

Particulars of TECSOK to be published as per Section 4 (1) (b) of RTI Act, 2005

4(1)(b)(i)	Particulars of the Organisation, Functions and Duties TECSOK is engaged in providing consultancy to the entrepreneurs as well as investors. TECSOK is also offering expert services to various Departments / Organisations / Boards / Corporations of the Government.
4(1)(b)(ii)	Powers and Duties of Officers and Employees

Sl. No.	Designation	Powers and Duties
1.	CEO & Chief Adviser	Head of Institution and functioning as per the directions / advise of the Additional Chief Secretary to Government, C&I Department and Chairman of the Governing Council of TECSOK. In addition, is responsible for timely completion of the assignments entrusted to the subordinates.
2.	Adviser-1	Functioning as per the directions of the CEO & Chief Adviser.
3.	Adviser-2	Functioning as per the directions of the CEO & Chief Adviser.
4.	Adviser-3	Functioning as per the directions of the CEO & Chief Adviser. In addition, assisting CEO & Chief Adviser in respect of administrative matters.
5.	Adviser-4	Functioning as per the directions of the CEO & Chief Adviser.
6.	Technical Officer	Functioning as per the directions of the CEO & Chief Adviser.
7.	Project Assistant	Functioning as per the directions of the CEO & Chief Adviser and other officers.

Sl. No.	Designation	Powers and Duties
8.	Senior Accountant	Functions related to Accounts
9.	Data Entry Operator-1	Functioning as per the directions of officers.
10.	Data Entry Operator-2	Functioning as per the directions of officers.
11.	Receptionist and Telephone Operator	Duties of Receptionist and Telephone Operator.
12.	Attender-1	Assistance in office duties
13.	Attender-2	Assistance in office duties

4(1)(b)(iii)	<p>Procedure followed in decision making</p> <p>CEO is responsible for day-to-day administration of TECSOK. Any policy decision will be taken based on the approval of Chairman, TECSOK.</p>
4(1)(b)(iv)	<p>Norms set for discharge of functions</p> <p>CEO monitors regarding timely completion of assignments by officers / staff to the satisfaction of clients. CEO will provide required guidance whenever needed.</p>
4(1)(b)(v)	<p>Rules, Regulations for discharging functions</p> <p>TECSOK functions as per the guidelines of TECSOK Service Rules (Revised), 2008 and also directions issued from time-to-time by the Governing Council.</p>
4(1)(b)(vi)	<p>Statement of the categories of documents</p> <p>Attendance register, vehicle log book, R&D register, leave particulars register, files on bank transaction, LIC Gratuity and Leave Encashment Policy, Business Development, RTI and separate files for assignments.</p>
4(1)(b)(vii)	<p>Arrangement that exists for consultation with public</p> <p>TECSOK will consider suitable suggestions offered by the public relevant to the services being provided by the organisation for implementation.</p>

4(1)(b)(viii)	Statement of Boards, Councils, Committees, etc. Not applicable.
4(1)(b)(ix)	Directory of officers and employees

Sl. No.	Designation	Name of Officer / Employee	Office Telephone Number
1.	CEO & Chief Adviser	Anil A. Uppin Addl. Director, I&C (addl. charge)	080-22866134
2.	Adviser-1	B M Leelavathi	080-22866152 / 22865544
3.	Adviser-2	Dr. Sujatha T M	
4.	Adviser-3	M S Bhat	
5.	Adviser-4	G M Nataraja	
6.	Technical Officer	Ruby Silvia	
7.	Project Assistant	Eugine Charles	
8.	Senior Accountant	A Prema Kumari	
9.	Data Entry Operator-1	Narasimharaje Urs	
10.	Data Entry Operator-2	V Leelavathi	
11.	Receptionist and Telephone Operator	Savitha A S	
12.	Attender-1	P Lingaraju	
13.	Attender-2	H B Subhash	

4(1)(b)(x)	Monthly remuneration of officers and employees
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Sl. No.	Designation	Name of Officer / Employee	Gross Monthly remuneration (Rs.)
1.	CEO & Chief Adviser	H S Prakash (Superannuated on 31.03.2018)	1,22,834
2.	Adviser-1	B M Leelavathi	1,04,536
3.	Adviser-2	Dr. Sujatha T M	1,04,536
4.	Adviser-3	M S Bhat	97,438
5.	Adviser-4	G M Nataraja	97,438

Sl. No.	Designation	Name of Officer / Employee	Gross Monthly remuneration (Rs.)
6.	Technical Officer	Ruby Silvia	64,316
7.	Project Assistant	Eugine Charles	48,669
8.	Senior Accountant	A Prema Kumari	55,328
9.	Data Entry Operator-1	Narasimharaje Urs	48,744
10.	Data Entry Operator-2	V Leelavathi	33,159
11.	Receptionist and Telephone Operator	Savitha A S	21,330
12.	Attender-1	P Lingaraju	34,043
13.	Attender-2	H B Subhash	31,677

4(1)(b)(xi)	<p>Details of Budget Allocation</p> <p>During the year 2017-18, C&I Department has released a grant of Rs. 32.96 lakhs to meet the short-fall in administrative expenditure.</p>
4(1)(b)(xii)	<p>Details of subsidy, beneficiaries, etc.</p> <p>Not applicable.</p>
4(1)(b)(xiii)	<p>Particulars of Permits, recipients, etc.</p> <p>Not applicable.</p>
4(1)(b)(xiv)	<p>Details of information available to public in electronic form</p> <p>Details of assignments completed and list of profiles are available in electronic form for reference of public.</p>
4(1)(b)(xv)	<p>Particulars of facilities available to citizens obtaining information, working hours, etc.</p> <p>TECSOK functions from 10 am to 5.30 pm. Public may obtain the information available in TECSOK during the office hours.</p>

4(1)(b)(xvi)	Name, designation and particulars of Public Information Officer
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Sl. No.	Name, Designation and telephone number of PIO	Name, designation and telephone number of Appellate Authority
1	Sri M S Bhat Adviser, TECSOK, VITC Building, 3 rd Floor, Kasturba Road, Bengaluru - 560001 Telephone No.22866152 / 22865544	Sri Anil A Uppin CEO & Chief Adviser Telephone No.080- 22866134

4(1)(b)(xvii)	Any other information Not applicable.
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