

**MANUAL UNDER RIGHT
TO
INFORMATION ACT, 2005**

(UPDATED UP TO 31.07.2009)

Directorate of Tamil Etymological Dictionary Project,
C-48, T.N.H.B. Office Complex, I Floor, II Avenue,
Anna Nagar, Chennai – 600 040.

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MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

Directorate of Tamil Etymological Dictionary Project,
C-48, T.N.H.B. Office Complex, I Floor, II Avenue, Anna Nagar,
Chennai - 600 040.

Introduction

- 1.1 With a view to providing information to the common people about every public authority to confer them the right of access to information about the functioning and to enable them to get details about the schemes of the Government implemented by various departments, "The Right to information Act 2005 was enacted by the Government of India. The provisions of sub-section (1) of section 4, sub-section (1) and (2) of section 5, sections 12,13,15,16,24,27 and 28 of the said Act have come into force w.e.f. 15-06-2005 and the remaining provisions w.e.f.12-10-2005. In accordance with the provisions of section 4(1) (b) of the Act, the Directorate of Tamil Etymological Dictionary Project, Chennai has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department's organizational set-up, functions and duties of its officers and employees, and the records and documents available with the Department.
- 1.3 This manual is aimed at the public in general and provides information about the schemes, projects and programmes being implemented by the Directorate of Tamil Etymological Dictionary Project.
- 1.4 The Directorate of Tamil Etymological Dictionary Project has designated **Thiru. S. Khaleelur Rahman**, Assistant Director, as its Public Information Officer (PIO) for all matters concerning the Department.
- 1.5 A person requiring any information under the Act may contact Thiru. S.Khaleelur Rahman, Assistant Director, Directorate of Tamil Etymological Dictionary Project, Chennai - 40. His Office address and telephone No. are as follows. Directorate of Tamil Etymological Dictionary Project, C-48, TNHB Office Complex, II Avenue, Anna Nagar, Chennai - 40. Telephone No. 26215023.
- 1.6 The procedure and fee structure for getting information are as under: -
 - (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by cash or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account: -

"0075.00 Miscellaneous General Services - 800. Other receipts -BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005" (DPC 0075 00 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- ii) Actual charge or cost price 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/- for every one hour and thereafter.

(c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above except by court fee stamp.

- i) For information provided in diskette or floppy, @ Rs.10/- (Ten) per diskette or floppy; and
- ii) For information provided in printed form, at the price fixed for such publication or rupees two per page of photo copy for extracts from the publication.

1.7 Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.8 The Department has designated **Dr. R. Madhivanan**, (Honorary Director), Directorate of Tamil Etymological Dictionary Project, Chennai - 40 as Appellate Authority under section 19(1) of the Act. w.e.f.02.09.2008.

The Contact Address of the Appellate Authority is given below:-

Dr. R. Madhivanan, M.A., Ph.D.,
 Honorary Director ,
 Directorate of Tamil Etymological Dictionary Project,
 C-48, I Floor, TNHB Office Complex,
 II Avenue, Anna Nagar, Chennai - 600 040.
 Telephone No. 26215023.
 Fax No. 04426214824

Directorate of Tamil Etymological Dictionary Project

Particulars of organization, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005

1. Objective / purpose of the Department

The antiquity, greatness and richness of a language is measured by the volume of Dictionaries brought out in that language. The popular Tamil term Agarathi is known as Agaramudali in Chaste Tamil. In order to rise up to the level of the fast growing Science and technology and to preserve the literary and grammatical traditions of the Chaste Tamil, preparation of an unique Dictionary covering these aspects has become absolutely indispensable for the development of the language. As such, this department is implementing the scheme of preparing and publishing the Comprehensive Etymological Dictionary of the Tamil language in 12 Volumes consisting of 31 Parts.

i) Brief History:

The Government of Tamil Nadu have created this Directorate of Tamil Etymological Dictionary Project in May 1974, with the late lamented '**MozhiGnayiru**' **Devaneya Paavaanar** as its head. This Etymological Dictionary Project fulfills the objective of bringing out a comprehensive Etymological Dictionary of the Tamil language.

State Subjects: -

Preparation and Publication of Tamil Etymological Dictionary

Concurrent Subjects

Same as above

Union Subjects:

Nil

ii) Organization Chart:

The organizational chart of this Department is given in the annexure:-

This Directorate of Tamil Etymological Dictionary Project functions under the administrative control of the Department of Tamil Development, Religious Endowment & Information, Secretariat, Chennai - 9.

iii) Administrative Units:

This Directorate of Tamil Etymological Dictionary Project has neither sub offices nor any agencies under control.

2. The functions of the Directorate in brief are given below: -

The great Tamil Scholar and multilinguist Devaneyya Paavaanar has not only made this Etymological Dictionary showing the root and origin of the words but also evolved certain principles for the Comparative study of Cognates on the basis of historical order of words. The tri functions involved in the process of preparation of this Etymological Dictionary are Compilation of material from multifarious Lexicons and usages, Elaboration as per the principles laid down by Paavaanar, and publication of the same in the form of book. This work is carried out in the project wing of this department consisting of Editors, Asst. Editors, Compilers, Artist and Computer Operators, under the guidance and supervision of the Honorary Director.

3. Working hours of the Department:

The department functions five days a week with Saturday and Sunday as weekly Holidays. The office hours are from 10.00 A.M to 5.45 P.M. with half an hour Lunch break between 1.00 P.M. and 2.00 P.M.

4. Schemes:

Preparation and publication of Tamil Etymological Dictionary in 12 volumes consisting of 31 parts is the main scheme of this department.

SALIENT FEATURES OF THE DICTIONARY:

Among the languages of India, it is only in Tamil, an exhaustive bilingual Etymological Dictionary consisting of 31 parts, is being published. An extensive research is being done under this project to determine the various aspects of the language such as the root and origin of the words, the derivation, transformation, influence and usage in Dravidian and other languages etc.

Apart from a general purpose dictionary, it is immensely useful, as a reference book, especially, to the researchers in linguistics.

In addition to highlighting the richness of the Tamil language, both Tamil and foreign words are exhibited separately in this Dictionary to cater to the need of chaste Tamil speaking class.

Adding new words, hitherto not found in any dictionary, giving explanations, quotations, examples and proverbs in support of the entries from various sources such as Archeology, Numismatics, Epigraphy, Literature and Grammar apart from figurative illustrations wherever necessary are some of the salient features which embellish this Dictionary.

Under this project, out of the proposed 31 parts this department has so far published 27 parts, the particulars of which are furnished below.

BOOKS PUBLISHED:

Sl. No	Part	Year	Price
1.	A (அ)	1985	Rs.100/-
2.	Aa - Ee (ஆ - ஈ)	1993	Rs.150/-
3.	Vu - Au (உ - ஓள)	1997	Rs.150/-
4.	Ka (க)	2000	Rs.300/-
5.	Kaa - Koo (கா - கூ)	2000	Rs.300/-
6.	Ke - Knau (கெ - கௌ)	2002	Rs.300/-
7.	Cha - Chaa (ச - சா)	2004	Rs.300/-
8.	Chi - Choo (சி - சூ)	2004	Rs.300/-
9.	Che - Chau (செ - செள)	2004	Rs.300/-
10.	Tha, Thaa (த, தா)	2004	Rs.300/-
11.	Thi - Thoo (தி - தூ)	2004	Rs.300/-
12.	Te - Thau (தெ - தெள)	2004	Rs.300/-
13.	Na, Naa (ந, நா)	2005	Rs.400/-
14.	Ni, Nii (நி, நீ)	2005	Rs.400/-
15.	Nu - Nau (நு - நௌ)	2005	Rs.400/-
16.	Pa, Paa (ப, பா)	2005	Rs.400/-
17.	Pi - Poo (பி- பூ)	2005	Rs.400/-
18.	Pe - Pau (பெ - பெள)	2005	Rs.400/-
19.	Ma, Maa (ம, மா)	2007	Rs.400/-
20.	Mi - Moo (மி-மூ)	2007	Rs.400/-
21.	Me - Mau (மெ - மௌ)	2007	Rs.400/-
22.	Ya - Va (ய, வ)	2007	Rs.400/-
23.	Vaa - Vee (வா - வீ)	2007	Rs.400/-
24.	Ve - Vau (வெ - வெள)	2007	Rs.400/-
25.	History of Tamil Lexicography (தமிழ் அகரமுதலி வரலாறு)	2007	Rs.400/-
26.	Non-Dravidian(foreign terms) Part I (அயற்சொல் மடலம் பகுதி I)	2009	Rs.400/-
27.	Non-Dravidian(foreign terms) Part II (அயற்சொல் மடலம் பகுதி II)	2009	Rs.400/-

UNDER PRINT / COMPILATION:

Of the remaining 4 parts mentioned below, the third part of the Non Dravidian(foreign words) Terms volume is under print and expected to be published shortly. Supplement volume part I and part II are under compilation and expected to be ready for printing by 31.3.2010. The final part Principles of Etymology will be made ready for printing by 30.6.2010 after final scrutiny by experts.

Sl. No.	Part
28.	Non-Dravidian(foreign terms)(அயற்சொல் மடலம்) - Part III (பகுதி III)
29.	Supplement Volume (இணைப்பு மடலம்) - Part I. (பகுதி I)
30.	Supplement Volume (இணைப்பு மடலம்) - Part II. (பகுதி II)
31.	Principles of Etymology (சொற்பிறப்பு நெறிமுறைகள்)

35% discount in Price is allowed on all publications. Books are sold not only in this department, but also through the Department of Tamil Development and International Institute of Tamil Studies.

Directorate of Tamil Etymological Dictionary Project

Powers and duties of officers and employees

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

This department is headed by the Director, under whom both the administrative and Project wings function. He is assisted by the Assistant Director in matters of administration, accounts and Budget etc., . In matters of preparation and publication of the Dictionary, he is assisted by the Editorial board consisted of Editors, Compilers, Artist and computer operators. The administrative and financial powers are exercised in accordance with the delegation of powers and the procedures laid down in the TamilNadu Government Office Manual, Budget Manual, Fundamental Rules, TamilNadu Financial code, TamilNadu Treasury Code, TamilNadu Account Code, TamilNadu State and Subordinate Service Rules, TamilNadu Government servant conduct rules, and as per the Government orders and amendments issued from time to time. This department is responsible for the implementation of the schemes / announcements made in the Policy note, Governor's Address and Budget speech of the Government.

The powers and duties of the officers in this department are as follows.

A. Director / Honorary Director: -

The Director is the head of the department and the Drawing and Disturbing officer. He is responsible for the overall maintenance of discipline in office and scrupulous observance of rules and regulations and Government orders in all matters concerning the transaction of business in the department. He exercises general supervision and control over all the staff and is expected to give guidance and leadership to the staff as and when required. He is the appointing authority as well as the disciplinary authority. He is responsible for the preparation of Budget Estimates, New schemes, sanction of expenditure, control over expenditure and furnishing of various periodical reports to the Government besides

answerable to the concerned administrative department of Secretariat i.e. Tamil Development, Religious Endowment & Information Department. He is further responsible for the welfare of the Staff under his control as well as redressal of their grievances if any.

The Honorary Director is the Head of the department w.e.f.2.9.2008

B. Assistant Director:-

The Assistant Director is the second level officer and the only Head ministerial officer in this Department, through whom files are submitted to the Director for necessary order. He exercises control in regard to general discipline in office and assists the Director in all matters concerning both the administrative as well as project work in the department.

There is only one section in this department, manned by one Superintendent, one Assistant, one Junior Assistant and a typist and the subjects dealt with are as follows.

The post of Superintendent is upgraded as Assistant Director w.e.f.20.12.2007.

Assistant: All establishment matters, including leave matters, all Loans and advances preparation and submission of all bills, Maintenance of all Service records and various registers, Reconciliation of accounts, Disciplinary cases periodicals, Preparation of Budget and sale of departmental publications.

Junior Assistant: Receipt and Numbering and distribution of Tappals, Maintenance of Attendance register, casual leave of all staff, Maintenance of office machineries, equipments, Furniture and vehicle, Rent, Telephone, Fuel, Festival Advance, Stationery and stores.

C. EDITORIAL BOARD:

The editorial board is responsible for the preparation and publication of the Tamil Etymological Dictionary. It functions under the direct supervision of the Director. Compilation of materials from various sources, codification, finding the origin and derivation of words, bringing out the transformation undergone, showing the influence and usage in Dravidian and other languages, preparing suitable figurative illustrations, Desk Top Publishing, proof correction, eventually sending for printing the completed parts after final scrutiny are the main functions of the editorial board. The Honorary Director is the Chief and Head of the Editorial board.

Directorate of Tamil Etymological Dictionary Project

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

This Directorate follows the procedure laid down in the TamilNadu Government Office Manual. Apart from this, the provisions contained in the Tamil Nadu Financial Code, Fundamental Rules, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 TamilNadu Civil Services (Discipline and Appeal) Rules are also followed wherever applicable.

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 framed in the above. The process of examination is initiated by the Assistant or Junior Assistant according to the subjects dealt with and passes through the office superintendent to the Director. Wherever the orders of the Government are necessary, proposals are submitted to the Government in Tamil Development Religious Endowment and Information Department, Secretariat for consideration, approval and issue. Budget proposals are straight away submitted to the Government in Finance department with a copy marked to the administrative department in Secretariat. Proposals for new schemes etc. are submitted to the Government in Tamil Development Religious Endowment and Information Department for approval and provision of funds, following the procedure laid down in the Budget Manual.

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

Directorate of Tamil Etymological Dictionary Project

Norms set for the discharge of functions under Section 4(1)(b)(iv) of Right to Information Act, 2005

For the discharge of functions of this Directorate of Tamil Etymological Dictionary Project, the provisions contained in the TamilNadu Govt. Office Manual are followed. The day to day administrative functioning is governed by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows: -

- i) TamilNadu Government Office Manual.
- ii) Fundamental Rules.
- iii) Tamil Nadu State and Subordinate Service Rules
- iv) The Tamil Nadu Government Servants conduct Rules, 1973.

Directorate of Tamil Etymological Dictionary Project

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

- i) The Tamil Nadu Government Office Manual.
- ii) Tamil Nadu Budget Manual.
- iii) Tamil Nadu State and Subordinate Service Rules
- iv) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- v) Tamil Nadu Government Servants Conduct Rules 1973
- vi) Tamil Nadu Pension Rules.
- vii) Fundamental Rules

viii) Tamil Nadu Financial Code

ix) Tamil Nadu Account Code

x) Tamil Nadu Treasury Code

2. *The details of the above listed Rules, Manuals and Acts are furnished below:-*

1.	Name of the Manual	The Tamil Nadu Government Office Manual.
	Type of the document:	The manual describes the system and procedures to be followed in conducting the office work in the department.
2.	Name of the Manual	The Tamil Nadu Budget Manual.
	Type of the document:	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
3.	Name of the document:	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
4.	Name of the document:	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
5.	Name of the document:	Tamil Nadu Government Servants Conduct Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the Performance of the duty with integrity and devotion to duty.
6.	Name of the document:	Tamil Nadu Pension Rules.
	Type of the Rules:	The rules are made in relation to the pensionary benefits to the members of civil service of the state.
7.	Name of the document:	Fundamental Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of civil service of the State.

8.	Name of the document:	Tamil Nadu Financial Code.
	Type of the code:	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
9.	Name of the document:	Tamil Nadu Account Code.
	Type of the Code:	The code is published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
10.	Name of the document:	Tamil Nadu Treasury Code.
	Type of the Code:	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

The documents mentioned in items 1 to 10 are available with the Director of Stationary and Printing for sale to the public on payment of cost.

Directorate of Tamil Etymological Dictionary Project

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

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Policy Note	Contains the Policy pronouncements relating to the Directorate for the concerned year.	Application to PIO	PIO
2.	Important G.Os. www.tn.gov.in	Issued by the Tamil Development , Religious Endowments and Information Department from time to time relating to this Directorate.	Application to PIO	Tamil Development, Religious Endowments and Information Department

Directorate of Tamil Etymological Dictionary Project

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 under Section 4(1)(b)(vii) of Right to Information Act, 2005.

No such arrangements exist in regard to formulation of policy or implementation thereof in so far as this department is concerned.

Directorate of Tamil Etymological Dictionary Project

A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public under section 4(1)(b)(viii) of Right to information Act, 2005

Does not arise as there are no such boards or councils or Committees or other bodies in so far as this department is concerned.

Directorate of Tamil Etymological Dictionary Project

Directory of Officers and Employees under section 4(1)(b)(ix) of Right to Information Act, 2005

Sl. No.	Name and Designation of the Officer	Telephone (STD Code No.044)		E-Mail
		Office	Residence	
1.	Dr. R. Madhivanan Honorary Director Directorate of Tamil Etymological Dictionary Project, Chennai – 600040.	26215023	26342907	tedproject@rediffmail.com
2.	Thiru. S. Khaleelur Rahman, Assistant Director	26215023	25506478	
3.	Dr. M. Kannan, Spl. Gr. Compiler	26215023	---	
4.	Dr. P. Vetriselvan, Spl. Gr. Compiler	26215023	23633653	
5.	Dr. S. Senthilandavan, Spl. Gr. Compiler	26215023	23635386	
6.	Dr. R.K. Haldorai, Spl. Gr. Compiler	26215023	22261578	
7.	Thiru. K. Ilamurugu, Spl. Gr. Compiler	26215023	32900924	

Directorate of Tamil Etymological Dictionary Project

Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of Right to Information Act, 2005.

Sl. No.	NAME OF THE OFFICER	DESIGNATION	SCALE OF PAY
1.	Dr. R. Madhivanan	Honorary Director	Rs.15,000/- P.M. Consolidated
2.	Vacant	Director	UGC Scale of pay Rs.10000-325-15200 (pre-revised)
3.	Thiru. S. Khaleelur Rahman	Assistant Director	Rs.15,600-39,100 PB-3, G.P.5,700/-
4.	Vacant	Compiler	Rs.9,300-34,800 PB-2, G.P.4,500
5.	Dr. M. Kannan	Spl. Gr. Compiler	Rs.15,600-39,100 PB-3. G.P.5,700/-
6.	Dr. P. Vetriselvan	Spl. Gr. Compiler	Rs.15,600-39,100 PB-3. G.P.5,700/-
7.	Dr. S. Senthilandavan	Spl. Gr. Compiler	Rs.15,600-39,100 PB-3. G.P.5,700/-
8.	Dr. R.K. Haldorai	Spl. Gr. Compiler	Rs.15,600-39,100 PB-3. G.P.5,700/-
9.	Thiru. K. Ilamurugu	Spl. Gr. Compiler	Rs.15,600-39,100 PB-3. G.P.5,700/-
10.	Thiru. S.K. Ganesan	Spl. Gr. Artist, Gr.I	Rs.9,300-34,800 PB-2. G.P.4,400/-
11.	Thiru. A. Sundaravardhan	Spl. Gr. Assistant	Rs.9,300-34,800 PB-2. G.P.4,400/-
12.	Tmt. M. Golden Sheela	Steno-Typist, Gr.III	Rs.5,200-20,200 PB-1. G.P.2,400/-
13.	Vacant	Junior Assistant	Rs.5,200-20,200 PB-1. G.P.2,000/-
14.	Thiru. M. Chandrasekharan	Sl. Gr. Typist	Rs.5,200-20,200 PB-1. G.P.2,400/- +spl.pay.80/-)
15.	Vacant	Record Clerk	Rs.4,800-10,000 PB-1A. G.P.1,400/-
16.	Thriu. S. Loganathan	Spl. Gr. Office Assistant	Rs.5,200-20,200 PB-1. G.P.1,800/-

17.	Thiru. R. Moorthy	Sl. Gr. Office Assistant	Rs.4,800-10,000 PB-1A. G.P.1,650/-
18.	Vacant	Driver	Rs.5,200-20,200 PB-1. G.P.2,000/-+spl.pay.30/-)

Contract Appointments on Consolidated Pay

19.	Thiru. M. Poongundran	Editor	8,750 p.m. Consolidated
20.	Thiru. K. Ganesan	Editor	8,750 p.m. Consolidated
21.	Thiru. S. Veeravelu	Editor	8,750 p.m. Consolidated
22.	Vacant	Asst. Editor	6,250 p.m. Consolidated
23.	Tmt. V. Umarani	Asst. Editor	6,250 p.m. Consolidated
24.	Vacant	Compiler	5,000 p.m. Consolidated
25.	Vacant	Compiler	5,000 p.m. Consolidated
26.	Tmt. M. Senthil Vadhani	Computer Operator	5,000 p.m. Consolidated
27.	Tmt. G. Kasturi	Computer Operator	5,000 p.m. Consolidated

- Note :
1. All the above posts are temporary in nature and based on the need continued from time to time.
 2. The basic pay of the officers and employees is fixed under the provisions contained in Rule 22 of Fundamental Rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Grade Pay, HRA, CCA as per the orders in force.
 3. Persons appointed on contract on consolidated pay are entitled to receive only consolidated monthly pay with no allowances.

Directorate of Tamil Etymological Dictionary Project

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(1)(b)(xi) of Right to Information Act, 2005.

The Directorate of Tamil Etymological Dictionary Project has been implementing the following State Schemes. The details of the Budget Estimate 2009-2010 and the expenditure up to 30-9-2009 are furnished below.

ALL STATE PLAN SCHEMES

Secretariat : Tamil Development, Religious Endowments and Information
HOD Name : Directorate of Tamil Etymological Dictionary Project

(Rs. in lakhs)

Scheme Name	B.E. 2009-10	Expenditure up to 30.9.2009	%age to B.E.
Purchase of Furniture etc.,	0.50	* ---	---
Purchase of essential reference books for project use.	0.50	**---	---
Total	1.00	0	---

* The quotation received from TANSI is under Process

* The selection of books is underway

Directorate of Tamil Etymological Dictionary Project

The manner of execution of subsidy Programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(i)(b)(xii) of Right to Information Act, 2005 .

No such subsidy Programme, in so far as this department is concerned.

Directorate of Tamil Etymological Dictionary Project

Particulars of recipients of concessions, permits or authorizations granted by it under section 4(1)(b)(xiii) of Right to Information Act, 2005 .

No concession or permit or authorization is granted to the individuals or firms or companies in this Department.

Directorate of Tamil Etymological Dictionary Project

Details in respect of the information available to or held by it, reduced in an electronic form under section 4(1)(b)(xiv) of Right to Information Act, 2005.

It is proposed to create a web site soon, for this department, by which necessary information will be made available to the needy public.

Directorate of Tamil Etymological Dictionary Project

Particulars of facilities available to citizens for obtaining information under section 4(1)(b)(xv) of Right to Information Act, 2005.

Though this department does not have any direct public contact yet, necessary information will be provided, as and when called for. Web site will soon be created.

Directorate of Tamil Etymological Dictionary Project

Name and Designation and other particulars of Public Information Officers under section 4(i)(b)(xvi) of Right to Information Act, 2005.

Public Information Officer:

Name	Designation	STD Code	Phone No. Office	Fax	E-mail	Address
Thiru. S. Khaleelur Rahman	Assistant Director	044	26215023	-	-	Directorate of Tamil Etymological Dictionary Project, C-48, I Floor, TNHB Office Complex, II Avenue, Anna Nagar, Chennai - 40.

Department Appellate Authority:

Name	Designation	STD Code	Phone No. Office	Fax	E-mail	Address
Dr. R. Madhivanan	Honorary Director	044	26215023	044-26214824	tedproject@rediffmail.com	Directorate of Tamil Etymological Dictionary Project, C-48, I Floor, TNHB Office Complex, II Avenue, Anna Nagar, Chennai - 40.

R. MADHIVANAN
HONORARY DIRECTOR

ANNEXURE

Office Organization

Department Name : Directorate of Tamil Etymological Dictionary Project
Address : C-48, I Floor, TNHB Office Complex,
II Avenue, Anna Nagar, Chennai – 600 040.

