

4. Section 4(1) (b) of the Act, in particular, requires every public authority to publish following sixteen categories of information:

(i) the particulars of its organization, functions and duties;

Organization:

Development of road infrastructure in particular will accelerate the growth in other planned developmental activities such as industry, power, road transport and also helps in social activities of education and health. Highways Department in Tamil Nadu predominantly rural oriented and it fully seized of the situation that roads are not mere connecting links but an essential requirement, has embarked on a massive programme to upgrade the quality of road infrastructure. The objectives of the department are to maintain and improve the roads under the control of the Government and to provide all weather road connectivity to rural habitations.

The organizational structure to perform the duties and functions of the Department.

The Secretary to Government is the administrative head of this department. Two Joint Secretaries are functioning under the Secretary. There are four Under Secretaries and twelve Section Officers in this department. The twelve sections are **HF, HK, HL, HM, HN, HP, HQ, HR, HS, HV, HW, OP and Bills.**

The distribution of subject among the sections is as follows:

HF Section	Public Accounts Committee /Public Undertaking Committee-TNSC Ltd. and other Miscellaneous works related to this department.
HK Section	Establishment matters of all engineers, D.A's, Drivers and R.I's matter relates to
HL Section	Disciplinary cases
HM Section	Tamil Nadu Maritime Board, PSC TNMS, NBS,TNHES'S-work charged establishment.
HN Section	Budget related matters and Tamil Nadu Road Sector Project.
HP Section	Roads and Bridges (except National Highways) in cuddalore, Villupuram, Nagapattinam, Pudukkottai & Salem, Thanjavur, Perambalur, Karur and Trichy Districts.
HQ Section	HUDCO & HADP - Roads and Bridges (except National Highways) Nilgiris, Ramanathapuram, Tuticorin, Sivagangai, Vellore, Tiruvannamalai, Dharmapuri and Namakkal Districts.
HR Section	Forming of new Highways Sub-Divisions and Miscellaneous Works.
HS Section	Roads & Bridges(except National Highways)in Madurai,Dindigul, Theni, Virudhunagar, Tirunelveli, kaniyakumari, Erode and Coimbatore Districts.and TNRIDC
HV Section	National Highways .-CRF-PMGSY (PhaseIV) Bharat Nirman -TNRIDC - Land Acquisition for N.H.A.I
HW Section	NABARD, TNUDP and RR Schemes- Roads and Bridges (except National Highways) in Tiruvallur and Kancheepuram Districts and Chennai city.

OP Section	Office Establishment`
Bills Section	Pay and Allowances of staff members and office expenditure.

Functions:

The functioning of the State Highways Department which is in charge of formation, improvement, up gradation and maintenance of roads and construction and maintenance of bridges for free flow of traffic and effective communication. The main function of the Department are construction, improvements, renewal and maintenance of road network and infrastructure. The road network includes Causeways, Culverts, Bridges, rail Over Bridges and Road Under Bridges etc., According to traffic intensity, connectivity and importance of the roads, the roads are being classified as National Highways, State Highways, Major District Roads and Other District Roads. Whenever the traffic intensity increases, necessary steps are taken to reclassify and upgrade such categories of roads to higher categories.

The Mission of the department is " To provide a safe, efficient and environmental friendly road network, that contributes to the sustainable economic development and social well being of the state"

Duties:

The Vision of the department is " To be customer focused, applying innovation, best practices appropriate technology and responsible management of internal and external resources"

(ii) the powers and duties of its officers and employees:

The Principal Secretary / Secretary to Government, Highways Department is the official head of the Highways department in the Secretariat. He is responsible for the careful observance of the Business Rules and the Secretariat Instructions in the transaction of business of the department. The Secretary is assisted by 2 Additional Secretaries, 4 Under Secretaries and other staff. The Secretariat functions generally as the policy making institution in relation to the plans and programme for development, maintenance of roads and bridges and upkeep of road assets. The responsibility for executing the policy is vested with the Director General and six chief engineers of various functional wings, who are the Heads of the Department. These Chief Engineers function under the direct administrative control of the Secretary

The Principal Secretary / Secretary to Government is an Official head of that Department, and other officers and staff subordinate to him as the Government may determine. He is Secretary to Government and not to the Minister in charge of the Department. He is responsible for the careful observance of the Business Rules and the Secretariat instructions in the transaction of business in his department. He exercise general supervision and control over the staff under him including Additional Secretary and Joint Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of business in his department. The Secretary is usually assisted by one or more Additional, Joint, Deputy or Under Secretaries. The Secretary should, however, delegate sufficient responsibility and authority to these officers so that the work in the department is handled smoothly and efficiently. Policy matters and all-important matters should be dealt with in consultation with the Secretary who will be in overall charge of the Department. The Secretary of the Department concerned is in each case responsible for the proper transaction of business and the careful observance of

these rules and when he considers that there has been any material departure from them, he shall personally bring the matter to the notice of the Minister in charge and the Chief Secretary.

Additional Secretaries

Additional Secretaries will deal with cases relating to the subjects allotted to them with reference to the general or specific directions of the Secretary and submit it to Secretary such cases as may be specified. They can send cases for orders direct to the Minister or to the Governor with reference to the general directions of the Secretary. They also exercise control over the sections placed in their charge both in regard to dispatch of business and in regard to discipline.

Under Secretaries

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

Section Officers

A 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. **The training of the Assistant Section Officers under him is one of his principle function.** He will not merely supervise but will himself undertake to deal with the more difficult or important papers, taking such assistance from Assistant Section Officer as he may find necessary. He maintains discipline in the section and ensures conformance with the orders and instructions in force.

Assistant Section Officers

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 Officer in their section work. They are said to be the backbone of the Section.

Assistants

The Assistants are expected to attend to routine items of work such as comparing, dispatching, indexing and docketing of closed papers. They also maintain the prescribed periodical registers and put up reminders.

Private Secretaries, Personal Assistants and Personal Clerks

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

Typists

The Typists are expected to type notes and drafts and to fair copy all communications to be dispatched. The matter typed by them will be compared by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises.

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

The office procedure is followed as per Tamil Nadu Secretariat Office Manual, Tamil Nadu Government Business Rules and Instructions and other manuals,

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 Officers, Under Secretaries and Deputy Secretary to the Secretary. If need be other departments are consulted. In case of matters involving funds, Finance Department

(iv) the norms set by it for the discharge of its functions

In the execution of various activities/ programmes in the department relating roads and bridges, technical specifications prescribed by Indian Roads Congress, Ministry of Road Transport and Highways, Government of India are prescribed standards to ensure quality.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

1	Tamil Nadu Government Business Rules and Secretariat Instructions
2	Tamil Nadu Legislative Assembly Rules
3	The Tamil Nadu Secretariat Office Manual
4	Tamil Nadu Budget Manual
5	Tamil Nadu State and Subordinate Service Rules
6	Tamil Nadu Civil Services (Discipline and Appeal) Rules
7	Tamil Nadu Government Servants Conduct Rules, 1973
8	Tamil Nadu Pension Rules
9	Fundamental Rules of the Tamil Nadu Government
10	The National Highways Act, 1956
11	The Tamil Nadu Transparency In Tenders Act, 1998
12	The Tamil Nadu Highways Act, 2001
13	Tamil Nadu Highways Manual
14	Tamil Nadu Financial Code
15	Tamil Nadu Account Code
16	Tamil Nadu Treasury Code
17	Tamil Nadu Highways Engineering Service Rules
18	Tamil Nadu Highways Engineering Subordinate Service Rules

(vi) **a statement of the categories of documents that are held by it or under its control;**

The following document are available in the official web site and the offices of Public Information Officers listed.

1. Policy Note on Roads and Bridges – Demand No: 20
2. Performance Budget

(vii) **the 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;**

At present there is no provision to seek consultation / participation of public or its representatives for formulation of policies of the Government.

There is no provision to seek consultation / participation of public or its representatives for implementation of policies. However, while implementing the major schemes, views of the Stake Holders, Non Governmental Organisations are solicited in regard to environmental, rehabilitation and resettlement issues before final implementation.

(viii) **a 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, 13 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;**

The informations are posted through Notice boards, News Papers, Web site, Exhibitions and other means of advertising.

(ix) **directory of its officers and employees;**

The hand book deals with Secretariat level organization and functions only. Hence, district wise directory of Officers and Employee is not furnished. This can be referred from the hand book published by the Director General, Highways Department, Chepauk, Chennai 600 005

(x) **the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

Sl. No.	Name Thiru / Tmt / Selvi	Designation	Monthly remuneration	Compensation / Compensatory All.	The procedure to Determine the remuneration as given in the regulation
1	Rajeev Ranjan, I.A.S.,	Prl. Secretary			Government of India
2	VACANT	ADS (Estt)			
3	M. Balaji	JS (Sch)			Based on the orders of the VIth Pay

					Commission
4	RAJAMONY G	US	45145	600	Based on the orders of the VIth Pay Commission
5	MURUGESAN C	US	35980	600	
6	SENTHIL KUMAR M	US	48632	600	
7	MANGAYARKARASI A	US	39910	600	
8	RUKMANI B	SO	45256	600	
9	RAMU P	SO	46682	600	
10	PUSHPALATHA S	SO	24721	600	
11	DURGADEVI M	SO	27457	600	
12	BAGHIALAKSHMI V	SO	34090	600	
13	TAMILCHELVI S	SO	27419	600	
14	SRILAKSHMI K	SO	25182	600	
15	SARASWATHI M	SO	31340	600	
16	ANBUMANI S	SO	37840	600	
17	RAJAN L	SO	13558	600	
18	PUSHPHA RADHA M	SO	25809	600	
19	MANIVANNAN N	SO	15979	600	
20	GNANAPRAKASAM M	SO (Bills)	39354	600	
21	PONMONY JEYA I	Sr. PS	41400	600	
22	BASKAR J	PS	18400	600	
23	SRINIVASAN V	ASO	35384	600	
24	ANNATHURAI S M	ASO	22575	600	
25	MANIKANDAN M	ASO	25503	400	
26	SELVAKUMARI K	ASO	28513	400	
27	JAGANATHAN S	ASO	20981	600	
28	ANANDAN G	ASO	27223	400	
29	VENKATESH T	ASO	29223	400	
30	SIVAKUMAR D	ASO	27373	400	
31	SAKTHIVEL M	ASO	27043	400	
32	NAGARATINAM P	ASO	27276	400	
33	BALAKRISHNAN N	ASO	27126	400	
34	SUNDAR K	ASO	27126	400	
35	PERUMAL DURAI D	ASO	27626	400	
36	VIVEKANANDAN M T	ASO	27276	400	
37	KALADEVI C	ASO	27126	400	
38	VARALAKSHMI S	ASO	26151	400	
39	RAJAPANDIAN S	ASO	27276	400	
40	AKILA C	ASO	27126	400	
41	SILAMPOLI S	ASO	27126	400	
42	KARTHIKEYAN C	ASO	26499	400	
43	MARY RAJAM M	SR. TYPIST	25548	400	
44	RAJALAKSHMI E K	SR. TYPIST	25610	400	
45	SHANMUGA NEELAVATHI S	SR. P.C	25380	400	
46	SANKARAVUDAIAMMAL K	P.C.	15175	250	
47	KAREEM SA	ASSISTANT	15795	400	

48	PADMINI S	ASSISTANT	13177	250	
49	PARAMESWARAN K	ASSISTANT	16310	180	
50	DHANYA LAKSHMI S M	TYPIST	13647	250	
51	PARAMESWARI P	TYPIST	15286	250	
52	SANTHAKUMARI P	TYPIST	14536	250	
53	KOMALEESWARI S	TYPIST	16436	250	
54	STEPHEN L	RC	12065	400	
55	LAWRANCE XAVIER A	RC	11290	400	

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

The Expenditure incurred by the department by means of the following

- a) CRIDP
- b) Part II Scheme
- c) NABARD Loan Assistance Scheme
- d) Central Schemes like National Highways and NHAI
- e) Other Loan assistances
- f) ROB
- g) Budget allocation for Roads and Bridges

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

The department is not implementing any programme involving grant of subsidy.

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

No concession or permit or authorization has been granted to individuals or firms or companies in the department.

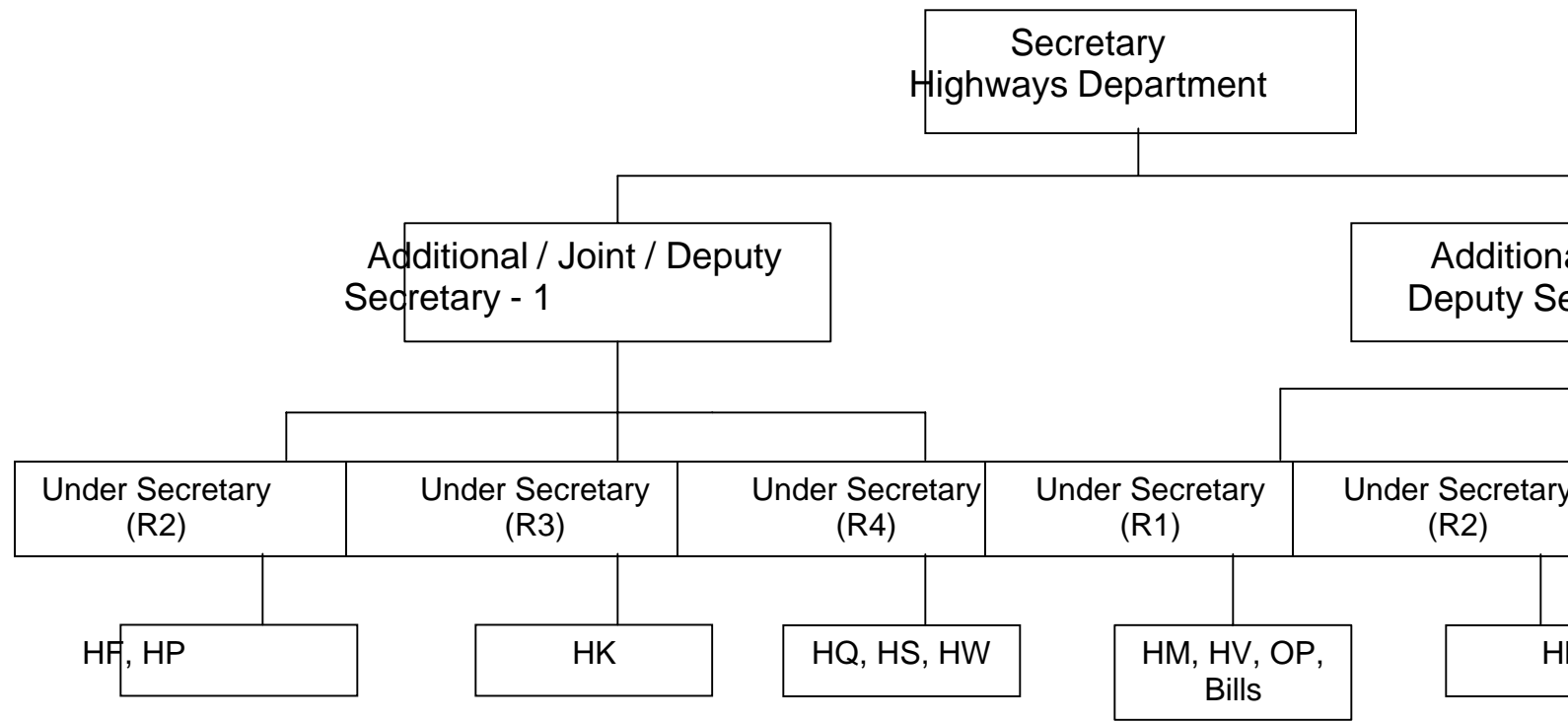
(xiv) details in respect of the information, available to or held by it, reduced details in respect of the information, available to or held by it, reduced in an electronic form;

Public can obtain information about the functioning of the department in the web site <http://www.tn.gov.in> or <http://www.tnhighways.org/>

(xv) 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;

The informations are posted through Notice boards, News Papers, Web site, Exhibitions and other means of advertising.

(xvi) the names, designations and other particulars of the Public Information Officers.



Note : Under Secretary R2 & R3 report to both ADS in respect of different schemes.

ORGANIZATION CHART – HIGHWAYS DEPARTMENT

