



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

**GOVERNMENT OF TAMIL NADU**

**OFFICE OF THE DIRECTOR GENERAL,  
HIGHWAYS DEPARTMENT,  
76, SARDAR PATEL ROAD,  
GUINDY, CHENNAI – 25.**

# **CHAPTER – 1**

## **INTRODUCTION**

## INTRODUCTION

1.1.1 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 the each public authority, the Government of India have enacted "The Right to Information Act 2005"(RTI Act).In pursuant to the provisions of sections 4(1)(b) of the Act at State level, the Director General, Highways Department, Guindy, Chennai-600 025, has brought out this manual for information and guidance.

1.1.2 The Government of Tamil Nadu have also initiated steps under the Act and have constituted "The Tamil Nadu Information Commission" comprising three-tired I.A.S., Officials in the rank of Secretary to Government in G.O.Ms.No.988/ Public (Estt & Leg) Department / Dated 07.10.2005 and prescribed fees for remittance by persons seeking information under the Act, in G.O.Ms.No.989/ Public (Estt & Leg) Department/ Dated 07.10.2005, notifying it as Tamil Nadu Right to Information Act (Fees) Rules 2005. However, the fee structure was modified by the subsequent issue of G.O. Ms. No. 1012, Public (Estt. I &Leg) Department, dated 20.09.2006.

1.1.3 The section 4(1)(b) of the Act requires publication of Information relating to functioning of Department under the Public Authority. This Hand Book is aimed to provide information relating to the functioning of the Head of the Department and his subordinates officers working in the State.

**1.2** The purpose of this manual is to inform the organizational setup of this department, the functions and duties of its officers and employees, records and documents available.

1.2.2 This Department is in charge of formation, improvement, up gradation and maintenance of roads and constructions of Bridges and its maintenance for free flow of traffic and effective communications etc.,

**1.3** This manual would provide all that information which the Public, road users, the contracting industry and persons interested in such matters desire to know viz. about the schemes, projects and programmes being implemented by this Department and the Circles/Divisions/ Sub-Divisions under its Administrative Control.

**1.4** The information in the Hand Book is organized detailing the works carried out under various schemes at various functional jurisdictions under the control of Chief Engineer (General) Highway

1.5 Under this Act, as far as the Highways Department is concerned, there are three units as follows.

1)	<b>Government</b>		<p>a) Joint Secretary to Government, Highways Department is Appellate Authority</p> <p>b) Under Secretary to Government, Highways Department is the Public Information Officer</p>
2)	<b>Head of Department's</b> (Chief Engineer Office level)	(I) Director General Office	<p>a) Director General(H), is the Appellate Authority</p> <p>b) Joint Director(Admn), Accounts Officer(H) are the Public Information Officer</p> <p>c) All the Assistant Directors, Chief Personnel Officer, Administrative Officer, Deputy Accounts Officer are Assistant Public Information Officers.</p>
		(II) Chief Engineer's Office	<p>a) Chief Engineers of various wings of Highways Department are Appellate Authorities for their wings.</p> <p>b) Joint Chief Engineers/Deputy Chief Engineers of wings concerned and Accounts Officers (H) are the Public Information Officers.</p> <p>c) All the Assistant Chief Engineers, Administrative Officer, Deputy Accounts Officers are Assistant Public Information Officers</p>
3)	<b>Superintending Engineer's Office level/ Circle level</b>		<p>a) Superintending Engineer(H) is the Appellate Authority</p> <p>b) The concerned Deputy Superintending Engineer in the circle office and all the Divisional Engineer's under his control are Assistant Public Information Officers.</p> <p>c) All Assistant Divisional Engineers, Managers in the Divisional office and Administrative Officers in the circle office are Assistant Public Information Officers.</p>

The above details are available under chapter 8 of the Hand Book, and the person requiring any information can contact them for getting information.

**1.6** The fee structure for getting information not available in this manual, will be governed by the Tamil Nadu Right to Information Act (Fees) Rules, 2005. However, the procedure and fee structure for getting information are as under:-

a) A request seeking information under Sub Section (1) of Section 6 of the Tamil Nadu Right to Information Act 2005, shall be made in writing, or through electronic means either in person or by post to the Public Information Officers, mentioned and must be accompanied by an application fee of Rs.10/- by cash or by D.D. or bankers cheque or by affixing a court fee stamp. The Public Information Officer will credit such 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 through Treasury/Pay and Accounts Officers/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 Sec (1) of Section (7) of the said Act the request shall be made as at (a) above and fees as below should be paid as per the mode mentioned at (a) above.

- (i) Rupees two for each page (in A4 or A3 size paper) created or copied.
- (ii) Actual Charge or cost price of a copy in larger size paper.
- (iii) Actual cost or price for samples or models
- (iv) For inspection of records, no fee for the first hour and a fee of Rs. Five for every one hour (or fraction thereof) thereafter.

c) For providing the information under sub section (5) of section 7 of the Tamil Nadu Right to Information Act, the request shall be made as at (a) above and fee as below should be paid as per the mode at (a) above.

- (i) For information provided in diskette or floppy at Rs.50/- (Fifty) per diskette or floppy and.
- (ii) For information provided in printed form, at the price fixed for publication. (or) Rupees Two per page of Photocopy for extracts from the publication.

The persons below poverty line (BPL) are exempted from the payment of fee mentioned in para 1.6 above for seeking information under the Tamil Nadu Right to Information Act 2005. The list of persons below poverty line approved by the Gram Panchayat and the local bodies will be the basis for claiming this concession. An extract of the list duly certified will be sufficient to avail this concession.