

Legislative Assembly Secretariat

MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

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Sl. No.	Details of Information	Page Numbers
1.	Introduction	1
2.	Particulars of organization, functions and duties [Section 4(1)(b)(i)]	3
3.	Powers and duties of officers and employees [Section 4(1)(b)(ii)]	5
4.	Procedure followed in decision making process [Section 4(1)(b)(iii)]	6
5.	Norms set for the discharge of functions [Section 4(1)(b)(iv)]	7
6.	Rules, Regulations, Instructions, Manuals and Records for discharging Functions [Section 4(1)(b)(v)]	8
7.	Directory of Officers and Employees [Section 4(1)(b)(ix)]	9
8.	Budget allocation made for Legislative Assembly Secretariat and the organisations under its control. [Section 4(1)(b)(xi)]	10
9.	Details in respect of the information, available to or held by the Legislative Assembly Secretariat [Section 4(1)(b)(xiv)]	10
10.	Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]	10
11.	Name, designation and other particulars of Public Information Officers and the Appellate Authorities [Section 4(1)(b)(xvi)]	11

1. 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 kept under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (Central Act 22 of 2005) which came into force on the 15th day of June 2005. In accordance with the provisions of section 4(1)(b) of the said Act, the Tamil Nadu Legislative Assembly Secretariat, 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 Secretariat's organizational set-up, functions and duties of its officers and employees, records and documents available with this Secretariat

1.3 This manual is aimed at the public in general and users of the services of this Secretariat and provides information about this Secretariat.

1.4 The Tamil Nadu Legislative Assembly Secretariat has designated certain Officers as its **Public Information Officer** (PIO) for all matters concerning this Secretariat.

1.5 Any person requiring any information under the said Act may contact **Public Information Officers**, Tamil Nadu Legislative Assembly Secretariat, Secretariat, Chennai-9. This Secretariat Office Telephone No. is 044- 25670271.

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

(a) Every application for obtaining information under sub-section(1) of section 6 of the Right to Information Act shall be made in writing either in person or by post to the Public Information Officer and must be accompanied by an application fee of

Rs.10/-(Rupees fifty only) which may be furnished by affixing Court fee stamp over the application or by demand draft or by bankers' cheque in the name of Public Information Officer, Tamil Nadu Legislative Assembly Secretariat or by Treasury Challan payable 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"

(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 chalan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information as under sub-section (1) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified 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/- (Rupees five only) for every one hour (or fraction thereof) thereafter.

(c) For providing the information as under sub-section(5) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a) above.

- (i) for information provided in diskette or floppy Rs.50/- (Rupees fifty only) per diskette or floppy; and

(ii) for information provided in printed form at the price fixed for publication or rupees two per page of photocopy for extracts from the 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, has to be produced to avail this concession.

1.8 The Tamil Nadu Legislative Assembly Secretariat has designated certain officers as Appellate Authority under section 19 (1) of the said Act.

The details of the Appellate Authorities are given as Annexure I.

2. FUNCTIONS AND DUTIES OF TAMIL NADU LEGISLATIVE ASSEMBLY SECRETARIAT.

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

Article 187(1) of the Constitution of India provides that the House or each House of the Legislature of a State shall have a separate secretarial staff. However, the proviso appended to the clause above enables creation of posts common to both Houses of the Legislature of a State having a Legislative Council.

In accordance with the above provisions, a separate Legislature Department was formed in August, 1956 like any other Departments of Secretariat. This Department was bifurcated as Legislative Assembly and Legislative Council Departments in May, 1960. As the nomenclature, namely, Legislative Assembly Department led to obvious misconception, orders were issued in G.O.Ms.No.28, Legislative Assembly Department, dated 16th February,

1984, to the effect that Legislative Assembly Department would be known as “The Legislative Assembly Secretariat” with independent status and powers of a Department of Government in the Secretariat including the powers of circulation.

A separate and self-contained set of rules called Tamil Nadu Legislative Assembly Secretariat Service Rules made by the Governor in exercise of the powers conferred under clause (3) of Article 187 of Constitution of India after consultation with the Speaker, govern the appointment and service conditions of the Officers and Staff of this Secretariat is in existence. The said rules came into force with effect from the 24th March, 1955.

The Tamil Nadu Legislative Assembly Secretariat, Right to Information (fees) Rules, 2006 have been framed and published in the Tamil Nadu Government Gazette Extraordinary at the 17th March, 2006 enabling the citizens for obtaining information under sub-section (1) of section 6 and providing the information under sub-section (1) of section 7 of the Right to Information Act, 2005 (Central Act 22 of 2005).

3. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

This Secretariat is headed by the Secretary, under the disciplinary control of Hon. Speaker. The Secretary is the administrative head of the Secretariat. He is assisted by one Additional Secretary, three Joint Secretaries, eleven Deputy Secretaries, ten Under Secretaries in respect of the administrative wing and assisted by one Additional Secretary (Editor of Debates), three Joint Secretaries (Editor of Debates), seven Deputy Secretaries (Editor of Debates) and 5 Chief Reporters. The officers and employees of this Secretariat exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. The powers and duties of the officers in the Tamil Nadu Legislative Assembly Secretariat are indicated below:-

A. Secretary

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 of this Secretariat. He exercises general supervision and control over the officers and staff under his control including officers in the cadre of Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries and is responsible for ensuring that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in over all charge of the Secretariat.

B. Officers in the cadre of Additional Secretary/Joint Secretary/Deputy Secretary

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

C. Under Secretaries / Chief Reporters

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

4. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS (Under Section 4(1)(b)(iii) of Right to Information Act, 2005)

4.1 In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, a separate Service Rules viz., Tamil Nadu Legislative Assembly Secretariat Service Rules had been made and is being followed. The Tamil Nadu Legislative Assembly Secretariat, follows the procedures laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Services Rules and the Tamil Nadu Government Servants' 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 Secretaries and Deputy Secretary/Joint Secretary/Additional Secretary to the Secretary. If need be, other Advisory 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.

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

5. NORMS SET FOR THE DISCHARGE OF FUNCTIONS (Under Section 4(1)(b)(iv) of the Right to Information Act, 2005)

For the discharge of functions allocated to the Tamil Nadu Legislative Assembly Secretariat, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed by a set of various Acts, 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 Legislative Assembly Secretariat Service Rules ii) Secretariat Office Manual iii) The Tamil Nadu Government Business Rules and Secretariat Instructions iv) The Tamil Nadu Government Servants Conduct Rules, 1973. v) Tamil Nadu State and Subordinate Services Rules vi) Fundamental Rules.

6. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

(Under Section 4(1)(b)(v) of Right to Information Act, 2005)

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

i) Tamil Nadu Legislative Assembly Secretariat Service Rules ii) Tamil Nadu Government Business Rules and Secretariat Instructions iii) The Tamil Nadu Secretariat Office Manual iv) Tamil Nadu Budget Manual v) Tamil Nadu State and Subordinate Services Rules vi) Tamil Nadu Civil Services (Discipline and Appeal) Rules vii) Tamil Nadu Government Servants Conduct Rules, 1973 viii) Tamil Nadu Pension Rules ix) Fundamental Rules x) Tamil Nadu Financial Code xi) Tamil Nadu Account Code xii) Tamil Nadu Treasury Code xiii) The Tamil Nadu Payment of Salaries Act, 1951 and the rules framed thereunder xiv) The Tamil Nadu Legislative Assembly Rules xv) The Members of the Tamil Nadu Legislative Assembly (Disqualification on Ground of Defection) Rules, 1986.

7. DIRECTORY OF OFFICERS

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

S. No.	Designation	Name Tvl./ Tmt.	Office (STD Code - 044)	LAS Extn.
1	Secretary	A.M.P.Jamaludeen	2567 2611	105
2	Addl. Secretary	vacant	2567 3637	128
3	Addl. Secretary (E.D)	P. Ramakrishnan	2567 0761	163
4	Joint Secretary	K. Boopathy	2567 5059	152
5	Joint Secretary	A. Veerarajendran	2567 2855	127
6	Joint Secretary (E.D.)	N. Veeraraghavan	2567 4231	156
7	Joint Secretary (E.D.)	R. Venkatakishnan	2567 4712	106
8	Joint Secretary (E.D.)	M.S. Chandramouli	2567 0586	111
9	Deputy Secretary	R.M.S. Giridharan	2567 2873	120
10	Deputy Secretary	L.S. Vasanthi malar	25673755	117
11	Deputy Secretary	B. Subramaniam	2567 3175	122
12	Deputy Secretary	R. Santhi	2567 2109	148
13	Deputy Secretary	A. Ayyanperumal	2567 5882	108
14	Deputy Secretary	C. Pandian	2567 4237	118
15	Deputy Secretary	V. Kalairajan	25675970	119
16	Deputy Secretary (Hostel)	M. Athiseshan	25333117	-
17	Deputy Secretary	P. Padmakumar	2567 0069	137
18	Deputy Secretary	M. Karunanidhi	25679544	160
19	Committee Officer (PUC)	T.J. Sridhar	2567 2798	154
20	Committee Officer (PAC)	M. Gopalakrishnan	2567 3545	125
21	Committee Officer in the cadre of Deputy Secretary	P. Thenmozhi	2567 0271 (Ext.,)	143
22	Committee Officer in the cadre of Deputy Secretary	T.V. Jayashree	2567 0271 (Ext.,)	145
23	Deputy Secretary (Editor)	V. Ravishankar	2567 9401	131
24	Spl. P.S in the cadre of Deputy Secretary (Editor) to Hon. Speaker	K. Srinivasan	2567 3909	126
25	Deputy Secretary (Editor)	D. Ganesan	2567 9402	161
26	Spl. P.A in the cadre of Deputy Secretary (Editor) to Hon. Speaker	R. Chandrasekaran	2567 0271 (Ext)	126
27	Deputy Secretary (Editor)	N. Ravichandran	2567 9404	123
28	Deputy Secretary (Editor)	S. Andal	2567 0271	112
29	Deputy Secretary (Editor)	S. Jayaganesan	2567 2611	105
30	Deputy Secretary (Editor)	P. Sivaraman	2567 0271 (Ext.,)	155
31	Deputy Secretary (Editor)	K. Suryanarayanan	2567 0271 (Ext.,)	107
32	Under Secretary	M. Karunakaran	2567 0271 (Ext.,)	116
33	Under Secretary	B. Revathy	2567 0271 (Ext.,)	115
34	Under Secretary	K. Ramesh	2567 0271 (Ext.,)	166
35	Under Secretary	C.L. Sivakumaran	2567 0271 (Ext.,)	151
36	Under Secretary	G. Pandurangan	2567 0271 (Ext.,)	124
37	Under Secretary	Tmt. Pearline Roopkumar	2567 0271 (Ext.,)	130
38	Under Secretary	G. Ganesh	2567 0271 (Ext.,)	165
39	Under Secretary	S. Balakrishnan	2567 0271 (Ext.,)	
40	Chief Reporter	V.Pupalan	2567 0271 (Ext.,)	110
41	Chief Reporter	S. Srividya	2567 0271 (Ext.,)	113
42	Chief Reporter	C.Santha	2567 0271 (Ext.,)	157

8. BUDGET ALLOCATION MADE FOR TAMIL NADU LEGISLATIVE ASSEMBLY SECRETARIAT

(Under Section 4(i)(b)(xi) of Right to Information Act, 2005)

Budget Allocation – Demand No.1, State Legislature

2016-2017 - 439752 (Rs. in thousands)

9. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY THE TAMIL NADU LEGISLATIVE ASSEMBLY SECRETARIAT, REDUCED IN AN ELECTRONIC FORM

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

The Public can obtain information about the functioning of the Tamil Nadu Legislative Assembly Secretariat in the following web site.

<http://www.assembly.tn.gov.in/>

10. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

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

The Public can obtain with information through Notice Boards, newspapers, Web site, Exhibitions and other means of advertising.

11. DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

(Under Section 4(1) (b) (xvi) of Right to Information Act, 2005

The Deputy Secretaries / Under Secretaries / Chief Reporter who exercise control over the sections placed in their charge are the Public Information Officers.

The details of the Appellate Authorities are given as Annexure I.