GENERAL INFORMATION

Head Office :: Vijayawada.

<table>
<thead>
<tr>
<th>Officials</th>
<th>Designation</th>
<th>Tele Phone / Cell No.</th>
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</table>
| SRI M. SADHU SUNDAR, B.Tech, VICE CHAIRMAN & MANAGING DIRECTOR. | Appellate Authority | Ph: 0866 2452916  
Fax:0866 2452914  
Cell: 9640909805  
e-mail: md@aptpc.org |
| Sri A.Sathya Narayana, DGM(FAC) | State Asst. Public Information Officer | Ph: 0866 2452915  
Fax:0866 2452914  
Cell: 9959666327  
e-Mail: aptpc.sathyanarayana@gmail.com |

Working Hours:
10.00 a.m. to 05.30 p.m. on all working Days.

Holidays:
All State Government Holidays including Saturdays and Sundays.
APTPC based information will be supplied within 30 days.

Fees:
Application Fee: Rs. 10/-
- Demand Draft/Indian Postal Order towards the prescribed fee should be drawn in favor of ‘APTPC Ltd’ and payable at Vijayawada only.
- Postal Charges to be paid for sending information to the applicants who are residing outside Vijayawada.
- The Applicant shall bear all the charges incurred for Photostat copy(s) as per page wise, inspection of record charges and all other charges, which shall be applicable for time being in force, as per laws governed in the State of Andhra Pradesh.

e-mail -  
Website -
I) Particulars of Organization, functions and duties:

The Andhra Pradesh Trade Promotion Corporation Limited (formerly known as Andhra Pradesh State Trading Corporation Limited) was incorporated under Companies Act, 1956 on 5th June, 1970 with a Paid up Capital of Rs. 86.00 Lakhs. The APSTC has undergone transformation in the Year 2007 and it is renamed as A.P. Trade Promotion Corporation (APTPC). The Corporation is provisionally bifurcated w.e.f. 2.6.2014 as per the provision of A.P. Reorganization Act 2014.

The objectives of the APTPC are to:-

- Promote Trade in the State of Andhra Pradesh and India.
- Promote Trade Fair Centers and Logistics Centers
- Carry on services and execute all operations incidental to the main objectives of the Company.

The Corporation is headed by the Chairman, and Managed by the Vice-Chairman & Managing Director appointed by the Govt. of Andhra Pradesh. The Board of Directors of the Corporation consisting of the Chairman, VC&MD and Three Directors who are appointed by the GoAP, who guide the Corporation and take important policy decisions relating to the activities of the Corporation.

There are no branch offices located in Hyderabad and other dist. of AP. The total manpower of the Corporation as on date is 6 from main stream under government service and 1 Deputation employees working at various divisions. The Divisions are headed by the officers in the cadre of Dy. General Manager/Manager.

The details of the Divisions with the activities are given hereunder:

(i) Note Books:

APTPC has been manufacturing Note Books under the Brand Name of “LEPAKSHI NANDI” since 39 years and supplying the same to various Government Welfare Departments, like Social Welfare, B.C. Welfare, B.C. Residential Societies, Tribal Welfare, Gurukulams and Other Institutions.

APTPC has finalized supplier for Raw Material, Note Books Converters and Transport Contractor through open Tenders by publishing paper notification for the Season 2018.
(ii) **Logistics Division:**

The Logistics Division has Apparel Export Park, near Gajuwaka, Vishakapatnam and Aseptic packaging unit at Chittoor. The facility at Gajuwaka is completed and handed over to O&M contractor. Aseptic packaging unit at Chittoor is handed over to O&M Contractor.

APTPC is the Custodian of Air Cargo Complex, Visakhapatnam. It has Customs Notified facility.

APTPC has leased out a piece of land at Kirlampudy layout at Vishakhapatnam for development, the lease holder developed a star hotel viz Ambica Seagreen hotel and commissioned in October - 2012.

APTPC has 0.52 acars of land at Endada it will be given for development of office Accommodation.

(iii) **Company Law Division:**

Company law matters are under the purview of the division. The division looks after the following matters:

- Company Law
- Statutory Returns

(iv) **Finance and Accounts Division:**

- Accounting, financial and audit operations are under the purview of the division.

  The division looks after the following matters:

  - Accounts and audit
  - Monitoring finance
  - Performance Reports

(v) **Administration Division:**

The division attends to all the personnel, administrative and welfare matters of employees. Provides training to the identified employees from time to time.

**The powers and duties of its officers and employees:**

The Vice-Chairman & Managing Director is the principal administrator of the Corporation having such powers and discretion as to the engagement and dismissal employees, advisors and other employees and full powers to all acts, matters and things as shall be necessary, proper and expedient to carry out the business of the company.

The Vice-Chairman & Managing Director is assisted by the Divisional Heads (Dy. General Manager / Manger) who will be directly reporting to him.
(vi) **Legal Division:**

The Division is dealing with the following matters:

(A) Business transactions,

(B) Disciplinary matters,

(C) Service matters,

(D) Right to Information Act, 2005.

(II) **Powers and duties of Divisional Heads:**

The Divisional Heads are responsible for the activities and operations being carried out by their respective Divisions. They have to see that the operational wing and the accounting wing working in their divisions shall function smoothly and keep the records and information up to date.

The Divisional Heads are empowered with initiating disciplinary action against their subordinate officers and staff to keep and maintain the discipline in their Divisions.

The Divisional Heads will periodically appraise on the performance of their Division to the Vice-Chairman & Managing Director and appraise him the latest developments in their areas of operations.

**General:**

The officers and the staff working in the Division shall discharge assigned duties and attend work allocated to them by their respective Divisional Heads. They shall keep their record work and information pertaining to the Section or the subject being dealt by them up to date.

(III) **Procedure followed in decision making process including channels of supervision and accountability: At Head Office:**

All the tappals received in the Inward Section are opened and the currents addressed to the VC & MD will be submitted to the VC & MD and other currents received will be submitted to the concerned Divisional Heads. The VC & MD after perusal will mark the currents to the concerned Divisional Heads. The Divisional Heads in turn, after perusal of the currents received from the VC & MD and the currents received from the Inward Section, depending upon nature and urgency of currents will either attend by them or mark the same to the concerned dealing officers for necessary action.

The concerned dealing officers will initiate action on each current marked to them by their Divisional Heads and submit to their supervisory officer concerned for orders on the subject matter. The Supervisory officer in turn will submit the file to the Divisional Heads for a decision. The Divisional Heads will pass necessary orders sought for on the file if the matter within his ambit of authority delegated to him or else he will submit the file to the VC & MD for orders. The usual file processing system shall be followed and disposed off as per the procedure. All the officers are accountable for quick disposal of the cases.
IV. The Norms set by the Corporation for discharge of its functions:

There are no norms specifically laid down in the Corporation for discharging its functions. However, the functions of the corporation are carried out based on the following norms which have become, by practice, a part and parcel of the system.

- Review of performance of Divisions.
- Ensuring prompt recovery of amounts due to the Corporation.
- Monitoring and review of the performance and discharge of the duties assigned to the subordinate officers / staff by the Divisional Heads.
- Taking immediate remedial measures in case of deviations noticed in the functioning and conduct of the subordinate officers and staff. Facilitating completion of various audits of various Divisions in time.
- To monitor adherence to the Office Orders, Instructions and Regulations of the corporation by the Officers in discharge of functions.

V. The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions:

The following are the rules and regulations formulated by the Corporation and the Acts of Central Government, followed by its employees in discharging their functions:

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<tbody>
<tr>
<td>1.</td>
<td>APTPC Employees Recruitment &amp; Service Regulations 1993</td>
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<td>2.</td>
<td>APTPC Employees Service Conditions Regulations.</td>
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<td>3.</td>
<td>APTPC Leave Regulations.</td>
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<td>4.</td>
<td>APTPC Pay &amp; Allowances Regulations.</td>
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<td>5.</td>
<td>APTPC Employees Conduct, Discipline and Appeals Regulations.</td>
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<td>10.</td>
<td>Customs Act</td>
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VI. Statement of the categories of documents that are held by the Corporation under its control:

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<tbody>
<tr>
<td>1.</td>
<td>Minutes book</td>
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<tr>
<td>2.</td>
<td>Assets Register</td>
</tr>
<tr>
<td>3.</td>
<td>Stock Registers for Printing &amp; Stationery</td>
</tr>
<tr>
<td>4.</td>
<td>Petty Cash book</td>
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<tr>
<td>5.</td>
<td>Cash Books</td>
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<tr>
<td>6.</td>
<td>Ledgers</td>
</tr>
<tr>
<td>7.</td>
<td>Loans &amp; Advances Registers.</td>
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<tr>
<td>8.</td>
<td>Inwards</td>
</tr>
<tr>
<td>9.</td>
<td>Dispatch Register</td>
</tr>
<tr>
<td>10.</td>
<td>Service Register</td>
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<tr>
<td>11.</td>
<td>Leave Registers</td>
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<td>12.</td>
<td>Sundry Hirers Cards</td>
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In addition to the above Registers & Books the Corporation is having periodical reports to be submitted to the employment exchange, Life Insurance Corporation, Provident Fund Authority and to the Government.


VII. Particulars of any arrangements that exists for consultation with or representation by the members of the public relations to the formulation of its policy or implementation thereof:

There are arrangements in existence in the Corporation for consultation with or representation by the members of the public relation to the formulations of the policies or implementation thereof through the orders of GoAP. The Board of Directors of the Corporation in consultation with the senior officers formulates the policies of the Corporation.

VIII. Statement of Boards, Councils, Committees and other bodies consisting of two 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:

The Board of Directors constituted by GoAP advice the Corporation. The Vice-Chairman & Managing Director Manages and constitute a Committee (or) a Sub-committee for the purpose of seeking its advice for taking a decision in the matters of business relating to the Corporation through the process of tenders for all its general purchase, procurement and administration of its works for all the divisions of the Corporation. The committees so constituted will cease to exist the movement it meets and takes a decision advising or recommending or not recommending to the management on the issue/ matter referred to it.

IX. A directory of officer and employees:

The Corporation is maintaining a list of employees with their residential addresses and telephone numbers.

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

The Statement of gross salary received by each of officer and employees of the Corporation is furnished hereunder:
A. LIST OF REGULAR EMPLOYEES

<table>
<thead>
<tr>
<th>S.No</th>
<th>EMP CODE</th>
<th>NAME OF THE EMPLOYEE</th>
<th>DESIGNATION</th>
<th>POP</th>
<th>GROSS SALARY Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>304</td>
<td>A.Sathyanarayana</td>
<td>DGM(FAC)</td>
<td>Legal, Admn &amp; Accts</td>
<td>92154.00</td>
</tr>
<tr>
<td>2</td>
<td>337</td>
<td>Y.Maria Kumari</td>
<td>AM</td>
<td>Fin &amp; Accts</td>
<td>79081.00</td>
</tr>
<tr>
<td>3</td>
<td>333</td>
<td>SK.Nuruddin</td>
<td>AM</td>
<td>Note Books</td>
<td>79081.00</td>
</tr>
<tr>
<td>4</td>
<td>356</td>
<td>S.Koteswara Rao</td>
<td>AM</td>
<td>Fin &amp; Accts</td>
<td>59371.00</td>
</tr>
<tr>
<td>5</td>
<td>302</td>
<td>P.Sriram Prasad</td>
<td>AM</td>
<td>Projects</td>
<td>59356.00</td>
</tr>
<tr>
<td>6</td>
<td>357</td>
<td>V.Ammaji</td>
<td>O A</td>
<td>Head Office</td>
<td>43890.00</td>
</tr>
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<td></td>
<td><strong>TOTAL - A</strong></td>
<td></td>
<td></td>
<td><strong>412933.00</strong></td>
</tr>
</tbody>
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B. LIST OF DEPUTATION EMPLOYEES

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<thead>
<tr>
<th>S.No</th>
<th>EMP CODE</th>
<th>NAME OF THE EMPLOYEE</th>
<th>DESIGNATION</th>
<th>GROSS SALARY Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>656</td>
<td>Y.Naga Veni</td>
<td>AM</td>
<td>108734.00</td>
</tr>
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**TOTAL - B** 108734.00

Grand Total 521667.00

XI. the Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

There is no procedure of preparation of the budget in the Corporation after reforms in the corporation.

XII. the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

There are no subsidy programmes in the Corporation.

XIII. Particulars of recipients of concession, permits or authorizations granted by it.

No concessions, permits or authorizations granted by the Corporation.

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form:

The information relating to the Corporation and its activities carried out by different divisions are made available.

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

The Corporation does not own library for the use of its employees.

The Website of the Corporation provides information to the citizens about the Corporation and its activities which can be used by the citizens and if any citizen is interested in availing the facilities of the corporation, they can do so.
XVI. **The names, designations and other particulars of the Public Information Officers:**

The particulars of the State Public Information Officer and the State Assistant Public Information Officer appointed in Head Office at Vijayawada are as follows:

**State Assistant Information Officer:**

Sri A.Satyanarayana  
DGM(FAC),  
Prasanth House, 1st Floor  
D.No 48-9-11/2, Near Power House,  
GUNADALA, Vijayawada-520004.  
Cell No: 9959666327  
E-Mail: aptpc.sathyanarayana@gmail.com

XVII. **Such other information as may be prescribed and thereafter update this publication every year:**

The Corporation publishes its Annual Report every year.

Annual Reports for the years 2011 – 12, 2012 – 13 were laid on the Table of House on 27-3-2015.  
Annual Report for the years 2013 – 14 is printed and submitted to the Government.