



**GOVERNMENT OF TAMIL NADU
PLANNING, DEVELOPMENT AND
SPECIAL INITIATIVES DEPARTMENT
MANUAL UNDER SECTION 4 (1) (b)
RIGHT TO INFORMATION ACT 2005.**

**PLANNING, DEVELOPMENT & SPECIAL
INITIATIVES DEPARTMENT**

GOVERNMENT OF TAMIL NADU

INTRODUCTION

Right to Information Act 2005 is an act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commission and for matters connected therewith or incidental thereto.

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

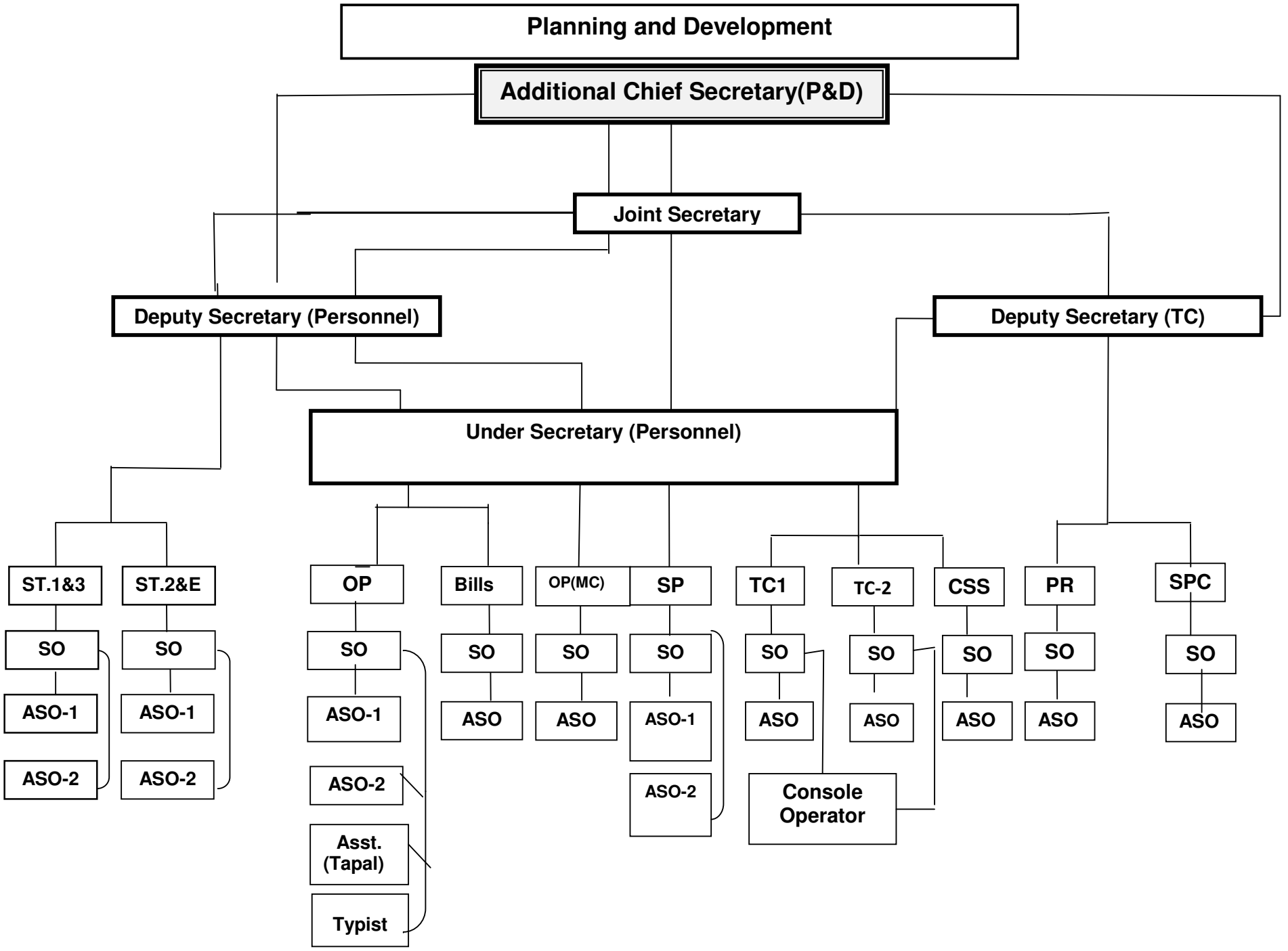
And whereas it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

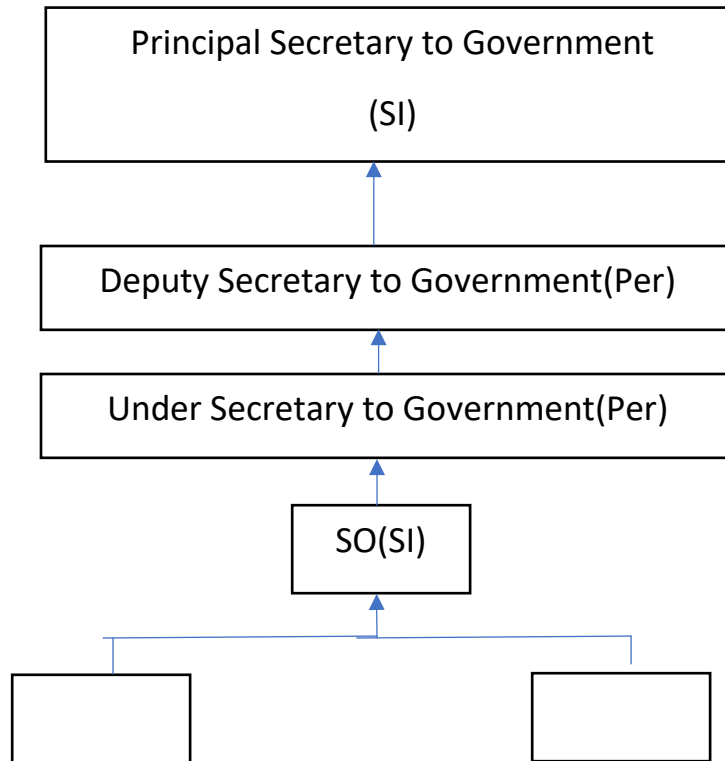
CHAPTER -2

Particulars of Organisation, Functions and Duties

The Planning Development and Special Initiatives Department is a unit in the Tamil Nadu Secretariat Organisation, in the Tamil Nadu Government. The Organisation setup of the Department is as follows:



Special Initiatives Department



The Functions and Duties of Planning, Development and Special Initiatives Department are:

- i. Preparation of long term strategic and medium term operational planning;
- ii. Co-ordination with the NITI Aayog;
- iii. Stewarding studies on formulation and implementation of specific programmes relating to land and water use and impact of changing environmental factors like pollution, global warming etc., through Tamil Nadu State Land Use Research Board;
- iv. Co-ordinating with all departments to focus State Government's efforts towards achieving the Sustainable Development Goals Agenda:2030 and monitoring of SDG;
- v. Assessment of development indicators and evaluation of major schemes and programmes;
- vi. State level co-ordination and monitoring of the Aspirational Districts programme;
- vii. Ensuring balanced growth and development among regions in economic and social indicators and monitoring the Implementation of the Programme under "State Balanced Growth Fund (SBGF)";
- viii. Recommending, administering and monitoring schemes under the Tamil Nadu Innovation Initiatives (TANII);
- ix. Promotion of Evidence Based Policy Making in Government;
- x. Oversee the preparation of District Development plans through District Planning Cells which function as supporting arms of the District Planning Committees;
- xi. Co-ordination of special and innovative projects involving several Government Departments;
- xii. Making arrangements for reviewing the progress of major infrastructure projects by the Chief Secretary;

- xiii. Implementation of Special Area Development Programme (SADP) from 2015-2016 under State fund, replacing the Hill Area Development Programme (HADP) and Western Ghats Development Programme (WGDP);
- xiv. Evaluation of development schemes, Centrally Sponsored Schemes and Externally Aided Projects through Evaluation and Applied Research Department;
- xv. Providing administrative support and facilitating the operations of the State Planning Commission, Department of Economics and Statistics and the Department of Evaluation and Applied Research;
- xvi. Collection and compilation of performance of various monitorable items and schemes implemented by departments and organisations under Twenty Point Programme;
- xvii. Collection, compilation and dissemination of statistical data from public and private data sources including State Income Estimates, Economic Census, Agricultural Census, Socio-Economic Surveys, Special Surveys, Elderly Panel Survey and Monthly Reports on the State's economy through Department of Economics and Statistics;
- xviii. Facilitating new and special projects like the Metro Rail Project under the Special Initiatives wing; and
- xix. Launching new Special Initiatives to expedite the progress of important infrastructure and development projects.

Powers and Duties of Officers and Employees

Planning and Development Department is headed by the Additional Chief Secretary and assisted by the Joint Secretary, Deputy Secretaries, Officer on Special Duty, Under Secretary, Section Officers and Assistant Section Officers.

Special Initiatives Department is headed by the Principal Secretary and assisted by Deputy Secretary, Under Secretary, Section officer and Assistant Section Officers.

The Business of Planning Development and Special Initiatives Department is divided into 12 Sections i.e. Office Procedure, OP Monitoring Cell Bills, Technical Cell-I, Technical Cell-2, State Plan, State Planning Commission, Statistics-1, Statistics-2 & Evaluation, Centrally Sponsored Scheme, Plan Review and Special Initiatives.

Additional Chief Secretary:- The Additional Chief Secretary is the official head of Planning and Development department and entrusted with taking efficient steps for the prompt dispatch of business with department.

Principal Secretary:- The Principal Secretary is the official head of Special Initiatives Department with the duty to take efficient steps for the prompt dispatch of business relating to Chennai Metro Rail Ltd (CMRL)

Joint Secretary, Deputy Secretaries and Officer on

Special Duty :

The duties of these officers are to assist the Additional Chief Secretary who shall, however, delegate sufficient responsibility and authority to them so that the work in the department is handled smoothly and efficiently. Policy matters and all important matters should be dealt with in consultation with the Additional Chief Secretary who will be in overall-charge of the department.

Under Secretary:- The functions of the Under Secretary is to control and supervise the sections placed with the Under Secretary by instructing them how to deal with papers, both generally and in individual cases and see that such instructions are carried out and that papers are properly handled. It is the duty of Under Secretary to check delay, superfluous noting and prolixity of language, whether in notes or drafts, and enforce the rigid observance of all rules in regard to such matters as the form and scope of office notes and drafts, the communication of copies of documents as enclosures, referencing, the citation of precedents and authorities, indexing the nature of records that should be printed, and the editing of matter for the Press.

Section Officer: - The Section Officer is responsible generally for the prompt, steady and efficient dispatch of work of the section. Section Officer is personally responsible to keep a watch over time-

marked references received in the section where final replies have to be sent or final orders issued before a particular date and take appropriate action to put up the cases to the officers in time. Section Officer must constantly examine the cases pending with Assistant Section Officers to see that they do not delay them and should advise Assistant Section Officers as to the manner in which they should deal with individual cases and should encourage them to come for advice whenever they have doubts. Section Officer should insist Assistant Section Officer to study the currents and begin to collect papers for reference immediately on their receipt. Section Officer should see that currents are put up quickly according to the nature of the urgency and that they are properly referenced.

Assistant Section Officer:- Assistant Section Officer should assist the Section Officer in all stages in dealing with a paper. They should study the currents immediately on receipt, collect papers without delay and put up notes and drafts. They are responsible for complete and accurate referencing and for the proper arrangement of a case. They should assist the Section Officer when dealing with cases by procuring previous papers etc.

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

In the discharging functions, the Department is using the following Rules, Manuals and the records.

1. The Secretariat Office Manual.
2. The Government Business Rules.
3. Fundamental Rules issued by the Human Resources Management Department.
4. General State Subordinate Service Rules.
5. Tamil Nadu Government (CC & A) Rules.
6. Tamil Nadu Vigilance Manuals.
7. All Manuals, Rules and instructions issued by the Human Resources Management Department, Finance and Law Departments.

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

Formulation of Policy

SI.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
		Nil	

Implementation of Policy

SI.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
		Nil	

A statement of the categories of documents that are held by it or under its control

SI.N o.	Category of the document
1.	Government Order (MS)
2.	Government Order (1D,2D,3D)
3.	Government Order (Rt.)
4.	Letter
5.	U.O.Note
6.	Office Order
7.	Office Proceedings
8.	Endorsement
9.	D.O. Letter

A statement of boards, council, committees and other bodies constituted as its part

(Only State Level Steering Committees, Empowered Committees and Steering Committee at Official levels).

The Names, Designation and other particulars of the Public Information Officers

Name of the Public Authority:

Public Information Officer:

SI. No.	Name	Designation	STD Code	Phone No.		Address
				Office	Home	
	Tmt.D.Semanalini	Under Secretary to Government	044	2566 5190		Under Secretary to Government, Planning, Development and Special Initiatives Department, Chennai-9.

Department Appellate Authority:

SI. No.	Name	Designation	STD Code	Phone No.		Address
				Office	Home	
1.	Thiru K.R.Balasubramanian	Deputy Secretary to Government	044	2567 0450		Deputy Secretary to Government, Planning, Development and Special Initiatives Department, Chennai-9.

**Procedure followed in Decision Making
Process**

SI.No.	
Subject on which the decision is to be taken	
Guideline / Direction, if any	
Process of Execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	

Directory of Officers and Employees

Sl. No.	Name Thiru / Tmt	Designation	STD Code	Office
1	Vikram Kapur, I.A.S.,	Additional Chief Secretary to Government (P&D)	044	25674310
2.	Pradeep Yadav I.A.S.,	Principal Secretary to Government (FAC) (SI)	044	25675530
3.	B.Geetha	Joint Secretary to Government	044	25678830
4	K.R.Balasubramanian	Deputy Secretary to Government	044	25670450
5	G.Kaviarasan	Deputy Secretary to Government	044	25676334
6	V.P.Kayalvizhi	Officer on Special Duty	044	25670521
7	D.Semanalini	Under Secretary to Government	044	25665190
8	M.P.Dhanalakshmi	Sr.Principal Private Secretary	044	25674310
9	K.Iniyaselvi	Principal Private Secretary	044	25665530
10	S.Noble Shailendra	Senior Programmer	044	25665412
11	R.Muralidharan	Senior Programmer	044	25665412
12	D.Kannagi Prabhakar	Senior Programmer	044	25665412
13	M.Chithra	Section Officer	044	25665340
14	K.Kavitha	Section Officer	044	25665340
15	J.Swapna	Section Officer	044	25665448
16	V.Lakshminarasimhan	Section Officer	044	25665079
17	J.Kumaran	Section Officer	044	25665412
18	P.Anitha	Section Officer	044	25665340
19	R.Raman	Section Officer	044	25665412
20	R.Kootheswaran	Section Officer	044	25665340
21	S.Lakshmi	Section Officer	044	25665340
22	P.Prabhakar	Section Officer	044	25665079
23	S.Sathya	Section Officer	044	25665340
24	M.Sudarkodi Maran	Assistant Section Officer	044	25665448
25	S.Priya	Assistant Section Officer	044	25665448
26	S.Sivaguru	Assistant Section Officer	044	25665340
27	K.Shanthi	Assistant Section Officer	044	25665340
28	A.Kousalya	Assistant Section Officer	044	25665340
29	D.Mohana	Assistant Section Officer	044	25665340

30	R.Mohanasundari	Assistant Section Officer	044	25665412
31	P.Sulochana	Assistant Section Officer	044	25665412
32	V.Radhakrishnan	Assistant Section Officer	044	25665412
33	M.Maanvizhi	Assistant Section Officer	044	25665340
34	M.Latha	Assistant Section Officer	044	25665340
35	P.Malarvizhi	Assistant Section Officer	044	25665340
36	R.Rajasulochana	Assistant Section Officer	044	25665079
37	R.Jayaprakash	Junior Programmer	044	25665412
38	K.Shanthi	Junior Programmer	044	25665412
39	R.Jayalakshmi	Personal Assistant	044	25678830
40	A.Musthiri Banu	Personal Assistant	044	25665078
41	D.Cecil Senthil Kumar	Console Operator	044	25665340
42	R.Devi	Console Operator	044	25665412
43	S.Balamurugan	Assistant	044	25665340
44	S.Jayasree	Typist	044	25665340
45	K.Vasanthakasiammal	Typist	044	25665340
46	R.Tamil Thiru Narayanan	Record Assistant	044	25665448
47	C.Parameshwaran	Driver	044	25665078
48	Thiru.S.Shanmugasun daram	Office Assistant	044	25665412
49	Thiru.S.Pattabi	Office Assistant	044	25665544
50	Thiru.S.Deivasagayam	Office Assistant	044	25665340
51	Tmt.R.Vasantha	Office Assistant	044	25665412
52	Tmt.R.Tamilarasi	Office Assistant	044	25678830
53	Thiru.C.Selvaraj	Office Assistant	044	25665078

The Monthly Remuneration received by each of its Officers and Employees, including the system of compensation as provided in regulations

The monthly remuneration received by the Officers and Employees of this Department in the form of Pay and Allowances are decided by the Government based on the recommendations of Pay Commission constituted whenever considered necessary. The present details of the same are as given below:

Designation	Scale of Pay applicable to the post
Additional Chief Secretary to Government	Rs.2250000
Principal Secretary to Government	Rs.182200-224100
Joint Secretary to Government	Rs.123400-216300
Deputy Secretary to Government	Rs.61900-196700
Officer on Special Duty	Rs.61900-196700
Under Secretary to Government	Rs.59300-187700
Sr. Principal Private Secretary (Joint Secretary cadre)	Rs.123400-216300
Principal Private Secretary (Deputy Secretary cadre)	Rs.61900-196700
Senior Programmer	Rs.56100-177500
Section Officer	Rs.56100-177500
Private Secretary	Rs.56100-177500
Junior Programmer	Rs.37700-119500
Personal Assistant	Rs.36400-115700
Assistant Section Officer	Rs.36400-115700
Console Operator	Rs.35900-113500
Personal Clerk	Rs.20600-65500
Assistants	Rs.20000-63600
Typist	Rs.19500-62000
Driver	Rs.19500-62000
Record Assistant	Rs.19500-62000
Office Assistants	Rs.15700-50000

The Budget Allocated to each Agency

(Rs. in thousands)

Sl. No.	Head of the Department	Total Allocation (2021-2022)
1.	Secretariat	11,17,29
2.	Department of Economics and Statistics	89,43,50
3.	Evaluation and Applied Research Department	5,14,40
4.	State Planning Commission (Tamil Nadu)	131,72,32
5.	Hill Areas Development Programme	76,55,23
	Total	314,02,74

For other Public Authorities

SI.No.	Head	Proposed Budget	Sanctioned Budget	Amount released <i>I</i> disbursed (no. of instalments)

The Manner of Execution of Subsidy Programmes

SI.No. <i>I</i> Code	Beneficiary Name	Amount of Subsidy	Parent <i>I</i> Guardians	Criteria of Selection	Address			
					District	City	Town <i>I</i> Village	House No.
		Nil						

Particulars of Recipients of Concessions, permits or authorization granted by it

SI.No. <i>I</i> Code	Beneficiary Name	Validity Period	Parent <i>I</i> Guardians	Address			
				District	City	Town <i>I</i> Village	House No.
	Nil						

Norms set by it for the discharge of its functions

Nil

Information available in an electronic form

The information relating to Planning, Development and Special Initiatives Department is available in the common website of Government of Tamil Nadu viz www.tn.gov.in .

Particulars of the facilities available to citizens for obtaining information

Nil

Other Useful Information

Nil