

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 :

Andhra Pradesh Tourism Development Corporation is a State Government Undertaking incorporated in the year 1976. It continues to register significant growth since 1999-2011 with a focus on the creation of tourism infrastructure and products.

APTDC continues to strive for promotion of new tourism products such as Eco-Tourism, Beach Tourism and Cruise Tourism. During last year 6 new Eco-tourism destinations have been promoted as novel initiative under community based Eco-Tourism. The River Cruise tourism to Pattiseema and Pappikondalu on river Godavari, Nagarjunasagar to Srisailem on Krishna River have become immensely popular.

Currently the corporation runs 53 hotels and other tourism facilities and units in prime locations fostering homely ambience, an impressive fleet of 126 busses that connect to important tourism locations within and outside the state. The corporation runs Sound & Light shows, owns and operates water fleet of 120 boats, Launches and pleaser rides making River & Lake cruise tourism at an affordable reality.

While the primary focus remains to aggressively develop world-class tourism infrastructure. APTDC runs 53 hotels and other tourism facilities with 1049 rooms, a fleet of 126 buses that cater to varied tour packages; a water fleet with 120 boats that provide pleasure cruises and river cruises.

The activities of the Corporation can be classified broadly into the following:

- Tourism Infrastructure Development
- Hotels & Catering Units
- Guided & Package Tours
- Leisure Cruises & Pleasure Boating
- Sound & Light Shows
- Eco-Tourism

The Corporation develops tourism infrastructure and package development for overall development of tourism in the State. The Corporation involved in many areas of development i.e. hotels, resorts, wayside amenities, tourist packages and water sports etc. Recently, it has ventured into new tourism related fields like, Heritage, Pilgrimage and Eco-tourism etc.

APTDC ADMINISTRATION

The staffing pattern in APTDC comprises of regular employees, employees on deputation from other departments/corporations, Contract employees and personnel engaged through manpower agencies. The details are as follows:

➤ Regular	-	253
➤ Deputation	-	20
➤ Contract	-	954
➤ Manpower	-	688

Total		1915
--------------	--	-------------

GROWTH OF APTDC:

APTDC has registered a systematic growth over the years both in terms of revenue and also tourist arrivals. The thrust of the Government of Andhra Pradesh on the development and promotion of tourism has enabled this to happen. In line with the policy of the Government, APTDC focused on the development of tourism infrastructure thereby promoting new tourism products and successful operation of tourist centers.

APTDC TOUR PACKAGES:

To make travel hassle free and more comfortable, APTDC has designed a number of Tourists Packages to varied destinations covering temples, hill resorts, beach resorts, heritage sites both in and outside the state through its modern transport fleet of over 126 buses. APTDC is the first corporation in the country to introduce Volvo coaches that has set a new level in the tourism travel. The transport fleet is supported by a chain of central reservation offices in Hyderabad, Tirupathi, Visakhapatnam, Bangalore, Chennai, Kolkatta and Shirdi supported by a network of tour promotion agents. APTDC also enters into strategic alliance with major tour operators. The tours connect major hubs in the south such as Chennai, Bangalore, Shirdi, Tirupathi, Hyderabad, Coimbatore, Mangalore and Goa making south India a seamless travel destination.

APTDC'S HARITHA HOTEL CHAIN:

APTDC has developed the "Haritha Hotel Chain" located in important tourist centers. which provides the right ambience and the quality a tourist truly deserves. All APTDC hotels provide for a restaurant, AC and non AC accommodation and in major locations a swimming pool. APTDC has a strategic arrangement with Shanthigiri Ayurvedic Clinic of Kerala, which provides wellness ayurvedic treatment.

Important places where hotels & resorts are located includes Hyderabad, Vijayawada, Visakhapatnam, Jungle Bells, Araku Valley, Rishikonda, Basara, Bhadrachalam, Warangal, Tirupati, Horesely Hills, Kuppam, Yadagirigutta, Kurnool, Dwaraka Tirumala, Srisailam, Nagarjuna Sagar and Dindi.. In addition to these, construction of new hotels is nearing completion at Gandikota and Ananthagiri, R.R District.

- Total number of hotels - 53
- Number of Rooms - 1049

APTDC WAYSIDE AMENITIES

To provide better facilities to highway travelers, APTDC has taken up development of Wayside Amenities long the highways at Alankanpally, Suryapet, Pragnapur, Kamareddy, Lepakshi, Wyra, Sone and Srikalahasthi. Facilities like Restaurant, Washrooms, Parking area, Souvenir Shop and Children Play area are developed at these places. Projects completed and commissioned are Alankanapally, Pragnapur, Lepakshi, Srikalahasthi and Suryapet. Development of wayside amenities at Wyra and Tallapaka is taken up and works are in finishing stage.

APTDC WATER FLEET:

The large number of water bodies have enabled APTDC to develop lake and river tourism in Andhra Pradesh. Wholesome entertainment and pleasure cruises are being operated in the Hussainsagar lake in Hyderabad. Visiting tourists and local residents can view the Buddha on the rock of Gibraltar or just dine through a pleasure cruise on the most popular cruise boats such as the Bhagirathi, Bhagmathi and the Khair-un-nissa. The water fleet strength of APTDC is 120 which includes FRP Boats, Launches, Parasail Boat and large vessels. The Corporation operates 10 cruises in Godavari and Krishna rivers. New catamaran type boats and latest Speedboats introduced at various water bodies as a part of strengthening the water fleet operation.

APTDC operates pleasurable rides at the Miralam tank, Durgam Cheruvu, Nagarjuna Sagar, Nellore, Srisailam, Vijayawada, Vishakhapatnam (Bay of Bengal) , Karminagar (LMD), Tirupathi, Rajahmundry, Brahmasagaram and Vishakapatnam. New boating units at suitable Jalayagnam sites taken up by the corporation and about 17 new units proposed to be established in this year.

RIVER CRUISES: As a part of new product development, the Corporation has aggressively promoted river cruises during the last year. The Corporation operates one of the most popular River Cruise on River Godavari between Pattiseema and Papikondalu. About 2 lakh tourists have availed this cruise during 2006-07 and the patronage is increasing. The introduction of the river cruise on the Godavari has stimulated many a private entrepreneur to operate similar cruises on the Godavari. The cruise offers a unique experience of a boat ride for over four hours and bring back the tourists to Pattiseema in the evening. Two days package with night stay in tented camp along the

banks of the Godavari near Kollur enroute to Papikondalu also arranged for tourists. A Twin deck cruise (120 seater) introduced (Haritha) with lower Deck A/c is presently operating in Godavari river in addition to FRP boats.

HOUSEBOATS: In addition to the pleasure cruises, APTDC has 5 air-conditioned houseboats, which offer a unique experience similar to the backwaters of Kerala. The House Boats are equipped with two bedrooms and a deck to laze through the day along the serene and picturesque Godavari in East Godavari District.

APTDC SOUND & LIGHT SHOWS:

The corporation in its endeavor to show case historic and heritage monuments to the tourists has developed Sound & Light shows at Golconda Fort, Hyderabad and Chandragiri palace near Tirupati. These two shows are immensely popular. A multimedia show is under development at the Amravathi Interpretation Centre.

ROPEWAY

Ropeway facility at Srisailam Pathalganga established and commissioned in January 2005 and giving good revenue to the corporation i.e about 10 to 12 lakhs per month average. This facility has benefited so many local people with direct and indirect employment in Pathalganga area. Boating revenue also increased due to this facility as more tourists are getting down to Pathalganga and taking the boat rides. Akkamahadevi Caves river cruise operation also increased with this ropeway. This became a major attraction for Srisailam pilgrim tourists.

MEGA DESTINATIONS & SECONDARY DESTINATIONS

APTDC has focused development in and around the three primary destinations of Hyderabad, Visakhapatnam and Tirupathi. In addition development is also centered around the 3 secondary destinations i.e. Warangal, Kurnool and Vijayawada. The development of infrastructure is based on developing destinations and tourism circuits with a funding mix from the Government of India and Government of Andhra Pradesh.

ECO-TOURISM INITIATIVES

The Corporation took the imitative of identifying potential Eco-tourism spots in the state. In the recent past corporation has revamped and improved the tourist facilities. It has successfully implemented the popular eco projects like the Belum caves, revamping of Borra caves, An exotic Jungle destination by name Jungle Bells at Tyda, The famous lake project at Durgam Cheruvu, illumination of Ettipothala water Falls and development of Bhavani River Island.

Community based Eco-tourism

Eco-tourism is the new buzzword in the realm of tourism throughout the world. The state of Andhra Pradesh has been bountifully endowed by nature in the form of hills and valleys of the Eastern Ghats, a vast coastline that spans 1000 kms and lush green forests. Conscious efforts have been made to preserve the natural beauty and environment while creating infrastructure and facilities for tourists, that fit in with the natural surroundings.

Andhra Pradesh is encouraging community based Eco-tourism in association with Forest Department, Govt. of AP under their Community Forest Management program by providing opportunities for jungle walks, forest retreats, wild life tourism, bird watching and trekking.

Eco- Tourism initiatives

- APTDC in coordination with AP Forest Department and Vana Samrakshana Samithi (Tribal communities) has identified eight Eco-tourism destinations.
- Maredumilli (East Godavari District), Nelapattu (Nellore District), Mamandur, Talakona, Nanniyal (Chittoor District), Balapalli (Kadapa District), Ettipotala (Guntur District), Kambala Konda (Visakhapatnam District).
- Eco-tourism package would involve Nature Treks, Wildlife Tourism and Jungle Stays.
- Transport to and fro the destination will be provided by APTDC.
- Vana Samrakshana Samithi (community) will provide accommodation, guide services and food.
- A.P. Forest Department will provide infrastructure under Community Forest Management (CFM).

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.

VICE CHAIRMAN & 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.

EXECUTIVE DIRECTOR (ADMINISTRATION)

- 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 & MARKETING)

- 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.
- Marketing

GENERAL MANAGER (HOTELS)

- 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 (Privatized) projects.
- Leasing of properties, lease rental collections, coordinating with divisions.

- Insurance coverage's 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 (PROJECTS)

- 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.
- 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 (SYSTEMS)

- Maintain IT Networks in coordination with annual maintenance contract holders.
- Run & administer the APTDCL Intranet, Website, Online system, 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 be a Joint Manager but will himself undertake to deal with the more difficult or important papers, requiring such assistance from assistants as he may find necessary. He is responsible for the accuracy of the notes and drafts proceeding from his section, he cannot throw that responsibility on his assistants. He is not expected to express views or to suggest what orders should be passed on a case except when there is clear precedent or the case is of a routine nature or the orders

necessarily follow from some provision of law or rule. He should check the correctness of acts stated in any note or draft which may have been added to the file after it was submitted for orders as soon as it returns to the Section and before the draft is issued or the case is passed on to another department. He maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his assistants.

S.No	EMP Name	Department	JOB Chat
1	Deputy Manager(Estt)	Administration	Contract Employees and Loans and Advances
2	Jr.Asst	Administration	Contract Employees
3	Jr.Asst	Administration	Attendance ,Loan Advance
4	Deputy Manager(Admn)	Administration	Contract Employees
5	Jr.Asst	Administration	Medi-claim ,E.S.I
6	Asst.Manager	Administration	Payroll of corporation Employees
7	Jr.Asst	Administration	Regular & Deputation 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, Correspondence
14	Asst.Manger	Estate Management	leased properties, Insurance of APTDC Assets
15	A.E.E	Engineering	Bills processing ,Estimates scrutinize
16	Sr.Asst	Engineering	PA to SE
17	W.I	Engineering	DVN-I Estimate Scrutinize, E-procurement, Bills Processing (Tirupati, Warangal)
18	A.E.E	Engineering	DVN-II Estimate Scrutinize ,E-procurement, Bills Processing

19	A.E.E	Engineering	DVN-III Estimate Scrutinize ,E-procurement, Bills Processing(N.Sagar. Visakhapatnam & Tourism Plaza)
20	A.E.E	Engineering	AutoCAD Works
21	Dy.E.E	Engineering	Estimate Scrutinize ,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 deposit 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 scrutinize of all types of expenditure of aptdc including salaries civil bills.
30	Asst.Manager (Accts)	Finance	Finalization of Accounts
31	Sr.Acct	Finance	Bank Reconciliation ,Monthly division reconciliation ,Verification of advances -tour advances
32	Sr.Acct	Finance	Income tax ,Service Tax, Vat Tax, Luxury tax Entry Tax, building tax and also appear income tax
33	Supervisor	Hotels	Food & Beverages supervisor
34	Supervisor	Hotels	Processes of files & Requisition from DVM's
35	Dy.Manger	Hotels	Making MIS Reports 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	Correspondence And typing Works
40	Dy.Manger	Material Section	Procurement of material for 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	Procurement of Identity Cards, Uniforms. Procurement of Water fleet 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	Processing MIS reports, Data entry, Registering call logs
52	Deputy Manager	Systems & MIS	Monitoring Systems, Online system, Website, MIS
53	Sr. Assistant	Systems & MIS	Processing MIS reports
54	Deputy Manager	Transport	Purchase Of Vehicles and TPS Agent List
55	Deputy Manager	Transport	Repairs and maintenance of vehicles Staff Request for Transport 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 currents 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, Functions & Festivals etc.

RIGHT TO INFORMATION ACT, 2005

CHAPTER 4 **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS** **{Sec. 4 (1) (b) (iii) of RTI Act, 2005}**

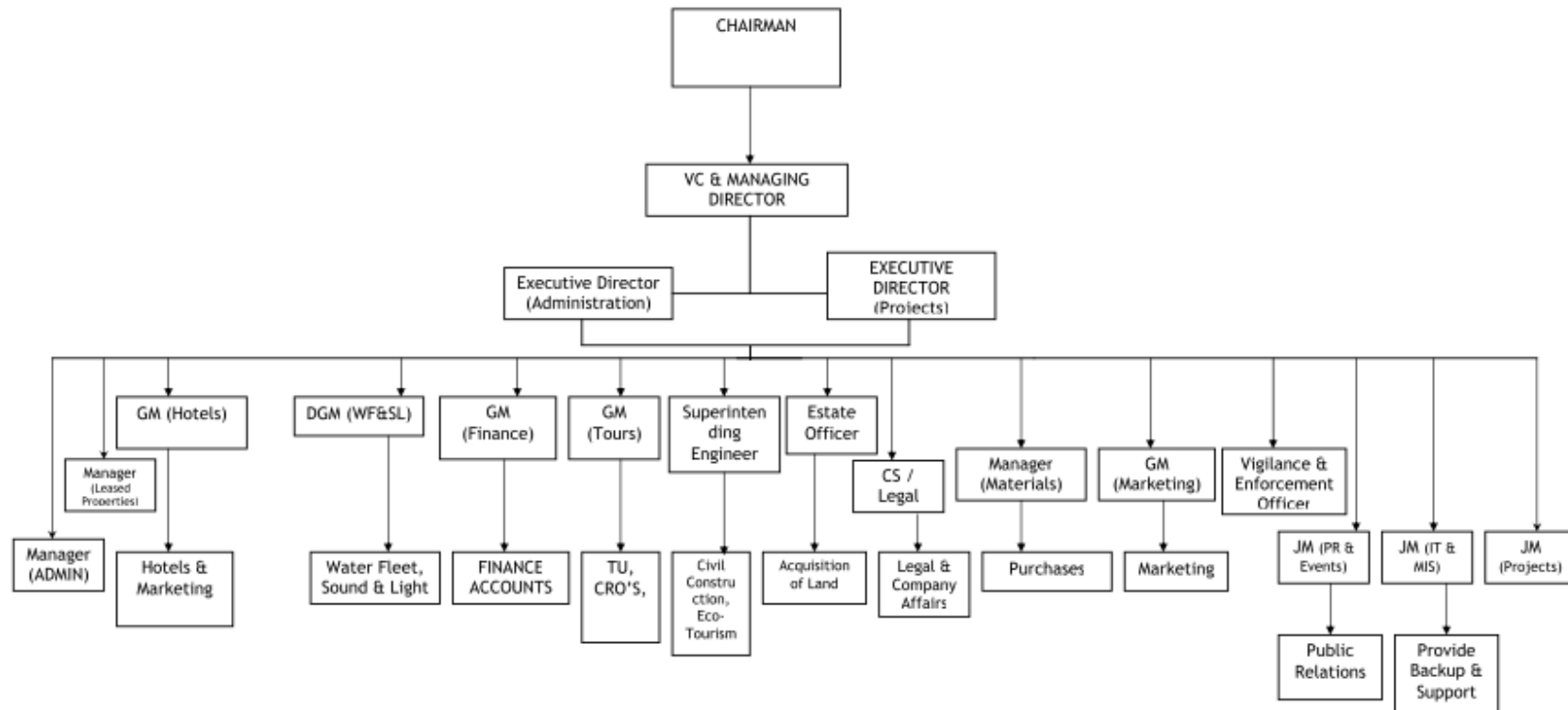
The procedure being followed in decision making process by the Corporation is as indicated below: -

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

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



ANDHRA PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED
ORGANISATION CHART



RIGHT TO INFORMATION ACT, 2005

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

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

Service Charter Of Andhra Pradesh Tourism Development Corporation Limited

(1) This Corporation's functions are: -

This Corporation mainly deals with the subjects of Tourism

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

(i) Public related

(a) Routine matters ... 3 days

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

Eg: Investors of Tourism Projects.

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

(a) Routine matters ... 3 days

Eg: Clarification from HODs etc.

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

Eg: Financial sanctions, Budget Release Orders etc.

© Service matters ... 15 days

Eg: Clarifications in service matters, ratifications,

Special sanctions, relaxation of rules etc.

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

(a) Routine matters ... 7 days

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

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

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

(c) Service matters ... 15 days

Eg: Promotions, clarifications/ratification

From M.D, Finance, Law Departments etc.

RIGHT TO INFORMATION ACT, 2005

CHAPTER 6

RULES, REGULATIONS, INSRUCTIONS, MANUAL

AND RECORDS FOR DISCHARGING FUNCTIONS

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

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

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

RIGHT TO INFORMATION ACT, 2005

CHAPTER 7

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

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

The following documents are held by the APTDC.

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

RIGHT TO INFORMATION ACT, 2005

CHAPTER 8

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

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

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

RIGHT TO INFORMATION ACT, 2005

CHAPTER 9

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

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

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

The Board of Directors of APTDCL.

Sl.No.	Name	Designation	Post in the Board of Director
1	Smt Chandhana Khan, IAS	Chairman Prl. Secretary (Tourism), Govt. of AP	Chairman
2	Sri Sandeep Kumar Sultania, IAS	Vice Chairman & Managing Director, APTDCL	Director
3	Sri T. Satyanarayana Rao, IAS	Secretary (Finance) , Govt. of AP	Director
4	Sri Sabyasachi Ghosh, IAS	Commissioner of Tourism	Director
5	Sri B Srinivas, IFS	Executive Director, APTDCL	Director
6	Ms. Susheela Tigga	Representative of Tourism Ministry (Govt. of India)	Director
7	Sri Ram Misra	President, Hotels & Restaurants Association of Andhra Pradesh	Director
8	Sri Imtiaz Qureshi	President, Travel Agents Association of India, A.P. Chapter, Hyderabad.	Director

RIGHT TO INFORMATION ACT, 2005

CHAPTER-10

DIRECTORY OF OFFICERS AND EMPLOYEES

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

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

List of Officers of APTDC Ltd					
Sl. No	IDNo	Name of the officer/Employee	Designation	Place of work	Phone number
1		Smt. Chandhana Khan, IAS	Chairman	Corporate office, Hyderabad	23223180
2	3344	Sri Sandeep Kumar Sultania, I.A.S	VC&MD	Corporate office, Hyderabad	23262437
3	3346	Sri B.Srinivas, IFS	Executive Director (P)	Corporate office, Hyderabad	23252151
4	3347	Sri M.Balasubramanyam Reddy	Executive Director (Admn)	Corporate office, Hyderabad	23252151
1	3024	Sri Sumeet singh	General Manager (H)	Hotels Wing, CO, Hyderabad	9848020194
2	3343	Sri R.Rama Rao	General Manager (TO)	Transport Wing, CO, Hyderabad	9848007020
3	3366	Smt Swarna Sankaran	General Manager (F)	Accounts Wing, CO, Hyderabad	9848678686
1	3014	Sri B.Manohar Rao	DGM	Water Fleet Wing, CO, Hyderabad	9848007028
2	3027	Sri P G S SAI	DGM	Hotels Wing, CO, Hyderabad	9666978669
3	3032	Sri V.UMRao	DGM	Hotels Wing, CO, Hyderabad	9010449111
1	3099	Smt J.Rama	Manager	AMC wing, CO, Hyderabad	9848194385
2	2001	Smt.N.T.Andhra Jyothi	Manager	Admn Wing, CO, Hyderabad	9848777985
3	2025	Sri CH S R K Prasad	Manager	Marketing, Paryatak Bhavan, Hyderabad	9542188999
4	3008	MD Ibrahim	Manager/DVM, TU, Sec, bad	Transport, Secunderabad.	9848136847
5	3213	Sri B.Shekar Babu	Manager	Projects wing, CO, Corporate office	9848124092
1	3133	Smt T.Samadhanam	JOINT MANAGER (A)	Accounts Wing, CO, Hyderabad	9705155771
2	3111	Sri K.Nathanu	JOINT MANAGER	Accounts Wing, CO,	9705392600

			(A)	Hyderabad	
3	3011	Sri P. Balakrishna	JOINT MANAGER	Water Fleet Wing, CO, Hyderabad	984888593
4	3147	Sri K. Uma Maheswar Reddy	JOINT MANAGER	Vigilance Wing, CO, Hyderabad	9848007021
5	2016	Smt D.Malathi	JOINT MANAGER	Admn Wing, CO, Hyderabad	9553253344
6	2456	Sri V.Maheswar Reddy	JOINT MANAGER	MIS wing, CO, Hyderabad	9848485816
7	2022	Smt D.Parvathi	JOINT MANAGER	AMC wing, CO, Hyderabad	23262151-430
8	2008	Sri P.Harinath	JOINT MANAGER	VC&MD peshi, CO, Hyderabad	9848780526
9	2040	Smti D.Santha Kumari	JOINT MANAGER	ED (Admn) Peshi, CO, Hyderabad	9948214488
10	2009	Smt Slome Indira	JOINT MANAGER	Hyderabad	4065343086
11	2030	Sri J. Raghupathi Rao	JOINT MANAGER/DVM	Vijayawada	9848007024
12	2049	Sri B. Satyanarayana	JOINT MANAGER	Visakhapatnam	0891-6664456
13	3021	Sri G Rama Krishna	JOINT MANAGER/DVM	Hyderabad	9848192874
14	3031	Sri TV.Sudharshan	JOINT MANAGER	Tirupathi	9848306436
15	3102	Sri G.Satya Kumar Reddy	JOINT MANAGER	Marketing, Hyderabad	9912727463
16	2010	Sri G.Joel Praveen Sagar	JOINT MANAGER/DVM	Kurnool	9848007032
17	3153	Sri Sri K.V.Venkateshwara Rao	JOINT MANAGER/DVM	Warangal	9948607899
18	3348	Sri G. Narasimhulu	DIVISIONAL MANAGER	Tirupathi	9848128348
19	2034	M. RAMI REDDY	JOINT MANAGER	Hyderabad	9010739777
1	2083	Sri R.Venkata Suresh Kumar	DEPUTY MANAGER	Visakhapatnam	9848910518
1	3010	Sri Kranthi Babu	SE(incharge)	Engg Wing , CO, Hyderabad	9848076214
2	3025	MOHD SAMIUDDIN	DIVISIONAL ENGINEER	Warangal	9848111962
1	2023	Sri C.Pentaiah	Consultant (Legal)	Legal Wing, CO, Hyderabad	9848540377
2	2027	Sri V.Rama Rao	Consultant (Accounts)	Accounts Wing, CO. Hyderabad	9848286742

RIGHT TO INFORMATION ACT, 2005

CHAPTER 11

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

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

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

Sl.No	IDNo	Name of the officer/Employee	Designation	Place of work	Gross Monthly Remuneration
1		Smt. Chandhana Khan, IAS	Chairman	Corporate office, Hyderabad	
2		Sri Sandeep Kumar Sultania, I.A.S	VC&MD	Corporate office, Hyderabad	77334=00
3		Sri B.Srinivas, IFS	Executive Director (P)	Corporate office, Hyderabad	72021=00
4		Sri M.Balasubramanyam Reddy	Executive Director (Admn)	Corporate office, Hyderabad	60670=00
5	3024	Sri Sumeet singh	General Manager (H)	Hotels Wing, CO, Hyderabad	86830=00
6	3343	Sri R.Rama Rao	General Manager (TO)	Transport Wing, CO, Hyderabad	89437=00
7		Smt Swarna Sankaran	General Manager (F)	Accounts Wing, CO, Hyderabad	80709=00
8	3014	Sri B.Manohar Rao	DGM	Water Fleet Wing, CO, Hyderabad	52372=00
9	3027	Sri P G S SAI	DGM	Hotels Wing, CO, Hyderabad	84861=00
10	3032	Sri V.UMRao	DGM	Hotels Wing, CO, Hyderabad	85012=00
11	3099	Smt J.Rama	Manager	AMC wing, CO, Hyderabad	24318=00
12	2001	Smt.N.T.Andhra Jyothi	Manager	Admn Wing, CO,	52553=00

				Hyderabad	
13	2025	Sri CH S R K Prasad	Manager	Marketing, Paryatak Bhavan, Hyderabad	59491=00
14	3008	MD Ibrahim	Manager/DVM, TU, Sec, bad	Transport, Secunderabad.	49713=00
15	3213	Sri B.Shekar Babu	Manager	Projects wing, CO, Corporate office	28265=00
16	3133	Smt T.Samadhanam	JOINT MANAGER (A)	Accounts Wing, CO, Hyderabad	36909=00
17	3111	Sri K.Nathanu	JOINT MANAGER (A)	Accounts Wing, CO, Hyderabad	38534=00
18	3011	Sri P. Balakrishna	JOINT MANAGER	Water Fleet Wing, CO, Hyderabad	44219=00
19	3147	Sri K. Uma Maheswar Reddy	JOINT MANAGER	Vigilance Wing, CO, Hyderabad	18759=00
20	2016	Smt D.Malathi	JOINT MANAGER	Admn Wing, CO, Hyderabad	46539=00
21	2456	Sri V.Maheswar Reddy	JOINT MANAGER	MIS wing, CO, Hyderabad	20702=00
22	2022	Smt D.Parvathi	JOINT MANAGER	AMC wing, CO, Hyderabad	37885=00
23	2008	Sri P.Harinath	JOINT MANAGER	VC&MD peshi, CO, Hyderabad	39219=00
24	2040	Smti D.Santha Kumari	JOINT MANAGER	ED (Admn) Peshi, CO, Hyderabad	40075=00
25	2009	Smt Slome Indira	JOINT MANAGER	Hyderabad	52777=00
26	2030	Sri J. Raghupathi Rao	JOINT MANAGER/DVM	Vijayawada	37765=00
27	2049	Sri B. Satyanarayana	JOINT MANAGER	Visakhapatnam	37295=00
28	3021	Sri G Rama Krishna	JOINT MANAGER/DVM	Hyderabad	48433=00
29	3031	Sri TV.Sudharshan	JOINT MANAGER	Tirupathi	52767=00
30	3102	Sri G.Satya Kumar Reddy	JOINT MANAGER	Marketing, Hyderabad	60631=00
31	2010	Sri G.Joel Praveen Sagar	JOINT MANAGER/DVM	Kurnool	36518=00

32	3153	Sri Sri K.V.Venkateshwara Rao	JOINT MANAGER/DVM	Warangal	24230=00
33	3348	Sri G. Narasimhulu	DIVISIONAL MANAGER	Tirupathi	64235=00
34	2034	M. RAMI REDDY	JOINT MANAGER	Hyderabad	38891=00
35	2083	Sri R.Venkata Suresh Kumar	DEPUTY MANAGER	Visakhapatnam	20170=00
36	3010	Sri Kranthi Babu	SE(incharge)	Engg Wing , CO, Hyderabad	61107=00
37	3025	MOHD SAMI UDDIN	DIVISIONAL ENGINEER	Warangal	53826=00
38		Sri C.Pentaiah	Consultant (Legal)	Legal Wing, CO, Hyderabad	25000=00
39		Sri V.Rama Rao	Consultant (Accounts)	Accounts Wing, CO. Hyderabad	22500=00

		<i>Existing Scale</i>	<i>Revised Scale(2010)</i>
SL. NO	<u>Master Scale</u>	3850-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-16925-550-19675-625-22800-700-27000-750-30000-765-30765	6700-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-55660
I	General Helper Gr-II Attender/Cleaner/Mali/Sweeper/RoomBoy/Bearer/Waiter/PantryMan/Rigger/Telephone Messenger/Watchman/Scavenger/ Sanitary worker /Asst. Cook	3950-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815	6900-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-20680
II	GeneralHelperGr-I /Technician/Electrician/Carpen er/Coach Builder/Welder Mason/Plumber/Electrician (S&L)/Mechanic/Roniocum- XeroxOperator/Record assistant/Cook	4260-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520	7520-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-22430
III	LMV Driver	4370-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-9775	7740-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23040
IV	<u>Jr. Staff</u> Jr. Asst/DEO/Typist Jr. Acct/TelephoneOperator Jr.Stenographer/Work inspector/Draftsman/Arct <u>Hotel Staff / Assistant</u> Receptionist&BookKeeping/ HK/AOM/Cookery/Rest&Cu ners/Bakery& Confectionery	4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-10845	8440-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-24950
V	<u>HMV Driver</u>	5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-11755	9200-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27000
VI	Boat Driver Launch Driver	5470-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12385	9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700
VII	<u>Sr. Staff</u> Sr.Asst/Sr.Acct/ StokerKeepercumCashier/ Supervisor(Hk& catering)Supervisor(T)/Super(W terTrans/Supervisor(S&L)/Natu ralist(Eco-T)	6195-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-14175	10900-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-31550

VIII	Asst.Manager/Asst. Manager(Accts)AEE (Civil) AEE (Architecture)	7770-200-8170-215-8815-235-9520-255- 10285-280-11125-315-12700-330-13030- 360-13750-425-15025-475-16925-550- 18575	13660-390-14440-420-15700-450-17050-490- 18520-530-20110-570-21820-610-23650-650- 25600-700-27700-750-29950-800-32350-850- 34900-900-37600-970-38570
IX	Dy.Manager/Dy.Manager (Accts)/Dy. EE	10285-280-11125-315-12700-330-13030- 360-13750-425-15025-475-16925-550- 19675-625-22800-700-24200	18030-490-18520-530-20110-570-21820610- `23650-650-25600-700-27700-750-29950- 800-32350-850-34900-900-37600-970-40510- 1040-43630
X	Jt.Manager/Jt.Manager(Accts) PublicRelationOfficer DivisionalEngineer/EE (Civil)	12385-315-12700-330-13030-360-13750- 425-15025-475-16925-550-19675-625- 22800-700-27000-750-27750	21820-610-23650-650-25600-700-27700-750- 29950-800-32350-850-34900-900-37600-970- 40510-1040-43630-1110-46960-1200-48160
XI	Manager/Asst.GeneralManager /Asst. General Manage (Finance)	14600-425-15025-475-16925-550-19675- 625-22800-700-27000-750-29250	25600-700-27700-750-29950-800-32350-850- 34900-900-37600-970-40510-1040-43630- 1110-46960--1200-50560
XII	Sr.Manager/Dy.General Manager/Dy.GeneralManager(Internal Audit)	16925-550-19675-625-22800-700-27000- 750-30000-765-30765	29200-750-29950-800-32350-850-34900-900- 37600-970-40510-1040-43630-1110-46960- 1200-51760-1300-53060
XIII	General Manager/ General Manager (Finance)	21550-625-22800-700-27000-750-30000- 765-30765	37600-970-40510-1040-43630-1110-46960-- 1200-51760-1300-54360

Note: Monthly emoluments consists of Pay in the pay scale, DA, CCA, HRA , CA and other allowances as per normal procedure.

RIGHT TO INFORMATION ACT, 2005

CHAPTER-12

BUDGET ALLOTTED TO EACH AGENCY INCLUDING PLANS etc. **{ Sec. 4(1)(b)(xi) of RTI Act, 2005 }**

Rs. in lakhs

S.No.	Activity	2008-2009		2009-2010		2010-2011	
		Target	Revenue	Target	Revenue	Target	Revenue
1	Transport	5560.97	4683.65	5195.30	4791.71	5725.78	4735.51
2	Hotels	4406.79	4042.45	5038.46	4607.68	5520.21	5141.75
3	Water fleet	1078.27	921.45	921.00	823.91	1019.33	1008.42
4	Sound & Light	474.45	429.32	557.00	466.47	606.50	621.38
5	Head Office Income	0.00	1103.02	0.00	981.08	0.00	961.07
	Corporation	11520.48	11179.89	11711.76	11670.85	12871.82	12468.13

CHAPTER -13 NIL

CHAPTER-14 NIL

RIGHT TO INFORMATION ACT, 2005

CHAPTER 15 **INFORMATION AVAILABLE IN ELECTRONIC FORM**

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

&

CHAPTER 16

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR **OBTAINING INFORMATION**

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

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

Websites

<http://www.aptdc.in>

Brochures

APTDC Publishes brochures on its properties from time to time.

RIGHT TO INFORMATION ACT, 2005

CHAPTER 17

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

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

Sl.No	Name of the Office	Designated PIO	Appellate Authority
1	Corporate Office, Hyderabad 3-5-891, Tourism House, Himayathnagar, Hyderabad – 500029 Ph.No 040- 23262151	Smt. D. Malathi, Joint Manager (Admn) Smt D Parvathi, Joint Manager, Assistant Public Information Officer Sri M Kumara Swamy, Asst. Manager 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, Joint Manager	Sri G Ramakrishna, 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 Road, Vijayawada – 2 Phone: 0866-2570761	Sri. M. Nageshwara Rao, Assistant Manager (Admin)	Sri. J Raghupathi Rao, Divisional Manager

5	Divisional Office, Vishakhapatnam 46-1-14, Mandavari Street, Beside Hotel Dwaraka – Inn, Visakhapatnam Phone: 0891-6664456	Sri Y Ramesh Babu Asst. Manager (Accts)	Sri Venkat Suresh Reddy Divisional Manager
6	Divisional Office, Tirupathi Room No. 5 & 6.-Block, 2 nd Floor, Sri devi complex, Tilak Road, Tirupati Phone: 0877-2289121	Smt. P. Vidyalatha Reddy, Asst.Manager (Admn)	Sri G Narasimhulu, Divisional Manager
7	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
8	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