

RTI Particulars

Annexure-I

State Human Rights Commission Tamil Nadu

143, P.S. Kumarasamy Raja Salai
(Greenways Road) Chennai 600 028, Tamilnadu.
Admin Phone: 91-44-2495 1484
Fax : 91-44-2495 1486
Law Division : 044-24615905
E-mail: shrc@tn.gov.in

DETAILS OF OFFICERS

<u>Designation</u>	<u>Name of the Officer</u>	<u>Telephone</u>
Chairperson	Tmt. Justice T. Meenakumari	Tel (O): 24951495
Member	Thiru. D. Jayachandran,	Tel (O): 24951487
Member	Dr. A. Chittaranjan Mohandoss	Tel (O): 24951489

ADMINISTRATION DIVISION

Secretary (FAC)	Tmt. V. Shobhana, IAS.,	Tel (O): 24951490
Under Secretary	Tmt. V.K.Gowri M.A. B.Ed.,	Tel (O): 24951488

LEGAL DIVISION

Registrar (Law)	-Vacant-	Tel (O): 24951492
Registrar (Law) (i/c)		
Assistant Registrar (Law)	Thiru. N. Vasudevan, B.A.,B.L.,	Tel (O): 24951493
Court Master/ Public Information Officer	Tmt. V. Bama B.L.,	Tel (O): 24951486

INVESTIGATION DIVISION

Director General of Police	Thiru. Dr. C.K.Gandhirajan, IPS.,	Tel (O): 24951491
Superintendent of Police	Tmt. M. Sathiya Priya IPS.,	Tel (O): 24951494

COMPLAINT VERIFICATION NO.044-24615905

Annexure-II

State Human Rights Commission, Tamil Nadu **Information Under Right to Information Act 2005.**

1. Function and Duties

The State Human Rights Commission, Tamil Nadu has been constituted by the Government of Tamil Nadu in the year 1997 under the Protection of Human Rights Act 1993. The Commission is functionally and financially independent. The Commission is having Law Division, Investigation Division and Administration Division.

a) Law Division:-

It deals with the matters relating to Human Rights violations or abetment there of; or negligence in prevention of such violation by a Public Servant either on its own or on a request by a party and provides an opportunity of hearing to the parties in appropriate cases depending upon the facts and circumstances of each case. Other duties like holding awareness camps and inspecting prisons/police station are also done by Law Division.

b) Investigation Division:-

It deals with the matters/cases entrusted to it by the Commission including serious cases like custodial deaths, custodial rapes and encounters and conducts spot enquiries and submit its report to this Commission.

c) Administration Division:-

It deals with Management of General administration, Establishment matters and Accounts of this Commission.

2. The powers and duties of its officers and Employees:

They discharge their duties and responsibilities as per the provisions contained in the Protection of Human Rights Act 1993.

3. Procedure followed in Decision Making Process, including channels of Supervision and Accountability:

The files related to administration, accounts and establishment are generally processed at the section level, second level officer and submitted to Secretary of this Commission for approval

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The cases on allegation of Human Rights Violation are generally processed at the Section level and the files are submitted to the Assistant Registrar (Law), Registrar (Law), Members, Chairperson as per the directions issued by the Chairperson from time to time.

The cases are entrusted by the Commission to the Director of Investigation Division and he in turn allocates the same to his subordinate Police officers of the Investigation Division. The Director of Investigation Division submits his report with his opinion to the Commission.

4. Norms set for the discharge of its functions:

No fee is being charged from the complaints for filing complaints before the Commission. The complaints either received in person or by post are prioritised and efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time. Orders passed by this Commission are being sent by post to each complainant without collecting any fee.

5. Rules, Regulations, Instructions etc., followed by the employees in the discharge of their functions:

The Commission discharges its administrative functions in accordance with the rules and regulations and the guidelines issued by the Government of Tamil Nadu and the instruction of the Commission from time to time. In dealing with complaints or Suo-motu action on violation of Human Rights, the Commission functions as per the mandate given to the Commission under the Protection of Human Rights Act 1993 and Tamil Nadu State Human Rights Commission (Procedure) Regulations 1997.

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6. Categories of Documents held by the Commission:

Particulars of organization, powers and duties of the Commission are available on the Website "shrc.tn.nic.in". The documents and records relate to disposed complaints are available for the period of two years from the date of their disposals as per the regulations. The files on other subjects of this Commission and service Documents of officials are kept till their due time for destruction according to rules.

7. Arrangement for Consultation:

The Commission make arrangements for the benefit of the Public to have free access to the Commission, for ventilating their grievances about any Human Rights Issues under the Protection of Human Rights Act 1993. A Grievance Redressal Cell has been created for this purpose.

8. Statement of the Committees, Councils and Boards:

There are no such systems available in this Commission.

9. Directory of Officers and Employees:-.

ADMINISTRATION DIVISION

Secretary (FAC)	Tmt. V. Shobhana,, IAS.,	Tel (O): 24951490
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In addition, the strength of officials and staff of this Commission together with their scales of pay are given below:-

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Sl.No.	Name of the Post	No. of Sanctioned Posts
1.	Secretary	1
2.	Inspector General of Police	1
3.	Registrar	1
4.	Superintendent of Police	1
5.	Assistant Registrar/Under Secretary	2
6.	Accounts Officer/Private Secretary/Section Officer/ Court Master/Deputy Superintendent of Police	10
7.	Inspector of Police/Personal Assistants Assistant Section Officer	7
8.	Sub-Inspector of Police	2
9.	Steno-Typist/Assistant/Data Entry Operator	8
10.	Junior Assistant/Typist/Drivers	14
11.	Police Constable	8
12.	Record Clerk	1
13.	Office Assistant/Night Watchman	21
14.	Sweeper & Scavenger	2
		79

10. Monthly remuneration received by each of officers and employees:

Sl.No.	Name of the Post	Scale of Pay
1.	Secretary	1,23,100 – 2,15,900
2.	Director General of Police	20,5400-22,4400
3.	Registrar	37400-67000=10000 (Revised pay to be fixed)
4.	Superintendent of Police	78800-209200
5.	Under Secretary	59300-187700
5.	Assistant Registrar	15600-39100+6600 (Revised pay to be fixed)
6.	Accounts Officer	56900-180500
7.	Private Secretary/Section Officer/ Court Master/Deputy Superintendent of Police	56100-177500
8.	Inspector of Police	37700 - 119500
9.	Personal Assistants/Assistant Section Officer	36400-115700
10.	Sub-Inspector of Police	36900-116600
11.	Steno-Typist/Assistant	20600-65500
12.	Data Entry Operator/Junior Assistant/ Typist/Drivers	19500-62000
13.	Police Constable	18200-57900
14.	Record Clerk	15900-50400
15.	Office Assistant/Night Watchman	15700-50000
16.	Sweeper & Scavenger	on Contract basis

11. Budget allocation by the Government of Tamil Nadu in the form of the Grants for the year 2018-2019 is Rs.797.72 lakhs to incur expenditure on salary, Dearness Allowance, Dearness Pay and allowances etc. The grants from the Government enables effective functioning of the Commission.

12. Execution of Subsidy Programme and details of beneficiaries :

There are no Subsidy Programmes being implemented by this Commission.

13. Particulars of recipients Concessions, Permits or Authorizations granted:

- NIL -

14. Details available in Electronic Form:

Information pertaining to the Commission is available on the State Human Rights Commission, Tamil Nadu Website: www.shrc.tn.gov.in

15. Particulars of facility of Library or Reading Room available for Public Use:

- Not available -

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16. Particulars for supply of Information and Public Information Officers:

- a) The petition seeking information should be addressed to the Public Information Officer of this Commission. Court Master/

Public Information Officer, No.143, P.S. Kumarasamy Raja Salai,
(Greenways Road), Chennai-600 028.
- b) Application for information has to be accompanied with Court fee stamp of Rs.10/- (Rupees ten only) or Demand Draft for the same amount drawn in favour of Accounts Officer, State Human Rights Commission, Tamil Nadu.
- c) To get copy of the permitted document rupees two for each page (in A4 or A3 size paper) shall be paid
- d) The supply of information sought for may be rejected under Sections 2(f) 2(J), 3, 7(1) 7(3) 7(9), 8, 9 and 11 of the Right to Information Act 2005.
- e) Appellate authority :

Registrar (Law) (i/c),

State Human Rights Commission, Tamil Nadu,

No.143, P.S. Kumarasamy Raja Salai,

(Greenways Road), Chennai-600 028.