

TELANGANA STATE TRADE PROMOTION CORPORATION LIMITED  
2<sup>nd</sup> Floor, Shakkar Bhavan, 5-10-174, Fateh Maidan Road  
Hyderabad-500 004,

**DETAILS UNDER RIGHT TO INFORMATION ACT - 2005**

**GENERAL INFORMATION**

**Head Office**

<b>Officials</b>	<b>Designation</b>	<b>Tele Phone/Cell. No.</b>
SRI. E.VENKAT NARASIHMA REDDY, JOINT MANAGING DIRECTOR.	Appellate Authority	040 - 29800236 e-mail: <a href="mailto:jmd@tstpc.org">jmd@tstpc.org</a>
Sri K. Venu Madhav General Manager (AL& Fin.)	State Public Information Officer	040 - 23237591/9959666303 e-Mail: <a href="mailto:vmkoridegm@tstpc.org">vmkoridegm@tstpc.org</a>
Smt. B.Rajeswari, Manager (Admn & PPD)	State Asst. Public Information Officer	040 - 23237591/9000991829 e-Mail: <a href="mailto:brajeswari@tstpc.org">brajeswari@tstpc.org</a>

**Working Hours: 10:30 a.m. to 05:00 p.m. on all working days with Lunch  
Break between 1:30 p.m. to 2:00 p.m.**

**Holidays : 2<sup>nd</sup> Saturdays, Sundays and all holidays declared by the  
Government of Telangana from time to time.**

**Office Address:** 2<sup>nd</sup> Floor, Shakkar Bhavan, 5-10-174, Fateh Maidan Road,  
Hyderabad-500 004. Mail Id. [info@tstpc.org](mailto:info@tstpc.org),  
Web: <https://tstpc.telangana.gov.in>

**Fees for RTI application:**

- Application Fee: Rs. 10/- by way of Demand Draft/Indian Postal Order drawn in favour of 'TSTPC Ltd' and payable at Hyderabad only.
- No application fee, postal charges and inspection charges shall be charged from any person who is Below Poverty Line. A copy of the BPL certificate shall be provided along with his application.
- Postal Charges should be borne by the applicant if the charges exceed Rs. 50/- for sending information.
- The Applicant shall bear all the charges incurred for Photostat copy(s), inspection of records, and all other charges, which shall be applicable for time being in force, as per laws governed in the State of Telangana.

**TELANGANA STATE TRADE PROMOTION CORPORATION LIMITED (TSTPC)**  
**ITEM-WISE INFORMATION RELATING TO 'RIGHT TO INFORMATION ACT, 2005**

**I) Particulars of Organization, functions and duties:**

The Telangana State Trade Promotion Corporation Limited (formerly known as Andhra Pradesh State Trading Corporation (APSTC)) was incorporated under Companies Act, 1956 on 5th June, 1970. APSTC has undergone transformation in the Year 2007 and it was renamed as A.P.Trade Promotion Corporation (APTPC).

Consequent to bifurcation of erstwhile State of Andhra Pradesh on 2<sup>nd</sup> June 2014 the APTPC also was bifurcated into AP and Telangana state organizations. Telangana State organization was incorporated as Telangana State Trade Promotion Corporation Limited (TSTPC) on 27.09.2014 under Companies Act-2013.

The objectives of the TSTPC are to:-

- Promote Trade in the State of Telangana.
- Create Export Logistics infrastructure in the state
- Manufacture and Sale of Golkonda brand Notebooks and other paper products to the Government Departments, Corporations and other organizations and to the student community in Open Market.

The head of the Corporation is the Joint Managing Director appointed by the Govt. of Telangana. The Board of Directors of the Corporation consisting of the Chairman, Joint Managing Director and two Directors appointed by the Government, guides the Corporation and take important policy decisions relating to the activities of the Corporation.

There are no branch offices located in Hyderabad and other districts of Telangana State. The total manpower of the Corporation as on 01.01.2021 is 5 Permanent (3 Regular and 2 on deputation from Government departments), 7 employees on contract. Other staff for doing clerical and other works watch & ward and security are taken on outsourcing basis from time to time.

The Divisions are headed by the officers in the cadre of Chief General Manger / General Manager/Dy. General Manager/ Managers/Asst. Managers. The details of the Divisions with the activities are given hereunder:-

**Projects & Logistics Division:**

A Container Freight Station (CFS), in an area of 7.10 acres, at Mamidipally on Srisaillam Highway near RGI Airport, Shamshabad has been developed. Action is being take to make the CFS operational

**Paper Products Division:**

The Division is manufacturing and supplying Golkonda Brand Note Books to student community throughout the State of TS. The activity was started by the Corporation in 1979 and for the last 4 decade it has improved the quality of notebooks and established its brand to stabilize the prices of notebooks in the market. The entire raw material required for the manufacture of note books is purchased through open tender system every year. Following variety of note books are manufactured to meet the market demand and requirements:

Short Note books

192 Pages bound

96 Pages bound

96 Pages unbound

96 Crown

192 Soft bound

80 Pages unbound

Long Note books

192 Pages long unbound

164 Pages crown medium Long

160 Pages Crown

Other students books:

Student Diaries,

Drawing books

The Corporation supplies note books to Government Welfare Departments and student community in the open market. The annual turnover of the Corporation is around Rs. 40 Crores.

**Finance and Accounts Division**

Accounts, Finance, Audit, Company Law matters are being dealt by this department.

**Administration Division:**

The division attends to all the personnel, administrative and welfare matters of employees and also RTI matter. The Division also deals with the matters relating to Disciplinary and Legal matters.

## **II. Powers and Duties of Officers and Employees:**

The Joint Managing Director (JMD) is the principal administrator of the Corporation is appointing and disciplinary authority having full powers to all acts, matters and things that are necessary, proper and expedient to carry out the business of the company. The Joint Managing Director is assisted by the Divisional Heads – Chief General Managers, General Managers, Managers who will be directly reporting to him.

The Divisional Heads are responsible for the activities and operations being carried out by their respective Divisions. They have to see that the operational and accounting works in their divisions are carried out smoothly and keep the records and information up to date.

The Divisional Heads are empowered with initiating disciplinary action against their subordinate officers and staff to keep and maintain the discipline in their Divisions.

The Divisional Heads will periodically appraise on the performance of their Division to the Joint Managing Director and appraise him the latest developments in their areas of operations.

The officers and the staff working in the Division shall discharge assigned duties and attend work allocated to them by their respective Divisional Heads. They shall keep their record work and information pertaining to the Section or the subject being dealt by them up to date.

The Powers and duties of the officers are detailed hererunder:

### **1) Sri E. Satyanarayana, Chief General Manager (On deputation).**

1. He is incharge of Paper Products Division.
  - a. Responsible procurement of raw material, manufacture and distribution of Golkonda brand note books, drawing books, Student diaries and other paper products and supply to schools and educational institutions of Welfare departments of Government of Telangana and open market.
  - b. He is also responsible for procurement and supply of Plain Copier Paper to Government departments and organisations and to the open market.
2. He is incharge of Trade Promotional activities.

2) **Sri K. Venu Madhav, General Manager (Contract)**

He is in-charge of the following subjects:

1. Administration
2. Finance and Accounts
3. Marketing
4. Projects and Logistics
5. Legal and Company Law Matters
6. Budget

3) **Sri V. Nagalinga Chary, Dy. General Manager (On deputation)**

1. He is in charge of Marketing of paper products
2. Appointment of distributors
3. Securing orders from the Govt. Departments and Distributors,
4. Recovery of dues from the Govt. Departments and organisations.
5. Follow up of the processing of bills by the Govt. Depts. etc.

4) **Smt B. Rajeswari, Manager**

1. She is Incharge of Administration,
2. Administration
3. Paper Products Division at Mamidipally.

5) **Sri V. Shyamsundar, Manager**

- 1) Finance and Accounts
- 2) Banking operations, Audit and Taxation
- 3) Processing of payments,
- 4) Budget,
- 5) Audit

6) **Smt. M. Sailaja, Manager (Contract)**

- 1) Organising Seminars, Workshops and Training Programmes
- 2) Organising Trade Fairs
- 3) Publishing of TS Trade Journal,
- 4) Developing export data base
- 5) Rendering the guidance to the exporters

7) **Sri A. Nageswar Rao, Manager (Contract)**

1. He is Incharge of e-procurement
2. He will liaise with all Depts., Corporations, Organizations under the control Industries & Commerce Dept., and get the orders for e-procurement and providing the same to them.

**8) Sri M. Srinivasulu, A.M. (Sys. Admin.) (Outsourced.)**

- 1) Networking and Systems Administration
- 2) Preparation of pay bills
- 3) Payment of PF and uploading payment details in PF website.
- 4) Maintenance of TSTPC website
- 5) Processing of payment files
- 6) Maintaining and updating of Asset Register

**9) Sri K. Uma Prasad, A.M.(Contract)**

- 1) Projects and Logistics.
- 2) Legal and court matters.
- 3) Company Law Matters
- 4) Budget
- 5) WDA, WEF
- 6) Printing and Conversion Machinery Centre at PPD.

**10) Ms. S. Nikitha, A.M(Outsourced.)**

- 1) Generation of Monthly and quarterly Report on exports from TS
- 2) Data mining for sector specific exports
- 3) Collection of information and data for T S Trade Journal
- 4) Preparation of Exports Directory and Handbook on Export procedures

**11) Sri B. Ramesh, AM (Outsourced)**

- 1) Marketing of Note Books and Plain Copier Paper
- 2) Securing orders from Government Departments and Distributors
- 3) Recovery of dues from Welfare Departments and Organizations
- 4) Following up processing of bills from Welfare Departments

**12) Smt. V. Sharada, AM (Accounts) (Outsourced.)**

- 1) Preparation of final accounts
- 2) Reconciliation of sales and Stocks
- 3) Payment vouchers
- 4) Taxation matters
- 5) Audit
- 6) Fixed Deposits

**13) Smt. V. Sunita, AM(Outsourced.)**

- 1) Maintenance of Record Room
- 2) Recovery of PCP dues from Govt. organisations

**14) Sri T. Yella Reddy, AM (Outsourced.)**

- 1) Transportation of note books stocks and raw material
- 2) Administration
- 3) Coordination of operations in all the three godowns
- 4) Preparation of invoices and waybills

**15) Sri M. Karun Kumar, AM (Outsourced.)**

- 1) Processing of Raw material and conversion Bills
- 2) Preparation of accounts and submission of reports periodically to GM(AL&F)
- 3) Preparation of Debtors statements and submission to GM(PPD)
- 4) Audit and Taxation
- 5) Stock Reconciliation and reporting
- 6) Processing of price fixation of Paper Products

**16) Sri Saidulu, AM (Outsourced.)**

- 1) Assist the Godown-III incharge
- 2) Sending raw materials for testing purpose to Labs and getting reports
- 3) Checking quality in the process of conversion of note books and other paper products.
- 4) Checking of quality of finished goods before they are accepted into Godowns.
- 5) Issuing of Quality Control Certificates
- 6) Preparation of waybills and invoices

**17) Sri S. Mallikarjun, Exec. Asst.(Regular)**

In-charge of Plain Copier Paper Godown at Head Office

- 1) Storage and maintenance of Plain Copier Paper(PCP)
- 2) Receipts and Deliveries of PCP
- 3) Maintenance of Relevant Book and
- 4) Raising relevant documents like GRNs and GDNs etc.
- 5) Closure of CFS Begumpet.

**18) Smt. N. Kavita, Executive Assistant (Contract)**

- 1) Administration
- 2) Establishment
- 3) Record Room and Stores
- 4) Inward and Outward

**19) Sri D. Sai Abhishek, Executive Assistant (Outsourced.)**

- 1) Cash receipts and payments.
- 2) Bank reconciliations.
- 3) Ledgers and sub-ledgers.
- 4) Preparation of Trail balance.
- 5) Inter unit reconciliations.
- 6) Monthly periodicals.

**20) Sri Venkat Ram, Executive Assistant(Outsourced.)**

- 1) In-charge of Godown-I, PPD at Mamidipally
- 2) Storage and distribution of note books and other paper products
- 3) Accounts and stock registers at PPD Mamidipally

**21) Sri K. Sanath Kumar, Executive Assistant (Outsourced.)**

- 1) Processing of payment files
- 2) Invoicing for the stock deliveries and preparation of waybills
- 3) Maintenance of convertors Personal ledgers
- 4) Reconciliation of the raw material and stock in trade – Convertors, stock points
- 5) Maintenance of sub-ledgers

**22) Sri K. Ashok, Executive Assistant (Outsourced.)**

- 1) Assist the Godown-I incharge
- 2) Stacking of the goods category wise
- 3) Arrange stock tags for each variety of goods.

**23) Sri O. Prabhakar, Executive Assistant (Outsourced.)**

- 1) Assist the Godown-II incharge
- 2) Stacking of the goods category wise
- 3) Arrange stock tags for each variety of goods.

**III. Procedure followed in decision making process including channels of supervision and accountability:**

All the tappals received in the Inward Section are opened and the currents addressed to the JMD will be submitted to the JMD and other currents received will be submitted to the concerned Divisional Heads. The JMD after perusal will mark the currents to the concerned Divisional Heads. The Divisional Heads in turn, after perusal of the currents received from the JMD and the currents received from the Inward Section, depending upon nature and urgency of currents will either attend by them or mark the same to the concerned dealing officers for necessary action.



The concerned dealing officers will initiate action on each current marked to them by their Divisional Heads and submit to their supervisory officer concerned for orders on the subject matter. The Supervisory officer in turn will submit the file to the Divisional Heads for a decision. The Divisional Heads will pass necessary orders sought for on the file if the matter within his ambit of authority delegated to him or else he will submit the file to the JMD for orders. The usual file processing system shall be followed and disposed off as per the procedure. All the officers are accountable for quick disposal of the cases.

#### **IV. The Norms set by the Corporation for discharge of its functions:**

The functions of the corporation are carried out based on the following norms:

- The operations and functions are carried out complying with the mandate given to the Corporation and procedures to run the business set out in the Memorandum and Articles of Association of the Corporation.
- Conditions of service set out in the TSTPC Employees Recruitment and Service Regulations, Leave Regulations, Conduct, Discipline and Appeals Regulations.
- Office Orders and Circulars issued by the Management from time to time on the operations of the Corporation and duties and responsibilities of the employees.

#### **V. The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

The following are the rules and regulations formulated by the Corporation and the Acts of Central Government, followed by its employees in discharging their functions:

1. TSTPC Employees Recruitment & Service Regulations 2015
2. TSTPC Leave Regulations 2015.
4. Memorandum and Articles of Association.
5. Employees Provident Fund and Miscellaneous Provisions Act, 1952.
6. Payment of Gratuity Act.
7. Companies Act, 1956.
8. Customs Act.

**VI. A Statement of the categories of documents that are held by the Corporation under its control:**

1. Assets Register
2. Stock Registers of printing and stationery items
3. Stock Register of Note Books
4. Cash book
5. Ledgers
6. Inwards and outward Registers
7. Service Register
8. Leave Register
9. Other Registers required from time to time.

In addition to the above Registers & Books the Corporation is having periodical reports to be submitted to the employment exchange, Life Insurance Corporation, Provident Fund Authority and to the Government.

The Corporation publishes every year Annual Accounts of the Corporation.

**VII. Particulars of any arrangements that exists for consultation with or representation by the members of the public relations to the formulation of its policy or implementation there of:**

There are arrangements in existence in the Corporation for consultation with or representation by the members of the public relation to the formulations of the policies or implementation thereof through the orders of Government of Telangana. The Board of Directors of the Corporation in consultation with the senior officers formulates the policies of the Corporation.

**VIII. Statement of Boards, Councils, Committees and other bodies consisting of two more persons constituted as its part or for the purpose of its advice and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public:**

The Board of Directors constituted by Government of Telangana advice the Corporation. The Joint Managing Director, General Managers constitute a Committee (or) a Sub-committee for the purpose of seeking its advice for taking a decision in the matters of business relating to the Corporation through the process of tenders for all its general purchase, procurement and administration of its works for all the divisions of the Corporation. The committees so constituted will cease to exist once it completes the mandate given to it and the time frame set for its function.

**IX. A directory of officers and employees:**

<b>Sl. No.</b>	<b>Name of Employee S/Sri</b>	<b>Designation</b>	<b>Mobile Nos.</b>
1	B.Rajeswari	Manager (Regular)	9000991829
2	V.Shyam Sunder	Manager (Regular)	9000991831
3	S.Mallikarjun	Executive Asst. (Regular)	9959667630

<b>Sl. No.</b>	<b>Name of employee S/Sri</b>	<b>Designation</b>	<b>Mobile Nos.</b>
1	E.Satyanarayana	Chief General Manager (on deputation from CoI)	9849541628
2	K.Venu Madhav	General Manager (on Contract)	9959666303
3	V.Naga Linga Chary	Dy. General Manager (on deputation from Co-operation Dept)	9985437923
4	M. Sailaja	Manager (on Contract)	9959666311
5	A.Nageswar Rao	Manager (on Contract)	8125288288
6	K.Uma Prasad	Assistant Manager (on Contract)	9959021775
7	P.Lokeswara Reddy	Assistant Manager (on Contract)	9989881234
8	S.Ramana Chary	Executive Assistant (on Contract)	9866103617
9	N.Kavitha	Executive Assistant (on Contract)	8897370666

Other employees for watch and ward, security, housekeeping and Clerical work are engaged on outsourcing basis based on the requirement of the Corporation from time to time.

**X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

The Statement of gross salary received by each of officer and employees of the Corporation as follows:

<b>Sl. No</b>	<b>Name of Employee S/Sri</b>	<b>Present Designation</b>	<b>Gross Salary Rs.</b>	<b>Mobile Nos.</b>
1	B.Rajeswari	Manager	122151	9000991829
2	V.Shyam Sunder	Manager	108463	9000991831
3	S.Mallikarjun	Executive Asst.	54114	9959667630
4	E.Satyanarayana	Chief General Manager (on deputation from CoI)	147372	9849541628
5	K.Venu Madhav	General Manager (on Contract)	75321	9959666303
6	V.Naga Linga Chary	Dy. General Manager (on deputation from Co-operation Dept)	95412	9985437923
7	M. Sailaja	Manager (on Contract)	70649	9959666311
8	A.Nageswar Rao	Manager (on Contract)	56870	8125288288
9	K. Uma Prasad	Asst. Manager (on Contract)	37754	9959021775
10	P.Lokeswara Reddy	Asst. Manager (on Contract)	35120	9989881234
11	S.Ramana Chary	Executive Assistant (on Contract)	26600	9866103617
12	N.Kavitha	Executive Assistant (on Contract)	28595	8897370666

**XI. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.**

The Corporation is a self sustained organization. It meets its own expenditure on business activities and salaries and wages and overhead

charges etc.. Not dependent on Government budget support from the beginning of the Corporation.

The Government allocates budget to the Corporation for carrying out its trade promotional activities and logistic infrastructure to be developed in the state. The budget allocated by the Government year on year is being utilized by the Corporation from trade promotion and infrastructure development activities and utilization certificates are submitted to the Government. The amount of budget allocation by the government varies from time to time.

**XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

There are no subsidy programmes in the Corporation.

**XIII. Particulars of recipients of concession, permits or authorizations granted by it.**

No concessions, permits or authorizations granted by the Corporation.

**XIV. Details in respect of the information, available to or held by it, reduced in an electronic form:**

The information relating to the Corporation and its activities carried out by different divisions are made available in its Web site [www.tstpc.telangana.gov.in](http://www.tstpc.telangana.gov.in)

**XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading rooms, if maintained for public use:**

The Corporation does not own library for the use of its employees.

The Website of the Corporation provides information to the citizens about the Corporation and its activities which can be used by the citizens and if any citizen is interested in availing the facilities of the corporation, they can do so.

**XVI. The names, designations and other particulars of the Public Information Officers:**

The particulars of the State Public Information Officer and the State Assistant Public Information Officer appointed at Head Office are as follows:

**State Public Information Officer:**

Sri K. Venu Madhav, General Manager (Admn & Logistics),  
H.No: 5-10-174, Fateh Maidan Road, HYDERABAD,  
040 - 29800236/9959666303, E-Mail: [info@tstpc.org](mailto:info@tstpc.org)

**State Asst Public Information Officer:**

Smt. B.Rajeswari, Manager (Admn),  
H.No: 5-10-174, Fateh Maidan Road, HYDERABAD.  
040 - 23237591/ 9000991829; E-Mail: [brajeswari@tstpc.org](mailto:brajeswari@tstpc.org)

**XVII. Such other information as may be prescribed and thereafter update this publication every year:**

The Corporation publishes its Annual Report for each of its financial year. Any information relating to the Corporation as required under the RTI Act 2005 will be updated from time to time.

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**STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED UNDER RTI ACT 2005 FOR THE YEAR 2020. ANNUAL REPORT FROM 01.01.2020 TO 31.12.2020**

**PROFORMA D**

**DEPARTMENT: TELANGANA STATE TRADE PROMOTION CORPORATION LTD., INDUSTRIES AND COMMERCE DEPT. GOVERNMENT OF TELANGANA.**

Sl. No.	Name of the HOD / Corporation	Total No. of PIOs in each HOD and other units	Total No. of Applications pending as on end of 2019	Total No. of Applications received during the year	Total (Col. 4+5)	Total No. of Applications disposed during the year	Total no. of Applications pending (Col.6-7)	Out of cases disposed shown in Col. No.7 information furnished	Out of cases disposed shown in col.7 deemed refusals u/s 7(2)/1891)	Out of cases disposed shown in Col. 7, cases rejected under Sections														Amount of total application fee charges collected for furnishing information Rs.	Any other information.	
										6	8 (1) (a)	8 (1) (b)	8 (1) (c)	8 (1) (d)	8 (1) (e)	8 (1) (f)	8 (1) (g)	8 (1) (h)	8 (1) (i)	8 (1) (j)	9	11	24			Oth-er
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
1	Joint Managing Director	1	0	2	2	1	1	1								Nil									20/-	Information furnished to one applicant at Cl.. No.8 on 2.01.2021 .-

Sd/-  
For APPELLATE AUTHORITY

**STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED UNDER RTI ACT 2005 FOR THE YEAR 2020. ANNUAL REPORT 01.01.2020 TO 31.12.2020**

**PROFORMA H**

**DEPARTMENT: Telangana State Trade Promotion Corporation Ltd., Industries and Commerce Dept. GoT.**

Sl. No.	Name of the Dist. & Regional Offices and HOD	Total No. of 1 <sup>st</sup> Appellate Authorities in each Dist., Regional and HODs	Total No. of 1 <sup>st</sup> Appeals pending as on end of the AS ON 1.1.2016	Total No. of 1 <sup>st</sup> Appeals received during the year	Total (Col. 4+5)	Total No. of 1 <sup>st</sup> Appeals disposed during the year	Total no. of Appeals pending (Col.6-7)	Out of cases disposed shown in Col. No.7 information furnished.	Out of cases disposed shown in Col. 7, cases rejected Sections													Amount of charges collected for furnishing information Rs.	Suggestions if any.			
									6	8 (1) (a)	8 (1) (b)	8 (1) (c)	8 (1) (d)	8 (1) (e)	8 (1) (f)	8 (1) (g)	8 (1) (h)	8 (1) (i)	8 (1) (j)	9	11			24	others	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
1	JMD TSTPC	1	-	-	-	-	-	-								NIL									Rs. 20/-	Nil

Sd/-  
**For APPELLATE AUTHORITY**