



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

**(Revised on 11-03-2022)
(Static)**

**Government of Tamil Nadu
Department of Human Resources Management,
Secretariat, Chennai-600 009**

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1. Introduction

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 Human Resources Management Department, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

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.

2. Particulars of organisation, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005

2.1. Objective / Purpose of the Department

To play an effective role in managing the Human Resources across the Government Departments, based on the recommendations of the Administrative Reforms Commission, chaired by Thiru. T.A. Varghese, I.C.S, the Personnel and Administrative Reforms Department was carved out from the Public Department on 6th November 1976.

An organisation stands tall, only through hard work and initiatives of its workforce for progressing towards targets to successfully achieve the purpose. Appropriately enduring the above concept then the personnel on the aspect of an organisation, now this department has renamed as Human Resources Management Department.

Human Resources Management Department comprises of the functions such as recruitment, training, development through motivation and regulations. All the organisations undertaking the above functions for Government Servants are acting under the jurisdiction of Human Resources Management Department. This department had two wings just like rail tracks running parallel towards a common destination, until it was merged as a single administrative unit of Human Resources Management Department vide G.O.Rt.No.2625, Public (Special.A) Department, dated.30.06.2021.

2.2 Organisation

This Department consists three wings under the administrative control of an IAS officer

- (i) Administrative wing
- (ii) Training Wing
- (iii) Vigilance Commission

This Department has following head of Department and constitutional bodies & etc., under administrative control of Human Resources Management Department

1. Tamil Nadu Public Service Commission
2. Tamil Nadu State Information Commission
3. Directorate of Vigilance and Anti-Corruption
4. Director General of Training
5. Tribunals for Disciplinary Proceedings, Chennai, Madurai, Coimbatore, Trichy, Nagarcoil, Thirunelveli.
6. Tamil Nadu Lokayukta

2.3 Functions

This Department functioning with an IAS officer, 9 Additional Secretaries / Joint Secretaries/ Deputy Secretaries, 14 Under Secretaries and 44 Sections.

Main functions of this department can be categorised into 4 divisions:-

- a) Statutory
- b) Administrative
- c) Advisory
- d) Training

a) Statutory functions

Custodian of following Service Acts, Rules, Regulations and Manuals

The organic link of Acts, Rules and Regulations with service delivery is very evident in the operational sphere of Government with large dimensions. Hence, administration of statutory and executive provisions are dynamic and non-negotiable to ensure regularity and uniformity in operations.

This Department administers the following Acts :-

- The Tamil Nadu Government Servants (Conditions of Service) Act, 2016 [Tamil Nadu Act No.14 of 2016];
- Tamil Nadu Lokayukta Act, 2018 (Tamil Nadu Act No.33/2018);

(b) Administrative functions

This department ensures adherence to Rules and Regulations relating to service and discipline as listed below in day to day administration of all units of Government Departments:-

- The Tamil Nadu Government Servants' Conduct Rules, 1973;
- The Fundamental Rules of the Tamil Nadu Government;
- The Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955;
- The Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955;
- Special Rules for the Tamil Nadu Ministerial Service;
- Special Rules for the Tamil Nadu Basic Service;
- Special Rules for the Tamil Nadu Secretariat Service;
- Special Rules for the Tamil Nadu General Service - Class XII and XII-A.
- Special Rules for the Tamil Nadu General Subordinate Service - Class XXII
- The Tamil Nadu Public Service Commission Regulations, 1954;
- The Tamil Nadu Right to Information (Fees) Rules, 2005;
- Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012;
- Tamil Nadu State Information Commission Service Rules, 2017;
- Tamil Nadu Lokayukta Rules, 2018.

Regulations

Tamil Nadu Public Service Commission Regulations, 1954

Manuals

Tamil Nadu Secretariat Office Manual (SOM)

Updating Rules and Regulations

With the overwhelming influence of globalisation, liberalisation and technological connect, normative reforms in terms of standardization, simplification of rules and regulations have become inevitable to promote transparency and accountability in operations and to maintain the Human Resources as an irreproachable work force. Relevant rules / regulations are

pruned, updated, revamped then and there to reduce ambiguities and reiterate the core values and goals of the organization in the mind of the employees.

(c) Advisory functions

To maintain uniformity in Government Services, departments of Secretariat consult the Human Resources Management Department on various issues including the following under the

Tamil Nadu Government Business Rules and Secretariat Instructions:-

- Estimation of vacancies and preparation of panels for various posts included in Tamil Nadu State Services and Tamil Nadu Secretariat Service;
- Providing guidance for regularisation of service and declaration of probation of Government employees;
- Providing clarifications in Fundamental Rules;
- Examination of proposals with regard to revision of seniority;
- Advise for framing and amending the Special / Adhoc Rules.
- Advise on issues relating to disciplinary matters against Government servants.

(d) Training

Training is a core activity of this department for improving the performance of Human Resources for day to day jobs and future roles and responsibilities.

The employees are imparted with different kinds of training to gain basic knowledge at inception, followed by value addition and competitive edge in select fields of their performance as below:-

- Foundational training to all Government Servants at entry level;
- Mandatory training to Government Servants in-service;
- Need based refresher training (RTI, e-Governance, Cyber Security, etc.);

The Department is also mandated to provide preparatory training for selection to different categories of posts in public services to the youth of Tamil Nadu to scale up their employability.

Administration of Head of Departments

Administrative issues of Tamil Nadu Public Service Commission (TNPSC) Tamil Nadu Information Commission (TNICS) Director of Vigilance and Anti-Corruption (DV&AC), Commissioner for Disciplinary Proceedings, Director General of Training and Tamil Nadu Lok Ayukta such as post sanction, fund allocation etc., are dealt by this department.

Reforms in Government Administration

This Department is carrying out various efforts to reform Government administration such as setting up of Administrative Reforms Committee and implementation of its recommendations, supporting implementation of e-Government initiative by suitably amending relevant rules.

Inspection of Departments

Inspection of the office of the heads of the Department and Departments of Secretariat-Excluding Law Department.

2.4 Duties

This department performs all the duties related to the subjects assigned in the TamilNadu Government Business Rules, 1978 and Secretariat Instructions.

3. Powers and duties of officers and employees under Section 4(1)(b)(ii) of Right to Information Act, 2005

3.1 Secretary to Government

The Secretary is the head of office, who is responsible for the careful observance of the Tamil Nadu Government Business Rules, 1978 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 matter should be dealt with in consultation with the Secretary who will be in overall charge of the Department.

3.2 Joint Secretary / Deputy Secretary to Government

The Joint Secretary / Deputy Secretary to Government will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Joint Secretary / Deputy Secretary also exercises control over the sections placed in her/his charge both in regard to despatch of business and in regard to discipline.

3.3 Under Secretary to Government

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

3.4 Section Officer

The Section Officer is in charge of a section of a Secretariat Department. He is assisted by a certain number of Assistant Section Officers who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistant Section Officer under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure. The training of the Assistant Section Officers under him is one of his principal functions. He must guide his Assistant Section Officers in all aspects of work and see that his Assistant Section Officers exercise in proper; discrimination in their work, e.g., they do not waste time and paper on needless noting or correspondence and that really emergent matters are given immediate attention. He will not merely supervise but will himself undertake to deal with the more difficult or important papers, taking such assistance from Assistant Section Officers as he may find necessary. He maintains discipline in the section and ensures conformance with the orders and instructions in force. The Section Officer shall mark routine files and currents to the Assistants attached to the Section.

3.5 Assistant Section Officer / Assistant

The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officer in their section work. The Assistants are expected to attend to routine items of work such as comparing, despatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders. The Assistants shall take care to process the routine files and routine currents which are marked to them and put up those files to the Section Officer directly.

4. 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, 1978 and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu Government Servants (Conditions of Service) Act 2016 and other Service Rules are also followed wherever applicable. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section officer, Under Secretaries and Deputy Secretary/Joint Secretary to the Secretary. If need be, other departments are consulted in accordance with the Tamil Nadu Government Business Rules, 1978 and Secretariat Instructions. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Tamil Nadu Government Business Rules, 1978 and Secretariat Instructions require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

For the discharge of functions allocated to the Human Resources Management Department the provisions contained in the “Secretariat Office Manual” are followed. The day to day administrative functioning is governed by various set of Service Acts and Rules and Instructions issued by the Government from time to time.

6. Acts, Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b)(v) of Right to Information Act, 2005

The business in the department is carried out with reference to the provisions contained in the following Acts, Rules and Regulations and Manuals.

- i Tamil Nadu Government Business Rules, 1978 and Secretariat Instructions.
 - ii. The Tamil Nadu Secretariat Office Manual.
 - iii Tamil Nadu Government Servants (Conditions of Service) Act, 2016
 - iv Tamil Nadu Appointment on Preferential Basis in the Services under the State of Persons Studied in Tamil Medium Act, 2010
 - v Tamil Nadu Civil Services (Discipline and Appeal) Rules
 - vi Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.
 - vii Tamil Nadu Government Servants Conduct Rules, 1973i
 - viii Fundamental Rules
- Relevant other department Special / Adhoc Rules for the cases under examination of this department

6.2 The details of the above listed Rules, Manuals and Acts are furnished below:-

1.	Name of the Rules:	Tamil Nadu Government Business Rules, 1978 and Secretariat Instructions.
	Type of the document:	The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	Name of the Manual:	The Tamil Nadu Secretariat Office Manual.
	Type of the document:	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.

3.	Name of the Act:	Tamil Nadu Government Servants (Conditions of service) Act 2016.
	Type of the Document:	This Act governs the service conditions of members of State and Subordinate Services.
4.	Name of the Act:	Tamil Nadu Appointment on Preferential Basis in the Services under the State of Persons Studied in Tamil Medium Act, 2010
	Type of the Document:	This Act stipulates the conditions for providing preference to those who have studied through Tamil Medium of Instruction.
5.	Name of the Rules:	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Document:	The rules are made under the proviso to article 309 of the Constitution of India in relation to the disciplinary proceedings, penalty and appeal against penalty imposed on the members of civil service of the State.
6.	Name of the Rules:	Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.
	Type of the Document	The rules are made under the proviso to Article 309 of the Constitution of India in relation to the disciplinary proceedings and appeal against penalty imposed on the members of civil Services of the State.
7.	Name of the Rules:	Tamil Nadu Government Servants Conduct Rules, 1973.
	Type of the Document:	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.
8.	Name of the Rules:	Fundamental Rules.
	Type of the document:	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 Act:	The Tamil Nadu Lokayukta Act 2018.
	Type of the document:	This act stipulates establishment of a body of Lokayukta for the State of Tamil Nadu to inquire into allegations of corruption against certain public servants and for matters connected therewith.
10.	Name of the Rule:	The Tamil Nadu Lokayukta Rules 2018
	Type of the Document	The Rules are made thereunder the powers conferred by Section 44 of the Tamil Nadu Lokayukta Act, 2018 in relation to the Selection and Condition of service of the chairperson and members of Lokayukta / Officers and Employees of Lokayukta, the mode of complaints and the disposals thereof.

The documents mentioned in items 1 to 10 above are available with the Assistant Director, Government Publication Sales Depot, Anna Salai, Chennai-2 for sale to the public on payment of cost and also in the Government website.

7. A statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of 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	Held by / under control of
1.	Policy Note	Contains the Policy pronouncements of the Department for the concerned year.	Available in Government website https://www.tn.gov.in/documents/dept/22	Human Resources Management (OPII)Department
2	Important Acts and Rules	Service Acts and Rules framed by Government related to this Department	Available on internet https://www.tn.gov.in	Human Resources Management Department
3.	Important G.Os. www.tn.gov.in	Issued by the Human Resources Management Department from time to time	Application to Public information Officer / Available in Government website. https://www.tn.gov.in	Human Resources Management Department

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

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, the representation received from the members of Public / Government Servants either directly or through the Chief Minister's Special Cell are dealt with by the officers dealing with the concerned subject.

There is also a common nodal officer appointed for the entire HRM Department for representing their grievances.

Nodal Officer: Under Secretary (OP) to Government HRM Department, Chennai-9. Phone Number (Office): 25665437

9. 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) of Right to information Act, 2005

The following are the committees constituted for the disposal of business of the training wing:-

- a. Monitoring Committee to review the follow up action on the pending audit reports and the explanatory notes to Public Accounts Committee in respect of Heads of Department concerned.

(Government Letter No.30571 /Trg.I/ 2003-3, P&A.R (Trg.I) Department, dated 8.4.2004.)

- b. Governing Committee constituted for the general superintendence, direction and control of the affairs of the Anna Institute of Management, Chennai.

(G.O.Ms.No.69, P&A.R (Trg.III) Department, dated 6.6.2005)

The meetings of these committees are not open to the Public and the minutes of such meetings are not accessible for Public.

- c. An Administrative Reforms Committees under the Chairmanship of Justice A.K.Rajan, Retd., Judge of Madras High Court with 10 members and one Member Secretary has been constituted in Tamil Nadu for ensuring corruption free and transparent administration and to go into the implementation of various aspects of the Right to Information Act, 2005.

(G.O.Ms.No.64, P & AR (AR-I) Department, dated 09.03.2007)

10. The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(1)(b)(xii) of Right to Information Act, 2005

--Not Applicable--

11. Particulars of recipients of concessions, permits or authorisations granted by it under section 4(1)(b)(xiii) of Right to Information Act, 2005

No concession or permit or authorization has been granted to the individuals or firms or companies in the Department.

12. Details in respect of the information available to or held by it, reduced in an electronic form under section 4(1)(b)(xiv) of Right to Information Act, 2005

12.1 Government Orders which are of interest to the public and Government Servants, Letters, Service Rules, etc., are fed into the Secretariat Network and also into the Tamil Nadu Government Website then and there.

12.2 All the instructions regarding the procedure for deputation of Government Servants for training / seminars / workshop within India / abroad.

13. Particulars of facilities available to citizens for obtaining information under section 4(1)(b)(xv) of Right to Information Act, 2005

This department does not have any Public Library or reading room for public use.