

SECTION 4 OF THE RTI ACT 2005

ANDHRA PRADESH STATE COOPERATIVE
UNION LTD., VIJAYAWADA

Section 4(1) (b) (i): the particulars of its organizations, functions and duties:

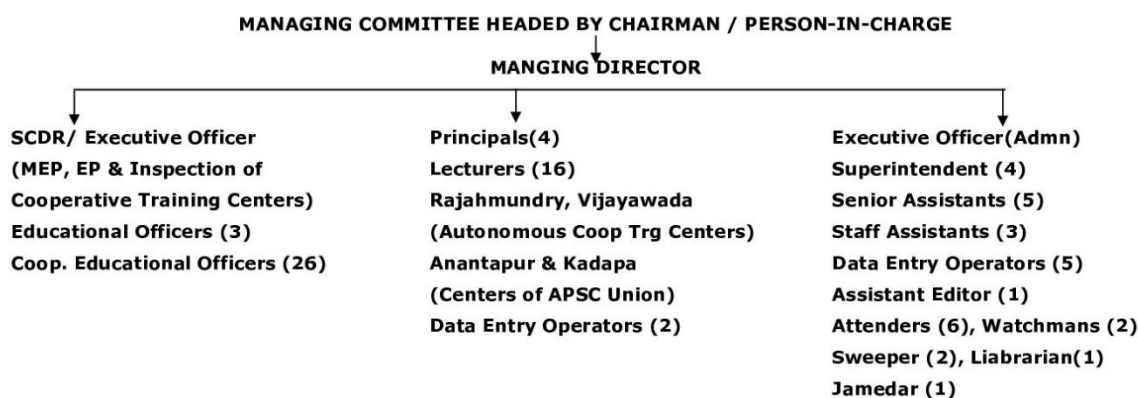
The Andhra Pradesh State Cooperative Union is an Apex Human Resource Organisation formed on 10-01-1966 by merging the erstwhile "Andhra Desa Co-operative Union, Rajahmundry" (1919) and "Hyderabad Central Co-operative Union, Hyderabad" (1925).

After bifurcation, the erstwhile A.P. State Cooperative Union Byelaws were amended and as per the G.O. Ms. No. 28, dated, : 26.4.2016, Agriculture & Cooperation (Coop.III) Department a new A.P. State Cooperative Union was registered on 16.05.2016 with the Registration No. APSCU- 07/2016 with its area of operation extending to the entire state of Andhra Pradesh. Its head Office located at D.No.6-21/1, B.J.R. Nagar, Poranki(V), Penamalur(M), Krishna District- 521 137. The State Cooperative Union, Vijayawada is having four (4) cooperative training centres in all over the state. They are located at "Vijayawada, Kadapa, Anantapur and Rajahmundry.

Objectives:

The objectives of the Union are "to promote and develop the cooperative movement in Andhra Pradesh to educate, guide and assist the people in their efforts, to build up and expand the cooperative sector and to serve as an exponent of cooperative opinion in accordance with cooperative principles".

- i) To impart education and training to members and office bearers of cooperative societies and employees of Cooperative Department in the Principles and Practices of Cooperation through its Cooperative Training Centres, Cooperative Educational Officers, Correspondence and media.
- ii) To establish Cooperative Training Centres and to create and maintain necessary academic and residential infrastructure like class rooms, meeting halls, hostels etc. for the purpose of cooperative education and training.
- iii) To take measures for the spread and popularization of cooperative principles and practices and to serve as a recognized exponent of cooperation opinion on various subjects effective to the cooperative movement in the state.



Section 4(1) (b) (ii): the powers and duties of its officers and employees:

Managing Director:

- i) The Managing Director shall be appointed by the Government on the recommendations of the Registrar of Cooperative Societies.
- ii) He shall be the officer to sue or to be sued.
- iii) All correspondence shall be addressed in his name.

- iv) He shall be responsible for arranging collection and utilization of funds.
- v) To cause proper maintenance of accounts and records of the Union.
- vi) To operate on all bank accounts of the Union.
- vii) to endorse and transfer promissory notes and other securities and to endorse, sign, encash cheques and negotiable instruments on behalf of the Union.
- viii) To determine powers, functions and responsibilities of the employees of the Union.
- ix) To exercise administrative control in respect of all officers and staff including granting of leaves, increments and other related matters including imposition of punishments.
- x) To incur such expenditure as required for day-to-day administration of the Union.
- xi) To formulate schemes and programmes for different types of educational, training and publicity Activities and implement and submit them to the Managing Committee for approval.
- xii) He shall be appointing authority and disciplinary Authority for all officers and staff of the Union and the Managing Committee shall be the appellate authority. All appointments shall be made as provided for in the special Byelaws.
- xiii) To call for the quotations and allot works on contract.
- xiv) To do all other things which are necessary for the smooth functioning of the Union.
- xv) To select and nominate delegates for various conferences and seminars etc.
- xvi) He is the officer to sue or to be sued on behalf of the Union.

Executive Officer (Administration)

The executive officer shall work under the control of the Managing Director and report to him in respect of all items of work entrusted to him including the following:

- i) To maintain proper accounts of the Union.
- ii) He/ she shall be responsible for all properties of the Union.
- iii) To maintain up to date and correct list of members.
- iv) He shall arrange for printing of pamphlets, books, literature etc.
- v) Exercise such other powers as may be delegated by the managing director from time to time.

Executive Officer (Education)

The executive officer shall work under the control of the managing director and report to him in respect of all items of work entrusted to him including the following:

- i) He shall supervise the working of the educational officers, cooperative educational officers and cooperative training centres and be responsible for proper implementation of the educational and training programmes.
- ii) He shall be responsible for levy, collection and remittance of the education fund.
- iii) He shall inspect the training centres at least twice in a year.
- iv) Such other functions as may be entrusted to him by the managing director from time to time.

Principal

The Principal shall work under the control of the Managing Director and report to him in respect of all items of work entrusted to him including the following:

- i) Conduct of Short Term Programmes to the Staff, Members and other related individual in connection with the cooperatives.
- ii) Conduct of DCM & CA Certification Programme.

Allocation of Officers

Sl.No.	Name Sri / Smt	Designation	Powers & Duties
1	Sri Ali Akbar Basha,	Additional Registrar	Managing Director (FAC) Total In-Charge of APSCU
2	Sri Ch V Rama Rao,	Superintendent	Superintendent Establishment matters in respect of APSCU
3	Sri AV Hanumantha Rao	Assistant Registrar	Superintendent (Trainings) Work Related to all the training conducted by APSCU
4	Sri N Vedamtham Reddy	Cooperative Educational Officer	Cooperative Educational Officer, Guntur District
			Cooperative Educational Officer, Palnadu District (I/C) And Lecturer (I/C), VCTC, Vijayawada
			Superintendent (MEP) (I/C) Work Related to Member Education Programmes conducted by CEOs & Collection of Cooperation Education Fund
5	Sri V Kishore Babu,	Senior Inspector	Cooperative Educational Officer, NTR District
			Superintendent (Accounts) (I/C) Account Section matters in respect of APSCU.
6	Sri P Phani Raj	Staff Assistant	Staff Assistant in Head Office
7	Smt S Kesava Kumari	Deputy Registrar	Principal (I/c), CTC, Vijayawada
			Lecturer, CTC, Vijayawada
8	Sri K Sita Ramaiah	Deputy Registrar	Lecturer, CTC, Vijayawada
9	Sri YV Koteswara Rao	Asst. Registrar	Lecturer, CTC, Vijayawada
10	Sri V Srinivas	Principal	Principal, CTC, Rajahmundry
11	Sri M Rama Mohan	Lecturer	Lecturer, CTC, Rajahmundry
			Cooperative Educational Officer, Kadinada (I/C)
12	Sri G Srinivasa Rao	Lecturer	Lecturer, CTC, Rajahmundry
			Cooperative Educational Officer, West Godavari District (I/C)

13	Sri B Gurappa	Deputy Registrar	Principal (I/c), CTC, Kadapa District
			Lecturer, CTC, Kadapa
14	Smt E Aruna Kumari	Deputy Registrar	Lecturer, CTC, Kadapa
			Cooperative Educational Officer, Kadapa Dist. (I/C)
15	Sri M Kanaka Durga Reddy	Deputy Registrar	Lecturer, CTC, Kadapa
			Cooperative Educational Officer, Prakasam (I/C)
16	Sri P Narayana Swamy	Deputy Registrar	Lecturer, CTC, Kadapa
			Cooperative Educational Officer, Annamayya District (I/C)
17	Sri B Srinivasulu	Lecturer	Principal (I/c), CTC, Anantapuram
			Lecturer, CTC, Annathapuram
18	Smt N Indira Devi	Deputy Registrar	Lecturer, CTC, Annathapuram
			Cooperative Educational Officer, Anantapuram District (I/C)
19	Smt K Naaga Veena	Assistant Registrar	Lecturer, CTC, Annathapuram
20	Smt J Medhini	Assistant Registrar	Lecturer, CTC, Annathapuram
			Cooperative Educational Officer, Satya Sai District (I/C)
21	Sri K Srinivasa Rao	Educational Officer	Educational Officer, North Costal Zone, Vizianagaram District
			Cooperative Educational Officer, Vizianagaram (I/C) & Alluri Sita Rama Raju District (I/C)
22	Sri KB Ranga Raju	Educational Officer	Educational Officer, South Costal Zone, Vijayawada
			Cooperative Educational Officer, Krishna Dist. (I/C)
23	N Narasimha Reddy	Educational Officer	Educational Officer, Rayalaseema Zone
			Cooperative Educational Officer, Kurnool & Nandyala Districts (I/C)
24	Sri M Ramesh Babu	Cooperative Educational Officer	Cooperative Educational Officer, Srikakulam District
			Cooperative Educational Officer, Parvathipuram District (I/C)

25	Sri G Someswara Rao	Cooperative Educational Officer	Cooperative Educational Officer, Vishakhapatnam District
			Cooperative Educational Officer, Anakapalli District (I/C)
26	Sri A Venkateswara Rao	Cooperative Educational Officer	Cooperative Educational Officer, East Godavari District
			Cooperative Educational Officer, Konaseema (I/C)
			Lecturer, RCTC, Rajahmundry (I/C)
27	Sri R Srinivasa Rao	Cooperative Educational Officer	Cooperative Educational Officer, Eluru District
			Lecturer (I/C), RCTC, Rajahmundry
28	Sri G Srinivasulu	Cooperative Educational Officer	Cooperative Educational Officer, Nellore District
			Cooperative Educational Officer, Bapatla District (I/C)
29	Sri K Sudhakar	Staff Assistant	Cooperative Educational Officer, Thirupathi District (I/C) & Chithor District (I/C)
30	Sri E Ravi Chandrudu	Attender	Attender at APSCU, Vijayawada
31	Sri S Suri Babu	Attender	Attender at APSCU, Vijayawada
32	Sri K Krishnudu	Attender	Attender at CTC, Kadapa

Section 4(1) (b) (iii): the procedure followed in the decision making process, including channels of supervision and accountability:

The receipts received in the section are processed for necessary action as per the standard Manual of Office Procedure. Normally the channel of submission is as under:-

- (i) Section Assistant
- (ii) Superintendent
- (iii) Executive Officer (Admin)
- (iv) Managing Director

Section 4(1) (b) (iv): the norms set by it for the discharge of its functions:

The Sections take prompt action, with utmost urgency on the reference received in the section, as per the time schedule and urgency of the matter.

Section 4(1) (b) (v): the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

The manual followed by the Sections is Bye-Laws and Service Condition Bye-Laws & provision laid down the Andhra Pradesh State Cooperative Societies Act 1964 to the Andhra Pradesh Cooperative Union. All the work performed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time.

Section 4(1) (b) (vi): a statement of the categories of documents that are held by it or under its control:

This institution is purely for promote, educate and develop the cooperative movement in the state of Andhra Pradesh and only the cooperative societies registered under APCS Act 1964 are the members to this organization, no other direct contact with the citizens. And the category of documents are only related to Cooperative Trainings and other Cooperative programmes in the state.

Section 4(1) (b) (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:

The Andhra Pradesh State Cooperative Union Ltd., Vijayawada registered under Andhra Pradesh Cooperative Societies Act 1964 as a Cooperative Union, any policy matters and suggestions can be receiving from only member societies through its representation or in discussions in General Body Meeting.

Section 4(1) (b) (viii): a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public:

As per the APCS Act 1964 the day to day Management of the affairs of the Union are dealt with Managing Committee. At present there is an Official Person In-Charge Committee functioning as Managing Committee.

Section 4(1) (b) (ix): a directory of its officers and employees:

Sl.No.	Name of the Employee	Duties and functions	Contact Number
1	Sri Ali Akbar Basha, Additional Registrar	Managing Director (FAC) Total In-Charge of APSCU	9100109123
2	Sri Ch V Rama Rao, Superintendent	Superintendent Establishment matters in respect of APSCU	9290532841
3	Sri AV Hanumantha Rao Assistant Registrar	Superintendent (Trainings) Work Related to all the training conducted by APSCU	9490958384
4	Sri N Vedamtham Reddy, Cooperative Educational Officer	Cooperative Educational Officer, Guntur District Cooperative Educational Officer, Palnadu District (I/C) & Lecturer (I/C), VCTC, Vijayawada.	9440374578
		Superintendent (MEP)	

		(I/C) Work Related to Member Education Programmes conducted by CEOs & Collection of Cooperation Education Fund	
5	Sri V Kishore Babu, Senior Inspector	Cooperative Educational Officer, NTR District Superintendent (Accounts) (I/C) Account Section matters in respect of APSCU.	7396662009
6	Sri P Phani Raj Staff Assistant	Staff Assistant in Head Office	9963499453
7	Smt S Kesava Kumari Deputy Registrar	Principal (I/c), CTC, Vijayawada Lecturer, CTC, Vijayawada	9010094779
8	Sri K Sita Ramaiah Deputy Registrar	Lecturer, CTC, Vijayawada	9247864900
9	Sri YV Koteswara Rao Asst. Registrar	Lecturer, CTC, Vijayawada	9490958399
10	Sri V Srinivasu Principal	Principal, CTC, Rajahmundry	9247883491
11	Sri M Rama Mohan Lecturer	Lecturer, CTC, Rajahmundry Cooperative Educational Officer, Kadinada (I/C)	9966341988
12	Sri G Srinivasa Rao Lecturer	Lecturer, CTC, Rajahmundry Cooperative Educational Officer, West Godavari (I/C)	9440002147
13	Sri B Gurappa Deputy Registrar	Principal (I/c), CTC, Kadapa Lecturer, CTC, Kadapa	9666905048
14	Smt E Aruna Kumari Deputy Registrar	Lecturer, CTC, Kadapa Cooperative Educational Officer, Kadapa (I/C)	9618120532
15	Sri M Kanaka Durga Reddy Deputy Registrar	Lecturer, CTC, Kadapa Cooperative Educational Officer, Prakasam (I/C)	9573616794
16	Sri P Narayana Swamy Deputy Registrar	Lecturer, CTC, Kadapa Cooperative Educational Officer, Annamayya (I/C)	9440982565
17	Sri B Srinivasulu Lecturer	Principal (I/c), CTC, Anantapuram Lecturer, CTC, Annathapuram	9490540224

18	Smt N Indira Devi Deputy Registrar	Lecturer, RCTC, Annathapuram	7032048577
		Cooperative Educational Officer, Anantapuram District (I/C)	
19	Smt K Naaga Veena Assistant Registrar	Lecturer, CTC, Annathapuram	9491156334
20	Smt J Medhini Assistant Registrar	Lecturer, CTC, Annathapuram	9441223692
		Cooperative Educational Officer, Satya Sai District (I/C)	
21	Sri K Srinivasa Rao Educational Officer	Educational Officer, North Costal Zone, Vizianagaram	7981751987
		Cooperative Educational Officer, Vizianagaram (I/C) & Alluri Sita Rama Raju District (I/C)	
22	Sri KB Ranga Raju Educational Officer	Educational Officer, South Costal Zone, Vijayawada	9490879575
		Cooperative Educational Officer, Krishna (I/C)	
23	N Narasimha Reddy Educational Officer	Educational Officer, Rayalaseema Zone, Kurnool	9490403554
		Cooperative Educational Officer, Kurnool District (I/C) & Nandyala District (I/C)	
24	Sri M Ramesh Babu Cooperative Educational Officer	Cooperative Educational Officer, Srikakulam	7989358162
		Cooperative Educational Officer, Parvathipuram (I/C)	
25	Sri G Someswara Rao Cooperative Educational Officer	Cooperative Educational Officer, Vishakhapatnam	9866632212
		Cooperative Educational Officer, Anakapalli (I/C)	
26	Sri A Venkateswara Rao Cooperative Educational Officer	Cooperative Educational Officer, East Godavari	9949922395
		Cooperative Educational Officer, Konaseema (I/C)	
		Lecturer, CTC, Rajahmundry (I/C)	
27	Sri R Srinivasa Rao Cooperative Educational Officer	Cooperative Educational Officer, Eluru District	9490110443
		Lecturer (I/C), RCTC, Rajahmundry	

28	Sri G Srinivasulu Cooperative Educational Officer	Cooperative Educational Officer, Nellore	7993067416
		Cooperative Educational Officer, Bapatla (I/C)	
29	Sri K Sudhakar Staff Assistant	Cooperative Educational Officer, Thirupathi District (I/C) & Chittor Dist. (I/C)	9490807126
30	Sri E Ravi Chandrudu Attender	Attender at APSCU, Vijayawada	9701931190
31	Sri S Suri Babu Attender	Attender at APSCU, Vijayawada	9948150487
32	Sri K Krishnudu Attender	Attender at CTC, Kadapa	9959849425

Section 4(1) (b) (x): the monthly remuneration received by each of its officers and employees, including the system of compensations as provided in its regulations:

Pay structure in the Andhra Pradesh State Cooperative Union Ltd., Vijayawada is given in the following table and it is as per the Revised Pay Scales of Andhra Pradesh State Government.

Sl.No.	Name of the Post	Status of Post		Total Number of Posts	No of Working
		Gazetted / Non-Gazetted	Temporary / Regular		
1	Managing Director	Gezatted	Regular	1	1
2	SCDR/Executive Officer (EO)	Gezatted	Regular	1	0
3	Executive Officer (Admin)	Gezatted	Regular	1	0
4	Principals	Gezatted	Regular	4	1
5	Lecturers	Gezatted	Regular	16	13
6	Educational Officer	Gezatted	Regular	3	3
7	Superintendents	Non-Gazetted	Regular	4	2
8	Assistant Editor	Non-Gazetted	Regular	1	0
9	Cooperative Educational Officers	Non-Gazetted	Regular	26	6
10	Librarian	Non-Gazetted	Regular	1	0
11	Senior Assistants	Non-Gazetted	Regular	5	0
12	Staff Assistant (Incl Typinst)	Non-Gazetted	Regular	3	2
13	Data Entry Operators		Temporary	7	0
14	Jamedar		Regular	1	0
15	Attender		Regular	6	3
16	Watchmen		Temporary	2	0
17	Sweeper		Temporary	2	0
	Total			84	32

Section 4(1) (b) (xi): the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-

AND

Section 4(1) (b) (xii): the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

AND

Section 4(1) (b) (xiii): particulars of recipients of concessions, permits or authorisations granted by it:-

The Andhra Pradesh State Cooperative Union not receiving any funds from the Government to conduct or promote Cooperative Movement in the state and the main source of income for Cooperative Union is from the Cooperative Education Fund collected from Cooperative Societies working under APCS Act 1964.

The APSCU Ltd., Vijayawada received grant from Andhra Pradesh State to disburse the salaries of employees through Grant-in-Aid under 310-311 head of Accounts.

Section 4(1) (b) (xiv): details in respect of the information, available to or held by it, reduced in an electronic form:

Recently, the Andhra Pradesh State Cooperative Union Launched a website apscuvijayawada.in and the information available in the above website through internet.

Section 4(1)(b)(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;

This organization is purely for Cooperative Societies and for improvement of Cooperative Movement in the State and not for general public and the union is not having any reading room/ library.

Section 4(1)(b)(xvi): the names, designations and other particulars of the Public Information Officers:

Public Information Officer	:	Sri Ch Venkata Rama Rao, Superintendent (Establishment) 9290532841
Assistant Public Information Officer	:	Sri P Phani Raj, Staff Assistant 9963499453
Appellant Authority	:	Dr.Y Ali Akbar Basha, Additional Registrar / Managing Director 9100109123