

# THE RIGHT TO INFORMATION ACT 2005

## OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK  
OCTOBER, 2016

AP TECHNOLOGY SERVICES LIMITED  
4<sup>TH</sup> 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 Organisation 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:**

P.P.V. Satyanarayana,  
Sr. Software Engineer & Assistant PIO,  
AP Technology Services Ltd,  
Hyderabad – 500 063.  
Ph: 23220305/ 23221760,  
Mobile: 99630 29416

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

## 2.1 Particulars of the Organisation, Functions and Duties

<b>Sl. No.</b>	<b>Name of the Organisation</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	Andhra Pradesh Technology Services Limited	4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063	<ol style="list-style-type: none"><li>1. Procurement of Computers &amp; its associated Hardware, Software</li><li>2. Software Development &amp; Maintenance Services for all Government Departments</li><li>3. Evaluation and Building up of various Communication Infrastructure Projects</li><li>4. Consultancy Services for IT Solutions to Organisations within the State and also other State Governments</li><li>5. Implementation of IT Application Projects such as APSWAN, APSDC, Video Conference facility, APNET etc.</li><li>6. Implementation of PKI Infrastructure and Issue of Digital Certificates</li><li>7. Technical Consultancy Services &amp; Detailed Project Report Preparation.</li><li>8. Acceptance Test for IT Related Components</li><li>9. Implementation of Mission Mode Projects (MMP) as assigned by Gol/ GoAP</li><li>10. e-Waste</li></ol>	<ol style="list-style-type: none"><li>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 hardware</li><li>2. To Provide Technical Consultancy Services on Computerization of the various Govt Organizations, upgradation of the existing Systems and Implementation of the Applications</li><li>3. To undertake Feasibility and System Studies for Development of appropriate Softwares as per the needs of the Client Agencies.</li><li>4. To Provide Consultancy to User Departments for Recruitment of Technical Professionals by Conducting Skill Tests.</li><li>5. To assist in Aquisition, Maintenance and use of any other Technological Aids to Administration</li></ol>

## 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 S/Sri	Designation	Duties Allotted	Powers
1	V. Premchand, IDES	Managing Director	Head of the Department, over all incharge of the Organisation	i) Controls, directs, 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	i/c Executive Director	Procurements, Consultancy Services & Application Division, Information Infrastructure Projects (IIP) Division, PKI, FMS Division, Aadhaar, eWaste, Vigilance Officer, Appealate Authority	i) Controls, directs, 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 upto Rs. 1.00 Lakh and above.
3	K. Kalabashini	Senior Systems Analyst	Procurement-1	Procurement Manager for Hardware, Office Automaiton, Software etc. Where the value of single procurements is above Rs.5.0 crore. Authority to approve payment upto Rs.1.00 Lakh
4	M. KrishnaVeni	Senior Systems Analyst	Bills-1, IS Audit	
5	M. Sobhan Babu	Senior Systems Analyst	CS & AD, PKI, Evaluation of Tenders & Software	
6	B. Venkata Rao	Sr. Programmer		
7	A. Naga VenkataRao	i/c Manager (Proc.3)	Procurement-3, SSL Certificates	Look after Hardware and Office Automation procurements upto 15 Lakhs & also small procurements .
8	Satyanarayana PPV	i/c Manger (APSDC)	AP State Data Centre, eDistrict, Capacity Building, Sys. Admn & AT	
9	K.Chandrashekar Reddy	i/c Manager	UC, TSU	
10	K. Dhavuryan Naik	i/c Manager (Proc.2)	Procurement -2	Procurement Manager for Hardware, Office Automaiton, Software etc. Of more than 15 Lakhs up to 50 Lakhs and OCB for less than 5 Crores.
11	K. Pulla Rao	i/c Manager (PKI)	PKI	
12	Venkateswara Reddy P	i/c Manager (eWaste)	eProcurement System, Manpower Deployment, eWaste & Aadhar, ePragati	

Sl. No.	Name of the Officer/ Employee S/Sri	Designation	Duties Allotted	Powers
13	A. Sreedhar Reddy	i/c Manager (IIP)	Information Infrastructure Projects & IVRS Project	
14	P. Srinivasulu,	Sr. Programmer	Bills-2	
15	K.Savita Sri	i/c Manager (Accounts)	Maintenance of Company Accounts and Audit of Accounts with AG and Statutory Additors .	Signing of cheques upto Rs.1.00 lakh. Beyond Rs.1.00 lakh M(Accts) & GM jointly
16	P. Durga Bhavani	i/c Manager (CA)	Company Affairs (CA): conducting Board Meetings, AGMs, Court Cases, Correspondance with Govt Departments/ SLPEs etc and Outsourcing Recruitment and Salaries	
17	Santha M	i/c Manager (Admin & HRD)	<b>Administration (Admin &amp; HRD):</b> 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, house keeping, correspondence work of ITE&C Department, other miscellaneous works	

<b>Chapter 4</b>			
<b>Procedure followed in Decision Making Process</b>			
<b>[ Section 4 (1) (b) (iii) ]</b>			
4.1 Procedure followed in Decision Making by the Public Authority			
<b>Activity</b>	<b>Description</b>	<b>Decision Making Process</b>	<b>Designaton of Final Decision Making Authority</b>
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	1. Indent received from the User Department will be circulated by the Section Assistant to the Concerned Manager	Upto Rs.10.00 lakh General Manager. Above Rs.10.00 lakh MD.  In Special Projects Govt. Appoints Evaluation Committee or Project Implementation Committee to Oversee and Evaluation of the Bids
		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 Specifications Finalisation (ii) Tenders will be called (iii) On receipt of bids PreQualification/ Technical bids will be opened to putup before the TCPC for clarification/ decision. (iv) Pre-Qualification/ Technical bids of qualified bidders, Financial Bids will be opened and will be placed before the TCPC for finalisation. (v) On finalisation, 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 furhter necessary action at their end. More than 50 Lakhs, Tender will be published or Bid will be delibrated in the Public meeting. The amendment/ clarification will be given to prebid meeting with 7 days as bid submission/ opening. Rest of the process of TCPC is similar.	
		4. The bids will be Evaluated Technically & Commercially	
		5. Negotiations and Reverse Auction, wherever necessary will be done with the Qualified Bidders and the Supplier will be finalised	
		6. Technical Cum Purchase Committee meeting with the participation of user Department will be conducted	
		7. Decision will be taken to release the P.O. on the Finalised Bidder	
Payments	Payments to the Vendors	1. Bill received from the Vendor will be Processed and Circulated by the Assistant	Upto Rs.5.00 lakh Manager concerned, Upto Rs.10.00 lakh General Manager. Above Rs.10.00 lakh Managing Director
		2. Manager after Verification and Satisfying with the Supply, Delivery and Installation and Department Certification will recommend for the Payment to the General Manager	
		3. General Manager approves, if the amount payable is within his powers or forward to MD with his recommendations	
		4. MD approves the payment	

<b>Chapter 5</b>				
<b>Norms set for the Discharge of Functions</b>				
<b>[ Section (4 (1) (b) (iv) ]</b>				
5.1 Details of the norms/ standards set by the Public Authority for the discharge of its functions/ delivery of Services				
<b>SNo</b>	<b>Functions/ Service</b>	<b>Norms/ Standards of Performance Set</b>	<b>Time Frame</b>	<b>Reference Document prescribing the norms (Citizen's Charter, Service Charter etc.)</b>
1	<b>For User Departments</b>			
	<b>Procurement Services:</b> 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.5.00 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.50.00 lakh	Within 78 working days	
If it is World Bank procurement		Within 150 working days		
2	<b>For Vendors</b>			
	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	<b>Within the Department</b>			
		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	



<b>Chapter 6</b>			
<b>Rules, Regulations, Instructions, Manual and Records for Discharging Functions</b>			
<b>[ Section 4 (1) (b) (v) ]</b>			
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			
<b>SNo</b>	<b>Description</b>	<b>Gist of Contents</b>	<b>Price of the Publication if priced</b>
<b>Rules &amp; Regulations</b>			
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 exgratia	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	Probationer	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	
<b>Instructions</b>			
1			
2			
<b>Manuals</b>			
1	AP Technology Services Ltd. Staff Rules & Service Regulations	Staff Service Rules & Regulations	
<b>Records</b>			
1	Register for Minutes of Board of Directors Meeting		
2	Register for Minutes of Annual General Meeting		
<b>Publications</b>			
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

Sl. No.	Category of Document	Title of the Document	Designation and Address of the Custodian (Held by/ under the control of whom)
	<b>Internal</b>		
1		Memorandum & Articles of Association	Manager (Company Affairs)
2		Procurement Manual	Manager (HWP)
3		Accounts Codification	Manager (Accounts)
4		Service Rules	Manager (Admn)
	<b>Major Projects</b>		
1	APSCAN		i/c Executive Director
2	APSWAN		i/c Executive Director
3	APSDC		i/c Executive Director
4	MDM		i/c Executive Director
5	eProcurement		Manager (eProc)
	<b>MoUs</b>		
1			
2			
3			

**Chapter 8**

**Arrangement for Consultaion 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

<b>Sl. No.</b>	<b>Functions / Service</b>	<b>Arrangements for consultation with or representation of public in relations with policy formulation</b>	<b>Arrangements for consultation with or representation of public in relations with policy implementation</b>
		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

<b>Name of Board, Council, Committee etc.</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public</b>
AP Technology Service Limited - Board of Directors	Prl. Secretary, ITE&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 (TCPC)		Managing Director, General Manager, Manger of the Concerned Project, User Department HOD or Authorised Member. If the value exceeds Rs.25.00 Lakhs Representative of ITE&C Department	

**Chapter 10****Directory of Officers and Employees****[ Section 4 (1) (b) (ix) ]****Name of Office/ Administrative Unit: AP Technology Service Limited**

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 Redressal, Vigilance, Audit etc.)

<b>SNo</b>	<b>Name &amp; Designation Officer/ Employee S/Sri</b>	<b>Telephone/ Fax/ Mobile No.</b>	<b>eMail</b>
<b>AP Unit</b>			
EPABX Phone Nos.040-23224109, 23224289, 23221760, 23220305			
1	V. Premchand, Managing Director	040-23222591	md_apt@ap.gov.in
2	Dr. Jacob Victor Ganta, i/c Executive Director, Vigilance Officer & Appellate Authority	040-23223865 9000551856	victorjacob.g@gov.in
3	K. Kalabashini - Manager (Proc-1)	9963029406	kalabhashini.k@gov.in
4	M. KrishnaVeni - Manager (Bills-1)	9963029404	krishnaveni.m@gov.in
5	M. Sobhan Babu - CS&AD, PKI, Evaluation of Tenders & Software	9963029407	shobhanbabu.m@gov.in
6	P. Srinivasulu, i/c Manager (Bills-2)	9440317851	srinivasulu-pujari@ap.gov.in
7	B. Venkata Rao, Sr. SE	9573010065	vr.bulusu@ap.gov.in
8	A.Naga Venkata Rao, i/c Manager (Proc-3) & SSL Certificates	9963029417	nagavenkatarao.a@gov.in
9	PPV Satyanarayana, i/c Manager (APSDC), eDistrict, Capacity Building, Systems Admin & Acceptance Test	9963029416	pvssatyanaryana.p@gov.in
10	K Chandra Sekhar Reddy - Unit Coordinator (TSU)	9963029413	chandrasekharreddy.k@gov.in
11	K. Dhavuryan Naik - i/c Manager (Proc.2)	9963029418	dhavuryannaik.k@gov.in
12	K. Pulla Rao - i/c Manager (PKI)	9963029411	pullarao.k@gov.in
13	P.Venkateswara Reddy, i/c Manager (eProcurement System), Manpower Deployment, eWaste, Aadhar, ePragathi	9963029410	venkateswarareddy.p@gov.in
14	A.Sreedhar Reddy, Sr.SE i/c Manager (IIP), IVRS Project	9963029412	sreedharreddy.a@gov.in
15	K.Savita Sri - i/c Manager (Accts)	9963029396	savithasri.k@gov.in
16	P.V. Ramana Rao, Supdt. (Accts.)	9963029436	pv.ramnarao@ap.gov.in
17	M.Santha, SCS/ i/c Manager (Admin/ HRD)	9963029425	santha.m@gov.in
18	P.Venkateswara Rao, Asst.Programmer, AD	9963029423	venkateswararao.p23@gov.in
19	P. Durgabhavani, SCS i/c Manager (CA)	9963029426	durgabhavani.p26@gov.in
20	V.Sridevi, Supd, Bills	9963029434	sridevi.v@gov.in
21	Mahaboob Basha, Sr.Asst, PKI Division	9963029454	basha.m@gov.in
22	A.V.Rao, D E O, Bills	9963029452	venkateswararao.a52@gov.in
23	NS Muralidhar, D E O, Accts.	9963029445	muralidhar.ns@gov.in
24	M.Surya Prakasa Sarma, D.E.O., CA	9963029450	sharma.msp@gov.in
25	P. Malleswari, DEO, Admn.	8790759034	malleswari.p@gov.in
26	D. Eswar Rao, DEO, Accts Division	9963029446	eswararao.d@gov.in
27	M.Syamala, DEO, Admin.	7673952200	syamala.m@gov.in
28	TV Vidya Sagar, DEO	9963026356	vidyasagar.tv61@ap.gov.in
29	Mohd. Jaleel Ahmed, DEO Admn	8790393636	jaleel.ahmed@ap.gov.in
30	Y. Kondaiah, OS Thappal	7702454630	
31	K. Satyanarayana, Office Subordinate	8008301027	

<b>Chapter 11</b>			
<b>Monthly Remuneration received by Officers and Employees including the System of</b>			
<b>[ Section 4 (1) (b) (x) ]</b>			
<b>11.1 Information on remuneration and compensation structure for Officers and Employees</b>			
<b>SNo</b>	<b>Name &amp; Designation S/Sri</b>	<b>Monthly Remuneration</b>	<b>System of Compensation to Determine Remuneration as given in Regulation</b>
1	V. Premchand, IDES Managing Director	-	
1	Kiran Kumar Surao, IT Consultant	83,131	Contract Basis
<b>Technical Staff</b>			
1	Dr. G.Jacob Victor, General Manager	1,45,811	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
2	K.Kalabhashini, SSA	1,28,149	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
3	M.Krishnaveni, SSA	97,609	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
4	M.Sobhan Babu, SSA	78,127	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
5	K.Indira Priyadashini,AHE	LONG LEAVE	---
6	K.Srinivasa Rao, Sr.SE	75,233	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
7	PPV Satyanarayana, Sr.SE	75,323	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
8	K.Dhavuryan Naik, Sr.SE	61,746	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
9	A.Naga Venkata Rao , Sr.SE	75,233	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
10	K.Chandrasekhar Reddy, Sr.SE	75,323	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
11	A.Sridhar Reddy, Sr.SE	66,232	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
12	K.Pulla Rao. Sr.SE	66,232	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
13	P.Venkateswar Reddy, Sr.SE	66,232	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
14	A. Srinivasu, Sr.SE	74,932	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
15	B. Venkata Rao, Sr.SE	96,546	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
16	P.Srinivasulu, Sr.SE	87,040	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
17	P.Venkateswar Rao, Associate Programmer	50,164	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
<b>Non-Technical Staff</b>			
18	K.Savita Sri, i/c Manager (Accounts)	88,617	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
19	M.Santha, i/c Manager (HRD)	54,684	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
20	P.Durga Bhavani, Spl. Cat. Steno	70,033	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
21	V.Sridevi, Superintendent	55,829	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
22	P.V. Ramana Rao, Supdt. (Accts.)	73,073	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
23	Mahaboob Basha, Senior Assistant	53,798	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
24	P.Malleswari, D.E.O.	23,007	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included

SNo	Name & Designation S/Sri	Monthly Remuneration	System of Compensation to Determine Remuneration as given in Regulation
25	M.Syamala, DEO, Admin.	21,759	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
26	A.Venkateswara Rao, D.E.O.	47,150	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
27	N.S.Muralidhar, D.E.O.	47,034	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
28	M.Surya Prakasa Sarma, D.E.O.	44,979	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
29	D. Eswar Rao, DEO, Accts Division	47,190	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
30	TV Vidya Sagar, D.E.O.	44,979	Including PF, HRA, CCA and Conveyance. 4 Company contribution towards PF not included
31	Mohd. Jaleel Ahmed, D.E.O.	20,559	Including PF, HRA, CCA and Conveyance. 4 Company contribution towards PF not included
32	K.Satyanarayana, Office Subordinate	41,291	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
33	Y.Kondaiah, Office Subordinate	38,265	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
<b>STAFF WORKING IN DEPARTMENTS</b>			
34	D.Venkatachalam, PSA	1,08,987	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
35	M.Kamala, Sr.SE	61,538	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
36	V.Madhavarayudu, Sr.SE	69,557	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
37	M.Sailaja, Sr.SE	74,290	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
38	M.Chandrasekhar Kumar, Sr.SE	75,323	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
39	K.Kedar, Sr.SE	75,323	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
40	Y.Babu, Sr.SE	71,773	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
41	NSK Chakravarthy, Sr.SE	66,232	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
42	V.Muthu Rama Samy, Programmer	1,16,197	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
43	D.Venkata Raman, Programmer	66,232	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
44	BJA Sravan Kumar, D.P.O.	LONG LEAVE	--
45	K.Siva Rama Kumar, D.P.O.	62,871	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
46	K.Hari Krishna, D.P.O.	62,946	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
47	P.Naga Srinivasa Rao, Senior Steno-Cum-Senior Assistant	39,820	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
48	A.V.R.K.Ganga Raju, D.E.O.	33,050	Including PF, HRA, CCA and Conveyance. Company contribution towards PF not included
49	T.Srinivas, D.E.O.	34,263	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 &amp; Expenditure of the Public Authority for the Year

<b>Agency</b>	<b>Budget allocated Year</b>	<b>Expenditure (Rs. In lakhs)</b>	<b>Target (Rs. In lakhs)</b>	<b>Report on disbursements made or where such details are available (web site, reports, notice board etc.)</b>
APTS	2011-12			

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

<b>Agency</b>	<b>Budget Allocated Year</b>	<b>Expenditure (Rs. In lakhs)</b>	<b>Target (Rs. In lakhs)</b>	<b>Report on disbursements made or where such details are available (web site, reports, notice board etc.)</b>
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**

<b>Name of Programme/ Activity</b>	<b>Nature/ Scale of Subsidy</b>	<b>Eligibility criteria for grant of subsidy</b>	<b>Designation of Officer to grant subsidy</b>

**NOT APPLICABLE**


**13.3 Manner of Execution of the Subsidy Programmes**

<b>Name of Programme/ Activity</b>	<b>Application Procedure</b>	<b>Sanction Procedure</b>	<b>Disbursement Procedure</b>

**NOT APPLICABLE**

**Chapter 14**

**Particulars of Receipts 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/ Quatum 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/ Quatum 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/ Quatum 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/ Quatum 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	<a href="http://www.aps.gov.in">http://www.aps.gov.in</a>	Services for Government	Managing Director
		Services for Business	Managing Director
		Consultancy Services	General Manager
		APTS Directory	i/c Manager (Adm & HRD)
		Digital Certificate Regn	Mgr (eProc)
		Tender Notification	General Manager
		Video Conference Calender	General Manager
		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, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063.	All notices pertaining to the activities of APTS viz. tenders, announcements etc
News Paper Reports	<b>NIL</b>	<b>NIL</b>
Public Announcements	<b>NIL</b>	<b>NIL</b>
Information Counter	O/o AP Technology Services Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063.	All information pertaining to the activities of APTS viz. tenders, announcements etc
Publications	<b>NIL</b>	<b>NIL</b>
Office Library	<b>NIL</b>	<b>NIL</b>
Web Sites	<a href="http://www.pts.gov.in">http://www.pts.gov.in</a>	All information pertaining to the activities of APTS viz. tenders, announcements etc
Other facilities (name)	<b>NIL</b>	<b>NIL</b>

**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)**

<b>SNo.</b>	<b>Name of the Office/ Administrative Unit</b>	<b>Name &amp; Designation of PIO</b>	<b>Office Tel.No. &amp; Mobile No.</b>	<b>e-Mail</b>
1	O/o AP Technology Services Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063.	Smt. M. Krishnaveni, Sr. Systems Analyst	040-23224283 9963029404	krishnaveni.m@gov.in

**Assistant Public Information Officer (s)**

<b>SNo.</b>	<b>Name of the Office/ Administrative Unit</b>	<b>Name &amp; Designation of APIO</b>	<b>Office Tel.No. &amp; Mobile No.</b>	<b>e-Mail</b>
1	O/o AP Technology Services Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063.	Sri PPV Satyanarayana, Sr. Software Engineer	040-23220305 9963029416	pvssatyanaryana.p@gov.in

**Appellate Authority**

<b>SNo.</b>	<b>Name, Designation &amp; Address of Appellate Authority</b>	<b>Jurisdiction of Appellate Officer (Offices/ Administrative Units of the Authority)</b>	<b>Office Tel.No. &amp; Mobile No.</b>	<b>e-Mail</b>
1	O/o AP Technology Services Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063.	Dr. G. Jacob Victor, i/c Executive Director	040-23223865 9000551856	victorjacob.g@gov.in

<b>Chapter 18</b>								
<b>Other Useful Information</b>								
<b>[ Section 4 (1) (b) (xvii) ]</b>								
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		
Date:						Department		
<b>Note:</b> Information provided in these chapters should be updated from time to time and revised date should be mentioned								
<b>Revised Date: 03-11-2005</b>								
<b>Revised Date: 25-09-2006</b>								
<b>Revised date: 06.07.2010</b>								
<b>Revised date: 06.11.2010</b>								
<b>Revised date: 27.07.2011</b>								
<b>Revised date: 27.07.2012</b>								
<b>Revised date: 04.09.2012</b>								
<b>Revised date: 29.06.2013</b>								
<b>Revised date: 23.12.2013</b>								
<b>Revised date: 07.07.2015</b>								
<b>Revised date: 05.08.2015</b>								
<b>Revised date: 25.02.2016</b>								
<b>Revised date: 10.06.2016</b>								
<b>Revised date: 28.06.2016</b>								
<b>Revised date: 01.10.2016</b>								