

# **ENERGY DEPARTMENT, SECRETARIAT**

## **CHAPTER-I**

### **INTRODUCTION**

#### Background of this hand-book

In order to promote transparency and accountability in the working of every of public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely "Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4 (1) (b) of this Act, the department of Energy, Government of Tamil Nadu has brought out this Manual for information guidance of the state holders and the general public.

#### Objective / purpose of this hand-book

The purpose of this manual is to inform the General Public about this department's organization setup functions and duties of its officers and employees, records and documents available with the department.

This proactive disclosure of information is aimed at providing to the common people the kinds of information that common people ordinarily seek while approaching the different offices of the Board. With a view to providing adequate information to the common people easily,

categories of information as listed in the contents page are disclosed in this manual so as to bring down to a minimum their need for seeking information through application.

Intended users of this hand-book

The information contained in these manuals is intended for the convenience of the common people who desire for information relating to this department's functioning, duties and performance. Important information is made accessible for the public through this manual. The Public Information Officers will keep a copy of the manual at their office for use by the public as and when they desire.

Contact Person

The Department of Energy has designated the Under Secretary to Government (Tamil Nadu Generation and Distribution Corporation Limited), Under Secretary to Government (Chief Electrical Inspector to Government) and the Under Secretary to Government (OP) as "Public Information Officer" for all matters concerning this department. A person requiring any information may contact them and their contact address is as follows:-

Thiru A.Ramamoorthy, B.Com., Under Secretary to Government, (TANGEDCO), Energy Department, Secretariat, Fort St.George, Chennai-600 009. Telephone No. Office: 25665076 Cell No. 9445290359	Public Information Officer
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Thiru A.Karunakaran, MA., BEd., Under Secretary to Government, (CEIG),Energy Department, Secretariat, Fort St.George, Chennai-600 009. Telephone No. Office: <b>25665126</b> Cell No. 9788891652	Public Information Officer
Tmt.M.Usha Rani, MA, Under Secretary to Government, (OP),Energy Department, Secretariat, Fort St.George, Chennai-600 009. Telephone No. Office: <b>25665440</b> Cell No. 9840075695	Public Information Officer

Procedure and Fee Structure for getting information not available  
in the manual are as under:

**FEES:-**

- a. Every application for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of rupees ten by cash or by demand draft or bankers cheque payable in the head of account, as may be specified by the Public Authority.
- b. For providing the information under sub-section (1) of section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the head of account, as specified by Public Authority at the following rates:-
  - i. Rupees two for each page (in A-4 or A-3 size paper) created or copied
  - ii. actual charge or cost price of & copy in larger size paper.
  - iii. actual cost or price for samples or models, and

- iv. For inspection of records, no fee for the first hour, and a fee of rupees five for every one hour (or fraction thereof) thereafter
- c. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the head of account, as specified by the Public Authority at the following rates:-
  - i. for information provided in diskette or floppy rupees fifty per diskette or floppy; and
  - ii. for information provided in printed form at the price fixed for such publication or rupees one per page of photo copy from entries from the publication.

The application fee shall be remitted by way of cash or Demand Draft or Bankers Cheque payable in the head of account "0075.00 Miscellaneous General Service-800. Other receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules, 2005" (DPC 0075 00 800 BK 0006) The applicant may also remit the fee under the above head of account in the Treasury / Pay and Accounts Officer / State Bank of India / Reserve Bank of India and produce the challan to the Public Information Officer as an evidence for having remitted the fee.

#### Appellate Authority

The Department has designated the Joint Secretary to Government, Energy Department as the "Appellate Authority" under section 19 (1) of the Act. The contact address of the

Appellate Authority is as follows:-

Thiru S.Chinnarajulu, B.Sc.,M.L.,  
Joint Secretary to Government,  
Energy Department, Secretariat,  
Fort.St.George, Chennai-600 009.  
Telephone No.25671919  
Cell No. 9445707585