

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 STATE FINANCIAL CORPORATION
5-9-194, P.B.No: 165,
CHIRAG ALI LANE,
HYDERABAD - 500 001

GOVERNMENT OF ANDHRA PRADESH
ANDHRA PRADESH STATE FINANCIAL CORPORATION

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 Andhra Pradesh State Financial Corporation 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. Details of Pay Scales
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

ORGANIZATION, FUNCTIONS AND DUTIES

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

1. Name of the Organization : **ANDHRA PRADESH STATE FINANCIAL CORPORATION**
2. Address : **5-9-194, P.B No: 165
Chirag Ali Lane,
Hyderabad – 500 001
Andhra Pradesh, India.**

The APSFC was established in the year 1956 under the State Financial Corporation Act, LXIII of 1951. The Corporation operates through Head Office and 25 branch offices as under:

- Location** :
- i) **Head Office** : # 5-9-194, P B No. 165,
Chirag Ali Lane, Abids,
Hyderabad – 500 001.
Tel. Nos. 23201646,
23202547, 23202550 – 53
Grams : AFINCORP
Fax : 040 – 23202972
E-mail: ho@apsfc.com.
Website : www.apsfc.com
- ii) **Branch Offices** :
- MANCHERIAL** : Survey No.414, Block No.4
Opposite Narlapur Finance
Janmabhoomi Nagar
Mancherial – 504 208
Phone: 08736-252567
- ADILABAD** : Collectorate Road,
Beside District Court,
Adilabad – 504 502
Phone : 08732 – 226489

ANANTAPUR : Near Collectorate,
Next to Nehru Yuvakendra,
Anantapur – 515 004
Phone : 08554 - 275511

ELURU : Opposite SP's Office
ELURU – 534006
Phone : 08812 – 231037

GUNTUR : Ground Floor, Amulya Towers
Guntur – 522 007
Phone : 0863 – 2350012, 2234405

HYDERABAD : 5-9-194, Chirag Ali Lane,
Hyderabad – 500 001
Phone : 040 – 23201748, 23201646

KADAPA : 1st Floor
RTC Bus Stand to Rly. Station Road
Patel Road
Kadapa – 516 001
Phone – 08562 – 244421

KARIMNAGAR : Opp: Dist. Collectorate Complex
Karimngar – 505 002
Phone : 0878 – 2243662

KHAMMAM : E. Rama Rao Complex,
II Floor, Station Road,
Khammam – 507 002
Phone : 08742 – 234566

KURNOOL : Opp: Birla Guest House,
B.Camp, Kurnool – 518 002
Phone : 08518 – 229056

MAHABUBNAGAR : 1st Floor, Vijaya Vandana Towers,
Opp. Post Office, Mettugadda,
Hyd. Road, Mahaboobnagar – 509 002.
Phone : 08542 – 242805

NALGONDA : Ward No. 6, Block No. 1,
Boyawada, Ramgiri Area,
Nalgonda – 508 001.
Phone : 08682 – 223323 & 223322

NELLORE : Plot No. B 12A, Industrial Estate,
GNT Road, Dargamitta, Nellore– 524 004.
Phone : 0861 – 2331600.

NIZAMABAD : Opp: Zilla Parishad, Subashnagar,
Nizamabad – 503 002.
Phone : 08462 – 237267

ONGOLE : 37-1-406(4), I Lane, Bhagyanagar
Ongole – 523 001.
Phone : 08592 – 233029

RAJAHMUNDRY : # 25-8-1, Korukonda Road,
Andhra Bank Complex,
Jayakrishnapuram,
Rajahmundry – 533 105.
Phone : 0883 – 2442766

KAKINADA SUB OFFICE : # 67-15-19/A,
Nagamalli Thota Junction
Beside Andhra Bank
Kakinada-533 003.

RANGA REDDY [EAST] : 5-9-194, Chirag Ali Lane,
Hyderabad – 500 001.
Phone: 040–23201473 & 23204020

RANGA REDDY [WEST] : 5-9-194, Chirag Ali Lane,
Hyderabad – 500 001.
Phone: 040–23202549 & 23203615

RAMACHANDRAPURAM : D. No. 22-95, Reddy Complex
Ramachandrapuram,
(Medak Dist),
Hyderabad – 500 032.
Phone : 08455 – 280006 &
040 – 23031838

SANGAREDDY : 3-4-21, Main PWD Road,
Opp: U C O Bank,
Sangareddy – 502 001.
Phone : 08455 – 276719

SRIKAKULAM : Plot No. 11,
Veeranna Shed to Saibaba Temple Road,
Besides St. Judes Public School,
Visakha B Colony
Srikakulam – 532 001
Phone : 08942 – 222593

TIRUPATI : 2-2-388, Near LIC Office,
Narasimhateertham Road,
Tirupati – 517 502
Phone : 0877 – 2260792, 2261996

VIJAYAWADA : IV Floor, D.No. 40-15-9/13
Nandamuri Road, Brindavan Colony
Lane Beside Grand Chandana
Vijayawada – 520 010.
Phone : 0866 – 2477762, 2476963

VISAKHAPATNAM : Near Bullaya College,
New Resapuvanipalem,
Vizag – 530 013.
Phone : 0891 – 2747661, 2552574

VIZIANAGARAM : 1st Floor, VUDA Balaji Complex
Opp: RTC Complex,
Vizianagaram – 535 003.
Phone : 08922 – 224685

WARANGAL : Beside District Central Library,
Balasamudram, Hanumakonda,
Warangal – 506 001.
Phone: 0870–2572777, 2572229.

c) FUNCTIONS & DUTIES :

1. The APSFC, may, subject to the provisions of SFCs Act, may carry on and transact any of the following kinds of business viz.,
 - (a) guaranteeing, on such terms and conditions as may be agreed upon –
 - (i) loans raised by industrial concerns which are repayable within a period not exceeding twenty years, and are floated in the public market;
 - (ii) loans raised by industrial concerns from scheduled banks or State co-operative banks or other financial institutions;
 - (b) guaranteeing, on such terms and conditions as may be agreed upon, deferred payments due from any industrial concern in connection with its purchase of capital goods within India;
 - (c) underwriting of the issue of stock, shares, bonds or debentures by industrial concerns;
 - (d) transferring for consideration any instruments relating to loans and advances granted by its to industrial concerns;
 - (e) acting as agent of the Central Government or the State Government or the Development Bank or the Small Industries Bank or the IFCI Limited formed and registered under the Companies Act, 1956, or any other financial institution notified in this behalf by the Central Government in respect of any matter connected with, or arising out of, the grant of loans or advances any matter connected with, or arising out of, the grant of loans or advances to an industrial concern, or subscription to debentures of an industrial concern or relating to the business of the Development Bank, Small Industries bank, IFCI Limited or financial institution;
 - (f) subscribing to, or purchasing of, the stock, shares, bonds or debentures of an industrial concern or any other concern;

- (g) retaining as part of its assets any stock, shares, bonds or debentures which it may acquire by subscription or in fulfillment of its underwriting liabilities and disposing of the stock, shares, bonds or debentures so acquired;
- (h) granting loans or advances to, or subscribing to debentures of, an industrial concern, repayable within a period not exceeding twenty years from the date on which they are granted or subscribed to, as the case may be:

PROVIDED that the Financial Corporation may, with the prior approval of the Small Industries Bank, exceed the said limit of twenty years up to a further period of ten years:

PROVIDED FURTHER that nothing contained in this clause shall be deemed to preclude the Financial Corporation from granting loans or advances to, or subscribing to debentures of, and industrial concern to which may be attached an option to convert such debentures or loans into stock or shares of the industrial concern if such concern increases its subscribed capital by the issue of further stock or shares in accordance with the subject to, the provisions of s. 81 of the Companies Act, 1956.

Explanation : In this clause, the expression “the amounts outstanding on such debentures or loans” shall mean the principal, interest and other charges payable on such debentures or loans as at the time when the amounts are sought to be converted into stock or shares;

- (i) accepting or discounting promissory notes and bills of exchange made, drawn, accepted or endorsed by industrial concerns or by any person selling capital goods manufactured by one industrial concern to another industrial concern;
- (j) undertaking research and surveys for evaluating or dealing with marketing or investments or undertaking and carrying on techno-economic studies or other activities in connection with the development of any industry;

- (k) providing technical and administrative assistance to any industrial concern or any person for the promotion, management or expansion of any industry.
- (l) planning and assisting in the promotion and development of industries.
- (m) providing consultancy and merchant banking services.
- (n) acting as trustee for the holders of debentures or other securities.
- (o) leasing, sub-leasing or giving on hire purchase of industrial plant, equipment, machinery or any other asset.
- (p) factoring
- (q) providing export related credit and services
- (r) undertaking money market relative activities;
- (s) setting up of mutual funds and undertaking assets management activity;
- (t) promoting, forming or conducting or assisting in the promotion, formation, or conduct of companies, subsidiaries, societies, trusts or such other associations of persons as it may deem fit;
- (u) opening or confirming or endorsing letters of credit and negotiating or collecting bills and other documents drawn thereunder;
- (v) doing such other business as the Small Industries Bank may authorize, and or generally the doing of such acts and things as may be incidental to or

consequential upon, the exercise of its powers or the discharge of its duties under this Act.

- 2) The Financial Corporation may receive, in consideration of any of the services mentioned above, such commission, brokerage, interest, remuneration or fees as may be agreed up on.

A statement on Boards, Committees and other bodies of the Corporation :

A : At Head Office

S No	Name of the Body	Whether meetings are open Agenda & minutes are accessible to public
1	Board of APSFC [constituted u / s 10 of SFCs Act 1951]	NO
2	Executive Committee [constituted u / s 18 of SFCs Act 1951]	NO
3	Audit Committee	NO
4	Project Screening Committee	NO
5	Head Office Sanction Committee	NO
6	Head Office Committee on Recovery Matters	NO
7	Head Office Sale Negotiations Committee	NO
8	Risk Management Committee	NO
9	H R D Committee	NO
10	Disciplinary Committee.	NO

B : At Branch Offices

The meetings of Branch Project Screening Committee, Branch Sanction Committee, Operations Zones Screening cum Sanction Committee, Branch OTS Committee, Committee to recommend write off cases up to Rs.50,000/- loans and Branch Sale Negotiation Committee are held at Branch Offices.

The meetings at Head Office and Branch offices are not open and Agenda & minutes are not accessible to general public except to the concerned.

CHAPTER 3

Powers and duties of officers and employees

DETAILS OF EMPLOYEES WORKING IN THE CORPORATION AS ON 01.07.2011
(DEPARTMENT-WISE) WITH DUTIES & RESPONSIBILITIES

Sl. No.	Staff No.	NAME OF THE EMPLOYEE	DESGN.	PLACE OF WORKING	Duties & Responsibilities
1	215	SANTOSH BABU B	Executive Director	HO-F&A, CSD, LEGAL, BD, CORP PLG. & CO-ORDINATION WORK	Head of Departments & Appellate Authority under RTI
2	301	LAXMINARAYANA G	Asst. General Manager	HO-FIN & ACCTs	II Person of Finance & Accounts Dept.
3	263	RAMA SARMA VVSS	Senior Manager	HO-FIN & ACCTs	Assist HOD in Department functions
4	108	KRISHNA KVS	Manager	HO-FIN & ACCTs	Assist HOD in Department functions
5	694	SESHAGIRI RAO P	Manager	HO-FIN & ACCTs	Assist HOD in Department functions
6	253	RAMA DEVI P	Deputy Manager	HO-FIN & ACCTs	Assist HOD in Department functions
7	300	SUDHAKARA RAO CH	Deputy Manager	HO-FIN & ACCTs	Assist HOD in Department functions
8	396	KRISHNA VENI M	Deputy Manager	HO-FIN & ACCTs	Assist HOD in Department functions
9	958	ROJENDRA REDDY N	Deputy Manager	HO-FIN & ACCTs	Assist HOD in Department functions
10	1000	RAMANUJAM K.S	Deputy Manager	HO-FIN & ACCTs	Assist HOD in Department functions
11	658	MURTHY JSN	Deputy Manager	HO-FIN & ACCTs	Assist HOD in Department functions
12	725	BAPANIAH J	Assistant Manager	HO-FIN & ACCTs	Assist HOD in Department functions
13	719	JAYA V	Assistant Manager	HO-FIN & ACCTs	Assist HOD in Department functions
14	722	SUDHARANI K	Assistant Manager	HO-FIN & ACCTs	Assist HOD in Department functions
15	879	BHANUVARAPRASA D C	Junior Officer	HO-FIN & ACCTs	Assist HOD in Department functions
16	632	ANJIAH P	Attender	HO-FIN & ACCTs	Attender duties
17	783	RAM BABU M	Attender	HO-FIN & ACCTs	Attender duties

18	261	SEKHARUDU PSS	Senior Manager	HO - C S D	II Person of CSD Department
19	386	SUBBA RAO K	Deputy Manager	HO - C S D	Assist HOD in department functions
20	545	RAJENDRA PRASAD V	Deputy Manager	HO - C S D	Assist HOD in department functions
21	956	SUSHEELA RANI K	Deputy Manager	HO - C S D	Assist HOD in department functions
22	957	HARI KRISHNA PANTANGI	Deputy Manager	HO - C S D	Assist HOD in department functions
23	898	TILAK RAJ JADHAV	Assistant Manager	HO - C S D	Assist HOD in department functions
24	759	HANUMANTHA PRASAD P	Junior Officer	HO - C S D	Assist HOD in department functions
25	742	SUDHAKAR A	Attender	HO - C S D	Attender duties
26	490	DALI RAJU K	Manager [Law]	HO - LEGAL	Assist HOD in Department functions
27	485	SHAIK AZAD	Manager [Law]	HO - LEGAL	Assist HOD in Department functions
28	578	VEENA K	Manager [Law]	HO - LEGAL	Assist HOD in Department functions
29	802	GANGADHARA RAO D	Manager [Law]	HO - LEGAL	Assist HOD in Department functions
30	546	SATYANARAYANA M	Assistant Manager	HO - LEGAL	Assist HOD in Department functions
31	673	SESHA LAXMI U	Assistant Manager	HO - LEGAL	Assist HOD in Department functions
32	946	LAKSHAMMA Y	Attender	HO - LEGAL	Attender duties
33	693	SATYANARAYANA CH	Assistant Manager	HO-BOARD SECR	Assist HOD in department functions
34	372	ESWARAIAH	Jamedar	HO-BOARD SECR	Attender duties
35	392	DR. RAJESWARA PRASAD P S	Chief General Manager	HO-HRD, IA&V & ISO	Head of Department of HRD, Trg. IA&V, ISO & PIO under RTI
36	286	ANIL KUMAR CH	Asst. General Manager	HO-H R D	II Person of HRD & Board Secretariat Departments
37	191	VIJAY KUMAR K	Manager	HO-H R D	Assist HOD in department functions
38	564	SAIKUMAR T	Deputy Manager	HO-H R D	Assist HOD in department functions
39	643	LAXMANA PRASAD T	Deputy Manager	HO-H R D	MD Peshi
40	475	SATYANARAYANA R	Deputy Manager	HO-H R D	Assist HOD in department functions
41	639	NAGA RAJ AS	Deputy Manager	HO-H R D	MD Peshi

42	654	KESAVA RAO B	Deputy Manager	HO-H R D	Chairman Peshi
43	477	CELINE SANKAR DAS	Assistant Manager	HO-H R D	Assist HOD in department functions
44	646	SURYA KUMAR RVS	Assistant Manager	HO-H R D	Assist HOD in department functions
45	720	SRINIVASA RAO I	Assistant Manager	HO-H R D	Assist HOD in department functions
46	670	VENKALIAH P	Assistant Manager	HO-H R D	ED Peshi
47	862	SRINIVASA RAO G	Assistant Manager	HO-H R D	Assist HOD in department functions
48	831	SIVA NAGALIAH C	Junior Officer	HO-H R D	Assist HOD in department functions
49	830	VIJAYA LAXMI P	Junior Officer	HO-H R D	Assist HOD in department functions
50	134	MOHD MURTHUZA	Jamedar(O n Driving Duties)	HO-H R D	Driving duties
51	480	NARAYANA A	Jamedar(O n Driving Duties)	HO-H R D	Driving duties
52	367	NARASINGA RAO T	Jamedar	HO-H R D	Lift Operator
53	538	YADA GIRI N	Attender	HO-H R D	Attender duties
54	441	SHANKER R	Attender	HO-H R D	Attender duties
55	635	LINGARAJU MAHAPATRO	Attender	HO-H R D	Attender duties
56	689	SHAM RAO V	Attender	HO-H R D	Attender duties
57	691	PRASAD CHSVD	Attender	HO-H R D	Attender duties
58	692	KRISHNA R	Attender	HO-H R D	Attender duties
59	740	PRABHAKARA CHARY M	Attender	HO-H R D	Attender duties
60	746	PRAKASH K	Attender	HO-H R D	Attender duties
61	747	NAGESWARA RAO Y	Attender	HO-H R D	Attender duties
62	910	BALAK DAS B	Attender	HO-H R D	Attender duties
63	761	NARSIMHA RAO BSR	Attender	HO-HRD	Attender duties
64	1007	JAMUNA P.	Attender	HO-HRD	Attender duties
65	138	KUMAR RSRC	Senior Manager	HO-HRD [TRG]	Assist HOD in Training functions
66	724	RAGHUNANDAN KUMAR G	Assistant Manager	HO-HRD [TRG]	Assist HOD in Training functions
67	373	Dr.R.SUDARSHAN	Assistant Manager	HO-HRD [TRG]	Assist HOD in Training functions

68	465	TUKARAM G	Asst. General Manager	HO-VIG & AUDIT	II person of IA& V work & Asst.Public Information Officer
69	708	SURESAM D	Senior Manager	HO-VIG & AUDIT	Assist HOD in Department functions
70	204	SUDHAKARA RAO Y	Senior Manager	HO-VIG & AUDIT	Assist HOD in Department functions
71	284	RAJASEKHARA RAO M	Senior Manager	HO-VIG & AUDIT	Assist HOD in Department functions
72	146	MURALI P	Senior Manager	HO-VIG & AUDIT	Assist HOD in Department functions
73	457	ARUN MOZHI VP	Senior Manager	HO-VIG & AUDIT	Assist HOD in Department functions
74	150	SAMPATH KUMAR E	Senior Manager	HO-VIG & AUDIT	Assist HOD in Department functions
75	179	MOHAN KUMAR P	Manager	HO-VIG & AUDIT	Assist HOD in Department functions
76	200	REVATHI V	Manager	HO-VIG & AUDIT	Assist HOD in Department functions
77	259	VEERENDER V	Manager	HO-VIG & AUDIT	Assist HOD in Department functions
78	591	SRINIVASULU V	Manager [Law]	HO-VIG & AUDIT	Assist HOD in Department functions
79	843	GANESH VARA PRASAD V	Deputy Manager	HO-VIG, AUDIT & ISO	Assist HOD in Department functions
80	399	RAMA KRISHNA S	Deputy Manager	HO-VIG, AUDIT & ISO	Assist HOD in Department functions
81	556	VEERENDER KUMAR P	Deputy Manager	HO-VIG & AUDIT	Assist HOD in Department functions
82	388	VENUGOPAL I	Deputy Manager	HO-VIG & AUDIT	Assist HOD in Department functions
83	662	RANGAMANI K	Assistant Manager	HO-VIG & AUDIT	Assist HOD in Department functions
84	728	RAJU NM	Attender	HO-VIG & AUDIT	Attender duties
85	123	DHARMA RAO K	Chief General Manager	HO-IDD	Head of Department of IDD
86	908	RAM SINGH RATHOD	Senior Manager	HO-IDD	Assist HOD in Department functions
87	321	RAMA CHANDRA RAO I	Senior Manager	HO-IDD	Assist HOD in Department functions
88	400	SUBBA RAO AV	Manager	HO-IDD	Assist HOD in Department functions
89	881	UDAY KUMAR A	Junior Officer	HO-IDD	Assist HOD in Department functions
90	897	PULYA NAIK R	Junior Officer	HO-IDD	Assist HOD in Department functions

91	246	NIRANJAN KUMAR P	Deputy Manager	HO-IDD (GAJ)	Assist HOD in Department functions
92	180	SUBHASH R	Assistant Manager	HO-IDD (GAJ)	Assist HOD in Department functions
93	404	KASIVISWESWARA RAO P	General Manager	HO-PROJECTS-III	Head of Department of Projects-II Department
94	498	CHANDRA PRAKASH M	Senior Manager	HO-PROJECTS-III	Assist HOD in Department functions
95	410	SRINIVASA RAO A	Manager	HO-PROJECTS-III	Assist HOD in Department functions
96	620	MANJULATHA	Manager	HO-PROJECTS-III	Assist HOD in Department functions
97	683	SIVANANDAM A	Manager	HO-PROJECTS-III	Assist HOD in Department functions
98	911	PADMAKAR RAO S	Deputy Manager	HO-PROJECTS-III	Assist HOD in Department functions
99	993	SUBBA REDDY MV	Deputy Manager	HO-PROJECTS-III	Assist HOD in Department functions
100	717	SRINIVAS SSS VEMURY	Deputy Manager	HO-PROJECTS-III	Assist HOD in Department functions
101	663	RENUKA DEVI D	Deputy Manager	HO-PROJECTS-III	Assist HOD in Department functions
102	231	NARASAPPA S	General Manager	HO-RMD,RRE& INSP. & SC/ST CELL	Head of Departments and Liaison Officer for SC-ST entrepreneurs
103	484	SUDHAKAR Ts	Asst. General Manager	HO-RMD	Assist HOD in department functions
104	309	SUBHADRA G	Senior Manager	HO-RATING & RERATING	Assist HOD in department functions
105	492	KUMAR M	General Manager	HO-OPD-I	Head of Department
106	613	SRINIVASA CHOWDARY T	Deputy Manager	HO-OPD-I	Assist HOD in Department functions
107	652	T. VENKATESWARA RAO	Asst. Manager	HO-OPD-I	Assist HOD in Department functions
108	636	VENKATESWARA RAO K	Attender	HO-OPD-I	Attender duties
109	788	CHANGALRAYULU E	General Manager	HO-PROJECTS-I	Head of Department
110	405	SESHADRI SEKHAR P	Senior Manager	HO-PROJECTS-I	Assist HOD in Department functions
111	489	SUBHRAHAMANYAM SSH	Senior Manager	HO-PROJECTS-I	Assist HOD in Department functions
112	510	SIVA RAMA KRISHNA V	Manager	HO-PROJECTS-I	Assist HOD in Department functions
113	126	RAJENDRA KUMAR	Manager	HO-PROJECTS-I	Assist HOD in Department functions
114	653	SAILAJA RANI G	Manager	HO-PROJECTS-I	Assist HOD in Department functions

115	642	SUREKHA V	Assistant Manager	HO-PROJECTS-I	Assist HOD in Department functions
116	547	PRASANNA KUMARI M	Deputy Manager	HO-PROJECTS-I	Assist HOD in Department functions
117	804	PADMA SEKHAR REDDY G	Deputy Manager	HO-PROJECTS-I	Assist HOD in Department functions
118	714	RAMANA MURTHY BBSRK	Deputy Manager	HO-PROJECTS-I	Assist HOD in Department functions
119	913	VENKATESWARLU K	Junior Officer	HO-PROJECTS-I	Assist HOD in Department functions
120	220	DAYANAND M	Jamedar	HO-PROJECTS-I	Attender duties
121	688	KRISHNAIAH M	Attender	HO-PROJECTS-I	Attender duties
122	628	RAMBABU K	Deputy General Manager	HO-OPD-II & Cord.CGTMS E	Head of Department
123	230	HARIHARA PRASAD G	Manager	HO-OPD-II	II person of OPD-II Department
124	390	ARUNASRI K	Manager	HO-OPD-II	Assist HOD in Department functions
125	521	CHELLA RAO M	Attender	HO-OPD-II	Attender duties
126	168	NAGESWARA RAO B	Deputy General Manager	HO-PROJECTS-II	Head of Department
127	425	SATRUGHNA SARMA R	Senior Manager	HO-PROJECTS-II	Assist HOD in Department functions
128	491	Y.N. RAJENDRA KUMAR	Senior Manager	HO-PROJECTS-II	Assist HOD in Department functions
129	486	MURALI Y	Manager	HO-PROJECTS-II	Assist HOD in Department functions
130	407	PERESWARA RAO A	Manager	HO-PROJECTS-II	Assist HOD in Department functions
131	555	SATYANARAYANA CHVV	Manager	HO-PROJECTS-II	Assist HOD in Department functions
132	902	Dr. J.KRISHNAIAH	Deputy Manager	HO-PROJECTS-II	Assist HOD in Department functions
133	980	ANIL KUMAR V	Deputy Manager	HO-PROJECTS-II	Assist HOD in Department functions
134	827	ANJANEYULU N	Assistant Manager	HO-PROJECTS-II	Assist HOD in Department functions
135	715	NARASINGA RAO T	Assistant Manager	HO-PROJECTS-II	Assist HOD in Department functions
136	658	CHANDRA SEKHAR Y.	Assistant Manager	HO-PROJECTS-II	Assist HOD in Department functions
137	495	KISHORE BABU G	Deputy General Manager	HO-OPD-IV	Head of Department
138	235	UMA MAHESWARA	Manager	HO-OPD-IV	Assist HOD in

		RAO V			Department functions
139	832	VIJAYALAKSHMI R	Junior Officer	HO-OPD-IV	Assist HOD in Department functions
140	225	VENKATESWARA RAO G	Deputy General Manager	HO-OPD-III	Head of Department
141	252	KRISHNA MOHAN V	Senior Manager	HO-OPD-III	II Person of Department
142	665	VIDYA RANI T	Assistant Manager	HO-OPD-III	Assist HOD in Department functions
143	863	PRASADA RAO N	Deputy General Manager	HO-MRD	Head of Department
144	226	SWARNA LATHA T	Asst. General Manager	HO-MRD	II Person of Department
145	482	MALKAIAH T	Asst. General Manager	HO-MRD	Assist HOD in Department functions
146	462	RAMESH BABU R	Senior Manager	HO-MRD	Assist HOD in Department functions
147	272	LAKSHINARAYANA RAO M	Manager	HO-MRD	Assist HOD in Department functions
148	224	MALLAMMA N	Deputy Manager	HO-MRD	Assist HOD in Department functions
149	553	MUTYALA RAO B	Deputy Manager	HO-MRD	Assist HOD in Department functions
150	94	YUGANDHAR S	Deputy Manager	HO-MRD	Assist HOD in Department functions
151	384	SUBRAHAMANYAM DV	Deputy Manager	HO-MRD	Assist HOD in Department functions
152	574	MURALI KRISHNA V	Deputy Manager	HO-MRD	Assist HOD in Department functions
153	569	SAMBA SIVA PRASAD YSR	Deputy Manager	HO-MRD	Assist HOD in Department functions
154	503	T.S.N. RAJA	Asst. General Manager	HO-DEV. & FIN.SER	Head of Department
155	188	RAMBABU N	Senior Manager	HO-DEV. & FIN.SER	Assist HOD in Department functions
156	201	ASHOK KUMAR G	Manager	HO-DEV. & FIN.SER	Assist HOD in Department functions
157	852	KAMALAKARA RAO P	Deputy Manager	HO-DEV. & FIN.SER	Assist HOD in Department functions
158	567	RAJENDRA MURTHY T	Deputy Manager	HO-DEVELOPMENT	Assist HOD in Department functions
159	895	PRASAD BC	Junior Officer	HO-DEVELOPMENT	Assist HOD in Department functions

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160	623	RAO KS	Asst. General Manager	HYDERABAD BRANCH	Branch Manager
161	416	MAHESWARA RAO MB	Senior Manager	HYDERABAD	Assist Branch Manager in Branch functions
162	313	SUBBA RAO PLV	Senior Manager	HYDERABAD	Assist Branch Manager in Branch functions
163	402	PURUSHOTHAM K	Manager	HYDERABAD	Assist Branch Manager in Branch functions
164	919	SHIVALAL J	Deputy Manager	HYDERABAD	Assist Branch Manager in Branch functions
165	234	SWARNALATHA V	Deputy Manager	HYDERABAD	Assist Branch Manager in Branch functions
166	841	SUNITHA DEVI K	Deputy Manager	HYDERABAD	Assist Branch Manager in Branch functions
167	563	RAMESH BABU P	Deputy Manager	HYDERABAD	Assist Branch Manager in Branch functions
168	470	AJAY VEER GOUD K	Deputy Manager	HYDERABAD	Assist Branch Manager in Branch functions
169	358	SAROJINI K	Assistant Manager	HYDERABAD	Assist Branch Manager in Branch functions
170	473	PADMAVATHI A	Assistant Manager	HYDERABAD	Assist Branch Manager in Branch functions
171	590	HARI RAJ K	Assistant Manager	HYDERABAD	Assist Branch Manager in Branch functions
172	651	PADMAVATHI B	Assistant Manager	HYDERABAD	Assist Branch Manager in Branch functions
173	705	SURYAM B	Assistant Manager	HYDERABAD	Assist Branch Manager in Branch functions
174	668	RAMA KRISHNA PRASAD K	Assistant Manager	HYDERABAD	Assist Branch Manager in Branch functions
175	712	GOPALAKRISHNA P	Assistant Manager	HYDERABAD	Assist Branch Manager in Branch functions
176	427	SUDARSHAN P	Senior Manager	WARANGAL BRANCH	Branch Manager
177	955	VENKATA SWAMY D	Deputy Manager	WARANGAL	Assist Branch Manager in Branch functions
178	438	RAMA SUBBA REDDY M	Deputy Manager	WARANGAL	Assist Branch Manager in Branch functions
179	995	NANDURI V.B.BAPIRAJU	Deputy Manager	WARANGAL	Assist Branch Manager in Branch functions
180	544	ANKI REDDY A	Deputy Manager	WARANGAL	Assist Branch Manager in Branch functions
181	975	SOWJANYA M	Assistant Manager	WARANGAL	Assist Branch Manager in Branch functions

182	899	BHUKYA GOPAL	Junior Officer	WARANGAL	Assist Branch Manager in Branch functions
183	953	VENKATESHAN P	Junior Officer	WARANGAL	Assist Branch Manager in Branch functions
184	948	SAROJANA B	Attender	WARANGAL	Attender duties
185	634	G. VENKATESWARA RAO	Manager	NALGONDA BRANCH	Branch Manager
186	661	SUBRAHMANYAM MV	Deputy Manager	NALGONDA	Assist Branch Manager in Branch functions
187	517	KRISHNA REDDY BV	Deputy Manager	NALGONDA	Assist Branch Manager in Branch functions
188	520	VASANTHA KUMAR B	Deputy Manager	NALGONDA	Assist Branch Manager in Branch functions
189	542	RATNA BHASKAR D	Deputy Manager	NALGONDA	Assist Branch Manager in Branch functions
190	798	SURESH KUMAR ATUKURI	Assistant Manager	NALGONDA	Assist Branch Manager in Branch functions
191	782	PRASAD KHDV	Assistant Manager	NALGONDA	Assist Branch Manager in Branch functions
192	721	KRISHNA PRASAD V	Assistant Manager	NALGONDA	Assist Branch Manager in Branch functions
193	963	SREEKANTH M	Assistant Manager	NALGONDA	Branch Legal functions
194	972	SATISH BABU E	Assistant Manager	NALGONDA	Assist Branch Manager in Branch functions
195	768	RAJA REDDY P	Junior Officer	NALGONDA	Assist Branch Manager in Branch functions
196	772	RAMA SWAMY CH	Attender	NALGONDA	Attender duties
197	730	SATTAIAH G	Attender	NALGONDA	Attender duties
198	376	NAGAI AH A	Senior Manager	KARIMNAGAR BRANCH	Branch Manager
199	572	RADHA KRISHNA A	Deputy Manager [L]	KARIMNAGAR	Assist Branch Manager in Branch functions
200	803	KISHAN REDDY D	Deputy Manager	KARIMNAGAR	Assist Branch Manager in Branch functions
201	873	JAGADEESHWAR RAO CH	Assistant Manager	KARIMNAGAR	Assist Branch Manager in Branch functions
202	965	ANIL KUMAR M	Assistant Manager	KARIMNAGAR	Assist Branch Manager in Branch functions
203	1002	MOHD ABDUL ALEEM	Assistant Manager	KARIMNAGAR	Assist Branch Manager in Branch functions
204	944	SHANKAR LAKAVATH	Junior Officer	KARIMNAGAR	Assist Branch Manager in Branch functions
205	773	GANGADHAR B	Assistan t	KARIMNAGAR	Assist Branch Manager in Branch functions

206	570	SUDARSHAN D	Attender(O n Driving Duties)	KARIMNAGAR	Attender duties
207	571	SATYANARAYANA B	Attender	KARIMNAGAR	Attender duties
208	871	VENKATA RAJAM S	Attender	KARIMNAGAR	Night Watchman duties
209	378	KRISHNA SINGH L	Asst. General Manager	MB NAGAR BRANCH	Branch Manager
210	117	RAM MOHAN T	Senior Manager	MB NAGAR	Assist Branch Manager in Branch functions
211	189	SATYANARAYANA B	Manager	MB NAGAR	Assist Branch Manager in Branch functions
212	265	SESHAGIRI RAO R	Manager	MB NAGAR	Assist Branch Manager in Branch functions
213	681	JOHN B	Manager	MB NAGAR	Assist Branch Manager in Branch functions
214	395	LAXMINARAYNA V	Deputy Manager	MB NAGAR	Assist Branch Manager in Branch functions
215	660	SUDHAKAR KVV	Assistant Manager	MB NAGAR	Assist Branch Manager in Branch functions
216	834	VENKATESH AS	Assistant Manager	MB NAGAR	Branch Legal functions
217	978	MOHAN DAS TAGORE K	Assistant Manager	MB NAGAR	Assist Branch Manager in Branch functions
218	998	SREENATH M	Assistant Manager	MB NAGAR	Assist Branch Manager in Branch functions
219	758	KUMARA SWAMY K	Junior Officer	MB NAGAR	Assist Branch Manager in Branch functions
220	896	NARENDER RAO K	Junior Officer	MB NAGAR	Assist Branch Manager in Branch functions
221	450	HEMANTH KUMAR T	Assistan t	MB NAGAR	Assist Branch Manager in Branch functions
222	743	SWAMY GOUD RV	Attender	MB NAGAR	Attender duties
223	937	CHOTIMA BI S	Attender	MB NAGAR	Attender duties
224	176	MOHAN RAO G	Manager	MANCHERIAL BRANCH	Branch Manager
225	256	SIVA RAO K	Deputy Manager	MANCHRERI AL	Assist Branch Manager in Branch functions
226	516	RAMA KRISHNAIAH B	Assistant Manager	MANCHRERI AL	Assist Branch Manager in Branch functions
227	982	NARESH KUMAR D	Assistant Manager	MANCHRERI AL	Assist Branch Manager in Branch functions
228	996	MADAN MOHAN S	Assistant Manager	MANCHRERI AL	Assist Branch Manager in Branch functions
229	550	SIVANNA N	Junior Officer	ADILABAD (SUB- OFFICE)	Assist Branch Manager in Branch functions

230	833	BALA KRISHNA M	Junior Officer	MANCHRERIAL	Assist Branch Manager in Branch functions
231	880	SURESH P	Junior Officer	ADILABAD	Assist Branch Manager in Branch functions
232	389	PRABHAKARA GOUD R	Asst. General Manager	RR-WEST BRANCH	Branch Manager
233	421	KAMESWARA RAO D	Senior Manager	R R [WEST]	Assist Branch Manager in Branch functions
234	377	SATYA SUKANYA B	Senior Manager	R R [WEST]	Assist Branch Manager in Branch functions
235	171	RAMESH K	Manager	R R [WEST]	Assist Branch Manager in Branch functions
236	398	SATYANARAYANA KBB	Manager	R R [WEST]	Assist Branch Manager in Branch functions
237	431	SATYANARAYANA V	Deputy Manager	R R [WEST]	Assist Branch Manager in Branch functions
238	223	SIVARAMA KRISHNA PV	Deputy Manager	R R [WEST]	Assist Branch Manager in Branch functions
239	236	VASUDEV SARMA V	Deputy Manager	R R [WEST]	Assist Branch Manager in Branch functions
240	325	MARRIAMMA Y	Deputy Manager	R R [WEST]	Assist Branch Manager in Branch functions
241	608	PADMA C	Deputy Manager	R R [WEST]	Assist Branch Manager in Branch functions
242	677	PADMA RANI P	Deputy Manager	R R [WEST]	Assist Branch Manager in Branch functions
243	801	NAGARJUNA RAO CH	Deputy Manager [L]	MB NAGAR	Branch Legal functions
244	584	SURESH KUMAR P	Deputy Manager	R R [WEST]	Assist Branch Manager in Branch functions
245	472	NAGESWARA RAO M	Assistant Manager	R R [WEST]	Assist Branch Manager in Branch functions
246	588	KALAVATHY J	Assistant Manager	R R [WEST]	Assist Branch Manager in Branch functions
247	704	SARALA M	Assistant Manager	R R [WEST]	Assist Branch Manager in Branch functions
248	969	ARUNA CH	Assistant Manager	R R [WEST]	Assist Branch Manager in Branch functions
249	699	SANKAR S	Attender	R R [WEST]	Attender duties
250	287	SK GHOUSE BASHA	Asst. General Manager	R R [EAST] BRANCH	Branch Manager
251	414	SESHA RAO K	Senior Manager	R R [EAST]	Assist Branch Manager in Branch functions
252	243	BADRI NARAYANA M	Senior Manager	R R [EAST]	Assist Branch Manager in Branch functions

253	381	PRADEEP KUMAR S	Manager	R R [EAST]	Assist Branch Manager in Branch functions
254	907	JAGDISH KUMAR P	Manager	R R [EAST]	Assist Branch Manager in Branch functions
255	239	HARIDAS CH	Deputy Manager [L]	R R [EAST]	Assist Branch Manager in Branch functions
256	361	SREEMANNARAYAN A PV	Deputy Manager	R R [EAST]	Assist Branch Manager in Branch functions
257	583	RAMA SESHIAH K	Deputy Manager	R R [EAST]	Assist Branch Manager in Branch functions
258	606	SAILAJA D	Deputy Manager	R R [EAST]	Assist Branch Manager in Branch functions
259	379	SWAROOPA RANI S	Deputy Manager	R R [EAST]	Assist Branch Manager in Branch functions
260	780	SATYANARAYANA KVV	Assistant Manager	R R [EAST]	Assist Branch Manager in Branch functions
261	649	SURESH P	Assistant Manager	R R [EAST]	Assist Branch Manager in Branch functions
262	676	SATYANARAYANA K	Assistant Manager	R R [EAST]	Assist Branch Manager in Branch functions
263	810	MOHD NAYEEMUDDIN	Assistant Manager	R R [EAST]	Assist Branch Manager in Branch functions
264	723	NARENDER M	Assistant Manager	R R [EAST]	Assist Branch Manager in Branch functions
265	848	MALLIKARJUNA RAO B	Junior Officer	R R [EAST]	Assist Branch Manager in Branch functions
266	922	SUNDARI V	Junior Officer	R R [EAST]	Assist Branch Manager in Branch functions
267	952	UMA SUNDARI M	Junior Officer	R R [EAST]	Assist Branch Manager in Branch functions
268	735	SANKARAN L	Attender	R R [EAST]	Attender duties
269	418	NAGESWARA RAO GALI	Senior Manager	SANGAREDD Y BRANCH	Branch Manager
270	341	GANESH CH	Deputy Manager	SANGAREDD Y	Assist Branch Manager in Branch functions
271	976	AZITHA K	Deputy Manager	SANGAREDD Y	Assist Branch Manager in Branch functions
272	647	MALLIKARJUNA RAO G	Assistant Manager	SANGAREDD Y	Assist Branch Manager in Branch functions
273	641	JAGADISH KUMAR BS	Assistant Manager	SANGAREDD Y	Assist Branch Manager in Branch functions
274	605	NARAYANA MURTHY YSS	Assistant Manager	SANGAREDD Y	Assist Branch Manager in Branch functions
275	1003	RAJESHWAR P	Assistant Manager	SANGAREDD Y	Assist Branch Manager in Branch functions
276	988	AMULYA CH	Assistant	SANGAREDD	Assist Branch Manager

			Manager	Y	in Branch functions
277	886	SNEHALATHA B	Junior Officer	SANGAREDD Y	Assist Branch Manager in Branch functions
278	839	FARHAD PASHA S	Junior Officer	SANGAREDD Y	Assist Branch Manager in Branch functions
279	744	PRABHAKARA REDDY P	Attender	SANGAREDD Y	Attender duties
280	507	PRASAD KMK	Senior Manager	RC PURAM BRANCH	Branch Manager
281	805	MADHAVA PRASAD GS	Manager	RC PURAM	Assist Branch Manager in Branch functions
282	619	JAYA RAO KVM	Manager [Law]	RC PURAM	Assist Branch Manager in Branch functions
283	87	BALAKRISHNA S	Manager	RC PURAM	Assist Branch Manager in Branch functions
284	397	MADHUSUDANA REDDY P	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
285	514	BABUGOUD S	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
286	244	SATYA SAI K	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
287	403	VARA PRASAD A	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
288	331	SRINIVASA RAO B	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
289	357	MAHADEV N	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
290	339	SAMBA SIVA RAO A	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
291	455	PRABHU PB	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
292	375	RAMESH A	Assistant Manager	RC PURAM	Assist Branch Manager in Branch functions
293	887	SURESH KUMAR A	Assistant Manager	RC PURAM	Assist Branch Manager in Branch functions
294	921	SATYANARAYANA B	Assistant Manager	RC PURAM	Assist Branch Manager in Branch functions
295	690	ASHOK G	Junior Officer	RC PURAM	Assist Branch Manager in Branch functions
296	940	LALITHA P	Junior Officer	RC PURAM	Assist Branch Manager in Branch functions
297	726	RANGAVENDRA RAO GV	Attender	RC PURAM	Attender duties
298	633	SATYANARAYANA PS	Senior Manager	NIZAMABAD BRANCH	Branch Manager
299	350	VENKAI AH K	Senior Manager	NIZAMABAD	Assist Branch Manager in Branch functions

300	142	KASINATHA RAO T	Deputy Manager	NIZAMABAD	Assist Branch Manager in Branch functions
301	513	SURENDER S	Deputy Manager	NIZAMABAD	Assist Branch Manager in Branch functions
302	474	SUNANDA BAI D	Assistant Manager	NIZAMABAD	Assist Branch Manager in Branch functions
303	468	RAMESH SARMA T	Assistant Manager	NIZAMABAD	Assist Branch Manager in Branch functions
304	981	SANTOSH KUMAR SVNR	Assistant Manager	NIZAMABAD	Branch Legal functions
305	890	GIRI BABU D	Junior Officer	NIZAMABAD	Assist Branch Manager in Branch functions
306	554	MA QUDDUS	Attender(O n Driving Duties)	NIZAMABAD	Attender duties
307	657	SIVAJI PRABHU K	Manager	KHAMMAM BRANCH	Branch Manager
308	401	DATTATREYULU D	Deputy Manager	KHAMMAM	Assist Branch Manager in Branch functions
309	527	CHANDRA SEKHARA RAO K	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
310	823	SAMBASIVA RAO B	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
311	501	BASAVA PURNAIAH M	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
312	757	LAKSHMANA KUMAR M	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
313	575	RAMA KRISHNA VITTAL M	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
314	991	SWARUPA RAO K	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
315	973	HEMALATHA I	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
316	876	SURYA KUMARI M	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
317	718	SURYA PRAKASH Y	Junior Officer	KHAMMAM	Assist Branch Manager in Branch functions
318	734	VIJAY PRASAD BVV	Attender	KHAMMAM	Attender duties
319	1006	VIJAYA KUMARI V	Attender	KHAMMAM	Attender duties
320	800	SHIVA SHANKARA BS	Manager	VIJAYAWADA AUDIT	Audit work
321	696	L. RAGHU BABU	Dy. Manager (T)	VIJAYAWADA AUDIT	Audit work
322	420	VIDYA SAGAR VEC	Manager	VIJAYAWADA BRANCH	Branch Manager
323	260	PRAKASHA RAO B	Manager	VIJAYAWADA	Assist Branch Manager in Branch functions

324	394	SUBRHAMANYESWARARA OYV	Manager	VIJAYAWADA	Assist Branch Manager in Branch functions
325	164	KRISHNA RAO K	Deputy Manager	VIJAYAWADA	Assist Branch Manager in Branch functions
326	291	SRINIVASA RAO KAK	Deputy Manager	VIJAYAWADA	Assist Branch Manager in Branch functions
327	364	ROHINI M	Deputy Manager	VIJAYAWADA	Assist Branch Manager in Branch functions
328	251	BHARATHI M	Assistant Manager	VIJAYAWADA	Assist Branch Manager in Branch functions
329	344	JYOTHI YR	Assistant Manager	VIJAYAWADA	Assist Branch Manager in Branch functions
330	447	RAJESWARI K	Assistant Manager	VIJAYAWADA	Assist Branch Manager in Branch functions
331	812	SIVA SHANKER P	Assistant Manager	VIJAYAWADA	Assist Branch Manager in Branch functions
332	888	HEMALATHA T	Junior Officer	VIJAYAWADA	Assist Branch Manager in Branch functions
333	936	SURENDRA BABU V	Junior Officer	VIJAYAWADA	Assist Branch Manager in Branch functions
334	248	RAMANA BV	Attender	VIJAYAWADA	Attender work
335	769	MOHAN RAO G	Attender	VIJAYAWADA	Attender duties
336	508	RAMA RAO G	Asst. General Manager	GUNTUR BRANCH	Branch Manager
337	531	VENKATA REDDY J	Manager	GUNTUR	Assist Branch Manager in Branch functions
338	382	RAMANA RAO AV	Manager	GUNTUR	Assist Branch Manager in Branch functions
339	192	SUNDARA MURTHY M	Manager	GUNTUR	Assist Branch Manager in Branch functions
340	338	MADHDUSUDHANA RAO M	Deputy Manager	GUNTUR	Assist Branch Manager in Branch functions
341	949	BALA MADDILETY N	Deputy Manager	GUNTUR	Assist Branch Manager in Branch functions
342	587	SAMBI REDDY G	Deputy Manager	GUNTUR	Assist Branch Manager in Branch functions
343	316	BABU MHSV	Deputy Manager	GUNTUR	Assist Branch Manager in Branch functions
344	950	MAHENDRA KUMAR K	Assistant Manager	GUNTUR	Assist Branch Manager in Branch functions
345	970	SUNIL KUMAR K	Assistant Manager	GUNTUR	Assist Branch Manager in Branch functions
346	1004	RAJASEKHAR RS	Assistant Manager	GUNTUR	Assist Branch Manager in Branch functions
347	536	PALLAYYA P	Senior Manager	ELURU BRANCH	Branch Manager

348	518	NANCHARAI AH V	Manager	ELURU	Assist Branch Manager in Branch functions
349	178	MURTHY KNS	Manager	ELURU	Assist Branch Manager in Branch functions
350	618	ARJUNA RAO T	Manager [Law]	ELURU	Attend Legal Department functions of Branch Office
351	552	SATYANARAYANA B	Deputy Manager	ELURU	Assist Branch Manager in Branch functions
352	671	BUTCHI RAJ KP	Assistant Manager	ELURU	Assist Branch Manager in Branch functions
353	816	VENKATESWARA RAO T	Assistant Manager	ELURU	Assist Branch Manager in Branch functions
354	675	RAMANA MURTHY KV	Assistant Manager	ELURU	Assist Branch Manager in Branch functions
355	822	RAVINDRANATH TAGORE D	Assistant Manager	ELURU	Assist Branch Manager in Branch functions
356	836	SIMHACHALAM V	Junior Officer	ELURU	Assist Branch Manager in Branch functions
357	837	RAJESWAR RAO MVK	Junior Officer	ELURU	Assist Branch Manager in Branch functions
358	942	THAMBI JOSEPH	Attender	ELURU	Attender duties
359	537	RAMALINGAM M	Senior Manager	RAJAHMUND RY BRANCH	Branch Manager
360	557	PRASAD IBK	Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
361	262	APPA RAO P	Deputy Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
362	292	MALLIKARJUNA SARMA P	Deputy Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
363	322	RAJA RAO Y	Deputy Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
364	336	RAJU RVVSG	Assistant Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
365	560	RAMAKRISHNA RAO GV	Assistant Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
366	340	NARASIMHA RAO KVL	Assistant Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
367	967	VENKAI AH P	Assistant Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
368	985	ANIL KUMAR B	Assistant Manager	RAJAHMUND RY	Assist Branch Manager in Branch functions
369	945	NAGESWARA RAO SARAPU	Junior Officer	RAJAHMUND RY	Assist Branch Manager in Branch functions
370	867	CHANDRA SEKHAR KS	Attender	RAJAHMUND RY	Attender duties
371	935	KANAKA DURGA RANI K	Attender	RAJAHMUND RY	Attender duties

372	278	NARASIMHA RAO P	Deputy Manager	KAKINADA SUB-OFFICE	Assist Branch Manager in Branch functions
373	93	JOGA RAO D	Asst. General Manager	VIZAG AUDIT	Audit work
374	426	SAMPATH KUMAR M	Manager [Law]	VIZAG AUDIT	Audit work
375	175	ADINARAYANA T	Manager	VIZAG AUDIT	Audit work
376	183	SUBRAHAMANYAM YB	Manager	VIZAG AUDIT	Audit work
377	436	PURNACHANDRA RAO D	Asst. General Manager	VIZAG BRANCH	Branch Manager
378	328	DASARADHI TP	Manager	VIZAG	Assist Branch Manager in Branch functions
379	213	RAJU DAB	Manager	VIZAG	Assist Branch Manager in Branch functions
380	610	DHARMA RAO R	Manager [Law]	VIZAG	Attend Legal Department functions of Branch Office
381	467	SIVA KESAVA RAO N	Deputy Manager	VIZAG	Assist Branch Manager in Branch functions
382	648	LAXMANA RAO D	Assistant Manager	VIZAG	Assist Branch Manager in Branch functions
383	819	KUSUMA KUMARI Y	Assistant Manager	VIZAG	Assist Branch Manager in Branch functions
384	850	SRINIVASA RAO M	Junior Officer	VIZAG	Assist Branch Manager in Branch functions
385	865	SHOBHA B	Junior Officer	VIZAG	Assist Branch Manager in Branch functions
386	737	SATYANARAYANA R	Junior Officer	VIZAG	Assist Branch Manager in Branch functions
387	938	BHAVANI PN	Junior Officer	VIZAG	Assist Branch Manager in Branch functions
388	765	RAMANA VV	Attender	VIZAG	Attender duties
389	884	LAKSHMI T	Attender	VIZAG	Attender duties
390	522	SATYA MURTHY G	Manager	VIZIANAGARA M BRANCH	Branch Manager
391	182	MURALI KRISHNA CH	Manager	VIZIANAGARA M	Assist Branch Manager in Branch functions
392	711	PHANI BHUSHANAMU PV	Deputy Manager	VIZAINAGARA M	Assist Branch Manager in Branch functions
393	817	TRIAMBAKA RAO VVS	Assistant Manager	VIZIANAGARA M	Assist Branch Manager in Branch functions
394	644	NARAYANA RAO RNL	Assistant Manager	VIZIANAGARA M	Assist Branch Manager in Branch functions

395	864	JAGAJYOTHI K	Assistant Manager	VIZIANAGARA M	Assist Branch Manager in Branch functions
396	710	BANGARU RAJU M	Assistant Manager	VIZIANAGARA M	Assist Branch Manager in Branch functions
397	842	SIVANNARAYANA B	Assistant Manager	VIZIANAGARA M	Assist Branch Manager in Branch functions
398	968	SATYA SAILAJA M	Assistant Manager	VIZIANAGARA M	Assist Branch Manager in Branch functions
399	303	JOSEPH K	Junior Officer	VIZIANAGARA M	Assist Branch Manager in Branch functions
400	1005	VIJAYA LAKSHMI M	Attender	VIZIANAGARA M	Attender duties
401	914	HARIBABU K	Senior Manager	SRIKAKULAM BRANCH	Branch Manager
402	595	SESHAGIRI RAO B	Deputy Manager	SRIKAKULAM	Assist Branch Manager in Branch functions
403	799	APPALA RAJU B	Deputy Manager	SRIKAKULAM	Assist Branch Manager in Branch functions
404	815	KRISHNA RAO TV	Assistant Manager	SRIKAKULAM	Assist Branch Manager in Branch functions
405	644	NARAYANA RAO RNL	Assistant Manager	SRIKAKULAM	Assist Branch Manager in Branch functions
406	966	SRI PRAVEEN V	Assistant Manager	SRIKAKULAM	Assist Branch Manager in Branch functions
407	992	KIRAN KUMAR S.N.S	Assistant Manager	SRIKAKULAM	Assist Branch Manager in Branch functions
408	939	VIJAY S	Junior Officer	SRIKAKULAM	Assist Branch Manager in Branch functions
409	771	NARASIMHA RAO D	Junior Officer	SRIKAKULAM	Assist Branch Manager in Branch functions
410	577	APPA RAO S	Attender(On Driving Duties)	SRIKAKULAM	Attender duties
411	254	CHINNI KRISHNA MURTY M	Deputy Manager	TIRUPATI-AUDIT	Audit work
412	611	KRISHNAIAH B	Manager	TIRUPATI BRANCH	Branch Manager
413	348	CHELLAPPA REDDI P	Manager	TIRUPATI	Assist Branch Manager in Branch functions
414	797	VENKATA RAO AS	Deputy Manager	TIRUPATI	Assist Branch Manager in Branch functions
415	882	SRINIVASA RAO D	Deputy Manager	TIRUPATI	Assist Branch Manager in Branch functions
416	529	RAVI KUMAR V	Deputy Manager	TIRUPATI	Assist Branch Manager in Branch functions
417	562	VISWANATHAM K	Deputy Manager	TIRUPATI	Assist Branch Manager in Branch functions
418	885	AMBRU NAIK B	Deputy	TIRUPATI	Assist Branch Manager

			Manager		in Branch functions
419	365	SRINIVASULU REDDY S	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch functions
420	523	RAMA KRISHNA REDDY B	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch functions
421	581	SUBRAHAMANYAM C	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch functions
422	821	SREE DEVI MK	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch functions
423	716	RAJASEKHARA REDDY T	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch functions
424	983	MURALI KRISHNA BORRA	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch functions
425	986	JHANSI K	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch functions
426	776	SURESH BABU K	Junior Officer	TIRUPATI	Assist Branch Manager in Branch functions
427	943	RAVINDRA NAIK K	Junior Officer	TIRUPATI	Assist Branch Manager in Branch functions
428	767	RAMAIAH P	Attender	TIRUPATI	Attender duties
429	749	SRINIVASULA REDDY D	Attender	TIRUPATI	Attender duties
430	859	ASHOK NANDA M	Manager	ANANTAPUR BRANCH	Branch Manager
431	561	ADINARAYNA K	Deputy Manager	ANANTAPUR	Assist Branch Manager in Branch functions
432	478	RAMA CHANDRA CHAR M	Assistant Manager	ANANTAPUR	Assist Branch Manager in Branch functions
433	332	KONDANNA A	Assistant Manager	ANANTAPUR	Assist Branch Manager in Branch functions
434	964	PRAVEEN M	Assistant Manager	ANANTAPUR	Assist Branch Manager in Branch functions
435	971	MADHU KIRAN C	Assistant Manager	ANANTAPUR	Assist Branch Manager in Branch functions
436	989	GOVINDA RAO I	Assistant Manager	ANANTAPUR	Assist Branch Manager in Branch functions
437	840	RUDRAIAH U M	Junior Officer	ANANTAPUR	Assist Branch Manager in Branch functions
438	732	NAGABUSHANAM V	Junior Officer	ANANTAPUR	Assist Branch Manager in Branch functions
439	442	MOHAN BABU M	Jamedar(O n Driving Duties)	ANANTAPUR	Attender duties
440	519	PHANEENDRA NATH S	Attender	ANANTAPUR	Attender duties
441	860	RAJAMMA K	Attender	ANANTAPUR	Attender duties

442	459	RAMA KRISHNA REDDY P	Senior Manager	KADAPA BRANCH	Branch Manager
443	347	SESHA CHALAM P	Manager	KADAPA	Assist Branch Manager in Branch functions
444	228	KAMESWARA RAO KL	Deputy Manager	KADAPA	Assist Branch Manager in Branch functions
445	505	RAMA KRISHNA REDDY M	Deputy Manager	KADAPA	Assist Branch Manager in Branch functions
446	857	VENKATA SUBBAIAH N	Assistant Manager	KADAPA	Assist Branch Manager in Branch functions
447	861	GOPAL G	Assistant Manager	KADAPA	Assist Branch Manager in Branch functions
448	977	NARASIMHA REDDY V	Assistant Manager	KADAPA	Assist Branch Manager in Branch functions
449	997	MURALI KRISHNA BOYINA	Assistant Manager	KADAPA	Assist Branch Manager in Branch functions
450	858	SESHAGIRI RAO K	Junior Officer	KADAPA	Assist Branch Manager in Branch functions
451	559	VENKATARAMANA V	Junior Officer	KADAPA	Assist Branch Manager in Branch functions
452	811	KASIM SAHEB	Attender	KADAPA	Attender duties
453	349	TIRUPAIAH S	Senior Manager	NELLORE BRANCH	Branch Manager
454	391	SK ABDUL GAFFOOR	Manager	NELLORE	Assist Branch Manager in Branch functions
455	323	PRABHAKAR M	Deputy Manager	NELLORE	Assist Branch Manager in Branch functions
456	345	KAMESWARA RAO VY	Deputy Manager	NELLORE	Assist Branch Manager in Branch functions
457	449	VENKATESHAM V	Deputy Manager	NELLORE	Assist Branch Manager in Branch functions
458	959	MAHESH MV	Assistant Manager	NELLORE	Assist Branch Manager in Branch functions
459	930	SRINIVASA RAO S	Assistant Manager	NELLORE	Assist Branch Manager in Branch functions
460	990	NAGA SEKHAR CH	Assistant Manager	NELLORE	Assist Branch Manager in Branch functions
461	974	USHA VANI CH	Assistant Manager	NELLORE	Assist Branch Manager in Branch functions
462	933	SRIDHAR BR	Junior Officer	NELLORE	Assist Branch Manager in Branch functions
463	526	KRISHNAIAH S	Attender(O n Driving Duties)	NELLORE	Attender duties
464	785	OBUL REDDY P	Attender	NELLORE	Attender duties
465	621	VIDYA SAGAR M	Manager	KURNOOL BRANCH	Branch Manager

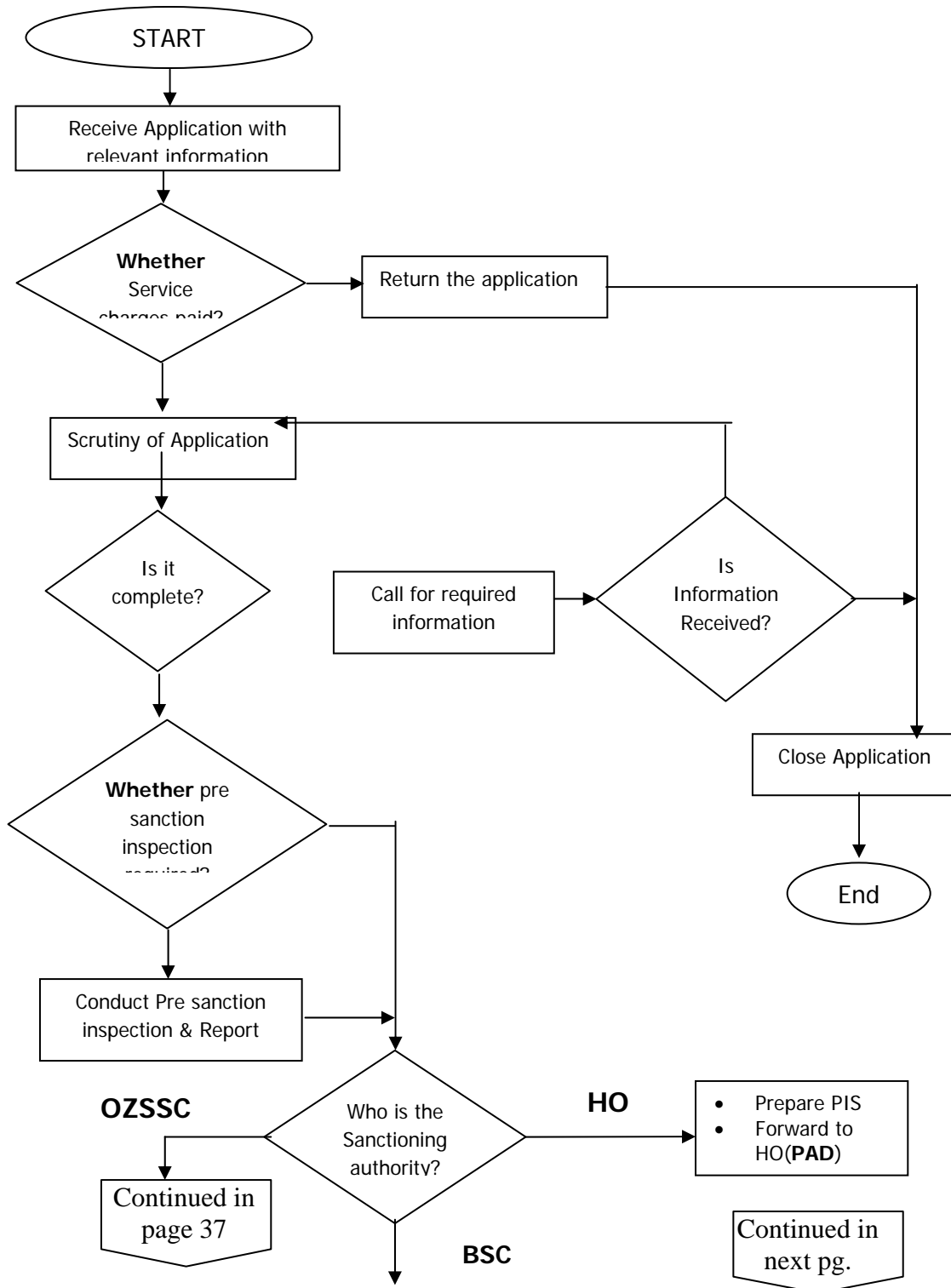
466	141	LAKSHMI PRASAD C	Manager	KURNOOL	Assist Branch Manager in Branch functions
467	330	SUNKAIAH GUPTA K	Deputy Manager	KURNOOL	Assist Branch Manager in Branch functions
468	502	GANESH P	Assistant Manager	KURNOOL	Assist Branch Manager in Branch functions
469	793	RAVINDRUDU N	Assistant Manager	KURNOOL	Assist Branch Manager in Branch functions
470	962	ARUNA P	Assistant Manager	KURNOOL	Assist Branch Manager in Branch functions
471	984	BHAVANA RUSHI CHIKKA	Assistant Manager	KURNOOL	Assist Branch Manager in Branch functions
472	994	SRINIVASA RAO G	Assistant Manager	KURNOOL	Assist Branch Manager in Branch functions
473	987	USHA R	Assistant Manager	KURNOOL	Assist Branch Manager in Branch functions
474	1001	MD MUKHTAR HUSSAIN	Assistant Manager	KURNOOL	Assist Branch Manager in Branch functions
475	794	BAZAR KC	Attender	KURNOOL	Attender duties
476	695	SRINIVASA MANI S	Manager	ONGOLE BRANCH	Branch Manager
477	479	MOHAN RAO G	Deputy Manager	ONGOLE	Assist Branch Manager in Branch functions
478	979	ARUNA KUMAR O	Deputy Manager	ONGOLE	Assist Branch Manager in Branch functions
479	528	SATYANARAYANA NL	Assistant Manager	ONGOLE	Assist Branch Manager in Branch functions
480	713	NAGESWARA RAO P	Assistant Manager	ONGOLE	Assist Branch Manager in Branch functions
481	853	SIVA RAO P	Assistant Manager	ONGOLE	Assist Branch Manager in Branch functions
482	854	PRAKASH M	Assistant Manager	ONGOLE	Assist Branch Manager in Branch functions
483	960	RAVI KUMAR G	Assistant Manager	ONGOLE	Assist Branch Manager in Branch functions
484	727	SAMBAIAH CH	Attender	ONGOLE	Attender duties

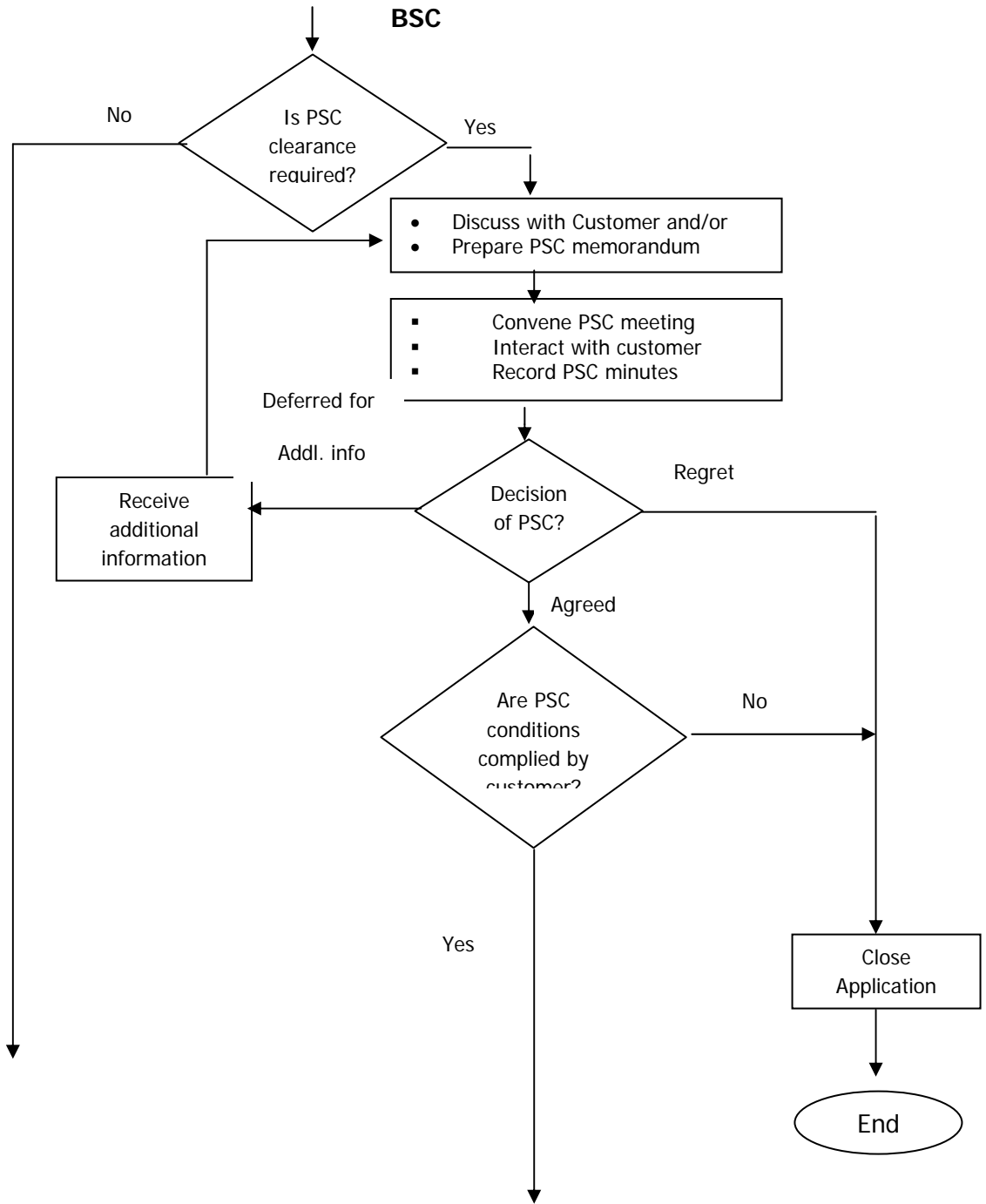
CHAPTER 4

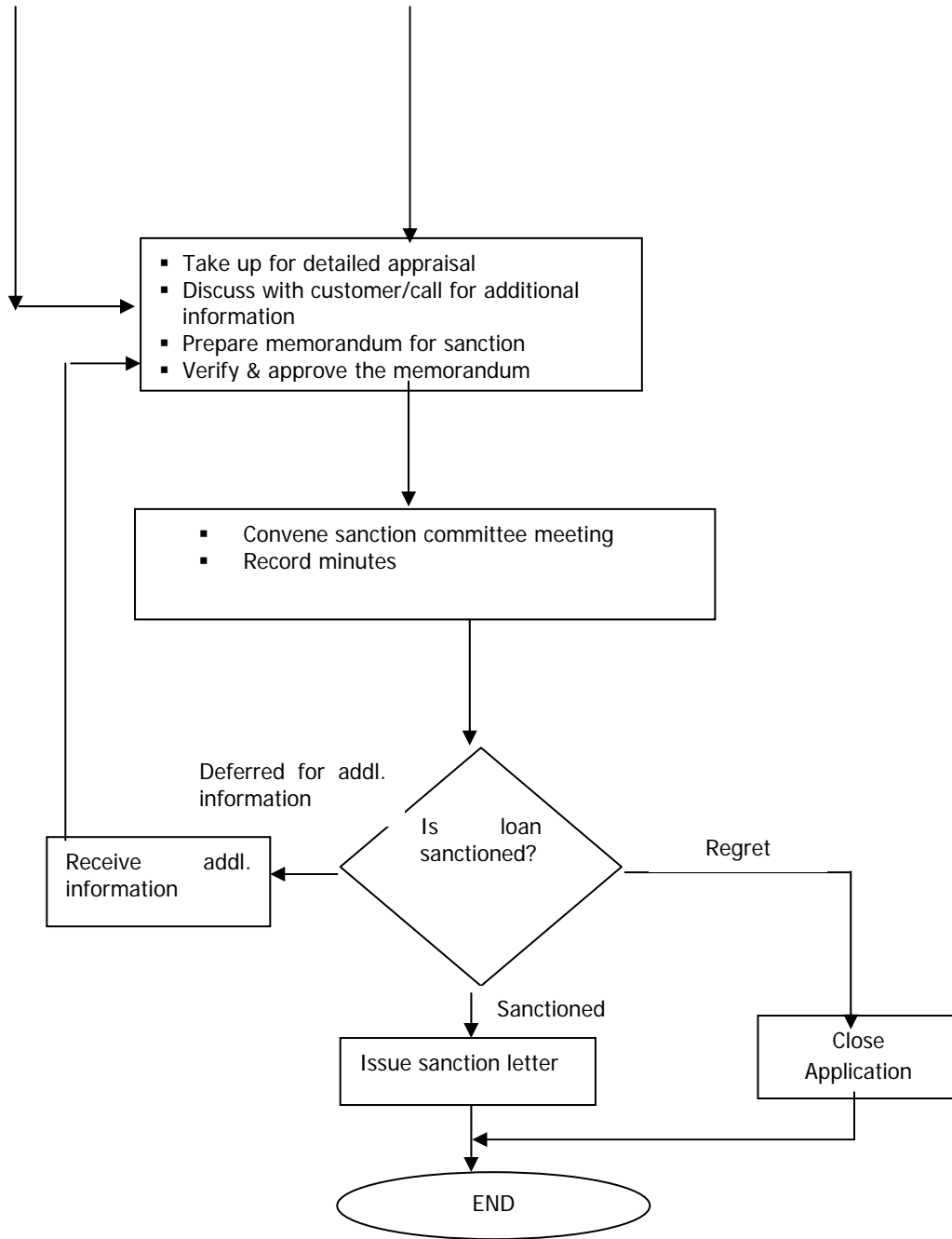
Procedure followed in decision making

The Procedure followed in the decision making process including the channels of supervision and accountability are given at 4.1 to 4.3

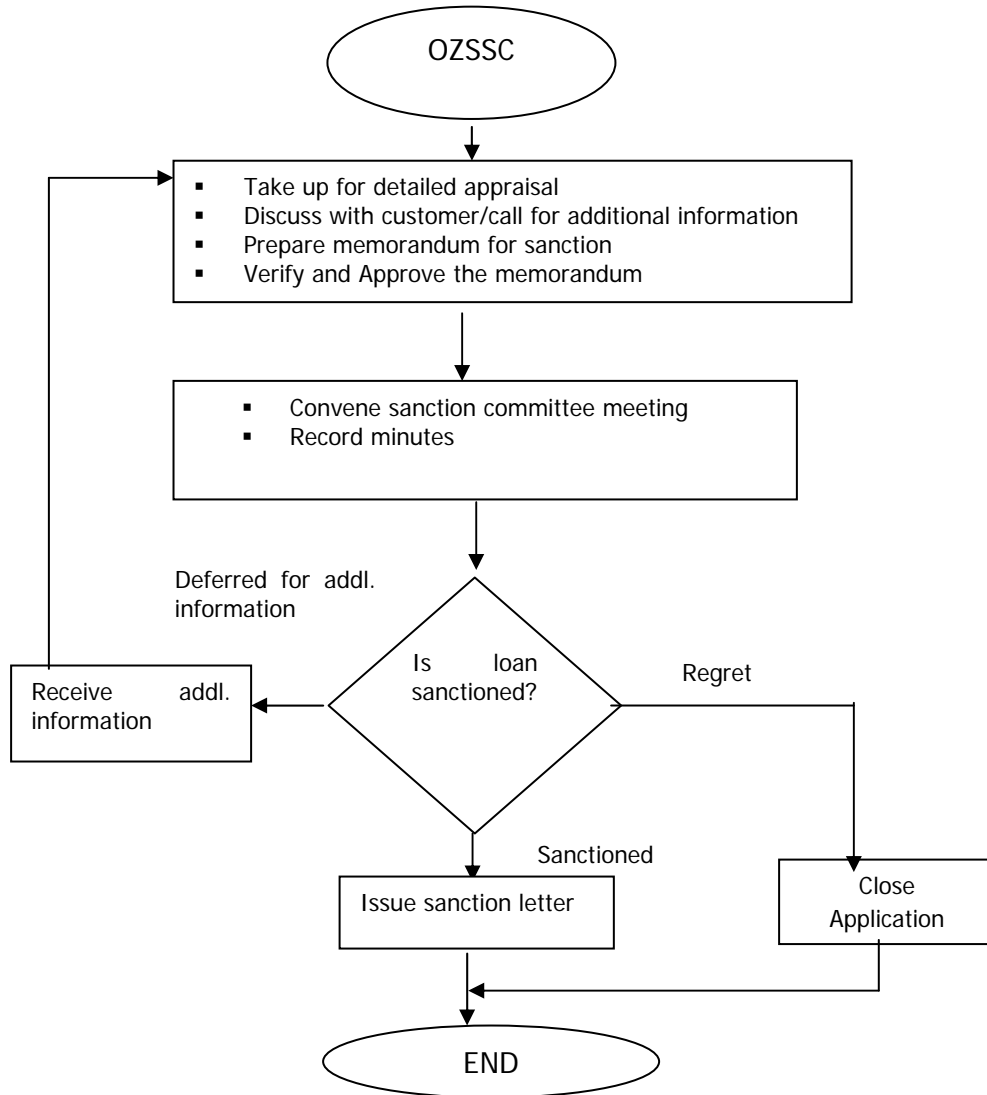
4.1 PROCESS FLOW CHART – PROCESS FOR SANCTION OF TERM LOANS

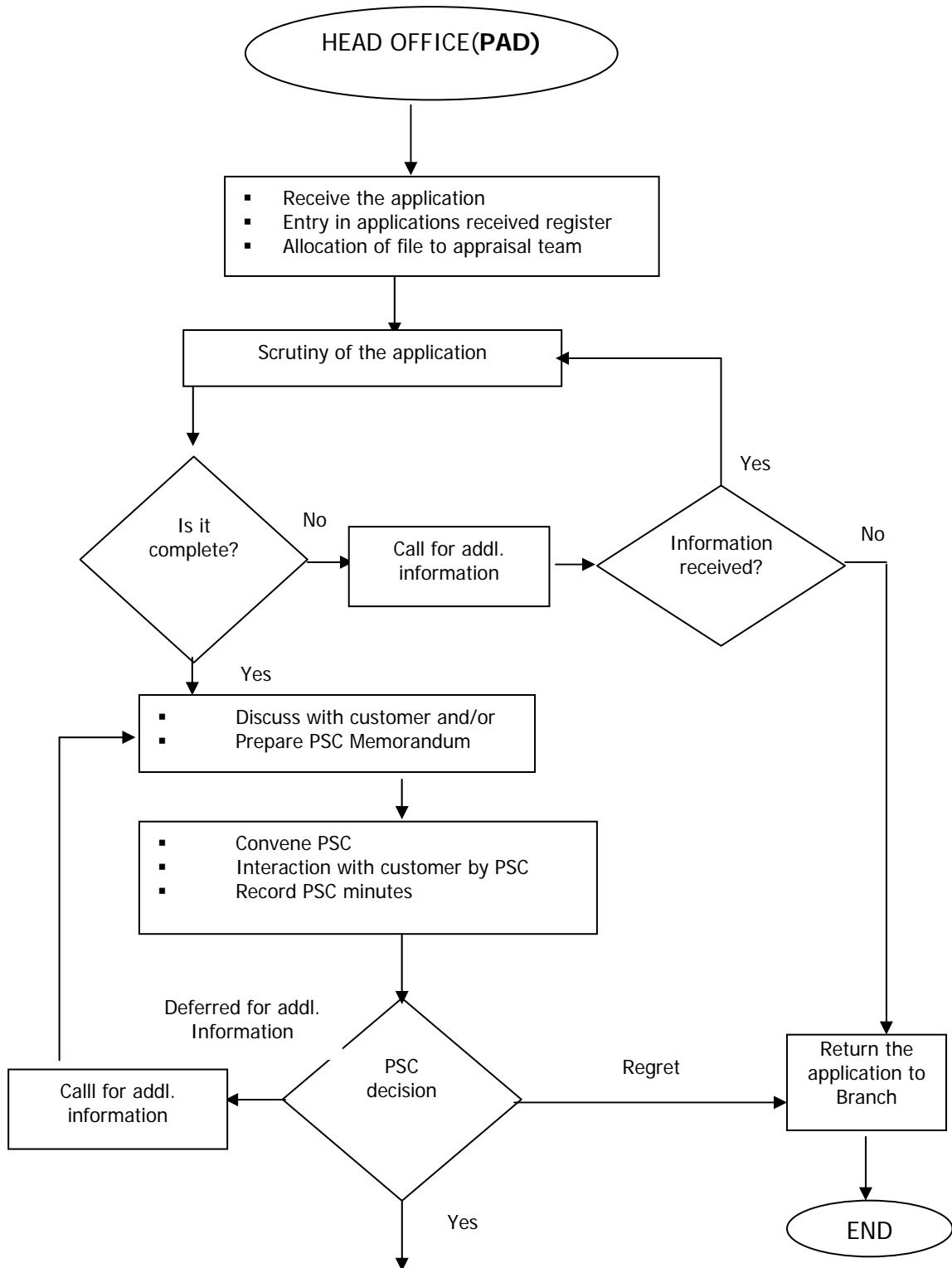


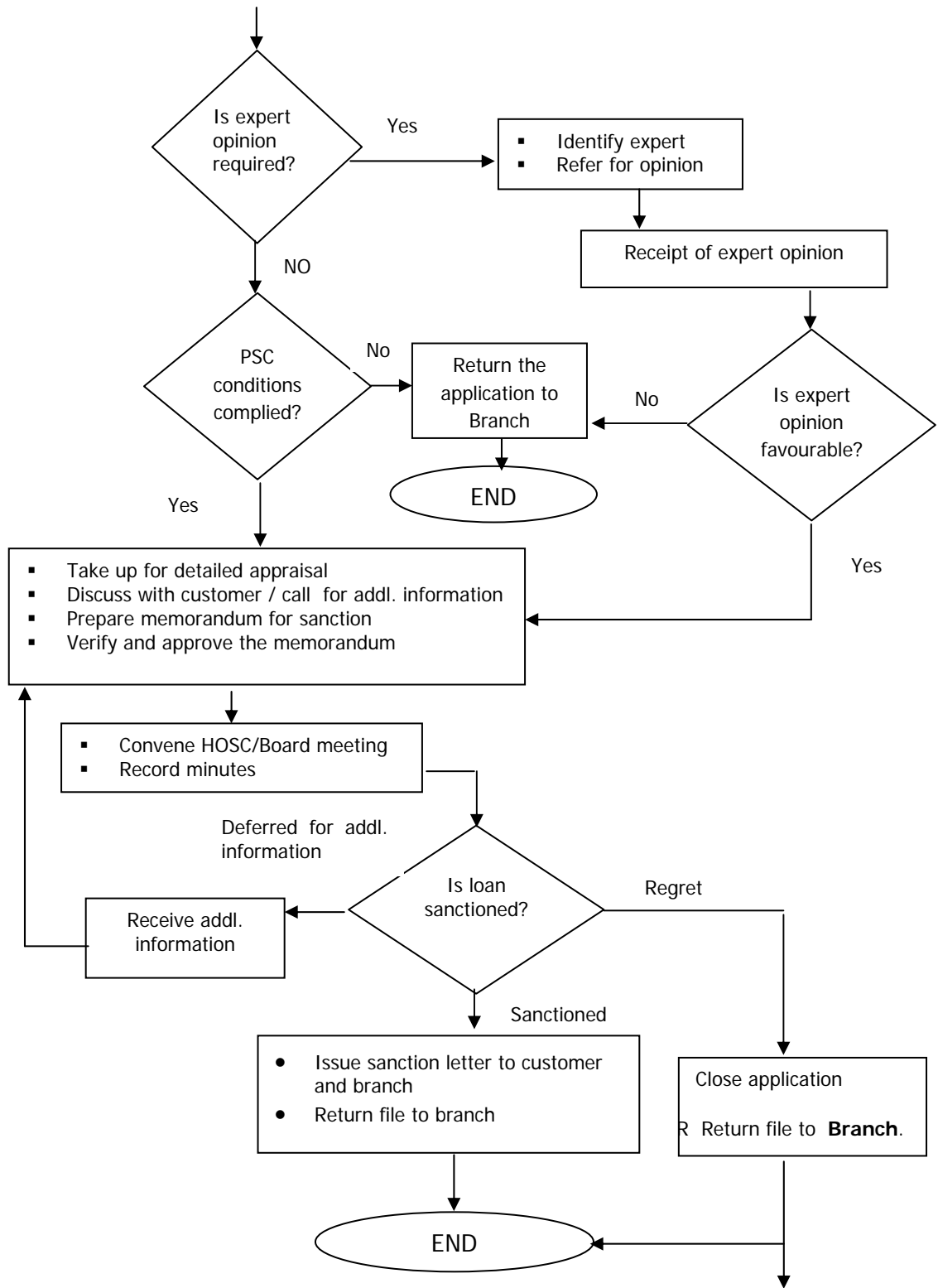




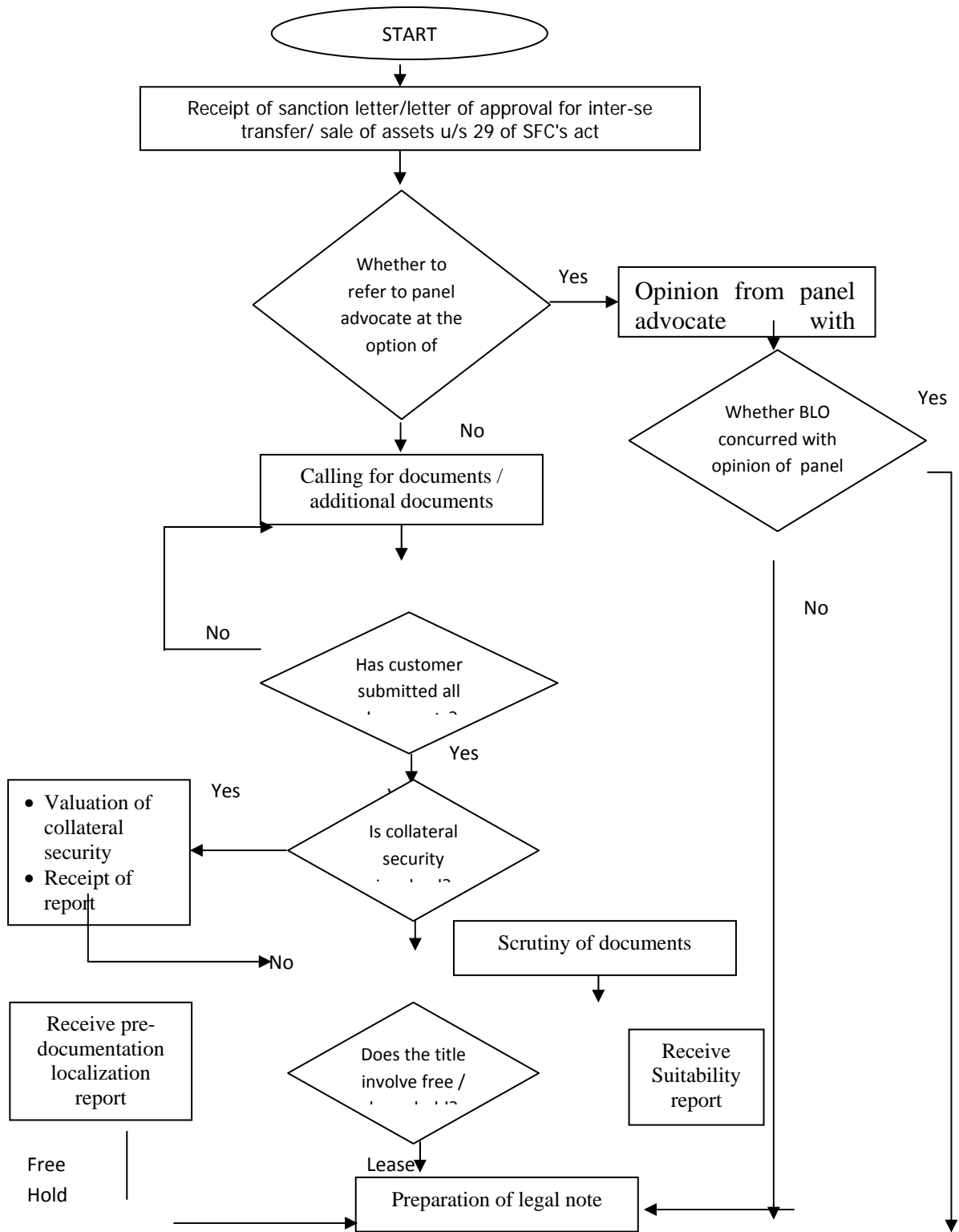
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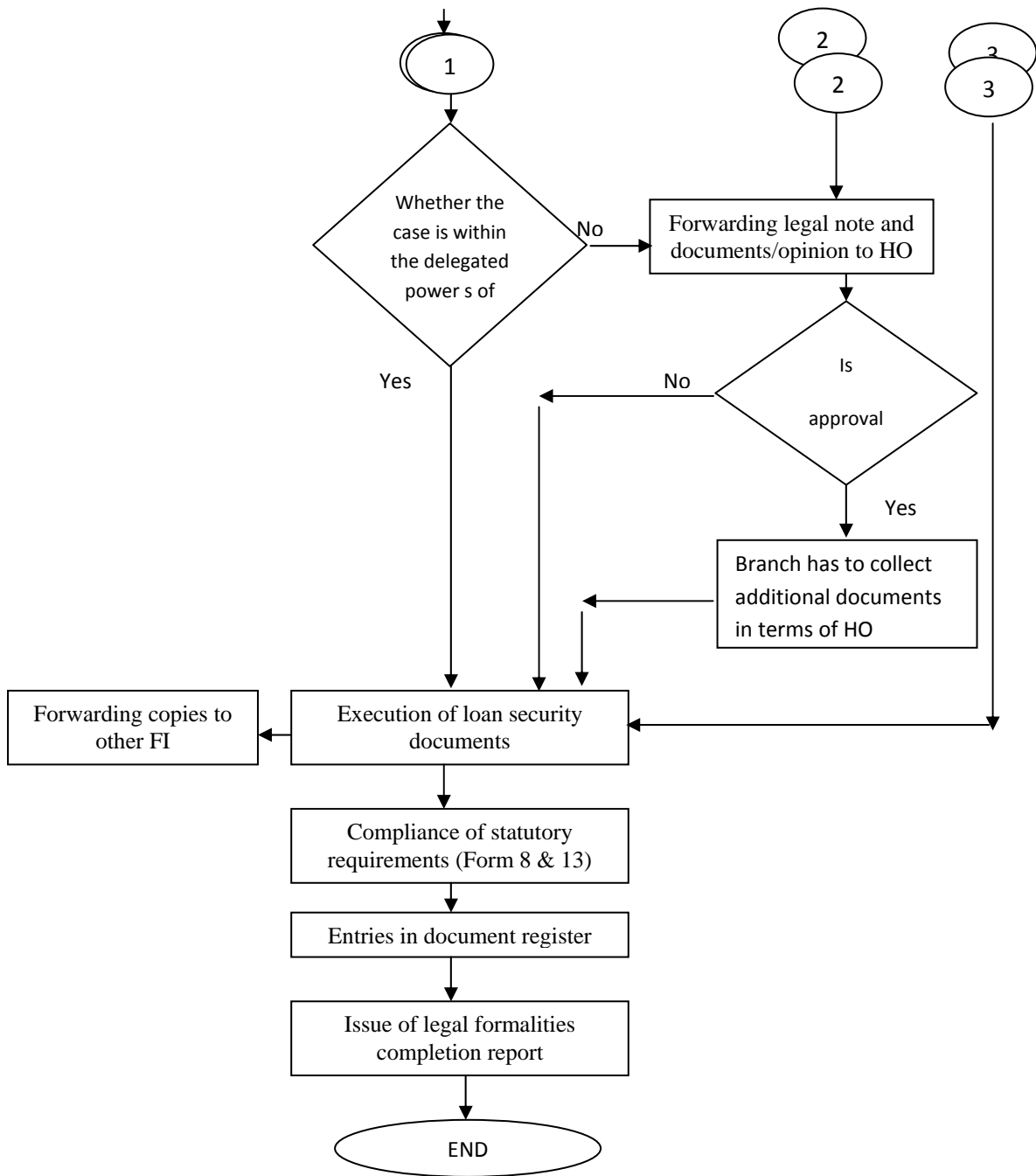




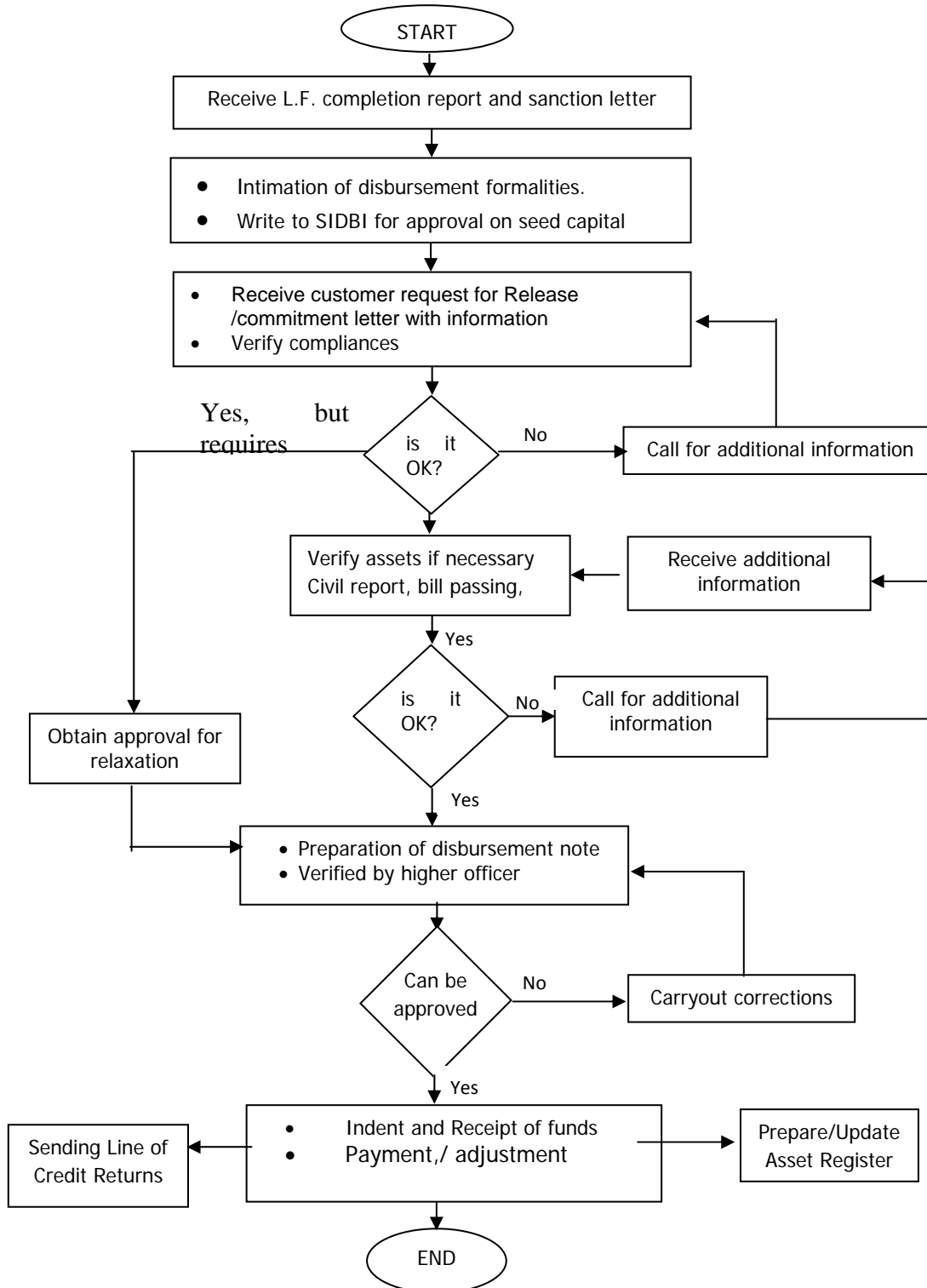


4.2 PROCESS FLOW CHART – COMPLETION OF LEGAL FORMALITIES





4.3 PROCESS FLOW CHART – DISBURSEMENTS



CHAPTER 5

Norms set for the Discharge of Functions

DETAILS OF SANCTION POWERS

The Delegation of Powers regarding Sanctions are as under:

Sanctioning Authority	Delegation
Branch Sanction Committee [BSC]	Up to Rs.30.00 lakhs
Operational Zonal Screening-cum-Sanction Committee [OZSSC]	Above Rs.30.00 lakhs and up to Rs.60.00 lakhs.
Head Office Sanction Committee [HOSC]	Above Rs.60.00 lakhs and up to Rs.300.00 lakhs for term loans.
	Above Rs.60.00 lakhs and up to Rs.300.00 lakhs for Medium Term Loans.
	Above Rs.60.00 lakhs and up to Rs.500.00 lakhs for term loans under GES / SES / SSES.
Executive Committee [EC]	Above Rs.300.00 lakhs and up to Rs.500.00 lakhs for term loan.
	Above Rs.300.00 lakhs and up to Rs.500.00 lakhs for Medium Term Loans.
	Above Rs.500.00 lakhs and up to Rs.800.00 lakhs for term loans under GES/SES/SSES.
Board	Above Rs.500.00 lakhs for term loans.
	Above Rs.500.00 lakhs for Medium Term Loans.
	Above Rs.800.00 lakhs for term loans under GES/SES/SSES.

DELEGATION OF POWERS ON HRD MATTERS

SECTION -1 :: ADMINISTRATIVE MATTERS

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
1	Sanction/creation of any posts	Board	Periodical review of cadre strength and sanction of posts in different cadres
2	Appointment on compassionate grounds/compensation	Board	Approval of guidelines for compassionate appointments / compensation
		MD	Approval of compensation and appointment as per approved guidelines
3	Sanction of telephones both office and residence for all eligible Officers including Cell phones	MD	Approval of guidelines for providing telephones including approval of deviations, if any
		HOD of HRD	Allotment of telephones for HO, Branch Offices including residential telephones & cellular phones as per rules framed from time to time
4	Sanction & approval of advertising agencies and expenditure in respect of Development Campaigns of the Corporation / Recruitment and Publicity	MD	Approval of advertisement policy and expenditure thereon and approval of advertisement agencies
		HOD of DEV.	Approval for release of advertisement as per advertisement policy
		HOD of HRD	Approval for release of advertisement for recruitment as per approval of MD
		II Person of F&A	Payment as per approval
5	Write off of loans in respect of deceased employees	Board	Approval of deviations, if any
		MD	Write off and waiver of loans and advances as per guidelines approved by the Board
6	Declaration of Holidays	MD	Declaration of Holidays as per Government notifications
7	Staff Training Programmes	MD	Sanction and approval of Training Plan and expenditure thereon
		HOD of Training	Approval of Training Programmes within the approved plan and budgetary provision
		II Person of F&A	Payment of Staff training expenses for employees working at HO as per approval

		BMs	Payment of Staff training expenses for employees working at Branches as per approval
8	Professional / Consultancy fees	MD	Sanction and approval of Professional / Consultancy fees and expenditure thereon
		HOD of HRD	Approval for payment
		II Person of F&A	Payment as per approval of HOD of HRD
SECTION - 2 :: FINANCIAL MATTERS			
1	Approval of the Annual Expenditure Budget of the Corporation	Board	Sanction and financial approval of annual budgets for the Corporation
2	Allocation of the budget to the Branch Offices / HO Departments	MD	Sanction and financial approval of budgets including deviations, if any
3	Fixation of ceilings and payment of telephone bills	MD	Periodical review of ceiling limits on the Telephone Bills and approval of deviations beyond 20%
		HOD of HRD	Approval of deviations upto 20%
		II Person of F&A	Payments at HO within the ceiling limits of eligible officers
		BMs	Payment of bill of Branch Office within the ceiling limits
4	Sale Advertisement under Sec.29 of SFC's Act	MD	Sanction and approval of advertisement expenditure
		HOD of MRD / concerned Dept.	Approval for release within the budget as per the approval of Managing Director
		II Person of F&A	Payment as per approval
		BMs	Approval for Branch cases and payments for approved cases by concerned Operational Heads
5	Purchase of office equipment, furnitures and fixtures	Board	Financial approval for purchase proposals over and above \$ 10.00 lakhs at a time
		MD	Financial approval for purchase proposals within the budget for above \$ 1.00 lakh and upto \$ 10.00 lakh
		HOD of HRD	Approval upto \$ 1.00 lakh on the recommendation

			of concerned HOD/BM
		II Person of HRD	Approval for purchase upto \$ 10,000/- at H.O.
		II Person of F&A	Payment as per approval
6	Purchase of Computers and replacement of spare parts	Board	Financial approval for purchase proposals over and above \$ 10.00 lakhs at a time
		MD	Financial approval for purchase proposals within the budget for above \$ 1.00 lakh and upto \$ 10.00 lakh
		HOD of CSD	Approval upto \$ 1.00 lakh on the recommendation of concerned HOD/BM
		II Person of F&A	Payment as per approval

7	Annual maintenance contract for office equipment / furniture	Board	Financial approval for annual maintenance contract above \$ 5.00 lakhs per contract
		MD	Financial approval for annual maintenance contract up to \$ 5.00 lakhs per contract
		HOD of HRD	Approval for payment from \$ 20,000/- and upto \$ 1.00 lakh at a time on the recommendation of II person of HRD within the approved budget
		II Person of HRD	Approval for payment upto \$ 20,000/- within the approved budget
		II Person of F&A	Payment as per approval
8	Annual maintenance contract for Computers	Board	Financial approval for annual maintenance contract above \$ 5.00 lakhs per contract
		MD	Financial approval for annual maintenance contract above \$ 1.00 lakh and upto \$ 5.00 Lakhs per contract
		HOD of CSD	Approval for payment from \$ 20,000/- and upto \$ 1.00 lakh at a time on the recommendation of II person of CSD within the approved budget

		II Person of CSD	Approval upto \$ 20,000/- at a time within the approved budget
		II Person of F&A	Payment as per approval
9	Annual maintenance contract for Lifts, DG sets, Air conditioners	Board	Financial approval for annual maintenance contract above \$ 3.00 lakhs per contract subject to standard maintenance for equipment
		MD	Financial approval for annual maintenance contract above \$ 1.00 lakh and upto \$ 3.00 lakhs per contract subject to standard maintenance for equipment
		HOD of ID Cell	Above \$ 20,000/- and upto \$ 1.00 lakhs per contract
		II Person of ID Cell	Upto \$ 20,000 at a time for maintenance contracts of lifts, DG sets, air conditioners etc. including renewal of maintenance contracts
		II Person of F&A	Payment as per approval
10	Maintenance and repairs to office equipment and furniture	Board	Financial approval for expenses above \$ 5.00 lakhs at a time
		MD	Financial approval of expenses above \$ 1.00 lakh at a time and upto \$ 5.00 lakhs
		HOD of HRD	Sanction of expenses above \$ 20,000/- and upto \$ 1.00 lakh at a time on the recommendations of concerned HOD/BM
		II Person of HRD	Sanction of expenditure upto \$ 20,000/- on the recommendation of concerned HOD
		BMs	Upto \$ 5,000/- in respect of Branch
		II Person of F&A	Payment as per approval at Head Office
11	Sanction of rent for private buildings taken	MD	Sanction and approval of rent for private buildings taken on lease for Br / Sub Offices

	for accommodation of Branch / Sub Offices	HOD of ID Cell	Renewal of lease agreement of office buildings wherever escalation clause in the approved lease agreement is not existing
		BMs	Renewal of lease agreement for office building as per the rental escalation clause in the approved lease agreement
12	Expenditure in connection with the meetings of Board or any other specific occasion / official meetings like entrepreneurs meetings including lunch / dinner	Board	Sanction and financial approval of above \$ 5.00 lakhs on each occasion
		MD	Sanction and financial approval of above \$1.00 lakh on each occasion and upto \$5.00 lakhs
		HOD of HRD	Approval for payment from \$ 10,000/- to \$1.00 lakh on each occasion within the budget
		II Person of HRD	Approval of expenditure upto \$ 10,000/- on each occasion within the budget
		BMs	Approval and payment of expenditure upto \$ 5,000/- on each occasion within the budget
		II Person of F&A	Payment as per approval
13	Refreshments and entertainment to Staff and others	HOD of HRD	Approval of expenditure incurred over and above limits prescribed per month Approval of payment upto \$ 2,000/- p.m. to ED/CGM's Peshi.
		II Person of HRD	Approval of payment upto \$ 2,000/- p.m.
		HODs of Projects	Approval of payment upto \$ 5,000/- p.m.
		HOD of other Depts at HO	Approval of payment upto \$ 2,000/- p.m.
		II Person of F&A	Approval of payment upto \$ 3,000/- P.M. Payment as per approval.
		BMs	Approval and payment of \$ 2,000/- p.m. including coffee / tea to branch staff.
14	Renewal of Group Gratuity Fund and payment of annual premium	HOD of HRD	Approval for renewal of Group Gratuity fund
		II Person of F&A	Payment as per approval

15	Overtime allowance	MD	Review of OT rates and periodical revision and approval of deviations, if any
		II Person of HRD	Payment of OT for the employees working at HO as per rules within the budget
		II Person of F&A	Payment as per approval for employees at HO as per rules and within the budget
		BMs	Payment for employees at Branch offices as per rules within the budgetary provision
16	Passing of Petty Cash Vouchers	II Person of concerned Dept.	Approval upto \$ 200/- per voucher
		II Person of F&A	Payment as per approval
		BMs	Approval and Payment
17	Maintenance of Petty Cash advance	HOD of F&A	Approval of expenditure incurred over and above limits prescribed per month.
		II Person of F&A	Approval for advance \$10,000/- p.m.
			Payments as per approval
BMs	Approval for advance of \$5,000/- p.m.		
18	Uniforms to Sub Staff	HOD of HRD	Fixation of ceiling limits and deviations, if any
		II Person of F&A	Payments at HO within the ceiling limits as per rules
		BMs	Sanction and payment for staff within the ceiling limits as per rules
19	Provision of Coffee / Tea to the Staff	HOD of HRD	Periodical revision of rates and approval of deviations
			Approval of payment within the budgetary limits
		II Person of F&A	Payment to all employees at HO as per rules
		BMs	Payment to Branch staff as per rules
20	Club Membership fees	MD/ED/CGM	Monthly subscription amount to two clubs at Hyderabad
		GM / DGM	Monthly subscription amount to one club at Hyderabad

		II Person of F&A	Payment pertaining to HO as per rules and approvals
		BMs	Monthly subscription amount to Rotary/Lions club at same place.
21	Fuel expenditure for office vehicles	MD	Sanction and approval of deviations beyond 25% of ceiling limits
		HOD of HRD	Sanction and approval of deviations upto 25% of ceiling limits
		II Person of F&A	Payment as per approval
22	Payment of property tax	II Person of F&A	Payment on the recommendation of Infrastructure Development Cell, H.O.
		BMs	Payment as recommended by Branch Civil Engineer / Branch Engineer
23	Group Personal Accidental Policy and Group Medical Policy	MD	Periodical review of coverage of personal accident policy of employees
		HOD of HRD	Approval for renewal of policy and payment of premium
		II Person of F&A	Payment of premium relating to all the employees of Corporation
24	Electricity & Water Bills	MD	Approval of deviations beyond 25% of budgeted expenses
		HOD of ID Cell	Approval of deviations upto 25% of the budgeted expenses
	Insurance, Postage, Telegrams and CUG bills	HOD of HRD	Approval of deviations upto 25% of the budgeted expenses
		II Person of F&A	Payment as per rules and approvals
		BMs	Payment of branch offices
25	Directors sitting fee, TA for Board meetings	MD	Approval of deviations, if any
		II Person of F&A	Payment for all Directors as recommended by II person of Board Secretariat
26	Other expenditure to	MD	Approval of expenditure as per provisions

	Directors, if any	II Person of F&A	Payment as per approval
27	Appointment of Legal Counsel and sanction of Retainers fee	MD	Approval of appointment of legal counsels and sanction of retainer fee
		II Person of F&A	Payment as per approval
		BMs	Payment as per rules
28	Payment of legal charges for opinion & other services within budgetary provision	MD	Approval of payments of above \$ 10,000/- and upto \$ 1.00 lakh per case
		HOD of Legal Dept.	Approval of payments upto \$ 10,000/- per case
		II Person of F&A	Payment as per approval
29	Payment of fee and incidental expenses to Auditors and tax consultants within the budget	Board	Sanction and financial approval of fee
		MD	Approval of deviations, if any
		HOD of F&A	Approval of payments as per sanction
		II Person of F&A	Payment as per approval and rules
30	Printing & Stationery other than computer stationery and Photostat within budget	MD	Approval of payments above \$ 1.00 lakh for each bill
		HOD of HRD	Approval for payment of above \$ 10,000/- for each bill and upto \$ 1.00 lakh
		II Person of HRD	Approval for payment upto \$ 10,000/- for each bill
		II Person of F&A	Payment as per approval
		BMs	Approval for payment upto \$ 3,000/- for each bill
31	News Papers, Books and periodicals	MD	Approval of deviations, if any
		HOD of HRD	Sanction for supply of News papers, Periodicals to HO Officers / HO Depts.
			Supply of two newspapers either at residence or at office to the cadres of ED/CGM/GM
BMs	Sanction of newspapers to their respective Branches (Newspapers of English and Telugu daily-		

			one each)
		II Person of F&A	Payment as per approval at HO
		BMs	Payment at Branch Offices
32	Purchase of Vehicles and replacement of spare parts	Board	Financial approval for purchase proposals over and above \$ 5.00 lakhs at a time
		MD	Financial approval for purchase of vehicles upto \$ 5.00 lakhs
		II Person of F&A	Payment as per approval
33	Maintenance of office vehicles	MD	Approval of expenditure above \$ 50,000/- per vehicle at a time
		HOD of HRD	Approval of expenditure exceeding \$ 10,000/- per vehicle at a time and upto \$ 50,000/- within the budget
		II Person of HRD	Approval of expenditure upto \$ 10,000/- per vehicle at a time and payment as per approval within the budget
		II Person of F&A	Payment as per approval
34	Hiring of private cars for office use as per budget and entitlement	MD	Approval of deviations, if any
		HOD of HRD	Approval, periodical review and fixing of car hire charges, fuel and maintenance charges for Branch hire cars as per budget
		II Person of F&A	Payment as per approval at Head Office
		BMs	Payment as per approval at Branches
35	Fuel for Generator and maintenance as per budget	MD	Approval for deviations, if any and all approvals of expenditure above \$ 1.00 lakh
		HOD of HRD	Approval of expenditure and payments up to \$ 1.00 lakh within the budget
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval

36	Computer Stationery and consumables	MD	Approval for the recommendations of the Committee for purchases above \$ 3.00 lakhs
		HOD of CSD	Approval of expenditure on purchases as per recommendation of committee constituted, if any within the ceiling limit of \$ 3.00 lakhs at a time
		II Person of F&A	Payment as per approval
37	Major Civil works of Capital Nature:		
	a) New construction of building for the Corporation	Board	Works and financial approval of civil works above \$ 10.00 lakhs of capital nature
		MD	Approval of civil works below \$ 10.00 lakhs per work within overall budget
		HOD of ID Cell	Approval of payments of below \$ 1.00 lakh at a time within budget relating to adhoc / final bills
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval
	b) Minor Civil works	Board	Approval for minor civil works above \$ 5.00 lakhs
		MD	Approval for minor civil works above \$ 1.00 lakh and up to \$ 5.00 lakhs
		HOD of ID Cell	Approval of minor civil works above \$ 10,000/- and up to \$ 1.00 lakh
		II Person of ID Cell	Approval of works upto \$ 10,000/-
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval

38 **Building repairs & Maintenance**

	a) Head Office buildings	Board	Sanction and approval of works of above \$ 5.00 lakhs at a time
		MD	Sanction and approval of works of above \$ 1.00 lakh and upto \$ 5.00 lakhs at a time
		HOD of ID Cell	Approval of works and payments above \$ 10,000/- and upto \$ 1.00 lakh at a time within budget
		II Person of ID Cell	Approval of works and payments upto \$ 10,000/- at a time within budget
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval
	b) Branch Office (Own buildings)	MD	Sanction and approval of action plan and approval of expenditure above \$ 1.00 lakh
		HOD of ID Cell	Approval of expenditure above \$ 10,000/- on each occasion and upto \$ 1.00 lakh within budgetary provision
		II Person of ID Cell	Approval of expenditure above \$ 5,000/- on each occasion and upto \$ 10,000/- within budgetary provision
		II Person of F&A	Payment as per approval
		BMs	Approval of expenditure upto \$ 5,000/- on each occasion within budgetary provision
39	Office maintenance, other than civil works as per budget	MD	Approval of expenditure above \$ 1.00 lakh at a time
		HOD of HRD	Approval of expenditure above \$ 10,000/- and upto \$ 1.00 lakh at a time within the budgetary provision
		II Person of HRD	Approval of expenditure upto \$ 10,000/- at a time within the budgetary provision
		II Person of F&A	Payment as per approval
		BMs	Approval of expenditure upto \$ 5,000/- at a time within the budgetary provision. Payment as per

			approval
40	Miscellaneous expenditure like labour charges, packing charges, binding charges	MD	Approval of payments of above \$ 10,000/- at a time and upto \$ 1.00 lakh
		HOD of HRD	Sanction of expenditure above \$ 5,000/- and upto \$ 10000/- at a time
		II Person of HRD	Sanction of expenditure upto \$ 5,000/- at a time.
		II Person of F&A	Payment as per approval
41	Maintenance of Telephones	MD	Approval of deviations if any and payments above \$ 50,000/-
		HOD of HRD	Approval of payments above \$ 10,000/- and upto \$ 50,000/-
		II Person of HRD	Approval of payments upto \$ 10,000/-
		II Person of F&A	Payment as per approval
42	Matters handled by Executive Director	EXECUTIVE DIRECTOR	Wherever the matters are handled by Executive Director, the authorisation for approval of expenditure shall lie with Executive Director upto the limit of HOD of HRD Department.
SECTION - 3 :: PAY AND ALLOWANCES			
1	Revision of pay scales	BOARD	Sanction and financial approval
		HOD of HRD	Fixation of pay of all the employees and rectification of anomalies
2	Sanction of periodical increments	MD	ED/CGM/GM/HODs directly reporting to Managing Director
		HODs concerned	Branch Managers and employees working under their control.
		BMs	Employees working under their control including deputationists
3	Salary and other allowances to staff including contribution to Provident Fund / Super Annuation Fund	HOD of HRD	Approval of deviations, if any
		II Person of F&A	For all the employees working at Head Office
		BMs	For the employees working at Branch, Zonal

	/ Medical Benevolent Fund		Auditors including Branch Manager
4	Approval for taking the services of temporary Typists / Attenders and payment	MD	Approval for taking the services of temporary staff and payment above \$ 8,000/- p.m.
		HOD of HRD	Approval for taking the services of temporary staff and payment upto \$ 8,000/- per month
		II Person of F&A	Payment as per approval
		BMs	Payment for temporary staff working at Branches as per approval of HOD of HRD
5	Conveyance, Medical Reimbursement, Children Education allowance	II Person of F&A	For all the employees working at Head Office as per eligibility
		BMs	For all employees working at Branch Offices as per eligibility.
6	Sanction of medical advances under Group Medical Insurance Policy	MD	For all employees of the Corporation above \$ 2.00 Lakhs
		HOD of HRD	For all employees of the Corporation upto ceiling limit of \$ 2.00 Lakhs
		II Person of F&A	Payment as per approval
7	Special medical reimbursement for life savings operation / treatment on case to case basis after exhausting the admissible ceiling limit.	MD	Approval for reimbursement of medical expenses over and above the ceiling limit under Group Medical Insurance Scheme and further investigations / treatment for chronic diseases to a maximum extent upto Rs.1.00 lakh
		HOD of HRD	For all employees of the Corporation upto ceiling limit
		II Person of F&A	Payment as per approval
8	Leave salary and pension contribution for those on deputation in the Corporation	II Person of F&A	For all deputationists at Head Office
		BMs	For Deputationists at Branches
9	Sanction of Gratuity, leave salary encashment and retirement benefits to the employees	HOD of HRD	For all employees of the Corporation as per rules
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval

10	Group Medical Insurance Scheme	Board	Approval of the Scheme
		MD	Approval of deviations, if any
		HOD of HRD	Approval for Payment of Insurance Premia as per the MD's approval
		II Person of F&A	Payment of premium as per approval
11	Leave Salary Encashment	II Person of HRD	Approval for payment to all the employees at HO, Branch Managers and Zonal Auditors
		II Person of F&A	Payment as per approval
		BMs	Approval and payment to all employees working at Branches except BMs and Zonal Auditors
12	Additional charge arrangements and Payments	MD	For ED/CGM/GM/HODs directly reporting to MD
		HOD of HRD	Approval and Payment to Branch Managers and all employees working at Head Office on the recommendation of concerned Head of the Dept.
		II Person of F&A	Payment of Additional charge allowance for the employees working at Head Office
		BMs	Payment of additional charge allowance for the employees working at Branches
13	LTC, TTA, TA and Local conveyance including advances	MD	Deviations, if any, in respect of ED / CGM / GM / HODs directly reporting to MD
		HOD of HRD	Deviations in respect of all employees except ED/CGM/GM/HODs directly reporting to MD
		II Person of F&A	All employees working at HO
		BMs	All Employees working at Branches
14	Sanction of Festival advance / Marriage Loan / Cycle / Scooter loan	II Person of F&A	For the employees working at HO
		BMs	For the Employees working at Br.Offices.
15	Car Loans and	MD	Approval of deviations, if any

	Buildings Loans of Employees	HOD of F&A	Sanction of loans to all Corporation employees as per rules
		II Person of F&A	Issue of pay orders for the employees at HO as per approval
		BMs	Payments for employees at Branches as per approval
16	Periodical revision of conveyance reimbursement for payment of conveyance reimbursement along with salaries	II Person of F&A	For all employees working at Head Office
		BMs	For all employees working at Branch Offices.
SECTION - 4 :: PERSONNEL AND SERVICE MATTERS			
1	Sanction of Casual Leave, Ordinary Leave and Sick leave	MD	ED/CGM/GM/HODs directly reporting to MD
		HODs concerned	Branch Managers and employees working under their control at HO as per norms i.e. CLs for not more than 4 days, OL for not less than 5 days and Sick leave for not less than 10 days at a time
		II Person of HRD and F&A	Sanction of leave to employees working under their control at HO as per norms i.e. CLs for not more than 4 days, OL for not less than 5 days and Sick Leave for not less than 10 days at a time.
		HOD of HRD	Deviations, if any including sanction of Ordinary Leave and Sick leave for less than the required number of days as per rules
		II Person of HRD	Permission for late attendance on the recommendation of concerned HOD
		BMs	Employees working at Branch Offices as per rules i.e. CLs not more than 4 days, OL for not less than 5 days and Sick Leave for not less than 10 days at a time
2	Special Leave	MD	ED/CGM/GM/HODs directly reporting to MD
		HODs concerned	BMs and employees working under their control at HO and Branch including deviations, if any

3	Tour approvals	MD	Approvals of tour programmes of ED/CGM/ GM and HODs directly reporting to MD within the State
		MD	Approvals of tours outside the State for all employees, excluding employees in Border districts for a distance beyond 500 KMs
		HODs concerned	BMs and employees working under their control including outside State tours in case of employees in border districts upto a distance of 500 KMs
		BMs	Employees working at Branch Offices for within the State tours and outside the State tours in case of employees in border districts upto a distance of 500 KMs
<p>Note: <i>The outside State Tours to be approved by ED / CGM / GM concerned, Branch Manager in respect of employees in border districts shall be in connection with recovery, collateral security verification / court cases only.</i></p>			
4	Promotions	BOARD	Approval of recommendations of Departmental Promotion Committees constituted for the purpose
		MD	Approval for issue of promotion orders
		HOD of HRD	Issue of office orders as per the approval of MD
5	Confirmation services of	MD	All employees in the cadre of Manager & above and employees working in the Departments, which are directly reporting to Managing Director i.e., Vigilance and Internal Audit etc.,
		HOD of HRD	All employees upto the cadre of Deputy Manager on the recommendation of the concerned HODs
		II Person of HRD	Issue of confirmation orders
6	Transfers and Postings	MD	Transfers / Postings of all employees within the ambit of transfer policy / guidelines framed from time to time
		HOD of HRD	Transfers / Postings of all Sub-Staff

7	Sanction of Deputation		
	a) To the Corporation other than SDTs/ Tahsildars	Board	Approval on case to case basis
	b) From the Corporation on deputation	Board	Approval of guidelines for grant of lien/deputation
		MD	Approval as per guidelines
	c) SDTs / Tahsildars	BMs	As per the sanction of posts by MD
	d) Issue of Office Orders / Circulars	II Person of HRD	As per approval by competent authority
8	Permission for passport / VISA, issue of any certificates for obtaining loans from banks and other financial institutions etc.	HOD of HRD	For all employees of the Corporation
9	Permission for acquiring movable, immovable properties and noting of institutions for acquiring movable and immovable properties as per conduct rules	HOD of HRD	For all employees of the Corporation
10	Disciplinary action	Board	For all employees of the Corporation as per the recommendation of Managing Director
		MD	For all employees of the Corporation as per APSFC Staff Regulations, 1960
		HOD of HRD	Initiating proposals for taking disciplinary action on the recommendations of Internal Audit Department / Vigilance Department.
		II Person of HRD	Convening of Disciplinary Committee Meetings as and when necessary

SERVICE CENTRES:

The Corporation brings assistance to the door step of the entrepreneurs with a widespread network of 25 Branch Offices covering all the Districts in the State. All the applications for term loans / working capital term loans shall be submitted at the respective Branch Offices only.

GRIEVANCE AND REDRESSAL MECHANISM:

Entrepreneurs can approach the concerned Branch Manager for any problem and if not satisfied, can approach the concerned Chief / General Manager of the Corporation.

Further, they can also call on the Managing Director at the following address on any working day:

**MANAGING DIRECTOR
A.P.STATE FINANCIAL CORPORATION
5-9-194, CHIRAG ALI LANE
HYDERABAD – 500 001**

CHAPTER 6

Rules, Regulation, Instructions, Manual and Records for Discharging Functions.

The rules, regulations instructions, manuals and records used by employees for discharging functions are given at Annexure 6a & Annexure 6b in the Corporation's website.

CHAPTER 7

Categories of Documents held by the Public Authority under its control

1.PROJECTS DEPARTMENT

Sl No.	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	Loan files	Loan files	II person in the vertical of Projects Dept.	To process the proposal	As and when sent by Branches	Almirah	Not required	Return to Branch after sanction / Rejection
2	Sanction Memorandum	i)HOSC memorandum Approved by HOD	II person in the vertical of Projects Dept.	To place before HOSC for decision	On convening the meeting	Almirah	Not required	Return to branch along with loan file
		ii)EC Memorandum approved by MD	II person in the vertical of Projects Dept.	To place before EC	On convening the meeting	Almirah	Not required	Return to branch along with loan file
		iii)Board Memorandum approved by MD	II person in the vertical of Projects Dept.	To place before Board	On convening the meeting	Almirah	Not required	Return to branch along with loan file
		iv)PSC Minutes approved by MD	HOD Projects II	Circulate minutes after approval	Each time the PSC is conducted	Almirah	Not required	To destroy after 8 years
		v)HOSC Minutes approved by MD	HOD Projects I	Circulate minutes after approval	Each time the HOSC is conducted	Almirah	Not required	To destroy after 8 years

2. LEGAL DEPARTMENT

Sl.No.	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	Title approvals for HO sanctions	Register in ISO format containing the title deeds together with legal note received by HO from Branch and the date of approval with lead time	HOD (Legal)	To process verification of the title	As and when documents received	NIL	Not required	Return to Branch after processing of title verification
2	Court cases	Case record pertaining to High Court and Supreme Court cases	HOD (Legal)	To pursue the court cases filed by the corporation / against the corporation	As and when the court case is filed by the corporation or the borrower	Almirah	Not required	Return to Branch after disposal of the case.
3	LF for the loans sanctioned to the staff such as House Building Loans, Special Personal Loans, Marriage loans etc.	Loan security documents executed by the staff in respect of loans sanctioned.	HOD (Legal)	To process for completion of legal formalities	As and when the loan is sanctioned	Fire proof cabinet	Not required	Return to employee after closure of the loan account

3.CSD Department

Sl.No.	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1						File	Not required	To destroy after 2 years
	Purchase of Hardware & Software	1.Tender invitation 2.Tender Document 3.Finalization proceedings / purchase order 4.Purchase invoices & delivery challans	HOD (CSD)	Tendering process	As and when required			
	AMC for Hardware & Software	1.Tender invitation	HOD (CSD)	Tendering process	Once in a year	File	Not required	To destroy after 2 years

4.TRAINING :

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1.	Training	Training Calendar, Training Correspondence, Approved Notes and other related papers.	II person in Training	Nil	As and when required	Almirah	Not required	To destroy after 3 years

5. HRD DEPARTMENT :

Sl No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	Personal files	Personal files of all the employees	II person of HRD Department	The papers marked to personal file of individual employees will be filed in concerned personal files of the employees	As and when the papers are marked to personal files	Filing Cabinet	Not required	To destroy after 2 years of superannuation of the employee.
2	Assets	R.C.Books of Vehicles at Head Office	II Person of HRD Department	--	As and when vehicles purchased	Filing Cabinet	Not required	To handover to the purchaser after vehicle is disposed off
3	PF loans	The process sheet for sanction of PF loans	II person of HRD Department	Processing for sanction of PF loan.	As and when application is received for sanction of PF loan	Almirah	Not required	To destroy after 2 years of superannuation of the employee.
4	PF Registers	General Ledger, Day Book and Fixed deposit registers	II Person of HRD Department	The transactions pertaining to Provident Fund are recorded in General Ledger & Day Book. The investments made by PF Trust by way of fixed deposits is recorded in FDs Register.	Monthly	Almirah	Not required	To destroy after 2 years of superannuation of the employee.
5	Leave records	1.CLs Register & leave applications 2.OL/Spl. Leave/ Sick leave Register.	II Person of HRD Department	To record the leaves availed by the employee in the Registers.	Daily	Almirah	Not required	To destroy after 1 year of financial closure. To destroy after 3 years of superannuation of the last employee recorded in the register.
6	Documents relating to promotions	DPC Minutes and CRs	II Person of HRD Department	To fill up the vacancies arises in different cadres on promotion.	Yearly	Almirah	Not required	To destroy after 3 years of superannuation of the employee

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
7	Pay fixations	Pay fixations	II Person of HRD Department	On receipt of options from the employees on promotion, the pay fixation will take place. The pay in the promoted cadre will be fixed and audited.	As and when promotion/revision arises	Almirah	Not required	Personal file
9	Stationary related records	1. Ledger 2. Stationary requisition slips	II Person of HRD Department	On receipt of indent for stationery is received, the stationery will be issued and enter the same in the concerned ledger folio. -do-	As and when required -do-	Filing racks -do-	Not required Not required	To destroy after 3 years of register's closing. To destroy after 1 year of annual closing.
10	Purchase of furniture	Asset Register	II Person of HRD Department	On receipt of indent for furniture, the same will be purchased following due procedure.	As and when requisition is received	The furniture purchased will be provided to the requisitioner.	Not required	To destroy after 8 years
11	Incentive payment Register	Incentive file	II Person of F&A Department	The incentive policy will be formulated by HRD Dept. After finalization of accounts for FY, the incentive amount will be paid to the employees.	After finalization of accounts for concerned financial year	Almirah	Not required	To destroy after 3 years
12	Submission of information to Government	Right to Information Act file	II Person of HRD Department	The details of applications/appeals received & disposed are submitted to Government during every quarter.	Every Quarter	Almirah	Not required	To destroy after 2 years

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
13	Renewal of Insurance policy for vehicles	Insurance file	II Person of HRD Department	Before expiry of due date, the quotation for renewal of insurance policy for Office Vehicles is called for and the policy is renewed.	As and when due for renewal of insurance.	Almurah	Not required	To destroy after 2 years of the file's closing
14	Group Medical Insurance Policy	Group Medical Insurance Policy file	II Person of HRD Department	Before expiry of due date, the quotation for renewal of Group Medical Insurance Policy for is called for and the policy is renewed.	As and when due for renewal of insurance.	Almirah	Not required	To destroy after 2 years of the file's closing.
15	Group Gratuity Fund	Group Gratuity Fund file	II Person of HRD Department	Before expiry of due date, the quotation for renewal of Group Gratuity Fund policy is called for from LIC Policy and the policy is renewed.	The policy is renewed on 1 st March every year.	Almirah	Not required	Perpetual
16	APSFC Employees Accumulated Superannuation Fund	APSFC Employees Accumulated Superannuation Fund file.	II Person of HRD Department	The Fund is managed by Corporation internally. Every month the subscription & contribution is credited to the employees individual account	Every month	Almirah	Not required	Perpetual

6. Monitoring & Recovery Department :

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	MRD	I) Files:						
		i)Branch correspondence	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 2 years of closure of loan account or asset is sold
		ii)HOC on recovery matters minutes approved by MD	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
		iii)NPA review / OTS pre scrutiny – Agenda & minutes	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iv)Correspondence on nominee directors	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 8 years
		v)RBI correspondence(S LIIC)	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 8 years
		vi)Board agenda for policy matters	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 8 years
		vii) Govt. correspondence	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy on closure of loan account or asset is sold
		viii)RSR files	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
	AMC	i)SALE – CUSTOMER FILE	HOD (MRD)	--	Maintained at Head Office till the sale is finalized and return to respective Branch for maintenance and disposal	Almirah	Not required	Return to branch.
		ii)Advertisement agencies correspondence	HOD (MRD)	--	--	Almirah	Not required	To destroy after 3 years

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
		ii)BIFR correspondence/Notes/Others	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after the case is disposed off
		iii)Seized units correspondence	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iv)General correspondence & other files	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
		v)Correspondence with other organizations	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
		vi)Evaluation of Suppliers and Approved Notes and List of Suppliers	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
	MRD	REGISTERS						
		i)OTS Proposals Approved Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		ii)OTS Proposals Received Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iii)Inward Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iv)Outward Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
	AMC	i)SNC Minutes Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
		ii)Tender Forms Issue Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iii)Sales Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iv)Advertisement Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years

7. Infrastructure Development Cell :

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
I	Own Building at Financial District at Nanakramguda (V), Serilingampalli (M), RR Dist., Head Office buildings at Chirag Ali Lane, Hyderabad and the land and buildings pertaining to Branch Offices and the sites purchased by the Corporation at various places for the purpose of construction of Office Buildings.	Title deeds and other documents pertaining to land and buildings	II person of ID Cell	--	--	Fire proof cabinet	Not required	To hand over on disposal of the asset
II	Rented buildings occupied by various Branch Offices	Documents pertaining to lease agreements etc.	Branch Manager	As and when lease period expires fresh lease deed to be obtained	As and when lease period expires	Almirah	Not required	To destroy after vacation of the premises

8. OPD Department

SINo	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	Sanction of loan and sale of units	Minutes of Zonal Sanction Committee, Zonal Sale Committee etc.	II person of OPD	HOD (OPDs)	As and when required	Almirah	Not required	To destroy after 8 years

9. INTERNAL AUDIT DEPARTMENT:

SIN o	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
	1)Audit	1)Audit calendar, 2) Audit Committee Meetings minutes 3)quarterly observations reports, 4)compliance reports 5)concurrent audit register 6)Branch performance review reports submitted to MD.	II person in IA& VIGDept.	HOD	As decided by MD	Almirah	Not required	To destroy after 3 years of completion of audit
	2) Vigilance Department 3) ISO – MR Office	1)Complaint Register 2)List of Vigilance cases 1) Original approved quality manuals 2) ISO renewal certificate 3) ISO audit both Internal and external.	II person in IA& VIG Dept. MR	HOD -Maintenance of documents - Internal Quality Audit - External Surveillance Audit, - MRC	-- 3 Years	Almirah Almirah	Soft copy in CD	To destroy 3 years after disposal of the case On revision, obsolete documents will be removed

10. FINANCE & ACCOUNTS DEPARTMENT

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
	1. Investments made by the corporation :	Share certificates – physical / demat	HOD (F&A)	F&A shall monitor the value of the investment and submit proposals to the Investment Committee for disposal of shares.	Half-yearly	Almirah	Physical form in case of unlisted shares and shares traded in non de-mat form. In case of de-mat form records like statement, blank transfer folios.	To destroy after 2 years from the date of payment received
	a)Shares			-do-				
	b) Debentures	Debenture certificates – physical / demat	HOD (F&A)	-do-	Half-yearly	Almirah	-do-	-do-
	c)Bonds	Bond certificates	HOD (F&A)	-do -	Half-yearly	Almirah	-do-	-do-
		Periodical statement of account from the		-do -	Half-yearly	Almirah	-do-	-do-
	d)Mutual funds	Investment company	HOD (F&A)		Half-yearly	Almirah	-do-	-do-
	e)Shares purchased by APSSIDC, APIDC	- do -	HOD (F&A)		Half-yearly	Almirah		
	f)Investment made in APITCO etc.	Share certificates	HOD (F&A)					
		Share certificates						

	3. SLR Bonds	1) List of original allottees, 2) Beneficiary position as at cutoff date for interest payment 3)Relevant correspondence for payment	HOD (F&A)	Half yearly records are verified for payment of interest / principal.	--	Almirah	Bonds in De-mat form are with RTA and in physical form are in the Bonds register.	To destroy after 2 years from the date of closure
	4.Non SLR Bonds	1) Applications received in respect of subscriptions, 2) List of original allottees, 3)Board resolution, 4)Listing agreement, 5)Beneficiary position as at cut off date for interest payment 6)Relevant correspondence for payment 7)G.O. relating to Govt. Guarantee 8)Trust deeds 9)Retention agreement 10)Tripartite agreement	HOD (F&A)	-do-	--	Almirah/filing of racks	Non-SLR Bonds are in De-mat form with RTA. Correspondence and other documents are in files only.	To destroy after 2 years from the date of closure.
	5. Availing loan from Commercial Banks	1)Sanction letter, 2) Board resolution authorizing to avail the loan 3) Copies of loan security	HOD (F&A)	To service the loans taken on due dates with regard to interest / instalments	As and when required	Almirah / Filing Racks	Not required	To destroy after 3 years from the date of closure of loan.

		documents executed.						
	6. Issue of shares	1)Share Applications 2)Copies of allotment letters 3)Shareholders Register	HOD (F&A)	As per the decision of management	As and when required.	-do-	Not required	--
	7. Refinance from SIDBI	1)Refinance agreement, 2)MOU with SIDBI, 3)Refinance drawal letters	HOD (F&A)	Payment of Principal and Interest Forwarding drawal letters of SIDBI	As and when required	Almirah	Not required	Till the date of repayment.
	8.Fixed deposits	1) Application form, 2) FD certificate, 3)FD register, 4)Counter foil etc.	HOD (F&A) At HO and BM at concerned Branch	Receipt of Fixed Deposits, Payment of interest payment on redemption	Quarterly and on maturity	Almirah	Not required	Till the date of repayment
	9.Subsidies	1)GOs, 2) PD a/c. 3)Drawal letter, 4)Cheque books, 5)V vouchers 6)General ledger, 7)Sub-ledger	HOD (F&A)	Preparation of Advance Receipts Release of subsidies of Branches	As and when proceedings received	Almirah	Not required	To destroy after 8 years from the date of financial closure.
	10.Financial Statements	1)Trial Balance, 2) P& L A/c., 3)Balance Sheet (on monthly basis)	HOD (F&A)	Scrutiny and put up to Board on quarterly	Monthly	Almirah	Not required	To destroy after 8 years from the date of financial closure.

	11.Taxation	1) Income Tax returns filed, 2)Advance tax payments 3)Approved notes, 4)Challans, 5)Service tax, 6) TDS	HOD (F&A)	To submit to ID Department when called for.	Yearly	Almirah	Files	Until all applications disposed off/ to destroy after 8 years whichever is earlier.
	12.SIDBI Guidelines	SIDBI guidelines	HOD (F&A)	--	--	Almirah	Files	--
	13. Vouchers	i)Debit vouchers	HOD (F&A)	To make the payment to the parties concerned	As and when required	Almirah	Not required	To destroy after 8 years
		ii)Credit vouchers	HOD (F&A)	On receiving amounts from the parties concerned	As and when required	Almirah	Not required	To destroy after 8 years

11. FINANCIAL SERVICES CELL

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
1	IRDA Licenses and Corporate agreements pertaining to General and Life Insurances	IRDA authorization license for Life and General Insurance and renewals from time to time.	HOD (Dev)	To be renewed every 3 years (existing is valid upto 09.09.2010 & to be renewed before 09.09.2010)	Every 3 years	Almirah	Not required	To destroy after one year of termination of agreement

12. DEVELOPMENT DEPARTMENT:

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
1	Development	1)SLBC Annual Plan	HOD (Dev)	To attend meeting as and when required	Quarterly	Almirah	Not required	To destroy after one year
		2)Annual Credit Plan	HOD (Dev)	--	Annual	Almirah	Not required	To destroy after one year
		3)Success stories of Entrepreneurs	HOD (Dev)	As and when required by MD / Board	--	Almirah	Not required	To destroy after one year
		4)Survey reports	HOD (Dev)	As per MD/ Board's requirements	As and when required	Almirah	Not required	To destroy after one year
		5)Lending Policy	HOD (Dev)	Every year	Annual	Almirah	Not required	To destroy after one year

13. **BRANCH :**

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
1	Financial	i) loan files	Branch Manager	To process sanction of loan, disbursement & recovery	For regular verification	Filing racks	Not required	To destroy after 2 years from the date of sanction, subject to closure of loan account
		ii) Disbursement register	Branch Manager	To record disbursement amount in the Register	As and when loan disbursed	Almirah	Not required	To destroy after 2 years.
		iii) Seizure Register	Branch Manager	To record seizure of unit in the Register	As and when unit seized	Almirah	Not required	To destroy after 2 years
		iv) Assets sold u/s 29 Register	Branch Manager	To record sale of unit in the Register	As and when unit sold	Almirah	Not required	To destroy after 2 years
		v) Debit vouchers	Branch Manager	To make the payment to the parties concerned	As and when required	Almirah	Not required	To destroy after 2 years
		viii) Credit vouchers	Branch Manager	On receiving amounts from the parties concerned	As and when required	Almirah	Not required	To destroy after 2 years

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
II	Technical	i)Plant register	Senior Officer in Technical Cell at Branch	To record the machinery items on acquired by the borrower	As and when acquired by the borrower	Almirah	Not required	To destroy after 2 years of closure of loan account
III	LEGAL:							
	i)Legal formalities for the loans sanctioned to borrowers	Loan security documents and title deeds, valuation reports and other securities offered by the borrower and sureties.	Legal Officer	To process for completion of legal formalities	As and when the loan is sanctioned	Fire proof cabinet	Not required	Return to borrower/ Bank after closure of the loan account
	ii) Legal formalities for staff loans	Loan security documents and title deeds, valuation reports and other securities offered by the borrower and sureties.	Legal Officer	To process for completion of legal formalities	As and when the loan is sanctioned	Fire proof cabinet	Not required	Return to employee or Bank as the case may be after closure of the loan account
IV	Registers	i)Documents Register	Legal Officer	To enter the documents submitted / executed	At the request of borrower and banker	Steel almirah	Not required	To destroy after 3 years after closure of all loan accounts recorded in

				by the borrower and sureties				the Register
		ii)Legal formalities Register	Legal Officer	To enter the loans sanctioned to the borrowers upon completion of legal formalities	As and when legal formalities are completed	Steel almirah	Not required	To destroy after 3 years after closure of all loan accounts recorded in the Register
		iii)2 nd charge / pari passu charge Register	Legal Officer	To record the 2 nd charge / pari passu charge ceded in favour of Bank/Financial Institution	As and when required	Almirah	Not required	To destroy after 20 years after closure of all loan accounts recorded in the Register
		iv)Register for FDR/NSC Bonds/LIC/Bank Guarantee	Legal Officer	To enter the transaction for encashment on maturity or for renewal	As and when legal formalities complied	Almirah	Not required	Perpetual
VI	Files	Court case files	Legal Officer	To maintain individual file for each court case filed by / against the corporation	As and when court case filed	Almirah	Not required	To file the papers in the loan file after disposal of the court case.

VII	1)Administration							
		i)Staff loan ledgers	Branch Manager	To make regular entries in the ledger	As and when required	Almirah	Not required	To destroy after 2 years after superannuation of the employees.
		ii) Leave records	Branch Manager	To record the leaves availed by the employees	As and when leave applied	Almirah	Not required	To destroy after 8 years
		iii) Salary Register	Branch Manager	Payment of salary	Monthly	Almirah	Not required	To destroy after 2 years
		iv)LTC Register	Branch Manager	To record the LTC facility availed by the employee	As and when facility is availed	Almirah	Not required	To destroy after 2 years
		v)Payment of TA Bills	Branch Manager	To record the TA bills availed by the employees	As and when employees goes on duty	Almirah	Not required	To destroy after 8 years
		vi)Furniture file	Branch Manager	To record the furniture in the Branch and fresh purchasers made from time to time	As and when furniture is purchased	Almirah	Not required	Perpetual

14. BOARD SECRETARIAT:

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
1	Memorandum approved by the Board	Master Agendas approved by the Board & EC	Il person of Board Secretariat	--	As and when the Board/ EC conducts meeting	Almirah	--	20 years

CHAPTER 8

Arrangement for consultation with, or Representation by, the members of the public in relation to the Formulation of Policy or Implementation thereof

APSFC is a statutory Financial Institution working as per SFCs Act. The policies are formulated by the Board. There is no consultation with the Public in respect of formulation and / or implementation.

CHAPTER 9

Boards, Councils, Committees and other bodies constituted as part of Public Authority

The details of the Board and Executive Committee of the Corporation, Project Screening Committee, HO Sanction Committee, Operational Zone Sanction Committee, Sale Negotiation Committee.

S.No.	Name of the Committee	Members of the Committee	
1	AUDIT COMMITTEE	K.Narasimha Murthy	Chairman
		Cost & Management Consultant	
		K.Jagadish Prasad, Industrialist	Member
		C.Rajendra Prasad, Industrialist	Member
2	PROJECTS SCREENING COMMITTEE	Managing Director	Chairman
		Exectuive Director	Member
		All Chief General Managers	Members
		All General Managers	Members
		HOD of Operations	Members
		All HODs of Projects Department	Members
3	HEAD OFFICE SANCTION COMMITTEE	Managing Director	Chairman
		Exectuive Director	Member
		All Chief General Managers	Members
		All General Managers	Members
		HOD of [Proj-II]	Member (Co-opted]
		HOD of [OPD-II]	Member (Co-opted]
		HOD of [OPD-III]	Member (Co-opted]
HOD of [OPD-IV]	Member [Co-opted]		
4	HEAD OFFICE COMMITTEE ON RECOVERY MATTERS	Managing Director	Chairman
		Exectuive Director	Member
		All Chief General Managers	Members
		All General Managers	Members
		HOD of Monitoring & Recovery Dept.	Member
5	Committee to approve deviations in case of sale of units in respect of cases involving disbursed amount up to Rs.30.00 lacs.	Executive Director	Chairman
		HOD of Monitoring & Recovery Dept.	Member
		HOD of concerned OPD	Member

6	Sale Negotiation Committee in respect of Head Office cases [$>$ Rs.30.00 lacs disbursed loans]	Executive Director	Chairman
		All Chief General Managers	Member
		Concerned HOD of OPD	Member
		HOD [MRD]	Member
7	RISK MANAGEMENT COMMITTEE	Managing Director	Chairman
		Executive Director	Member
		All Chief General Managers	Members
8	COMMITTEE ON HRD MATTERS	Managing Director	Chairman
		Executive Director	Member
		All Chief General Managers	Members
		All General Managers	Members
9	ASSET LIABILITY MANAGEMENT COMMITTEE	Managing Director	Chairman
		Executive Director	Member
		HOD [HRD]	Member
		HOD of Monitoring & Recovery Dept.	Member
10	DISCIPLINARY COMMITTEE	Executive Director	Chairman
		All Chief General Managers	Members
11	PRE-SCRUTINY COMMITTEE TO SCREEN OTS PROPOSALS	Managing Director	Chairman
		Executive Director	Member
		All Chief General Managers	Members
		HOD of Monitoring & Recovery Dept.	Member
		HOD of Operations	Member

CHAPTER 10

Details of Pay Scales

S.No.	Cadre	Scales of Pay
1	Executive Director	Rs. 48160-1200-51760-1300-55660
2	Chief General Manager	Rs. 46960-1200-51760-1300-55660
3	General Manager	Rs. 44740-1110-46960-1200-51760-1300-55660
4	Dy. General Manager	Rs. 41550-1040-43630-1110-46960-1200-51760-1300-55660
5	Asst. General Manager	Rs. 39540-970-40510-1040-43630-1110-46960-1200-51760-1300-55660
6	Senior Manager	Rs. 37600-970-40510-1040-43630-1110-46960-1200-51760-1300-54360
7	Manager	Rs.34050-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-54360
8	Deputy Manager	Rs.25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-50560
9	Assistant Manager	Rs. 18030-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630
10	Junior Officer	Rs.15280-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510
11	Assistant	Rs.12910-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-36700
12	Jamedar	Rs.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
13	Attender	Rs.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

CHAPTER 11

Monthly remuneration received by Officers and Employees including the Systems of Compensation as provided in Regulations.

The details of monthly gross salary received by the officers and employees of the Corporation.

DETAILS OF EMPLOYEES WORKING IN THE CORPORATION AS ON 1.07.2011

SL. NO	STAFF NO.	NAME OF THE EMPLOYEE	DESIGNATION	BASIC	P P	SPL PAY	GROSS
1	392	SANTOSH BABU B	Executive Director	59560	50	3183	94131
2	496	Dr.RAJESWARA PRASAD PS	Chief General Manager	59560	0	3183	94066
3	123	DHARMA RAO K	Chief General Manager	59560	0	3183	94066
4	404	KASIVISWESWARA RAO P	General Manager	59560	0	3183	94066
5	231	NARASAPPA S	General Manager	59560	0	3183	94066
6	492	KUMAR M	General Manager	59560	50	3183	94131
7	788	CHANGALRAYULU E	General Manager	59560	525	3183	94748
8	628	RAMBABU K	Deputy General Manager	59560	525	3183	94748
9	168	NAGESWARA RAO B	Deputy General Manager	59560	80	3183	94170
10	495	KISHORE BABU G	Deputy General Manager	59560	140	3183	94248
11	225	VENKATESWARA RAO G	Deputy General Manager	59560	40	3183	94118
12	863	PRASADA RAO N	Deputy General Manager	59560	280	3183	94430
13	539	RAJA TSN	Asst. General Manager	59560	0	3183	94066
14	623	RAO KS	Asst. General Manager	59560	525	3183	94748
15	286	ANIL KUMAR CH	Asst. General Manager	59560	100	3183	94196
16	482	Dr. MALKAIAH T	Asst. General Manager	59560	50	408	86524
17	484	SUDHAKAR Ts	Asst. General Manager	59560	280	3183	90430
18	93	JOGA RAO D	Asst. General Manager	59560	100	3183	90196
19	465	TUKARAM G	Asst. General Manager	59560	80	408	90563
20	226	SWARNA LATHA T	Asst. General Manager	59560	0	1795	92262
21	287	SK GHOUSE BASHA	Asst. General Manager	59560	230	408	90758
22	508	RAMA RAO G	Asst. General Manager	59560	230	408	86758
23	389	PRABHAKARA GOUD R	Asst. General Manager	59560	0	408	90459

24	378	KRISHNA SINGH L	Asst. General Manager	59560	35	408	86505
25	436	PURNACHANDRA RAO D	Asst. General Manager	59560	100	408	86589
26	301	LAXMINARAYANA G	Asst. General Manager	59560	100	408	90589
27	708	SURESAM D	Senior Manager	58260	525	4483	94748
28	204	SUDHAKARA RAO Y	Senior Manager	58260	40	4483	94118
29	914	HARIBABU K	Senior Manager	58260	280	1708	86823
30	425	SATRUGHNA SARMA R	Senior Manager	58260	525	4483	94748
31	416	MAHESWARA RAO MB	Senior Manager	58260	80	1708	90563
32	138	KUMAR RSRC	Senior Manager	58260	100	320	84786
33	405	SESHADRI SEKHAR P	Senior Manager	58260	100	1708	90589
34	459	RAMA KRISHNA REDDY P	Senior Manager	58260	80	1708	86563
35	633	SATYANARAYANA PS	Senior Manager	58260		4483	94066
36	498	CHANDRA PRAKASH M	Senior Manager	58260	100	1085	89780
37	252	KRISHNA MOHAN V	Senior Manager	58260	100	1708	90589
38	309	SUBHADRA G	Senior Manager	58260	70	1708	90550
39	313	SUBBA RAO PLV	Senior Manager	58260	100	1708	90589
40	117	RAM MOHAN T	Senior Manager	58260	230	1708	90758
41	457	ARUN MOZHI VP	Senior Manager	58260	230	1708	90758
42	491	RAJENDRA KUMAR YN	Senior Manager	58260		1708	86459
43	376	NAGAI AH A	Senior Manager	58260	525		84922
44	414	SESHA RAO K	Senior Manager	58260	100	1708	90589
45	462	RAMESH BABU R	Senior Manager	58260	80		88344
46	537	RAMALINGAM M	Senior Manager	58260	230		84539
47	634	VENKATESWARA RAO G	Senior Manager	58260	230		84539
48	908	RATHOD RAMSINGH	Senior Manager	49360			72673
49	243	BADRI NARAYANA M	Senior Manager	58260	100	1708	90589
50	263	RAMA SARMA VVSS	Senior Manager	58260	100	320	88786
51	421	KAMESWARA RAO D	Senior Manager	58260	230		88539
52	284	RAJASEKHARA RAO M	Senior Manager	58260	70		88331
53	489	SUBHRAHAMANYAM SSH	Senior Manager	58260			88240
54	377	SATYA SUKANYA B	Senior Manager	58260			88240
55	418	NAGESWARA RAO GALI	Senior Manager	58260			84240
56	146	MURALI P	Senior Manager	58260	80		88344

57	188	RAMBABU N	Senior Manager	58260	190		84487
58	261	SEKHARUDU PSS	Senior Manager	58260	35		84285
59	507	PRASAD KMK	Senior Manager	58260	80		88344
60	321	RAMA CHANDRA RAO I	Senior Manager	58260	190		88487
61	536	PALLAYYA P	Senior Manager	58260			84240
62	349	TIRUPAIAH S	Senior Manager	51760	230		76091
63	150	SAMPATH KUMAR E	Senior Manager	58260	35		88285
64	350	VENKAI AH K	Senior Manager	58260			84240
65	427	SUDARSHAN P	Senior Manager	58260			84240
66	126	RAJENDRA KUMAR	Manager	58260	525		88922
67	510	SIVA RAMA KRISHNA V	Manager	58260	110	1708	86602
68	800	SHIVA SHANKARA BS	Manager	58260	230		84539
69	486	MURALI Y	Manager	58260	230		88539
70	420	VIDYA SAGAR VEC	Manager	58260	230		84539
71	179	MOHAN KUMAR P	Manager	58260		320	88656
72	171	RAMESH K	Manager	55660	35		84906
73	348	CHELLAPPA REDDI P	Manager	55660	80		80965
74	555	SATYANARAYANA CHVV	Manager	55660			80861
75	189	SATYANARAYANA B	Manager	55660	80		80965
76	108	KRISHNA KVS	Manager	55660	50		84926
77	485	SHAIK AZAD	Manager [Law]	58260			88240
78	426	SAMPATH KUMAR M	Manager [Law]	58260			84240
79	175	ADINARAYANA T	Manager	58260	35		84285
80	490	DALI RAJU K	Manager [Law]	54360	70		83262
81	578	VEENA K	Manager [Law]	55660	80		84965
82	200	REVATHI V	Manager	55660	230		85160
83	260	PRAKASHA RAO B	Manager	55660	80		80965
84	259	VEERENDER V	Manager	51760	35		79838
85	591	SRINIVASULU V	Manager [Law]	54360			83171
86	557	PRASAD IBK	Manager	55660	190		81108
87	213	RAJU DAB	Manager	55660	80		80965
88	347	SESHA CHALAM P	Manager	54360			79171
89	381	PRADEEP KUMAR S	Manager	58260	80		88344

90	410	SRINIVASA RAO A	Manager	54360	25		83204
91	391	SK ABDUL GAFFOOR	Manager	58260	190		84487
92	400	SUBBA RAO AV	Manager	54360	80		83275
93	402	PURUSHOTHAM K	Manager	58260	450		88825
94	394	SUBRHAMANYESWARARAO YV	Manager	58260	80		84344
95	398	SATYANARAYANA KBB	Manager	54360	450		83756
96	176	MOHAN RAO G	Manager	54360	80		79275
97	518	NANCHARAIH V	Manager	54360	160		79379
98	522	SATYA MURTHY G	Manager	58260	700		85149
99	657	SIVAJI PRABHU K	Manager	54360			83171
100	620	MANJULATHA	Manager	50560			78233
101	611	KRISHNAIAH B	Manager	54360	160		79379
102	621	VIDYA SAGAR M	Manager	54360	450		83756
103	683	SIVANANDAM A	Manager	54360	160		83379
104	653	SAILAJA RANI G	Manager	54360			79171
105	531	VENKATA REDDY J	Manager	54360	80		79275
106	694	SESHAGIRI RAO P	Manager	55660	190		85108
107	695	SRINIVASA MANI S	Manager	55660	190		81108
108	681	JOHN B	Manager	53060	160		81690
109	805	MADHAVA PRASAD GS	Manager	50560			78233
110	407	PERESWARA RAO A	Manager	46960			73554
111	235	UMA MAHESWARA RAO V	Manager	49360	70		72764
112	859	ASHOK NANDA M	Manager	43630	350		69681
113	265	SESHAGIRI RAO R	Manager	46960	70		69645
114	328	DASARADHI TP	Manager	46960	70		69645
115	272	LAKSHINARAYANA RAO M	Manager	49360	25		76706
116	619	JAYA RAO KVM	Manager [Law]	54360	160		83379
117	618	ARJUNA RAO T	Manager [Law]	50560	190		78480
118	802	GANGADHARA RAO D	Manager [Law]	50560	80		74337
119	141	LAKSHMI PRASAD C	Manager	54360	80		79275
120	191	VIJAY KUMAR K	Manager	54360	80		83275
121	230	HARIHARA PRASAD G	Manager	49360	80		76777
122	178	MURTHY KNS	Manager	54360	70		79262

123	382	RAMANA RAO AV	Manager	54360	80		79275
124	192	SUNDARA MURTHY M	Manager	54360	80		79275
125	87	BALAKRISHNA S	Manager	55660	35		84906
126	390	ARUNASRI K	Manager	54360			83171
127	201	ASHOK KUMAR G	Manager	54360	70		79262
128	182	MURALI KRISHNA CH	Manager	54360	70		79262
129	183	SUBRAHAMANYAM YB	Manager	54360	40		79223
130	907	JAGDISH KUMAR P	Manager	43630			69227
131	610	DHARMA RAO R	Manager [Law]	54360	160		79379
132	401	DATTATREYULU D	Deputy Manager	52960			81352
133	431	SATYANARAYANA V	Deputy Manager	51760	160		80000
134	613	SRINIVASA CHOWDARY T	Deputy Manager	51760			79792
135	164	KRISHNA RAO K	Deputy Manager	50560	80		74337
136	254	CHINNI KRISHNA MURTY M	Deputy Manager	50560	80		74337
137	797	VENKATA RAO AS	Deputy Manager	50560			74233
138	696	RAGHU BABU L	Deputy Manager	50560	160		74441
139	852	KAMALAKARA RAO P	Deputy Manager	50560	350		74688
140	234	SWARNALATHA V	Deputy Manager	46960	160		73762
141	843	GANESH VARA PRASAD V	Deputy Manager	43630	350		65681
142	882	SRINIVASA RAO D	Deputy Manager	41550			62523
143	885	AMBRU NAIK B	Deputy Manager	41550	350		62978
144	902	Dr.J.KRISHNAIAH	Deputy Manager	41550			62523
145	911	PADMAKAR RAO S	Deputy Manager	40510			65172
146	253	RAMA DEVI P	Deputy Manager	46960	25		73587
147	256	SIVA RAO K	Deputy Manager	41550	160		62731
148	919	SHIVALAL J	Deputy Manager	37600			60670
149	262	APPA RAO P	Deputy Manager	46960	70		69645
150	239	HARIDAS CH	Deputy Manager [L]	45850	25		72144
151	223	SIVARAMA KRISHNA PV	Deputy Manager	48160	80		75218
152	291	SRINIVASA RAO KAK	Deputy Manager	51760	80		75896
153	397	MADHUSUDANA REDDY P	Deputy Manager	51760	450		80377
154	236	VASUDEV SARMA V	Deputy Manager	46960	70		73645
155	142	KASINATHA RAO T	Deputy Manager	50560	80		74337

156	228	KAMESWARA RAO KL	Deputy Manager	48160	80		71218
157	514	BABUGOUD S	Deputy Manager	46960	70		73645
158	517	KRISHNA REDDY BV	Deputy Manager	46960	70		69645
159	513	SURENDER S	Deputy Manager	41550	160		62731
160	529	RAVI KUMAR V	Deputy Manager	46960	70		69645
161	520	VASANTHA KUMAR B	Deputy Manager	39540			59819
162	94	YUGANDHAR S	Deputy Manager	46960	20		73580
163	224	MALLAMMA N	Deputy Manager	46960			73554
164	246	NIRANJAN KUMAR P	Deputy Manager	46960	25		73587
165	244	SATYA SAI K	Deputy Manager	45850	80		72216
166	841	SUNITHA DEVI K	Deputy Manager	42590			67875
167	399	RAMA KRISHNA S	Deputy Manager	45850	70		72203
168	278	NARASIMHA RAO P	Deputy Manager	45850	550		68826
169	547	PRASANNA KUMARI M	Deputy Manager	45850			72112
170	552	SATYANARAYANA B	Deputy Manager	45850	70		68203
171	553	MUTYALA RAO B	Deputy Manager	45850	70		72203
172	556	VEERENDER KUMAR P	Deputy Manager	45850	130		72281
173	564	SAIKUMAR T	Deputy Manager	45850			72112
174	567	RAJENDRA MURTHY T	Deputy Manager	45850	350		72567
175	569	SAMBA SIVA PRASAD YSR	Deputy Manager	45850	550		72826
176	292	MALLIKARJUNA SARMA P	Deputy Manager	45850	20		68138
177	542	RATNA BHASKAR D	Deputy Manager	29200	70		44418
178	300	SUDHAKARA RAO CH	Deputy Manager	45850	70		72203
179	323	PRABHAKAR M	Deputy Manager	45850	70		68203
180	325	MARRIAMMA Y	Deputy Manager	45850	40		72164
181	330	SUNKAIAH GUPTA K	Deputy Manager	45850	70		68203
182	341	GANESH CH	Deputy Manager	45850	350		68567
183	338	MADHDUSUDHANA RAO M	Deputy Manager	45850			68112
184	345	KAMESWARA RAO VY	Deputy Manager	45850	130		68281
185	361	SREEMANNARAYANA PV	Deputy Manager	45850	70		72203
186	364	ROHINI M	Deputy Manager	45850	20		68138
187	386	SUBBA RAO K	Deputy Manager	45850	130		72281
188	403	VARA PRASAD A	Deputy Manager	45850	20		72138

189	395	LAXMINARAYNA V	Deputy Manager	45850	130		68281
190	475	SATYANARAYANA R	Deputy Manager	45850			72112
191	479	MOHAN RAO G	Deputy Manager	43630	550		65941
192	949	BALA MADDILETY N	Deputy Manager	29200			44313
193	955	VENKATA SWAMY D	Deputy Manager	29200			44313
194	804	PADMA SEKHAR REDDY G	Deputy Manager	42590			67875
195	384	SUBRAHAMANYAM DV	Deputy Manager	43630	70		69318
196	396	KRISHNA VENI M	Deputy Manager	43630			69227
197	438	RAMA SUBBA REDDY M	Deputy Manager	43630	160		65434
198	505	RAMA KRISHNA REDDY M	Deputy Manager	43630	60		65305
199	545	RAJENDRA PRASAD V	Deputy Manager	43630			69227
200	561	ADINARAYNA K	Deputy Manager	43630	70		65318
201	562	VISWANATHAM K	Deputy Manager	43630	130		65395
202	572	RADHA KRISHNA A	Deputy Manager [L]	43630	130		65395
203	574	MURALI KRISHNA V	Deputy Manager	43630	70		69318
204	717	SRINIVAS SSS VEMURY	Deputy Manager	37600	350		61230
205	661	SUBRAHMANYAM MV	Deputy Manager	40510	130	1800	67680
206	587	SAMBI REDDY G	Deputy Manager	42590	60		63953
207	583	RAMA SESHIAH K	Deputy Manager	42590	60		67953
208	595	SESHAGIRI RAO B	Deputy Manager	42590	130		64044
209	606	SAILAJA D	Deputy Manager	40510			65172
210	608	PADMA C	Deputy Manager	40510			65172
211	643	LAXMANA PRASAD T	Deputy Manager	41550			66523
212	639	NAGA RAJ AS	Deputy Manager	41550	130		66692
213	801	NAGARJUNA RAO CH	Deputy Manager [L]	39540			59819
214	711	PHANI BHUSHANAMU PV	Deputy Manager	37600	475		57622
215	714	RAMANA MURTHY BBSRK	Deputy Manager	37600	110		57075
216	677	PADMA RANI P	Deputy Manager	41550	60		66601
217	799	APPALA RAJU B	Deputy Manager	39540	300		60269
218	584	SURESH KUMAR P	Deputy Manager	42590	350		64330
219	379	SWAROOPA RANI S	Deputy Manager	43630	70		69318
220	316	BABU MHSV	Deputy Manager	44740			66669
221	654	KESAVA RAO B	Deputy Manager	41550	130		66692

222	956	SUSHEELA RANI K	Deputy Manager	29200	750		48433
223	957	HARI KRISHNA PANTANGI	Deputy Manager	29200			47233
224	958	ROJENDRA REDDY N	Deputy Manager	29200			47233
225	993	SUBBA REDDY MV	Deputy Manager	29200			44313
226	976	AZITHA K	Deputy Manager	27000			41014
227	979	ARUNA KUMAR O	Deputy Manager	27000			41014
228	980	ANIL KUMAR V	Deputy Manager	27000			41014
229	995	NANDURI V.B.BAPIRAJU	Deputy Manager	2700			4574
230	563	RAMESH BABU P	Deputy Manager	43630	70		69318
231	322	RAJA RAO Y	Deputy Manager	44740	20		66695
232	1000	RAMANUJAM K.S	Deputy Manager	26300			42594
233	331	SRINIVASA RAO B	Deputy Manager	44740	70		70760
234	339	SAMBA SIVA RAO A	Deputy Manager	44740	70		66760
235	357	MAHADEV N	Deputy Manager	43630	130		65395
236	388	VENUGOPAL I	Deputy Manager	43630	70		69318
237	449	VENKATESHAM V	Deputy Manager	43630	70		65318
238	467	SIVA KESAVA RAO N	Deputy Manager	43630			65227
239	470	AJAY VEER GOUD K	Deputy Manager	43630	70		65318
240	663	RENUKA DEVI D	Deputy Manager	40510			65172
241	658	MURTHY JSN	Deputy Manager	40510	130		65341
242	803	KISHAN REDDY D	Deputy Manager	39540	60		59909
243	455	PRABHU PB	Deputy Manager	43630	130		69395
244	544	ANKI REDDY A	Deputy Manager	43630	20		65253
245	996	MADAN MOHAN S	Deputy Manager	25600			38915
246	997	MURALI KRISHNA BOYINA	Deputy Manager	25600			38915
247	251	BHARATHI M	Assistant Manager	44740	25		66702
248	340	NARASIMHA RAO KVL	Assistant Manager	42590	70		63966
249	336	RAJU RVVSG	Assistant Manager	42590	20		63901
250	344	JYOTHI YR	Assistant Manager	42590			63875
251	375	RAMESH A	Assistant Manager	42590	70		67966
252	358	SAROJINI K	Assistant Manager	42590			67875
253	474	SUNANDA BAI D	Assistant Manager	42590			63875
254	478	RAMA CHANDRA CHAR M	Assistant Manager	42590	70		63966

255	527	CHANDRA SEKHARA RAO K	Assistant Manager	42590	70		63966
256	546	SATYANARAYANA M	Assistant Manager	42590	300		68265
257	560	RAMAKRISHNA RAO GV	Assistant Manager	42590			63875
258	575	RAMA KRISHNA VITTAL M	Assistant Manager	42590	130		64044
259	477	CELINE SANKAR DAS	Assistant Manager	42590	20		67901
260	472	NAGESWARA RAO M	Assistant Manager	41550			66523
261	365	SRINIVASULA REDDY S	Assistant Manager	41550	300		62913
262	447	RAJESWARI K	Assistant Manager	41550	130		62692
263	468	RAMESH SARMA T	Assistant Manager	41550	160		62731
264	473	PADMAVATHI A	Assistant Manager	41550			66523
265	502	GANESH P	Assistant Manager	41550			62523
266	523	RAMA KRISHNA REDDY B	Assistant Manager	41550	70		62614
267	588	KALAVATHY J	Assistant Manager	41550			66523
268	590	HARI RAJ K	Assistant Manager	41550	20		66549
269	581	SUBRAHAMANYAM C	Assistant Manager	41550			62523
270	780	SATYANARAYANA KVV	Assistant Manager	37600	130		60878
271	332	KONDANNA A	Assistant Manager	37600	70		57015
272	812	SIVA SHANKER P	Assistant Manager	37600	110		57075
273	815	KRISHNA RAO TV	Assistant Manager	37600	130		57105
274	817	TRIAMBAKA RAO VVS	Assistant Manager	36700	110		55725
275	660	SUDHAKAR KVV	Assistant Manager	39540	300		60269
276	642	SUREKHA V	Assistant Manager	38570	130		62430
277	648	LAXMANA RAO D	Assistant Manager	38570	130		58560
278	725	BAPANIAH J	Assistant Manager	35800			57791
279	798	SURESH KUMAR ATUKURI	Assistant Manager	36700	110		55725
280	373	Dr.R.SUDARSHAN	Assistant Manager	41550	10		66536
281	605	NARAYANA MURTHY YSS	Assistant Manager	37600			60670
282	646	SURYA KUMAR RVS	Assistant Manager	36700			59230
283	641	JAGADISH KUMAR BS	Assistant Manager	36700			55560
284	516	RAMA KRISHNAIAH B	Assistant Manager	20680	160		31777
285	528	SATYANARAYANA NL	Assistant Manager	41550	130		62692
286	857	VENKATA SUBBAIAH N	Assistant Manager	38570			58365
287	647	MALLIKARJUNA RAO G	Assistant Manager	36700	110		55725

288	819	KUSUMA KUMARI Y	Assistant Manager	36700	130		55755
289	649	SURESH P	Assistant Manager	36700	110		59406
290	644	NARAYANA RAO RNL	Assistant Manager	37600	60		57000
291	662	RANGAMANI K	Assistant Manager	37600			60670
292	665	VIDYA RANI T	Assistant Manager	37600			60670
293	651	PADMAVATHI B	Assistant Manager	36700			59230
294	827	ANJANEYULU N	Assistant Manager	37600	110		60846
295	668	RAMA KRISHNA PRASAD K	Assistant Manager	36700	90		59374
296	793	RAVINDRUDU N	Assistant Manager	35800	110		54376
297	816	VENKATESWARA RAO T	Assistant Manager	40510	60		61250
298	671	BUTCHI RAJ KP	Assistant Manager	35800	130		54406
299	673	SESHA LAXMI U	Assistant Manager	36700	475		59990
300	675	RAMANA MURTHY KV	Assistant Manager	36700	110		55725
301	676	SATYANARAYANA K	Assistant Manager	34050	110		55167
302	822	RAVINDRANATH TAGORE D	Assistant Manager	35800	110		54376
303	501	BASAVA PURNAIAH M	Assistant Manager	35800	60		54301
304	693	SATYANARAYANA CH	Assistant Manager	36700	900		60670
305	810	MOHD NAYEEMUDDIN	Assistant Manager	35800			57791
306	705	SURYAM B	Assistant Manager	35800	300		58271
307	704	SARALA M	Assistant Manager	35800	110		57967
308	823	SAMBASIVA RAO B	Assistant Manager	36700	900		56910
309	864	JAGAJYOTHI K	Assistant Manager	35800	250		54586
310	821	SREE DEVI MK	Assistant Manager	35800			54211
311	710	BANGARU RAJU M	Assistant Manager	35800	60		54301
312	712	GOPALAKRISHNA P	Assistant Manager	35800	110		57967
313	713	NAGESWARA RAO P	Assistant Manager	35800	60		54301
314	757	LAKSHMANA KUMAR M	Assistant Manager	35800	90		54346
315	715	NARASINGA RAO T	Assistant Manager	35800	110		57967
316	950	MAHENDRA KUMAR K	Assistant Manager	24950			37940
317	723	NARENDER M	Assistant Manager	35800	60		57887
318	716	RAJASEKHARA REDDY T	Assistant Manager	34900	475		53573
319	719	JAYA V	Assistant Manager	34900			56351
320	720	SRINIVASA RAO I	Assistant Manager	34900	130		56559

321	724	RAGHUNANDAN KUMAR G	Assistant Manager	34900	250		56751
322	721	KRISHNA PRASAD V	Assistant Manager	34900	60		56447
323	722	SUDHARANI K	Assistant Manager	34900			56351
324	782	PRASAD KHDV	Assistant Manager	30750	250		50113
325	670	VENKAI AH P	Assistant Manager	32350	60		49127
326	873	JAGADEESHWAR RAO CH	Assistant Manager	29200	90		44448
327	842	SIVANNARAYANA B	Assistant Manager	29200	90		44448
328	853	SIVA RAO P	Assistant Manager	29200	90		44448
329	862	SRINIVASA RAO G	Assistant Manager	29200	90		47377
330	834	VENKATESH AS	Assistant Manager	29200	360		47809
331	861	GOPAL G	Assistant Manager	29200	250		44688
332	854	PRAKASH M	Assistant Manager	29200	200		44613
333	887	SURESH KUMAR A	Assistant Manager	28450			46034
334	898	TILAK RAJ JADHAV	Assistant Manager	28450	330		46561
335	835	CHANDRA SEKHAR Y	Assistant Manager	30750			46638
336	921	SATYANARAYANA B	Assistant Manager	29200	330		47761
337	959	MAHESH MV	Assistant Manager	19580			29887
338	960	RAVI KUMAR G	Assistant Manager	19580			29887
339	961	RAMANJANEYULU T	Assistant Manager	19580			29887
340	962	ARUNA P	Assistant Manager	19580			29887
341	963	SREEKANTH M	Assistant Manager	19580			31845
342	964	PRAVEEN M	Assistant Manager	19580			29887
343	965	ANIL KUMAR M	Assistant Manager	19580			29887
344	966	SRI PRAVEEN V	Assistant Manager	19580			29887
345	967	VENKAI AH P	Assistant Manager	19580			29887
346	968	SATYA SAILAJA M	Assistant Manager	19580			29887
347	969	ARUNA CH	Assistant Manager	19580			31845
348	970	SUNIL KUMAR K	Assistant Manager	20680	530		32332
349	971	MADHU KIRAN C	Assistant Manager	21250			32392
350	972	SATISH BABU E	Assistant Manager	21250			32392
351	984	BHAVANA RUSHI CHIKKA	Assistant Manager	19580			29887
352	990	NAGA SEKHAR CH	Assistant Manager	19580			29887
353	983	MURALI KRISHNA BORRA	Assistant Manager	19580			29887

354	988	AMULYA CH	Assistant Manager	19580			31845
355	994	SRINIVASA RAO G	Assistant Manager	19580			29887
356	978	MOHAN DAS TAGORE K	Assistant Manager	19580			29887
357	975	SOWJANYA M	Assistant Manager	19580			29887
358	991	SWARUPA RAO K	Assistant Manager	19580			29887
359	973	HEMALATHA I	Assistant Manager	19580			29887
360	981	SANTOSH KUMAR SVNR	Assistant Manager	19580			29887
361	985	ANIL KUMAR B	Assistant Manager	19580			29887
362	982	NARESH KUMAR D	Assistant Manager	19580			29887
363	974	USHA VANI CH	Assistant Manager	19580			29887
364	992	KIRAN KUMAR S.N.S	Assistant Manager	19580			29887
365	987	USHA R	Assistant Manager	19580			29887
366	989	GOVINDA RAO I	Assistant Manager	19580			29887
367	977	NARASIMHA REDDY V	Assistant Manager	19580			29887
368	986	JHANSI K	Assistant Manager	19580			29887
369	998	SREENATH M	Assistant Manager	23040			35076
370	1001	MD MUKHTAR HUSSAIN	Assistant Manager	19050			30997
371	1002	MOHD ABDUL ALEEM	Assistant Manager	19050			29092
372	1003	RAJESHWAR P	Assistant Manager	19050			30997
373	1004	RAJASEKHAR RS	Assistant Manager	19050			29092
374	180	SUBHASH R	Assistant Manager	38570	130		62430
375	652	VENKATESWARA RAO T	Assistant Manager	34050	110		55167
376	876	SURYA KUMARI M	Assistant Manager	29200			44313
377	930	SRINIVASA RAO S	Assistant Manager	24950	170		38195
378	718	SURYA PRAKASH Y	Junior Officer	32350			49037
379	759	HANUMANTHA PRASAD P	Junior Officer	32350			49037
380	559	VENKATARAMANA V	Junior Officer	29200			44313
381	550	SIVANNA N	Junior Officer	27700	5		42071
382	879	BHANUVARAPRASAD C	Junior Officer	27700	2850		49393
383	850	SRINIVASA RAO M	Junior Officer	27700	90		42199
384	890	GIRI BABU D	Junior Officer	27700	200		42364
385	836	SIMHACHALAM V	Junior Officer	27700	90		42199
386	858	SESHAGIRI RAO K	Junior Officer	27700	700		43114

387	840	RUDRAIAH UM	Junior Officer	27700	200		42364
388	837	RAJESWAR RAO MVK	Junior Officer	27700	90		42199
389	831	SIVA NAGAIHAH C	Junior Officer	27700	200		42364
390	839	FARHAD PASHA S	Junior Officer	27700	200		42364
391	833	BALA KRISHNA M	Junior Officer	27700	650		43039
392	848	MALLIKARJUNA RAO B	Junior Officer	27700	90		44978
393	913	VENKATESWARLU K	Junior Officer	27000	90		43858
394	881	UDAY KUMAR A	Junior Officer	26300			42594
395	888	HEMALATHA T	Junior Officer	26300			39964
396	886	SNEHALATHA B	Junior Officer	26300	200		40264
397	896	NARENDER RAO K	Junior Officer	26300	90		40099
398	895	PRASAD BC	Junior Officer	26300	250		40339
399	899	BHUKYA GOPAL	Junior Officer	26300	200		40264
400	732	NAGABUSHANAM V	Junior Officer	24950	90		38075
401	933	SRIDHAR BR	Junior Officer	24300			36965
402	939	VIJAY S	Junior Officer	23040	235		35428
403	830	VIJAYA LAXMI P	Junior Officer	27700			44834
404	776	SURESH BABU K	Junior Officer	25600	75		39027
405	758	KUMARA SWAMY K	Junior Officer	32350	110		52448
406	880	SURESH P	Junior Officer	24950	250		38315
407	865	SHOBHA B	Junior Officer	27700			42064
408	832	VIJAYALAKSHMI R	Junior Officer	27700	90		44978
409	897	PULYA NAIK R	Junior Officer	26300	200		40264
410	922	SUNDARI V	Junior Officer	24950			40435
411	771	NARASIMHA RAO D	Junior Officer	24950	25		37978
412	737	SATYANARAYANA R	Junior Officer	24950			37940
413	768	RAJA REDDY P	Junior Officer	23650			35991
414	938	BHAVANI PN	Junior Officer	23040			35076
415	690	ASHOK G	Junior Officer	23040			37380
416	943	RAVINDRA NAIK K	Junior Officer	21820	170		33501
417	944	SHANKAR LAKAVATH	Junior Officer	21250	570		33246
418	945	NAGESWARA RAO SARAPU	Junior Officer	21820	170		33501
419	952	UMA SUNDARI M	Junior Officer	20680			33605

420	953	VENKATESHAN P	Junior Officer	21820			33246
421	303	JOSEPH K	Junior Officer	21250	25		32429
422	756	RAMULU K	Junior Officer	19050			30997
423	936	SURENDRA BABU V	Junior Officer	23650	255		36373
424	940	LALITHA P	Junior Officer	23040			35076
425	773	GANGADHAR B	Assistant	18520	25		28335
426	450	HEMANTH KUMAR T	Assistant	21250	25		32429
427	134	MOHD MURTHUZA	Jamedar(On Driving Duties)	26300		630	43602
428	442	MOHAN BABU M	Jamedar(On Driving Duties)	24300			36965
429	480	NARAYANA A	Jamedar(On Driving Duties)	23650			38356
430	367	NARASINGA RAO T	Jamedar	21820	30		35476
431	220	DAYANAND M	Jamedar	21250			34517
432	372	ESWARAIAH	Jamedar	21250			34517
433	526	KRISHNAIAH S	Attender(On Driving Duties)	19580	25	1670	32429
434	554	MA QUDDUS	Attender(On Driving Duties)	19580		1670	32392
435	570	SUDARSHAN D	Attender(On Driving Duties)	19580		1670	32392
436	577	APPA RAO S	Attender(On Driving Duties)	19580	25	1670	32429
437	519	PHANEENDRA NATH S	Attender	20110	75		30794
438	521	CHELLA RAO M	Attender	20110	25		32733
439	538	YADA GIRI N	Attender	20110			32693
440	794	BAZAR KC	Attender	20110			30682
441	571	SATYANARAYANA B	Attender	20110			30682
442	632	ANJALIAH P	Attender	17540	60		28503
443	441	SHANKER R	Attender	19580	25		31885
444	635	LINGARAJU MAHAPATRO	Attender	17050	50		27703
445	248	RAMANA BV	Attender	19050			29092
446	769	MOHAN RAO G	Attender	19050	25		29130
447	636	VENKATESWARA RAO K	Attender	17540	50		28487
448	772	RAMA SWAMY CH	Attender	17540			26653
449	688	KRISHNAIAH M	Attender	17540	25		28447
450	689	SHAM RAO V	Attender	17050	150		27863
451	699	SANKAR S	Attender	17050	60		27719
452	691	PRASAD CHSVD	Attender	17050	215		27967

453	692	KRISHNA R	Attender	17050			27623
454	730	SATTAIAH G	Attender	17050			25918
455	743	SWAMY GOUD RV	Attender	17050	185	450	26870
456	765	RAMANA VV	Attender	17050	25		25956
457	744	PRABHAKARA REDDY P	Attender	17050	50		25993
458	740	PRABHAKARA CHARY M	Attender	17050			27623
459	727	SAMBIAIAH CH	Attender	17050	50		25993
460	811	KASIM SAHEB	Attender	0			0
461	726	RANGAVENDRA RAO GV	Attender	17050	50		27703
462	728	RAJU NM	Attender	17050	25		27663
463	746	PRAKASH K	Attender	17050	185		27919
464	747	NAGESWARA RAO Y	Attender	17050	50		27703
465	735	SANKARAN L	Attender	17050	60		27719
466	742	SUDHKAR A	Attender	17050			27623
467	761	NARSIMHA RAO BSR	Attender	17050			27623
468	749	SRINIVASULA REDDY D	Attender	17050	120		26098
469	734	VIJAY PRASAD BVV	Attender	17050			25918
470	785	OBUL REDDY P	Attender	17050	40		25978
471	783	RAM BABU M	Attender	17050			27623
472	867	CHANDRA SEKHAR KS	Attender	17050	25		25956
473	884	LAKSHMI T	Attender	16600			25243
474	860	RAJAMMA K	Attender	16600			25243
475	871	VENKATA RAJAM S	Attender	16600			25243
476	910	BALAK DAS B	Attender	15280			24792
477	935	KANAKA DURGA RANI K	Attender	13660			20835
478	937	CHOTIMA BI S	Attender	13660			20785
479	942	THAMBI JOSEPH	Attender	13270	145		20417
480	946	LAKSHAMMA Y	Attender	12550			20375
481	948	SAROJANA B	Attender	12550			19120
482	1005	VIJAYA LAKSHMI M	Attender	7960			12137
483	1006	VIJAYA KUMARI V	Attender	7960			12137
484	1007	JAMUNA BAI P	Attender	7960			12137

CHAPTER 12

Budget allotment under various heads

No budget allocated by the Government of Andhra Pradesh or by the Government of India. However, the budget shall be prepared by the Corporation for its operational purposes.

The budget allocated to various heads for the financial year 2011-12

(Rs. in lakhs)		
Sl.No.	Particulars	Budget for FY 2011-12
I.	Opening Cash and Bank balances	16226.90
II	Revenue Receipts:	
	a) Interest Recovery	32000.00
	b) Other Income	3500.00
	Total	35500.00
III	Capital Receipts:	
	a) Recovery of loans - Principal	58526.00
	b) Borrowings:	
	i) LOC from SIDBI	45000.00
	ii) Non SLR Bonds	20000.00
	iii) Fixed Deposits	0.00
	iv) Bank LOC / Other Borrowings	5000.00
	Total	128526.00
IV	Total Receipts (II + III)	164026.00
V	Increase in other liabilities	9200.00
VI	Total funds available (I+IV+V)	189452.90
VII	Revenue Expenditure:	
	a) Interest on borrowings & Financial Charges	16000.00
	b) Personal Expenses	5500.00
	c) Administrative Expenses	620.00
	Total	22120.00
VIII	Capital payments:	
	a) Disbursement of TL/WC Loans	112000.00
	b) Staff loans	450.00
	c) Principal Repayments	34300.00

	d) Capital Expenditure	1625.00
	e) Other expenses (net)	
	Total	148375.00
IX	Decrease in Other Liabilities (Net)	12200.00
X	Total Payments (VII+VIII+IX)	182695.00
XI	Closing cash & Bank Balances (VI-X)	6757.90

CHAPTER 13

Manner of executive of Subsidy Programmes

Corporation is not involved in any subsidy programmes. Presently, some of the subsidies are disbursed by the Commissioner of Industries through the Corporation.

CHAPTER 14

Particulars of Recipients of concessions, Permits or Authorization Granted by the Public Authority

Collection from OTS cases approved during Financial Year 2009-2010 and closed fully by 31.12.2010 alongwith further interest, if any: Rs. In lakhs				
Sl. No	Name of the Unit	Name of the Branch	Princip al Write off	Int. Waiver
1	Sri Mallikarjuna Rice & Oil Mill	Karimnagar	0.00	19.48
2	N.Krishna Murthy Poultry Farm	Guntur	0.00	4.96
3	Phany Pipe Industries	Kadapa	0.00	15.57
4	Nagendra G.N.Factory	Kadapa	0.00	16.54
5	M/s Madhavi Fabrics	Khammam	0.00	48.30
6	M/s Gayatri Inds.,	Khammam	0.00	2.12
7	M/s Sri Venkateswara Crane Works	Khammam	0.14	4.75
8	M/s Santhi Printers	Khammam	0.56	4.92
9	M/s Maruthi Flour and Chilly Mill	Khammam	0.19	2.72
10	M/s Sankalpa Printing Press	Khammam	0.00	9.23
11	M/s Mahesh Inds.,	Khammam	0.25	11.27
12	M/s Raju Brothers	Khammam	0.04	1.28
13	Ms Sangitha Ice Cream	Khammam	0	3.41
14	M/s Aruna G.N. Oil Mill	Khammam	0.14	2.13
15	Kinnera Marbles	Khammam	20.51	759.24
16	M/s Divya Exports P.Ltd.	Khammam	16.71	722.25
17	D.K.Bharathsimha Reddy 62-8395-1	Mahabubnagar	Nil	2.07
18	A. Yugender Reddy 62-2299-15	Mahabubnagar	Nil	18.44
19	Chandula Sayanna	Mancherial	0.00	3.16
20	B.Raj Kumar	Mancherial	0.00	27.31
21	Somanath textiles	Mancherial	0.00	7.82
22	LARA PACK	RC Puram	0.00	191.09
23	BELMAN MEDICAIDS	RC Puram	0.00	2251.42
24	Sri. R. Naresh	Rangareddy (West)	0.00	7.31
25	M/s Sri Rama Binny Rice Mill	Sangareddy	3.47	151.33
26	M/s Ramulu Flour Mill	Sangareddy	0.00	1.06
27	G.Rajsekhar	Sangareddy	0.00	7.73
28	M/s Srinivasa Printing Binding works	Sangareddy	0.00	5.54

29	M/s Rama Krishna Flour Mill	Sangareddy	0.04	1.00
30	Raghu Industries	Vizag	Nil	1.81
31	Brite Electropalters	Vizag	Nil	275.00
32	Mec Fabs	Vizag	Nil	94.69
33	Mayuri Enterprises	Vizag	Nil	19.94
34	M/s. SVS Aqua Feeds 608502	Vijayawada	3.82	90.82

CHAPTER 15

Information available in Electronic Forms

Right to Information uploaded in the website is available in electronic forms.

CHAPTER 16

Particulars of facilities available to Citizens for obtaining information

The citizens can obtain or download the information from the Corporation's website i.e. www.apsfc.com and website of A.P. Information Commission i.e. www.apic.gov.in.

CHAPTER 17

Names, Designations and other particulars of Public Information Officers

Directory of Public Information Officers & Asst. Public Information Officers

The following Officers are designated as Appellate Authority, Public Information Officer and Asst. Public Information Officer in respect of Head Office and Branch Offices:

Head Office:

S.No	Name & Designation of Officer	Authority	Office Address	Telephone / Mobile Nos.
	Sarvasri			
1	B. Santosh Babu Executive Director	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23202871
2	Dr. P.S.Rajeswara Prasad Chief General Manager	Public Information Officer		040-23202015
3	G.Tukaram Asst. General Manager	Asst. Public Information Officer		80088 82261

Branches:

HYDERABAD:

1	M.Kumar, General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201036
2	K.S.Rao, Asst. General Manager	Public Information Officer	Chirag Ali Lane, Hyderabad – 500 001	040-23204106
3	P.L.V. Subba Rao Senior Manager	Asst. Public Information Officer		

NALGONDA:

1	M.Kumar, General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201036
2	G.Venkateswara Rao, Senior Manager	Public Information Officer	Boyawada, Ramgiri Area, Nalgonda – 508 002	08682-223322
3	B.V. Krishna Reddy Dy. Manager	Asst. Public Information Officer		

MAHABUBNAGAR:

1	M.Kumar, General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201036
2	L.Krishna Singh, Asst.Gen.Manager	Public Information Officer	1 st Floor, Vijayavandana Towers, Opp. Post Office, Mettugadda, Mahabubnagar – 509 002.	08542-242805
3	T. Ram Mohan Senior Manager	Asst. Public Information Officer		

WARANGAL:

1	M.Kumar, General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201036
2	P.Sudershan Senior Manager	Public Information Officer	Besides Dist. Central Library, Balasamudram, Hanamkonda – 506 001	0870-2572777
3	D. Venkata Swamy, Deputy Manager	Asst. Public Information Officer		

KARIMNAGAR:

1	M.Kumar, General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201036
2	A.Nagaiah Senior Manager	Public Information Officer	Opp. District Collectorate Complex, Karimnagar – 505 002	0878-2243662
3	A. Radhakrishna Deputy Manager	Asst. Public Information Officer		

MANCHERIAL:

1	M.Kumar, General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201036
2	G.Mohan Rao, Manager	Public Information Officer	Sy.No. 414, Block No.4, Janmabhoomi Nagar, Mancherial – 504 208, Adilabad Dist.	08736-252567
3	K. Siva Rao Deputy Manager	Asst. Public Information Officer		

RANGAREDDY [EAST]:

1	K.Rambabu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200157
2	Sk.Ghouse Basha, Asst.Gen.Manager	Public Information Officer	Chirag Ali Lane, Hyderabad – 500 001.	040-23204020
3	K.Sesha Rao, Senior Manager	Asst. Public Information Officer		

RANGAREDDY [WEST]:

1	K.Rambabu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200157
2	R.Prabhakara Goud, Asst. General Manager	Public Information Officer	Chirag Ali Lane, Hyderabad – 500 001.	040-23203615
3	D.Kameswara Rao, Senior Manager	Asst. Public Information Officer		

R.C.PURAM:

1	K.Rambabu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200157
2	K.M.K.Prasad, Senior Manager	Public Information Officer	22-95, Reddy Complex, Besides LIC Office, R.C. Puram, Hyderabad – 500 032, Medak Dist.	08455-280006
3	G. S. Madhava Prasad Manager	Asst. Public Information Officer		

SANGAREDDY:

1	K.Rambabu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200157
2	G.Nageswara Rao, Senior Manager	Public Information Officer	3-4-21, Main PWD Road, Opp. Uco Bank, PB No. 23, Sangareddy – 502 001, Medak Dist.	08455-276719
3	Ch. Ganesh Deputy Manager	Asst. Public Information Officer		

KHAMMAM:

1	K.Rambabu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200157
2	K.Shivaji Prabhu, Manager	Public Information Officer	II Floor, Rama Rao Complex, Station Road, Khammam - 507 002.	08742-234566
3	K. Chandrasekhar Rao Asst. Manager	Asst. Public Information Officer		

NIZAMABAD:

1	K.Rambabu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200157
2	P.S.Satyanarayana Senior Manager	Public Information Officer	Opp. Zilla Parishad, Subhashnagar, Nizamabad – 503 002.	08462-237267
3	T.Kasinath Rao, Deputy Manager	Asst. Public Information Officer		

VIJAYAWADA:

1	G.Venkateswara Rao Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200158
2	V.E.C.Vidya Sagar, Manager	Public Information Officer	IV Floor, D.No. 40-15- 9/13, Nandamuri Road, Brindavan Colony, Lane beside Grand Chandana, Labbipet, Vijayawada – 502 010, Krishna Dist.	0866-247762
3	B.Prakash Rao, Manager	Asst. Public Information Officer		

GUNTUR:

1	G.Venkateswara Rao Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200158
2	G.Rama Rao, Asst. Gen. Manager	Public Information Officer	1 st Floor, Amulya Towers, Ring Road, Guntur – 522 007.	0863-2350012
3	J.Venkata Reddy, Manager	Asst. Public Information Officer		

ELURU:

1	G.Venkateswara Rao Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200158
2	P.Pallayya, Senior Manager	Public Information Officer	Opp. S.P's Office, Eluru – 534 006, West Godavari District	08812-231037
3	V.Nancharaiah, Manager	Asst. Public Information Officer		

RAJAHMUNDRY:

1	G.Venkateswara Rao Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200158
2	M.Ramalingam, Senior Manager	Public Information Officer	D.No. 25-8-1, Korukonda Road, Andhra Bank Complex, Jayakrishna Puram, Rajahmundry – 533 105, East Godavari Dist.	0883-2442766
3	I.B.K. Prasad Manager	Asst. Public Information Officer		

VISAKHAPATNAM:

1	G.Venkateswara Rao Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200158
2	D.Purnachandra Rao, Asst. General Manager	Public Information Officer	Near Bullayya College, Ajd to CRR Telecom Complex, New	0891-2552574
3	D.A.B. Raju Manager	Asst. Public Information Officer	Resapuripalem, Visakhapatnam – 530 013.	

VIZIANAGARAM:

1	G.Venkateswara Rao Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200158
2	G.Satya Murthy, Manager	Public Information Officer	1 st Floor, VUDA Balaji Complex, Opp. to RTC Complex, Vizianagaram –	08922-224685
3	Ch.Murali Krishna, Manager	Asst. Public Information Officer	535 003.	

SRIKAKULAM:

1	G.Venkateswara Rao Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23200158
2	K.Hari Babu, Senior Manager	Public Information Officer	Plot No. 11, Veeranna Shed to Sai Baba Temple Road, Beside St. Judes Public School, Visakha	08942-221656
3	B. Seshagiri Rao Deputy Manager	Asst. Public Information Officer	'B' Colony, Srikakulam – 532 001.	

TIRUPATI:

1	G.Kishore Babu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201763
2	B.Krishnaiah, Manager	Public Information Officer	P.B. 107, Narasimhateertham Road, [Near LIC Office], Tirupati –	0877-2260792
3	P. Chellappa Reddy Manager	Asst. Public Information Officer	517 507 Chittoor Dist.	

KADAPA:

1	G.Kishore Babu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201763
2	P.Ramakrishna Reddy, Senior Manager	Public Information Officer	7/605,1 st Floor, Near Venkateswara Swamy Temple, Jayanagar Colony, RTC Bus Stand Road, Kadapa – 516 002, YSR Dist.	08562-244421
3	P.Seshachalam, Manager	Asst. Public Information Officer		

KURNOOL:

1	G.Kishore Babu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201763
2	M.Vidya Sagar, Manager	Public Information Officer	Opp. Birla Guest House, B-Camp, Kurnool – 518 002.	08518-229056
3	C.Lakshmi Prasad, Manager	Asst. Public Information Officer		

ANANTHAPUR:

1	G.Kishore Babu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201763
2	M.Ashok Nanda, Manager	Public Information Officer	Near Collectorate, Behind Pennar Bhavan, Next to Nehru Yuvaka Kendra, Ananthapur – 515 004	08554-275511
3	K.Adinarayana, Deputy Manager	Asst. Public Information Officer		

NELLORE:

1	G.Kishore Babu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201763
2	S.Tirupaiah, Senior Manager	Public Information Officer	Plot No. B-12A, Industrial Estate, GNT Road, A.K. Nagar, Dorgamitta, Nellore – 524 004 SPS Nellore Dist.	0861-2331600
3	S.K. Abdul Gaffoor Manager	Asst. Public Information Officer		

ONGOLE:

1	G.Kishore Babu, Dy. General Manager	Appellate Authority	5-9-194, Chirag Ali Lane, P.B.No:165 Hyderabad - 500 001	040-23201763
2	S.Srinivasa Mani, Manager	Public Information Officer	37-1-406(4), 1 st Lane, Bhagyanagar, Ongole – 523 001, Prakasam Dist.	08592-233029
3	G. Mohan Rao Deputy Manager	Asst. Public Information Officer		

OTHERS:

- The working hours for the offices of the Corporation [both Head Office and Branch Offices] is from 10.00 AM to 5.00 PM with lunch time between 1.00PM to 1.30 PM. The 2nd and 4th Saturdays are holidays for the offices of the corporation.
- Corporation follows holidays declared under NI Act.
- Corporation's Library is not open to Public.
- The Right to Information is being updated as and when, there is any change in the information.

R. T. I – HOW TO APPLY

- Any citizen of India who desires to obtain information under the Right to Information Act, 2005 may make a request to the Public Information Officer / Asst. Public Information Officer in writing.

APPLICATION FEE

- The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed fee drawn in favour of Andhra Pradesh State Financial Corporation payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:

Application fee : Rs. 10/- (Rupees ten only)

Mode of payment : By cash against proper receipt or by demand draft / banker's cheque / Indian Postal Order drawn in favour of "Andhra Pradesh State Financial Corporation" payable at local office where the application is submitted.

- Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

ADDITIONAL FEE

- In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him / her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

- In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section &, an additional fee shall charged. At present, the applicable rates, which are subject to change from time to time, are given as under:

For each page (in A4 size paper)	Rs. 2/- per page
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