

Right To Information Act

The Right to Information Act (Central Act .No.22 of 2005) Published in the Government of India Gazette No.25 dated 24.06.2005 has been enforced during 2005.

The Town Planning Officer is designated as public Information officer with respect to the Manapparai Municipality.

The applications received under this Act, for the year 2013 is 52 and all the 52 applications have been attended to.

Name of the Office	Designation under the Act	Name Thiru/tmt	Designation	Contact Numbers	Official Address
Mannargudi Municipal Office	P.I.O	J.Meera manzure	Manager	04367-252263	Mannargudi Municipal Office, Gandhi Road, Mannargudi-614001.
Mannargudi Municipal Office	Appellate Authority	K. Sennukrishnan	Commissioner	7397396225	Mannargudi Municipal Office, Gandhi Road,, Mannargudi-614001.

1.3. Any person requiring information under the RTI Act on the subject matters dealt with by the Commissionerate of Municipal Administration may send his/her representation to the concerned Public Information Officers, Office of the C.M.A MRC Nagar, Chennai – 28

1.4 The procedure for getting information and the fee to be paid are as mentioned below:-

1. A request for obtaining information under section 6 (1) of the RTI Act shall be made in writing or through electronic means to the Public Information Officer mentioned in the above table 1.2. The request must be accompanied by a fee of ₹10/- by court fee stamp or by demand draft or banker's cheque. The Public Information Officer shall credit the amount in 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 007500 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 a photocopy of the challan to the Public Information Officer along with his / her application as evidence for having remitted the fee.

2. For providing the information under section 7 (1) of the Right to Information Act (See the attached manual), the request shall be made as mentioned in 1.4 (a) on payment of fee as indicated below.
 1. Rupees two for each page (in A4 or A3 size paper) created or copied;
 2. actual charge or cost price of a copy in larger size paper
 3. actual cost of price for samples or models; and
 4. for inspection of records, no fee is charged for the first hour; and a fee of ₹5/-(five) for each fifteen minutes (or fraction thereof) thereafter.
3. For providing the information under section 7(5) of the Right to Information Act, a fee as indicated below should be paid following the method of payment mentioned above.
 1. For information provided in diskette ₹50/-(fifty) per diskette and
 2. For information provided in printed form, at the rate of ₹2/- per page.

1.5 Persons below the poverty line need not pay the fee for getting the information under the Right to information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.6 The Commissionerate of Municipal Administration has appointed Joint Commissioner (Admin), O/o The Commissioner of Municipal Administration as the Appellate Authority under section 9(1) of the Act. The contact details of the Appellate Authority is given below:-

Joint Commissioner (Admin)
O/o The Commissionerate of Municipal Administration
Urban Administrative Building,
75, Santhome High Road,
MRC Nagar, RA Puram,
Chennai – 600028.

044-29864447, 044-29864453

Email: jcadmin.tncma@nic.in

1.7 The details of all developmental activities schemes etc., implemented by the Commissionerate of Municipal Administration have been incorporated in the Website of the Commissioner of Municipal Administration for access to the public.