



MANUAL

UNDER RIGHT TO INFORMATION ACT, 2005

Government of Tamil Nadu
Department of Minorities Welfare
P.T.Lee. Chengalvarayan Malaligai
807, Anna Salai, (5th Floor),
Chennai-600 002.

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 under the control of each public authority, the Government of India have enacted **The Right to Information Act, 2005, (RTI Act) which came into force on 15.06.2005**. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Minorities Welfare, Government of Tamil Nadu have 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 Department organizational set-up, functions and duties of its officers and employees and records, registers and documents available with the Department and information about the schemes, projects and programmes being implemented by this department.

1.3 The Department of Minorities Welfare has designated the Personal Assistant to Commissioner of Minorities Welfare as the Public Information Officer (PIO) for all matters concerning the Department.

1.4 A person requiring any information under the Act may contact the Personal Assistant to Commissioner of Minorities Welfare Chennai-600 002. **Office telephone No. is 28520033. The E.mail address is tnminoritieswelfare@yahoo.com**

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

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10 /- by cash or by demand draft or bankers cheque drawn in favour of PIO of the respective department. The Public Information Officer shall credit the amount to the following head of account :-

“0075.00 Miscellaneous General Services 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 through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the challan to the Public Information Officer as an evidence for having remitted the prescribed fee.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode 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/- for each fifteen minutes (or fraction thereof) thereafter.

c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- i. For information provided in diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy; and
- ii. For information provided in printed form, at the price fixed for such publication.

1.6 Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.5 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, will be sufficient to avail this concession.

1.7 The Department has designated **Commissioner of Minorities Welfare Department**, as Appellate Authority under section 19(1) of the Act for Minorities Welfare Department.

The Contact Address of the Appellate Authority is given below:-

Commissioner of Minorities Welfare Department,
807, 5th Floor Anna salai, ,
Chennai- 600 002.

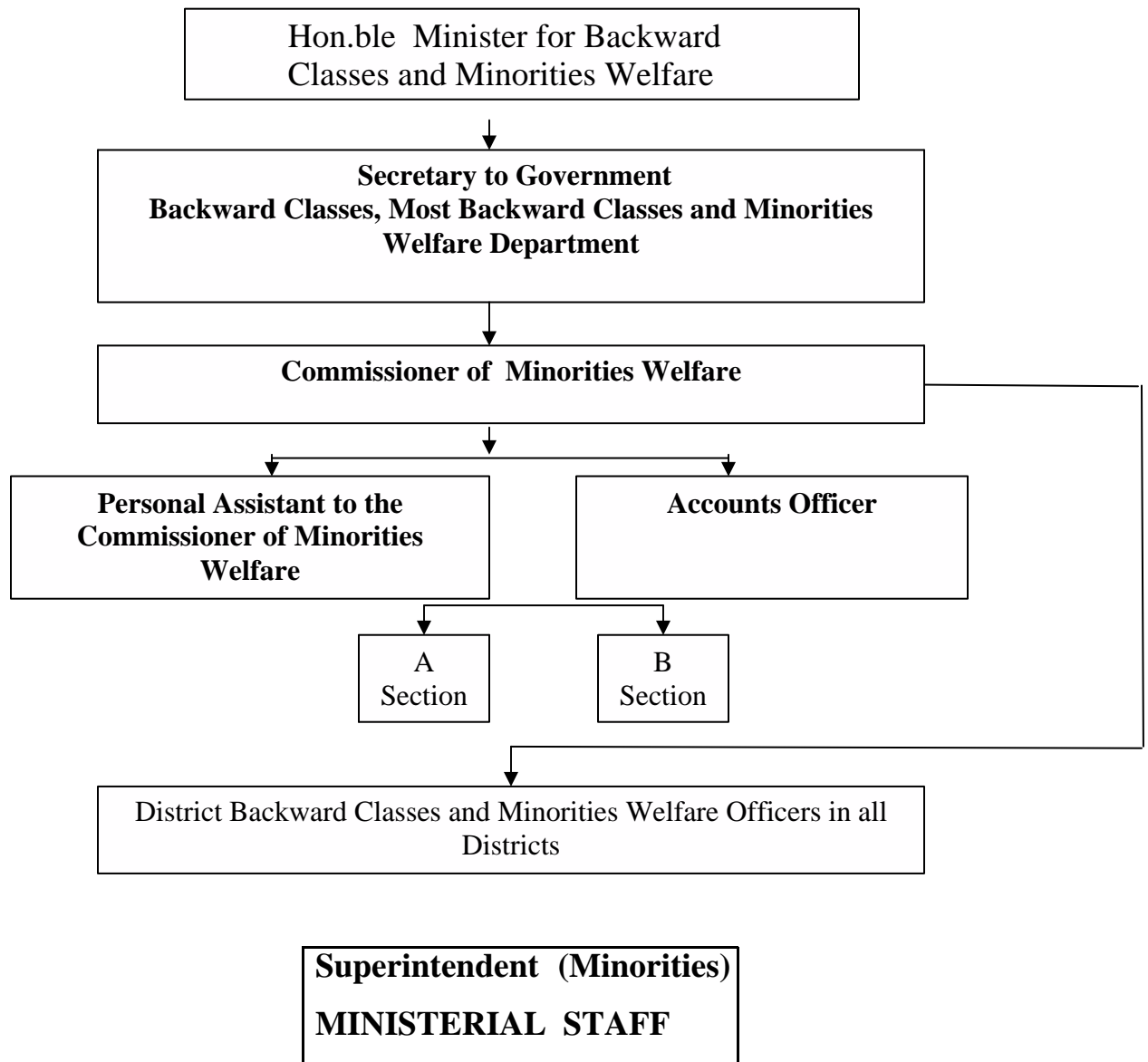
Phone-044-28515050 , E.Mail: tnminoritieswelfare@yahoo.com

The Particulars of the organization and duties under section 4(1)(b) (i) of Right Information Act, 2005.

1. Objective of the Department

The Government of Tamil Nadu which is a pioneer in safeguarding the rights of Minority Communities created a separate Directorate for Minorities Welfare for implementing the welfare programmes for the upliftment of Social, Educational and Economic status of Minority Communities.

ORGANISATION CHART



SEPARATE RESERVATION FOR MINORITIES

The reservation of 3.5% has been given to Backward class Muslims with effect from 15.09.2007.

SCHOLARSHIPS

This Government is implementing three kinds of scholarship schemes of Government of India for the students belonging to Minority Communities studying from 1st Std to Professional Degree / Research level courses in Government / Government Aided and in all recognized private Institutions. The details are as follows:-

Details of Scholarship	Classes covered	Parent/ Guardians Annual Income limit
Prematric	Std. 1 to X	Rs. 1 Lakh
Postmatric	Std. 11 th to Ph.D	Rs. 2.00 Lakh
Merit-Cum-Means Based	Professional/ Technical Courses	Rs. 2.50 Lakh

Eligibility Criteria for availing Scholarship

- ★ student should have secured not less than 50% marks in the previous year final examination (except 1st Std.,)
- ★ 30% of Scholarship is earmarked to Girl students from out of the total physical target
- ★ Scholarship can be given to the students who are studying outside the State if they belongs to native of Tamil Nadu
- ★ Scholarship will be sanctioned only for 2 students in a family
- ★ Students should not avail any other scholarship through Backward Class/Adidravidar Welfare/Other Departments , Welfare Boards etc, while applying of this scholarship.

PREMATRIC SCHOLARSHIP

The students pursuing studies from 1st to 10th std. are sanctioned scholarships under this scheme.

The rates of scholarship sanctioned under this scheme are as follows:-

Details		Hosteller	Day Scholar
Admission fee from class VI to X		Actual fee paid by the student or maximum Rs.500/-p.a.	
Tuition fee from class VI to X		Actual fee paid by the student or maximum Rs.3500/-p.a.	
Maintenance Allowance (for 10 months in a academic year)	Class I to V	Nil	Rs. 1000/-
	Class VI to X	Rs. 6000/-	Rs. 1000/-

For the year 2015-16 student's studying 1st Standard to 8th Std can submit their application in Offline mode to Institution. Student's studying from IX and X should submit their application only through on-line in the National Scholarship Portal www.scholarships.gov.in.

POSTMATRIC SCHOLARSHIP

This is a Centrally Sponsored scholarship scheme (100% Central share). The students pursuing studies from 11 Std. to Research level are sanctioned Scholarship under this scheme as follows:

Details of Courses	Admission & Tuition fees (Maximum) Rs.	Maintenance Allowance (for 10 Months)	
		Hosteller	Day Scholar
		Rs.	Rs.
Classes of XI and XII level	7000	3800	2300
Technical /Vocational Courses for XI & XII level, ITI / ITC (including NCVT Courses) Polytechnic, Diploma in Nursing, Teacher Training, etc.	10000	3800	2300
Degree Courses of under Graduate / Postgraduate level	3000	5700	3000

M. Phil and Ph.D	Nil	12000	5500
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From the year 2012-13, onwards the Government of India, has introduced **Online Scholarship Management System (OSMS)** to Postmatric Scholarship Scheme. The students pursuing studies from XI to Ph.D should submit their application only through on-line in the National Scholarship Portal www.scholarships.gov.in.

MERIT CUM MEANS BASED SCHOLARSHIP

Students pursuing studies in Professional / Technical courses are sanctioned Scholarship under this scheme

Entire Course fee (except refundable fee) will be reimbursed to the students studying Professional/Technical Courses in the 85 listed Institutions notified by the Government of India. In Tamil Nadu following are the Institutions notified by the Government of India.

1. Indian Institute of Technology (IIT), Chennai
2. National Institute of Technology(NIT),Trichy
3. Indian Institute of Technology and Design & Manufacturing(IIT&DM) Kancheepuram
4. National Institute of Fashion Technology, Chennai and
5. Indian Institute of Management (IIM), Trichy.

The rate of scholarships sanctioned to the students studying in other Institutions is as follows:-

Details of Scholarship	Hosteller	Day Scholar
Tuition fees	Rs.20000/- p.a.	Rs.20000/- p.a
Maintenance Fees (*)	Rs.10000/- p.a	Rs.5000/- p.a.

(*) subject to a maximum of 10 months in an academic year.

The Maintenance allowance is sanctioned to the eligible minority students studying in both Listed and other Institutions. The students should apply for Fresh/Renewal scholarship only through online in the web-site www.scholarships.gov.in

GIRLS HOSTEL FOR MINORITIES

To enable the minority girl students hailing from rural areas to continue their education by staying in urban areas, 16 Minority girls/ boys School / College hostels are functioning in Trichy, Dindigul, Coimbatore, Vellore, Tirunelveli, Madurai, Krishnagiri, Thanjavur, Kanniyakumari, Chennai, Theni, and Ramanathapuram Districts of Tamil Nadu

Details of various facilities provided to the Hostel Boarder:

- Minorities girl students studying from Std 4th to Post graduate courses can avail the hostel facility
- The annual income of Parent / Guardian should not exceed Rs.1 Lakh.
- 3% of seats allotted for Physically Challenged Girl students in admission
- Application forms can be obtained from District Backward Classes and Minorities Welfare Officer, the Matron of the hostel at free of cost. The filled in application form should be submitted to the Matron of the respective hostels within the stipulated time.
- 2 Sets of Uniforms given to Students studying from 4th to 10th Std.
- Special guides are given to students studying 10th and 12th Std..
- Computer, Library Books, Reference Books are provided to the Hostel inmates for improving their competency
- Backward Class Muslim Girl students can also apply for the hostel facility in BC/MBC/DNC Girls School/College hostels.
- Five additional seats are provided in each hostel to accommodate the children of the Sri Lankan refugees staying in camp.
- Two Tire cots are provided to the inmates of College Hostel functioning in own Building.
- Special coaching for Spoken English are provided to the High School Hostel inmates for improving their English knowledge.

STATE AND DISTRICT LEVEL PRIZES

With a view to encourage the students, State and District level prizes are awarded to one boy and one girl students belonging to Minorities who had obtained 1st, 2nd and 3rd level highest marks in the X and XII Std. Public Examination and opted Tamil as first language. All Students score similar marks will be awarded prizes.

Prize	Std.	I Prize Rs.	II Prize Rs.	III Prize Rs.	Document to be submitted and whom to approach in the District
State Level	12	50000	30000	20000	Attested copies of : a)10 / 12 Std. Public Examination Mark sheet, b) Community Certificate. District Backward Classes and Minorities Welfare Officer in the respective District Collectorate
	10	25000	20000	15000	
District Level	12	6000	4000	2000	
	10	3000	2000	1000	

Student studying in recognized Private Institution is also applicable. The above prize will be given to SC converts to Christianity by the Adi-Dravidar Welfare Department.

STATE LEVEL PRIZES FOR URDU STUDENTS

State level Prizes will be given to one boy and one girl who scored the highest marks in 10th and 12th Std in public examination and opted Urdu as first or second language

Prize	X Std. Rs.	12 th Std. Rs.	Document to be submitted and whom to approach in the District
First	10000	15000	Attested copies of : a)10 / 12 Std. Public Examination Mark sheet, b) Community Certificate. District Backward Classes and Minorities Welfare Officer in the respective District Collectorate
Second	5000	10000	
Third	3000	5000	

MUSLIM WOMEN AID SOCIETY

For the betterment of poor Destitute and aged Muslim Women, District Muslim Women Aid Society was formed in all the District Headquarters. Financial assistance and need based trainings are provided to uplift the livelihood. A seed money for Rs. 1.00 lakh has been sanctioned to each district for the formation of the Muslim Women Aid Society.

Matching Grant to a maximum sum of Rs.20 Lakhs per year at the rate of 1:2 ratio (with effect from 1.4.2012) to each Society equivalent to the amount of donation collected by the Society are sanctioned by the Government,

The Aim of the Societies are as follows:

- i. To help the financial assistances destitute Widow / Women of Muslim with on monthly basis or any other form as per the financial position of the society.
- ii. To impart training to the destitute Muslim Women for making handicrafts, setting up of Small Scale Industries (SSI)
- iii. To provide orphanage for living aged / destitute Muslim Women.
- iv. To give health care treatment to the destitute Muslim Women by conducting health camp awareness programmes
- v. To impart trainings such as tailoring, embroidery, foot wear manufacturing etc. to the very poor Muslim women for improving their livelihood
- vi. To guide them to avail grants /concessions from the State/Central Government Programmes for improving their livelihood.
- vii. For assisting to promote the Muslim Women members in the field of Commerce, Industries and Education
- viii. Imparting training to the Members of organized SHG who wish to setting up of petty trades by availing loans various loan schemes of TAMCO
- ix. In general, assistance will be provided to the very poor muslim women for the development of educationally and economically, if the society may deserve think fit .

ULEMAS AND OTHER EMPLOYEES WELFARE BOARD

The Ulema and Other Employees Welfare Board was formed since 2009 for the upliftment of educational and economic status of the Ulemas, Aalims, Pesh-Imams, Arabic Teachers, Mothinars, Bilal, and other Employees working in Mosques, Madarasas, Darghas, Ashurkhanas, Burial grounds, Thaikas, Muslim Orphanages etc. in the State

The persons who have completed 18 years and not attained 60 years of age are become eligible for Member. Identity Cards are given to the registered Members of the Board at free of cost. The Identity cards should be renewed once in three years.

The financial assistance given to the members of the Ulemas and Other Personnel Welfare Board are as follows:-

S No.	Details of Assistance	Assistance Rs.
1	Accidental Insurance	
	a) Death due to accident	1,00,000
	b) Handicapped due to accident(with reference to percentage of handicapness)	10,000 to 1,00,000
2	Natural Death	15000
3	Funeral Expenses	2000
4	Scholarship	
	a)Girl student studying in X Std.	1000
	b)Student passed in X Std.	1000
	c)Girl student studying in XI Std.	1000
	d)Girl student studying in XII Std.	1500
	e)Student passed in XII std.	1500
	f) Student studying Degree Courses (Day Scholar)	1500
	g) Student studying Degree courses (Hosteller)	1750
	h) Student studying Post Graduate Courses (Day Scholar)	4000
	i) Student studying Post Graduate Courses (Hosteller)	5000

	j) Student studying Under Graduate Professional Course (Day Scholar)	4000
	k) Student studying Under Graduate Professional Courses (Hosteller)	6000
	l) Student studying Post Graduate Professional Courses (Day Scholar)	6000
	m) Student studying in Post Graduate Professional Courses(Hosteller)	8000
	n)Student studying in ITI/Polytechnic	1000
	o)Student studying in ITI/Polytechnic (Hosteller)	1200
5	Marriage Assistance	2000
6	Maternity Assistance	
	a) Maternity Assistance of: Rs.1000/- per month for six months	6000
	b) Abortion	3000
7	Spectacle	500 (Maximum)
8	Old Age Pension	1000 p.m.

FINANCIAL ASSISTANCE FOR JERUSALEM PILGRIMAGE

In Tamil Nadu, a new scheme of financial assistance for undertaking a Pilgrimage to Jerusalem to all Christian denominations has been introduced by the Tamil Nadu Government and a sum of Rs.1 Crore has been sanctioned for 500 beneficiaries at the rate of Rs.20,000/- each from the year 2011-12 onwards.

Prime Minister New 15 Point Programme

In order to promote the minorities in the spheres of education, economic and social status and to ensure the protection of their rights and equal opportunities at par with majority communities, and also to ensure harmony by preventing communal clashes across the nation **the Prime Minister New 15 Point Programme** was launched by the Govt.of India, so as to emphasis to lead dignified life to them.

THE SALIENT FEATURES OF THE SCHEMES ARE AS FOLLOWS:-

- 1) Equitable availability of Integrated Child Development Services (ICDS).
- 2) Improving access to School Education.
- 3) Greater resources for teaching Urdu.
- 4) Modernizing Madarsa Education.
- 5) Scholarships for meritorious students from minority communities
- 6) Improving educational infrastructure thro' Maulana Azad Education Foundation(MAEF)
- 7) Self-Employment and Wage Employment for the poor
- 8) Upgradation of skills through technical training
- 9) Enhanced credit support for economic activities
- 10) Recruitment to State and Central Services
- 11) Equitable share in rural housing scheme.
- 12) Improvement in condition of slums inhabited by minority communities
- 13) Prevention & Control of Communal Riots
- 14) Prosecution for communal offences and
- 15) Rehabilitation of victims of communal riots.

This Schemes are being implemented by the Line Department and are being monitored at the District level Committee headed by the District Collectors and send report to State level High level Committee.

The State High Level Committee headed by the Chief Secretary to the Government for monitoring the programme and scrutinize the reports of the District Level Committee and send the recommendations/reports to the Government of India as and when necessity arises.

Rehabilitation of the Victims of Communal Riots

With a pragmatic view to the minority families who have lost their livelihood due to communal riots the discharged prisoners who held petty offences to rehabilitate them to lead a dignified life in the Society, a rehabilitation scheme was introduced during 2008-09. The beneficiaries are selected as per the guidelines issued vide G,O.Ms.No.58,BC,MBC & MW Department, Dated 16.7.2009. Under this scheme, financial assistance will be provided upto Rs.10000/- to set up petty business.

Commissioner of Minorities Welfare will release the financial assistance

based on the recommendation of the District Backward Classes and Minorities Welfare Officers in the Districts. The District Collector will review the progress every fortnight.

Powers and duties of officers / employees under section 4(1)(b)(ii) of Right Information Act, 2005

DUTIES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

The Commissioner of Minorities Welfare is a State Touring Officer and being the Head of Department shall exercise all financial powers of Head of Department in respect of all matters including Fundamental Rules, Tamil Nadu Financial Code, Madras Treasury Rules etc.

The Commissioner is responsible for successful implementation of all the welfare schemes meant for the Minorities in the state and is expected to carry out the following important items of work.

Monitoring and Reivew the implementation of various on-going welfare schemes by the DBCMWOs in the Districts and formulation of new schemes.

- i. Evaluation of welfare schemes in existence and suggesting for its continuance (or) non-continuance.
- ii. Formulation of Budget and Control of Expenditure etc.,
- iii. Associating with the various Corporations, Boards and Commissions relating to the Welfare Minorities and report to Government wherever necessary
- iv) Inspection of Minority Hostels, various Training Institutions where the Skill development training takes place

The Commissioner of Minorities Welfare also function as

- i) The Managing Director of TAMCO
- ii) Member Secretary of State Minorities Commission
- iii) Member of Ulema and Other Employees Welfare Board

The Commissioner of Minorities Welfare has been functioning under the administrative control of the Secretary to Government, BC, MBC & MW, Chennai-9 and will execute the policies of the Government.

DIRECTORATE OF MINORITIES WELFARE

Duties/responsibilities of Personal Assistant to the Commissioner of Minorities Welfare

1. Office Administration
2. Office Procedures
3. State Schemes
 - i) Award of Prizes for State & District levels
 - ii) Urdu Award
 - iii) Maintenance of Minorities School / College Hostels
 - iv) Muslim Women Aid Societies
 - v) Jerusalem Pilgrimage
 - vi) Ulema & Other Employees Welfare Board
 - vii) Rehabilitation Assistance to the victims of communal riots.
4. Centrally Sponsored Schemes:-
 - a) Prime Minister 15 point Programme
 - b) Prematric Scholarship
 - c) Postmatric Scholarship
 - d) Merit-cum-Means Based Scholarship
 - e) Free Coaching Allied Scheme / Nai Roshini /
5. Monitoring of all the Welfare schemes relating to the Department of Minorities Welfare at District Level
6. Preparation of Policy of this Department
7. CM Cell petitions, Dy C.M. Cell petitions, MLA/MP petitions, Legislative Assembly questions as Nodal Officer, Petitions from GOI. Petitions received under RTI Act
8. Publicity of all Welfare Schemes including State-Central sponsored schemes as and when necessity arises

Duties/responsibilities of Accounts Officer

1. Preparation of BE /FSE/ RE / FMA / FMP, ANNUAL PLAN & FIVE YEAR PLAN
2. Part II Schemes Proposals
3. Settlement of AG's / IAP Audit Objections
4. Drawal and disbursement of Pay bill & all other bills(including Contingent Bills), all Loans and Advances, GPF/Part final Withdrawal relating to the Directorate
5. Maintaining of Accounts relating to State Plan Schemes, Centrally Sponsored Schemes, State-Central sponsored schemes, Ulema & Other Employees Welfare Board etc. with Utilisation Certificate wherever necessary
6. Preparation of Performance Budget / Citizens' Charter
7. Preparation of reports on Public Accounts Committee, Assurance Committee, State Finance Committee, State Planning Commission , Estimate Committee, reports
8. Monitoring the Control of Expenditure
9. Monthly Plan and Non-Plan Expenditure Review
10. Accountant General, Treasury/PAO Reconciliation work of Directorate and District Offices and Review
11. Periodical reports on the above subjects.
12. Maintenance of all Statutory registers relating to the above assignments

The procedure followed in the decision making process under section 4(1)(b)(iii) of Right Information Act, 2005.

The department follows the procedure laid down in the Government Order, The provisions contained in Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules, Tamil Nadu Backward Classes Subordinate Services Rules, Tamil Nadu Leave Rule and Department Manual Rules, etc.

Decisions will be 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 as the case may be.

The process of departmental work is initiated by the Junior Assistants / Assistants passed through Superintendents to the appropriate authority of Personal Assistant to Commissioner or Accounts Officer or Commissioner / wherever necessary. The Department is implementing the policy of the Government with reference to the Government Order.

If a reply is required to be made on any representations, the decisions are

communicated to the petitioner.

The norms set by it, for the discharge of its functions under section 4(1)(b)(iv) of Right Information Act, 2005

For the discharge of functions allocated to the Minorities Welfare the provisions contained in the Government Order issued then and there 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 Acts / Rules / Manuals are as follows :

- i) Department Manual,
- ii) The Tamil Nadu Services Manual,
- iii) The Tamil Nadu Government Servant Conduct Rules, 1973,
- iv) The Tamil Nadu State and Subordinate Services
- v) The Tamil Nadu Backward Classes Subordinate Services
- vi) The Tamil Nadu Tender Transparency Act 1998
- vii) The Tamil Nadu Tender Transparency Rules 2000
- viii) Fundamental Rules etc.

Rules, Regulations, Instructions, Manuals and Records for discharging functions under section 4(1)(b)(v) of Right Information Act, 2005

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

- i) Tamil Nadu Budget Manual
- ii) Tamil Nadu State and Subordinate Service Rules
- iii) Tamil Nadu Backward Classes Subordinate Service Rules
- iv) Tamil Nadu Higher Secondary School Service Rules
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules T
- vi) Tamil Nadu Government Servants Conduct Rules, 1973 T
- vii) Tamil Nadu Pension Rules T
- viii) Fundamental Rules
- viii) Tamil Nadu Financial Code
- ix) Tamil Nadu Account Code
- xi) Tamil Nadu Treasury Code
- xii) Tamil Nadu Tender Transparency Act 1998.
- xiii) Tamil Nadu Tender Transparency Rules 2000.
- xiv) The Tamil Nadu Land Acquisition Act, 1978.

2. The details of the above listed Rules, Manuals and Acts are furnished

below:-

i.	<p>Name of the Manual</p> <p>Type of the document</p>	<p>: The Tamil Nadu Budget Manual</p> <p>: This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.</p>
ii.	<p>Name of the Manual</p> <p>Type of the documents:</p>	<p>: Tamil Nadu State and Subordinate Service Rules.</p> <p>The rules are made under the provision to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.</p>
ii	<p>(a) Name of the Manual</p> <p>Type of the Document</p>	<p>: Tamil Nadu Backward Classes Subordinate Service Rules.</p> <p>: The Special rules contains the service rules of various categories of posts in hostels functioning under the control of Minorities Welfare Department.</p>
iii.	<p>Name of the Manual</p> <p>Type of the document</p>	<p>: Tamil Nadu Civil Services (Discipline and Appeal) Rules.</p> <p>: The rules are made under the provision to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.</p>

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iv.	Name of the Manual Type of the document	: Tamil Nadu Government Servants Conduct Rules. : The rules are made under the provision 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.
v.	Name of the Manual Type of the document	: Tamil Nadu Pension Rules. : The rules are made in relation to the pensionary benefits to the members of the State.
vi.	Name of the Manual Type of the document	: Fundamental Rules. : 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.
vii.	Name of the Manual Type of the document	: Tamil Nadu Financial Code. : The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
viii.	Name of the Manual Type of the document	: Tamil Nadu Account Code. : The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
ix.	Name of the Manual Type of the document	: Tamil Nadu Treasury Code. : The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

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x.	Name of the Manual	:	Tamil Nadu Land Acquisition Act, 1978
	Type of the document	:	The Act contains the procedure for acquisition of lands for construction of houses, schools etc. for the welfare of Minorities of this State.
xi.	Name of the Manual	:	Guidelines issued by the Government of India.
	Type of the document	:	The Government of India issued guidelines for grant of aid to this State for the welfare of SC/STs. such as Scholarships, Special Central Assistance to Special Component Plan, Grants under Article 275 (i) of Constitution of India.
xii.	Name of the Manual	:	Tamil Nadu Tender Transparency Act, 1998 & 2000.
	Type of the document	:	This Act and Rules contains the procedure for calling tender for purchase to be made by various departments. This is published by Finance Department.

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

Sl. 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
1.	Policy Note	Contains the Policy pronouncements of the Department for the concerned year.	To apply to the PIO	PIO
2.	Performance Budget	Contains the schemes implemented related to previous years.	To apply to the PIO	PIO
3.	Guidelines	The Government of India guidelines for the grant of Scholarship	To apply to the PIO	PIO
4.	Important G.Os	Issued by the Backward Classes & Minorities Welfare Department from time to time	To apply to the PIO www.tn.gov.in	PIO

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, their participation is there in certain committees constituted by 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.

A statement 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 Right to information Act, 2005

1. State Level / District Level Committees for verification of Community

Certificates:

i) Purpose: To verify the genuineness of the Community Certificates issued to BCs including Minorities

(ii) Details of members:

(a) State Level Scrutiny Committee:

1. Secretary to Government Backward Classes, Most Backward Classes & Minorities Welfare Department	Chairman
2. The Director, Backward Classes Department	Member Secretary
3. The Director, Most Backward Classes & Denotified Communities	Member
4. Anthropologist	Member

(b) District Level Vigilance Committee:

- | | |
|---|------------------|
| 1. District Collector | Chairman |
| 2. District Backward Classes & Minorities Welfare Officer | Member-Secretary |
| 3. Anthropologist | Member |

The Selection Committee for Selection of Warden / Matron

- | | |
|--|----------|
| i. District Collector or his nominee | Chairman |
| ii. District Backward Classes and Minorities Welfare Officer | Member |
| iii. Chief Educational Officer | Member |

Advisory Committee for selection of Boarders.

Official Members

- | | |
|-------------------------------|----------|
| DBC & MWO | Chairman |
| Principal /Vice Principal/HM. | Member |

Non-Official Members

Concerned MLA/ if he happens to be a Minister, a representative nominated by him

Parent / Teacher representatives

- a. Parents - 2 Nos.
- b. Teachers - 2 Nos.

Local Body Members (as the case may be)

- a. Panchayat Union Chairman
- b. Town Panchayat President
- c. Village Panchayat President Member

Two representatives from the local area of the hostels who are interested in social services

Composition of Hostel Management Committee

The Sub-Collector / R.D.O of the division.	Chairman
The PA to Collector/RDO concerned	Member/Organizer
Principal/VicePrincipal/HeadMaster/Asst.H.M	Member
Four representatives of Parent-Teachers Association)2 Teachers & 2 Parents)	Members (Four)
Hostel Warden/Matron	Member

Reservation Monitoring Committee

To watch and ensure proper implementation of reservation policy/procedure of the Tamil Nadu Government, the Government have constituted following State Level Monitoring Committee.

- i. Secretary to Government, Personnel and Administrative Reforms Department.
- ii. Secretary to Government, Adi-Dravidar and Tribal Welfare Department.
- iii. Secretary to Government, Backward Classes, Most Backward Classes and Minorities Welfare Department.

DIRECTORY OF OFFICERS

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

Sl. No	Name and Designation of the officer	Telephone (STD code No 044)	Email
		Office	
1	Thiru.Dayanand Kataria, IAS., Principal Secretary / Commissioner of Minorities Welfare	28515050	tnminoritieswelfare@yahoo.com
2	Selvi K. Rukmani Personal Assistant to the Principal Secretary / Commissioner of Minorities Welfare	28543117	tnminoritieswelfare@yahoo.com
3	Tmt.N. Arulmani, Accounts Officer	28543116	tnminoritieswelfare@yahoo.com

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	Name of the Officer Thiru/Tmt/Selvi	Designation	Remuneration
1)	Dayanand Kataria, IAS.,	Principal Secretary /Commissioner	(67000-79000)
2)	K. Rukmani	Personal Assistant to the Commissioner	(Rs.15600-39100, GP.Rs.5400/+ Allowances)
3)	N. Arulmani	Account Officer (I/C)	(Rs.15600-39100, GP.Rs.5400 + Allowances)
4)	S. Sharmilee	Superintendent	(Rs.9300-34800, GP-Rs.4800 + Allowances)
5)	Vacant	Superintendent	(Rs.9300-34800, GP-Rs.4800 + Allowances)
6)	D.Vijayalakshmi	Sel. Gr. Assistant	(Rs. 5200-20200, GP Rs.2800 + Allowances)
7)	C.T. Kanthimathi	Assistant	((Rs. 5200-20200, GP Rs.2800 + Allowances)
8)	R.Manjula	Assistant	(Rs. 5200-20200, GP Rs.2800 + Allowances)
9)	Vaccant	Assistant	(Rs. 5200-20200, GP Rs.2800 + Allowances)
10)	Vaccant	Assistant	(Rs. 5200-20200, GP Rs.2800 + Allowances)
11)	Vaccant	Assistant	(Rs. 5200-20200, GP Rs.2800 + Allowances)
12)	R. Ramsingh	Junior Assistant	(Rs. 5200-20200, GP Rs.2400 + Allowances)
13)	vacant	Junior Assistant	(Rs. 5200-20200, GP Rs.2400 + Allowances)
14)	M.A. Elangovan	Typist	(Rs. 5200-20200, GP Rs.2000 + Allowances)
15)	R. Elangodi	Typist	(Rs. 5200-20200, GP Rs.2000 + Allowances)
16)	Vaccant	Steno Typist Grade I	(Rs.9300-34800, GP Rs.4800 + Allowances)
17)	K.Vijayalakshmi	Steno Typist Grade III	(Rs. 5200-20200, GP Rs.2800 + Allowances)
18)	N. Saravanan	Sel. Gr. Driver	Rs. 9300-34800 /-, GP Rs 4200+ Allowances)
19)	K. Babu	Driver	Rs. 5200-20200, GP Rs.2400 + Allowances)
20)	V.Mohan	Record Clerk	(Rs. 4800-10000 GP-1650/- + Allowances)
21)	S Anbuselvi	Office Assistant	(Rs. 4800-10000 GP-1300/- + Allowances)
22)	Vaccant	Office Assistant	(Rs. 4800-10000 GP-1300/- + Allowances)
23)	Vaccant	Office Assistant	(Rs. 4800-10000 GP-1300/- + Allowances)

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(i) (b) (xi) of Right to Information Act, 2005

FINANCIAL PERFORMANCE - PLAN & NON PLAN (Rs. in lakhs)

S.No.	Name of the Scheme	Total Allotment (FMA) for 2015-16	Expenditure upto 31.3.2016	% of Achievement
I. Non Plan Schemes				
1	Minorities Welfare Administration	117.20	115.64	99%
2	Prizes to the Urudhu language students secured high marks	1.06	1.06	100%
3	Financial Assistance for Jerusalem Pilgrimage	100	94	94%
4	Muslim Women Aid Society	165.84	165.84	100%
Total Non Plan Schemes				
II. State Plan Schemes				
1	Minorities Hostels	205.79	216.47	Above 100%
2	Construction of hostel buildings for Minority students	304.02	151.81	50%
3	Construction of hostel buildings for Minority students with Loan Assistance from NABARD	19.36	9.14	47%
Total State Plan Schemes				
III. CENTRALLY SPONSORED SCHEMES				
1	Pre-Matric Scholarship	846.97	846.97	100%
2	Post-Matric Scholarship	20.67	0	
3	Merit-cum-Means Based Scholarship	22.78	0	
Total Centrally Sponsored schemes				
IV. Schemes Shared between State and Centre				
	Nil			
Grand Total (Non Plan, Plan, Centrally Sponsored Schemes, Shared Schemes)		1803.69	1600.93	89%

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

Nil

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

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

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

- 1) The Public can obtain information about the functioning of the Minorities Welfare Department in the following web sites. www.bcmbcmw.tn.gov.in
- 2) Important G.Os. and Policy Note of BC,MBC&MW Department are available at www.tn.gov.in

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

The public are posted with information through Notice Board, Newspapers, Web site, Exhibitions and other means of advertising.

Name and Designation and other particulars of Public Information Officer & Appellate Authority under section 4(i)(b) (xvi) Right to Information Act, 2005

Name	Designation	Phone No	Fax	Email	Address
K. Rukmani	Public Information Officer and Personal Assistant to the Commissioner of Minorities Welfare Department	28543117	28544545	tnminoritieswelfare@yahoo.com	Commissionerate of Minorities Welfare 807, Anna salai, (5 th floor) Chennai- 600 002
Dayanand Kataria, IAS	Appellate Authority and Commissioner of Minorities Welfare Department	28515050	28544545	tnminoritieswelfare@yahoo.com	Commissionerate of Minorities Welfare 807, (5 th floor) Anna salai, Chennai- 600 002

For Principal Secretary/ Commissioner
Minorities Welfare Department