



PUBLIC WORKS DEPARTMENT

MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

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Government of Tamil Nadu
2014

PUBLIC WORKS DEPARTMENT
SECRETARIAT, CHENNAI-9.
RIGHT TO INFORMATION ACT, 2005
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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 Under Secretaries to Government, the Appellate Authority, i.e. Joint Secretary/ Deputy Secretary to Government, Public Works Department, Secretariat, Chennai-9 shall be the contact person in the Secretariat.

A. Public Information Officer**(As on 1-8-2014)**

Sl. No	Designation	Appointed as	Incharge of matters concerning	Phone No.
(1)	(2)	(3)	(4)	(5)
1.	Tmt N.Vasanthi Under Secretary to Government (Establishment- I)	Public Information officer (Establishment-I)	Establishment and service matters of Public Works Department. (TNES / State and Subordinate Service/ Tamil Nadu Architect Service, Tamil Nadu Ministerial Service.	25665512
2.	Thiru N.Pari Under Secretary to Government (Establishment-II)	Public Information Officer (Establishment-II)	Service matters relating to technical personnel under TNESS - Service matters relating to regularization and other matters of NMR workers-Service matters relating to T.N. Basic Service – Work - charged Establishment. All Establishment matters relating to Ground Water Wing – All matters relating to Public Works Staff Training Institute-, Boiler Inspectorate etc.	25665219
3.	Thiru M.Ramasamy Under Secretary to Government (Establishment-III)	Public Information Officer (Establishment- III)	All matters relating to Vigilance enquiries –TDP cases, criminal prosecution- Review of suspension in respect of cases dealt with under Rule 17(b) of TNCS (D&A) Rules. Disciplinary cases against unauthorised absence and violation of Conduct rules against Group A&B Officers of Public Works Department.	2566 5915
4.	Thiru C.Kannan Under Secretary to Government (Buildings)	Public Information Officer (Buildings)	Buildings, Construction, Lease, Alienation, Transfer etc., of Lands and Buildings of Buildings Organisation. Fixation of Rent, Allotment	25665153

			of quarters at Todhunter Nagar etc., Allotment of Bungalows to Ministers, Speaker, Judges and other VIP's, Allotment of Public Works Department Buildings to Central and State Government Department for Office accommodation, Construction of new buildings for all Government Departments and construction of staff quarters, Guest Houses and Circuit Houses.	
5.	Thiru M.Ravikumar Under Secretary to Government (Irrigation-I)	Public Information Officer (Irrigation-I)	All matters relating to Public Works Department land in Chennai, Viruthunagar Tiruvallur and Nilgiris District. Krishna Water supply project, Maintenance of Water body in Chennai City and in and around Chennai feeding Water supply to Chennai City. I.H.H. Poondi, Matters relating to Watershed Management Board, River valley project, Soil Mechanics and Research Division, Institute of Water studies, Irrigation Management and Training Institute.	25665251
6.	Tmt K.Revathi Under Secretary to Government (Irrigation-II)	Public Information Officer (Irrigation-II)	All Irrigation matters pertaining to Madurai, Theni, Sivaganga, Tirunelveli, Thoothukudi, Coimbatore, Thanjavur, Tiruvarur, Naga-pattinam, Erode, Ramanatha -puram, Kanniyakumari, Dharmapuri, Dindigul and Krishnagiri Districts.	25665579
7.	Tmt T.G.Pushpalatha	Public Information	All irrigation matters pertaining to Salem	25665953

	Under Secretary to Government (Irrigation-III)	Officer (Irrigation-III)	Namakkal, Thiruchirapalli, Karur, Perambalur, Ariyalur and Pudukkottai Districts.	
8.	Tmt P.K. Vedavathy Under Secretary to Government (EAP)	Public Information Officer (EAP)	All proposals of NABARD loan Assistance relating to all Districts – Centrally sponsored schemes, participating irrigation Management –Formers Election to Water users Association- Inter State linkings of rivers, Water, Royalty charges-Tamil Nadu Protection and Eviction of Encroachment Act of 2007. IAMWARM Project, State Water Resources Management Authority (SWARMA), State Water Policy, Anti sea erosion	25665496
9.	Thiru V.Muthaiyan Under Secretary to Government (OP)	Public Information Officer.(OP)	Service matters of the staff of Public Works Department, Secretariat – Disciplinary cases pertaining to PWD, Secretariat staff.	25665679
10.	Thiru S.Gurusamy, Under Secretary to Government (Budget)	Public Information Officer (Budget)	Maintenance and repairs of all existing (old) Government Buildings, Staff Quarters, Circuit Houses and Inspection Bungalows - Settlement of Tenders to Building Works - Settlement of dues to building contractors EMD, Security Deposits, Centage Charges, Black listing of Contractors etc., Budget, flood relief, Sand Quarry, Minor Minerals Dam safety Act, Modernisation of Tanks with EEC Assistance, Desilting of dams etc.	25665965
11.	Tmt R.Parvathy Under Secretary to Government (ISW)	Public Information Officer (ISW)	Inter State Water issues like Cauvery Water Dispute, Periyar Dam and Palar Water issue.	25665154

12.	Tmt S.Naseem Under Secretary to Government (Irrigation-IV)	Public Information Officer (Irrigation.IV).	All irrigation matters pertaining to Villupuram, Cuddalore, Vellore, Kancheepuram and Thiruvannamalai Districts.	25665512
13.	Thiru S. Kalaiselvam Under Secretary to Government (General)	Public Information Officer (General)	Nodal and coordinating officer for online entries to host and update and information in the Department Website under the RTI Act, 2005. Review and implementation of RTI Act, 2005 (Central act 22 of 2005), CM Cell Petition. PAC in respect of irrigation and buildings-Consolidation of PAC	25665153

B. Appellate Authority

Sl. No.	Designation	Appointed as	Incharge of matters Concerning	Phone No.
(1)	(2)	(3)	(4)	(5)
1.	Thiru K. Eswantharao Joint Secretary to Government (Establishment-I)	Appellate Authority (Establishment-I)	All Irrigation matters pertaining to all districts. Krishna Water Supply Project etc. Inter State Water issues like Cauvery Water Dispute, Periyar Dam and Palar Water issue. Establishment matters and Service matters of Public Works Department, TNES, TNESS and TNAS, staff of this department disciplinary cases Vigilance enquiries – TDP cases, criminal prosecution - Review of suspension in respect of cases dealt with under Rule 17(b) of TNCS (D&A) Rules. Inter State Water issues like Cauvery Water Dispute, Periyar Dam and Palar Water issue.	25671880

2.	Thiru S.Ramalingam Deputy Secretary to Government (Buildings)	Appellate Authority (Buildings)	<p>Buildings Constructions and Maintenance of Government Buildings, Tenders Land lease alienation of Buildings Organisation.</p> <p>Budget, Flood Relief, Sand Quarry, Minor Minerals. Proposal under NABARD Loan Assistance pertains to Water Resources Department. Centrally Sponsored Schemes and Participating Irrigation Management Farmers and Act and Rules, Election of Water Users Associations and Central Water Commission Anti sea Erosion State linking rivers. All matters relating to IAMWARM Project.</p> <p>Division of Royalty charges for Water industrial purpose, NADP, RRR (Domestic).</p> <p>All matters relating to compassionate ground appointments, Service and Establishment matters related to TNESS, TNMS, work charged Establishment of Public Works Department including Ground Water and Boiler Inspectorate-</p> <p>Establishment matters of Assistant Engineer's, NMR worker ,Deputation of PWD staff, Tamil Nadu Boiler Service. Consolidation LAQ and Assurances – Secretaries meeting, Service Association. Meeting in respect of PWD- Review and implementation of RTI Act,2005 (Central Act 22 of 2005), General matter related to PWD.</p>	25670022
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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.

Appellate Authority

Sl. No.	Designation	Appointed as	Incharge of matters Concerning	Phone No.
(1)	(2)	(3)	(4)	(5)
1.	Thiru K. Eswantharao Joint Secretary to Government (Establishment-I)	Appellate Authority (Establishment-I)	All Irrigation matters pertaining to all districts. Krishna Water Supply Project etc. Establishment matters and Service matters of Public Works Department, TNES, TNESS and TNAS, staff of this department disciplinary cases Vigilance enquiries – TDP cases, criminal prosecution - Review of suspension in respect of cases dealt with under Rule 17(b) of TNCS (D&A) Rules. Inter State Water issues like Cauvery Water Dispute, Periyar Dam and Palar Water issue.	25671880
2.	Thiru S.Ramalingam Deputy Secretary to Government (Buildings)	Appellate Authority (Buildings)	Buildings Constructions and Maintenance of Government Buildings, Tenders Land lease alienation of Buildings Organisation. Budget, Flood Relief, Sand Quarry, Minor Minerals. Proposal under NABARD Loan Assistance pertains to Water Resources Department. Centrally Sponsored Schemes and Participating Irrigation Management Farmers and Act and Rules, Election of Water Users Associations and Central Water Commission Anti sea Erosion State linking rivers. All matters relating to IAMWARM Project. Division of Royalty charges for Water industrial purpose, NADP, RRR (Domestic).	25670022

			<p>All matters relating to compassionate ground appointments, Service and Establishment matters related to TNESS, TNMS, work charged Establishment of Public Works Department including Ground Water and Boiler Inspectorate-</p> <p>Establishment matters of Assistant Engineer's, NMR worker, Deputation of PWD staff, Tamil Nadu Boiler Service. Consolidation LAQ and Assurances – Secretaries meeting, Service Association. Meeting in respect of PWD- Review and implementation of RTI Act, 2005 (Central Act 22 of 2005), General matter related to PWD.</p>	
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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 Principal Secretary to Government and deals with policy making on all matters concerning the Building organisations and Water Resources Organisation of the State.

Brief History.

2.2 Brief History of the Public Authority.

This Department is one of the largest Department in the Tamil Nadu Secretariat. Public Works Department is in-charge of implementing irrigation schemes and constructing buildings for State Government Departments and Government agencies including maintenance of irrigation systems and public buildings. For effective implementations of Tamil Nadu Water Resources consolidation Project and to achieve functional specialization, the Public Works Department has been bifurcated as Water Resources Organisation and Building Organisation.

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

Policy Making

All matters relating to sanction and implementation of schemes under Water Resources Organisation. Drawal of water from irrigation sources by various water utilizing organisations including industrial units. Issue of order to release water from major reservoirs. Sanction of the schemes relating to anti sea erosion works, draught and flood relief works attached to Public Works Department. 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.

Inter-State River Water Issues.

All matters connected with inter state River Water issues with the neighbouring states and with Government of India.

Administrative Units

1. Engineer in Chief (Water Resources Organisation) & Chief Engineer (General), Public Works Department, Chepauk, Chennai- 600 005.
2. Chief Engineer (Buildings), Public Works Department, Chepauk, Chennai-600 005.
3. Chief Engineer, Water Resources Organisation, Chennai Region, Public Works Department , Chennai- 600 005.
4. Chief Engineer (Plan Formulation), Water Resources Organisation, Public Works Department , Chepauk, Chennai-600 005.
5. Chief Engineer (Design Research and Construction Support) Water Resources Organisation, Public Works Department, Chepauk, Chennai- 600 005.
6. Chief Engineer (Operation and Maintenance & Inter State Water) Water Resources Organisation, Public Works Department, Chepauk, Chennai- 600 005.
7. Chief Engineer (State Groundwater and Surface Water Resources Data Centre) Water Resources Organisation, Taramani, Chennai-113.
8. Chief Engineer (Institute of Water Studies), Public Works Department Taramani, Chennai-113.
9. Chief Engineer (Irrigation Management Training Institute), Public Works Department Trichy.
10. Chief Engineer, Water Resources Organisation, Madurai Region, Public Works Department , Madurai-2.
11. Chief Engineer, Water Resources Organisation, Trichy Region, Public Works Department , Trichy-20.
12. Chief Engineer, Water Resources Organisation, Pollachi Region, Public Works Department , Coimbatore.

2.5 Addresses of the Public Works Department and other Officers at different levels.

Level	Address
Principal Secretary to Government	Public Works Department, Secretariat, Chennai-9
Special Secretary to Government	Public Works Department, Secretariat, Chennai-9
Joint Secretary to Government (Establishment-I)	Public Works Department, Secretariat, Chennai-9.
Deputy Secretary to Government (Buildings)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (OP)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Establishment -I)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Establishment-II)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Establishment-III)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Buildings)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Budget)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (General)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (ISW)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Irrigation-I)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Irrigation-II)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Irrigation-III)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (Irrigation-IV)	Public Works Department, Secretariat, Chennai-9
Under Secretary to Government (EAP)	Public Works Department, Secretariat, Chennai-9

Sections

A, B, C, C.Spl, D, E, F, G, H, I, I.Spl, ISW, K, N, OP-I, OP-II, P, Q, R, S, T,V, W, WR, Y, Bills.

2. Heads of Department

1.	Engineer in Chief, Water Resources Organisation, Chennai 600 005.	Joint Chief Engineer (General), Joint Chief Engineer (Irrigation), Joint Chief Engineer, (WRCP), Joint Chief Engineer (ISW)
2.	Chief Engineer, Water Resources Organisation, Plan Formulation, Chennai – 600 005.	Joint Chief Engineer, (Plan Formulation)
3.	Chief Engineer, Water Resources Organisation , Designs, Research and Construction Support, Chennai-600 005.	Joint Chief Engineer, (Designs, Research and Construction Support)
4.	Chief Engineer, Water Resources Organisation, Operation and Maintenance, Chennai-600 005.	Joint Chief Engineer, (O & M) ; Joint Chief Engineer (ISW)
5.	Chief Engineer, Water Resources Organisation, State Ground and Surface Water Resources Data Centre, Tharamani, Chennai-600 113.	Executive Engineer, Institute of Water Studies.
7.	Chief Engineer and Director, Irrigation, Management Training Institute, Thuvakudi, Trichy 620 015.	Joint Director, Irrigation Management Training Institute.
8.	Chief Engineer, Water Resources Organisation, Chennai Region, Chennai 600 005.	Deputy Chief Engineer, Chennai Region.
9.	Chief Engineer, Water Resources Organisation, Trichy Region, Trichy 620 020.	Deputy Chief Engineer, Trichy Region.
10.	Chief Engineer, Water Resources Organisation, Pollachi Region, Coimbatore 641 001.	Deputy Chief Engineer, Pollachi Region.
11.	Chief Engineer, Water Resources Organisation, Madurai Region, Madurai 625 002.	Deputy Chief Engineer, Madurai.
12.	Chief Engineer (Buildings), Public Works Department, Chepauk.	Joint Chief Engineer Building.

Chapter III

3. Power and duties of Officers and Employees

This Department is headed by the Principal Secretary to Government of Tamil Nadu, who is a senior IAS Officer. The Principal 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, three Deputy Secretaries and nine 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. Principal 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 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 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 Principal 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 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 Officer, 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 Principal Secretary or other officer, as the case may be and such other items of work as are entrusted to them.

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 Principal Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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.
6. Right to Information Act, 2005.

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/25>

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)

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)

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)

Sl. No.	Designation	Phone No.
(1)	(2)	(4)
1.	Dr. M.Saikumar, I.A.S., Principal Secretary to Government	25671622
2.	Thiru K.V.Rajan Special Secretary to Government	25673863
3.	Thiru K. Eswantharao Joint Secretary to Government (Establishment-I)	25671880
4.	Thiru S.Ramalingam Deputy Secretary to Government (Buildings)	25670062
5.	Tmt N.Vasanthi, Under Secretary to Government (Estt-I)	25665512
6.	Thiru N.Pari Under Secretary to Government (Estt-II)	25665219
7.	Thiru M.Ramasamy Under Secretary to Government (Estt-III)	25665915
8.	Thiru C.Kannan Under Secretary to Government (Buildings)	25665153
9.	Thiru K.Ravikumar Under Secretary to Government (Irrigation-I)	25665251
10.	Tmt K.Revathi Under Secretary to Government (Irrigation-II)	25665579
11.	Tmt T.G.Pushpalatha Under Secretary to Government (Irrigation-III)	25665953
12.	Tmt P.K.Vedavathy Under Secretary to Government (EAP)	25665512
13.	Tmt V.Muthaiyan Under Secretary to Government (OP)	25665679
14.	Thiru S.Gurusamy, Under Secretary to Government (Budget)	25665965
15.	Tmt R.Parvathy Under Secretary to Government (ISW)	25665154
16.	Tmt S.Naseem Under Secretary to Government (Irrigation-IV)	25665496
17.	Thiru S.Kalaiselvam Under Secretary to Government (General)	25665153

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 I Act 2005)

Sl.No.	Name of the Officer Thiru/Tmt/Selvi	Designation
Principal Secretary to Government (IAS)(₹ 67000-79000)		
1.	M.Saikumar, I.A.S.,	Principal Secretary to Government
Special Secretary to Government (Non-IAS)(₹ 37400-67000 plus Grade pay 9500)		
2.	K.V.Rajan	Special Secretary to Government
Joint Secretary to Government (Non-IAS)(₹ 37400-67000 plus Grade pay 8800)		
3.	K.Eswantharao	Joint Secretary to Government
Deputy Secretary to Government (Non-IAS) (₹ 15600-39100 plus Grade pay 7600)		
4.	S.Ramalingam	Deputy Secretary to Government
Under Secretary to Government (Non-IAS) (₹ 15600-39100 plus Grade pay 6600)		
5	K.Revathy	
6.	T.G.Pushpalatha	
7.	V.Muthaiyan	
8.	S.Gurusamy	
9.	N.Vasanthi	
10.	S.Kalaiselvam	
11.	R.Parvathy	
12	S.Naseem	
13.	M.Ramasamy	
14	N.Pari	
15	C.Kannan	
16.	P.K.Vedavathy	
<u>SECTION OFFICERS</u> (₹ 15600-39100 plus Grade pay 5400)		
17.	S.Rajendiran	
18.	N.Nagarajan	
19	A.Basheer John	
20.	V.Jamuna	
21.	S. Murugan	
22.	Thiru V.Shanmugavelu,	

23.	K.Sumathy	
24.	K. Perumal	
25.	S.Arulselvan	
26.	D.Jacob	
27.	S.Manikandan	
28.	K. Venkatakrishnan	
29.	K.Aravind	
30.	S.Ponmuthu	
31.	P. Gowri	
32.	P. Ravi	
33.	K.S. Sivagami	
34.	B.Ramesh	
35.	K.Keerthivasan	
36.	R.Rameshkumar	
37.	S.Balaji	
38.	K.Geetha	
39.	K.R. Baskaran	
40.	H.Md.Mansoor Rahman	
41.	A.Ashalatha	
42.	B.Ashok kumar	
ASSISTANT SECTION OFFICERS (₹ 9300-34800+GP 4600)		
43.	R.Radhika	
44.	K.Muthumariselvan	
45.	S. Madhusudhanan	
46.	P.Shobana	
47.	C.Amudha	
48.	H.Shahanas Begam	
49.	G.Mohanavalli	
50.	S.Praveen Kumar	
51.	D.Jayaprabha	
52.	G.Tamilvendan	
53.	K.Sureshkanna	

54.	C.Muthuselvi	
55.	E.Immanuvel	
56.	M.A.Hithaya thullah	
57.	S. Hari	
58.	R.Suganthi	
59.	V.C.Sarada Devi	
60.	Y.Queensa	
61.	R. Sankar	
62.	S.M. Murali	
63.	M.Babu	
64.	S.Senthilanth	
65.	Y. Venu	
66.	N.Gnanasekaran	
67.	S.Karthikeyan	
68.	V.Jagadeeswaran	
69.	V. Thirumurugan	
70.	L.Karthikeyan	
71.	T.Vimalkumar	
72.	C.Karunakaran	
73.	K.Manigandan	
74.	P. Priya	
75.	P.Ravichandran	
76.	Md. Abdul Samed	
77.	I. Sivakumar	
78.	G. Parvathinathan	
79.	A.Alagar Raj	
80.	S.Jayasudha	
81.	P.Usha	
82.	S.Chandra	
83.	P. Manokaran	
84.	N. Joseph	
85.	S.Meenatchi	
86.	J.E.Sherlyn Ranjane	

87.	R.Lakshmi		
88.	A.Hatheem		
89.	T.Kalidoss		
90.	M.Deepa		
Senior Private Secretary (₹ 15600-39100 plus Grade pay 6600)			
91.	V.Kumudhavalli		
92.	T.Krishnavadivu		
Private Secretary (₹ 15600-39100 plus Grade pay 5400)			
93.	R.Sumathi		
Personal Assistants (₹ 9300-34800+GP 4600)			
94.	N.Mythili		
95.	K.Viji Jasmine		
Assistants(₹ 5200-20200 plus Grade pay 2400)			
96.	N.Mellial		
97.	S.Karthikeyan		
98.	K.Rizwanullah Shariff		
99.	A. Uthayanan		
SENIOR TYPIST (₹ 9300-34800 plus Grade Pay 4200)			
100	R. Vijayakumar		
101	M. D. Mahalakshmi		
102	S.Venkatesan		
103	R.G.Dwaraganath		
104	K.N.Thirugnana Sambandam		
Typists (₹ 5200-20200 plus Grade pay 2400, Spl.pay 80/-)			
105	A. A. Meharunneesa		
106	T. Shyamala		
107	A. Zareena Kathoon		
108	K. Bakiyalakshmi		
109	A.Lakshmana Perumal		
SENIOR PERSONAL CLERK(₹ 9300-34800 plus Grade Pay 4200)			
110.	K.Sivakumari		
111	R.Udayaprasad		
112.	M.Seethalakshmi		

PERSONAL CLERK (₹ 5200-20200 plus Grade pay 2800/-)		
113.	M.Gunasekaran	
Driver (₹ 5200 -20200 plus Grade pay 2400)		
114.	U.Kumar	
Duffadar (₹ 5200-20200 + GP 1800)		
115	S.Dilli	
116.	M.Jayaseelan	
Record Assistant (₹ 5200-20200 plus Grade pay 2400)		
117.	A. Sankaran	
Record Clerk (₹ 4800-10000 plus Grade pay 1400)		
118.	S.Pushpavalli	
119.	D. Amaran	
120	R. Rajendran	
121.	R. Durai	
122.	K.Sivakami	
123.	S.Gnanasekar	
124.	P.Govindan	
Office Assistant (₹ 4800-10000 plus Grade pay 1300)		
125	M.Rajakumari	
126	K. Subramanian	
127.	V.Harinath	
128.	G.Bharathi	
129.	C.Shanthi	
130.	S.Gopalakrishnan	
131.	R.Hema	
132.	N. Mohandoss	
133.	M.Arunachalam	
134.	K. Vasu	

CHAPTER – XI

**BUDGET ALLOCATION MADE FOR PUBLIC WORKS DEPARTMENT
IN BE 2013-14
(Under Section 4(1) (b) (xi) of RTI Act 2005)
Budget allocation – Demand No. 39, Public Works Department 2013-14**

Demand No.39 Public Works Department
(Rs. in Thousand(Gross))

		Revenue	Capital	Loan	Total
1) Secretariat	Charged	1	-	-	1
	Voted	9,81,00	-	-	9,81,01
2) Public Works – Buildings	Charged	1	-	-	1
	Voted	214,28,41	868,27,14	-	1,082,55,55
Total	Charged	2	-	-	1
	Voted	224,09,41	868,27,14	-	11,092,36,56

Demand No.40

(Rs. in Thousand(Gross))

		Revenue	Capital	Loan	Total
1) Public Works –Irrigation	Charged	2	1,00,03	-	1,00,05
	Voted	1,413,63,34	1,835,57,37	-	3,249,20,71
2)Public Works –Ground Water	Charged	2	-	-	2
	Voted	38,50,90	15,07,27	-	53,58,174,29,12
3) Project Director, IAMWARM	Voted	4,29,12	-	-	4,29,12
4) Directorate of Boilers	Voted	2,43,67	-	-	2,43,67
5) Institute of Water Studies	Voted	3,98,24	-	-	3,98,24
Total	Charged	4	1,00,03	-	1,00,07
	Voted	1,462,85,27	1,850,64,64	-	3,313,49,91

CHAPTER XII

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION (Section 4(1)(b)(xv))

Newspaper

Notice Board

System of issuing copies of documents

Website of the Public Works Department

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)

Under this Department there are 204 quarters in Government Estate and 398 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, 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 Water Resources Department- <http://www.wrd.tn.gov.in>.
- Website of Ground Water Wing or WRD - <http://www.groundwatertnpwd.org.in>.
- Tamil version – www.nilaneer.in
- Website of Irrigation Management Training Institute, Thuvakudi, Trichy
- <http://www.wrd.tn.gov.in>.
- IAMWARM Project - www.iamwarm.gov.in

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)

CHAPTER – XVIII

Such other information as may be prescribed

(Under Section 4(i)(b) (xvii) of RTI Act 2005)
