



**MANUAL
UNDER RIGHT TO
INFORMATION ACT, 2005
(as on 22.05.2025)**

**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 10 to 17 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.

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.

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.

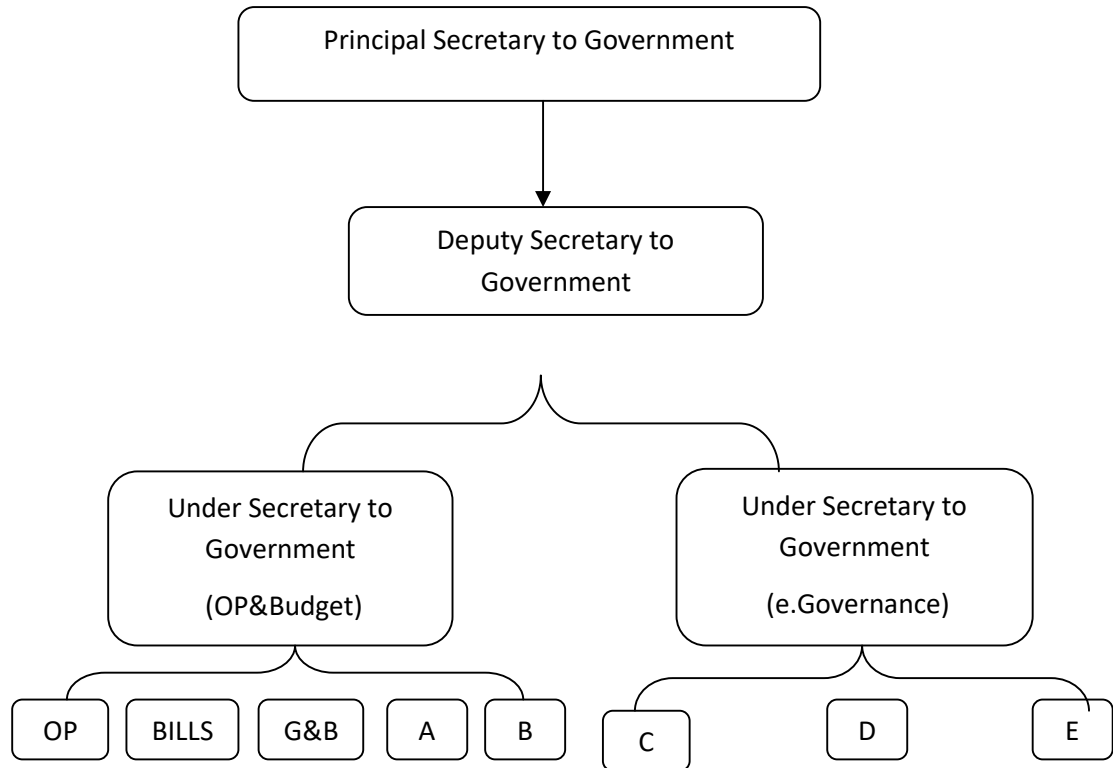
Nil

Union Subjects:

i) Right of Way Permission

iii) Organization Chart:

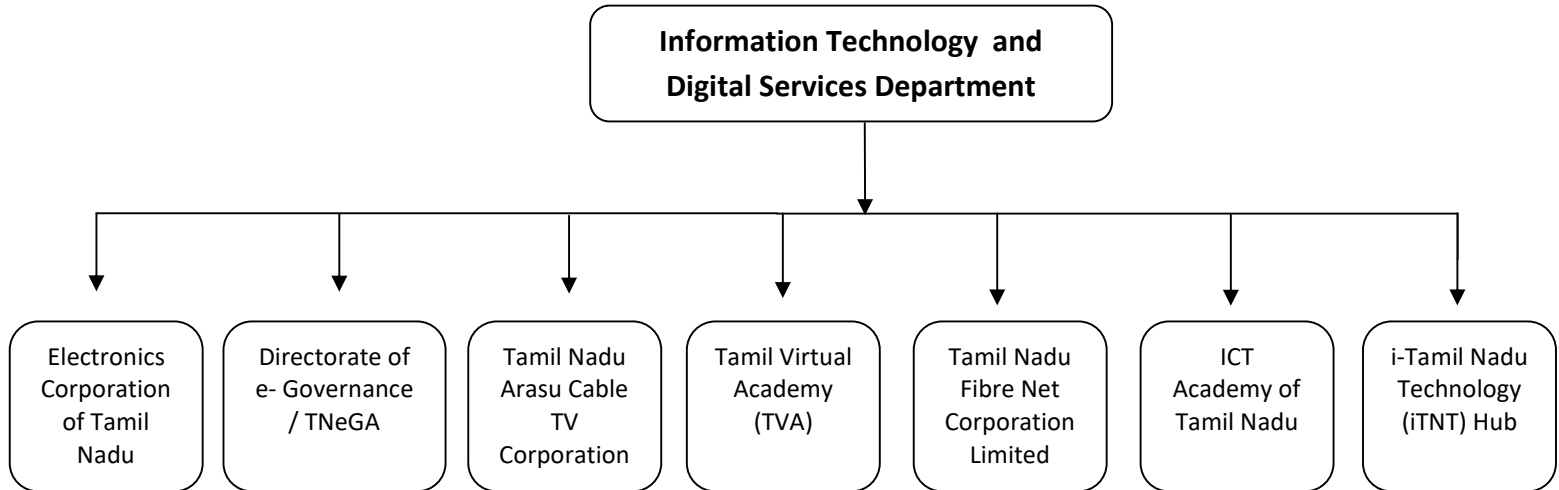
(i) The organizational chart of IT &DS Department is given below:-



The details of Sections and the subjects dealt with by them are given on page numbers 10 to 17 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 Principal Secretary to the Government of Tamil Nadu. The Principal 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. Principal Secretary to Government

The Principal 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 Principal 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 Principal 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 Department 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
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& DS Dept.
12.	IFHRMS – Training and Digitalisation of Service Book	12	Tour Programme of Secretary as Monitoring Officer
		13	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.	Mudhalvarin Mugavari / CM Helpline –Integrated & Inclusive Public Grievance Management System, 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 Conference	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.	Matters relating to Officers and Staff of TACTV / TANICS / iTNT	1.	Adjudication under IT Act, 2000
2.	Digitalisation of Signals and Distribution of Set Top Boxes (STBs) by TACTV	2.	Matters relating to Officers and Staff of TANFINET
3.	TACTV Cable TV Operators Welfare Board	3.	Matters relating to e-Mail Policy, creation of e-mail ID to Departments etc.,
4.	Review by Apex Committee Meeting on audit paras pending with HODs	4.	Assurance Committee
5.	PAC/PUC	5.	Estimates Committee
6.	Subject matters on ELNET	6.	e-Waste Policy and issues related to e-waste, Disposal of Obsolete Computers in Govt. Departments
7.	Public Wi-fi and Amma wifi, Free internet to schools	7.	Files from other Departments relating to remarks on any e-

			Governance application / Projects.
8.	Procurement of software / Hardware related to other department and e-procurement		Tender, e-Tender
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 and other department files relating to creation of IT posts.	2.	IT Expressway
3.	SIPCOT Board	3.	Syndicate meeting of Anna University
4.	SETS Board	4.	All matters relating to GeM portal
5.	All matters related to ICT Academy	5.	Tamil Virtual Academy projects
6.	Capacity Building, Skill development, Naan Mudhalvan	6.	Tamil Unicode Matters
7.	Smart India Hackathon, IndEA framework		
8.	All Matters relating to IITM Research Park		
9.	IIT(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.	All matters relating to e-Sevai Centres / Common Service Centres.	4.	e-Governance Initiative Fund & Other e-Governance initiatives
5.	District e-Governance Society	5.	e-Governance Standards Manual
6.	e-Governance Leadership Programme	6.	e-Governance Awards
7.	Matters relating to Emerging Technologies like Block Chain, Artificial Intelligence, IoT, etc.,	7.	Matters relating to TNGIS
8.	Good Governance and e-readiness	8.	Digital Payments – Digidhan, DBT, Cashless consolidation portal
9.	Know your Government	9.	Payment Gateway
10.	Creation & Maintenance of Websites conforming to Standards / Accessibility of Websites	10.	e-Office / e-Sign
11.	State Portal and Single Portal for Government Departments	11.	Open Source and Open Standards Manual.
		12.	NeGP Projects and facilitation in implementation of Mission Mode Projects.
		13.	Amma e-Village, DigiGaon, PMGDISHA, e-Vidhan, Namadarasu.
		14.	e-Learning Portal(LMS/KMs)
		15.	DiTN
		16.	Magalir Urimai Thogai, Chief Minister's Breakfast Scheme

SECTION D			
	ASO – 1		ASO – 2
1.	Global Investors Meet	1.	IT Promotion and ICT/IT Policy
2.	ELCOT Smart cities	2.	Electronic Manufacturing Policy, All matters relating to EHM Events- (ELCINA), EMC Cluster/EMC Investments.
3.	Tamil Nadu State Data Centre / Data Centre Policy	3.	Centre of Excellence for FINTECH / FinterAct
4.	TN Cloud	4.	All matters relating to IT/ITeS Companies/STPI
5.	National Data Centre - Pune, Disaster Recovery Centre, Near Line Disaster Recovery Centre	5.	IT Parks / Combined IT Complex
6.	State Advisory Council	6.	SEZ, ELCOSEZ
7.	Ease of Doing Business and Business Reforms Action Plan	7.	Startups and Startup Warehouse / Startup and Innovation Policy
8.	Industry 4.0	8.	IT / ITes / Electronics Events (State, National & International), Seminars, Road Shows for IT Promotion, etc.
9.	Single Window Facilitation	9.	IT/ITes Jobs in Rural Areas
10.	Matters relating to Guidance Bureau	10	Promotion of FAB Industry
11.	Rural BPO Policy	11	Incubation Centre and Venture Capital
12.	Deep Tech Policy	12	AVGC –XR Policy
13.	IT Policy / Conclave	13	Start-up Tamil Nadu
14.	All Projects relating to iTNT Hub	14	Green IT Park
15.	Twin city Project	15	TN Tech City
16.	Server Farm	15	Tamil Nadu Startup and Innovation Mission (TANSIM)
17.	Defence Corridor		

SECTION E			
	ASO – 1		ASO – 2
1.	Data Analytics, Data sharing, security, Data purity and protection matters and Policies	1.	All matters relating to IT Security
2.	Open Government Data – TN Data Sharing and Accessibility Policy (TND SAP)	2.	IT Security Audit
3.	TN Data Policy	3.	CERT –IN, CERT-TN, CSA-TN, CCMP and SOC-TN
4.	Empowered Data Governance Committee(EDGC)	4.	Cyber Security Policy, Cyber Security 2.0, Cyber Security preparedness in Government departments.
5.	Aadhaar-(AUA/KUA) related matters.	5.	High level Security Governance Committee and Technical Governance
6.	State Resident Data Hub (SRDH) and Permanent Enrolment Centres(PECs)	6.	All Matters relating to Cyber Crime / Social Media and Blocking of Websites and Apps
7.	National Population Register (NPR), State Population Register (SPR) Updation	7.	Vulnerability in Websites / Portals
8.	State Family Data Base(SFDB)	8.	National Critical Information infrastructure (NCIIPC)/CII identification.
9.	Tamil Nadu Decision Support System(DeTN)	9.	BharatNet and related subjects.
10.	CM Dash Board	10.	State Level Implementation Committee(SLIC)
11.	Zero Proof Predictive Service Delivery	11.	Tamil Net and Unified Digital Infrastructure
12.	Digital Personal Data Protection Act and related matters.	12.	All matters relating to TNSWAN
13.	Right of Way	13.	SECNET, NKN Connectivity

			and 100 Mbps LL Connectivity
14.	Telecom Infrastructure Policy	14.	Reference Standards
15.	State Level Telecom Committee	15	Digital Library under GoI Special Assistance 2023-24
16.	Broadband Readiness Index and Digital Communication Readiness Index		
17.	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 Principal 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 there under 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.	Designation of the Officer	Telephone (STD Code No.044)		email
		Office	Residence	
1.	Principal Secretary to Government, Information Technology & Digital Services Department, Secretariat, Chennai-600 009.	2567 0783 2566 5598 Extn.5598	47986223	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
PRINCIPAL SECRETARY TO GOVERNMENT (Rs.1,82,200- 2,24,100 + Allowance)		
1.	Thiru. Brajendra Navnit, 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		
1.	Tmt. Grace Tamizhselvi	(Rs.56,100-2,05,700+Allowances)

SL. No.	NAME OF THE OFFICER	Pay Band
ASSISTANT SECTION OFFICER (36,400-1,34,200+ allowances)		
1.	Tmt. V.Renukadevi	
2.	Tmt. U.S.Nazia Sherin	
3.	Thiru C.Vijayakumar	
4.	Thiru S.Shibi	
5.	Thiru R.Ravindran	

6.	Tmt.R.A.Sumathi shri	
7.	Tmt.B.J.D.Vasanth Varshini	
8.	H.Shafeeq Khan	
9.	G.Vijayakumar	
10.	Tmt.L. Antony Priya Margrate	
11.	Tmt.C.R.Gayathri	
12.	Tmt. M.Lakshmi	
13.	Thiru.P.Subramanian	
14.	Thiru. T. Kuralarasan	
15.	Vacant	

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

SENIOR PERSONAL CLERK		(35,400-1,30,400+ allowances)
1.	Vacant	

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

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

TYPIST		(19,500-71,900 + Allowances)
1.	Thiru. P. Praveenkumar	
2.	Selvi. K. Sudha	

DRIVER		(19,500-71,900 + Allowances)
1.	Thiru.Edwin Johnson	

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

கோரிக்கை 31 தகவல் தொழில்நுட்பவியல் மற்றும் டிஜிட்டல் சேவைகள் துறை
DEMAND 31 INFORMATION TECHNOLOGY AND DIGITAL SERVICES DEPARTMENT

2025-2026 ல் செலவிற்கு வேண்டியுள்ள தொகை பற்றிய மதிப்பீடு ESTIMATE OF THE AMOUNTS REQUIRED FOR EXPENDITURE IN 2025-2026				
2025-2026 வரவு செலவுத் திட்ட மதிப்பீடு BUDGET ESTIMATE 2025-2026				
ரூபாய் ஆயிரத்தில் Rupees in Thousands				
	Revenue	Capital	Loan	Total
மானியக் கோரிக்கை அனுமதித்தது DEMAND FOR GRANT-Voted	130,23,95	...	50,00	130,73,95
மொத்த தொகை-சாட்டியது APPROPRIATION-Charged	1	1

நிகரச் செலவு ரூபாய் ஆயிரத்தில் Net Expenditure Rupees in Thousands				
	2023-2024 கணக்குகள் Accounts	2024-2025 வரவு செலவுத் திட்ட மதிப்பீடு Budget Estimate	2024-2025 திருத்த மதிப்பீடு Revised Estimate	2025-2026 வரவு செலவுத் திட்ட மதிப்பீடு Budget Estimate
2202 பொதுக் கல்வி GENERAL EDUCATION	3,81,95	8,25,08	8,25,08	6,87,08
2220 செய்தி மற்றும் விளம்பரம் INFORMATION AND PUBLICITY	7,41,33	7,73,39	7,74,75	8,83,59
2852 தொழில்கள் INDUSTRIES	67,48,62	99,02,92	104,10,57	109,76,79
3451 தலைமைச் செயலகம் - பொருளாதாரப் பணிகள் SECRETARIAT - ECONOMIC SERVICES	3,78,17	4,90,48	10,73,08	4,76,49
7610 அரசுப் பணியாளர் முதலியோருக்குக் கடன்கள் LOANS TO GOVERNMENT SERVANTS ETC.	...	40,00	40,00	50,00

2025-2026 வரவு செலவுத் திட்ட மதிப்பீடு BUDGET ESTIMATE 2025-2026					
ரூபாய் ஆயிரத்தில் (தொகு மொத்தம்) Rupees in Thousands (Gross)					
Head of Department		Revenue	Capital	Loan	Total From To Page No
1 031 01 தகவல் தொழில்நுட்பவியல் மற்றும் டிஜிட்டல் சேவைகள் துறை - தலைமைச் செயலகம் Information Technology and Digital Services Department - Secretariat	Charged Voted	1 79,56,55 50,00	1 80,06,55 06-15
2 031 02 தமிழ் இணையக் கல்விக் கழகம் Tamil Virtual Academy	Voted	6,87,08	6,87,08 16-18
3 031 03 மின் ஆளுமை இயக்ககம் Directorate of e-Governance	Voted	43,80,32	43,80,32 19-28
மொத்தம் TOTAL :		Charged Voted	1 130,23,95	... 50,00	1 130,73,95

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:	Address
Tmt. K.V. Radha	Under Secretary to Government (OP & Budget)	044	25665658	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	

Department Appellate Authority:

Name	Designation	STD Code	Phone No. Office:	Address
Thiru. R. Kumar	Deputy Secretary to Government	044	25670131	Deputy Secretary to Government Information Technology and Digital Services Department, Secretariat, Chennai-9.