

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

4(1)(b)(i)	<b>Particulars of the Organisation, Functions and Duties</b> 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)	<b>Powers and Duties of Officers and Employees</b>

<b>Sl. No.</b>	<b>Designation</b>	<b>Powers and Duties</b>
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.	Senior Accountant	Functions related to Accounts
4.	Date Entry Operator-1	Functioning as per the directions of Officers
5.	Date Entry Operator-2	Functioning as per the directions of Officers
6.	Receptionist cum Telephone Operator	Duties of Receptionist and Telephone Operator
7.	Attender-1	Assistance in office duties
8.	Attender-2	Assistance in office duties

4(1)(b)(iii)	<p><b>Procedure followed in decision making</b>  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><b>Norms set for discharge of functions</b>  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><b>Rules, Regulations for discharging functions</b>  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><b>Statement of the categories of documents</b>  Attendance register, vehicle log book, R&amp;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><b>Arrangement that exists for consultation with public</b>  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)	<p><b>Statement of Boards, Councils, Committees, etc.</b>  Not applicable.</p>
4(1)(b)(ix)	<p><b>Directory of officers and employees</b></p>

Sl. No.	Designation	Name of Officer / Employee	Office Telephone Number
1.	CEO & Chief Adviser	B Mahesh Addl. Charge	080-22866134
2.	Adviser-1	G M Nataraja	080-22866134/ 22865544
3.	Senior Accountant	A Prema Kumari	
4.	Data Entry Operator-1	Narasimharaje Urs	
5.	Data Entry Operator-2	V Leelavathi	
6.	Receptionist and Telephone Operator	Savitha A S	
7.	Attender-1	P Lingaraju	
8.	Attender-2	H B Subhash	

4(1)(b)(x)	<b>Monthly remuneration of officers and employees</b>
------------	---

Sl. No.	Designation	Name of the Officer/Employee	Gross Monthly Remuneration
1.	CEO & Chief Adviser	B Mahesh	-
2.	Adviser-1	G M Nataraja	1,28,139
3.	Senior Accountant	A Premakumari	73,362
4.	Data Entry Operator-1	Narasimharaje Urs	64,867
5.	Data Entry Operator-2	V Leelavathi	42,447
6.	Attender-1	P Lingaraju	44,618
7.	Attender-2	H B Subhash	44,363
8.	Receptionist cum Telephone Operator	Savitha A S	27,500

4(1)(b) (xi)	<p><b>Details of Budget Allocation</b>  During the year 2018-19, C&amp;I Department has released a grant of Rs. 25.00 lakhs to meet the short-fall in administrative expenditure.</p>
4(1)(b) (xii)	<p><b>Details of Subsidy, beneficiaries, etc.</b>  Not applicable.</p>
4(1)(b) (xiii)	<p><b>Particulars of Permits, recipients, etc.</b>  Not Applicable.</p>
4(1)(b) (xiv)	<p><b>Details of Information available to public in electronic form</b>  Details of assignments completed and list of profiles are available in electronic form for reference of public.</p>
4(1)(b) (xv)	<p><b>Particulars of facilities available to citizens obtaining information, working hours, etc.</b>  TECSOK functions from 10 am to 5.30pm. Public may obtain the information available in TECSOK during the office hours.</p>

4(1)(b) (xvi)	<b>Name, Designation and Particulars of Public Information Officer</b>
---------------	--

<b>Sl. No.</b>	<b>Name , Designation and Telephone Number of PIO</b>	<b>Name , Designation and Telephone Number of Appellate Authority</b>
1	Sri G M Nataraja Adviser TECSOK 3 <sup>rd</sup> Floor, VITC Building, Kasturba Road Bengaluru – 560 001 Telephone No.22866134/22865544	Sri B Mahesh CEO & Chief Adviser (Addl.Charge) Telephone No.22866134

4(1)(b) (xvii)	<b>Any Other Information</b> Not Applicable
----------------	--

**Particulars of TECSOK to be Published as per Section 26 (3) (b) of RTI Act,2005**

<b>Name, Designation and Particulars of Public Information Officer</b>
--

Sri G M Nataraja

Adviser

TECSOK

3<sup>rd</sup> Floor, VITC Building, Kasturba Road

Bengaluru – 560 001

Telephone No.22866134/22865544

Email: [ceo@tecsok.com](mailto:ceo@tecsok.com)/ [bdg@tecsok.com](mailto:bdg@tecsok.com)

Fax No.08022866138