



# Proactive Disclosure of Information

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

Office of the Commissioner,  
Hindu Religious & Charitable Endowments Department  
No.119, Uthamar Gandhi Salai,  
Chennai – 600 034.

Phone : (044) 28334811, 12, 13 Fax : (044) 28334816

Website : [www.tnhrce.gov.in](http://www.tnhrce.gov.in)

E-Mail Id : 1). commr.hrce@tn.gov.in  
2). adlcmradm.hrce@tn.gov.in  
3). spndpsec.hrce@tn.gov.in

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## ORGANISATION, FUNCTIONS OF THE DEPARTMENT

### Chapter –1

#### Administration

The Hindu Religious and Charitable Endowments Act was enacted in the year 1959 realizing the fact that the administrative governance of Hindu Religious 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 38,491 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> <p>1. Establishment matters – Transfer and postings, Approval of panel for promotions of all ministerial staff, Executive Officers, Audit Inspectors, Audit Superintendents Pay fixation of Inspectors, Increment Sanction of Assistant Commissioners, Deputy Commissioners, Passing final orders in disciplinary proceedings of Inspectors, Executive Officers</p> <p>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)</p>

<b>Administrative Wing:</b>	
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</li> <li>3. Sanctioning increments of Deputy Commissioners and Assistant Commissioners</li> <li>4. Approving pension proposals / sanctioning Special Provident Fund and leave encashment of retiring employees.</li> <li>5. Sanctioning purchases upto Rs. 5,00,000/- to temples in Tanjavur, Trichy, Madurai, Sivaganga, Tirunelveli, Mayiladuthurai regions.</li> <li>6. Budget sanction of 46(ii) temples in Tanjavur, Trichy, Madurai, Sivaganga, Tirunelveli, Mayiladuthurai regions.</li> <li>7. Sanction of tickets in temples in Tanjavur, Trichy, Madurai, Sivaganga, Tirunelveli, Mayiladuthurai regions.</li> <li>8. Administration of maths in Tanjavur, Trichy, Madurai, Sivaganga, Tirunelveli, Mayiladuthurai regions.- Inspection, buget sanction, action under section 59, follow up action of audit reports.</li> <li>9. Settlement of A.G's audit objections.</li> <li>10. Files relating to inspection of Office of the Commissioner.</li> <li>11. Appeal petitions filed under RTI Act.</li> <li>12. Coordinator for Assurance Committee.</li> <li>13. Establishment and all service matters of Engineering wing staff.</li> </ol>
Additional Commissioner (Enquiries)	<ol style="list-style-type: none"> <li>1. Leave Sanction, pay fixation of Superintendents, managers, Head Clerks, Cashier (H.Q.), Inspectors, Executive Officers Gr.I to Gr.IV.</li> <li>2. Increment Sanction of Superintendents, Cashier, Inspectors in Head Office.</li> <li>3. Sanction for travels undertaken by Executive Officers outside their jurisdiction.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Budget sanction of 46(ii) temples in Chennai, Vellore, Salem, Coimbatore, Villupuram regions.</li> <li>5. Approval Dhittam Register of 46(iii) temples.</li> <li>6. Sanctioning purchases upto Rs. 5,00,000/- to temples in Chennai, Vellore, Salem, Coimbatore, Villupuram regions.</li> <li>7. Sanction of tickets in temples in Chennai, Vellore, Salem, Coimbatore, Villupuram regions.</li> <li>8. Accord permission to all staff for studying through distance education, evening college and for appearing in examinations.</li> <li>9. Administration of maths in Chennai, Vellore, Salem, Coimbatore, Villupuram regions - Inspection, buget sanction, action under section 59, follow up action of audit reports.</li> <li>10. Coordinator for Assembly Committees and Assembly questions.</li> </ol>
Additional Commissioner (Thiruppani)	<ol style="list-style-type: none"> <li>1. Accord sanction for the performance of Balalayam, Ashtabandanam, Kumbabhishekam through donor (except 46(ii), 46(iii) and important temples.)</li> <li>2. Approve date for Kumbabhishakam (except 46(iii) temples.)</li> <li>3. Installation of idols and Flag staff (bfho ku«)</li> <li>4. Action on Assembly questions.</li> </ol>
Joint Commissioner(Head Quarters)	<ol style="list-style-type: none"> <li>1. Pension Schemes</li> <li>2. Annadhanam Schemes.</li> <li>3. Approve tour programs of Internal Audit teams.</li> <li>4. Release of interest on security deposits of Executive Officers and ministerial staff.</li> <li>5. Issuing N.O.C. to temporary staff for appearing in examinations.</li> <li>6. Inspection of Deputy Commissioner / Executive Officer Grade temples.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Settlement of Audit objections of temples having Deputy Commissioner, Assistant Commissioner grade Executive Officers (except serious irregularities and surcharge proceedings.)</li> <li>8. Review of Audit Objections periodicals.</li> <li>9. Establishment and service matters of Audit Inspector (math section), Assistant, Junior Assistant, Typists, Driver, Record Clerk, Office Assistant, Watchman, Sweeper, and Scavenger.</li> <li>10. Fix liability upto Rs.1000/- to Inspectors and Executive Officers.</li> <li>11. Maintenance, office procedure, issue of office orders, action on time bound files relating to Commissioner's Office.</li> <li>12. Action on pending references, Chief Minister references, Minister references, Government and Commissioner references.</li> <li>13. PIO under RTI Act for Office of the Commissioner.</li> <li>14. Leave Sanction, review of work and work allocation of Engineering wing staff, Gem Specialists and Technical Assistants.</li> </ol>
<p>Joint Commissioner (Educational Institutions)</p>	<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. Sanction traveling expenses to Commissioner's Office staff, Pocket Allowance to drivers, bills of Thirukkoil magazine, Stamp expenses.</li> <li>5. Miscellaneous subjects (K- Section).</li> <li>6. Work relating to Karunai Illams, Hospitals, Old age homes etc.,</li> <li>7. Oru Kala Pooja Scheme.</li> </ol>

<p>Special Officer I &amp; II (Temple Lands)</p>	<ol style="list-style-type: none"> <li>1. Action under Section 34 (including land acquisition), sale, exchange, lease of agricultural lands, sites, buildings, thopes belonging to all temples.</li> <li>2. Removal of encroachments under Section 78, 79, 79(A), 79(B), and 80.</li> <li>3. Safeguarding immovable properties of temples.</li> <li>4. Inam abolition / Urban land Tax Scheme</li> <li>5. City Tenants protection Act</li> <li>6. Fair rent fixation</li> <li>7. Compromise under section 43</li> <li>8. Work relating to Revenue Court</li> <li>9. Review of Demand-Collection-Balance</li> <li>10. 1-3 (1-15) registers - Rectification of defects, identifying the lands in them and bring them in the name the respective temples.</li> <li>11. Tree registers / Nandavanams.</li> <li>12. Review of work and establishment matters of Special Thasildars</li> <li>13. Follow up action on the reports of Retd. DROs / Deputy Collectors.</li> <li>14. Verification of section 29 registers.</li> <li>15. Action relating to veto by the Commissioner in respect of lease of rights of properties, miscellaneous lease rights.</li> </ol>
<p>Joint Commissioner (Legal)</p>	<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. Act Amendments, Legal Cell matters.</li> </ol>

	<ol style="list-style-type: none"> <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>
Assistant Commissioner (Legal Cell)	<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>
Joint Commissioner/ Verification Officer (Head Quarters)	To verify the Valuable Jewels & Gems for 11 Regional Office reports
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>	
Superintending Engineer	Scrutinizing thiruppani estimates, quotations, tenders, Measurements of works of religious institutions and Supervision of Engineering wing.



<b>Audit Wing:</b>	
Chief Audit officer	<ol style="list-style-type: none"> <li>1. Administration of Audit wing of the Department, audit of religious institutions, inspection and review.</li> <li>2. Sanction of LTC of Audit Inspectors, Audit Superintendents, approval and countersigning TA Bills, Transfer TA Bills</li> </ol>

**A Section :-**

**Sub :** Trustees Appointment, Fit Person appointment, Disciplinary Action under Section 53 of the Act against hereditary and non-hereditary trustees, Upgrading / downgrading religious institutions as per provisions under Section 46 of the Act based on their assessable income.

**Section Officers :** Additional Commissioners

**1 Superintendent, 2 Assistants**

<b>Sections</b>	<b>Subject</b>
A1	Files connected with the above subject relating to Chennai, Vellore, Villupuram, Trichy, Tanjavur, Mayiladuthurai regions
A2	Files connected with the above subject relating to Madurai, Sivaganga, Salem, Coimbatore, Tirunelveli regions

**B Section :-**

**Sub:** Staff Establishment

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

**1 Superintendent, 6 Assistants**

<b>Sections</b>	<b>Subject</b>
B1	Establishment and Service matters of A and B officers, Thirukkcoil Editor, Accounts Officer, Assistant Accounts Officer, Preparation of seniority list,

	Disciplinary action, 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 action.
B3	Establishment and Service matters of Junior Assistants, Typists, Stenotypists, Transfer and postings, Panel preparation for promotion, Action on complaints, Disciplinary action 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 action 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 action 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.

### **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, Orukalapooja, Temple Staff Family Benefit Fund

**Section Officers :** Additional Commissioner (Thiruppani),  
Joint Commissioner (Education),  
Joint Commissioner (Head Quarters)

**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
C3	Annadahanam, Target
C4	Orukalapooja
C5	Temple staff Family Benefit Fund

**D Section :-**

**Sub:** Legal and Commissioner Bench

**Section Officers :** Additional Commissioner (General),  
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 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 region 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.
TAT	Work relating to cases filed by the staffs of the Department (Service matters)

### **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

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

### **1 Superintendent, 5 Assistants**

<b>Sections</b>	<b>Subject</b>
E1	Files connected with the above subject relating to Chennai, Madurai, Dindugal Asistant Commissioner Divisions
E2	Files connected with the above subject relating to Tirunelveli Toothukudi, Nagerkoil, Villupuram, Cuddalore, Kumbakonam 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, Paramakudi, Salem, Namakkal, Dharmapuri Asistant Commissioner Divisions
E5	Files connected with the above subject relating to Tiruchi, Karur, Ariyalur, Pudukottai, Asistant Commissioner Divisions

**F Section :-****Sub:** Bills and Audit

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

**1 Superintendent, 4 Assistants**

<b>Sections</b>	<b>Subject</b>
F1	Budget, AG audit, Internal audit, Reconciliation of Expenditure
F2	Reconciliation of Receipts, Sanction for temporary advance / part final withdrawal from General Provident Fund by the staff, maintenance of head office vehicles
F3	Contingent Expenses, T.A.Bills, Remittances of Corporation Tax, Water Tax, Telephone Bills
F4	Internal Audit

**G Section :-**

**Sub:** Thefts in temples, Security measures, Section 36 diversion, All types of Sanctions to Non-senior Grade institutions, establishment matters of Non-senior Grade institutions

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

**1 Superintendent, 4 Assistants**

<b>Sections</b>	<b>Subject</b>
G1	Thefts relating to Tiruvannamalai, Chennai, Tiruvallur, Erode, Kanchipuram, Salem, Villupuram, Vellore, Dharmapuri, Coimbatore, Mayiladuthurai, Sivaganga
G2	Thefts relating to Madurai, Suseedndram, Tirunelveli, Tanjavur, Karur, Tiruchy, Kumbakonam, Nagercoil, Religious Discourses in temple, Sanction for safekeeping idols in Icon Centres, Fixing Burgler Alarms, Icon Safety measures.

G3	Permission for foreclosure of Deposits for thiruppani, repayment of loans etc., permission for granting loans from one religious institution to another for apecific purposes, Sanction for diversion of funds under section 36 of the Act.
G4	All types of Sanctions to Non-senior Grade institutions, establishment matters of Non-senior Grade institutions in Tirunelveli, Sivaganga and Madurai regions,

### H Section :-

**Sub:** All types of Sanctions to Non-senior Grade institutions, establishment matters of Non-senior Grade institutions, Approval of lease of rights and miscellaneous items of Non-senior Grade institutions

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

### 1 Superintendent, 4 Assistants

Sections	Subject
H1	All types of Sanctions to Non-senior Grade institutions, establishment matters of Non-senior Grade institutions in Tanjavur, Villupuram, regions and Vellore Assistant Commissioner division
H2	All types of Sanctions to Non-senior Grade institutions, establishment matters of Non-senior Grade institutions in Chennai, Coimbatore, Salem regions.
H3	All types of Sanctions to Non-senior Grade institutions, establishment matters of Non-senior Grade institutions in Trichy, Mayiladuthurai regions and Kanchipuram and Tiruvallore Assistant Commissioner division
H4	Lease of rights of all Miscellaneous items of non-senior grade temples in the state

### I Section :-

**Sub:** Village temple poosari pension, Othuvar, Arayar, Archagar, Vedaparayanar, Adyapagam, Musician Pension, Representations of Temple Staff Associations, Temple Staff Gratuity and Special provident fund, Balalayam, Appraisalment of jewels, permission for shifting and installation of idols, Poosari Welfare Board

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

**1 Superintendent, 3 Assistants**

<b>Sections</b>	<b>Subject</b>
I1	Village temple poosari pension, Othuvar, Arayar, Archagar, Vedaparayanar, Adyapagam, Musician Pension, Representations of Temple Staff Associations, Temple Staff Gratuity and Special provident fund
I2	Balalayam, Appraisement of jewels, permission for shifting and installation of idols
I3	Poosari Welfare Board.

**K Section :-**

**Sub:** Miscellaneous subjects, Meetings, Part II schemes, Thrukkoil Magazine, Stationary

**Section Officers :** Joint Commissioner (Education),  
Joint Commissioner (Head Quarters),  
Additional Commissioner (General)

**1 Superintendent, 4 Assistants**

<b>Sections</b>	<b>Subject</b>
K1	Free Marriages, Elephant camps
K2	Part II Schemes, Subordinate Offices rent, maintenance of canteen permission for travel outside jurisdiction, Department seal, E-Governance, Website, dress for drivers, office assistants
K3	All works relating to Thirukkoil Magazine
K4	Permission for Film Shooting, meetings, Stationary

**L Section :-****Sub:****Section Officers :** Additional Commissioner (Enquiry)**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.



**M Section :-****Sub:** Temple Lands**Section Officers :** Special Officer / DRO I & II,  
Additional Commissioners**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, Theni, Virudhunagar, Sivagangai 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, Nilagiri, Dindugal Districts
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, 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  Issue of circulars and general instructions relating to miscellaneous subjects, fair rent, encroachment, goshalas, parivattam sales and landed properties

**N Section :-****Sub:** Legal

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

**1 Superintendent, 3 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 Villupuram (except Tiruvannamalai Assistant Commissioner Division), Trichy 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 Mayiladuthurai 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 region

**N1 Section :-****Sub:** Legal

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

**1 Superintendent, 3 Assistants**

<b>Sections</b>	<b>Subject</b>
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 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 and Sivaganga 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 region

**P Section :-**

**Sub:** Departmental Pension Scheme and E.P.F Scheme for Temple staff

**Section Officers :** Accounts Officer,  
Joint Commissioner (Thiruppani)

**1 Superintendent, 1 Assistant**

<b>Sections</b>	<b>Subject</b>
P	Work relating to the above subject, Maintaining muster rolls, monthly release of pension to the retired temple employees, Maintaining Fixed deposits of the Corpus fund.

**R Section :-**

**Sub:** Temple Lands

**Section Officers :** Special Officer / DRO I & II,  
Additional Commissioners

**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, 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, Tiruvarur, Nagapattinam Districts

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, Tiruvallore Districts
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, Karur, Perambalur, Pudukottai Districts

**S1 Section :-**

**Sub:** Math Administration

**Section Officers :** Regional Audit Officer (Math),  
Additional Commissioner (Enquiry)

**1 Superintendent, 1 Assistant, 1 Audit Inspector, 1 Inspector**

<b>Sections</b>	<b>Subject</b>
S1.1	Action on Inspection reports, Budget Sanction, Approval of Dhittam Register, Ratification of excess expenditure in respect of the Maths in Chennai, Chengelpet, Tiruvannamalai, Vellore, Cuddalore, Trichy, Pudukottai, Nagapattinam, Tanjavur, Dharmapuram, Mayilam
S1.2	Audit and inspection and review of above Maths
S1.3	Administrative report, Budget Sanction, Complaints, Prepaton of tour programme for the above maths

**S2 Section :-****Sub:** Math Administration**Section Officers :** Regional Audit Officer (Math),  
Additional Commissioner (General)**1 Superintendent, 1 Assistant, 1 Audit Inspector, 1 Inspector**

<b>Sections</b>	<b>Subject</b>
S2.1	Action on Inspection reports, Budget Sanction, Approval of Dhittam Register, Ratification of excess expenditure in respect of the Maths in Madurai, Coimbatore, Tirunelveli, Tiruchendur, Sivaganga, Ramanathapuram, Thoothukudi, Nilagiri, Kanyakumari
S2.2	Audit and inspection and review of above Maths
S2.3	Administrative report, Budget Sanction, Complaints, Prepatation of tour programme for the above maths

**T Section :-****Sub:** Follow up action Audit reports of Senior Grade Temples**Section Officers :** Joint Commissioner ( Head quarters),  
Joint Commissioner (Education),  
Additional Commissioner (General)**1 Superintendent, 2 Assistants**

<b>Sections</b>	<b>Subject</b>
T1	Action on Audit Reports under section 90(2) of the Act, Chief Minister Cell references relating to Tanjavur, Tirunelveli, Madurai, Mayiladuthurai, Sivaganga regions
T2	Action on Audit Reports under section 90(2) of the Act, Chief Minister Cell references relating to Coimbatore, salem, Trichy, Vellore, Chennai, Villupuram regions

**U Section :-**

**Sub:** Senior Grade Temples Administration - Administration, Establishment and service matters, Budget Sanction, Permission for Hundial opening, Sanction of Tender and quotation

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

**1 Superintendent, 4 Assistants**

<b>Sections</b>	<b>Subject</b>
U1	Work relating to the above subject in respect of Arulmighu Arulmighu Suseendram temples, Arulmighu Vadapaniandavar temple, Tiruvotriyur Arulmighu Thiagarajaswamy temple, Irukkankudi Arulmighu Mariyamman temple
U2	Work relating to the above subject in respect of Arulmighu Tiruttani Arulmighu Subramainaswamy temple, Tiruverkadu Arulmighu Devi Karumariamman temple, Tiruvotriyur Thiagarajaswamy temple, Triplicane Arulmighu Parthasarathyswamy temple, Mylapore Arulmighu Kapaleeswarar temple, Tiruchengode Arulmighu Arthanareeswarar Temple, Salem Arulmighu Sugavaneswarar temple
U3	Work relating to the above subject in respect of Arulmighu of Samayapuram Arulmighu Mariyamman temple, Srirangam Arulmighu Ranganathaswamy temple, Kanchipuram Arulmighu Devarajaswamy temple, Mangadu Arulmighu KKamashi amman temple and Administration of Schools cooleges and Karunai Illams run by temples
U4	Lease of rights of miscellaneous items of all senior grade temples

**V Section :-**

**Sub:** Temple Lands

**Section Officers :** Special Officer / DRO I & II,  
Additional Commissioner (Enquiry)

**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, Krishnagiri, Dharmapuri Districts
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 Vellore, Kanchipuram, Tiruvanmalai, Villupuram Districts
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, Kanyakumari, Thoothukudi, Ramanathapuram Districts

**W Section :-**

**Sub: Bills**

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

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

<b>Sections</b>	<b>Subject</b>
W1	Loans and Advances, Medical reimbursement, Approval tour programs and dairy review of regional Joint Commissioners
W2	Pay and arrear bills of Permanent establishment at Head Office
W3	Pay and arrear bills of Temporary establishment at Head Office and Sanction of over one year arrear bills
W4	Maintaining Cash book, Subsidy cash book, Miscellaneous receipts register, Permanent Advance register, Cheque Register, Undisbursed Pay Register, Work relating to Pocket Allowance of drivers, transport

	expenses of staff, Contract payment Bills, Reinvestment of Security Deposits of Staff and maintaining connected registers, Fixing financial liabilities to Department staff based on reports from subordinate officers.
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**Y Section :-**

**Sub:** Thiruppani (Renovation)

**Section Officers :** Superintending Engineer,  
Additional Commissioner (Thiruppani)

**1 Superintendent, 7 Assistants, 2 Inspectors**

<b>Sections</b>	<b>Subject</b>
Y1	Estimate sanction, tender approval, for renovation and civil works in temples
Y2	Works with financial assistance from Tourism Department (basic amenities, and developmental work)
Y3	Renovation of ancient temples with financial assistance from Central Government Finance Commission
Y4	Renovation of temple tanks and rain water harvesting schemes with financial assistance from local bodies
Y5	Renovation of Temple cars
Y6	Diversion of surplus funds from financially affluent temples for renovation works
Y7	Approval of Thiruppani Committee (Renovation Committee)
Y8	Approval of Sthapathy
Y9	Approval of Panel Engineers



**Z Section :-**

**Sub:** Senior Grade Temples Administration - Administration, Establishment and service matters, Budget Sanction, Permission for Hundial opening, Sanction of Tender and quotation

**Section Officers :** Additional Commissioner (Enquiry),  
Additional Commissioner (General),

**1 Superintendent, 3 Assistants**

Sections	Subject
Z1	Work relating to the above subject in respect of Arulmighu Arunachaleswarar temple, Tiruvannamalai, Arulmighu Kallalagar temple, alagarkoil, Arulmighu Solaimalai Murugan temple, Solaimalai mandapam, ArulmighuSwaminathaswamy temple, Swamimalai, Arulmighu Sankaranarayanawamy temple, Sankarankoil, Arulmighu Bannari Mariamman temple, Bannari, Arulmighu Subramniaswamy temple, Tirupparankunram, Arulmighu Palace Devasthanam, Tanjavur, Arulmighu Venkatachopathy temple, Oppiliappankoil, Arulmighu Angalaparameswari temple, Melmalayanur, Arulmighu Sabhanayagar temple, Chidambaram
Z2	Work relating to the above subject in respect of Arulmighu Subramaniaswamy temple, Tiruchendur, Arulmighu Meenakshi Sundareswar temple, Madurai, Arulmighu Subramaniaswamy temple, Marudhamalai, Arulmighu Lakshmi Narasimhaswamy temple, Sholingur, Arulmighu Vanabhadrakaliamman temple, Thekkampatti, Arulmighu Vazhithottathu Ayyan temple, Ayyampalayam, Arulmighu Thrumalai Kumaraswamy temple, Panpozhi, Arulmighu Koodalazhagar temple, Madurai
Z3	Work relating to the above subject in respect of Arulmighu Dhandayuthapaniswamy temple, Palani, Arulmighu Ramanathswamy temple, Rameswaram, Arulmighu Thayumanavaswamy temple, Malaikottai, Arulmighu Adaikkalam katha ayyanar temple, Madappuram

### Chapter 3

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

SI.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>SI.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,	04253-282337

	Anaimalai, Pollachi Taluk, Coimbatore Dist.	
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 Dist.6262202	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, Tanjavur 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>
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Head Clerk	Assistant Commissioner
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### 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>
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Manager of the Office of the Joint Commissioner of the respective region	Joint Commissioner of the region
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## **Particulars of Organisation, 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://tnhrce.gov.in/hrcehome/hrce\\_contactus.php](https://tnhrce.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**

S.No.	Category of posts	Scale of Pay + GP Rs.	Cadre Strength	Present Strength
1.	Commissioner	Cadre Post	1	1
2.	Additional Commissioner	37400-67000 + 8800	3	2
3.	Joint Commissioner	15600-39100 + 7600	26	25
4.	Deputy Commissioner	15600-39100 + 6600	16	7
5.	Assistant Commissioner	15600-39100 + 5400	67	56
6.	Editor Thirukoil	15600-39100 + 5400	1	1
7.	Superintendent/ Manager	9300-34800 + 4800	36	32
8.	Inspector/Head Clerk	9300-34800 + 4800	224	200
9.	Assistants	5200-20200 + 2800	259	160
10.	Junior Assistants	5200-20200 + 2400	180	134
11.	Steno Typist Gr.I	9300-34800 + 4800	53	29
12.	Steno Typist Gr.II	9300-34800 + 4200		
13.	Steno Typist Gr.III	5200-20200 + 2800		
14.	Typists	5200-20200 + 2400	106	49
15.	Gem Specialists	9300-34800 + 4500	11	7

16.	Technical Assistant	9300-34800 + 4200	11	5
17.	Junior Artist	9300-34800 + 4200	1	1
18.	Drivers	5200-20200 + 2400	43	23
19.	Record Clerk	4800-10000 + 1400	65	49
20.	Office Assistants	4800-10000 + 1300	308	139
21.	Gardner	4800-10000 + 1300	1	0
22.	Watchman	4800-10000 + 1300	38	13
23.	Sweeper	4800-10000 + 1300	2	0
24.	Scavenger	4800-10000 + 1300	1	1
25.	Executive Officer Gr-I	9300-34800 + 5100	66	57
26.	Executive Officer Gr-II	9300-34800 + 4800	111	111
27.	Executive Officer Gr-III	5200-20200 + 2800	250	95
28.	Executive Officer Gr-IV	5200-20200 + 2400	154	29
29.	Assistant Commissioner (Poosari Welfare Board)	15600-39100 + 5400	1	1
30.	Superintendent (Poosari Welfare Board)	9300-34800 + 4800	1	0
31.	Assistant (Poosari Welfare Board)	5200-20200 + 2800	1	0
32.	Junior Assistant (Poosari Welfare Board)	5200-20200 + 2400	1	0
33.	Typist (Poosari Welfare Board)	5200-20200 + 2400	1	0
34.	Office Assistant (Poosari Welfare Board)	4800-10000 + 1300	1	0
35.	Chief Audit Officer	15600-39100 + 7600	1	1
36.	Deputy Chief Audit Officer	15600-39100 + 6600	2	2

37.	Regional Audit Officer	15600-39100 + 5400	19	15
38.	Assistant Audit Officer	9300-34800 + 5100	28	28
39.	Audit Superintendent	9300-34800 + 4800	51	51
40.	Audit Inspectors	9300-34800 + 4300	190	130
41.	Superintending Engineer	37400-67000 + 8800	1	1
42.	Divisional Engineers	15600-39100 + 6600	4	4
43.	Assistant Divisional Engineers	15600-39100 + 5400	12	7
44.	Assistant Engineers	15600 -39100 + 5400	27	16
45.	Assistant Engineers/ Junior Engineers (Electrical)	9300 – 34800 + 4600/4400	4	1
46.	Senior Draughting Officer	9300 – 34800 + 5100	5	4
47.	Draughting Officer	9300 – 34800 + 4400	6	0
48.	Junior Draughting Officer	9300 – 34800 + 4200	12	3
49.	Special Officer/ Temple Lands	15600 -39100 + 7600	2	2
50.	Special Officer/ Temple Lands (UDR)	15600 -39100 + 7600	2	2
51.	Special Tahsildars Temple Lands	9300-34800 + 5100	4	2
52.	Revenue Inspector	5200-20200 + 2800	4	1
53.	Deputy Tahsildar (Madurai / Coimbatore)	9300-34800 + 4800	2	1
54.	Accounts Officer at H.O	15600-39100 + 5400	1	1
55.	Assistant Accounts Officer at H.O	9300-34800 + 5100	1	1
56.	Head Constable (Icon Centre - Tiruvarur)	5200 – 20200 + 2800	1	1



57.	Police Constable GR-II (Icon Centre - Tiruvarur)	5200 – 20200 + 1800	6	6
58.	Deputy Director/PRO	15600-39100 + 6600	1	1
59.	Special G.P	Consolidated	1	1
60.	Government Advocate (City Civil Court)	Consolidated	1	1
61.	Sthapathy	Consolidated	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 Vedparayanas , Archagas and Isaikalaignars 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://tnhrce.gov.in>. Information in respect of important temples in the state is available in the websites of the respective temples.