



**MANUAL UNDER RIGHT TO INFORMATION ACT, 2005  
(As on 03.09.2024)  
(Dynamic)**

**Government of Tamil Nadu  
Social Reforms Department  
Secretariat, Chennai-600 009**

## Index

Sl. No.	Details of Information	Page Numbers
1.	Introduction	See Static information link
2.	Particulars of organisation, functions and duties [ <b>Section 4(1)(b)(i)</b> ]	
3.	Powers and duties of officers and employees [ <b>Section 4(1)(b)(ii)</b> ]	
4.	Procedure followed in decision making process [ <b>Section 4(1)(b)(iii)</b> ]	
5.	Norms set for the discharge of functions [ <b>Section 4(1)(b)(iv)</b> ]	
6.	Rules, Regulations, Instructions, Manuals and Records for discharging functions [ <b>Section 4(1)(b)(v)</b> ]	
7.	Statement of categories of documents that are held by it for its control [ <b>Section 4(1)(b)(vi)</b> ]	
8.	Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof [ <b>Section 4(1)(b)(vii)</b> ]	
9.	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 [ <b>Section 4(1)(b)(viii)</b> ]	
	Directory of officers and employees [ <b>Section 4(1)(b)(ix)</b> ]	3
	Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations [ <b>Section 4(1)(b)(x)</b> ]	5
	Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [ <b>Section 4(1)(b)(xi)</b> ]	5
10.	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes [ <b>Section 4(1)(b)(xii)</b> ]	See Static information link
11.	Particulars of recipients of concessions, permits or authorisations granted by it [ <b>Section 4(1)(b)(xiii)</b> ]	
12.	Details in respect of the information, available to or held by it, reduced in an electronic form [ <b>Section 4(1)(b)(xiv)</b> ]	
13.	Particulars of facilities available to citizens for obtaining information [ <b>Section 4(1)(b)(xv)</b> ]	
14.	Name and designation and other particulars of Public Information Officers [ <b>Section 4(1)(b)(xvi)</b> ]	5
15.	Such other information as may be prescribed [ <b>Section 4(1)(b) (xvii)</b> ]	Nil

**Social Reforms Department****Directory of Officers and Employees under Section 4(1)(b)(ix) of  
Right to Information Act, 2005  
As on 03.09.2024**

Sl. No	Thiru/Tmt.	Post	Phone Number	e-mail ID
1	T.S. Jawahar, I.A.S	Additional Chief Secretary to Government (FAC)	044-25670190	<a href="mailto:srsec@tn.gov.in">srsec@tn.gov.in</a>

**Deputy Secretary / Under Secretary to Government**

Sl. No	Name (Tvl.)	Designation	Phone No (Prefix STD code- 044)	Email ID
		Nil	-	-

**Section Officer**

Sl. No.	Name ( <u>Thiru./Tmt./Selvi</u> )	Designation	Phone No (Prefix STD code- 044)
1.	K. Ayyappan	Section Officer	25670226
2.	T. Sasikala	Section Officer	25670226

**Private Secretary**

Sl.No.	Name (Tvl.)	Designation
1	D. Vijayalakshmi	Private Secretary

**Assistant Section Officer**

Sl. No.	Name (Tvl.)	Designation
	Nil	

**Personal Assistant**

Sl.No.	Name (Tvl.)	Designation
	Nil	

**Assistant**

Sl.No.	Name (Tvl.)	Designation
	Nil	

Senior Personal Clerk

Sl.No.	Name (Tvl.)	Designation
1	S. Umamageswari	Senior Personal Clerk

Personal Clerk

Sl.No.	Name (Tvl.)	Designation
	Nil	

Typist

Sl.No.	Name (Tvl.)	Designation
	Nil	

Despatch Assistant

Sl.No.	Name (Tvl.)	Designation
	Nil	

Office Assistant

Sl.No.	Name (Tvl.)	Designation
1	S. Vijayakumar	Office Assistant (Selection Grade)

Record Assistant

Sl.No.	Name (Tvl.)	Designation
1	Nil	

Record Clerk

Sl.No.	Name (Tvl.)	Designation
1	Nil	

Driver

Sl.No.	Name (Tvl.)	Designation
1	Ayyulusamy	Driver

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)(x) of Right to Information Act, 2005

SL. NO.	DESIGNATION	REMUNERATION Rs. Min – Max
1.	SECRETARY TO GOVERNMENT	Level 14 – 144200 – 218200 (Central Govt.)
2.	SECTION OFFICER	Level 22 - 56100 – 205700
3.	PRIVATE SECRETARY	Level 22 - 56100 – 205700
4.	SENIOR PERSONAL CLERK	Level 11 - 35400 – 130400
5.	DRIVER	Level 8 - 19500 – 71900
6.	OFFICE ASSISTANT	Level 1 - 15700 – 58100

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1)(b)(xi)]

Social Reforms department is not having separate demand/budget. The Demand of this department is combined with the Social Welfare and Women Empowerment Department.

The above details are available in the following link:

[http://www.tnbudget.tn.gov.in/tnweb\\_files/demands/d45.pdf](http://www.tnbudget.tn.gov.in/tnweb_files/demands/d45.pdf)

Name and Designation and other particulars of Public Information Officers under section 4(1) (b) (xvi) of Right to Information Act, 2005.

**Social Reforms Department**

Names, designations and other particulars of the Public Information Officers under section 4(1) (b) (xvi) of Right to Information Act, 2005.

**As on 03.09.2024**

**Address:** Social Reforms Department, Secretariat, Chennai-9.

**Public Information Officers:**

Name	Designation	Email ID	Phone No (Prefix STD code- 044)
K. Ayyappan	Section Officer	srd.op24@gmail.com	25670226
T.Sasikala	Section Officer	srd.op24@gmail.com	25670226

**Social Reforms Department**

Names, designations and other particulars of the Public Information Officers under section 4(1) (b) (xvi) of Right to Information Act, 2005.

**As on 03.09.2024**

**Address:** Social Reforms Department, Secretariat, Chennai-09.

**First Appellate Authority :**

Name	Designation	Email ID	Phone No (Prefix STD code- 044)
T.S. Jawahar, I.A.S	Additional Chief Secretary to Government (FAC)	<a href="mailto:srsec@tn.gov.in">srsec@tn.gov.in</a>	25670190