



# **MANUAL UNDER RIGHT TO INFORMATION ACT, 2005**

**(Revised on 03-09-2024)  
(Static)**

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

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## 1. Introduction

During a meeting of all party leaders convened under the Chairmanship of the Hon'ble Chief Minister Muthamizh Arignar Dr. Kalaignar on October 1998, a suggestion was made to create a new Department in Government for improving Communal harmony and enhance Social amity. A Committee comprising of Sociology experts, Educationalist, Economist and Legal experts was constituted to examine the feasibility. Based on the recommendation of the Committee, Social Reforms Department was created in 1999 for promoting an egalitarian social revival. In the year 2002, this department was merged with Adi Dravidar and Tribal Welfare Department and as per the announcement of the then Hon'ble Chief Minister Muthamizh Arignar Dr. Kalaignar this department was revived and functioning since 2006.

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

### 2.1. Objective / Purpose of the Department

To promote religious harmony and community cohesion and to create egalitarian social renaissance.

### 2.2 Organisation

This Department consists Social Justice Monitoring Committee under the administrative control of an IAS officer.

### 2.3 Functions

This Department functioning with an IAS officer, 2 Section officers, 1 Private Secretary 1 Senior Personal Clerk and 01 Office Assistant with 2 Sections.

### Social Justice Monitoring Committee

The Hon'ble Chief Minister had announced during the occasion of the centenary day of the Social Justice that "**Social Justice Monitoring Committee**" will be constituted. This committee will monitor as to whether the yardsticks of social justice have been fully followed in Education, Employment, Posts, Promotions and Appointments. Further it has been

announced that the Committee will also recommend the Government for taking appropriate action if these are not implemented properly and the committee will include Government officials, academics and legal experts.

For the implementation of the above announcement made by the Hon'ble Chief Minister, orders were issued in G.O.(Ms.) No. 02, Social Reforms Department, dated 24.12.2021 to constitute the "**Social Justice Monitoring Committee**" comprising the following Chairman and members: -

- i) Prof. Suba. Veerapandian - Chairman
- ii) Dr.K.Dhanavel, I.A.S., (Retired) – Member
- iii) Prof.Dr.Swaminathan Devadoss - Member
- iv) Poet. Thiru.Manushyaputhiran - Member
- v) Thiru.A.Jaison - Member
- vi) Prof.R.Rajendren - Member
- vii) Thiru.K.Karunanidhi – Member
- viii) Dr.Shanthi Ravindranath – Member

#### **Terms of Reference of the Committee**

- I. The committee shall verify whether the affirmative actions have been implemented in its true spirit in the fields of education, employment, appointments and promotions as per the Government orders and rules and to make recommendations if any shortcomings are noted in any field.
- II. The Committee shall verify whether the order of priority, Horizontal reservation for categories like the students of first generation, persons who studied in Tamil medium and other such categories has been complied as per rules in force, while making appointments through the Employment exchange. The committee shall suggest measures to be taken to ensure adequate representation of the said priority categories and the Differently abled persons as per existing norms and Government orders.
- III. The Committee shall verify that opportunities are not denied to any individual on the grounds of caste or gender. The committee may study various welfare program of the State and the Central Government and analyse if the schemes intended towards social equity have delivered their goals and suggest measures to make appropriate corrections if needed.

- IV. The committee shall assess the efforts taken by the local bodies in strictly eliminating manual scavenging.
- V. The committee shall recommend measures to sensitise the youth especially amongst children in schools and colleges on the importance of Social Justice as well as the State's pioneering efforts to promote social equity.
- VI. The committee shall recommend measures to prevent misuse of the Social media forum which may jeopardize the Social fabric of the state and may suggest ways in which the State can promote the concept of Social Justice and communal harmony using the print, visual and social media.
- VII. The committee shall thus strive to achieve a progressive state based on Social Justice and pave way for a Radical Society as visualized by Thanthai Periyar.

#### **Creation of Posts**

In G.O.(D) No. 02, Social Reforms Department, dated 24.12.2021 orders were issued for the creation of 9 posts along with sanction of recurring and non-recurring expenditure including salaries for the posts sanctioned for effective functioning of the Social Justice Monitoring Committee.

The office of the Committee is functioning in 2<sup>nd</sup> floor of Devaneyya Pavanar Library Building, Anna Salai, Chennai-600 002.

#### **Extension of tenure of Social Justice Monitoring Committee**

The tenure of this committee has been ended on 24.12.2023 and as per G.O.(Ms). No. 07 Department of Social Reforms dated 27.11.2023 the same has been extended for another two years with appropriate personnel.

#### **2.4 Duties**

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

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

#### **3.1 Secretary to Government**

The Secretary is the head of office, who is responsible for the careful observance of the Tamil Nadu Government Business Rules, 1978 and Secretariat Instructions in the transaction of the business in the department. He / She exercises general supervision and control over the staff under his/her control and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in overall charge of the Department.

#### **3.2 Joint Secretary / Deputy Secretary to Government**

Nil

#### **3.3 Under Secretary to Government**

Nil.

#### **3.4 Section Officer**

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

The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officer in their section work. The Assistants are expected to attend to routine items of work such as comparing, despatching, indexing and docketing of closed

papers. They shall also maintain the prescribed periodical registers and put up reminders. The Assistants shall take care to process the routine files and routine currents which are marked to them and put up those files to the Section Officer directly.

### **3.5 Private Secretary**

The Senior Private Secretary and Private Secretary who are senior in position, have greater managerial responsibility and less stenographical work. Their work is more administrative than technical. They should display qualities of tact and discretion depending upon the nature of the job of the Officer. They should adjust themselves to the needs of the office.

The important tasks that the Senior Private Secretary / Private Secretary should perform are:-

- (i) Fixing appointments, meetings and conferences;
- (ii) Attending to routine correspondences, preferably through e-mail;
- (iii) Recording minutes of confidential meetings held in the Chambers of the Officer concerned.
- (iv) Attending to Telephone Calls and handling visitors;

In addition to the above, the Private Secretary should attend to the follow up action on the discussion files with the officials concerned, preparing reply to routine letters, filing of important documents, maintaining confidential files, handling confidential reports of sub-ordinates etc. They should maintain confidentiality and any correspondence in this regard should go at their level. With the consent of the Officer, the Senior Private Secretary / Private Secretary should prepare draft speeches for the use of the officers in the meetings / conference / seminars.

The Senior Private Secretary / Private Secretary should take care of office equipments, managing the drivers, Office Assistants of the Officers concerned. Inspecting the logbooks of vehicles, petrol details, leave sanction of drivers and Office Assistants of the Officers concerned, supply of stationery items to personal staff attending to the work of Officer concerned.

### **3.6 Senior Personal Clerk**

The posts of Personal Assistant, Senior Personal Clerk and Personal Clerk involve more technical and less administrative / managerial work. They must be well-versed in Shorthand and Typewriting and should be able to prepare reports, charts and Power Point Presentations (PPTs) and send e-mails.

Work of a routine technical nature must be handled by the Personal Assistants, Senior Personal Clerks and Personal Clerks. Similarly, personal work such as preparation of Pay Bill, settlement of Travelling Allowance Bills and claims like Medical Allowances and other bills like Telephone Bill, Paper Bill etc., of the Officer to whom they have been attached should be done by the Personal Assistants / Senior Personal Clerks / Personal Clerks.

They should forward the leave applications of Under Secretaries / Senior Private Secretaries received on-line to the Secretary to Government, Human Resources Management Department after obtaining the recommendations of the Secretary concerned. They should note down the comments passed by the Officers during the Personal Register review and send it to the Assistant Section Officers / Sections concerned. D. O Letters and other tappals received in the Officers' room or received from other higher Officers room should be entered in the system, before sending it to the Officers / Sections concerned.

They should check-up the e-mail daily in the morning and afternoon, download the communication addressed to the Secretary and other Officers and after getting the signatures of the Officers concerned, send the communication to the sections concerned.

#### **4. Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act, 2005**

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules, 1978 and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu Government Servants (Conditions of Service) Act 2016 and other Service Rules are also followed wherever applicable. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section officer, Under Secretaries and Deputy Secretary/Joint Secretary to the Secretary. Circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

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



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

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

- i Tamil Nadu Government Business Rules, 1978 and Secretariat Instructions.
- ii. The Tamil Nadu Secretariat Office Manual.
- iii Tamil Nadu Government Servants (Conditions of Service) Act, 2016
- iv Tamil Nadu Civil Services (Discipline and Appeal) Rules
- v Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.
- vi Tamil Nadu Government Servants Conduct Rules, 1973
- vii Fundamental Rules.

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

1.	Name of the Rules:	Tamil Nadu Government Business Rules, 1978 and Secretariat Instructions.
	Type of the document:	The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	Name of the Manual:	The Tamil Nadu Secretariat Office Manual.
	Type of the document:	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.
3.	Name of the Act:	Tamil Nadu Government Servants (Conditions of service) Act 2016.
	Type of the Document:	This Act governs the service conditions of members of State and Subordinate Services.
4.	Name of the Rules:	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Document:	The rules are made under the proviso to article 309 of the Constitution of India in relation to the disciplinary proceedings, penalty and appeal against penalty imposed on the members of civil service of the State.

5.	Name of the Rules:	Tamil Nadu Civil Services (Disciplinary Proceedings Tribunal) Rules, 1955.
	Type of the Document	The rules are made under the proviso to Article 309 of the Constitution of India in relation to the disciplinary proceedings and appeal against penalty imposed on the members of civil Services of the State.
6.	Name of the Rules:	Tamil Nadu Government Servants Conduct Rules, 1973.
	Type of the Document:	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
7.	Name of the Rules:	Fundamental Rules.
	Type of the document:	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of civil service of the State.

**7. A statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of Right to Information Act, 2005**

S.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
i)	Policy Note	<p>i) Contains the Policy pronouncements of the Department for the concerned year.</p> <p>ii) This department have no separate Policy Note. The same is pertaining as a part in the Policy Note of the Social Welfare and Women Empowerment Department.</p>	<p>Available in Government website.</p> <p><a href="https://www.tn.gov.in/documents/dept/30">https://www.tn.gov.in/documents/dept/30</a></p>	Social Reforms (Misc) Department
ii)	Important G.Os <a href="http://www.tn.gov.in">www.tn.gov.in</a>	Issued by the Human Resources Management Department from time to time.	Application to Public information Officer / Available in Government website. <a href="https://www.tn.gov.in">https://www.tn.gov.in</a>	Social Reforms Department

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

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

**9. Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public Under section 4(1)(b)(viii) of Right to information Act, 2005**

Nil

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

--Not Applicable--

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

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

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

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

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

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