

THE RIGHT TO INFORMATION ACT 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK DECEMBER, 2013

AP TECHNOLOGY SERVICES LIMITED 4TH
FLOOR, 'B' BLOCK, BRKR BHAVAN
TANKBUND ROAD, HYDERABAD – 500 063

CHAPTER 1 INTRODUCTION

1.1 Background:

In order to promote transparency and accountability in the working of every Public Authority, Houses of Parliament have passed the Right of Information Bill 2005 (RTI 2005) and received assent of the President of India on 15-06-2005 and it was published as RTI Act 2005 in the Gazette of India on 21-06-2005. The Act casts an obligation on every Public Authority to maintain Records duly catalogued and indexed in a manner and the form, which facilitates the right to information under this Act.

This has necessitated bringing out this Information Hand Book to keep informed to whoever requires information on the activities of APTSL and its functions.

1.2 Objectives/ Purpose of this Information Hand Book: Subject to provisions of this Act, all citizens shall have the right to information on the following.

- (i) the particulars of its organization, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed; and thereafter update these publications every year;

1.3 Who are the intended users of the Hand Book;

Citizens, Civil Society Organizations, Public Representatives, Officers and Employees of Public Authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central/ State Information Commissions etc.

1.4 Definition of Key Terms

1.5 Organisation of Information:

This handbook contains the following Chapters

- 1 Chapter 2 Organization, Functions & Duties
- 2 Chapter 3 Powers & Duties of Officers and Employees
- 3 Chapter 4 Procedure followed in Decision Making Process
- 4 Chapter 5 Norms set for the Discharge of Functions
- 5 Chapter 6 Rules, Regulations, Instructions, Manual and Records for discharging Functions
- 6 Chapter 7 Categories of Documents held by the Public Authority under its Control
- 7 Chapter 8 Arrangement for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or implementation thereof
- 8 Chapter 9 Boards, Council, Committees and other Bodies constituted as part of Public Authority
- 9 Chapter 10 Directory of Officers and Employees
- 10 Chapter 11 Monthly Remuneration received by Officers and Employees including the system of compensation as provided in Regulations
- 11 Chapter 12 Budget allocated to each Agency including Plans etc.
- 12 Chapter 13 Manner of execution of subsidy programmes
- 13 Chapter 14 Particulars of Recipients of concessions, permits or authorization granted by the Public Authority
- 14 Chapter 15 Information available in Electronic Form
- 15 Chapter 16 Particulars of facilities available to citizens for obtaining information
- 16 Chapter 17 Names, Designations and other particulars of Public Information Officers
- 17 Chapter 18 Other useful information

1.6 Getting additional information: The sources, procedures and fees structure for getting information not available in this handbook

1.7 Names & addresses of key contact points

B.Venkateswara Rao
Sr.System Analyst & PIO
AP Technology Service Ltd.(TU)
Hyderabad – 500063
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Mobile:99630 29403

CHAPTER 2				
ORGANISATION, FUNCTIONS AND DUTIES				
[SECTION 4 (1) b (i)]				
2.1 Particulars of the Organisation, Functions and Duties				
SI.No	Name of the Organization	Address	Functions	Duties
1.	Andhra Pradesh Technology Services Limited	4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063	<p>1. Procurement of Computer Hardware and Software and Networking under turnkey solution</p> <p>2. Upgradation of Systems</p> <p>3. Application Software Development</p> <p>4. Evaluation and building up of various communication infrastructure projects</p> <p>5. Consultancy services for IT solutions to organisations within the State and also other State Governments</p> <p>6. Implementation of IT application projects such as APSWAN, APSCAN, Video Conference facility etc.</p> <p>7. Implementation of PKI Infrastructure and Issue of Digital Certificates</p> <p>8. Processing of Aarogyasri Health Cards for GoAP based on Ration Card Data</p> <p>9. Implementation of Mission Mode Projects (MMP) as assigned by GoI/ Govt. of Telangana.</p>	<p>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</p> <p>2. To provide technical consultancy services on computerization of the various Govt organizations, upgradation of the existing systems and implementation of the applications</p> <p>3. To undertake feasibility and system studies for development of appropriate softwares as per the needs of the client agencies.</p> <p>4. To provide consultancy to user agencies for recruitment of technical professionals by conducting skill tests.</p> <p>5. To assist in acquisition, maintenance and use of any other technological aids to administration</p>

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

Si.No	Name of the Officer/ Employee S/Sri	Designation	Duties Allotted	Powers
1.	G.T.Venkateshwar Rao, IRS	i/c Managing Director	Head of the Department. Over all incharge of the organisation	<p>i) Controls, directs, supervises all the functions of the Corporation under the direct control of the ITE & C Department, Govt. of Telangana.</p> <p>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.</p> <p>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.</p> <p>iv) Authorizes the Quality Policy and Quality Objectives of the Organization and approves the Quality Manual.</p> <p>v) Conducts Management Review from time to time and interacts with clients (user Departments).</p>
2.	Pushapa Rathod	i/c General Manager	<p>1. Training Division</p> <p>2. MPHS</p> <p>3. Data Warehousing Project</p> <p>4. Hardware Bills</p> <p>5. Administration Division</p> <p>6. HRD Division</p> <p>7. Company Affairs</p> <p>8. Accounts Division</p> <p>9 Applate Authority – AA- RTI</p> <p>10. Hardware Procurement Division</p> <p>11. Office Automation</p> <p>12. Procurement & World Bank Project</p> <p>13. Information Infrastructure</p> <p>14. Acceptance Test</p> <p>15. Vendor Empanelment</p> <p>16. SMESs Empanelment</p>	<p>a) Approval of payments upto Rs.10 Lakhs (make sure that necessary contractual conditions have actually been fulfilled by the vendors before authorizing payment).</p> <p>b) Singning of agreements for supply of products and services for contract upto value of Rs.50 Lakhs.</p> <p>c) Purcahse of equipment for the Office Computers and Upgradation for 1 Lakh - Software - Rs.0.50 lakhs - Printers - Rs.0.50 lakhs - UPS - Rs.0.50 lakhs - Site preparation - Rs.0.50 lakhs - Office Equipment - Rs.0.50 lakhs - Office Furniture - Rs.0.25 lakhs - Library - Rs.0.10 lakhs</p> <p>d) Repairs & Maintenance - Computers - Rs. 0.25 lakhs - Printers - Rs. 0.10 lakhs - UPS - Rs. 0.10 lakhs - Office Equip - Rs. 0.50 lakhs - Misc - Rs. 0.10 lakhs - Office Furniture - Rs. 0.10 lakhs - Misc.Elec& Civil works - Rs. 0.10 lakhs</p> <p>(e) Clearance of TA Bills of all the staff members and</p>

			Application Development & Consultancy Projects	Officers Approvals of procurement proposals upto Rs.5.0 Lakh
3.	B. Venkateshwara Rao	Senior System Analyst	1. AD & CS Division - APAT, ESFAS, GAD(Accom), MPHS 2. Manager (Hardware Purchase) 3. Sub-Certification of Digital Certificate 4. Public Information Officer (PIO) - RTI	Approvals of procurement proposals upto Rs.1.0 Lakh
4.	A.K.Rathod	Unit Coordinator - TSU.	Documentation works like Printing, Data Entry, Xeroxing and Binding for the Secretariat Depts and Procurement of Computer Consumables & Stationery	Works under direct control of i/c GM
5	K.Chandra Shakar	Manager (OA) & e-Salvage	Office Automation & eSalvage Project	Approvals of procurement proposals upto Rs.1.0 Lakh
6.	K. Sreedhar	Manager(HW)	Procurement of Hardware, System Software, conducting TCPC meeting, issue of purchase Orders	Approvals of procurement proposals upto Rs.1.0 Lakh
7.	K. Rajendran	Manger IIP	Maintenance of Rate Contract wherever applicable, Calling for limited tenders OCB, Conducting TCPC meetings. Issue of purchase orders, APSWAN connectivity, procurement of computer consumables, arranging of LAN & WAN , AP Boradband Project and Clearance of bills.	Approvals of procurement proposals upto Rs.1.0 Lakh
8.	V. Sreedevi	i/c Manager (Admin & HRD)	Administration (Admin & HRD): Personal files of Technical and NonTechnical personnel and administration includes celarence of telephone bills, payments to contract	

			staff, insurance of vehicles, office furniture, equipment, upkeep of vehicles, house keeping, correspondence work of IT & C Department, other miscellaneous works	
9.	D.Rammohan	Sr.Software Engineer	i/c Manager AT	
10.	B.V Subramanyam	Sr.Software Engineer	1. Systems Administration 2. FMS	Maintenance of Office Computers. Memory upgradation Rs. 20,000, Network Interface Rs. 10,000, Cartridge Tapes Rs. 2,000 Floppy Dikettes Rs. 1,000, Others Rs. 1,000

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	Designaton of Final Decision Making Authority
Procurement, GO.No.43, dt.15.06.1998 (Finance & Planning (Plg) Wing Dept & GO. No.21, dt.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,	
		2. Manager after verification and confirming of receipt of funds from the user department recommends to the General Manager	
		3. Tenders either Limited or OCB will be called for from the prospective bidders. Value less than Rs.50.00 lakhs Limited tenders will be called for and	
		value more than Rs. 10.00 Lakhs less than Rs.50.00 lakhs (i) TCPC for specification finalisation (ii) Tenders	

		<p>will be called (iii) On receipt of bids Pre Qualification /Technical bids will be opened to putup before the TCPC for clarification/decision.</p> <p>(iv) Pre-Qualification /Technical bids of qualified bidders financial bids will be opened and will be placed before the TCPC for finalisation. On finalisations iter order/contract agreement will be entered. If vendor indentification TCPC decision will be forwarded to the department concerned for furhter necessary action at their end.</p>	
		<p>More than 50 Lakhs Tender will be published or Bid will be delibrated in the Public meeting. The amendment /clarification will be given to prebid meeting with 7 days as bid submission/ opening. Rest of the process of TCPC is similar.</p>	
		<p>4. The bids will be evaluated technically & commercially</p>	
		<p>5. Negotiations and reverse auction wherever necessary will be done with the qualified bidders and the supplier will be finalized</p>	
		<p>Technical Cum Purchase Committee meeting with the particiapation of user department will be conducted</p>	
		<p>Decision will be taken to release the P.O. on the finalised bidder</p>	<p>Upto Rs. 10.00 lakhs General Manager. Above Rs. 10.00 lakhs MD. In special projects Govt. appoints evaluation committee or Project Implementation Committee</p>

			to oversee and evaluation of the bids
Payments	Payments to the Vendors	1. Bill received from the vendor will be processed and circulated by the Assistant	
		2. Manager after verification and satisfying with the supply, delivery and installation and department certification will recommend for the payment to the General Manager	
		3. General Manager approves if the amount payable is within his powers or forwarded 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				
Si.No	Functions/ Service	Norms/ Standards of Performance Set	Time Frame	Reference Document prescribing the norms (Citizen's Charter, Service Charter etc.)
1.	For User Departments			
	Procurement Services	Furnishing of Proforma Invoice and Advance Stamped Receipt to Departments on request	Within 3 working days	
	After receipt of funds from the department the procurement targets will be as follows	If it is less than Rs. 5.00 lakhs	Within 30 working days	
		If the value is between Rs. 5 to 50	Within 46 working days	

		lakhs		
		If the value is more than Rs. 50.00 lakhs	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 of EL encashment	Within 5 working days	
		Leave arrears	Within 15 working days	
		Sanction of HBA / Vehicle loans	Within 24 working days	

Chapter 6			
Rules, Regulations, Instructions, Manual and Records for Discharging Functions			
[Section 4 (1) (b) (v)]			
6.1 List and Gist of Rules, Regulations, Instructions, Manuals and Records held by Public Authority or under its control or used by its employees for discharging functions			
SNo	Description	Gist of Contents	Price of the Publication if priced
Rules & Regulations			
1	Appointment Authority	Board & Managing Director	
	Approved Probationer	A member who has satisfactorily completed his probation in a service class or category	
	Board	Board of Directors of the company and in relation to any powers exercisable by it includes any committee	
	Bonus or exgratia	Not applicable	
	Compensatory allowances	Allowances granted to meet expenditure necessitated by the special circumstances in	

		which the duty is performed	
	Direct recruitment	A candidate including a person in the services of the company or Govt. of Telangana or GOI direct to a post, category or class in a service	
	Duty	Includes service as probationer, Training cum probation period in respect of trainees, period during which an employee is on joining time or compulsory wait pending posting	
	Employee	A person serving permanently in the company in any capacity	
	Foreign Service	Service in which an employee receives his pay with the sanction of the company from any other source other than the company funds	
	Honorarium	Recurring or non-recurring payment granted to an employee from the company funds as remuneration for special work of occasional or intermittent character to be authorised by the Managing Director	
	Pay	An amount drawn by an employee sanctioned for a post held by him	
	Personal pay	An additional amount granted to an employee in respect of pay revision	
	Special pay	An additional amount in consideration of special nature of duties involved or a specific condition to the work or responsibility	
	Substantive pay	The pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre	
	Probationer	A member of that service who has not completed his probation	
	Promotion	Appointment of a member of any category or grade of a	

		service to a higher category of such service	
	Service	Period during which an employee is on duty as well as on leave duly authorized	
Instructions			
1			
2			
Manuals			
1	AP Technology Services Ltd. Staff Rules & Service Regulations	Staff Service rules & regulations	
Records			
1	Register for Minutes of Board of Directors Meeting		
2	Register for Minutes of Annual General Meeting		
Publications			
1			

Chapter 7			
Categories of Documents held by the Public Authority under its Control			
[Section 4 (1) (b) (vi)]			
7.1 Information about the official documents held by the Public Authority or under its control			
Sl. No	Category of Document	Title of the Document	Designation and Address of the Custodian (held by / under the control of whom)
	Internal		
1		Memorandum & Articles of Association	Manager (Admn)
2		Procurement Manual	Manager (HWP)
3		Accounts Codification	Manager (Accounts)
4		Service Rules	Manager (Admn)
	Major Contracts		
1	APNET		
2	AP Broadband		
3	New APSCAN		
	MOUs		
1	With Asia Access P. Ltd		
2	With Global IT Software		
3	With APKL		
4	With TCS	aponline.gov.in	
5	IT & C		
6	Microsoft Corporation	Agreement is under renewal process	
7	Oracle India Pvt. Ltd	Agreement is under renewal process	
8	Pramati Technologies P. Ltd		

Chapter 8			
Arrangement for Consultaion with or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof			
[Section 4 (1) (b) (vii)]			
8.1 Arrangements by the Public Authority to seek consultation / participation of public or its representatives for formulation and implementation of policies			
Sl. No.	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, Committes and other Bodies related to the Public Authority			
Name of Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
AP Technology Service Limited Board of Directors	Prl. Secretary, - IT & C Dept.- Chairperson		
	Spl. Chief Secretary, Planning Dept. - Director		
	Prl. Secretary / Secretary - Revenue Dept. Director		
	Prl. Secretary, Finance (R&E) Dept. - Director		
	Commissioner, School Education - Director		
	Managing Director, APTS Ltd., Director		
Technical Cum Purchase Committee		MD, General Manager, Manger of the concerned project, User Department HOD or authorised Member. If the value exceeds Rs.	

		25.00 lakhs Representative of ITE & C Department	
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Chapter 10			
Directory of Officers and Employees			
[Section 4 (1) (b) (ix)]			
Name of Office/ Administrative Unit: AP Technology Service Limited			
10.1 Information of Officers and Employees working in different units or offices at different levels and their contact addresses (including officers-in-charge of grievance redressal, vigilance, audit etc.)			
SNo	Name, Designation & Address of Officer/ Employee S/Sri	Telephone/ Fax/ Mobile No.	e-Mail
1.	Pushpa Rathod , i/c GM (T2)	040-23226970 9963029391	pushpa@apts.gov.in
2.	B. Venkateshwara Rao - Senior Systems Analyst	040-23223865 9963029403	bvrao@apts.gov.in
3.	K. Sridhar - Manager (HWP)	040-23223865 9963029397	ksridhar@apts.gov.in
4.	K. Rajendran - Manager (IIP)	040-23223753 9963076667	rajakr@apts.gov.in
5.	V. Sreedevi - i/c Manager (Admin & HRD)	7702168886	vsreedevi@apts.gov.in
6.	K. Chandrasekhar - Manager (OA) & e-Salvage	040-23221760 9963029401	kcsheker@apts.gov.in
7.	A.K.Rathod - Unit Coordinator - TSU	040-23221760 9963029397	arathod@apts.gov.in
8.	C.V.Venugopal - i/c Manager Accounts & CA	9963029432	chvenugopal@apts.gov.in
9.	BV Subrahmanyam, Sr.Software Engineer, AD&CS, Sys. Admin	9701382060	bvsmnyam@apts.gov.in
10.	D.Rammohan Rao-i/c Manager(AT)	9963029415	drmrao@apts.gov.in
11.	M.Sridharachary, Software Engineer, CS&AD	9963029421	sridharacharym@apts.gov.in
12.	N.Jitenderreddy, Software Engineer, OAP	9963029422	jithendra@apts.gov.in
13.	M. Vasudeva Chary,Software Engineer,HWP	9963025728	vasu@apts.gov.in
14.	T.N.V.Latha,AD&CS and HWP	9963029442	latha@apts.gov.in
15.	G.Asok, Programmer, HWP	9963029420	
16.	T. Bindu Madhavi, DPO	9963747366	bindu@apts.gov.in
17.	K.Rama Devi, SCS, OA	9963029427	ramak@apts.gov.in
18.	P.V.Ramana Rao, Supd.(Accounts), CA Division	9963029436	pvramanarao@apts.gov.in
19.	R.B.Ramesh babu, Supd(Accounts). Admin	9963029435	rrameshb@apts.gov.in
20.	S.Sandhya Sree, Supd, HWP	9963029430	sandhyasree@apts.gov.in
21.	C.V. Lakshmi, Supd, IIP Division	9963029431	cvl@apts.gov.in
22.	K.Srinivasarao, Sr.Asst, Admn division	9963029440	ksrao@apts.gov.in
23.	Md.Yousf Ali, Sr.Asst, Admn division	9963029437	yousufali@apts.gov.in
24.	B.Suchitra, D E O, Accts	9963029448	suchitra@apts.gov.in
25.	S.Ram Mohana Rao, Sr.Assistant, M.D's peshi	9963029752	srmrao@apts.gov.in
26.	M.Sailaja, D E O, PKI Division	9963029451	sailaja@apts.gov.in
27.	MV Rajasekhar,D E O. Admn division	9963029443	rajasekhar@apts.gov.in
28.	A.Govinda Raju, D.E.O., Accounts	9963029753	govinda@apts.gov.in

Chapter 11			
Monthly Remuneration received by Officers and Employees including the System of			
[Section 4 (1) (b) (x)]			
11.1 Information on remuneration and compensation structure for Officers and Employees			
SNo	Designation	Monthly Remuneration	System of compensation to determine Remuneration as given in regulation
1	G.T.Venkateshwar Rao, IRS		Including all allowances
Technical Staff			
2	Pushpa Rathod, i/c GM	85,605	

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 lakhs)	Target (Rs. In lakhs)	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
12.2 Information about the Budget & Expenditure of the Public Authority for the Year 2009-11				
Agency	Budget Allocated Year	Expenditure (Rs. In lakhs)	Target (Rs. In lakhs)	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
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			
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 Receipts of Concessions, Permits or Authorization granted by the Public Authority				
[Section 4 (1) (b) (xiii)]				
14.1 The names and addresses of recipients of benefits under each programme/scheme separately				
Institutional Beneficiaries				
Name of Programme/ Scheme				
Sl. No.	Name & Address of Receipt Institutions	Nature/Quatum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		
Name of Programme/ Scheme				
Sl. No.	Name & Address of Receipt Institutions	Nature/Quatum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		
Individual Beneficiaries				
Name of Programme/ Scheme				
Sl. No.	Name & Address of Receipt Institutions	Nature/Quatum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		

Name of Programme/ Scheme				
Sl. No.	Name & Address of Receptent Institutions	Nature/Quatum of benefit granted	Date of Grant	Name & Designation of granting authority
		NOT APPLICABLE		

Chapter 15			
Information available in Electronic Form			
[Section 4 (1) (b) (xiv)]			
15.1 The details of information related to the various schemes of the department			
Electronic Format	Description (Site address / location where available etc)	Contents or Title	Designation and address of the custodian of Information (held by whom)
Web Site	http://www.aps.gov.in	Services for Government	
		Services for Business	
		Consultancy Services	
		APTS Directory	
		Intranet	
		Digital Certificate Regn	
		Tender Notification	
		Video Conference Calender	
		Right To Information Act 2005	
		AP First to give Digital Certificates	

Chapter 16		
Particulars of facilities available to Citizens for obtaining Information		
[Section 4 (1) (b) (xv)]		
16.1 Particulars of Information dissemination machanisms in place/ facilities available to the public for accessing of information		
Facility	Description (Location of Facility/ Name etc.)	Details of information made Available
Notice Board	O/o AP Technology Services Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad	All notices pertaining to the activities of APTS viz. tenders, announcements etc
News Paper Reports	NIL	NIL
Public Announcements	NIL	NIL

Information Counter	O/o AP Technology Services Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad	All information pertaining to the activities of APTS viz. tenders, announcements etc
Publications	NIL	NIL
Office Library	NIL	NIL
Web Sites	http://www.aps.gov.in	All information pertaining to the activities of APTS viz. tenders, announcements etc
Other facilities (name)	NIL	NIL

Chapter 17

Names, Designations and other Particulars of Public Information Officers

[Section 4 (1) (b) (xvi)]

Contact Information about the Public Information Officers and Asst. Public Information Officers designated for various offices/ administrative units and Appellate Authority/ Officer(s) for the Public Authority

Public Information Officer (s)

SNo.	Name of the Office/ Administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	e-Mail
1	O/o AP Technology Services Limited, 1st Floor, 'C' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063.	Sri B. Venkateswara Rao SSA, APTS	040-23226970 9963029403	bvrao@aps.gov.in

Assistant Public Information Officer (s)

SNo.	Name of the Office / Administrative Unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax:	e-Mail
1	O/o AP Technology Services Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063.			

Appellate Authority

SNo.	Name, Designation & Address of Appellate Authority	Jurisdiction of Appellate Officer (Offices/ Administrative Units of the Authority)	Office Tel: Residence Tel: Fax:	e-Mail
1	O/o AP Technology	Pushpa Rathod, i/c	040-23227131	pushpa@aps.gov.in

	Services Limited, 4th Floor, 'B' Block, BRKR Bhavan, Tankbund Road, Hyderabad - 500 063.	General Manager	9963029391	
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Chapter 18								
Other Useful Information								
[Section 4 (1) (b) (xvii)]								
18.1 Any other information or details of publications which are relevance or of use to the Citizens								
1								
2								
3								
4								
18.2 Information of the department which is excluded under Section 8 (1) of the Act and / or under								
Place:						Name & Designation of the Officer		
Date:						Department		
Note: Information provided in these chapters should be updated from time to time and revised date								
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								