

# THE RIGHT TO INFORMATION ACT 2005

## OBLIGATIONS OF PUBLIC AUTHORITIES

### INFORMATION HAND BOOK July, 2022

ANDHRA PRADESH TECHNOLOGY SERVICES LIMITED  
(Government of AP Undertaking)  
(CERT-In Empanelled, ISO 9001:2015, ISO 27001:2013 Certified)  
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## **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 Handbook 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) The 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) 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) The 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, designation 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

- |    |            |   |
|----|------------|---|
| 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:**

Smt. V.Sridevi,  
Superintendent & Assistant PIO,  
AP Technology Services Ltd,  
3<sup>rd</sup> Floor, R&B Building,  
Opp. Indira Gandhi Municipal Stadium,  
MG Road, Labbipet, Vijayawada – 520 010.  
Ph: 0866-2468108,  
Mobile: 99630 29434

| 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. | 1) Procurement of Computers & its associated Hardware, Software<br>2) Software Development & Maintenance Services for all Government Departments<br>3) Evaluation and Building up of various Communication Infrastructure Projects<br>4) Consultancy Services for IT Solutions to Organizations within the State and also other State Governments<br>5) Implementation of IT Application Projects such as APSWAN, APSDC, Video Conference facility, APNET etc.<br>6) Implementation of PKI Infrastructure and Issue of Digital Certificates<br>7) Technical Consultancy Services & Detailed Project Report Preparation.<br>8) Acceptance Test for IT Related Components<br>9) Implementation of Mission Mode Projects (MMP) as assigned by Gol/ GoAP<br>10) e-Waste | 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<br>2) To Provide Technical Consultancy Services on Computerization of the various Govt. Organizations, upgrade of the existing Systems and Implementation of the Applications<br>3) To undertake Feasibility and System Studies for Development of appropriate Software's as per the needs of the Client Agencies.<br>4) To Provide Consultancy to User Departments for Recruitment of Technical Professionals by Conducting Skill Tests.<br>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.   | Sri Nanda Kishore Mullangi, IIS     | Managing Director    | Head of the Department, over all in-charge of the Organization  | i) Controls, directs and supervises all the functions of the Corporation under the direct control of the ITE & C Department, GOAP.<br>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.<br>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.<br>iv) Authorizes the Quality Policy and Quality Objectives of the Organization and approves the Quality Manual.<br>v) Conducts Management Review from time to time and interacts with clients (user Departments).                                     |
| 2.   | Dr. Jacob Victor Ganta              | Executive Director   | a. Cyber Security,<br>b. IT Infrastructure<br>c. Services<br>d. Accounts<br>e. Administration, Legal & HRD<br>f. System Administration<br>g. IT Parks – Civil | i) Controls, directs and supervises all the functions of the Corporation under the control of the Managing Director.<br>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.<br>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.<br>iv) Authorizes the Quality Policy and Quality Objectives of the Organization and approves the Quality Manual.<br>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.   | Sri Siva Shankar Putha              | General Manager      | a. Procurement<br>b. Software/ Application Development  |   |
| 4.   | Sri K. Raju                         | Prl. Systems Analyst | a. Software Development<br>b. Procurement - 4   |   |

|     |                           |                        |   |   |
|-----|---------------------------|------------------------|---|---|
| 5.  | Sri Sobhan Babu M         | Prl. Systems Analyst   | a. Procurement -1<br>b. Evaluation of Tenders & Software  |   |
| 6.  | Sri Shyam Sunder K        | SSA                    | Procurement-2   | 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 |
| 7.  | Smt. Kamala M             | i/c. Manager           | a. E-waste<br>b. GeM Co-Ordinations   |   |
| 8.  | Sri Satyanarayana PPV     | i/c Manger (Infra-1)   | a. APSDC, eDistrict, Capacity Building,<br>b. AUA/KUA,<br>c. Acceptance Test,<br>d. PIO (RTI)<br>e. APCSoC  |   |
| 9.  | Smt. Sailaja M            | i/c Manager            | Old Bills   |   |
| 10. | Sri Srinivasulu P         | i/c Manager (Accounts) | a. Maintenance of Company Accounts<br>b. Audit of Accounts with AG<br>c. Statutory Audits, Process Audit  |   |
| 11. | Sri Venkateswara Reddy P  | i/c Manager (Proc.5)   | a. Procurement-5<br>b. Vendor Empanelment,<br>c. Aadhaar enrolment,<br>d. eProcurement System,<br>e. GeM<br>f. MoU & JVs<br>g. Legal Matters  |   |
| 12. | Sri Sreedhar Reddy A      | i/c Manager (IIP, DBT) | a. APSWAN,<br>b. APSCAN,<br>c. VC Bandwidth,<br>d. DBT,   |   |
| 13. | Sri Venkataraman D        | i/c Manager (Admin)    | a. <b>Administration (Admin):</b><br>Administration includes clearance of telephone bills, insurance of vehicles, office furniture, equipment, upkeep of vehicles, housekeeping, correspondence work of ITE&C Department, other miscellaneous works,<br>b. Temple Management Services<br>c. TLS/SSL<br>d. Systems Admin |   |
| 14. | Sri Venkateswara Reddy Ch | Manager (IS Audit)     | Security Audit  |   |
| 15. | Smt. Sridevi. V           | i/c Manager (PKI)      | PKI, APIO (RTI)   |   |
| 16. | Sri Naga Srinivasa Rao P  | i/c Manager (CA)       | Company Affairs   |   |
| 17. | Ms. Amulya Reddy B        | i/c Manager (HRD)      | <b>HRD:</b> Personal files of Technical and Non-Technical Personnel and payments to contract staff, correspondence work of ITE&C Department, other miscellaneous works, Employees Outsourcing Recruitment and Salaries  |   |

| 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 | 1. Indent received from the User Department will be circulated by the Section Assistant to the Concerned Manager  | Up to Rs.10.00 Lakh General Manager/ Executive Director. Above Rs.10.00 Lakh MD.<br><br>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/ Executive Director   |   |
|   |  | 3. Tenders either Limited or OCB will be called for, from the prospective bidders.  |   |
|   |  | 4. Value less than Rs.50.00 Lakh Limited tenders will be called for   |   |
|   |  | 5. Value more than Rs.10.00 Lakh less than Rs.50.00 Lakh<br>(i) TCPC for Specifications Finalization<br>(ii) Tenders will be called<br>(iii) On receipt of bids Pre-Qualification/ Technical bids will be opened to put-up before the TCPC for clarification/ decision. |   |
|   |  | 6. Pre-Qualification/ Technical bids of qualified bidders, Financial Bids will be opened and will be placed before the TCPC for finalization.   |   |
|   |  | 7. 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.                                       |   |
|   |  | 8. 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.                        |   |
|   |  | 9. The bids will be Evaluated Technically & Commercially  |   |
|   |  | 10. Negotiations and Reverse Auction, wherever necessary will be done with the Qualified Bidders and the Supplier will be finalized   |   |
|   |  | 11. Technical Cum Purchase Committee meeting with the participation of user Department will be conducted  |   |
|   |  | 12. Decision will be taken to release the P.O. on the Finalized Bidder  |   |
| Payments  | Payments to the Vendors                    | 1. Bill received from the Vendor will be Processed and Circulated by the Assistant  | Up to Rs.1.00 Lakh Manager concerned, Up to Rs.10.00 Lakh General Manager/ Executive Director. 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/ 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   |  |                         |  |
|  | <b>Procurement Services:</b><br>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 |
| <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 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   |                                    |
| <b>Instructions</b>   |  |  |                                    |
| 1   |  |  |                                    |
| 2   |  |  |                                    |
| <b>Manuals</b>  |  |  |                                    |
| 1   | AP Technology Services Limited - 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 |                       |                                      |  |
| SNo  | Category of Document  | Title of the Document                | Designation and Address of the Custodian<br>(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 (Admin & HRD)  |
|  |                       |                                      |  |
|  | <b>Major Projects</b> |                                      |  |
| 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)  |
|  | <b>MoUs</b>           |                                      |  |
| 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

| <b>SNo</b> | <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> |
|------------|--|--|--|---|
| 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, Executive Director/ General Manager, 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.)

| <b>SNo</b>                      | <b>Name &amp; Designation Officer/ Employee<br/>S/Sri</b>                              | <b>Telephone/ Fax/ Mobile<br/>No.</b> | <b>eMail</b>                 |
|---------------------------------|--|---------------------------------------|------------------------------|
| <b>AP Unit</b>                  |  |                                       |                              |
| EPABX Phone Nos.0866-2468001-10 |  |                                       |                              |
| 1.                              | Nanda Kishore Mullangi, IIS, Managing Director   | 0866-2468108                          | md_apts@ap.gov.in            |
| 2.                              | Dr. Jacob Victor Ganta, Executive Director,<br>Vigilance Officer & Appellate Authority | 0866-2468105                          | victorjacob.g@gov.in         |
| 3.                              | Siva Sankar Putha, General Manager   | 0866-2468109                          | siva.putha@ap.gov.in         |
| 4.                              | K. Raju, PSA   | 9963029405                            | raju.kollabathina@ap.gov.in  |
| 5.                              | M. Sobhan Babu, PSA  | 9963029407                            | shobhanbabu.m@gov.in         |
| 6.                              | K. Shyam Sunder, SSA   | 9963029402                            | Shyamsunder.K@gov.in         |
| 7.                              | M. Kamala, Manager   | 9951602203                            | kamala.mandadapu@ap.gov.in   |
| 8.                              | B. Venkata Rao, Manager  | 9963819900                            | vr.bulusu@ap.gov.in          |
| 9.                              | PPV Satyanarayana, Manager & PIO   | 9963029416                            | pvssatyanaryana.p@gov.in     |
| 10.                             | M. Sailaja, Manager  | 8374746522                            | msailaja-ap@nic.in           |
| 11.                             | K Chandra Sekhar Reddy, Manager  | 9963029413                            | chandrasedharreddy.k@gov.in  |
| 12.                             | NSK Chakravarthy, OSD to MD  | 9963029414                            | nskc1967@gmail.com           |
| 13.                             | P. Srinivasulu, Manager  | 9989358822                            | srinivasulu-pujari@ap.gov.in |
| 14.                             | P.Venkateswara Reddy, Manager  | 9963029410                            | venkateswarareddy.p@gov.in   |
| 15.                             | A. Sreedhar Reddy, Manager   | 9963029412                            | sreedharreddy.a@gov.in       |
| 16.                             | D. Venkata Raman, Manager  | 9963029419                            | venkataraman.d@ap.gov.in     |
| 17.                             | P.Venkateswara Rao, Associate Programmer   | 9963029423                            | venkateswararao.p23@gov.in   |
| 18.                             | V.Sridevi, i/c. Manager (PKI) & APIO   | 9963029434                            | sridevi.v@gov.in             |
| 19.                             | P Naga Srinivasa Rao, SScSA, i/c Manager (CA)  | 8978099393                            | Nagasrinivasarao.P@gov.in    |
| 20.                             | Mahaboob Basha, Sr.Asst,   | 9963029443                            | basha.m@gov.in               |
| 21.                             | A.Venkateswara Rao, D E O  | 9963029452                            | venkateswararao.a52@gov.in   |
| 22.                             | NS Muralidhar, D E O, Accts  | 9963029445                            | muralidhar.ns@gov.in         |
| 23.                             | T.Srinivas, D.E.O. HR Division   | 9989358800                            | srinivasthota.1966@ap.gov.in |
| 24.                             | AVRK Ganga Raju, D.E.O., Admin Division  | 9963029226                            | gangaraju.avrk@gov.in        |

| 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<br>S/Sri                                  | Monthly<br>Remuneration | System of Compensation to Determine<br>Remuneration as given in Regulation             |
| 1.  | Nanda Kishore Mullangi, IIS<br>Managing Director             | 1,88,343                |  |
| Technical Staff   |  |                         |  |
| 2.  | Dr. G. Jacob Victor, Executive Director                      | 2,10,229                | Including PF, HRA, CCA and Conveyance.<br>Company contribution towards PF not included |
| 3.  | P. Siva Sankar, General Manager                              | 2,36,000                | Consolidated   |
| 4.  | K. Raju, PSA   | 1,52,165                | Including PF, HRA, CCA and Conveyance.<br>Company contribution towards PF not included |
| 5.  | M. Sobhan Babu, PSA  | 1,50,847                |  |
| 6.  | K. Shyam Sunder, SSA   | 1,63,516                |  |
| 7.  | M.Kamala, Sr.SE  | 1,26,471                |  |
| 8.  | B. Venkata Rao, Sr.SE  |                         |  |
| 9.  | PPV Satyanarayana, Sr.SE                                     | 1,42,988                |  |
| 10.   | M.Sailaja, Sr.SE   | 1,42,988                |  |
| 11.   | M.Chandrasekhar Kumar, Sr.SE                                 | 1,42,988                |  |
| 12.   | K.Chandrasekhar Reddy, Sr.SE                                 | 1,42,988                |  |
| 13.   | NSK Chakravarthy, Sr.SE                                      | 1,26,047                |  |
| 14.   | P.Srinivasulu, Sr.SE   | 1,22,951                |  |
| 15.   | P.Venkateswar Reddy, Sr.SE                                   | 1,28,747                |  |
| 16.   | A.Sridhar Reddy, Sr.SE                                       | 1,26,047                |  |
| 17.   | D. Venkata Raman, Prg.                                       | 1,28,747                |  |
| 18.   | P.Venkateswar Rao, Associate<br>Programmer                   | 97,944                  |  |
| Non-Technical Staff   |  |                         |  |
| 19.   | V.Sridevi, Superintendent                                    | 1,09,806                | Including PF, HRA, CCA and Conveyance.<br>Company contribution towards PF not included |
| 20.   | P. Naga Srinivasa Rao, Senior Steno-<br>Cum-Senior Assistant | 82,954                  |  |
| 21.   | Mahaboob Basha, Senior Assistant                             | 1,05,678                |  |
| 22.   | A. Venkateswara Rao, D.E.O.                                  | 90,605                  |  |
| 23.   | NS Muralidhar, D.E.O.  | 90,605                  |  |
| 24.   | T. Srinivas, D.E.O.  | 88,236                  |  |
| 25.   | AVRK Ganga Raju, D.E.O.                                      | 65,757                  |  |
| STAFF WORKING IN DEPARTMENTS  |  |                         |  |
| 26.   | D. Venkatachalam, GM   | 2,09,099                | Including PF, HRA, CCA and Conveyance.<br>Company contribution towards PF not included |
| 27.   | M. Krishnaveni, SSA  | LPC issued              |  |
| 28.   | V. Madhavarayudu, Sr.SE                                      | LPC Issued              |  |
| 29.   | K. Dhavuryan Naik, Sr.SE                                     | 1,26,047                |  |
| 30.   | A. Naga Venkata Rao , Sr.SE                                  | 1,41,580                |  |
| 31.   | Y. Babu, Sr.SE   | 1,42,898                |  |
| 32.   | K. Pulla Rao. Sr.SE  | 1,26,047                |  |
| 33.   | K. Siva Rama Kumar, D.P.O.                                   | 1,22,951                |  |
| 34.   | K. Hari Krishna, D.P.O.                                      | 1,23,026                |  |
| 36.   | M. Santha, Senior Steno-Cum-Senior<br>Assistant              | LPC issued              |  |

| 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**

| <b>SNo</b> | <b>Name &amp; Address of Recipient Institutions</b> | <b>Nature/ Quantum of Benefit Granted</b> | <b>Date of Grant</b> | <b>Name &amp; Designation of Granting Authority</b> |
|------------|---|---|----------------------|---|
|            |   |   |                      |   |
|            |   | NOT APPLICABLE                            |                      |   |
|            |   |   |                      |   |

**Name of Programme/ Scheme**

| <b>SNo</b> | <b>Name &amp; Address of Recipient Institutions</b> | <b>Nature/ Quantum of Benefit Granted</b> | <b>Date of Grant</b> | <b>Name &amp; Designation of Granting Authority</b> |
|------------|---|---|----------------------|---|
|            |   |   |                      |   |
|            |   | NOT APPLICABLE                            |                      |   |
|            |   |   |                      |   |

**Individual Beneficiaries****Name of Programme/ Scheme**

| <b>SNo</b> | <b>Name &amp; Address of Recipient Institutions</b> | <b>Nature/ Quantum of Benefit Granted</b> | <b>Date of Grant</b> | <b>Name &amp; Designation of Granting Authority</b> |
|------------|---|---|----------------------|---|
|            |   |   |                      |   |
|            |   | NOT APPLICABLE                            |                      |   |
|            |   |   |                      |   |
|            |   |   |                      |   |

**Name of Programme/ Scheme**

| <b>SNo</b> | <b>Name &amp; Address of Recipient Institutions</b> | <b>Nature/ Quantum of Benefit Granted</b> | <b>Date of Grant</b> | <b>Name &amp; Designation of Granting Authority</b> |
|------------|---|---|----------------------|---|
|            |   |   |                      |   |
|            |   | NOT APPLICABLE                            |                      |   |

| <b>Chapter 15</b>   |   |                                  |   |
|---|---|----------------------------------|---|
| <b>Information available in Electronic Form</b>   |   |                                  |   |
| <b>[Section 4(1)(b)(xiv)]</b>   |   |                                  |   |
| 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.) |   |                                  |   |
| <b>Electronic Format</b>  | <b>Description<br/>(Site Address/ Location where available etc)</b> | <b>Contents or Title</b>         | <b>Designation and Address of the Custodian of Information (Held by whom)</b> |
|   |   |                                  |   |
| Web Site  | <a href="https://www.aps.gov.in">https://www.aps.gov.in</a>         | Services for Government          | Managing Director   |
|   |   | Services for Business            | Managing Director   |
|   |   | Consultancy Services             | General Manager/ Executive Director   |
|   |   | APTS Directory                   | i/c Manager (Admn. & 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  |

| <b>Chapter 16</b>  |  |  |
|--|--|--|
| <b>Particulars of facilities available to Citizens for obtaining Information</b>   |  |  |
| <b>[Section 4(1)(b)(xv)]</b>   |  |  |
| 16.1 Particulars of Information dissemination mechanisms in place/ facilities available to the public for accessing of information |  |  |
| <b>Facility</b>  | <b>Description (Location of Facility/ Name etc.)</b>   | <b>Details of information made available</b>   |
| 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   | <b>NIL</b>   | <b>NIL</b>   |
|  |  |  |
| Public Announcements   | <b>NIL</b>   | <b>NIL</b>   |
|  |  |  |
| 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   | <b>NIL</b>   | <b>NIL</b>   |
|  |  |  |
| Office Library   | <b>NIL</b>   | <b>NIL</b>   |
|  |  |  |
| Web Sites  | <a href="https://www.aps.gov.in">https://www.aps.gov.in</a>  | All information pertaining to the activities of APTS viz. tenders, announcements etc |
|  |  |  |
| Other facilities   | <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)  |  |  |                                 |                          |
| SNo   | Name of the Office/<br>Administrative Unit   | Name & Designation of<br>PIO   | Office Tel. No.<br>& Mobile No. | e-Mail                   |
| 1   | O/o AP Technology Services Limited,<br>3rd Floor, R&B Building,<br>Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010. | Sri PPV Satyanarayana,<br>Sr. Software Engineer  | 0866-2468108<br>9963029416      | pvssatyanaryana.p@gov.in |
| Assistant Public Information Officer (s)  |  |  |                                 |                          |
| SNo   | Name of the Office/<br>Administrative Unit   | Name & Designation of<br>APIO  | Office Tel. No.<br>& Mobile No. | e-Mail                   |
| 1   | O/o AP Technology Services Limited,<br>3rd Floor, R&B Building,<br>Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010. | Smt. V. Sridevi,<br>Superintendent   | 9963029434                      | sridevi.v@gov.in         |
| Appellate Authority   |  |  |                                 |                          |
| SNo   | Name, Designation &<br>Address of Appellate<br>Authority   | Jurisdiction of<br>Appellate Officer<br>(Offices/<br>Administrative Units of<br>the Authority) | Office Tel. No.<br>& Mobile No. | e-Mail                   |
| 1   | O/o AP Technology Services Limited,<br>3rd Floor, R&B Building,<br>Opp. Indira Gandhi Municipal Stadium, MG Road, Labbipet, Vijayawada – 520010. | Dr. G. Jacob Victor,<br>Executive Director   | 0866-2468105                    | 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 Department |
| Date:  |  |
|  |  |
| <b>Note:</b> 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   |  |
| Revised date: 23.09.2020   |  |
| Revised date: 23.02.2021   |  |
| Revised date: 01.04.2021   |  |
| Revised date: 25.07.2022   |  |