

**Organization,
Functions and Duties
[Section 4 (1) (b) (i)]**

1. Particulars of the organization, functions and duties.

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	Andhra Pradesh Tourism Authority	Door No.55-17-2 to 4, 5 th Floor, Stalin Corporate, Industrial Estate Auto Nagar Vijayawada - 520007, A.P.	The main function of the Andhra Pradesh Tourism Authority is the management of the Tourism Activity in the state of Andhra Pradesh as spelt out in G.O.Ms.No.26, YAT&C(T)Dept., dated 06.12.2016. The G.O. available on GOs ap register goir.ap.gov.in	The main function of the Andhra Pradesh Tourism Authority is the development of the Tourism Activity in the state of Andhra Pradesh as spelt out in G.O.Ms.No.26, YAT&C (T) Department, dated 06.12.2016. The G.O. available on internet website: https://goir.ap.gov.in

Powers and Duties of Officers and Employees
[Section 4 (1) (b) (ii)]

Sl. No.	Name of the officer / employee Sri/Smt.	Designation	Duties allotted	Powers
1	Sri Pravin Kumar, IAS.	Chief Executive Officer.	<ol style="list-style-type: none"> 1. Overall coordination, guidance and supervision of Andhra Pradesh Tourism Authority. 2. Implementation of Tourism Policy. 3. Policies and programmes of the Government, including restructuring and reframing of existing programmes; 4. Overall supervision of matters relating to Management including Budget & Expenditure Management. 	<p>Chief Executive Officer is the final decision making authority in the Department.</p> <p>Disciplinary Authority in respect of non-cadre officers and staff of Andhra Pradesh Tourism Authority.</p>
<p>The Office Orders issued allocating the duties to Officers & Staff enclosed at Annexures 1, 2, 3, 4 & 5.</p>				

Procedure followed in Decision-making Process
[Section 4 (1) (b) (iii)]

Activity	Description	Decision-making process	Designation of final decision-making authority
Overall Co-ordination, guidance & supervision of Tourism activity of Andhra Pradesh Tourism Authority.	Andhra Pradesh Tourism Authority.	The section concerned prepare note which will be submitted to Chief Executive Officer, through concerned Group Head for a decision.	Chief Executive Officer / Special Chief Secretary to Government of Tourism / Hon'ble Minister for Tourism.

Norms set for the discharge of functions
[Section 4 (1) (b) (iv)]

Sl. No.	Function / Service	Norms / Standards of performance set	Time frame	Reference document prescribing the norms
1	Personal Register, Call Book, Reminders dairy and Periodical Registers are prescribed fixing responsibility.	Performance of Staff/ Officers will be assessed through confidential reports every year.	Papers have to be submitted within 5 days of their receipt to the Section. Similar time frame is prescribed for re-submission.	District Office Manual (DOM).
2	Citizen related a) Routine matters b) Other than routine Matters	As per Citizen Charter	3 days	Citizen Charter of APTA.
		-do-	10 days	
3	Inter-departmental a) Routine matters b) Other than routine matters c) Service matters	-do-	3 days	
		-do-	10 days	
		-do-	5 days	
4	Intra-departmental a) Routine matters Ex: Leaves postings etc b) Other than routine matters Ex:: Representations, appeal, Vigilance c) Service matters	-do-	3 days	
		-do-	10 days	
		-do-	5 days	

**Rules, Regulations, Instructions, Manual and Records for Discharging
Functions. [Section 4 (1) (b) (v)]**

Sl. No.	Description	Gist of contents	Price of the publication if priced
1	Financial Code.	Financial Rules regulating expenditure of Government Department.	Available through Printing & Stationery Dept.,
2	Treasury Code.	Treasury & Audit checks on the bills of Government Expenditure	-do-
3	Accounts Code.	Rules & Procedure of Govt. Accounting	-do-
4	Budget Manual	Rules & Procedure of State Budget.	-do-
5	Fundamental Rules.	Rules relating to pay, leave, depositions etc., of Govt. Servants.	-do-
6	Pension code & Revised Pension Rules 1980.	Rules governing the pensions, gratuity of Govt. Servants.	-do-
7	GPF Rules.	Rules governing PF of Govt. Servants.	-do-
8	TA and LTC Rules	Rules governing TA., LTC of Government Servants.	-do-
9	Act No.4 of 2017.	Formation of Andhra Pradesh Tourism Authority.	-do-

**Categories of Documents held by the Public Authority under
its control [Section 4 (1) (b) (vi)]**

Sl.No.	Category of documents	Title of the Document	Designation and address of the custodian (held by under the control of whom)
1	Tourism Policy 2020-25	Tourism Policy.	Electronically available in the website: www.aptourism.gov.in and goir.ap.gov.in

**Arrangements for consultation with, or Representation by, the member of
the public in relation to the formulation of policy of implementation
thereof.**

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

Sl. No.	Function / Service	Arrangements for consultation with or representation of Public in relation with policy formulation.	Arrangements for consultation with or representation of public in relation with policy implementation.
1	Tourism Policy	Before preparing draft policy meeting with Stakeholders, hotels, Tour Agents, Tour Operators & experts etc.,	-----

**Boards, Councils, Committees and other Bodies constituted as part of
Public Authority
[Section 4 (1) (b) (viii)]**

Name of Board, Council, Committee etc.,	Composition	Powers and Functions	Whether its meetings open to Public/ Minutes of its Meetings accessible for Public
Act No.4 of 2017 annexed at Annexure - VI.			

**Directory of Officers and
Employees [Section 4 (1)
(b) (ix)]**

Sl.No.	Name of Office/ Administrative Unit	Name, Designation & Address of Officers / Employees Sri/Smt	Telephone & Fax Office Tel: Res Tel: Fax:	Email
	Andhra Pradesh Tourism Authority.	Sri Pravin Kumar, IAS Chief Executive Officer. Stalin Corporate, 5 th floor, Industrial Estate, Auto Nagar, Vijayawada.	(O) 0866- 2552963.	commr_trsm @ap.gov.in
		Sri Md.Mohammad Sab, Director (EDG) Stalin Corporate, 5 th floor, Industrial Estate, Auto Nagar, Vijayawada.	9121144112	Mdmsab123@ yahoo.com
		Dr.V.Sambasiva Raju Director (Admin) Stalin Corporate, 5 th floor, Industrial Estate, Auto Nagar, Vijayawada.	9440502535	vssrind@gmai l.com
		Sri P.Srinivasa Rao, Director, IDG, Stalin Corporate, 5 th floor, Industrial Estate, Auto Nagar, Vijayawada.	9121725858	Diridg.apta@g mail.com
		Sri B.Pitcheswara Rao Assistant Director, Andhra Pradesh Tourism Authority, 5th floor Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh	9121144102	Bprao321@gm ail.com
		Sri K.K.Ganesh Babu, Assistant Director, Andhra Pradesh Tourism Authority, 5th floor Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh		Ganeshan_babu @yahoo.com
		Sri P.D.Pavan Kumar, Manager Tourism, Regional Directors Office, Vijayawada.		

		Sri C Mahidhar, Chief Marketing Officer, Andhra Pradesh Tourism Authority, 5th floor Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh.	9121144113	cmo.apta@gmail.com
		Sri D.Ravi Kiran, Chief Technology Officer, Stalin Corporate, 5 th floor, Industrial Estate, Auto Nagar, Vijayawada.	9704005252	rkdakkumalla@gmail.com
		Sri K Visveswaraiah, Senior Assistant, Andhra Pradesh Tourism Authority, 5th floor Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh	9121144098	tourism.dept.ap@gmail.com
		Smt. A Rajyalaxmi, Manager PR, Andhra Pradesh Tourism Authority, 5th floor Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh	9121144095	managerpr-tourism@ap.gov.in
		Sri Jaya Krishna Prasad Admin Executive, Andhra Pradesh Tourism Authority, 5th floor Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh	9121144082	jayakrishnaprasad.r@ap.gov.in
		Sri Anil Kumar, Admin Executive Andhra Pradesh Tourism Authority, 5th floor Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh	9121144098	adminexe-accapta@ap.gov.in
		Sri P.V.Govardhana Giri, Junior Accounts Officer, Tourism Department, 5th floor, Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh	9121144108	Venkata.pallgorla@ap.gov.in
		Sri T.Mallikarjuna, Tourist Information Officer, Tourism Department, 5th floor, Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh.	9121144096	Mallikarjuna.t@ap.gov.in
		Sri P.Rama Mohana Rao, Tourist Information Officer, Tourism Department, 5th floor, Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh.	9121144092	Rammohanarao.p@ap.gov.in

		Sri B.Gopal, Assistant Tourist Information Officer, Tourism Department, 5th floor, Stalin Corporate, Auto Nagar Industrial Area, Vijayawada, Andhra Pradesh.	9121144105	Gopi.bhajanthri@ap.gov.in
		Sri.B.Anwar Hussain, Senior Assistant, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	91217 25757	anwarhussain.b1980@ap.gov.in
		Sri.G.Saleem, Senior Accountant, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	91211 44090	Salim.gandikota@ap.gov.in
		Sri.V.Venkateshwarulu, Roneo Operator, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	98667 12304	---
		Sri.G.Sravan Kumar, Office subordinate, Tourism Department, Stalin Corporate Building,	96429 82229	-----
		Sri.CH.Sreeramulu, Office subordinate, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	79819 36650	-----
		Sri.Y.Umesh, Office subordinate, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	79819 36650	-----
		Sri.A.Ramanaiah, Assistant Butler cum Cook, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	95731 61898	-----
		Sri.SK.Haroon Rasheed, Watchman, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	72869 11019	
		Sri.P.Nehith, Sweeper cum Watchman, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar,	94933 00634	

		Vijayawada – 520007.		
		Smt.CH.Padmavathi, Sweeper cum Gardener, Tourism Department, Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	94929 47002	

Monthly Remuneration received by Officers and Employees, including the System of Compensations provided in Regulations.
[Section 4 (10 (b) (x))]

Sl. No	Employee Name Sarva/Sri/Smt./Kum.	Designation	Monthly Remuneration including compensation as per PRC 2015 scales in Rs.
1	Md.Mohammad Sab	Deputy Director	1,19,076
2	C.Mahidhar	Assistant Director	1,25,297
3	P.V.Govardhana Giri	Junior Accounts Officer	70,222
4	T.Mallikarjuna	Tourist Information Officer	62,951
5	P.Rama Mohan Rao	Tourist Information Officer	96,403
6	B.Gopal	Assistant Tourist Information Officer	59,653
7	K.Vishweswaraiah	Senior Assistant	74,383
8	B.Anwar Hussain	Senior Assistant	47,536
9	G.Mohammad Salim	Senior Accountant	41,328
10	V.Venkateswarlu	Roneo operator	66,512
11	G.Sravan Kumar	Office subordinate	46,399
12	Y.Umesh	Office subordinate	43,888
13	Ch.Sreeramulu	Office subordinate	43,705
14	S.Haroon Rashid	Watchmen	59,653
15	P.Nehith	Sweeper cum Watchmen	24,002
16	P.Padmavathi	Sweeper cum Gardener	49,022
17	A.Ramanaiah	Assistant Butler cum Cook	84,218

LIST OF DEPUTATION EMPLOYEES WORKING IN
ANDHRA PRADESH TOURISM AUTHORITY

Sl. No.	Employee Name Sarva/Sri/Smt./Kum.	Designation	Salary (as per PRC 2015 scales) Rs.
1	PNV Lakshmi Narayana	District Tourist & Culture Officer	1,66,770
2	B.Pitcheswararao	Assistant Director	1,15,525
3	KK Ganesh Babu	Assistant Director	1,13,229
4	PD Pavan Kumar	Manager Tourism	82,207

ANDHRA PRADESH TOURISM AUTHORITY
DETAILS OF THE CONTRACT EMPLOYEES OF APTA & REMUNERATION

Sl. No	Employee Name Sarva/Sri/Smt./Kum.	Designation	Monthly Remuneration Rs.
1	Dr.D.V.Sambasiva Raju	Director – Administration	1,30,000
2	P.Srinivasa Rao	Director – IDG	2,19,000

3	D.Ravi Kiran	Chief Technology Officer	1,25,000
4	Dhananjaya Joshi	AD, Strategy	95,000
5	A.Lajwanti Naidu	AD-Capacity Building	65,000
6.	V.Sai Phanindra Ch.	Manager – Tour Operator	35,000
7.	P.V.Deepak	Manager – Tourism	30,000
8.	G.Nayudamma.	Manager – Amusement Parks	30,000
9.	A.Rama Krishna	Manager – Events	30,000
10.	S.Md.Rafeeq Ahmad	Manager – Resorts & Hotels	40,000
11	A.Rajya Lakshmi.	Manager –Public Relations	50,000
12	S.Pameswara Rao.	Manager – Communications	50,000
13	G.Anjali	Manager – Admin	30,000
14.	D.Chaitanya Kumar	Manager – Campaign	30,000
15.	N.Ram Kumar	Manager – Tourism	30,000
16	B.Venkateswarlu	Manager – Tourism	35,000
17.	M.Nagabhushanam	Manager – Tourism	35,000
18.	N.Narayana Rao	Manager – Tourism	35,000
19	G.Rama Lakshmana Rao	Manager – Tourism	35,000
20	P.Venkatachalam	Manager – Tourism	35,000
21	B.Pattabi Ramanna.	Manager – Tourism	35,000
22	G.Dasu	Manager – Tourism	35,000
23	P.Veerandra.	Manager – Tourism	35,000
24	A.Bala Venkata Sudheer.	Database Administrator	45,000
25	V.Jagadeesh.	Assistant Engineer	25,000
26	B.Jaya Rani.	Assistant Manager – Events	26,000
27	M.Srinivas	Sr.Admin Executive	26,000
28	V.Uma Jyathi	Sr.Admin Executive	26,000
29	T.Venkata Lakshmi.	Sr.Admin Executive	31,000
30	P.Neelufer	Sr.Admin Executive	26,000
31	TVVD Subrahmanyam.	Sr.Admin Executive	26,000
32	P.Mahesh Babu.	Sr.Admin Executive	37,000
33.	Sk. Abdul Rahman.	Sr. Accounts Executive	37,000
34	B.Upender Reddy.	IT Executive	26,000
35	J.Daiva Kumari.	Administrative Executive	16,000
36	N.Satish Babu.	Administrative Executive	16,000
37	R.Jaya Krishna Prasad.	Administrative Executive	17,000
38	Ch. Mahesh Babu.	Administrative Executive	18,000
39	S.Anil Kumar.	Administrative Executive	18,000
40.	Sk.Mastaanvali.	Administrative Executive	23,000
41	Ch. Hemant Siva Nag.	Administrative Executive	19,000
42	Ch.Nagarjuna Rao.	Administrative Executive	19,000
43	E.Anjaneyulu	Tourist Information Officer.	16,000

List of Outsourcing Employees working in APTA

Sl. No	Employee Name Sarva/Sri/Smt./Kum.	Designation	Monthly Remuneration
1	K V R Bhagavati Lakshmi	Accountant	15000
2	V.Komali	Junior Assistant	15000
3	G Vara Prasad	L.D. Steno	15000
4	K Umadevi	Supervisor	15000
5	B Rajesh	Tourist Information Assistant	15000
6	P S Sreedevi	Tourist Information Assistant	15000
7	A Narendra	Tourist Information Assistant	15000
8	J Rakesh Kumar	Typist	15000
9	D Ramesh	Receptionist	15000
10	K Ashok	Receptionist	15000

11	BLSV Kutumba Rao	Receptionist	15000
12	N Srinivasulu	Receptionist	15000
13	G Raviratna Babu	Receptionist	15000
14	G Parvathi	Receptionist	15000
15	P Srinivasa Rao	Receptionist	15000
16	B Ramachandra	Receptionist	15000
17	P Venkateswara Rao	Receptionist	15000
18	K Pratap Reddy	Receptionist	15000
19	K Geeta Rani	Receptionist	15000
20	K Sai Kiran	Receptionist	15000
21	N Ravi	Receptionist	15000
22	B Aneel Kumar	Receptionist	15000
23	K Gloria	Receptionist	15000
24	M Madhan Mohan Reddy	Coordinator	15000
25	K Suresh	Driver	15000

**Budget Allocated to Each Agency including Plans etc.
[Section 4 (1) (b) (xi)]**

Rs. In thousands.				
2020-21				
Sl.No	Head of Account	Name of the Scheme	BE	Expenditure
1	3452-01-190-05-310/311	APTA	3000	2854
2	3452-01-190-05-310/312	APTA	100000	94439
3	3452-01-190-05-530/531	APTA Capital Works.	100000	71154
4	3452-01-190-09-310/312	SHIM.	4500	Nil
5	3452-01-190-10-310/312	Tourism University	13	Nil
6	3452-80-001-00-01	Head Quarters Office	11149	11434
7	3452-01-102-00-04	Accommodation and other facilities of Tourism.	2553	2430
	Total		221215	182311

**Manner of Execution of Subsidy Programmes
[Section 4 (1) (b) (xii)]**

Name of programme / Activity	Nature/Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of Officer to grant subsidy.
Andhra Pradesh Tourism Authority do not have any specific subsidy Plan/Programmes/Schemes etc.,			

**Particulars of Recipients of Concessions, Permits or Authorization
Granted by the Public Authority
[Section 4 (1) (b) (xiii)]**

Institutional Beneficiaries.

Name of Programme / Scheme:				
Sl.No.	Name & address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of granting authority
- NIL -				

Name of programme/Scheme:

Name of Programme / Scheme:				
Sl.No.	Name & address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL -				

Individual Beneficiaries:

Sl.No.	Name & address of recipient beneficiaries	Nature/Quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL -				

Information Available in Electronic Form
[Section 4 (1) (b) (xiv)]

Electronic Format	Description (site address/location where available)	Contents or title	Designation and address of the custodian of Information
Website	www.aptourism.gov.in	A.P.Tourism information.	Chief Technology Officer, O/o.APTA, Vijayawada

Particulars of Facilities available to Citizens for Obtaining Information
[Section 4 (1) (b) (xv)]

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
1.	Tourism promotional material, Andhra Pradesh Tourism Authority office.	
2.	Website: www.aptourism.gov.in of information Tourism Destinations of Andhra Pradesh.....	

Names, Designations and other Particulars of Public Information Officers
Assistant Public Information Officers / Public Information Officers
[Section 4 (1) (b) xvi]

Sl. No.	Name, Designation & Address of PIO & APIO Sarva/Sri/Smt./Kum.	Jurisdiction of Appellate Officer (Offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1.	Md. Mohammad Sab, Director EDG / PIO. Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.	Andhra Pradesh Tourism Authority	9121144112	mdmsab123@yahoo.com
2.	Sri B. Pitcheswara Rao. Assistant Director (EDG)/APIO Stalin Corporate Building, 5th Floor, Auto Nagar, Vijayawada – 520007.		9121144102	bprao321@gmail.com

Appellate Authority.

Sl. NO	Name, Designation & Address of Appellate Officer. Sri/Smt.	Jurisdiction of Appellate Officer (Offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Sri Pravin Kumar, IAS Chief Executive Officer. 5 th Floor, Stalin Corporate, Autonagar, Vijayawada.	Andhra Pradesh Tourism Authority.	0866-2552963	commr_trsm@ap.gov.in