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</tr>
</tbody>
</table>
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 Commissioner:

1. Thiru. R. Rajagopal, I.A.S., (Retd.) (SCIC) - From 21.11.2019
3. Thiru. S.T. Tamilkumar, B.A., B.L., (SIC) - From 08.12.2017
5. Thiru. S. Muthuraj, B.A., B.L., (SIC) - From 08.12.2017

Former State Chief Information Commissioners:

1. Dr. M. Sheela Priya, IAS., (Retd.) (SCIC) - Retired on 04.05.2019
2. Thiru. S. Ramakrishnan, IAS., (Retd.) (SCIC) - Retired on 30.08.2010
3. Thiru. K.S. Sripathi, IAS., (Retd.) (SCIC) - Retired on 27.04.2015
4. Thiru. K. Ramanujam, IPS., (Retd.) (SCIC) - Retired on 22.11.2017

Former State Information Commissioner:

1. Thiru. G. Murugan, B.Sc., B.L., (SIC) - Retired on 07.08.2020
2. Thiru. R. Dakshinamurthy, [ District Judge (Retd.) ] B.Sc., B.L., (SIC) - Retired on 19.05.2020
3. Thiru. G. Ramakrishnan, IAS., (Retd.) (SIC) - Retired on 09.10.2010
4. Thiru. R. Rathinasamy, IAS., (Retd.) (SIC) - Retired on 11.05.2009
5. Thiru. T.R. Ramasamy, IAS., (Retd.) (SIC) - Retired on 30.10.2010
6. Dr. (Thiru) R. Perumalsamy (SIC) - Retired on 03.06.2012
7. Dr. (Tmt) Sarada Nambi Aroor (SIC) - Retired on 23.07.2011
8. Thiru. T. Srinivasan, M.Sc., (SIC) - Retired on 06.05.2013
9. Dr. (Tmt.) V. Saroja, M.D., D.G.O., (SIC) - Retired on 11.06.2013
10. Thiru. S.F. Akbar, B.Sc., B.L., [District Judge (Retd.) ] (SIC) - Retired on 04.11.2015
12. Thiru. P. Thamilvelan, M.A., B.L., (SIC) - Retired on 04.09.2017
13. Tmt. B. Neelambikai, M.A., B.L., (SIC) - 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 01.06.2020

<table>
<thead>
<tr>
<th>Name of the SCIC / SICs</th>
<th>Subjects</th>
<th>Sections</th>
</tr>
</thead>
</table>
| Thiru. R. Rajagopal, I.A.S (Retd.)  
State Chief Information Commissioner | 1. Home  
2. Environment and Forests  
3. Housing and Urban Development  
4. Personnel and Administrative Reforms  
5. Public Department  
6. Information Technology  
7. Labour & Employment  
8. Hindu Religious & Charitable Endowments and Tourism & Culture  
9. Commercial Taxes and Registration  
10. **Revenue**:  
   i) Tanjore  
   ii) Krishnagiri  
   iii) Ramanadhapuram  
   iv) Sivagangai  
   v) Villupuram  
   vi) Kallakurichi  
   vii) Thiruvannamalai | SCIC |
| Thiru. S. Selvaraj, M.A., B.Ed.,  
State Information commissioner | 1. Co-operation, Food and Consumer Protection  
2. Handlooms, Handicrafts, Textiles and Khadi  
3. Health and Family Welfare  
4. Animal Husbandry, Dairying & Fisheries  
5. **Revenue**:  
   i) Ariyalur  
   ii) Chennai  
   iii) Dharmapuri  
   iv) Dindigul  
   v) Karur  
   vi) Madurai  
   vii) Perambalur  
   viii) Theni  
   ix) Triuchirapalli  
   x) Viruthunagar | E |
<table>
<thead>
<tr>
<th>Name</th>
<th>Departments</th>
<th>Revenue Areas</th>
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</thead>
<tbody>
<tr>
<td>Thiru. S. T. Tamilkumar, B.A., B.L.,</td>
<td>1. Finance, Treasury and Accounts.</td>
<td>i) Kanchipuram</td>
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<tr>
<td>State Information commissioner</td>
<td>2. Law.</td>
<td>ii) Tiruvallur</td>
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<td>3. Planning, Development and Special Initiative</td>
<td>iii) Vellore</td>
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<td>4. Special Programme Implementation.</td>
<td>iv) Namakkal</td>
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<td>5. Energy.</td>
<td>v) Ranipet</td>
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<td>6. Highways and Minor Ports.</td>
<td>vi) Tirupathur</td>
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<td>7. Transport.</td>
<td>vii) Chengalpet</td>
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<td>8. Courts</td>
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<td>9. BC, MBC &amp; Minority Welfare</td>
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<td>10. Revenue:-</td>
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<td>i) Kanchipuram</td>
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<td>ii) Tiruvallur</td>
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<td>iii) Vellore</td>
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<td>iv) Namakkal</td>
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<td>v) Ranipet</td>
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<td>vii) Chengalpet</td>
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<td>2. Public Works</td>
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<td>3. Legislative Assembly Secretariat</td>
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<td>4. Youth Welfare and Sports Development</td>
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<td>5. Agriculture</td>
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<td>1. Coimbatore</td>
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<td>5. Nagapattinam</td>
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<td>6. Nilgiris</td>
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<td>9. Tuticorin</td>
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<td>12. Salem</td>
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<td>13. Tenkasi</td>
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<td>Thiru. S. Muthuraj, B.A., B.L., State Information commissioner</td>
<td>1. Tamil Development and Information</td>
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<td>2. Adi Dravidar and Tribal Welfare</td>
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<td>3. Municipal Administration and Water Supply</td>
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<td>6. Higher Education</td>
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<td>7. Social Reforms</td>
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<td>8. Social Welfare &amp; Nutritious Meal Programme</td>
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<td>9. Industries</td>
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</tr>
</tbody>
</table>
1. 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 the review 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, housekeeping, 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/ Admin / 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 Office Seal of the Commission shall not be affixed to any certified copy issued by the Commission served under the authority of the Registrar.

7. With the approval of the State Chief Information Commissioner or the State Information Commissioner concerned, as the case may be 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. 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. The Registrar shall ensure prompt issue and despatch of summons for the enquirys.

8. 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. The Registrar shall ensure prompt despatch of Court order and upload in the Commission’s website then and there.

9. The Registrar shall ensure the decency, decorum and order is maintained during hearing of an appeal, complaint or any other proceedings in the Court Halls and shall take all necessary steps in this regards for creating awareness among Public Information Officers and Petitioners about Court decorum.

10. The Registrar shall ensure that the Daffedars attending duty in Court Halls are adhering to the stipulated Dress Code.

11. The Registrar shall ensure the implementation of ‘Binding over’ process.

12. The Registrar shall ensure that proper acknowledgement for appeals / petitions received in the Commission is being sent through SMS.

13. The Registrar shall ensure that the docket system is being implemented in letter and spirit.

14. The Registrar shall take necessary steps to create awareness among the Petitioners and the Public Information Officers about the provisions of the RTI Act, 2005 through Help Desk.
15. The Registrar shall exercise all such powers and discharge all such function as are assigned to him by these Regulations or by the Chief Information Commissioner from time to time.

(vide O.O. No. 1 / Admin. I/ 2020, dated: 12.03.2020)

3. Deputy Secretary (Admin.):
   1. Controlling the administration work field. [Admin. I & Admin. II]
   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.

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

4. Financial Advisor and Chief Accounts Officer:
   1. Preparation of RE/FMA proposals.
   2. Providing statement of expenditure / Accounts at the end of every month for various Heads of Accounts maintained in Tamil Nadu Information Commission.
   3. Reconciliation with Accountant General.

(vide Office Proceedings No. 311, dated: 29.07.2020)
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. 2 / TNIC / Admin. / 2018, dated: 22.05.2018)

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 regards to Miscellaneous Petitions, the Assistant Registrar has to endorse on it as “link with Second Appeal / Complaint Petition No........”
   (vide O.O. No. 2 / TNIC / Admin. / 2018, dated: 22.05.2018)

7. Assistant Registrar III:
   1. Signing of the fair copies of Judgements / Orders approved by the State Information Commissioners in respect of “B”, “D” and “E” 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. 2 / TNIC / Admin. / 2018, dated: 22.05.2018)

8. Legal Officer:
   1. Legal advice on the items referred to by the SCIC / SICs.
   2. All court matters.
   (vide O.O. No. 2 / TNIC / Admin. / 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 / she 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**


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 / manual / records held in Tamil Nadu Information Commission for discharging its functions:-

2. The Tamil Nadu Right to Information (Fees) Rules, 2005.

The following mode of fee is admissible in Tamil Nadu:

|   | 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 Cheques  
3) through Treasury / Pay and Accounts Office / SBI / RBI under the following head of accounts: “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 Postal Money Order. |
|---|---|---|
| I | 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 or Rs.2/- per page of photocopy for extracts  
By way of cash or DD or Bankers Cheque or through Treasury / PAO / SBI / RBI. |
| II | For inspection of records | No fee for the first hour and a fee of rupees five for One hours (or fraction thereof) 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 of 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) Write 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.

*(vide 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.
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:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation of the posts</th>
<th>No. of posts</th>
<th>Govt. Order No. &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Secretary to Commission (District Revenue Officer)</td>
<td>1</td>
<td>G.O.Ms. No. 27, P &amp; AR (AR III) Department, dated 23.02.2017.</td>
</tr>
<tr>
<td>2.</td>
<td>Registrar (Not below the rank of Deputy Secretary to Government)</td>
<td>1</td>
<td>G.O.Ms. No. 27, P &amp; AR (AR III) Department, dated 23.02.2017.</td>
</tr>
<tr>
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<td>Re-designated as Registrar in G.O. Ms. No. 133, Personnel and</td>
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<td>Administrative Reforms (AR3) Department dated 25.07.2008.)</td>
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<td>6.</td>
<td>Assistant Registrar (In the cadre of Under Secretary to Govt.)</td>
<td>3</td>
<td>G.O.Ms. No. 27, P &amp; AR (AR III) Department, dated 23.02.2017.</td>
</tr>
<tr>
<td>9.</td>
<td>Private Secretary (Section Officer Cadre)</td>
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<td>G.O.Ms. No. 27, P &amp; AR (AR III) Department, dated 23.02.2017.</td>
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<td>Typist</td>
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<td>16</td>
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<td>18</td>
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A list of posts filled

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<thead>
<tr>
<th>Sl. No</th>
<th>Designation</th>
<th>Names</th>
<th>Name of the Department from which the Officer has come</th>
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<tbody>
<tr>
<td>1</td>
<td>Secretary</td>
<td>Thiru. S. Karunakaran</td>
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<td>Registrar</td>
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<td>State Secretariat</td>
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<td>3</td>
<td>Legal Officer</td>
<td>Vacant</td>
<td>On Re-employment basis</td>
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<td>4</td>
<td>Deputy Secretary (Admin.)</td>
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<td>State Secretariat</td>
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<td>5</td>
<td>Assistant Registrar - I</td>
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<td>6</td>
<td>Assistant Registrar - II</td>
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</tr>
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<td>7</td>
<td>Assistant Registrar - III</td>
<td>Vacant</td>
<td>State Secretariat</td>
</tr>
<tr>
<td>8</td>
<td>Finance Advisor and Chief Accounts Officer</td>
<td>Tmt. K. Manimozhi</td>
<td>State Secretariat</td>
</tr>
<tr>
<td>9</td>
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<td>State Secretariat</td>
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<td>State Secretariat</td>
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<tr>
<td>Sl. No</td>
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<td>6. T. Krishnaveni</td>
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<td>7. V. Poomadathi</td>
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<td>5. D. Subramani</td>
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<td>6. P. Sasikala</td>
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<td>2. P. Dhanasekaran</td>
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<td>3. D. Balaji</td>
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<td>Recruitment through Employment Exchange</td>
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<td>Tamil Nadu Information commission</td>
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<td>2. N. Vedachalam</td>
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<td>22</td>
<td>Duffadhar</td>
<td>1. K. Thiruvendrakad</td>
<td>Tamil Nadu Information commission</td>
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<td>3. B. Mangaleshwari</td>
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<td>2. R. Gnanavel</td>
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<td>3. M. Mahalakshmi</td>
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| Thiru. R. Rajagopal, I.A.S., (Retd.) (SCIC)  
State Chief Information Commissioner | 044 – 2435 7581 |
| Vacant  
State Information Commissioner | 044 – 2431 2841 |
| Vacant  
State Information Commissioner | 044 – 2435 8015 |
| Thiru. S. Selvaraj, M.A., B.Ed.,  
State Information Commissioner | 044 – 2431 1063 |
| Thiru. S.T. Tamil Kumar, B.A., B.L.,  
State Information Commissioner | 044 – 2431 1061 |
| Dr. R. Pratapkumar, M.A., M.L., MBA., M.Sc., Ph.D.,  
State Information Commissioner | 044 – 2435 7582 |
| Thiru. S. Muthuraj, B.A., B.L.,  
State Information Commissioner | 044 – 2435 8015 |
| Thiru. S. Karunakaran  
Secretary | 044 – 2431 2848 |
| Thiru. G. Sathyanarayana  
Registrar / Appellate Authority | 044 – 2435 7584 |
| Vacant  
Legal Officer | 044 – 2431 2847 |
| Thiru. G. Balasubramanian  
Deputy Secretary (Admin.) | 044 – 2431 2846 |
| Tmt. R. Madhumam  
Assistant Registrar – I  
Public Information Officer | 044 – 2431 2846 |
| Tmt. M. Meena  
Assistant Registrar - II | 044 – 2431 2846 |
| Vacant  
Assistant Registrar – III | 044 – 2431 2846 |
| Tmt. M. Manimozhi  
Financial Advisor and Chief Accounts Officer | 044 – 2431 2844 |
ix. 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 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.
# Monthly Remuneration of Officers and Employees of the Commission

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name &amp; Designation</th>
<th>Pay Band / Level (In Rs.)</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
</tr>
<tr>
<td>1.</td>
<td>Thiru. S. Karunakaran Secretary</td>
<td>61,900 – 1,96,700</td>
<td>A</td>
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<tr>
<td>2.</td>
<td>Thiru. G. Sathyanarayana Registrar</td>
<td>1,23,400 – 2,16,300</td>
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<td>3.</td>
<td>Legal Officer</td>
<td>Vacant</td>
<td>A</td>
</tr>
<tr>
<td>4.</td>
<td>Thiru. G. Balasubramanian Deputy Secretary (Admin.)</td>
<td>61,900 – 1,96,700</td>
<td>A</td>
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<tr>
<td>5.</td>
<td>Tmt. R. Madhuram Assistant Registrar - I</td>
<td>59,300 – 1,87,700</td>
<td>A</td>
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<tr>
<td>6.</td>
<td>Tmt. M. Meena Assistant Registrar - II</td>
<td>59,300 – 1,87,700</td>
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<td>7.</td>
<td>Vacant Assistant Registrar - III</td>
<td>59,300 – 1,87,700</td>
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<td>8.</td>
<td>Tmt. K. Manimozhi Financial Adviser and Chief Accounts Officer</td>
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</table>

**Senior Principal Private Secretary**

<table>
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<td>Vacant</td>
<td>PB3 – 15,600 – 39,100 (Pre-Revised)</td>
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**Senior Private Secretary**

<table>
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<tr>
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<th>Name &amp; Designation</th>
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<tbody>
<tr>
<td>1.</td>
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**Section Officers**

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<tr>
<td>1.</td>
<td>Thiru. A. Gopal</td>
<td>56,100 – 1,77,500</td>
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<tr>
<td>2.</td>
<td>Thiru. M. Lakshmipathy</td>
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<td>3.</td>
<td>Selvi. A. Prema</td>
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<td>4.</td>
<td>Thiru. C. Ravichandran</td>
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<td>5.</td>
<td>Thiru. S. Kumar</td>
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<td>6.</td>
<td>Thiru. S. Sasikumar</td>
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<td>7.</td>
<td>Thiru. G. Palani</td>
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<td>Thiru. P. Meenakshi Sundaram</td>
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<td>9.</td>
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<td>10.</td>
<td>Thiru. V. Mohan</td>
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<td>Thiru. Krishnan Pitchai</td>
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<td>Tmt. P. Ramanibai</td>
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<td>Tmt. A. Mangalambhai</td>
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<td>Thiru. R. Jawahar</td>
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<td>Tmt. S. Nalini</td>
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<td>Tmt. T. Krishnaveni</td>
<td>36,400 – 1,15,700</td>
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<td>Tmt. S. Chitra</td>
<td>36,400 – 1,15,700</td>
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<td>Thiru. J. Jayakumar</td>
<td>36,400 – 1,15,700</td>
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<td>Selvi. V. Poomadathi</td>
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<td>Thiru. K. Manoharan</td>
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<td>Thiru. A. Muthazhagan</td>
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<td>Thiru. V. Vasumathi</td>
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<td>20,000 – 63,600</td>
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<td>Thiru. D. Balaji</td>
<td>20,000 – 63,600</td>
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<td>Personal Clerks</td>
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<td>Thiru. D. Subramani</td>
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<td>Thiru. R. Balasundhar</td>
<td>19,500 – 62,000</td>
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<td>Thiru. K. Jegadeesesan</td>
<td>19,500 – 62,000</td>
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<td>Vacant</td>
<td>Consolidated Pay</td>
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**Driver**

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<th>1.</th>
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**Record Clerks**

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<th>Thiru. K. Saravanan</th>
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**Duffedhar**

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</tr>
<tr>
<td>3.</td>
<td>Thiru. R. Velmurugan</td>
<td>15,700 – 50,000</td>
<td>D</td>
</tr>
</tbody>
</table>

**Office Assistants**

<table>
<thead>
<tr>
<th>1.</th>
<th>Tmt. S. Perinbam</th>
<th>15,700 – 50,000</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Thiru. R. Gnanavel</td>
<td>15,700 – 50,000</td>
<td>D</td>
</tr>
<tr>
<td>3.</td>
<td>Tmt. M. Mahalakshmi</td>
<td>15,700 – 50,000</td>
<td>D</td>
</tr>
<tr>
<td>4.</td>
<td>Thiru. R. Baskar</td>
<td>15,700 – 50,000</td>
<td>D</td>
</tr>
</tbody>
</table>

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.
## x. Budget Allocation for 2020 – 2021

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Detailed and Sub-detailed Head of Account</th>
<th>Budget Estimates 2020 – 2021 (Rs.)</th>
<th>BE 2020-2021 after cut the amount as per G.O. No. 249, Fin. (BG.I) Dept., dt. 21.05.2020 (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pay</td>
<td>5,33,20,000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Medical Allowance</td>
<td>1,77,000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Other Allowance</td>
<td>6,17,000</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>House Rent Allowance</td>
<td>81,05,000</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>City Compensatory Allowance</td>
<td>7,83,000</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Dearness Allowance</td>
<td>1,30,63,000</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Medical Charges*</td>
<td>3,00,000</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Leave Travel Concession* (LTC is deferred for all categories of employees)</td>
<td>2,58,000</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Wages</td>
<td>3,00,000</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Tour Travelling Allowance (D.A. shall be reduced by 25%. Only 75% of eligible amount shall be allowed to be drawn)</td>
<td>3,00,000</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Telephone Charges</td>
<td>8,00,000</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Other Contingencies* (20% cut in the overall BE)</td>
<td>6,25,000</td>
<td>5,00,000*</td>
</tr>
<tr>
<td>13</td>
<td>Electricity Charges</td>
<td>14,56,000</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Service Postage*</td>
<td>8,00,000</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Furniture</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Rent</td>
<td>1,24,56,000</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Advertisement Charges</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Hospitality / Entertainment Expenditure* (50% cut in the overall BE)</td>
<td>1,35,000</td>
<td>67,500*</td>
</tr>
<tr>
<td>19</td>
<td>Minor Works</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Periodical Maintenance*</td>
<td>50,000</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Machinery &amp; Equipments - Purchase</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Machinery &amp; Equipments – Maintenance*</td>
<td>1,81,000</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Motor Vehicles - Purchase</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Motor Vehicles – Maintenance*</td>
<td>1,80,000</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Pleader Fee</td>
<td>3,79,000</td>
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</tr>
<tr>
<td>26</td>
<td>Contract Payment</td>
<td>47,86,000</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>POL*</td>
<td>8,21,000</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Prizes and Awards</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Cost of Books*</td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Printing Charges* (25% cut in the overall BE)</td>
<td>1,50,000</td>
<td>1,12,500*</td>
</tr>
<tr>
<td>31</td>
<td>Training</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Computer &amp; Accessories - Purchase</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Computer &amp; Accessories – Maintenance</td>
<td>2,13,000</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Computer &amp; Accessories – Stationery*</td>
<td>5,53,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>10,05,53,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **Quarterly Control**
- A cut in the overall budgeted amount is imposed on this item of expenditure.
- As per G.O. No. 249, Finance (BG.I) Department, dated 21.05.2020.
xi. **RTI Details of Information available in electronic form in T.N.I.C**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Document</th>
<th>Sub Topic</th>
<th>In Which Electronic format it is kept</th>
<th>Model of retrieval</th>
<th>Person / Agency in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RTI Act, 2005</td>
<td></td>
<td>On Website (<a href="http://www.tnsic.gov.in">www.tnsic.gov.in</a>)</td>
<td>Internet</td>
<td>(NIC) Chennai</td>
</tr>
<tr>
<td>2</td>
<td>Decision on the appeals / complaints as decided by the Commission</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>3</td>
<td>Cause List</td>
<td></td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
</tr>
</tbody>
</table>
xii. **Facilities available to citizens for obtaining information, including library**

The Commission’s website (www.tnsic.gov.in) 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 05.45 PM on Government working days.
### Disposal of Cases

#### Disposal of cases in 2017

**Second Appeals**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA pending as on 31.12.2016</td>
<td>1,135</td>
</tr>
<tr>
<td>SA received in 2017</td>
<td>9,727</td>
</tr>
<tr>
<td>Total No. of SA for disposal in 2017</td>
<td>10,862</td>
</tr>
<tr>
<td>SA disposed in 2017</td>
<td>5,642</td>
</tr>
<tr>
<td>SA pending as on 31.12.2017</td>
<td>5,220</td>
</tr>
</tbody>
</table>

**Complaint Petitions**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP pending as on 31.12.2016</td>
<td>645</td>
</tr>
<tr>
<td>CP received in 2017</td>
<td>700</td>
</tr>
<tr>
<td>Total No. of CP for disposal in 2017</td>
<td>1,345</td>
</tr>
<tr>
<td>CP disposed in 2017</td>
<td>170</td>
</tr>
<tr>
<td>CP pending in 2017</td>
<td>1,175</td>
</tr>
</tbody>
</table>

#### Disposal of Cases in 2018

**Second Appeals**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA pending as on 31.12.2017</td>
<td>5,220</td>
</tr>
<tr>
<td>SA received in 2018</td>
<td>9,776</td>
</tr>
<tr>
<td>Total No. of SA for disposal in 2018</td>
<td>14,996</td>
</tr>
<tr>
<td>SA disposed in 2018</td>
<td>6,954</td>
</tr>
<tr>
<td>SA pending as on 31.12.2018</td>
<td>8,042</td>
</tr>
</tbody>
</table>

**Complaint Petitions**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP pending as on 31.12.2017</td>
<td>1,175</td>
</tr>
<tr>
<td>CP received in 2018</td>
<td>430</td>
</tr>
<tr>
<td>Total No. of CP for disposal in 2018</td>
<td>1,605</td>
</tr>
<tr>
<td>CP disposed in 2018</td>
<td>891</td>
</tr>
<tr>
<td>CP pending as on 31.12.2018</td>
<td>714</td>
</tr>
</tbody>
</table>
**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, Poonamallee.