

**THE RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF PUBLIC AUTHORITIES**

**INFORMATION HAND BOOK**

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

**TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LIMITED  
#3-5-891, "TOURISM HOUSE",  
HIMAYATNAGAR,  
HYDERABAD - 500 029**

GOVERNMENT OF TELANGANA STATE  
TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LIMITED

**RIGHT TO INFORMATION ACT, 2005**

**CHAPTER 1**

**INTRODUCTION**

In democracy, citizens are to be informed about the policies, programmes, acts, rules, procedures followed in Government organization. The instrument of the Government are accountable to governed and the corrupt malpractices are curbed unless is accurate information available to the public in general.

With the above object in view, Government of India have enacted an act to provide for setting out the practical regime of right information for citizen to secure access to information under the control of public authorities, in order promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commission and for matters connected therewith or incidental thereto.

The Right Information Bill, 2005 was passed by the House Parliament and received the assent of President of India on 15.06.2005. It was published as "**Right Information Act, 2005**" in the Gazette of India vide No.25 on 21.06.2005 and it has come into force with effect from 15.06.2005.

As per the Act, each public authority has to fulfill certain obligation before expiry of 100/120 days from the commencement of the Act i.e by 23.09.2005/12.10.2005.

Section 4(1)(a) of the Act caste an obligation on each public authority to maintain records. The section reads as follows.

"Maintain all its records duely catalogued and indexed in manner and the form which facilities the Right to Information Under this act and ensure that all records that are appropriate to computerized are, within a reasonable time and subject to availability of resources computerized and connected through a network all obver the country on different systems so that access to such records is facilitated"

Section 4(1) (b) of the Act casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act to publish manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, City Society Organisations, Public Representatives Officers and employees of public authorities including Central and State Information Commissions, Public Information Officers and Assistant Public Information Officer and Appellate Officers etc.

This Information Handbook in so far as TSTDC Ltd., deals with the following chapters:

1. Introduction
2. Organisation, Function and Duties
3. Powers and Duties of Officers and Employees
4. Procedure followed in Decision Making process
5. Norms set for the Discharge of Functions
6. Rules, Regulation, Instructions, Manual and Records for Discharging Functions.
7. Categories of Documents held by the Public Authority under its control
8. Arrangement for consultation with, or Representation by, the members of the public in relation to the Formulation of Policy or Implementation thereof
9. Boards, Councils, Committees and other bodies constituted as part of Public Authority.
10. Directory of Officers and Employees
11. Monthly Remuneration received by Officers and Employees including the System of Compensation as provided in Regulations.
12. Budget Allotment to each Agency including Plans etc.
13. Manner of Execution of Subsidy Programmes.
14. Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority.
15. Information Available in Electronic Forms
16. Particulars of facilities available to Citizens for obtaining information
17. Names, Designations and other particulars of Public Information Officers

# **RIGHT TO INFORMATION ACT, 2005**

## **CHAPTER-1**

### **PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES**

**{ Sec. 4(1)(b)(i) of RTI Act, 2005 }**

1. Name of the Organisation : TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LIMITED
2. Address : 3-5-891, Tourism House,  
Himayatnagar,  
HYDERABAD - 500 029  
Telangana , India.
3. Functions :
- a) To start, operate and promote establishments, undertakings, enterprises and activities of any description whatsoever, which in opinion of the Company are likely to facilitate or accelerate the development of travel and tourist coach services and to promote co-ordination in development of travel and tourism services and Tourism in general in order to secure, optimum utilization of resources in them.
  - b) To take over, develop maintain and manage way-side facilities, tourist guest houses, hotels, rest houses, travelers bungalows, sites of tourist interest for the benefit of tourists, Bus travelers and general road users.
  - c) To run, establish, manage transport units and transport centers, import, purchase, lease sell and run or otherwise operate tourist buses, car, cab, coaches, trunks and other modes of transport.
  - d) To sell, construct, purchase, acquire, lease, take on lease run and maintain motels, restaurants, canteens, cafeteria, travelers lodges, guest houses and other places for the purpose of boarding, lodging and stay of travelers and tourists.
  - e) Produce, distribute and sell tourist publicity materials: viz. edit, design print, publish, sell or otherwise deal with books, magazines, periodicals of folders, inserts, guide maps, pamphlets, bills, posters picture postcards, diaries, calendars, slides cinematograph films and other material for the purpose of giving publicity to developing transport services of tourists and travelers.
  - f) Provide entertainment for travelers and tourists by way of cultural shows, dances, music concerts, ballets, film shows, sports and games son-et-lumiere spectacles and others
  - g) Provide shopping facilities to travelers and tourists, establish and manage shops, emporia and other places for selling travel requisites and other articles of interest.

#### **4. Duties:**

To provide quality services to tourists in the properties operated by TSTDC.

Creating new facilities and tourism products with funds allocated by the Government of India / Government of Telangana. / TSTDC Ltd.

The Telangana State Tourism Development Corporation is promoting Tourism in the State with innovative concepts to attract tourists. Bus transport is one of the major infrastructure activities of the Corporation carrying tourists from different places to points of tourist destinations and connecting properties of the Corporation. The package tours operated by the Transport Wing are inclusive of sightseeing, accommodation, darshan and food components along with guide services in addition to transportation.

The Corporation owns the largest fleet compared to any other Tourism Corporations in India. Corporation is pioneer in introducing new class of coaches like Volvo buses, Mercedes Benz Coaches, AC Sleeper Coaches, Caravan Vehicle etc. As of now, there are 57 buses (12 Volvo buses, 6 Mercedes Benz buses, 2 local sightseeing buses, 14 AC Hitech buses, 2 AC Sleeper Coaches, 15 Non-AC Hitech buses, 6 AC Mini buses).

The Corporation is operating boating with various boats at various Tanks and Water oriented bunds at various places viz., Hyderabad, Warangal, etc. The Boating operations are very much enjoyed with due excitement by the young and old patrons of the State. Also, to endow and keep up the sprit of joy the water fleet Section of the Corporation is in the spree to identify new places of water bodies in the State to introduce the boating activities.

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## **CHAPTER-2**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

{ Sec. 4(1)(b)(ii) of RTI Act, 2005 }

#### **CHAIRMAN**

To guide the Board of Directors in the discharge of the role entrusted to them in respect of formulating corporate policy and the corporate plan, their implementation and evaluation with a view to improving the enterprise's performance.

To evaluate the work of MD/Chief Executive in implementing the policies laid down by the Board for improving the enterprise's performance.

To preside over the meetings of the Board of Directors or its sub-committees, if any, and general meetings of the enterprise as may be required under the relative statutes.

#### **MANAGING DIRECTOR**

He is the Chief Executive Officer of the Corporation. He is responsible for the conduct of business in the Corporation to its employees and lessees subject to over all superintends of the Board of Directors.

He exercises the general supervision and controls all staff under him and responsible to see that the members of the staff under him discharge the work allotted to them effectively and expeditiously.

He is assisted by Executive Director (Admn), Executive Director (Proj), General Manager (Fin), General Manager (Hotels), General Manager (OP), General Manager (WF & SL), Superintending Engineer, Estate Officer, Company Secretary and their staff.

#### **EXECUTIVE DIRECTOR (ADMN)**

All service matters relating to employees in the corporation including extension of contracts, recruitment through 'Man Power Agency', regularization of employees, promotions of employees, pay fixation, release of increments, initiating disciplinary action, training programmes to the staff etc.

All management and administration of leased properties in the corporation, execution of contracts, collection of lease rentals, monitor performance of contracts and insurance coverage of properties.

## **EXECUTIVE DIRECTOR (OPERATIONS)**

Conceptualize new tourism product development.

Bid process management services either through Engineering Wing or through specific management consultants.

Monitor the progress of works under execution and completion of works.

Executing the agreements by architects, engineers, contractors etc.

## **GENERAL MANAGER (FIN)**

Responsible for finance, accounts, audit (external and internal).

All cash books, taxation, direct and indirect funds like income-tax, service-tax, VAT, luxury tax etc.

Development of internal control systems.

Finalization of accounts.

Processing of audit paras and audit objections.

Attend to correspondence on issues relating to committee on public undertakings.

Preparation of budget, monitoring of budget, release of amounts for payments of bills processed by different departments where appropriate sanctions.

## **GENERAL MANAGER (HOTELS)**

Staffing, planning, directing, organizing of hotel units.

Price policy of hotel accommodation and menu.

Menu planning and coordinate day-to-day running of hotel units.

## **GENERAL MANAGER (OP)**

Coordinate the working of transport units in the State.

Scheduling and tour packaging of new circuits.

Purchase of coaches, replacements of existing coaches.

Manpower planning of Transport Units and Central Reservation Offices.

Maintenance of coaches.

Administration of TPS Agents, 10% agents and reservation offices for the operation of tours and packages.

Reconciliation of amounts collected and requirement of stores.

### **GENERAL MANAGER (WF & SL)**

Procurement and management of launches in tourism units.  
Maintenance of vessels.  
Management of annual contracts.  
Insurance of vessels.

### **SUPERINTENDING ENGINEER**

Preparation of estimates, finalization of tenders, execution of works.  
Maintenance of buildings.  
Quality control and processing bills for payment.  
Project monitoring etc.

### **ESTATE OFFICER**

Management and administration of lands held by corporation.  
Acquisition of land under the Land Acquisition Act.  
Acquisition of lands from government through district collectors.  
Finalize alienation proposal.

### **COMPANY SECRETARY & LEGAL OFFICER**

Assists in the conduct Board Meetings, General Body meetings and in this regard preparation of agenda and finalization of minutes.  
Filing of forms and returns with the registrar of companies.  
Maintenance of Minutes Books etc.  
Disseminating the minutes to the concerned and coordinating the action taken thereon and presenting them to the Board.  
Provide legal advice & pursue court cases.

### **MANAGER (AMC)**

Monitoring project implementation of BOT (Privatized) projects.  
Leasing of properties, lease rental collections, coordinating with divisions.  
Insurance coverage's and claims of the TSTDCL properties.

### **MANAGER (MATERIALS)**

Procurement of all materials based on the indents / requisitions received from various divisions and sections as per the purchase procedure. Ensuring the proper supplies to all divisions and sections of TSTDC in time.

### **MANAGER (MARKETING)**

Marketing Tourism Products i.e., Transport Water Fleet and Sound & Light through appointment of authorized agencies and participating in tourism fairs and exhibitions.



### **JOINT MANAGER (PR)**

Providing information to the Tourists, attending Tourism Seminars, about corporation activities.  
Develop & disseminate publicity materials of the Corporation.

### **JOINT MANAGER (PPC)**

Preparation of feasibility reports.  
Initiating project proposals  
Preparation of reports for GOI & GO Telangana schemes.  
Follow up of sanction of funds from GOI & GO Telangana.  
LAQ & Assembly replies.  
Maintenance of relevant files and registers.  
Preparation of utilization certificates for GOI projects.

### **JOINT MANAGER (PMC)**

Coordination with Architects & preparation of plans.  
Physical & financial monitoring of projects from planning to commissioning stage  
Monitoring the periods of construction of the project.  
Preparation of PowerPoint presentation for STPB. Privatization of projects on BOT basis.  
Conducting design competitions for concepts, master plans for different major projects.  
Works as and when assigned in future.

### **JOINT MANAGER (ACCTS)**

Responsible for Consolidation of Corporation annual accounts – Monthly accounts duly reconciled with Division Offices.  
Responsible for Statutory Audit and get the Annual Accounts are approved by them.  
Furnishing the financial information to Government / AG / other sectors as and when required.  
Consolidation of Corporation operational budget.  
Monthly financial and performance report for MD's Video Conference  
Any assignment assigned by G.M (F) as and when required.

### **JOINT MANAGER (MIS)**

Maintain IT Networks in coordination with annual maintenance contract holders.  
Run & administer the TSTDCL Intranet, MIS & File Monitoring System.  
Procure IT related Software and Hardware based on needs assessment & requirement.  
Execute maintenance contracts from Hardware; Software & communication networks.

### **Other Staff and Sections:**

1. Public Relation Section
2. Materials Section
3. Transport Section
4. Administration Section
5. Estate Section
6. Hotels Section
7. Projects Section
8. Engineering Section
9. Accounts Section
10. MIS Section.

As per the Corporation rules, the Joint Manager is in-charge of a section. He is assisted by Dy. Manager, Asst. Manager, Sr. Assistant and Jr. Assistants. He is responsible for all the files relating to the subjects allotted to the assistants under him. He is directly responsible to the Officers under whom he works for the efficient and expeditious dispatch of business in all stages in his section. The training of the assistants under him is one of his principal functions. He must see that his assistants exercise proper selection in their work. He will not merely be a Joint Manager but will himself undertake to deal with the more difficult or important papers, requiring such assistance from assistants as he may find necessary. He is responsible for the accuracy of the notes and drafts proceeding from his section, he cannot throw that responsibility on his assistants. He is not expected to express views or to suggest what orders should be passed on a case except when there is clear precedent or the case is of a routine nature or the orders necessarily follow from some provision of law or rule. He should check the correctness of acts stated in any note or draft which may have been added to the file after it was submitted for orders as soon as it returns to the Section and before the draft is issued or the case is passed on to another department. He maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his assistants.

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## **CHAPTER 3**

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;**

**{Sec. 4 (1) (b) (iii) of RTI Act, 2005}**

The procedure being followed in decision making process by the Corporation is as indicated below: -

All currents received by the TSTDCL are either received by the Inward Section or the Chairman or Managing Director or Executive Director's concerned. The current is registered on a running serial number which is unique for the current. The currents are then distributed to the concerned officers through a computerized acknowledgment system. After the currents are endorsed by the concerned officers, the current is routed to the Heads of the Departments and then on to the concerned sections. The File Monitoring System has been in value since October 2005. The File Monitoring System enables tracking and movement of currents.

In the case of files, movements of files are made at each level along the journey. The file movements are completely tracked on the computer. MIS reports on file pendency & process can be generated on the computer at any time.

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## CHAPTER 4 NORMS SET FOR DISCHARGE OF FUNCTIONS {Sec. 4 (1) (b) (iv) of RTI Act, 2005}

The norms/standards set by the Corporation for the discharge of its functions/ delivery of services were already issued by way of formulation of citizen charter and the contents therein are as follows: -

### Service Charter Of Telangana State Tourism Development Corporation Limited

(1) This Corporation's functions are: -

**This Corporation mainly deals with the subjects of Tourism**

#### **(2) Service Delivery time frame for the Services rendered by the Dept.:**

- (i) Public related
    - (a) Routine matters ... 3 days
    - (b) Other than routine matters ... 15 daysEg: Investors of Tourism Projects.
  
  - (ii) Reference/letters from other Departments (Inter-departmental)
    - (a) Routine matters ... 3 days
    - (b) Other than routine matters ... 10 daysEg: Clarification from HODs etc.
  - (a) Routine matters ... 10 days
  - (b) Other than routine matters ... 15 days
- Eg: Financial sanctions, Budget Release Orders etc.
- © Service matters ... 15 days
- Eg: Clarifications in service matters, ratifications,  
Special sanctions, relaxation of rules etc.
- 
- (iii) Intra-departmental matters (within department):
  - (a) Routine matters ... 7 days
  - (b) Other than routine matters ... 15 daysEg: Leave, postings, increments, LTC, pay fixations etc.
- (a) Routine matters ... 15 days
- (b) Other than routine matters ... 15 days
- Eg: Representations, appeals, vigilance matters,
- 
- Sanction of loans and advances, sanction
- 
- of Medical reimbursement to staff etc.
- © Service matters ... 15 days
- Eg: Promotions, clarifications/ratification  
From M.D, Finance, Law Departments etc.

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## **CHAPTER 5**

### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS**

{ Sec. 4(1)(b)(V) of RTI Act, 2005 }

The Rules, Regulations, Instructions, Manuals and Records held by the Corporation for use by its employees while discharging functions are as hereunder:

1. TSTDC Service Rules
2. TSTDC Recruitment Rules
3. TSTDC Travelling Allowance Rules including L.T.C.
4. TSTDC Leave Rules
5. TSTDC Disciplinary, Punishment and Appeal Rules.
6. TSTDC Special Pay & Other Allowances Rules.
7. TSTDC Service Contracts for contract employees.

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## **CHAPTER 6**

### **CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL**

{ Sec. 4(1)(b)(V)(i) of RTI Act, 2005 }

The following documents are held by the TSTDC.

1. G.Os / Memos received from the Government.
2. Instructions and Guidelines issued from time to time regarding implementation of policies, programmes, events etc.
3. Financial assistance provided to various projects.
4. The relevant files in relation with Tourism activities.
5. Agreements & Contracts of leased properties and Contract employees.

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### **CHAPTER 7**

#### **ARRANGEMENTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF**

{Sec. 4 (1) (b) (viii) of RTI Act, 2005 }

On receipt of representation from Service Associations, Members the requests/suggestions are examined thoroughly and a decision taken as per rules of the TSTDC Ltd.

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## CHAPTER 8

### BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

{Sec. 4 (1) (b) v(iii) of RTI Act, 2005}

The information in regard to Boards, Council, Committees and other bodies constituted by the Government is as indicated below.

The Board of Directors of TSTDCL.

<b>Sl.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Post in the Board of Director</b>
1	Sri Panyala Bhoopathi Reddy	Chairman	Chairman
2	SRI.B VENKATESHAM, IAS	Secretary to Govt, YAT & C (T) Department	Director
3	Sri B Manohar Rao	Managing Director (FAC), TSTDCL	Director
4	SRI.C.V SHANKAR REDDY	Asst. Director, India Tourism Govt of India.	Director
5	SRI. SUMMET SINGH,	Executive Director (H), TSTDC Ltd.,	Director

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## **CHAPTER-09**

### **DIRECTORY OF OFFICERS AND EMPLOYEES**

**{ Sec. 4(1)(b)(ix) of RTI Act, 2005 }**

For the directory of Officers and employees: For any information on the individual employee can be provided at request on payment of necessary fee.

# **RIGHT TO INFORMATION ACT, 2005**

## **CHAPTER 10**

### **Monthly Remuneration received by Officers and Employees including the System of Compensation as provided in Regulations.**

**{ Sec. 4(1)(b)(ix) of RTI Act, 2005 }**

The monthly remuneration and compensation of the employee is available in the office pay roll, which can be provided on request and on payment of necessary fee.



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## CHAPTER-11

### BUDGET ALLOTTED TO EACH AGENCY INCLUDING PLANS etc. { Sec. 4(1)(b)(xi) of RTI Act, 2005 }

Sl. No	Name of the Work	Project Cost	Central Share	State Share
1	2	3	4	5
1	Development of Multi Purpose Auditorium in Gajwel, Medak District.	1597.00	479.10	1117.90
2	Development of Theme Park and Gardens at LMD Reservoir in Karimnagar District	5058.00	1517.40	3540.60
3	Tourism Infrastructure Development at Nagarjuna Sagar, Nalgonda District.	944.00	283.20	660.80
4	Eco Tourism Development of Kinnerasani Wildlife Sanctuary Khammam District.	1077.00	323.10	753.90
5	Development of Budget Hotel at Kothagudem, Khammam District	1236.00	370.80	865.20
6	Development of World Class Spiritual and Meditation centre at Ramappa Island Warangal District	1088.00	326.40	761.60
	<b>Total Rs.</b>	<b>11000.00</b>	<b>3300.00</b>	<b>7700.00</b>

S.no	NAME OF THE PROJECT	GOI Sanctioned	20% Project cost released by GOI	Balance 80% to be received from GOI
1	Development of Nizamabad Tourist Circuit, Nizamabad District	575.05	115.01	460.04
2	Development of Eco-Tourism Project at Alisagar, Nizamabad District	383.27	76.65	306.62

3	Development of Sound & Light show at Basara, Adilabad District	500.00	100.00	400.00
4	Sound & Light show & Area Development at Elagandal Fort, Karimnagar District	461.45	92.29	369.16
5	Development of tourist Amenities and facilities at Sree Kothakonda Veerabhadra Swam Temple, Karimnagar district	441.77	88.35	353.42
6	Development of tank Bund Parks in Khammam District	474.07	91.81	382.26
7	Development of Wayside Amenities at Bheechupalli, Mahaboobnagar District	213.98	39.79	174.19
8	Development of Wayside Amenities at Dindi, Mahaboobnagar District	320.48	64.09	256.39
		<b>3370.07</b>	<b>667.99</b>	<b>2702.08</b>
1	Development of Durgam Cheruvu Area along with other Down Stream as Eco-Tourism Destination in Hyderabad, Telangana State	454.36	90.87	363.49
		<b>454.36</b>	<b>90.87</b>	<b>363.49</b>
	<b>GRAND TOTAL</b>	<b>3824.43</b>	<b>758.86</b>	<b>3065.57</b>

**CHAPTER –12**  
**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,**  
**INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF**  
**BENFICIARIES OF SUCH PROGRAMME.**

NIL

**CHAPTER-13**  
**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR**  
**AUTHORISATIONS GRANTED BY IT**

NIL

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## **CHAPTER 14** **INFORMATION AVAILABLE IN ELECTRONIC FORM**

{Sec. 4 (1) (b) (x)(iv) of RTI Act, 2005}

&

## **CHAPTER 15**

## **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR** **OBTAINING INFORMATION**

{Sec. 4 (1) (b) (xv) of RTI Act, 2005}

The details of information related to the various schemes of the Department which are available in electronic formats are as indicated below:-

### **Websites**

<http://www.telanganatourism.gov.in>

### **Brochures**

TSTDC Publishes brochures on its properties from time to time.

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**CHAPTER 16**

**NAMES, DESIGNATIONS AND OTHER PARTICULARS OF**  
**PUBLIC INFORMATION OFFICERS**

{Sec. 4 (1) (b) (xvi) of RTI Act, 2005}

Designation Under RTI Act	Name and Designation	Address	Teleohone No/Mobile No
Appellate Authority	Sri G. Satya Kumar Reddy AGM (Admin)	TSTDCL., 3-5-891, Tourism House, Himayathnagar, Hyderabad – 500029	040-23262151  9912727463
State Public Information Officer	Sri N Ravinder Naik Dy. Manager (Admin)	TSTDCL., 3-5-891, Tourism House, Himayathnagar, Hyderabad – 500029	040-23262151

S.N	APIO 's of TSTDC Ltd	Departments to be dealt under RTI Act.	Telephone No
1.	Sri M.Kumara Swamy, Dy. M (Accts)	Accounts	040-23262151
2	Smt Khader Bebe Aliya- Architect	Engg. and Projects	
3	Sri R.Ramesh, Asst. Manager	AMC and Estate	
4	Smt P.Meena, Asst. Manager	Marketing	
5	Smt N.Mrudula, Superivsor	Transport and Materials	
6	Smt M.K.Durga, Sys. Supervisor	Administration	
7	Sri A.Chaitanya Reddy, Jr. Acct	Water Fleet & Sound Light	
8	Smt K.Swapna, Jr. Asst.	Legal and Maintaining of Registers, Records, Preparation of Quarterly reports etc of RTI Act.	