiruvallur | 5.Vellore | 8. Salem | | | | | | | | | | | | | | | | | | | | |
| 3. Cuddalore | 6. Thiruvannamalai | 9. Namakkal | | | | | | | | | | | | | | | | | | | | |
| 10. Erode | 11. Krishnagiri | | | | | | | | | | | | | | | | | | | | | |
| CGS.I A.S.O.1 | 1. NREGA 2. SGRY related matters 3. Any other Wage Employment Programme | | | | | | | | | | | | | | | | | | | | | |
| A.S.O.2 | 1. IAY, TSC & BRGF 2. E-Governance of local bodies 3. Misc. currents of the Section | | | | | | | | | | | | | | | | | | | | | |

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| CGS.II A.S.O.1 | <ol style="list-style-type: none"> 1. MPLADS, PMGSY. 2. Biogas & Chulahs 3. TNRHIDC 4. All miscellaneous issues relating Central Government Schemes |
| A.S.O.2 | <ol style="list-style-type: none"> 1. DRDA Administration including vehicles 2. AG's inspection report on DRDAs. 3. Field Inspection reports of Secretary, DRD, ADRD, Monitoring Officers. 4. Misc. currents of the section |
| S.I. | <ol style="list-style-type: none"> 1. Progress Reports/Review Reports - on all centrally sponsored schemes. 2. 20 point Programme and 15 point programme. |
| CGS.III A.S.O.1 | <ol style="list-style-type: none"> 1. SGSY, 2. BPL Survey, Vigilance and Monitoring Committee 3. Rural Business Hub 4. SLBC |
| A.S.O.2 | <ol style="list-style-type: none"> 1. Tsunami (TEAP, ETRP & RGRP) Projects 2. Misc. currents of the section |
| A.S.O.3 | <ol style="list-style-type: none"> 1. Tamil Nadu Corporation for Development of Women Ltd. Administration 2. Mahalir Thittam 3. Vaazhndhu Kaattuvom Project 4. IFAD Project |
| B&C A.S.O.1 | <p style="text-align: center;"><u>BUDGET & CO-ORDINATION</u></p> <ol style="list-style-type: none"> 1. All Budget related matters including Policy Note, Performance Budget, Part-II Schemes consolidation 2. State Planning Commission 3. Five Year Plan 4. District Planning 5. Online Monitoring of the Schemes in (CM office) 6. Cabinet Meeting, Announcement of Governor, CM, Ministers, Budget announcements |
| A.S.O.2 | <ol style="list-style-type: none"> 1. PAC, PUC, Estimates Committee & Petition committee 2. Consolidation of Assurances and LAQs, etc., 3. Consolidation of RTI Act related issues. 4. Misc. currents of the section |
| SGS.I A.S.O.1 | <ol style="list-style-type: none"> 1. AGAMT 2. MLACD 3. Samathuvapuram 4. Namakku Naame Thittam 5. Old SSS residuary |
| A.S.O.2 | <ol style="list-style-type: none"> 1. Socio Economic Development Society (Dharmapuri & Krishnagiri) & related schemes for other naxal prone Districts 2. Colour TV Scheme 3. RIDF – NABARD 4. School Buildings – Renovation |

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| S.I. | <ol style="list-style-type: none"> 1. Progress Reports/Review Reports - on all State schemes.. 2. Media coverage 3. Misc. currents of the section |
| SGS.II A.S.O. | <ol style="list-style-type: none"> 1. Roads & Bridges (except) RIDF 2. Meeting and other matters with all other Depts. 3. Misc. currents of the section |
| SGS.III A.S.O. | <ol style="list-style-type: none"> 1. Rural Electrification and Street lights 2. Water supply, Minor Irrigation and Ponds 3. Kattidamaiyam 4. Banning of Business dealings 5. Rural Tourism 6. Misc. currents of the section |
| SGS.IV A.S.O. | <ol style="list-style-type: none"> 1. Land matters 2. Buildings maintained by Pt. Union 3. Panagal Building Society 4. CAPART 5. Motor vehicle other than DRDAs 6. Telephones matters relating to Offices of DRD/Pt. Union /Dist. Pt./Pts. 7. State Schemes not allotted to any other State Scheme Section 8. Natural calamities relief 9. Misc. currents of the section |
| PR-I A.S.O.1 | <ol style="list-style-type: none"> 1. Act & Rules 2. Rural Local Body Election 3. State Election Commission related matters – including establishment 4. Assigned Revenues – Pt. Accounts 5. Social forestry / Mines, Minerals grants |
| A.S.O.2 | <ol style="list-style-type: none"> 1. Devolution of Powers & functions of rural local bodies 2. CFC / SFC / TFC - Recommendations & grants 3. Misc. currents of the section |
| PR-II A.S.O.1 | <ol style="list-style-type: none"> 1. Delimitation of Rural Local Bodies / Reclassification 2. Uthamar Gandhi Award 3. All correspondence with Government of India on PRIs. 4. Gram Sabha / District Planning Committee 5. Annual reports of District Panchayats 6. Misc. currents of the section |

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| A.S.O.2 | <ol style="list-style-type: none"> 1. Building Plan / Rules & allied Town Planning matters 2. All Panchayat taxes 3. Erection of Statues 4. Naming of streets in village panchayats 5. Change of name / head quarters of village pts. / pt. Unions / Dist. Pts. 6. Slaughter Houses in local bodies |
| PR-III A.S.O.1 | <ol style="list-style-type: none"> 1. Chief Minister's Spl. Cell petitions 2. Local Fund Audit Reports 3. A.G.'s Audit Reports 4. Basic Amenities to Panchayats (other than Roads, bridges, water supply, street lights 5. Nodal function and other matters relating to Recommendations / Reports of Commissions / Councils / Statutory forums formed by State & Central & Governments. 6. Exhibitions, fair festivals, parks & playgrounds, Conducting of Sports in rural local bodies |
| PR-III A.S.O.2 | <ol style="list-style-type: none"> 1. All training matters relating to R.D & P.R.Institutions – NIRD, SIRD, RIRD and CRD (Training) 2. Secretaries Meeting 3. Collector's Conference 4. All matters relating to SIRD / RETC including establishment. 5. Misc. currents of the section |
| PR.IV A.S.O.1 | <ol style="list-style-type: none"> 1. Removal 2. Appeal 3. Vigilance cases 4. Allegations against all elected representatives of rural local bodies (Kancheepuram, Tiruvallur, Vellore, Tiruvannamalai, Cuddalore, Villupuram, Perambalur, Pudukkottai, Tiruchirappalli, Karur, Erode, Dharmapuri, Krishnagiri and the Nilgiris (14) Districts) |
| A.S.O.2 | <ol style="list-style-type: none"> 1. Removal 2. Appeal 3. Vigilance cases 4. Allegations against all elected representatives of rural local bodies (Coimbatore, Salem, Namakkal, Theni, Dindigul, Sivagangai, Tiruvarur, Thanjavur, Nagapattinam, Ramanathapuram, Virudhunagar, Madurai, Tirunelveli, Thoothukudi and Kanniyakumari (15) Districts) 5. Misc. currents of the section |

10. BUDGET ALLOCATION MADE FOR RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT AND THE ORGANISATION UNDER ITS CONTROL :

(Under Section 4(i) (b) (xi) of Right to Information Act-2005)

Budget Allocation – Demand No.42, RD & PR Department 2008-2009
Rs. 4598.81 Crores.

11. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY THE RD & PR DEPARTMENT, REDUCED IN AN ELECTRONIC FORM (Under Section 4(i) (b) (xiv) of Right to Information Act-2005)

- i) Website of RD & PR Department :
- ii) Website of Director of Rural Development : www.tn.gov.in
- iii) Commissioner of Rural Development (Trg.) :
- iv) Tamil Nadu Corporation for Development of Women Limited. : www.tamilnaduwomen.org
- v) Vazhdhu Kattuvom Project :
- vi) Tsunami Project Implementation Unit :
- vii) Tamil Nadu State Election Commission : www.tnsec.nic.in

2) Important G.Os. and Policy Note 2008-2009 of the Department are available at www.tn.gov.in

12. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

(Under Section 4(1) (b) (xv) of Right to Information Act-2005)

The Public can obtain information through Notice Boards, Newspapers, Website, Exhibitions and other means of advertising.

11. Following officers in the Rural Development and Panchayat Raj Department have been designated as Public Information Officers and Assistant Public Information Officers. (Under section 4 (1) (b) (xvi) of RTI Act-2005.

| Public Information Officer | Assistant Public Information Officer | Subjects handled in brief |
|--|---|--|
| Deputy Secretary (E) Ph.No.25672169 | Under Secretary (E1) Ph.No.25665550 | Establishment matters of ADRD/JD/AD/BDO & DBDO |
| | Under Secretary (E2) Ph.No.25665370 | (i) All Vigilance cases pertaining staff of RD&PR Department (ii) Establishment matters of Rural Engineering Wing. (iii) Compassionate Ground Appointment. |

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| | Under Secretary (E3) Ph.No.25665247 | (i) Establishment matters of Non- Gazetted employees below the rank of DBDO. (ii) Establishment matters of Village Panchayat Staff and Employees of non-provincialised categories. |
| Deputy Secretary (E) Ph.No.25672169 | Under Secretary (OP) Ph.No.25665133 | Establishment matters of staff of Rural Development and Panchayat Raj Department, Secretariat. |
| | Under Secretary (CGS) Ph.No.25665886 | All Centrally Sponsored Schemes implemented in the Local Bodies. |
| | Under Secretary (SS) Ph.No.25665132 | All State Governemnt Schemes implemented in Local Bodies including Rural water supply and Basic amenitied. |
| Deputy Secretary (B) Ph.No.25678439 | Under Secretary (T) Ph.No.26565859 | (i) Tamil Nadu Panchayat Building Rules, SFC, Vilalge Panchayat Assets. (ii) Training /Audit/ Accounts of Local Bodies. |
| | Under Secretary (B) Ph.No.25665380 | State Budget of Rural Development and Panchayat Raj Department and Scheme monitoring. |
| Under Secretary (PR) Ph.No.25673245 | Under Secretary (PR) Ph.No.25665858 | Panchayat Constitution, Election to Local Bodies, State Election Commission. |

Joint Secretary to Government (Scheme) has been appointed as the Appellate Authority.

Deputy Secretary to Government (Budget) has been appointed as Nodal Officer.

K. Ashok Vardhan Shetty,
Secretary to Government,
Rural Development and Panchayat Raj Department.