



**MANUAL UNDER RIGHT TO
INFORMATION ACT, 2005**

**Government of Tamil Nadu
Information Technology Department
Secretariat
Chennai 600 009**

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Introduction

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Information Technology, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Information Technology and the organisations under its administrative control.
- 1.4 The Department of Information Technology has designated two **Under Secretaries to Government, Information Technology Department** as **Public Information Officers (PIOs)**.

Under Secretary (OP) will be responsible for all the matters dealt with by Sections viz., IT (OP/Bills / D& E).

Under Secretary (Budget) will be responsible for all the matters dealt with by Sections viz., IT (General& Budget/ A/B& C)

The details of sections and the subjects dealt with by the sections are given at page numbers 11 to 15 of this manual.

- 1.5 A person requiring any information relevant to the subjects dealt with by the Sections viz., IT (OP/Bills / D& E).under the Act may address the Under Secretary to Government (OP), Information Technology Department (IT), Secretariat, Chennai-9. The Office telephone No. is 2566 5626. The e.mail address is **usit2@tn.gov.in.**

Similarly, a person requiring any information relevant to the subjects dealt with by the Sections viz., IT (General& Budget/ A/B& C) under the Act may address the Under Secretary to Government (Budget), Information Technology Department (IT), Secretariat, Chennai-9. The Office telephone No. is 2566 5658. The e.mail address is **usit1@tn.gov.in.**

When the post is vacant, the Officer-in-charge of the post may be addressed.

- 1.6 The procedure and fee structure for getting information are as under:-

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act,2005 shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by prescribed application fee by cash or by demand draft or banker's cheque or any other mode prescribed by the Government. The Public Information Officer shall credit the amount to the following head of account :-

"0070.other Administrative Services - 60 Other Services - 118 Receipts under Right to Information Act,2005- AA-Collection of Fees under Right to Information (Fees) Rules 2005" -227 Non -Taxation Fees -39 Translation and Printing Fees"

[IFHRMS DPC : 0070 60 118 AA 22739

old DPC : 0070 -60-118-AA-0005]

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the challan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information under sub-section (1) and sub section (5) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee should be paid as prescribed in TNRTI (Fee) Rules.

1.7 The Department has designated **the Additional Secretary to Government as Appellate Authority** under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Tmt.Mary Vinitha,
Additional Secretary to Government,
Information Technology Department,
Secretariat, Chennai-600009.
Telephone No. 25670131
email:ads.it@tn.gov.in

Department of Information Technology

Particulars of organisation, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005

(i). Functions :

Keeping in mind the importance of the rapid growth of Information Technology and considering the necessity for its introduction and growth in all the fields of Tamil Nadu, the Government have created a separate Department in Secretariat called "Information Technology Department". The Government have identified 'Better Governance and Service Delivery' by improving the service orientation of Government employees; accelerating e-Governance in Government Departments as one of the critical areas where new initiatives are necessary, a e-Governance cell manned by persons who have Information Technology literacy has been formed and it is taking up with various initiatives.

(ii) Responsibilities and duties :

The Department of Information Technology was formed in 1998, with the reallocation of subject "Information Technology" from the "Industries Department of Secretariat" and the subject "Data warehousing" from the Planning, Development and Special Initiatives Department. According to the allocation of subjects as per the Business Rules, this Department has been allocated the following items of work.

State Subjects:-

All administrative and Technical matters relating to SECNET, Internet and e-mail Services
Computer training
Co-ordination with National Informatics Centre (NIC)
Creation and Administration of Website for State Government

Data Warehousing

Electronics Corporation of Tamil Nadu (ELCOT)

Tamil Virtual Academy (TVA)

Tamil Nadu e-Governance Agency (TNeGA)

Tamil Nadu Arasu Cable TV Corporation

Society for Electronic Transactions and Security (SETS)

IT Policy & ITES Policy

Tamil Nadu State Wide Area Network (TNSWAN)

Secretariat Knowledge System (SKS)

Destination of Choice - Initiatives e-Governance initiatives

Information Technology Infrastructure

Information Technology initiatives

Issue of Guidelines for Purchase of Computers

Annual Maintenance Contract and condemnation of Computers and accessories relating to State Government Departments.

Information Technology in Government

Public Services – Statutory Rules of the Services with which the Department is concerned – Revision of and amendments to those rules

Tamil Nadu Institute of Information Technology (TANITEC)

Technical opinions being sought by user Departments

Concurrent Subjects.

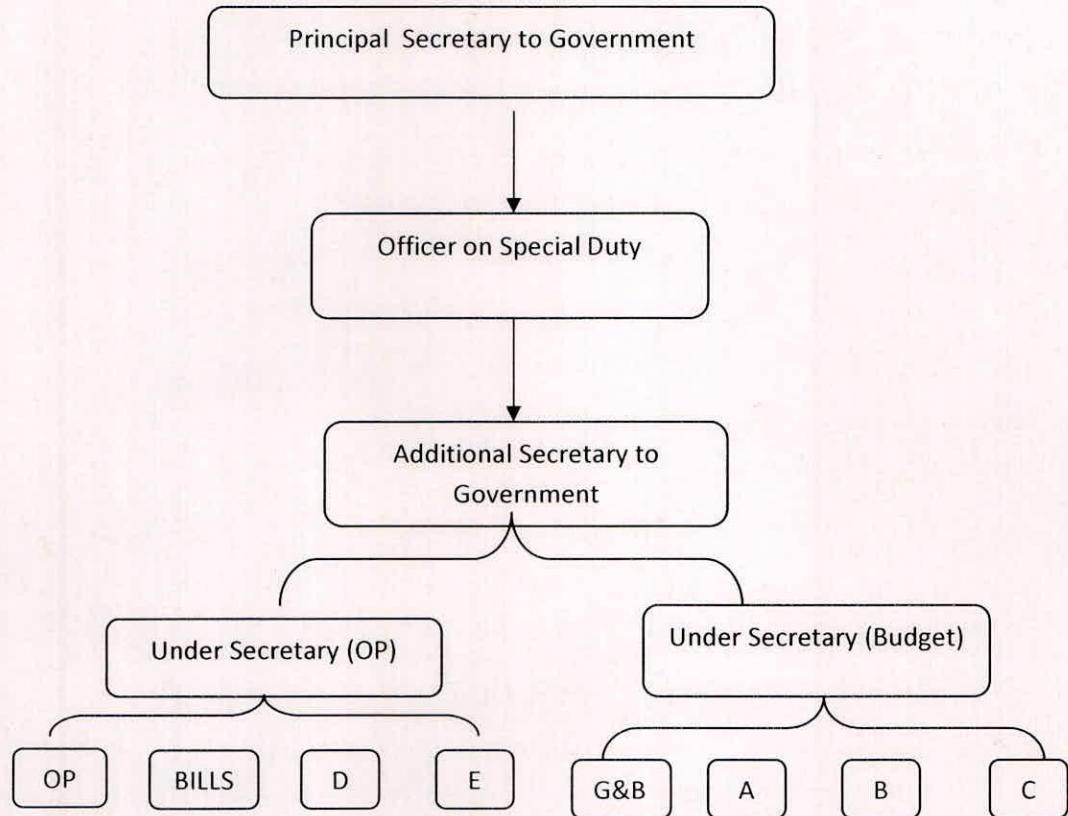
Nil

Union Subjects:

i) Right of Way Permission

iii) Organization Chart:

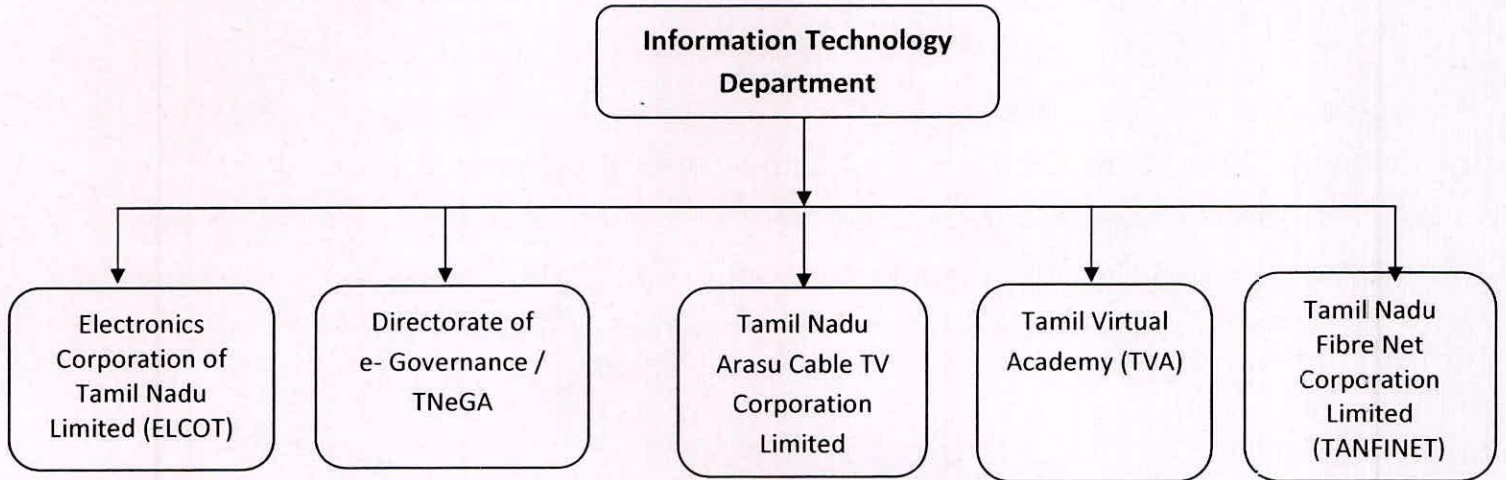
(i) The organizational chart of IT Department is given below:-



The details of sections and the subjects dealt with by the sections are given at page numbers 11 to 15 of this manual.

(iv) Administrative Units:

A chart depicting the administrative units under the Department is given below:-



Department of Information Technology

Powers and duties of officers and employees under Section 4(1)(b)(ii) of Right to Information Act, 2005

This Department is headed by the Secretary to the Government of Tamil Nadu, who is a senior IAS officer. The Secretary is the administrative head of the Department and principal adviser to the Hon'ble Minister holding the portfolio of Information Technology, on all matters of policy and administration relating to this Department. He is assisted by officer not below the cadre of Deputy Secretary and Under Secretaries. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. This Department is responsible for formulation of policies of the Government in respect of Information Technology in Tamil Nadu and also for the execution and review of these policies. The powers and duties of the officers in the department of Secretariat are indicated below:-

A. Secretary to Government

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Officers and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in over all incharge of the Department.

B. Second level Officers and Under Secretary

The second level Officers and Under Secretary deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified and exercise control over the sections placed under their control both in regard to despatch of business and in regard to discipline.

2. This Department consists of 8 sections and the functioning of these sections are tabulated below:-

OP SECTION			
S.No	ASO - 1	S.No	ASO - 2
1.	All matters relating to establishment of staff of IT Dept. and OSD	1.	AG's Departmental Audit objections
2.	Disciplinary and Vigilance cases of staff of IT Department	2.	RTI Annual Report consolidation and preparation
3.	In service Training Programme and other Training Programme sponsored by P&AR Dept. and Anna Institute of Management.	3.	Modernisation of IT Dept.
4.	Creation and maintenance of Confidential Report of staff and Officers of IT Dept.	4.	Loans and Advances to staff of IT department
5.	Creation, extension and Retention of posts	5.	Contingency expenditures and other expenses like fuel, computer accessories, maintenance of motor vehicles
6.	P&AR Audit	6.	Purchase, distribution and maintenance of stationery of IT dept.
7.	Preparation of Number Statement	7.	Half yearly business statement
8.	Acting Arrangement	8.	Best Practices Award for staff of IT Dept.
9.	Constitution of Committee for Woman Harassment and follow up	9.	Preparation of BE /RE, FMA
10.	Matters relating to reservation for SC&ST and their welfare	10.	Asset Management of IT Dept.
11.	Matters relating to reservation for Differently Abled Persons	11.	Disposal of e-Waste in IT Dept.

12.	IFHRMS – Training and Digitisation of Service Book	12	Tour Programme of Secretary as Monitoring Officer
		13	Staff welfare relating to emergent health issues.
		14	CS e-conclave
BILLS SECTION			
ASO			
1.	All matters relating to Bills Section		
GENERAL AND BUDGET SECTION			
S.No	ASO – 1	S.No	ASO – 2
1.	Court Cases Monitoring System – Consolidation	1.	Preparation of Policy Note, Announcement, Cut motion, Call Attention, Assembly matters.
2.	Preparation and consolidation of Independence Day Speech / Republic Day Floats	2.	Preparation and consolidation of Governor's Address
3.	Achievements like one year /3 years etc.	3.	Centrally Sponsored Schemes– Consolidation
4.	SDG Goals preparation and consolidation etc	4.	Annual Plan, Online updation of schemes
5.	CM Cell Petitions, Prime Minister's Petitions etc. - Consolidation	5.	TANII Schemes - Consolidation
6.	Departmental Review by Secretary, Minister and Chief Minister	6.	Video Conferencing facility at Secretariat and payment processing
7.	All Secretaries Meeting	7.	CCTV Camera and related matters
8.	Collectors Conferences	8.	Laptops/TABs to AIS/IAS Officers
9.	PD&SI – PRAGATI and e-Samiksha issues	9.	Distribution of Priceless Laptops to students
10.	NITI Aayog – Governing Council & e-Governance	10.	Colour TV Scheme

	initiatives of NITI Aayog		
11.	Trade Fair	11.	Amma Call Centre
12.	Content Management System – Updation	12.	Other Miscellaneous subjects and consolidation of all matters.
13.	New India Code Web Portal – Updation		

SECTION A

	ASO I		ASO II
1.	Adjudication under IT Act, 2000	1.	Adjudication under IT Act, 2000
2.	Matters relating to Officers and Staff of TACTV / TANICS	2.	Matters relating to Officers and Staff of TANFINET
3.	Digitalisation of Signals and Distribution of Set Top Boxes (STBs) by TACTV	3.	Matters relating to e-Mail Policy, creation of e-mail ID to Departments etc.,
4.	TACTV Cable TV Operators Welfare Board	4.	Assurance Committee
5.	Review by Apex Committee Meeting on audit paras pending with HODs	5.	Estimates Committee
6.	PAC/PUC	6.	e-Waste Policy and issues related to e-waste, Disposal of Obsolete Computers in Govt. Departments
7.	Subject matters on ELNET	7.	Matters relating to IT Act and Rules.
8.	Ammawifi and Free internet to schools		

SECTION - B

	ASO - 1		ASO - 2
1.	All Matters relating to Officers and Staff of CeG/TNeGA/SeMT		All Matters relating to Officers and Staff of ELCOT & TVA

2.	IT Cadre		Redeployment of staff of Annamalai University
3.	SIPCOT Board		IT Expressway
4.	SETS Board		Syndicate meeting of Anna University
5.	All matters related to ICT Academy and skill development		Creation & Maintenance of Websites conforming to Standards / Accessibility of Websites
6.	Skill Tech University		Procurement of Software / Hardware
7.	Smart India Hackathon, Citizen Call Centre, IndEA framework		Tender, e-Tender
8.	3-Tier Committee for e-Governance		GeM Portal and all matters relating to GeM Portal
9.	Know your Government		Tamil Virtual Academy Projects
10.	All Matters relating to IIT M Research Park		Tamil Unicode Matters
11.	IIIT(D&M) Board		

SECTION C

	ASO - 1		ASO - 2
1.	All matters relating to Mobile Governance (SMS Gateway, UMANG, etc) and apps., etc.	1.	ESD Rules
2.	e-TAAL, e-Magazine & Digi Locker	2.	e-Governance Policy
3.	e-District Project	3.	e-Governance events (State, National and International), Training, Conference, Seminars, etc.
4.	Integration of all Govt. Department services and providing them through e-SevaiCentres	4.	e-Governance Initiative Fund & Other e-Governance initiatives

5.	All matters relating to e-SevaiCentres	5.	e-Governance Standards Manual
6.	District e-Governance Society	6.	e-Governance Awards
7.	Centre of Excellence for Capacity Building	7.	Matters relating to TNGIS
8.	Capacity Building and e-Governance Leadership Programme	8.	Digital Payments – Digidhan, DBT, Cashless consolidation portal
9.	Centre of Excellence for Emerging Technologies	9.	Payment Gateway
10.	Emerging Technologies like Block Chain, Artificial Intelligence, IoT, etc.	10.	e-Office / e-Sign
11.	Block Chain, AI Policies	11.	State Portal and Single Portal for Govt. Departments
12.	SDAN	12.	Open Source and Open Standards Manual
13.	Good Governance and e-readiness	13.	Software Development, Testing and upgradation except subjects in O:O
14.	CM Helpline - Integrated & Inclusive Public Grievance Management System	14.	Files from other Departments relating to remarks on any e-Governance application / Projects
15.		15.	NeGP projects and facilitation in implementation of Mission Mode Projects
		16.	Amma e-Village, DigiGaon, PMGDISHA, e-Vidhan, Namadarasu
		17.	e-Learning Portal (LMS / KMS)
		18.	IT Garage
		19.	G-IT Forum
SECTION D			
	ASO – 1		ASO – 2
1.	Global Investors Meet	1.	IT Promotion and ICT Policy
2.	ELCOT Smart Home and Smart cities	2.	Tech Forum

3.	Tamil Nadu State Data Centre / Data Centre Policy	3.	Electronic Manufacturing Policy, All EHM Events-(ELCINA), EMC Cluster
4.	TN Cloud	4.	Centre of Excellence for FINTECH / FinterAct
5.	National Data Centre - Pune, Disaster Recovery Centre, Near Line Disaster Recovery Centre	5.	STPI/ All matters relating to IT/ ITeS Companies.
6.	State Advisory Council	6.	IT Parks / Combined IT Complex
7.	Ease of Doing Business	7.	SEZ, ELCOT SEZ
8.	Business Reforms Action Plan	8.	Startups and Startup Warehouse / Startup and Innovation Policy
9.	Industry 4.0	1.	IT / ITes / Electronics Events (State, National & International), Seminars, Road Shows for IT Promotion, etc.
10.	Single Window Facilitation	2.	Webinars on IT / ITeS Companies
11.	Matters relating to Guidance Bureau	3.	Rural BPO Policy
12.	Twin city Project	4.	IT / ITeS Jobs in Rural Areas
13.	Industrial Housing Project	5.	Establishment of Electronics Testing Centre
14.	Incubation Centre and Venture Capital	6.	Promotion of FAB Industry
15.	CoE for Hardware and Ventures & Data Hardware Policy	7.	Establishment of Mini Electropreneur
16.	Defence Corridor	8.	IT/ EMC Investments

SECTION E

	ASO - 1		ASO - 2
1.	Data Analytics, Data sharing, security and protection matters and Policies	1.	All matters relating to IT Security
2.	Open Government Data / TNDSAP	2.	IT Security Audit
3.	State Aadhaar Act	3.	CERT -IN, CERT-TN, CSA-TN,

			CCMP and SOC-TN
4.	SRDH and PECs	4.	Cyber Security Policy
5.	NPR, SPR Updation	5.	All matters relating to Cyber Crime / Social Media and Blocking of Websites and Apps
6.	SFDB	6.	Vulnerability in Websites/Portals
7.	PICME database integration	7.	National Critical Information Infrastructure
8.	ICT Assistance to Govt. of Tamil Nadu	8.	BharathNet
9.	Zero Proof Predictive Service Delivery	9.	Tamil Net
10.	Personal Data Protection Bill	10.	All matters relating to TNSWAN
11.	Right of Way	11.	SECNET and NKN Connectivity
12.	Telecom Infrastructure Policy	12.	Unified Digital Infrastructure
13.	State Level Telecom Committee		
14.	Broadband Readiness Index		
15.	State Level Broadband Committee		

Department of Information Technology

Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act, 2005

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes to the Secretary through the Section officer, Under Secretary/Officer not below the cadre of Deputy Secretary.

3. If the subject matter pertains to other Departments then those Departments are consulted. In case of matters involving a file relates to other Departments with respect to the State exchequer, then the Finance Department is consulted. The Law Department is consulted where legal issues are involved in a file. Wherever the Business Rules require circulation of files to the Minister or Hon'ble Chief Minister or His Excellency the Governor, orders are obtained in circulation.

Department of Information Technology

Norms set for the discharge of functions under Section 4(1)(b)(iv) of Right to Information Act, 2005

For the discharge of functions allocated to the Information Technology Department, the provisions contained in the “Secretariat Office Manual” are followed. The day-to-day administrative functioning is governed by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

- i) The Secretariat Office Manual.
- ii) The Tamil Nadu Government Business Rules and Secretariat Instructions.
- iii) The Tamil Nadu Government Servants Conduct Rules, 1973.
- iv) Tamil Nadu Government Servants (Conditions of Service) Act, 2016.
- v) Fundamental Rules.
- vi) The Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955.
- vii) Act and Rules on the subject matter dealt with in a file.

Department of Information Technology

Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b) (v) of Right to Information Act, 2005

1. The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

- i) Tamil Nadu Government Business Rules and Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office Manual.
- iii) Tamil Nadu Budget Manual
- iv) Tamil Nadu State and Subordinate Service Rules
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Treasury Code
- xi) IT Act, 2000 (Central Act of 2000) and rules framed thereunder
- xii) Guidelines issued by the Government of India
- xiii) The Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955.

2. Details of Records :-

All previous papers closed after disposal.

Department of Information Technology

A statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of Right to Information Act, 2005

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document
1.	Policy Note	contains the Policy of the Government for sanction of the expenditure by the Legislative Assembly for the concerned year	To be downloaded from www.tn.gov.in

Department of Information Technology

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 under Section 4(1)(b)(vii) of Right to Information Act, 2005

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, the participation of non-officials is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly where elected representatives of Public are involved are also acted upon by this Department.

Department of Information Technology

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 under section 4(1)(b)(viii) of Right to information Act, 2005

- NIL -

Department of Information Technology

Directory of Officers and Employees under Section 4(1)(b)(ix) of Right to Information Act, 2005

Sl. No.	Name and Designation of the Officer	Telephone (STD Code No.044)		email
		Office	Residence	
1.	Principal Secretary to Government, Information Technology Department, Chennai-600 009.	2567 0783 2566 5598		secyit.tn@nic.in
2.	Officer on Special Duty	25676903		osd1.it@tn.gov.in
3.	Additional Secretary to Government	2567 0131 Extn.5700	43846162	ads.it@tn.gov.in
4.	Under Secretary to Government (OP)	25665626 Extn.5626		usit2@tn.gov.in
5.	Under Secretary to Government (Budget)	25665658 Extn 5658		usit1@tn.gov.in
6.	Section Officer, 'OP' Section	2566 5137/ Extn.5137		soop.it@tn.gov.in
7.	Section Officer, 'Bills' Section	25665137 Extn 5137		soop.it@tn.gov.in
8.	Section Officer, 'General & Budget' Section	25665137 Extn 5137		sogrl.it@tn.gov.in
9.	Section Officer, 'A' Section	25665096 Extn.5096		soa.it@tn.gov.in
10.	Section Officer, 'B' Section	25665654 Extn.5654		sob.it@tn.gov.in
11.	Section Officer, 'C' Section	25665096 Extn.5096		soc.it@tn.gov.in
12.	Section Officer, 'D' Section	25665654 Extn.5654		sod.it@tn.gov.in
13.	Section Officer, 'E' Section	25665654/ Extn.5654		soe.it@tn.gov.in

Department of Information Technology

Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of Right to Information Act, 2005

SL. NO.	NAME OF THE OFFICER	Pay (As on 31.12.2021)
PRINCIPAL SECRETARY TO GOVERNMENT		(Rs.2,24,100)
1.	Dr. Neeraj Mittal, I.A.S.,	Rs.2,24,100
OFFICER ON SPECIAL DUTY		(Rs.1,82,200-2,24,100)
1.	Thiru G. Venkataraman, I.P.S.,	Rs. 2,17,600
ADDITIONAL SECRETARY TO GOVERNMENT (Rs.1,25,200/-Rs. 2,19,800 + Allowances)		
1.	Tmt. Mary Vinitha	Rs.1,32,900
UNDER SECRETARY TO GOVERNMENT (Rs.59,300-187700+Allowances)		
1.	Thiru R.Kumar	Rs.1,01,000
2.	Thiru G. Palani	Rs.87,100
SECTION OFFICER (Rs.56,100-177500+Allowances)		
1.	ThiruB.MohanRangan	Rs.80,000
2.	ThiruB. Karthikeyan	Rs.77,700
3.	ThiruA.Pramoth	Rs.73,200
4.	Tmt. C.Umamaheswari	Rs.69,000
5.	ThiruA.Mathews	Rs.65,000
6.	Tmt. M.Mekaladevi	Rs. 56,100
7.	Vacant	
PRIVATE SECRETARY (Rs.61,900-1,96,700+Allowances)		
1.	Tmt. Grace Tamizhselvi	Rs. 59,500
2.	Tmt. Thenmalar Arochy	Rs.56,100
ASSISTANT SECTION OFFICER (36400-115700+ allowances)		
1.	Tmt. M. Sathiyadevi	Rs.46,100
2.	Tmt. G. Kavitha	Rs.46,100
3.	Thiru Abdul WahaabEgaya	Rs.46,100
4.	Tmt. V.Renukadevi	Rs.53,500
5.	Thiru N.Mohanavelu	Rs.37,500
6.	Tmt. U.S.Nazia Sherin	Rs.37,500
7.	ThiruC.Vijayakumar	Rs. 37,500
8.	ThiruS.Shibi	Rs. 37,500
9.	ThiruR.Ravindran	Rs. 37.500
10.	Tmt. B. Tamilselvi	Rs.43,500
11.	Vacant	

12.	Vacant	
13.	Vacant	
14.	Vacant	
15.	Vacant	
PERSONAL ASSISTANT (9,300-34,800 GP 4,600 + allowances)		
1.	Vacant	--
PERSONAL CLERK (5,200-20,200 GP 2,800+ allowances)		
1.	Thiru Saravana Kumar A.N	Rs.21,800
2.	Vacant	
ASSISTANT (20000-63600 + Allowances)		
1.	Thiru R. Balasundhar	Rs. 22,500
2.	Tmt. S. Banumathi	Rs22,500
3.	Selvi K. Aishwarya	Rs.20,000
4.	Vacant	
5.	Vacant	
TYPIST (19500-62000 + Allowances)		
1.	Tmt. E. Saranya	Rs.20,100
2.	Thiru K. Tamil Selvan	Rs. 19,500
DRIVER (19500-62000 + Allowances)		
1.	Thiru A. Velayutham	Rs.28,600
RECORD CLERK		
1.	Thiru A. R.Kanagasabapathy	Rs.20,200
OFFICE ASSISTANTS (15700-50,000 + Allowances)		
1.	Tmt T.N. Nirmala Bai	Rs.24,500
2.	Vacant	
3.	Vacant	
4.	Vacant	
5.	Vacant	
6.	Vacant	

Note: The basic pay of the officers and employees (except Temporary Assistants) is fixed under the provisions contained in Rule 22 of Fundamental Rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Dearness Pay, HRA, CCA as per the orders in force.

Department of Information Technology

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(i) (b) (xi) of Right to Information Act, 2005

-Nil-

Department of Information Technology

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(i) (b) (xii) of Right to Information Act, 2005

-Nil-

Department of Information Technology

**Particulars of recipients of concessions, permits or authorisations granted by it
under section 4(i) (b) (xiii) of Right to Information Act, 2005**

- Nil -

Department of Information Technology

Details in respect of the information available to or held by it, reduced in an electronic form under section 4(i)(b) (xiv) of Right to Information Act, 2005

The Public can obtain information about the functioning of the Departments in the following web sites.

- i) Web site of Information Technology Department
<https://www.tn.gov.in/department/17>

Important G.Os. and Policy Note of Information Technology Department are available at www.tn.gov.in

Department of Information Technology

Particulars of facilities available to citizens for obtaining information under section 4(1) (b) (xv) of Right to Information Act, 2005

The public are posted with information through Notice Board, Newspapers, Web site, Exhibitions and other means of advertising.

Department of Information Technology

**Name and Designation and other particulars of Public Information Officers
under section 4(i)(b) (xvi) Right to Information Act, 2005**

Public Information Officer :

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Thiru R. Kumar	Under Secretary to Government (Budget)	044	25665658		usit1@tn.gov.in	Under Secretary to Government Information Technology Department Secretariat, Chennai-9.
Thiru G. Palani.	Under Secretary to Government (OP)	044	25665626		usit2@tn.gov.in	

Department Appellate Authority:

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Tmt. Mary Vinitha	Additional Secretary to Government	044	25670131		ads.it@tn.gov.in	Additional Secretary to Government Information Technology Department, Secretariat, Chennai-9.