

THE RIGHT TO INFORMATION ACT 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK
March, 2021

**TELANGANA STATE TECHNOLOGY SERVICES
LIMITED,
2nd FLOOR, HACA BHAVAN,
Opp. ASSEMBLY, NAMPALLY,
HYDERABAD – 500004**

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:

This handbook contains the following Chapters:

- Chapter 1: Introduction
- 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

6. Getting additional information:

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

7. Names & addresses of key contact points:

Smt. K. Kalabhashini
Principal Systems Analyst & PIO
TS Technology Service Ltd.
2nd Floor, HACA Bhavan, Nampally,
Hyderabad – 500004
Mobile:99630 29406

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	2 nd Floor, HACA Bhavan, Nampally, Hyderabad – 500 004	<ol style="list-style-type: none"> 1. Procurement of Computer Hardware and Software and Networking under turnkey solution. 2. Up-gradation of Systems. 3. Application Software Development 4. Evaluation and building up of various communication infrastructure projects. 5. Consultancy services for IT solutions to organizations within the State and also other State Governments. 6. Implementation of IT application projects such as TSWAN, TSCAN, Video Conference facility etc. 7. Implementation of PKI Infrastructure and Issue of Digital Certificates. 8. Acceptance test for IT related components 9. Implementation of Mission Mode Projects (MMP) as assigned by GoI/ Govt. of Telangana. 10. e-Waste 	<ol style="list-style-type: none"> 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. 2. To provide technical consultancy services on computerization of the various Govt organizations, up-gradation of the existing systems and implementation of the applications. 3. To undertake feasibility and system studies for development of appropriate softwares as per the needs of the client agencies. 4. To provide consultancy to user agencies for recruitment of technical professionals by conducting skill tests. 5. To assist in acquisition, maintenance and use of any other technological aids to administration

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	<p>a. Controls, directs and supervises all the functions of the Corporation under the direct control of the ITE & C Department, Govt. of Telangana.</p> <p>b. 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.</p> <p>c. 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.</p> <p>d. Authorizes the Quality Policy and Quality Objectives of the Organization and approves the Quality Manual.</p> <p>e. Conducts Management Review from time to time and interacts with clients (user Departments).</p>
2	V.Srinivasulu	OSD, TSTS	--	--
3	T. Srinivasa Rao	General Manager (RTI as Appellate Authority)	i. Hardware Procurement Projects including Office Automation up to	a. Issue of Purchase orders and Approval of payments up to Rs.10 Lakh (make sure that necessary

			<p>Rs.5.00 Crore.</p> <ul style="list-style-type: none"> ii. Accounts division iii. TSU iv. Acceptance Test v. RTI-Appellate Authority vi. System Administration, eWaste vii. PKI & e Procurement refunds etc. viii. Other projects if any assigned by MD from time to time. 	<p>contractual conditions have actually been fulfilled by the vendors before authorizing payment).</p> <ul style="list-style-type: none"> b. Signing of agreements for supply of products and services for contract up to value of Rs. 50 Lakh. c. Purchase of equipment for the Office Computers and Up-gradation for 1 Lakh. d. Software - Rs.0.50 lakh e. Printers - Rs.0.50 lakh f. UPS - Rs.0.50 lakh g. Site preparation - Rs.0.50 lakh h. Office Equipment - Rs.0.50 lakh i. Office Furniture - Rs.0.25 lakh j. Library - Rs.0.10 lakh. k. Repairs & Maintenance Computers - Rs. 0.25 lakh l. Printers - Rs. 0.10 lakh m. UPS - Rs. 0.10 lakh n. Office Equip - Rs. 0.50 lakh o. Misc - Rs. 0.10 lakh p. Office Furniture - Rs. 0.10 lakh q. Misc. Elec & Civil works - Rs. 0.10 lakh
4	Pushpa Rathod	I/c. General Manager	<ul style="list-style-type: none"> i. Consultancy Services and Application Development division ii. SCA operation iii. Administration iv. CA division v. Procurement Projects beyond Rs.5.00 Crore. vi. Other projects if any assigned by MD from time to time 	<ul style="list-style-type: none"> a. 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). b. Signing of agreements for supply of products and services for contract up to value of Rs. 50 Lakh. c. Purchase of equipment for the Office Computers and Up-gradation for 1 Lakh. d. Software - Rs.0.50 lakh e. Printers - Rs.0.50 lakh f. UPS - Rs.0.50 lakh g. Site preparation - Rs.0.50 lakh h. Office Equipment - Rs.0.50 lakh i. Office Furniture - Rs.0.25

				<p>lakh</p> <p>j. Library - Rs.0.10 lakh.</p> <p>k. Repairs & Maintenance Computers - Rs. 0.25 lakh</p> <p>l. Printers - Rs. 0.10 lakh</p> <p>m. UPS - Rs. 0.10 lakh</p> <p>n. Office Equip - Rs. 0.50 lakh</p> <p>o. Misc - Rs. 0.10 lakh</p> <p>p. Office Furniture - Rs. 0.10 lakh</p> <p>q. Misc. Elec & Civil works - Rs. 0.10 lakh</p> <p>r. Clearance of TA Bills of all the staff members and officers.</p>
5	B. Venkateshwara Rao	Principal Systems Analyst	1. AD & CS Division - ESFAS, GAD(Accom), MPHS 2. Procurement	Approvals of procurement proposals and payments up to Rs.1.0 Lakh for user departments.
6	M. Krishnaveni	Principal Systems Analyst	Procurement	Approvals of procurement proposals and payments up to Rs.1.0 Lakh for user departments.
7	K. Kalabhashini	Principal Systems Analyst	System Administration, Vendor empanelment, RTI as PIO , Procurement	<p>a. Empanelment of vendors / SMEs/ Startup companies</p> <p>b. Maintenance of Office Computers</p> <p>c. Memory up-gradation Rs. 20,000, Network Interface Rs. 10,000, Cartridge Tapes Rs. 2,000, Others Rs. 1,000/-</p>
8	K.Chandra Shekar	Senior Systems Analyst	Office Automation, IIP & Networking, e-Salvage Project	Approvals of procurement proposals and payments up to Rs.1.0 Lakh for user departments.
9	A.K.Rathod	Manager (Admin-OS)	HR matters of outsourcing employees	--
10	K. Sreedhar	Manager(HWP)	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.
11	K. Srinivasa Rao	Systems Analyst	FMS, AUA services	--
12	K. Savitha Sri	Manager (Accounts)	Maintenance of Books of Accounts of TSTS	Signing of cheques upto Rs. 1.00 Lakh, Beyond Rs. 1.00 lakh, M(accts) & i/c GM jointly.
13	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, insurance of vehicles,	--

			office furniture, equipment, upkeep of vehicles,house keeping, correspondence work with ITE & C Department, other miscellaneous works.	
14	D. Ram Mohan Rao	i/c. Manager (AT) & HWP	Procurement & Acceptance tests	--
15	D.S.N. Murthy	Sr. Programmer	1. Project Manager -SCA 2. PKI	--
16	P. Durga Bhavani	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
<p>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</p>	<p>Procurements on behalf of User Departments</p>	<ol style="list-style-type: none"> 1. Indent received from the User Department will be circulated by the Section Assistant to the Concerned Manager. 2. Manager after verification and confirming of receipt of funds from the user department recommends to the General Manager. 3. Tenders either Limited or OCB will be called for from the prospective bidders. 4. Limited tenders will be called for indents with estimated value less than Rs.50.00 lakhs. 5. OCB procedure will be followed for indents with estimated value more than Rs. 50 Lakh. 6. Manual bidding for procurements below Rs. 10 lakh. 7. Online bidding for procurements more than Rs. 10 lakh. 8. In manual bidding bids will be opening in front of the bidders' representatives and proceedings will be recorded. 9. In online bidding, bids will be opened thorough online. 10. Bids evaluation is sequential. i.e first pre-qualification, then technical after that financial. 11. At every stage, Manager with their support staff prepares evaluation statement and submits before the approving authority. 12. Next stage bids will be opened only after approval by the authority. 13. Order will be placed on successful bidder after approval by the authority. 14. Negotiations and reverse auction wherever necessary will be done with the qualified bidders and the supplier will be finalized. 	<p>Approving Authority:</p> <ol style="list-style-type: none"> 1. Below Rs. 1 lakh: Concerned Manager 2. > Rs. 1Lakh & Below Rs. 10 Lakh: Concerned GM 3. >Rs. 10 Lakh & <Rs. 5 Cr.: Technical cum Purchase Committee chaired by MD, TSTS 4. >Rs. 5 Cr.: Techno-Financial Committee chaired by Prl. Secretary, ITE&C Department
<p>Payments</p>	<p>Payments to vendors</p>	<ol style="list-style-type: none"> 1. Bill received from the vendor will be processed and circulated by the Assistant. 2. Manager after verification and satisfying with the supply, delivery and installation and department certification will recommend for the payment to the General Manager. 3. General Manager approves if the amount payable is within his powers or forwarded to MD with his recommendations. 4. MD approves the payment. 	<p>Payment Approving Authority:</p> <ol style="list-style-type: none"> 1. Below Rs. 1 lakh: Concerned Manager 2. > Rs. 1Lakh & Below Rs. 10 Lakh: Concerned GM 3. > Rs.10 Lakh :MD

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	
2. For Vendors				
	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	
3. Within Department				
		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

[SECTION 4 (1) (b) (v)]			
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			
S. No.	Description	Gist of contents	Price of the Publication if priced
Rules and Regulations			
1	Appointment Authority	Board & Managing Director	
2	Approved Probationer	A member who has satisfactorily completed his probation in a service class or category.	
3	Board	Board of Directors of the company and in relation to any powers exercisable by it includes any committee.	
4	Bonus or ex-gratia	Not applicable	
5	Compensatory allowances	Allowances granted to meet expenditure necessitated by the special circumstances in which the duty is performed.	
6	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	
7	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.	
8	Employee	A person serving permanently in the company in any capacity.	
9	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.	
10	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	
11	Pay	An amount drawn by an employee sanctioned for a post held by him.	
12	Personal pay	An additional amount granted to an employee in respect of pay revision	
13	Special pay	An additional amount in consideration of special nature of duties involved or a specific condition to the work or responsibility.	
14	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.	
15	Probationer	A member of that service who has not completed his probation.	
16	Promotion	Appointment of a member of any category or	

		grade of a service to a higher category of such service.	
17	Service	Period during which an employee is on duty as well as on leave duly authorized.	
Instructions			
1			
2			
Manuals			
1	TS Technology Services Ltd. Staff Rules & Service Regulations	Staff Service rules & regulations	
Records			
1	Register for Minutes of Board of Directors Meeting		
2	Register for Minutes of Annual General Meeting		
Publications			
1			
2			

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

[SECTION 4 (1) (b) (vi)]			
7.1 Information about the official documents held by the Public Authority or under its control			
S. No.	Category of document	Title of the document	Designation and Address of the Custodian (held by / under the control of whom)
Internal			
1		Memorandum & Articles of Association	Manager (Company Affairs)
2		Procurement Manual	Manager (HWP)
3		Accounts Codification	Manager (Accounts)
4		Service Rules	Manager (Admn)
MajorProjects			
1	TSWAN		
2	TSNET		
3	TS Broadband		
4	New TSCAN		
MOUs			
1	With TCS	tsonline.gov.in	

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			No
	Principal Secretary to Govt., I & C (MSME) Dept.,	Director	
	Principal Secretary to Govt. - PE Department	Director	
	Principal Secretary to Govt., Education 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 redress, vigilance, audit etc.)			
S. No.	Name & Designation of Officer/ Employee Sri/Smt.	Telephone/ Mobile No	e-Mail ID
1	V. Srinivasulu, Officer on Spl. Duty	040-23224935	--
2	T. Srinivasa Rao, General Manager	9963029392	srinivasrao.t@gov.in
3	Pushpa Rathod , Principal Systems Analyst i/c GM	9963029391	rpushpa-tsts@telangana.gov.in
4	B. Venkateshwara Rao – Principal Systems Analyst	9963029403	bvrao-tsts@telangana.gov.in
5	M. Krishnaveni, Principal Systems Analyst	9963029404	krishnaveni.m@gov.in
6	K. Kalabhashini, Principal Systems Analyst	9963029406	kalabhashini.k@gov.in
7	K. Chandrasekhar Senior Systems Analyst	9963029401	kcsheker-tsts@telangana.gov.in
8	A.K. Rathod, Senior Systems Analyst	9963029397	arathod-tsts@telangana.gov.in
9	K . Sridhar, Hardware Engineer	9963029397	ksridhar-tsts@telangana.gov.in
10	AV Ram Narasimha Reddy, Senior Systems Analyst	--	avrnreddy-tsts@telangana.gov.in
11	K. Srinivasa Rao, Systems Analyst	9963029409	sr-prog-tsts@telangana.gov.in
12	P. Srinivas, Sr. Programmer	98852 46655	Psrinivas-tsts@telangana.gov.in
13	G. Narender, Sr. Programmer	9951602672	gnarender-tsts@telangana.gov.in
14	G. Sateesh Kumar, Sr. Programmer	--	sateeshkumarg-tsts@telangana.gov.in
15	M. Vasudevachary, Sr. Programmer	9963025728	vasu-tsts@telangana.gov.in
16	S. Madhusudhan, Sr. Programmer	9848528528	madusudhans-tsts@telangana.gov.in

17	N. Jithender Reddy, Sr. Programmer	9963029422	jithendra-tsts@telangana.gov.in
18	M. Sridharachary, Sr. Programmer	9963029421	sridarachary- tsts@telangana.gov.in
19	D. Ram Mohan Rao, Sr. Programmer (Adhoc)	9963029415	drmrao-tsts@telangana.gov.in
20	D.Surya Narayana Murthy, Sr. Programmer (adhoc)	9963800311	dsmurthy-tsts@telangana.gov.in
21	G. Ashok, Programmer	9963029420	Ashok-tsts@telangana.gov.in
22	TNV Latha, Programmer	9963029442	latha-tsts@telangana.gov.in
23	T. Bindu Madhavi, DPO	9963747366	bindu-tsts@telangana.gov.in
24	VGS Naga Prasad, DPO	9989421316	vgsnaga.prasad06@telangana.gov.i n
25	K. Savitha Sri, Manager(Admin)	9963029396	savithasri.k@gov.in
26	V. Sree Devi, SC Steno	7702168886	vsreedeви-tsts@telangana.gov.in
27	CV Venugopal, Supdt (Accts)	9963029432	chvenugopal-tsts@telangna.gov.in
28	R.B Ramesh Babu, Supdt (Accts)	9963029435	rrameshb-tsts@telangana.gov.in
29	P.Durga Bhavani, SC Steno	9963029426	durgabhavani.p26@gov.in
30	M. Santha, SC Steno	9963029425	Santha.m@gov.in
31	K. Ramadevi, SC Steno	9963029427	ramak-tsts@telangana.gov.in
32	A.Sai Lakshmi, Supdt	9963029429	sailakshmi.a@gov.in
33	C. Venkata Lakshmi, Supdt.	9963029431	cvl-tsts@telangana.gov.in
34	G. Padma, Supdt	9963029433	padma.g33@gov.in
35	S. Ram Mohan Rao, Sr. Asst	9963029451	srmrao-tsts@telangana.gov.in
36	P. Malleswari, DEO	8790759034	malleswari.p@gov.in
37	M. Syamala, DEO	7673952200	syalama.m@gov.in
38	M. Sailaja, DEO	9963029451	sailaja-tsts@telangana.gov.in
39	B. Suchitra, DEO	9963029448	suchitra-tsts@telangana.gov.in
40	MV Rajasekhar, DEO	9963029443	rajasekhar-tsts@telangana.gov.in
41	BRKS Rao, DEO	9963029449	rao.brks@gov.in
42	Md. Rasool, Driver	--	--

43	K. Shankar, Office Subordinate	--	--
44	Shankar, Office Subordinate	--	--
45	A. Sheshagiri Rao, Office Subordinate	--	--
46	G.B.Shakuntala, Office Subordinate	--	--
47	V. Rama Devi, Office Subordinate	--	--
48	B. Venkat Ramulu, Office Subordinate	--	--
49	Abdul Rasool, Office Subordinate&Night watchman	--	--
50	P. Yashoda, Office Subordinate&Sweeper	--	--

CHAPTER 11 – Monthly Remuneration received by Officers and Employees including the system of compensation as provided in Regulations

[Section (4(1)/(b)(x))]		
11.1 Information on remuneration and compensation structure for officers and Employees including the Allowances, i.e DA,HRA,CCA etc.		
S.No.	Name & Designation (Sri/Smt.)	Monthly Remuneration(Rs.)
1	V. Srinivasulu-OSD	144044
2	T. Srinivasa Rao, - General Manager	186931
3	Pushpa Rathod , Principal Systems Analyst, i/c General Manager	175943
4	B. Venkateshwara Rao – Prl. Systems Analyst	161815
5	M.Krishna Veni-Prl. Systems Analyst	176436
6	K. Kalabhashini, Prl.Systems Analyst	189060
7	K. Chandrasekhar – Sr. Systems Analyst	172376
8	A.K. Rathod – Sr.Systems Analyst	159779
9	K . Sridhar, Hardware Engineer	124466
10	AV Ram Narasimha Reddy, Sr.Systems Analyst	129824
11	K. Srinivasa Rao, Systems Analyst	129641
12	P. Srinivas, Sr. Programmer	123431
13	G. Narender, Sr. Programmer	127200
14	G. Sateesh Kumar,Sr. Programmer	127125
15	M. Vasudevachary, Sr. Programmer	127110
16	S. Madhusudhan-Sr.Programmer.	111882
17	N. Jithender Reddy, Sr. Programmer	111882
18	M. Sridharachary, Sr. Programmer	111882
19	D. Ram Mohan Rao, Sr. Programmer (Adhoc)	111882
20	D.Surya Narayana Murthy, Sr. Programmer (adhoc)	110797
21	G. Ashok, Programmer	117139
22	TNV Latha, Programmer	95812
23	T. Bindu Madhavi, DPO	58761
24	VGS Naga Prasad, DPO	109081
25	K. Savitha Sri, Manager(Admin)	139768
26	V. Sree Devi, SC Steno	136001
27	CV Venugopal, Supdt (Accts)	98678
28	R.B Ramesh Babu, Supdt (Accts)	93710
29	P.Durga Bhavani, SC Steno	117614
30	M. Santha, SC Steno	100877
31	K. Ramadevi, SC Steno	94335
32	A.Sai Lakshmi, Supdt	95149
33	C. Venkata Lakshmi, Supdt.	91414
34	G. Padma, Supdt	92625
35	S. Ram Mohan Rao, Sr. Asst	96174

36	P. Malleswari, DEO	40927
37	M. Syamala, DEO	30173
38	M. Sailaja, DEO	80313
39	B. Suchitra, DEO	80298
40	MV Rajasekhar, DEO	78305
41	BRKS Rao, DEO	78305
42	Md. Rasool, Driver	63753
43	K. Shankar, Office Subordinate	67713
44	Shankar, Office Subordinate	68798
45	A. Sheshagiri Rao, Office Subordinate	67743
46	G.B.Shakuntala, Office Subordinate	34660
47	V. Rama Devi, Office Subordinate	33731
48	B. Venkat Ramulu, Office Subordinate	70501
49	Abdul Rasool, Office Subordinate & Night Watchman	58761
50	P. Yashoda, Office Subordinate & Sweeper	60364

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				
Agency	Budget allocated Year	Expenditure (Rs. In lakhs)	Target (Rs. In lakhs)	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
TSTS				

CHAPTER 13 - Manner of Execution of Subsidy Programmes

[Section 4 (1) (b) (xii)]				
13.1 The Activities/ Programmes/ Schemes being implemented by the Public Authority for which Subsidy				
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				
Name of Programme/ Activity	Nature/ Scale of Subsidy	Eligibility criteria for grant of subsidy	Designation of Officer to Grant Subsidy	
NOT APPLICABLE				
13.3 Manner of Execution of the subsidy programmes				
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)]				
14.1 The names and addresses of recipients of benefits under each programme/scheme separately				
Institutional Beneficiaries				
Name of Programme/ Scheme				
Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		
Name of Programme/ Scheme				
Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		
Individual Beneficiaries				
Name of Programme/ Scheme				
Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		
Name of Programme/ Scheme				
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	https://www.tsts.telangana.gov.in	Services for Government	
		Services for Business	
		Consultancy Services	
		TSTS Directory	
		Intranet	
		Digital Certificate Registration	
		Tender Notifications	
		Video Conference Calendar	
		Right To Information Act 2005	

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

[Section 4 (1) (b) (xv)]		
16.1 Particulars of Information dissemination mechanisms in place/ facilities available to the public for accessing of information		
Facility	Description (Location of Facility/ Name etc.)	Details of information made Available
Notice Board	O/o TS Technology Services Limited, 2 nd Floor, HACA Bhavan, Nampally, Hyderabad-500004	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, 2 nd Floor, HACA Bhavan, Nampally, Hyderabad-500004	All information pertaining to the activities of TSTS viz. tenders, announcements etc.
Publications	NIL	NIL
Office Library	NIL	NIL
Web Sites	https://www.tsts.telangana.gov.in	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: Fax:	e-Mail ID
1	O/o TS Technology Services Limited, 2 nd Floor, HACA Bhavan, Nampally, Hyderabad-500 004	Smt. K. Kalabhashini, PSA, TSTS	040-23224935 99630 29406	Kalabhashini.k@gov.in
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, 2 nd Floor, HACA Bhavan, Nampally, Hyderabad-500 004	Smt. M. Sailaja, DEO	040-23224935, 99630 29451	Msailaja-tsts@telangana.gov.in
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, 2 nd Floor, HACA Bhavan, Nampally, Hyderabad-500 004	Sri T. Srinivasa Rao General Manager	040-23224935 99630 29392	srinivasrao.t@gov.in

CHAPTER 18 - Other useful information

[Section 4 (1) (b) (xvii)]								
18.1 Any other information or details of publications which are relevance or of use to the Citizens								
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								
Revised Date: 29.08.2016								
Revised Date: 31.08.2017								
Revised Date: 18.01.2019								
Revised Date: 09.10.2019								
Revised Date: 10.03.2021								

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