

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



**DEPARTMENTAL INFORMATION MANUAL UNDER RTI ACT 2005**

**1. I. The particulars of its organization, functions and duties:**

The A.P.Handicrafts Development Corporation, a State Government Undertaking, was set up in the year 1982 under Companies Act 1956 with a share capital participation from the State Government (Rs. 150.36 lakhs) and from the Government of India (Rs. 50.00 lakhs) with the main objectives of promotion, development and marketing of handicrafts and handlooms besides implementing several schemes for the welfare of artisans.

**II. The powers and duties of its Officers and employees:**

**A) The Managing Director is vested with Administrative, Financial and Disciplinary powers. The following are the functions:**

- a) Supervision and control of all Officers and Staff at Head Office as well as Branches.
- b) Selection of stocks and Assets to the Corporation.
- c) Promotion and Development of Handicrafts and Handlooms within the State.
- d) Review of performance of the Branches.
- e) Supervision of accounts and finance.
- f) Organising Meetings of Board Of Directors and Share holders.
- g) Coordinating with all Government Departments etc.

**B) Powers and duties of Sr.Managers, Dy.Managers, Assistant Managers, Sr.Asistants, Stenoos and Typists in Head Office.**

- a) Dealing with accounts matters and Secretarial Work
- b) Dealing with all establishment matters and Legal cases.
- c) Dealing with Financial matters, Promotion, Development of Handicrafts Welfare Activities of Artisans, Publicity.
- d) Procurement and Marketing of Handicrafts and Computerisation.
- e) Training to youth and Organising Design workshops.
- f) Organising Exhibition and Craft Bazaars.

The Dy.Managers, Assistant Managers, Sr.Assistants are custodians of all the files relating to their subjects and process the files.

Typists and Stenoos will attend to dictations given by the Officers, fair copy and put up to officer.

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



Telephone operator will attend to all Telephone calls made by outsiders and connect them to the concerned officers and staff. The Asst.Mangers, Public Relations will attend the visitors to the Officers in getting the required information by them.

The Inward & Outwards incharge will receive all tappals and put up them to the Second Grade Officers. Dispatch all letters to the concerned

The Attenders will attend for movement of files from staff to officers and vice-versa and for cleaning tables.

The Drivers will work on the Officers vehicles for operation and maintenance.

The Watch and ward will attend as Security during day and night.

C) The powers, duties and functions of officers and staff at Branch level.

**i. Branch Manager:**

1. Overall supervision of showrooms.
2. Procurement of stocks from Artisans.
3. Marketing of Handicrafts payments to suppliers and staff.
4. Service matter of the staff.
5. Coordination with Head Office, Public and Local Government Departments.
6. Planning and functioning of Business.

**ii. Accountant:**

Maintenance of Accounts and finance Records, Payments to suppliers and staff. Attending audit. Sending periodicals to Head Office. Remittance of Statutory dues to the respective authorities.

**iii. Sales Assistants:**

Attending customers for sales. Maintenance of Records and reports, relating to stocks and sales.

**iv. Store Keeper:**

1. Receiving Stocks from Head Office and Artisans and issue of the same to concerned Sales Section.
2. Maintenance of Records relating to stocks and reporting to Head Office about movement of stock.

**v. Typist:**

Attending of all types of Office typing work and fair copies.

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
**(A.P.GOVERNMENT UNDERTAKING)**



**vi. Jr.Assistants:**

1. House keeping purchase of office stationary items.
2. Attending outside office work
3. Services matters of employees and maintenance of Service Register.

**vii. Cashier:**

1. Receiving cash and Credit Card from customers and handing over to Accountant.
2. Preparation of Petty Cash Book.

**viii. Packers:**

1. Packing of the items.
2. Handing over the items to the customers according to the paid bills.

**ix. Attender:**

1. Attending cleaning of the showcases, Office tables.
2. Handling of the items from Sales Counter to packing counters and assisting Sales staff.
3. Outside work, tappals as entrusted by the Manager.

**x. Watchman:**

Watching the showroom during day and night.

**C. NORMS SET FOR DISCHARGE OF ITS FUNCTIONS:**

There are no specific norms. However, it should be the endeavour to achieve maximum sales and Net Profit and Create of maximum employment to the Artisans for improvement of their living condition.

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

All the tappals received in the Head Office will be opened and sent to the Second level Officer i.e. Sr.Manager (Administration) and on perusal by the Second level Officer, all the important tappals such as Government correspondence, LAQs, Writ Petitions will be given to the Officers, concerned for quick disposal. All the other tappals will be sent to the tappals section, to handover the current to the Section Heads concerned. The concerned assistants will initiate action on each paper, as per rules in force and submit to their supervising Officers i.e. Section Heads. The Section Heads will scrutinize the files and submit to Managing Director for necessary orders.

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



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

There are no specific norms. However, it should be the endeavour to achieve maximum sales and Net Profit and Create of maximum employment to the Artisans for improvement of their living condition

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

**A) Design and Technical workshops:**

The Corporation has organized 4 Design and Technical Workshops during the year 2007-08 for the benefit of the Craftspersons with the grant-in-aid received from the Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India, new Delhi.

**B) Common Facility Service Centres (CFSC)**

The Corporation has set up two Common Facility Service Centres, i.e. one Multi-Craft Common Facility Centre at Hyderabad (Brass, Bidri, Silver Filigree, Banjara Embroidery, Nirmal Paintings and Furniture) and the other at Bobbili in Vizianagaram District for Veena making artisan cluster under a Centrally sponsored scheme of Ambedkar Hastshilp Vikas Yojana (AHVY). The main objective of the CFSCs is to provide basic inputs – machinery, tools and equipment, training and design --- to the artisans for improving quality of products and for developing new designs/products.

**C) Computerisation:**

The Corporation has started fresh initiative of computerizing the activities of the 'Lepakshi' showrooms and Head Office with a view to improving the efficiency in its functioning. The activities being taken up are: Inventory, Accounts, HRD etc. This initiative is likely to improve efficiency of the organization besides reduction of human drudgery, manpower and time in preparation and maintenance of manual records. This has been appreciated by customers as well.

**D) Renovation of 'Lepakshi' showrooms:**

The Corporation has also taken by initiative of renovating the showrooms keeping in view contemporary market demands and changing perception of the customers. Major showrooms at Gunfoundry (Abids), Musheerabad, Hyderabad, Vijayawada, Visakhapatnam & Tirumala have already been renovated, and are drawing customers in large numbers. The sales of the showrooms have also gone up substantially after the renovation of the showrooms.

**E) Aggressive publicity:**

Keeping in view the challenges of fast changing competitive contemporary market environment, the Corporation has embarked on aggressive publicity and brand-building campaign through intensive use of electronic and print media, hoardings, ad films and workshops to its best advantage. The publicity campaign undertaken during 2007-08 has paid rich dividends in the form of increased awareness of 'Lepakshi' showrooms among the public and improved sales.

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



The Organisation is headed by the Board of Directors which has been recently constituted in terms of G.O.Rt.No.226, dt. 15-03-2008 of Industries & Commerce (C&EP) Department, Government of Andhra Pradesh, Hyderabad. The following is the Composition of Board Directors.

**COMPOSITION OF BOARD DIRECTORS**

- |                                                                                                                                         |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Smt. Ranjeev R.Acharya, I.A.S., APHDC & Prl.<br>Secretary to Government, Industries & Commerce<br>Dept., A.P.Secretariat, Hyderabad. | Chairperson       |
| 2. Sri Praveen Prakash, I.A.S., , APHDC Ltd., Hyderabad.                                                                                | Managing Director |
| 3. Sri Y.Rama Krishna, APHDC & Addl.Secretary to<br>Government, Finance, A.P.Secretariat, Hyderabad.                                    | Director          |
| 4. Sri A. Dayakar Reddy, APHDC & Joint<br>Secretary to Government, Inds. & Com. Dept.,<br>A.P.Secretariat, Hyderabad.                   | Director          |
| 5. Sri B. Suresh Babu, APHDC & Addl.<br>Director of Industries, O/o.Commr of Industries,<br>Chirag-ali-lane, Hyderabad.                 | Director          |
| 6. Sri S.Rama Moorthy, APHDC & Regional Director,<br>O/o. Dev.Com. (HC), Southern Region, Chennai                                       | Director          |

The Head Office will function under the Administrative Control of the Managing Director. The Managing Director is vested with the administrative, financial and disciplinary powers delegated by the Board of Directors in their 2<sup>nd</sup> Board Meeting held on 28-1-1982.

The Managing Director is assisted by the following Officers in Head Office.

There are 3 Sr.Managers and 2 Managers working in Head Office who will look after the following works.

- A) Sr.Manager (Accts) : Annual Accounts, Secretarial work, A.G.Audit,  
Management Information Systems, Periodicals to be  
submitted to Government and other Organisations.
- B) Sr.Manager (Admn.): Service matters of all the staff and Officers.  
  
Sanction of various kinds of Leaves, internal transfers of  
Officers & Staff.  
  
Legal matters relating to Court Cases and Disciplinary  
Cases.
- C) Sr.Manager (Fin., Exh. & Dev.) : Disbursement of salaries to Officers & staff. All other  
payments at Head Office. Maintenance of EPF accounts,  
maintenance of all concerned records and Registers at

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
**(A.P.GOVERNMENT UNDERTAKING)**



Head Office.

Co-ordination with all the Branch Managers for organizing Exhibitions with in the Country and for participation in International Trade Fairs.

Repairs Renovation of all the emporia sanction of pensions to old age artisans, construction of House-cum-work sheds to artisans, publicity through electronic and print media for popularization of Handicrafts.

Implementation of schemes, sanctioned by Development Commissioner (Handicrafts), New Delhi like multicraft, Common Facility Centre under Ambedkar Hasta Shilpi Vikas Yojana.

D) Manager (Mktg. & Tech)

Procurement of Handicrafts and Handlooms and its Marketing through 16 sales emporia.

Computerization of the activities of Head Office and Branches, Imparting Training to the Sales Persons.

Market Expansion by opening of New showrooms within India and outside India.

Taking help from reputed Organisations like Indian Institute of Crafts and Designs, Jaipur, NIFT, Hyderabad, Creative Bee, Hyderabad and Freelance Designers for Modern Market requirements.

To attend to artisans grievances.

E) Manager (Trng.)

Organise Training Programmes to the unemployed youth for creation of employment opportunities.

Organize Technical work shops for the artisans for up-gradation of their skills.

Organise Design work shops for the artisans to diversify the product range and to bring out New designs.

Any other work entrusted by the Sr.Manager (Dev. & Exh.) and M.D. from time to time.

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



**VI. A statement of the categories of documents that are held by it or under its control:**

Not applicable.

**VII. 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.**

No

**VIII. 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:**

- |                                                                                                                                         |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Smt. Ranjeev R.Acharya, I.A.S., APHDC & Prl.<br>Secretary to Government, Industries & Commerce<br>Dept., A.P.Secretariat, Hyderabad. | Chairperson       |
| 2. Sri Praveen Prakash, I.A.S., , APHDC Ltd., Hyderabad.                                                                                | Managing Director |
| 3. Sri Y.Rama Krishna, APHDC & Addl.Secretary to<br>Government, Finance, A.P.Secretariat, Hyderabad.                                    | Director          |
| 4. Sri A. Dayakar Reddy, APHDC & Joint<br>Secretary to Government, Inds. & Com. Dept.,<br>A.P.Secretariat, Hyderabad.                   | Director          |
| 5. Sri B. Suresh Babu, APHDC & Addl.<br>Director of Industries, O/o.Commr of Industries,<br>Chirag-ali-lane, Hyderabad.                 | Director          |
| 6. Sri S.Rama Moorthy, APHDC & Regional Director,<br>O/o. Dev.Com. (HC), Southern Region, Chennai                                       | Director          |

**IX. A directory of its officers and employees:**

**List enclosed. (Annexure-1)**

**Andhra Pradesh Handicrafts Development Corporation Ltd.,  
(A.P.GOVERNMENT UNDERTAKING)**



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

**List enclosed. (Annexure – 2)**

- XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

**List enclosed. (Annexure – 3)**

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

**-Nil-**

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

**Not applicable.**

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

**-No-**

- XV. 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.**

**-No-**

- XVI. The names, designations and other particulars of the Public Information Officers.**

**List enclosed. Annexure -4**

- XVII. Such other information as may be prescribed, and thereafter update these publications every year.**

**-Nil-**

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



**Annexure - 1**

**Directory of Officers and Employees of A.P.Handicrafts Development Corporation Limited**

Sl. No.	Name of the Branch	Name of APRO/PRO/IPOs & Appellate Authority	Designation	Phone No.
1.	Head Office	Sri D.S.R.Prasad	Sr.Manager	040-27616461
		Sri K.V.S.Nageswara Rao	Asst.Manager	040-27616461
2	New Delhi	Smt. J. Balamba	Manager I/c.	011-23363892
3	Hyderabad	Sri E. Vijaya Saradhi	Manager I/c.	040-23235028
4.	Tirumala	Sri K. Sreehari	Manager	0877-2277246
4.a.	Srinivasam, Tirupathi	Sri N. Devendra Kumar	Manager I/c.	
5.	Visakhapatnam	Sri G.Jagan Mohan Rao	Sr.Manager	0891-2508037
6.	Vijayawada	Sri K. Venkateswara Rao	Manager	0866-2573129
7.	Kolkata	Smt. K.Rohini	Manager I/c.	033-24237625
8.	E.O.S. & R.G.I.A.	Sri I.V.Lakshminath	Sr.Manager	040-27668178
9.	Guntur	Sri M. Subba Rao	Manager	0863-2233151
10.	Secunderabad	Sri P.C.Naidu	Manager I/c.	040-27814729
11.	Anantapur & Puttaparthi	Sri K.V.Subbanna	Manager I/c.	08554-220175
12.	Rajahmundry	Sri M.Kumararatnam	Manger I/c.	0883-2475757
13.	Warangal	Sri M. Mallikarjun	Manager I/c.	0870-2577727
14.	Nirmal Industry	Sri P.Muralinath	Sr.Manager	040-27610008
15.	Kurnool	Sri T.Venkataramanappa	Manager I/c.	08528-240470
16.	Kadapa	Sri G.Sree Ramulu	Manager I/c.	08652-241626
17.	Appellate Authority		VC & Managing Director	040-27619560 040-27616461

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



**Annexure – 2**

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

Pay particulars of the staff of office of the VC & Managing Director A.P.Handicrafts Development Corporation Limited, Hyderabad.

Sl. No.	Name	Designation	Scale of pay	Pay	Gross
	Sarvasri/Smt				
1.		Addl. charge Managing Director	Cadre post		
2	K.Sreehari	Sr.Manager	19050-45850	46960	70069
3.	D.S.R.Prasad	Sr. Manager	19050-45850	40510	62560
4.	I.Kannaiah	Dy.Manager	16150-42590	27000	41504
5.	P.Kishore	Asst.Manager (A)	14860-39540	23040	35757
6	K.Nagaraju	Asst.Manager (A)	14860-39540	23040	35682
7.	Y.L.N.Acharyulu	Asst.Manager (A)	14860-39540	23040	35757
8.	P.L.Indira	Asst.Manager (A)	14860-39540	25600	39427
9.	Upendranath Nigam	Asst.Manager (A)	14860-39540	24300	37525
10.	Kishwar Anjum	Spl.Grade Steno	12550-35800	22430	35320
11.	R.D.A.Rani	Spl.Grade Steno	12550-35800	22430	35320
12.	V.Swarajyalaxmi	Asst.Manager(B)	11860-34050	23040	35682
13	Md.Masood Ali	Asst.Manager(B)	11860-34050	20680	32230
14	Ch.S.Narasimha Rao	Asst.Manager(B)	11860-34050	19580	30621
15	K.V.S.Nageswara Rao	Asst.Manager(B)	11860-34050	20680	32230
16	B.Ananda Rao	Sr.Asst.	10020-29200	17540	27523
17	B.Sailaja	Sr.Asst.	10020-29200	16150	25430
18	A.Gayathri	Sr.Asst.	10020-29200	16150	25430
19	O.Sriphani	Sr.Asst	10020-29200	16150	25430
20.	Ch.Murali Babu	Sr.Asst.	10020-29200	15700	24771
21	K.V.Bhagyalaxmi	Jr.Actt.	9200-27000	15700	23913
22.	L.Sitaravamma	Sr.Steno	10020-29200	19050	30126
23.	S.Suryaprakash	Sr.Sales Asst.	9200-27000	21250	33064
24.	Md. Omer	Jr.Asst	7960-23650	14440	22979
25.	R.Narasappa	Driver	7960-23650	15700	25121
26.	B.A.Srinivas	Driver	7960-23650	12550	20494
27.	Sk.Mallik	Operating Asst.	7100-21250	14050	22458
28.	B.Chukkaiah	Office Subordinate	6900-20680	14050	22474
29.	K.Nagamani	Office Subordinate	6900-20680	13660	21904
30.	C.Padma	Office Subordinate	6900-20680	10600	16404
31.	B.Dataramsharma	Watchman	6900-20680	14050	21516
32	R.Babu Rao	Watchman	6900-20680	12550	20130
33	A.Chandraiah	Watchman	6900-20680	12550	20114

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



**PAY DRAWN PARTICULARS OF STAFF OF BRANCH OFFICES**

<b>LEPAKSHI HANDICRAFTS EMPORIUM, HYDERABAD</b>					
Sl. No.	Name of the Employee	Designation	Scale of pay	Pay	Gross
1	E.V.Saradhi	I/c.Manager /Dy. Manager	16150-42590	25600	39437
2	K.Basavaraju	Asst.Manager (A)	14860-39540	23040	35692
3	R.Koteswara Rao	Asst.Manager (A)	14860-39540	24950	38486
4	P.Vasudeva Rao	Asst.Manager(A)	14860-39540	21250	33074
5	P.Ravishanker	Asst. Manager (B)	11860-34050	22430	34875
6	Atiya Sultana	Asst. Manager (B)	11860-34050	22430	34800
7	P.Sathaiah	Asst. Manager (B)	11860-34050	22430	34800
8	M.Mallesh	Sr.Asst.	10020-29200	16150	25590
9	J.Sesharatnakumari	Sr.Assistant	10020-29200	16150	24577
10	L.Venugopal	Sr.Assistant	10020-29200	14050	22468
11	B.Suryamukhi	Sr.Sales Asst.	9200-27000	15700	24781
12	SVNJ. Sridharacharyulu	Sr.Sales Asst.	9200-27000	17050	26756
13	A. Srinivas	Jr.Sales Asst.	7960-23650	14050	22384
14	D.Dali Raju,	Roneo Operator	7520-22430	15280	24273
15	Md. Zakir Ali,	Helper	6900-20680	12190	19614
16	B.Vinod Kumar	Office Subordinate	6900-20680	12190	19614
17	S.Rajender	Office Subordinate	6900-20680	14050	22384
18	Ch.Basanth Rao	Office Subordinate	6900-20680	14050	22384
19	Tikaram,	Watchman	6900-20680	13660	20951
20	Krishna Bahadur	Watchman	6900-20680	13660	20380
21	N.Srinivas	Watchman	6900-20680	12190	19614
22	G.Bhumaiah	Watchman	6900-20680	13270	20379
23	B.Goverdhan	Unskilled	6700-20110	10900	16848
<b>LEPAKSHI HANDICRAFTS EMPORIUM, NEW DELHI</b>					
Sl. No.	Name of the Employee	Designation	Scale of pay	Pay	Gross
1	J.Balamba	I/c.Manager/D.M	16150-42590	33200	59935
2.	G.P.Verma	Manager (Exh)	19050-45850	39540	70793
3	K.Parvathi Raju	Asst. Manager (B)	11860-34050	20680	36757
4	P.Devarajan	Sr.Asst.	10020-29200	16600	30595
5	T.Mahender Rao	Sr.Asst.	10020-29200	16150	28985
6	Mansoor Siddique	Jr.Sales Asst.	7960-23650	14440	25896
7	N.S.Yadav	Jr.Sales Asst.	7960-23650	14860	26615
8	Sharada	Helper	6900-20680	13660	24576
9	Deshraj	Office Subordinate	6900-20680	13270	23858
10	Ameer Hassan	Watchman	6900-20680	12190	22009

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



<b>LEPAKSHI HANDICRAFTS EMPORIUM, TIRUMALA</b>					
1	K. Sreehari	Manager	19050-45850	29950	42295
2	R.Govindan	Sr.Asst.	10020-29200	18520	26785
3	C.P.V.Raju	Sr.Asst.	10020-29200	16150	23456
4	K. Nanda Kumar	Sr.Sales Asst.	9200-27000	18520	25736
5	M.Chenchaiah	Jr.Craftsman	8440-24950	15700	22842
6	P. Subrahmanyam	Packer	7520-22430	15280	22280
7	G.Rajagopal	Helper	6900-20680	13270	18582
8	B.Muniramaiah	Office Subordinate	6900-20680	12190	18075
9	T.K.Krishnaveni	Office Subordinate	6900-20680	12910	18092
10	R.Satyanarayana	Office Subordinate	6900-20680	12910	19041

<b>LEPAKSHI HANDICRAFTS EMPORIUM, SRINIVASAM COMPELX, TIRUPATI</b>					
1	N.Devendra Kumar	I/c Manager/SSA	9200-27000	19050	27606
2	K.Thulasi	Helper.	6900-20680	12190	18179

<b>LEPAKSHI HANDICRAFTS EMPORIUM, GOVINDARAJASWAMY TEMPLE, TIRUPATI</b>					
1	B.P. Venkatesham	Jr. Sales Asst.	7960-23650	12550	18709

<b>LEPAKSHI HANDICRAFTS EMPORIUM, VISAKHAPATNAM</b>					
Sl. No	Name of the Employee	Designation	Scale of pay	Pay	Gross
1	G.Jaganmohan Rao	Sr. Manager	19050-45850	39540	58650
2	T.N.S.Kumar	Asst.Manager (A)	14860-39540	23650	35482
3	K.Satyaveni	Asst. Manager (B)	11860-34050	19580	29996
4	T.G.N.R.Kumar	Asst.Manager (B)	11860-34050	22430	33850
5	M.Dilleswar Rao,	Sr.Asst.	10020-29200	16600	25846
6	K.V.Gowri	Sr.Sales Asst.	9200-27000	18520	28492
7	M.Subhash Kumar	Jr.Accountant	9200-27000	15280	23947
8	Ch.Veerababu	Jr.Sales Asst.	7960-23650	9740	15437
9	S.Murali Babu	Operating Asst.	7100-21250	14440	22834
10	G.Jeevaratnam	Office Subordinate	6900-20680	14050	22287

<b>LEPAKSHI HANDICRAFTS EMPORIUM, VIJAYAWADA</b>					
1	K.Venkateswara Rao	I/cManager/ Dy.Manager	16150-42590	25600	36680
2	D.Paradhasaradhi	Asst. Manager (A)	14860-39540	23650	34022
3	Y.Sakunthala,	Asst.Manager (A)	14860-39540	30750	42796
4	Shaik Nazeer Hussain	Asst.Manager (B)	11860-34050	19580	28476
5	G.Devid Devadanam	Sr.Asst.	10020-29200	21820	30688
6	K.Ranganayakamma	Sr.Sales Asst.	9200-27000	18520	26091
7	M.Rama Rao	Office Subordinate	6900-20680	12190	18217
8	R.Nagamani	Office Subordinate /Sweeper	6900-20680	12190	17276

<b>LEPAKSHI HANDICRAFTS EMPORIUM, KOLKATA</b>					
1.	K. Rohini	I/c.Manager/ Sr.Sales Asst.	9200-27000	16150	30335

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



2	BaisakhiMajumdar	Sr.Sales Asst.	9200-27000	16150	29335
3	Rajendra Roy	Office Subordinate	6900-20680	12190	21664
<b>LEPAKSHI HANDICRAFTS EMPORIUM, ANANTAPUR</b>					
1	K.V.Subbanna	I/c.Manager/Asst.Ma nager (A)	14860-39540	30750	42496
2	K.Sudheendra Kumar	Sr.Asst.	10020-29200	19050	27698
3	P.Abdul Munaff	Sr.Sales Asst.	9200-27000	18520	26826
4	D.Sanjeearayudu	Office Subordinate	6900-20680	13270	17100
<b>LEPAKSHI HANDICRAFTS EMPORIUM, PUTTAPARTHY</b>					
Sl.No.	Name of the Employee	Designation	Scale of pay	Pay	Gross
1	S.Venkatramudu	Office Subordinate	6900-20680	13270	18557
<b>LEPAKSHI HANDICRAFTS EMPORIUM, RAJAHMUNDRY</b>					
1	M.Kumara Ratnam	I/c.Manager/ Asst. Manager(A)	14860-39540	23040	33035
2.	Sk.Sirajuddin	Jr.Sales Asst.	7960-23650	14440	21327
3.	A. Devadas	Office Subordinate	6900-20680	12190	17027
4	M.Sivalaxmi	Sweeper/Helper	6700--20110	10020	13774
<b>LEPAKSHI HANDICRAFTS EMPORIUM, GUNTUR</b>					
Sl.No	Name of the Employee	Designation	Scale of pay	Pay	Gross
1	G.Subba Rao	I/c.Manager/ Asst.Manager(A)	14860-39540	23650	23666
2	P.V.Krishna Rao	Sr. Sales Asst	9200-27000	13660	20044
3	M.V.N.Kumar	Jr.Sales Asst.	7960-23650		
<b>LEPAKSHI HANDICRAFTS EMPORIUM, WARANGAL</b>					
1	M.Mallikarjun	Asst.Manager (A) /I/C.Mgr	14860-39540	29950	43791
2	M.Koteswar	Sr.Sales Asst.	9200-27000	19050	27540
3	K.Rajeswara Rao	Helper	6900-20680	12190	17092
<b>LEPAKSHI HANDICRAFTS EMPORIUM, KADAPA</b>					
1	G.Sreeramulu	I/c.Manager/ Asst.Manager (B)	11860-34050	19580	28240
2	C. Ravi	Jr. Sales Asst.	7960-23650	17540	25461
<b>LEPAKSHI HANDICRAFTS EMPORIUM, SECUNDERABAD</b>					
1	P.C.Naidu	I/c. Manager/ Asst.Manager(A)	14860-39540	24040	35662
2	J. Chandrasekhar	Asst.Manager (B)	11860-34050	22430	34769
3	B.Thimaiah	Sr.Sales.Asst.	9200-27000	14440	22948
4	I.Kamalakar	Office Subordinate	6900-20680	13270	21162
<b>LEPAKSHI EXPORT ORIENTED SHOWROOM, MUSHEERABAD, HYDERABAD</b>					
1	I.V.Laxminath	Sr.Manager	19050-45850	34900	54454
2	A.Reddappa Reddy	Asst.Manager (A)	14860-39540	23650	36593
3	K.Adilaxmi	Asst.Manager (A)	14860-39540	23650	36394
4	K.V.Hemadri	Asst. Manager (B)	11860-34050	22390	34716

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



5	B.Laxmankumar	Asst. Manager (B)	11860-34050	22390	34746
6	G.Seshi Reddy	Sr.Asst	10020-29200	16150	25564
7	A.Usha Rani	Sr.Asst.	10020-29200	16600	26172
8.	M. Suresh	Jr.Sales Asst.	7960-23650	12190	19572
9	K.Mallesh	Office Subordinate	6900-20680	14050	22342
10	K.Laxmaiah	Office Subordinate	6900-20680	13270	20309
11	Amarsingh	Office Subordinate	6900-20680	13270	21151
12	P.Yadagiri	Office Subordinate	6700--20110	10300	15965
<b>LEPAKSHI HANDICRAFTS EMPORIUM, KURNOOL</b>					
1.	T.Venkata ramanappa	Asst.Manager (B)/ I/c. Manager	11860-34050	19580	28280
2.	T.Veeraiah	Office Subordinate	6700--20110	8200	11639
<b>NIRMAL INDUSTRY</b>					
1	P.Muralinath	I/c.Manager/ Asst.Manager (A)	14860-39540	22430	34845
2	S.Govindarajan	A.M.(A)/	14860-39540	24300	37505

<b>Nirmal Industry Workers</b>					
S.No.	Name of the Employee	Designation	Scale of pay	Pay	Gross
1	B.Prabhakar	I/C. Carpentry Section	10020-29200		
2	Jameel Ahmed	Artist (Grade- III)	7520-22430	14440	22909
3	B.Krishna	Artist (Grade-III)	7520-22430	14860	23523
4	B.Raju	Artist (Grade-III)	7520-22430	14440	22909
5	M.A.Majeed Khan	Artist (Grade-III)	7520-22430	14440	22909
6	Syed Ali Hussain	Artist (Grade-III)	7520-22430	14050	21505
7	Raise Fathima	Artist (Grade-III)	7520-22430	13660	21768
8	Kaneez Fathima	Artist (Grade-III)	7520-22430	14050	22338
9	Sk.Mohiuddin	Artist (Grade-III)	7520-22430	15280	23304
10	Md.Jafar Khan	Semi Skilled	7100-21250	15280	24137
11	M.A.Razak	Semi-Skilled	7100-21250	15700	23918
12.	Mohd.Qasim	Semi-skilled	7100-21250	14050	22338
13.	Mohd.Arifuddin	Semi-skilled	7100-21250	12550	19261
14.	Mohd. Sharif	Semi-skilled	7100-21250	15280	23304
15.	Ghouse Mohd.	Unskilled	6700-20110	11200	17287

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



**Annexure - 3**

**STATEMENT SHOWING THE EMPORIA WISE SALES BUDGET FOR THE YEAR**  
**2010-11**

		(Rs. in lakhs)
<b>Sl.No.</b>	<b>Particulars</b>	<b>Amount Rs.</b>
1.	Lepakshi Handicrafts Emporium, Hyderabad	1400
2.	Export Oriented Showroom, Hyderabad	1225
3.	Lepakshi Handicrafts Emporium, RGI Airport, Hyd.	30
4.	Lepakshi Handicrafts Emporium, Tirumala	750
5.	Lepakshi Handicrafts Emporium, TPT/Srinivasam	85
6.	Lepakshi Handicrafts Emporium, New Delhi	360
7.	Lepakshi Handicrafts Emporium, Visakhapatnam	510
8.	Lepakshi Handicrafts Emporium, Vijayawada	370
9.	Lepakshi Handicrafts Emporium, Anantapur/ Puttaparthi	240
10.	Lepakshi Handicrafts Emporium, Warangal	280
11.	Lepakshi Handicrafts Emporium, Secunderabad	475
12.	Lepakshi Handicrafts Emporium, Guntur	235
13.	Lepakshi Handicrafts Emporium, Kolkata	220
14.	Lepakshi Handicrafts Emporium, Rajahmundry	100
15.	Lepakshi Handicrafts Emporium, Kurnool	100
16.	Lepakshi Handicrafts Emporium, Kadapa	60
17.	Nirmal Industry, Hyderabad	60
	<b>Total</b>	<b>6500</b>

**Andhra Pradesh Handicrafts Development Corporation Ltd.,**  
(A.P.GOVERNMENT UNDERTAKING)



**Annexure - 4**

**The Names & Designations and other particulars of public information officers**

Sl. No.	Name of the Branch	Name of the Officer	Designation	PIO's /APIO & Appellate Authority	Phone No.
1.	Head Office	Sri D.S.R.Prasad	Sr.Manager	<b>PIO</b>	9849913736
		Sri K.V.S.Nageswara Rao	Asst.Manager	<b>APIO</b>	9849900947
2	New Delhi	Smt. J. Balamba	Manager I/c.	<b>PIO</b>	09818566691
3	Hyderabad	Sri E. Vijaya Saradhi	Manager I/c.	<b>PIO</b>	9849900932
4.	Tirumala	Sri K. Sreehari	Manager	<b>PIO</b>	9849900933
4.a.	Srinivasam, Tirupathi	Sri N. Devendra Kumar	Manager I/c.	<b>PIO</b>	9000103963
5.	Visakhapatnam	Sri G.Jagan Mohan Rao	Sr.Manager	<b>PIO</b>	9849900936
6.	Vijayawada	Sri K. Venkateswara Rao	Manager	<b>PIO</b>	9849900937
7.	Kolkata	Smt. K.Rohini	Manager I/c.	<b>PIO</b>	09831222511
8.	E.O.S. & R.G.I.A.	Sri I.V.Lakshminath	Sr.Manager	<b>PIO</b>	9848049636
9.	Guntur	Sri M. Subba Rao	Manager	<b>PIO</b>	9849900941
10.	Secunderabad	Sri P.C.Naidu	Manager I/c.	<b>PIO</b>	9849900939
11.	Anantapur & Puttaparthi	Sri K.V.Subbanna	Manager I/c.	<b>PIO</b>	9849900942
12.	Rajahmundry	Sri M.Kumararatnam	Manger I/c.	<b>PIO</b>	9849900943
13.	Warangal	Sri M. Mallikarjun	Manager I/c.	<b>PIO</b>	9849900940
14.	Nirmal Industry	Sri P.Muralinath	Sr.Manager	<b>PIO</b>	9849900924
15.	Kurnool	Sri T.Venkataramanappa	Manager I/c.	<b>PIO</b>	9849900944
16.	Kadapa	Sri G.Sree Ramulu	Manager I/c.	<b>PIO</b>	9849900934
17.	Appellate Authority	Sri.Praveen Prakash . IAS	VC & Managing Director	<b>Appellate Authority</b>	04027619560