
THE RIGHT TO INFORMATION ACT,2005

OBLIGATION OF PUBLIC AUTHORITIES

A Draft Template for

INFORMATION HAND BOOK

(Refer to Chapter II Section 4(1)b of RTI Act,2005)

OF

**Telangana State Medical Services and Infrastructure Development
Corporation, Head Office, at Hyderabad**

DM & HS Campus, Sultan Bazar, Koti,

Hyderabad

Telangana State.

CHAPTER.1

Organization, Functions and Duties

(Section 4(1) (b) (i))

1.1 Particulars of the Organization, Functions and duties

S.No	Name of the organization	Address	Functions	Duties
1	Telangana Medical Services Infrastructure Development Corporation	2 nd & 3 rd floors, TMSIDC, DM&HS Campus Sultan Bazar, Koti, Hyderabad	Construction, maintenance of hospital buildings, procurement and Distribution of medicines, Surgical, Consumables and equipment	Execution of functions assigned

CHAPTER .2

Powers and Duties of Officers and Employees (Section 4(1)(b)(ii))

2.1.Organization Chart: Enclosed.

2.2.Details of the powers and duties of its officers and employees of the authority by designation as follows:

S.No	Name of the Officer/Employee	Designation	Duties allotted	Powers
1	2	3	4	5
1	Sri K.Chandra Shekhar Reddy	Managing Director	Head of the Department	As per the resolutions of the Managing Committee, to appoint personnel in exigencies of administration. To prescribe the duties of all officers and staff of the society and exercise such supervision as may be necessary in accordance with these rules and regulations. To exercise full administrative control over the successful administration.
2	Sri P.Rajendar Kumar	Chief Engineer	All the Technical Matters of Civil, Designs, Electrical, Quality Control.	
3	Dr.Rambabu Naik	Special Officer (Equipment)	Equipment and Diagnostics wing, TSMSIDC H.O.	
4	Sri.B.Yoganandam	General Manager(Drugs)	Drugs Wing, TSMSIDC H.O.	
5	Smt.T.Sreedevi,	Finance Officer	Finance Wing, TSMSIDC H.O., Hyderabad.	

6	Sri.P.Anil Kumar	Audit Officer(Finance)	All the bills of TSMSIDC routed through Audit Officer	
7	Sri D.Rajeshwar Rao	Executive Engineer	Quality Control Wing, Head Office, TSMSIDC	
8	Sri G.B.Arun Kumar	Executive Engineer	Electrical Wing, TSMSIDC H.O.	
9	Sri.S.Ramakrishna	Executive Engineer	Equipment wing, TSMSIDC H.O.	
10	Sri K.Sreedhar Reddy	Executive Engineer	Technical wing, TSMSIDC H.O.	
11	Sri A.V.K.Mohan Rao	Dy. Executive Engineer	Technical Wing(Designs), TSMSIDC H.O.	
12	Sri Syed Apsar	Dy. Executive Engineer	Technical Wing, TSMSIDC H.O.	
13	Sri Ch.Amarender	Dy. Executive Engineer	Quality Control Wing, TSMSIDC H.O.	
14	Sri P.Murali	Dy. Executive Engineer	Quality Control Wing, TSMSIDC H.O.	
15	Sri.G.Pal Sunder Raj	Dy. Executive Engineer	Equipment Wing, TSMSIDC H.O.	
16	Smt M.D.Bhavani	Dy. Executive Engineer	Technical Wing(Designs), TSMSIDC H.O.	
17	Smt.V.Amaravathi	Asst. Executive Engineer	Equipment Wing, TSMSIDC H.O.	
18	Smt N.Surya Kala	Asst. Executive Engineer	Technical Wing, TSMSIDC H.O.	
19	Smt.S.Suma	Asst. Executive Engineer	Electrical Wing, TSMSIDC H.O.	
20	Sri.K.Ramakrishna Reddy	Assist. Pay and Accounts Officer	Finance Wing, TSMSIDC H.O.	
21	Sri.N.Harikrishna	Divisional Accounts Officer	Finance Wing, TSMSIDC H.O.	
22	Sri.G.Shiva	Superintendent	Establishment Wing, TSMSIDC H.O.	
23	Smt.S.Nirmala	Superintendent	Finance Wing, TSMSIDC H.O.	
24	Smt.T.Mamatha	Pharmacist Gr.II	Drugs Wing, TSMSIDC H.O.	
25	Sri.M.H.Saigopal	Pharmacist Gr.II	Drugs Wing, TSMSIDC H.O.	
26	Sri.G.Gnanendra babu	Senior Assistant	Drugs Wing, TSMSIDC H.O.	

27	Sri.Mohd.Shafi Ahmed	Senior Assistant	Finance Wing, TSMSIDC H.O.	
28	Smt.U.Padma	Senior Assistant	Establishment Wing, TSMSIDC H.O.	
29	Smt.P.Divya Hasini	Senior Assistant	Establishment Wing, TSMSIDC H.O.	
30	Sri.P.Vasu Dev	Junior Assistant	Drugs Wing, TSMSIDC H.O.	
31	Sri P.Manoj Kumar	Junior Assistant	Technical Wing, TSMSIDC H.O.	
32	Sri.O.V.Shankaram	Junior Assistant	Equipment Wing, TSMSIDC H.O.	
33	Sri.B.Inder Kumar	Office Subordinate	Out Ward Messenger, TSMSIDC H.O., Hyderabad.	
34	Smt M.Rama Devi	Office Subordinate	Technical Wing, TSMSIDC H.O.	
35	Smt A.Sujatha	Office Subordinate	Quality Control wing, TSMSIDC H.O.	

CHAPTER.3

Procedure followed in decision-making process

(Section 4(1)(b)(iii))

3.1 Describe the procedure followed in the decision making process by the public Authority.

Activity	Description	Decision making process	Designation of final decision making authority
Goal –Setting & planning	Execution of Civil works for hospitals in the entire state and procurement of Drugs, Surgical & Equipment	Prescribed in Government rules and regulations.	Managing Committee of the Corporation
Budgeting	Budget allotted by the Government through procurement policy.	Prescribed in Government rules and regulations.	As per the instructions of the Government and Managing Committee of the Corporation
Formulation of programmes, schemes and projects	Construction of hospital buildings and procurement of drugs, surgical and equipments	Prescribed in Government rules and regulations	RC Committee
Recruitment/Hiring of personnel	Deputation / Direct recruitment / appointment on outsourcing basis	Managing Director	As per the approval of the Managing Committee.
Release of funds	Funds are released to undertake civil works and also on procurement and distribution of Medicines & Equipments	Prescribed in Government rules and regulations	Managing Director
Implementation /delivery of service /utilization of funds	Construction of Hospital buildings and maintenance and construction PHCs etc., and being a nodal agency, procuring and distributing medicines and equipment.	Prescribed in Government rules and regulations and decisions of Tender Committee.	Managing Director/Chief Engineer
Monitoring & evolution	Monthly review meetings are conducted by the MD to review progress		Managing Director
Gathering feedback from public	--	--	--
Undertaking improvements	--	--	--

CHAPTER.4

Norms set by it for the Discharge of its functions
(Section 4(1)(b)(iv))

4.1 Please provide the 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	All representations of Public representatives like MLAs and MPs		3 days	Citizen charter
2	All DO letters from HODs. Public representatives and other VIPs		2days	Citizen Charter
3	Processing of original estimates		3days	
4	Finalization of tenders (tenders inviting to agreement conclusion)		45 days	
5	Finalization of revised estimates		14 days	
6	Release of payment of part bills		7 days	
7	Release of EMD		4 days	
8	Release of payment of final bills.		15 days	

CHAPTER.5

Rules, Regulations, Instructions, Manual and Record held by it or under for discharging functions
(Section 4(1)(b)(v))

5.1 Please provide 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 in the following format.

S.No.	Descriptions	Gist of contents	Price of the publication if priced
1	Rules & Regulations, Instructions, Manuals & records.	Service & Conduct rules of TSMSIDC, all Government Codes and manuals (except Pension rules), Public Enterprises rules & Central Government Gratuity Act, 1972 (for Gratuity payment)	
2	Records	Measurement Books	
3		L.F.Books	

CHAPTER.6

Categories of documents that are held by the Public Authority under its Control
(Section 4(1)(b)(vi))

6.1 Provide information about the official documents held public authority or under it control

S.No.	Category of document	Title of the document	Designation and address of the custodian (held by /under the control of whom)
1.	All Contract documents related to works Procurement	Agreements, estimates and bills	Executive Engineer(T), Finance Officer General Manager (Procurement) and other relevant Officers.

CHAPTER.7

Arrangement that exists for consultation with ,or representation by. The Members of the public in relation to the formulation of its policy or implementation there of

{Section 4(1)(b)(vii)}

7.1 Describe arrangements by the public authority to seek consultation/
Participation of public or its representatives for formulation and
implementation of polices?

S.No.	Functions/Services	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	Not applicable	Not applicable

CHAPTER.8

Boards, Councils, Committees and other bodies constituted as part of Public Authority

[Section 4(1)(b)(viii)]

8.1 Please provide information on boards, councils, committees and other bodies related to the Public authority in the following format.

Name of the Board ,Council, Committee etc.,	Composition	Powers & functions	Whether it meetings open to public /minutes of its meetings accessible for public
Managing Committee	1.Chairman , TSMSIDC & other official Non Official members. 2. Non-Official Members(2) 3. Prl.Secy., to Govt., HM&FW Dept. 4. Prl.Secy., to Govt., Finance Dept. 5.Commissioner of Health & Family Welfare 6.Director General, DCA 7.PD,TSSACS 8.MD,TSMSIDC 9.DME(TS) 10. Commissioner, TSVVP 11. Director of Health (TS)	Policy making body	
High Power Tender Committee G.O.Rt.No. 9798 HM&FW (N2) department, dated 07.09.2001	1.Principal Secretary to Govt., HM & FW department 2.Secretary, Finance department (as nominated by principal Secretary) 3.Chief Engineer R&B or his representative. 4.Engineer-In-Chief(PR) or his representative 5.M.D.,TSMSIDC 6.C.E.,TSMSIDC	For acceptance of tenders on the woks of HM&FW department being executed by TSMSIDC	

8.2 If minutes of meetings are accessible o the public ,describe the procedure as to how to access the minutes: contact point , hours of access, fee structure /cost of access and officer to be contacted.

CHAPTER .9

Directory of Officers and Employees (Section 4(1)(b)(ix))

9.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc.

S.No	Name of the Officer/Employee	Designation	Contact No.	Email I.D. & Contact Address
1	2	3	4	5
1	Sri K.Chandra Shekhar Reddy	Managing Director	7671956868	tsmsidcmd@gmail.com O/o.Managing Director, TSMSIDC, Hyderabad.
2	Sri P.Rajendar Kumar	Chief Engineer	8688830375	cetsmsidc@gmail.com
3	Dr.Rambabu Naik	Special Officer (Equipment)	040-40032888	Contact Address: O/o.Managing Director, TSMSIDC, DM&HS Campus, Hyderabad
4	Sri.B.Yoganandam	General Manager(Drugs)	040-40032888	
5	Smt.T.Sreedevi,	Finance Officer	7337341474	
6	Sri.P.Anil Kumar	Audit Officer(Finance)	9391003371	
7	Sri D.Rajeshwar Rao	Executive Engineer	8978680896	
8	Sri G.B.Arun Kumar	Executive Engineer	9121226041	
9	Sri.S.Ramakrishna	Executive Engineer	9391003370	
10	Sri K.Sreedhar Reddy	Executive Engineer	7893966114	
11	Sri A.V.K.Mohan Rao	Dy. Executive Engineer	9391003374	
12	Sri Syed Apsar	Dy. Executive Engineer	8978680739	
13	Sri Ch.Amarender	Dy. Executive Engineer	040-40032888	

14	Sri P.Murali	Dy. Executive Engineer	040-40032888
15	Sri.G.Pal Sunder Raj	Dy. Executive Engineer	040-40032888
16	Smt M.D.Bhavani	Dy. Executive Engineer	040-40032888
17	Smt.V.Amaravathi	Asst. Executive Engineer	9392923434
18	Smt N.Surya Kala	Asst. Executive Engineer	040-40032888
19	Smt.S.Suma	Asst. Executive Engineer	040-40032888
20	Sri.K.Ramakrishna Reddy	Assist. Pay and Accounts Officer	040-40032888
21	Sri.N.Harikrishna	Divisional Accounts Officer	040-40032888
22	Sri.G.Shiva	Superintendent	9391003373
23	Smt.S.Nirmala	Superintendent	040-40032888
24	Smt.T.Mamatha	Pharmacist Gr.II	8978680720
25	Sri.M.H.Saigopal	Pharmacist Gr.II	040-40032888
26	Sri.G.Gnanendra babu	Senior Assistant	040-40032888
27	Sri.Mohd.Shafi Ahmed	Senior Assistant	040-40032888
28	Smt.U.Padma	Senior Assistant	9021108459
29	Smt.P.Divya Hasini	Senior Assistant	9121226042
30	Sri.P.Vasu Dev	Junior Assistant	9392914242
31	Sri P.Manoj Kumar	Junior Assistant	9121006044
32	Sri.O.V.Shankaram	Junior Assistant	9121226043

CHAPTER.10

Monthly Remuneration received by officers and employees, including the system of compensation as provided in regulations

(Section 4(1)(b)(X))

10.1 Provide information on remuneration and compensation structure for officers and employees in the following format.

S.No	Name of the Officer/Employee	Designation	Monthly remuneration including composition (amount in Rs.)	System of compensation to determine remuneration a given in regulation
1	2	3	4	5
1	Sri K.Chandra Shekhar Reddy	Managing Director	As per Govt. Rules	Revised Pay scales-2020 manual of Special pay and allowances / as per Govt. rules.
2	Sri P.Rajendar Kumar	Chief Engineer	"	"
3	Dr.Rambabu Naik	Special Officer (Equipment)	"	"
4	Sri.B.Yoganandam	General Manager(Drugs)	"	"
5	Smt.T.Sreedevi,	Finance Officer	"	"
6	Sri.P.Anil Kumar	Audit Officer(Finance)	"	"
7	Sri D.Rajeshwar Rao	Executive Engineer	"	"
8	Sri G.B.Arun Kumar	Executive Engineer	"	"
9	Sri.S.Ramakrishna	Executive Engineer	"	"
10	Sri K.Sreedhar Reddy	Executive Engineer	"	"
11	Sri A.V.K.Mohan Rao	Dy. Executive Engineer	"	"
12	Sri Syed Apsar	Dy. Executive Engineer	"	"
13	Sri Ch.Amarender	Dy. Executive Engineer	"	"

14	Sri P.Murali	Dy. Executive Engineer	“	“
15	Sri.G.Pal Sunder Raj	Dy. Executive Engineer	“	“
16	Smt M.D.Bhavani	Dy. Executive Engineer	“	“
17	Smt.V.Amaravathi	Asst. Executive Engineer	“	“
18	Smt N.Surya Kala	Asst. Executive Engineer	“	“
19	Smt.S.Suma	Asst. Executive Engineer	“	“
20	Sri.K.Ramakrishna Reddy	Assist. Pay and Accounts Officer	“	“
21	Sri.N.Harikrishna	Divisional Accounts Officer	“	“
22	Sri.G.Shiva	Superintendent	“	“
23	Smt.S.Nirmala	Superintendent	“	“
24	Smt.T.Mamatha	Pharmacist Gr.II	“	“
25	Sri.M.H.Saigopal	Pharmacist Gr.II	“	“
26	Sri.G.Gnanendra babu	Senior Assistant	“	“
27	Sri.Mohd.Shafi Ahmed	Senior Assistant	“	“
28	Smt.U.Padma	Senior Assistant	“	“
29	Smt.P.Divya Hasini	Senior Assistant	“	“
30	Sri.P.Vasu Dev	Junior Assistant	“	“
31	Sri P.Manoj Kumar	Junior Assistant	“	“
32	Sri.O.V.Shankaram	Junior Assistant	“	“
33	Sri.B.Inder Kumar	Office Subordinate	“	“
34	Smt M.Rama Devi	Office Subordinate	“	“
35	Smt A.Sujatha	Office Subordinate	“	“

CHAPTER.11

Budget allocated to each agency including Plans etc.,

(Section 4(1)(b)(xi))

11.1 Provide information about the detail of the plans ,programmers and schemes undertaken by the Public authority for each agency.

Agency	Plan/Programme/Sc heme/Project/Activity /Purpose for which budget is allocated	Budget estimate 2021-22 / Addl. BE	Expected Outcomes	Report on disbursements made or where such details are available (Web site, reports, notice board etc.)
TSMSIDC	Procurement of Drugs	336,22,99,000	Funds in total will be utilized.	
	Procurement of Surgicals	56,03,77,000	Funds in total will be utilized.	
	Procurement of Equipment	2,00,00,000	Funds in total will be utilized.	
	Procurement of CT&S	7,00,00,000	Funds in total will be utilized.	
TSMSIDC	Civil Works	40,55,64,000	For the intended purpose.	

11.2 Provide information on the budget allocated for different activities under different programmes /Schemes /projects etc., in the given format.

Agency	Programme/ Scheme/ Project/Activit y purpose for which budget is allocated	Amount released: last year	Amount spent last year	Budget allocated current year	Budget released current year
TSMSIDC	Drugs	149,60,25,000	178,50,85,526	336,00,00,000	76,43,02,000
	Surgicals	13,89,77,000	13,89,77,000	56,03,77,000	34,88,44,000
	Equipment	1,75,00,000	1,75,00,000	2,00,00,000	50,00,000
	CT&S	0	0	7,00,00,000	7,00,00,00
	Civil Works	20,33,48,000	11,17,24,425	40,55,64,000	10,25,64,000

CHAPTER.12

Manner of Execution of Subsidy Programmes

(Section 4(1)(b)(xii))

Describe the activities /programmes/Schemes being implemented by the public authority for which subsidy is provided.

Provide 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. Describe the manner of execution of the subsidy programme

Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
Not applicable			

CHAPTER.I3

Particulars of recipients of Concessions, permits or authorization Granted by the Public Authority

(Section4(1)(b)xiii)

Institutional Beneficiaries

Name of programme/Scheme				
S.No.	Names & address of recipient Institutions	Natural quantum of benefit granted	Date of grant	Name Designation of granting authority
Not applicable				

Name of programme/Scheme				
S.No.	Names & address of recipient Institutions	Natural quantum of benefit granted	Date of grant	Name Designation of granting authority
Not applicable				

Individual Beneficiaries

Name of programme/Scheme				
S.No.	Names & address of recipient Institutions	Natural quantum of benefit granted	Date of grant	Name Designation of granting authority
Not applicable				

Name of programme/Scheme				
S.No.	Names & address of recipient Institutions	Natural quantum of benefit granted	Date of grant	Name Designation of granting authority
Not applicable				

CHAPTER.14

Information Available in Electronic Form

(Section 4(1)(b)x(iv))

14.1 Please provide the details of information related to the various schemes of the department which are available in electronic format (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic	Description (site address/ location where available etc.,)	Contents or title	Designation and address of the custodian of information (Held by whom)
Tenders & documents related to all civil works	eprocurement.gov.in	Information related to no.of hospitals PHCs and list of drugs	E.E.(Technical)
Procurement of drugs surgical equipment	eprocurement.gov.in	Information related to tenders for procurement of Drugs & Surgicals and equipment & Furniture to an Government Hospitals / Institutions	G.M. (Drugs) E.E. (Equipment)

CHAPTER.15

Particulars of Facilities available to Citizens for obtaining information

(Section 4(1)(b)(xv))

15.1 Describe the particulars of information dissemination mechanisms in place /facilities available the public accessing of information.

Facility	Description (Location of Facility/Name etc.,	Details of information made available
Notice Board	Notice Board	
News paper Reports		
Public Announcements		
Information Counter		
Publications		
Office library		
Websites	http://tsmsidc.telangana.gov.in	
Other facilities		

CHAPTER.16

Names, Designations and other Particulars of Public Information Officers

(Section 4(1)(b)xvi)

16.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officers(s) for the Public authority in the following format.

Public Information Officer(S)

S.No.	Name of Office/administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	E.mail
01	Telangana State Medical Services Infrastructure Development Corporation, Koti, Hyderabad.	Sri Syed Apsar, DEE	8978680739	cetsmsidc @ gmail.com

ASSISTANT PUBLIC INFORMATION OFFICER(S)

S.No.	Name of Office/administrative Unit	Name Designation of APIO	Office Tel: Residence Tel: Fax:	E.mail
01	Telangana State Medical Services Infrastructure Development Corporation, Koti, Hyderabad.	Smt N.Surya Kala, AEE	9492924132	cetsmsidc @ gmail.com

APPELLATE AUTHORITY

S.No.	Name ,Designation Address of Appellate Officers Office/administrative Unit	Jurisdiction of Appellate Officer (Officers/Administ rative Units of authority	Office Tel: Residence Tel: Fax:	E.mail
01	Telangana State Medical Services Infrastructure Development Corporation, Koti, Hyderabad.	Sri K.Sreedhar Reddy, EE	7893966114	cetsmsidc @ gmail.com

CHAPTER.17

17.1 Please give below any other information of details of publications which are of relevance of use the Citizens

1. The information about the TSMSIDC, Hyderabad is available in the Corporation website <https://tsmsidc.telangana.gov.in>.

17.2. You may mention here information of your department which excluded under Section 8(1) of the Act and /or under Rules of the State Government as guidance to the Public seeking information from your department.

Place:

Date

Sri.Syed Apsar, D.E.E.
Public Information Officer
TSMSIDC, Hyderabad.

*Note) information provided in these chapters should be updated from time to time and revised date should be mentioned