

CHAPTER-I

THE RIGHT TO INFORMATION ACT – 2005 MANUAL

1. INTRODUCTION:

The Government of India have enacted the Right to Information Act-2005 on 15th June 2005 to provide the system of Right to Information for citizens to secure access to information under the control of Public Authorities in order to promote transparency and accountability in the working of every public authority. The Act came into force on 12th October, 2005.

2. DEFINITIONS:

- a) "Act" means the Right to Information Act- 2005
- b) "Information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contract, reports, papers, samples, models, data material held in any electronic form and information to check up the Act provision which can be accessed by a public authority under any other law for the time being in force;
- c) "Public Authority" means any authority or body or institution of self – government established or constituted-
 - i By or under the Constitution.
 - ii By any other law made by Parliament;
 - iii By any other law made by State Legislature;
 - iv By notification issued or order made by the appropriate Government, and includes any.
 - v Body owned, controlled or substantially financed;
 - vi Non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate government;
- d) "Record" includes-
 - i Any document, manuscript and file;
 - ii By microfilm, microfiche and facsimile copy of a document;
 - iii Any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - iv Any other material produced by a computer or any other device;

- e) "Right to Information : means the right to information accessible under this Act which is held by or under the control or any public authority and includes the right to:-
- i Inspection of work, documents, records;
 - ii Taking notes, extracts or certified copies of documents or records;
 - iii Taking certified samples of material'
 - iv Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- f) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of Section 5;

3. OBJECTIVE OF THE MANUAL:-

The objective of this Manual is to make available information about the Department of Rural Development and Panchayat Raj to the citizens who desire to have information under the Act.

4. INTENDED USERS OF THIS MANUAL:

All citizens who desire to obtain any information on the subjects relating to the Rural Development and Panchayat Raj Department.

5. PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION:

A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Tamil accompanying such fee to the Public Information Officer designated by the department specifying the particulars of the Information sought by him or her.

FEES:

- a) Every application for obtaining information under sub-section (1) of section 6 of the Right to Information Act shall be made in writing

either in person or by post to the Public Information Officers mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- (Rupees Ten only) in cash or demand draft or banker's cheque payable to the following head of account:-
"0075.00 Miscellaneous General Services – 800. Other receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005" (DPC 0075 00 800 bk 0006)

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee. The petitioner may also affix Court Fee Stamp for Rs.10.

- b) For providing information as under sub-section (1) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above:-
- i Rs.2 (Rupees Two Only) for each page (in A-4 or A-3 size paper) Created or copied.
 - ii Actual charge or cost price of a copy in large size paper
 - iii Actual cost or price for samples or models; and
 - iv For inspection of records, no fee for the first hour; and a fee of Rs.5/- (Rupees five only) for each fifteen minutes (or fraction thereof) thereafter.
- (c) For providing the information as under sub-section (5) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above.
- i For information provided in diskette or floppy, Rs.50/- (Rupees fifty only) per diskette or floppy; and

- ii. For information provided in printed form, the price incurred for such publication.

Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 5(a) and (b) above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, has to be produced to avail this concession.

CHAPTER-II

Particulars of the organization, functions and duties:

(Under section 4(i) (b) (i) of RTI Act)

The Commissioner of Rural Development and Panchayat Raj, Director of Rural Development and Panchayat Raj (Training), Tamil Nadu State Election Commission, Tamil Nadu Corporation for Development of Women Limited, Pudhu Vazhvu and Tsunami Project Implementation Unit are functioning under the control of Rural Development and Panchayat Raj Department. This Department also provides administrative support to the State Election Commission.

ADMINISTRATIVE SET UP:

Secretary to Government, Rural Development and Panchayat Raj Department, Chennai-9	25670769
Commissioner of Rural Development and Panchayat Raj, Chennai-15.	044-24323794
Director of Rural Development and Panchayat Raj (Training) Department, Chennai-15.	044-24344624
The Managing Director, Tamil Nadu Corporation for Development of Women Limited, Annai Teresa Mahalir Valagam, Nugambakkam High Road, Chennai-34.	044-22200600
Project Director, Pudhu Vaazhvu, No,91, St.Mary's Road, Abiramapuram, Chennai-18.	044-43511104

The Project Director, Tsunami Project Implementation Unit, 100, Anna Salai, Guindy, Chennai-32.	044-25243563
The Secretary, Tamil Nadu State Election Commission, 208/2, Jawaharlal Nehru Salai, Arumbakkam, (Opposite to CMBT) Chennai-106.	(044) 24843000, 24843002
The Director, State Institute of Rural Development (SIRD), Maraimalai Nagar, Kancheepuram District.	044-27452506
IFAD assisted PTSLP. Tamil Nadu Corporation for Development of Women Limited, 100, Anna Salai, Guindy, Chennai-32.	044-42012043

2. OBJECTIVE OF THE DEPARTMENT (Rural Development and Panchayat

Raj):

The Rural Development and Panchayat Raj Department is responsible for the implementation of various Centrally Sponsored and State Schemes for poverty alleviation, employment generation, sanitation, capacity buildings, womens' social and economic empowerment, apart from provision of basic amenities and services. Panchayat Raj Institutions (PRIs) to function as effective units of Local Self-Government. There are 12,524 Village Panchayats, 385 Panchayat Unions (co-terminus with Blocks) and 31 District Panchayats under the purview of the department.

3. PANCHAYAT RAJ INSTITUTIONS:

4. Function of Village Panchayats

5. Function of Panchayat Union Council

6. Function of District Panchayats

7. Following are the Centrally Sponsored Schemes implemented thro'

the Rural Development and Panchayat Raj Department

- Indira Awaas Yojana (IAY)
- Upgradation of kutcha houses
- Mahatma Gandhi National Rural Employment Guarantee Scheme – Tamil Nadu
- Swarna Jayanti Gram Swarozgar Yojana (SGSY) (Renamed as NRLM (Aajeevika))
- Nirmal Bharat Abhiyan
- Nirmal Gram Puraskar
- Member of Parliament Local Area Development Scheme (MPLADS)
- Pradhan Mantri Gram Sadak Yojana (PMGSY)
- National Project on Biogas Development
- BRGF

8. FOLLOWING ARE THE STATE SCHEMES IMPLEMENTED THRO'
THE RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT:

- Tamil Nadu Village Habitations Improvement Scheme (THAI) Rural Infrastructure Scheme
- Member of Legislative Assembly Constituency Development Scheme (MLACDS)
- Self Sufficiency Scheme
- Programme for Comprehensive Development of Dharmapuri and Krishnagiri Districts
- Chief Ministers Solar powered Green House Scheme
- Comprehensive School Infrastructure Development Scheme
- NABARD (Roads)
- Rural Infrastructure Scheme (RIS)
- Energisation of Street Light with Solar Power
- Thane, Housing Scheme in Cuddalore and Villupuram Districts

9. TAMIL NADU CORPORATION FOR DEVELOPMENT OF WOMEN

- Mahalir Thittam
- Credit rating and Linkage
- Revolving Fund to Urban SHGs
- Affiliation of Non-Governmental Organisations
- Awards to best performing SHGs, PLFS and Banks
- Panchayat Level Federation
- Skill Training for Youth
- International Fund for Agricultural Development Assisted Post Tsunami Sustainable Livelihoods Programme.

10. PUDHU VAZHUVU PROJECT

- Institutional Arrangements
- Village Poverty Reduction Committee
- Social Audit Committee
- Project Implementation Cycle
 - Initiation Stage
 - Capacity Building stage
 - Livelihood stage
 - Consolidation stage
- Progress in project Implementation

11. TSUNAMI REHABILITATION SCHEMES

- Tsunami Emergency Assistance Project (TEAP) funded by the Asian Development Bank (ADB)
- Livelihood Component
 - Revolving Fund
 - Economic Assistance
 - Special Assistance for the Disabled
 - Capacity Building
- Rajiv Gandhi Rehabilitation Package (RGRP) funded by Government of India.
- Emergency Tsunami Reconstruction Project (ETRP) – Vulnerability Reduction of Coastal Community (VRCC) assisted by World Bank
- Provision of basic amenities in NGOs built sites
- Reconstruction of vulnerable houses

12. STATE ELECTION COMMISSION

The Election to the post of Ward Members of Village Panchayats, Panchayat Unions and District Panchayats and Presidents of Village Panchayats are direct. The Elections to the post of Vice Presidents of Village Panchayats and Chairpersons and Vice Chairpersons of Panchayat Unions and District Panchayats are indirect. The Elections to the Ward Members in the Village Panchayats and Presidents of the Village Panchayats are held on non party basis. Elections to the Ward Members in the Panchayat Unions and the District Panchayats and Panchayat Union Chairpersons and District Panchayat Chairpersons are held on party basis.

CHAPTER-III

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES (UNDER SECTION 4(1) (b) (ii) OF THE RIGHT TO INFORMATION ACT-2005)

This Department is headed by the Secretary to Government of Tamil Nadu. The Secretary is the administrative head of the Department on all matters of policy and administration relating to this Department. He is assisted by one Joint Secretary, four Deputy Secretaries, nine Under Secretaries besides other staff of this Department to exercise the administrative and financial powers as laid down in the Business Rules and Secretariat Instructions, Tamil Nadu Government Secretariat Office Manual, Tamil Nadu Financial code etc., The powers and duties of the officers in the department are indicated below:

2. Secretary to Government:

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the Business of this department. He exercises general supervision and control over the officers and staff under his control including Joint Secretary, Deputy Secretaries and Under Secretaries and is responsible for ensuring that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters are dealt with in consultation with the Secretary who will be in over all charge of the Department.

3. Joint Secretary / Deputy Secretary :

The Joint Secretary / Deputy Secretary will deal with cases relating to the subjects allotted to them and submit to Secretary such cases as may be specified. The Joint Secretary / Deputy Secretary also exercises control over the

sections placed in her/his charge both in regard to dispatch of business and in regard to discipline.

4. Under Secretaries:

The Under Secretaries exercise control over the sections placed in their charge, both in regard to dispatch of business and in regard to discipline.

4. Procedure Followed in decision making process:

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

- 4.1 The Rural Development and Panchayat Raj Department, Secretariat, follows the procedures as 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, Tamil Nadu Civil Services (D&A) Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.
- 4.2 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. The process of examination is initiated by Assistant Section Officer and passes through the Section Officer, Under Secretary and Deputy Secretary / Joint Secretary and to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. In respect of the cases relating to service rules Personnel and Administrative Reforms Department is consulted. In respect of cases involving amendment to Tamil Nadu Panchayats Act /

Rules and cases involving legal issues including Court cases, Law Department is consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation. Afterwards appropriate orders are issued in the form of G.O./Notification.

5. NORMS SET FOR THE DISCHARGE OF FUNCTIONS:

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

For the discharge of functions allocated to the Rural Development and Panchayat Raj Department, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed by a set of various Acts, Rules and Instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

- (i) Secretariat Office Manual
- (ii) The Tamil Nadu Government Business Rules and Secretariat Instructions.
- (iii) The Tamil Nadu Government Servants Conduct Rules, 1973
- (iv) Tamil Nadu State and Subordinate Service Rules.
- (v) Tamil Nadu Civil Service (D&A) Rules
- (vi) Fundamental Rules

6. RULES REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS:

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

1. The Business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.
 - i. Tamil Nadu Government Business Rules and Secretariat Instructions.
 - ii. The Tamil Nadu Secretariat Office Manual.
 - iii. Tamil Nadu Budget Manual.
 - iv. Tamil Nadu State and Subordinate Services Rules

- v. Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi. The Government Servants Conduct Rules, 1973.
- vii. Tamil Nadu Pensions Rules
- viii. Fundamental Rules
- ix. Tamil Nadu Financial Code
- x. Tamil Nadu Accounts Code
- xi. Tamil Nadu Treasures Code
- xii. Tamil Nadu Panchayat Development Service rules
- xiii. Tamil Nadu Panchayat Development Subordinate Service Rules
- xiv. Tamil Nadu Panchayat Service Rules.

7. TAMIL NADU PANCHAYATS ACT, 1994

Besides the above mentioned rules, the provisions of the Tamil Nadu Panchayats Act, 1994 are followed in the discharge of functions of this Department.

8. DIRECTORY OF OFFICERS:

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

Name and Designation of the Officer		Telephone No.
Tvl.Tmt		
Thiru.N.S.Palaniappan, I.A.S.,	Principal Secretary	25670769
Thiru.M.Mayilarasan, M.A., B.L.,	Deputy Secretary	25672169
Thiru.V.Bharathidasan, M.A.,	Deputy Secretary	25673318
Thiru.P.Veerapandi, M.A., B.L. PGDLA	Deputy Secretary	25673245
Thiru.A.Nagarajan, M.A., PG Diploma in Yoga	Deputy Secretary	25678439
Tmt.A.Sasikala, B.Sc.,	Under Secretary (E-I)	25665550
Thiru.V.Pitchumani, M.A., B.L. B.Ed.,	Under Secretary (Trg)	25665858
Thiru.S.Paramanandam, M.A., B.Ed	Under Secretary (O.P.)	25665133
Selvi.S.Saradadevi, M.A.,	Under Secretary (B&C)	25665380

Thiru.M.Vadivel, M.A., M.Phil.,	Under Secretary (E-II)	25665247
Tmt.B.Kalaiselvi, B.A.,	Under Secretary (SGS)	25665132
Thiru.E.Subbarayan, M.A.,	Under Secretary (CGS)	25665886
Thiru.P.K.Ramachandran, M.A. M.Phil	Under Secretary (E-II)	25665370
Thiru. K.Dayalan, M.A., B.L.,	Under Secretary (PR)	25665859

9. There are 22 sections in Rural Development and Panchayat Raj Department. A Section consist of one S.O. and Two ASOs / one ASO. Following subjects are allotted to the sections noted against each.

STATEMENT OF SUBJECTS REDISTRIBUTION AMONG THE SECTIONS OF RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT

Sections & A.S.Os.	Subject items allotted
OP-I A.S.O.1	1. SO/ASO/SI/APRO. 2. Acting arrangement, Pay authorisation and Further continuance of all posts. 3. Training programme of Officers and staff of RD&PR Deptt., Secretariat.
A.S.O.2	1. Matters relating to US and above. 2. PS/PA/PC/Assistant/Typist/ Driver/Van Cleaner/DA/RA/RC/OA. 3. Subject Distribution & other general instructions. 4. Misc. currents of the section.
OP-II A.S.O.1	1. Departmental Budget 2. Stationeries / Furniture / Telephones / Motor Vehicles / Office Automation Products. 3. Sanction & Settlement of all Bills.
A.S.O.2	1. Loans & Advances / Pension & terminal benefits of all Officers and Staff. 2. Consolidation of Half Yearly Business Statement & other periodicals. 3. Inspection & Audit Reports. 4. Printing of Annual Index of G.O.s. 5. Any other matter specifically not allotted to any other ASOs of OP wing. 6. Officers Meeting. 7. Misc. currents.

Bills A.S.O.1	<ol style="list-style-type: none"> 1. All kinds of claims & settlement of bills of Officers & staff of department under salary items. 2. Maintenance of all records. 3. Departmental Budget. 4. Income Tax returns of Officers & staff. 															
A.S.O.2	<ol style="list-style-type: none"> 1. All kinds of claims & settlement of bills of Officers & staff of department under non-salary items including MRB claims. 2. Reconciliation 3. Certificate of eligibilities & SB entries. 4. Bills under Office expenditure / Telephones ./ Motor vehicles, etc., 															
E1 A.S.O.1	<ol style="list-style-type: none"> 1. All service matters relating to all State Service officers except Rural Engineering Wing. 2. Misc. currents of the section. 															
A.S.O.2	All disciplinary matters relating to all State Service officers except Rural Engineering Wing															
E2 A.S.O.1	<ol style="list-style-type: none"> 1. All vigilance and tribunal cases of PD wing in following Districts. <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">1. Tirchy</td> <td style="width: 33%;">6. Krishnagiri</td> <td style="width: 33%;">11. Thanjavur</td> </tr> <tr> <td>2. Perambalur</td> <td>7. Karur</td> <td>12. Tirunelveli</td> </tr> <tr> <td>3. Pudukottai.</td> <td>8. Salem</td> <td>13. Viridhunagar</td> </tr> <tr> <td>4. Erode</td> <td>9. Namakkal</td> <td>14. Kanyakumari</td> </tr> <tr> <td>5. Dharmapuri</td> <td>10. Nagapattinam</td> <td>15. Cuddalore</td> </tr> </table> 2. Monthly periodical report on retirement of the officers of PD Wing. 	1. Tirchy	6. Krishnagiri	11. Thanjavur	2. Perambalur	7. Karur	12. Tirunelveli	3. Pudukottai.	8. Salem	13. Viridhunagar	4. Erode	9. Namakkal	14. Kanyakumari	5. Dharmapuri	10. Nagapattinam	15. Cuddalore
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5. Villupuram	10. Thoothukudi	15. O/o. DRD														
E3 A.S.O.1	<ol style="list-style-type: none"> 1. All matters relating to staff of Engineering wing of RD&PR Deptt., 2. Residuary matters relating to TNLAR & TV maintenance organisation. 3. All matters relating to Accounts wing. 															
A.S.O.2	<ol style="list-style-type: none"> 1. Regularisation of compassionate appointments in RD&PR Deptt. of all categories. 2. Misc. currents of the section. 															

<p>E4 A.S.O.1</p>	<p>1. EOs, Assistants, Assistants (Accounts) Rural Welfare Officer Grade-I and equivalent categories in PD wing including the office of the DRD&PR, in the following districts:</p> <table border="0" style="width: 100%;"> <tr> <td>1. Cuddalore</td> <td>6. Namakkal</td> <td>11. Thiruvannamalai</td> </tr> <tr> <td>2. Dharmapuri</td> <td>7. Pudukkottai</td> <td>12. Thiruvarur</td> </tr> <tr> <td>3. Dindigul</td> <td>8. Salem</td> <td>13. Vellore</td> </tr> <tr> <td>4. Kancheepuram</td> <td>9. Thanjavur</td> <td>14. Villupuram</td> </tr> <tr> <td>5. Nagapattinam</td> <td>10. Thiruvallur</td> <td></td> </tr> </table> <p>2. Service Associations issues.</p>	1. Cuddalore	6. Namakkal	11. Thiruvannamalai	2. Dharmapuri	7. Pudukkottai	12. Thiruvarur	3. Dindigul	8. Salem	13. Vellore	4. Kancheepuram	9. Thanjavur	14. Villupuram	5. Nagapattinam	10. Thiruvallur	
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<p>ASO.2</p>	<p>1. EOs, Assistants, Assistants (Accounts) Rural Welfare Officer Grade-I and equivalent categories in PD wing in the following districts:</p> <table border="0" style="width: 100%;"> <tr> <td>1. Erode</td> <td>6. Perambalur</td> <td>11. Kanniyakumari</td> </tr> <tr> <td>2. Coimbatore</td> <td>7. Tirunelveli</td> <td>12. Sivaganga</td> </tr> <tr> <td>3. Madurai</td> <td>8. Ramanathapuram</td> <td>13. The Nilgiris</td> </tr> <tr> <td>4. Tiruchirapalli</td> <td>9. Virudhunagar</td> <td>14. Theni</td> </tr> <tr> <td>5. Karur</td> <td>10. Thoothukudi</td> <td>15. Krishnagiri</td> </tr> </table> <p>2. Boodhan Board and Ex-District Board employees paid from Pt. Union funds in all district.</p> <p>3. Vacancy position, representation of SC/ST, BC&MBC and denotified minorities.</p> <p>4. Misc. currents of the section.</p>	1. Erode	6. Perambalur	11. Kanniyakumari	2. Coimbatore	7. Tirunelveli	12. Sivaganga	3. Madurai	8. Ramanathapuram	13. The Nilgiris	4. Tiruchirapalli	9. Virudhunagar	14. Theni	5. Karur	10. Thoothukudi	15. Krishnagiri
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<p>E5 A.S.O.1</p>	<p>1. Creation, Sanction and continuance of posts in all categories of staff for all offices in District PD Units, DRDAs & Three Tier Local Bodies including O/o. DRD&PR.</p> <p>2. Drivers, Over Head Tank Operators, Fitters, Helpers to Fitters, Electricians, Drillers etc.</p> <p>3. Residuary matters relating to Panchayat Union teachers, School Conductress, staff employed in Rural Arts, Crafts and Rural Industries Programme.</p> <p>4. Makkal Nala Paniyalargal.</p>															
<p>E5 A.S.O.2</p>	<p>1. a) Public Health and Medical Services Staff including Rural Medical Officers and other Residuary staff of all Rural Dispensaries b) OAs, RCs, Watchman, Gardners, Masalchi, Sanitary Workers, etc. of PD wing including Directorate. c) Group Clerk-cum-Bill Collectors, Panchayat Assistants and Part-time Clerks.</p> <p>2. Grievances & Residuary matters of District Board employees in Rural Dispensaries.</p> <p>3. Safai Karamcharies – Relief activities.</p> <p>4. Misc. currents of the section.</p>															

E6 A.S.O.1	<p>1. BDOs, Addl. BDOs, Deputy BDOs in the following districts:</p> <table border="0"> <tr> <td>1. Cuddalore</td> <td>6. Namakkal</td> <td>11. Thiruvannamalai</td> </tr> <tr> <td>2. Dharmapuri</td> <td>7. Pudukkottai</td> <td>12. Thiruvarur</td> </tr> <tr> <td>3. Dindigul</td> <td>8. Salem</td> <td>13. Vellore</td> </tr> <tr> <td>4. Kancheepuram</td> <td>9. Thanjavur</td> <td>14. Villupuram</td> </tr> <tr> <td>5. Nagapattinam</td> <td>10. Thiruvallur</td> <td>15. O/o. DRD&PR</td> </tr> </table> <p>2. Misc. currents of the section.</p>	1. Cuddalore	6. Namakkal	11. Thiruvannamalai	2. Dharmapuri	7. Pudukkottai	12. Thiruvarur	3. Dindigul	8. Salem	13. Vellore	4. Kancheepuram	9. Thanjavur	14. Villupuram	5. Nagapattinam	10. Thiruvallur	15. O/o. DRD&PR						
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E6 A.S.O.2	<p>1. BDOs, Addl. BDOs, Deputy BDOs in the following districts:</p> <table border="0"> <tr> <td>1. Erode</td> <td>6. Perambalur</td> <td>11. Kanniyakumari</td> </tr> <tr> <td>2. Coimbatore</td> <td>7. Tirunelveli</td> <td>12. Sivaganga</td> </tr> <tr> <td>3. Madurai</td> <td>8. Ramanathapuram</td> <td>13. The Nilgiris</td> </tr> <tr> <td>4. Tiruchirappalli</td> <td>9. Virudhunagar</td> <td>14. Theni</td> </tr> <tr> <td>5. Karur</td> <td>10. Thoothukudi</td> <td>15. Krishnagiri</td> </tr> </table>	1. Erode	6. Perambalur	11. Kanniyakumari	2. Coimbatore	7. Tirunelveli	12. Sivaganga	3. Madurai	8. Ramanathapuram	13. The Nilgiris	4. Tiruchirappalli	9. Virudhunagar	14. Theni	5. Karur	10. Thoothukudi	15. Krishnagiri						
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E7 A.S.O.1	<p>1 Junior Assistant/RWO (Grade.II), Steno-Typist, Typist, Cashier, Social Welfare Workers and equivalent categories in PD wing in the following districts:</p> <table border="0"> <tr> <td>1. Coimbatore</td> <td>6. Nagapattinam</td> <td>11. Thanjavur</td> </tr> <tr> <td>2. Dindigul</td> <td>7. perambalur</td> <td>12. The Nilgiris</td> </tr> <tr> <td>3. Kanniyakumari</td> <td>8. Pudukkottai</td> <td>13. Theni</td> </tr> <tr> <td>4. Karur</td> <td>9. Ramanathapuram</td> <td>14. Thiruvarur</td> </tr> <tr> <td>5. Madurai</td> <td>10. Sivaganga</td> <td>15. Thiruchirappalli</td> </tr> <tr> <td>16. Thirunelveli</td> <td>17. Thoothukudi</td> <td>18. Virudhunagar</td> </tr> <tr> <td>19. O/o. DRD&PR</td> <td></td> <td></td> </tr> </table> <p>2. Any other establishment matters not allotted to any other establishment sections.</p>	1. Coimbatore	6. Nagapattinam	11. Thanjavur	2. Dindigul	7. perambalur	12. The Nilgiris	3. Kanniyakumari	8. Pudukkottai	13. Theni	4. Karur	9. Ramanathapuram	14. Thiruvarur	5. Madurai	10. Sivaganga	15. Thiruchirappalli	16. Thirunelveli	17. Thoothukudi	18. Virudhunagar	19. O/o. DRD&PR		
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CGS.I A.S.O.1	<ol style="list-style-type: none"> 1. NREGA (Changed as MGNREGA) 2. SGRY related matters (deleted) 3. Any other Wage Employment Programme
A.S.O.2	<ol style="list-style-type: none"> 1. IAY, TSC (changed as NBA) & BRGF 2. E-Governance of local bodies 3. Misc. currents of the Section
CGS.II A.S.O.1	<ol style="list-style-type: none"> 1. MPLADS, PMGSY. 2. Biogas & Chulahs 3. TNRHIDC 4. All miscellaneous issues relating Central Government Schemes
A.S.O.2	<ol style="list-style-type: none"> 1. DRDA Administration including vehicles 2. AG's inspection report on DRDAs. 3. Field Inspection reports of Secretary, DRD, ADRD, Monitoring Officers. 4. Misc. currents of the section
S.I.	<ol style="list-style-type: none"> 1. Progress Reports/Review Reports - on all centrally sponsored schemes. 2. 20 point Programme and 15 point programme.
CGS.III A.S.O.1	<ol style="list-style-type: none"> 1. SGSY (renamed as NRLM) 2. BPL Survey, Vigilance and Monitoring Committee 3. Rural Business Hub 4. SLBC
A.S.O.2	<ol style="list-style-type: none"> 1. Tsunami (TEAP, ETRP & RGRP) Projects 2. Misc. currents of the section
A.S.O.3	<ol style="list-style-type: none"> 1. Tamil Nadu Corporation for Development of Women Ltd. Administration 2. Mahalir Thittam 3. Vaazhndhu Kaattuvom Project (changed as PVP) 4. IFAD Project
B&C A.S.O.1	<p style="text-align: center;"><u>BUDGET & CO-ORDINATION (formerly SGS-I)</u></p> <ol style="list-style-type: none"> 1. All Budget related matters including Policy Note, Performance Budget, Part-II Schemes consolidation 2. State Planning Commission 3. Five Year Plan 4. District Planning (Deleted) 5. Online Monitoring of the Schemes in (CM office) 6. Cabinet Meeting, Announcement of Governor, CM, Ministers, Budget announcements

A.S.O.2	<ol style="list-style-type: none"> 1. PAC, PUC, Estimates Committee & Petition committee 2. Consolidation of Assurances and LAQs, etc., 3. Consolidation of RTI Act related issues. 4. Misc. currents of the section
SGS.I A.S.O.1	<p style="text-align: center;"><u>(formerly SGS-II)</u></p> <ol style="list-style-type: none"> 1. AGAMT (Changed as THAI) 2. MLACD 3. Samathuvapuram (Changed as Chief Minsiters Solar Powered Green House Scheme) 4. Namakku Naame Thittam (Changed as Self Sufficiency Scheme) 5. Old SSS residuary (added with Sl. No.4)
A.S.O.2	<ol style="list-style-type: none"> 1. Socio Economic Development Society (Dharmapuri & Krishnagiri) & related schemes for other naxal prone Districts 2. Colour TV Scheme (Deleted) 3. RIDF – NABARD 4. School Buildings – Renovation (changed as CSIDS)
S.I.	<ol style="list-style-type: none"> 1. Progress Reports/Review Reports - on all State schemes.. 2. Media coverage 3. Misc. currents of the section
SGS.II A.S.O.	<p style="text-align: center;"><u>(formerly SGS-III – A.S.O.1)</u></p> <ol style="list-style-type: none"> 1. Roads & Bridges (except) RIDF 2. Meeting and other matters with all other Depts. 3. Misc. currents of the section
SGS.III A.S.O.	<p style="text-align: center;"><u>(formerly SGS-III – A.S.O.2)</u></p> <ol style="list-style-type: none"> 1. Rural Electrification and Street lights 2. Water supply, Minor Irrigation and Ponds 3. Kattidamaiyam 4. Banning of Business dealings 5. Rural Tourism 6. Misc. currents of the section
SGS.IV A.S.O.	<ol style="list-style-type: none"> 1. Land matters 2. Buildings maintained by Pt. Union 3. Panagal Building Society 4. CAPART 5. Motor vehicle other than DRDAs 6. Telephones matters relating to Offices of DRD/Pt. Union /Dist. Pt./Pts. 7. State Schemes not allotted to any other State Scheme Section 8. Natural calamities relief 9. Misc. currents of the section

PR-I A.S.O.1	<p style="text-align: right;">(formerly C4)</p> <ol style="list-style-type: none"> 1. Act & Rules 2. Rural Local Body Election 3. State Election Commission related matters – including establishment 4. Assigned Revenues – Pt. Accounts 5. Social forestry / Mines, Minerals grants
A.S.O.2	<ol style="list-style-type: none"> 1. Devolution of Powers & functions of rural local bodies 2. CFC / SFC / TFC - Recommendations & grants 3. Misc. currents of the section
PR-II A.S.O.1	<p style="text-align: right;">(formerly C2)</p> <ol style="list-style-type: none"> 1. Delimitation of Rural Local Bodies / Reclassification 2. Uthamar Gandhi Award (changed as Clean Village Campaign Award) 3. All correspondence with Government of India on PRIs. 4. Gram Sabha / District Planning Committee 5. Annual reports of District Panchayats 6. Misc. currents of the section
A.S.O.2	<ol style="list-style-type: none"> 1. Building Plan / Rules & allied Town Planning matters 2. All Panchayat taxes 3. Erection of Statues 4. Naming of streets in village panchayats 5. Change of name / head quarters of village pts. / pt. Unions / Dist. Pts. 6. Slaughter Houses in local bodies
PR-III A.S.O.1	<p style="text-align: right;">(formerly C3)</p> <ol style="list-style-type: none"> 1. Chief Minister's Spl. Cell petitions 2. Local Fund Audit Reports 3. A.G.'s Audit Reports 4. Basic Amenities to Panchayats (other than Roads, bridges, water supply, street lights 5. Nodal function and other matters relating to Recommendations / Reports of Commissions / Councils / Statutory forums formed by State & Central & Governments. 6. Exhibitions, fair festivals, parks & playgrounds, Conducting of Sports in rural local bodies
PR-III A.S.O.2	<ol style="list-style-type: none"> 1. All training matters relating to R.D & P.R. Institutions – NIRD, SIRD, RIRD and CRD (Training) 2. Secretaries Meeting 3. Collector's Conference 4. All matters relating to SIRD / RETC including establishment. 5. Misc. currents of the section

PR.IV A.S.O.1	<u>(formerly C1)</u> 1. Removal 2. Appeal 3. Vigilance cases 4. Allegations against all elected representatives of rural local bodies (Kancheepuram, Tiruvallur, Vellore, Tiruvannamalai, Cuddalore, Villupuram, Perambalur, Pudukkottai, Tiruchirappalli, Karur, Erode, Dharmapuri, Krishnagiri, and The Nilgiris (14) Districts)
A.S.O.2	1. Removal 2. Appeal 3. Vigilance cases 4. Allegations against all elected representatives of rural local bodies (Coimbatore, Salem, Namakkal, Theni, Dindigul, Sivagangai, Tiruvarur, Thanjavur, Nagapattinam, Ramanathapuram, Virudhunagar, Madurai, Tirunelveli, Thoothukudi and Kanniyakumari (15) Districts) 5. Misc. currents of the section

10. BUDGET ALLOCATION MADE FOR RURAL DEVELOPMENT AND PANCHAYAT RAJ AND THE ORGANIZATION UNDER ITS CONTROL:

(Under Section 4(i)(b)(xi) of Right to Information Act -2005)

Budget Allocation – Demand No.42, Rural Development and Panchayat Raj Department 2011-12. Revised Estimate Budget (Rupees in thousands)
Rs.19,150,31,40

11. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY THE RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT, REDUCED IN AN ELECTRONIC FORM

(Under section 4(i)(b) (xiv) of Right to Information Act -2005)

i)	Website of Rural Development and Panchayat Raj Department	www.tn.gov.in/rti
ii)	Website of Commissioner of Rural Development	www.tn.gov.in
iii)	Director of Rural Development (Trg)	drd.tn.@nic.in
iv)	Tamil Nadu Corporation for Development of Women Limited	tncdwho@yahoo.cco.in
v)	Pudhu Vazhvu Project	www.pudhuvazhvu.org
vi)	Tsunami Project Implementation Unit	Trpiu-rd@tn.nic.in
vii)	Tamil Nadu State Election Commission	www.tnsec.nic.in
viii)	IFAD assisted PTSLP, TNCDW Ltd,	inifad@yahoo.com
ix)	State Institute of Rural Development,	sirdtn@gmail.com

12. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

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

The Public can obtain information through Notice Boards, newspapers, Website, Exhibitions and other means of advertising.

11. Following officers in the Rural Development and Panchayat Raj Department have been designated as Public Information Officers and Appellate Authority under section 4(1)(b)(xvi) of Right to Information Act- 2005.

Public Information Officer	Appellate Authority	Subjects handled in brief
Under Secretary (E-1) Phone No. 25665550	Deputy Secretary (PR) (i/c) Ph.No. 25678439 (i/c/)	Establishment matters of ADRD/JD/AD/BDO & DBDO
Under Secretary (E-II) Ph.No. 25665370	Deputy Secretary (P.R) (i/c/) Ph.No. 25678439 (i/c/)	(I) All Vigilance cases pertaining staff of R.D & P.R Department. (ii) Establishment matters of Rural Engineering Wing. (iii) Compassionate Ground Appointment
Under Secretary (E3) Ph.No. 25665247	Deputy Secretary (E-II) Ph.No. 25673318	(i) Establishment matters of Non-Gazetted employees below the rank of DBDO. (ii) Establishment matters of Village Panchayat Staff and Employees of Non-provincialised categories.
Under Secretary (Trg) Ph.No. 25665859	Deputy Secretary (P.R) Ph.No. 25678439	(i) Tamil Nadu Panchayat Building Rules, Village Panchayat Tax. (ii) Training / Audit Accounts of Local Bodies.

Under Secretary (PR) Ph.No. 25665858	Deputy Secretary (P.R) Ph.No. 25678439	Act & Rules, Election to Local Bodies, State Election Commission. Assigned Revenues, CFC/SFC Grants to RLBs. Removal, Appeal, Disqualification & Vigilance Cases relating to elected representatives of RLBs.
Under Secretary (B&C) Ph.No. 25665380	Deputy Secretary (E-II) Ph.No. 25673318	State Budget of Rural Development and Panchayat Raj Department and Scheme monitoring.
Under Secretary (SGS) Ph.No. 25665132	Deputy Secretary (SGS) Ph.No. 25672169	All State Schemes implemented in rural local Bodies
Under Secretary (B&C) Ph.No. 25665380	Deputy Secretary (SGS) Ph.No. 25672169	1. Land matters 2. Buildings maintained by Pt. Union 3. Panagal Building Society 4. CAPART 5. Motor vehicle other than DRDAs 6. Telephones matters relating to Offices of DRD/Pt. Union /Dist. Pt./Pts.
Under Secretary (CGS) Ph.No. 25665886	Deputy Secretary (CGS & OP) Ph.No. 25673245	All Centrally Sponsored Schemes implemented in the Local Bodies.
Under Secretary (OP) Ph.No. 25665133	Deputy Secretary (CGS & OP) Ph.No. 25673245	Establishment matters of staff of Rural Development and Panchayat Raj Department, Secretariat.

N.S.Palaniappan,
Principal Secretary to Government,

// True Copy //


A Section Officer