

LAW DEPARTMENT

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

LAW DEPARTMENT
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RIGHT TO INFORMATION ACT, 2005

Sl.No.	Details of Information	Page Numbers
1.	Introduction	3
2.	Particulars of organization, functions and duties [Section 4(1)(b)(i)]	6
3.	Powers and duties of officers and employees [Section 4(1)(b)(ii)]	15
4.	Procedure followed in decision making process [Section 4(1)(b)(iii)]	16
5.	Norms set for the discharge of functions [Section 4(1)(b)(iv)]	17
6.	Rules, Regulations, Instructions, Manuals and Records for discharging Functions [Section 4(1)(b)(v)]	18
7.	Directory of Officers and Employees [Section 4(1)(b)(ix)]	20
8.	Budget allocation made for Law department and the organisations under its control. [Section 4(1)(b)(xi)]	23
9.	Details in respect of the information, available to or held by the Law department [Section 4(1)(b)(xiv)]	24
10.	Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]	25
11.	Name, designation and other particulars of Public Information Officers and the Appellate Authorities [Section 4(1)(b)(xvi)]	26

1. 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 kept under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (Central Act 22 of 2005) which came into force on the 15th day of June 2005. In accordance with the provisions of section 4(1)(b) of the said Act, the Law 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 organizational set-up, functions and duties of its officers and employees, records and documents available with this Department
- 1.3 This manual is aimed at the public in general and users of the services, of this department and provides information about this Department and the organizations under its administrative control.
- 1.4 The Law Department has designated the Deputy Secretary to Government as its **Public Information Officer**(PIO) for all matters concerning this Department.
- 1.5 Any person requiring any information under the said Act may contact Deputy Secretary to Government, Law Department, Secretariat, Chennai-9. His Office Telephone No. is 044- 25672991.
- 1.6 The procedure and fee structure for getting information are as under:-

(a) Every application for obtaining information under sub-section(1) of section 6 of the Right to Information Act shall be made in writing 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.50/- (Rupees fifty only) in cash or demand draft or banker's cheque payable 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 as under sub-section(1) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above:-

- i. Rs.2 (Rupees two only) 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/- (Rupees five only) for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information as under sub-section(5) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above.

i. For information provided in diskette or floppy, Rs.50/-(Rupees fifty) per diskette or floppy; and

ii. For information provided in printed form, the price incurred for such publication.

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

1.8 The Law Department has designated Thiru K.Kumaran, Joint Secretary to Government, as Appellate Authority under section 19(1) of the said Act.

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

Thiru K.Kumaran,
Joint Secretary to Government,
Law Department,
Secretariat, Chennai-600 009
Telephone No.044 – 25678623

2. FUNCTIONS AND DUTIES AND THE ORGANISATIONS UNDER THE CONTROL OF LAW DEPARTMENT.

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

2.1. OBJECTIVE/PURPOSE OF THE DEPARTMENT:-

Wherever Legislation is necessary to implement the policy decision of the Government, the Law Department, puts it into legal shape in the form of a draft Bill in co-ordination with the administrative departments concerned.

On passage of the Bill by the Legislative Assembly, Law Department pursues further action till it is published as an Act after assent by the Governor or the President, as the case may be. Where there is urgent need to make law when the Legislative Assembly is not in session and is prorogued, Ordinance is promulgated under Article 213 of the Constitution of India.

Further, one of the main roles of Law Department is advisory in nature. Law Department offers legal advice on the issues referred to it by all the departments of Secretariat including Legislative Assembly Secretariat.

Apart from this, the statutory rules, notifications and orders and the deeds wherein the State Government is a party are scrutinized with reference to the relevant legal provisions and settled by the Law department.

In all litigations, wherein the State Government is a party, the draft affidavits, draft counter affidavits, reply affidavits, etc. are scrutinized and settled by the Law Department.

Appointment of Notaries:-

For the purpose of attesting the negotiable instruments and for all recognized material purposes, Notaries are appointed under the Notaries Act, 1952. Wherever there is need for appointment of Notaries, the District Judges concerned who is the competent authority under the said Act, make recommendations to the Government, in Law Department for appointment of Advocates having sufficient standing in the Bar as Notaries. On considering such recommendations, the Law Department appoints the Advocate as a Notary and issues Certificate of Practice with the sign and seal of the Secretary to Government, Law Department. However, at present the State Government are not appointing any new Notaries in view of the amendment of Government of India to the Notaries Rules, 1956, fixing a ceiling of limit of appointment of Notaries. Further, the Certificate of Practice of the existing Notaries are being renewed from time to time, on receipt of their renewal application well in time. There are nearly 1554 Notaries in this State as on 31.12.2012.

Tamil Cell:-

A Tamil Cell consisting of a Director and an Assistant Director is functioning in the Law department. The Tamil Cell does the work of translation of Acts, and Bills which are enacted, and introduced in the Tamil Nadu Legislative Assembly and the Ordinances promulgated by the Governor of Tamil Nadu, from English to Tamil.

State Subjects

Acts.

Advising Government in matters of litigation, appeals etc on legal questions which are not of sufficient importance to necessitate a reference to the Advocate General.

Bills, non-officials-scrutiny of, Civil Law.

Civil Procedure including all matters indented in the Code of Civil Procedure at the commencement of the constitution.

Civil Rules of Practice.

Criminal Appeals.

Escheats

Generally to assist other departments in all matters of legal nature that may be referred to it.

Government Bills – drafting and Scrutiny.

Law Colleges.

Law Officers – Reference to.

Legal and Legislative Publications such as Codes, Acts, Manuals etc...

Legal Assistance to Government Servants.

Legislation – Secretariat work connected with.

Legislature-Scrutiny of Rules of Procedure and Standing Orders and Notifications and opinion on matters referred to by the Legislative Assembly Secretariat.

Notifications – scrutiny of.

Republications of Central Bills, Acts and Ordinances.

Sanction of Prosecution of Government Servants.

State Law Reports.

Subsidiary Legislation, viz. Statutory Rules and Orders.

Concurrent Subjects.

Adoption.

Arbitration.

Domicile.

Evidence and Oaths.

Indian Bar Councils Act.

Infants and Minors.

Limitation Act.

Transfer of Property (other than Agri land)

Trust and Trustees (including the Administrator-General's Act, 1931 and the

Official

Trustees Act, 1913).

Wills, intestacy and succession.

Union Subjects.

- NIL –

2.2. ADMINISTRATIVE UNITS:

Directorate of
Legal Studies

state Law
Commission

Official Language
(Legislative) Wing

Tamil Nadu Dr.
Ambedkar Law
University

The functions of the administrative units in brief are given below:-

2.3 DIRECTORATE OF LEGAL STUDIES:

The Directorate of Legal Studies was established in the year 1953 with the object of improving the standard of Legal Education in the State of Tamil Nadu. After the creation of the Department, there has been an all-round improvement in the standard of Legal education in the State. The department continues to strive for further improvement.

The Dr. Ambedkar Government Law College, Chennai was started in the year 1891. In the year 1974 another Law College was opened at Madurai and two more Law Colleges one each at Thiruchirappalli and Coimbatore, were opened during the academic year 1979-80. And one more Law College is functioning at Thirunelveli. Thus, there are five Government Law Colleges in the State of Tamil Nadu at present.

The total sanctioned strength in the Law Colleges in the academic year 2005-06 is furnished hereunder.

<u>Name of the College</u>	<u>Total sanctioned strength</u>
1. Dr. Ambedkar Govt. Law College, Chennai (Under graduate and post-graduate)	1320
2. Government Law College, Madurai (Under graduate and post-graduate)	1471
3. Government Law College, Thiruchirappalli (Under graduate and post-graduate)	1236
4. Government Law College, Coimbatore (Under graduate and post-graduate)	1104
5. Government Law College, Thirunelveli (Under graduate)	1104

All the Government Law Colleges are functioning in their own buildings.

Separate hostel facilities are available for both men and women students in Government Law Colleges in Chennai and Madurai. Further, hostel facilities are available for men students in Coimbatore Government Law College and for women students in Thiruchirappalli Government Law College.

In order to enable the students to study Law in Tamil, necessary steps have been taken to publish all the text books in Tamil. Manuscript copies of all the subjects have been prepared and the Tamil Nadu Dr. Ambedkar Law University has so far published 26 books.

ADMISSION TO LAW COURSES

A Pass in any degree from any of the Universities recognized by the University Grants Commission is the qualification for admission to 3 years B.L. degree course, while a pass in Plus Two examinations is the qualification for admission to 5 years Law Degree Course. A pass in Higher Secondary Course examination (10+2) or equivalent examination recognized by the Tamil Nadu Dr. Ambedkar Law University with not less than 70% of the total marks in aggregate is the qualification for B.A., B.L. (Hons) course. P.G. courses are also conducted in various branches in these Law Colleges (except Tirunelveli Law College). Students who have passed B.L. Degree with 45% marks and above are eligible for admission to M.L. Degree Course. The Government provide financial assistance to the students of Government Law Colleges to participate in Moot Court Competitions.

2.4 STATE LAW COMMISSION:

The State Law Commission consists of:-

- 1) The Chairman,
- 2) Two full Time Members,
- 3) Two Part Time Members and
- 4) One Full Time Member-Secretary.

The functions of the State Law Commission are to examine each and every law that was enacted during the British regime and also laws that were enacted subsequently and to give its opinion whether they are suitable to the present day situation or not and also to suggest modifications or amendments to those Laws, to the Government.

The State Law Commission shall also examine whether the State Laws are in consonance with the various decisions of the Supreme Court and the High Courts and recommends, wherever necessary, changes that should be made in those laws.

The State Law Commission shall also suggest,-

- (1) suitable modifications or amendments to the existing laws;
- (2) suitable social and economic legislative measures;
- (3) ways and means for the inter-state relations and Centre-State relations;
- (4) recommendations for better and expeditious procedures, in relation to judicial and administrative fields; and
- (5) modifications not only to the State Laws but also to the Central Laws having application in this State.

The State Law Commission has so far submitted Seven Reports on the subjects specified below:-

- (1) "Unrepealed Tamil Nadu Regulations" enacted during the British Regime.
- (2) Central Laws having local application in Tamil Nadu.
- (3) "Rendering of Justice to the Villagers" in terms of the Tamil Nadu Village Courts Act, 1884.
- (4) The Tamil Nadu Court fees and Suits Valuation Act, 1955.
- (5) The Tamil Nadu General Clauses Act, 1867 and 1891.
- (6) The Tamil Nadu Prohibition of Eve-teasing Act, 1998(Now, The Tamil Nadu Prohibition of Harassment of Women Act, 1998).
- (7) The Tamil Nadu Buildings (Lease and Rent Control) Act, 1960.

Action has already been taken in respect of 3rd, 4th (Partly) and 6th reports of the State Law Commission. The other reports of the Commission are under examination by the concerned administrative departments of the Secretariat.

The tenure of the Chairman and Members has expired on 28.1.2002 and the Commission is yet to be reconstituted.

2.5 THE OFFICIAL LANGUAGE (LEGISLATIVE) WING

State Official Language (Legislative) Commission was constituted in the year 1965 so as to finalise and publish the glossary of legal terms, to undertake translation of Central and State Acts, Ordinances and the Rules and Notifications made thereunder into Tamil and any other work which may be entrusted to the Commission by the Government from time to time.

2. The State Official Language (Legislative) Commission was departmentalized in the year 1992 as a Wing of the Law Department viz. Official Language (Legislative) Wing. It is headed by an Additional Secretary to Government, Law Department. This wing functions under the overall control and supervision of the Secretary to Government, Law Department. A number of Central Acts and the State Acts have been translated into Tamil by this wing. The

expenditure for translation and printing of Central Acts is reimbursed by the Government of India. The expenditure for translation and printing of State Acts is incurred by the State Government. During the past three years period, 100 Central Acts and 45 Tamil Nadu Acts i.e. totally 145 Acts have been translated into Tamil and are printed in book form.

2.6 THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY

The Tamil Nadu Dr. Ambedkar Law University was established by the Government of Tamil Nadu by an Act of State Legislature. It was inaugurated by His Excellency Thiru K.R.Narayanan, President of India on 20th September 1997. The University started functioning from 03.10.1997.

Five Government Law Colleges functioning at Chennai, Madurai, Thiruchirappalli, Coimbatore and Tirunelveli and one private Law College at Salem are affiliated to the Tamil Nadu Dr. Ambedkar Law University. A Constituent Law College viz. the University Law College was established at Chengalpattu in the academic year 2003-2004.

Establishment of the School of Excellence in Law:

In the year 2002, a new and glorious chapter has ushered in the history of Legal Education in Tamil Nadu, with the momentous decision taken by the Distinguished Minister of Tamil Nadu to establish a School of Excellence in Law and also to upgrade the Dr.Ambedkar Government Law College, Chennai to the level of National Law School. This move was primarily intended to provide Quality legal education on par with the National Law Schools in the country. Once our Chief Minister expressed her desire, The Tamil Nadu Dr.Ambedkar Law University lost no time in fulfilling her vision. The School of Excellence was inaugurated by the Distinguished Honourable Chief Minister of Tamil Nadu on 21.11.2002. It is run by the Tamil Nadu Dr.Ambedkar Law University in its own premises. It is offering the 5 year Integrated B.A.,B.L.,(Hons.) Course from the academic year 2002-2003.

Duration of the Course: The duration of the said course is of 5 academic years. Each academic year is divided into 2 semesters consisting of 90 working days. On successful completion of the course, B.A.,B.L.,(Hons.) Degree will be awarded.

Teacher - Taught Ratio: The University has fixed the student strength as 40 for the School of Excellence in Law conducted within the precincts of the Tamil Nadu Dr.Ambedkar Law University. So that the teachers could pay individual attention to each and every student. In addition to the 40 seats, 6 seats are reserved under the NRI Quota.

Admission Procedure: The admission to the School of Excellence in Law is based on a Common Entrance Examination. Students who have secured not less than 70% of the total marks in aggregate in the qualifying examination [HSC (10+2) or equivalent examination] are eligible to write the entrance examination.

The candidates belonging to SC and ST communities should have secured not less than 60% of the total marks in aggregate.

Age Limit: A candidate should not have completed 20 years of age as on 1st June of the academic year. The candidates belonging to SC and ST communities should not have completed 22 years of age as on 1st June.

The students of the School of Excellence in Law are eligible to receive the Scholarships, medals, etc. established under the scheme.

CONDUCT OF P.G.COURSES

The Tamil Nadu Dr.Ambedkar Law University is imparting legal education at the Post Graduate level also. The University follows the New Syllabi laid down by the U.G.C. In this regard, 4 branches have already been introduced: They are:

1. Business Law
2. Constitutional Law and Legal Order
3. Intellectual Property Rights Law
4. International Law & Organisation

By way of addition to these courses, a new programme is being introduced, namely, "*Environmental Law and Legal Order*". All these programmes are offered as Calendar Year Programmes. The novelty of the Post Graduate course is that, apart from Core Subjects, subjects which are related to main branches of study are prescribed in order to enable the students to widen their knowledge in the branch of their specialization.

Post Graduate Diploma Programme (Evening Session):

The following Post Graduate Diploma Programmes are conducted in the evening session from the academic year 2004-2005.

1. Diploma in Business Laws
2. Diploma in Environmental Law
3. Diploma in Intellectual Property Rights and
4. Diploma in International Law and Organisation

The intake in each of these branches is 40 students.

P.G.Diploma through Distance Education Mode:

The University offers a Post Graduate Diploma Programme in General Insurance Law and Practice in association with the United India Insurance Co. Ltd. The course is for a duration of 2 semesters. As the course is offered through Distance Education Mode, teaching materials are supplied to the students and personal contact programmes are conducted.

3. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES **(Under Section 4(1)(b)(ii) of the Right to Information Act, 2005)**

This Department is headed by the Secretary to Government of Tamil Nadu. The Secretary is the administrative head of the Department and principal adviser to the Minister (Law & IT) on all matters of policy and administration relating to this Department. He is assisted by two Additional Secretaries, three Joint Secretaries, ten Deputy Secretaries, eleven Under Secretaries, a Director (Tamil Cell) and an Assistant Director(Tamil Cell). 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 Law department are indicated below:-

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 of this department. He exercises general supervision and control over the officers and staff under his control including Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries and 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 over all charge of the Department.

B. Additional Secretary/Joint Secretary/Deputy Secretary

The Additional Secretary/Joint Secretary/Deputy Secretary will deal with cases relating to the subjects allotted to them 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 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 Secretaries

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

4. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

4.1 The Law Department, as a part of the Government Secretariat, follows the procedures 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.

4.2. 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/Additional 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.

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

5. NORMS SET FOR THE DISCHARGE OF FUNCTIONS

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

For the discharge of functions allocated to the Law Department, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed by a set of various Acts, 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 Services Rules
- v) Fundamental Rules.

6. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

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

1. The business in the 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 Services Rules
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- 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 Codes are furnished below:-

- | | |
|--|---|
| 1. Name of the Rules:
Type of document | Tamil Nadu Government Business Rules and Secretariat Instructions.
These 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
Type 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
Type 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 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
Type of the Rules | Tamil Nadu State and subordinate Services Rules.
The rules are made under the proviso to |

- article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5. Name of the document
Type 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 governing the service conditions of members of State and Subordinate Services.
 6. Name of the Document
Type of the Rules
Tamil Nadu Government Servants Conduct 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.
 7. Name of the document
Type 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
Type of the Rules
Fundamental Rules.
The rules are made under the proviso to article 309 of the 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
Type of the document
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
Type of the Code
Tamil Nadu Account 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
Type 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 thereto.

7. DIRECTORY OF OFFICERS

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

Name	Designation	Phone No. (STD Code- 044)
Tvl/Tmt.		
1. Dr.G.Jayachandran	: Secretary to Government	25672920
2. R.Kathirvel	: Addl. Secretary to Government	25679282
3. S.S.Poovalingam	: Addl. Secretary to Government	25671025
4. A. Arunagiri	: Joint Secretary to Government	25670780
5. K. Kumaran	: Joint Secretary to Government	
6. C. Gopi Ravikumar	: Joint Secretary to Government	25670688
7. Keranappuch Joseph	: Deputy Secretary to Government	25670118
8. V. Karuppasamy	: Deputy Secretary to Government	25672068
9. Era. Mathivanan	: Deputy Secretary to Government	25670606
10.K.R. Loganathan	: Deputy Secretary to Government	25672849
11.M. Dharmaraj	: Deputy Secretary to Government	25678245
12.M.S.Pasupathy	: Deputy Secretary to Government	
13.S. George Alexandar	: Deputy Secretary to Government	
14.P. Sumathi	: Deputy Secretary to Government	
15. M.S. Ramesh	: Deputy Secretary to Government	
16. P. Anbucholan	: Under Secretary to Government	
17. I. Mangalaraj Immanuel	: Under Secretary to Government	

18. L.K. Vetrivel	: Under Secretary to Government
19. P. Thamarak Selvi	: Under Secretary to Government
20. Selvi..S. Kamalappoomathi	: Under Secretary to Government
21 K. Mohan	: Under Secretary to Government
22. B. Julia Shanthi	: Under Secretary to Government
23. M Jawahar	: Under Secretary to Government
24. S. Komala	: Under Secretary to Government

Tamil Cell

1. G. Rajamannar : Asst. Director

Directorate of Legal Studies:

Head of Department

Dr. S. Narayanaperumal : Director of Legal Studies, (i/c) 25321394
Purasavalkam High Road,
Kilpauk, Chennai-600010.

Law University:

Prof. Murugavel : Vice Chancellor,
Tamil Nadu Law School,
Camp Office, Farm office
Anbil Dharmalingam Agricultural College and
Research Institute, Navalur, Kuttapattu Village,
Tiruchirappalli – 620 009.
E.Mail : Professormurugavel@gmail.com
Mobile: 9444677003

**8. BUDGET ALLOCATION MADE FOR LAW DEPARTMENT
AND THE ORGANISATION UNDER ITS CONTROL**

(Under Section 4(i)(b)(xi) of Right to Information Act, 2005)

Budget Allocation – Demand No.33, Law Department 2012-2013.

(Rs.in thousands)

1.	Law Department	5,67,28
2.	Directorate of Legal Studies	10,37,93
3.	State Official Language (Legislation) Commission	38,26
4.	Tamil Nadu Dr. Ambedkar Law University	1,22,00
	TOTAL	17,65,47

**9. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD
BY THE LAW DEPARTMENT, REDUCED IN AN ELECTRONIC FORM**

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

The Public can obtain information about the functioning of the Law department and its administrative units in the following web sites.

i) Web site of Law Department

www.tn.gov.in

ii) Web site of Director of Legal Studies

www.tn.gov.in

iii) Web site of Tamil Nadu Dr.Ambedkar Law University

www.tn.gov.in

2) Important G.Os. and Policy Note 2005-06 of Law Department are available at

www.tn.gov.in

**10. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

(Under section 4(1)(b)(xv) of Right to Information Act, 2005.)

The Public can obtain with information through Notice Boards, newspapers, Web site, Exhibitions and other means of advertising.

**11. DESIGNATION AND OTHER PARTICULARS OF
PUBLIC INFORMATION OFFICERS**

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

LAW DEPARTMENT:

Public Information Officer:

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
Tr.M.Dharmaraj Deputy Secretary to Government (Per)	044	25672991	--	--	Deputy Secretary to Government, Law Department, Chennai - 9.

Appellate Authority:

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
Tr.K. Kumaran Joint Secretary to Government	044	25670780	--	--	Joint Secretary to Government, Law Department, Chennai-9.

DIRECTORATE OF LEGAL STUDIES:

Public Information Officer

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
Director Legal Studies	044	25321395	--	--	Purasavalkam High Road, Kilpauk, Chennai-600010

Appellate Authority:

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
Secretary to Government, Law department	044	25672920	--	--	Secretary to Government, Law Department, Secretariat, Chennai- 9.

Assistant Public Information Officers

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
Principal, Dr. Ambedkar Government Law College, Chennai.	044	25340907	--	--	Dr. Ambedkar Government Law College, Chennai
Principal, Government Law College, Madurai	0452	2533996	--	--	Government Law College, Madurai.
Principal, Government Law College, Trichy	0431	2420324	--	--	Government Law College, Tiruchi
Principal, Government Law College, Coimbatore	0422	2422454	--	--	Government Law College, Coimbatore
Principal, Government Law College, Tirunelveli	0462	2578382	--	--	Government Law College, Tirunelveli

TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY**Public Information Officer**

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
Public Relations Officer, Tamil Nadu Dr. Ambedkar Law University	044	24641212	--	--	The Tamil Nadu Dr. Ambedkar Law University, No.5, Greenways Road, Chennai- 28.

Assistant Public Information Officer

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
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Appellate Authority

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
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G. JAYACHANDRAN,
SECRETARY TO GOVERNMENT