

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

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

ANDHRA PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED
3-5-891, TOURISM HOUSE,
HIMAYATNAGAR,
HYDERABAD - 500 029

GOVERNMENT OF ANDHRA PRADESH
ANDHRA PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED

RIGHT TO INFORMATION ACT, 2005

CHAPTER 1

INTRODUCTION

In democracy, citizens are to be informed about the policies, programmes, acts, rules, procedures followed in Government organization. The instrument of the Government are accountable to governed and the corrupt malpractices are curbed unless is accurate information available to the public in general.

With the above object in view, Government of India have enacted an act to provide for setting out the practical regime of right information for citizen to secure access to information under the control of public authorities, in order promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commission and for matters connected therewith or incidental thereto.

The Right Information Bill, 2005 was passed by the House Parliament and received the assent of President of India on 15.06.2005. It was published as “*Right Information Act, 2005*” in the Gazette of India vide No.25 on 21.06.2005 and it has come into force with effect from 15.06.2005.

As per the Act, each public authority has to fulfill certain obligation before expiry of 100/120 days from the commencement of the Act i.e by 23.09.2005/12.10.2005.

Section 4(1)(a) of the Act caste an obligation on each public authority to maintain records. The section reads as follows.

“Maintain all its records duely catalogued and indexed in manner and the form which facilities the Right to Information Under this act and ensure that all records that are appropriate to computerized are, within a reasonable time and subject to availability of resources computerized and connected through a network all obver the country on different systems so that access to such records is facilitated”

Section 4(1) (b) of the Act casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act to publish manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, City Society Organisations, Public Representatives Officers and employees of public authorities including Central and State Information Commissions, Public Information Officers and Assistant Public Information Officer and Appellate Officers etc.

This Information Handbook in so far as APTDC Ltd., deals with the following chapters:

1. Introduction
2. Organisation, Function and Duties
3. Powers and Duties of Officers and Employees
4. Procedure followed in Decision Making process
5. Norms set for the Discharge of Functions
6. Rules, Regulation, Instructions, Manual and Records for Discharging Functions.
7. Categories of Documents held by the Public Authority under its control
8. Arrangement for consultation with, or Representation by, the members of the public in relation to the Formulation of Policy or Implementation thereof
9. Boards, Councils, Committees and other bodies constituted as part of Public Authority.
10. Directory of Officers and Employees
11. Monthly Remuneration received by Officers and Employees including the System of Compensation as provided in Regulations.
12. Budget Allotment to each Agency including Plans etc.
13. Manner of Execution of Subsidy Programmes.
14. Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority.
15. Information Available in Electronic Forms
16. Particulars of facilities available to Citizens for obtaining information
17. Names, Designations and other particulars of Public Information Officers

RIGHT TO INFORMATION ACT, 2005

CHAPTER-2

ORGANISATION, FUNCTIONS AND DUTIES

{ Sec. 4(1)(b)(i) of RTI Act, 2005 }

1. Name of the Organisation : ANDHRA PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED
2. Address : 3-5-891, Tourism House,
Himayatnagar,
HYDERABAD - 500 029
Andhra Pradesh, India.
3. Functions :
- a) To start, operate and promote establishments, undertakings, enterprises and activities of any description whatsoever, which in opinion of the Company are likely to facilitate or accelerate the development of travel and tourist coach services and to promote co-ordination in development of travel and tourism services and Tourism in general in order to secure, optimum utilization of resources in them.
 - b) To take over, develop maintain and manage way-side facilities, tourist guest houses, hotels, rest houses, travelers bungalows, sites of tourist interest for the benefit of tourists, Bus travelers and general road users.
 - c) To run, establish, manage transport units and transport centers, import, purchase, lease sell and run or otherwise operate tourist buses, car, cab, coaches, trunks and other modes of transport.
 - d) To sell, construct, purchase, acquire, lease, take on lease run and maintain motels, restaurants, canteens, cafeteria, travelers lodges, guest houses and other places for the purpose of boarding, lodging and stay of travelers and tourists.

- e) Produce, distribute and sell tourist publicity materials: viz. edit, design print, publish, sell or otherwise deal with books, magazines, periodicals of folders, inserts, guide maps, pamphlets, bills, posters picture postcards, diaries, calendars, slides cinematograph films and other material for the purpose of giving publicity to developing transport services of tourists and travelers.
- f) Provide entertainment for travelers and tourists by way of cultural shows, dances, music concerts, ballets, film shows, sports and games son-et-lumiere spectacles and others
- g) Provide shopping facilities to travelers and tourists, establish and manage shops, emporia and other places for selling travel requisites and other articles of interest.

4. Duties :

- To provide quality services to tourists in the properties operated by APTDC.
- Creating new facilities and tourism products with funds allocated by the Government of India / Government of A.P. / APTDC Ltd.

RIGHT TO INFORMATION ACT, 2005

CHAPTER-3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

{ Sec. 4(1)(b)(ii) of RTI Act, 2005 }

CHAIRMAN

- To guide the Board of Directors in the discharge of the role entrusted to them in respect of formulating corporate policy and the corporate plan, their implementation and evaluation with a view to improving the enterprise's performance.
- To evaluate the work of MD/Chief Executive in implementing the policies laid down by the Board for improving the enterprise's performance.
- To preside over the meetings of the Board of Directors or its sub-committees, if any, and general meetings of the enterprise as may be required under the relative statutes.

MANAGING DIRECTOR

- He is the Chief Executive Officer of the Corporation. He is responsible for the conduct of business in the Corporation to its employees and lessees subject to over all superintends of the Board of Directors.
- He exercises the general supervision and controls all staff under him and responsible to see that the members of the staff under him discharge the work allotted to them effectively and expeditiously.
- He is assisted by Executive Director (Admn), Executive Director (Proj), General Manager (Fin), General Manager (Hotels), General Manager

(OP), General Manager (WF & SL), Superintending Engineer, Estate Officer, Company Secretary and their staff.

OFFICER ON DUTY (ADMN)

- All service matters relating to employees in the corporation including extension of contracts, recruitment through 'Man Power Agency', regularization of employees, promotions of employees, pay fixation, release of increments, initiating disciplinary action, training programmes to the staff etc.
- All management and administration of leased properties in the corporation, execution of contracts, collection of lease rentals, monitor performance of contracts and insurance coverage of properties.

EXECUTIVE DIRECTOR (PROJECTS)

- Conceptualize new tourism product development.
- Bid process management services either through Engineering Wing or through specific management consultants.
- Monitor the progress of works under execution and completion of works.
- Executing the agreements by architects, engineers, contractors etc.

GENERAL MANAGER (FINANCE)

- Responsible for finance, accounts, audit (external and internal).
- All cash books, taxation, direct and indirect funds like income-tax, service-tax, VAT, luxury tax etc.
- Development of internal control systems.
- Finalization of accounts.

- Processing of audit paras and audit objections.
- Attend to correspondence on issues relating to committee on public undertakings.
- Preparation of budget, monitoring of budget, release of amounts for payments of bills processed by different departments where appropriate sanctions.

GENERAL MANAGER (HOTELS - S)

- Staffing, planning, directing, organizing of hotel units.
- Price policy of hotel accommodation and menu.
- Menu planning and coordinate day-to-day running of hotel units.

GENERAL MANAGER (HOTELS - P)

- Staffing, planning, directing, organizing of hotel units.
- Price policy of hotel accommodation and menu.
- Menu planning and coordinate day-to-day running of hotel units.

GENERAL MANAGER (TOUR OPERATIONS)

- Coordinate the working of transport units in the State.
- Scheduling and tour packaging of new circuits.
- Purchase of coaches, replacements of existing coaches.
- Manpower planning of Transport Units and Central Reservation Offices.
- Maintenance of coaches.
- Administration of TPS Agents, 10% agents and reservation offices for the operation of tours and packages.
- Reconciliation of amounts collected and requirement of stores.

GENERAL MANAGER (WF & SL)

- Procurement and management of launches in tourism units.
- Maintenance of vessels.
- Management of annual contracts.
- Insurance of vessels.

SUPERINTENDING ENGINEER

- Preparation of estimates, finalization of tenders, execution of works.
- Maintenance of buildings.
- Quality control and processing bills for payment.
- Project monitoring etc.

ESTATE OFFICER

- Management and administration of lands held by corporation.
- Acquisition of land under the Land Acquisition Act.
- Acquisition of lands from government through district collectors.
- Finalize alienation proposal.

COMPANY SECRETARY & LEGAL OFFICER

- Assists in the conduct Board Meetings, General Body meetings and in this regard preparation of agenda and finalization of minutes.
- Filing of forms and returns with the registrar of companies.
- Maintenance of Minutes Books etc.
- Disseminating the minutes to the concerned and coordinating the action taken thereon and presenting them to the Board.
- Provide legal advice & pursue court cases.

MANAGER (AMC)

- Monitoring project implementation of BOT (Privatised) projects.
- Leasing of properties, lease rental collections, coordinating with divisions.
- Insurance coverages and claims of the APTDCL properties.

MANAGER (MATERIALS)

Procurement of all materials based on the indents / requisitions received from various divisions and sections as per the purchase procedure. Ensuring the proper supplies to all divisions and sections of APTDC in time.

MANAGER (MARKETING)

Marketing Tourism Products i.e., Transport Water Fleet and Sound & Light through appointment of authorized agencies and participating in tourism fairs and exhibitions.

JOINT MANAGER (PR)

- Providing information to the Tourists, attending Tourism Seminars, about corporation activities.
- Develop & disseminate publicity materials of the Corporation.

JOINT MANAGER (PPC)

- Preparation of feasibility reports.
- Initiating project proposals
- Preparation of reports for GOI & GOAP schemes.
- Follow up of sanction of funds from GOI & GOAP.
- LAQ & Assembly replies.
- Maintenance of relevant files and registers.
- Preparation of utilization certificates for GOI projects.

JOINT MANAGER (PMC)

- Coordination with Architects & preparation of plans.
- Physical & financial monitoring of projects from planning to commissioning stage
- Monitoring the periods of construction of the project.

- Preparation of PowerPoint presentation for STPB.
- Privatization of projects on BOT basis.
- Conducting design competitions for concepts, master plans for different major projects.
- Works as and when assigned in future.

JOINT MANAGER (ACCTS)

- Responsible for Consolidation of Corporation annual accounts – Monthly accounts duly reconciled with Division Offices.
- Responsible for Statutory Audit and get the Annual Accounts are approved by them.
- Furnishing the financial information to Government / AG / other sectors as and when required.
- Consolidation of Corporation operational budget.
- Monthly financial and performance report for MD's Video Conference
- Any assignment assigned by G.M (F) as and when required.

JOINT MANAGER (MIS)

- Maintain IT Networks in coordination with annual maintenance contract holders.
- Run & administer the APTDCL Intranet, MIS & File Monitoring System.
- Procure IT related Software and Hardware based on needs assessment & requirement.
- Execute maintenance contracts from Hardware; Software & communication networks (VSAT etc).

Other Staff and Sections:

1. Public Relation Section
2. Materials Section
3. Transport Section
4. Administration Section
5. Estate Section
6. Hotels Section
7. Projects Section
8. Engineering Section
9. Accounts Section
10. MIS Section.

As per the Corporation rules, the Joint Manager is in-charge of a section. He is assisted by Dy. Manager, Asst. Manager, Sr. Assistant and Jr. Assistants. He is responsible for all the files relating to the subjects allotted to the assistants under him. He is directly responsible to the Officers under whom he works for the efficient and expeditious dispatch of business in all stages in his section. The training of the assistants under him is one of his principal functions. He must see that his assistants exercise proper selection in their work. He will not merely a Joint Manager but will himself undertake to deal with the more difficult or important papers, requiring such assistance from assistants as he may find necessary. He is responsible for the accuracy of the notes and drafts proceeding from his section, he cannot throw that responsibility on his assistants. He is not expected to express views or to suggest what orders should be passed on a case except when there is clear precedent or the case is of a routine nature or the orders necessarily follow from some provision of law or rule. He should check the correctness of acts stated in any note or draft which may have been added to the file after it was submitted for orders as soon as it returns to the Section and before the draft is issued or the case is passed on to another department. He maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his assistants.

| S.No | EMP Name | Department | JOB Chat |
|-------------|----------------------|--------------------|---|
| 1 | Deputy Manager(Estt) | Administration | Contract Employees and Loans and Advances |
| 2 | Jr.Asst | Administration | Contract Employees |
| 3 | Jr.Asst | Administration | Attendance ,Loan Advance |
| 4 | Deputy Manager(Admn) | Administration | Contract Employees |
| 5 | Jr.Asst | Administration | Medicclaim ,E.S.I |
| 6 | Asst.Manager | Administration | Payroll of corporation Employees |
| 7 | Jr.Asst | Administration | Regular & Deputaion Establishment Matters |
| 8 | Jr.Asst | Administration | Inward /Outward |
| 9 | Deputy Manager | Chairman | PS To C |
| 10 | Deputy Manager | Managing Director | PS To MD |
| 11 | Asst.Manager | Managing Director | PA To MD |
| 12 | Asst.Manager | Executive Director | PA To MD |
| 13 | Sr.Asst | Estate Management | BOT Projects ,Correspondance |
| 14 | Asst.Manger | Estate Management | leased properties,Insurance of APTDC Asssets |
| 15 | A.E.E | Engineering | Bills processing ,Estimates scurtise |
| 16 | Sr.Asst | Engineering | PA to SE |
| 17 | W.I | Engineering | DVN-I Estimate Scurtise ,E-procurement,Bills Processing(Tirupati, Warangal) |
| 18 | A.E.E | Engineering | DVN-II Estimate Scurtise ,E-procurement,Bills Processing |
| 19 | A.E.E | Engineering | DVN-III Estimate Scurtise ,E-procurement,Bills Processing(N.Sagar. Visakhapatnam&Tourism Plaza) |
| 20 | A.E.E | Engineering | AutoCAD Works |
| 21 | Dy.E.E | Engineering | Estimate Scurtise ,E-procurement,Bills Processing |
| 22 | A.E.E | Engineering | Work Execution ,Electrical Works |
| 23 | Dy.E.E | Engineering | |
| 24 | Jr.Acct | Engineering | Pass Orders |

| | | | |
|----|--------------------------|------------------|---|
| 25 | Jr.Acct | Finance | Cash Vouchers feeding Bank vouchers feeding ,Jv's feeding collections depoist in banks, cash monitoring |
| 26 | Sr.Acct | Finance | preparation of checks,funds inflow/outflow,all bank related works |
| 27 | Dy.M (I.A) | Finance | |
| 28 | Sr.Acct | Finance | PA to GM(F) |
| 29 | Asst.Manager (Pre Audit) | Finance | Pre-audit of scrutise of all types of expenditure of aptdc including salaries civil bills. |
| 30 | Asst.Manager (Accts) | Finance | Finalisation of Accounts |
| 31 | Sr.Acct | Finance | Bank Reconcillation ,Monthly division reconcillation ,Verification of advances -tour advances |
| 32 | Sr.Acct | Finance | Income tax ,Service Tax,Vat Tax,Luxury tax Entry Tax,buliding tax and also appear income tax |
| 33 | Supervisor | Hotels | Food & Beverages supervisor |
| 34 | Supervisor | Hotels | Proceses of files & Requestion from DVM's |
| 35 | Dy.Manger | Hotels | Making MISReports for Hotels |
| 36 | Sr.Asst | Hotels | PA To GM(P) |
| 37 | Supervisor | Hotels | PA To GM(S) |
| 38 | Asst.Manager | LEGAL | Legal cases in High Court/Civil Courts |
| 39 | Jr.Asst | LEGAL | Correspondance And typing Works |
| 40 | Dy.Manger | Material Section | Procurement of unnature of Guest House and offices |
| 41 | Asst.Manager | Material Section | Procurement of Linen to Units and replacements, stock position of the units, updating the information timely receipting shortages news supplies. |
| 42 | Asst.Manager | Material Section | Consumer durables |
| 43 | Sr.Asst | Material Section | Procurment of Identy Cards, Uniforms. Procurement of Waterfleet Units, Sound & Light shows, Illumination Projects. Allocation of Budget forecast for subsequent years |

| | | | |
|----|----------------|-------------------------------|---|
| 44 | Supervisor | Material Section | Stocking of printing & Stationery and other items pertaining accommodation Restaurants & offices and issues. |
| 45 | Jr.Asst | Public Relations | File processing and correspondence |
| 46 | Asst.Manager | Projects | LAQ & Assembly replies,Maintenance of relevant files and registers |
| 47 | Supervisor | Projects | Preparation Of Feasibility Report |
| 48 | A.E.E | Projects | Maintenance of relevant files and registers,Preparation monthly review chart for ongoing projects |
| 49 | Jr.Asst | Projects | Preparation of power point presentation for STPB,Preparation monthly status reports on BOT project |
| 50 | Asst.Manager | Projects | Monitoring Eco-tourism projects and adventure sports |
| 51 | DEO | Systems & MIS | DEO |
| 52 | Deputy Manager | Systems & MIS | Deputy Manager |
| 53 | Sr. Assistant | Systems & MIS | Sr. Assistant |
| 54 | Deputy Manager | Transport | Purchase Of Vehicles and TPS Agent List |
| 55 | Deputy Manager | Transport | Repairs and maintance of vehicles Staff Request for Transort Unit,Funds Transfer |
| 56 | Asst.Manager | Water Fleet and Sound & Light | All Water fleet Units & their operational matters, New Unit proposals etc. |
| 57 | Jr.Asst | Water Fleet and Sound & Light | TA/DA Bills, GM tour file,section typing work,section Inward and currenst distribution and monitoring, Master File |
| 58 | Asst.Manager | Water Fleet and Sound & Light | All S&L units and Associated matters,BMU Issues,Funs transfer issues ,MIS & budget matters,Discount file,Staff Personal files,general information files,Incentives file,Funtions & Festivals etc. |

RIGHT TO INFORMATION ACT, 2005

CHAPTER 4

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

{Sec. 4 (1) (b) (iii) of RTI Act, 2005}

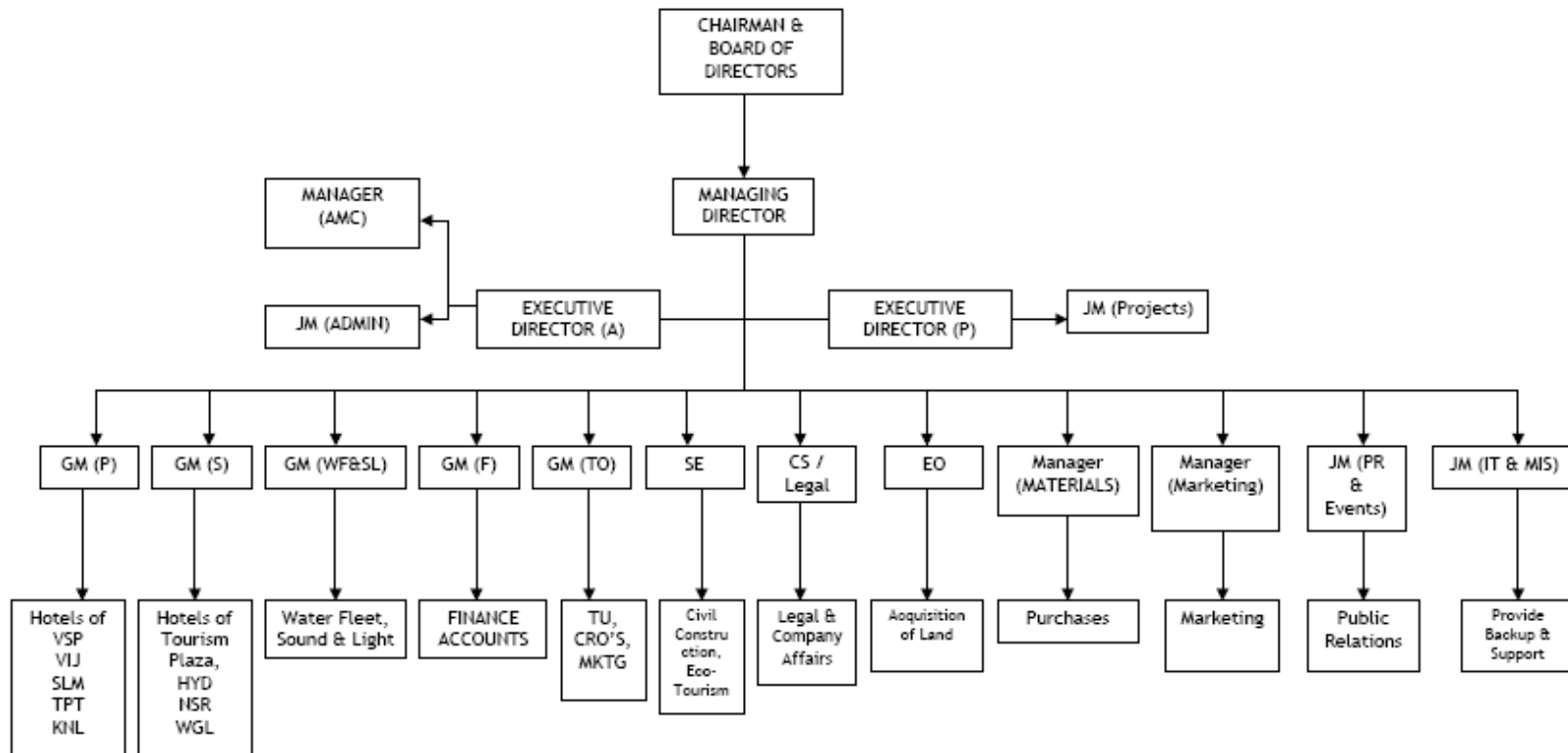
The procedure being followed in decision making process by the Corporation is as indicated below: -

All currents received by the APTDCL are either received by the Inward Section or the Chairman or Managing Director or Executive Director's concerned. The current is registered on a running serial number which is unique for the current. The currents are then distributed to the concerned officers through a computerized acknowledgment system. After the currents are endorsed by the concerned officers, the current is routed to the Heads of the Departments and then on to the concerned sections. The File Monitoring System has been in value since October 2005. The File Monitoring System enables tracking and movement of currents.

In the case of files, movements of files are made at each level along the journey. The file movements are completely tracked on the computer. MIS reports on file pendency & process can be generated on the computer at any time.



ANDHRA PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED
ORGANISATION CHART



RIGHT TO INFORMATION ACT, 2005

CHAPTER 5 **NORMS SET FOR** **DISCHARGE OF FUNCTIONS** **{Sec. 4 (1) (b) (iv) of RTI Act, 2005}**

The norms/standards set by the Corporation for the discharge of its functions/ delivery of services were already issued by way of formulation of citizen charter and the contents therein are as follows: -

Service Charter Of Andhra Pradesh Tourism Development Corporation Limited

(1) This Corporation's functions are: -

This Corporation mainly deals with the subjects of Tourism

(2) Service Delivery time frame for the Services rendered by the Dept.:

(i) Public related

(a) Routine matters ... 3 days

(b) Other than routine matters ... 15 days

Eg: Investors of Tourism Projects.

(ii) Reference/letters from other Departments (Inter-departmental)

(a) Routine matters ... 3 days

Eg: Clarification from HODs etc.

(b) Other than routine matters ... 10 days

Eg: Financial sanctions, Budget Release Orders etc.

© Service matters ... 15 days

Eg: Clarifications in service matters, ratifications,

Special sanctions, relaxation of rules etc.

(iii) Intra-departmental matters (within department):

(a) Routine matters ... 7 days

Eg: Leave, postings, increments, LTC, pay fixations etc.

(b) Other than routine matters ... 15 days

Eg: Representations, appeals, vigilance matters,
Sanction of loans and advances, sanction
of Medical reimbursement to staff etc.

© Service matters ... 15 days

Eg: Promotions, clarifications/ratification

From M.D, Finance, Law Departments etc.

RIGHT TO INFORMATION ACT, 2005

CHAPTER 6

RULES, REGULATIONS, INSRUCTIONS, MANUAL

AND RECORDS FOR DISCHARGING FUNCTIONS

{ Sec. 4(1)(b)(V) of RTI Act, 2005 }

The Rules, Regulations, Instructions, Manuals and Records held by the Corporation for use by its employees while discharging functions are as hereunder:

1. APTDC Service Rules
2. APTDC Recruitment Rules
3. APTDC Travelling Allowance Rules including L.T.C.
4. APTDC Leave Rules
5. APTDC Disciplinary, Punishment and Appeal Rules.
6. APTDC Special Pay & Other Allowances Rules.
7. APTDC Service Contracts for contract employees.

RIGHT TO INFORMATION ACT, 2005

CHAPTER 7

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

{ Sec. 4(1)(b)(V)(i) of RTI Act, 2005 }

The following documents are held by the APTDC.

1. G.Os / Memos received from the Government.
2. Instructions and Guidelines issued from time to time regarding implementation of policies, programmes, events etc.
3. Financial assistance provided to various projects.
4. The relevant files in relation with Tourism activities.
5. Agreements & Contracts of leased properties and Contract employees.

RIGHT TO INFORMATION ACT, 2005

CHAPTER 8

**ARRANGEMENTS FOR CONSULTATION WITH, OR
REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN
RELATION TO THE FORMULATION OF POLICY OR
IMPLEMENTATION THERE OF**

{Sec. 4 (1) (b) (viii) of RTI Act, 2005}

On receipt of representation from Service Associations, Members the requests/suggestions are examined thoroughly and a decision taken as per rules of the APTDC Ltd.

RIGHT TO INFORMATION ACT, 2005

CHAPTER 9

BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

{Sec. 4 (1) (b) v(iii) of RTI Act, 2005}

The information in regard to Boards, Council, Committees and other bodies constituted by the Government is as indicated below.

The Board of Directors of APTDCL.

| Sl.No. | Name | Designation | Post in the Board of Director |
|--------|---|-------------------------------|-------------------------------|
| 1 | Sri Swarnajit Sen, IPS (Retd) | Chairman | Chairman |
| 2 | Sri B Venkatesham, IAS | Managing Director, APTDCL | Director |
| 3 | Sri P.V Ramana Reddy, IFS | Executive Director, APTDCL | Director |
| 4 | Principle Secretary (Tourism & Culture) | | Director |
| 5 | Principle Secretary (Finance) | | Director |
| 6 | Directoy of Tourism | | Director |
| 7 | Representative of Tourism Ministry (Govt. of India) | | Director |
| 8 | President, Hotels & Restaurants Association of Andhra Pradesh | | Director |
| 9 | Chairman, Travel Agents Association of India, A.P. Chapter, Hyderabad. | | Director |

RIGHT TO INFORMATION ACT, 2005

CHAPTER-10

DIRECTORY OF OFFICERS AND EMPLOYEES

{ Sec. 4(1)(b)(ix) of RTI Act, 2005 }

Following is the information of Officers and employees working in the Corporate office, Hyderabad at different level and their contact address is furnished here under:

| S.No | Name of the Officer/Employee | Office Telephone Number with extension | Residential Telephone Number |
|------|--|--|------------------------------|
| 1. | Sri Swarnajit Sen, IPS (Retd) Chairman | 23223180 | |
| 2. | Sri B Venkatesham, IAS Managing Director | 23262437 | 23350636 |
| 3. | Sri P V Ramana Reddy, IFS Executive Director (Projects) | 23262151-313 | |
| 4. | Sri V Venkata Rami Reddy Officer on Special Duty (Admin) | 23262151-314 | 24150600 |
| 5. | Sri Sumeet Singh, General Manager (Hotesl (S)) | 23262151-226 | 27762547 |
| 6. | Sri G.V.Ramana Rao, General Manager (TO) | 23262151-309 | 27635827 |
| 7. | Sri P.Prakasa Rao, General Manager (Hotels (P)) | 23262151-435 | 27172350 |
| 8. | Sri P.Nageshwar Rao, General Manager (WF&SL) | 23262151-433 | |
| 9. | Sri B Vishwanadham General Manager (F) | 23262151-516 | 24221084 |
| 10. | Sri Bakka Reddy, Suptd. Engineer | 23262151-417 | 27551485 |
| 11. | Sri C Pentaiah, Company Secretary | 23262151-513 | |
| 12. | Sri B.Kishan, Estate Officer | 23262151-234 | 27646666 |
| 13. | Sri Surya Prakash Rao, Deputy General Manager (Materials) | 23262151-108 | |
| 14. | Smt J.Rama, Manager (AMC) | 23262151-426 | 27015432 |
| 15. | Smt K Usha Manager (Admn) | 23262151-209 | |
| 16. | Sri V.Rama Rao, Assistant General Manager (Accts) | 232621512-520 | 23345936 |
| 17. | Sri Maheswar Reddy Joint Manager (MIS) | 23262151-519 | |
| 18. | Ms Utpala Joint Manager (PR) | 23262151-103 | |
| 19. | Sri Mohan Kumar, Joint Manager (PPC) | 23262151-222 | |

RIGHT TO INFORMATION ACT, 2005

CHAPTER 11

{ Sec. 4(1)(b)(ix) of RTI Act, 2005 }

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

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The following are the particulars showing the monthly remuneration received by Officers and employees in so far ATPDC Ltd.

| S.No | Name of the Officer/Employee | Gross Monthly Remuneration Rs. |
|------|--|-----------------------------------|
| 1. | Sri Swarnajit Sen, IPS (Retd) Chairman | 26,000 |
| 2. | Sri B Venkatesham, IAS Managing Director | 73,700 |
| 3. | Sri P V Ramana Reddy, IFS Executive Director (Projects) | 69,635 |
| 4. | Sri V.Venkata Rami Reddy, Officer on Special Duty (Admn) | 15,000 |
| 5. | Sri Sumeet Singh, General Manager (Hotesl (S)) | 58,938 |
| 6. | Sri G.V.Ramana Rao, General Manager (TO) | 58,086 |
| 7. | Sri P.Prakasa Rao, General Manager (Hotels (P)) | 58,133 |
| 8. | Sri P.Nageshwar Rao, General Manager (WF&SL) | 58,133 |
| 9. | Sri B Vishwanadham General Manager (F) | 35,178 |
| 10. | Sri Bakka Reddy, Suptd. Engineer | 30,000 |
| 11. | Sri C Pentaiah, Company Secretary | 30,520 |
| 12. | Sri B.Kishan, Estate Officer | 18,000 |
| 13. | Sri Surya Prakash Rao, Deputy General Manager (Materials) | 50,685 |
| 14. | Smt J.Rama, Manager (AMC) | 25,250 |
| 15. | Smt Usha, Manager (Admn) | 31,236 |
| 16. | Sri V.Rama Rao, Assistant General Manager (Accts) | 32,048 |
| 17. | Sri Maheshwar Reddy Joint Manager (MIS) | 25,910 |
| 18. | Ms Utpala Joint Manager (PR) | 20,910 |
| 19. | Sri Mohan Kumar, Joint Manager (PPC) | 18,660 |

RIGHT TO INFORMATION ACT, 2005

CHAPTER-12

BUDGET ALLOTTED TO EACH AGENCY INCLUDING PLANS etc.

{ Sec. 4(1)(b)(xi) of RTI Act, 2005 }

| HEAD OF ACCOUNT | Accounts | B.E 2005-06 | R.E 2005-06 | B.E 2006-07 |
|----------------------|--------------|----------------|----------------|----------------|
| TRANSPORT | 2,931 | 4,256 | 3,824 | 4,206 |
| HOTELS | 1,790 | 2,423 | 2,139 | 3,700 |
| WATER FLEET | 476 | 593 | 598 | 775 |
| SOUND & LIGHT SHOWS | 78 | 261 | 309 | 325 |
| LEASE RENTS + OTHERS | 642 | 602 | 700 | 1,200 |
| | 5,918 | 8,135 | 7,570 | 10,206 |

CHAPTER -13 NIL

CHAPTER-14 NIL

RIGHT TO INFORMATION ACT, 2005

CHAPTER 15 **INFORMATION AVAILABLE IN ELECTRONIC FORM** {Sec. 4 (1) (b) (x)(iv) of RTI Act, 2005}

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CHAPTER 16 **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR** **OBTAINING INFORMATION** {Sec. 4 (1) (b) (xv) of RTI Act, 2005}

The details of information related to the various schemes of the Department which are available in electronic formats are as indicated below:-

Websites

<http://www.aptdc.in>

Brochures

APTDC Publishes brochures on its properties from time to time.

RIGHT TO INFORMATION ACT, 2005

CHAPTER 17

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

{Sec. 4 (1) (b) (xvi) of RTI Act, 2005}

| Sl.No | Name of the Office | Designated PIO | Appellate Authority |
|--------------|--------------------------------------|---|---|
| 1 | Corporate Office, Hyderabad | Sri. V Rama Rao, Assistant General Manager Ph.No. 23262151 | Sri V.Venkatarami Reddy Officer on Special Duty (Admn) Ph.No. 23262151 |
| 2 | Divisional Office, Hyderabad | Smt. Indira Salome, Dy. Manager | Sri PGS Sai, Divisional Manager |
| 3 | Transport Division, Secunderabad | Sri M. Krishnaiah, Dy. Manager | Sri VV Narasimha Reddy, M (Transport) |
| 4 | Divisional Office, Vijayawada | Sri. M. Nageshwara Rao, Assistant Manager (Admin) | Sri. K V Venkateshwara Rao, Divisional Manager |
| 5 | Divisional Office, Vishakhapatnam | Sri T. Srinivasa Rao, Dy. Manager (Admn) | Sri P Jeevan Prasad, Divisional Manager |
| 6 | Divisional Office, Tirupathi | Smt. P. Vidyalyatha Reddy, Asst.Manager (Admn) | Sri B Manohar, Divisional Manager |
| 7 | Divisional Office, Nagarjunasagar | Sri. G Venkateswarulu, Asst.Manager (Accts) | Sri G Ramakrishna, Divisional Manager |
| 8 | Divisional Office, Kurnool | Smt. K Suvarana Kumari, Dy.Manager (Admn) | Sri MD Ibrahim, Divisional Manager |