

LEGISLATIVE ASSEMBLY SECRETARIAT

MANUAL UNDER

RIGHT TO INFORMATION ACT, 2005

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1. INTRODUCTION

1.1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information kept under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (Central Act 22 of 2005) which came into force on the 15th day of June 2005. In accordance with the provisions of section 4(1)(b) of the said Act, the Tamil Nadu Legislative Assembly Secretariat, has brought out this manual for information and guidance of the stakeholders and the general public.

1.2. The purpose of this manual is to inform the general public about this Secretariat's organizational set-up, functions and duties of its officers and employees, records and documents available with this Secretariat

1.3. This manual is aimed at the public in general and users of the services of this Secretariat and provides information about this Secretariat.

1.4 The Tamil Nadu Legislative Assembly Secretariat has designated certain Officers as its **Public Information Officer (PIO)** for all matters concerning this Secretariat.

1.5. Any person requiring any information under the said Act may contact **Public Information Officers**, Tamil Nadu Legislative Assembly Secretariat, Chennai-9. This Secretariat Office Telephone No. is 044-25670271.

1.6. The procedure and fee structure for getting information are as under:-

(a) Every application for obtaining information under sub-section (1) of section 6 of the Right to Information Act shall be made in writing either in person or by post to the Public Information Officer and must be accompanied by an application fee of Rs.10/- (Rupees Ten only) which may be furnished by affixing Court fee stamp over the

application or by demand draft or by bankers' cheque in the name of Public Information Officer, Tamil Nadu Legislative Assembly Secretariat or by Treasury Challan payable to the following head of account:-

"0070. Other Administrative Services - 60 Other Services - 118 Receipts under Right to Information Act, 2005 - AA - Collection of Fees under Right to Information (Fees) Rules, 2005 - 227 Non - Taxation Fees - 39 Translation and Printing Fees" (IFHRMS DPC: 0070 60 118 AA 22739)

The applicant may also remit the fee under the above head of account through 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 information as under sub-section (1) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above:-

(i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;

(ii) actual charge or cost price of a copy in larger size paper;

(iii) actual cost or price for samples or models; and

(iv) for inspection of records, no fee for the first hour, and a fee of Rs.5/- (Rupees five only) for every one hour (or fraction thereof) thereafter.

(c) For providing the information as under sub-section (5) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above.

(i) for information provided in diskette Rs.50/- (Rupees fifty only) per diskette; and

(ii) for information provided in printed form at the price fixed for publication or rupees two per page of photocopy for extracts from the publication.

1.7. Persons below the poverty line are exempted from payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession.

An extract of the list, duly certified, has to be produced to avail this concession.

1.8. The Tamil Nadu Legislative Assembly Secretariat has designated certain officers as Appellate Authority under section 19 (1) of the said Act.

2. FUNCTIONS AND DUTIES OF TAMIL NADU LEGISLATIVE ASSEMBLY SECRETARIAT

(Under section 4(1)(b)(i) of the Right to Information Act, 2005)

Article 187(1) of the Constitution of India provides that the House or each House of the Legislature of a State shall have a separate secretarial staff. However, the proviso appended to the clause above enables creation of posts common to both Houses of the Legislature of a State having a Legislative Council.

In accordance with the above provisions, a separate Legislature Department was formed in August, 1956 like any other Departments of Secretariat. This Department was bifurcated as Legislative Assembly and Legislative Council Departments in May, 1960. As the nomenclature, namely, Legislative Assembly Department led to obvious misconception, orders were issued in G.O.Ms.No.28, Legislative Assembly Department, dated 16th February 1984, to the effect that Legislative Assembly Department would be

known as "The Legislative Assembly Secretariat" with independent status and powers of a Department of Government in the Secretariat including the powers of circulation.

A separate and self-contained set of rules called Tamil Nadu Legislative Assembly Secretariat Service Rules made by the Governor in exercise of the powers conferred under clause (3) of Article 187 of Constitution of India after consultation with the Speaker, govern the appointment and service conditions of the Officers and Staff of this Secretariat is in existence. The said rules came into force with effect from the 24th March, 1955.

The Tamil Nadu Legislative Assembly Secretariat, Right to Information (fees) Rules, 2006 have been framed and published in the Tamil Nadu Government Gazette Extraordinary at the 17th March, 2006 enabling the citizens for obtaining information under sub-section (1) of section 6 and providing the information under sub-section (1) of section 7 of the Right to Information Act, 2005 (Central Act 22 of 2005).

3. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

(Under Section 4(1)(b)(ii) of the Right to Information Act, 2005)

This Secretariat is headed by the Secretary, under the disciplinary control of Hon. Speaker. The Secretary is the administrative head of the Secretariat. He is assisted by one Special Secretary, one Additional Secretary, five Joint Secretaries, ten Deputy Secretaries, four Committee Officers, ten Under Secretaries, two Additional Secretary (Editor of Debates), four Joint Secretaries (Editor of Debates), five Deputy Secretaries (Editor of Debates) and five Chief Reporters. The officers and employees of this Secretariat exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code respectively.

The powers and duties of the officers in the Tamil Nadu Legislative Assembly Secretariat are indicated below:-

A. Secretary

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the Business of this Secretariat. He exercises general supervision and control over the officers and staff under his control including officers in the cadre of Special Secretary, Additional Secretaries, Officer on Special Duty, Joint Secretaries, Deputy Secretaries, Committee Officers, Under Secretaries, Additional Secretary (ED), Deputy Secretary (ED) and Chief Reporters and is responsible for ensuring that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in over all charge of the Secretariat.

B. Officers in the cadre of Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary.

The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary will deal with cases relating to the subjects allotted to them and submit to Secretary such cases as may be specified. The Joint Secretary / Deputy Secretary also exercises control over the sections placed in her/his charge both in regard to dispatch of business and in regard to discipline.

C. Under Secretaries / Chief Reporters

The Under Secretaries / Chief Reporters exercise control over the sections placed in their charge, both in regard to dispatch of business and in regard to discipline.

4. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
(Under Section 4(1)(b)(iii) of Right to Information Act, 2005)

4.1 In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, a separate Service Rules viz., Tamil Nadu Legislative Assembly Secretariat Service Rules had been made and is being followed. The Tamil Nadu Legislative Assembly Secretariat follows the procedures 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 Government Servants (Conditions of Service) Act, 2016 and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

4.2. 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 / Assistant Section Officers and passes through the Section Officer, Under Secretaries and Deputy Secretary/Joint Secretary/Additional Secretary/Special Secretary to the Secretary. If need be, other Advisory 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.

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

5. NORMS SET FOR THE DISCHARGE OF FUNCTIONS

(Under Section 4(1)(b)(iv) of the Right to Information Act, 2005)

For the discharge of functions allocated to the Tamil Nadu Legislative Assembly Secretariat, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed by a set of various Acts, Rules and Instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:- i) Tamil Nadu Legislative Assembly Secretariat Service Rules ii) Secretariat Office Manual iii) The Tamil Nadu Government Business Rules and Secretariat Instructions iv) The Tamil Nadu Government Servants Conduct Rules, 1973. v) Tamil Nadu Government Servants (Conditions of Service) Act, 2016. vi) Fundamental Rules.

6. 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 Secretariat is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

i) Tamil Nadu Legislative Assembly Secretariat Service Rules ii) Tamil Nadu Government Business Rules and Secretariat Instructions iii) The Tamil Nadu Secretariat Office Manual iv) Tamil Nadu Budget Manual v) Tamil Nadu Government Servants (Conditions of Service) Act, 2016 vi) Tamil Nadu Civil Services (Discipline and Appeal) Rules vii) Tamil Nadu Government Servants Conduct Rules, 1973 viii) Tamil Nadu Pension Rules ix) Fundamental Rules x) Tamil Nadu Financial Code xi) Tamil Nadu Account Code xii) Tamil Nadu Treasury Code xiii) The Tamil Nadu Payment of Salaries Act, 1951 and the rules framed thereunder xiv) The Tamil Nadu Legislative Assembly Rules xv) The Members of the Tamil Nadu Legislative Assembly (Disqualification on Ground of Defection) Rules, 1986.

7. DIRECTORY OF OFFICERS

(Under Section 4 (1)(b)(ix) of Right to Information Act, 2005)

S. No.	Designation	Name Tvl.	Office (Std Code No.044)	LAS (Extn.)
1.	Secretary	K. Srinivasan	2567 2611	1105
2.	Special Secretary	L. S. Vasanthi malar	2567 5059	1128
3.	Additional Secretary	B. Subramaniam	2567 3175	1122
4.	Additional Secretary (ED)	R. Chandrasekaran	2567 2701	1107
5.	Additional Secretary (ED)	N. Ravichandran	2567 9404	1106
6.	Officer on Special Duty	M.L.K. Raja	25670271	1186
7.	Joint Secretary	R. Santhi	2567 2109	1148
8.	Joint Secretary	A. Ayyanperumal	2567 3545	1125
9.	Joint Secretary	C. Pandian	2567 4237	1118
10.	Joint Secretary	M. Athiseshan	25675970	1119
11.	Joint Secretary	P. Padmakumar	2567 3909	1126
12.	Joint Secretary	M. Karunanidhi	2567 9544	1160
13.	Joint Secretary	P. Thenmozhi	2567 2910	1157
14.	Joint Secretary (ED)	D. Nagarajan	25672548	1111
15.	Joint Secretary (ED)	S. Andal	2567 9402	1180
16.	Joint Secretary (ED)	S. Jayaganesan	2567 2611	1105
17.	Joint Secretary (ED)	V. Pupalan	2567 0271	1110
18.	Deputy Secretary	T.V. Jayashree	2567 0568	1145
19.	Deputy Secretary	M. Karunakaran	2567 2873	1120
20.	Deputy Secretary	B. Revathi	2567 0069	1124
21.	Deputy Secretary	K. Ramesh	2567 3637	1152
22.	Deputy Secretary	C.L. Sivakumaran	2567 2855	1127
23.	Deputy Secretary	Pearline Rookkumar	2567 3755	1117
24.	Deputy Secretary	G. Ganesh	2567 0761	1137
25.	Deputy Secretary	S. Balakrishnan	25670271	1131
26.	Committee Officer (PAC)	S. Usha	25670271	1188
27.	Committee Officer in the cadre of Deputy Secretary	S.R. Ravi	25333744	
28.	Committee Officer (PUC)	B. Ravichandran	2567 2798	1154
29.	Deputy Secretary (Editor)	S. Srividhya	2567 9401	1113
30.	Deputy Secretary (Editor)	C. Santha	25670271(Board)	
31.	Under Secretary	Th. Sujatha Devi	25670271(Board)	1163
32.	Under Secretary	A.S. Keludai Nambi	2533 3686	
33.	Under Secretary	M. Mohan Raja	25670271(Board)	1156
34.	Under Secretary	R. Rajendran	25670271(Board)	1116
35.	Under Secretary	K.N. Valarventhan	25670271(Board)	1183
36.	Under Secretary	K. Muraleedharan Nair	25670271(Board)	1151
37.	Under Secretary	V. Sumathi	25670271(Board)	1130
38.	Under Secretary	A. Baskaran	2533 3117	
39.	Under Secretary	J. Balasrinivasan	25670271(Board)	1165
40.	Under Secretary	V. Loganathan	25670271(Board)	1162
41.	Chief Reporter	S. Sridharan	25670271(Board)	1123
42.	Chief Reporter	P. Sangeetha	25670271(Board)	1112
43.	Chief Reporter	C.S. Alamelu	25670271(Board)	1179
44.	Chief Reporter	C. Santhakumari	25670271(Board)	1155
45.	Chief Reporter	J. Baskaran	25670271(Board)	1184

8. BUDGET ALLOCATION MADE FOR TAMIL NADU LEGISLATIVE ASSEMBLY SECRETARIAT

(Under Section 4(1)(b)(xi) of Right to Information Act, 2005)

Budget Allocation-Demand No.1, State Legislature

2022-2023- 860999 (Rs. in thousands)

9. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY THE TAMIL NADU LEGISLATIVE ASSEMBLY SECRETARIAT, REDUCED IN AN ELECTRONIC FORM

(Under Section 4(1)(b)(xiv) of Right to Information Act, 2005)

The Public can obtain information about the functioning of the Tamil Nadu Legislative Assembly Secretariat in the following web site.

<http://www.assembly.tn.gov.in/>

10. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

(Under section 4(1)(b)(xv) of Right to Information Act, 2005.)

The Public can obtain information through Notice Boards, newspapers, Web site and other means of advertising.

11. DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

(Under Section 4(1) (b) (xvi) of Right to Information Act, 2005)

The Deputy Secretaries/ Under Secretaries / Chief Reporter who exercise control over the sections placed in their charge are the Public Information Officers.

The details of the Appellate Authorities are given below:-

Sl. No.	Name	Designation	E-mail ID
1.	Tmt. L.S. Vasanthi malar	Special Secretary	splsecy.las@tn.gov.in
2.	Thiru. N. Ravichandran	Additional Secretary (Editor of Debates)	adlsed2.las@tn.gov.in