



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

**Government of Tamil Nadu
Department of Home,
Secretariat,
Chennai-600 009**

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Introduction

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Home, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department’s organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Home and the organisations under its administrative control.
- 1.4 The Department of Home has designated the following officers as its **Public Information Officer (PIO)** for all matters concerning the Department.

Right to Information Act – Appellate Authority & PIO’s

1.	Thiru.R.Sadaipandi Under Secretary to Government	Appellate Authority
2.	Thiru.S.Kumar Under Secretary to Government	Appellate Authority
3.	Thiru. P.Selvadhas Under Secretary to Government	Appellate Authority
4.	Thiru.N.Rathina Kumar Under Secretary to Government	Appellate Authority
5.	Tmt M.Vijayalakshmi Under Secretary to Government	Appellate Authority
6.	Thiru K.Selvaganapathi Under Secretary to Government`	Appellate Authority
7.	Thiru K.Chinniah Under Secretary to Government	Appellate Authority
8.	Thiru R.Dadabai Nowroji Under Secretary to Government	Appellate Authority
9.	Tmt.T.Saroja Under Secretary to Government	Appellate Authority

10.	Thiru M.C.Raja Under Secretary to Government	Appellate Authority
11.	Thiru S.Prem Kumar Under Secretary to Government	Appellate Authority
12.	Thiru C.Baskaran Under Secretary to Government	Appellate Authority
13.	Tmt P.Usha Under Secretary to Government	Appellate Authority
14.	Thiru A.Ramakrishnan Selection Grade Section Officer	Public Information Officer
15.	Thiru.C.Uthandi Selection Grade Section Officer	Public Information Officer
16.	Thiru R.Rajagopalan Selection Grade Section Officer	Public Information Officer
17.	Thiru S.V.Devendiran Selection Grade Section Officer	Public Information Officer
18.	Thiru G.Alaguvel Selection Grade Section Officer	Public Information Officer
19.	Tmt S.Nandhini Selection Grade Section Officer	Public Information Officer
20.	Tmt S.Rajitha Selection Grade Section Officer	Public Information Officer
21.	Tmt.S.Aparna Selection Grade Section Officer	Public Information Officer
22.	Tmt.A.Santhi Section Officer	Public Information Officer
23.	Tmt.J.Lyonsius Jaya Suji Section Officer	Public Information Officer
24.	Tmt.D.Mahalakshmi Section Officer	Public Information Officer
25.	Tmt.T.M.Saraswathi Section Officer	Public Information Officer
26.	Thiru R.Suresh Babu Section Officer	Public Information Officer
27.	Thiru T.Ashok Kumar Section Officer	Public Information Officer
28.	Tmt.D.Ellammal Section Officer	Public Information Officer
29.	Tmt.P.Vanitha Section Officer	Public Information Officer
30.	Tmt.C.Vijaya Section Officer	Public Information Officer
31.	Thiru R.Gurunarayanan Section Officer	Public Information Officer
32.	Thiru V.Prasath Section Officer	Public Information Officer
33.	Tmt.K.Sangeetha Section Officer	Public Information Officer
34.	Thiru A.Selvam Section Officer	Public Information Officer

35.	Thiru G.Satheesh Kumar Section Officer	Public Information Officer
36.	Tmt.S.Subashini Section Officer	Public Information Officer
37.	Thiru N.Gunalan Section Officer	Public Information Officer
38.	Thiru T.Kalidoss Section Officer	Public Information Officer
39.	Thiru M.Sahathevan Section Officer	Public Information Officer
40.	Tmt V.Ramya Section Officer	Public Information Officer
41.	Tmt. S.R.Meha Section Officer	Public Information Officer
42.	Thiru T.Arul Mani Section Officer	Public Information Officer
43.	Thiru G.Marudhu Pandian Section Officer	Public Information Officer
44.	Thiru R.Rengan Section Officer	Public Information Officer
45.	Tmt.A.Rajalakshmi Section Officer	Public Information Officer
46.	Tmt.J.Sangeetha Section Officer	Public Information Officer
47.	Thiru S.Vinayagam Section Officer	Public Information Officer
48.	Thiru S.Vetrikomagan Section Officer	Public Information Officer
49.	Thiru V.Parthasarathi Section Officer	Public Information Officer
50.	Thiru M.Suresh Section Officer	Public Information Officer
51.	Tmt V.Shanthi Section Officer	Public Information Officer
52.	Thiru N.Prabakaran Section Officer	Public Information Officer
53.	Tmt A.Vijayalakshmi Section Officer	Public Information Officer
54.	Tmt J.Kavitha Section Officer	Public Information Officer
55.	Thiru S.Sivaraja Section Officer	Public Information Officer
56.	Tmt N.Dhanalakshmi Section Officer	Public Information Officer
57.	Thiru S.Rajinikanth Section Officer	Public Information Officer
58.	Thiru P.Thiyagarajan Section Officer	Public Information Officer
59.	Tmt C.Parvathy Section Officer	Public Information Officer

60.	Tmt M.Sathiyadevi Section Officer	Public Information Officer
61.	Thiru M.Lakshmipathi Section Officer	Public Information Officer

1.5 A person requiring any information under the Act may contact the Public Information Officer in-charge of subjects mentioned in para 1.4 above.

1.6 The procedure and fee structure for getting information are as under:-

(a) 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 in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by cash or by demand draft or banker's cheque. 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 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.

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

- i) Rupees two for each page (in A-4 or A-3 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 inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) 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.

1.7 Persons below the poverty line are exempted 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 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, will be sufficient to avail this concession.

1.8 State Subjects:-

- Administration of Justice, Constitution and Organisation of all Courts except the Supreme Court and the High Court, Officers and servants of the High Court, Fees taken in all Courts except the Supreme Court.
- Sanction of petrol charges to the staff car of the High Court Judges.
- Additional and Assistant Sessions Judges.
- Age and Nationality
- Betting and Gambling except State Lotteries.
- Borstal Institutions
- Buildings : (i) De-requisitioning of Buildings.
- Certificate of age and qualification
- Civil Court except the Constitution and Organisation or High Court.
- Civil Justice Report.
- Coroners.
- Criminal Appeals.
- Criminal Justice Report.
- Criminal Rules of Practice.
- Discharged Prisons' Aid Society.
- Distribution of tyres and tubes.
- Hackney Carriages Act.
- Jail and Judicial Departments.
- Jail and Sub-Jails.
- Judicial and Executive functions – Separation of jurisdiction and powers of all Courts except the Supreme Court with reference to any of the matters in the State list.
- Justice of the peace.
- Law Officers other than those attached to the High Court.
- Tamil Nadu Fire Service.
- Nationalisation of Transport under the Motor Vehicles Act.
- Tamil Nadu Probation of Offenders Act.

- Magistrates.
- Motor Vehicles Act.
- Open Places (Prevention of Disfigurement) Act, 1959.
- Police, including Railway and Village Police.
- Presidency Magistrates and Courts.
- Prisoners.
- Prisoners Act and Rules.
- Public Services – Statutory Rules of the Services with which Home Department is concerned – Revision of and amendments to those rules.
- Remission and Commutation of sentences.
- Sanction of Prosecution of Government Servants.
- State Works and Buildings under the control of Police.
- Taxes on Motor Vehicles.
- Theatres excluding Tamil Nadu Theater Corporation Limited; Dramatic Performances and Cinemas except sanctioning of films for exhibition.
- Town Nuisance Act.
- Vehicles other than mechanically propelled vehicles.
- Village Courts Act.

1.9 Concurrent Subjects.

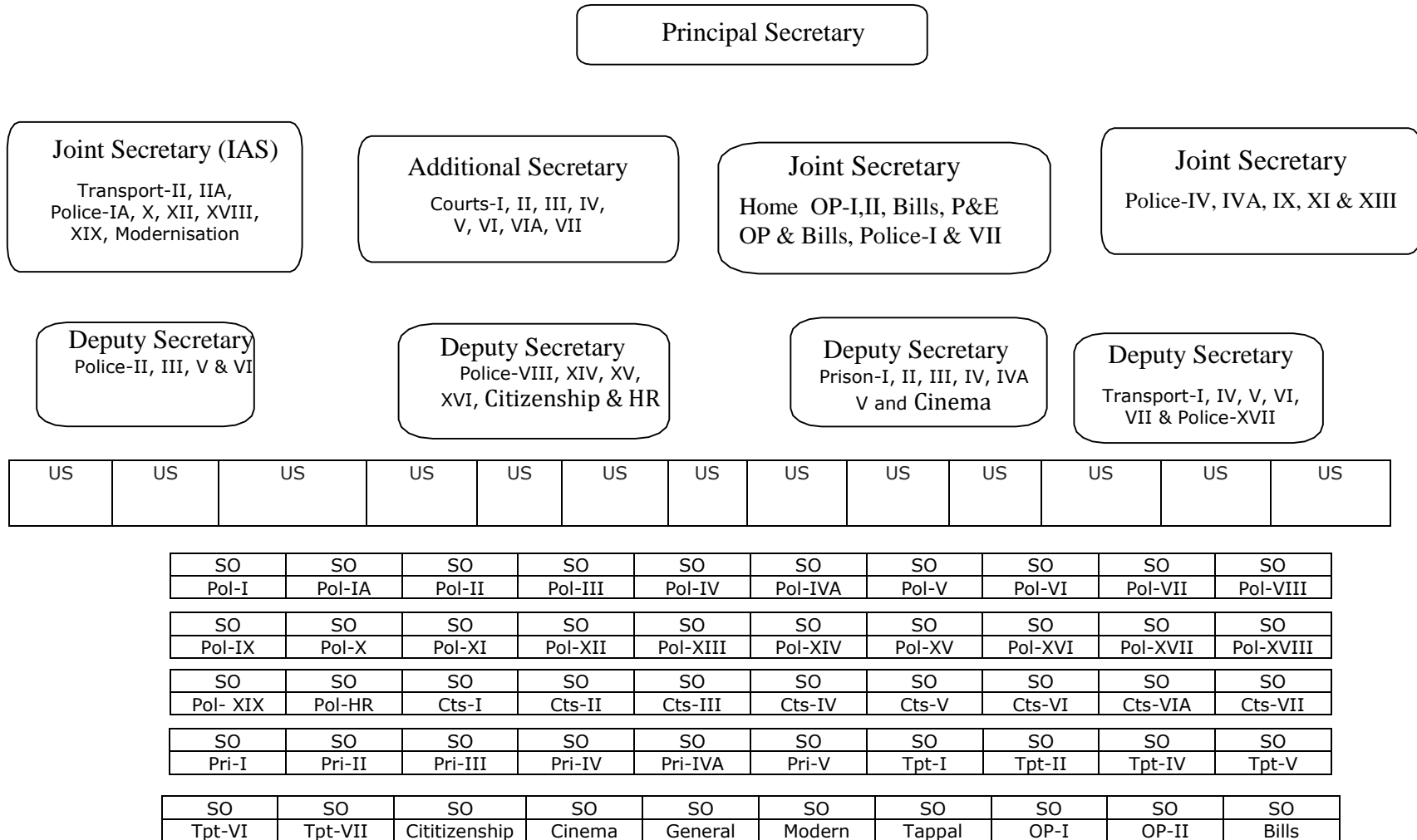
- Administrator-General and Official Trustee.
- Administrator-General's Act, 1913.
- Bankruptcy and Insolvency.
- Bigamy Prevention and Divorce Act.
- Child Marriage Restraint Act.
- Contempt of Court but not including contempt of Supreme Court.
- Criminal Law including all matters included in the Indian Penal Code on the date of commencement of the Constitution.
- Criminal Lunatics including places for reception of treatment of such lunatics.
- Criminal Procedure including all matters included in the Codes of Criminal Procedure at the commencement of the Constitution.
- Habitual offenders.
- Indian Christian Marriage Act.
- Indian Prisons Act.
- Jurisdiction and powers of all Courts except the Supreme Court with respect to any of the matter in the concurrent list.
- Marriage and divorce.
- Mechanically propelled vehicles.
- Official Trustees Act, 1913.
- Petitions for mercy from sentence of death.
- Prisons and accused persons – Removal from one State to another State.
- Registration of Birth, Deaths and Marriages (Central Act).
- Royal Humane Society.

2. Union Subjects:

- Admission into and emigration and expulsion from India.
- Arms, firearms, ammunition and explosives.
- Central Bureau of Intelligence and Investigation.
- Citizenship.
- Constitution and Organisation of the High Courts except provisions as to officers and servants of the High Courts.
- Control of entry into India from West Pakistan and Permit System Rule.
- Extension of Jurisdiction of High Court having its principal seat in any State to and exclusion of the Jurisdiction of any such High Court from any area outside that State.
- Extradition.
- Indian Overseas.
- Inter-State migration.
- Jurisdiction and powers of all courts except the Supreme Court with respect to any of the matters in the Union list.
- Lotteries organized by the Government of India or other State Governments.
- Passports and Visas.
- Petroleum and petroleum products and other liquids and substances declared by Parliament to be dangerously inflammable. Pilgrimages to places beyond India including Hedijez.
- Police – Extension of the powers and jurisdiction of members of a police force belonging to any State to any area outside the State but, not so far as to enable the Police of one State to exercise power and jurisdiction in any area outside that State without the consent of the Government of the State in which such area is situated. Extension of powers and Jurisdiction of members of a Police force belonging to any State to railway areas outside the State.
- Sanctioning of cinematograph films for exhibition.

Organization Chart:

The organizational chart of this Department is given below:-



Department of Home

Particulars of organization, functions and duties

under section 4(1)(b)(i) of Right to Information Act, 2005

1. Objective / purpose of the Department

This Department is responsible for the administration of Police, Subordinate Courts, Cinema houses, Video, Prisons and Transport in the State. The basic objective of the Department is to formulate policies, Laws, regulations for the effective criminal justice and implementation of Law and order in the State.

2. Brief History :

This Department is one of the oldest Departments existing in the State. According to the allocation of subjects as per Business Rules, this Department has been allocated with the following items of work :

3. Administrative Units:

The following Sections / Wings are functioning under the administrative control of Home Department.

1. Police
2. Fire and Rescue Services
3. Forensic Sciences
4. Prisons
5. Transport
6. Courts
7. Cinemas
8. Citizenship
9. Prosecution

The gist of activities in the above Sections is given below : -

POLICE	Establishment and Service matters of Police Personnel - Recruitment and Administration of Police Force – Issue of Gun Licence under Arms Act – Opening of Police Station – Matters relating to Home Department – Railway Security – Verification of character and antecedents of candidates for recruitment to Central Government and its undertakings – Control of Nuisance under Nuisance Act.
FIRE AND RESCUE SERVICE	Establishment and Service matter of Fire Personnel - Recruitment and administration of Fire Service Force – Opening of Fire & Rescue Station.
FORENSIC SCIENCE	Administration and Service matters of Forensic Science Department.
PRISONS	Administration of Prisons & Correctional Services Department – Release of prisoners under parole – Premature release – Remission and reduction of sentence – Opening of Jails.
ADMINISTRATION OF JUSTICE	Buildings – Staff and other required infra structure for smooth functioning of the judiciary – Constitution of Civil and Criminal Courts – Matters relating to Lotteries – Family Courts – Provision of Legal Aid – Matters relating to Marriage Acts – Matters relating to Dowry Prohibition

	Act. Control over the proper conduct of Prosecution-Monitor the functioning of the Law Officers and Prosecuting Staff.
TRANSPORT	Taxation-Inter State Route Scheme – Sanction of fund under Chief Minister’s Accident Relief / Chief Minister’s Public Relief Fund – Traffic Control Act - Road Safety measurers – Allotment of Fancy and Advance Registration Numbers – Matters relating to Mini Bus – Contract carriages – Stage Carriages – Goods Vehicles – Opening of Check Post – Administration of Transport Department.
CINEMAS	Proper maintenance of cinema theatres with basic amenities – Curbing Video Piracy – Regulating the exhibition of films on Television Screen through Video Cassette Recorders.
CITIZENSHIP	Grants, extension of Stay to Pakistan/Bangladesh Pakhtoon Nationals – Police Clearance Certificate issued to Indian Nationals to go abroad for employment etc. The legal dues/death compensation of the workers who die in Foreign countries- Certificate for No Obligation to return to India for those who are staying in U.S.A.

4. Working hours of the Department:

The Department follows five day week and the working hours are as follows:-

10.00 A.M. to 5.45 P.M.

(Lunch Break 1.30 P.M. to 2.00 P.M.)

5. The functions of Administrative Units in brief are given below :

i) Director General of Police :

The State Police Force is headed by a Senior I.P.S Officer supported by Additional Directors General of Police, Inspectors General of Police, Deputy Inspectors General of Police, Superintendents of Police and other staff. The Directorate is looking after the Police functions in maintaining Law and order and criminal justice.

Name of the Director General of Police / HoPF : : Thiru Shankar Jiwal, I.P.S.

Office Address :: Mylapore, Chennai-600 004.

Telephone (office) : : 2844 7777, 2844 7755

(Res) : : 2644 0001.

ii) Directorate of Fire and Rescue Services :

The Directorate is at present headed by an I.P.S. Officer in the Cadre of assisted by Joint Directors / Deputy Directors and supporting staff is looking after prevention of fire accidents, fire safety measures and rescue operations.

Name of the Director : : Thiru Abhash Kumar, I.P.S.,

Office Address :: 17, Rukmani Lakshmipathi Road,
Egmore, Chennai-600 008.

Telephone (office) : 2855 4156 ;

(Res) : 35622748

iii) Directorate of Forensic Science :

The Directorate is headed by a senior Scientist of the Department assisted by Additional Directors, Deputy Directors, Assistant Directors and supporting staff. This Department is looking after Scientific methods on crime activities and gives expert opinion before the Courts of Law.

Name of the Director (i/c): : Dr. N. Mahalakshmi, Deputy Director,

Office Address : : 30-A, Kamarajar Salai, Mylapore, Chennai-4.

Telephone (office) :: 2844 7767

2844 7782

iv) Prisons :

Name of Director General of Police/

Director General of Prisons & Correctional Services :: Dr.Maheshwar Dayal, I.P.S.

Office Address :: Whannels Road, Egmore, Chennai –600008.

Telephone (office) : 91-44-28521512, 91-44-28521306

Prisons form part of the criminal justice system functioning under the State Government. Being a part of the criminal justice system, a Prison has a formal organization and specified functions to perform. The main objective of Prison Department is not only to confine prisoners and deter them from committing offences but also to reform, rehabilitate and reintegrate them with the society after their release. With this objective of rehabilitation in view, a number of job oriented vocational courses, yoga and meditation classes are conducted to help prisoners to cope with individual needs, social obligations, and family responsibilities.

The Department is headed by a senior I.P.S. officer in the rank of Director General of Police. He is assisted by one IG and 5 Deputy Inspectors General of Prisons one each for Chennai, Coimbatore, Trichy, Vellore and Madurai Ranges. Superintendents of Prisons control the administration of Central Prisons and Sub Jails under their jurisdiction.

v) Transport :

The Transport Department functions under the administrative charge of the Home Department. The Transport Commissioner is the administrative Head of the Transport Department. He also acts as the State Transport Authority and Commissioner for Road Safety. He is assisted by three Joint Transport Commissioners. In Chennai city, Joint Transport Commissioner (Chennai zone) is the Regional Transport Authority, while in the districts, the respective District Collectors are the Regional Transport Authorities. They dispose applications for permits under the provisions of the Motor Vehicles Act. Appeals and revision petitions against the orders of the Regional Transport Authorities and the State Transport Authority are heard and disposed by the State Transport Appellate Tribunal, Chennai. There are 91 Regional Transport Offices, 54 Unit Offices and 21 Check posts in Tamil Nadu.

The Transport Department is administering the provisions of Motor Vehicles Act 1988, Central Motor Vehicles Rules 1989, Tamil Nadu Motor Vehicles Rules, 1989 and Tamil Nadu Motor Vehicles Taxation Act and Rules, 1974 and all allied matters thereto.

Name of Transport Commissioner	:: Thiru A. Shanmuga Sundaram, I.A.S.,
Office Address	:: O/o Transport Commissioner, Ezhilagam, Chepauk, Chennai-5.
Telephone (office)	:: 2858 8998, 2841 2244

vi) Administration of Justice

Administration of Justice is one of the fundamental functions of any Government. The Policy of the Government is to ensure justice to all citizens according to the principles enshrined in the Constitution of India. The Government is committed to ensure the independence of judiciary in the State, and to facilitate the expeditious dispensation of justice. The Government of Tamil Nadu is a pioneer in extending speedy, socio-economic justice to all citizens by sanctioning the constitution of courts wherever necessary, and providing for additional infra-structural facilities and other requirements of the Judiciary.

The High Court is the Highest Court of Justice in the State. The High Court is now functioning as Principal Bench at Chennai and Branch at Madurai. Besides dispensing Justice, the High Court exercises full administrative control over the entire Subordinate Judiciary in the State.

The Registrar General with association of Registrar (Vigilance), Registrar (Judicial), Registrar (Administration) and Registrar (Management) is the Administrative head of the High Court. The Registrars are assisted by the Master, Deputy Registrars, Assistant Registrars, Chief Accounts Officer, Sub-Assistant Registrars.

Name of the Registrar General, High Court of Madras	::	Thiru M.Jothiraman, B.Sc., ML.,
Office Address	::	O/o the Registrar General, High Court of Madras, Chennai-104.
Telephone (office)	::	25301349

6. Schemes:

I. Schemes shared between Central and State – 2005 - 2006

- (i) Modernisation of Police Force
- (ii) Modernisation of Police Administration 2003-2004
- (iii) Modernisation of Police Administration 2004-2005

Department of Home

Powers and duties of officers and employees

under Section 4(1)(b)(ii) of Right to Information Act, 2005

This Department is headed by the Principal Secretary to the Government of Tamil Nadu, who is a senior IAS officer. The Principal Secretary is the administrative head of the Department and principal adviser to the Chief Minister, Minister (Law, Courts, Prison) and Minister (Transport) on all matters of policy and administration relating to this Department. He is assisted by one Special Secretary (IAS), Seven ADS / Joint Secretary / Deputy Secretaries and thirteen Under Secretaries. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. This Department is responsible for formulation of policies of the Government in respect of Police, Subordinate courts, Transport, Prisons and also for the execution and review of these policies. The powers and duties of the officers in the department of Secretariat are indicated below:-

A. Principal Secretary to Government

The Principal Secretary is the head of office. He/she is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He/she exercises general supervision and control over the staff under him/her including Special Secretary, ADS / Joint Secretary / Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

B. Special Secretary / ADS / Joint Secretary / Deputy Secretary

The Special Secretary / ADS / Joint Secretary / Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Special Secretary / ADS / 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.

C. Under Secretary

The Under Secretary exercises control over the sections placed in his / her charge both in regard to dispatch of business and in regard to discipline.

2. This Department consists of 51 sections and the functioning of these sections is tabulated below:-

POLICE WING

S. No	Name of the Section	Subjects dealt with
(1)	(2)	(3)
1	Police-I	All Service matters relating to IPS officers excluding posting and transfers. Inter-Seniority of IPS Officers, except Disciplinary cases.
2	Police-IA	General Questions relating to IPS officers, Grant of NOC to apply for Passport, All matters relating to ADSP (Cate-I), Preparation of panel from ADSP (Cate-I) to Supdt. of Police, D.C (AR), All service matters relating to Commandants, Deputy Commandants, Assistant Commandants, Police Radio Officers, ADSP (Category-II)
3	Police-II	All service matters , Disciplinary cases and Vigilance cases relating to DSPs (Cat-I & Cate-II), Appeal on revision of seniority, Voluntary Retirement, pension cases and its related court cases.
4	Police-III	All service matters of Inspectors of Police, Sub-Inspectors of Police, and all matters relating to Tamil Nadu Uniform Services Recruitment Board. Court cases arising out of above subjects.
5	Police-IV	All disciplinary matters including DV & AC cases in respect of Inspectors of Police including women Inspectors of Police. National Commission for SC/ST directions in respect of Inspector of Police. Court cases arising out of above subjects.
6	Police-IVA	All disciplinary matters including DV & AC cases in respect of Sub-Inspectors of Police including women Sub-Inspectors of Police. National Commission for SC/ST directions in respect of Sub-Inspector of Police. Court cases arising out of above subjects.

7	Police-V	<p>All service matters including disciplinary cases upto the level of Head Constables including Women Police , Armed Police, Railway Police, CID. of the following Districts.</p> <ul style="list-style-type: none"> i) Chennai City ii) Tiruvallur iii) Kancheepuram iv) Cuddalore v) Villupuram <p>All service / disciplinary matters relating to Ministerial Service in Police Department, Finger Print Bureau, Police Association, Joint Council Meeting of service association of Police Department.</p>
8	Police-VI	<p>All service matters including disciplinary cases upto the level of Head Constables, including Women Police in respect of the following Districts.</p> <ul style="list-style-type: none"> i) Coimbatore City ii) Coimbatore Range iii) Vellore range iv) Tiruchirappalli Range v) Madurai City vi) Madurai Range vii) Ramanathapuram Range viii) Tirunelveli range <p>Tamil Nadu Police Subordinate Officers, Conduct Rules, Assistance from Health Fund, Amendment to Tamil Nadu Police Subordinate Officers Conduct Rules 1964, All General matters relating to Tamil Nadu Police Subordinate Services Rules amendment to Tamil Nadu Police Subordinate Services (D&A) Rules.</p>
9	Police-VII	<p>Police Budget, Part-II Schemes, vital installations, Police Sports, Finance Commission, Gaming Act and Rules, Idol Theft cases, POTA Act, Police Officers Conferences , Mounted Branch, Police Medal Parade.</p>

10	Police-VIII	Public Accounts Committee (Police), sanction of Additional staff under Tamil Nadu Police Subordinate Service, Dog Squad, Matters relating to STF, All matters relating to Shorthand Bureau, Tear Smoke Squad, CID wing of Police Department, petitioner from Erode Thoothukudi, Sivagangai and Kanniyakumari Districts.
11	Police-IX	Tamil Nadu Special Police Subordinate Service Rules, Sanction of additional staff, Deployment of Tamil Nadu Special Police Battalions, Disciplinary cases relating to the personnel of TSP. Battalions, Police Control Rooms, Police Radio Branch, Police Welfare measures, Amenities Fund, Tamil Nadu Police Benevolent Fund, Police Band Petitions from Dindigul, Madurai, Virudhunagar and Theni Districts.
12	Police-X	Police Housing Corporation, Construction of Quarters for Police Subordinate Staff, Land Acquisition / Transfer of lands, Property Tax, House Tax to Police Buildings.
13	Police-XI	Police Academy , All matters relating to Police Training, Residuary works of Tamil Nadu Police Commission, National Police Commission, Purchase of all types of Motor Vehicles, Repairs and maintenance, condemnations of vehicles, compensation awarded by Motor Accident Claims Tribunals, Petition from Villupuram, Thiruvannamalai, Pudukkottai and Cuddalore Districts.
14	Police-XII	VIP's Security, Tamil Nadu Commando Force, Police Standing Orders, Crime Statistics and all general issues relating to crimes, sanction of C.M.'s Public relief fund to the victims of Explosive Accidents , Lok Sabha and Rajya Sabha Questions relating to crimes.
15	Police-XIII	Feeding charges , Uniform Stores, Furnitures, Stationery , Arms and Acts Rules, Poisons Acts and Rules, Arms and Ammunition Explosive Acts and Rules, C.M. Special Cell Petitions, Police Miscellaneous , Petitions from Nilgiris, Coimbatore, Tiruppur, Salem and Namakkal Districts, Arms & Ammunition Explosive Act.

16	Police-XIV	Opening of Police Station, Out posts, sanction of additional staff, Police Hospitals, Police Press, sanction of additional staff in Railway Police, Police Telephones, Home Guards, Civil Defence, SPCA Act and Rules, Race Club, Petitions from Tiruchirappalli, Perambalur, Ariyalur, Karur, Dharmapuri and Krishnagiri Districts.
17	Police-XV	Appointments on compassionate grounds and allied matters, Coastal Guards, Patrol and Harbour Police, Pension to Police Personnel and allied matters, Inspection Report of Police Department, PCR Act , Petition from Ramanathapuram and Tirunelveli Districts.
18	Police-XVI	Petitions / RTI Petitions not related to Home Department.
19	Police-XVII	All matters relating to Fire and Rescue Services.
20	Police-XVIII	All matters relating to Forensic Department, Video Games in respect of all Districts.
21	Police-XIX	All matters including issuance of G.O.'s for ad-interim attachment of properties of the defaulted financial establishments under section 3 of the TNPID Act.
22	Modernisation	Modernisation of Police Force, Loan assistance from Govt. of India for Police Housing Scheme, Modernisation of Prison Administration, Fire and Rescue services, Forensic Science, Courts, Financial assistance from Finance Commission. All matters relating to Police Control room.

PRISONS WING

23	Prison-I	All Services matters relating to State Level Officers in Prison Department i.e. D.I.G. of Prisons, Supdt. of Prisons, Addl. Supdt. of Prisons, Jailors under Tamil Nadu Jail Service, Probation Branch, Psychologists, Prison Budget, Part-II Schemes, Appointment of Non-Official visitors to Prisons.
24	Prison-II	All Service matters relating to Staff of Prison Department i.e Deputy Jailor, Assistant Jailor, Head Warders and warders under Tamil Nadu Jail Subordinate Services and non-gazetted ministerial staff under Special Rules for Tamil Nadu Ministerial Service, RICA.
25	Prison-III	All matters relating to amenities to Prisoners, Welfare of discharged prisoners' Civil Prisoners, Visits to Prisons by VIPs, MPs, MLAs , Release of prisoners on leave, confined at Central Prisons, Tiruchirappalli, Salem, Palayamkottai and Vellore and Industries in Prisons. opening of prisons, Land Acquisition and Transfer of Land and allied matters, Opening of sub-jails, PAC, Inspection Reports.
26	Prison-IV	Remission and reduction of sentence , premature release of life convicts in respect of Central Prisons at Chennai (Puzhal-I & II) Madurai, Palayamkottai, Trichy, Salem and SPW at Chennai (i.e., Puzhal) Trichy and Madurai, premature release of life convicts, ratification lower detention.

27	Prison-IVA	Remission & Reduction of sentence in respect of Central Prison at Coimbatore, Vellore and Cuddalore at Special Prison for women at Coimbatore and Vellore and Borstal school at Pudukottai, Premature release of life convicts, ratification lower detention.
28	Prison-V	Transfer of Prisoners from one prison to another prison, classification of prisoners, Tamil Nadu Prison Reform, National Expert Committee on Women Prisoners, Amendment to Tamil Nadu Prison Manual, Revision of Statutory Rules, Release of prisoners on leave, confined at Central Prisons, Madurai, Coimbatore, Chennai, Cuddalore, Women Prison at Vellore. All matters relating to buildings & other works in Prison Department. Purchase of Civil stores Articles, Dietary Articles, Medicines, Tools and Plants etc.,

COURTS WING

29	Courts-I	Appointment of Civil Judges, All Service matters relating to Judicial Officers upto the rank of Sub-Judge and Administration of Service Rules, Conferment of Magisterial powers under Cr.P.C.1973.
30	Courts-II	Constitution of all Criminal Courts, Special Courts, Audit Reports, Arrests of MLAs/ MP.s, Mobile Courts, Village Courts, Prize Competition Act, Family Courts, Sanction of additional staff to High Court, City Civil Court and Court of Small Causes.

31	Courts-III	Constitution of new Civil Courts, District Munsif Courts, Sub-Courts, Part-II Schemes, Courts Budget, Inspection Report of Accountant General, Stationery to Civil Courts, Constitution of High Court Bench at Madurai , Buildings for High Court, Civil and Criminal Courts, Construction of Bungalows for High Court Judges, Law Chambers , Bar Council.
32	Courts-IV	Amendments to IPC, All matters relating to Legal Aid, Tamil Nadu State Legal Services, Authority. Conduct rules relating to APP, Stationery, forms, clothing etc work relating to joint conference of CJ of HC, CM and Law Ministers of the state. Supply of Motor Vehicles and Telephone to Judicial Officers, Furnitures, P.A.C., Supply of Motor Vehicles and Telephone to Judicial Officers, Furnitures, P.A.C.,
33	Courts-V	All service matters / Disciplinary cases relating to Gazetted / Non- Gazetted Staff of High Court, Civil Court and Small Court, Tamil Nadu Judicial Ministerial Service, Advocate Clerks, All matters relatingto Bar Council and Association.
34	Courts-VI	Selection and Appointment of Assistant Public Prosecutor Grade-II, Additional Public Prosecutor, DDOP & JDOP. All service matters relating to Assistant Public Prosecutor, Special Rules for Assistant Public Prosecutor, DOP, DDOP & JDOP.
35	Courts-VIA	<p>Appoint of Government Pleaders, Public Prosecutors, Additional Government Pleaders, Additional Public Prosecutor, City Public Prosecutor, City Government Pleader, Additional City Government Pleader and Additional City Public Prosecutor, Appointment of Special Public Prosecutor. Mercy petitions on capital punishment cases.</p> <p>Amendment to Cr.PC.1973 and amendment to Criminal Rules of Practice and Circular order 1958. Court Fees Act, Stamps and Valuation Act.</p>

		<p>matters relating to Indian Christian Marriage Act, 1972, Child Marriage Restraint Act 1920 Parsi Marriage Act 1959 Special Marriage Act 1954 Hindu Marriage Act 1955 Dowry Prohibition Act 1961.</p>
36	Courts-VII	<p>Appeal against acquittal, Enhancement of sentences in criminal cases, sanction of fees to law officers, All criminal appeals, SLPs, CMPs.</p>

TRANSPORT WING

37	Transport-I	<p>All matters relating to Tamil Nadu Motor Vehicles Taxation Act 1974 and Tamil Nadu Motor Vehicles Taxation Rules, 1974 , Waiver proposals of Motor Vehicles Tax Exemption of Motor Vehicles Tax, Refund of Motor Vehicles Tax, PAC, Audit objection relating to Transport Department, Southern State Transport Ministers Conference, Transport Co-ordination Committee.</p> <p>All matters relating to nationalization of Road Transport Services, Area Schemes, Inter State Route Schemes, Exemption of Stage Carriages, All matters relating to privatization of Bus route, Tamil Nadu Motor Vehicles (Special Provisions) Act 1992, Tamil Nadu Motor Vehicles (Special Provision) Act 1995, National permit and allied matters, representation from Federation of Bus Operators Association.</p> <p>All matters relating to Inter State Agreement on Transport matters, Zonal agreement, Contractcarriages, Private Transport Vehicles, Entry Tax.</p>
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38	Transport-II	All service matters relating to R.T.Os, Deputy Transport Commissioner, Joint Transport Commissioner, P.A. to RTOs, Motor Vehicles Inspectors, Disciplinary matters relating to Officers and staff including DVAC cases.
39	Transport-IIA	All Estt. matters relating to PA to RTO Motor Vehicles Inspectors including framing of ruling and amendment to rules. Disciplinary matters relating to all officers and staff including vigilance and non-vigilance cases & Appointment of Motor Vehicle Examiners.
40	Transport-IV	Petroleum products, Petroleum Acts and Rules, Motor Accident Claims Tribunal, Insurance, relief under Solatium Fund, All matters relating to purchase of cars for Govt. Departments, approval of models , All service matters relating to staff under Tamil Nadu Ministerial Service and Tamil Nadu Basic Service.
41	Transport-V	Traffic Control Act and Rules, Road Safety Measures, Inspection Report and Administrative Report, Transport Statistics. All matters relating to Goods Vehicles, Composite and Zonal permits, Lorry stands, Further continuance on revival of posts in Transport wing.
42	Transport-VI	Registration of vehicles, Allotment of Fancy Numbers, Registration of Government Vehicles for the Vehicles in Chennai City.
43	Transport-VII	Amendment to Motor Vehicles Act and Rules in respect of Stage Carriages, Motor Vehicles rules-Codification and Co-ordination, Budget relating to Motor Vehicles Acts – Administration – Part-II Schemes, All matters relating to Bus Stand / Buildings , Driving licenses and Conductor licenses, Purchase of furniture's

CINEMA

44	Cinema	<p>All matters relating to Revision petitions, WPs and Specific issues relating to functioning of Cinema Theaters under the Cinematograph Act 1952 and the Rules thereunder. Grant of NOC for construction of Cinema Theaters, Fixing of rates of admission, permission to conduct Special shows, allegations against Cinema Theaters.</p> <p>All matters relating to the issues under Tamil Nadu Exhibition of Films on T.V. Screen through Video Cassette Records, and Cable T.V. Net Work (Regulation) Act 1984 and the rules thereunder. Tamil Nadu open places (Prevention of disfigurement) Act 1959 , Tamil Nadu Dramatic Performance Act , 1954</p>
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CITIZENSHIP

45	Citizenship	<p>Administration of Indian Citizenship Acts and Rules, Registration under Act and Rules including under Sections 5(1) (b) , Enquiries from Indian Embassies and Missions abroad relating to Registration of Citizenship Act 1955, Certification of National Status and issue of Indian Passport to persons of Indian origin, Emigration and Immigration , verification report from Collectors about the Indian Overseas regarding birth, death, marriage certificate.</p> <p>International Passports, Police Clearance Certificates to Foreigners, Extension of stay to Pakistan / Bangladesh Nationals , Sanction of prosecution under Passport Act 1967, NORI Certificate to Indians abroad, Grant of long term visa , Recovery of Repatriation costs. Petitions from Greater Chennai, Kancheepuram, Tiruvallur, Vellore, Myladuthurai, Chengalpattu, Thanjavur, Tiruvarur, Tirupattur, Ranipet and Nagapattinam.</p>
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OFFICE PROCEEDINGS (O.P)

46	O.P.I	All service matters relating to Section officer, A.S.Os, Assistants, P.A.s, P.C.s, Typists, Acting arrangements, Continuance of staff, C.T.C, Distribution of subjects, Issue of instructions on maintenance office discipline , submission of P.R.s.
47	O.P.II	All service matters relating to RCs, RAs, OAs , Sweepers, Stationery, Furnitures, Accommodation , office equipments, Typewriters, Computers, Xerox and Roneo machines, G.P.F, All loans and advances, Pension cases, Medical reimbursement, Home Department Budget.
48	Home (Bills)	Settlement of all Bills, Reconciliation of accounts – Budget
49	General	Periodicals , General currents, All matters relating to Consolidation work, Training courses in respect of HODs under the control of Home Department , Secretaries Monthly Meeting, Miscellaneous papers.
50	Home (Police-Human Rights)	All matters relating to State Human Resources Commission/National Human Resources Commission
51	Home(SC)	All Service matters relating to IPS Officers.

Department of Home

Procedure followed in decision making process **under Section 4(1)(b)(iii) of Right to Information Act, 2005**

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

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 detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section officer, Under Secretaries and Deputy Secretary / Joint Secretary / Additional Secretary / Special Secretary to the Principal Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

Department of Home

Norms set for the discharge of functions

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

For the discharge of functions allocated to the Home Department, the provisions contained in the “Secretariat Office Manual” are followed. The day-to-day administrative functioning is governed, by various set of Acts and 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) Fundamental Rules.
- vi) The Tamil Nadu Land Acquisition Act, 1978
- vii) I.P.C
- viii) Cr. P.C.
- ix) Indian Evidence Act
- x) Police Act
- xi) Police Standing Orders
- xii) All India Service Rules
- xiii) All India Services (D&A) Rules, 1969
- xiv) Delhi Special Police Act, Establishment
- xv) Tamil Nadu Services Manuals I to IV
- xvi) Tamil Nadu Fire Services Act
- xvii) Prisons Act

- xviii) Prisons Manual
- xix) Tamil Nadu Police Subordinate Service Rules
- xx) Tamil Nadu Police Subordinate Service (D&A) Rules
- xxi) Tamil Nadu Special Police Subordinate Service Rules
- xxii) Explosives Act and Rules
- xxiii) Explosive Substances Act and Rules
- xxiv) Arms Act and Rules
- xxv) Poisons Act
- xxvi) SPCA Act and Rules
- xxvii) PCR Act
- xxviii) Tamil Nadu Prohibition of Harassment of Women Act, 1998
- xxix) Tamil Nadu Jail Services Rules
- xxx) Tamil Nadu Jail Subordinate Service Rules
- xxxi) Prize Competition Act
- xxxii) Tamil Nadu Protection of Interests of Depositors (in Finance Establishments) Act, 1997 and Rules.
- xxxiii) Indian Christian Marriage Act, 1972
- xxxiv) Child Marriage Restraint Act, 1920
- xxxv) Special Marriage Act, 1957
- xxxvi) Hindu Marriage Act, 1955
- xxxvii) Parsi Marriage Act, 1959
- xxxviii) Motor Vehicles Taxation Act, 1974 and Rules
- xxxix) Tamil Nadu Motor Vehicles (Special Provisions) Act, 1992^{xl}
- Tamil Nadu Vehicles (Special Provisions) Act, 1995

- xli) Traffic Control Act and Rules
- xlii) Motor Vehicles Act and Rules
- xliii) Cinematograph Act, 1952 and Rules
- xliv) Tamil Nadu Exhibition of Films on TV Screen Thrust Video Cassette Records and Cable TV Net-work (Regulation) Act, 1984 and Rules.
- xlv) Tamil Nadu Open Places (Prevention of Disfigurement) Act, 1959
- xlvi) Tamil Nadu Dramatic Performance Act, 1954
- xlvii) Indian Citizenship Act, 1955 and Rules
- xlviii) Indian Passport Act, 1967

Department of Home

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 Service Rules
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Accounts Code
- xi) Tamil Nadu Treasury Code
- xii) The Tamil Nadu Land Acquisition Act, 1978
- xiii) Guidelines issued by the Government of India.

2. The details of the above listed Rules, Manuals and Acts are furnished below:-

Sl.No.	Name of the Rules/Manual/Documents/Guidelines	Type
1.	Tamil Nadu Government Business Rules and Secretariat Instructions.	The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	The Tamil Nadu Secretariat Office Manual.	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.
3.	The Tamil Nadu Budget Manual	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.
4.	Tamil Nadu State and Subordinate Service Rules.	The rules are made under the proviso to article 309 of the Constitution of

		India governing the service conditions of members of State and Subordinate Services.
5.	Tamil Nadu Civil Services (Discipline and Appeal) Rules.	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6.	Tamil Nadu Government Servants Conduct Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
7.	Tamil Nadu Pension Rules.	The rules are made in relation to the pensionary benefits to the members of civil service of the State.
8.	Fundamental Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of civil service of the State.
9.	Tamil Nadu Financial Code.	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
10.	Tamil Nadu Account Code.	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
11.	Tamil Nadu Treasury Code.	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
12.	Tamil Nadu Land Acquisition Act, 1978	The Act contains the procedure houses, schools etc. for the welfare of SC/STs of this State.
13.	Guidelines issued by the Government of India.	The Government of India issued guidelines for grant of aid to this State for the welfare of SC/STs. such as Scholarships, Special Central Assistance to Special Component Plan, Grants under Article 275 (i) of Constitution of India.

The documents mentioned in items 1 to 12 are available with the Director of Stationery and Printing for sale to the public on payment of cost. Item No.13 is intended only for official use and it is not available for sale.

Department of Home

**A statement of categories of documents that are held by it for its control
under section 4(1)(b)(vi) of Right to Information Act, 2005**

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Policy Note	contains the Policy pronouncements of the Department for the concerned year.	Application to PIO	PIO
2.	Important G.Os. www.tn.gov.in	Issued by the Home Department from time to time	Application to PIO	Home Department

Department of Home

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 implementation thereof under Section 4(1)(b)(vii) of Right to Information Act, 2005

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

Department of Home

A statement of the boards, councils, committees and other bodies under Section 4 (1)(b)(viii) of Right to Information Act, 2005.

I. TAMIL NADU POLICE HOUSING CORPORATION

The Tamil Nadu Police Housing Corporation Limited is a Government of Tamil Nadu undertaking registered under the Companies Act, 1956, as a wholly owned company of Tamil Nadu Government and come into being with effect from 13.4.1981. This separate Corporation was set up with the aim of raising the level of satisfaction in housing for Police personnel in the State. The Tamil Nadu Police Housing Corporation Limited is an ISO 9001 : 2000 certified Company.

1. Objectives and functions of TNPHC Ltd

- (i) Construction or rental of buildings for the personnel belonging to the Police, Fire and Rescue Service and Prison Departments.
- (ii) Construction of houses / flats under “Own Your Housing” scheme for personnel of Police Department upto the rank of Deputy Superintendent of Police.
- (iii) Execution of special projects entrusted by Government like, construction of modern prison complex, strengthening police recruitment schools, construction of Headquarters complex and Zonal officers for Coastal Security Group, Godowns for Tasmac etc.
- (iv) Undertaking special repairs to all police buildings constructed presently by TNPHC / previously by PWD.

- (v) Construction of buildings under MPF & 15th Finance Commission such as construction of Police stations, Dog kennels, Dormitories, DPOs, AR Complex, ex new FSL Building, Zonal offices for IG's Rangeoffices, for DIG's etc.

2. Organisation of TNPHC

The TNPHC having its corporate office at Chennai and its Division offices at Villupurm, Trichy, Madurai, Coimbatore, Avadi and in Chennai City. All the Divisional offices are headed by an Executive Engineer. There are two circle offices one in Madurai and another in Chennai. These two circle offices are headed by one Superintending Engineer each. The corporate office at Chennai is having the CMD, CE, GM (F&A) & Co. Secretary, Manager (Fin), Manager (L&R) and Accounts Officer besides unit officers.

The TNPHC Limited consists the following officials :

1.	Director General of Police / CMD, TNPHC, Chennai-10.	::	Chairman
2.	Additional Director General of Police (Headquarters), Chennai-4.	::	Director
3.	Special Secretary to Government , Home Department, Secretariat, Chennai-9	::	Director
4.	Deputy Secretary to Government, Finance Department, Secretariat, Chennai – 9.	::	Director
5.	Inspector General of Police (Headquarters), Chennai-4.	::	Director
6.	Commissioner, Town & Country Planning, Chennai – 600 002.	::	Director

3. Address of Corporate Office :

Tamil Nadu Police Housing Corporation Limited,
No.132, E.V.R. Salai,
Kilpauk,
Chennai-600 010.

II. TAMIL NADU UNIFORMED SERVICES RECRUITMENT BOARD

1. Functions of TNUSRB.

The Tamil Nadu Uniformed Services Recruitment Board was constituted in November, 1991. The Board is entrusted with the responsibility of recruiting Sub-Inspectors, Gr-II Police Constables, Firemen and Grade.II Jail Warders.

2. Organisation of TNUSRB :

1.	Director General of Police	::	Chairman	2841 3652 (Office) 2819 0747 (Res)
2.	Additional Director General of Police	::	Member	2841 3655 (Office) 2487 3613 (Res)
3.	Inspector General of Police	::	Member Secretary	2841 3654 (Office) 2653 0005 (Res)
4.	Superintendent of Police	::		28412907 (office)

Department of Home

Directory of Officers and Employees

under Section 4(1)(b)(ix) of Right to Information Act, 2005

Sl. No.	Name and Designation	Phone No.
1.	Tmt.P.Amudha, IAS Principal Secretary to Government (182200-224100)	Ph: 2567 5058, 2567 5632 95515 55501 (mobile)
2.	Thiru S.P.Amrith, IAS, Joint Secretary to Govt. (144200-218200)	Ph: 2567 2264 (office) 5054 (Intercom) 8220578046 (Mobile)
3.	Thiru.D.Padmanabhan Additional Secretary to Govt. (Rs.1,25,200-2,54,800)	Ph: 2567 2789 (Office) 5376 (Intercom) 9444694549 (mobile)
4.	Thiru M.S.Udaya Bhaskar, Joint Secretary to Govt (Rs.1,23,400-2,50,800)	Ph: 2567 0773 (Office) 5094 (Intercom) 94442 67082 (mobile)
5.	Thiru K.V.Prasad, Joint Secretary to Govt (Rs.1,23,400-2,50,800)	Ph: 2567 0647 (office) 5392 (intercom) 9444757477(mobile)
6.	Tmt.S.Chitra, Deputy Secretary to Govt (Rs.61,900-2,28,100)	Ph: 2567 0181 (Office) 5693 (Intercom) 94441 74004 (mobile)
7.	Thiru D.Ravichandran, Deputy Secretary to Govt (Rs.61,900-2,28,100)	Ph: 2567 2816 (office) 5466 (Intercom) 94448 91508 (mobile)
8.	Tmt.S.Narayani, Deputy Secretary to Govt (Rs.61,900-2,28,100)	Ph: 2567 5911 (Office) 5911 (Intercom) 94443 52800 (mobile)

9.	Tmt.V.K.Gowri, Deputy Secretary to Govt (Rs.61,900-2,28,100)	Ph: 2567 2068 (Office) 5057 (Intercom) 8072035068 (mobile)
10.	Thiru P.Selvadhas Under Secretary to Government (Rs.59,300-2,17,600)	5498 (Intercom)
11.	Tmt.M. Vijayalakshmi, Under Secretary to Government (Rs.59,300-2,17,600)	5464 (Intercom)
12.	Thiru N. Rathinakumar, Under Secretary to Government (Rs.59,300-2,17,600)	5261 (Intercom)
13.	Thiru.R.Dadabai Nowroji Under Secretary to Government (Rs.59,300-2,17,600)	5428 (Intercom)
14.	Thiru.R.Sadaipandi Under Secretary to Government (Rs.59,300-2,17,600)	5089 (Intercom)
15.	Thiru.S.Kumar Under Secretary to Government (Rs.59,300-2,17,600)	5099 (Intercom)
16.	Thiru K.Selvaganapathi Under Secretary to Government (Rs.59,300-2,17,600)	
17.	Thiru K.Chinniah Under Secretary to Government (Rs.59,300-2,17,600)	
18.	Tmt.T.Saroja Under Secretary to Government (Rs.59,300-2,17,600)	5084 (Intercom)
19.	Thiru M.C.Raja Under Secretary to Government (Rs.59,300-2,17,600)	5055 (Intercom)
20.	Thiru S.Prem Kumar Under Secretary to Government (Rs.59,300-2,17,600)	5669 (Intercom)

21.	Tmt. P.Usha Under Secretary to Government (Rs.59,300-2,17,600)	
22.	Thiru.C. Baskaran Under Secretary to Government (Rs.59,300-2,17,600)	

Department of Home

Monthly remuneration received by each of the Officers and employees including the system of compensation as provided in the regulation under section 4 (1) (b) (x) of Right to Information Act, 2005

Section Officer (Rs.56,100-2,05,700)

SI. No.	NAME OF THE S.O. TVL/TMT
1.	S. Nandhini
2.	D. Mahalakshmi
3.	K.Sangeetha
4.	J.Kavitha
5.	T.Ashok Kumar
6.	V.Shanthi
7.	C.Uthandi
8.	N.Gunalan
9.	V.Ramya
10.	A.Rajalakshmi
11.	V. Parthasarathi
12.	R.Suresh Babu
13.	J.Sangeetha
14.	G.Satheesh Kumar
15.	C.Vijaya
16.	A.Selvam
17.	S. Vettrikomagan
18.	N. Dhanalakshmi
19.	A.Santhi
20.	A.Vijayalakshmi
21.	P. Vanitha
22.	R. Gurunaryanan
23.	N. Prabakar

24.	S.V. Devendiran
25.	G. Alaguvel
26.	T.M.Saraswathi
27.	J. Lyonsius Jaya Suji
28.	S. Vinayagam
29.	S. Rajinikanth
30.	T. Kalidoss
31.	S. Aparna
32.	S. Sivaraja
33.	P. Thiyagarajan
34.	A. Ramakrishnan
35.	V.Prasath
36.	S. Subashini
37.	M. Suresh
38.	S. Rajitha
39.	D. Ellammal
40.	R. Rajagopalan
41.	M. Sahathevan
42.	S.R.Meha
43.	G. Marudhu Pandian
44.	R. Rengan
45.	T. Arulmani
46.	M.Sathiyadevi
47.	D.Dhamodharan
48.	S.Parvathy

Assistant Section Officer (Rs.36,400-1,34,200)

SI.No.	Name
1.	M. Amudha
2.	K. Jayanthi
3.	D. Seenuvasan
4.	R. Vinoth Kumar
5.	V. Kalaiarasi
6.	M. Kannan
7.	G. Udhayageetha
8.	N. Kumaravelu
9.	G. Vasanthi
10.	A. Amutha
11.	S. Annamalai
12.	K. Suresh
13.	L. Praveena
14.	K. Vidyakumari
15.	G.A.Sumathy
16.	K. Vanidha
17.	N. Perumal
18.	M. Kavitha
19.	K. Gunanithi
20.	D. Indra Mary
21.	K. Gunasekaran
22.	N. Kalaivani
23.	J. Thilagavathi
24.	C. Prema
25.	B. Jeyashankar
26.	M. Santhanakrishnan
27.	D. Kannan
28.	R. Muthuvinayagan
29.	K. Rajavel

30.	P.R. Arivoli
31.	V. Ganesh Kumar
32.	K.P. Lazo
33.	V.R. Vijayalakshmi
34.	M.P. Rajakumari
35.	T. Prabavathi
36.	G. Shankari
37.	S. Sumathi
38.	P. Karpagam
39.	A. Noorul Ameen
40.	S. Parvathi
41.	J. Sundaresan
42.	M. Amuthavalli
43.	S. Raja
44.	M. Mary
45.	Neela Renu
46.	S. Usha Nandhini
47.	J. S. Pradeep
48.	P. Ilakkiya
49.	K. Sakthimeenambigai
50.	M. Selvakumar
51.	R. Seethalakshmi
52.	R. Uma Maheswari
53.	A. Anuradha
54.	P. Kanagamani
55.	T. Saravanan
56.	G. Parameswari
57.	G. Dinesh Kumar
58.	A. Jeevan
59.	B. Kesava Moorthy
60.	R. Bhavani
61.	N. Elangovan

62.	M. Nathiya
63.	R.P. Shankari
64.	M. Venkatesan
65.	V. Rani
66.	S. Karthiga
67.	P. Mani
68.	S. Kalaiyarasan
69.	R. Supriya
70.	K. Aswini
71.	G. Rathinamala
72.	K. Sharmila
73.	P.Nagarajan
74.	A.Ravi
75.	S.Revathi
76.	A.Nirmaladevi
77.	S.Karupiah
78.	V.Mangalam

PRIVATE SECRETARY (Rs.56,100 – 2,05,700)

Sl.No.	Name
1.	K.Nalini
2.	K.Vinodhini
3.	A. Daris Metilda

PERSONAL ASSISTANTS (Rs.36,400 – 1,34,200)

Sl.No.	Name
1	K.Sankari
2	M.Sujatha
3	M.Nagalakshmi
4.	A.Sankaragomathi
5.	T.Kalaiselvi

SENIOR PERSONAL CLERKS

Sl.No.	Name
1.	K. Mohana
2.	M.Vasanthi
3.	K. Yuvasree
4.	K.R.Mohana

ASSISTANTS (Rs.20,000-73,700)

Sl.No.	Name
1.	M.Vignesh
2.	R. Anusya
3.	M. Mohammed Imran
4.	T. Saravanan
5.	G.Jansirani
6.	S.Naganathan
7.	S.Mageshwaran
8.	T.Tamilselvan

SENIOR TYPIST

Sl.No.	Name
1	N. Mallika
2	B. Deivanai
3	C. Revathi
4	C.K. Premavathi
5	R. Balaji
6	T. Chinrasu
7	J. Jeganathan
8.	M.Murali
9.	S.Rajalakshmi
10.	N.Vaseer Mohammed

TYPISTS**(Rs.19,500 – 71,900)**

Sl.No.	Name
1	M.Uma
2	K.Ranjitha
3	S. Nithya
4.	P. Pethanasamy
5.	M. Narmadha
6.	R. Prabavathy
7.	S. Priya

Despatch Assistant, Driver, Record Clerks & Office Assistants

Sl.No.	Name	Post
1.	V.Balaji	Despatch Assistant
2.	S.Ganesan	Driver
3.	R.Vasu	Shroff
4.	S.Francis Joseph	Record Clerk
5	M.Ganesan	Record Clerk
6.	S.Subhasini	Record Clerk
7.	E.Dharani	Record Clerk
8.	T.Shankar	Record Clerk
9.	V.P.Rajan	Record Clerk
10.	J.Giridharan	Record Clerk
11.	R.Pramila	Record Clerk
12.	P.Gunaseelan	Selection Grade Office Assistant
13.	P.Palani	Selection Grade Office Assistant
14.	K.Thulukkanam	Selection Grade Office Assistant
15.	V.Latha	Selection Grade Office Assistant

16.	S.George Sagaya Doss	Selection Grade Office Assistant
17.	M.Prabhakar	Selection Grade Office Assistant
18.	T.Prabakaran	Selection Grade Office Assistant
19.	S.Mabinraja	Selection Grade Office Assistant
20.	R.Ravikumar	Selection Grade Office Assistant
21.	V.Elayaraja	Selection Grade Office Assistant
22.	S.Swaminathan	Selection Grade Office Assistant
23.	G.Senthil	Selection Grade Office Assistant
24.	N.Kannan	Selection Grade Office Assistant
25.	G.Shankar	Selection Grade Office Assistant
26.	V.Kanaga	Selection Grade Office Assistant
27.	D.Sasikumar	Selection Grade Office Assistant
28.	S.Jayaprakash Narayanan	Selection Grade Office Assistant
29.	A.Devanathan	Office Assistant
30.	M.Senathipathi	Office Assistant

Note : The basic pay of the officers and employees is fixed under the provisions contained in Rule 22 of Fundamental Rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Dearness Allowances, HRA, CCA as per the orders in force.

