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TAMIL NADU INFORMATION COMMISSION

I. Organization, Functions and Duties:-

- **Office 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., (Retd.) State Chief Information Commissioner	-	From 16.06.2023
2	Thiru. P.Thamarai Kannan, I.P.S. (Retd.) State Information Commissioner	-	From 16.06.2023
3	Thiru. R.Priyakumar, B.Sc., B.L., State Information Commissioner	-	From 16.06.2023
4	Dr. K.Thirumalaimuthu, ICLS (Retd.) State Information Commissioner	-	From 16.06.2023
5	Thiru.V.P.R.Elamparithi, M.A,B.L.,M.Phil., State Information Commissioner	-	From 24.06.2025
6	Thiru. M. Natesan, B.Sc.,M.Sc.,L.L.B., State Information Commissioner	-	From 24.06.2025
7	Dr. Atulya Misra, I.A.S., (Retd.) State Information Commissioner	-	From 06.03.2026
8	Thiru. Abhay Kumar Singh, I.P.S., (Retd.) State Information Commissioner	-	From 06.03.2026
9	Thiru. A. Vijayaram, M.A., B.L., State Information Commissioner	-	From 13.03.2026

Former State Chief Information Commissioners:

1	Thiru. S. Ramakrishnan. I.A.S., (Retd.)	-	Retired on 30.08.2010
2	Thiru. K.S. Sripathi, I.A.S., (Retd.)	-	Retired on 27.04.2015
3	Thiru. K.Ramanujam, I.P.S., (Retd.)	-	Retired on 22.11.2017
4	Dr. M. Sheela Priya, I.A.S., (Retd.)	-	Retired on 04.05.2019
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.,	-	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.,	-	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
18.	Thiru. P. Dhanasekaran, B.A., L.L.B., (SIC)	-	Retired on 17.02.2024
19.	Thiru. M. Sridhar, B.Tech., (SIC)	-	Retired on 17.02.2024
20.	Prof. Dr.M.Selvaraj, M.Sc., Ph.D., (SIC)	-	Retired on 09.06.2025

Powers and Functions:-

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.

Distribution of Subjects

Name of the SCIC/SICs	Subjects	Sections
Thiru. Md. Shakeel Akhter, I.P.S., (Retd)., State Chief Information Commissioner	1. Chennai Metropolitan Development Authority (CMDA) 2. Home 3. Human Resources Management and Vigilance Commission 4. Public 5. Registration Corporations 1. Chennai 2. Coimbatore Revenue 1. Chengalpet 2. Kancheepuram Police 1. Chengalpet 2. Chennai and All Police Commissionerates 3. Kancheepuram Rural Development 1. Chengalpet 2. Kancheepuram	SCIC
Thiru.P.Thamarai Kannan, I.P.S., (Retd), State Information Commissioner	1. Health and Family Welfare 2. Revenue Administration – Commissioner of Land Administration, Commissioner of Revenue Administration and Disaster Management Corporations 1. Dindigul, 2. Hosur 3. Kancheepuram Revenue 1. Chennai 2. Dharmapuri 3. Dindigul 4. Madurai Police 1. Dharmapuri 2. Dindigul 3. Madurai (Except Commissionerate) Rural Development 1. Chennai 2. Dharmapuri 3. Dindigul 4. Madurai	‘E’

Thiru. R. Priyakumar, B.Sc., B.L., State Information Commissioner	1. Courts 2. Higher Education 3. Highways and Minor Ports 4. Law 5. Youth Welfare and Sports Development Corporations 1. Avadi 2. Erode 3. Madurai Revenue 1. Erode 2. Kanyakumari 3. Mayiladuthurai 4. The Nilgiris 5. Thiruvavur Police 1. Erode 2. Kanyakumari 3. Mayiladuthurai 4. The Nilgiris 5. Thiruvavur Rural Development 1. Erode 2. Kanyakumari 3. Mayiladuthurai 4. The Nilgiris 5. Thiruvavur	‘B’
Dr. K. Thirumalaimuthu, I.C.L.S., (Retd.) State Information Commissioner	1. Hindu Religious Endowments 2. Municipal Administration and Water Supply 3. Public Works and Water Resources 4. TamilNadu Housing Board Corporations 1. Karur 2. Salem 3. Tambaram 4. Tirunelveli Revenue 1. Tenkasi 2. Thoothukudi 3. Tirunelveli Police 1. Tenkasi 2. Thoothukudi 3. Tirunelveli (Except Commissionerate) Rural Development 1. Tenkasi 2. Thoothukudi 3. Tirunelveli	‘D’

Thiru.V.P.R.Elamparithi,M.A,B.L.,M.Phil., State Information Commissioner	1. School Education 2. Social Reforms 3. Tamil Development and Information 4. Welfare of Differently Abled Persons Corporations 1. Tiruppur 2. Nagercoil. Revenue 1. Perambalur 2. Pudukkottai 3. Salem 4. Tiruppur Police 1. Perambalur 2. Pudukkottai 3. Salem (Except Commissionerate) 4. Tiruppur (Except Commissionerate) Rural Development 1. Perambalur 2. Pudukkottai 3. Salem 4. Tiruppur	‘A’
Thiru. M. Natesan, B.Sc.,M.Sc.,L.L.B., State Information Commissioner	1. Energy 2. Environment Climate Change and Forest 3.Labour Welfare and Skill Development. 4. Legislative Assembly Secretariat. Corporations 1.Kumbakonam 2. Thanjavur 3.Tiruchirappalli Revenue 1.Namakkal 2.Thanjavur 3.Tiruvannamalai 4.Villupuram Police 1.Namakkal 2.Thanjavur 3.Tiruvannamalai 4.Villupuram Rural Development 1.Namakkal 2.Thanjavur 3.Tiruvannamalai 4.Villupuram	‘C’

Dr. Atulya Misra, I.A.S., (Retd.) State Information Commissioner	1. Adi Dravidar and Tribal Welfare 2.Agriculture and Farmers Welfare 3.Co-operation, Food and Consumer Protection. 4.Tourism and Culture Corporations 1. Cuddalore Revenue 1.Cuddalore 2.Karur 3.Ranipet 4.Thirupathur 5.Vellore Police 1.Cuddalore 2.Karur 3.Ranipet 4.Thirupathur 5.Vellore Rural Development 1.Cuddalore 2.Karur 3.Ranipet 4.Thirupathur 5.Vellore	'G'
Thiru. Abhay Kumar Singh, I.P.S.,(Retd.) State Information Commissioner	1.BC,MBC & Minority Welfare 2.Finance, Treasury and Accounts 3.Handlooms, Handicrafts, Textiles and Khadi 4. Housing and Urban Development. (Except MS & TNHB) 5. Micro, Small and Medium Enterprises. 6.Planning, Development and Special Initiatives 7.Special Programme Implementation 8.Tamil Nadu Public Service Commission 9.Transport Corporations 1. Thoothukudi Revenue 1. Kallakurichi 2. Krishnagiri 3. Virudhunagar Police 1. Kallakurichi 2. Krishnagiri 3. Virudhunagar Rural Development 1. Kallakurichi 2. Krishnagiri 3. Virudhunagar	'F'

Thiru. A. Vijayaram, M.A., B.L., State Information Commissioner	1. Animal Husbandry, Dairying Fisheries and fishermen Welfare 2. Commercial Taxes 3. Industries, Investment, Promotion and Commerce 4. Information Technology and Digital Services 5. Social Welfare and Women Empowerment Corporations 1. Sivakasi 2. Vellore Revenue 1. Ariyalur 2. Coimbatore 3. Nagapattinam 4. Ramanathapuram 5. Sivagangai 6. Theni 7. Thiruvallur 8. Tiruchirappalli Police 1. Ariyalur 2. Coimbatore 3. Nagapattinam 4. Ramanathapuram 5. Sivagangai 6. Thiruvallur (Except Avadi Commissionerate) 7. Theni 8. Tiruchirappalli (Except Commissionerate) Rural Development 1. Ariyalur 2. Coimbatore 3. Nagapattinam 4. Ramanathapuram 5. Sivagangai 6. Thiruvallur 7. Theni 8. Tiruchirappalli	'H'
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II. Administrative setup:

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	1	a) G.O.Ms.No.1209, Public Department, dated 20.12.2005. (1)(Super time scale) b) G.O.Ms.No.175, P & AR (AR III) Department, dated 30.11.2012 (DRO Cadre) c) G.O.Ms.No.139, P & AR (AR III) Department, dated 26.12.2020. (JS Cadre) d) G.O.Ms.No.24, HRM Department, dated 24.04.2026 (DS Cadre)
2.	Registrar	1	a) G.O.Ms.No.1209, Public Department, dated 20.12.2005. (DS rank) b) G.O.Ms.No.523, P & AR(AR III) Department, dated 19.11.2007.(Upgraded as JS) c) G.O.Ms.No.133, P & AR (AR III) Department, dated 25.07.2008. (redesignated as Registrar) d) G.O.Ms.No.139, P & AR (AR III) Department, dated 26.12.2020.
3.	Law Officer	1	a) G.O.Ms.No.171, P & AR (AR III) Department, dated 08.12.2010 (Legal Officer) (1) b) G.O.Ms.No.139, P & AR (AR III) Department, dated 26.12.2020 (redesignated as Law Officer) c) G.O.Ms.No.44, HRM (R) Department, dated 22.08.2025
4.	Financial Adviser & Chief Accounts 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. (1)
6.	Assistant Registrar (In the cadre of Under Secretary to Govt.)	3	a) G.O.Ms.No.133, P & AR (AR III) Department, dated 25.07.2008. (1) (US to Government) b) G.O.Ms.No.171, P & AR (AR III) Department, dated 08.12.2010. (1) (US to Government) c) G.O.Ms.No.177, P & AR (ARIII) Department, dated 07.12.2012 (1) (US to Government)
7.	Senior Principal Private Secretary	1	a) G.O.Ms.No.133, P & AR (AR III) Department, dated 25.07.2008 (Created as Assistant Public Relations Officer) (1) b) G.O.Ms.No.165, P & AR (AR III) Department, dated 22.11.2010 (Converted as PPS) c) G.O.Ms.No.352, HRM Department, dated 17.11.2025
8.	Section Officer	11	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (1) b) G.O.Ms.No.171, P & AR (ARIII) Department, dated 08.12.2010 (8) c) G.O.Ms.No.177, P & AR (ARIII) Department, dated 07.12.2012 (1) d) G.O.Ms.No.28, P & AR (ARIII) Department, dated 15.03.2013. (1)
9.	Senior Private Secretary	1	G.O.Ms. No. 28, P & AR, AR.III, dated 23.02.2021
10.	Private Secretary (Section Officer Cadre)	7	G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (3) G.O.Ms.No.133, P & AR (AR III) Department, dated 25.07.2008 (4)

11.	Assistant Section Officer	7	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (3) b) G.O.Ms.No.171, P & AR (ARIII) Department, dated 08.12.2010 (1) c) G.O.Ms.No.177, P & AR (ARIII) Department, dated 07.12.2012 (2) d) G.O.Ms.No.28, P & AR (ARIII) Department, dated 15.03.2013 (1)
12.	Personal Assistant	9	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (1) b) G.O.Ms.No.171, P & AR (ARIII) Department, dated 08.12.2010 (8)
13.	Assistant	4	G.O.Ms.No.28, P & AR (ARIII) Department, dated 15.03.2013 (4)
14	Senior Personal Clerk	3	G.O.(Ms) No.91, Personnel & Administrative Reforms(AR.III) Department, dated:16.07.2013.
15.	Personal Clerk	6	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (2) b) G.O.Ms.No.133, P & AR (ARIII) Department, dated 25.07.2008 (8) c) G.O.Ms.No.44, HRM Department, dated 22.08.2025. (out of 10 posts, 4 posts converted to JA)
16.	Typist	6	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (1) b) G.O.Ms.No.133, P & AR (AR III) Department, dated 25.07.2008. (2) (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 (2) d) G.O.Ms.No.177, P & AR (ARIII) Department, dated 07.12.2012 (1)
17.	Junior Assistant	4	a) G.O.Ms.No.44, HRM (R) Department, dated 22.08.2025.

18.	Assistant Programmer / Computer Administrator	1	a) G.O.Ms.No.177, P & AR (ARIII) Department, dated 07.12.2012 (1) b) G.O.Ms.No.191, P & AR (ARIII) Department, dated 18.12.2019 (Vacant) (1)
19.	Record Clerk	2	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (1) b) G.O.Ms.No.171, P & AR (ARIII) Department, dated 08.12.2010 (1)
20.	Driver	8	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (4) b) G.O.Ms.No.133, P & AR (ARIII) Department, dated 25.07.2008 (4)
21.	Duffadar		G.O.Ms.No.91, P & AR (AR III) Department, dated 28.09.2016 (3)
22.	Office Assistant	21	a) G.O.Ms.No.817, Public (Estt & Leg) Department, dated 17.08.2006. (Contract Basis filled up by Daily weges Texco) (13) b) G.O.Ms.No.133, P & AR (ARIII) Department, dated 25.07.2008 (Regular post) (8)

III. Name and Designation

Sl. No	Designation	Name	Office from which the Officer/ Staff originally belongs
1	Secretary (i/c)	Tmt. V.P.Nagajothi	Secretariat
2	Registrar		Secretariat
3	Law Officer	Thiru. S. Raja	Secretariat
4	Finance Advisor and ChiefAccounts Officer	Thiru. M.Balu	Secretariat
5	Under Secretary (Admin.)	Tmt. N. Parimalasundari	Secretariat
6	Assistant Registrar - I	Thiru. C.Ravichandran	Secretariat
7	Assistant Registrar - II	Thiru. G. Harikrishnan	Secretariat
8	Assistant Registrar - III	Vacant	Secretariat
9	Senior Principal Private Secretary	Thiru. R. Subramanian	Secretariat
10	Section Officers	1. K. Vadivelu 2. S. Kumar 3. S. Kartheeshwaran 4. P.Shanmugam 5. G.Pavithra 6. M.Sathyadevi 7. M.Dhanalakshmi 8. M.Deepa 9. V.R.Revathi 10. K. Sharmila 11. L. Pachiappan	Secretariat
11	Senior Private Secretary	1. A.Mangalambihai	Secretariat
12	Private Secretary	1. T.Krishnaveni 2. J. Jayakumar 3. S. Nalini 4. R.Jawahar 5. S.Jebamalar 6. S. Devi	Secretariat
13	Assistant Section Officer	1. P.Dhanasekaran 2. K. Manoharan 3. P.Udayakumar 4. V.Vasumathi 5. M.Jeyakumar 6. B. Sumathra 7. K. Kathirvel	Secretariat

14	Personal Assistant	1. Tmt. N. Shanthi 2. M.Pushpa 3. V.Poomadathi 4. J.Esther Gnanapoo 5. V.Mahalakshmi 6. V. Senthamilselvi 7. K.R. Mohana 8. K. Rathiya 9. R. Vanisri	Secretariat
15	Senior Personal Clerk	1. R. Vimala	Secretariat
16	Personal Clerk	1. K. Arulvani 2. J. Jayapriya 3. G. Priya 4. M. Sinees 5. R. Nithya 6. R. Ashika	Secretariat
17	Assistant	1. B. Mahalakshmi 2. K.R. Saravanan 3. A. Suganthan	Secretariat
18	Typist	1. A. Elavarasi 2. M. Abinaya 3. M. Uma 4. M. Vinothkumar 5. G. Magesh 6. Tmt. S. Nithya	Secretariat
19	Junior Assistant	1. R. Gnanavel 2. R. Baskar 3. S. Perinbam 4. K. Saravanan	Post filled up through promotion
20	Assistant Programmer	Post filled up on consolidated pay	Post filled up on consolidated pay
21	Driver	8 Drivers on Contract basis	Recruitment through Employment Exchange/ Direct Recruitment.
22	Record Clerk	1. B. Mangaleshwari 2. K. Thiruvendakam	Tamil Nadu Information Commission
23	Duffadhar	1. M. Mahalakshmi 2. Y. Mohammed Ismail 3. M.Sudha	Tamil Nadu Information Commission
24	Office Assistant	1. S.P.Girija 2. S.Loganathan 3. R.Anitha	Tamil Nadu Information Commission

IV. Duties and responsibilities:

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 (Administration & Financial):

Administration :

- 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.
- All correspondence including correspondence with the State Government and other Public Authorities will be dealt with by the Secretary.
- Secretary to Commission will allocate the review the work of the Staff of the Commission periodically.
- Secretary will co-ordinate the works relating to the implementation of the Act.
- Secretary will collect the information and data for the preparation of Annual Report of the Commission.
- Secretary will sanction leave, charge allowance, annual increments, reimbursement of medical expenses etc., to C & D employees.
- Secretary will supervise the receipt and distribution of tappals.

Financial:

- 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. Secretary shall be responsible for timely payment of charges for telephones, house keeping, fuel, newspapers, magazines etc.,
- 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.

2. Registrar:

- 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.
- The Registrar shall discharge his functions under the control and superintendence of the Chief Information Commissioner.
- All records of the Commission shall be in the custody of the Registrar.
- The Official Seal of the Commission shall be kept in the custody of the Registrar.
- 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.
- 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.
- 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.
- 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.
- 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.
- The Registrar shall ensure that the Daffadars attending duty in Court Halls are adhering to the stipulated Dress Code.
- The Registrar shall ensure the implementation of „Binding over“ process.

- The Registrar shall ensure that proper acknowledgement for appeals / petitions received in the Commission is being sent through SMS.
- The Registrar shall ensure that the docket system is being implemented in letter and spirit.
- 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.
- 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.

3. Financial Advisor and Chief Accounts Officer:

- Preparation of RE/FMA proposals.
- Providing statement of expenditure / Accounts at the end of every month for various Heads of Accounts maintained in Tamil Nadu Information Commission.
- Reconciliation with Accountant General.

4. Law Officer :

- Legal advice on the items referred to by the SCIC / SICs.
- All court matters.
- Preparation of Annual Report.

5. Under Secretary (Admin):

- Admin. I (Including building maintenance and miscellaneous)
- 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.
- Allotment of work to staff.
- Work given by the SCIC & SICs.
- Attending entire administrative matters concerning the Commission.
- Tour programmes of SICs.
- Air Travel and release of EQ for SICs / Personal Secretaries.
- Maintenance of Office / Cleanliness / Surroundings.
- Court cases.

- Signing of fair copies of judgment (D & G sections)
- Distribution of tappals.
- Software development with M/s.Isky Techies Ltd.,

6. Assistant Registrar I :

- Should act as the Public Information Officer of the Tamil Nadu Information Commission.
- Nodal officer to attend online RTI petitions received in the online portal of HRM Department.
- Signing of the fair copies of Judgements (A, B,C & E sections)
- Miscellaneous subjects related to RTI Act.

7. Assistant Registrar II :

- Admin II
- Preparation of Annual report.
- Allotment of slots for hearing through VC.
- Signing of the fair copies of Judgements (SCIC, H & F sections).
- Pendency cases / disposal details.(Month wise) in coordination with MS section.

8. Assistant Registrar III : (to be filled up)

V. 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.

VI. 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.

VII. List of the Rules / Regulations / Instructions / Manual / Records held in Tamil Nadu Information Commission for discharging its Functions:-

- *The Right to Information Act, 2005.*
- *The Tamil Nadu Right to Information (Fees) Rules, 2005.*
- *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.	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.
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 or Rs.2/- per page of photocopy for extracts 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 One hours (or fraction thereof) thereafter

VIII. A Statement of Categories of Documents Maintained in the Tamil Nadu Information commission:-

- Pending case files
- Disposed case files subject to prescribed period of retention
- Attendance Register / Late Attendance Register
- Service Register of Staff
- Increment Register of sanction of Increment to staff
- Medical Reimbursement Bill Register
- Fuel Register for the vehicles of TNIC
- Stationery stock Register / Computer Toner Stock Register
- Undisbursed payment Register
- Cheque Register
- Cheque disbursement payment Register
- TNTC 70 - Register
- Records Incoming and Outgoing Register maintained by Record Clerk
- Write Petitions Register
- Telephone Register.

IX. Period for Maintenance of Records:-

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

X. Arrangements for Consultation

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

XI. Directory of Tamil Nadu Information Commission

Name and Designation	Telephone Number
Thiru. Md.Shakeel Akhter, I.P.S., (Retd.) State Chief Information Commissioner	044 - 2951 5499
Thiru. P.Thamarai Kannan, I.P.S. (Retd.) State Information Commissioner	044 - 2951 5569
Thiru. R.Priyakumar, B.Sc., B.L., State Information Commissioner	044 - 2951 5537
Dr. K.Thirumalaimuthu, ICLS (Retd.) State Information Commissioner	044 - 2951 5518
Thiru.V.P.R.Elamparithi, M.A,B.L.,M.Phil., State Information Commissioner	044 - 2951 5594
Thiru. M. Natesan, B.Sc.,M.Sc.,L.L.B., State Information Commissioner	044 - 2951 5582
Dr. Atulya Misra, I.A.S., (Retd.) State Information Commissioner	044 - 2951 5548
Thiru. Abhay Kumar Singh, I.P.S., (Retd.) State Information Commissioner	044 - 2951 5453
Thiru. A. Vijayaram, M.A., B.L., State Information Commissioner	044 - 2951 5441
Thiru. R. Pugazhenthir Secretary	044 - 2951 5549
Tmt. V.P. Nagajothi Registrar / Appellate Authority	044 - 2951 5431
Thiru. S. Raja Legal Officer	044 - 29515580
Thiru. M. Balu Financial Advisor and Chief Accounts Officer	044 - 2951 5474
Tmt. N. Parimalasundari Under Secretary (Admin.)	044 - 2951 5323
Thiru. C.Ravichandran Assistant Registrar - I	044 - 2951 5580
Thiru. G. Harikrishnan Assistant Registrar - II	044 - 2951 5580
Vacant Assistant Registrar - III	044 - 2951 5579

XII. Details of Remuneration of SCIC and SICs

According to Section 16(5) of the RTI Act, 2005 read with RTI Rules, 2019, the salaries and allowances payable to and other terms and conditions of service of –

- (a) The State Chief Information Commissioner shall receive a pay of Rs.2,25,000/- (Rupees Two Lakh and Twenty Five Thousand Only) (fixed) per mensem.
- (b) The State Information Commissioners shall receive a pay of Rs.2,25,000/- (Rupees Two Lakh and Twenty Five Thousand Only) (fixed) per mensem.

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.

XIII. Remuneration of the Officers / Staff in TNIC

S. No.	Name & Designation	Pay Band / Level (In Rs.)
(a)	(b)	(c)
1.	Secretary	Level - 26 (61,900 - 2,28,100)
2.	Registrar	Level -31 (1,25,200 - 2,54,800)
3.	Senior Principal Private Secretary	Level -29 (1,23,400 - 2,50,800)
4.	Law Officer	Level -26 (61,900 - 2,28,100)
5.	Financial Adviser and Chief Accounts Officer	Level -26 (61,900 - 2,28,100)
6.	Under Secretary	Level -25 (59,300 - 2,17,600)
7.	Assistant Registrar - I / II /III	Level -25 (59,300 - 2,17,600)
8.	Senior Private Secretary	Level -25 (59,300 - 2,17,600)
9.	Section Officer	Level -22 (56,100 - 2,05,700)
10.	Private Secretary	Level -22 (56,100 - 2,05,700)
11.	Personal Assistant	Level -16 (36,400 - 1,34,200)
12.	Assistant Section Officer	Level -16 (36,400 - 1,34,200)
13.	Assistant	Level -9 (20,000 - 73,700)
14.	Personal Clerk	Level -10 (20,600 -75,900)
15.	Typist	Level -8 (19,500 - 71,900)

16.	Junior Assistant	Level - 1 (15,700 - 50,000)
17.	Record Clerk	Level - 2 (15,900 - 58,500)
18.	Duffadar	Level - 1 (15,700 - 58,100)
19.	Office Assistant	Level -1 (15,700 - 58,100)

Nodal Government Department - The Budget for the Commission is published in the Budget book pertaining to Human Resources Management Department, Secretariat, Chennai – 9.

Jurisdiction –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.

XIV. Budget Allocation (2025 – 2026)

Details of Expenditure		Budget Estimate 2025 – 2026	FMA 2025-2026	Expenditure Incurred as on 31.03.2026
(1)		(2)	(3)	(4)
		(Rupees in Thousands)		
30100	Salaries			
30101	01.Pay	48641	57622	57715
30102	02.Medical Allowance	202	230	247
30103	03.Medical Charges	453	453	260
30104	04.Other Allowances	2078	2418	2293
30106	06.House Rent Allowance	7962	8289	8982
30107	07.Leave Travel Concession	300	300	8
30108	08. City Compensatory Allowance	707	757	796
30301	Dearness Allowance	28698	33420	35619
30400	Travel Expenses			
30401	01. Tour Travelling Allowances	500	500	371
	Office Expenses			

30500	01. Telephone Charges	650	650	588
30501	02. Other Contingencies	725	1225	1225
30502	03. Electricity Charges	7000	7000	4851
30503	04. Service Postage	800	1800	1800
30504	05. Furniture	1	1	0
30505				
30600	Rent, Rate & Taxes			
30601	Rent	1	1	0
30801	01. Advertisement Charges	1	1	0
31301	Hospitality/ Entertainment Expenditure	135	300	297
31701	Minor Works	1	1	0
31800	Maintenance			
31801	01. Periodical Maintenance	3179	3179	3179
31900	Machinery & Equipments			
31901	01. Purchase	1	1	0
31903	03. Maintenance	181	181	174
32100	Motor Vehicles			
32101	01. Purchase	1	3914	3900
32102	02. Maintenance of Functional Vehicles	100	100	26
33300	Payments for professional and special services			
33301	01. Pleaders Fee	1100	1100	498
33304	04. Contract Payment	9000	10000	9996
34501	Petroleum, Oil & Lubricants	1575	1575	1360
34900	Festival Advances			
34901	01. Festival Advances – Debit	720	1460	1020
34902	02. Festival Advances – Credit	-720	-1460	-635
35151	Other compensation charged	1	1	0
35901	Prizes and Awards	10	10	0
36801	Cost of Books/Note Books/Slates, etc.,	35	35	32

37101	Printing Charges	150	150	150
37201	Training	1	1	0
37600	Computer & Accessories			
37601	01. Purchase	1	1	0
37602	02. Maintenance	250	500	483
37603	03. Stationery	553	900	900
38102	Connectivity charges	0	576	571
Total		114993	137192	136706

XV. Details of Information available in electronic format in Tamil Nadu Information Commission

Sl. No.	Type of Document	In Electronic format it is kept	Mode of Retrieval	Person / Agency in Charge
1	RTI Act, 2005	On Website (www.tnsic.gov.in)	Internet	(NIC) Chennai
2	Decision on the appeals / complaints as decided by the Commission	On Website (www.tnsic.gov.in)	Internet	(NIC) Chennai
3	Cause List	On Website (www.tnsic.gov.in)	Internet	(NIC) Chennai

XVI. Facilities available to Citizens for obtaining Information in Tamil Nadu Information Commission.

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.

The Office Hours of Tamil Nadu Information Commission are between 10 AM and 05.45 PM on all Government working days.

XVII. Provision of facilities to Differently Abled Persons in 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 Differently abled persons can have easy access to the premises of the Commission by availing the elevator provided in the premises of the Commission.

XVIII. Implementation of Hybrid Mode of Hearing / Hearing through Video Conferencing in

Tamil Nadu Information Commission

Hon'ble Supreme Court of India in its order dated: 09.10.2023 in W.P.(C) No.360/2021, filed by Sri Kishan Chand Jain, has directed that all State Information Commissions shall implement hybrid mode of hearings and e-filing of appeals before 31.12.2023. The Government of Tamil Nadu have accorded administrative sanction for implementation of Hybrid Mode of Hearing and e-filing of Appeals in Tamil Nadu Information Commission. Accordingly, the virtual mode of hearing through National Informatics Centre Studios located in the District Collectorates were commenced in Tamil Nadu Information Commission from 10.06.2024 on daily basis. Second appeal petitions and complaint petitions can also be filed online through the official website of the Tamil Nadu State Information Commission.

Sub: Tamil Nadu Information Commission – Updation of details of the Tamil Nadu Information Commission for voluntary disclosure of Information under section 4(1)(b) of RTI Act, 2005, to be hosted in the TNIC website (www.tnic.gov.in) – Regarding.

This files relates to Updation of details of the Tamil Nadu Information Commission for voluntary disclosure of Information under section 4(1)(b) of RTI Act, 2005, to be hosted in the TNIC website (www.tnic.gov.in).

2. It is submitted that section 4 of the RTI Act, 2005 emphasized the need for voluntary disclosure of information pertaining to the organization under the heading “Obligations of Public Authorities” states as follows:-

4 (1) Every public authority shall

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under the Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) publish –

- (i) the particulars of its organization, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- (ix) a directory of its officers and employees; 30
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed; and thereafter update these publications every year;
- (c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- (d) provide reasons for its administrative or quasi-judicial decisions to affected persons.

3. Accordingly the details in respect of Tamil Nadu Information Commission for voluntary disclosure of Information under section 4(1)(b) of RTI Act, 2005, is updated and submitted at Flag "A" below.

4. In the above circumstances, it is for orders whether the updated details in respect of Tamil Nadu Information Commission for voluntary disclosure of Information under section 4(1)(b) of RTI Act, 2005, which is kept at Flag "A" below, may be approved. After approval, the above details may be hosted in the TNIC website (www.tnic.gov.in).

