

**TELANGANA STATE INSTITUTE OF RURAL
DEVELOPMENT (TSIRD)**

(An Institution included in schedule -X of the A.P Reorganization Act-2014)

THE RIGHT TO INFORMATION ACT, 2005

2021

INFORMATION HAND BOOK (4(1)(b))

(UNDER THE RTI ACT 2005)



**TELANGANA STATE INSTITUTE OF RURAL DEVELOPMENT
(TSIRD)**

Rajendranagar, Hyderabad-30

Introduction

Background

The prime objective is to provide information about that Telangana State Institute of Rural Development to provide for citizens to secure and access to information.

Objective/Purpose:

- (i) To provide access to the information about the Institute activities in a transparent manner.
- (ii) To provide requisite information to the citizens, officers and employees of public authorities and all other interested in public matters.

The Hand Book is intended to meet the Information requirements of employees at all levels and other who may want to avail the services of this Institute.

Expansion of key terms

Telangana State Institute of Rural Development (TSIRD) is having the following posts :

S. No	Category of Sanctioned posts	No. of Sanctioned Posts
1	Commissioner / CEO	1
2	Joint Director	3
3	Deputy Director	3
4	Professors	2
5	Senior Faculty	4
6	Gazetted Instructor	2
7	Junior Faculty	7
8	Administrative Officer	1
9	System Analyst	1
10	Superintendent	1
11	Special Grade Stenographer	1
12	Librarian	1
13	Programmer	1
14	Assistant Accountant	1
15	Data Processor	2
16	Senior Assistant	1
17	Field Instructor	1
18	Junior Assistant	3
19	Stenographer	6
20	Typist	1
21	Roneo Operator	1
22	Headmali	1
23	Jamedar	1
24	Cinema Operator	1
25	Office Subordinates	6
TOTAL		53

Organization of Information

The information in this Hand Book is organized 18 chapters as required under Sec.4 (1) of the RTI Act, described in the chapters from 2 to 18.

Getting additional information: Additional Information may be sought through the Institute's Website www.tsird.gov.in / Brochures printed and available to the public from time to time besides information through print and electronic media.

Names & Addresses of the Senior Officers:

SrI Sandeep Kumar Sultania, IAS	Chief Executive Officer (FAC), TSIRD & Secretary to Government, PR & RD Dept., Government of Telanagana, Rajendranagar, Hyderabad-30 Phone No. 040-24018656/24015959
K. Anil Kumar	Joint Director (Admn.) I/c & Administrative Officer, TSIRD, Rajendranagar, Hyderabad-30, Phone No. 040-24018656/24015959
Names & Addresses of the other officers and key persons to contact:	
Er.B.Narendranath Rao	Joint Director (Trgs.), TSIRD, Rajendranagar, Hyderabad-30, Phone No.040-24018656/24015959
E. Anil Kumar	Joint Director (RD) & Deputy Director, (Accts.) TSIRD, Rajendranagar, Hyderabad-30, Phone No. 040-24018656/24015959
Sri C. Srikanth Reddy	Joint Director , TSIRD, Rajendranagar, Hyderabad-30, Phone No. 040-24018656/24015959

Chapter I
Organization, Functions and Duties
[Section 4(1) (b) (i)]

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name and address of the Organization	Functions	Duties
	Telangana State Institute of Rural Development, Rajendranagar, Hyderabad-30	TSIRD has been enhancing capabilities and building competencies of 2.61 lakh Panchayat Raj elected representatives (both Telangana & AP States) who are the key players in delivering the planned services and benefits to the rural poor.	Training is the main objective of this Institute. Apart from the mandatory and regular courses, training programmes are designed and conducted as per guidelines of the State Government, PR & RD Dept. Training and capacity building is a matter of pride of the Institute since its inception. Systematic training classrooms, laboratories are the hallmark of the Institute. The institute has been organizing training in the areas of Panchayat Raj & Rural Development Information Technology, Computer application, NREGS, watershed, development for Officials and non-officials functionaries. Duration of the training has been varied from 3- 12 days for a target group of minimum of 30 participants.

Chapter II

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

3.1 Please provide details of the powers and duties of officers and Employees of the authority by designation as follows:

Sl. no	Name of the Officer/Employee	Designation	Duties Allotted	Powers
1	Sri Sandeep Kumar Sultania, IAS.,	Chief Executive Officer	Head of the Department (HoD)	Executive, Administration, Financial Powers
2	K. Anil Kumar	Joint Director (Admn.) & Administrative Officer	Establishment matters & Administration	Review, Monitor & Routing Officer for Establishment files & General Administration
		Centre Head Centre for Management of Rural Infrastructure	All civil works related to TSIRD (both new and maintenance including residential quart hostels and Admn. building.	Reporting Officer
		Centre Head Centre for (M&P)	Centre Head Centre for Media and Publications. in house CBTs, Video's on the subject matters	Design, Develop and deliver the CBTs and.
3	Er.B.Narendranath Rao	Joint Director Trainings	All matter relating Trainings	Review and Monitor
		IT & eGov Cell	Maintenance of IT Equipments/Conduct trainings on ICT Skills and soft wares.	Design, Develop and deliver the training courses
4	E. Anil Kumar	Deputy Director (Accts.)	All matters relating to Accounts	Drawing & Disbursing Officer
		Centre Head Centre for management of Natural Resource	Centre for Natural Resource Management Foundational & refresher Courses for RD Dept. functionaries & BNV's	Design, Develop and deliver the training courses
		Centre Head Centre for Water and Sanitation	Centre for water and sanitation conducts Foundational and Refresher Course to RWS Engineers, PR functionaries on water and sanitation issues	Design, Develop and deliver the training courses
		CMRI	All civil works related to TSIRD (both new and maintenance including residential quart hostels and Admn. building.	Design, Develop and deliver the training courses
		CWCD	Design, Develop and deliver the training courses on gender responsive governance, gender budgeting, women and child development	Design, Develop and deliver the training courses

		CSATA	Centre Head Centre for Social Audit to conduct foundational Refresher Courses DRPs, SRPs, VRPs of Social Audit Dept. functionaries	Design, Develop and deliver the training courses
5	Sri C. Srikanth Reddy	Centre Head Centre for Decentralized planning and Administration	Centre Head Centre for Decentralized planning and Administration conducts Foundational and Refresher Course to Elected Representatives & functionaries of PRI Institution	Design, Develop and deliver the training courses
		Centre Head Centre for Environment and Disaster Management	Centre for Disaster Management Foundational & Refresher Courses for Revenue/ PR / NGO's on disasters mitigation activities.	Design, Develop and deliver the training courses
6	Smt. K. Nagamani	Centre Head Centre for Social Audit and CSJ&VA	Centre Head Centre for Social Audit to conduct foundational Refresher Courses DRPs, SRPs, VRPs of Social Audit Dept. functionaries	Design, Develop and deliver the training courses
		Centre Head for CWCD	Design, Develop and deliver the training courses on gender responsive governance, gender budgeting, women and child development	Design, Develop and deliver the training courses
7	Sri Ch. Srinivas	Professor	Working on OD at CM Office, Telangana	
8	Sri K. Veeresh	Sr. Faculty	Working on OD at Extension Training Centre (ETC), Hasanparthy, Warangal,	
9	Sri M. Srinivasa Rao	J. Faculty	Working on OD at Minister for Panchayat Raj Office,	
10	Sri Krupakar	Jr. Faculty	Telangana	

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

4.1 Describe the procedure followed in decision-making by the public authority

Activity	Description	Description- Making Process	Designation of final decision- making authority
(1)	(2)	(3)	(4)
Goal-setting & Planning	No. of training Programmes to employees in Government, Accounts , and Audit annually.	The in charge Faculty will collect the information from the other Faculties on training activities, goals and process through Commissioner for final approval	Chief Executive Officer
Budgeting	Preparation of Budget estimates of the Institute	Accounts Officer will prepare the budget estimates in consultation with the concerned wings, heads, whenever necessary and process for approval.	Chief Executive Officer
Formulation of programmes, schemes and projects	1.Calendar of training programmes for each year 2.Design & Develop of new programmes 3.Timely action for obtaining nomination & other infrastructure 4. Additional course depending on the need of departments	Course Directors/Faculties will prepare the formulation of programmes/schemes whenever necessary through the Commissioner	Chief Executive Officer
Recruitment/ Hiring of personnel	Assessment of personnel for recruitment by deputation / hiring through outsourcing and direct recruitment can be made at this Institute.	Administrative Officer will prepare the vacancy position and in case of Faculty, will be consulted and submit to the Commissioner	Chief Executive Officer
Release of funds	The funds required for conducting Institutional Training Programmes, transport charges, Security, Pest control, salaries of the employees/Loans and Advances and Dist. Training Centres requirements of funds will be released as per requirement.	Section Assistants of concerned subject shall prepare the actual bills to be paid to the concerned agencies and processes through Administrative Officer/ Accounts Officer and Joint Director (A) to the Commissioner	Chief Executive Officer
Implementation / delivery of service / utilization of funds	The Catering services, transport services, pest control, Supply of stationery, Security services, maintenance of the different equipment such as TVs, LCDs, Lifts, ACs, Telephones,	Section Assistants, will assist the Administrative Officer who in turn assist the Joint Director (A) in implementation of training programmes and services. Faculty/Course Directors will	Chief Executive Officer

	Computers etc. are taken through agreement with agencies. Allotment of halls, hostel rooms will be allotted and services shown above are monitored by the Institution Officers.	give indent for requirement of services and the same will be rendered.	
Monitoring & evaluation	Done in the Institute.	The Commissioner will monitor and evaluate the training programmes conducted in the Institute or outside the Institute by the Faculty . The Administrative Officer will monitor the facilities like catering, transportation, accommodation, and other infrastructure with the active cooperation of section assistants. The feedback on services rendered in all the above categories are also obtained from the participants through the Proforma given by Course Directors	Chief Executive Officer
Feedback from public	The services of the Institute are utilised by the participants of either Institutional training programmes or self-financed programmes. The feedback will be taken from the participants in a form.	The Faculty, Course Directors will obtain the feedback at the end of the training programme categories and consolidate in grades adopted by the Institute and place before the Commissioner	Chief Executive Officer
Undertaking Improvements	The Catering, Transport, Computers, ACs, Drinking Water, accommodation, pest control, Security, Lift's, accommodation in hostel and guest house and teaching by Faculty will be taken up.	The feedback given by the participants on improvement of the services mentioned in the 2 nd column will be taken into consideration and the concerned officers will be intimated to take up improvements by the approval of the Commissioner	Chief Executive Officer

Describes the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

In respect of:

- | | |
|----------------------------|---------------------------------|
| 1) Goal Setting | Departments |
| 2) Implementation | Departments/individual employee |
| 3) Monitoring & Evaluation | Participants |
| 4) Feed Back | Participants |
| 5) Improvements | Participants |
| 6) Library | Faculty/ Participants. |

Chapter IV

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

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	Functions/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc).
1.	To aim or increase in facilitating training no. of programmes	@ 5 per academic year at a minimum increase	Annually	Quality Policy(ISO)
2.	To Increase trainer capacity within the Government	@ 3% every year Increase in the No. of Change Agents.	Annually	-do-
3.	To actually participate reforms processes or Government by increasing the number of Change Agents.	@ 3% every year	Annually	-do-

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

6.1 Please provide list and gist of rules regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions in the following format :-

Sl. No.	Description	Gist of contents
Rules & Regulations		
1.	Telangana State& Subordinate Service Rules	In Governing the service conditions in respect of appointments, probation, Seniority, promotion etc.
2.	Telangana Ministerial Service Rules	In respect of Ministerial Service
3.	Telangana Last Grade Service Rules	In respect of LGSR
4.	Fundamental Rules	In respect of all the employees
5.	Telangana Leave Rules	In respect of all leaves for regular employees
6.	Manual of Special Pay and Allowances	In respect of concerned category employees
7.	Loans and Advances	In respect of Loans and Advances to employees
8.	Telangana Govt. Life Insurance	In respect of TS.GLI of regular employees
9.	General Provident Fund	In respect of GPF of regular employees
10.	Telangana Financial Code	In respect of T. S .F.C for all financial transactions
11.	Telangana Accounts Code	In respect of TS P.A.C for all accounting procedures
12.	Telangana Treasury Code	In respect of TSTC for processing of bills under treasury
13.	District Office Manual	In respect of DOM for office procedures
14.	Delegation of Powers ISO System	In respect of ISO
15.	Building Rules / Rents	In respect of BR /R for letting out premises
16.	Telangana Civil Service Rules (conduct) and CCA rules	In respect of all employees for disciplinary procedures.
17.	Circular	Circular instructions from time to time for maintaining the Administration and training activities
18.	Instructions	Circular instructions from time to time for maintaining the Administration and training activities
19.	Accounts	Accounting Procedure of State Government of Telangana
20.	Records	Capacity Building & Training Records
21.	Publications:	Copies of Acts & Rules

Chapter VI
Categories of Documents held by the Public Authority
Under its Control
[Section 4 (1) (b) v(i)]

7.1 Provide information about the official documents held by the public authority or under its control

Sl. No.	Category of Document	Title of document	Designation and address of the custodian(held by/under the control of whom)
1	Service Matters	Files related to establishment	Sri. Mukesh Lal, Supdt. Supervision of Estt. Files Sri. D.Ramsetty, Estt-1, section Est. & Gazetted officers, Quarter Allotment, Taher Khan, Estt-2, Vehicles, POL, Medical, Electricity, Sri.Vinod, Estt., - 3 Telephone Bills, Stationary, Housekeeping Material, Catering, Dispatch,
2	Training	Files related to training	Centre for Natural Resource Management (CNRM) Centre for Decentralized Planning and Administration (CDPA) Centre for Development Studies (CDS) Centre for Media and Publication (CMP) Centre for Social Audit Transparency & Accountability (CSATA) Centre for Management of Environment and Disasters (CMED) Centre for Research, Documentation and Training (CRD&T) Centre for Social Justice & Voluntary Action (CSJ&VA) IT&eGov Center for Water and Sanitation (CWS) Centre for Women and Child Development (CWCD) Centre for Management of Rural Infrastructure (CMRI). The above Centers will look after Training programmes & Field Visits.
3	Purchases	Files related to purchase of Stationery & other articles	Administrative wing and Engineering section.
4	Accounts	Files related to Accounts Matters – drawing and disbursements and other payments	E. Anil Kumar. Drawing and Disbursement Officer and Dy.Director (Accounts) & PIO Sri. Mukesh Lal, Supdt. & APIO Salaries, Pay bills etc., Smt S. Jyothsna, Accountant (Cash Books) , Running Files

The Institute does not have any records/documents relating to the matters of public interest.

Chapter VII
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]

Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

Sl. 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
1	Provide information	E. Anil Kumar, PIO & Dy. Director, (Accts.)	040-24015959/8656
2	Provide information	Sri. Mukesh Lal APIO & Supdt.	040-24015959/8656
3	Provide information	K. Anil Kumar, Appellate Authority & Joint Director (Admn) I/c	040-24015959/8656

The information may be collected from the following agency:

- (1) Telangana State Institute of Panchayat Raj and Rural Development

Chapter VIII
Boards, Councils, Committees and other Bodies Constitute
as part of Public Authority
[Section 4(1) (b)v (viii)]

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

Name of Board, Council, Committee, etc. Managing Board as per G.O.Ms.No. 39, dt. 17.07.2018	Comp- sition	Powers & Functions	Whether its meetings open to public/ Minutes of its Meetings accessible for public
1. Principal Secretary to Government, PR&RD Department	Chairman	Chair and conduct the proceedings in the Managing Board meetings.	-No-
2. Commissioner, Rural Development	Member		
3. Commissioner, Panchayat Raj & Rural Employment	Member		
4. Director General, NIRD or his nominee	Member		
5. Principal Secretary to Government, Finance Department or his nominee	Member		
6. Vice-Chancellor, Professor Jayashankar Telangana State Agricultural University (PJTSAU) or his nominee	Member		
7. State informatics Officer, National Informatics Center, Hyderabad	Member		
8. Chief Executive Officer, Telangana State Institute of Rural Development (TSIRD)	Convener		

Chapter IX
Directory of Officers and Employees
[Section 4 (1) (b) (xi)]

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

Sl. No.	Name of Office /Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax office Tel : Residence Tel : Fax:	Email
1.	Telangana State Institute of Rural Development, Rajendranagar, Hyderabad	Sri Sandeep Kumar Sultania, IAS., Chief Executive Officer I/c	040-24018656, 24015337 Fax : 24017005	peshitsird@gmail.com
2.	Administrative Wing	K. Anil Kumar, Joint Director (Admn.) I/c	040-24018656, 24015337 Ext:123 Fax : 24017005	peshitsird@gmail.com/aotsipard@gmail.com
3.	Administrative Wing	K. Anil Kumar, Administrative Officer	040-24018656, 24015337 Ext:219	peshitsird@gmail.com
4.	Accounts Trg. Wing	E. Anil Kumar Dy.Director (Accounts)	040-24018656, 24015337 Ext:128 Fax : 24017005	peshitsird@gmail.com dy.director.accts@gmail. com
5.	Training Wing	Sri. B.Narendranath Rao, Jt. Director (Trainings) Kum. Sasidevi, DTP.Ope, Sri. M.Vittal, Com.Ope., & Sri. E.S.Rayudu, Cinema Operator	040-24018656, 24015337 Ext:123 Fax : 24017005	rdtapard@gmail.com
6.	Information Technology	Sri.B.Narendranath Rao, Center Head Sri. Lokesh, Jr.Engg.	040-24018656, 24015337 Ext:113	narentsird@gmail.com
7.	Training Wing	Sri C. Srikanth Reddy, Centre Head, CDP&A Smt. P. Maheswari, SOA Smt. K. Nagalakshmi, DTP.Ope	040- 24015680 Ext: 226	brgfccl.apard@gmail.co m

8.	Training Wing	Sri. E. Anil Kumar, Centre Head, CNRM Sri. Rajashekar, Trg.Asst	040-24018656, 24015337 Ext:113	narenapard@gmail.com
9.	Training Wing	Sri. C. Srikanth Reddy, Centre Head, CWS & CMED	040-24018656, 24015337 Ext: 194	cwsapard@gmail.com
10.	Training Wing	Smt. K. Nagamani, Centre Head, C-SAT & CWCD& CSJ&VA Smt. Kamakshi, SOA	040-24018656, 24015337 Ext: 194	cwcd.apard@gmail.co m
11.	Training Wing	Smt. K. Nagamani, Centre Head, CWCD& Smt.A.Vijaya Laxmi, JRP	040-24018656, 24015337 Ext: 194	cwcd.apard@gmail.co m
12.	Training Wing	Smt. K. Nagamani, Centre Head, CSJ&VA	040-24018656, 24015337 Ext: 194	cwcd.apard@gmail.co m
13.	Training Wing	Sri. K. Anil Kumar, Centre Head, M&P Kum. K. Supriya, Non- Linear Editor	040-24018656, 24015337 Ext: 218	editorsthanikapalana@g mail.com
14	Infrastructure	Sri. K. Anil Kumar, Centre Head, CMRI Sri. Venu Gopalaswamy, Electrician .	040-24018656, 24015337 Ext: 155	crimapard@gmail.com
15	CDS-TSIRD	Sri Sandeep Kumar Sultania, IAS., Co-Chairperson Sri.K. Anil Kumar, Member Secretary & Jt. Secy, CDS Dr. K.Nageswara Rao, Research Associate Sri Munwar Ahammed, JRP Sri. B.Indrasena, Programmer	040-24018656, 24015337 Ext: 333	cdsapard@gmail.com

14.	PA to Chief Executive Officer	M. Nageshwar, Programmer	040-24018656, 24015337 Ext:130, 103	peshitsird@gmail.com
15.	Superintendent (Admn. & Accounts)	Sri. Mukesh Lal	040-24018656, 24015337 Ext:112	peshitsird@gmail.com
16.	Establishment Wing	Sri.D. Ramshetty, Jr.Asst.-A1 Sri. Md. Taherkhan, Jr.Asst.-A2 K. Vinod Kumar, Jr. Asst. –A3 Smt. S. Sripadmavathi, SOA	040-24018656, 24015337 Ext:120	peshitsird@gmail.com
17.	Accounts Wing	Smt. Jyoshna, Accountant-A2	040-24018656, 24015337 Ext:129	dy.director.accts@gmail. com
18.	Telephones	Sri K. Vinod Kumar Jr. Asst. –A3	040-24018656, 24015337 Ext:309	
19.	Library	Sri.Vital, Computer Operator	24015337 Ext:250	
20.	Hostel Manager	Sri. Md. Asifuddin, Hostel Manager, Sayanam, Pracruthi, Prerana)	040-24018656, 24015337 Ext. 401	
21.	Office Subordinates	Sri.B.T.Ravi Sri.P.Jayaram Smt.M.Madhavi Sri. A. Yadaiah Sri.Narsimha Sri Bhupal Reddy Sri. M. Srinivas Sri.P.Ramesh Smt. M.N.Tahera Sri Sridhar		

Chapter X
Monthly Salary received by Officers and
Employees
[Section 4(1) (b) (x)]

11.1 provided information on salary structure for officers and employees in the following format:

Sl. No.	Name & Designation	Monthly Remuneration including its composition Rs.	System of Compensation to determine remuneration as given in regulation
1.	Sri Sandeep Kumar Sultania, IAS., CEO	I/c	Cadre Post
2.	Sri.B.Narendranath Rao, Joint Director (Trainings) & CH, IT&eG	229589	State Govt.
3.	Sri.C. Srikanth Reddy, Joint Director & Centre Head, CDP&A	160999	State Govt
4.	Sri E. Anil Kumar , Joint Director (RD)	160999	State Govt.
5.	Sri K. Anil Kumar , Joint Director (Admn.) I/c & Administrative Officer	160999	State Govt.
6.	Sri Ch. Srinivas, Professor	161779	State Govt.
7.	Sri K. Veeresh, Sr. Faculty	142317	State Govt.
8.	Smt. K. Nagamani, Sr. Faculty	153227	State Govt.
9.	Sri M. Srinivasa Rao, Jr. Faculty	138996	State Govt.
10.	Sri K. Krupakar, Jr. Faculty	132234	State Govt.
11.	Sri. Mukesh Lal, Superintendent	99950	State Govt.
12.	Sri.D. Ramshetty, Jr. Asst.-A1	56336	
13.	Sri. Md. Taherkhan, Sr. Accountant A2	85450	State Govt.
14.	Sri.K.Vinod Kumar, Jt. Asst- A3	53302	State Govt.
15.	Sri K. Madhusudhan, Steno	81008	State Govt.
16.	Sri.B.T.Ravi, Office Subordinate	61586	State Govt.
17.	Sri.P.Jayaram, Office Subordinate	55079	State Govt.
18.	Sri. Sk.Munwar Ahammed, JRP	41723	Contract
19.	Smt. A.Vijayalaxmi, JRP	32731	Contract
20.	Dr. K. Nageswara Rao, Research Associate	36231	Contract
21.	Sri. Lokesh, Jr.Engg.	25724	Contract
22.	Sri. E.S.Rayudu, Cinema Operator	22888	Contract
23.	Sri. M. Nageshwar, Programmer	36524	Contract
24.	Sri. B.Indrasena, Programmer	29146	Contract
25.	Smt. Kamakshi, SOA	30716	Contract
26.	Smt. Sripadmavathi, SOA	26239	Contract
27.	Smt. P. Maheswari, SOA	28596	Contract
28.	Smt. Jyoshna, Accountant-A5	30403	Contract
29.	Sri. Md. Asifuddin, Hostel Manager	32031	Contract
30.	Kum. K. Supriya, Non-Linear Editor	37853	Contract
31.	Smt. K. Nagalakshmi, DTP.Ope	17716	Contract
32.	Kum. Sasidevi, DTP.Ope	15589	Contract
33.	Sri. Rajashekar, Trg.Asst	16774	Contract

34	Sri. M.Vittal, Com.Ope	15589	Contract
35	Sri. Venu, Electrician	20179	Contract
36	Sri. Bhupal Reddy, Office Subordinate	14755	Contract
37	Smt.M. Madhavi, Office Subordinate	9755	Contract
38	Sri. A. Yadaiah, Office Subordinate	11815	Contract
39	Sri. N.B. Narsimha, Office Subordinate	12763	Contract
40	M.N.Tahera, Office Subordinate	10718	Contract
41	Sri P. Ramesh, Office Subordinate	12785	Contract
42	Sri M. Krishna, Subhrak	9939	Contract
43	Sri Babu Bhandari, Subhrak	9744	Contract
44	Sri P. Sridhar, Office Subordinate	13477	Contract
45	Smt. M. Sarala, Office Subordinate	8858	Contract

Chapter XI
Budget Allocated to Plan and Non -Plan
[Section 4(1)(b) xi]
Government of Telangana
Telangana State Institute of Rural Development
Budget – 2021-22 (In Rs in Thousands)

Sl. No.	Plan or Non-Plan	Head of Account	Revised estimate 2021-22	Budget Estimates 2021-22	Expenditure Upto 11/2021 (Approx)
1	Non-Plan	2515	-	32504000	2521470
2	Plan	Nil			
		TOTAL	-	32504000	2521470

For the Year 2020-21 (Period from 1st April 2020 to 31st March 2021)
(Figures in Rs)

Sl. No.	Item	Actual Budget	Actual Expenditure
1	Salary	23261000	21914529
2	Electricity	6220000	1443370
3	TA	4000	0
4	Service Postage & Telephone	117000	109255
5	Office Exp.	12000	2415
6	Hiring of Private Vehicle	494000	0
7	Rents, Rates & Taxes	1557000	778500
8	POL	59000	58643
9	Professional Services & Other Payment	400000	0
10	Water charges	843000	42760
11	Motor Vehicles	67000	60433
	Total	33034000	24409905

2021-22

For the Year 2021-22 (Period from 1st April 2021 to 30-11-2021)
(Figures in Rs)

Sl. No.	Item	Actual Budget	Actual Expenditure
1	Salary	22725000	1899138
2	Electricity	6220000	580247
3	TA	4000	0
4	Service Postage & Telephone	117000	25905
5	Office Exp.	12000	0
6	Hiring of Private Vehicle	494000	0
7	Rents, Rates & Taxes	1557000	0
8	POL	65000	16180
9	Professional Services & Other Payment	400000	0
10	Water charges	843000	0
11	Motor Vehicle	67000	0
	Total	32504000	2521470

Chapter XII
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

-Nil-

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
NO SCHEMES			

-Not Applicable-

describe the manner of execution of the subsidy programmes

Name of Programme/ Activity	Application Procedure	Sanction Procedure	Disbursement procedure
NI L			

-Not Applicable-

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

14.1 provide the names and addresses of recipients of benefits under each Programme/scheme separately in the following format.

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

NIL

Name of Programme/scheme				
Sl.No	Name address Of Recipient institutions	& Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

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

NIL

Name of Programme/scheme				
Sl.No	Name address Of Recipient institutions	& Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Chapter XIV
Information Available in Electronic Form
[Section 4(1)(b)X(iv)]

Please provide the details of information related to the various schemes of the department 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 (Held by whom?)
Website	www.tsird.gov.in	Activities and various programmes/ Workshops of the Institute	State Government

Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information Centre or reading room maintained for public use where information relating to the department or records/documents are made available to the public

A copy of the Information Hand Book is available in the Institute Library and can be accessed between 10.30AM to 5.00PM.

A copy is also available with Public Information Officer & Asst. Public Information Officer. The information can be accessed through Internet throughout the day.

The Genesis:

In 1954, the first President of India Late Sri.Rajendra Prasad laid a Foundation Stone for the buildings of this Institute. The Institution was started in the year 1954 as "Development Officers Training Centre" by the Government of India under the Ministry of Community Development and Cooperation to impart training to Block Development Officers of Community Development Blocks. In the year 1958-59, the Institute was renamed as "Orientation and Study Centre". In the year 1967 (from 1-4- 1967), this Institute was transferred to the State Government. In the year 1970 the Institute was renamed as "State Institute of Community Development and Panchayat Raj". The institute's name was again changed as State Institute of Rural Development in 1983. This name was later changed as "Andhra Pradesh Academy of Rural Development" with effect from 26-5-1994. From 5-8-2002 onwards, this Academy has been called as "A. Madhava Reddy – Andhra Pradesh Academy of Rural Development" in commemoration of the then PR &RD Minister late Sri Alimineti Madhava Reddy.

G.O. Ms. No: 402 Dated: 2.7.1994 of Panchayat Raj Rural Development and Relief (RD. III) Department,
Government of Andhra Pradesh: SIRD as HoD

G.O. Ms. No: 633 Dated: 29.9.94 of Panchayat Raj, Rural Development and Relief (R.VI) Department
Department, Government of Andhra Pradesh : Seven Study Centers viz., (1)*Centre for Poverty Alleviation (CPA)*
(2) Centre for Decentralized Planning & Administration (CDPA) (3) Centre for Management of Environment &
Disaster (CMED) (4) Centre for Management of
Rural Infrastructures (CMRI) (5) Centre for Women & Child Development (CWCD) (6) Centre for Transfer of
Technology (CTT) (7) Centre for Information Management (CIM)

G.O. Ms. No: 532 dated 12.11.1999 of Panchayat Raj and Rural Development (MOL-II) Department Village
Development Officers Training Centers - Transferring the administration control of all the Village Development
Officers Training centres in the State from the administrative control of the Commissioner, Panchayat Raj and
Rural Employment, Hyderabad to the administrative control of the Commissioner, Andhra Pradesh Academy of
Rural Development, Rajendranagar, Hyderabad -

G.O.Ms.No.397, Dated: 27/12/2000 of Government of Andhra Pradesh: Constitution of a Centre by name "Centre
for Development Studies" (APARD) within Andhra Pradesh Academy of Rural Development as a Society
Keeping in view of the subject specialisation and the quantum of training programmes under sectoral areas, the
Academy has organized itself into (13) Functional Study Centres. They are:

1. Centre for Decentralized Planning and Administration (CDPA) 2. Centre for Management of Environment and
Disasters (CMED) 3. Centre for Natural Resource Management (CNRM) 4. Centre for Women and Child
Development (CWCD) 5. Centre for Research, Documentation and Training (CRD&T) 6. Centre for IT&e-
Governance (C IT & e-G) 7. Centre for Media and Publication (CM&P) 8. Centre for Management of Rural
Infrastructure (CMRI) 9. Centre for Social Justice & Voluntary Action (CSJ&VA) 10. Center for Water and
Sanitation (CWS) 11. Centre for Development Studies (CDS) 12. Centre for Social Audit Transparency &
Accountability (C-SATA)

Core objectives:

The major objective of the academy is to constantly upgrade the knowledge, skills and attitudes
of elected representatives and functionaries of Panchayat Raj and Rural Development departments. In
particular, preparation of decentralized plans and implementation of schemes, for the economic and
social well being of the rural areas. TSIRD does so by organizing training courses, conferences,
workshops, seminars and other capacity development activities on various subjects. Some other
activities of the academy include:

1. Promote and coordinate research particularly action research on its own or
2. Through other agencies
3. Undertake the publication of newsletters and research papers
4. Establish and maintain knowledge repository for information dissemination
5. Assist the PR&RD departments in policy formulation

6. Collaborate with other institutions, association and societies in India and abroad, with similar objectives
7. Prepare and publish training material, modules and books for the various courses offered by the Institute.
8. Accessing training needs on a continuing basis.
9. Conducting induction training programmes for the personnel recruited to various Departments.
10. Serve as Nodal Institute for identification of training needs facilitation and coordination of the State Training Initiatives.
11. To continuously review design and deliver training programmes modules and learning material consistent with the changing environment of governance.

Facilitate various departments in decentralized design and development of training programmes to meet their respective objectives of training and development.

- I. To closely coordinate with various stakeholders in evaluating the impact of learning processes to facilitate regular renewal of learning products and services.
- II. Setting up training facilities at the regional level and district level for training lower and middle level functionaries.
- III. Conducting training for trainers programme:

Governing Body: The Govt. have constituted Managing Board to the TSIRD vide G.O.Ms.No.39, dt.17.07.2018.

Apex Training Body:

Telangana State Institute of Rural Development has been declared as a Nodal Agency for Training to the Panchayat Raj and Rural Development Elected Representatives and Functionaries

- i) Running Foundational courses for direct recruiters
- ii) Foundational Training to Newly Elected Representatives
- iii) Refresher Course to the PRI Functionaries.
- iv) Conduct workshops for material Development.
- v) Conduct action research programmes

Building Location and facilities:

Telangana State Institute of Rural Development, Rajendranagar, Hyderabad.-30

Computer Lab: well-furnished computer labs with a total no of 40PCs in administrative Block is available to meet the training needs of Panchayat Raj and Rural Development department.

The facilities will be given to the participants of training Programmes conducting in this Institute.

SL NO	NAME OF THE HOSTEL	ROOMS					
		A/C		NON A/C		DOR	
		NO.	PERSONS	NO.	PERSONS	NO.	PERSONS
1	2	3	4	5	6	7	8
1	TSIRD HOSTEL-I			12	36		
	TSIRD HOSTEL-II			22	42		
2	TSIRD HOSTEL-III	11	22				
3	TSIRD- SAYANAM	44	88	16	32		
4	EKATHVAM-ETC			36	72		
5	HILL TOP CENTRE			11	42		
6	HILL TOP DORMITORY					2	29+25
8	Water Testing Lab	1 no.					

SL No.	NAME OF THE CON HALL WITH ROOM NO.	PARTICIPANT S CAPACITY
1	2	3
1	GROUND FLOOR	
1	G-18	64
2	G-14	64
3	G-13 (Video Conf)	25
4	G-16 (Computer Lab)	30

II	FIRST FLOOR		G Floor		134
1	Syndicate Room No.102	40	1st floor		482
2	Syndicate Room No.114	40	2nd floor		360
3	Syndicate Room No.110	40	HTC		80
4	Syndicate Room No.111	40	Total:		1056
5	Syndicate Room No.113	40			
6	Auditorium Hall No.112	252+30 chairs			
III	SECOND FLOOR		Capacity		
1	CONFERENCE HALL - ROOM NO.209		64		
2	CONFERENCE HALL - ROOM NO.211		72		
3	CONFERENCE HALL - ROOM NO.212		64		
4	CONFERENCE HALL - ROOM NO.210		100		
5	e-SEMINOR HALL – ROOM NO.201		60		
6	CONFERENCE HALL-1&2 (HTC)		40 + 40		

The Residential Quarters facilities will be available:

Commissioner/ CEO Quarter:	01
Officers Quarters:	03
Supporting Staff Quarters:	16

Library: The Library of the Institute has got a collection of 18,000 Books on various disciplines .
The Institute also subscribes 56 Magazines / Journals. The Library is kept open between
10.30AM to 5.00PM for the reference by the participants or others on permission.

Vehicles owned by the Institute

1. AP28DD 4554 Honda city car
2. AP28AD 6570 Innova car
3. AP 28AP7962 Ambassador car
4. AP 28A 7452 Jeep
5. AP 28M 2120 Jeep
6. AP28 DD 8993 Maruthi van
7. AP 28U 9382 Swaraj Mazda
8. AP28U 2595- Mini Bus
9. AP 28TB 5897 VEERA A.C Bus
10. AP 28TB 5898 VEERA A.C Bus
11. AP 28TE 5546 Mini bus

Security Service: the Institute has engaged security services from M/s Vigilant Security Service (P)
limited, Hyderabad.

Chapter XV
Particular of Facilities available to Citizens
For Obtaining Information
[Section 491)(b)XV]

Describe the 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	Golden Jubilee Block	Orders, Tenders etc.
News Papers Reports	Library at Shankaran Block	All daily newspapers.
Public Announcements	Transport, Electricians, Housekeeping etc..	Call Drivers, Electricians, Plumbers, Housekeeping
Information Counter	Near Receptions	Accommodation, courses
Publications	Placed in Library	Placed in Library Dept. Manuals/Functionary Manuals publications printed by Institute
Office Library	Shankaran Block First Floor	All Subject Books
Websites	www.tsird.gov.in	Institute information
Catering	M/s Sri Sai Krupa Catering and Maintenance Services, Rajendranagar, Hyderabad.	Canteen in the ground floor
Housekeeping		Cleaning, sweeping etc..

Chapter XVI
Names, Designations and other Particulars of Public
Information Officers
[Section 4 (I)(b)xvi]

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

Public Information Officer(s)

SI. No.	Name of office/ Administrative unit	Name & Designation of PIO	Office Tel; Residence Tel: Fax:	Email
1.	TSIRD	E. Anil Kumar Dy. Director(Accts)	040-24018656, 24015337 Ext:128	dy.director.accts@gmail.com

Assistant Public Information Officer(s)

SI. No.	Name of office/ Administrative unit	Name & Designation of APIO	Office Tel; Residence Tel: Fax:	Email
2.	TSIRD	Sri.Mukesh Lal, Superintendent	040-24018656, 24015337 Ext:112	peshitsird@gmail.com

Appellate Authority

SI. No	Name, Designation & Address of Appellate Authority	Jurisdiction of Appellate Officer (Offices/ administrative Units of the authority)	Office Tel; Residence Tel: Fax:	Email
3.	K. Anil Kumar, Joint Director (Admn.) I/c	TSIRD	040-24018656, 24015337 Fax : 24017005	peshitsird@gmail.com

Chapter – XVI
Other Useful Information
(Section 4(1) (b) XVI)

The information about Telangana State Institute of Rural Development is available in the Institute Website www.tsird.gov.in which contain training calendar, list of publications.

Place : Hyderabad
Date:


(E. Anif Kumar)
Public Information Officer
TSIRD