



Government of Tamil Nadu

**MANUAL UNDER THE RIGHT TO
INFORMATION ACT, 2005
[A PROACTIVE DISCLOSURE DOCUMENT]**

**Tamil Development, Religious Endowments
and Information Department
Secretariat, Chennai – 600 009**

(Corrected up to February, 2010)

PREFACE

PREFACE

The Government of India have enacted the Right to Information Act 2005 (Act 22 of 2005) which came into effect from 15.06.2005. This act provides for Right to Information to citizens to secure access to information under the control of public authorities and also to promote transparency and accountability in the working of every Public Authority.

2. Under Section 4(1)(b) of the Act, it is mandatory for the public authorities to publish all particulars required therein for information of the public.

3. Accordingly, this Manual relating to the Tamil Development, Religious Endowments and Information Department, Secretariat is published. Efforts have been taken by this Department to publish the details of organization, functions, duties, powers etc. in the form of a manual, for the use of the public. This manual also contains the list of Public Information Officers/ Appellate Authorities for the use of public, as required under the Act.

4. Again, as required under the Act, this Manual will have to be updated every year so as to make provisions for modifications, corrections, alterations etc., if any, depending on various situations and needs which may arise.

5. I hope this Manual will serve the needs of the general public with reference to the Right to Information Act, 2005.

**SECRETARY
TAMIL DEVELOPMENT, RELIGIOUS
ENDOWMENTS AND INFORMATION DEPARTMENT**

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CHAPTER - 1

INTRODUCTION

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, this manual has been brought out by way of publication of all relevant information as required therein.

The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents that are available with the Department.

This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by this Department and the Head of Departments under its administrative control.

A person requiring any information under this Act may contact any of the Public Information Officers as indicated in Chapter 17 hereunder by payment of Fees and other expenses as prescribed from time to time under the Tamil Nadu Right to Information (Fees) Rules, 2005.

CHAPTER – 2 (MANUAL – 1)
[Sec.4(1)(b)(i) of the Act]

**PARTICULARS OF ORGANIZATION,
FUNCTIONS AND DUTIES**

Objective / Purpose of the Department

The basic objective of the Department is to formulate policies, laws, regulations and various programmes based on the needs of the society now and then, for achieving the following goals of the Government in the field of Tamil Development, Religious Endowments and Information in Tamil Nadu.

Duties of the Department

The Tamil Development, Religious Endowments and Information Department were formed in 2007. As per the Business Rules, the following subjects have been allocated:

1. Overall administration and control of the Head of Departments functioning under Tamil Development, Religious Endowments and Information department
2. Policy formulation,
3. Finalisation of the annual budget relating to the schemes implemented by the heads of the Departments.
4. Administrative sanctions for various projects and programmes
5. Advice to other departments in Tamil Development, Religious Endowments and Information aspects

This Department coordinates the activities of the following Five Heads of Departments viz. Directorates/Commissionerates under its control.

Name of the Directorate / Commissionerate

1. Tamil Development Department
2. Hindu Religious and Charitable Endowments Department
3. Information and Public Relations Department
4. Stationery and Printing Department
5. Tamil Etymological Dictionary Project

List of services being provided by the Department with a brief write-up on them

Administrative Section / Bills Section

The OP section deals with establishment matters related to the employees of the Tamil Development, Religious Endowments and Information Department as per the rules framed by the nodal departments, the Personnel and Administrative Reforms Department and Public Department of the Government of Tamil Nadu. As far as the claim of the staff of this department like salary, medical reimbursement, etc. is concerned, there is a separate Bills section looking after all payment due to the staff members and also maintains the Service Registers of the staff.

Budget

Budget Section of this department deals with all Budget / Finance / Assembly related works and reports to Finance Department, Planning, Development and Special Initiatives Department, Legislative Assembly Secretariat, Hon'ble Chief Minister's Secretariat, Assurances Committee and Public Accounts Committee. Besides preparation of Governor's Address, Budget Speech, consolidation of Part – II Schemes, reports on Top Priority Schemes of Chief Minister's Secretariat, preparation of Annual Plan and Five Year Plan, this section has also been vested with the responsibility of keeping track of issuance of G.O.s on all schemes (Part-I and Part-II), announcements relating to this department made by His Excellency The Governor of Tamil Nadu, the Hon'ble Chief Minister, Minister for Finance and Ministers for Tamil Development, Religious Endowments and Information Department.

Besides the Administration and Budget Sections, the remaining sections are dealing with various other subjects, schemes which are implemented by Heads of Departments under the control of Tamil Development, Religious Endowments and Information Department inclusive of the corresponding administrative issues. They are briefly as given below:-

Office Proceedings Section – I (ASO–I)

Establishment - Service matters and Disciplinary action against the Officers, Section Officers, Assistant Section Officers, Private Secretaries and Personal Assistants - Training / District Training of the Officers and Staffs - Providing the matters related to monthly acting arrangements & Establishment of the Staff - Tours of the Secretary - Appointment of Officers and Staff - Confidential report of the Officers - Taking action to provide Pension to the Officers and Staffs - Establishment matters of the Pensioners and Providing arrears to the Pensioners - Further continuance to the Temporary Posts - Allocation of the Subjects - Right to Information Act 2005 - Court Cases.

Office Proceedings Section – I (ASO–II)

Establishment - Service matters and Disciplinary action against the Assistants, Personal Clerks, Typists, Temporary Assistants, Record Clerks, Drivers, and Office Assistants - Training of the Staffs - Monthly acting arrangements of the Staffs - Providing particulars related to the Establishment / Service matters - Taking action to provide Pension to the Officers and Staffs - Establishment matters of the Pensioners and Providing arrears to the Pensioners - Settling of Telephone Bills – Advance - Receiving Stationeries - Checking of Attendance – Preparation of Panel for Compassionate Ground appointments

Office Proceedings Section – II (ASO–I)

General Provident Fund Part Final - Temporary Advance - House Building Advance - Vehicle Advance / Motor Advance - Festival Advance - Marriage Advance - Educational Loan - Handloom / Co-op. Tex. Advance - Advance for the purchase of things from the selected companies - Leave Travel Concession - Compensation of Medical Reimbursement bills - Budget proposals for the expenditure of Department Staffs - Buying of Service Stamps - Part II Scheme - Computerisation of the Department - Buying necessary furniture to the Department – Audit of the expenditures.

Office Proceedings Section – II (ASO–II)

Compilation of CM Cell petitions and CM Cell petitions meetings -
Compilation of the Reports of Assurances / Assurance Committees -
Consolidation of Part II Scheme - Compilation of the particulars for the All Secretaries Meetings and Other Meetings - Sending reports related to Vigilance - Compilation of the particulars related to Vacancy Positions and filling of Vacancy Position of the Heads of the Department - Sending reports regarding the Accountant General's Audit in the Heads of the Department - Miscellaneous and general subjects which are not related to other Sections of the Department - Compilation and sending of the reports related to the Reservation of SC / ST / BC / MBC.

Stationary and Printing Department – I (ASO–I)

All service matters relating to Technical Gazetted Officers (Assistant Works Manager, Deputy Works Manager, Works Manager and General Manager) – All service matters relating to the Technical Staff of the Stationery and Printing Department – Disciplinary cases, Court cases Training, Vigilance Cases, Pay anomaly, Pension, Appeals and pay fixation in respect of above category – Preparation of panel and appointment to the post of Assistant Works Manager, Deputy Works Manager, Works Manager and General Manager – compassionate grounds appointment to the post relating to the Technical staff – Review under FR 56(2) in respect of Stationery and Printing Department (Technical Staff). Framing of Ad-hoc rules / amendment to Special Rules – Post continuance and permanent retention in respect of all the posts under Stationery and Printing Department.

Stationary and Printing Department – I (ASO–II)

All service matters relating to Non-Technical Gazetted Officers (Assistant Director, Deputy Director, Joint Director and Director) – All service matters relating to the Non-Technical Staff of the Stationery and Printing Department (Record Clerk to Superintendent) – Disciplinary cases, Training, Vigilance Cases, Pay anomaly, Pension Appeal and pay

fixation in respect of above category – Preparation of panel and appointment to the post of Assistant Director, Deputy Director – Compassionate grounds appointment to the post relating to the Record Clerk, Junior Assistant, Typist and Steno-Typist – All service periodicals – Post continuance and permanent retention in respect of all the posts under Stationery and Printing Department.

Stationary and Printing Department – II (ASO-I)

Budget – Part-II Schemes – Public Accounts Committee- Legislative Assembly Questions- Government Central Press and other Branch Press related subjects other than Establishment matters.

Stationary and Printing Department – II (ASO-II)

Purchase of Stationery articles by Government Departments, Purchase and Supply of Typewriter, Duplicator, Electronic Calculators to Government Departments – Matters relating to supply of uniforms to all the officers in the State – Settlement of tenders / tailoring contract – Disposal of Waste Paper in the Government Offices in the State – Printing and Supply of Tamil Nadu Government Gazettes, Calenders Forms, Registers, Books and other Publications to all the offices – Standardisation of forms – Scrutiny of Works done in the Private Presses – Scrutiny of files of the Departments regarding supply of uniforms, forms, Stationery etc. – Amendment to printing manual and Stationery manual.

Information Department – Administration – I (ASO-I)

All establishment files in respect of Joint Director, Deputy Director, Assistant Director, Assistant Executive Engineer, Accounts Officer of the Information and Public Relations Department including all disciplinary cases.

All establishment files in respect of Principal, Administrative Officer, all Head of Section of M.G.R. Govt. Film and TV Institute including all disciplinary cases

All establishment files in respect of Chief Producer and Assistant Producer of Tamil Nadu Films Division including all disciplinary cases.

All establishment files in respect of Accounts Officer, Assistant Accounts Officer, Assistant Works Manager of Tamil Arasu Office including all disciplinary cases.

Section miscellaneous works, consolidation and reports to Budget, OP-I, OP-II, etc.

Information Department – Administration – I (ASO-II)

All establishment files in respect of Information and Public Relations Officers of Information and Public Relations Department including disciplinary cases.

Information Department – Administration – II (ASO-I)

Establishment – Information & Public Relations Department – Establishment of Assistant Public Relations Officer (Information) & Reporter's of Head Quarters – Establishment of Technical Assistant of M.G.R. Government Film & Television Institute and Tamil Nadu Film Division – Regarding.

Information Department – Administration– II (ASO-II)

Establishment – Information & Public Relations Department – Establishment of Assistant Public Relations Officer (Publicity) of Head Quarters – Establishment of Technical Assistants in Exhibition – Establishment of Technical Staffs of Tamil Arasu Press and Tamil Arasu Office – Establishment of Guide, Caretaker, Receptionist, Sculpture Assistant of Memorials – Miscellaneous – Regarding.

Information Department – Administration – III (ASO-I)

All Establishment matters including disciplinary cases of all Accountant-cum-Cashiers U.D. Accountants, Superintendents, Assistants, Accountants (Districts) Chief Photographer, Additional Chief Photographer, Assistant Photographers, Photo Artists, Bromide Printer-cum-Indexer, Dark Room Assistant, Photographic Attendant, Cinema Operators, Artists including Senior Artists and Store Keeper compilation and issue of consolidated G.O. For the continuance of the Temporary posts for the continuance of the temporary posts of the Directorate of Information and Public Relations and Miscellaneous subjects

Information Department – Administration – III (ASO-II)

All Establishment matters including compassionate ground appointment, out sourcing and disciplinary cases of all Junior Assistant, Junior Assistant cum Typist, Steno Typist, Typist, Booking Clerk, Record Clerk, Record Assistant, Adler-type-Operator, Theatre Attender, Packer, Binder, Office Assistant, Gardner, Watchman, Sweeper, Sanitary Worker, Water man and Mazdoor.

Information Department – Administration – IV (ASO-I)

Maintenance of all Information and Public Relation Offices – Maintenance of Tamilarasu Office and Tamilarasu Printing Press – Part II Schemes – Review Meeting of Public Relation Officers – Conference of Information Minister – Miscellaneous

Information Department – Administration – IV (ASO-II)

Making arrangements to issue or publish all Government Orders relating to Press Release Section – Providing photographic instruments to Photo Section and its maintenance – Settlement of Bills against printing of photographs by the Private Studios – Settlement of monthly Bills of the PTI and UNI – Supply and maintenance of Office Equipments and Furniture's for the State Information Centres – Settlement of Telephone bills for all Officials in the Directorate both for office and residence.

Information Department – Administration – V (ASO-I)

Establishment – Establishment of all Drivers, Motor Cycle Messengers, Auto Drivers and Van Cleaners of Information and Public Relations Department – Marriage Advance for all staff of Information and Public Relations Department – Miscellaneous.

Information Department – Administration – V (ASO-II)

Maintenance and movement of vehicles in the Head Quarters – Adjustment of fuel bills of the vehicles in Head Quarters – Ratification of fuel bills of vehicles in Head Quarters and Districts – Adjustment of repair bills of vehicles in Head Quarters and Districts – Condemnation / Pre-mature condemnation of vehicles of Information and Public Relations Department – Purchase of new vehicles for Information and Public Relations Department.

Information Department – Exhibition (ASO-I)

All matters pertaining to Exhibition including Mini Exhibition – Participation in Republic Day Parades both at Delhi and at Chennai. Exhibition outside the State “Phool-Walon Ki-Sair” Festival at New Delhi, Review of monthly Diaries of all PROs. Supply of Stationery items to the I&PR wing. Action is being taken regarding Chief Minister’s Special Petition.

Information Department – Exhibition (ASO-II)

Garlanding the Statues of national leaders and statesman – conducting State Level Government Functions and in all districts conducting district organizing committee meeting - Multi Media Exhibitions at districts - other matters relating to functions.

Information Department – Film Technology (ASO-I)

Part-II schemes – Public Undertaking Committee – Audit Report – Schemes related to Tamil Nadu Film Division and M.G.R. Government Film & TV Institute – CM Cell Petition – Right to Information Act – Assembly Questions – Assurance.

Information Department – Film Technology (ASO-II)

Film Shooting Permission – Refunds of Deposits, Miscellaneous currents – Film Festivals – Film Awards – Film Subsidy – Chinna Thirai Awards Announcements – C.M. Cell Petitions – Assembly Questions – Right to Information Act – Court Cases – All matters relating to film industry including disputes – Chinna Thirai Health Scheme – Film and TV Industry Welfare Board.

Information Department – Memorials (ASO-I)

All matters pertaining to maintenance of all Memorials, Arangams (except Memorials at Chennai, Kancheepuram and Vellore). Legislative Assembly Questions, Assurances and Chief Minister Cell Petitions. Construction of New Memorials and Installation of New Statues.

Information Department – Memorials (ASO-II)

All matters pertaining to maintenance of all Memorials, Arangams at Chennai, Kancheepuram and Vellore. Matters relating to allotment of Gandhi Mandapam, Rajaji Hall, Kalaivanar Arangam, Bharathiyar Illam and Valluvar Kottam, Legislative Assembly Questions, Assurances and Chief Minister Cell Petitions. Construction of New Memorials and Installation of New Statues and Miscellaneous subjects related to this section.

Information Department – Advertisement (ASO-I)

All Government Department advertisements, All Government Undertakings, Boards, Corporations and Government Companies display advertisements, Bills settlement, Empanelment of Dailies and Periodicals and Advertisement Agencies and Rate fixation of dailies and rate revision.

Information Department – Advertisement (ASO-II)

All Government Department advertisements, All Government Undertakings, Boards, Corporations and Government Companies Tender advertisements.

Information Department – Advertisement (ASO-II)

Release of land acquisition advertisement of Government Department, C.M. Cell Petitions and Miscellaneous.

Religious Endowments Department – I (ASO-I)

Consolidation of particulars related to Public Accounts Committee, Estimates Committee, Assurance Committee, Acts for Delegation of Powers, Petitions Committee - Participation of Hindu Religious and Charitable Endowments Department in Tourism Trade Fair - Awards / Prizes to the best maintained temples - Assistance for Pilgrimage to Thiru Kailayam - Review Meeting of long pending cases - Consolidation of Chief Minister's Special Cell Petitions - Monthly Review Meeting by the Minister for Hindu Religious and Charitable Endowments - Development of temple tanks and rain water harvesting - Consolidation of Assembly questions related to Hindu Religious and Charitable Endowments - Miscellaneous -

Court Cases, Revision of Petitions, temple lands, renovation, repairing works, financial assistance related to temples in Vellore, Pudukkottai and Theni Districts.- Visit of VIPs - Targets and Achievements - Free Marriage - Special health camp for Elephants - Protection of Foot wears - Festival of Saints - Tamil Nadu Tenants Act, 1970 (Amended in 1990) - Committee Meetings held in the Office of the Commissioner for Land Reforms related to exemption of urban land tax - Exemption of urban Land Tax - Appointment of Lecturers in Colleges - Inscriptions - Annadhana Scheme - Devotional Sangams.

Religious Endowments Department – I (ASO-II)

Theft in Temples and related activities - Consolidation of cut motions - Granting Permission to shoot video in temples related to educational and devotional matters, to live telecast of Kumbhabishekam and for film shooting - Matters related to rights on fish catching in temple tanks - Disciplinary cases under the pension rule relating to retired Executive Officers of Grade 1, 2, 3 & 4 - Distribution of free electricity to poor temples - Telephones / buildings / motor vehicles / stationeries for Commissionerate - Inspection report of Accountant General, Office inspection and surprise visits – Accidents - Insurance of temple jewels

Religious Endowments Department – I (ASO-I)

Service matters of all Executive Officers in the Hindu Religious and Charitable Endowments Department (except Disciplinary cases related to pension rules) – Service matters related to all ministerial staffs all over the State – Service matters related to Basic Services – Surcharge proceedings against Executive Officers – Sanction of additional staffs and further continuance (except audit wing) – Miscellaneous – Vigilance Cases and Tribunal for disciplinary proceedings cases relating to subordinate service and basic service – Appeals and revision petitions against the orders of Commissioner related to Executive Officers Grade I, II & III.

Religious Endowments Department – II (ASO-II)

Service matters related to State service in the Hindu Religious and Charitable Endowments Department (except disciplinary cases) – Transfer and postings in the State service – Sanction of pension, retirement and DCRG in the State service – Appeals and revision petitions related to State service – Review of confidential reports of the officers in the State service – Preparation of panels – Regularisation – Sending of monthly reports to the Tamil Nadu Public Service Commission – Review of Suspension cases – All matters relating to audit wing of Hindu Religious and Charitable Endowments Department.

Religious Endowments Department – III (ASO-I)

Appointment of Trustees in all Districts – Miscellaneous – All matters relating to the Temples in Thiruvallur and Chennai Districts

Religious Endowments Department – III (ASO-II)

Minister's announcements and all matters relating to the temples in Kancheepuram, Cuddalore, Villupuram, Kanniyakumari, Thanjavur, Thiruvarur and Nagappattinam

Religious Endowments Department – IV (ASO-I)

Indian Choultries – Administration of Thanjavur Choultries – Legal cases related to Choultries – Budget in respect of Choultries - Taking action against the Trusts which are mismanaged under section 3 of the Hindu Religious and Charitable Endowments Act 1959 – Temple administration and related subjects for the Thiruvannamalai district – Matters related to temple employees – Miscellaneous.

Religious Endowments Department – IV (ASO-II)

Tamil Nadu Hindu Religious and Charitable Endowments Department Act 1959 and amendments relating to the act and the rules framed under the Act – All Establishment matters relating to the Act – Temple administration and related subjects for the Districts of Thiruchirappalli, Perambalur and Karur – Archanas in Tamil in Hindu Temples – Appointment of Archakars of All Castes – Entry of all religious peoples into Hindu Temples – Tamil Nadu Temple Entry Act 1947.

Audit reports – Policy decisions and general matters relating to Temple Lands. Karunai Illams – Sanction and scholarships to Archakars – Vedaparanyas, oothuvars, music experts – Financial assistance to village Temple Poosaries.

Religious Endowments Department – V (ASO-I)

Court cases – Review Petitions – Temple Lands – Temple renovation – Financial matters in respect of Temples in the Districts of Madurai, Dindigul, Virudhunagar, Ramanathapuram, Sivagangai, Tirunelveli and Tuticorin - Budget Policy Note – Demands – (Except cut Motions) - Temple renovations and financial matters in respect of Temples - Allocation of Funds to Temples from corpus fund - Reports in respect of corpus fund

Religious Endowments Department – V (ASO-II)

Court cases – Review Petitions – Temple Lands – Temple Renovations and Financial Matters in respect of Temples in the District of Salem, Dharmapuri, Namakkal, Coimbatore, Erode, The Nilgiris – Part II Scheme – Engineering wing – Thapatis.

Tamil Development Department – I (ASO-I)

Implementation of Official Language - Drafting of GOs in Tamil / exemption for drafting in English - Establishment of Tamil Chair - Issue of Certificates to Translators - Nationalization of Tamil Literature - Financial Assistants to propagate Tamil in other States - Activities of Linguistic Institutions - Monthly Progress Report - Accountant General's Audit Reports, Rectification, Remarks - Notes on Tamil Literature - Activities related to writing of Tamil Nadu History - Tamil – in all forms of life Government's policies and implementation on Tamil - Conducting competitions in Tamil at the State and District Level - Translation of best books in Tamil and other languages - Scheme of Financial Assistants to the Tamil Development Activities abroad - Ariviyal Tamil Mandram

Tamil Development Department – I (ASO-II)

Financial assistance to persons who have taken part in linguistic protection movement - Financial assistance to persons who rendered service to protect the territories of Tamil Nadu - Financial assistance to Aged Tamil Scholars - Awarding of “Kural” prizes and functions - Thiruvalluvar festival - Garlanding of Thiruvalluvar statue - Publication of Encyclopaedia on Tamil Literary Thoughts - UNESCO COURIER - Tamil names to cities, towns, villages and places - High Level Committees - Aged and Linguistic Tamil enthusiasts.

Tamil Development Department – II (ASO-I)

Establishment and other activities of Directorate of Tamil Development – All activities of Thanjavur Tamil University (except sanction of grants) – concurrence for providing Tamil and English Typewriters for all Government Offices – Awarding prize for Government Servants for best drafting in Tamil.

Tamil Development Department – II (ASO-II)

Sanction of grants to Thanjavur Tamil University – Financial Assistance for publication of Tamil books – Financial Assistance for publication of rare Tamil books – Residuary work of Eight World Tamil Conference – Grants to International Institute of Tamil Studies – All activities of International Institute of Tamil Studies – Selection of best Tamil books – Awarding prize for best Tamil writers – Awarding prize for best Tamil publishers – All activities of World Tamil Conference – All activities of Tamil Etymological Dictionary Project – Grants to Institute of Asian Studies – Miscellaneous.

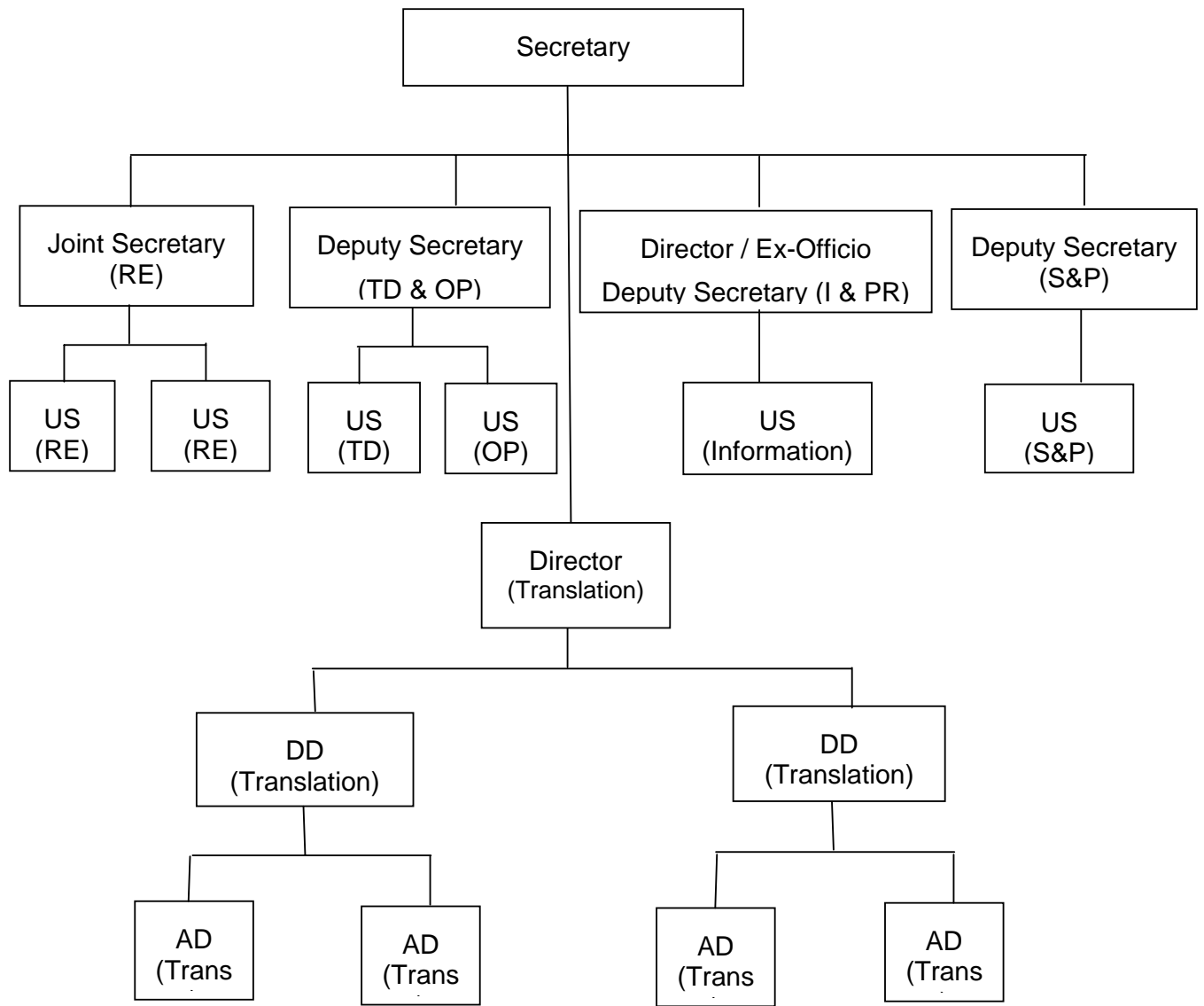
Translation Wing

The Translation Wing of Tamil Development, Religious Endowments and Information Department is rendering excellent service for the effective implementation of official language scheme. This wing renders translation for the Government Notifications published in Tamil

Nadu Government Gazettes and all District Gazettes, Note for Circulation, Policy Notes of Various Departments. Reports of Public undertaking and Public Accounts Committees, Police Medal and Prison Service Medal citations, Annual Report of Vigilance Commission Grounds of Detention orders issued under 'COFEPOSA ACT' Notes for Cabinet, Speeches of Hon'ble Ministers and Press releases etc. This wing (Hindi) is also rendering English version for the matters received in Hindi from the Government of India. Apart from this, a team headed by an Assistant Director consisting of One section Officer and three Assistant Section Officers is deputed to Finance Department every year to translate Governor's address, the speech delivered by the Hon'ble Minister for Finance presenting the Annual Budget and the documents connected with the Budget and supplementary Estimates. Likewise, one Assistant Section officer from the wing is deputed to TamilNadu Legislative Assembly Secretariat for attending to urgent translation works during the Assembly Sessions. One team is deputed to Public (Protocol) Department to attend to translation work connected with the Collectors and Police Officials Conference.

Organisational Structure

This Department is headed by the Secretary to Government of Tamil Nadu. The Secretary is the administrative head of the Department and principal adviser to the Ministers (Tamil Development, Religious Endowments and Information) on all matters of policy and administration relating to this Department. He is assisted by a Joint Secretary, one Ex-Officio Deputy Secretary, two Deputy Secretaries and six Under Secretaries, as shown in the organisational chart below.



- US** - **Under Secretary**
- DD** - **Deputy Director**
- AD** - **Assistant Director**
- RE** - **Religious Endowments**
- TD** - **Tamil Development**
- OP** - **Office Proceedings**
- S&P** - **Stationary & Printing**
- Trans** - **Translation**

Mechanism available for monitoring the service delivery and public grievance resolution.

Each programme implemented by the department has an in built monitoring mechanism. Periodical meetings are conducted by Secretary of the department to review the progress of the implementation of the Scheme. Sanction of amount for the schemes are done in consultation with the advisory department and the Finance Department and monitoring of the scheme is made regularly and depending on the necessity. Higher Officials from the Government are deputed for verification/inspection of the schemes implemented by the Heads of Departments/Non-governmental Organisations, whenever considered necessary.

Addresses of the Directorates/Commissionerates under the control of this Department.

Name of the Directorate/Commissionerate	Address
Tamil Development Department	The Director, Tamil Valarchi Valagam, 1 st Floor, Halls Road, (Near Children's Hospital) Chennai – 600 008. Fax: 2819 0410 Phone: 2819 0412 & 2819 0413 E-mail: tamildev@tn.nic.in
Hindu Religious and Charitable Endowments Department	The Commissioner, 119, Uthamar Gandhi Salai, Nungambakkam, Chennai – 600 034 Fax: 2833 4816, Phone: 2833 4811 E-mail: endowments@sancharnet.in
Information and Public Relations Department	The Director, VIII Floor, Namakkal Kavingnar Maaligai Secretariat, Chennai – 600 009 Fax: 2567 7777 Phone: 2567 5300, 2479 9995 E-mail: infprest@tn.gov.in

Stationery and Printing Department	The Director, 110, Anna Salai, Chennai – 600 002 Fax: 2852 1318 Phone: 2852 0038 / 2852 0039 / 2852 0041 E-mail: gmtensp@tn.gov.in
Tamil Etymological Dictionary Project	Honorary Director, C-48, First Floor, Tamil Nadu Housing Board Complex, II Avenue, Anna Nagar, Chennai - 600 040 Fax: 2621 4824, Phone: 2621 5023 E-mail: tedproject@sancharnet.in
International Institute of Tamil Studies	The Director, C I T Campus, II Main Road, Taramani Post, Chennai–600 113 Fax: 2254 1436 Phone: 2254 2992 / 2254 2781 E-mail: iits@tn.nic.in
Ariviyal Tamil Mandram	Member Secretary, C-48, First Floor, Tamil Nadu Housing Board Complex, II Avenue, Anna Nagar, Chennai - 600 040 Fax: 2621 4093, Phone: 2621 3965
Tamil University, Tanjavur	The Registrar (I/C) Tamil University, Thanjavur – 613 010 Fax: 04362 – 226159 Phone: 04362 – 226720
World Classical Tamil Conference	Special Officer, WCTC Ex-Officio Principal Secretary, Tamil Development, Religious Endowments and Information Department 7 th Floor, Namakkal Kavingnar Maaligai, Secretariat, Chennai – 600 009. Telefax: 25671233 Email: chemmozhimaanadu2010@gmail.com Web: www.ulakathamizhchemmozhi.org

Working hours of the Department

Opening Hours: 10.00 A.M.

Closing Hours: 05.45 P.M.

From Monday through Friday

General

In tune with the changing needs of the society, the nature of duties and functions of this Department, in the field of Tamil Development, Religious Endowments and Information may undergo slight changes with regard to the types/numbers of schemes / programmes taken up for consideration / approval prior to their implementation by the Head of Departments. These details are incorporated in the "POLICY NOTE" of the Department prepared and placed before the Legislature each year, seeking budget provision of funds to meet out the expenditure involved.

CHAPTER –3
[Sec.4(1)(b)(ii) of the Act]

**POWERS AND DUTIES OF OFFICERS
AND EMPLOYEES**

The following are the powers and duties of officers and employees of this Department who are involved in the core activities

Secretary to Government

This department is headed by the Secretary to Government of Tamil Nadu, who is a senior IAS Officer. The Secretary is the administrative head of the Department and principal adviser to the Ministers (Tamil Development, Religious Endowments and Information) on all matters of policy and administration relating to this department. The Secretary is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Joint Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. The Secretary is to take steps for the prompt despatch of business in the department. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be over all in charge of the Department.

Secretary exercises the financial powers which are given in detail in the Delegation of financial powers issued by Finance Department from time to time.

Additional Secretary to Government

Additional Secretary has been delegated to co-ordinate and oversee all the schemes/ sections excluding. He is designated as circulating officer to send cases direct to the Minister with reference to the general direction of the Secretary. He is an officer who acts on behalf of the Secretary.

Joint Secretary to Government

The Joint Secretary to Government will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. He is the circulating officer to send cases direct to the Minister

with reference to the general directions of the Secretary. He is also in charge of maintenance of discipline of staff. He disposes as many cases as possible at his own level and takes the orders of Secretary on important cases. He can sign and convey the orders in the name of Governor of Tamil Nadu involving financial implication after the approval of competent authority has been obtained.

Deputy Secretary to Government

The Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Deputy Secretary also exercises control over the sections placed in his/her charge. He is entrusted with the disposal of majority of cases coming up to him. He uses his discretion in taking orders of Additional Secretary/Joint Secretary on more important cases. He can sign and convey the orders in the name of Governor of Tamil Nadu involving financial implication after the approval of competent authority has been obtained.

Under Secretary to Government

The Under Secretary exercises control over the sections placed in his charge generally consisting of 3 and 4 section and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline. Work come to him from the section under his charge. He disposes as many cases as possible at his own level and takes the orders of the higher officers on important cases. He can sign and convey the orders in the name of Governor of Tamil Nadu involving financial implication after the approval of competent authority has been obtained.

Section Officer

Section Officer is in-charge of a section of a Secretariat Department. He will be assisted by Assistant Section Officers who work

under his direction and control. The training of Assistant Section Officers under him is one of his principal functions. He will manage and Co-ordinate the work relating to the section. He will scrutinize the files submitted by the Assistant Section Officers. He will guide the Assistant Section Officers in all aspect of work and see that they do not waste time and paper on needless noting or correspondence. He will have a keen watch on receipt of tappals and disposals of the same. He will not simply supervise but will undertake himself in dealing the difficult or important papers whenever necessary. He will be responsible for the despatch of all communications of the section and Section Officer should take independent actions on issuing reminders, obtaining or supplying factual information of a non-classified nature. He will ensure proper maintenance of registers, Office orders etc. keeping them up to date. He will ensure the neatness and tidiness of the Section.

Assistant Section Officer

The main duties of Assistant Section Officer in a section are to put up notes, drafts, maintain the Personal Registers and also to assist the Section Officer. He will maintain the Periodical Registers, reference books stock files etc. keeping them up to date. He will act according to the orders and direction of the Section Officer in imparting official duties. He will dispose off the tappals received by him without any delay. He will keep his seat neat and tidy.

Assistant

Assistants are expected to attend the routine work such as comparing, despatching, indexing and docketing of closed papers. They will also maintain the prescribed Periodical Registers and put up reminders.

Typist

Typist will type note and drafts and make fair copy of all communications to be despatched.

Private Secretary / Personal Assistant / Personal Clerk

He/she should keep the officer free from the worries of a routine nature and mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He/she should be skilled in human relations. An officer has to depend on his Personal Assistant for routine jobs so as to have more time to involve himself to the work in which he has specialised. The Personal Assistant should earn the confidence of his officer for being entrusted with confidential and secret papers. He/she should be familiar with the persons who come in contact with his officer and to interact as per the directions of the officer. He/she will perform the liason work between the officer and the subordinates for smooth functioning of the office.

CHAPTER – 4
[Sec. 4(1)(b)(iii) of the Act.]

**PROCEDURE FOLLOWED IN DECISION
MAKING PROCESS**

All the Departments of Secretariat follow the same procedure in the process of decision making. The procedure to be followed in this regard is set out in detail in the Secretariat Office Manual and the Business Rules and Secretariat Instructions. Further, the process of decision making requires the participation of many officials – from ASO to Ministers including Chief Minister and the Governor at a few instances – depending on the nature of the issue involved. The procedure is elucidated in the following paragraphs.

The tappal / letter is opened in the presence of the Section Officer in-charge of the tappal section, sorted out section-wise., numbered and sent to the Under Secretaries concerned. The tappals are then stamped with the date of its receipt. Envelopes addressed to officers by name and those marked 'Secret' or 'Strictly Confidential' or Confidential' are opened by the Officers to whom they are addressed in the absence of the Officer concerned on leave or otherwise, such envelopes as are marked immediate is opened by an officers of equal or immediately lower rank in the department but now below the rank of Deputy Secretary to Government. Important communications are sent by the Under Secretary to the Secretary or to the Deputy Secretary as the case may be for perusal. After perusal by the officers (who enter on them any instruction they wish to give), the papers are sorted by the Assistant Section Officers / Assistants in charge of tappals, numbered (if it has not already been numbered) and sent to the respective Section Officers. The papers are then registered in his Personal Register by the subject Assistant Section Officer attached to the section. In case the subject Assistant Section Officer is away the Assistant, registers the currents.

If any paper relates to an unclosed case, the Assistant Section Officer adds the paper to the current or note file of the case, Otherwise, he puts each paper, in an appropriate pad and the paper thus becomes a 'Case'. He then obtains previous papers, if any, in the secretariat, referred to in the current or note file and, unless the case is taken over by the Section Officer, takes the necessary further action. Such action may be

obtaining of further previous papers or precedents, the preparation of precis, the writing of a brief note stating the points for orders and, the drafting of an order, endorsement etc., in accordance with an established precedent. The Section Officer after making any revision of, or addition to, the Assistant Section Officer's note or draft or putting up a fresh one, submits the case to the secretary or Deputy Secretary or Under Secretary. The Section Officer shall himself attend to important cases which involve interpretation of Acts and Rules, preparation of notes for Public Accounts Committee etc. When submitting a case for orders, the note may suggest references for further information or remarks to other Departments of the Secretariat or to outside officers but should not suggest the orders to be passed except in simple cases and in cases where there are precedents, he may however, submit a draft answer to a Legislative Assembly question relating to facts and not to the opinion or policy of Government. The Officers to whom the case submitted should direct further action to be taken or suggest clearly the nature of the disposal to be made or the orders to be passed in each case and it is the Secretary or Deputy secretary or Deputy Secretary who decides whether any Minister or the Governor should see the case at that stage. Specific orders of the Chief Minister should be taken if any case requires discussion at a meeting of the Council of Ministers with reference to the provisions of the Business Rules. The case is circulated, if so directed, and on return is submitted to the Secretary or Deputy Secretary for perusal. It is then sent to the Section Officer, being seen first by the Under Secretary if it belongs to a section under him. The section Officer passes it on with instructions to his Assistant Section Officers or keeps it himself for further action, if necessary, if further information is called for from the secretariat in the notes of Officers or of Ministers or the Governor this process is repeated, until final orders are passed. If a case in which a draft has been put up and circulated to the Ministers or the Governor and is received back with final orders, the draft will be issued with such modifications as may be necessary with reference to the final orders. If however, the case in circulation did not contain a draft and is received back with final orders, a draft is prepared in ordinary cases by the

Assistant Section Officer and the file is resubmitted through Section Officer to Under secretary, the Deputy Secretary or the Secretary, as the case may be, who revises or passed the draft, circulating it again if he thinks this desirable. Drafts in important cases and Drafts of letters to the Government of India are prepared by the Under Secretary. The disposal as approved takes the form of an orders, letter, endorsement, telegram, demi-official or unofficial references or reply or 'lodged' paper. It is numbered and dated by the Assistant Section Officer of the concerned section. In the case of order, letters, etc., to be indexed, the typist prepares a tabling slip. The Assistant Section Officer makes necessary entries in the Personal Register and closes the current in the register, if the disposal is final. In the case of intermediate references or orders calling for information, he enters the date of the first reminder in his reminder diary. He then passes on the draft and its enclosures (but not the whole file) to the typist concerned for making out fair copy. Confidential papers are sealed in the section concerned and sent to the Central Despatch Branch for despatch, while the rest are despatched by the Central Despatch Branch, direct U.O. files to their departments are sent by the section concerned direct to the departments through Office Assistants.

Fair copies are signed by the Secretary, Additional or Joint or Deputy or Under Secretary or Section Officer. The Section Officers also attest copies or orders or proceedings of the government (excluding those intended for audit officers) endorsements and telegrams. Copies of communications which are confidential or secret in nature are, however authenticated by Under Secretaries. In the case of final disposals, the Assistant Section Officer concerned or the Assistant of the Section prepares docketts. Government orders which are received from other Departments of the Secretariat and are 'lodged' will not however be docketed. On the return of the drafts from the Central Despatch Branch after issue, the Section, Assistant Section Officer makes sure that the papers have been properly despatched puts the drafts back in the respective files, and when the case has been finally disposed of, sends

them to the Central Record Branch under the orders of the Section Officer who satisfies himself that there is no further action to be taken and gives pass order in each case in writing which should be in red ink on the face of the docket sheet . Papers which do not carry a pass order will not be accepted by the Central record Branch. All references to which replies are due are kept intact in the section with the connected papers. Records are handed over to the Record-Clerk, posted for this purpose, after obtaining his signature in the last column of the Personal Register. Then Record Clerk should then send them to the Central record Branch. Final disposals are stitched up in the Central Record Branch and then put in their proper places in the bundles on the record racks or almirahs. The indexer collects at the end of every month the tabling slips of proceedings in the 'Manuscript series, 4 Decennium series, 3 Decennium series, 2 Decennium series and Decennium series" prepared by the Assistants and prepares monthly indexes for submission in print to the Secretary, Ministers and the Secretary to the Governor. From the monthly indexes, annual indexes are prepared and printed up. The indexer collects also at the end of every month the tabling slips of proceedings of routine series, prepares monthly indexes and gets them typed or roneoed for submission to officers and sections. Orders and letters in routine series are numbered in a separate register. These as also endorsements, etc. are indexed in some departments.

The Department, as part of the Government Secretariat, follows the procedure 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 Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

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 detailed above. The process of examination is initiated by the Assistant Section Officers

and passes through the Section Officer, Under Secretaries and Deputy Secretary/Joint Secretary/Special Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

CHAPTER – 5
[Sec.4(1)(b)(iv) of the Act]

NORMS SET FOR THE
DISCHARGE OF FUNCTIONS

This Department has not set any separate norms for the discharge of its functions. However, the norms and guidelines set out in the Secretariat Office Manual and other Manuals / Codes / Rules (Administered mostly by the Personnel and Administrative Reforms and Finance Departments) applicable to all the Departments of the Secretariat, are adhered to by this Department also.

CHAPTER – 6
[Sec. 4(1)(b)(v) of the Act]

**RULES, REGULATIONS, INSTRUCTIONS,
MANUAL AND RECORDS FOLLOWED.**

The official business of this department is carried out mostly in accordance with the provisions contained in the following rules, regulations and manuals.

- i) Tamil Nadu Government Business Rules and Secretariat Instructions
- ii) Tamil Nadu Legislative Assembly Rules
- iii) The Tamil Nadu Secretariat Office Manual
- iv) Tamil Nadu Budget Manual
- v) Tamil Nadu State and Subordinate Service Rules
- vi) Tamil Nadu Civil Services (Classification, Control and Appeal) Rules
- vii) Tamil Nadu Government Servants Conduct Rules
- viii) Tamil Nadu Pension Rules
- ix) Fundamental Rules of the Tamil Nadu Government

The description of the above listed rules, manuals and acts are furnished below:

Name	Type of Document
Tamil Nadu Government Business Rules and Secretariat Instructions.	In exercise of the powers conferred by clauses (2) and (3) of Article 166 of the Constitution of India.
The Tamil Nadu Legislative Assembly Rules.	The Rules are made under clause (1) of Article 208 of the Constitution of India. The Rules describe the conduct of the Business of the Legislative Assembly. The Rules book can be referred in the Assembly Library.
The Tamil Nadu Secretariat Office Manual.	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.

<p>The Tamil Nadu Budget Manual.</p>	<p>This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.</p>
<p>Tamil Nadu State and Subordinate Service Rules.</p>	<p>The Rules is made under the proviso to article 309 of Constitution of India governing the service conditions of members of State and Subordinate Services. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>
<p>Tamil Nadu Civil Services (Classification, Control and Appeal) Rules.</p>	<p>The rules are made under the proviso to article 309 of Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>
<p>Tamil Nadu Government Servants Conduct Rules.</p>	<p>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. It is a priced publication.</p>
<p>Tamil Nadu Pension Rules.</p>	<p>The rules are made under the proviso to article 309 of Constitution of India in relation to the pensionary benefits to the members of civil service of the State. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>

<p>Fundamental Rules of the Government of Tamil Nadu.</p>	<p>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. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>
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CHAPTER – 7

[Sec. 4(1)(b)(vi) of the Act]

CATEGORIES OF DOCUMENTS HELD

The details of various documents held by this Department are as furnished below.

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 of the Department for the concerned year.	Application to Public Information Officer. (or) Download from website www.tn.gov.in/departments/tamil.html	Tamil Development, Religious Endowments and Information Department, Chennai-9. All Heads of Departments
2.	Important Government Orders	Issued by this Department from time to time in various sections.	Application to Public Information Officer. (or) Download from website www.tn.gov.in/departments/tamil.html	Tamil Development, Religious Endowments and Information Department, Chennai-9 Heads of Departments concerned.

CHAPTER – 8
[Sec.4(1)(b)(vii) of the Act.]

**ARRANGEMENTS FOR PUBLIC
REPRESENTATION / CONSULTATIONS
THAT EXIST IN RELATION TO
FORMULATION / IMPLEMENTATION OF
POLICY**

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

CHAPTER – 9
[Sec.4(1)(b)(viii) of the Act]

**BOARDS, COUNCIL, COMMITTEES AND
OTHER BODIES**

This Department has no Boards, Councils, Committees, etc. for the purpose of seeking advices

CHAPTER – 10
[Sec.4(1)(b)(ix) of the Act]

DIRECTORY OF OFFICERS AND
EMPLOYEES

The names, designation and Telephone Numbers of all the Officers and Employees on the roll of this Department are as furnished below:-

Name and Designation	Phone No.
Secretary to Government	
Thiru.G.Muthusamy, IAS	25672887
Joint Secretary to Government	
Thiru.V.Muthukumaraguruswamy	2567 7484
Deputy Secretary to Government	
Tmt.S.M.Revathy	25670969
Under Secretary to Government	
Thiru.R.Sundaramahalingam	25675988
Thiru.V. Kooluchamy	2566 5138
Thiru.A.Rajendran	2566 5706
Thiru.K.Sathiya Pillai	2566 5715
Tmt.K.Annai	2566 5105
Director(Translation)	
Thiru.N.Arul	25671722
Deputy Director(Translation)	
Tmt.C.Geetha Palani	25665513
Tmt.S.Hemelatha	25665876
Assistant Director(Translation)	
Thiru.R.Velumani	25665562
Tmt.G.Ajantha	25665562
Sections	
Office Proceedings ---1	25665707
Office Proceedings---2	25665707
Bills	25665707

Stationary and Printing-1	25665221
Stationary and printing-2	25665221
Religious Endowments-1	25665137
Religious Endowments-2	25665772
Religious Endowments-3	25665137
Religious Endowments-4	25665772
Religious Endowments-5	25665137
Administration-1	25665356
Administration-2	25665984
Administration-3	25665908
Administration-4	25665552
Administration-5	25665984
Memorials	25665552
Exhibition	25665567
Film Technology	25665507
Budget & Accounts	25665454
Advertisements	25665177
Press Release	25665453
Photo Section	25665413
Reference	25665447
Computer Room	25665017

CHAPTER - 11
[Sec. 4(1)(b)(x) of the Act]

MONTHLY REMUNERATION RECEIVED BY
OFFICERS AND EMPLOYEES

The monthly remuneration received by the Officers and Employees of this Department in the form of Pay and Allowances are decided by the Finance Department in the Government based on the recommendations of various Pay Commissions constituted whenever considered necessary.

The present details of the same are as given below:

Designation	No. of Persons	Scale of Pay applicable to the post
Secretary to Government	1	37400-67000 + GP 10000
Joint Secretary to Government	1	37400-67000 + GP 8900
Deputy Secretary to Government	2	15600-39100 + GP 7600
Under Secretary to Government	6	15600-39100 + GP 6600
Sections Officers	22	15600-39100 + GP 5400
Asst. Section Officers	44	9300-34800 + GP 4600
Private Secretary	2	15600-39100 + GP 5400
Personal Assistant	7	9300-34800 + GP 4600
Personal Clerk	10	5200-20200 + GP 2800
Assistants	16	5200-20200 + GP 2200
Typist	16	5200-20200 + GP 2000
Record Clerks	6	4800-10000 + GP 1650
Office Assistants (Duffadar)	1	4800-10000 + GP 1300
Office Assistants	40	4800-10000 + GP 1800
Driver	1	9300-34800 + GP 4200
Director (Translation)	1	15600-39100 + GP 7600
Deputy Director (Translation)	2	15600-39100 + GP 6600
Assistant Director (Translation)	4	15600-39100 + GP 5700
Section Officer (Translation)	4	15600-39100 + GP 5400
Assistant Section Officer (Trans)	16	9300-34800 + GP 4600
Assistant (Trans)	2	5200-20200 + GP 2200

CHAPTER – 12
[Sec.4(1)(b)(xi) of the Act]

**THE BUDGET ALLOCATED TO EACH
AGENCY**

Various schemes of the Department which are approved for implementation each year – both plan and Non-plan – through the Heads of departments require funds to meet out the expenditure involved. Their details are required to be placed before the Legislature for final approval, by means of a Policy Note of the Department under Demand No. 46 (Tamil Development), Demand No.47 (Religious Endowments), Demand No.28(Information) and Demand No.30 (Stationary and Printing) before they are published or put to information of the General Public. This exercise is to be carried out for each financial year.

CHAPTER – 13
[Sec. 4(1)(b)(xii) of the Act]

**MANNER OF EXECUTION OF SUBSIDY
PROGRAMMES**

In so far as this Department is concerned no subsidy programmes are being administrated.

CHAPTER – 14

[Sec. 4(1)(b)(xiii) of the Act.]

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED

No individual or group (s) of individuals are granted any concessions or authorisations by this department

CHAPTER – 15
[Sec. 4(1)(b)(xiv) of the Act.]

**INFORMATION AVAILABLE IN
ELECTRONIC FORM**

All information pertaining to this Department in the electronic form can be accessed to the maximum in the website www.tn.gov.in/deparments/tamil.html The information provided in the website gets up-to-dated at periodical intervals of time.

CHAPTER – 16
[Sec. 4(1)(b)(xv) of the Act]

**FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

The following facilities are available for citizens for securing information about this Department.

- i. Notice Board of the Department
- ii. System of issuing of copies of documents on request
- iii. Telephone Handbook of the Government Departments, in Chennai City.
- iv. Website address: www.tn.gov.in/departments/tamil.html

CHAPTER – 17
[Sec.4(1)(b)(xvi) of the Act]

**PARTICULARS OF THE PUBLIC
INFORMATION OFFICERS**

The details in respect of this Department are as given below:-

APPELLATE AUTHORITY	PUBLIC INFORMATION OFFICERS	SUBJECTS
Joint Secretary (Religious Endowments) Phone No.25677484 Fax.25671480	Under Secretary – 1 Phone No.25665991 & 25665546 Fax: 25671480	All Subjects related to Religious Endowments
Deputy Secretary (Office Proceedings) Phone No.25671480 Fax.25671480	Under Secretary (Office Proceedings) Phone No.25675988 Fax.25671480	All Subjects related to the Establishment of Tamil Development Religious Endowments Department
Joint Director (Information & Public Relations) Phone No.25672880 Fax.25677777	Under Secretary (Information & Public Relations) Phone No.25665138 Fax.25677777	All Subjects related to Information and Public Relations Department
Deputy Secretary (Tamil Development) Phone No.25671480 Fax.25671480	Under Secretary (Tamil Development) Phone No.25665105 Fax.25671480	Directorate of Tamil Development, International Institute of Tamil Studies, Institute of Asian Studies, Tamil Etymological Dictionary Project & Tanjavur Tamil University
Deputy Secretary (Stationery & Printing) Phone No.25670969 Fax.25671480	Under Secretary (Stationery & Printing) Phone No.25665715 Fax.25671480	All subjects related to Stationery & Printing

CHAPTER – 18
[Sec.4(1)(b)(xvii) of the Act]

OTHER USEFUL INFORMATION

Informations showing various features of progress made in the field of Tamil Development, Religious Endowments and Information Department are given in the policy Note of the department. The policy Note of this department has been hosted in the website www.tn.gov.in/departments/tamil.html