



**ANDHRA PRADESH HUMAN RESOURCE DEVELOPMENT INSTITUTE  
(GOVERNMENT OF ANDHRA PRADESH)**

**THE RIGHT TO INFORMATION ACT, 2005**

INFORMATION HAND BOOK  
(UNDER SECTION (4 (1) (b)) THE RTI ACT 2005)

**2020**

Beside college of Food & Science Technology  
Campus of Extension training center, Bapatla, Guntur District,  
Andhra Pradesh- 522 101

## **Introduction**

The Andhra Pradesh Human Resource Development Institute (AP HRDI) has been established in August, 2015 in the wake of the bifurcation of the State vide G.O. Ms. No 112 (GAD) dated: 18-08- 2015. It started functioning initially from the premises of IIIT, Nuzvid in the month of October, 2015 and moved to its present premises at Bapatla (the Extension Training Centre (ETC) of Panchayat Raj Department) in April, 2016.

The AP HRD Institute is envisaged to be developed as a State of the Art Institution to meet the training and capacity building requirements of Officers and Staff of Govt. Departments, Undertakings and other Public functionaries. The training encompasses Induction, Orientation, skill development, physical and Psychological fitness and a sense of ownership of the Government programmes.

**Govt. of Andhra Pradesh consider** that the APHRD Institute should emerge as an **National Institution of Excellence** duly focusing on modern administrative and management techniques as also the right mix of service and self-sufficiency. **The APHRDI is one of few ATIs in the country to have the National Knowledge Network Facility.**

Right to Information Act is a major initiative and a paradigm shift in Public Policy. As an important milestone in achieving transparency in all transactions, the APHRDI has initiated public disclosure of necessary information pertaining to all its activity.

## 1. The particulars of functions & duties in the office of APHRDI

Name of the office : Andhra Pradesh Human Resource Development Institute

Address : Andhra Pradesh Human Resource Development Institute

Campus of Extension Training Centre, Near Flyover, Next to  
College of Food Science & Technology, Bapatla – 522 101  
(Guntur Dist.) AP

Head of the Office : Director General, APHRDI

Parent Govt. Dept. : General Administration Department, AP Secretariat,  
Velagapudi, Guntur Dist., AP

**Mission:** To “promote good governance by transforming the functionaries involved in the process of Governance through enhancing their competence and administrative capability by providing quality training in a transparent framework”

**Objectives :**

- 1) To serve as the apex institute for the collection and dissemination of information/initiatives/latest technology regarding development administration
- 2) To develop managerial skills, organizational capability, leadership and decision making ability of Government employees through innovative methods based on expertise and research
- 3) To "Transform the functionaries involved in the process of Governance through foundation/induction, mid-career and in-service training, based on assessing their training needs.
- 4) To create a State of the Art Integrated Training Institute by bringing various state govt. institutions together to impart training for public servants and inculcating a culture of public responsiveness and accountability towards citizens.
- 5) To foster, assist and support individuals, organizations and institutions working in development administration through high quality training and capacity building activities.

## 2. The powers of officers & employees in the office of AP HRDI

The details of the powers and duties of officers and Employees of the authority by designation as follows:

S. No	Name of Officer/Employee	Designation	Powers	Duties
1.	Sri.JSV Prasad, IAS	Director General, AP HRDI.	Executive, Administrative & Financial powers	All items for imparting training & creation of requisite infrastructure.
2	Dr . Sreedhar C, IAS	Joint Director General		

**Scope :** To impart training to all state govt. functionaries including those belonging to All India Services.

**Functions:** This Institute is responsible for facilitating Training/inputs on an annual basis for Public functionaries of the State Government to achieve CARING Government (Committed, Accountable, Responsive Nationalistic & Genuine) which takes the State towards its vision.

### Programmes & Activities

- To conduct training need analysis and design training programmes
- To develop, prepare and update training modules and materials
- To conduct courses sponsored by the Government of India on Trainers Development Programmes, State Category Training Programmes, on Ethics and Values in Good Governance, Gender Sensitization, RTI, Disaster Management etc.
- To conduct foundation courses for State Civil Service Officers and other departmental officials
- To conduct orientation and refresher courses in, Office Procedures, Development Administration, Personal Development, Project Formulation, Legal Awareness, Computer Applications, etc.

### Subjects & Areas of Activities

The programmes may cover all functions, concepts, principles and techniques related to development administration in Government.

### Administrative Control

The Management structure has to be evolved.

**3. Procedure followed in decision making process, including channels of supervision and accountability**

<b>Sl. No</b>	<b>Activities</b>	<b>Description</b>	<b>Process</b>	<b>Decision Making Authority</b>
<b>1.</b>	Constitution, Motivation & hierarchical supervision	Conducting Training Programmes, Workshops, Sensitization Sessions, Public speeches, Presentations		Director General
<b>2</b>	Budget preparation	This is being done by all staff members with assistance from Accounts Dept.		Director General
<b>3</b>	Calendar of training programmes Design & Development of new programmes Timely action for obtaining nominations & other infrastructure Additional courses depending on the need of departments By programme coordinators under the supervision of DG			Director General General /GoAP/GoI
<b>4</b>	Recruitment/ Hiring of personnel		Through written test & personal interviews and also references from established Institutions and outstanding individuals	Director General
<b>5</b>	Release of funds	Online transfer and sometimes through cheques		Director General
<b>6</b>	Implementation / delivery of service / utilization of funds	By conducting programmes as per the requirements of the departments		Director General
<b>7</b>	Monitoring & Evaluation	<b>Through online feedback from the participants</b>		Director General
<b>8</b>	Gathering feedback from public	-do-		Director General
<b>9</b>	Undertaking Improvements	Based on the feedback from participants, moderators, distinguished guest faculty as also from departments of GoAP		Director General

#### 4. The norms set by it for discharge of its functions.

The Instructions issued by the Department of General Administration from time to time are followed. The Annual Performance Report of the staff will be reviewed based on the performance.

#### 5. Rules, regulations, instructions, manuals and records, held by it or under its

**Control or used by its control or used by its employees for discharging its functions.**

These are being formulated- The normal Govt. of AP Rules are being formulated till they are formulated the normal govt. rules apply.

#### 6. A Statement of the categories of documents held by it or under its control.

Sl. No	Category of Document	Title of Document	Designation and address of the custodian(held by/under the control of whom)
1	Memorandum of Understanding (MoU)	1. School of Planning & Architecture (SPAV), Vijayawada 2. Centre for Innovations in Public Systems (CIPS), Hyderabad 3. NIT, Warangal 4. Pollution Control Board	Director General
2	GOs	1. G.O.No. 112, dt. Setting up of APHRDI 2. Appointment of DG 3. G.O.Ms.No.142 Sanction of posts (6) at Regional Center of APHRDI at Srikalahasti, Chittoor Dist 4. G.O.Ms.No.243 – Allotment of land at ETC, Bapatla & Srikalahasti 5. G.O.Rt.No.652 – Comprehensive Online Modified Modules for Induction Training (COMMIT)	GoAP
3	Agreements	NIL	
4	Purchase orders	<b>Lot of purchases have been made from govt. organizations viz., Rajahmundry Central Prison, Coir Board, APCO, Lepakshi, &amp; APTS</b>	Director General
5	Tenders	Mess, Transformers, Civil works	Director General
6	Administrative Approvals	Through proceedings and GOs	Director General & Govt.
7	Catering & Hostels	By inviting tenders	Director General & Govt.

**6. A Statement of the Boards, Councils, Committees and other Bodies constitute as part of Public Authority**

<b>S.No.</b>	<b>Name of Board, Council, Committee etc</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its meetings open to public/minutes of its meetings accessible for public</b>
All these are being constituted				

**8. A directory of its officers and employees.**

<b>S.No</b>	<b>Name, Designation &amp; Address of Officer/ Employee</b>	<b>Telephone &amp; Fax</b>	<b>Email</b>
1	<b>Sri. JSV Prasad, IAS</b> Director General, AP HRDI	-	<a href="mailto:dg-aphrdi@ap.gov.in">dg-aphrdi@ap.gov.in</a>
2	<b>Dr. Sreedhar C, IAS, AP HRDI</b>	-	



**9. The names and remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

**I.**

<b>Sl. No</b>	<b>Name &amp; Designation</b>	<b>Annual Remuneration including its composition</b>	<b>System of Compensation to determine remuneration as given in regulation</b>
1	<b>Sri. JSV Prasad, IAS Director General, AP HRDI</b>	-	Appointed vide GO Rt No.1414
2	<b>Dr. Sreedhar C, IAS, AP HRDI</b>	-	Appointed vide GO Rt No.2036

**II.**

<b>Sl. No</b>	<b>Name &amp; Designation</b>	<b>Annual Remuneration including its composition Rs.</b>	<b>System of Compensation to determine remuneration as given in regulation</b>
1.	Mrs. Bharathi, Project Executive Assistant	5,64,000	
2.	K. Raveendra, IT Administrator	5,64,000	
3.	Mr. M. Ravi, Project Associate	2,66,400	
4.	Mr. Sriramulu, IT Support	2,40,000	
5.	Mrs. Nazia Sk, Training Coordinator	2,40,000	
6.	Ms. Jhansi R, Training Coordinator	3,00,000	
7.	Ms Tirumala, Training Coordinator	1,86,000	

8.	Mrs Aruna , Accounts Assistant	1,80,000	
9.	Mr Rajendra Prasad, Accounts Assistant	2,19,600	
10.	Mr. Mahindra Reddy, Facilities Coordinator	2,62,800	
12.	Mr Bhavannarayana, Training Coordinator	1,46,400	
13.	Mr Karthik, Training Coordinator	1,86,000	
14.	Mr Chinnamukanti, Junior Engineer	1,92,000	
15.	Mr Ashok Kumar, Training Coordinator	1,80,000	
17.	Ms. Shymala Devi, IT support	1,86,000	
18.	Mrs. Chasmitha, Multi Task Assistant	1,65,000	
19.	Mr Prabhudeva, Project Coordinator (Centre for Sustainable Development Goals)	2,40,000	
20.	Ms Sudha, Project Coordinator (Centre for Sustainable Development Goals)	1,80,000	
21.	Sanitation workers (Bapatla) 09 no's	6,96,000	
	Office Attendants(Bapatla) 07 no	7,38,000	
22.	Technicians 02 nos	3,99,600	
23.	Gardeners 02 no's	1,86,000	

**11. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

None

**12. Particulars of recipients of concessions, permits or authorizations granted by it.**

None

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

The information relating to the AP HRDI, the training activities and such other information are available at the Website - <http://www.aphrdi.ap.gov.in>

<b>Analysis of Programmes Oct., 2015 - 14 March, 2020</b>			
<b>Period</b>	<b>No. of Programmes</b>	<b>No. of Govt. /Public Functionaries trained</b>	<b>No. of training person days</b>
<b>Oct., 2015 to Dec., 2017</b>	259	21,198	1,12,385
<b>1 Jan. - 31 Dec., 2018</b>	187	11,605	91,250
<b>1 Jan. - 31 Dec., 2019</b>	180	7,488	54,378
<b>1 Jan., 2020 - 14 March, 2020</b>	24	2,086	7,489
<b>Total:</b>	<b>650</b>	<b>42,377</b>	<b>2,65,502</b>
	<b>CSDG-WASH &amp; DRR</b>		
March, 2019	30	1530	2139
<b>Grand Total</b>	<b>680</b>	<b>43907</b>	<b>2,67,641</b>

<b>Analysis of Online Knowledge Sharing Sessions 22 April - 30 June, 2020</b>			
<b>S.No.</b>	<b>Details of Online Sessions</b>	<b>Total No. of Online Sessions</b>	<b>Total No. of Participants participated</b>
1	General Sessions	37	13838
2	Capacity Building of staff in Govt. Departments - Post Lock down and for COVID 19 to the Newly Recruited Ward Secretaries of Municipal Administration Department of all 13 districts of Govt. of AP	13	9390
3	Profession Training for Inservice Engineers of Engineering Departments of GoAP	11	3627
4	National Institute of Disaster Management (NIDM), GoI	6	4093
5	Induction Training for Probationary DSPs & Fire officers	6	28
		<b>73</b>	<b>30976</b>

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

Available in the website <http://www.aphrdi.ap.gov.in>

15. The name, designation and particulars of the Assistant Public Information Officer (APIO)

**Mahindra Reddy, Facilities coordinator**, AP HRD institute, Campus of ETC, Bapatla. Cell-9494678873, [facilitiesoff-aphrdi@gmail.com](mailto:facilitiesoff-aphrdi@gmail.com)

16. The name, designation and particulars of the Appellate Authority.

**Sri. JSV Prasad**, IAS, Director General, AP HRDI, dg-aphrdi@ap.gov.in

17. Such other information as may be prescribed; and thereafter update these publications every year.

The information is updated regularly on the website.

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