



**MANUAL
UNDER RIGHT TO
INFORMATION ACT, 2005
(as on 23.08.2024)**

**Government of Tamil Nadu
Information Technology and Digital Services
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 Information Technology and Digital Services Department, 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 for providing information about the schemes, projects and programmes being implemented by the Information Technology and Digital Services Department and the organisations under its administrative control.
- 1.4 The Information Technology and Digital Services Department has designated two **Under Secretaries to Government, Information Technology and Digital Services Department** as **Public Information Officers (PIOs)**.

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

Under Secretary to Government (e.Governance) will be responsible for all the matters dealt with by Sections viz.,IT & DS (C/D&E)

The details of Sections and the subjects dealt with by them are given on 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 &DS (OP/Bills / General & Budget/ A&B) under the Act may address the Under Secretary to Government (OP&Budget), Information Technology and Digital Services Department, Secretariat, Chennai-9. The Office telephone No. is 2566 5658. The e.mail address is usit1@tn.gov.in.

Similarly, a person requiring any information relevant to the subjects dealt with by the Sections viz., IT & DS (C/D&E) under the Act may address the Under Secretary to Government (e.Governance), Information

Technology and Digital Services Department, Secretariat, Chennai-9. The Office telephone No. is 2566 5626. The e.mail address is **usit2@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 under TN RTI (Fees) Rules 2005. 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]

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 2005, 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 Deputy Secretary to Government as Appellate Authority**.

Information Technology and Digital Services Department

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 in the year 1998 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 Information Technology Department 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. Now this Department has been renamed as Information Technology and Digital Services Department vide G.O.(Ms.).No.28, IT(OP-1) Department, Dated: 14.06.2022. 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.

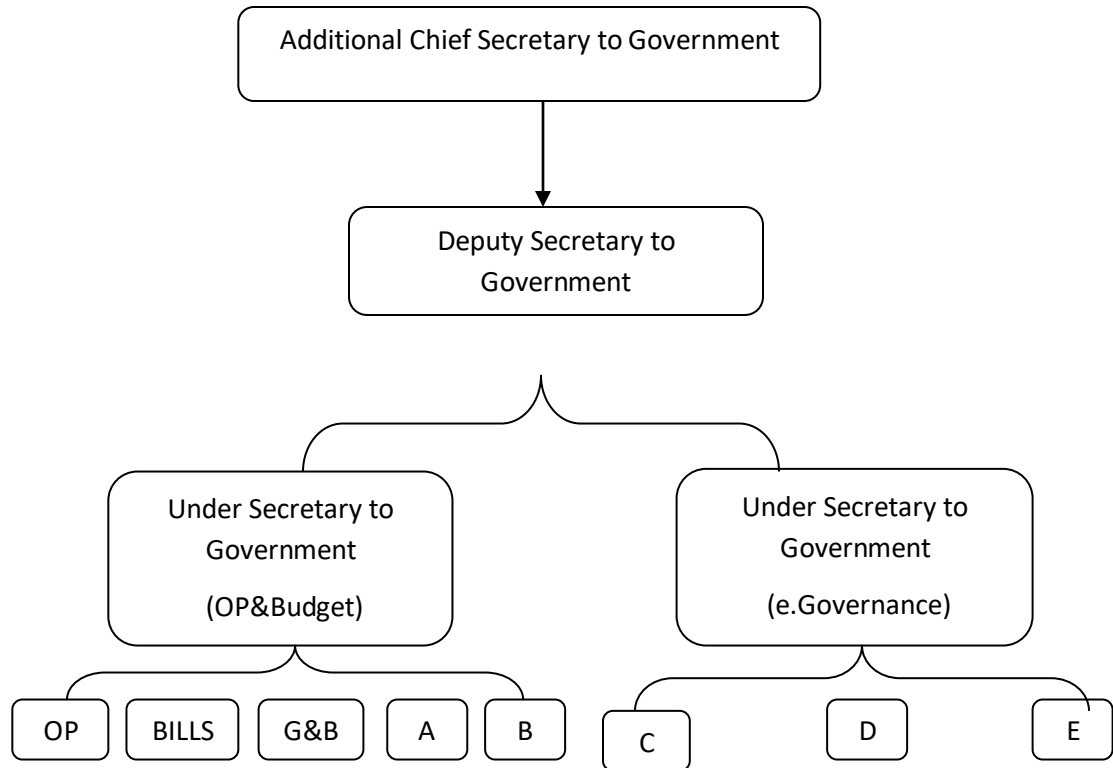
Nil

Union Subjects:

i) Right of Way Permission

iii) Organization Chart:

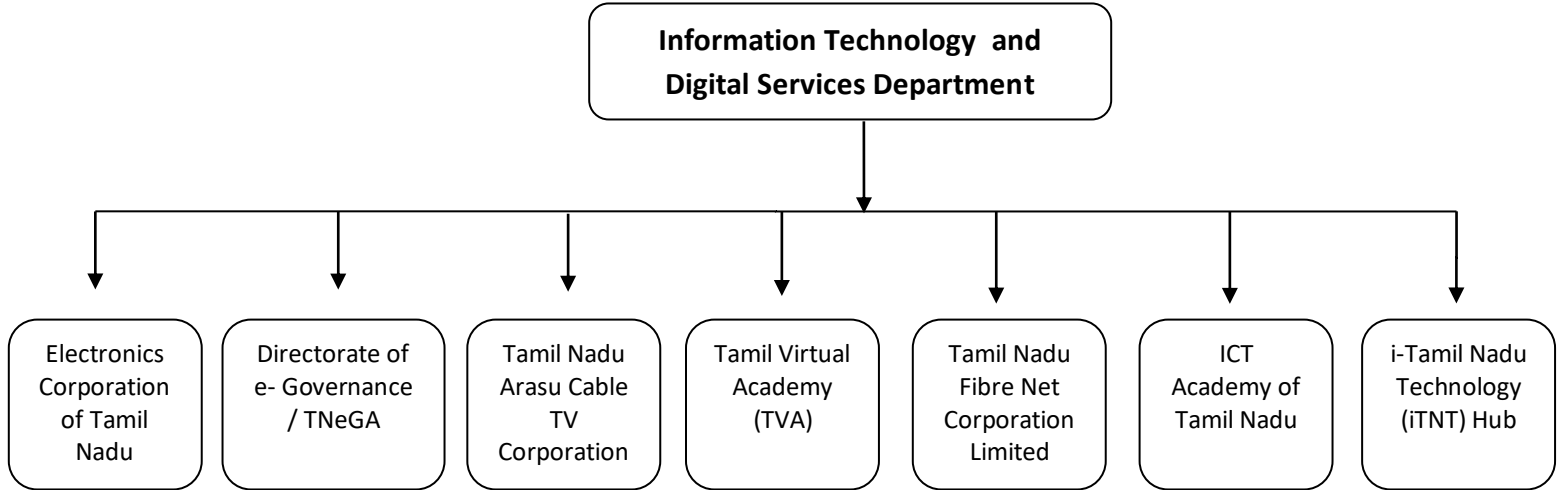
(i) The organizational chart of IT &DS Department is given below:-



The details of Sections and the subjects dealt with by them are given on page numbers 11 to 18 of this manual.

(iv) Administrative Units:

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



Information Technology and Digital Services Department

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 Additional Chief Secretary to the Government of Tamil Nadu, who is a senior IAS officer. The Additional Chief Secretary is the administrative head of the Department and principal adviser to the Hon'ble Minister holding the portfolio of Information Technology & Digital Services, on all matters of policy and administration relating to this Department. He is assisted by an Officer not below the cadre of Deputy Secretary to Government and Under Secretaries to Government. 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 and Digital Services 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. Additional Chief Secretary to Government

The Additional Chief 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 matters should be dealt with in consultation with the Additional Chief Secretary who will be overall in charge of the Department.

B. Second level Officers

The second level Officers deal with cases relating to the subjects allotted to them and submit to Additional Chief 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 discipline.

2. This Department consists of 8 Sections and the Subjects dealt with by them are as tabulated below:-

| OP SECTION | | | |
|-------------------|--|---------------|---|
| Sl.No. | ASO -1 | Sl.No. | ASO - 2 |
| 1. | All matters relating to establishment of staff of IT &DS Dept. and OSD | 1. | AG's Departmental Audit objections |
| 2. | Disciplinary and Vigilance cases of staff of IT&DS Department. | 2. | RTI Annual Report consolidation and preparation. |
| 3. | In service Training Programme and other Training Programme sponsored by HRM Dept. and Anna Administrative Staff College. | 3. | Modernisation of IT&DS Dept. |
| 4. | Creation and maintenance of Confidential Report of staff and Officers of IT&DS Dept. | 4. | Loans and Advances to staff of IT &DS department. |
| 5. | Creation, extension and Retention of posts. | 5. | Contingency expenditures and other expenses like fuel, computer accessories, maintenance of motor vehicles. |
| 6. | HRM Audit. | 6. | Purchase, distribution and maintenance of stationery of IT&DS dept. |
| 7. | Preparation of Number Statement. | 7. | Half yearly business statement |
| 8. | Acting Arrangement. | 8. | Best Practices Award for staff of IT&DS 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&DS 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 Additional Chief 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 Additional Chief 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 initiatives of NITI Aayog | 10. | Colour TV Scheme |
| 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. | Amma wifi and Free internet to schools | | |
| 9. | All matters relating to Establishment of i-TNT Hub | | |
| SECTION – B | | | |
| | ASO – 1 | | ASO – 2 |
| 1. | All Matters relating to Officers and Staff of CeG/TNeGA/SeMT | 1. | All Matters relating to Officers and Staff of ELCOT &TVA |
| 2. | IT Cadre | 2. | Redeployment of staff of Annamalai University |
| 3. | SIPCOT Board | 3. | IT Expressway |
| 4. | SETS Board | 4. | Syndicate meeting of Anna University |
| 5. | All matters related to ICT Academy and skill development | 5. | Creation & Maintenance of Websites conforming to Standards / Accessibility of Websites |
| 6. | Skill Tech University | 6. | Procurement of Software / Hardware |
| 7. | Smart India Hackathon, Citizen Call Centre, IndEA framework | 7. | Tender, e-Tender |
| 8. | 3-Tier Committee for e-Governance | 8. | GeM Portal and all matters relating to GeM Portal |
| 9. | Know your Government | 9. | Tamil Virtual Academy Projects |
| 10. | All Matters relating to IIT M Research Park | 10. | 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. | 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 | 9. | IT / ITes / Electronics Events (State, National & International), Seminars, Road Shows for IT Promotion, etc. |
| 10. | Single Window Facilitation | 10 | Webinars on IT / ITes Companies |
| 11. | Matters relating to Guidance Bureau | 11 | Rural BPO Policy |
| 12. | Twin city Project | 12 | IT / ITes Jobs in Rural Areas |
| 13. | Industrial Housing Project | 13 | Establishment of Electronics Testing Centre |
| 14. | Incubation Centre and Venture Capital | 14 | Promotion of FAB Industry |
| 15. | CoE for Hardware and Ventures & Data Hardware Policy | 15 | Establishment of Mini Electropreneur |
| 16. | Defence Corridor | 16 | IT/ EMC Investments |
| 17. | All matters relating to scheme/projects of i-TNT Hub | | |
| 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 / TNSAP | 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. | BharatNet |
| 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 | | |

Information Technology and Digital Services Department

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 Additional Chief Secretary to Government through the Section officer, Under Secretary to Government and the Officer not below the cadre of Deputy Secretary to Government.

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.

Information Technology and Digital Services Department

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 & Digital Services 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 matters.

Information Technology and Digital Services Department

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 Guidelines issued by the Government of India
- xii) The Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955.

2. Details of Records :-

All previous papers closed after disposal.

Information Technology and Digital Services Department

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 |

Information Technology and Digital Services Department

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.

Information Technology and Digital Services Department

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 -

Information Technology and Digital Services Department

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. | Additional Chief Secretary to Government, Information Technology & Digital Services Department, Secretariat, Chennai-600 009. | 2567 0783 2566 5598 Extn.5598 | 48517475 | secyit.tn@nic.in |
| 2. | Deputy Secretary to Government | 2567 0131 Extn.5700 | | ds.it@tn.gov.in |
| 3. | Under Secretary to Government (OP&Budget) | 25665658 Extn.5658 | | Usit1@tn.gov.in |
| 4. | Under Secretary to Government (e.Governance) | 25665626 Extn 5626 | | Usit2@tn.gov.in |
| 5. | Section Officer, 'OP' Section | 2566 5137/ Extn.5137 | | soop.it@tn.gov.in |
| 6. | Section Officer, 'Bills' Section | 25665137 Extn 5137 | | soop.it@tn.gov.in |
| 7. | Section Officer, 'General & Budget' Section | 25665137 Extn 5137 | | sogrl.it@tn.gov.in |
| 8. | Section Officer, 'A' Section | 25670419 Extn.5096 | | soa.it@tn.gov.in |
| 9. | Section Officer, 'B' Section | 25665654 Extn.5654 | | sob.it@tn.gov.in |
| 10. | Section Officer, 'C' Section | 25670419 Extn.5096 | | soc.it@tn.gov.in |
| 11. | Section Officer, 'D' Section | 25665654 Extn.5654 | | sod.it@tn.gov.in |
| 12. | Section Officer, 'E' Section | 25665654 Extn.5654 | | soe.it@tn.gov.in |

Information Technology and Digital Services Department

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 Band |
|---|------------------------------|----------------------|
| ADDITIONAL CHIEF SECRETARY TO GOVERNMENT | | (Rs.2,25,000) |
| 1. | Thiru. Kumar Jayant, I.A.S., | |

| DEPUTY SECRETARY TO GOVERNMENT (Rs.61,900/- Rs.2,28,100+ Allowances) | | |
|---|-----------------|--|
| 1. | Thiru. R. Kumar | |

| UNDER SECRETARY TO GOVERNMENT (Rs.59,300-2,17,600+Allowances) | | |
|--|------------------------|--|
| 1. | Thiru. B. Mohan Rangan | |
| 2. | Tmt. K.V. Radha | |

| SECTION OFFICER (Rs.56,100-2,05,700+Allowances) | | |
|--|----------------------|--|
| 1. | Thiru A.Pramoth | |
| 2. | Tmt. C.Umamaheswari | |
| 3. | Thiru A.Mathews | |
| 4. | Tmt. M.Mekaladevi | |
| 5. | Tmt. L.Jignosha | |
| 6. | Tmt. D. Jagadeeswari | |
| 7. | Thiru. M.Ramesh | |

| PRIVATE SECRETARY (Rs.56,100-2,05,700+Allowances) | | |
|--|------------------------|--|
| 1. | Tmt. Grace Tamizhselvi | |

| SL. No. | NAME OF THE OFFICER | Pay Band |
|----------------------------------|------------------------------|--------------------------------------|
| ASSISTANT SECTION OFFICER | | (36,400-1,34,200+ allowances) |
| 1. | Tmt. V.Renukadevi | |
| 2. | Tmt. B. Tamilselvi (Bills) | |
| 3. | Tmt. U.S.Nazia Sherin | |
| 4. | Thiru C.Vijayakumar | |
| 5. | Thiru S.Shibi | |
| 6. | Thiru R.Ravindran | |
| 7. | Tmt.R.A.Sumathi Shri | |
| 8. | Tmt.B.J.D.Vasantha Varshini | |
| 9. | Thiru.G.Vijayakumar | |
| 10. | Thiru.H.Shafeeq Khan | |
| 11. | Tmt.C.R.Gayathri | |
| 12. | Tmt. L.Antony Priya Margrate | |
| 13. | Tmt.M.Lakshmi | |
| 14. | Vacant | |
| 15. | Vacant | |

| PERSONAL ASSISTANT | | (36,400-1,34,200+ allowances) |
|---------------------------|--------|--------------------------------------|
| 1. | Vacant | |
| 2. | Vacant | |

| SENIOR PERSONAL CLERK | | (35,400-1,30,400+ allowances) |
|------------------------------|----------------------|--------------------------------------|
| 1. | Thiru P. Subramanian | |

| PERSONAL CLERK | | (20,600-75,900+ allowances) |
|-----------------------|--------|------------------------------------|
| 1. | Vacant | |

| ASSISTANT | | (20,000-73,700 + Allowances) |
|------------------|-------------------|-------------------------------------|
| 1. | Tmt. J. Gowthami | |
| 2. | Tmt.M.Gajalakshmi | |
| 3. | Tmt.S.Sowmya | |
| 4. | Thiru. M.Karthik | |
| 5. | Vacant | |

| TYPIST | | (19,500-71,900 + Allowances) |
|---------------|--------|-------------------------------------|
| 1. | Vacant | |
| 2. | Vacant | |

| | | |
|---------------|--------------------|-------------------------------------|
| DRIVER | | (19,500-71,900 + Allowances) |
| 1. | B.Sathyannarayanan | |

| | | |
|---------------------|----------------------------|-------------------------------------|
| RECORD CLERK | | (15,900-58,500 + Allowances) |
| 1. | Thiru A. R.Kanagasabapathy | |

| | | |
|--------------------------|----------------------|-------------------------------------|
| OFFICE ASSISTANTS | | (15,700-58,100 + Allowances) |
| 1. | Tmt T.N. Nirmala Bai | |
| 2. | Vacant | |
| 3. | Vacant | |
| 4. | Vacant | |
| 5. | Vacant | |
| 6. | Vacant | |

Note: The basic pay of the officers and employees 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.

Information Technology and Digital Services Department

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-

Information Technology and Digital Services Department

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-

Information Technology and Digital Services Department

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

- Nil -

Information Technology and Digital Services Department

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 websites.

i) Web site of Information Technology and Digital Services Department

<https://www.tn.gov.in/department/17>

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

Information Technology and Digital Services Department

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, Website, Exhibitions and other means of advertising.

Information Technology and Digital Services Department

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 |
|------------------------|--|-----------------|--------------------------|------------|-----------------|---|
| Tmt. K.V. Radha | Under Secretary to Government (OP & Budget) | 044 | 25665658 | | usit1@tn.gov.in | Under Secretary to Government, Information Technology and Digital Services Department, Secretariat, Chennai-9. |
| Thiru. B. Mohan Rangan | Under Secretary to Government (e-Governance) | 044 | 25665626 | | usit2@tn.gov.in | |

Department Appellate Authority:

| Name | Designation | STD Code | Phone No. Office: | Fax | E-mail | Address |
|-----------------|--------------------------------|-----------------|--------------------------|------------|-----------------|---|
| Thiru. R. Kumar | Deputy Secretary to Government | 044 | 25670131 | | ds.it@tn.gov.in | Deputy Secretary to Government Information Technology and Digital Services Department, Secretariat, Chennai-9. |