

**LAW DEPARTMENT**

**MANUAL UNDER  
RIGHT TO INFORMATION ACT, 2005**

(CORRECTED UPTO 30.11.2020)

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## **1. INTRODUCTION**

- 1.1.** In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information kept under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (Central Act 22 of 2005) which came into force on the 15<sup>th</sup> day of June 2005. In accordance with the provisions of section 4(1)(b) of the said Act, the Law Department, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department’s organizational set-up, functions and duties of its officers and employees, records and documents available with this Department.
- 1.3 This manual is aimed at the public in general and users of the services, of this department and provides information about this Department and the organizations under its administrative control.
- 1.4 The Law Department has designated Thiru.K.Sakthivel, Under Secretary to Government as its **Public Information Officer** (PIO) for all matters concerning this Department.
- 1.5 Any person requiring any information under the said Act may contact Under Secretary to Government, Law Department, Secretariat, Chennai-9.
- 1.6 The procedure and fee structure for getting information are as under:-

(a) Every application for obtaining information under sub-section(1) of section 6 of the Right to Information Act shall be made in writing either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- (Rupees ten only) in cash or by postal money order or by affixing Court fee stamp or demand draft or banker’s cheque payable to the following head of account:-

**“0070. Other Administrative Services – 60 Other services – 118**

**Receipts under the Tamil Nadu Right to Information Act,2005 –**

**AA – Collection of fees under the Tamil Nadu Right to**

**Information (Fees) Rules 2005” (DPC 0070 60 118 AA 22739)**

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information as under sub-section(1) of section 7 of the Right to Information Act, the applicant shall pay the fee prescribed below, in any of the modes specified at (a)above:-

- i. Rs.2 (Rupees two only) for each page (in A-4 or A-3 size paper) created or copied;
- ii. Actual charge or cost price of a copy in larger size paper;
- iii. Actual cost or price for samples or models; and
- iv. For inspection of records, no fee for the first hour; and a fee of Rs.5/- (Rupees five only) for every one hour (or fraction thereof) thereafter.

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

- i. For information provided in diskette or floppy, Rs.50/-(Rupees fifty) per diskette or floppy; and
- ii. For information provided in printed form, at the price fixed for publication or rupees two per page of photocopy for extracts from the publication.

1.7 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, has to be produced to avail this concession.

1.8 The Law Department has designated Tmt.P.Thamaraiselvi, Deputy Secretary to Government, as Appellate Authority under section 19(1) of the said Act. The Contact Address of the Appellate Authority is given below:-

Tmt.P.Thamaraiselvi,  
Deputy Secretary to Government,  
Law Department,  
Secretariat, Chennai-600 009.  
Telephone No.044 – 25671901.

## **2. FUNCTIONS AND DUTIES AND THE ORGANISATIONS UNDER THE CONTROL OF LAW DEPARTMENT.**

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

### **2.1. OBJECTIVE / PURPOSE OF THE DEPARTMENT:-**

Wherever Legislation is necessary to implement the policy decision of the Government, the Law Department, puts it into legal shape in the form of a draft Bill in co-ordination with the administrative departments concerned.

On passage of the Bill by the Legislative Assembly, Law Department pursues further action till it is published as an Act after assent by the Governor or the President, as the case may be. Where there is urgent need to make law when the Legislative Assembly is not in session and is prorogued, Ordinance is promulgated under Article 213 of the Constitution of India.

Further, one of the main roles of Law Department is advisory in nature. Law Department offers legal advice on the issues referred to it by all the departments of Secretariat including Legislative Assembly Secretariat.

Apart from this, the statutory rules, notifications and orders and the deeds wherein the State Government are a party are scrutinized with reference to the relevant legal provisions and settled by the Law department.

In all litigations, wherein the State Government are a party, the draft affidavits, draft counter affidavits, reply affidavits, etc. are scrutinized and settled by the Law Department.

### **Appointment of Notaries:-**

For the purpose of attesting the negotiable instruments and for all recognized Notarial purposes, Notaries are appointed under the Notaries Act, 1952 (Central Act LIII of 1952). Wherever there is need for appointment of Notaries, the District Judges concerned, who is the competent authority under the said Act, make recommendations to the Government, in Law Department for appointment of Advocates having sufficient standing in the Bar as Notaries. On considering such recommendations, the Law Department appoints the Advocate as a Notary and issues Certificate of Practice with the sign and seal of the Secretary to Government, Law Department. Further, the Certificate of Practice of the existing Notaries are being renewed from time to time, on receipt of their renewal application well in time as per the Notaries Rules, 1956. There are 2518 Notaries practicing in this State as on 31.01.2020.

**Tamil Cell:-**

A Tamil Cell consisting of a Director and two Assistant Directors is functioning in the Law department. The Tamil Cell does the work of translation of Acts and Bills which are enacted, and introduced in the Tamil Nadu Legislative Assembly and the Ordinances promulgated by the Governor of Tamil Nadu, from English to Tamil.

**State Subjects:-**

Acts.

Advising Government in matters of litigation, appeals etc. on legal questions which are not of sufficient importance to necessitate a reference to the Advocate General.

Bills, non-officials-scrutiny of, Civil Law.

Civil Procedure including all matters indented in the Code of Civil Procedure at the commencement of the Constitution.

Civil Rules of Practice.

Criminal Appeals.

Escheats.

Generally to assist other departments in all matters of legal nature that may be referred to it.

Government Bills – drafting and Scrutiny.

Law Colleges / Universities.

Law Officers – Reference to.

Legal and Legislative Publications such as Codes, Acts, Manuals etc.

Legal Assistance to Government Servants.

Legislation – Secretariat work connected with.

Legislature- Scrutiny of Rules of Procedure and Standing Orders and Notifications and Opinion on matters referred to by the Legislative Assembly Secretariat.

Notifications – scrutiny of.

Republications of Central Bills, Acts and Ordinances.

Sanction of Prosecution of Government Servants.

State Law Reports.

Subsidiary Legislation, viz. Statutory Rules and Orders.

**Concurrent Subjects.**

Adoption.

Arbitration.

Domicile.

Evidence and Oaths.

Indian Bar Councils Act.

Infants and Minors.

Limitation Act.

Transfer of Property (other than Agri. land)

Trust and Trustees (including the Administrator-General's Act, 1931 and the  
Official Trustees Act, 1913).

Wills, intestacy and succession.

Union Subjects.

- NIL –

## **2.2. ADMINISTRATIVE UNITS:**

Directorate of Legal Studies	Tamil Nadu Dr. Ambedkar Law University	Tamil Nadu National Law University	State Law Commission	State Official Language (Legislative) Commission
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The functions of the administrative units in brief are given below:-

## **2.3 DIRECTORATE OF LEGAL STUDIES:**

The Department of Legal Studies was established in the year 1953 with the object of improving the standard of Legal Education in the State of Tamil Nadu. After the creation of the Department, there has been an all-round improvement in the standard of Legal education in the State and the department continues to strive for further improvement.

The Dr. Ambedkar Government Law College, Chennai was started in the year 1891. In the year 1974, another Law College was opened at Madurai and two more Law Colleges one each at Thiruchirappalli and Coimbatore, were opened during the academic year 1979-80. During the academic year 1996-1997 a Law College was started in Tirunelveli. The Tamil Nadu Dr. Ambedkar Law University's constituent Law College at Chengalpattu was declared as a Government Law College from 5.12.2006. Yet another Government Law College was started at Vellore from the academic year 2008-2009 and 5 year Law course has been introduced in that College from the academic year 2017-2018 . Further, three Government Law Colleges with 3 year and 5 year Law courses have started functioning at Villupuram, Dharmapuri and Ramanathapuram districts from the academic year 2017-2018. Based on the recommendations of the Justice Thiru P.Shanmugam Commission of Inquiry, the Government ordered to shift the Dr. Ambedkar Government Law College, Chennai from the premises of High Court, Madras to the newly constructed campuses at Pudupakkam, Kancheepuram district and Pattaraiperumpudur, Thiruvallur district. 5 Year Law Course is conducted in the newly constructed campus at Pudupakkam and 3 Year Law Course and LL.M. Courses are conducted in the newly constructed campus at Pattaraiperumpudur from the academic year 2018-2019. Further, three Government Law Colleges, with 3 year and 5 year Law courses at Salem, Namakkal and Theni districts have started functioning from the academic year 2019-2020. Thus, there are Fourteen Government Law Colleges in the State at present.

The total sanctioned student strength in all the Government Law Colleges in the academic year 2019-20 is 11626. The College wise sanctioned strength are furnished hereunder:-

<b>Sl. No.</b>	<b>Name of the College</b>	<b>Total sanctioned strength</b>
1.	Chennai Dr.Ambedkar Government Law College , Pattaraiperumpudur. (Three years Under Graduate Law degree and Post-Graduate Law Degree)	1123
2.	Chennai Dr.Ambedkar Government Law College, Pudupakkam. (Five years Under Graduate Law Degree and Post-Graduate Law Degree)	1225
3.	Government Law College, Madurai. (Three years and five years Under Graduate Law Degree and Post-Graduate Law Degree)	1438
4.	Government Law College, Tiruchirappalli. (Three years and five years Under Graduate Law Degree and Post-Graduate Law Degree)	1440
5.	Government Law College, Coimbatore. (Three years and five years Under Graduate Law Degree and Post-Graduate Law Degree)	1440
6.	Government Law College, Tirunelveli. (Three years and five years Under Graduate Law Degree and Post-Graduate Law Degree)	1440
7.	Government Law College, Chengalpattu. (Three years and five years Under Graduate Law Degree and Post-Graduate Law Degree)	1080
8.	Government Law College, Vellore. (Three years and five years Under Graduate Law Degree)	480
9.	Government Law College, Villupuram. (Three years and five years Under Graduate Law Degree and Post-Graduate Law Degree)	500

10.	Government Law College, Dharmapuri. (Three years and five years Under Graduate Law Degree and Post-Graduate Law Degree)	500
11.	Government Law College, Ramanathapuram. (Three years and five years Under Graduate Law Degree)	480
12.	Government Law College, Salem. (Three years and five years Under Graduate Law Degree)	160
13.	Government Law College, Namakkal. (Three years and five years Under Graduate Law Degree)	160
14.	Government Law College, Theni. (Three years and five years Under Graduate Law Degree)	160
<b>Total</b>		<b>11626</b>

All the Government Law Colleges are functioning in their own buildings except the newly established Government Law Colleges at Dharmapuri, Ramanathapuram, Salem, Namakkal and Theni. Own buildings are being constructed for all the foresaid Government Law Colleges except Government Law College at Namakkal. Own building for Government Law College, Namakkal will be constructed soon.

Separate hostel facilities are available for both men and women students of the Government Law Colleges at Pudupakkam, Pattaraiperumpudur, Madurai, Coimbatore, Tirunelveli, Chengalpattu and Villupuram. Further, hostel facility is available for women students of the Government Law College at Thiruchirappalli.

In order to enable the students to study Law in Tamil, the Tamil Nadu Dr. Ambedkar Law University has so far published 26 Law books in Tamil. Students pursuing three year Law Course and Five Years Law Course in Tamil Medium in Government Law Colleges are being paid a stipend of Rs.400/- per annum.

### **2.3.1. ADMISSION TO 5 YEAR B.A.L.L.B DEGREE COURSE IN THE AFILIATED LAW COLLEGES IN TAMIL NADU**

- (a) **Educational Qualification:** Candidates should have passed higher secondary (10+2) (or) equivalent examinations and should have secured not less than **45% of marks (in aggregate)**. Candidates belonging to Scheduled Caste / Scheduled Tribe communities should have secured **40% of marks in aggregate** in qualifying degree course.
- (b) **As per G.O.(Ms).No.418, Law(LS)Department, dated 03.07.2012, on the basis of merit list 4% of the total seats have been allotted to Higher Secondary Course(+2)Vocational Stream candidates.**

- (c) **No age limit for admission.**
- (d) **Employed candidates are not eligible to apply.**
- (e) The **Transgender or Eunuch (Thirunangai or Aravani)** candidates are included under Most Backward Class.

**NOTE:**

The applicants who have obtained 10+2 directly without having any basic qualification are not eligible for admission to the law courses.

**2.3.2. ADMISSION TO 3 YEAR L.L.B DEGREE COURSE IN THE AFFILIATED GOVERNMENT LAW COLLEGES IN TAMIL NADU**

- (a) **Educational Qualification:** Candidates should have passed any Bachelor Degree Course of any University recognized by University Grants Commission and should have secured not less than **45% of marks (in aggregate)**. Candidates belonging to Scheduled Caste / Scheduled Tribe communities should have secured **40% of marks in aggregate** in qualifying degree course.

For purpose of ranking, marks obtained in the major and Allied subjects alone will be taken into account. [G.O.Ms.No.83, Law (LS) Department, dated 19.04.2007]

- (b) **No age limit for admission.**
- (c) **Employed candidates are not eligible to apply.**
- (d) The **Transgender or Eunuch (Thirunangai or Aravani)** candidates are included under Most Backward Class.

**NOTE:**

The applicants who have obtained 10+2 or Graduation / Post Graduation through Open University System directly without having any basic qualification are not eligible for admission to the law courses.

**2.3.3. ADMISSION TO L.L.M DEGREE COURSE IN THE AFFILIATED LAW COLLEGES IN TAMIL NADU**

**Eligibility:**

Candidate who have passed Three year B.L Degree/ Five year B.L Degree examination of any of the Universities in Tamil Nadu or an examination recognised by the Tamil Nadu Dr.Ambedkar Law University as equivalent there to and has secured not less than **50 per cent of the aggregate marks** in all the Three / Five years put together as the case may be of the B.L Degree Course or its equivalent shall be eligible to apply for admission to the L.L.M Degree Course. Candidates belonging to Scheduled Caste / Scheduled Tribe categories should have secured not less than **45 per cent of the aggregate marks in the B.L Degree Course.**

## **2.4 THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY:**

The Tamil Nadu Dr. Ambedkar Law University was established by the Government of Tamil Nadu by an Act of State Legislature. The University started functioning from 03.10.1997.

There are fourteen Government Law Colleges functioning at Pudupakkam, Pattaraiperumpudhur, Madurai, Thiruchirappalli, Coimbatore, Tirunelveli, Chengalpattu, Vellore, Villupuram, Dharmapuri, Ramanathapuram, Salem, Namakkal, Theni. Two Private Law Colleges at Salem and Tindivanam are affiliated to the Tamil Nadu Dr. Ambedkar Law University.

### **2.4.1. SCHOOL OF EXCELLENCE IN LAW:**

To impart Quality Legal Education, School of Excellence in Law has been established in the University Campus in the year 2002. It is run by the Tamil Nadu Dr. Ambedkar Law University in its own premises. It has been currently offering 5 year Integrated (Hons.) Degree Courses, 3 year (Hons.) Degree Course and LL.M. Degree Courses. The institution is having ten departments:

1	Business Law
2	Constitutional Law & Human Rights
3	Intellectual Property Law
4	International Law and Organization
5	Environmental Law
6	Criminal Law
7	Human Rights and Duties Education
8	Labour Law & Administrative Law
9	Taxation Law
10	Inter-Disciplinary Studies

### **2.4.2 COURSES OFFERED:**

#### **(i) 5 Year Integrated (Hons.) Degree Courses:**

The School of Excellence in Law offers the following 5 year U.G. Integrated (Hons.) Degree Courses.

- (i) B.A.LL.B.(Hons.)
- (ii) B.Com.LL.B.(Hons.)
- (iii) B.B.A.LL.B.(Hons.)
- (iv) B.C.A.LL.B.(Hons.)

(ii) **3 Year LL.B.(Hons.)Degree Course:**

The LL.B. (Hons.) Degree Course is of 3 years duration. On successful completion of the Course, LL.B. (Hons.) Degree will be awarded.

(iii) **LL.M. Degree Courses:**

The Tamil Nadu Dr.Ambedkar Law University is imparting legal education at the Post Graduate level also. The P.G. Studies (LL.M., Degree Course) having following nine branches:

1.	Business Law
2.	Constitutional Law & Human Rights
3.	Intellectual Property Law
4.	International Law and Organization
5.	Environmental Law
6.	Criminal Law
7.	Human Rights and Duties Education
8.	Labour Law &Administrative Law
9.	Taxation Law

Sl. No.	Name of the (Hons.) Degree Courses	Commencement of Courses	Sanctioned Strength per/year
1	5 Year Integrated B.A.LL.B.(Hons.) Degree Course	2002	156
2	5 Year Integrated B.Com.LL.B.(Hons.) Degree Course	2013	156
3	5 Year Integrated B.B.A.LL.B.(Hons.) Degree Course	2015	156
4	5 Year Integrated B.C.A.LL.B.(Hons.) Degree Course	2015	156
5	3 year LL.B.(Hons.) Degree Course	2008	156
<b>LL.M. DEGREE COURSES</b>			
<b>Branches</b>			
1	Business Law	2003	20
2	Constitutional Law & Human Rights	2003	20
3	Intellectual Property Law	2005	20
4	International Law and Organization	2005	20
5	Environmental Law and Legal Order	2006	20
6	Criminal Law and Criminal Justice Administration	2007	20
7	Human Rights and Duties Education	2010	20
8	Labour Law &Administrative Law	2012	20
9	Taxation Law	2015	20

### **2.4.3. ADMISSION PROCEDURE:**

#### **(i) 5 Year Integrated (Hons) Degree Courses:**

For admission to 5 year Integrated (Hons.) Degree Courses in the School of Excellence in Law a candidate should have passed Higher Secondary Examination [HSC (10+2)] OR its equivalent examination. The candidate should have secured not less than 70% of the total marks in aggregate of all the subjects. The candidates belonging to Scheduled Caste and Scheduled Tribe communities should have secured not less than 60% of the total marks in aggregate of all the subjects. NRI Candidates, who make a claim under the Non-Resident Indians (NRI) category, should have secured not less than 70% in the qualifying examination.

Of the total number of seats, 15% has been earmarked for NRI candidates. Unfilled NRI seats will be converted as general and allotment will be made on merit.

Candidates aspiring to apply for **B.Com.LL.B. (Hons.)** must have studied **Commerce** as a subject in the Higher Secondary Examination.

Candidates aspiring to apply for **B.C.A.LL.B. (Hons.)** must have studied **Computer Science** as a subject in the Higher Secondary Examination.

**Age Limit:** No Age Limit.

No Split degree will be issued during the pursuance or on exit in the midst of the 5 Year Integrated Course.

The integrated Degree will be awarded only on successful completion of the Course.

#### **(ii) 3 Year LL.B [Hons.] Degree Course:**

For admission to 3 year (Hons.) Degree Course in the School of Excellence in Law a candidate should have passed any Degree(UG) and the candidate should have secured not less than 60% of the total marks in the aggregate. The candidates belonging to Scheduled Caste and Scheduled Tribes communities should have secured not less than 55% of the total marks in aggregate. In case of students who make a claim under the Non-Resident Indians (NRI) category, they should have secured not less than 60% in the qualifying examination.

Of the total number of seats, 15% has been earmarked for NRI candidates. Unfilled NRI seats will be converted as general and allotment will be made on merit. The candidates should have Educational Qualification in the 10+2+3 format only.

The candidates who have completed 10+2 or Graduation/Post Graduation through Open University System directly without having any basic qualification are not eligible to apply.

Employed candidates are not eligible to apply.

**Age Limit:** No Age Limit.

**(iii) LL.M. Degree Courses:**

For admission to LL.M. Degree Courses in the School of Excellence in Law a candidate should have successfully completed a Three year / Five year Under-Graduate Degree Course in Law conducted by the University or equivalent thereto shall be eligible for admission to a Master's Degree Programme in any of the LL.M. Courses. Candidate should have obtained a minimum of 45% of marks under New Regulations (40% under Old Regulations). The candidates should have completed the course through the formal education in the 10+2+3 format. Candidates who are awaiting results may also apply. Admission will be confirmed only on production of all the original certificates.

The LL.M. Degree Courses offered under the Choice Based Credit System. The duration of the course is two years.

**Age Limit:** No Age Limit.

In the School of Excellence in Law an academic year is divided into two semesters consisting of 90 working days in each semester.

The students of the School of Excellence in Law are eligible to receive the Scholarships, medals, etc. established under the scheme.

**2.5 THE TAMIL NADU NATIONAL LAW UNIVERSITY**

The Tamil Nadu National Law School was established in the year 2012 at Navalurkuttapattu Village in Srirangam taluk, Tiruchirappalli district through a State enactment to provide legal education par excellence in the State of Tamil Nadu. The Tamil Nadu National Law School has been renamed as The Tamil Nadu National Law University in the year 2018. The main object of the Tamil Nadu National Law University is to disseminate learning and knowledge of law, legal processes, advocacy and skill in judicial administration, keeping pace with the changing global scenario.

The Tamil Nadu National Law University offers five year B.A., LL.B (Honours) degree, B.Com., LL.B (Honours) degree and LL.M courses with a total intake of 123 students. Students are admitted to the said courses through Common Law Admission Test. Post Graduate Law Degree Course has been introduced in The Tamil Nadu National Law University from the academic year 2018-2019 onwards.

The details of the students admitted to the said courses for the academic year 2019-2020 are as follows:-

S.No.	Course	No. of Students admitted	
(1)	B.A.,LL.B (Honours)	Resident of Tamil Nadu	22
		All India Basis	35
		NRI	03
		<b>Total</b>	<b>60</b>

(2)	B.Com.,LL.B (Honours)	Resident of Tamil Nadu	32
		All India Basis	19
		NRI	01
		<b>Total</b>	<b>52</b>
(3)	LL.M	Resident of Tamil Nadu	07
		All India Basis	04
		NRI	00
		<b>Total</b>	<b>11</b>
		<b>Grand Total</b>	<b>123</b>

The seats earmarked for the Resident Students of Tamil Nadu are filled up by following the Tamil Nadu State Reservation Policy.

## **2.6 THE STATE LAW COMMISSION:**

The term of the State Law Commission, reconstituted on 19.06.2017 under the Chairmanship of Hon'ble Justice Thiru. Chockalingam Nagappan, retired Judge, Supreme Court of India, which was due to expire on 18.06.2020 has been extended for another term of three years.

The functions of the Law Commission are to examine each and every law that was enacted during the British regime and the laws that were enacted subsequently and give its opinion whether they are suitable or not, to the present day situation and also to suggest modifications or amendments to those laws accordingly, to the Government.

The Law Commission shall examine whether the said laws are in consonance with the various decisions of the Supreme Court and the High Court and to advise the Government on the changes that should be made in those laws. The Law Commission shall also:-

- (a) suggest suitable modifications or amendments to plug loopholes in the existing laws;
- (b) suggest suitable social, economic legislative measures;
- (c) suggest ways and means for the inter-State Relations and Centre-State Relations;
- (d) make suggestions and recommendations for better and expeditious procedures on the judicial administrative reforms; and
- (e) suggest modifications or amendments not only to State Laws but also to Central Laws having application to this State.

Further, based on the recommendations of NITI Aayog, in the matter of Good Governance, in the National Conference of Chief Secretaries, convened on 10<sup>th</sup> July 2017, the State Government have referred the subject "Rationalising the Acts and Laws in Tamil Nadu" to the State Law Commission and requested its suggestions and recommendations, vide letter dated the 21<sup>st</sup> September 2017.

The said Commission has so far submitted 35 reports to the Government recommending amendments/repeal of the existing Laws. Based on the recommendation of the State Law Commission, the State Government have so far repealed 217 enactments.

## **2.7 THE STATE OFFICIAL LANGUAGE (LEGISLATIVE) COMMISSION**

State Official Language (Legislative) Commission was constituted in the year 1965 so as to finalise and publish the glossary of legal terms, to undertake translation of Central and State Acts, Ordinances and the Rules and Notifications made thereunder into Tamil and any other work which may be entrusted to the Commission by the Government from time to time.

The State Official Language (Legislative) Commission, Tamil Nadu has been reconstituted by the State Government under the Chairmanship of Hon'ble Justice Thiru P.Kalaiyaran, Retired Judge, High Court of Madras. The tenure of the State Official Language (Legislative) Commission shall be for the period of 5 years from the date of assumption of charge by the Hon'ble Chairman. The Hon'ble Chairman assumed office on 27<sup>th</sup> December, 2018.

The functions of the State Official Language (Legislative) Commission are:-

- (i) finalising the Law Lexicon in Tamil;
- (ii) translation of State Acts, Ordinances and Rules made thereunder into Tamil;
- (iii) translation of the Central Acts, Ordinances and Rules and Notifications made thereunder into Tamil; and
- (iv) such other functions as may be specified by the Government from time to time.

The State Official Language (Legislative) Commission has so far translated 38 Central Acts into Tamil. The State Government have approved the translated version of the 38 Central Acts, which in turn have been sent to the Government of India for approval by the Commission.

## **3. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

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

This Department is headed by the Secretary to Government of Tamil Nadu. The Secretary is the administrative head of the Department and principal adviser to the Minister (Law, Courts & Prison) on all matters of policy and administration relating to this Department. He is assisted by two Additional Secretaries, three Joint Secretaries, ten Deputy Secretaries, eleven Under Secretaries, a Director (Tamil Cell) and two Assistant Directors (Tamil Cell). The officers and employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. The powers and duties of the officers in the Law department are indicated below:-

### **A. Secretary to Government**

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

### **B. Additional Secretary / Joint Secretary / Deputy Secretary**

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

### **C. Under Secretaries**

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

## **4. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

### **(Under Section 4(1)(b)(iii) of Right to Information Act, 2005)**

**4.1** The Law Department, as a part of the Government Secretariat, follows the procedures laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Services Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

**4.2** The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures/defined criteria/rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section Officer, Under Secretaries and Deputy Secretary /Joint Secretary / Additional Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

## **5. NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

### **(Under Section 4(1)(b)(iv) of the Right to Information Act, 2005)**

For the discharge of functions allocated to the Law Department, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed by a set of various Acts, Rules and Instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

- i) Secretariat Office Manual
- ii) The Tamil Nadu Government Business Rules and Secretariat Instructions
- iii) The Tamil Nadu Government Servants Conduct Rules, 1973.
- iv) Tamil Nadu State and Subordinate Services Rules
- v) Fundamental Rules.

## **6. 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) Tamil Nadu Government Business Rules and Secretariat Instructions
- ii) The Tamil Nadu Secretariat Office Manual
- iii) Tamil Nadu Budget Manual
- iv) Tamil Nadu State and Subordinate Services 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.

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

1.	Name of the Rules	Tamil Nadu Government Business Rules and Secretariat Instructions.
	Type of document	These rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.

- |    |                      |  |
|----|----------------------|--|
| 2. | Name of the Manual   | The Tamil Nadu Secretariat Office Manual.  |
|    | Type of the document | The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.   |
| 3. | 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 guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination 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. |
| 4. | Name of the document | Tamil Nadu State and Subordinate Services 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.  |
| 5. | 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 governing the service conditions of members of State and Subordinate Services.  |
| 6. | Name of the Document | Tamil Nadu Government Servants Conduct 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.   |

- |     |                      |   |
|-----|----------------------|---|
| 7.  | Name of the document | Tamil Nadu Pension Rules.   |
|     | Type of the Rules    | The rules are made in relation to the pensionary benefits to the members of Civil Service of the State.   |
| 8.  | Name of the document | Fundamental Rules.  |
|     | Type of the Rules    | The rules are made under the proviso to Article 309 of the Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of Civil Service of the State. |
| 9.  | Name of the document | Tamil Nadu Financial Code.  |
|     | Type of the document | 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.  |
| 10. | 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.  |
| 11. | 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.    |

## **7. DIRECTORY OF OFFICERS**

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

<b>Sl.No</b>	<b>Name Tvl</b>	<b>Designation</b>	<b>Phone No. (STD Code-044)</b>
1.	C. Gopi Ravikumar	Secretary to Government	25672920
2.	Keranappuch Joseph	Addl. Secretary to Government	25670780
3.	A.S. Pasupathi	Addl. Secretary to Government	25679282
4.	K.Mahesh Kumar	Joint Secretary to Government	25671025
5.	S. George Alexander	Joint Secretary to Government	25670606
6.	P.Sumathi	Joint Secretary to Government	25678623
7.	I.Mangalaraj Immanuvel	Deputy Secretary to Government	25678245
8.	P.Thamaraiselvi	Deputy Secretary to Government	25671901
9.	K.S.Kamalappoomathi	Deputy Secretary to Government	25672844
10.	K. Pon Arul Thilagavathy	Deputy Secretary to Government	25670688
11.	T.Sivasankar	Deputy Secretary to Government	25670903
12.	S. Karthikaiselvan	Deputy Secretary to Government	25672849
13.	S. Karthiyayini	Deputy Secretary to Government	25671904
14.	M. Jeevanantham	Deputy Secretary to Government	25671905
15.	V. Venkatesan	Deputy Secretary to Government	25670118
16.	S. Varadarajan	Deputy Secretary to Government	25671906

### **Directorate of Legal Studies:**

#### **Head of Department**

Prof.(Dr) N.S.Santhosh Kumar

Director of Legal Studies,  
Purasawalkam High Road,  
Kilpauk, Chennai-600010.

Phone No.25321394

**The Tamil Nadu Dr. Ambedkar Law University:**

Prof. (Dr.) T.S.N.Sastry Vice Chancellor,  
The Tamil Nadu Dr.Ambedkar Law University,  
No.5, "Poompozhil" Dr.D.G.S Dhinakaran Salai,  
Chennai - 600 028.  
Contact No: 044-24611364

**The Tamil Nadu National Law University:**

Sl. No.	Name	Designation	Phone Numbers
1.	Prof.(Dr.)V.S. Elizabeth	Vice-Chancellor	0431-2692101 / 0431-2692108
2.	Tmt. K.R.Leela	Registrar	0431-2692102 / 0431-2692112

**The State Law Commission:**

Thiru.A.Arunagiri Full time- Member Secretary,  
State Law Commission,  
5<sup>th</sup> Floor, SIDCO Buildings, Guindy, Chennai-32.  
Contact No: 044-22501049

**The State Official Language (Legislative) Commission:**

Tmt.B.Julia Shanthi Member Secretary,  
State Official Language (Legislative) Commission,  
No.5,"Poompozhil" Dr.D.G.S Dhinakaran Salai,  
Chennai - 600 028.  
Contact No: 044-24643101

**8. BUDGET ALLOCATION MADE FOR LAW DEPARTMENT AND THE ORGANISATION UNDER ITS CONTROL**

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

Budget Allocation – Demand No.33, Law Department 2020-2021

	(Rs. in thousands)
1. Law Department	10,99,32
2. Directorate of Legal Studies	41,12,95
3. State Official Language (Legislation) Commission	4,85,31
4. The Tamil Nadu Dr. Ambedkar Law University	5,53,01
5. State Law Commission	2,47,91
<b>Total</b>	<b>64,98,50</b>

**9. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY THE LAW DEPARTMENT, REDUCED IN AN ELECTRONIC FORM**

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

The Public can obtain information about the functioning of the Law department and its administrative units in the following web sites:-

- i) Web site of Law Department [www.tn.gov.in](http://www.tn.gov.in)
  - ii) Web site of Directorate of Legal Studies [www.tndls.ac.in](http://www.tndls.ac.in)
  - iii) Web site of The Tamil Nadu Dr.Ambedkar Law University [www.tndalu.ac.in](http://www.tndalu.ac.in)
  - iv) Website of The Tamil Nadu National Law University <https://tnnlu.ac.in/>
- 2) Important G.Os. and Policy Note of Law Department for the year 2020-2021 are available at [www.tn.gov.in](http://www.tn.gov.in)

**10. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

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

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

**11. DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**

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

**LAW DEPARTMENT:**

**Public Information Officer:**

Designation	STD Code	Phone No. Office	Fax	E-mail	Address
Tr.K.Sakthivel, Under Secretary to Government	044	25665234	--	--	Under Secretary to Government, Law Department, Secretariat, Chennai-9

**Appellate Authority:**

Designation	STD Code	Phone No. Office	Fax	E-mail	Address
Tmt.P.Thamaraiselvi, Deputy Secretary to Government.	044	25670901	--	--	Deputy Secretary to Government, Law Department, Secretariat, Chennai-9

**DIRECTORATE OF LEGAL STUDIES:****Public Information Officer:**

Designation	STD Code	Phone No. Office	Fax	E-Mail	Address
Director of Legal Studies	044	25321395	--	dirlegal@tn.gov.in	Purasawalkam High Road, Kilpauk, Chennai-10

**Appellate Authority:**

Designation	STD Code	Phone No. Office	Fax	E-Mail	Address
Secretary to Government, Law Department.	044	25672920	--	lawsec@tn.gov.in	Secretariat, Fort St. George, Chennai-9

**Government Law Colleges:****Public Information Officers**

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
Principal, Chennai Dr Ambedkar Government Law College, Pattarai perumpudur	044	27677600	--	--	Chennai Dr Ambedkar Government Law College, Varadhapuram, Pattarai Perumpudur, Thiruvallur – 631203
Principal, Chennai Dr Ambedkar Government Law College, Pudupakkam	044	27475890	-	-	Chennai Dr Ambedkar Government Law College, Pudupakkam, Thiruporur Taluk, Chengalpattu – 603103
Principal, Government Law College, Madurai	0452	2533996	-	-	Government Law College, Thangaraj Salai, Tallakulam, Madurai – 625020.

Principal, Government Law College, Thiruchirappalli	0431	2420324	-	-	Government Law College, Kajamalai Road, Thiruchirappalli – 620023.
Principal, Government Law College, Coimbatore	0422	2422454	-	-	Government Law College, Maruthamalai Coimbatore – 641046.
Principal, Government Law College, Tirunelveli	0462	2578382	-	-	Government Law College, Tiruchendur Road, Tirunelveli – 627011.
Principal, Government Law College, Chengalpattu	044	27429798	-	-	Government Law College, NGGO Colony, Chengalpattu – 603001
Principal, Government Law College, Vellore	0416	2241744	-	-	Government Law College, Gandhi Nagar, Katpadi, Vellore – 623006
Principal, Government Law College, Villupuram	04146	290266	-	-	Government Law College, Bharathiyar Street, Salamedu, Villupuram – 605401
Principal, Government Law College, Dharmapuri	04342	270370	-	-	Government Law College, Municipality Women's High School campus, CK Srinivasarao st., Dharmapuri – 636701
Principal, Government Law College, Ramanathapuram	04567	255330	-	-	Government Law College, Perungulam Government High School new campus, Perungulam, Ramanathapuram - 623536
Principal, Government Law College, Salem	0427	2272434	-	-	Government Law College, High School campus, Near South Tahsildhar Office, Salem - 636010

Principal, Government Law College, Namakkal	04286	230303	-	-	Government Law College, No.12, TANSI Showroom Building, Trichy Road, Namakkal – 637001.
Principal, Government Law College, Theni	-	9444959211	-	-	Government Law College, No.43/1A, Theni-Kumuli National Highroad, Upparpatti, Theni - 625534

**Appellate Authority**

Designation	STD Code	Phone No. Office	FAX	E-Mail	Address
Director of Legal Studies	044	25321395	--	<a href="mailto:dirlegal@tn.gov.in">dirlegal@tn.gov.in</a>	Purasawalkam High Road, Kilpauk, Chennai – 10.

**THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY:**

**Public Information Officer**

Designation	STD Code	Phone No. Office	Fax	E-mail	Address
Public Relations Officer	044	24641212	--	--	The Tamil Nadu Dr.Ambedkar Law University, No.5, "Poompozhi" Dr.D.G.S Dhinakaran Salai, Chennai - 600 028.

**Appellate Authority**

Designation	STD Code	Phone No. Office	Fax	E-mail	Address
The Registrar	044	24610813	--	--	The Tamil Nadu Dr.Ambedkar Law University, No.5, "Poompozhi" Dr.D.G.S Dhinakaran Salai, Chennai - 600 028.

**THE TAMIL NADU NATIONAL LAW UNIVERSITY:**

**Public Information Officer**

Name and Designation	STD Code	Office Phone No.	Fax	E-mail	Address
Thiru. P.Ranjith Kumar, Assistant Registrar (Admin.)	0431	2692105	--	aradmin@tnnl.u.ac.in	The Assistant Registrar (Admin.), The Tamil Nadu National Law University, Navalurkuttappattu, Dindigul Main Road, Tiruchirappalli – 27

**APPELLATE AUTHORITY**

<b>Name and Designation</b>	<b>STD Code</b>	<b>Office Phone Number</b>	<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
Tmt. K.R.Leela	0431	2692102/ 2692112	--	<a href="mailto:registrar@tnlu.ac.in">registrar@tnlu.ac.in</a>	The Registrar, The Tamil Nadu National Law University, Navalurkuttappattu, Dindigul Main Road, Tiruchirappalli -27

**THE STATE LAW COMMISSION:****Public Information Officer**

<b>Designation</b>	<b>STD Code</b>	<b>Phone No. Office</b>	<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
Deputy Secretary, State Law Commission	044	22501241	--	--	The State Law Commission, 5 <sup>th</sup> Floor, SIDCO Buildings, Guindy, Chennai-32.

**Appellate Authority**

<b>Designation</b>	<b>STD Code</b>	<b>Phone No. Office</b>	<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
The Full time-Member Secretary, State Law Commission	044	22501049	--	--	The State Law Commission, 5 <sup>th</sup> Floor, SIDCO Buildings, Guindy, Chennai-32.

**THE STATE OFFICIAL LANGUAGE (LEGISLATIVE) COMMISSION:****Public Information Officer**

<b>Designation</b>	<b>STD Code</b>	<b>Phone No. Office</b>	<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
Thiru. D.Venogopal Under Secretary, State Official Language (Legislative) Commission	044	-	24643101	sollc@tn.gov.in	The State Official Language (Legislative) Commission, No.5, "Poompozhil", Dr.D.G.S Dhinakaran Salai, Chennai - 600 028.

**Appellate Authority**

<b>Designation</b>	<b>STD Code</b>	<b>Phone No. Office</b>	<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
Thiru. R.Ranganathan Administrative Officer, State Official Language (Legislative) Commission	044	24957596	24623101	sollc@tn.gov.in	The State Official Language (Legislative) Commission, No.5, "Poompozhi" Dr.D.G.S Dhinakaran Salai, Chennai - 600 028.

C.GOPI RAVIKUMAR,  
SECRETARY TO GOVERNMENT.