



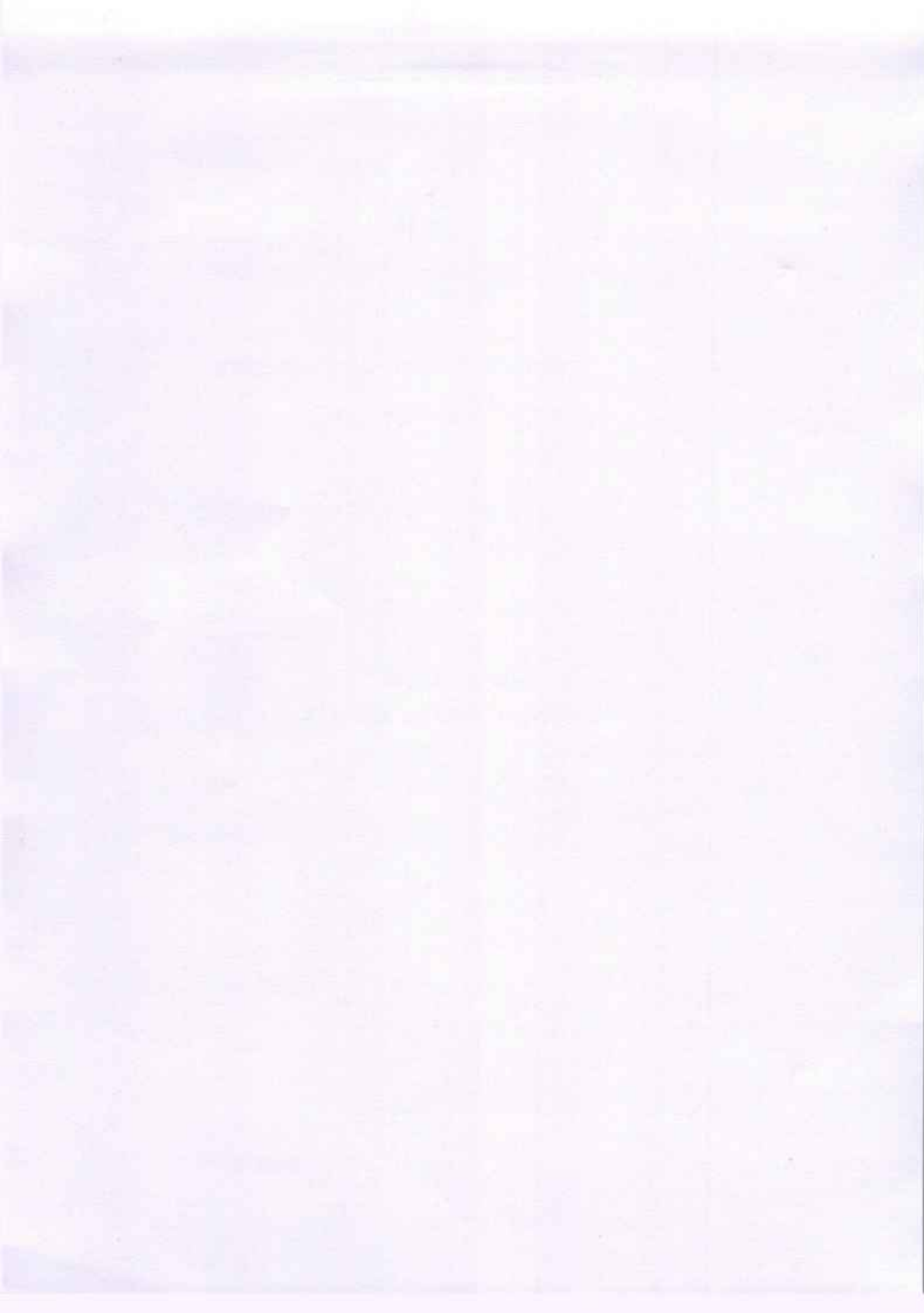
TRANSPORT DEPARTMENT

MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005



Government of Tamil Nadu

2024



TRANSPORT DEPARTMENT

INDEX

SI No	Details of Information	Page No.
1.	Introduction	1-2
2.	Particulars of organization, functions and duties (Section 4 (1) (b) (i))	3-6
3.	Powers and duties of officers and employees, (Section 4 (1) (b) (iii))	7-17
4.	Procedure followed in the decision making process. Under section 4(1)(b)(iii) of Right To Information Act 2005	18
5.	Norms set by it for discharge of its functions. (Section 4 (1) (b) (iv))	19
6.	Rules, Regulations, Instructions, Manuals and Records for Discharging Functions. (Section 4 (1) (b) (vi))	20
7.	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. (Section 4(1) (b) (vi))	21
8.	Procedure followed in the decision making, including channels of supervision and accountability	22
9.	Directory of Officers and Employees At the Secretariat Department And Their Monthly Remuneration. (Section 4 (1) (b) (ix), (x))	23-26
10.	Names and designation of the Public Information Officers and Appellate Authorities	27
11	Various Travel concessions given by the Government	28-29
12.	Details in respect of the information available to or held by it, reduced in an electronic form. (Under Section 4(1) (b) (xiv) of RTI Act 2005)	30
13.	Particulars of facilities available to citizens for obtaining information under section 4 (1) (b) (xv) of Right to Information Act 2005	31
14.	Name and Designation and Other Particulars of Public Information Officers under Section 4 (i) (b) (xvi) Right to Information Act, 2005	32

Draft Manual of Transport Department Secretariat

CHAPTER - 1 Introduction

1.1 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 has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1)(b) of this Act, the Transport Department, Government of Tamilnadu has brought out this manual for information and guidance of the stakeholders and the general public.

1.2 Objective / purpose of this Manual

The purpose of this manual is to inform the general public about the organisational set-up of the department, functions and duties of its officers and employees, records and documents available with the Department.

1.3 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 programmes being implemented by the Transport Department and the organisations under its administrative control.

1.4 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

A person requiring any information under the Act may contact Public Information Officer from the list given in chapter 10. To implement the act effectively, the Transport Department has designated Thiru. N. Madhankumar, Under Secretary to Government as its Nodal Officer. His Office telephone No. is 25665819. The E-Mail address is transop@tn.gov.in.

1.5 Procedure and fee structure for getting information not available in the hand-book.

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

- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and accompanied by an application fee of Rs.10/- by cash or by

demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account:

"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 & Printing Fees"
(IFHRMS DPC 0070 60 118 AA22739)
[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 an evidence for having remitted the fee.

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

1.6 Appellate Authority

The Department has designated Tmt. GRACIE JOSEPH, Deputy Secretary to Government (OP) as Appellate Authority under section 19(1) of the Act. The contact address of the Appellate Authority as follows: -

Thiru. S. Karmegam, IAS., Additional Secretary to Government, Transport Department, Secretariat, Chennai 600 009. Telephone No. 2567 1120 E-mail : tranusop@tn.gov.in	Tmt. GRACIE JOSEPH, Deputy Secretary to Government, Transport Department, Secretariat, Chennai -600 009. Telephone No. 2567 1050 E-mail : tranusop@tn.gov.in
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CHAPTER 2:

TRANSPORT DEPARTMENT

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

UNDER SECTION 4(1)(b)(i) OF RIGHT TO INFORMATION ACT, 2005

1. OBJECTIVE / PURPOSE OF THE DEPARTMENT

Transport Department is essential convenience with which people not just connect but progress. Throughout history, people's progress has been sustained on the convenience, speed and safety of the modes of transport. Road Transport occupies a primary place in today's world as it provides a reach unparalleled by any other contemporary mode of transport.

The Transport Department has control over 8 State Transport Undertakings, Tamil Nadu Transport Development Finance Corporation Limited, Pallavan Transport Consultancy Services Limited, Institute of Road Transport and Motor Vehicles Maintenance Department.

The Transport Department is also the Nodal Agency of the State Government in respect of projects implemented by the Southern Railway, Department of Postal and Telecommunications and the Civil Aviation of the Government of India.

i) BRIEF HISTORY:

Till 1971, State Transport Operations* were under the control of Tamil Nadu Government. After 1971, this was entrusted to various Transport Corporations registered under the Companies Act, 1956.

ii) State Subjects:

Criminal Appeals.

Motor Vehicles Maintenance Organisation

Nationalisation of Bus Transport except under the Motor Vehicles Act.

Nationalised Passenger Transport and Goods.

Transport including Transport Development Finance Corporation, Institute of

Road Transport and Transport Engineering Corporation Public Services –

Statutory Rules of the services with which the department is concerned –

Revision of and amendment to those rules. Railway Accidents.

Sanction of prosecution of Government Servants.

iii) Concurrent Subjects:

Rail Transport including land acquisition but excluding matters pertaining to over bridges and subways.

iv) Union Subjects:

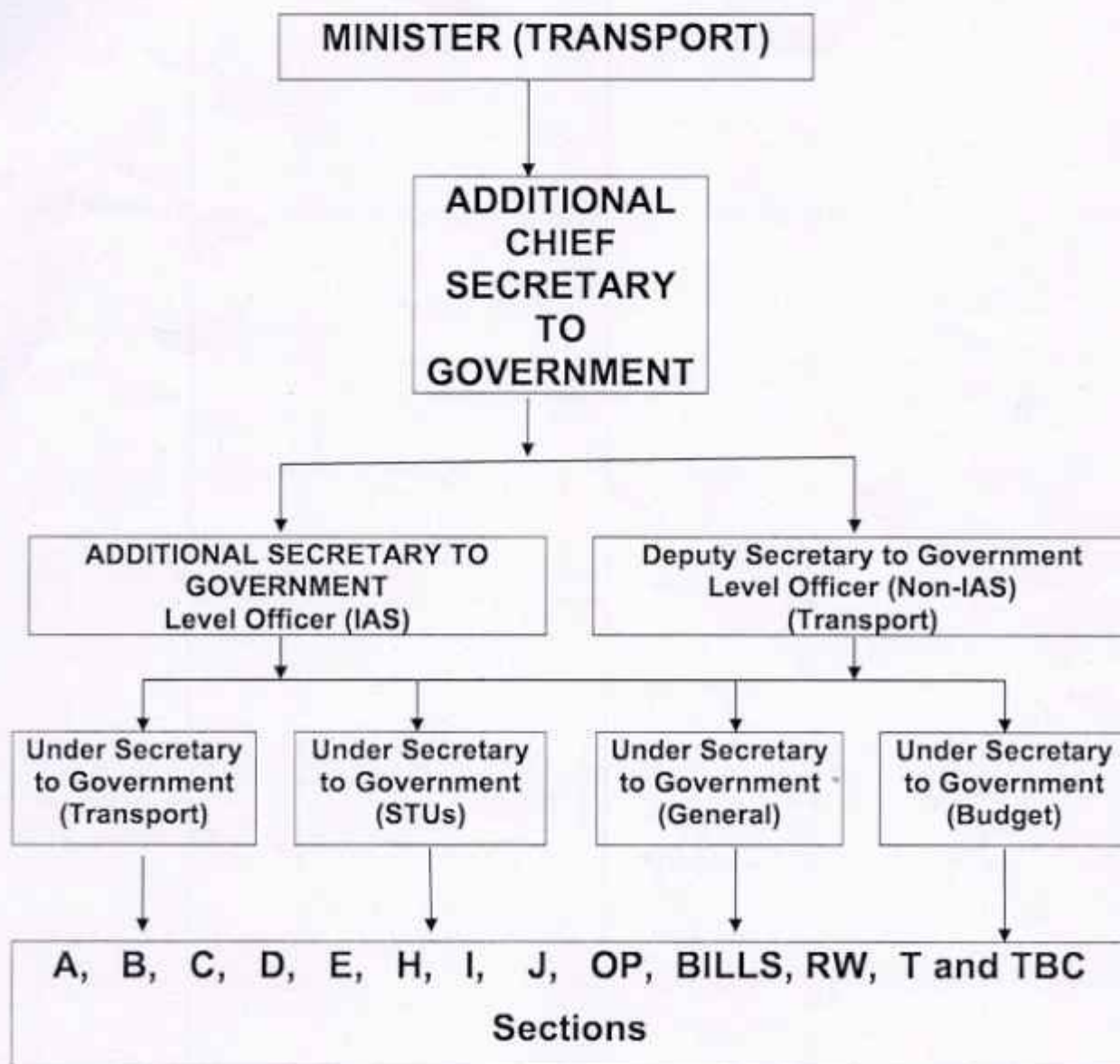
Garage of Passengers and goods by Railways.

Posts and Telegraphs including Wireless Broadcasting and Other like forms of communications but excluding telephones.

Railways.

Taxes on Railway fares and freights.

Terminal Taxes on goods or passengers in or in the possession of the Union.



The first part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The second part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The third part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The fourth part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The fifth part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The sixth part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The seventh part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The eighth part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The ninth part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The tenth part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time.

CHAPTER - 3

Powers and Duties of Officers and Employees

3.1 Introduction

The Transport Department of the Tamilnadu Government is Governed by the provisions of the "Tamilnadu Secretariat Office Manual" with regard to its functioning and powers and duties of its officers and employees. The provisions of the above manual are available on the website – www.tn.gov.in

3.2 Powers and Duties of Officers and Employees

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 Ministers for Transport. He is assisted in the Secretariat, by 2 Deputy Secretary to Government level Officers and 4 Under Secretaries along with 12 Section Officers and 21 Assistant Section Officers

This Department is responsible for formulation of policies of the Government in respect of Transport Department and also for the execution of various schemes to be implemented for the betterment of the targeted sections of the society.

The powers and duties of the officers in the department of Secretariat are indicated below:-

3.2.1 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 Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

3.2.2. Deputy Secretary to Government level Officer (IAS)

He will dealt with cases relating to traffic of State Transport Undertakings, technical establishment, Motor Vehicles Maintenance Department, Wage settlement, Road acquisition for Railway and Airports etc.

3.2.2. (A) Deputy Secretary to Government level Officer (Non-IAS)

The Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Deputy Secretary also exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

3.2.3. Under Secretary to Government

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

3.2.4. 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 under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure.

3.2.5. Assistant Section Officer, Assistants, Personal Clerks and Typists

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 despatched. 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

3.2.6. Private Secretaries, Personal Assistants and Personal Clerks

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.

The Secretariat Department consists of 13 sections. The details are as follows:-

SECRETARIAT WING

Sl. No.	Section Name	ASO	Details of subjects dealt with
1.	OP	ASO-1	Leave and postings relating to Deputy Secretaries / Under Secretaries / Private Secretaries / Section Officers / Assistant Section Officers / Personal Assistants - Fixation of pay / service matters in respect of Deputy Secretary / Under Secretaries, Section officers, Assistant Section officers, Personal Assistant and Private Secretaries including disciplinary cases – Confidential Reports, Establishment lists – CTC, Leave applications of officers – Panel Preparation of Under Secretaries, Section officers and Assistant Section officers – Sanction of increment to all Staff – Regularization of Services of Assistant Section Officers and Section officers – Training – Deputation of Under Secretaries / Section Officers / Assistant Section Officers – Matter relating to Telephones – Indian Air Lines and also payment of Telephones and Air lines bills – Sanctioning of GPF to all staff.
		ASO-2	All Service matters relating to Asst / Typist / PC / Drivers / RC / OA – Loans and Advances – House Building Advances – Education Advance, marriage Advance, sanction of Leave Travelling concession, CTD Issue of pay certificate Non drawal certificate Medical Reimbursement, Reimbursement of cost of Text Books to OA, RC Professional Taxes indices Budget statistics of currents of all sections maintenance of casual leave sheets and Registers – Miscellaneous matters relating to "OP" Destruction of records – supply of Uniforms to OA – Delegation of powers. All contingencies such as supply of News papers and magazines, local purchase of stationery and other miscellaneous purchases – Accommodation – Supply of stationery to this Department-Matters relating to payment of petrol bills – Staff Car maintenance – LTC of all staff – Permanent Advance – Recoupment – Motor Cycle / Car / Computer Advance – Furniture – Festival Advance and Miscellaneous papers relating to "OP" Section.
2.	BILLS	Assistant Section Officer (One ASO only)	Preparation of Pay bills in respect of all Gazetted and nongazetted staff in Transport Department. – Preparation of supplemental and increment arrear bills, issue of non-drawal certificates, last pay certificates and salary certificates, budget and number statement – Reconciliation of departmental figures with those of Pay and accounts officer and Accountant General.

3.	A SECTION	ASO - 1	<ul style="list-style-type: none"> i. Bus purchases / purchase of Chassis, Bus body building works, spare parts, tyres, tubes, oil reclamation steel, cement, hardware for State Transport Undertakings. ii. Disposal of condemned vehicles, sale of old buses to Educational Institutions. iii. Fuel conservation measures. iv. Representation and Meetings regarding Differently Abled Persons, Bus facilities and other facilities to Differently Abled Persons. v. New procurement policy for all TNSTUs to purchase bus spare parts and etc.,. vi. Procurement of electric buses. vii. Bus body Renovation. viii. Permission to convert the existing HSD buses to CNG/LNG etc., ix. Setting up of Charging infrastructure for e-buses. x. Introducing a fleet of Hydrogen powered buses in STUs.
	A	ASO - 2	<ul style="list-style-type: none"> i. Route approval and bus facilities petitions to habitations yet to be connected by bus services of Tamil Nadu State Transport Corporation – Villupuram / Salem / Coimbatore and State Express Transport Corporation (Tamil Nadu) Limited. ii. Petitions/ CM Cell Petitions with reference to bus facilities in respect of Villupuram/ Salem/ Coimbatore and SETC Limited – matters relating to provision of Transport facilities. iii. Operation of buses for festivals. iv. Research schemes on Technical matters / Real efficiency. v. Legislative Assembly Questions and Assurances Call attention notices and adjournment motions. vi. Sanction of Accident Claim Settlement Fund (Corpus Fund).

			<p>vii. Inter State Agreement between neighboring states. (Kerala, Karnataka, Andhra Pradesh etc.)</p> <p>viii. Nationalization of buses under Motor Vehicles Act, Tamil Nadu Stage Carriages and Contract Carriages (Acquisition) Amendment Act 1973 – Amendment to the said Act .</p> <p>ix. Standing Committee of Southern Zonal Council – Public Accounts Committee, pending Audit paras etc.,</p> <p>x. E-Ticketing/Tender - Tax (Property Tax/Motor Vehicle Tax) / GST etc.,</p>
4.	B SECTION	ASO-1	Establishment of IRT - Matters relating to concession of bus fare – Issue of free bus passes, Bus Fare revision – Training Schemes of Institute of Road Transport such as Driver Training School – Construction of Motels, Bus Depots, Bus Stands – Land Acquisition for bus depots.
		ASO-2	Bus Rapid Transit System [BRTS] – Meeting related with Road Safety – Board Meeting of all STUs – Acquisition of lands for State Transport Undertakings for bus depots under Land Acquisition Act / direct negotiation – Passenger Amenities – District Excursion Centers – Fairs and Festivals – Advertisement – Liaison with Government of India for Road Transport – Miscellaneous matters relating to STUs - LAQ's relating to Depot construction and Bus Stand – CM Cell Petition, RTI Act petitions and other petitions in respect of subjects related with 'B' sections – Amma Mineral water.

5.	C SECTION	ASO-1	12 (3) Wage Settlement / common petition received from Association / Federation. Personnel matters / Vigilance cases / RTI / CM Cell petitions / Court Cases in respect of employees other than those in the Managerial Cadre (up to Assistant Manager) for the State Transport Undertakings noted below:- <table><tr><th>Sl. No.</th><th>State Transport Undertakings</th></tr><tr><td>1.</td><td>Metropolitan Transport Corporation Limited, Chennai.</td></tr><tr><td>2.</td><td>Tamil Nadu State Transport Corporation (Coimbatore) Limited, Coimbatore.</td></tr><tr><td>3.</td><td>Tamil Nadu State Transport Corporation (Tirunelveli) Limited, Tirunelveli.</td></tr><tr><td>4.</td><td>Tamil Nadu State Transport Corporation (Madurai) Limited, Madurai.</td></tr><tr><td>5.</td><td>Pallavan Transport Consultancy Services, Chennai.</td></tr><tr><td>6.</td><td>Tamil Nadu Transport Development Finance Corporation, Chennai.</td></tr></table>	Sl. No.	State Transport Undertakings	1.	Metropolitan Transport Corporation Limited, Chennai.	2.	Tamil Nadu State Transport Corporation (Coimbatore) Limited, Coimbatore.	3.	Tamil Nadu State Transport Corporation (Tirunelveli) Limited, Tirunelveli.	4.	Tamil Nadu State Transport Corporation (Madurai) Limited, Madurai.	5.	Pallavan Transport Consultancy Services, Chennai.	6.	Tamil Nadu Transport Development Finance Corporation, Chennai.
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5.	Pallavan Transport Consultancy Services, Chennai.																
6.	Tamil Nadu Transport Development Finance Corporation, Chennai.																
ASO-2	Chief Minister's Public Relief Fund, Strikes involving STUs employees - Personnel matters / Vigilance cases / RTI / CM Cell petitions / Court Cases in respect of employees other than those in the Managerial Cadre (up to Assistant Manager) for the State Transport Undertakings noted below:- <table><tr><th>Sl. No.</th><th>State Transport Undertakings</th></tr><tr><td>1.</td><td>State Express Transport Corporation Limited, Chennai.</td></tr><tr><td>2.</td><td>Tamil Nadu State Transport Corporation (Kumbakonam) Limited, Kumbakonam.</td></tr><tr><td>3.</td><td>Tamil Nadu State Transport Corporation (Villupuram) Limited, Villupuram.</td></tr><tr><td>4.</td><td>Tamil Nadu State Transport Corporation (Salem) Limited, Salem.</td></tr></table>	Sl. No.	State Transport Undertakings	1.	State Express Transport Corporation Limited, Chennai.	2.	Tamil Nadu State Transport Corporation (Kumbakonam) Limited, Kumbakonam.	3.	Tamil Nadu State Transport Corporation (Villupuram) Limited, Villupuram.	4.	Tamil Nadu State Transport Corporation (Salem) Limited, Salem.						
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6.	D SECTION	ASO	All Service matters including Training, Deputation and disciplinary cases including Vigilance cases relating to officers in the Managerial Cadre (i.e., DM / SDM /GM, MD, Manager, Senior Manager) of all State Transport Undertakings – Review of Vigilance cases - Maintenance of Confidential Reports – Service Registers – Properties returns relating to Officers of the Managerial cadre of State Transport Undertakings – Any Other Special Work – Common Service Rules – Staff norms /Cadre Strength – Panel Advocates for State Transport Undertakings. Vigilance cases Review Meeting – Complaint petitions against the Officers in the managerial cadre – Bonus – Incentive Collection Bata.
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7.	E SECTION	ASO-1	Tamil Nadu State Transport Corporation Employees Pension Fund Rules – Tamil Nadu State Transport Corporation Employees Post Retirement benefit Fund Scheme / Settlement of Terminal benefits for the employees of STUs.
		ASO-2	Matters relating to Transport System Study, Improvement of Traffic / Technology – Passenger Information System (PIS) - Traffic matters such as Routes / Rationalization - Permits relating to Tamil Nadu State Transport Corporation - Kumbakonam / Madurai / Tirunelveli and Metropolitan Transport Corporation (Chennai) and Legislative Assembly Questions, Assurances matters relating to District Transport Advisory Committee, Transport Co-ordination Committee, Committee for sharing of Routes and Nationalized Transport Advisory Committee, Transport Development Council, Strikes involving lorry / Goods Vehicle operators Association, confirming to Traffic - Toll fee payable by STU's, High Power Committee of CMRL / CMDA meetings – Infra Structure Development – Urban Transport – Proposal from Government of India related to Traffic improvement and Road safety - Trainings related with Traffic Improvement etc. – Preparation of Citizen charter
8.	H Section	ASO-1	Establishment matters relating to Motor Vehicles Maintenance Department except Staff sanction creation of post, diversion – Permanent retention and further continuance - Disciplinary cases / Vigilance cases in respect of Motor Vehicles Maintenance Department - Review of vigilance cases in respect of Motor Vehicles Maintenance Department.
		ASO-2	Motor Vehicles Maintenance Department – Sanction, continuance, diversion, conversion and permanent retention of posts in Motor Vehicles maintenance Department – Workshops and service stations part II Scheme-Budget review of the performance of the Motor Vehicles Maintenance Department – Approval of private workshop review of progress of civil works periodical reports for allocation – Recovery of arrears on services and supply of fuel – fixation of labour and overhead charges – All matters relating to repairs of O&M recommendations and Technocrat Committee's recommendations-purchase and supply of batteries, tyres etc., Inspection and Audit reports – Reports of comptroller and Auditor General of India – Reports of Public Accounts Committee - Fixation of centage charges – All Miscellaneous matters relating to Motor Vehicles Maintenance Department.

9.	I – Section	ASO-1	<p>Railway – Land Acquisition for Railways – Administrative approval for Land Acquisition for prior entry in the Land for Railways – Sanction of special staff and further continuance of Special staff for Railways – Issuance of Notifications in respect of Railway Land Acquisition – Sanction of pleaders fee in respect of cases relating to Railways Naming of New Railway Station – Changing of initial and code for Railway Augmentation of Railway facilities in Tamil Nadu – Government of India references in respect of Railways – Railways Co-ordination Committee meeting. Land Acquisition for the below Railways projects:</p> <ul style="list-style-type: none"> • Madurai - Thoothukudi (via) Aruppukottai (Milavittan-Melamaruthur) • Madurai - Thoothukudi (Doubling of BG Line) • Madurai Thoothukudi (via) Aruppukottai (New Line) • Salem Magnesite-Omalur Jn., (Doubling of BG line) • Salem - Karur - Namakkal (New Line) • Pattukottai - Karaikudi (4 Road Junction) • Chinnasalem - Kallakurichi (New line) • Tiruvallur – Arakonam • Korrukkupet to Ennore (4th line) • Chennai Beach to Korrukkupet (3rd & 4th line) • Chennai Beach - Chennai Egmore (4th line) • Re - routing of railway track between Valantheravai and Uchipuli Railway Stations • Salem - Karur - Dindigul (Doubling of BG Line) • Erode - Karur (Doubling of BG Line) • Morappur - Dharmapuri (New Line) • Peralam - Karaikal (New Line) • e-Samiksha / PRAGATHI (Gol) • PMG (Project Monitoring Group) (Gol) • All meetings related to Railways.
		ASO-2	<p>Railway – Land Acquisition for Railways – Administrative approval for Land Acquisition for prior entry in the Land for Railways – Sanction of special staff and further continuance of Special staff for Railways – Issuance of Notifications in respect of Railway Land Acquisition – Sanction of pleaders fee in respect of cases relating to Railways Naming of New Railway Station – Changing of initial and code for Railway Augmentation of Railway facilities in Tamil Nadu – Government of India references in respect of Railways. Land Acquisition for the below Railways projects:-</p> <ul style="list-style-type: none"> • Tindivanam - Nagari (New Line) • Mayiladuthural -Thiruvavur (conversion of BG line)

			<ul style="list-style-type: none"> Villupuram - Dindigul (Doubling of BG line) Nagercoil - Eraniel - Parasalai (Doubling of BG line) Omalur to Mettur Dam (Doubling of BG line) Villupuram - Katpadi (Doubling of BG Line) Villupuram - Chengalpet (Doubling of BG Line) Karur - Dindigul (BG Line) Nagapattinam -Thiruthuraipoondi - Agasthiyampalli (New Line) Kanniyakumari - Thiruvananthapuram (Doubling of BG line) Chennai - Bengaluru - Mysuru High Speed Rail Corridor Vanchi Maniyachi - Nagercoil (Doubling of BG line) Rameswaram - Dhanushkodi (New Line) All matters inclusive of Land Acquisition relating to posts and Telegraphs including wireless, Naming of Post offices Adoption of correct English and Tamil Nadu spelling of stamps and seals of Post Offices.
10.	J Section	ASO	<p>All consolidated work on Governor's address, Announcements, Budget Speech, Planning, Assurances except Public Accounts Committee and Vigilance case review - Service Association Meeting etc., relating to Transport Department, Secretaries Meeting, All matters relating to periodicals, Training proposals relating to selection of officers of Heads of departments and Public Sector Undertakings etc., Public Grievances Petitions received from C.M / Prime Minister's office and any other work assigned then and there related to the Department - Court Case Monitoring System.</p>
11.	RW Section	ASO-1	<p>Final Settlement of Provident Fund accounts and Pension for the retired employees of the erstwhile Tamil Nadu State Transport Department-drawal of bills and disbursement to the individuals - Maintenance of Provident Fund Registers - Sanction of Family Pension and Commutation of pension to the staff of the erstwhile Tamil Nadu State Transport Department - Writ Petitions, claim petitions, original applications, writ appeals and special leave petitions relating to erstwhile Tamil Nadu State Transport Department employees - Miscellaneous papers and periodicals of the Sections.</p>
		ASO-2	<p>Drawal and disbursement of loans and advances to Transport Corporations watching of repayment of loans and advances and remittances of interest thereon due from Transport Corporations - Amount of subsidies and reimbursement of expenditure sanctioned to Transport Corporations and disbursement to them - All matters relating to Budget under "1055 Road Transport Receipts" "3055. Road Transport Services" "5055. Capital</p>

12.	T Section	ASO-1	<p>outlay on Road Transport Services 7055 Loans for Road Transport Services" 2202 Reimbursement of cost of free bus passes on student concession" 2235 free bus passes to physically handicapped persons" – Inspection of audit reports of AG relating to the transactions under the above major heads – Maintenance of loans and advances – Registers – Bill Registers – MTC 70. Undisbursed payment – Periodical reconciliation with AG's Office – Labour Court Cases - RE / BE / FMA Proposal Consolidation.</p> <p>Students Concession Subsidy (50% Travel Concession given to ITI, Polytechnic Students attending Engineering Counselling) - Reimbursement (Reimbursement to NCLP School, Drama artist, Cancer Patient, HIV Patients / Reimbursement to CM Accident Free Cash Awards to Drivers / Reimbursement to Differential Cost in HSD price hike) - Appointment of Board of Directors of all Corporations - Approval to increase the authorized Share Capital - Sanction of share capital assistance - Sanction of Loans including Short-Term Loans, Ways and Means advances to STU's – Merger Bifurcation of Corporation, Financial matters relating to all State Transport Undertakings including Tamil Nadu Goods Transport Corporation, Tamil Nadu Transport Development Finance Corporation, Pallavan Transport Consultancy Services and Institute of Road Transport – World Bank. Preparation of Budget BE / RE / FMA for fund allocation.</p>
		ASO-2	<p>Budget - Preparation of Policy Notes / Annual Reports and Review of performance relating to all STUs including Tamil Nadu Goods Transport Corporation, Tamil Nadu Transport Development Finance Corporation Limited, PTCS, IRT, Consolidation work relating to Public Accounts Committee and Public Undertaking Committee - Settlement of bills, dues, refunds and compensation – Inspection Reports of all Corporations and Audit Paras of all STU's – Assets and Liabilities – Investments – Financial matters pertaining to erstwhile Tamil Nadu Transport Department – Announcements – Settlement of MCOP cases / Terminal cases through Lok-Adala</p>
13.	TB CELL	ASO-1	<p>Settlement of Terminal Benefits in respect of Administrative Staff, Traffic and Technical Supervisory staff, officers and Watchman and menials of the erstwhile Tamil Nadu State Transport Department of all State Transport Undertakings and Court matters relating to erstwhile Tamil Nadu State Transport Department Employees.</p>
		ASO-2	<p>Settlement of Terminal Benefits in respect of Drivers, Conductors and Technical Staff of the erstwhile Tamil Nadu State Transport Department of all State Transport Undertakings.</p>

CHAPTER 4
DEPARTMENT OF TRANSPORT

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS UNDER SECTION
4(1)(b)(III) OF RIGHT TO INFORMATION ACT, 2005

The department as part of the Government Secretariat, follows the procedure laid down in the Secretariat office manual and Tamil Nadu Government business rules and Secretariat instructions. apart from this, the provisions in the Tamil Nadu financial code, Tamilnadu State and subordinate service rules and the Tamil Nadu Government servants' Conduct rules, 1973 are also followed wherever applicable.

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures/laid down procedures / defined criteria/rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section Officer, Under Secretaries and Deputy Secretary/Joint Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the business rules require circulation of files to the Minister or chief Minister, orders are obtained in circulation.

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

CHAPTER 5

DEPARTMENT OF TRANSPORT

Norms set for the discharge of functions under Section 4(1)(b) (iv) of Right to Information Act, 2005.

For the discharge of functions allocated to the Transport Department, the provisions contained in the "Tamil Nadu Secretariat Office Manual" are followed. The day to day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts / Rules/Manuals are as follows:

- i. Tamil Nadu Secretariat Office Manual
- ii. The Tamil Nadu Government Business Rules and Secretariat instructions.
- iii. The Tamil Nadu Government Servants Conduct Rules, 1973
- iv. Fundamental Rules of the Tamil Nadu Government.

CHAPTER 6

TRANSPORT DEPARTMENT

Rules, Regulations, Manuals and records for discharging functions under
section 4(1)(b)(v) of Right to Information Act, 2005

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

- i. Tamil Nadu Government Business Rules and Secretariat Instructions.
- ii. The Tamil Nadu Secretariat Office Manual
- iii. Tamil Nadu Budget Manual
- iv. Tamil Nadu Civil Services (Discipline and Appeal) Rules
- v. Tamil Nadu Government
- vi. Tamil Nadu Pension Rules
- v. Fundamental Rules of the Tamil Nadu Government.
- vii. Tamil Nadu Financial Code
- viii. Tamil Nadu Account Code
- ix. Tamil Nadu Treasury Code

CHAPTER 7

DEPARTMENT OF TRANSPORT

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof under Section 4(1)(b)(vii) of Right to Information Act, 2005.

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At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department . However, their participation is 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 - 8

Procedure followed in the decision making, including channels of supervision and accountability

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

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above.

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

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

CHAPTER - 9

Directory of Officers and Employees At the Transport Department And Their Monthly Remuneration

The following officers and employees are working in the Transport Department and their official address is as follows:-

Transport Department
Secretariat, Fort Saint George,
Chennai – 600 009.

Email :

Fax Number : 044 – 25670083

Sl. No.	Name Thiru/Tmt/Selvi	Designation & Pay Matrix	STD CODE	Phone Number Office
1.	K. Phanindra Reddy, I.A.S.	Additional Chief Secretary to Government 225000	044	25671475
2.	S. Karmegam, I.A.S.,	Additional Secretary to Government	044	25671120
3.	Gracie Joseph	Deputy Secretary to Government 61900-228100	044	25671050
4.	N. Sivakami	Under Secretary to Government 59300 – 217600	044	25665120
5.	T. Prabavathi	Under Secretary to Government 59300 – 217600	044	25665573
6.	G. Vidya Shankari	Under Secretary to Government 59300 – 217600	044	25665119
7.	S. Ramu	Under Secretary to Government 59300 – 217600		25665819
8.	G. Suresh	Section Officer 56100 – 205700	044	25665576
9.	V.R. Revathi	Section Officer 56100 – 205700	044	25665375
10.	M. Senthil Kumar	Section Officer 56100 – 205700	044	25665375
11.	S. Sivaraman	Section Officer 56100 – 205700	044	25665576
12.	A. Gowri	Section Officer 56100 – 205700	044	25665375

13.	N. Kulandaisamy	Section Officer 56100 – 205700	044	25665576
14.	K. Sundari	Section Officer 56100 – 205700	044	25665438
15.	T. Sujatha	Section Officer 56100 – 205700	044	25665576
16.	S. Sridhar	Section Officer 56100 – 205700	044	25665375
17.	M. Kavitha	Section Officer 56100 – 205700	044	25665375
18.	M. Patturaja	Section Officer 56100 – 205700	044	25665438
19.	A. Deivanayagi	Section Officer 56100 – 205700	044	25665576
20.	D. Latha	Private Secretary 56100 – 205700	044	25675672
21.	M. Vigneswari	Personal Assistant 36400 – 134200	044	25675309
22.	D. Lokanayagi	Assistant Section Officer 36400 – 134200	044	25665375
23.	G. Deepa	Assistant Section Officer 36400 – 134200	044	25665576
24.	D. Sudhanandhini	Assistant Section Officer 36400 – 134200	044	25665576
25.	R. Govindaraj	Assistant Section Officer 36400 – 134200	044	25665576
26.	R. Prakash	Assistant Section Officer 36400 – 134200	044	25665576
27.	D. Agasree	Assistant Section Officer 36400 – 134200	044	25665375
28.	D. Sarala	Assistant Section Officer 36400 – 134200	044	25665375
29.	V. Navaneethan	Assistant Section Officer 36400 – 134200	044	25665375
30.	M. Shobana	Assistant Section Officer 36400 – 134200	044	25665576
31.	A. Sagayarani	Assistant Section Officer 36400 – 134200	044	25665438
32.	S. Sasikala Devi	Assistant Section Officer 36400 – 134200	044	25665375
33.	N. Jansi	Assistant Section Officer 36400 – 134200	044	25665375
34.	S. Udaya Sundar	Assistant Section Officer 36400 – 134200	044	25665375
35.	G. Niyaz Ahamed	Assistant Section Officer 36400 – 134200	044	25665375

36.	R. Geetha	Assistant Section Officer 36400 – 134200	044	25665576
37.	E. Parvathi	Assistant Section Officer 36400 – 134200	044	25665438
38.	K. Karthikeyan	Assistant Section Officer 36400 – 134200	044	25665576
39.	M. Nagajothi	Assistant Section Officer 36400 – 134200	044	25665576
40.	T.P. Kavitha	Assistant Section Officer 36400 – 134200	044	25665375
41.	M. Premalatha	Assistant Section Officer 36400 – 134200	044	25665375
42.	K.M.Padma	Assistant Section Officer 36400 – 134200	044	25665375
43.	M. Karkzhali	Senior Typist 35400 – 130400	044	25665375
44.	V.Saraswathi	Senior Typist 35400 – 130400	044	25665438
45.	P. Selvi	Senior Personal Clerk 35400 - 130400	044	25665375
46.	R. Sankari Priya	Senior Personal Clerk 35400 - 130400	044	25665375
47.	A. Sridevi	Personal Clerk 20600 - 65500	044	25665438
48.	P. Divya	Assistant 20000 - 73700	044	25665375
49.	B. Sugumar	Assistant 20000 - 73700	044	25665375
50.	M. Muralidharan	Assistant 20000 - 73700	044	25665375
51.	D. Praveen	Assistant 20000 - 73700	044	25665375
52.	R.Jayaprashanthini	Assistant 20000 - 73700	044	25665375
53.	S. Susithra	Assistant 20000 - 73700	044	25665375
54.	Riyah Shabana Umar	Assistant 20000 - 73700	044	25665375
55.	M. Yogavalli	Record Clerk 15900 – 58500	044	25665438
56.	V. Shanthi	Record Clerk 15900 – 58500	044	25665438
57.	V. Seethalakshmi	Record Clerk 15900 – 58500	044	25665438
58.	M. Mohan	Record Clerk 15900 – 58500	044	25665438

59.	T. Damodaran	SG Office Assistant 15700 – 58100	044	25665438
60.	N. Kumar	SG Office Assistant 15700 – 58100	044	25665438
61.	L. Arun	Office Assistant 15700 – 58100	044	25665438
62.	D. Suman	Office Assistant 15700 – 58100	044	25665438
63.	S. Rajula	Office Assistant 15700 – 58100	044	25665438

CHAPTER 10

Names and designation of the Public Information Officers and Appellate Authorities Secretariat

Sl. No.	Name of the Office	Designation under the Act	Name Thiru./Tmt.	Designation	Phone No.	E-Mail	Address
1.	Transport Department, Secretariat, Chennai-9.	Appellate Authority	S. Karmegam, IAS.,	Additional Secretary to Government	044 - 25671470	transop@ tn.gov.in	Transport Department, Secretariat, Chennai-9.
2.	Transport Department, Secretariat, Chennai-9.	Appellate Authority	Gracie Joseph	Deputy Secretary to Govt.	044- 25671050	transop@ tn.gov.in	Transport Department, Secretariat, Chennai-9.
3.	Transport Department, Secretariat, Chennai-9.	Public Information Officer	N.Sivakami	Under Secretary to Government	044 25665120	transop@ tn.gov.in	Transport Department, Secretariat, Chennai-9
4.	Transport Department, Secretariat, Chennai-9.	Public Information Officer	T. Prabavathi	Under Secretary to Government	044 25665573	transop@ tn.gov.in	Transport Department, Secretariat, Chennai-9
5.	Transport Department, Secretariat, Chennai-9.	Public Information Officer	G. Vidya Shankari	Under Secretary to Government	044 25665119	transop@ tn.gov.in	Transport Department, Secretariat, Chennai-9
6.	Transport Department, Secretariat, Chennai-9.	Public Information Officer	S. Ramu	Under Secretary to Government	044 25665819	transop@ tn.gov.in	Transport Department, Secretariat, Chennai-9

CHAPTER-11

Various Travel concessions given by the Government :

This Government have given travel concessions for travel in State Transport Corporation buses to the following category of persons:

i) Travel Concessions are provided for the following categories of persons

- Present and ex-Members of Parliament / Legislative Assembly and ex-Members of Legislative Council.
- Women Passengers, Transgender, Differently Abled Persons with Disability of 40% and above along with escorts.
- Accredited journalists / Media persons.
- Freedom Fighters drawing Central / State Pension and Widows and Legal-heirs of Freedom Fighters drawing Central / State Pension / Aged Tamil Scholars / Participants in Language stir and their Legal-heirs.
- Cancer Patients.
- Drama Artists along with their instruments.
- H.I.V. / AIDS patients.
- Senior Citizen Bus Travel Pass (age 60 above) – In all Metropolitan Transport Corporation Buses other than Air-condition buses.

ii) Special Concession to Students

The Government have granted following free travel concessions in all State Transport Undertaking buses (except State Express Transport Corporation Tamil Nadu Limited) to encourage School and College Students. The concession amount is being reimbursed to the State Transport Undertakings by the Government.

(a)	All Schools including Private Schools recognised by the Government. (1 st Standard – 12 th Standard)
(b)	National Child Labour Project.

(c)	Government Polytechnics.
(d)	Government Industrial Training Institutes.
(e)	Government Arts and Science Colleges.
(f)	Community Colleges.
(g)	Government aided Private ITIs.
(h)	Music Colleges.
(i)	Chennai Corporation ITIs.

iii) 50% Travel Concession

- | | |
|----------------------------------|----------------------------|
| (a) Private Colleges | } Recognised by Government |
| (b) Private Polytechnics | |
| (c) Private Engineering Colleges | |

iv) Travel as you please tickets on monthly basis

To benefit the passengers travelling in town buses of State Transport Undertakings in Chennai and other Municipal Corporation areas such as Madurai, Coimbatore, Salem, Tiruchirapalli, Tirunelveli, Vellore, Tiruppur, Erode and Thoothukudi, Travel as you please tickets on monthly basis are being issued at Rs.1000/- per ticket under certain conditions to assist passengers.

v) One Third Concession Bus Pass

1/3rd concession bus pass scheme was implemented in City / Town and mofussil buses for the benefit of regular travellers. The scheme is very well received by the regular travelling public.

vi) Concession to Women and Transgender

To achieve social inclusion of women by facilitating greater mobility, all women passengers are allowed to travel free of charge in ordinary fare town buses (white board) in all State Transport Undertakings. 7,312 ordinary town buses are being operated across the State of Tamil Nadu. STUs are issuing zero value tickets to women passengers for survey purposes from 12.07.2021. This free travel facility is extended to transgenders and escort of differently abled persons with disability of 40% and above.

CHAPTER – 12

TRANSPORT DEPARTMENT

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

This Department takes conscious efforts to disseminate information to the public / targeted groups Notice Boards at the offices of the Heads of Departments.

The Public can also obtain information about the functioning of this Departments in the following web sites.

Web Site of Transport Department:

<http://www.transop@tn.gov.in>

Important G.Os. and Policy Note 2024-25 of Transport Department are available at the website : <http://www.tn.gov.in>

CHAPTER 13
DEPARTMENT OF TRANSPORT

Particulars OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION UNDER SECTION 4(1)(b)(xv) of Right to Information
Act 2005.

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The public are posted with information through Notice Board, Newspapers, Web site, Exhibitions and other means of advertising.

CHAPTER 14

TRANSPORT DEPARTMENT

**Name and Designation and Other Particulars of Public Information Officers under
Section 4(i)(b) (xvi) Right to Information Act, 2005.**

Sl. No.	Name Thiru./Tmt.	Designation	STD Code		E-Mail	Address
1	N.Sivakami	Under Secretary to Government	044	25665120	transop@tn.gov.in	Transport Department, Secretariat, Chennai-9
2	T. Prabavathi	Under Secretary to Government	044	25665573	transop@tn.gov.in	Transport Department, Secretariat, Chennai-9
3	G. Vidya Shankari	Under Secretary to Government	044	25665119	transop@tn.gov.in	Transport Department, Secretariat, Chennai-9
4	S. Ramu	Under Secretary to Government	044	25665819	transop@tn.gov.in	Transport Department, Secretariat, Chennai-9

Department of Appellate Authority:

Sl. No.	Name Tmt.	Designation	STD Code	Phone No.	E-Mail	Address
1	Gracie Joseph	Deputy Secretary to Government	044	25671050	transop@tn.gov.in	Transport Department, Secretariat, Chennai-9