



**Department of Rural Development and Panchayat Raj**

**Secretariat, Chennai – 600 009**

**MANUAL UNDER  
RIGHT TO INFORMATION ACT, 2005**

**(as on 01.05.2024)**



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## **CHAPTER – I**

### **INTRODUCTION**

#### **Background of this Manual:**

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 brought out an Act, namely, "The Right to Information Act, 2005", (Right to Information 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 Rural Development and Panchayat Raj, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

#### **Objective/Purpose of this Manual:**

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.

#### **Who are the intended users of this hand-book?**

This manual is aimed at the public in general and users of the services and provides information about the schemes, projects and programmers being implemented by the Department of Rural Development and Panchayat Raj and the organisations under its administrative control.

#### **Procedure and fee structure for getting information:-**

- (a) A request for obtaining information under sub-section (1) of section 6 of the Right to Information Act, shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and accompanied by prescribed application fee of Rs.10/- (Rupees ten only) in cash or demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following Head of Account: -

**"0070.Other Administrative Services-60 Other Services-118  
Receipts under Right to Information Act,2005-AA-Collection of  
Fees under Right to Information (Fees) Rules 2005"-227 Non-  
Taxation Fees-39 Translation and Printing Fees"**

**[IFHRMS DPC: 0070 60 118 AA 22739**

**[Old DPC: 0070 -60-118-AA-0005]**

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 challan to the Public Information Officer as on 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 will be as follows, which may 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 Right to Information Act, the request shall be made as at (a) above and the fee will be as follows, which may 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.

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

## **CHAPTER – II**

### **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES** **[under Section 4(1) (b) (i) of Right to Information Act, 2005]**

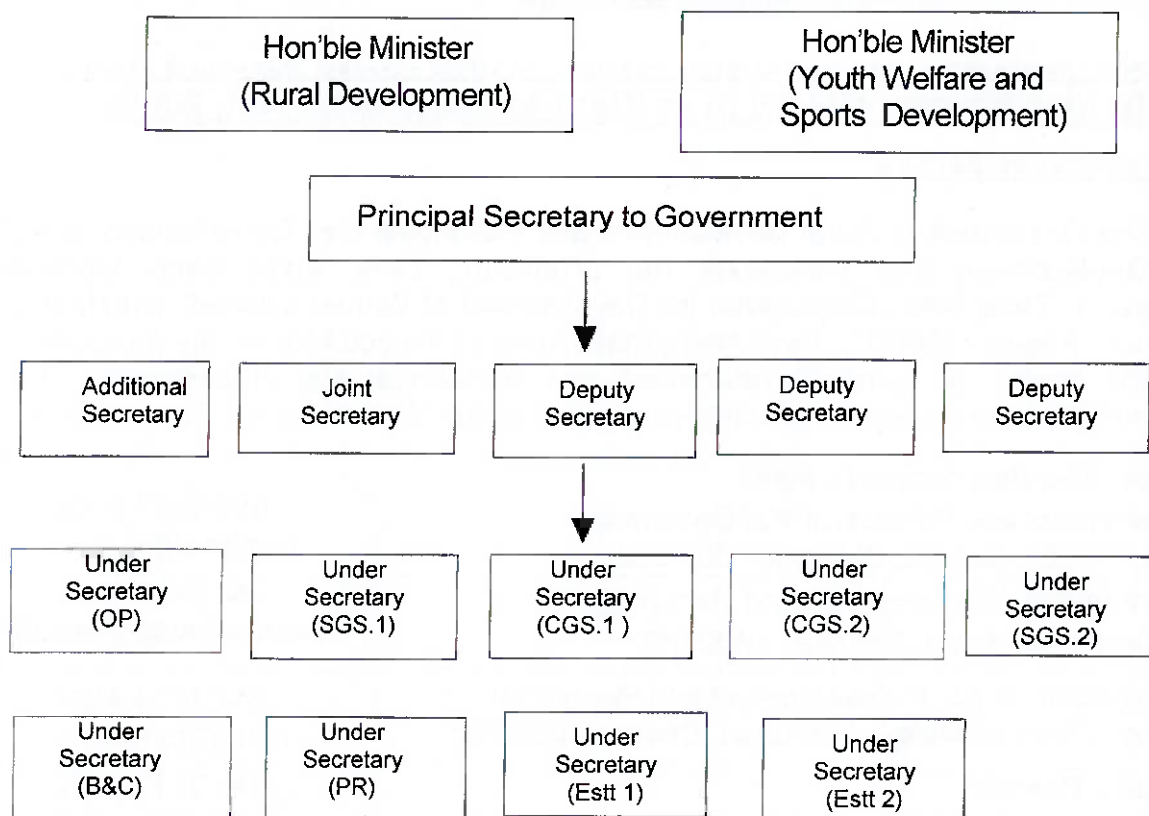
#### **1. Administrative Set Up:**

The Directorate of Rural Development and Panchayat Raj, Commissionerate of Rural Development and Panchayat Raj (Training), Tamil Nadu State Election Commission, Tamil Nadu Corporation for Development of Women Limited, Vaazhndhu Kaatuvom Project (TNRTP), Tamil Nadu State Rural Livelihood Mission are functioning under the control of Rural Development and Panchayat Raj Department. This Department also provides administrative support to the State Election Commission.

The Principal Secretary to Government Rural Development and Panchayat Raj Department, Secretariat, Fort St. George, Chennai – 600 009.	044-2567 0769 ruralsec@tn.gov.in
The Director of Rural Development and Panchayat Raj, Panagal Maligai, Saidapet, Chennai – 600 015.	044-2432 3794 drdchamber@gmail.com
The Commissioner of Rural Development and Panchayat Raj(Training), Panagal Maligai, Saidapet, Chennai–600 015.	044-2434 4624 crdtrg@gmail.com
The Managing Director, Tamil Nadu Corporation for Development of Women Limited, Mother Teresa Women's Complex-I Floor, Valluvarkottam High Road, Nugambakkam, Chennai-600 034.	044-2817 3412 tncdw@tn.nic.in
The Chief Executive Officer, Vaazhndhu Kaatuvom Project (TNRTP) SIDCO, 5 <sup>th</sup> Floor, Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.	044-4344 3200 tnrtpstate@gmail.com
The Secretary, Tamil Nadu State Election Commission, No.208/2 Jawaharlal Nehru Salai, Arumbakkam, Chennai-600 106	044-2363 5010 tnsec.tn@nic.in
The Director, State Institute of Rural Development, Maraimalai Nagar, Kancheepuram District - 603 209.	044-2745 2507 sirdtn@gmail.com



## **ORGANISATION CHART OF RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT**



### **OBJECTIVE OF THE DEPARTMENT:**

The Rural Development and Panchayat Raj Department is responsible for the implementation of various Centrally sponsored and State schemes for poverty alleviation, employment generation, sanitation, capacity building, women's social and economic empowerment, apart from provision of basic amenities and services. The Department is also entrusted with the responsibility of enabling the various Panchayat Raj Institutions (PRIs) to function as effective units of Local Self-Government. There are 12,525 Village Panchayats, 388 Panchayat Unions and 37 District Panchayats under the purview of the Department.

### **2. PANCHAYAT RAJ INSTITUTIONS:**

In 1992, the Amendment to the Constitution was passed and it came into effect in April, 1993. The Tamil Nadu Panchayats Act, 1994 came into force with effect from 22.04.1994. Some of the important changes brought about by the 73<sup>rd</sup> Amendment to the Constitution and the Tamil Nadu Panchayats Act, 1994.

Many online initiatives in Rural Development and Panchayats Raj Department namely Online Tax Portal to collect House Tax/Property Tax, Water Charges, Professional Tax, Trade Licences and Non-Tax revenues, etc. Further, Layout Approval, Building Permits and Industrial Licensing will also be brought online shortly.



### **Three-tier Panchayat Raj Institutions:**

#### **1. Village Panchayats:-**

There are 12,525 Village Panchayats consisting of 79,395 habitations in the State spread across 37 Rural Districts. The Village Panchayat President is the Executive Authority of the Village Panchayat. Every Village Panchayat, unless dissolved, shall continue for five years from the date of its first meeting after each ordinary election.

In co-ordination with the Director of Census Operations, the Village Panchayat-wise rural population data, as per Census 2011, for all the Village Panchayats, were published in August, 2014. The data contains the total population of Village Panchayats, SC/ST and Women. The same has also been uploaded in <https://tnrd.tn.gov.in/>

#### **Grama Sabha:-**

Historical evidence in Tamil Nadu has depicted the presence of 'Oor' and 'Sabha' during the Chola period. These Sabhas aided the administration and ensured democratic decision making.

After Independence, Article 243 was inserted in the Constitution to give importance to the Panchayats. Article 243 of the Constitution ensures the formation of the Grama Sabha. All the registered voters of a Village Panchayat constitute Grama Sabha, which is provided with specific powers and functions.

The Honourable Chief Minister made an announcement in the legislative assembly under Rule 110 that mandatory Grama Sabhas will be held six times, on 26<sup>th</sup> January, 22<sup>nd</sup> March, 1<sup>st</sup> May, 15<sup>th</sup> August, 2<sup>nd</sup> October and 1<sup>st</sup> November, annually. Grama Sabha can also be convened as and when the necessity arises.

#### **2. Panchayat Unions:-**

At the intermediate level, there are 388 Panchayat Unions (Block Panchayats) in the state. The Panchayat Unions are divided into territorial wards for a minimum of every 5,000 population.

The Ward Members are directly elected from the territorial wards, and the Panchayat Union Chairperson is elected indirectly from among the Ward Members. Panchayat Union Council cannot levy taxes.

#### **3. District Panchayats:-**

There are 36 District Panchayats. District Panchayat has been constituted in each District as per Section 24 of the Tamil Nadu Panchayats Act, 1994. The Ward Members are elected directly by the voters, whereas the Chairperson is indirectly elected from among the Ward Members. District Panchayat for Mayiladuthurai, the newly formed district, will be formed after the next local body elections.

In each district, an officer in the cadre of Assistant Director from the Rural Development and Panchayat Raj Department is appointed as Secretary to District Panchayat. District Panchayat cannot levy taxes.

### **3. Following are the State Schemes implemented thro' the Rural Development and Panchayat Raj Department:**

#### **3.1. Anaithu Grama Anna Marumalarchi Thittam-II (AGAMT-II):-**

The State Government launched the Landmark **Anaithu Grama Anna Marumalarchi Thittam** during 2006-2011 with a focus on comprehensive development of all Village Panchayats. This scheme aimed at improving the overall basic infrastructure facilities in all Village Panchayats in a phased manner over a span of five years. An amount of Rs.20 Lakhs was provided to every Village Panchayat to ensure minimum basic facilities. The compulsory works included rejuvenation of a Pond, establishment of a Rural Library with provision of furniture and books, creation / improvement of Common Burial Grounds / Cremation sheds and establishment of Community / School Sports Centre with required equipment in every Village Panchayat. The scheme created a positive impact on the rural people.

The Flagship scheme of the Government has now been relaunched as Anaithu Grama Anna Marumalarchi Thittam-II (AGAMT-II) to ensure holistic development of all habitations in every Village Panchayat in the State through equitable distribution of resources. It will be implemented in a phased manner over a period of five years from 2021-22 to 2025-26. The scheme is designed to address critical infrastructural needs and holistic development of the people in all habitations by leveraging and converging schemes across 16 Departments towards better impact on rural people.

#### **3.1.1. Selection of Village Panchayats:-**

Under AGAMT-II around 20% of Village Panchayats are selected every year.

#### **Fund Allocation:-**

In AGAMT-II minimum basic grant of Rs.30 lakh is provided to all village panchayats and Rs.5 lakh to each village panchayat as Performance Incentive Fund. Population Grant, Habitation Grant have been assessed by giving weightage of 50% for number of Habitations and 50% for Population.

For Performance Incentive Fund, the Village Panchayats are assessed based on 9 criteria by the District Collector and sanction is accorded in proportion to the number of parameters achieved.

#### **Scheme Components:**

The components are as follows: -

<b>Sl. No.</b>	<b>Work Category</b>	<b>Fund Allocation</b>
1.	Rejuvenation of Water Bodies	30%
2.	Creation and Upgradation of Streets and Lanes in Habitation	25%

3.	Creating Infrastructure facilities to the burial ground which are proposed as Samathuva Burial Ground	10%
4.	Infrastructure Development in Schools and Creating Public Utilities	15%
5.	Clean and Green Villages	10%
6.	Livelihood and Marketing Facilities in Convergence	10%

Minimum 30% of the fund will be allocated to SC/ST Habitations / areas.

### **3.2. Revival of Rural Libraries under Anaithu Grama Anna Marumalarchi Thittam during the year 2022-23**

The Article 243-G, along with the XI Schedule of Constitution of India and Section 111 of the Tamil Nadu Panchayats Act, 1994 empowers the Village Panchayats to open and maintain libraries / reading rooms in the Villages. Accordingly, 12,618 Rural Libraries were established from 2006-2007 to 2010-2011 under Anaithu Grama Anna Marumalarchi Thittam. Due to lack of periodical maintenance these libraries were not functioning to their optimum capacity.

#### **Plan for Revival of AGAMT Libraries:-**

Government issued orders to revive all the 12,525 rural libraries established under AGAMT in the Village Panchayats in three years i.e. from 2021-22 to 2023-24. The library buildings will be repaired and renovated with provision of ramp and toilet, replacement of damaged furniture and improved collection of books.

### **3.3. Periyar Ninaivu Samathuvapuram:-**

To promote social justice and to spread Thanthai Periyar's message of social equality, the Government of Tamil Nadu had launched "**Periyar Ninaivu Samathuvapuram**" scheme as part of the Golden Jubilee Celebrations of Indian Independence during the year 1997-98 and 238 Samathuvapurams were established in two spells. In the first spell, 145 Samathuvapurams were constructed during the period from 1997 to 2001 and 93 Samathuvapurams were established in the second spell during the period from 2008 to 2011.

The vision was to enable people belonging to various communities to live together without caste or communal differences. An area of 8-10 acres was identified to create a model village with 100 houses along with civic infrastructure. The houses were allotted to houseless poor people belonging to different communities.

#### **3.3.1. Renovation of Samathuvapurams:**

Since Samathuvapurams were left without any maintenance over a period of time, it was decided by the Government to repair and renovate all 238 Samathuvapurams that stand as a symbol of social justice and communal harmony in a phased manner, duly issuing guidelines.



- ❖ The renovation of Samathuvapuram involves three components:
  - Minor repair to houses at the cost of Rs.50,000/- for each house
  - Reconstruction of houses from various levels as per the estimate
  - Renovation of common infrastructure facilities
- ❖ In the case of houses occupied by the original beneficiary or by their legal heir, minor repair works are executed through the concerned beneficiaries. Reconstruction works are executed by adopting the tender procedure with the consent of the beneficiary.
- ❖ In the case of unallotted/abandoned houses, minor repairs and reconstruction works are executed by adopting the tender procedure and such houses are allotted to eligible beneficiaries as per the guidelines.
- ❖ Repairs to common infrastructure works are executed by adopting the tender procedure.
- ❖ Since the fund provided by the Government will be one-time support, Resident Welfare Association is formed in each Samathuvapuram to ensure the participation of beneficiaries in the repair and reconstruction of houses to ensure proper execution of works.

### **3.4. Housing for All Survey:-**

The Government of Tamil Nadu aims to achieve the status of "Hut free Tamil Nadu". An enumeration of households who are actually in need of permanent houses was conducted. In the "Housing for All" survey families living in huts, unstable houses, and unliveable (damaged / dilapidated) houses, which were not included in the SECC-PWL, Awaas plus, KVVt Resurvey & New Hut Survey databases have been enumerated and field verification being done.

#### **3.4.1. Kalaigharin Kanavu Illam:-**

A new scheme, 'Kalaigharin Kanavu Illam', implemented in the year 2024-2025 for providing an opportunity for the poor to build their dream homes."

- Sanctioned amount for the year 2024-25- Rs.3100 crore.
- For each house -Rs.3,10,000/-
- 1,00,000 New houses will be constructed in the year 2024-25 under 'Kalaigharin Kanavu Illam' scheme

#### **Eligibility Criteria: -**

The households fulfilling the following criteria are eligible for sanction of house under this scheme:-

- i. Households still continue to live in huts and found eligible under KVVt Resurvey, till the entire list is exhausted.
- ii. If the Village Panchayats are having lesser number of houses or no eligible households in the KVVt resurvey, households listed in the New Hut Survey and huts in Housing for All survey databases will be considered.

- iii. Only households with patta or ownership document for their house sites will be eligible. The houses will be constructed in *situ* or in the land where they are having patta or ownership document.
- iv. Huts constructed on poramboke lands shall not be replaced with permanent houses under the scheme "Kalaigharin Kanavu Illam" unless the porambokes are of unobjectionable nature and the encroachments are regularised by Revenue Department.
- v. The following types of huts will not be eligible for conversion into permanent houses under the scheme
  - (i) Huts occupied by tenants.
  - (ii) Huts used for commercial purposes or for animals.
  - (iii) Huts that have part RCC / Tiled / AC sheet / metal sheet roof and part thatched roof.
  - (iv) Huts that have thatch put over RCC / Tiled / AC sheet / metal sheet roof.
  - (v) Huts whose occupants also own a pucca house elsewhere.
  - (vi) Huts, if any, owned by retired or serving Government servants (except part-time, contract appointment, daily wage appointment) including employees of Local Bodies, PSUs, Government Aided Institutions, Boards and other quasi-Government undertakings or their spouses.
  - (vii) Huts, if any, owned by sitting MP's, MLA's or their spouses.

#### **Allocation of new Houses:-**

- i. The District wise allocation of houses will be decided by the Director of Rural Development and Panchayat Raj based on the 'KVVVT resurvey' and other surveys which forms part of the 'Housing for All' survey as mentioned above.
- ii. Overall ratio of allocation at the State level will be 40:60 for SC/ST and others. Allocation for individual district will be made as per the ratio of availability of SC/ST and other households identified in the survey.
- iii. The eligible list of beneficiaries available in the "tnrd.tn.gov.in and tnrdpr.org" website will be shared by Director of Rural Development and Panchayat Raj to the District Collectors.
- iv. The Block wise and Village Panchayat wise allocation for a financial year will be done by the District Collector of the concerned districts based on the survey details shared by the Director of Rural Development and Panchayat Raj.
- v. Houses should be allotted in the name of the women member of the household if patta is in the name of women member. If the patta is in the name of the male, allotment should be jointly made in the name of the wife and husband. If no women member available, house may be allotted in the name of the male member of the family.
- vi. Within the available database, 5% of the District-wise allocation should be reserved exclusively for differently abled persons across all categories.

- vii. While preparing the list of beneficiaries, priority should be given to special categories such as differently abled, widows, destitute and deserted women, women headed families, Ex-servicemen and retired members of the Paramilitary forces, families having severely malnourished children (as identified by the ICDS Department), transgenders, HIV/AIDS/TB affected persons who are certified by the Deputy Director (Health Services) concerned and victims of natural calamities such as fire, flood, etc. Priority shall also be given to households having a mentally challenged person in the family.

### **3.5. Repairs to Rural Houses Survey:-**

The Government of Tamil Nadu has been providing houses to the rural poor under State and Union Government sponsored housing schemes since 1970's. A survey is being carried out to assess the present condition of the houses constructed prior to 2010-2011. The Survey is being taken up Community Resource Persons (CRPs) and SHGs under Tamil Nadu Corporation for Development of Women.

#### **3.5.1.Repairs to Rural Houses**

In 2001, nearly 2.50 Lakh houses were built through various Government schemes. These houses will be repaired and reconstructed in two years.

- 2,57,006 Houses will be repaired and reconstructed in the two years viz., 2024-25 and 2025-26.
- Estimated cost for the two years 2024-25 and 2025-26 is Rs.1954.20 crore.

#### **Eligibility Criteria:-**

- i. The Repairs to Rural Houses Survey conducted by Rural Development and Panchayat Raj Department to ascertain repairs to the houses constructed under various Government schemes till the year 2000-2001 in rural areas shall be the basis for this scheme.
- ii. Those houses with Tiled and sloped RCC roof and were constructed under various Government schemes till the year 2000-2001, i.e., which need repairs minor or major, are eligible under this scheme. However, the houses which are in good condition, unfinished houses of earlier schemes such as houses which are incomplete at various stages and beyond repairable conditions should not be taken up.
- iii. The house to be taken up for repair should have been allotted under a Government scheme in the name of the person residing in the house or occupied by the legal heir of the person in whose name the house was originally allotted, in case where such an allottee is not alive.
- iv. The beneficiary under this scheme should not have received any Government grant or aid for repair of houses / group houses under Member of Legislative Assembly Constituency Development Scheme (MLACDS) or any other schemes within a period of 10 years.

- v. The beneficiary selected should not own any house constructed either on his/her own or benefitted under any of the Government housing schemes in his/her name other than the house taken up for repair.
- vi. The beneficiary should not be a Government Employee.
- vii. Houses sold out, rented, occupied by non-legal heirs should not be taken up under this scheme.

#### **Type of repairs to be done:-**

The various types of repairs which may be taken up under the special initiative are as follows:-

##### **(1) Minor Repair:**

- (i) Minor cracks in Walls.
- (ii) Potholes in flooring.
- (iii) Patches in ceiling.
- (iv) Repairs/Replacement of doors and windows.
- (v) Repairs to weathering course and pressed tiles.  
Repairs in plastering of inner and outer walls.
- (vi) Toilet Repairs.
- (vii) White and Colour washing and others.

##### **(2) Major Repair:-**

- (i) Replacement of roof Tiles and Rafters (for Tiled Building)
- (ii) Replacement and reconstruction of Roof. (for Sloped RCC building)
- (iii) Relaying of flooring.
- (iv) Major repairs to wall cracks.
- (v) Repairs to Doors and windows.
- (vi) White and colour wash.

### **3.6.Member of Legislative Assembly Constituency Development Scheme (MLACDS)**

The Member of Legislative Assembly Constituency Development Scheme (MLACDS) is a 'plan scheme' fully funded by the Government of Tamil Nadu. The fund allocation under the scheme is Rs.3.00 Crore per constituency per annum to the 234 constituencies of the State. Members of the Legislative Assembly can propose important works in their constituency to fulfil the critical gaps in infrastructure. This scheme is being implemented in rural and urban areas in the State.

### **3.7. Namakku Naame Thittam (Rural)**

Dr.Kalaignar M.Karunanidhi, Hon'ble former Chief Minister of Tamil Nadu, during the Budget Speech 1997-98, announced the Namakku Naame Thittam (NNT) to encourage people's participation in the creation of public assets. The scheme aims to promote and strengthen the self-help and self-reliant attitude of the rural community. Individuals, groups, institutions, companies or the local community can choose work by accepting to contribute a minimum of one-third of the cost for the works under this



scheme. If the public contribution is 50% or more of the estimated value of the work, the District Collector can permit the contributor or the agency to execute the work without tender. In an amendment to the existing guidelines, the Government reduced the minimum public contribution requirement for works taken up in SC/ST habitations to 1/5<sup>th</sup> of the overall value of work.

### **3.8. Rural Infrastructure – Roads**

Tamil Nadu has a vast network of Rural Roads, consisting of Village Panchayat Roads (VPR) and Panchayat Union Roads (PUR). Rural roads play a major role in the economic growth of rural areas. The continuous improvement and maintenance of these rural roads in serviceable condition is a critical activity of the Department.

### **3.9. Mudhalvarin Grama Salaigal Membattu Thittam (MGSMT)**

At present, roads constructed under various schemes are neither under routine maintenance nor periodic maintenance except for Pradhan Mantri Gram Sadak Yojana roads. The asset value of 1.02 lakh Km length of Black Topped roads is around Rs.54,000 crore. The lack of maintenance of these roads will result in premature failure of these roads and substantial asset loss to the Government. The Hon'ble Chief Minister of Tamil Nadu, during the debate on the Governor's speech in the Legislative Assembly on 13.01.2023, announced that the Government would implement a new scheme called 'Mudhalvarin Grama Salaigal Membattu Thittam' (MGSMT) and in two years, 10,000 Km of Panchayat Union Roads will be improved at a cost of Rs.4,000 crore. The objective of the "Mudhalvarin Grama Salaigal Membattu Thittam (MGSMT)" is to Upgrade/Strengthen/Maintain Village Panchayat and Panchayat Union Roads.

### **3.10. Tamil Nadu Rural Roads Improvement Scheme (TNRRIS)**

The objective of the Tamil Nadu Rural Roads Improvement Scheme is to address the critical gaps in the upgradation and strengthening of the road network. The scheme was funded by State Finance Commission Grants. So far, 29,194 km of roads have been taken up under this scheme at an estimated cost of Rs.6,427.23 crore. During the year 2022-2023, 2,325 km of roads were completed at an expenditure of Rs.718 crore.

### **3.11. NABARD - Rural Infrastructure Development Fund (RIDF)**

The Union Government instituted the Rural Infrastructure Development Fund (RIDF) under NABARD in 1995-96 for financing the implementation of rural infrastructure projects by the State Governments (80% Loan, 20% State Grant). Improvement of damaged Village Panchayat and Panchayat Union roads, upgradation of non-BT roads to BT standard and construction of bridges to ensure all-weather road connectivity in rural areas are taken up under this Scheme.

#### **Salient features**

Bus/minibus plying roads, roads used for agricultural purposes, roads leading to industrial clusters and marketing centers, roads leading to tourism and pilgrimage centers, roads linking hospitals, schools and other amenities are being taken up under this scheme. Minimum length of roads taken up should be 1 Km.

### **3.12. School Infrastructure-Child Friendly School Infrastructure Development Scheme (CFSIDS)**

The Government of Tamil Nadu has introduced various welfare schemes and measures to improve the quality and standard of school education. This has resulted in the increase of student enrolment in Government schools. There are 21,136 Panchayat Union Primary Schools (PUPS) and 6,502 Panchayat Union Middle Schools (PUMS) in the State. These schools have 58,835 buildings. The infrastructural development and maintenance of the above school buildings are under the control of the respective Panchayat Unions.

Child-friendly school buildings under CFSIDS envisages provision of better teaching-learning environment by using the school building as a learning aid. Educational information and life skills will feature in the form of visual paintings. Child-friendly design modifications have been made in school buildings to ensure adequate lighting, better ventilation, safety features and attractive colorful maps & pictures.

### **3.13. School Infrastructure Development Scheme (SIDS)**

The School Infrastructure Development Scheme was reintroduced in 2021-22, with an objective to ensure maintenance and renovation of existing infrastructure facilities in the Panchayat Union Primary and Middle Schools located in rural and urban areas.

### **3.14. Socio-Economic Development Programme (SEDP)**

To curb the rise of Naxalism in the backward districts of Dharmapuri and Krishnagiri, the Socio-Economic Development Programme (SEDP) was launched in the year 2003-2004. Under this scheme, a sum of Rs.750 lakh is allocated to take up various works for the socio-economic empowerment of people in remote areas in sectors such as education, health, livelihood and employment generation and infrastructure for last-mile connectivity to fast-track the development of erstwhile Naxal affected areas in the two districts.

## **4. Following are the Union Government Sponsored Schemes implemented thro' the Rural Development and Panchayat Raj Department**

### **4.1. Mahatma Gandhi National Rural Employment Guarantee Scheme(MGNREGS)**

#### **Scheme implementation in Tamil Nadu:-**

The Union Government launched the Mahatma Gandhi National Rural Employment Guarantee Scheme in February 2006 to provide 100 days of employment in a financial year to any rural household whose adult members volunteer to do unskilled manual work.

#### **Salient Features of the Scheme:-**

1. Ten major entitlements of the scheme are:
  - a. Right to a Job Card
  - b. Right to demand and receive work within 15 days

- c. Right to un-employment Allowance
  - d. Right to plan and prepare a Shelf of Projects.
  - e. Right to obtain work within a radius of 5 km
  - f. Right to work-site facilities
  - g. Right to notified wage rate
  - h. Right to receive wages within 15 days
  - i. Compensation for delay in payment of wages
  - j. Right to time-bound redressal of grievances and right to conduct concurrent social audits of all MGNREGS expenditure
2. MGNREGS 'work week' starts every Thursday and ends on next Wednesday. Works are taken up in clusters within a village.
  3. The wages for unskilled labour have been fixed based on the Rural Schedule of Rates (RSoR). As per the revised Schedule-I of MGNREG Act, the Schedule of Rate for wages of unskilled labour is so fixed that an adult unskilled labourer working for eight hours which includes an hour of rest (i.e. 7 hours of effective work), will earn wages as per the wage rate.
  4. Government Order for a Special Rural Schedule of Rates (RSoR) for the differently-abled was adopted, which provides either special activities for the differently-abled workers or special provisions for undertaking earthwork-related activities.
  5. No contractors or labour displacing machinery is allowed.
  6. For all civil construction works, RSoR should be adopted for unskilled labour and PWD SoR in respect of materials and skilled labour.
  7. Every individual worker in a household is entitled to a job card so that they can apply for and receive work. Renewal of job cards is done once in 5 years. New job cards were issued to all active workers after 100% verification from 01.04.2022, and it will be valid for 5 years.
  8. From 2017-18, e-MR has been adopted in all 12,524 Village Panchayats.
  9. The wage rate has been revised to **Rs.319** per day with effect from **01.04.2024** for Tamil Nadu for both men and women without any difference.
  10. If the distance to the worksite exceeds 5 Km, an additional wage of 10% of the wage rate is paid. However, in Tamil Nadu, worksites are being selected in such a way that works are available within a radius of 2 km.
  11. Facilities such as drinking water, first-aid kit, shade etc., are provided in all work sites.
  12. Grama Sabha conducts the Social Audit in respect of MGNREGS works through Social Auditors, i.e. Community Resource Persons trained from among SHG members.
  13. All workers shall have a right to participate in the Grama Sabha and decide the Shelf of Works with the order of priority to be taken up under MGNREGS in their Village Panchayat.



14. Citizen Information Boards depicting the details of work i.e., name of the work, sanctioned amount, duration of work etc., are installed in all worksites.
15. 75.01 lakh workers have been provided employment out of the 65.17 lakh rural households in the year 2022-23.

#### **Funding Pattern :-**

The funds for MGNREGS is divided into three main components:

1. Wage Component for Unskilled Labour (100% funded by Union Government).
2. Material component for civil works, including use of materials (75 % by Union Government and 25% by State Government).
3. Administrative Component for Salary and other expenditure (100% by Union Government).

As per guidelines, the overall material expenditure should not be more than 40% of the total expenditure.

#### **Timely Payment and Payment through Banks**

During the financial year 2022-23, 100% of wage payments to workers have been made within 15 days. The revised timely payment norm for stage I is T+8 days, and stage II is T+9 – T+15 days. 100% of wages are credited to the workers' bank accounts. All transactions under MGNREGS are made through e-FMS.

#### **Permissible Works**

MGNREG Act provides a list of permissible works categorised into 4 parts. Based on the various works mentioned in the Schedule I, the Management Information System (MIS) has listed 268 types of works permissible under the Programme. Of these, 182 works are related to Natural Resource Management, and 164 works are related to agriculture and allied activities.

#### **4.2. Housing for all - Pradhan Mantri Awaas Yojana – Gramin**

The Pradhan Mantri Awaas Yojana–Gramin(PMAY-G) is a Union Government Sponsored Scheme which is being implemented from the year 2016-17 replacing the erstwhile Indira Awaas Yojana to address the gaps in the Rural Housing programme. The fund-sharing ratio between Union and State Governments under this scheme is 60:40 as per the guidelines issued by the Union Government, whereas, in Tamil Nadu, this ratio is 38:62 i.e. the State provides 62% of the funds for the house constructed under the Housing for All – PMAY-G.

#### **Objective**

The objective of the scheme is to provide permanent houses with basic amenities to all poor houseless households and households living in huts and dilapidated houses in rural areas to achieve "Housing for All" by 2022. The Union Government has currently extended the programme till 2024.

### **State supporting to Housing**

In Tamil Nadu, the unit cost of a house is Rs.2.77 lakh under PMAY-G, which is inclusive of State support cost for RCC roofing, convergence with MGNREGS and SBM(G) as detailed below:

Details	Union Share	State Share	Total
Unit Cost	Rs. 72,000	Rs. 48,000	Rs. 1,20,000
State additional funds for RCC Roofing	- -	Rs. 1,20,000	Rs. 1,20,000
Construction of Individual Household Latrine	Rs. 7,200	Rs. 4,800	Rs. 12,000
90 Man Days under MGNREGS	Rs. 25,290	- -	Rs. 25,290
<b>Total</b>	<b>Rs.1,04,490</b>	<b>Rs. 1,72,800</b>	<b>Rs. 2,77,290</b>

#### **Key Features:-**

- Minimum unit (house) size is 25 sq. m. (269 Sq. ft.), including a dedicated area for hygienic cooking.
- Out of the total target, 60% is earmarked for SC/ST, 40% for others (including 15% for minorities subject to the availability of eligible households). In all categories, 5% of allocation is made for Differently abled persons.
- Socio-Economic Caste Census-2011 (SECC-2011) database was used to identify the beneficiaries through the Grama Sabha by arriving at a permanent waitlist (PWL) using exclusion and inclusion criteria mentioned in Framework for Implementation of PMAY-G up to 2019-20.
- For the year 2021-22, sanction of houses is being made from the "Awaas plus" database.
- Payment to the beneficiaries is being made directly to their bank account.

#### **4.3. Jal Jeevan Mission:-**

Jal Jeevan Mission (JJM) was launched during the year 2019-20 for providing water supply to every rural household in adequate quantity (55 LPCD) and prescribed quality on a regular basis, through a Functional Household Tap Connection (FHTC). Community participation in planning, monitoring of water supply, ensuring sustainability of sources through source-strengthening, water recharge and re-use are the other main objectives of the scheme.

#### **Funding Pattern**

The fund sharing pattern for implementation of works under Jal Jeevan Mission is shared by the Union Government (50%) and the State Government (50%). However, for support activities and water quality monitoring and surveillance, the sharing pattern is 60:40 in respect of Union and State Governments.

#### **Implementation Mechanism**

The State Nodal Department for the implementation of Jal Jeevan Mission in Tamil

Nadu is Municipal Administration and Water Supply Department. The Managing Director, Tamil Nadu Water Supply and Drainage Board is the Mission Director for Jal Jeevan Mission in Tamil Nadu.

The Rural Development and Panchayat Raj Department undertakes the design, estimate preparation, and implementation of Single Village Schemes provided the source is within the concerned Village Panchayat and for the In-Village infrastructure of Multi Village Schemes (MVS) undertaken by TWAD Board.

TWAD Board implements **Multi Village Schemes (MVS)**, to provide water supply to more than one Village Panchayat.

#### **Operation & Maintenance:-**

The Village Panchayat will be responsible for the Operation and Maintenance of the Water Supply.

- i. Minimum User Charge of Rs.30/- is being collected.
- ii. The Bulk water transfer charges to the TWAD Board has to be paid by the Village Panchayats at the tariff rate fixed by the Government.
- iii. Water Supply Works under Jal Jeevan Mission are monitored by Village Water Supply and Sanitation Committee-(VWSC) and Village Panchayat.

#### **4.4. Member of Parliament Local Area Development Scheme (MPLADS)**

In 1993, the Union Government launched the Member of Parliament Local Area Development Scheme (MPLADS). The scheme's objective is to enable Members of Parliament to recommend works of developmental nature with an emphasis on creating durable community assets based on the felt needs of the people in their constituencies. The annual allocation under this scheme is Rs.5 crore per constituency. Rural Development and Panchayat Raj Department is the nodal department for implementing this scheme. The District Collectors accord administrative sanction for the works proposed by the MPs. The guidelines contain 'permissible works' and a 'negative list of works' not permitted under the scheme.

#### **4.5. Saansad Adarsh Gram Yojana (SAGY)**

The Union Government launched Saansad Adarsh Gram Yojana (SAGY) in 2014. Saansad Adarsh Gram Yojana aims at holistic development through the convergence of various schemes at the village panchayat. Each Member of Parliament should identify one village panchayat with a population of 3000-5000 in plain areas and 1000-3000 in hilly/tribal and difficult areas. Village Panchayat is the Basic unit for the implementation of this scheme. The Member of Parliament is to identify a suitable village panchayat as a model village panchayat (Adarsh Gram) other than their or the spouse's village. The Lok Sabha MP has to choose a village panchayat from within their constituency, and Rajya Sabha MP has to choose a village panchayat from the rural area of a district of their choice from which they are elected. Nominated MPs may select a village panchayat from the rural area of any district in the country. In the case of urban constituencies (where there are no village panchayats), the Member of Parliament will identify a village panchayat from a nearby rural constituency. Thus, five such model village panchayats (one per year) will be selected and developed by 2024. The village panchayats identified



under SAGY will be developed by converging and implementing existing Government schemes (Union and State) in a saturation mode.

#### **4.6. Pradhan Mantri Gram Sadak Yojana (PMGSY)**

##### **PMGSY III**

PMGSY I and II have been completed by the State, and PMGSY III (2019-25) is under implementation. The objective of PMGSY III is to upgrade existing 'Through-routes' and Major Rural Links that connect habitations to Gramin agricultural markets (Grams), High/Higher Secondary Schools and Hospitals. An overall target of 7,375 Km length of roads was allocated. From 2019-20 to 2022-23, 1154 roads to a length of 4,449 km and 55 bridges have been sanctioned for the state at the cost of Rs.2,883 crores. Tamil Nadu will submit proposals for the upgradation of 2,926 Km length of roads to the Union Government shortly. PMGSY was initially implemented with 100% funding from the Union Government, from 2015 the funding pattern was revised to 60:40 between Union and State Government.

#### **4.7. Swachh Bharat Mission (Grameen)- SBM(G)**

Swachh Bharat Mission (SBM) was launched in 2014, with a focus on behavioral change among the people to end open defecation and efforts were accelerated to achieve Universal Sanitation Coverage by 2019. The SBM has two phases - SBM Phase-I (2014-2019) focused on constructing individual household latrines and community sanitary complexes, while SBM Phase-II (2020-21 to 2024-25) aims to sustain and improve the gains of Phase-I. Tamil Nadu achieved ODF (open defecation-free) status in 2019. The key objective of SBM(G) Phase-II is to sustain the ODF status of villages and improve the cleanliness levels in rural areas through solid and liquid waste management activities, making villages 'ODF Plus' by ensuring sustainability. Villages should have ODF sustainability, solid and liquid waste management and visual cleanliness to achieve Model status. As per the SBM(G) Operational Guidelines for Phase II, all the program components, except for the IHHL component, are implemented in convergence with the 15th Finance Commission grant and the Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS).

##### **Solid and Liquid Waste Management :-**

Solid and Liquid Waste Management are one of the key components of SBM(G). Under SBM(G) Phase-II, the total assistance for SLWM projects in the Village Panchayat is worked out on a per capita basis. Also, the works are taken up in convergence with the 15<sup>th</sup> Finance Commission Grants and Mahatma Gandhi National Rural Employment Guarantee Scheme.

##### **(a) Solid Waste Management**

Solid waste management facilities have already been established in all the panchayats in Tamil Nadu. 66,130 Thooimai Kavalars across all village panchayats do the door-to-door collection of garbage. One Thooimai Kavalar is responsible for 150 households. 'Waste Audit' was conducted in all panchayats, and the types of solid waste



generated in the respective panchayats are analysed. Overall, more than 70% of the waste generated is bio-degradable. Awareness is being given to the public to segregate the waste at the source so that the waste can be easily converted into compost. In order to effectively manage the solid waste generated in the peri-urban/ bigger panchayats, 287 micro-composting centres are already established and are functional.

#### **(b) Plastic Waste Management**

Under SBM (G) Phase-II, Rs.16.00 lakh is provided to set up block-level plastic waste management units (PWMUs). The plastic waste processed from these units run by SHGs will be used for laying BT roads by mixing the plastic in bitumen. SHG-run units will also be facilitated to undertake value-added products using plastic waste like paver blocks, and park benches. To encourage households to segregate recyclable plastic at source, a 'Direct Plastic Buyback Policy' has been proposed, and such centers will be established in village panchayats. In the last two years, a total of 98 PWMUs were set up at the cost of Rs.7.20 crore

#### **(c) Grey Water Management**

A total of 776 village panchayats have been selected for creating 'Models' at the rate of two village panchayats per block. In order to saturate the village panchayats under Grey Water Management, detailed plans have been made in the VSSPs. To prevent the stagnation of wastewater in roads/streets and public places and to ensure efficient handling of wastewater, community soak pits and horizontal/vertical filters are constructed under SBM(G) Phase-II in convergence with the 15<sup>th</sup> Finance Commission Grant.

#### **(d) Faecal Sludge Management**

Cluster mapping was conducted for all panchayats and ULBs for decanting of the faecal sledge from rural areas in existing and proposed Sewage Treatment Plant (STP) and Faecal Sludge Treatment (FSTP) facilities in Urban areas. 9,344 panchayats will be clustered in four phases, with the nearest treatment facility on a cost-sharing basis. Where clustering is not feasible with Urban areas, faecal sludge treatment plants will be constructed under SBM(G) after mapping the left out village Panchayats.

#### **IEC Campaigns:-**

Approximately 12,000 motivators selected from SHGs/PLFs are trained to do effective interpersonal communication (IPC) at the grassroots to promote behaviour change towards better sanitation practices.

#### **Namma Ooru Superu Campaign**

The 'Namma Ooru Superu' campaign was conducted from August 15<sup>th</sup> to October 2<sup>nd</sup> 2022, across all village panchayats. The primary aim was to create a people's movement for creating clean and green villages with specific focus on sanitation and liquid waste management through behaviour change among people. During the campaign period, around 47,339 garbage hotspots, 16,829 public places, 21,775 schools, 22,695 anganwadis, 45,824 Government buildings/institutions, 47,949 water bodies, 10,011 community sanitary complexes and 1569.35 km of drain were cleaned. Motivators and

SHG/PLF members undertook awareness activities in 13,659 schools and 343 colleges. Four lakh trees were also planted. The campaign will be organised every six months to sustain the behaviour and ensure cleanliness.

### **GOBARdhan**

GOBARdhan aims to improve rural sanitation by transforming agro-waste into a valuable resource, converting animal waste, kitchen leftovers, crop residue, and market waste into biogas and bio-slurry. Under SBM (G) Phase-II, the project is eligible for a one-time grant of up to Rs.50.00 Lakh per district for the entire project period. There are currently 16 operational Gobardhan plants in 5 districts of Tamil Nadu, with plans to establish them in all rural districts of the state during the project period.

### **4.8. Shyama Prasad Mukherjee Rurban Mission (SPMRM)**

The Union Government launched Shyama Prasad Mukherji Rurban Mission (SPMRM) with the aim to develop clusters of villages with facilities perceived to be essentially urban in nature, thus creating 'Rurban Villages'.

The Union Government has allocated 11 non-tribal clusters to Tamil Nadu in a phased manner from the year 2016-17 onwards. The five phase-I (2016-17) clusters are Tirunelveli – Suthamalli, Coimbatore - Madukkarai, Sivagangai - Vaniyankudi, Tiruppur - Velayuthampalayam, Tiruvallur – Kuthambakkam. The three phase-II (2017-18) clusters are Chengalpattu - Singaperumalkovil, Madurai – Kovilpappakudi, and Thanjavur – Thirumalaisamudram. And the three phase-III (2018-19) clusters are Kanyakumari - Chadayamangalam, Theni – Seelayampatti, and Krishnagiri – AlasapalliBatravapalli. Under the Critical Gap Fund (CGF), out of 976 works taken up, 847 works were completed, and the remaining 129 works are in progress. Out of the financial allocation of Rs.330.00 crore, a sum of Rs.311.32 crore was released, and Rs.270.70 crore was expended. 143 assets created have been brought under livelihood activities.

All the pending works will be completed this year and assets handed over to Local bodies and Panchayat Level Federations.

### **4.9. Infrastructure Schemes of other Departments:-**

#### **Pradhan Mantri Adarsh Gram Yojana (PMAGY)**

The objective of this Scheme is to ensure integrated development of the selected villages with more than 40% SC population. The Union Government has identified 473 villages under PMAGY Phase II in Tamil Nadu for the years 2018-19 and 2019-20. The amount allocated for gap filling in these villages is Rs.20 lakh per village. The Adi-Dravidar and Tribal Welfare Department is the nodal department for the scheme and the implementation is being done by the Rural Development and Panchayat Raj Department. Basic amenities like water supply, streetlights, toilets, link roads, drainage and other infrastructure facilities are created under this scheme. During the years 2018-2019 & 2019-2020, a total number of 1,993 works were taken up at the cost of Rs.94.20 crore. For the year 2021-22, the Union Government has identified 1,342 Villages in 22 Districts. Similarly, for the year 2022-23, the Union Government has selected a list of 1,123 Villages in 36 Districts. The State Government provides 3 to 4 times value of funding through convergence from other State Government Schemes.

## **5. Training and Capacity Building Capacity Building**

Capacity building and training programmes are critical to improve the capability, capacity, productivity, performance and effectiveness of officials, staff and rural local body representatives entrusted with the responsibility of implementing Government schemes. The training programmes not only enhance skills and competencies but also contribute to a better attitude and behavioural change. The following three categories of training institutes are functioning in Tamil Nadu:-

1. State Institute of Rural Development and Panchayat Raj
2. Regional Institute of Rural Development and Panchayat Raj
3. District Resource Centres for Panchayats (DRCPs)

### **State Institute of Rural Development and Panchayat Raj (SIRD&PR)**

State Institute of Rural Development and Panchayat Raj is the apex institution at the State level organising training programmes for various target groups to update their knowledge, upgrade their skills and change their attitude for successful implementation of the various schemes of the department effectively and efficiently. It is also vested with the responsibility of developing course content and training of trainers (ToTs) for various courses. SIRD&PR has been registered as a Society under the Tamil Nadu Societies Registration Act of 1975. Since 1991, the Institute has been functioning on a 25 acre campus at Maraimalai Nagar near Chennai.

### **Funding Pattern**

SIRD&PR receives grants-in-aid to meet the salary and non-salary expenditure from the recurring grant of the Union Government and State Government on a 50:50 basis. It also receives financial support for conducting training programmes from schemes like Revamped Rashtriya Gram Swaraj Abhiyan (RRGSA), State Finance Commission (SFC) and Jal Jeevan Mission (JJM).

The Ministry of Rural Development provides 100% assistance to upgrade the infrastructure facilities like construction of hostels, training halls and for the purchase of teaching equipment's etc., every year on need basis.

### **Centres in SIRD&PR**

The following four Centres have been established at the State Institute of Rural Development and Panchayat Raj.

1. Centre for Panchayat Raj / State Panchayat Resource Centre.
2. Centre for Programme Implementation and Coordination.
3. Centre for Livelihood, Women Empowerment and Enterprise Promotion.
4. Centre for Rural Engineering and Technology.

### **Training Methodology**

The participants in the training at SIRD&PR are exposed to various participatory training methodologies like group discussions, role play, experience sharing, exposure visits, etc., 'Cascading model' is adopted by creating master resource persons, who in turn build the capacity of the stakeholders at Regional, District, Block and Community levels.



### **Training Performance**

During 2022-23 SIRD&PR conducted 85 different Training Programmes in which 8,065 participants were trained on campus and also 85,486 participants were trained through online mode.

In 2022-23, officials along with elected representatives, were trained in national level institutions like the Administrative Staff College of India (ASCI), Institute of Rural Management, Anand, Gujarat, etc. Against the target of 1000, so far, 707 officers and Panchayat Raj representatives have been trained. The remaining training programme will be completed by June 2023.

### **Revamped Rashtriya Gram Swaraj Abhiyan (RRGSA)**

The Union Government has launched Revamped Rashtriya Gram Swaraj Abhiyan scheme in the year 2022 to strengthen the capacities of Panchayat Raj Institutions to become more responsive towards local development needs. It also aims to facilitate participatory planning, leveraging technologies for effectively utilising available resources and realising sustainable solutions to local problems which are linked to Localisation of Sustainable Development Goals (LSDGs). The Panchayats have therefore been designated as a key player in the implementation of the United Nation's Sustainable Development Goals (SDGs) to be achieved by 2030.

### **Funding Pattern**

Revamped Rashtriya Gram Swaraj Abhiyan is executed with a financial sharing pattern of 60:40 (Union and State Government) for training, infrastructure and human resources, distance learning, innovative activities, technical support to Panchayat Raj Institutions, administrative and financial data analysis and planning cell, e-enablement of panchayats, project-based support for economic development and income enhancement, IEC (2%) and programme management (1.5%).

In 2023-24, RRGSA will focus on the Localization of Sustainable Development Goals (LSDGs) by Panchayat Raj Institutions (PRIs) through convergence of Government schemes and various activities for achieving the 9 LSDG themes.

### **Networking with Training Institutions**

Memorandum of Understanding have been signed with Indian Institute of Technology-Madras, Gandhi Gram Rural Institute, Institute of Rural Management, Anand, Gujarat, Administrative Staff College of India (ASCI), Hyderabad, Madras School of Social Work, National Institute of Technical Teachers Training and Research (NITTTR), Avinashilingam University, SRMIST University, Bharathiar University, etc., to undertake joint training programmes, share resources and resource persons.

This networking is aimed at bringing in expertise in the areas such as Faculty Development, Research, Exposure visit, Skill Development, Field placements, Publications etc., Similarly, the Organizations may benefit through Internship, Orientation, Training for Students, Joint Research and Evaluation Projects, Faculty Support, Documentation of best practices etc.

## **Regional Institute of Rural Development and Panchayat Raj**

Regional Institutes of Rural Development and Panchayat Raj is headed by Principals in the cadre of Additional Director / Joint Director of Rural Development and Panchayat Raj.

### **Activities of RIRDs & PR**

Based on the course content and modules developed by SIRD, the RIRDs directly train various stakeholders like officials and functionaries of the Rural Development and Panchayat Raj Department, elected representatives of Panchayat Raj Institution such as Ward Members of Block Panchayats, village panchayat Presidents, Panchayat Secretaries and Government functionaries, Self Help Group Members, Community Based Organisations, line Department Officials on various Government schemes and ongoing programmes. Each Regional Institute of Rural Development and Panchayat Raj has got capacity to train a minimum of 6,000 Trainees (on campus) and a maximum of 25,000 (including off campus) during a year.

During 2022-23, the five RIRD&PRs conducted 154 programmes in which 58,584 participants have been trained.

### **Resources and Funds**

State Government is providing Rs.7 crore every year for the five Regional Institutes of Rural Development and Panchayat Raj. The Union Government provides Rs.20 lakh every year to each RIRD&PR as a recurring grant for the training programmes. It also provides 100% non-recurring grants on a need basis to improve the infrastructure facilities and develop training equipments. The RIRD&PRs also receive funds from Revamped Rashtriya Gram Swaraj Abhiyan (RRGSA), State Finance Commission (SFC) and Jal Jeevan Mission (JJM) schemes to conduct trainings.

### **District Resource Centres for Panchayats (DRCPs)**

District Resource Centres for Panchayats (DRCPs) have been established under Rashtriya Gram Swaraj Abhiyan to focus exclusively on Panchayat Raj training and capacity building at the District level. It functions under the administrative control of the District Collector concerned. They train village panchayat Ward Members, Road Inspectors, Panchayat Secretaries and village panchayat staff including OHT Operators, Thooimai Paniyalargal, Community Based Organisations and village panchayat level committees.

During 2022-23, DRCPs have conducted nine thematic trainings for sub-district level officers and Panchayat Raj Institution members. In these 79,368 participants were trained.

## **6. Localisation of Sustainable Development Goals (LSDGs)**

The Rural Development and Panchayat Raj Department is a key stakeholder in Tamil Nadu's journey towards achieving the Sustainable Development Goals (SDGs) by 2030, particularly in leading the State's efforts towards enabling convergence and local action at the Panchayat level. Localising SDGs is the Government's most critical step in

ensuring the efficient and sustainable achievement of the SDGs. The Panchayat is the common platform where all the schemes, programs, missions and interventions converge to achieve Sustainable Development Goals. Therefore, the Union Government, Ministry of Panchayati Raj has converged the SDGs into nine themes relevant at the Panchayat level.

### **TAMIL NADU CORPORATION FOR DEVELOPMENT OF WOMEN**

The Government of Tamil Nadu was one of the pioneering states to have a separate organization for economic development of Women and registered under the companies act as Tamil Nadu Corporation for Development of Women (DeW) and incorporated on 9<sup>th</sup> December, 1983. Tamil Nadu Corporation for Development of Women (TNCDW) was established with the primary objective of social and economic empowerment of women through education, employment, economic development and self-reliance. TNCDW was under the administrative control of Social Welfare Department from inception till 2006. In July, 2006, the Corporation was brought under the administrative control of Rural Development and Panchayat Raj Department in order to bring about greater synergy and better co-ordination in implementing various schemes for Self-Help Groups and effective convergence at the grass root level with Panchayati Raj Institutions. The Tamil Nadu Corporation for Development of Women nurtured the Self- Help Group (SHG) movement for overall development of women by instilling a sense of bonding, confidence and self-reliance through Community based organisations (CBOs) like Panchayat Level Federations (PLFs) and Block Level Federations (BLFs). The Tamil Nadu Corporation for Development of Women is an umbrella organisation anchoring various poverty alleviation and livelihood missions working for the improvement of poor, marginalised and vulnerable in both rural and urban areas.

#### **Organisational Structure**

Tamil Nadu Corporation for Development of Women is registered under the Companies Act, 2013 and the Principal Secretary to Government, Rural Development and Panchayat Raj Department is the Chairperson of the Board. The Managing Director as the functional head of the organization steers the Corporation and is ably assisted by the Executive Director, Additional Directors as heads of thematic verticals and supported by Joint Directors, Assistant Directors, Corporation staff and other Project staff at the State Office. Subject experts are brought on board as consultants to provide thematic inputs for financial inclusion, agriculture and enterprise promotion.

At the District level, the District Mission Management Unit (DMMU) is headed by the Project Director (TNSRLM), who is a Joint Director level officer. The Project Director is assisted by the Assistant Project Officers for each thematic area, who co-ordinate field level activities in the district.

In rural areas, at the Block Level, the Block Mission Manager heads the Block Mission Management Unit (BMMU) who is supported by the Block Co-ordinators for each thematic area of Scheme implementation. Similarly, in urban areas, the Community Organizers (CO), one per every 3,000 target poor households is assigned to monitor the implementation of the programme components.



At Village Panchayat level, there are Community Resource Persons (CRP) in all thematic areas for implementation of field activities such as Community SHG Trainers (CST), Community Bank Co-ordinators (CBC), Community Resource Persons (CRP) – Farm & Non-Farm, Community Resource Persons (P&C) and Community Professionals (CP)–Jobs. Similarly, Community Resource Persons (CRP) are available at urban local bodies for every 600 target poor households.

### **IFAD Project**

The rural development programmes implemented in the early 1980's did not include women as a specific target group. The Development of Women and Children in Rural areas programme focused on financial assistance to women groups for the first time. But, still a holistic approach for the development of women, extending beyond economic upliftment was required, as it was found that there is no automatic linkage between economic activity and social advancement. This was the context in which IFAD Project emerged.

DeW entered into an agreement with International Fund for Agricultural Development (IFAD) to establish a new approach within the frame of government programme which will focus on total development of women and not just economic upliftment.

With the support of IFAD, an alternate strategy of development which creates a democratic, egalitarian, co-operative social structure through Self-help groups was envisaged. Originally IFAD project was formulated as agriculture and land - development project, it evolved into a movement for economic empowerment of women, through formation and nurturing of Self-Help Groups with the help of Non-Governmental Organizations.

### **Mahalir Thittam**

With the success of the IFAD project, the foundation was laid to reach the poorest and most disadvantaged women below the poverty line through the Self-Help Groups.

### **Livelihood Missions under TNCDW**

Inclusive socio-economic development with focus on addressing poverty is a priority for the State and Union Government. TNCDW has been given the mandate for the socio-economic and political empowerment of women and implementing poverty alleviation and livelihood promotion programmes.

The various schemes implemented by Tamil Nadu Corporation for Development of Women are:

1. Tamil Nadu State Rural Livelihoods Mission (TNSRLM)
2. National Rural Economic Transformation Project (NRETP)
3. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)
4. Tamil Nadu Urban Livelihoods Mission (TNULM)



### **TAMIL NADU STATE RURAL LIVELIHOODS MISSION (TNSRLM)**

The Tamil Nadu State Rural Livelihood Mission is a poverty alleviation programme implemented in the State to build strong and vibrant institutional platforms of the poor in rural areas so as to increase their household incomes through livelihood enhancements and access to financial and other services. The Deendayal Antyodaya Yojana – National Rural Livelihood Mission (DAY-NRLM) programme of the Union Government is implemented as TNSRLM with a fund sharing ratio of 60:40 between the Union and State Governments. It is implemented in all Blocks of the State.

The objective of TNSRLM is to increase the household income of the poor through livelihood enhancement and access to financial and other services which is sought to be achieved through the following activities:



### **National Rural Economic Transformation Project (NRETP)**

The NRETP is supported by World Bank which provides assistance to Government of India to take up pilot projects for testing proof on concept in Livelihood and enterprise promotion activities and is implemented in 20 Blocks in 5 Districts of the State. It aims at providing pro-poor investments along with provision of technical assistance for strengthening community-based higher-order organizations. This Project is being implemented from 2019 and is funded by Union and State Governments in the ratio of 60:40.

### **Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)**

The DDU-GKY is a placement linked skill training programme funded by the Union and the State Government in the ratio of 60:40. The Programme ensures a minimum of 70% placement for wage employment to trainees on successful completion of skill training and with NSQF certification.

### **Tamil Nadu Urban Livelihoods Mission (TNULM)**

Tamil Nadu Urban Livelihoods Mission (TNULM) targets to reduce poverty and vulnerability of the urban poor by building strong community-based organizations, providing skilling and access to bank credit with interest subvention for consumption and enterprise development purposes. TNULM is being implemented in the fund sharing ratio of 60:40 between the Union and the State Governments.

## **Convergence Activities undertaken in 2022-23:-**

### **1. Makkalai Thedi Maruthuvam (MTM):**

The MTM programme is implemented by the Health and Family Welfare Department under National Health Mission to conduct screening for Non-Communicable Diseases by engaging Women from Self Help Groups as Women Health Volunteers (WHV). There are 8,713 and 2,256 Women Health Volunteers attached with Health Sub-Centres (HSC) in rural and urban areas respectively. The Women Health Volunteers screen the patients for NCD, provide counselling and also deliver medicines to the chronic patients at door step.

### **2. Chief Minister's Breakfast Scheme (CMBFS):**

The CMBFS program piloted for primary school children is being implemented by the Social Welfare and Women Empowerment Department in partnership with Tamil Nadu Corporation for Development in Government schools. SHG women are directly involved in the implementation of the Programme in the rural areas. Nutritious breakfast is prepared by SHG women, identified by the Village level core Committee and trained by professional chefs for cooking breakfast. The SHG cook who is in-charge of the centre uploads the data on breakfast cooked and served details daily in the mobile application. Currently, the programme is being implemented in 963 schools of 16 Districts in rural areas.

### **3. Poshan Maah and Poshan Pakhwada:**

In Convergence with Social Welfare and Women Empowerment Department, SHGs/PLFs participated in the **Poshan Maah and Poshan Pakhwada** campaigns conducted in March, 2022 and September, 2022 for the creation of awareness on anaemia, stunting, wasting, and the importance on consumption of Nutritious food by children, pregnant women and adolescent girls.

### **4. "Namma Ooru Superu" Campaign:**

"Namma Ooru Superu" Campaign was launched in the State from 20<sup>th</sup> August to 2<sup>nd</sup> October, 2022 to undertake various activities for creating Clean and Green villages. The SHG/PLF women along with Panchayat Raj Representatives created awareness among SHG women, Children and General Public on importance of behaviour change for making the Villages Clean and green. SHG women played a key role in the campaign by taking up cleaning of Anganwadis, Schools, Village Panchayat Service Centres (VPSC) and taking up tree planting activities.

### **A. Gender interventions**

Various gender interventions are implemented in the State to prevent Child Marriage, Domestic Violence against women, Sexual Abuse, etc. One Gender Point Person (GPP) has been nominated in each SHG. Community Resource Persons and Block Resource Persons are engaged at Panchayat and Block respectively to co-ordinate and monitor gender related activities. Apart from this, 5,718 Social Action Committees in the Panchayat Level Federations and 180 Block Level Gender Forums have been formed to address gender issues.

## **Campaign against Gender Based Violence**

For elimination of violence against women and children, a month-long campaign was organized in commemoration of International Day for Elimination of Violence against Women till 23<sup>rd</sup> December, 2022. The Gender based Violence Campaign was conducted across the State through various activities such as solidarity rallies, screening of short films & movies, debates on women rights, special campaign in schools, colleges throughout the month.

## **B. PRI - CBO Convergence**

Panchayat Raj Institutions at the Village and Block level play an important role in the selection of beneficiaries and implementation of various Government schemes. In order to achieve the goals of Social Inclusion and Social Development of target poor and vulnerable sections, convergence of TNSRLM activities with Panchayat Raj Institutions, is achieved through community-based Organizations like Panchayat Level Federations and Village Poverty Reduction Committees.

## **Village Poverty Reduction Plan**

In PRI-CBO Convergence initiative, all SHGs and their federations have been mandated to prepare Village Poverty Reduction Plan (VPRP) under four components:

- 1) Entitlement Plan
- 2) Livelihood Plan
- 3) Public goods and Services Plan
- 4) Social Development Plan

In the year 2022-23, VPRPs prepared for all 12,524 Village Panchayats have been incorporated into the Gram Panchayat Development Plans (GPDPs) and approved by the Gram Sabha.

## **Livelihood Promotion:-**

The main objective of livelihood promotion is to provide every rural SHG household a minimum of two or more income generation activities to ensure regular income from a sustainable livelihood. Further, it aims at reducing poverty and inequality by doubling the annual income of every SHG household through these activities.

The livelihood interventions undertaken under the Programme are broadly classified into:

- i) Farm activities
- ii) Non-Farm activities
- iii) Marketing activities

## **i) Farm Livelihood activities and Interventions**

Farm and off-farm activities places special emphasis on crop production, primary processing and value chain management. The profile of the SHG women farmer has changed from farm labourer to farmer to agri-entrepreneur at a very fast pace as a result of the interventions undertaken through the livelihood promotion activities under the



Mission. So far, 2,84,613 women have received support through various farm livelihoods interventions which has improved their income and empowered them. Both farm and off-farm livelihood interventions have been taken up in these blocks by providing training on latest technology and practices and promotion of group activity to increase production and quality to get better prices. These interventions are promoted in convergence with Kalaigharin All Village Integrated Agriculture Development Programme (KAVIADP), the Flagship Programme of Department of Agriculture and Farmers Welfare launched to improve production and productivity in fallow lands through cluster approach.

## **ii) Non-Farm Livelihood Activities**

Farming activities are dependent on rainfall and are seasonal activities and farmers suffer crop losses due to uncertain monsoon. To ensure regular income and enhance their income rural poor are supported to take up multiple non-farm based enterprises for augmenting their income.

Non-farm interventions include activities under both manufacturing and service sector. They are:

1. Micro Enterprise Development
2. Cluster Development – Artisan & Sectoral Clusters

## **iii) Marketing of SHG Products**

Rural Women SHGs produce various Products which have limited sale in local market, but have a great demand in urban areas. Several steps have been taken to promote marketing of SHG products through market intelligence and survey, Product categorisation and cataloguing, improved packaging and labelling, etc. TNCDW is organizing exhibitions, upgrading facilities in shopping complexes and setting up Kiosks for marketing of SHG products. Gift Hampers have been introduced with Organic and Eco-friendly products for sale during Pongal festival. Custom made gift hampers are prepared for gifting options by State Supply and Marketing Society (SSMS) based on request from institutions and customers.

## **AWARDS:-**

### **Best performing SHGs and CBOs**

The Manimegalai Awards were initially announced in 2006-07 to encourage the well-functioning SHGs/PLFs and was later discontinued. The 'Manimegalai Awards' were relaunched in 2021-22 because they were instrumental in motivating the SHGs and PLFs to strive for better performance. Awards are given to SHGs, VPRCs, PLFs, BLFs, ALFs and CLFs in order to recognize and appreciate their contribution in socio-economic, political and economic empowerment of women, marginalized and vulnerable sections of the society. The cash awards and citations are also distributed to the best performing CBOs at District level and State level. The Manimegalai awards for the year 2021-22 were distributed by Hon'ble Chief Minister of Tamil Nadu on 29.12.2022 along with a cash price of Rs.55 Lakh, Trophy and Citation to 19 SHGs, 5 VPRCs, 5 PLFs, 1 BLF, 2 ALFs and 1 CLF at total cost of Rs.55 Lakh.

### **Awards to Best Performing Banks**

Awards for best performing Banks and Branches have been instituted by Government to create a healthy competition among Banks and motivate Bankers to extend more financial assistance to SHG members. The Hon'ble Chief Minister of Tamil Nadu distributed the Best Performing Banks & Branches awards for the year 2021-22 on 29.12.2022.

### **NATIONAL RURAL ECONOMIC TRANSFORMATION PROJECT (NRETP)**

The NRETP is supported by World Bank which provides assistance to Government of India to take up pilot projects for testing proof on concept in Livelihood and enterprise promotion activities and is implemented in 20 Blocks in 5 Districts of the State. It aims at providing pro-poor investments along with provision of technical assistance for strengthening community-based higher-order organizations. This Project is being implemented from 2019 and is funded by Union and State Governments in the ratio of 60:40. NRETP is being implemented since 2019-20 in 20 Blocks of 5 Districts– Tiruchirappalli, Thanjavur, Erode, Salem and Cuddalore.

#### **Initiatives:**

- Creation and Strengthening of Model Block Level Federations, which can be utilized as immersion sites for other blocks.
- Development of Community Managed Training Centre (CMTCs) for capacity building.
- Training of SHGs & PLFs on digital transaction and access to financial services through IMPS, UPI and Bank PoS machine, etc.
- Women Livelihoods Service Centres have been formed as a one stop centre for facilitation and support services for women, to promote new and expand existing enterprises.

### **DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDU-GKY)**

The DDU-GKY is a placement linked skill training programme funded by the Union and the State Government in the ratio of 60:40. The Programme ensures a minimum of 70% placement for wage employment to trainees on successful completion of skill training and with NSQF certification. Rural youth in the age group of 18 to 35 years are imparted skill training in various trades and job roles through empanelled Project Implementation Agencies. The scheme guarantees a minimum of 70% placement for the trained candidates. The scheme has compulsory social inclusion of candidates from SC – 62%, ST – 3%, Minorities – 16%, Persons with Disabilities (PwD) - 3% and Women (all categories included) – 33%. The training courses are aligned with National Skill Qualification Framework (NSQF). Along with domain curriculum, soft skill modules on spoken English and computer basics are mandated to enhance employability of the candidates.

### **TAMIL NADU URBAN LIVELIHOODS MISSION (TNULM)**

Tamil Nadu Urban Livelihoods Mission (TNULM) targets to reduce poverty and vulnerability of the urban poor by building strong community-based organizations, providing skilling and access to bank credit with interest subvention for consumption and enterprise development purposes. TNULM is being implemented in the fund sharing ratio of 60:40 between the Union and the State Governments. Tamil Nadu Urban Livelihoods Mission was initially implemented by the Commissionerate of Municipal Administration since its launch in 2014-15. Since TNCDW has a very rich experience in anchoring Poverty alleviation and livelihood programmes in rural and urban areas, the State Government decided to bring all the livelihood Missions under TNCDW and thus, the TNULM was transferred to the Corporation in 2016-17. Under TNULM, 1,16,904 SHGs have been newly formed since 2014 and 12,817 pre-NULM groups have also been brought within the ambit of Urban Mission. Presently, there are 1,29,721 Urban SHGs in the State.

### **TAMIL NADU RURAL TRANSFORMATION PROJECT @ VAZHNDHU KATTUVOM PROJECT 2.0 (VKP)**

World Bank assisted Tamil Nadu Empowerment and Poverty Reduction Project (TNEPRP) also called Vazhndhu Kattuvom Project 1.0 (VKP) was built on the lessons learnt from the implementation of Mahalir Thittam. The VKP was launched in 2005-06 with the objective of strengthening and empowering the institutions of the Poor, who were identified by the Participatory Identification of Poor (PIP) methodology. This successful strategy and approach were replicated in the TNSRLM Blocks and Districts from 2013. The results of the project activities and its impact were appreciable and got rated as a successful model for poverty alleviation and livelihood promotion. On completion of the Project in 2017, the TNRTP was launched in 2018 to build on the initiatives and create higher order institutions to support enterprise promotion and funding. TNRTP called as Vazhndhu Kattuvom Project (2.0) from the year 2021-22 assisted by World Bank is a third-generation poverty alleviation and economic empowerment project with a vision to transform rural communities by creating sustainable incomes and prosperity in rural areas through women led rural enterprises. The project is implemented in 3,994 Village Panchayats across 120 Blocks of 31 Districts (except Chennai, Thanjavur, Ariyalur, Perambalur, Dharmapuri, Kanyakumari and Thirupathur). The budget outlay for the project is Rs.910.37 Crore with a fund sharing ratio of 70:30 between the World Bank and Government of Tamil Nadu.

### **Project Development Objectives**

The Project Development Objectives (PDO) of Vazhndhu Kattuvom Project (VKP) is "to promote rural enterprises, access to finance and create employment opportunities" in selected blocks of Tamil Nadu.



## **Key Components**

The Project comprises of the following four major components:

1. Rural Enterprise Ecosystem Development
2. Enterprise Business Plan Financing
3. Skills and Job Opportunities
4. Project Management

## **STATE ELECTION COMMISSION**

The main function of the Tamil Nadu State Election Commission is to conduct Ordinary Elections for Village Panchayats, Panchayat Union and District Panchayat once in five years. After the enactment of Tamil Nadu Panchayat Act in 1994, the first ordinary Election was held in 1996.

### **Details of seats and offices in Rural Local Bodies**

1.	Village Panchayat wards	99,327
2.	Village Panchayat ward members	99,327
3.	Panchayat Union wards	6,471
4.	District Panchayat wards	655
5.	Village Panchayat Presidents	12,525
6.	Panchayat Union Chairpersons	388
7.	District Panchayat Chairpersons	36

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



## **CHAPTER – III**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**[under Section 4(1)(b)(ii) of Right Information Act, 2005]**

#### **1. Introduction**

This Department is headed by a Secretary to Government who is an I.A.S. officer and who acts as the administrative head of the Department and advisor to the Hon'ble Minister of Rural Development and Panchayat Raj Department. He is assisted by one Additional Secretary, one Joint Secretary and three Deputy Secretaries, nine Under Secretaries besides other staff of this Department to exercise the administrative and financial powers as laid down in the Business Rules and Secretariat Instructions, Tamil Nadu Government Secretariat Office Manual, etc. The powers and duties of the officers in the department of Secretariat are indicated below:-

#### **2. Principal Secretary to Government**

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

#### **3. Additional Secretary, Joint Secretary, Deputy Secretary**

The Additional Secretary /Joint Secretary / Deputy Secretary will deal with cases relating to the subjects allotted to them and submit to Secretary such cases as may be specified. The Additional Secretary/ Joint Secretary / Deputy Secretary also exercises control over the sections placed in her/ his charge both in regard to dispatch of business and in regard to discipline.

#### **4. Under Secretary to Government**

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

#### **5. Section Officer**

The Section Officer is in charge of a section of a Secretariat Department. He is assisted by a certain number of Assistant Section Officers who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistant Section Officer under him. He is directly responsible to the officers underwhom he works for the efficient and expeditious dispatch of business at all stages in his section and for office routine and procedure.

## **6. Assistant Section Officer, Assistant, Typist**

The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officers in their section work. The assistants are expected to attend to routine items of work such as comparing, dispatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders. The Typists are expected to type notes and drafts and to fair copy all communications to be dispatched. They will compare the matter typed by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises.

## **7. Private Secretary, Personal Assistant and Personal Clerk**

The Private Secretaries, Personal Assistants and Personal Clerks do the shorthand work for the Secretary or other officer, as the case may be and such other items of work as are entrusted to them.

There are 22 sections in Rural Development and Panchayat Raj Department at Secretariat. A section consist of one Section Officer and two Assistant Section Officer. Following subjects are allotted the sections noted against each:-

<b>Sections &amp; A.S.O's.</b>	<b>Subjects Allotted</b>	
<b>OP-I A.S.O.1</b>	1.	Service matters and Disciplinary cases relating to Section Officer/Assistant Section Officer (Erstwhile Statistical Inspector/Assistant Public Relation Officer)
	2.	Acting arrangement, Pay authorisation and Further continuance of all posts in Rural Development and Panchayat Raj Department, Secretariat.
	3.	Training Programme of Officers and Staff of Rural Development and Panchayat Raj Department, Secretariat.
	4.	Covid-19 (Issue of instructions to Staff of Rural Development and Panchayat Raj Department)
	5.	Uploading the Staff particulars in IFHRMS.
<b>OP-I A.S.O.2</b>	1.	Service matters relating to Under Secretary to Government, Deputy Secretary to Government, Joint Secretary to Government, Additional Secretary to Government and Special Secretary to Government.
	2.	Service matters relating to Senior Principal Private Secretary/Principal Private Secretary/Private Secretary/Personal Assistant/Senior Personal Clerk/Personal Clerk/ Assistant/Senior Typist/Typist/Driver/Van Cleaner/ Despatch Assistant/Record Assistant/Record Clerk/Office Assistant.
	3.	Subject Distribution and other general instructions.
	4.	Compassionate Appointment.
	5.	Miscellaneous Currents of the Section.

<b>OP-II A.S.O.1</b>	1.	Budget of Rural Development and Panchayat Raj Department
	2.	Stationery / Furniture / Telephones / Motor Vehicles / Purchase of Stamps/Office Automation Products.
	3.	Sanction & Settlement of all Contingency/Medical Reimbursement/ Petrol, Diesel / TA / TTA and Other Bills.
	4.	e.Office.
	5.	Inspection & Audit Reports of Rural Development and Panchayat Raj Department, Secretariat.
	6.	Uploading of G.Os in website
	7.	IT & IT enabled services.
<b>OP-II A.S.O.2</b>	1.	Sanction of Loans & Advances, Pension & Terminal Benefits of all Officers and Staff.
	2.	IFHRMS (Loans and Advances).
	3.	Consolidation of Half Yearly Business Statement & Other periodicals.
	4.	Printing of Annual Index of Government Orders in Rural Development and Panchayat Raj Department.
	5.	Good Governance relating to the Staff of Rural Development and Panchayat Raj Department.
	6.	Officers Meeting.
	7.	Court Case Monitoring System (CCMS)
	8.	Miscellaneous Currents of the Section.
	9.	Any other matter specifically not allotted to any other ASOs of OP wing.
<b>Bills A.S.O.1</b>	1.	All kinds of claims & settlement of bills of Officers & Staff of department under salary items through IFHRMS.
	2.	Maintenance of records.
	3.	Department Budget.
	4.	Income Tax returns of Officers & Staff.
<b>Bills A.S.O.2</b>	1.	All kinds of claims & settlement of bills of Officers & Staff of department under non-salary items including MRB claims through IFHRMS.
	2.	Reconciliation.
	3.	Certificate of Eligibility & Service Book entries.
	4.	Bills under Office Expenditure / Telephones/ Motor Vehicles, etc.
<b>E1 A.S.O.1</b>	1.	All Service matters relating to all State Service Officers in the cadre of Assistant Director of Rural Development, Joint Director of Rural Development, Additional Director of Rural Development in Rural Development and Panchayat Raj Department.
	2.	Panel preparation, Appeal, Fixation of seniority and Retirement proposals in respect of State Service Officers (Assistant Directors/Joint Director/Additional Director of Rural Development).

	3.	Transfer and Postings of Assistant Director, Joint Director and Additional Director of Rural Development	
	4.	Issue of Terms and Conditions for deputation of Joint Director of Rural Development and Additional Director of Rural Development.	
	5.	Regularization of compulsory wait period in the cadre of Assistant Director, Joint Director and Additional Director of Rural Development	
	6.	Proposal of Non-State Civil Service IAS(Additional Director of Rural Development Cadre)	
	7.	Additional In-Charge of IAS in RD&PR Dept.(i.e HODs and Project Directors)	
	8.	Pay Revision and Pension related in the cadre of Assistant Director, Joint Director and Additional Director of Rural Development.	
	9.	Compassionate appointment and regularization of Compassionate appointments of the legal heirs of the respective category of Staff.	
	10.	Covid-19 Relief Activities in the cadre of Assistant Director, Joint Director and Additional Director of Rural Development.	
	11.	Miscellaneous current of the Section.	
<b>E1 A.S.O.2</b>	1.	Disciplinary cases pertaining to the officers in the cadre of Assistant Director of Rural Development, Joint Director of Rural Development and Additional Director of Rural Development. (except Vigilance Cases)	
	2.	Disciplinary Cases pertaining to Vice Principals, Regional Institute of Rural Development and Panchayat Raj/Principal, State Institute of Rural Development, Lecturers, Regional Institute of Rural Development and Panchayat Raj (except Vigilance Cases)	
	3.	Regularization of suspension period in respect of State Service Officers in the cadre of Assistant Director/Joint Director/Additional Director of Rural Development.	
	4.	Retirement proposals in respect of State Service Officers in the cadre of Assistant Director/Joint Director/Additional Director of Rural Development) whom disciplinary cases are pending(except Vigilance Cases.	
<b>E2 A.S.O.1</b>	1.	All Vigilance Commission recommendation related to Departmental Disciplinary Cases / All Tribunal Cases / Transfer / Suspension of Rural Development and Panchayat Raj Department employees for the following Districts:-	
		1. Trichy 2. Perambalur 3. Erode 4. Dharmapuri 5. Krishnagiri 6. Salem 7. Namakkal 8. Pudukkottai 9. Nagapattinam	10. Mayiladuthurai 11. Thanjavur 12. Virudhunagar 13. Thirunelveli 14. Thenkasi 15. Kanniyakumari 16. Cuddalore 17. Ariyalur 18. Karur



	2.	Sanction of Prosecution against Government appointing authority posts / According permission to Preliminary Enquiry/Detailed Enquiry / According permission to Register a Regular Case (except Secretariat) in Rural Development and Panchayat Raj Department.	
	3.	Monthly periodical report on retirement of the Officers of Panchayat Development wing	
<b>E2 A.S.O.2</b>	1.	All Vigilance Commission recommendation related to Departmental Disciplinary Cases / All Tribunal Cases / Transfer / Suspension of Rural Development and Panchayat Raj Department employees for the following Districts:-	
		1. Kancheepuram 2. Chengalpattu 3. Thiruvallur 4. Vellore 5. Ranipet 6. Thirupathur 7. Thiruvannamalai 8. Dindigul 9. Madurai 10. Theni	11. Thiruppur 12. Thoothukudi 13. Ramanathapuram 14. Thiruvarur 15. The Nilgris 16. Villupuram 17. Kallakurichi 18. Sivagangai 19. Coimbatore 20. Directorate of Rural Development and Panchayat Raj, Chennai
	2.	Sanction of Prosecution against Government appointing authority posts / According permission to Preliminary Enquiry/ Detailed Enquiry/ According permission to Register a Regular Case (except Secretariat).	
	3.	Review of long pending Vigilance Cases	
	4.	Miscellaneous current of the Section.	
<b>E3 A.S.O.1</b>	1.	All establishment matters relating to the posts of Chief Engineer, Superintending Engineer, Executive Engineer and Assistant Executive Engineer	
	2.	Disciplinary cases including Appeals of Chief Engineer, Superintending Engineer, Executive Engineer and Assistant Executive Engineer in respect of the following Districts:-	
		1. Kanniyakumari 2. Tenkasi 3. Virudhunagar 4. Sivagangai 5. Dindigul 6. Mayiladuthurai 7. Tirunelveli 8. Thoothukudi	9. Ramanathapuram 10. Madurai 11. Theni 12. Thanjavur 13. Pudukottai 14. Tiruvarur 15. Nagapattinam 16. Directorate of Rural Development and Panchayat Raj, Chennai
	3.	Creation of Posts for Engineering Wing.	

	4.	Compassionate appointment and regularization of Compassionate appointments of the legal heirs of the respective category of Staff of above Districts.	
	5.	Residuary matters relating to Tamil Nadu Local Administration, Radio and Television Maintenance Organisation.	
	6.	Covid-19 Relief Activities for the above Districts.	
	7.	All matters related to Accounts Wing	
<b>E3 A.S.O.2</b>	1.	All establishment matters relating to the posts of Assistant Engineer, Senior Draughting Officer, Junior Engineer, Overseer, Junior Draughting Officer and Road Inspector	
	2.	Disciplinary cases including Appeals of Assistant Engineer, Senior Draughting Officer, Junior Engineer, Overseer, Junior Draughting Officer and Road Inspector in respect of the following Districts:-	
		1. Tiruchirapalli 2. Salem 3. Ariyalur 4. Villupuram 5. The Nilgiris 6. Krishnagiri 7. Vellore 8. Karur 9. Namakkal 10. Erode 11. Perambalur	12. Cuddalore 13. Kallakurichi 14. Tiruppur 15. Coimbatore 16. Dharmapuri 17. Tiruvannamalai 18. Ranipet 19. Tirupattur 20. Chengalpattu 21. Kanchipuram 22. Tiruvallur
	3.	Compassionate appointment and regularization of Compassionate appointments of the legal heirs of the respective category of Staff of above Districts.	
	4.	Covid-19 Relief Activities for the above Districts	
	5.	Miscellaneous currents of the Section.	
<b>E4 A.S.O.1</b>	1.	Erstwhile Extension Officers, Assistants, Assistants (Accounts), Rural Welfare Officer Grade-I and equivalent categories in Panchayat Development wing including the office of the Director of Rural Development and Panchayat Raj in the following Districts:-	
		1. Cuddalore 2. Dindigul 3. Kancheepuram 4. Chengalpattu 5. Nagapattinam 6. Mayiladuturai 7. Namakkal 8. Salem 9. Thanjavur 10. Thiruvallur	11. Thiruvannamalai 12. Thiruvarur 13. Vellore 14. Villupuram 15. Kallakurichi 16. Tiruppur 17. Ranipet 18. Thirupattur 19. Directorate of Rural Development and Panchayat Raj, Chennai

	2.	Service Associations issues	
	3.	Public Health and Medical Services Staff including Rural Medical Officers and other Residuary Staff of all Rural Dispensaries.	
	4.	Grievances and Residuary matters of District Board Employees in Rural Dispensaries	
	5.	Compassionate appointment and regularisation of compassionate appointment of the legal heirs of Extension Officers, Assistants, Assistants(Accounts), Rural Welfare Officer Grade-I and equivalent categories of the above Districts	
	6.	Covid-19 Relief Activities for the above Districts.	
<b>E4 ASO.2</b>	1.	Erstwhile Extension Officers, Assistants, Assistants(Accounts) Rural Welfare Officer Grade-I and equivalent categories in Panchayat Development wing in the following Districts:-	
		1. Ariyalur 2. Erode 3. Coimbatore 4. Madurai 5. Tiruchirappalli 6. Karur 7. Perambalur 8. Tirunelveli 9. Ramanathapuram	10. Virudhunagar 11. Thoothukudi 12. Kanniyakumari 13. Sivagangai 14. The Nilgiris 15. Theni 16. Krishnagiri 17. Thenkasi 18. Pudukkottai 19. Dharmapuri
	2.	All Service matters relating to Boodhan Board and Ex-District Board Employees paid from Panchayat Union funds in all Districts.	
	3.	Vacancy Position, Representation of SC/ST, BC/MBC and Denotified Minorities.	
	4.	Compassionate appointment and regularisation of Compassionate appointment of the legal heirs of Extension Officers, Assistants, Assistants(Accounts), Rural Welfare Officer Grade-I and equivalent categories of the above Districts.	
	5.	Covid-19 Relief Activities for the above Districts.	
	6.	Miscellaneous currents of the Section.	
<b>E5 A.S.O.I</b>	1.	Creation and Sanction of all categories of Staff (Except Engineering Wing) in Rural Development and Panchayat Raj Department.	
	2.	Continuance of posts in all categories of Staff for all Offices in District Panchayat Development Units, District Rural Development Agencies & Three Tier Local Bodies including Directorate of Rural Development and Panchayat Raj, Chennai.	

	3.	Service matters relating to the following categories of Panchayat Development wing including O/o. the Directorate Rural Development and Panchayat Raj, Chennai. 1. Drivers 2. Over Head Tank Operators 3. Fitters 4. Helpers to Fitters 5. Electricians 6. Drillers, Road Roller, etc							
	3.	Compassionate appointment and Regularization of Compassionate Appointments of the legal heirs of eligible categories.							
	4.	Residuary matters relating to Panchayat Union Teachers, School Conductress, Staff employed in Rural Arts, Crafts and Rural Industries Programme							
	5.	Makkal Nala Paniyalargal.							
	6.	Covid-19 Relief Activities for the above eligible categories.							
	7.	Miscellaneous currents of the Section.							
<b>E5 A.S.O.2</b>	1.	Service matters relating to Panchayat Secretaries of Panchayat Development Wing. Erstwhile Part-time Panchayat Clerks and Panchayat Assistants and Group Clerk-cum-Bill Collectors.							
	2.	Service matters relating to the following categories of Panchayat Development wing including O/o. the Directorate Rural Development and Panchayat Raj, Chennai. <table border="1"><tr><td>1. Office Assistants</td><td>4. Gardeners</td></tr><tr><td>2. Record Clerks</td><td>5. Masalchi</td></tr><tr><td>3. Night Watchman</td><td>6. Sanitary Workers, etc.</td></tr></table>		1. Office Assistants	4. Gardeners	2. Record Clerks	5. Masalchi	3. Night Watchman	6. Sanitary Workers, etc.
	1. Office Assistants	4. Gardeners							
	2. Record Clerks	5. Masalchi							
3. Night Watchman	6. Sanitary Workers, etc.								
3.	Compassionate appointment and Regularization of Compassionate Appointments of the legal heirs of eligible categories.								
4.	Covid-19 Relief Activities for the above eligible categories.								
<b>E6 A.S.O.1</b>	1.	Establishment matters in the categories of Block Development Officers, Additional Block Development Officers, Deputy Block Development Officers and Zonal Deputy Block Development Officers of the following Districts:-							



		1. Cuddalore 2. Chengalpattu 3. Dharmapuri 4. Dindigul 5. Kancheepuram 6. Kallakurichi 7. Mayiladuthurai 8. Nagapattinam 9. Namakkal 10. Pudukottai	11. Ranipet 12. Thanjavur 13. Thiruvallur 14. Tiruvannamalai 15. Thiruvarur 16. Tirupathur 17. Vellore 18. Villupuram 19. O/o. the Directorate of Rural Development and Panchayat Raj, Chennai.
	2.	Compassionate appointment and regularisation of Compassionate appointment to the legal heirs in the category of Block Development Officers, Additional Block Development Officers, Deputy Block Development Officers and Zonal Deputy Block Development Officers of the above Districts.	
	3.	Covid-19 Relief Activities for the above Districts.	
<b>E6 A.S.O.2</b>	1.	Establishment matters in the categories of Block Development Officers, Additional Block Development Officers, Deputy Block Development Officers and Zonal Deputy Block Development Officers of the following Districts:-	
		1. Ariyalur 2. Coimbatore 3. Erode 4. Kanniyakumari 5. Krishnagiri 6. Karur 7. Madurai 8. Perambalur 9. Ramanathapuram 10. Sivaganga	11. Thiruchirapalli 12. Tirunelveli 13. Tenkasi 14. Thoothukudi 15. The Nilgiris 16. Theni 17. Tiruppur 18. Virudhunagar 19. Salem
	2.	Compassionate appointment and regularisation of Compassionate appointment to the legal heirs in the category of Block Development Officers, Additional Block Development Officers, Deputy Block Development Officers and Zonal Deputy Block Development Officers of the above Districts.	
	3.	Covid-19 Relief Activities for the above Districts.	
	4.	Miscellaneous currents of the Section.	
<b>E7 A.S.O.1</b>	1.	All Service matters relating to Junior Assistant/Rural Welfare Officer (Grade.II), Cashier, Steno-Typist, Typist and Social Welfare Workers and equivalent categories in PD Wing in the following Districts:-	

		1. Coimbatore 2. Dindigul 3. Kanniyakumari 4. Karur 5. Madurai 6. Nagapattinam 7. Perambalur 8. Pudukkottai	9. Ramanathapuram 10. Sivaganga 11. Thanjavur 12. The Nilgiris 13. Theni 14. Thiruvavur 15. Thiruchirappalli 16. Thirunelveli	17. Tenkasi 18. Thoothukudi 19. Virudhunagar 20. Ariyalur 21. Mayiladuturai 22. Directorate of Rural Development and Panchayat Raj, Chennai.
	2.	10%, 20% promotion to the Part Time / Full Time Panchayat Secretaries to the Junior Assistant/Cashier/Rural Welfare Officers to the existing vacancy--with the concurrence of Tamil Nadu Public Service Commission.		
	3.	Compassionate appointment and regularisation of Compassionate appointment of the legal heirs of the above category of staff of above Districts.		
	4.	Any other establishment matters not allotted to any other Establishment Sections.		
	5.	Covid-19 Relief Activities for the above Districts.		
<b>E7 A.S.O.2.</b>	1.	All Service matters relating to Junior Assistant/Rural Welfare Officer (Grade.II), Cashier, Steno-Typist, Typist and Social Welfare Workers and equivalent categories in PD Wing in the following Districts:-		
		1. Kancheepuram 2. Thiruvallur 3. Cuddalore 4. Villupuram 5. Vellore	6.Thiruvannamalai 7.Dharmapuri 8.Salem 9.Namakkal 10.Erode	11.Krishnagiri 12.Chengalpattu 13.Tirupathur 14.Ranipet 15.Kallakurichi 16.Tiruppur
	2.	10%, 20% promotion to the Part Time / Full Time Panchayat Clerks / Panchayat Secretaries to the Junior Assistant/ Cashier / Rural Welfare Officers-II to the existing vacancy--with the concurrence of Tamil Nadu Public Service Commission.		
	3.	Compassionate appointment and regularisation of Compassionate appointment of the legal heirs of the above category of staff of above Districts.		
	4.	All Residuary service matters of Women Attendants and equivalent categories working in Community Centres in Panchayat Unions.		
	5.	Safai Karamcharies – Relief activities.		
	6.	Monthly Review of disciplinary & long pending cases with the Head of Departments.		
	7.	Covid-19 Relief Activities for the above Districts.		
	8.	Residuary matters relating to Panchayat Union Government Employees Pension and Pensioners		

	9.	Extension of concession given to Government Servants to Panchayat Union Staff.
	10.	Updation/Consolidation of Adhoc/Special Rules of Rural Development and Panchayat Raj Department.
	11	Contingent Employees Gang Mazdoors and Daily Wage Employees
	12	Miscellaneous currents of the Section.
<b>CGS.I A.S.O.1</b>	1.	Mahatma Gandhi National Rural Employment Guarantee Scheme(MGNREGS) (erstwhile NREGA) General and Non-NRM works
	2.	Erstwhile Sampoorana Grameen Rozgar Yojana (SGRY)
	3.	Social Audit Society of Tamil Nadu(SASTA) and SASTA Co-ordination meeting preparation
	4.	Any other wage employment programme
<b>CGS.I A.S.O.2</b>	1.	Jal Shakthi Abiyan and Water Security and Climate Adaption(WASCA)
	2.	MGNREGS NRM works
	3.	PRC and MGNREGS meeting co-ordination
	4.	Miscellaneous Currents of the section
<b>CGS.II A.S.O.1</b>	1.	Members of Parliament Local Area Development Scheme (MPLADS).
	2.	Pradhan Mantri Gram Sadak Yojana (PMGSY).
	3.	New National Bio-Gas and Organic Manure Management Programme (NNBOMP), Chulahs.
	4.	Tamil Nadu Rural Housing and Infrastructure Development Corporation (TNRHIDC).
	5.	Saansad Adarsh Gram Yojana (SAGY).
	6.	Shyama Prasad Mukherji Rurban Mission (SPMRM).
	7.	All the matters of the scheme of "Pradhan Mantri-Janjati Adivasi Nyaya Maha Abhiyan (PM-JANMAN)" and any scheme of other Departments' Central Government Schemes and also consolidation of all Central Government Schemes being implemented by this Department
	8.	All Miscellaneous issues relating Central Government Schemes.
<b>CGS.II A.S.O.2</b>	1.	District Rural Development Agency (DRDA) Administration including Vehicles.
	2.	AG's inspection report on DRDAs.
	3.	Field inspection reports of Secretary, Director of Rural Development and Panchayat Raj, Additional Director of Rural Development(ARD) and Monitoring Officers.
	4.	Jal Jeevan Mission (JJM)
	5.	Progress Reports/Review Reports--on all Centrally Sponsored Schemes.
	6.	20 Point Programme and 15 Point Programme.
	7.	e-Samiksha, NITI Aayog
	8.	Vision document for India@2047
	9.	Miscellaneous currents of the Section.
<b>CGS.III A.S.O.1</b>	1.	National Rural Livelihood Mission (NRLM) (erstwhile SGSY)
	2.	BPL Survey and related matters/requests/petitions

	3.	DISHA (erstwhile Vigilance and Monitoring Committee)
	4.	Rural Business Hub.
	5.	State Level Banker's Committee (SLBC).
	6.	Micro Finance Issues.
	7.	Bio diversity related to Tamil Nadu State Rural Livelihood Mission (TNSRLM).
	8.	Tamil Nadu Skill Development Corporation's meeting related matters.
	9.	Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).
	10.	Tamil Nadu Child Policy, Tamil Nadu Women Policy, Tamil Nadu Senior Citizen Policy
	11.	Rural Self Employment Training Institute (RSETI)
	12.	Tamil Nadu Grama Bank Meeting
	13.	Sustainable Development Goals" relating to Rural Development and Panchayat Raj Department
	14.	Miscellaneous currents of the Section.
<b>CGS.III A.S.O.2</b>	1.	Tamil Nadu Corporation for Development of Women Ltd. Administration.
	2.	Mahalir Thittam.
	3.	Tamil Nadu Rural Transformation Project (TNRTP) (erstwhile Pudhu Vaazhvu Project) Now Vazhndhukattuvom
	4.	International Fund for Agricultural Development Project (IFAD Project)
	5.	Tamil Nadu Coastal Livelihood Society (TNCCLS) (erstwhile Tsunami (TEAP, ETRP & RGRP) Projects
	6.	National Urban Livelihood Mission (NULM)
	7.	National Rural Economic Transformation Project (NRETP)
	8.	Amma Two Wheeler Scheme.
<b>CGS.IV A.S.O</b>	1.	Pradhan Mantri Awas Yojana-Gramin (PMAY-G) [erstwhile Indira Gandhi Awas Yojana (IAY)]
	2.	Swachh Bharat Mission-Gramin(SBM-G) [erstwhile Total Sanitation Campaign(TSC)]
	3.	Backward Regions Grant Fund(BRGF)
	4.	e.Governance of Local Bodies
	5.	The subject matters relating to the prohibition of Employment as Manual Scavengers and their Rehabilitation Bill, 2012.
	6.	Miscellaneous currents of the Section
<b>B&amp;C A.S.O.1</b>	1.	All budget related matters including Policy Note, Performance Budget, Part – II Schemes consolidation
	2.	State Planning Commission, Five Year Planning, District Planning - Budget related matters.
	3.	Departmental Review Meeting by Chief Minister/Chief Secretary to Government.



	4.	Announcement of Governor, Chief Minister, Ministers and Budget Announcements.
	5.	"To collect Aadhaar Number of beneficiaries for delivery of services, benefits and subsidies funded from the Consolidated Fund of State for which a notification under Section 7 of the Aadhaar Act"
	6.	Matters relating to Special Programme Implementation Department.
<b>B&amp;C A.S.O.2</b>	1.	PAC, PUC, Estimate Committee and Petition Committee.
	2.	Consolidation of Assurances and LAQ's, etc.
	3.	Consolidation of Right to Information Act, related issues and General communications received from State Information Commission and Miscellaneous currents related to RTI petitions.
	4.	All Secretaries Meeting and Cabinet Meeting.
	5.	"Muthalvarin Mugavari" petitions (formerly Chief Minister's Special Cell petition/Ungal Thoguthiyil Muthalvar petitions) Online Monitoring of the Schemes in Chief Minister's Office.
	6.	e.Samiksha.
	7.	Miscellaneous Currents of the Section
<b>SGS.I A.S.O.1</b>	1.	AGAMT/Library matters.
	2.	MLACD.
	3.	Samathuvapuram.
	4.	Namakku Naame Thittam.
	5.	Old Self Sufficiency Scheme (SSS) residuary.
	6.	Progress Reports / Review Reports – on all State Schemes.
	7.	Media coverage.
<b>SGS.I A.S.O.2</b>	1.	Rural Infrastructure Development Fund(RIDF) – NABARD.
	2.	School Buildings – Renovation / Group House – Renovation.
	3.	Chief Minister's Green House Scheme .
	4.	Socio Economic Development Society (Dharmapuri & Krishnagiri) & related schemes for other naxal prone Districts.
	5.	Color TV Scheme.
	6.	Miscellaneous Currents of the Section.
<b>SGS.II A.S.O.1</b>	1.	Roads and Bridges (except RIDF).
	2.	Tamil Nadu Rural Roads Improvement Scheme(TNRRIS).
	3.	Encroachment on roads.
	4.	Meeting and other matters with all other departments.
	5.	Special Housing Programme for Thane affected region.
	6.	Miscellaneous Currents.
<b>SGS.II A.S.O.2</b>	1.	Rural Electrification and Street lights.
	2.	Water Supply, Minor irrigation and Ponds (excluding Jal Jeevan Mission, Monsoon, Rain water flow) and Kudimaramathu.
	3.	Kattidamaiyam.
	4.	Tenders and Banning of Business Dealings.
	5.	Rural Tourism.

	6.	Encroachment of Water Bodies (except STP, dumping yard).
	7.	Health Department matters relating to Polio, Dengue etc.
	8.	Rejuvenation of Water Bodies and Desilting Storm Water Drains.
	9.	Removal of Trees / Seema Karuvel Trees
	10.	To protection and conservation of wetlands under Tamil Nadu Wetlands Mission
	11.	Miscellaneous Currents.
<b>SGS.III A.S.O.</b>	1.	Land matters - Land vested with Panchayats and Panchayat Unions including Land Transfer/ Alienation/ Acquisition / Encroachment .
	2.	Buildings maintained by Panchayat Union - Demolition of Panchayat/Panchayat Union Buildings.
	3.	Panagal Building Society.
	4.	Council for the Advancement of Peoples Action Rural Technology (CAPARTS)
	5.	Purchase of Motor vehicle and condemnation of Motor vehicles other than District Rural Development Agencies(DRDAs).
	6.	Telephones matters relating to Officers of Directorate of Rural Development and Panchayat Raj/Panchayat Union/District Panchayat/Panchayats.
	7.	State Schemes not allotted to any other State Scheme Section.
	8.	Natural Calamities Relief Activities, Meetings, etc.
	9.	Matters relating to the maintenance of Panchayat and Panchayat Union Buildings owned by Block Development Officers/Panchayats and Staff Quarters and Guest House.
	10.	Maintenance of Rain Water Harvesting Structure.
	11.	Construction of Bus Stand/ Ration Shop/ Auditorium/ Community Hall and also assigning of Name.
	12.	Renovation of Integrated Sanitary Complexes for Women/Men.
	13.	Integrated Sanitary Complexes for Men.
	14.	Construction / Renovation/ Maintenance of Anganwadi's Buildings.
	15.	Miscellaneous Currents of the Section.
<b>PR-I A.S.O.1</b>	1.	Tamil Nadu Panchayats Act, 1994 and Rules.
	2.	Rural Local Body Election.
	3.	State Election Commission related matters including establishment.
	4.	Pooled Assigned Revenue – Panchayat Accounts.
	5.	Grants of Social Forestry, Mines and Minerals.
	6.	Delegated Legislation - Tamil Nadu Panchayats Act, 1994 and Rules.
	7.	State Law Commission - Tamil Nadu Panchayats Act, 1994.
	8.	Sustainable Development Goals relating to Rural Development and Panchayat Raj Department
<b>PR-I A.S.O.2</b>	1.	Devolution of Powers and Functions of Rural Local Bodies.
	2.	Central Finance Commission(Basic(Untied) Grant & Tied Grant) / State Finance Commission(Minimum Grant, Population Grant, Capital Grant(Devolution Grant) & Pooled Fund for Deficit RLBs – Recommendations and Release of Grants.
	3.	Panchayat Accounts and Computerisation of Panchayat Accounts.
	4.	Miscellaneous Currents of this section.

<b>PR-II A.S.O.1</b>	1.	Delimitation of Rural Local Bodies / Reclassification (Fixation of Bifurcation norms, Bifurcation of Panchayat Union, Block, Village Panchayat and related court cases).
	2.	Awards - Uthamar Gandhi Award (Not existed), National Panchayats Awards (National Level - DDUPSP, NDRGGSP, GPDPA, CFGPA and e-Panchayat Puraskar - only Panchayats related awards), Sardar Patel Unity Awards (State Level Contribution), Padma Awards(State Level Contribution) and Model Village Award (State Level) and Vayoshreshtha Samman Award (Nominees for National Award for Senior Citizen)
	3.	All correspondence with Government of India on PRIs (Except Training).
	4.	Gram Sabha / District Planning Committee (Issues related to conducting of Grama Sabhas and Special Grama Sabhas and related court cases)
	5.	Annual Reports of District Panchayats.
	6.	Incentivization of Panchayats and Celebration of Days.
	7.	Miscellaneous Currents of the Section.
<b>PR-II A.S.O.2</b>	1.	Building Plan / Rules & allied Town Planning matters and related court cases. <ul style="list-style-type: none"> <li>➤ HACA Meeting</li> <li>➤ Town Planning related matters</li> <li>➤ Layout plan approval matters</li> <li>➤ Encroachment in layout (Public utilizing place, park, road, etc.)</li> </ul>
	2.	All Panchayat taxes (Property Tax, Professional Tax, Advertisement Tax, License fee, Remittance of Library Cess, Fixation of Track Rent / Optic Fibre Cable and related court cases) <ul style="list-style-type: none"> <li>➤ Annual Track rent for cable lines TACTV (Tamil Nadu Arasu cable TV Corporation)</li> <li>➤ Laying of Optic Fibre Cable – RoW charges fixation.</li> <li>➤ Implementation of Indian Telecom RoW Policy (for fixing charges)</li> <li>➤ EoDB – Property Tax, Permission for Industries in rural areas.</li> <li>➤ Pipelines – Dig &amp; Restore charges to Panchayats.</li> <li>➤ Implementation of Tamil Nadu Industrial Township Area Development Authority Act, 1997</li> </ul>
	3.	Naming of Streets in Village Panchayats.
	4.	Change of name of the Village Panchayats /Panchayat Unions / District Panchayats.
	5.	Slaughter Houses in local bodies and Fishing Tender/Auction in Lakes, Rivers and Ponds.
	6.	Announcement of Heritage town proposals received from DTCP, H&UD Department.

	7.	Weekly market in rural areas (Shops allocation by auction) and related court cases.
	8.	Erection of statues in rural areas. ➤ Proposals sent by the District Collectors and Directorate of Rural Development and Panchayat Raj ➤ Petitions from individual with a request for granting permission to installation of Statues in patta land
	9.	Ban on Plastics / Plastic Waste Management.
<b>PR-III A.S.O.1</b>	1.	Local Fund Audit Report
	2.	A.G's Audit Reports (Factual Notes and Draft Para)
	3.	Basic Amenities to Panchayats (Other than Roads, Bridges, Water supply, Street lights).
	4.	Nodal function and other matters relating to Recommendations / Reports of Commissions / Councils / Statutory Forums formed by State & Central Governments / National Green Tribunal (NGT) Cases
	5.	Exhibitions, fairs, festivals, Parks & Play grounds conducting of Sports in rural local bodies.
	6.	Garbage/Dumping of Yard and Drainage facilities(Construction/ renovation/encroachment.
	7.	Burial Ground – Construction work / removal of encroachment/ ways for Burial Ground, etc.
	8.	Southern Zonal Council Meeting.
<b>PR-III A.S.O.2</b>	1.	All Training matters relating to Rural Development and Panchayat Raj Institutions – National Institute of Rural Development and Panchayat Raj, State Institute of Rural Development, Regional Institute of Rural Development and Additional Chief Secretary/Director General, Rural Development and Panchayat Raj(Training)
	2.	Collectors' Conference
	3.	All matters relating to State Institute of Rural Development and Panchayat Raj/Regional Institute of Rural Development including establishment
	4.	Miscellaneous Currents of the Section
<b>PR-IV A.S.O.1</b>	1.	Removal, Appeal, Vigilance Cases, Allegations leveled against all elected representatives of rural local bodies of the following Districts:-



		1. Ariyalur 2. Chengalpattu 3. Cuddalore 4. Dharmapuri 5. Erode 6. Kallakurichi	7. Kancheepuram 8. Krishnagiri 9. Karur 10. Perambalur 11. Pudukottai 12. Thiruvallur	13. Tiruchirappalli 14. Tiruvannamalai 15. The Nilgiris 16. Villupuram 17. Coimbatore 18. Salem 19. Theni
<b>PR.IV A.S.O.2</b>	1.	Removal, Appeal, Vigilance Cases, Allegations against all elected representatives of rural local bodies of the following Districts:- 1. Dindigul 2. Madurai 3. Mayiladuthurai 4. Nagapattinam 5. Kanyakumari 6. Namakkal		
		7. Ramanathapuram 8. Sivaganga 9. Tenkasi 10. Thanjavur 11. Tiruvarur 12. Tuticorin	13. Tirunelveli 14. Vellore 15. Tirupathur 16. Ranipet 17. Tiruppur 18. Virudunagar	
	2.	Miscellaneous Currents of this Section.		

## **CHAPTER – IV**

### **PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

**[under section 4(1)(b)(iii) of Right 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 Government Servants (Conditions of Service) Act, 2016 and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds, etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules. The process of examination is initiated by the Assistant Section Officer and passes through the Section Officer, Under Secretaries and Deputy Secretary/Joint Secretary/Additional Secretary and to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. In respect of cases involving amendment to Tamil Nadu Panchayats Act/Rules and cases involving legal issues including Court case, Law Department is consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation. Afterwards appropriate orders are issued in the form of Government Order/Notification.

## **CHAPTER - V**

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

#### **[under section 4(1)(b)(iv) of Right Information Act, 2005]**

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

1. Secretariat Office Manual.
2. The Tamil Nadu Government Business Rules and Secretariat Instructions.
3. The Tamil Nadu Government Servants Conduct Rules, 1973.
4. Tamil Nadu Government Servants(Conditions of Service) Act, 2016
5. Fundamental Rules.

## **CHAPTER - VI**

### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORD FOR DISCHARGING FUNCTIONS [under section 4(i)(b)(v) of Right Information Act, 2005]**

The Business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

1. Tamil Nadu Government Business Rules and Secretariat Instructions.
2. The Tamil Nadu Secretariat Office Manual
3. Tamil Nadu Budget Manual
4. Tamil Nadu Government Servants (Conditions of Service) Act, 2016
5. Tamil Nadu Civil Services (Discipline and Appeal) Rules
6. Tamil Nadu Government Servants Conduct Rules, 1973
7. Tamil Nadu Pension Rules
8. Fundamental Rules of the Tamil Nadu Government
9. Tamil Nadu Financial Code
10. Tamil Nadu Accounts Code
11. Tamil Nadu Treasury Code
12. Tamil Nadu Panchayat Development Service Rules
13. Tamil Nadu Panchayat Development Subordinate Service Rules
14. Tamil Nadu Panchayat Service Rules

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

## **CHAPTER - VII**

### **STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT UNDER ITS CONTROL [under section 4(1)(b)(vi) of Right Information Act, 2005]**

The following documents are held under the control of this Department.  
<http://www.tn.gov.in/departement/rdpr.htm>

1. Policy Note 2023 - 2024
2. Government Orders/Letters issued by this Department

The rest of the documents will be available by requisition. Public interested Government Orders are available in the website <http://www.tn.gov.in>

## **CHAPTER - VIII**

### **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 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.

## **CHAPTER - IX**

### **BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC [under section 4(1)(b)(viii) of Right 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, etc. of the Legislative Assembly are also acted upon by this Department

### **1.Selection Committee for SASTA**

#### **Purpose**

Reconstitution of Selection Committee for appointment of Director of Social Audit Society of Tamil Nadu

#### **Details of Members:**

1.	Chief Secretary to Government or Nominee	Chairman
2.	Additional Chief Secretary/Principal Secretary/Secretary to Government, Rural development and Panchayat Raj Department	Member
3.	Principal Accountant General(PAG)/ Accountant General(AG) in charge of Local Bodies Audit	Member
4.	Ms.Aditi Singh, Director, Mahatma Gandhi NREGA, Ministry of Rural Development, Government of India	Member
5.	Mrs.N.Ramuthai, Director, Village Extension Department, Gandhigram Trust, Gandhigram, Dindigul District	Member

### **2.Constitution of State Level Standing Committee under PMGSY**

#### **Purpose**

At State level a Standing Committee is re-constituted to analyse Projects received and forward to Government of India, besides monitoring the implementation of sanction projects under National Rural Roads Programme

#### **Details of Members:**

1.	Chief Secretary	Chairman
2.	Secretaries of Rural Development, Finance, Planning Development & Special Initiatives, Highways, Transport, Environment & Forest and Information Technology	Members
3.	State Informatics Officer, National Informatics Centre	Member



4.	State Technical Agencies	Member
5.	Director of Rural Development	Member-Secretary
6.	Superintending Engineer O/o. Director of Rural Development & Panchayat Raj	Invitee
7.	District Collectors of concerned Districts	Invitees

### **3. Constitution of State Level Empowered Committee**

#### **Purpose**

State Level Empowered Committee on Saansad Adarsh Gram Yojana ( SAGY)

#### **Details of Members:**

1.	Chief Secretary to Government of Tamil Nadu	Chairman
2.	Principal Secretary/Secretary to Government, Rural Development and Panchayat Raj Department	Member-Convener
3.	Principal Secretary to Government, School Education Department	Member
4.	Principal Secretary to Government, Environment and Forest Department	Member
5.	Secretary to Government, Health and Family Welfare Department	Member
6.	Secretary to Government, Social Welfare and Nutritious Meal Programme Department	Member
7.	Experts 1. Thiru.M.Parameswaran, Additional Director of Rural Development and Panchayat Raj (Rtd.) Dr.S.Vasudevan, Associate Professor, 2. School of Geo-Sciences, Bharathidasan University, Thiruchirappalli - 620 024	Members
7.	Civil Society Representatives 1. Gandhigram Trust, Ambathurai, Dindigul. 2. Vivekananda Seva Prathishtan, Ulundurpet, Villupuram.	Members

#### **4. DISHA – Under Chairmanship of Hon'ble Chief Minister**

##### **Purpose**

Constitution of State Level DISHA Committee for monitoring the implementation of Centrally Sponsored Schemes such as, Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Deen Dayal Antyodaya Yojana – National Rural Livelihood Mission (DAY-NRLM), Deen Dayal Upadhyaya – Grameen Kaushalya Yojana (DDU-GKY), Pradhan Mantri Gram Sadak Yojana (PMGSY), etc.

##### **Details of Members:**

1.	Hon'ble Chief Minister	Chairperson
2.	Hon'ble Minister for Rural Development	Co-Chairperson
3.	Principal Secretary to Government, Rural Development and Panchayat Raj Department	Member -Secretary
4.	I. Hon'ble Members of Parliament (both Lok Sabha and Rajya Sabha) nominated by Government of India, Ministry of Rural Development.	Members – 13
	II. Members of Legislative Assembly nominated by the State Government.	Members – 6
	III. The Secretaries of Departments of State Government :- 1) Additional Chief Secretary to Government, Finance Department. 2) Additional Chief Secretary to Government, Planning & Development Department.	Members
	3) Principal Secretary to Government, Revenue and Disaster Management Department. 4) Principal Secretary to Government, Environment, Climate Change and Forests Department.	
	IV. Heads of Departments in the State Government :- 1) Director, Rural Development and Panchayat Raj 2) Managing Director, Tamil Nadu Corporation for Development of Women Limited	Members

		3) Managing Director, Tamil Nadu Adi Dravidar Housing Development Corporation (TAHDCO).	
	V.	Director, Khadi and Village Industries Commission(KVIC).	Member
	VI.	Two Nominate Persons (to be nominated by Ministry of Rural Development, Government of India).	Member
	VII.	Chief Post Master General of the Circle(s) of Tamil Nadu.	Member
	VIII.	Two Non - official members: (to be nominated by Ministry of Rural Development, Government of India).	Member
	IX.	Representatives of Non - Governmental Organisations (NGOs)/ Community Based Organizations/Voluntary Agencies nominated by State Government 1) Padma Shri Thiru.M.Subburaman, Founder - SCOPE (Society for Community Organisation and Peoples Education), Tiruchirappalli. 2) Dr.S.V.Murugan, Ph.D, Director - NAF (National Agro Foundation), Tharamani, Chennai.	Members-2
	X.	Managing Director of the Convener Bank of State Level Bankers' Committee (SLBC) of Tamil Nadu as a special invitee.	Member
	XI.	One representative (Area Officer) of the Ministry of Rural Development, Government of India for the State. (to be nominated by Ministry of Rural Development Government of India).	Member

## **5.State Level Monitoring Committee under AGAMT-II**

### **Purpose**

AGAMT-II – State Level Monitoring Committee will be conducted whenever necessary to review the progress and problems provide guidance to the implementing agencies.

**Details of Members:**

1.	Chief Secretary to Government	Chairman
2.	Principal Secretary to Government, Rural Development and Panchayat Raj Department	Member-Convener
3.	Principal Secretary to Government, Finance Department	Member
4.	Secretary to Government, Welfare of Differently Abled Persons Department	Member
5.	Agriculture Production Commissioner & Secretary to Government Agriculture Department	Member
6.	Secretary to Government, Adi Dravidar And Tribal Welfare Department	Member
7.	Principal Secretary to Government, Animal Husbandry, Dairing, Fisheries and Fisherman Welfare Department	Member
8.	Additional Chief Secretary to Government, BC, MBC & Minorities Welfare Department	Member
9.	Secretary to Government, Co-operation, Food & Consumer Protection Department	Member
10.	Principal Secretary to Government, Health and Family Welfare Department	Member
11.	Additional Chief Secretary to Government, Youth Welfare and Sports Development Department	Member
12.	Additional Chief Secretary to Government, Labour Welfare and Skill Development Department	Member
13.	Additional Chief Secretary to Government, Revenue and Disaster Management Department	Member
14.	Principal Secretary to Government, School Education Department	Member
15.	Principal Secretary to Government, Social Welfare and Women Empowerment Department.	Member
16.	Secretary to Government, Information Technology and Digital Services Department	Member
17.	Secretary to Government, Micro, Small and Medium Enterprises Department	Member



18.	Additional Chief Secretary to Government, Energy Department	Member
19.	Principal Secretary to Government, Tourism, Culture and Religious Endowments Department	Member
20.	Managing Director, TNCDW	Member
21.	Commissioner, Rural Development & Panchayat Raj Department.	Member -Convener

## **6. State Steering Committee(SSC) and State Executive Committee(SEC)**

### **Purpose**

Reconstitution of State Steering Committee (SSC) and State Executive Committee (SEC) to monitor and improve the activities of Revamped Rashtriya Gram Swaraj Abhiyan.

### **Details of Members:-**

#### **(a) State Steering Committee(SSC)**

1.	Chief Secretary to Government of Tamil Nadu	Chairman
2.	Principal Secretary to Government, Rural Development and Panchayat Raj Department	Member- Secretary
3.	Director General of Rural Development and Panchayat Raj(Training)	Member
4.	Additional Chief Secretary to Government, Finance Department	Member
5.	Additional Chief Secretary to Government, Planning, Development and Special Initiatives Department	Member
6.	Additional Chief Secretary to Government, Social Welfare and Women Empowerment Department	Member
7.	Principal Secretary to Government, Information Technology and Digital Services Department	Member
8.	Principal Secretary to Government, Health and Family Welfare Department	Member
9.	Principal Secretary to Government, School Education Department	Member
10.	Principal Secretary to Government, Agriculture and Farmers Welfare Department	Member

11.	Principal Secretary to Government, Youth Welfare and Sports Development Department	Member
12.	Commissioner of Rural Development and Panchayat Raj	Member
13.	Director, State Institute of Rural Development	Member
14.	Additional/Joint Director of Rural Development and Panchayat Raj	Member
15.	Two Nominees from BLF of Tamil Nadu State Rural Livelihood Mission by Tamil Nadu Corporation for Development of Women Ltd.	Member
16.	Two Special Invitees	1. Member -Secretary State Planning Commission 2. Head of Department, Political Science and Development administration, Gandhi Gram, Rural Institute, Dindigul.

**(b) State Executive Committee (SEC) :-**

1.	Principal Secretary to Government, Rural Development and Panchayat Raj Department.	Chairperson
2.	Director General of Rural Development and Panchayat Raj (Training)	Member
3.	Additional Chief Secretary to Government, Finance Department	Member
4.	Commissioner of Rural Development and Panchayat Raj.	Member
5.	Commissioner, Agriculture Department	Member
6.	Commissioner, Social Welfare Department	Member
7.	Director, Public Health and Preventive Medicine Department	Member
8.	Director, Tamil Nadu e-Governance Agency	Member
9.	Managing Director, Tamil Nadu Corporation for Development of Women Ltd.	Member
10.	Director, State Institute of Rural Development and Panchayat Raj, Maraimalai Nagar.	Convener Member
11.	Member Secretary, Sports Development Authority of Tamil Nadu	Member

12.	Head of Division, RD & DP – State Planning Commission	Member
13.	State Project Director, SSA, School Education Department	Member
14.	Additional Director/ Joint Director( PRI), O/o Director of Rural Development and Panchayat Raj.	Member
15.	Technical Director, National Informatics Centre, Chennai.	Member
16.	State Programme Manager SPMU RGSA.	Member
17.	Two Special Invitees	1) Head of Division/ Officer In -charge, Sustainable Development Goal cell, State Planning Commission 2) District Panchayat Chairperson, Thiruvallur District

#### **7. State Panchayat Performance Assessment Committee for National Panchayat Awards:-**

##### **Purpose :-**

Constitution of State Panchayat Performance Assessment Committee for National Panchayat Awards.

##### **Details of Members:-**

1.	Principal Secretary, Rural Development and Panchayat Raj Department	Chairperson
2.	The Commissioner of Rural Development and Panchayat Raj	Member
3.	The Commissioner of Revenue Administration (Representative)	Member
4.	The Managing Director, TNCDW Ltd.	Member
5.	The Director of Agriculture	Member

6.	The Director of Social Welfare and Women Empowerment	Member
7.	The Director of Public Health & Preventive Medicine	Member
8.	The Director of Environment Climate Change and Forests Department	Member
9.	The Managing Director, TANGEDCO	Member
10.	State Informatics Officer, NIC	Member
11.	Managing Director, TANFINET	Member
12.	The Director of Elementary Education	Member
13.	The Director, SIRD	Member
14.	Research and Action Centre for Local Democracy, Chennai	Member
15.	Joint Director (Panchayat Raj)	Member- Convener

## 8. Nomination Committees

### Purpose :-

Constitution of the Nomination Committees for 3 Special Category of Awards under National Panchayat Awards.

### Details of Members:-

#### (a) Constitution of Nomination Committee for Gram Urja Swaraj Vishesh Panchayat Puraskar (GUSVPP)

Theme/ Thematic Committee	Nodal Department	Line Departments		Chairperson	Members
Clean and Green Panchayat	Energy Department	i.	TANGEDCO	Principal Secretary, Rural Development and Panchayat Raj	<ul style="list-style-type: none"> <li>• The Director of Environment, Climate Change</li> <li>• Chairman / Managing Director, TANGEDCO</li> </ul>



		ii.	D/o Rural Development and Panchayat Raj		<ul style="list-style-type: none"> <li>• The Managing Director, TEDA</li> <li>• ADRD(PRI)</li> <li>• Joint Director (Panchayat Raj) as Member Convener</li> </ul>
		iii.	D/o Environment, Climate Change and Forests		
		iv.	D/o Drinking Water & Sanitation		

**(b) Constitution of Nomination Committee for Carbon Neutral Vishesh Panchayat Puraskar (CNVPP)**

Theme/ Thematic Committee	Nodal Department	Line Departments		Chairperson	Members
Clean and Green Panchayat	Environment, Climate Change & Forests Department	i.	TANGEDCO	Principal Secretary, Rural Development and Panchayat Raj	<ul style="list-style-type: none"> <li>• The Director of Environment, Climate Change</li> <li>• Chairman / Managing Director, TANGEDCO</li> <li>• The Managing Director, TEDA</li> <li>• ADRD(PRI)</li> <li>• Joint Director (Panchayat Raj) as Member Convener</li> </ul>
		ii.	D/o Rural Development and Panchayat Raj		
		iii.	D/o Agriculture		
		iv.	D/o Horticulture		
		v.	D/o Drinking Water & Sanitation		

**(c) Constitution of Nomination Committee for Panchayat Kshamta Nirmaan Sarvottam Sansthan Puraskar (PKNSSP)**

Nodal Department	Chairperson	Members
Rural Development and Panchayat Raj Department	Principal Secretary, Rural Development and Panchayat Raj	<ul style="list-style-type: none"> <li>• Commissioner, Rural Development and Panchayat Raj</li> <li>• Additional Director (PRI)</li> <li>• Joint Director (Panchayat Raj) as Member Convener</li> </ul>

### **9. State Level Steering Committee for Local Government Directory(LGD)**

#### **Purpose :-**

State Level Steering Committee constituted for implementation of Local Government Directory (LGD) – Inclusion of the Joint Commissioner of Revenue Administration as a member of the State level Steering Committee.

#### **Details of Members:-**

1.	Principal Secretary to Government, Rural Development and Panchayat Raj Department	Chairman
2.	Commissioner of Rural Development and Panchayat Raj Department	Member/Convener
3.	Additional Director of Survey and Settlement / Nodal Officer, Revenue and Disaster Management Department	Member
4.	Director of Census Operations / Nodal Officer, Directorate of Census Operations	Member
5.	Joint Commissioner of Revenue Administration, Commissionerate of Revenue Administration	Member
6.	Deputy Commissioner, Greater Chennai Corporation	Member
7.	The State Informatics Officer & Senior Technical Director, National Informatics Centre	Member
8.	Nodal Officer/Joint Director, Director of Municipal Administration	Member
9.	Nodal Officer/Joint Director, Commissioner of Town Panchayat	Member
10.	Nodal Officer/Additional Director, Rural Development and Panchayat Raj Department	Member

### **10. State Level Committee for administer the State Level Grants under SFC**

#### **Purpose: -**

State Level Committee for administer the State Level Grants released under State Finance Commission.

#### **Details of Members:-**

1.	Principal Secretary to Government, Rural Development and Panchayat Raj Department, Secretariat, Chennai-9	Chairperson
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2.	A Representative of Finance Department, Secretariat, Chennai-9	Member
3.	Secretary to Government, School Education Department, Secretariat, Chennai-9	Member
4.	Managing Director, Tamil Nadu Water Supply and Drainage Board, Chepauk, Chennai-5.	Member
5.	Chairman, Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO), Chennai-2	Member
6.	Director of Rural Development and Panchayat Raj, Chennai-15.	Special Invitee

### **CHAPTER - X**

#### **DIRECTORY OF OFFICERS AND EMPLOYEES AT THE SECRETARIAT DEPARTMENT AND THEIR MONTHLY REMUNERATION**

**[under section 4(i)(b)(ix) & under 4(i)(b)(x) of Right Information Act, 2005]**

The following officers and employees are working in Rural Development and Panchayat Raj Department as on 30.04.2024:

Name and Designation Tvl.	Phone No. (Prefix STD Code-044)	Email Id.
Dr.P.Senthilkumar, I.A.S., Principal Secretary to Government.	2567 0769	ruralsec@tn.gov.in
D.Rathna, I.A.S., Additional Secretary to Government.	2567 5849	jsdrrdpr@gmail.com
B.Varalakshmi Joint Secretary to Government	2567 3245	<a href="mailto:ds1.rdprd@tn.gov.in">ds1.rdprd@tn.gov.in</a>
K.S.Sivagami Deputy Secretary to Government	2567 6901	<a href="mailto:ds3.rdprd@tn.gov.in">ds3.rdprd@tn.gov.in</a>
R.Sathiyavathy Deputy Secretary to Government	2567 3318	<a href="mailto:ds4.rdprd@tn.gov.in">ds4.rdprd@tn.gov.in</a>
S.Sujatha, Deputy Secretary to Government	2567 2169	<a href="mailto:js1.rdprd@tn.gov.in">js1.rdprd@tn.gov.in</a>

**Under Secretary to Government:-**

Sl. No.	Name and Designation Tvl.	Phone No. (Prefix STD Code-044)	Email Id.
1.	Thiru.T.Narendar Under Secretary to Government(OP) [ OP.I, OP.II, Bills & PR.I ]	2566 5937	<a href="mailto:op1rdpr@tn.gov.in">op1rdpr@tn.gov.in</a> <a href="mailto:op2rdpr@tn.gov.in">op2rdpr@tn.gov.in</a> <a href="mailto:c1rdpr@tn.gov.in">c1rdpr@tn.gov.in</a>
2.	Thiru.P.Govindarajulu, Under Secretary to Government(Estt.2) [E.V & E.VI ]	2566 5247	<a href="mailto:e5rdpr@tn.gov.in">e5rdpr@tn.gov.in</a> <a href="mailto:e6rdpr@tn.gov.in">e6rdpr@tn.gov.in</a>
3.	Thiru.S.Selva Perumal, Under Secretary to Government(SGS.1) [SGS.I & SGS.III ]	2566 5550	<a href="mailto:sgs1rdpr@tn.gov.in">sgs1rdpr@tn.gov.in</a> <a href="mailto:sgs4rdpr@tn.gov.in">sgs4rdpr@tn.gov.in</a>
4.	Thiru.E.Ravichandran Under Secretary to Government(PR) [PR.II, PR.III & E.II ]	2566 5132	<a href="mailto:us5.rdprd@tn.gov.in">us5.rdprd@tn.gov.in</a> <a href="mailto:c3rdpr@tn.gov.in">c3rdpr@tn.gov.in</a> <a href="mailto:e2rdpr@tn.gov.in">e2rdpr@tn.gov.in</a>
5.	C.Tamilselvan Under Secretary to Government(CGS.1) [CGS.I & CGS.III ]	2566 5886	<a href="mailto:cgsrdpr@tn.gov.in">cgsrdpr@tn.gov.in</a> <a href="mailto:cgs3rdpr@tn.gov.in">cgs3rdpr@tn.gov.in</a>
6.	Thiru.V.P.Sritaran Under Secretary to Government(SGS.2) [SGS.II & CGS.II ]	2566 5380	<a href="mailto:sgs2rdpr@tn.gov.in">sgs2rdpr@tn.gov.in</a> <a href="mailto:cgs2rdpr@tn.gov.in">cgs2rdpr@tn.gov.in</a>
7.	Thiru.P.Palanichamy Under Secretary to Government(Estt.1) [E.I & E.III]	2566 5370	<a href="mailto:e1rdpr@tn.gov.in">e1rdpr@tn.gov.in</a> <a href="mailto:e3rdpr@tn.gov.in">e3rdpr@tn.gov.in</a>
8.	Thiru.K.Shanumugam Under Secretary to Government(B&C) [B&C & E.VII]	2566 5858	<a href="mailto:us4.rdprd@tn.gov.in">us4.rdprd@tn.gov.in</a> <a href="mailto:e5rdpr@tn.gov.in">e5rdpr@tn.gov.in</a>
9.	Tmt.R.Jaya Backiam Under Secretary to Government(CGS.2) [CGS.IV, E.IV & PR.IV ]	2566 5859	<a href="mailto:cgs3rdpr@tn.gov.in">cgs3rdpr@tn.gov.in</a> <a href="mailto:e4rdpr@tn.gov.in">e4rdpr@tn.gov.in</a> <a href="mailto:c1rdpr@tn.gov.in">c1rdpr@tn.gov.in</a>

**Senior Private Secretary/Senior Private Secretary/Private Secretary**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Prema T	Senior Principal Private Secretary	2566 5135
2.	Paramaguru E	Senior Private Secretary	2566 5692
3	Viji Jasmine K	Private Secretary	2566 5692



**Section Officer**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Latha T	Section Officer	2566 5551
2.	Anbuselvi P	Section Officer	2566 5203
3.	Narmadha K K	Section Officer	2566 5134
4.	Vijayarani S	Section Officer	2566 5134
5.	Jeyalakshmi N	Section Officer	2566 5404
6.	Vaithiyanathan V	Section Officer	2566 5404
7.	Mahalakshmi R	Section Officer	2566 5203
8.	Baskar R	Section Officer	2566 5203
9.	Thiagarajan S	Section Officer	2566 5742
10.	Kavitha B	Section Officer	2566 5404
11.	Pugazharasan V	Section Officer	2566 5547
12.	Mahesh S	Section Officer	2566 5547
13.	Devaki M	Section Officer	2566 5547
14.	Thamaraiselvi R	Section Officer	2566 5404
15.	Anandan G	Section Officer	2566 5134
16.	Prakash G	Section Officer	2566 5404
17.	Kalpana T M	Section Officer	2566 5404
18.	Ram Mohan P D	Section Officer	2566 5547
19.	Narendiran M	Section Officer	2566 5742
20.	Srinivasan K	Section Officer	2566 5404
21.	Nagarajan T	Section Officer	2566 5551
22.	Selvarani N	Section Officer (Bills)	2566 5551

**Assistant Section Officer**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Ravichandran M	ASO	2566 5742
2.	Anandan P	ASO	2566 5134
3.	Pachaiyammal A	ASO	2566 5404
4.	Jeyalakshmi M	ASO	2566 5203
5.	Vijayakumar D B	ASO	2566 5551
6.	Kalpana M	ASO	2566 5551
7.	Revathi V	ASO	2566 5547
8.	Balagujam T S	ASO	2566 5404
9.	Jothi Jeba A	ASO	2566 5134
10.	Thangaraj T	ASO	2566 5404
11.	Kalaimathi S	ASO	2566 5404
12.	Agilan B	ASO	2566 5404
13.	Rajthilak M	ASO	2566 5547
14.	Saraladevi K	ASO	2566 5203
15.	Charles Mohanraj S P	ASO	2566 5203
16.	Dhanam K	ASO	2566 5404
17.	Gayathri K	ASO	2566 5203
18.	Arasu S	ASO	2566 5547
19.	Lakshmi P	ASO	2566 5551
20.	Devakumar N	ASO	2566 5547
21.	Farhath Bee M	ASO	2566 5134
22.	Kavitha E	ASO	2566 5134
23.	Jothi B	ASO	2566 5547

24.	Kanimozhi K	ASO	2566 5203
25.	Mohan Rao N	ASO	2566 5404
26.	Bharathi Priya P	ASO	2566 5547
27.	Yuvarani M	ASO	2566 5404
28.	Roshini V	ASO	2566 5134
29.	Suryaprakash R	ASO	2566 5134
30.	Prakash P	ASO	2566 5742
31.	Rajalakshmi M	ASO	2566 5547
32.	Kaveri S	ASO	2566 5742
33.	Sivaranjani K	ASO	2566 5404
34.	Loganathan V	ASO	2566 5742
35.	Aishwarya K	ASO	2566 5203
36.	Pushpa L	ASO(Bills)	2566 5551

**Personal Assistant**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Lakshmiammal S	PA	2566 5539
2.	Sureka P	PA	2566 5049

**Senior Personal Clerk**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Sathiya M	SR. PC	2566 5547
2.	Baby Ramani K	SR. PC	2566 5547

**Senior Typist**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
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1.	Bernard Shaw S	SR. TY	2566 5404
2.	Deivasigamani K	SR. TY	2566 5134
3.	Kamatchi D	SR. TY	2566 5547
4.	Revathy C	SR. TY	2566 5404
5.	Sobi E	SR. TY	2566 5404
6.	Kavitha K	SR. TY	2566 5404
7.	Manjula P	SR. TY	2566 5404
8.	Kandhavel S	SR. TY	2566 5404

#### **Personal Clerk**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Vanitha P	PC	2566 5551

#### **Assistant**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Harish A V	Assistant	2566 5404
2.	Swathi P	Assistant	2566 5547
3.	Srinivasan D	Assistant	2566 5551
4.	S.Sathiyapriya	Assistant	2566 5547
5.	S.Glory	Assistant	2566 5404

#### **Typist**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Shobana S	Typist	2566 5134
2.	Kaliyaperumal K	Typist	2566 5551



**Record Clerk**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Tamilvanan M	RC	2566 5551
2.	Kavitha D	RC	2566 5551
3.	Manikandan J	RC	2566 5551

**Office Assistant**

Sl. No.	Name (Thiru./Tmt./Selvi)	Designation	Phone No. (Prefix STD code- 044)
1.	Devi A	OA	2566 5551
2.	Senthamilselvan R	OA	2566 5692
3.	Rajendiran S	OA	2566 5135
4.	Prabhu S	OA	2566 5551
5.	Anandbabu N	OA	2566 5551

\* 6 Assistant Section Officer, 2 Personal Assistant, 6 Personal Clerk, 6 Assistant, 1 Typist, 3 Record Clerk (2-OD), 18 Office Assistant, 3 Driver, 1 Despatch Assistant, 1 Record Assistant, 1 Rota Print Operator and 1 Duffador posts are vacant.

**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]**

Sl. No.	DESIGNATION	REMUNERATION Rs. Min. – Max.
1.	SECRETARY TO GOVERNMENT	Level 15 – 182200 – 224100 (Central Govt.)
2.	ADDITIONAL SECRETARY TO GOVERNMENT (IAS)	Level 13-123100-215900 (Central Govt.)
3.	JOINT SECRETARY TO GOVERNMENT / SENIOR PRINCIPAL PRIVATE SECRETARY	Level 29 123400 - 250800
4.	DEPUTY SECRETARY TO GOVERNMENT// PRINCIPAL PRIVATE SECRETARY	Level 26 61900 - 228100
5.	UNDER SECRETARY TO GOVERNMENT / SENIOR PRIVATE SECRETARY	Level 25 59300 - 217600
6.	SECTION OFFICER / PRIVATE SECRETARY	Level 22 - 56100 - 205700
7.	ASSISTANT SECTION OFFICER	Level 16 - 36400 - 134200
8.	PERSONAL ASSISTANT	Level 16 - 36400 - 134200

9.	SENIOR PERSONAL CLERK/SENIOR TYPIST	Level 11 - 35400 - 130400
10.	PERSONAL CLERK	Level 10 - 20600 - 75900
11.	ASSISTANT	Level 9 - 20000 - 73700
12.	TYPIST	Level 8 - 19500 - 71900
13.	DESPATCH ASSISTANT	Level 8 - 19500 - 71900
14.	RECORD ASSISTANT	Level 8 - 19500 - 71900
15.	DRIVER	Level 8 - 19500 - 71900
16.	DUFFEDOR	Level 3 - 16600 - 60800
17.	RECORD CLERK	Level 2 - 15900 - 58500
18.	OFFICE ASSISTANT	Level 1 - 15700 - 58100

## **CHAPTER - XI**

### **PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION [under section 4(1)(b)(xv) of Right Information Act, 2005]**

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

## **CHAPTER - XII**

### **NAMES AND DESIGNATIONS OF THE PUBLIC INFORMATION OFFICERS AND APPELLATE AUTHORITIES [under section 4(1)(b)(xvi) of Right Information Act, 2005]**

#### **Details of Public Information Officers**

Sl. No.	Name of the Public Information Officers	Sections dealt with	Phone No. (Prefix STD Code-044)	E.mail ID
1.	Thiru.T.Narendar Under Secretary to Government(OP)	OP.I, OP.II, Bills & PR.I	2566 5937	<a href="mailto:op1rdpr@tn.gov.in">op1rdpr@tn.gov.in</a> <a href="mailto:op2rdpr@tn.gov.in">op2rdpr@tn.gov.in</a> <a href="mailto:c1rdpr@tn.gov.in">c1rdpr@tn.gov.in</a>
2.	Thiru.P.Govindarajulu, Under Secretary to Government(Estt.2)	E.V & E.VI	2566 5247	<a href="mailto:e5rdpr@tn.gov.in">e5rdpr@tn.gov.in</a> <a href="mailto:e6rdpr@tn.gov.in">e6rdpr@tn.gov.in</a>
3.	Thiru.S.Selva Perumal, Under Secretary to Government(SGS.1)	SGS.I & SGS.III	2566 5550	<a href="mailto:sgs1rdpr@tn.gov.in">sgs1rdpr@tn.gov.in</a> <a href="mailto:sgs4rdpr@tn.gov.in">sgs4rdpr@tn.gov.in</a>
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## **CHAPTER – XIII**

### **BUDGET ALLOCATION MDADE FOR RD&PR DEPT. AND THE ORGANIZATIONS UNDER ITS CONTROL [under section 4(1)(b)(xi) of Right Information Act, 2005]**

Budget allocation – Demand No.42, RD&PR Department 2024-2025

**Rs.27,922 crore.**

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**P. SENTHILKUMAR  
PRINCIPAL SECRETARY TO GOVERNMENT**

// True copy //

*L. Senthil Kumar*  
Section Officer  
*3/6/24*