

GOVERNMENT OF TAMIL NADU

FINANCE DEPARTMENT

**MANUAL OF
RIGHT TO INFORMATION ACT 2005**

(UNDER SECTION 4 OF RTI ACT, 2005)

**SECRETARIAT,
CHENNAI-600 009.**

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INTRODUCTION

1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. The enactment of this Act is a historic event in the annals of democracy in India. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Finance, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

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

1.3 This manual is aimed at the public in general and users of the services and provides information about the organizations under its administrative control.

1.4 The Department of Finance has designated Under Secretaries to Government of this department dealing with Budget, Pension, Pay Commission and the Deputy Director of Bureau of Public Enterprises as its **Public Information Officers** (PIOs) for matters concerning the Department under Right to Information Act, 2005.

1.5 A person requiring any information in respect of Finance Department under the Act may contact Under Secretaries to Government, Finance Department, Secretariat, Chennai-600 009.

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

- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by cash or by demand draft or banker’s cheque or Indian Postal Order or Court Fee Stamp.
- (b) The Public Information Officer shall credit the amount to the following head of account:-

“0075.00 Miscellaneous General Services – 800.Other receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005” (DPC 0075 00 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

- (c) For providing information under sub-section (1) of section 7 of the Right to Information Act, 2005 the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.
- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - ii) Actual charge or cost price of a copy in larger size paper;
 - iii) Actual cost or price for samples or models; and
 - iv) For inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.
- (d) For providing the information under sub-section (5) of section 7 of the RTI Act, 2005 the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.
- i) For information provided in diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy; and
 - ii) For information provided in printed form, at the price fixed for such publication.

1.7 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.8 The Department has designated Deputy Secretaries to Government/ Joint Director (BPE) of this department as its Appellate Authorities under section 19(1) of the Act.

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES OF FINANCE DEPARTMENT

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

1. Objective / Purpose of the Department:

Finance Department has been charged with the responsibility to prepare a statement of estimated revenue and expenditure to be laid before the legislature each year. It is solely the business and responsibility of this Department to finalize the estimates of receipts and disbursements based on the materials supplied by the Heads of Department and other Estimating Officials.

i) Brief History:

The Tamil Nadu Secretariat was started with the creation of Public Department in 1670. With the emergence of English East India Company as a political power in India and extension of its territories, the administrative activities of various branches of Government also expanded. Consequently new departments were created. In 1800, the constitution of the Secretariat was further modified with the creation of a post of Chief Secretary and three posts of Secretary.

The Financial (now Finance) department was created in 1811 under the control of the chief Secretary. Consequent to revision of the nomenclature of the departments of Secretariat and re-allocation of subjects w.e.f 01.08.1916, the Financial Department became Finance Department. It comprised Financial Pensions and separate Revenue branches and was entrusted to the Chief Secretary.

On revision of distribution of work in various departments of Secretariat w.e.f. 01.07.1926, the Finance department came under the control of a separate Secretary.

ii) Functions:-

According to the allocation of subjects as per Business Rules, this Department has been allocated with the following items of work:-

State Subjects:-

- Accounts – Control of Accounts – Organisations under Heads of Departments in connection with State Trading schemes, postwar Development schemes and others.
- Accounts, State (including classification and prescription of units)
- Advance Grants – Votes of Credits and exceptional Grants.
- Annual Financial Statement and Appropriation Bill (Budget).
- Appropriation Accounts and Auditor – General's reports thereof.

- Audit of Receipts and Accounts of Stores and Stocks.
- Banking arrangements for Statutory Authorities and Public Sector Undertakings.
- Commercial Accounts
- Committees and Conferences of Heads of National Building Departments.
- Consolidated Fund of the State.
- Co-Operative Audit.
- Contingency Fund of the State – Sanction of Advances.
- Co-ordination between Banks and Government.
- Criminal Appeals.
- Development Schemes (Scrutiny from the Finance angle).
- Economy in Expenditure.
- Famine Relief Fund.
- Financial Rules.
- Governor's Address.
- Government Data Centre.
- Government Guarantee Scheme operated by Commercial Banks.
- Helping weaker sections of society in obtaining loans.
- Conduct of Credit Recovery camps in District, Review, Monitoring and Evaluation of District Credit Plans, Annual action plans and Evaluation of lending to weaker sections.
- Liaison with National Banks for Agricultural and Rural Development, Reserve Bank of India, Industrial Credit Investment Corporation of India, Industrial Finance Corporation of India, Industrial Development Bank of India and other National level Financial Institutions in the Agricultural and Industrial Sectors.
- Loans and Advances.
- Local Fund Audit.
- Non-Minor Irrigation schemes assisted by the Agriculture.
- Refinance Corporation, the Integrated Rural Development Programme and the National Banks for Agriculture and Rural Development (NABARD).
- Opening of new bank branches, State Level Co-ordination Committee Meetings, District Consultative Committee Meetings organized by lead Banks, Empowered Committee Meetings, State Level Bankers' Committee, Regional Rural Bank Meetings, Task Force Meetings, Organization and Methods Cell – Engineering wing only.
- Pensioners' Grievances.
- Processing of Developmental schemes involving financial assistance from Nationalized Banks, National Bank for Agriculture and Rural Development and Financial Agencies like Tamil Nadu Industrial Investment Corporation, Small Industries Development Corporation, Publicity regarding Institutional Finance.
- Post War Reconstruction – Five Years plan.
- Financial Co-ordination and Development Schemes.

- Public Services – Statutory Rules of the Services with which the Department is concerned – Revision of and amendment to those rules.
- Public Debt of the State (including borrowings from the Government of India)
- Public Services – Statutory Rules to regulate the Pay (including revised scales of pay) and Allowances – Amendments to the Pay Schedule in the Appendix to the Tamil Nadu Services Manual. Explanation – Rules regarding pay which form and integral part of the Statutory Rules relating to a service shall be dealt with by the department of Secretariat concerned with the particular service or services.
- Re-appropriations.
- Re-employment of Civil Pensioners.
- Pay Commission.
- Sanction of Prosecution of Government Servants.
- Small Savings schemes.
- State Balances.
- State Pensions namely, pensions payable by the State or out of the Consolidated Fund of the State – Statutory Rules governing such pensions and provident Fund (excluding Indian Civil Service Annuities, Indian Civil Service provident Fund and Indian Civil Service Family Pension Fund).
- State Raffle scheme.
- Supplementary, additional or excess grants and Statements of expenditure.
- Taxation and allied measures – Initiation of Travelling Allowances Rules.
- Treasuries.
- Treasury Rules.
- Union Taxes and Duties in which the States are interested such as Income Tax, Union Excises and Others.
- Ways and Means.

Concurrent Subjects.

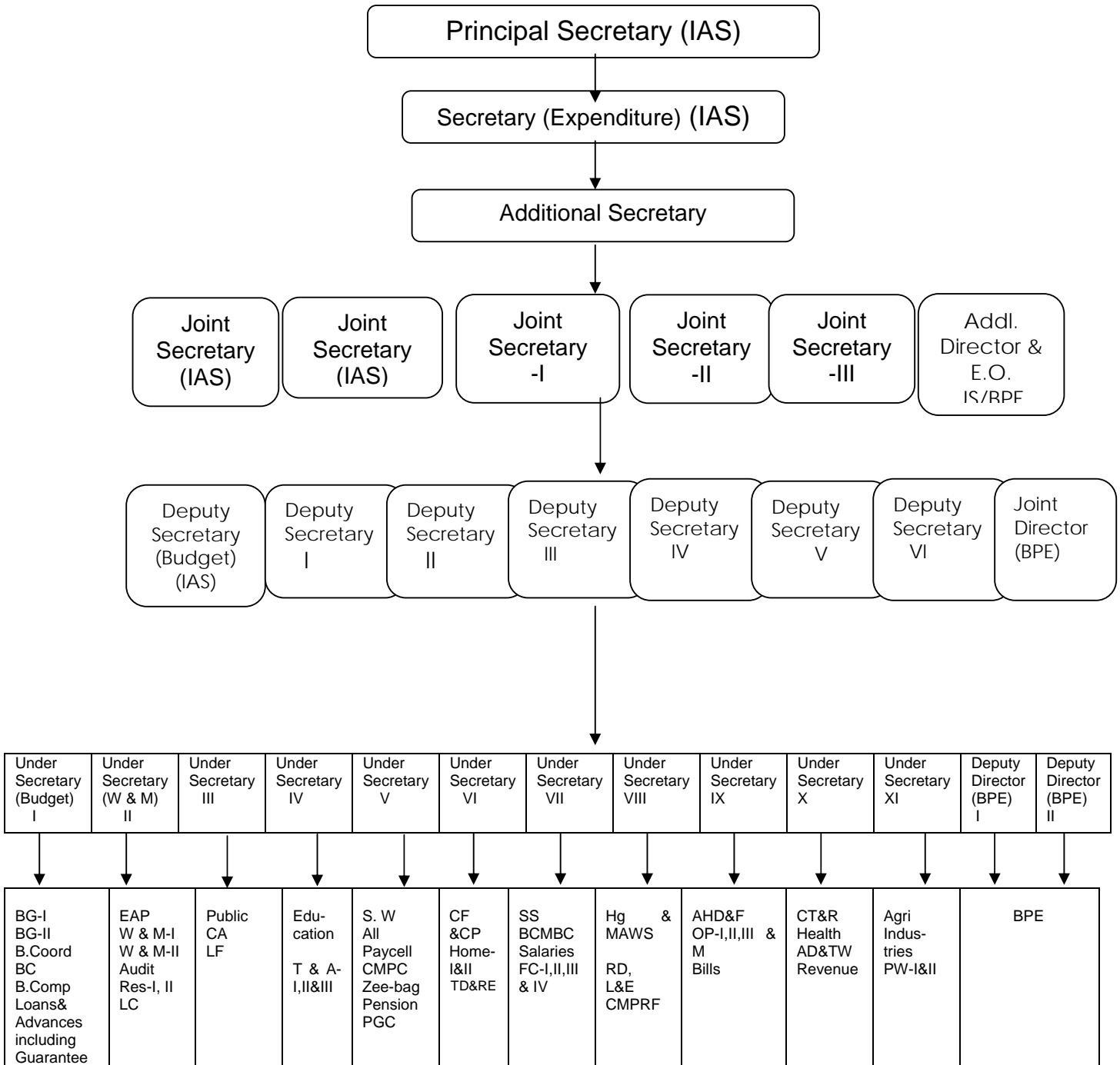
- Economics.

Union Subjects

- Corporation Tax.
- Currency, coinage and legal tender.
- Finance Commission (Recommendation).
- Foreign Exchange.
- National Savings Certificate.
- Public Debt of the Union.
- Union Pension (i.e Pension payable by the Govt. of India or out of the Consolidated Fund of India).

Organization Chart

The organizational chart of this Department is given below:-



Heads of Department:

1. Commissionerate of Treasuries and Accounts
2. Directorate of Pension
3. Directorate of Local Fund Audit
4. Internal Audit and Statutory Boards Audit Department
5. Commissionerate of Government Data Centre
6. Directorate of Small Savings
7. Directorate of Co-operative Audit.

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

Name of the Head of Department	Gist of activities	Address and phone numbers
Dr. M. Veera Shanmugha Moni, I.A.S., Commissioner of Treasuries and Accounts	The Treasuries and Accounts Department is incharge of accounting the Government Revenues and Expenditure including payment of salaries to Government employees and pension to Government pensioners. Distribution of Non-judicial stamp is also entrusted to this Department. The function of Department is spread over 204 Sub-Treasuries, 30 District Treasuries and 9 Pay and Accounts Offices. The new Health Insurance Scheme for Government Employee is being administered by this department	Panagal Buildings, 1, Jeens Salai, Saidapet, Chennai-600 015. 24321065 24321761 24321764
Thiru M. Sampath, M.A., B.Ed., P.G.D., P.M., P.G., D.M.M., Director of Pension	This directorate is entrusted with the redressal of grievances of pensioners and various schemes including Tamil Nadu Government Pensioners Health Fund Scheme, Tamil Nadu Government Pensioners Family Security Fund Scheme. In addition, it is administering Tamil Nadu Government Employees Special Provident Fund cum Gratuity Scheme and Tamil Nadu Social Security Scheme.	259, Anna Salai, Block-III, 2 nd Floor, D.M.S. Compound, Teynampet, Chennai-600 006. 24331918 24323736
Thiru R.S. Monoharan, M.Sc., B.Ed., Director of Local Fund Audit (Additional charge)	This Department is entrusted with the task of Statutory audit of Urban and Rural Local Bodies, Market Committees, Local Library Authorities and Other institutions in the State under the provisions of the respective Act governing the institutions. Apart from the regular audit functions, this department is also entrusted with the following special functions: i) Authorisation of	Kuralagam, 4 th Floor, Chennai-600 108 25341196 25342596

	<p>payment of pensionary benefits and disbursement of monthly pension to the retired Municipal, Panchayat Union and Town Panchayat employees.</p> <p>ii) Sanction and disbursement of assistance under Municipal Pensioners Health Fund Scheme.</p> <p>iii) Sanction and disbursement of assistance under Municipal Pensioners Family Security Fund Scheme.</p> <p>iv) Sanction of Provident Fund interest on Treasury Deposit balances of local bodies.</p> <p>v) Functioning as Treasurer of Charitable Endowments.</p>	
<p>Thiru R.S. Monoharan, M.Sc., B.Ed.,(i/c) Chief Internal Auditor and Auditor of Statutory Boards</p>	<p>This Department is entrusted with the task of Statutory audit of Universities and other Statutory Boards in the State under the provisions of the respective Acts governing the institutions. The Internal Audit wing points out various measures to help the administration for effective Financial Management to the Departments/Government. In addition to the regular audit, special audit of Government Departments are entrusted to this Department. Settlement of audit objections is attended to by this department through Joint sittings conducted periodically by district officers arranged by the Administrative Departments. After verification of replies and records, the objections are settled. This facilitates speedy settlement of audit objections and enables the retiring officers whose pensionary benefits are certified to by this department to get their pensionary benefits without any delay.</p>	<p>7th Floor, Chengalvarayan Buildings, 807, Anna Salai, Chennai-600 002. 28510605</p>
<p>Thiru C. Rajendran, I.A.S., Commissioner, Government Data Centre</p>	<p>This Department deals with i) Compilation of results of the examinations conducted by the Directorate of Government Examinations and issue of certificate of marks, ii) Work related to Teachers Provident Fund of all teachers in all the Panchayat</p>	<p>Guindy, Chennai-600 025 22350120 22352173 22351222</p>

	<p>Union Schools in the State and issue of Accountslips and iii) Preparation of Panchayat Union Schoolwise analysis for Elementary Education Department for the distribution of free books and uniforms. Apart from the above, the results and Certificate of Marks of the following examinations are prepared and handed over to the Directorate of Government Examinations.</p> <ol style="list-style-type: none"> 1. X Standard Examination, Matriculation, Anglo Indian/Higher Secondary Examinations 2. Special Supplementary Examination 3. Diploma in Teacher Education 4. Technical Education. 	
<p>Thiru P. Umanath, I.A.S., Director of Small Savings(Additional Charge)</p>	<p>This Department plays an important role for financing the State Plan and infrastructure development by way of mobilising Small Saving collections. The Government encourages Small Savings in Tamil Nadu through sustained publicity campaign, payment of incentive for agents, Local Bodies and prizes and awards to officials.</p>	<p>735, Anna Salai, Chennai-600 002. 28527095 28527486</p>
<p>Thiru M.V. Subramanian, M.A., Director of Co-operative Audit</p>	<p>This Department is to conduct audit as per Section 80 of T.N. Co-operative Societies Act, 1983 of all Co-operative Societies of the State functioning under the administrative control of 14 Functional Registrars except the Multi-State Co-operative and Milk Co-operatives. The audit of the Co-operatives relates to checking of the accounts and to ensure that the Balance Sheet and Profit and Loss Account have been properly drawn up and that they represent a true and fair picture of the state of affairs of the societies. The audit safeguards the interests of the members of the societies and ensures that the assistance given by the Government is utilised for the purpose for which it is given and the benefit is derived by the members and the community as a whole. There are two types of audit of Co-operatives viz, Audit under Concurrent terms, Audit under Fundamental Rule 127 terms.</p>	<p>5, Kamarajar Salai, Chepakkam, Chennai-600 005. 28440193</p>

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF FINANCE DEPARTMENT

(Under section 4 (1) (b) (ii) of Right to Information Act, 2005)

This Department is headed by a Principal Secretary to Government of Tamil Nadu who is the administrative head of the Department and Principal Advisor to the Hon'ble Chief Minister of Tamil Nadu and Minister of Finance on all matters of policy and administration relating to this Department. He is assisted by Secretary to Government(Expenditure), Additional Secretary to Government, Joint Secretaries to Government, Deputy Secretaries to Government and Under Secretaries to Government. The Officers and employees of this Department exercise the administrative and financial powers as laid down in the Tamil Nadu Secretariat Office Manual and Tamil Nadu Financial Code. This Department is responsible for the formulation policies of the Government in respect of overall Financial Management of the State and review of the policies as and when the need arises.

2. The powers and duties of the Officers of this Department are indicated below:

i) Principal Secretary to Government:

The Principal Secretary is the head of the 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 and Officers under him including Secretary(Expenditure), Additional Secretary, Joint Secretaries, Deputy Secretaries and Under Secretaries 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 matters shall be dealt with in consultation with the Principal Secretary who is in over all charge of the Department.

ii) Secretary(Expenditure)/Additional Secretary/Joint Secretaries/ Deputy Secretaries:

The Secretary(Expenditure) /Additional Secretary/Joint Secretaries/Deputy Secretaries deal with cases relating to the subjects allotted and submit to the Principal 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. They also exercises control over the sections placed in their charge both in regard to dispatch of business and in regard to discipline.

iii) Under Secretaries:

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

2. Based on the nature of work the sections in Finance Department are classified as detailed below:-

I. ESTABLISHMENT SECTIONS

- | | |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) Office Proceedings-I
(OP-I) | Deals with establishment matters like preparation of Estimate of vacancies and panel for all the posts in Finance Department; All service matters relating to Assistants, Assistant Section Officers, Section Officers. |
| b) Office Proceedings-II
(OP-II) | Deals with all service matters in respect of Office Assistants, Record Clerks, Record Assistants, Drivers, Typists, Personal Clerks, Personal Assistants, Private Secretaries, Under Secretaries, Deputy Secretaries, Joint Secretaries and Additional Secretary; forwarding of Pension proposals and sanction of retirement benefits; allocation of subjects among officers, procurement of all office equipments, furniture and stationeries and maintenance of Motor Vehicles. |
| c) Office Proceedings-III
(OP-III) | Deals with sanction of all Loans and Advances (except Festival Advances dealt by OP-II) to all Finance Staff and Officers (except IAS Officers), Settlement of air travel ticket in respect of Officers of Secretariat Departments, Settlement of telephone Bills in respect of Finance Officers, Compilation of Part-II Scheme proposals, |

Preparation of Policy Note for Finance Department and sanction of GPF Temporary Advance/Part final withdrawal in respect of staff upto the cadre of Section officers.

**d).Office Proceedings-
(Miscellaneous) (OP-M)**

Deals with sanction of GPF Temporary Advance/Part-final withdrawal in respect of all officers from the cadre of Under Secretary to Government to Additional Secretary to Government (except IAS Officers), matters relating to training of officers and staff, communication of Important Orders/Instructions received from various departments, monitoring of Weekly/Monthly Periodicals on all service matters, disposal of CM Spl. Cell Petitions/RTI Petitions, and other miscellaneous items of work.

e) Bills

Deals with drawal of salary and other items of income in respect of all officers and staff, reconciliation of accounts, recovery of loans and advances allowed under deduction.

**f) Treasuries and
Accounts -I**

Deals with all service matters in respect of employees of Treasuries and Accounts Department holding the posts classified under Treasuries and Accounts Service.

**g) Treasuries and
Accounts -II**

Deals with the all service matters in respect of employees of Treasuries and Accounts Department holding the posts classified under Treasuries and Accounts Subordinate Service, Tamil Nadu Ministerial Service.

**h) Treasuries and
Accounts -III**

Deals with sanction of staff and expenditure in respect of Treasuries and Accounts Department and amendments to Treasury Code and Account Code.

i).Co-Operative Audit

Deals with all service matters, sanction of staff and expenditure in respect of Co-operative Audit Department and Government Data Centre.

J) Local Fund Audit

Deals with all service matters, sanction of staff and expenditure in respect of Local Fund Audit Department and Department of Internal Audit and Audit for Statutory Boards.

k) Small Savings & Raffle

Deals with all service matters, sanction of staff and sanction of expenditure in respect of Small Savings Department, formulation of schemes for mobilization of collection under small savings and all matters relating to erstwhile Tamil Nadu Raffles Department.

II) ADVISORY/RULING SECTIONS

a) Salaries

Deals with Amendment to Tamil Nadu Financial Code, Administration of Health Insurance Scheme/Tamil Nadu Health Fund Scheme, Administration of Transparency in Tender Act

and Rules and Administration of procurement Guidelines, Advance for Marriage, Two wheelers, Motor Car, warm clothing, Festivals, Handlooms and Khadi, lapsed deposit, irrecoverable revenue etc.

b) Allowances

Deals with amendment to Travelling Allowance Rules, Administration of Tamil Nadu Special Pay, GPF Rules, Bonus, Dearness allowances etc.,

c) Pension

Deals with amendment to Tamil Nadu Pension Rules, sanction of Dearness Allowance and other benefits to Pensioners/Family Pensioners.

d).Pension Grievance Cell (PGC)

Deals with redressal of Pensioners/Family pensioners Grievances, Contributory Provident fund scheme, Cases filed by Pensioners/Family pensioners in High Court and Supreme Court.

e) Pay Cell

Deals with pay revision; Issue of instructions/ clarifications in respect of Tamil Nadu Revised Pay Scale Rules 2009.

f)Central Man Power Cell (CMPC)

Deals with collection of data on creation of Staff in various Government Departments and Revision of pay of Staff of Government Departments.

g) Ze-Bag

Deals with Zero based budgeting.

III) CORE BUDGET SECTIONS

a) Budget General-I

Deals with general instructions on preparation of budget, Governor's Address in the Legislature, First supplementary Estimates, Administration of Tamil Nadu contingency Fund and Tamil Nadu Natural Calamity Fund, POCS, Regularisation of excess expenditure, Amendment to Tamil Nadu Budget Manual.

b) Budget General-II

Deals with opening of new heads of account for various Government Departments, Part-II schemes, Issue of Orders/clarifications. The tax deducted at source in respect of all State Government employees.

c) Budget Co-ordination

Deals with Co-ordination of Budget Preparation, and presentation to the legislature, Preparation of Budget Memorandum, conducting Decentralized Budget Meetings, issue of guidelines/instructions for preparation of Revised Estimate, Budget Estimate and

Final Supplementary Estimates, placing of Budget documents in the Legislative Assembly etc.

- d) Budget Compilation** Deals with Compilation of estimates for preparation of Annual Financial Statements, Preparation and printing of Demands for grants, Preparation and printing of Debts and Deposit books.
- e) Budget Computer** Deals with Budget Speech, Governor's Address and maintenance of Computer and Accessories.
- f) Ways and Means – I** Deals with the maintenance of Cash book so as to forecast the expenditure with reference to cash reserve, monitoring the release of Government of India's assistance for both Plan and Non-Plan Schemes.
- g) Ways and Means – II** Deals with the Preparation of Budget for Debt charges and Public Debt repayment, Public Deposits, Maintenance of Public Deposit Accounts of State Government Undertakings and Statutory Boards, Floating of Open Market Loans.
- h) Resources-I** Deals with the preparation of Resources statement for Annual plan, monitoring of tax collection, preparation of Budget for tax revenue receipts, Review of receipts and expenditure under Tamil Nadu Fiscal Responsibility Act.
- i) Resources-II** Deals with NABARD loans under RIDF and WDF.
- j) Letter of Credit (LC)** Deals with Budgetary control of expenditure in respect of PWD, Highways and Forest Departments through LOC system.
- k) Loans & Advances Cell (L&A Cell)** Deals with Guarantee for raising loan by State Government undertakings, Maintenance of Tamil Nadu Special Renewal Fund and Guarantee Fund, Monitoring of recovery of loans and advances sanctioned to government departments and fixation of rate of interest for loans and advances sanctioned by Government.
- l) External Aided Project (EAP)** Deals with the Monitoring of implementation of various Externally Aided projects in Tamil Nadu.
- m) Audit** Deals with the placing of C&AG report (Civil), C&AG report (Revenue receipts),

Report of the C&AG, Appropriation Accounts, Finance Account of the Government of the Tamil Nadu before the legislature and furnishing of Consolidated reply to the PAC.

PROGRAMME CUM BUDGET SECTIONS

Programme – cum – Budget Units are responsible for preparation of budget in respect of various government departments, advisory opinion to Secretariat Departments in financial matters and scrutiny of draft orders/letters in files from all Secretariat Departments. Such PCB units are tabulated as below:-

- | | |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) Animal Husbandry and Fisheries | Preparation of Budget and Scrutiny of files in respect of A.H & F, and Heads of the Department under its Control. |
| b) Agriculture | Preparation of Budget and Scrutiny of files in respect of Agricultural Department, Secretariat and Heads of the Department under its Control. |
| c) Backward Classes and Most Backward Classes | Preparation of Budget and Scrutiny of files in respect of BC & MBC and AD & TW Departments, Secretariat and Heads of the Department under their Control. |
| d) Co-operation, Food and Consumer Protection | Preparation of Budget and Scrutiny of files in respect of C.F&C.P Department and Heads of the Department under its control. |
| e) Education – I | Preparation of Budget and Processing of Files in respect of Higher Education Department , Secretariat and Heads of the Department under its control. |
| f) Education-II | Preparation of Budget and Processing of Files in respect of School Education and Tourism and Culture Departments, Secretariat and Heads of the Department under their control. |
| g) Health – I | Preparation of Budget and Scrutiny of files in respect of the Directorate of Family Welfare, Directorate of Public Health and Preventive Medicine, Directorate of Medical & Rural Health Services (Primary Health Centers wing). |
| h) Health –II | Preparation of Budget and Scrutiny of files in respect of Directorate of Medical Education, Directorate of Medical & Rural Health Services (Except PHCS), Directorate of Indian Medicine & Homoeopathy and Directorate of Drug Control and H & FW Department in Secretariat. |

- i) Housing and Municipal Administration & Water Supply** Preparation of Budget and Scrutiny of files in respect of Housing and Urban Development Department, secretariat, Municipal Administration and Water Supply Department, Secretariat and Heads of the Department under their control.
- j) Home - I** Preparation of Budget and Scrutiny of files in respect of Home and P&E Departments, Secretariat and Heads of the Department under their control.
- k) Home - II** Preparation of Budget and Scrutiny of files in respect of Home and Law Departments, Secretariat and Heads of the Department under their control.
- l) Industries** Preparation of Budget and Scrutiny of files in respect of Files relating to Industries, MS & ME and Handloom Textiles & Khadi Departments, Secretariat and Heads of the Department under their control.
- m) Public** Preparation of Budget and Scrutiny of files in respect of Finance Department, PD&SI Department, P&AR Dept. and Public Dept. Secretariat and Heads of the Department under their control.
- n) Public Works-I** Preparation of Budget and Scrutiny of files in respect of Public Works Department and Highways Department.
- o) Public Works-II** Preparation of Budget and Scrutiny of files in respect of Public Works, Transport and Energy Departments of Secretariat and Heads of the Department under their control.
- p) Revenue** Preparation of Budget and Scrutiny of files in respect of Revenue Department and Commercial Taxes & Registration Departments and Heads of the Department under their control.
- q) Social Welfare** Preparation of Budget and Scrutiny of files in respect of Social Welfare Department and the Heads of the Department under its control.
- r)BPE** Preparation of Annual review of State Public Sector undertakings/Statutory Boards and Scrutiny of files referred from administrative Department/other wings of Finance Department in respect of SPSUs/Boards.

s) Infrastructure Cell

To carry out the functions of the Tamil Nadu Infrastructure Development Board and to handle the Tamil Nadu Infrastructure Development Fund and also to process the proposals, release of funds from Tamil Nadu Infrastructure Development Fund, etc, forwarded by the Tamil Nadu Infrastructure Board.

FINANCE DEPARTMENT
PROCEDURE FOLLOWED IN DECISION MAKING
PROCESS INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNTABILITY

(Under Section 4(I) (b) (iii) of Right to Information Act, 2005)

4.1 The Finance 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 Account Code, Tamil Nadu Treasury Code, Tamil Nadu Budget Manual, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servant's Conduct Rules, 1973 are also followed wherever applicable.

4.2. 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 Secretary/Deputy Secretary/ Joint Secretary/Additional Secretary/Secretary (Expenditure) to the Principal Secretary. If need be, other departments are consulted. In cases of service / legal matters, Personnel and Administrative Reforms Department and Law Department are invariably consulted. Wherever the Business Rules require relaxation, orders are obtained in circulation of files to the Minister or Chief Minister or Governor.

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

NORMS SET BY FINANCE DEPARTMENT FOR THE DISCHARGE OF ITS FUNCTIONS

(Under Section 4 (I) (b) (iv) of Right to information Act, 2005)

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

1. The Tamil Nadu Financial Code.
2. Secretariat Office Manual
3. The Tamil Nadu Government Business Rules and Secretariat Instructions.
4. The Tamil Nadu Government Servants conduct Rules, 1973.
5. Tamil Nadu State and Subordinate Service Rules
6. Fundamental Rules.
7. The Tamil Nadu Transparency in Tender Act 1998.
8. The Tamil Nadu Transparency in Tender Rules 2000.
9. The Tamil Nadu Transparency in Tenders(Public Private Partnership Procurement) Rules 2012.
10. Appropriation Act enacted every year.
11. Tamil Nadu Fiscal Responsibility Act 2003
12. The General Provident Fund Rules
13. Service Rules
14. The Tamil Nadu Travelling Allowance Rules
15. Tamil Nadu Contingency Fund Act 1950
16. Special Rules for Tamil Nadu Local Fund Audit Service Rules and Subordinate Service
17. Tamil Nadu Civil Service (Discipline and Appeal) Rules,1955
18. Tamil Nadu Ministerial Service Rules
19. Tamil Nadu Pension Rules.
20. Tamil Nadu Public Service Commission Regulations 1954
21. Right to Information Act, 2005
22. Tamil Nadu Infrastructure Development Rules 2012

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY FINANCE DEPARTMENT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES DISCHARGING ITS FUNCTIONS

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

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

- i) Tamil Nadu Government Business Rules and Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office Manual.
- iii) Tamil Nadu Budget Manual
- iv) Tamil Nadu State and Subordinate Service Rules
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Accounts Code
- xi) Tamil Nadu Treasury Code
- xii) Guidelines issued by the Government of India.
- xiii) Special Rules for Tamil Nadu Local Fund Audit Service Rules and subordinate service Rules.
- xiv) Tamil Nadu Ministerial service Rules
- xv) Tender Rules
- xvi) The General Provident Fund Rules
- xvii) The Tamil Nadu Transparency in Tenders(Public Private Partnership Procurement) Rules 2012

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

1. Name of the Rules: Tamil Nadu Government Business Rules and Secretariat Instructions.
Type of the document: The rule describe the manner and procedures for conducting the Business of the Government complying with the provisions of the Constitution of India.
2. Name of the Manual: The Tamil Nadu Secretariat Office Manual.
Type of the document: The manual describes the system and procedures to be followed in conducting the

office work in the departments of Secretariat.

3. Name of the Manual: The Tamil Nadu Budget Manual
 Type of the document: This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
4. Name of the document: Tamil Nadu State and Subordinate Service Rules.
 Type of the Rules: The rules are made under the proviso to the article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5. Name of the document: Tamil Nadu Civil Services (Discipline and Appeal) Rules.
 Type of the Rules: The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6. Name of the document: Tamil Nadu Government Servants Conduct Rules.
 Type of the Rules: The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
7. Name of the document: Tamil Nadu Pension Rules.
 Type of the Rules: The rules are made in relation to the pensionary benefits to the members of civil service of the State.
8. Name of the document: Fundamental Rules.
 Type of the Rules: The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of civil service of the State.
9. Name of the document: Tamil Nadu Financial Code.
 Type of the Code: The code is published by the Finance

Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.

10. Name of the document: Tamil Nadu Account Code.
 Type of the Code: The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
11. Name of the document: Tamil Nadu Treasury Code
 Type of the Code: The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
12. Name of the document: Tamil Nadu Land Acquisition Act, 1978
 Type of the Act: The Act contains the procedure for acquisition of lands for construction of houses, schools etc. for the welfare of SC/STs of this State.
13. Name of the document: Guidelines issued by the Government of India.
 Type of the Guidelines: The Government of India issued guidelines for grant of aid to this State for the welfare of SC/STs. Such as Scholarships, Special Central Assistance to Special Component Plan, Grants under Article 275 (i) of Constitution of India.
14. Name of the document: Tender Rules
 Type of the document: The procedural rules for purchase of any article in Government Departments
15. Name of the document: The General Provident Fund Rules.
 Type of the document: Rules like sanction of amount from subscriber's GPF account.
16. Name of the document: The Tamil Nadu Transparency in Tenders(Public Private Partnership Procurement) Rules 2012
 Type of the document: The procedural rules for provision of infrastructure by an arrangement between public Agency and Private sector participant.

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

**STATEMENT OF CATEGORIES OF DOCUMENTS THAT
ARE HELD BY FINANCE DEPARTMENT OR UNDER ITS
CONTROL**

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

Sl. No.	Category of the document	Name of the document and its introduction in online	Procedure to obtain the document	Held by/under control of
1.	Policy Note	Contains the policy pronouncements of the Department for the particular year	By sending application to the Public Information Officer	Finance (OP-III) Department.
2.	Important Government Orders www.tn.gov.in	Government orders issued by the Finance Department.	Copies may be obtained in www.tn.gov.in or by sending application to the Public Information Officer concerned.	Sections concerned

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS
FOR CONSULTATION WITH, OR REPRESENTATION BY,
THE MEMBERS OF THE PUBLIC IN RELATION TO THE
FORMULATION OF ITS POLICY OR IMPLEMENTATION
THEREOF**

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

At present there is no formal mechanism to seek consultation/participation of public in formulation of policies of this Department. However the suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations through other Departments like Agriculture, Fisheries, Handlooms, Handicrafts and Textiles and Khadi, Rural Development and Panchayat Raj, Social Welfare and Nutritional Meal Programme, Revenue, Industries, Micro, Small and Medium scale Industries etc. are given due weightage by this Department in formulating policies and programmes. The petitions/representations received from the public are also given due attention by this Department while deciding in policy matters. 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.

**STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES
AND OTHER BODIES CONSISTING OF TWO OR MORE
PERSONS CONSTITUTED AS ITS PART OR FOR THE
PURPOSE OF ITS 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 to Information Act, 2005)

-Nil-

DIRECTORY OF FINANCE DEPARTMENT OFFICERS AND EMPLOYEES

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

Designation	Name (Thiru/Tmt./Selvi)	Office		Residential Telephone
		Direct	PBX Extn/ Intercom	
Principal Secretary	K. Shanmugam, I.A.S.	25671173	5636	24465657
Secretary (Expenditure)	S. Krishnan, I.A.S.	25677547	5810	26444272
Additional Secretary	M. Shanthi	25670353	5331	24710091
Joint Secretary	P. Umanath, I.A.S.	25677560	5393	25387400
Joint Secretary	V. Arun Roy, I.A.S.	25675338	5847	22240817
Joint Secretary	R.S. Manoharan	25677604	5220	22740386
Joint Secretary (per)	P. Ravi Narayanan	25670089	5802	22430660
Joint Secretary	R. Mahadevan,	25671817	5685	26822343
Deputy Secretary	K. Muthu	25673819	5208	24364355
Deputy Secretary	V. Suriyakala	25672279	5374	26646284
Deputy Secretary	R. Vijaya	25674537	5270	
Deputy Secretary	R. Rajendiran	25671516	5592	22760215
Deputy Secretary	S. Radhakrishnan	25679290	5903	26420893
Deputy Secretary(Budget)	Prashant M. Wadnere, I.A.S.	25675475	5967	24795415
Deputy Secretary	T.S. Muthu Kumar			-
Under Secretary(Budget)	T. Srinivasan	25677609	5577	
Under Secretary(W&M)	P. Pitchaipillai	25675692	5417	
Under Secretary(Per)	S. Meena		5443	
Under Secretary	D. Sridhar		5492	
Under Secretary	V. Ananthamony		5296	
Under Secretary	K. Arumugam		5590	
Under Secretary	T. Vadiva		5037	
Under Secretary	B. Thiagarajan		5337	
Under Secretary	S. Karthikeyan		5637	
Under Secretary	M.Swarnadhas		5639	
Under Secretary	K. Piraisoodum Perumal		5625	
Additional Director(BPE)& E.O. Joint Secretary	P. Raghavan	25670081	5395	24610611
Joint Director(BPE)	V.L. Nagabushanam		5846	24332115
Deputy Director(BPE)	T. Booma		5904	

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF
FINANCE DEPARTMENT OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS
PROVIDED IN ITS REGULATIONS.**

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

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
OFFICERS		
1	K. Shanmugam, I.A.S. Principal Secretary to Government	Officiating pay Rs.74990/-
2	S. Krishnan, I.A.S. Secretary (Expenditure) to Government	Rs.57320 + Rs.10000/-
3	M. Shanthy Additional Secretary to Government	Rs.47430 + Rs.9500/-
4	P. Umanath, I.A.S. Joint Secretary to Government	Rs.29890 + Rs.7600/-
5	V. Arun Roy, I.A.S. Joint Secretary (Budget)	Rs.27240 + Rs.7600/-
6	R.S. Manoharan Joint Secretary to Government	Rs.40220 + Rs.8800/-
7	P. Ravi Narayanan Joint Secretary (per)	Rs.40220 + Rs.8800/-
8	R. Mahadevan, Joint Secretary to Government	Rs.37400 + Rs.8800/-
9	K. Muthu Deputy Secretary to Government	Rs.24910 + Rs.7600/-
10	V. Suriyakala Deputy Secretary to Government	Rs.24910 + Rs.7600/-
11	R. Vijaya Deputy Secretary to Government	Rs.24910 + Rs.7600/-
12	R. Rajendiran Deputy Secretary to Government	Rs.23820 + Rs.7600/-
13	S. Radhakrishnan Deputy Secretary to Government	Rs.24850 + Rs.7600/-
14	Prashant M. Wadnere, I.A.S. Deputy Secretary to Government (Budget)	Rs.20530 + Rs.6600/-
15	P.Raghavan, Additional Director & E.O. JS(BPE)	Rs.38790 + Rs.8800/-
16	V. Ananthamony Under Secretary to Government	Rs.23490 + Rs.6600/-

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
17	T. Srinivasan Under Secretary to Government	Rs.23100 + Rs.6600/-
18	S. Meena Under Secretary to Government	Rs.23490 + Rs.6600/-
19	D. Sridhar Under Secretary to Government	Rs.23450 + Rs.6600/-
20	P. Pitchaipillai Under Secretary to Government	Rs.23490 + Rs.6600/-
21	K. Arumugam Under Secretary to Government	Rs.23490 + Rs.6600/-
22	T. Vadiva Under Secretary to Government	Rs.23100 + Rs.6600/-
23	B. Thiagarajan Under Secretary to Government	Rs.23450 + Rs.6600/-
24	S. Karthikeyan Under Secretary to Government	Rs.22270 + Rs.6600/-
25	M.Swarnadhas Under Secretary to Government	Rs.23490 + Rs.6600/-
26	K. Piraisoodum Perumal Under Secretary to Government	Rs.22270 + Rs.6600/-
27	V.L. Nagabushnam, Joint Director (BPE)	Rs.25060 + Rs.7600/-
28	T. Booma Deputy Director (BPE)	Rs.21340 + Rs.6600/-
SECTION OFFICERS PB-3 Rs.15600-39100		
1	RAJA. V	Rs.22220 + Rs.5400/-
2	VENKATESAN.G.	Rs.16230 + Rs.5400/-
3	GIRIRAJ KUMAR. S.	Rs.21230 + Rs.5400/-
4	GAYATRI. R.	Rs.16960 + Rs.5400/-
5	PARIMALA CHELVI. P.A.	Rs.21810 + Rs.5400/-
6	GANAPATHY. M.	Rs.22250 + Rs.5400/-
7	SARAVANAN. N.	Rs.16880 + Rs.5400/-
8	MOHAN. D.	Rs.15600 + Rs.5400/-
9	LAKSHMI. R.	Rs.21810 + Rs.5400/-
10	ELANGO VAN. K.	Rs.17390 + Rs.5400/-
11	VIMALA. V.	Rs.16880 + Rs.5400/-
12	SUSEELA. K.	Rs.22250 + Rs.5400/-
13	GEETHA. B.	Rs.21810 + Rs.5400/-
14	BHUVANESWARI. R.	Rs.17330 + Rs.5400/-
15	MALLIGA. U.	Rs.16230 + Rs.5400/-
16	RAMANATHAN. R.	Rs.17390 + Rs.5400/-
17	JAIKUMAR. G.	Rs.21380 + Rs.5400/-
18	JOSEPH JEYARAJ. P.	Rs.22270 + Rs.5400/-
19	VIJAYALAKSHMI. R.	Rs.17390 + Rs.5400/-

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
20	NAGARAJAN. A.	Rs.22270 + Rs.5400/-
21	CHANDRASEKARAN. M.	Rs.16230 + Rs.5400/-
22	BASKAR. C.	Rs.21350 + Rs.5400/-
23	SUNDARAVARADHAN. N.	Rs.16230 + Rs.5400/-
24	ABDUL KUDDUS. M.A.	Rs.22250 + Rs.5400/-
25	NIRMALA. G.	Rs.18950 + Rs.5400/-
26	AMARANIDHI. S.A.K.	Rs.22220 + Rs.5400/-
27	VANITHA. M.	Rs.22220 + Rs.5400/-
28	MURUKANATH. T.V.	Rs.18230 + Rs.5400/-
29	KALAISELVAN. T.	Rs.22250 + Rs.5400/-
30	SRIVIDHYA. T.J.	Rs.16230 + Rs.5400/-
31	SANTHANALAKSHMI. V.	Rs.18860 + Rs.5400/-
32	KAVITHA. S.	Rs.16230 + Rs.5400/-
33	PUSHPABAI. A.	Rs.18920 + Rs.5400/-
34	MARAGATHAM. K.	Rs.22220 + Rs.5400/-
35	TAMILSELVI. G.	Rs.17940 + Rs.5400/-
36	SRIDHARAN. R.D.S.	Rs.22250 + Rs.5400/-
37	MAHADEVAN. P.	Rs.22250 + Rs.5400/-
38	SUMATHY. M.D.	Rs.22250 + Rs.5400/-
39	VISWESWARAN. G.S.	Rs.22290 + Rs.5400/-
40	SUNDARI. P.	Rs.15600 + Rs.5400/-
41	NEELA. S.R.	Rs.16230 + Rs.5400/-
42	ANANTHARAMAN. V.K.	Rs.15600 + Rs.5400/-
43	DEVARAJ. T.	Rs.22250 + Rs.5400/-
44	KAVITHA. K.	Rs.15600 + Rs.5400/-
45	SHANTHI. B.	Rs.21380 + Rs.5400/-
46	NARASIMHA RAGHAVAN. R.	Rs.16230 + Rs.5400/-
47	RAVINDRAN. N.R.	Rs.22270 + Rs.5400/-
48	JEYANTHI KRISHNAMOORTHY	Rs.22250 + Rs.5400/-
49	THULASIRAM. R.	Rs.22250 + Rs.5400/-
50	ANANDAN. C.B.	Rs.16880 + Rs.5400/-
51	RAMACHANDRAN. C.	Rs.22270 + Rs.5400/-
52	GURUVELSAMY. S.	Rs.15600 + Rs.5400/-
53	RAJA. S.	Rs.15600 + Rs.5400/-
54	SRINIVASA RAGAVAN. M.	Rs.22250 + Rs.5400/-
55	SELVI. S.	Rs.15600 + Rs.5400/-
56	RAJKUMAR. P.	Rs.15600 + Rs.5400/-
57	THAVASELVAN. K.	Rs.22250 + Rs.5400/-
58	RAVI. M.	Rs.15600 + Rs.5400/-
59	MURUGANANTHAM. K.	Rs.15600 + Rs.5400/-
60	GNANAPRAKASAM. M.	Rs.15600 + Rs.5400/-
61	MEENAKSHI SUNDARAM. P.	Rs.15600 + Rs.5400/-
62	UMA SANKAR.R	Rs.15600 + Rs.5400/-
63	PANNEER SELVAM.M	Rs.15600 + Rs.5400/-
64	NAGALAKSHMI. V K.	Rs.15600 + Rs.5400/-

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
65	RAMEEZA BANU.R	Rs.15600 + Rs.5400/-
66	JAYAPRAKASH.S	Rs.15600 + Rs.5400/-

ASSISTANT SECTION OFFICERS

PB-2 Rs.9300-34800

1	PANDIARAJAN. P.	Rs.9720 + Rs.4,600/-
2	BOOMADEVI. R.	Rs.14200 + Rs.4600/-
3	KANNAN. S.	Rs.9720 + Rs.4600/-
4	DURAIRAJ. M.	Rs.14200 + Rs.4600/-
5	RAMESH. M.	Rs.10150 + Rs.4600/-
6	SENTHIL KUMAR. A S.	Rs.13650 + Rs.4600/-
7	ARUN PRASAD. S.	Rs.10150 + Rs.4600/-
8	JAYA. A.	Rs.10150 + Rs.4600/-
9	ZAHIR HUSSAIN. M.	Rs.10150 + Rs.4600/-
10	VIVEK. T.	Rs.10150 + Rs.4600/-
11	VELIAPPAN. S.	Rs.10150 + Rs.4600/-
12	PERIADURAI. D.	Rs.10150 + Rs.4600/-
13	THIRUPATHI. V.	Rs.10150+ Rs.4600/-
14	KALAIARASI. D.	Rs.9720 + Rs.4600/-
15	ARUL. G.	Rs.10150 + Rs.4600/-
16	SUNDARARAJ. M.	Rs.10150 + Rs.4600/-
17	MURUGESAN. V.	Rs.10150 + Rs.4600/-
18	PRABU. M.	Rs.10150 + Rs.4600/-
19	MAHADEVAN. D.	Rs.10150 + Rs.4600/-
20	ARUMUGAM. S.	Rs.14200 + Rs.4600/-
21	SRINIVASAN. V.	Rs.14200 + Rs.4600/-
22	VIJAYAKUMAR. S.	Rs.10,150 + Rs.4,600/-
23	BALU. M.	Rs.14,200 + Rs.4,600/-
24	SRINIVASAN. M.	Rs.10,150 + Rs.4,600/-
25	SELVI. P.	Rs.10,150 + Rs.4,600/-
26	DHANALAKSHMI. K.	Rs.14,200 + Rs.4,600/-
27	AMARAN. M.	Rs.14,200 + Rs.4,600/-
28	DEVARAJ. R.	Rs.13,650 + Rs.4,600/-
29	THENDRAL. P S.	Rs.10,150 + Rs.4,600/-
30	SENTHILKUMAR. G.	Rs.10,150 + Rs.4,600/-
31	SARASWATHY. G.	Rs.14,770 + Rs.4,600/-
32	MARIPITCHAI. V.	Rs.10,150 + Rs.4,600/-
33	JULIET. J.	Rs.14,200 + Rs.4,600/-
34	PRAKASH. M.	Rs.9,720 + Rs.4,600/-
35	VANITHA. N.	Rs.14,200 + Rs.4,600/-
36	RAVIKUMAR. P.	Rs.14,200 + Rs.4,600/-
37	DHAMODHARAN. D.	Rs.14,200 + Rs.4,600/-
38	VIJAYAKUMAR. E.	Rs.14,200 + Rs.4,600/-
39	SWAPNA. J.	Rs.10,150 + Rs.4,600/-
40	RAHINI. T.	Rs.9,720 + Rs.4,600/-

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
41	RAJALAKSHMI. N.	Rs.9,720 + Rs.4,600/-
42	LOGANATHAN. R.	Rs.14,200 + Rs.4,600/-
43	RAJASEKAR. V.	Rs.14,200 + Rs.4,600/-
44	KARTHIKEYAN. R.	Rs.10,150 + Rs.4,600/-
45	BALAMURUGAN. K.	Rs.14,200 + Rs.4,600/-
46	MUTHU. G.	Rs.13,650 + Rs.4,600/-
47	KALAIVANI. S.	Rs.13,650 + Rs.4,600/-
48	PALANI KUMAR. J.	Rs.9300 + Rs.4600/-
49	J. THENMOZHI	Rs.9300 + Rs.4600/-
50	K. BALAMURUGAN(Jr)	Rs.9300 + Rs.4600/-
51	S. BALA SUNDARAM	Rs.9300 + Rs.4600/-
52	J. VIJI	Rs.13,650 + Rs.4,600/-
53	S. TAMIZHOLI	Rs.9300 + Rs.4600/-
54	S. KAMATCHI	Rs.9300 + Rs.4600/-
55	S. SOKKANATHAN	Rs.9300 + Rs.4600/-
56	E. ASHOKKUMAR	Rs.9300 + Rs.4600/-
57	A. PUNNIAMOORTHY	Rs.9300 + Rs.4600/-
58	E. KAMALAKANNAN	Rs.9300 + Rs.4600/-
59	S. SATHYA	Rs.9300 + Rs.4600/-
60	S. NEELAKANDAN	Rs.9300 + Rs.4600/-
61	J. SUBBURAMJI	Rs.14,200 + Rs.4,600/-
62	K. SASIKUMAR	Rs.9300 + Rs.4600/-
63	T. SATHISH KUMAR	Rs.9300 + Rs.4600/-
64	MURUGARAJ.R	Rs.9300 + Rs.4600/-
65	SUBA.S	Rs.9300 + Rs.4600/-
66	MANOJKUMAR.S	Rs.9300 + Rs.4600/-
67	THIAGU.A	Rs.9300 + Rs.4600/-
68	RAMANI.R	Rs.9300 + Rs.4600/-
69	AHAMED.M	Rs.9300 + Rs.4600/-
70	RAMESH.R	Rs.9300 + Rs.4600/-
71	KAVITHA.K	Rs.9300 + Rs.4600/-
72	SHANMUGANATHAN.S	Rs.14,200 + Rs.4,600/-
73	YUVARAJ.R.P	Rs.14,200 + Rs.4,600/-
74	VELLUSAMY.R	Rs.14,200 + Rs.4,600/-

ASSISTANTS

PB-1 Rs.5200-20200

1	NARAYANAN. D.	Rs.9,330 + Rs.2,400/-
2	PALANI. P.	Rs.6,420 + Rs.2,400/-
3	UMMULAILA. K F.	Rs.6,420 + Rs.2,400/-
4	SIVARAMAN. M.	Rs.6,420 + Rs.2,400/-
5	SHANKAR. G.	Rs.8,700 + Rs.2,400/-
6	SREE AMUTHA KUMAR. V P.	Rs.6,420 + Rs.2,400/-
7	BASKAR. G	Rs.5,200 + Rs.2,400/-
8	PATTURAJA. M	Rs.5,200 + Rs.2,400/-
9	PADHMANAPAN. B	Rs.5,200 + Rs.2,400/-

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
10	BALAMURUGAN. R.B	Rs.5,200 + Rs.2,400/-
11	LAKSHMIPATHY. M	Rs.5,200 + Rs.2,400/-
12	ANBARASU.D	Rs.5,200 + Rs.2,400/-
13	ANAND. R.S	Rs.5,200 + Rs.2,400/-
14	KALAISELVI.A	Rs.5,200 + Rs.2,400/-
15	UMAPATHY. M	Rs.5,200 + Rs.2,400/-
16	SATHEESH KUMAR. M	Rs.5,200 + Rs.2,400/-
17	VINOTH KUMAR.S	Rs.5,200 + Rs.2,400/-
18	JAYANTHI.K	Rs.5,200 + Rs.2,400/-
19	BHAVANI.P	Rs.5,200 + Rs.2,400/-
20	DEVIKA.S	Rs.5,200 + Rs.2,400/-
21	IRFANA JAFIN	Rs.5,200 + Rs.2,400/-
22	TAMILSELVI.B	Rs.5,200 + Rs.2,400/-
23	ARUL.P	Rs.5,200 + Rs.2,400/-
SENIOR TYPISTS		
PB-1 Rs.9300-34800		
1	NITHYA.D.	Rs.9,300 + Rs.4200/-
2	KANDHAN. A	Rs.9,300 + Rs.4200/-
3	RAJESH. E	Rs.9,300 + Rs.4200/-
4	DEVA DORATHY SHERLEY. D	Rs.9,300 + Rs.4200/-
5	KANCHANA. M	Rs.9,300 + Rs.4200/-
6	JEYASEELAN. S	Rs.9,300 + Rs.4200/-
7	VARATHAN. D.	Rs.9,300 + Rs.4200/-
8	KALYANI. R.	Rs.9,300 + Rs.4200/-
TYPISTS		
PB-1 Rs.5200-20200		
1	GUNASEKARAN .T	Rs.6420 + Rs.2400/-
2	SANTHANAM. L	Rs.6420 + Rs.2400/-
3	MEENAKSHI. N	Rs.6420 + Rs.2400/-
4	SHARMILA. S	Rs.6420 + Rs.2400/-
5	VADIVELU. M	Rs.6420 + Rs.2400/-
6	PREMILA. F.A	Rs.6420 + Rs.2400/-
7	VIJAYAKUMAR. OM	Rs.5910 + Rs.2400/-
8	N. DHANALAKSHMI	Rs.6420 + Rs.2400/-
9	MALARVIZHI(SR) .P	Rs.5430 + Rs.2400/-
10	SULOCHANA. P	Rs.5430 + Rs.2400/-
11	MALARVIZHI(JR) .P	Rs.5200 + Rs.2400/-
12	GNANESAN. T	Rs.5660 + Rs.2400/-
13	GOWRI .V	Rs.5660 + Rs.2400/-
14	SARALA .R	Rs.5660 + Rs.2400/-
15	VENKATACHALAM .B	Rs.5660 + Rs.2400/-
16	ARUNA DEVI .D	Rs.5660 + Rs.2400/-
17	RAJA .G.K	Rs.5660 + Rs.2400/-
18	MEENAKSHI SUNDARI .C	Rs.5200 + Rs.2400/-

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
Private Secretary (Deputy Secretary Grade) Rs.15600-39100		
1	R. THARABAI	Rs.22070 + Rs.7600/-
2	S. PADMA	Rs.21270 + Rs.7600/-
Private Secretary (Under Secretary Grade)		
1	V.ALLI	Rs.19680 + Rs.6600/-
2	T.S.GANESH	Rs.19680+ Rs.6600/-
Private Secretary PB-2 Rs.9300-34800		
1	G. RAGURAMAN	Rs.17130 + Rs.5400/-
2	M.P. DHANALAKSHMI	Rs.19680 + Rs.5400/-
3	A.MEENAKSHI	Rs.19680 + Rs.5400/-
4	R. THENMOZHI	Rs.19680 + Rs.5400/-
5	K.NARAYANAN	Rs.14500 + Rs.5400/-
6	K.MEENAKSHI	Rs.13250 + Rs.5400/-
SENIOR PERSONAL CLERK PB-2 Rs.5200-20200		
1	PUNITHAVALLI	Rs.10170 + Rs.4200/-
2	M.JAYABHARATHI	Rs.9790 + Rs.4200/-
3	S.JAISANKAR	Rs.9790 + Rs.4200/-
4	S.MURALIDHARAN	Rs.9790 + Rs.4200/-
PERSONAL CLERK PB-2 Rs.5200-20200		
1	T.VASUKI	Rs.9420 + Rs.4200/-
2	S.RAJALAKSHMI	Rs.9420 + Rs.4200/-
3	P.S.KASTHURI	Rs.9420 + Rs.4200/-
4	S.KAVITHA	Rs.8710 + Rs.4200/-
5	P. MURUGESAN	Rs.8370 + Rs.4200/-
DRIVER Rs.5200-20200 + Rs.2000		
1	R.ADIMOOLAM	Rs.11940 + Rs.2400/-
2	S. SACRATEES	Rs.11940 + Rs.2400/-
3	N. ELUMALAI	Rs.11940 + Rs.2400/-
4	S. RAVICHANDIRAN	Rs.11940 + Rs.2400/-
5	K. ZAHIRUDEEN	Rs.11940 + Rs.2400/-
6	K. RAJENDIRAN	Rs.11940 + Rs.2400/-
DUFFADAR		
1	K. MOHAN	Rs.9490 + Rs.1800/-
2	P. GOVINDARAJ	Rs.9490 + Rs.1800/-
DESPATCH ASSISTANT		
1	A.KALASHA	Rs.9160 + Rs.2400/-

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
RECORD ASSISTANT		
1	K.KRISHNAMURTHY	Rs.9710 + Rs.2400/-
2	DHANALAKSHMI	Rs.9710 + Rs.2400/-
RECORD CLERK PB-1A Rs.4800-10000		
1	T.S. GOVINDARAJAN	Rs.6960 + Rs.1650/-
2	C.V. JOSEPH	Rs.8920 + Rs.1800/-
3	E. NATARAJAN	Rs.7740 + Rs.1650/-
4	R. PADMANABAN	Rs.8090 + Rs.1650/-
5	T.S. SUBRAMANI	Rs.8090 + Rs.1650/-
6	R. RAMAMURTHY	Rs.8270 + Rs.1650/-
7	M. PURUSHOTHAMAN	Rs.7040 + Rs.1650/-
8	S. GOVINDARAJ	Rs.11810 + Rs.1400/-
9	A. BALAKRISHNAN	Rs.6010 + Rs.1400/-
10	M.P. LEELA	Rs.6010 + Rs.1400/-
11	A. AYISHABI	Rs.6010 + Rs.1400/-
12	PUSHPAM	Rs.6010 + Rs.1400/-
OFFICE ASSISTANT PB-1A Rs.4800-10000		
1	P. VIJAYAKUMAR	Rs.8280 + Rs.1650/-
2	E. NITHIYANANDAM	Rs.7800 + Rs.1650/-
3	R. VETRIVEL	Rs.5380 + Rs.1300/-
4	D. POONGOTHAI	Rs.5180 + Rs.1300/-
5	D. DESI	Rs.5180 + Rs.1300/-
6	V. NAVAMMA	Rs.5180 + Rs.1300/-
7	P. RENUGADEVI	Rs.5180 + Rs.1300/-
8	T. RANI JANNET BAI	Rs.5580 + Rs.1300/-
9	R. GUNASUNDARI	Rs.4990 + Rs.1300/-
10	D. RAJESWARI	Rs.4800 + Rs.1300/-
11	J. REETAMARY	Rs.4800 + Rs.1300/-
12	B. NETHAJI	Rs.5820 + Rs.1300/-
13	D. SHANKAR	Rs.4800 + Rs.1300/-
14	P. SAKILA	Rs.4800 + Rs.1300/-
15	S. VELAYUTHAM	Rs.7820 + Rs.1650/-
16	R. SELVAKUMAR	Rs.6900 + Rs.1650/-
17	E. NAVANANTHAN	Rs.8280 + Rs.1650/-
18	S. PALANI	Rs.7810 + Rs.1650/-
19	P. SUNDARAPANDIAN	Rs.5790 + Rs.1300/-
20	E. JAYANTHI	Rs.5790 + Rs.1300/-
21	M. MANIVELU	Rs.5790 + Rs.1300/-
22	K. KUMAR	Rs.5790 + Rs.1300/-
23	C. SEKAR	Rs.4800 + Rs.1300/-
24	S. ANITHA	Rs.4800 + Rs.1300/-
25	R. SEENIVASAN	Rs.4800 + Rs.1300/-
26	B. VIJAYAKUMAR	Rs.4800 + Rs.1300/-

Sl. No. (1)	Name and Designation (Thiru/Tmt./Selvi) (2)	Basic Pay (Pay Band + Grade Pay) (3)
27	K. TAMILSELVAN	Rs.4800 + Rs.1300/-
28	L. GLORY	Rs.4800 + Rs.1300/-
29	V. GAYATRI	Rs.4800 + Rs.1300/-
30	Y. DAVEED	Rs.4800 + Rs.1300/-
	ASSISTANT DIRECTOR/BPE	
1	C.R. BALAJI	Rs.19700 + Rs.5700/-
	COST ANALYST	
1	INDUMATHY SATHISH KUMAR	Rs.15600 + Rs.5400/-
	SENIOR RESEARCH ASSISTANT	
1	SANKARAVADIVELU. M.B.	Rs.18950 + Rs.5400/-
2	PARAMESWARAN. E.	Rs.18950 + Rs.5400/-
3	PREMNATH.T.V.	Rs.18950 + Rs.5400/-
4	RANGARAJAN. V.S.	Rs.18950 + Rs.5400/-
	SENIOR SYSTEM MANAGER	
1	G. GEETHARAMANAN	Rs.20970 + Rs.6600/-

**THE BUDGET ALLOCATED TO EACH OF FINANCE
DEPARTMENT'S AGENCY, INDICATING THE
PARTICULARS OF ALL PLANS, PROPOSED
EXPENDITURES AND REPORTS ON DISBURSEMENTS
MADE.**

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

Details are available in [www.tn.gov.in/tnbudget/demands/
Demands.htm# d16.pdf](http://www.tn.gov.in/tnbudget/demands/Demands.htm#d16.pdf)

The Budget Allocated to each Agency

(Rs. in thousands)

Sl. No.	Head of the Department	Budget Estimate 2012-13
1	Commissionerate of Treasuries and Accounts	411,60,57
2	Directorate of Local Fund Audit	41,17,73
3	Directorate of Small Savings	47,34,28
4	Commissionerate of Government Data Centre	3,86,16
5	Directorate of Co-operative Audit	59,47,87
6	Internal Audit and Statutory Boards Audit Department	24,83,24
7	Directorate of Pension	27,52,54

**THE MANNER OF EXECUTION OF SUBSIDY
PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED
AND THE DETAILS OF BENEFICIARIES OF SUCH
PROGRAMMES.**

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

Finance Department is not implementing any programmes/schemes to general public or to industries etc.

**PARITCULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS OR AUTHORIZATIONS GRANTED BY IT**

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

Finance Department is not granting any concession, permit or authorization to any public or any body.

**DETAILS IN RESPECT OF THE INFORMATION,
AVAILABLE TO OR HELD BY FINANCE DEPARTMENT,
REDUCED IN AN ELECTRONIC FORM.**

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

Web site of Finance Department

www.tn.gov.in

**THE PARTICULARS OF FACILITIES AVAILABLE TO
CITIZENS FOR OBTAINING INFORMATION, INCLUDING
THE WORKING HOURS OF A LIBRARY OR READING
ROOM, IF MAINTAINED FOR PUBLIC USE.**

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

Finance Department is not maintaining any Library

**THE RIGHT TO INFORMATION ACT PRESCRIBES
DESIGNATION OF PUBLIC INFORMATION OFFICERS
(PIOS) AND ASSISTANT PUBLIC INFORMATION OFFICERS
(APIOS) IN ALL PUBLIC AUTHORITIES TO ATTEND TO
REQUESTS FROM CITIZENS FOR INFORMATION WITHIN
THE STIPULATED TIME LIMITS. IT PROVIDES FOR
APPEAL TO OFFICER SENIOR IN RANK TO PUBLIC
INFORMATION OFFICERS AS APPELLATE AUTHORITIES
(AAS)**

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

Information Officer	Name and Designation
<u>BUDGET</u>	
Assistant State Public Information Officer	Section Officer (B.Coord)
<i>State Public Information Officer</i>	Under Secretary (Budget)
<i>Appellate Authority</i>	Deputy Secretary (Budget)
<u>Pay Commission</u>	
Assistant State Public Information Officer	Section Officer in-charge of Pay Cell
<i>State Public Information Officer</i>	Under Secretary in-charge of Pay Cell
<i>Appellate Authority</i>	Joint Secretary in-charge of Pay Cell
<u>Pension</u>	
Assistant State Public Information Officer	Section Officer in-charge of Pension
<i>State Public Information Officer</i>	Under Secretary in-charge of Pension
<i>Appellate Authority</i>	Joint Secretary in-charge of Pension
<u>Bureau of Public Enterprises</u>	
Assistant State Public Information Officer	Research Officer/ Assistant Director (BPE)
<i>State Public Information Officer</i>	Deputy Director (BPE)
<i>Appellate Authority</i>	Joint Director (BPE)

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.
AND THEREAFTER UPDATE THESE PUBLICATIONS
EVERY YEAR**

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

Whenever necessity arises the information will be updated.