

**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)	<b>Powers and Duties of Officers and Employees</b>

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.	Accounts Officer	Functions related to Accounts
3.	Project Assistant	Functioning as per the directions of the CEO & Chief Adviser.
4.	Receptionist cum Telephone Operator	Duties of Receptionist and Telephone Operator
5.	Attender	Assistance in office duties

4(1)(b)(iii)	Procedure followed in decision making CEO is responsible for day-to-day administration of TECSOK. Any policy decision will be taken based on the approval of Chairman, TECSOK.
4(1)(b)(iv)	Norms set for discharge of functions CEO monitors regarding timely completion of assignments by officers / staff to the satisfaction of clients. CEO will provide required guidance whenever needed.
4(1)(b)(v)	Rules, Regulations for discharging functions TECSOK functions as per the guidelines of TECSOK Service Rules (Revised), 2008 and also directions issued from time-to-time by the Governing Council.
4(1)(b)(vi)	Statement of the categories of documents 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.
4(1)(b)(vii)	Arrangement that exists for consultation with public TECSOK will consider suitable suggestions offered by the public relevant to the services being provided by the organisation for implementation.
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	Ukesh Kumar.S, I.A.S.,	080-29551186
2.	Accounts Officer	Mansoor	080-29551186
3.	Project Assistant	V Leelavathi	
4.	Receptionist and Telephone Operator	Savitha A S	
5.	Attender	H B Subhash	

4(1)(b)(x)	Monthly remuneration of officers and employees
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Sl. No.	Designation	Name of the Officer / Employee	Gross Monthly Remuneration
1.	CEO & Chief Adviser (I/c)	Ukesh Kumar.S, I.A.S.,	Not Applicable
2.	Accounts Officer (I/c)	Mansoor	Not Applicable
3.	Project Assistant	V Leelavathi	71,148
4.	Receptionistcum Telephone Operator	Savitha A S	38,468
5.	Attender	H B Subhash	64,011

4(1)(b) (xi)	<b>Details of Budget Allocation</b> During the year 2022-23, C&I Department has released a grant of Rs.10.00 lakhs to meet the short-fall in administrative expenditure.
4(1)(b) (xii)	<b>Details of Subsidy, beneficiaries, etc.,</b> Not applicable.
4(1)(b) (xiii)	<b>Particulars of Permits, recipients, etc.</b> Not Applicable.
4(1)(b) (xiv)	<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.
4(1)(b) (xv)	<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.

4(1)(b) (xvi)	<b>Name, Designation and Particulars of Public Information Officer</b>
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<b>Sl. No.</b>	<b>Name , Designation and Telephone Number of PIO</b>	<b>Name , Designation and Telephone Number of Appellate Authority</b>
1	<p>Smt. V Leelavathi  Project Assistant  TECSOK  DIC Bengaluru (Urban)  office Building  Ground Floor, 1<sup>st</sup> Cross  Rajajinagar Indl.Estate  <b>Bengaluru – 560 010</b>  Telephone No.080-29551186</p>	<p>Ukesh Kumar.S, I.A.S.,  CEO &amp; Chief Adviser</p>

4(1)(b) (xvii)	<p>Any Other Information  Not Applicable</p>
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**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>
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Smt.V. Leelavathi

Project Assistant

T E C S O K

DIC Bengaluru (Urban) Building

Ground Floor, 1<sup>st</sup> Cross

Rajajinagar Industrial Estate

**Bengaluru – 560 010**

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