MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

Government of Tamil Nadu
Department of Information Technology
Secretariat
Chennai 600 009

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Introduction

1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Information Technology, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

1.2 The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.

1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Information Technology and the organisations under its administrative control.

1.4 The Department of Information Technology has designated **Under Secretary to Government (Information Technology)** as its **Public Information Officer** (PIO) for all matters concerning the Department.

1.5 A person requiring any information under the Act may address the Under Secretary to Government, Information Technology Department (IT), Secretariat, Chennai-9. His Office telephone No. is 2566 5658. His E.mail address is **usit@tn.gov.in.** When the post is vacant, the Officer-in-charge of the post may be addressed

1.6 The procedure and fee structure for getting information are as under:-

(a) 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 person or by post to the Public Information Officer

mentioned in paragraph 1.4 above and must be accompanied by prescribed application fee by cash or by demand draft or banker's cheque or any other mode prescribed by the Government. The Public Information Officer shall credit the amount to the following head of account :-

"0075.00 Miscellaneous General Services – 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 through Treasury / Pay and Accounts Office / 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.

(b) For providing information under sub-section (1) and sub section (5) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as prescribed in TNRTI (Fee) Rules.

1.7 The Department has designated **the Deputy Secretary to Government as Appellate Authority** under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Thiru. R. Radhakrishnan,B.A., Deputy
Secretary to Government,
Information Technology Department,
Secretariat, Chennai-600009.
Telephone No. 25670131
E.Mail: dsegovit@tn.gov.in

Department of Information Technology

Particulars of organisation, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005

(i). Functions :

Keeping in mind the importance of the rapid growth of Information Technology and considering the necessity for its introduction and growth in all the fields of Tamil Nadu, the Government have created a separate Department in Secretariat called "Information Technology Department". The Government have identified 'Better Governance and Service Delivery' by improving the service orientation of Government employees; accelerating e-Governance in Government Departments as one of the critical areas where new initiatives are necessary, a e-Governance cell manned by persons who have Information Technology literacy has been formed and it is taking up with various initiatives on Information Technology enabled services by the Government and closely monitor them in Information Technology Department and also following up the District and State Level Committees under e.Governance initiatives.

(ii) Responsibilities and duties :

The Department of Information Technology was formed in 1998, with the reallocation of subject "Information Technology" from the "Industries Department of Secretariat" and the subject "Data warehousing" from the Planning, Development and Special Initiatives Department. According to the allocation of subjects as per the Business Rules, this Department has been allocated the following items of work.

State Subjects:-

All administrative and Technical matters relating to SECNET, Internet and e-mail Services

Computer training

Co-ordination with National Informatics Centre (NIC)

Creation and Administration of Website for State Government

Data Warehousing

Electronics Corporation of Tamil Nadu (ELCOT

Tamil Virtual Academy (TVA)

Tamil Nadu e-Governance Agency (TNeGA)

Tamil Nadu Arasu Cable TV Corporation

Society for Electronic Transactions and Security (SETS)

IT Policy & ITES Policy

Tamil Nadu State Wide Area Network (TNSWAN)

Secretariat Knowledge System (SKS)

Destination of Choice - Initiatives e-Governance

initiatives

Information Technology Infrastructure

Information Technology initiatives

Issue of Guidelines for Purchase of Computers

Annual Maintenance Contract and condemnation of Computers and accessories relating to State Government Departments.

Information Technology in Government

Public Services – Statutory Rules of the Services with which the Department is concerned – Revision of and amendments to those rules

Tamil Nadu Institute of Information Technology (TANITEC)

Technical opinions being sought by user Departments

Concurrent Subjects.

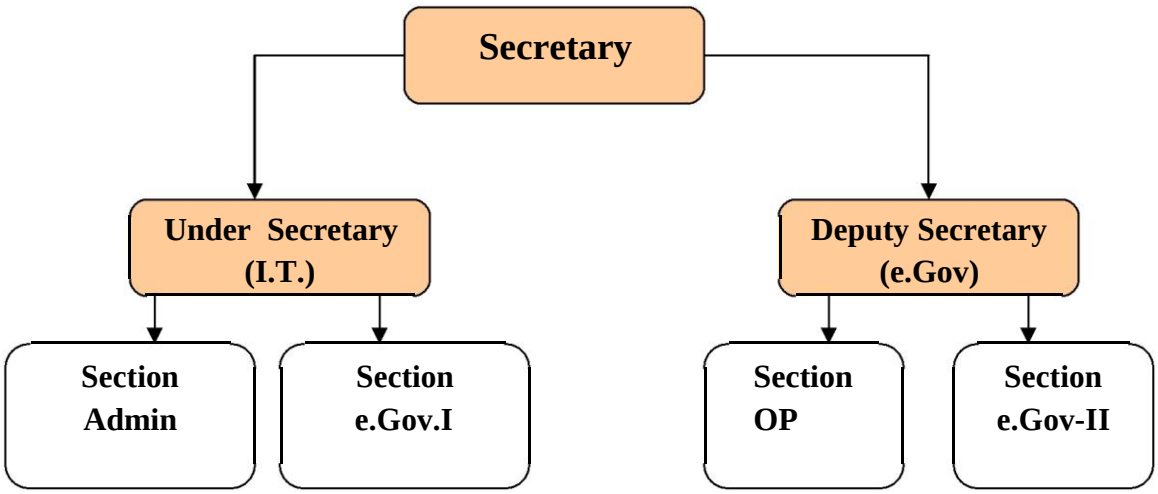
Nil

Union Subjects:

Nil

iii) Organization Chart:

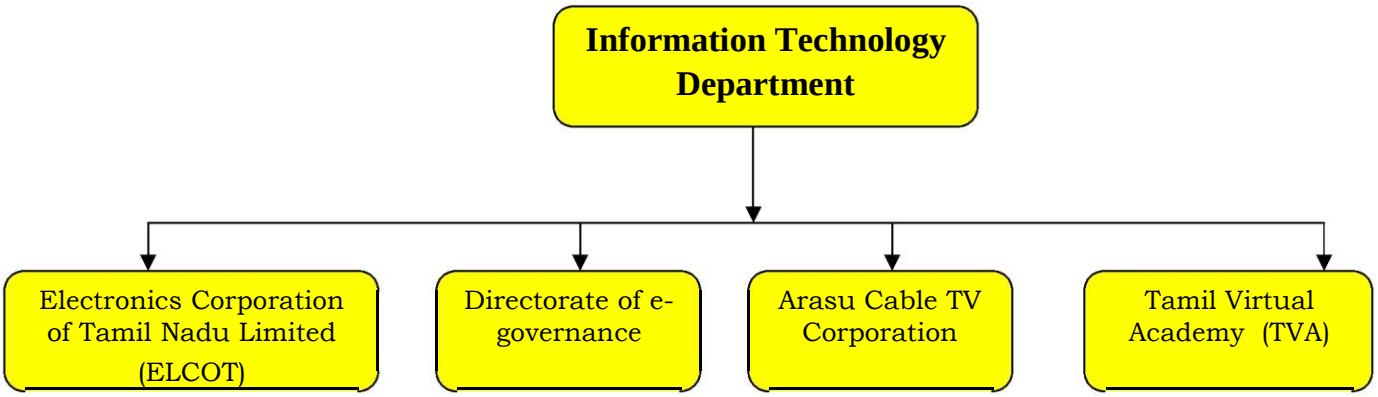
(i) The organizational chart of this IT Department is given below:-



The details of sections and the subjects dealt with by the sections are given at page numbers 10 to 11 of this manual.

(iv) **Administrative Units**:

A chart depicting the administrative units under the Department is given below:-



Department of Information Technology

Powers and duties of officers and employees under Section 4(1)(b)(ii) of Right to Information Act, 2005

This Department is headed by the Secretary to the Government of Tamil Nadu, who is a senior IAS officer. The Secretary is the administrative head of the Department and principal adviser to the Hon'ble Minister holding the portfolio of Information Technology, on all matters of policy and administration relating to this Department. He is assisted by Deputy Secretary and one Under Secretary. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. This Department is responsible for formulation of policies of the Government in respect of Information Technology in Tamil Nadu and also for the execution and review of these policies. The powers and duties of the officers in the department of Secretariat are indicated below:-

A. Secretary to Government

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

B. Deputy Secretary and Under Secretary

The Deputy Secretary and Under Secretary deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified and exercise control over the sections placed in their charge both in regard to dispatch of business and in regard to discipline.

2. This Department consists of 4 sections and the functioning of these sections is tabulated below:-

Section 'e.Gov.I' :: Section Officer Thiru M.S. Udaya Bhaskar

A.S.O.I - Tmt. G. Kavitha

Knowledge Data Centre, Secretariat Knowledge System (SKS), e-Office, Tamil Unicode Font, UID Project, NLRMP, Any other e-governance initiatives, e-Governance Policy, e-Governance Training Academy.

A.S.O.II – Tmt. M. Kalpana

Tamil Nilam TNGIS, e-Tender, AGRISNET, Reginet & STAR, Employment portal, Ration Card, Driving Licence, Election ID Card, Seamless Communication Project, Free Colour TV Project, Free Laptop Scheme, ID cards, CCTNS, Electronic Delivery of Service (EDS) Bill, 2D Barcoding (Document verification system).

Section 'Admin' :: Section Officer Thiru P. Dhanasekar

A.S.O.I - Thiru S. Parameswaran

All matters relating to Officers and staff of ELCOT, TNeGA, ICT Academy ELCOT Board, TNeGA Board, IIIT(D&M), ICT Academy, Review by Chief Secretary on audit paras pending with HODs / IT Department, All matters relating to PUC, PAC.

A.S.O.II – P. Sankar

All matters relating to Officers and staff of TVA, ACTCL, SETS TVA Board, ACTCL Board, Hon'ble CM Spl. Cell Petitions and Miscellaneous subjects, Assurance Committee, Estimates Committee.

Section : (e-Governance II) :: Section Officer: Thiru B. Karthikeyan

A.S.O.I - Thiru Abdul Wahaab Egaya

Hardware AMC/Warranty of systems and peripherals, Facility Management System, Service Level Agreement, Hardware Asset Management, Disposal of e-Waste in Government, E-Waste policy, National & International Training programmes, Good Governance- e-readiness, Participation in e-Governance Conferences/ Seminars.

A.S.O.-I - Thiru P. Saravanan

Software Software Development Life Cycle, Source code, Open Source, Open Standards, Software Testing, Software up gradation, NeGP, Mission Mode Projects, Non Mission Mode Projects, e-District projects, enhancing e-Services, Capacity Building Programme, Software Development Through TNEGA, ELCOT.

Section : (OP) :: Section Officer Thiru B. Mohanrangan

A.S.O.I Tmt M. Mekaladevi

All establishment matters relating to the Secretariat Staff of IT Department, OSD's at Secretariat, etc. Stationery and Contingency expenditure, All Secretaries' meeting, Preparation of Number Statement and Budget (OP), P & AR Department audit, Modernization of IT Department, AG's Department Audit, other Project related audit objections and furnishing of replies to the objections.

A.S.O.II Selvi M. Sathiyadevi

Policy Note, Announcements, Annual Plan, Budget (except OP), All matters relating to Planning, Development and Special Initiatives Department and Annual Plan, Part-II schemes consolidation, Cut Motions, Online updation of schemes, IT (Bills)

Department of Information Technology

Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act, 2005

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes to the Secretary through the Section officer, Under Secretary/Joint Secretary. If the subject matter pertains to other Departments then those Departments are consulted. In case of matters involving a file relates to other Departments with respect to the State exchequer, then the Finance Department is consulted. The Law Department is consulted where legal issues are involved in a file. Wherever the Business Rules require circulation of files to the Minister or Hon'ble Chief Minister or His Excellency the Governor, orders are obtained in circulation.

Department of Information Technology

Norms set for the discharge of functions under Section 4(1)(b)(iv) of Right to Information Act, 2005

For the discharge of functions allocated to the Information Technology Department, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

i) The Secretariat Office Manual.

ii) The Tamil Nadu Government Business Rules and Secretariat Instructions.

iii) The Tamil Nadu Government Servants conduct Rules, 1973.

iv) Tamil Nadu State and Subordinate Service Rules

v) Fundamental Rules.

vi) Act and Rules on the subject matter dealt with in a file.

Department of Information Technology

Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b) (v) of Right to Information Act, 2005

1. The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

i) Tamil Nadu Government Business Rules and Secretariat Instructions.
ii) The Tamil Nadu Secretariat Office Manual.
iii) Tamil Nadu Budget Manual
iv) Tamil Nadu State and Subordinate Service Rules
v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
vi) Tamil Nadu Government Servants Conduct Rules, 1973
vii) Tamil Nadu Pension Rules
viii) Fundamental Rules
ix) Tamil Nadu Financial Code
x) Tamil Nadu Treasury Code
xi) IT Act, 2000 (Central Act of 2000) and rules framed thereunder
xii) Guidelines issued by the Government of India

2. Details of Records :-

All previous papers closed after disposal.

Department of Information Technology

A statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of Right to Information Act, 2005

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	
1.	Policy Note	contains the Policy of the Government for sanction of the expenditure by the Legislative Assembly for the concerned year	To be downloaded from www.tn.gov.in	

Department of Information Technology

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

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, the participation of non-officials is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly where elected representatives of Public are involved are also acted upon by this Department.

Department of Information Technology

A statement 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 meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public under section 4(1)(b)(viii) of Right to information Act, 2005

- NIL -

Department of Information Technology

Directory of Officers and Employees under Section 4(1)(b)(ix) of Right to Information Act, 2005

Sl. No.	Name and Designation of the Officer	Telephone (STD Code No.044)		E.Mail
		Office	Residence	
1)	Secretary to Government, Information Technology Department, Chennai-600 009.	2567 0783 2566 5598	26532303	secyit.tn@nic.in
2)	Deputy Secretary to Government	2567 0131 Extn.5700	28541411	dsegovit@tn.gov.in
3)	Under Secretary to Government	25665658 25670419 Extn.5658	42193931	usit@tn.gov.in
4)	Section Officer, 'Admin' Section	25665566/ Extn.5654		-
5)	Section Officer, 'e.Gov.I' Section	25665566/ Extn.5626		-
6)	Section Officer, 'OP' Section	25665566 Extn.5096		-
7)	Section Officer, 'e-Gov.II' Section	-do-		-

Department of Information Technology

Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of Right to Information Act, 2005

SL. NO.	NAME OF THE OFFICER	Pay
SECRETARY TO GOVERNMENT (Rs.37,400-67,000 GP 10,000 + Allowances)		
1.	S.K.Prabakar, I.A.S.,	Rs.57320
DEPUTY SECRETARY TO GOVERNMENT (Rs.15,600-39,100 GP 7600+ Allowances)		
2.	Thiru R. Radhakrishnan	Rs.24940
UNDER SECRETARY TO GOVERNMENT (Rs.15,600-39,100-GP 6600+Allowances)		
3.	Tmt. K. Selvarani	Rs. 22290
SENIOR PRIVATE SECRETARY (Rs.15,600-39,100 GP 5400+Allowances)		
4.	Tmt.R. Vishnukalai	Rs.24420
SECTION OFFICER (Rs.15,600-39,100-GP 5,400+Allowances)		
5.	Thiru M.S. Udaya Bhaskar	Rs.21810
6.	Thiru B.Mohan Rangan	Rs.16880
7.	Thiru B. Karthikeyan	Rs.16230
8.	Thiru P. Dhanasekar	Rs. 21380
ASSISTANT SECTION OFFICER *(9,300-34,800 GP 4,600+ allowances)		
9.	Tmt T.M. Kalpana	Rs.13710
10.	Thiru S. Parameswaran	Rs.14190
11.	Tmt. M.Mekaladevi	Rs.9300
12.	Selvi M. Sathiyadevi	Rs.9300
13.	Tmt. G. Kavitha	Rs.9300
14.	Thiru P. Saravanan	Rs.9300
15.	Thiru Abdul Wahaab Egaya	Rs. 9300
16.	Thiru P. Sankar	Rs. 9300
PERSONAL ASSISTANT (9,300-34,800 GP 4,600 + allowances)		
17.	vacant	--

PERSONAL CLERK (5,200-20,200 GP 2,800+ allowances)		
18.	Tmt V. Renuka Devi	Rs.10170
ASSISTANT (5,200-20,200 GP 2,200 + allowances)		
19.	Vacant	
20.	Vacant	
21.	Vacant	
TYPIST (5,200-20,200 GP 2,000 + allowances)		
22.	Thiru P. Arjunan	Rs.6150
DRIVER (5,200-20,200 GP 2,600 + allowances)		
23.	Thiru J. Sathiyanarayanan	Rs.12430
OFFICE ASSISTANTS (5,200-20,200 GP 1800+ allowances)		
24	Thiru E. Rajendran	Rs.8620
25	Tmt T.N. Nirmala Bai	Rs.5130
26	Vacant	

Note : The basic pay of the officers and employees (except Temporary Assistants) is fixed under the provisions contained in Rule 22 of Fundamental Rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Dearness Pay, HRA, CCA as per the orders in force.

Department of Information Technology

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(i) (b) (xi) of Right to Information Act, 2005

-Nil-

Department of Information Technology

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(i) (b) (xii) of Right to Information Act, 2005

-nil-

Department of Information Technology

Particulars of recipients of concessions, permits or authorisations granted by it under section 4(i) (b) (xiii) of Right to Information Act, 2005

- NIL -

Department of Information Technology

Details in respect of the information available to or held by it, reduced in an electronic form under section 4(i)(b) (xiv) of Right to Information Act, 2005

The Public can obtain information about the functioning of the Departments in the following web sites.

i) Web site of Information Technology Department

www.tn.gov.in/department/IT.htm

Important G.Os. and Policy Note of Information Technology Department are available at

www.tn.gov.in

Department of Information Technology

Particulars of facilities available to citizens for obtaining information under section 4(1) (b) (xv) of Right to Information Act, 2005

The public are posted with information through Notice Board, Newspapers, Web site, Exhibitions and other means of advertising.

Department of Information Technology

Name and Designation and other particulars of Public Information Officers under section 4(i)(b) (xvi) Right to Information Act, 2005

Public Information Officer (i/c):

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Thiru. K. Selvarani	Under Secretary to Government	044	25665658	25670419	usit@tn.gov.in	Under Secretary to Government, Information Technology Department, Secretariat, Chennai-9.

Department Appellate Authority:

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Thiru. R. Radhakrishnan,	Deputy Secretary to Government	044	25670131		dsegovit@tn.gov.in	Deputy Secretary to Government, Information Technology Department, Secretariat, Chennai-9.