



**MANUAL UNDER RIGHT TO
INFORMATION ACT, 2005**

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

Index

Chapter No.	Details of Information	Page Numbers
1.	Introduction	3-4
2.	Particulars of organisation, functions and duties (Section 4(1)(b)(i))	5-8
3.	Powers and duties of officers and employees (Section 4(1)(b)(ii))	9-14
4.	Procedure followed in decision making process (Section 4(1)(b)(iii))	15
5.	Norms set for the discharge of functions (Section 4(1)(b)(iv))	16
6.	Rules, Regulations, Instructions, Manuals and Records for discharging functions (Section 4(1)(b)(v))	17
7.	Statement of categories of documents that are held by it for its control (Section 4(1)(b)(vi))	18
8.	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 (Section 4(1)(b)(vii))	19
9.	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. (Section 4(1)(b)(viii))	20
10.	Directory of officers and employees (Section 4(1)(b)(ix))	21
11.	Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations (Section 4(1)(b)(x))	22-23
12.	Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made (Section 4(1)(b)(xi))	24
13.	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes (Section 4(1)(b)(xii))	25
14.	Particulars of recipients of concessions, permits or authorisations granted by it (Section 4(1)(b)(xiii))	26
15.	Details in respect of the information, available to or held by it, reduced in an electronic form (Section 4(1)(b)(xiv))	27
16.	Particulars of facilities available to citizens for obtaining information (Section 4(1)(b)(xv))	28
17.	Name and designation and other particulars of Public Information Officers (Section 4(1)(b)(xvi))	29

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

Tmt. Mary Vinitha,
Additional Secretary to Government,
Information Technology Department,
Secretariat, Chennai-600009.
Telephone No. 25670131
email: ads.it@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.

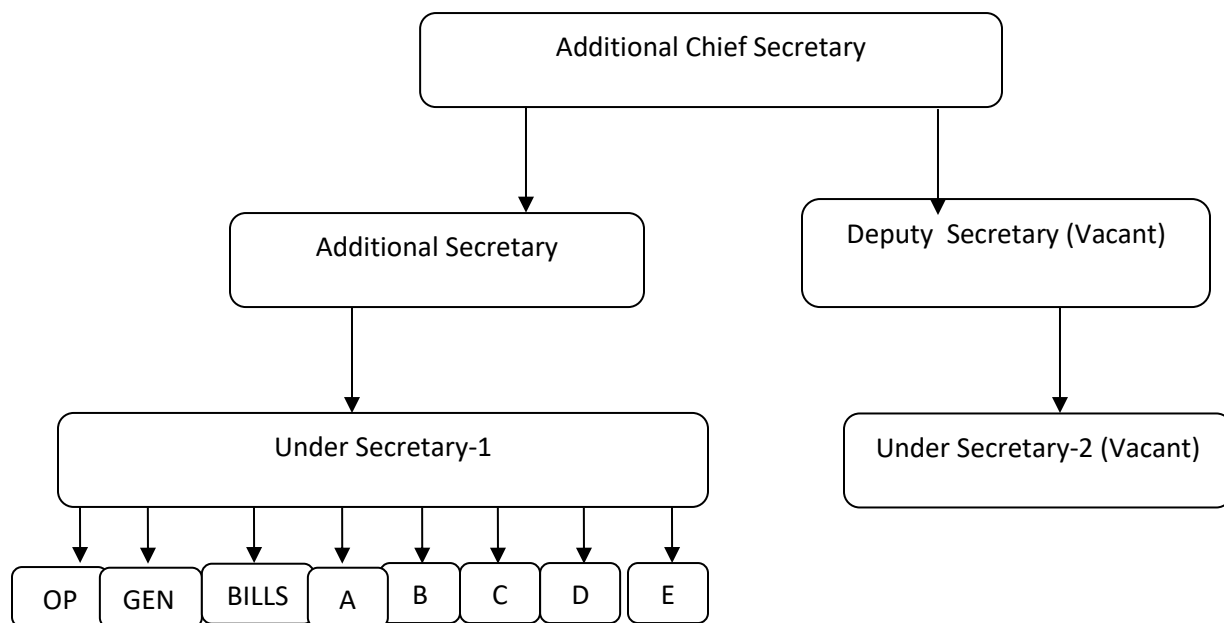
Nil

Union Subjects:

i) Right of Way Permission

iii) Organization Chart:

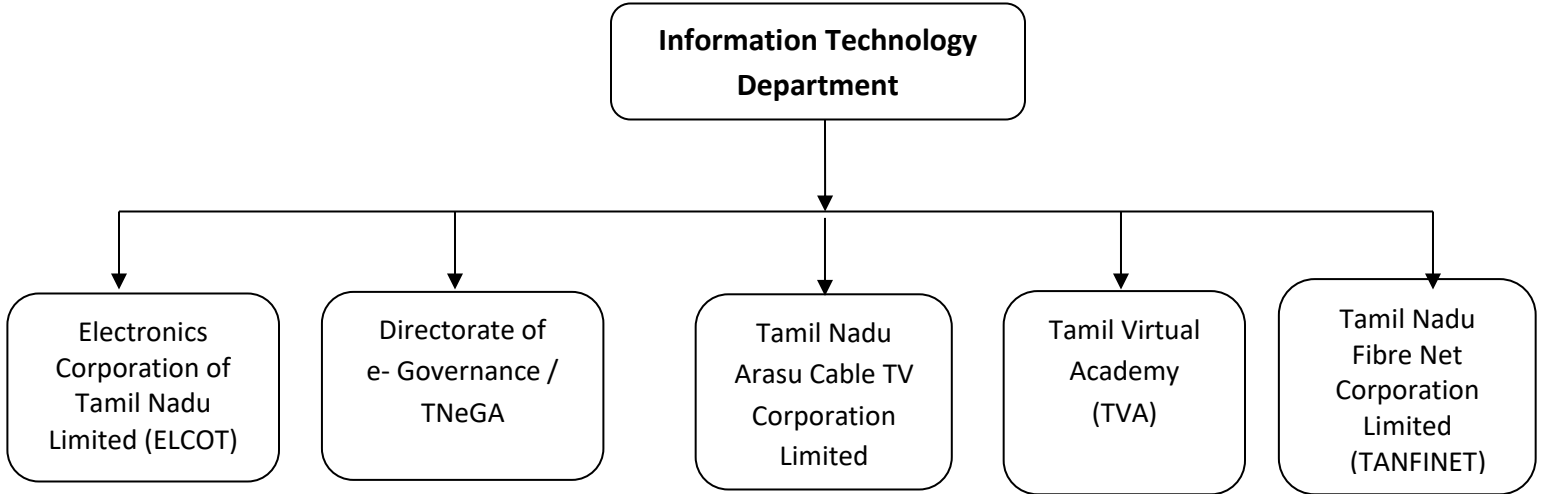
(i) The organizational chart of this IT Department is given below:-



The details of sections and the subjects dealt with by the sections are given at page numbers 10 to 15 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. Additional Secretary/Deputy Secretary and Under Secretary

The Additional Secretary/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 8 sections and the functioning of these sections are tabulated below:-

OP SECTION			
Section Officer			
	ASO - 1		ASO - 2
1.	All matters relating to establishment of staff of IT Dept. and OSDs	1.	AG's Departmental Audit, objections
2.	Disciplinary and vigilance cases of staff of IT Department	2.	RTI Annual Report consolidation and preparation
3.	In service Training Programme and other Training Programme sponsored by P&AR Dept. and Anna Institute of Management.	3.	Modernisation of IT Dept.
4.	Creation and maintenance of Confidential Report of staff and Officers of IT Dept.	4.	Loans and Advances to staff of IT department
5.	Creation, extension and Retention of posts	5.	Contingency expenditures and other expenses like fuel, computer accessories, maintenance of motor vehicles
6.	P&AR Audit	6.	Purchase, distribution and maintenance of stationery of IT dept.
7.	Preparation of Number Statement	7.	Half yearly business statement
8.	Acting Arrangement	8.	Best Practices Award for staff of IT Dept.
9.	Constitution of Committee for Woman Harassment and follow up	9.	Preparation of BE /RE, FMA
10.	Matters relating to reservation for SC&ST and their welfare	10.	Asset Management of IT Dept.
11.	Matters relating to reservation for Differently Abled Persons	11.	Disposal of e-Waste in IT Dept.
12.	IFHRMS – Training and Digitisation of Service Book	12	Tour Programme of Secretary as Monitoring Officer
		13	Staff welfare relating to emergent health issues.

BILLS SECTION			
Section Officer			
ASO			
1.	All matters relating to Bills Section		
GENERAL AND BUDGET SECTION			
Section Officer			
	ASO I		ASO II
1.	Court Cases Monitoring System	1.	Preparation of Policy Note, Announcement, Cut motion, Call Attention, Assembly matters.
2.	Adjudication under IT Act, 2000	2.	Preparation and consolidation of Governor's Address
3.	Preparation and consolidation of Independence Speech	3.	Centrally Sponsored Schemes
4.	Achievements like one year /3 years etc.	4.	Annual Plan, Online updation of schemes
5.	SDG Goals preparation and consolidation etc.	5.	TANII Schemes
6.	CCTV Camera	6.	Video Conferencing
7.	CM Cell Petitions, Prime Minister's Petitions etc.	7.	Amma Call Centre
8.	Laptops/TABs to AIIAS/IAS Officers	8.	Other Miscellaneous subjects and consolidation of all matters.
9.	Distribution of Priceless Laptops to students	9.	Consolidation work on Subjects dealt in more than one section
10.	Departmental Review by Secretary, Minister and Chief Minister	10.	NITI Aayog – Governing Council & e-Governance initiatives of NITI Aayog
11.	Collectors Conferences	11.	All Secretaries Meeting

SECTION A			
Section Officer			
	ASO I		ASO II
1.	All Matters relating to Officers and Staff of TACTV and TANFINET	1.	Content Management System
2.	Digitalisation of Signals and Distribution of Set Top Boxes (STBs) by TACTV	2.	Matters relating to e-Mail Policy, creation of e-mail ID to Departments etc.,
3.	TACTV Welfare Board	3.	GeM Portal and all matters relating to GeM Portal
4.	Review by Apex Committee Meeting on audit paras pending with HODs/IT	4.	Tender, e-Tender

5.	PAC/PUC	5.	TIDEL and TPCL
6.	Assurance Committee	6.	Procurement of software and hardware
7.	Estimates Committee	7.	PD&SI – PRAGATI and e-Samiksha issues
8.	Redeployment of staff of Annamalai University	8.	e-Office
9.	Syndicate meeting of Anna University	9.	SSDG, Single Payment Gateway
10.	SIPCOT Board	10.	Open Government Data

SECTION - B

Section Officer

	ASO - 1		ASO-2
1.	All Matters relating to Officers and Staff of CeG/TNeGA/SeMT	1.	All Matters relating to Officers and Staff of TVA
2.	District e-Governance Society	2.	Matters relating to TNGIS
3.	IT Cadre	3.	E-Governance Policy
4.	IT Expressway	4.	All Matters relating to IIT M Research Park
5.	SETS	5.	Service level agreement for e-Governance projects
6.	ICT Assistance to Govt. of Tamil Nadu and skilled development.	6.	Files from other Departments relating to remarks on any e-Governance application / Projects

7.	PICME database integration	7.	Digidhan, Smart India Hackathon, Citizen Call Centre, IndEA framework
8.	SECNET and NKN Connectivity	8.	3-Tier Committee for e-Governance
9.	ICT Academy	9.	Tamil Virtual Academy Projects
10.	Matters relating to Tamil Nilam, DILRMP, e-adangal etc.	10.	Tamil Unicode Matters
11.	Know your Government	11.	Combined IT Complex

SECTION C

Section Officer

	ASO - 1		ASO - 2
1.	All matters relating to Mobile Governance and apps., etc.	1.	Digital Payments – DBT, Cashless consolidation portal
2.	SDAN	2.	e-Governance Standards Manual

3.	Awards for e-Governance	3.	Software Development, Testing and upgradation except subjects in O.O
4.	Block Chain, AI Policies	4.	IT Garage
5.	Integration of all Govt. Department services and providing them through e-Sevai Centres	5.	National and International Training, Conference, Seminars etc. on e-Governance
6.	Capacity Building and e-Governance Leadership Programme	6.	Open Source and Open Standards Manual
7.	e-District Project	7.	NeGP projects and facilitation in implementation of Mission Mode Projects
8.	All matters relating to e-Sevai Centres	8.	All matters relating to TNSWAN
9.	Centre of Excellence for Capacity Building	9.	Disaster Management
10.	Emerging Technologies like Block Chain, Artificial Intelligence, IoT, etc.	10.	Tamil Nadu State Data Centre
11.	Good Governance and e-readiness	11.	Natural Disaster Recovery Centre, Pune, DRC, NLDRC.

SECTION D			
Section Officer			
	ASO- I		ASO- II
1.	All Matters relating to Officers and staff of ELCOT	1.	IT Promotion and ICT Policy
2.	IIIT(D&M) Board	2.	G-IT Forum, Tech Forum
3.	Amma e-Village, DigiGaon, PMGDISHA, e-Vidhan, Namadarasu	3.	Electronic Manufacturing Policy, All EHM Events- (ELCINA)
4.	e-Governance Initiative Fund	4.	Centre of Excellence for FINTECH
5.	CM Award for students, CM Award for Government Departments and MSME	5.	STPI/ All matters relating to IT Companies.
6.	Rural BPO Policy	6.	IT Parks
7.	State Portal and Single Portal for Govt. Departments	7.	Startups and Startup Warehouse
8.	GIM	8.	SEZ, ELCOT SEZ
9.	ELCOT Smart Home	9.	CONNECT, International and National Events, Seminars, Road Shows for IT Promotion, FinterAct, ECZITE etc.

10.	Subject matters on ELNET	10.	IT Park Buildings (MSB)
SECTION E			
Section Officer			
	ASO - 1		ASO- 2
1.	Data Analytics, Data sharing, security and protection matters and Policies	1.	Cyber Security Policy
2.	Zero Proof Predictive Service Delivery	2.	All matters relating to Cyber Crime
3.	NPR, SPR Updation	3.	All matters relating to IT Security
4.	All matters relating to Aadhaar	4.	National Critical Information Infrastructure
5.	SFDB	5.	IT Security Audit
6.	Right of Way	6.	CERT -IN, CERT-TN, CSA-TN
7.	Electronic Delivery of Services Bill	7.	BharathNet
8.	ESD Rules	8.	Tamil Net
9.	Social Media and Blocking of Websites and social media sites and vulnerability in websites		
10.	CEET		

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 Government Servants (Conditions of Service) Act, 2016.
- v) Fundamental Rules.
- vi) The Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955.
- vii) 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
- xiii) The Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955.

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)		email
		Office	Residence	
1.	Additional Chief Secretary to Government, Information Technology Department, Chennai-600 009.	2567 0783 2566 5598	26512020	secyit.tn@nic.in
2.	Additional Secretary to Government	2567 0131 Extn.5700	43846162	ads.it@tn.gov.in
3.	Under Secretary to Government	25665658 25670419 Extn.5658		usit@tn.gov.in
4.	Section Officer, 'OP' Section	25665566/ Extn.5654		-
5.	Section Officer, 'Bills' Section			
6.	Section Officer, 'General & Budget' Section	25665566/ Extn.5626		-
7.	Section Officer, 'A' Section	25665566 Extn.5096		-
8.	Section Officer, 'B' Section	25665566 Extn.5096		-
9.	Section Officer, 'C' Section	25665566 Extn.5096		
10.	Section Officer, 'D' Section	25665566 Extn.5096		
11.	Section Officer, 'E' Section	25665566/ Extn.5654		

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
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT (Rs.2,25,000)		
1.	Thiru Hans Raj Verma, I.A.S.,	Rs.2,25,000 fixed
ADDITIONAL SECRETARY TO GOVERNMENT (Rs.1,25,200/-Rs. 2,19,800 + Allowances)		
1.	Tmt. Mary Vinitha	Rs.1,29,000
DEPUTY SECRETARY TO GOVERNMENT (Rs.61,900-1,96,700 +Allowances)		
1.	Vacant	
PRINCIPAL PRIVATE SECRETARY (Rs.61,900-1,96,700+Allowances)		
1.	Thiru S.K. Srinivasan	Rs. 88,400
UNDER SECRETARY TO GOVERNMENT (Rs.59,300-187700+Allowances)		
1.	Thiru M.Velmurugan	Rs.98,100
2.	Vacant	
SECTION OFFICER (Rs.56,100-177500+Allowances)		
1.	Thiru B.Mohan Rangan	Rs.77,700
2.	Thiru B. Karthikeyan	Rs.71,100
3.	Thiru A.Pramoth	Rs.71,100
4.	Tmt. T.M. Kalpana	Rs.67,000
5.	Tmt. C.Umamaheswari	Rs.67,000
6.	Thiru A.Mathews	Rs. 63,100
7.	Thiru H.Jaison Selvakumar	Rs. 59,500
ASSISTANT SECTION OFFICER (36400-115700+ allowances)		
1.	Tmt. M.Mekaladevi	Rs.44800
2.	Tmt. M. Sathiyadevi	Rs.44800
3.	Tmt. G. Kavitha	Rs.44800
4.	Thiru Abdul Wahaab Egaya	Rs.44800
5.	Thiru P.Sankar	Rs.44800
6.	Tmt. V.Renukadevi	Rs.51,900
7.	Thiru N.Mohanavelu	Rs. 36,400
8.	Tmt. Nazia Sherrin	Rs. 36,400
9.	Thiru C.Vijayakumar	Rs. 36,400
10.	Thiru S.Shibi	Rs.36,400
11.	Thiru R.Ravindran	Rs. 36,400
12.	Tmt. B. Tamilselvi	Rs.42,200/-
13.	Vacant	

PERSONAL ASSISTANT (9,300-34,800 GP 4,600 + allowances)		
1.	Vacant	--
2.	Vacant	--
PERSONAL CLERK (5,200-20,200 GP 2,800+ allowances)		
1.	Thiru Saravana Kumar A.N	Rs.21200
2.	Vacant	
ASSISTANT (20000-63600 + Allowances)		
1.	Selvi J.Anitha	Rs. 21,200
2.	Vacant	
3.	Vacant	
4.	Vacant	
5.	Vacant	
TYPIST (19500-62000 + Allowances)		
1.	Tmt. E. Saranya	Rs.20,100
2.	Vacant	
DRIVER (19500-62000 + Allowances)		
1.	Thiru G.Ganeshkumar	Rs.24,700
RECORD CLERK		
1.	Vacant	
OFFICE ASSISTANTS (15700-50,000 + Allowances)		
1.	Tmt T.N. Nirmala Bai	Rs.23,800
2.	Thiru A. Kanagasabapathy	Rs.19,300
3.	Vacant	
4.	Vacant	
5.	Vacant	
6.	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 :

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Thiru M.Velmurugan	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
Tmt. Mary Vinitha	Additional Secretary to Government	044	25670131		ads.it@tn.gov.in	Additional Secretary to Government Information Technology Department, Secretariat, Chennai-9.