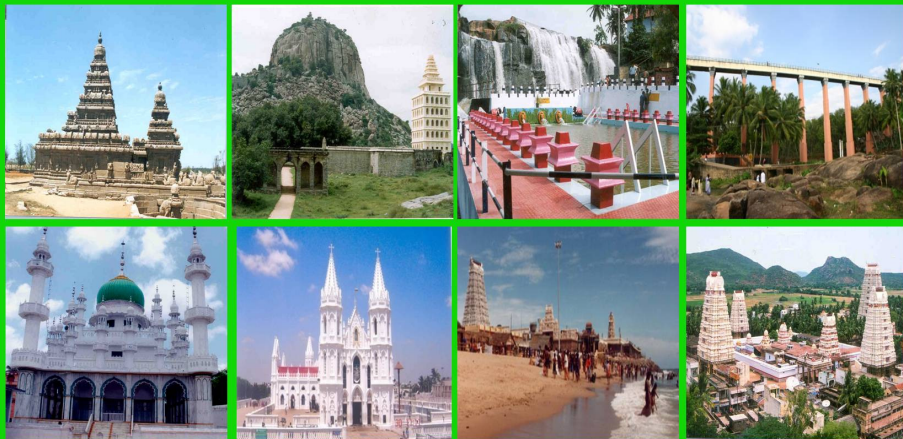




# ***Proactive disclosure of Information***

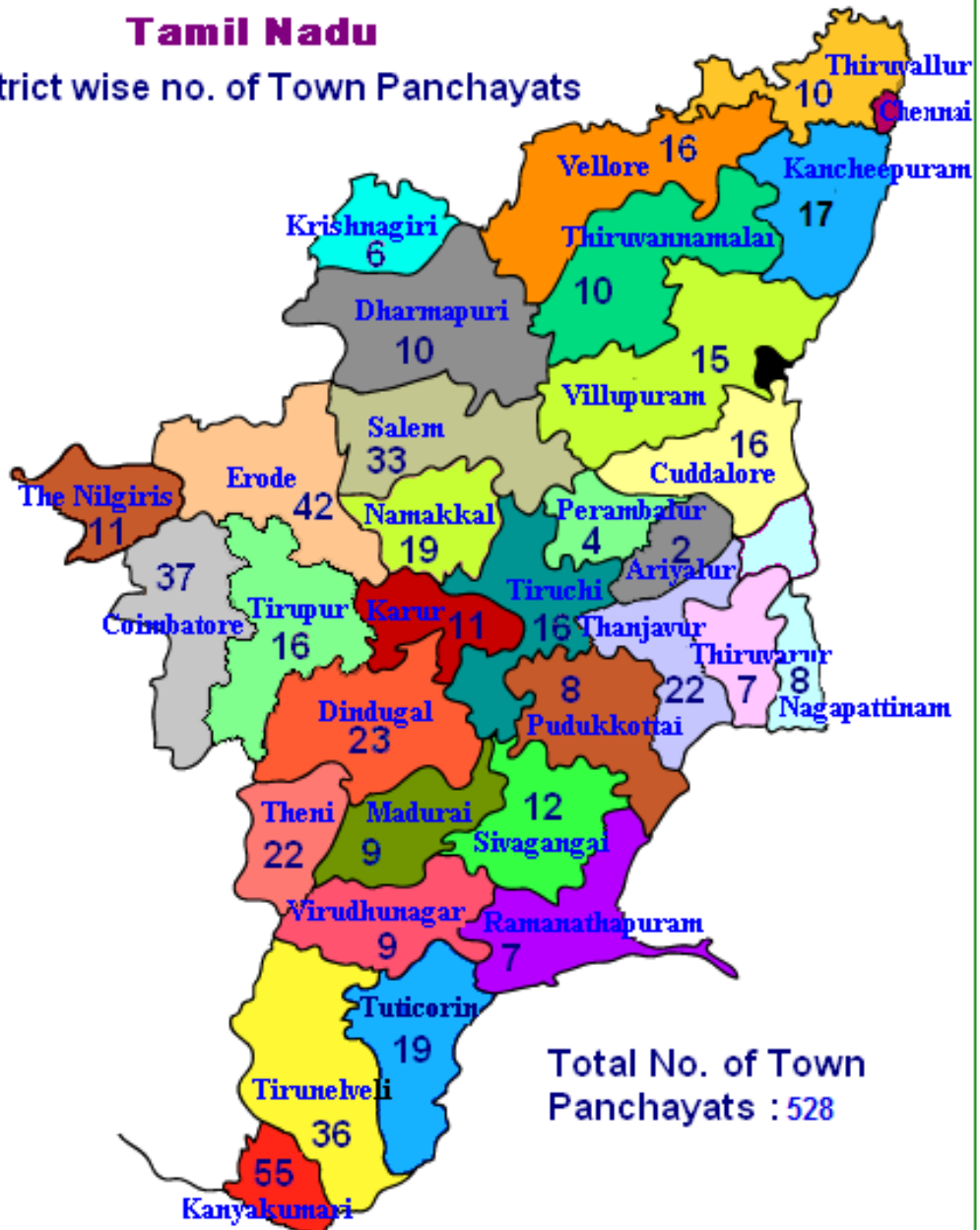
(Under Sec-4(1)(b) of Right to Information Act 2005)



**Directorate of Town Panchayats,  
Kuralagam, Chennai-600108.  
[dtp@tn.nic.in](mailto:dtp@tn.nic.in)**

## Tamil Nadu

District wise no. of Town Panchayats



**THE RIGHT TO INFORMATION ACT 2005**

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# **ORGANISATION, FUNCTIONS OF TOWN PANCHAYATS**

## **Chapter -1**

### **Particulars of Organisation, Functions and Duties.**

#### **1. Town Panchayats Administration**

##### **1.1. Formation of the Department**

The Town Panchayats were under the administrative control of Rural Development Department till 1981. During 1981, the Government had constituted a separate Directorate for the Town Panchayats vide G.O. Ms. 828 Rural Development and Local Administration Department Dt.7.5.1981 with the nomenclature of 'Directorate of Town Panchayats'.

In 1993, the 73<sup>rd</sup> and 74<sup>th</sup> amendments to the Constitution of India has stipulated and redefined the urban local governance and consequence to that all the Town Panchayats were reconstituted under the **Tamil Nadu District Municipalities Act, 1920** and treated as transitional area. i.e. an area in transition from rural area to Urban area. Necessary amendments were brought to the Tamil Nadu District Municipalities Act, 1920 for this purpose and a separate chapter in respect of Town Panchayats was inserted in the said Act. Consequently, though the nomenclature 'Town Panchayat' remained unchanged, the administrative control of the Directorate of Town Panchayats was brought under the Municipal Administration and Water Supply Department at the Secretariat.

There are 528 Town Panchayats in the State which are classified into four grades, based on the income criteria :

Grade	No. of TP	Income Criteria
Special Grade	12	Above Rs. 20 Lakhs
Selection Grade	222	Above Rs.16 Lakhs
Grade I	214	Above Rs. 8 Lakhs
Grade II	80	Above Rs. 4 Lakhs
<b>Total</b>	<b>528</b>	-

##### **1.2. Important functions of the Department**

Town Panchayats are drivers of economic growth and offer opportunities for social and cultural development of people. The population of the Town Panchayats, as per Census 2011, is 80,90,847, which constitutes 11.21% of the State's population and 23.17% of the State's urban population. Town Panchayats occupy 62.56% of the total urban area of the State. There has been huge flow of floating population to all these towns from adjoining rural areas. Many of the Town Panchayats are Tourism, Pilgrimage centers and heritage towns and also some of them are economic and industrial clusters. It is therefore, necessary to provide adequate infrastructure facilities such as water supply, sanitation, roads, street lighting and other public amenities such as Slaughter houses, Burial / Cremation Ground, bus stands, Shandies. The Government proposes to adopt a holistic approach covering all civic amenities and infrastructure to these towns.

### 1.3.The details of basic amenities available in Town Panchayats

#### Water supply Service Level

Per capita supply (LPCD)	No. of Town Panchayats
Below 70 LPCD	25
70 LPCD & Above	503
Total	<b>528</b>

#### Roads maintained by Town Panchayats

Category of Roads	Length in KM
Cement Road	4520.973
B.T. Road	8852.853
WBM Road	1205.065
Gravel Road	785.869
Earthen Road	2856.713
Total	<b>18221.473</b>

#### Street lights maintained by Town Panchayats

Categories	No. of Street Lights
High Mast Lamps	796
Sodium Vapour Lamps	43340
Mercury Lamps	2981
Compact Fluorescent Light (CFL)	57086
Tube Light	265722
Solar Lamp	1641
Total	<b>371566</b>

### 1.4 Importance of the Town Panchayats

The Town Panchayats are fast growing urban centres, Industrial and Commercial Centres with huge urban population living in Town Panchayat. The Town Panchayat being a transitional bodies between rural and urban cites, this acts as a buffer zone to keep the population moving from rural areas to cities. The Town Panchayats are also Temple and Heritage Towns and some of the Town Panchayats are national and internationally acclaimed tourism centres such as Mamallapuram.

### 1.5. Activities of the Department

Town Panchayats Department formulates and implements responsive programmes, services and activities to facilitate urban communities to bring about positive change and strengthen their social and economic fabrics. In this effort the department has very effectively used all the available resources, funds and grants that have been provided under various schemes by Government of India, besides adding State Financial resources wherever needed, and funds and financial resources are ploughed into the developmental efforts of Town Panchayats for better delivery of core amenities.

#### **Objective and goal of Town Panchayat Department:**

- To ensure responsive, accountable, transparent and people-friendly civic administration.
- To develop administration that takes the citizens into total confidence, in all the schemes implemented in Town Panchayats.

## **1.6. Administrative set up**

### **I. State level**

The Secretary to Government Municipal Administration and Water Supply Department is in charge of Town Panchayats, as Administrative head at Secretariat and the Director of Town Panchayats is the Head of Department (HOD) at State level and he is also Inspector of Town Panchayats, to review and monitor the activities relating to the development programmes implemented through Town Panchayats.

### **II. District Level / Zone level**

The Collectors are the administrative head of Town Panchayat Administration at the District Level and he is assisted by a Zonal Assistant Director of Town Panchayats.

### **III. Town Panchayats Level**

Executive Officer of the Town Panchayat is the Executive authority of the Town Panchayat. He is authorized to sign all cheques for payment from Panchayat fund and other funds. He is assisted by Head Clerk, Junior Assistant, Bill Collector, Typist for the maintenance of records, Collection of taxes, maintenance of assets and in ensuring the publicity and propaganda and in implementation of Government Programmes.

### **Town Panchayat Engineering Cell**

At the State level the Technical Wing is headed by Executive Engineer (Town Panchayats) functioning in the Directorate of Town Panchayats. The technical wing in the District is headed by an Assistant Executive Engineer who is under the direct control of Zonal Assistant Director of Town Panchayats. At sub Zonal level 116 Junior Engineer / Assistant Engineers, are responsible for implementing the schemes in the Town Panchayats.

## **1.7. Functions of Town Panchayats**

The Town Panchayats are responsible in delivery of the following civic services:

- ❖ Providing Basic Amenities
  - Roads
  - Street Lights
  - Water Supply
  - Public Health
  - Drainage
- ❖ Granting of Building Licenses
- ❖ Levying of Taxes
  - Property Tax
  - Vacant Land Tax
  - Profession Tax
  - Non Tax
  - Water Charges
- ❖ Issuing Birth & Death Certificates
- ❖ Issuing Dangerous & Offensive Trade Licenses
- ❖ Implementation of State / Central Schemes

## 1.8. Sources of Revenue of Town Panchayats

The revenue of the Town Panchayats is derived from the sources as below:

- Property Tax
- Professional Tax
- License Fees, Rents and other charges such as water charges
- Surcharge on Stamp duty
- Entertainment tax
- Devolution grants from the Government
- Other miscellaneous incomes such as interest on deposits

### 1.9.1 District Planning Committee

The Town Panchayats are included in the District Planning Committee to ensure the holistic and planned development of Town Panchayats, in concurrence with the city development plan.

### 1.9.2 Organisational structure of Town Panchayats



### 1.9.3 Public Participation Programme in Town Panchayats

The public may participate or contribute to the process of the development through the following schemes. Details of the scheme are given separately. (Chapter -14)

- Swarna Jayanthi Sahari Rozgar Yojana (SJSRY)
- Integrated Housing and Slum Development Programme (IHSDP)
- Basic Service for Urban Poor (BSUP)
- Solid Waste Management
- Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT)

### BPL families in Town Panchayats

SL. No.	Name of the District	No. of TP	Total No. of Families	No. of Families Below Poverty Line in Priority wise						% of BPL families
				I	II	III	IV	V	Total	
1	2	3	4	5	6	7	8	9	10	11
1	Kancheepuram	17	76307	4524	7941	8258	3355	883	24961	33%
2	Thiruvallur	10	39822	4093	4634	3417	1008	296	13448	34%
3	Vellore	16	40379	3212	3909	2305	1034	518	10978	27%
4	Thiruvannamalai	10	28323	4229	3368	1388	571	252	9808	35%
5	Dharmapuri	10	27025	1328	3900	4284	1357	346	11215	41%
6	Krishnagiri	6	17024	1453	3332	1713	259	5	6762	40%
7	Salem	33	111202	9575	12364	5969	1025	208	29141	26%
8	Namakkal	19	62332	3751	7783	4743	714	22	17013	27%
9	Erode	42	121804	10544	15620	4918	1189	661	32932	27%
10	Tiruppur	16	50951	2378	4255	2388	1724	307	11052	22%
11	Coimbatore	37	133237	6775	10896	6100	2769	576	27116	20%
12	The Nilgiris	11	51430	1363	6120	2854	716	1859	12912	25%
13	Cuddalore	16	60190	8528	4969	1136	331	319	15283	25%
14	Villupuram	15	56679	5138	3708	1907	1043	351	12147	21%
15	Thanjavur	22	63060	12853	4280	1375	411	330	19249	31%
16	Nagapattinam	8	19751	3146	1523	540	228	735	6172	31%
17	Thiruvaur	7	16216	2921	1195	344	111	59	4630	29%
18	Tiruchi	16	53081	2489	5110	3916	1555	685	13755	26%
19	Perambalur	4	10769	995	826	547	306	102	2776	26%
20	Ariyalur	2	4570	681	371	172	0	0	1224	27%
21	Pudukkottai	8	22647	2273	1950	1113	599	368	6303	28%
22	Dindugal	23	73204	2157	6303	1662	649	64	10835	15%
23	Karur	11	34231	1798	2289	1442	726	432	6687	20%
24	Madurai	9	30778	984	3286	3542	720	222	8754	28%
25	Theni	22	71046	3548	3886	1944	936	982	11296	16%
26	Ramanathapuram	7	25200	1384	2585	931	298	313	5511	22%
27	Virudhunagar	9	33333	1913	3337	1243	527	66	7086	21%
28	Sivaganga	12	45348	2487	5211	1961	580	290	10529	23%
29	Tirunelveli	36	140647	5420	10016	8454	3257	2249	29396	21%
30	Thoothukudi	19	85023	2827	6371	3553	1033	731	14515	17%
31	Kanyakumari	55	217584	22457	19080	10125	2819	2314	56795	26%
	<b>Total</b>	<b>528</b>	<b>1823193</b>	<b>137224</b>	<b>170418</b>	<b>94244</b>	<b>31850</b>	<b>16545</b>	<b>450281</b>	<b>25%</b>



#### **1.9.4. Mechanism available for monitoring the service delivery and public grievance**

The grievances relating to Town Panchayat Administration and Implementation of schemes may be redressed with the Executive Officers and Zonal Assistant Directors. Further grievance petitions may also be given to the District Collector. The District Collector also conducts grievance day on every Monday and mass contact Programme in Town Panchayat on rotation. The public may get their grievances redressed on these grievance forums also.

<b><u>Type of services</u></b>	<b><u>Time frame</u></b>
Building licences	: within 30 days
Trade licences	: within 15 days
Birth and Death Certificates	: 24 hours from the time of application
Water Supply connections	: within 7 days
Permission for installation of machineries	: within 30 days
Issue of copy of application/ certificates	: within 3 days
Removal of solid waste	: daily
Rectifying non-burning street lights	: same day
Information to petitioner as per RTI Act	: within 30 days

**1.9.5 Office Working days : Monday to Friday**

**1.9.6. Office hours : 10.00 A.M. to 5.45 P.M.**

#### **1.9.7. Policies**

##### **Water Supply Policy**

General norms prescribed for Town Panchayats is 70 LPCD. Stand alone Water Supply Scheme and Comprehensive Water Supply Schemes are implemented through TWAD Board in Town Panchayats.

##### **Types of works implemented in Town Panchayats**

- Formation of BT / CC Roads
- Construction of Office Building
- Maintenance and Improvement of Water Supply
- Providing Street Lights
- Construction of culvert
- Construction of Storm Water Drain
- Improvement of Water Bodies
- Improvement of Bus Stand
- Improvement of Shandies
- Construction of Slaughter House
- Improvement of Burial Ground
- Solid Waste Management Structures
- Construction of Community Hall

- Improvement of Parks
- Construction of Shopping Complex
- Construction of Retaining Wall/Foot Path
- Providing of Wind Mill
- Construction of Bio Mass Gasifier Crematorium

### Solid Waste Management

- 1) It is the primary duty of each and every household, business-house, vendors etc in the Town Panchayats to segregate the solid waste into biodegradable, non-biodegradable components and store it in two separate distinctly colour coded bins/bags for handing over to the Town Panchayat clean friend.
- 2) The clean ambassadors of Town Panchayat will proclaim their arrival in the street by whistling/ringing bells in the predetermined timing announced by the Town Panchayats for door to door collection of segregated waste.
- 3) The dumping of waste along the streets is strictly prohibited and the offenders will be punished in accordance with the rules of the Town Panchayats by enforcing “Polluters Pay Principle”.
- 4) The affordable households/ Kalyana Mandapams/ Business firms/Institutions etc should practice back yard composting to convert the biodegradable waste generated in their premises into bio compost.

### Solid Waste Management (SWM) in Town Panchayats

Details	Nos.
Own landfill site (No. of TPs)	246
Average compost production per day	1097.78 MT
No. of Compost cubicles	3646
Pushcart	3314
Vehicles (Power tiller/Mini Lorry)	1464
SHG members involved in SWM	4441
Sanitary staff	6421



Compost Park  
Paramathi Town Panchayat  
(Namakkal District)



Plastic Recycling Unit  
Thottiyam Town Panchayat  
(Trichy District)

## Chapter 2

### **Powers & Duties and Details of Employees in the Directorate of Town Panchayats**

The Director of Town Panchayats, as the Head of the Department, looks after the affairs of 528 Town Panchayats, under the purview of the Municipal Administration and Water Supply Department. The Collector of the respective Districts are the District level administrator of Town Panchayats, who have been entrusted with the Administrative Sanction powers and supervisory responsibilities especially on all the development works in Town Panchayat Areas. Besides the Directorate, the Department has 16 Zonal offices in the State, covering 31 Districts headed by Assistant Directors of Town Panchayats.

#### **2.1. Work Chart at Directorate**

<b>Designation</b>	<b>Subject</b>
Director of Town Panchayats	Head of the Town Panchayats and looks after all the administrative affairs and activities undertaken in Town Panchayat Administration.
Joint Director (Establishment)	All establishment matters, Audit & Accounts, RTI Act, ULB Election, Reclassification of Town Panchayats
Joint Director (Schemes)	All matters relating to Central & State Government Schemes
Executive Engineer	AS & TS to Central & State Government Schemes, Scheme progress, Scheme works Inspection, Engineering Establishment
Assistant Director of Town Panchayats (Establishment)	All matters in respect A & C Sections
Assistant Director of Town Panchayats (Schemes)	All matters in respect B & E Sections
Accounts Officer	Budget, AG Audit, Tax Collection, Disbursement of Grants, UC & CR, Devolution, Loans & Advance, Office maintenance
System Analyst	All matters in respect e-Governance

#### **2.2. A Section - Establishment**

**Unit Officer :** Assistant Director (Estt.)

1 Superintendent + 10 Assistants

<b>Section</b>	<b>Subject</b>
A1	Establishment (Joint Director) Creation of District ADTP posts, Disciplinary cases
A2	Establishment (Assistants/Head Clerk, Junior Assistants/Bill Collectors, Steno Typist & Typist) promotion of 20% reservation from the feeder categories,
A3	Establishment (Non Provincialised Staffs)
A4	Disciplinary cases
A5	Disciplinary cases
A6	Creation of posts, Engineering Establishment
A7	Establishment (Executive Officers and Assistant Directors)
A8	RTI petitions & Cmc cell petitions
A9	Compassionate Ground Appointment
A10	Disciplinary cases

### 2.3. B Section - Schemes

**Unit Officer:** Assistant Director (Schemes)

1 Superintendent + 5 Assistants

<b>Section</b>	<b>Subject</b>
B1	LAQ, Collector Discretion Fund, Annual Plan, Five year plan, Cut Motion, Roads, Rain Water Harvesting
B2	IHSDP, BSUP, NSDP, ISHUP, SJSRY, HUDCO Assisted Schemes
B3	Water supply schemes, Bye law approval Water charges, MNP.
B4	Assistant Directors Review Meeting, Periodical reports, Minister / Secretary Review Meeting JNNURM, UIDSSMT, Announcements, Wind energy, MP, MLA, General Fund works and purchase of Vehicle
B5	Part II scheme, Relaying of Road Using Plastic Waste, TURIP, UGSS, Western Ghats Development Programme, Hill Area Development Programme, Office Buildings, AEE Diary, other scheme, Storm Water Drains and Bridges

### 2.4. C Section - Office procedure - Town Panchayats and general matters

**Unit Officer:** Assistant Director (Estt.)

1 Superintendent + 5 Assistants

<b>Section</b>	<b>Subject</b>
C1	Tamilnadu District Municipalities Act and Rules, Administrative Report, Encroachment related issues, Implementation of Building & Layout Rules, Regularisation of Unauthorized Layouts, Plantation of trees, Annual and Cursory Inspection, Census.
C2	Statues, Name to the Building, Funeral Rites to Adi Dravidars, Inspection Report, Auction of Shops, Town Panchayat Council, Town Panchayat Administration – Up-gradation / Down-gradation of Town Panchayats, ULB Election, No Confidence Motion proposal against Chairman/Vice Chairman and related cases, Petitions against Chairman/Vice Chairman/Councillors,
C3	Petition under RTI Act, C.M. Cell Petitions, D O & Trade License, Fairs and Festivals, Maintenance of Shandies, Bus Stands, Parking Lots
C4	Directorate Administration & Staff Establishment, Monthly Arrear List preparation, Maintenance of Library & Record Room Maintenance of Periodical Register and Directorate Annual Inspection.
C5	Birth & Death registration, P & AR Inspection, Inspection of ADTP Office by Director, Review of Monthly Dairies of Assistant Directors,

## 2.5. D Section - Accounts and Audits

**Unit Officer:** Accounts Officer

1 Superintendent + 4 Assistants

Section	Subject
D1	Devolution of Fund - Directorate and A.Ds Office Budget Estimates – Revised Estimates – Number Statement – Policy Note and Performance Budget – Accountant General Audit – Reconciliation (A.G.) (P.A.O.)
D 2	Family Benefit Fund – Special Provident Fund – Pension benefits to all Town Panchayats Office staff and all Assistant Director office staff – Group Insurance Scheme - Stationery, Computer AMC, Calendar, Uniform, Xerox etc., Furniture Stock Register
D 3	Preparation of Directorate staff salary bills and other related bills – Preparation of Office administration expenditure bills – Allotment of Scheme grand to Town Panchayats through ECS – Maintenance of deposit register – Maintenance of accounts – All staff loans and advances – Salaries to all Engineering Staff of Town Panchayats – Medical Health Fund to Staff of Directorate, Assistant Director's Office and all provincialised staff of Town Panchayats.
D 4	Maintenance of vehicle of DTP, JD and allotment of vehicle to ADTP, Allotment of Fuel to vehicle, Rent, EB charges, Telephone charges and stationery to DTP office, Register for machineries, Tsunami section administration -vehicle, rent, electricity, Directorate Telephone Bills and Tsunami scheme accounts.

## 2.6. E Section - Other Schemes

**Unit Officer:** Assistant Director (Schemes)

1 Superintendent + 4 Assistants

Section	Subject
E 1	Implementation of E-Governance, Park and Play fields, BRGF, Anna Centenary Special Scheme, BRGF, Loan dues, Electricity Consumption Charges, Maintenance of Street lights, IDSMT, IUDP, Improvement of Bus Stand and Bus Stand Announcement, TUFIDCO Fund Scheme, KfW Schemes through TNUFISL, Seed Capital Assistance Programme
E 2	12 <sup>th</sup> / 13 <sup>th</sup> Finance Commission, Taxes (Property Tax, Profession Tax and Non Tax), Stamp Duty, Entertainment Tax, Cases and Audit report on Taxes, CMDA outlay, Local Body Assistance Project(LAP), Community Based Environmental Development Project ( CBED)
E 3	NABARD ( RIDF ) schemes, Flood Damages / Drought Relief, Natural Calamities, Tourism Towns Development, Town Planning Development scheme, Heritage Towns Development, APAMT
E4	O&M and Infra Gap Filling Fund, Slaughter House Maintenance, Burial Ground Maintenance, Toilets, Solid Waste Management, Liquid Waste Management, Pollution control board issues, Tsunami issues (State Committee, Empower Committee and CRA meeting), ETRP

## 2.7. F Section - Audit & CM Cell petitions

**Unit Officer:** Accounts Officer

1 Cell Officer + 2 Assistants

<b>Section</b>	<b>Subject</b>
F1	Public Health, Petitions, Citizen Charter– Vigilance Petitions and other miscellaneous complaints – Transparency / Clean Administrations – Other establishment issues.
F2	Town Panchayats Audit Report, serious irregularities/misappropriations/embezzlement reported by DLFA, Settlement of audit objections(Joint sitting,s District and High Level Committee) – Accrual Based Accounting System, Town Panchayats Income & Expenditure, Pending Audit para, Town Panchayats inspection by AG

## 2.8. Computer Section

**Unit Officer:** System Analyst

1 Information Technology Office + 1 Assistant Programmer

Nature of Work: Implementation of e-Governance in Directorate and Town Panchayats.

## 2.9. Project Implementing Units

- i) **IHSDP & BSUP**
  - 1) Social Development Officer
  - 2) Research Officer
- ii) **JNNURM**
  - 1) Assistant Executive Engineer (2 Nos.)
  - 2) Information Technology Officer (1 Nos.)

## **Chapter 3**

### **Contact Persons Nominated under RTI Act**

#### **AT GOVERNMENT LEVEL:**

The Principal Secretary to Government,  
Municipal Administration and Water Supply Department,  
Secretariat,  
Chennai – 600 009.  
Tel.: 25670491  
Fax: 25679866  
E/Mail: mawssec@tn.gov.in

#### **AT HEAD OF THE DEPARTMENT LEVEL:**

The Director of Town Panchayats,  
Kuralagam, IVth Floor,  
Chennai – 600 108.  
Tel.: 25358744, 25340352  
Fax No: 25352301  
E.Mail: dtp@tn.nic.in

Joint Director (General) / Appellate authority  
Directorate of Town Panchayats,  
Kuralagam, IVth Floor,  
Chennai - 600 108.  
Tel.: 25358744  
E Mail: dtp@tn.nic.in

Assistant Director (Estt.) / Public Information Officer  
Directorate of Town Panchayats,  
Kuralagam, IVth Floor,  
Chennai - 600 108.  
Tel.: 25358744  
E Mail: dtp@tn.nic.in

**AT DISTRICT LEVEL:**

## ➤ District Collectors

<b>DISTRICT</b>	<b>Phone Number</b>			
	<b>STD</b>	<b>Office</b>	<b>Res.</b>	<b>Fax</b>
Ariyalur	04329	223351	223331	223351
Coimbatore	0422	230 1320	2213230	221 6630
Cuddalore	04142	23 0999	23 0666	23 0555
Dharmapuri	04342	23 0500	23 2300	23 0564 23 2800
Dindigul	0451	246 1199 246 0080	243 2133	243 2600
Erode	0424	226 6700 226 0207	226 2444	226 2444
Kancheepuram	0411	23 8438	22 3478	23 8477
Kanniyakumari	04652	23 3285	20 0999 20 0666	20 0999
Karur	04324	25 7555	23 3010 23 1777	257502
Krishnagiri	04343	239500		
Madurai	0452	253 1110	253 2290	253 0925
Nagapattinam	04365	25 2700	24 7800	25 3086
Namakkal	04286	258 0103 258 1101	253 3104 253 3102	253 1105 258 1106
Perambalur	04328	27 6300	22 4200	27 6300
Pudukkottai	04322	22 1663 22 1624	22 1690	22 1690
Ramanathapuram	04567	23 1220	22 1349 22 0648	23 1220
Salem	0427	245 2244	240 0200	240 0700
Sivaganga	04575	24 1466	24 1455	24 1585
Thanjavur	04362	23 0102	23 0201	23 0206
The Nilgiris	04234	244 2344	244 2233	244 3971
Theni	04546	25 3676 25 4732	25 3626	25 3626 25 4946
Thiruvallur	04116	26 1600	2487 4136	261200
Thiruvannamalai	04175	23 3333	23 3366	22 2148
Thiruvarur	04366	22 3344	24 3242	22 1033
Thoothukudi	0461	234 0600	232 0050	234 0606
Tiruchirappalli	0431	241 5358	242 0181	241 1929 242 0181
Tirunelveli	0462	250 0828	257 7655 257 7983	250 0244
Tirupur	0421	2218811	2474722	2218822
Vellore	0416	225 2345	222 2000	225 3034 222 8029
Villupuram	04146	22 2470	22 2480	22 2470
Virudhunagar	04562	25 2525	25 2345	25 2500



➤ Zonal Assistant Directors of Town Panchayats

Sl.	Zone	Address	Office Phone No.	
1	Kancheepuram	Collectorate, Kancheepuram - 631 501	044	27237710
2	Thiruvallur	Collectorate, Thiruvallur - 602 001	044	27665953
3	Vellore	Collectorate, Vellore - 632 009	0416	2253647 2252122
4	Dharmapuri	Collectorate, Dharmapuri - 636 705	04342	230849
5	Salem	Collectorate, Salem - 636 001	0427	2452745
6	Erode	Collectorate, Erode - 638 011	0424	2265492
7	Coimbatore	Collectorate, Coimbatore - 641 018	0422	2301210
8	Udhagamandalam	Collectorate, Udhagamandalam - 643001	0423	2442582
9	Cuddalore	Collectorate, Cuddalore - 607 001	04142	294542
10	Thanjavur	Collectorate, Thanjavur - 613 001	04362	234247
11	Trichy	Collectorate, Tiruchirappalli - 620 001	0431	2465956 2415606
12	Dindigul	Collectorate, Dindigul - 624 004	0451	2460090
13	Madurai	Collectorate, Madurai - 625 001	0452	2530564
14	Theni	Collectorate, Theni – 625531	04546	264227
15	Sivaganga	Collectorate, Sivaganga - 623 562	04575	243046
16	Tirunelveli	Collectorate, Tirunelveli - 627 009	0462	2500809
17	Nagercoil	Collectorate, Nagercoil - 629 001	04652	279400

**AT TOWN PANCHAYAT LEVEL:**

Sl. No.	Name of zone	Name of District	No. of Town Panchayats				Total
			Special Grade	Selection Grade	Grade I	Grade II	
1	KANCHEEPURAM	KANCHEEPURAM	1	8	6	2	18
2	THIRUVALLUR	THIRUVALLUR	-	5	5	-	10
3	VELLORE	VELLORE	-	8	8	-	16
		THIRUVANNAMALAI	-	4	3	3	10
4	DHARMAPURI	DHARMAPURI	-	8	2	-	10
		KRISHNAGIRI	-	5	0	1	6
5	SALEM	SALEM	-	15	14	4	33
		NAMAKKAL	-	10	8	1	19
6	ERODE	ERODE	-	15	18	9	42
		TIRUPUR	-	6	6	4	16
7	COIMBATORE	COIMBATORE	1	13	15	8	37
8	UDHGAMANDALAM	THE NILGIRIS	1	6	4	-	11
9	CUDDALORE	CUDDALORE	1	8	5	2	16
		VILLUPURAM	-	10	4	1	15
10	THANJAVUR	THANJAVUR	-	11	7	4	22
		NAGAPATTINAM	1	2	5	-	8
		THIRUVARUR	-	4	3	-	7
11	THIRUCHIRAPALLI	THIRUCHIRAPALLI	-	7	9	-	16
		PERAMBALUR	-	0	1	3	4
		PUDUKKOTTAI	-	5	3	-	8
		ARIYALUR	-	0	1	1	2
12	DINDUGAL	DINDUGAL	-	13	8	2	23
		KARUR	1	3	5	2	11
13	MADURAI	MADURAI	-	4	5	-	9
14	THENI	THENI	-	12	6	4	22
15	SIVAGANGAI	RAMANATHAPURAM	-	1	3	3	7
		VIRUDHUNAGAR	-	2	4	3	9
		SIVAGANGAI	-	4	7	1	12
16	TIRUNELVELI	TIRUNELVELI	4	12	16	4	36
		THOOTHUKUDI	1	11	4	3	19
17	NAGERCOIL	KANYAKUMARI	1	10	29	15	55
		<b>T O T A L</b>	<b>12</b>	<b>222</b>	<b>214</b>	<b>80</b>	<b>528</b>

## Executive Officers of Town Panchayat

<b>Kancheepuram</b>			<b>Thiruvannamalai</b>			<b>Salem</b>		
1	Achirapakkam	044-27522775	1	Chengam	04188-222276	1	Arasiramani	04283-235690
2	Chitlapakkam	044-22232500	2	Chetpet	04181-252247	2	Attayampatty	0427-2471614
3	Edaikalinadu	044-27526110	3	Desur	04183-247067	3	Ayothiappattanam	0427-2290865
4	Karunguzhi	044-27567308	4	Kalambur	04181-247225	4	Belur	04292-241424
5	Kundrathur	044-24780024	5	Kannamangalam	04173-241258	5	Edanganasalai	0427-2491090
6	Madambakkam	044-22281725	6	Kilpennathur	04175-242365	6	Elampillai	0427-2492022
7	Mamallapuram	044-27442223	7	Pernamallur	04188-242590	7	Gangavalli	04282-232022
8	Mangadu	044-26272592	8	Polur I/C	04181-222047	8	Jalagandapuram	04298-260548
9	N.Guduvancheri	044-27465219	9	Pudupalayam	04183-245303	9	Kadayampatty	04290-243413
10	Peerankaranai	044-22762218	10	Vettavalam	04175-244448	10	Kannankurichi	0427-2402205
11	Perungalathur	044-22760833				11	Karuppur	0427-2346270
12	Sriperumbudur	044-27162440		<b>Dharmapuri</b>		12	Keeripatty	04282-225505
13	Thirukalukundram	044-27447141	1	B.Mallapuram	04346-244437	13	Kolathur	04298-251516
14	Thiruneermalai	044-22364599	2	Harur	04346-222037	14	Konganapuram	04283-265552
15	Thiruporur	044-27446508	3	Kadathur	04346-265008	15	Mallur	0427-2422592
16	Uthiramerur	044-27272530	4	Kambainallur	04346-267460	16	Mecheri	04298-278624
17	Walajabad	044-27256034	5	Karimangalam	04348-241244	17	Nangavalli	04298-266405
			6	Marandahalli	04348-233355	18	Omalur	04290-220238
			7	Palacode	04348-222002	19	P.N.Palayam	04282-221866
			8	Papparpatti	04342-245424	20	P.N.Patty	04298-222026
	<b>Thiruvallur</b>		9	Pappireddipatti	04346-246642	21	Panamarathupatty	0427-2428035
1	Arani	044-27927483	10	Pennagaram	04342-254073	22	Poolampatti	04283-237753
2	Gummudipoondi	044-27928137				23	Sankari	04283-240592
3	Minjur	044-27934304				24	Sendarapatty	04282-226868
4	Naravarikuppam	044-26418776		<b>Krishnagiri</b>		25	Thammampatty	04282-226005
5	Pallipet	044-27843330	1	Bargur	04343-265528	26	Tharamangalam	04290-251521
6	Podatturpet	044-27849250	2	Denkanikottai	04347-235056	27	Thedavur	04282-237023
7	Ponneri	044-27974007	3	Kaveripattinam	04343-250058	28	Thevur	04283-232098
8	Thirumazhisai	044-26811538	4	Kelamangalam	04347-232222	29	Valapadi	04292-222274
9	Thirunindravur	044-26390663	5	Mathigiri	04344-262275	30	Vanavasi	04298-266025
10	Uthukottai	044-27630402	6	Nagojanahalli	04343-258064	31	Veeraganur	04282-237055
			7	Uthangarai	04341-220056	32	Veerakkalpudur	04298-230113
	<b>Vellore</b>					33	Yethapur	04282-270007
1	Alangayam	04174-265225						
2	Ammoor	04172-253159						
3	Kalavai	04173-242237						
4	Kaveripakkam	04177-254254					<b>Namakkal</b>	
5	Natrampalli	04179-242118				1	Aalampalayam.	04288-245339
6	Nemili	04177-247302				2	Athanur	04287-255322
7	Odugathur	04171-253554				3	Erumapatty	04286-252870
8	Pallikonda	04171-240099				4	K.N.Paty	04286-242644
9	Panapakkam	04177-252099				5	Mallasamudram	04288-287004
10	Pennathur	0416-2230600				6	Mohanur	04286-255370
11	Sholingur	04172-262335				7	Namagiripectai	04287-240568
12	Thakkolam	04177-246527				8	Padaveedu	04283-254962
13	Thimiri	04172-258326				9	Pandamangalam	04268-230363
14	Thirvalam	0416-2236780				10	Paramathy	04268-251721
15	Udayendiram	04174-233180				11	Pattanam	04287-226386
16	Villappakkam	04172-258255				12	Pillanallur	04287-252100
						13	Pothanur	04268-220527
						14	R.Pudupatty	04287-244160
						15	Seerapalli	04287-242556
						16	Sendamangalam	04286-270317
						17	Velur	04268-220263
						18	Vengarai	04268-252233
						19	Vennandur	04287-265093

	<b>Erode</b>			<b>Tirupur (contn.)</b>			<b>Nilgiris</b>	
1	Ammappettai	04256-229042	9	Avinashi	04296-273266	1	Adhigaratty	0423-2590306
2	Anthiyur	04256-260228	10	Madathukulam	04252-252309	2	Bikkatty	0423-2509132
3	Appakudal	04256-246229	11	Kaniyur	04252-241606	3	Devershola	04262-222270
4	Arachalur	0424-2357062	12	Komaralingam	04252-278300	4	Hulical	0423-2281370
5	Ariyappampalayam	04295-220114	13	Samalapuram	0421-2333949	5	Jegathala	0423-2232544
6	Athani	04256-250371	14	Dhali	04252-265600	6	Ketti	0423-2517238
7	Avalpoondurai	0424-2331276	15	Sangaramanallur	04252-278211	7	Kil-Kundah	0423-2509248
8	Bhavanisagar	04295-240231	16	Thirumuruganpoondi	04296-274183	8	Kotagiri	04266-271302
9	Chennasamudram	04204-222416				9	Naduvattam	0423-2256930
10	Chennaiyalai	04294-250249		<b>Coimbatore</b>		10	O'Valley	04262-269437
11	Chithode	0424-2533393	1	Alandurai	0422-2650551	11	Sholur	0423-2256671
12	Elathur	04285-269854	2	Anamalai	04253-282338			
13	Jambai	04256-249138	3	Annur	04254-262278		<b>Cuddalore</b>	
14	Kanjikovil	04294-235086	4	Chinnavadampatti	0422-2666288	1	Annamalainagar	04144-238810
15	Karumandisellipalayam	04294-220480	5	Dhaliyur	0422-2617790	2	Bhuvanagiri	04144-241212
16	Kasipalayam(Gobi)	04285-264146	6	Ettimadai	0422-2656296	3	Gangaikondan	04142-262354
17	Kembanaickenpalayam	04285-233435	7	Gudalur	0422-2692402	4	Kattumannarkoil	04144-262032
18	Kilambadi	0424-2351839	8	Idigarai	0422-2461970	5	Killai	04144-249227
19	Kodumudi	04204-222346	9	Irugur	0422-2627037	6	Kurinjipadi	04142-258387
20	Kolappalur	04285-255108	10	Kannampalayam	0422-268815	7	Lalpettai	04144-268078
21	Kollankovil	04204-247297	11	Karamadai	04254-272315	8	Mangalampet	04143-244240
22	Kugalur	04285-265235	12	Karumathampatti	0421-2333070	9	Melpattampakkam	04142-276489
23	Lakkampatti	04285-240920	13	Kinathukadavu	04259-242575	10	Parangipettai	04144-243249
24	Modakkurichi	0424-2501136	14	Kottur	04259-286978	11	Pennadam	04143-222221
25	Nallampatti	04294-232433	15	Madukkarai	0422-2622238	12	Sethiyathope	04144-244252
26	Nambiyur	04285-267213	16	Mopperipalayam	0421-2362492	13	Srimushnam	04144-245388
27	Nasiyanur	0424-2555321	17	N.S.N. Palayam	0422-2460340	14	Thorapadi	04142-244905
28	Nerinjipettai	04256-227268	18	Odayakulam	04253-282963	15	Tittakudi	04143-255369
29	Olagadam	04256-256587	19	Othakkalmandapam	0422-2610046	16	Vadalur	04142-259232
30	P.Mettupalayam	04256-241791	20	P.N. Palayam	0422-2692425			
31	Pallapalayam	04294-235733	21	Pallapalayam	0422-2579493		<b>Villupuram</b>	
32	Pasur	0424-2351140	22	Perianegamam	04259-244130	1	Ananathapuram	04145-232426
33	Periyakodivery	04285-252029	23	Perur	0422-2608051	2	Arakandanallur	04153-224646
34	Perundurai	04294-220580	24	Pooluvapatti	0422-2650722	3	Chinnasalem	04151-236229
35	Pethampalayam	04294-235933	25	S.S. Kulam	0422-2654030	4	Gingee	04145-222431
36	Salangapalayam	04256-240306	26	Samathur	04259-271588	5	Kottakuppam	0413-2237062
37	Sivagiri	04204-240337	27	Sirumugai	04254-252028	6	Manalurpet	04153-232422
38	Unjalur	04204-266128	28	Suleswaranpatti	04259-229529	7	Marakkanam	04147-239370
39	Vadugapatti	0424-2357145	29	Sulur	0422-2687195	8	Sankarapuram	04151-235032
40	Vaniputhur	04285-260257	30	T.M. Palayam	0422-2623202	9	T.V.Nallur	04153-234537
41	Vellottamparappu	0424-2338012	31	Thenkarai	0422-2616248	10	Thirukoilur	04153-252384
42	Vengambur	04204-222307	32	Thondamuthur	0422-2617154	11	Thiyagadurgam	04151-233244
			33	Vedapatti	0422-2476201	12	Ulundurpet	04149-222271
	<b>Tirupur</b>		34	Veerapandi	0422-2694292	13	Vadakkanandal	04151-234243
1	Kannivadi	04202-225261	35	Vellalore	0422-2670252	14	Valavanur	04146-231240
2	Kolathupalayam	04258-241253	36	Vettikaranpudur	04253-282996	15	Vikkiravandi	04146-233588
3	Kunnathur	04294-263182	37	Zaminuthukuli	04259-225561			
4	Mulanur	04202-227304						
5	Muthur	04257-254630						
6	Chinnakkampalayam	04258-255223						
7	Rudrawathi	04258-263253						
8	Uthukuli	04294-260202						

	<b>Thanjavur</b>		<b>Perumbalur</b>		<b>Madurai</b>	
1	Adirampattinam	4373-242244	1 Arumbavur	04328-261920	1 A.Vellapatti	0452-2425068
2	Aduthurai	0435-2473044	2 Kurumbalur	04328-220380	2 Alanganallur	04543-245725
3	Ammamet	4374-232423	3 Labbaikudikadu	04328-244601	3 Elumalai	04552-246333
4	Ayyampet	4374-242602	4 Poolambadi	04328-261921	4 Palamedu	04543-246399
5	Dharasuram	0435-2417425			5 Paravai	0452-2463449
6	Madukkur	4373-260225	<b>Ariyalur</b>		6 Peraiyur	04549-275831
7	Melathiruppanthruithi	4362-284902	1 Udayarpalayam	04331-245280	7 Sholavandan	04543-258238
8	Melattur	4374-273565	2 Varadharajanpet	04331-242007	8 T.Kallupatti	04549-270890
9	Orathanadu	4372-233209			9 Vadipatti	04543-254363
10	Papanasam	4374-222454	<b>Pudukkottai</b>			
11	Peravurani	4373-232462	1 Alangudi	04322-251460	<b>Theni</b>	
12	Perumagalur	4373-276750	2 Annavasal	04339-230653	1 Andipatti	04546-242324
13	Sholapuram	0435-2452202	3 Arimalam	04333-271233	2 B.Meenakshipuram	04546-283620
14	Swamimalai	0435-2454960	4 Illuppur	04339-272436	3 Boothipuram - Ic	04546-264227
15	Thirubuvanam	0435-2461054	5 Karambakkudi	04322-255232	4 C.Pudupatti	04554-275487
16	Thirukattupalli	4362-280490	6 Keeramangalam	04371-242261	5 Devaram	04554-254616
17	Thirunageswaram	0435-2463611	7 Keeranur	04339-262236	6 Devathanapatti	04546-235530
18	Thiruppananthai	0435-2456977	8 Ponnamaravathi	04333-263428	7 Genguvarpatti	04546-236566
19	Thiruvaiyaru	4362-260405			8 Hanumanthanpatti	04554-267904
20	Thiruvidaimarithur	0435-2461184	<b>Dindigul</b>		9 Highways	04554-232225
21	Vallam	4362-266269	1 Agaram	0451-2557342	10 K.K.Patti	04554-274144
22	Veepathur	0435-2461190	2 Ammayanaickanur	04543-238224	11 Kombai	04554-252025
			3 Ayakudi	04545-250032	12 Kutchanur	04554-246061
	<b>Nappattinam</b>		4 Ayyalur	04551-231269	13 Markkankottai	04554-249331
1	Keelvelur	4366-275436	5 Ayyampalayam	04543-267378	14 Melachocknathapuram	04546-281991
2	Kuthalam	4364-234096	6 Balasamudram	04545-246492	15 Odaipatti	04546-247543
3	Manalmedu	4364-254762	7 Chinnalapatti	0451-2452276	16 Paalanichettipatti	04546-264998
4	Thalaignayar	4369-234458	8 Eriodu	04551-232055	17 Pannaipuram	04554-252825
5	Tharangambadi	4364-289843	9 Kannivadi	0451-2555085	18 Thamaraikulam	04546-230268
6	Thittachery	4365-234408	10 Keeranur	04545-235212	19 Thenkarai	04546-230236
7	Vaithieswarancoil	4364-279320	11 Natham	04544-244429	20 Uthamapalayam	04554-265254
8	Velankanni	4365-263448	12 Neikkarapatti	04545-255868	21 Vadugapatti	04546-230161
			13 Nilakkottai	04543-233650	22 Veerapandi	04546-246195
	<b>Thiruvarur</b>		14 Palayam	04551-234423		
1	Kodavasal	4366-231422	15 Pannaikkadu	04542-256465	<b>Ramanathapuram</b>	
2	Koradachery	4366-262038	16 Pattiveeranpatti	04543-267321	1 Abiramam	04576-265645
3	Muthupettai	4369-260549	17 Sevugampatti	04543-267113	2 Kamuthi	04576-223364
4	Nannilam	4366-230424	18 Sithayankottai	0451-2556288	3 Mandapam	04573-241593
5	Needamangalam	4367-260899	19 Srirampuram	0451-2555003	4 Mudukulathur	04576-222247
6	Peralam	4366-238727	20 Thadicombu	0451-2557351	5 Rs.Mangalam	04561-251551
7	Valangaiman	4374-264377	21 Vadamadurai	04551-238233	6 Sayalkudi	04576-244293
			22 Vathalagundu	04543-262443	7 Thondi	04561-253290
	<b>Tiruchirappalli</b>		23 Vedasandur	04551-260388		
1	Balakrishnampatti	04327-237261			<b>Virdhunagar</b>	
2	Kallakudi	04329-235364	<b>Karur</b>		1 Chettiarpatti	04563-245032
3	Kattuputhur	04326-250300	1 Aravakurichi	04320-230878	2 Kariapatti	04566-255660
4	Koothappar	0431-2513053	2 Krishnarayapuram	04323-243427	3 Mallanginar	04566-288493
5	Lalgudi	0431-2541254	3 Marudur	04323-223777	4 Mamsapuram	04563-285494
6	Manachanallur	0431-2560475	4 Nangavaram	0431-2614250	5 S.Kodikulam	04563-282212
7	Mettupalayam	04326-240501	5 P.J.Cholapuram	04323-243255	6 Seithur	04563-244198
8	Musiri	04326-260371	6 Pallapatti	04320-244145	7 Sundarapandiam	04563-283189
9	Ponnampatti	04332-254262	7 Puliur	04324-250550	8 Vathirairuppu	04563-287201
10	Poovalur	0431-2542704	8 Punjaipugalur	04324-270298	9 W.Pudupatty	04563-287038
11	Pullambadi	04329-241446	9 Punjaihothtakurichi	04324-270850		
12	S.Kannanur	0431-2670740	10 T.N.P.L.Pugalur	04324-277278		
13	Sirugamani	0431-2612034	11 Uppidamangalam	04324-250501		
14	Thathiengarpet	04326-248113				
15	Thottiam	04326-254010				
16	Uppiliapuram	04327-252433				

<b>Sivaganga</b>			<b>Thoothukudi</b>			<b>Kanyakumari</b>		
1	Ilayangudi	04564-265246	1	Alwarthirunagari	04639-273199	1	Agasteeswaram	04652-270866
2	Kanadukathan	04565-283583	2	Arumuganeri	04639-280284	2	Aloor	04651-230717
3	Kandanur	04565-282044	3	Authoor	04639-238332	3	Anjugramam	04652-266737
4	Kottaiyur	04565-276076	4	Eral	04630-271543	4	Aralvaimozhi	04652-263250
5	Manamadurai	04574-268237	5	Ettayapuram	04632-271271	5	Arumanai	04651-286904
6	Natarasankottai	04575-234300	6	Kadambur	04632-246560	6	Attoor	04651-283492
7	Nerkuppai	04577-245411	7	Kalugumalai	04632-251344	7	Azhagappapuram	04652-266462
8	Pallathur	04565-283683	8	Kanam	04639-223220	8	Azhakiapandiapuram	04652-281371
9	Puduvayal	04565-282727	9	Kayathar	04632-261348	9	Boothapandi	04652-281092
10	Singampunari	04577-242939	10	Nazareth	04639-277282	10	Edaicode	04651-284261
11	Thiruppathur	04577-266295	11	Perungulam	04630-271184	11	Eranel	04651-221639
12	Thiruppuvanam	04574-265391	12	Pudur (V)	04638-252457	12	Ezhudasam	04651-242275
			13	Sathankulam	04639-266542	13	Ganapathipuram	04651-252365
			14	Sawyerppuram	04630-273462	14	Kadayal	04651-281261
			15	Srivaikundam	04630-255873	15	Kaliyakkavilai	04651-260856
			16	Thenthirupperai	04639-273068	16	Kallukootam	04651-223474
			17	Tiruchendur	04639-242291	17	Kanyakumari	04652-246279
			18	Udangudi	04639-250016	18	Kappiarai	04651-269091
			19	Vilathikulam	04638-233460	19	Karungal	04651-267146
						20	Keezhkulam	04651-204381
						21	Killiyoor	04651-235741
						22	Kollancode	04651-247257
						23	Kothanallor	04651-288108
						24	Kottaram	04652-271099
						25	Kulasekharam	04651-277656
						26	Kumarapuram	04651-288283
						27	Manavalakurchy	04651-237562
						28	Marungoor	04652-254967
						29	Mndaicadu	04651-238852
						30	Mulagumodu	04651-248904
						31	Mylaudy	04652-267955
						32	Nalloor	04651-272587
						33	Neyyoor	04651-220269
						34	Pacode	04651-263540
						35	Palapallam	04651-254459
						36	Palukal	04651-236406
						37	Ponmani	04651-279080
						38	Puthalam	04652-287283
						39	Puthukkadai	04651-235832
						40	Reethapuram	04651-226077
						41	South Thamaraiikulam	04652-257082
						42	Suchindram	04652-241399
						43	Thazhakudy	04652-281151
						44	Thengamputhoor	04652-287435
						45	Theroor	04652-241257
						46	Thingalnagar	04651-222242
						47	Thirparappu	04651-277156
						48	Thiruvattar	04651-283404
						49	Thiruvithancode	04651-252755
						50	Unnamalakkadai	04651-272703
						51	Valvachagoshtam	04651-275905
						52	Vellimalai	04651-238709
						53	Verkilambi	04651-289816
						54	Vilavoor	04651-251597
						55	Vilukuri	04651-258106
1	Achanpudur	954633-237067						
2	Alangulam	954633-270246						
3	Alwarkurichi	954634-283218						
4	Ayikkudi	954633-267974						
5	Cheranmahadevi	954634-260122						
6	Courttalam	954633-210128						
7	Eruvadi	954637-240966						
8	Gopalamudram	954634-279408						
9	Ilangi	954633-226672						
10	Kalakkad	954635-260165						
11	Kallidaikurichi	954634-250484						
12	Keelappavoor	954633-250124						
13	Manimuthar	954634-250494						
14	Melagaram	954633-222251						
15	Melaseval	954634-279271						
16	Moolakkaraipatti	954635-258001						
17	Mukkudal	954634-274612						
18	Nanguneri	954635-580404						
19	Naranammal Puram	95462-2300304						
20	Panagudi	954637-245152						
21	Panpoli	954633-238154						
22	Pattamadai	954634-260002						
23	Pudur (S)	954633-285192						
24	Rayagiri	954636-250044						
25	Sambavar Vadakarai	954633-261423						
26	Sankar Nagar	95462-2300266						
27	Sivagiri	954636-251004						
28	Sundarapandiapuram	954633-262373						
29	Surandai	954633-261215						
30	Thirukkurungudi	954635-265335						
31	Thiruvengadam	954636-264069						
32	Thisayanvilai	954637-271881						
33	Vadakarai kilpidagai	954633-238038						
34	Vadakkuvalliyoor	954637-220350						
35	Vasudevanallur	954636-241041						
36	Veeravanallur	954634-287243						

## **Chapter – 4**

### **Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

- The Tamil Nadu Town Panchayats Establishment Rules-1988 (G.O.Ms.No: 205 89 Rural Development Department Dated 23.3.89)
- Tamil Nadu Town Panchayats Subordinates Service Special Rules (G.O.Ms.No. 270 Rural Development Department Dated 4.4.90)
- Service Rules for Tamil Nadu Sanitary Inspectors of Town Panchayats (G.O.Ms.No.1420 Rural Development & Local Administration Department Dated 16.9.82)
- Tamil Nadu State and Subordinate Service Rules (General Rules)
- Tamil Nadu Basic Service Rules
- Tamil Nadu Ministerial Service Rules
- Tamil Nadu Government Servant Conduct Rules, 1973
- Fundamental Rules & Tamil Nadu Leave Rules
- Tamil Nadu Traveling Allowance Rules
- Tamil Nadu Pension Rules
- Tamil Nadu Civil Service (D. & A.) Rules, 1955
- Tamil Nadu Government Office Manual (D.O.M.)
- Tamil Nadu District Municipalities Act 1920 and Rules issued thereon.
- Tamil Nadu Panchayat Act 1994
- Budget Manual
- Tamil Nadu Treasury Code
- Tamil Nadu Financial Code
- Schemes guidelines (Central Schemes & State Schemes)
- Tamil Nadu Town and Country Planning Act 1971
- Solid Waste Management & Handling Rules 2000
- Development Control Rules (CMDA)

➤ Web sites

- Directorate web site : [www.tn.gov.in/dtp](http://www.tn.gov.in/dtp)
- Town Panchayats Tender : <http://townpanchayats.tn.gov.in/tender>
- Comprehensive Online Scheme Monitoring System (COSMOS) : <http://townpanchayats.tn.gov.in/work>
- Identification of BPL families : <http://bpltp.tn.nic.in/login.aspx>
- Special Road Programme 2010-11 and Solid Waste Management : <https://164.100.167.197/tpanchayats>
- E-Tender : <https://tntenders.gov.in/nicgep/app>



## **Chapter – 5**

### **Statement of the categories of documents that are held by or under the control of the department**

1. Cash Book
2. Register of Cheques
3. Despatch Register
4. Local Delivery Book
5. Un-disbursed Pay Register
6. Record Issue Register
7. Call Book (Tamil)
8. Pay Bill
9. Attendance Register
10. Permanent Advance Disbursement Register
11. Register of LPCs
12. Stationery Stock Register
12. Fair Copy Register
13. Distribution Register
14. Daily Stamp Account Register
15. Periodical Register
16. Register of Receipt and Disposal of files
17. Log Book
18. Periodical Increment Register
19. Personal Register
20. Loan Recovery Register

## **Chapter – 6**

### **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**

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.

Representation may be addressed to the Director of Town Panchayats, (or) Joint Director of Town Panchayats of this Directorate for redressal. They can also be approached during office hours for presenting grievances petitions. Quick action is pursued on all the representations.

## Chapter – 7

### Names and Designation of the Assistant Public Information and Public information Officers

S.No.	Designation of the Assistant Public Information Officer	Designation of the Public Information Officer	Name of the Organisation / Institution /Office
1	<p><b><u>STATE LEVEL</u></b></p> <p>Executive Officer (Special Grade Administration) Directorate of Town Panchayats</p>	Assistant Director of Town Panchayats	Directorate of Town Panchayats, Kuralagam, Chennai - 108
2	<p><b><u>DISTRICT LEVEL</u></b></p> <p>Executive Officer (Selection Grade Administration)</p>	Assistant Director of Town Panchayats	Office of the Assistant Director of Town Panchayats concern Zone
3	<p><b><u>Town Panchayat</u></b></p> <p>Head Clerk /Junior Assistant</p>	Executive Officer of Town Panchayat	Town Panchayat office

S.No	Designation of the Appellate Authority	Name of the Organisation / Institution
1	<p><b><u>STATE LEVEL</u></b></p> <p>Joint Director of Town Panchayats</p>	Directorate of Town Panchayats, Kuralagam, Chennai - 108
2	<p><b><u>DISTRICT LEVEL</u></b></p> <p>Joint Director of Town Panchayats</p>	Office of the Assistant Director of Town Panchayat of concerned zone
3	<p><b><u>TOWN PANCHAYAT LEVEL</u></b></p> <p>Assistant Director of Town Panchayat of concerned zone</p>	Office of the Executive Officer of concerned Town Panchayat

## **Chapter – 8**

### **Procedures followed in Decision Making Process**

#### **8.1 Establishment matters**

Before issuing final orders on the Government officers and servants of this department on any matters the following rules have been perused and issued orders by means of proceedings mentioning the relevant sections or rules of the following Rules.

1. F.R. & Tamil Nadu Leave Rules
2. T.N. Government servant conduct Rules, 1973
3. T.N. Civil service (D&A) Rules 1955

#### **8.2 Financial matters**

Before issuing orders on financial matters, the following rules have been followed.

1. Budget manual
2. T.N. Treasury code
3. T.N. Financial code
4. Schemes guidelines issued by Government of India and State Government.

#### **8.3 Matters relating to Town Panchayats**

Before issuing orders on Town Panchayats, T.N. District Municipalities Act 1920 and the rules issued thereon shall be followed.

#### **8.4 Arrangements to communicate the decision to the Public**

Any orders by way of proceedings or instructions issued shall be communicated to respective Collectors / Zonal Assistant Directors of Town Panchayats.

#### **8.5 Officers at various levels whose opinions are sought for the process of decision making**

Initially the relevant files were sent by the Superintendent of the Section concerned to the Assistant Director / Accounts Officer. The Assistant Director / Accounts Officer with his remarks send the file to the Joint Director. The Joint Director with his/her remarks put up file to the Director of Town Panchayats for final orders.

#### **8.6 Final authority that vests the decision**

The Director of Town Panchayats is the final authority to take final decision on all matters.

## 8.7 Powers of various authorities

### Administrative Sanction

Authority	Amount (Rs. in lakhs)
1. Government	above 300.00
2. Director of Town Panchayats	300.00
3. District Collector	30.00
4. Assistant Director of Town Panchayats	20.00
5. Special & Selection Grade Town Panchayat Council	8.00
6. Grade I & Grade II Town Panchayat Council	4.00

### Technical Sanction

Authority	Amount (Rs. in lakhs)
1. Executive Engineer	50.00
2. Assistant Executive Engineer	20.00
3. Assistant Engineer / Junior Engineer	5.00

## 8.8 Tenders

Tenders must be invited in the most open and transparent manner possible whether by advertisement in the press or by notice in English and Tamil pasted in Public Places. For an individual work costing upto Rs.10 lakhs and the purchase of materials upto Rs. 5 lakhs, copy of the notice inviting tender shall be pasted in the notice board of the Town Panchayat Office and also shall be sent by post to the Executive/Superintending Engineer, PWD/Highways/TWAD, near about Municipal Offices and also to the Project Officer concerned in the collector's office with a request to paste them in their notice board. Individual notices to the registered contractors shall be sent under certificate of posting. For the works costing more than Rs. 10 lakhs and purchase of materials costing more than Rs. 5 lakhs the procedure to be followed in giving wide publicity in daily newspapers shall be adopted as follows as fixed by the Government in G.O.Ms.No.108, Information, Tourism and Publicity Department dated 25.5.1999.

Sl. No	Value of Work	Value of materials to be purchased	Advertisement to be made
1	Above Rs. 10.00 lakhs and upto Rs. 25.00 lakhs	Above Rs. 5 lakhs and upto Rs. 10.00 lakhs	Two Tamil Dailies in District level
2	Above Rs.25.00 lakhs and upto Rs.100.00 lakhs	Above Rs.10.00 lakhs and upto Rs.25.00 lakhs	One English Daily and in one Tamil Daily in State Level
3	Above Rs.100.00 lakhs and upto Rs. 500.00 lakhs	Above Rs.25.00 lakhs and upto Rs.100.00 lakhs	One English Daily in South Zone and one Tamil Daily in State Level
4	Above Rs. 500.00 lakhs	Above Rs. 100.00 lakhs	One English Daily in Nation level and in one Tamil in State Level

If due to unavoidable circumstances the date of opening needs to be extended a proper notice for the same has to be put up on the notice board and where in the original notice appeared in the dailies, the notice of extension shall also appear in the same dailies.

The tender notice shall consist the minimum of the following particulars:

- A. Name of the work
- B. Estimate Amount
- C. Amount of EMD to be remitted.
- D. Eligibility of the Contract class
- E. Date, Time of tender receipt and opening
- F. Cost of tender schedule and last date of issue

A minimum of 15 days for works costing upto Rs. 2 crores and 30 days works costing above Rs.2.00 crores shall be allowed from the date on which notice inviting tenders are issued and date of tender opening.

### **Online Tender Documentation Download System**

Tender documents of all Town Panchayats works costing more than Rs.10.00 lakhs have been published in [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in). Also the Tender documents of all Town Panchayats works costing more than Rs.5.00 lakhs have been published in <http://townpanchayats.tn.gov.in/tender> which is maintained by the Town Panchayats Administration.

## Chapter - 9

### Directory of Officers and Employees

Sl. No.	Name (Thiruvallur)	Designation	Office Phone No.
1	Dr.R.Selvaraj, IAS	Director	25340352
2	M.Manimegalai,M.Sc.,M.Phil	Joint Director (G)	25358744
3	Vacant	Joint Director (S)	25358744
4	Vacant	Executive Engineer	25358744
5	T.Jeejabai	Assistant Director (Establishment)	25358744
6	Vacant	Assistant Director (Schemes)	„
7	M.Mani	Accounts Officer	„
8	M.Nasar Basha,M.Sc.,MCA,	System Analyst	„
9	A.Essaky	Assistant Executive Engineer	„
10	S.Sethuraman	Executive Officer (Special Grade - Admin.)	„
11	V.Mahendiran	Cell Officer	„
12	N.R.Nagarajan	Cell Officer	„
13	Vacant	Assistant Engineer	„
14	Vacant	Assistant Engineer	„
15	Karthikeyan	Assistant Programmer	„
16	S.Sakthikumar	Executive Officer (Selection Grade - Admin.)	„
17	V.Jayaraman	Executive Officer (Selection Grade - Admin.)	„
18	Vacant	Executive Officer (Selection Grade - Admin.)	„
19	R.Ramachandran	Executive Officer (Accounts)	„
20	N.Girija	Executive Officer (Accounts)	„
21	A.Sathishkumar	Executive Officer (Accounts)	„
22	N.Latha	Executive Officer (Accounts)	„
23	N.Latha	Executive Officer (Accounts)	„
24	M.Usha	Executive Officer (Accounts)	„
25	P.N.Dillibabu	Executive Officer (Accounts)	„
26	B.Moovendra Pandian	Executive Officer (Accounts)	„
27	D.Jayadoss	Executive Officer (Accounts)	„
28	P.S.Saravanan	Executive Officer (Accounts)	„
29	R. Sangeetha	Executive Officer (Accounts)	„
30	T.V. Palanikumar	Executive Officer (Accounts)	„

<b>Sl. No.</b>	<b>Name (Thiruvallarkal)</b>	<b>Designation</b>	<b>Office Phone No.</b>
31	R.Vijaya	Assistant	25358744
32	R.Kamalakkannan	Assistant	„
33	S.Raja Vijaya Ganesan	Assistant	„
34	N.Ravi Shankar	Assistant	„
35	T.Maheswari	Assistant	„
36	E.Ranjith	Assistant	„
37	P. Gomathi	Assistant	„
38	Jesima Banu	Assistant	„
39	Vacant	Assistant	„
40	Vcant	Assistant	„
41	P.Lakhsmanan	Jr. Assistant	„
42	A.Nedunchezhyan	Jr. Assistant	„
43	Lalitha	Jr. Assistant	„
44	M.Solaiyappan	Jr. Assistant	„
45	M.Devanathan	Jr. Assistant	„
46	B.Govindaraja	Jr. Assistant	„
47	O.Pandeeswari	Jr. Assistant	„
48	L.Muhammad Kaja Ussan	Jr. Assistant	„
49	P.Devaraju	Jr. Assistant	„
50	R.Bhuvaneswari	Jr. Assistant	„
51	V.Nageswari	Steno & Typist Gr-I	„
52	M.Solai Eswari	Steno & Typist Gr-II	„
53	S.Usha	Steno & Typist Gr-III	"
54	M.Kanjana	Steno & Typist Gr-III	"
55	R.Regina Tamilarasi	Typist	"
56	D.Ramesh	Driver	„
57	Dhanasekar	Driver	„
58	J.R.Rajasekaran	Record Clerk	„
59	T. Kannappan	Office Assistant	„
60	T.Ramakrishnan	Office Assistant	„



<b>Sl. No.</b>	<b>Name (Thiruvallarkal)</b>	<b>Designation</b>	<b>Office Phone No.</b>
61	A. Jesus	Office Assistant	„
62	V.Sudaroli	Office Assistant	"
63	M.Tamil Selvi	Office Assistant	„

**Project Implementing Unit :**

1	R.Rajeswaran	Information Technology Officer	25358744
2	S.Revathi	Social Development Officer	„
3	P.Rathish	Research officer	„

## Chapter - 10

**Monthly remuneration payable to the officials and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of RTI Act, 2005**

S.No.	Category of posts	Scale of Pay	Cadre Strength
<b>Directorate of Town Panchayats</b>			
1	Director	Rs.37400-67000+Rs.8800	1
2	Joint Director	Rs.15600-39100+Rs.7600	2
3	Executive Engineer	Rs.15600-39100+Rs.6600	1
4	Assistant Director	Rs.15600-39100+Rs.5400	2
5	Accounts Officer	Rs.15600-39100+Rs.5400	1
6	System Analyst	Rs.15600-39100+Rs.5400	1
7	Assistant Executive Engineer	Rs.15600-39100+Rs.5400	1
8	Executive Officer (Special Grade-Admin.)	Rs.9300-34800+Rs.4900	1
9	Cell Officer	Rs.9300-34800+Rs.4600	2
10	Assistant Engineer	Rs.9300-34800+Rs.4600	2
11	Assistant Programmer	Rs.9300-34800+Rs.4400	3
12	Executive Officer (Selection Grade-Admin.)	Rs.9300-34800+Rs.4800	3
13	Executive Officer (Accounts)	Rs.9300-34800+Rs.4200	8
14	Assistants	Rs.5200-20200+Rs.2400	10
15	Junior Assistants	Rs.5200-20200+Rs.2000	8
16	Steno-Typist (Grade I)	Rs.9300-34800+Rs.4300	1
17	Steno-Typist (Grade II)	Rs.9300-34800+Rs.4200	1
18	Steno-Typist (Grade III)	Rs.5200-20200+Rs.2400	1
19	Typist	Rs.5200-20200+Rs.2000	1
20	Record Clerk	Rs.4800-10000+Rs.1400	1
21	Office Assistants	Rs.4800-10000+Rs.1300	5
22	Driver	Rs.5200-20200+Rs.2000	1
<b>Office of 16 Zonal Assistant Director of Town Panchayats</b>			
1	Assistant Director	Rs.15600-39100+Rs.5400	16
2	Executive Officer (Selection Grade) (Administration)	Rs.9300-34800+Rs.4800	16
3	Executive Officer (Accounts)	Rs.9300-34800+Rs.4200	15
4	Assistant	Rs.5200-20200+Rs.2400	15
5	Junior Assistant	Rs.5200-20200+Rs.2000	17
6	Steno Typist (Grade III)	Rs.5200-20200+Rs.2400	2
7	Typist	Rs.5200-20200+Rs.2000	10
8	Record Clerk	Rs.4800-10000+Rs.1400	15
9	Office Assistant	Rs.4800-10000+Rs.1300	12
10	Drivers	Rs.5200-20200+Rs.2000	16
11	Assistant Programmer	Rs.9300-34800+Rs.4400	2

**Project Implementation Unit at DTP office**

<b>S. No</b>	<b>Categories</b>	<b>Scale of Pay</b>	<b>Strength</b>
	<b>Jnnurm</b>		
1	Environmental Officer	Rs.15600-39100+Rs.5400	1
2	Public Health Engineer	Rs.15600-39100+Rs.5400	1
3	Information Technology Officer	Rs.15600-39100+Rs.5400	1
	<b>IHSDP / BSUP</b>		
1	Social Development Officer	Rs.25,000/- p.m	1
2	Research officer	Rs.20,000/- p.m	1
		<b>Total</b>	<b>5</b>

## Chapter -11

### Fund Allocation – 2013-2014

(Rs.in crore)

Sl. No	Name of Scheme	Allotment	Amount released	G.O. No. & Date
1)	Urban Poverty Alleviations Missions in Town Panchayats	50.00		
2)	Solid Waste Management Programme	4.20	4.20	G.O.(2D)No.46, MAWS (TP2) 31.05.13
3)	Grants to Town Panchayats as per recommendation of SFC Grant	947.55	664.52	G.O.No.434, MAWS(TP2) Dt.7.8.13
4)	Implementation of Animal Birth Control and Anti Rabies Programme in Town Panchayats	8.50	8.50	G.O.(D)No.270, MAWS (TP2) 27.05.13
5)	Contribution to the Infra Gap Filling fund	29.92	29.92	G.O.No.382 MAWS(TP2) Dt.11.7.13
6)	Contribution to the operational and maintenance Gap Filling fund	19.95	19.95	G.O.No.382 MAWS(TP2) Dt.11.7.13
7)	Grants to Town Panchayats as per recommendation of 13 <sup>th</sup> Finance Commission Grant (Basic Grant)	99.46	59.67	G.O.(D) No.294, MAWS (TP2) 06.06.13
8)	Performance Grants to Town Panchayats as per recommendation of 13 <sup>th</sup> Finance Commission Grant (Performance Grant)	67.94	8.99	G.O.(D)No.194, MAWS (TP2) 12.04.13
9)	Compensation and assignment Contribution to Tamil Nadu Urban Road Infrastructure fund (TURIF) from assigned revenue – Stamp duty (DTP)	50.57	60.94	G.O.(D)No.221, MAWS (TP2) 26.04.13 G.O.(D)No.226, MAWS (TP2) 26.04.13 G.O.(D)No.354, MAWS (TP2) 26.04.13
10)	Compensation and assignment -Sharing of assigned revenue stamp duty	50.57	60.94	G.O.(D)No.221, MAWS (TP2) 26.04.13 G.O.(D)No.226, MAWS (TP2) 26.04.13 G.O.(D)No.354, MAWS (TP2) 26.04.13
11)	NABARD (RIDF-XVIII) – 1)Widening and Improvement to Roads	101.81	54.38	G.O.(D)No.270, MAWS (TP2) 29.05.13 (Rs.4.38) G.O.(D)No.272, MAWS (TP2) 29.05.13
12)	2)Construction of Sanitary Complex	22.60	22.60	G.O.(D)No.272, MAWS (TP2) 29.05.13
13)	3) Developments of Ooranies	27.16	27.16	G.O.(D)No.271, MAWS (TP2) 29.05.13
14)	Construction of Office Building	7.18	3.68	G.O.(2D)No.45, MAWS (TP2) 31.05.13
15)	Chief Minister Award	0.18	0.18	G.O.(D)No.432, MAWS (TP2) 5.8.2013

## **Chapter- 12**

The Basic infrastructures have been strengthened by implementing the following Schemes with the assistance of Government of India and Government of Tamil Nadu.

- ❖ Integrated Urban Infrastructure Mission (IUDM)
- ❖ Tamilnadu Urban Roads Infrastructure Project (TURIP)
- ❖ Part II Scheme
- ❖ Operation & Maintenance Gap Filling Fund
- ❖ Infrastructure Gap filling Fund
- ❖ Environmental Protection and Renewable Energy Development Fund
- ❖ NABARD Assistance Programme
- ❖ 13th Finance Commission
- ❖ Swarna Jayanthi Sagari Rozhar Yojana (SJSRY)
- ❖ Jawaharlal Nehru National Urban Renewal Mission (JNNURM)
- ❖ Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT)
- ❖ Basic Service for Urban Poor (BSUP)
- ❖ Integrated Housing and Slum Development Programme (IHSDP)
- ❖ Integrated Low Cost Sanitation Scheme (ILCS)
- ❖ Hill Area Development Programme
- ❖ Western Ghat Development Programme
- ❖ MLA CD
- ❖ MP LAP
- ❖ Tourism / Heritage Town Development Programme
- ❖ Underground Sewage Scheme
- ❖ Calamity Relief Fund / Drought Relief Fund
- ❖ Improvement of Bus stand
- ❖ Solid Waste Management
- ❖ KfW - Kreditanstalt für Wiederaufbau
- ❖ Satellite Town Development Programme
- ❖ GIS based Property Tax
- ❖ Energy Efficient Street Lights

## **Chapter-13**

### **Norms set by the Directorate for the discharge of its functions**

- Provision of amount in the Budget Estimate for implementation of the programme.
- Issue of guidelines / modification to the guidelines wherever necessary.
- Government Order for sanctioning the amount, scheme wise.
- Issue of proceedings by the Directorate for the release of amount sanctioned by the Government to the Zonal Assistant Directors.
- Release of funds by Zonal Assistant Directors to the local bodies /implementing agencies.
- Administrative / technical sanction for the implementation of programme.
- Execution of works by the Local Bodies / implementing agencies through tender wherever applicable.
- Progress reports from Zonal Assistant Directors (both financial and physical wherever applicable).
- Utilization Certificate from Zonal Assistant Directors.
- Progress report to Government scheme wise for financial/physical and various component wise as per procedures in the guidelines.

## **Chapter -14**

### **Information available in websites**

Guidelines issued by the Government of India for the implementation of programme:-

- SJSRY (Swarna Jayanti Shahari Rozgar Yojana)
  - [http://mhupa.gov.in/w\\_new/ReGuidelinesSJSRY.pdf](http://mhupa.gov.in/w_new/ReGuidelinesSJSRY.pdf)
- JNNURM (Jawaharlal Nehru National Urban Renewal Mission)
  - <http://jnnurm.nic.in>
- IHSDP (Integrated Housing and Slum Development Programme)
  - [https://jnnurmmis.nic.in/jnnurm\\_hupa/index.html](https://jnnurmmis.nic.in/jnnurm_hupa/index.html)
- BSUP (Basic service to Urban Poor)
  - [https://jnnurmmis.nic.in/jnnurm\\_hupa/index.html](https://jnnurmmis.nic.in/jnnurm_hupa/index.html)
- UIDSSMT (Urban Infrastructure Development Scheme for Small and Medium Towns)
  - <http://www.cmao.nic.in/Resources/JNNURM/Guidelines/UIDSSMT-%20GUIDELINES.pdf>
- Integrated Low Cost Sanitation Scheme (ILCS)
  - [http://mhupa.gov.in/w\\_new/ILCS-GUIDELINES-PLUS-DPR-FORMAT.pdf](http://mhupa.gov.in/w_new/ILCS-GUIDELINES-PLUS-DPR-FORMAT.pdf)
- 12<sup>th</sup> Finance Commission Grant
  - [http://www.tn.gov.in/dtp/gorders/twelfth\\_fin\\_comm.htm](http://www.tn.gov.in/dtp/gorders/twelfth_fin_comm.htm)
- MPLAD (Member of Parliament Local Area Development)
  - [www.mplads.nic.in/guidlines\\_revised.pdf](http://www.mplads.nic.in/guidlines_revised.pdf)

Other information available in websites:-

- Rules, regulations governing for the Administration for Town Panchayats
  - <http://www.tn.gov.in/dtp/go.html>
- Tender Transparency Act 1998 and Rules 2000
  - <http://www.tn.gov.in/gorders/finance/fin446-e.htm>

## Chapter-15

### Particulars of the facilities available to citizens for obtaining information

Facilitations available to the public like:

#### ➤ Printed Manuals

- Citizen Charter
- Hand Book for Elected Body
- Information Hand Book (Statistical of Town Panchayats)
- Annaithu Peruratchi Anna Marumalarchi Thittam (APAMT )
- Solid Waste Management – Guide
- Town Panchayats Functions
- Activities under Tsunami Emergency Assistance Project (TEAP)
- Hand Book for Executive Officers of Town Panchayats

#### ➤ Web sites

- Town Panchayats Portal : <http://townpanchayats.tn.gov.in>
- Directorate website : [www.tn.gov.in/dtp](http://www.tn.gov.in/dtp)
- E-Tenders : <http://townpanchayats.tn.gov.in/tender>  
: [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in)
- SJSRY : [www.tn.gov.in/dtp/sjsry-scheme.htm](http://www.tn.gov.in/dtp/sjsry-scheme.htm)
- JNNURM : [http://jnnurm.nic.in/jnnurm\\_hupa/index.html](http://jnnurm.nic.in/jnnurm_hupa/index.html)
- UIDSSMT : [www.urbanindia.nic.in/moud/programme/ud/uidssmt\\_guidelines.html](http://www.urbanindia.nic.in/moud/programme/ud/uidssmt_guidelines.html)
- BSUP :  
[http://jnnurm.nic.in/jnnurm\\_hupa/jnnurm/Guidelines-JNNURM-English.pdf](http://jnnurm.nic.in/jnnurm_hupa/jnnurm/Guidelines-JNNURM-English.pdf)
- IHSDP :  
[http://jnnurm.nic.in/jnnurm\\_hupa/jnnurm/Guidelines-JNNURM-English.pdf](http://jnnurm.nic.in/jnnurm_hupa/jnnurm/Guidelines-JNNURM-English.pdf)

