

**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 duly 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 over 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 Organizations, 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. Organization, 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 Organization : 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.
- Execute maintenance contracts from Hardware; Software & communication networks.

### **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.

<b>S.No</b>	<b>EMP Name</b>	<b>Department</b>	<b>JOB Chat</b>
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 ED
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 depoit 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**

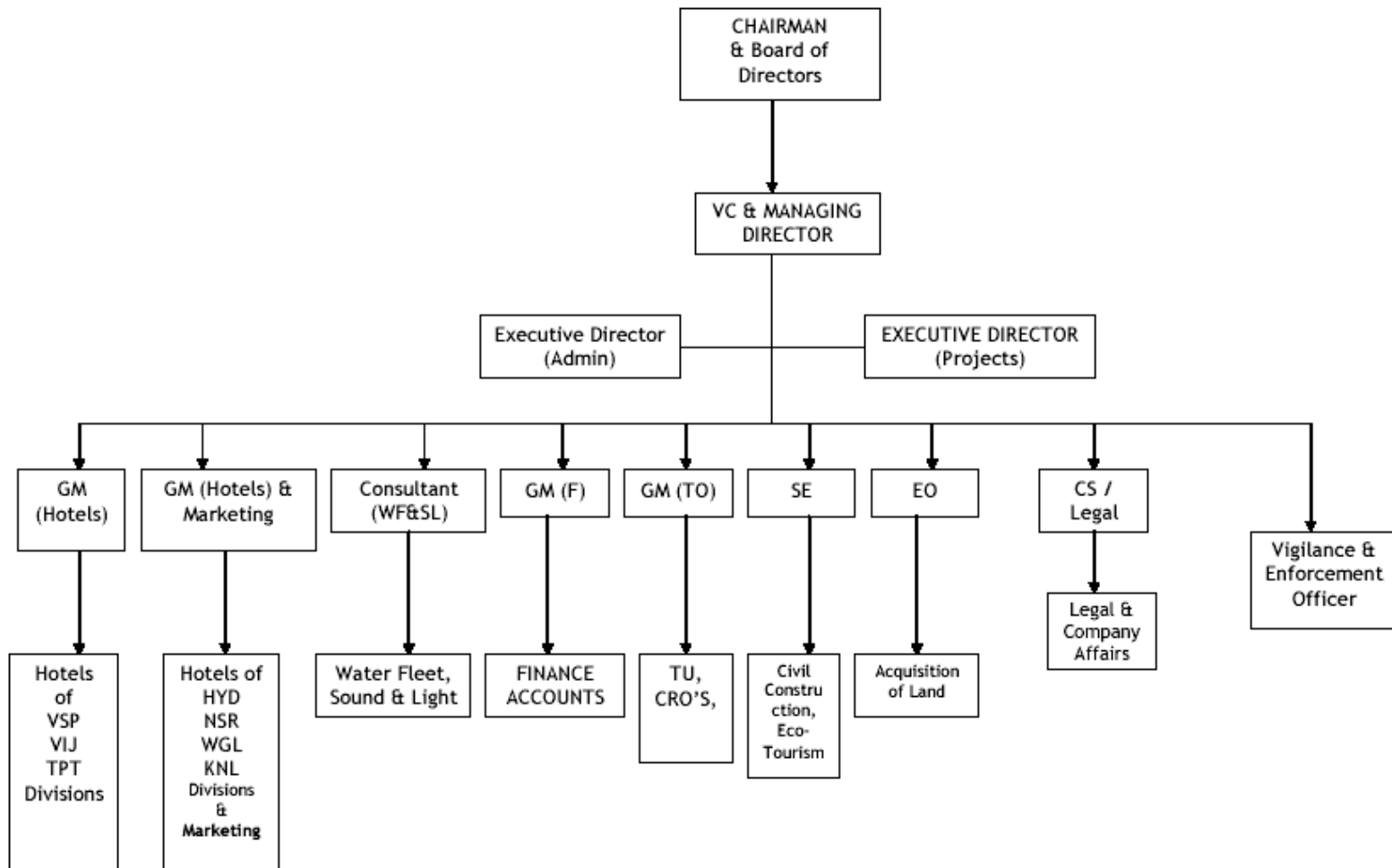
**{Sec. 4 (1) (b) (iii) of RTI Act, 2005}**

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.

# ORGANISATION CHART





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## **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.

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## **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.

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## **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.

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**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.

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## **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 Sandeep Kumar Sultania, IAS	Vice Chairman & Managing Director, APTDCL	Director
3	Sri B Srinivas, IFS	Executive Director, APTDCL	Director
4	Principle Secretary (Tourism & Culture)		Director
5	Principle Secretary (Finance)		Director
6	Director 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

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## **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 Sandeep Kumar Sultania, IAS Vice Chairman & Managing Director	23262437	
3.	Sri B Srinivas Executive Director (Projects)	23262151-313	
4.	Sri. M Balasubrahmanyam Reddy Executive Director (Admin)	23262151-314	
5.	Sri Sumeet Singh, General Manager (Hotels)	23262151-226	27762547
6.	Sri A Srinivas, General Manager (Hotels)	23262151	
7.	Sri R Rama Rao, General Manager (TO)	23262151-309	
8.	Sri P.Nageshwar Rao, Consultant (WF&SL)	23262151-433	
9.	Sri N Bhuvaneshwar Prasad General Manager (F)	23262151-516	
10.	Sri Ganga Reddy, Suptd. Engineer	23262151-417	
11.	Sri C Pentaiah, Company Secretary & Law Officer	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 Andhra Jyothi & 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	

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## **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.

.....  
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	
2.	Sri Sandeep Kumar Sultania, IAS Vice Chairman & Managing Director	
3.	Sri B Srinivas Executive Director (Projects)	
4.	Ri M Balasubrahmanyam Reddy Executive Director (Admn)	
5.	Sri Sumeet Singh, General Manager (Hotels)	58,938
6.	Sri A Srinivas General Manager (Hotels)	
7.	Sri R Rama Rao General Manager (TO)	
8.	Sri P.Nageshwar Rao, Consultant (WF&SL)	30,000
9.	Sri Bhuvaneshwar Prasad General Manager (F)	
10.	Sri Ganga Reddy Suptd. Engineer	
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

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## **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
	<b>5,918</b>	<b>8,135</b>	<b>7,570</b>	<b>10,206</b>

CHAPTER -13      NIL

CHAPTER-14      NIL

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

&

## **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}

<b>Sl.No</b>	<b>Name of the Office</b>	<b>Designated PIO</b>	<b>Appellate Authority</b>
1	Corporate Office, Hyderabad 3-5-891, Tourism House, Himayathnagar, Hyderabad – 500029  Ph.No 040- 23262151	Sri. V Rama Rao, Assistant General Manager Public Information Officer  Smt P Suhasini, Deputy Manager, Assistant Public Information Officer  Sri M Kumara Swamy, Sr. Accountant Assistant Public Information Officer  Sri N Ravinder Naik Sr. Assistant Assistant Public Information Officer	Sri M Balasubrahmanyam Reddy, Executive Director (Administration) Ph. No. 040-23262151
2	Divisional Office, Hyderabad Tank Bund Road, Hyderabad Phone 040-65343086	Smt. Indira Salome, Dy. Manager	Sri PGS Sai, Divisional Divisional Manager
3	Transport Division, Secunderabad Addaiah Memorial School compound wall, Opp: Lorry Adda, Ranigunj, Secunderabad Phone: 040-66313291	Smt M Sudha Rani Dy. Manager (Accounts)	Sri MD Ibrahim, Manager (Transport)
4	Divisional Office, Vijayawada Opp: Sub-collectors office, MG	Sri. M. Nageshwara Rao, Assistant Manager	Sri. G Ramakrishna, Divisional Manager

	Road, Vijayawada – 2 Phone: 0866-2570761	(Admin)	
5	Divisional Office, Vishakhapatnam 46-1-14, Mandavari Street, Beside Hotel Dwaraka – Inn, Visakhapatnam Phone: 0891-6664456	Sri B Subba Rao Dy. Manager	Sri G Satya Kumar Reddy Divisional Manager
6	Divisional Office, Tirupathi Room No. 5 & 6.-Block, 2 <sup>nd</sup> Floor, Sri devi complex, Tilak Road, Tirupati Phone: 0877-2289121	Smt. P. Vidyalatha Reddy, Asst.Manager (Admn)	Sri B Manohar, Divisional Manager
7	Divisional Office, Nagarjunasagar Hill Colony, Vijayapuri North, Nagarjunasagar Phone: 08680-277361	Sri. T Venkateshwara Rao, Asst.Manager (Accts)	Sri Uma Maheshwar Reddy, Divisional Manager
8	Divisional Office, Kurnool 45/24-K-56F, Ramalingeshwara Nagar, Venkata Ramana Colony, Kurnool – 3 Phone: 08518-250335	Smt. K Suvarana Kumari, Dy.Manager (Admn)	Sri Pravenn Sagar Joel, Divisional Manager
9	Divisional Office, Warangal 1-8-530, Nakkalagutta Road, Beside R&B office, Opp: Gowtham Model School, Hanamkonda, Warangal Phone: 9948607899	Sri T Srinivasa Rao Dy. Manager (Admin)	Sri K V Venkateshwara Rao, Divisional Manager
10.	Marketing Division 6-3-870, Balayogi Paryatak Bhawan, Tourism Plaza, Begumpet, Hyderabad 040 – 23412129	Sri S Premchander, Assistant Manager	Sri Ch.S.R.K. Prasad, Manager