

# **ANNA ADMINISTRATIVE STAFF COLLEGE**

**(Sponsored by Government of Tamil Nadu)**

**“MAHIZHAMPOO”, No. 163/1, P.S. KUMARASAMY RAJA SALAI  
(GREENWAYS ROAD), R.A. PURAM, CHENNAI – 600 028**

**Manual under Section 4(1)(b) of the Right to Information Act, 2005  
(Revised as on 23/05/2024)**

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### **RIGHT TO INFORMATION ACT, 2005**

Right to Information is among the fundamental rights of citizens of any democratically governed State. All the sections of the Right to Information Act, 2005 have come into force on the 12th October 2005. The aim of the Act is to promote transparency and accountability of the Government, by empowering the citizens to get information from the Government and making the Government duty bound to provide the required information.

## **Salient features of the Act**

The Act describes the obligation of the public authorities under Sec.4(1) which include maintaining, cataloguing and indexing of records in a manner which facilitates the availability of information to the public. Information of 17 kinds is to be published and updated every year. This is to facilitate easy availability of information to the public.

The full text of the Act can be browsed in <http://righttoinformation.gov.in>

The Office of the Director, Anna Administrative Staff College and Director General of Training, Chennai, is a 'Public Authority' within the purview of Right to Information Act.

## **I. The particulars of organization, functions & duties**

Anna Administrative Staff College (AASC) is registered as a Society under the Societies Registration Act, 1975. It is sponsored by the Government of Tamil Nadu. It started functioning from 1981. The composition of the Governing Committee is as follows:

1. Hon'ble Minister for Finance and Human Resources Management, Govt. of Tamil Nadu, Chennai-9	Chairman
2. Chief Secretary to Government Govt. of Tamil Nadu, Chennai-9	Vice Chairman
3. Secretary to Government Human Resources Management Department, Chennai – 9	Member
4. Additional Chief Secretary to Government Finance Department, Chennai – 9	Member
5. Joint Secretary to Government Government of India Department of Personnel and Training New Delhi	Member

6.	Additional Director Anna Administrative Staff College Chennai – 600 028		Member
7.	Tamil Nadu Mineral Limited		Donor Member
8	Small Industries Promotion Corporation of Tamil Nadu (SIPCOT)		Donor Member
9	The Director, Anna Administrative Staff College & Director General of Training		Member - Secretary

**The main objectives of AASC are:**

- To impart knowledge and skills to prospective and practising managers and administrators
- To assist in the application of management concepts and techniques through consultancy and extension services.
- To disseminate knowledge on management through seminars, conferences, journals, etc.
- To carry out research with a view to developing knowledge in management relevant to Indian conditions

**Activities**

- AASC offers training to officers of Government of Tamil Nadu, Government of India, other State Governments and Public Sector Undertakings in the areas of General Administration, Information Technology, Finance, Marketing, Behavioural Science, Personality Development, etc.
- AASC has a National Disaster Management Cell sponsored by the Government of India.
- AASC offers consultancy both for Indian and International bodies

## **II. Powers and duties of Officers and Employees**

Delegation of powers of Director, Administrative Officer and Finance and Accounts Officer  
(Res.No.20 of GC Meeting dt.12.10.87)

Additional Director (vide Proc. No.B4/627/2018, Dated 14.02.2019)

### **I.DIRECTOR**

1. Approval for training programmes / workshops / seminars and the course / participant's fee.
2. Approval for undertaking consultancy terms and cost.
3. Approval for collaboration with other institutions in the conduct of programmes / workshops/ seminars and the terms and cost.
4. Approval of Guest Faculty, fee in excess of standard rate, fee in the form of memento within the standard rate / exceeding the standard rate. Expenditure on cost of travel / accommodation / local trips / honorarium for resource personnel.
5. Sanction of Casual Leave, Earned Leave, Unearned Leave, on Medical Certificate, Unearned Leave on Private Affairs, Leave on Loss of Pay, surrender of earned leave, grant of increment, fixation of pay to Faculty Members, Administrative Officer and Finance and Accounts Officer. Commencement and declaration of completion of probation and regularisation of service of directly recruited faculty and officers.
6. Permission for the tours of the Faculty Members and officers / employees / resource personnel Approval of T.A. Bills of Faculty Members / Administrative Officer / Finance & Accounts Officer / Resource Personnel / GC Members outside Chennai city.
7. Sanction of Education, Festival, Handlooms, Khadi Advances, Pay, Transfer T.A. Tour Advance and other advances to Faculty Members, Finance & Accounts Officer and Administrative Officer.
8. Permitting Faculty Members to accept lectures as Guest Faculty in other institutions.
9. Sanction of medical claims in excess of the ceiling fixed in the service rules for all officers and staff and medical claims of Administrative Officer.
10. Appointment of employees (All categories)
11. Approval of selection of books, periodicals for the Library.
12. Approval for engagement of taxis.
13. Approval for release of Advertisement.
14. Sanction for investment of funds not required for immediate use.
15. Disciplinary action against officers and staff as outlined in the "Disciplinary Control and Appeal Rules" of the AASC.
16. Sanction of Leave Travel Concession to Faculty Members, Finance and Accounts Officer, Administrative Officer and other officers above the level of Programme Officer.
17. Approval of expenditure not delegated to the Administrative Officer.
18. Sanction of Conveyance Advance to the employees of AASC (Res.No.12 of GC Meeting held on 12.10.87).

19. Sanction of Education advance to the employees above the level of Programme Officer(Res.No.14 of GC Meeting dt.19.3.94)
20. Condemnation/write off of unserviceable articles as perannexure (Res.No.EC/11 Meeting dt.31.8.94)
21. Grant permission to the employees of AASC to acquire additional qualification , privately / through correspondence and to issue a Service Certificate to that effect to all the officers and staff of AASC (Res.No.EC/22 dt.31.8.94)
22. To award the medal / certificates to the Drivers of AASC (Res.No.EC/24 dt.31.8.94)
23. To create or revive any post based on exigencies but subject to placing the same before the next EC meeting (Res.No.EC/93 dt.22.3.96)
24. To sanction approval for maintenance and repairs of vehicle without ceiling limit (Resolution No. GC/398 dated 06.12.2011)

## **II. ADDITIONAL DIRECTOR**

### Administrative & Financial Powers

1. Sanction of Casual Leave, Earned Leave, Unearned Leave on Medical Certificate, Unearned Leave on Private Affairs, Leave on Loss of Pay, surrender of earned leave, grant of increment, fixation of pay to Faculty Members and officers. Commencement and declaration of completion of probation and regularization of service of directly recruited faculty and other officers.
2. Sanction of Education, Festival, Handlooms, Khadi, Pay, Transfer, T.A., Tour Advance and other advances to Faculty members and other officers.
3. Permitting Faculty members to accept lectures as Guest Faculty in other institutions.
4. Sanction of medical claims as per the ceiling fixed in the service rules for all officers above the level of Programme Officer.
5. Approval for engagement of taxis.
6. Sanction of Leave Travel Concession to Faculty members, Finance and Accounts Officer, Administrative Officer and other officers above the level of Programme Officer.
7. Sanction of Education advance to the employees above the level of Programme Officer (Res.No. 14 of GC Meeting held on 12.10.1987)
8. Sanction of bills for the purchase of books and periodicals including renewal of subscription of periodicals.
9. Sanction of repairs/ maintenance charges to the office building including electric installations.
10. Expenditure on sundry office expenses like washing and cleaning articles (Phenyl, soap), towel, flask, crockery, chalk piece, dusters etc.
11. Sanction for purchase and repairs of office equipments (typewriters, electronic stencil cutter, duplicating machines, plain paper copier, Xerox machine etc.), signing of service contracts and settlement of service charges for the office equipments.
12. Sanction for the purchase and repairs of audio visual equipments (Film projector, slide projector, overhead projector, Public Address system, T.V., VCR/ Audio/ Video cassettes), Water cooler and other equipments.
13. Sanction of purchase and repairs of furniture
14. Sanction for fuel, repair charges and spare parts, insurance charges/ taxes to the vehicles.
15. Sanction for the telephone and telex bills, including rent electricity charges and deposits
16. Sanction for expenditure on filling the franking machine and postage.
17. Sanction of expenditure on printing of call letters, brochures and course materials

18. Sanction of honorarium to the Guest faculty at the approved rate.
19. Sanction for refreshment charges, garlands and decoration for the meetings.
20. Approval for the photography charges.
21. Approval for the taxi charges
22. Payment of delegate fee and purchase of tickets to faculty members deputed for seminars, etc. for the deputations approved by the Director
23. Sanction of Advertisement charges
24. Refund of course fee, caution deposit and security deposit.
25. The Additional Director will restrict his/her sanction for recurring items of expenditure upto Rs.5,00,000/- (Rupees Five lakh only)
26. The cheques shall be signed by the Additional Director upto Rs.5,00,000/-.

#### General

1. The Additional Director, AASC / Additional Director General of Training will have power to sanction for purchase of capital equipment upto Rs.2,00,000/- (Rupees Two Lakh only) and for maintenance upto Rs,1,00,000 (Rupees One lakh only)
2. The sanctioning powers of the Additional Director General of Training is subject to the availability of budget allocation under the particular head of account.
3. The Additional Director, AIM / Additional Director General of Training will assist the Director, AASC & DGT in overall administration of the College and in conducting Training and regulating the funds of the College.
4. Any other works assigned by the Director, AASC & DGT.

### **III. ADMINISTRATIVE OFFICER:**

1. Sanction of C.L., E.L., Unearned Leave on Medical Certificate, Unearned Leave on Private Affairs, Leave on Loss of Pay, grant of increment, fixation of pay, commencement and declaration of probation, regularisation of services of all staff members upto including the level of Programme Officer, Settlement of Pension and leave salary contribution to the Faculty Members, Officers and staff members on deputation.
2. Settlement of medical claims to Faculty Members, Finance & Accounts Officer and other staffmembers
3. Sanction of Education, Festival, Handloom, Khadi, Pay, Transfer T.A., Tour T.A. advances and other advances to staff members upto and including the level of Programme Officer
4. Settlement of T.A. claims of all staff members upto and including the level of Programme Officer
5. Sanction of conveyance charge of Faculty Members, officers and staff members, over-time and batta claims of staff members and drivers
6. Appointment of casual labour in the absence of Office Assistant and Typist on daily wages basis.
7. Disciplinary action as per the "Discipline control and Appeal Rules" of the Anna Administrative Staff College.
8. Sanction for purchase of stationery articles, folders, certificate folder, covers, letter pads / calendars and other stationery articles and stores
  - 8(a). Expenditure on Sundry office expenses like washing and cleaning articles (Phenyl, soap), towel, flask, crockery, chalk piece, dusters, etc

9. Settlement of bills for the purchase of books and periodicals approved by the Director, including renewal of subscription of periodicals
10. Sanction for purchase and repairs of office equipments (typewriters, plain paper copier, xerox machine, etc.) signing of service contracts and settlement of service charges for the office equipments
11. Sanction for the purchase and repairs of audio visual equipments (film projector, slide projector, overhead projector, public address system, T.V., VCR / Audio / Video Cassettes) water cooler and other equipments
12. Sanction for purchase and repairs of furniture.
13. Sanction for fuel, repair charges and spare parts, insurance charges / taxes to the vehicles.
14. Sanction for the telephone bills, including rent, electricity charges and deposits.
15. Sanction for expenditure on filling the franking machine and postage.
16. Sanction of expenditure on printing of call letters, brochures and course materials.
17. Sanction of honorarium to the Guest Faculty at the approved rate.
18. Entering into contract for catering for the training programmes etc.
19. Settlement of catering charges for training programmes, PGDMC programme and Meetings.
20. Sanction for refreshment charges, garlands and decoration for the meetings.
21. Approval for the photography charges
22. Approval for the taxi charges.
23. Sanction for repairs/maintenance charges to the office building including electric installations.
24. Payment of delegate fee and purchase of tickets to faculty members deputed for seminars, etc. for the deputations approved by the Director
25. Sanction of Advertisement charges
26. Refund of course fee, caution deposit and security deposit
27. Physical verification of office stores, furniture, stationery, library books, equipments and machinery including audio visual equipments
28. Sanction of Leave Travel Concession to all employees upto the level of Programme Officer. Sanction of Conveyance advance upto the level of Programme Officer. (C.R.No.10/92 dt.3.12.92)
29. Sanction of Education Advance to employees upto and including the level of Programme Officer. (Res.No.14 of GC Meeting dt.19.394)
30. Condemnation/write off of unserviceable articles. (Res.No.EC/11 of EC Meeting dt.31.8.94)
31. To sanction approval for maintenance and repairs of vehicle upto Rs. 20,000/- per vehicle per year over and above the ceiling limit (Resolution No. GC/333 dated 29.9.2011)

**Note:** The Administrative Officer will restrict his sanction for recurring and non-recurring items of expenditure upto Rs.75,000/-.

#### **IV. FINANCE AND ACCOUNTS OFFICER**

1. Finance & Accounts Officer will exercise the powers delegated to the Administrative Officer in his absence.
2. Approval of salary bills and other bills upto a limit of Rs.2,50,000/-.



**III. The procedure followed in the decision making process – including channels of supervision and accountability**

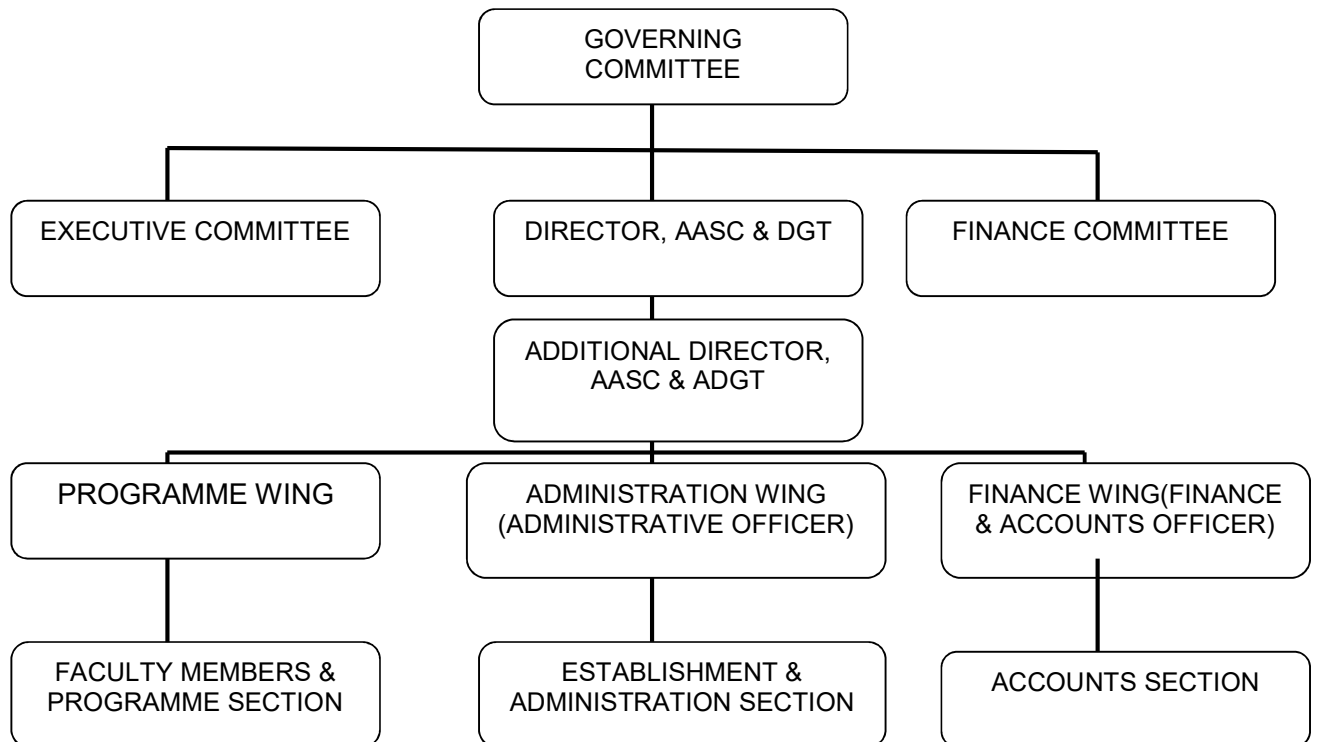
The highest decision making authority is the Governing Committee of the College, which functions as per the Memorandum and By-laws of the Society. The Governing Committee has two Sub-Committees namely the Executive Committee and the Finance Committee.

The Director is the overall in-charge of the day to day administration of the College and conduct of training as per the calendar of programmes. He is also the Member-Secretary of the Governing Committee.

The Administrative Officer is in-charge of Office Administration, Purchases, Motor Vehicles, Building maintenance, Auditorium, Guest house and hostel. He is empowered to accord financial sanction upto Rs.75,000/-. He has to operate bank accounts jointly with Finance and Accounts Officer.

The Finance and Accounts Officer is in-charge of preparing budget, maintaining the fixed deposits and bank accounts, cash transactions and watching the audit report every year. He has to operate bank account jointly with Administrative Officer.

The Organisation chart of the College is as follows:



#### **IV. The Norms set for the discharge of functions**

The Main function of the College is conducting training programmes. Every year a calendar of programmes is drawn up and programmes are conducted accordingly. In addition, based on the request from client organizations programmes are also conducted.

#### **V. The Rules, Regulations, Instructions, Manuals and Records held by it, under its control, or used by its employees for discharging its functions.**

Since Anna Administrative Staff College is registered under Societies Registration Act 1975, the basic Rules and Regulations are the Memorandum of Association and By-laws of the Society. Service Rules, Conduct Rules, Discipline Control & Appeal Rules regulate the staff. The Training Manual, Consultancy Manual, Finance and Accounts Manual are used to regulate the concerned activities.

#### **VI. Statement of the categories of documents that are held by it or under its control:**

Files, Registers, Books of accounts and records relating to Office General Administration

#### **VII. Particulars of any arrangement that exists for consultation with Or representation by the Members of the public in relation to the formulation of its policy or implementation thereof.**

Policy is formulated at Government level. The College is guided in its work by the Governing Committee headed by the Hon'ble Minister for Finance and Human Resources Management.

#### **VIII. State 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 the meetings of those Boards, Councils, Committees and other bodies are open to Public or the Minutes of such Meetings are accessible for public.**

Composition of the Governing Committee has been given under Section I. The composition of the Executive Committee and Finance Committee are as follows:

##### **Executive Committee**

1.	Chief Secretary to Government Govt. of Tamil Nadu, Chennai - 9	-Chairman
2.	Secretary to Government, Human Resources Management Department, Chennai - 9	- Member
3.	Additional Chief Secretary to Government Finance Department Chennai – 600 009	- Member
4.	Director Anna Administrative Staff College & Director General of Training Chennai - 600 028	- Member Secretary

## Finance Committee:

1.	Additional Chief Secretary to Government Finance Department Chennai – 9	- Chairman
2.	Secretary to Government Human Resources Management Department Chennai - 9	- Member
3.	Director, Anna Administrative Staff College & Director General of Training, Chennai – 600 028	- Member

Deliberations of the Governing Committee, Executive Committee and finance committee are purely administrative in nature and the minutes are not accessible by the Public.

## IX Directory of Officers & Employees

S.No.	Name TvI/Tmt	Designation	Telephone Nos.			
			Direct	PABX	Extn.	Fax
1.	Vikram Kapur, I,A.S.	Additional Chief Secretary/ Director, AASC & DGT	24951455	24937170 24938247 24610300	101	24937062
2.	R.Divakar	Additional Director, & ADGT			104	
3.	Dr.Arasu Sundaram	Professor			208	
4.	T.Murali	Administrative Officer			105	
5.	J.P.Jeya Kumar	Finance & Accounts Officer			106	
6.	A.Santhi	Faculty Member(IT)			209	
7.	R.Nandini	Programme Officer			120	
8.	AL.SV.Kumaran	PS to Director			103	
9.	S.Janani	Supdt (Admin Section)			108	
10.	R.Rameshwari	Supdt (A/c Section)			116	
11.	R.Geetha	Supdt (Estate Section)			107	
12.	K.Padmanabhan Pillai	Steno typist Gr.II			216	
13.	S.Selvakumar	Steno typist Gr.II				
14.	R.Chandrasekaran	Steno typist Gr.II			126	
15.	D.Solaiyappan	Steno typist Gr.II				
16.	N.Ganesan	Technical Asst. (Electrical)			109	
17.	D.Velayutham	Technical Asst. (Civil)				
18.	M.R.Veena	Library Assistant			349	
19.	K.Ramesh	Assistant				
20.	R.Manjula	Assistant				
21.	D.Devaki	Assistant				
22.	K.Ruthran	Jr.Assistant				
23.	P.Panneerselvam	S.G.Driver				
24.	S.Subramanian	Record Assistant				
25.	B.N.Srinivasa Rao	Record Clerk				
26.	S.Purushothaman	Office Assistant				
27.	R.Anbumani	Office Assistant				
<b>Regional Centre - Trichy</b>						
1.	S.Sathish Kumar	Asst.Accounts Officer				
2.	T.Santhana Krishnan	Junior Assistant				
<b>Regional Centre - Madurai</b>						
1.	V.M.Thirumalai	Junior Administrative Officer				
<b>Regional Centre - Salem</b>						
1.	S.Sankaralingam	Asst.Accounts Officer				

**X. The monthly remuneration received by each Officers and Employees, including the system of compensation as providing in it regulations.**

Monthly Remuneration received by Officers and Staff of AASC, with grade and pay scale.

S.No.	Name	Designation	Scale of pay
1.	Vikram Kapur, I,A.S.	Additional Chief Secretary/ Director, AASC & DGT	2,25,000 Level 17
2.	R.Divakar	Additional Director, & ADGT	61,900 - 1,96,700 Level 26
3.	Dr.Arasu Sundaram	Professor	1,44,200 – 2,18,200 Level 14 (UGC)
4.	T.Murali	Administrative Officer	56,100 – 1,77,500 Level 22
5.	J.P.Jeya Kumar	Finance & Accounts Officer	59,300 – 1,87,700 Level 25
6.	A.Santhi	Faculty Member(IT)	56,900 – 1,80,500 Level 23
7.	R.Nandini	Programme Officer	37,700 – 1,19,500 Level 20
8.	AL.SV.Kumaran	PS to Director	56,100 – 1,77,500 Level 22
9.	S.Janani	Supdt (Admin Section)	36,900 – 1,16,600 Level 18
10.	R.Rameshwari	Supdt (A/c Section)	36,900 – 1,16,600 Level 18
11.	R.Geetha	Supdt (Estate Section)	36,900 – 1,16,600 Level 18
12.	K.Padmanabhan Pillai	Steno typist Gr.II	35,400 – 1,12,400 Level 11
13.	S.Selvakumar	Steno typist Gr.II	35,400 – 1,12,400 Level 11
14.	R.Chandrasekaran	Steno typist Gr.II	35,400 – 1,12,400 Level 11
15.	D.Solaiyappan	Steno typist Gr.II	35,400 – 1,12,400 Level 11
16.	N.Ganesan	Technical Asst. (Electrical)	35,400 – 1,12,400 Level 11
17.	D.Velayutham	Technical Asst. (Civil)	35,400 – 1,12,400 Level 11
18.	M.R.Veena	Library Assistant	20,600 – 65,500 Level 10
19.	K.Ramesh	Assistant	20,600 – 65,500 Level 10
20.	R.Manjula	Assistant	20,600 – 65,500 Level 10
21.	D.Devaki	Assistant	20,600 – 65,500 Level 10
22.	K.Ruthran	Jr.Assistant	19,500 – 62,000 Level 8
23.	P.Panneerselvam	S.G.Driver	19,500 – 62,000 Level 8
24.	S.Subramanian	Record Assistant	19,500 – 62,000 Level 8
25.	B.N.Srinivasa Rao	Record Clerk	15,900 – 50,400 Level 2
26.	S.Purushothaman	Office Assistant	15,700 – 50,000 Level 1
27.	R.Anbumani	Office Assistant	15,700 – 50,000 Level 1
<b>Regional Centre - Trichy</b>			
1.	S.Sathish Kumar	Asst.Accounts Officer	37,700 – 1,19,500 Level 20
2.	T.Santhana Krishnan	Junior Assistant	19,500 – 62,000 Level 8

S.No.	Name	Designation	Scale of pay
<b>Regional Centre - Madurai</b>			
1.	V.M.Thirumalai	Junior Administrative Officer	56,100 – 1,77,500 Level 25
<b>Regional Centre - Salem</b>			
1.	S.Sankaralingam	Asst.Accounts Officer	37,700 – 1,19,500 Level 20

**XI. The Govt.of Tamil Nadu have allotted fund in the Budget Estimate for the year 2022-23 as Grants – in – Aid to Anna Administrative Staff College to meet out the Establishment and contingent expenditures and Training grants to Anna Administrative staff College for conducting training programmes at Chennai and four Regional Centres of Trichy, Salem, Madurai and Chengalpattu.**

**The details of budget allocation for the year 2023-24 under various head are as follows (BE)**

<b>Grants-in-Aid</b>	<b>- Rs.2,50,51,000</b>
<b>(Establishment &amp; Contingency)</b>	
<b>Training Grants</b>	<b>- Rs.2,57,74,000</b>
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	<b>Rs.5,08,25,000</b>
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**XII. Particulars of recipients of concessions, permits of authorizations granted by it.**

**XIII. NIL**

**XIV. Details in respect of the information available to or held by it, reduced in an electronic form.**

The Office of the Director, Anna Administrative Staff College and Director General of Training has a website, You may visit at <http://aasc.tn.gov.in>

No fee is charged to visit our above Portal or to down load or print the information contained therein.

**XV. The Particulars of facilities available to citizens for obtaining information including the working hours of a Library or reading room, if maintained for public use.**

The Library is meant only for Staff of the college and participants. It is not open to the public.

**XVI. The names, designations and other particulars of the Appellate Authority and Public information Officer.**

1. Thiru.T.Murali, Administrative Officer - Appellate Authority
2. Tmt.S.Janani Superintendent(Admin) - Public Information Officer

Address: The Additional Chief Secretary /Director,  
Anna Administrative Staff College and  
Director General of Training,  
"MAHIZHAMPOO", 163/1, P.S. Kumarasamy Raja Salai,  
(Greenways Road), R.A. Puram, Chenna – 600 028  
Phone: 24937170, 24938247, 24937590  
Fax: 24937062

**XVII. Such other information as may be prescribed**

More information about the college is available at <http://aasc.tn.gov.in>

Sd/x-x-x-dt.23.05.2024

ACS/Director, AASG & DGT

// forwarded by order //

Administrative Officer

*[Handwritten signature]*  
23/5/24

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