



**PUBLIC WORKS DEPARTMENT**

**MANUAL UNDER**

**RIGHT TO INFORMATION ACT, 2005**



**RIGHT TO  
INFORMATION**

**Government of Tamil Nadu  
2024**

**PUBLIC WORKS DEPARTMENT**  
**SECRETARIAT, CHENNAI-9**

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**RIGHT TO INFORMATION ACT, 2005**  
**INFORMATION HAND – BOOK**

**CHAPTER-1**

**INTRODUCTION**

**1.1 Background, Objective and Purpose of this Hand – Book.**

The Right to Information Bill, 2005 as passed by the Houses of Parliament received the assent of the President of India on 15th June 2005 and thus the Right to Information Act, 2005 (Central Act 22 of 2005) has come into force.

The provisions of sub-section (1) of Section 4, sub section (1) and (2) of section 5, sections 2, 12, 13, 15, 16, 24, 27 and 28 of the Act came into force at once and the remaining provisions of the Act came into force on the 12th October 2005.

The Right to Information Act, 2005 (Central Act 22 of 2005) has been enacted to provide for setting out a practical regime of the 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 to provide information to citizens who desire to have it and contain corruption and to hold Government and their instrumentalities accountable to the governed keeping in mind the preservation of confidentiality of sensitive information.

**1.2. Intended users of this book.**

The Public, officers and Staff of organizations under the administrative control of Public Works Department will be the users of this Hand – Book.

### **1.3. Organisation of the Information.**

The organization of the information in this Hand-Book is given chapter-wise in the index.

### **1.4 Contact Persons:-**

The Public Information Officers i.e, the Section Officers and the Appellate Authority, i.e. Under Secretary to Government, Public Works Department, Secretariat, Chennai-9 shall be the contact person in the Secretariat for getting more information. List in the Annexure.

#### **A. Public Information Officer**

| <b>Sl. No.</b> | <b>Designation</b>                                  | <b>Appointed as</b>              | <b>Incharge of matters concerning</b>   |
|----------------|---|----------------------------------|---|
| <b>(1)</b>     | <b>(2)</b>  | <b>(3)</b>                       | <b>(4)</b>  |
| 1.             | Thiru. S. Balaji,<br>Section Officer<br>(G Section) | Public<br>Information<br>Officer | Maintenance and repairs of all existing (old) Government Buildings, Staff Quarters, Circuit Houses and Inspection Bungalows and provision of all amenities for those Buildings (both Civil and Electrical) – Scrutiny of Plans & Estimates for Maintenance and Repairs received from other departments – Works relating to Rain Water Harvesting, construction of compound walls, Settlement of Tenders to Building works, Procedure for registration and classification of contractors – Delegation of powers to Public Works Department officers in connection with execution works – Write off proposals – Budget of Buildings Organisation, Matters relating to Tamil Nadu Transparency in Tenders Act, 1998 and other rules framed there under etc., |

|    |   |                                  |   |
|----|---|----------------------------------|---|
| 2. | Tmt. C.Amudha,<br>Section Officer<br>(H Section)          | Public<br>Information<br>Officer | Land – Lease, Alienation, transfer, etc., of the land and buildings of PWD, Fixation of rent for the private buildings, Files relating to Right of Way/Tamil Nadu Telecom Infrastructure Policy – Beautification of Marina – All matters relating to the allotment of Public Works Department Quarters, Matters relating to allotment of 20% Public Works Department quota of Tamil Nadu Housing Board Quarters, General issues relating to clarification on fixation of rent for quarters etc.,  |
| 3. | Thiru K. Mohanraj<br>Section Officer<br>(Estt -I Section) | Public<br>Information<br>Officer | Establishment – Tamil Nadu Engineering Services – Preparation of Panel, Promotion, Transfer and postings of Chief Engineers, Superintending Engineers and Executive Engineers, and allied matters relating to the posts of Chief Engineers, Superintending Engineers, Executive Engineers and Assistant Executive Engineers- Establishment matters of Assistant Engineers and Junior Engineers – Combined issues of AEs/JEs of PWD – Initiation of disciplinary action arising out of Vigilance enquiries – Review of punishment imposed on disciplinary action initiated on Vigilance enquiries – All matters relating to Vigilance enquiries etc., - Departmental disciplinary action against officers belonging to the categories of Assistant Executive Engineer and above – Review of suspension in respect of cases dealt with under Rule 17(b) of T.N.C.S.(D&A) Rules – Consultation with TNPSC for its opinion in respect of disciplinary cases – Disciplinary cases against unauthorized absence and violation |

|    |   |                                  |   |
|----|---|----------------------------------|---|
|    |   |                                  | of Conduct Rules against Group A & B Officers of PWD – Appeal, Review against punishment orders arising out of Departmental disciplinary proceedings - Cases of compulsory retirement under F.R.56(d) in respect of A,B, C & D Officers of PWD – Retirement and Voluntary Retirement, Pension, Death-cum-Retirement Gratuity, Commutation of pension, G.P.F. / Contribution Pension, T.N. Health Benefit Fund, etc., in respect of Group A & B Officers – NOC to obtain passport and to go abroad for personal visit in respect of A& B Officers.   |
| 4. | Tmt. S. Chandra,<br>Section Officer<br>(Estt -II Section) | Public<br>Information<br>Officer | Matters relating to Compassionate ground appointments, Service matters of Administrative Officers, Service matters relating to Tamil Nadu Ministerial Service – Framing / Amendment to Special Rules /Adhoc Rules for T.N.E.S., T.N.E.S.S., Tamil Nadu Boiler Service and Tamil Nadu Architect Service – Permission to receive loans and purchase of vehicles by all categories under TNES, TNESS, T.N.Boiler service and Tamil Nadu Architect Service – Matters relating to Boilers Act – Residual works of bifurcation of Public Works Department – All matters relating to TNES, TNESS, Tamil Nadu Architect Service and Tamil Nadu Boiler Service other than establishment matters – Nominal Mustor Roll (N.M.R.) Employees regularization of service, Tamil Nadu Basic Service (Office Assistant, Watchman, Gardener and Contingent Employees) and regularization of Contingent Employees, Matters relating to Re-employment of Group A and B officers and fixation of honorarium, |

|    |  |                            |   |
|----|--|----------------------------|---|
|    |  |                            | All matters relating to Staff Training Institutes of PWD etc.,  |
| 5. | Thiru B. Ashok Kumar<br>Section Officer<br>(M Section) | Public Information Officer | All matters relating to Tamil Nadu Legislative Assembly Assurance Committee, Estimate Committee, House Committee and other Committees, Meetings of Committees constituted by other departments, Consolidation of general matters, R.T.I. petitions, Mudalvarin Mugavari Department petitions, Government of India petitions (P.G. portal), Legislative Assembly Questions, Government Assurances, Consolidation of Court cases, Monitoring and updating the stage of court cases in CCMS web portal, Consolidation and Updating the stage of Announcements in the website of Special Programme Implementation Department etc., Consolidation of matters relating to information received from Public (SC) Department - Consolidation of Accountant General Inspection Reports, Audit Paras, Reports of Comptroller & Auditor General of India, furnishing reply to the P.A.C. |
| 6. | Thiru. V. Padmanaban<br>Section Officer<br>(Y Section) | Public Information Officer | Allotment of Government Bungalows and Private Bungalows to Ministers, Speaker, Judges and other VIP's and provision of all amenities including sanction for structural alterations, Allotment of Public Works Department Buildings to Central and State Government Departments, Inspection Report of the Chief Engineers - Construction of new buildings for all Government Departments and Construction of Staff Quarters, Guest Houses and Circuit Houses (Civil and Electrical works) including the review of the progress of such construction works - Matters relating allegation  |



|    |  |                            |   |
|----|--|----------------------------|---|
|    |  |                            | regarding deficiency in standard of construction of buildings and Constitution of Committee in the matter, NABARD Schemes pertaining to Buildings wing etc.,  |
| 7. | Tmt. M. Shunmugakani,<br>Section Officer<br>(OP Section) | Public Information Officer | Service matters relating to all Officers and Staff, Pay fixation, increment, L.T.C. and encashment of E.L – Tamil Nadu Government Servants Conduct Rules – Disciplinary cases pertaining to staff, Sanction and continuance of posts, Retirement benefits of staff – Loans and Advances including House Building Advance and G.P.F. – Rent recovery – Office contingencies – Stationery – Medical Reimbursement, Motor vehicles procurement and maintenance, Distribution of subject, Accountant General's audit inspection etc., |

### **B. Appellate Authority**

| <b>Sl. No.</b> | <b>Designation</b>  | <b>Appointed as</b> | <b>Sections Allotted</b>                 | <b>Phone No.</b> |
|----------------|---|---------------------|--|------------------|
| <b>(1)</b>     | <b>(2)</b>  | <b>(3)</b>          | <b>(4)</b>                               | <b>(5)</b>       |
| 1.             | Thiru. P. Ravi,<br>Under Secretary to<br>Government (Estt.,)      | Appellate Authority | Establishment<br>I,II OP & H<br>Sections | 25675965         |
| 2.             | Tmt. S. Lakshmi,<br>Under Secretary to<br>Government<br>(Schemes) | Appellate Authority | G, M and Y<br>Sections                   | 25675154         |

### **1.5 Procedure and Fee Structure for getting Information**

[G.O.Ms.989, Public (Estt. & Leg.) Department, dated 07.10.2005]

(a) Every application for obtaining information under sub-section (1) of the section 6 of the Act shall be accompanied by an application fee of

Rs.10/-(Rupees Ten only) by way of cash or Demand Draft or Bankers Cheque or any other mode of remittance prescribed by the Government from time to time payable under the head of account

**“0075.00 Miscellaneous General Service-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 in the 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 the information under sub-section (1) of section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by Demand Draft or Bankers Cheque payable in the above head of account, at the following rates:-

- (i) Rupees two each page in A-4 or A-3 size paper created or copies.
- (ii) Actual charge or cost price of a copy in larger size paper;
- (iii) Actual cost of price for samples or models; and
- (iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each 60 minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7, the fee shall be charged by way against proper receipt or by Demand Draft or Bankers Cheque in the above head of account following rates-

- (i) for information to provide in diskette or floppy rupees fifty per diskette of floppy; and
- (ii) for information to provide in printed form, at the price fixed for publication.

Persons below the poverty line are exempted from the payment of fee mentioned in the above seeking information under the Right to Information Act, 2005. The list of persons below the poverty line approved by the Gram Panchayat and Local Bodies will be the basis for claiming the concessions, certified extract of the list will be sufficient to avail this concession.

## **Chapter II**

### **Particulars of organisations; functions and Duties.**

#### **2.1. Objects / purpose of the Public Authority.**

The Public Works Department functions under the control of Additional Chief Secretary to Government and deals with policy making on all matters concerning the Building organisations of the State.

#### **Brief History**

#### **2.2 Brief History of the Public Authority.**

The Tamil Nadu Public Works Department is the oldest parent technical departments which create Capital assets and developing infrastructure of the society for the betterment of the people since 1858.

More than thousands of Government buildings for Hospitals, Courts, Schools, Collectorates, Offices of various departments and monuments and memorials constructed by Public Works Department stand as testimony for Engineering expertise of the Public Works Department.

Public Works Department being a part of the growth of the Nation's economy is constantly striving to make innovations in the building material technology and construction activities for creating sound capital assets and paving a way for the sustainable development of the State.

#### **2.3. Duties/Main activities and list of services provided by the Public Authority.**

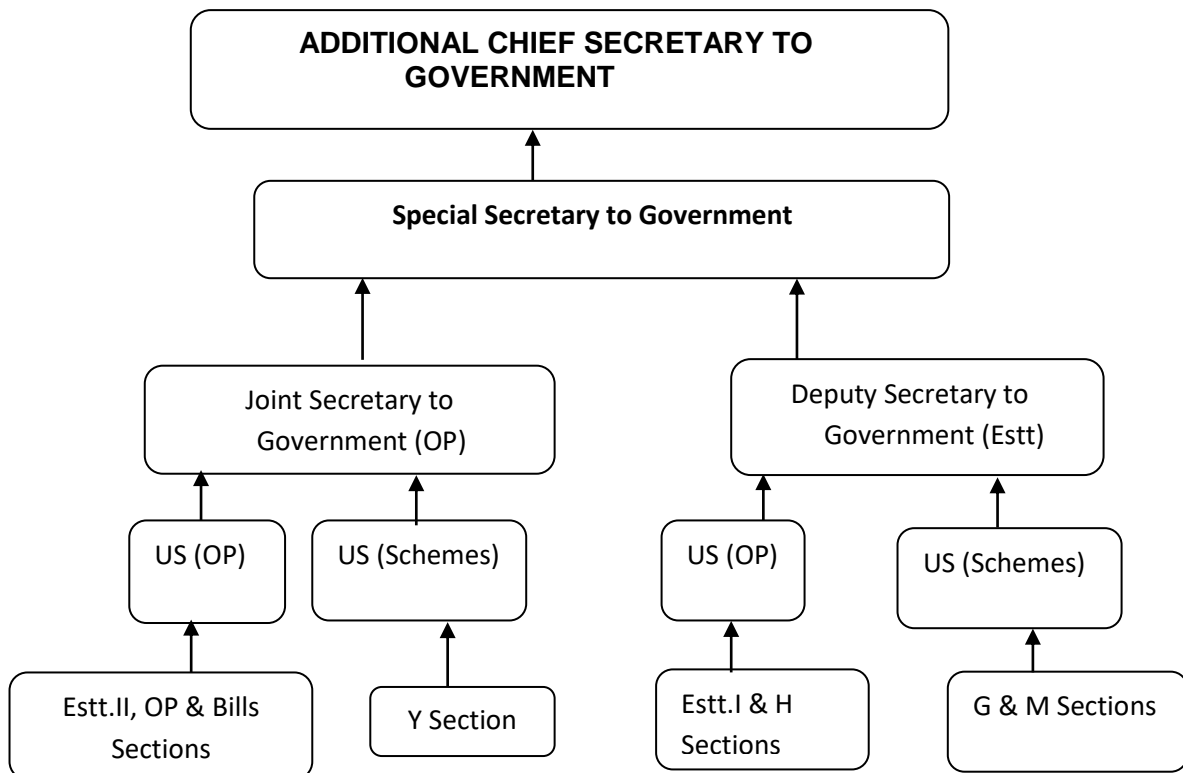
##### **Policy Making**

Sanction of Schemes entrusted to the Building Organisations. Revision of Codes applicable to Public Works Department. Evaluation of tender procedures. Allotment of Government quarters for VIP's and Government servants. Implementation of Indian Boiler's Act.

## **Establishment**

All service matters of Engineers from the level of Junior Engineer to Chief Engineer. Ministerial staff of the Public Works Department and others. Public Works Department Secretariat Staff.

### **2.4. Organisation Chart of Public Works Department, Secretariat**



### **Chapter III**

#### **3. Power and duties of Officers and Employees**

This Department is headed by the Additional Chief Secretary to Government of Tamil Nadu, who is a senior IAS Officer. The Additional Chief Secretary is the administrative head of the Department and principal advisor to the Minister in charge of Public Works on all matters of policy and administration relating to the Department. He is assisted by Special Secretary to Government, Joint Secretary, Deputy Secretary and two Under Secretaries. 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. This Department is responsible for formulation and execution of policies of the Government. The powers and duties of the Officers in the Department of Secretariat, are indicated below:

##### **A. Additional Chief Secretary to Government:**

The Secretary is the Official head of his Department. He is responsible for the observance of the Business Rules and Secretariat Instructions in the transaction of Business in the Department. He exercises general supervision and control over the staff under him including Special Secretary, Joint Secretary, Deputy Secretary and Under Secretary and is responsible for seeking that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters shall be dealt in consultation with the Secretary who will be the over-all in charge of the Department.

##### **B. Special Secretary, Joint Secretary and Deputy Secretary.**

The duties of these officers are to assist the Additional Chief Secretary to Government 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 shall be dealt with in consultation with the Secretary who will be the overall in charge of the department.

### **Under Secretary**

The functions of the Under Secretary are to control and supervise the sections placed in his charge. He will instruct 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.

### **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.

### **Assistant Section Officers, Assistants, Personal Clerks and Typists**

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 Officers in their section work.

The assistants are expected to attend to routine items of work such as comparing, dispatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders.

The typists are expected to type notes and drafts and to fair copy all communications to be dispatched. They will compare the matter typed by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises.

### **Private Secretaries, Personal Assistants and Personal Clerks**

The Private Secretaries, Personal Assistants and Personal Clerks do the shorthand work for the Additional Chief Secretary to Government or other officer, as the case may be and such other items of work as are entrusted to them.

Public Works Department, Secretariat consists of 8 Sections. The subject allocation among the section are as detailed below:-

### **Establishment - I**

#### **A.S.O. 1**

Establishment – Tamil Nadu Engineering Services – Preparation of Panel and allied matters relating to the posts of Chief Engineers, Superintending Engineers, Executive Engineers and Assistant Executive Engineers including maintenance of Personal Files of Chief Engineers, Executive Engineers, Assistant Executive Engineers, Head Draughting Officer, Assistant Radio Engineers, Research Officers, Officers of Tamil Nadu Boiler Service and Tamil Nadu Architect Service – Promotion, Transfer and postings of Chief Engineers, Superintending Engineers and Executive Engineers and allied matters such as pay fixation, rectifying anomaly of junior getting more pay than senior, Joining time, Grant of leave, Additional Charge Allowance, etc. - Establishment matters of Assistant Engineers and Junior Engineers – Combined issues of AEs/JEs of PWD – Service matters of Junior Architects and sanctioning of loan – Miscellaneous papers of the section.



**A.S.O. 2**

Vigilance cases in PWD – Initiation of disciplinary action arising out of Vigilance enquiries – Review of punishment imposed on disciplinary action initiated on Vigilance enquiries – All matters relating to Vigilance enquiries - Tribunal for Disciplinary Proceedings (TDP) cases, criminal prosecution – Review of suspension - Allegation petitions relating to all categories of officers and staff of PWD – Departmental disciplinary action against officers belonging to the categories of Assistant Executive Engineer and above – Review of suspension in respect of cases dealt with under Rule 17(b) of T.N.C.S.(D&A) Rules – Consultation with TNPSC for its opinion in respect of disciplinary cases - Disciplinary cases against unauthorized absence and violation of Conduct Rules against Group A& B officers of PWD – Appeal, Review against punishment orders arising out of Departmental disciplinary proceedings - Cases of compulsory retirement under F.R.56(d) in respect of A, B, C & D officers of PWD - Retirement and Voluntary Retirement, Pension, Death-cum-Retirement Gratuity, Commutation of pension, G.P.F. / Contribution Pension, T.N. Health Benefit Fund, etc., in respect of Group A & B Officers - NOC to obtain passport and to go abroad for personal visit in respect of A& B Officers - Condonation of delay in insuring the vehicle by Government servants above the level of A.E.E. upto Chief Engineers in PWD.

**Establishment- II****A.S.O. I**

Matters relating to Compassionate ground appointments – Service matters relating to Technical personnel under T.N.E.S.S. except J.E. - Recognition of education qualification for appointment in P.W.D. - Service matters of Administrative Officers of P.W.D. in Tamil Nadu General Service / Record Clerks in T.N. General Subordinate Service – Sanction of loans to the above categories – Service matters relating to Tamil Nadu Ministerial Service - All matters relating to Deputation of P.W.D. official

to all trainings – Deputation of PWD Engineers to other Govt. Departments – Framing / Amendment to Special Rules /Adhoc Rules for T.N.E.S., T.N.E.S.S., Tamil Nadu Boiler Service and Tamil Nadu Architect Service - Permission to receive loans and purchase of vehicles by all categories under TNES, TNESS, T.N.Boiler service and Tamil Nadu Architect Service – Matters relating to Boilers Act – Residual works of bifurcation of Public Works Department - All matters relating to TNES, TNESS, Tamil Nadu Architect Services and Tamil Nadu Boiler Service other than establishment matters - Miscellaneous papers of the section.

### **A.S.O. 2**

Nominal Mustor Roll (N.M.R.) Employees regularization of service – Erstwhile Work Charged Establishment – Tamil Nadu Basic Service (Office Assistant, Watchman, Gardener and contingent employees) and regularization of contingent employees - Establishment matters of Drivers - Payment of honorarium in arbitration disputes – Matters relating to Re-employment of Group A and B officers and fixation of honorarium – Permission to Group A & B officers to undertake tours outside State for all purposes – Nomination of members of PWD Engineers to various committees attached to ISI – Terminal benefits to PWD engineers absorbed in Statutory bodies / Corporation – Tamil Nadu Spl. Provident Fund –cum-Gratuity scheme – Review of periodicals in respect of pension matters – All matters relating to Staff Training Institutes of P.W.D – Establishment matters not specifically allotted to Establishment Sections.

### **G Section**

#### **A.S.O. 1**

Buildings – Maintenance and repairs of all existing (old) Government Buildings, Staff Quarters, Circuit Houses and Inspection Bungalows and provision of all amenities for those Buildings (both Civil and Electrical) –

Scrutiny of Plans & Estimates for Maintenance and Repairs received from other departments – Works relating to Rain Water Harvesting, construction of compound walls – Provision of computers, vehicles and telephones – LAQs, Assurance, Audit Report, PAC, Court cases arising out of the above subjects including sanction of fees to Law Officers – Administrative Report relating to Public Works Department – Sanction of staff, Temporary continuance and permanent retention of staff of P.W.D. – Miscellaneous papers relating to the section.

### **A.S.O. 2**

Tenders – Settlement of Tenders to Building works – General matters relating to EMD, Security Deposits, Centage charges including Banning of business dealing with the contractors – Procedure for registration and classification of contractors – Approval of Survey Report of all Government Buildings – Delegation of powers to Public Works Department officers in connection with execution works – Amendment to P.W.D. Code – LAQs, Assurance, Audit Report, PAC, Court cases arising out of the above subjects including sanction of fee to Law Officers – Write off proposals – Budget of Buildings Organisation – Proposals relating to deviation of codal provisions and other tender conditions – Matters relating to Tamil Nadu Transparency in Tenders Act, 1998 and other rules framed thereunder – Revision of schedule of Rates.

### **H Section**

#### **A.S.O. 1**

Land – Lease, Alienation, transfer, etc., of the land and buildings of P.W.D. and LAQs, Assurances, Audit Report, PAC and Court cases arising thereto including sanction of fees to Law Officers – Files from other departments for Fixation of rent for the private buildings taken on rent to accommodate the offices of State Government Departments – Files

relating to Right of Way/Tamil Nadu Telecom Infrastructure Policy - Beautification of Marina - Miscellaneous papers of the section.

### **A.S.O. 2**

Public Works Department Government Staff Rental Quarters – All matters relating to the allotment of Public Works Department Quarters in Tod hunter Nagar, Saidapet, Chennai – Matters relating to allotment of 20% Public Works Department quota of Tamil Nadu Housing Board Quarters – General issues relating to clarification on fixation of rent for quarters other than those under the control of Public Works Department – LAQs, Assurance, Audit Report, PAC, Court cases arising out of the above subjects including sanction of fees to Law Officers.

### **M Section**

#### **A.S.O. 1**

All matters relating to Tamil Nadu Legislative Assembly Assurance Committee, Estimate Committee, House Committee and other committees and files relating to meetings of those committees except Public Accounts Committee – Submission of files relating to All Secretaries Meeting, Collectors and Police Officers Conference, Review meetings convened by Hon'ble Chief Minister, Hon'ble Minister (Public Works) and Secretary with the Heads of Department and follow up action – Meetings of Committees constituted by other departments - Consolidation of general matters, R.T.I. petitions, Mudalvarin Mugavari Department petitions, Government of India petitions (P.G. portal), Legislative Assembly Questions, Government Assurances, etc., - General matters not specifically allotted to any other sections – Miscellaneous papers of the section.

**A.S.O. 2**

Court Cases Monitoring System (CCMS) – Consolidation of court cases – Monitoring and updating the stage of court cases in CCMS web portal – Consolidation and Updating the stage of Announcements in the website of Special Programme Implementation Department - e-Governance matters relating to PWD - Consolidation of matters relating to information received from Public (SC) Department – Consolidation of Accountant General Inspection Reports, Audit Paras, Reports of Comptroller & Auditor General of India, furnishing reply to the P.A.C. , submitting files relating to P.A.C. meeting, audit entry and exit conferences, etc.

**O.P. Section:****A.S.O.**

Service matters relating to all officers and staff of the department – Pay fixation, increment, L.T.C. and encashment of E.L. in respect of staff from Office Assistants to Section Officers – Tamil Nadu Government Servants Conduct Rules - Disciplinary cases pertaining to staff – Sanction and continuance of posts – Personal files of all officers and staff – Maintenance of record sheet of staff – Acting arrangement – Budget of PWD Secretariat – Distribution of subject – Retirement benefits of staff – Loans and Advances including House Building Advance and G.P.F. – Rent recovery – Office contingencies – Stationery - Medical Reimbursement – Telephones – Computers – Furniture – Accommodation of the department – Book, Publications and News papers – Destruction of records – Office inspection of PWD Secretariat – Business statement – Periodicals – Attendance and Holiday Turn arrangement of staff – Issue of uniform, shoes, etc. - Granting of permission - Motor vehicles procurement and maintenance – Issue of bus pass to Drivers – Accountant General’s audit inspection in PWD Secretariat – Miscellaneous papers of the section.

## **Y Section**

### **A.S.O. 1**

Allotment of Government Bungalows and Private Bungalows to Ministers, Speaker, Judges and other VIP's and provision of all amenities including sanction for structural alterations – Allotment of Public Works Department Buildings to Central and State Government Departments for office accommodation and matters relating thereto such as rentals, taxes and electricity charges, etc. – LAQ's, Assurances, Audit Report, PAC and court cases arising out of the above subjects including sanction of fees to Law Officers – Programme of inspection of Public Works Department Circle Offices by Chief Engineers of all Branches of Public Works Department – Inspection Report of the Chief Engineers of Public Works Department – Scrutiny of files of other departments regarding Approval of Estimates (Civil and Electrical Works) relating to the visit of Hon'ble Chief Minister and other VVIP's, State Government Functions, Election related arrangements, etc. – Erection of stall in Trade Fairs, arrangement of floats for PWD in Republic Day parade function and allied subject matters - Miscellaneous papers of the section.

### **A.S.O. 2**

Construction of new buildings for all Government Departments and construction of staff Quarters, Guest Houses and Circuit houses (Civil and Electrical works) including the review of the progress of such construction works – Matters relating allegation regarding deficiency in standard of construction of buildings and constitution of committee in the matter - All matter relating to Technical Committee on RAS – Additional quantity works and Revised Administrative Sanction relating to all Government Buildings – LAQs, Assurance, Audit Report, PAC and Court cases arising out of the above subjects including sanction of fees to Law Officers – NABARD Schemes pertaining to Buildings wing.

## **CHAPTER IV**

### **Procedure followed in decision making process**

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 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/ Special Secretary and Additional Chief Secretary to Government. 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.

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

## **CHAPTER – V**

### **Norms set for the discharge of functions (Under Section 4(1) (b) (iv) of RTI Act 2005)**

For the discharge of functions allocated to the Public Works Department, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

1. Secretariat Office Manual.
2. The Tamil Nadu Government Business Rules and Secretariat Instructions.
3. The Tamil Nadu Government Servants conduct Rules, 1973.
4. Tamil Nadu State and Subordinate Service Rules
5. Fundamental Rules.



**CHAPTER – VI****Rules, Regulations, Instructions, Manuals and records for discharging functions (Under Section 4(1) (b) (v) of RTI Act 2005)**

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

- i) Tamil Nadu Government Business Rules & Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office Manual.
- iii) Tamil Nadu State and Subordinate Service Rules.
- iv) Tamil Nadu Civil Services (Discipline and Appeal) Rules.
- v) Tamil Nadu Government Servants, Conduct Rules, 1973.
- vi) Tamil Nadu Pension Rules.
- vii) Fundamental Rules of Government of Tamil Nadu.
- viii) Tamil Nadu Financial Code.
- ix) Tamil Nadu Account Code.
- x) Tamil Nadu Engineering Service Rules.
- xi) Tamil Nadu Engineering Subordinate Service Rules.
- xii) Tamil Nadu Architect Service Rules.
- xiii) Tamil Nadu Boiler Service Rules.
- xiv) Tamil Nadu Public Works Department Code.

The documents are available with the Director of Stationery and Printing for sale to the public on payment of cost.

**CHAPTER – VII****Statement of categories of documents that are held by Public Works Department under its control (Under Section 4(1) (b) (vi) of RTI Act 2005)**

The following documents are held under the control of this department.

1. Policy Note
2. Citizen Charter
3. Government Orders issued by this department
4. Government Letters issued by this department

The item 1 is available in the website <http://www.tn.gov.in/department/>

The rest of the documents will be available by requisition. Public interested Government Orders are available in the website <http://www.tn.gov.in>

**CHAPTER – VIII****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 RTI Act 2005)**

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At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. The suggestions and views on policy matters and programmes received from the public / non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations / observations made by the Public Accounts Committee/ Public Undertakings Committee/ Assurance Committee/ Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

## **CHAPTER – IX**

**A statement 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 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 RTI Act 2005)**

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At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. The suggestions and views on policy matters and programmes received from the public / non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations / observations made by the Public Accounts Committee / Public Undertakings Committee/ Assurance Committee / Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

Information on Boards, Council, Committee and other Bodies constituted as its part For taking quick decision on tender proposals, a Tender Award Committee has been formed with the following members:-

- |  |   |          |
|--|---|----------|
| 1. Engineer-in-Chief                     | - | Chairman |
| 2. Chief Engineer (Buildings)            | - | Member.  |
| 3. Chief Engineer (Chennai Region)       | - | Member.  |
| 4. A representative of Finance Secretary | - | Member   |

So also, for finalization of standard schedule of rates, a Committee has been formed with the Engineer-in-Chief and Chief Engineer (General), Chief Engineer (Designs, Research and Construction Support) and representative from Finance Department as Members.

**CHAPTER – X****Directory of Officers and Employees****(Under Section 4(1) (b) (ix) of RTI Act 2005)**

| <b>Sl. No.</b> | <b>Designation</b>   | <b>Phone No.</b> |
|----------------|--|------------------|
| <b>(1)</b>     | <b>(2)</b>   | <b>(3)</b>       |
| <b>1.</b>      | Thiru Mangat Ram Sharma, I.A.S.,<br>Additional Chief Secretary to Government | <b>25673040</b>  |
| <b>2.</b>      | Thiru A. Michael George,<br>Special Secretary to Government                  | <b>25672544</b>  |
| <b>3.</b>      | Thiru. P.K. Ramesh,<br>Joint Secretary to Government                         | <b>25670786</b>  |
| <b>4.</b>      | Tmt. K. Latha,<br>Deputy Secretary to Government                             | <b>25679476</b>  |
| <b>5.</b>      | Thiru. P. Ravi,<br>Under Secretary to Government                             | <b>5965</b>      |
| <b>6.</b>      | Tmt. S. Lakshmi,<br>Under Secretary to Government                            | <b>5154</b>      |

**Monthly remuneration received by each of the officers and Employees including the system of compensation as provided in the regulation**  
**(Under Section 4(1) (b) (ix) of RTI Act 2005)**

| <b>S. No.</b> | <b>Designation</b>                       | <b>Level</b> | <b>Scale of Pay</b>    |
|---------------|--|--------------|------------------------|
| 1.            | Additional Chief Secretary to Government | Level 32     | Rs.1,28,900 – 2,61,000 |
| 2.            | Special Secretary to Government          | Level 31     | Rs. 1,25,200- 2,54,800 |
| 3.            | Joint Secretary to Government            | Level 29     | Rs. 1,23,400- 2,50,800 |
| 4.            | Deputy Secretary to Government           | Level 26     | Rs.61,900 – 2,28,100   |
| 5.            | Under Secretary to Government            | Level 25     | Rs. 59,300- 2,17,600   |
| 6.            | Senior Private Secretary                 | Level 25     | Rs. 59,300-2,17,600    |
| 7.            | Section Officer                          | Level 22     | Rs. 56,100-2,05,700    |
| 8.            | Private Secretary                        | Level 22     | Rs. 56,100-2,05,700    |
| 9.            | Assistant Section Officer                | Level 16     | Rs. 36,400-1,34,200    |
| 10.           | Personal Assistant                       | Level 16     | Rs. 36,400-1,34,200    |
| 11.           | Senior Personal Clerk                    | Level 11     | Rs. 35,400-1,30,400    |
| 12.           | Senior Typist                            | Level 11     | Rs. 35,400-1,30,400    |
| 13.           | Personal Clerk                           | Level 10     | Rs.20,600 – 75,900     |
| 14.           | Assistant                                | Level 9      | Rs. 20,000 - 73,700    |
| 15.           | Typist                                   | Level 8      | Rs.19,500 – 71,900     |
| 16.           | Record Assistant                         | Level 8      | Rs.19,500 – 71,900     |
| 17.           | Record Clerk                             | Level 2      | Rs.15,900 – 58,500     |
| 18.           | Office Assistant                         | Level 1      | Rs.15,700 - 58,100     |
| 19.           | Driver                                   | Level 8      | Rs.19,500-71,900       |

**CHAPTER – XI****BUDGET ALLOCATION MADE FOR PUBLIC WORKS DEPARTMENT IN BE 2024-25****(Under Section 4(1) (b) (xi) of RTI Act 2005)****Budget allocation – Demand No. 39, Public Works Department 2024-2025****Demand No.39 Public Works Department**

| 2024 - 2025 வரவு செலவுத் திட்ட மதிப்பீடு<br>BUDGET ESTIMATE 2024-2025<br>ரூபாய் ஆயிரத்தில் (தொகு மொத்தம்) Rupees in Thousands (Gross) |        |  |         |           |             |       |             |
|---|--------|--|---------|-----------|-------------|-------|-------------|
|   |        | Head of Department                         |         | Revenue   | Capital     | Loan  | Total       |
| 1   | 039 01 | <b>பொதுப் பணித் துறை - தலைமைச் செயலகம்</b> | Charged | 1         | ...         | ...   | 1           |
|   |        | Public Works Department - Secretariat      | Voted   | 7,05,95   | ...         | 50,00 | 7,55,95     |
| 2   | 039 02 | <b>பொதுப் பணிகள் - கட்டிடங்கள்</b>         |         |           |             |       |             |
|   |        | Public Works - Buildings                   | Voted   | 427,67,23 | 1,360,34,57 | ...   | 1,788,01,80 |
|   |        | <b>மொத்தம்</b>                             | Charged | 1         | ...         | ...   | 1           |
|   |        | <b>TOTAL</b>                               | Voted   | 434,73,18 | 1,360,34,57 | 50,00 | 1,795,57,75 |

**CHAPTER XII****Particulars of the facilities available to citizens for obtaining information (Section 4(1)(b)(xv))**

The Public can obtain information of the department in the following website.

1. Website of the Public Works Department
2. Important Government Orders and Policy Note of Public Works Department are available at [www.tn.gov.in](http://www.tn.gov.in)



**CHAPTER XIII****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 RTI Act 2005)**

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Under this Department there are 1048 Quarters in Tod hunter Nagar covering all types of quarters for allotment to Government Servants. Out of this 20% reservation has been made for the staff of Public Works Department, Secretariat and the staff under Chief Engineer (General), Public Works Department, Chepauk by taking into account the length of service put in by each of the applicants.

**CHAPTER – XIV****Particulars of recipients of concessions, permits or authorizations  
granted by it  
(Under Section 4(1) (b) (xiii) of RTI Act 2005)**

Particulars of Recipients of Concessions, permits or authorization granted by it. No concession, permits and authorization are granted to the Public in this Department.

**CHAPTER – XV**

**Details in respect of the information available to or held by it,  
reduced in an electronic form  
(Under Section 4(1) (b) (xiv) of RTI Act 2005)**

Website of Government of Tamil Nadu - <http://www.tn.gov.in>.  
Website of EIC

**CHAPTER – XVI**

**Publish all relevant facts while formulating important policies or  
announcing the decisions which affect public  
(Under Section 4(1) (c) of RTI Act, 2005)**

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**CHAPTER – XVII**

**Provide reasons for its administrative or quasi-judicial decisions  
to affected persons  
(Under Section 4 (1) (d) of RTI Act 2005)**

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**CHAPTER – XVIII**

**Such other information as may be prescribed  
(Under Section 4 (i) (b) (xvii) of RTI Act 2005)**

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