

Highways and Minor Ports (OP1) Department

4. Section 4(1) (b) of the Act, in particular, requires every public authority to publish following sixteen categories of information:

(i) the particulars of its organization, functions and duties;

Organization:

Development of road infrastructure in particular will accelerate the growth in other planned developmental activities such as industry, power, road transport and also helps in social activities of education and health. Highways and Minor Ports Department in Tamil Nadu predominantly rural oriented and it fully seized of the situation that roads are not mere connecting links but an essential requirement, has embarked on a massive programme to upgrade the quality of road infrastructure. The objective of the department are to maintain and improve the roads under the control of the Government and to provide all weather road connectivity to rural habitations.

The organizational structure to perform the duties and functions of the Department.

The Principal Secretary to Government is the administrative head of this department. Two Deputy Secretaries are functioning under the Secretary. There are five Under Secretary and fifteen Section Officers in this department. The fifteen sections are HF, HK, HL, HM, HN, HP, HQ, HR, HS, HV, HW, OP, Bills, EAP-I and EAP-II.

The distribution of subject among the sections is as follows:

HF	<p><u>ASO – I</u></p> <p>Public Accounts Committee / Public Undertakings Committee - Consolidation of Fee bills to Law Officers – Court Case Monitoring System (CCMS) - Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act – All matters relating to Tamil Nadu Highways Act / Central Act – Consolidation proposal for Upgradation of Panchayat Union Roads to Other District Roads – Purchase of Vehicles – Office Buildings.</p> <p><u>ASO – II</u></p> <p>All matters relating to Tamil Nadu Road Development Company (TNRDC) (except EAP) - Tamil Nadu State Construction Corporation Limited (TNSCC) –Trade fair e-Governance – Comprehensive Road Development Infrastructure Development Programme (CRIDP) – East Coast Road (Thiruvanmiyur to Mamallapuram)</p>
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HK	<p><u>ASO - I</u></p> <p>All service matters relating to Gazette Establishment of Highways Department – Estimate of vacancies – Amendment to Special Rules, Tamil Nadu Highways Engineering Service (Including Chief Engineer) – Administrative Officers / Accounts Officers – Sanctioning of Telephones to Highways Department – Consolidation of Establishment matters – Miscellaneous papers of the Section</p> <p><u>ASO – II</u></p> <p>Establishment matters relating to Assistant Engineer, Junior Engineer of Highways Department – Deputation, Training, Tour – Issues of NOC, Sanction of Leave – Sanction of Additional Charge Allowances – Sanction of all Pensionary Benefits – Continuation of Deputation for 4th and subsequent years - Formation / Creation of Highways Division (New) – Inspection reports on Chief Engineers Office.</p>
HL	<p><u>ASO – I</u></p> <p>Cases arising out of detailed enquiry and regular cases by DV&AC in respect of entire staff of Highways Department, Departmental action and Court matters – Disciplinary cases processed by Rural Development and Panchayat Raj Department / Municipal Administration and Water Supply Department etc and routed through this department for remarks on personnel working in the Highways Department and Panchayat Union / Municipal Administration and Water Supply etc. (Vigilance Cases) – Review meeting on vigilance cases.</p> <p><u>ASO – II</u></p> <p>Tribunal Disciplinary Proceedings Cases – Cases arising out of Preliminary Enquiry by DV&AC non-Vigilance cases in respect of Officers involving Chief Engineers / Superintending Engineers – Cases arising under rule 9 (a) of Tamil Nadu Civil Services (Disciplinary and Appeal) Rules in which officials of the different departments are involved – Appeal and review petitions in Vigilance and non-Vigilance cases – Review of Compulsory Retirement under FR 56 (2) – Miscellaneous papers and allied matters – Allegation petitions related to Superintending Engineer (SE) and Chief Engineer (CE).</p>

HM	<p><u>ASO - I</u></p> <p>All service matter relating to Tamil Nadu Highways Engineering Sub-ordinate Service (TNHESS) and Tamil Nadu Ministerial Service (TNMS) except Junior Engineers, Drivers, Road Inspectors and Highways Research Station (HRS) Employee - Compassionate Ground Appointment – All subject matters relating to Minor Ports in Tamil Nadu – Tamil Nadu Maritime Board – Poompuhar Shipping Corporation Ltd.</p> <p><u>ASO – II</u></p> <p>All service matters relating to Tamil Nadu Basic Service, Gang Mazdoors, Works – Charged Establishment – Contingent Establishment – Nominal Muster Roll (NMR) (Daily Wages) works of Highways Department – Miscellaneous papers of the section.</p>
HN	<p><u>ASO - I</u></p> <p>Budget – All Matters related to Planning Commission – Finance Commission – Sustainable Development Goals (SDG) – Announcements – National Institute for Transformation of India (NITI) Aayog – Achievements – Vision 2023 - Reconciliation – All communications from Planning Development & Special Initiatives (PD&SI).</p> <p><u>ASO – II</u></p> <p>All Secretaries Meeting – HODs Review Meeting – General Matters of Tenders and Contractors. - Inauguration of schemes by Hon’ble Chief Minister – Cabinet meeting – Natural calamities. Miscellaneous papers not related to any other section. – Miscellaneous papers of the section</p>
HP	<p><u>ASO – I</u></p> <p>All matters in Cuddalore, Villupuram, Kallakurichi, Nagapattinam, Pudukottai and Salem Districts – Convening of meeting regarding Land Acquisition for State Highways – Bus Port at Salem.</p> <p><u>ASO – II</u></p> <p>All matters in Thanjavur, Thiruvarur, Perambalur, Ariyalur, Karur and Trichirapalli Districts –Miscellaneous papers of the Section – Consolidation of MP/MLA Petitions e-samiksha except National Highways Authority of India (NHAI).</p>
HQ	<p><u>ASO – I</u></p> <p>All matters in Nilgiris, Ramanathapuram, Thoothukudi Sivagangai and Namakkal Districts - Miscellaneous papers of the Section.</p>

	<p><u>ASO – II</u> Road over Bridge / Road Under Bridge – All matters in Vellore, Ranipettai, Tirupattur, Tiruvannamalai, Dharmapuri and Krishnagiri Districts – Railway works Programme(RWP)</p>
HR	<p><u>ASO - I</u> All establishment matters relating to Highways Research Station including continuance and permanent retention of posts – All service matters relating to Divisional Accountant, Audit Superintendent – Road Inspectors and Drivers – Tools and Plants – Staff continuance / Redeployment.</p> <p><u>ASO – II</u> Disciplinary cases (Non-vigilance) of all Officers and Staff of Highways Department except Chief Engineers / Superintending Engineers – Unauthorized absence cases – Allegation petitions against officers/Staff from Office Assistant to Divisional Engineers category.</p>
HS	<p><u>ASO – I</u> All scheme matters in Madurai, Erode, Dindigul, Theni and Coimbatore Districts – Radial Roads in Madurai and Chennai – Matters relating to Sugarcane Roads – Bus Port at Madurai.</p> <p><u>ASO – II</u> All scheme matters in Virudhunagar, Tirunelveli, Tenkasi Kanniyakumari and Tiruppur Districts –Miscellaneous papers of the section - Consolidation of Assurance / Estimate Committee – Petition Committee.</p>
HV	<p><u>ASO – I</u> All matters relating to National Highways Authority of India under the Jurisdiction of Regional Officer, National Highways Authority of India, Chennai including staff sanction – Further continuance of staff – All Matters relating to Ramanathapuram, Dindigul, Sivagangai, Thanjavur, Pudhukotai, Tiruvarur in Regional Office, National Highways Authority of India (NHAI), Madurai Region - Pay Authorisation – State Support Agreement – Pragati and PMIC issues related to National Highways Authority of India – Review Meeting for Inter Departmental and Land Acquisition issues relating to National Highways Authority of India – E-Samiksha issues related to National Highways Authority of India.</p>

	<p><u>ASO – II</u></p> <p>All matters relating to Madurai, Thoothukudi, Kanyakumari, Tirunelveli, Theni, Virudhunagar, Tenkasi districts in Regional Officer, National Highways Authority of India, Madurai including staff sanction – Further continuance of staff – Pay Authorisation – Issues related to MoRTH, Government of India – State National Highways Wing – Prime Minister Gramasadak Yojana (PMGSY) – Revamped Central Road Fund (RCRF) – Inter State Connectivity, Economic Importance Scheme – Miscellaneous papers of the section.</p>
HW	<p><u>ASO – I</u></p> <p>All matters in Thiruvallur, Chengalpattu and Kancheepuram District – Elevated road from Chennai Port to Maduravoyal – Miscellaneous papers of the section</p> <p><u>ASO – II</u></p> <p>All matters in Chennai District - LAQ / Consolidation – CM Cell Petitions / Amma Call Centre – Ennore- Manali Road Improvement Project (EMRIP).</p>
OP	<p><u>ASO - I</u></p> <p>Service matters of all staff of Highways and Minor Ports Department – LTC – Personal files – Sanction and continuance of posts, Acting arrangement – Pay fixation, Sanction of Increment – Issues arising out of payment of Pay and Allowances.</p> <p><u>ASO – II</u></p> <p>GPF – TA Bills – All Contingency Bills – Medical Reimbursement Bills – Furniture – Accommodation for Officers and Office – Telephones – Motor Vehicles – Tappal Distribution – Permanent Advance and Temporary Advance – Stationery and Stores – RTI Act Consolidation – Loans and Advances.</p>
BILLS	All matters relating to Bills – Staff salaries and allied matters – Reconciliation
EAP-I	<p><u>ASO - I</u></p> <p>All matters relating to Chennai-Kanniyakumari Industrial Corridor Project (CKICP) – Performance Based Maintenance Contract (PBMC) - Miscellaneous papers of the section.</p>

	<p><u>ASO – II</u></p> <p>All matters relating to Tamil Nadu Road Sector Project (TNRSP) - Road safety - Miscellaneous papers of the section.</p>
EAP-II	<p><u>ASO - I</u></p> <p>All matters relating to Chennai Peripheral Ring Road Project (CPRR) – Tamil Nadu Road Infrastructure Development Corporation (TNRIDC) – Chennai-Bangalore Industrial Corridor Project (CBIC).</p> <p><u>ASO – II</u></p> <p>All matters relating to Tamil Nadu Infrastructure Development Bank – Asian Development Bank – World Bank Assisted Projects, NABARD Schemes – State Infrastructure Amenities Fund (SIAF).</p>

Functions:

The functioning of the State Highways Department which is in charge of formation, improvement, up gradation and maintenance of roads and construction and maintenance of bridges for free flow of traffic and effective communication. The main function of the Department are construction, improvements, renewal and maintenance of road network and infrastructure . The road network includes Causeways, Culverts, Bridges, rail Over Bridges and Road Under Bridges etc., According to traffic intensity, connectivity and importance of the roads, the roads are being classified as National Highways, State Highways, Major District Roads and Other District Roads. Whenever the traffic intensity increases, necessary steps are taken to reclassify and upgrade such categories of roads to higher categories.

The Mission of the department is “To provide a safe, efficient and environmental friendly road network, that contributes to the sustainable economic development and social well being of the State”

Duties:

The Vision of the department is “To be customer focused, applying innovation, best practices appropriate technology and responsible management of internal and external resources”

(ii) the powers and duties of its officers and employees;

The Principal Secretary / Secretary to Government, is the official head of the department in the Secretariat. He is responsible for the careful observance of the Business Rules and the Secretariat Instructions in the transaction of business of the

department. The Principal Secretary is assisted by 2 Deputy Secretaries, 5 Under Secretaries and other staffs. The Secretariat functions generally as the policy making institution in relation to the plans and programme for development, maintenance of roads and bridges and upkeep of road assets. The responsibility for executing the policy is vested with the Director General and six chief engineers of various functional wings, who are the Head of the Department. These Chief Engineers function under the direct administrative control of the Secretary.

The Principal Secretary / Secretary to Government is an Official head of that Department, and other officers and staff subordinate to him as the Government may determine. He is Secretary to Government and not to the Minister in charge of the Department. He is responsible for the careful observance of the Business Rules and the Secretariat instructions in the transaction of business in his department. He exercise general supervision and control over the staff under him including Additional Secretary and Joint Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of business in his department. The Principal Secretary is usually assisted by one or more Additional, Joint, Deputy or Under Secretaries. The Principal Secretary should, however, delegate sufficient responsibility and authority to these officers so that the work in the department is handled smoothly and efficiently. Policy matters and all-important matters should be dealt with in consultations with the Secretary who will be in overall charges of the Department. The Principal Secretary of the Department concerned is in each case responsible for the proper transaction of business and the careful observance of these rules and when he considers that there has been any material departure from them, he shall personally bring the matter to the notice of the Minister in charge and the Chief Secretary.

Deputy / Joint Secretaries

Additional Secretaries will deal with cases relating to the subjects allotted to them with reference to the general or specific directions of the Principal Secretary and submit it to Principal Secretary such cases as may be specified. They can send cases for orders direct to the Minister or to the Governor with reference to the general directions of the Principal Secretary. They also exercise control over the sections placed in their charges both in regard to despatch of business and in regard to discipline.

Under Secretaries

The Under Secretaries exercise control over the sections placed in their charge both in regard to despatch of business and in regard to discipline.

Section Officers

A Section Officer is in charge of a section of a secretariat Department. He is assisted by a certain number of Assistant Section Officers who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistant Section Officer under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure. **The training of the Assistant Section Officers under him is one of his principle function.** He will not merely supervise but will himself undertake to deal with the more difficult or important papers, taking such assistance from Assistant Section Officer as he may find necessary. He maintains discipline in the section and ensures conformance with the orders and instructions in force.

Assistant Section Officers

The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officer in their section work. They are said to be the backbone of the Section.

Assistants

The Assistants are expected to attend to routine items of work such as comparing, dispatching, indexing and docketing of closed papers. They also maintain the prescribed periodical registers and put up reminders.

Private Secretaries, Personal Assistants and Personal Clerks

Private Secretaries, Personal Assistance and Personal Clerks do the shorthand work for the Secretary or other officers, as the case may be, and such other items of work as are entrusted to them.

Typists

The Typists are expected to type notes and drafts and to fair copy all communications to be dispatched. The matter typed by them will be compared by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises.

- (iii) **the procedure followed in the decision making process, including channels of supervision and accountability;**

The office procedure is followed as per Tamil Nadu Secretariat Office manual, Tamil Nadu Government Business Rules and Instructions and other manuals,

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc., in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section Officers, Under Secretaries and Deputy Secretary to the Principal Secretary. If need be other departments are consulted. In case of matters involving funds, Finance Department

(iv) the norms set by it for the discharge of its functions

In the execution of various activities / programmes in the department relating roads and bridges, technical specifications prescribed by Indian Roads Congress, Ministry of Road Transport and Highways, Government of India are prescribed standards to ensure quality.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

1	Tamil Nadu Government Business Rules and Secretariat Instructions
2	Tamil Nadu Legislative Assembly Rules
3	The Tamil Nadu Secretariat Office Manual
4	Tamil Nadu Budget Manual
5	Tamil Nadu Government Servant (Conditions of Service) Act, 2016
6	Tamil Nadu Civil Services (Discipline and Appeal) Rules
7	Tamil Nadu Pension Rules
8	Tamil Nadu General Service conduct Rules,1973
9	Fundamental Rules of the Tamil Nadu Government
10	The National Highways Act, 1956
11	The Tamil Nadu Transparency in Tenders Act, 1998
12	The Tamil Nadu Highways Act, 2001
13	Tamil Nadu Highways Manual
14	Tamil Nadu Financial Code
15	Tamil Nadu Accounts Code
16	Tamil Nadu Treasury Code
17	Tamil Nadu Highways Engineering Service Rules
18	Tamil Nadu Highways Engineering Subordinate Service Rules

(vi) a statement of the categories of document that are held by it or under its control;

The following document are available in the official web site and the offices of Public Information Officers listed.

1. Policy Note on Roads and Bridges – Demand No:21
2. Performance Budget

- (vii) **the 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;**

At present there is no provision to seek consultation / participation of public or its representatives or formulation of policies of the Government.

There is no provision to seek consultation / participation of public or its representatives for implementation of policies. However, while implementing the major schemes, views of the Stake Holders, Non Governmental Organizations are solicited in regard to environmental, rehabilitation and resettlement issue before final implementation.

- (viii) **a statement of the board, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, 13 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;**

The informations are posted through Notice boards, News Papers, Web site, Exhibitions and other means of advertising.

- (ix) **directory of its officers and employees;**

The hand book deals with Secretariat level organization and functions only. Hence, district wise directory of Officers and Employee is not furnished. This can be referred from the hand book published by the Director General, Highways Department, Guindy, Chennai 600 025.

- (x) **As per the procedure to Determine the remuneration as given n the regulation, the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

Sl.No.	Name Thiru/Tmt/Sevi	Designation	Monthly remuneration (Rupees)	Compensation Compensatory All.	The procedure to Determine the remuneration as given in the regulation
1	Karthik A	Principal Secretary To Government	IAS.HAG Scale - Level 15 (182200- 224100)	Rs.1200	
2	Lily Pushpam A	Deputy Secretary To Government	TNGS Time Scale.Level 26 (61900 - 196700)	Rs.1200	

3	Sundar V	Deputy Secretary To Government	TNGS Time Scale.Level 26 (61900 - 196700))	Rs.1200	
4	Ramu P	Under Secretary To Government	TNGS Time Scale.Level 25 (59300 - 187700)	Rs.1200	
	VACANT	Under Secretary To Government	TNGS Time Scale.Level 25 (59300 - 187700		
	VACANT	Under Secretary To Government	TNGS Time Scale.Level 25 (59300 -187700		
	VACANT	Under Secretary To Government	TNGS Time Scale.Level 25 (59300-187700		
	VACANT	Under Secretary To Government	TNGS Time Scale.Level 25 (59300 - 187700		
5	Anbumani S	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
6	Pushpha Radha M	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
7	Arun C	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
8	Srilakshmi K	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
9	Pushpalatha S	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
10	Tamilchelvi S	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
11	Saraswathi M	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	

12	Rajan L	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
13	Sayee Lakshmi V	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
14	Kumudha Lakshmi R	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
15	Rammohan P D	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
16	Anandavalli V	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
17	Kalpana S	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
18	Manivannan N	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
19	Senthilkumar S P	Section Officer	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
20	Antony Thilakam C	Senior Private Secretary	TNGS Time Scale.Level 25 (59300 - 187700)	Rs.1200	
21	Gururagavendran N	Private Secretary	TNGS Time Scale.Level 22 (56100 - 177500)	Rs.1200	
22	Hariharan S	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.800	
23	Selvakumari K	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
24	Sundar K	Assistant Section Officer	TNGS Time Scale.Level 16 (36400-115700)	Rs.1200	

25	Ramkumar A	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.800	
26	Lawrence Xavier A	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.800	
27	Menaga G	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
28	Mary Rajam M	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
29	Santhakumari P	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.800	
30	Kaladevi C	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
31	Saraswathy R	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
32	Vivekanandan M T	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
33	Akila C	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
34	Prakasam V	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
35	Varalakshmi S	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
36	Balakrishnan N	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	

37	Padmini S	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
38	Sumathi A	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
39	Perumal Durai D	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
40	Sathish Kumar D	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.800	
41	Jamuna K	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
42	Sridivya P	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
43	Sivakumar A	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
44	Tamilselvi V V	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.800	
45	Rajeswari Cv	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
46	Balamurugan M	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.800	
47	Manikandan M	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
48	Karthikeyan R	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
49	K.Kumar	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 -15700)	Rs.1200	

	VACANT	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)		
50	Sathiskumar K	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)	Rs.360	
	Vacant	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)	Rs.360	
51	Amara S	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)	Rs.500	
	VACANT	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)		
	VACANT	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)		
52	Kamatchi T	Personal Assistant	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
53	Veni. J	Personal Assistant	TNGS Time Scale.Level 16 (36400 - 115700)	Rs.1200	
54	Vijayageetha M	Personal Clerk	TNGS Time Scale.Level 10 (20600 - 65500)	Rs.500	
55	Silambuselvi A	Personal Clerk	TNGS Time Scale.Level 10 (20600 - 65500)	Rs.500	
56	Kavitha R	Personal Clerk	TNGS Time Scale.Level 10 (20600 - 65500)	Rs.500	
57	Sangeetha G	Personal Clerk	TNGS Time Scale.Level 10 (20600 - 65500)	Rs.500	
	VACANT	Senior Personal Clerk	TNGS Time Scale.Level 10 (20600 - 65500)		
58	Rajalakshmi E K	Senior Typist	TNGS Time Scale.Level 11 (35400 - 112400)	Rs.1200	
59	Parameswari P	Senior Typist	TNGS Time Scale.Level 11 (35400 - 112400)	Rs.500	
60	Bhuvaneswari A	Typist	TNGS Time	Rs.360	

			Scale.Level 8 (19500 - 62000)		
61	Raja Rajeswari A	Typist	TNGS Time Scale.Level 8 (19500 - 62000)	Rs.360	
62	Suresh M	Typist	TNGS Time Scale.Level 8 (19500 - 62000)	Rs.360	
63	Nanthakumar M	Typist	TNGS Time Scale.Level 8 (19500 - 62000)	Rs.360	
64	Shobana J	Typist	TNGS Time Scale.Level 8 (19500 - 62000)	Rs.360	
	VACANT	Typist	TNGS Time Scale.Level 8 (19500 - 62000)		
	VACANT	Typist	TNGS Time Scale.Level 8 (19500 - 62000)		
	VACANT	Typist	TNGS Time Scale.Level 8 (19500 - 62000)		
65	Stephen L	Record Clerk	TNGS Time Scale.Level 2 (15900 - 50400)	Rs.500	
66	Raja K	Driver	TNGS Time Scale.Level 8 (19500 - 62000)	Rs.700	
67	Sangeetha S	Record Clerk	TNGS Time Scale.Level 2 (15900 - 50400)	Rs.500	
68	Umamaheswari E	Record Clerk	TNGS Time Scale.Level 2 (15900 - 50400)	Rs.500	
69	Nageswari P G	Record Clerk	TNGS Time Scale.Level 2 (15900 - 50400)	Rs.500	
70	Chander R	Daffadar	TNGS Time Scale.Level 3 (16600 - 52400)	Rs.800	
71	Suresh Kumar K G	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)	Rs.360	
72	Kalaiselvi K	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)	Rs.360	
73	Amul C	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)	Rs.360	

74	Palani. V	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.500	
75	Kumuthavalli T	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.360	
76	Alagar Samy A	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.360	
77	Angaleeswari C	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.360	
78	Kamala N	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.360	
79	Bhakyalakshmi V	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.360	
80	Rajavel K	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.360	
81	Selvakumar K	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.360	
82	Vinodhkumar R	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)	Rs.360	
	VACANT	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)		
	VACANT	Office Assistant	TNGS Time Scale.Level 1 (15700 – 50000)		

- (xi) **the budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made;**

The Expenditure incurred by the department by means of the following

- a) CRIDP
- b) TANII (Tamil Nadu Innovation Initiatives)
- c) NABARD Loan Assistance Scheme
- d) Central Schemes like National Highways and NHA
- e) Other Loan assistances
- f) ROB / RUB
- g) Budget allocation for Roads and Bridges

- (xii) **the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

The department is not implementing any programme involving grant of subsidy.

- (xiii) **particulars of recipients of concessions, permits or authorization granted by it;**

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

- (xiv) **details in respect of the information, available to or held by it, reduce details in respect of the information, available to or held by it, reduced in an electronic form;**

Public can obtain information about the functioning of the department in the web site <http://www.tn.gov.in> or <http://www.tnhighways.org/>

- (xv) **the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

The informations are posted through Notice boards, News Papers, Web site, Exhibitions and other means of advertising.

(xvi) the names, designations and other particulars of the Public Information Officers.

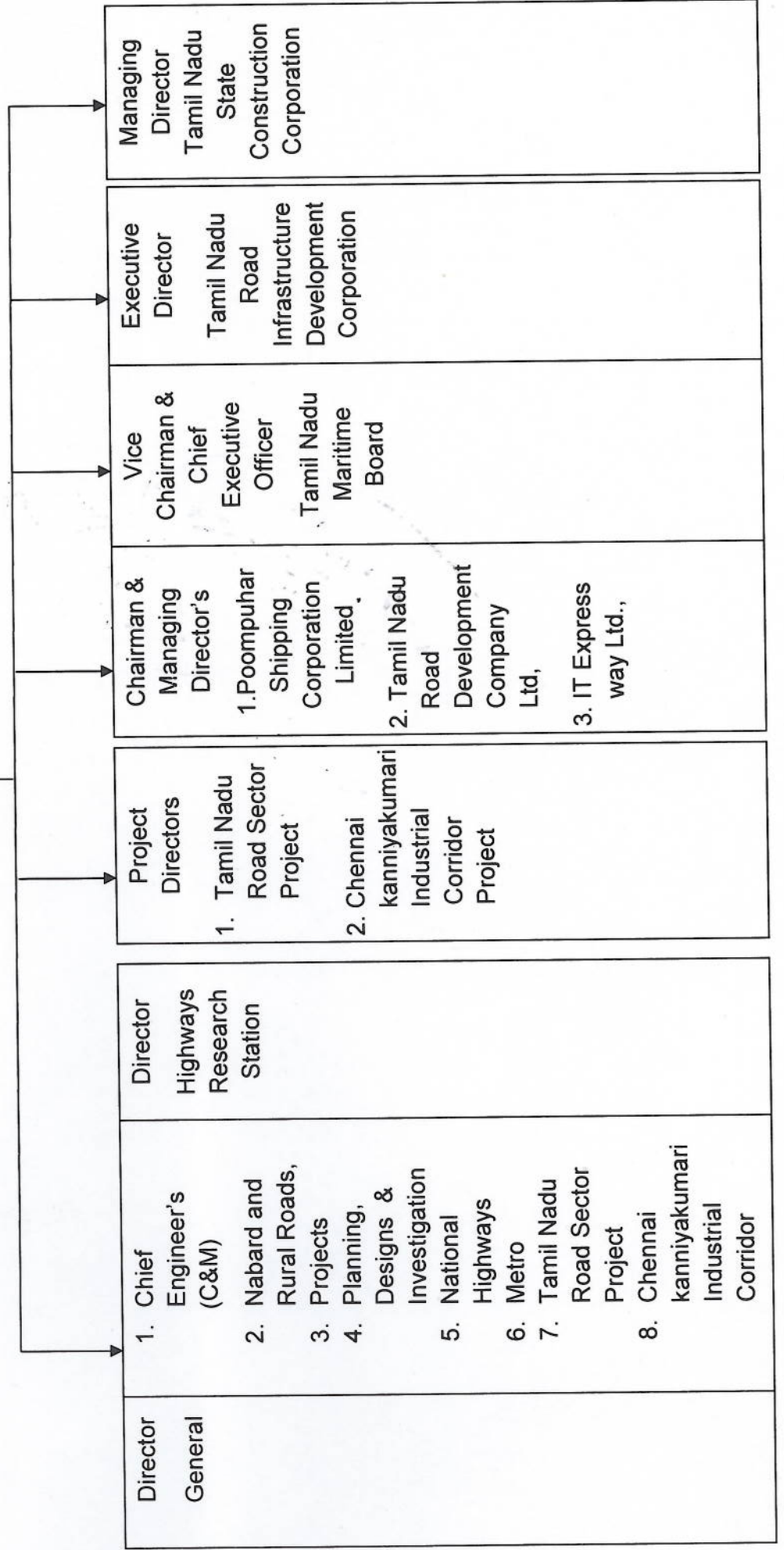
PIO's:

1. Thiru. P.Ramu, Under Secretary to Government (Services)

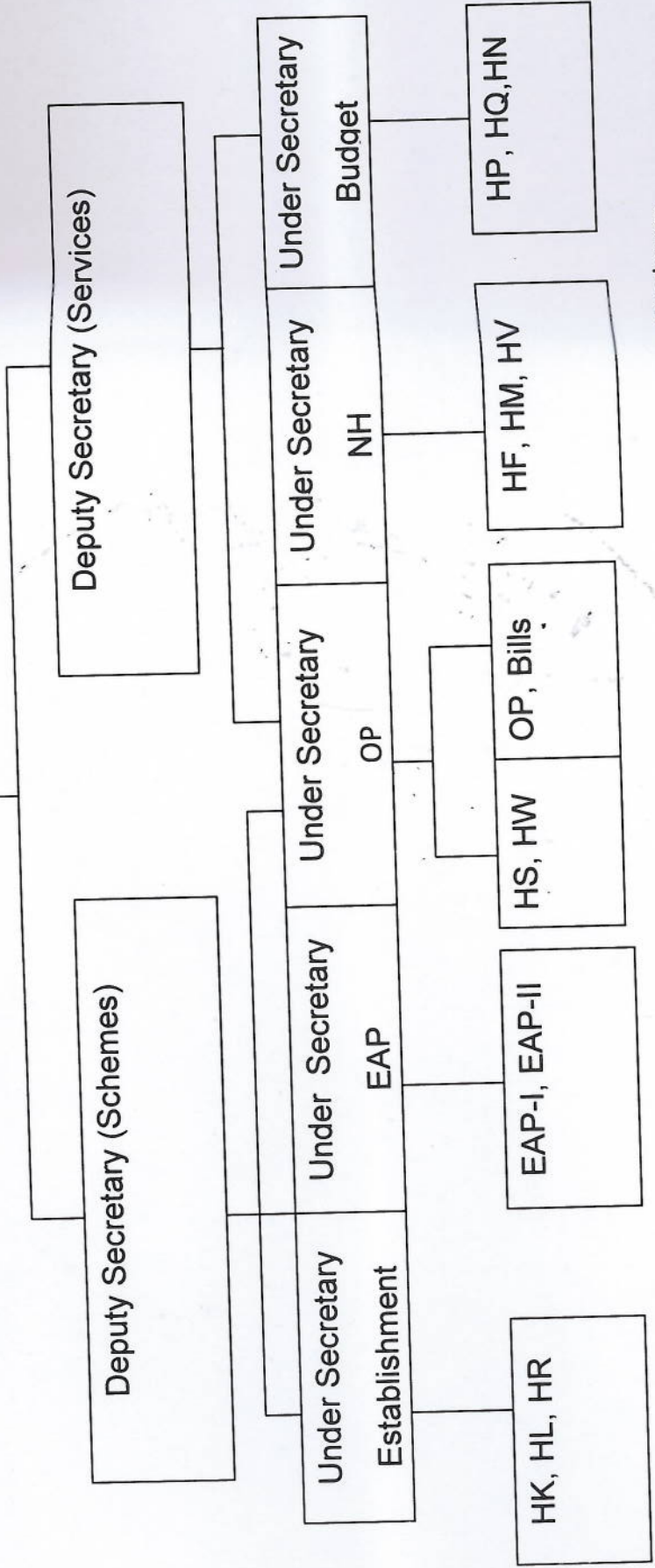
Appellate Authorities:

1. Tmt. A.Lily Pushpam, Deputy Secretary to Government (Services)
2. Thiru. V.Sundar, Deputy Secretary to Government (Schemes)

**Principal Secretary
Highways & Minor Ports
Department**



Principal Secretary
Highways & Minor Ports Department



A.Lily Pushpam,
Deputy Secretary to Government,

N. Pushpam
Section Officer

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