

UNDER SECTION 4(1)(b) OF RTI ACT,2005

APIIC - Right to Information Act, 2005

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CHAPTER-1
APIIC Background & Key objectives
[Section 4 (1)(b)-I]

Introduction:

1.1 Background & Key objectives

Andhra Pradesh Industrial Infrastructure Corporation Limited was established in the year 1973 with the objective of providing industrial infrastructure through the development of industrial areas. Besides, the Corporation is also developing sector focused parks like apparel park/food processing parks/leather parks in the state.

With the advent of economic liberalization the Corporation has reoriented itself to the changing needs of economy and assumed the role of facilitator. To its credit the Corporation has developed Hi-Tech city with a private promoter. The corporation is the principle facilitator in Mega Projects like Special Economic Zone, Visakha Industrial Water Supply, Gangavaram Port, Convention Centre, Mega Industrial Parks at Parawada , Pashamylaram Financial District Hardware Park at Hyderabad. The Corporation has to its credit the execution of civil works for various Government Departments. It has executed works covering Referral Hospitals, Navodaya Schools Polytechnic Buildings Court Complex, Building and Hostel for Indian Institute of Information Technology. Government entrusted the responsibility of constructing Games Stadia and Games Village for the National Games on Project Management Basis. The Corporation is the Nodal Agency for Government Sponsored scheme like Growth Centres, Export Promotion Industrial Parks, Integrated Infrastructure Development Centres.

1.2 Who are the intended users of the Hand Book?

Citizens, Civil Society Organizations, Public Representatives, Officers and Employees of the Public Authorities including Public Information Officers and Asst. Public Information Officers and Appellate Officers, Central and State Information Commissions etc.,

1.3 Definitions of key terms:-

APIIC: Andhra Pradesh Industrial Infrastructure Corporation Limited

EC	: Executive Chairman:		
VC&MD	: Vice Chairman & Managing Director		
ED	: Executive Director		
CGM	: Chief General Manager	CS	: Company Secretary
GM	: General Manager	ZM	: Zonal Manager
DZM	: Deputy Zonal Manager	DGM	: Deputy General Manager
M	: Manager	AM	: Assistant Manager

CHAPTER-2

The particulars of its organization, functions and duties [Section 4 (1)(b)-II]

The Andhra Pradesh Industrial Infrastructure Corporation Limited has been constituted by the Government of Andhra Pradesh through G.O.Ms.No,831 Industries & Commerce Department, Hyderabad dated:10.09.1973 to exercise the powers conferred on and to perform functions assigned to it. The Government of Andhra Pradesh have transferred all the Industrial Estates and Industrial Development Areas established in the Andhra Pradesh to Andhra Pradesh Industrial Infrastructure Corporation Limited vide G.O.Ms.No.1162 dated 04.012.1973.

Functions/Duties

- Acquisition / Alienation of Govt. lands for Industrial Parks
- Identification of sites for Industrial Areas and development of layouts
- Provision of Infrastructure facilities in developed and existing layouts
- Allotment of developed plots
- To perform a role as facilitator for Industrial Investment in the State
- Planning and Development of Projects under Project Development
- Promotion Partnership and project identification and implementation
- Promotion of Infrastructure Projects under Public Private Partnership mode
- Nodal Agency for all Industrial Infrastructure Projects including IT Parks, Biotech Parks, Apparel Parks and Special Economic Zones in the State

CHAPTER3

The powers and Duties of Officers &Employees (Section 4(1)(b)-III)

OFFICERS IN APIIC AND SUBJECTS ALLOTTED:

VICE CHAIRMAN & MANAGING DIRECTOR: SRI J.V.N.SUBRAMANYAM, I.A.S.,

Vice Chairman & Managing Director is the Chief Executive of the Corporation with powers and responsibilities delegated by the Board from time to time.

Vice Chairman & Managing Director has overall responsibility of Organization to carry out its programmes and policies.

Vice Chairman & Managing Director shall approve Quality Manual and Quality System Procedure.

Vice Chairman & Managing Director has the Authority to oversee the entire activities of the Organization and to implement total Quality System.

EXECUTIVE DIRECTOR: Sri G.Sudarshan Babu I/c.,

He look after the following subjects.

1. Personnel & Administration wing
2. Finance wing
3. Public Relation Wing
4. Local Authority Cell
5. Asset Management Wing
6. Lands Wing
7. Engineering Wing
8. Legal Wing
9. Spl. Projects such as VCIC, MIIUS, PRIDE, NIMZ etc.,
10. Secretarial Wing
11. Right to information Act
12. J.V. Companies
13. MIS Section-IT, ERP & E-OFFICE

Common subjects such as State Level Allotment Committee, EoT/Delay Condonation Committee, Price Fixation Committee, CM Assurances/CMP Cases and long pending issues (AP Secretariat), MOU cases, E.O.D.B. Cases dealt by the Executive Director.

COMPANY SECRETARY: SRI M. SIVA S REDDY

He looks after the Secretarial work of the Corporation. He is reporting to EDs, Vice Chairman & Managing Director.

ENGINEER-IN-CHIEF : SRI CH.S.S.PRASAD

He is the In-charge of all Engineering works pertaining to the Districts of Nellore, Prakasam, Srikakulam, Vizianagaram, Visakhapatnam(Regular), Visakhapatnam(Spl), East Godavari, West Godavari, Krishna, Guntur, Districts and also he is in charge of the Projects wing for the above Zones. He look after the duties of the subjects like SEZs(other than twin cities & IT SEZs), Pharma City, Visakhapatnam Industrial Water Supply Company, ASIDE Funds, etc. He is reporting to ED & Vice Chairman & Managing Director.

CHIEF ENGINEER: SRI M.V.R.Vivekananda Reddy

He is the In-charge of all Engineering Works pertaining to the Rayalaseema Region i.e., Chittoor, Tirupathi, Kurnool, Hindupur, Ananthapur, Kadapa and APHSL Works.

CHIEF GENERAL MANAGER (AM Wing) : Sri I.L.Ram

He look after the duties of Asset Management of all Zones of the Corporation. Industrial Parks including /Autonagars of all Zones in A.P. including SEZs & IT allotments. All EoT, SLAC, LCQ, LAQ and all Govt. correspondence and General Work regarding Allotment Regulations. He is reporting to EDs, Vice Chairman & Managing Director.

CHIEF GENERAL MANAGER (Admin & PR) : Sri V.Sudhakar

He look after the duties of Admin Wing & Public Relations. He is reporting to EDs, Vice-Chairman & Managing Director.

CHIEF GENERAL MANAGER (F) I/c: Sri P.V.SUBBA REDDY

He look after the duties of finalization of accounts, price fixation, etc. He is reporting to the Executive Director in the matters of Accounts and Finances of the Corporation.

OFFICER ON SPECIAL DUTY(LANDS): Sri K.CHANDRA SEKHARA RAO.

He is assisting the Vice Chairman & Managing Director in matters relating to Land Acquisition.

CHIEF GENERAL MANAGER (Personnel & PIO) : Sri V.Jyothi Basu

He look after the duties of Personnel Wing, Public Information Officer. All Personnel wing matters viz. Recruitments, Transfers, Promotions, Increments, Payment of Salaries and Maintenance of Attendance Registers etc., & Right to Information Act. He is reporting to EDs, Vice Chairman & Managing Director.

GENERAL MANAGER (LEGAL): Smt.A.Rashmi

She is looking after the Legal matters of the Corporation and he is working under the control of the Vice Chairman & Managing Director.

GENERAL MANAGER (AM Wing) : Sri S.V.S.S.Naga Kumar

He look after the duties of Asset Management wing of APIIC, i.e., all Industrial Parks including /Autonagars of Srikakulam, Visakhapatnam(Regular), Visakhapatnam(Special), Kakinada, Krishna & Guntur Zones in A.P. including SEZs & IT allotments. All EoT, SLAC, LCQ, LAQ and all Govt. correspondence and General Work regarding Allotment Regulations. He is reporting to CGM(AM), EDs, Vice Chairman & Managing Director.

GENERAL MANAGER (AM Wing) : Sri V.Jyothi Basu

He look after the duties of Asset Management wing of APIIC, i.e., **All** Industrial Parks including /Autonagars of Prakasam, Nellore, Kadapa, Kurnool, Anapathur & Tirupathi Zones in A.P. including SEZs & IT allotments. All EoT, SLAC, LCQ, LAQ and all Govt. correspondence and General Work regarding Allotment Regulations. He is reporting to CGM(AM), EDs, Vice Chairman & Managing Director.

GENERAL MANAGER (MIS) I/c: Sri S.Mani Bhaskar

He is in charge of Computers and Management Information System. He is reporting to the ED & Vice-Chairman & Managing Director.

GENERAL MANAGER (Public Relations): Sri G.Krishna Prasad

He look after the duties of Public Relations.

GENERAL MANAGER (LAC): Sri J.Venkateswarlu

He look after the duties of Local Authority Cell. He is reporting to the Executive Director.

GENERAL MANAGER (Admin): Sri A.Sambasiva Rao

He look after the duties of Admin works.

GENERAL MANAGER (ELECTIRCAL): Smt. K.Amalodhbavi

He look after the duties of all Electrical works.

ZONAL MANAGERS:

Zonal Manager is the field level representative of the Corporation who is responsible to implement programmes' and policies of the Corporation, as per delegations given to him.

He is responsible to identify new entrepreneurs and improve occupancy position and is responsible for arranging district level promotional campaign to attract entrepreneurs/business development.

He is responsible for execution of civil works, as per schedule and ensure quality of works.

He is responsible for correcting non-conformance and servicing.

He is responsible for financial management and Accounts at Zonal Offices.

He has been delegated with requisite authority to create quality produce (infrastructure); implement policies of the Corporation and improve marketing potential for the products.

He is designated as Public Information Officer to receive applications under RTI ACT, 2005.

There are 15 Zones in the Andhra Pradesh Division of APIIC. List of Zonal Offices, Zonal Managers and the jurisdiction of each Zone Office is annexured.

LOCATION OF ZONAL OFFICES WITH JURISDICTIONS AND NAMES OF ZONAL MANAGERS:

Sl. No.	Name of the Zone	Head Quarters	Name of the CGM/ZM	Jurisdiction
1	Srikakulam & Vizianagaram	Industrial Estate, Kushalpuram, Near Navabharath Junction, Srikakulam Dist.-532 410	Sri. R.Papa Rao, Zonal Manager	Srikakulam & Vizianagaram Districts
2	Visakhapatnam (Regular)	Autonagar Road, Autonagar, Visakhapatnam-530012	Sri C.Yethi Raju, Zonal Manager	Visakhapatnam District
3	Visakhapatnam (Spl. Project Zone)	Achutapuram, Vizianagaram	Sri K.S.S.Sita Ram, Zonal Manager	Work pertaining to the Projects like (Pharma City, SEZ etc., in VSP District)
4	Kakinada	NH-214, APIIC Colony Rayudupalem-533005	Sri K.P.Sudhakara Rao, Zonal Manager	East Godavari District
5	Eluru	Industrial Park, Eluru	Smt.K.Lakshmi Andamma, Zonal Manager	West Godavari District

6	Vijayawada	Industrial Park, M.G.Road, Vijayawada-520007	Sri V.Srinivasa Rao Zonal Manager	Krishna District
7	Guntur	Autonagar, Guntur-522509	Sri V.Gopi Krishna, Zonal Manager	Guntur District
8	Prakasam	1 st Floor, D.No.58- 10-3/2, Gollapudivari Street, Santha Peta, Ongole- 523001	Sri B.Srinivasulu, Zonal Manager	Prakasam District
9	Nellore	Industrial Park, A.K.Nagar Post, Nellore-524004	Sri J.Chandra Sekhar, Zonal Manager	Nellore District
10	Kadapa	Rly.Station Road, Industrial Estate, Kadapa-516004	Smt. A.Jaya Lakshmi, Zonal Manager	Kadapa District
11	Tirupati	Industrial Estate, Renugunta Road, Settipalli Post, Tirupati-517506	Smt.S.S.Sony, Zonal Manager	Chittoor District
12	Chittoor	Industrial Estate, Kattamanchi Village, Puttur Road, Chittoor-517001	Smt.S.S.Sony, Zonal Manager I/c	Chittoor District
13	Anantapur	Industrial Estate, Ballari Road, Anantapuram- 515004	Sri D.K.V.Subrahmanyam, Zonal Manager	Anantapur District
14	Hindupur	Industrial Estate, Thumkunta Check Post, Hindupur- 515201	Smt. T.Padmavathi, Zonal Manager	Anantapur District
15	Kurnool	Adityanagar, Kurnool-518003	Smt. C.Venkata Narayanamma, Zonal Manager	Kurnool District

CHAPTER4

**The procedure followed in the decision making process, including channels
of supervision and accountability**

[Section 4 (1)(b)-IV]

Organization Chart

CHAPTER-5

The norms set by it for the discharge of its functions:

[Section 4 (1)(b)-V]

The Vice Chairman & Managing Director has delegated certain powers to the Zonal Managers for execution of field works and the same will be reviewed by VC&MD during Zonal Conference

CHAPTER-6

The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:
[Section 4 (1)(b)-VI]

CDA 1974 (Conduct –Discipline –Appeal Rules) - Annexure – I
APIIC Limited Staff Regulations 1974 - Annexure - II

CHAPTER-7

A statement of the categories of documents that are held by it or under its control : [Section 4 (1)(b)-VII]

The Corporation holds a number of documents. Some of them are confidential in nature. They include Agenda and Minutes of the Board of Directors, Confidential reports of employees, etc. Other records include awards for lands acquired by the Corporation, sale deeds issued to the allottees' of industrial lands/sheds/houses/godowns, tenders, Measurement Books, Statement of accounts

CHAPTER-8

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

[Section 4 (1)(b)-VIII]

As per the bye laws of the APIIC Government has appointed Board of Directors with Official and Non-Official members for formulation of policies and implementation thereof. Under Local authority status representatives of Industrial Establishments have been nominated under Service Society concept to maintain the civic amenities in the Industrial Areas developed by the Corporation.

CHAPTER-9

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

[Section 4 (1)(b)-IX]

LIST OF BOARD OF DIRECTORS
BOARD OF DIRECTORS OF APIIC LIMITED

1.	Sri Mettu Govinda Reddy Hon'ble Chairman APIIC Limited <u>Mangalagiri</u>
2.	Sri R.Karikal Valaven, IAS The Principal Secretary to Govt., & CIP Industries, Infrastructure, Investment & Commerce (Infra) Department Room No.108, Block-II A.P. Secretariat, <u>Velagapudi</u>
3.	Sri J.V.N.Subramanyam, IAS Vice-Chairman & Managing Director APIIC Limited <u>Mangalagiri</u>
4.	Sri Kona Sasidhar, IAS Principal Secretary to Government Information Technology, Electronics & Communication Department A.P. Secretariat, <u>Velagapudi</u>
5.	Dr. K.V.V.Satyanarayana, IRAS Special Secretary to Government Finance (Budget & Institutional Finance) Dept (looking after the APIIC issues) A.P. Secretariat, <u>Velagapudi</u>
6.	Sri J.V.N. Subrahmanyam, IAS Director of Industries and Managing Director (FAC), A.P. State Finance Corporation A.P., <u>Vijayawada</u>
7.	Sri Srikant Nagulapalli, IAS Secretary to Government Energy Department A.P. Secretariat, <u>Velagapudi</u>
8.	Sri Vivek Yadav, IAS Member Secretary A.P. Pollution Control Board <u>Vijayawada</u>

CHAPTER-10

The directory of its officers and employees.[Section 4 (1)(b)-X]

CHAPTER-11

The monthly remuneration received by each of its officers and employees,
including the system of compensation as provided in its regulations

[Section 4 (1)(b)-XI]
Pay Particulars of the Staff of the Corporation
CHAPTER-12

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

[Section 4 (1)(b)-XII]
Revised Estimates 2013-14 and Budget Estimates for 2014-15

CHAPTER-13

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

[Section 4 (1)(b)-XIII]
Corporation extend 33 1/3% (subject to maximum Rs.20.00 lakhs) rebate in land cost to the SC/ST Entrepreneurs Details of Incentives for setting up of New Industries in Andhra Pradesh- Industrial Investment Promotion Policy for 2010-2015 (Annexure)

CHAPTER-14

Particulars of recipients of concessions, permits or authorizations granted by it:

[Section 4 (1)(b)-XIV]
Some of the allotment/offer of allotments made to SC/ST Entrepreneurs during 2018-19 (Annexure)

CHAPTER-15

The Details in respect of the information, available to held by it, reduced in an electronic form; [Section 4 (1)(b)-XV]. The information in respect of the activities of APIIC Ltd is made available in apiic.in website. This Corporation has also proposed to have an online application to provide information to the entrepreneurs about the vacancy of Plots/Sheds/Houses/Land Zone wise/District wise and the prevailing rates and also have email correspondence with the entrepreneurs by Zonal Offices as well as from Head Office.

CHAPTER-16

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

[Section 4 (1)(b)-XVI]
In Head Office all the information, Brochures in respect of the Projects/Industrial Estates/Industrial Development Areas are made available with Public Relations Officer in charge of PR wing of the Corporation at Head Office. It is also proposing to place the said information in the Website being developed for providing online information. All the Zonal Managers in the

Zonal Offices will provide the above information in their respective jurisdictions.

No separate Library/Reading Rooms are being maintained in Head Office for Public use. The information on availability of Industrial Plots/Sheds in Industrial Estates /Industrial Areas in the State is being published in daily News Papers periodically by all the Zonal Offices in the State.

CHAPTER-17

The names, designations and other particulars of the Public Information Officers: [Section 4 (1)(b)-XVII]

S.No	Name/Designation/Address	
1	Sri G.Sudarshan Babu, Executive Director Head Office, APIIC Towers, 10 th floor, Plot No.CF-1, IT Park, Mangalagiri, Guntur District, A.P.-522 503.	Appellate Authority
2	Sri V.Jyothi Basu Chief General Manager (Personnel) Head Office, APIIC Towers, 10 th floor, Plot No.CF-1, IT Park, Mangalagiri, Guntur District, A.P.-522 503. 0863-2381850-Extn.-220	Public Information Officer

All the Zonal Managers are designated as Public Information Officers in their Jurisdictions.

CHAPTER-18

Such other information as may be prescribed and thereafter update these Publications every year.

[Section 4 (1)(b)-XVIII]

The information from time to time will be updated and made available to the public in APIIC website (www.apiic.in) and other relevant sites

www.appcb.ap.nic.in

www.sezindia.nic.in

www.apind.gov.in

<http://appcpir.com/>

www.apsez.co.in

<http://www.cgg.gov.in/>

<http://www.apts.gov.in/home.aspx>

**UNDER SECTION 5(1) & (2)
RIGHT TO INFORMATION ACT, 2005
(CENTRAL ACT 22 OF 2005)**

PUBLISHED FOR GENERAL INFORMATION

Head Office	
APPELLATE AUTHORITY	Sri G.Sudarshan Babu, Executive Director, APIIC Limited, Mangalagiri, Ph.No.0863 2381850-202 Extn.
PUBLIC INFORMATION OFFICER	SRI V.JYOTHI BASU, CHIEF GENERAL MANAGER (PERSONNEL), APIIC Limited, Mangalagiri, Ph. No.0863 2381850-220 Extn.

ZONAL OFFICES : PUBLIC INFORMATION OFFICERS		
TIRUPATHI	Smt.S.S.Sony	ZONAL MANAGER APIIC LIMITED, INDUSTRIAL PARK, SETTIPALLY POST, TIRUPATHI-517 506. TEL.NO.0877-2275393, CELL NO. 9848933879
CHITTOOR	Smt.S.S.Sony	ZONAL MANAGER,I/c APIIC LIMITED, INDUSTRIAL PARK, PUTTUR ROAD, CHITTOOR-517 001 CELL NO.7997693874
KADAPA	Smt. A.Jaya Lakshmi	ZONAL MANAGER, APIIC LIMITED, INDUSTRIAL PARK, KADAPA-516 004 TEL.NO. 08562-244520, CELL No.9948098209.
ANANTAPUR	Sri D.K.V.Subrahmanyam	ZONAL MANAGER APIIC LIMITED, INDUSTRIAL PARK, BELLARY ROAD, ANANTHAPUR -515004. TEL.NO. 08554-270973. CELL NO.9848175457

HINDUPUR	Smt.T.Padmavathi	ZONAL MANAGER APIIC LIMITED INDUSTRIAL PARK HINDUPUR-515 201 CELL NO.8340802666
KURNOOL	Smt. C.Venkata Narayanamma	ZONAL MANAGER, APIIC LIMITED, INDUSTRIAL PARK, KURNOOL-518001, CELL NO. 99480 92246
VIJAYAWADA	Sri V.Srinivasa Rao	ZONAL MANAGER, APIIC LIMITED, INDUSTRIAL PARK, VIJAYAWADA-520 007. TEL.NO.08662555647, CELL NO. 9848933877
ELURU	Smt. K.Lakshmi Andalamma	ZONAL MANAGER, APIIC LIMITED, INDUSTRIAL ESTATE, SATRAMPADU, ELURU-7 CELL NO.9553694445
GUNTUR	Sri V.Gopi Krishna	ZONAL MANAGER, APIIC LIMITED, INDUSTRIAL PARK, GUNTUR-522509 CELL NO.97050 55015
KAKINADA	Sri K.P.Sudhakara Rao	ZONAL MANAGER I/c, APIIC LIMITED, INDUSTRIAL PARK, KAKINADA-530 005 TEL.NO.0884-2344225 CELL NO. 9848933876
NELLORE	Sri J.Chandra Sekhar	ZONAL MANAGER APIIC LIMITED, INDUSTRIAL PARK, A.K.NAGAR POST, NELLORE 524 004. TEL.NO.0861-2327404, CELL NO.9849338878.
PRAKASAM	Sri B.Srinivasulu	ZONAL MANAGER. APIIC LIMITED, INDUSTRIAL PARK ONGOLE-523002 TEL.NO 08592-280789, CELL NO.91333 99851

VISAKHAPATNAM (REGULAR)	Sri C.Yethi Raju	ZONAL MANAGER, APIIC LIMITED, INDUSTRIAL PARKS, REGULAR ZONE, VISAKHAPATNAM. TEL.NO. 0891-2558036, CELL.NO. 9848933874
VISAKHAPATNAM (SPECIAL)	Sri K.S.S.Sitharam	ZONAL MANAGER, APIIC LIMITED , SPECIAL PROJECT ZONE,ONE STOP SERVICE CENTRE, VISAKHAPATNAM -531 011. TEL.NO.. 08924-237100, CELL NO. 9848933875
SRIKAKULAM	Sri R.Papa Rao	ZONAL MANAGER, APIIC LIMITED INDUSTRIAL ESTATE, KUSALAPURAM(V), SRIKAKULAM-532 410, TEL.NO.. 08942-270588, CELL NO. 9705688880