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TAMIL NADU INFORMATION COMMISSION

i. Particulars of its organization, functions and duties:-

1. Head Quarters Address :-	Tamil Nadu Information Commission No.2, Thiyagaraya Salai, Teynampet, Chennai – 600 018. Telephone No:044-24347590 Fax No. 044-24357580
Details of present State Chief Information Commissioner & State Information Commissioners :	
(1) (2) (3)	Thiru K.Ramanujam IPS (Retd.) (S.C.I.C) -- From 09.08.2015 Thiru.R. Dakshinamurthy, B.Sc., B.L., (S.I.C) -- From 09.08.2015 Thiru. G. Murugan, B.Sc., B.L., (S.I.C) -- From 09.08.2015
<p>Former State Chief Information Commissioner/State Information Commissioners :</p> <ol style="list-style-type: none"> 1. Thiru S. Ramakrishnan, I.A.S., (Retd.) (SCIC) – Retired on 30.08.2010 2. Thiru G. Ramakrishnan, I.A.S., (Retd.) (SIC) – Retired on 09.10.2010 3. Thiru R. Rathinasamy, I.A.S., (Retd.) (SIC) – Retired on 11.05.2009 4. Thiru T.R. Ramasamy, I.A.S., (Retd.) (SIC) -- Expired on 30.10.2010 5. Dr. (Thiru) R. Perumalsamy (SIC) – Retired on 03.06.2012 6. Dr. (Tmt) Sarada Nambi Arooran (SIC) -- Retired on 23.07.2011 7. Thiru T. Srinivasan, M.Sc., (SIC) -- Retired on 06.05.2013 8. Dr. (Tmt.) V. Saroja, M.D., D.G.O., (SIC) -- Retired on 11.06.2013 9. Thiru. K.S. Sripathi, I.A.S. (Retd.) (SCIC) -- Retired on 27.04.2015 10. Thiru S.F. Akbar, B.Sc., B.L., (Retd. District Judge) (S.I.C) -- Retired on 04.11.2015 11. Thiru Christopher Nelson, I.P.S. (Retd.) (S.I.C) -- Retired on 16.03.2016 12. Thiru. P. Thamilselvan, M.A., B.L., (SIC) -- Retired on 04.09.2017 13. Tmt. B. Neelambikai, M.A., B.L., (S.I.C) -- Retired on 04.09.2017 	

Functions and Duties:-

Tamil Nadu Information Commission has been constituted under Chapter IV of the Right to Information Act, 2005 vide a Gazette notification dated 07.10.2005. The Commission's mandate is to exercise the powers conferred on it, and to perform the functions assigned to it under the Act. The Powers & Functions of the Commission are laid down in Chapter V of RTI Act 2005.

ii. Powers and duties of Officers and employees

The general superintendence , direction and management of the affairs of the State Information Commission vests in the State Chief Information Commissioner as per Sec. 15(4) of RTI Act.

SUBJECT DISTRIBUTION FOR APPEALS DISPOSAL AS ON DATE

<p>Thiru. K. Ramanujam, I.P.S (Retd.) State Chief Information Commissioner.</p>	<ol style="list-style-type: none"> 1. Public Department and all Institutions and Departments for which it is a Nodal Department. 2. Tourism, Culture and Religious Endowments Department. 3. Personnel and Administrative Reforms Department. 4. Commercial Taxes and Registration Department. 5. Environment and Forests Department. 6. Information Technology Department. 7. Courts. 8. Finance Department. 9. Law Department. 10. Legislative Assembly Secretariat. 11. Planning, Development and Special Initiatives Department. 12. Special Programme Implementation Department. 13. Higher Education Department. 14. Tamil Development and Information Department.
<p>Thiru. P. Thamilselvan, M.A., B.L., State Information Commissioner</p>	<ol style="list-style-type: none"> 1. Rural Development and Panchayat Raj Department. 2. Industries Department. 3. Public Works Department. 4. <u>Revenue Department</u> <ol style="list-style-type: none"> 1. Thoothukudi 2. Tirunelveli 3. Kanniyakumari 4. The Nilgiris 5. Nagapattinam 6. Thiruvarur 7. Erode 8. Coimbatore

	<p>9. Tiruppur 10. Namakkal 11. Salem 12. Vellore 13. Cuddalore 14. Pudukkottai 15. Tiruvannamalai and 16. Thanjavur</p>
<p>Tmt. B. Neelambikai, M.A., B.L., State Information Commissioner</p>	<p>1. Handlooms, Handicrafts, Textiles and Khadi Department. 2. Health and Family Welfare Department. 3. Co-operation, Food and Consumer Protection Department. 4. Housing and Urban Development Department. 5. Energy Department. 6. Highways and Minor Ports Department. 7. Municipal Administration and Water Supply Department.</p>
<p>Thiru. R. Dakshinamurthy, B.Sc., B.L., State Information Commissioner</p>	<p>1. Home Department (Police-Chennai city and DGP's Office, Prisons, Fire and Rescue Services, Forensic Science Department. 2. BC, MBC and Minorities Welfare Department 3. Adi Dravidar and Tribal Welfare Department. 4. <u>Revenue Department</u> 1. Chennai 2. Kancheepuram 3. Thiruvallur 4. Villupuram 5. Perambalur 6. Ariyalur 7. Krishnagiri 8. Dharmapuri 9. Tiruchirappalli 10. Karur 11. Theni 12. Madurai 13. Ramanathapuram 14. Sivagangai</p>

	15. Virudhunagar 16. Dindigul
Thiru. G. Murugan, B.Sc., B.L., State Information Commissioner	<ol style="list-style-type: none">1. Social Welfare and Nutritious Meal Programme Department.2. Welfare of Differently Abled Persons Department3. Social Reforms Department4. Labour and Employment Department.5. Agriculture Department6. Animal Husbandry, Dairying and Fisheries Department.7. Youth Welfare and Sports Development Department.8. Transport Department.9. School Education Department.

Secretary to the Commission:

Administration:

1. Secretary to the Commission will function as “head of office” of the Commission and will generally be responsible for attending to all administrative matters concerning the Commission.
2. All correspondence including correspondence with the State Government and other Public Authorities will be dealt with by the Secretary.
3. Secretary to Commission will allocate and review the work of the Staff of the Commission periodically.
4. Secretary will co-ordinate the works relating to the implementation of the Act.
5. Secretary will collect the information and data for the preparation of Annual Report of the Commission.
6. Secretary will sanction leave, charge allowance, annual increments, reimbursement of medical expenses etc. to C & D employees.
7. Secretary will supervise the receipt and distribution of tappals.

Financial:

1. Secretary has been authorized to sanction expenditure relating to maintenance of vehicles, contingent expenses, purchase of stationery and furniture etc., not exceeding Rs.15000/- at a time.
2. Secretary shall be responsible for timely payment of charges for telephones, house keeping, fuel, newspapers, magazines etc.,
3. Secretary shall call for quotations and tenders for any work and equipment for and on behalf of the Commission and award the contracts/works with the approval of the Commission.

(vide O.O. No.3/TNIC/Admn/2010, dated:15.09.2010)

2. Registrar of the Commission:

1. The Registrar shall be the Chief Executive of the Commission on the judicial side. Any communication addressed to him will be deemed to be addressed to the Commission and the Commission will be represented by him in all judicial matters.

2. The Registrar shall discharge his functions under the control and superintendence of the Chief Information Commissioner.
3. All records of the Commission shall be in the custody of the Registrar.
4. The Official Seal of the Commission shall be kept in the custody of the Registrar.
5. Subject to any general or special directions of the Chief Information Commissioner, the Official Seal of the Commission shall be affixed to any order, summons or other process under the authority of the Registrar.
6. The Official Seal of the Commission shall not be affixed to any certified copy issued by the Commission served under the authority of the Registrar.
7. The office of the Registrar shall receive all applications, appeals, counter statements, replies and other documents.
8. The Registrar shall decide all questions arising out of the scrutiny of the appeals and complaints before they are registered.
9. The Registrar may require any application, appeal, counter statement, replies presented to the Commission to be amended in accordance with these Regulations and direct any formal amendment of such records.
10.
 - (a) With the approval of the Chief Information Commissioner, the Registrar shall fix the date of hearing of appeal, complaint or other proceedings and may prepare and notify in advance a cause list in respect of the cases listed for hearing.
 - (b) The Registrar will decide questions relating to extension of time in respect of filing of counter statement, reply, rejoinder etc.
 - (c) Summons to the parties or to the witnesses for appearance or for production of documents or records or things shall be issued by the Registrar under the authority of the Commission and it shall be in such form as may be prescribed by the Commission.
11. The Registrar may, on payment of a fee prescribed for the purpose, grant leave to a party to the proceedings to inspect the record of the Commission under supervision and in presence of an officer of the Commission.

12. Copies of documents authenticated or certified shall be provided to the parties to the proceedings only under the authority of the Registrar.
13. The Registrar shall communicate the decisions, orders or directions of the Commission to the concerned person/persons, and all such communications signed or authenticated by the Registrar or under his authority shall be deemed to be the communication from the Commission.
14. The Registrar shall be responsible for ensuring compliance of the orders, directions or decisions passed by the Commission and to take all necessary steps in this regard.
15. The Registrar shall ensure that decency, decorum and order is maintained during hearing of an appeal, complaint or any other proceedings and shall take all necessary steps in this regard.
16. The Registrar shall exercise all such powers and discharge all such functions as are assigned to him by these Regulations or by the Chief Information Commissioner from time to time.
17. The Registrar shall assist all Information Commissioners in the discharge of their functions.
18. The Registrar may with the approval of the Chief Information Commissioner delegate to a Joint Registrar, Deputy Registrar or Assistant Registrar any function required to be performed under this office order.

(vide O.O.No.13/TNIC/Admn./2010, dated: 01.11.2010)

3. Under Secretary (Admn.):

1. Controlling the administration work field.
2. Relating to preparation of Office Orders / Office Proceedings for telephone bills, Newspaper bills of SCIC, other SICs, Electrical & Video Conferencing, Rent of Building, E.B., Texco / Daily wages Staff bills, Stationery, Hospitality, Motor vehicles maintenance/petrol bills.
3. Allotment of work to staff
4. Fixation of pay and issue of periodical increment certificate

5. Work given by the SCIC & SICs.
6. Attending entire administrative matters concerning the Commission.
7. Tour programmes of SICs.
8. Air Travel and release of EQ for SICs/Personal Secretaries.
9. Maintenance of Office/cleanliness/surroundings.
10. Signing of fair copies of Judgements/Directions approved by the State Information Commissioner in respect of "E" Section.

(vide O.O.No.5/TNIC/Admn./2010, dated: 21.09.2010)

(vide O.O.No.34/TNIC/Admn/2013, dated:13.12.2013)

4. Chief Accounts Officer:

1. Preparation of pay bills and other claims (T.A., Medical etc.) for Self Drawing Officers and presentation of pay bills of SDOs through internet.
2. Maintenance of TNTC-70 Register.
3. Upkeep of copies of Self Drawing Officers claims in addition to copies maintained by Private Secretaries.
4. Preparation of bills other than pay bills of staff i.e. contingent bills including wages, rent, telephone, electricity, fuel, contract payments, purchase, maintenance etc.
5. Maintenance of budget control register and monitoring expenditure for non-salary items.
6. Preparation of income tax returns for Self Drawing Officers in respect of their salaries.
7. Filing of quarterly returns electronically in form 26Q in respect of contract and contingent expenditure like rent, works etc.
8. Monthly reconciliation of departmental accounts with PAO accounts and also with A.G.'s Office accounts. Preparation and upkeep of computer print outs of monthly and annual expenditure statement.
9. Maintenance, updating and safe keeping of pay bills software in respect of self drawing officers.
10. Preparation of pay bills and other claims (TA Medical etc.) for staff of the Commission and presentation of these bills to PAO.

11. Upkeep of all OC. Bills.
12. Preparation of Budget Estimate/RE/FMA etc.
13. Monitoring Income Tax Recovery and TDS salaries in respect of staff of the Commission.
14. Filing of quarterly returns electronically in form 24Q in respect of salaries/TDS recovered from the staff of the Commission.
15. Disbursement/remittances and daily closing of cash/cheque records like UDP., Bank cash book, Main Cash Book, etc., and maintenance of aquittances.
16. Monthly reconciliation of bank accounts i.e. preparation of Bank Reconciliation statement.
17. Maintenance of updating and safe keeping of pay bills software in respect of Non Self Drawing Officers.
18. Audit reports and any other miscellaneous work relating to accounts and audit.

(vide O.O.No.5/TNIC/Admn/2010, dated: 21.09.2010)

5. Assistant Registrar I :

1. Should act as the Public Information Officer of the Tamil Nadu Information Commission.
2. Preparation of Cause Lists of the State Chief Information Commissioner and all State Information Commissioners and to monitor hosting of cause lists in the website immediately after approval by State Chief Information Commissioner.
3. Signing of the fair copies of Judgements/orders approved by the State Chief Information Commissioner.

(vide O.O.No.38/TNIC/Admn/2014, dated:22.12.2014)

6. Assistant Registrar II :

1. Segregation of tappals as Second Appeals/Complaint Petitions / Miscellaneous Petitions/Administrative correspondences/correspondences pertaining to court cases and marking the tappals to the section concerned after assigning numbers. With regard to Miscellaneous Petitions, the Assistant Registrar has to endorse on it as “link with Second Appeal/Complaint Petition No.....”

2. Signing of the fair copies of Judgements/orders approved by State Information Commissioners in respect of "C" Section.

(vide O.O.No.38/TNIC/Admn/2014, dated:22.12.2014)

7. Assistant Registrar III :

1. Signing of the fair copies of Judgements/Orders approved by the State Information Commissioners in respect of "A", "B", "D" and "F" Sections.
2. Submitting the Press Cuttings relating to the Right to Information Act matters.
3. Preparation of draft note related to Right to Information Act issues if required by the Commission.

(vide O.O.No.38/TNIC/Admn/2014, dated:22.12.2014)

8. Legal Officer:

1. Legal advice on the items referred to by the S.C.I.C. / S.I.Cs.
2. All court matters and
3. Preparation of Annual Report.

(vide O.O.No.2/TNIC/Admn/2011, dated: 10.01.2011)

iii. Procedure followed in Decision Making Process, including channels of supervision and accountability

As per Section 15(4) of the Right to Information Act, the general superintendence, direction and management of the affairs of the State Information Commission vests in the State Chief Information Commissioner who is assisted by the State Information Commissioners and he is empowered to exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority.

The Commission deals with second appeals or complaints. The procedure contained in the Tamil Nadu Information Commission (Appeal Procedure) Rules 2012 are followed.

The Secretary to the Commission exercises administrative and financial powers.

iv. Norms set for discharge of functions in Tamil Nadu Information Commission

The appeals / complaints are taken up for hearing on seniority basis as per the Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012 notified in Tamil Nadu Government Gazette No.45, dated: 21.11.2012.

On an average about 10 cases are disposed of during enquiry by each Commissioner on every day of hearing.

The following issues have a bearing on the rate of disposal of cases: i) Only three court halls are available as against the sanction of seven commissioners ii) Secretarial assistance for the Commissioners is limited.

v. **List of the rules/regulations/instructions/manuals/records held in Tamil Nadu Information Commission for discharging its functions:-**

1. **The Right to Information Act, 2005**
2. **The Tamil Nadu Right to Information (Fees) Rules, 2005**
3. **The Tamil Nadu Information Commission (Appeal Procedure) Rules, 2012**

The following modes of fee is admissible in Tamil Nadu:-

I	Fee for the application preferred under RTI Act, 2005	The fee payable is Rs.10/-. It can be remitted by the following modes: 1) by Cash 2) by Demand Draft or Banker's Cheque 3) through Treasury / Pay and Accounts Office / SBI / RBI under the following head of account: "0070. Other Administrative Services – 60. Other Services – 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) 4) by affixing non-judicial Court fee stamp. 5) by way of Money Order
II	Request for copies of the document	(i) Rupees two for each page (in A4 or A3 size) created or copied; (ii) actual charge or cost price of a copy in large size paper (iii) actual cost or price for samples or models (iv) for information provided in diskette or floppy rupees fifty for diskette or floppy (v) for information provided in printed form at the price fixed for publication. By way of cash or DD or Bankers Cheque or through Treasury / PAO / SBI / RBI.
III	For inspection of records, no fee for the first hour and a, fee of rupees five for every one hour (or fraction there of) thereafter	

vi. A Statement of categories of documents maintained in the Tamil Nadu Information Commission:-

- 1) Pending case files
- 2) Disposed case files subject to prescribed period of retention
- 3) Attendance Register / Late Attendance Register
- 4) Service Register of Staff
- 5) Increment Register for sanction of Increment to staff
- 6) Medical Reimbursement Bill Register
- 7) Fuel Register for the vehicles of TNIC
- 8) Stationery stock Register / Computer Toner stock Register
- 9) Undisbursed payment Register
- 10) Cheque Register
- 11) Cheque disbursement payment Register
- 12) TNTC 70 – Register
- 13) Records incoming and Outgoing Register maintained by Record Clerk
- 14) Writ Petitions Register
- 15) Telephone and Newspaper Register.

Periodicity of Preservation:-

- (i) Records relating to Enquiry/Direction cases shall be retained for three years.
- (ii) Records relating to cases disposed in Madras High Court/Supreme Court and other courts (shall be retained for 5 years.)
- (iii) Records relating to cases contested in High Court/Supreme Court of India shall be retained for 10 years.
- (iv) The circulars shall be retained for one year.
- (v) Letters and D.O. Letters shall be retained for three years.
- (vi) The office Proceedings, Office Orders and Pay Bills shall be retained permanently.

(O.O.No.547/TNIC, dated: 24.08.2012)

vii. Arrangements for consultation

Before the Second Appeal Format was notified, comments of the public were sought and considered

viii. Boards, Councils , Committees, etc

An informal consultative committee including retired Justice Thiru Chandru examined general issues having a bearing on Right to Information Act.

x. Directory of Tamil Nadu Information Commission

ADMINISTRATION:

The Right to Information Act, 2005 enjoins upon the State Government to provide the State Chief Information Commissioner and State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act. The details of the posts created in the Tamil Nadu Information Commission by the Government of Tamil Nadu are as follows:-

Sl.No.	Designation of the posts	No. of posts	Govt. order No & Date
1.	Secretary to Commission (Not below the rank of Secretary to Government)	1	G.O.Ms.No.988 Public (Estt.I & Legislation) Department, dated 07.10.2005.
2.	Deputy Secretary (Not below the rank of Deputy Secretary to Government) Re-designated as Registrar in G.O.Ms.No.133, Personnel and Administrative Reforms (AR3) Department dated 25.07.2008.	1	G.O.Ms.No.988 Public (Estt.I & Legislation) Department, dated 07.10.2005.
3.	Legal Officer	1	G.O.Ms.No.171 Personnel and Administrative Reforms (AR3) Department dated 08.12.2010.
4.	Financial Adviser & Chief Accounts Officer	1	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006.
5.	Under Secretary (Admin)	1	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006.
6.	Assistant Registrar (In the cadre of Under Secretary to Govt)	2	G.O.Ms.No.133 , Personnel and Administrative Reforms (AR3) Department dated 25.07.2008 and G.O.Ms.No. 171 Personnel and Administrative Reforms (AR3) Department dated 08.12.2010.
7.	Principal Private Secretary	1	G.O.Ms.No.165 , Personnel and Administrative Reforms (AR3) Department dated 22.11.2010.
8.	Section Officer	9	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated

			17.08.2006. and G.O.Ms.No.171 Personnel and Administrative Reforms (AR3) Department dated 08.12.2010.
9.	Private Secretary (Section Officer Cadre)	8	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006 and G.O.Ms.No.133 , Personnel and Administrative Reforms (AR3) Department dated 25.07.2008.
10	Assistant Section Officer	4	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006 and G.O.Ms.No.171 Personnel and Administrative Reforms (AR3) Department dated 08.12.2010.
11	Personal Assistant	9	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006 and G.O.Ms.No.171 Personnel and Administrative Reforms (AR3) Department dated 08.12.2010.
12	Personal Clerk	10	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006 and G.O.Ms.No.133 , Personnel and Administrative Reforms (AR3) Department dated 25.07.2008.
13	Typist	5	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006, G.O.Ms.No.165 , Personnel and Administrative Reforms (AR3) Department dated 22.11.2010 and G.O.Ms.No. 171 Personnel and Administrative Reforms (AR3) Department dated 08.12.2010.
14	Record Clerk	2	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006 and G.O.Ms.No.171 Personnel and Administrative Reforms (AR3) Department dated 08.12.2010.
15	Driver	8	G.O.Ms.No.817 Public (Estt.I & Legislation) Department, dated 17.08.2006 and G.O.Ms.No.133 , Personnel and Administrative Reforms (AR3) Department dated 25.07.2008.
16	Office Assistant	21	G.O.Ms.No.817 Public (Estt.I &

		Legislation) Department, dated 17.08.2006 and G.O.Ms.No.133 , Personnel and Administrative Reforms (AR3) Department dated 25.07.2008.
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A list of posts filled is as under

Sl. No.	Designation	Names	Name of the Department from which the Officer has come
1	Secretary	S. Ashok Kumar	Revenue Department
2	Registrar	G.Chinniya Naidu	On Contract basis
3	Legal Officer	K. Nammalvar	On Contract basis
4	Under Secretary (Admin.)	G. Balasubramanian	State Secretariat
5	Assistant Registrar-I	P. Nagarajan	State Secretariat
6	Assistant Registrar-II	V. Selvaraj	State Secretariat
7	Assistant Registrar-III	M. Malarselvi	State Secretariat
8	Financial Advisor/Chief Accounts Officer	G.R. Gunasekaran	State Secretariat
9	Principal Private Secretary	Tmt. M. Arputha Mary Vasanthi	State Secretariat
10	Section Officer	1. S. Jayakumari 2. M.Lakshmipathi 3. A. Prema 4. C. Sasikala 5. C. Ravichandran 6. R. Madhuram 7. A.Gopal 8. S. Jeyaprakash 9. R. Balamurugan	State Secretariat
11	Senior Private Secretary / Private Secretary	1. S. Shunmugasundaram 2. V. Saraswathi 3. K. Nirmal Raj 4. N. Anuradha 5. P. Thankaleela 6. R. Subramanian	State Secretariat

		7. P.Ramanibai 8. A.Mangalambihai	
12	Assistant Section Officer	1. G. Gurusamy 2. P. Baskaran 3. E. Muthazhagan 4. J.Charles 5. K.Manoharan	} State Secretariat
13	Personal Assistant	1. S. Chitra 2. D. Helen Jerciline Mary 3. R. Jawahar 4. G. Kumudha 5. V. Thilaga 6. S. Jebamalar 7. T.Krishnavani 8. S. Nalini 9. J. Jayakumar	} State Secretariat
14	Senior Personal Clerk	1. V. Vasumathi 2. S. Varalakshmi 3. P. Udhayakumar	} State Secretariat
15	Personal Clerk	1. M. Jeyakumar 2. G. Ramakrishnan 3. V.Poomadathi	} State Secretariat
16	Assistant	1. G. Balusamy 2. V. Anupradha 3. G. Ravindra Prasad	} State Secretariat
17	Typist	1. M. Sumathi 2. P. Josephin Jackulin 3. D. Sarala 4. M. Babu	} State Secretariat
18	Driver	1. C. Subramani 2. A.Thangavelu 3. S. Murugan 4. T. Srinivasan 5. K. Brabakaran	} Recruitment through Employment Exchange } Contract basis
19	Office Assistant	1. K. Saravanan 2. N. Vedachalam 3. B. Mangaleshwari	}

		4. S. Perinbam 5. R. Velmurugan 6. R. Gnanavel 7. K. Tiruvenkadam 8. R. Baskar 9. M. Mahalakshmi	Recruitment through Employment Exchange
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Name and Designation	Telephone Number
Thiru K.Ramanujam, I.P.S., (Retd) Chief Information Commissioner.	044-24357581
Thiru.R. Dakshinamurthi, B.Sc.,B.L.,	044-24312841
Thiru. G. Murugan, B.Sc.,	044-24358015
Thiru. S. Ashok Kumar, Secretary.	044-24312848
Thiru. G. Chinniya Naidu,, Registrar / Appellate Authority.	044-24357584
Thiru K. Nammalvar, Legal Officer.	044-24312847
Thiru. G. Balasubramanian, Under Secretary (Admin.).	044-24312845
Thiru. P. Nagarajan, Assistant Registrar-I / Public Information Officer.	044-24312846
Thiru. V. Selvaraj, Assistant Registrar.II.	044-24312846
Tmt. M. Malarselvi, Assistant Registrar.III.	044-24312846
Thiru. G.R. Gunasekaran, Chief Accounts Officer.	044-24312844

xi. Details of remuneration

According to Section 16 (5) of the RTI Act, 2005, the salaries and allowances payable to and other terms and conditions of service of-

- (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
- (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government.

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

<u>Monthly remuneration of S.C.I.C / S.I.Cs.,</u>		
Sl. No.	Name & Designation	Pay
1	2	3
	State Chief Information Commissioner	
	Thiru K.Ramanujam	90000
	State Information Commissioners	
	Thiru. R. Dakshinamuthy	80000
	Thiru. G. Murugan	80000

Monthly Remuneration of Officers and Employees of SIC

S.No.	Name & Designation	Pay band+Grade pay(In Rs.)	Basic Pay (In Rs.)	Group
1	2	3	4	5
1	Thiru. S. Ashok Kumar, Secretary	15,600-39,100+7,600	22,230+7,600	A
2	Thiru.K.V.Ramamoothy, Registrar	--	50,000	
3	Thiru. K. Nammalvar, Legal Officer	--	28,115	
4	Thiru G. Balasubramanian, Under Secretary(Admin.)	15,600-39,100+6,600	26,850+6,600	A
5	Thiru. P. Nagarajan, Assistant Registrar-I	15,600-39,100+6,600	26,890+6,600	A
6	Thiru.V. Selvaraj, Assistant Registrar-II	15,600-39,100+6,600	24,590+5,400	A
7	Tmt. M. Malarselvi, Assistant Registrar-III	15,600-39,100+6,600	27,790+6,600	A
Chief Accounts Officer				
1	Thiru. G.R. Gunasekaran	15,600-39,100+7,600	27,880+7,600	A
Principal Private Secretary				
1	Tmt. M. Arputha Mary Vasanthi	15,600-39,100+7,600	25,280+7,600	A
Section Officers				
1	Thiru. A. Gopal	15,600-39,100+5,400	20,440+5,400	B
2	Thiru.M.Lakshmipathy	15,600-39,100+5,400	18,240+5,400	B
3	Selvi A. Prema	15,600-39,100+5,400	18,950+5,400	B
4	Thiru. V. Ravichandran	15,600-39,100+5,400	20,440+5,400	B
5	Thiru. R. Balamurugan	15,600-39,100+5,400	17,550+5,400	B
6	Tmt. C. Sasikala	15,600-39,100+5,400	21,370+5,400	B
7	Tmt. S. Jayakumari	15,600-39,100+5,400	20,590+5,400	B
8	Thiru. S. Jayaprakash	15,600-39,100+5,400	17,550+5,400	B
9	Tmt. R. Madhuram	15,600-39,100+5,400	24,590+5,400	B
Senior Private Secretaries /Private Secretaries				
1	Thiru.S.Shanmugasundaram	15,600-39,100+5,400	18,240+5,400	B

2	Tmt. V. Saraswathi	15,600-39,100+5,400	18,950+5,400	B
3	Thiru. Nirmal Raj	15,600-39,100+5,400	20,440+5,400	B
4	Tmt. N. Anuradha	15,600-39,100+5,400	17,550+5,400	B
5	Tmt. P. Thankaleela	15,600-39,100+5,400	21,370+5,400	B
6	Thiru. Subramanian	15,600-39,100+5,400	17,550+5,400	B
7	Tmt.P.Ramanibai	15,600-39,100+5,400	12,050+4,600	B
8	Tmt.A.Mangalambihai	15,600-39,100+5,400	9,790+4,200	B
Personal Assistants				
1	Tmt.S.Nalini	9,300-34,300+4,600	9,300+4,600	B
2	Tmt. D. Helen Jerciline Mary	9,300-34,300+4,600	9,720+4,600	B
3	Thiru. R. Jawahar	9,300-34,300+4,600	17,240+4,600	B
4	Tmt. G. Kumudha	9,300-34,300+4,600	13,200+4,600	B
5	Thiru.J.Jayakumar	9,300-34,300+4,600	11,950+4,600	B
6	Tmt. V. Thilaga	9,300-34,300+4,600	11,020+4,600	B
7	Tmt. S. Jebamalar	9,300-34,300+4,600	11,020+4,600	B
8	Tmt.T.Krishnaveni	9,300-34,300+4,600	9,300+4,600	B
9	Tmt. Chitra	9,300-34,300+4,600	9,300+4,600	B
Assistant Section Officers				
1	Thiru G. Gurusamy	9,300-34,300+4,600	16,580+4,600	B
2	Thiru K.Manoharan	9,300-34,300+4,600	16,580+4,600	B
3	Thiru P. Baskaran	9,300-34,300+4,600	12,520+4,600	B
4	Thiru A. Muthazhagan	9,300-34,300+4,600	9,300+4,600	B
5	Thiru J.Charles	9,300-34,300+4,600	9,300+4,600	B
Senior Personal Clerks				
1	Thiru P. Udhaya Kumar	9,300-34,300+4,200	9,300+4,200	B
2	Selvi V. Vasumathi	9,300-34,300+4,200	11,950+4,200	B
3	Tmt. S. Varalakshmi	9,300-34,300+4,200	11,950+4,200	B
Personal Clerks				
1	Thiru. G. Ramakrishnan	5,200-20,200+2,800	5440+2,800	C
2	Thiru. M. Jeyakumar	5,200-20,200+2,800	5,440+2,800	C

3	Selvi. V.Poomadathi	5,200-20,200+2,800	5,200+2,800	C
Assistants				
1	Thiru. G. Balusamy	5,200-20,200+2,400	5,200+2,400	C
2	Tmt.V. Anupradha	5,200-20,200+2,600	5,440+2,600	C
3	Thiru. G. Ravindra Prasad	5,200-20,200+2,600	5,440+2,600	C
Typists				
1	Tmt. P. Josephin Jackulin	5,200-20,200+2,400	6,970+2,400	C
2	Tmt. M. Sumathi	5,200-20,200+2,400	6,430+2,400	C
3	Tmt. D. Sarala	5,200-20,200+2,400	5,670+2,400	C
4	Thiru. M. Babu	5,200-20,200+2,400	9,340+2,400	C
Drivers				
1	Thiru. C. Subramani	5,200-20,200+2,400	6,700+2,400	C
Office Assistants				
1	Thiru. K. Saravanan	4,800-10,000+1,300	6,230+1,300	D
2	Tmt. S. Perinbam	4,800-10,000+1,300	6,010+1,300	D
3	Thiru. N. Vedachalam	4,800-10,000+1,300	6,010+1,300	D
4	Thiru. K. Thiruvengadam	4,800-10,000+1,300	6,010+1,300	D
5	Tmt. B. Mangaleshwari	4,800-10,000+1,300	6,010+1,300	D
6	Thiru. R. Velmurugan	4,800-10,000+1,300	6,010+1,300	D
7	Thiru. R. Gnanavel	4,800-10,000+1,300	6,010+1,300	D
8	Tmt. M. Mahalakshmi	4,800-10,000+1,300	6,010+1,300	D
9	Thiru. R. Baskar	4,800-10,000+1,300	6,010+1,300	D

Nodal Government Department – The budget for the Commission is published in the budget book pertaining to Personnel and Administrative Reforms Department, Secretariat, Chennai – 9.

Jurisdiction – All public authorities as defined in Section 2(h) of the RTI Act all over the State of Tamil Nadu that are required to implement the Right to Information Act, 2005.

xii. Budget Allocation for 2017-18

HEAD	(Rupees)
01 PAY	22,237,000
02 MEDICAL ALLOWANCE	57,000
03 MEDICAL CHARGES	193,000
04 OTHER ALLOWANCE	317,000
06 HOUSE RENT ALLOWANCE	3,221,000
07 LEAVE TRAVEL CONCESSION	258,000
08 CITY COMPENSATORY ALLOWANCE	377,000
00 WAGES	840,000
01 DEARNESS ALLOWANCES	30,687,000
04 TRAVEL EXPENSES	
01 TOUR TRAVEL ALLOWANCES	500,000
01 TELEPHONE CHARGES	700,000
02 OTHER CONTINGENCIES	625,000
03 ELECTRICITY CHARGES	1,400,000
04 SERVICE POSTAGE & POSTAL EXPENDITURE	790,000
05 FURNITURE	1,000
01 RENT	11,094,000
08 ADVERTISING AND PUBLICITY	
01 ADVERTISING AND PUBLICITY	1,000
13 HOSPITALITY / ENTERTAINMENT AND EXPENDITURE	135,000
17 MINOR WORKS	1,000
18 MAINTENANCE	1,81,000
01 PERIODICAL MAINTENANCE	50,000
19 MACHINERY AND EQUIPMENTS	
01 PURCHASE	0
03 MAINTENANCE	181,000

21 MOTOR VEHICLES	
01 PURCHASE	1,000
02 MAINTENANCE OF FUNCTIONAL VEHICLES	180,000
33 PAYMENT FOR PROFESSIONAL AND SPECIAL SERVICES	
01 PLEADERS FEE	379,000
04 CONTRACT PAYMENT	3,481,000
45 PETROLEUM, OIL AND LUBRICANT	1,000,000
49 FESTIVAL ADVANCE	
01 FESTIVAL ADVANCE-DEBIT	360,000
02 FESTIVAL ADVANCE-CREDIT	-360,000
00 PRIZES AND AWARDS	8,000
68 COST OF BOOKS/NOTE BOOKS/SLATES ETC.	60,000
71 PRINTING CHARGES	150,000
72 TRAINING	1,000
76 COMPUTER & ACCESSORIES	
01 PURCHASE	1,000
02 MAINTENANCE	213,000
03 STATIONERY	372,000
TOTAL	79,511,000

xiii. Subsidy Programmes

xiv. Recipients of concessions, permits or authorizations

xv. RTI Details of Information available in electronic form in T.N.I.C

S.No.	Type of Document	Sub Topic	In Which Electronic format it is kept	Mode of retrieval	Person/ Agency in Charge
1	RTI Act, 2005		On Website	Internet	(NIC)
2	Decisions on the petitions as decided by the Commission		-do-	-do-	-do-
3	Cause List		-do-	-do-	-do-

xvi. Facilities available to citizens for obtaining information, including library

The Commission's website provides information and guidelines for the public. The Reception Desk assists the public who approach the office for assistance or information. Email queries are answered

Working Hours

The working hours are between 10 AM and 5.45 PM on Govt. working days.

xvii. The name, designation and other particulars of the Public Information Officer / Appellate Authority

Name & Designation	Jurisdiction
Thiru. P. Nagarajan Assistant Registrar-I.	Public Information Officer Telephone No. – 044-24312846
Thiru K. V Ramamoorthy Registrar.	Appellate Authority Telephone No. – 044-24357584

xviii. Such other information as prescribed

Disposal of Cases as on 01 .01.2016

S.A received in 2015	:	17371
C.P received in 2015	:	1440
S.A disposed in 2015 including old cases	:	23858
C.P disposed in 2015 including old cases	:	972

Particulars of Special facility

1. The hearing impaired can have the assistance of any person during the course of enquiry at his/her written request in that regard to the Commission. The Visually Challenged person can also avail this assistance on written request to the Commission.
2. Tamil Nadu Information Commission will provide the Decisions/Orders of the Commission in Braille Version, on a specific request from Visually Challenged Persons, in collaboration with the National Institute for the Visually Handicapped, Regional Centre, Poonamalle.