



# Proactive Disclosure of Information

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

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## ORGANISATION, FUNCTIONS OF THE DEPARTMENT

### Chapter – 1

#### Administration

The Tamil Nadu Hindu Religious and Charitable Endowments Act was enacted in the year 1959 realizing the fact that the administration and governance of Hindu Religious and Charitable Institutions and Endowments are to be monitored by the Government after carrying out the required modifications by examining the various enactments between the year 1928 and 1956.

This Act prescribes the rights and duties of the Commissioner and other subordinate officers of the Hindu Religious and Charitable Endowments Department. It also states various means for improving the administration of the Hindu Religious Institutions. This Act further empowers the Government to extend the provisions for the Jain Religious Institutions and Endowments.

#### Hindu Religious Institutions

There are 46,163 Hindu Religious and Jain Religious Institutions under the control of the Hindu Religious and Charitable Endowments Department.

### Chapter - 2

#### Powers & Duties and Details of Employees in the Office of the Commissioner

##### 2.1. Work Chart at Office of the Commissioner

Designation	Subject
Commissioner	<p>Head of the Department and looks after all the administrative affairs and activities undertaken in the Department</p> <p><b><u>Powers</u></b></p> <ol style="list-style-type: none"> <li>1. Establishment matters – Transfer and postings, Approval of panel for promotions of all ministerial staff, Executive Officers, Pay fixation of Inspectors, Increment Sanction of Assistant Commissioners, Deputy Commissioners, Passing final orders in disciplinary proceedings of Inspectors, Executive Officers</li> <li>2. Statutory powers – Appellate Authority under Sections 21, 34 A, 53, 54, 69, Suo-motu revision under Section 69(2), Framing schemes for maths and endowments attached to maths under Section 65(4)</li> </ol>

<b>Administrative Wing:</b>	
Additional Commissioner (Admin)	<ol style="list-style-type: none"> <li>1. Establishment matters of Ministerial staff and Executive Officers, Pay fixation of Officers, Inspectors, Executive Officers, Increment Sanction of Officers, Deputy Commissioners, Sanction of Leave.</li> <li>2. Establishment and all service matters of Engineering wing staff.</li> <li>3. Oru Kaala Pooja Schemes.</li> <li>4. Administration of muths</li> <li>5. ITMS and E-Office,</li> <li>6. Administration of lands belonging to temples</li> <li>7. Action on Audit reports.</li> </ol>
Additional Commissioner (General)	<ol style="list-style-type: none"> <li>1. Accord permission for installing new permanent hundials and temporary hundials during festivals in temples having executive Officers in the cadre of Joint Commissioner, Deputy Commissioner, Assistant Commissioner.</li> <li>2. Encashment of T.A.Bills for Joint Commissioners.</li> <li>3. Administration of Temples in Chennai-1, Chennai-2, Kanchipuram, Cuddalore, Vellore, Vilupuram, Tiruvannamalai, Tiruppur, Erode, Salem, Madurai.</li> <li>4. Appeal petitions filed under RTI Act.</li> </ol>
Additional Commissioner (Enquiry)	<ol style="list-style-type: none"> <li>1. Trustees appointment</li> <li>2. Accord permission for installing new permanent hundials and temporary hundials during festivals in temples having executive Officers in the cadre of Joint Commissioner, Deputy Commissioner, Assistant Commissioner.</li> <li>3. Administration of Temples in Trichy, Tirunelveli, Nagapattinam, Mayladuthurai, Tanjavore, Dindigul, Thoothukudi, Coimbatore, Sivagangai.</li> </ol>
Additional Commissioner (Education and Charitable Institutions)	<ol style="list-style-type: none"> <li>1. Issue of Thirukkoil magazine, inclusion of subscribers, attend to complaints.</li> <li>2. Action relating to Colleges and schools run by temples.</li> <li>3. Coordinator for welfare schemes.</li> <li>4. Work relating to Karunai Illams, Hospitals, Old age homes etc.,</li> </ol>

	<ol style="list-style-type: none"> <li>5. Revenue, Assessment of temples, issue of Demands under Section 92 and 94, bringing new temples under the purview of the Department for assessment, Upgrading /downgrading religious institutions as per provisions under Section 46 of the Act based on their assessable income</li> </ol>
Joint Commissioner (Thiruppani)	<ol style="list-style-type: none"> <li>1. Action on estimates, administrative sanction and approving of tenders,</li> <li>2. Heritage conservation.</li> <li>3. UNESCO, State level expert committee, Drawing Committee, Approved Sthapathy, Mural Committee and estimate committee, ADB, Prasad, Swadesh darshan,</li> <li>4. Environment Fund, Renovation of temple tanks, E-module, DPR, Strong room, Empanelment of Chartered engineers, Assembly announcement,</li> <li>5. Review meetings,</li> <li>6. Village temple thiruppani works,</li> <li>7. Thiruppani works in SC/ST habitats.</li> </ol>
Joint Commissioner (Head Quarters)	<ol style="list-style-type: none"> <li>1. Preparation of policy notes, Assembly announcement, Assurance committee,</li> <li>2. Office maintenance, Miscellaneous subjects, Stationary, Maintenance of Franklin machine,</li> <li>3. Review Meetings, Inspection of Officers,</li> <li>4. Action on Finance Commission recommendation, Elephant camps,</li> <li>5. Pilgrimage to Manasarovar and Mikthinath, FSSAI, Swacch Bharat, EK Bharat, Eol and empannalment, Independence day and Anna remembrance day feast. (Samabanthi virunthu)</li> <li>6. PIO under RTI Act for Office of the Commissioner.</li> </ol>
Joint Commissioner (Legal)	<ol style="list-style-type: none"> <li>1. Action on all cases on behalf of the Department.</li> <li>2. Revision Petitions under Section 114 filed before the Government.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Cases filed before the Commissioner.</li> <li>4. Act Amendments, Legal Cell matters.</li> <li>5. Attend Court and assist G.P.s on important cases</li> <li>6. Court work on cases in which Department is impleaded as respondent</li> <li>7. Return of Court Deposits</li> <li>8. Issue of certified copies</li> <li>9. Recovery of Court Deposits</li> </ol>
Joint Commissioner/ Verification Officer (Head Quarters)	<ol style="list-style-type: none"> <li>1. Balalayam, Appraisement of jewels, permission for shifting and installation of idols,</li> <li>2. Works related to renovation of Temple cars, Scrutinization of Tour Diary of Deputy Commissioner/Verification Officers</li> </ol>
Special Officer I - IV (Temple Lands)	<ol style="list-style-type: none"> <li>1. Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79,</li> <li>2. Safeguarding of immovable properties belonging to religious institutions, fixation of fair rent,</li> <li>3. Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands,</li> <li>4. Collection of village A-register / Revenue records and land survey particulars</li> </ol>
Assistant Commissioner (Legal)	<ol style="list-style-type: none"> <li>1. Action on all cases on behalf of the Department.</li> <li>2. Revision Petitions under Section 114 filed before the Government.</li> <li>3. Cases filed before the Commissioner.</li> <li>4. Recovery of Court Deposits</li> </ol>
Assistant Commissioner 1-8	Works relating to administration of temples, trustee appointments, Departmental funds, Legal matters, Assessable income, Office maintenance, Miscellaneous subjects, Oru Kaala Pooja scheme, ITMS, e-Office, Thiruppani works, Schools and colleges

Assistant Commissioner (Poosari Welfare board)	Village Temple Poosaris Welfare Board
Regional Audit Officer (Maths)	To Audit the Math Accounts
Accounts Officer	Internal Audit review of subordinate offices
Assistant Accounts Officer	<ol style="list-style-type: none"> <li>1. Drawing Officer for pay / other bills, arrear claims, loans &amp; advances of Head Office staff.</li> <li>2. Work relating to administrative accounts of the Department.</li> <li>3. Reconciliation with A.G.'s Office / Pay and Accounts Office.</li> <li>4. Scrutinizing Cashier's work</li> <li>5. Preparation of Department's Budget Estimates.</li> </ol>
<b>Engineering Wing:</b>	
Chief Engineer	Scrutinizing thiruppani estimates, quotations, tenders, Measurements of works of religious institutions and Supervision of Engineering wing.

### **A Section :-**

**Sub :** Trustees Appointment, Fit Person appointment, Disciplinary Action under Section 53 of the Act against hereditary and non-hereditary trustees,

**Section Officers :** Additional Commissioner (Enquiry),  
Assistant Commissioner-1.

### **1 Superintendent, 2 Assistants**

<b>Sections</b>	<b>Subject</b>
A1	Files connected with the above subjects relating to Chennai-1, Chennai-2, Kanchipuram, Vellore, Villupuram, Tiruvannamalai, Salem, Erode, Tiruppur and Coimbatore Joint Commissioner regions.
A2	Files connected with the above subject relating to Cuddalore, Nagapattinam, Myladuthurai, Tanjavore, Trichy, Madurai, Dindigul, Sivagangai, Thoothukudi, Tirunelveli Joint Commissioner regions.

**B Section :-****Sub:** Staff Establishment**Section Officers :** Additional Commissioner (Admin)**1 Superintendent, 6 Assistants**

<b>Sections</b>	<b>Subject</b>
B1	Establishment and Service matters of A and B officers, Thirukkoil Editor, Accounts Officer, Assistant Accounts Officer, Preparation of seniority list, Disciplinary proceedings, Fixing jurisdiction, Action under Sections 13(1), 9, 11 of the Act, Administrative reforms.
B2	Establishment and Service matters of Inspectors/Superintendents, Transfer and postings, Pay Fixation, Action on complaints, Disciplinary proceedings.
B3	Establishment and Service matters of Junior Assistants, Typists, Steno-typists, Transfer and postings, Panel preparation for promotion, Action on complaints, Disciplinary proceedings and sanction of Leave, L.T.C., Pay Fixation, Increments to above categories of staff at Head Office, Action on representations from staff association.
B4	Permission for retirement to Head Office and all Subordinate Staffs, Compulsory Retirement review, Establishment and Service matters of Driver, Record Clerk, Office Assistants, Watchmen, Sweeper, Scavenger, Transfer and postings, Panel preparation for promotion, Action on complaints, Disciplinary proceedings and sanction of Leave, L.T.C., Pay Fixation, Increments to above categories of staff at Head Office.
B5	Establishment and Service matters of Assistants, Transfer and postings, Panel preparation for promotion to Inspector/Audit Inspector posts, Action on complaints, Disciplinary proceedings and sanction of Leave, L.T.C., Pay Fixation, Increments to above categories of staff at Head Office.
B6	Office Administration, Action on petitions against all officers, Pay Fixation of Deputy / Assistant Commissioners, L.T.C. sanction, work relating to Sanction of Temporary establishment extension, Sanction of additional Charge Allowance.



**L Section :-****Sub:** Executive Officers Establishment**Section Officers :** Additional Commissioner (Admin)**1 Superintendent, 5 Assistants**

<b>Sections</b>	<b>Subject</b>
L1	Service matters Transfer and postings Follow up action on Disciplinary proceedings, Probation declaration, Pay fixation, Preparation of seniority list relating to establishment of Grade-I Executive Officers, Grouping and regrouping of temples, Creation of new posts.
L2	Service matters, Transfer and postings, Pay fixation, Follow up action on Disciplinary proceedings, preparation of panel for promotion, Sanction of Selection Grade and Special Grade relating to establishment of Grade-II Executive Officers.
L3	Service matters, Transfer and postings, Pay fixation, Follow up action on Disciplinary proceedings, preparation of panel for promotion, Sanction of Selection Grade and Special Grade relating to establishment of Grade-III Executive Officers.
L4	Service matters, Transfer and postings, Pay fixation, Follow up action on Disciplinary proceedings, preparation of panel for promotion, Sanction of Selection Grade and Special Grade relating to establishment of Grade-IV Executive Officers, Sending estimate of vacancy to T.N.P.S.C. for appointment of Executive Officers and miscellaneous work.
L5	Establishment and service matters, Transfer and postings, Increment sanction, Leave Sanction, Pay fixation of Engineering wing Staff and work relating to Sthapathy appointment, Appointment of Executive Officers under section 45(1) of the Act, work relating to Section 114 petitions filed before the Government, Approval of Security of Grade I to Grade IV Executive Officers.

**C Section :-**

**Sub:** Government Grant, Commissioner Common Good Fund, Thirukovil Puravalar Thittam, Temple Development Fund, Temple Staff Welfare Fund, Temple Staff Gratuity Scheme, Nadaswaram Artists Fund Scheme, Suseendram, Kanyakumari District Temples Contingent Staff Fund Scheme, Colleges Maintenance Fund Scheme, School Maintenance Fund Scheme, Sekkizhar Festival Fund Scheme, Temple Renovation Fund Scheme, Annadahanam, Target, Temple Staff Family Benefit Fund

**Section Officers :** Additional Commissioner (Admin), Assistant Commissioner-1

**1 Superintendent, 5 Assistants**

<b>Sections</b>	<b>Subject</b>
C1	Government Grant, Commissioner Common Good Fund, Thirukovil Puravalar Thittam
C2	Temple Development Fund, Temple Staff Welfare Fund, Temple Staff Gratuity Scheme, Nadaswaram Artists Fund Scheme, Suseendram, Kanyakumari District Temples Contingent Staff Fund Scheme, Colleges Maintenance Fund Scheme, School Maintenance Fund Scheme, Sekkizhar Festival Fund Scheme, Temple Renovation Fund Scheme. Burglar Alarm Fund Scheme,
C3	Annadahanam, Fixation of Target, Monthly Arrear List , Temple Staff Family Benefit Fund

**D Section :-**

**Sub:** Legal and Commissioner Bench

**Section Officers :** Joint Commissioner (Legal),  
Assistant Commissioner (Legal Cell)

**1 Superintendent, 1 Inspector, 4 Assistants**

<b>Sections</b>	<b>Subject</b>
D1	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Tanjavur, Nagapattinam, Tiruvarur Assistant Commissioner region, Issue of certified copies of orders.

D2	Revision Petitions Under Section 21, Appeals under Sections 34(A)(3), 53, 54, 69, Petitions under section 59 praying for permission to file suit for removal of Madadhipathis, framing scheme for maths and endowments attached to maths under section 65(4), Suo-motu Revision under Section 69(2),
D3	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Chennai region
D4	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Vellore, Kanchipuram, Chengalpattu, Tiruvallur and Tiruvannamalai Assistant Commissioner jurisdiction, Scrutinizing files of the Joint Commssioners for taking Suo-Motu action under Section 69(2), sending remarks on the Revision Petitions filed before the Government under Section 114 in the above matters.
D5	Work relating to cases filed by the staffs of the Department (Service matters)

### **N Section :-**

**Sub:** Legal

**Section Officers :** Joint Commissioner (Legal),  
Assistant Commissioner (Legal Cell),

### **1 Superintendent, 6 Assistants**

<b>Sections</b>	<b>Subject</b>
N1	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Trichy, Pudhukottai, Perambalur, Ariyalur and Karur Assistant Commissioner Regions
N2	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Cuddalore, Villupuram, Kallakurichi, Myladuthurai and Kumbakonam region and general matters, issue of circulars relating to general matters

N3	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Tirunelveli, Thoothukudi, Thenkasi and Nagerkoil region
N4	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Salem, Nammakal, Dharumapuri and Krishnagiri region
N5	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Madurai , Virudhunagar, Dindigul, Sivagangai, Ramanathapuram and Theni regions
N6	Work relating to filing Written Statements / Counter Affidavits in Cases in which department has been impleaded as party, Filing Appeals, Replying to Advocate notices issued under section 80 CPC, Law Officer Bill Sanction in respect of Coimbatore, Erode and Tirupur region

### E Section :-

**Sub:** Revenue, Assessment of temples, issue of Demands under Section 92 and 94, bringing new temples under the purview of the Department for assessment, Upgrading /downgrading religious institutions as per provisions under Section 46 of the Act based on their assessable income,

**Section Officers :** Accounts Officer,  
Joint Commissioner (Head Quarters)

### 1 Superintendent, 5 Assistants

Sections	Subject
E1	Inclusion/Deletion of ITMS No, GEO Coordinates Mapping, Upgrading /downgrading religious institutions as per provisions under Section 46 of the Act based on their assessable income  Files connected with the above subject relating to Chennai, Madurai, Dindugal, Theni Asistant Commissioner Divisions,
E2	Files connected with the above subject relating to Tirunelveli Thoothukudi, Nagerkoil, Tenkasi, Villupuram, Cuddalore, Kumbakonam, Myladuthurai, Kallakurichi, Asistant Commissioner Divisions

E3	Files connected with the above subject relating to Coimbatore, Tiruppur, Erode, Nagapattinam, Tiruvarur, Tanjavur Asistant Commissioner Divisions
E4	Files connected with the above subject relating to Vellore, Tiruvannamalai, Kanchipuram, Tiruvallore, Salem, Namakkal, Chengalpattu, Krishnagiri Asistant Commissioner Divisions
E5	Files connected with the above subject relating to Dharumapuri, Virudhunagar, Ariyalur, Trichy, Perambalur, Sivagangai, Pudhukottai, Ramanathapuram, Karur Asistant Commissioner Divisions.
E6	Works related to CM Cell Online petition, GOI Petitions, Governor Office Petitions, GDP Petitions

### F Section :-

**Sub:** Bills and Audit

**Section Officers :** Additional Commissioner (General)  
Accounts Officer,  
Joint Commissioner (Head Quarters),  
Assistant Accounts Officer,

**1 Superintendent, 4 Assistants**

Sections	Subject
F1	Preparation of Budget, Accountant General audit, Fund Allotment, Verification of budget expenditure in coordination with PAO, Reconciliation of Receipts and Expenditure
F2	Purchase and maintenance of vehicles in head office, Allotment of Fuels, Preparation of Fuel bills
F3	Contingent Expenses, Sanction of travelling allowance bills, Loans and Advances Remittances of Corporation Tax, Water Tax, Telephone Bills, Sanction of General Provident fund for Head office Officers and Staffs
F4	Preparation of Salary bills for permanent and temporary posts in Head Office, Works related to IFHRMS

**G Section :-**

**Sub:** Distribution of estimates to Y and Q sections received from subordinate Officers, Distribution of proposals to Assistant Engineer, Action against the Inspection reports and Tour programme of Engineers.

**Section Officers :** Joint Commissioner (Tiruppani),  
Chief Engineer

**1 Superintendent, 1 Assistants**

<b>Sections</b>	<b>Subject</b>
G1	Distribution of estimates to Y and Q sections received from subordinate Officers, Distribution of proposals to Assistant Engineer, Action against the Inspection reports and Tour programme of Engineers.

**Q Section :-**

**Sub:** Action on estimates, administrative sanction and approving of tenders,

**Section Officers :** Joint Commissioner (Thiruppani)  
Assistant Commissioner-7

**1 Superintendent, 5 Assistant**

<b>Sections</b>	<b>Subject</b>
<b>Q1</b>	Files connected with the above subject relating to <b>Chennai-1, Chennai-2, Vellore, Kanchipuram Joint Commissioner regions</b>
<b>Q2</b>	Files connected with the above subject relating to <b>Vilupuram, Tiruvannamalai, Salem, Erode Joint Commissioner regions</b>
<b>Q3</b>	Files connected with the above subject relating to <b>Coimbatore, Tiruppur, Trichy and Dindigul Joint Commissioner regions</b>
<b>Q4</b>	Files connected with the above subject relating to <b>Cuddalore, Nagapattinam, Myladuthurai, Tanjavore Joint Commissioner regions</b>
<b>Q5</b>	Files connected with the above subject relating to <b>Madurai, Sivagangai, Tirunelveli and Thoothukudi Joint Commissioner regions</b>

**Y Section :-**

**Sub:**Heritage conservation. UNESCO, State level expert committee, Drawing Committee, Approved Sthapathy, Mural Committee and estimate committee, ADB, Prasad, Swadesh darshan, Environment Fund, Renovation of temple tanks, E-module, DPR, Strong room, Empanelment of Chartered engineers, Assembly announcement, Review meetings, Village temple thiruppani works, Thiruppani works in SC/ST habitats.

**Section Officers :** Joint Commissioner (Thiruppani),  
Assistant Commissioner - 7

**1 Superintendent, 3 Assistants,**

Sections	Subject
Y1	Heritage conservation. UNESCO, State level expert committee, Drawing Committee, Approved Sthapathy, Mural Committee and estimate committee
Y2	ADB, Prasad, Swadesh darshan, Environment Fund, Renovation of temple tanks, E-module, DPR, Strong room, Empanelment of Chartered engineers.
Y3	Assembly announcement, Review meetings, Village temple thiruppani works, Thiruppani works in SC/ST habitats.

**H Section :-**

**Sub:** All types of Sanctions, establishment matters, Approval of lease of rights relating to all institutions in Chennai-1, Chennai-2, Kanchipuram, Cuddalore, Vellore and Villupuram Joint Commissioner Regions.

**Section Officers :** Additional Commissioner (General),  
Assistant Commissioner-5,

**1 Superintendent, 4 Assistants**

Sections	Subject
H1	All types of Sanctions, Establishment matters, Approval of lease of rights relating to all institutions in Chennai-1 Joint Commissioner Region.
H2	All types of Sanctions, establishment matters relating to all institutions in Chennai-2 Joint Commissioner Region.
H3	All types of Sanctions, establishment matters relating to all institutions in Kanchipuram and Cuddalore Joint Commissioner Region.

H4	All types of Sanctions, establishment matters relating to all institutions in Vellore and Villupuram Joint Commissioner Region
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#### T Section :-

**Sub:** All types of Sanctions, establishment matters, Approval of lease of rights relating to all institutions in Tiruvannamalai, Tiruppur, Erode, Salem and Madurai Joint Commissioner Regions.

**Section Officers :** Additional Commissioner (General),  
Assistant Commissioner-5,

**1 Superintendent, 4 Assistants**

Sections	Subject
T1	All types of Sanctions, Establishment matters, Approval of lease of rights relating to all institutions in Tiruvannamalai and Tirupur Joint Commissioner Region.
T2	All types of Sanctions, establishment matters relating to all institutions in Erode and Salem Joint Commissioner Region.
T3	All types of Sanctions, establishment matters relating to all institutions in Madurai Joint Commissioner Region.

#### U Section :-

**Sub:** All types of Sanctions, establishment matters, Approval of lease of rights relating to all institutions in Trichy, Tirunelveli, Myladuthurai and Nagapattinam Joint Commissioner Regions.

**Section Officers :** Additional Commissioner (Enquiry),  
Assistant Commissioner-3,

**1 Superintendent, 4 Assistants**

Sections	Subject
U1	All types of Sanctions, Establishment matters, Approval of lease of rights relating to all institutions in Trichy Joint Commissioner Region.
U2	All types of Sanctions, establishment matters relating to all institutions in Tirunelveli Joint Commissioner Region.
U3	All types of Sanctions, establishment matters relating to all institutions in Myladuthurai and Nagapattinam Joint Commissioner Region.



**Z Section :-**

**Sub:** All types of Sanctions, establishment matters, Approval of lease of rights relating to all institutions in Dindigul, Thoothukudi, Coimbatore and Sivagangai Joint Commissioner Regions.

**Section Officers :** Additional Commissioner (Enquiry),  
Assistant Commissioner-3,

**1 Superintendent, 4 Assistants**

Sections	Subject
Z1	Action on Kalaigar Thala Marakantru Naduthal, Issuance of circulars in connection with temple managements, Maintanance of Nandhavanam, Maintanance of Elephants in Temples, Review meetings.
Z2	All types of Sanctions, establishment matters relating to all institutions in Dindigul and Tanjavore Joint Commissioner Region.
Z3	All types of Sanctions, establishment matters relating to all institutions in Thoothukudi Joint Commissioner Region.
Z4	All types of Sanctions, Establishment matters, Approval of lease of rights relating to all institutions in Coimbatore and Sivagangai Joint Commissioner Region.

**I Section :-**

**Sub:** Balalayam, Appraisalment of jewels, permission for shifting and installation of idols, Works related to renovation of Temple cars, Scrutinization of Tour Diary of Deputy Commissioner/Verification Officers

**Section Officers :** Joint Commissioner (Verification)

**1 Superintendent, 3 Assistants**

Sections	Subject
I1	Files connected with the above subject relating to Chennai-1, Chennai-2, Kanchipuram, Vellore, Salem, Erode, Tiruppur, Coimbatore Joint Commissioner Regions
I2	Files connected with the above subject relating to Tiruvannamalai, Villupuram, Cuddalore, Myladuthurai, Nagapattinam, Tanjavore, Trichy Joint Commissioner regions.
I3	Files connected with the above subject relating to Madurai, Dindigul, Sivagangai, Tirunelveli, Thoothukudi Joint Commissioner regions

**J Section :-**

**Sub:** Taking action against the Audit Reports and Joint Sitting for settlement the audit para's.

**Section Officers :** Additional Commissioner (Admin)

**1 Superintendent, 2 Assistants**

Sections	Subject
J1	Files connected with the above subject relating to Chennai-1, Chennai-2, Kanchipuram, Cuddalore, Vellore, Villupuram, Tiruvannamalai, Erode, Salem, Tiruppur
J2	Files connected with the above subject relating to Trichy, Tirunelveli, Myladuthurai, Nagapattinam, Tanjavore, Dindigul, Thoothukudi, Coimbatore, Sivagangai, Madurai

**K Section :-**

**Sub:** Preparation of policy notes, Assembly announcement, Assurance committee, Office maintenance, Miscellaneous subjects, Stationary, Maintenance of Franklin machine, Review Meetings, Inspection of Officers, Action on Finance Commission recommendation, Elephant camps, Pilgrimage to Manasarovar and Mikthinath, FSSAI, Swacch Bharat, EK Bharat, Eol and empannalment, Independence day and Anna remembrance day feast. (Samabanthi virunthu)

**Section Officers :** Joint Commissioner (Head Quarters),

**1 Superintendent, 3 Assistants**

Sections	Subject
K1	Preparation of policy notes, Assembly announcement, Assurance committee, Office maintenance, Miscellaneous subjects, Inspection of Joint Commissioner Officers
K2	Part-II schemes, Fixation of rent for Subordinate Offices , maintenance of canteen, permission to travel outside jurisdiction, Department seal, Issuance of Uniform materials for drivers and office assistants in Commissioner Office, FSSAI, Swacch Bharat, EK Bharat, Eol and empannalment, Action on Finance Commission recommendation,
K3	Elephant camp, Pilgrimage to Manasarovar and Mikthinath, Review meetings, Independence day and Anna remembrance day feast. (Samabanthi virunthu)

**M Section :-****Sub:** Temple Lands

**Section Officers :** Additional Commissioner (Admin)  
Special Officer / DRO-1,  
Tahsildar 1

**1 Superintendent, 3 Assistants**

<b>Sections</b>	<b>Subject</b>
M1	Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, fixation of fair rent, Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands, Collection of village A-register / Revenue records and land survey particulars in respect of Madurai and Dindigul Districts
M2	Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, fixation of fair rent, Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands, Collection of village A-register / Revenue records and land survey particulars in respect of Coimbatore, Erode, Tiruppur Districts, Demand Collection Balance review, Fixation of fair rent.
M3	Works relating to Sale / Exchange / Lease of lands belonging to religious institutions under section 34, Removal of encroachments under sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, Suit compromise proceedings under section 43, Revenue court cases, 1-15 registers approval, regularization of temple lands, Collection of Village A-register / Revenue records and land survey particulars  Issue of circulars and general instructions relating to miscellaneous subjects, encroachment, sales and landed properties

**R Section :-****Sub:** Temple Lands

**Section Officers :** Additional Commissioner (Admin)  
Special Officer / DRO-III,  
Tahsildar 2

**1 Superintendent, 3 Assistants**

<b>Sections</b>	<b>Subject</b>
R1	Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, Compilation of encroachment reports, fixation of fair rent, Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands, Collection of village A-register / Revenue records and land survey particulars in respect of Tanjavur, Myladuthurai Nagapattinam Joint Commissioner Regions.
R2	Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, fixation of fair rent, Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands, Collection of village A-register / Revenue records and land survey particulars in respect of Chennai 1 and Chennai 2 Joint Commissioner Regions
R3	Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, fixation of fair rent, Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands, Collection of village A-register / Revenue records and land survey particulars in respect of Trichy and Cuddalore Joint Commissioner Regions, Survey of Lands, Review of Special Thasildhars and Surveyors works.

**V Section :-****Sub:** Temple Lands

**Section Officers :** Additional Commissioner (Enquiry)  
Special Officer / DRO-IV,  
Tahsildar1

**1 Superintendent, 3 Assistants**

<b>Sections</b>	<b>Subject</b>
V1	Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, fixation of fair rent, Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands, Collection of village A-register / Revenue records and land survey particulars in respect of Salem, Tiruvannamalai, Vellore Joint Commissioner Regions, Actions in UDR
V2	Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, fixation of fair rent, Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands, Collection of village A-register / Revenue records and land survey particulars in respect of Kanchipuram, Villupuram Joint Commissioner Regions, Actions against the reports relating to temple lands situated in between the private lands.
V3	Works relating to Sale / exchange / lease of lands belonging to religious institutions under section 34, Removal of encroachments under Sections 78 and 79, safeguarding of immovable properties belonging to religious institutions, fixation of fair rent, Suit compromise proceedings under Section 43, Revenue court cases, Demand Collection Balance review, 1-15 registers approval, regularization of temple lands, Collection of village A-register / Revenue records and land survey particulars in respect Tirunelveli, Thoothukudi, Sivagangai Joint Commissioner Regions

**O Section :-**

**Sub:** Implementation of Oru Kaala Pooja Schemes in Temples.

**Section Officers :** Additional Commissioner (Admin)  
Assistant Commissioner-6.

**1 Superintendent, 1 Assistant**

Sections	Subject
O1	Works related to Oru Kaala Pooja Schemes in Chennai-1, Chennai-2, Kanchipuram, Cuddalore, Vellore, Vilupuram, Thiruvannamalai, Erode, Salem and Tiruppur.
O2	Works related to Oru Kaala Pooja Schemes in Trichy, Tirunelveli. Myladuthurai, Nagapattinam, Tanjavore, Dindigul, Thoothukudi, Coimbatore, Sivagangai, Madurai.

**P Section :-**

**Sub:** Integrated Temple Management System, E-Governance, procurement for technical development.

**Section Officers :** Assistant Commissioner-6.  
DRO-2

**1 Superintendent, 1 Assistant**

Sections	Subject
P1	Works related to Integrated Temple Management System, E-Governance, procurement for technical development.

**S Section :-**

**Sub:** Math Administration Maintaining muster rolls, monthly release of pension to the retired temple employees, Maintaining Fixed deposits of the Corpus fund, Action on thefts in temples, idol wing cases, Action on RTI petitions seeking more than one information to the connected sections, Temple protection force.

**Section Officers :** Regional Audit Officer (Math),  
Assistant Commissioner-4  
Additional Commissioner (Admin)

**1 Superintendent, 4 Assistant, 2 Audit Inspector**

<b>Sections</b>	<b>Subject</b>
S1	Audit and inspection and review of above Maths on Inspection reports, Budget Sanction, Approval of Dhittam Register, Ratification of excess expenditure in respect of the Maths in Chennai-1, Chennai-2, Kanchipuram, Vellore, Villupuram, Thiruvannamalai, Salem, Erode, Tirupur and Coimbatore Joint Commissioner regions
S2	Audit and inspection and review of above Maths Action on Inspection reports, Budget Sanction, Approval of Dhittam Register, Ratification of excess expenditure in respect of the Maths in Cuddalore, Nagapattinam, Myladuthurai, Tanjavore, Trichy, Madurai, Dindigul, Sivagangai, Thoothukudi and Tirunelveli Joint Commissioner regions
S3	Monthly release of pension to the retired temple employees, Family pension, Maintaining Fixed deposits of the Corpus fund,
S4	Action on thefts in temples, idol wing cases,
S5	Action on RTI petitions seeking more than one information to the connected sections, Temple protection force, Review meetings of temple protection force.

### **W Section :-**

**Sub:** Action on administrative works of Schools and Colleges, Administration of Sidha medical college and hospital, Permission of film shooting, Archagar training school, Oothuvar training school, Karunai illam, Tamil virtual academy, Book stall, Publishment, Village temples Poosari Welfare board.

**Section Officers :** Assistant Accounts Officer,  
Additional Commissioner (General)

### **1 Superintendent, 3 Assistants, 1 Inspector**

<b>Sections</b>	<b>Subject</b>
W1	Action on administrative works of Schools and Colleges, Administration of Sidha medical college and hospital,
W2	Archagar training school, Oothuvar training school, Karunai illam, Tamil virtual academy, Book stall, Publishment, Village temples Poosari Welfare board.
W3	Permission for Film Shooting, Live telecast

### Chapter 3

#### Address and Phone numbers of the Head Office, Regional Joint Commissioner's Offices and Assistant Commissioners Offices

Sl.No	Office Address	Phone No.
1.	Office of the Commissioner, H.R.&.C.E. Department, 119, Uthamar Gandhi Salai, Chennai – 600 034.	044-28334811, 12,13, 14
2.	Office of the Joint Commissioner, H.R.&.C.E. Department, 119, Utthamar Gandhi Salai, Chennai – 600 034.	044-28334820
3.	Office of the Joint Commissioner, H.R.&.C.E. Department, Vellore – 632 009	0416-2254868
4.	Office of the Joint Commissioner, H.R.&.C.E. Department, Salem – 636 001	0427-2253500
5.	Office of the Joint Commissioner, H.R.&.C.E. Department, Coimbatore – 641 018	0422-2244335
6.	Office of the Joint Commissioner, H.R.&.C.E. Department, Madurai – 625 001.	0452-2346445
7.	Office of the Joint Commissioner, H.R.&.C.E. Department, Sivaganga – 630 501	04575-240663
8.	Office of the Joint Commissioner, H.R.&.C.E. Department, Tirunelveli – 627 018	0462-2572783
9.	Office of the Joint Commissioner, H.R.&.C.E. Department, Trichy – 620 006	0431-2232334
10.	Office of the Joint Commissioner, H.R.&.C.E. Department, Tanjavur – 613001	04362-238114
11.	Office of the Joint Commissioner, H.R.&.C.E. Department, Mayiladuthurai - 609001	04364-222457



12.	Office of the Joint Commissioner, H.R.&.C.E. Department, Villupuram - 605602	04146-225262
13.	Office of the Assistant Commissioner, H.R.&.C.E. Department, 119, Utthamar Gandhi Salai, Chennai – 600 034	044-28334818
14.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Kanchipuram – 631501	044-27237848
15.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Trivallore – 602001	044-27661738
16.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Vellore – 632009	0416-2258318
17.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Salem –	0427-2252599
18.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Dharmapuri – 636701	04342-266881
19.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Namakkal	04286-227731
20.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Erode – 638009	0424-2255789
21.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Coimbatore –	0422-2244774
22.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Tiruppur –	0421-2231000
23.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Madurai – 625020	0452-2583538
24.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Dindugal –	0451-2421271

25.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Virudhunagar – 626001	04562-242607
26.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Paramakudi –	04564-229379 04564-224959
27.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Tirunelveli – 627002	0462-2561138
28.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Thoothukudi – 628003	0461-2361353
29.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Nagerkoil – 629002	04652-227774
30.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Pudukottai – 602001	04322-221758
31.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Karur	0432-262010
32.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Ariyalur – 621709	04329-228649
33.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Trichy – 622002	0431-2232387
34.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Tanjavur – 613009	04362-238048
35.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Tiruvarur – 610001	04366-244570
36.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Nagapattinam – 611001	04365-242342
37.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Kumbakonam– 612 001.	0435-2430564

38.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Cuddalore – 607001	04142-231309
39.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Villupuram – 605602	04146-259075
40.	Office of the Assistant Commissioner, H.R.&.C.E. Department, Tiruvannamalai – 606601	04175-224915

**Address and phone numbers of temples having Executive Officers in the cadre of Joint Commissioner, Deputy Commissioner and Assistant Commissioner.**

**JOINT COMMISSIONER / EXECUTIVE OFFICER**

<b>Sl.No</b>	<b>Temple Address Arulmighu</b>	<b>Phone No.</b>
1.	Subramaniaswamy Temple, Tiruttani, Trivallore Dist. Pin:631 209	044-27885303
2.	Devi Karumariamman Temple, Tiruverkadu, Trivallore Dist. Pin : 628 215	044-26800430 044-26800487
3.	Dhandayuthapaniswamy Temple, Palani, Dindugal Dist. Pin: 624 601	04545-242236
4.	Meenakshi Sundareswarar Temple, Madurai, Pin: 625 001	0452-2344360
5.	Ramanathaswamy Temple, Rameswaram, Ramanathapuram Dist., Pin: 623 526	04573-221223
6.	Subramaniaswamy Temple, Tiruchendur, Thoothukudi Dist, Pin:628 215	04639-242221
7.	Kanniyakumari District Temples, Suchindram, Kanyakumari Dist., Pin: 629 704	04652-241270

8.	Ranganathswamy Temple, Srirangam, Trichy Dist., Pin 620 006	0431-2432246
9.	Mariamman Temple, Samayapuram, Trichy Dist., Pin: 621 112	0431-2670460
10.	Arunachaleswarar Temple, Tiruvannamalai, Tiruvannamalai Dist., Pin: 606 601	04175-252438 04175-254425
11.	Kapaleeswarar Temple, Mylapore, Chennai – 600 004	044-24641670

**DEPUTY COMMISSIONER/EXECUTIVE OFFICER**

12.	VadaPalani Aandavar Temple, Vadapalani, Chennai – 600 024	044-24836903,24802330
13.	Parthasarathyswamy Temple, Triplicane, Chennai – 600 005	044-28442462
14.	Kamatchi Amman & Vaikunda Perumal Temple, Mangadu, Chennai-602101	044-26790053
15.	Bannari Mariamman Temple, Bannari, Sathyamangalam Taluk, Erode Dist.638401	04295-243289
16.	Subramaniya Swamy Temple, Marudhamalai, Coimbatore Dist.641046	0422-2422490
17.	Swamynatha Swamy Temple, Swamymalai, Kumabakonam Taluk, Tanjavur Dist.612302	0435-2454421, 2454358
18.	Subramaniya Swamy Temple, Thiruparankundram, Madurai Dist.625001	0452-2482248
19.	Kallalagar Temple, Alagar Kovil, Melur Taluk, Madurai Dist.625301	0452-2470228

20.	Solaimalai Murugan Temple, Alagar Kovil, Melur Taluk, Madurai Dist.625301	0452-2470228
21.	Sankara Narayana Swamy Temple, Sankaran Kovil, Tirunelveli Dist.627756	04636-222265

**ASSISTANT COMMISSIONER/EXECUTIVE OFFICER**

22.	Sangameswarar Temple, Bavani Town and Taluk, Erode Dist.-621112	04256 - 230192
23.	Angalamman Temple, Melmalayanur, Chenji Taluk, Villupuram Dist.604204	04145-234229
24.	Thayumanavar Swamy Temple, Malaikottai, Trichy Dist.620002	0431-2704621
25.	Sugavaneswarar Temple, Salem Town and Dist.629704	0427-2450954
26.	Vanabadrakali Amman Temple, Thekkampatti, Mettupalayam Taluk, Coimbatore District.-641 305	04254-222286
27.	Abathsagayeeswarar Temple, Alangudi, Tiruvarur Dist	04374-269407
28.	Venkatachalapathy Temple, Oppiliappan Kovil, Tanjavur Dist.612204	0435-2463385
29.	Jambukeswarar Temple, Tiruvanaikaval, Trichy Dist.	0431-2230257
30.	Masaniamman Temple, Anaimalai, Pollachi Taluk, Coimbatore Dist.	04253-282337

31.	Kalyana Venkataramanaswamy Temple, Tanthonrimalai, Karur Dist.	04324-257531
32.	Thirumalai Kumaraswamy Temple, Panpoli, Tirunelveli Dist.627807	04633-237122
33.	Vekkaiammam Temple, Uraiyur, Trichy Dist.	0431-2761869
34.	Mariamman Temple, Irukkangudi, Sattur Taluk, Virudhunagar Dist6262202	04562-259614
35.	Koodal Alagar Temple, Madurai Town and Dist-625001.	0452-2338542
36.	Adaikalam Katha Ayyanar Bathirakaliammam Temple, Madapuram, 630611	04574-265305
37.	Naganathaswamy Temple, Tirunageswaram, Kumbakonam Taluk, Thanjavur Dist.	0435-2463354
38.	Patteeswaraswamy Temple, Perur, Coimbatore Dist.	0422-2607991
39.	Vaazhai Thottathu Ayyan Temple, Ayyampalayam, Coimbatore Dist.	0421-2322250, 2322000
40.	Lakshmi Narasimma Swamy Temple, Sholingur, Wallajah Taluk, Vellore Dist.-631102	04172-262225
41.	Thyagaraja Swamy Temple, Tiruvottiyur, Chennai - 600019	044-25733703
42.	Devarajaswami Temple, Kanchipuram Town and Dist.-631503	044-27269773
43.	Aranmanai Devasthanam Temple, Thanjavur Dist.613001	04362-223384

44.	Kutralanathaswamy Temple, Kutralam, Tirunelveli Dist.	04633-210138
45.	Vinayagar Temple, Eachanari, Coimbatore Dist.	0422-2672000
46.	Subramaniaswamy Temple, Sivan Malai, Erode Dist.	04257-220680, 220630
47.	Lakshminarasimhaswamy Temple, Namakkal town and Dist	04286-233999
48.	Arthanareeswarar Temple, Tiruchengode, Namakkal District 637211	04288-255925, 2253241

**Public information Officers and Appellate Authorities Nominated under  
RTI Act**

**3.1 AT HEAD OFFICE :**

<b>Public information Officer</b>	<b>Appellate Authority</b>
Joint Commissioner (Head Quarters)	Additional Commissioner (General)

**3.2 JOINT COMMISSINER'S OFFICES:**

<b>Public information Officer</b>	<b>Appellate Authority</b>
Manager	Joint Commissioner

**3.3 ASSISTANT COMMISSIONER'S OFFICES :**

<b>Public information Officer</b>	<b>Appellate Authority</b>
Head Clerk	Assistant Commissioner

**3.4 AUDIT WING :**

<b>Public information Officer</b>	<b>Appellate Authority</b>
Regional Audit Officer at Chief Audit Officer's Office	Chief Audit Officer

**3.5 Joint Commissioner/Executive Officer Grade Temples**

<b>Public information Officer</b>	<b>Appellate Authority</b>
Manager/Superintendent of the temple	Joint Commissioner / Executive Officer of the temple

**3.6 Deputy Commissioner/Executive Officer Grade Temples**

<b>Public information Officer</b>	<b>Appellate Authority</b>
Deputy Commissioner/Executive Officer of the temple	Joint Commissioner of the region

**3.7 Assistant Commissioner/Executive Officer Grade Temples**

<b>Public information Officer</b>	<b>Appellate Authority</b>
Assistant Commissioner/Executive Officer of the temple	Joint Commissioner of the region

**3.8 Temples having Grade I to Grade IV Executive Officers**

<b>Public information Officer</b>	<b>Appellate Authority</b>
Manager of the Office of the Joint Commissioner of the respective region	Joint Commissioner of the region



## Particulars of Organization, Functions and Duties

### Chapter – 4

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

- Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act XXII, 1959) and Tamil Nadu Hindu Religious and Charitable Endowments Rules
- Tamil Nadu State and Subordinate Service Rules (General Rules)
- Tamil Nadu Basic Service Rules
- Tamil Nadu Ministerial Service Rules
- Tamil Nadu Government Servant Conduct Rules, 1973
- Fundamental Rules & Tamil Nadu Leave Rules
- Tamil Nadu Traveling Allowance Rules
- Tamil Nadu Pension Rules
- Tamil Nadu Civil Service (D. & A.) Rules, 1955
- Tamil Nadu Government Office Manual (D.O.M.)
- Budget Manual
- Tamil Nadu Treasury Code
- Tamil Nadu Financial Code

### Chapter – 5

#### Statement of the categories of documents that are held by or under the control of the department

1. Cash Book
2. Register of Cheques
3. Dispatch Register
4. Local Delivery Book
5. Un-disbursed Pay Register
6. Record Issue Register
7. Call Book (Tamil)

8. Pay Bill
9. Attendance Register
10. Permanent Advance Disbursement Register
11. Register of LPCs
12. Stationery Stock Register
12. Fair Copy Register
13. Distribution Register
14. Daily Stamp Account Register
15. Periodical Register
16. Register of Receipt and Disposal of files
17. Log Book
18. Periodical Increment Register
19. Personal Register
20. Loan Recovery Register

## Chapter – 6

**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 suggestions and views on policy matters and programmes received from the public are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/ Assurance Committee / Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

## Chapter –7

### Procedures followed in Decision Making Process

#### 7.1 Establishment matters

Before issuing final orders on the Government officers and servants of this department on any matters the following rules have been perused and issued orders by means of proceedings mentioning the relevant sections or rules of the following Rules.

1. F.R. & Tamil Nadu Leave Rules
2. T.N. Government servant conduct Rules, 1973
3. T.N. Civil service (D&A) Rules 1955

#### 7.2 Financial matters

Before issuing orders on financial matters, the following rules have been followed.

1. Budget manual
2. T.N. Treasury code
3. T.N. Financial code

#### 7.3 Administrative matters

Administrative and quasi judicial orders are issued as per the provisions of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act XXII, 1959) and Tamil Nadu Hindu Religious and Charitable Endowments Rules.

## Chapter – 8

### Directory of Officers

[https://hrce.tn.gov.in/hrcehome/hrce\\_contactus.php](https://hrce.tn.gov.in/hrcehome/hrce_contactus.php)

## Chapter – 9

**Monthly remuneration payable to the officials and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of RTI Act, 2005**

Sl.No	NAME OF THE POST	PAY LEVEL	TOTAL	FILLED
1.	COMMISSIONER	Cadre post	1	1
2.	ADDITIONAL COMMISSIONER (ADMIN)	Cadre post	1	1
3.	CHIEF ENGINEER	31	1	1
4.	ADDITIONAL COMMISSIONER	29	3	3
5.	SUPERINTENDING ENGINEER	28	2	0
6.	JOINT COMMISSIONER	26	35	27
7.	PUBLIC RELATION OFFICER/JOINT DIRECTOR	26	1	1
8.	DISTRICT REVENUE OFFICER/SPECIAL OFFICER	26	4	4
9.	DEPUTY COMMISSIONER	25	30	30
10.	EXECUTIVE ENGINEER (CIVIL)	25	23	4
11.	EXECUTIVE ENGINEER (ELECTRICAL)	25	3	1
12.	CHIEF STHAPATHY	25	1	0
13.	SENIOR DRAUGHTING OFFICER	23	2	0
14.	ACCOUNTS OFFICER	23	1	1
15.	ASSISTANT COMMISSIONER	22	81	59

16.	DEPUTY COLLECTOR	22	4	1
17.	REGIONAL AUDIT OFFICER	22	1	1
18.	EDITOR	22	1	1
19.	ASSISTANT DIVISIONAL ENGINEER (CIVIL)	22	44	6
20.	ASSISTANT DIVISIONAL ENGINEER (ELECTRICAL)	22	7	0
21.	REGIONAL STHAPATHY	22	21	11
22.	ASSISTANT STHAPATHY	20	38	0
23.	ASSISTANT ENGINEER (CIVIL)	20	88	22
24.	ASSISTANT ENGINEER (ELECTRICAL)	20	14	0
25.	ASSISTANT ACCOUNTS OFFICER	20	1	1
26.	EXECUTIVE OFFICER GRADE 1	20	100	94
27.	SPECIAL TAHSILDHAR	20	40	40
28.	SUPERINTENDENT/MANAGER	18	45	44
29.	DEPUTY TAHSILDHAR	18	2	0
30.	INSPECTOR	18	349	313
31.	EXECUTIVE OFFICER GRADE 2	18	117	109
32.	GOLD CUM SILVER CUM GEM SPECIALIST	18	21	8
33.	JUNIOR TECHNICAL ASSISTANT	11	21	5
34.	DRAUGHTING OFFICER	13	26	6
35.	AUDIT INSPECTOR	12	2	0
36.	DEPUTY SURVERY INSPECTOR	12	4	4
37.	JUNIOR DRAUGHTING OFFICER	11	42	24
38.	JUNIOR ARTIST	11	1	1

39.	EXECUTIVE OFFICER GRADE 3	10	250	163
40.	ASSISTANT	10	336	93
41.	SPECIAL REVENUE INSPECTOR	10	3	3
42.	STENO TYPIST GRADE 1	18	1	1
43.	STENO TYPIST GRADE 2	11	16	14
44.	STENO TYPIST GRADE 3	10	53	17
45.	HEAD CONSTABLE	10	1	1
46.	EXECUTIVE OFFICER GRADE 4	8	154	73
47.	JUNIOR ASSISTANT	8	163	105
48.	JUNIOR ASSISTANT CUM TYPIST	8	35	12
49.	TYPIST	8	165	40
50.	DRIVER	8	59	14
51.	CONSTABLE GRADE 2	4	6	6
52.	RECORD CLERK/RECORD ASSISTANT	2	59	47
53.	OFFICE ASSISTANT	1	437	227
54.	NIGHT WATCHMAN	1	50	37
55.	GARDENER	1	1	0
56.	SWEEPER	1	2	0
57.	SCAVANGER	1	1	1
58.	GOVERNMENT PLEADER		1	1
59.	GOVERNMENT ADVOCATE		1	1

### Chapter -10

#### Estimate of Expenditure for 2017 -2018

Sl.No.	Details	Amount (Rupees in Crores)
1.	Salaries Allowance and Professional Charges	73.24
2.	Office Maintenance and office expenses	1.88
3.	Government Grant to Village Poojaries Welfare Board	0.10
4.	Pension to Vedparayanans , Archagas and Isaikalaighnars and Othuvars	0.33
5.	Pension to Temple Poojaries	2.96
6.	Part –II Schemes	Nil
7.	Government Grant to Pudukottai Institutions Grant	0.50
8.	Government Grant to Karunai Illams	0.45

### Chapter -11

The Department carries out the following works in for the benefit of various temples in the state:

- I. Renovations of temples with the assistance from
  - 1) 13<sup>th</sup> Finance Commission.
  - 2) Government Grant
  - 3) Commissioner's Common Good Fund
  
- II. Renovation of Village small temples and temples in Adi Dravidar Localities.
  
- III. Oru Kala Poojai Scheme for performing at least one time pooja in financially weak temples.

## Chapter -12

### **Norms set for the discharge of functions**

Government orders, Orders from the Commissioner, Orders from the jurisdictional Joint Commissioners and the jurisdictional Assistant Commissioners as per the provisions of the Act.

## Chapter -13

### **Particulars of the facilities available to citizens for obtaining information**

Information relating to various activities of the Department is available in the Department's website <https://hrce.tn.gov.in>. Information in respect of important temples in the state is available in the websites of the respective temples.