

# **THE RIGHT TO INFORMATION ACT 2005**

## **OBLIGATIONS OF PUBLIC AUTHORITIES**

**INFORMATION HAND BOOK  
AUGUST, 2017**

**TELANGANA STATE TECHNOLOGY SERVICES LIMITED,  
1<sup>ST</sup> FLOOR, 'C' BLOCK, BRKR BHAVAN TANKBUND  
ROAD, HYDERABAD – 500 063**

# CHAPTER 1 - INTRODUCTION

## 1. Back ground:

In order to promote transparency and accountability in the working of every Public Authority, Houses of Parliament have passed the Right of Information Bill 2005 (RTI 2005) and received assent of the President of India on 15-06-2005 and it was published as RTI Act 2005 in the Gazette of India on 21-06-2005. The Act casts an obligation on every Public Authority to maintain Records duly catalogued and indexed in a manner and the form, which facilitates the right to information under this Act.

This has necessitated bringing out this Information Hand Book to keep informed to whoever requires information on the activities of TSTSL and its functions.

## 2. Objectives/ Purpose of this Information Hand Book:

Subject to provisions of this Act, all citizens shall have the right to information on the following:

- i. The particulars of its organization, functions and duties;
- ii. The powers and duties of its officers and employees;
- iii. The procedure followed in the decision making process, including channels of supervision and accountability;
- iv. The norms set by it for the discharge of its functions;
- v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- vi. A statement of the categories of documents that are held by it or under its control;
- vii. The 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;
- viii. 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;
- ix. A directory of its officers and employees;
- x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

- xii. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- xiii. Particulars of recipients of concessions, permits or authorizations granted by it;
- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;
- xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- xvi. The names, designations and other particulars of the Public Information Officers;
- xvii. Such other information as may be prescribed; and thereafter update these publications every year;

### **3. Who are the intended users of the Hand Book;**

Citizens, Civil Society Organizations, Public Representatives, Officers and Employees of Public Authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central/ State Information Commissions etc.

### **4. Definition of Key Terms**

### **5. Organization of Information:**

### **6. This handbook contains the following Chapters:**

- Chapter 2: Organization, Functions & Duties
- Chapter 3: Powers & Duties of Officers and Employees
- Chapter 4: Procedure followed in Decision Making Process
- Chapter 5: Norms set for the Discharge of Functions
- Chapter 6: Rules, Regulations, Instructions, Manual and Records for discharging Functions.
- Chapter 7: Categories of Documents held by the Public Authority under its Control
- Chapter 8: Arrangement for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or implementation thereof
- Chapter 9: Boards, Council, Committees and other Bodies constituted as part of Public Authority

Chapter 10:	Directory of Officers and Employees
Chapter 11:	Monthly Remuneration received by Officers and Employees including the system of compensation as provided in Regulations
Chapter 12:	Budget allocated to each Agency including Plans etc.
Chapter 13:	Manner of execution of subsidy programmes
Chapter 14:	Particulars of Recipients of concessions, permits or authorization granted by the Public Authority
Chapter 15:	Information available in Electronic Form
Chapter 16:	Particulars of facilities available to citizens for obtaining information
Chapter 17:	Names, Designations and other particulars of Public Information Officers
Chapter 18:	Other useful information

## **7. Getting additional information:**

The sources, procedures and fees structure for getting information not available in this handbook.

## **8. Names & addresses of key contact points:**

K. Shyam Sunder  
Hardware Engineer & PIO  
TS Technology Service Ltd.  
Hyderabad – 500063  
Ph:23220305/23221760,  
Mobile:9963029402

## CHAPTER 2 – ORGANIZATION, FUNCTIONS AND DUTIES

[ SECTION 4 (1) (b) (i) ]				
2.1 Particulars of the Organization, Functions and Duties				
S. No.	Name of the Organization	Address	Functions	Duties
1	Telangana State Technology Services Limited	1st Floor, 'C' Block, BRKR Bhavan, Tank bund Road, Hyderabad – 500 063	<ol style="list-style-type: none"> <li>1. Procurement of Computer Hardware and Software and Networking under turnkey solution.</li> <li>2. Up-gradation of Systems.</li> <li>3. Application Software Development</li> <li>4. Evaluation and building up of various communication infrastructure projects.</li> <li>5. Consultancy services for IT solutions to organizations within the State and also other State Governments.</li> <li>6. Implementation of IT application projects such as APSWAN, APSCAN, Video Conference facility etc.</li> <li>7. Implementation of PKI Infrastructure and Issue of Digital Certificates.</li> <li>8. Processing of Aarogyasri Health Cards for GoTS based on Ration Card Data</li> <li>9. Implementation of Mission Mode Projects (MMP) as assigned by GoI/ Govt. of Telangana.</li> </ol>	<ol style="list-style-type: none"> <li>1. To provide consultancy services to Govt. Departments / Govt. Companies/ Corporations/ Aided Bodies/ Institutions in the purchase of modern office equipment including computer hardware and to assist installation of all such equipments and hardware.</li> <li>2. To provide technical consultancy services on computerization of the various Govt organizations, up-gradation of the existing systems and implementation of the applications.</li> <li>3. To undertake feasibility and system studies for development of appropriate softwares as per the needs of the client agencies.</li> <li>4. To provide consultancy to user agencies for recruitment of technical professionals by conducting skill tests.</li> <li>5. To assist in acquisition, maintenance and use of any other technological aids to administration</li> </ol>

## CHAPTER 3 - Powers and Duties of Officers & Employees

[ SECTION 4 (1) (b) (ii) ]				
3.1 Details of the powers and duties of officers and employees of the Authority by designation				
S. No.	Name of the Officer/Employee Sri/Smt.	Designation	Duties allotted	Powers
1	G. T. Venkateswar Rao, IRS	i/c. Managing Director	Head of the Department. Over all in-charge of the organization	<ul style="list-style-type: none"> <li>i. Controls, directs and supervises all the functions of the Corporation under the direct control of the ITE &amp; C Department, Govt. of Telangana.</li> <li>ii. Responsible for the day-to-day administration of the Corporation and exercises such of the powers, as are delegated to him by the Board of Directors subject to the provision of the Companies Act, 1956 and the Articles of the Corporation.</li> <li>iii. Exercises authority in all matters relating to sanctioning of works approval of tenders, execution of agreements, execution of works, incurring of expenditure, appointments, disciplinary actions, HRD matters, General Administration.</li> <li>iv. Authorizes the Quality Policy and Quality Objectives of the Organization and approves the Quality Manual.</li> <li>v. Conducts Management Review from time to time and interacts with clients (user Departments).</li> </ul>

2	T. Srinivasa Rao	I/c. General Manager	<ul style="list-style-type: none"> <li>i. Hardware Procurement Projects including Office Automation up to Rs.5.00 Crore.</li> <li>ii. Account division</li> <li>iii. TSU</li> <li>iv. Acceptance Test</li> <li>v. RTI-Appellate Authority</li> <li>vi. System Administration, eWaste</li> <li>vii. PKI &amp; e Procurement refunds etc.</li> <li>viii. Other projects if any assigned by MD from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>i. Issue of Purchase orders &amp; Approval of payments up to Rs.10 Lakh (make sure that necessary contractual conditions have actually been fulfilled by the vendors before authorizing payment).</li> <li>ii. Signing of agreements for supply of products and services for contract up to a value of Rs.50 Lakh.</li> </ul>
3	Pushpa Rathod	I/c. General Manager	<ul style="list-style-type: none"> <li>i. Consultancy Services and Application Development division</li> <li>ii. SCA operation</li> <li>iii. Administration</li> <li>iv. CA division</li> <li>v. Procurement Projects beyond Rs.5.00 Crore.</li> <li>vi. Other projects if any assigned by MD from time to time</li> </ul>	<ul style="list-style-type: none"> <li>i. Issue of Purchase orders and Approval of payments up to Rs.10 Lakh (make sure that necessary contractual conditions have actually been fulfilled by the vendors before authorizing payment).</li> <li>ii. Signing of agreements for supply of products and services for contract up to value of Rs. 50 Lakh.</li> <li>iii. Purchase of equipment for the Office Computers and Up-gradation for 1 Lakh.</li> <li>iv. Software - Rs.0.50 lakh</li> <li>v. Printers - Rs.0.50 lakh</li> <li>vi. UPS - Rs.0.50 lakh</li> <li>vii. Site preparation - Rs.0.50 lakh</li> <li>iii. Office Equipment - Rs.0.50 lakh</li> <li>ix. Office Furniture - Rs.0.25 lakh</li> <li>x. Library - Rs.0.10 lakh.</li> <li>xi. Repairs &amp; Maintenance Computers - Rs. 0.25 lakh</li> <li>xii. Printers - Rs. 0.10 lakh</li> <li>iii. UPS - Rs. 0.10 lakh</li> <li>iv. Office Equip - Rs. 0.50 lakh</li> <li>xv. Misc - Rs. 0.10 lakh</li> <li>vi. Office Furniture - Rs. 0.10 lakh</li> <li>vii. Misc. Elec &amp; Civil works -</li> </ul>

				Rs. 0.10 lakh xviii. Clearance of TA Bills of all the staff members and officers.
4	B. Venkateshwara Rao	Senior System Analyst	1. AD & CS Division - APAT, ESFAS, GAD(Accom), MPHS 2. Manager (Hardware Purchase)	Approvals of procurement proposals and payments up to Rs.1.0 Lakh for user departments.
5	A.K.Rathod	Manager	HR matters of outsourcing employees	
6	K.Chandra Shakar	Manager (OA) & e-Salvage	Office Automation & e-Salvage Project	Approvals of procurement proposals and payments up to Rs.1.0 Lakh for user departments.
7	K. Shyam Sunder	Manager	System Administration, Vendor empanelment, RTI as PIO & SAPNET, e Procurement ,	Maintenance of Office Computers. Memory up-gradation Rs. 20,000, Network Interface Rs. 10,000, Cartridge Tapes Rs. 2,000 Floppy Dikettes Rs. 1,000, Others Rs. 1,000/-,
8	K. Sreedhar	Manager(HW)	Procurement of Hardware, System Software, conducting TCPC meeting, issue of purchase Orders	Approvals of procurement proposals and payments up to Rs.1.0 Lakh for user departments.
9	K. Rajendran	Manger IIP	Maintenance of Rate Contract wherever applicable, Calling for limited tenders OCB, Conducting TCPC meetings. Issue of purchase orders, APSWAN connectivity, procurement of computer consumables, arranging of LAN & WAN , AP Broadband Project and Clearance of bills.	Approvals of procurement proposals and payments up to Rs.1.0 Lakh for user departments.
10	V. Sree Devi	i/c. Manager (Admin & HRD)	Administration (Admin & HRD): Personal files of Technical and Non-Technical personnel and administration includes clearance of telephone bills, payments to contract staff, insurance of vehicles, office furniture, equipment, upkeep of vehicles, house keeping, correspondence work of ITE & C Department, other miscellaneous works.	



11	D. Ram Mohan	i/c. Manager (AT)	Acceptance tests	
12	D.S.N. Murthy	Sr. Software Engineer	1. Project Manager -SCA 2. FMS 3. PKI	
13	C.V. Venugopal	i/c. Manager (Accounts)	Maintenance of Books of Accounts of TSTS	
14	S. Sandhya Sri	i/c. Manager (Company Affairs)	Convening of Board meetings of the Company, Deals with the legal cases of the Company	

## CHAPTER 4 - Procedure followed in Decision Making Process

[ SECTION 4 (1) (b) (iii) ]			
4.1 Procedure followed in Decision Making by the Public Authority			
Activity	Description	Decision making process	Designation of Final Decision Making Authority
Procurement as per GO. No.43, dt. 15.06. 1998 (Finance & Planning (Plg) Wing Dept & GO. No.21, dt.08.07. 2004 of IT & C Department	Procurements on behalf of User Departments	<ol style="list-style-type: none"> <li>1. Indent received from the User Department will be circulated by the Section Assistant to the Concerned Manager.</li> <li>2. Manager after verification and confirming of receipt of funds from the user department recommends to the General Manager.</li> <li>3. Tenders either Limited or OCB will be called for from the prospective bidders.</li> <li>4. Limited tenders will be called for indents with estimated value less than Rs.50.00 lakhs.</li> <li>5. OCB procedure will be followed for indents with estimated value more than Rs. 50 Lakh.</li> <li>6. Manual bidding for procurements below Rs. 10 lakh.</li> <li>7. Online bidding for procurements more than Rs. 10 lakh.</li> <li>8. In manual bidding bids will be opening in front of the bidders' representatives and proceedings will be recorded.</li> <li>9. In online bidding, bids will be opened thorough online.</li> <li>10. Bids evaluation is sequential. i.e first pre-qualification, then technical after that financial.</li> <li>11. At every stage, Manager with their support</li> </ol>	Approving Authority: <ol style="list-style-type: none"> <li>1. Below Rs. 1 lakh: Concerned Manager</li> <li>2. &gt; Rs. 1Lakh &amp; Below Rs. 10 Lakh: Concerned GM</li> <li>3. &gt;Rs. 10 Lakh &amp; &lt;Rs. 5 Cr.: Technical cum Purchase Committee chaired by MD, TSTS</li> <li>4. &gt;Rs. 5 Cr.: Techno-Financial Committee chaired by Secretary, ITE&amp;C Department</li> </ol>

		<p>staff prepares evaluation statement and submits before the approving authority.</p> <p>12. Next stage bids will be opened only after approval by the authority.</p> <p>13. Order will be placed on successful bidder after approval by the authority.</p> <p>14. Negotiations and reverse auction wherever necessary will be done with the qualified bidders and the supplier will be finalized.</p>	
Payments	Payments to vendors	<p>1. Bill received from the vendor will be processed and circulated by the Assistant.</p> <p>2. Manager after verification and satisfying with the supply, delivery and installation and department certification will recommend for the payment to the General Manager.</p> <p>3. General Manager approves if the amount payable is within his powers or forwarded to MD with his recommendations.</p> <p>4. MD approves the payment.</p>	<p>Payment Approving Authority:</p> <p>1. Below Rs. 1 lakh: Concerned Manager</p> <p>2. &gt; Rs. 1Lakh &amp; Below Rs. 10 Lakh: Concerned GM</p> <p>3. &gt;Rs. 10 Lakh.: MD</p>

## CHAPTER 5 - Norms set for the Discharge of Functions

[ SECTION 4 (1) (b)(iv) ]				
5.1 Details of the norms/ standards set by the Public Authority for the discharge of its functions/delivery of Services				
S. No.	Function/Service	Norms/ Standards of Performance Set	Time Frame	Reference Document prescribing the norms (Citizen's Charter, Service Charter etc.)
1. For User Departments				
	Procurement Services	Furnishing of Proforma Invoice and Advance Stamped Receipt to Departments on request	Within 3 working days	
		After receipt of funds from the department the procurement targets will be as follows:		

		If it is less than Rs. 5.00 lakh	Within 30 working days	
		If the value is between Rs. 5 Lakh & Rs. 50 Lakh	Within 46 working days	
		If the value is more than Rs. 50.00 lakh	Within 78 working days	
		If it is World Bank procurement	Within 150 working days	
<b>2. For Vendors</b>				
	Payments on receipt of complete documents as per Purchase Order or Contract	90% payment on Delivery & installation	Within 10 working days	
		100% payment on acceptance test	Within 10 working days	
<b>3. Within Department</b>				
		Release of increment	Within 10 working days	
		Payment of TA bills	Within 10 working days	
		Payment Education / Festival Advances	Within 5 working days	
		Payment of EL encashment	Within 5 working days	
		Leave arrears	Within 15 working days	
		Sanction of HBA / Vehicle loans	Within 24 working days	

## **CHAPTER 6 - Rules, Regulations, Instructions, Manual and Records for Discharging Functions**

<b>[ SECTION 4 (1) (b) (v) ]</b>			
<b>6.1 List and Gist of Rules, Regulations, Instructions, Manuals and Records held by Public Authority or under its control or used by its employees for discharging functions</b>			
<b>S. No.</b>	<b>Description</b>	<b>Gist of contents</b>	<b>Price of the Publication if priced</b>
<b>Rules and Regulations</b>			
	Appointment Authority	Board & Managing Director	
	Approved Probationer	A member who has satisfactorily completed his probation in a service class or category.	
	Board	Board of Directors of the company and in relation to any powers exercisable by it	

		includes any committee.	
	Bonus or ex-gratia	Not applicable	
	Compensatory allowances	Allowances granted to meet expenditure necessitated by the special circumstances in which the duty is performed.	
	Direct recruitment	A candidate including a person in the services of the company or Govt. of Telangana or GOI direct to a post, category or class in a service	
	Duty	Includes service as probationer, Training cum probation period in respect of trainees, period during which an employee is on joining time or compulsory wait pending posting.	
	Employee	A person serving permanently in the company in any capacity.	
	Foreign Service	Service in which an employee receives his pay with the sanction of the company from any other source other than the company funds.	
	Honorarium	Recurring or non-recurring payment granted to an employee from the company funds as remuneration for special work of occasional or intermittent character to be authorized by the Managing Director	
	Pay	An amount drawn by an employee sanctioned for a post held by him.	
	Personal pay	An additional amount granted to an employee in respect of pay revision	
	Special pay	An additional amount in consideration of special nature of duties involved or a specific condition to the work or responsibility.	
	Substantive pay	The pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.	
	Probationer	A member of that service who has not completed his probation.	
	Promotion	Appointment of a member of any category or grade of a service to a higher category of such service.	
	Service	Period during which an employee is on duty as well as on leave duly authorized.	
<b>Instructions</b>			
1			
2			
<b>Manuals</b>			
1	TS Technology Services Ltd. Staff Rules & Service Regulations	Staff Service rules & regulations	

<b>Records</b>			
1	Register for Minutes of Board of Directors Meeting		
2	Register for Minutes of Annual General Meeting		
<b>Publications</b>			
1			

## **CHAPTER 7 - Categories of Documents held by the Public Authority under its Control**

<b>[ SECTION 4 (1) (b) (vi) ]</b>			
<b>7.1 Information about the official documents held by the Public Authority or under its control</b>			
<b>S. No.</b>	<b>Category of document</b>	<b>Title of the document</b>	<b>Designation and Address of the Custodian (held by / under the control of whom)</b>
<b>Internal</b>			
1		Memorandum & Articles of Association	Manager (Company Affairs)
2		Procurement Manual	Manager (HWP)
3		Accounts Codification	Manager (Accounts)
4		Service Rules	Manager (Admn)
<b>Major Contracts</b>			
1	APNET		
2	AP Broadband		
3	New APSCAN		
<b>MOUs</b>			
1	With Asia Access P. Ltd		
2	With Global IT Software		
3	With APKL		
4	With TCS	aponline.gov.in	
5	IT & C		
6	Microsoft Corporation	Agreement is under renewal process	
7	Oracle India Pvt. Ltd	Agreement is under renewal process	

8	Pramati Technologies P. Ltd		
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## CHAPTER 8 - Arrangement for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[ SECTION 4 (1) (b) (vii) ]			
8.1 Arrangements by the Public Authority to seek consultation / participation of public or its representatives for formulation and implementation of policies			
S. No.	Functions / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
		NOT APPLICABLE	

## CHAPTER 9 - Boards, Councils, Committees and other Bodies constituted as part of Public Authority

[ SECTION 4 (1) (b) (viii) ]			
9.1 Information on Boards, Councils, Committees and other Bodies related to the Public Authority			
Name of Board, Council, Committee etc..	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
TS Technology Service Limited Board of Directors	Secretary to Government - ITE & C Dept.	Chairperson	NO
	Secretary to Govt., I & C (MSME) Dept.,	Director	
	Secretary to Govt., - PE Department	Director	
	Secretary to Govt., Finance Dept.,	Director	

	Commissioner, School Education	Director	
	Managing Director, TSTS Ltd.,	Director	
	Prl. Secretary to Govt., Planning Department.	Nominated as Officer other than board of directors to sign the documents on behalf of Governor of Telangana State and to represent the Governor in all meetings of the Company.	
Technical Cum Purchase Committee	Managing Director	Chairman	
	General Manager	Member	
	Manager of the concerned project	Member	
	HoD of user department or authorized Representative.	Member	
	Representative from ITE&C Department (If value if > Rs. 25 lakh)	Member	

## CHAPTER 10 - Directory of Officers and Employees

[ SECTION 4 (1) (b) (ix) ]			
Name of Office/ Administrative Unit: T.S. Technology Services Limited			
10.1 Information of Officers and Employees working in different units or offices at different levels and their contact addresses (including officers-in-charge of grievance redressal, vigilance, audit etc.)			
S. No.	Name, Designation & Address of Officer/ Employee Smt./Sri	Telephone/ Fax/ Mobile No	e-Mail ID
1	T. Srinivasa Rao, i/c. GM	9963029392	srinivasrao.t@gov.in
2	Pushpa Rathod , i/c GM	040-23226970 9963029391	rpushpa-tsts@telangana.gov.in
3	B. Venkateshwara Rao - Senior Systems Analyst	040-23223865 9963029403	Bvrao-tsts@telangana.gov.in
4	K. Chandrasekhar - Manager (OA) & e-Salvage	040-23221760 9963029401	kcsheker-tsts@telangana.gov.in
5	A.K. Rathod - Manager	040-23221760	arathod-tsts@telangana.gov.in

		9963029397	
6	K. Shyam Sunder, Manager	040- 23221760 9963029402	Shyamsunder.k@gov.in
7	K. Sridhar - Manager (HWP)	040- 23223865 9963029397	<a href="mailto:ksridhar-tsts@telangana.gov.in">ksridhar-tsts@telangana.gov.in</a>
8	K. Rajendran - Manager (IIP)	040- 23223753 9963076667	<a href="mailto:rajakr-tsts@telangana.gov.in">rajakr-tsts@telangana.gov.in</a>
9	V. Sreedevi - i/c Manager (Admin & HRD)	7702168886	<a href="mailto:vsreedevi-tsts@telangana.gov.in">vsreedevi-tsts@telangana.gov.in</a>
10.	C.V. Venugopal - i/c Manager Accounts	9963029432	<a href="mailto:chvenugopal-tsts@telangana.gov.in">chvenugopal-tsts@telangana.gov.in</a>
11	D.S.N. Murthy Project Manager –SCA,PKI	9963800311	<a href="mailto:dsmurthy-tsts@telangana.gov.in">dsmurthy-tsts@telangana.gov.in</a>
12	D.Rammohan Rao-i/c Manager(AT)	9963029415	<a href="mailto:drmrao-tsts@telangana.gov.in">drmrao-tsts@telangana.gov.in</a>
13	M.Sridharachary, Software Engineer, CS&AD	9963029421	<a href="mailto:sridarachary-tsts@telangana.gov.in">sridarachary-tsts@telangana.gov.in</a>
14	N.Jitenderreddy, Software Engineer, OAP	9963029422	<a href="mailto:jithendra-tsts@telangana.gov.in">jithendra-tsts@telangana.gov.in</a>
15	M. Vasudeva Chary,Software Engineer ,HWP	9963025728	<a href="mailto:vasu-tsts@telangana.gov.in">vasu-tsts@telangana.gov.in</a>
16	T.N.V.Latha,AD&CS and HWP	9963029442	<a href="mailto:latha-tsts@telangana.gov.in">latha-tsts@telangana.gov.in</a>
17	G. Asok, Programmer, IIP	9963029420	<a href="mailto:ashok-tsts@telangana.gov.in">ashok-tsts@telangana.gov.in</a>
18	T. Bindu Madhavi, DPO	9963747366	<a href="mailto:bindu-tsts@telangana.gov.in">bindu-tsts@telangana.gov.in</a>
19	K.Rama Devi, SCS, OA	9963029427	<a href="mailto:ramak-tsts@telangana.gov.in">ramak-tsts@telangana.gov.in</a>
20	R.B.Ramesh babu, Supd(Accounts). Admin	9963029435	<a href="mailto:rrameshb-tsts@telangana.gov.in">rrameshb-tsts@telangana.gov.in</a>
21	A. Sailakshmi, Superintendent, Accounts	9963029429	
22	S.Sandhya Sree, Supd, i/c. Manager (CA)	9963029430	<a href="mailto:sandhyasree-tsts@telangana.gov.in">sandhyasree-tsts@telangana.gov.in</a>
23	C.V. Lakshmi, Supd, IIP Division	9963029431	<a href="mailto:cvl-tsts@telangana.gov.in">cvl-tsts@telangana.gov.in</a>
24	K.Srinivasarao, Sr.Asst, Admn division	9963029440	<a href="mailto:ksrao-tsts@telangana.gov.in">ksrao-tsts@telangana.gov.in</a>
25	Md.Yousf Ali, Sr.Asst, Admn division	9963029437	<a href="mailto:yousufali-tsts@telangana.gov.in">yousufali-tsts@telangana.gov.in</a>
26	B.Suchitra, D E O,	9963029448	<a href="mailto:suchitra-tsts@telangana.gov.in">suchitra-tsts@telangana.gov.in</a>
27	S.Ram Mohana Rao, Sr.Assistant, M.D's peshi	9963029752	<a href="mailto:srmrao-tsts@telangana.gov.in">srmrao-tsts@telangana.gov.in</a>
28	M.Sailaja, D E O, HWP Division	9963029451	<a href="mailto:sailaja-tsts@telangana.gov.in">sailaja-tsts@telangana.gov.in</a>
29	MV Rajasekhar,D E O.	9963029443	<a href="mailto:rajasekhar-tsts@telangana.gov.in">rajasekhar-tsts@telangana.gov.in</a>



	Admn division		
30	A.Govinda Raju, D.E.O., Accounts	9963029753	govinda-tsts@telangana.gov.in

## CHAPTER 11 - Monthly Remuneration received by Officers and Employees

[ Section 4 (1) (b) (x) ]			
11.1 Information on remuneration and compensation structure for Officers and Employees			
S. No.	Designation	Monthly Remuneration	System of compensation to determine Remuneration as given in regulation
1	Sri G.T. Venkateshwar Rao –MD		
2	T.Srinivasa Rao, PSA	151207	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
3	Pushpa Rathod, PSA	148132	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
4	K. Chandra Shekhar-HE	137357	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
5	Ajaya Kumar Rathod- HE	131739	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
6	K. Shyam Sunder-HE	114387	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
7	K. Raju-SSA	105601	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
8	B. Venkatgishwar Rao, SSA	128276	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
9	K. Sridhar- AHE	100902	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
10	K. Rajendran- HA	93586	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
11	B.V. Subramanyam-Sr.Prog	102667	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
12	A.V.Ram Narsimha Reddy-Sr.Prog.	103565	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

13	G.Satish Kumar-Sr.Progr.	103475	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
14	P. Srinivas-Sr. Progr.	100054	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
15	G.Narender-Sr.Progr.	103550	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
16	M. Vasudavachary-Sr.Prog(on adhoc)	102577	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
17	D.Ram Mohan Rao-Sr.Prog.(on adhoc)	91214	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
18	N.Jitender Reddy-Sr.Prog.(on adhoc)	91214	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
19	M.Sreedhara Chary-Sr.Prog(on adhoc)	91214	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
20	D.Suryanarayana Murthy-Sr..Prog.(on adhoc)	90316	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
21	S.Madhusudhan-Sr.Prog.(on adhoc)	91214	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
22	T.Bindu Madhavi-DPO	48912	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
23	G.Ashok-Progr	96007	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
24	T.N.V.Latha-Prog.	77975	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
25	VGS Naga Prasad-DPO	86776	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
26	A.Sai lakshmi-Supdt.	77436	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
27	K.Srinivas Rao-Sr.Asst.	78324	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
28	C.V.Venugopal- Supdt.(Accts)	80382	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

29	R.B.Ramesh Babu- Supdt.(Accts)	76344	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
30	C.Venkata Laxmi-Supdt.	74413	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
31	S.Sandhya Sree-Supdt.	80382	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
32	G.Padma-Supdt.	75446	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
33	V.Sree Devi-Spl Category Steno	112015	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
34	K.Rama De vi-Spl. Category Steno	76984	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
35	S.Ram Mohana Rao-Sr.Asst.	78274	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
36	Md.Yousuf Ali-Sr.Asst.	78274	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
37	B.RamaKrishna S Rao-DEO	65289	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
38	B.Suchitra-DEO	64391	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
39	M.Sailaja-DEO	65289	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
40	M.V.Raja Sekhar-DEO	65289	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
41	T.Venkata Ramani-DEO	61016	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
42	S.Narasimham-DEO	28034	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
43	Mohd.Jaleel Ahmed-DEO	25626	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
44	P.Mahender Reddy-Sr.Driver	72206	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

45	K.Shankar-OS	56149	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
46	A.Seshagiri Rao-OS	56179	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
47	Shankar-OS	56149	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
48	B.Shankar-OS	56149	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
49	G.B.Shakunthala-OS	28014	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
50	V.Rama Devi-OS	27239	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
51	MD.Rasool-Driver	53185	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
52	Abdul Rasool-OS	48912	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
53	P.Yashoda-OS	48912	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
54	B.Venkata Ramulu-OS	58443	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

## CHAPTER 12 - Budget allocated to each Agency including Plans etc.

[ Section 4 (1) (b) (xi) ]				
12.1 Information about the Budget & Expenditure of the Public Authority for the Year 2011-12				
Agency	Budget allocated Year	Expenditure (Rs. In lakhs)	Target (Rs. lakhs)	Report on disbursements made or where such details are available (web site, reports, notice board etc.)

12.2 Information about the Budget & Expenditure of the Public Authority for the Year 2009-11

<b>Agency</b>	<b>Budget Allocated Year</b>	<b>Expenditure (Rs. In lakhs)</b>	<b>Target (Rs. In lakhs)</b>	<b>Report on disbursements made or where such details are available (web site, reports, notice board etc.)</b>
APTS	2009-10	902.41	1326.73	
APTS	2010-11	365.73	979.99	

## CHAPTER 13 - Manner of Execution of Subsidy Programmes

[ Section 4 (1) (b) (xii) ]				
<b>13.1 The Activities/ Programmes/ Schemes being implemented by the Public Authority for which Subsidy</b>				
<b>13.2 Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of Officer competent to grant subsidy under various programmes/ schemes</b>				
Name of Programme/ Activity	Nature/ Scale of Subsidy	Eligibility criteria for grant of subsidy	Designation of Officer to Grant Subsidy	
NOT APPLICABLE				
<b>13.3 Manner of Execution of the subsidy programmes</b>				
Name of Programme /Activity	Application Procedure	Sanction Procedure	Disbursement Procedure	
NOT APPLICABLE				

## CHAPTER 14 - Particulars of Recipients of Concessions, Permits or Authorization granted by the Public Authority

[ Section 4 (1) (b) (xiii) ]				
<b>14.1 The names and addresses of recipients of benefits under each programme/scheme separately</b>				
<b>Institutional Beneficiaries</b>				
<b>Name of Programme/ Scheme</b>				
Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
NOT APPLICABLE				
<b>Name of Programme/ Scheme</b>				

Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		
<b>Individual Beneficiaries</b>				
<b>Name of Programme/ Scheme</b>				
Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		
<b>Name of Programme/ Scheme</b>				
Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		

## CHAPTER 15 - Information available in Electronic Form

[ Section 4 (1) (b) (xiv) ]			
15.1 The details of information related to the various schemes of the department			
Electronic Format	Description (Site address / location where available etc)	Contents or Title	Designation and address of the custodian of Information (held by whom)
Web Site	<a href="http://www.tsts.telangana.gov.in">http://www.tsts.telangana.gov.in</a>	Services for Government	
		Services for Business	
		Consultancy Services	
		TSTS Directory	
		Intranet	
		Digital Certificate Registration	
		Tender Notification	
		Video Conference Calendar	
		Right To Information Act 2005	



## CHAPTER 16 - Particulars of facilities available to Citizens for obtaining Information

[ Section 4 (1) (b) (xv) ]		
<b>16.1 Particulars of Information dissemination mechanisms in place/ facilities available to the public for accessing of information</b>		
<b>Facility</b>	<b>Description (Location of Facility/ Name etc.)</b>	<b>Details of information made Available</b>
Notice Board	O/o TS Technology Services Limited, 1 <sup>st</sup> Floor, 'C' Block, BRKR Bhavan, Tank bund Road, Hyderabad	All notices pertaining to the activities of TSTS viz. tenders, announcements etc.
News Paper Reports	NIL	NIL
Public Announcements	NIL	NIL
Information Counter	O/o TS Technology Services Limited, 1 <sup>st</sup> Floor, 'C' Block, BRKR Bhavan, Tank bund Road, Hyderabad	All information pertaining to the activities of APTS viz. tenders, announcements etc.
Publications	NIL	NIL
Office Library	NIL	NIL
Web Sites	<a href="http://www.tsts.telangana.gov.in">http://www.tsts.telangana.gov.in</a>	All information pertaining to the activities of TSTS viz. tenders, announcements etc.
Other facilities (name)	NIL	NIL

## CHAPTER 17 - Names, Designations and other Particulars of Public Information Officers

[ Section 4 (1) (b) (xvi) ]				
Contact Information about the Public Information Officers and Asst. Public Information Officers designated for various offices/ administrative units and Appellate Authority/ Officer(s) for the Public Authority				
Public Information Officer (s)				
S. No.	Name of the Office/ Administrative Unit	Name & designation of PIO	Office Tel: Residence Tel:	e-Mail ID
1	O/o TS Technology Services Limited, 1st Floor, 'C' Block, BRKR Bhavan, Tank bund Road, Hyderabad - 500 063.	Sri K, Shyam Sunder, Hardware Engineer, TSTS	040-23226970 9963029402	<a href="mailto:Shyamsunder.k@gov.v.in">Shyamsunder.k@gov.v.in</a>
Assistant Public Information Officer (s)				
S. No.	Name of the Office / Administrative Unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax:	e-Mail ID
1	O/o TS Technology Services Limited, 1st Floor, 'C' Block, BRKR Bhavan, Tank bund Road, Hyderabad - 500 063.	M. Sailaja	040-23226970	
Appellate Authority				
S. No.	Name, Designation & Address of Appellate Authority	Jurisdiction of Appellate Officer (Offices/ Administrative Units of the Authority)	Office Tel: Residence Tel: Fax:	e-Mail
1	O/o TS Technology Services Limited, 1st Floor, 'C' Block, BRKR Bhavan, Tank bund Road, Hyderabad - 500 063.	T. Srinivasa Rao i/c. General Manager	040-23227131 9963029392	<a href="mailto:srinivasrao.t@gov.in">srinivasrao.t@gov.in</a>

## CHAPTER 18 - Other useful information

[ Section 4 (1) (b) (xvii) ]								
<b>18.1 Any other information or details of publications which are relevance or of use to the Citizens</b>								
1								
2								
3								
4								
18.2 Information of the department which is excluded under Section 8 (1) of the Act and / or under								
Place:						Name & Designation of the Officer		
Date:								
Note: Information provided in these chapters should be updated from time to time and revised date								
<b>Revised Date: 03-11-2005</b>								
<b>Revised Date: 25-09-2006</b>								
<b>Revised date: 06.07.2010</b>								
<b>Revised date: 06.11.2010</b>								
<b>Revised date: 27.07.2011</b>								
<b>Revised date: 27.07.2012</b>								
<b>Revised date: 04.09.2012</b>								
<b>Revised date: 29.06.2013</b>								
<b>Revised date: 23.12.2013</b>								
<b>Revised Date: 29.08.2016</b>								
<b>Revised Date: 31.08.2017</b>								