

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> 040-23423211/ 23423288</p> <p><u>Fax.No.</u> 040-23423211/ 23423288</p> <p><u>Email Id:</u> directorrsb-ts@nic.in</p> <p><u>Website:</u> 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. |
| | Sri.A.Narotham Reddy | Statutory: | I Level Gazetted Officer. | |
| | | Administrative: Asst. Accounts Officer(FAC) | 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: | | |
| | Smt. 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-imbusement 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-imbusement 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- |
| Zilla 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 | Sri.A.Narotham Reddy Asst.Accounts Officer(FAC) 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 |
| | Sri.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 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:10-04-22, Sai Baba temple lane Mamillagudem Khammam-507001 | 08742-234888 | zswokmm-ts@nic.in |
| | Smt.T.Vanaja Mahabubnagar, Nagarkurnool, Wanaparthi, Jogulamba Narayanapet | 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 A.Narotham Reddy Nizamabad, Kamareddy | Regional Sainik Welfare officer(FAC) 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 |
| | Lt(IN) K.Praveen Kumar Warangal(Urban), Warangal(Rural), Mahabubabad, Jayashankar (Bhupalapally), | Regional Sainik Welfare Officer(FAC) O/oRegional Sainik Welfare Officer Sainik Bhavan Kanaka Durga Colony Waddepally, Warangal-506370 | 0870-2456018 | zswowgl-ts@nic.in |

| | | | |
|--------------------|--|--|--|
| Jangaon, Mulugu | | | |
|--------------------|--|--|--|

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 | Sri.A.Narotham Reddy Asst. Accounts Officer (FAC) | | -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 | Smt. 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 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 |

Chapter 13
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: 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 | Sri.A.Narotham Reddy, 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 (officer/administrative Unit of the authority) | Office Tel: Residence Tel: Fax: | E. Mail |
|------|---|--|---------------------------------------|--|
| 1 | Colonel P. Ramesh Kumar (Retd) , Director | State level | | directorrrsb-ts@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 zswoadb-ts@nic.in |
| 2 | Hyderabad | O.Sunil Kumar | T.Rama Devi | N.Sreenesh Kumar | 040-23423213 zswohyd-ts@nic.in |
| 3 | Karimnagar | Sagar Rao | Anuradha | Lt(IN) K.Praveen Kumar | 0878-2240622 zswoknr-ts@nic.in |
| 4 | Khammam | Kala vasu | K.Srinivasa Rao | Chandra Shekhar | 08742-234888 zswokmm-ts@nic.in |
| 5 | Mahabubnagar | Gangadhar Reddy | Murali Krishna | T.Vanaja | 08542-223468 zswombnr-ts@nic.in |
| 6 | Medak | G.Shiva Kumar | B.Saraswathi | N.Sreenesh Kumar | 08455-276734 zswomdk-ts@nic.in |
| 7 | Nalgonda | Narasimha Swamy | N.Raju | M.Narender Reddy | 08682-224820 zswonlg-ts@nic.in |
| 8 | Nizamabad | B.Ganga Mohan | M.Ramesh | B.Ram Mohan | 08462-238509 zswonzb-ts@nic.in |
| 9 | Ranga Reddy | N.Anitha Sastry | Y.Madhavi Latha | A.Narotham Reddy | 040-23392232 zsworr-ts@nic.in |
| 10 | Warangal | A.Sudhakar | Md.Faheemuddin | Lt(IN) K.Praveen Kumar | 0870-2456018 zswowgl-ts@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 : 14-10-2019

(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