

THE RIGHT TO INFORMATION ACT 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK April, 2019

AP TECHNOLOGY SERVICES LIMITED
3RD FLOOR, R&B BUILDING, MG ROAD, LABBIPET,
OPP. INDIRA GANDHI MUNICIPAL STADIUM, VIJAYAWADA – 5200 010

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 Information:

This handbook contains the following Chapters

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|----|------------|---|
| 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:

P.P.V. Satyanarayana,
Sr. Software Engineer & Assistant PIO,
AP Technology Services Ltd,
3rd Floor, R&B Building,
Opp. Indira Gandhi Municipal Stadium,
MG Road, Labbipet, Vijayawada – 520 010.
Ph: 0866-2468108,
Mobile: 99630 29416

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

2.1 Particulars of the Organization, Functions and Duties

SNo	Name of the Organization	Address	Functions	Duties
1	Andhra Pradesh Technology Services Limited	3rd Floor, R&B Building, Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010.	<ol style="list-style-type: none">1) Procurement of Computers & its associated Hardware, Software2) Software Development & Maintenance Services for all Government Departments3) Evaluation and Building up of various Communication Infrastructure Projects4) Consultancy Services for IT Solutions to Organizations within the State and also other State Governments5) Implementation of IT Application Projects such as APSWAN, APSDC, Video Conference facility, APNET etc.6) Implementation of PKI Infrastructure and Issue of Digital Certificates7) Technical Consultancy Services & Detailed Project Report Preparation.8) Acceptance Test for IT Related Components9) Implementation of Mission Mode Projects (MMP) as assigned by Gol/ GoAP10) e-Waste	<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, upgrade 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 Departments 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

SNo	Name of the Officer/ Employee S/Sri	Designation	Duties Allotted	Powers
1.	Anoop Singh, IFS	Managing Director (FAC)	Head of the Department, over all in-charge of the Organization	<ul style="list-style-type: none">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.	Dr. Jacob Victor Ganta	Executive Director	Procurements, Consultancy Services & Application Division, Information Infrastructure Projects (IIP) Division, PKI, FMS Division, Aadhaar, eWaste, Vigilance Officer, Appellate Authority (RTI)	<ul style="list-style-type: none">i) Controls, directs and supervises all the functions of the Corporation under the control of the Managing Director.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). Signing of Cheques up to Rs. 1.00 Lakh and above.
3.	K. Raju	Prl. Systems Analyst	Manager (IS Audit/ Bills), SSL Certificates	

4.	M. Sobhan Babu	Prl. Systems Analyst	CS & AD, PKI, Evaluation of Tenders & Software	
5.	K. Shyam Sunder	SSA	Procurement-1, PIO (RTI)	Procurement Manager for Hardware, Office Automation, Software etc. Where the value of single procurements is above Rs.5.0 Crore. Authority to approve payment up to Rs.1.00 Lakh
6.	B. Venkata Rao	i/c Manager (Accounts)	Maintenance of Company Accounts and Audit of Accounts with AG and Statutory Audits	Signing of cheques up to Rs.1.00 Lakh. Beyond Rs.1.00 Lakh M(Accts) & GM/ ED jointly
7.	Satyanarayana PPV	i/c Manger (APSDC/ APCSOC)	APSDC, eDistrict, Capacity Building, AUA/KUA, Acceptance Test, APIO (RTI)	
8.	K. Dhavuryan Naik	i/c Manager (APCSOC, Proc.)	Procurement -2	Procurement Manager for Hardware, Office Automation, Software etc. Of more than 15 Lakh & up to 50 Lakh and OCB for less than 5 Crore.
9.	A. Naga VenkataRao	i/c Manager (Admin & HRD)	Administration (Admin & HRD): Personal files of Technical and Non-Technical Personnel and administration includes clearance of telephone bills, payments to contract staff, insurance of vehicles, office furniture, equipment, upkeep of vehicles, housekeeping, correspondence work of ITE&C Department, other miscellaneous works	
10.	K.Chandrashekar Reddy	i/c Manager (IS Audit)	Process Audit	
11.	K. Pulla Rao	i/c Manager (PKI)	PKI, CEO SAPNET (AMC Tender/ Transfer of funds etc.)	
12.	P. Srinivasulu,	i/c Manager (IS Audit)	Process Audit, DBT, Bills-2	
13.	Venkateswara Reddy P	i/c Manager (eProc, eWaste, Outsource)	eProcurement System, Manpower Deployment, eWaste, Aadhaar, ePragati, MoU & JVs, Employees Outsourcing Recruitment and Salaries	
14.	A. Sreedhar Reddy	i/c Manager (IIP)	Information Infrastructure Projects, IVRS Project,	
15.	Venkata Raman D	i/c Manager (SA)	Systems Administration	
16.	P Naga Srinivasa Rao	i/c Manager (Company Affaires)	Company Affairs (CA): Conducting Board Meetings, AGMs, Court Cases, Correspondence with Govt. Departments/ SLPEs etc.	

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, GO.No.43, Dated 15.06.1998 of Finance & Planning (Plg) Dept. And GO.No.21, Dated 08.07.2004 of IT&C Department	Procurements on behalf of User Departments	<ol style="list-style-type: none"> 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/ Executive Director 3. Tenders either Limited or OCB will be called for, from the prospective bidders. Value less than Rs.50.00 Lakh Limited tenders will be called for, and value more than Rs.10.00 Lakh less than Rs.50.00 Lakh (i) TCPC for Specifications 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. 4. Pre-Qualification/ Technical bids of qualified bidders, Financial Bids will be opened and will be placed before the TCPC for finalization. 5. On finalization, Notification of Award will be placed on the finalized vendor and Contract Agreement will be entered OR TCPC decision will be forwarded to the Department concerned for further necessary action at their end. 6. More than 50 Lakh, 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. 7. The bids will be Evaluated Technically & Commercially 8. Negotiations and Reverse Auction, wherever necessary will be done with the Qualified Bidders and the Supplier will be finalized 9. Technical Cum Purchase Committee meeting with the participation of user Department will be conducted 10. Decision will be taken to release the P.O. on the Finalized Bidder 	<p>Up to Rs.10.00 Lakh General Manager/ Executive Director. Above Rs.10.00 Lakh MD.</p> <p>In Special Projects Govt. Appoints Evaluation Committee or Project Implementation Committee to Oversee and Evaluation of the Bids</p>
Payments	Payments to the Vendors	<ol style="list-style-type: none"> 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/ 	<p>Up to Rs.5.00 Lakh Manager concerned, Up to Rs.10.00 Lakh General Manager/ Executive Director. Above Rs.10.00 Lakh Managing Director</p>

		Executive Director	
		3. General Manager/ Executive Director approves, if the amount payable is within his powers or forward 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

SNo	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: After receipt of funds from the Department, the Procurement targets will be as follows	Furnishing of Proforma Invoice and Advance Stamped Receipt to Departments on request	Within 3 working days	
		If it is less than Rs.5 Lakh	Within 30 working days	
		If the value is between Rs.5 to 50 Lakh	Within 46 working days	
		If the value is more than Rs.50 Lakh	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	
3	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 Marriage Loan	Within 5 working days	
		Payment Salary 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)]

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

SNo	Description	Gist of Contents	Price of the Publication if priced
Rules & Regulations			
1	Appointment Authority	Board & Managing Director	
2	Approved Probationer	As per Staff Regulations of APTS, 2012	
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	As per Staff Regulations of APTS, 2012	
5	Compensatory Allowances	As per Staff Regulations of APTS, 2012	
6	Direct Recruitment	A Candidate including a person in the services of the Company or GoAP or Gol direct to a Post, Category or Class in a Service.	
7	Duty	As per Staff Regulations of APTS, 2012	
8	Employee	As per Staff Regulations of APTS, 2012	
9	Foreign Service	As per Staff Regulations of APTS, 2012	
10	Honorarium	As per Staff Regulations of APTS, 2012	
11	Pay	As per Staff Regulations of APTS, 2012	
12	Personal Pay	As per Staff Regulations of APTS, 2012	
13	Special Pay	As per Staff Regulations of APTS, 2012	
14	Substantive Pay	As per Staff Regulations of APTS, 2012	
15	Probation	As per Staff Regulations of APTS, 2012	
16	Promotion	As per Staff Regulations of APTS, 2012	
17	Service	As per Staff Regulations of APTS, 2012	
Instructions			
1			
2			
Manuals			
1	AP Technology Services Limited - Staff Rules & Service Regulations	Staff Service Rules & Regulations	
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)(vi)]

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

SNo	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 (Company Affairs)
2		Procurement Manual	Manager (HWP)
3		Accounts Codification	Manager (Accounts)
4		Service Rules	Manager (Admin & HRD)
	Major Projects		
1	APSCAN		General Manager/ Executive Director
2	APSWAN		General Manager/ Executive Director
3	APSDC		General Manager/ Executive Director
4	MDM		General Manager/ Executive Director
5	eProcurement		Manager (eProc)
	MoUs		
1			
2			
3			

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)(vii)]

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

SNo	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)(viii)]

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

SNo	Name of Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
1	AP Technology Service Limited - Board of Directors	Prl. Secretary, ITE&C Dept.- Chairman 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		
2	Technical Cum Purchase Committee (TCPC)		Managing Director, General Manager/ Executive Director, Manger of the Concerned Project, User Department HOD or Authorized Member. If the value exceeds Rs.25.00 Lakh Representative of ITE&C Department	

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

10.1 Information of Officers and Employees working in different Units or Offices at different Levels and their Contact Addresses (including Officers-In-Charge of Grievance Redress, Vigilance, Audit etc.)

SNo	Name & Designation Officer/ Employee S/Sri	Telephone/ Fax/ Mobile No.	eMail
AP Unit			
EPABX Phone Nos.0866-2468001-10			
1.	Anoop Sing, IFS, Managing Director (FAC)	0866-2468108	md_apts@ap.gov.in
2.	Dr. Jacob Victor Ganta, Executive Director, Vigilance Officer & Appellate Authority	0866-2468105	victorjacob.g@gov.in
3.	K. Raju - Manager {IS Auit, Bills, SSL Certificates, Assurance Services (VAPT)}	9963029405	raju.kollabathina@ap.gov.in
4.	M. Sobhan Babu – Manager (Admin, CS&AD, Evaluation of Tenders & Software)	9963029407	shobhanbabu.m@gov.in
5.	K. Shyam Sunder, Manager (HWP)	9963029402	Shyamsunder.K@gov.in
6.	B. Venkata Rao, i/c Manager (Accounts)	9573010065	vr.bulusu@ap.gov.in
7.	PPV Satyanarayana, i/c Manager (APSDC/ APCSoC)	9963029416	pvsatyanaryana.p@gov.in
8.	K. Dhavuryan Naik - i/c Manager (HWP & SOC)	9963029418	dhavuryannaik.k@gov.in
9.	A.Naga Venkata Rao, Sr.SE	9963029417	nagavenkatarao.a@gov.in
10.	M.Chandrasekhar Kumar, Sr.SE	9963029408	csk.maddali@ap.gov.in
11.	Y.Babu, Sr.SE	9951602345	yengisettybabu15@gmail.com
12.	K Chandra Sekhar Reddy – i/c Manager (Bills Receivables)	9963029413	chandrasekharreddy.k@gov.in
13.	K. Pulla Rao - i/c Manager (PKI)	9963029411	pullarao.k@gov.in
14.	NSK Chakravarthy, Sr.SE	9963029414	nskc1967@gmail.com
15.	P. Srinivasulu, i/c Manager (DBT)	9440317851	srinivasulu-pujari@ap.gov.in
16.	P.Venkateswara Reddy, i/c Manager (eProcurement/ Manpower Deployment/ eWaste/ Aadhar/ ePragati)	9963029410	venkateswarareddy.p@gov.in
17.	A.Sreedhar Reddy, i/c Manager (IIP)	9963029412	sreedharreddy.a@gov.in
18.	D. Venkata Raman, i/c Manager (Sys. Admin)	9963029419	venkataraman.d@ap.gov.in
19.	P.Venkateswara Rao, Asst.Programmer, AD	9963029423	venkateswararao.p23@gov.in
20.	P.V. Ramana Rao, Supdt. (Accts.)	9963029436	pv.ramnarao@ap.gov.in
21.	V.Sridevi, Supd, Bills	9963029434	sridevi.v@gov.in
22.	P Naga Srinivasa Rao, i/c Manager (CA)	8978099393	Nagasrinivasarao.P@gov.in
23.	Mahaboob Basha, Sr.Asst, PKI Division	9963029454	basha.m@gov.in
24.	A.V.Rao, D E O, Bills	9963029452	venkateswararao.a52@gov.in
25.	NS Muralidhar, D E O, Accts. Division	9963029445	muralidhar.ns@gov.in
26.	D. Eswar Rao, DEO, Accts Division	9963029446	eswararao.d@gov.in
27.	M.Surya Prakasa Sarma, D.E.O.	9963029450	sharma.msp@gov.in
28.	TV Vidya Sagar, DEO	9963026356	vidyasagar.tv61@ap.gov.in
29.	T.Srinivas, D.E.O.	9989358800	srinivasthota.1966@ap.gov.in
30.	A.V.R.K.Ganga Raju, D.E.O.	9963029226	gangaraju.avrk@gov.in
31.	Y. Kondaiah, OS Thappal	7702454630	
32.	K. Satyanarayana, Office Subordinate	8008301027	

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			
SNo	Name & Designation S/Sri	Monthly Remuneration	System of Compensation to Determine Remuneration as given in Regulation
1.	Anoop Singh, IFS, Managing Director (FAC)	-	
Technical Staff			
2.	Dr. G.Jacob Victor, Executive Director	1,72,980	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
3.	K. Raju, PSA	1,15,030	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
4.	M.Sobhan Babu, PSA	1,23,628	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
5.	K. Shyam Sunder, HE	1,22,949	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
6.	K.Indira Priyadashini, AHE	LONG LEAVE	---
7.	B. Venkata Rao, Sr.SE	1,09,585	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
8.	PPV Satyanarayana, Sr.SE	1,09,675	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
9.	K.Dhavuryan Naik, Sr.SE	95,160	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
10.	A.Naga Venkata Rao , Sr.SE	1,08,659	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
11.	M.Chandrasekhar Kumar, Sr.SE	1,09,660	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
12.	Y.Babu, Sr.SE	1,03,035	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
13.	K.Chandrasekhar Reddy, Sr.SE	1,09,675	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
14.	K.Pulla Rao. Sr.SE	95,160	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
15.	NSK Chakravarthy, Sr.SE	95,145	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
16.	P.Srinivasulu, Sr.SE	95,160	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
17.	P.Venkateswar Reddy, Sr.SE	95,160	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
18.	A.Sridhar Reddy, Sr.SE	95,160	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
19.	D. Venkata Raman, Prg.	97,589	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
20.	P.Venkateswar Rao, Associate Programmer	75,531	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
Non-Technical Staff			
21.	V.Sridevi, Superintendent	83,720	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
22.	P.V. Ramana Rao, Supdt. (Accts.)	83,796	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

23	P.Naga Srinivasa Rao, Senior Steno-Cum-Senior Assistant	62,438	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
24	Mahaboob Basha, Senior Assistant	79,562	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
25	A.Venkateswara Rao, D.E.O.	69,925	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
26	N.S.Muralidhar, D.E.O.	68,073	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
27	D. Eswar Rao, DEO, Accts Division	69,965	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
28	M.Surya Prakasa Sarma, D.E.O.	67,997	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
29	TV Vidya Sagar, D.E.O.	67,997	Including PF, HRA, CCA and Conveyance. 4 Company contribution towards PF not included
30	T.Srinivas, D.E.O.	67,997	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
31	A.V.R.K.Ganga Raju, D.E.O.	50,602	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
32	Y.Kondaiah, Office Subordinate	59,536	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
33	K.Satyanarayana, Office Subordinate	61,978	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
STAFF WORKING IN DEPARTMENTS			
34	D.Venkatachalam, GM	1,62,242	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
35	M.Krishnaveni, SSA	1,41,270	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
36	M.Kamala, Sr.SE	95,584	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
37	V.Madharayudu, Sr.SE	LPC Issued	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
38	M.Sailaja, Sr.SE	1,09,585	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
39	A. Srinivasu, Sr.SE	LPC Issued	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
40	K.Kedar, Sr.SE	LPC Issued	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
41	BJA Sravan Kumar, D.P.O.	LONG LEAVE	
42	K.Siva Rama Kumar, D.P.O.	92,732	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
43	K.Hari Krishna, D.P.O.	92,807	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
44	M.Santha, Senior Steno-Cum-Senior Assistant	77,134	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 2011-12

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

12.2 Information about the Budget & Expenditure of the Public Authority for the Year 2009-2011

Agency	Budget Allocated Year	Expenditure (Rs. In Lakh)	Target (Rs. In Lakh)	Report on disbursements made or where such details are available (web site, reports, notice board etc.)	Budget Released for Current Year
APTS	2009-10	902.41	1326.73		
APTS	2010-11	365.73	979.99		

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**

SNo	Name & Address of Recipient Institutions	Nature/ Quantum of Benefit Granted	Date of Grant	Name & Designation of Granting Authority
		NOT APPLICABLE		

Name of Programme/ Scheme

SNo	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**

SNo	Name & Address of Recipient Institutions	Nature/ Quantum of Benefit Granted	Date of Grant	Name & Designation of Granting Authority
		NOT APPLICABLE		

Name of Programme/ Scheme

SNo	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)(xiv)]

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	https://www.aps.gov.in	Services for Government	Managing Director
		Services for Business	Managing Director
		Consultancy Services	General Manager/ Executive Director
		APTS Directory	i/c Manager (Adm & HRD)
		Digital Certificate Registration	Manager (eProc)
		Tender Notification	General Manager/ Executive Director
		Video Conference Calendar	General Manager/ Executive Director
		Right To Information Act 2005	Public Information Officer

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 Services Limited, 3rd Floor, R&B Building, Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010.	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 Services Limited, 3rd Floor, R&B Building, Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010.	All information pertaining to the activities of APTS viz. tenders, announcements etc
Publications	NIL	NIL
Office Library	NIL	NIL
Web Sites	https://www.aps.gov.in	All information pertaining to the activities of APTS viz. tenders, announcements etc
Other facilities	NIL	NIL

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

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)

SNo	Name of the Office/ Administrative Unit	Name & Designation of PIO	Office Tel. No. & Mobile No.	e-Mail
1	O/o AP Technology Services Limited, 3rd Floor, R&B Building, Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010.	Sri K. Shyam Sunder Sr. Systems Analyst	0866-2468108 9963029402	Shyamsunder.K@gov.in

Assistant Public Information Officer (s)

SNo	Name of the Office/ Administrative Unit	Name & Designation of APIO	Office Tel. No. & Mobile No.	e-Mail
1	O/o AP Technology Services Limited, 3rd Floor, R&B Building, Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010.	Sri PPV Satyanarayana, Sr. Software Engineer	0866-2468108 9963029416	pvssatyanaryana.p@gov.in

Appellate Authority

SNo	Name, Designation & Address of Appellate Authority	Jurisdiction of Appellate Officer (Offices/ Administrative Units of the Authority)	Office Tel. No. & Mobile No.	e-Mail
1	O/o AP Technology Services Limited, 3rd Floor, R&B Building, Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010.	Dr. G. Jacob Victor, Executive Director	0866-2468105	victorjacob.g@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

Revised date: 27.07.2011

Revised date: 27.07.2012

Revised date: 04.09.2012

Revised date: 29.06.2013

Revised date: 23.12.2013

Revised date: 07.07.2015

Revised date: 05.08.2015

Revised date: 25.02.2016

Revised date: 10.06.2016

Revised date: 28.06.2016

Revised date: 01.10.2016

Revised date: 03.01.2017

Revised date: 20.11.2018

Revised date: 04.12.2018

Revised date: 01.02.2019

Revised date: 04.07.2019