

**RIGHT TO INFORMATION ACT,2005**

**OBLIGATIONS OF PUBLIC AUTHORITIES**

**INFORMATION HAND BOOK**

**(Refer to Chapter II Section 4(1)(b) of RTI Act, 2005)**

**MANAGING DIRECTOR**

**ANDHRA PRADESH SOCIETY FOR TRAINING AND  
EMPLOYMENT PROMOTION**

**DOOR No. 59A-21/7-1/2A,  
RR GARDENS, PATAMATA,  
VIJAYAWADA-520007.**

# **RIGHT TO INFORMATION ACT, 2005**

## **CHAPTER I**

### **INTRODUCTION**

In democracy, citizens are to be informed about the policies, programmes, acts, rules, procedures followed in government organizations. The instruments of the government are accountable to the governed and the corrupt malpractices cannot be curbed unless there 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 to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

The right to Information Bill, 2005 was passed by the House of Parliament and received the assent of the President of India on 15.6.2005. It was published as "**Right to Information Act, 2005**" in the Gazette of India vide No.25 on 21.6.2005 and it has come into force with effect from 15.6.2005.

Section 4 (1) (a) of the Act casts an obligation on each public authority to maintain records. This section reads as follows:-

“Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be 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 each 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 officers and Appellate Officers etc.

This information handbook so far as APSTEP - Department of Youth Services dealswith the following chapters:

1. Organization, Functions and Duties
2. Powers and Duties of Officers and Employees
3. Procedure followed in Decision Making Process

4. Norms set for the Discharge of Functions
5. Rules, Regulations, Instructions, Manual and Records for Discharging Functions.
6. Categories of Documents held by the Public Authority under its control.
7. Arrangement for consultation with, or representation by, the members of the public in relation to the Formulation of Policy or Implementation thereof.
8. Boards, Councils, Committees and other bodies constituted as part of Public Authority.
9. Directory of Officers and Employees
10. Monthly Remuneration received by Officers and Employees including the system of compensation as provided in regulations.
11. Budget Allotted to each Agency including Plans etc.
12. Manner of Execution of Subsidy Programmes
13. Particulars of Recipients of Concessions, Permits or Authorization granted by the public authority.
14. Information available in electronic form.
15. Particulars of facilities available to citizens for obtaining Information.
16. Names, Designations and other particulars of Public Information Officers.

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## **ORGANISATION, FUNCTIONS AND DUTIES**

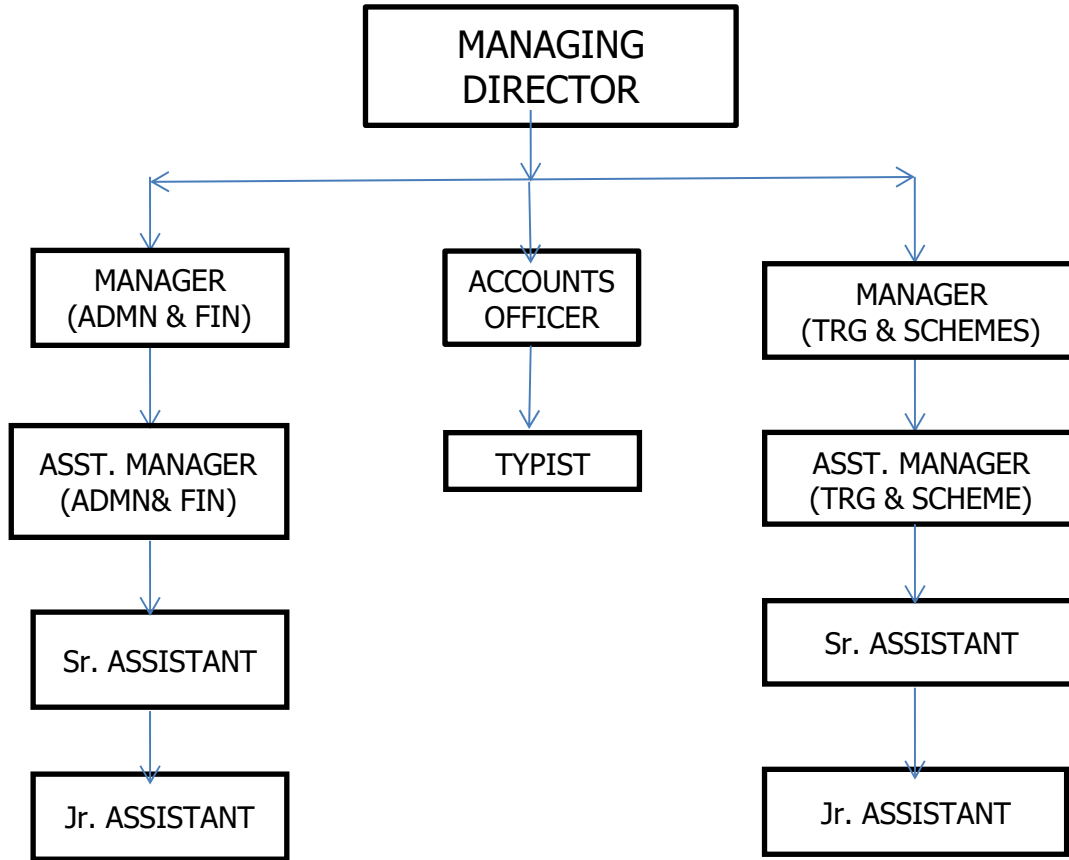
### **{Sec.4(1)(b)(i) of RTI Act,2005}**

1. Name of the Organization : APSTEP  
(AP Society for Training and Employment Promotion)
2. Address : D.No.59A-21/7-1/2A,  
Patamata, Vijayawada.  
Andhra Pradesh.
3. Functions : The Society assists the Dept. of Youth Services in implementation of different youth Welfare programmes /activities with a view to wean away them from unsocial activities and channelize their energies towards constructive activities.
4. Duties : Implementation of Youth Welfare Programmes in accordance with the changing aspirations of the Youth.

The activities include Youth Festivals at Divisional, District and State level, National Youth Week Celebrations, Inter District / Inter – State Youth Exchange Programmes, Integration camps, Youth Parliaments (Yuva Sabhas),Self Defense Techniques to women, Adventure Activities, Pre–Army and Allied Recruitment Trainings, Disaster Management &First Aid Trainings, Observance of National / International Days of Importance, Innovation Awards etc.,

ORGANOGRAM OF APSTEP  
ANDHRA PRADESH

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## **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES** **Sec.4(1)(b)(ii) of RTI Act,2005**

### **Managing Director :**

Managing Director is the Head of the APSTEP and exercises general supervision and control over staff under him/her to see that efficient steps are taken for prompt execution of the work.

### **Manager :**

The Manger is the Head of all sections of APSTEP to look after the administration of the office and will assist the Managing Director and is responsible for execution of all the works entrusted by the Managing Director from time to time.

### **Assistant Manager :**

Assistant Manager is the Head of the section in the office. All the files of section will be routed through him and ensure that urgent and important matters processed immediately. Any other work entrusted from time to time by the Manager/ Managing Director will also be attended by him.

### **Senior Assistant :**

Administration, Meetings, Computerization, Citizens Charter, RTI Act, Parliament/Legislative Council and Legislative Assembly related matters, Assurances, RSQs, LSQs, LCQs and LAQs etc. , creation of offices/posts, all service matters of officers, staff of Head Office and District Offices, Court cases, transfers and postings, Reimbursements etc.,

### **Senior Assistant-2(Presently vacant) :**

All training programmes, schemes Maintenance of Office building.

### **Junior Assistant:**

Office Vehicles, Telephones, Electricity, Maintenance of Stores, inward, outward, Purchase ofstationary etc.,

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## **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 office is as indicated below:

Any representation on paper received, is numbered and entered in the Registers being maintained by the concerned Section Assistants dealing with various subjects who in turn submit the files to Assistant Manager. Then the files are put up to the Manager for examination. The Manager shall submit files to the Managing Director for perusal and orders. Based on the facts of the case, the Managing Director will take a decision as per the powers delegated to him/her.



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## **NORMS SET FOR DISCHARGE OF FUNCTIONS**

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

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

### **Service Charter of A.P.S.T.E.P, Govt.of Andhra Pradesh**

1. The functions are:-

This Society mainly deals with the subjects of youth related activities.

#### **2. Service Delivery time frame for the services rendered.**

(i) Citizen related :

(a) Routine matters.....3days

(b) Other than routine matters .....7days

(ii) Reference/letters from other departments(Inter-departmental):

(a) Routine matters.....3days

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

(c) Service matters..... 7/10days

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## **RULES, REGULATIONS, INSTRUCTIONS, 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 Society for use by its employees while discharging functions are as hereunder:

1. APSTEP Employees Service Rules
2. Employees Provident Fund Rules
3. A.P. Travelling Allowance Rules including L.T.C.
4. A.P. Leave Rules
5. Instructions in regard to action to be taken in cases where APSTEP employees are involved in misappropriation of government money or convicted in criminal cases.
6. Instructions in regard to appointment of son/daughter/spouse of APSTEP employees who die in harness while in service.
7. Instructions in regard to General Office Procedure
8. Instructions in regard to maintenance and security of personal files.

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## **CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL**

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

The following documents are held by the APSTEP :

1. G.Os/Memos issued by the administrative department of Secretariat.
2. The relevant files in relation with Service Matters, Youth Welfare Activities, etc.,

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### **ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY,THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF**

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

On receipt of representation from Youth Associations and N.G.Os the request/suggestions will be examined thoroughly in consultation with the Administrative department at A.P. Secretariat to take a decision there upon.

The Special Chief Secretary/Prl. Secretary / Secretary, YAT&C (Sps.&YS)Department and the Hon'ble Minister, Tourism, Culture and Youth Advancement department also take up periodical reviews with regard to implementation and improvements in various schemes / programmes of the department.

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

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

Board Committee Meetings and other Institutes related to advises for conducting meetings or related to meeting minutes.

Board Committees/ Name of the Institute	Discussion points	Minutes of Meeting
APSTEP , Managing Committee under the Chairmanship of Secretary, Youth Services and officials of different Departments/ Agencies as Members. The Managing Director will be the Member-Convener for convening the Managing Committee Meetings.	M.C meetings are organized for every (3) three months to discuss on agenda items proposed and take resolutions.	Minutes of the meeting will be submitted to government for approval.

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### **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 APSTEP at different levels and their contact numbers :

Sl No	Name of the department	Name of the officer and designation Srava Sri/Smt	Mobile number	Telephone Number	Email Address
1	APSTEP	K. Santhi Bhavani Accounts Officer	7993702111	0866-2970411	<a href="mailto:apstep@rediffmail.com">apstep@rediffmail.com</a>
2	APSTEP	P. Ramachandra Rao Manager (Admn & Fin)	8008889845	0866-2970411	<a href="mailto:apstep@rediffmail.com">apstep@rediffmail.com</a>
3	APSTEP	P.V.N. Malleswara Rao Manager (Schemes & Training)	9701039713	0866-2970411	<a href="mailto:apstep@rediffmail.com">apstep@rediffmail.com</a>
4	APSTEP	R. Krishna Sundaram Asst. Manager	9849983294	0866-2970411	<a href="mailto:apstep@rediffmail.com">apstep@rediffmail.com</a>
5	APSTEP	Syed Yusuf Ansari Senior Assistant	9849919786	0866-2970411	<a href="mailto:apstep@rediffmail.com">apstep@rediffmail.com</a>
6	APSTEP	U. Mangaiah Junior Assistant	9963234097	0866-2970411	<a href="mailto:apstep@rediffmail.com">apstep@rediffmail.com</a>
7	APSTEP	L. Lalitha Kumari Office Subordinate	9247736063	0866-2970411	<a href="mailto:apstep@rediffmail.com">apstep@rediffmail.com</a>

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## **CHAPTER 11**

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

Monthly remuneration received by Officers and employees including the system of compensation as provided in regulations.

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The following are the particulars showing the monthly remuneration received by Officers and employees of O/o Managing Director APSTEP

SL No	Name of the officer and Designation	Gross Salary p.m (Rs.)	Net Salary p.m (Rs.)
	Srava Sri/Smt		
1	K. Santhi Bhavani Accounts Officer	133696.00	96021.00
2	P. Ramachandra Rao Manager (Admn & Fin)	176231.00	148117.00
3	PVN. Malleswara Rao Manager	134506.00	104040.00
4	R. Krishna Sundaram Asst. Manager	124613.00	102136.00
5	Syed Yusuf Ansari Senior Assistant	92003.00	73048.00
6	U. Mangaiah Junior Assistant	103888.00	92984.00
7	L. Lalitha Kumari Office Subordinate	56695.00	50918.00

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**CHAPTER 12**

**BUDGET ALLOTTED TO EACH AGENCY INCLUDING PLANS  
etc.**

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

**Budget allocated during 2022-23**

(Rs. in lakhs)

S.No.	Description	Allocated
01	Grant-in-Aid for APSTEP	1400.00
02	Other Grant-in-Aid for APSTEP	80.32
	Total	1480.32

**Chapter 13 : "Nil"**

**Chapter 14 : "Nil"**



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### **CHAPTER 15**

#### **PARTICULARS OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION**

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

The details of information related to the various schemes of the Department, available in electronic forms are as follows :

**Website:** <https://youthservices.ap.gov.in>

**FaceBook:** <https://www.facebook.com/apyouthservices>

**Twitter:** <https://twitter.com/apyouthservices>

**Instagram:** <https://www.instagram.com/apyouthservices>

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## **CHAPTER 16**

### **Names, Designations and Other Particulars of Public Information Officers**

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

S.No	Name of the Officer	Telephone No.	Cell Number	Designation
1	Smt K. Sarada Devi, IAS, Managing Director	0866-2972055		Appellate Authority/ Managing Director
2	Sri P Ramachandra Rao, Manager	0866-2970411	8008889845	Public Information Officer
3	Sri R. Krishna Sundaram Asst. Manager	0866-2970411	9849983294	Assistant Public Information Officer

Managing Director  
(APSTEP)  
Andhra Pradesh Society for Training  
and Employment Promotion