

**TELANGANA STATE INSTITUTE OF PANCHAYAT
RAJ & RURAL DEVELOPMENT (TSIPARD)**
*(An Institution included in schedule –X of the A.P Reorganization
Act-2014)*

THE RIGHT TO INFORMATION ACT, 2005

2017

INFORMATION HAND BOOK (4(1)(b))
(UNDER THE RTI ACT 2005)



**TELANGANA STATE INSTITUTE OF PANCHAYAT RAJ &
RURAL DEVELOPMENT (TSIPARD)**
Rajendranagar, Hyderaabd-30

Introduction

1.1 Background

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

1.2 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.

1.3 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.

1.4 Expansion of key terms

Telangana State Institute of Panchayat Raj & Rural Development (TSIPARD) is having the following posts :

S. No	Category of Sanctioned posts	No. of Sanctioned Posts
1	Commissioner	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

1.5 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.

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

1.7 Names & Addresses of the Senior Officers:

Smt. Neetu Kumari Prasad, IAS	Chief Executive Officer (FAC), TSIPARD & Commissioner PR & RD Dept., Government of Telanagana, Rajendranagar, Hyderabad-30 Phone No. 040-24018656/24015959
Er.B.Narendranath Rao	Joint Director (Admn.), TSIPARD, Rajendranagar, Hyderabad-30, Phone No.040-24018656/24015959
Names & Addresses of the other officers and key persons to contact:	
Dr.G.Anjaneyulu	Deputy Director, (Accts.) TSIPARD, Rajendranagar, Hyderabad-30, Phone No. 040-24018656/24015959
	Administrative Officer, TSIPARD, 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 Panchayat Raj & Rural Development, Rajendranagar, Hyderabad-30	TSIPARD 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	Smt. Neetu Kumari Prasad, IAS	Chief Executive Officer	Head of the Department (HoD)	Executive, Administration, Financial Powers
2	Er.B.Narendranath Rao	Joint Director Administration	Establishment matters Administration and Training	Review and Monitor
3	Dr.G.Anjaneyulu	Deputy Director (Accts.)	All matters relating to Accounts	Drawing & Disbursing Officer
		Administration Officer	Establishment matters	Routing Officer and Establishment files & General Administration
4	Sri. P.Venkatramreddy	Centre Head Centre for management of Rural Infrastructure	All civil works related to TSIPAR (both new and maintenance including residential quarters and Admn. building.	Reporting Officer
5	Sri Er. B. Narendranath rao	IT & eGov Cell	Maintenance of IT Equipments/Conduct trainings on ICT Skills and soft wares.	Design, Develop and deliver the training courses
6	A.Nageswara Rao	Centre Head Centre for 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
		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
7	Sri B.Seshadri	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

8	Sri K. Ashaiah	Centre Head Centre for (M&P)	Centre Head Centre for Media and Publications. Publication of monthly journal Stanikapalana production of in house CBTs, Video's on the subject matters	Design, Develop and deliver the CBTs and monthly Magazine.
9	Smt. Kusuma Madhuri	Centre Head Centre for Social Audit	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
10	Sri K. Yadaiah	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
11	Sri K. Yadaiah	Sr. Faculty	Design, Develop and deliver the training courses allotted to them and handle sessions in their core areas and other activities assigned from time to time.	Act as course director /Course Co-ordinator
12	Sri B.Seshadri	Sr. Faculty		
13	Sri.P.Venkatramreddy	Sr. Faculty		
14	Smt. Kusuma Madhuri	Sr. Faculty		
15	Sri Er. B. Narendranath Rao	System Analyst		
16	Dr. G. Anjaneyulu	Gazeted Instructor		

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 side, Audit side 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 CommissionerS	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 Faculties and place. 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 Performa given by Course Directors	Chief Executive Officer
Gathering 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

4.3 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.	A.P.State& Subordinate Service Rules	In Governing the service conditions in respect of appointments, probation, Seniority, promotion etc.
2.	A.P.Ministerial Service Rules	In respect of Ministerial Service
3.	A.P.Last Grade Service Rules	In respect of LGSR
4.	A.P.Fundamental Rules	In respect of FR
5.	A.P.Leave Rules	In respect of A.P.Leave Rules
6.	Manual of Special Pay and Allowances	In respect of MSPA
7.	Loans and Advances	In respect of Loans and Advances
8.	APGovt. Life Insurance	In respect of A.P.GLI
9.	General Provident Fund	In respect of GPF
10.	A.P.Financial Code	In respect of A.P.F.C
11.	A.P.Accounts Code	In respect of A.P.A.C
12.	A.P.Treasury Code	In respect of APTC
13.	District Office Manual	In respect of DOM
14.	Delegation of Powers ISO System	In respect of ISO
15.	Building Rules / Rents	In respect of BR /R
16.	A.P.Civil Service Rules/	In respect of Gazetted Officers.
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.Venod(Dispatch) Md.Taher Khan,Estt-1, section Est.&Gazetted officers, Quarter Allotment, Sri.D.Ramsetty,Estt-2, Telephone Bills, Stationary Sri.K.Nagesh,Estt-3, Vehicles,
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 Land Cell 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	Engineering Section &Administrative Officer
4	Accounts	Files related to Accounts Matters – drawing and disbursements and other payments	Dr.G.Anjaneyulu. D.D.O.Sri.Deenadayal Supdt.Sri.Narsimha,Jr.Account.Sri.Ashok Katker (Cash Books) Sri.Mukesh Lal, Salaries Smt.Shashikala,Sr.Asst. Pay bills Jyostna, (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]

8.1 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	Dr.G.Anjaneyulu, PIO & Dy.Director,(Accts)	040-24014027
2	Provide information	Sri. Mukesh Lal APIO & Senior Assistant	040-24015959
3	Provide information	Sri. B. Narendranath Rao,,AA & Joint Director (Admn) (FAC)	040-24015959

The information will be collected from the following agencies:

- (1) Telangana State Institute of Panchayat Raj and Rural Development
- (2) Policies formulated and approved by the Management Board of TSIPARD
- (3) Feedback of participants

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.292, dt.01.08.2010	Composition	Powers & Functions	Whether its meetings open to public/Minutes of its Meetings accessible for public
1. Principal Secretary, 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 Finance Department or his nominee	Member		
6. State informatics officer, National Informatics Center, Hyderabad	Member		
7. M/s. Sravanthi Association for Rural and Tribal development, Rajamandry, East Godavari district	Member		
8. Commissioner, TSIPARD	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 Panchayat Raj And Rural Development, Rajendranagar, Hyderabad	Smt. Neetu Kumari Pradad, IAS, Chief Executive Officer	040-24018656, 24015337 Fax : 24017005	peshitsipard@gmail.com
2.	Administrative Wing	Sri. B. Narendranath Rao. , Joint Director (Admn)	040-24018656, 24015337 Ext:123 Fax : 24017005	peshitsipard@gmail.com
3.	Administrative Wing	Dr. G. Anjaneyulu, Admn Officer	040-24018656, 24015337 Ext:219	peshitsipard@gmail.com
4.	Accounts Trg. Wing	Dr.G.Anjaneyulu Dy.Director (Accts)	040-24018656, 24015337 Ext:128 Fax : 24017005	peshitsipard@gmail.com dy.director.accts@gmail.com
5.	Information Technology	Sri.B.Narendranath Rao, center Head Sri. Lokesh, Jr.Engg. Sri. Isaac Jonathan, Tech. Asst Smt. P.Karuna Sree, SOA	040-24018656, 24015337 Ext:113	narenapard@gmail.com
6.	Training Wing	Sri. B.Narendranath Rao, Dy.Director (Trgs) Sri. Chandrashekar, Spl.Grade Steno Kum. Sasidevi, DTP.Ope Smt. P.Aruna Bharati, Asst. Librarian Sri. M.Vittal, Com.Ope Sri. E.S.Rayudu, Cinema Operator Sri. Ramesh, Book Bearer	040-24018656, 24015337 Ext:123 Fax : 24017005	rdtapard@gmail.com

7.	Training Wing	Sri.B. Seshadri, Centre Head, CDP&A & CSJ&VA Sri. K. Yadaiah, Sr. Faculty Dr. G. Anjaneyulu, G.I Smt. K.Madhuri, Sr.Faculty Sri.B.Limbagiri Swamy,SRP Sri. S. Shankaraiah, SRP Sri. E. Raju, JRP Smt. P. Maheswari, SOA Smt. K. Nagalakshmi, DTP.Ope Sri. T. Bramhanandam, DTP.Ope	040- 24015680 Ext: 226	brgfcell.apard@gmail.com
8.	Training Wing	Sri.K.Yadaiah, Centre Head, CNRM Sri. Jayapal Reddy, Consultant Sri. T.M.K.Gandi, SRP Sri.S.Satyanarayana,R.A Smt. Padmaja, JRP Smt. Kamakshi, SOA Smt. Sailaja, DTP.Ope Sri. Rajashekar, Trg.Asst	040-24018656, 24015337 Ext:113	narenapard@gmail.com
9.	Training Wing	Sri. K.Nageshwar Rao Centre Head, CWS & CMED Smt. Shahnaz , SOA Smt.vidyulatha .JRP Sri.N.B. Narsimha OFF.ASST	040-24018656, 24015337 Ext: 194	cwsapard@gmail.com
10.	Training Wing	Smt. Kusuma Madhuri, Centre Head, C-SAT & CWCD Smt.A.Vijaya Laxmi,JRP Smt.Kanya Kumari,SoA Smt. Pratibha, Com.Ope	040-24018656, 24015337 Ext: 194	cwcd.apard@gmail.com
11.	Training Wing	Sri. K. Asaiah, Center Head, M&P Sri. Shivaram, Graphic Designer Sri. Praddep Kumar, R.A Kum. K. Supriya, Non-Linear Editor Sri. M. Anil Kumar, Asst.Cameraman	040-24018656, 24015337 Ext: 218	editorsthanikapalana@gmail.com

12.	Infrastructure	Sri.P.Venkat RamReddy, Centre Head, CMRI Sri. Ch. Madhu Babu, Assistant Engineer Smt.. A.Renuka, Com.Ope Sri. Venu, Electrician Sri. Prabhakar, Plumber	040-24018656, 24015337 Ext: 155	crimapard@gmail.com
13.	Training Wing	Sri.P.Venkatram Reddy, Joint Secretary, CDS Dr. K.Nageswara Rao, Research Associate Sri. B.Indrasena, Programmer Smt. M.Sunitha, Com.Ope Sri. T.S.Srinivas, Accountant Sri. B.Ramulu, Com.Ope Smt.T.Sravanthi, Record Asst.	040-24018656, 24015337 Ext: 333	cdsapard@gmail.com
14.	Training Wing	Dr.G.Anjaneyulu Smt. Sripadmavathi, SOA	040-24018656, 24015337 Ext:189	landcellapard@gmail.com
15.	PA to Chief Executive Officer	Sri. Chandrasekhar, Spl.Grade Steno Sri. M. Nageshwar, Programmer	040-24018656, 24015337 Ext:130, 103	peshitsipard@gmail.com
16.	Superintendent (Accts)	Vacant	040-24018656, 24015337 Ext:112	peshitsipard@gmail.com
17.	Establishment Wing	Sri. Md. Taherkhan, Jr.Asst.-A1 Sri. K. Nagesh, Stenographer-A3 Sri.D. Ramshetty, Jr.Asst.-A2	040-24018656, 24015337 Ext:120	peshitsipard@gmail.com
18.	Accounts Wing	Sri. Mukesh Lal, Sr.Asst. - A3 Sri. Ashok Katkar, Accountant-A4 Smt. Jyoshna, Accountant-A5 Sri. Rajendraprasad, Accountant-A4	040-24018656, 24015337 Ext:129	dy.director.accts@gmail.com
19.	Telephone bills etc.	Sri.D.Ramsetty	040-24018656, 24015337 Ext:309	settysipard@gmail.com
20.	Library	Smt.P.Aruna Bharathi Sri.Vital Co-op	24015337 Ext:250	

21.	Hostel Managers	Sri. Md. Asifuddin, Hostel Manager Sri. N. Swamy, Building Incharge (EKATVAM & HTC)	040-24018656, 24015337 Ext. 401	
22.	Office Subordinate	Sri. Sri.K.Yadaiah Sri.K.Vinod Kumar Sri.B.T.Ravi Sri.P.Jayaram Sri.Venkatesham Smt.M.Madhavi Sri. A. Yadaiah Smt. J.Vajramma Smt. Kamalamma Smt. Yadamma Sri.M.Narsinga Rao Sri.Narsimha Sri. Srinivas Smt. D. Amrutha Sri.P.Ramesh Smt. N. Manasa Smt. P. Sunitha Smt. M.N.Tahera Smt. Laxmi Sri. Mahaboob Ali		

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.	Smt. Neetu Kumari Prasad, IAS, Commissioner	FAC	Cadre Post
2.	Sri.B.Narendranath Rao, Joint Director (Admn),CH,IT&eG	124874	State Govt.
3.	Sri.B. Seshadri, Centre Head, CDP&A & CSJ&VA	86607	State Govt
4.	Dr. G. Anjaneyulu, Admn Officer/Dy.Director(Acts)	78768	State Govt.
5.	Smt. Kusuma Madhuri, Centre Head, C-SAT & CWCD	73868	State Govt.
6.	Sri.P.Venkat Ram Reddy, Centre Head, CMRI & JS-CDS	183829	State Govt.
7.	Superintendent (Accts)	Vacant	State Govt.
8.	Sri. Mukesh Lal, Sr.Asst. - A3	40350	State Govt.
9.	Sri. Md. Taherkhan, Jr.Asst.-A1	41933	State Govt.
10.	Sri. K. Nagesh, Stenographer-A3	59868	State Govt.
11.	Sri.D. Ramshetty, Jr. Asst.-A2	26679	State Govt.
12.	Sri. Chandrashekar, Spl.Grade Steno	65525	State Govt.
13.	Sri. Sri.K.Yadaiah, Office Subordinate	52512	State Govt.
14.	Sri.K.Vinod Kumar, Office Subordinate	26257	State Govt.
15.	Sri.B.T.Ravi, Office Subordinate	26773	State Govt
16.	Sri.P.Jayaram, Office Subordinate	21074	State Govt
17.	Sri. K.Nageshwar Rao Centre Head, CWS & CMED	26100	Contract
18.	Sri. K. Asaiah, Center Head, M&P	35130	Contract
19.	Sri.K.Yadaiah, center Head, CNRM	26100	Contract
20.	Sri. Jayapal Reddy, Consultant	32035	Contract
21.	Sri. S. Shankaraiah, SRP	26100	Contract
22.	Sri. T.M.K.Gandi, SRP	23700	Contract
23.	Sri. Sk.Munwar Ahammed, JRP	26300	Contract
24.	Smt. Padmaja, JRP	18365	Contract
25.	Smt. A.Vijayalaxmi, JRP	16000	Contract
26.	Smt. K.Vidyullata, JRP	16000	Contract
27.	Sri. E.Raju, JRP	16000	Contract
28.	Dr. K.Nageswara Rao, Research Associate	22000	Contract
29.	Sri. S. Satyanarayana, R.A	18250	Contract
30.	Sri. Praddep Kumar, R.A	19960	Contract

31.	Sri. Ch. Madhu Babu, Assistant Engineer	18850	Contract
32.	Sri. Lokesh, Jr.Engg.	17622	Contract
33.	Sri. Isaac Jonathan, Tech. Asst	12900	Contract
34.	Sri. E.S.Rayudu, Cinema Operator	13580	Contract
35.	Sri. M. Nageshwar, Programmer	20565	Contract
36.	Sri. B.Indrasena, Programmer	18400	Contract
37.	Smt. Kamakshi, SOA	18300	Contract
38.	Smt. Sripadmavathi, SOA	16255	Contract
39.	Smt. P. Maheswari, SOA	17710	Contract
40.	Smt. Shahnaz , SOA	17719	Contract
41.	Smt. P.Karuna Sree, SOA	12400	Contract
42.	Sri. T.S.Srinivas, Accountant	18950	Contract
43.	Sri. Ashok Katkar, Accountant-A4	22600	Contract
44.	Smt. Jyoshna, Accountant-A5	18366	Contract
45.	Sri. Rajendraprasad, Accountant-A6	28490	Contract
46.	Sri. Md. Asifuddin, Hostel Manager	20750	Contract
47.	Sri. N. Swamy, Building Incharge (EKATVAM & HTC)	11200	Contract
48.	Smt.P.Aruna Bharathi, Asst. Librarian	19510	Contract
49.	Sri. Shivaram, Graphic Designer	18800	Contract
50.	Kum. K. Supriya, Non-Linear Editor	23550	Contract
51.	Sri. M. Anil Kumar, Asst. Cameraman	8350	Contract
52.	Smt. K. Nagalakshmi, DTP.Ope	11300	Contract
53.	Sri. T. Bramhanandam, DTP.Ope	12400	Contract
54.	Smt. Sailaja, DTP.Ope	12400	Contract
55.	Kum. Sasidevi, DTP.Ope	9980	Contract
56.	Sri. Rajashekar, Trg.Asst	9980	Contract
57.	Smt. Pratibha, Com.Ope	9100	Contract
58.	Smt. A.Renuka, Com.Ope	9100	Contract
59.	Smt. M.Sunitha, Com.Ope	9980	Contract
60.	Sri. B.Ramulu, Com.Ope	8300	Contract
61.	Smt. T.Sravanthi, Com.Ope	8770	Contract
62.	Sri. M.Vittal, Com.Ope	9980	Contract
76.	Sri. Venu, Electrician	14667	Contract
77.	Sri. Prabhakar, Plumber	9952	Contract
78.	Sri. Bhupal Reddy, Office Subordinate	10427	Contract
79.	Sri.Venkatesham, Office Subordinate	7332	Contract
80.	Smt.M. Madhavi, Office Subordinate	6350	Contract
81.	Sri. A. Yadaiah, Office Subordinate	7512	Contract
82.	Smt. J. Vajramma, Office Subordinate	6350	Contract
83.	Sri.M.Narsinga Rao, Office Subordinate	7977	Contract
84.	Sri.Narsimha, Office Subordinate	7560	Contract
85.	Sri. Srinivas, Office Subordinate	7100	Contract
86.	Smt. Kamalamma, Office Subordinate	7512	Contract
87.	Smt. Yadamma, Office Subordinate	7279	Contract
88.	Smt. D. Amrutha, Office Subordinate	6200	Contract
91.	N. Manasa, Office Subordinate	8770	Contract

92.	P. Sunitha, Office Subordinate	6350	Contract
93.	M.N.Tahera, Office Subordinate	6955	Contract
94.	Smt. Laxmi, Office Subordinate	7512	Contract
95.	Sri. Mahaboob Ali, Office Subordinate	7512	Contract

Chapter XI
Budget Allocated to Plan and NonPlan
[Section 4(1)(b) xi]
Government of Telangana
Telangana State Institute of Panchayat Raj And Rural Development
Budget – 2016-17 (In Rs in Thousands)

Sl. No.	Plan or Non-Plan	Head of Account	Revised estimate 2015-16	Budget Estimates 2016-17	Expenditure Upto 02/2017 (Approx)
1	Non-Plan	2515		21646	22013
2	Plan	2501		Nil	Nil
		TOTAL			

For the Year 2016-17 (Period from 1st April 2016 to 28th Feb 2017)
(Figures in Rs)

Sl. No.	Item	Actual Budget	Actual Expenditure
1	Salary	19081	19380
2	Electricity	960	960
3	TA	7	Nil
4	Service Postage & Telephone	147	147
5	Office Exp.	23	23
6	Hiring of Private Vehicle	600	600
7	Rents, Rates & Taxes	86	86
8	POL	82	82
9	Professional Services & Other Payment	550	550
10	Motor Vehicles	110	110
	Total	21646	22013

2017-18

For the Year 2017-18 (Period from 1st April 2017 to 28-02-2018)
(Figures in Rs)

Sl. No.	Item	Actual Budget	Actual Expenditure
1	Salary	14825	
2	Electricity	1200	
3	TA	100	
4	Service Postage & Telephone	147	
5	Office Exp.	23	
6	Hiring of Private Vehicle	600	
7	Rents, Rates & Taxes	7747	
8	POL	82	
9	Professional Services & Other Payment	600	
10	Motor Vehicle	150	
	Total	25474	

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

13.1 Describe the activities/Programmes/schemes being implemented by the public authority for which subsidy is provided

-Nil-

13.2 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-

13.3 describe the manner of execution of the subsidy programmes

Name of Programme/ Activity	Application Procedure	Sanction Procedure	Disbursement procedure
NIL			

-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.tsipard.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: SIR D 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. Land Cell
6. Centre for Research, Documentation and Training (CRD&T)
7. Centre for IT&e-Governance (C IT & e-G)
8. Centre for Media and Publication (CM&P)
9. Centre for Management of Rural Infrastructure (CMRI)
10. Centre for Social Justice & Voluntary Action (CSJ&VA)
11. Center for Water and Sanitation (CWS)
12. Centre for Development Studies (CDS)
13. 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. APARD 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 TSIPARD vide G.O.Ms.No.292, dt.01.08.2010.

Apex Training Body:

Telangana State Institute of Panchayat Raj and 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 Panchayat Raj and 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	TSIPARD HOSTEL-III	10/12	21				
2	TSI PARD HOSTEL-II			20/24	40		
3	TSI PARD-SAYANAM	44	88	16/23	32		
4	SAYANAM SUITS	2 SUITS TO BE CONVERTED FROM A/C IN FUTURE					
5	EKATHVAM-ETC			36/39	72		
6	HILL TOP CENTRE			11	42		
7	HILL TOP DORMITORY					2	29+25
8	Water Testing Lab	1 no.					

SL NO	NAME OF THE CON HALL WITH ROOM NO.	PARTICIPANTS CAPACITY	Acc total capacity		
			A/c	88+20	108
1	2	3	Non A/c	32+40+72+42	186
I	GROUND FLOOR				
1	G-18	40	Dormitory	54	54
2	G-14	64	Total:		348
3	G-13 (Video Conf)				
4	G-16 (Computer Lab)	30	Conf hall capacity		

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	30+34=64
2	CONFERENCE HALL - ROOM NO.211	34+38=72
3	CONFERENCE HALL - ROOM NO.212	30+34=64
4	CONFERENCE HALL - ROOM NO.210	50+50=100
5	e-SEMINOR HALL - ROOM NO.201	60
6	CONFERENCE HALL-1&2 (HTC)	

The Residential Quarters facilities will be available:

Senior Faculty Quarter: 06

Junior Faculty Quarters: 06

Supporting Staff
Quarters: 12

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 are 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.

Housekeeping: Sri.Venkateshwara Co-Operative Society is providing the House
Keeping Services in the institute

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.tsipard.gov.in	Institute information
Catering	M/s Sri Sai Krupa Catering and Maintenance Services, Rajendranagar, Hyderabad.	Canteen in the ground floor
Housekeeping	Sri.Venkateshwara Co-Op Society.Hyd.	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)

Sl. No.	Name of office/ Administrative unit	Name & Designation of PIO	Office Tel; Residence Tel: Fax:	Email
1.	TSIPARD	Dr.G.Anjaneyulu, Dy.Director(Accts)	040-24018656, 24015337 Ext:128	aotsipard@gmail.com/ dy.director.accts@gmail.com

Assistant Public Information Officer(s)

Sl. No.	Name of office/ Administrative unit	Name & Designation of APIO	Office Tel; Residence Tel: Fax:	Email
2.	TSIPARD	Sri.Mukesh Lal, Sr,Asst	040-24018656, 24015337 Ext:112	peshitsipard@gmail.com


Appellate Authority

Sl. No	Name, Designation & Address Of Appellate Authority	Jurisdiction of Appellate Officer (Offices/administrative Units of the authority)	Office Tel; Residence Tel: Fax:	Email
3.	Er.B.Narendranath Rao, Joint Director (Admn)	TSIPARD	040-24018656, 24015337 Fax : 24017005	peshitsipard@gmail.com

Chapter –XVII
Other Useful I Information
(Section 4(1)(b)XVII

The information about Telangana state Institute of Panchayat Raj and Rural Development is available in the Institute Website www.tsipard.gov.in in which contains training calendar, list of publications & DVD"s

Place: Hyderabad
Date:


(Dr.G.Anjaneyulu)
Public Information Officer,
TSIPARD