



**Government of Tamil Nadu**

**MANUAL UNDER THE RIGHT TO  
INFORMATION ACT, 2005  
[A PROACTIVE DISCLOSURE DOCUMENT]**

**Department of School Education,  
Secretariat,  
Chennai-600 009**

**(Corrected upto October 2011)**

# **PREFACE**

## **PREFACE**

The Government of India have enacted the Right to Information Act 2005 (Act 22 of 2005) which came into effect from 15.06.2005. This act provides for Right to Information to citizens to secure access to information under the control of public authorities and also to promote transparency and accountability in the working of every Public Authority.

2. Under Section 4(1)(b) of the Act, it is mandatory for the public authorities to publish all particulars required therein for information of the public.

3. Accordingly, this Manual relating to the School Education Department, Secretariat is published. Efforts have been taken by this Department to publish the details of organization, functions, duties, powers etc. in the form of a manual, for the use of the public. This manual also contains the list of Public Information Officers/ Appellate Authorities for the use of public, as required under the Act.

4. Again, as required under the Act, this Manual will have to be updated every year so as to make provisions for modifications, corrections, alterations etc., if any, depending on various situations and needs which may arise.

5. I hope this Manual will server the needs of the general public with reference to the Right to Information Act, 2005.

**SECRETARY**  
**SCHOOL EDUCATION DEPARTMENT**

## CONTENTS

Chapter	Topic	Page No.
1	Introduction	1
2	Organisation, Functions and Duties [(Sec.4(1)(b)(i)]	3
3	Powers and Duties of Officers and Employees [Sec.4(1)(b)(ii)]	13
4	Procedure followed in decision making process [Sec.4(1)(b)(iii)]	18
5	Norms set for discharge of functions [Sec.4(1)(b)(iv)]	23
6	Rules, Regulations, Instruction, Manual and Records followed. [Sec.4(1)(b)(v)]	25
7	Categories of documents held [Sec.4(1)(b)(vi)]	29
8	Arrangements for public representation/consultations that exist in relation to formulation/implementation of policy [Sec.4(1)(b)(vii)]	31
9	Boards, council, committees and other bodies. [Sec.4(1)(b)(viii)]	33
10	Directory of Officers and employees [Sec.4(1)(b)(ix)]	35
11	Monthly remuneration received by officers and employees [Sec.4(1)(b)(x)]	39
12	Budget Allocated to each agency [Sec.4(1)(b)(xi)]	41
13	Manner of Execution of Subsidy Programmes [Sec.4(1)(b)(xii)]	44
14	Particulars of recipients of concessions, permits or authorisation granted [Sec.4(1)(b)(xiii)]	46
15	Information available in electronic form [Sec.(1)(b)(xiv)]	48
16	Facilities available to citizens for obtaining information [Sec.4(1)(b)(xv)]	50
17	Particulars of the Public Information Officers [Sec.4(1)(b)(xvi)]	52
18	Other Useful informations. [Sec.4(1)(b)(xvii)]	54

# **CHAPTER -1**

## **INTRODUCTION**

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, this manual has been brought out by way of publication of all relevant information as required therein.

The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents that are available with the Department.

This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by this Department and the Head of Departments under its administrative control.

A person requiring any information under this Act may contact any of the Public Information Officers as indicated in Chapter 17 hereunder by payment of Fees and other expenses as prescribed from time to time under the Tamil Nadu Right to Information (Fees) Rules, 2005.

**CHAPTER – 2 (MANUAL – 1)**  
**[Sec.4(1)(b)(i) of the Act]**

**PARTICULARS OF ORGANIZATION,  
FUNCTIONS AND DUTIES**

## **Objective / purpose of the Department.**

The basic objective of the Department is to formulate policies, laws, regulations and various programmes based on the needs of the society now and then, for achieving the following goals of the Government in the field of School Education in Tamil Nadu.

- To provide elementary schools in hamlets where there are no schools
- To provide free and compulsory education for all children of age group 6-14.
- To eradicate dropouts.
- To improve the basic amenities in schools.
- To improve and enrich the syllabus.
- To improve the quality of education
- To eradicate illiteracy
- To distribute quality textbooks at fair price in time.
- To open village libraries where there is a population of 5000 and above.
- To give importance to vocational training schools.
- To encourage health education in schools.
- To involve the parents in the management of schools to a great extent.

## **Vision Statement of the Department.**

**Elementary School:** It is the aim of the Government to have one elementary school in each village where there is population of 300 and above and where there is no school within one k.m.

**Middle School:** It is the aim of the Government to have one middle school for every two elementary schools and where there is no middle school within three kms. The students strength in the fifth standard shall be atleast 25.

**High School:** It is the aim of the Government to have one high school within five km and where the strength of the eighth standard stood atleast 50. There should be atleast 3 acres of land (for girls schools) or 5 acres of land for boys/Co-education schools. Besides this, an endowment of Rs.1 lakh is to be created by the local building committee.



## **Duties of the Department.**

The School Education Department was formed in 1997, after bifurcation from the Education, Science & Technology Department of Secretariat. According to the allocation of subjects as per the Business Rules, applicable to all the Departments of Secretariat this Department has been allocated with the following items of work.

1. Overall administration and control of the Head of Departments functioning under School Education department
2. Policy formulation,
3. Finalisation of the annual budget relating to the schemes implemented by the heads of the Departments.
4. Administrative sanctions for various projects and programmes
5. Advice to other departments in education and training aspects

This Department coordinates the activities of the following ten Heads of Departments viz. Directorates, under its control with the following functions.

<b>Name of the Directorate</b>	<b>Functions in Nutshell</b>
Elementary Education	<ol style="list-style-type: none"><li>1. To grant permission for the opening of private nursery, elementary and middle school</li><li>2. To control and supervision of all nursery, elementary and middle schools</li><li>3. To achieve universalisation of elementary education.</li><li>4. To supervise the recruitment of teachers through employment exchange by the DEEO.</li></ol>
Sarva Shiksha Abhiyan	<ol style="list-style-type: none"><li>1. To achieve the aim of Education for all before 2010.</li><li>2. To eradicate dropouts by 2010.</li></ol>
School Education	<ol style="list-style-type: none"><li>1. To grant permission of the opening of private high &amp; higher secondary school</li><li>2. To control and supervision of all high &amp; higher secondary schools.</li><li>3. Framing of curriculum &amp; syllabus for standards 6-12 on the basis of recommendations of high level committees.</li><li>4. To evaluate other school certificates.</li><li>5. To conducting Technical Teacher Training Course like Drawing, Music, Tailoring</li></ol>
Matriculation Schools	<ol style="list-style-type: none"><li>1. To grant permission of opening and control of Matriculation Schools.</li></ol>

	<p>2. Framing of Syllabus on the advise of Board of Matriculation Schools.</p> <p>3. Control of Matriculation Schools on the advice of the Board of Matriculation Schools</p>
Teachers Education and Research	<p>1. Conducting Secondary Grade Teacher Training Course (i.e DTE)</p> <p>2. Control and Supervision of Teacher Training Institute.</p> <p>3. Evaluation of other state training Diploma in Teacher certificates.</p> <p>4. Imparting in service training to elementary and middle schools teachers.</p> <p>5. Framing of Curriculum &amp; Syllabus for Standards 1-5 on the basis of recommendation of the Committee</p>
Government Examination	<p>1. Conducting of 10th &amp; +2 public examination fool proof manner twice in a year.</p> <p>2. Conduct of other Government Examinations other than TNPSC.</p> <p>3. Issue of Migration Certificates</p> <p>4. Conducting Instant examination within a period of one month for students who failed in one or two subjects for 6-9, 11th at District Level and 10th &amp; +2 at State Level</p> <p>5. Retotalling and Revaluation of answer papers of annual examination in +2 with supply of Xerox copy of answer paper.</p> <p>6. Retotalling of mark in 10th &amp; DTE annual examination.</p>
Non-formal & Adult Education	To eradicate illiteracy and remove gender disparity in Literacy.
Teacher Recruitment Board	Recruitment of Teachers of B.T. & P.G. cadre in High and Higher Secondary Schools, Lecturers in Colleges, Junior Professions in Law Collects. by conducting competitive examination with transparent manner.
Tamil Nadu Text Book Corporation	<p>1. Procurement of paper for printing of school text books.</p> <p>2. Supply of text books to schools at low cost price.</p> <p>3. Functions on the advice of Governing Council for which Secretary to Government, is the Chairman.</p>
Public Libraries	<p>1. Supervision and Control of Libraries.</p> <p>2. To provide Libraries where the population is 5000 and more.</p> <p>3. To promote reading habit among the people.</p>

**List of services being provided by the Department with a brief write-up on them.**

***Administrative Section/Bills Section***

The OP section deals with establishment matters related to the employees of the School Education Department as per the rules framed by the nodal departments, the Personnel and Administrative Reforms Department and Public Department of the Government of Tamil Nadu. As far as the claim of the staff of this department like salary, medical reimbursement, etc. is concerned, there is a separate Bills section looking after all payment due to the staff members and also maintains the Service Registers of the staff.

***Budget***

Budget Section of this department deals with all Budget/Finance/Assembly related works and reports to Finance Department, Planning, Development and Special Initiatives Department, Legislative Assembly Secretariat, Hon'ble Chief Minister's Secretariat, Assurances Committee and Public Accounts Committee. Besides preparation of Governor's Address, Budget Speech, consolidation of Part – II Schemes, reports on Top Priority Schemes of Chief Minister's Secretariat, preparation of Annual Plan and Five Year Plan, this section has also been vested with the responsibility of keeping track of issuance of G.O.s on all schemes (Part-I and Part-II), announcements relating to this department made by His Excellency The Governor of Tamil Nadu, the Hon'ble Chief Minister, Minister for Finance and Minister for School Education.

Besides the Administration and Budget Sections, the remaining sections are dealing with various other subjects schemes which are implemented by Heads of Departments under the control of School Education Department inclusive of the corresponding administrative issues. They are briefly as given below:-

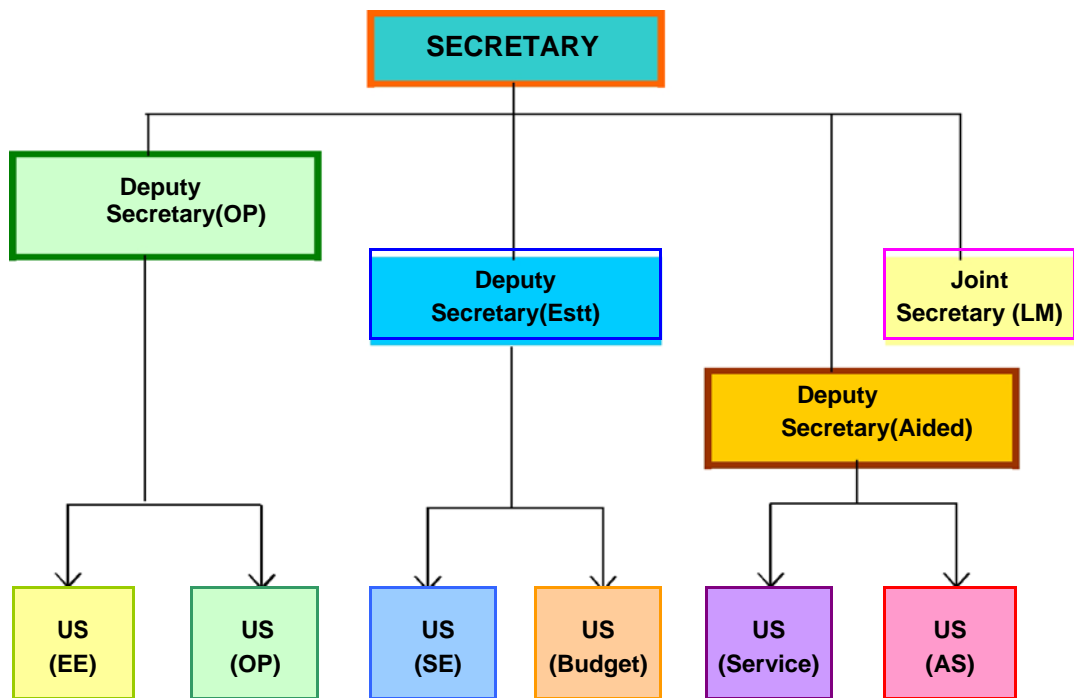
<b>SECTION</b>	<b>SUBJECT/ SCHEME</b>
A	Service & General matters of personal coming under Tamilnadu SES , HMs of Govt. Schools.
B	Service & General, Non-service matters of teaching and non-teaching staff of aided ele. middle Schools, Opening of aided/private ele & middle schools.
C	Matters relating to DNFAE & SSA – Opening of Elementary Middle Schools – Buildings for Ele. School – Computer Education in Ele. school.
D	All matters of aided / private high schools - sanction of posts and grants to aided High school and Higher Secondary School
E	Non-service matters of Government Munpl/Corpnr. High School - Upgradation to High Schools - Post continuance - Linguistic Minorities - Demands of Teachers Associations of High & Higher Secondary Schools - Financial assistance to Sanskrit Pandits.
G	Service matters of teaching staff includes AEEO & PU Ele. & Middle School – Ele.Education Subordinate Service – Demands of Govt. & PU Ele. & Middle Schools Teachers Assns.
HS	Service matters of P.G Asst., Language Assts/Physical Directors and HMs of Govt. Municipal and Corpnr.Hr.Sec.Schools - Upgradation of High into Hr.Sec.Schools / Compassionate appts. Demands of Assn. (PG Assts & HMs) Computer Education in High & Hr.Sec.Schools - Non service matters
K	Matters relating to Directorate of Public Libraries, LLAs, Connemara, Thanjavur Saraswathi Mahal Library
M	Service matters of Sec.Gra. Teachers, B.t.Asst. Tamil Pandits. Language Teachers, PETs and Specialists

	Teachers in TNESS in Govt., Corpn. Municipal, Schools - Compassionate Appointment
N	PAC - Monthly Meeting - LS - RS - Questions CM Cell petitions - All National Festivals - Trade fair activities - Collr. Conf. General Miscellaneous matters
Q	Text Book Corporation, School Syllabus, Area Intensive Programme, Free Supply of Uniforms, Text Books – Orphanages – Nursery Schools – Taking over of Aided Elementary Education – Awards to Teachers.
R	All service matters of staff of Ministerial Service, General Service, General subordinate service of DSE, DEE, DMS, CEO, DEO, AEEO, Compassionate Appointment
S	Service matters of ele. & middle schools – Creatiion/continuance of posts – Grants – Absorbption of Corpn./Munipl. Ele & Middle Schools – Parent Teachers Association of Ele & Middle Schools. (except aided and private)
U	TTI, All service matters to DTERT, TTI, DIET, Evaluation of other state Teacher Training Certificate
V	All the matters relating to DGE, Conducting various public Examination NOC to CBSE, ICSE – Madras Educational Rules, Inspection Code – Audit & Accts Code-Opening of Schools in other states - Sainik, Navodaya schools. special schools, Declaration of minority status of all corporate management of schools
VE	All matters relating to Vocational Education - Comp. appts. - Service matters of PG Assts. including Lang. Teacher / Physical Directors and HMs of Aided and Unaided Hr.Sec.Schools
X	Declaration of minority status to all schools NABARD schemes - All matters of Anglo India, Matriculation, Oriental Schools upto =2 stage. Constrn. of Buildings for

	DSE, DEE, DMS and subordinate offices - including rent.
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**Organisational Structure**

This Department is headed by the Secretary to Government of Tamil Nadu. The Secretary is the administrative head of the Department and principal adviser to the Minister (School Education) on all matters of policy and administration relating to this Department. He is assisted by an Additional Secretary, two Joint Secretaries, one Deputy Secretary and six Under Secretaries, as shown in the organisational chart below.



- US Under Secretary
- EE Elementary Education
- GE Government Examination
- SE School Education
- GI General
- Estt Establishment
- LM Legal Matters

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

Each programme implemented by the department has an in built monitoring mechanism. Periodical meetings are conducted by Secretary and

Additional Secretary of the department to review the progress of the implementation of the Scheme. Sanction of amount for the schemes are done in consultation with the advisory department and the Finance Department and monitoring of the scheme is made regularly and depending on the necessity. Higher Officials from the Government are deputed for verification/inspection of the schemes implemented by the Heads of Departments/Non-governmental Organisations, whenever considered necessary.

**Addresses of the Directorates under the control of this Department.**

<b>Name of the Directorate</b>	<b>Address</b>
Elementary Education	Director of Elementary Education, DPI Campus, Chennai. Phone: Off : 2827 1169 Email: <a href="mailto:dee@tn.nic.in">dee@tn.nic.in</a>
Sarva Shiksha Abhiyan	State Project Director, Sarva Shiksha Abhiyan, DPI Campus, Chennai Phone:Off : 2827 8068 Email: <a href="mailto:dpep@tn.nic.in">dpep@tn.nic.in</a>
School Education	Director of School Education, DPI Campus, Chennai. Phone: Off : 2827 8796 Email: <a href="mailto:dse@tn.nic.in">dse@tn.nic.in</a>
Matriculation Schools	Director of Matriculation Schools, DPI Campus, Chennai Phone :Off : 2827 0169 Email: <a href="mailto:dse@tn.nic.in">dse@tn.nic.in</a>
Teachers Education and Research	Director of Teachers Education & Training, DPI Campus, Chennai. Phone :Off : 2827 8742 Email: <a href="mailto:dtert@tn.nic.in">dtert@tn.nic.in</a>
Government Examination	Director of Government Examination, DPI Campus, Chennai. Phone :Off : 2827 8286 Email: <a href="mailto:dge@tn.nic.in">dge@tn.nic.in</a>
Non-formal & Adult Education	Director of Non-formal & Adult Education, DPI Campus, Chennai. Phone :Off : 2827 2048 Email: <a href="mailto:dnfae@tn.nic.in">dnfae@tn.nic.in</a>
Teacher Recruitment Board	Chairperson, Teacher Recruitment Board, DPI Campus, Chennai. Off : 2826 9968 Email: <a href="mailto:trb@tn.nic.in">trb@tn.nic.in</a>
Tamil Nadu Text Book	Managing Director,

Corporation	Tamil Nadu Text Book Corporation, DPI Campus, Chennai. Phone : Off : 2827 1468 Email: <a href="mailto:tbc@tn.nic.in">tbc@tn.nic.in</a>
Public Libraries	Director of Public Libraries, Mount Road, Chennai. Phone : Off : 2855 0983 Email: <a href="mailto:dpl@tn.nic.in">dpl@tn.nic.in</a>

### **Working hours of the Department**

Opening hours : 10.00 A.M.

Closing hours : 05.45 P.M.

From Monday through Friday

### **General**

In tune with the changing needs of the society and the student community at large, the nature of duties and functions of this Department, in the field of School Education may undergo slight changes with regard to the types/numbers of schemes/programmes taken up for consideration/approval prior to their implementation by the Head of Departments. These details are incorporated in the "POLICY NOTE" of the Department prepared and placed before the Legislature each year, seeking budget provision of funds to meet out the expenditure involved.



**CHAPTER –3**  
**[Sec.4(1)(b)(ii) of the Act]**

**POWERS AND DUTIES OF OFFICERS AND  
EMPLOYEES**

The following are the powers and duties of officers and employees of this Department who are involved in the core activities

### **Secretary to Government**

This department is headed by the Secretary to Government of Tamil Nadu, who is a senior IAS Officer. The Secretary is the administrative head of the Department and principal adviser to the Minister (School Education) on all matters of policy and administration relating to this department. The Secretary is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Special Secretary, Joint Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. The Secretary is to take steps for the prompt despatch of business in the department. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be over all in charge of the Department.

Secretary exercises the financial powers which are given in detail in the Delegation of financial powers issued by Finance Department from time to time.

### **Additional Secretary to Government**

Additional Secretary has been delegated to co-ordinate and oversee all the schemes/ sections excluding. He is designated as circulating officer to send cases direct to the Minister with reference to the general direction of the Secretary. He is an officer who acts on behalf of the Secretary.

### **Joint Secretary to Government**

The Joint Secretary to Government will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. He is the circulating officer to send cases direct to the Minister with reference to the general directions of the Secretary. He is also in charge of maintenance of

discipline of staff. He disposes as many cases as possible at his own level and takes the orders of Secretary on important cases. He can sign and convey the orders in the name of Governor of Tamil Nadu involving financial implication after the approval of competent authority has been obtained.

### **Deputy Secretary to Government**

The Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Deputy Secretary also exercises control over the sections placed in his/her charge. He is entrusted with the disposal of majority of cases coming up to him. He uses his discretion in taking orders of Additional Secretary/Joint Secretary on more important cases. He can sign and convey the orders in the name of Governor of Tamil Nadu involving financial implication after the approval of competent authority has been obtained.

### **Under Secretary to Government**

The Under Secretary exercises control over the sections placed in his charge generally consisting of 3 and 4 section and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work come to his from the section under his charge. He disposes as many cases as possible at his own level and takes the orders of the higher officers on important cases. He can sign and convey the orders in the name of Governor of Tamil Nadu involving financial implication after the approval of competent authority has been obtained.

### **Section Officer**

Section Officer is in-charge of a section of a Secretariat Department. He will be assisted by Assistant Section Officers who work under his direction and control. The training of Assistant Section Officers under him is one of his principal functions. He will manage and Co-ordinate the work relation to the

section. He will scrutinize the files submitted by the Assistant Section Officers. He will guide the Assistant Section Officers in all aspect of work and see that they do not waste time and paper on needless noting or correspondence. He will have a keen watch on receipt of tappals and disposals of the same. He will not simply supervise but will undertake himself in dealing the difficult or important papers whenever necessary. He will be responsible for the despatch of all communications of the section and Section Officer should take independent actions on issuing reminders, obtaining or supplying factual information of a non-classified nature. He will ensure proper maintenance of registers, Office orders etc. keeping them up to date. He will ensure the neatness and tidiness of the Section.

### **Assistant Section Officer**

The main duties of Assistant Section Officer in a section is to put up notes, drafts, maintain the Personal Registers and also to assist the Section Officer. He will maintain the Periodical Registers, reference books stock files etc. keeping them up to date. He will act according to the orders and direction of the Section Officer in imparting official duties. He will dispose off the tappals received by him without any delay. He will keep his seat neat and tidy.

### **Assistant**

Assistants are expected to attend the routine work such as comparing, uthorized , indexing and docketing of closed papers. They will also maintain the prescribed Periodical Registers and put up reminders.

### **Typist**

Typist will type note and drafts and make fair copy of all communication to be uthorized.

### **Private Secretary / Personal Assistant / Personal Clerk**

He should keep the officer free from the worries of a routine nature and mailing correspondence, filing papers, making appointments, arranging

meetings and collecting information. He should be skilled in human relations. An officer has to depend on his Personal Assistant for routine jobs so as to have more time to involve himself to the work in which he has authorized . The Personal Assistant should earn the confidence of his officer for being entrusted with confidential and secrete papers. He should be familiar with the persons who come in contact with his officer and to interact as per the directions of the officer. He will perform the liason work between the officer and the subordinates for smooth functioning of the office.

**CHAPTER – 4**  
**[Sec. 4(1)(b)(iii) of the Act.]**

**PROCEDURE FOLLOWED IN DECISION  
MAKING PROCESS**

All the Departments of Secretariat follow the same procedure in the process of decision making. The procedure to be followed in this regard is set out in detail in the Secretariat Office Manual and the Business Rules and Secretariat Instructions. Further, the process of decision making requires the participation of many officials – from ASO to Ministers including Chief Minister and the Governor at a few instances – depending on the nature of the issue involved. The procedure is elucidated in the following paragraphs.

The tappal / letter is opened in the presence of the Section Officer in-charge of the tappal section, sorted out section-wise., numbered and sent to the Under Secretaries concerned. The tappals are then stamped with the date of its receipt. Envelopes addressed to officers by name and those marked 'Secret' or 'Strictly Confidential' or Confidential' are opened by the Officers to whom they are addressed in the absence of the Officer concerned on leave or otherwise , such envelopes as are marked immediate is opened by an officers of equal or immediately lower rank in the department but now below the rank of Deputy Secretary to Government. Important communications are sent by the Under Secretary to the Secretary or to the Deputy Secretary as the case may be for perusal. After perusal by the officers (who enter on them any instruction they wish to give), the papers are sorted by the Assistant Section Officers / Assistants in charge of tappals, numbered (if it has not already been numbered) and sent to the respective Section Officers. The papers are them registered in his Personal Register by the subject Assistant Section Officer attached to the section. In case the subject Assistant Section Officer is away dhe Assistant, registers the currents.

If any paper relates to an unclosed case, the Assistant Section Officer adds the paper to the current or note file of the case, Otherwise, he puts each paper, in an appropriate pad and the paper thus becomes a 'Case'. He then obtains previous papers, if any, in the secretariat, referred to in the current or note file and, unless the case is taken over by the Section Officer, takes the necessary further action. Such action may be obtaining of further previous papers or precedents, the preparation of uthor, the writing of a brief note stating the points for orders and, the drafting of an order, endorsement etc., in accordance with an established precedent. The Section Officer after making

any revision of, or addition to, the Assistant Section Officer's note or draft or putting up a fresh one, submits the case to the secretary or Deputy Secretary or Under Secretary. The Section Officer shall himself attend to important cases which involve interpretation of Acts and Rules, preparation of notes for Public Accounts Committee etc. When submitting a case for orders, the note may suggest references for further information or remarks to other Departments of the Secretariat or to outside officers but should not suggest the orders to be passed except in simple cases and in cases where there are precedents, he may however, submit a draft answer to a Legislative Assembly question relating to facts and not to the opinion or policy of Government. The Officers to whom the case submitted should direct further action to be taken or suggest clearly the nature of the disposal to be made or the orders to be passed in each case and it is the Secretary or Deputy Secretary or Deputy Secretary who decides whether any Minister or the Governor should see the case at that stage. Specific orders of the Chief Minister should be taken if any case requires discussion at a meeting of the Council of Ministers with reference to the provisions of the Business Rules. The case is circulated, if so directed, and on return is submitted to the Secretary or Deputy Secretary for perusal. It is then sent to the Section Officer, being seen first by the Under Secretary if it belongs to a section under him. The section Officer passes it on with instructions to his Assistant Section Officers or keeps it himself for further action, if necessary, If further information is called for from the secretariat in the notes of Officers or of Ministers or the Governor this process is repeated, until final orders are passed. If a case in which a draft has been put up and circulated to the Ministers or the Governor and is received back with final orders, the draft will be issued with such modifications as may be necessary with reference to the final orders. If however, the case in circulation did not contain a draft and is received back with final orders, a draft is prepared in ordinary cases by the Assistant Section Officer and the file is resubmitted through Section Officer to Under secretary, the Deputy Secretary or the Secretary, as the case may be, who revises or passes the draft, circulating it again if he thinks this desirable. Drafts in important cases and Drafts of letters to the Government of India are



prepared by the Under Secretary. The disposal as approved takes the form of an orders, letter, endorsement, telegram, demi-official or unofficial references or reply or 'lodged' paper. It is numbered and dated by the Assistant Section Officer of the Concerned section. In the case of order, letters, etc., to be indexed, the typist prepares a tabling slip. The Assistant Section Officer makes necessary entries in the Personal Register and closes the current in the register, if the disposal is final. In the case of intermediate references or orders calling for information, he enters the date of the first reminder in his reminder diary. He then passes on the draft and its enclosures (but not the whole file) to the typist concerned for making out fair copy/. Confidential papers are sealed in the section concerned and sent to the Central Despatch Branch for despatch, while the rest are despatched by the Central Despatch Branch, direct U.O. files to their departments are sent by the section concerned direct to the departments through Office Assistants.

Fair copies are signed by the Secretary, Additional or Joint or Deputy or Under Secretary or Section Officer. The Section Officers also attest copies or orders or proceedings of the government (excluding those intended for audit officers) endorsements and telegrams. Copies of communications which are confidential or secret in nature are, however authenticated by Under Secretaries. In the case of final disposals, the Assistant Section Officer concerned or the Assistant of the Section prepares dockets. Government orders which are received from other Departments of the Secretariat and are 'lodged' will not however be docketed. On the return of the drafts from the Central Despatch Branch after issue, the Section, Assistant Section Officer makes sure that the papers have been properly authorized puts the drafts back in the respective files, and when the case has been finally disposed of, sends them to the Central Record Branch under the orders of the Section Officer who satisfies himself that there is no further action to be taken and gives pass order in each case in writing which should be in red ink on the face of the docket sheet. Papers which do not carry a pass order will not be accepted by the Central record Branch. All references to which replies are due are kept intact in the section with the connected papers. Records are handed over to the Record-Clerk, posted for this purpose, after obtaining his

signature in the last column of the Personal Register. Then Record Clerk should then send them to the Central record Branch. Final disposals are stitched up in the Central Record Branch and then put in their proper places in the bundles on the record racks or almirahs. The indexer collects at the end of every month the tabling slips of proceedings in the 'Manuscript series, 4 Decennium series, 3 Decennium series, 2 Decennium series and Decennium series' prepared by the Assistants and prepares monthly indexes for submission in print to the Secretary, Ministers and the Secretary to the Governor. From the monthly indexes, annual indexes are prepared and printed up. The indexer collects also at the end of every month the tabling slips of proceedings of routine series, prepares monthly indexes and gets them typed or roneoed for submission do officers and sections. Orders and letters in routine series are numbered in a separate register. These as also endorsements, etc. are indexed in some departments.

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section Officer, Under Secretaries and Deputy Secretary/Joint Secretary/Special Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

**CHAPTER – 5**  
**[Sec.4(1)(b)(iv) of the Act]**

**NORMS SET FOR THE**  
**DISCHARGE OF FUNCTIONS**

This Department has not set any separate norms for the discharge of its functions. However, the norms and guidelines set out in the Secretariat Office Manual and other Manuals / Codes / Rules (Administered mostly by the Personnel and Administrative Reforms and Finance Departments) applicable to all the Departments of the Secretariat, are adhered to by this Department also.

**CHAPTER – 6**  
**[Sec. 4(1)(b)(v) of the Act]**

**RULES, REGULATIONS, INSTRUCTIONS,  
MANUAL AND RECORDS FOLLOWED.**

The official business of this department is carried out mostly in accordance with the provisions contained in the following rules, regulations and manuals.

- i) Tamil Nadu Government Business Rules and Secretariat Instructions
- ii) Tamil Nadu Legislative Assembly Rules
- iii) The Tamil Nadu Secretariat Office Manual
- iv) Tamil Nadu Budget Manual
- v) Tamil Nadu State and Subordinate Service Rules
- vi) Tamil Nadu Civil Services (Classification, Control and Appeal) Rules
- vii) Tamil Nadu Government Servants Conduct Rules
- viii) Tamil Nadu Pension Rules
- ix) Fundamental Rules of the Tamil Nadu Government

The description of the above listed rules, manuals and acts are furnished below:

Name	Type of Document
Tamil Nadu Government Business Rules and Secretariat Instructions.	In exercise of the powers conferred by clauses (2) and (3) of Article 166 of the Constitution of India.
The Tamil Nadu Legislative Assembly Rules.	The Rules are made under clause (1) of Article 208 of the Constitution of India. The Rules describe the conduct of the Business of the Legislative Assembly. The Rules book can be referred in the Assembly Library.
The Tamil Nadu Secretariat Office Manual.	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.  The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.

<p>The Tamil Nadu Budget Manual.</p>	<p>This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.</p>
<p>Tamil Nadu State and Subordinate Service Rules.</p>	<p>The Rules is made under the proviso to article 309 of Constitution of India governing the service conditions of members of State and Subordinate Services.</p> <p>The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>
<p>Tamil Nadu Civil Services (Classification, Control and Appeal) Rules.</p>	<p>The rules are made under the proviso to article 309 of Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.</p> <p>The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.</p>

Tamil Nadu Government Servants Conduct Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State. It is a priced publication.
Tamil Nadu Pension Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the pensionary benefits to the members of civil service of the State. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.
Fundamental Rules of the Government of Tamil Nadu.	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave, joining time, foreign service, etc. of the members of civil service of the State. The book is available for sale in the publication depots of the Government under the control of Director of Stationery and Printing on payment of cost.



**CHAPTER – 7**  
**[Sec. 4(1)(b)(vi) of the Act]**

**CATEGORIES OF DOCUMENTS HELD**

The details of various documents held by this Department are as furnished below.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Policy Note	Contains the Policy pronouncements of the Department for the concerned year.	Application to Public Information Officer. (or) Download from website <a href="http://www.tn.gov.in/policynotes">www.tn.gov.in/policynotes</a>	School Education Department, Chennai-9. All Heads of Departments
2	Important Government Orders	Issued by this Department from time to time in various sections.	Application to Public Information Officer. (or) Download from website <a href="http://www.tn.gov.in/schooleducation">www.tn.gov.in/schooleducation</a>	School Education Department, Chennai-9/ Heads of Departments concerned.

**CHAPTER – 8**  
**[Sec.4(1)(b)(vii) of the Act.]**

**ARRANGEMENTS FOR PUBLIC  
REPRESENTATION/ CONSULTATIONS  
THAT EXIST IN RELATION TO  
FORMULATION/ IMPLEMENTATION  
OF POLICY**

At present, there is no provision or implementation to seek direct consultation / participation of Public or its representatives for formulating or implementing the policies of this department. However, the representative of Non-governmental Organisations and experts from various walks of life such as Educationalists, Social Workers are given representations on various committee's constituted by Government for the Welfare of students community wherever possible. Further, in the case of finalization of revised syllabus for schools, it is hosted in the website so as to solicit opinion of the public and meetings of educationists are conducted at various places.

Apart from the above, all the schools are encouraged to have Parent Teacher Associations, wherein, the parents of students as representatives of the general public can express their grievances / view on the formulation vis-à-vis implementation of the policy of the Department to the District/ State level officials of the concerned Head of the Department through heads of the schools.

**CHAPTER – 9**  
**[Sec.4(1)(b)(viii) of the Act]**

**BOARDS, COUNCIL, COMMITTEES AND  
OTHER BODIES**

This Department has no Boards, Councils, Committees, etc. for the purpose of seeking advices.

**CHAPTER – 10**  
**[Sec.4(1)(b)(ix) of the Act]**

**DIRECTORY OF OFFICERS AND  
EMPLOYEES**

The names, designation and Telephone Numbers of all the Officers and Employees on the roll of this Department are as furnished below:-

Name and Designation	Phone No.
<b>Secretary to Government</b>	
Tmt.D.Sabitha, IAS	2567 2790
<b>Deputy Secretary to Government</b>	
Thiru.P.Alagesan	2567 1474
Thiru.S.Vedarathinam	2567 7763
Thiru.S.Selvaraju	2567 1639
<b>Under Secretary to Government</b>	
Tmt.D.Ramamathy	2566 5391
Thiru.M.Alagesan	2566 5944
Thiru.R.Uthandakrishnan	2566 5706
Tmt.A.Muthukrishnaramani	2566 5373
Thiru.P.Sekar	2566 5833
Thiru.S.Balaraman	2566 5703
<b>Section Officers</b>	
Thiru.S.M.Moorthy	2566 5783
Thiru.G.Kumaran	2566 5713
Tmt.K.Damayanthi	
Thiru.P.Subramonium Pillai	2566 5972
Thiru. Mayilvahanan	
Tmt.Santhakumari	
Tmt.K.Parmeswari	
Tmt.S.Kalavathi	
Tmt.Anitha Lakshminarayanan	2566 5783
Tmt.A.Jeyanthi	
Thiru.C.Tamilselvan	2566 5030
Tmt.Parimalavalli.	
Tmt.I.Bharathi	
Tmt.R.Bhooma	2566 5821
Thiru.N.D.Boopathi	
Tmt.Kanagarethinam	
Thiru.A.P.Sekar	
Thiru.Ramachandran	
Thiru.Natarajan	
Thiru.S.M.Moorthy	2566 5783
Thiru.G.Kumaran	
Thiru.M.Alagesan	
Thiru.Mayilvahanan	



<b>Assistant Section Officers</b>	
Tmt.V.Ramya	2566 5783
Thiru.K.Manoharan	
Tmt.G.Maragatham	
Thiru.Baluchamy	
Tmt.Navaneetham	
Thiru.N.D.Boopathy	
Tmt.Malathi	2566 5972
Selvi.Bhavani	
Thiru.N.Arul	
Tmt.Sumathi	2566 5483
Thiru.S.Gurumoorthy	
Tmt.Senatamizhselvi	
Thiru.S.Marimuthu	
Thiru.B.Srinivasan	
Tmt.S.Kamaladevi	
Thiru.D.Sankar	
Thiru.E.Sentilkumar	
<b>Senior Private Secretary</b>	
Tmt.G.Malarvizhi	2567 7290

<b>Personal Assistant</b>	
Tmt.Antony Thilagam	
<b>Personal Clerk</b>	
Thiru.R.Selvakumar, Sr.PC	
Thiru.Sundara Vedagiri	
Thiru.K.Sanakara Narayanan	
<b>Assistants</b>	
Tmt.S.Parvathi	
Tmt.H.Shahanas Begum	
Thiru.K.Vasudavan	
Thiru.S.Bala Saravan Pandiarajan	
Thiru.N.Vijayaraman	
P.Kayalvizhi	
<b>Typists</b>	
Tmt.V.R.Rangammal	
Tmt.T.S.Sandhiya	
Tmt.N.Bhuvanewari	
Tmt.R.Govindammal	
Thiru.P.Sudalaimuthu	
Thiru.L.Govindan	
Thiru.B.Saravanan	
Thiru.S.Mageswaran	
Thiru.N.Thiruvengadam	
Selvi. D.Bavani	
Thiru.R.Kumar	
Thiru.S.Jawahar Antony Raj	

**CHAPTER - 11**  
**[Sec. 4(1)(b)(x) of the Act]**

**MONTHLY REMUNERATION RECEIVED BY**  
**OFFICERS AND EMPLOYEES**

The monthly remuneration received by the Officers and Employees of this Department in the form of Pay and Allowances are decided by the Finance Department in the Government based on the recommendations of various Pay Commissions constituted whenever considered necessary. The present details of the same are as given below:

<b>Designation</b>	<b>No. of Persons</b>	<b>Scale of Pay applicable to the post</b>
Secretary to Government	1	67000 – 79000 – GP Nil.
Additional Secretary to Government	1	37400 – 67000 – GP 9500
Joint Secretary to Government	0	37400 – 67000 – GP 8800
Deputy Secretary to Government	1	15600 – 39100 – GP 7600
Under Secretary to Government	6	15600 – 39100 – GP 6600
Sections Officers	20	15600 – 39100 – GP 5400
Asst. Section Officers	25	9300 – 34800 – GP 4600
Private Secretary	2	15600 – 39000 – GP 5400
Personal Assistant	3	9300 – 34800 – GP 4600
Personal Clerk	3	5200 – 20200 – GP 2800
Assistants	6	5200 – 20200 – GP 2400
Typist	12	5200 – 20200 – GP 2000
Record Clerks		4800 – 10000 – GP 1400
Office Assistants		4800 – 10000 – GP 1300

**CHAPTER – 12**  
**[Sec.4(1)(b)(xi) of the Act]**

**THE BUDGET ALLOCATED TO EACH  
AGENCY**

Various schemes of the Department which are approved for implementation each year – both plan and Non-plan – through the Heads of Departments require funds to meet out the expenditure involved. Their details are required to be placed before the Legislature for final approval, by means of a Policy Note of the Department under Demand No. 43, before they are published or put to information of the General Public. This exercise is to be carried out for each financial year.

The allocation of funds for various schemes implemented by this Department and the Budget Estimate for the year 20106-2011 are as given below:

<b>Budget Estimate 2011-2012</b>				
		<b>(Rupees in Lakh)</b>		
	<b>Head of Account</b>	<b>Plan</b>	<b>Non-plan</b>	<b>Total</b>
<b><i>Revenue Section</i></b>				
2059	Public Works	0.00	3740.00	3740.00
2202	General Education			
	01 Elementary Education	89196.84	558985.05	648181.89
	02 Secondary Education	42932.57	581187.52	624120.09
	04 Adult Education	1000.01	117.55	1117.56
	05 Language Development	2.53	898.57	901.10
	Total - General Education	<b>133131.95</b>	<b>1141188.69</b>	<b>1274320.64</b>
2204	Sports & Youth Services	499.55	192.03	691.58
2205	Art & Culture	0.01	4974.71	4974.72
2225	Welfare of SC & ST and Other Backward Classes	7089.73	65.64	7155.37
2235	Social Security and Welfare	0.00	615.86	615.86
2251	Secretariat-Social Service	0.00	480.40	480.40
	Revenue Section Net Total	<b>140721.24</b>	<b>1147517.33</b>	<b>1288238.57</b>
<b><i>Capital Section</i></b>				
4202	Capital Outlay	41364.53	0.00	41364.53
	Capital Section Total	<b>41364.53</b>	<b>0.00</b>	<b>41364.53</b>
<b><i>Loan Section</i></b>				
7610	Loans to Government Servants	0.00	5.01	5.01
7615	Miscellaneous Loans	0.00	0.50	0.50
	Loan Section Total	<b>0.00</b>	<b>5.51</b>	<b>5.51</b>
	<b>Grand Total</b>	<b>182085.77</b>	<b>1151262.84</b>	<b>1333348.61</b>
	<b>ADD – Recoveries (Under Revenue Section)</b>			17.00
	<b>Grand Total for Demand No. 43</b>			<b>1333365.61</b>

Sl. No	Details of the Scheme	Allocated outlay (Rs. in lakh)
<b>Secretariat - School Education Department</b>		
1.	Computerisation of School Education Department, Secretariat	8.00
<b>Elementary Education</b>		
2.	Provision of furniture and Air Condition for Meeting Hall of New Office SIEMAT building	10.00
3.	Construction of the five (5) Assistant Elementary Educational Office buildings	87.50
4.	Purchase and replacement of jeeps to the District Elementary Educational Officers (2 Nos.)	11.00
5.	Providing Computer System with accessories to the 6 (6xRs.40,000) Assistant Elementary Educational Offices.	2.40
6.	Provision of Air conditioners to Computer and Server Room in the Directorate Elementary Education.	1.00
7.	Provision of 5 Computers with Printer in Directorate of Elementary Education.	2.00
8.	Provision of additional computers with printer in 32 DEEOs office.	12.80
<b>School Education</b>		
9.	Provision of Laboratory Equipment (for 100 Government Higher Secondary Schools)	100.00
10.	Increasing Library Facilities (for 100 High Schools / 100 Higher Secondary Schools)	40.00
11.	Provision of Mathematics Laboratory (for 50 Government High Schools, 50 Government Higher Secondary Schools)	100.00
12.	Provision of Science Equipment (for 100 Government High Schools)	40.00
13.	Supply of Agricultural Equipments to 100 Government Higher Secondary schools under agricultural vocational Stream	50.00
14.	Purchase of weighing machine for despatch section	0.10
15.	Provision of Computer Aided Language Learning Laboratories in Government Higher Secondary Schools.	25.00
<b>Government Examinations</b>		
16.	Purchase of additional office van 2 Nos. for the use of Directorate of Government Examinations.	16.00
17.	Purchase of Generator set for the use of Directorate of Government Examinations.	8.50
18.	Construction of (G+1) building to Directorate of Government Examinations, for record room and for storing confidential bundles	200.00
19.	Installation of water purifying system for the use of Directorate of Government Examinations	4.50
20.	Installation of modernised intercom board for the use of Directorate of Government Examinations	2.50
<b>Public Libraries</b>		
21.	Preservation of old rare books and records in Maraimalai Adigal Library and Secretariat Library and old records in I&PR & Archeological Department through Digitalization.	10.00
<b>Teacher Education Research &amp; Training</b>		
22.	Upscaling the Dilapidated infrastructure of Thanjavur Government Teacher Training Institute	49.95
23.	Strengthening the Computerization of Directorate of Teacher Education, Research and Training,	3.00
<b>Teachers Recruitment Board</b>		
24.	Purchase of Computers, UPS, Laser Printers, Computer tables, Air-conditioners and photo copier for use of Teachers Recruitment Board.	13.75
<b>Matriculation Schools</b>		
25.	Provision of 10 computers and accessories for 10 Inspector of Matriculation School Offices namely Chennai, Madurai, Kanchipuram, Thiruvannamalai, Pudukkottai, Tiruchirappalli, Tirunelveli, Dindugul, Coimbatore, Salem.	5.00
26.	Provision of Computers, Printer and Fax Machine and Accessories for Directorate of Matriculation Schools	1.00
	<b>Total</b>	<b>800.00</b>

**CHAPTER – 13**  
**[Sec. 4(1)(b)(xii) of the Act]**

**MANNER OF EXECUTION OF SUBSIDY  
PROGRAMMES**



In so far as this Department is concerned no subsidy programmes are being administrated.

**CHAPTER – 14**  
**[Sec. 4(1)(b)(xiii) of the Act.]**

**PARTICULARS OF RECIPIENTS OF  
CONCESSIONS, PERMITS OR  
AUTHORIZATION GRANTED**

No individual or group(s) of individuals are granted any concessions or authorisations by this department, except by way of the popularly known Dr.Radhakrishnan Award given to the Best Teachers and the monetary awards given to the students securing top State Ranks in the X Standard and the XII Standard public examinations.

**CHAPTER – 15**  
**[Sec. 4(1)(b)(xiv) of the Act.]**

**INFORMATION AVAILABLE IN  
ELECTRONIC FORM**

All information pertaining to this Department in the electronic form can be accessed to the maximum in the website [www.tn.gov.in/schooleducation](http://www.tn.gov.in/schooleducation).

The information provided in the website gets up-to-dated at periodical intervals of time.

**CHAPTER – 16**  
**[Sec. 4(1)(b)(xv) of the Act]**

**FACILITIES AVAILABLE TO CITIZENS FOR  
OBTAINING INFORMATION**

The following facilities are available for citizens for securing information about this Department.

- i. Notice Board of the Department
- ii. System of issuing of copies of documents on request
- iii. Telephone Handbook of the Government Departments, in Chennai City.
- iv. Website address : [www.tn.gov.in/schooleducation](http://www.tn.gov.in/schooleducation)

**CHAPTER – 17**  
**[Sec.4(1)(b)(xvi) of the Act]**

**PARTICULARS OF THE PUBLIC  
INFORMATION OFFICERS**



The details in respect of this Department are as given below:-

**APPELLATE AUTHORITY**

Sl.No.	Name	Designation	STD Code	Phone No.	Fax	Email	Address
1	Thiru.S.Selvaraju	Deputy Secretary	044	25671639	--	--	School Education Department, Secretariat, Chennai-9.
2	Thiru.S.Vedarathinam	Deputy Secretary	044	25677763	--	--	
3	Thiru.P.Alagesan	Deputy Secretary	044	25671474	--	--	

**Public Information Officers**

Sl.No.	Name	Designation	STD Code	Phone No.	Fax	Email	Address
1	Thiru.R.Uthandakrishnan	US to Govt. (OP)	044	2566 5706	--	--	School Education Department, Secretariat, Chennai-9.
2	Thiru.P.Sekar	US to Govt. (AS)	044	2566 5833	--	--	
3	Thiru.A.Muthukrishnamani	US to Govt. (SE)	044	2566 5373	--	--	
4	Thiru.S.Balaraman	US to Govt. (Budget)	044	2566 5703	--	--	
5	Tmt.D.Ramamthi	US to Govt. (Service)	044	2566 5391	--	--	
6	Thiru.M.Alagesan	US to Govt. (Elementary)	044	2566 5944	--	--	

**CHAPTER – 18**  
**[Sec.4(1)(b)(xvii) of the Act]**

**OTHER USEFUL INFORMATION**

This Department has formulated the following policies for ultimate implementation.

- Achieving enrolment of all school age children into schools.
- Retaining all the children enrolled, up to the completion of eighth standard in schools.
- Bringing dropouts to nil percent.
- Focusing in quality of education.
- Ensuring essential minimum level of learning competencies to all children.
- Decentralisation of Educational management through effective community participation.
- Enabling all those who have successfully completed primary education to pursue Secondary and Higher Secondary Education.
- Help the students studying in high and higher secondary schools to complete the secondary and higher secondary education within the stipulated period.
- Improving the professional skills of teachers handling different subjects.
- providing quality Elementary Education by empowering teachers through training by explorative, creative, interactive and technology based methods
- Achieving total literacy
- Reducing gender disparity in literacy through Special Literacy Programmes for women.
- To improve the basic amenities in schools
- To improve and enrich the syllabus
- To disseminate health education in schools
- To impart computer education to all students

Statistics showing various features of progress made in the field of School Education are given in the Tables included in the Policy Note of the

Department referred to in chapter 12 above. The said Policy Note has also been hosted in the website referred to in Chapter 16 above. However a few of them are given below for facility of ready reference.

**Table - 1.Literacy Rate (1901 to 2001)**

Year	All India			Tamil Nadu		
	Male	Female	Person	Male	Female	Person
1901	9.80	0.60	5.30	14.10	1.00	7.60
1911	10.60	1.10	5.90	17.10	1.50	9.20
1921	12.20	1.80	7.20	18.60	2.40	10.40
1931	15.60	2.90	9.50	20.00	2.90	11.30
1941	24.90	7.30	16.10	25.60	6.90	16.20
1951	27.16	8.86	18.33	31.70	10.10	20.80
1961	40.40	15.34	28.31	51.59	21.06	36.39
1971	45.95	21.97	34.45	59.54	30.92	45.40
1981	56.37	29.75	43.56	68.05	40.43	54.39
1991	64.13	39.29	52.21	73.05	51.33	62.66
2001	79.56	54.28	65.38	82.33	64.55	73.47

**Note:** Literacy rates for 1961 and 1971 to population aged five years and above. The rates for the years 1981 to 2001 relate to the population aged seven years and above

**Source:** Census of India 2001

**Table -2. Demographic Indicators**

Indicator	Gender	India	Tamilnadu
a. Population (in crore)	Persons	102.70	6.24
	Male	53.13	3.14
	Female	49.57	3.10
b. Growth Rate		21.34	11.19
C. Sex Ratio		933	987
d. Literacy Rate	Persons	65.38	73.47
	Male	75.85	82.33
	Female	54.16	64.55
e. Density per sq.km		324	467

Source : Population Census 2001

Approximately 53000 schools and 150.20 lakhs of school students stand benefited and provided with comfortable basic education under the overall supervision and control of this Department. This is of course possible only with the help of the dedicated services rendered by many thousands of all categories of teaching and non-teaching staff manning these schools very efficiently as per the guidance and control of the Government through this Department. It is thus a privileged credit for this Department, in serving to ensure building up of a strong and energetic student community to get transformed in future into a powerful but pleasant society.

