



**MANUAL UNDER RIGHT TO INFORMATION ACT, 2005**

**GOVERNMENT OF TAMIL NADU**

**PUBLIC DEPARTMENT**

**SECRETARIAT**

**CHENNAI 600 009.**

## **RIGHT TO INFORMATION ACT, 2005**

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# RIGHT TO INFORMATION ACT, 2005

## INFORMATION HAND BOOK

### CHAPTER-I

#### INTRODUCTION

**1.1  
Background,  
Objective and  
Purpose of  
this  
Hand-Book**

The Right to Information Bill, 2005 as passed by the Houses of Parliament received the assent of the President of India on 15<sup>th</sup> June, 2005 and thus the Right to Information Act, 2005 (Central Act 22 of 2005) has come into force.

The provisions of sub-section (1) of section 4, sub section (1) and (2) of section 5, section 2 12, 13, 15, 16, 24, 27 and 28 of the Act came into force at once and the remaining provisions of Act came into force on the 12<sup>th</sup> October, 2005.

The Right to Information Act, 2005 (Central Act 22 of 2005) has been enacted to provide for setting out a practical regime of the right to information for citizens to secure access to information under the control of Public authorities, in order to promote transparency and accountability in the working of every Public authority. To provide information to citizens who desire to have it and contain corruption and to hold Government and their instrumentalities accountable to the governed keeping in mind the preservation of confidentiality of sensitive information.

**1.2  
Intended  
users of this  
book.**

The Public, Officers and Staff of organizations under the administrative control of Public Department will be the users of this Hand Book

**1.3  
Organisation  
of the  
information/**

The organization of the information in this Hand Book is given Chapter-wise in the index.

**1.4  
Contact  
person**

Public Information Officers i.e., all the Under Secretaries to Government, Public Department, Secretariat, Chennai-9. The Deputy Secretary to Government (Law & Order) is the Public Information Officer in respect of Law and Order Wing.

**1.5  
Procedure  
and fee  
structure for  
getting  
information.**

G.O.Ms.No.989, Public (Estt.I & Leg.) Dept., Dated:07.10.2005.

- a) Every application for obtaining information under sub-section (1) of the section 6 of the Act shall be accompanied by an application fee of Rs.10/- by way of cash or Demand Draft or Bankers Cheque payable in the head of account "0075.00 Miscellaneous General Services – 800. Other receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005" (DPC 0075 00 800 BK 0006). The applicant may also remit the fee under the above head of account in the Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee. Court fee stamp can be affixed now. Court Fee Stamp can be affixed now.
- b) For providing the information under sub-section (1) of section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by Demand Draft or Bankers Cheque payable in the above head of account, at the following rates:-
- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - ii) Actual charge or cost price of a copy in larger size paper;
  - iii) Actual cost or price for samples or models; and
  - iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each one hour (or fraction thereof) thereafter.

- c) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by Demand Draft or Bankers Cheque payable in the above head of account, at the following rates:
- i) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
  - ii) for information provided in printed form, at the price fixed for publication.

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

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## CHAPTER II

### PARTICULARS OF ORGANISATIONS, FUNCTIONS AND DUTIES:

**2.1  
Objectives/  
Purpose of  
the Public  
Authority  
and  
Mission/  
Vision  
Statement  
of the  
public  
authority.**

The Public Department functions under the direct control of the Chief Secretary and deals with certain important matters concerning the General Administration of the State. Some of the important subjects dealt with by the Public Department are:-

- Matters relating to Law and Order
- Matters relating to IAS officers, District Revenue Officers and Secretariat Officers of the level of Deputy Secretary to Government and above excepting Law, Legislative Assembly, Finance and Planning, Development and Special Initiatives Departments.
- Protocol work
- Welfare of Refugees and Repatriates
- Grant of Pension to Freedom Fighters and their dependents and Ex-INA Personnel
- Welfare of Ex-servicemen and Administration of Ex-servicemen Corporation
- Chief Minister's Special Cell
- Maintenance of buildings within the Secretariat Campus
- Affairs of Inter-State Council and Southern Zonal Councils / National Integration Council
- Matters relating to Extension of issue of all kinds of visa to foreigners coming to India (except Pakistan & Bangladesh), Exit permission, Authentication of Certificates, documents, etc.
- Administration of Government Guest Houses in New Delhi, Chennai and Udhagamandalam

Besides, it deals with matters relating to His Excellency the Governor and the Council of Ministers. It liaises with the Ministries of Defence,

External Affairs and Home on all matters of common interest between the State and the Central Government. It also looks after establishment matters relating to the personal staff of the Council of Ministers, provision of motor vehicles, stationery items, telephones and other office requirements of the Ministers.

**2.2 Brief History of the public authority.**

**BRIEF HISTORY:**

This Department is the largest Department in the Tamil Nadu Secretariat. Initially, it was known as Chief Secretariat as this was the main Department controlling the major important subjects of Secretariat under the direct control of the Chief Secretary and also under the control of the Hon'ble Chief Minister. Subsequently, owing to the increase in the subjects, it was decided to delink all administrative matters in a separate Department. Thus, Personnel & Administrative Reforms Department was culled out from this Department. Chief Secretariat is now known as **Public Department**, which consists of 57 sections.

**2.3 Duties / main activities and list of services provided by the public authority.**

**Special-A:** All establishment matters relating to I.A.S. Officers and imparting training to them within India and abroad, Appointment of Secretary / Additional Secretaries in Law Department. Appointment & Leave of High Court Judges and appointment of Direct recruit District Judges, conduct of meeting for State Civil Service and non-State Civil Service Officers for appointment to I.A.S.

Also establishment matters of non-I.A.S. Additional Secretaries / Joint Secretaries / Deputy Secretaries under one unit scheme.

**Special-B:** Conduct of Swearing-in-ceremony of Governor / Chief Minister / Ministers. All India Services Conduct Rules, 1968; Tamil Nadu Government Servants' Conduct Rules 1973 (Non-IAS Deputy Secretary to Government and above/DROs); Foreign

assignments/tour undertaken by IAS Officers; Budget allotment of IAS Probationers; Allocation of subjects among Ministers; Service matters of IAS Officers / Non-IAS Officers; Code of conduct of Ministers; Printing of IAS Civil list; Sanction of Provident Fund to IAS Officers, High Court Judges and Non-IAS Officers;

**Protocol:** Visits of VVIPs of India, Visits of Foreign Dignitaries in the rank of Heads of State, Heads of Government, Foreign Ministers and Delegation, Ambassadors / High Commissioners, rules relating to correspondence with Foreign Governments, Guest Houses, Release of Emergency Quota for train / air, establishment matters relating to Governor's Secretariat, Governor's Household, Maintenance of Government Aircraft and Government Helicopter. Two Guest Houses one at Chepauk, Chennai-5 and another at Chintadripet, Chennai-2 are maintained to accommodate Officers and other V.I.Ps. visiting Chennai.

**Public (S.C.):** Personnel drawn from Police Department to deal with Strictly Confidential matters of the State;

**Law & Order:** Deals with subjects like communal and caste clashes, appointment of Commissions of Inquiry on Law and Order related matter and follow-up action on the recommendations of Commissions of Inquiry, all matters relating to COFEPOSA and NSA detentions including representations of detenus and the Habeas Corpus Petitions filed by the detenus and on their behalf in the High Court and Supreme Court, conducting of Law and Order review meeting every month and special Law and Order meetings as per the instructions of Chief Secretary, examining of enquiry reports under PSO 150(3) (Old No.144(3)) into opening of fire by Police and enquiry reports under PSO 151 (Old No.145) into deaths in police custody, police torture and death of remand prisoners, NHRC references relating to matters dealt with in Law and Order wing, furnishing of



monthly reports on Law and Order and communal incidents to Government of India, furnishing of replies to Lok Sabha and Rajya Sabha questions relating to Law and Order matters, agitation by students, agricultural labourers, political parties, etc., dealing with requests for withdrawal of cases registered on political grounds, communal/caste clashes, political agitations, students agitations etc., matters relating to sanction of prosecution for defamatory articles, news items, speeches, etc.

**Telephones:** Provision of Telephone facilities to Officers of all the Heads of Departments in Chennai including Police, Medical and Judicial Departments; Provision of Intercoms in Secretariat; Provision of ISDN Super phones in Secretariat; Printing of Government Telephone Directory; Settlement of Telephone bills in respect of telephones under safe custody.

**Establishment & Legislature:** Summoning, Prorogation and dissolution of Legislative Assembly, Tamil Nadu Legislature (Prevention of Disqualification) Act, 1967 and Tamil Nadu Payment of Salaries Act.

**Establishment:** All establishment matters of staff of Public Department, Chief Minister's office, Chief Minister's Special Cell, Chief Minister's Secretariat and other Ministers' offices and Public (Strictly Confidential).

**Political Pension:** Grant of Pension to the Freedom Fighters from the State funds; recommending and forwarding proposals of eligible Freedom Fighters to the Government of India for sanction of Central Pension.

**Foreigners:** Grant of extension of stay to citizens of Common Wealth nations viz., Russia, Germany, Italy and Swiss

nationals, Deportation and arrest of foreigners on specific charges in consultation with the Ministry of Home Affairs, Government of India, grant of exit permission to the foreigners, authentication of certificates, documents, etc.

**Rehabilitation:** The Rehabilitation Department deals with the Relief and Rehabilitation of repatriates from Sri Lanka and provision of relief measures to Sri Lankan refugees. The relief assistance like cash doles, subsidized rice, Clothing, Utensils and improvement /provision of basic amenities in the camps are extended to Sri Lanka refugees accommodated in 117 refugee camps including two Special camps in Tamil Nadu.

**Human Rights:** Public (Human Rights) section is the Nodal authority to issue timely rebuttals and clarifications sought for by the Government of India. In respect of cases relating to allegation of violation of Human Rights in this State, a State Human Rights Commission has been constituted in this State as per the Protection of Human Rights Act, 1993. Follow-up action on the cases received from State Human Rights Commission / National Human Rights Commission, recommendations contained in the Annual Report of the Commissions are dealt with by Public (Human Rights) section.

**Military:** Centre-State Relations, holding of meeting of Southern Zonal Council and Interstate Council, Acquisition and provision of lands required by the Ministry of Defence, Sanction of Relief Measures to the Serving Personnel, Sanction of Ex-gratia to the Defence / Border Security Force Personnel killed / disabled in war-front, RIMC (Rashtriya Indian Military College), selection of boys to Rashtriya Indian Military College, Dehra Dhun.

**Ex-servicemen:** Providing employment and other benefits to the Ex-servicemen, Establishment matters relating to the

Directorate of Ex-Servicemen's Welfare, monitoring of various concessions to Ex-servicemen, all matters relating to TEXCO, Flag Day.

**Motor Vehicles:** All establishment matters relating to Drivers, Motor Cycle Messengers, Van Cleaners in Public (Motor Vehciles) Department and in State Guest House; Purchase, Maintenance and allotment of vehicles to Hon'ble Ministers, O/o. Hon'ble Chief Minister and Officers in Public Department.

**Office Procedure:** Budget matters of Governor / Council of Ministers.

**Miscellaneous:** Declaration of Holidays, Public Holidays under Negotiable Instrument Act and Local Holidays of compensation, Budget matters of Public Department, Petitions received from President and Prime Minister's Offices.

**Law Officers:** Appointment of Law Officers right from the Advocate General to Government Advocates in High Court of Madras and its Bench at Madurai., Printing of Census, 2001.

**General - I:** Collectors' and Police Officers' Conference, release of commemorative stamps and coins. Celebrations of national festivals, grant of awards like Gandhi Peace Award, Anna Medal for Gallantry, Bharathiyar Award, Dr. Ambedkar Award, etc.

**General - II:** Concerned with reservation of accommodation in Tamil Nadu House, New Delhi and Thamizhagam at Uthagamandalam. Also all establishment matters relating to staff of these two Guest Houses.

**Central Record Branch:** Maintenance of records of all Departments of Secretariat.

**Secretariat Library:** Procurement and preserving of official records such as Tamil Nadu Government Gazette, various official

Acts and other useful books to update the knowledge of officials.

**Tappal:** Supply of stamps to Minister offices; All petitions addressed to the Chief Secretary received from Public.

**Chief Minister's Special Cell:** All petitions received from public and follow-up action on the petitions

**2.4  
Organisational  
structural  
diagram of  
PublicDept.**

Organisation set up Chart vide separate sheet enclosed

**Administrative Units**

**Vide Separate sheet enclosed**

**2.5**  
**Arrangements/  
Methods for  
seeking public  
participation**

1. Arrangements for celebration of Independence Day, Republic Day functions;
2. Arrangement for observance of Martyrs Day, United Nations Day, Anti-Terrorism Day, Communal Harmony Day, Sadbhavana Divas, National Integration Day and Flag Day celebrations.

**2.6**  
**Monitoring**

1. Petitions addressed to Chief Minister's Special Cell are monitored so as to furnish the reply to the petitioners within thirty days.
2. Announcements made during the Budget sessions by the Governor / Chief Minister and Ministers are monitored regularly by the Chief Minister's Secretariat.
3. Monitoring of Law and Order situation in the State.

## 2.7

Addresses of  
the Public  
Dept. and  
other offices at  
different  
levels.

PUBLIC DEPARTMENT SECRETARIAT, CHENNAI - 600 009.	
<u>Level</u>	<u>Address</u>
Chief Secretary to Government.	Public Department, Secretariat, Chennai-9.
Secretary to Government	Public Department, Secretariat, Chennai-9.
Special Secretary to Government.	Public (Law & Order) Department, Secretariat, Chennai-9.
Joint Secretary to Government (Public)	Public Department, Secretariat, Chennai-9.
Joint Secretary to Government (Protocol)	Public (Protocol) Department, Secretariat, Chennai-9.
Deputy Secretary to Government (Establishment)	Public Department, Secretariat, Chennai-9.
Deputy Secretary to Government (Law & Order)	Public (Law & Order) Department, Secretariat, Chennai-9.
Deputy Secretary to Government (Strictly Confidential)	Public (S.C.) Department, Secretariat, Chennai-9.
Under Secretary to Government (Establishment)	Public (Establishment) Department, Secretariat, Chennai-9.
Under Secretary to Government (Bills)	Public (Bills) Department, Secretariat, Chennai-9.
Under Secretary to Government (Foreigners)	Public (Foreigners) Department, Secretariat, Chennai-9.
Under Secretary to Government (Protocol)	Public (Protocol) Department, Secretariat, Chennai-9.
Under Secretary to Government (Military)	Public (Military) Department, Secretariat, Chennai-9.
Under Secretary to Government (Law & Order)	Public (Law & Order) Department, Secretariat, Chennai-9.



Under Secretary to Government (Motor Vehicles)	Public (Motor Vehicles) Department, Secretariat, Chennai-9.
Under Secretary to Government (Political Pension)	Public (Political Pension) Department, Secretariat, Chennai-9.
Under Secretary to Government (Buildings)	Public (Buildings) Department, Secretariat, Chennai-9.
Under Secretary to Government (Office Procedure)	Public (O.P.II) Department, Secretariat, Chennai-9.
Under Secretary to Government (Law Officers)	Public (Law Officers) Department, Secretariat, Chennai-9.
Under Secretary to Government (Rehabilitation)	Public (Rehabilitation) Department, Secretariat, Chennai-9.
Under Secretary to Government (Telephones)	Public (Telephones) Department, Secretariat, Chennai-9.
Under Secretary to Government (Strictly Confidential)	Public (Strictly Confidential) Department, Secretariat, Chennai-9.
Special Officer	Chief Minister 's Secretariat, Secretariat, Chennai-9.
Joint Director	Chief Minister 's Secretariat, Secretariat, Chennai-9.
Special Officer	Chief Minister 's Special Cell, Secretariat, Chennai-9

<b>Sections</b>	<b>Sections</b>
Buildings	Bills A, B, C & D
Cash	Central Record Branch
Establishment I & Legislature	Establishment II
Establishment III	Establishment IV
Ex-Servicemen	Foreigners I to III
General – I	General - II
Human Rights	Law & Order-A
Law & Order – B	Law & Order – C
Law & Order – D	Law & Order – E
Law & Order – F	Law & Order – G
Law & Order - H	Law Officers
Library	Maintenance
Military	Miscellaneous
M.V.I & II	O.P.I
O.P.II	Protocol – I to III
Political Pension – I to IV	Rehabilitation I to III
Special – A	Special – B
S.C.	S.C.(COFEPOSA)
S.C.(S.R.)	S.C.(S.S.)
S.C.(E)	S.C.(A.C.)
Telex	Tappal
Telephones-I	Telephones – II
<u>Chief Minister 's Special Cell</u> Sections I – V	Chief Minister's Secretariat

**HEADS OF DEPARTMENT**

<p>1. Director of Ex-Servicemen Welfare, 22, Raja Multhiah Salai, Chennai – 600 003. Fax : 044-26691886</p>	<p>Director : 25670568 Addl. Director : 26691886 Joint Director : 26691747 Dy. Director : 26691747</p>
<p>2. TEXCO, Major Parameswaran Building, 2, West Mada Street, Srinagar Colony, Saidapet, Chennai 600 015. Fax : 22351068</p>	<p>Chairman : 25671444 Managing Dir. : 25670568 G.M. : 22352838 G.M.(Av) : 22315779</p>
<p>3. Commissioner of Rehabilitation, Ezhilagam, Chepauk, Chennai 600 005. Fax : 044-28591135</p>	<p>Director : 28525648 Dy. Director : 28515288</p>
<p>4. State Human Rights Commission, Thiruvarangam, 143, P.S. Kumarasamy Raja Salai, (Greenways Road), Chennai 600 028. Fax : 91-44-2495 1484</p>	<p>Chairperson : 24951495 Member : 24951486-88 Secretary : 24951490 ADGP : 24951491</p>
<p>5. Tamil Nadu House @ New Delhi 011-24193100 / 200 Fax : 011-23016822</p>	<p>Resident Commissioner 011-23010035 The Reception Officer 011 23013100</p>
<p>6. State Guest House, Chepauk, Chennai – 600 005. Fax : 25368384</p>	<p>The Reception Officer (O) 25366920</p>

2.7  
Morning hours  
/ Closing  
hours of the  
Office.

Monday to Friday  
10.00 A.M. to 05.45 P.M.

### **CHAPTER III**

#### **3. Powers and duties of the Officers and employees of the organization**

<b>DESIGNATION</b>	<b>Secretary to Government, Public Department</b>
Administrative Powers	Establishment matters of IAS officers, Rehabilitation of Srilankan Refugees, Welfare of Ex-servicemen, Civil Military Liaison.
Financial Powers	<p>1. Sanction of expenditure above Rs.50,000/- in all cases in respect of Govt. functions and Collector Conferences.</p> <p>2. Sanction of Monetary Grant to the recipients of Gallantry Award / Distinguished Service Medals and sanction of Cash grant in lieu of land to the Gallantry Award Winner, Territorial Army Decorations / Territorial Army Medals from Rs.1,00,000/- (Rupees One lakh only) and above subject to availability of funds;</p> <p>3. Sanction of expenditure exceeding Rs.5,00,000/- (Rupees Five lakhs only) up to Rs.10,00,000/- (Rupees Ten lakhs only) subject to the availability of funds in respect of maintenance of Govt. Helicopter and Aircraft including service charges in respect of relevant head of accounts.</p>
	<b>Special Secretary to Government (Law &amp; Order)</b>
Administrative Powers	He assists the Secretary in important matters relating to Law and Order issues, Refugees Rehabilitation and Human Rights matters.

	<b>Joint Secretary to Government (Protocol)</b>
Administrative Powers	He assists the Secretary on important matters relating to Protocol, Foreigners, Political Pension.
Financial Powers	<p>a) Sanction of expenditure upto Rs.50000/- at a time, subject to the availability of Budget provision, towards settlement of bills relating to transport, boarding and lodging charges in connection with VVIP / VIP visits;</p> <p>b) Sanction of expenditure upto Rs.5,00,000/- (Rupees Five lakhs only) subject to the availability of funds in respect of maintenance of Govt. Helicopter and Aircraft including service charges in respect of relevant head of accounts.</p> <p>c) Sanction of advances up to Rs.30,000/- at a time, subject to the availability of funds, to the PWD as advance to make arrangements in connection with the Republic Day celebrations, Independence Day celebrations and other functions.</p> <p>d) Sanction of actual expenditure up to Rs.50000/- at a time, subject to the availability of funds to the PWD in connection with the Republic Day celebrations, Independence Day celebrations and other functions.</p> <p>e) Sanction of contingent and other expenditure up to Rs.50,000/- at a time, subject to the availability of funds, in respect of Government functions and Collectors' Conference.</p>
	<b><u>Joint Secretary to Government (Public):</u></b>
Administrative Powers	He assists the Secretary in matters relating to Ex-Servicemen, Civil Military Liaison.

Financial Powers	<p>a) Sanction of Monetary Grant to the recipients of Gallantry, Award / Distinguished Service Medals above Rs.3,000/- (Rupees three thousand only) and upto Rs.1,00,000/- (Rupees One lakh only) subject to availability of funds;</p> <p>b) Sanction of cash grant in lieu of land to the Gallantry Award Winner above Rs.3,000/- (Rupees Three thousand only) and upto Rs.1,00,000/- (Rupees One lakh only) Territorial Army Decorations / Territorial Army Medals subject to availability of funds;</p> <p>c) Sanction of expenditure upto Rs.25,000/- (Rupees Twenty five thousand only) at a time, subject to availability of funds, in respect of all contingent items under item "Hot and Cold Weather Charges and 34 Office Expenses;</p> <p>d) Sanction of expenditure upto Rs.25,000/- (Rupees Twenty five thousand only) at a time, subject to availability of funds, in respect of purchase and repairs of furniture, curtains, floor mats, carpets, sofa covers, etc. under item "20 Furniture"</p>
	<b>Deputy Secretary to Government (Establishment)</b>
Administrative Powers	The officer assists the Secretary in establishment matters, Legislature, Law Officers, Central Record Branch, Tappal and Bills.

Financial Powers	<p>a) Sanction of expenditure upto Rs.25,000/- (Rupees twenty five thousand only) at a time subject to availability of fund in respect of all contingent and office expenses;</p> <p>b) Sanction of out of pocket expenses for the Office Assistants in the office of the Chief Minister, Chief Minister's Secretariat, Chief Minister's Special Cell, Special Representative for Government of Tamil Nadu and Ministers, if the aggregate amount exceeds Rs.5,000/- at a time, subject to the ceiling of Rs.60,000/- (Rupees Sixty thousand only) p.m.;</p> <p>c) Countersigning T.A.bills and LTC bills of self-drawing (other than IAS) who are working under the control of Public Dept.;</p> <p>d) Sanction of increment, fixation of pay, GPF advance / Part final withdrawal of Under Secretaries and Special Personal Assistants to all Ministers working under the control of Public Department;</p> <p>e) Sanction of festival advance / marriage advance / computer advance / to all Officers /Staff (Non-IAS) working in the Public Department;</p> <p>f) Sanction of miscellaneous expenditure for the purchase of article in Tappal section (thread, gum, coutrytwine, tappal bag, hand cloth, etc.) above Rs.1,000/- at a time;</p> <p>g) Sanction to purchase service stamp without ceiling;</p>
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## CHAPTER IV

**4.1  
List of Rules,  
Regulations,  
Instructions,  
Manual and  
Records held  
by Public  
Department.**

1. All India Service Conduct Rules
2. High Court Judges (Conditions of Service) Act
3. Secretariat Office Manual
4. Business Rules and Secretariat Instructions
5. Protocol Manual
6. Tamil Nadu House Manual
7. Political Pension – “Who is Who” (3 volumes)
8. Law Officer – High Court Standing Orders Part I & II
9. Warrant of Precedence
10. Law & Order – P.S.O. 150(3) & 151
11. Commission of Inquiries Act
12. State Human Rights Commission Tamil Nadu (Procedure) Regulation, 1997
13. Tamil Nadu Properties (Prevention of Damage and Loss) Act

**4.2.  
From where  
one can get a  
copy of rules,  
regulations,  
Instructions,  
manual and  
records**

From the concerned Public Information Officer  
of the Public Department

**4.3  
Fee charged  
by the dept.  
for copy of  
rules,  
regulations,  
instructions,  
manual and  
record (if any)**

As per Tamil Nadu Right to Information (Fees) rules.



**CHAPTER V****OFFICIAL DOCUMENTS**

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of.</b>
1.	Service Rules	These rules are applicable to the employees in respect of selection, recruitment and eligibility for each post.	Are available for sale at Government Central Press, Chennai-79 and other Sales Depots.	Respective Sales Centre.
2.	Protocol Manual	Matters relating to visit of VVIPs.	Not for public distribution	Nil
3.	AIS Conduct Rules	Matters applicable to IAS Officers.	Available for sale.	Book shops.
4.	Foreigners Registration Act	Matters relating to Foreigners, procedure relating to extension of visa and extension of stay	Not for public distribution	
5.	Law Officers High Court Standing Orders	Matters relating to Law Officers of High Court.	Not for public distribution	
6.	Political Pension	Pension related rules.	Collectors in the Districts.	Collectors in the Districts.

## CHAPTER VI

### INFORMATION ON BOARDS, COUNCILS and COMMITTEES

Name and address of Affiliated body	Board of Directors of TEXCO
Type of affiliated body	Board of TEXCO
Brief introduction of the affiliated body	Established during the year 1985
Role of the affiliated body – To take policy decisions	Policy decisions for creation of employment opportunities and welfare of employees.
Structure and member composition	Seven, nominated by the Government
Head of the Body	Chairman (Secretary to Government, Public Department)
Address of main office and its branches	No.2, West Mada Street, Sri Nagar Colony, Saidapet, Chennai 600 015.
Frequency of meetings	Once in quarter as per the provisions of section 285 of the Companies Act, 1856.
Can public participate in the meetings?	Admission restricted – only officials.
Are minutes of the meetings prepared?	Yes.
Are minutes of the meeting available to the public? If yes, please provide information about the procedure to obtain them.	Yes, on formal written request.

## CHAPTER VII

### 7.1 NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC AUTHORITY

#### **LIST OF PUBLIC INFORMATION OFFICERS AND APPELLATE AUTHORITIES OF PUBLIC DEPARTMENT AS ON 08.12.2009**

<b>Appellate Authority</b>	<b>Public Information Officer</b>	<b>Subjects</b>
Thiru S.Murugaia, IAS, Joint Secretary to Government (Protocol)	Thiru C.Rajareeham Gunasekaran, Under Secretary to Government (OP.II)	Stationery and furniture.
Dr.R.Palaniyandi, IAS, Joint Secretary to Government (Public)	Thiru G.Perumalsamy, Under Secretary to Government (Rehabilitation)	Refugees and Rehabilitation, General matters of Right to Information Act and Human Rights.
Thiru S.Murugaia, IAS, Joint Secretary to Government (Protocol)	Thiru K.Vijayakumar, Under Secretary to Government (Telephones)	Telephones and Library.
Dr.R.Palaniyandi, IAS, Joint Secretary to Government (Public)	Tmt.A.V.Lalitha, Joint Secretary to Government (Law&Order)	Communal clashes, NSA, COFEPOSA, etc.
-do-	Thiru Nizar Ahmed, Deputy Secretary to Government (Law&Order)	PSO Enquiry, Police excess, Law and Order meeting, etc.
-do-	-do-	Sanction of prosecution and defamation cases, NSA, COFEPOSA-Court cases.
Thiru S.Murugaia, IAS, Joint Secretary to Government (Protocol)	Thiru C.Sasikumar, Under Secretary to Government (Political Pension)	State Freedom Fighters Pension, Budget provision, etc, issue of Tamra Patras.
-do-	Thiru C.Ramar, Under Secretary to Government (Budget)	Preparation of Budget, Policy Note, Telephone Bills, Airline Bills, HOR, etc., Conveyance and Marriage Advance.
-do-	Thiru E.Appadurai, Under Secretary to Government (Protocol)	Visit of VVIPs and VIPs, State Guest House, Tamil Nadu House, New Delhi, Tamil Nadu Government Aircraft and Helicopter, etc. Establishment

		and maintenance of State Guest House and Government Rest House. Release of emergency quota for Train/ Air Provision of Government Air Craft and Government Helicopter to VVIPs. Establishment matters relating to Tamil Nadu House, New Delhi and Tamizhagam Guest House, Udagamandalam.
-do-	Thiru K.Chandrasekaran, Under Secretary to Government (Motor Vehicles & General.I)	Secretaries Meeting, Collectors and Police Officers conference, State Emblem and awards announced by the Government in Public Department. Public (MV) Car pool, all establishment matters in respect of drivers, motor cycle messengers and van cleaners.
-do-	Thiru A.Chandramohan, Deputy Secretary to Government (Foreigners)	Grant of Visa to foreigners and all miscellaneous matters. Loss of passports authentication of certificates/ documents for use in foreign countries.
Dr.R.Palaniyandi, IAS, Joint Secretary to Government (Public)	Thiru R.Chandrasekaran, Under Secretary to Government (Special.A)	Establishment matters of all IAS and Non-IAS officers, DROs, etc., appointment of High Court Judges, District Judges and preparation of annual list of Judges of High Court.
-do-	Tmt.D.Vasanthi, Under Secretary to Government (Military)	Central-State Relations, Southern Zonal Council, Inter-State Council, implementation of Sarkaria Commission Recommendation, land acquisition for Defence purpose, Gallantry awards medals, etc. Army decoration, Sanction of ex-gratia to the Defence Personnel killed/ disabled, etc., Ex-servicemen's welfare, TEXCO.

Thiru L.Boopathy, Deputy Secretary to Government (Buildings)	Tmt.S.Punithavathi, Under Secretary to Government (Buildings)	Maintenance and repair of office buildings and allotment of rooms to Ministers and officers in Secretariat Conservancy and Security.
Thiru A.Vijayakumar, Deputy Secretary to Government (Establishment)	Thiru S.Bharathidasan, Under Secretary to Government (Establishment)	Establishment matters of all staff other than Assistant including personal staff to Ministers.
-do-	Thiru A.Vedamurthy, Under Secretary to Government (Law Officers)	Establishment matters relating to Assistants in Public Department, Matters relating to Legislative Assembly including Public Accounts Committee and Committee on Government Assurances, etc., and Payment of Salaries Act, 1951. Fixation of Pay and Sanction of increment to all staff upto Under Secretaries.
-do-	Thiru M.David Solomon Manickam, Under Secretary to Government (Bills)	Drawal and disbursement of bills, Tappals.
Dr.R.Palaniyandi, IAS, Joint Secretary to Government (Public)	Special Officer, Chief Minister's Special Cell	CM Cell petitions, and for Office of CM Cell and Chief Minister's Office.

## CHAPTER VIII

### PROCEDURES FOLLOWED IN DECISION MAKING PROCESS

**Procedures followed in decision making process for various matters and the different levels through which a decision process moves**

8.1. The procedure followed in decision making is elaborately dealt with in Secretariat Office Manual read with the Tamil Nadu Government Business Rules and Secretariat Instructions and other rules and regulations.

2. Tappals and other references from the Government of India, other State Governments, Government Offices and from the General Public relating to Public Department are received in Public (Tappal) Department. The tappals are distributed to the various sections and Departments concerned. A note for each tappal is prepared indicating the proposal with relevant rules and regulations if any and submitted to the Officers in the rank of Under Secretary /Deputy Secretary./Joint Secretary /Additional Secretary /Secretary for orders.

3. In case of financial matters, the file is to be seen by Finance Department for remarks / concurrence. In case of establishment proposals, the files are processed, in consultation with Personnel and Administrative Reforms Department and for legal issues in consultation with Law Department. The issues relating to taking policy decisions are processed in consultation with concerned Department of Secretariat and the orders are issued after obtaining orders upto the Hon'ble Chief Minister.

8.2. 1. **Secretary to Government, Public Department** is the official head of the Public Department and he is the decision taking authority in respect of the business dealt with, in Public Department.

2. **Special / Joint / Deputy Secretaries to Government** are the officials who assist the Secretary in decision making and discharging his duties.

3. **Under Secretaries to Government** are the officials functioning under the control and directions of their respective Special / Joint / Deputy Secretary to Government. Under Secretaries supervise the functioning of the sections under their control and monitor the performance of the Section Officers, Assistant Section Officers, etc. and scrutinize the noting and drafting submitted by the respective sections. They are to check the correctness of noting and drafting and enforce rigid observance of all rules, communication of copies of documents, referencing, indexing. They bring the files into final shape to enable the higher officers to take suitable decisions in important matters.

4. **Section Officers** are responsible for the work allotted to respective sections and submit the files duly processed to the Under Secretaries and other higher officers. They are also in charge of bringing the position of rules and regulations, other factors and the relevant back papers to the notice of the Under Secretaries and above. They are also to keep a watch over time bound references and put up the cases to the officers on time and to ensure that currents are put up quickly according to the nature and urgency with noting and references.

5. **Assistant Section Officers** are to process each and every case at the initial level with reference to the relevant back papers, copies of GOs, etc. and submit the files for the scrutiny of Section Officers. They are in charge of submitting reminders in pending issues periodically to the Section Officers.

**8.3**  
**Arrangements**  
**to**  
**communicate**  
**the decision to**  
**the public**

By Post, E-mail, Fax, Telephone, Press release, Special Messengers and through Web-site.

**8.4**  
**Final**  
**authority**

Secretary to Government, Public Department is the final authority in taking decision in respect of Public Department to the extent of powers delegated in the Tamil Nadu Government Business Rules and Secretariat Instructions.

**8.5**  
**Subject**  
**on which**  
**the decision**  
**is to be**  
**taken**

Protocol work, Welfare of Srilankan Refugees and Repatriates, Grant of Pension to Freedom Fighters and their dependants and Ex-INA Personnel, Welfare of Ex-servicemen and Administration of Tamil Nadu Ex-servicemen Corporation, Chief Minister's Special Cell, Administration of Government Houses in New Delhi, Chennai and Udhagamandalam, Matters relating to Law and Order, Matters relating to IAS Officers, Judges and other Law Officers in the High Court of Madras and its Bench at Madurai and District Revenue Officers, Maintenance of Buildings within the Secretariat Campus, Establishment of staff of Ministers and Department, Affairs of Inter-State and Southern Zonal Councils, Matters relating to Extension of issue of all kinds of visa to foreigners coming to India (except Pakistan & Bangladesh).

**8.6**  
**Guidelines /**  
**Direction, if**  
**any**

As per Tamil Nadu Government Business Rules and Secretariat Instructions / Secretariat Office Manual / Rules and Regulations.

**8.7**  
**Process of**  
**Execution**

Final orders (Government Orders, Office Proceedings and Letters) are issued after obtaining orders in the matter from the



Letters) are issued after obtaining orders in the matter from the respective authority.

**8.8**

**Designation of the officers involved in decision making**

Under Secretary to Government, Deputy Secretary to Government /Joint Secretary to Government / Special Secretary to Government /Secretary / Chief Secretary.

**8.9**

**Contact information of above mentioned officers.**

Addresses as mentioned in 2.7

**8.10**

**If not satisfied by the decision, where and how to appeal**

Secretary to Government, Public Department.

## CHAPTER IX

### 9.1. INFORMATION ABOUT THE OFFICERS

<b>Name Tvl./Tmt</b>	<b>Designation</b>	<b>Phone No. (Office)</b>	<b>Fax</b>	<b>e-mail</b>
Thiru K.S.Sripathi, IAS	Chief Secretary to Government	2567 1555	2567 2304	<a href="mailto:chiefsec@tn.gov.in">chiefsec@tn.gov.in</a>
Thiru D.Jothi Jagarajan, IAS	Secretary to Government	2567 1444	2567 2304	<a href="mailto:pubsec@tn.gov.in">pubsec@tn.gov.in</a>
Dr.R.Palaniyandi, IAS	Joint Secretary to Government (Public)	2567 0101	2567 0949	
Thiru S.Murugaia, IAS	Joint Secretary to Government (Protocol)	2567 1500	2567 2595	
Tmt.A.V.Lalitha	Joint Secretary to Government (Law&Order)	2567 2579		
Thiru A.Vijayakumar	Deputy Secretary to Government (Estt.)	2567 6051		
Thiru Nisar Ahmed	Deputy Secretary to Government (Law&Order)	2567 2396		
Thiru K.R.Parthasarathy	Deputy Secretary to Government (Strictly Confidential)	2567 6533		
Thiru M.K.Madana	Deputy Secretary to Government (Special.A)	2567 5906		
Thiru A.Chandramohan	Deputy Secretary to Government (Foreigners)	2567 1354		
Thiru L.Boopathy	Deputy Secretary to Government (Buildings)	2567 0967		
Thiru S.Bharathidasan	Under Secretary to Government (Estt.)	2566 5734		
Thiru R.Vaithilingam	Under Secretary to Government (Special.B)	2567 6882		
Thiru G.Perumalsamy	Under Secretary to Government (RH)	2567 0247		
Thiru K.Vijayakumar	Under Secretary to Government (Telephones)	2566 5518		
Thiru C.Ramar	Under Secretary to Government (Budget)	2566 5172		

Thiru K.Chandrasekaran	Under Secretary to Government (Motor Vehicles & Gen.I)	2566 5893		
Thiru C.Sasikumar	Under Secretary to Government (Political Pension)	2566 5941		
Thiru K.S.Natarajan	Under Secretary to Government (Elections)	2567 8764		
Tmt.J.Komathi	Under Secretary to Government (Elections)	2567 0369		
Thiru M.David Solomon Manickam	Under Secretary to Government (Bills)	2566 5677		
Thiru A.Vedamurthy	Under Secretary to Government (Law Officers)	2567 0535		
Tmt.D.Vasanthi	Under Secretary to Government (Military)	2566 5290		
Tmt.S.Punithavathi	Under Secretary to Government (Buildings)	2566 5077		
Thiru E.Appadurai	Under Secretary to Government (Protocol & General.II)	2567 2817		
Thiru S.Shanmugasundaram	Under Secretary to Government (Special.A)	2566 5162		
Thiru C.Rajareeham Gunasekaran	Under Secretary to Government (OP.II)	2566 5196		
Thiru R.Chandrasekaran	Under Secretary to Government (Special.A)	2566 5162		
Thiru P.M.Ambalavanan	Under Secretary to Government (Special.B)	2566 5163		

Under Secretary to Government (Strictly Confidential)	Public (Strictly Confidential) Department, Secretariat, Chennai-9.	2567 0372		
Special Officer	Chief Minister's Secretariat, Secretariat, Chennai-9.	2567 5235		
Special Officer	Chief Minister's Special Cell, Secretariat, Chennai-9.	2567 1764		
Additional Director	Chief Minister's Monitoring Unit, Secretariat, Chennai-9.	2567 4318		

## **9.2. HEADS OF DEPARTMENTS**

<u>Name</u>	<u>Designation</u>	<u>Phone No. Off. / Res.</u>	<u>FAX</u>	<u>E-mail</u>	<u>Address</u>
1. Directorate of Rehabilitation	SC & Commr.of Rehabilitation  Deputy Director	28525648  28515288	28591135		15/1, Model School Road, Thousand Lights, Chennai 600 006.
2. Directorate of Ex-Servicemen Welfare	Director Addl. Director Joint Director	25670568 26691886  26691747	26691886		22, Raja Muthiah Salai, Chennai – 600 003.
3. Tamil Nadu House @ New Delhi	Resident Commissio-ner	011-23014652 & 23015480	011 – 23016822 26119381 (Addl. Guest House)		6, Kautilya Marg, Chanayakpuri New Delhi – 110 021.
4. State Guest House, Chennai-5.	The Reception Officer	25366920 25368284			Chepauk, Chennai-5.
5. Thamizhagam, Uthaga-mandalam	The Reception Officer	0423 - 1333997	0423 - 2442497		Thamizhagam Gouest House, Udhaga-mandalam

## **AUTOMONOUS BODIES**

1. State Human Rights Commission	Chairperson Member Secretary ADGP	28114405 28114407 28114409 28114410			Justice Pratap Singh Maaligai, 35, Royapettah High Road, Chennai – 600 014.
2. TEXCO,	Chairman Managing Dir. G.M. G.M.(Av)	25671444 25670568 22351068 22315779	22351068		Major Parameswaran Building, 2, West Mada Street, Srinagar Colony, Saidapet, Chennai 600015.

## CHAPTER X

### SALARIES AND ALLOWANCES

Sl. No.	Designation	Scales of Pay (Ordinary Grade) (Rs.)
1.	Chief Secretary to Government	Rs.80,000/- (Fixed)
2.	Secretary to Government, IAS	Rs.37400-67000 + GP Rs.10,000/-
3.	Special Secretary to Government, IAS	-do-
4.	Joint Secretary to Government, IAS	Rs.15,600-39100 + GP Rs.7600/-
5.	Deputy Secretary to Government	Rs.15,600-39100 + GP Rs.7600/-
6.	Under Secretary to Government	Rs.15,600-39100 + GP Rs.6600/- PB3
7.	Section Officer	Rs.15,600-39100 + GP Rs.5400/- PB3
8.	Assistant Section Officer	Rs.9300-34800 + GP Rs.4600/- PB2
9.	Assistant	Rs.5200-20200 + GP Rs.2200/- PB1
10.	Private Secretary	Rs.15600-39100 + GP Rs.5400/- PB3
11.	Personal Assistant	Rs.9300-34800 + GP Rs.4600/- PB2
12.	Personal Clerk	Rs.5200-20200 + GP 2800/- PB1
13.	Telephone Supervisor	Rs.5200-20200 + GP 2400/- PB1
14.	Telephone Operator	Rs.5200-20200 + GP 2000/- PB1
15.	Telex Operator	Rs.5200-20200 + GP 2000/- PB1
16.	Typist	Rs.5200-20200 + GP 2000/- PB1
17.	Record Assistant	Rs.5200-20200 + GP 2000/- PB1
18.	Record Clerk	Rs.4800-10000 + GP 1400/- PB1A
19.	Office Assistant	Rs.4800-10000 + GP 1300/- PB1A
20.	Sergeant	Rs.9300-34800 + GP Rs.4400/- PB2
21.	Assistant Sergeant	Rs.5200-20200 + GP Rs.1800/- PB1
22.	Librarian	Rs.15600-39100 + GP Rs.5400/- PB3
23.	Technical Assistant	Rs.9300-34800 + GP Rs.4500/- PB2
24.	Library Assistant	Rs.9300-34800 + GP Rs.4200/- PB2
25.	Assistant Librarian	Rs.9300-34800 + GP Rs.4500/- PB2
26.	Shroff	Rs.5200-20200 + GP Rs.2000/- PB1
27.	Despatch Assistant	Rs.5200-20200 + GP Rs.2000/- PB1
28.	Driver/ MCM	Rs.5200-20200 + GP Rs.2000/- PB1
29.	Van Cleaner	Rs.4800-10000 + GP Rs.1300/- PB1A

30.	Electric Lift Operator	Rs.5200-20200 + GP Rs.1800/- PB1
31.	Supervisor (Conservancy)	Rs.9300-34800 + GP Rs.4300/- PB2
32.	Assistant Supervisor (Conservancy)	Rs.5200-20200 + GP Rs.2400/- PB1A
33.	Conservancy staff	Rs.4800-10000 + GP Rs.1300/- PB1
34.	OA-cum-Matty	Rs.4800-10000 + GP Rs.1300/- PB1
35.	Chowkidar	Rs.4800-5200 + GP Rs.1800/- PB1

**Note:-**

In addition to the basic pay, the officers and employees are entitled to draw other allowances such as DA, HRA, CCA as per the Tamil Nadu Revised Scales of Pay Rules, 2009.

**CHAPTER XI****INFORMATION ABOUT THE DETAILS OF THE BUDGET FOR  
DIFFERENT ACTIVITIES UNDER DIFFERENT SCHEMES****Demand No.38 PUBLIC DEPARTMENT****2007-2008**

		Revenue	Capital	Loan	Total
		(Rupees in Thousands)			
1	Secretariat	27,12,72	..	10,00,00	37,12,72
2	State Human Rights Commission	22,803	..	..	22,803
3	Commissionerate of Rehabilitation	51,44,45	..	..	51,44,45
4	Directorate of Ex-Servicemen	6,09,89	..	..	6,09,89
5	Tamil Nadu House at New Delhi	5,69,37	..	..	5,69,37



## **CHAPTER XII**

### **The Manner of Execution of Subsidy Programmes**

The Department does not directly administer any subsidy programmes and all its schemes and programmes are implemented through Commissionerate of Rehabilitation, Directorate of Ex-servicemen's Welfare and TEXCO.

**CHAPTER XIII****Particulars of Recipients of Concessions, permits or authorization granted by it****1(a) CENSUS OF EX-SERVICEMEN AND WIDOWS ISSUED WITH I.CARDS IN TAMIL NADU AS ON 30-11-2007.**

No. of Ex-Servicemen	No. of Widows	Total
1,43,660	56,652	2,00,312

**1(b) CONCESSIONS AVAILABLE TO EX-SERVICEMEN****I. CENTRAL GOVERNMENT**

1. Reservation of jobs 10% in Group 'C' and 20% in Group 'D' posts.
2. Age relaxation in employment.
3. Relaxation of educational qualification in employment.
4. Compassionate appointment upto two dependants of Service personnel killed/ disabled in action and to one dependant of Service personnel killed/ disabled in peace time.
5. Fixation of pay in respect of SSCOs/ ECOs giving weightage according to number of completed years of military service.
6. Income Tax Exemption for winners of Gallantry Awards of PVC, MVC, VrC., Ashoka Chakra, Kirti Chakra, Shaurya Chakra & SM/ NM/ VM under clause 18 of IT Act 1961.
7. Exemption of examination fee in respect of examinations held by UPSC, SSC and BSRBs for reserved vacancies.
8. Allotment of Army Surplus Vehicles.
9. Allotment of Oil Products Agencies.
10. Allotment of UTI Agencies.

## 11. Air travel concessions:

75% concession to the recipients of Gallantry Awards of Class I & Class II viz., Param Vir Chakra, Ashok Chakra, Maha Vir Chakra and Kirti Chakra, Victoria Cross, George Cross, Distinguished Service Cross, Military Cross, Distinguished Flying Cross and George Medal.

50% concession to permanently war disabled officers who have been invalidated out of service and the dependant members of their families and to War widows of post Independence era.

## 12. Rail travel concessions:

13. Free rail travel in I-Class/II-AC to the recipients of Param Vir Chakra, Ashok Chakra, Maha Vir Chakra, Kirti Chakra, Vir Chakra and Shourya Chakra and the widows of posthumous winners of these Gallantry Awards along with a companion.

14. 75% concession for travel in II Class to War widows including those of IPKF and Kargil casualties.

15. Free passage to transport the bodies of Officers and men of Armed Forces killed in war/insurgency operations/aid to civil power or died in harness by Indian Airlines.

16. Waiver of installation charges to War Widows, disabled soldiers and Gallantry Award winners; full concession to Gallantry Award winners and 50% concession to War Widows and disabled soldiers in normal rental charges for telephone facilities.

## **II. STATE GOVERNMENT**

1. Reservation of jobs 5% in Group 'C' and 10% in Group 'D' posts.

2. No age limit for appointment in Basic Service.

3. Relaxation of educational qualification for appointment in basic service.

4. Age relaxation for appointment in State Government service.

5. Exemption from Physical Efficiency and Physical Standard tests for recruitment to the post of Grade-II Police Constables for ex-Servicemen.

6. Compassionate appointment to one dependant of Service personnel killed/ disabled in action or died in harness.

7. Fixation of pay ignoring the military pension in respect of ORs.

8. Priority for one dependant in the matter of employment through Employment Exchange.
9. Exemption of examination fees to Ex-Servicemen for recruitment through TNPSC.
10. Exemption of fees for medical examination for appointment in State Government Service.
11. Exemption of Court fee on petitions/ applications of ex-Servicemen to State Government Departments.
12. Free legal aid.
13. Preference in grant of License for Stamp Vending.
14. Free medical facilities in Government Hospitals.
15. Priority in providing electricity power connection to pump sets.
16. Priority in the matter of assignment of land/ house site.
17. Reservation of 7% for Serving and ex-Servicemen in allotment of houses/ flats/ plots developed by the Tamil Nadu Housing Board.
18. Reservation of 10% in allotment of Industrial Sheds constructed by the Tamil Nadu Small Industries Development Corporation.
19. Automatic acceptance of equivalence of Military Trade to Civil Trade.
20. Priority in transfer and postings to the spouses of Serving Soldiers to the nearest station.
21. Job opportunities in Temple Protection Force for ex-Servicemen.
22. Job opportunities (part-time) in Home Guards for ex-Servicemen.
23. Free preparatory training classes to youth who appear for written examinations for recruitment to Army.

**1(c) RESERVATION IN EDUCATIONAL INSTITUTIONS FOR CHILDREN OF EX-SERVICEMEN**

<b>Sl. No.</b>	<b>Course</b>	<b>Seats Reserved</b>	<b>Remarks</b>
1.	B.E.(General) B.E.(Anna University)	81	
2.	B.E.(Anna University) - Lateral Entry	8	(10% of 81 seats)

3.	M.B.B.S.	2	
4.	D.Pharmacy Madurai Coimbatore Thanjavur	4 2 2	
5.	Nursing	60	(10%)
6.	Indian Medicine	3	
7.	B.Ed.	1 2 1 1	in each Govt. and Aided Institution in Annamalai University in Alagappa University in Avinasilingam University
8.	B.Ed.(Tamil Asiriyar)	1	in Govt.College of Edn. Orathanadu
9.	Teachers' Training	132	3 in each institution
10.	B.Sc.(Agri.)	6	
11..	B.E.(Agri.)	1	
12.	I.T.I.	5	in each I.T.I. (53 ITIs)
13.	Polytechnic	80	
14	College of Art & Crafts	4	
15.	B.V.Sc.	2	
16.	B.F.Sc.	1	
17.	B.D.S.	1	
18.	UnderGraduate Courses	6	in each College
19.	P.G.Courses	2 3	in each College having 2 Branches in eachCollege having more than2 Branches
20.	Part Time Polytechnic	1	in each Part Time Polytechnic
21.	B.L. (3/5 yrs) B.A.,B.L.(Hons)	1 % 1%	in Dr.Ambedkar Govt.Law College,Chennai
22.	Live Stock Inspector	5 %	
23.	Diploma Course in Co-operation	2 %	
24.	Degree Course	5	in Govt./Aided Colleges for dependants of 'Kargil' Casualties

## **FREEDOM FIGHTERS**

### **2(a) STATE PENSION:**

The State Freedom Fighters Pension Scheme is being implemented from 1.10.1966. The total number of Freedom Fighters and their dependants receiving State/Central pension is 8472 and the total number of persons sanctioned pension during the period from May 2001 to till date is 436. The number of persons sanctioned pension year wise for the past five years are given below.

2001	:	43
2002	:	75
2003	:	196
2004	:	82
2005	:	40

For the benefit and welfare of the Freedom Fighters and their families who had participated in the Freedom Movement, the Government of Tamil Nadu has instituted a number of welfare schemes such as freedom fighters pension, Medical facilities, free transport facilities, special reservation for their dependants in educational institutions, priority in Government employment, allotment of houses etc.. A sum of Rs.3,000/- per month is paid to the State Freedom Fighter as Pension and Rs.1,500/- per month is paid to the legal heirs after the demise of such freedom fighters. A sum of Rs.500/- is paid from the State Fund to those who receive the Central Freedom Fighter Pension. Further special pension of Rs.500/- is paid to the descendents of Veerapandia Kattabomman, Marudhu Pandiar Brothers and Mannar Vijaya Rangunatha Sethupathy. The other concessions granted to the Freedom Fighters and their dependants are as given below:

### **b) Medical Facilities:-**

A sum of Rs.15/- per month is paid as Medical Allowance to those who are receiving Central Pension or State Freedom Fighters Pension or both and to the widows and Minor Children. The above pensioners or their dependants are permitted to have free Medical treatment in Government Hospitals with 'A' class ward facilities.

**c) Educational concession:-**

Fee concession and scholarships are granted to the children / grand children of freedom fighters studying in schools, colleges, professional and technical institutions.

Further, reservation of seats in Professional, Technical Courses has also been made to children /grand children of Freedom Fighters as detailed below:

- i) 10 seats in B.E., 5 seats in Polytechnic

Proposals for increasing the seats in BE Course from 10 seats to 20 seats and in Polytechnic from 5 seats to 10 seats are under consideration of the Government in Higher Education Department;

- ii) Three seats in M.B.B.S., in the following order of preference:

- (a) Children of Freedom Fighters;  
(b) Grand children of Freedom Fighters;

- iii) One seat each in B.S.M.S. and B.H.M.S.;

- iv) One seat in Polytechnics and special institutions;

- v) 1% out of the total seats allotted to all Law Colleges (Regular Course);

- vi) Totally 28 seats in District Teachers' Training Institutions, Government Teachers Training Institutions and Non-Minorities Teachers' Training Institutions.

**d) Housing Facility:-**

Reservation of 1% has been made to the Freedom Fighters, in the allotment of houses/plots/flats made by Tamil Nadu Housing Board from out of 18% reserved for SCs/STs, out of 5% reserved for Dhobies and Barbers and out of 37% reserved for the General Public;

**e) Transport facility:-**

The Freedom Fighters drawing Central or State Freedom Fighters Pension, their widows and legal heirs are given free bus passes to travel in the buses of State Transport Corporations;

**f) Funeral Expenses:-**

In the event of death of the freedom fighter, a sum of Rs.2,000/- is being sanctioned immediately to the wife or the immediate legal heir of the Freedom Fighter towards funeral expenses. This is applicable to all Freedom Fighters receiving State Freedom Fighters Pension/Central Pension or both. As a mark of respect to the deceased Freedom Fighter, an officer not below the rank of a Tahsildar of the Revenue Department on behalf of the Government place a wreath on the body of the deceased Freedom Fighter;

**g) Employment Assistance:-**

Priority is given to the legal heirs of Freedom Fighters and Tamil Savants, when names are sent by Employment Exchanges to Government Departments and undertakings for filling up vacancies.

**3. CENTRAL PENSION:**

The Central Scheme of freedom fighters pension is being implemented by the Central Government with effect from 15.08.1972. According to that Scheme, the following concessions are granted;

- i) Ex-M.P. or Ex-M.L.A. who had suffered a minimum imprisonment of six months in connection with freedom struggle are eligible for Swatantrata Sainik Samman Pension. They have to produce jail certificate in support of their imprisonment and in the absence of jail certificate from official records, a certificate indicating "Non Availability of Records" from the jail authorities concerned along with two co-prisoners certificates in the prescribed form have to be produced. The Co-prisoner's certificate has to be obtained from the freedom fighter pensioners who had undergone jail suffering for one year or one co-prisoner's certificate from a sitting M.P. or M.L.A. of specifying the period of imprisonment;
- ii) The period of imprisonment has been reduced from six months to three months in respect of Scheduled Caste/Scheduled Tribe and women Freedom Fighters;
- iii) The annual income ceiling of Rs.5,000/-prescribed for the grant of pension was removed with effect from 01.08.1980;
- iv) Persons who had remained underground for six months or more but are unable to produce official documents can produce a co-prisoners certificate from a prominent Freedom Fighter who had undergone imprisonment for a period of two years or more along with a certificate to indicate "Non Availability of Records" from the concerned authorities. The certifiers should belong to the same District as that of the Freedom Fighters certified;



- v) Ten strokes of flogging/whipping/caning inflicted for participation in the freedom Movement will be treated as equivalent to six months of imprisonment;
- vi) Further, Ex-INA personnel are also eligible for pension if the imprisonment/detention suffered by them was outside India for six months or more;
- vii) The monthly pension payable under the Central Freedom Fighters Pension Scheme has been enhanced from time to time;
- viii) In the event of death of any Central Freedom Fighters' pensioner, Central Pension of Rs.3,000/-along with the State Pension of Rs.500/- p.m. from the State Funds is paid continuously to the legal heirs;
- ix) The recipient of Swatantrata Sainik Samman Pensioners are getting 50% D.A. along with pension with effect from 15.8.2005.

## **CHAPTER XIV**

### **Norms set by it for the discharge of its function**

1. **Secretary to Government, Public Department** is the official head of the Public Department and he is the decision taking authority in respect of the business dealt with in Public Department

2. **Special / Joint / Deputy Secretaries to Government** are the officials who assist the Secretary in decision making and discharging his duties

3. **Under Secretaries to Government** are the officials functioning under the control and directions of their respective Deputy / Joint / Special Secretary to Government. Under Secretaries supervise the functioning of the sections under their control and monitor the performance of the Section Officers, Assistant Section Officers, etc. and scrutinize the noting and drafting submitted by the respective sections. They are to check the correctness of noting and drafting and enforce rigid observance of all rules, communication of copies of documents, referencing, indexing. They bring the files into final shape to enable the higher officers to take suitable decisions in important matters.

4. **Section Officers** are responsible for the work allotted to respective sections and submit the files duly processed to the Under Secretaries and other higher officers. They are also incharge of bringing the position of rules and regulations, other factors and the relevant back papers to the notice of the Under Secretaries and above. They are also to keep a watch over time bound references and put up the cases to the officers on time and to ensure that currents are put up quickly according to the nature and urgency with noting and references.

5. **Assistant Section Officers** are to process each and every case at the initial level with reference to the relevant back papers, copies of GOs, etc. and submit the files for the scrutiny of Section Officers. They are incharge of submitting reminders in pending issues periodically to the Section Officers.

**CHAPTER XV****Information available in electronic form**

Website of Public Department : **pubsec@Secretariat.tn.gov.in**

Website of Chief Minister's Special Cell : **cmcell@Secretariat.tn.gov.in**

Website of Commissioner of Rehabilitation : **com-rehab@tn.nic.in**

Website of Director of Exservicemen Welfare: **tnexser@vsnl.net**

Important G.Os. of Public Department are available at **www.tn.gov.in**

**CHAPTER XVI**

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

Newspaper

Exhibition

Notice Board

System of issuing copies of documents

Website of the Public Department

## **CHAPTER XVII**

### **17.1 Frequently asked questions and their Answers by Public**

1. How to apply for political pension?

- **Political Pension section may be addressed**

2. What is the procedure for authentication of documents, extension of visa ?

- **Foreigners section may be addressed.**

**(A note and the form of application for authentication of documents is given below.**

## **Authentication of Documents**

As per the Government of India's instructions, all documents like Medical Registration Certificates, Degree Certificates, Mark Sheets and other Educational Certificates, Court Judgment, Birth/Marriage/Death Certificates etc., are authenticated in this Department.

The authorized of Officers for Authentication of documents are Joint Secretary (Protocol) to Government, Public Department and Under Secretary (Foreigners) to Government, Public Department.

Those who wish to apply for Authentication of documents should apply in the prescribed form available in this Office before **1 p.m.** on Government working days. Along with the application, the proof for the purpose for which authentication sought for, the Original Certificates and **Xerox Copies** of the certificates should be enclosed.

## **Extension Visa**

The foreigners who arrived in India, earlier and want to extend their stay, should apply to the FRRO/Superintendent of Police with the relevant documents. On recommendation of the proposal from FRRO/Superintendent of Police, Collector and Deputy Inspector General of Police, Security Branch, Chennai, orders will be issued for Extension of Visa to the foreigners except Pakistan and Bangladesh Nationals.

**APPLICATION FOR AUTHENTICATION OF DOCUMENTS**

Name of the applicant and address (with Block letters)	
Certificate holder's Name	
Nature of Certificate	BC/MC/Education Certificate/PAO/MOU
Total Number of Certificate	
Court fee paid	: Rs.
Purpose for which authentication sought for (Proof may be enclosed)	
To which Embassy the certificate is to be submitted	

I request you to kindly authenticate with read seal on the above certificates and return to me at the earliest. I am enclosing herewith original and also a copy of each certificate for file. Court fee stamp for Rs..... is also affixed.

**Signature**

(NAME IN CAPITAL)



**17.2 Related to seeking Information:****APPLICATION FORM (DRAFT)**

From	To The Public Information Officer, Public Department, Secretariat, Chennai-9.
Letter No. ....	Dated: .....

Sir / Madam,

Sub: Right to Information Act, 2005 – Details on .....  
Requested – Reg.

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I would like to have the following information from your office along with the documents if any:-

- 1.
- 2.
- 3.

I have enclosed the receipt of prescribed fees for your perusal.

Please acknowledge.

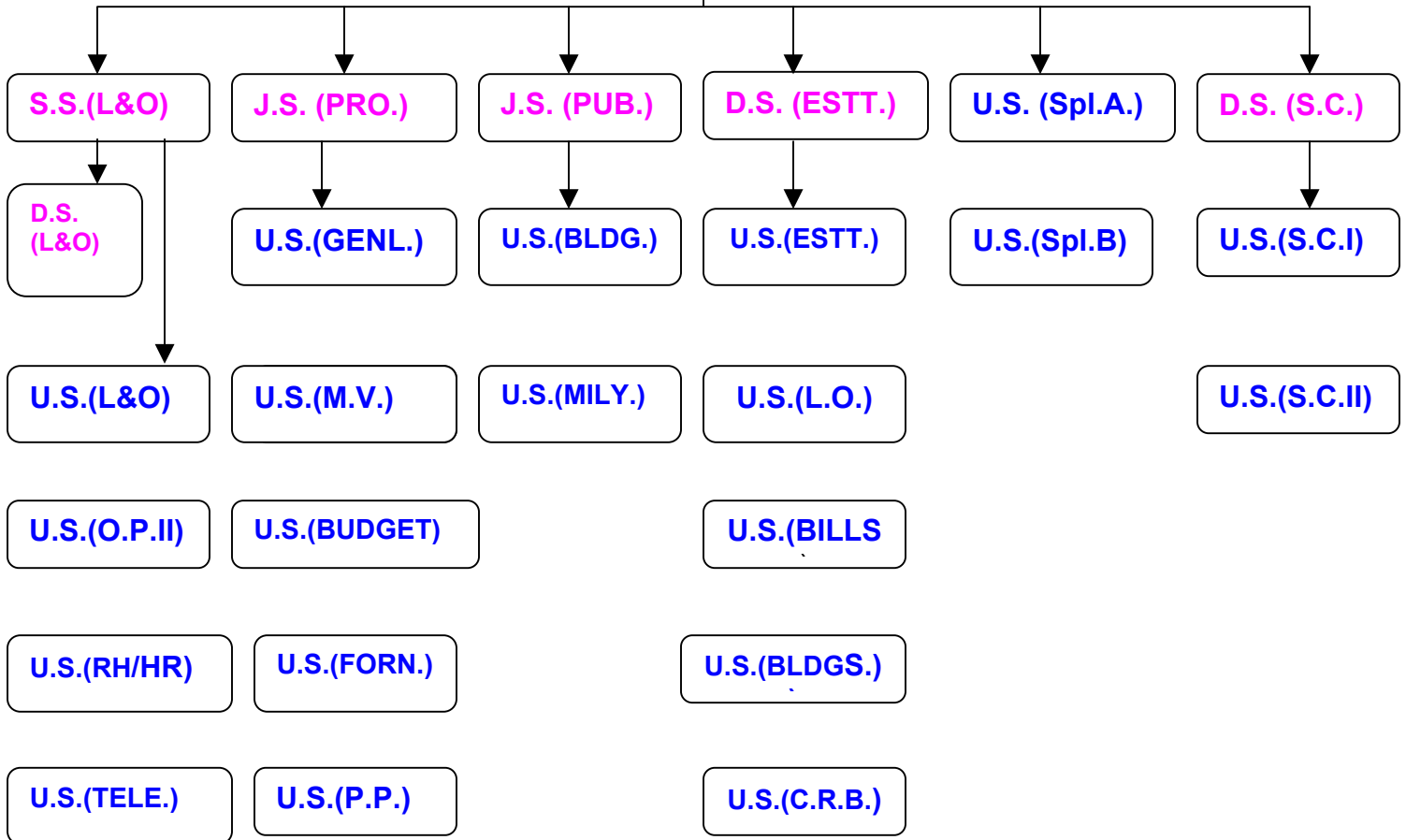
Yours faithfully,

(Signature of applicant)

# ORGANISATION CHART OF PUBLIC DEPARTMENT

**CHIEF SECRETARY TO GOVERNMENT**

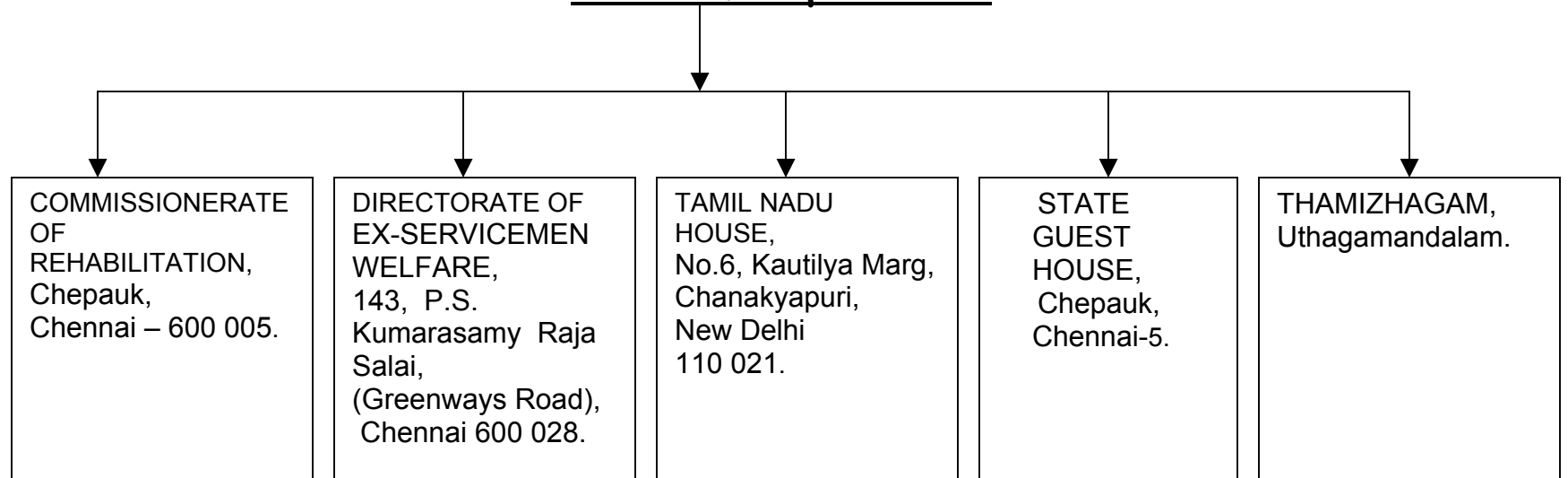
**SECRETARY, PUBLIC**



## ANNEXURE II

### ADMINISTRATIVE UNITS OF PUBLIC DEPARTMENT

#### Heads of Departments



#### **AUTONOMOUS BODIES**

STATE HUMAN RIGHTS COMMISSION, Thiruvarangam, 143, P.S. Kumarasamy Raja Salai, (Greenways Road), Chennai 600 028

EXSERVICEMEN'S CORPORATION (TEXCO), Major Parameswaran Building, West Mada Street, Srinagar Colony, Saidapet, Chennai – 600 015