



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

Governor's Household Office,

Raj Bhavan,

Chennai – 600 022

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Introduction

- 1.1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4 (1) (b) of this Act, the Governor’s Household Office, Raj Bhavan, Chennai has brought out this manual for information and guidance of the general public.
- 1.2. The purpose of this manual is to inform the general public about Governor’s Household organisational set-up, functions and duties of its officers and employees, records and documents available with this Office.
- 1.3. The Governor’s Household Office has designated Thiru R. Kannan, B.E., Deputy Secretary to Governor and Comptroller Appellate Authority and Thiru K. Kaleeswara Subramanian, Accounts Officer as Public Information Officer for all matters concerning this Office.
- 1.4. A person requiring any information under the Act may contact the Public Information Officer or Assistant Public Information Officer of Governor’s Household Office.
- 1.5. The procedure and fee structure for getting information are provided under the RTI Act as amended from time to time.

- 1.6. The Governor's Household Office has designated Deputy Secretary to Governor and Comptroller, Governor's Household as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Deputy Secretary to Governor and Comptroller
Governor's Household Office, Raj Bhavan,
Chennai – 600 022

Telephone No.: Office: 22351313
E.Mail Address: govgho @ tn.nic.in.

The Governor's Household Office has designated Thiru K. Kaleeswara Subramanian, Accounts Officer, Governor's Household Office as Public Information Officer under sub-section (1) of Section 5 of the Right to Information Act. The Contact address of the Public Information Officer is given below:-

Thiru K. Kaleeswara Subramanian,
Accounts Officer
Governor's Household Office, Raj Bhavan, Chennai – 600 022

Telephone No.Office: 22351313

Governor's Household Office

Particulars of organisation, functions and duties

Under section 4 (1) (b) (i) of Right to Information Act, 2005

1. Objective of Governor's Household Office

The Governor's Household Office forms part of Raj Bhavan. The Governor's Household Office is headed by the Deputy Secretary to Governor and Comptroller in the cadre of District Revenue Officer .

The overall control of this Raj Bhavan is exercised by the Secretary to Governor of Tamil Nadu.

The Governor's Household Office is primarily responsible for furnishing of Raj Bhavan with their proper maintenance. It looks after the purchase and maintenance of the fleet of cars of Raj Bhavan Household. In short, Governor's Household cares for the nitty-gritty of the total family of Raj Bhavan.

Besides all of this, Public Works Department wing operating in Raj Bhavan looks after the Civil and Electrical maintenance of Raj Bhavan. There is a Dispensary with a Medical Officer as Physician to the Governor who is responsible for providing health facilities both for the Governor, members of his family and for the Raj Bhavan staff. Dispensary also has a part time Lady Medical Officer.

2. Function of Governor's Household Office:

Under the Governor's Household Establishment, the following sections are functioning:-

1. The House-keeping and Catering Section
2. The Accounts and General Section
3. Garden Section for Maintenance of Gardens at Chennai and Ooty

3. Administrative Units

The Governor's Household Office deals with the following matters:-

1. General Section – Superintendent (G) will be in charge of the dealing hands G1, G2, G3 and G4 and all the files thereon and other files assigned by Accounts Officer and Deputy Secretary to Governor and Comptroller.
2. Accounts Section – Assistant Accounts Officer will be in charge of the dealing hands A1 and A2, Bills and files of Catering, Stores, Dispensary, Garden, Pay Commission Arrears, Motor Vehicles, Public Works Department, Estimates and Budget, Pledges and other files assigned by Accounts Officer and Deputy Secretary to Governor and Comptroller.
3. Stores Section - Superintendent (House Keeping) up keeping of Raj Bhavan Main Building and Maintenance of store items.
4. Catering Section – Superintendent (Catering):
Supervision of catering arrangement for the day today needs of His Excellency and family members of His Excellency and other guests and for parties and functions etc.
5. Garden, Chennai – Horticultural Officer
Maintenance of Ornamental plants, lawns, Organic farm, floral decoration housing of potted plants, Orchard and vegetable garden and maintenance of milch animals, Poultry and Fish Pond. The total area under 'Garden' is 46 acres. Floral and potted plants decoration and pitching of shamiana are also done by Gardeners.

6. Garden, Udhagamandalam – Assistant Director of Horticulture
Maintenance of Raj Bhavan Garden, Udhagamandalam in an area of about 9 acres, a rich lawn on 3 acres, four rosaries, two lily ponds, a sunken garden, two green houses, a vegetable garden and a nursery and upkeep of Raj Bhavan Main Building and all quarters with P.W.D. Civil and Electrical Staff.

7. Raj Bhavan Dispensary – Medical Officer with a Dispensary providing medical facilities to His Excellency and his family members and all staff members.

8. P.W.D. (Civil) : A.E. (Civil) Chennai and Udhagamandalam
The Maintenance and repair works of Raj Bhavan Main Building and all other buildings including supply of water

9. P.W.D. (Electrical): A.E. (Electrical) Chennai and Udhagamandalam
The Maintenance and repair works of electrical items in Raj Bhavan Main Building and all other buildings.

10. Radio Supervisor: The maintenance of Satellite Network and TV's and also for making arrangement for the Public Address System for the functions held at Raj Bhavan.

4. Working hours of the Governor's Household Office:

This Office follows five days week and the working hours are as follows:

10.00 A.M to 5.45 P.M. (Lunch Break 1.30 PM to 2.00 PM)

Governor's Household Office

Powers and duties of officers and employees

Under Section 4 (1) (b) (ii) of Right to Information Act,2005

This Department is headed by the Secretary to the Governor of Tamil Nadu. The Secretary is the administrative head of the Department on all matters of policy and administration relating to the Governor's Household Office. Secretary to Governor of Tamil Nadu is assisted by Deputy Secretary to Governor and Comptroller. The powers and duties of the officers in Governor's Household Office are indicated below:-

A. Deputy Secretary to Governor and Comptroller:

General Supervision and control over the staff with approval of Secretary to Governor of Tamil Nadu and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters are dealt with in consultation with the Secretary to Governor of Tamil Nadu who will be in over all charge of the Department.

B. Accounts Officer:

Drawing and Disbursing Officer in respect of the Governor's Household Establishment and all other works assigned by Deputy Secretary to Governor and Comptroller and Secretary to Governor.

C. Horticulture Officer:

Maintenance of Ornamental plants, lawns, floral decoration housing of potted plants, Orchard and vegetable garden and maintenance of milch animals, Poultry and Fish Pond. The total area under 'Garden' is 46 acres. Floral and potted plants decoration and pitching of shamiana are also done by Gardeners in Chennai Raj Bhavan.

D. Assistant Director of Horticulture:

Maintenance of Raj Bhavan Garden, Udhagamandalam in an area of about 9 acres and also Maintenance of Ornamental plants, lawns, floral decoration housing of potted plants, Orchard and vegetable garden and maintenance of two lily ponds, a sunken garden, two green houses.

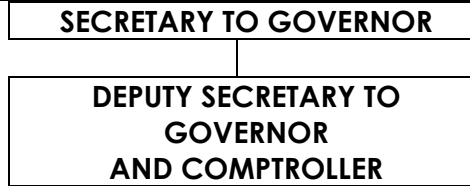
E. Sections: The Governor's Household Office consists of 6 sections

and the functioning of these sections is tabulated below:-

S.No	Name of the section	Subjects dealt with
1.	G-1 section	<ol style="list-style-type: none"> 1. Service Matters – Maintenance of Service Books, Regularisation, Probation, Promotion, Increment, Selection Grade and Maintenance of relevant Registers, Income Tax (Salary payments) 2. Preparation of Pay bills of GHO, Permanent and Temporary Establishment, Maintenance of all recovery registers, Pay Slips and Pay Certificate 3. Sanction of Leave (EL, UEL, EOL, etc.) 4. Establishment subjects of GHO including disciplinary action, litigation appointments including compassionate ground.
2.	G-2 Section	<ol style="list-style-type: none"> 1. Motor Vehicles –Purchase of Vehicles, Maintenance, Repairs and Fuel etc. 2. All kinds of Loans and Advances and Sanction and Preparation of bills (Including P.F.) 3. Retirement Benefits with regard to Retirement and Death while in Service – Sanction and Maintenance Registers 4. Recovery Registers in respect of staff pay bills
3.	G.3 Section	<ol style="list-style-type: none"> 1. Raj Bhavan Press transactions 2. Raj Bhavan P.W.D. –Estimates and Budget 3. Allotment of quarters, Maintenance of Buildings and related Registers 4. Maintenance of Typewriters, Computers, Bicycles and Xerox Machines, Conservancy cleaning Materials, Permission for use of Community Hall, Snake Catchers, Security Register, News Papers 5. Attendance Register of Office and Related records including CL and CPL 6. Compensatory Leave Register and Turn Duty Register 7. ADC – Preparation of Pay bills, Appointment and Service matters, Preparation of ADC's tour bills etc. 8. Uniforms to Staff 9. Pledges (Files and Arrangements) 10. Gardens : Chennai and Udthagai – Works relating to Gardens etc. 11. Stationery and Printing 12. Land Assignment 13. Purchase of equipments tools and plants
4.	G-4 Section	<ol style="list-style-type: none"> 1. Medical Reimbursement of GHO Staff 2. Travelling Allowance Bills of GHO Staff 3. Leave Travel Concession Bills of GHO Staff 4. Trip Sheets of vehicles and Bills for private trips 5. Issuing of Identity Cards 6. Preparation of bi-monthly current consumption charges and Water Charges reimbursement
5.	A1 Section	<ol style="list-style-type: none"> 1. Maintenance of Cash and General Cash Book (Receipts including reconciliation)

		<ol style="list-style-type: none"> 2. Encashment and Disbursement relating to all Payments to GHO Staff and payment of temporary advance/Third Party bills/Wages Bills etc./Maintenance of MTC 70. 3. Maintenance of UDP Cash Book/UDP Register/Token Register/Acquittance Register 4. Visits and Functions (Cash Book and Correspondence) including related Budget files and reconciliation with PAO and Government 5. Professional Tax Collection and Correspondence thereon 6. I.T. Forms relating to Third Party payments
6.	A2 Section	<ol style="list-style-type: none"> 1. Maintenance of all Accounts Registers and preparation of recoupment of contingent bills 2. Preparation of Salary Bill for H.E. the Governor 3. D.S. & C Preparation of pay bill/T.A. Bill Service matters 4. Telephone Bills Settlement and all correspondence thereon 5. Postage Bills 6. Maintenance of C.O.R. and Reconciliation with AG's Office and PAO 7. Budget 8. A.G.'s Audit 9. GAP Proposals
7.	Record Clerk - 1	<ol style="list-style-type: none"> 1. Maintenance of Record Room 2. Distribution of daily tappals to Office staff 3. To assist General Section – Sticking of files etc.
8.	Record Clerk-II	<ol style="list-style-type: none"> 1. Despatch of Tappals and Maintenance of Stamp Register 2. Acquittance on pay bill and to assist in posting in Recovery Register 3. Maintenance of General Office Order Stock file 4. To assist Accounts Section –Sticking of Files etc.

ORGANISATION CHART
GOVERNOR'S HOUSEHOLD OFFICE



ADC(POLICE) ADC(NAVY)	ACCOUNTS OFFICER						Medical Officer
	SUPERINTENDENT (GENERAL)	A.A.O. ACCOUNTS SECTION	SUPERINTENDENT STORE SECTION	SUPERINTENDENT CATERING SECTION	ADH(OOT Y)	HORTICULTURE OFFICER	Part-Time Lady Medical Officer
	Assistant	Assistant House Steward	House Keeper	Junior Assistant	Garden Maistry	Garden Maistry	Pharmacist
	Junior Assistant	Junior Assistant	Furniture Care Taker	Office Assistant	Gardener s	Gardeners	Junior Assistant
	Record Clerk	Record Clerk	Bearers	Cook	Watchme n	Sr. Sanitary Worker	Staff Nurses
	Duffadar	Office Assistants	Office Assistant	Butler	Maty	Sanitary Workers	Lab- Technician
	M.C.M.		Lascar	Maty	Sanitary Workers		Ayah
	Compositor		Sanitary Workers				M.N.A.
	Machine Minder		Maid				Sanitary Worker

	Head Driver		Office Boy				
	Drivers		Tailor				
	Auto Driver		Laundry Supdt.				
	Cleaners		Dhoby				
			Polisher				

Note: This is subject to change as per administrative necessity.

Governor's Household Office

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

The Governor's Household Office, follows the procedure laid down in the District Office Manual. Apart from this, the provisions in the Tamil Nadu State and Subordinate Service Rules, Tamil Nadu Civil Services (Discipline and Appeal) Rules, Tamil Nadu Government Servants Conduct Rules, 1973, Tamil Nadu Pension Rules, Fundamental Rules, Tamil Nadu Financial Code, Tamil Nadu Treasury Code are followed wherever applicable.

2. The decisions are taken based on the merits of the issues, relative priorities and in accordance with the procedure / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Junior Assistant / Assistant, Assistant House Steward and passes through the Superintendent, Assistant Accounts Officer, Accounts Officer, to the Deputy Secretary to Governor and Comptroller and to Secretary and H.E. the Governor wherever needed. Government are consulted if necessary.

3. If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

Governor's Household Office

Norms set for the discharge of functions

Under Section 4 (1) (b) (iv) of Right to Information Act, 2005

For the discharge of functions allocated to the Governor's Household Office, the provisions contained in the "District Office Manual" are followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts / Rules/ Manuals are as follows:

- (i) Special Rules for Tamil Nadu State and Subordinate Service
- (ii) District Office Manual.
- (iii) The Tamil Nadu Government Servants Conduct Rules, 1973.
- (iv) Fundamental Rules
- (v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- (vi) Tamil Nadu Financial Code

Governor's Household Office

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

1. The business in this Governor's Household Office is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals apart from various provisions of the Governor's (Emoluments, Allowances and Privileges) Act, 1982.

- (i) The Tamil Nadu District Office Manual
- (ii) Tamil Nadu Budget Manual
- (iii) Tamil Nadu State and subordinate Service Rules
- (iv) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- (v) Tamil Nadu Government Servants Conduct Rules, 1973
- (vi) Tamil Nadu Pension Rules
- (vii) Fundamental Rules
- (viii) Tamil Nadu Financial Code
- (ix) Tamil Nadu Treasury Code

Governor's Household Office

A statement of categories of document that are held by it for its control under section 4 (1) (b) (vi) of Right to Information Act, 2005

Category of the document	Name of the document and its introduction in one line
Policy Note	Contains the Policy pronouncements of this Household Office for the concerned year

Monthly remuneration of officers/employees :

Sec.4(1)(b)(x) of RTI Act)

Governor's Household Office

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sl. No.	Designation	Scale of pay
1.	Deputy Secretary to Governor & Comptroller	12000-375-16500
2.	A.D.C(Police) & A.D.C.(Naval)/Military	Scale of pay applicable to their cadre Scale of pay applicable to their cadre 11600-325-14850 10000-325-17200
3.	Accounts Officer	10000-325-15200
4.	Assistant Accounts Officer	6500-200-10500
5.	Superintendent	6500-200-10500
6.	Assistant House Steward	5000-150-8000
7.	Assistant	5000-150-8000
8.	Junior Assistant	3200-85-4900
9.	Record Clerk	2650-65-3300-70-4000
10.	Motor Cycle Messenger	3200-85-4900
11.	Duffadar	2550-55-2660-60-3200
12.	Office Assistant	2550-55-2660-60-3200
13.	Compositor	3050-75-3950-80-4590
14.	Machine Minder	3050-75-3950-80-4590
15.	Cook	2650-65-3300-70-4000
16.	Butler	2610-60-3150-65-3540
17.	Bearer	2610-60-3150-65-3540
18.	Office Boy	2550-55-2660-60-3200
19.	Lascar and Maty	2550-55-2660-60-3200
20.	Head Driver & Drivers	3200-85-4900
21.	Auto Driver	3200-85-4900
22.	Cleaner	2550-55-2660-60-3200
23.	Laundry Superintendent	2650-65-3300-70-4000
24.	Dhobies	2550-55-2660-60-3200
25.	Sr. Sanitary Worker(1) Sanitary Workers	2550-55-2660-60-3200
26.	Maid	2550-55-2660-60-3200
27.	Watchman	2550-55-2660-60-3200
28.	Tailor	2650-65-3300-70-4000
29.	Furniture Caretaker	2650-65-3300-70-4000

30.	Polisher	2650-65-3300-70-4000
31.	Horticulture Officer	6500-200-10500
32.	Asst. Director of Horticulture	8000-275-13500
33.	Garden Maistry and Gardners (Udhagamandalam)	2610-60-3150-65-3540 2550-55-2660-60-3200
34.	Garden Maistry and Gardners (Chennai)	2610-60-3150-65-3540 2550-55-2660-60-3200
35.	Housekeeper	5000-150-8000

Note: The basic pay of the officers and employees is fixed under the provision contained in Rule 22 of FR. In addition to the Basic Pay, the officers and employees are entitled to draw other allowances such as H.R.A., C.C.A etc.as per the orders in force.