

**THE RIGHT TO INFORMATION ACT, 2005**

**INFORMATION HAND BOOK**



**TELANGANA STATE  
FOREST DEVELOPMENT CORPORATION LIMITED**

**Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office,  
Kondapur, Ranga Reddy District - 500 084.**

## **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 Organization 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.fdc.telangana.gov.in](http://www.fdc.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

### Organization, Functions and Duties (Section 4 (1) (b) (i))

Sl. No.	Name of the organization	Address	Functions	Duties
1.	Telangana State Forest Development Corporation Ltd	Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office, Kondapur, Ranga Reddy District - 500 084.	<ol style="list-style-type: none"><li>1) Create awareness among public for conservation of Forest and nature.</li><li>2) Supply of Eucalyptus wood and Bamboo industrial cuts to Industries.</li><li>3) Sale of long bamboo to small traders, farmers and individuals.</li><li>4) Sale of Eucalyptus clonal plants to farmers &amp; Govt. agencies.</li><li>5) Providing gainful employment to labourers.</li><li>6) Development of Ecotourism activities.</li></ol>	As described in previous column.

**Chapter 3**  
**Powers and Duties of Officers and Employees.**

**Section 4(1)(b)(ii)**

<b>Sl. No</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Duties allotted</b>	<b>Powers</b>
1.	Dr.G.Chandrashekar Reddy, IFS., Prl.Chief Conservator of Forests.	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

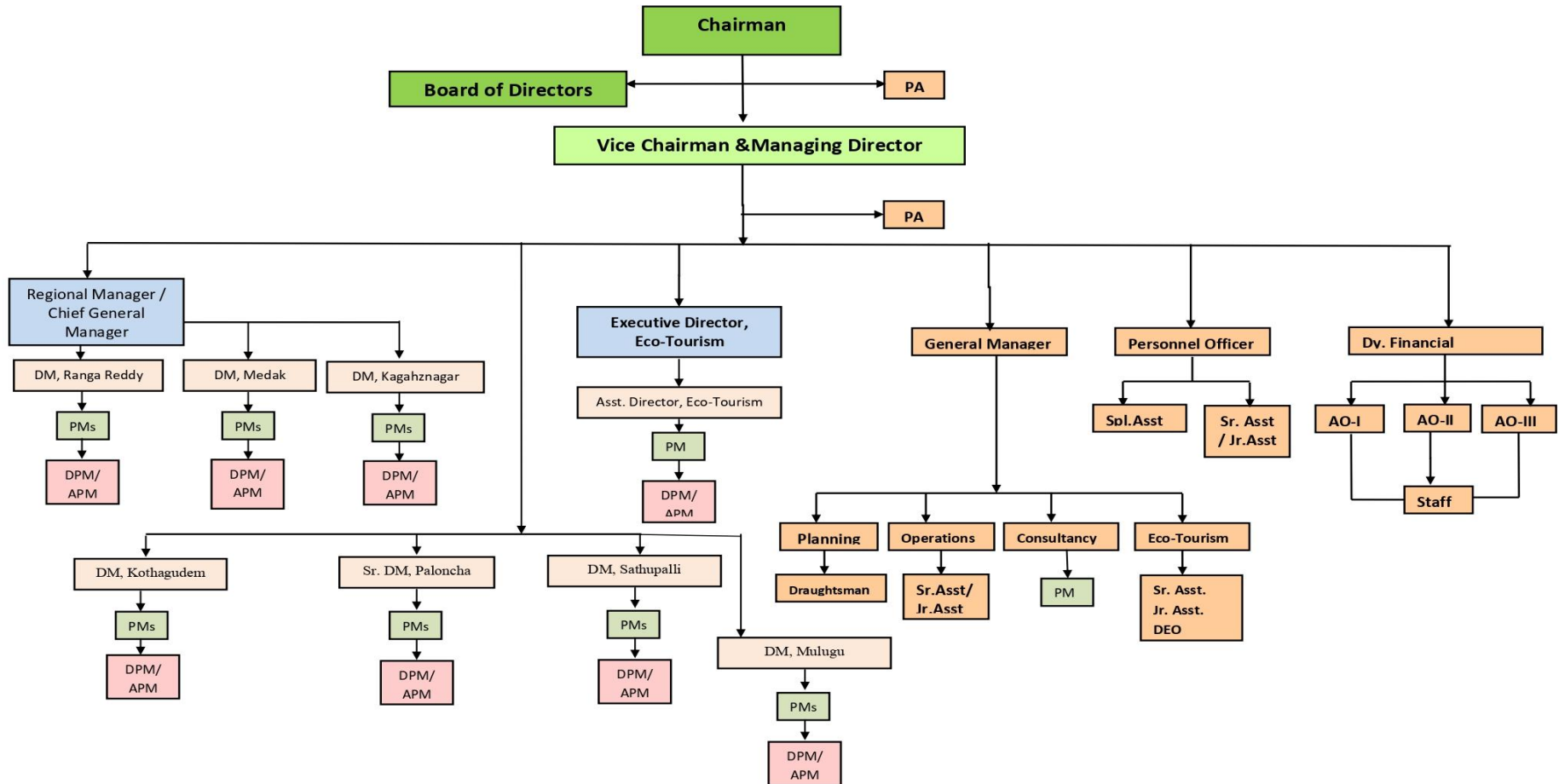
### Procedure followed in Decision-making Process (Section 4(1) (b)(iii))

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 Divisions for the month is obtained from the Divisional Managers	After due examination, funds will be released to the Divisions for the month.	VC&MD
Implementation/delivery of service/utilization of funds	Divl. Manager will utilize the funds for execution of works.	After obtaining the funds from Head Office, the Divisional Managers releases the required funds to the Plantation Managers.	VC&MD
Monitoring and evaluation	Plantation Manager executes the works.	Divisional Manager	VC&MD / Regional Manager/ CGM
Undertaking Improvements	Carrying out field and Office work and New technologies in regeneration, introduction of new species etc.	Regional Manager /CGM	VC&MD
Eco-tourism	Monitoring ongoing Eco-tourism projects / Tenders	Executive Director	VC&MD
Operations & Planning	Monitoring of the field Operations scrutiny of FSR, Marketing of the produce viz., Calling of Tenders , Sales confirmation etc.	GM	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.

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

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.

<b>Sl.No.</b>	<b>Category of document</b>	<b>Title of the document</b>	<b>Designation and address of the custodian.</b>
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 / <b>Head Office</b>	Dr.G.Chandrashekar, IFS., Prl.Chief Conservator of Forests, Vice Chairman & Managing Director ,TSFDC Ltd., Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office, Kondapur, Ranga Reddy District - 500 084	Off: 040- 23392652  Cell: 9948919666	vcmd.tsfdcl@gmail.com
2	Head Office	Sri D.Venkateswar Reddy, DCF, Regional Manager/CGM, Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office, Kondapur, Ranga Reddy District - 500 084	040-23392652  Cell: 9440810158	rmcgmtsfdcl@gmail.com
3.	Head Office	Dr.G.Skylab, General Manager, Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office, Kondapur, Ranga Reddy District - 500 084	040-23392652  Cell: 8008301609	gmtsfdcl@gmail.com
4.	Head Office	Sri A.Kiran Kumar, Dy. Financial Controller Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office, Kondapur, Ranga Reddy District - 500 084	040-23392652  Cell: 8008554557	dfc.tsfdcl@gmail.com
5	Head Office	Smt. B.Pushpa Latha Personnel Officer, Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office, Kondapur, Ranga Reddy District - 500 084	Off: 040- 23392652  Cell: 8008554558	potsfdc@gmail.com
6.	Executive Director & Asst. Director Eco-Tourism.	Sri Laxman Ranjeet Nayak,IFS.,, Assistant Director, Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office, Kondapur, Ranga Reddy District - 500 084	040-23392652 Cell: 7995462016	<a href="mailto:adoptsfdc@gmail.com">adoptsfdc@gmail.com</a>
7.	Ranga Reddy Division	Smt. K. Shireesha Divisional Manager, 3 <sup>rd</sup> Floor, LRB Plaza Building, Shameerpet, Medchal- 500 078.	Cell: 8008301613	dmtsfdcrr@gmail.com

8.	Medak Division	Smt. T.Vijaya Bharathi, Divisional Manager, 2 <sup>nd</sup> Floor, H.No.-2-81,NH65, Near flyover, Pothireddy Pally X Road, Sangareddy - 502285	Cell: 8008301642	<a href="mailto:dmmedak@gmail.com">dmmedak@gmail.com</a>
9.	Mulugu Division	Smt. M.Madhavi, Divisional Manager, H.No.1-464 2 <sup>nd</sup> floor, Pragathi Colony, Mulugu (Dist) - 506343.	Cell: 8008301615	<a href="mailto:tsfdcwgl@gmail.com">tsfdcwgl@gmail.com</a>
10.	Kaghaznagar Division	Smt. T.Sreesravani, Divisional Manager, TSFDC, Opp. ESI Hospital, Near RTC Bus Stand, Sirpur Kaghaznagar – 504296	Cell: 8008301614	<a href="mailto:tsfdcskzr@gmail.com">tsfdcskzr@gmail.com</a>
11.	Kothagudem Division	Sri G.Chandra Mohan, Divisional Manager, Kothagudem Division, Laxmidevipally, Kothagudem – 507 106. Khammam Dist.	Off: 08744- 242240 Cell: 8008301619	<a href="mailto:dmtsfdckgm@gmail.com">dmtsfdckgm@gmail.com</a>
12.	Sathupalli Divn.	Sri G.Ganesh, Divisional Manager, Near R & B Guest House, Sathupalli, Khammam District – 507 303.	Off: 08761- 282533 Cell: 8008301621	<a href="mailto:dm.tsfdcl.spl@gmail.com">dm.tsfdcl.spl@gmail.com</a>
13.	Paloncha Divn.	Smt. V.Thanuja, Divisional Manager, Paloncha Division, Laxmidevipally, Kothagudem – 507 106. Khammam Dist.	Off: 08744- 242271 Cell: 8008301620	<a href="mailto:dmpaloncha@gmail.com">dmpaloncha@gmail.com</a>

**Chapter - 11**

**Monthly Remuneration received by Officers and Employees, including the system of compensation as provided in Regulations.**

**Section 4(1)(b)(x)**

<b>11.1.</b>	<b>Information on remuneration and compensation structure for Officers and employees in the following format.</b>		
<b>S. No</b>	<b>Designation/No. of posts</b>	<b>Monthly Remuneration for the cadre in Rs.</b>	<b>System of compensation to determine remuneration as given in regulation.</b>
1	VC&MD (1)	370036	Central Govt. Pay Scales (AIS Officer)
2	Executive Director (1)	141284	
3	Regional Manager (1)	209,999	As per the 2020 Pay Scales approved by the Govt. of Telangana from time to time.
4	General Manager(1)	138216	
5	Dy.Financial Controller (1)	159962	
6	Personnel Officer (1)	93553	
7	Accounts Officer	93553	
8	Divisional Managers (6)	666054	
	Spl. Asst /Sr. Acct., /	368126	
9	Sr. Asst.,/Jr. Asst (5)		
10	Despatch Clerks (2)	156278	
11	Plantation Managers/ Dy. PMs/APMs (38)	3117975	
12	Drivers (2)	126249	
13	Office Subordinates/ Watchmen (5)	409318	
14	Outsourced staff (113)	2166750	

**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 2022-23 by TSFDC Ltd.					
Agency	Budget Heads	Description	Physical 2022-23 (in lakhs)	Financial 2022-23	Report on disbursements made	
	<b>(A) EXPENDITURE</b>					
<b>TSFDC</b>	<b>I) Nursery Development</b>					
	Eucalyptus	Nos.	934544	56.07	Not connected with Public	
	Bamboo	Nos.	731628	29.27		
	<b>II) Regeneration Exp.</b>					
	<b>a) Raising of Plantations</b>					
	Eucalyptus ( E.P.395.29 ha , B.P.84.57 ha & Misc. 278.60)	Ha	758.46	928.13		
	<b>b) Maint. Of plantations</b>					
	Eucalyptus	Ha	22378.76	1153.55		
	Bamboo	Ha	6188.74	123.77		
	Teak & Cashew & Others		438.36	5.26		
	<b>III) Harvesting of plantations</b>					
	Eucalyptus	MT	281008	2107.56		
	Bamboo	Nos.	3087684	416.84		
	Subabul & Misc. Fire wood			31.43		
	IV) Eco-Tourism Activities			230.98		
	V) Salaries & Admn. Overheads			1913.18		
	VI) Payment of Advance Tax			409.96		
	VII)Capital Expenses			237.74		
	<b>Total (A)</b>					<b>7643.74</b>
	<b>(B) REVENUE</b>					
	i)Eucalyptus	MTs	279687	11781.1		
	ii) Bamboo	Nos.		1331.74		
	iii)Cashew	Cum.		2.15		
iv)Misc., Sales & Income			1958.59			
v)Eco-Tourism			230.98			
vi)Other Income			0			
<b>Total (B)</b>				<b>15304.56</b>		



<b>12.2. Information on the budget allocated for different activities under different programmes/schemes/Projects etc.</b>						
<b>Agency</b>	<b>Programme/ Scheme</b>	<b>Approved Budget Last year (2022-23)</b>	<b>Actuals for last year (2022-23)</b>	<b>Approved Budget Current year (2023-24)</b>	<b>Actuals for current year (2023-24) ( 11/2023)</b>	
	<b>Outflow of Funds</b>					
<b>TSFDC</b>	1) Capital Expenses	546.49	237.74	2772.46	247.20	
	2) Regeneration Exp	2098.60	2210.71	1997.60	1689.05	
	3) Harvesting Expenses	2509.68	2555.83	2191.97	1991.00	
	4) Production Overheads	29.39	25.01	38.39	18.19	
	5) Admn. Overheads	395.75	407.36	471.40	209.37	
	6) Salaries	1624.56	1505.82	1684.78	1157.09	
	7) Employers Contribution to EPF	101.57	134.39	72.00	70.02	
	8) Payment of Gratuity fund	124.12	124.12	80.00	16.55	
	9) Payment of TSFPTP Loans etc	0.00	0	0.00	0.00	
	10) TSFDC Employee Group Sup. Scheme	1100.00	1100	0.00	0.00	
	11) Payment of Advance Tax	294.20	409.96	300.00	344.00	
	12) Loans and Advances to staff	104.59	4.41	138.80	3.43	
	<b>Total</b>	<b>8928.95</b>	<b>8715.35</b>	<b>9747.40</b>	<b>5745.90</b>	
		<b>Inflow of Funds</b>				
		i) Eucalyptus	12585.33	11781.10	13989.65	13725.30
		ii) Bamboo	1261.1	1331.74	329.10	649.69
		iii) Cashew	15.65	2.15	28.70	0.00
	iv) Misc Sales & Income	1544.54	1958.59	1753.93	1740.75	
	v) Eco-Tourism	204.22	230.98	250.68	223.93	
	vi) Other Income	0	0	0.00	0.00	
	<b>Total</b>	<b>15610.84</b>	<b>15304.56</b>	<b>16352.06</b>	<b>16339.67</b>	
<b>Note : There is no budgetary support from Govt. of TS</b>						

**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.

<b>Electronic format</b>	<b>Description</b>	<b>Contents</b>	<b>Designation and address of the custodian of information</b>
Website	<a href="http://www.fdc.telangana.gov.in">www.fdc.telangana.gov.in</a>	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.

<b>Facility</b>	<b>Description</b>	<b>Details of information made available.</b>
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	<a href="http://www.fdc.telangana.gov.in">www.fdc.telangana.gov.in</a>	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.	Dr.G.Skylab., General Manager	Office : 040-23392652 Mobile: 8008301609	gmtdsfdcl@gmail.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.B.Pushpa Latha Personnel Officer	Office: 040-23392652 Cell: 8008554558	potsfdcl@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., Prl.Chief Conservator of Forests, & Vice Chairman & Managing Director, TSFDC Ltd., Botanical Garden, Gate No. 2, Masjid Banda Road, Kothaguda Post Office, Kondapur, Ranga Reddy District - 500 084	Entire organization.	Office : 040-23392652 Mobile: 9948919666	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

Date: 24.04.2024

**Sd/-**

Vice Chairman & Managing Director,  
TSFDC Ltd., Hyderabad.