



DR. MARRI CHANNA REDDY
HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA

Road No.25, Jubilee Hills, Hyderabad - 500 033

THE RIGHT TO INFORMATION ACT, 2005

INFORMATION HAND BOOK 4(1) B
(UNDER THE RTI ACT 2005)

2024

Introduction

1.1 Background

The prime objective is to provide information about that Dr. Marri Channa Reddy Human Resource Development Institute of Telangana and to provide for citizens to secure and access to information.

1.2 Objective/Purpose:

- (i) To provide access to the information about the Institute activities in a transparent manner.
- (ii) To provide requisite information to the citizens, officers and employees of public authorities and all other interested in public matters.

1.3 The Hand Book is intended to meet the Information requirements of employees at all levels and other who may want to avail the services of this Institute.

1.4 Expansion of key terms

Dr. MCR HRD IT means: Dr. Marri Channa Reddy Human Resource Development Institute of Telangana

- * D.G: Director General
- * A.D.G: Additional Director General
- * A.O: Administrative Officer
- * Chief Consultant (Training)
- * J.D (ATW): Joint Director (Accounts Training Wing)
- * J.D (AdTW): Joint Director (Audit Training Wing)
- * A/c. O : Accounts Officer
- * E.O/AAO: Estate Officer/ Asst. Admin Officer
- * A.A.O: Assistant Accounts Officer/Assistant Audit Officer
- * Supdt.: Superintendent
- * F.M: Faculty Member/ Facilities Manager
- * T&RA: Training & Research Associate
- * S.F.M: Senior Faculty Member
- * Professor
- * Faculty
- * J.F.M: Junior Faculty Member
- * T.P.C: Training Program Coordinator
- * T.A: Training Assistant
- * J.A: Junior Assistant
- * S.A: Senior Assistant
- * OS: Office Subordinate
- * A.V.O: Audio Visual Operator
- * C.D: Course Director
- * TMU: Training Management Unit
- * CIT: Centre for Information Technology

- CLP: Centre for Law & Public Administration
- CTS: Centre for Telangana Studies
- CMB: Centre for Management and Behavioral Studies
- CDS: Centre for Disaster Management & Sustainable Development
- CFE: Centre for Finance and Economics
- CIS: Centre for International Relations & Security
- D.T.S: Direct Trainer Skills
- DoT: Design of Training
- ToT: Training of Trainers
- D.V.D: Digital Versatile Disc
- T.N.A: Training Needs Analysis
- EoT: Evaluation of Training
- MoT: Management of Training
- S.A.T: Systematic Approach to Training
- C.D.T.C: Collector & District Training Commissioner
- G.M (I.T): General Manager - Information Technology
- M.I.T: Manager - Information Technology
- C.G.M: Chief General Manager
- RCU : Research Coordination Unit

1.5 Organization of Information

The information in this Hand Book is organized 18 chapters as required under Sec. 4 (1) of the RTI Act, described in the chapters from 2 to 18.

1.6 Getting additional information: Additional Information may be sought through the Institute's Website (<http://www.mchrddi.gov.in>) or Brochures printed and available to the public from time to time besides information through print and electronic media.

1.7 Names & Addresses of the Senior Officers:

Dr. Shashank Goel, IAS	Director General & E.O. Spl. CS to Government, Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No.040-23557585, E mail : dg@mchrddi.gov.in
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Names & Addresses of the other officers and key persons to contact:

Dr. R. Madhavi	Senior Faculty - Head CLP, Professor (i/c) – CFE Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No.23547334, Extn:482, Cell No: 9959614546 E mail: madhavr@mcrhrdi.gov.in
Smt. V. Jyothi	General Manager (IT& Facilities) Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23558028 Extn:196 , Cell No : 9246555607
Dr. Tiruvengala Chary	Senior Faculty, Head -CMB Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23558028 Extn:196 , Cell No : E mail : dtchary@mcrhrdi.gov.in
Dr. K. Usha Rani	Senior Faculty, Head -CDS Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23558028 Extn:196 , Cell No : 9948921557 E mail : Kandukuriusharani@mcrhrdi.gov.in
Smt. K. Soumya Rani	Senior Faculty, Head - CIS Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No: 23548487 , Extn:217 , Cell No:9248032079 E mail: soumyarani@mcrhrdi.gov.in
Sri D.V.Ramana	Senior Faculty/ Registrar(TMU) Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No: 23548487 , Extn:179 , Cell No:9248032106 E mail: dvrmana@mcrhrdi.gov.in
Sri M. Madhava charya	Accounts Officer Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23548487 Extn:271 , Cell No: 9248032083 E mail : madhavacharya.m@mcrhrdi.gov.in

Chapter I
Organization, Functions and
Duties [Section 4(1) (b) (i)]

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name and address of the organization	Functions	Duties
	Dr. MCR Human Resource Development Institute of Telangana, Government of Telangana, RoadNo.25, Jubilee Hills, Hyderabad-500 033	1. This Institute is responsible for facilitating Training/HRD Inputs on an annual basis for Public functionaries of the State Government to achieve CARING Government (Committed, Accountable, Responsive Nationalistic & Genuine) which takes the State towards its vision.	1.This Institute provides quality training for enhancing efficiency and productivity 2.This Institute also to improve through innovative designs, methodologies and Infrastructure, based on the demands of our clients.

Chapter II
Powers and Duties of Officers and Employees
[Section 4(1) (b) (ii)]

3.1 Please provide details of the powers and duties of officers and Employees of the authority by designation as follows:

Sl. No.	Name of the Officer/ Employee	Designation	Duties Allotted	Powers
Sarva Sri/Smt.				
1.	Dr. Shashank Goel, IAS	Director General & E.O. Spl. C.S. to Govt.	Chief Executive of the Institute	Executive, Administration and Financial Powers
2.	N.Nirmala	Administrative Officer	Establishment matters, PIO (RTI)	Gazetted, NGOs Consultants & Outsourcing .
3.	R. Regina	Estate Officer / Asst. Admin. Officer	Establishment matters of Gazetted & Consultants, Allotment of Quarters, other related estate matters etc.	Gazetted Consultants & Contract
4.	M. Madhava Charya	Accounts Officer	Accounts Wing	All Accounts related
5.	G. Suryanarayana	Assistant Accounts Officer	Accounts Wing	Drawing and Disbursing Officer

6.	Dr. R. Madhavi	Head CLP & Senior Faculty	Centre Head, Centre for Law & Public Administration & Centre for Finance and Economics.	Shall coordinate activities of Centre for Law & Public Administration & Centre for Finance and Economics..
7.	D. V. Ramana	Senior Faculty and Registrar	Training Management Unit (TMU)	Works related to Mission Karmayogi and Sevottam. Trainings of DoPT, GoI-ITP/FTP all State subject and State Dept. Programmes , T2 seat subjects
8.	K. Soumya Rani	Sr. Faculty & Head -CIS	Centre for International relations Securities (CIS)	Shall coordinate activities of CIS. Nodal Officer for Centrally Sponsored schemes for RTI Act
9.	Dr.K.Usharani	Sr. Faculty & Head-(CDS)	Centre for Disaster Management & Sustainable Development (CDS)	Shall coordinate activities of Centre CDS
10.	Dr.Thiruvengalchary,	Sr.Faculty	Centre for Management and Behavioral Studies (CMB)	Monitor PCRs of all Centre
11.	V.Jyothi	General Manager IT & Facilities	Centre Head Centre for Information & Technology(CIT) & Facility and Engineering Wing	Shall coordinate activities of Centre of IT and Engg.& facilities
12.	Y.Rajeswari	Sr. Lecturer	Accounts Trg. Wing	Shall coordinate activities of Trainings of Accounts Trg. Wing
13.	K.Nagraju	Sr. Lecturer	Accounts Trg. Wing	Shall coordinate activities of Accounts Wing
14.	Saka Venkateswara Rao	Faculty	Centre for Law & Public Administration (CLP)	Training Programs of CLP
15.	Dr.K.Sukumar	Faculty	Centre for Law and Public Administration (CLP))	Training Programs of CLP
16.	Dr.K.V.Satya	Faculty	CMB	Training Programs of CMB
17.	K.Kameswari	Jr.Faculty	Centre for International Relations and Security.	Training Programs of IRS

18.	P. Vinod Goud	Junior Faculty	Centre for Disaster Management & Sustainable Development (CDS)	Training Programs of CDS
19.	K. Chandra Jyothi	Junior Faculty	Centre for Management and Behavioral Studies (CMB)	Training Programs of CMB
20.	J.V.S. Lakshmi	Manager Facilities	Facilities Wing	Subjects related to Facilities
21.	B. Nirmala Devi	Spl. Cat Stenographer	DG Peshi	
22.	Rahmat Ali	Superintendent	Accounts	Supervising Pay bills of PAO
23.	G. Shanker	Training Programme Coordinator & Assit. Registrar	Training Management Unit (TMU)	Shall coordinate all training programs
24.	P. Leela Krupa Kumari	Training Programme Coordinator	A2 and A3 sections of Admin.	Establishment files related to Non Gazetted Officers and Agreements and extensions of NACIN,INDUS , ASCEND,BSNL,NIRMAN etc Towers
25.	G. Venkata Ramana	Asst. Librarian Gr-I	A4 section of Admin.	MRC and RTI, Electricity ,Water Charges payments and deductions for NACIN, INDUS, Vijaya Dairy, ASCEND,BSNL, RTI etc., State Function
26.	G.Madhukar reddy	Training Programme Coordinator	Stores & Vehicles section	Purchase of Stationery, Vehicles, Fuel, Hired vehicles & Buses)
27.	V.Venkatesham	Superintendent	Current Accounts Supdt	Current Accounts B4
28.	V. Ashok Reddy	Superintendent	IT and Engg. wing	IT & Engg. related files
29.	B. Bharath Kumar	Senior Assistant	Accounts	Regular Budget and related running files of Accounts
30.	Smt.M.Srilatha	Senior Assistant	Accounts	Current Accounts files B5
31.	Deepthi Glory	Junior Assistant	Accounts	Current Accounts FMS B4 Asst
32.	Shaik Amjad	Junior Assistant	Accounts	Pay bills
33.	Mohd. Moin	OS	ACTW	
34.	J. Sujatha	OS	Admin	
35.	N. Akhil Kumar	OS	Accounts	

Chapter III

Procedure Followed in Decision-making Process

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

4.1 Describe the procedure followed in decision-making by the public authority

Activity	Description	Description-Making Process	Designation of final decision-making authority
(1)	(2)	(3)	(4)
Goal-setting & Planning	No. of training Programmes to employees in Government, Accounts side, Audit side annually.	The in charge Faculty will collect the information from the other Faculties on training activities, goals and process through DG for final approval	Director General
Budgeting	Preparation of Budget estimates of the Institute	Accounts Officer will prepare the budget estimates in consultation with the concerned wings, heads, whenever necessary and process for approval.	Director General
Formulation of programs, schemes and projects	1.Calendar of training programmes for each year 2.Design & Develop of new programs 3.Timely action for obtaining nominations & other infrastructure 4.Additional courses depending on the need of departments	Course Directors/Faculties will prepare the formulation of programs/schemes whenever necessary through DG	Director General
Recruitment/ Hiring of personnel	Assessment of personnel for recruitment by deputation / hiring through outsourcing and direct recruitment can be made at this Institute.	Administrative Officer will prepare the vacancy position and submit to the Director General.	Director General / State Government
Release of funds	The funds required for conducting Institutional Training Programmes, transport charges, Security, Pest control, House Keeping, salaries of the employees/Loans and Advances and Dist. Training Centers requirements of funds will be released as per requirement.	Section Assistants of concerned subject shall prepare the actual bills to be paid to the concerned agencies and processes through the GM/ Facilities Manager/ Administrative Officer/ Accounts Officer and in certain cases through the Director General	Director General

4.3 Describes the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

Implementation / delivery of service / utilization of funds	The Catering services, transport services, pest control, Supply of stationery, Security services, maintenance of the different equipment such as TVs, LCDs, Lifts, ACs, Telephones, Computers etc. are taken through agreement with agencies. Allotment of halls, hostel rooms will be allotted and services shown above are monitored by the Institution Officers.	Section Assistants, Facilities Manager, Estate Officer, AAO will assist the Administrative Officer who in turn assist the DG in implementation of training programs and services. Faculty/Course Directors will give indent for requirement of services and the same will be rendered.	Director General
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In respect of:

- | | |
|----------------------------|---------------------------------|
| 1) Goal Setting | Departments |
| 2) Implementation | Departments/individual employee |
| 3) Monitoring & Evaluation | Participants |
| 4) Feed Back | Participants |
| 5) Improvements | Participants |
| 6) Library | Faculty/ Participants. |

Chapter IV
Norms set for the Discharge of Functions
[Section 4 (1) (b) (iv)]

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services

Sl. No.	Functions/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc.).
1.	To aim or increase in facilitating training no. of programs	@ 5 per academic year at a minimum increase	Annually	Quality Policy(ISO)
2.	To Increase trainer capacity within the Government	@ 3% every year Increase in the No. of Change Agents	Annually	-do-
3.	To actually participate reforms processes or Government by increasing the number of Change Agents.	@ 3% every year	Annually	-do-

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

6.1 Please provide list and gist of rules regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions in the following format :-

Sl. No	Description	Gist of contents
Rules & Regulations		
1.	T.G. State & Subordinate Service Rules	In Governing the service conditions in respect of appointments, probation, Seniority, promotion etc.
2.	T.G.S. Ministerial Service Rules	In respect of Ministerial Service
3.	T.G. S. Last Grade Service Rules	In respect of LGSR
4.	T.G.S. Fundamental Rules	In respect of FR
5.	T.G.S. Leave Rules	In respect of T.G. S. Leave Rules
6.	Manual of Special Pay and Allowances	In respect of MSPA
7.	Loans and Advances	In respect of Loans and Advances
8.	T.G. S. Govt. Life Insurance	In respect of T.G. S. G.L.I
9.	General Provident Fund	In respect of GPF
10.	T.G..S. Financial Code	In respect of T.G. S. F.C
11.	T.G. S. Accounts Code	In respect of T.G. S. A.C
12.	T.G. S. Treasury Code	In respect of TGSTC
13.	District Office Manual	In respect of DOM
14.	Delegation of Powers ISO System	In respect of ISO
15.	Building Rules / Rents	In respect of BR /R
16.	Dr. MCR HRD Subordinate Spl. Service Rules	Dr. MCRHRD Spl. Service Rules
17.	Dr. MCR HRD Spl. Service Rules for the post of Junior Faculty	Dr. MCRHRD Spl. Service Rules for Junior Faculty
18.	Dr. MCR HRD Spl. Service Rules (Gazetted)	In respect of T.G.S. HRD SR (Gazetted)
19.	Rules relating to Training allowance	In respect of Rules to Training Allowance
20.	Circular	Circular instructions from time to time for maintaining the Administration and training activities
21.	Instructions	-
22.	Accounts	Accounting Procedures of State Government
23.	Records	NA
24.	Publications: Police Vaachakam I	
25.	Police Vaachakam II	
26.	Indoor Subject (IV A)	

Chapter VI
Categories of Documents held by the Public
Authority Under its Control
[Section 4 (1) (b)
v(i)]

7.1 Provide information about the official documents held by the public authority or under its control

Sl. No.	Category of Document	Title of document	Designation and address of the custodian(held by/under the control of whom)
1	Service Matters	Files related to establishment matters	1) Smt. R.Regina, E.O./AAO (A1&A3 seat) Estt. matter of Gazetted Officers/Contract/Consultant Services and allotment of Quarters etc., 2) Smt.Leela Krupa, Supdt. (A2&A3 seat) Estt. matters of NGOs/Outsourcing,Allotment of quarters and Rents,Electricity & water charges from all employees staying quarters of HRD. 3) Sri G.Venkata Ramana,Asst.Librarian Gr-I RTI etc., Water Bills, Electricity Bills & collection of rents from NACIN, ASCEND,INDUS , BSNL towers and VIJAYA Dairy of HRD.
2	Accounts	Files related to Accounts Matters – Drawing and Disbursements and other payments	1) Sri Rahmat Ali, Supdt, B2 (Salaries), 2) Sri V.Venkatesh, B4 Current Accounts 3) Sri B. Bharat Kumar, Sr. Asst. B3 (Running Files), 4) Smt. M.Srilatha,Sr.Asst.,Current Accounts B5 5) Smt. D. Glory Deepthi , Junior Asst. B4 Asst. 6) Shaik Amjad,Jr.Asst.
3	Training	Files related to conduct of Training Programmes	Sri G. Shanker, Training Programme Coordinator, Asst.Registrar, TMU
4	Vehicles / Procurements/ Purchases, Printing related works	Files related to Vehicles, Fuel, Hired vehicles Buses and Printing, Stationery & other articles Telephone Bills	Sri G.Madhukar Reddy,TPC (Purchase of Stationery, Vehicles, Fuel, Hired vehicles & Buses)

The Institute does not have any records/documents relating to the matters of public interest.

**Chapter VII 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 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Public Information Officer	Smt. N.Nirmala PIO & Administrative Officer	89777 84568
2	Asst. Public Information Officer	Sri. G. Venkata Ramana, APIO & Asst.Librararian Gr-I	87908 67261

The information will be collected from the following agencies:

- (1) State Government
- (2) Policies formulated and approved by the Board of Governors and Sub-Committee of Board of Governors.
- (3) Board of Governors
- (4) Building Committee
- (5) Feedback of participants
- (6) ISO – External & Surveillance Audit
- (7) PTW

Chapter VIII
Boards, Councils, Committees and other
Bodies Constitute as part of Public Authority
[Section 4(1) (b) v (viii)]

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

Cabinet Sub Committee for Board of Governors: -

1.	Hon'ble Minister for Finance & Planning	-Chair Person
2.	Hon'ble Minister for Revenue	-Member
3.	Hon'ble Minister for Home	-Member
4.	Hon'ble Minister for MA&UD.	-Member
5.	Hon'ble Minister for Roads & Buildings	-Member
6.	Principal Secretary (Finance Dept.)	-Member
7.	Prl. Secretary to Govt. (R&B), TR&B.	-Member
8.	Prl. Secretary to Govt. I. T&C Dept.	-Member
9.	Chief Engineer (R&B)	-Member
10.	Director General, Dr. MCR HRD I	-Member/Convener

Chapter IX
Directory of Officers
and Employees
[Section 4 (1) (b)
(xi)]

10.1 Please provide information on officers and working in different units or offices at different levels and their contact addresses in the following format (including officers in grievances redressal, vigilance, audit, etc.)

Sl. No.	Name of office/ Administrative/ Section	Name, Designation & Address of Officer/ Employee	Telephone & Fax office Tel: Residence Tel : Fax:	Email
1.	Dr. MCR Human Resource Dev. Institute, Govt. of Telangana Road No.25, Jubilee Hills, Hyderabad-500033	Dr. Shashank Goel, IAS, Director General & E.O Spl. C.S to Govt.	040-23557585	dg@mchrddi.gov.in
2.	Administrative Officer & Administrative Wing	Smt. N.Nirmala, Administrative Officer	8977784568	nirmala.n@mchrddi.gov.in
3.	Estate Officer /Asst. Admin Officer (Gazetted)	Smt. R.Regina, Estate Officer/ Asst. Admin Officer	9248032091	regina@mchrddi.gov.in
4.	Accounts Officer	Sri M.Madhava Charaya	9248032083	madhavacharya.m@mchrddi.gov.in
5.	Assistant Accounts Officer	Sri G.Suryanarayana	8977000326	suryanarayanag@mchrddi.gov.in
6.	Facilities & Engineering Wing	Smt. V.Jyothi , General Manager (IT & Facilities)	9248032098	jyothi.v@mchrddi.gov.in
TRAINING CENTRES				
7.	Centre for Telangana Studies (CTS)	Capt.(Dr.)Lingala Panduranga Reddy,Head CTS	8008001169	
8.	Training Management Unit	Sri D.V.Ramana, Sr. Faculty & Registrar	9248032106	dvrmana@mchrddi.gov.in
9.		Sri G.Shanker, Asst. Registrar	9030005772	shankar@mchrddi.gov.in
10.	Research Coordination Unit (RCU)	Dr.Prabhakar Reddy Tada, Senior Advisor, Research and Training	9650469933	prabhakar.reddy@mchrddi.gov.in
11.		Sri Srinivas Madhav,Consultant	9247159343	srinivasmadhav@mchrddi.gov.in
12.	Centre for Information Technology (CIT)	Smt. V.Jyothi, Head & General Manager(IT & Facilities)	9248032098	jyothi.v@mchrddi.gov.in
13.	Centre for Law & Public Administration (CLP)	Dr. Madhavi Ravulapati, Head & Senior Faculty	9959614546	madhvir@mchrddi.gov.in
14.		Sri Saka Venkateswara Rao, Faculty	9248032073	venkateswararao@mchrddi.gov.in

15.		Sri Lt. Dr. K.Sukumar, Faculty	9392452592	sukumark@mchrddi.gov.in
16.	Centre for Telangana International relations and Securities Studies (CIS)	Smt. K.Soumya Rani, Head & Senior Faculty	9248032079	soumyarani@mchrddi.gov.in
17.		Smt. K. Kameshwari, Junior Faculty		kk-jr.faculty@mchrddi.gov.in
18.	Centre for Management & Behavioural Studies (CMB)	Dr. D. Thiruvengala Chary, Senior Faculty	9849610028	dtchary@mchrddi.gov.in
19.		Dr. Kalanjeri Venkatesh Satya, Faculty	9652510691	venkateshsatya.k@mchrddi.gov.in
20.	Centre for Disaster Management & Sustainable Development (CDS)	Dr. Kandukuri Usha Rani, Head & Senior Faculty	9948921557	kandukuriusharani@mchrddi.gov.in
21.		Sri P.Vinod Goud, Junior Faculty	8341607459	vinodgoudp@mchrddi.gov.in
22.		Smt. K.Chandra Jyothi, Junior Faculty	9553433305	chandrajyothik@mchrddi.gov.in
23.	Centre for Finance and Economics (CFE)	Dr. Madhavi Ravulapati, Professor(I/C), Center - Head	9248032075	jd.adtw.cfe@mchrddi.gov.in
24.		Smt. Y.Rajeswari, Senior Lecturer	8977000327	
25.		Sri K.Nagaraju, Senior Lecturer	9441237867	
26.	Accounts Wing	Sri M.Madhava Charaya Accounts Officer	9248032083	madhavacharya.m@mchrddi.gov.in
27.	Accounts Wing	Sri. G. Suryanarayana, Assistant Accounts Officer	8977000326	suryanarayanag@mchrddi.gov.in
28.	Accounts Wing	Sri. V. Venkatesham Superintendent	8074242053	-
29.	Stores Division	Sri. G. Madhukar Reddy, TPC	9346325760	madhukarreddy.g@mchrddi.gov.in
30.	PA to DG	Smt. B.Nirmala Devi, Spl. Cat. Stenographer	9618398141	nirmaladevib@mchrddi.gov.in
31.	Accounts Wing	Sri Rahmat Ali, Superintendent	9052278349	rahmatali@mchrddi.gov.in
32.	Accounts Wing	Sri B.Bharath Kumar, Senior Assistant	9121218350	bharath.balmur@mchrddi.gov.in
33.	Accounts Wing	Smt. M.Srilatha, Senior Assistant	6304492935	
34.	Accounts Wing	Smt. D.Glory Deepthi, Junior Assistant	7075049985	glorydeepthi@mchrddi.gov.in
35.	Accounts Wing	Sri Shaik Amjad, Junior Assistant	9701030157	shaikamjad@mchrddi.gov.in

36.	Administration Wing	P. Leela Krupa Kumari Superintendent (A2 & A3 seat)	9440777569	leelakrupa@mchrddi.gov.in
37.	Administration Wing	Sri G. Venkata Ramana, Superintendent (A4 seat)	8790867261	venkataramanag@mchrddi.gov.in
38.	AcTW	Sri. Mohd. Moin, Office Subordinate	-	-
39.	Admin	Smt. J. Sujatha, Office Subordinate	-	-
40.	Accounts	Sri. N. Akhil Kumar, Office Subordinate	-	-

Chapter X
Monthly Salary received by Officers
and Employees (November, 2023)
[Section 4(1) (b) (x)]

11.1 Provided information on salary structure for officers and employees in the following format:

Sl. No.	Name & Designation	Monthly Remuneration including its composition Rs.	System of Compensation to determine remuneration as given in regulation
	Sarva Sri/Smt.		
1.	Dr. Shashank Goel, IAS, Director General & E.O. Spl. C.S. to Govt.	2,25,000.00	Cadre Post
2.	N.Nirmala, Admn. Officer	87,510.00	State Govt.
3.	Madhavi Ravulapati, Sr. Faculty & Head CLP	1,71,400.00	State Govt.
4.	R. Regina, Estate Officer/Asst. Admin Officer	80,960.00	State Govt.
5.	K. Soumya Rani, Senior Faculty	1,06,990.00	State Govt.
6.	D. V. Ramana, Senior Faculty & Registrar TMU	1,06,990.00	State Govt.
7.	V.Jyothi, General Manager (IT &F)	1,30,470.00	State Govt.
8.	K. Usha Rani, Head & Sr. Faculty	1,10,500.00	State Govt.
9.	Dr.Thiru Vengala Chary,Head & Sr.Faculty	1,38,400.00	
10.	Sri M. Madhava Charya Accounts Officer	1,11,552.00	State Govt.
11.	G. Suryanarayana. Asst. Accounts Officer	83,100.00	State Govt.
12.	K.Nagaraju, Sr. Lecturer	88,375.00	State Govt.
13.	Dr.K.Venkata Satya, Faculty	67,300.00	State Govt.
14.	Dr. K. Sukumar, Faculty	1,20,700.00	State Govt.
15.	K. Chandra Jyothi, Jr. Faculty	1,04,400.00	State Govt.
16.	S. Venkateswara Rao, Faculty	1,06,990.00	State Govt.
17.	Y.Rajeswari, Sr.Lecturer	1,06,990.00	State Govt.
18.	K. Kameshwari, Jr. Faculty	1,04,400.00	State Govt.
19.	Vinod Goud Pataparla, Jr. Faculty	1,09,750.00	State Govt.
20.	J.V.S.Lakhmi, Manager Facilities	67,300.00	State Govt.
21.	B. Nirmala Devi, Spl. CAT Steno	99,310.00	State Govt.
22.	Rahmat Ali, Superintendent	60,480.00	State Govt.
23.	G. Shankar, TPC & Asst.Registrar ,TMU	45,960.00	State Govt.
24.	Leela Krupa Kumari Palaparathi, TPC	85,240.00	State Govt.
25.	G.Venkata Ramana, Asst. Librarian Grade-I	92,050.00	State Govt.
26.	V.Ashok Reddy, Superintendent	1,06,990.00	State Govt.
27.	G.Madhukar Reddy, TPC	62,110.00	State Govt.
28.	V.Venkatesham, Superintendent	57,220.00	State Govt.
29.	Sri K.Srinivas, Senior. Assistant.	69,150.00	State Govt.
30.	Bharath Kumar Balmoor, Senior. Assistant.	35,720.00	State Govt.

31.	Glory Deepthi Dasari, Jr. Assistant	24,280.00	State Govt.
32.	Shaik Amjad, Jr. Asst	55,720.00	State Govt.
33.	Mohd. Moin, OS	74,840.00	State Govt.
34.	J. Sujatha, OS	58,850.00	State Govt.
35.	Akhil Kumar Nagamalla, OS	30,210.00	State Govt.

Chapter XI
Budget Allocated to Plan and Non Plan
[Section 4(1) (b) xi]
Government of Telangana
Dr. MCRHRD Institute
Budget – 2024-25

(In Lakhs)

Sl. No.	Plan or Non-Plan	Head of Account	Revised Estimates 2023-24	Budget Estimates 2024-25	Expenditure up to 08/2024 (Approx.)
1	Establishment	MH-2070 -Other Administrative Services 003 -Training 05 -Dr. MCR HRDI	1,656.05	2,428.27	588.62
2	Schemes	MH-2070- Other Administrative Services 003 - Training 25 - State Sector Schemes	672.19	512.51	148.96
		TOTAL	2,328.24	2,940.78	737.58

Chapter XII
Manner of Execution of Subsidy
Programmes [Section 4 (1)(b)xii]

13.1 Describe the activities/Programmes/schemes being implemented by the public authority for which subsidy is provided

-Nil-

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 Programme/ Activity	Nature/scale of Subsidy	Eligibility criteria For grant of subsidy	Designation of Officer to grant subsidy
NO SCHEMES			

-Not Applicable-

13.3 describe the manner of execution of the subsidy programs

Name of Programme/ Activity	Application Procedure	Sanction Procedure	Disbursement procedure
NIL			

-Not Applicable-

**Chapter XIII
Particulars of Recipients of Concessions, Permits
or Authorization Granted by the Public
Authority [Section 4(1)(b)xiii]**

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

Institutional Beneficiaries

Name of Programme/scheme				
Sl. No	Name & address Of Recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Name of Programme/scheme				
Sl. No.	Name & address Of Recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Individual beneficiaries

Name of Programme/scheme				
Sl. No.	Name & address Of Recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Name of Programme/scheme				
Sl. No	Name & address Of Recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Chapter XIV
Information Available in Electronic Form
[Section 4(1)(b)X(iv)]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats (Floppy, CD, VCD, Web Site, 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?)
Website	www.mcrhrdi.gov.in	Activities and various programmes/ Workshops of the Institute	State Government

15.2

Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information Centre or reading room maintained for public use where information relating to the department or records/documents are made available to the public

A copy of the Information Hand Book is available in the Institute Library and can be accessed between 10.30AM to 5.00PM.

A copy is also available with Public Information Officer & Asst. Public Information Officer. The information can be accessed through Internet throughout the day.

The Genesis:

The Institute of Administration established in the year 1976 vide G.O.Rt.No.915, G.A (Spl. A) Department, dated 17.3.1976 on the recommendations of the Services Sub Committee of Secretaries to Government based on the project report submitted by Sri M. Gopal Krishnan, IAS. The Institute is moved into its new premises in the year 1988. The Institute of Administration is renamed as Dr. Marri Channa Reddy Human Resource Development Institute in the year 1998. The Training Institutions functioning under the Treasuries and Accounts department and State Audit Department are merged with this Institute vide G.O.Ms.No.40, Finance and Planning Department, Dt.25.1.1989.

Core objectives:

1. Accessing training needs on a continuing basis.
2. Conducting induction training programs for the personnel recruited to various Departments.
3. Serve as Nodal Institute for identification of training needs facilitation and coordination of the State Training Initiatives.
4. To continuously review design and deliver training programs modules and learning material consistent with the changing environment of governance.
5. Facilitate various departments in decentralized design and development of training programs to meet their respective objectives of training and development.

- (i) To closely coordinate with various stakeholders in evaluating the impact of learning processes to facilitate regular renewal of learning products and services.
 - (ii) Setting up training facilities at the regional level and district level for training lower and middle level functionaries.
 - (iii) Conducting training for trainers program
 - (iv) To undertake consultancy in areas relating to management in Government.
6. Governing Body: The Govt. have constituted a Board of Governors for the IOA vide G.O.Ms.No.433, GAD, Dt.13.8.1981.
The present Governing Body reconstituted vide G.O.Ms.No.207, GAD (AR&T.III) Dept., Dt. 31.7.2004.
7. Apex Trg. Body:
The Institute has been declared as a Nodal Agency for Training for the following purposes:
- i) Coordination of training activities of several departmental Training Institutions.
 - ii) Liaison with other non-departmental training bodies in the State.
 - iii) Running Foundational courses for direct recruiters
 - iv) For establishing linkages between the Training Institutions and the Dr. MCRHRD Institute with regard to the curricula and training programs etc.
- (i) RTI (ii) National Rural Employment Generation
8. Building Location and facilities:
Dr. MCRHRD Institute building complex is located in Road No. 25, Jubilee Hills
9. Krishna Hostel: Krishna Hostel comprises: Ground floor+2
- a) Double bed rooms with A.C and attached toilets (33)
 - b) Double bed rooms with common toilets (5) Non A.C
 - c) Four bed Suits with A.C with toilet (3)
 - d) Four bed A.C with Common toilet (13)
 - e) Dormitory with 15 beds common toilets (2) - 180
10. Manjeera Hostel/Guest House:
Manjeera hostel has 17 suits in Ground Floor +2 Floors
Every suit is having T.V, Computer, A.C; intercom telephone, double bedded cots, cup boards etc.
Coffee making machine and Gezer.
- 11) Tungabhadra Hostel – 56: 1+2 floors.
1st Floor CIO LAB and Double bed rooms with A.C, T.V. and attached toilets (11).
2nd Floor Badminton Court and Double bed rooms with A.C, T.V and attached toilets (11). 3rd Floor
Conference Hall Auditorium (Capacity 150seats):
Canteen established in the ground floor with centrally Air –Conditioned.
- 12) Godavari Hostel: 371 Double Bedded Centralized A.C. Rooms hostel is with (cellar & GF+4)-742
- 13) Vivekananda Lawn / Centre: constructed in front of Manjeera Guest House with a 1+1 floor. The Participants can perform yoga at this place. There are two class rooms 30 capacity and small conference hall 10 capacities.
- 14) Computer Lab: There are 5 well-furnished computer labs with a total no of 245 PCs in administrative Block and in Sustainable Development Goals (SDG) are available to meet the training needs of different departments on request.
- 15) (i) The facilities will be given to the participants of training Programs conducting in this Institute.
(ii) The Residential Quarters facilities will be available:
- | | |
|----------------------------|----|
| Professor Quarters: | 12 |
| Faculty Quarters: | 12 |
| Supporting Staff Quarters: | 12 |

16) **Library:** The Library of the Institute has got a collection of 15,424 Books on various disciplines. The Institute also subscribes 15 Magazines / Journals. The Library is kept open between 09.00AM to 05.00PM for the reference by the participants or others on permission.

17) (A) Vehicles are owned by the Institute

1. AP 09 BS 0698 Toyota Corolla
2. AP 09 BP7146 Maruti SX4
3. AP 09 Y 9944 Swaraj Mazda- 24 Seats Bus
4. AP 09 TA 5218 Tata Ace
5. TS No 09 EB 4494 HERO Passion Pro Bike
6. TS No AP09 EB 4495 HERO Passion Pro Bike
7. TS09UC 4888 Swaraj Mazda- 35 Seats A/C Bus
8. TS 09 EQ 8182 Innova Crysta
9. TS 09 EP 8800 Camry
10. TS09PC0023 Toyota Fortuner
11. TG 07 FTR 9725 Maruthi Dizes (New)
12. TG 07 FTR 9724 Maruthi Dizes (New)

(B) The Institute hired one (01) TS 09 UA 5527 vehicle as per requirement from time to time.

18) **Security Service:** the Institute has engaged security services from M/s. Kapston Services, Hyderabad.

19) **Housekeeping:** M/s. Panorama Enterprise Services, Hyderabad is engaged by the Institute for rendering the house keeping services and upkeep building and maintenance of Hostel, Gym, Yoga Centre and roads in the premises.

20) **Afforestation:** The institute is located in a rocky area. Surya Teja Facilities Services took up and completed with the help of HUDA. The Institute has well maintained landscape, one fountain and well laid foot paths.

21) M/s People and Hudson provided the pest control services.

Dr. MCR HRDI Statement showing the No. of Chairs available				
SI No	Room No	Nature of Room	No of Chairs available	No of Candidates to be accommodated (ACTUAL CAPACITY)
Ground Floor				
1.	21	Executive Lounge	50	60
2.	22	Classroom –(U – Type Seating)	14	25
3.	23	Classroom	40	40
4.	24	Mini Conference Hall (U – Type Seating)	22	20
5.	25	Classroom	20	40
6.	28	P.V.R.K. Prasad Hall – Big hall	64	100
7.	32	Dasarathi Auditorium: An excellent Auditorium with sound proof system LCD Projector system and Audio-Visual system are available the floor in nicely red carpeted(S type)	234	250
1st Floor				
8.	104 & 105	Computer Class room	60	60
9.	116	Computer Class room	50	50
10.	117	Class room	40	40
11.	118	Class room	35	40
12.	119	Class room	30	40
13.	120	Class room	54	40
14.	123	Akkanna Conference Hall (Computer Class Room)	78	90
2nd Floor				
15.	202	Koutilya Hall	40	40
16.	215	Video Conference Room	50	50
17.	216	Classroom	38	40
18.	217	Mini Conference Hall – (U –Type Seating)	20	20
19.	218	Mini Conference Hall (U –Type Seating)	36	20
20.	219	Classroom	30	40
21.	222	Madanna Conference Hall	88	100
22.		Executive Lounge		
23.		Shravan Kumar Hall: An excellent auditorium with Wooden panel, sound proof system and LCD Projector system and audio- Visual system are available. The floor is nicely cream color fixed carpeted in Shravan Kumar Conference Hall at Tungabhadra Hostel	135	150
24.		Akshara Hall (2nd Floor)	140	250
25.		Conference room at Godavari	35	40
		Total	1,403	1,645

Chapter XV

**Particular of Facilities available to
Citizens for Obtaining Information
[Section
491)(b)XV]**

16.1 Describe the 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	Cellar	Orders, Tenders etc.
News Papers Reports	Telugu, English, Urdu News papers	All daily newspapers.
Public Announcements	Transport, Electricians, Housekeeping etc.	Call Drivers, Electricians, Plumbers, Housekeeping
Information Counter	Near Receptions	Accommodation, courses
Publications	Dept. Manuals/Functionary Manuals publications printed by Institute	Placed in Library
Office Library	Cellar	All Subject Books
Websites	www.mcrhrdi.gov.in	Institute information
Other Facilities (name)		
Catering	Tungabhadra Hostel	Canteen in the ground floor
Housekeeping	GTS Housekeeping Services, Hyderabad	Cleaning, sweeping etc.
Security	First Man Services Hyderabad	Security of the Institute

Chapter XVI
Names, Designations and other Particulars of Public Information
Officers [Section 4 (l)(b)xvi]

17.1 Please provide contact information about 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)

Sl. No.	Name of office/ Administrative unit	Name & Designation of PIO	Office Tel; Residence Tel: Fax:	Email
1.	Dr. MCR Human Resource Development Institute of Telangana, Road No.25. Jubilee Hills. Hyderabad-500 033	Smt. N.Nirmala, Administrative Officer	23558028 Extn: 196 Cell:8977784568	nirmala.n@mchrddi.gov.in

Assistant Public Information Officer(s)

Sl. No.	Name of office/ Administrative unit	Name & Designation of APIO	Office Tel; Residence Tel: Fax:	Email
1.	Dr. MCR Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033	Sri G. Venkata Ramana, Asst.Librarian Gr-I	Cell: 87908 67261	venkataramanag@mchrddi.gov.in

Appellate Authority

Sl. No	Name, Designation & Address Of Appellate Authority	Jurisdiction of Appellate Officer (Offices/ Administrative Units of the authority)	Office Tel; Residence Tel: Fax:	Email
1.	Smt. V.Jyothi,GM(IT&F) Dr. MCR Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033	Dr. MCR HRD Institute of Telangana	23548487 Extn.127 :040-23543462 Cell No. 9248032098	jyothi.v@mchrddi.gov.in

Chapter – XVII
Other Useful Information
(Section 4(1) (b) XVII)

18. 1. Please give any other information or details of publications which are of Relevance or of use to the citizens.

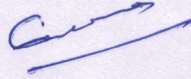
1. The information about the Dr. MCR HRD Institute of Telangana is available in the Institute website www.mcrhrdi.gov.in in which contains training calendar, list of publications & DVD's

18.2. 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.



(Smt.N.Nirmala)

Public Information Officer
Dr.MCR HRD Institute of Telangana,
Government of Telangana,
Hyderabad – 500 033



Place: Hyderabad.

Date :