



TRANSMISSION CORPORATION OF TELANGANA LIMITED

RIGHT TO INFORMATION ACT –2005

MANUAL OF XVII POINTS AS PER SECTION 4 (1) b

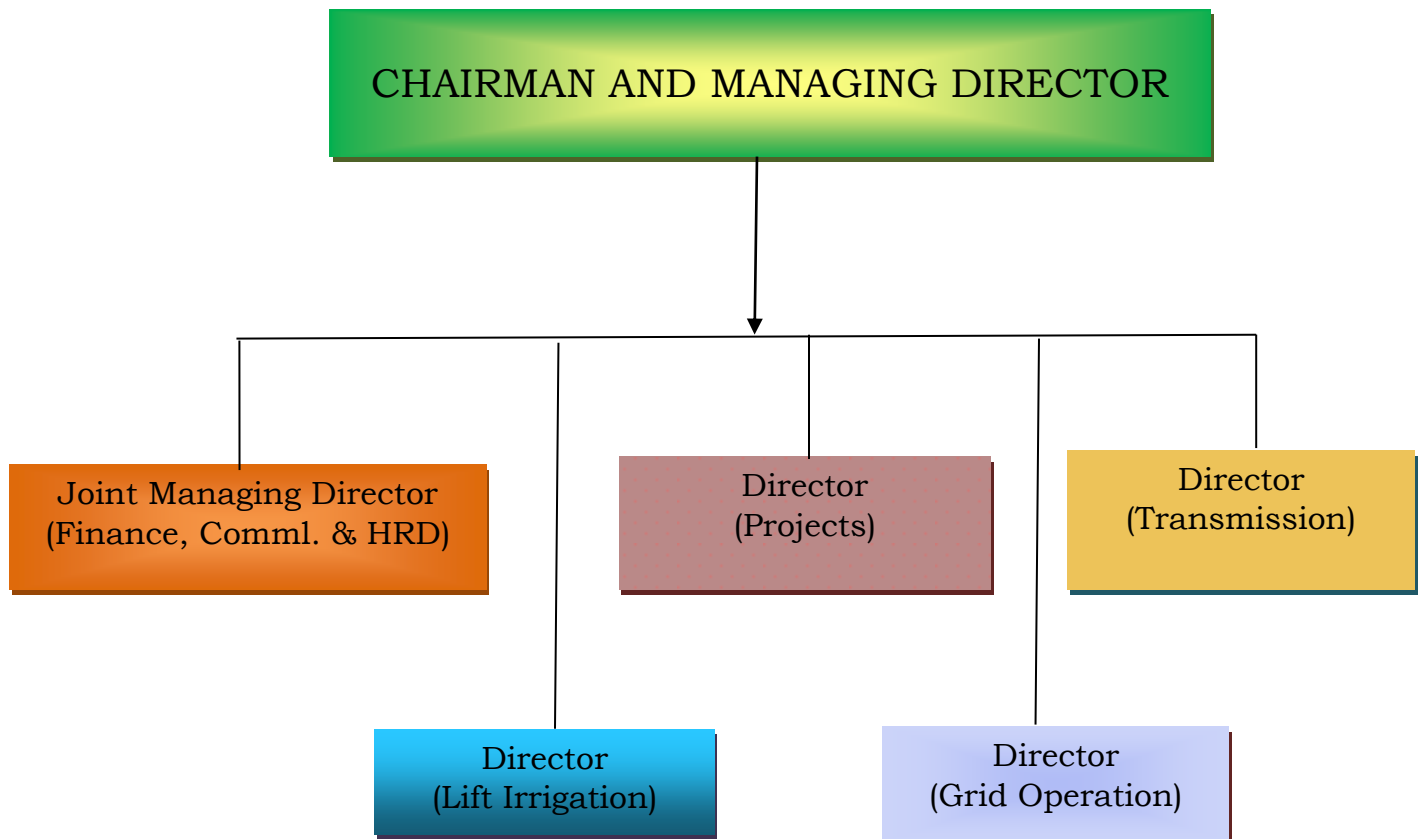


RIGHT TO
INFORMATION



I. The particulars of its organization, function and duties

FUNCTIONAL CHART



PREFACE

In order to provide greater transparency and accountability in the functioning of “public authorities”, the Government of India has enacted Right to Information Act 2005. The Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure. The Act has been notified on June 15, 2005 and as such every “public authority” is required to publish prescribed information. Under Section 4 of the Act, all the public authorities are required to make pro-active disclosure of information.

This act empowers every citizen to seek information and to gain ideas and acquire new knowledge to improve quality of life as well as to participate in the effective governance of public authorities.

In compliance with the provisions of Section 4(1) b of the Act, this information manual is compiled & updated in TSTRANSCO website www.tstransco.in for information to the general public.

State Public Information Officer
TRANSMISSION CORPORATION OF TELANGANA LIMITED.



1.1 Background

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining certain information pertaining to functioning of public authorities, the Right to Information Act, 2005 (hereinafter referred to as “RTI” or “Act”) has been enacted by the Government of India. The Act requires the public authorities to disclose/publish certain information. Section. 3 of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and for this every public authority is required to appoint State Public Information Officer(s) or Assistant State Public Information Officer(s), wherever applicable, for processing of information requests from citizens.

1.2 OBJECTIVE OF THIS HANDBOOK

The key objective behind publication of this information manual is to enable the public to understand the services offered by TSTRANSCO and its role in the holistic development of the State of Telangana. As prescribed under Section 4(1) b of the Act, the TSTRANSCO, as being the public authority, hereby publishes the prescribed information pertaining to constitution, functioning of the Department.

The material contained in this manual is meant for information of general public. Apart from these, the citizens are entitled, under the Act, to obtain other information from the Department following the procedure as prescribed in the act.

1.3 TARGETED USERS

This manual is meant for information of citizens, civil society organizations, public representatives, officers and employees of public authorities.



PROCEDURE FOR OBTAINING INFORMATION

This information manual contains information about organization and functioning of TSTRANSCO. Any person desiring, any other information, he/she shall make a request to the SPIO for the information required at corporate level at Head Quarters. For obtaining information of concerned Circles/Zones the application/request may be made to the PIO of concerned Circles/Zones. The applicant is required to comply with the following conditions:

- The applicant shall be a citizen of India
- As proof of citizenship, any one of the following documents may be attached to the information request.
 - Ration card
 - PAN card
 - Aadhar Card
 - Driving license
 - Electricity bill
 - Passport document
- The information request shall be made in writing duly mentioning the address for communication and contact number if available.
- The information request can be in one of the following two languages:
 - Telugu
 - English
- Applicant shall pay the prescribed fee of Rs.10/- in the form of court fee or by DD/IPO in favour of the Pay officer/TSTRANSCO/Vidyut Soudha or can be paid in cash during the office working hours. The application made to the PIO's of Circles should remit application fee to their concerned SE(OMC) of Circles.
- Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. For claiming exemption from payment of fee under BPL category, the applicant shall attach the following document as proof of his belonging to BPL category.
 - Ration card



- The request for information will be generally processed within the time period mentioned under the RTI Act.