

**ANNA INSTITUTE OF MANAGEMENT**  
**(Sponsored by Government of Tamil Nadu)**  
**“MAHIZHAMPOO”, P.S. KUMARASAMY RAJA SALAI (GREENWAYS ROAD)**  
**R.A. PURAM CHENNAI – 600 028**

**Manual under Section 4(1)(b) of the Right to Information**  
**Act, 2005 Revised as on 06/08/2010**

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## ANNA INSTITUTE OF MANAGEMENT

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“MAHIZHAMPOO”, P.S. KUMARASAMY RAJA SALAI (GREENWAYS ROAD), R.A. PURAM  
CHENNAI – 600 028

### MANUAL UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT, 2005

#### YOUR RIGHT TO INFORMATION RIGHT TO INFORMATION ACT, 2005

Right to Information is among the fundamental rights of citizens of any democratically governed state. All the sections of the Right to Information Act, 2005 have come into force on 12th October 2005. The aim of the Act is to promote transparency and accountability of the Government, by empowering the citizens to get information from the Government and making the Government duty bound to provide the required information.

#### **Salient features of the Act**

The Act describes the obligation of the public authorities under Sec.4(1) which include maintaining, cataloguing and indexing of records in a manner which facilitates the availability of information to the public. Information of 17 kinds is to be published and updated every year. This is to facilitate easy availability of information to the public.

The full text of the Act can be browsed in <http://righttoinformation.gov.in>

The Office of the Director, Anna Institute of Management and Director General of Training, Chennai, is a „Public Authority“ within the purview of Right to Information Act.

#### **I. The particulars of organization, functions & duties**

Anna Institute of Management (AIM) is registered as a Society under the Societies Registration Act, 1975. It is sponsored by the Government of Tamilnadu. It started functioning from 1981.

1.1 The composition of the Governing Committee is as follows:

1.	Hon'ble Minister for Municipal Administration, Rural Development, Law, Courts and Prisons Govt. of Tamil Nadu, Chennai -9	- Chairman
2.	Chief Secretary to Government Govt. of Tamil Nadu, Chennai -9	- Vice Chairman
3.	<sup>Director</sup> Anna Institute of Management and Director General of Training Chennai – 600 028	- Member and Secretary
4.	<sup>Principal Secretary to Government</sup> Personnel and Administrative Reforms (Training) Department, Chennai – 9	- Member
5.	<sup>Principal Secretary to Government</sup> Finance Department Chennai – 9	- Member

6.	Joint Secretary to Government Government of India Department of Personnel and Training New Delhi	- Member
7.	Vice-Chancellor Anna University Chennai	- Member
8.	President Institute for Financial Management and Research Chennai	- Member
9.	Dr. S. Ramani Management Consultant Chennai – 600 037	- Member
10.	Member Secretary Chennai Metropolitan Development Authority Chennai – 600 008	- Member
11.	Chairman Tamil Nadu Pollution Control Board Chennai 600 032	- Member
12.	Thiru V. Vidyasagar Associate Professor Anna Institute of Management Chennai – 600 028	- Member
13.	Tmt A. Santhi Faculty Member Anna Institute of Management Chennai – 600 028	- Member

### 1.2 The main objectives of AIM are:

To impart knowledge and skills to prospective and practicing managers and administrators

To assist in the application of management concepts and techniques through consultancy and extension services.

To disseminate knowledge on management through seminars, conferences, journals, etc.

To carry out research with a view to developing knowledge in management relevant to Indian conditions.

### 1.3 Activities

AIM offers training to officers of Government of Tamil Nadu, Government of India, other State Governments and Public Sector Undertakings in the areas of General Administration,

Information Technology, Finance, Marketing, Behavioural Science, Personality Development, etc. AIM has a National Disaster Management Cell sponsored by the Government of India. AIM offers consultancy both for Indian and International bodies.

AIM has facility for undertaking research leading to Ph.D. in Management with specialization in Finance

## **II. Powers and duties of Officers and Employees**

Delegation of powers of Director, Administrative Officer and Finance and Accounts Officer (Res.No.20 of GC Meeting dt.12.10.87)

### **2.1.DIRECTOR**

1. Approval for training programmes / workshops / seminars and the course / participant's fee.
2. Approval for undertaking consultancy terms and cost.
3. Approval for collaboration with other institutions in the conduct of programmes / workshops/ seminars and the terms and cost.
4. Approval of Guest Faculty fee in excess of standard rate, fee in the form of memento within the standard rate / exceeding the standard rate. Expenditure on cost of travel / accommodation / local trips / honorarium for resource personnel.
5. Sanction of Casual leave, earned leave, unearned leave on medical certificate, unearned leave on private affairs, leave on loss of pay, surrender of earned leave, grant of increment, fixation of pay to Faculty Members, Administrative Officer and Finance and Accounts Officer. Commencement and declaration of completion of probation and regularisation of service of directly recruited faculty and officers.
6. Permission for the tours of the Faculty Members and officers / employees/ resource personnel. Approval of T.A. Bills of Faculty Members / Administrative Officer / Finance & Accounts Officer / Resource Personnel /GC Members outside Chennai city.
7. Sanction of Education, Festival, Handlooms, Khadi, Pay, Transfer T.A. Tour Advance and other advances to Faculty Members, Finance & Accounts Officer and Administrative Officer.
8. Permitting Faculty Members to accept lectures as Guest Faculty in other institutions.
9. Sanction of medical claims in excess of the ceiling fixed in the service rules for all officers and staff and medical claims of Administrative Officer.
10. Appointment of employees (All categories)
11. Approval of Selection of books, periodicals for the Library.
12. Approval for engagement of taxis.
13. Approval for release of Advertisement.
14. Sanction for investment of funds not required for immediate use.
15. Disciplinary action against officers and staff as outlined in the "Disciplinary Control and Appeal Rules" of the Anna Institute of Management.

16. Sanction of Leave Travel Concession to Faculty Members, Finance and Accounts Officer, Administrative Officer and other officers above the level of Programme Officer.
17. Approval of expenditure not delegated to the Administrative Officer.
18. Sanction of Conveyance Advance to the employees of AIM (Res.No.12 of GC Meeting held on 12.10.87).
19. Sanction of Education advance to the employees above the level of Programme Officer (Res.No.14 of GC Meeting dt.19.3.94)
20. Condemnation/write off of unserviceable articles as per annexure (Res.No.EC/11 Meeting dt.31.8.94)
21. Grant permission to the employees of AIM to acquire additional qualification privately / through correspondence and to issue a Service Certificate to that effect to all the officers and staff of AIM (Res.No.EC/22 dt.31.8.94)
22. To award the medal / certificates to the Drivers of AIM (Res.No.EC/24 dt.31.8.94)
23. To create or revive any post based on exigencies but subject to placing the same before the next EC meeting (Res.No.EC/93 dt.22.3.96)
24. To sanction approval for maintenance and repairs of vehicle above Rs. 20,000 upto Rs. 50,000 per vehicle per year over and above the ceiling limit (Resolution No. GC/33 dated 29.9.2011)

## **2.2. ADMINISTRATIVE OFFICER:**

1. Sanction of C.L., E.L., Unearned leave on medical certificate, Unearned leave on private affairs, leave on loss of pay, grant of increment, fixation of pay, commencement and declaration of probation, regularisation of services of all staff members upto including the level of Programme Officer, Settlement of Pension and leave salary contribution to the Faculty Members, Officers and staff members on deputation.
2. Settlement of medical claims to faculty, Finance & Accounts Officer and other staff members.
3. Sanction of Education, Festival, Handloom, Khadi, Pay, Transfer T.A., Tour T.A. advances and other advances to staff members upto and including the level of Programme Officer.
4. Settlement of T.A. claims of all staff members upto and including the level of Programme Officer.
5. Sanction of conveyance charge of faculty members, officers and staff members, over-time and batta claims of staff members and drivers.
6. Appointment of casual labour in the absence of Office Assistant and Typist on daily wages basis.
7. Disciplinary action as per the "Discipline control and Appeal Rules" of the Anna Institute of Management.

8. Sanction for purchase of stationery articles, folders, certificate folder, covers, letter pads / calendars and other stationery articles and stores.
- 8(a). Expenditure on Sundry office expenses like washing and cleaning articles (Phenyl, soap), towel, flask, crockery, chalk piece, dusters, etc.
9. Settlement of bills for the purchase of books and periodicals approved by the Director, including renewal of subscription of periodicals.
10. Sanction for purchase and repairs of office equipments (typewriters, electronic stencil cutter, duplicating machines, plain paper copier, xerox machine, etc.) signing of service contracts and settlement of service charges for the office equipments.
11. Sanction for the purchase and repairs of audio visual equipments (film projector, slide projector, overhead projector, public address system, T.V., VCR / Audio / Video Cassettes) water cooler and other equipments.
12. Sanction for purchase and repairs of furniture.
13. Sanction for fuel, repair charges and spare parts, insurance charges / taxes to the vehicles.
14. Sanction for the telephone and telex bills, including rent, electricity charges and deposits.
15. Sanction for expenditure on filling the franking machine and postage.
16. Sanction of expenditure on printing of call letters, brochures and course materials.
17. Sanction of honorarium to the Guest Faculty at the approved rate.
18. Entering into contract for catering for the training programmes etc.
19. Settlement of catering charges for training programmes, PGDMC programme and Meetings.
20. Sanction for refreshment charges, garlands and decoration for the meetings.
21. Approval for the photography charges
22. Approval for the taxi charges.
23. Sanction for repairs/maintenance charges to the office building including electric installations.
24. Payment of delegate fee and purchase of tickets to faculty members deputed for seminars, etc. for the deputations approved by the Director.
25. Sanction of Advertisement charges.
26. Refund of course fee, caution deposit and security deposit.
27. Physical verification of office stores, furniture, stationery, library books, equipments and machinery including audio visual equipments.
28. Sanction of Leave Travel Concession to all employees upto the level of Programme Officer.

29. Sanction of Conveyance advance upto the level of Programme Officer. (C.R.No.10/92 dt.3.12.92)
30. Sanction of Education Advance to employees upto and including the level of Programme Officer. (Res.No.14 of GC Meeting dt.19.394)
31. Condemnation/write off of unserviceable articles as per annexure. (Res.No.EC/11 of EC Meeting dt.31.8.94)
32. To sanction approval for maintenance and repairs of vehicle upto Rs. 20,000/- per vehicle per year over and above the ceiling limit (Resolution No. GC/333 dated 29.9.2011)

**Note:** The Administrative Officer will restrict his sanction for recurring and non-recurring items of expenditure upto Rs.50,000/-.

### **2.3 FINANCE AND ACCOUNTS OFFICER:**

1. Finance & Accounts Officer will exercise the powers delegated to the Administrative Officer in his absence.
2. Approval of salary bills.

### **III. The procedure followed in the decision making process – including channels of supervision and accountability**

The highest decision making authority is the Governing Committee of the Institute, which functions as per the Memorandum and By-laws of the Society. The Governing Committee has two Sub-Committees namely the Executive Committee and the Finance Committee.

The Director is the overall in-charge of the day to day administration of the Institute and conduct of training as per the calendar of programmes. He is also the Member-Secretary of the Governing Committee.

The Administrative Officer is in-charge of Office Administration, Purchases, Motor Vehicles, Building maintenance, Auditorium, Guest house and hostel. He is empowered to accord financial sanction upto Rs.50,000/-. He has to operate bank accounts jointly with Finance and Accounts Officer.

The Finance and Accounts Officer is in-charge of preparing budget, maintaining the fixed deposits and bank accounts, cash transactions and watching the audit report every year. He has to operate bank account jointly with Administrative Officer.

3.1 The Organisation chart of the Institute is as follows:



## GOVERNING COMMITTEE

EXECUTIVE COMMITTEE ————— FINANCE COMMITTEE

DIRECTOR, AIM & DGT

FACULTY MEMBERS  
ADMINISTRATIVE OFFICER  
[PROGRAMME WING]

[ADMINISTRATIVE WING]

FINANCE AND ACCOUNTS  
OFFICER [ACCOUNTS WING]

### **IV. The Norms set for the discharge of functions**

The Main function of the institute is conducting training programmes. Every year a calendar of programmes is drawn up and programmes are conducted accordingly. In addition, based on the request from client organizations programmes are also conducted.

### **V. The Rules, Regulations, Instructions, Manuals and records held by it, or under its control, or used by its employees for discharging its functions.**

Since Anna Institute of Management is registered under Societies Registration Act 1975, the basic Rules and Regulations are the Memorandum of Association and By-laws of the Society. Service Rules, Conduct Rules, Discipline Control & Appeal Rules regulate the staff. The Training Manual, Consultancy Manual, Finance and Accounts Manual are used to regulate the concerned activities.

### **VI. Statement of the categories of documents that are held by it or under its control:**

Files, Registers, Books of accounts and records relating to Office  
General Administration  
Training manual, Course materials, Training programme  
calendar Library books on various topics  
CDs on various topics

### **VII. 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.**

Policy is formulated at Government level. The Institute is guided in its work by the Governing Committee headed by the Hon<sup>ble</sup> Minister for Municipal Administration, Rural Development, Law, Courts and Prisons. The Committee includes external experts.

### **VIII. State of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part, or for the purpose of its advice, and as to whether the meetings of those Boards, Councils, Committees and other bodies are open to Public or the Minutes of such Meetings are accessible for public.**

Composition of the Governing Committee has been given under Section

I. The composition of the Executive Committee and Finance Committee are as follows:

**8.1 Executive Committee:**

1.	Chief Secretary to Government Govt. of Tamil Nadu	- Chairman
2.	Vice – Chancellor Anna University Chennai	- Member
3.	Director Anna Institute of Management and Director General of Training Chennai – 600 028	- Member
4.	Secretary to Government Personnel and Administrative Reforms (Training) Department Chennai – 600 009	- Member
5.	Principal Secretary to Government Finance Department Chennai – 600 009	- Member
6.	Director Institute of Finance Management And Research Chennai	- Member

**8.2 Finance Committee:**

1.	Director Anna Institute of Management Director General of Training Chennai – 600 028	- Chairman
2.	Principal Secretary to Reforms (Training) Department Chennai – 600 009	- Member
3.	Principal Secretary to Government Finance Department Chennai – 600 009	- Member

Deliberations of the Governing Committee, Executive Committee and Finance Committee are purely administrative in nature and the minutes are not accessible by the Public.

**IX Directory of Officers & Employees**

Sl.No	Name (Tvl./Tmt.)	Designation	Telephone Nos.			
			Direct	PABX	Extn	Fax
1	Thiru K.Gnanadesikan, IAS	Director ,AIM & DGT	24951455	24937170 24938247 24610300	101	24937062
2.	D. Ponnusamy	Sr. Associate Professor		-do-	119	

3	V. Vidyasagar	Sr. Associate Professor		-do-	206	
4	Dr. Arasu Sundram	Associate Professor		-do-	208	
5	M.S. Anand	Associate Professor		-do-	209	
6	A. Mohamed Jamaluddin	Faculty Member		-do-	129	
7	M.R. Yugendiran	Administrative Officer		-do-	105	
8	S.Rajendran	Finance & Accounts Officer		-do-	106	
9	A. Santhi	Faculty Member (IT)		-do-	210	
10	S.Chitra	Programme Manager		-do-	125	
11	N. Kumar	Junior Administrative Officer		-do-	Sal em	
12	K. Malligha	Superintendent		-do-	108	
13	P. Lakshminarayanan	Superintendent		-do-	109	
14	R. Nandini	Superintendent		-do-		
15	S. Janani	Superintendent		-do-		
16	A.L.S.V. Kumaran	Steno Typist Gr.II		-do-		
17	K. Padmanabhan Pillai	Steno Typist Gr.II		-do-		
18	S. Selvakumar	Steno Typist Gr.II		-do-		
19	R. Chandrasekaran	Steno Typist Gr.III		-do-		
20	D. Solaiyappan	Steno Typist Gr.III		-do-		
21	C.K. Jothibabu	Technical Assistant		-do-		
22	M.R. Veena	Library Assistant		-do-	123	
23	N. Sankar	Assistant		-do-		
24	R. Rameshwari	Junior Assistant		-do-		
25	K. Ramesh	Junior Assistant		-do-		
26	R. Geetha	Junior Assistant		-do-		
27	R. Manjula	Junior Assistant		-do-		
28	B.Deenadayalan	S.G. Driver		-do	Mad urai	

29	V. Dasaradhan	Driver		-do		
30	N. Karunanidhi	Driver		-do		
31	P. Panneerselvan	Driver		-do		
32		Driver		-do		
33	K. Srinivasan	Spl. Grade Driver		-do		
34	N. Ganesan	Electrician		do-		
35	S. Subramanian	Record Assistant		-do-		
36	D. Velayutham	Plumber		-do-		
37	M. Elumalai	Record Clerk		-do		
38	P. Ravivarman	Record Clerk		-do		
39	S. Durairaj	Caretaker		do-		
40		Office Assistant Spl. Grade		-do-		
41	B.N. Srinivasa Rao	Office Assistant		-do		
42	A. Ashok Kumar	Office Assistant		-do		
43	S. Kumar	Office Assistant		-do		
44	S. Marimuthu	Office Assistant		do-		
45	R.Anbumani	Watchman		-do-		

**X. The monthly remuneration received by each Officers and Employees, Including the system of compensation as provided in its regulations**

Monthly Remuneration received by Officers and Staff of AIM, with grade and pay scale

Sl.No	Name	Designation	Scale of Pay
1	Thiru K.Gnanadesikan, IAS	Director, AIM & DGT	67000-79000
2.	D. Ponnusamy	Sr. Associate Professor	37400-67000 AGP 9000 + 1000 PP
3	V. Vidyasagar	Sr. Associate Professor	37400-67000 AGP 9000+1000 PP
4	Dr. Arasu Sundram	Associate Professor	37400-67000 AGP 9000
5	M.S. Anand	Associate Professor	37400-67000 AGP 9000
6	A. Mohamed Jamaluddin	Faculty Member	15600-39100 (PB3) + Grade Pay 7600
7	M.R. Yugendiran	Administrative Officer	15600-39100(PB3)+Grade Pay 5400
8	S.Rajendran	Finance & Accounts Officer	15600-39100(PB3)+Grade Pay 6600
9	A. Santhi	Faculty Member (IT)	15600-39100 (PB3) + Grade Pay 5700

10	S.Chitra	Programme Manager	15600-39100+Grade Pay 6600
11	N. Kumar	Junior Administrative Officer	9300-34800+ Grade Pay 5100
12	K. Maligha	Superintendent	9300-34800 (PB2) + Grade Pay 4800
13	P. Lakshminarayanan	Superintendent	9300-34800 (PB2) + Grade Pay 4800
14	R. Nandini	Superintendent	9300-34800 (PB2) + Grade Pay 4800
15	S. Janani	Superintendent	9300-34800 (PB2) + Grade Pay 4800
16	A.L.S.V. Kumaran	Steno Typist Gr.II	9300-34800 (PB2) + Grade Pay 4200
17	K. Padmanabhan Pillai	Steno Typist Gr.II	9300-34800 (PB2) + Grade Pay 4200
18	S. Selvakumar	Steno Typist Gr.II	9300-34800 (PB2) + Grade Pay 4200
19	R. Chandrasekaran	Steno Typist Gr.III	5200-20200(PR1)+Grade Pay 2800
20	D. Solaiyappan	Steno Typist Gr.III	5200-20200(PR1)+Grade Pay 2800
21	C.K. Jothibabu	Technical Assistant	9300-34800+Grade Pay 4200
22	M.R. Veena	Library Assistant	5200+20200+Grade Pay 2800
23	N. Sankar	Assistant	5200-20200(PR1)+Grade Pay 2800
24	R. Rameshwari	Junior Assistant	5200-20200(PB1)+Grade Pay 2400
25	K. Ramesh	Junior Assistant	5200-20200(PB1)+Grade Pay 2400
26	R. Geetha	Junior Assistant	5200-20200(PB1)+Grade Pay 2400
27	R. Manjula	Junior Assistant	5200-20200(PB1)+Grade Pay 2400
28	B.Deenadayalan	S.G. Driver	5200-20200(PB1)+Grade Pay 2400
29	V. Dasaradhan	Driver	5200-20200(PB1)+Grade Pay 2400
30	N. Karunanidhi	Driver	5200-20200(PB1)+Grade Pay 2400
31	P. Panneerselvan	Driver	5200-20200(PB1)+Grade Pay 2400
32	K. Srinivasan	Spl.G. Driver	7300-34800(PB2)+Grade Pay 4400
33	N. Ganesan	Electrician	5200-20200(PB1)+Grade Pay 2400
34	S. Subramanian	Record Assistant	5200-20200(PB1)+Grade Pay 2400
35	D. Velayutham	Plumber	5200-20200(PB1) + Grade Pay 1900
36	M. Elumalai	Record Clerk	5200-20200(PB1) + Grade Pay 1800
37	P. Ravivarman	Record Clerk	4800-10000(PB1A)+Grade Pay 1650

38	S. Durairaj	Caretaker	4800-10000(PB1A)+Grade Pay 1650
39	B.N. Srinivasa Rao	Office Assistant	4800-10000(PB1A)+Grade Pay 1300
40	A. Ashok Kumar	Office Assistant	4800-10000(PB1A)+Grade Pay 1650
41	S. Kumar	Office Assistant	4800-10000(PB1A)+Grade Pay 1300
42	S. Marimuthu	Office Assistant	4800-10000(PB1A)+Grade Pay 1300
43	R.Anbumani	Watchman	4800-10000(PB1A)+Grade Pay 1300

**XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

The details of budgetary allocation for the year 2014-2015 under various heads is as follows: (Rs.) Lakhs

Establishment expenses	- Rs. 3,07,83,000
Contingent expenses	- Rs. 88,80,000
Capital expenses	- Rs. 4,22,92,000
Programme expenses	- Rs. 3,31,22,000
<b>Total</b>	<b>- Rs. 11,50,77,000</b>

The budgetary allocation is for meeting the administrative expenses like salaries, traveling, telephone, electricity and programme expenses. Further a sum of Rs.20.91 Lakhs has been sanctioned under Part II Scheme for 2014-15.

**XII. The Manner of Execution of subsidy programmes including the amounts allotted and the details of beneficiaries of such programmes.**

**NIL**

**XIII . Particulars of recipients of concessions, permits or authorizations granted by it.**

**NIL**

**XIV. Details in respect of the information available to or held by it, reduced in an electronic form.**

The Office of the Director, Anna Institute of Management and Director

General of Training has a website, You may visit at:  
<http://www.annainstitute.org/>

No fee is charged to visit our above Portal or to download or print the information contained therein.

**XV. The Particulars of facilities available to citizens for obtaining information including the working hours of a Library or reading room, if maintained for public use.**

The Library is meant only for Faculty Members of the Institute participants, It is not open to the public.

**XVI. The names, designations and other particulars of the Appellate Authority and Public Information Officer.**

1. Thiru V. Vidyasagar, Faculty Member - Appellate Authority
2. Administrative Officer - Public Information Officer

Address: Office of the Director, Anna Institute of Management and  
Director General of Training  
"MAHIZHAMPOO", 163/1 P.S. Kumarasamy Raja Salai  
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Chennai – 600 028

Phone : 24937170  
24938247  
24937590  
24610300

Fax : 24937062

**XVII. Such other information as may be prescribed**

More information about the Institute is available at <http://www.annainstitute.org/>

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