

## UNDER SECTION 4(1)(b) OF RTI ACT, 2005

### TSIIC - Right to Information Act – 2005

<a href="#">Chapter 1</a>	TSIIC Back ground & Key objectives:
<a href="#">Chapter 2</a>	TSIIC Functions and Duties
<a href="#">Chapter 3</a>	The Powers and Duties of Officers of TSIIC
<a href="#">Chapter 4</a>	Procedure followed in the decision making
<a href="#">Chapter 5</a>	The norms set by it for the discharge of its functions
<a href="#">Chapter 6</a>	The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
<a href="#">Chapter 7</a>	Categories of documents that are held by TSIIC
<a href="#">Chapter 8</a>	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:
<a href="#">Chapter 9</a>	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
<a href="#">Chapter 10</a>	The Directory of its officers and employees
<a href="#">Chapter 11</a>	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:
<a href="#">Chapter 12</a>	Budget
<a href="#">Chapter 13</a>	The manner of execution of subsidy programmes', including the amounts allocated and the details of beneficiaries of such programmes:
<a href="#">Chapter 14</a>	Particulars of recipients of concessions, permits or authorizations granted by it:
<a href="#">Chapter 15</a>	The Details in respect of the information, available to or held by it, reduced in an electronic form;
<a href="#">Chapter 16</a>	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:
<a href="#">Chapter 17</a>	The names, designations and other particulars of the Public Information Officers:
<a href="#">Chapter 18</a>	Such other information as may be prescribed; and thereafter update these publications every year:

**CHAPTER-1**  
**TSIIC Back ground & Key objectives**  
**[Section 4 (1)(b)-I ]**

**Introduction:**

**1.1 Back ground & Key objectives:**

Telangana State Industrial Infrastructure Corporation (TSIIC) Limited was incorporated on 04-09-2014 as per the companies Act, 2013 under provisions of AP Re-organization 2014. TSIIC provides industrial infrastructure through the development of industrial areas. Besides, the Corporation is also developing sector focused parks like apparel park/food processing parks/leather parks in the State.

With the advent of economic liberalization, the Corporation has reoriented itself to the changing needs of economy and assumed the role of facilitator. To its credit, the Corporation has developed Hi-Tech city with a private promoter. The Corporation is the principle facilitator in Mega Projects like Special Economic Zone, Convention Centre, Financial District, Hardware Park at Hyderabad, etc. The Corporation has to its credit the execution of civil works for various Government Departments. It has executed works covering Referral Hospitals, Navodaya Schools, Polytechnic Buildings, Court Complex, Building and Hostel for Indian Institute of Information Technology. Government entrusted the responsibility of constructing Games Stadia and Games Village for the National Games on Project Management Basis. The Corporation is the Nodal Agency for Government Sponsored scheme like Growth Centres, Export Promotion Industrial Parks, Integrated Infrastructure Development Centres.

**1.2 Who are the intended users of the Hand Book?**

Citizens, civil society organizations, public representatives, officers and employees of the public authorities including Public Information Officers and Asst. Public Information Officers and Appellate Officers, Central and State Information Commissions, etc.

**1.3 Definitions of key terms:-**

TSIIC - Telangana State Industrial Infrastructure Corporation Limited

VC&MD - Vice Chairman & Managing Director

CE - Chief Engineer

CGM- Chief General Manager

GM- General Manager

ZM- Zonal Manager

DZM- Deputy Zonal Manager

DGM- Deputy General Manager

M- Manager

AM-Assistant Manager

CS- Company Secretary

## **CHAPTER-2**

### **The particulars of its organization, functions and duties**

#### **[Section 4 (1)(b)-II ]**

The Telangana State Industrial Infrastructure Corporation Limited (Composite APIIC) has been constituted by the Government of Telangana State through G.O.Ms.No,831 Industries & Commerce Department, Hyderabad dated:10.09.1973 to exercise the powers conferred on and to perform functions assigned to it. The Government of Telangana State have transferred all the Industrial Estates and Industrial Development Areas established in the Telangana State to Telangana State Industrial Infrastructure Corporation Limited (Composite APIIC) vide G.O.Ms.No.1162 dated 04.012.1973.

#### **Functions/Duties**

- Acquisition / Alienation of Govt. lands for Industrial Parks
- Identification of sites for Industrial Areas and development of layouts
- Provision of Infrastructure facilities in developed and existing layouts
- Allotment of developed plots
- To perform a role as facilitator for Industrial Investment in the State
- Planning and Development of Projects under Project Development Promotion Partnership and project identification and implementation
- Promotion of Infrastructure Projects under Public Private Partnership mode
- Nodal Agency for all Industrial Infrastructure Projects including IT Parks, Biotech Parks, Apparel Parks and Special Economic Zones in the State

## **CHAPTER-3**

### **The Powers and Duties of Officers & Employees (Section 4(1)(b)-III )**

#### **OFFICERS IN TSIIC AND SUBJECTS ALLOTTED:**

#### **VICE CHAIRMAN & MANAGING DIRECTOR (FAC) : Sri E.Venkat Narsimha Reddy**

Vice Chairman & Managing Director (FAC) is the Chief Executive Officer of the Corporation with powers and responsibilities delegated by the Board, from time to time.

Vice Chairman & Managing Director (FAC) has overall responsibility of Organization to carry out its programmes and policies.

Vice Chairman & Managing Director (FAC) shall approve Quality Manual and Quality System Procedure.

Vice Chairman & Managing Director (FAC), has the authority to oversee the entire activities of the Organization and to implement total Quality System.

### **VC&MD(FAC) : Sri E. Venkat Narsimha Reddy**

He is allocated with the following subjects:

1. NIMZs
2. MIS/ERP
3. IPU
4. Subjects related to Special Projects like Ramky Pharma City, Project Wing including SEZ, PCPIR, APGIC, Joint Venture Projects.
5. Asset Management Wing
6. Lands Wing (Land Acquisition and alienation)
7. Finance Wing
8. Legal Wing
9. Secretarial Wing
10. Personnel and Administration Wing
11. Public Relations Wing
12. Internal Audit – Finance and Asset Management
13. RTI-Appellate Authority
14. Local Authority Cell
15. Engineering Wing
16. EMP Cell
17. R & R issues in the entire State

### **Chief Engineer: Sri A.Lakshmi Kantha Reddy**

He is in charge of the civil works in respective of the following zones.

Nizamabad, Khammam, Yadadri, Medchal-Siddipet (Jeedimetla), Patancheru, Shamshabad, Warangal, Cyberabad & Karimnagar Zones.

He is reporting to the VC&MD (FAC).

### **Special Deputy Collector: Sri G. Shiva Kumar**

He is assisting the VC&MD (FAC) in matters relating to Land Acquisition.

### **Chief General Manager (AM) – Asset Management Wing,: Smt D.Gitanjali**

She assists the VC&MD (FAC) in matters relating to Asset Management Wing, i.e., allotment of land, fixation of land cost, etc.

### **General Manager (AM) –Internal Audit & RTI : Smt. B. Sunita Bai**

She is looking after the works relating to Internal Audit & RTI Act. She is reporting to VC&MD(FAC).

### **General Manager (AM) - Personnel & Administration: Smt S. Kalavathi**

She is looking after the works relating to Personnel Wing & Administration Wing. She is reporting to the VC&MD(FAC) .

### **General Manager (Legal Wing) I/c: Sri P. Maheshwar**

He is looking after the Legal matters of the Corporation and is working under the control of the VC&MD(FAC) .

**Deputy General Manager (AM) - LAC: Smt. OVT.Sharada**

She is looking after the works relating to Local Authority matters. She is reporting to VC&MD(FAC).

**General Manager (IPU): Consultant (Projects) Sri R.Krishna Murthy**

He is looking after the following projects and reporting to the VC&MD(FAC).

1. SEZs developed under the jurisdiction of Telangana.
2. Biotech Parks
3. Mega Food Park Schemes of CWI,
4. MSE-CDP Schemes.
5. NIMZ
6. Textiles Parks,
7. MIIU Schemes of CWI,
8. ASIDE
9. Solar Power Projects.
10. Soft ware Unit Layout
11. Madhapur
12. Hitech City, Madhapur,
13. Nanakramguda,
14. Financial Dist,
15. HEC
16. Fabcity,
17. Hyderabad Knowledge City
18. Raidurg
19. IT Park, Manikonda,
20. IT Park, Gopanpally,
21. Emaar Township.
22. Hard Ware Park
23. IT/ITEZ, Adibatla,
24. ITIR
25. EHMC
26. Aerospace
27. Nadergul
28. IT Madikonda Warangal,
29. IT/ITES/SEZ,Hard ware Park, Mamidipally & Saroomagar Shamshabad Zone and ETC

**Manager (MIS & PR): Sri K. Suraj Kumar**

He is in charge of Computers and Management Information Systems and Public Relations. He is reporting to the VC&MD(FAC).

**Deputy General Manager (Finance) (FAC): Sri R. Deepak Kumar**

He is responsible for finalization of accounts, price fixation, etc. He is reporting to the VC&MD (FAC) in the matters of Accounts and Finances of the Corporation.

## ZONAL MANAGERS:

Zonal Manager is the field level representative of the Corporation who is responsible to implement programmes and policies of the Corporation, as per delegations given to him. He is responsible to identify new entrepreneurs and improve occupancy position and is responsible for arranging district level promotional campaign to attract entrepreneurs/ business development.

He is responsible for execution of civil works, as per schedule and ensure quality of works. He is responsible for correcting non-conformance and servicing.

He is responsible for financial management and Accounts at Zonal Offices.

He has been delegated with requisite authority to create quality produce (infrastructure); implement policies of the Corporation and improve marketing potential for the products.

He is designated as Public Information Officer to receive applications under RTI ACT,2005.

There are 09 Zones in the Corporation. List of Zonal Offices, Zonal Managers and the jurisdiction of each Zonal Office is mentioned below :

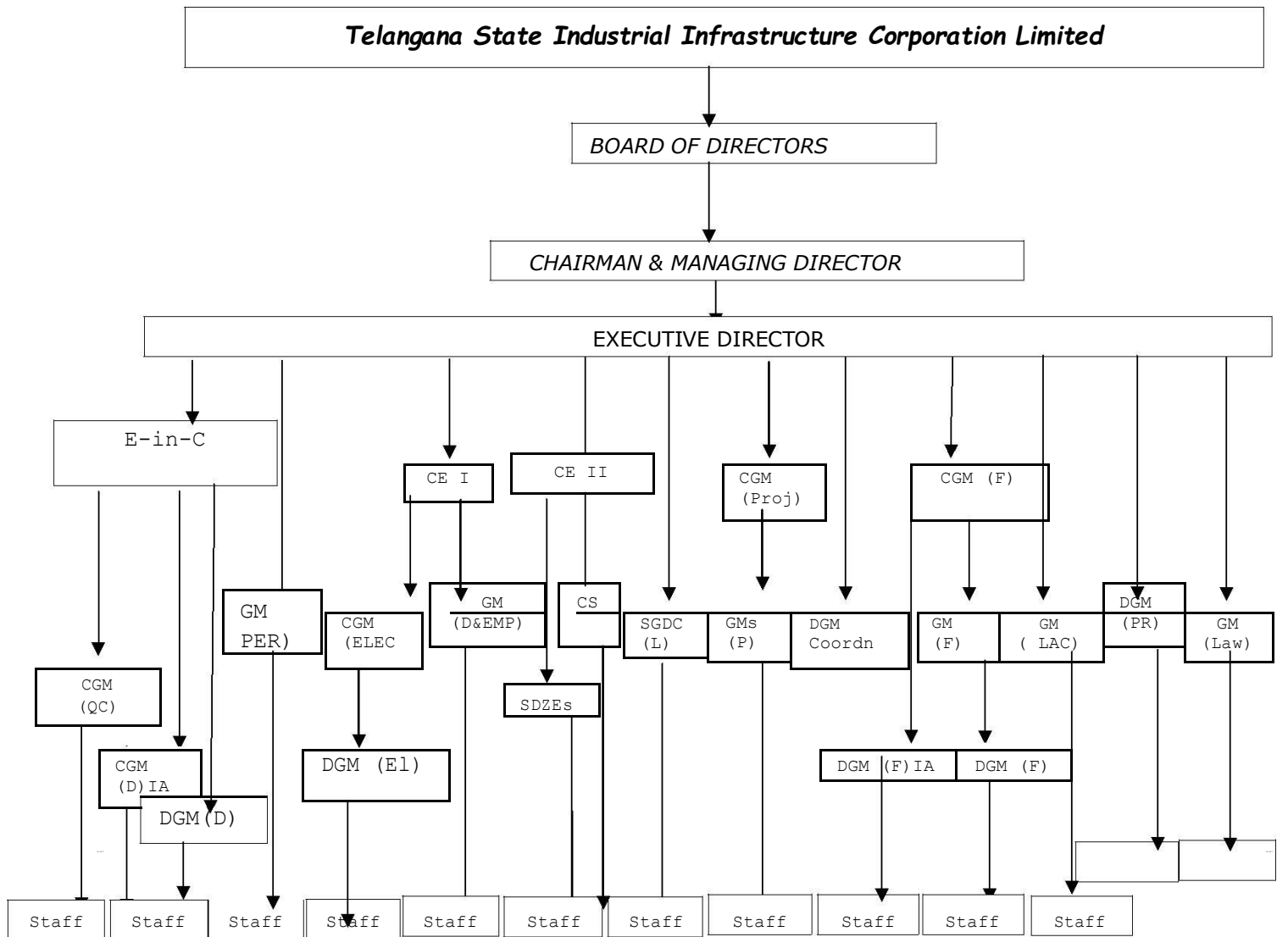
## LOCATION OF ZONAL OFFICES WITH JURISDICTIONS AND NAMES OF ZONAL MANAGERS:

Sl.No.	Zone and Head Quarters	Name of the Zonal Manager /ZM(FAC)/ZM(I/c) and their Phone Number	Jurisdiction
1.	Nizamabad (HQ:Nizamabad)	Sri D.Laxman Rao, 8187073111	Adilabad, Komaram Bheem, Nirmal, Nizamabad and Kamareddy Districts
2.	Karimnagar (HQ: Karimnagar)	Sri Ajmeera Swamy, 9948665086	Mancherial, Karimnagar, Peddapally, Jagityal and Sircilla Districts
3.	Warangal (HQ: Warangal)	Sri Rathod Rathan, 9848933881	Bhupalapalli, Warangal (U), Warangal (R) and Jangaon Districts
4.	Khammam (HQ: Khammam)	Sri A. Pavan Kumar 9912207771	Khammam, Kothagudem and Mahabubabad Districts
5.	Yadadri (HQ:Bhongir)	Smt. M. Leelavathi, 8498900031	Nalgonda, Yadadri and Suryapet Districts
6.	Medchal – Siddipet (HQ: Jeedimetla)	Smt B.Madhavi; 9848933871	Siddipet and Medchal- Malkajgiri Districts
7.	Patancheru (HQ: Patancheru)	Smt.P.K.Revathi Bai, 9848933882	Sangareddy and Medak Districts

8.	Shamshabad (HQ: Shamshabad)	Sri D Ravi , 9948221677	Rangareddy (Excluding Serilingampally, Rajendra Nagar, Gandipet, Shankarpalli, Moinabad, Chevella Mandals), Mahaboobnagar, Wanaparthi, Gadwal and Nagarkurnool Districts
9.	Cyberabad (HQ: Cyberabad)	Sri C.Vinod Kumar, 948220512	Vikarabad, Hyderabad and Ranga Reddy (Consisting of Serilingampally, Rajendra Nagar, Gandipet, Shankarpalli, Moinabad, Chevella Mandals) Districts

## CHAPTER 4

**The procedure followed in the decision making process, including channels  
of supervision and accountability  
[Section 4 (1)(b)-IV ]**



E-in-C	Engineer in Chief
CE	Chief Engineer
CGM (F)	Chief General Manager (Finance)
CGM (P)	Chief General Manager (Projects)
CGM (A)	Chief General Manager (Admn)
CGM (QC)	Chief General Manager (Quality Control)
DCE (E)	Deputy Chief Engineer (Electrical)
CS	Company Secretary

SGDC (L)	Special Grade Dy. Collector (Lands)
GM (LAC)	General Manager (Local Authority Cell)
GM (IA)	General Manager (Internal Audit)
GM	General Manager
SDZE	Sr. Dy. Zonal Engineer
DGM (D)	Dy. General Manager (Development)
DGM (F)	Dy. General Manager (Finance)
DGM (IA)	Dy. General Manager (Internal Audit)



## **CHAPTER-5**

**The norms set by it for the discharge of its functions: [Section 4 (1)(b)-V ]**

The Vice Chairman & Managing Director has delegated certain powers to the Zonal Managers for execution of field works and the same will be reviewed by VC&MD during Zonal Conference

## **CHAPTER-6**

**The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:  
[Section 4 (1)(b)-VI ]**

CDA Regulation (Conduct – Discipline – Appeal Rules)	- <a href="#">Annexure - I</a>
TSIIC Limited Staff Regulations	- <a href="#">Annexure - II</a>
PROFORMA for Provisional Allotment Letter	- <a href="#">Annexure - III</a>
FORMAT of Agreement and Undertaking for sale of plot-land-shed	<a href="#">Annexure - IV</a>
PROFORMA of Allotment Orders in case of Special Economic Zones	- <a href="#">Annexure - V</a>
LEASE DEED PROFORMA FOR THE ALLOTTEE WHO WILL PAY	
DEVELOPMENT COST IN INSTALLMENTS	- <a href="#">Annexure - VI</a>
LEASE DEED PROFORMA FOR THE ALLOTTEE WHO HAVE PAID TOTAL LEASE PREMIUM	<a href="#">Annexure - VII</a>

## **CHAPTER-7**

**A statement of the categories of documents that are held by it or under its control:**

**[Section 4 (1)(b)-VII ]**

The Corporation holds a number of documents. Some of them are confidential in nature. They include Agenda and Minutes of the Board of Directors, Confidential reports of employees, etc. Other records include awards for lands acquired by the Corporation, Sale Deeds issued to the allottees of industrial lands/ sheds /houses/ godowns, tenders, Measurement Books, Statement of accounts.

## **CHAPTER-8**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

### **[Section 4 (1)(b)-VIII ]**

As per the bye laws of the TSIIC, Government has appointed Board of Directors with Official and Non-Official members for formulation of policies and implementation thereof.

Under Local authority status, representatives of Industrial establishments have been nominated under Service Society concept to maintain the civic amenities in the Industrial Areas developed by the Corporation.

## **CHAPTER-9**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

### **[Section 4 (1)(b)-IX ]**

### **LIST OF BOARD OF DIRECTORS:-**

1. Sri Gyadari Balamallu,  
Chairman,  
TSIIC Limited  
HYDERABAD-500 004
2. Sri E. Venkat Narsimha Reddy,  
Vice Chairman & Managing Director (FAC)  
TSIIC Limited  
HYDERABAD-500 004

## **CHAPTER-10**

**[The directory of its officers and employees.](#) [Section 4 (1)(b)-X]**

## **CHAPTER-11**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

### **[Section 4 (1)(b)-XI]**

**[Pay Particulars Of the Staff Of the Corporation](#)**

## **CHAPTER-12**

**The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

**[Section 4 (1)(b)-XII]**

**[Revised Estimates 2010-11 and Budget Estimates for 2011-12](#)**

## **CHAPTER-13**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

**[Section 4 (1)(b)-XIII]**

Corporation extend 33 1/3% (subject to maximum Rs.5.00 lakhs) rebate in land cost to the SC/ST Entrepreneurs

Details of Incentives for setting up of New Industries in Andhra Pradesh- Industrial Investment Promotion Policy for 2010-2015

**[Annexure VIII](#)**

## **CHAPTER-14**

**Particulars of recipients of concessions, permits or authorizations granted by it: [Section 4 (1)(b)-XIV]**

Some of the allotment/offer of allotments made to SC/ST Entrepreneurs from 01/04/09 (**[Annexure IX](#)**)

## **CHAPTER-15**

**The Details in respect of the information, available to held by it, reduced in an electronic form;**

**[Section 4 (1)(b)-XV]**

The information in respect of the activities of TSIIC Ltd is made available in www.tsiic.telangana.gov.in website. This Corporation has also proposed to have an on line application to provide information to the entrepreneurs about the vacancy of Plots/Sheds/Houses/ Land Zone wise/District wise and the prevailing rates and also have email correspondence with the entrepreneurs by Zonal Offices as well as from Head Office.

## **CHAPTER-16**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

**[Section 4 (1)(b)-XVI]**

In Head Office all the information, Brochures in respect of the Projects/Industrial Estates/Industrial Development Areas are made available with Public Relations Officer in charge of PR wing of the Corporation at Head Office. It is also proposing to place the said information in the Website being developed for providing online information.

All the Zonal Managers in the Zonal Offices will provide the above information in their respective jurisdictions.

NO separate Library/Reading Rooms are being maintained in Head Office for Public use.

The information on availability of Industrial Plots/Sheds in Industrial Estates /Industrial Areas in the State is being published in daily News Papers periodically by all the Zonal Offices in the State.

## **CHAPTER-17**

**The names, designations and other particulars of the Public Information Officers: [Section 4 (1)(b)-XVII]**

<b>S.No</b>	<b>Name/Designation/Address</b>	
1	Sri A. Lakshmi Kantha Reddy, CE TSIIC Ltd, 6 <sup>th</sup> Floor, Parishrama Bhavan, Basheerbagh, Hyderabad - 500 004. Phone No. 23237626, Cell: 9948220510	<b>Appellate Authority</b>
2	Smt. B. Sunita Bai, GM (IA & RTI) TSIIC Ltd, 6 <sup>th</sup> Floor, Parishrama Bhavan, Basheerbagh, Hyderabad - 500 004. Phone No. 23237626, 9948220505	<b>State Public Information Officer</b>

All the Zonal Managers are designated as Public Information Officers in their Jurisdictions.

## **CHAPTER-18**

**Such other information as may be prescribed; and thereafter update these publications every year:**

**[Section 4 (1)(b)-XVIII]**

The information from time to time will be updated and made available to the public in TSIIC website : <https://tsiic.telangana.gov.in/>

**UNDER SECTION 5(1) & (2)**  
**RIGHT TO INFORMATION ACT, 2005**  
**(CENTRAL ACT 22 OF 2005)**

**PUBLISHED FOR GENERAL INFORMATION ON 21<sup>ST</sup> JUNE, 2005**

**TSIIC LIMITED**

**I. HEAD OFFICE:**

- |  |   |
|--|---|
| <b>1. APPELLATE AUTHORITY</b>              | <b>: Sri A. Lakshmi Kantha Reddy, CE<br/>TSIIC LIMITED,<br/>HYDERABAD.<br/>CELL NO. : 9948220510.</b>         |
| <b>2. STATE PUBLIC INFORMATION OFFICER</b> | <b>: Smt. B. Sunita Bai<br/>GM (IA &amp; RTI)<br/>TSIIC LIMITED,<br/>HYDERABAD.<br/>CELL No. : 9948220505</b> |

**II.ZONES:**

**List of PIOs- Zonal Offices- TSIIC**

- |  |  |
|--|--|
| <b>1. ZONAL MANAGER (FAC)<br/>TSIIC LIMITED, CYBERABAD ZONE,<br/>TSIIC CENTRE-CA<br/>BESIDE POLARIS,<br/>FINANCIAL DISTRICT,<br/>NANAKRAMGUDA,<br/>RR DIST, HYDERABAD.-500 032.<br/>OFFICE Tel. 040 23007200<br/>CELL NO.9948220512</b>                              | <b>Sri. C.Vinod Kumar,<br/>PUBLIC INFORMATION OFFICER.</b> |
| <b>2. ZONAL MANAGER (FAC),<br/>TSIIC LIMITED,<br/>SHAMSHABAD ZONE,<br/>HARDWARE PARK, SURYEY NO.1/1,<br/>IMARAT KANCHA, RAVIRAYAL VILLAGE,<br/>ADJ.TO PAHADI SHARIF POLICE STATION,<br/>HYDERABAD-501359<br/>OFFICE TEL. No 040 24001887<br/>CELL NO. 9948221677</b> | <b>Sri. D.Ravi<br/>PUBLIC INFORMATION OFFICER.</b>         |
| <b>3. ZONAL MANAGER,<br/>TSIIC LIMITED,<br/>INDUSTRIAL PARK,<br/>JEEDIMETLA,<br/>HYDERABAD-18.<br/>OFFICE TEL.NO. 040 23095414<br/>CELL NO.9848933871.</b>   | <b>Smt. B, Madhavi<br/>PUBLIC INFORMATION OFFICER,</b>     |

4. ZONAL MANAGER,  
TSIIC LIMITED,  
INDUSTRIAL PARK,  
PATANCHERU,  
MEDAK DISTRICT-502 319,  
OFFICE TEL.NO. 08455-242068,  
CELL No. 9848933882

Smt. P.K. Revathi Bai,  
PUBLIC INFORMATION OFFICER,

5. ZONAL MANAGER (FAC)  
TSIIC LIMITED,  
INDUSTRIAL PARK,  
MULUGU ROAD,  
WARANGAL-506 007.  
OFFICE TEL.NO. 0870-2523217,  
CELL NO. 9848933881.

Sri Rathod Rathan  
PUBLIC INFORMATION OFFICER,

6. ZONAL MANAGER (I/c)  
TSIIC LIMITED,  
INDUSTRIAL PARK,  
PADMA NAGAR,  
VEMULAWADA ROAD,  
KARIMNAGAR-505 002.  
OFFICE TEL.NO. 08782-254415  
CELL NO. 9948665086

Sri. Ajmeera Swamy  
PUBLIC INFORMATION OFFICER,

7. ZONAL MANAGER  
TSIIC LIMITED,  
ROOM No. 207 & 208  
II ND FLOOR  
COLLECTORATE COMPLEX  
A BLOCK, ZONAL OFFICE  
YADADRI 508116  
CELL NO: 8498900031

Smt. M. Leelavathi  
PUBLIC INFORMATION OFFICER,

8. ZONAL MANAGER (FAC)  
TSIIC IALA AUTONAGAR,  
INDUSTRIAL PARK,  
ARASAPALLY,  
NIZAMABAD – 503186  
CELL NO: 8187073111

Sri D. Laxman Rao  
PUBLIC INFORMATION OFFICER,

9. ZONAL MANAGER (I/c)  
TSIIC LIMITED,  
INDUSTRIAL ESTATE  
KHAMMAM - 507002  
CELL NO. 9912207771

Sri A. Pavan Kumar  
PUBLIC INFORMATION OFFICER,