

Right to Information Act

Chapter 2

Organization, Functions and Duties

[Section 4(1) (b) (i)]

1. Particulars of the organization, functions and duties:-

S.No	Name of the organization	Address	Functions	Duties
	Directorate of Sainik Welfare	<p>Director, Sainik Welfare, 2nd Floor, Sainik Aramghar Complex, Next lane to Ratnadeep Super Market, Near Yashoda Hospital, Suryanagar Colony, Somajiguda, Hyderabad- 500 082, Telangana State.</p> <p><u>Tel.Nos:</u></p> <p>040-23423211/ 23423288</p> <p><u>Fax.No.</u></p> <p>040-23423211/ 23423288</p> <p><u>Email Id:</u></p> <p>directorrsb-ts@nic.in.</p> <p><u>Website:</u></p> <p>www.telanganasainik.nic.in</p>	<p>The Department of Sainik Welfare functions under the administrative control of Home Department of the State Government. It is headed by the Director at the State level and the Regional Sainik Welfare Officer at the regional level and functions under control of the District Collector.</p>	<p>The Director, Sainik Welfare is the Head of the Department and monitors to look after the welfare of Ex-servicemen and to guide the Regional Sainik Welfare Officers for implementation of the schemes meant for the Ex-servicemen at the district levels such as training, employment and self employment and admission of children in various courses. Apart from that sanction grants from the Special Fund to the beneficiaries recommended by the Regional Sainik Welfare Officers such as Monthly Grant, Marriage Grant, Funeral Expenses, PA (Recoupment) Education concessions, Interest subsidy etc. Pooling of flag day fund, merging the same with special fund and to derive the interest from the nationalized banks for implementation of welfare schemes.</p>

Chapter 3

Powers and Duties of Officers and Employees

[Section 4(1) (b) (ii)]

Powers and duties of officers and employees of the authority by designation as follows:-

S.No	Name of the officer / Employee	Designation	Duties allotted	Powers
	Colonel P. Ramesh Kumar (Retd)	Statutory: HOD	He is the HOD having control over the 10 Regional offices.	
		Administrative: Director	Competent authority for all administrative matters pertaining to department.	All administrative powers pertaining to the Department.
		Financial:	Authorize to exercise the financial powers under Article 6 of the Chapter II of AP Financial Code Volume I and he is the budget controlling authority of the Department.	All financial and budget monitoring powers.
		Other:	Disciplinary, Pension, leave sanctioning and appointing authority upto I, II Level Gazetted Officers.	Competent to appoint upto II Level Gazetted Officers and disciplinary authority.
	Capt. R. Sreenivasulu (Retd)	Statutory:	I Level Gazetted Officer.	
		Administrative: Placement Officer	He is responsible for the entire work relating to the employment/ self employment and also to verify the applications	Powers to sponsor the names of suitable ex-servicemen for employment to various organizations.

			of the candidates for various educational, professional and non-professional course of the candidates claiming reservation in ex-servicemen quota.	
		Financial:	There are no financial duties to this post.	There are no financial powers to this post.
		Other:	He will assist the Director in conducting APRSB Meetings and preparation of agenda.	He shall interview the ex-servicemen and their dependents calling on this Directorate to sought out various problems pertaining to resettlement and place them to the Director for final decision.
	Lt(IN) K. Praveen Kumar (Retd)	Statutory:	I Level Gazetted Officer.	
		Administrative: Asst. Accounts Officer	He is overall responsible for the accounts of Special Fund, Flag Day Fund and Government Fund. He shall maintain all the accounts as per rules and assist the Director and Secretary, Special Fund in distribution of funds and sanctioning the grants.	To keep the Government money in his custody and to make payments out of them on account of pay allowances, contingencies etc., wherever such payments are in confirmatory with the financial rules. He will be the custodian of cheques, drafts, agreements, FDRs of Special Fund and other financial instruments maintain the account in all respects. He shall assist in preparation of

				Agenda, minutes and follow up action of State Managing Committee.
		Financial: Drawing & Disbursing Officer	He shall discharge the duties of Drawing & Disbursing Officer and prepare number statement and budget estimates for the entire Department and also to distribute amount approved in the annual budget to the subordinate offices.	He is the drawing and disbursing officer of all Government Accounts and special fund accounts including Flag Day Fund.
		Other:	He shall deals with the audit inspections, take actions and to prevent irregularities mentioned in the Audit.	Maintains service books of officers and staff and advice on any matter involving financial implication.
	Sri M.A. Wahab Aslam	Statutory:	Non-Gazetted Officer in the Department.	Supervision and control of staff of section.
		Administrative: Superintendent	Policy matters, accounting, maintenance of registers, special fund investments, FDRs relating to Special Fund and conducting of Flag Day and its accounting.	To check the PRs and periodicals. Preparations of agenda minutes and follow up actions of State Managing Committee.
		Financial:	Maintenance and safe custody of all cheque books/pass books relating to	Recovery of loans from ex-servicemen and reconciliation of special fund account and Flag day fund

			Special Fund and Flag Day Fund.	accounts. To check the PRs and periodicals and to verify and submit the same to the Assistant Accounts Officer, maintenance of separate registers for various grants.
		Other:	To attend all the files submitted by the staff of his section staff.	Maintenance of all records pertaining to Special Fund, Flag Day Fund and grants
	Smt K.Kalpana	Statutory:	Non-Gazetted Officer	
		Administrative: Senior Assistant	To assist Superintendent in all subjects	To maintain all subject files in order
		Financial:	There are no financial duties.	There are no financial powers
		Other:	-	-
	Smt. CH. Kanaka maha lakshmi	Statutory:	Non-Gazetted Officer	
		Administrative: Junior Assistant	To assist Senior Assistant in all subjects	To maintain all subject files in order
		Financial:	There are no financial duties.	There are no financial powers
		Other:	-	
	Smt S. Satya Sree.	Statutory:	Non-Gazetted Officer	Supervision and control of staff of her section.
		Administrative: Superintendent	General welfare work relating to pensions, family pensions, AGI final settlement, re-survey medical boards, Issue of I.Cards etc.	To maintain registered ex-servicemen on live register and to sponsor his name for employment. Policy matters relating to the subjects.
		Financial:	To maintain the amount collected	No financial powers to this post.

			on issue of duplicate I.Cards received from RSWOs.	
		Other:	Definition of ex-servicemen, fixation of pay of re-employed ex-servicemen, mobile canteens, assignment of land, house site etc.	To check Personal registers, periodicals, reports and returns.
			Scrutiny of applications for admissions under CAP category into various courses. Ex-servicemen resettlement trainings, welfare of war widows and war disabled and sanction of gallantry awards.	Preparation of agenda and assisting in conducting of AP Rajya Sainik Board meeting. Civil Military Liaison Conference and follow up action of ZSB Meetings.
		Other:	--	Maintenance of personal registers and record of war widows, war disabled and gallantry award winners.
			All work relating to reconciliation of figures in respect of Directorate and subordinate offices.	Budget estimates, revised estimates, distribution of budgets, appropriation of funds
		Financial:	All claims pertaining to the pay and allowances, TA bills, wages, electricity rents, service postage	she is the custodian of Government fund/ money and other financial instrument.

			stamps, telephones and other office expenditure claims. Disbursement and handling of cash.	
		Other:	Reimbursement of central share on maintenance of department.	Maintenance of relevant registers, cash book, acquittance registers, PA (Government) un-disbursed pay.
	Smt.S.Satya Sree	Statutory:	Non-Gazetted Officer	Supervision and control of all staff of the Directorate.
		Administrative: Superintendent	All the matters relating to the establishment, discipline, postings, transfers of Gazetted, Non-Gazetted, Class IV employees of the Directorate and Regional Sainik Welfare Offices.	To inspect personal registers and periodicals, ACRs and confidential reports of officers and staff, maintenance of telephones, stationery, equipments, furniture etc.
		Financial:	No. financial duties	No financial powers
		Other:	Correspondence relating to PRC, sanction of rents, office accommodations, pensions of employees in the entire department.	To maintain relevant stock files.
	Sri SAS Narayana Rao	Statutory:	Non-Gazetted Officer	--
		Administrative: Senior	To assist Superintendent in all subjects	To maintain all subject files in order

		Assistant		
		Financial:	There are no financial duties.	There are no financial powers
	Smt. A. Jyothi	Statutory:	Non-Gazetted Officer	--
		Administrative: Senior Assistant	To assist Superintendent in all subjects	To maintain all subject files in order
		Financial:	There are no financial duties.	There are no financial powers
		Other:		
	Kum G.Anusha Reddy	Statutory:	Non-Gazetted Officer	
		Administrative: Junior Assistant	To assist Superintendent in all subjects.	To maintain all subject files in order
		Financial:	There are no financial duties.	There are no financial powers
		Other:		-
	Sri V.Harshavardhan Reddy	Statutory:	Non-Gazetted Officer	-
		Administrative: Junior Assistant	To assist Superintendent in all subjects	To maintain all subject files in order
		Financial:	There are no financial duties.	There are no financial powers
		Other:	-	-
	Sri M. Srinu	Statutory:	Non-Gazetted Officer	-
		Administrative: Typist	To attend to all typing work and to assist Superintendent in all subjects.	To maintain all subject files in order
		Financial:	There are no financial duties.	There are no financial powers
		Other:	-	-
	Smt K. Prameela Rani	Statutory:	-	-
		Administrative: Record Assistant	To maintain the records of the entire Department. To	To maintain the list of files in the record room.

			stitch the closed files.	
		Financial:	-	-
		Other:	-	-

Chapter 4
Procedure followed in decision-making process

[Section 4(1)(b)(iii)]

4.1 The procedure followed in decision making by the public authority.

Activity	Description	Decision making process	Designation of final making authority
Goal setting & planning	Welfare activities pertaining to ex-servicemen.	Submission of schemes to the Director through PO and AD.	Director, Sainik Welfare
Budgeting	Maintenance of Directorate and 10 district offices	District wise budget plans are put up by the AAO for the approval of Director.	Director, Sainik Welfare
Formulation of programmes, schemes and projects	Pavala Vaddi	District officials	Director, Sainik Welfare
Recruitment/hiring of Personnel	Recruitment through TSPSC.	Notifying the vacancies to TSPSC.	Director, Sainik Welfare
Release of funds	Funds are released through State Budget	The AAO will submit the necessary proposals district wise including Directorate	Director, Sainik Welfare
Implementation/delivery of service/ utilization of funds	The required budget is allotted to the District offices to meet their expenditure including salaries.	The Regional Sainik Welfare Officer being drawing and disbursing officer will utilize the funds. AAO at the Directorate level.	The Director, Sainik Welfare
Monitoring & Evaluation	Monitoring of expenditure	AAO will scrutinize and submit to the	Director, Sainik Welfare

		Director.	
Gathering feedback from public	-	-	-
Undertaking improvements	The staff is being trained to attend to the RTI Act, 2005 expeditiously as per rules.	-	-

Chapter 5 Norms set for the discharge of functions

[Section 4(1)(b)(iv)]

5.1 The details of the norms/standards set by the public authority for the discharge of its functions/delivery of service.

S.No	Function/Service	Norms/Standards of performance set	Time Frame	Reference document prescribed the norms (Citizen's charter etc)
1	Issue of Identity Card	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
2	Issue of duplicate Identity Card	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
3	Registration for employment	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
4	Renewal of employment	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
5	Sponsoring the names of ESM for employment	As per the citizen Charter.	2 days	As per the citizen Charter.
6	Processing the cases of ex-servicemen for self-employment ventures	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
7	Identification of eligible ESM/ widows of ESM for undergoing resettlement training	As per the citizen Charter	3 -5 days	As per the citizen Charter.
8	Processing the cases of ex-servicemen for allotment of Army Surplus Vehicles/Oil Product Agencies etc.,	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
9	Processing the cases of ESM/ widows of ESM for allotment of land.	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
10	Processing the cases of ESM/ widows of ESM for allotment of land, house site, houses under IAY/EWS.	As per the citizen Charter.	3 -5 days	As per the citizen Charter.

11	Processing the cases of ESM/ widows of ESM for issue of dup. Discharge cert., change of home address.	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
12	Processing the cases of serving personnel for verification of home posting.	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
13	Processing the cases of ESM for Re-survey Medical Board.	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
14	Processing the cases of ESM/ widows of ESM for police protection regarding land dispute cases etc.,	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
15	Processing the cases of ESM/ widows of ESM regarding family litigation.	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
16	Processing the cases of ESM/ widows of ESM for sanction of pension/family pension, Army Gp. Insurance.	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
17	Initiation of monetary grants cases in respect of Gallantry Awardees.	As per the citizen Charter.	3 -5 days	As per the citizen Charter.
18	Issue of dependant certificate for admission into education institutions under CAP category.	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
19	Issue of un-employment certificate for admission into Military Hospitals.	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
20	Issue of certificate for availing facilities from Canteen Stores Department.	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
21	Initiation of the cases of Ex-servicemen/ widows of ESM for sanction of Marriage grant/ Funeral grant/ Educational concessions/ITI Stipends/ Boarding & Lodging charges/Financial assistance/ Adhoc grant.	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
22	Processing the cases of Ex-servicemen/widows of ESM for sanction of Marriage grant/ Funeral grant/ Educational concessions/ITI Stipends/ Boarding & Lodging charges/	As per the citizen Charter.	3-5 days	As per the citizen Charter.

	Financial assistance/Adhoc grant.			
23	Initiation of the cases of Non-pensioner II World War Veterans/ Widows for sanction of Financial.	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
24	Processing the cases of Non-pensioner II World War Veterans/ Widows for sanction of Financial.	As per the citizen Charter.	3-5 days	As per the citizen Charter.
25	Initiation of the cases of ESM/ Widows of ESM for sanction of Fin. Asst. from DAPWF/ACWF/Army/Navy/Air Force Benevolent Funds.	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
26	Processing the cases of ESM/Widows of ESM for sanction of Fin. Asst. from DAPWF/ACWF/Army/Navy/Air Force Benevolent Funds.	As per the citizen Charter.	3-5 days	As per the citizen Charter.
27	Initiation of the cases of ESM/ Widows of ESM for sanction of Fin. Asst. towards Marriage grants for daughter's marriage, Re-imburement of medical expenses, house repairs from the funds at the disposal of Kendriya Sainik Board, NewDelhi.	As per the citizen Charter.	½ hour to 2 hours	As per the citizen Charter.
28	Processing the cases of ESM/ Widows of ESM for sanction of Fin. Asst. towards Marriage grants for daughter's marriage, Re-imburement of medical expenses, house repairs from the funds at the disposal of Kendriya Sainik Board, New Delhi.	As per the citizen Charter.	3-5 days	As per the citizen Charter.
29	Disbursement of various grants to the respective grantees.	As per the citizen Charter.	Within 07 days or date on which the grantee reports.	As per the citizen Charter.

Chapter 6
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
 [Section 4(1)(b)(v)&(vi)]

6. List and gist of rules, regulations, instructions, manuals and records held by public authority or under its control or used by its employees for discharging functions are as follows.

S.No	Discription	List of contents	Price of the publication if priced
Rules and regulations			
S.No	Service Rules	Telangana State & Subordinate Service Rules	-
	Service Rules	Telangana Ministerial Service Rules	-
	Special Rules	Appointment of the RSWO's and Welfare Organisers	-
Instructions			
1	NIL	NIL	NIL
2	NIL	NIL	NIL
3	NIL	NIL	NIL
Manuals			
1	Manual of Procedures (employment) – supplied by Government of India.	Procedures for the recruitment of ex-servicemen	NIL
2	NIL	NIL	NIL
3	NIL	NIL	NIL
Records			
1	NIL	NIL	NIL
2	NIL	NIL	NIL
3	NIL	NIL	NIL
Publications			
1	NIL	NIL	NIL
2	NIL	NIL	NIL
3	NIL	NIL	NIL

Chapter 7
Categories of Documents held by the Public Authority
 [Section 4(1)(b)v(i)]

7.1 The official documents held by the public authority or under its control.

S.No	Category of document	Title of the dicument	Dignation and address of the custodian (held by under the control whom)
	Nil	NIL	NIL

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 Arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies ?

S.No	Function/Service	Arrangements for Consultation with or representation of public in relation with policy formulation.	Arrangements for Consultation with or representation of public in relation with policy implementations.
	Nil	NIL	NIL

Chapter 9
Boards, Councils, Committees and other bodies Constituted as part of public authority

[Section 4(1)(b)v(iii)]

9.1 Information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board Council , Committee etc.	Composition	Powers& functions	Whether its meetings open to public / minutes of its meetings accessible for public.
State Managing Committee for Special Fund for Reconstruction and Rehabilitation of Ex-servicemen	Hon'ble Governor of Telangana is the Chairman of the SMC and 11 other members are there in the Committee. List available in the notice board of the office)	It is only an advisory body to Hon'ble Governor of T.S for maintenance of Special Fund for the welfare of ex-servicemen	-No-
Rajya Sainik Board at State level.	Hon'ble Chief Minister/Minister for Home is the President of RSB and 26 official and 04 non-official members are there in the RSB. (List available in the notice board of the office)	It is only an advisory body to discuss the welfare matters pertaining to the ex-servicemen of Telangana State.	-No-
Regional Sainik Boards at District level	District Collector concerned is the President of ZSB and 12 official and 8 non-official members are there in the ZSB. (List available in the notice board of the concerned Regional Sainik Welfare Office)	It is only an advisory body to discuss the welfare matters pertaining to the ex-servicemen of the concerned district.	-No-

Chapter 10
Directory of officers and employees

[Section 4(1)(b)(ix)]

10.1 Officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit etc).

S.No	Name of the office/ administrative unit	Name , designation and address of officer/ employee	Telephone & Fax , office Tel: Residence Tel & Fax	E. mail
1	Directorate of Sainik Welfare, Hyderabad	Col.P.Ramesh Kumar (Retd) Director, Sainik Welfare, 2 nd Floor, Sainik Aramghar Complex, Next lane to Ratnadeep Super Market, Near Yashoda Hospital, Suryanagar Colony, Somajiguda, Hyderabad- 500 082, Telangana State.	<u>Tel.Nos:</u> 040-23423211/ 23423288 <u>Fax.No.</u> 040-23423211/ 23423288	directorrsb-ts@nic.in
	Directorate of Sainik Welfare, Hyderabad	Capt. R.Sreenivasulu Placement Officer O/o. Director, Sainik Welfare, 2 nd Floor, Sainik Aramghar Complex, Next lane to Ratnadeep Super Market, Near Yashoda Hospital, Suryanagar Colony, Somajiguda, Hyderabad- 500 082, Telangana	Tele fax Nos : 040-24736890 040- 24747991 Cell-9133355851	porsb-ts@nic.in
	Directorate of Sainik Welfare, Hyderabad	Lt(IN) K. Praveen Kumar Asst.Accounts Officer O/o. Director, Sainik Welfare, 2 nd Floor, Sainik Aramghar Complex, Next lane to Ratnadeep Super Market,	Tele fax Nos : 040-24736890 040- 24747991 Cell-9133355852	aaorsb-ts@gov.in

		Near Yashoda Hospital, Suryanagar Colony, Somajiguda, Hyderabad- 500 082, Telangana		
	Sri N. Venkateshwarlu Adilabad, Kumaram Bheem(Manchir yala) Nirmal	Regional Sainik Welfare Officer, O/o Regional Sainik Welfare Officer Milk Chilling Centre Premises Opp: Dooradarshan T.V.Station, Adilabad	08732-227063	zswoadb-ts@nic.in
	N. Sreenesh Kumar Hyderabad,	Regional Sainik Welfare Office O/o Regional Sainik Welfare Office Sainik Aramghar Complex 2 nd Floor, Suryanagar Colony, Somajiguda, Hyderabad-500 082	040-23423213	zswohyd-ts@nic.in
	Lt(IN) K. Praveen Kumar (FAC) Karimnagar, Pedda Palli, Jagityala (Siricilla)	Regional Sainik Welfare Office O/o Regional Sainik Welfare Office Sainik Bhavan OPP: Revenue Club Karimnagar-505 001	0878-2240622	zswoknrn-ts@nic.in
	M. Chandra Shekar (Dep) Khammam, Bhadradri Kothagudem	Regional Sainik Welfare Office O/o Regional Sainik Welfare Office H.NO;11-10-762/6, Raparathi Nagar By-pass Road, Near Registrar Office Khammam-507001	08742-234888	zswokmm-ts@nic.in
	Smt.T.Vanaja Mahabubnagar, Nagarkurnool, Wanaparthy, Jogulamba	Regional Sainik Welfare Office HQ, Mahabubnagar 2 nd floor, Zilla Praja Parishath Mahabubnagar – 509 001	08542-223468	zswombnr-ts@nic.in
	Sri.N.Sreenesh	Regional Sainik		

	Kumar Sangareddy, Medak, Siddipet	Welfare Office O/o Regional Sainik Welfare Office Integrated Collectorate Complex, 2 nd Floor, North West Block, Sangareddy – 502 001.	08455-276734	zswomdk-ts@nic.in
	M. Narender Reddy Nalgonda, Suryapet, Yadadri,	Regional Sainik Welfare O/o Regional Sainik Welfare Officer, H.No:6-4-165 (New) Opp. Nagarjuna Degree College Ramgiri 'X' Road, Nalgonda - 508 001.	08682-224820	zswonlg-ts@nic.in
	Sri B.Ram Mohan Nizamabad, Kamareddy	Regional Sainik Welfare office O/o,Regional Sainik Welfare Office, H.No.6-2-200/83-C Subhash Nagar, Nizamabad-503002.	08462-238509	zswonzb-ts@nic.in
	Sri.A.Narotham Reddy Ranga Reddy, Medchal Malkajgiri, Vikarabad	Regional Sainik Welfare Officer O/o. Regional Sainik Welfare Officer Sainik Aramghar Complex 2 nd floor, Suryanagar Colony Somajiguda, Hyderabad - 500 082	040-23392232	zsworr-ts@nic.in
	Capt. R.Sreenivasulu Warangal(Urban), Warangal(Rural), Mahabubabad, Jayashankar (Bhupalapally), Jangaon	Regional Sainik Welfare Officer O/oRegional Sainik Welfare Officer Sainik Bhavan Kanaka Durga Colony Waddepally, Warangal-506370	0870-2456018	zswowgl-ts@nic.in

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 Remuneration and compensation structure for officers and employees in the following format:

S.No	Designation	Monthly Remuneration including its Composition (Rs)	System of compensation to determine remuneration as given in regulation
1	Colonel P. Ramesh Kumar (Retd) , Director		As per State Government Rules
2	Capt.R. sreenivasulu Placement Officer		-do-
3	Lt(IN) K. Praveen Kumar Asst. Accounts Officer		-do-
4	Smt. S. Satya Sree Superintendent		-do-
5	Sri M.A. Wahab Aslam, Superintendent		-do-
6	Sri SAS Narayana Rao, Sr. Asst.,		-do-
7	Smt K.Kalpana , Sr. Asst.		-do-
8	Smt A.Jyothi , Sr.. Asst.,		-do-
9	Sri V. Harshavardha Reddy, Jr Asst ,		-do-
10	Sri M. Srinu, Typist		-do-
11	Smt Ch. Kanaka maha lakshmi, Jr Asst		-do-
12	Kum G.Anusha Reddy, Jr.Asst		
13	Smt K. Prameela Rani, Rec.Asst.		-do-
14	Smt Meharunnisa, O.S		-do-
15	Sri P. Srinivasa Rao, RNO		-do-
16	Sri Mohd. Ishaq Watchmen		-do-
17	Smt T. Shivnela, OS		-do-

Chapter 12

Budget Allocated to each Agency including Plans etc.

[Section 4(1)(b)(xi)]

12.1 Details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Planprogramme / Scheme / Project / Activity / purpose for which budget is allocated	Proposed expenditure	Expected outcomes	Report on disbursement made or where
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				such details available Web site, reports, Notice boards etc.
	NIL	NIL	NIL	NIL

12.2 Budget allocated for different activities under different programmes/schemes/projects etc., in the given format.

(Rs.in lakhs)

Agency	programme/ Scheme/Project/ Activity/purpose for which budget is allocated	Amount released Last Year	Amount Spent Last Year	Budget allocated current year	Budget released current year (up to 2 nd quarte)
Sainik Welfare (Non-Plan)	Establishment	355.77	391	371	18
Sainik Welfare (Non-Plan)	Grants-in-aid (Monthly Financial Assistance to II World War Veterans and their Widows in the State) (Veterans- 31 Widows- 123)	150	113	130	39
Pavala Vaddi		9.23	2.64	4	1.2
Sainik Welfare (Plan)	Establishment				
	Sainik Aramghar	700	0	59.9	40.54

Manner of execution of Subsidy programmes

[Section 4(1)(b)xii)]

13.1 The activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

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 the programme/Activity.	Nature/Scale of Subsidy	Eligibility Criteria for grant of subsidy	Designation of officer to grant Subsidy.
NIL	NIL	NIL	NIL

13.3 Manner of execution of the subsidy programmes.

Name of the programme/Activity.	Application procedure	Sanction procedure	Disbursement procedure
NIL	NIL	NIL	NIL

Chapter 14

Particulars of recipients of concessions, permits or Authorization granted by the public authority

[Section 4(1)(b)xiii)]

14.1 The names and addresses of recipients of benefits under each programme/scheme separately in the following format.

Institutional Beneficiaries

Name of programme Schemes				
S. No	Name & address of recipient institution.	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority
	Nil	Nil	Nil	Nil

Name of programme Schemes				
S. No	Name & address of recipient institution.	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority
	Nil	Nil	Nil	Nil

Individual Beneficiaries

Name of programme Schemes				
S. No	Name & address of recipient institution.	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority
	Nil	Nil	Nil	Nil

Name of programme Schemes				
S. No	Name & address of recipient institution.	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority
	Nil	Nil	Nil	Nil

Chapter 15

Information available in Electronic Form

[Section 4(1)(b)x(iv)]

15.1 Information related to the various schemes of the department which are available in electronic formats (Floppy, CD, VCD, Website, 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?)
Nil	www.telanganasainik.nic.in		Maintained by NIC

15.2 Particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public

use where information relating to the department or records/documents are made available to the public.

Chapter 16

Particulars of facilities available to Citizens for obtaining information

[Section 4(1)(b)xv)]

16.1 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	At the entrance of office	Important notifications
News paper reports	Available in notice board	News paper reports displayed on the notice board
Public announcements	Through DPRO	Information available on notice board
Information counter	-No special counter-	-NA-
Publications	-Nil-	-NA-
Office library	-No library-	-NA-
Websites	www.telanganasainik.nic.in	-NA-
Other facilities (name)	Computers, Printers, Fax	
Internet facility.		

Chapter 17

Names, Designation and other particulars of public Information Officers

[Section 4(1)(b)xvi)]

17.1 Contact information of 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)

S.No	Name of the office/administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Tel: Fax:	E. Mail
1	Directorate of Sainik Welfare, Telangana	Capt.R.Sreenivasulu, Public information officer	040-23423211 / 88	porsb-ts@nic.in
2	Directorate of Sainik Welfare, Telangana	Lt(IN).K.Praveen Kumar, Asst.Public Information Officer	040-23423211 / 88	aaorsb-ts@gov.in

Appellate Authority

S.No	Name , designation & address of appellate officer	Jurisdiction of appellate officer	Office Tel: Residence Tel:	E. Mail
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		(officer/administrative Unit of the authority)	Fax:	
1	Colonel P. Ramesh Kumar (Retd) , Director	State level		directorrrsbts@nic.in

REGIONAL SAINIK WELFARE OFFICES

S.No	Location of Regional Sainik Welfare Office	APIO	PIO	Appelate Authority	Contact Details
1	Adilabad	K.Kishore	C.S.Reddy	N. Venkateshwarlu	08732-227063 zswoadbts@nic.in
2	Hyderabad	K.Premchand	T.Rama Devi	N.Sreenesh Kumar	040-23423213 zswohydt@nic.in
3	Karimnagar	Sagar Rao	Anuradha	Lt(IN) K.Praveen Kumar	0878-2240622 zswoknrts@nic.in
4	Khammam	Kala vasu	K.Srinivasa Rao	Chandra Shekhar	08742-234888 zswokmmts@nic.in
5	Mahabubnagar	Gangadhar Reddy	Murali Krishna	T.Vanaja	08542-223468 zswombnrts@nic.in
6	Medak	G.Shiva Kumar	B.Saraswathi	N.Sreenesh Kumar	08455-276734 zswomdkts@nic.in
7	Nalgonda	Narasimha Swamy	T.Ramesh	M.Narender Reddy	08682-224820 zswonlgt@nic.in
8	Nizamabad	B.Ganga Mohan	M.Ramesh	B.Ram Mohan	08462-238509 zswonzbts@nic.in
9	Ranga Reddy	N.Anitha Sastry	Y.Madhavi Latha	A.Narotham Reddy	040-23392232 zsworrts@nic.in
10	Warangal	A.Sudhakar	Md.Faheemuddin	Capt. R.Sreenivasulu	0870-2456018 zswowglts@nic.in

Chapter 18

Other Useful Information

[Section 4(1)(b)xvii]

18.1 Please give below any other information or details of publications which are of relevance or of use to the citizens.

1. Concession & Benefits leaflets for the use of Ex-servicemen, Widows and their dependents
2. Armed Forces Flag Day Souvenir 2007
 2. You may mention here information of your department which is excluded under Section 8(1) of the Act and / or under Rules of the State Government as Guidance to the public seeking information from your department.

Name and Designation:

Colonel.P.Ramesh Kumar (Retd)
Director

Place: Hyderabad

Date : 01-08-2018

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.

RIGHT TO INFORMATION ACT 2005

(ACT 22 OF 2005)

INFORMATION UNDER

SECTION 4(1)(b)

DIRECTORATE OF SAINIK WELFARE

Director, Sainik Welfare, 2nd Floor, Sainik Aramghar Complex, Next lane to Ratnadeep Super Market, Near Yashoda Hospital, Suryanagar Colony, Somajiguda, Hyderabad-500 082, Telangana State.

Telefax: 23423211, 23423288

Email Id: directorrsb-ts@nic.in

Website: www.telanganasainik.nic.in