



# MANUAL UNDER RIGHT TO INFORMATION ACT - 2005.

TAHDCO

TAMIL NADU ADI DRAVIDAR HOUSING AND  
DEVELOPMENT CORPORATION,  
Thirumangalam, Chennai-101.

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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. In accordance with the provisions of Section 4(1) (b) of this Act, the Tamil Nadu Adi Dravidar Housing and Development Corporation, Chennai (hereinafter called TAHDCO) 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 TAHDCO's, organisational set-up, functions and duties of its officers and employees, records and documents available with the Corporation.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the TAHDCO and the unit offices under its administrative control.
- 1.4 The Tamil Nadu Adi Dravidar Housing and Development Corporation has designated Thiru.P.Harikrishnapillai, Company Secretary of TAHDCO as its **Public Information Officer (PIO)** for all matters concerning the Head Office of the Corporation.
- 1.5 A person requiring any information under the Act may contact Thiru.P.Harikrishnapillai, Company Secretary, Tamil Nadu Adi Dravidar Housing and Development Corporation, Thirumangalam, Chennai-101. His Office Telephone No. is 26154775. His E-mail address is:-  
md.tahdco@vsnl.in,/md.tahdco@eth.net.

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.50/- by cash or by Demand Draft or Bank's Cheque drawn in favour of Managing Director, TAHDCO (or) District Manager, TAHDCO (or) Executive Engineer, TAHDCO as the case may be. The Public Information Officer shall credit the amount to the following head of account:-

“A/c.No.568 other Receipt - TAHDCO A/c.”

The applicant may also obtain Demand Draft for the fee from any Nationalised Bank and produce the Demand Draft to the Public Information Officer as an evidence for having remitted the fee.

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

(c) For providing the information under sub-section (5) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode 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 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 (OR) urban 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 Corporation has designated Thiru.T.K.Ponnusamy, General Manager (Development and Administration) as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Thiru.T.K.Ponnusamy, M.A.,M.T.P.,  
General Manager (Dev & Admn)  
TAHDCO,  
Thirumangalam,  
Chennai-600 101.  
Telephone No. Off:26152063.  
Res:26547941.

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

Particulars of organisation, functions and duties under Section 4(1) (b) (i) of Right to Information Act, 2005.

#### 1.Particulars of organisation, functions and duties.

##### Brief History.

TAMIL NADU ADI DRAVIDAR HOUSING AND DEVELOPMENT CORPORATION (TAHDCO) is a Public Sector Undertaking of the Government of Tamil Nadu under the Department of Adi Dravidar and Tribal Welfare, registered under the Companies Act, 1956. Government of Tamil Nadu and Government of India hold the shares of TAHDCO in the ratio of 51:49%.

TAHDCO was established in the year 1974, initially for construction of houses for SCs and STs. TAHDCO is now the Chief Development Agency of the Government of Tamil Nadu for implementing economic development schemes for the welfare of SCs and STs.

TAHDCO is designated as State Channelising Agency for the implementation of development schemes for Scheduled Castes, of the Ministry of Social Justice and Empowerment and the development schemes for Scheduled Tribes of the Ministry of Tribal Affairs of Government of India. The prime objective of TAHDCO is to achieve and sustain increase in the income levels of SCs and STs, especially those living below the poverty line by enhancing their productive capacities through the following twin strategies.

- A. Assistance in acquiring and improving the income earning capacities of their Physical Capital (asset) through TAHDCO's Financial Assistance Schemes for Income Generating Projects.
- B. Assistance in improving the Human Capital (Skills) and thereby improving their more earning capacities, through TAHDCO's Vocational Training Programmes.

The organisation consists of the following two major wings.

- A. Development Wing, consisting of 30 District Manager's offices in all districts, Head quarters which implements all development schemes, with a staff strength of about 400 personnel.
- B. Construction wing, consisting of 100 Engineers, undertakes construction works by the Executive Engineer's office located at 7 places viz., Chennai, Vellore, Villupuram, Trichy, Coimbatore, Madurai and Tirunelveli.

Over the years, TAHDCO's schemes have served as vehicle for socio-economic mobility of the Scheduled Castes and Scheduled Tribes in Tamil Nadu and continue the same as a catalyst for the progress of Scheduled Castes and Scheduled Tribes in the State.

## **2.SCHEMES:-**

TAHDCO implements the following developmental schemes to SCs/STs in Tamil Nadu.

1. **LAND PURCHASE SCHEME:**

A scheme of far reaching socio-economic significance for SC/ST provides agricultural land as an asset and various other agricultural inputs to improve productivity of land, to landless, small and marginal farmers. Financial assistance in the pattern of 50% subsidy and 50% bank loan is given for purchase of land, land development, minor irrigation facilities and animal husbandry activities, for maximum project assistance of Rs.2.00 lakhs out of which Rs.1.00 lakh is for purchase of land (at guideline value) and Rs.1.00 lakh for other components. This scheme is exclusively for poor women belonging to SC/ST.

2. **SELF HELP GROUP - ECONOMIC ACTIVITY ASSISTANCE:**

Project assistance upto Rs.5.00 lakhs is given in the pattern of 50% TAHDCO subsidy and 50% bank loan, to exclusively SC/ST SHGs under Mahalir Thittam, for starting any viable income generating activities like, Vegetable cultivation, Horticulture, Provision stores, Dairy forming, Hostels & Restaurants, Leather goods manufacturing, Tailoring shops, Transport vehicles etc.

Project cost Rs.5.00 lacs 50% of Project Cost is given as subsidy from TAHDCO, 50% as loan from Bank, Promoters Contribution upto Rs.2.50 lacs to 5.00 lacs 5% of the Project Cost.

3. **SELF HELP GROUP - REVOLVING FUND ASSISTANCE:**

Revolving Fund Assistance of Rs. 25,000/- is given to SC/ST SHGs, in which Rs. 10,000/- is TAHDCO subsidy and Rs.15,000/- is bank loan, which they can use for any purpose such as consumption or production needs or building their capacities.

4. **FINANCIAL ASSISTANCE TO INDIVIDUAL BENEFICIARIES:**

Under this programme, the individual SC/ST beneficiaries are given financial assistance upto Rs.7.50 lakhs, in which 30% of the Project Cost or Rs.25,000/- whichever is less, is TAHDCO subsidy, 5% of the Project Cost is promoter's contribution and the rest is bank

loan, for starting any viable income generating activity such as photo copy shop, computer centres, telecom shops, transport vehicles, small trade and business, milch animals, etc.

#### **5. COLLECTOR'S DISCRETIONARY FUND SCHEME:**

To reach out to the highly marginalised SCs and STs, who are beyond the reach of regular schemes, District Collectors directly provide 100% grant upto Rs.10,000/- per person, to enable them to start small level income generating activities. Widows, destitutes, physically handicapped, caste atrocity affected, bonded labourers, etc., are given priority assistance under this scheme.

#### **6. SELF EMPLOYMENT PROGRAMME FOR YOUTH(SEPY)**

Under this scheme, district specific viable activities are identified and selected youth are trained and escorted by an agency to start micro enterprises on a sustainable basis. eg., In Chennai, Autorickshaws are being given to 50 women and 575 men after 6 weeks training in Institute of Road Transport, Taramani.

#### **7. VOCATIONAL TRAINING PROGRAMME:**

Vocational Training Programme having high employment potential such as Computer Software, Nursing Assistants, Hotel Management, Fashion Design & Garment making etc. are organised in all districts, free of cost, for SC/ST youth, to make them highly employable in the private sector or to start their own ventures.

#### **8. ENTREPRENEURSHIP DEVELOPMENT PROGRAMME (EDP) FOR SELF HELP GROUP MEMBERS:**



Under this programme, 7 days EDP training is organised for SC/ST members of SHGs under Mahalir Thittam, through Tamil Nadu Corporation for Development of Women, to enable them to start micro enterprises..

**NATIONAL SCHEMES:**

TAHDCO has been designed as the nodal agency for the following Central Public Sector Undertakings Agencies.

- i) National Schedule Caste Finance Development Corporation (NSFDC)
- ii) National Schedule Tribal Finance Development Corporation (NSTFDC)
- iii) National Scheme for Liberation and Rehabilitation of Scavengers (NSLRS)
- iv) National Safai Karamcharis Finance Development Corporation (NSKFDC)

Assistance is provided to SC/ST beneficiaries under NSFDC and NSTFDC and Assistance to Scavengers and their dependents are provided under NSLRS and NSKFDC Schemes. A brief on these agencies are stated below:-

**1) NSFDC:-**

National Schedule Caste Finance and Development Corporation (NSFDC) was set up by the Government of India in February 1989 - as a Government company under Section 25 of the Companies Act, 1956. NSFDC is a fully owned Government of India undertaking under the Ministry of Social Justice and Empowerment. NSFDC is providing financial assistance for the benefit of SCs for Self employment.

**i) Pattern of Finance:-**

- a) Subsidy from TAHDCO - 30% of the Project cost.
- b) Margin Money assistance - Rs.25,000/- (Maximum) 20% of the Project cost (or) Maximum 1.25 lakhs
- c) Term Loan from NSFDC - upto 90% of the Project cost.
- d) Interest - 6%
- e) Repayment period - Maximum 10 years

**ii) Eligibility:-**

- a) Eligibility - Double poverty line

The following kinds of loans are provided under NSKFDC Scheme

- 1) Term loan

- 2) Seed Capital Assistance
- 3) Micro Credit Finance

## **2) NSTFDC**

Consequent upon the orders of Government of India declaring bifurcation of the erst while NSFDC into two separate Corporations, NSTFDC was formed exclusively for Scheduled Tribe with effect from 10.09.2001

Financial Assistance are provided as follows:-

### **i)Pattern of Finance:-**

- a) Subsidy from TAHDCO - 30% of the project cost (or) Rs.25,000/- as maximum subsidy
- b) Margin Money Assistance - 20% of the project cost (or) maximum of Rs.1.25 lakhs.
- c) NSTFDC Term loan - Balance upto 90% of the project cost.
- d) Interest - 6%
- e) Repayment period - 10 Years

### **ii) Eligibility:-**

- a) Eligibility - Double Poverty line

## **3) NSKFDC:-**

Assistance is given for any viable income generating activities to Sanitary Workers and their dependents.

### **i)Pattern of Finance:-**

- a) Project cost - Upto Rs.5.00 lakhs
- b) Subsidy - 30% of the project cost or maximum Rs.25,000/
- c) NSKFDC Term Loan - Balance upto 70% of the Project Cost.
- d) Interest - 6%
- e) Repayment period - 5 years

**ii) Eligibility:-**

- a) Eligibility - All sanitary workers / their dependents are eligible irrespective of caste and income.

**4) NSLRS:-**

Assistance is given to scavengers and their dependents for any viable income generating activities as alternate source of livelihood.

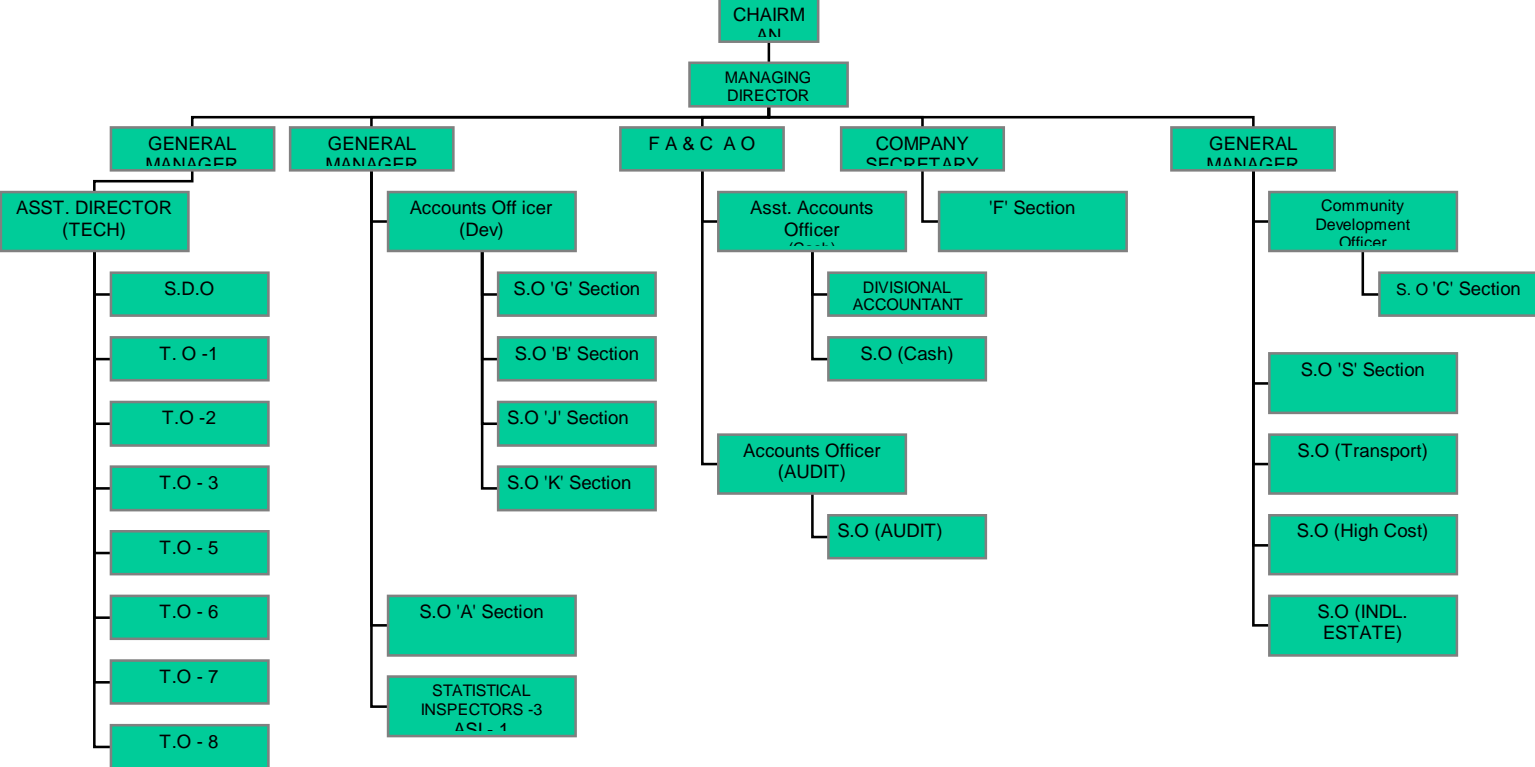
**i)Pattern of Finance:-**

- a) Project cost - Upto Rs.50,000/- per beneficiary
- b) Subsidy - 50% of the Project Cost or maximum of Rs.10,000/-
- c) Margin Money loan - 15% of the Project Cost
- d) Term Loan - Bank loan
- e) Repayment period - 5 years

**ii) Eligibility:-**

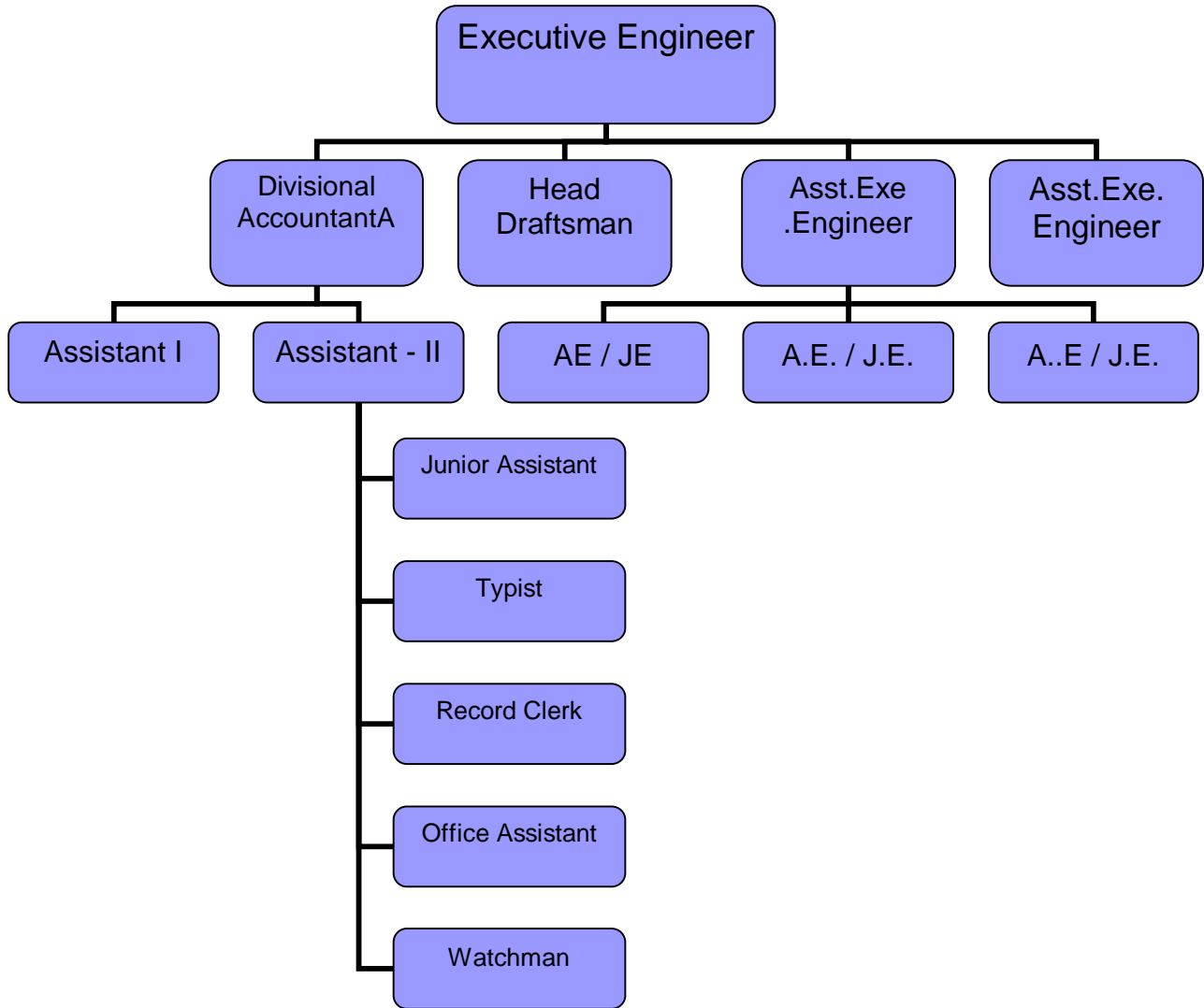
- g) Eligibility - All scavengers / dependents are eligible, irrespective of caste and income

# TAHDCO ORGANISATION CHART

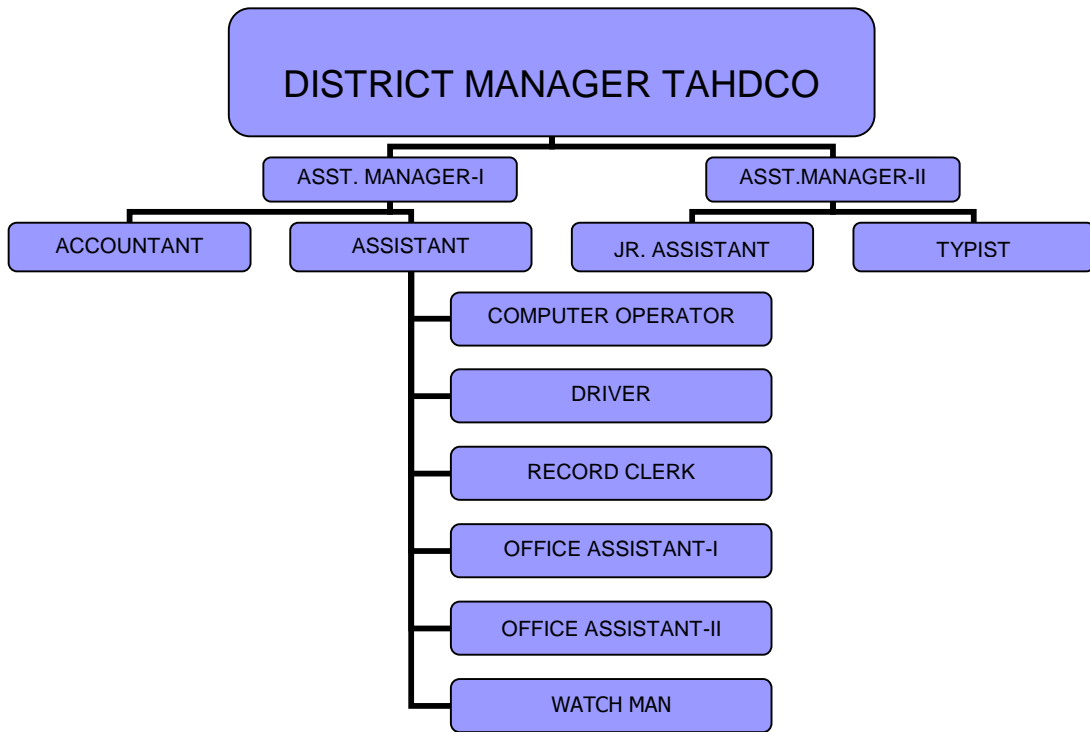


**T.O --> Technical Officer**  
**S.O --> Section Officer**

**OFFICE ORGANISATION CHART OF EXECUTIVE ENGINEER'S**



**ORGANISATION CHART OF DISTRICT MANAGERS OFFICE IN ALL 30 DISTRICTS**



## **I. ADMINISTRATIVE WING**

### **'A' SECTION :**

Controlling Officer : **GENERAL MANAGER (D & A) / DRO**  
Section Officer : Tmt. K.K. Lakshmi

#### **A1 Seat : Thiru. R. Umasankaran, Assistant (i/c)**

All Establishment matters relating to non technical staff viz. Gazetted Officers and Officers on deputation, District Managers Grade-I and Grade-II, Section Officer / Assistant Managers – Sanction of leave, transfers and postings – Grant of increment relating to above staff, Re-organisation, Creation and disbanding of post. Court cases in service matters of the respective staff.

#### **A2 Seat : Thiru. R. Umasankaran, Assistant**

All establishment matters relating to Assistants, Junior Assistants, Steno-typist, Typist and transfer and postings, sanction of leave and increment to respective staff and court cases of respective staff.

#### **A3 Seat : Thiru. G. Jeyaseelan, Assistant**

All establishment matters relating to technical staff viz, Engineering wing of TAHDCO, Divisional Accountants of TAHDCO, sanction of leave and increment to respective staff of Engineering wing and Court cases of respective staff.

#### **A4 Seat : Thiru. G. Jeyaseelan, Assistant (i/c)**

All establishment matters relating to Drivers, Record Clerks, Office Assistants, Watchman – transfer and postings, sanction of leave and grant of Increment to respective staff and Court cases of respective staff.

**A5 Seat : Thiru. A. Kumar, Assistant (i/c)**

Maintenance of Confidential Reports of all Corporation staff and deputationists and disciplinary cases on TAHDCO staff and deputationists in respect of categories of District Managers and Assistant Managers.

**A6 Seat : Thiru. A. Kumar, Assistant**

Disciplinary cases on TAHDCO Staff and deputationists in respect of Technical staff, Ministerial staff and Basis service staff etc., Miscellaneous matters in respect of establishment.

## **II. TECHNICAL SECTION**

Controlling Officer : **GENERAL MANAGER (TECH)**  
Assistant Director : Thiru. P. Mohan

**Senior Draughting Officer : Thiru. P. Radhakrishnan**

All files should be routed through SDO to Assistant Director to get the approval of General Manager(Tech) and Managing Director, TAHDCO.

S.D.O. is in-charge of files related to Court cases, Maintenance of Tender register, Tender opening preparatory work checking of estimates from all seats before Technical sanction, Miscellaneous etc.

**TO-1 : Tmt.V.Kannagi, Assistant Engineer**

All Design Works related to all 7 Divisions. All works related to **Chennai Division**. i.e., Technical sanction, Tender finalisation.



**TO-2 : Thiru. C. Ponnambalam, Junior Engineer**

Files relating to the Computer Purchases etc., and its maintenance. INGUR, MUDALIPALAYAM Industrial Estates, Maintenance of Computers. Issue of funds to all Divisions.

**TO-3 : Thiru. S. Jeyachandran, Junior Engineer**

All works related to **Madurai Division** (i.e) Checking of estimates, Preparing comparative statement for the Tenders on works, Agreements, Works file maintenance, etc., for works such as Shopping Complex, Teachers Quarters, Science Lab, Community Halls, Schools, Boys / Girls Hostels, Govt. Tribal Residential (GTR) Hostels, GTR Schools, Training Centres, etc.

The General Shopping Complex files are maintained in this seat.

**TO-4 : Thiru. A. Lakshmanan, Junior Engineer**

All works related to **Villupuram Division** (i.e) checking of estimates, Preparing Comparative Statement for the Tenders on works, Agreements, Works file maintenance, etc., for works such as Shopping Complex, Teachers Quarters, Science Labs, Community Halls, Schools, Training Centres, Boys / Girls Hostels, GTR Hostels, GTR Schools, etc.

**TO-5 : Thiru. K. Ramamurthy, Junior Engineer**

All works related to **Trichy Division** (i.e) Checking of estimates, Preparing Comparative Statement for the Tenders on works, Agreements, Works file maintenance etc., for works such as Shopping Complex, Teachers Quarters, Science Lab, Community Halls, Schools, Training Centres, Boys / Girls Hostels, GTR Hostels, GTR Schools, Maintenance of building (School and Hostels), Drainage facilities and Water Supply to Schools, etc.

Apart from the above mentioned responsibilities, the issuance of Public Notice for Tenders is being undertaken.

**TO-6 : Thiru.B.Sathian Asari, Junior Engineer (i/c)**

All works related to Tirunelveli Division.

**TO-7 : Thiru. B. Sathian Asari, Junior Engineer**

All works related to **Vellore Division**. (i.e) Checking of estimates, Preparing comparative statement for the Tenders on works, Agreement for the Tenders on works, Work file maintenance etc., for works such as Shopping Complex, Teachers Quarters, Science Lab, Community Halls, Schools, Boys / Girls Hostels, GTR Schools, Training Centres, etc.

Responsible for preparing progress reports and submitting to Government. Also responsible for DIET Progress Report, Preparing and compiling of Budget on works (Target and Achievement) to all Division, etc.

**TO-8 : Thiru. K. Kamaraj, Assistant Engineer**

All works related to **Coimbatore Division**. Checking of estimates, Preparing Comparative Statement for the Tenders on works, Agreement for the Tenders on works, Work file maintenance, etc., for works such as Shopping Complex, Teachers Quarters, Science Lab, Community Hall, Schools, Training Centres, Boys / Girls Hostels, GTR Hostels, GTR Schools, etc. Also Concerned with Registration of Contractors, Reconciliation of Completion Reports and Submission of Utility Certificates and refunds to Government.

**III. FINANCE / ACCOUNTS**

**Controlling Officer : Financial Advisor & Chief Accounts Officer(FA & CAO)**

**A. AUDIT SECTION**

**Accounts Officer (Audit) : Thiru S. Sudharsan**

- 1) Overall supervision of finalisation of Annual Accounts and to co-ordinate with Statutory Auditors and Internal Auditors.
- 2) All matters relating to Technical Section including Tender.
- 3) Inspection of Unit offices for finalisation of Annual Accounts.

**Section Officer (Audit) : Tmt. A. Shanthakumari**

- 1) All matters relating to Technical Section including Tender.
- 2) Inspection of Unit offices for finalisation of Annual Accounts.

**Divisional Accountant : Thiru. M. Kalyanasundaram**

Consolidation and finalisation of Annual Accounts with Co-ordination of Unit offices and Statutory Auditors & Internal Auditors.

**Assistant : Thiru. M. Abdul Kareem**

- 1) Computerisation and Consolidation of Monthly Accounts & Annual Accounts received from Unit offices.
- 2) Review of Monthly Accounts received from Divisional offices.

**Assistant : Thiru.M.Abdul Kareem (i/c)**

- 1) Review of Monthly Accounts received from District Manager Office and Consolidation of Monthly Accounts.
- 2) Appointment of statutory Auditors and Statutory Audit reports follow up action.

## **B. CASH SECTION**

**Assistant Accounts Officer (Cash) : Thiru. R.V. Muthukrishnan**

- 1) Overall incharge of Cash Section, Receipt and Payment from Head Office.
- 2) Drawing Salary to all Officers and Staff in Head Office.
- 3) Effecting all recoveries, Remittance of recoveries, Remittance of TSPF, Pension Contribution, Group Insurance, Gratuity, Bonus, Ex-gratia, etc.
- 4) (i) Reply to Audit Paras relating to Accountant General (AG).  
(ii) Reply to Paras relating to Public Undertaking Committee (PUC).  
(iii)Reply to Paras relating to Public Accounts Committee.(PAC).
- 5) Consolidation of Budget proposal and preparation of BE / RE for TAHDCO and placing before the Board for approval.

6) Matters relating to Accounts, Particulars called for by AG / Govt. / Adi Dravidar Dept., RBI, etc.

**Section Officer : Thiru. J. Nithyanandam**

**D1 Seat : Thiru. A. Panneerselvam**

Maintenance of Personal Deposit Account, Cash Book, Correspondence relating to PD Account, General Ledger Postings, Maintenance of Health Fund Accounts, T.A.Bills of Engineering Staff, Bonus and ex-gratia to all staff, Labour Welfare Fund recovery and remittance, Preparation of Annual Accounts of Head Office.

**D2 Seat : Thiru. N. Jayakumaran (Cashier)**

Drawal of all cheques, Payment of salary and other expenditure to Head Office Staff, Maintenance of Cash book, Preparation of Vouchers, Petty Cash Vouchers.

**D3 Seat : Tmt. D. Josephine, Section Officer**

Preparation of Pay bills of all staff TAHDCO and Deputationists in Head Office. Preparation of Last Pay Certificates, Arrear bills, Schedules relating to Government Recoveries and Corporation recoveries, Bank loan recoveries, LIC, etc. Income Tax, GPF Loans and Medical Bills of Head Office Staff / District Managers / Executive Engineers.

**D4 Seat : Thiru. J. Nithyanandam, S.O. (i/c)**

Tamil Nadu Special Provident Fund (TSPF) and Employees Provident Fund (EPF) monthly recoveries and remittance, watching of TSPF account re-deposit, Pension contribution remittance, Group Insurance, Gratuity settlements and T.A. Bills of District Managers.

**C) E-Section**

**Divisional Accountant : (Vacant) Thiru D. Sudharsan A.O.i/c**

- 1) Reply to Paras relating to A.G.
- 2) Reply to Paras relating to P.U.C.

- 3) Reply to Paras relating to P.A.C.
- 4) Consolidation of Budget Proposal and preparation of BE / RE for TAHDCO and placing before the Board for approval.
- 5) Matters relating to Accounts Particulars called for by AG / Govt. / AD Dept. / RBI, etc.

**E1 Seat : Thiru. S.P. Ganesan, Assistant (i/c)**

- 1) Consolidation of Budget Proposal and preparation of BE / RE for TAHDCO and placing before the Board for approval.
- 2) Matters relating to Accounts, Particulars called for by AG / Govt. / Director Office / RBI, etc.

**E2 Seat : Thiru. S.P. Ganesan, Assistant**

- 1) Reply to Paras relating to A.G.
- 2) Reply to Paras relating to P.U.C.
- 3) Reply to Paras relating to P.A.C.

**IV. F - SECTION**

**Controlling Officer : Company Secretary**

**F1 Seat : Thiru. K. Sundaravadhanam, Assistant**

Board Meeting, Issue of Notice preparation of Agenda, Appointment of Directors, Filing returns with Registrar of Companies, Shares, Issue of Transfer shares etc., and Maintenance of Statutory Books, Advertisement, Printing of annual reports, Correspondence with Monitoring of Board affairs & Company and Law Board.

**V. DEVELOPMENT**

Controlling Officer : **General Manager (D&A) & General Manager (P) (i/c)**

**Accounts Officer (Development) : Thiru.T. Arumugam**

- 1) All files relating to Development - through concerned Section Officers
- 2) NSFDC Files - through concerned Section Officer
- 3) NSKFDC Files - through concerned Section Officer
- 4) NSLRS Files - through Community Development Officer (CDO)
- 5) All Training Files – through Section Officer, 'G' Section.

**A) G – SECTION**

Section Officer : **Thiru. K.K. Ramakrishnan**

**G1 Seat : Thiru. P. Jayaraman, Assistant**

All Correspondence relating to

- 1) Chief Minister's 15 Point programme
- 2) Action Plan – SC – 2005-2006
- 3) All plan schemes
- 4) Funds release to all District Managers
- 5) Other Department Schemes
- 6) All other SCA Schemes related to S.C.

**G2 Seat : Thiru. S. Madhan, Assistant**

- 1) Action Plan – ST – 2005-2006
- 2) Income Generating Projects
- 3) Land Purchase Scheme
- 4) All schemes related to STs
- 5) Arrangements of District Managers review meeting
- 6) Estimate Committee
- 7) Parliamentary Council
- 8) Khadi and Village Industries Schemes

**B) TRAINING SECTION**

**Section Officer : Tmt. R. Lilly**

**G3 Seat : Thiru. K. Santhanakrishnan, Assistant**

- 1) All Training Schemes prior to 2005-2006
- 2) All correspondence relating to Training Programmes before 2005-2006.

**G4 Seat : Thiru. K. Santhanakrishnan, Assistant (i/c)**

All training schemes during 2005-2006 and all correspondence relating to Training Programmes during 2005-2006.

### **C) PROJECT SECTION**

#### **H – SECTION**

**Controlling Officer : GENERAL MANAGER (PROJECT)**

**Divisional Accountant : Thiru. D. Thiagarajan**

**H1 Seat : Thiru. M. G. Kulasekaran, Assistant**

All correspondence pertaining to NSFDC Transport Sector Schemes. NSTFDC Sector Schemes.

**H2 Seat : Tmt. Naseem Unisa, Assistant**

All correspondence pertaining to NSFDC High Cost schemes, Non-Transport Scheme, LAFTI, DAPSY, Sericulture, Prawn Culture, Other old schemes.

**H3 Seat : Tmt. Naseem Unisa, Assistant (i/c)**

All Correspondence to NSFDC Schemes, DCB statement to be rendered to FA&CAO for verification and consolidation by E3.

**H4 Seat : Tmt. K. Suriyakandam, Section Officer**

All correspondence relating to Establishment of Industrial Estate at Ingur and Mudalipalayam

**K2 Seat: Thiru.D.Thiagarajan, Divisional Accountant (Recovery) (i/c)**

Old files relates to Industries Department, Handloom and Textiles, Registrar of Co-Operative Societies. Recovery Action Plan, One Time Settlement of dues, IES Margin Money Schemes, Recovery of Margin Money.

**D) I – SECTION**

**Controlling Officer : GENERAL MANAGER (D&A)**

**1) Thiru. G. Elumalai, Statistical Inspector**

1. Monitoring and Evaluation of Individual Schemes, Group Schemes, Vocational Training, NSFDC, NSKFDC, Collector's Discretionary Fund and Concurrent Evaluation Studies in the Districts of Cuddalore, Nagapattinam, Pudukkottai, Coimbatore, Dharmapuri, Erode, Dindigul, Ramnad, Sivagangai and Tirunelveli.
2. Files dealing with the subject of :
  - (i) State Level Bankers Committee Meeting
  - (ii) Planning Commission Reports
  - (iii) Monthly Review Meeting and
  - (iv) Evaluation Studies conducted by other Departments / Agencies.
3. Compilation of Progress Reports, Preparation of Abstract of the Schemes and Progress Report Booklet Preparation.
4. Monthly Review Meeting arrangements, etc.

**2) Thiru. J. Suresh, Statistical Inspector**

1. Monitoring and Evaluation of Individual Schemes, Group Schemes, Vocational Training, NSFDC, NSKFDC, Collector's Discretionary Fund and Concurrent Evaluation Studies in the Districts of Villupuram, Thanjavur, Salem, Trichy, Thoothukudi, Kanyakumari, Virudhunagar, Madurai, Theni and Namakkal.
2. Files dealing with the subject of DMCTS, Asset Creation Verification, Data ware house, Evaluation and Research Studies and Assembly questions.
3. Website updation.



4. Compilation of Progress Reports.
5. Preparation of Progress reports and compilation, (MPR-6) Vocational Training, (MPR-7) Collector's Discretionary Fund, (MPR-8) Subamathi, (MPR-14), Uncashed nodal proceedings & DMCTS Statements.

**3) Thiru. D. Govindan, Statistical Inspector**

1. Monitoring and Evaluation of Individual Schemes, Group Schemes, Training Schemes, NSFDC, NSKFDC, CDF in the districts of Chennai, Tiruvallur, Vellore, Tiruvannamalai, Karur, Perambalur, Nilgiris, Tiruvarur and Kancheepuram.
2. Files dealing with the subjects of Socio-Economic Survey, Block wise – Trade wise beneficiaries list, DMCTS 2003-04, Aavin.
3. Compilation of Progress Reports and Data entry work made in the computers in respect of (MPR-1) Cumulative Achievement details of Schemes, (MPR-2) Financial Assistance to Individuals, (MPR-3) Financial Assistance to SHGs, (MPR-4) Revolving Fund Assistance, (MPR-5) EDP Training to SHGs, (MPR-6) Vocational Training (2003-04).

**4) Thiru. T. Senthil Kumar, Asst. Statistical Investigator**

1. Maintenance of Personal Register, Section Files, etc.
2. Maintenance of Stock File, etc.
3. Fair copy comparison, Despatch work.
4. Distribution of Progress Reports related to concerned section.
5. Data entry work and Progress Reports booklets preparation.
6. Arrangements for review meeting.

**E) J – SECTION**

**Controlling Officer** : **GENERAL MANAGER (D&A)**  
**Section Officer** : **Tmt. K. Dhanalakshmi**

**J1 Seat :**                **Thiru. K. Santhanakrishnan, Assistant (i/c)**

Correspondence relating to Share Capital (SCA), Submission of monthly progress details to the Secretariat, all audit files relating to Development Section.

**J2 Seat :**                **Tmt. R. Meenakumari Assistant (i/c)**

Assembly questions.

**J3 Seat :**                **Tmt. R. Meenakumari, Assistant**

Maintenance of Vehicles, Purchase and Repairs of Furniture and Purchase of Stationery.

**F) K – SECTION (Office Maintenance)**

**Controlling Officer : GENERAL MANAGER (D&A)**

**Community Dev. Officer : Thiru. N. Gopal**

**Section Officer : Tmt. K. Rani**

**K1 Seat :**                **Thiru. M. Selvaraj, Junior Assistant**

Chief Ministers Cell petition, Public Grievance petition, Adi Dravidar Housing Schemes (Old).

**K2 Seat :**                **Thiru. M. Karunanidhi, Junior Assistant**

Sanction of all advances, Conveyance allowance, NMR Pay, Part time Sweeper, Settlements of Co-optex Bills, Telephone maintenance, Office Rent, Uniform supplies, Maintenance of Xerox Machines, All Route Bus pass, Contingent Expenses and other Miscellaneous.

**K3 Seat : Vacant**

Other departments UC finalisation - Khadi and Village Industries, Animal Husbandry ,  
Agricultural Engineering, Aavin Departments.

**G) S – SECTION**

**Section Officer : Thiru. S. Karunanidhi**

**S1 Seat : Thiru. N. Balakrishnan, Assistant**

All Correspondence pertaining to NSLRS Scheme.

**S2 Seat : Thiru. S. Thiagararajan, Assistant**

All Correspondence pertaining to NSKFDC Scheme.

**H) Public Relation Section:**

**Thiru. K. Shanmugasundaram, Public Relation Officer**

Thiru. V. Satchidanandam, Junior Assistant

**VI. STENO / TYPISTS / OTHER STAFF**

**PA To Chairperson : Thiru. V. Sridhar, Assistant**

**PC To Managing Director : 1) Tmt. G. Saraswathi, Steno-Typist**

**2) Thiru. R. Vijayakumar, Junior Assistant**

**PC To General Manager (D&A) : Tmt. S. Kamalabai, Steno-Typist**

**PC To General Manager (Tech.) : Tmt. S. Indra, Steno-Typist**

**PC To FA&CAO : Tmt. A. Subhulakshmi Ammal, Steno-Typist**

**TAPAL DISTRIBUTION : Thiru. D. Pitchandi, Record Clerk**

Receipt of all Tapals including registered Tapals, Security Register, Registered Letter despatch Register, Consolidated Distribution Register and Telegram Register.

**TAPAL DISTRIBUTION (Technical Section) :**

**Thiru. V. Narasingam, Record Clerk**

**TAPAL DISTRIBUTION (Development Wing) :**

**Thiru. M. Narayanan, Record Clerk**

**DESPATCH : Thiru. K.M. Kanaran, Record Clerk**

Despatch of Tapals, Maintenance of Stamp Accounts and Ronneo Operating.

**RECORD ROOM : Thiru. N. Devan, Record Clerk**

Maintenance of Record Room, Receipt, Issue and distribution of Records and Maintenance of Library.

**TELEPHONE OPERATOR (PBX Board) : Thiru. N. Mani, Record Clerk**

**XEROX OPERATOR : Thiru.D. Kumarasamy, Record Clerk**

**FAIR COPY SECTION :**

All Typist and Steno Typist will be under overall supervision of G.M.(Dev & Admn.).

**Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

Powers and Duties of Officers and Employees under Section 4(1)(b)(ii) of Right to Information Act, 2005.

TAHDCO is managed by the Board of Directors, headed by a non-official Chairperson, appointed by Government. The Managing Director who is an IAS Officer also secondly heads this Corporation. The Managing Director is the administrative head of this Corporation on all matters of Policy and administration. He is assisted by three General

Managers viz. General Manager (Dev. & Admn.), General Manager(Technical) and General Manager (Project), one Financial Adviser & Chief Accounts Officer, one Company Secretary, two Accounts Officers, one Assistant Director (Technical) and one Asst. Accounts Officer.

The Officers and Employees of this Corporation exercise the administrative and financial powers as laid down in the TAHDCO Service Rules and also other Codal Rules of Govt. of Tamil Nadu.

This Corporation is responsible for formulation of Policies on the Welfare of Scheduled Castes and Scheduled Tribes population in Tamil Nadu and also for the execution and review of these policies for the economic development of SC and ST Communities.

1. **CHAIRPERSON** - Non-official person.

2. **MANAGING DIRECTOR** :

The Managing Director is the head of the Corporation. He is responsible for the careful observance of the TAHDCO Service Rules and other Codal Rules of the Govt. of Tamil Nadu in the transaction of the business in the Corporation. He exercises general supervision and control over the staff under him including the General Manager (Dev. & Admn.), General Manager (Technical), General Manager (Project), Financial Adviser & Chief Accounts Officer, Company Secretary, Accounts Officers, Asst. Director and Asst. Accounts Officer 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 should be dealt with the consultation of the Board / Govt. in overall control of the Corporation.

3. **GENERAL MANAGER (DEV. & ADMN.)** :

The General Manager (Dev. & Admn.) will deal with all matters relating to the subjects allotted to him and submit to Managing Director wherever necessary as may be specified. The General Manager (Dev. & Admn.) shall exercise the Administrative control on all matters of the staff except the Company Secretary and submit to Managing Director wherever necessary. He is also the Vigilance Officer of this Corporation.

4. **GENERAL MANAGER(TECHNICAL)** :

The General Manager (Technical) will deal with all matters relating to the subjects allotted to him and submit to Managing Director wherever necessary as may be specified.

5. **GENERAL MANAGER(PROJECTS)** :

The General Manager (Projects) will deal with all matters relating to the subjects allotted to him and submit to Managing Director wherever necessary as may be specified.

6. **FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER** :

The Financial Adviser & Chief Accounts Officer shall exercise control on all financial matters of this Corporation and to assist the Managing Director for proper financial management of the Corporation. He is also in charge of overall control on finalisation of accounts and other audit and allied financial matters.

7. **COMPANY SECRETARY** :

The Company Secretary is in charge of all Company affairs of this Corporation as stipulated in the Companies Act, 1956 and to report to the Managing Director on all company affairs.

8. **Accounts Officer (Dev.)** :

All matters relating to implementation of Economic Development schemes of SC / ST.

9. **Accounts Officer (Audit)** :

All matters relating to Audit and Accounts of this Corporation and assisting the Financial Adviser & Chief Accounts Officer in matters relating to finalisation of accounts, PUC matters and audit paras of Accountant General and its settlement.

10. **Asst. Accounts Officer** :

All matters relating to bills and proper settlement of claims to Employees and Institutions. To assist the General Manager (Dev. & Admn.) in Staff Welfare affairs.

11. **Public Relations Officer** :

The Public Relations Officer is incharge of the Publicity affairs of this Corporation and to assist the Managing Director on matters relating to public relations.

**Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

Procedure followed in decision making process,  
Under Section 4(l)(b)(iii) of Right to Information Act, 2005.

TAHDCO follows the rules and regulation laid down in the TAHDCO. Service rules, Apart from this the provision in the Tamil Nadu Government office Manual, TNGSC Rules 1973, Tamil Nadu State and subordinate services rules, Fundamental Rules, Tamil Nadu Civil Services ( Discipline and Appeal) Rules, Guidelines issued by Government of India and Government of Tamil Nadu are also followed wherever applicable.

The decision are taken based on the merits of 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 of each issue is initiated by the Assistants and passes through the Section officers, Accounts Officers, General Manager(Tech) Financial Advisor and Chief Accounts Officer , General Manager(D & A) to Managing Director. Wherever required, the Government orders are obtained for implementing the schemes.

If a reply is required to be made for any representations, the decision are communicated to the petitioners.

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

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

For the discharge of functions allocated to Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd., the provisions contained in the TAHDCO Service Rules are followed. The day-to-day administrative functioning is governed by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

- i. TAHDCO Service Rules, 2000.
- ii. The Tamil Nadu Government Office Manual.
- iii. The Tamil Nadu Government Servants Conduct Rules, 1973.
- iv. Tamil Nadu State and Subordinate Service Rules.
- v. Fundamental Rules.
- vi. Public Works Department Manual.

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

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



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

- i. TAHDCO Service Rules, 2000.
- ii. The Tamil Nadu Government 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 Account Code
- xi. Tamil Nadu Treasury Code
- xii. Guidelines issued by the Government of India.

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

1.	Name of the Manual	TAHDCO Service Rules -2000
	Type of the document	The rules describes the system and procedures to be followed in conducting the office work in TAHDCO.
2.	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 guidelines of estimating officers and TAHDCO in regard to the budget procedure in general and to the preparation and estimation of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.

3.	Name of the document	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services

4.	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.
5.	Name of the document	Tamil Nadu Government Servants Conduct Rules.
	Type of the Rule	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.
6.	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.
7	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.
8.	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.
9.	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.

The documents mentioned in items 2 to 9 are available with the Director of Stationery and Printing for sale to the public on payment of cost. Item No.1 is intended only for official use of this corporation and it is not available for sale.

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

A Statement of categories of documents that are held by it for its control under Section 4(1)(b)(vi) of Right to information Act, 2005.

Sl. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Policy Note	Contains the policy pronouncements of the Corporation for the concerned Financial Year	Application to PIO	PIO
2.	Tribal Sub Plan	As per G.O. and guide lines issued by Government from time to time	Application to PIO	TAHDCO
3.	Guidelines	The Government of India's guidelines for the grant of Special Central Assistance to Special Component Plan /Tribal Sub Plan etc.	Application to PIO	TAHDCO
4.	Important G.Os. .tn.gov.in.	Issued by Government from time to time	Application to PIO	TAHDCO

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

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.

The representation received from the members of Public are dealt by the Officers dealing with the concerned subjects. The Public also have access to the Corporation through its website <http://www.tahdco.tn.gov.in>.

There is no formal mechanism at present to seek consultation / participation of public in formulation of policies of this Corporation. However, their participation is there in formulation of District Action Plan in their concerned districts. The suggestions and views on

policy matters and programmes received from the Public/NGOs are given due consideration in framing policies and programmes.

The recommendations/observations made by the State Level Monitoring Committee on NSLRS are also acted upon by this Corporation.

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

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, 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

#### **1) Board of Directors of TAHDCO for the formulation of Policy decisions.**

1.	Chairperson, TAHDCO	Chairman
2.	Managing Director, TAHDCO	Member
3.	Joint Secretary to Government, Finance Dept.	Member
4.	Commissioner, Adi Dravidar Welfare Department	Member
5.	Director, Tribal Welfare Department	Member
6.	Commissioner, Employment & Training Department	Member
7.	Director, Rural Development Department	Member
8.	Executive Director, Tamil Nadu Corporation for Dev. of Women	Member
9.	Registrar of Co-Operative Societies	Member
10.	Joint Secretary to Govt., AD & TW Department	Member
11.	Chairman & Managing Director, NSFDC, Govt. of India	Member
12.	Deputy Secretary, Ministry of Social Justice and Empowerment, Govt. of India	Member

**2. State level Monitoring Committee and District Level Monitoring Committee on National Scheme for Liberation and Rehabilitation of Scavenger and their dependents: (NSLRS).**

i) Purpose:

Effective monitoring and implementation of NSLRS scheme for the benefit of scavenger and their dependents.

ii) Details of Members:

(a) State Level Monitoring Committee:

1.	Chief Secretary to Government of Tamil Nadu	Chairman
2.	Secretary to Government, Rural Development Department	Member
3.	Secretary to Government, Small Industries Department	Member
4.	Secretary to Government, Municipal Administration and Water Supply Department	Member
5.	Secretary to Government, Finance Department	Member
6.	Director, Adi Dravidar and Tribal Welfare Department	Member
7.	Director, Rural Development Department	Member
8.	Member –Secretary, State Planning Commission	Member
9.	Managing Director, TAHDCO	Member
10.	Chief Officer, Reserve Bank of India	Member
11.	State Level Bankers Committee, Lead Bank, Indian Overseas Bank, Chennai	Member
12.	General Manager, NABARD	Member
13.	Director, Municipal Administration Department	Member
14.	Thiru M.Ravikumar	Non-Official Member
15.	Thiru G.Nageswara Rao	Non-Official Member

(b) District Level Monitoring Committee:

1.	District Collector	Chairman
2.	District Adi Dravidar Welfare Officer	Member
3.	District Manager, TAHDCO	Member-Secretary
4.	General Manager, District Industries Centre	Member
5.	Assistant Director, Animal Husbandry Dept.	Member
6.	Project Officer, District Rural Development Agency	Member
7.	Lead Bank Officer of the concerned District	Member
8.	Commissioner of Municipalities, Executive Officers of Town Panchayat in the District	Member
9.	Two Non-Officials from Scavengers Community	Representative

(iii) Frequency of Meeting:

(a) State Level Monitoring Committee:- Once in three months.

(b) District Level Monitoring Committee:- Once in a month.

**3. Empowered Committee at State level:-**

(i) Purpose:

To approve the various schemes implemented for the welfare of Hindu Adi Dravidars utilising the Special Central Assistance to Special Component Plan sanctioned by the Government of India.

(ii) Details of the members:

1.	Hon'ble Minister for Adi Dravidar Welfare	Chairman
2.	Chief Secretary to Government	Member
3.	Secretary to Government, Adi Dravidar and Tribal Welfare Department	Member
4.	Secretary to Government, Finance Department	Member
5.	Secretaries of the Department concerned with the scheme	Member(s)

#### **4. Audit Committee**

Chairman : Commissioner of Adi Dravidar Welfare.

Members : 1. Special Secretary to Government,  
Finance Department, Govt of Tamil Nadu  
2. Director, Tribal Welfare Dept.  
3. Director,  
National Commission for SC/ST,  
Chennai.

Special Invitee : Managing Director, TAHDCO.

#### **5. Committee for selection of beneficiaries:**

The selection of beneficiaries under various schemes implemented by TAHDCO is constituted as per Government order as follows:-

##### **i) Individual Loan Schemes**

(G.O.No.139/AD&TW/dt.16.10.96)

##### **District Level Selection Committee**

###### **(a) Project upto Rs.1.00 lakhs**

1) Project Officer, DRDA	:	Chairman
2) District Manager, TAHDCO	:	Member-Secretary
3) General Manager, DIC	:	Member
4) Manager, Lead Bank	:	Member
5) District Employment Officer	:	Member

###### **(b) Project Cost Rs.1.00 lakhs upto 5.00 lakhs**

1) District Collector	:	Chairman
2) District Manager, TAHDCO	:	Member-Secretary
3) Project Officer, DRDA	:	Member
4) General Manager, DIC	:	Member
5) Manager, Lead Bank	:	Member

##### **ii) Land Purchase Scheme - Selection Committee**

(G.O.Ms.No.15 AD & TW (SCP) Dept, dt:23.01.2004.

1) District Collector	:	Chairman
2) District Revenue Officer	:	Member
3) District Manager, TAHDCO	:	Member Secretary

- |                                      |   |        |
|--------------------------------------|---|--------|
| 4) Joint Director of Agriculture     | : | Member |
| 5) Lead Bank Manager                 | : | Member |
| 6) District Co-ordinator, Major Bank | : | Member |
| 7) Project Officer, Mahalir Thittam: |   | Member |

**iii) Vocational Training Institutions**

**a) Selection Committee at District Level**

- |                                 |   |          |
|---------------------------------|---|----------|
| 1. District Collector           | : | Chairman |
| 2. District Manager, TAHDCO:    |   | Member   |
| 3. General Manager, DIC         | : | Member   |
| 4. District Employment Officer: |   | Member   |

- |                                      |                              |
|--------------------------------------|------------------------------|
| b) Selection Committee (Head Office) | Board of Directors of TAHDCO |
|--------------------------------------|------------------------------|

**iv) NSFDC Schemes:**

(F.No.NSFDC/H3/2817/98/29.11.99)

District Level Selection Committee

(A) Project Cost upto Rs.5.00 lakhs

- |                             |   |                  |
|-----------------------------|---|------------------|
| 1) District Collector       | : | Chairman         |
| 2) District Manager, TAHDCO | : | Member-Secretary |
| 3) Project Officer, DRDA    | : | Member           |
| 4) General Manager, DIC     | : | Member           |
| 5) Manager, Lead Bank       | : | Member           |

(B) Project Cost above Rs.5.00 lakhs

- |                             |   |                  |
|-----------------------------|---|------------------|
| 1) District Collector       | : | Chairman         |
| 2) District Manager, TAHDCO | : | Member-Secretary |
| 3) Project Officer, DRDA    | : | Member           |
| 4) General Manager, DIC     | : | Member           |
| 5) Manager, Lead Bank       | : | Member           |

**v) NSKFDC SCHEME:**

(G.O.Ms.No.25/AD&TW Dept/dated 09.02.2004).

**A. For areas within Chennai Corporation Limit:-**



- |   |   |          |
|---|---|----------|
| 1. District Collector                                     | : | Chairman |
| 2. District Manager, TAHDCO                               | : | Convenor |
| 3. Representative of Commissioner,<br>Chennai Corporation | : | Member   |

**B. For areas other than Chennai Corporation:-**

- |  |     |          |
|--|-----|----------|
| 1. Revenue Divisional Officer                    | :   | Chairman |
| 2. District Manager, TAHDCO                      | :   | Convenor |
| 3. Representative of Corporation<br>Commissioner | } : | Member   |

**C. For all other areas**

- |  |     |          |
|--|-----|----------|
| 1. Revenue Divisional Officer  | :   | Chairman |
| 2. District Manager, TAHDCO  | :   | Convenor |
| 3. Assistant Director, Town Panchayat/<br>Block Development Officer of the<br>Panchayat Union /Municipal Commissioner<br>of the Municipality<br>(as the case may be) | } : | Member   |

**vi) Industrial Estate - Mudalipalayam and Ingur** (G.O.Ms.No.110/AD&TW/dt.30.12.2002)

1. Branch Selection Committee of TIIC
2. Head Office Screening Committee of TIIC.

**6. District Monitoring Committee on TAHDCO Schemes**

(G.O.Ms.No.

- |   |   |              |
|---|---|--------------|
| 1. District Collector   | : | Chairman     |
| 2. District Manager   | : | Convenor     |
| 3. Lead Bank Manager  | : | Member       |
| 4. District Co-ordinator of Major<br>Bank                                   | : | Member       |
| 5. Project Officer, Tamil Nadu<br>Women Development<br>Corporation          | : | Member       |
| 6. Prominent NGO's to be<br>Nominated by District Collector<br>for a period | : | Member (Two) |

## **7. Tender Committee:**

### **i) Value Upto Rs.6.00 lakhs**

Executive Engineer - Chairman

(Acceptance by Executive Engineer)

### **ii) Value Above Rs.6.00 lakhs and upto Rs.30.00 lakhs**

General Manager (Tech) : Chairman  
Financial Advisor and Chief }  
Accounts Officer } : Member  
General Manager (Dev & Admn): Member

(Acceptance by General Manager(Tech))

### **iii) Value Between Rs.30.00 lakhs and Rs.1.00 crore.**

General Manager (Technical) : Chairman  
Financial Advisor and Chief }  
Accounts Officer } : Member  
General Manager (Dev & Admn): Member

(Acceptance by Managing Director)

### **iv) Value - Above Rs.1.00 crore.**

Managing Director : Chairman  
General Manager (Technical) : Member  
Financial Advisor and Chief }  
Accounts Officer } : Member

## **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

Director of Officers and Employees under Section 4 (1) (b) (IX) of Right to Information Act, 2005.

Sl. No	Name and Designation of the Officers	Telephone		E-mail
		Office	Residence	
1	Thiru.J.M.Balamurugan, I.A.S., Managing Director.	26152057	24795858	mdtahdco@vsnl.in
2	Thiru.T.K.Ponnusamy, General Manager (Dev & Admn)	26152063	26547941	
3	Thiru.P.Beeman General Manager (Tech)	26152881	--	
4	Vacant General Manger (Project)	26153157	--	--
5	Thiru.P.Palanivelu, FA & CAO	26513173	26533020	
6	Thiru.K.Harikrishnapillai,	26154775	26680498	

	Company Secretary.			
7	Thiru.P.Mohan, Asst.Director (Tech)	26154075	9444174447	
8	Thiru.T.Arumugam, Accounts Officer (Dev)	26154075	23632532	
9	Thiru.D.Sudarsan, Accounts Officer (Audit)	26154075	22762525	
10	Thiru.R.V.Muthukrishnan, Asst.Accounts Officer.	26154075	22780813	
11	Thiru.K.Shanmugasundaram, Public Relation Officer.	26154075	--	
12	Thiru.N.Gopal, Community Development Officer.	26154075	--	
13	Tmt.V.Kannagi, Assistant Engineer.	26154075	22263122	
14	Thiru.K.Kamaraj, Assistant Engineer.	26154075	55361723	
15	Thiru.P.Radhakrishnan Junior Engineer	26154075	24761662	
16	Thiru.C.Ponnambalam Junior Engineer	26154075	55216704	
17	Thiru.Lakshmanan Junior Engineer	26154075	55276109	
18	Thiru.S.Jayachandran Junior Engineer	26154075	9444493611	
19	Thiru.K.Ramamurthy Junior Engineer	26154075	9444932215	
20	Thiru.B.Sathiyasari Junior Engineer	26154075	26473308	

20	Thiru.M.Kalyanasundaram Divisional Accountant	26154075	26380474	
21	Thiru.D.Thiagarajan Divisional Accountant	26154075	944492988	
22	Thiru.S.Karunanidhi Section Officer.	26154075	26530411	
23	Thiru.J.Nithyanandam Section Officer.	26154075	55216743	
24	Thiru.K.K.Ramakrishnan Section Officer.	26154075	--	
25	Tmt.K.Rani Section Officer.	26154075	26560846	
26	Tmt.K.Dhanalakshmi Section Officer.	26154075	55489127	
27	Tmt.R.Lilly Section Officer.	26154075	26533008	

28	Thiru.A.Santhakumari Section Officer.	26154075	9444222789	
29	Thiru.K.K.Lakshmi Section Officer.	26154075	24743013	
30	Thiru.D.Josephine (a) Tamilselvi Section Officer.	26154075	25502163	
31	Thiru.K.Suriyakantham, Section Officer.	26154075	--	
32	Thiru.K.Selvaraj Section Officer.	26154075	65901435	
33	Thiru.K.Elumalai Statistical Investigator	26154075	26701261	
34	Thiru.J.Suresh Statistical Investigator	26154075	55189821	
34	Thiru.D.Govindan Statistical Investigator	26154075	--	

### Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd

Monthly remuneration received by each of the Officers and employees including the system of compensation as provided in the regulation under Section 4 (1)(b) (x) of Right Information Act, 2005.

Sl. No.	Name of the Officer	Designation
	<b>Managing Director (12750-75-16500 + Allowances)</b>	
1.	Thiru J.M.Balamurugan	Managing Director
	<b>General Manager (Development &amp; Admin) (12000-375-16500+Allowances)</b>	
2.	Thiru T.K.Ponnusamy	General Manager(Dev&Admin)
	<b>General Manager(Technical) (14300-400-18300+Allowances)</b>	
3.	Vacant	General Manager(Tech)
	<b><u>General Manager (Projects) (12000-375-16500+ Allowances)</u></b>	
4.	Vacant	General Managr(Projects)
	<b>Financial Advisor &amp; Chief Accounts Officer (12000-375-16500+Allowances)</b>	
5.	Thiru.P.Palanivel	F.A.&C.A.O.
	<b>Company Secretary(10000-325-15200+Allowances)</b>	
6.	Thiru K.Harikrishna Pillai	Company Secretary
	<b>Public Relation Officer (8000-275-13500+ Allowances)</b>	
7.	Thiru K.Shanmugasundaram	Public Relation Officer
	<b>Accounts Officer (8000-275-13500+ Allowances)</b>	
	Thiru T.Arumugam	Accounts Officer

9.	Thiru D.Sudarsan	Accounts Officer
	<b>Assistant Director (Technical) (8000-275-13500+ Allowances)</b>	
10.	Thiru P.Mohan	Assistant Director(Tech)
	<b><u>Assistant Accounts Officer (6500-200-11100 + Allowances)</u></b>	
11.	Thiru.R.V.Muthukrishnan,	Asst.Accounts Officer (Cash)
	<b><u>Community Development Officer. (6500-200-11100 + Allowances)</u></b>	
12.	Thiru.N.Gopal,	Community Dev. Officer.
	<b>Senior Draughting Officer. (6500-200-11100 + Allowances)</b>	
13.	Thiru.P.Radhakrishnan,	S.D.O
	<b>Assistant Engineer. (6500-200-11100 + Allowances)</b>	
14	Tmt.V.Kannagi	Assistant Engineer,
15	Thiru.K.Kamaraj	Assistant Engineer,

Sl. No.	Name of the Officer	Designation
	<b><u>Divisional Accountant (5900-200-9900 + Allowances)</u></b>	
16	Thiru.M.Kalyanasundaram,	Divisional Accountant.
17	Thiru.D.Thiagarajan	Divisional Accountant.
18	Vacant	Divisional Accountant.
19	Vacant	Divisional Accountant.
	<b>Junior Engineer. (5500-175-9000 + Allowances)</b>	
20	Thiru.C.Ponnambalam	Junior Engineer,
21	Thiru.A.Lakshmanan	Junior Engineer,
22	Thiru.S.Jayachandran	Junior Engineer,
23	Thiru.K.Ramamurthy	Junior Engineer,
24	Thiru.D.SathianAsari	Junior Engineer,
25	Vacant	Junior Engineer,
	<b>Statistical Inspector (5500-175-9000 + Allowances)</b>	
26.	Thiru R.Elumalai	Statistical Inspector
27.	Thiru J.Suresh	Statistical Inspector
28	Thiru.D.Govindan	Statistical Inspector
	<b>Section Officer. (5500-175-9000 + Allowances)</b>	
29	Thiru.S.Karunanidhi	Section Officer.
30	Thiru.J.Nithiyandam	Section Officer.
31	Thiru.K.K.Ramakrishnan	Section Officer.
32	Thiru.K.Selvaraj	Section Officer.
33	Tmt.K.Rani	Section Officer.
34	Tmt.K.Dhanalakshmi	Section Officer.
35	Tmt.R.Lilly	Section Officer.
36	Tmt.R.Santhakumari	Section Officer.
37	Tmt.K.K.Lakshmi	Section Officer.
38	Tmt.D.Josephine (a) Tamilselvi	Section Officer.

39	Tmt.K.Suriyakantham	Section Officer.
40	Vacant	Section Officer.
41	Vacant	Section Officer.
<b>Assistant Statistical Investigator. (4000-100-6000 + Allowances)</b>		
42	Thiru.T.Senthil Kumar	Asst.Statist.Investigator
<b>Assistant. (4000-100-6000 + Allowances)</b>		
43	Tmt.Naseem Unissa	Assistant
44	Tmt.R.Meenakumari	Assistant
45	Thiru.G.Jayaseelan	Assistant
46	Thiru.S.Thiayarajan	Assistant
47	Thiru.R.Umasankaran	Assistant
48	Thiru.N.Jayakumaran	Assistant
49	Thiru.A.Kumar	Assistant
50	Thiru.M.G.Kulasekaran	Assistant

Sl. No.	Name of the Officer	Designation
51	Thiru.M.Abdulkareem	Assistant
52	Thiru.S.P.Ganesan	Assistant
53	Thiru.A.Paneerselvam	Assistant
54	Thiru.N.Balakrishnan	Assistant
55	Thiru.K.Santhanakrishnan	Assistant
56	Thiru.P.Jayaraman	Assistant
57	Thiru.K.Sundaravadanam	Assistant
58	Thiru.V.Sridhar	Assistant
59	Thiru.S.Madhan	Assistant
60	Vacant	Assistant
61	Vacant	Assistant
62	Vacant	Assistant
63	Vacant	Assistant
64	Vacant	Assistant
65	Vacant	Assistant
66	Vacant	Assistant
67	Vacant	Assistant
68	Vacant	Assistant
69	Vacant	Assistant
70	Vacant	Assistant
<b>Steno-Typist(4000-100-6000+ Allowances)</b>		
71	Tmt.G.Saraswathi	P.C to Managing Director.
72	Tmt.S.Kamalabai	P.C. to General Manager (D & A)
73	Tmt.K.Subbulakshmiammal	P.C. to FA & CAO
74	Tmt.K.Indira,	P.C. to G.M. (Tech)
75	Vacant	P.C. to G.M.(Project)

<b>Junior Assistant. (3200-85-4900 + Allowances)</b>		
76	Thiru.M.Karunanidhi	Junior Assistant.
77	Thiru.R.Vijayakumar	Junior Assistant.
78	Thiru.M.Selvaraj	Junior Assistant.
79	Thiru.V.Sachithanandam	Junior Assistant.
80	Vacant	Junior Assistant.
81	Vacant	Junior Assistant.
82	Vacant	Junior Assistant.
<b>Typist (3200-85-4900 + Allowances)</b>		
83	Tmt.T.Parimaladevi	Typist
84	Thiru.G.Senthamarai	Typist
85	Vacant	Typist
86	Vacant	Typist

Sl. No.	Name of the Officer	Designation
<b>Driver (3200-85-4900 + Allowances)</b>		
87	Thiru.M.Nandagopal	Driver
88	Thiru.T.Varadaraj	Driver
89	Thiru.V.Rajendran	Driver
90	Thiru.R.Jayachandran	Driver
91	Thiru.G.Thangeswaran	Driver
92	Thiru.R.Raja	Driver
93	Thiru.M.Mahendran	Driver
<b>Record Clerk (2610-60-3150-65-3540 + Allowances)</b>		
94	Thiru.N.Mani	Record Clerk
95	Thiru.M.Narayanan	Record Clerk
96	Thiru.M.Devan	Record Clerk
97	Thiru.D.Kumarasamy	Record Clerk
98	Thiru.V.Narasingham	Record Clerk
99	Thiru.D.Pitchandi	Record Clerk
<b>Office Assistant (2550-55-2660-60-3200+Allowances)</b>		
100	Thiru.A.Narayansamy	Office Assistant
101	Thiru.V.Puniyakoti	Office Assistant
102	Thiru.P.Shanmugam	Office Assistant
103	Thiru.S.Gopal	Office Assistant
104	Thiru.K.Chinnadurai	Office Assistant
105	Thiru.R.Babu	Office Assistant
106	Thiru.N.Soundarajan	Office Assistant
107	Tmt.V.Maheswari	Office Assistant
108	Tmt.S.Selvi	Office Assistant
109	Vacant	Office Assistant
110	Vacant	Office Assistant
111	Vacant	Office Assistant
112	Vacant	Office Assistant

<b>Security (TEXCO) (Rs.4248/- Consolidated Pay)</b>		
113	Thiru P.Shanmugam	Security
114	Thiru M.Ramachandran	Security
115	Thiru Thiruneelakandan	Security

Note: The basic pay of the officers and employees is fixed under the provisions contained in Rule 62 of Fundamental Rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Dearness Allowance, HRA, CCA as per the orders in force.

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports in disbursement made under section 4(1) (b) (xi) of Right to Information Act, 2005.

Tamil Nadu Adi Dravidar Housing and Development Corporation (TAHDCO) is a public sector undertaking in which Government of Tamil Nadu and Government of India hold the shares of TAHDCO in the ratio of 51:49%.

TAHDCO has been functioning as the most important agency of the Government for the implementation of Economic Development programmes for Scheduled Castes and Scheduled Tribes. TAHDCO is the designated state Channelising Agency for the implementation of Development Schemes for Scheduled Castes and Scheduled Tribes of the Ministry of Social Justice and Empowerment and Ministry of Tribal Affairs of Government of India.

The Budget estimates for all schemes of TAHDCO for the year 2005-06 are given below:-

#### I. Budget Receipts from Government for Technical Works:-      Rs.in lakhs

1. Construction of Hostels	-	8865.54
2. MLA Constituency fund	-	332.50
3. For construction of Community Halls	-	14.00
4. For construction of School Buildings, Labs, etc-		364.09
5. Other works	-	77.73
		-----
		9653.86
		-----

#### II. Budget Receipts from Govt. of India for Infrastructure works:-



	<u>Rs.in lakhs</u>
Infrastructure Development scheme from SCA -	748.27
	-----
	748.27
	-----

III. Budget Receipt for Development Schemes from Government of Tamil Nadu:-

1.Share Capital Assistance	-	331.50
2.Special Projects	-	400.00
		-----
Total		731.50
		-----

IV. Allocation by Government of India:-

		<u>Rs.in lakhs</u>
1.Special Central Assistance (SCA)	-	7696.80
2.Share Capital Assistance	-	357.09
3.SCA – Tribal Sub-Plan	-	145.50
4.NSLRS	-	1845.00
5.NSLRS - (Revolving Fund)	-	100.00
6.Training (Subsidy)	-	750.00
7.NSKFDC (Subsidy)	-	90.00
		-----
Total		10984.39
		-----

V. Margin Money :-

Recovery	-	300.00
		-----
		300.00
		-----

VI. Expenditure upto September 2005:-

		<u>Rs.in lakhs</u>
<u>A. Development Wing</u>		
i) Land Purchase Scheme	-	346.66
ii) Collector's Discretionary Fund	-	114.81
iii) Training programme/ Training to SHGs/ Other Training Programmes	-	265.25
		-----
Total		726.72
		-----

iv) Economic Assistance:-

1. Self Help Groups	-	639.04
2. Individuals	-	384.35
3. Self Employment Programme for Youth (SEPY)	-	76.25
		-----
		1099.64
		-----

VII. Special Projects:-

Rs.in lakhs

1. Special Training Assistance	-	134.53
2. Computer and Software Training	-	22.00
3. EDP Training to SHGs	-	---
4. Evaluation and Monitoring	-	---
		-----
Total		156.53
		-----

VIII. Margin Money:-

1. NSFDC schemes	-	---
2. NSKFDC subsidy	-	15.22
3. NSLRS subsidy	-	2.89
		-----
Total		18.11
		-----

IX. Capital Expenditure:-

1. Purchase of Computer Software / Hardware	-	---
2. Purchase of Furniture and Equipment	-	---
3. Purchase of Office vehicle	-	---
4. SCA to TSP	-	---
		-----
Total	-	---
		-----

**Expenditure for Development Wing - Grand Total**

**2001.00**

X. Technical Wing:-

1. Expenditure on construction of Hostels	-	Rs.1480.22
2. Expenditure on construction of Community Halls	-	Rs. 4.66
3. Expenditure on Schools, Labs etc.,	-	Rs. 164.54
4. Expenditure on other works	-	Rs. 0.92

5.Expenditure on Infrastructure Development works	-	Rs. 78.74
		-----
Total	-	Rs.1729.08
		-----

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

The manner of execution of subsidy progress including the amount allotted and the details of beneficiaries of such programme under Section 4(l) (b) (xii) of Right to Information Act, 2005.

Tamil Nadu Adi Dravidar Housing and Development Corporation (TAHDCO) is implementing various subsidy schemes for the development of SC/ST people in Tamil Nadu as detailed below:-

#### **I. Financial Assistance to Individual:-**

##### **A) Project cost upto Rs.1.00 lakh**

- |               |   |   |
|---------------|---|---|
| i) Subsidy    | - | 30% of the Project cost (or)<br>Rs.25,000/- maximum |
| ii) Bank loan | - | Balance amount                                      |

##### **B) Project cost from Rs.1.00 lakh to 7.50 lakhs**

- |                             |   |   |
|-----------------------------|---|---|
| i) Subsidy                  | - | 30% of the Project cost (or)<br>Rs.25,000/- maximum |
| ii) Promoter's Contribution | - | 5% of the project cost.                             |
| iii) Bank loan              | - | Balance amount                                      |

#### **II. Land Purchase Scheme:-**

- |                         |   |  |
|-------------------------|---|--|
| i) Maximum Project cost | - | Rs.2.00 lakhs.                                       |
| ii) Subsidy             | - | 50% of the Project cost (or)<br>Maximum Rs.1.00 lakh |
| iii) Bank loan          | - | 50% of the loan amount                               |

#### **III. Economic Assistance to SC/ST SHGs:-**

- |                         |   |                                |
|-------------------------|---|--------------------------------|
| i) Maximum Project cost | - | Rs.7.50 lakhs                  |
| ii) TAHDCO Subsidy      | - | 50% (or) Maximum Rs.2.50 lakhs |

- |                              |   |   |
|------------------------------|---|---|
| iii) Promoter's Contribution | - | a) For project above Rs.2.50 lakhs -5%<br>b) For project upto Rs.2.50 lakhs - Nil |
| iv) Bank loan                | - | Balance amount.   |
- IV. Revolving Fund Assistance to Self Help Groups:-**
- |               |   |             |
|---------------|---|-------------|
| i) Subsidy    | - | Rs.10,000/- |
| ii) Bank Loan | - | Rs.15,000/- |
|               |   | -----       |
| Total         | - | Rs.25,000/- |
|               |   | -----       |
- V. Self Employment Programme for Youth (SEPY):-**
- |                              |   |                              |
|------------------------------|---|------------------------------|
| i) Maximum Project Cost      | - | Rs.7.50 lakhs                |
| ii) TAHDCO Subsidy           | - | 30% (or) Maximum Rs.25,000/- |
| iii) Promoter's Contribution | - | 5%                           |
| iv) Bank loan                | - | 65% (or) Balance amount.     |
- VI. National Scheme on Liberation and Rehabilitation of Scavengers: (NSLRS)**
- |                         |   |   |
|-------------------------|---|---|
| i) Maximum Project Cost | - | Rs.50,000/-   |
| ii) Subsidy             | - | 50% of the Project Cost (or)<br>Maximum Rs.10,000/- |
| iii) Bank Loan          | - | Balance amount                                      |
- VII. NSKFDC Scheme:-**
- |  |   |   |
|--|---|---|
| i) Maximum Project cost                        | - | Rs.5.00 lakhs.                                      |
| ii) Subsidy                                    | - | 30% of the Project cost (or)<br>Maximum Rs.25,000/- |
| iii) Promoter's Contribution -                 |   |   |
| a) For Projects upto Rs.2.00 lakhs-            |   | Nil   |
| b) For Project cost more<br>than Rs.2.00 lakhs | - | 5%  |
| iv) NSKFDC Term Loan                           | - | Balance amount.                                     |
- VIII. Vocational Training Programmes:-**
- |                            |   |              |
|----------------------------|---|--------------|
| i) All Training Programmes | - | 100% Subsidy |
|----------------------------|---|--------------|

ii) Stipend to students - Rs.400/- per student/ month

**IX. Collector's Discretionary Fund:-**

For Income Generating Schemes - Rs.10,000/- (100% subsidy)

**X. Industrial Estates at Mudalipalayam and Inqur.**

- i) Term Loan Assistance from TIIC- 60%
- ii) Share Capital subsidy - 15%
- iii) TAHDCO Margin Money - 10%
- iv) State Govt. Contribution to Share Capital - 5%
- v) Promoter's Contribution - 10%

**XI.** Details of Fund allotted and details of beneficiaries for each programmes for the year 2005-06 are as follows:-

**TAHDCO's STATE ACTION PLAN (S.A.P.) FOR THE YEAR 2005-06:-**

Sl. No.	Scheme	Physical		Financial ( Rs. in lacs)		Total
		No. of beneficiaries	Subsidy	Margin Money	Promoters contribution/ margin money & Term Loan	
District Action Plan (DAP)						
1.	Land Purchase Scheme	8000	1200.00	0	1200.00	2400.00
2.	Financial Assistance to Individuals beneficiaries	6500	800.00	0	1709.06	2509.06
3.	a) Revolving Fund Assistance to SHGs	7500 Groups (1,12,500)	750.00	0	1125.00	1875.00
	b) Economic Assistance to SHGs	2000 Groups (30,000)	2000.00	0	2000.00	4000.00
4.	Self Employment Programme for Youth (SEPY)	3,000	450.00	0	675.00	1125.00
5.	Collector's Discretionary Fund	6,000	300.0.0	0	--	300.00
6.	Training Programme					
6.1.	Vocational training programmes for SC/ST	10,000	600.00	0	--	600.00

6.2	youth in District Action Plan VTP to SHGs members in DAP	2,000	25.00	0	--	25.00
	<b>Sub Total DAP</b>	<b>178000</b>	<b>6125.00</b>	<b>0</b>	<b>6709.06</b>	<b>12834.06</b>
		<u>State level Schemes</u>				
7.	Special Projects	4,000	400.00	0	600.00	1000.00
8.	EDP Training for SHG members	50,000	200.00	0	0	200.00
9.	Special Training Programmes organised in Chennai by Head Office	2,300	300.00	0	0	300.00
10.	Computer Software Training	2000	256.00	0	0	256.00
11.	NSKFDC	600	90.00	0	210.00	300.00
12	NSLRS	10000	1845.00	750.00	3250.00	5845.00
	a) New Scheme for economic Development of Sanitary workers& their dependents					
	b) Revolving Fund to 1000 Subamathi SHGs @ Rs. 10,000 each		100.00			100.00
13	NSFDC	1000	200.00	200.00	600.00	1000.00
	<b>Total</b>	<b>247900</b>	<b>9516.00</b>	<b>950.00</b>	<b>11369.06</b>	<b>21835.06</b>

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

Particulars of recipients of concessions, permits or authorisations granted by it's Section 4(l)(b)(xiii) of Right to Information Act 2005.

No concession or permit or authorisation is being granted to the individuals or firms or companies by Tamil Nadu Adi Dravidar Housing and Development Corporation.

Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd

Details in respect of the information available to or held by it reduced in an Electronic Form under Section 4(l)(b)(xiv) of Right to Information Act, 2005.

The Public can obtain information about the activities of Tamil Nadu Adi Dravidar Housing and Development Corporation in the website [http:// www.tahdco.tn.gov.in](http://www.tahdco.tn.gov.in)

The following information are available in an electronic form at TAHDCO Head Office, Thirumangalam, Chennai-600 101.

#### I. Development Activities:

1. Guidelines of schemes/programmes.
2. List of SC & ST population District wise (2001 census).
3. State Action Plan for the year 2005-06.
4. Annual Target and Achievement of Development Schemes from 1984-85 to 2004-05.
5. District wise list of Vocational Training institutes and courses offered.
6. Government Orders on Schemes and it's Amendments.
7. Special Central Assistance and Utilisation.
8. Land Purchase Scheme details.

## II. Technical Activities:

1. District wise progress report for construction activities.
2. Preparation of estimate and Date.
3. Designs for concrete structure.
4. Tender comparative statements.
5. Tender Notice.
6. Registration of Contractors' particulars.
7. Utilisation Certificate for construction activities.
8. Completion reports and expenditure details for construction activities.

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

Particulars of facilities available to citizens for obtaining information under Section 4(1)(b)(xv) of Right to Information Act, 2005.

The Public are posted with information through Notice Board, News papers, Web site, Exhibitions and other means of advertising.

### **Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd**

Name and Designation and other particulars of Public Information Officer under Section 4(1)(b) (xvi) of Right to Information Act, 2005.

## **1) TAHDCO HEAD OFFICE**

Name	Designation	Phone No.		Address
		Office	Residence	
<b>PUBLIC INFORMATION OFFICER</b>				
Thiru.K.Harikrishnapillai	Company Secretary	26154775	26680498	TNHB Shopping Complex, Thirumangalam, Chennai-600 101
<b>APPELLATE AUTHORITY</b>				
Thiru.T.K.Ponnusamy	General Manager (D & A)	26152063	26547941	TNHB Shopping Complex, Thirumangalam, Chennai-600 101

## **2) DEVELOPMENT WING:**

Sl. No	District	Name of Public Information Officer Tvl / Tmt.	Designation	Office phone No	Name of Appellate Authority Tvl / Tmt.	Designation	Office Phone No. / Cell No.
1	CHENNAI	M.Soundrarajan	Asst. Manager	25246344	K. Selvamani	District Manager	25246344 / 9444415344
2	COIMBATORE	K. Chandra	Asst. Manager	2210111	K. Sundaramurthy i/c.	District Manager	2210111 / 09443342311
3	CUDDALORE	N.Rathinasabapathy	Asst. Manager	289525	V. Krishnamoorthy	District Manager	289525 / 09443225811
4	DHARMAPURI	A. Harinarayanan	Asst. Manager	260007	P. Karpagam	District Manager	260007 / 9443368733
5	DINDIGUL	K.Santhana mahalingam	Asst. Manager	2460096	M. Chandrasekar	District Manager	2460096 / 09443311273
6	ERODE	G. Krishnamurthy	Asst. Manager	2259453	R. Shanmuga Sundaram i/c.	District Manager	2259453 / 09443318023
7	KANCHEEPURAM	G. Kanniyappan	Asst. Manager	237842	K. Selvamani i/c.	District Manager	237842 / 9443337845
8	KRISHNAGIRI	S. Prabakaran	Asst. Manager	238881	V.S. Nagarajan	District Manager	238881 / 09443212690
9	KARUR	R. Prabhakaran	Asst. Manager	256703	M. Ponnusamy i/c.	District Manager	256703 / 09443269232
10	MADURAI	S. Valarmathi	Asst. Manager	2529848	M. Karthikeyan	District Manager	2529848 / 9443279498
11	NAGAPATTINAM	S. Agoranathan	Asst.	220301	A. Veerappan	District	220301 /



			Manager			Manager	09443101689
12	NAGERCOIL	D. Maharajapillai	Asst. Manager	227532	A. Sudarmanipandian	District Manager	227532 / 09443384201
13	NAMAKKAL	L. Thulasidharan	Asst. Manager	229070	V. Annamalai	District Manager	229070 / 09443194655
14	NILGIRIS	S. Swaminathan	Asst. Manager	2443064	S. Swaminathan i/c.	District Manager	2443064 / 09443313483
15	PUDUKOTTAI	J. Mani	Asst. Manager	221487	K. Shenbagavalli	District Manager	221487 / 09443742683
16	PERAMBALUR	K. Natarajan	Asst. Manager	276317	R. Dhayalan i/c.	District Manager	276317 / 09443316913
17	RAMNATHAPURAM	S. Vaithyanathan	Asst. Manager	231039	S. Vaidhiyanathan i/c.	District Manager	231039 / 09443153858
18	SALEM	G.R. Jaganathan	Asst. Manager	2280348	P. Meenatchisundaram	District Manager	2280348 / 09443348324
19	SIVAGANGAI	A. Annappan	Asst. Manager	240501	S. Inbasekaran	District Manager	240501 / 09443395534
20	THANJAVUR	N. Kanaga sundaram	Asst. Manager	255069	P.S. Nageswaran	District Manager	255069 / 09443219482
21	TIRUNELVELI	M. Lakshmanan	Asst. Manager	2581097	A. Sudarmanipandian i/c.	District Manager	2581097 / 09443391867
22	TIRUVANNAMALAI	R. Lenin	Asst. Manager	253151	T. Anbazhagan	District Manager	253151 / 09443397280
23	TRICHY	R. Viruthambal	Asst. Manager	2463969	K. Ramasubramanian i/c.	District Manager	2463969 / 09443269760
24	TUTICORIN	P. Ramamurthy	Asst. Manager	2341281	T. Dhamodaran	District Manager	2341281 / 09443217560

25	TIRUVALLUR	V. Shanmugam	Asst. Manager	265539	M. Ramakrishnan	District Manager	265539 / 09443165388
26	THENI	S. Samikannu	Asst. Manager	260995	T. Rathinam	District Manager	260995 / 09443266490
27	THIRUVARUR	K.C. Murthy	Asst. Manager	250017	S. Seran	District Manager	250017 / 09443319785
28	VELLORE	S. Ranganathan	Asst. Manager	2210546	V.C. Parthiban	District Manager	2210546 / 09443288376
29	VILLUPURAM	B. Francis	Asst. Manager	222863	R. Rajendran	District Manager	222863 / 09443393863
30	VIRUDUNAGAR	D. Vanaja Sivathai	Asst. Manager	252324	P. Thiagarajarao	District Manager	252324 / 09443314924

### **3) TECHNICAL WING:-**

Sl. No	Division	Name of Public Information Office <u>Thiruvalargal</u>	Designation	Office Phone No.	Name of Appellate authority <u>Thiruvalargal</u>	Designation	Phone / Mobile No.
						E.E	26154259

1.	Chennai	P.S.Nirmala	Divisional Accountant	044-26154259	P.Beeman		----- 9444171806
2.	Vellore	C.N.Rajaram	Divisional Accountant	0416-2222708	R.Sekar	E.E i/c	9443274543
3.	Villupuram	S.Manimegalai	Divisional Accountant	04146-222813	V.Devarajalu	E.E	9443311813
4.	Trichy	R.Sridharan	Divisional Accountant	0431-2461987	M.Somu	E.E	9443174505
5.	Madurai	Shanmuga-sundaram	Divisional Accountant	0452-2537830	V.Thannasi	E.E	9443415792
6.	Tirunelveli	Bagiaraj	Assistant	0462-2584623	M.Sundar	E.E i/c	9443102289
7.	Coimbatore	C.Sampathkumar	Divisional Accountant	0422-2201443	E.Kandan	E.E	9443322045