

Manual of Transport Department Secretariat

CHAPTER - 1 Introduction

1.1 Background of this Manual

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 has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1)(b) of this Act, the Transport Department, Government of Tamilnadu has brought out this manual for information and guidance of the stakeholders and the general public.

1.2 Objective / purpose of this Manual

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

1.3 Who are the intended users of this hand-book ?

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 the Transport Department and the organisations under its administrative control.

1.4 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

The Transport Department has designated Thiru.K.Muthukrishnan, Under Secretary to Government as its Public Information Officer (PIO) for all matters concerning the Department. A person requiring any information under the Act may contact Thiru. K.Muthukrishnan, Undersecretary to Government, Transport Department, Secretariat, chennai-9. His Office telephone No. is 25665819. His E-Mail address is tptsec@tn.gov.in

1.5 Procedure and fee structure for getting information not available in the hand-book.

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 accompanied by an application fee of Rs. 50/- 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 Tamilnadu 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 will be as follows, which may 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 each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee will be as follows, which may be paid as per the mode at (a) above.

- (i) For information provided in diskette or floppy, @ Rs. 50/- (fifty) per diskette or floppy; and
- (ii) For information provided in printed form, at the price fixed for such publication.

1.6 Appellate Authority

The Department has designated Tmt. M.K. Meenakshi, Deputy Secretary to Government (OP) as Appellate Authority under section 19(1) of the Act. The contact address of the Appellate Authority as follows: -

Tmt. M.K. Meenakshi,
Deputy Secretary to Government,
Transport Department,
Secretariat, Chennai –600 009.
Telephone No. 2567 4283
E-mail : tptsec@tn.gov.in

CHAPTER 2:
TRANSPORT DEPARTMENT
PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES
UNDER SECTION 4(1)(b)(i) OF RIGHT TO INFORMATION ACT, 2005

1. OBJECTIVE / PURPOSE OF THE DEPARTMENT

Transport Department is essential convenience with which people not just connect but progress. Throughout history, people's progress has been sustained on the convenience, speed and safety of the modes of transport. Road Transport occupies a primary place in today's world as it provides a reach unparalleled by any other contemporary mode of transport.

The Transport Department has control over 7 Transport Undertakings, Tamil Nadu Transport Development Finance Corporation Limited, Pallavan Transport Consultancy Services Limited, Institute of Road Transport and Motor Vehicles Maintenance Department.

The Transport Department is also the Nodal Agency of the State Government in respect of projects implemented by the Southern Railway, Department of Postal and Telecommunications and the Civil Aviation of the Government of India.

i) BRIEF HISTORY:

Till 1971, State Transport Operations were under the control of Tamil Nadu Government. After 1971, this was entrusted to various Transport Corporations registered under the Companies Act, 1956.

The Pattabiraman Committee in 1976 and the Thillainayagam Committee in 1990 gave various recommendations for the improvement of the State Transport Undertakings and they were implemented wherever possible.

ii) State Subjects:

- ❑ Criminal Appeals.
- ❑ Motor Vehicles Maintenance Organisation
- ❑ Nationalisation of Bus Transport except under the Motor Vehicles Act.
- ❑ Nationalised Passenger Transport and Goods.
- ❑ Transport including Transport Development Finance Corporation, Institute of Road Transport and Transport Engineering Corporation
- ❑ Public Services – Statutory Rules of the services with which the department is concerned – Revision of and amendment to those rules.
- ❑ Railway Accidents.
- ❑ Sanction of prosecution of Government Servants.

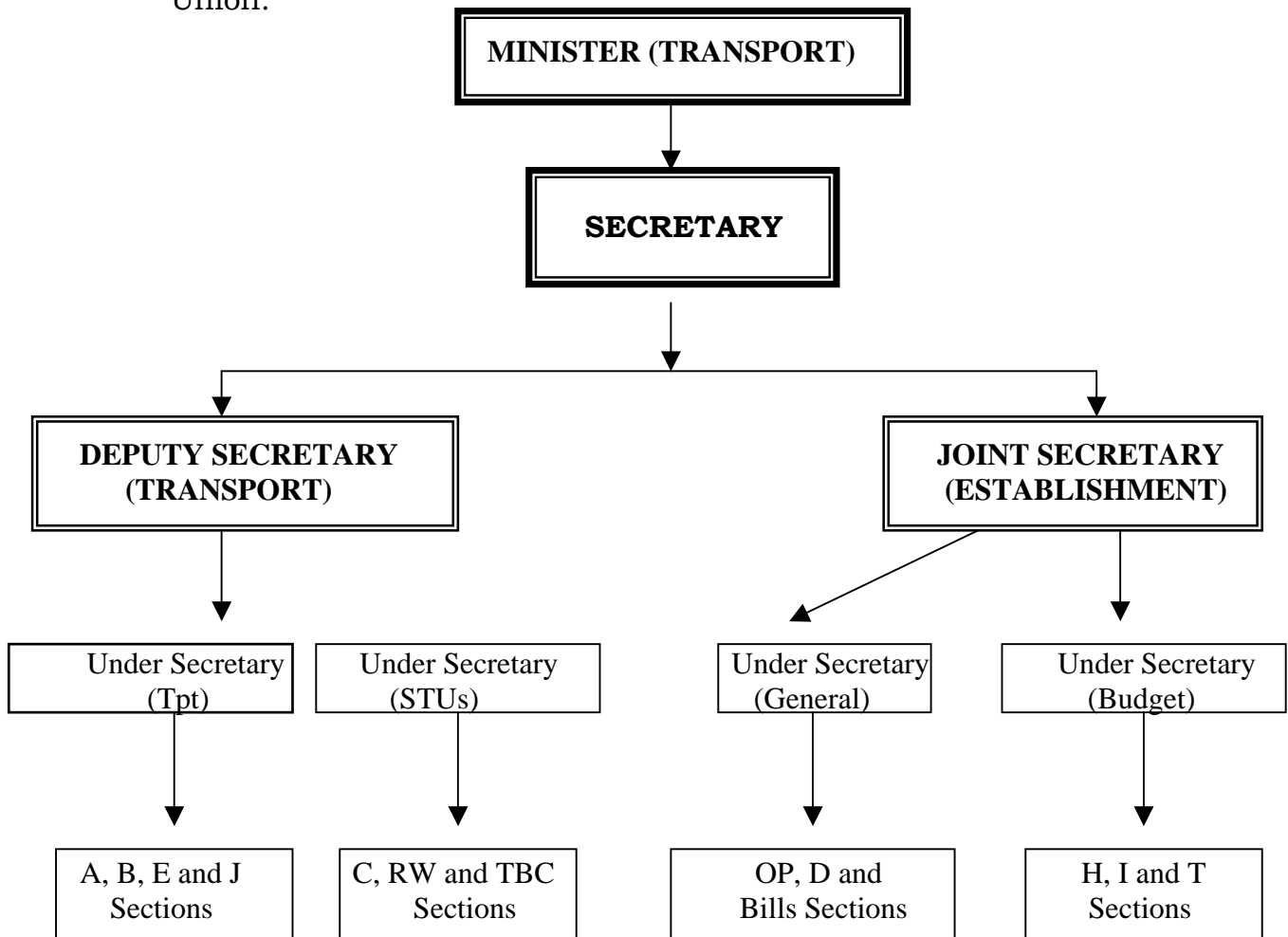
iii) Concurrent Subjects:

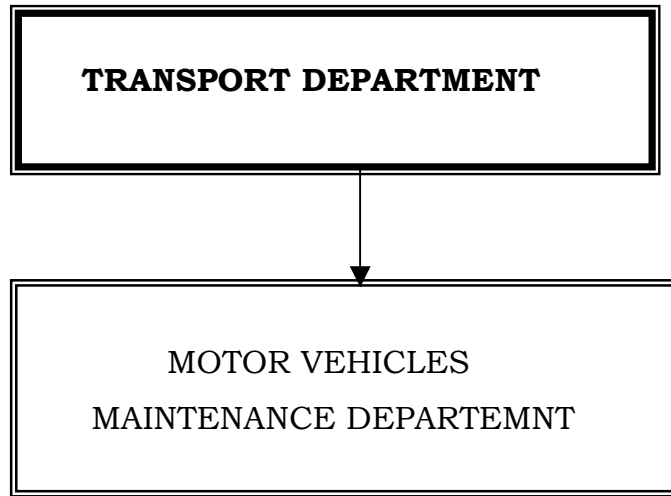
- ❑ Rail Transport including land acquisition but excluding matters pertaining to over bridges and subways.

iv) Union Subjects:

- ❑ Air Craft and Air navigation, regulation and organization of Air traffic and of Aerodromes.
- ❑ Garage of Passengers and goods by Railways.
- ❑ Posts and Telegraphs including Wireless Broadcasting and Other like forms of communications but excluding telephones.
- ❑ Railways.
- ❑ Taxes on Railway fares and freights.

- Terminal Taxes on goods or passengers in or in the possession of the Union.



Administrative Units:

Tamil Nadu Motor Vehicles Maintenance Department is a Service Department and undertakes maintenance and repair of all Government Department vehicles. The number of such vehicles for which this department is responsible for the maintenance and upkeep is about 10,100. There are 20 Government Automobile Workshops in the District Headquarters throughout the state and a Service Station at Chennai inside the Secretariat campus for this purpose. There are three Regional Deputy Directorates, one each at Chennai, Salem and Madurai for the effective supervision and functioning of the works at these workshops.

This Department is operating 2 Consumer Bunks at Chennai, one at Nandanam and the other in the Secretariat Campus and one each at Thanjavur, Madurai, Salem, Coimbatore, Trichy, Dharmapuri, Cuddalore and Nagercoil for the supply of fuel and other lubricants to the State Government Departmental Vehicles in and around those places.

Name of the Director : Thiru k.Chandrasekaran,
Office Address : Director of Motor Vehicles Maintenance
Department
2nd Floor Shopping Complex
Ashok Nagar, Chennai-600 083.
Telephone Nos : 044 – 24891306 (Direct)
24892467
24891741 (PBX)

Working Hours of the Department:

The Department follows five day week and the working hours are as follows:-

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

CHAPTER - 3

Powers and Duties of Officers and Employees

3.1 Introduction

The Transport Department of the Tamilnadu Government is Governed by the provisions of the “Tamilnadu Secretariat Office Manual” with regard to its functioning and powers and duties of its officers and employees. The provisions of the above manual are available on the website – www.tn.gov.in

3.2 Powers and Duties of Officers and Employees

This Department is headed by a Secretary who is an I.A.S officer and who acts as the administrative head of the Department and advisor to the Ministers for Transport. One Joint Secretary in the cadre of I.A.S. He is assisted in the Secretariat, by 2 Deputy Secretaries and 4 Under Secretaries along with 12 Section Officers and 19 Assistant Section Officers

This Department is responsible for formulation of policies of the Government in respect of Transport Department and also for the execution of various schemes to be implemented for the betterment of the targeted sections of the society.

The powers and duties of the officers in the department of Secretariat are indicated below:-

3.2.1 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 in the department. He exercises general supervision and control over the staff under him including 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. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

3.2.2. 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 charge both in regard to dispatch of business and in regard to discipline.

3.2.2.A Joint Secretary to Government

He will deal with cases relating to traffic of State Transport Undertakings, technical establishment, Motor Vehicles Maintenance Department, Wage settlement, Road acquisition for Railway and Airports etc.

3.2.3. Under Secretary to Government

The Under Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

3.2.4. Section Officer

The Section Officer is in charge of a section of a Secretariat Department. He is assisted by a certain number of Assistant Section Officers who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistant Section Officer under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure.

3.2.5. Assistant Section Officer, Assistants, Personal Clerks and Typists

The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officers in their section work. The assistants are expected to attend to routine items of work such as comparing, dispatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders. The typists are expected to type notes and drafts and to fair copy all communications to be despatched. They will compare the matter typed by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises

3.2.6. Private Secretaries, Personal Assistants and Personal Clerks

The Private Secretaries, Personal Assistants and Personal Clerks do the shorthand work for the Secretary or other officer, as the case may be and such other items of work as are entrusted to them.

The Secretariat Department consists of 13 sections. The details are as follows:-

SECRETARIAT WING

Sl. No.	Section Name	ASO	Details of subjects dealt with
1.	OP	ASO-1	Leave and postings of all Staff (Except Assistants, Personal Clerk, Typist, Record Clerks and Office Assistants – Fixation of pay service matters in respect of Section officers, Assistant Section officers, Personal Assistant and Private Secretaries including disciplinary cases – Confidential Reports, Establishment lists – CTC, Leave applications of officers-Panel Preparation of Section officers and Assistant Section officers – Sanction of increment to all Staff – Regularization of Services of Assistant Section Officers and Section officers – Training – Deputation of Assistant Section officers – matter relating to Telephones – Indian Air Lines and also payment of Telephones and Air lines bills.
		ASO-2	All Service matters relating to Asst/Typist/PC/Drivers/RC OA Loans and Advances – House Building Advances – Education Advance marriage Advance Recovery of Leave Travelling concession, CTD Issue of pay certificate Non drawal certificate Medical Reimbursement, Reimbursement of cost of Text Books to OA, RC Professional Taxes indices Budget statistics of currents of all sections maintenance of casual leave sheets and Registers – Miscellaneous matters relating to “OP” Destruction of records – supply of Uniforms to OA – Delegation of powers. All contingencies such as supply of News papers and magazines, local purchase of stationery and other miscellaneous purchases – Accommodation-supply of stationery to this Department-Matters relating to payment of petrol bills – Staff Car maintenance – LTC Mazdoor bills – permanent Advance – Recoupment – Motor Cycle Advance – Furniture – Festival Advance and Miscellaneous papers relating to “OP” Section.
2.	BILLS	Assistant Section Officer (One ASO only)	Preparation of Pay bills in respect of all gazetted and non-gazetted staff in Transport Department. – Preparation of supplemental and increment arrear bills, issue of non-drawal certificates, last pay certificates and salary certificates, budget and number statement – Reconciliation of departmental figures with those of Pay and accounts officer and Accountant General.

3.	A SECTION	Assistant Section Officer	“Nationalization of buses under Motor Vehicles Act, Tamil Nadu Stage Carriages and Contract Carriages (Acquisition) Amendment Act 1973 – Amendment to the said Act, Matters relating to provision of transport facilities to habitations yet to be connected by bus services and Tamil Nadu State Transport Corporation (Villupuram –Dn.I) Villupuram, (VMP.DN.II) Vellore, (VMP.Dn.III) Kancheepuram (Salem-Dn.I) Salem, (Salem DN-II) Dharmapuri (Coimbatore-Dn.I) Coimbatore, (Coimbatore Dn.II) Erode, (Coimbatore Dn.III) Ooty, TNSTC (KBM Dn.II) Trichy and State Express Transport Corporation (Tn Dn. I and II) – Research Schemes on Technical matters, bus body building works, spare parts, Tyres tubes, oil reclamation steel, cement, hardware, acquisition of Computer for State Transport Undertakings, Disposal of condemned vehicles, purchase of chassis, sale of old buses to Educational Institutions –Fuel conservation measures, legislative assembly questions and Assurances – Call attention notices and adjournment motions.
4.	B SECTION	ASO-1	Matters relating to concession of bus fare – issue of free bus passes, increase of bus fare – Acquisition of lands for State Transport Undertakings – allotment by Govt. Local Bodies Housing Board etc., and purchase of lands for State Transport Undertakings direct negotiation – Training Schemes of Institute of Road Transport such as Driver Training School – Starting of Medical Colleges, Engineering Colleges, Polytechnics by Institute of Road Transport (Civil Works) Construction of motels, bus depots, bus stands – Housing schemes – construction of residential quarters for M.D.s/G.Ms/ and Employees of STUs.
		ASO-2	Road Safety – Board Meeting of all STUs – including Pallavan Transport Consultancy Services, Engineering Corporation, Acquisition of lands for State Transport Undertakings under Land Acquisition Act – Passenger Amenities – District Excursion Centers – Fairs and Festivals – Advts Visits – Liaison with Government of India for Road Transport – Miscellaneous matters relating to other sections in Transport Department Wing.
5.	C SECTION	ASO-1	Personnel matters relating to all employees other than those in the Managerial Cadre in all the State Transport Undertakings including Tamil Nadu Transport Development Finance Corporation Limited – Institute of Road Transport and Pallavan Transport Consultancy Services Limited.
		ASO-2	Representations received from Employees of all State Transport Undertakings with Minutes.

6.	D SECTION	ASO (One ASO only)	All Service matters including Training, Deputation and disciplinary cases including Vigilance cases relating to officers in the Managerial Cadre of State Transport Undertakings – Tamilnadu State Transport Corporation Employees Post Retirement benefit Fund Scheme – Maintenance of Confidential Reports – Service Registers – Properties returns relating to Officers of the Managerial cadre of State Transport Undertakings – Bonus – Incentive Collection Bata – Any Other Special Work – Common Service Rules – Staff norms /Cadre Strength- Tamil Nadu State Transport Corporation Employees Pension Fund Rules – Panel Advocates for State Transport Undertakings.
7.	E SECTION	ASO (One ASO only)	Matters relating to Transport System Study, Improvement of Traffic, Transport Development Council, Motor Vehicles Act and Rules and Traffic matters such as Routes, Permits relating to Tamil Nadu State Transport Corporation (Kumbakonam Dn.I) Kumbakonam (KBM.DN.III) Karaikudi, (KBM.Dn.IV) Pudukottai (Madurai.Dn.I) Madurai, (MDU.DN.II) Tirunelveli (MDU.DN.III) Nagercoil (MDU.DN.IV) Dindigul (MDU.DN. V) Virudhunagar and Metropolitan Transport Corporation (Chennai Dn. I and II) and Legislative Assembly Questions, Assurances matters relating to District Transport Advisory Committee, Transport Co-ordination Committee, Committee for sharing of Routes and Nationalized Transport Advisory Committee – Bundhs and Strikes, confirming to Traffic.
8.	H Section	ASO-1	Establishment matters relating to Motor Vehicles Maintenance Department except Staff sanction creation of post, diversion – Permanent retention and further continuance.
		ASO-2	Motor Vehicles Maintenance Department – Sanction, continuance, diversion, conversion and permanent retention of posts in Motor Vehicles maintenance Department – Workshops and service stations part II Scheme-Budget review of the performance of the Motor Vehicles Maintenance Department – Approval of private workshop review of progress of civil works periodical reports for allocation – Recovery of arrears on services and supply of fuel – fixation of labour and overhead charges – All matters relating to repairs of O&M recommendations and Technocrat Committee's recommendations-purchase and supply of batteries, tyres, etc., Inspection and Audit reports – Reports of comptroller and Auditor General of India – Reports of Public Accounts Committee - Fixation of centage charges –All Miscellaneous matters relating to Motor Vehicles Maintenance Department.

9.	I – Section	ASO-1	Railway – Land Acquisition for Railways – Administrative approval for Land Acquisition for prior entry in the Land for Railways – Sanction of special staff and further continuance of Special staff for Railways – Issuance of 4(1) and 6 Notification in respect of Railway Land Acquisition – Sanction of pleaders fee in respect of cases relating to Railways Naming of New Railway Station – Changing of initial and code for Railway Augmentation of Railway facilities in Tamilnadu – Government of India references in respect of Railways – Railways co-ordination Committee meeting.
		ASO-2	Civil Aviation – Madras Flying Club and Coimbatore Flying Club Ltd., - Sanction of subsidy and selection of candidates for commercial Pilot License and private License Training – Proposals relating to construction of Air Ports in Tamil nadu – All matters inclusive of Land Acquisition relating to Posts and Telegraphs including wireless – Financial assistance to Madras Flying Club and Coimbatore Flying Club Ltd., - Meeting of MFC Bills in connection with MFC and CFC – Reconciliation – SA 10 certificate – Budget connection with MFC and CFC – Reconciliation-SA 10 Certificate – Budget provision to MFC/CFC Public Accounts Committee reports of C.&A.G. Naming of Post offices - Adoption correct English and Tamil nadu spelling of stamps and seals of Post Offices.
10.	J Section	ASO (One ASO only)	All consolidated work on Governor’s address, Budget Speech and Planning, Public Accounts Committee – Assurances, Service Association Meeting etc., relating to Transport Department, Secretaries Meeting, All matters relating to periodicals, Training proposals relating to selection of officers of Heads of departments and Public Sector Undertakings etc., Public Grievances Petitions received from C.M /Prime Minister’s office, Thillainayagam Committee.
11.	T Section	ASO-1	Students concession Subsidy-Sanction of loans Ways and Means advances – Merger Bifurcation of Corporation, Financial Matters relating to all State Transport Undertakings including Tamil Nadu Goods Transport Corporation, Tamil Nadu Transport Development Finance Corporation, Pallavan Transport Consultancy Services and Institute of Road Transport – World Bank.
		ASO-2	Budget Preparation of Policy Notes and review relating to all STUs including Tamil Nadu Goods Transport Corporation, Tamilnadu Transport Development Finance Corporation Ltd., PTCS, IRT, Public Accounts and Public Undertaking Committee --Settlement of Bills, Dues, refunds and compensation – Inspection reports and Audit paras – assets and liabilities – Investments – Financial matters pertaining to erstwhile Tamil Nadu Transport Department.

12.	RW Section	ASO-1	Provident Fund – General Provident Fund, Employees Provident Fund – STPF – TSPF Transfer of balance to EPF accounts maintained by Transport Corporations Provident Fund Trusts – Final Settlement of Provident Fund accounts of the retired employees of the erstwhile Tamilnadu State Transport Department drawal of bills and disbursement to the individuals Maintenance of Provident Fund Registers – Sanction of Family Pension and Commutation of pension to the staff of the erstwhile Tamil Nadu State Transport Department-Writ Petitions, claim petitions, original applications, writ petitions, writ appeals and special leave petitions relating to erstwhile Tamil Nadu State Transport Department employees – Miscellaneous papers and periodicals of the Sections.
		ASO-2	Drawal and disbursement of loans and advances to Transport Corporations watching of repayment of loans and advances and remittances of interest thereon due from Transport Corporations – Amount of subsidies and reimbursement of expenditure sanctioned to Transport Corporations and disbursement to them – Budget all matters relating to Budget under “1055 Road Transport Receipts” “3055. Road Transport Services” “5055. Capital outlay on Road Transport Services 7055 Loans for Road Transport Services” 2202 Reimbursement of cost of free bus passes on student concession” 2235 free bus passes to physically handicapped persons” – Inspection of audit reports of AG relating to the transactions under the above major heads – Maintenance of loans and advances – Registers – Bill Registers – MTC 70. Un-disbursed payment and Cash Book – Periodical reconciliation with AG’s Office.
13.	TB CELL	ASO-1	Settlement of Terminal Benefits in respect of Administrative Staff, Traffic and Technical Supervisory staff, officers and Watchman and menials of the erstwhile Tamil Nadu State Transport Department of all State Transport Undertakings and Court matters relating to erstwhile Tamil Nadu State Transport Department Employees.
		ASO-2	Settlement of Terminal Benefits in respect of Drivers, Conductors and Technical Staff of the erstwhile Tamil Nadu State Transport Department of all State Transport Undertakings.

CHAPTER 4**DEPARTMENT OF TRANSPORT****PROCEDURE FOLLOWED IN DECISION MAKING PROCESS UNDER SECTION
4(1)(B)(III) OF RIGHT TO INFORMATION ACT, 2005**

The department as part of the Government Secretariat, follows the procedure laid down in the Secretariat office manual and Tamilnadu Government business rules and Secretariat instructions. apart from this, the provisions in the Tamilnadu financial code, Tamilnadu State and subordinate service rules and the Tamilnadu Government servants' Conduct rules, 1973 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 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 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, orders are obtained in circulation.

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

CHAPTER 5**DEPARTMENT OF TRANSPORT**

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

For the discharge of functions allocated to the Transport Department, the provisions contained in the "Secretariat Office Manual" are followed. The day to day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts / Rules/Manuals are as follows:

- i) 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 Service Rules
- v) Fundamental Rules
- vi) The TamilNadu Land Acquisition Act, 1978.

CHAPTER 6

TRANSPORT DEPARTMENT

Rules, Regulations, 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 Service Rules
- v. Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi. Tamil Nadu Government
- vii. Tamil Nadu Pension Rules
- viii. Fundamental Rules
- ix. Tamil Nadu Financial Code
- x. Tamil Nadu Account Code
- xi. Tamil Nadu Treasury Code

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

1.	Name of the Rules	Tamil Nadu Government Business Rules and Secretariat Instructions.
	Type of the document	The Rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	Name of the Manual	The Tamil Nadu Secretariat Office Manual.
	Type of the document	The manual describes the system and procedures to be followed in conducting the office work in the department of Secretariat.
3.	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 if 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.
4.	Name of the document	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules:	The Rules is made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5.	Name of the document	Tamil Nadu Civil Services (Classification, Control 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.
6.	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.
7.	Name of the document	Tamil Nadu Pension Rules
	Type of the Rules	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.

8.	Name of the document	Fundamental Rules of the Government of Tamil Nadu.
	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.
9.	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.
10.	Name of the document	Tamil Nadu Account Code.
	Type of the Code	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
11.	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 11 are available with the Director of Stationery and Printing for sale to the public on payment of cost.

CHAPTER - 7**Statement of categories of documents that are held by Transport
Department under its control**

The following documents are held under the control of this department.

1. Policy Note - 2005 - 06
1. Performance Budget - 2005 - 06
2. Citizen Charter
3. Government Orders issued by this department
4. Government Letters issued by this department

The items 1 and 3 are available in the website

<http://www.tn.gov.in/department/tpt.htm>

The rest of the documents will be available by requisition. Public interested Government Orders are available in the website <http://www.tn.gov.in>

CHAPTER 8**DEPARTMENT OF TRANSPORT**

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.

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At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department . However, their participation 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 are also acted upon by this Department.

CHAPTER - 9**Procedure followed in the decision making, including channels of supervision and accountability**

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 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 - 10***Directory of Officers and Employees At the Transport Department And Their Monthly Remuneration***

The following officers and employees are working in the Transport Department and their official address is as follows:-

Transport Department
Secretariat, Fort Saint George,
Chennai – 600 009.

Email :

Fax Number : 044 - 25670083

Sl. No.	Name Thiru/Tmt/Selvi	Designation & Scale of Pay	Gross Salary Rs.	STD Code	Phone Number.	
					Office	Residence
1.	Debendranath Sarangi, IAS	Secretary to Government. Rs. 18400-500- 22400	41,975	044	25671475	22351104
2.	A.Mohammed - Aslam,IAS	Joint Secretary to Government (Transport)	38,549	044	25670190	32914563
3.	M.K.Meenakshi	Deputy Secretary to Government (Estt.) Rs.15,000-400-18,600	29,622	044	25674283	26448505
4.	K.Muthukrishnan	Under Secretary to Government (General) 10000-325-15200	23,928	044	25665819	-
5.	Syed Mohideen	Under Secretary to Government (STUs) 10000-325-15200	23,928	044	25665573	-
6.	G.Rajendran	Under Secretary to Government (Transport) 10000-325-15200	23,928	044	25665819	26713082
7.	Sheik Masthan Sahib	Under Secretary to Government (Budget)		044	25665119	
8.	A.Francis	Section Officer Rs.6500-200-11100	17,415	044	25665375	23710205
9	A.Vasugi	Section Officer	17,699	044	25665375	94444 89477
10.	N.Subramaniapillai	Section Officer	17,365	044	25665438	24957836
11.	V.Santhalakshmi	Section Officer	15,328	044	25665375	24761661
12.	K.Selvaraj	Section Officer	17,365	044	25665819	27666594
13.	G.Krishnakumar	Section Officer	17,365	044	25665375	22790304
14.	K.Helanbalasundari	Section Officer	17,365	044	25665375	98402 02070
15.	M.Ganga	Section Officer	19,135	044	25665576	26570761
16.	S.N.Shanmugavelu	Section Officer	17,699	044	25665375	55499915
17.	D.Premavathy	Section Officer	17,365	044	25665576	24819037
18.	V.Vijayan	Section Officer	16,597	044	25665819	94442 65311

19.	M.Tamilarasi	Asst. Section Officer 5500-175-9000	14,769	044	25665375	27461522
20.	P.T.Gurumoorthy	Asst. Section Officer 6500-200-10500	16372	044	25665375	27880655
21	M. Geethadevi	Asst. Section Officer 5500-175-9000	9,935	044	25665375	
22	N.V.Sumathi	Asst. Section Officer 6500-200-10500	16,422	044	25665375	55517690
23	J.Shantha	Asst. Section Officer 6500-200-10500	16,080	044	25665375	98404 61812
24	V.K.Vinitha	Asst. Section Officer 5500-175-9000	9,885	044	25665438	944412 6700
25	P.Kumari	Asst. Section Officer -do-	11,304	044	25665438	94444 74494
26	S.Meenalochani	Asst. Section Officer -do-	9,935	044	25665375	
27	M.Nirmala Devi	Asst. Section Officer -do-	12,815	044	25665375	94443 07669
28	K.Sekar	Asst. Section Officer -do-	12,523	044	25665576	94441 50665
29	R.Tamilarasu	Asst. Section Officer -do-	14,769	044	25665576	24361364
30	K.Sakthikumaran	Asst. Section Officer -do-	11,012	044	25665576	26543152
31	M.Ramakrishnan	Asst. Section Officer -do-	11,012	044	25665576	94442 62861
32	T. Amirtha Gowri	Asst. Section Officer -do-	12,231	044	25665819	26840831
33	Beulah Sargunam	Asst. Section Officer -do-	13,158	044	25665375	94441 95416
34	V.G.Sivaraman	Asst. Section Officer -do-	10,227	044	25665375	27462280
35	N.Madhankumar	Asst. Section Officer -do-	9935	044	25665819	04114 226650
36	D.J.Chitra	P.S. 8000-275-13500	20488	044	25671475	24952355
37	S.Saraswathi	P.A. 5500-175-9000	13108	044	25674283	28444001
38	M.Sekar	P.A -do-	12,573	044	25671475	28527555
39	J.Balasubramanian	P.A. -do-	11,939	044	25665438	24358979
40	K.Shanmugam	Typist 5500-175-9000	13251	044	25665253	25550323
41	S.Lalitha (Sr)	-do-	14,431	044	25665375	
42	P.Tirupurasundari	Typist 5500-175-9000	12979	044	25665576	55667249
43	M.Muthamilselvi	Typist 5000-150-8000	10,132	044	25665375	98844 21266
44	K.Jayaraman,	Assistant 3625-85-4900	6519	044	25665375	24810403
45	B.Ramakumar	Assistant 3625-85-4900	6724	044	25665375	
46	R.Vediappan	Record Clerk 3050-75-3950-80-4590	7623	044	25665573	
47	L.Raj	Record Clerk 2750-70-3800-75-4400	7213	044	25665573	98417 63769
48	S.Parameswaran	Record Clerk 3050-75-3950-80-4590	7542	044	25665576	
49	J.Sridhar	Record Clerk 3050-75-3950-80-4590	7571	044	25665253	
50	K.S.Kandasamy	Driver 4300-100-6000	10172	044	25671475	94441 80859

51	V.Sundaram	Office Assistant 2750-70-3800-75-4400	6887	044	25665438	
52	A.K.Anbalagan	Office Assistant 2750-70-3800-75-4400	6375	044	25665438	
53	P.Sekar	Office Assistant 2650-65-3300-70-4000	6013	044	25665438	
54	L.Udayabansingh	Office Assistant 2550-55-2660-60-3200	5892	044	25665438	
55	T.Muthiah	Office Assistant 2750-70-3800-75-4400	6612	044	25671475	
56	R.Sundar	Office Assistant 2610-60-3150-65-3540	6091	044	25665438	
57	R.Harikrishnan	Office Assistant 2610-60-3150-65-3540	6238	044	25665438	
58	K.Premavathy	Temporary Assistant	4000	044	25665573	
59	C.Dhanalakshmi	Temporary Assistant	4000	044	25665438	
60	Azahimeenal	Temporary Assistant	4000	044	25665375	
61	Sakunthala	Temporary Assistant	4000	044	25665375	
62	Jayalakshmi	Temporary Assistant	4000	044	25665375	
63	J.Dhanalakshmi	Temporary Assistant	4000	044	25665576	
64	R.Rajeswari	Temporary Assistant	4000	044	25665375	
65	E.M.K.Ayyaiyar	Temporary Assistant	4000	044	25665375	

CHAPTER 11

Names and designation of the Public Information Officers and Appellate Authorities
(Secretariat, Head of Departments, Public Sector Undertakings)

Sl. No.	Name of the Office/Corporation	Designation under the Act	Name	Designation	Phone No.		Fax	E.Mail	Office Address
					Office	Home			
1	Transport Dept. Secretariat, Chennai-9	Public Information Officer Appellate Authority	Thiru K. Muthukrishnan Tmt. M.K. Meenakshi	Under Secy.to Govt Deputy Secy.to Govt	044-25665819 044-25674283	044-24965664	044-25670083	tptcell@tn.gov.in	Transport Department, Secretariat, Chennai-9
2	Metropolitan Transport Corporation Limited, Chennai-2	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru KS Shanmugam Thiru M.Chandrasekhar Thiru R. Balasubramanian	Section Officer, P.R. Company Secy. M.D.	044-23455866 044-23455866 044-23455833		044-23455830	mtc_chennai@vsnl.net.in	Metropolitan Transport Corporation (Ch.)Ltd. Pallavan House, Anna Salai, Chennai-2.
3	State Express Transport Corporation Tamil Nadu Limited	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru K. Singaram Thiru J. Baskaran Thiru P. Kannaian	Sel. Grade Asst. Manager I.R. Company Secy. M.D.	044 - 25366351 044 - 25366351 044-25368323	044-23765458	044-25384100	setc@vsnl.com	Thiruvalluvar House, No.2,Pallavan Salai, Chennai-600 002
4.	Tamil Nadu State Transport Corporation (Salem) Limited	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru K.Chandramouli Thiru M. Sengottaiyan Thiru R.Vellaiputhiyavan	D.M. (Commercial) Company Secy. M.D	0427-2314391 0427-2314391 0427-2316801	0427-2400662	0427-2317468	slmtnstc@sancharnet.in.	No.12.Ramakrishna Road, Salem-636007.

5	Tamil Nadu State Transport Corporation (Coimbatore) Limited	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru G. Thirumoorthy Thiru E. Kasi Sankara Namasiva-yam, Thiru K. Jegannathan	Asst. Manager (IR) Company Secy. M.D.	0422-2431451 0422-2431451 0422-2432688	0422-2457557 0422-2455110 0422-2013336	0422-2455110	tnstccbeho@dataone.in.	No. 37, Mettupalayam Road, Coimbatore-6341043
6.	Tamil Nadu State Transport Corporation (Villupuram) Limited	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru R. Annamalai Thiru V. Ravi Thiru N. Bakthavatchalam	Asst. Manager (Personnel) Company Secretary M.D.	04146-259256 04146-259256 04146-259299	04146-240798 04146-240798 04146-240798	04146-240798	tnstypm@satyam.net.in.	No.3/137 Salamedu, Vazhudharedy Post, P.B.No. 56, Villupuram-605602.
7	Tamil Nadu State Transport Corporation (Madurai) Limited	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru S. Ramamoorthi Thiru M.Sukumar Thiru M. Jeyarajan	Assistant Manager (EDP) Company Secretary M.D	0452-2380112 0452-2383503 0452-2381200	0451-2460569 0452-2381567 0452-2487303	0452-2381567	tnstcmdutni@sancharnet.in	Bye-pass Road, Madurai-625010.
8.	Tamil Nadu State Transport Corporation (Kumbakonam) Limited	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru S. Velmurugan Thiru V.Sankar Thiru S.Kothandapani	Spl. Grade Stenographer Company Secretary M.D.	0435-2430066 0435-2430066 0435-2430951	0435-2414909 0435-2401912 0435-2414909	0435-2401912	kumtnstc@sancharnet.in	No.27, Railway Station New Road, Kumbakonam-612001
9	Tamil Nadu Transport Development Finance Corporation Limited	Public Information Officer Appellate Authority	Thiru K.Murugesan Thiru P. Nagarajan	Deposit Manager-cum-Company Secretary Joint M.D.,	044-25392936 044-25392934	044-27462707 044-23760700	044-25392934	tdfc@giasmd01.vsnl.net.in.	IV Floor, TTDC Complex, No2.Wallajah Road, Chennai-2.

10	Institute of Road Transport	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru V. Swaminathan Thiru K.R. Gajendran Thiru S. Mullaiyappan	Accounts Officer Addl. Director (Admn.) Director	044-22541723 044-22541723 044-22541730	044-26263612	044-22541761	Irttaramani@vsnl.net.in	100 Feet Road, Taramani, Chennai-113.
11	Motor Vehicles Maintenance Department Chennai-83	Assistant Public Information Officer Public Information Officer Appellate Authority	Thiru PL. Krishnan Thiru K. Somu Thiru K. Chandrasekaran	Superintendent Deputy Director Director	044-24891741 044-24891741 044-24891306		24891306	tnmvmd@tn.nic.in	Tamil Nadu Housing Board Shopping Complex, Third Floor, Ashok Nagar, Chennai-83.

CHAPTER 12**DEPARTMENT OF TRANSPORT**

Budget allocation of each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursements made under Section 4(1)(b)(xii) of IRT Act 2005.

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Travel Concessions

Government have given travel concessions for travelling in State Transport Corporation buses to the following Category of persons.

1. Members of Parliament, Members of Legislature, Ex Members of Parliament, Legislature and Council.
2. Students
3. Accredited Journalists
4. Freedom Fighters drawing Central/State Pension and those who participated in Border/Language stir, Widows and Legal heirs of Freedom fighters drawing Central pension/State Pension or Wife/Husband and minor legal heirs of those who participated in Language stir to protect Tamil Language and those who are recipients of financial assistance from Government
5. Cancer patients, Physically handicapped, Deaf, Blind, Mentally Retarded and epileptic patients.
6. Drama Artists.

Concession to students:

With a view to benefit all students and to give a real meaning to the concept of Education for all from the new academic year starting from 1st June 2004 all students studying from Standard 1 to Standard XII in all schools including private schools are provided with Free Travel Bus passes to travel from their residence to school and back to their residence. The free school bus passes will be valid on all days including all holidays. Similarly, the students studying in all colleges including private colleges will be given 50% concessional travel bus passes to travel from their residence with effect from 1st June 2004. These passes will be valid on all days including all holidays. Exchange tokens upto 60 in number are issued to the College students traveling in

Metropolitan Transport Corporation (Chennai) Limited buses to travel to the Library and back to their residence.

During the year 2004-2005, twenty four lakhs (24 lakhs) (provisional) students were benefited. The subsidy to be paid by the Government under this new scheme to the Transport Corporations comes to Rs. 270/- crores. The amount to be collected from the student comes to Rs. 17.00 crores. The State Transport Undertakings are bearing the balance cost of the student concession apart from the amount collected from them and subsidy received as a social responsibility for the welfare of the students.

CHAPTER 13

DEPARTMENT OF TRANSPORT

The manner of execution of subsidy programme, including the amounts allocated to such programmes

The travel concession given to MPs. MLAs. etc. Accredited journalists and Physically handicapped have been reimbursed by the Government in Legislative Assembly Secretariat, Information and Tourism Department and S.W. and NMP department respectively, Travel concessions given to students, Freedom Fighters/Those participated in the Border Language stirs, Cancer patients and Drama Artists have been reimbursed by Transport Department. Budget allocation for the year 2005-06 for the above purpose and the amount released so far (upto December 2005) are indicated below:

Travel concessions issued to	Budget Estimates 2005-2006	Expenditure upto December December 2005
	(Rupees in lakhs)	
1) Travel concession issued to students	345,30.64	320.00.00
2) Travel concessions issued to Drama Artists	0.30	0.11
3) Travel concessions issued to those who participated in Border Language stirs	10.00	10.00
4) Travel concessions issued to cancer patients	4.00	4.00
5) Travel concessions issued to Freedom fighters	30.00	340.00

CHAPTER-14

Various Travel concessions given by the Government :

This Government have given travel concessions for travel in State Transport Corporation buses to the following category of persons:

1. Members of Parliament, Members of Legislature, Ex-Members of Parliament, Legislature and Council.
2. Students
3. Accredited journalists.
4. Freedom Fighters drawing Central / State Pension and those who participated in Boder / Language Stir, Widows and Legal-heirs of Freedom Fighters drawing Central Pension/ State Pension of Wife/Husband and minor legal-heirs of those who participated in Language stir to protect Tamil Language and those who are recipients of financial assistance from Government.
5. Cancer patients, physically handicapped, deaf, blind, mentally retarded and epileptic patients.
6. Drama Artists.

1. **Concession to Students:**

With a view to benefit all students and to give a real meaning to the concept of Education for all from the new academic year starting from 1st June 2004 all students studying from Standard I to standard XII in all schools including private schools are provided with free school bus passes will be valid on all days including all holidays. Similarly, the students studying in all colleges including private colleges will be given 50% concessional travel bus passes to travel from their residence with effect from 1st June 2004. These passes will be valid on all days including all holidays. Exchange tokens upto 60 in number are issued to the College students traveling in M.T.C. buses to travel to the Library and back to their residence.

During the year 2003-04, 19,14,288 students were benefited. The number of additional students benefited by the student travel concessions introduced with effect

from 1.6.2004 is 5,68,908. Totally 23,93,196 students are benefited by the student concession scheme. The subsidy to be paid by the Government under this new scheme to the Transport Corporations comes to Rs. 291.41 Crores. The amount to be collected from the student comes to Rs. 17.55 crores and the Transport Corporations are bearing the balance of Rs. 176.08 crores. The State Transport Undertakings are bearing the balance cost of the student concession apart from the amount collected from them and subsidy received as a social responsibility for the welfare of the students.

2. Concessions to commuters

For the benefit of general passengers, monthly season tickets are issued collecting the LSS fare equivalent to 40 trips from the origin to destination for travel up and down on all days in a month in the Metro and Town Services.

3. Travel as you please tickets (only in M.T.C.)

Passengers can travel anywhere in the city by purchasing tickets at the following rates subject to the conditions printed in the ticket.

- 1) One day ticket : Rs.30/-
- 2) Weekly ticket : Rs.160/-
- 3) Monthly ticket : Rs.600/-

4. Creation Website and on line reservation:

A separate website has been created for each Transport Corporation providing the public all information on the functioning of the State Transport Undertakings. Further, on-line reservation system has been introduced in State Express Transport Corporation for the convenience of long distance passengers.

5. Concession for return reservation:

When the passengers desirous of traveling by State Express Transport Corporation buses, reserve their tickets both for their onward and return journey at the same time, a discount of 10% on the fare has been allowed.

6. Concession for Inter-State reservation:

Free travel to Chennai Mofussil Bus Terminus in Metropolitan Transport Corporation buses is permitted for passengers who have reserved tickets in State Express Transport Corporation buses for traveling to inter State destinations.

7. Buses for Tourist / Pilgrims.

For convenience of tourist and pilgrims, STU buses are operated on contract basis and for encouraging these type of passengers hire charges has been reduced from Rs. 6500/- to Rs. 3500/- per day.

CHAPTER – 15
TRANSPORT DEPARTMENT

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

This Department takes conscious efforts to disseminate information to the public / targeted groups Notice Boards at the offices of the Heads of Departments.

The Public can also obtain information about the functioning of this Departments in the following web sites.

Web Site of Transport Department:

- i) <http://www.transec@sec.tn.gov.in>

Important G.Os. and Policy Note 2005-06 of Transport Department are available at the website : <http://www.tn.gov.in>

CHAPTER 16
DEPARTMENT OF TRANSPORT

Particulars OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION UNDER SECTION 4(1)(b)(xv) of Right to Information Act 2005.

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The public are posted with information through Notice Board, Newspapers, Web site, Exhibitions and other means of advertising.

CHAPTER 17**TRANSPORT DEPARTMENT**

Name and Designation and Other Particulars of Public Information Officers
under Section 4(i)(b) (xvi) Right to Information Act, 2005.

Name	Designation	STD Code	Phone No.	Fax	E-Mail	Address
ThiruK. Muthukrishnan	Under Secretary to Government	044	25665819	25670083	tptsec@tn.gov.in	Under Secretary to Government (General), Transport Department, Secretariat, Chennai-9

Department of Appellate Authority:

Name	Designation	STD Code	Phone No.	Fax	E-Mail	Address
Tmt. M.K. Meenakshi	Deputy Secretary to Government	044	25674283	25670083	tptsec@tn.gov.in	Deputy Secretary to Government (General), Transport Department, Secretariat, Chennai-9