



MANUAL UNDER THE RIGHT TO INFORMATION ACT, 2005
(CENTRAL ACT NO:22 OF 2005)

INDUSTRIES DEPARTMENT

SECRETARIAT

CHENNAI 600 009

Introduction

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Industries Department, 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 organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3 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 Industries Department and the organisations under its administrative control.
- 1.4 The Industries Departments has designated Thiru P.L.Sridhar, Joint Secretary to Government (OP) as its Public Information Officer (P.I.O) for all matters concerning the Department. The contact address of the Public Information Officer is as follows:-

Thiru. **P.L.Sridhar, M.A.,**
Joint Secretary to Government, (OP)
Industries Department,
Chennai – 600 009, Secretariat,
Telephone: 25670168

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 demand draft or banker's cheque or Court fee stamp. The Public Information Officer shall credit the amount to the following head of account :-

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

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

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

- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- ii) Actual charge or cost price of a copy in larger size paper;
- iii) Actual cost or price for samples or models; and
- iv) For inspection of records, no fee for the first hour; and a fee of Rs.5/- for 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 (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 This department has appointed Thiru **DHEERAJ KUMAR, IAS** Additional Secretary to Government, as Appellate Authority under Section 19(1) of the Act. The contact address of the Appellate Authority is as follows:

Thiru. **DHEERAJ KUMAR, I.A.S.,**

Additional Secretary to Government

Industries Department Secretariat,

Chennai – 600 009.

Telephone:25671773

**PARTICULARS OF INDUSTRIES DEPARTMENT, ITS ORGANISATION
FUNCTIONS AND DUTIES
under Section 4(1)(b)(ii) of Right to Information Act, 2005**

Objective:

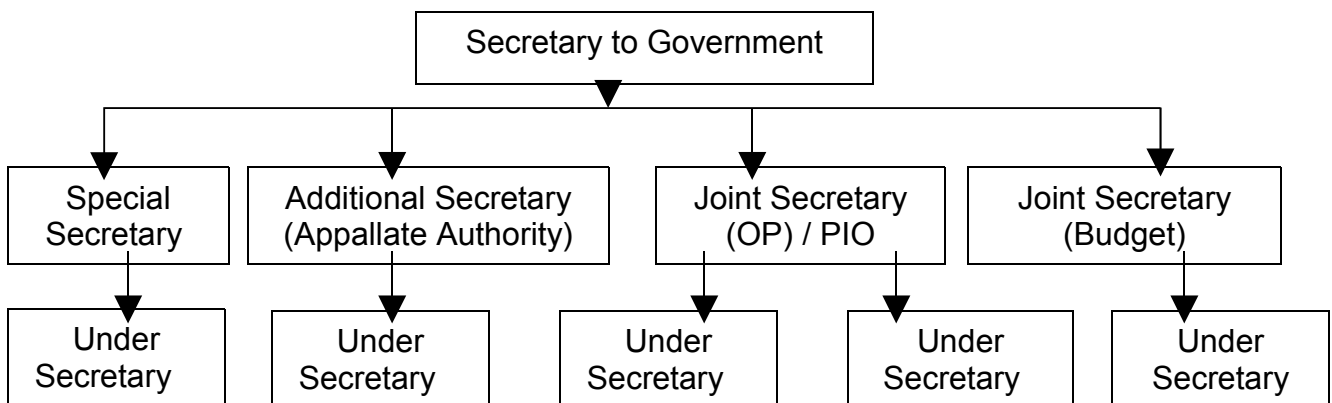
2.1 The foremost objective of this department is to promote industrial growth by facilitating setting up of important industries in Tamil Nadu through transparent procedures, removal of bottlenecks fast decision making and single window clearance.

2.2 The Portfolio of Industries is held by the Hon'ble Chief Minister of Tamil Nadu.

2.3 Organization structure

Secretary to Government Industries heads the Industries Department in Secretariat, The Secretary to Government is assisted by one Special Secretary to Government, one Additional Secretary to Government, two Deputy Secretaries and five Under Secretaries apart from other supporting staff. The organization chart of the Industries Department at Secretariat and the chart depicting the administrative units under the control of this department are given below.

ORGANIZATION CHART



ADMINISTRATIVE UNITS:

DOS HOD	DG M HOD	TIDC O PSU	SIPCOT PSU	TIIC PSU	TNPL PSU	TANCEM PSU	TAMIN PSU	TANMA G PSU	TEL PSU	SSL PSU	TANSALT PSU	DIRECTOR OF GUIDANCE

2.4 The powers and duties of the Officers in the Department of Secretariat are indicated below along with the addresses.

A. 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 is responsible for ensuring that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in overall charge of the Department.

The contact address and telephone Numbers are given below:

Sl. No	Name and Designation of the Officer	Telephone	
		Office	Residence
1	Thiru. M.F.FAROOQUI, I.A.S., Secretary to Government Industries Department, Chennai – 9.	044 - 25671383	044 - 24794786

B. Special Secretary / Additional Secretary / Deputy Secretary

The Special Secretary/Additional Secretary/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 to the Minister with reference to the general directions of the 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.

The contact address and telephone Numbers of Special Secretary, Additional Secretary, Deputy Secretary are given below:

Sl No	Name and Designation of the Officer	Telephone	
		Office	Residence
	Tvl		
1	Special Secretary to Government Industries Department, Chennai-9.	044 – 25670765	044 -22230668
2	Dheeraj Kumar, I.A.S. Additional Secretary to Government. (Appellate Authority) Industries Department, Chennai – 9.	25671773	24872926
3	P.L. Sridhar Joint Secretary to Government, (Public Information Officer) Industries Department, Chennai – 9.	25670168	26242138
4	S. Sundararajan, Joint Secretary to Government(Budget) Industries Department, Chennai – 9.	25673243	26282131

C. Under Secretary

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

This Department consists of twenty sections.

2.5 **DEPARTMENT OF SUGAR (HOD)**

The Department of Sugar is headed by a senior IAS Officer designated as Commissioner of Sugar assisted by an Additional Commissioner of Sugar and a Joint Commissioner. Besides, Technically qualified Assistant Directors, Technical and Non-Technical Joint Directors, Chief Accounts Officer, Superintending Engineer also support the Commissioner of Sugar in discharging his duties.

- i) The Directorate of Sugar headed by the Commissioner of Sugar is the nodal agency for development of Sugar Industries in Tamil Nadu. The role of Directorate is to plan and implement various schemes for the promotion of Sugar Industries and Promotion of Sugarcane cultivation in the State.
- ii) The Department of Sugar implements various programmes on the development and modernization of Sugar Industries, upgradation of technology and quality control by way of providing financial assistance, technical support and guidance service to the existing as well as new Sugar Industries.

Public Information Officers

Name	Designation	STD Code	Phone No.	Address
Thiru S.Krishnamurthy	Assistant Director of Sugar	044	24330145	690, Annasalai, Chennai – 35.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Thiru K.Bharathan	Additional Director of Sugar	044	24312073	690, Annasalai, Chennai – 35.

2.6 **DEPARTMENT OF GEOLOGY AND MINING**

The objectives of the Department :

- i) To take up investigation of new mineral deposits (by adopting modern exploration techniques).
- ii) To promote private investment in the mineral development projects.
- iii) To promote foreign capital investment in the mineral development projects.
- iv) To make available mineral based information / data to the interested entrepreneurs for setting up of mineral based industries.
- v) To encourage competitiveness in the mineral industry through optimum use of minerals, increasing export of minerals ensuring value addition for minerals and upgradation of minerals, besides using by products in the industry.
- vi) To bring transparency in the division making process and to take action against those engaged in illegal mining and transport of minerals.
- vii) To ensure sustained development activities in the Hilly areas in the State without compromising the protection of environment and ecology.
- viii) To increase the revenue through effective mineral administration.

Organisation Setup

Head Office

The entire work in the Head Office is classified under the following broad heads namely.

1. Planning and Development
2. Personnel and Office Management
3. Mineral Management
4. Mineral Development
5. Testing and Certification
6. Legal Cell
7. Coordination

District Office :

The Department has District Officers in all the District except Thiruvarur. In addition to this, Geo-Technical Cells have been created in Nilgiris and Kodaikanal area to study the Geo-Technical aspects. A Deputy Director / Assistant Director who is assisted by Assistant Geologist heads each District Office. The Officials deputed from Revenue Department in the cadres of Tashildar, Deputy Tahsildar and Revenue Inspector assist the Assistant Directors. The main activities of the Department of Geology and Mining are :

1. Mineral Exploration
2. Mineral Administration
3. Promotional activities to showcase the mineral potentialities of the state.

Public Information Officer

Name	Designation	STD Code	Phone No.	Address
Thiru T.A.Subbiah	Deputy Director	044	22500222 22501874	Guindy, Chennai – 32.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Thiru C.R.Ranganathan	Joint Director	044	22500226 Direct 22501873 – Ext. 205	Guindy, Chennai – 32.

PUBLIC SECTOR UNDERTAKINGS

2.7 Tamil Nadu Industrial Development Corporation Limited (TIDCO)

Tamil Nadu Industrial Development Corporation (TIDCO) was established in 1965 to promote large and medium scale industries in Tamil Nadu. TIDCO is now focusing on developing Special Economic Zones, IT Parks and other infrastructure projects. Tamil Nadu Road Development Company and Tidel Park are successful initiatives of TIDCO. TIDCO is also focusing on manufacturing, mining, agri processing and other sectors.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru S. Susai	Secretary	044	28554479 28554480/84	19A, Rukmani Lakshmipathy Road, Egmore, Chennai – 8.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Thiru S.Ramasundraram	Chairman and Managing Director	044	28554479 28554480/84	19A, Rukmani Lakshmipathy Road, Egmore, Chennai – 8.

2.8 STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED (SIPCOT)

The State Industries Promotion Corporation of Tamil Nadu Limited (SIPCOT) was formed in the year 1971, to promote industrial growth in the State and to advance term loans to medium and large industries. Consequent on the transfer of term lending operation of SIPCOT to Tamil Nadu Industrial Investment Corporation (TIIC) in the year 2000, SIPCOT is pursuing its objectives for promotion of industrial parks and other infrastructure projects. The goal is to facilitate the establishment of balanced growth and dispersal of industries in the State.

Thus SIPCOT is primarily focusing on (a) Development of industrial complexes/parks/growth centers with basic infrastructure facilities b) Establishing sector-specific Special Economic Zones (SEZs); (c) Implementation of Special infrastructure Projects; and (d) Follow-up, monitoring and recovery of term loans given prior to the year 2000.

SIPCOT has formed Industrial Complexes at Ranipet, Hosur, Manamadurai, Pudukkottai, Cuddalore, Gummidipoondi, Thoothukudi, Bargur, Nilakottai, Cheyyar; Industrial Parks at Irungattukottai, Sriperumpudur and Siruseri and Industrial Growth Centres at Perundurai, Oragadam and Gangaikondan. Since its inception, SIPCOT has acquired a total area of 23909 acres of land, of which the total allotable area is 19018 acres. SIPCOT has so far allotted 11460 acres to 1530 units.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru D.Kannan	Company Secretary	044	28554787	19A, Rukmani Lakshmipathy Road, Egmore, Chennai – 8.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Dr.N.Govindan	Chairman and Managing Director	044	28554479 28554480/84	19A, Rukmani Lakshmipathy Road, Egmore, Chennai – 8.

2.9 TAMIL NADU INDUSTRIAL INVESTMENT CORPORATION LIMITED (TIIC)

Tamil Nadu Industrial Investment Corporation Limited (TIIC) is the premier State level Financial Institution in the State. The Company was formed in the year 1949 under Indian Companies Act for providing financial assistance by way of term loans for purchase of land, plant and machinery and construction of buildings for setting up of new industrial units as well as for expansion, modernisation and diversification of existing units anywhere in Tamil Nadu.

TIIC operates schemes such as National Equity fund, Self Employment for Ex-servicemen, Mahila Udhaya Nidhi for Women Entrepreneurs etc. Apart from these, Technology Upgradation Fund (TUF) is operated by TIIC with the objective of modernization of textile units.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru.R.Bhaskaran	Manager	044	24347209	No.692, Anna Salai, Nandanam, Chennai – 600 035.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Thiru S.K.Prabakar, IAS	Chairman and Managing Director	044	24347209	No.692, Anna Salai, Nandanam, Chennai – 600 035.

2.10 TAMIL NADU NEWSPRINT AND PAPERS LIMITED (TNPL)

Tamil Nadu Newsprint and Papers Limited (TNPL) was promoted by the Government of Tamil Nadu in 1979 under the Companies Act, 1956. The objective of the company is to produce newsprint and printing and writing paper using bagasse, as the primary raw material with the aim of protecting the forest cover. The Plant was established with an initial capacity of 50,000 MT of Newsprint and 40,000 MT. of printing and writing paper at a cost of Rs.239 crore and it started commercial production in 1985.

2.11 TAMIL NADU CEMENTS CORPORATION LIMITED (TANCEM)

Tamil Nadu Cements Corporation Limited (TANCEM) was formed in 1976 as a fully owned subsidiary company of Tamil Nadu Industrial Development Corporation Limited (TIDCO) by taking over the Cement Plant at Alangulam. TANCEM subsequently established a Cement Plant at Ariyalur in 1979, an Asbestos Cement Sheet Plant at Alangulam in 1981 and an Asbestos Cement Pipe Plant at Mayanur in 1984. It has also taken over the defunct Stoneware Pipe Unit from Tamil Nadu Ceramics Limited in 1989. Thus TANCEM has become a multi-product and multi-locational organization. TANCEM has become a fully owned Government Company in 1994. TANCEM has been supplying a major portion of its production to the Government departments and Government agencies.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru.K.Meyyanathan	Company Secretary	044	28523991	LLA Building, 735, Annasalai, Chennai – 2.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Dr.K.Satyagopal, IAS	Chairman and Managing Director	044	25523991	LLA Building, 735, Annasalai, Chennai – 2.

2.12 TAMIL NADU MINERALS LIMITED (TAMIN)

Tamil Nadu Minerals Limited (TAMIN), an undertaking of the Government of Tamil Nadu, was established in April, 1978. It is consistently mining and marketing large deposits of black, white, paradiso and other colour granites and major minerals like Graphite, Quartz, Feldspar, Limestone, Silica Sand and Vermiculite. Main objective of TAMIN is scientific exploitation of workable resources of mineral deposits available in Tamil Nadu in a commercial manner. TAMIN provides employment opportunities to the rural people.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru V.Vaitheeswaran	General Manager (Finance and Secretary)	044	28524563	31, Kamarajar Salai, TWAD House, Chepauk, Chennai – 600 005.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Thiru K.Nanda Kishore, IAS	Chairman and Managing Director	044	28524563	31, Kamarajar Salai, TWAD House, Cheapuk, Chennai – 600 035.

2.13 Tamil Nadu Magnesite Limited (TANMAG)

Tamil Nadu Magnesite Limited (TANMAG), was incorporated in January, 1979 as a Public Sector undertaking to extract Magnesite from the Mines

situated in Kurumbapatti Reserve Forest Area. The company processes the mineral excavated from the Mines and produces Dead Burnt Magnesite (DBM) at the Rotary Kiln Plant and the Lightly Calcined Magnesite (LCM) at the Shaft Kiln Plant. The Mining lease granted to the company is expiring in August, 2008. The company has already initiated steps for renewal of the mining lease by complying with the provisions laid down under Forest Conservation Act.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru G.Venugopal	Manager	0427	2346341	Jegir Ammapalayam (PO), Omalur Main Road, Salem

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Thiru R.Balakrishnan, I.A.S.	Chairman and Managing Director	0427	2346341	Jegir Ammapalayam (PO), Omalur Main Road, Salem

2.14 TAMIL NADU INDUSTRIAL EXPLOSIVES LIMITED (TEL)

Tamil Nadu Industrial Explosives Limited (TEL) was established in 1983. Its factory is situated in Katpadi, Vellore District. It started its commercial production in 1986. It is presently producing emulsion and slurry explosives, detonators, detonating cord etc for civil and industrial applications.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru V.Gunasekar	Administrative Officer	044	2815096	137/5, 6/7, 2 nd Floor, G.N. Chetty Road, T. Nagar, Chennai – 600 017.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Dr. V.Varaprasada Rao,I.A.S.,	Managing Director	044	2815096	137/5, 6/7, 2 nd Floor, G.N. Chetty Road, T. Nagar, Chennai – 600 017.

2.15 Southern Structurals Limited (SSL)

Southern Structurals Limited (SSL) was formed in the private sector in the year 1956 for manufacturing Railway wagons, Mining equipment and Steel structures. When the factory was closed in 1969-1970, the Government took over the management in 1971 to safeguard the interest of the employees. SSL had been operating on continuous losses since 1988-89. As the net worth of the company became negative, it was referred to the Board for Industrial and Financial Reconstruction (BIFR) in 1992. BIFR sanctioned a rehabilitation scheme in January 1998. However, due to stiff competition in the market, recession, and certain other reasons, consequent to the failure of the rehabilitation scheme, BIFR entrusted the responsibility to SBI to change the

management. No viable offers were received for the change of management. In the meantime, the bankers took possession of the company's assets under Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act (SARFAESI Act 2002) and informed the same to BIFR.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru K.Meyyanathan	Company Secretary	044	28583438	Pattabiram, Chennai – 72.

2.16 TAMIL NADU SALT CORPORATION LTD (TANSALT)

Government of Tamil Nadu set up Tamil Nadu Salt Corporation Limited (TNSC Ltd.) in the year 1974 under the Companies Act. This company undertakes the production of salt and salt based by-products. It manufactures Industrial Grade Salt and other Fortified Salts, viz., Iodised "Arasu" salt and Double Fortified Salt at its Mariyur Valinokkam Salt Complex, Ramanathapuram District.

Tamil Nadu Salt Corporation continues to supply Iodised salt to Noon Meal Centres through the Public Distribution system in Tamil Nadu. Further, the Corporation has expanded its marketing activities for iodised salt in Karnataka and Andhra Pradesh. By such marketing efforts, the Corporation has been able to contribute to the elimination of iodine deficiency disorders among the people in the Southern States.

Public Information officer

Name	Designation	STD Code	Phone No.	Address
Thiru V.Janarthanam	Manager	044	28522708	LLA Building, 735, Annasalai, Chennai – 2.

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Dr. Vijayakumar Ph.D., I.A.S.	Chairman and Managing Director	044	28522708	LLA Building, 735, Annasalai, Chennai - 2

2.17 TAMIL NADU INDUSTRIAL GUIDANCE AND EXPORT PROMOTION BUREAU (GUIDANCE BUREAU)

Tamil Nadu Industrial Guidance and Export Promotion Bureau (shortly called as “Guidance Bureau”) was constituted under “Societies Act” to give certain financial autonomy to enable to organization to embark on Investment Promotion activities. At the time of inception in 1990-91, Government ordered that Guidance will be funded by a corpus fund of Rs.25 lakhs created by an annual contribution of Rs.5 lakhs each by five organizations namely, TIDCO, SIPCOT, TIIC, ELCOT and SIDCO. With this budgetary support, Guidance Bureau undertakes the following functions :

Functions of Guidance Bureau

- To attract industrial projects and promote investments in Tamil Nadu.
- To function as Single Window Facilitation and Documentation Centre for major investment proposals.

- Provide comprehensive information support to investors about federal and State Government policies, infrastructure support, taxation, investment opportunities, etc.
- To function as Tamil Nadu NRI Consortium cell to facilitate NRI investments in the State.
- To monitor implementation of Foreign Investment proposals approved by Government of India.
- Make presentations to investors' delegations, conferences, Joint Business Councils, etc. about competitive advantages and investment opportunities in Tamil Nadu.
- Convene review meetings to follow up implementation of major investment proposals and facilitate & escort projects during implementation phase by undertaking trouble shooting.

Public Information Officer

Designation	STD Code	Phone No.
Assistant Director	044	28554857

Appellate Authority

Name	Designation	STD Code	Phone No.	Address
Thiru M. Velmurugan	Director	044	28588364	19A, Rukmani Lakshmipathy Road, Egmore, Chennai – 8.

Procedure followed in decision making process
under section 4(i)(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 State and Subordinate Services Rules 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 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.

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

For the discharge of functions allocated to the Industries 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 Tamil Nadu Land Acquisition Act, 1978.
- vii) MCR 1960
- viii) TNMMCR 1959
- ix) MMR&D Act

**RULES, REGULATIONS, INSTRUCTION, 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) The Tamil Nadu Government business Rules and Secretariat, Instructions, 1978
 - (ii) The Tamil Nadu Secretariat Office Manual.
 - (iii) The Tamil Nadu Budget Manual
 - (iv) The Tamil Nadu State and Subordinate Service Rules.
 - (v) The Tamil Nadu Civil Services (Discipline and Appeal) Rules
 - (vi) The Tamil Nadu Government Servants Conduct Rules, 1973
 - (vii) The Tamil Nadu Pension Rules
 - (viii) The Fundamental Rules
 - (ix) The Tamil Nadu Financial Code
 - (x) The Tamil Nadu Account Code
 - (xi) The Tamil Nadu Treasury Code
 - (xii) The Tamil Nadu Leave Rules
 - (xiii) The Tamil Nadu Basic Service Rules
 - (xiv) The Tamil Nadu Secretariat Service Rules
 - (xv) The Tamil Nadu General Service [Class – XII &XIIA]
 - (xvi) The Tamil Nadu General Subordinate Service (class XXII)
 - (xvii) The Tamil Nadu Public Service Commission Regulations, 1954.

The documents mentioned in items (i) to (xviii) except items (xii) are available with the Director of Stationery and Printing for sale to the public on payment of cost. Item (xii) is intended only for official use and it is not available for sale

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD
BY OR UNDER THE CONTROL OF THE WING**

(UNDER SECTION 4(1)(b)(vi) of the right to information Act, 2005)

Sl.No	Category of the Document	Name of the Document and its introduction in one line	Procedure to obtain the document	Department
1	Important G.O.s are available in following the web-site: www.tn.gov.in	Issued by the Industries Department	Application to PIO	Industries Department

**PARTICULARS OF ARRANGEMENT THAT EXISTS FOR
CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE
PUBLIC RELATION TO THE FORMULATION OF ITS POLICY OR
IMPLEMENTAION THEREOF**

(Under section 4(1)(b)(vii) of the Right to Information Act, 2005)

The suggestions and views on policy matters and programmes received from the Public/Non-Governmental Organizations and at various consultative fora are given due weightage by this Department, in formulating policies and programmes. The recommendations/observations made by the Comptroller and Auditor General of India, Personnel and Administrative Reforms(Inspection) Department, Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, Estimate Committee etc., of the Legislative Assembly are also acted upon by the Heads of the Departments concerned expeditiously.

**DIRECTORY OF OFFICERS AND EMPLOYEES WITH REMUNERATION
DETAILS**

(UNDER SECTION 4(1)(b)(ix) & 4(1)(b)(x) of the Right to Information Act,2005)

<u>NAME OF DESIGNATION</u>	<u>SCALE OF PAY</u>
SECRETARY TO GOVERNMENT	Rs.22400 – 525 – 25025
SPECIAL SECRETARY TO GOVERNMENT	Rs.18400 – 500 – 22400
ADDITIONAL SECRETARY TO GOVERNMENT	Rs.18400 – 500 – 22400
JOINT SECRETARIES TO GOVERNMENT	Rs.15000 - 400 - 18600
UNDER SECRETARIES TO GOVERNMENT	Rs.10000 – 325 – 15200
SECTION OFFICERS	Rs.8000 – 275 – 13500
PRIVATE SECRETARIES	Rs.8000 – 275 - 13500
ASSISTANT SECTION OFFICERS	Rs.6500 – 200 – 10500
PERSONAL ASSISTANT	Rs.6500 – 200 – 10500
PERSONAL CLERK	Rs.4500 – 125 – 7000
ASSISTANT	Rs.3625 – 85 - 4900
TYPIST	Rs.3200 – 85 – 4900
DESPATCH ASSISTANT	Rs.3200 – 85 – 4900
DRIVER	Rs.3200 – 85 – 4900
RECORD CLERKS	Rs.2610–60– 3150–65-3540
OFFICE ASSISTANT	Rs.2550-55-2660-60-3200

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