



GOVERNMENT OF PONDICHERRY
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MANUAL OF RIGHT TO INFORMATION



Published by:

CHIEF SECRETARIAT (COMBINED) ESTABLISHMENT
PONDICHERRY
2005

**MANUAL
OF
RIGHT TO
INFORMATION**

Preface

The Government of India vide their Letter No.D.O.No.34012/4/S/2005/Estt.(B) dated 26.05.2005 have enacted to introduce the Right to Information Act, 2005, to provide for setting out the practical regime 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 constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

2. In the changed circumstances, to achieve the target the first step to be taken to publish the “Manual of Right to Information” in respect of the Chief Secretariat (Combined) Establishment being the respond to the growing aspiration of the people.

C.S. KHAIRWAL, I.A.S.
Chief Secretary to Government.

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GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

NEW DELHI - 110 001

D.O. No.34012/4/(s)/2005-Estt.(B).

Dated the 26th May, 2005.

Dear *Chief Secretary*,

With a view to make the legislation on 'right to information' more progressive, participatory and meaningful, 'The Right to Information Bill, 2004' (RTI Bill) was introduced in the Lok Sabha on 23rd December, 2004. The Bill was subsequently passed by the House on 11th May, 2005 after adopting certain amendments. A statement listing some of its salient features, is enclosed (**Annexure-I**). The Bill was later passed by the Rajya Sabha on 12th May, 2005 and now awaits the assent of the President.

2. The Bill lays down that the Act would come into force on the one hundred and twentieth day of its enactment. Accordingly, it would require all public authorities under the administrative control of, or those attached to, the State Government to set up the necessary infrastructure positively within 120 days so as to make the Act operational. Keeping this in view, some of the provisions of the contemplated enactment are being brought into force with immediate effect so that there is no legal infirmity in this regard. In writing the letter, it is my intention to request you to start the process of setting up the infrastructure from now itself, so that you gain some valuable lead time in complying with the mandatory provisions of the proposed RTI Act.

3. The various activities associated with the operationalisation of the Act broadly fall under **two categories**. In the **first category**, are the items which have to be attended to and completed before the date from which the Act come into force. The **second category** would relate to items or activities which are necessarily to be carried out once the Act becomes operational. Details of these activities are given in the **Annexure - II**.

4. Considering that the lead time between the date on which the Act receives the assent of the President and the date from which it comes into force is 120 days, it would be appreciated if an action plan is drawn for the above items and definite time-schedules are laid down for each specific task so that the entire infrastructure is set up within the time period stipulated in the enactment. For this purpose, I suggest that a **Committee may be set up in the State Government under your Chairmanship which could monitor the progress on day-to-day basis**.

5. As the provisions of the RTI Bill call for time-bound action, I would urge **advance preparatory action** at your end and thus prevent default. In case the State Government requires any clarification etc. in the matter, the Department of Personnel and Training would provide all necessary assistance.

With regards,

Yours sincerely,

Sd/-

(A.N. TIWARI)

Encls: As above.

Shri **C.S. KHAIRWAL**

Chief Secretary

Government of Pondicherry

Pondicherry.

SALIENT FEATURES OF THE RIGHT TO INFORMATION ACT, 2005

- ❖ The short title of the legislation has been changed from 'The Freedom of Information Act' to 'Right to Information Act'.
- ❖ Provides a very definite day for its commencement, i.e. 120 days from enactment.
- ❖ It defines "appropriate Government" as meaning, in relation to a "Public Authority" established, constituted or owned or substantially financed by funds provided directly or indirectly or controlled -
 - (i) by the Central Government, the Central Government;
 - (ii) by the State Government, the State Government".
- ❖ It shall apply to "Public Authorities" which means any authority or body or institution of self-government established or constituted by or under the Constitution; by any law made by the appropriate Government or, any other body owned, controlled or substantially financed directly or indirectly by the appropriate Government, and includes non-government organizations, substantially financed by the Government.
- ❖ The ambit covers the two Houses of Parliament, State Legislatures, the Supreme Court/High Court/ Subordinate Courts including their administrative offices, Constitutional Authorities like Election Commission, Comptroller & Auditor General, Union Public Service Commission etc. **Only domestic and foreign private bodies working within the country have been excluded from the purview of the Act.**
- ❖ All citizens shall have the right to information, subject to the provisions of the Act.
- ❖ It casts an obligation on Public Authorities to grant access to information and to publish certain categories of information within 120 days of the enactment. The responsibility about *suo-motu* disclosure/publication by public authorities has been considerably enlarged.
- ❖ The Act lays down the machinery for the grant of access to information. The Public Authorities are required to designate Public Information Officers and Assistant Public Information Officers within 100 days of the enactment and whose responsibility it is to deal with requests for information and also to assist persons seeking information.

- ❖ Provision has been made for transfer of a request by a public authority to another public authority wherein the subject matter/ information is held by the latter.
- ❖ A time limit of 30 days has been prescribed for compliance with requests for information under the Act, which, can be extended to 40 days where third-party interests are involved.
- ❖ Fee to be reasonable. Also, no fee to be charged from persons who are below poverty line. Further, information to be provided free of charge where the response time-limit is not adhered to.
- ❖ Certain categories of information have been exempted from disclosure under sections 8 and 9 of the Act. The categories, by way of illustration, include, information likely to affect security of the State, strategic, scientific or economic interests of the State, detection and investigation of offences, public order, conduct of international relations and Cabinet papers. Trade or commercial secrets, information the disclosure of which would cause breach of privilege of Parliament or State Legislature and personnel information which has no relationship with public activity and could cause unwarranted invasion of the privacy of any person, are also exempted from disclosure. However, exemptions provided are not absolute and withholding of information must be balanced against disclosure in the public interest. Information to be released even if harm is shown to the public authority if the public benefit in knowing the information outweighs the harm that may be caused by disclosure.
- ❖ Subject to 3 exceptions; the Act also contains a provision for reveal of information, which is otherwise, exempted from disclosure under section 8 on completion of 20 years after the completion of the event.
- ❖ The Act also incorporates the principle of severability.
- ❖ Envisages creation of an independent non-judicial machinery, viz., Central Information Commission and State Information Commissions comprising a Chief Information Commissioner and Information Commissioners to decide 2nd stage appeals.
- ❖ Legal frame work of exercise of powers by the Commission defined in the Act.
- ❖ The Act also provides a two-tier Appellate Forum. First appeal to departmental officer senior to the Public Information Officer. The second appeal to be made to Commission.

- ❖ On a request for information being refused, the applicant can prefer an appeal to the prescribed authority within 30 days of the decision; the time limit for disposal of appeal being also 30 days extendable to 45 days.
- ❖ Intelligence and security agencies specified in Schedule-II to the Act have been exempted from being covered within the ambit of the Act. However, the exemption is not absolute; agencies shall have the obligation to provide information in matters relating to corruption and human rights violations.
- ❖ The jurisdiction of subordinate courts has been barred expressly by section 23 of the Act.
- ❖ The provisions of the proposed Act have been made overriding in character, so that the scheme is not subverted through the operation of other minor Acts.
- ❖ Monitoring and reporting-Act makes a provision to produce statistics to assess its implementation so that improvements could be effected.
- ❖ Central Information Commission and State Information Commissions to monitor the implementation of the Act and prepare an Annual Report to be laid before Parliament/State Legislature.
- ❖ Central Government to prepare programmes for development of 'information' regime.
- ❖ FOI Act, 2002 to be repealed.

MANUAL ON RIGHT TO INFORMATION, 2005

Chapter – 2 (Manual – 1)

I **Particulars of its organization, functions and duties;**

- 2.1 In accordance with the provisions of the business of the Government of Pondicherry (Allocation) Rules, 1963, the business of the Government has been allocated among its different Departments for its convenient and expeditious transactions. The delineation of the Secretariat into fourteen Departments has been established with a view to bring about better coordination in dealing the “subjects” having a “common objectives” as follows:-
- i) Confidential and Cabinet Department
 - ii) Home Department
 - iii) General Administration Department
 - iv) Department of Personnel and Administrative Reforms
 - v) Finance Department
 - vi) Revenue Department
 - vii) Planning & Research Department
 - viii) Department of Rural Development
 - ix) Department of Industrial Development
 - x) Health and Welfare Department
 - xi) Education Department
 - xii) Local Administration, Works and Power
 - xiii) Law Department
 - xiv) Labour Department
- 2.2 The proposed nomenclature of the above Departments and their allocation of the subjects are given in the Annexure-I. (*Page 17*)
- 2.3 The Secretariat Department constitutes the basic unit of the organization and the Department is responsible for the formulation of the policies of the Government within its sphere of responsibility and also for the execution and review of these policies. These Departments are normally headed by a Secretary who acts as the Administrative Head of the Department.
- 2.4 This Department, named, Secretariat establishment is termed as Chief Secretariat (Combined) establishment. It is functioning for the purpose of the service matters pertaining to the officers and staff who are working in the Chief Secretariat, Pondicherry.
- 2.5 This Department is following the working system of 40 hours per week on the recommendation of the Central Fifth Pay Commission:

- i) Morning hours : 08.45 AM to 01.00 PM
Lunch break
01.00 PM to 02.00 PM
- ii) Evening hours : 02.00 PM to 05.45 PM
- iii) Holidays : Saturdays and Sundays

Chapter – 3 (Manual – 2)

II The powers and duties of the Officers and employees

- 3.1 i) Thiru C.S.Khairwal, IAS, Chief Secretary to Government is the Head of Department.
- 3.2 ii) Thiru D.Dayanidhi, Under Secretary to Government (Estt.), is the Head of Office of the Chief Secretariat. He will hold charge of the Establishment section for disposal of Government business dealt with under his charge as directed by the Chief Secretary to Government. He will be incharge of one or more sections including the staff cars wing, Pondicherry Government Guest House, Chennai, Under Secretary to the Department of Information and Publicity and the Department of Tourism.
- 3.3 He is in charge of Establishment section and to maintain an uptodate allocation of work among the dealing assistants in the section.
- 3.4 The Establishment section consists of Assistant/UDC/LDC supervised by a Superintendent Grade-I. Each member of the staff is responsible for the house keeping jobs assigned to them. They are also responsible for all official papers and articles belonging to the Department which are entrusted to them for their use.
- 3.5 In addition to the above, there will be one unit of works and one unit of powers functioning in the Secretariat for maintenance purpose. The police personnel are used for the purpose of security.

Chapter – 4 (Manual – 3)

||| The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

4.1 This Department is adopting the rules, regulations and instructions, etc., issued by the Government of India such as:

I Government of India References:- (Prized copies)

- (1) Fundamental Rules and Supplementary Rules (Parts I to V)
 - Part I - General Rules
 - Part II - T.A Rules
 - Part III - Central Civil Services (Leave) Rules
- (2) Dearness Allowance, Dearness Relief & Exgraita to GPF Beneficiaries
- (3) Part V - HRA, CCA
- (4) CCS (Pension) Rules
- (5) CCS (Commutation of Pension) Rules
- (6) CCS (Extraordinary Pension) Rules
- (7) Central Government Employees Group Insurance Scheme
- (8) Staff Car Driver
- (9) Medical Attendance Rules
- (10) CCS (CCA) Rules
- (11) CCS (Conduct) Rules
- (12) General Provident Fund Rules
- (13) Leave Travel Concession Rules
- (14) Children Educational Allowances
- (15) General Financial Rules
- (16) Delegation of Financial Power Rules
- (17) House Building Advance Rules
- (18) Suspension and Reinstatement
- (19) Overtime Rules
- (20) Contributory Provident Fund Rules
- (21) CCS (Revised) Pay Rules, 1997
- (22) Central Treasury Rules Volume.I
- (22) Central Administrative Tribunal(Acts, Rules & Orders)
- (23) Reemployment of pensioners - Civilian and Exservicemen
- (24) Advances to Central Government Servants
- (25) Central Government Accounts (Receipt and Payment) Rules
- (26) Seniority and Promotion in Central Government service
- (27) Reservation and Concessions for SC/ST & OBC
- (28) Compilation and Confidential Reports
- (29) Uniforms to Group C and D employees
- (30) Manual on Establishment and Administration

(31) Manual on Disciplinary Proceedings

Sources:-

Swamy Publishers (P) Limited,
236, R.K. Mut Road,
Post Box No.2468,
Raja Annamalaipuram,
Chennai - 600 028.

Ph: (044) 24938365

Fax: (044) 24938363

II Government of Union Territory of Pondicherry References:-

- (1) Pondicherry Codes Volume I,II & III (Compilation of Acts)*
- (2) Manual of Office Procedures **
- (3) Functional Filing System **
- (4) Redressal of the Public Grievances **

Sources:-

- (1) Law Department, Pondicherry *
- (2) Administrative Reforms Wing, Chief Secretariat, Pondicherry **

III Details of records used by its employees for discharging its functions

- (1) Register of Service Books
- (2) Register of Periodical Increment
- (3) Register of Nomination for Death cum Retirement Gratuity (DCRG)
- (4) Register of Government servants sent on deputation etc
- (5) Register of Liveries
- (6) Register of Security Deposit and fidelity bond by the cashier
- (7) Register of Retirement of Government servants
- (8) Register of Bills received
- (9) Pay Bill Register
- (10) Travelling Allowance Bill Register
- (11) Leave Travel Concession Advance Register
- (12) Register of Overtime Allowance
- (13) Medical Reimbursement Register
- (14) Motor Cycle Advance / House Building Advance/ Cycle Advance etc Recovery Register
- (15) Bill Drawn Register
- (16) Token Register
- (17) Contingent Audit Register
- (18) Budget Check Register
- (19) Register of Monthly Reconciliation

- (20) Register of Cheques
- (21) Receipt Books
- (22) Cash Book
- (23) Acquittances
- (24) Register of Valuables
- (25) Chalan Register
- (26) Register of Permanent advance
- (27) Undisbursed Pay Register
- (28) Register of Trunk call charges
- (29) Petrol Indent Register
- (30) Stamp Account Register
- (31) Stock Register for furniture & stationeries
- (32) Audit Objections Register
- (33) Confidential Reports Register
- (34) Despatch / Receipts Register
- (35) Log Book for Drivers

Chapter – 5 (Manual – 4)

IV The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;

Does not arise.

Chapter – 6 (Manual – 5)

V **A statement of the categories of documents that are held by it or under its control;**

6.1 This Department is the custodian of documents relating to House Building Advance of all employees who are working in this Administration. One Central Record Branch is functioning in this Secretariat for a proper record management.

6.2 **The files / records kept in the Central Record Branch of this Secretariat as classified:-**

- (1) Class 'A' permanent records of historical importance;
- (2) Class 'B' for permanent preservation for administrative purposes
- (3) Class 'C' having reference value for a limited period not exceeding 10 years

6.3 The Additional Secretary, Administrative Reforms Wing, Chief Secretariat, is the Competent and Controlling authorities for these records. The contact telephone numbers are as follows:

Official

(0413) 2336030
(0413) 2333271 - 75 (Ext: 214)

Residential

(0413) 2251573

Chapter – 7 (Manual – 6)

VI A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public; or the minutes of such meetings are accessible for public;

Does not arise.

Chapter – 8 (Manual – 7)

VII The names, designation and other particulars of the Public Information Officer;

- 8.1 Thiru D.DAYANIDHI, Under Secretary to Government (Establishment, Information & Publicity and Tourism) act as the Public Information Officer in respect of the Chief Secretariat (Estt.), Pondicherry.
Contact Phone (0413) 2336467 233371-75 (Ext.209)

- 8.2 Thiru C.S.KHAIRWAL, I.A.S., Chief Secretary to Government is the Appellate Authority.
Contact Phone (0413) 2334145 Fax: (0413) 2337575

Chapter – 9 (Manual – 8)

VIII The procedure followed in the decision making process, including channels of supervision and accountability;

- 9.1 Officers above the level of Superintendent will take final action on different classes of cases in accordance with such departmental instructions as may be used by the department concerned from time to time. They will take the orders of the Chief Secretary/Secretary or higher authorities on cases of important nature or those involving questions of policy.

Chapter – 10 (Manual – 9)

IX A directory of its officers and employees.

10.1 The Chief Secretariat (Estt.) consists of the following staff pattern:-

- (a) **Thiru C.S.Khairwal, IAS**
Chief Secretary to Government
- Head of Department
Ph.: (0413) 2334145
Fax: (0413) 2337575
Ph.: (0413) 2333271-75
Ext.: 201
Res.: (0413) 2271097
94432 – 62146
- (b) **Thiru D. Dayanidhi,**
Under Secretary to Govt.(Establishment)
- Head of Office
Ph.: (0413) 2336467
Fax: (0413) 2337575
Ph.: (0413) 2333271-75
Ext.: 209
Res.: (0413) 2280588
- (c) **Thiru M. Gunasegaran,**
Superintendent Grade-I
- Section incharge
Ph.: (0413) 2233222
Ph.: (0413) 2333271-75
Ext.: 222
Res. (0413) 2203349
- (d) **Tmt. A.K. Kanchanakumari,**
Private Secretary to Chief Secretary
Ph.: (0413) 2233210
- (e) **Thiru N.Anbalagan,**
CA to Chief Secretary
Ph.: (0413) 2233210 (O)
(0413) 2210113 (R)

- (f) **Tmt. S.Jayalakshmi,**
PA to Under Secretary (Estt.)
Ph.: (0413) 2336467
Ph.: (0413) 2333271-75
Ext.: 320
- (g) **Thiru N.Venkatasubramaniyan,**
PA to Chief Secretary
Ph.: (0413) 2233210
- (h) **Thiru Wilfred,**
Reception Officer
Ph.: (0413) 2233225
Ph.: (0413) 2333271-75
Ext.: 225

I Establishment section

Ph.: (0413) 2233222
Ph.: (0413) 2333271-75
Ext.: 222

- E1 **Thiru K. Ravi,** Assistant
- Service matters of Group 'A' & 'B'
- E2 **Thiru M. Karunendiran,** Assistant
- Service matters of Group 'C'
- E3 **Thiru N. Srinivasan,** Upper Division Clerk
- Service matters of Group 'D'
- E4 **Thiru S. Moorthy,** Upper Division Clerk
- Staff cars maintenance
- E5 **Thiru S. Sundararaj,** Upper Division Clerk
- Building Maintenance
- E6 **Tmt. V. Tamilselvi,** Lower Division Clerk
- All Advances
- E7 **Thiru B. Malayalathan,** Lower Division Clerk
- Receipt
- E8 **Thiru E. Mayilvelu,** Lower Division Clerk
- Despatch

Thiru C. Sougoumar, Lower Division Clerk
- Computer Wing

Thiru A. Vassan, Lower Division Clerk
- Computer Wing

II Accounts & Budget section

Ph.: (0413) 2233223
Ph.: (0413) 2333271-75
Ext.: 223

Thiru K. Ilangovan, Upper Division Clerk -cum- Cashier

Thiru V. Lourdusamy, Attender,
Assistant to Cashier.

A1 Tmt. G. Vidjealatchoumy, Upper Division Clerk
- Preparation of Bills for Group 'A' & 'B'

A2 Tmt. Rany Benjamin, Upper Division Clerk
- Preparation of Bills for Group 'C'

A3 Tmt. C. Kannagui, Upper Division Clerk
- Preparation of Bills for Group 'D'

Thiru P. Ilango, Upper Division Clerk
- Budget & Bills Section

Thiru D. Saravanan, Lower Division Clerk
- Computer Wing

Thiru S. Purushothaman, Store Keeper Grade-II
- Purchase
Ph.: (0413) 2333271-75
Ext.: 280

Staff Car Drivers

Lift Operator

III Receipt & Despatch Section

Ph.: (0413) 2333271-75
Ext.: 285 & 286.

IV Pondy. Govt. Guest House, Chennai Section

Ph.: (0413) 2333271-75
Ext.: 305.

Thiru M. Pupathi, Manager
- Pondicherry Govt. Guest House
K.K. Nagar, Chennai.

Ph.: (044) 24838170
(044) 24831332
Fax: (044) 24803779

Thiru K. Prithviraj, Upper Division Clerk
- Establishment & Accounts

Thiru M. Arounmojyan, Lower Division Clerk
- Computer Wing

V Works Wing staff Section

Ph.: (0413) 2333271-75
Ext.: 311.

VI Power Wing staff Section

Ph.: (0413) 2333271-75
Ext.: 274.

VII Police Personnel Section

Ph.: (0413) 2333271-75
Ext.: 321.

Chapter – 11 (Manual – 10)

- X The Monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations;**

Does not arise

Chapter – 12 (Manual – 11)

XI The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

The Chief Secretariat is coming under the Non Plan sector and the Budget Allocation towards the salary of staff and Office expenses for the House keeping purpose.

Chapter – 13 (Manual – 12)

XII The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Does not arise

Chapter – 14 (Manual – 13)

XIII Particulars of recipients of concessions, permits or authorizations granted by it;

Does not arise

Chapter – 15 (Manual – 14)

XIV The norms set by it for the discharge of its functions;

- 15.1 **Chief Secretary** - He is the Head of the Secretariat Organisation acts as Chief Adviser to the Administration. He provides guidance and leadership not only to the Officers and staff employed in the Secretariat, but also to the various services under the Administration, in general. He is principle adviser to the Council of Ministers on all matter of policy and administration.
- 15.2 **Secretary** - He is in charge of one or more than one branch of the Secretariat. He is the Head of his department. He is principle adviser of the Minister concerned on all matters of policy and administration within the department functioning under his control.
- 15.3 **Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary** are acting under the control of the Department's Secretaries concerned. They will hold charge of the Secretariat Division for disposal of Government business dealt with under their charge. They will be in charge of one or more sections.
- 15.4 Orders have been issued among the Secretaries and Officers mentioned above as link Officers to perform duties during their leave period and away from the Headquarters for effective Administration.

Chapter – 16 (Manual – 15)

XV Details in respect of the information, available to or held by it, reduced in an electronic form;

Information Kiosk is installed in the Chief Secretariat complex.

Chapter – 17 (Manual – 16)

XVI The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Does not arise.

Chapter – 18 (Manual – 17)

XVII Such other information as may be prescribed

- (1) Maintaining of the Complaint Box
- (2) Notice Board on the Information to public about the awareness of Vigilance.
- (3) Appointed one Reception Officer to direct the public for obtaining information.

(D. DAYANIDHI)
UNDER SECRETARY TO GOVERNMENT
(ESTABLISHMENT)

ANNEXURE – I

Proposed nomenclature of Departments and allocation of subjects (para 2.2)

I. Confidential and Cabinet Department :

1. Political and Confidential matters.
2. Cabinet Affairs, including dissolution of Legislative Assembly and Governors Address.
3. Rules of Business and Allocation of Business Rules.
4. Defence of India Act and Rules.
5. Anti-Corruption and Vigilance.
6. All matters connected with 'Military'.
7. Control over the Administrators of Karaikal, Mahe and Yanam.
8. Matters relating to Southern Zonal Council.
9. All matters relating to Raj Nivas.
10. Salaries and Allowances of Ministers, Speaker, Deputy Speaker/ Members including Establishment of Council of Ministers.
11. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

II. Home Department :

1. Law and Order.
2. Police i.e., all matters relating to Police Organisation of Pondicherry including Armed Police, maintenance of public security.
3. Wireless.
4. Arms Act - Arms, Fire Arms and Explosives.
5. National Integration.
6. Foreigners/Passports and Visas.
7. Jails.
8. Citizenship and Naturalization.
9. Extradition and Civil Processes.
10. Fire Services.
11. Home Guards.
12. Correspondence with the Consulate General of France in Pondicherry.
13. Political Sufferers.
14. Civil Defence.
15. Freedom Fighters.
16. Preventive Detention.
17. Linguistic Minorities.
18. Rehabilitation of Ex-servicemen.
19. Recruitment/Posting/Promotion and Transfer of all posts exclusive of this Department.

III. General Administrative Department :

1. National Holidays and Ceremonial Occasions.
2. Visits of V.I.Ps.
3. Stationery and Printing including Government Press.
4. Government Gazette.
5. Administration Report.
6. Secretariat Library.
7. Central Record Branch.
8. Printing Presses.
9. Newspapers and periodicals.
10. Telephones/Liveries.
11. Office Accommodation
12. Information
13. Publicity
14. Staff Cars
15. Protocol
16. Official Language
17. Post and Telegraph
18. Guest House
19. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

IV. Department of Personnel and Administrative Reforms :

1. All matters relating to I.A.S., I.P.S. and P.C.S. cadres
2. Recruitment Rules for the entire Administration
3. Correspondence with U.P.S.C.
4. Civil list and History of Services.
5. Discipline and Appeal relating to the Service.
6. Service conditions of Ex-French Employees.
7. Organisation and Methods - Inspection/Workstudy.
8. Administrative Reforms.
9. Reservation of vacancies for SC/ST/EX-Servicemen, etc.
10. Reservation for Physically Handicapped.
11. Training of Administrative Personnel.
12. Department Examinations and Tests for Common categories.
13. Deputation and Foreign Service.
14. Office Procedure/Office Manual.
15. Administrative Inspections.
16. All matters relating to recruitment/posting/transfer and promotion of all **Common Category Posts**.
17. Recruitment/Posting/Transfer and Promotion of all Gazetted Officers.
18. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

V. Finance Department

1. Budget and Accounts of the Union Territory.
2. Rules and Orders regarding control of expenditure and financial procedures.
3. Interpretation of Financial and Accounts Rules.
4. Scrutiny of financial sanctions.
5. Delegation of Financial Powers.
6. Pension and Gratuity.
7. Provident Funds.
8. The Consolidated Fund of the Union Territory.
9. The Contingency Fund of the Union Territory.
10. The Chief Minister's Discretionary Grant/The Chief Minister's Welfare Fund/Compassionate Funds.
11. Finance Committee/Estimates Committee/ Public Accounts Committee.
12. Report of the Audit General/Comptroller-General.
13. Stamps.
14. Commercial Taxes.
15. Financial Resources.
16. Financial Inspections.
17. National Small Savings Scheme/Compulsory Deposit Scheme.
18. Salaries and Allowances
19. Local Fund Audit.
20. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

VI. Revenue Department

1. Land Revenue and Collection.
2. Land Records and Tenures, Survey and Settlement.
3. Recoveries of Public Demands.
4. Lease of Government Lands.
5. Acquisition and Requisition of lands on behalf of the Government.
6. Registration.
7. Relief to victims of natural calamities.
8. Weights and Measures.
9. House Rent Control.
10. Land Reforms.
11. Excise.
12. Cinematograph Act.
13. Civil Supplies.
14. Prevention of Adulteration of Food Stuffs and other articles.
15. Gold Control.

16. Cement Control.
17. Licensing of Rice Mills and matters connected with wheat products.
18. Urban Land Ceiling.
19. Treasure Trove.
20. Eviction of unauthorized occupants from public premises.
21. Administration of Hindu Religious Institutions/ Endowments.
22. Wakfs.
23. Money Lenders, Money Lending, Chit Funds.
24. Procurement of paddy and rice.
25. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

VII. Planning Department :

1. Planning in all aspects, including Five Year Plans.
2. Economics & Statistics.
3. Census.
4. Liaison with Institution Financial Agencies.
5. Training of Technical Personnel
6. Monitoring and Evaluation.
7. Research
8. Co-ordination
9. Manpower planning
10. Non-Conventional Sources of Energy
11. Computerisation
12. Science & Technology
13. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

VIII. Department of Rural Development :

1. Agriculture
2. Animal Husbandry, including Diaring.
3. Fisheries.
4. Co-operation.
5. Community Development.
6. Rural Employment Scheme/Programmes.
7. Soil Conservation.
8. Wildlife and Forestry.
9. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

IX. Department of Industrial Development

1. Industries.
2. Power
3. Port.
4. Tourism.
5. Handlooms/Powerlooms.
6. Handicrafts.
7. Distribution of scarce raw material to Industries.
8. Geology and Mines.
9. Iron, Steel and Coal Control.
10. Commerce.
11. Civil Aviation.
12. Transport
13. Railways
14. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

X. Health & Welfare Department

1. (a) Medical.
 - (b) Public Health
 - (c) Family Welfare
 - (d) Nursing School (ESI)
 - (e) Drug Control
2. (a) Scheduled Caste Welfare
- (b) Social Welfare :-
 - (i) Nutrition
 - (ii) Child Welfare
 - (iii) Women's Welfare
 - (iv) Handicapped Welfare
 - (v) Social Defence
 - (vi) Welfare of the aged and infirm, destitutes, widows, etc.
- (c) Other Backward Classes Welfare.
3. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

XI. Education Department

1. Pre-Primary Education.
2. Primary Education
3. Middle and Secondary Education.
4. Higher Secondary Education.
5. Collegiate Education/University Education.
6. Technical Education.
7. Continuing Education.
8. Adult Education.
9. Physical Education.
10. Audio-Visual Education.
11. N.C.C.
12. Bal Bhavans.
13. Sports.
14. Youth Services.
15. Art & Culture :-
 - (a) Libraries
 - (b) Museums.
 - (c) Archives
 - (d) Academies.
 - (e) Grant-in-aid for Voluntary Cultural Organisations.
 - (f) Protection of Ancient & Historical Monuments.
16. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

XII. Local Administration & Public Works Department :

1. Municipalities.
2. Commune Panchayats / Village Panchayats.
3. Comite de Bienfaisance.
4. Housing.
5. Town and Country Planning.
6. Urban Development & Planning Authorities.
7. Environment.
8. Slum Improvement.
9. Public Health Engineering.
10. Drinking Water Supply & Sanitation.
11. Drainage & Sewerage.
12. Public Works Buildings.
13. Roads and Bridges, etc.
14. Irrigation and Flood Control.
15. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

XIII. Law Department

1. Drafting and Scrutiny of Bills and Statutory Rules, Notifications, Orders and Bye-laws.
2. Administration of Justice including Courts.
3. Appeals against acquittals and applications for enhancements of sentences.
4. Advice on all legal matters.
5. Supervision of Government Litigation, including appointment and remuneration of Government Pleaders, Public Prosecutors, Special Counsels, etc.
6. Legacies and Inter-State Properties.
7. Ex-French Laws and Rules and their interpretation.
8. Elections.
9. Legal Practitioner and Bar Councils.
10. Civil Law Procedures.
11. Official Receivers.
12. Notary Public.
13. Judicial Reforms.
14. Legal Aid to Weaker Sections.
15. Scrutiny of Agreements.
16. Writing off of any decretal dues.
17. Arbitrators.
18. Translation of State Acts and Rules, Regulation, etc. into Tamil and other languages.
19. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

XIV. Labour Department

1. All matters relating to Labour Welfare including conditions of Labour, Minimum Wages, Provident Funds and amenities for Labour.
2. National Employment Services and Employment Exchange.
3. Industrial and Labour Disputes, Conciliation and Arbitration.
4. Resettlement of Labour.
5. Factories and Boilers.
6. Apprentices Training.
7. Trade Unions.
8. Employee's State Insurance.
9. Shops and Commercial Establishments.
10. Bonded Labour.
11. All other matters pertaining to conditions of employment including industrial Training Institutes.
12. Recruitment/Posting/Promotion and Transfer of all posts exclusive to this Department.

ANNEXURE - II

SANCTIONED STAFF STRENGTH OF THE DEPARTMENT

GROUP-A

1. Chief Secretary to Government	1
2. Development Commissioner	1
3. Secretary to Government	5
4. IAS Probationer	1
5. Additional Secretary to Government	1
6. Joint Secretary to Government	1
7. Deputy Secretary to Government	4

GROUP-B

1. Under Secretary to Government	12
2. Budget Officer	1
3. Welfare Officer	1
4. Superintendent Grade-I	30
5. PCS Probationers	10

GROUP-B (Non-Gazetted)

1. Senior Private Secretary	1
2. Private Secretary	1
3. Stenographer Grade-I	3
4. Assistant Programmer (EDP)	1

GROUP-C

1. Superintendent Grade-II	2
2. CA to Chief Secretary	1
3. Assistants	79
4. Stenographer Grade-II	5
5. Stenographer Grade-III	12
6. U.D.C.	33
7. Data Processing Assistant	2
8. Data Entry Operator	2
9. L.D.C.	34
10. Storekeeper Grade-II	1
11. Reception Officer	1
12. Lift operator	1
13. Driver Special Grade	6
14. Driver Grade-I	4
15. Driver Grade-II	4
16. Driver Grade-III	4

GROUP-D

1. Attenders	12
2. Peons	65
3. Watchman	6
4. Sanitary Assistant	1
5. Sanitary Helper	1
6. Caner	1

TOTAL

351