

SMALL SAVINGS DEPARTMENT

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. Government of Tamil Nadu have also issued the Tamil Nadu Right to Information (Fees) Rules 2005, under the powers conferred by section 27 of the Right to Information Act 2005 in G.O. Ms. No. 989, Public (Estt I & Leg) Department dated 07-10-2005.

Under section 4(1) (b) of the Act, it is mandatory for the public authorities to provide information to the public. the Government have also issued instructions to the Heads of the Departments in Government Lr. No. 50405/2005-2 Public (EsttI &Leg) Department, dated 14-11-2005, to publish the manual under the Right to Information Act, 2005.

Accordingly, this Manual under the Right to Information Act relating to Small Savings Department is published. Efforts have been taken by this department to publish the details of Organisation, functions, duties, 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, Facilities for the fees remittance for the use of Public, as required under section 4(1) (b), of the Right to Information Act 2005, read with the Tamil Nadu Right to Information (Fees) Rules 2005.

It is hoped that this manual will serve the needs of the General Public under this Act.

Chennai-600 002.
14-03-2007

T. Murthy I.P.S.,
Commissioner of small Savings.

SMALL SAVINGS DEPARTMENT

1. INTRODUCTION

1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure accesses 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 provisions of section 4(1) (b) of this Act, the Small Savings Department has brought out this Manual for information and guidance of the general public.
2. The purpose of this Manual is to inform the general public about the organisational set-up of this Department, the functions and duties of its officers and employees and records and documents available with the Department.
3. This Manual is aimed at the public in general and users of the services and provides information about duties and functions of the small Savings Department.
4. The Small Savings Department has designated the officers of the Department as its **Public Information Officers (PIO)** for matters concerning the Department, and the details of **Public Information Officers** are available in the statement under section 4(1) (b) (xvi).
5. Any persons requiring any information under the Act may contact the officers of the Small Savings Department as mentioned in paragraph 4 above.
6. The procedure and fee structure for getting information are as under:- a request for obtaining information under sub-section (1) of section 6 of the RTI ACT shall be made in writing or through electronic means either in persons or by post to the Public Information Officers mentioned in paragraph 4 above and must be accompanied by an applications fee of Rs.10/- by cash or by demand draft or banker’s cheque, as stated below:-

i) By cash:

The applicant may remit the prescribed fee in 'cash' which will be received by the 'Drawing Officer' of the Directorate and by the 'Public Information Officers' in the District Offices, who will issue necessary receipt for the same. The amount received in cash will be remitted into relevant head of account by these officers.

ii) By Demand Draft /Bankers Cheque:

The applicant may remit the prescribed fee either in the form of Demand Draft or Banker's cheque in favour of the Public Information Officers 'payable at Chennai/the District Concerned along with the application seeking information and the same will be received by the 'Drawing Officer' in the Directorate/District Concerned and necessary receipt will be issued. Similarly, 'Public Information Officer' in the District offices including Corporation of Chennai where the Demand Draft / Banker's cheque are received by them in their favour will issue necessary receipt. These officers will arrange to remit the same into relevant head of account.

iii) By chalan Remittance to Government Account:

The applicant may also remit the fee into the head of account mentioned below through Treasury/Pay and Accounts Office/State Bank of India /Reserve Bank of India and produce the challan to 'Public Information Officer' as an evidence for having remitted the fee. The Public Information Officer shall credit the amount 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 007500 800 BK 0006)

7. For providing information, under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at para 6 above and the fee as below should be paid as per the mode stated therein.

- i) Rupees 2/- for each page (in A4 or A3 size paper) created or copied,

- ii) Actual charge or cost price of a copy in larger size paper,
 - iii) actual cost or price for samples or models, and
 - iv) for inspections or records, no fee for the first hour, and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.
8. For providing the Information, under sub-section (5) of Section 7 of the Right to Information Act, the request shall be made as above and the fee as below shall be paid as per the mode above.
- i) for information provided in diskette or floppy @ Rs. 50/- (fifty) per diskette or floppy; and
 - ii) for information provided in printed form, at the price fixed for such publication.
9. Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. the list of persons below the poverty line approved by the Gram Panchayat and Local Bodies will be the basis for claiming this concession.
10. No fee shall be charged and information shall be provided at free of charge, where the public Information Officer fails to provide the information within 30 days of the request.
11. The name, designation, Office Address and other details of Public Information Officers and Appellate Authority are available in the statement under section 4 (1) (b) (xvi).

2. Particulars of Organisation, Functions and duties under section 4(1) b(i) of the Right to Information Act 2005.

Small Savings is an important and major source for financing the State Plan and infrastructure development . Since 1.4.2002 Government of India is sanctioning the equivalent of the monthly net Small Savings Collections as loan to the State Government . The Directorate of Small Savings is mainly concerned with the promotion of various Small Savings Schemes formulated by Government of India. Small Savings Schemes are implemented through the Department of Posts , and 15 Year Public Provident Fund Scheme is implemented through Head Post Offices as well as Banks. Senior Citizen Savings Scheme which also comes under Small Savings Schemes are implemented through State Bank of India/Specified National Banks/Certain Private Banks in all District Head Quarters.

Objectives : Small Savings is

- * to play a predominant role in inculcating the habit of savings and thrift among the public, students , employees in all Government and Private establishments .
- * to implement Small Savings Schemes through Post Offices and Banks
- * to mobilize Household Savings in the State for investment in infrastructure projects in the state
- * to appoint Small Savings agents both in urban and rural areas and to monitor them
- * to disseminate the information about Small Savings to the nook and corner of the State through various media and to create awareness among the people.
- * to implement and monitor special schemes of the Government of Tamil Nadu like Agent

Incentive / District Incentive, awards for investors, Agents, Local Bodies, students,

institutions etc.,

Small Saving Schemes

A variety of Small Savings Schemes are in vogue to suit the requirement of different sections of the society which are detailed below .

I	Scheme having multiple returns	Kisan Vikas Patra
II	Scheme offering Tax Concession	National Savings Certificate-VIII Issue 15 Year Public Provident Fund
III	Scheme offering regular income for retirees/bulk depositors & Senior Citizens	Post Office Monthly Income Scheme Senior Citizens Savings Scheme
IV	Scheme for regular savings	Post Office Recurring Deposit Scheme
V	Fixed Deposit Scheme	One year Post Office Time Deposit Two year Post Office Time Deposit Three year Post Office Time Deposit Five year Post Office Time Deposit
VI	Other Schemes: Post Office Savings Account	Post Office Savings Account

The rate of interests on various schemes are subject to revision by Government of India. The rate of interest for the small savings scheme w.e.f. 1.3.2003 is as follows:

Sl No	Scheme	Rate of interest w.e.f. 1.3.2003
1	Post Office Monthly Income Scheme (POMIS)	8.00 %
2	Post Office Time Deposit (POTD) 1 YEAR	6.25 %
	Post Office Time Deposit (POTD) 2 YEAR	6.50 %
	Post Office Time Deposit (POTD) 3 YEAR	7.25 %
	Post Office Time Deposit (POTD) 5 YEAR	7.50 %
3	National Savings Certificate – VIII Issue (NSC)	8.00 %
4	Public Provident Fund (PPF)	8.00 %
5	Senior Citizen Savings Schmes (SCSS)	9%
6	Post Office Savings Bank (POSB)	3.5 %
7	Post Office Recurring Deposit Scheme (PORD)	Rs.10/- per month for five years becomes Rs.728.90 after 5 years
8	Kisan Vikas Patra (KVP)	Doubles in Eight years & seven months

Small Savings Schemes details :

Sl.No.	Name of the Scheme	Rate of Interest w.ef. 1.3.2003	Salient features
1	Post office Monthly	8 %	1. Maturity Period 6 Years 2. Deposits : Single Account Rs.3.00 lakhs ,

	Income Scheme (POMIS)		<p>in Joint Account Rs.6 lakhs</p> <p>3. Facility of automatic credit of interest in SB Account is available</p> <p>4. Premature encashment can be made after one year from the date of deposit but before 3 years with 2 % of discount on Principal amount , after 3 years 1 % of discount on the principal amount .</p> <p>5. Investment of Rs.5000/- earns monthly interest of Rs.33/- per month</p> <p>6. Account can be extended beyond the period of maturity with interest @ 3.5 % for two years.</p>
2.	Kisan Vikas Patra (KVP)	The deposits doubles in 8 years 7 months	<p>1. Minimum amount of Deposit: Rs.100/- Maximum amount :No Limit</p> <p>2. Nomination facility available</p> <p>3. Loan can be obtained from Bank</p> <p>4. After maturity period the maturity amount earn the Savings Bank rate of interest for two years .</p>
3	Post Office Recurring Deposit Scheme (PORD)	Rs.10/- deposits per month for 5 years becomes Rs. 728.90 (after five years)	Minimum Deposit : Rs.10/- Maximum No Limit
4	Post Office Time Deposit (POTD) One Year Two Year Thee Year Five Year	6.25 % 6.50 % 7.25 % 7.50 %	Minimum Deposit : Rs.10/- Maximum No Limit
5.	Senior Citizen Savings Scheme (SCSS)	9 %	<p>1.An individual who attained the age the age of 60 years or above on the date of opening an account or an individual who attained the age of 55 years or more but less than 60 years and who has retired under superannuating / VRS / Special VRS / Retired can also open an account .</p> <p>2.A depositor may open an account individually or jointly with spouse</p> <p>3.The deposit in the account is in multiples of Rs.1000/- and not exceeding Rs. 15 lakhs.</p> <p>4.Interest 9 % per annum, payable from the date of deposit to 31st March / 30th</p>

			<p>June/30th Sep./31st Dec . as the case may be thereafter</p> <p>The account can be extended after maturity for further period of 3 years.</p> <p>5.The account can be closed after expiry of 5 years from the date of opening of account.</p> <p>6.Premature closure is permissible after expiry of one year from the date opening of account subject to the certain conditions.</p> <p>7.Account can be opened in any post offices doing savings bank work / Select Nationalised Banks / SBI Branches / certain private sector banks .</p>
6	15 Year Public Provident Fund Account (PPF)	8 % Compound interest (yearly)	<p>1.Minimum Deposit Rs.500/- Maximum Deposit Rs. 70000/- in a Financial Year</p> <p>2. Account can be opened in Head Post Offices / Selected Sub-Post Offices / State Bank of India / Certain Branches of ICICI / IDBI / Vijaya Banks</p> <p>3. Income tax rebate under Section 80-C.</p> <p>4. Free from court attachment</p> <p>5.Withdrawal is permissible every year from 7th Financial Year .</p> <p>6. Loan Facility available from 3rd Financial Year.</p> <p>7.Account can be extended after maturity for every five years.</p>
7	National Savings Certificate (NSC) VIII Issue	Rs.100/- grows to Rs.160.10 after maturity period of Six Years	<p>1. Interest compounded six monthly but payable at maturity .</p> <p>2. Minimum deposit Rs.100/- and Maximum :No limit</p> <p>3. Nomination facility available</p> <p>4.After maturity period interest will be given at the Savings Bank rate of interest for two years.</p> <p>5.I.T.Rebate under Section 80 –C</p>
8	Post Office Savings Account (POSA)	3.5 %	<p>Minimum Deposit :Rs. 50/- (with cheque facility Rs.200/-) Maximum Deposit :Rs. one lakh in Single Account , Rs. 2 lakhs in Joint Account .</p> <p>Account can be opened in Post Office</p>

Agency System for Small Savings

The Small Savings are mobilized by Small Savings Agents appointed throughout the State. They play a vital role in Small Savings promotion and collections. Three kinds of Agencies operating under different savings schemes are shown below.

Sl. No.	Type of Agency	Saving Schemes permitted by Government of India for operation
1	Standardized Agency System (SAS)	Kisan Vikas Patra (KVP), Post Office Monthly Income Scheme (POMIS) National Savings Certificate (NSC) - VIII ISSUE, Post Office Time Deposit (POTD) Senior Citizen's Savings Scheme (SCSS)
2	Mahila Pradhan Kshetriya Bachat Yojana (MPKBY)	Post Office Recurring Deposit Scheme (PORD)
3	Authorised Agents (Public Provident Fund) Scheme (PPF)	Public Provident Fund Account

Agents' Incentive :

Agents are offered following commission / incentive for their savings mobilization effort.

S. No.	Type of Agents	Savings Products	Govt. of India Commission	Addl. State Govt. Incentive	Total
1.	Standardised Agency System (SAS)	Kisan Vikas Patra (KVP), Post Office Monthly Income Scheme (POMIS) National Savings Certificate (NSC) -VIII ISSUE, Post Office Time Deposit (POTD)	1%	0.5 %	1.5 %
2.	Mahila Pradhan Kshetriya Bachat Yojana (MPKBY)	Post Office Recurring Deposit Scheme (PORD)	4%	2%	6%

3.	Authorised Agents (Public Provident Fund) Scheme (PPF)	Public Provident Fund (PPF)	1%	Nil	1%
4.	Senior Citizens' Savings Schemes (SCSS)	Senior Citizens' Savings Schemes (SCSS)	0.5%	Nil	0.5%

(In the G.O. Ms. No. 294 Fin (SS) Dept., Dt: 19.05.2006 , Govt. of Tamil Nadu extended Small Savings Agents Incentive Scheme for the further period of one year w.e.f., 01.04.2006 to 31.3.2007)

Small Savings Agents Appointment and Renewal of Agency:

List of documents to be enclosed during the Appointment / Renewal of individual agency

SAS AGENCY (STANDARDISED AGENCY SYSTEM) (Male / Female)

Sl.No	Appointment of SAS Agency	Renewal of SAS Agency
1	Annexure –1 (Form AAS-1) – Application form for an individual (Para 4 of Part I)	Annexure –2 (Form AAS –IA) Application for renewal of SAS Agency
2	Declaration (To be furnished by the applicant for appointment as SAS agent along with application)	Declaration (To be furnished by the applicant for appointment as SAS agent along with application)
3	Conduct certificate (issued by two different gazetted officers)	Conduct certificate (issued by two different gazetted officers)
4	Agreement - Two copies duly signed by the individual at each page and witness of two individuals (Annexure –11 Form AAS -3) (Para 7)	Agreement - Two copies duly signed by the individual at each page and witness of two individuals (Annexure –11 Form AAS –3 (Para 7)
5	Nomination form Three copies (signed by two similar witness)	Nomination form Three copies (signed by two similar witness)
6	Annexure – 10 Cash Security of Rs.2000/- (NSC) or Fidelity Guarantee Proposal Form for the purchase of security in the form of policy for Rs.2000/- (para 6)	Annexure – 10 Cash Security of Rs.2000/- (NSC) or Fidelity Guarantee Proposal Form for the purchase of security in the form of policy for Rs.2000/- (para 6)
7	Proof of Age : 18 yrs and above eligible for appointment (Male and Female)	Proof of Age : 18 yrs and above eligible for appointment (Male and Female)

8	Certificate of Authority (Annexure –13 AAS-5) (four Folios)	Certificate of Authority (Annexure –13 AAS-5) (original agent’s copy)
9	Residential Proof (Family Card (latest)	Residential Proof (Family Card (latest)
10	Educational Qualifications Proof :	-
11	Passport Size Photo 3 Copies and one stamp size photo (to be affixed in the CAS form and Agent Information sheet)	-
12 13		Collection and Achievement details Appointment / Renewal order copy
14 15	Agent Information sheet POSA / PORD Account	Agent Information sheet

**Appointing Authority : P.A. (SS) to collector / Block Development Officers
(Application routed through proper channel)**

List of documents to be enclosed during the Appointment / Renewal of individual agency

**MPKBY AGENCY (Mahila Pradhan Kshetriya Bachat Yojana)
(Female Only)**

Sl.No	MPKBY Agent Appointment	MPKBY Agent -Renewal
1	Annexure –2 (Form ASLAAS-1 (B) – Application form for an individual (Para 6 of Part – I)	Annexure – 11 Application for renewal of MPKBY Agency (Para 7 of Part IV)
2	Declaration (To be furnished by the applicant for appointment as MPKBY agent along with application)	Declaration (To be furnished by the applicant for appointment as MPKBY agent along with application)
3	Conduct certificate issued by two different gazetted officers	Conduct certificate issued by two different gazetted officers
4	Agreement - Two copies duly signed by the individual in all pages and witness of two individuals (Annexure –4 Form ASLAAS-3) (Para 8 of Part – I)	Agreement - Two copies duly signed by the individual in all pages and witness of two individuals (Annexure –4 Form ASLAAS-3) (Para 8 of Part – I)
5	Nomination form Three copies (signed by two similar witness)	Nomination form Three copies (signed by two similar witness)
6	Certificate of Authority (Annexure – 5 ASLAAS-4) (TriPLICATE) Para 9 of Part I)	Certificate of Authority (Annexure – 5 ASLAAS-4) Para 9 of Part I)(Original agent’s copy enclosed)
7	Proof of Age : 18 yrs and above eligible for appointment (Female only)	Proof of Age : 18 yrs and above eligible for appointment
8	Residential Proof (Family card)	Residential Proof (Family Card)

9	Educational Qualifications : Proof	-
10	Passport size Photos 3 Copies and one stamp size (to be affixed in the CAS form and Agent Information sheet	-
11	Security in the form of NSC for Rs.100 / for handling Rs.5000/- Rs.500/- for handling Rs.10000) (duly pledged) (pledge form)	Security has to be furnished by the agent based on the maturity of NSC certificate
12		Collection and achievement details
13		Appointment /Renewal order copy
14	Agent information sheet	
15	Post Office Savings Account	

Appointing Authority : P.A. (SS) to collector (Application routed through proper channel)

List of documents to be enclosed during the Appointment / Renewal of individual agency

PPF AGENCY (Public Provident Fund Agency Scheme) (Male / Female)

Sl.No	Documents required for PPF Agent Appointment	Documents required for PPF Agent -Renewal
1	Annexure –1 (Form PPF A-3) – Application form for PPF Agency	Annexure –1– Application form for renewal of PPF Agency
2	Declaration (To be furnished by the applicant for appointment as PPF agent along with application)	Declaration (To be furnished by the applicant for appointment as PPF agent along with application)
3	Conduct certificate issued by two different gazetted officers	Conduct certificate issued by two different gazetted officers
4	Annexure –2 (Form PPF. A –1) - Two copies duly signed by the individual at each page and witness of two individuals	Annexure –2 (Form PPF. A –1) - Two copies duly signed by the individual at each page and witness of two individuals
5	Certificate of Authority (Annexure – 5 PPFA—5) Duplicate	Certificate of Authority (Annexure – 5 PPFA—5) (original agent’s copy and Orders copy)
6	Proof of Age : 18 yrs and above eligible for appointment (Male and female)	Proof of Age : 18 yrs and above eligible for appointment (Male and Female)
7	Residential Proof (Family Card)	Residential Proof (Family Card)
8	Educational Qualifications : (as announced by Govt. time to time)	-

9	Passport size 2 Photos one stamp size photo (to be affixed in the CAS form and Agent Information sheet	-
10	Security in the form of NSC for Rs.5000/-	Security has to be furnished by the agent based on the maturity of NSC certificate
11	Nomination form two copies	Nomination form two copies
12	-	SAS Appointment / Renewal Order copy
13		Collection and Achievement details
14	Agent Information Sheet	Agent Information sheet

Appointing Authority : P.A. (SS) to collector (Application routed through proper channel)

Public Information System:

In order to monitor the work of the Small Savings department, the Directorate of Small Savings has, in co-ordination with NICNET, developed a software package called “SEMIPPU”. **(Savings Enquiry, Monitoring and Information Processing Programmed and Utility)**, through web site “www.tnsmallsavings.com” giving details about the salient features of various small savings schemes, special schemes offered by the Government of Tamilnadu for the benefit of investors and agents is in operation.

Awards:

Government announces awards to Small Savings Agents , Postal Officials , District officials, Local Body Officials , Pay Roll Savings Scheme Group Leaders, Individual Investors for RD Account , School Head Masters / School RD Agent / School Students for their service rendered to Small Savings Collection.

Local Body Incentive :

10 % of difference in net collection between previous is sanctioned by Government as Local Body Incentive to Districts based on the performance of the districts and Corporation of Chennai . Incentive Amount is utilized for the development and maintenance of various Government approved infrastructure works like drinking water supply , sanitations, roads, Noon Meal Centers , School Buildings , street maintenance etc.,

NOTES ON PUBLICITY

In the Competitive Financial Market, the publicity assumes major role in the Small Savings for achieving the net Target fixed by the Government every year.

For motivating all kinds of people for depositing their hard earned money under Small Savings Scheme, this Department has issued publicity about Small Savings Scheme as follows

Advertisement through TV Media

In urban area most of the people are in the habit of watching TV programme daily. Hence for easy reaching and attracting the viewers small savings advertisement are being issued through TV advertisement for mobilising more funds under Small Savings..

Advertisement through AIR

For motivating the people who living in the nook and corner of the rural area the small savings advertisement are being issued understandably by all the people through All India Radio .for mobilisation of small savings.

Newspaper Advertisement

This Department have also issued monthly /periodically advertisement issued through news papers/magazens for motivating all kinds of people for depositing their money under small savings scheme

Advertisement through Electronic Media

For attracting and motivating the people who gathered during festival times this Department have also issued advertisement through Electronic Media such as Video Screen and Electronic Led Board advertisement in the important Festival such as Chitiri Festival at Madurai, Salem Mariamman Thiruvizha, Thiruthanui Aadi Kirthigai , Nagoor Kanduri Festival , Madha Velankanni Festival at Velankanni , Vinayakar Chaturithi at Pillaiyarpatti, Soorahamsarsm Festival at Thiruchendur, Karithigai Teepam at Thiruvannamalai and Thaiposam Festival at Palani ,

Advertisement through Banners / Dangers / Stickers

For attracting and the motivating the small savings scheme to the people who gathered in the meeting conducted by the District official this Department has also issued advertisement through Digital Banners ./ Dangers / Stickers.

Conduct of Exhibition

During the Exhibition conducted by the Government at Chennai, Coimbatore, Salem, Thirunelveli and Madurai, this Department has installed Small Savings pavilion and issued pamphlets , and motivited the people through our Field officers and

mobilised funds under Small Savings Scheme. In the Exhibition Small Savings Advertisement has also issued through Electronic Media such as Video Screen and Electronic Led Boad Advertisement / Digital Banners / Dangers / Stickers.

This Department have also participated during the multi media exhibition conducted by each Block in District where small savings scheme phamples were issued through our Filed official and motived the people who visited the exhibition,.

Conduct of Dramas.

For popularizing the small savings scheme more, among village people this Department popularise the scheme through conduct of Drams during January to March in the important places such as bazaars Makkal mandram etc., . In the Drama the actors have emphasis the importance of the small savings through conduct of dramas and motivated the people for the depositing their money under Small Savings Scheme. During the drams this Departments field officials have issued small savings pamphlets to all people .

In addition to the above advertisement medeia, this Department have also issued advertisement through Postal Department such as Small Savings Scheme details were Printed in the Megh Doot Post Card / Post Office Pass Book / Advertisement through Hoarding and wall paintings also.

In the competitive financial market these kind of advertisement have helped this Department for achieving the Small Savings net target fixed by the Government every year.

3. Officers working in Small Savings Department Under section 4(1) (b) of the Right to Information Act, 2005

SMALL SAVINGS DEPARTMENT (DIRECTORATE)

COMMISSIONER OF SMALL SAVINGS
Head of the Department



JOINT DIRECTOR OF SMALL SAVINGS
Head of the Office



CHIEF ACCOUNTS OFFICER



ASSISTANT DIRECTOR (SCHEME) ← → ASSISTANT DIRECTOR (PUBLICITY)

↓
MINISTERIAL STAFF(CLERICAL)
SMALL SAVINGS WING CORPORATION OF CHENNAI

COMMISSIONER CORPORATION OF CHENNAI

↓
DEPUTY DIRECTOR OF SMALL SAVINGS

↓
DISTRICT SAVINGS OFFICER

↓
FIELD OFFICERS

↓
MINISTERIAL STAFF(CLERICAL)

SMALL SAVINGS WING IN DISTRICTS

DISTRICT COLLECTOR

↓
ASSITANT DIRECTOR AND EX-OFFICIO PERSONAL ASSITANT (SMALL SAVINGS) TO THE COLLECTOR

↓
DISTRICT SAVINGS OFFICER/BLOCK DEVELOPMENT OFFICERS

↓
FIELD OFFICERS

↓
EXTENSION OFFICERS(BLOCK LEVEL)

↓
MINISTERIAL STAFF(CLERICAL)

STAFF POSITION IN SMALL SAVINGS DEPARTMENT

Sl.No.	Name of the post	Sanctioned posts
1	Commissioner of Small Savings	1
2	Joint Director of Small Savings	1
4	Chief Accounts Officer	1
5	Assistant Director	31
6	District Savings Officer	16
7	Superintendent	4
8	Field Officer	23
9	Assistant/Accountant	40
10	Cashier	1
11	Steno-typist	2
12	Receptionist	1
13	Junior Assistant	35
14	Typist	3
15	Telephone Operator	1
16	Record clerk	2
17	Driver	32
18	Office Assistant	36
19	Cleaner	1
20	Night watchman	1
21	Sweeper	1
22	Total	233

**Directory of Appellate Officers under section 4(1) (b)(ix) of
the Right to Information Act, 2005**

Sl.No.	Name of the Dist	Name of the Appellate Authority as on 13-03-2007	District code	office Phone No.	Fax No.
1	Chennai	S. Jeyapaul V.Loganathan	044	28527095 25384440	
2	Coimbatore	I.Jayakumar	0422	2300740	2216630
3	Cuddalore	T.Bhoopathy	04142	295493	230555
4	Dharmapuri	K.Govindarajan	04342	230091	230886
5	Dindigul	S.Samuel Inbadurai	0451	2460085	2461082
6	Erode	L.Kannan	0424	2266274	2261444
7	Kancheepuram	M.Nagarajan		27238170	27237198
8	Kanniyakumari	S.Padmini	04652	279047	260999
9	Karur	M.Manikumaran(i/c)	04324	256701	257800
10	Krishnagiri	A.Thilagamani	04343	232288	239100
11	Madurai	S.Rajendran	0452	2532132	2530925
12	Nagapattinam	Manthirachalam(i/c)	04365	253057	253048
13	Namakkal	R.Ayyanar	04286	280300	280888
14	Nilgiris	L.Bellie (i/c)	0423	2441257	2443937
15	Perambalur	R.Kuppuswamy (i/c)	04328	224100	277875
16	Pudukottai	R. Amirhavalli(i/c)	04322	220347	221658
17	Ramanathapuram	Shiek Abdul Kadhar	04567	231149	230558
18	Salem	K.Subrmanian	0427	2451073	2452960
19	Sivaganga	P.Karuppiah	04575	240591	241525
20	Thanjavur	S.Sagaria Michel Thambidurai	04362	278378	230857
21	Theni	S.Gopal (i/c)	04546	250056	254956
22	Thoothukudi	D.Charless Wakker Devadoss (i/c)	0461	2340293	2340606

23	Tiruchirappalli	S.Rajalakshmi (i/c)	0431	2462382	2411929
24	Tirunelveli	P.R.Krihsnan	0462	2500022	2500224
25	Tiruvallur	P.Sadanandan		27664012	27665248
26	Thiruvannamalai	S.Janagavalli	04175	233148	232222
27	Tiruvarur	M.Pitchaikannu	04366	225967	221033
28	Vellore	Rita Francis	0416	2253737	2253034
29	Villupuram	M.Mohana	04146	222076	222481
30	Virudhunagar	P.Selvaraj (i/c)	04562	252058	252500

Details in respect of the Information available to or held by it reduced in an electronic form under section 4(1)(b)(xiv) of the Right to Information Act, 2005

In order to monitor the work of the Small Savings department, the Directorate of Small Savings has, in co-ordination with NICNET, developed a software package called “SEMIPPU”. **(Savings Enquiry, Monitoring and Information Processing Programmed and Utility)**, through web site “www.tnsmallsavings.com” giving details about the salient features of various small savings schemes, special schemes offered by the Government of Tamilnadu for the benefit of investors and agents is in operation.

Name and Address of Appellate Authority/Information Officer/Assistant**Information Officer in respect of Small Savings Department. Under Section 4(i) (b)****(xvi) of the Right to Information Act, 2005.**

Sl. No	Name of the District	Appellate Authority	Information Officer	Assistant Information Officer	Address for App.authority/Infm Officer/Asst. Infm. Officer
	Directorate of Small Savings	Joint Director of Small Savings	Assistant Director of Small Savings(Scheme)	Superintend. 'A sec	735, Anna Salai, L.L.A. Building, Chennai-600 002
1	Chennai	Deputy Director of Small Savings	District Savings Officer	Field Officer	Small Savings Wing, Corporation of Chennai, Ripon Building, Chennai-600 003
2	Coimbatore	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Coimbatore
3	Cuddalore	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing District Collectorate Cuddalore
4	Dharmapuri	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Dharmapuri
5	Dindigul	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Dindigul
6	Erode	Assist. Director of Small	Huzur Saristador	Extension Officer/Block	Small Savings Wing, District Collectorate

		Savings and Ex-Officio P.A.(SS)to the Collector		Development Officer	Erode
7	Kancheepuram	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Kancheepuram
8	Kanniyakumari	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Kanniyakumari
9	Karur	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Karur
10	Krishnagiri	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Krishnagiri
11	Madurai	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Madurai
12	Nagapattinam	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing, District Collectorate Nagapattinam
13	Namakkal	Assist. Director of Small	District Savings	Extension Officer/Block	Small Savings Wing, District

		Savings and Ex-Officio P.A.(SS)to the Collector	Savings Officer	Development Officer	Collectorate Namakkal
14	The Nilgiris	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Huzur Saristador	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Ooty
15	Perambalur	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Perambalur
16	Pudukottai	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Pudhukottai
17	Ramanathapuram	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Ramanathapuram
18	Salem	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Salem
19	Sivaganga	Assist. Director of Small Savings and Ex-Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Sivaganga
20	Thanjavur	Assist. Director of Small	District Savings	Extension Officer/Block	Small Savings Wing,District

		Savings and Ex-Officio P.A.(SS)to the Collector	Officer	Development Officer	Collectorate Thanjavur
21	Theni	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	Huzur Saristador	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Theni
22	Thoothukudi	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Thoothukudi
23	Tiruchirappalli	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Tiruchirappalli
24	Tirunelveli	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Tirunelveli
25	Tiruvallur	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Tiruvallur
26	Thiruvannamalai	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	Field Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Thiruvannamalai
27	Tiruvarur	Assist. Director of Small	Huzur Saristador	Extension Officer/Block	Small Savings Wing,District

		Savings and Ex-Officio P.A.(SS)to the Collector	Saristador	Development Officer	Collectorate Tiruvarur
28	Vellore	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	Huzur Saristador	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Vellore
29	Villupuram	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	District Savings Officer	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Villupuram
30	Virudhunagar	Assist. Director of Small Savings and Ex- Officio P.A.(SS)to the Collector	Huzur Saristador	Extension Officer/Block Development Officer	Small Savings Wing,District Collectorate Virudhunagar