



DEPARTMENT OF REHABILITATION

INFORMATION HANDBOOK
UNDER
RIGHT TO INFORMATION ACT 2005

Director Of Rehabilitation
Ezhilagam (Annex), Chepauk, Chennai 600 005.

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RIGHT TO INFORMATION ACT-2005

INFORMATION HANDBOOK OF DEPARTMENT OF REHABILITATION

CHAPTER-1

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| 1 | Please throw light on the background of this hand-book (Right to Information Act-2005) | This handbook has been brought out as per the provisions of right to Information Act 2005 for proactive disclosure. |
| 2 | Objective / purpose of this hand-book | To share information on services rendered by Rehabilitation Department to Sri Lankan refugees and repatriates. |
| 3 | Who are the intended <i>users</i> of this hand-book ? | Public especially <i>Sri Lankan Refugees & Repatriates</i> of Tamil Nadu. |
| 4 | Organisation of the information in this hand-book. | Chapter wise index. |
| 5 | Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also. | The Director of Rehabilitation,
Chepauk, Chennai-5 |
| 6 | Procedure and fee structure for getting information not available in the hand-book. | Formal written request with the fees as mentioned in the rules. |

CHAPTER- 2

OBJECTIVES AND ROLE OF REHABILITATION DEPARTMENT

2.1 Role of the Department

The Department of Rehabilitation deals with the relief and rehabilitation of repatriates from Burma, Vietnam and Sri Lanka and provision of relief assistance to Sri Lanka refugees. The rehabilitation assistance to the people of Indian origin from Burma and Vietnam has already been completed. The repatriation of people of Indian origin from Sri Lanka has been temporarily suspended since October 1984 due to ethnic violence erupted in Sri Lanka during 1983.

2.2 Refugees from Sri Lanka :

The Sri Lankan Government have identified that about 9.75 Lakh stateless persons are staying in Sri Lanka. They have to obtain either Indian citizenship or Sri Lankan citizenship. As per Indo-Sri Lanka Agreement 1964 and 1974, India and Sri Lanka have agreed to issue citizenship for about 6.00 lakh and 3.75 lakh of persons respectively.

2.3 Influx of Refugees in Phased Manner to India :

Period	Inflow
Phase – I (24.07.83 to 31.12.1987)	1,34,053
Phase – II (25.08.89 to 30.04.1991)	1,22,078
Phase – III (31.07.96 to 31.08.2003)	22,418
Phase – IV (12.01.06 to 04.01.2010)	24,527
Total	3,03,076

- Due to upsurge of ethnic violence in Sri Lanka during 1983, the en mass influx of Sri Lankan refugees commenced on 24.07.1983. These refugees, arrived in four phases, had been accommodated in various camps in Tamil Nadu.
- The refugees, who are willing to go back to Sri Lanka or to any other country of their choice at their own cost, are issued with "Exit Permits" by the respective District Collectors.

2.4 Total No. of Refugees in Tamil Nadu as on 04.01.2010

Category	Families	Persons
Camp Refugees	19,916	73,251
Non Camp Tamils	11,478	32,242
Total No of Ordinary Camps (in 26 districts)		113
Total No of Special Camps (sub- jail)		2

2.5 Antecedents of Refugees:

- Sri Lankan Tamils started arriving Tamil Nadu from 12.01.2006 onwards as fourth phase as refugees due to the same ethnic crisis. As on date (04.01.2010) 8,450 families consisting of 24,527 persons including 18,222 adults and 6,305 children have arrived at Rameswaram during the fourth phase. Officials of police and intelligence departments conduct enquiries at the Quarantine camp with newly arriving refugees.
- After ensuring that they do not belong to any militant groups/movement, they are permitted to stay in the regular camp at Mandapam.
- If it is known that they are associates of militant movements, it is then recommended to lodge them in the special camps situated at Poonamallee in Thiruvallur district and Chengalpattu in Kancheepuram district.

2.6 Non-Camp Registration:

- If some one of those who come by air, seek permission from the Director of Rehabilitation to stay with their relatives, it is referred by the Director of Rehabilitation to the police officer of the area in which they wish to stay, to register them.
- This category of Sri Lankan nationals will not be provided with any of the relief assistance that is provided to the refugees living in the camps.

2.7 Camp Admission:

- All the details of those who are cleared at the Quarantine camp for admission to regular camps are recorded in the computer and register at the Mandapam camp.
- The refugees are photographed and issued family identity card.
- Required clothing materials, mats, bed sheets and utensils with one month cash doles in advance are provided immediately to run a family along with a dwelling unit.

2.8 Two Permanent Transit Camps in Tamil Nadu :

District	Transit Camp	Population as on 04.01.2010	
		Families	Persons
Ramanathapuram	Mandapam	906	2,980
Tiruchirappalli	Kottapattu	454	1,498

2.9 Procedures followed in Mandapam Camp :

- Around 5,000 persons can be accommodated in Mandapam transit camp. The Sri Lankan Tamils who arrive from Sri Lanka, as a temporary arrangement, are initially accommodated in the Mandapam camp. Later they are sent to the 115 government-

administered camps (including 2 special camps at Chengalpattu and Poonamallee) in 26 districts of Tamil Nadu.

- While the refugees are in the quarantine camps under the supervision of police department, cooked food are provided to the refugees every day (three times) at the rate of Rs 35/- per adult per day and Rs 20/- per child per day. (Now the Government of India have increased the rate from Rs 35/- to Rs 45/- and Rs 20/- to Rs 30/- per day and orders of the State Government is awaited).
- After appropriate medical check up, preventive medicine like inoculation for measles are administered, free of cost.
- On account of administrative reasons, or upon the request of the refugees to transfer them to camps in other districts for reunion with their relatives and when such camp transfer is authorized, the refugees are transported at the expense of the Government.

2.10 Welfare Schemes :

- About 52,373 Individual multi colour Identity Cards have been prepared and issued to every adult Sri Lankan Refugees above the age of 12 years in order to ensure their welfare and security. Remaining refugees are going to be issued with identity card, for which all the necessary arrangements have been made.
- Pregnant Sri Lankan Tamil women are given Rs.1,000/- per month during the eighth, ninth and tenth months of pregnancy and for the first three months after the delivery, totaling Rs. 6,000/- under Dr. Muthulakshmi Reddy Maternity Financial Assistance Scheme of the Government of Tamil Nadu. The details of beneficiaries are as follows:

Period	2007-08	2008-09
No. of beneficiaries	905	2242

(G.O.118 Health and Family Welfare Department, dated: 05.04.2007).

- When the Sri Lankan Tamil refugee women are pregnant, they are administered with tetanus injections by the nurses from the concerned Primary Health Centers (PHCs), after appropriate medical check-up.
- Required medical counseling is provided to pregnant women every month, after appropriate medical check-up.
- Pregnant women are provided with required vitamin tablets, milk, fruits and bread under the Integrated Child Development Scheme (ICDS).
- Pregnant mothers can be admitted to the nearby PHC or hospital, free of cost, for child delivery.
- Following child delivery, the child's birth certificate can be obtained through the hospital.
- Following the birth of a child, the details are furnished to the Village Administrative Officer and Special Revenue Inspector to record the same in the family card through which they can receive the cash doles immediately.

- Following the birth of a child, the nurses of the PHCs should continue to monitor the growth of the child and the mother's health.
- The required nutritious food, vitamin tablets, milk, fruits are given free of cost under the ICDS.
- Timely administration of polio drops, free of cost, to children is provided.
- All the refugees are provided with facilities such as accommodation, electricity, drinking water, toilet facilities, basic health facilities, link-road facility and transport facility free of cost, and the same is administered by the concerned Panchayat.
- Sri Lankan refugee students studying upto 12th class in Government and Government-Aided schools are given free education, free note books, text books, free uniform, free noon meals and free bus pass to commute from the camp to the school. Students studying 11th class are given free bicycles.
- Birth and death, marriage, income and refugee certificates will be issued by the concerned officials with their request.
- Splitting of large families into small size subject to the availability of free vacant huts.
- Registration of marriage, birth, death and updating of age category from child to adult by the concerned officials with their request.
- Request for voluntary transfer from one camp to another camp is accepted by the concerned officials subject to valid reasons.
- With a view to facilitate the refugees to earn their livelihood, they are permitted to leave the camps between 6.00 a.m and 6.00 p.m in search of jobs commensurate with their skills /qualification (subject to the laws in force in this regard).

2.11 Relief Assistance to Sri Lankan Refugees in Camps:

2.11.1 Monthly Cash Doles :

(G.O.Ms.No. 755, Public (Rehabilitation) Dept. dated 31-07-2006)

S.No.	Family Members	Cash Doles (Rs.) (Previously)	Cash Doles at Present (Rs.) (01.08.2006 onwards)
01	Head of the family	200.00	400.00
02	Other Adults	144.00	288.00
03	First child	90.00	180.00
04	Other children	45.00	90.00

- The Government of Tamil Nadu has doubled the cash dole from 01.08.2006 and is distributed in one installment in advance to run their families instead of bimonthly distribution. The annual approximate expenditure is Rs. 26.00 crores.

2.11.2 Rice at Subsidized Rate :

(Government of India Lr.No. 1(26)/83-RH./I Labour and Rehabilitation Ministry dated : 19.12.1983)

S.No.	Family Members	Age	Quantity of Rice
01	Adults	Above 8 years	400 grams daily
02	Children	Below 8 years	200 grams daily

- Subsidized rice at the rate of Rs. 0.57 per kg are distributed to the refugees through fair price shops located in the camps or near by. Approximate annual expenditure for this head is Rs.8.32 crore.

2.11.3 Aluminium Utensils:

(G.O.No.947, Public (RH.II) Department, dated 18.6.1998)

(a)	Rice boiling utensils (5 Liters capacity)	1
(b)	Sambar, Curry Utensils (2 Liters capacity)	1
(c)	Large spoon	2
(d)	Dining Plates	2
(e)	Tumblers	2

- These utensils costing Rs 250/- are distributed free of cost to the camp refugee family-wise through cooperative stores once in two years. Every two years once, 8 items of utensils would be supplied to all the refugee families at free of cost. The annual expenditure would be Rs.0.50 crore.

2.11.4 Free Clothing Materials:

(G.O.No.2 Public (RH.II) Department, dated: 03.11.2001)

Sl.No	Gender	Category	Items	Numbers
1.	Male	Adult	Dhoti	2
			Vests	2
2.	Male	Child	Half Trousers	2
			Inner Garments (Vests)	1
			Half Sleeve Shirt	1
3.	Female	Adult	Sari	2
			Blouse	2
			In skirt	1
4.	Female	Child	Skirt	1
			Blouse	1
			Frock / Gown	1
5.	Every Family		Towels	2
6.	Every Adult		Mat	1

7.	Every Adult (once in 2years)		Blanket	1
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- The above listed materials are provided every year to all the refugees / refugee families in the camps free of cost except the blankets which are given once in two years at the cost approved by Government of India. Approximate annual expenditure for this head is Rs.3.00 crore.

2.12 Infrastructure Facilities :

- Due to the influx of Sri Lankan Tamil refugees, temporary huts were constructed during 1984. From 1990 onwards these huts have been remodeled in the size of 10x10 Sq.feet with the provision of basic amenities. Now further remodeling of these huts with sufficient space is under way.
- Proposals have been sent to Government of India (GOI) to repair and renovate all huts in the camps in the state at a total cost of Rs 16.19 crores. The proposals are under the consideration of GOI.

2.12.1 Present Sanction given by Government of India:

- Construction of 450 new huts will be taken up at Achimangalam Village in Karur District at a total cost of Rs. 128.34 lakhs.
- The roofs of huts in Irumboothipatti refugee camp in Karur district will be repaired at a total cost of Rs 22.97 lakhs.
- The quarters in Mandapam camp in Ramanathapuram district will be renovated at a total cost of Rs 0.95 lakhs.
- Special repair to the huts in Paramathi and Mettupatti refugee camps and construction of community hall in Namakkal district will be taken up at a total cost of Rs 29.75 lakhs.
- Provision of basic amenities in camps in Virudhunagar district will be taken up at a total cost of Rs 16.60 lakhs.
- Renewal of electrical installation in camps in Tiruchirapalli will be taken up at a total cost of Rs 10.91 lakhs.
- Rewiring in huts and provision of new service wires for 400 huts in the Mandapam Camp will be taken up at a total cost of Rs 11.35 lakhs.

2.12.2 Present Sanction Given by Government of Tamil Nadu :

The Hon'ble Chief Minister of Tamil Nadu had ordered his Ministers to inspect all the 115 refugee camps in the state on 02.11.09. Based on the recommendation of Ministers, the government had sanctioned a sum of Rs 100.00 crores for the welfare of Sri Lankan Tamils staying in camps. Out of the Rs 100.00 cores sanctioned, a sum of Rs 45.00 crores had been

released, as first installment, to take up the following schemes which includes improvements of basic amenities in camps and extension of the certain welfare schemes to them.

2.12.2.1. Improvement of Basic Amenities in Camps: The basic infrastructure facilities under the following 14 categories will be strengthened in all the camps in the state during the current financial year at a total cost of Rs 37.33 crores.

1. Repair / renovation of houses
2. New bore wells and hand pumps
3. Repair of bore wells
4. Repair of hand pumps
5. New over head tanks
6. Repair of overhead tanks
7. New water pipe lines and extension of pipe lines
8. Construction of new toilets
9. Repair of toilets
10. Provision of new drainage lines
11. Repair of drainage lines
12. Repair of the roads in the camps
13. Electrical poles and street lights
14. Repair of electrical wirings and fittings in the houses.

2.12.2.2. Kalaignar Insurance Scheme for Life Saving Treatments: This scheme had been extended to all refugees staying in camps in the state. Under this scheme, each family will enjoy benefits up to Rs. 1.00 lakh for certain procedures in private hospitals and pay wards in government hospitals. So far, 20,910 persons had been photographed for this scheme.

2.12.2.3. Free Colour Television Scheme: This scheme had also been extended to all refugees staying in camps in the state. Under this scheme each family will get a colour television at set free of cost. So far, 19,438 colour television sets were distributed to the refugees in camps.

2.12.2.4. Moovalur Ramamirtham Ammaiya Memorial Marriage Assistance Scheme: The government had further extended the *Moovalur Ramamirtham Ammaiya* memorial marriage assistance scheme to the poor Sri Lankan Tamil refugees living in camps in the state. This scheme aims to help financially poor parents in getting their daughter's married and also to promote their educational status. So far, one person was benefited under this scheme.

2.12.2.5. Provision of Sports Equipments: In order to promote sports and physical fitness of the refugees living in camps; the government had further extended the scheme of providing sports materials and equipment to them. So far, 109 camps were provided with sports equipments under this scheme.

2.12.2.6. Provision of Aids and Equipments for Disabled Persons: In order to mainstreaming the persons with disabilities in the society and improving their standard of living, the government had further extended the scheme of providing aids and equipments to the disabled refugees in camps in the state. So far, 148 handicapped persons were benefited under this scheme.

2.12.2.7. Enhancement of Funeral Rites Expenses: The government had enhanced the expenditure of performing funeral rites of the deceased from the existing Rs. 500/- per adult and Rs. 300/- per child to Rs 2,500/- per deceased person (*GO.No.1227, Public (Rehabilitation-1) Department Dated: 10.12.09*). So far, families of 12 deceased persons were benefited under this scheme.

2.12.2.8. Free Bus Pass for Students Pursuing Studies in Arts, Science and Engineering Colleges : The government had further extended the scheme of providing free bus passes to all refugee students in camps pursuing studies in Arts, Science and Engineering Colleges in the state. So far, about 635 college students were benefited under this scheme.

2.12.2.9. Issue of Driving Licenses to the Refugees in the Camps: The Government had further relaxed the restrictions of issuing driving licenses to the genuine refugees who are staying in camps, so as to enable them to improve their living status. So far, 1216 persons were issued with driving licenses under this scheme.

2.12.3. Chief Minister's Relief Fund to Sri Lankan Refugees:

In case of a refugee's accidental death, his family heirs are given Rs. 15,000/- under the Chief Minister's Sri Lankan Refugees' Relief Fund. The required application should be sent to the Chief Minister's Special Cell, along with the recommendation of the District Collector (*G.O.No.131, General Rehabilitation Department, dated: 21-01-2000*).

2.13 Special Camps :

At present, two special camps are functioning at Poonamallee in Thiruvallur District and Chengalpattu in Kanchipuram District accommodating the Sri Lankan Tamils, who have come to the adverse notice of the Police. As on 30.11.2009 a total of 53 Sri Lankan Tamils are lodged in the special camps under section 3(2)e of the foreigners act, 1946 with a view to restrict their movements. As their movements are restricted, they are supplied with cooked food at the rate of Rs.45/- per adult and Rs.20/- per child, a day. All the basic amenities are provided in the camp.

2.14 Repatriation of Sri Lankan Refugees:

- Roughly 1.00 Lakh Refugees have been repatriated by Government with their willingness in Two phases (First phase- from 1987 To 1989 and Second phase from 1992 To 1995) through air and sea.
- About 1.00 Lakh Refugees had also left to Sri Lanka and the other countries of their choice on their own accord with valid travel document.
- On Their Own: The refugees who are willing to go back to Sri Lanka or to any other country of their choice at their own cost are issued with "Exit Permits" by the respective District Collectors.
- Refugees are also repatriated to Sri Lanka with the financial assistance of UNHCR. So far (upto 31.12.09), about 1,833 families consisting of 6,354 refugees had been voluntarily repatriated Sri Lanka.

2.15 United Nations High Commissioner for Refugees (UNHCR) Assistance:

The Department of Rehabilitation has taken initiative for Voluntary Repatriation of refugees back to Sri Lanka with the financial assistance of UNHCR. UNHCR has been permitted to interview the refugees identified after getting necessary clearance from the Government of India. On the basis of verification and recommendation by UNHCR, the details of Sri Lankan Refugees voluntarily repatriated during this period are given below:

Year	No. Of Families	Persons
2002	20	71
2003	317	1092
2004	875	3078
2005	339	1173
2006	5	27
2007	0	0
2008	25	95
2009	252	818
Total	1,833	6,354

2.16 Repatriates:

2.16.1 Repatriation from Burma:

The arrival of repatriates from Burma commenced on 01-06-1963. It was expected roughly about 2.3 Lakh persons to India as repatriates, whereas 1,44,445 (1.4 lakh) repatriates were actually arrived to India upto 1989. Thereafter, there was no arrival from Burma till date.

2.16.2 Repatriation from Vietnam:

The arrival of repatriates from Vietnam commenced from July 1975 onwards. The repatriation continued from Vietnam upto 1980. The arrival of repatriates from Vietnam was registered as 2055.

2.16.3 Repatriation from Sri Lanka:

The arrival of repatriates from Sri Lanka commenced in the year 1965. Due to ethnic violence in Sri Lanka during 1983, the en masse influx of Sri Lankan refugees commenced, as a result of which the arrival of repatriates by ferry service was stopped from October 1984 onwards. However, after that very few repatriates have arrived in India through air on their own accord. The number of repatriates arrived from Sri Lanka was registered as 4,61,631 till date.

2.16.4 Relief Assistance to Sri Lankan Repatriates:

The Sri Lankan repatriates on their arrival from Sri Lanka were given free meals at the Reception Centre at Rameswaram and sent to the Transit camps at Mandapam in

Ramanathapuram District and Kottapattu in Tiruchirapalli District. In the Transit camps, the repatriates were paid Cash Doles, supplied rice at subsidised rates with free accommodation electricity and medical facilities. They are accommodated not more than 3 months. They are provided rehabilitation assistance immediately and sent to the place of their choice for settlement.

2.16.5 Rehabilitation Assistance to the Repatriates:

The repatriates who brought liquid assets not exceeding Rs.20,000/- upto 03-02-1997 and there after Rs.40,000/- are eligible for rehabilitation assistance as per Government of India norms. They have to apply for Rehabilitation Assistance within one year from the date of arrival in India. The First Secretary, Assistant High Commission of India at Kandy selects the family for the schemes according to the work force of the concerned family. One of the following assistances is provided to each of the family.

- Business loan upto Rs.7,500/- (Rs.5,000/- as initial business loan to commence business and Rs.2,500/- additional business loan to improve the business)
- Loans for self employment schemes in Dairy Farming, Powered Cyclo-Rickshaw and Match Industries.
- Agricultural Schemes.
- Employment in Tamil Nadu Co-operative Spinning Mills.
- Employment in private concerns through Repatriates' Co-operative Finance and Development Banks Industrial Schemes.
- Employment in Tamil Nadu Tea Plantation Corporation and Arasu Rubber Corporation.
- Employment in Chinchona Plantations.

Apart from the above schemes, housing loan is granted to the family consisting 2 and more than 2 members to have their own houses and for permanent settlement in India. Housing loan is given to the head of the repatriate family at the rate of Rs.10,000/- in Urban areas and Rs.6,000/- in rural areas. Wherever Government poramboke lands are made available, house sites are given free of cost to the repatriates.

2.16.6 Beneficiaries:

The details of beneficiaries are given below:

S.No	Schemes	Families
1	Business loans	77,445
2	Settled in Agricultural schemes	3,275
3	Employment in Tamil Nadu Tea Plantation Corporation	2,445
4	Employment in Arasu Rubber Corporation	285
5	Employment in Chinchona Plantations	125
6	Employment in Co-op.Spinning Mills	3,942
7	Employment through REPCO Bank	4,918

8	Settlement in Self-employment schemes	526
9	Housing loans	57,461

Apart from this 4,639 Sri Lankan repatriate families were settled in other State as follows:

S.No	State	Families
1	Karnataka	988
2	Kerala	1,599
3	Andhra Pradesh	1,962
4	Gujarat	1
5	Pondichery	25
6	Andaman & Nicobar Islands	64
	Total	4,639

CHAPTER-3

POWERS AND DUTIES OF THE OFFICERS OF THE ORGANISATION.

Designation	Powers
1. COMMISSIONERATE	
Director of Rehabilitation	General administration, establishment, supervision and in charge of implementation of various activities of rehabilitation
Deputy Director of Rehabilitation	Establishment matters, general administration, monitoring the implementation of infrastructure development schemes in the refugee camps.
Special Deputy Collector (Camps)	Inspection of refugee camps , camp admission, readmission etc.,
Personal Assistant (Administration)	Statement of bills, and draw and disburse salary bills of the staff.
Personal Assistant (Rehabilitation)	Dealing with welfare of Repatriates.
Personal Assistant (Refugee Relief)	Building maintenance, development of infrastructural facilities
2. COLLECTORATE	
District Collector	Over all administration of the camp
Personal Assistant (General)	Welfare activities of the refugees/repatriates, bills, establishment district rehabilitation activities
Special Deputy Collector.(Refugee) Transit Camp at Mandapam and Kottapattu	Welfare activities of the refugees / repatriates, bills, establishment district rehabilitation activities, and overall administration of the transit camps.

CHAPTER-4

LIST OF RULES AND REGULATIONS

1. Transfer of Refugees:

Instructions of the Government of India / State Government / Director of Rehabilitation from time to time is followed.

2. Re-admission of Refugee:

As per the instruction of Government of India / State Government / Director of Rehabilitation from time to time is followed.

3. Rules and Regulations of Camps:

Movement of the camps refugees are restricted with reference to Government of India / State Government instructions time to time. The refugees are expected to adhere the rules and regulations governed for the general public of the state.

4. Conduct Rules of Refugees:

Movement of the camp refugees are restricted with reference to Government of India / State Government instructions time to time. No specific rules prescribed for refugees.

5. Other Rules and Regulations Prescribed by Government of India and Government of Tamil Nadu:

No specific rules neither prescribed nor framed for refugees.

CHAPTER -5

Nil

CHAPTER - 6

OFFICIAL DOCUMENT

1. Population of Camp refugees
 - a) State level
 - b) District level
 - c) Camp level
2. Number of Camps including Special Camps
3. Expenditure incurred by Government of Tamil Nadu (State level) and reimbursement from Government of India.
4. Number of beneficiaries (repatriates) in housing loan and business loan.
5. Expenditure incurred on the above loan beneficiaries.

CHAPTER - 7

Nil

CHAPTER - 8

NAME OF THE PUBLIC AUTHORITY

8.1 Department Appellate Authority:

Address : Rehabilitation Department, Ezhilagam Annex, Chepauk, Chennai-600 005.
Fax : 044 28591135
Email : rehab@tn.nic.in

S.No.	Name	Designation	Phone No. Office / Residence
1.	Thiru .M.Mutia Kalaivanan , IAS.,	Director of Rehabilitation	044 -28525648

8.2 Public Information Officer.

1.	Thiru V.Jayakumar	Deputy Director	044 -28515288/ 044 -24987876
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8.3 Assistant Public Information Officer

1	Thiru A.Chandrasekaran	Personal Assistant (Refugee Relief)	044-28515288
2.	Tmt. P.Saraswathi	Personal Assistant (Rehabilitation)	044-28515288
3.	Thiru V.Raghupathi	Special Deputy Collector (Camps)	044-28515288

CHAPTER-9

PROCEDURES FOLLOWED IN DECISION MAKING PROCESS

9.1 Procedures Followed in Decision Making process

1. Procedures Followed to Take Decision for Various Matters: The request of the refugee accommodated in the camps are scrutinized in various levels (i.e) Camp level, Taluk level, District level, Directorate level, State level, Government of India level and orders will be issued as per the decisions taken.

2. Different Levels Through which a Decision Process Moves: Camp level, Taluk level, District level, Directorate level, State Government level and Government of India level.

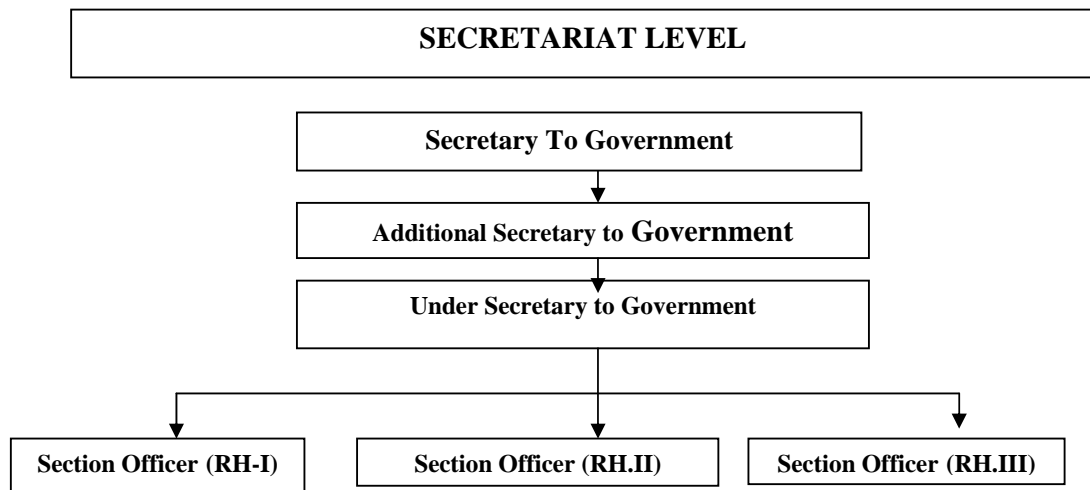
3. Arrangements Made to Communicate the Decisions to the Public: Through letter correspondence to the individuals and general information also provided through notice board in the camps.

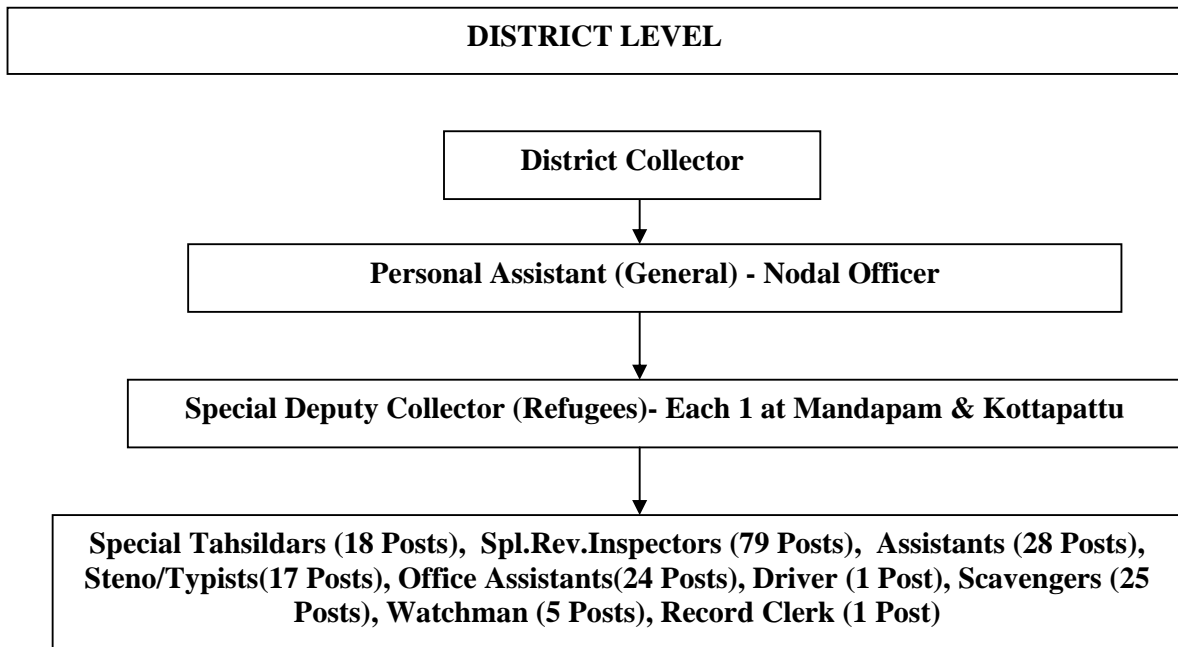
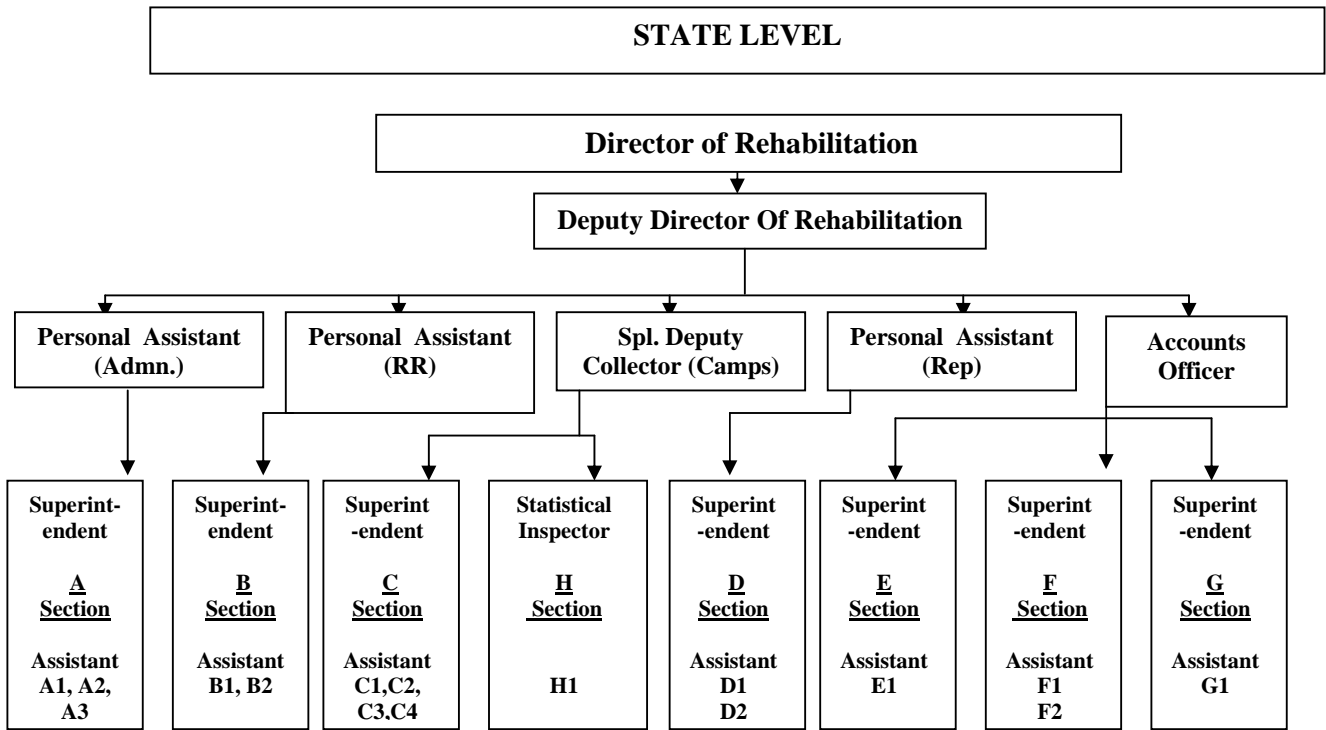
4. Officers Whose Options are Sought for in the Process of Decision Making:

- i. Tahsildars / Special Tahsildars (Refugees)
- ii. District Collector
- iii. Director of Rehabilitation
- iv. Secretary to Government, Public Department,
- v. Ministry of Home Affairs, Government of India, New Delhi.

5. Final Authority of the Decision Making: Depends on the nature of request as well as depth of grievances requested by the Competent authority.

9.2 Organisational Pattern:





CHAPTER-10

INFORMATION ABOUT THE OFFICERS / EMPLOYEES (DISTRICT WISE)

10.1 Information About the Officers in the Directorate:

Address : Rehabilitation Department, Ezhilagam Annex, Chepauk, Chennai-600 005.
Fax : 044 28591135
Email : rehab@tn.nic.in

No	Name	Designation	Phone No.
1.	Thiru .M.Mutia Kalaivanan	Director	28525648
2	Thiru V.Jeyakumar	Deputy Director	28515288
3	Thiru V.Raghupathi	Special Deputy Collector	28515288
4.	Thiru R.Ramaraju	Accounts Officer	28515288
5.	Thiru A.Chandrasekar	Personal Assistant (Refugee)	28515288
6.	Tmt. P.Saraswathy	Personal Assistant (Repatriates)	28515288

10.2 Information About the Officers in the Districts:

No	Name of the District	Officer in charge	Address
1	Coimbatore	Personal Assistant (G) to Collector	District Collectorate
2	Cuddalore	Personal Assistant (G) to Collector	District Collectorate
3	Dharmapuri	Personal Assistant (G) to Collector	District Collectorate
4	Dindigul	Personal Assistant (G) to Collector	District Collectorate
5	Erode	Personal Assistant (G) to Collector	District Collectorate
6	Kancheepuram	Personal Assistant (G) to Collector	District Collectorate
7	Kanyakumari	Personal Assistant (G) to Collector	District Collectorate
8	Karur	Personal Assistant (G) to Collector	District Collectorate
9	Krishnagiri	Personal Assistant (G) to Collector	District Collectorate
10	Madurai	Personal Assistant (G) to Collector	District Collectorate
11	Namakkal	Personal Assistant (G) to Collector	District Collectorate
12	Perambalur	Personal Assistant (G) to Collector	District Collectorate
13	Pudukkottai	Personal Assistant (G) to Collector	District Collectorate
14	Ramanathapuram	Personal Assistant (G) to Collector	District Collectorate
15	Salem	Personal Assistant (G) to Collector	District Collectorate
16	Sivagangai	Personal Assistant (G) to Collector	District Collectorate
17	Theni	Personal Assistant (G) to Collector	District Collectorate
18	Thiruvallur	Personal Assistant (G) to Collector	District Collectorate
19	Thoothukudi	Personal Assistant (G) to Collector	District Collectorate
20	Tiruchirapalli	Personal Assistant (G) to Collector	District Collectorate
21	Tirunelveli	Personal Assistant (G) to Collector	District Collectorate
22	Tiruppur	Personal Assistant (G) to Collector	District Collectorate
23	Thiruvannamalai	Personal Assistant (G) to Collector	District Collectorate
24	Vellore	Personal Assistant (G) to Collector	District Collectorate
25	Villupuram	Personal Assistant (G) to Collector	District Collectorate
26	Virudhunagar	Personal Assistant (G) to Collector	District Collectorate

CHAPTER- 11

SCALE OF PAY FOR STAFF IN DIRECTORATE

S.No	Name of Post	Scale of Pay	Grade Pay Rs
1	Director of Rehabilitation	IAS Cadre	
2	Deputy Director	Rs 15,600 – 39,100	6600
3	Special Deputy Collector (Camps)	Rs 15,600 – 39,100	5400
4	Accounts Officer	Rs 15,600 – 39,100	5400
5	Personal Assistant to Director	Rs 15,600 – 39,100	5400
6	Superintendents	Rs 9,300 - 34,800	4800
7	Statistical Inspector	Rs 9,300 - 34,800	4400
8	Assistant	Rs 5,200 – 20,200	2400
9	Junior Assistant	Rs 5,200 – 20,200	2000
10	Steno Typist	Rs 5,200 – 20,200	2400
11	Typist	Rs 5,200 – 20,200	2000
12	Drivers	Rs 5,200 – 20,200	2000
13	Record Clerks	Rs 5,200 – 20,200	1400
14	Office Assistants	Rs 4,800 – 10,000	1300

Salary and Allowances are as per the guidelines and service rules of Government of Tamil Nadu

CHAPTER-12

BUDGET ALLOCATION

12.1 Budget Allocation:

The budget provision made in the First Suplimentary Expenditure (FSE) during the financial year 2009-10 is as follows

S.No	Head	Amount Rs in crore
1	Non Plan	96.27

12.2 Reimbursement of Expenditure:

The expenditure is initially incurred by Government of Tamil Nadu out of which 100% of total expenditure incurred at district level and Directorate of Rehabilitation towards administration and relief assistance, 50% of expenditure incurred at the Secretariat (Public Rehabilitation Department) and Police staff and 2/3rd of expenditure towards health staff are reimbursed by Government of India. The expenditure is reimbursed by Government of India on quarterly basis for the first three quarters and for the fourth quarter the amount is reimbursed on production of audit certificate issued by the Accountant General (Audit).

CHAPTER-13

This department is rendering relief and rehabilitation measures only. Hence it is not applicable.

CHAPTER-14

LIST OF BENEFICIARIES IN THE FORMAT

S.No	Beneficiary Name	Validity Period	Parent / Guardians	Address
This department is rendering relief and rehabilitation measures only. Hence it is not applicable.				

CHAPTER-15

DETAILS OF NORMS / STANDARDS SET BY THE DEPARTMENT

Not applicable

CHAPTER-16

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

It is under process.

CHAPTER-17

DETAILS OF THE INFORMATION RELATED TO THE VARIOUS SCHEMES / MEANS, METHODS OF FACILITATION AVAILABLE TO THE PUBLIC

Through news paper	Not applicable
Notice board	
Inspection of Records in the office	
System of issuing of copies of documents	
Website of the Public authority: (under process)	
Other means of advertising	

CHAPTER-18

FREQUENTLY ASKED QUESTIONS AND THEIR ANSWERS BY PUBLIC

1. How many Refugees are accommodated in Tamil Nadu?
2. How many camps are functioning in Tamil Nadu?
3. How much the amount incurred for them by Government of India and Government of Tamil Nadu?

CHAPTER- 19

**GUIDE LINES TO THE PUBLIC INFORMATION OFFICER TO DISSEMINATE
THE INFORMATION**

1. Any individual refugee/repatriates information should not be disseminated
2. Sensitive information should not be disseminated
3. Intelligence (Criminal proceedings against the refugees) information should not be disseminated
4. Whereabouts of the groups of the refugees should not be disseminated
5. Information about the repatriated persons to Sri Lanka should not be disseminated
6. Ensure the information provided will be tallied with in all levels without any discrepancies.

APPLICATION FORM (DRAFT) FOR REQUIRED INFORMATION

From

To

The Public Information Officer,
Office of the Director of Rehabilitation,
Chepauk, Chennai – 5

Lr.No. _____ dated: / / _____

Sir,

Sub : Refugee/Repatriate Rehabilitation – Right to information Act 2005
– Details on ----- - Requested – Regarding.

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

Guidelines	
Application form (a copy of filled application form for reference)	As above.
Fee	As per Tamil Nadu Right to Information (Fees) Rules 2005
How to write a precise information request – Few tips	As above.
Right of the citizen in case of denial of information and procedure to appeal.	1 st appeal within 30 days - Appellate Authority. 2 nd appeal within 90 days - State Information Commission.