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**TAMIL NADU INFORMATION COMMISSION**

**I. PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:-**

1. **Head Quarters Address :-** Tamil Nadu Information Commission,  
No.19, Government Farm Village,  
Panepet, Nandanam,  
Chennai – 600 035.  
Telephone No: 044-29515590  
Fax No. 044-29515576

**PRESENT STATE CHIEF INFORMATION COMMISSIONER & STATE INFORMATION COMMISSIONERS:**

1	Thiru. Md.Shakeel Akhter, I.P.S., (Retired) (SCIC)	-	From 16.06.2023
2	Thiru. P. Dhanasekaran, B.A., L.L.B., (SIC)	-	From 17.02.2021
3	Thiru. M. Sridhar, B.Tech., (SIC)	-	From 17.02.2021
4	Thiru. P.Thamarai Kannan, I.P.S. (Retired) (SIC)	-	From 16.06.2023
5	Thiru. R.Priyakumar, B.Sc., B.L., Advocate(SIC)	-	From 16.06.2023
6	Dr. K.Thirumalaimuthu, ICLS (Retired) (SIC)	-	From 16.06.2023
7	Prof. Dr.M.Selvaraj, M.Sc., Ph.D., (SIC)	-	From 16.06.2023

**FORMER STATE CHIEF INFORMATION COMMISSIONERS:**

1	Dr. M. Sheela Priya, I.A.S., (Retd.)	-	Retired on 04.05.2019
2	Thiru. S. Ramakrishnan. I.A.S., (Retd.)	-	Retired on 30.08.2010
3	Thiru. K.S. Sripathi, I.A.S., (Retd.)	-	Retired on 27.04.2015
4	Thiru. K.Ramanujam, I.P.S., (Retd.)	-	Retired on 22.11.2017
5	Thiru. R. Rajagopal, I.A.S., (Retd.)	-	Retired on 20.11.2022

**FORMER STATE INFORMATION COMMISSIONERS:**

1	Thiru. G. Ramakrishnan, I.A.S., (Retd.)	-	Retired on 09.10.2010
2	Thiru. R. Rathinasamy, I.A.S., (Retd.)	-	Retired on 11.05.2009
3	Thiru. T.R. Ramasamy, I.A.S., (Retd.)	-	Retired on 30.10.2010
4	Dr. (Thiru) R. Perumalsamy	-	Retired on 03.06.2012
5	Dr. (Tmt) Sarada Nambi Arooran	-	Retired on 23.07.2011
6	Thiru. T. Srinivasan, M.Sc.,	-	Retired on 06.05.2013
7	Dr. (Tmt.) V. Saroja, M.D., D.G.O.,	-	Retired on 11.06.2013
8	Thiru. S.F. Akbar, B.Sc., B.L., [District Judge (Retd.)]	-	Retired on 04.11.2015

9	Thiru. Christopher Nelson, I.P.S. (Retd.)	-	Retired on 16.03.2016
10	Thiru. P. Thamilselvan, M.A., B.L.,	-	Retired on 04.09.2017
11	Tmt. B.Neelambikai, M.A., B.L.,	-	Retired on 04.09.2017
12	Thiru. R. Dakshinamurthy., B.Sc, B.L., [District Judge (Retd.)	-	Retired on 19.05.2020
13	Thiru. G. Murugan, B.Sc, B.L.,	-	Retired on 07.08.2020
14	Thiru. S. Selvaraj, M.A., B.Ed.,	-	Retired on 07.12.2022
15	Thiru. S.T. Tamilkumar, B.A., B.L.,	-	Retired on 07.12.2022
16	Dr. R. Pratapkumar, M.A., M.L., MBA., M.Sc., PhD.,	-	Retired on 07.12.2022
17	Thiru. S. Muthuraj, B.A., B.L.,	-	Retired on 07.12.2022

#### **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.

**SUBJECT DISTRIBUTION FOR DISPOSAL OF APPEALS / COMPLAINTS**

Name of the SCIC/SICs	Subjects	Sections
<b>Thiru. Md. Shakeel Akhter, I.P.S., (Retired),</b> State Chief Information Commissioner	<ol style="list-style-type: none"> <li>1. Home/Police and All Police Commissionerate</li> <li>2. Housing and Urban Development.</li> <li>3. Human Resources Management and Vigilance Commission (P &amp; AR)</li> <li>4. Public Department.</li> <li>5. Registration</li> <li>6. Tourism and Culture.</li> <li>7. Commercial Taxes</li> <li>8. Courts</li> <li>9. Information Technology and Digital Services</li> <li>10. Environment, Climate Change and Forest</li> <li>11. Revenue               <ol style="list-style-type: none"> <li>1. Krishnagiri</li> <li>2. Thanjavur</li> <li>3. Chengalpet</li> </ol> </li> <li>12. Home / Police               <ol style="list-style-type: none"> <li>1. Krishnagiri</li> <li>2. Thanjavur</li> <li>3. Chengalpet</li> </ol> </li> </ol>	<b>SCIC</b>
<b>Thiru.P.Thamarai Kannan, I.P.S., (Retired),</b> State Information Commissioner	<ol style="list-style-type: none"> <li>1. Handlooms, Handicrafts, Textiles and Khadi</li> <li>2. Health and Family Welfare</li> <li>3. Agriculture and Farmers Welfare</li> <li>4. Labour Welfare and Skill Development</li> <li>5. Animal Husbandry, Dairying Fisheries and Fishermen Welfare</li> <li>6. Revenue               <ol style="list-style-type: none"> <li>1. Chennai</li> </ol> </li> </ol>	<b>E</b>

	<ol style="list-style-type: none"> <li>2. Dharmapuri</li> <li>3. Dindigul</li> <li>4. Madurai</li> <li>5. Perambalur</li> <li>6. Theni</li> <li>7. Tiruchirappalli</li> <li>8. Virudhunagar</li> </ol> <ol style="list-style-type: none"> <li>7. Home/Police <ol style="list-style-type: none"> <li>1. Dharmapuri</li> <li>2. Dindigul</li> <li>3. Madurai (Except Commissionerate)</li> <li>4. Perambalur</li> <li>5. Theni</li> <li>6. Tiruchirappalli (Except Commissionerate)</li> <li>7. Virudhunagar</li> </ol> </li> </ol>	
<p><b>Thiru. R. Priyakumar, B.Sc., B.L.,</b> State Information Commissioner</p>	<ol style="list-style-type: none"> <li>1. Rural Development and Panchayat Raj of Kanyakumari, Tirunelveli, Thoothukudi, Thenkasi, Ramanathapuram, Sivagangai, Madurai, Virudhunagar, Theni, Coimbatore, Karur, Dharmapuri, Dindigul, Salem, Tiruppur, Namakkal, The Nilgiris, Erode, Chengalpet, Chennai, Kallakurichi, Pudukottai, Krishnagiri, Ranipet and Thiruvallur.</li> <li>2. Public Works and Water Resources</li> <li>3. Youth Welfare and Sports Development.</li> <li>4. Tamil Nadu Public Service Commission</li> <li>5. Co-operatin, Food and Consumer Protection</li> <li>6. Energy</li> <li>7. Revenue <ol style="list-style-type: none"> <li>1. Coimbatore</li> <li>2. Cuddalore</li> <li>3. Erode</li> <li>4. Kanyakumari</li> </ol> </li> </ol>	<p><b>B</b></p>

	<ol style="list-style-type: none"> <li>5. Nagapattinam</li> <li>6. The Nilgiris</li> <li>7. Thiruvarur</li> <li>8. Thoothukudi</li> <li>9. Tirunelveli</li> <li>10. Tenkasi</li> <li>11. Mayiladuthurai</li> </ol> <p>9.Home/Police</p> <ol style="list-style-type: none"> <li>1. Coimbatore (Except Commissionerate)</li> <li>2. Cuddalore</li> <li>3. Erode</li> <li>4. Kanyakumari</li> <li>5. Nagapattinam</li> <li>6. The Nilgiris</li> <li>7. Thiruvarur</li> <li>8. Thoothukudi</li> <li>9. Tirunelveli (Except Commissionerate)</li> <li>10. Tenkasi</li> <li>11. Mayiladuthurai</li> </ol>	
<p><b>Dr. K. Thirumalaimuthu, I.C.L.S., (Retired)</b> State Information Commissioner</p>	<ol style="list-style-type: none"> <li>1. Tamil Development and Information.</li> <li>2. Adi Dravidar and Tribal Welfare.</li> <li>3. Municipal Administration and Water Supply</li> <li>4. Municipal Corporations of Chennai, Kancheepuram, Karur, Cuddalore, Sivakasi, Tambaram and Kumbakonam.</li> <li>5. School Education.</li> <li>6. Higher Education.</li> <li>7. Industries, Investment, Promotion and Commerce</li> <li>8. Religious endowments</li> <li>9. Legislative Assembly</li> <li>10. Micro, small and Medium Enterprises.</li> <li>11. Revenue <ol style="list-style-type: none"> <li>1. Kallakurichi</li> </ol> </li> </ol>	<p><b>D</b></p>

	<ol style="list-style-type: none"> <li>2. Pudukkottai</li> <li>3. Sivagangai</li> <li>4. Villupuram</li> </ol> <ol style="list-style-type: none"> <li>12. Home/Police <ol style="list-style-type: none"> <li>1. Kallakurichi</li> <li>2. Pudukkottai</li> <li>3. Sivagangai</li> <li>4. Villupuram</li> </ol> </li> </ol>	
<p><b>Prof. Dr. M.Selvaraj, M.Sc., Ph.D.,</b> State Information Commissioner</p>	<ol style="list-style-type: none"> <li>1. Finance, Treasury and Accounts.</li> <li>2. Law</li> <li>3. Planning, Development and Special Initiatives and Special Programme Implementation.</li> <li>4. Highways and Minor Ports</li> <li>5. Transport</li> <li>6. BC, MBC &amp; Minority Welfare</li> <li>7. Social Reforms</li> <li>8. Social Welfare and Women Empowerment Department</li> <li>9. Welfare of Differently Abled Persons</li> <li>10. Rural Development and Panchayat Raj of Villupuram, Cuddalore, Tiruvanamalai, Kanchipuram, Vellore, Tirupathur, Nagapattinam, Thiruvarur, Thanjavur, Mayiladuthurai, Ariyalur, Tiruchirapalli and Perambalur Districts.</li> <li>11. Revenue <ol style="list-style-type: none"> <li>1. Vellore</li> <li>2. Namakkal</li> <li>3. Ranipet</li> <li>4. Tirupathur</li> </ol> </li> <li>12. Home / Police <ol style="list-style-type: none"> <li>1. Vellore</li> <li>2. Namakkal</li> <li>3. Ranipet</li> <li>4. Tirupathur</li> </ol> </li> </ol>	<p style="text-align: center;"><b>F</b></p>



**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(DRO)	1	a) G.O.Ms.No.1209, Public Department, dated 20.12.2005. <b>(1)(Super time scale)</b> b) G.O.Ms.No.175, P & AR (AR III) Department, dated 30.11.2012 ( <b>DRO Cadre</b> ) c) G.O.Ms.No.139, P & AR (AR III) Department, dated 26.12.2020.( <b>JS Cadre</b> )
2.	Registrar	1	a) G.O.Ms.No.1209, Public Department, dated 20.12.2005. <b>(DS rank)</b> b) G.O.Ms.No.523, P & AR(AR III) Department, dated 19.11.2007. <b>(Upgraded as JS)</b> c) G.O.Ms.No.133, P & AR (AR III) Department, dated 25.07.2008. <b>( redesignated as Registrar)</b> d) G.O.Ms.No.139, P & AR (AR III) Department, dated 26.12.2020.
3.	Legal Officer	1	a) G.O.Ms.No.171, P & AR (AR III) Department, dated 08.12.2010 (Legal Officer) <b>(1)</b> b) G.O.Ms.No.139, P & AR (AR III) Department, dated 26.12.2020 <b>( redesignated as Law Officer)</b>
4.	Financial Adviser & ChiefAccounts Officer	1	G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006.
5.	Under Secretary (Admin)	1	G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. <b>(1)</b>

6.	Assistant Registrar (In the cadre of Under Secretary to Govt.)	3	<p>a) G.O.Ms.No.133, P &amp; AR (AR III) Department, dated 25.07.2008. <b>(1) (US to Government)</b></p> <p>b) G.O.Ms.No.171, P &amp; AR (AR III) Department, dated 08.12.2010. <b>(1) (US to Government)</b></p> <p>c) G.O.Ms.No.177, P &amp; AR (ARIII) Department, dated 07.12.2012 <b>(1) (US to Government)</b></p>
7.	Principal Private Secretary	1	<p>a) G.O.Ms.No.133, P &amp; AR (AR III) Department, dated 25.07.2008 (Created as Assistant Public Relations Officer) <b>(1)</b></p> <p>b) G.O.Ms.No.165, P &amp; AR (AR III) Department, dated 22.11.2010 (Converted as PPS)</p>
8.	Section Officer	11	<p>a) G.O.Ms.No.817, Public (Estt &amp; Leg) Department, dated 17.08.2006. <b>(1)</b></p> <p>b) G.O.Ms.No.171, P &amp; AR (ARIII) Department, dated 08.12.2010 <b>(8)</b></p> <p>c) G.O.Ms.No.177, P &amp; AR (ARIII) Department, dated 07.12.2012 <b>(1)</b></p> <p>G.O.Ms.No.28, P &amp; AR (ARIII) Department, dated 15.03.2013. <b>(1)</b></p>
9.	Private Secretary (Section Officer Cadre)	8	G.O.Ms.No.133, P & AR (AR III) Department, dated 25.07.2008 <b>(4)</b>
10.	Assistant Section Officer	7	<p>a) G.O.Ms.No.817, Public (Estt &amp; Leg) Department, dated 17.08.2006. <b>(3)</b></p> <p>b) G.O.Ms.No.171, P &amp; AR (ARIII) Department, dated 08.12.2010 <b>(1)</b></p> <p>c) G.O.Ms.No.177, P &amp; AR (ARIII) Department, dated 07.12.2012 <b>(2)</b></p> <p>d) G.O.Ms.No.28, P &amp; AR (ARIII) Department, dated 15.03.2013 <b>(1)</b></p>
11.	Personal Assistant	9	<p>a) G.O.Ms.No.817, Public (Estt &amp; Leg) Department, dated 17.08.2006. <b>(1)</b></p> <p>b) G.O.Ms.No.171, P &amp; AR (ARIII) Department, dated 08.12.2010 <b>(8)</b></p>

12.	Assistant	4	G.O.Ms.No.28, P & AR (ARIII) Department, dated 15.03.2013 <b>(4)</b>
13.	Personal Clerk	10	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. <b>(2)</b> b) G.O.Ms.No.133, P & AR (ARIII) Department, dated 25.07.2008 <b>(8)</b>
14.	Typist	6	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. <b>(1)</b> b) G.O.Ms.No.133, P & AR (AR III) Department, dated 25.07.2008. <b>(2)</b> (Created as Data Entry Operator & Converted as Typist in G.O.Ms. No. 165, P & AR (AR III) Department, dated 22.11.2010 c) G.O.Ms.No.171, P & AR (ARIII) Department, dated 08.12.2010 <b>(2)</b> d) G.O.Ms.No.177, P & AR (ARIII) Department, dated 07.12.2012 <b>(1)</b>
15.	Assistant Programmer / Computer Administrator	1	a) G.O.Ms.No.177, P & AR (ARIII) Department, dated 07.12.2012 <b>(1)</b> b) G.O.Ms.No.191, P & AR (ARIII) Department, dated 18.12.2019 (Vacant) <b>(1)</b>
16.	Record Clerk	2	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. <b>(1)</b> b) G.O.Ms.No.171, P & AR (ARIII) Department, dated 08.12.2010 <b>(1)</b>
17.	Driver	8	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. <b>(4)</b> b) G.O.Ms.No.133, P & AR (ARIII) Department, dated 25.07.2008 <b>(4)</b>
18.	Duffadar		G.O.Ms.No.91, P & AR (AR III) Department, dated 28.09.2016 <b>(3)</b>
19.	Office Assistant	21	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (Contract Basis filled up by Daily wages Texco) <b>(13)</b> b) G.O.Ms.No.133, P & AR (ARIII) Department, dated 25.07.2008 (Regular post) <b>(8)</b>

**A LIST OF POSTS FILLED**

<b>Sl. No</b>	<b>Designation</b>	<b>Nam es</b>	<b>Name of the Department from which the Officer has come</b>
1	Secretary	Thiru. S. Dhanalingam	State Revenue
2	Registrar	Thiru. S.Stephen	State Secretariat
3	Legal Officer	Vacant	Tamil Nadu Information commission
4	Finance Advisor and Chief Accounts Officer	Tmt. K. Manimozhi	State Secretariat
5	Under Secretary (Admin.)	Thiru.T.Gangatharan	State Secretariat
6	Assistant Registrar - I	Thiru. C.Ravichandran	State Secretariat
7	Assistant Registrar - II	Tmt. N.Parimalasundari	State Secretariat
8	Assistant Registrar - III	Vacant	State Secretariat
9	Principal Private Secretary	Thiru. R. Subramanian	State Secretariat
10	Section Officers	<ol style="list-style-type: none"> <li>1. K.Krishnan Pitchai</li> <li>2. M.Kabil Deepan</li> <li>3. K. Vadivelu</li> <li>4. M. Balasubramanian</li> <li>5. G.Krishnasamy</li> <li>6. X. Jerome</li> <li>7. G.Gokilan</li> <li>8. S.Mohanapriya</li> </ol>	State Secretariat
11	Senior Private Secretary	<ol style="list-style-type: none"> <li>1. P.Ramanibai</li> <li>2. A.Mangalambihai</li> </ol>	State Secretariat
12	Private Secretary	<ol style="list-style-type: none"> <li>1. T.Krishnaveni</li> <li>2. R.Jawahar</li> <li>3. S.Jebamalar</li> </ol>	State Secretariat
13	Assistant Section Officer	<ol style="list-style-type: none"> <li>1. P.Dhanasekarsn</li> <li>2. Udayakumar</li> <li>3. V.Vasumathi</li> <li>4. M.Jeyakumar</li> </ol>	State Secretariat

		<ol style="list-style-type: none"> <li>5. E.Muthzhagan</li> <li>6. K.Manoharan</li> <li>7. J.Dharanikumari</li> </ol>	
14	Personal Assistant	<ol style="list-style-type: none"> <li>1. Jeyakumar</li> <li>2. M.Pushpa</li> <li>3. S.Shymala Devi</li> <li>4. V.Poomadathi</li> <li>5. J.Esther Gnanapoo</li> <li>6. V.Mahalakshmi</li> </ol>	State Secretariat
15	Personal Clerk	<ol style="list-style-type: none"> <li>1. D.Sudarsanan</li> <li>2. T.Gunasekar</li> <li>3. D.Govindraj</li> <li>4. S.Raja</li> <li>5. D.Subramani</li> <li>6. P.Subramaniyan</li> <li>7. S.Manoj</li> </ol>	State Secretariat
16	Assistant	<ol style="list-style-type: none"> <li>1. K.Eaasa</li> </ol>	State Secretariat
17	Typist	<ol style="list-style-type: none"> <li>1. N. Banupriya</li> <li>2. N. Charumathi</li> <li>3. S. Saranraj</li> <li>4. S. Kandhavel</li> <li>5. R. Mariyappan</li> <li>6. M.Varghese Raj</li> </ol>	State Secretariat
19	Assistant Programmer	Vacant	-----
20	Driver	<ol style="list-style-type: none"> <li>1. 8 Drivers on Contract basis</li> </ol>	Recruitment through Employment Exchange/ Direct Recruitment.
21	Record Clerk	<ol style="list-style-type: none"> <li>1. K.Saravanan</li> <li>2. N.Vedachalam</li> </ol>	Tamil Nadu Information commission
22	Duffadhar	<ol style="list-style-type: none"> <li>1. K. Thiruvankadam N.</li> <li>2. S. Perinbam</li> <li>3. B. Mangaleshwari</li> </ol>	Tamil Nadu Information commission

23	Office Assistant	<ol style="list-style-type: none"> <li>1. R. Gnanavel</li> <li>2. R. Baskar</li> <li>3. M. Mahalakshmi</li> <li>4. Y. Mohammed Ismail</li> <li>5. S.P.Grija</li> <li>6. S.Loganathan</li> <li>7. M.Sudha</li> <li>8. R.Anitha</li> </ol>	Recruitment through Employment Exchange/ DirectRecruitment.
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## 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.

### 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 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, 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 enquiries.
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 Daffadars 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. 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)**

### **4. UNDER SECRETARY (ADMIN.):**

1. Controlling the administration work field. [Admin. I & Admin. II]
2. Relating to preparation of Office Orders / Office Proceedings for telephone bills, Newspaper bills of SCIC, other SICs, Rent of Building, E.B., Texco / Daily Wages Staff bills, Stationery, Hospitality, Motor vehicles maintenance / petrol bills and preparation for video conferencing.
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.

**(vide O.O. No. 5 / TNIC / Admin. / 2010, dated: 21.09.2010)**  
**(vide O.O. No. 34 / TNIC / Admin. / 2013, dated: 13.12.2013)**

#### **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 "
2. Signing of the fair copies of Judgements / Orders approved by State Information Commissioners in respect of 'A', 'C' and 'F' Sections.

**(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.
3. Preparation of Annual Report.  
(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

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 200 cases are disposed of during enquiry by each Commissioner in a month.

### V. LIST OF THE RULES / REGULATIONS / INSTRUCTIONS / MANUAL / 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 mode of fee is admissible in Tamil Nadu:-

I	Fee for the application preferred under RTI Act, 2005.	<p>The fee payable is Rs. 10/-, It can be remitted by the following modes:</p> <ol style="list-style-type: none"> <li>1) by Cash</li> <li>2) by Demand Draft or Banker's Cheques</li> <li>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)</li> <li>4) by affixing non-judicial Court fee stamp.</li> <li>5) By way of Postal Money Order.</li> </ol>
II	Request for copies of the document	<ol style="list-style-type: none"> <li>(i) Rupees two for each page (in A4 or A3 size) created or copied;</li> <li>(ii) actual charge or cost price of a copy in large size paper</li> <li>(iii) actual cost or price for samples or models</li> <li>(iv) for information provided in diskette or Floppy Rupees fifty for diskette or floppy</li> <li>(v) for information provided in printed form at the price fixed for publication or Rs.2/- per page of photocopy for extracts</li> </ol> <p>By way of cash or DD or Bankers Cheque or through Treasury / PAO / SBI / RBI.</p>
III	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

**VIII. DIRECTORY OF TAMIL NADU INFORMATION COMMISSION**

<b>Name and Designation</b>	<b>Telephone Number</b>
Thiru Md.Shakeel Akhter, I.P.S(Retired), State Chief Information Commissioner	044 – 2951 5499
Thiru. P. Dhanasekaran, B.A, L.L.B., State Information Commissioner	044 – 2951 5579
Thiru. M. Sreedhar, B.Tech., State Information Commissioner	044 – 2951 5582
Thiru.P.Thamarai Kannan, I.P.S.(Retired), State Information Commissioner	044 – 2951 5569
Thiru.R.Priyakumar,B.Sc., B.L., Advocate, State Information Commissioner	044 – 2951 5537
Dr.K.Thirumalaimuthu, ICLS(Retired), State Information Commissioner	044 – 2951 5518
Prof.Dr.M.Selvaraj, M.Sc., Ph.D., State Information Commissioner	044 – 2951 5548
Thiru. S. Dhanalingam Secretary	044 – 2951 5441
Thiru. S.Stephen Registrar / Appellate Authority	044 – 2951 5431
Vacant Legal Officer	044 – 2951 5580
Thiru. T.Ganagadharan Under Secretary (Admin.)	044 – 2951 5549
Tmt. M. Manimozhi Financial Advisor and Chief Accounts Officer	044 – 2951 5474
Thiru. C.Ravichandran Assistant Registrar – I	044 – 2951 5323
Tmt. N.Parimalsundari Assistant Registrar – II	044 – 2951 5594
Vacant Assistant Registrar – III	044 – 2951 5568

## **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 is, 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**

S. No.	Name & Designation	Pay Band / Level (In Rs.)	Group
(a)	(b)	(c)	(d)
1.	Thiru. S.Dhanalingam Secretary	1,23,400 – 2,16,300	A
2.	Thiru. S.Stephen Registrar	1,23,400 – 2,16,300	A
3.	Legal Officer	Vacant	A
4.	Tmt. K. Manimozhi Financial Adviser and Chief Accounts Officer	61,900 – 1,96,700	A
5.	Thiru.T.Gangatharan Under Secretary	59,300 – 1,87,700	A
6.	Thiru.C.Ravichadran Assistant Registrar – I	59,300 – 1,87,700	A
7.	Tmt. N.Parimalasundari Assistant Registrar –II	59,300 – 1,87,700	A
8.	Vacant Assistant Registrar – III	59,300 – 1,87,700	A

**Principal Private Secretary**

1.	Thiru. R. Subramanian	61,900 – 1,96,700 (Pre-Revised)	A
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**Senior Private Secretary**

1.	Tmt. P. Ramanibai	59,300 – 1,87,700 (Pre-Revised)	A
2.	Tmt. A. Mangalambihai	59,300 – 1,87,700 (Pre-Revised)	A

**Section Officers**

1.	Thiru. Krishnan Pitchai	56,100 – 1,77,500	B
2.	Thiru.M.Kabildeepan	56,100 – 1,77,500	B
3.	Thiru. K. Vadivelu	56,100 – 1,77,500	B

4.	Thiru. M. Balasubramanian	56,100 – 1,77,500	B
5.	Thiru. G.Krishnasamy	56,100 – 1,77,500	B
6.	Thiru. Jerome	56,100 – 1,77,500	B
7.	Thiru. Gogilan	56,100 – 1,77,500	B
8.	Tmt.S.Mohanapriya	56,100 – 1,77,500	B

#### Private Secretaries

1.	Tmt.T.Krishnaveni	56,100 – 1,77,500	B
2.	Thiru. R. Jawahar	56,100 – 1,77,500	B
3.	Tmt. S. Jebamalar	56,100 – 1,77,500	B

#### Personal Assistants

1.	Thiru.Jeyakumar	36,400 – 1,15,700	B
2.	Tmt. M. Pushpa	36,400 – 1,15,700	B
3.	Tmt.Shymala Devi	36,400 – 1,15,700	B
4.	Tmt. V. Poomadathi	36,400 – 1,15,700	B
5.	Tmt. J. Esther Gnanapoo	36,400 – 1,15,700	B
6.	Tmt. V.Mahalakshmi	36,400 – 1,15,700	B

#### Assistant Section Officers

1.	Thiru.P.Dhanasegaran	36,400 – 1,15,700	B
2.	Thiru. P.Udayakumar	36,400 – 1,15,700	B
3.	Tmt. V.Vasumathi	36,400 – 1,15,700	B
4.	Thiru. M.Jayakumar	36,400 – 1,15,700	B
5.	Thiru.A.Muthzhagan	36,400 – 1,15,700	B
6.	Thiru.K.Manoharan	36,400 – 1,15,700	B
7.	Tmt. J.Dharanikumari	36,400 – 1,15,700	B

#### Assistant

1.	Thiru.K.Eaasa	20,000 – 63,600	C
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#### Personal Clerks

1.	Thiru. D. Sudharsanan	20,600 – 65,500	C
2.	Thiru. T. Gunasekaran	20,600 – 65,500	C
3.	Thiru. D. Govindaraj	20,600 – 65,500	C
4.	Thiru. S. Raja	20,600 – 65,500	C
5.	Thiru. D. Subramani	20,600 – 65,500	C
6.	Thiru. P. Subramanian	20,600 – 65,500	C
7.	Thiru. S. Manoj	20,600 – 65,500	C



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**Typists**

1.	Tmt. N. Banupriya	19,500 – 62,000	C
2.	Tmt. N. Charumathi	19,500 – 62,000	C
3.	Thiru. S. Saranraj	19,500 – 62,000	C
4.	Thiru. S. Kandhavel	19,500 – 62,000	C
5.	Thiru. R. Mariappan	19,500 – 62,000	C
6.	Thiru. M. Varghese Raj	19,500 – 62,000	C

**Computer Administrator**

1.	Assistant Programmer	35,900 - 1,13,500	B
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**Driver**

1.	Driver	19,500 - 62,000	C
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**Record Clerks**

1.	Thiru. K. Saravanan	15,900 – 50,400	D
2.	Thiru. N. Vedachalam	15,900 – 50,400	D

**Duffadar**

1.	Thiru. K. Thiruvengadam	15,700 – 50,000	D
2.	Tmt. B. Mangaleshwari	15,700 – 50,000	D
3.	Tmt. S. Perinbam	15,700 – 50,000	D

**Office Assistants**

1.	Thiru. R. Gnanavel	15,700 – 50,000	D
2.	Tmt. M. Mahalakshmi	15,700 – 50,000	D
3.	Thiru. R. Baskar	15,700 – 50,000	D
4.	Thiru. Y. Mohammed Ismail	15,700 – 50,000	D
5.	Thiru.S.Loganathan	15,700 – 50,000	D
6.	Selvi.S.P.Grija	15,700 – 50,000	D
7.	Tmt.M.Sudha	15,700 – 50,000	D
8.	Tmt.R.Anitha	15,700 – 50,000	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 TamilNadu that are required to implement the Right to Information Act, 2005.

**X. Budget Allocation for 2021 – 2022**

<b>Sl. No.</b>	<b>Detailed and Sub-detailed Head of Account</b>	<b>Budget Estimates 2021 – 2022(Rs.)</b>
1.	Pay	5,84,89,000
2.	Medical Allowance	2,31,000
3.	Other Allowance	7,49,000
4.	House Rent Allowance	97,46,000
5.	City Compensatory Allowance	8,45,000
6.	Dearness Allowance	2,45,66,000
7.	Medical Charges	3,00,000
8.	Leave Travel Concession	3,58,000
9.	Tour Travelling Allowance	5,00,000
10.	Telephone Charges	6,50,000
11.	Other Contingencies	7,25,000
12.	Electricity Charges	42,00,000
13.	Service Postage	6,00,000
14.	Furniture	1,000
15.	Rent	1,000
16.	Advertisement Charges	1,02,000
17.	Hospitality / Entertainment Expenditure	1,35,000
18.	Minor Works	1,000
19.	Periodical Maintenance	50,000
20.	Machinery & Equipments - Purchase	1,000
21.	Machinery & Equipments – Maintenance	1,81,000
22.	Motor Vehicles - Purchase	1,000
23.	Motor Vehicles – Maintenance	1,00,000
24.	Pleader Fee	4,89,000
25.	Contract Payment	78,51,000
26.	POL	15,75,000
27.	Prizes and Awards	10,000
28.	Cost of Books	35,000

29.	Printing Charges	1,50,000
30.	Training	1,000
31.	Computer & Accessories - Purchase	1,000
32.	Computer & Accessories – Maintenance	2,13,000
33.	Computer & Accessories – Stationery	5,53,000
<b>Total</b>		11,34,10,000

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

Sl. No.	Type of Document	Sub Topic	In Which Electronic format it is kept	Model of retrieval	Person / Agency in Charge
1	RTI Act, 2005		On Website ( <a href="http://www.tnsic.gov.in">www.tnsic.gov.in</a> )	Internet	(NIC) Chennai
2	Decision on the appeals / complaints as decided by the Commission		-do-	-do-	-do-
3	Cause List		-do-	-do-	-do-

#### XII. FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING LIBRARY

The Commission's website ([www.tnsic.gov.in](http://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.

**XIII. DISPOSAL OF CASES****Disposal of  
cases in 2020  
Second Appeals**

No. of Second Appeals pending ason 31.12.2019	14,297
No. of Second Appeals receivedduring the year 2020	12,671
Total No. of Second Appeals for disposal in 2020 (SI.No.1 + SI.No.2)	26,968
No. of Second Appeals disposedduring the year 2020	9,594

**Complaint Petitions**

No. of Complaint Petitions pendingas on 31.12.2019	881
No. of Complaint Petitions received during the year 2020	1013
Total No. of Complaint Petitions fordisposal during the year 2020 (SI.NO.1 + SI.No.2)	1,894
No. of Complaint Petitions disposalduring the year 2020	148

**PARTICULARS OF SPECIAL FACILITY OTHER FACILITIES PROVIDED IN THE TAMIL NADU INFORMATION COMMISSION**

The Tamil Nadu Information Commission has made necessary arrangements to provide the orders of the Commission in Braille Version to the visually challenged persons if any specific request is received from such persons, in collaboration with the National Institute for the Visually Handicapped Regional Centre, Poonamallee, Chennai – 56 and this is the first such arrangement in our country. During the course of enquiry conducted by the Commission, the hearing impaired and visually challenged persons can avail the assistance of any person at their written request made in this regard to the Commission. The physically challenged persons can have easy access to the premises of the Commission by availing the elevator provided in the premises of the Commission.