

ENVIRONMENT-FORESTS DEPARTMENT
SECRETARIAT, CHENNAI 9

**Information Handbook under
Right to Information Act**

Chapter 1

Introduction

1. Tamil Nadu Forests Department

The Forest department is custodian of 22,870 Sq.kms. of forest land which constitute 17.584% of the geographical area as against 33.33% required under National Forest Policy, 1988. Nearly half of the forest area is subjected to heavy degradation on account of biotic pressure. Various Schemes and programmes of Government are aimed at restoring the degraded forest and expanding forests outside the Reserve Forest area.

2. Department of Environment

The survival and well being of any nation depend on sustainable social and economic progress that satisfies the needs and aspiration of the present without compromising the interest of future generations,. Environmental conservation is an integral part of the socio – economic development. But the spiraling population and increasing industrialization have posed a serious challenge to the preservation of our terrestrial and aquatic ecosystems. Conservation and enhancement of life support systems like land, water, forests and bio diversity are important for ecological security of Tamil Nadu. Several initiatives have been taken by this Department for pollution abatement in the rivers and lakes besides promoting environmental consciousness among the school children and public at large.

3. Tamil Nadu Pollution Control Board

The Tamil Nadu Pollution Control Board, established in 1982 enforces the provisions of the Water (Prevention and Control of Pollution) Act 1974 as amended, the Water (Prevention and control of Pollution) Cess Act 1977 as amended, the Air (Prevention and Control of Pollution) Act 1981 as amended and the relevant provisions/rules of the Environment (Protection) Act 1986 to prevent, control and abate pollution and for protection of environment.

The Board functions with its Head Office at Chennai. There are 25 District Offices at Chennai, Coimbatore, Vellore, Madurai, Tiruchirapalli, Ambattur, Tambaranm, Vaniyambadi, Hosur, Cyuddalore, Thanjavur, Karur, Salem, Namakkal, Erode, Tiruppur, Dindigul, Thirunelveli, Virudhunagar, Thoothukudi, Uthagamandalam, Nagercoil, Pudukkottai, Villupuram and Nagapattinam.

The Board has established 3 Advanced Environmental Laboratories at Chennai, Salem and Madurai, 10 District Environmental Laboratories at Ambattur, Vellore, Cuddalore, Tiruchirapalli, Dindigul, Tirunelveli, Coimbatore, Tiruppur, Hosur and Manali and one Mobile Environmental Laboratory at Thoothukudi.

1.1. Background of this hand-book (Right to Information Act – 2005).

The Right to Information Bill, 2005 as passed by the Houses of Parliament received the assent of the President on 15th June 2005. The Right to Information Act 2005 has also been published in the Gazette of India on 21st June 2005.

1.2. Objective / purpose of this hand-book

The Objective of this Hand Book is to provide information to the citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability.

1.3. Intended users of this hand-book

1.4. Organisation of the information in this hand-book

1.5. Definitions

1.6. Contact person

Thiru G. Ravikrishnan
Under Secretary to Government
Environment-Forests Department
Chennai 9

1.7. Procedure and fee Structure

- I. Fees – Every application for obtaining information under sub section (1) of Section 6 of the Act shall be accompanied by an application fee of rupees fifty by cash or by demand draft or bankers cheque payable in the head of account, as may be specified by the Public Authority.
- II. For providing information under sub section (1) of Section 7 of the Act, a fee shall be charge by way of cash against proper receipt or by demand draft or bankers cheque payable in the head of account, as specified below:
 1. Rupees two for each page (in A4 or A3 size paper) created or copied.
 2. actual charge or cost price of a copy in target size paper
 3. actual cost or price for samples or models; and
 4. for inspection of records, no fee for the first hour and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

- III. For providing the information under sub section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque in the head of account as specified below:
- i. for information provided in diskette or floppy rupees fifty per diskette or floppy and
 - ii. for informations provided in permitted form at the price fixed for publication.

Fees shall be credited under the following head of account:

“0075 – 00 Miscellaneous General services – 800 other receipts – BK Collection of fees under Tamil nadu Right to Information (Fees) Ryules 2005”
DPC 075 00 800 BK 006

The Public information Officer shall receive the cash or Demand Draft from the applicant and arrange to remit the fee under the above head of account through the Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India. The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the challan to the Public Information Officer as an evidence for having remitted the fee.

Chapter – 2 (Manual – 1)

Particulars of Organization, Functions and Duties

2.1 Objective / purpose of the public authority.

Implementing, monitoring all Forestry and Environment protection activities/all Centrally Sponsored schemes relating to Forest and Environment Departments.

2.2 Mission / Vision Statement of the public authority.

To achieve the ultimate goal of the schemes formulated by the Government so that the end result can reach the purpose for which Government Orders and policies.

2.3 Brief history of the public authority and context of its formation.

No remarks.

2.4 Duties of the public authority.

Issue of orders on the schemes formulated by the Government and proper monitoring of the implementation of the schemes.

2.5 Main activities / functions of the public authority.

Issue of orders on the schemes formulated by the Government and proper monitoring of the implementation of the schemes.

2.6 List of services being provided by the public authority with a brief write-up

Nil

2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).

Secretary to Government
Additional Secretary to Government
Joint Secretary to Government
Deputy Secretary to Government
Under Secretaries to Government
Section Officers
Assistant Section Officers

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The Public may give their feed back on the pros and cons of the scheme implemented by the Government, so that it can be tuned to the upliftment of the poor and successful implementation of the various schemes by the Forest and Environment Department.

2.9 Arrangements and methods made for seeking public participation / contribution.

E-Mail I.D. has been provided to all the Secreties to Government for sending their feed backs and also by making representations

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

E Mail has been checked by the personal staff of Secretary and all the Tappals are being seen by Secretary and Officers and attended to immediately to redress the grievances.

2.11 Addresses of the main office and other offices at different levels.

The Secretary to Government
Environment-Forests Department
Secretariat, Chennai 9

Additional Secretary to Government
Environment-Forests Department
Secretariat, Chennai 9

The Joint Secretary to Government
Environment-Forests Department
Secretariat, Chennai 9

The Deputy Secretary to Government
Environment-Forests Department
Chennai 9

2.12 Morning hours of the office: 10.00 A.M.

Closing hours of the office: 5.45 P.M.

Chapter –3 (Manual – 2)

Powers and Duties of Officers and Employees

3.1. Powers and duties of officers and employees of the organization.

Designation		
Powers	Administrative	Secretary to Government Environment-Forests Department Chennai 9
	Financial	Secretary to Government Environment-Forests Department Chennai 9
	Others	Additional Secretary to Government Joint Secretaries to Government Deputy Secretaries to Government Under Secretaries to Government Section Officers Assistant Section Officers
Duties		Assistant Section Officers and Section Officers will process the files and submit the files to higher officials, who will supervise the files and the Secretary will take decision

Chapter – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions

Name / title of the document

Type of the document

**Choose one of the types given below.
(Rules, Regulations, Instructions,
Manual, Records, Others)**

1. Tamil Nadu Forest Act 1882
2. The Wild Life (Protection) Act 1972
as amended by
The Wild Life (Protection) Amendment Act 2002
(16 of 2003)
along with
The Wild Life (Transactions and Taxidermy) Rules 1973
The Wild Life (Stock Declaration) Central Rules 1973
The Wild Life (Protection) Licensing (Additional Matters for consideration) Rules 1983
The Wild Life (Protection) Rules 1995
The Wild Life (Specified Plants – Conditions for Possession by Licensee) Rules 1995
The National Zoo Policy 1998
3. Tamil nadu Preservation of Private Forest Act 1949
4. Tamil Nadu Hill Areas (Preservation of Trees) Act 1955
5. Forests Conservation Act 1980 (Rules and guidelines, therefore)
6. Tamil Nadu Timber Transit Rules
7. The Environment (Protection) Act 1986
8. The Recycled plastics Manufacture and Usage Rules 1999
9. The Environment (Protection) Rules 1986
10. The Hazardous Waste (Management and Handling) Rules 1989
11. The Manufacture, Storage and Import of Hazardous Chemical Rules 1989
12. The Manufacture, Use, Import, Export and storage of Hazardous Micro organisms / Genetically Engineered Organisms or Cells Rules 1989
13. Coastal, Regulation zone Notification 1991
14. The Environment Impact Assessment Notification 1994
15. The Rules for Emergency Planning, Preparedness and Response for chemical Accidents 1996
16. The Bio Medical waste (management and Handling) Rules 1998
17. The Noise Pollution (Regulation and control) Rules 2000
18. Use of Fly Ash from Thermal power plants

19. The Water (Prevention and Control of Pollution) Act 1974
20. The Tamil Nadu Water (Prevention and Control of Pollution) Rules 1983
21. The Water (Prevention and Control of Pollution) Cess Act 1977
22. The Water (Prevention and Control of Pollution) Cess Rules 1978
23. The Air (Prevention and Control of Pollution) Act 1981
24. The Tamil Nadu Air (Prevention and Control of Pollution) Rules 1983

From where one can get a copy of rules, regulations, instructions, manual and records

The applicants can peruse the Rules, Regulations, instructions, manuals and records mentioned above from the officer mentioned below.

**Address: Thiru G. Ravikrishnan,
Under Secretary and
Public Information Officer,
Environment-Forests Dept.
Chennai 9**

Telephone No: 25675736

Fax:

Email:

**Others: Thiru A. Karunanithi,
Joint Secy. to Government
Environment-Forests Dept.
Chennai 9**

If the applicant wants to have a copy of the Rules, Regulations, Instructions, Manuals, Records mentioned above, the applicant may get a copy from the publication department of the Stationery and Printing Department.

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)

As in Chapter 1 para 1.7

Chapter – 5 (Manual – 4)

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

Formulation of Policy

5.1. Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sl.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
		No	Any Public may represent to Government for formulation of Policies. While formulating Policies, their representations will be taken into consideration.

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon.

Implementation of Policy

- 5.2. Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following format.

Sr.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
		No	Through E Mail or by representation

Chapter – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

- 6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others “).

SI.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
	-	-	By application as per the procedure in this manual	Public Information Officer

Chapter – 7 (Manual – 6)

**A statement of boards, council, committees and other
bodies constituted as its part**

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

TAMIL NADU FORESTS PLANTATION CORPORATION LTD
Structure and Member Composition

Chairman,
Secretary to Government
Managing Director
Joint Managing Director
Collector, Tiruchirapalli
Corporation of Horticulture and
Plantation crops.
Chennai
Joint Director
Finance Department
Chennai 9
Deputy Secretary to Govt
Industries Dept.

Head of the Body

Chairman

Address of Main office and its Branches

Karur Road
Mallachipuram
Kambarasampettai
Trichy 620 101

Frequency of Meetings

Quarterly

Can Public participate in the meetings

No.

Are Minutes of the meeting prepared?

Yes

Are Minutes of the meeting available to Public

No

name & Address of the Affiliated Body

Tamil Nadu Forests Plantation Corporation Ltd., Trichy

Type of Affiliated Body

Other Bodies

Brief introduction of the affiliated Body (Establishment year, objective main Activities)

Incorporated in June 1974. Raising Forest Plantations (Eucalyptus, Cashew and Casuarina) in Tamil Nadu for the purpose of development of wood based industries/to meet the needs of public in regard to fuel wood and other produce

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Managing

TAMIL NADU TEA PLANTATION CORPORATION LTD

Structure and Member Composition

Chairman,
Secretary to Government
Managing Director
Joint Managing Director
Principal Chief Conservator of Forests
Exec.Director, Tea Board, Coonoor
Collector of Nilgiris

Head of the Body

Chairman

Address of Main office and its Branches

Orange Grove Road
Coonoor 643 101
The Nilgiris District

Frequency of Meetings

Quarterly

Can Public participate in the meetings

No.

Are Minutes of the meeting prepared?

Yes

Are Minutes of the meeting available to Public

No

name & Address of the Affiliated Body

Tamil Nadu Tea Plantation Corporation Ltd., Coonoor

Type of Affiliated Body

Other Bodies

Brief introduction of the affiliated Body (Establishment year, objective main Activities)

Incorporated in 1.8.1975. To employ and resettle the repatriates from Srilanka Raising Tea and Coffee Plantations and other suitable species, promote purchase, lease, take control of., manage and or develop Tea and Coffee estates in Tamil Nadu .

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Managing

ARASU RUBBER CORPORATION

Structure and Member Composition

Chairman,
Secretary to Government
Managing Director
Joint Managing Director
Collector, Kanyakumari District
Joint Director, Finance Dept., Secretariat, Chennai 9

Head of the Body

Chairman

Address of Main office and its Branches

Vadachery
P.B.No. 75
Nagercoil 629 001
K.K. District

Frequency of Meetings

Quarterly

Can Public participate in the meetings

No.

Are Minutes of the meeting prepared?

Yes

Are Minutes of the meeting available to Public

No

name & Address of the Affiliated Body

Arasu Rubber Corporation, Nagercoil

Type of Affiliated Body

Other Bodies

Brief introduction of the affiliated Body (Establishment year, objective main Activities)

Incorporated on 1.10.1984 To acquire on lease from Government under the Rubber plantations / Five year plan for Rehabilitation of Sri Lanka repatriates in Forest areas of K.K. District.

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Managing

TAMIL NADU POLLUTION CONTROL BOARD

Structure and Member Composition

1. Chairperson
Tamil Nadu Pollution Control Board
76 Mount Salai, Guindy
Chennai 32
2. Secretary to Government
Environment-Forests Department
Fort. St. George
Chennai 9
3. Special Secretary to Government
Finance Department
Fort. ST. George
Chennai 9
4. Chief Inspector of Factories
Chepauk
Chennai 600 005
5. Special Commissioner of Town and Country Planning
Chengalvarayan Building, IVth Floor
807 Anna Salai
Chennai 600 002
6. Director of Public Health and Preventive Medicine
Chennai 600 006
7. CONVENOR
Member Secretary (in charge)
Tamil Nadu Pollution Control Board
76 Mount Road
Guindy, Chennai 600 032.

REPRESENTATIVES OF GOVERNMENT UNDERTAKINGS

8. Managing Director
TWAD Board
Chepauk, Chennai 600 005
9. Member (Generation)
Tamil Nadu Electricity Board
Electricity Avenue (NPKRR Maligai)
800 Anna Salai, Chennai 600 002

REPRESENTATIVES FROM AGRICULTURE, FISHERIES AND INDUSTRIES
DEPARTMENT

10. Joint Director of Fisheries (Retired)]
No.3/14 Mahalakshmi Flats, A II
Abdul Razak Street
Saidapet
Chennai 60-0 015.
11. Member
District Production Committee Member
District Fertiliser Committee
No.8 First Street
Tharvazhi Village and Post
Ambur (via)
Vellore District
12. The Regional Chairman (South REgion)
Leather Export Promotion Council
M/s. Presidency Kid Leather Ltd.
476 Kilpauk Garden Road, Kilpauk
Chennai 600 010.

SPECIAL INVITEES

13. General Manager (P&D)
SIPCOT
194 Marshall Road
Chennai 600 008
14. Director of Industries and Commerce,
Chepauk, Chennai 600 005
15. Director of Environment Department
Ground Flor
Panagal Building
Saidapet, Madras 600 015.

Head of the Body

Chairman

Address of Main office and its Branches

76 Anna Salai,
Guindy,
Chennai 600 032

Frequency of Meetings

Quarterly

Can Public participate in the meetings

No.

Are Minutes of the meeting prepared?

Yes

Are Minutes of the meeting available to Public

No

name & Address of the Affiliated Body

The Chairperson,
Tamil Nadu Pollution Control Board
76 Anna Salai,
Guindy,
Chennai 600 032

Type of Affiliated Body

Other Bodies

Brief introduction of the affiliated Body (Establishment year, objective main Activities)

The Tamil Nadu Pollution Control Board, established in 1982 enforces the provisions of the Water (Prevention and Control of Pollution) Act 1974 as amended, the Water (Prevention and control of Pollution) Cess Act 1977 as amended, the Air (Prevention and Control of Pollution) Act 1981 as amended and the relevant provisions/rules of the Environment (Protection) Act 1986 to prevent, control and abate pollution and for protection of environment.

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Managing

Chapter – 8 (Manual – 7)

The names, designations and other particulars of the Public Information Officers

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority:

Assistant Public Information Officers:

Sr. No.	Name	Designation	STD Code	Ph.No. Office	Home	Fax	Email	Address
				NIL				

Public Information Officers:

Sr. No.	Name Thiru	Designation	STD Code	Ph.No. Office	Home	Fax	E mail	Address
	Ravikrishnan	Under Secretary to Government	044	25665736				Environment-Forests Department Secretariat, Chennai 9

Department Appellate Authority:

Sr. No	Name Thiru	Designation	STD Code	Ph.No. Office	Home	Fax	Email	Address
.	A. Karunanithi	Joint Secretary to Government	044	25677906	24868623	25670560	-	Environment -Forests Department Secretariat, Chennai 9

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

9.1. Procedure followed to take a decision for various matters

By following the procedure laid down under Secretariat Office Manual and Business Rules and Secretariat Administration

9.2. Different levels through which a decision process moves?

The Assistant Section Officer and Section Officer will process the files with reference to the Rules and guidelines and the files will be scrutinized by the Under Secretaries, Deputy Secretaries, Joint Secretaries Additional Secretaries and Secretary to Government and after consulting the Finance Department in respect of financial matters, Personnel and Administrative Reforms Department and Law in respect of Establishment and Court cases and decision will be taken after circulating the files to the concerned Ministers wherever necessary.

9.3. Arrangements to communicate the decision to the public

A separate website has been opened and all important G.Os. have been loaded there for the use of the Public.

9.4. Officers at various levels whose opinions are sought for the process of decision making

The opinion of the following Officers will be sought for the process of decision making, wherever necessary.

1. Secretary to Government, Finance Dept.
2. Secretary to Government Personnel and Administrative Reforms Department
3. Secretary to Government, Law Department
4. Chief Secretary to Government

9.5. The final authority that wets the decision

Secretary to Government

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

SI.No	
Subject on which the decision is to be taken	All matters
Guideline / Direction, if any	As per Para 9.1. above
Process of Execution	Joint Secretary, Additional Secretary, Secretary
Designation of the officers involved in decision making	Secretary to Government
Contact information of above mentioned officers	Secretary to Government
If not satisfied by the decision, where and how to appeal.	High Court by way of Writ Petition

Chapter – 10 (Manual – 9)
Directory of Officers and Employee

10.1 Please provide information Department wise in following format

1. Secretary to Government - Thiru Surjit K Chaudhary, IAS.,
Phone (O) 044 25671511
® 044-24874311

Fax 044 - 25670560

Environment-Forests Department
Secretariat, Chennai 9

2. Addl. Secy. to Government Tmt. Elsie Jose, BA.,
Phone (O) 044-25671424
® 044-24872410

Fax 044 - 25670560

Environment-Forests Department
Secretariat, Chennai 9

3. Joint Secretary to Government Thiru A. Karunanithi, BA.,BL.,
(Estt) Phone (O) 044 -25677906
® 044-24865623

Fax 044 - 25670560

Environment-Forests Department
Secretariat, Chennai 9

4. Joint Secretary to Government Thiru R. Udayakumar, MA.,
(FR) Phone (O) 044 -25672745
® 044-24867675

Fax 044 - 25670560

Environment-Forests Department
Secretariat, Chennai 9

5. Dy. Secretary to Government Tmt. R. Vasuki, IAS.
Phone (O) 044 -25671042
® 044-24794976

Fax 044 - 25670560
Environment-Forests Department
Secretariat, Chennai 9

CHAPTER - 11 (Manual – 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format

Sl. No	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1.	Secretary to Government	41,212	300	As per Pay commission reports and the orders of Government then and there.
2.	Addl. Secretary to Government	33,797	300	
3.	Joint Secretary to Government	29,622	300	
4.	Deputy Secretary to Government (IAS)	30,572	300	
5.	Under Secretary to Government	23,928	300	
6.	Section Officer	18158	300	
7.	Private Secretary	18,033	300	
8.	Asst. Section Officer	16,163	300	
9.	Personal Assistant	14,759	300	
10.	Personal Clerk	12,156	300	
11.	Assistants	10,048	125	
12.	Typists	12,227	300	
13.	Driver	7,315	125	
14.	Record Assistant (Despatch Assistant)	7,936	125	
15.	Record Clerk	6,871	125	
16.	Office Assistants	6,241	125	

Chapter – 12 (Manual –11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on
disbursement made)

For Public Authorities responsible for developmental, construction, technical works

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format

Forest Department

S.No.	Details of the schemes	Budget Estimate 04-05		Revised Estimate 04-05		Budget Estimate 05-06	
		Estt.	Works	Estt.	Works	Estt.	Works
1.	Tribal ARea Sub Plan	294.30	26.53	243.56	26.52	268.04	30.03
2.	Soil & Water conservation	176.43	0.00	184.16	0.00	202.89	0.00
3.	Direction & Administration	5301.84	0.00	5289.42	0.00	5662.39	0.00
4.	Communication & Buildigns	81.36	940.50	83.52	990.50	88.54	164.00
5.	Social Security & Welfare	3.25	0.00	3.35	0.00	3.45	0.00
6.	Forest Conservation, Development & Regeneration	223.49	21.00	589.24	11.20	472.30	11.20
7.	Social & Farm Forestry	2457.72	5525.20	2175.00	5912.88	2592.48	7856.24
8.	Forest Produce (Sandal, Teak, Wattle etc)	353.70	45.84	364.87	459.59	378.64	564.27
9.	Extension and Training	210.74	0.00	199.06	0.00	254.62	0.0-0
10.	Publicity, Forest Protection and Labour & Staff amenities	923.26	458.50	893.19	606.37	1030.83	603.77
11.	Wild Life	482.89	611.06	498.33	576.83	526.33	603.06
12.	Forestry & Wild life and other expenditure	37.28	0.00	52.28	0.00	1.28	0.00
13.	Cashew Plantation	1.18	0.00	1.17	0.00	1.29	0.00
14.	Research	76.84	0.01	66.66	203.00	73.68	203.00
15.	Hill Area Development Programme including Western Ghats Development Programme	82.02	610.00	76.00	714.04	83.37	810.01
	Total	10706.30	8238.64	10719.81	9500.93	11640.13	104845.58
	Grand Total	18944.94		20220.74		22485.71	

DEPARTMENT OF ENVIRONMENT

S.No.	Programme and Activity	Budget Estimate 04-05	Revised Estimate 2004-05
1.	Environmental Education, Research and Awareness Programme	1	0
2.	Establishment of Project Management Cell	630	636
3.	National River Action Plan	1	0
4.	Water Quality Monitoring programme	1	0
5.	Chennai City Waterways Project under NRCP	1	0

Chapter – 13

The Manner of Execution of Subsidy Programmes

13.1 Name of Programme / Scheme

In G.O.Ms.No. 79 Environment-Forests Department dt. 29.4.2003, orders have been issued allowing the Tribal people to collect the Minor Forest produce. The income derived from the collection of minor Forest produce will be utilized for the upliftment of Tribals and villagers through Village Forestry Council.

In G.O.Ms.No. 203 Environment-Forests Department dt. 12.9.2000, sanction of financial assistance to the victims who are killed/injured by the attack of wild animals. The details of financial sanction are as follows:

1. Relief for the death/injury to human beings due to attack by the wild life, elephants, tiger etc.
 - a. To the legal heirs of the deceased Rs. 50,000/-
 - b. Permanent incapacitation Rs.50,000/-
 - c. Major injuries Rs.10,000/-
 - d. Partial incapacitation Rs.10,000/-
3. Minor injuries Rs. 5,000/-

2. Relief for the losses to the houses, shops and crops, other than human death/injury caused by the attack of wild life
 - i. Loss of or damage to House
 - a. RCC Roof or tiled house a. Actual loss or Rs.2,500/- whichever is less
 - b. Thatched House b. Actual loss or Rs.1,500/- whichever is lower(a) and (b) includes loss of movable property such as grains, clothes and other household effects.
 - (ii) Loss or damage to shops:
 - a. Tiled shops, including Actual loss or Rs.2,500/-
loss of goods in the shop whichever is lower
 - b. Thatched shops or bunks Actual loss or Rs.1,50/-
including loss of goods in the shops whichever is lower
 - iii. Loss of earning assets Actual loss or Rs.2000/-
like vehicles, boat cattle whichever is lower
 - iv. For loss of movable Actual loss or Rs.1,000/-
property such as grains, whichever is lower
clothes and other house hold
effects without loss or
damage to house, loss of
articles in shops without loss
or damage to building
containing the shop.

Relief under Items 2(i) and (ii) will disentitle relief under Item 2(iv) above.

- | | |
|--|---|
| (v) Damage to irrigation drinking waterwells, tubewells electric motor, fittings, fruitbearing tres etc. in the ownership of the victims,. | Actual loss or Rs.1000/- whichever is lower |
|--|---|

Objectives of the Programme

The objective of the programmes are

1. to benefit the Tribals/Villagers and
2. to benefit the Victims of who are killed /injured by the attack of wild animals.

Application format (where applicable)

Nil

List of attachments

Nil

Chapter – 14 (Manual - 13)

Particulars of Recipients of Concessions, permits or authorization granted by it

14.1. Please provide the information as per the following format:

- Name of Programme
- Type (Concession / Permits / Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession / Permits / Authorization
- Application fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates / documents)
- Format of Attachments

Nil

- List of beneficiaries in the format given below:

Sl. No./ code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/ Village	House No.

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

NIL

Chapter – 15 (Manual – 14)

Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms / Standards set by the department for execution of various activities / Programmes.

NIL

Chapter – 16 (Manual – 15)

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes, which are available in the electronic format.

Action is being taken to provide the details of the information relating to various schemes, in the electronic format.

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information.

- Website of the Public Authority

Chapter – 18 (Manual – 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request – Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal
-

18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description
- Time period for Training Programme / Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Prerequisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial Help, If any)
- Procedure of giving help
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application

- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual – 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate (if applicable)
- Process of renewal (if any)

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)

- Contact Information for applying
- Application Fee (Wherever applicable)
- Other fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures /documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)

18.6 With relation to collection of tax by Public authority (Municipal Corporation, Trade Tax Entertainment Tax etc)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/Municipalities / UPCL)

- Eligibility for connection
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)

- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority

Nil

SURJIT K CHAUDARY
SECRETARY TO GOVERNMENT