

MOST IMMEDIATE



Personnel and Administrative
Reforms (ARIII) Department,
Secretariat,
Chennai-600009.

LETTER NO.15580/AR.III/2007-1, DATED 19.10.2007

From

Thiru T.S.Sridhar, I.A.S.,
Special Commissioner and
Secretary to Government,
Chennai-9.

To

All the Secretaries to Government,
All the Heads of Department,
All the District Collectors.

Sir,

Sub: Right to Information Act, 2005 - Constitution of Committee of Secretaries to Government to evolve Guidelines on the Right to Information Act, 2005 - Uniform pattern adoption for appointment of PIOs/ AAs - Instructions.

Ref: G.O.Ms.No.150, P&AR(ARIII)Dept. Dated 13.6.2007.

I am directed to invite attention to the reference cited and to state that it has been suggested that a uniform pattern may be adopted in respect of appointment of PIOs / Appellate Authorities in a hierarchial pyramid at the Government / HODs/ Collectorate/ PSU's /District level/ Sub-unit level/base level. The appointment of PIOs/ AAs and their designation in the office may be displayed in their respective offices and the same may be posted in the web-site. While appointing the PIOs / AAs, the available designated officials in the hierarchial set up in the respective Departments may be strictly adhered to as it will enable uniform and free access to the public seeking information under Right to Information Act.

2. In order to obviate the difficulties of public in the remote areas especially in rural areas, the concept of APIO's have been devised, such APIOs to be designated at the Taluk / Block and village level wherever necessary. APIOs will receive the applications on behalf of the PIOs and the public need not travel for longer distances for submitting the applications. However, the reply may be sent to the PIO for his approval and issue of necessary information only in the name of PIO in accordance with RTI Act. The APIO's have to assist the PIO. Hence certain APIO's may also be appointed at the field level both in Revenue / Development wing. A model pattern of PIO's / AA's is annexed to this letter for guidance and adoption based on the suitability and availability of officials, as per the discretion of the Public Authority. It may be noted that the

list is illustrative and not exhaustive. Hence, suitable changes appropriate to the situation may be made, wherever necessary.

3. I am, therefore, directed to state that the above pattern may be followed while appointing the PIOs / AAs in your department and the same may be posted in the Government website under intimation to this Department.

Yours faithfully,

Sd/-
for Special Commissioner and
Secretary to Government

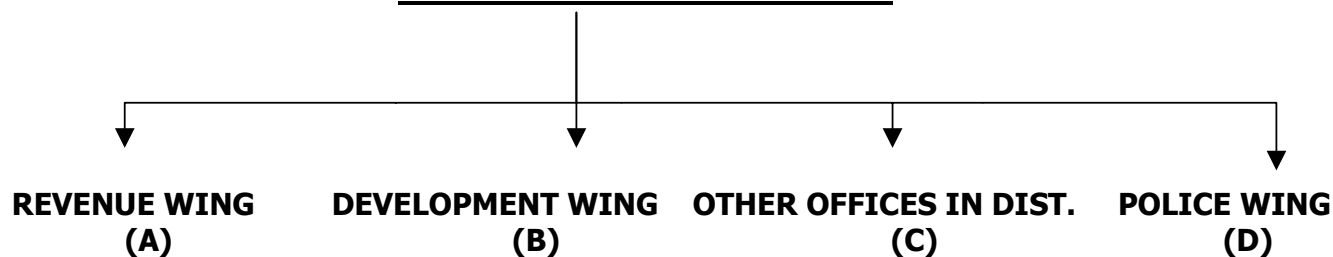
ANNEXURE**I. Departments of Secretariat**

| Designation under the Act | Designation | Office Address, Phone No. & E-mail ID |
|----------------------------------|---|--|
| Asst. Public Information Officer | Under Secretary / Section Officer | -do- |
| Public Information Officer | Deputy Secretary / Under Secy. to Govt. | -do- |
| Appellate Authority | Secretary/ Special Secretary / Addl. Secretary/ Joint Secretary to Govt. | -do- |

II. Heads of Department. (Commissionerate/Directorate)

| <u>LEVEL</u> | <u>Assistant Public Information Officer</u> | <u>Public Information Officer</u> | <u>Appellate Authority</u> | <u>Office Address, Phone No. & E-mail ID</u> |
|-------------------------------------|--|--|--|---|
| <u>STATE</u> | Assistant Commissioner/ Administrative Officer | Joint Commissioner, Deputy Commissioner etc. | Commissioner/ Additional Commissioner/Director /Additional Director / Chief Engineer etc. | |
| <u>ZONAL</u> | Superintendent/ Administrative Officer | Joint Commissioner, Deputy Superintending Engineer | Additional commissioner/ Superintending Engineer | |
| <u>District</u> | Deputy Inspector / Assistant Inspector | Assistant Commissioner / Civil Surgeon / Chief Educational Officer | Regional Deputy Commissioners / Assistant Director / Chief Educational Officer | |
| <u>Regional / Divisional</u> | Assistant Commissioner | Regional Deputy Commissioners /DEO | Joint Commissioner / Joint Director / Deputy director | |
| <u>Sub-Divisional</u> | Assistant Divisional Engineer | Assistant Surgeon / Personal Assistant to Chief Educational Officer | District Educational Officer | |
| <u>Taluk</u> | Superintendent / Assistant | Head Clerk / Deputy Inspector of Labour / | Sub-Registrar / Inspectors of Labour / | |

III. DISTRICT COLLECTORATE



A) REVENUE WING (Collector's Office)

| <u>Name of the Department</u> | <u>Assistant Public Information Officer</u> | <u>Public Information Officer</u> | <u>Appellate authority</u> | <u>Office Address, Phone No. & E-mail ID</u> |
|--|--|--|-----------------------------------|---|
| <u>GENERAL</u> | Huzur Sarishtadar(General) | P.A to Collector (General) | D.R.O./ Collector | |
| <u>CIVIL SUPPLIES</u> | P.A to D.S.O. | D.S.O. | D.R.O. | |
| <u>EXCISE</u> | Assistant | ASST. COMMISSIONER (EXCISE) | D.R.O. | |
| <u>BACKWARD CLASSES WELFARE</u> | Superintendent | DIST. BACKWARD CLASSES WELFARE OFFICER | D.R.O./ Collocor | |
| <u>ADI-DRAVIDAR WLEFARE</u> | Superintendent | DIST. ADI-DRAVIDAR WELFARE OFFICER | D.R.O./ Collector | |
| <u>R.D. O's OFFICE</u> | Superintendent | P.A. to R.D.O. | R.D.O. | |
| <u>TALUK OFFICE</u> | Addl. Deputy Tahsildar | HEAD QUARTERS DY.TAHSILDAR | TAHSILDAR | |
| <u>VILLAGE LEVEL</u> | -- | VILLAGE ADMINISTRATIVE OFFICER | HEAD QUARTERS DEPUTY TAHSILDAR | |

B) DEVELOPMENT WING

| <u>Name of the Department</u> | <u>Assistant Public Information Officer</u> | <u>Public Information Officer</u> | <u>Appellate authority</u> | <u>Office Address, Phone No. & E-mail ID</u> |
|---|--|---|--|---|
| <u>Development</u> Collectorate | Huzur Sarishtadar (Development) | P.A.(Development) to the collector | Project Officer DRDA / Collector | |
| <u>DRDA</u> Collectorate | Superintendent | Assistant Project Officer | Project Officer DRDA / Collector | |
| <u>Panchayat</u> Collectorate | Superintendent | Assistant Director | Project Officer DRDA / Collector | |
| <u>Audit</u> Collectorate | Superintendent | Assistant Director | Project Officer DRDA | |
| <u>Small Savings</u> Collectorate | Assistant | Field Officer | P.A.(Small Savings) to the Collector | |
| <u>NoonMeal</u> Collectorate | Senior Assistant | Assistant Accounts Officer | P.A.(Noon meal) to the Collector | |
| <u>Block Development Offices</u> | Manager | Extension Officer(Admn.) | P.A. to Collector (Development) | |
| <u>District Panchayats</u> | Executive Officer (Extn.) | Superintendent O/o the District Panchayat | Secretary O/o the District Panchayat | |
| <u>Village Panchayat</u> | Village Assistant | Makkal Nala Paniyalar | Block Development Officer | |

C) OTHER OFFICES IN DISTRICTS

| <u>Name of the Department</u> | <u>Assistant Public Information Officer</u> | <u>Public Information Officer</u> | <u>Appellate authority</u> | <u>Office Address, Phone No. & E-mail ID</u> |
|--|--|--|---|---|
| <u>Animal Husbandry Department</u> | Asst. Director | Regional Joint Director | Director of Animal Husbandry, Ch. | |
| <u>SWNMP Dept. Dist. Programme Office & CDPOs</u> | Senior Assistant / Assistant | Superintendent | Dist. Programme Officer / Child Development Project Officer | |
| <u>LABOUR DEPARTMENT</u> | Asst. Inspector of Labour | Dy. Inspector of Labour | Inspector of Labour | |
| <u>COMMERCIAL TAX DEPARTMENT</u> | Assistant | Superintendent | Deputy Commercial Tax Officer | |
| <u>DISTRICT LIBRARY OFFICE</u> | Accountant | Superintendent | District Library Officer | |
| <u>DISTRICT REHABILITATION OFFICE</u> | Orthotic Technician | District Disabled Rehabilitation Officer | Special Commissioner for the Disabled, Ch.6. | |
| <u>TAHDCO</u> | Extension Officer(ADW) in every Block | Assistant Manager | District Manager | |
| <u>REGISTRATION</u> | Sub-Registrar | District Registrar | Deputy Inspector General of Registration | |
| <u>SPORTS DEVELOPMENT AUTHORITY</u> | Superintendent/ Head Assistant | District Sports Officer | Member-Secretary | |
| <u>EXSERVICEMEN WELFARE</u> | Assistant | Welfare Organiser | Assistant Director | |

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|---|---|--|---|--|
| <u>TAMIL NADU CORPORATION FOR DEVELOPMENT OF WOMEN LTD. PROJECT IMPLEMENTING UNIT, MAHALIR THITTAM</u> | Assistant Project Officer | Project Implementing Officer | Joint director(RD) Project Officer(MT) | |
| <u>SURVEY AND LAND RECORDS</u> | Superintendent | Manager(Technical) | ADSLR(IC) | |
| <u>INFORMATION AND PUBLIC RELATIONS</u> | Assistant Information and Public Relations Officer | Information and Public Relations Officer | Director, Information and Public Relations and Ex-Officio Additional Secretary to Government. | |
| <u>EXECUTIVE ENGINEER, PWD BUILDINGS (CONSTRUCTIONS AND MAINTENANCE)</u> | Superintendent | Assistant Executive Engineer | Executive Engineer(PWD) | |
| <u>MEDICAL DEPARTMENT</u> | Resident Medical Officer | Hospital Superintendent | Joint Director | |
| <u>GOVERNMENT HOSPITALS</u> | Office Superintendent | Assistant Medical Officer | Medical Officer | |
| <u>JOINT REGISTRAR OF CO-OPERATIVE SOCIETIES</u> | Superintendent | Deputy Registrar/Personal Officer | Joint Registrar | |
| <u>EMPLOYMENT AND TRAINING</u> | Junior Employment Officer | District Employment Officer | Regional Deputy director | |
| <u>FOREST DEPARTMENT</u> | Superintendent | Assistant Conservator of Forest | District Forest Officer | |
| <u>PUBLIC HEALTH AND PREVENTIVE MEDICINE</u> | District Public Health Nurse | Administrative Officer | Deputy Director of Health | |

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|---|-------------------------------------|--|--|--|
| <u>TAMIL NADU STATE MARKETING CORPORATION LTD.</u> | Assistant Manager | District Manager TASMAC | Senior Regional Manager | |
| <u>TAMIL NADU KHADI VILLAGE INDUSTRIES BOARD</u> | Senior Inspector of DICI | Superintendent | Assistant Director | |
| <u>INDUSTRIES AND COMMERCE</u> | Junior Engineer | Manager(Material) | General Manager | |
| <u>AGRICULTURE</u> | Superintendent | Deputy Director of Agriculture(PPM) | Joint Director of Agriculture | |
| <u>HIGHWAYS</u> | Divisional Accountant | Divisional Engineer | Superintending Engineer | |
| <u>FIRE AND RESCUE SERVICE DEPARTMENT</u> | Station Officer | Assistant Divisional Officer | Divisional Officer | |
| <u>FISHERIES DEPARTMENT</u> | Sub - Inspector of Fisheries | Inspector of fisheries | Assistant Director of fisheries | |
| <u>TRANSPORT DEPARTMENT</u> | Superintendent | P.A. to Regional Transport Officer | Regional Transport Officer | |
| <u>EDUCATION DEPARTMENT</u> | Superintendent/ Senior Assistant | P.A. to C.E.O./ Superintendent | Chief Educational Officer / DEO | |
| <u>TREASURY DEPARTMENT</u> | Additional Treasury Officer | Treasury Officer | Regional Joint Director of Treasuries. | |
| <u>SERICULTURE DEPARTMENT</u> | Inspector of Sericulture | Assistant Director | Director of Sericulture | |

| | | | | |
|---|--------------------------------|----------------------------------|---|--|
| <u>GEOLOGY AND MINING DEPARTMENT</u> | Junior Assistant | Revenue Inspector cum Assistant | Assistant Director(G&M) | |
| <u>HINDU RELIGIOUS AND CHARITABLE ENDOWMENT DEPARTMENT</u> | Assistant | Superintendent | Assistant commissioner | |
| <u>ELECTRICITY DEPARTMENT</u> | Assistant Executive Engineer | Executive Engineer(G) | Additional Chief Engineer | |
| <u>MUNICIPALITY DEPARTMENT</u> | Urban Welfare Officer | Municipal Engineer | Municipal Commissioner | |
| <u>TWAD BOARD DEPARTMENT</u> | Manager | Assistant Executive Engineer | Executive Engineer(TWAD) | |
| <u>DIARY DEPARTMENT</u> | Senior Inspector | Co-op. Sub-Registrar | Deputy Registrar of Co-op. (Milk) | |
| <u>ECONOMIC AND STATISTICS DEPARTMENT</u> | Divisional Statistical Officer | Assistant Director of Statistics | Special commissioner and Director, Department of Economic and Statistics, Ch.6. | |

D. POLICE WING

COMMISSIONERATE (CORPORATIONS-Chennai, Coimbatore, Madurai, Trichy, Tirunelveli, Salem)

| <u>Name of the Office</u> | <u>Assistant Public Information Officer</u> | <u>Public Information Officer</u> | <u>Appellate authority</u> | <u>Office Address, Phone No. & E-mail ID</u> |
|--------------------------------|---|--------------------------------------|----------------------------|--|
| O/o the Commissioner of Police | Assistant Commissioner of Police | Deputy /Joint Commissioner of Police | Commissioner of Police | |

DISTRICT LEVEL

| <u>Name of the Office</u> | <u>Assistant Public Information Officer</u> | <u>Public Information Officer</u> | <u>Appellate authority</u> | <u>Office Address, Phone No. & E-mail ID</u> |
|----------------------------------|---|-------------------------------------|----------------------------|--|
| O/o the Superintendent of Police | Deputy Superintendent of Police | Additional Superintendent of Police | Superintendent of Police | |

SUB-DIVISIONAL LEVEL

| <u>Name of the Office</u> | <u>Assistant Public Information Officer</u> | <u>Public Information Officer</u> | <u>Appellate authority</u> | <u>Office Address, Phone No. & E-mail ID</u> |
|---|---|-----------------------------------|--|--|
| O/o the Deputy Superintendent of Police | Inspector / Sub-Inspector of Police | Deputy Superintendent of Police | Superintendent / Additional Superintendent of Police | |

POLICE STATION / TALUK LEVEL

| <u>Name of the Office</u> | <u>Assistant Public Information Officer</u> | <u>Public Information Officer</u> | <u>Appellate authority</u> | <u>Office Address, Phone No. & E-mail ID</u> |
|-----------------------------|---|-----------------------------------|----------------------------|--|
| O/o the Inspector of Police | Head constable/ Station writer | Sub Inspector of Police | Inspector of Police | |

IV. Public Sector Undertakings/Boards/corporations

| Designation under the Act | Designation | Office Address, Phone No. & E-mail ID |
|--------------------------------------|---|--|
| Assistant Public Information Officer | Branch Manager | |
| Public Information Officers | Secretary/ Administrative Officer/ FA&CAO/Company Secretary | |
| Appellate Authority | Managing Director/ Chairman/ General Manager/ Member Secretary | |

**T.S SRIDHAR
SPECIAL COMMISSIONER AND
SECRETARY TO GOVERNMENT**

/TRUE COPY/

SECTION OFFICER