

**TAMIL NADU PUBLIC SERVICE COMMISSION MANUAL**  
**ON RIGHT TO INFORMATION– 2006 (ISSUED WITH**  
**REFERENCE TO THE RIGHT TO INFORMATION ACT –**  
**2005,**  
**CENTRAL ACT 22 OF 2005)**

1. This Manual shall be called “The Tamil Nadu Public Service Commission Manual on Right to Information”.
2. In this Manual, unless the context otherwise requires;
  - (i) ‘Act’ means ‘ The Right to Information Act – 2005 ’ (Central Act 22 of 2005)
  - (ii) ‘Commission’ means the Tamil Nadu Public Service Commission which consists of Members and Chairman as specified in Regulation 3 of the Tamil Nadu Public Service Commission Regulations, 1954.
  - (iii) ‘Government’ means the Government of Tamil Nadu.
  - (iv) ‘Constitution’ means the Constitution of India.
  - (v) ‘Public Information Officer’ means the officer designated as the Public Information Officer by the Commission and the ‘Appellate Authority’ means the officer designated as the Appellate Authority by the Commission under section 5 of the Act.
  - (vi) All the other words and expressions used herein, defined or not defined, in the Manual, shall have the meaning assigned to them in the Act.
3. As the said Act has been enacted to provide the practical regime of right to information for citizens to secure access to information under the control of public authorities, the Commission, thought it expedient to publish a manual on right to information to facilitate obtaining of any information relevant to the functioning of the Commission as provided in the Constitution

4. **Request for information under Section 6:-**

1. A person, who desires to obtain any information under the Act, shall make a request in writing or through electronic means in English or Tamil under sub section (1) of section 6 shall be in the Form annexed to this Manual, addressed to the Public Information Officer and shall be accompanied by an application fee of Rs.10/- (Rupees Ten only).

**5. Fees payable for providing information:-**

The fee payable along with application fee of Rs. 10/- for providing information under the provision of the Act shall be,

- a) Rs. 2/- (Rupees Two only) for each page of record supplied and / or
- b) For inspection of records, no fee for the first hour and a fee of Rs. 5/- (Rupees five only) for every one hour thereafter.
- c) Actual cost or reasonable price for any technical data / material held in any electronic form or in printed form.
- d) No cash payment will be accepted. The applicants are given the option either to send Demand Draft / Bankers Cheque or remit the fee under the following head of account through Treasury / Pay & Accounts officer / State Bank of India / Reserve Bank of India.

**“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)**

- e) In the case of Demand Draft the fee should be payable at Chennai, drawn in favour of the Secretary, Tamil Nadu Public Service Commission, Chennai – 2. The Demand Draft / Bankers Cheque should not have been obtained before the first day of the month in which the request is made. If the DD is obtained in a branch of SBI it should be payable at the SBI service branch (code: 8443) Chennai – 600 006.
- f) In the case of remitting the fee through Treasury / Pay & Accounts officer / SBI / Reserve Bank of India in the above head of account the applicant

should produce the Chelan as an evidence of having remitted the fee along with the application.

Note: The persons below poverty line are exempted from payment of fee. Evidence to be produced from village Panchayat / Urban Local bodies.

**6. Information that could be shared with any citizen as set out in section 4(1)**

**of the act: -**

- 1. The particulars of Organization, Functions, duties and powers of the Officers and Staff of the of the Tamil Nadu Public Service Commission (Already in the Website)**
- 2. Annual Report of the Tamil Nadu Public Service Commission.**
- 3. Tamil Nadu Public Service Commission Rules of Procedure.**
- 4. Tamil Nadu Public Service Commission Regulations – 1954.**
- 5. Instruction etc., to candidates.**
- 6. Information Brochure, Syllabi.**
- 7. Particulars relating to the date of examination / tests, instructions relating to conduct of examination / test, examination centers, fee to be paid, date of publication of results in the Tamil Nadu Public Service Commission Bulletin.**
- 8. Information listed under section 4(i) of the Act and other information disclosure of which will not affect others have been made available in the Commission's website viz., [www.tnpsc.org](http://www.tnpsc.org). The supply of information other than information made available in the Commission's website and the information exempted under section 8 of the Act is the discretion of the Commission.**

**7. Information exempted under section 8:-**

Having regard to the nature of the functions of the Commission there shall be no obligation to give any citizen, any information on the items listed below under section 8 as disclosure thereof would harm the interest and competitive position of other candidates or third parties unless the competent authority, depending upon the facts of the case, is satisfied that larger public interest warrants the disclosure of such information:-

Information relating to all departmental tests and Competitive examinations under direct recruitment that **could not be shared**

- 1. Names and address of question paper Setters, Moderators, Printers of Question papers, Evaluators of answer books, Experts and Departmental Representatives who assist the interview, composition of interview boards.**
- 2. Assessment of merit of the candidates. Written / Oral Test marks until the finalization of the final selection results.**
- 3. Answer sheets/marks sheets of the candidates.**
- 4. Answer sheets and marks sheets of other candidates. Selection List/ Reserve List**
- 5. Details regarding payment made to question paper Setters, Printers, Examiners, Experts, Departmental Representatives or any person or organization who assist the Commission in examination work.**
- 6. Names and address of the Chief Invigilators/Invigilators of the Examination Hall.**
- 7. Details of Scanning & Checking of OMR Answer sheets**
- 8. Scheme of Valuation and Model Answers.**
- 9. Instructions to Examiners/ Moderators**

- 10. Details of answer books evaluated by Examiners and marks awarded by them.**
- 11. Application and enclosure of other candidates, Nominal Rolls, Memo of Admission (Hall Ticket) of other candidates, seating arrangement etc.,**
- 12. All details of outsourcing**
- 13. Interview Statements & Proceedings.**
- 14. Agenda and Minutes of Commission's meetings proceedings.**
- 15. Office Orders and Commission's Proceedings etc.,**
- 16. Commission's correspondence with outside agencies.**
- 17. Copy of notes in respect of appointment of personnel for doing confidential works.**
- 18. Information which would harm the competitive position of other candidates / third parties, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information.**
- 19. Information expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court.**
- 20. Information received in confidence from any other State Public Service Commissions / Union Public Service Commission or any other organizations / institutions or any department of the Government.**
- 21. Information, disclosure of which would endanger the life or Physical safety of any person or identify the source of information or assistance given in confidence for conducting any investigation / inquiry.**
- 22. Information, which would impede the process of investigation or apprehension or prosecution of offenders.**

- 23. Matters relating to disciplinary cases of the Staff and Officers of the Tamil Nadu State and Subordinate service**
- 24. Personal Information which has no relation to any public activity or interest or the disclosure of which would cause un-warranted invasion of privacy of an individual unless the Public Information Officer or the Appellate Authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information.**
- 25. Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interest of the State, relation with foreign State or lead to incitement of an offence.**
- 26. Information, the disclosure of which would cause a breach of privilege of parliament or the State Legislature.**
- 27. Provided that those matters which come under the exemptions specified in Section 8(1) of the ACT shall not be disclosed.**

**CONTROLLER OF EXAMINATIONS  
AND SECRETARY (INCHARGE)**

**ANNEXURE - I  
FORM TO SECURE INFORMATION FROM TAMIL NADU PUBLIC  
SERVICE COMMISSION**

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|----|--|-------------|
| 1. | Name and address of the applicant with Telephone No.   | :           |
| 2. | Details of his/her Candidature before Commission, if so  | :           |
| 3. | Details of the Information required  | :           |
| 4. | Year or period to which it relates   | :           |
| 5. | Amount paid (Rupees)   | :           |
| 6. | Details of Demand Draft / Bankers Cheque / Chelan<br><br>Demand Draft Number<br>Date of Purchase of DD<br>Name of the Bank | :<br>:<br>: |
| 7. | Signature of the Applicant   | :           |

Request for information by the applicant will be complied only if all the columns are filled and prescribed fee is paid.

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