

**THE RIGHT TO INFORMATION ACT, 2005**

**INFORMATION HAND BOOK**

**A P FOREST DEVELOPMENT CORPORATION LIMITED  
III FLOOR, UNI BUILDING, AC GUARDS,  
HYDERABAD -500004**

# Chapter 1

## Introduction

### 1.1 Background

The prime object of this hand book is to provide for citizens to secure to access to information.

### 1.2 Objective /Purpose:

- i) To maintain transparency on the activities of the Organisation
- ii) To provide requisite information to the public in the matters of public interest.

### 1.3 Intended users of the handbook

- i) All the Industries/Public who purchase Eucalyptus, Bamboo and other miscellaneous wood from the Corporation
- ii) All the Coffee Traders/Merchants who purchase Coffee Seed and Cashew usufruct.
- iii) All the general public and Departments/Institutions who purchase Eucalyptus Clonal seedlings.
- iv) All the general public who wants to avail the facilities available in Eco-tourism projects taken up by the Corporation
- v) All the Institutions/Departments, who wants to avail the consultancy services of the Corporation.

### 1.4 Definitions of key terms

- Corporation means "A.P. Forest Development Corporation Limited:
- VC&MD means "Vice Chairman & Managing Director"
- CGM means "Chief General Manager"
- RM means "Regional Manager"
- Director means "Director Eco-Tourism, APFDC"
- DM means "Divisional Manager"

- Forest means “Reserve Forest areas taken on lease from Forest Department, Government means “Govt. of A.P.”
- Budget means” Budget of the Corporation”.

### **1.5 Organisation of Information**

The information on various aspects of the organization is described in the Chapters from 2 to 18.

### **1.6 Getting additional information**

The Corporation is managing Website “[www.apfdc.aps.ap.gov.in](http://www.apfdc.aps.ap.gov.in)”. Brochures are printed and are made available to the public from time to time, besides information through print and electronic media.

### **1.7 Names & Addresses of key contact points.**

- a. Special Chief Secretary to Government,  
EF S & T Department, A.P.Secretariat, at Government level.
- b. VC&MD, APFDC, Hyderabad. At Head Office level.
- c. Regional Manager, APFDC At Regional office level
- d. Divisional Manager, APFDC At Divisional level

## Chapter 2

### Organisation, Functions and Duties (Section 4 (1) (b) (i))

Sl.No.	Name of the organisation	Address	Functions	Duties
1.	Andhra Pradesh Forest Development Corporation Ltd	UNI Building, 3 <sup>rd</sup> Floor, A.C.Guards, Hyderabad- 500 004. Andhra Pradesh.	<ol style="list-style-type: none"><li>1) Identify suitable areas for plantations and raising quick-growing species viz., Eucalyptus, Bamboo.</li><li>2).Management of high value plantation crops like Coffee, Cashew and Pepper</li><li>3) Harvesting and conversion of Eucalyptus plantations.</li><li>4) Marketing of various types of wood and horticultural produce.</li><li>5) Extending consultancy services.</li></ol>	As described in previous column.

**Chapter 3**  
**Powers and Duties of Officers and Employees.**  
**Section 4(1)(b)(ii).**

Sl. No	Name of the Officer	Designation	Duties allotted	Powers
1.	Sri C. Madhukar Raj, IFS,	VC&MD	Chief Executive of the Corporation and to achieve the objectives and goals set for the organization	Vested with both executive and financial powers as delegated by the Board of Directors of APFDC from time to time.
2.	Sri PSR Sarma	Financial Controller	To look after the financial and secretarial matters of the organization.	Drawing and Disbursing Officer for Corporate office.

**Chapter 4**  
**Procedure followed in Decision-making Process**  
**(Section 4(1) (b)(iii))**

4.1. The Corporation has three-tier administration. The Division is the unit of administration and the Divisional Units are under the supervision and administrative control of the Regional Manager. The Divisions and Regions are under the overall supervision and administrative control of Vice Chairman & Managing Director.

<b>Activity</b>	<b>Description</b>	<b>Decision-making process</b>	<b>Designation of final decision-making authority.</b>
Goal-setting and Planning	The annual targets for regeneration and harvesting works	VC&MD	Board
Budgeting	Consolidated budgeted estimates of the Region to the Corporate Office	VC&MD	Board
Formulation of programmes, schemes and Projects	The Schemes/ Projects are prepared at Corporate Office	VC&MD	Board
Recruitment/hiring of personnel	Assessment of personnel for recruitment/hiring is made at Corporate Office.	VC&MD	Board
Release of funds	Consolidated funds requirement for the Region for the month is obtained from the Regional Manager.	After due examination, funds will be released to the Region for the month.	VC&MD
Implementation/delivery of service/utilization of funds	Divisional Manager will utilize the funds for execution of works	The Regional Managers releases the required funds to the Divisions	VC&MD

<b>Activity</b>	<b>Description</b>	<b>Decision-making process</b>	<b>Designation of final decision-making authority.</b>
Monitoring and evaluation	Plantation Manager executes the works	DM	RM
Gathering feedback from public	Not applicable		
Undertaking Improvements	New technologies in regeneration, introduction of new species etc	RM	MD

4.2. Organisational chart depicting flow of authority, supervision and accountability is appended.

4.3. Not applicable.

**Chapter 5**  
**Norms set for the Discharge of Functions**  
**(Section 4(1)(b)(iv))**

5.1. Norms/Standards for discharge of its functions/delivery of services.

Sl.No.	Function/Service	Norms/Standards of performance set	Time frame	Reference document prescribing the norms (Citizen's charter, Service charter etc)

Since the APFDC, being a commercial organization, the activities are confined to raising and maintenance of plantations in Reserve Forest areas and marketing of forest produce. The Corporation is not a service organization. If any grievances are received, they are being attended to.

**Chapter 6**  
**Rules, Regulations, Instructions, Manual and Records for**  
**Discharging functions.**  
**Section 4(1)(b)(v) & (vi).**

6.1. List and gist of rules, regulations, instructions, manuals and records used by the employees for discharging functions.

<b>Sl.No.</b>	<b>Description</b>	<b>Gist of contents</b>	<b>Price of the publication, if priced.</b>
1.	A.P.F.D.C. Staff Regulations-1975	Governing the service conditions and disciplinary rules in case of the employees.	Not for sale
2.	Circular Instructions	Technical instructions on various issues relating to regeneration and maintenance of plantations, marketing, accounts etc.	Not for sale
3.	Accounts Manual	Accounting procedures	Not for sale
4.	Records	Not applicable	Not applicable
5.	Publications	Nil	NIL

## Chapter 7

### Categories of documents held by the Public Authority under its control

#### Section 4(1)(b) v (i)

7.1 Information about the official documents by the public authority.

<b>Sl.No.</b>	<b>Category of document</b>	<b>Title of the document</b>	<b>Designation and address of the custodian.</b>
The Corporation does not have any records/documents relating to matters of public interest.			

## Chapter 8

### **Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof (Section 4(1)(b)(viii))**

8.1 Consultation/participation of public or its representatives for formulation and implementation of Policies.

Sl.No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation

Being a commercial organization, the policies are formulated and approved by the Board of Directors.

## Chapter 9

### Boards, Councils, Committees and other Bodies constituted as part of Public Authority Section 4(1)(b)v(iii)

#### 9.1. Information on Board of APFDC Ltd

Name of Board	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its Meetings accessible for public.
Board of APFDC Ltd (appointed by Government of AP)	Chairman 1	To occupy the Chair and conduct the proceedings in the Board Meeting	Not open to public
	VC&MD 1	Chief Executive of the Company and implement the policies as decided by the Government and Board of Directors including day to day affairs of the Corporation	
	GOI nominee 1 Nominees from: EFS&T Dept 1 Finance Dept 1 Forest Dept 1 Non-official Directors 6	To attend the Board Meeting and to decide the policies of the Corporation.	
	Total 12		

**Chapter 10**  
**Directory of Officers and Employees**  
**[Section 4(1)(b)(ix)]**

<b>S. No</b>	<b>Name of Office / administrative Unit</b>	<b>Name, Designation &amp; Address of Officer / Employee</b>	<b>Telephone &amp; Fax Office Tel: Residence Tel: Fax:</b>	<b>E-mail</b>
1.	Andhra Pradesh Forest Development Corporation Limited / <b>Head Office</b>	Sri C. Madhukar Raj, IFS, Vice Chairman and Managing Director, 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Office : 040-23392652 040-55536185 Res : 040-23312870 Fax : 040-23320032	
2.	-do-	Sri D. Sudhakar, IFS, Chief General Manager and Vigilance Officer, 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Office : 040-23320032 040-23392776 040-23323344 Res: 040-23322031 Fax: 040-23320032	
3.	<b>Regional Office, Hyderabad</b>	Sri N. Syam Prasad, IFS Regional Manager, 10-1-1200, III Floor, UNI Building, A.C. Guards, Hyderabad – 500 004.	Office : 040-23391851  Res: 040-23417558  Fax: 040-23370474	
4.	<b>Ranga Reddy Division</b>	Sri BAB Prasad, Divisional Manager, 2 <sup>nd</sup> Floor H.No.10-3-304 Anil Chambers, Humayun Nagar Hyderabad- 500 028.	Office : 040-23535188  Res: 040-24012229	
5.	<b>Medak Division</b>	Sri B Srinivasa Rao, Divisional Manager, Plot No.6, Meenakshi Estates, Jeedimetla (V), Medchal Road, Ranga Reddy Dist.-507 106.	Office : 040-27861238  Res: 040-27860292	
6.	<b>Warangal Division</b>	Sri B. Motilal, Divisional Manager, H.No.2-5-819, KLN Reddy Colony, Subedari, Hanamakonda. Warangal Dist.-506 001.	Office : 0870-2546543  Res: 0870-2432257	
7.	<b>Kagaznagar Division</b>	Sri K. Mallikarjuna Rao, Divisional Manager, A.P. Forest Development Corpn.Ltd. Kagaznagar.	Office : 08738-238156  Res: 08738-238136	

8.	<b>Regional Office, Nellore</b>	Sri B.K. Singh, IFS, Regional Manager, Pinakini Vana Vihar, Forest Complex, Opp. to Nippo Factory, A.K. Nagar, Nellore-524 001.	Office : 0861-2326407  Res: 0861-2326044  Fax : 0861-2313069	
9.	<b>Nellore Division</b>	Dr. T.Ramakrishna, Divisional Manager, Pinakini Vana Vihar, Forest Complex, Opp. to Nippo Factory, A.K.Nagar, Nellore-524 001.	Office : 0861-2327109  Res: 0861-2328351	
10.	<b>Kavali Division</b>	Sri P. Gopal Reddy, Divisional Manager, APFDC Building Complex, Janathapeta, Kavali – 524 002. Nellore Dist.	Office : 08626-243724  Res: 08626-243863	
11.	<b>Naidupeta Division</b>	Sri K. Narasimha Rao, Divisional Manager, Arumugam Road, Baripeta, Opp.to ALGM High School, Naidupeta – 524 126 Nellore Dist.	Office : 08623-248376  Res: 08623-248747	
13.	<b>Satyavedu Division</b>	Sri S. Gani Basha, Divisional Manager, Satyavedu – 517 588 Chittoor Dist.	Office : 08576-226742  Res: 08576-226840	
14.	<b>Regional Office, Rajahmundry.</b>	Sri M Prudhvi Raju, IFS, Regional Manager, Opp. to Govt. Arts College, Nehru Nagar, Rajahmundry – 533 103.	Office : 0883-2475791  Res: 0883-2462748  Fax: 0883-2443989	
15.	<b>Rajahmundry Division</b>	Sri V. Swamy Naidu, Divisional Manager, H.No.74-8-13, Prakash Nagar, Rajahmundry-533 103. East Godavari Dist.	Office : 0883-2467468  Res: 0883-2461008	
16.	<b>Eluru Division</b>	Sri K. Saraswathi Rao, Divisional Manager, D.No.33, Katta Subba Rao Thota, Sanivarapu peta, Eluru – 534 002. West Godavari Dist.	Office : 08812-250289  Res: 08812-234101	

17.	<b>Paloncha Divn.</b>	Sri K. Samson, Divisional Manager, Paloncha Division, Lakshmidvipalli, Kothagudem – 507 106. Khammam Dist.	Office : 08744-242271 Res: 08744-242892	
18.	<b>Kothagudem Division</b>	Sri G. Prabhakar, Divisional Manager, Kothagudem Division, Lakshmidvipalli, Kothagudem – 507 106. Khammam Dist.	Office : 08744-242240 Res: 08744-242684	
19.	<b>Sathupalli Division</b>	Sri A. Ravinder Reddy Divisional Manager, Sathupalli Division, APFDC Ltd. Complex, near R&B Guest House Sathupalli - 503 303 Khammam Dist.	Office : 958761-282533 Res: 282593	
20.	<b>Visakhapatnam Region</b>	Sri K.N. Bennerji, IFS, Regional Manager, H.I.G. Plot No.31, H. 1-45-1, Sector -1, MVP Colony Visakhapatnam – 530 017.	Office : 0891-2539397 Res: 0891-2553945 Fax: 0891-2713396	
22.	<b>Coffee Curing Works, Narsipatnam</b>	Sri B. Narayana Reddy, Divisional Manager, Coffee Curing Works, Narsipatnam – 531 116. Visakhapatnam Dist.	Office : 08932-235091 Res: 08932-2362711	
23.	<b>Chinthapalli (North) Divn.</b>	Sri S. Maheswara Rao, Divisional Manager, Coffee Plantation Project, Chinthapalli – 531 111 Visakhapatnam Dist.	Office : 08937-238282 Res: 08937-238283	
24.	<b>Chinthapalli (South) Divn.</b>	Sri B. Venkateswarlu, Divisional Manager, Coffee Plantation Project, Chinthapalli – 531 111 Visakhapatnam Dist.	Office : 08937-238225 Res: 08937-238256	
25.	<b>R.V.Nagar (East) Division</b>	Sri A. Ramesh Babu, Divisional Manager, Coffee Plantation Project, Raghavendranagar – 531 133 Visakhapatnam Dist.	Office : 08937-218811 Res: 08937-238821	

26.	<b>R.V. Nagar (West) Division</b>	Sri I. Sateesh, Divisional Manager, Coffee Plantation Project, Raghavendranagar – 531 133 Visakhapatnam Dist.	Office : 08937-238825  Res: 08937-238823	
27.	<b>Paderu Division</b>	Sri T. Ramakrishna, Divisional Manager, Coffee Plantation Project, Behind DFO's Office, Chundrupattu, Paderu – 530 024. Visakhapatnam Dist.	Office : 08935-250234  Res: 08935-247024	
28.	<b>Office of the Director, Eco-Tourism, Hyderabad.</b>	Sri P. Madhusudana Rao, IFS, Director, Eco-Tourism, 10-1-1200, II Floor, UNI Building, A.C.Guards, Hyderabad – 500 004.	Office : 040-23372977  Res: 040-23417630  Fax: 040-23320032	
29	<b>Office of the Asst. Director (Operations), Hyderabad.</b>	Sri, S Satyanarayana Assistant Director, Eco-Tourism Division, 10-1-1200, II Floor, UNI Building, A.C.Guards, Hyderabad – 500 004.	Office : 040-23326240  Res: 040-23050732	
8.	<b>Kadapa Division</b>	Sri G. Prabhakara Rao Divisional Manager, Forest Complex, Maruthi Nagar, Kadapa	Office : 08562-258627 Res:	

## Chapter 11

### Monthly Remuneration received by Officers and Employees, including the system of compensation as provided in Regulations. Section 4(1)(b)(x)

11.1. Information on remuneration and compensation structure for Officers and employees in the following format.

Sl.No.	Designation/ No. of posts	Monthly Remuneration- for the cadre Rs.	System of compensation to determine remuneration as given in regulation.
1.	VC&MD (1)	1,17,250	Central Govt. Pay Scales (AIS Officers)
2.	CGM (1)	1,04,420	
3.	RMs / Director (5)	4,45,480	
4.	FC / Dy GMs(4)	2,17,120	As per the Pay Scales approved by the Govt. of AP from time to time.
5.	Dy FC (1)	56,026	
6.	DMs / AOs/ PO ( 31)	13,24,630	
7.	APO(1)	49,639	
8.	Sr. Accountants (39)	14,23,734	
9.	Spl Assistants / Programmers/ HDM/ PA (26)	10,29,080	
10.	Sr. Assts / Sr Stenos / Sr DM( 36)	10,79,136	
11	Jr Accountants / Assistants / Jr Stenos/ Typist (24)	3,06,648	
12.	TOCR / Dispatch Clerk (7)	1,24,096	
13.	Plantation Mangers/ AEM (80)	17,33,280	
14.	Dy. PMs / Supervisors (144)	24,96,061	
15.	APM / Fieldmen (60)	7,72,479	
16.	Fieldman Gr.I (20)	2,06,619	
17.	Fieldman Gr- II (28)	2,61,255	
18.	Drivers (46)	8,30,760	
19.	Attenders/ Watchman (59)	11,02,373	
20.	Lorry Cleaners (3)	56,052	

## Chapter 12

### Budget Allocated to Each Agency including Plans etc Section 4(1)(b)(xi)

12.1 Information about the details of Plans, programmes and schemes undertaken

Agency	Budget Heads	Proposed Expenditure – Rs. in Lakhs (2005-06)	Expected Outcome/ Revenue – Rs. in Lakhs (2005-06)	Report on disbursements made
APFDC	1) Capital Expenses	125.35	0.00	Not connected with Public
	2) Regeneration and Harvesting :			
	Coffee	654.27	1397.47	
	Cashew	95.22	225.20	
	Eucalyptus	999.15	1834.40	
	Bamboo	194.90	509.05	
	Teak	3.58	0.00	
	Eco- Tourism	48.87	0.00	
	Vanaspathi Van (Medicinal Plants)	72.88	0.00	
	Other Revenue	0.00	468.55	
	3) Production Overheads	95.30	0.00	
	4) Salaries and overheads	1704.65	0.00	
	<b>Total</b>	<b>3994.17</b>	<b>4434.67</b>	

12.2. Information on the budget allocated for different activities under different programmes/schemes/Projects etc

Rs. in lakhs

Agency	Programme/ Scheme	Approved Budget Last year (2004-05)	Amount Spent last Year (2004-05)	Approved Budget Current Year (2005-06)	Budge Released current Year
APFDC	1) Capital Expenses	117.02	76.46	125.85	125.85
	2) Regeneration and Harvesting				
	Coffee	567.08	521.28	654.27	654.27
	Cashew	108.00	102.71	95.22	95.22
	Eucalyptus	596.32	572.91	999.15	999.15
	Bamboo	300.00	247.90	194.90	194.90
	Teak	26.00	25.42	3.58	3.58
	Eco- Tourism	120.00	118.53	48.87	48.87
	Vanaspathi Van (Medicinal Plants)	120.00	115.62	72.88	72.88
	3) Production Overheads	103.82	89.79	95.30	95.30
	4) Salaries and overheads	1607.89	1459.20	1704.65	1704.65
	<b>Total</b>	<b>3666.13</b>	<b>3329.82</b>	<b>3994.17</b>	<b>3994.17</b>

**Note: There is no Budgetary support from Govt. of AP**

## **Chapter 13**

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

13.1 to13.3: The Corporation does not implement any programme/schemes for which subsidy is provided.

## Chapter 14

### **Particulars of Recipients of Concessions, Permits or Authorisation granted by the Public Authority. Section 4(1)(b)xiii)**

14.1. Names and addresses of recipients of benefits under each programme/scheme

Institutional Beneficiaries                      NIL

Individual beneficiaries                      NIL

## Chapter 15

### Information available in Electronic Form Section 4(1)(b) (xiv)

15.1 Details of information related to the various schemes of the department in Electronic formats.

<b>Electronic format</b>	<b>Description</b>	<b>Contents</b>	<b>Designation and address of the custodian of information</b>
Website	<a href="http://www.apfdc.aps.gov.in">www.apfdc.aps.gov.in</a>	Activities and various programmes of the Corporation	Corporate office

15.2. The information can be accessed through Internet throughout the day.

## Chapter 16

### Particulars of facilities available to Citizens for obtaining information.

#### Section 4(1)(b)xv)

16.1. Particulars of information dissemination mechanisms available to the public.

<b>Facility</b>	<b>Description</b>	<b>Details of information made available.</b>
Notice Board	Offices of APFDC	Sale Notice, Tender Notice etc
News paper reports	In the paper editions that are required	Sale Notice, Tender Notice etc
Websites	<a href="http://www.apfdc.pts.gov.in">www.apfdc.pts.gov.in</a>	Activities of the Corporation, Sale Notice, Tender Notice etc

**Chapter 17**  
**Names, Designations and other Particulars of Public Information Officers**  
**[Section 4(1)(b)xvi]**

17.1 Contact information about the Public Information officers and Assistant Public Information Officers designated for various offices and Appellate Authorities

**Public Information Officers**

S.No.	Name of the Office	Name and Designation of the PIO	Office /Residence Tel. Fax	Email
1	APFDC Ltd. Corporate Office Hyderabad	M S Jayananda Kumar Deputy General Manager (Operations)	23395750 ( O ) 23526504 ( R ) 23320032 Fax	
2	APFDC Ltd. Regional Office	Accounts Officer	As mentioned in Chapter No.10	
3	APFDC Ltd. Divisional Office	Divisional Manager	As mentioned in Chapter No.10	

**Assistant Public Information Officers**

S.No.	Name of the Office	Name and Designation of the PIO	Office /Residence Tel. Fax	Email
1	APFDC Ltd. Corporate Office Hyderabad	N. Mukesh Assistant Personnel Officer	23395750 ( O ) 24014365 ( R ) 23320032 Fax	
2	APFDC Ltd. Regional Office	Special Assistant	As mentioned in Chapter No.10	
3	APFDC Ltd. Divisional Office	Senior Assistant	As mentioned in Chapter No.10	

**Appellate Authority**

S.No.	Name / Designation and address of the Appellate Officer	Jurisdiction of Appellate Officer	Office /Residence Tel. Fax	Email
1	Sri C Madhukar Raj IFS Vice Chairman & Managing Director	Entire Organization	23392652 ( O ) 23312870 ( R ) 23320032 Fax	
2	Regional Manager	4 - 6 Divisions	As mentioned in Chapter No.10	

## **Chapter 18**

### **Other Useful information [Section 4(1) (b) xvii]**

18.1 Any other information or details of publications which are of relevance to the citizens

**NIL**

(C. Madhukar Raj)  
Vice Chairman and Managing Director,  
APFDC Ltd.,

Place : Hyderabad  
Date : 30/04/2009

## APFDC Ltd. ORGANIZATION CHART

