

THE RIGHT TO INFORMATION ACT, 2005

INFORMATION HAND BOOK

**T S FOREST DEVELOPMENT CORPORATION LIMITED
III FLOOR, UNI BUILDING, AC GUARDS,
HYDERABAD -500004**

Chapter 1

Introduction

1.1 Background

The prime object of this hand book is to provide citizens access to information.

1.2 Objective /Purpose:

- i) To maintain transparency on the activities of the Organisation
- ii) To provide requisite information to the public in the matters of public interest.

1.3 Intended users of the handbook

- i) All the Industries/Public who purchase Eucalyptus, Bamboo and other miscellaneous wood from the Corporation
- ii) All the Traders/Merchants who purchase Cashew usufruct.
- iii) All the general public and Departments/Institutions who purchase Eucalyptus Clonal seedlings.
- iv) All the general public who wants to avail the facilities available in Eco-tourism projects taken up by the Corporation
- v) All the Institutions/Departments, who wants to avail the consultancy services of the Corporation.

1.4 Definitions of key terms

- Corporation means “T.S. Forest Development Corporation Limited:
- VC&MD means “Vice Chairman & Managing Director”
- GM means “ General Manager”
- RM means “Regional Manager”
- Director means “Director Eco-Tourism, TSFDC”
- Sr. DM means “Senior Divisional Manager
- DM means “Divisional Manager”
- Forest means “Reserve Forest areas taken on lease from Forest Department,
- Government means “Govt. of Telangana.”
- Budget means” Budget of the Corporation”.

1.5 Organisation of Information

The information on various aspects of the organization is described in the Chapters from 2 to 18.

1.6 Getting additional information

The Corporation is managing Website "www.tsfdc.telangana.gov.in". Brochures are printed and are made available to the public from time to time, besides information through print and electronic media.

1.7 Names & Addresses of key contact points.

- a. Special Chief Secretary to Government,
E F S & T Department, TS.Secretariat at Government level.
- b. VC&MD, TSFDC, Hyderabad. at Head Office level.
- c. Regional Manager, TSFDC at Regional office level
- d. General Manager, TSFDC at Head Office level
- e. Sr.DM/Divisional Manager, TSFDC at Divisional level

Chapter 2

Organisation, Functions and Duties (Section 4 (1) (b) (i))

Sl. No.	Name of the organisation	Address	Functions	Duties
1.	Telangana State Forest Development Corporation Ltd	UNI Building, 3 rd Floor, A.C.Guards, Hyderabad-500 004. Telangana	<ol style="list-style-type: none">1) Create awareness among public for conservation of nature.2) Supply of Eucalyptus wood and Bamboo industrial cuts to Industries.3) Sale of long bamboo to small traders, farmers and individuals.4) Sale of Eucalyptus clonal plants to farmers & Govt. agencies.5) Providing gainful employment to labourers.	As described in previous column.

Chapter 3
Powers and Duties of Officers and Employees.

Section 4(1)(b)(ii).

Sl. No.	Name of the Officer	Designation	Duties allotted	Powers
1.	Dr.G.Chandrashekar Reddy, IFS	Vice Chairman & Managing Director	Chief Executive of the Corporation. To achieve the objectives and goals set for the organization.	Vested with both executive and financial powers as delegated by the Board of Directors of TSFDC from time to time.
2.	Sri A. Kiran Kumar	Dy.Financial Controller	To look after the financial and secretarial matters of the organization.	Drawing and Disbursing Officer for Corporate office.

Chapter 4
Procedure followed in Decision-making Process
(Section 4(1) (b)(iii))

4.1. The Corporation has three-tier administration. The Division is the unit of administration and the Divisional Units are under the supervision and administrative control of the Regional Manager. The Divisions and Regions are under the overall supervision and administrative control of Vice Chairman & Managing Director.

Activity	Description	Decision-making process	Designation of final decision-making authority.
Goal-setting and Planning	The annual targets for regeneration and harvesting works	VC&MD	Board
Budgeting	Consolidated budget estimates of the Region to the Corporate Office	VC&MD	Board
Formulation of programmes, schemes and Projects	The Schemes/ Projects are prepared at Corporate Office	VC&MD	Board
Recruitment / hiring of personnel	Assessment of personnel for recruitment/hiring is made at Corporate Office.	VC&MD	Board
Release of funds	Consolidated funds requirement for the Region for the month is obtained from the Regional Manager.	After due examination, funds will be released to the Region for the month.	VC&MD
Implementation/delivery of service/utilization of funds	Divl. Manager will utilize the funds for execution of works.	The Regional Manager releases the required funds to the Divisions.	VC&MD

Activity	Description	Decision-making process	Designation of final decision-making authority.
Monitoring and evaluation	Plantation Manager executes the works.	Divisional Manager	Regional Manager/ VC&MD
Gathering feedback from public	Not applicable		
Undertaking Improvements	New technologies in regeneration, introduction of new species etc.	Regional Manager	VC&MD

4.2. Organisational chart depicting flow of authority, supervision and accountability is appended.

4.3. Not applicable.

Chapter 5
Norms set for the Discharge of Functions
(Section 4(1)(b)(iv))

5.1. Norms/Standards for discharge of its functions/delivery of services.

Sl.No.	Function/Service	Norms/Standards of performance set	Time frame	Reference document prescribing the norms (Citizen's charter, Service charter etc)

The TSFDC being a commercial organization, the activities are confined to raising and maintenance of plantations in Reserve Forest areas and marketing of forest produce. The Corporation is not a service organization. If any grievances are received, they are being attended to.

Chapter 6

Rules, Regulations, Instructions, Manual and Records for discharging functions.

Section 4(1)(b)(v) & (vi).

- 6.1. List and gist of rules, regulations, instructions, manuals and records used by the employees for discharging functions.

Sl.No.	Description	Gist of contents	Price of the publication, if priced.
1.	T.S.F.D.C. Staff Regulations-2015	Governing the service conditions and disciplinary rules in case of the employees.	Not for sale
2.	Circular Instructions	Technical instructions on various issues relating to regeneration and maintenance of plantations, marketing, accounts etc.	Not for sale
3.	Accounts Manual	Accounting procedures	Not for sale
4.	Records	Not applicable	Not applicable
5.	Publications	Nil	NIL

Chapter 7

Categories of documents held by the Public Authority under its control

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

7.1 Information about the official documents by the public authority.

SI.No.	Category of document	Title of the document	Designation and address of the custodian.
The Corporation does not have any records/documents relating to matters of public interest.			

Chapter 8

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 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

Being a commercial organization, the policies are formulated and approved by the Board of Directors.

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority Section 4(1)(b)v(iii)

9.1. Information on Board of TSFDC Ltd

Name of Board	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible to public.
Board of TSFDC Ltd (appointed by Government of Telangana)	Chairman 1	To occupy the Chair and conduct the proceedings in the Board Meeting	Not open to public.
	VC&MD 1	Chief Executive of the Company, to implement the policies as decided by the Government and Board of Directors including day to day affairs of the Corporation	
	Ex-officio Director 1	To attend the Board Meeting and to decide the policies of the Corporation.	
	Nominees from:		
	EFS&T Dept 1		
	Finance Dept 1		
Forest Dept 1			
Non-official Directors 6			
Total 12			

Chapter 10
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

S. No	Name of Office / administrative Unit	Name, Designation & Address of Officer	Office Tel / Mobile / Fax	E-mail
1.	Telangana State Forest Development Corporation Limited / Head Office	Dr.G.Chandrashekar Reddy, IFS Vice Chairman & Managing Director 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Off: 040-23392652 040-23395750 Cell: 9948919666	vcmd.tsfdcl@gmail.com
2.	Head Office	Sri A.Ravinder Reddy, General Manager, 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Off: 04023395750 Cell: 8008301612	gmotsfdc@yahoo.com
3.	Head Office	Sri A.Kiran Kumar, Dy. Financial Controller 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Off: 04023395750 Cell: 8008554557	vcmd.tsfdcl@gmail.com
4.	Head Office	Smt. R.N.Srilatha, Personnel Officer, 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Off: 04023395750 Cell: 8008554558	potsfdc@gmail.com
5.	Ranga Reddy Division	Smt. K. Shireesha Divisional Manager, 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Cell: 8008301613	dmtsfdcrr@gmail.com
6.	Medak Division	Smt. K.Shireesha, I/c Divisional Manager, 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	040-23372139 Cell: 8008301613	dmmedak@gmail.com
7.	Warangal Division	Smt. T.Vijaya Bharathi, Divisional Manager, H.No. 2-5-813, 2 nd Floor, Shastrinagar, Subedari, Hanamkonda – 506 001.	Off: 08702546543 Cell: 8008301615	tsfdcwgl@gmail.com
8.	Kaghaznagar Division	Smt. P.Kavitha, Divisional Manager, TSFDC, Near New Bus Station, Sirpur Kaghaznagar – 504 296. Komaram Bheem (Asifabad) Dist.	Off: 08738238156 Cell: 8008301614	tsfdcskzr@gmail.com

S. No	Name of Office / administrative Unit	Name, Designation & Address of Officer / Employee	Office Tel / Mobile / Fax	E-mail
9.	Sathupalli Divn.	Sri G.Chandra Mohan, Divisional Manager, Near R & B Guest House, Sathupalli, Khammam District – 507 303.	Off: 08761-282533 Fax:08761-282533 Cell: 8008301621	dm.tsfdcl.spl@gmail.com
10.	Paloncha Divn.	Sri G. Skylab Sr.Divisional Manager, Paloncha Division, Laxmidevipally, Kothagudem – 507 106. Khammam Dist.	Off: 08744-242271 Fax:08744-242271 Cell: 8008301620	dmpaloncha@gmail.com
11.	Kothagudem Division	Smt.V.Thanuja, Divisional Manager, Kothagudem Division, Laxmidevipally, Kothagudem – 507 106. Khammam Dist.	Off: 08744-242240 Fax:08744-242240 Cell: 8008301619	dmtsfdckgm@gmail.com
12.	Asst. Director Eco-Tourism.	Smt. M.Madhavi, Assistant Director, Eco-Tourism Division, 10-1-1200, II Floor, UNI Building, A.C.Guards, Hyderabad – 500 004.	Off: 040-23375256 Cell: 8008301609	adoptsfdc@gmail.com

Chapter 11

Monthly Remuneration received by Officers and Employees, including the system of compensation as provided in Regulations. Section 4(1)(b)(x)

11.1. Information on remuneration and compensation structure for Officers and employees in the following format.

Sl.No.	Designation/ posts	No. of	Monthly Remuneration for the cadre Rs.	System of compensation to determine remuneration as given in regulation.
1.	VC&MD (1)		2,64,596.00	Central Govt. Pay Scales (AIS Officer)
2.	General Manager(1)		1,70,854.00	As per the Pay Scales approved by the Govt. of Telangana from time to time.
3.	Dy.Financial Controller (1)		98,279.00	
4.	Personnel Officer (1)		1,47,233.00	
5.	Sr. Divisional Manager, Divisional Managers (7)		4,64,269.00	
6.	Spl. Asst /Sr. Acct., / Sr. Asst./Jr.Asst (8)		4,98,683.00	
7.	Tel.Operator-cum- receptionist / Despatch Clerks (3)		1,69,417.00	
8.	Plantation Managers/ Dy.PMs/APMs (39)		18,42,295.00	
9.	Drivers (4)		2,18,957.00	
10.	Office Subordinates/ Watchmen (8)		4,19,606.00	
11.	Outsourced staff (88)		14,94,000.00	

Chapter 12

Budget Allocated to Each Agency including Plans etc., Section 4(1)(b)(xi)

12.1 Information about the details of Plans, programmes and schemes undertaken during 2017-2018 by TSFDC Ltd.,

Rs. in Lakhs.

Agency	Budget Heads	Physical	Financial	Report on disbursements made	
	(A) EXPENDITURE				
TSFDC	I) Nursery Development			Not connected with Public	
	Eucalyptus	6,43,041 Nos.	38.57		
	Bamboo	14,400 Nos.	1.67		
	II) Regeneration Exp.				
	a) Raising of Plantations				
	Eucalyptus	1,211 Ha.	316.76		
	b) Maint. Of plantations				
	Eucalyptus	12,357 Ha.	198.98		
	Bamboo	328 Ha.	10.29		
	Teak & Cashew	183 Ha.	3.39		
	III) Harvesting of plantations				
	Eucalyptus	2,88,213 MTs	1,753.58		
	Bamboo	21,92,981 Nos.	170.24		
	Subabul & Misc. Fire wood	61 MTs	7.83		
	IV) Eco-Tourism Activities		57.51		
	V) Salaries & Admn. Overheads		1,272.352		
	VI) Payment of Advance Tax		307.72		
	VII) Capital Expenses		436.64		
	Total (A)		4,575.53		
		(B) REVENUE			
	i)Eucalyptus	2,84,459.90 MTs	12,147.85		
	ii) Bamboo	20,50,445 Nos.	1,014.87		
iii)Cashew	41 Ha.	35.32			
iv)Misc., Sales & Income	3,297 MTs	116.41			
v)Eco-Tourism		129.06			
vi)Other Income		1,385.28			
Total (B)		14,828.78			

12.2. Information on the budget allocated for different activities under different programmes/schemes/Projects etc.

Rs. in lakhs

Agency	Programme/ Scheme	Approved Budget Last year (2017-18)	Actuals for last year (2017-18)	Approved Budget Current Year (2018-19)	Actuals for current year (2018-19)	
	Outflow of Funds					
TSFDC	1) Capital Expenses	702.56	436.64	565.27	370.30	
	2) Regeneration Exp	975.33	627.17	1068.54	895.99	
	3) Harvesting Expenses	3380.19	1931.65	1197.58	1095.27	
	4) Production Overheads	15.69	7.7	9.55	8.73	
	5) Admn. Overheads	267.73	197.66	191.68	180.27	
	6) Salaries	1128.14	992.178	1033.02	989.66	
	7) Employers Contribution to EPF	100	74.814	56.55	90.42	
	8) Payment of Gratuity fund	200	0	7.11	0	
	9) Payment of TSFPTP Loans etc	1856.12	0			
	10) TSFDC Employee Group Sup. Scheme		0	1616.25	1616.25	
	11) Payment of Advance Tax	150	307.72	310	306.59	
	12) Loans and Advances to staff	93.37	0	106.09	106.09	
	Total	8869.13	4575.532	6161.64	5659.57	
		Inflow of Funds				
	i) Eucalyptus	20192.09	12147.85	5815.22	5397.53	
	ii) Bamboo	1024	1014.87	750.13	664.075	
	iii) Cashew	17.97	35.32	17.46	12.574	
iv) Misc Sales & Income	679.39	116.41		12.18		
v) Eco-Tourism	0	129.06	223.06	205.146		
vi) Other Income		1385.28	1041.85	1578.61		
	Total	21913.45	14828.78	7847.72	7870.115	

Note : There is no budgetary support from Govt. of TS

Chapter 13

Manner of Execution of Subsidy Programmes Section 4(1)(b) xii)

13.1 to13.3: The Corporation does not implement any programme/schemes for which subsidy is provided.

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorisation granted by the Public Authority.

Section 4(1)(b)xiii)

14.1. Names and addresses of recipients of benefits under each programme/
scheme.

Institutional Beneficiaries	NIL
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Individual beneficiaries	NIL
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Chapter 15

Information available in Electronic Form Section 4(1)(b) (xiv)

15.1 Details of information related to the various schemes of the department in Electronic formats.

Electronic format	Description	Contents	Designation and address of the custodian of information
Website	www.tsfdc.telangana.gov.in	Activities and various programmes of the Corporation	Corporate office

15.2. The information can be accessed through Internet.

Chapter 16

Particulars of facilities available to Citizens for obtaining information.

Section 4(1)(b)xv)

16.1. Particulars of information dissemination mechanisms available to the public.

Facility	Description	Details of information made available.
Notice Board	Offices of TSFDC	Sale Notice, Tender Notice etc.
News paper reports	In the paper editions that are required	Sale Notice, Tender Notice etc.
Websites	www.tsfdc.telangana.gov.in	Activities of the Corporation, Sale Notice, Tender Notice etc.

Chapter 17

Names, Designations and other Particulars of Public Information Officers [Section 4(1)(b)xvi]

17.1 Contact information about the Public Information officers and Assistant Public Information Officers designated for various offices and Appellate Authorities

Public Information Officers

S.No.	Name of the Office	Name and Designation of the PIO	Office /Mobile / Fax	Email
1	TSFDC Ltd., Corporate Office, Hyderabad.	A.Ravinder Reddy, General Manager	Office : 04023395750 Mobile: 8008301612	gmotsfdc@ yahoo.com
2.	TSFDC Ltd. Divisional Offices	Divisional Managers	As mentioned in Chapter No.10	

Assistant Public Information Officers

S.No.	Name of the Office	Name and Designation of the APIO	Office /Residence Tel. Fax	Email
1	TSFDC Ltd. Corporate Office Hyderabad	Smt.R.N.Srilatha Personnel Officer	Office: 040 23395750 Fax: 040 23326420 Cell: 8008554558	potsfdc@gmail. com
2	TSFDC Ltd. Divisional Offices	Senior Assistant/ Junior Assistant.	As mentioned in Chapter No.10.	

Appellate Authority

Sl. No.	Name / Designation and address of the Appellate Officer	Jurisdiction of Appellate Officer	Office /Mobile / Fax	Email
1	Dr.G.Chandrashekar Reddy, IFS Vice Chairman & Managing Director, 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Entire organization.	Office : 040-23392652 040-23395750 Fax : 040-23326420 Mobile: 8008301603	vcmd.tsfdcl@ gmail.com

Chapter 18

Other Useful information [Section 4(1) (b) xvii]

- 18.1 Any other information or details of publications which are of relevance to the citizens.

NIL

Place: Hyderabad

(Dr.G.Chandrashekar Reddy, IFS)
Vice Chairman & Managing Director.

