



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

**Government of Tamil Nadu
Department of Information Technology
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 **Under Secretary to Government (Information Technology)** as its **Public Information Officer** (PIO) for all matters concerning the Department.
- 1.5 A person requiring any information under the Act may address the Under Secretary to Government, Information Technology Department (IT), Secretariat, Chennai-9. His Office telephone No. is 25665658. His E.mail address is **usit@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 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 :-

“0075.00 Miscellaneous General Services – 800.Other receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005” (DPC 0075 00 800 BK 0006)

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 as below should be paid as prescribed in TNRTI (Fee) Rules.

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

Secretary to Government,
Information Technology Department,
Secretariat, Chennai-600009.
Telephone No. 25670783
25665598
Fax No. 25670505
E.Mail: secyit@tn.nic.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 on Information Technology enabled services by the Government and closely monitor them in Information Technology Department and also following up the District and State Level Committees under e.Governance 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

Criminal Appeals

Data Warehousing

Electronics Corporation of Tamil Nadu (ELCOT)

Tamil Virtual University (TVU)

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 Infrastructures

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

State Information Technology Committee

Tamil Nadu Institute of Information Technology (TANITEC)

Technical opinions being sought by user Departments

Concurrent Subjects.

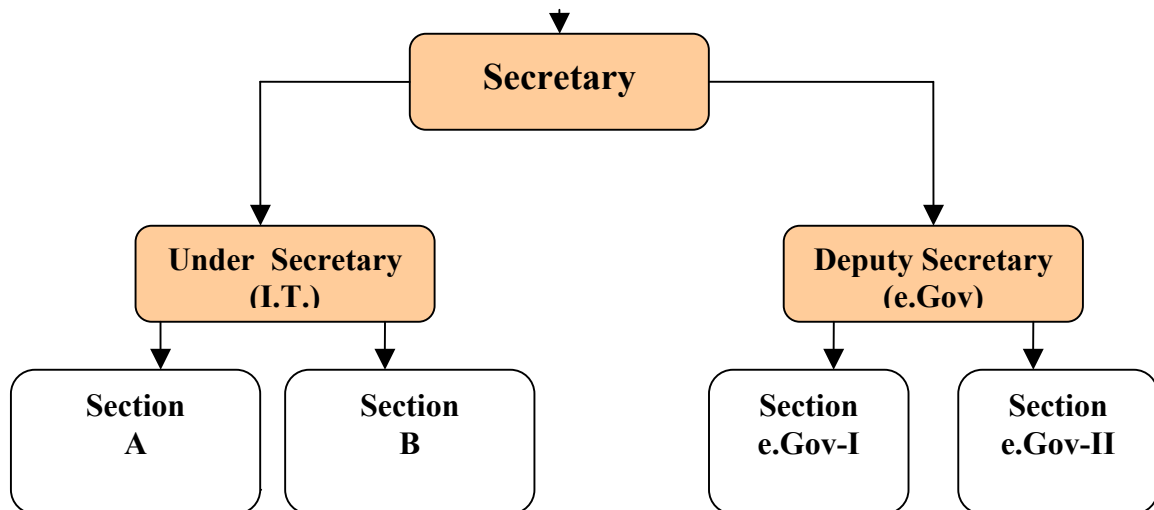
Nil

Union Subjects:

Nil

iii) Organization Chart:

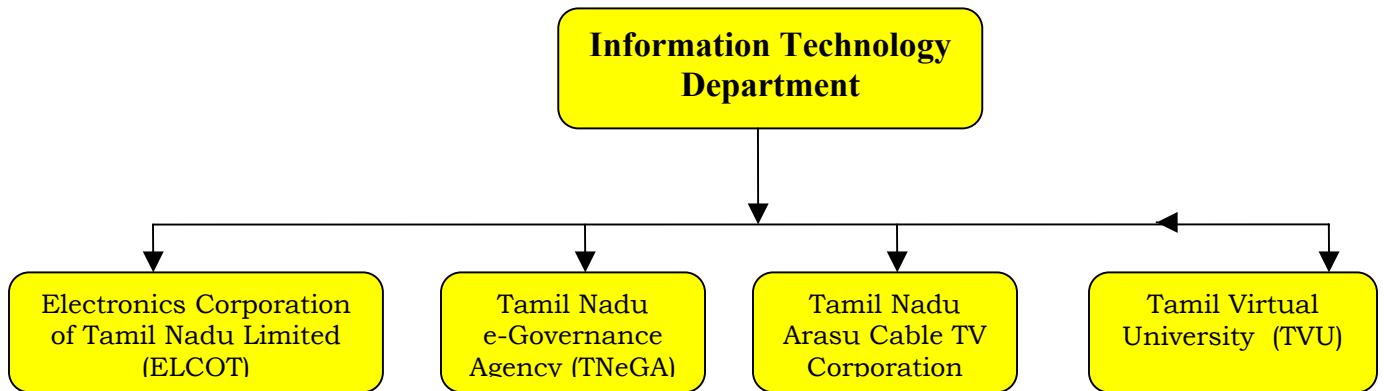
(i) The organizational chart of this IT Department is given below:-



The details of sections and the subjects dealt with by the sections are given at page numbers 24 to 25 of this manual.

(iv) Administrative Units:

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



2. (i) Electronics Corporation of Tamil Nadu Limited:

Electronics Corporation of Tamil Nadu, a wholly owned undertaking of the Government of Tamil Nadu, formed in 1977 functions as an arm of the Government to leverage Information Technology activities and functions as a channel of connectivity for the investors of IT and ITES sector.

Driving License Card

The preparation and issue of Laminated Computerized Driving License was entrusted to ELCOT by the Transport Department in all the 86 centres in

the State. This project will be continued during this year with deployment of additional manpower and Computer Hardware.

Computerization of Registration Department

The Government has entrusted the project of computerization of Registration Department in 475 District Sub Registrars offices to ELCOT. This project will be implemented with upgraded hardware.

In addition, various other schemes like computerization of various departments, facility management, data entry and training are handled by ELCOT.

Procurement and Services

ELCOT has been designated as the optional procurement agency for IT products to Government Department and Public Sector Undertakings. During the year 2005-2006, ELCOT procured IT products for a value of Rs.55.32 Crores. ELCOT has also established a Call Centre at ELCOT for attending to customer complaints on hardware and software. Procedures have been streamlined to ensure transparent and efficient services to all Government Departments.

As a novel initiative, ELCOT has established an application software and database support centre to cater to the needs of Government departments under open source environment. This centre would also have a call centre to provide technical assistance to Government departments.

2 (ii) Tamil Virtual University

The Government of Tamil Nadu has established Tamil Virtual University (TVU) as a Society for providing internet based educational resources and opportunities for the Tamil Communities living in different parts of the globe as well as others interested in learning Tamil and acquiring knowledge of the history, art, literature and culture of the Tamils. This is a unique institution - the first of its kind in India. TVU offers Certificate Courses in three levels (Basic, Intermediate and Advanced) and B.A. Programme in Tamil. Students from 58 countries have registered for the Certificate Programme and students B.A.Tamil Degree. It has 16 Coordinating Centres in 12 Countries.

E-Learning Infrastructure

The Teaching/Learning methodology adopted for the Academic Programme is E-learning through Internet based lessons with multimedia support. To further strengthen and augment TVU's web based virtual Education Programme, a state of the art e-learning methodology through Virtual Class Room, video conferencing equipments along with a streaming server and high speed internet connectivity are being established in TVU.

Study Centers

Tamil Virtual University has opened up four more Study Centres this year, one each in Australia, France, Myanmar and South Africa to be coordinated by Tamil e-learning, Arts and Literature Academy of Australia, Association for South Indian Studies, France, Cholia Muslim Religious Fund

Trust-Myanmar, Ramamurthy center for Tamil Propagation in South Africa respectively, in addition to the already established twelve centers in USA, Sri Lanka, Malaysia, Mauritius, Canada, Germany, Switzerland and Reunion. It is planned to establish three more Study Centers and extend the study centers throughout the globe.

Academic Programmes

The web based academic programme has reached the level of conducting Examination for the Certificate and Degree programmes in Tamil, through the various study centers of TVU located in different countries. Students from various countries have successfully completed the Level-1 and Level-2 Courses of the Certificate Programme. Further, a good number of students have registered for the level-1 and level-2 courses from USA.

The B.A. (Tamilology) Degree Programme is offered under a 3 stage modular scheme comprising Diploma, Advanced Diploma, and Degree courses. All lessons for the Diploma course have been already put on the web and examinations were conducted. 56 students from Sri Lanka have successfully completed their Diploma Level Courses and awarded Diplomas by Tamil University, Thanjavur. Another set of about 98 students have taken their Diploma Exams in January 2006. The development of the web based lessons for the Advanced Diploma have been completed and 49 students have taken the I-Semester Examinations of the Advanced Diploma. Tamil Virtual University is planning to launch the Post Graduate Programme of MA.(Tamil).

Tamil Virtual University has signed a Memorandum of Collaboration with IGNOU for sharing their education resources with the students of TVU.

Digital Library

Digital Library of TVU, established on its website, comprises of a rich collection of Tamil Literature and also provides a view window into the culture, history and heritage of Tamils. The literature content includes a large number of Tamil books.

Tamil Software Development Fund

Government of Tamil Nadu has shown sustained interest in promotional activities for the Tamil Software Development and has provided necessary funds. Providing Grant – in – aid under the Tamil Software Development Fund, a number of Tamil Computing Software packages have been developed. Further 3 projects have been recommended for funding.

Government will further promote the Tamil Software development as R&D efforts for the growth of Tamil computing and Tamil IT.

Standardization and Certification for Tamil encoding

To promote Tamil computing and to facilitate smooth data exchange among files and programs, Government of Tamil Nadu have standardized the Tamil 99 and Typewriter keyboards for data entry and TAB and TAM encoding

for Tamil letters. TVU is the Testing and Certifying Agency for the Tamil software suites for the compliance with the standard. Thirteen Software Packages have already been Certified.

Standardization of Sorting Order for Tamil

With the increased use and spread of Tamil computing and Tamil IT, quite often, it is necessary to store the Tamil text (data) in a sorted order so that the search mechanism can locate it with ease. For this sorted data to be exchanged across Computer programs and files, the sorting order followed by all should be same and conform to a standard. Tamil Virtual University after detailed deliberations has recommended a comprehensive sorting order for the Tamil text.

The administrative units, viz. ELCOT and Tamil Virtual University have their own websites www.elcot.com and www.tamilvu.org respectively and their functions are briefed therein.

Arasu Cable TV Corporation Limited

The Government of Tamil Nadu have formed a new Company called "Arasu Cable TV Corporation Limited" on 13.8.2007, in order to provide Cable TV Operator Service to the public through the Cable TV Operators, by receiving signals from the TV Broadcasters. In Chennai, the Corporation will function as a MSO (Multi System Operator) and as Cable TV Operator in the other areas of the State. The Government of India have granted permission to the Arasu Cable TV Corporation Limited to function as M.S.O. in the Chennai Metropolitan Area. The above Corporation has been registered under the

Companies Act, 1956 and started its function on 4.10.2007. The Corporation is now functioning at "ANURAG", No.15, Murrays Gate Road, Alwarpet, Chennai-600 018.

Tamil Nadu e-Governance Agency

The Government of Tamil Nadu is taking all possible measures to spread e-Governance throughout the state, covering all the sectors with a view to providing hassle free, transparent and efficient service to the common man (both in urban and rural areas).

This autonomous Society called Tamil Nadu e-Governance Agency is formed for developing e-Governance applications and driving e-Governance throughout the state. This will be the nodal agency for e-Governance projects for various departments.

The Tamil Nadu e-Governance Agency was formed under the Information Technology Department, Government of Tamil Nadu to function as an intrinsic arm of the Government with a mandate to drive e-Governance in the State.

With the following members, the Tamil Nadu e-Governance Agency has been registered under the Tamil Nadu Societies Act and the rules made thereunder :

1	Dr. C. Chandramouli, I.A.S Secretary to Government,	Chairman
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	Information Technology Department, Chennai - 9	
2	Thiru K. Panindra Reddy, I.A.S. Special Secretary to Government, Finance Department, Chennai - 9	Member
3	Thiru. M. Devaraj, I.A.S. Secretary to Government, Commercial Taxes & Registration Department, Chennai - 9	Member
4	Thiru M. F. Farooqui I.A.S., Special Commissioner, Revenue Administration, Chepauk, Chennai - 5	Member
5	Thiru Sunil Paliwal, I.A.S Director of e-Governance, Nandanam, Chennai - 35	Secretary / Treasurer Chief Executive Officer
6	Thiru A. Mohan, Deputy Director General, NIC, Rajaji Bhavan, Chennai - 90	Member / Chief Technical Officer
7	Thiru V. Venugopal Deputy Secretary to Government, Information Technology Department, Chennai - 9	Member

Members of the Society will be nominated only by the Government of Tamil Nadu.

GOVERNING BOARD

1	Dr. C. Chandramouli, I.A.S Secretary to Government, Information Technology Department Chennai - 9	Chairman
2	Dr. Neeraj Mittal, I.A.S Commissioner of e-Governance, Nandanam, Chennai - 35	Secretary / Treasurer Chief Executive

		Officer
3	Thiru A. Mohan, Deputy Director General NIC, Rajaji Bhavan, Chennai - 90	Member / Chief Technical Officer

Present members of the Tamil Nadu e-Governance Agency are :

1	Secretary to Government, Information Technology Department, Chennai - 9	Chairman
2	Special Secretary to Government, Finance Department, Chennai - 9	Member
3	Secretary to Government, Commercial Taxes & Registration Department, Chennai - 9	Member
4	Special Commissioner, Revenue Administration, Chepauk, Chennai - 5	Member
5	Commissioner of e-Governance, Nandanam, Chennai - 35	Secretary / Treasurer Chief Executive Officer
6	Deputy Director General, NIC, Rajaji Bhavan, Chennai - 90	Member / Chief Technical Officer
7	Deputy Secretary to Government, Information Technology Department, Chennai - 9	Member

Projects

1. Common Services Centres

The Tamil Nadu e-Governance Agency (TNeGA) has been appointed as a nodal agency for the implementation of the Common Services Centres Programme formulated by the Department of Information Technology, Ministry of Communications and Information Technology, New Delhi.

Based on the tender floated in this regard, the bids submitted by M/s 3i Infotech Ltd and M/s SREI have been accepted. The bids submitted by M/s 3i Infotech Ltd have been accepted for the following Zones and the bid amount, zonal area and the number of CSCs are as under:

Sl. No.	Name of Zone	Amount Bid for	Districts	No. of villages in each District	No. of CSCs in each District
1	Northwest	(-)351.00 Rs.351/- per CSC per Month payable to TNeGA	Salem, Namakkal, Erode, Coimbatore, Nilgiris, Karur, Dindigul Total	619 392 456 415 41 176 370 2,469	206 131 152 138 14 59 123 823
2	East	(-)301.00 Rs.301/- per CSC per Month payable to TNeGA	Cuddalore, Villupuram, Tiruvallur, Kanchipuram Total	834 1,489 648 1,091 4,062	278 496 216 364 1,354

3	South	(-)301.00 Rs.301/- per CSC per Month payable to TNeGA	Kanniyakumari,	76	26
			Thoothukudi,	436	145
			Ramanathapuram,	393	131
			Madurai,	585	195
			Tirunelveli,	481	160
			Sivaganga,	519	173
			Virudhunagar,	597	199
			Theni	98	33
			Total	3,185	1,062
			4	Central	(-)251.00 Rs.251/- per CSC per Month payable to TNeGA
Perambalur,	369	123			
Pudukottai,	755	252			
Thanjavur,	821	274			
Thiruvarur,	549	183			
Nagapattinam	492	164			
Total	3,465	1,156			

The bid submitted by M/s SREI Infrastructure Finance Ltd has been accepted for the North East Zone and the bid amount, zonal area and the number of CSCs are as under:

Sl. No.	Name of the zone	Amount Bid for	Districts	No of villages in each District	No of CSCs in each District
1	North East Zone	(-)4.00 Rs.4/- per CSC per Month payable to TNeGA	Vellore, Tiruvannamalai, Krishnagiri & Dharmapuri	883 1,102 1,151	294 367 384
			Total	3,136	1,045

The letter of Acceptance of the Bid was issued on 17.3.2008 and was handed over to the Thiru B.Anand of M/s 3i-Infotech Ltd and Dr.Sabahat Azim of M/s SREI Infrastructure Finance Limited by Dr.C.Chandramouli I.A.S., Secretary, Information Technology Department in the Presence of Thiru Preme Anand, IL&FS ETS Limited who represented the National Level Service Agency. The time schedule for rollout of the CSCs commenced on 17.3.2008 and all the 5440 CSCs have to be rolled out within 11 months with effect from (inclusive of) 17.3.2008. Hon'ble Chief Minister launched the CSC scheme on 8.4.2008 at STPI Building, Taramani, Chennai and through video conference one CSC at Su.Katteri village in Tiruvannamalai District, one CSC at Esanai Village in Perambalur District and one CSC in Keezhapalur in Ariyalur District were inaugurated. The concerned District Collector was present at the CSC.

2. Enhancing the e-services in six departments

The Government of India have approved six projects for enhancing the e-services of six departments and the NICSI/ NIC has been entrusted with the implementation of the projects.

- Enhancing eServices of Taluk Offices : Rs.4.97 crores
- Enhancing eServices of Collectorates : Rs.4.94 crores
- Enhancing eServices of Registration Department : Rs. 4.97 crores
- Enhancing eServices of Transport Department : Rs. 4.96 crores
- Enhancing eServices of Municipalities : Rs. 4.96 crores
- Enhancing eServices of Civil Supplies Department : Rs.4.92 crores

3. ICT Academy of Tamil Nadu

Hon'ble Union Minister for Communications and Information Technology handed over a cheque for Rs.400 lakhs to Hon'ble Chief Minister on 8.4.2008. The Government of India has approved a sum of Rs.600 lakhs for the ICT Academy of Tamil Nadu. This ICT Academy will be setup under PPP model with CII as partner.

4. e-District

The Government of India have approved a sum of Rs.1147.74 lakhs to Tamil Nadu for implementing first phase of e-District Scheme which will be taken up in Tiruvarur, Krishnagiri, Perambalur, Ariyalur and Coimbatore Districts. The detailed project report is being revised accordingly.

5. Capacity Building

The Government of India in its administrative approval No. 3(54)/2008-EG- dated 27.2.2008 has sanctioned a sum of Rs.1076.6 lakhs out of which Rs.660.60 lakhs will be DIT contribution to be received directly from DIT and the balance of Rs.440 lakhs has to be received as ACA funds under Capacity Building Scheme. The TNeGA has to deploy a State e-Governance Mission Team. A sum of Rs.218 lakhs has been received from the DIT out of its share of Rs.660.60 lakhs.

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 Chief Minister holding the portfolio of Information Technology, on all matters of policy and administration relating to this Department. He is assisted by Deputy Secretary and Under Secretary. 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 Deputy Secretary and Under Secretary 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 charge of the Department.

B. Deputy Secretary and Under Secretary

The Deputy Secretary 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 in his charge both in regard to dispatch of business and in regard to discipline.

2. This Department consists of 4 sections and the functioning of these sections is tabulated below:-

Section 'A' :: Section Officer

A.S.O.I - Thiru N. Subramaniam

Annual Plan, Budget (except OP), Department Policy Note, Planning, Development and Special Initiatives Department matters, Part-II schemes consolidation, PUC, PAC, online updation of schemes, RTI Act.

A.S.O.II – Tmt. M. Kalpana

Establishment matters relating to ELCOT, Reconstitution of Board of ELCOT, Annual General Body Meeting, Annual Report of ELCOT, Public Undertaking Committee / Special Schemes like Ration Card, Driving License, Election ID Card, Audit objections related to ELCOT, LAQ / Assurance, Cut motions and call attention notice and RTI Act.

Tmt. Vijayakumari, Superintendent

I.T Visits, Connect, participation in the National and International events, IT Policy / ITES, IT Committee / Council, Stamp Duty reimbursement and RTI Act. (on relief of Tmt. S. Vijayakumari, the subjects will be automatically be dealt by A.S.O.I of 'A' Section).

Section 'B' :: Section Officer

A.S.O.I - Thiru R. Kumar

All matters relating to TVU, Unicode, SETS, All Board Meetings except ELCOT - Annual General Meeting, Estimate Committee, Assurance Committee Misc., Cable TV Corporation, LAQ / Assurance, RTI Act and C.M Cell petition /meeting.

A.S.O.II – Vacant
O.S.D (M)

Establishment of IT Companies in Chennai, Tier II and III Cities, KITS, IT Park, IT MSB, SEZ, STPI, Grants, Land allotment to IT Parks, ELNET Joint Venture land matters, Gum India Limited Land, LAQ / Assurance, IT Expressway Board Meeting and RTI Act.

Section : (e-Governance I) :: Section Officer

A.S.O.I - Thiru S. Rajendran

O.P. and Bills, Stationery, All Service matters relating to Officers and staff of IT Department / OSD's and criminal appeals, circulation of file to Hon'ble Ministers. P & AR Department audit, Secretary's meeting, contingency expenditure, AG's Department Audit, Audit objections relating to O.P. (I.T. Department), Secretary's Tour Programme, Budget (OP), All Secretaries Meeting, Review of Chief Secretary on audit paras pending with HODs / IT Department, RTI Act and LAQ / Assurance (As and when an A.S.O. from Finance is posted, Bills work will be allotted to him)

A.S.O.II - Thiru B. Mohan Rangan (Files to be submitted to D.S. through S.O. (e-Gov.I), O.P. and Bills

Common Service Centres (CSC), IT finishing schools, Good Governance-e-readiness, Guidelines for purchase, AMC and disposal of computers, IT Act and Rules, Computer Literacy Awards, Science City, Video Conferencing, RTI Act and LAQ/Assurance.

Section : (e- Governance-2) :: Section Officer

A.S.O.-I - Thiru M.S. Udaya Bhaskar

All matters relating to e-Governance Directorate, e-Governance, National e-Governance Conference, NeGP, Mission Mode / Non Mission Mode Departments, enhancing e-Services, Computer Education in Schools, Computer Training in Schools and Colleges, I.T. Academy, IIIT(D&M), Disaster Recovery Centres, e-District projects, capacity building, National Policy on open Standards, e-Gov. Apex Committee, IT enabled Braille Literacy project, Committee on Architecture and Standard of e-Gov. Right to Information Act and other e-Governance initiatives and LAQ / Assurance.

A.S.O.II – Thiru B. Karthikeyan

Colour T.V. Scheme, G to G Department, Knowledge Data Centre (KDC), Secretariat Knowledge System (SKS), Electronic Delivery System (EDS), Rural Access to Services through Internet (RASI), Touch Screen Kiosk, Microsoft, RTI Act and LAQ / Assurance.

The above subject allocation will vary depending on the number of persons working actually as Assistant Section Officer / Section Officer. There are one senior Private Secretary and one Personal Assistant and two Office Assistants to assist the Secretary of this Department.

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 Secretaries. If the subject matter is dealt with the other Departments are consulted. In case of matters involving a file relates to other Departments also then the State exchequer 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 Chief Minister or Governor, orders are obtained in circulation.

3. If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

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) 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 State and Subordinate Service Rules
- v) Fundamental Rules.
- vi) 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

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)		E.Mail
		Office	Residence	
1)	Secretary to Government, Information Technology Department, Chennai-600 009.	25670783 25665598	24464448	secyit@tn.nic.in
2)	Deputy Secretary to Government	25665566 Extn.5700		usegovit@tn.gov.in
3)	Under Secretary to Government	25665658 25670419 Extn.5658		usit@tn.gov.in
4)	Section Officer, 'A' Section	25665566/ Extn.5654		-
5)	Section Officer, 'B' Section	25665566/ Extn.5626		-
6)	Section Officer, 'e-Gov.I' Section	25665566 Extn.5096		-
7)	Section Officer, 'e-Gov.II' Section	-do-		-

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	DESIGNATION
SECRETARY TO GOVERNMENT (Rs.18400-500-22400 + Allowances)		
1.	Dr. C. Chandramouli , I.A.S.	Secretary
DEPUTY SECRETARY TO GOVERNMENT (Rs.12,000-375-16,700 + Allowances)		
2.	Thiru M. Gowrishankar, B.Sc., B.L.,	Deputy Secretary to Government (e.Gov.)
UNDER SECRETARY TO GOVERNMENT (Rs.10,000-325-15,200+Allowances)		
3.	Thiru M. Kanakarajan, B.A.,	Under Secretary to Government (I.T.)
SENIOR PRIVATE SECRETARY (Rs.10,000-325-15,200+Allowances)		
4.	Tmt.R. Vishnukalai	Private Secretary
SECTION OFFICER (Rs.6,500-200-11,100+Allowances)		
5.	Vacant	Section Officer
6.	Tmt.N. Sumathi	Section Officer
7.	Tmt. Mary Vinitha	Section Officer
8.	Thiru M.R. Sakthivel	Section Officer
ASSISTANT SECTION OFFICER *(6500-200-10900 + allowances) (5500-175-9000+allowances)		
9.	M.S.Udaya Bhaskar	SG Assistant Section Officer
10.	R.Kumar	Assistant Section Officer
11.	S.Rajendran	Assistant Section Officer
12.	B.Mohan Rangan	Assistant Section Officer
13.	N.Subramaniam	Assistant Section Officer
14.	B.Karthikeyan	Assistant Section Officer
15.	T.M. Kalpana	Assistant Section Officer
16.	Vacant	
PERSONAL ASSISTANT (5500-175-9000 + allowances)		
17.	Tmt S.Saroja	Personal Assistant

PERSONAL CLERK (4500-125-7000 + allowances)		
18.	Selvi.V. Renuka Devi	Personal Clerk
ASSISTANT (3625-85-4900 + allowances)		
19.	Thiru V. Pulipandyan	Assistant
20.	Vacant	
21.	Vacant	
TYPIST (3200-85-4900 + allowances)		
22.	Thiru V. Ravi	Typist
DRIVER (3200-85-4900 + allowances)		
23.	Thiru V. Selvarasu	Driver
OFFICE ASSISTANTS (2550-55-2660-60-3200 + allowances)		
24	E.Rajendran	Duffador
25	Thiru L. Anandan	Office Assistant
26	Vacant	
TEMPORARY ASSISTANT (Consolidated pay of Rs. 4000)		
27	Selvi P.Selvi	Temporary Assistant
28	Selvi R.Joice Selvakumari	Temporary Assistant
29	Tmt.P.Lila Kumari	Temporary Assistant
30	Tmt. S.Revathi	Temporary Assistant
31	Tmt.Rajini Mercy Bai	Temporary Assistant

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

The details of the Budget Estimate 2007-2008 for all these are given below:

The statement also gives details of the disbursement upto 31-3-2006.

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

Subsidy Programme :

If the SMEs participate in International events, they are eligible for 30% of their expenditure as subsidy. The SMEs have to apply to ELCOT before participation.

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

www.tn.gov.in/department/IT.htm

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 (i/c):

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Thiru M. Gowrishankar	Deputy Secretary to Government	044	25670131	25674610	usegovit@tn.gov.in	Deputy Secretary to Information Technology Department, Secretariat, Chennai-9.

Department Appellate Authority:

Name	Designation	STD Code	Phone No. Office:	Fax	E-mail	Address
Dr. C. Chandra mouli, I.A.S.	Secretary to Government	044	25670783 25665598	25670505	secyit@tn.nic.in	Secretary to Government, Information Technology Department, Secretariat, Chennai-9.