



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

**GOVERNMENT OF TAMIL NADU
HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI
DEPARTMENT
SECRETARIAT,
CHENNAI - 600009**

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INTRODUCTION

- 1.1 In order to bring transparency and accountability to 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, the Department of Handlooms, Handicrafts, Textiles and Khadi, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department's organizational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3 This manual aims to provide information about the schemes, projects and programmes being implemented by the Department of Handlooms, Handicrafts, Textiles and Khadi and the organisations under its administrative control.
- 1.4 The Handlooms, Handicrafts, Textiles and Khadi Department has designated Under Secretaries to Government as its Public Information Officers (PIOs) for all matters concerning the Department. A person requiring any information under the Act may contact Under Secretaries to Government, Handlooms,

Handicrafts, Textiles and Khadi Department, Secretariat, Chennai-9. The Department has designated Joint Secretary to Government as Appellate Authorities under section 19(1) of the Act.

1.5 The procedure and fee structure for getting information are as under:—

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/—by cash or by affixing court fee stamp or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account:—

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

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the challan 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 should be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the head of Account as specified by Public Authority at the following rates.

- (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 as below should be paid as per the mode at (b) above.

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

Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.5 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

**TELEPHONE NUMBERS CONNECTED WITH
HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI
DEPARTMENT**

Designation	Name Thiru. / Tmt. / Selvi.	Office No.	Intercom	TNSWAN / Mail ID
PRINCIPAL SECRETARY	Dharmendra Pratap Yadav, I.A.S.,	25671623	5366	hksec@tn.gov.in
Joint Secretary	A. Selvi	25671080	5075	js.hhtk@tn.gov.in
Deputy Secretary	D. Chandrasekaran	25670896	5665	ds.hhtk@tn.gov.in
Under Secretary 1	N. Suresh Kumar	—	5141	us1.hhtk@tn.gov.in
Under Secretary2	A.Ganesh Kumar		5752	us2.hhtk@tn.gov.in

ADDRESS OF THE MAIN OFFICE

Principal Secretary to Government,
Handlooms, Handicrafts, Textiles and Khadi Department, Secretariat,
Chennai – 600 009.

OFFICE HOURS

The usual office hours are from 09.45 A.M to 5.45 P.M. throughout the week except government holidays.

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI**Particulars of organization, functions and duties
under Section 4 (1) (b) (i) of Right to Information Act, 2005.****OBJECTIVE / PURPOSE OF THE DEPARTMENT**

The Handlooms, Handicrafts, Textiles and Khadi Department consists of 5 major wings i.e. Handlooms, Handicrafts, Textiles, Khadi and Sericulture. The Handlooms is under the control of Director of Handlooms, the Textiles is under the control of Commissioner of Textiles and Sericulture Department is under the control of Commissioner of Sericulture. The Handicrafts Wing is administered by a Chairman and Managing Director of Tamil Nadu Handicrafts Development Corporation. The Tamil Nadu Khadi and Village Industries Board is administered by a Chief Executive Officer, the Tamil Nadu Palm Products Development Board is administered by the Chief Executive Officer, Tamil Nadu Palm Products Development Board.

DEPARTMENT OF HANDLOOMS AND TEXTILES**ACTIVITIES OF THE DEPARTMENT OF HANDLOOMS AND TEXTILES**

The primary objective of the Department of Handlooms and Textiles is to promote the harmonious growth of Handloom, Powerloom and Textile Sectors and to strive for the welfare of all concerned particularly that of the weavers and workers.

The Director of Handlooms and the Commissioner of Textiles is the "Functional Registrar" for the Handloom and Powerloom Weavers' Cooperative Societies and other Cooperative Institutions connected with the Industry throughout the State and is vested with powers delegated under the Tamil Nadu Cooperataive Societies Act and Rules.

The Department of Handlooms and Textiles also functions as the State Textile Authority and as such has a general responsibility to facilitate the smooth functioning of the Spinning and Textile Mills, Hosiery units, Handlooms and Power looms. The Department has the overall responsibility for ensuring the availability of raw materials to all sectors of the industry, augmenting the production of yarn and fabrics at reasonable prices as well as creating an environment to promote the sale of end products. The Department has a special responsibility for the supply of yarn and other raw materials to the Weaver's Cooperative Societies and arranging for marketing of the finished products through Co-optex, Loom World, Society's own showrooms and other selling outlets.

The Department of Handlooms and Textiles also promotes the Socio-economic well-being of the weavers and is incharge of implementing various welfare and developmental schemes for their welfare through 20 circle Deputy Directors / Assistant Directors of Handlooms and Textiles.

Various Institutions functioning under the administrative control of the Department are as follows:—

1114 Handloom Weavers' Cooperative Societies

237 Powerloom Weavers' Cooperative Societies

Tamil Nadu Handloom Weavers' Cooperative Society Limited
(Co-optex), Chennai

6 Cooperative Spinning Mills Viz. Anna, Bharathi, Krishnagiri,
Pudukottai, Kanyakumari & Ramanadhapuram

Tamil Nadu Zari Limited, Kancheepuram

Tamil Nadu Textile Corporation Limited, Coimbatore.

Tamil Nadu Cooperative Textile Processing Mills Limited, Erode

Tamil Nadu Handloom Development Corporation Limited,
Chennai

Tamil Nadu Cooperative Spinning Mills Federation Ltd (TANSPIN),
Chennai.

FLAGSHIP SCHEMES

1. Distribution of Sarees and Dhoties Scheme
2. Free Supply of Uniform to School Children

SPECIAL SCHEMES

1. Free Electricity to Handloom Weavers
2. Free and Subsidized Electricity to Powerloom weavers
3. Rebate Subsidy Scheme
4. Interest Subsidy Scheme
5. Handloom Support Programme

WEAVER WELFARE SCHEMES

1. Tamil Nadu Co-operative Handloom Weavers' Savings and Security Scheme
2. Tamil Nadu Co-operative Handloom Weaver's Old Age Pension Scheme
3. Tamil Nadu Co-operative Handloom Weavers' Family Pension Scheme
4. Weaver MUDRA Scheme

INSURANCE SCHEME FOR HANDLOOM WEAVERS

1. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) and Pradhan Mantri Suraksha Bima Yojana (PMSBY)
2. Mahatma Gandhi Bunkar Bima Yojana (MGBBY)
3. Health Insurance Scheme for Handloom Weavers

DEVELOPMENT SCHEMES

1. Cluster Development Programme
2. Marketing Incentive Scheme
3. Handloom Marketing Assistance
4. Common Effluent Treatment Plants at Tiruppur
5. Integrated Processing Development Scheme
6. Scheme for Integrated Textile Parks
7. Technical Textiles
8. Samarth Scheme

AWARDS AND SCHOLARSHIPS

1. Award for Best Exporters
2. Prize Award Scheme for the Talented Weavers
3. State Level Best Weavers Award
4. Awarding Scholarships under Dr.MGR Handloom Weavers Welfare Trust
5. Scholarships to the Wards of workers of Co-operative Spinning Mills and Tamil Nadu Co-operative Textile Processing Mills
6. Stipend to Students of Indian Institute of Handloom Technology, Salem

The Public Information Officer of the Department of Handlooms is the Joint Director (Handlooms) Office of the Director of Handlooms, Kuralagam, 2nd Floor Chennai-104 and the Public Information Officer of the Department of Textiles is the Commissioner of Textiles, Nungambakkam, Chennai. The Appellate Authority is the Director of Handlooms and Commissioner of Textiles, Chennai.

THE TAMIL NADU HANDLOOM WEAVERS' CO-OPERATIVE SOCIETY LIMITED (CO-OPTEX)

The Tamil Nadu Handloom Weavers' Co-operative Society Limited (CO-OPTEX) was established in the year 1935 with the main objective is as follows:

1. Extending market support to Weavers' Co-operative Societies and popularizing Handloom products.
2. To develop products that combine tradition and fashion to meet the changing demand of customers.
3. Implementing various innovative schemes.
4. Creating continuous employment Opportunities for Handloom weavers.

Co-optex is having 154 retail outlets sprawled across the country.

The Co-optex is also acting as a nodal agency for procuring and supplying cloth required under Distribution of Sarees and Dhoties Scheme, Free Supply of Uniform to School Children Scheme and Supply of Sarees and Dhoties to old age pensioners.

The Public Information Officer is the Senior Manager, Public Relations and systems, Co-optex, Chennai-600 008.

The Appellate Authority is the Managing Director, Tamil Nadu Handloom Weavers Cooperative Society Limited (Co—optex), 350, Pantheon Road, Egmore, Chennai—600 008.

DEPARTMENT OF SERICULTURE

The agro-based sericulture industry provides regular income to the farmers and employment opportunities to the rural people throughout the year. Sericulture ensures good returns in a short period with lesser investment and is suited for rural women folk to earn high remuneration. The Department of Sericulture is functioning from 1979 with headquarters at Salem.

Important activities of the Sericulture Department are as follows:

1. Motivating the farmers to raise high yielding mulberry varieties.
2. Imparting training in mulberry cultivation, silkworm rearing & silk reeling.
3. Providing subsidy assistance for installation of drip irrigation system in mulberry gardens, procurement and distribution of silkworm rearing equipments, construction of separate rearing houses, establishment of Chawkie rearing Centre and Seri-polyclinics.
4. Supply of quality and disease free silkworm layings.
5. Transfer to technology for increasing productivity of cocoon.
6. Implementation of Crop Insurance Scheme for Sericulture farmers
7. Marketing facilities for cocoon and silk yarn
8. Providing assistance for establishing upgraded Silk Reeling / Silk Twisting Machines / Units in the private / co-operative sector.

GOVERNMENT ANNA SILK EXCHANGE, KANCHEEPURAM

The Anna Silk Exchange is the Centre used for marketing the raw silk produced by the silk reelers of the state. It is functioning from 09.01.1991 at Kancheepuram. All the silk lots brought to this exchange for marketing by the silk reelers are tested for quality, by the Regional silk Technological Research Station at Kancheepuram. A branch of Government Anna Silk exchange is functioning at Salem.

Tamil Nadu Co-operative Silk Producers Federation Limited (TANSILK) KANCHEEPURAM

For the supply of quality silk at fair price and required quantities to the silk weavers co-operative societies, Khadi and Village Industries Board, and Sarvodaya Sanghs, TANSILK (Tamil Nadu Silk Producers Co-operative Federation) was registered Cooperative Federation on 17.04.1978 and has been functioning from 09.09.1978.

TAMIL NADU SERICULTURE TRAINING INSTITUTE, HOSUR

1. To impart refresher training to the field level functionaries of the department and to train new farmers and reelers on continuous basis, the 'Government Sericulture Training School' was established at Hosur during 1973.
2. During the year 2005-2006, Sericulture Training School was registered under Tamil Nadu Societies Registration Act 1975 with a change in the name as, "Tamil Nadu Sericulture Training Institute".

The Public Information Officer of the Department of Sericulture is the Deputy Director of Sericulture, Office of the Commissioner of Sericulture, Nethaji Nagar, Hasthampatti, Salem - 636 007.

The Appellate Authority is the Joint Director of Sericulture, Office of the Commissioner of Sericulture, Salem—636 007.

THE TAMIL NADU HANDICRAFTS DEVELOPMENT CORPORATION LIMITED

In order to give special impetus and new direction for the promotion and development of handicrafts in the State of Tamil Nadu, a separate Corporation styled as "The Tamil Nadu Handicrafts Development Corporation Limited" was formed as a Government owned Public Limited Company and incorporated under the Companies Act, 1956 on 26.07.1973. The Corporation commenced its business from 01.08.1973. The Handicrafts Sales Emporia/Depots and the Training—cum-Production Centres in various crafts which functioned under the control of Industries and Commerce Department and Tamil Nadu State Co-operative Marketing Society Limited were transferred to the Corporation immediately after its formation. The Corporation is running its business under the trade name "Poompuhar" and today "Poompuhar" is a repository for the best handicrafts of TamilNadu.

THE OBJECTS AND PRESENT FUNCTIONS OF THE CORPORATION

The main objectives of the Corporation are as follows:

- i) To undertake the job of marketing the handicrafts produced by the artisans of Tamil Nadu;
- ii) To impart training to artisans to upgrade their skills;

- iii) To improve the productivity and the quality of the products, while at the same time reduce drudgery and removing occupational hazards;
- iv) To encourage new innovative design;
- v) To provide socio-economic security for crafts persons; and
- vi) To fulfill the above objectives, the Corporation is engaged in activities like marketing, production, undertaking special temple projects, training of artisans, etc.

COMMERCIAL ACTIVITIES

The Corporation is implementing its main objective viz. providing marketing assistance to the crafts persons by selling their artifacts through the 12 Poompuhar Sales Showrooms 10 sales outlets and also by conducting exhibitions in various parts of the country. The Corporation through its production centers has been producing various handicraft items.

The Public Information Officer is the Production Manager, Tamil Nadu Handicrafts Development Corporation Ltd, 759, Anna Salai, Chennai-2.

The Appellate Authority is the Chairman & Managing Director, Tamil Nadu Handicrafts Development Corporation Ltd, Chennai-2.

TAMIL NADU KHADI AND VILLAGE INDUSTRIES BOARD

The Tamil Nadu Khadi and Village Industries Board was established in April 1960, with the main goals to create Khadi and Village related occupations in rural areas in collaboration with organizations involved in rural development and to develop, promote the khadi industry. Its main focus is to improve the economic conditions of the artisans and the rural poor through creating sufficient opportunities for profitable self-employment.

OBJECTIVES:

1. Providing employment to the rural poor and village artisans.
2. Producing eco-friendly marketable articles.
3. Building up self-reliance and promoting community spirit amongst the rural poor.
4. Networking the rural artisans for improving their productivity and profitability.
5. Developing and Promoting Khadi and Village Industries.

TAMIL NADU PALM PRODUCTS DEVELOPMENT BOARD

Tamil Nadu is pioneer in development of Palm Products Industry in India. Tamil Nadu has a potential Centre for the growth and development of Palm Products Industry to a greater extent. "PALMYRAH" is the "STATE TREE" of Tamil Nadu.

In order to develop and promote the Palm Products Industry in the State a separate first and foremost Board in India namely "TAMIL NADU PALM PRODUCTS DEVELOPMENT BOARD" was established under Tamil Nadu Act (15) of 1994, and it is functioning with effect from 06.01.1995 having its Headquarters in Chennai.

Tamil Nadu Palm Products Development Board, is not directly involved in trading activities. 720 Primary manufacturing Cooperative Societies 8 Districts Palmgur Marketing Cooperative Federations and 1 Tamil Nadu State Palmgur and Fibre Marketing Cooperative Federation are directly engaged in production and trading activities. The Palm Products produced are marketed through these institutions as well as through Khadi Krafts and sale outlets all over the State.

The main objective of this Board is to provide an institutionalized support to palm products development and to provide Co-operative platform for the sustenance of palm product industry, thereby promoting the welfare of the palmgur artisans.

The Public Information Officer is the Personal Assistant to Chief Executive Officer, Tamil Nadu Khadi and Village Industries Board, Kuralagam, Chennai-104.

The Appellate Authority is the Deputy Director / Assistant Director, Tamil Nadu Khadi and Village Industries Board, Kuralagam, Chennai-104.

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

Powers and duties of officers and employees

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

This Department is headed by the Principal Secretary to the Government of Tamil Nadu, who is an IAS officer. The Principal Secretary is the administrative head of the Department. He is assisted by one Joint Secretary, one Deputy Secretary and three Under Secretaries. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. The powers and duties of the officers in the department of Secretariat are indicated below:—

A) Principal Secretary to Government

The Principal Secretary is the head of office. He/She is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He/She exercises general supervision and control over the staff under his/her 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. Policy matters and all important matters should be dealt with in consultation with the Principal Secretary who will be in overall charge of the Department.

B) Joint Secretary / Deputy Secretary to Government

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

C) Under Secretary to Government

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

2) The Department consists of 8 sections and the subjects dealt within these sections are tabulated below:-

Sl.No.	Sections	Details of subjects dealt with
1.	A1	Establishment matters relating to Officers, Section Officers and Assistant Section Officers, Budget Provisions relating to Handlooms, Handicrafts, Textiles and Khadi Department, Confidential Reports, Office Maintenance, Other general matters, CM's Special Cell Petitions and RTI Petitions and Miscellaneous papers of the section.
	A2	Establishment matters relating to Private Secretary, Personal Assistants, Personal Clerks, Assistants, Typists, Record Clerks, Drivers and Office Assistants, Settlement of Telephone Bills, Settlement of airline bills, Loans and Advances, Furniture, Buildings, Stationery, Motor Vehicles, Medical Reimbursement Bills, Contingencies, CM's Special Cell Petitions and RTI Petitions.

2.	B1	Review of Targets and Achievements, Co-ordination, Consolidating reports from the various Heads of Departments and furnishing them to other Departments, Consolidation of Budget proposals for the entire Department, Meetings of Standing Finance Committee etc., CM's Special Cell Petitions, RTI Petitions, Miscellaneous papers of the section.
	B2	Inspection reports, Assurance, CM's Special Cell Petitions and Miscellaneous papers of this Department.
3.	C1	All matters relating to Co-operative Spinning Mills, Tamil Nadu Co-operative Spinning Mills Federation Limited, National Institute of Fashion Technology and Tamil Nadu Powerloom Weaving Workers Welfare Board, Assurance- Legislative Assembly Questions, CM's Special Cell Petitions, RTI Petitions, Court cases and Miscellaneous papers of the section.
	C2	All matters relating to Private Spinning Mills, Tamil Nadu Co-operative Textile Processing Mills Limited, Erode, Apparel park for Export Scheme / Scheme for Integrated Textile Parks / Hi-Tech Weaving Parks at Kumarapalayam, / Erode / Palladam and Vaigai at Andipatti and all Schemes relating to

		Textiles Sector, Common Effluent Treatment Plants (CETP), Assurance, PAC, PUC, Legislative Assembly Questions, CM's Special Cell Petitions, RTI Petitions, Court cases.
4.	D1	Interest Subsidy Scheme to Handloom Weavers, Issue of Identity Cards to Handloom Weavers, Financial accommodation to Primary Weavers Co-operative Societies and Co-optex by NABARD Formation of State level / District level Advisory Committees, Part-II schemes, Appointment of Administrators, Matters relating to the allegations of the staff of the Handloom Weavers Co-operative Societies, Public Accounts Committee, Assurance, Legislative Assembly Questions - CM's Special Cell Petitions, RTI Petitions, Court cases relating to Handloom Weavers Co-operative Societies, All matters relating to Co-optex, Miscellaneous papers of the section.
	D2	Free Supply of Sarees and Dhotis Scheme, Handloom Welfare Schemes, Co-operative Handloom Weavers' Savings and Security Scheme, Mahathma Gandhi Bunkar Bima Yojana Scheme (Insurance scheme for Handloom weavers), Health Insurance Scheme for Weavers, Co-operative Handloom

		<p>Weavers Family Pension Scheme, Co-operative Handloom Weavers Old Age Pension Scheme, Awarding Scholarships under Dr. M.G.R. Handloom Weavers' Welfare Trust, Payment of scholarship under Shiksha Sahayog Yojana, Scheme of Free supply of Uniforms to School Children, Free Power Supply to Handloom and Powerloom Weavers, Rebate Subsidy Scheme, Integrated handlooms Development Scheme, Prize Award Scheme for the Best Exporters, Prize Award Scheme for Best Talented Weavers, Implementation of the Handlooms (Reservation of Articles for Production) Act, 1985. Implementation of "Handloom Mark", Registration of Handloom products under Geographical Indication Act, 1999, Conduct of Exhibitions, Natural calamities, Problems faced by Handloom Weavers - PAC, Assurances, LA Questions, CM's Special Cell Petitions, RTI Petitions etc.</p>
5.	E1	<p>Tamil Nadu Handloom Development Corporation, Tamil Nadu Textile Corporation Limited, Tamil Nadu Zari Limited and all matters connected therewith BUDGET in respect of Handlooms and Textiles, Assurance, PAC, CM's Special Cell</p>

		Petitions, RTI Petitions and Miscellaneous papers of the section.
	E2	Establishment matters relating to Directorate of Handlooms and Textiles, all Disciplinary cases, Court cases, relating to Directorate of Handlooms and Textiles, Amendment to Regulation, CM's Special Cell Petitions, RTI Petitions.
6.	F1	Establishment matters relating to Tamil Nadu Khadi and Village Industries Board, Disciplinary cases, Appeal cases, Vigilance cases, court cases, Amendments to Regulations, PAC & PUC of TNKVIB, CM's Special Cell Petitions, RTI petitions and Miscellaneous papers of the sections.
	F2	Budget, Tamil Nadu Khadi and Village Industries Board, Rebate, Net Cost Grant, Annual Report and Audit Reports of Tamil Nadu Khadi and Village Industries Board and its units, Village Industries, Tamil Nadu Palm Products Development Board, LAQ, RTI, CM's Special Cell petitions.
7.	G1	Establishment Matters relating to Commissioner of Sericulture, Victoria Technical Institute, All Disciplinary Cases, Court Cases etc., CM's Special Cell Petitions, RTI Petitions, Miscellaneous papers of the section.

	G2	National Sericulture Project Scheme, Part-II Schemes, Budget of Sericulture Department, Public Accounts Committee, Central Silk Board, Continuance of posts in Sericulture Industrial Co-operative Societies, Continuance of posts of Sericulture Department, Additional Charge Allowances, Creation of posts, All matters relating to TANSILK, Silk Yarn Bank, Overseas Training Programme and Tamil Nadu Handicrafts Development Corporation.
8.	Bills	Pay Bills of Secretary, Joint Secretary, Deputy Secretary, Gazetted and Non-Gazetted, preparation of arrear bills, sanction of MRB, T.A., LTC etc., Reconciliation of accounts, preparing B.E., R.E. and FMA.

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

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 the Tamil Nadu Government Business rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu Government Servants (Conditions of Service) Act 2016 and the Tamil Nadu 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 Secretary, Deputy Secretary and Joint Secretary to the Principal 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.

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

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

Norms set for the discharge of functions

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

For the discharge of functions allocated to the Handlooms, Handicrafts, Textiles and Khadi 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 listed under section 4 (1) b (v):—

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI**Rules, Regulations, Instructions, Manuals and records for discharging functions****under Section 4(1) (b) (v) to 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 Government Servants' (Conditions of Service) Act, 2016

v) Tamil Nadu Civil Services (Discipline and Appeal) Rules

vi) Tamil Nadu Government Servants Conduct Rules, 1973

vii) Tamil Nadu Pension Rules

viii) The Fundamental Rules of Tamil Nadu Government

ix) Tamil Nadu Financial Code

x) Tamil Nadu Account Code

xi) Tamil Nadu Treasury Code

xii) The Tamil Nadu Land Acquisition Act, 1978

xiii) Guide lines issued by the Government of India

xiv) Tamil Nadu Leave Rules

xv) Tamil Nadu Basic Service Rules

xvi) Tamil Nadu Secretariat Service Rules

xvii) Tamil Nadu General Services [Class—(XII& XIIA)]

xviii) Tamil Nadu General Subordinate services (Class—XXII)

xix) Tamil Nadu Public Service Commission Regulations

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

1.	Name of the Rules	Types of the Document
	Tamil Nadu Government Business Rules and Secretariat Instructions	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	Types of the Document
	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.
3.	Name of the Manual	Types of the Document
	The Tamil Nadu Budget Manual	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 preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.

4.	Name of the Document	Types of the Rules
	Tamil Nadu Government Servants (Conditions of Service) Act, 2016.	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5.	Name of the Document	Types of the Rules
	Tamil Nadu Civil Services (Discipline and Appeal) 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	Types of the Rules
	Tamil Nadu Government Servants Conduct 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	Types of the Rules
	Tamil Nadu Pension Rules	The rules are made in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the Document	Types of the Rules
	The Fundamental Rules of the Tamil Nadu Government	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	Types of the Code
	Tamil Nadu Financial 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	Types of the Code
	Tamil Nadu Accounts 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	Types of the Code
	Tamil Nadu Treasury 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 there to.
12.	Name of the Document	Types of the Act
	Tamil Nadu Land Acquisition Act, 1978	The Act contains the procedure for acquisition of lands for construction of houses, schools etc. for the welfare of SC/STs of this State.
13.	Name of the Document	Types of the Guidelines
	Guidelines issued by the Government of India	The Government of India issued guidelines for grant of aid to this State for the welfare of SC/STs, such as Scholarships, Special Central Assistance to Special Component Plan, Grants under Article 275 (i) of Constitution of India.

14.	Name of the Document	Types of Rules
	Tamil Nadu Leave Rules	Describes various kinds of Leave admissible to Government Servants and prescribe the eligibility criteria for various kinds of leave.
15.	Tamil Nadu Basic Service Rules	Prescribes the methods of appointment, qualification to the posts included in Tamil Nadu Basic Service Rules prescribe the procedures to declare the probation.
16.	Secretariat Service Rules	Describes the procedures to be followed regarding the methods of appointment, prescribe the qualifications to the posts included in the Secretariat services. Prescribe the procedure to declare the probation, Tests to be passed, Reservation of appointment.
17.	Tamil Nadu General Service Rules	Describes the procedures to be followed regarding the method of appointment, to the posts included in this service.
18.	Tamil Nadu General Sub-ordinate Service Rules	Describes the procedures regarding the method of appointment to the posts included in this service. Prescribes the qualifications for the posts.
19.	Name of the Document	Types of Regulations
	Tamil Nadu Public Service Commission Regulations	Contains the details regarding the composition of Chairman and members, pay and leave to the Chairman & members, appointment of staff, concurrence to be obtained from the Commission, posts coming under the purview of the Commission.

The documents mentioned in items 1 to 19 are available with the Director of Stationery and Printing for sale to the public on payment of cost. Item No.13 is intended only for official use and it is not available for sale.

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

**A statement of categories of its that are held by it for its control
Under Section 4 (1) (b) (vi) to Right to Information Act, 2005**

Sl.No.	Category of the document	Name of the document and its introduction in online	Procedure to obtain the document	Held by / under control of
1.	Important G.Os www.tn.gov.in	Issued by the Handlooms, Handicrafts, Textiles and Khadi Department from time to time	Application to PIO	Handlooms, Handicrafts, Textiles and Khadi Department

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

Particulars of any arrangement that exists for consultation with, or representation by the members of the public relation to the formulation of its policy or implementation thereof Under Section 4(1)(b)(vii) to Right to Information Act, 2005

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 for 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 the Heads of the Department concerned.

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

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

There are no such Boards, Councils, Committees and other bodies as far as this department is concerned.

However, the Principal Secretary appears before the Public Accounts Committee/Public Undertakings Committee whenever necessary to give reply on the observations made by these Committees.

DEPARTMENT OF HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI

Directory of Officers and Employees with remuneration details

Under section 4(1)(b)(ix) & 4(1)(b)(x) of Right to Information Act, 2005

Sl.No.	PRINCIPAL SECRETARY TO GOVERNMENT (Level 32 – Rs.128900 – 261000)
1.	Thiru. Dharmendra Pratap Yadav I.A.S.,
	JOINT SECRETARY TO GOVERNMENT (1 Post) (Level-29 Rs.1,23,400 – 2,50,800)
1.	Tmt. A. Selvi

	DEPUTY SECRETARY TO GOVERNMENT (1 Posts) (Level 26 – Rs.61900 – 228100)
1.	Thiru.D.Chandrasekaran
	UNDER SECRETARY TO GOVERNMENT (3 Posts) (Level 25 – Rs.59300 – 217600)
1.	Thiru.A.GaneshKumar
2.	Thiru.N.Suresh Kumar
3.	Vacant
	SENIOR PRIVATE SECRETARY (1Post) (Level 22 – Rs.59300 - 217600)
1.	Tmt.S.Vijayalakshmi
	SECTION OFFICER (8 Posts) (Level 22 – Rs.56100 - 205700) Thiru / Tmt
1.	T.Venkatesh
2.	G.Dhanalakshmi
3.	S.Kamaladevi
4.	R.Ramachandran
5.	P.Jagadish
6.	M.Mahendrakrishnan
7.	A.Mahalakshmi
8.	P.Palani

ASSISTANT SECTION OFFICERS (15 Posts) (Level 16 – Rs.36400 – 134200) Thiru / Tmt.	
1.	Tmt.A.Akbar Nisha
2.	Tmt.L.Maheswari
3.	Tmt.S.Indira Gandhi
4.	Vacant
5.	Thiru.G.Saravana Boobalan
6.	Tmt.P.Sangeetha
7.	Tmt.E.Pushpalatha
8.	Tmt.S.ShanmugaNeelavathi
9.	Tmt.M.Maria Arputham
10.	Tmt.P.Jeyalakshmi
11.	Thiru.S.Ranjithkumar
12.	Tmt.T.Gomathi
13.	Thiru.M.Peranbu
14.	Thiru.K.Arul
15.	Vacant

	PERSONAL ASSISTANT (2 Posts) (Level 16 – Rs.36400 – 134200) Thiru / Tmt.
1.	Tmt.A.Kalaiselvi
2	Vacant
	SENIOR PERSONAL CLERK (1 Post) (Level 11- Rs.35400 – 130400)
1.	Tmt.E.Shalini
	PERSONAL CLERK (1 Post) (Level 10 – Rs.20600 – 75900)
1	Vacant
	ASSISTANT (5 Posts) (Level 9 – Rs.20000 – 73700) Thiru / Tmt.
1.	Thiru.S.Sakthivel
2.	Tmt.M.Saranya
3.	Thiru.M.Gowdham
4.	Thiru.L.Sudharsan
5.	Tmt.M.Ramya
	SENIOR TYPIST (1 Post) (Level 11- Rs.35400 – 130400)
1.	Vacant

	TYPIST (4 Posts) (Level 8 – Rs.19500 – 71900) Thiru / Tmt / Selvi
1.	Vacant
2.	Vacant
3.	Vacant
4.	Vacant
	RECORD CLERK (2 Posts) (Level 2 – Rs.15900 -58500)
1.	Tmt.A.Thilagam
2.	Vacant
	DUFFADAR (1 Post) (Level 1 – Rs.15700 – 58100)
1.	Thiru.S.Venu
	OFFICE ASSISTANT (8 Posts) (Level 1 – Rs.15700 – 58100) Thiru/Tmt.
1.	L.Anandan
2.	R.Karnan (A.U.)
3.	S.Vengatesan (A.U.)
4.	K.Priya (A.U.)
5.	Vacant
6.	Vacant
7.	Vacant
8.	Vacant

	DRIVER (1 Post) (Level 8 – Rs.19500 – 71900)
	Vacant

Note: The basic pay of the officers and employees is fixed under the provisions contained in Rule 22 of Fundamental rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as HRA, CCA as per the orders inforce.

***** END *****

Dharmendra Pratap Yadav
Principal Secretary to Government
Handlooms, Handicrafts, Textiles and Khadi
Department Chennai-9.