

Government of Tamil Nadu

MANUAL UNDER THE
RIGHT TO INFORMATION ACT, 2005

INTERNAL AUDIT AND STATUTORY BOARDS
AUDIT DEPARTMENT

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INTERNAL AUDIT AND STATUTORY BOARDS AUDIT DEPARTMENT

Introduction

- 1.1 In order to ensure 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, Internal Audit and Statutory Boards Audit Department has brought out this Manual for information and guidance of the general public.
- 1.2 The purpose of this Manual is to inform the general public about the organizational set-up of this Department, the functions and duties of its officers, employees, records and documents available with the Department.
- 1.3 This manual is intended for the public in general and users of the services and provides information about the audit and special functions undertaken by the Internal Audit and Statutory Boards Audit Department.
- 1.4 Internal Audit and Statutory Boards Audit Department has designated the officers of the Department as its Public Information Officer (PIO) for providing information in respect of matters concerning the Department. The details of PIOs are available in the statement under section 4(1)(b)(xvi)

1.5 Any person requiring any information under the Act may contact Officers of Internal Audit and Statutory Boards Audit Department as mentioned in paragraph 1.4

1.6 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 banker's cheque or Court Fee Stamp or by other modes specified by Government. 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 007500 800BK 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 in support of such remittances.

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 detailed below should be paid as per the guidelines indicated at (a) above.

- i) Rupees two for each (in A4 or A3 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 every one hour (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7 of the Right to Information Act, the request shall be made as indicated above and the fee as detailed below should be paid as per the mode 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.

1.7 Persons below the poverty line are exempted from the 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, will be sufficient to avail this concession.

1.8 The name, designation and other particulars of Appellate authority are available in the statement under section 4(1)(b)(xvi)

2.1 Particulars of organization, functions and duties under Section**4(1)(b)(i)**

Internal Audit Department has been entrusted with the responsibility to conduct the audit of certain Statutory Boards, to function as the Internal Auditor in all Government Departments audit of Agriculture Extension Centres, and Puratchi Thalaivar M.G.R. Nutritious Noon Meal Scheme , Weights and Measures, TamilNadu Text Book Society, and all grant-in-aid institutions receiving grant in aid of Rs.20,000 recurring / Rs.1,20,000 non-recurring, including all aided Polytechnics and Engineering Colleges. The details of departments entrusted for audit are furnished in para 2.2.4. The Department functions under the Finance Department.

Brief History of the Department

2.2 Internal Audit and Statutory Boards Audit Department

(1) In G.O.Ms.No. 125, Finance, dated 10.02.1921, the Local Fund Audit Department was formed under the control of Finance Department. The Examiner of Local Fund Audit was declared as Head of Department. He was also designated as Chief Auditor, State Trading Schemes in the year 1945. With the entrustment of Audit of commercial undertakings of the State Government in the year 1958, a separate organization for the physical verification of Stocks and Stores of all Government Departments was formed under the control of the Examiner of Local Fund Accounts.

2) In the year 1969, the department was bifurcated into two departments viz. (1) Local Fund Audit Department and (2) State Trading Schemes Audit, vide G.O.Ms.No.449, Finance (Funds) Department, dated 03.05.1969 with separate Heads of Department viz., Examiner of Local Fund Accounts and the Chief Auditor, State Trading Schemes respectively. However, the composite nature in regard to establishment matters ie., seniority, panel, direct recruitments etc., has been retained with Director, Local Fund Audit as the Cadre Controlling Authority.

3) In G.O.Ms.No.598, Finance (Local Fund) Department dated 03.08.1992, the functions of both the departments were re-aligned consequent on the entrustment of internal audit function of all Government Departments to this Department and the Department was renamed as "Internal Audit and Statutory Boards Audit Department" and the nomenclature of the Head of Department of this Department was also redesignated as the Chief Internal Auditor and Chief Auditor of Statutory Boards. The entrustment of Internal Audit function of all the Government Departments to this department was ordered by the Government based on the recommendations of the Comptroller and Auditor General of India and the Public Accounts Committee.

4) Pursuant to the realignment of audit function, the following Statutory and Non-Statutory audits were entrusted to this Department.

I) Statutory Audit

1. Tamil Nadu Housing Board
2. Tamil Nadu Slum Clearance Board
3. Tamil Nadu Khadi & Village Industries Board
4. Chennai Metropolitan Development Authority
5. Wakf Board and Wakf Institutions income exceeding Rs.15,000/- per annum.
6. Official Assignee and Administrative General, Official Trustee and Official Liquidator.

II) Non Statutory Audit

1. Audit of Tamil Nadu Text Book Corporation.
2. Audit of Puratchi Thalaivar M.G.R. Nutritious Noon Meal Programme
3. Audit of transaction of Agricultural Extension Centres,
4. Accounts relating to stamping of Weights and Measures maintained by Stamping Inspectors and Deputy Inspector of labour,
5. Accounts of Tamizhagam at Udhagamandalam, State Guest House, Chennai, and Tamil Nadu House, New Delhi.
6. Institute of Film and Television technology, Chennai, Tamil Nadu Film Division, Chennai.
7. Audit of all private colleges, polytechnics, Aided High Schools and Higher Secondary Schools.
8. Private Hospitals and welfare organizations receiving grants in-aid from state Government of not less than Rs.20,000/- per annum recurring and Rs.1.20 lakhs non recurring.
9. Audit of other Miscellaneous Institutions.
10. Audit of Tamil Nadu Agricultural Labour Welfare Board,
11. Audit of Tamil Nadu Folk Artistes Welfare Board
12. Audit of Tamil Nadu Manual Workers Welfare Board and 14 other Welfare Boards.

5. The responsibility, to take up and oversee the internal audit of all Government Departments was entrusted to the Chief Internal Auditor in G.O.Ms.No.598,Finance L.F.)Department, dt.03.08.1992. The duties and responsibilities of Internal Auditors who are entrusted with the function of taking up and overseeing the audit of all Government Departments, on behalf of the Chief Internal Auditor were defined in G.O. Ms. No. 736 Finance (L.F.) department dt. 19.09.1995.
6. After the realignment of the functions of the Director of Local Fund Audit and the Chief Internal Auditor and Chief Auditor of Statutory Boards on G.O.Ms.No. 598, Finance (L.F.) Department, dated 03.08.1992, the audit of Assistant Elementary Education Office was entrusted to Chief Internal Auditor and Chief Auditor of Statutory Boards.
7. Initially the Audit of Nutritious Noon Meals Scheme was under the control of Local Fund Audit Department and subsequently it was entrusted to Internal Audit Department from 01.10.1992, with a sanctioned strength of 400 Assistant Inspectors and 40 Inspectors.
8. The Audit of the revised pay fixation, with effect from 01.01.1996, which was implemented in G.O.Ms.No.162, Finance (PC) Department dt. 13.04.1998 in respect of the staff of the Tamil Nadu Government was entrusted to the Chief Internal Auditor in

Government letter No.85023/Finance (P.C.) Department, Dated 10.12.01

to cover the entire 140 departments under the Government of Tamilnadu.

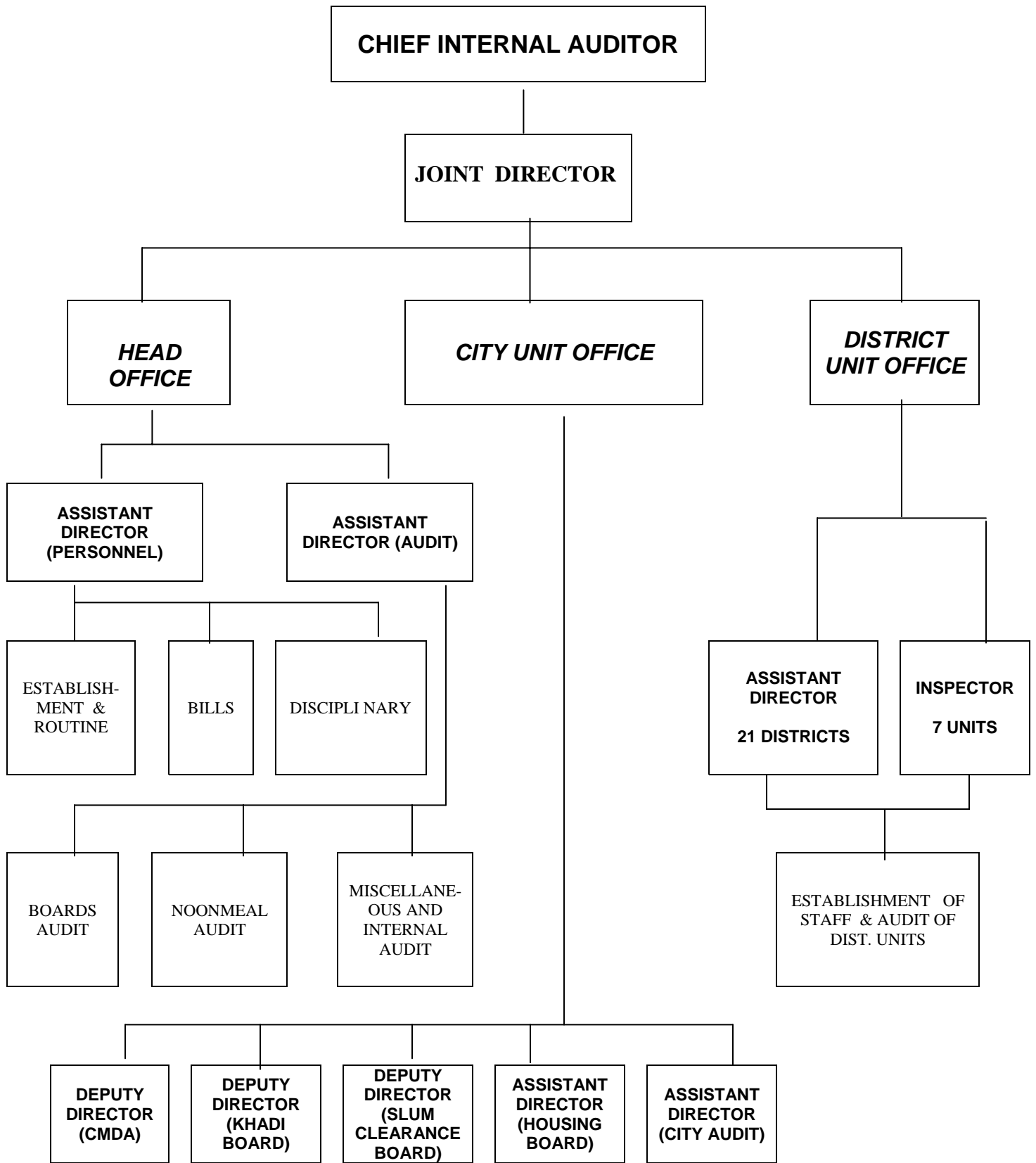
9. Name and Address of the Administrative Office

Chief Internal Auditor and
Chief Auditor of Statutory Boards,
7th Floor, Chengalvarayan Building,
807, Anna Salai,
Chennai – 600 002.
Phone No. 044 – 28510605
Email – ciacasb @ yahoo.in

10. Organizational set up

- | | | |
|----|----------------------------------|---|
| 1) | Head Office | Chennai |
| 2) | Joint Director | Head Office |
| 3) | Deputy Director | Audit of CMDA, TNKVIB, TNSCB
at Chennai.(details in Para 10) |
| 4) | Assistant Director | Audit of Tamil Nadu Housing Board |
| 5) | Assistant Director/
Inspector | In Districts (details in Para10) |

INTERNAL AUDIT AND STATUTORY BOARDS AUDIT DEPARTMENT



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

Internal Audit and Statutory Boards Audit Department

The Department is headed by the Chief Internal Auditor and Chief Auditor of Statutory Boards. He is responsible for the careful observance of the Rules. He exercises general supervision and control over the staff under him including Joint Director, Deputy Directors and Assistant Directors and is responsible for ensuring that the members of the staff do the work allotted to them efficiently and expeditiously.

- 1) The main duties of the Chief Internal Auditor are
 - i) the General Administration of the Department
 - ii) the General supervision of Audit work in the entrusted Boards.
 - iii) Inspection of the subordinate offices.

- 2) Powers of settlement of Audit objections by various authorities :

The Government of Tamil Nadu have delegated to the following officers of Local Fund Audit / Internal Audit Department admitting the expenditure or revenue up to the limits detailed below :

i) Chief Internal Auditor	-	Rs.750/-
ii) Joint Director	-	Rs.500/-
iii) Deputy Director	-	Rs.400/-
iv) Assistant Director	-	Rs.300/-
v) Inspector	-	Rs.100/-

(G.O.Ms.No.515 Fin(LF) Department, dated 12/07/1991)

- 3) Powers exercisable in his capacity as Head of Department under the various rules framed by the Government.
- 4) Scrutiny and approval of Audit Reports on the accounts of Statutory Boards Audit entrusted to this Department, Tamil Nadu House, New Delhi.

II) Joint Director

- 1) Assistance to the Chief Internal Auditor in the day to day administration of the Department and in the disposal of references received from Government, Head of Department etc.
- 2) Functioning as Cell Officer.
- 3) Functioning as Nodal Officer for SC/ST Welfare.

III Deputy Director

- 1) Supervision over the Audit of respective Boards under their control
(TN Khadi and Village Industries Board, TN Slum Clearance Board, Chennai Metropolitan Development Authority)
- 2) To examine and settle the objections covered in the Audit Reports/Audit Notes.
- 3) Other General administrative functions in their respective Audit Units.
- 4) In respect of Tamil Nadu Housing Board, the Assistant Director is entrusted the functions as in 1,2 and 3.

IV. Assistant Directors

- 1) Supervision over the work of District Audit staff in their respective jurisdiction and Inspector units under their control.
- 2) Scrutiny and approval of Audit Reports on the accounts of Institutions under their control.
- 3) Other General administrative functions in their respective Audit Units.

V. Inspectors

In districts where the office is headed by Inspectors, the above functions assigned to the Assistant Directors are undertaken by the Inspectors under the immediate supervision of Assistant Director.

VI. The Head Office consists of Six sections and the functions of these sections are tabulated below :

Sl.No.	Sections	Details of Subjects dealt with
1.	'A'	Establishment – Postings, regularization, Promotion and transfers, Office Inspection of Sub-ordinate Offices, AG/P&AR Inspection, Sanction of General Provident Fund, Office rent & Routine works
2.	'B'	Bills – Budget Estimates – Payments, All Financial sanctions / Stationery and stores,
3.	'C'	Anomaly, Disciplinary Action, Pension, Association, Right to Information Act 2005, Conduct Rules implementation
4.	'D'	Audit – Statutory Audit, WAKF, Khadi, Housing Board, Chennai Metropolitan Development Authority, Slum Clearance Board Public Undertaking Committee etc., and Audit of Agri. depots.
5.	'E'	Puratchi Thalaivar M.G.R. Nutritious meal Programme Audit and Miscellaneous Institutions.
6.	'F'	Internal Audit of Government Departments, Audit of Various Welfare Boards.

VII) Sanctioned Strength of Internal Audit and Statutory Boards Audit Department

Sl.No.	Name of the Post	Sanctioned Strength.
1	Chief Internal Auditor and Chief Auditor of Statutory Boards	1
2.	Joint Director	1
3.	Deputy Director	3
4.	Assistant Director	38
5.	Inspector	101
6.	Deputy Inspector	75
7.	Assistant Inspector	558
8.	Junior Assistant	33
9.	Typist	36
10.	Steno Grade.I	1
11.	Steno Grade III	1
12.	Telephone Operator	1
13.	Driver	1
14.	Record Clerk	5
15.	Office Assistant	43
16.	Watchman	3
17.	Sweeper	1
	Total	902

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

1. The main activities of the department is audit of the accounts of Statutory Boards and Non – statutory Boards, other Government Departments entrusted to this Department and other miscellaneous institutions under its audit control and issue of Audit Report and watch their disposal.
2. The audit is conducted at the institutions by the Audit parties and the Audit Reports approved by the Assistant Director / Inspector.
3. The audit is done with reference to the various Acts, Rules, Manuals, Codes, Regulations, Statistics, guidelines, executive orders of Government and other instructions of the Government, governing the auditable institutions in general and the instructions contained in the department manuals.
4. The work done by the District Audit Offices are supervised by the Inspector/Assistant Director concerned under the overall supervision and control of the Chief Internal Auditor.
5. The Auditor who conduct the original audit and the Inspectors / Assistant Directors of the District concerned and the Assistant / Deputy Directors of concurrent audit institutions are responsible for the issue of audit report in time and generally accountable for the audit objections raised and included in the Audit Report.

6.The power to settle objections rests with the Inspector / Assistant Director / Deputy Director, and is accountable for their correctness.

7.In case of dispute as to the correctness of the objections raised, the decision of the Chief Internal Auditor and Chief Auditor of Statutory Board and the Government, in case the matter is referred to Government by the Chief Internal Auditor and Chief Auditor of Statutory Board , shall be final.

8.The Department follows the procedure laid down in the Tamil Nadu Local Fund Audit Department manual Volume. I, as applicable, Volume II Part.II, Volume.III and Volume.V issued by the Department and as amended from time to time. 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.

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

While discharging the functions allocated to Internal Audit and Statutory Boards Audit Department. the provisions contained in Tamil Nadu Local Fund Audit Department Manual -Volume I, as applicable to this department by issue of various circulars and executive orders. The day to day administration 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.

- i) TamilNadu Internal Audit and Statutory Boards Audit Department Manual
- ii) The TamilNadu Government Servants Conduct Rules 1973.
- iii) The Tamil Nadu State and Subordinate Service Rules
- iv) Fundamental Rules
- v) Tamil Nadu Account Code
- vi) Tamil Nadu Financial Codes I & II
- vii) Tamil Nadu Treasury Codes
- viii) Tamil Nadu Travelling Allowance Rules.
- ix) Tamil Nadu Pension Rules.
- x) Tamil Nadu Transparency in Tender Act & Rules framed hereunder
- xi) Acts & Rules relating to Tamil Nadu Khadi and village Industries Board, Slum Board, Housing Board, Chennai Metropolitan Development Authority, Wakf Board and other Institutions entrusted to the department.

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

1. The day of day business of this department is being, carried out in accordance with the provisions contained in the rules, regulations and manuals mentioned hereunder:

- i) Tamil Nadu Local Fund Audit Manual – Volume-I
- ii) Tamil Nadu Government Office Manual.
- iii) Tamil Nadu Budget Manual.
- iv) Tamil Nadu State and Subordinate Service Rules
- v) Tamil Nadu Civil Service (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules-1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules of the Tamil Nadu Government.
- ix) Tamil Nadu Financial Codes
- x) Tamil Nadu Account Code
- xi) Tamil Nadu Treasury Codes
- xii) Tamil Nadu Traveling Allowance Rules
- xiii) Acts and Rules issued in respect of the Auditable Institutions.

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

1.	Name of the Rules	Tamil Nadu Local Fund Audit Manual – Volume-I
	Type of the Document	The rules describe the manner and procedures in conducting the administration of the office
2.	Name of the Manual	The Tamil Nadu Budget Manual
	Type of the Document	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat with 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.
3.	Name of the document	Tamil Nadu State and Subordinate Service Rules
	Type of the Rules	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 Service
4.	Name of the document	Tamil Nadu Civil Service (Discipline and Appeal) Rules
	Type of the Rules	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.
5.	Name of the document	Tamil Nadu Government Servants Conduct Rules, 1973.
	Type of the Rules	The rules are made under the provision to Article 309 of the Constitution of India in relation to the conduct of the members of civil service of the State in performance of the duty with integrity and devotion to duty.
6.	Name of the document	Tamil Nadu Pension Rules
	Type of the Rules	The rules are made in relation to the pensionary benefits to the members of civil service of the State
7.	Name of the document	Fundamental Rules of the Tamil Nadu Government.
	Type of the Rules	The rules are made under the provision to Article 309 of the Constitution of India in relation to the pay, allowance, leave, joining time, foreign

		service etc. of the members of civil service of the State
8.	Name of the document	Tamil Nadu Financial Code
	Type of the Rules	The Code is published by the Finance Department and it outlines discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers
9.	Name of the document	Tamil Nadu Account Code
	Type of the Rules	The Code is published by the Finance Department and it outlines discipline to be followed by various departments while regulating expenditure.
10.	Name of the document	Tamil Nadu Treasury Code
	Type of the Rules	The Code is published by the Finance Department and it outlines discipline to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

The documents mentioned above are available with the Director of Stationary and Printing for sale to the public on payment of cost.

3) The following Acts and Rules relating to the Auditable Institutions are also adopted for audit purpose:

i) Tamil Nadu Khadi and Village Industries Board Act 1968.

ii) The Tamil Nadu Housing Board Act 1961.

iii) The Tamil Nadu Slum Areas Development Act 1971.

iv) The Tamil Nadu Panchayat Act 1994 and Panchayat Administration Manual Volume-I & II

v) Tamil Nadu Transparency in Tender Act and Rules Framed there under.

vi) Tamil Nadu Town and Country Planning Act 1971

vii) The Wakf Act 1995.

4) In addition to the above the following departmental audit manuals are prescribed for adoption and observance for the staff and officers of the department for audit purpose.

- 1) Local Fund Audit Department Manual Volume – I
- 2) Local Fund Audit Department Manual Volume – II(Part-II)
- 3) Local Fund Audit Department Manual Volume – III.
- 4) Local Fund Audit Department Manual Volume – V

7) **Statement of categories of documents that are held/ under the control of the Department under section 4(1)(b)(vi) of the Right to Information Act 2005.**

The following documents relating to the auditable institutions are held with this Department.

(i) **Audit Offices (Districts/concurrent)**

- a) Audit slips
- b) Audit Reports
- c) Audit Notes
- d) Replies received on the objections and further remarks issued thereon.

(ii) **Chief Internal Auditor and Chief Auditor of Statutory Boards**

1) Files relating to general correspondences on audit matters of institutions under the control of the department with Government, other Heads of Departments and Subordinate Offices.

2) Files relating to general administration of the department including sanction of rent to rented buildings, allocation of funds to subordinate offices, reconciliation of receipts and expenditure at departmental level.

3) Files relating to various financial sanctions to Subordinate Offices and staff.

- 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.**

No such arrangement / mechanism is in place since this department is not directly involved in the implementation of scheme and its scope is limited to audit functions only.

- 9) **A Statement of Boards, Councils, committees and other bodies consisting two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those Boards, Councils, Committees and other Bodies are accessible for Public or the minutes of such meetings are accessible for public under section 4(1)(b)(viii) of Right to Information Act, 2005.**

The memorandum of Important Audit paras in respect of Tamil Nadu Housing Board, Tamil Nadu Slum Clearance Board, Chennai Metropolitan Development Authority and Tamil Nadu Khadi and Village Industries Board are sent on request to the Public Undertaking Committee of the Tamil Nadu Assembly for its perusal, consideration and final disposal and the minutes and the proceedings of the meetings are available with the Secretary, Legislature Assembly of Tamilnadu.

10.

Directory of officers and employees**under section 4(1)(b) (ix) of Right to Information Act, 2005****INTERNAL AUDIT AND STATUTORY BOARDS AUDIT DEPARTMENT****A.HEAD OFFICE.**

Sl.No.	Name and Designation of the Officer	Telephone (STD Code No. 044)	E.Mail
1.	Thiru.S. Ramakrishnan, M.A., Chief Internal Auditor and Chief Auditor of Statutory Boards, 807, Chengalvarayan Building, 7 th Floor, Anna Salai, Chennai – 600 002.	28510605 28512810 28510606 (Direct)	ciacasb@yahoo.in
2.	Tmt.N. Sumathi, B.A., Joint Director	28510605 28512810 28520141 (Direct)	
3.	Thiru.M.Rajasekaran, M.A., Assistant Director (Personnel) (l/c.)	28510605 28512810	
4.	Thiru.M. Rajasekaran, M.A., Assistant Director (Audit)	28510605 28512810	

B.CITY OFFICES.

Sl.No.	Name and Designation of the Office with full address	Name of Officer	Phone No.
1.	Deputy Director, Chennai Metropolitan Development Authority Audit and Tamil Nadu Text Book Corporation Audit Thalamuthu Natarajan Maligai, No.1, Gandhi Irwin Road, Egmore, Chennai – 600 008.	Thiru.S. Ravi, Deputy Director	044/28592201 044/28414855-560
2.	Deputy Director, Tamil Nadu Slum Clearance Board Audit, (First Floor), No.5, Kamarajar Salai, Triplicane, Chennai – 600 005.	Thiru.R.Manoharan Deputy Director	044/28447515
3.	Deputy Director, Tamil Nadu Khadi and Village Industries Board Audit, 4 th Floor, Kuralagam, Chennai – 600 108.	Thiru.P.Mohan Deputy Director	044/25340258-761
4.	Assistant Director, Tamil Nadu Housing Board Audit, 4 th floor, Nanthanam, Chennai – 600 035.	Tmt.T.Manimegalai, Assistant Director	044/24350277
5	Assistant Director, City Audit, Chennai Corporation Ripon Building Annexe, Chennai – 600 003.	Thiru.S. Anthirakili Assistant Director	044/25380746

DISTRICT OFFICES

Sl.No.	Name of the Head of Office Tv/Tmt.	Designation	District
1.	S.Senthamarai	Assistant Director	Kancheepuram
2.	C. Jayaraj	Assistant Director	Vellore
3.	N.Radhakrishnan	Assistant Director	Thiruvannamalai
4.	E.Pannerselvam	Assistant Director	Cuddalore
5.	V. Mahalakshmi	Assistant Director	Villupuram
6.	V.Rajendran	Assistant Director	Nagapattinam
7.	V.Chandrasekaran	Assistant Director	Trichy
8.	N.Varadharajan	Assistant Director	Pudukottai
9.	V. M. Murugesan	Assistant Director	Dharmapuri
10.	V. Chandran	Assistant Director	Salem
11.	N.Karunanidhi	Assistant Director	Erode
12.	S.MuthuKrishnan	Assistant Director	Coimbatore
13.	P. John Chelladurai	Assistant Director	Dindugal
14.	C.R.Rajagopalan	Assistant Director	Madurai
15.	P. Subbiah	Assistant Director	Virudhunagar
16.	S. Joseph	Assistant Director	Sivagangai
17.	R.Rajaramalingam	Assistant Director	Tirunelveli
18.	S. Gandhi	Assistant Director	Thoothukudi
19.	V.Muthuswamy	Assistant Director	Nagercoil
20.	M.Muruganandam	Assistant Director	Thanjavur
21.	K. Muthiayan	Inspector (I/c.)	Ooty
22.	M. Kannan	Inspector	Namakkal
23.	C. Balan	Inspector	Karur
24.	N. Rajendran	Inspector	Ramanathapuram
25.	P.Ponraj	Inspector	Thirupur
26.	V.Jayanthi	Inspector	Krishnagiri
27.	E.G.Chamundeeswari	Inspector	Tiruvallur
28.	S.Venkatesan	Inspector	Tiruvarur
29.	K.Kalelulla Sheriff	Inspector	Theni
30.	M.Tamizhvanan	Inspector	Ariyalur
31.	s.Kaliamurthy	Inspector	Perambalur
32.	V. Muthukrishnan	Inspector	Tamil Nadu Text Book Corporation Audit, Chennai.6

11) **Monthly Remuneration received by each of the officers and employees including the system of compensation as provided in this regulation under section 4(1)(b)(x) of Right to Information Act, 2005**
Internal Audit and Statutory Boards Audit Department

HEAD OFFICE

Sl.No.	Name of the Officer	Designation	Scale of Pay
1.	Thiru.S. Ramakrishnan, M.A.,	Chief Internal Auditor and Chief Auditor of Statutory Boards	(PB.4, Rs.37400-67000+8700 G.P.)
2.	Tmt.N. Sumathi, B.A.,	Joint Director	(PB. 3, Rs.15600-39100+7600 G.P)
3.	Thiru.M. Rajasekaran,	Assistant Director (Per.)	(PB. 3, Rs.15600-39100+5400 G.P)
4.	Thiru.S.Senthilselvan.,	Assistant Director (Audit)	(PB. 3, Rs.15600-39100+5400 G.P)

DEPUTY DIRECTORS – BOARD AUDIT

1.	Thiru.S. Ravi	Chennai Metropolitan Development Authority Audit and Tamil Nadu Text Book Corporation Audit	(PB.3, Rs.15600-39100+6600 G.P.)
2.	Thiru.R.Manoharan	Tamil Nadu Slum Clearance Board Audit	(PB. 3, Rs.15600-39100+6600 G.P)
3.	Thiru.P.Mohan	Tamil Nadu Khadi and Village Industries Board Audit.	(PB. 3, Rs.15600-39100+6600 G.P)

Assistant Directors – Board / audit

1.	Tmt.T.Manimekalai, Tamil Nadu Housing Board Audit	PB.3, Rs.15600-39100+5400 G.P.
2.	Thiru.S. Andaraikilli City Audit	PB.3, Rs.15600-39100+ 5400 G.P.
3.	V. Muthukrishnan, Inspector, Tamil Nadu Text Book Corporation Audit	PB.2 9300-34800 + GP 4900

DISTRICT OFFICES.**Inspector - 9300 – 34800 (+)GP 4900****Assistant Director – 15600-39100 (+) 5400 GP****DISTRICT OFFICES**

Sl.No.	Name of the Head of Office Tv/Tmt.	Designation	District
1.	S.Senthamarai	Assistant Director	Kancheepuram
2.	C. Jayaraj	Assistant Director	Vellore
3.	N.Radhakrishnan	Assistant Director	Thiruvannamalai
4.	E.Pannerselvam	Assistant Director	Cuddalore
5.	V. Mahalakshmi	Assistant Director	Villupuram
6.	V.Rajendran	Assistant Director	Nagapattinam
7.	V.Chandrasekaran	Assistant Director	Trichy
8.	N.Varadharajan	Assistant Director	Pudukottai
9.	V. M. Murugesan	Assistant Director	Dharmapuri
10.	V. Chandran	Assistant Director	Salem
11.	N.Karunanidhi	Assistant Director	Erode
12.	S.MuthuKrishnan	Assistant Director	Coimbatore
13.	P. John Chelladurai	Assistant Director	Dindugal
14.	C.R.Rajagopalan	Assistant Director	Madurai
15.	P. Subbiah	Assistant Director	Virudhunagar
16.	S. Joseph	Assistant Director	Sivagangai
17.	R.Rajaramalingam	Assistant Director	Tirunelveli
18.	S. Gandhi	Assistant Director	Thoothukudi
19.	V.Muthuswamy	Assistant Director	Nagercoil
20.	M.Muruganandam	Assistant Director	Thanjavur
21.	K. Muthiayan	Inspector (I/c.)	Ooty
22.	M. Kannan	Inspector	Namakkal
23.	C. Balan	Inspector	Karur
24.	N. Rajendran	Inspector	Ramanathapuram
25.	P.Ponraj	Inspector	Thirupur
26.	V.Jayanthi	Inspector	Krishnagiri
27.	E.G.Chamundeeswari	Inspector	Tiruvallur
28.	S.Venkatesan	Inspector	Tiruvarur
29.	K.Kalelulla Sheriff	Inspector	Theni
30.	M.Tamizhvanan	Inspector	Ariyalur
31.	s.Kaliamurthy	Inspector	Perambalur
32.	V. Muthukrishnan	Inspector	Tamil Nadu Text Book Corporation Audit, Chennai.6

OTHER CATEGORIES

Sl.No.	Category	Scale of Pay
1.	Inspector	Rs.9300-34800 GP 4900
2.	Deputy Inspector	Rs.9300 – 34800 GP 4800
3.	Assistant Inspector	Rs.9300-34800 GP 4300
4.	Junior Assistant	Rs.5200-20200 GP 2400
5.	Typist	Rs.5200-20200 GP 2400
6.	Stenographer Grade I	Rs.9300-34800 GP 4900
7.	Stenographer Grade III	Rs.9300-34800 GP 4200
8.	Telephone Operator	5200-20200 GP 2400
9.	Driver	5200-20200 GP 2400
10.	Record Clerk	4800-10000 GP 1400
11.	Office Assistant.	4800-10000 GP 1300
12.	Watchman	4800-10000 GP 1300
13.	Sweeper	4800-10000 GP 1300

The basic pay of the officers and employers is fixed under the provisions contained in Fundamental Rules. They are eligible for drawal of DA/HRA/CCA at admissible rates in addition to Basic Pay and Grade Pay.

- 12) **Budget allocation of each of its agency, indicating the particulars of all plans, proposal expenditure and reports on disbursements made under section 4(1)(b)(xi) of Right to Information Act, 2005.**

The Department and its Subordinate officers do not handle any schemes sponsored by State / Central Government.

- 13) 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.

The department does not implement any subsidy programme by State / Central Government.

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

No concession or permit or authorization is granted by the Department.

The department is not authorized to grant concession, permit / authorization of any kind.

- 15) **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**

Website exclusively for the department is yet to be created.

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

A notice board containing the details of Assistant Public Information Officer, Public Information Officer and Appellate Authority, besides the mode of payment of fee to obtain information from this department is displayed in a conspicuous place in the Head Office and Subordinate offices of this department.

The information relating to the department will be placed in the departmental website as and when created.

17) Name and Designation and other particulars of public Information officers under section 4(i)(b)(xvi) of Right to Information Act 2005

Office of the Chief Internal Auditor and Chief Auditor of Statutory Boards :

Office	Public Information Officer	Assistant Public Information Officer	Appellate Authority
Chief Internal Auditor and Chief Auditor of Statutory Boards 807, Anna Salai, 7 th Floor, Chengalvarayan Building, Chennai.600 002.	Joint Director	Assistant Director (Personnel)	Chief Internal Auditor and Chief Auditor of Statutory Boards Chennai – 600 002.

Directory of officers and employees
under section 4(1)(b) (ix) of Right to Information Act, 2005
INTERNAL AUDIT AND STATUTORY BOARDS AUDIT DEPARTMENT

Sl.No.	Name and Designation of the Officer	Telephone (STD Code No. 044)	E.Mail
1.	Thiru.S. Ramakrishnan, M.A., Chief Internal Auditor and Chief Auditor of Statutory Boards, 807, Chengalvarayan Building, 7 th Floor, Anna Salai, Chennai – 600 002.	28510605 28512810 28510606 (Direct)	ciacasb@yahoo.in
2.	Tmt.N. Sumathi, B.A., Joint Director	28510605 28512810 28520141 (Direct)	
3.	Thiru.M.Rajasekaran, Assistant Director (Personnel)	28510605 28512810	
4.	Thiru.S.Senthilselavan Assistant Director (Audit)	28510605 28512810	

Name of Public Information Officer in Unit offices other than Head Office.**DISTRICT OFFICES**

Sl.No.	Name of the Head of Office Tv/Tmt.	Designation	District
1.	S.Senthamarai	Assistant Director	Kancheepuram
2.	C. Jayaraj	Assistant Director	Vellore
3.	N.Radhakrishnan	Assistant Director	Thiruvannamalai
4.	E.Pannerselvam	Assistant Director	Cuddalore
5.	V. Mahalakshmi	Assistant Director	Villupuram
6.	V.Rajendran	Assistant Director	Nagapattinam
7.	V.Chandrasekaran	Assistant Director	Trichy
8.	N.Varadharajan	Assistant Director	Pudukottai
9.	V. M. Murugesan	Assistant Director	Dharmapuri
10.	V. Chandran	Assistant Director	Salem
11.	N.Karunanidhi	Assistant Director	Erode
12.	S.MuthuKrishnan	Assistant Director	Coimbatore
13.	P. John Chelladurai	Assistant Director	Dindugal
14.	C.R.Rajagopalan	Assistant Director	Madurai
15.	P. Subbiah	Assistant Director	Virudhunagar
16.	S. Joseph	Assistant Director	Sivagangai
17.	R.Rajaramalingam	Assistant Director	Tirunelveli
18.	S. Gandhi	Assistant Director	Thoothukudi
19.	V.Muthuswamy	Assistant Director	Nagercoil
20.	M.Muruganandam	Assistant Director	Thanjavur
21.	K, Muthiayan	Inspector (I/c.)	Ooty
22.	M. Kannan	Inspector	Namakkal
23.	C. Balan	Inspector	Karur
24.	N. Rajendran	Inspector	Ramanathapuram
25.	P.Ponraj	Inspector	Thirupur
26.	V.Jayanthi	Inspector	Krishnagiri
27.	E.G.Chamundeeswari	Inspector	Tiruvallur
28.	S.Venkatesan	Inspector	Tiruvarur
29.	K.Kalelulla Sheriff	Inspector	Theni
30.	M.Tamizhvanan	Inspector	Ariyalur
31.	s.Kaliamurthy	Inspector	Perambalur
32.	V. Muthukrishnan	Inspector	Tamil Nadu Text Book Corporation Audit, Chennai.6

INTERNAL AUDIT AND STATUTORY BOARDS AUDIT DEPARTMENT
I. HEAD OFFICE

Designation under RTI Act	Name and Designation	Office Address and Phone Nos.
Assistant Public Information Officer	Thiru.R.Rajasekaran, Assistant Director (Personnel)	807, Chengalvarayan Buildings 7 th Floor, Anna Salai, Chennai - 600 002 Phone : 044 - 2851 0605 044 - 2851 0606
Public Information Officer	Tmt.N.Sumathi, Joint Director	807, Chengalvarayan Buildings 7 th Floor, Anna Salai, Chennai - 600 002 Phone : 044 - 2851 0605 044 - 2851 0606
Appellate Authority	Thiru.S.Ramakrishnan, Chief Internal Auditor and Chief Auditor of Statutory Boards.	807, Chengalvarayan Buildings 7 th Floor, Anna Salai, Chennai - 600 002 Phone : 044 - 2851 0605 044 - 2851 2810 Direct : 044 - 2851 0606 Fax : 044 - 2858 5285

II. SUBORDINATE OFFICES AT CHENNAI CITY

Office	Assistant Public Information officer	Public Information Officer	Appellate Authority
O/o Deputy Director, Chennai Metropolitan Development Authority Audit, Thazhamuthu Natarajan Building, 1, Gandhi - Irwin Road, Egmore, Chennai - 8 044 - 28592201 044 - 28414855 - 560	Inspector (Senior Most)	Deputy Director	Joint Director, 807, Chengalvarayan Buildings 7 th Floor, Anna Salai, Chennai - 600 002 Phone : 044 - 2851 0605 044 - 2851 2810
O/o Deputy Director, Tamil Nadu Slum Clearance Board Audit 1 st Floor, Kamarajar Salai, Chennai - 5 044 - 28447515	Inspector (Senior Most)	Deputy Director	"
O/o Deputy Director Tamil Nadu Khadi and Village Industries Board Audit, 4 th Floor, Kuralagam, Chennai - 108 044 - 25340258	Inspector (Senior Most)	Deputy Director	"
O/o Assistant Director, Tamil Nadu Housing Board Audit, 4 th Floor Nandanam, Chennai - 35 044 - 24350277	Inspector (Senior Most)	Assistant Director	Joint Director, 807, Chengalvarayan Buildings 7 th Floor, Anna Salai, Chennai - 600 002 Phone : 044 - 2851 0605 044 - 2851 2810
O/o Assistant Director, Interan Audit, City audit, Rippon Building, Chennai - 3. 044 - 25380746	Inspector (Senior Most)	Assistant Director	"

III. SUBORDINATE OFFICES AT DISTRICTS

S. No.	OFFICE ADDRESS	ASSISTANT PUBLIC INFORMATION OFFICER	PUBLIC INFORMATION OFFICER	APPELLATE AUTHORITY
1.	Assistant Director, Internal Audit, 10/57, Sri Chandra Sekara Saraswathi Swamigal Street, Bangaru Amman Thottam, Ellappa Nagar, Kanchipuram - 631 501 Ph : 044 - 27236554	Inspector (Senior Most)	Assistant Director	Joint Director, 807, Chengalvarayan Buildings 7 th Floor, Anna Salai, Chennai - 600 002 Phone : 044 - 2851 0605 044 - 2851 2810
2.	Assistant Director, Internal Audit, No.289, Phase II Upstairs, Sathuvachari, Vellore - 632 009 Ph : 0416 - 2255170	Inspector (Senior Most)	Assistant Director	"
3.	Assistant Director, Internal Audit, Door No.12, Krishna Nagar, (Doctcfia illam) Ranganathan Road, Villupuram -2	Inspector (Senior Most)	Assistant Director	"
4.	Assistant Director, Internal Audit, P.N. 13, P.V.S.Nagar, Tiruvannamalai - 606 601 04175 - 250956	Inspector (Senior Most)	Assistant Director	"
5.	Assistant Director, Internal Audit, Palace Complex, Thanjavur - 613 009 04362 - 279970	Inspector (Senior Most)	Assistant Director	"
6.	Assistant Director, Internal Audit, No.38, Second Street, First Floor, Subbarayulu Nagar, Cuddalore - 607 002 04142 - 235360	Inspector (Senior Most)	Assistant Director	"
7.	Assistant Director, Internal Audit, No.4, chinnappa Mudali Street,2 nd Floor, Vellipalayam, Nagapattinam - 611 001 04365 - 248551	Inspector (Senior Most)	Assistant Director	"

8.	Assistant Director, Internal Audit, No.16/1 Samadbu School Street, Khaja Nagar, Trichy - 620 020 0431 - 2420212	Inspector (Senior Most)	Assistant Director	Joint Director, 807, Chengalvarayan Buildings 7 th Floor, Anna Salai, Chennai - 600 002 Phone : 044 - 2851 0605 044 - 2851 2810
9.	Assistant Director, Internal Audit, No.1, Lakshmipuram First Street, Pudukkottai - 622 006 04322 - 224550	Inspector (Senior Most)	Assistant Director	"
10.	Assistant Director, Internal Audit, Javans Bhavan Maligai First Floor, 106, Gandhiji Road Erode - 638 001. 0424 - 2259377	Inspector (Senior Most)	Assistant Director	"
11.	Assistant Director, Internal Audit, 20, Vaithiyanathaiyar Street, Shenoy Nagar, Madurai -20 0452 - 2530630	Inspector (Senior Most)	Assistant Director	"
12.	Assistant Director, Internal Audit, No.6, Post Office Street (Upstairs) Virudhunagar - 626 001 04562 - 267945	Inspector (Senior Most)	Assistant Director	"
13.	Assistant Director, Internal Audit, Door No.171/C1, Baby Illam, Siluvathur Road, Balakrishnapuram post, Dindigul - 5 0451 - 2421332	Inspector (Senior Most)	Assistant Director	"
14.	Assistant Director, Internal Audit, District Library Authority Building, 3 rd Floor (Left Side) No.1232, Big Bazaar Street, Coimbatore - 641 001 0422 - 2470979	Inspector (Senior Most)	Assistant Director	"
15.	Assistant Director, Internal Audit, 84 A, Madurai Road, Opp to Justin Girls Hr.Sec.School Sivagangai - 630 561 Phone : 04375 - 244013	Inspector (Senior Most)	Assistant Director	"
16.	Assistant Director, Internal Audit, No.14, 2 nd street, Perumalpuram Sumangali Kalyana mandapam, Tirunelveli -627 002 0462 - 2562223	Inspector (Senior Most)	Assistant Director	"

17.	Assistant Director, Internal Audit, No.9, Mani Nagar, 2 nd Street near (Kani palace, Thirumana Mandapam, Tuticorin - 628 003 0461 - 2329641	Inspector (Senior Most)	Assistant Director	Joint Director, 807, Chengalvarayan Buildings 7 th Floor, Anna Salai, Chennai - 600 002 Phone : 044 - 2851 0605 044 - 2851 2810
18.	Assistant Director, Internal Audit, Tamil Mani Commercial Complex 2 nd Floor, 28/1-149, Cape Road Kottar, Nagercoil - 629 001 04652 - 240100	Inspector (Senior Most)	Assistant Director	"
19.	Assistant Director, Internal Audit, Periyar Shopping Complex, First Floor, Opp to Central Bus Stand, Salem - 636 001 0427 - 2253120	Inspector (Senior Most)	Assistant Director	"
20.	Assistant Director, Internal Audit, 5/145 - A4 First Floor, Railway Station Road, Dharmapuri - 636 701 04342 - 230301	Inspector (Senior Most)	Assistant Director	"
21.	Inspector, Internal Audit, 125-4, Thiru.Ve.Ka Road, Karur Old Bye-pass Road, Ground Floor Karur - 639 001 04324 - 231161	Deputy Inspector.	Inspector (Head of office)	"
22.	Inspector, Internal Audit, No.175, 2 nd Floor, Devipattinam Road, Ramanathapuram - 623 504 04567 - 224242	Inspector.	Inspector (Head of office)	
23.	Inspector, Internal Audit, Khadi Central Godown Road, Gandhi Nagar Post, Kumaran Nagar, Tiruppur - 636 603 0421 - 2487200	Inspector .	Inspector (Head of office)	"

24.	Inspector, Internal Audit, Municipal Building (First Floor). Ettines Road, Udhagamandalam - 643 001 0423-2444254	Deputy Inspector.	Inspector (Head of office)	“
25.	Inspector, Internal Audit, No.4, Homeland Building, S.P.Pudur, North Street, Sandaipettai Puthoor, Namakkal - 637 001 04286 - 284174	Inspector (Senior Most)	Inspector (Head of office)	“
26.	Inspector, Internal Audit, No.2,/504-A, 1 st floor, Rayakkottai Road, Ananda Nagar, Krishnagiri -635002	Inspector (Senior Most)	Inspector (Head of office)	“
27.	Inspector, Internal Audit, Plot.No.E.W.S.B.3648&3649 TamilNadu Housing Board, Om Narayana Sai Sakthi House, 1 st Floor, Kakkalur Bypass (Hotel Ariyas backside) Ariyalur - 602 001.	Inspector (Senior Most)	Inspector (Head of office)	“
28.	Inspector, Internal Audit, Municipality Office complex, Tiruvarur - 610 002.	Inspector (Senior Most)	Inspector (Head of office)	“
29.	Inspector, Internal Audit, Ananda Venkatesa Complex, Suppanchetty Street, Behind Bustand, Theni- 625 531.	Inspector (Senior Most)	Inspector (Head of office)	“
30.	Inspector, Internal Audit, Combined Office Complex, Old Collector Office , 2 nd Floor, Jeyamkondam Road, Ariyalur - 621 704.	Inspector (Senior Most)	Inspector (Head of office)	“
31.	Inspector, Internal Audit, R.D.Os Office , 1 st Floor, Perambalur - 621 212.	Inspector (Senior Most)	Inspector (Head of office)	“

Name of Public Information Officer in Unit offices**other than Head Office and City Offices****Inspector - 9300 – 34800 GP 4900****Assistant Director – 15600-39400 5400 GP**

Sl.No.	Name of the Head of Office TvI/Tmt.	Designation	District
1.	S.Senthamarai	Assistant Director	Kancheepuram
2.	C. Jayaraj	Assistant Director	Vellore
3.	N.Radhakrishnan	Assistant Director	Thiruvannamalai
4.	E.Pannerselvam	Assistant Director	Cuddalore
5.	V. Mahalakshmi	Assistant Director	Villupuram
6.	V.Rajendran	Assistant Director	Nagapattinam
7.	V.Chandrasekaran	Assistant Director	Trichy
8.	N.Varadharajan	Assistant Director	Pudukottai
9.	V. M. Murugesan	Assistant Director	Dharmapuri
10.	V. Chandran	Assistant Director	Salem
11.	N.Karunanidhi	Assistant Director	Erode
12.	S.MuthuKrishnan	Assistant Director	Coimbatore
13.	P. John Chelladurai	Assistant Director	Dindugal
14.	C.R.Rajagopalan	Assistant Director	Madurai
15.	P. Subbiah	Assistant Director	Virudhunagar
16.	S. Joseph	Assistant Director	Sivagangai
17.	R.Rajaramalingam	Assistant Director	Tirunelveli
18.	S. Gandhi	Assistant Director	Thoothukudi
19.	V.Muthuswamy	Assistant Director	Nagercoil
20.	M.Muruganandam	Assistant Director	Thanjavur
21.	K, Muthiayan	Inspector (I/c.)	Ooty
22.	M. Kannan	Inspector	Namakkal
23.	C. Balan	Inspector	Karur
24.	N. Rajendran	Inspector	Ramanathapuram
25.	P.Ponraj	Inspector	Thirupur
26.	V.Jayanthi	Inspector	Krishnagiri
27.	E.G.Chamundeeswari	Inspector	Tiruvallur
28.	S.Venkatesan	Inspector	Tiruvarur
29.	K.Kalelulla Sheriff	Inspector	Theni
30.	M.Tamizhvanan	Inspector	Ariyalur
31.	S.Kaliamurthy	Inspector	Perambalur

- 18) **Such other information as may be prescribed and thereafter update these publications every year under sec. 4 (i) (b) (xvii)**

Updating the information is done periodically as and when necessary.