

**THE RIGHT TO INFORMATION ACT, 2005**

**INFORMATION HAND BOOK**  
**(Chapter II Section 4(1) b of RTI Act, 2005)**

**OBLIGATION OF PUBLIC AUTHORITIES**

**DIRECTORATE OF INSURANCE  
GOVERNMENT OF TELANGANA  
2<sup>nd</sup> FLOOR RAJARAM BUILDING  
TILAK ROAD ABIDS HYDERABAD. 500 001**

# **GOVERNMENT OF TELANGANA**

## **DIRECTORATE OF INSURANCE**

[www.tsgli.telangana.gov.in](http://www.tsgli.telangana.gov.in)

### **Chapter 1**

#### **Introduction**

This Telangana State Government Life Insurance Department is a state welfare department deals with the implementation of (a) Government Life Insurance Scheme and (b) Group Insurance Scheme to all the categories of employees of Telangana State Government. It is running on quasi- commercial lines. Administration is subject to the rules framed by the government and the rules are termed as FUND RULES.

#### **Brief History of the Department:**

In the beginning, Family Pension Fund was established in 1907 by the Nizam of erstwhile Princely State of Hyderabad to alleviate the distress of the surviving members of the deceased Government servant families. The Family Pension Fund was later converted as “Hyderabad State Life Insurance Fund” in 1913. After formation of State of Andhra Pradesh in 1956, the Hyderabad State Life Insurance Fund was changed as Andhra Pradesh Government Life Insurance Fund and the scheme was made compulsory to all State Government Employees from 01-01-1958. In the year 1974, the nomenclature of the Department has been changed as Directorate of Insurance, Andhra Pradesh, Hyderabad and four (4) Regional offices have been set up in 1976 one each at Hyderabad, Vijayawada, Kurnool and Warangal to give

better and prompt service to the policy holders. Later with a view to render effective service and for easy accessibility to the policy holders at districts, Government further decentralised the department by establishing (23) District Insurance Offices in the year 1997.

On formation of Telangana State, Andhra Pradesh State Government Life Insurance Department was renamed as **“Telangana State Government Life Insurance Department”** with effect from 02-06-2014 at present it consists of Directorate at Hyderabad and (10) District Level Offices in each erstwhile district head quarters.

**Getting Additional Information:**

The additional information regarding TSGLI Scheme and GIS, can be obtained from the Director, Directorate of Insurance, Telangana, Hyderabad, State Public Information Officer and State Assistant Public Information Officer of the department designated under the Act and general information can also be obtained from the website [www.tsqli.telangana.gov.in](http://www.tsqli.telangana.gov.in)

### **Names and addresses of Key contact Points:**

<b>S.N.</b>	<b><u>Name of Office Administrative Unit</u></b>	<b><u>Office Address</u></b>
1	Directorate of Insurance Government of Telangana, Hyderabad.	Office of the Directorate of Insurance, Raja Ram Building 2 <sup>nd</sup> Floor, Tilak Road, Abids, Hyderabad – 500 001.
2	Joint Director of Insurance District Insurance Office Hyderabad	Office of the Joint Directorate of Insurance, Raja Ram Building, 2 <sup>nd</sup> Floor, Tilak Road, Abids, Hyderabad – 500 001.
3	Joint Director of Insurance District Insurance Office Warangal	Office of the Joint Director of Insurance, District Insurance Office, Bldg. No.1 – 7 – 1188, Balasamudram, Hanumakonda, Warangal.
4	Deputy Director of Insurance District Insurance Office Mahboobnagar	Office of the Deputy Director of Insurance, District Insurance Office, New Town, Mahbubnagar – 509 001
5	Assistant Director of Insurance District Insurance Office Adilabad	Office of the Assistant Director of Insurance, District Insurance Office, H. No. 4-4-120 / 4, Sandhya Nagar, Adilabad – 504 001
6	Assistant Director of Insurance District Insurance Office Karimnagar	Office of the Assistant Director of Insurance, District Insurance Office, H. No. 8-4-75/1, 1st floor Sri Radha Enclave, Ganeshnagar, Karimnagar, Telangana – 505 001.
7	Assistant Director of Insurance District Insurance Office Khammam	Office of the Assistant Director, District Insurance Office, H.No:10-6-183/15, 1st Floor, B.C.Colony Road, Raparthinagar –2 Khammam, Telangana-507 001.
8	Assistant Director of Insurance District Insurance Office Medak at Sangareddy	Office of the Assistant Director of Insurance, District Insurance Office, 2nd floor, South East Block, Integrated Collectorate Complex, Sangareddy – 502 001
9	Assistant Director of Insurance District Insurance Office Nalgonda	Office of the Assistant Director of Insurance, District Insurance Office, Hall No.7, &8 Municipal Office Complex, Nalgonda District – 508 001.
10	Assistant Director of Insurance District Insurance Office Nizamabad	Office of the Assistant Director of Insurance, District Insurance Office, Maruthi Nagar, Armoor Road, Nizamabad – 503 001.
11	Assistant Director of Insurance District Insurance Office Rangareddy	Office of the Assistant Director of Insurance, District Insurance Office , Raja Ram Building, 2 <sup>nd</sup> Floor, Tilak Road, Abids, Hyderabad – 500 001.

**Chapter 2**  
**Organisation, Functions and Duties**  
**(Section 4 (1) (b) (i))**

Name of the Organisation: **Directorate of Insurance,  
Govt. of Telangana Hyderabad.**

**Address:** **Raja Ram Buildings 2<sup>nd</sup> Floor,  
Abids, Hyderabad 500 001.**

**Functions:** The Department conducts Compulsory Insurance business of the State Government employees and also administers the Group Insurance Scheme.

**Duties:** The main functions and services of the Directorate of Insurance:

- a) Supervision and review of District Insurance offices.
- b) Administration of Telangana State employees Group Insurance Scheme.
- c) Maintenance of Insurance Building Complex.

The T.S.G.L.I. policy holder services are at District Insurance offices located at erstwhile District Headquarters.

**Chapter 3**  
**Powers and Duties of Officers and Employees**  
**(Section 4(1)(b)(ii))**

**DIRECTOR:**

The Director of Insurance is the Head of the Department. In all matters relating to the Department, the Director passes orders with the powers vested with him as per T. S. Financial Code, Telangana State and Subordinate Service Rules and T. S. Government Life Insurance Fund

Rules and as per the Powers delegated to him by the Government from time to time. All the communications to the Government should be approved and signed by him. The Director is responsible for the administration as well as discharge of technical duties connected with the Schemes of TSGLI Scheme and Group Insurance Scheme.

### **JOINT DIRECTORS:**

There are total (3) posts of Joint Directors in the Department. One post of Joint Director is in Directorate and the remaining (2) posts of Joint Directors are each at Warangal and Hyderabad.

The Joint Director at Directorate shall assist the Director in all matters connected with the administering of the Schemes and also day to day working of the Department. The Joint Director at each Multi-Zonal Headquarters act as District Insurance Officer for the execution of the TSGLI Scheme at his respective District Insurance Office and also supervise the District Insurance Offices under the jurisdiction of the respective Multi-Zone.

### **DEPUTY DIRECTORS:**

There are (2) posts of Deputy Directors in the Department. One post is in the Directorate and the other (1) post of Deputy Director is at District Insurance Office, Mahaboobnagar.

The Deputy Director at Directorate shall assist the Joint Director and the Director in all matters connected with the

administering of the Schemes and also day to day functioning of the Department. The Deputy Director in District acts as District Insurance Officer for the working of the TSGLI Scheme at his / her respective District Insurance Office.

### **ASSISTANT DIRECTORS:**

There are total (12) posts of Assistant Directors in the Department. Out of (12) posts of Assistant Directors (2) posts are in Directorate and the remaining (10) posts are in the District Insurance Offices located at erstwhile district head quarters.

The Assistant Directors at Directorate assist the Deputy Director, Joint Director and Director in all matters connected with the administering of the Schemes and also day to day functioning of the Department. The Assistant Directors at Districts act as District Insurance Officers for the working of the TSGLI Scheme at their respective District Insurance Offices. He is competent to issue TSGLI policies, sanction Loans and settlement of Claims without any monetary limit. All the District Insurance Officers are declared as Heads of Offices and as such have the administrative powers of their respective district and also financial powers as contemplated under TS Financial Code.

### **SUPERINTENDENTS:**

There are (40) posts of Superintendents in the Department. Out of (40) posts, the Directorate has (10)

Superintendents posts and (30) posts are at the District Insurance Offices.

The Superintendents are Heads of Sections. They supervise the work of each Accountant. They shall maintain over all discipline in their Section and ensure disposal of currents received.

### **SENIOR ACCOUNTANTS:**

There are (129) posts of Senior Accountants in the Department. The Directorate has (19) posts of Senior Accountants and (110) posts of Senior Accountants are in District Insurance Offices.

The Senior Accountants are the caseworkers in each Section. They have to executive the day to day work allotted to them. They shall also attend to any other work entrusted to them by their section superintendents.

### **JUNIOR ACCOUNTANTS:**

There are (30) posts of Junior Accountants in the Department. The Directorate has (5) posts of Junior Accountants and (25) posts of Junior Accountants are in the District Insurance Offices. The Functions and responsibilities of Junior Accountants are similar to Senior Accountants as mentioned above.



### **BRADMA OPERATORS:**

There is (01) post of Bradma Operator in the Department working at District Insurance Office, Hyderabad.

### **TECHNICAL STAFF:**

i) Electricians – (2); ii) Telephone Operator – (1) & iii) Lift Operator–(2)

### **DRIVER :**

There is only (01) post of Driver in the Department.

### **CASHIERS:**

There are (03) posts of Cashiers in the Department at the following Offices:

i) H.O.D.–(1) ii) D.I.O.-Warangal–(1) & iii) D.I.O.-Hyderabad–(1)

### **RECORD ASSISTANT:**

There is only (01) post of Record Assistant working in the Directorate for preserving the files systematically.

### **Class – IV Employees:**

There are (29) posts under Class–IV Category (i.e., Dafedar, Daftari, Office Subordinate, Chowkidar, Helper, Scavenger) in the Department. Out of which, Directorate has (12) Class–IV posts and the remaining (17) Class–IV are in the District Insurance Offices.

**Chapter 4**  
**Procedure followed in Decision making Process**  
**(Section 4(1)(b)(iii))**

<b>Activity</b>	<b>Description</b>	<b>Decision making process</b>	<b>Designation of decision making authority</b>
1	2	3	4
Goal Setting and Planning	Performance Indicators	The performance indicators are being fixed based on the business received.	Director of Insurance
	a Issue of Policies		
	b Sanction of Loans		
	c Settlement of Claims		
Budgeting	Preparation of Budget Estimates	Based on the previous years actuals and also the expenditure required for the year would be assessed.	Director of Insurance
Formulations of Programmes; Schemes and Projects		Whenever any new scheme is being proposed, the Director sends proposals to the Government for approval.	Government
Recruitment / Hiring of Personnel		Keeping in view the workload, the Director will send proposal to the Government for approval.	Government
Release of Funds	LOC and Management Expenses	In order to meet the expenditure towards Loans and Claims, Government releases LOC. Budget Estimates submitted to Govt. to meet Management Expenses every year.	Government

1	2	3	4
Implementation delivery of service/ Utilization of funds	Utilisation of LOC	The District Insurance Officers are utilising the funds released under LOC for sanction of loans and settlement of claims.	District Insurance Officer / Director
	Utilisation of Management Expenses	The District Insurance Officers send every month the Reconciliation Statements in respect of both LOC and Management Expenses.	
Monitoring & Evaluation		The progress of the utilisation of funds and also the functioning of the Dist. Ins. Offices are being monitored through obtaining monthly reports.	Director of Insurance.
Gathering feedback from public	Representations from Policyholders/ Employees Associations	The respective Dist. Insurance officers will act as per feedback from time to time.	District Insurance Officer
Undertaking improvements		Whenever any improvement is required in the implementation of the Scheme, the Director sends proposal to Government for approval.	Government

**Flow Chart for discharge of each function at District Insurance Office is detailed hereunder:**

**New Business:**

This section deals with issuing of policy bonds to the policy holders on submission of proposal form to this office.

**FLOW CHART FOR GETTING TSGLI POLICY BOND:**

**Step 1:** Monthly deduction of the Premium from Salary of the employee through pay bills;

**Step 2:** Drawing and Disbursing Officer has to send filled in proposal forms with deduction particulars and proper attestation to the respective District insurance office &

**Step 3:** District Insurance Office will process the Proposal form & e-BOND will be issued.

❖ First pay First Premium First Proposal

- G.O Ms. No.199 Finance (Admn.II) Dept. dt. 30-07-2013. w.e.f.01-08-2013.

❖ The D.D.O. is **solely responsible** for deducting the premium, forwarding the requisite proposal forms and requisite policies from the Insurance Dept.

- G.O.Ms.No.368 Fin. & Plg.(FW Admn-II) Dept. dt.15-11-1994.
- G. O. (P) No. 423. Finance (Admn.II) Dept. dt. 29-11-2005.
- G.O Ms. No.231 Finance (Admn.II) Dept. dt. 28-06-2010.

**Sanction of Loans:**

Loan shall be sanctioned upto 90% of the surrender value on respective policies. The recovery of the same shall be done in minimum 12 and maximum 48 monthly instalments. TSGLI Loan will be sanctioned only if G. O. Ms. No 49 Finance (Admn-I) Dept Dated: 27.04.2015 is fulfilled.

## **Settlement of Claims:**

**Maturity Claims:** In case of maturity of the policy, the total Sum Assured and Bonus till date of maturity is paid to the policy holder.

**Death Claims:** In case of death of the policy holder before maturity of the policy, the full Sum Assured along with the bonus till date of death are paid to the legal heirs of respective policy holders.

### **Required documents:**

1. Refund form no.2, duly filled in and attested by the D.D.O.
  2. Advance stamped Receipt
  3. Original policy
  4. Legal heir certificate issued by the M.R.O. concerned.
  5. Death Certificate
  6. Departmental information letter with Leave particulars.
  7. Xerox copy of First page of Saving Bank Pass Book of the Nominee to be enclosed.
- Government issued Orders vide GO.RT.No.2931 Finance (Admn-II) Department, Dated 10-07-2013 to make online all payments of Loans & Claims to the Policyholders.

## **Group Insurance Scheme:**

Employees are grouped into (4) categories i.e. A, B, C & D based on eligibility criteria with Monthly Subscription of Rs.120/-, Rs.60/-, Rs.30/- and Rs.15/- respectively. The Insurance coverage is Rs.15,000/- for Subscription of a Unit of Rs.15/- per Month. Further, 70% of Subscription goes towards Savings Fund and the remaining 30% towards Insurance Portion.

(G.O.Ms.No.5, Finance (Admn.I) Department, dated. 30-01-2018 read with G.O.Ms.No.367, Finance & Planning (Fin.Admin.II) Department, dt.15-11-1994).

**Chapter 5**  
**Norms set for the Discharge of Functions**  
**(Section 4(1)(b)(iv))**

The work norms are: All applications for services shall be processed in (30) working days or as directed by the H. O. D. / D. I. O. shall be followed inadvertently by the officers and subordinate staff.

**Chapter 6**  
**Rules, Regulations, Instructions, Manuals and Records**  
**for Discharging Functions**  
**(Section 4(1)(b)(v) 7(vi))**

<b>S.N.</b>	<b>Description</b>	<b>Gist of contents</b>	<b>Price of the publication if priced</b>
<b>Rules and Regulations</b>			
1.	T.S.G.L.I. Fund Rules	Relating to the functioning of TSGLI Scheme	--
2.	T.S.G.L.I. (Gazetted) Service Rules	Relating to the promotion / appointment of Gazetted Officers in the Department	--
3.	T.S.G.L.I. (Sub) Service Rules	Relating to the service rules of the subordinate staff in the department	--
<b>Instructions:</b>			
<b>MANUALS</b>			
1.	Departmental manual	Relating to the origin, evaluation of the department over a period of time, Rules relating to Service and Fund.	--
2.	Functionary Manual I & II	Relating to the procedures followed in the department to process the cases. Origin of Posts, maintenance of registers and records, responsibilities and duties of the various functionaries in the department.	--
<b>RECORDS</b>			
1.	Policy files	Proposal form of each policyholder, its acceptance, draft policy, any other correspondence related.	--
2.	<b>Registers</b>	Most of the works are computerized w.e.f 1-4-2012.	

**Chapter 7**  
**Categories of Documents held by the Public Authority**  
**under its Control**  
**(Section 4(1)(b)(v)(i))**

<b>S.N.</b>	<b>Category of document</b>	<b>Title of the Document</b>	<b>Designation and address of the custodian (held by/under the control of whom)</b>
1.	Policy File	Policy File	Joint Director/Deputy Director/ Assistant Director of the respective District Insurance Office.

**Chapter 8**  
**Arrangement for Consultation with, or representation**  
**by, the members of the public in relation to the**  
**formulation of policy or implementation thereof**  
**(Section 4(1)(b)(viii))**

**NIL**

**CHAPTER 9**  
**Boards, Councils, Committees and other Bodies**  
**constituted as part of Public Authority**  
**(Section 4(1)(b)v(iii))**

**NIL**

**Chapter 10**  
**Directory of Officers and Employees**  
**(Section 4(1)(b)(ix))**

S.N.	Name of Office / Administrative Unit	Name & Designation of the Officer	Telephone & Fax	email - ID
1	2	3	4	5
1	Directorate of Insurance	Sri. M.Venkateshwa Rao Director of Insurance, (FAC)	040-24754301 9848779521	<a href="mailto:dir_tgli@telangana.gov.in">dir_tgli@telangana.gov.in</a>
2		Sri. V. Srinivasu, Joint Director.	7729990031	
3		Smt. M. Nituben Bhojraj, Dy. Director.	8498082151	
4		Smt. L.L. Margaret, Assistant Director.	7729990032	
5		Sri. B. Narender Kumar, Assistant Director.	7729990033	
6	District Insurance Office, Hyderabad	Sri Md. Kabeeruddin, Assistant Director.	9491380959	<a href="mailto:jtdir_tgli_hyd@telangana.gov.in">jtdir_tgli_hyd@telangana.gov.in</a>
7		Sri Syed Moizuddin, Assistant Director.	949088786	
8		Sri K.Tulsi Ram, Assistant Director.	9848311949	
9	District Insurance Office, Warangal	Sri V.Srinivasu, Jt. Dir.(FAC)	7729990031	<a href="mailto:jtdir_tgli_wgl@telangana.gov.in">jtdir_tgli_wgl@telangana.gov.in</a>
10		Sri B. Vijaya Reddy, Assistant Director.	8498082155	
11	Dist. Insu. Office, Mahaboobnagar	Sri P.Jayachandra, Deputy Director.	9848780364	<a href="mailto:dydir_tgli_mbnr@telangana.gov.in">dydir_tgli_mbnr@telangana.gov.in</a>
12	Dist. Insu. Office, Adilabad	Sri K.Tulsi Ram, Assistant Director. (F.A.C.)	9848780361	<a href="mailto:asstdir_tgli_adb@telangana.gov.in">asstdir_tgli_adb@telangana.gov.in</a>
13	Dist. Insu. Office, Karimnagar	Smt. P.Sunithabai, Assistant Director.	9848780362	<a href="mailto:asstdir_tgli_kmnr@telangana.gov.in">asstdir_tgli_kmnr@telangana.gov.in</a>
14	Dist. Insu. Office, Khammam	Sri. B.Selwyn Jones, Asst. Dir. (F.A.C.)	9848780363	<a href="mailto:asstdir_tgli_kmm@telangana.gov.in">asstdir_tgli_kmm@telangana.gov.in</a>
15	Dist. Insu. Office, Medak at Sangareddy	Sri C.Srinivas Chowdary, Assistant Director.	9848750365	<a href="mailto:asstdir_tgli_mdk@telangana.gov.in">asstdir_tgli_mdk@telangana.gov.in</a>
16	Dist. Insu. Office, Nalgonda	Sri. B.Selwyn Jones, Assistant Director.	9848780366	<a href="mailto:asstdir_tgli_nlgd@telangana.gov.in">asstdir_tgli_nlgd@telangana.gov.in</a>
17	Dist. Insu. Office, Nizamabad	Sri. K. Srinivas Reddy, Assistant Director.	9848780367	<a href="mailto:asstdir_tgli_nzb@telangana.gov.in">asstdir_tgli_nzb@telangana.gov.in</a>
18	Dist. Insu. Office, Rangareddy	M.Sunitha, Assistant Director	9848780370	<a href="mailto:asstdir_tgli_rr@telangana.gov.in">asstdir_tgli_rr@telangana.gov.in</a>



**CHAPTER 11**  
**Monthly remuneration received by Officers and**  
**Employees, including the System of Compensation as**  
**provided in Regulations**  
**(Section 4(1)(b)(x))**

SN	NAME	Designation	Monthly Remuneration including its composition	System of compensation to determine remuneration as given in regulation
1	2	3	4	5
<b>DIRECTORATE OF INSURANCE, GOVT. OF TELANGANA HYDERABAD</b>				
1	Sri M. Venkateshwar Rao,	Director (FAC)		
2	Sri V. Srinivasu,	Joint Director	97704	
3	Smt M. Nituben Bhojraj,	Dy. Director	73918	
4	Smt. L. L. Margaret,	Asst. Director	95816	
5	Sri. B Narender Kumar,	Asst. Director	93423	
6	Sri. Md. Murtuza,	Supdt.	74008	
7	Sri. Mohd. Ghosue,	Supdt.	66619	
8	Sri. N. Dasarath,	Supdt.	66519	
9	Sri. N. Surayanarayana,	Supdt.	61379	
10	Smt. K Niveditha,	Supdt.	49116	
11	Smt. D Anantha Laxmi,	Supdt.	86465	
12	Smt. S. Bhagyamma,	Supdt.	50500	
13	Sri. G. Pandu Naik.	Supdt.	50500	
14	Smt. Shahana Farooqui,	Supdt.	61379	
15	Sri. C Ramachandraiah,	Supdt.	50530	
16	Sri V. Jagan Mohan Chary,	Sr. Acctt.	95826	
17	Sri A Praveen Kumar,	Sr. Acctt.	49146	
18	Sri R Prasad,	Sr. Acctt.	45118	
19	Sri Salman Khan,	Sr. Acctt.	41533	
20	Smt D. Asha Jyothi,	Sr. Acctt.	40372	
21	Sri M Mahesh,	Sr. Acctt.	35918	
22	Sri N Kantilal, Jr.Acctt.	Jr. Acctt.	64774	
23	Sri Mohd Jaweed, Jr.Acctt.	Jr. Acctt.	34224	
24	Sri G. V. Sudesh,	Electrician	98329	
25	Sri M. Sadananda Rao,	Electrician	68265	

1	2	3	4	5
26	Sri K. Ramana Kumar,	T.O.	86720	
27	Sri N. Jagan Mohn,	Cashier	63278	
28	Sri L. Srinivas,	Dirver	76455	
29	Sri CH. Janardhan Reddy,	Daftari	66559	
30	Smt R. Laxmi,	O S	50530	
31	Sri Ramesh Vittal Jadhav,	O S	51939	
32	Sri Y. Bheem Reddy,	O S	51939	
33	Sri Shaik Mahamood,	O S	46513	
34	Sri S. Sanjeeva Rao,	Helper	75915	
35	Sri P. Narsing Rao,	Sweeper	59459	
36	Sri P. Dhan Raj,	Scavanger	40191	
36	Sri B. Balraj,	Chowkidar	73918	

**OFFICE OF THE JOINT DIRECTOR OF INSURANCE;  
DISTRICT INSURANCE OFFICE, HYDERABAD**

1	Sri Md. Kabeeruddin,	Asst. Director	132694	
2	Sri Syed Moizuddin,	Asst. Director	106003	
3	Sri K Tulsi Ram,	Asst. Director	95786	
4	Sri D.Anjaneyulu,	Supdt.	88741	
5	Sri B.Santhosh,	Supdt.	42942	
6	Sri K.Mahipal,	Supdt.	68345	
7	Sri V.Mallaiah,	Supdt.	70385	
8	Sri N.K.S.Prakasam,	Supdt.	68559	
9	Sri S.Mohan Reddy,	Supdt.	66599	
10	Sri K.Sudhakar,	Supdt.	51884	
11	Smt G.Vijaya Laxmi,	Supdt.	53884	
12	Smt A.Kiranmai,	Supdt.	57809	
13	Sri D.Nagaraju,	Supdt.	66519	
14	Sri Mohd.Akber Ali,	Sr.Acct..	70191	
15	Smt Tanveer Begum,	Sr.Acct..	43923	
16	Smt G.Hemarani,	Sr.Acct..	40932	
17	Sri G.Satyanarayana,	Sr.Acct..	29648	
18	Sri K. S. Raghavendra,	Jr. Acctt.	77983	
19	Sri K.Praneeth Samuel,	Jr. Acctt.	26189	
20	Smt G.Abigail,	Jr. Acctt.	26189	
21	Sri Md. Siddiq,	Jr. Acctt.	33296	

1	2	3	4	5
22	Sri P. Venkatesham,	B O	84267	
23	Sri A. Srinivas,	O S	64774	
24	Smt V.Sudha,	O S	21456	
<b>OFFICE OF THE ASSISTANT DIRECTOR OF INSURANCE; DISTRICT INSURANCE OFFICE, RANGA REDDY</b>				
1	Smt M.Sunitha,	Asst. Director	95966	
2	Sri M.Bharath Bhushan,	Supdt.	26759	
3	Smt M.Aruna,	Supdt.	50500	
4	Sri N.S.Ravi Kumar,	Sr.Acct..	42728	
5	Sri D. Praveen,	Sr.Acct..	42728	
6	Sri A.Bhavani Shankar,	Sr.Acct..	35918	
<b>OFFICE OF THE ASSISTANT DIRECTOR OF INSURANCE; DISTRICT INSURANCE OFFICE, NALGONDA</b>				
1	Sri B.Selwyn Jones,	Asst. Director	65819	
2	Sri K.M.Fazal Ali,	Supdt.	u/s	
3	Sri R.Narsaiah,	Supdt.	46171	
4	Sri J.Naresh,	Sr.Acct..	36928	
5	Smt B.Santhosh Kumari,	Sr.Acct..	41352	
6	Smt K.Saritha,	Jr. Acctt.	-----	
7	Smt Y.Anuradha,	Jr. Acctt.	39082	
8	Sri Shaheda Banu,	Jr. Acctt.	-----	
9	Smt Chand Sulthana,	O S	40159	
<b>OFFICE OF THE DEPUTY DIRECTOR OF INSURANCE; DISTRICT INSURANCE OFFICE, MAHBOOBNAGAR</b>				
1	Sri P.Jayachandra,	Deputy Director	65819	
2	Sri E.Venkat Reddy,	Supdt.	111467	
3	Sri U.Nagaraju	Supdt.	47980	
4	Sri K.Jangaiah,	Supdt.	46654	
5	Sri V.Saidaya Chary,	Sr. Acctt.	54073	
6	Smt D.Vanaja,	Sr. Acctt.	33072	
7	Sri M.Satyanarayana,	Jr. Acctt.	59747	
8	Sri Maqbul Ahmed,	Jr. Acctt.	33372	
9	Sri M. Bharath Kumar,	Jr. Acctt.	24149	
10	Sri V.Narsimulu,	Jr. Acctt.	24149	
11	Smt Naseemunnisa Begum,	O S	41706	
12	Sri M.Rajesh,	O S	15266	

**OFFICE OF THE ASSISTANT DIRECTOR OF INSURANCE;  
DISTRICT INSURANCE OFFICE, NIZAMABAD**

1	2	3	4	5
1	Sri K.Srinivas Reddy,	Asst. Director	76505	
2	Sri P. Shekar,	Supdt.	44471	
3	Smt V.Shailaja,	Supdt.	47004	
4	Smt D.Swapna,	Sr. Acctt.	40587	
5	Sri S.Bagaiah,	Sr. Acctt.	35497	
6	Sri G.Lingam,	Jr. Acctt.	25041	
7	Smt B. Nirmala,	O S	42006	
8	Smt T. Santhosh Kumari,	O S	42006	

**OFFICE OF THE ASSISTANT DIRECTOR OF INSURANCE;  
DISTRICT INSURANCE OFFICE, MEDAK**

1	Sri Ch. Srinivas Choudhary ,	Asst. Director	71220	
2	Sri B.Janardhan,	Supdt.	79302	
3	Sri Shaik Naimoddin,	Supdt.	43676	
4	Sri M.Nagi Reddy,	Sr. Acctt.	44954	
5	Sri P.Kondal,	Sr. Acctt.	39082	
6	Sri D.Shanker,	Sr. Acctt.	39082	
7	Smt A.Priyanka,	Sr. Acctt.	34883	
8	Smt B.Swetha,	Sr. Acctt.	33891	
9	Sri N.Rajkishore,	Jr. Acctt.	24636	

**OFFICE OF THE JOINT DIRECTOR OF INSURANCE;  
DISTRICT INSURANCE OFFICE,WARANGAL**

1	Sri V.Srinivasu,	Joint Dir. (FAC)	-----	
2	Sri B.Vijaya Reddy,	Asst. Director	114269	
3	Sri G. Laxma Reddy,	Supdt.	111962	
4	Sri B.Durvas,	Supdt.	89427	
5	Sri P.Yadagiri,	Supdt.(under suspension)	-----	
6	Smt S.Mamatha,	Sr. Acctt.	44501	
7	Sri P.Nageshwar,	Sr. Acctt.	44501	
8	Smt A.Kavitha,	Sr. Acctt.	44501	
9	Smt A. Bhagyalaxmi	Sr. Acctt.	44501	
10	Smt MD.Vasima Begum,	Sr. Acctt.	44501	
11	Sri MD.Anwar Hussain,	Sr. Acctt.	74518	

1	2	3	4	5
12	Sri S.Manohar,	Sr. Acctt.	78608	
13	Smt CH.Suryakala,	Sr. Acctt.	44471	
14	Sri P.Vijay Kumar,	Sr. Acctt.	37578	
15	G.Manjula,	Sr. Acctt.	37578	
16	Sri MD.Sohail Hussain,	Sr. Acctt.	33372	
17	C.Meena Kumari,	Sr. Acctt.	33372	
18	Sri B.Bhanu Chander,	Jr. Acctt.	25141	
19	Sri G.Sai Bharadwaj Raju,	Jr. Acctt.	24349	
20	Sri P.Bharath Kumar,	Cashier	23657	
21	Sri B.Mahesh,	O S	19342	

**OFFICE OF THE ASSISTANT DIRECTOR OF INSURANCE;  
DISTRICT INSURANCE OFFICE, KHAMMAM**

1	Sri B.Selwyn Jones,	Asst. Dir. (FAC)	-----	
2	Sri P Mohan Rao,	Asst. Dir. (u/s)	45115	
3	Sri K. Srinivasulu,	Supdt.	93991	
4	Sri J.Ramesh,	Supdt.	86910	
5	Smt V.Pushpalatha,	Sr. Acctt.	47034	
6	Sri B.Prabhakar chary,	Sr. Acctt.	45708	
7	Sri G.Venkateswarlu,	Sr. Acctt.	35556	
8	Sri K.Ramesh,	Sr. Acctt.	42036	
9	Sri B.Nageswara Rao,	Sr. Acctt.	33372	
10	Smt D.Lourdu Mary,	Sr. Acctt.	31801	
11	Smt A.Laxmi Kanthamma,	O S	42006	

**OFFICE OF THE ASSISTANT DIRECTOR OF INSURANCE;  
DISTRICT INSURANCE OFFICE, KARIMNAGAR**

1	Smt P. Sunitha Bai,	Asst. Director	72053	
2	Sri T.Bapu Rao,	Supdt.	67100	
3	Sri G. Nagaraju,	Sr. Acctt.	48300	
4	Smt P.Vijalaxmi,	Sr. Acctt.	44501	
5	Sri Masood Hussain,	Sr. Acctt.	44471	
6	Smt M.Anitha,	Sr. Acctt.	40887	
7	Sri Gourdas Sardar,	Sr. Acctt.	40887	
8	Sri CH.Ravi,	Sr. Acctt.	57096	
9	Sri G.Srinivas,	Sr. Acctt.	34554	
10	Sri R.Vinay Kumar,	Sr. Acctt.	33372	
11	Smt CH.Sindhu Bhargavi,	Jr. Acctt.	24349	
12	Smt K.Jayalaxmi, O.S	O S	40887	

<b>OFFICE OF THE ASSISTANT DIRECTOR OF INSURANCE; DISTRICT INSURANCE OFFICE, ADILABAD</b>				
1	2	3	4	5
1	Sri K. Tulsiram	Asst. Dir. (FAC)	-----	
2	Sri K Ramprasad,	Supdt.	59145	
3	Sri K. Sathaiah,	Supdt.	47449	
4	Sri Ch Anjaiah,	Sr. Acctt.	44514	
5	Smt C Shirisha,	Sr. Acctt.	36928	
6	Sri M Suresh,	Sr. Acctt.	34883	
7	Smt D Parimala,	Sr. Acctt.	-----	
8	Sri R Teja,	Jr. Acctt.	23913	
9	Sri L Pavan Kumar,	Jr. Acctt.	23247	
10	Smt E. Rajamani,	O S	24836	

**Chapter 12**  
**Budget Allocated to Each Agency including Plans etc.**  
**(Section 4(1)(b)(xi))**

**PROGRESS OF THE TSGLI SCHEME :**

**(Rupees in Crores)**

<b>DESCRIPTION</b>	<b>ACTUALS FOR F/Y 2018-19</b>	<b>ESTIMATION FOR F/Y 2019-20</b>
<b>I. RECEIPTS</b>		
i. Premium and Loans	495.30	550
ii. Interest earned	220.00	270
<b>TOTAL</b>	<b>715.30</b>	<b>820</b>
<b>II. EXPENDITURE</b>		
i. Loans sanctioned	52.26	60
ii. Claims sanctioned	126.21	140
iii. Management Expenses	16.50	17.44
<b>TOTAL</b>	<b>194.97</b>	<b>217.44</b>
i. POLICIES ISSUED	48,962	55,000
ii. LOAN SANCTIONED	7492	8000
iii. CLAIM SETTLED	8916	9000
<b>FUND BALANCES</b>	<b>3574.58</b>	<b>4394.58</b>

**Chapter 13**  
**Manner of Execution of Subsidy Programmes**  
**(Section 4(1)(b)xii)**

**NIL**

**Chapter 14**  
**Particulars of Recipients of Concessions, Permits or**  
**Authorization granted by the Public Authority**  
**(Section 4(1)(b)xiii)**

**NIL**

**Chapter 15**  
**Information available in electronic form**  
**(Section 4(1)(b)xiii)**

<b>Electronic Format</b>	<b>Description (site address/ location where available etc.)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of information (held by whom?)</b>
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The Citizens (policyholders) can obtain the information from the official website [www.tsgli.telangana.gov.in](http://www.tsgli.telangana.gov.in) designed by CGG as per the GTGW guide lines.

**Chapter 16**  
**Particulars of Facilities available to Citizens for obtaining information**  
**(Section 4(1)(b)xv)**

<b>Facility</b>	<b>Description (Location of facility/ name etc)</b>	<b>Details of Information made available</b>
1	2	3
Notice Board	In the Premises of District Insurance Office/Directorate	Sanction of Loans, Settlement of Claims,
Websites	Static information regarding department is available at <a href="http://www.tsgli.telangana.gov.in">www.tsgli.telangana.gov.in</a>	

**Chapter 17**  
**Names, Designations and other Particulars of Public**  
**Information Officers**  
**(Section 4(1)(b)xvi)**

S.N.	Name of Office	A. P. I.O.	P. I.O.	Appellate Authority	e-mail ID
		<u>Name &amp; Designation</u> Telephone No.	<u>Name &amp; Designation</u> Telephone No.	<u>Name &amp; Designation</u> Telephone No.	
1	Directorate of Insurance	N.Suryanarayana, Superintendent 9441494839	V.Srinivasu, Joint Director 7729990031	<b>M.Venkateshwar Rao</b> <b>Director of Insurance</b> <b>(FAC),</b> <b>9848779521</b>	<a href="mailto:dir_tgli@telangana.gov.in">dir_tgli@telangana.gov.in</a>
2	D.I.O.- Hyderabad	V. Mallaiah, Superintendent 998967500	Md. Kabeeruddin, Asst. Director 9491380959		<a href="mailto:jtdir_tgli_hyd@telangana.gov.in">jtdir_tgli_hyd@telangana.gov.in</a>
3	D.I.O.- Warangal	G. Laxma Reddy, Superintendent 9059984444	B. Vijaya Reddy, Asst. Director 8498082155		<a href="mailto:jtdir_tgli_wgl@telangana.gov.in">jtdir_tgli_wgl@telangana.gov.in</a>
4	D.I.O.- Mahboobnagar	E. Venkat Reddy, Superintendent 9177726333	P. Jayachandra, Deputy Director 9848780364		<a href="mailto:dydir_tgli_mbnr@telangana.gov.in">dydir_tgli_mbnr@telangana.gov.in</a>
5	D.I.O.- Adilabad	K. Ramprasad, Superintendent 9849916519	K. Tulsi Ram , Asst. Director (FAC) 9848780361		<a href="mailto:asstdir_tgli_adb@telangana.gov.in">asstdir_tgli_adb@telangana.gov.in</a>
6	D.I.O.- Karimnagar	T.Bapu Rao, Superintendent 8096710108	P. Sunitha Bai, Assistant Director 9848780362		<a href="mailto:asstdir_tgli_kmnr@telangana.gov.in">asstdir_tgli_kmnr@telangana.gov.in</a>
7	D.I.O.- Khammam	K. Srinivasulu, Superintendent 9989963641	B. Selwyn Jones , Asst Director (FAC) 9848780363		<a href="mailto:asstdir_tgli_kmm@telangana.gov.in">asstdir_tgli_kmm@telangana.gov.in</a>
8	D.I.O.-Medak at Sangareddy	B.Janardhan, Superintendent 9603192104	Ch. Srinivas Chowdary, Assistant Director 9848780365		<a href="mailto:asstdir_tgli_mdk@telangana.gov.in">asstdir_tgli_mdk@telangana.gov.in</a>
9	D.I.O.- Nalgonda	R.Narsaiah, 9948750920 Superintendent	B. Selwyn Jones, Assistant Director 9848780366		<a href="mailto:asstdir_tgli_nlgd@telangana.gov.in">asstdir_tgli_nlgd@telangana.gov.in</a>
10	D.I.O.- Nizamabad	P. Shekar, Superintendent 8328220516	K. Srinivas Reddy, Assistant Director 9848780367		<a href="mailto:asstdir_tgli_nzb@telangana.gov.in">asstdir_tgli_nzb@telangana.gov.in</a>
11	D I O Rangareddy	M. Aruna, Superintendent 9490962857	M. Sunitha, Assistant Director 9848780370		<a href="mailto:asstdir_tgli_rr@telangana.gov.in">asstdir_tgli_rr@telangana.gov.in</a>



**CHAPTER 18**  
**ANY OTHER USEFUL INFORMATION**  
**(SECTION 4(1)(xvii))**

**NIL**



**Hyderabad**  
**Dated:**

**DIRECTOR OF INSURANCE**  
**GOVT. OF T.S., HYDERABAD**