

TELANGANA LEGISLATURE SECRETARIAT

Manual containing information about the Legislature Secretariat as required under Section 4 (1) (b) of the Right to Information Act, 2005.

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Chapter - 1: Particulars of Organization, Functions and Duties

And

Chapter – 2: Powers and Duties of Officers and Employees

The Telangana Legislature Secretariat functions under the control of the Hon'ble Speaker/Chairman. In the discharge of their responsibilities, the Speaker/Chairman is assisted by Secretary, Joint Secretary, Deputy Secretaries, Assistant Secretaries and Other Officers, Staff of the Legislature Secretariat.

Chapter – 3: The procedure followed in the decision making process, including channels of supervision and accountability

And

Chapter - 4 : The Norms set for the discharge of its functions

The duties and functions of the various Officers viz., Joint Secretary, Deputy Secretaries, Assistant Secretaries and other Officers and Staff in the Secretariat are assigned by the Secretary. The Secretary is the administrative head of the Legislature Secretariat and he will act as per the directions of the Hon'ble Speaker and Hon'ble Chairman.

Chapter - 5 : Rules, Regulations, Instructions, Manual and Records, held by it or under its Control or used by its employees, for Discharging Functions.

- (i) Rules of Procedure and Conduct of Business in the Telangana Legislative Council and Assembly.
- (ii) The AP payment of Salaries and Pension and Removal of Disqualifications Act, 1953.
- (iii) The Andhra Pradesh Legislature Members Travelling Allowances Rules 1961.
- (iv) The AP Legislative Assembly Secretariat Service Rules.
- (v) The AP State and Sub-Ordinate Service Rules which are applicable to the all State Government Employees.
- (vi) Legislature Library Rules
- (vii) The Andhra Pradesh Integrated Medical Attendance Rules, 1972

Chapter - 6 : A Statement of the categories of documents that are held by it or under its control.

Proceedings of each sitting of every session and reports of the Legislative Committees are printed and published.

Chapter - 7: Particulars of any arrangements that exists for consultation with, or representation by the members of public in relation to the formulation of its policy or implementation thereof.

--Not Applicable--

Chapter – 8: A statement of Boards, Council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those Boards, Councils, Committees and Other Bodies are open to the Public or the Minutes of such meetings are accessible for public.

Annexure-1

Chapter – 9: A Directory of its Officers and Employees

Annexure – 2

Chapter – 10: The monthly remuneration received by each of its officers and Employees, including the system of Compensation as provided in regulations.

Annexure – 3

Chapter – 11: The Budget allocated to each of its Agency, indication the particulars of all Plans, Proposed Expenditures and Reports on Disbursements made.

Total Annual Budget of Telangana Legislature for the Financial year 2015-16 is **Rs.75,53,21,000/-**

Chapter – 12: The manner of execution of subsidiary Programmes, including the amounts allocated and the details of beneficiaries of such programmes.

--Not Applicable --

Chapter -- 13: Particulars of Recipients of Concessions, permits or authorization granted by it.

--Not Applicable--

Chapter - 14: Details in respect of the information available to or held by it, reduced in an electronic form.

The details are available at www.telanganalegisature.org.in

Chapter - 15: Particulars of the facilities available to citizens for obtaining information, including the working hours of a Library or reading room, if maintained for public use.

The general public may witness the Debates from the Gallery. The Legislature Library is exclusively for MLAs, MLCs. Ex-Legislators and the general public can have access with due permission. It is open from 10.30 AM to 5.00 PM on all working days.

Chapter - 16: The Names, Designation and Other Particulars of the Public Information Officers.

1. Assistant Public Information Officer

Sri A. Sudhakar
Asst Public Information Officer &
Section Officer to Legislature
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2. Public Information Officer

Smt. V.N.Prasanna Kumari
Public Information Officer &
Assistant Secretary to Legislature
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Chapter – 17: Appellate Authority

Appellate Authority

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Chapter – 18: Any Other Information

--Not applicable--