

GOVERNMENT OF TAMIL NADU
SMALL SAVINGS DEPARTMENT
MANUAL UNDER
RIGHT TO INFORMATION ACT-2005

SMALL SAVINGS DEPARTMENT

INTRODUCTION

1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens secure accesses to information under the control of each public authority, the Government of India have enacted “The Right Information Act, 2005” (RTI ACT) which came into force on 15.06.2005. In accordance with provisions of section 4 (1) (b) of this Act, the Small Savings Department has brought out this Manual for information and guidance the general public.
2. The purpose of this manual is to inform the general public about the organizational set-up of this Department, the functions and duties of its officers and employees and records and documents available with department.
3. This manual is aimed at the public in general and users of the services and provides information about duties and functions of the small savings Department.
4. The Small Savings Department has designated the officers of the Department as its Public Information Officers (PIO) for matters concerning the Department and the details of Public Information Officers are available in the statement under section 4 (1) (b)(xvi).
5. Any persons requiring any information under the Act may contact the officers of the Small Savings Department as mentioned in paragraph 4 above.
6. The procedure and fee structure for getting information are as under :- a request for obtaining information under sub-section(1) of section 6 of the RTI Act shall be made in writing or through electronic means either in persons or by post to the Public Information Officers mentioned in paragraph 4 above and must be accompanied by an applications fee of Rs.10/- by cash or by demand draft or banker's Cheque, as stated below.
 - (i) **By Cash:**

The applicant may remit the prescribed fee in “cash” which will be received by the “Drawing Officer” of the Directorate and by the “Public Information Officers” in the District Offices, who will issue necessary receipt for the same. The amount received in cash will be remitted into relevant head of account by these officers.
 - (ii) **By demand draft / Bankers Cheque :**

The applicant may remit the prescribed fee either in the form of Demand Draft or Banker's Cheque in favour of the Public Information Officers 'Payable at Chennai / the District concerned along with the application seeking information and the same will be received by the “ Drawing Officer “ in the Directorate /District concerned and necessary receipt will be issued . Similarly, Public Information Officer, in the District Offices including Corporation of Chennai where the Demand Draft / Banker's Cheque are received by them in their favor will issue necessary receipt . These officers will arrange to remit the same into relevant head of account

(iii) By challan remittance to Government Account :

The applicant may also remit the fee into the head of account mentioned below through Treasury / Pay and Accounts Office/ State Bank of India / Reserve Bank of India and produce the challan to Public Information Officer as an evidence for having remitted the fee. The Public Information Officer shall credit the amount to the following head of account .

“0070.00 Other Administrative Services-60 Other service-118 Receipts under Right to Information Act, 2005-AA-Collection of fees under Right to Information (Fees) Rules 2005” (DPC 0070 60 118 AA 0005)

- (7) For providing information ,under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at para 6 above and the fee as below should be paid as per the mode stated therein.
- (i). Rupees 2 /- for each page 9in A4 and A3 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 instructions or records , no fee for the first hour and fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.
- (8) For providing the information , under section (5) of Section 7 of the Right Information Act , the request shall be made as above and the fees as below shall be paid as per the mode above .
- (i) for information provided in diskette or floppy @ Rs.50/- (fifty) per diskette or floppy and
- (ii) for information provided imprinted form, at the price fixed for such publication
- (9). Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right Information Act -2005 The list of persons below the poverty line approved by the Gram Panchayat and Local Bodies will be basis for claiming this concession .
10. No fee shall be charges and information shall be provided at free of charge , where the Public Information Officer fails to provide the information within 30 days of the request .
11. The name , designation ,office address and other details of Public Information Officers and Appellate Authority are available in the statement under section 4(1) (b) (xvi).
2. Particulars of organization , functions and duties under section 4(1) b(i) of the Right Information Act.

SMALL SAVINGS SCHEMES

Small Savings is an important and major source for financing the State Plan and infrastructure development. Since, 01.04.2002 Government of India is sanctioning the equivalent of the monthly net Small Savings Collections as loan to the State Government . The Directorate of Small Savings is mainly concerned with the promotion of various Small Savings Schemes formulated by Government of India . Small Savings Schemes are implemented through Department of Posts and 15 Years Public Provident Fund Scheme and Senior Citizen Savings Scheme is implemented through Head Post Office as well as Banks.

Objectives:

- * to play a predominant role in inculcating the habit of savings and thrift among the public , students , employees in all Government and Private Establishments.
- * to implement Small Savings through Post Offices and Banks
- * to mobilize Household Savings in the State for investment projects in the state

- *to appoint Small Savings agent both in in urban and rural areas and to monitor them
- * to disseminate the information about small savings to the nook and corner of the State
- * to implement and monitor special schemes of the Government of Tamil Nadu like Agent Incentive Scheme / District Incentive Scheme / Awards etc.,

SMALL SAVINGS SCHEMES DETAILS

The Small Savings Schemes are suitable for various categories of the public in the society.

\$ For further details Please refer the Schemes Tab in website www.tnsmallsavings.org

AGENCY SYSTEM AND COMMISSION OF GOVERNMENT OF INDIA AND INCENTIVE AMOUNT OF STATE GOVERNMENT.

Agents are appointed throughout the State for mobilization of savings They play a vital role in Small Savings promotion and collection . The Government of India alone pay Commission to the agents .

\$ For further details Please refer the Agency System Tab in the website www.tn.smallsavings.org

SMALL SAVINGS SCHEMES AT A GLANCE **INTEREST + TAX BENEFITS + ASSURED RETURNS**

\$ For further details Please refer the Agency System Tab in the website www.tn.smallsavings.org

**LIST OF DOCUMENTS TO BE ENCLOSED DURING THE APPOINTMENT /
RENEWAL OF INDIVIDUAL AGENCY**

SAS AGENCY (STANDARDISED AGENCY SYSTEM) MALE/ FEMALE

Appointment of SAS Agency	Renewal of SAS Agency
Annexure -1 (Form AAS-1) Application form for an individual (Para 4 of Part –I)	Annexure -2 (Form AAS – IA) Application for renewal of SAS agency
Declaration (to be furnished by the applicant for appointment as SAS agent along with application)	Declaration (to be furnished by the applicant for renewal as SAS agent along with application)
Conduct Certificate (issued by two different gazetted Officers)	Conduct Certificate (issued by two different gazetted Officers)
Agreement –Two Copies duly signed by the individual at each page and witness of two individuals (Annexure –11 Form AAS-3) Para -7	Agreement – Two copies duly signed by the individual at each page and witness of two individuals (Annexure -11 Form AAS-3 (Para-7)
Nomination form three copies (signed by two similar witness)	Nomination form three copies (signed by two similar witness)
Agreement -10 Cash security of Rs.2000/- (NSC) or Fidelity Guarantee Proposal form for the purchase of security in the form of Policy for Rs2000/- (para 6)	Agreement -10 Cash security of Rs.2000/- (NSC) or Fidelity Guarantee Proposal form for the purchase of security in the form of Policy for Rs.2000/- (para 6)
Proof of Age :18 years and above eligible for appointment (Male and Female)	Proof of Age :18 years and above eligible for appointment (Male and Female)
Certificate of Authority (Annexure 13) AAS-5(Four Folios)	Certificate of Authority (Annexure 13) (Four Folios) (original agent's copy)
Residential Proof (Family Card)(latest)	Residential Proof (Family Card) (latest)
Educational Qualifications : Proof	Educational Qualifications : Proof
Passport size Photos 3 copies and one stamp size photo (to be affixed in the CAS Form and Agent Information Sheet	
--	Collection and Achievement details Appointment / Renewal order copy
Agent Information Sheet POSA / PORD Account	Agent Information sheet

Appointing Authority : P.A. (SS) to Collector / Block Development Officers (Application routed through proper channel)

**LIST OF DOCUMENTS TO BE ENCLOSED DURING THE APPOINTMENT /
RENEWAL OF INDIVIDUAL AGENCY**

**MPKBY AGENCY (MAHILA PRADHAN KSHETRIYA BACHAT YOJANA
(FEMALE ONLY)**

Appointment of MPKBY	Renewal of MPKBY AGENT
Annexure -2 (Form ASLAAS-1 (b) Application form for an individual (Para 4 of Part –I)	Annexure -11 Application for renewal of MPKBY agency (Para7 of Part IV)
Declaration (to be furnished by the applicant for appointment as MPKBY agent along with application)	Declaration (to be furnished by the applicant for renewal as MPKBY agent along with application)
Conduct Certificate (issued by two different gazetted Officers)	Conduct Certificate (issued by two different gazetted Officers)
Agreement –Two Copies duly signed by the individual at each page and witness of two individuals (Annexure –11 Form ASLAAS- 5) Para -8 of part –I	Agreement – Two copies duly signed by the individual at each page and witness of two individuals (Annexure -4 Form ASLAAS-5 (Para-8 of Part –I)
Nomination form three copies (signed by two similar witness)	Nomination form three copies (signed by two similar witness)
Security in the form of NSC forRs.100/- For handling Rs.5000/- Rs.500/- for handling Rs.10000/-) (duly pledged) (pledge form)	Security has to be furnished by the agent based on the maturity of NSC Certificate .
Proof of Age :18 years and above eligible for appointment (Female only)	Proof of Age :18 years and above eligible for appointment (Female only)
Certificate of Authority (Annexure 5 ASLAAS-4)(triplicate) Para 9 of Part I)	Certificate of Authority (Annexure 5 ASLAAS-4)(triplicate) Para 9 of Part (original agent's copy)
Residential Proof (Family Card)(latest)	Residential Proof (Family Card) (latest)
Educational Qualifications : Proof	Educational Qualifications : Proof
Passport size Photos 3 copies and one stamp size photo (to be affixed in the CAS Form and Agent Information Sheet	
	Collection and Achievement details Appointment / Renewal order copy
Agent Information Sheet POSA / PORD Account	Agent Information sheet

Appointing Authority : District Collector (Application routed through proper channel)

**LIST OF DOCUMENTS TO BE ENCLOSED DURING THE APPOINTMENT /
RENEWAL OF INDIVIDUAL AGENCY**

**PPF AGENCY (PUBLIC PROVIDENT FUND AGENCY SCHEME
MALE /FEMALE**

Documents required for PPF Agent Appointment	Documents required for Renewal of PPF Agent
Annexure -1 (Form PPF A -3) Application form for PPF Agency	Annexure -1 Application form for renewal of PPF Agency
Declaration (to be furnished by the applicant for appointment as PPF agent along with application)	Declaration (to be furnished by the applicant for renewal as PPF agent along with application)
Conduct Certificate (issued by two different gazetted Officers)	Conduct Certificate (issued by two different gazetted Officers)
Annexure-2 (Form PPF –A1) Agreement –Two Copies duly signed by the individual at each page and witness of two individuals	Annexure-2 (Form PPF –A1) Agreement – Two copies duly signed by the individual at each page and witness of two individuals
Nomination form two copies (signed by two similar witness)	Nomination form two copies (signed by two similar witness)
Security in the form of NSC for Rs5000/-	Security has to be furnished by the agent based on the maturity of NSC Certificate .
Proof of Age :18 years and above eligible for appointment (Male / Female only)	Proof of Age :18 years and above eligible for appointment (Male / Female)
Certificate of Authority (Annexure 5 PPFA-5)	Certificate of Authority (Annexure 5 PPFA-5) (original agent’s copy and order copy)
Residential Proof (Family Card)(latest)	Residential Proof (Family Card) (latest)
Educational Qualifications : Proof	Educational Qualifications : Proof
Passport size Photos 3 copies and one stamp size photo (to be affixed in the CAS Form and Agent Information Sheet	
	SAS Collection and Achievement details SAS Agent Appointment / Renewal order copy
Agent Information Sheet POSA / PORD Account	Agent Information sheet

Appointing Authority : Appointing Authority :P.A (SS) to Collector (Application routed through proper channel)

PUBLICITY :

In order to cultivate thrift and savings habit among the common masses, we celebrate World Thrift Day function in Chennai city and in District Headquarters. We are conducting various competitions viz. Essay, Drama, Dance, Oratorical among school children in order to cultivate thrift and savings habit at the young age itself and distribute Certificates and Prizes to the children in the World Thrift Day function.

In order to create awareness among the public we participate in the Government Exhibition by erecting Small Savings pavilion and distribute hand bills at State Trade Fair and at District Head quarters for District level.

We have supplied 42" LCD (High Definition) TV, DVD Player, Media Player to all Districts. We have produced High Definition short films with small savings advertisements and supplied to all Districts for publicity. We have supplied Projector to Chennai, Madurai, Coimbatore, Trichy and Tirunelveli Districts to exhibit / screen short films produced.

Participating in Government Exhibition:

During the exhibition conducted by the Government at Chennai ,Coimbatore, Salem, Tirunelveli and Madurai , this department has installed Small Savings Pavilion and issued pamphlets through field officials . In the exhibition Small Savings advertisement has also displayed .

This Department have also participated during the multi media exhibition conducted by each block in district where small savings schemes pamphlets were issued through our field official and motivated the people who visited the exhibition

Conduct of Dramas on Small Savings

In order to disseminate the salient features of small savings scheme to the public and also inculcate the habit of savings and thrift in the minds of rural folks, Government have also ordered for the conduct of Dramas on Small Savings in each block of the Districts.

\$ For further details please refer website www.tnsmallsavings.org

In the competitive financial market these kind of advertisement have helped this Department for achieving the Small Savings net target fixed by the Government every year .

PROCEEDINGS OF THE DIRECTOR OF SMALL SAVINGS, CHENNAI-2.
PRESENT: THIRU.D.UTHIRAKKUMARAN, I.A.S.,

Pr.Rc.No.A1/609/2012

Dated:-24.05.2012.

Sub: Establishment- Directorate of Small Savings, Chennai-2- Right to Information Act, 2005- Formation of Committee- Appointment of PIOs / AAs-Amendment –Order-Issued.

Ref: 1.The Gazette of India Extraordinary Part-II section I.No.25, Dated:- 21.06.05.
2. This Office Pr.Rc.No.A1/5143/2005/A1, Dated:- 07.01.2005.
3. Government Lr.No.15580/A.R. III/2007-1, Dated:- 19.10.2007.
4. This Office Pr.Rc.No.A1/5210/2007/A1, Dated:- 12.02.2007.

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ORDER:

In super session of the orders issued vide reference 4th cited the following revised orders are issued for appointment of PIOs / AAs in the Directorate of Small Savings.

Sl. No	Designation under the Act	Designation	Office Address, Phone No & E-Mail ID
1	Appellate Authority	Director of Small Savings	735, Anna Salai, L.L.A Buildings, 3 rd Floor, Chennai-600 002.
2	Public Information Officer	Joint Director of Small Savings	735, Anna Salai, L.L.A Buildings, 3 rd Floor, Chennai-600 002.
3	Assistant Public Information Officer	Deputy Director of Small Savings	735, Anna Salai, L.L.A Buildings, 3 rd Floor, Chennai-600 002.

(a) In Chennai District (Small Savings Wing, Corporation of Chennai).

Sl. No	Designation under the Act	Designation	Office Address, Phone No & E-Mail ID
1	Appellate Authority	Assistant Director of Small Savings	Small Savings Wing, Corporation of Chennai, No.1, Veerabadran Street, Pudupet, Chennai-600 002.
2	Public Information Officer	District Savings Officer	Small Savings Wing, Corporation of Chennai, No.1, Veerabadran Street, Pudupet, Chennai-600 002.
3	Assistant Public Information Officer	Superintendent	Small Savings Wing, Corporation of Chennai, No.1, Veerabadran Street, Pudupet, Chennai-600 002.

(c) In Small Savings Wing (Districts).

Sl.	Designation under	Designation	Office Address, Phone No
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No	the Act		& E-Mail ID
1	Appellate Authority	Assistant Director of Small Savings and Ex-Officio Personal Assistant (Small Savings to the District Collector	Small Savings Wing, of respective District Collectorate.
2	Public Information Officer	District Savings Officer // Field Officer / Deputy Block Development Officer (Small Savings)	Small Savings Wing, of respective District Collectorate.
3	Assistant Public Information Officer	Assistant	Small Savings Wing, of respective District Collectorate.

2. The above information is also available in the web site “tnsmallsavings.com”

3. The said authorities mentioned above should strictly follow the instructions issued in this above referred gazette notification in addition to the amendment notified by the Government from time to time.

Sd/
D.Uthirakkumaran
Director of Small Savings

To

1. The Principal Secretary to Government, Finance (Small Savings) Department, Chennai-9.
2. The Secretary to Government, P & AR Department, Chennai-9.
3. The District Collector, All Districts.
4. All the officers in Directorate of Small Savings, Chennai-2.
5. The Assistant Director of Small Savings, Corporation of Chennai, No.1. Veerabadran Street, Chennai-2.

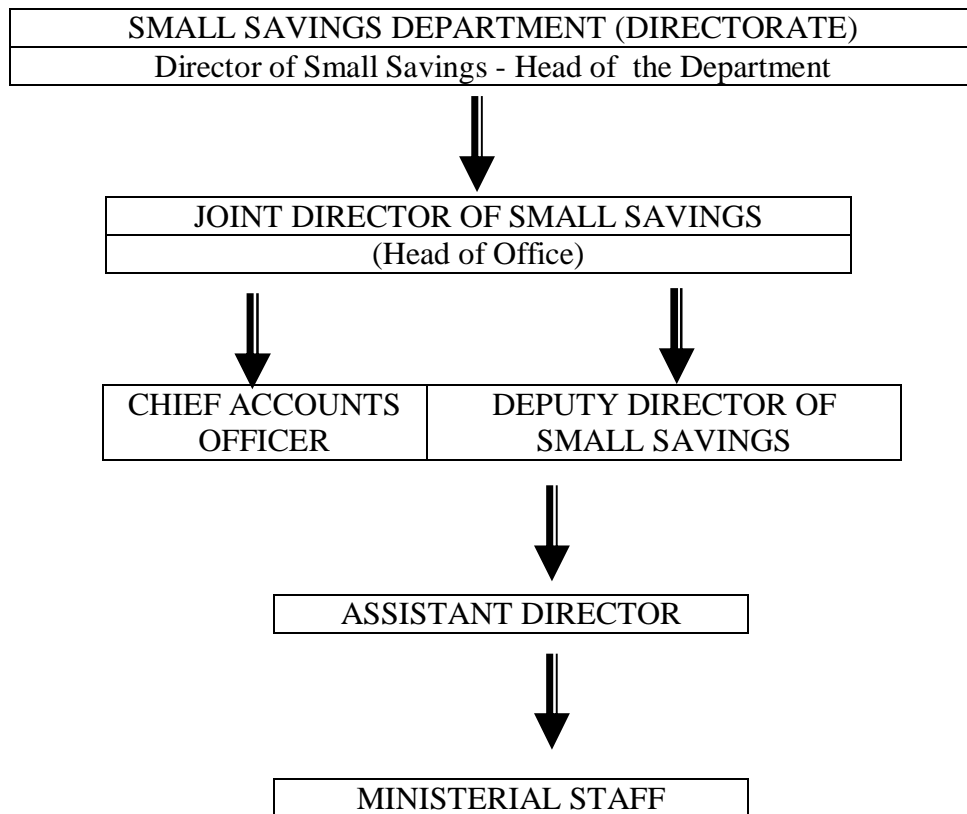
DIRECTORY OF APPELLATE OFFICERS UNDER SECTION 4(i)(b) (ix) OF THE
RTI-2005

\$ For further assistance please refer the Contact us Tab in website
www.tnsmallsavings.org/

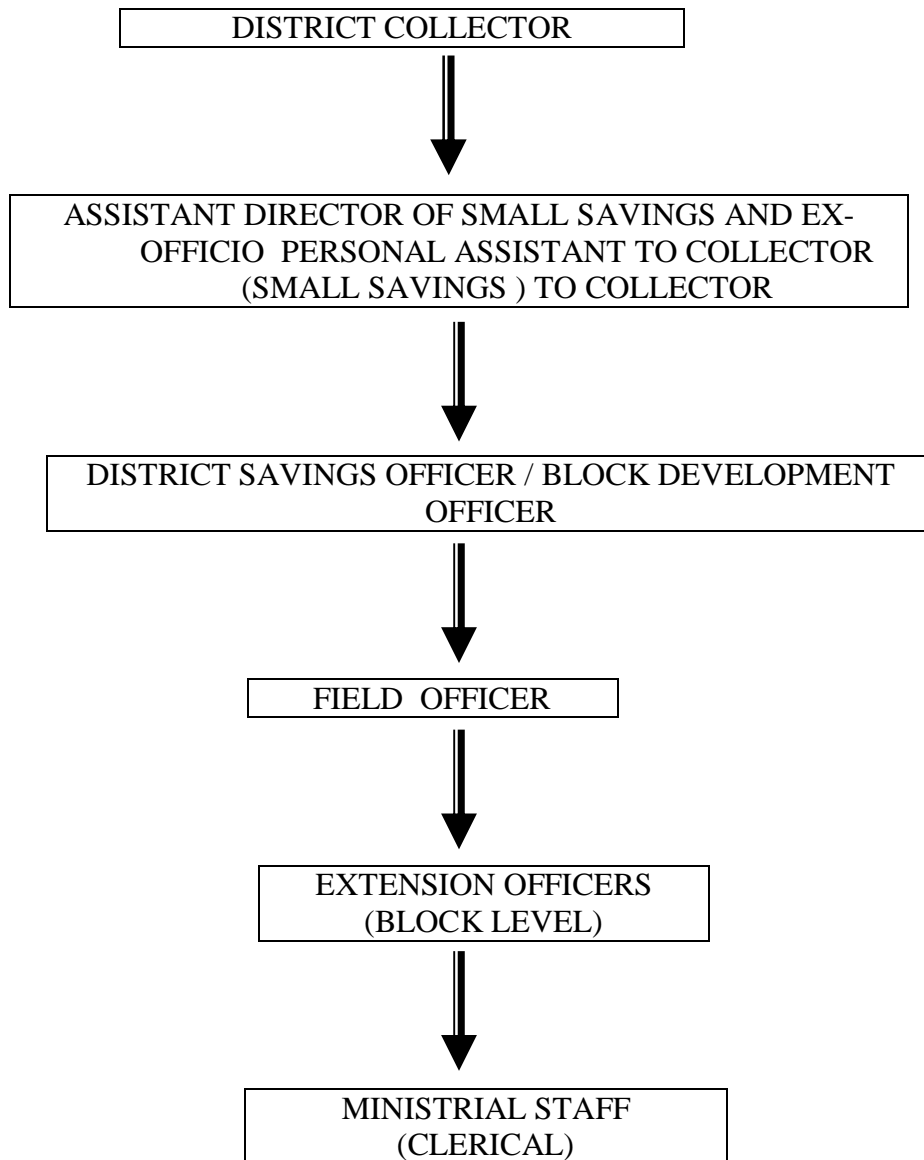
Sl. No	Name of the District / Chennai Corporation		Phone No.
1	Chennai Corporation	Assistant Director of Small Savings, No.1 Veerabdiran Street,Pudupet, Chennai -2	044-28581666
2	Coimbatore	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0422-2300740
3	Cuddalore	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04142-295493
4	Dharmapuri	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04342-230091
5	Dindigul	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0451-2460085
6	Erode	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0424-2266274
7	Kancheepuram	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	044-27238170
8	Kanyakumari	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04652-279047
9	Karur	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04324-256701
10	Krishnagiri	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04343-232288
11.	Madurai	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0452-2532132
12	Nagapattinam	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04365-253057
13	Namakkal	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04286-280300
14	The Nilgiris	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0423-2441257
15	Perambalur	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04328-224100
16	Pudukottai	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04322-220347 04322-221698
17	Ramanathapuram	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04657-231149
18	Salem	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0427-2451073
19	Sivagangai	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04575-240591
20	Thanjavur	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04362-278378

Sl. No	Name of the District / Chennai Corporation		Phone No.
21	Theni	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04546-250056
22	Thoothukudi	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0461-2340293
23	Tiruchirappalli	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0431-2462382
24	Tirunelveli	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0462-2500022
25	Thiruvallur	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	044-27664012
26	Thiruvannamalai	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04175-233148
27	Thiruvarur	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04366-225967
28	Vellore	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0416-2253737
29	Villupuram	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04146-222076
30	Virudhunagar	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	04562-252058
31	Thiruppur	P.A.(SS) to Collector ,Small Savings Section, Collector's Office	0421-2218736

OFFICERS WORKINGS IN SMALL SAVINGS DEPARTMENT



SMALL SAVINGS WING IN DISTRICTS



SMALL SAVINGS WING CORPORATION OF CHENNAI

COMMISSIONER , CORPORATION OF CHENNAI



ASSISTANT DIRECTOR OF SMALL SAVINGS AND EX-OFFICIO PERSONAL ASSISTANT TO COLLECTOR (SMALL SAVINGS) TO COLLECTOR



DISTRICT SAVINGS OFFICER / BLOCK DEVELOPMENT OFFICER



FIELD OFFICER



MINISTRIAL STAFF
(CLERICAL)

STAFF POSITION IN SMALL SAVINGS DEPARTMENT

Sl.No.	Name of the Post	Sanctioned Posts
1	Commissioner of Small Savings / Director of Small Savings	1
2	Joint Director of Small Savings	1
3	Chief Accounts Officer	1
4	Deputy Director of Small Savings	1
5	Assistant Directors	32
6	District Savings Officer	18
7	Superintendent	5
8	Field Officer	23
9	Assistant / Accountant	44
10	Cashier	1
11	Steno-typist	2
12	Receptionist	1
13	Junior Assistant	38
14	Typist	3
15	Telephone Operator	1
16	Record Clerk	3
17	Driver	33
18	Office Assistant	38
19	Cleaner	1
20	Night Watchmen	1
21	Sweeper	1
	Total	249