

# **INFORMATION HANDBOOK**

[In pursuance of Chapter II, Section 4(1)(b)  
of the Right to Information Act, 2005]

## **T.S. INFORMATION COMMISSION**

A PUBLIC AUTHORITY AS DEFINED UNDER SECTION 2(h) OF THE  
RTI ACT, 2005

## **T.S. INFORMATION COMMISSION**

Samachara Hakku Bhavan,  
Mojam-Jahi Market,  
HYDERABAD - 500001.  
Telephones: 040-24740240/46

**December, 2018**

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## **INTRODUCTION**

### **0.1 Back Ground**

The Government of Telangana, vide orders issued in G.O.Ms.No. 218, GA (GPM&AR) dept., dated 13-09-2017 have constituted Telangana State Information Commission under Right to Information Act, 2005 (Central Act 22 of 2005) to exercise the powers conferred on and to perform functions assigned to it under the said Act.

This handbook is prepared in accordance with the mandatory disclosure of the RTI Act, 2005 Section 4(1)(b). The RTI Act, 2005 makes transparency the norm in the functioning of every public authority.

### **0.2 Salient Features of Right to Information Act, 2005**

- To promote transparency and accountability of every public authority.
- To enhance effective functioning of the Government.
- Optimum utilization of limited fiscal resources.
- Preservation and confidentiality of sensitive information.

### **0.3 Concept**

- To provide for setting out the practical regime of right to information for citizens.
- To secure access to information under the control of the public authorities.
- To promote transparency and accountability in the working of every public authority.

### **0.4 RTI Act – Key Definitions:**

#### **“Information” means**

Any material in any form, including records, documents, memos, Emails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

#### **“Record” includes**

- a) Any document, manuscript and file.
- b) Any microfilm, microfiche and facsimile copy of a document.
- c) Any reproduction of image or images embodied in such microfilm (whether enlarged or not) and
- d) Any other material produced by a computer or any other device.

### **“Public Authority” means**

Any authority or body or institution of Self-Government established or constituted:-

- a. By or under the constitution.
- b. By any other law made by parliament.
- c. By any other law made by state legislature.
- d. By notification issued or order made by the appropriate Government and includes any:
  - i. Body owned, controlled or substantially financed.
  - ii. Non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

### **“Right to Information” means**

The right to information accessible under this act which is held by or under the control of any public authority and includes the right to:-

- i) Inspection of work, documents, records.
- ii) Taking note, extracts or certified copies of documents or records.
- iii) Taking certified samples of material.
- iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

### **0.5 Organisation on Information as described in 17 chapters**

**&**

### **0.6 Source, Procedure, fees structure**

**Application fee to accompany request for obtaining information as prescribed in G.O.Ms.No.454 GA(I&PR-II) dated 13-10-2005 read with G.O.Ms.No.530 GA (I&PR.II) dept., dated 29-11-2005, G.O.Ms.No.545 GA (I&PR.II) dept., dated 12-12-2005 and G.O.Ms.No.740 GA (Coordn., GPM&AR) dept., dated 01-10-2007.**

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee by way of cash or by affixing court fee stamp or by postal order or by demand draft or by bankers cheque payable to the accounts officer or any other duly authorized officer of the public authority, against proper receipt, at the following rates:-

- a) In respect of public authorities at the village level no fee.
- b) In respect of public authorities at mandal level Rs 5/- per application.

- c) In respect of public authorities other than those covered above Rs. 10/- per application.

The head of account for remittance of fee as per G.O.Ms.No.530 GA (I & PRII) dated 29<sup>th</sup> November 2005:

“0070-Other Administrative Services-60-Other Services-MH-118 Receipts under Right to Information Act 2005-SH-25 Receipts under Right to Information Act 2005”.

For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged, by affixing court fee stamps or by way of cash or by way of postal order or by way of demand draft or by way of bankers cheque, payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt, at the following rates:-

- A) Priced Material:** Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof.
- B) Other than priced material:**
- i) Material in printed or text form in A4 or A3 sizes paper Rs. 2/- per each page per copy.
  - ii) Material in printed or text form in larger than A4 or A3 size paper actual cost thereof.
  - iii) Maps and Plans – Actual cost thereof.
  - iv) Information in electronic format viz., floppy, CD or DVD:
    - a) Rupees fifty for floppy of 1.44 MB
    - b) Rupees one hundred for CD of 700 MB and
    - c) Rupees two hundred for CD (DVD)
  - v) Samples and models – Actual cost thereof
  - vi) Inspection of records - No fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).
  - vii) Material to be sent by post - The actual postal charges in addition to the charge payable as per these rules.

**0.7** Officers designated as Assistant Public Information Officer (APIO), Public Information Officer (PIO) & Appellate Authority (AA) in T.S. Information Commission.

### State Assistant Public Information Officer

<b>Name &amp; Designation</b>	<b>Address for Communication</b>	<b>Telephones</b>
Smt. Y. Rajeswari <b>Personal Assistant</b>	Third Floor Samachara Hakku Bhavan, Mojam-Jahi Market, Hyderabad - 500001.	040-24740467 (O) 040-24740592 (F) Cell: 87908 04858

### State Public Information Officer

<b>Name &amp; Designation</b>	<b>Address for Communication</b>	<b>Telephones</b>
Smt. Y. Rajeswari <b>Personal Assistant</b>	Third Floor Samachara Hakku Bhavan, Mojam-Jahi Market, Hyderabad - 500001.	040-24740467 (O) 040-24740592 (F) Cell: 87908 04858

### First Appellate Authority

<b>Name &amp; Designation</b>	<b>Address for Communication</b>	<b>Telephones</b>
Sri T. Gopal Singh <b>Judicial Officer</b>	Ground Floor Samachara Hakku Bhavan, Mojam-Jahi Market, Hyderabad - 500001.	040-24740155 (O) 040-24740592 (F) Cell: 96521 77155

**Chapter 1**  
**Particulars of Organization, Functions and Duties**  
**[Section 4(1)(b)(i)]**

**1.1 Particulars of the organization, functions and duties:-**

<b>Name of the Organization</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
T.S. Information Commission (Under Right to Information Act, 2005)	Samachara Hakku Bhavan, Mojam-Jahi Market, Hyderabad – 500001. Ph.: 040-24740240/46 Fax: 040-24740592	To exercise the powers conferred on and to perform functions assigned under the act and decide complaints u/s 18 and function as second Appellate Authority u/s 19(3) of the RTI Act, 2005.	To decide second appeals filed u/s 19(3) and complaints filed u/s 18

Office Timings: 10:30 am to 5:00 pm (Monday to Saturday)

(Holidays observed as per State Government notification)

T.S. Information Commission is autonomous quasi-judicial authority

(Sec.15 (4) of the Act)

**Sec.2**

(k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;

(l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

15. (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the ..... (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The State Information Commission shall consist of—

(a) the State Chief Information Commissioner, and

(b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—

(i) the Chief Minister, who shall be the Chairperson of the committee;

(ii) the Leader of Opposition in the Legislative Assembly; and

(iii) a Cabinet Minister to be nominated by the Chief Minister

*Explanation.*—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
- (5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

[Term of office and conditions of service]

16. (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

- (2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief



Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

(5) The salaries and allowances payable to and other terms and conditions of service of—

- (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
- (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a

Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

*[Removal of State Chief Information Commissioner or State Information Commissioner]*

17. (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
  - (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
  - (c) engages during his term of office in any paid employment outside the

duties of his office; or

(d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or

(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.

(4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

18. (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—

a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;

(b) who has been refused access to any information requested under this Act;

(c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;

(d) who has been required to pay an amount of fee which he or she considers unreasonable;

(e) who believes that he or she has been given incomplete, misleading or false information under this Act; and

(f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

(2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire

into the matter, it may initiate an inquiry in respect thereof.

- (3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—
- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
  - (b) requiring the discovery and inspection of documents;
  - (c) receiving evidence on affidavit;
  - (d) requisitioning any public record or copies thereof from any court or office;
  - (e) issuing summons for examination of witnesses or documents; and
  - (f) any other matter which may be prescribed.
- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

*[Appeal]*

19. (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

(7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—

(a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—

(i) by providing access to information, if so requested, in a particular form;

(ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;

(iii) by publishing certain information or categories of information;

(iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;

(v) by enhancing the provision of training on the right to information for its officials;

(vi) by providing it with an annual report in compliance with clause (b) of

sub-section (1) of section 4;

(b) require the public authority to compensate the complainant for any loss or other detriment suffered;

(c) impose any of the penalties provided under this Act;

(d) reject the application.

(9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

*[Penalties]*

20. (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable

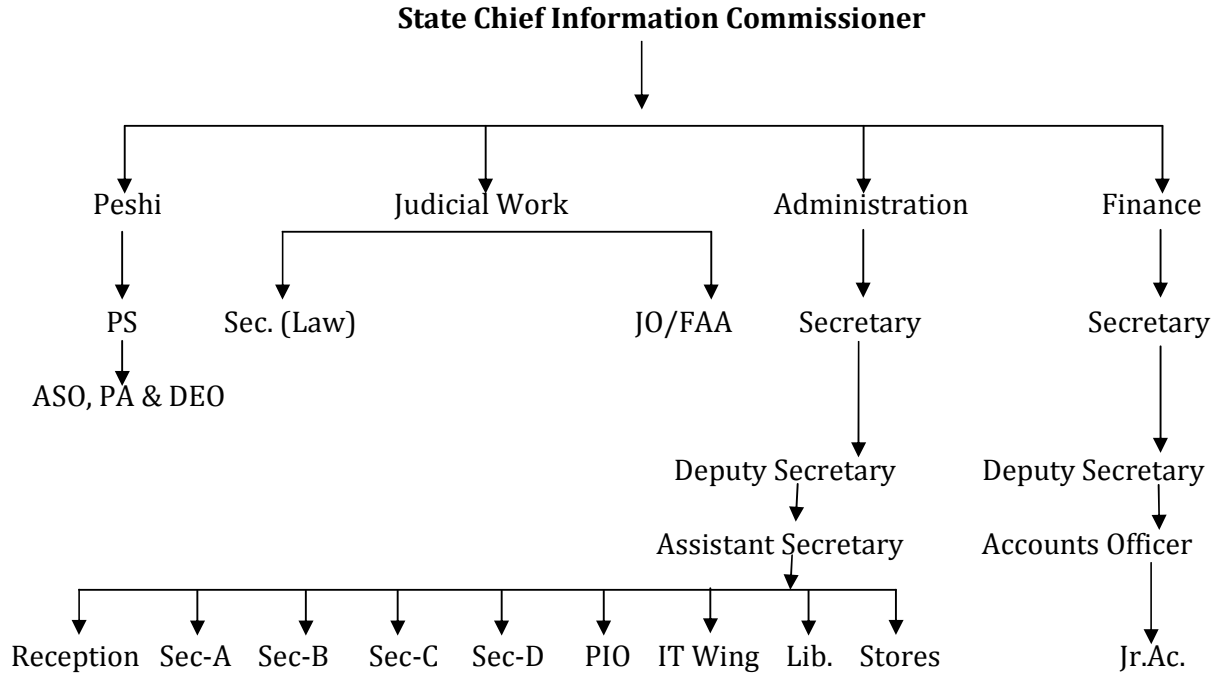
cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

25. (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.
- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
- (3) Each report shall state in respect of the year to which the report relates,—
- (a) the number of requests made to each public authority;
  - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
  - (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
  - (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
  - (e) the amount of charges collected by each public authority under this Act;
  - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
  - (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

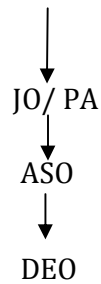
- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
- (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.



## Telangana State Information Commission - Organizational Chart



### State Information Commissioner - I



**Chapter 2**  
**Powers and Duties of Officers and Employees**  
**[Section 4(1)(b)(ii)]**

2.1 Powers and duties of officers and employees of T.S. Information Commission by designation are as follows:

S.No.	Name of the officer / employee	Designation	Duties allotted / Powers
	<b>State Chief Information Commissioner</b> (Dr. Raja Sadaram Soma)		General Superintendence, administration of affairs of SIC, allocation of work among SICs decides second appeals & complaints filed against those departments allocated
	<b>2. State Information Commissioner</b> (Sri Buddha Murali)		Assist the SCIC Each SIC has been allocated certain departments by SCIC SIC including SCIC decides second appeals & complaints filed against those departments allocated
<b>1.</b>	<b>Smt. Kavitha Kumari M</b> <b>Secretary (I/c)</b>	Statutory: Administrative:	The Secretary will ensure proper functioning of the Commission and maintain discipline, decorum and proper upkeep of the office.  The Secretary may delegate, with the approval of the State Chief Information Commissioner (SCIC), any function entrusted to him to Deputy Secretary (DS) or Assistant Secretary (AS).  All the records of the Commission shall be in the custody of the Secretary.  The official seal of the Commission shall be kept in the custody of the Secretary.  Subject to any general or special directions of the SCIC, the official seal of the Commission shall be affixed to any order, summons or other process under the authority of the Secretary.

			<p>The official seal of the Commission shall not be affixed to any certified copy issued by the Commission save under the authority of the Secretary.</p> <p>The Secretary shall be responsible for ensuring compliance of the orders, directions or decisions passed by the Commission and to take all necessary steps in this regard.</p> <p>The Secretary shall exercise all such powers and discharge all such functions as are assigned to him by these regulations or by the SCIC from time to time.</p> <p>Preparation and submission of Annual Report</p> <p>Review of establishment and training with Government in regard to issues like creation of posts, appointment of contract / outsourcing man power etc.</p> <p>Monitoring technology induction and suggest measures to simplify procedures using technology.</p> <p>Attending to training of staff, control and maintenance of vehicles etc.</p> <p>Monitoring meetings related to CSO's, RTI publicity etc.,</p>
		Financial:	All financial sanctions, review of budget.
		Other:	
<b>2.</b>	<b>Sri Maha Prakash Secretary (Law) (I/c)</b>	<b>Statutory: Secretary (Law) &amp; Registrar</b>	<p>Supervising the work of Judicial Officers (JO).</p> <p>Giving suitable advices to the needy persons regarding RTI Act as per the instructions of the SCIC.</p> <p>To provide expert advice in cases referred to him by the Judicial Officers and also in administrative matters whenever required.</p>

			<p>Appraising the Standing Council of TSIC with regard to the Writ Petitions filed before the Hon'ble High Court against the TSIC.</p> <p>Imparting training to the PIO's and Appellate Authorities (AA's) of T.S. State in Dr. MCR HRD Institute and CGG and also to the staff members of the heads of departments whenever required.</p> <p>Attending to the cases whenever the respective Commissioners request at the time of hearing.</p> <p>Giving suitable legal advice to the Judicial Officers when requested.</p> <p>The Secretary Law shall exercise all such powers and discharge all such functions as are assigned to him by these regulations or by the SCIC from time to time.</p> <p>The Secretary (Law) may with the approval of SCIC delegate to a Deputy Registrar or Assistant Registrar any function required to be performed under these regulations.</p>
		Financial:	Nil
		Other	
<b>3.</b>	<b>Smt. Kavitha Kumari M Deputy Secretary (Admn)</b>	Statutory:	
		Administrative:	<p>Review the work load of the Commission on a half yearly basis administration</p> <p>Preparing establishment proposals for creation of posts.</p> <p>Taking up with Government for approval</p> <p>Annual increments / Remuneration to Contract and Outsourcing Employees</p> <p>Control and maintenance of vehicles of the Commission</p>

			<p>Monitoring the recruitment process</p> <p>Placing the details of recruitment before the competent authority for recruitment, then issues of appointment orders of the selected candidate.</p> <p>Identifying officials / Institutions for training.</p> <p>Conducting staff meetings whenever required</p> <p>Coordination of meetings of representatives of Civil Society Organizations (CSO's) / RTI Activists to be conducted every first Saturday of the month.</p> <p>Coordination / Preparing notes for discussion in the High Level Committee (HLC) Meetings.</p> <p>Ensuring punctuality of employees in reporting to the Commission.</p> <p>Monitoring compilation of the quarterly reports received from the Secretariat.</p> <p>Collection of any other data required to be included in preparation of Annual Report.</p> <p>Processing and printing of Annual Reports.</p>
		Financial:	Nil
		Other	Nil
<b>4.</b>	<b>Sri Maha Prakash</b>	Statutory:	
	<b>Judicial Officer</b>	Administrative:	Attached to Information Commissioners in respect of legal matters and also coordinate with the Standing Council in respect of matters pertaining to concerned Information Commissioners
		Financial:	Nil
		Other	Nil

<b>5.</b>	<b>Sri Gopal Singh T</b>	Statutory:	
	<b>1st Appellate Authority &amp; Judicial Officer</b>	Administrative:	Disposing of 1 <sup>st</sup> appeals under RTI Act, 2005.
		Financial:	Nil
		Other	Nil
<b>6.</b>	<b>Sri Mohan Rao K</b>	Statutory:	
	<b>Judicial Officer</b>	Administrative:	Attached to Information Commissioners in respect of legal matters and also coordinate with the Standing Council in respect of matters pertaining to concerned Information Commissioners
		Financial:	Nil
		Other	Nil
<b>7.</b>	<b>Sri Vijaya Prakash A</b>	Statutory:	Nil
	<b>Judicial Officer</b>	Administrative:	Attached to Information Commissioners in respect of legal matters and also coordinate with the Standing Council in respect of matters pertaining to concerned Information Commissioners
		Financial:	Nil
		Other	Nil
<b>8.</b>	<b>Sri Shaik Azad</b>	Statutory:	Nil
	<b>Judicial Officer</b>	Administrative:	Nil
		Financial:	Nil
		Other	Nil
<b>9.</b>	<b>Sri Shekar Reddy V</b>	Statutory:	
	<b>Assistant Secretary (I/c)</b>	Administrative:	Coordinating with the Government in relation to financial matters with the help of accounts officer.  Procuring publicity materials from Government agencies.
		Financial:	Nil
		Other	Nil
<b>10.</b>	<b>Sri Shekar Reddy V</b>	Statutory:	
	<b>Accounts Officer</b>	Administrative:	Prepare draft budget, and send budget proposals to the Government.  Prepare pay bills of all the Commissioners and employees of the Commission.

			Prepare bills pertaining to payments for expenditure incurred in the Commission, permanent advance and all other financial matters.  Maintain all registers pertaining to accounts.
		Financial:	Drawing Officer.
		Other	Nil
<b>11.</b>	<b>Sri Narsing Rao NM</b>	Statutory:	
	<b>PS to SCIC</b>	Administrative:	Maintain the files related to Appeals / Complaints pertaining to the departments allotted to SCIC and attend other matters as instructed by the CIC-I & II Peshi
		Financial:	Nil
		Other	Nil
<b>12.</b>	<b>Sri Chandriah</b>	Statutory:	
	<b>PA</b>	Administrative:	Maintain the Inward & Outward Section and in-charge of stores
		Financial:	Nil
		Other	Nil
<b>13.</b>	<b>Smt. Sumana Jyotsna B</b>	Statutory	
	<b>Asst. Section Officer</b>	Administrative	Attend the work related to notices / orders of CIC-II Peshi
		Financial	Nil
		Other	Nil
<b>14.</b>	<b>Sri Venu Kumar T</b>	Statutory:	
	<b>Asst. Section Officer</b>	Administrative:	Attend the work related to notices / orders of SIC-II Peshi
		Financial:	Nil
		Other	Nil
<b>15.</b>	<b>Sri Yadaiah N</b>	Statutory:	
	<b>Asst. Section Officer</b>	Administrative:	Attend the work related to notices / orders of CIC-I Peshi
		Financial:	Nil
		Other	Nil
<b>16.</b>	<b>Sri Srinivasa Reddy E</b>	Statutory:	
	<b>Asst. Section Officer</b>	Administrative:	Attend the work related to notices / orders of SIC-I Peshi
		Financial:	Nil
		Other	Nil

<b>17.</b>	<b>Ms. Himaja K</b>	Statutory:	
	<b>Asst. Section Officer</b>	Administrative:	Attend the work related to notices / orders of CIC-III Peshi
<b>18.</b>	<b>Sri Pradeep Kumar K</b>	Statutory:	
	<b>Asst. Section Officer</b>	Administrative:	Attend the work related to office administration as per office order
<b>19.</b>	<b>Sri D. Mahender</b>	Statutory:	
	<b>Jr. Accountant</b>	Administrative:	Assist the Accounts Officer in preparation of bills
		Financial:	Nil
		Other	Nil
<b>20.</b>	<b>Smt. Y. Rajeswari</b>	Statutory	
	<b>PIO(I/c) &amp; APIO, PA</b> <b>T.S. Information Commission</b>	Administrative	Designated as Public Information Officer (PIO)  Disposing of files related to applications filed under section 6(1) of the RTI Act, 2005.  Preparation of PIO & FAA quarterly reports u/s 25 of the RTI Act, 2005.  Maintain the files related to 19(1) of the RTI Act, 2005 and assist the FAA in disposing them.
		Financial	Nil
		Other	
<b>21.</b>	<b>Sri Syed Habeeb Imran</b>	Statutory:	Nil
	<b>PA</b>	Administrative:	Nil
		Financial	Nil
		Other	
<b>22.</b>	<b>Sri S. Sai Ram</b>	Statutory:	
	<b>PA</b>	Administrative:	Attend the work relating to scrutiny section
<b>23.</b>	<b>Sri K. Venkateswar Reddy</b>	Statutory:	
	<b>Database Specialist</b>	Administrative:	Attend the work related to DBS
		Financial:	Nil
		Other	Nil
<b>24.</b>	<b>Sri SNH Varun Reddy</b>	Statutory:	
	<b>Data Processing Officer</b>	Administrative:	Attend the work related to DPO
		Financial:	Nil



		Other	Nil
<b>25.</b>	<b>M. Sravanthi Monika</b>	Statutory:	Nil
	<b>Data Entry Operator</b>	Other	Attend online tappal entering, tappal scanning and uploading
<b>26.</b>	<b>Smt. G. Manjulatha</b>	Statutory:	Nil
	<b>Data Entry Operator</b>	Other	Attend the work related to section-a tappal
<b>27.</b>	<b>Sri P. J. Shyam Prasad</b>	Statutory:	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of SIC-II Peshi
<b>28.</b>	<b>Sri D. Deepak</b>	Statutory:	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of CIC-II Peshi
<b>29.</b>	<b>Sri A. Laxman Reddy</b>	Statutory:	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of CIC-II Peshi
<b>30.</b>	<b>Sri N. G. Goutham Goud</b>	Statutory	Nil
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of CIC-I Peshi
<b>31.</b>	<b>Sri Mohd. Moinuddin</b>	Statutory	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of SIC-I Peshi
<b>32.</b>	<b>Sri C. Balaraj</b>	Statutory	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of SIC-I Peshi
<b>33.</b>	<b>Sri Ch. Rajeshwar</b>	Statutory:	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of CIC-III Peshi
<b>34.</b>	<b>Sri R. Sunil</b>	Statutory:	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of SIC-II Peshi
<b>35.</b>	<b>Sri P. Bhagya Reddy</b>	Statutory:	
	<b>Data Entry Operator</b>	Other	Attend the work related to section-a tappal
<b>36.</b>	<b>Sri Mohd. Abdul Mohaseen</b>	Statutory:	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices /

			orders of CIC-III Peshi
37.	<b>Mr. Krishna Chaitanya V</b>	Statutory:	
	<b>Data Entry Operator</b>	Other	Attend the work related to notices / orders of CIC-III Peshi
38.	<b>Sri D. Sreenu</b>	Statutory:	
	<b>Data Entry Operator (CGG)</b>	Other	Attend the work related to RTI Section tappal
39.	<b>Sri B. Uday Kumar</b>	Statutory:	
	<b>Data Entry Operator (CGG)</b>	Other:	Attend online tappal entering, tappal scanning and uploading
40.	<b>Sri K. Rahul Achuth</b>	Statutory:	
	<b>Data Entry Operator (CGG)</b>	Other:	Attend online tappal entering, tappal scanning and uploading
41.	<b>Sri Syed Saleem</b>	Statutory	
	<b>Record Assistant</b>	Other	Attend the work related to record section, maintain the disposed files
42.	<b>Sri K. Vinod Kumar</b>	Statutory:	
	<b>Roneo Operator</b>	Other:	Attend the work related to Inward & Outward section
43.	<b>Sri M. Srinivas</b>	Statutory:	Attend the work related to electrical, UPS and generator
	<b>Electrician</b>	Other:	
44.	<b>Sri K. Satyam</b>	Statutory:	Assign to SIC driver
	<b>Driver</b>	Other:	
45.	<b>Sri K. Venugopal Goud</b>	Statutory:	Assign to CIC driver
	<b>Driver</b>	Other:	
46.	<b>Smt. N. Hemalatha</b>	Statutory:	Attend the work related to Deputy Secretary
	<b>Office Subordinate</b>	Other:	
47.	<b>Sri Hemanth Kumar</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to Inward & Outward section
48.	<b>Sri Syed Ibrahim Ali Safi</b>	Statutory:	Attend the work related to SIC-I Peshi
	<b>Office Subordinate</b>	Other:	
49.	<b>Smt. P. L. Hymavathi</b>	Statutory:	Attend the work related to RTI Section

	<b>Office Subordinate</b>	Other:	
<b>50.</b>	<b>Sri M. Vinod Kumar</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to scrutiny section
<b>51.</b>	<b>Sri S. Ravi</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to CIC-I Peshi
<b>52.</b>	<b>Sri D. Rakesh</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to CIC-II Peshi
<b>53.</b>	<b>Sri Ch. Parandhamaiah</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to CIC-I Peshi
<b>54.</b>	<b>Sri Ch. Nagaraju</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to CIC-I Peshi
<b>55.</b>	<b>Sri C. Bharat Kumar</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to SIC-I Peshi
<b>56.</b>	<b>Sri M. Sreenu</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to SIC-II Peshi
<b>57.</b>	<b>Smt. K. Navaneetha</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related stores
<b>58.</b>	<b>Sri B. Ganesh</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to establishment
<b>59.</b>	<b>Sri Srinivasulu</b>	Statutory:	
	<b>Office Subordinate</b>	Other:	Attend the work related to CIC-III Peshi
<b>60.</b>	<b>Sri M. Ramulu</b>	Statutory:	
	<b>Watch &amp; Ward</b>	Other:	Attend the work related to watch & ward
<b>61.</b>	<b>Sri M. Ram Prasad</b>	Statutory:	
	<b>Watch &amp; Ward</b>	Other:	Attend the work related to watch & ward

**Chapter 3**  
**Procedure Followed in Decision-making Process**  
**[Section 4(1)(b)(iii)]**

**3.1** Second appeals & complaints are decided accordingly to provisions of the RTI Act and relevant rules i.e. State Information Commission (Appeal Procedure) Rules, 2006

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In exercise of the powers conferred by clauses (e) and (f) of sub-section (2) of section 27 of the Right to Information Act, 2005 ( Central Act 22 of 2005), the State Government hereby makes the following rules, namely:-

**1. Short title and commencement:-**

- (1) These rules may be called the State Information Commission (Appeal Procedure) Rules, 2006.
- (2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions-** In these rules, unless the context otherwise requires:-

- (a) "Act" means the Right to Information Act, 2005;
- (b) "Section" means Section of the Act;
- (c) " Commission" means the State Information Commission;
- (d) words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in that Act.

**3 Contents of appeal.-** An appeal to the Commission shall contain the following information, namely:-

- (i) name of the address of the appellant;
- (ii) name and address of the State Public Information Officer against the decision of whom the appeal is preferred.
- (iii) particulars of the order including number, if any, against which the appeal is preferred;
- (iv) brief facts leading to the appeal;
- (v) If the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the State Public Information Officer to whom the application was made;
- (vi) prayer or relief sought;
- (vii) grounds for the prayer or relief;
- (viii) verification by the appellant; and
- (ix) any other information which the Commission may deem necessary for deciding the appeal.

- 4. Documents to accompany appeal.-** Every appeal made to the Commission shall be accompanied by the following documents, namely:-
- (i) self-attested copies of the Orders or documents against which the appeal is being preferred;
  - (ii) copies of documents relied upon by the appellant and referred to in the appeal; and
  - (iii) an index of the documents referred to in the appeal.
- 5. Procedure in deciding appeal.-** In deciding the appeal the Commission may.-
- (i) hear oral or written evidence on oath or an affidavit from concerned or interested person;
  - (ii) peruse or inspect documents, public records or copies thereof;
  - (iii) inquire through authorized officer further details or facts;
  - (iv) hear State Public Information Officer, State Assistant Public Information Officer or such Senior Officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;
  - (v) hear third party; and
  - (vi) receive evidence on affidavits from State Public Information Officer, State Assistant Public Information Officer, such Senior Officer who decided the first appeal, such person against whom the complaint lies or the third party.
- 6. Service of notice by Commission.-** Notice to be issued by the Commission may be served in any of the following modes, namely:-
- (i) service by the party itself;
  - (ii) by hand delivery (dasti) through Process Server;
  - (iii) by registered post with acknowledgement due; or
  - (iv) through Head of office or Department.

**7 Personal presence of the appellant or complainant.-**

The appellant or the complainant, as the case may be, shall in every Case be informed of the date of hearing at least seven clear days before that date.

- (2) The appellant or the complainant, as the case may be, may at his discretion at the time of hearing of the appeal or complaint by the Commission be present in person or through his duly authorized representative or may opt not to be present.
- (3) Where the Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be, is being prevented from attending the hearing of the Commission, then, the Commission may afford the appellant or the complainant, as the case may be, another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.
- (4) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

**8 Order of the Commission.-** Order of the Commission shall be pronounced in open proceedings and be in writing duly authenticated by the Registrar or any other officer authorized by the Commission for this purpose.

**3.2 Procedure followed in decision-making by T.S. Information Commission**

<b>Activity</b>	<b>Description</b>	<b>Decision-making process</b>	<b>Designation of final decision-making authority</b>
Goal-setting & Planning	To receive appeals / complaints from the appellants and to dispose them.	Connected files will be processed and submitted to SCIC and respective Information Commissioners.  The SCIC and respective Information Commissioners will examine each case and decide whether to take the case on file for hearing or not.  In case the case is taken on file for hearing, notices will be issued to the appellant and respondents intimating the date of hearing. After hearing final orders will be issued.	SCIC/ SICs
Budgeting	Budget Proposals	Budget requirements under various heads for each financial year will be worked out by the DS (Admin.) & AO and proposals will be put up to SCIC through the Deputy Secretary & Secretary and after approved by CIC, the same will be sent to the Govt., for sanction.	SCIC

<b>Activity</b>	<b>Description</b>	<b>Decision-making process</b>	<b>Designation of final decision-making authority</b>
Formulation of programmes, schemes and projects	Full Commission meetings.	Full Commission meetings will be held regularly to discuss important issues on the implementation of the RTI Act will be fixed by the SCIC	SCIC/SICs
Recruitment / hiring of personnel	Recruitment of staff sanctioned by the Govt. will be done by deputation / by outsourcing as per the orders of the Govt.	Through Secretary	SCIC
Release of funds	Budget is sanctioned and released by the State Govt.	Secretary	SCIC
Implementation / delivery of service / utilization of funds	Sanction of expenditure	Every proposal for sanction of expenditure will be submitted to SCIC through Secretary	SCIC
Monitoring & evaluation	Review of expenditure under different heads of account	Review by the Secretary	SCIC
Gathering feedback from public	Public suggestions & complaints	Review by the Secretary	SCIC
Undertaking improvements	Administrative procedure & technologies inductions	Proposals of stated review by the Secretary	SCIC

**Chapter 4**  
**Norms set for the Discharge of Functions**  
**[Section 4(1)(b)(iv)]**

**4.1** T.S. Information Commission is constituted by the Govt. of Telangana mainly to see that the RTI Act is implemented in the State in its true spirits by all the Public Authorities.

S. No.	Function / Service	Norms / Standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	Review on the implementation of the RTI Act	Through periodical review meetings	As laid down in the RTI Act,	As laid down in the RTI Act,

Second appeals/ complaints are taken up for hearing on first come first basis by the each State Information Commissioner including SCIC.



**Chapter 5**  
**Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**  
**[Section 4(1)(b)(v) & (vi)]**

**5.1** List and gist of rules, regulations, instructions, manuals and records, held by T.S. Information Commission or under its control or used by its employees for discharging functions.

S. No.	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
1	G.O.Ms.No.66, GA (I&PR.II) Department, dated 25-02-2006	The State Information Commission (Appeal procedure) Rules 2006 to deal with disposal of appeals by Information Commission	Not Priced
2	G.O.Ms.No.454, GA (I&PR.II) Department, dated 13-10-2005 read with G.O.Ms.No.740, GA (Coordn., GPM&AR) Dept., dated 01-10-2007	A.P. Right to Information (Regulation of Fee & Cost) Rules, 2005 [payment of application fee by way of Cash/ D.D/ Banker's Cheque/ IPO/ Court Fee Stamp/	Not Priced
<b>Manuals</b>			
1	As per the rules framed by the Government in regard to the relevant aspects of the functioning of the commission and as per the provisions of the RTI Act, 2005, the commission is discharging it functions.		
<b>Records</b>			
1	Register -I		
2	Register -II		
<b>Publications</b>			
1	Compendium of Right to Information Act, 2005		

**Chapter 6**  
**Categories of documents held by the public authority under its control**  
**[Section 4(1) (b) v (i)]**

**6.1** Official documents held or under its control by T.S. Information Commission.

<b>S. No.</b>	<b>Category of document</b>	<b>Designation and Address of the Custodian</b>
<b>1</b>	Second Appeal files U/s 19(3)	Samachara Hakku Bhavan, Mojam-Jahi Market, Hyderabad - 500001.
<b>2</b>	Complaints filed U/s 18	
<b>3</b>	General/ misc. files related to RTI	
<b>4</b>	Files related to Administration of the SIC	

**Chapter 7**  
**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)viii]**

**7.1** Arrangements by T.S. Information Commission to seek consultation / participation of public or its representatives for formulation and implementation of policies:

S. No.	Function / 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
<b>The Commission is an autonomous body in decision making</b>			
1	Meeting with Civil Society Organizations (CSOs)	With a view to improve the working systems in the Commission, it is decided to hold meeting with the Civil Society Organizations regularly	1 HLC Meeting. 2.Meeting with the Department Heads / District Heads / Civil Society Organizations / RTI Activists
2	Press conference	Meet the press on regular basis	To bring about of the RTI Act & other relative issues
3	Seminar	With CSOs, RTI Activists, Aas, PIOs, APIOs	For exchange of ideas

**Chapter 8**  
**Boards, councils, committees and other bodies constituted as part of public authority**  
**[Section 4(1)(b)v(iii)]**

**8.1** Boards, councils, committees and other bodies related to T.S. Information Commission

Name of board, council, committee, etc.,	Composition	Powers & Functions	Whether its meetings open to public / minutes of its meetings accessible to the public
<b>There are no separate boards, councils, committees etc.,</b>			

**8.2** Minutes of the meetings of T.S. Information Commission

Minutes of the meetings will be uploaded to the website of T.S. Information Commission as and when they are conducted.

**Chapter 9**  
**Directory of Officers and Employees**  
**[Section 4(1)(b)(ix)]**

**9.1** Information of officers and employees working in T.S. Information Commission at different levels and their contact addresses:

<b>T.S. INFORMATION COMMISSION (Under RTI Act, 2005)</b>			
<b>Name</b>	<b>Designation</b>	<b>Mobile</b>	<b>Landline</b>
Dr. Raja Sadaram Soma	SCIC	-	24740107
Sri Buddha Murali	SIC	-	24743399
Smt. Kavitha Kumari M	Secretary (I/c)	-	24740667
Sri Maha Prakash	Secy. (Law) (I/C)	97016-60433	24740155
Smt. Kavitha Kumari M	Deputy Secretary	91211-07600	24740105
Sri Maha Prakash	Judicial Officer	97016-60433	-
Sri T. Gopal Singh	JO & FAA	96521-77155	24740155
Sri K. Mohan Rao	Judicial Officer	96521-77133	-
Sri A. Vijaya Prakash	Judicial Officer	99892-52223	-
Sri Shaik Azad	Judicial Officer	96521-77144	-
Sri Shekar Reddy	Asst. Secy Admn.) (I/c)	87908-04859	24740105
Sri Shekar Reddy	Accounts Officer	98667-72895	24740105
Sri N.M. Narsinga Rao	PS to CIC	98667-72814	24740107
Sri Chandraiah	PA (Reception)	87908-04750	24740240/46
Smt.Y. Rajeswari	PIO (I/c), APIO & PA	87908-04858	24740240
Sri K. Venkateshwar Reddy	Database Specialist	98667-73207	-
<b>FAX:</b> 24740592 (Reception)			

**Chapter 10**  
**Monthly Remuneration Received by Officers and Employees of T.S. Information Commission including the System of Compensation as provided in Regulations [Section 4(1)(b)x]**

S. No.	Designation	Monthly remuneration including compensation	System of compensation of determine remuneration as given in regulation
	State Chief Information Commissioner (Dr. Raja Sadaram Soma)	Rs. 1,68,650/-	G.O Ms No.227, GA (GPM&AR) Dept., Dt. 15-09-2017
	State Information Commissioner (Sri Buddha Murali)	Rs. 2,90,250/-	G.O Ms No.228, GA (GPM&AR) Dept., Dt. 15-09-2017
1.	Secretary (Smt. Kavitha Kumari M)	-	--
2.	Secretary (Law) (I/c) (Sri Maha Prakash)	Rs. 40,000/-	G.O Ms No.20, Finance (SMPC) Dept., Dt. 30-01-2006 (Consolidated)
3.	Deputy Secretary (Admn.) (Smt. Kavitha Kumari M)	Rs.82,128/- Gross as per PRC 2015	G.O Ms No.20, Finance (SMPC) Dept., Dt. 30-01-2006
4.	Judicial Officer (Sri Maha Prakash)	Rs. 40,000/-	G.O.Ms.No.397, GA (RTIA/GPM&AR) Dept., Dt. 21-07-2010
5.	Judicial Officer & FAA (Sri T. Gopal Singh)	Rs. 40,000/-	G.O.Ms.No.397, GA (RTIA/GPM&AR) Dept., Dt. 21-07-2010
6.	Judicial Officer (Sri K. Mohan Rao)	Rs. 40,000/-	G.O.Ms.No.397, GA (RTIA/GPM&AR) Dept., Dt. 21-07-2010
7.	Judicial Officer (Sri A. Vijay Prakash)	Rs. 40,000/-	G.O Ms No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
8.	Judicial Officer (Sri Shaik Azad)	Rs. 40,000/-	G.O Ms No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
9.	Assistant Secretary (I/c) (Sri V. Shekar Reddy)	--	G.O Ms No.20, Finance (SMPC) Dept., Dt. 30-01-2006
10.	Accounts Officer (Sri V. Shekar Reddy)	Rs. 79,990/-	G.O Ms No.20, Finance (SMPC) Dept., Dt. 30-01-2006.

<b>S. No.</b>	<b>Designation</b>	<b>Monthly remuneration including compensation</b>	<b>System of compensation of determine remuneration as given in regulation</b>
11.	PS (Sri N.M Narsingh Rao)	Rs.23,000/-	G.O Ms No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
12.	Asst. Section Officer (Smt. B.S. Jyotsna)	Rs. 17,500/-	G.O Ms No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
13.	Asst. Section Officer (Sri T. Venu Kumar)	Rs. 17,500/-	G.O.Ms.No.207, Finance (SMPC-I) Dept., Dt. 28-07-2012
14.	Asst. Section Officer (Sri N. Yadaiah)	Rs. 17,500/-	G.O.Ms.No.207, Finance (SMPC-I) Dept., Dt. 28-07-2012
15.	Asst. Section Officer (Sri Srinivasa Reddy E)	Rs. 17,500/-	G.O.Ms.No.207, Finance (SMPC-I) Dept., Dt. 28-07-2012
16.	Asst. Section Officer (Ms. K. Himaja)	Rs. 17,500/-	G.O Ms No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
17.	Asst. Section Officer (Sri K. Pradeep Kumar)	Rs. 17,500/-	G.O Ms No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
18.	Junior Accountant (Sri D. Mahender)	Rs. 15,000/-	G.O.Ms.No.207, Finance (SMPC-I) Dept., Dt. 28-07-2012
19.	PA (Sri Chandraiah)	Rs. 84,347/- Gross as per PRC 2015	G.O Ms No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
20.	PIO (I/c), PA & APIO (Smt. Y. Rajeswari)	Rs. 84,337/- Gross as per PRC 2015	G.O Ms No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
21.	PA (Sri Syed Habeeb Imran)	Rs. 15,000/-	G.O Ms No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
22.	PA to SIC (Sri S. Sai Ram)	Rs. 15,000/-	G.O Ms No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
23.	Database Specialist (Sri K. Venkateshwar Reddy)	Rs.27,000/-	G.O.Ms.No.164, G.A. (RTIA/GPM&AR) Dept., Dt. 24-03-2012
24.	Data Processing Officer (Sri SNH Varun Reddy)	Rs.17,500/-	G.O.Ms.No.164, G.A. (RTIA/GPM&AR) Dept., Dt. 24-03-2012

<b>S. No.</b>	<b>Designation</b>	<b>Monthly remuneration including compensation</b>	<b>System of compensation of determine remuneration as given in regulation</b>
25.	Data Entry Operator (M. Sravanthi Monika)	Rs.15,000/-	G.O Ms No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
26.	Data Entry Operator (Smt. G. Manjulatha)	Rs.15,000/-	G.O.Ms.No.107, G.A. (RTIA/GPM&AR) Dept., Dt. 10-02-2011
27.	Data Entry Operator (Sri P.J. Shyam Prasad)	Rs.15,000/-	G.O.Ms.No.107, G.A. (RTIA/GPM&AR) Dept., Dt. 10-02-2011
28.	Data Entry Operator (Sri D. Deepak)	Rs.15,000/-	G.O.Ms.No.397, G.A. (RTIA/GPM&AR) Dept., Dt. 21-07-2010
29.	Data Entry Operator (Sri A. Laxman Reddy)	Rs.15,000/-	G.O.Ms.No.6, G.A. (RTIA/GPM&AR) Dept., Dt. 03-01-2013
30.	Data Entry Operator (Sri N.G. Goutham Goud)	Rs.15,000/-	G.O.Ms.No.6, G.A. (RTIA/GPM&AR) Dept., Dt. 03-01-2013
31.	Data Entry Operator (Sri Mohd. Moinuddin)	Rs.15,000/-	G.O.Ms.No.107, G.A. (RTIA/GPM&AR) Dept., Dt. 10-02-2011
32.	Data Entry Operator (Sri C. Balaraj)	Rs.15,000/-	G.O.Ms.No.6, G.A. (RTIA/GPM&AR) Dept., Dt. 03-01-2013
33.	Data Entry Operator (Sri V. Krishna Chaitanya)	Rs.15,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
34.	Data Entry Operator (Sri Ch. Rajeshwar)	Rs.15,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
35.	Data Entry Operator (Sri R. Sunil)	Rs.15,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
36.	Data Entry Operator (Sri P. Bhagya Reddy)	Rs.15,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
37.	Data Entry Operator (Sri Mohd. Abdul Mohaseen)	Rs.15,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
38.	Data Entry Operator, CGG (Sri D. Sreenu)	Rs. 15,000/-	Out Sourcing



<b>S. No.</b>	<b>Designation</b>	<b>Monthly remuneration including compensation</b>	<b>System of compensation of determine remuneration as given in regulation</b>
39.	Data Entry Operator, CGG (Sri B. Uday Kumar)	Rs. 15,000/-	Out Sourcing
40.	Data Entry Operator, CGG (Sri K. Rahul Achuth)	Rs. 15,000/-	Out Sourcing
41.	Record Assistant (Sri Syed Saleem)	Rs.12,000/-	G.O.Ms.No. 207, Finance (SMPC-I) Dept., Dt. 28-07-2012
42.	Roneo / Xerox Operator (Sri K. Vinod Kumar)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
43.	Electrician (Sri M. Srinivas)	Rs.15,000/-	G.O.Ms.No. 207, Finance (SMPC-I) Dept., Dt. 28-07-2012
44.	Driver (Sri K. Satyam)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
45.	Driver (Sri K. Venugopal Goud)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
46.	Office Subordinate (Smt. N. Hemalatha)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
47.	Office Subordinate (Sri Hemanth Kumar)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
48.	Office Subordinate (Sri Syed Ibrahim Ali Safi)	Rs.12,000/-	G.O.Ms.No. 207, Finance (SMPC-I) Dept., Dt. 28-07-2012
49.	Office Subordinate (Smt. P. L. Hymavathi)	Rs.12,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
50.	Office Subordinate (Sri M. Vinod Kumar)	Rs.12,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
51.	Office Subordinate (Sri S. Ravi)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
52.	Office Subordinate (Sri D. Rakesh)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006

<b>S. No.</b>	<b>Designation</b>	<b>Monthly remuneration including compensation</b>	<b>System of compensation of determine remuneration as given in regulation</b>
53.	Office Subordinate (Sri Ch.Parandhamaiah)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
54.	Office Subordinate (Sri Ch. Nagaraju)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
55.	Office Subordinate (Sri. C. Bharat Kumar)	Rs.12,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
56.	Office Subordinate (Sri M. Sreenu)	Rs.12,000/-	G.O.Ms.No. 90, G.A. (RTIA/GPM&AR) Dept., Dt. 21-02-2013
57.	Office Subordinate (Smt. K. Navaneetha)	Rs.12,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
58.	Office Subordinate (Sri B. Ganesh)	Rs.12,000/-	G.O.Ms.No. 102, Finance (SMPC-I) Dept., Dt. 25-04-2013
59.	Office Subordinate (Sri Srinivasulu)	Rs.12,000/-	G.O.Ms.No. 90, G.A. (RTIA/GPM&AR) Dept., Dt. 21-02-2013
60.	Watch & Ward (Sri M. Ramulu)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006
61.	Watch & Ward (Sri M. Rama Prasad)	Rs.12,000/-	G.O.Ms.No. 20, Finance (SMPC-I) Dept., Dt. 30-01-2006

**Chapter 11**  
**Budget Allocated to Each Agency including Plans etc.**  
**[Section 4(1)(b)xi]**

The budget allocated for the year **2018-2019** under different heads of accounts for Information Commission is as follows:

Agency	Plan/ Programme/ Scheme/Project/ activity/Purpose for which budget is allocated		Amount released: last year	Amount spent last year	Budget allotted Current year	Budget released Current year
	<b>Non-Plan</b>		<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>
<b>T.S.I.C</b>	110/010	Salaries	2,16,09,000	1,88,00,000	2,34,00,000	2,34,00,000
<b>Hyderabad</b>	110/111	TA	16,00,000	1,63,919	16,00,000	4,00,000
	130/131	Service Postage, Telegram and Telephonic charges	36,00,000	21,02,969	36,00,000	18,00,000
	130/132	Other Office Expenses	34,20,000	33,83,609	38,00,000	28,50,000
	130/133	W & E Charges	14,00,000	10,90,085	14,00,000	10,50,000
	130/134	Hiring of Private Vehicles	9,00,000	5,06,000	12,24,000	6,12,000
	140	Rent, Rates & Taxes	43,20,000	42,01,990	51,40,000	38,55,000
	160	Publications	4,00,000	75,838	6,00,000	0
	240	Petrol Oil & Lubricants	96,000	94,793	3,64,000	2,73,000
	281	Pleaders Fees	85,000	85,000	6,00,000	4,50,000
	284	Professional Service/ Other payments	6,52,000	6,52,000	10,71,000	0
	300	Other Contractual Services	3,23,28,000	1,99,65,250	2,98,00,000	2,23,50,000
	500/503	Other Expenditure	35,000	750	16,000	0
	510/511	Motor Vehicles	21,000	10,947	3,00,000	2,25,000

**Chapter 12**  
**Manner of Execution of Subsidy Programmes**  
**[Section 4(1)(b)xii]**

**12.1** Activities / programmes / schemes being implemented by T.S. Information Commission for which subsidy is provided.

**NIL**

**12.2** 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
<b>NIL</b>			

**12.3** Manner of execution of the subsidy programmes.

Name of programme / activity	Application procedure	Sanction procedure	Disbursement procedure
<b>NIL</b>			

**Chapter 13**  
**Particulars of Recipients of Concessions, Permits or Authorization Granted by the**  
**Public Authority**  
**[Section 4(1)(b)xiii]**

**13.1** Names and addresses of recipients of benefits under each programme / scheme by T.S. Information Commission

**Institutional Beneficiaries**

Name of the programme / scheme: Nil				
S. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & designation of granting authority
<b>NIL</b>				

**Individual Beneficiaries**

S. No.	Name & address of recipient individual	Nature / quantum of benefit granted	Date of grant	Name & designation of granting authority
<b>NIL</b>				

**Chapter 14**  
**Information Available in Electronic Form**  
**[Section 4(1)(b)xiv]**

**14.1** Details related to the various schemes of T.S. Information Commission which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.,)

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of information
<b>Decisions, Notices, G.O's, Circulars of T.S. Information Commission are uploaded to <a href="http://tsic.gov.in/tsicWebsite/">http://tsic.gov.in/tsicWebsite/</a></b>			

**14.2** Particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to T.S. Information Commission or records / documents made available to the public.

Please refer Chapter 15

**Chapter 15**  
**Particulars of Facilities available to Citizens for Obtaining Information**  
**[Section 4(1)(b)xv]**

**15.1** Particulars of dissemination mechanisms in place / facilities available to the public for accessing of information from T.S. Information Commission:

<b>Facility</b>	<b>Description (Location of Facility/Name etc.)</b>	<b>Details of Information made available</b>
Notice Board	In the Office Premises	Names & Designations of PIO / APIO & AA u/s 19(1) Office orders issued from time to time 2 <sup>nd</sup> Appeal procedure
News Paper Reports	Library	
Public Announcements	Notice Board	
Information Counter	Reception	The visitors are being informed the procedure to be followed for filing applications in the respective departments as well as filing 2 <sup>nd</sup> appeals / complaints in the commission
Publications	Library	RTI Booklets - For distribution among the public authorities during the meetings free of cost.
Office Library	Third floor	
Website	<a href="http://tsic.gov.in/tsicWebsite">http://tsic.gov.in/tsicWebsite</a>	
Other Facilities		
Drinking water & washrooms	All floors	

**Chapter 16**  
**Name, Designation and other Particulars of Public Information Officer and**  
**Appellate Authority**  
**[Section 4(1)(b)xvi]**

**16.1** Contact Information of Assistant Public Information Officer (APIO), Public Information Officer (PIO) and Appellate Authority (AA) designated for T.S. Information Commission

**State Assistant Public Information Officer**

<b>Name &amp; Designation</b>	<b>Address for Communication</b>	<b>Telephones</b>
Smt. Y. Rajeswari <b>Personal Assistant</b>	Third Floor Samachara Hakku Bhavan, Mojam-Jahi Market, Hyderabad - 500001.	040-24740467 (O) 040-24740592 (F) Cell: 87908 04858

**State Public Information Officer**

<b>Name &amp; Designation</b>	<b>Address for Communication</b>	<b>Telephones</b>
Smt. Y. Rajeswari <b>Personal Assistant</b>	Third Floor Samachara Hakku Bhavan, Mojam-Jahi Market, Hyderabad - 500001.	040-24740467 (O) 040-24740592 (F) Cell: 87908 04858

**First Appellate Authority**

<b>Name &amp; Designation</b>	<b>Address for Communication</b>	<b>Telephones</b>
Sri T. Gopal Singh <b>Judicial Officer</b>	Ground Floor Samachara Hakku Bhavan, Mojam-Jahi Market, Hyderabad - 500001.	040-24740155 (O) 040-24740592 (F) Cell: 96521 77155



**Chapter 17**  
**Other Useful Information**  
**[Section 4(1)(b)xvii]**

18.1 Other information or details of publications which are of relevance or of use to the Citizens.

18.2 Information of T.S. Information Commission which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information.

**Place:** Hyderabad

**Date:** 18-12-2018

(Smt. Kavitha Kumari)

Secretary (I/c)

T.S. Information Commission