

THE RIGHT TO INFORMATION
ACT 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK

NOVEMBER 2010

AP TECHNOLOGY SERVICES LIMITED
4TH FLOOR, 'B' BLOCK, BRKR BHAVAN
TANKBUND ROAD, HYDERABAD – 500 063

CHAPTER 1

INTRODUCTION

1.1 Background:

In order to promote transparency and accountability in the working of every Public Authority, Houses of Parliament have passed the Right of Information Bill 2005 (RTI 2005) and received assent of the President of India on 15-06-2005 and it was published as RTI Act 2005 in the Gazette of India on 21-06-2005. The Act casts an obligation on every Public Authority to maintain Records duly catalogued and indexed in a manner and the form, which facilitates the right to information under this Act.

This has necessitated bringing out this Information Hand Book to keep informed to whoever requires information on the activities of APTSL and its functions.

1.2 Objectives/ Purpose of this Information Hand Book:

Subject to provisions of this Act, all citizens shall have the right to information on the following.

- (i) the particulars of its organization, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or 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;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed; and thereafter update these publications every year;

1.3 Who are the intended users of the Hand Book;

Citizens, Civil Society Organizations, Public Representatives, Officers and Employees of Public Authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central/State Information Commissions etc.

1.4 Definition of Key Terms

1.5 Organization of Information:

This handbook contains the following Chapters

1. Chapter 2 – Organization, Functions & Duties
2. Chapter 3 – Powers & Duties of Officers and Employees
3. Chapter 4 – Procedure followed in Decision Making Process
4. Chapter 5 – Norms set for the Discharge of Functions
5. Chapter 6 – Rules, Regulations, Instructions, Manual and Records for discharging Functions
6. Chapter 7 – Categories of Documents held by the Public Authority under its Control
7. Chapter 8 – Arrangement for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or implementation thereof
8. Chapter 9 – Boards, Council, Committees and other Bodies constituted as part of Public Authority
9. Chapter 10 – Directory of Officers and Employees
10. Chapter 11 – Monthly Remuneration received by Officers and Employees including the system of compensation as provided in Regulations
11. Chapter 12 – Budget allocated to each Agency including Plans etc.
12. Chapter 13 – Manner of execution of subsidy programmes
13. Chapter 14 – Particulars of Recipients of concessions, permits or authorization granted by the Public Authority
14. Chapter 15 – Information available in Electronic Form
15. Chapter 16 – Particulars of facilities available to citizens for obtaining information
16. Chapter 17 – Names, Designations and other particulars of Public Information Officers
17. Chapter 18 – Other useful information

1.6 Getting additional information:
The sources, procedures and fees structure for getting information not available in this handbook

1.7 Names & addresses of key contact points

P.P.V. Satyanarayana, S.E.,
Asst. PIO, APTS, Hyderabad.
Ph: 23220305/ 23221760,
Mobile: 99630 29416

CHAPTER 2**ORGANISATION, FUNCTIONS AND DUTIES****[SECTION 4 (1) b (I)]**

2.1 Particulars of the Organization, Functions and Duties

Sl. No.	Name of the Organization	Address	Functions	Duties
1	Andhra Pradesh Technology Services Limited	4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063	<ol style="list-style-type: none">1. Procurement of Computer Hardware and Software and Networking under turnkey solution2. Up gradation of Systems3. Application Software Development4. Evaluation and building up of various communication infrastructure projects5. Consultancy services for IT solutions to organizations within the State and also other State Governments6. Implementation of IT application projects such as APSWAN, APSCAN, Video Conference facility etc.7. Implementation of PKI Infrastructure and Issue of Digital Certificates8. Processing of Aarogyasri Health Cards for GoAP based on Ration Card Data9. Implementation of Mission Mode Projects(MMP) as assigned by GoI/ GoAP	<ol style="list-style-type: none">1. To provide consultancy services to Govt. Departments/ Govt. Companies/ Corporations /Aided Bodies/Institutions in the purchase of modern office equipment including computer hardware and to assist installation of all such equipments and hardware2. To provide technical consultancy services on computerization of the various Govt organizations, up gradation of the existing systems and implementation of the applications3. To undertake feasibility and system studies for development of appropriate software's as per the needs of the client agencies.4. To provide consultancy to user agencies for recruitment of technical professionals by conducting skill tests.5. To assist in acquisition, maintenance and use of any other technological aids to administration

CHAPTER 3**Powers and Duties of Officers and Employees****[Section 4 (1) (b) (ii)]****3.1 Details of the powers and duties of officers and employees of the Authority by designation**

Sl. No	Name of the Officer/Employee	Designation	Duties Allotted	Powers
1	Sri Sanjay Kumar, IAS	Managing Director	Head of the Department. Over all in charge of the organization	i) Controls, directs and supervises all the functions of the Corporation under the direct control of the IT & C Department, GOAP. ii) Responsible for the day-to-day administration of the Corporation and exercises such of the powers, as are delegated to him by the Board of Directors subject to the provision of the Companies Act, 1956 and the Articles of the Corporation.iii) Exercises authority in all matters relating to sanctioning of works approval of tenders, execution of agreements, execution of works, incurring of expenditure, appointments, disciplinary actions, HRD matters, General Administration. iv) Authorizes the Quality Policy and Quality Objectives of the Organization and approves the Quality Manual .v) Conducts Management Review from time to time and interacts with clients (user Departments).
2	G. Jacob Victor	General Manager (T)	1. Application Development & Consultancy Services Division	A. Approvals of procurement proposals up to Rs.10 Lakhs
			2. Hardware procurement division	B. Approvals of payments up to Rs.10 Lakhs (make sure that necessary contractual conditions have actually been fulfilled by the vendors before authorizing payment).
			3. Office Automation Procurement & World Bank Project	
			4. Information Infrastructure Project division	

3	P. Ramakrishna	General Manager on deputation	1. Training Division 2. MPHS 3. Data Warehousing Project 4. EPIC Project 2002, 2005 5. MEASAT - ISP 6. Information Project Division (EPIC 1995) 7. Hardware Purchase Division 8. Hardware Bills & Acceptance Division 9. Administration Division 10. HRD Division 11. Company Affairs	a) Approval of payments up to Rs.10 Lakhs (make sure that necessary contractual conditions have actually been fulfilled by the vendors before authorizing payment). (b) Signing of agreements for supply of products and services for contract up to value of Rs.50 Lakhs. c) Purchase of equipment for the Office Computers and Up gradation - Rs.1.00 Lakh - Software - Rs.0.5 lakhs - Printers - Rs.0.5 lakhs - UPS - Rs.0.5 lakhs - Site preparation - Rs.0.5 lakhs - Office Equipment - Rs.0.5 lakhs - Office Furniture Rs.0.25 lakhs - Library - Rs.0.10 lakhs
				Repairs & Maintenance - Computers - Rs. 0.25 lakhs - Printers - Rs. 0.10 lakhs - UPS - Rs. 0.10 lakhs - Office Equipment - Rs. 0.50 lakhs - Misc - Rs. 0.10 lakhs - Office Furniture - Rs. 0.10 lakhs - Misc. Elect & Civil works Rs. 0.10 lakhs (d) Clearance of TA Bills of all the staff members and officers.
4	Pushpa Rathod	Dy. General Manager & PIO	Application Division & Consultancy, Civil Supplies Project	--
5	K. Chandrasekhar	Manager - System Administration and AT division & e-Salvage	Maintenance of Office Computers and Acceptance Test Division and e-Salvage project	Memory up gradation Rs. 20,000, Network Interface Rs. 10,000, Cartridge Tapes Rs. 2,000 Floppy Diskettes Rs. 1,000, Others Rs. 1,000
6	A.K.Rathod	Manager - OA & World Bank Project	Procurement of Office Automation, to calling for limited tenders OCB, Conducting TCPC meetings, Issue of Purchase Orders, World Bank Procurement and Empanelment of Vendors	Approvals of procurement proposals up to Rs.5 Lakhs

7	B. Venkateshwar a Rao	Manager (Bills)	To release of amounts to the vendors on receipt of bills with supporting documents as per Purchase Order terms and settlement of Depts Accounts.	Approvals of procurement proposals up to Rs.5 Lakhs
8	A.M.Omkar	Manager (A/Cs)	Maintenance of Company Accounts and Audit of Accounts with AG and Statutory Auditors	Signing of cheques up to Rs. 5.00 lakhs. Beyond Rs. 5.00 lakhs M (Accts) & GM jointly
9	K.Savita Sri	Manager (Admin)	Administration (Admin): Personal files of non-technical personnel and administration includes clearance of telephone bills, payments to contract staff, insurance of vehicles, office furniture, equipment, upkeep of vehicles, house keeping, correspondence work of IT & C Department, other miscellaneous works Company Affairs (CA): conducting Board Meetings, AGMs, Court cases, Correspondence with Govt Departments/SLPEs etc.	
10	K.Shyam Sunder	Manager (HWP)	Procurement of Hardware, System Software, conducting TCPC meeting, issue of purchase orders	
11	K. Sreedhar	Manager(HWP)	Procurement of Hardware, System Software, conducting TCPC meeting, issue of purchase orders	
12	K. Rajendran	Manager, IIP	Maintenance of Rate Contract wherever applicable, Calling for limited tenders OCB, Conducting TCPC meetings. Issue of purchase orders, APSWAN connectivity, procurement of computer consumables,	Approvals of procurement proposals upto Rs.5 Lakhs

			arranging of LAN & WAN , AP Broadband Project and Clearance of bills.	
13	V.V.Sesha Sai	Manager on deputation	Personal files of technical personnel	--
14	K. Chandrasekhar Reddy	Unit Coordinator - TSU.	Documentation works like Printing, Data Entry, Xeroxing and Binding for the Secretariat Depts and Procurement of Computer Consumables & Stationery	Works under direct control of Manager (OA).

Chapter 4**Procedure followed in Decision Making Process****[Section 4 (1) (b) (iii)]****4.1 Procedure followed in Decision Making by the Public Authority**

Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
Procurement, G.O. No. 43, dt. 15-06-1998(Finance & Planning(Plg) Wing Dept & G.O. No. 21, dt. 08-07-2004 of IT & C Department	Procurements on behalf of User Departments	1. Indent received from the User Department will be circulated by the Section Assistant to the Concerned Manager,	
		2. Manager after verification and confirming of receipt of funds from the user department recommends to the General Manager	
		3. Tenders either Limited or OCB will be called for from the prospective bidders. Value less than Rs.50.00 lakhs Limited tenders will be called for and	
		Value more than Rs. 10.00 Lakhs less than Rs.50.00 lakhs (i) TCPC for specification finalization (ii) Tenders will be called (iii) On receipt of bids Pre Qualification /Technical bids will be opened to put up before the TCPC for clarification/decision. (iv) Pre-Qualification /Technical bids of qualified bidders financial bids will	

		<p>be opened and will be placed before the TCPC for finalization. On finalizations item order/ contract agreement will be entered. If vendor identification TCPC decision will be forwarded to the department concerned for further necessary action at their end.</p>	
		<p>More than 50 Lakhs Tender will be published or Bid will be deliberated in the Public meeting. The amendment /clarification will be given to pre-bid meeting with 7 days as bid submission/ opening. Rest of the process of TCPC is similar.</p>	
		<p>4. The bids will be evaluated technically & commercially</p>	
		<p>5. Negotiations and reverse auction wherever necessary will be done with the qualified bidders and the supplier will be finalised</p>	
		<p>Technical Cum Purchase Committee meeting with the participation of user department will be conducted</p>	
		<p>Decision will be taken to release the P.O. on the finalised bidder</p>	<p>Up to Rs. 10.00 lakhs General Manager. Above Rs. 10.00 lakhs MD. In special projects Govt. appoints evaluation committee or Project Implementation Committee to oversee and evaluation of the bids</p>

Payments	Payments to the Vendors	1. Bill received from the vendor will be processed and circulated by the Assistant	
		2. Manager after verification and satisfying with the supply, delivery and installation and department certification will recommend for the payment to the General Manager	Upto Rs. 5.00 lakhs Manager concerned, Upto Rs.10.00 lakhs General Manager. Above Rs. 10.00 lakhs Managing Director
		3. General Manager approves if the amount payable is within his powers or forwarded to MD with his recommendations	
		4. MD approves the payment	

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

5.1 Details of the norms / standards set by the Public Authority for the discharge of its functions / delivery of Services

Sl. No.	Functions / Service	Norms / Standards of Performance Set	Time Frame	Reference Document prescribing the norms (Citizen's Charter, Service Charter etc.)
1	For User Departments			
	Procurement Services	Furnishing of Proforma Invoice and Advance Stamped Receipt to Departments on request	Within 3 working days	
	After receipt of funds from the department the procurement targets will be as follows	If it is less than Rs. 5.00 lakhs	Within 30 working days	
		If the value is between Rs. 5 to 50 lakhs	Within 46 working days	
		If the value is more than Rs. 50.00 lakhs	Within 78 working days	
		If it is World Bank procurement	Within 150 working days	
2	For Vendors			
	Payments on receipt of complete documents as per Purchase Order or Contract			
		90% payment on Delivery & installation	Within 10 working days	
		100% payment on acceptance test	Within 10 working days	
5	Within the Department			
		Release of increment	Within 10 working days	
		Payment of TA bills	Within 10 working days	
		Payment Education / Festival Advances	Within 5 working days	

		Payment of EL encashment	Within 5 working days	
		Leave arrears	Within 15 working days	
		Sanction of HBA / Vehicle loans	Within 24 working days	

Chapter 6**Rules, Regulations, Instructions, Manual and Records for Discharging Functions****[Section 4 (1) (b) (v) & (vi)]**

6.1 List and Gist of Rules, Regulations, Instructions, Manuals and Records held by Public Authority or under its control or used by its employees for discharging functions

Sl. No.	Description	Gist of Contents	Price of the Publication if priced
Rules & Regulations			
1	Appointment Authority	Board & Managing Director	
2	Approved Probationer	A member who has satisfactorily completed his probation in a service class or category	
3	Board	Board of Directors of the company and in relation to any powers exercisable by it includes any committee	
4	Bonus or ex-gratia	Not applicable.	
5	Compensatory allowances	Allowances granted to meet expenditure necessitated by the special circumstances in which the duty is performed	
6	Direct recruitment	A candidate including a person in the services of the company or GOAP or GOI direct to a post, category or class in a service.	
7	Duty	Includes service as probationer, Training cum probation period in respect of trainees, period during which an employee is on joining time or compulsory wait pending posting	
8	Employee	A person serving permanently in the company in any capacity	
9	Foreign Service	Service in which an employee receives his pay with the sanction of the company from any other	

		source other than the company funds	
10	Honorarium	Recurring or non-recurring payment granted to an employee from the company funds as remuneration for special work of occasional or intermittent character to be authorized by the Managing Director	
11	Pay	An amount drawn by an employee sanctioned for a post held by him	
12	Personal pay	An additional amount granted to an employee in respect of pay revision	
13	Special pay	An additional amount in consideration of special nature of duties involved or a specific condition to the work or responsibility	
14	Substantive pay	The pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre	
15	Probationer	A member of that service who has not completed his probation	
16	Promotion	Appointment of a member of any category or grade of a service to a higher category of such service	
17	Service	Period during which an employee is on duty as well as on leave duly authorized	
Instructions			
1			
2			

Manuals			
1	AP Technology Services Ltd. Staff Rules & Service Regulations	Staff Service rules & regulations	
2			
Records			
1	Register for Minutes of Board of Directors Meeting		
2	Register for Minutes of Annual General Meeting		
Publications			
1			
2			

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

7.1 Information about the official documents held by the Public Authority or under its control

Sl. No.	Category of Document	Title of the Document	Designation and Address of the Custodian (held by / under the control of whom)
	Internal		
1		Memorandum & Articles of Association	Manager (Admn)
2		Procurement Manual	Manager (HWP)
3		Accounts Codification	Manager (Accounts)
4		Service Rules	Manager (Admn)
	Major Contracts		
1	APNET		
2	AP Broadband		
3	New APSCAN		
	MOUs		
1	With Asia Access P. Ltd		
2	With Global IT Software		
3	With APKL		
4	With TCS	aponline.gov.in	
5	IT & C		
6	Microsoft Corporation	Agreement is under renewal process	
7	Oracle India Pvt. Ltd	Agreement is under renewal process	
8	Pramati Technologies P. Ltd		

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]

8.1 Arrangements by the Public Authority to seek consultation / participation of public or its representatives for formulation and implementation of policies

Sl. No.	Functions / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
		NOT APPLICABLE	

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

9.1 Information on Boards, Councils, Committees and other Bodies related to the Public Authority

Name of Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
AP Technology Service Limited Board of Directors	Prl. Secretary, - IT & C Dept.- Chairperson		
	Spl. Chief Secretary, Planning Dept. - Director		
	Prl. Secretary / Secretary - Revenue Dept. Director		
	Prl. Secretary, Finance (R&E) Dept. - Director		
	Commissioner, School Education - Director		
	Managing Director, APTS Ltd., Director		
Technical Cum Purchase Committee		MD, General Manager, Manger of the concerned project, User Department HOD or authorized Member. If the value exceeds Rs. 25.00 lakhs Representative of IT & C Department	

Chapter 10

Directory of Officers and Employees

[Section 4 (1) (b) (ix)]

10.1 Information on Officers and Employees working in different units or offices at different levels and their contact addresses (including officers in charge of grievances redressal, vigilance, audit etc.)

Sl. No.	Name of Office / Administrative Unit	Name, Designation & Address of Officer / Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	e-Mail
	AP Technology Service Limited	G. Jacob Victor, General Manager(T)	040-23223802 9963029465	jacob@apts.gov.in
		P.Ramakrishna, General Manager	040-23227131 9963029390	ramakrishna@apts.gov.in
		Pushpa Rathod , Deputy General Manager & PIO	040-23226970 9963029391	pushpa@apts.gov.in
		A.M.Omkar , Manager (Accounts)	040-23221760 9963029398	amomkar@apts.gov.in
		Ajay Kumar Rathod, Manager(OA)	040-23221760 9963029397	arathod@apts.gov.in
		K.Sridhar, I/c.Manager(HWP)	040-23223865 9963029397	ksridhar@apts.gov.in
		K.Syam Sunder, Manager (HWP-SS)	040-23223865 9963029402	-
		B. Venkateshwara Rao, Manager (HWB)	040-23223865 9963029403	
		K.Chandrasekhar, Manager(System Admin& e_Salvage)	040-23221760 9963029401	kcsheker@apts.gov.in
		K. Savitha Sri, Manager (Admin)	040-23223865 9963029396	ksavitha@apts.gov.in
		V.V.Sesha Sai, Manager	040-23223865 9963029396	seshasai@apts.gov.in
		K.Rajendran, IIP	040-23223753 9963029399	rajagr@apts.gov.in
		K.Chandra Sekhar Reddy, Software Engineer, TSU	040-23451387 9963029413	asdr@apts.gov.in
		M. Krishnaveni, Sys.Analyst	9963029404	
		M.Sobhanbabu, Sys Analyst	9963029407	
		P.Manohar, AD/project Leader,	9963029393	
		K.Dhavurya Naik,Software Engineer, HWP	9963029418	
		P.Venkateswara Reddy, Software Engineer, AD & CS	9963029410	
		K.Pulla Rao, Software Engineer, OA	9963029411	

	A.Sreedhar Reddy, Software Engineer, IIP	9963029412	
	D.Rama Mohan Rao, Software Engineer, HWP Division	9963029415	
	PPV Satyanarayana, Software Engineer, AD, CS & APIO	9963029416	
	K.Naga Venkata Rao, Software Engineer, Accounts division	9963029417	
	N.Sridharachary, Software Engineer, HWP	9963029421	
	N.Jitenderreddy, Software Engineer, OAP	9963029422	
	M. Vasudeva Chary, Software Engineer, HWP	9963025728	
	G.Asok, Programmer, AD division	9963029420	
	P.Venkateswara Rao, Asst.Programmer, AD division	9963029423	
	V.Sreedevi, PA, Accounts	9963029424	
	M.Santha, SSCSA, MD Peshi	9963029425	
	P. Durgabhavani, SSCSA, Admin	9963029426	
	K.Rama Devi, SSCSA, IIP Division	9963029427	
	S.A.Ratanswamy, Sr.Asst, IIP Division	9963029428	
	A.Sai Lakshmi, Sr.Asst, Accounts division	9963029429	
	S.Sandhya Sri, Sr.Asst, HWB Division	9963029430	
	C.V. Lakshmi, Sr.Asst, IIP Division	9963029431	
	C.Venugopal, Sr.Asst, Admin division	9963029432	
	G.Padma, Sr.Asst, C.S. division	9963029433	
	V.Sridevi, Sr.Asst, HWP Division	9963029434	
	R.B.Ramesh babu, Sr.Asst. HWB division	9963029435	
	P.V.Ramana Rao, Sr.Asst, CA Division	9963029436	
	Md.Yousf Ali, Sr.Asst, Admn division	9963029437	
	Kala Bhaskara Rao, Sr.Asst. HRD Division	9963029439	
	S.Satyanarayana, Sr.Accountant, Accounts division	9963029438	
	K.Srinivasarao, D E O, Admn division	9963029440	
	M.A.Hameed, T C A, Admn	9963029453	

	Division		
	Mahaboob Basha, T C A, PKI Division	9963029454	
	B.R.K.Srinivasa rao, D E O, Admn division	9963029440	
	NS Muralidhar, D E O, AD&CS	9963029445	
	MV Rajasekhar,D E O. Admn division	9963029443	
	TV Vidya Sagar, D E O, GM Peshi	9963029444	
	T.Srinivas, D E O, Accounts division	9963029446	
	D.Eswararao, D E O, Accounts Division	9963029447	
	T.V.Ramani, D E O, PKI Division	9963029449	
	M.Sailaja, D E O, PKI Division	9963029451	
	A.V.Rao, D E O, HWB Division	9963029452	
	K.Narender goud, D E O, Accounts division	9963029442	
	B.Suchitra, D E O, HWB Division	9963029448	

Chapter 11

Monthly Remuneration received by Officers and Employees including the System of Compensation as provided in Regulations

[Section 4 (1) (b) (x)]

11.1 Information on remuneration and compensation structure for Officers and Employees

Sl. No.	Designation	Monthly Remuneration incl. its compositin	System of compensation to determine Remuneration as given in regulation
1	Sri Sanjay Kumar IAS, Managing Director	72,111.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
2	Sri P. Rama Krishna General Manager (Admn) on deputation	75,786.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
3	Sri G. Jacob Victor, General Manager (Tech)	92,989.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
	Technical Staff		
4	T. Srinivasa Rao, Prl. Systems Analyst	74,849.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
5	Pushpa Rathod, SSA	68,846.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
6	K. Chandrasekhar, HE	57,546.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
7	D. Venkatachalam, PSA	69,681.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
8	B. Venkateswar Rao. SA	56,139.10	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
9	M. Krishnaveni, SA	55,472.10	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
10	K. Raju, SA	45,059.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
11	M. Sobhan Babu, SA	46,257.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
12	K. Sridhar, AHE	41,404.30	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
13	A.K. Rathod, HE	58,953.20	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
14	K. Shyam Sunder, HE	48,275.40	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
15	K. Rajendran, HA	38,309.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
16	A. Naga Venkat Rao, Programmer	43,557.10	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

17	PPV Satyanarayana, Programmer	43,644.10	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
18	D. Ram Mohan Rao, Programmer	37,298.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
19	A. Sridhar Reddy, Programmer	37,298.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
20	K. Pulla Rao, Programmer	37,298.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
21	K. Chandrasekhar Reddy, Programmer	44,036.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
22	P. Venkateswar Reddy, Programmer	37,298.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
23	P. Venkateswar Rao, Assoc. Programmer	23,809.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
24	M. Sridhara Chary, Programmer	37,298.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
25	N. Jitender Reddy, Programmer	37,298.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
26	K. Dhavuryan Naik, Programmer	36,953.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
27	G. Ashok, Programmer	32,887.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
	Non-Technical Staff		
28	AM Omkar, Manager (Accounts)	73,869.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
29	K. Savitha Sri, Manager (HWB)	51,416.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
30	V. Sridevi, PA	46,270.40	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
31	P. Durga Bhavani, SSCSA	38,572.30	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
32	M. Santha, SSCSA	29,686.20	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
33	S. Satyanarayana, Sr. Accountant	On EOL	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
34	K. Ramadevi, SSCSA	30,353.20	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
35	V. Sridevi, Sr. Asst.	31,168.30	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
36	PV Ramana Rao, Sr. Asst.	31,835.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
37	G. Padma, Sr. Asst.	29,376.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
38	CV Venugopal, Sr. Asst.	31,835.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

39	A. Sai Lakshmi, Sr. Asst.	30,246.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
40	SA Ratna Swamy, Sr. Asst.	31,835.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
41	C. Venkata Lakshmi, Sr. Asst.	29,233.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
42	S. Sandhya Sri, Sr. Asst.	31,835.30	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
43	RB Ramesh Babu, Sr. Asst.	30,072.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
44	S. Ram Mohana Rao, Sr. Asst.	29,078.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
45	Md. Yousaf Ali, Sr. Asst.	28,108.70	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
46	MA Hameed, TCA	30,150.20	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
47	Mahboob Basha, TCA	30,188.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
48	K. Bhasker Rao, DEO	31,229.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
49	K. Srinivas Rao, DEO	30,903.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
50	BRKS Rao, DEO	23,839.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
51	D. Eswara Rao, DEO	25,172.70	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
52	B.Suchitra, DEO	24,467.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
53	M. Sailaja, DEO	24,476.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
54	A. Venkateswara Rao, DEO	24,476.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
55	NS Muralidhar, DEO	23,839.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
56	MV Rajasekhar, DEO	23,839.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
57	MSP Sarma, DEO	23,172.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
58	TV Vidya Sagar, DEO	23,172.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
59	T. Srinivas, DEO	23,172.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
60	T. Venkata Ramani, DEO	22,535.90	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
61	A.V.R.K.Ganga Raju, DEO	17,164.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

62	P. Mahender Reddy, Sr. Driver	30,651.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
63	MD Rasool, Driver	21,573.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
64	K. Nageswar Rao, Office Subordinate	23,657.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
65	R. Raju, Office Subordinate	24,476.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
66	K. Shankar, Office Subordinate	23,072.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
67	Y. Kondaiah, Office Subordinate	22,332.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
68	Shankar, Office Subordinate	22,970.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
69	A. Govinda Rau, Office Subordinate	22,332.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
70	B. Shankar, Office Subordinate	22,303.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
71	K. Satyanarayana, Office Subordinate	20,915.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
72	Abdul Rasool, Night Watchman	18,130.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
73	P. Yashoda, Sweeper	16,317.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
74	P. Venkata Ramulu, Office Subordinate	19,652.30	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
75	A. Seshagiri Rao, Office Subordinate	22,332.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
76	Narender Gowd, DEO	28,754.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
77	G.B. Sakuntala, Office Subordinate	10,000.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
78	P.Naga Srinivasa Rao	18,424.00	
79	V.Rama Devi	10,000.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
	Staff sent on Deputation		
80	PS Murthy, Manager	82,139.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
81	K. Kalabhashini, Sr. Prog	79,553.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
82	Muthu Rama Swamy, Sr. Prog.	IEG	
83	NSK Chakravarthy, Programmer	32,039.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
84	P. Srinivasulu, Programmer	38,585.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

85	M. Chandrasekhar Kumar, Programmer	45,149.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
86	S. Madhusudan, Programmer	38,585.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
87	K. Srinivas Rao, Programmer	45,059.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
88	M. Sailaja, Programmer	45,059.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
89	AVRN Reddy, Programmer	45,149.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
90	G. Satish Kumar, Programmer	44,944.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
91	K. Kedar, Programmer	45,149.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
92	V. Madavarayudu, Programmer	40,284.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
93	A. Srinivas, Programmer	44,829.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
94	G. Narender, Programmer	42,189.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
95	B. Venkat Rao, Programmer	40,194.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
96	Y. Babu, Programmer	42,114.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
97	DS Narayan Murthy, Programmer	36,018.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
98	T. Raja, Programmer	11,712.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
99	P. Srinivasulu, Programmer	37,045.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
100	M. Kamala, Programmer	35,828.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
101	P. Harikrishna, Programmer	35,245.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
102	M. Srirami Reddy, Programmer	42,114.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
103	D. Venkataraman, Programmer	34,041.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
104	M. Vasudeva Chary, Programmer	43,256.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
105	TVJ Krishan, DTP Optr	37,634.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
106	VGS Naga Prasad DTP Optr	36,632.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
107	K. Hari Krishna, DTP Optr	36,707.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

108	K. Siva Rama Kumar, DTP Optr	36,632.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
109	B.V. Subrahmanyam, Programmer	MCR HRD IAP	Salary being paid by the user Department
110	Mazeduddin, Driver	CM Office	Salary being paid by the user Department
	Staff working on Deputation		
111	P. Manohar	38,044.10	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
112	V.V. Sesha Sai	35,116.00	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

Chapter 12**Budget allocated to each Agency including Plans etc****[Section 4 (1) (b) xi]**

12.1 Information about the Budget & Expenditure of the Public Authority for the Year 2010-11

Agency	Budget allocated Year	Expenditure (Rs. In lakhs)	Target (Rs. In lakhs)	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
APTS	2010-11	365.73	979.99	
		As on 27-10-10		

12.2 Information about the Budget & Expenditure of the Public Authority for the Year 2009-10

Agency	Budget allocated Year	Expenditure (Rs. In lakhs)	Target (Rs. In lakhs)	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
APTS	2009-10	902.41	1326.73	

Chapter 13

Manner of Execution of Subsidy Programmes

[Section 4 (1) (b) xii]

13.1 The Activities / Programmes / Schemes being implemented by the Public Authority for which Subsidy is provided

13.2 Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of Officer competent to grant subsidy under various programmes / schemes

Name of Programme / Activity	Nature / Scale of Subsidy	Eligibility criteria for grant of subsidy	Designation of Officer to grant subsidy
	NOT APPLICABLE		

13.3 Manner of Execution of the subsidy programmes

Name of Programme / Activity	Application Procedure	Sanction Procedure	Disbursement Procedure
	NOT APPLICABLE		

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorization granted by the Public Authority

[Section 4 (1) (b) xiii]

14.1 The names and addresses of recipients of benefits under each programme/scheme separately

Institutional Beneficiaries

Name of Programme/Scheme

Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		

Name of Programme/Scheme

Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		

Individual Beneficiaries

Name of Programme/Scheme

Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		

Name of Programme/Scheme

Sl. No.	Name & Address of Recipient Institutions	Nature/Quantum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		

Chapter 15**Information available in Electronic Form****[Section 4 (1) (b) x (iv)]**

15,1 The details of information related to the various schemes of the department which are available in electronic formats (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic Format	Description (Site address / location where available etc)	Contents or Title	Designation and address of the custodian of Information (held by whom)
Web Site	http://www.aps.gov.in	Services for Government Services for Business Consultancy Services APTS Directory Intranet Digital Certificate Registration Tender Notification Video Conference Calendar Right To Information Act 2005 AP First to give Digital Certificates	

Chapter 16**Particulars of facilities available to Citizens for obtaining Information****[Section 4 (1) (b) xv]**

16.1 Particulars of Information dissemination mechanisms in place/facilities available to the public for accessing of information

Facility	Description (Location of Facility / Name etc.)	Details of information made available
Notice Board	O/o AP Technology Service Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad	All notices pertaining to the activities of APTS viz. tenders, announcements etc
News Paper Reports	NIL	NIL
Public Announcements	NIL	NIL
Information Counter	O/o AP Technology Service Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad	All information pertaining to the activities of APTS viz. tenders, announcements etc
Publications	NIL	NIL
Office Library	NIL	NIL
Web Sites	http://www.aptss.gov.in	All information pertaining to the activities of APTS viz. tenders, announcements etc
Other facilities (name)	NIL	NIL

Chapter 17

Names, Designations and other Particulars of Public Information Officers

Contact Information about the Public Information Officers and Asst. Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the Public Authority

Public Information Officer (s)				
Sl. No.	Name of the Office / Administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	e-Mail
1	O/o AP Technology Service Limited, 1st Floor, 'C' Block, BRKR Bhavan, Tankbund Road, Hyderabad	Smt Pushpa Rathod DGM, APTS	040-23226970 9963029391	pushpa@apts.gov.in
Assistant Public Information Officer (s)				
Sl. No.	Name of the Office / Administrative Unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax:	e-Mail
1	O/o AP Technology Service Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad	Sri PPV Satyanarayana, Software Engineer, APTS	040-23220305 9963029416	ppvsn@apts.gov.in
Appellate Authority				
Sl. No.	Name, Designation & Address of Appellate Authority	Jurisdiction of Appellate Officer (Offices/Administrative Units of the Authority)	Office Tel: Residence Tel: Fax:	e-Mail
1	O/o AP Technology Service Limited, 1st Floor, 'C' Block, BRKR Bhavan, Tankbund Road, Hyderabad	Sri P. Rama Krishna, General Manager	040-23227131 9966881015	ramakrishna@apts.gov.in

Chapter 18

Other Useful Information

[Section 4 (1) (b) xvii]

18.1 Any other information or details of publications which are relevance or of use to the Citizens

1

2

3

4

18.2 Information of the department which is excluded under Section 8 (1) of the Act and / or under Rules of the State Government as guidance to the public seeking information

Place:						Name & Designation of the Officer Department		
Date:								

Note: Information provided in these chapters should be updated from time to time and revised date should be mentioned

Revised Date: 03-11-2005								
Revised Date: 25-09-2006								
Revised date: 06.07.2010								
Revised date: 06.11.2010								