

DR. MCR HRD INSTITUTE OF A.P
THE RIGHT TO INFORMATION ACT, 2005

INFORMATION HAND BOOK
(UNDER THE RTI ACT 2005)

DR. MARRI CHANNA REDDY HUMAN
RESOURCE DEVELOPMENT INSTITUTE OF
ANDHRA PRADESH

ROAD NO.25, JUBILEE HILLS,
HYDERABAD-500 169.

2010

Chapter 1
Introduction

1.1 Background

The prime objective is to provide information about that Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh and to provide for citizens to secure and access to information.

1.2 Objective/Purpose:

(i) To provide access to the information about the Institute activities in a transparent manner.

(ii) To provide requisite information to the citizens, officers and employees of public authorities and all other interested in public matters.

1.3 The Hand Book is intended to meet the Information requirements of all Institutions / Organisations/State Government Departments/ Public Representatives/State Government employees at all levels and other who may wants to avail the services of this Institute.

1.4 Expansion of key terms

Dr. MCR HRD IAP means: Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh.

- * D.G : Director General
- * A.D.G : Additional Director General
- * JDG : Joint Director General
- * A.O : Administrative Officer
- * Dir (TC) : Director(Training Coordination)
- * J.D (ATW) : Joint Director
(Accounts Training Wing)
- * D.D(ADTW) : Deputy Director

(Audit Training Wing)

- * Acct.O : Accounts Officer
- * E.O : Estate Officer
- * A.A.O : Assistant Accounts Officer
- * A.A.O : Assistant Audit Officer
- * O.S : Office Superintendent
- * F.M : Facilities Manager
- * T.R.A : Training Research Associate
- * S.F.M : Senior Faculty Member
- * F.M : Faculty Member
- * J.F.M : Junior Faculty Member
- * T.P.C : Training Programme Coordinator
- * T.A : Training Assistant
- * J.A : Junior Assistant
- * S.A : Senior Assistant
- * A.V.O : Audio Visual Operator
- * C.D : Course Director
- * C.II : Centre for Infrastructure and Investment
- * C.D.P : Centre for Disaster
- * C.H.D : Centre for Human Development
- * C.R.A : Centre for Regulatory Administration
- * C.U.D.S : Centre for Urban Development Studies
- * D.T.C : District Training Centre
- * D.T.S : Direct Trainer Skills
- * D.O.T : Design of Training
- * T.O.T : Training of Trainers
- * D.V.D : Digital Versatile Disc
- * T.N.A : Training Needs Analysis
- * E.O.T : Evaluation of Training
- * M.O.T : Management of Training
- * S.A.T : Systematic Approach to Training
- * C.D.T.C : Collector & District Training Commissioner
- *G.M (I.T) : General Manager Information Technology
- *G.M I.T : Manager Information Technology

1.5 Organisation of Information

The information in this Hand Book is organized into 18 chapters as required under Sec.4(1) of the RTI Act, described in the chapters from 2 to 18.

1.6 Getting additional information

Additional Information may be sought through the Institute's Website www.hrdiap.gov.in or Brochures printed and available to the public from time to time besides information through print and electronic media.

1.7 Names & Addresses to key contact points

Dr.V.P.Jauhari, IAS	Director General Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hyderabad-500 169. Phone No.23548294 Cell No:9849991282 @ 23326933
Ajoyendra Pyal, IAS	Additional Director General Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hyderabad-500 169. Phone No.23543462 Cell No:9849987324 @ 23544373
Additional Director General	vacant

M.Rama Prasad, IFS	Additional Director General Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hyderabad-500 169. Phone No.23543596 Cell No:9248005302
K.Nageswara Rao	Director (Training Coordination) Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hyderabad-500 169. Phone No.23543487 Extn:101 Cell No:9248005300
S.Rajasekhar	Administrative Officer Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hyderabad-500 169. Phone No.23544694 Cell No: 9248032075
Col. M. Surya Prakash	General Manager (Facilities & Security Management) Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hyderabad-500 169. Phone No.23548487 Extn:165 Cell No: 9492430700
R. Bhaskar	General Manager I.T Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hyderabad-500 169. Phone No.23543459 Extn:265 Cell No:9849908537
B. V. Subramanyam	Manager I.T Dr. MCR HRD Institute of A.P Road no.25, Jubilee Hills Hyderabad-500 169. Phone No: Cell No.
R.Venkata Ramana	Manager I.T Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hhyderabad-500 169. Phone No.23543459 Extn:151 Cell No:9248005306
G.Sankaraiah	Accounts Officer Dr. MCR HRD Institute of A.P Road No.25, Jubilee Hills Hyderabad-500 169. Phone No:23548487 Extn:129 Cell No:9248032093

Chapter I
Organization, Functions and Duties
[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties :-

Sl. No.	Name of the Organization	Address	Functions	Duties
	Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh	Road No.25, Jubilee Hills, Hyderabad-500 169.	1. This Institute is responsible for facilitating Training/HRD 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 of Harita Andhra Pradesh.	1.This Institute provides quality training for enhancing efficiency and productivity 2.This Institute also to improve through innovative designs, methodologies and infrastructure, based on the demands of our clients.

Chapter II
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and Employees of the authority by designation as follows:

Sl.No.	Name of the Officer	Designation	Duties Allotted	Powers
1	Dr.V.P.Jauhari IAS	Director General	Chief Executive of the Institute	Vested with executive, administration, financial powers as delegated by the Board of Directors.
2	Ajoyendra Pyal, IAS	Additional Director General	Administration	Vested with administration of hostel and security. Powers as delegated by the D.G
3	M. Rama Prasad, IFS	Additional Director General	Training	Vested with Training and financial powers as delegated by the D.G.
4	S.Rajasekhar	Administrative Officer &PIO Under RTI Act 2005	Matters relating to Administration of staff, buildings & other infrastructure.	As per the powers delegated by the D.G from time to time. apart from duties shown in chapter 4
5	K.Nageswara Rao	Director (TC)	All matters relating to District Centers	-do-
6	G.Sankaraiah	Accounts Officer	All matters relating to Accounts	Duties of DDO
7	Sri K.Sree Ram Prasad	Deputy Director	State Audit Department	He can approve the programmes schedule, processes casual leave, conducting courses of State Audit Department
8	Col. M. Surya Prakash	F.M	To assist A.O and all the matters related to catering arrangements and other duties assigned from time to time.	As per the D.G instructions from time to time.
9	Ms. S.Sasikala	Head/Senior Faculty	Centre for Human Development	Design, Develop and deliver the training courses allotted to them and
10	P. Raja Sekhara Reddy	Head/Senior Faculty	Centre for Urban Development	

11	B. Vishwanath Raju	Senior Faculty	Centre for Climate Change & Environmental Advisory Services.	handle sessions in their core areas and other activities assigned from time to time.
12	Dr. M.Bhaskar Rao Sri D.Siva Prasad Meena Jagirdar K. Vidya Sagar G.Ramakishan Rao N. Kumar Babu T. Sambasiva Rao K.Rupa D.Bramha Naidu	Head/Junior Faculty Junior Faculty Junior Faculty Junior Faculty/ Lecturers A.O Faculty JAO Accounts Wing Audit wing Faculty	Centre for Disaster Management Foundational Courses for RTI Act / IAS Officers Training Foundational Courses for Junior Assistants/Probationary Dy.Collectors	Design, Develop and deliver the training courses allotted to them and handle sessions in their core areas and other activities assigned from time to time.
13	R. Bhaskar	General Manager IT	Center Head (Computer Wing)	As per the orders of DG from time to time
14	B.V. Subramanyam	Manager-IT	Design and organizing I.T Training Programmes	-do-
15	R.Venkataramana	Manager-IT .	Design and organizing I.T Training Programmes	-do-
16	I.Suvarnaraju	Assistant Accounts Officer	Assisting Accounts Officer	As per the orders of DG from time to time
17	R. Hiranmai	TRA	Asst. the Faculties in conducting courses.	-do-
18	M.V. Suryakala	TRA	To assist the A.O/ADG/DG in Admn. Matters.	-do-
19	J.V.Subba Reddy	TRA/Manager	Gardening/afforestation	-do-
20	K.Narasimha Murthy	Estate Officer	Overall supervision of Institute.	-do-

Chapter III
Procedure Followed in Decision-making Process
[Section 4 (1) (b) (iii)]

4.1 Describe the procedure followed in decision-making by the public authority

Activity	Description	Description-Making Process	Designation of final decision-making authority
Goal-setting & Planning	No. of training Programmes to employees in Government, Accounts side, Audit side annually.	The in charge faculty will collect the information from the other faculties on training activities goals and process through JDG for final approval.	Director General
Budgeting	Preparation of budget estimates of the Institute	Accounts Officer will prepare the budget estimates in consultation with the concerned wings, heads, whenever necessary and processes for approval.	Director General
Formulation of programmes, schemes and projects	1.Calendar of training programmes for each year 2.Design & Develop of new programmes 3.Timely Action for obtaining nominations & other infrastructure 4.Additional courses depending on the need of departments	Course Directors/Faculties will prepare the formulation of programmes/schemes whenever necessary through JDG.	Director General
Recruitment/ hiring of personnel	Assessment of personnel for recruitment by deputation /hiring through out sourcing and direct recruitment can be made at this Institute	A.O will prepare the vacancy position and in case of Faculty, JDG will be consulted and submit to the Director General	Director General / State Government.
Release of funds	The funds required for conducting Institutional Training Programmes, transport charges, security, Pest control, salaries of the employees/Loans and Advances and Dist. Training Centers requirements of funds will be released as per requirement.	Section Assistants of concerned subjects shall prepare the actual bills to be paid to the concerned agencies and processes through the Facilities Manager/Administrative Officer/Accounts Officer and in certain cases through the JDG	Director General

<p>Implementation /delivery of service/utilization of funds</p>	<p>The catering services, transport services, pest control, , Supply of stationery, Security services maintenance of the different equipment such as TVs, LCDs, Lifts, A.Cs op , Telephones, Computers etc. are taken through agreement with agencies. Allotment of halls, hostel rooms will be allotted and the services shown above are monitored by the Institution Officers.</p>	<p>Section Assistants, Facility Manager, Estate Officer will assist the Administrative Officer who in turn assist the JDG in implementation of training programmes and services . Faculty/Course Directors will give indent for requirement of services and the same will be rendered.</p>	<p>D.G.</p>
<p>Monitoring & evaluation</p>	<p>Done in the Institute.</p>	<p>The JDG will monitor and evaluate the training programmes conducted in the Institute or outside the Institute by the Faculties and place before the Director General. The Administrative Officer will monitor the facilities like catering, transportation, accommodation, and other infrastructure with the active cooperation of section assistants, facilities manager. The feed back on services rendered in all the above categories are also obtained from the participants through the proformae given by Course Directors.</p>	<p>-D.G.-</p>
<p>Gathering feedback from public</p>	<p>The services of the Institute are are utilised by the participants of either Institutional training programmes or self financed programmes . The feed back will be taken from the participants in a form.</p>	<p>The Faculty, Course Directors will obtain the feed back at the end of the trg. programme categorise and consolidate in grades adopted by the Institute and place before the D.G through JDG . D.G.</p>	<p>D.G.</p>

Undertaking improvements	The catering, transport, computer , A.Cs, drinking water, accommodation , pest control, security, lift, accommodation in hostel and guest house and the teaching by Faculty will be taken up.	The feed back given by the participants on improvement of the services mentioned in the 2nd column will be taken into consideration and the concerned officers will be intimated to take up improvements by the approval of the D.G. D.G.	D.G.

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

In respect of :

- | | |
|----------------------------|---------------------------------|
| 1) Goal Setting | Departments |
| 2) Implementation | Departments/individual employee |
| 3) Monitoring & Evaluation | Participants |
| 4) Feed Back | Participants |
| 5) Improvements | Participants |
| 6) Library | Faculty/Participants. |

Chapter IV

Norms set for the Discharge of Functions

[Section 4 (1) (b) (iv)]

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services

Sl. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc).
1.	To aim or increase in facilitating training no. of programmes	@ 5 per academic year at a minimum.	Annually	Quality Policy (ISO)
		Increase		
2.	To increase trainer capacity within the Government	@ 3% every year	Annually	-do-
		Increase in the No. of Change Agents.		
3.	To actually participate the change management reforms processes or Government by increasing the number of change agents.	@ 3% every year	Annually	-do-

Chapter V
Rules, Regulations, Instructions, Manual and Records,
for Discharging Functions
[Section 4(1) (b) (v) & (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format

Sl. No	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			Rs.Ps.
1.	A.P.State& Subordinate Service Rules	In Governing the service conditions in respect of appointments, probation, eniority, promotion etc.	Not for sale
2	A.P.Ministerial Service Rules	In respect of Ministerial Services	-do-
3	A.P Last Grade Service Rules	In respect of LGSR	-do-
4	Fundamental Rules	In respect of FR	-do-
5	Leave Rules	In respect of A.P.Leave Rules	-do-
6	Manual of Special Pay and Allowances	In respect of MSPA	-do-
7	Loans and Advances	In respect of Loans and advances	-do-
8	APGovt.Life Insurance	In respect of A.P.GLI	-do-
9	General Provident Fund	In respect of GPF	-do-
10	A.P.Financial Code	In respect of A.P.F.C	-do-
11	A.P.Accounts Code	In respect of A.P.A.C	-do-
12	A.P.Treasury Code In respect of APTC	In respect APTC	-do-
13	District Office Manual	In respect of DOM	-do-
14	Delegation of powers ISO System	In respect of ISO	-do-
15	Building Rules/Rents	In respect of BR/R	-do-
16	A.P.HRD Subordinate Service Rules	A.P.HRD SS Rules	-do-
17	A.P.HRD Service Rules	In respect of A.P.HRD SR	-do-
18	Rules relating to Training	In respect of Rules to T.A	-do-

	allowance		
19	Circular	Circular instructions from time to time for maintaining the Administration and training activities	-do-
20	Instructions		-do-
21	Accounts	Accounting Procedure of State Government	-do-
22	Record	NA	NA
23	Publications Police Vaachakam I		
24	Police Vaachakam II		
25	Indoor Subject (IV A)		

Chapter VI
Categories of Documents held by the Public Authority
under its Control
[Section 4 (1) (b) v(i)]

7.1 Provide information about the official documents held by the public authority or under its control

Sl. No.	Category of Document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
1	Service Matters	Files related to establishment	Y.Satyanarayana (closed files) V.Saroja A1, (Running Files Gax) N. Surya Prakash A2 (Running files-NGOs)
2	Training	Files relating to training	Y.Satyanarayana (Closed files) D.V.Ramana T1 (Running files)
3	Purchases	Files relating to purchase of stationery & other articles	Y. Satyanarayana (Closed files) M.K. Jakeer S1 (Running Files)
4	Accounts	Files relating to Accounts Matters – drawing and disbursements and other payments	Y.Satyanarayana (Closed Files) B.Rama Rao B1 (Running Files)

The Institute does not have any records/documents relating to the matters of public interest.

Chapter VII
Arrangement for consultation with, or
Representation by, the Members of the Public in
relation to the Formulation of Policy or
Implementation thereof
[Section 4(1)(b) viii]

8.1 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

Sl. No	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Provide information	S.Rajasekhar PIO	9248032075
2	Provide information	K.Vidyasagar APIO	9248032106

The information will be collected from the following agencies :

- (1) State Government
- (2) Policies formulated and approved by the Board of Governors and Sub-Committee of Board of Governors.
- (3) Board of Governors
- (4) Building Committee
- (5) Feedback of participants
- (6) ISO – External & Surveillance Audit
- (7) PTWs

Chapter VIII
Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority
[Section 4(1)(b)v (viii)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its meetings open to public/Minutes of its Meetings accessible for public
Board of Governors 1.Sri K. Rosaiah Chief Minister	Chairman	Chair and conduct the proceedings in the Board meetings.	-
2.K.Rosaiah, Minister for Finance	Member		
3.P.Sabitha Indra Reddy, Minister for Home	Member		
4.Kanna Laxminarayana Minister for Industries	Member		
5. G.Aruna Kumari Minister for Roads & Buildings	Member		
6. D.Manikya Vara Prasad Minister for School Education	Member		
7.Media Advisor Member	Member		
8.Chief Secretary	Member		
9. Executive Vice Chairperson	Member		
10. Principal Secretary, Finance	Member		
11.Principal, Administrative Staff College of India	Member		
12.Director, National Police Academy	Member		
13.Director, Indian Institute of Public Administration	Member		
14.Director, Lal Bahadur Sastry National Academy of Administration	Member		
15.Director, Manufacturing Technology Development Institute	Member		

16. Director, Indian Institute of Information Technology	Member		
17. Director, National Academy of Construction	Member		
18. Director of Knowledge Park	Member		
19. Mr. Anil Kumar Mc Kenzy	Member		
20. Representative of World Bank Group	Member		
21. Representative of UNDP	Member		
22. Expert in the field of Training and Human Resource Development nominated by Government	Member		
23. Dr. Prahlad Member	Member		
24. Dr. B. C. Muthayya, Ex. Director, National Institute of Rural Development	Member		
25. Mr. K. A. Chandrasekaran, Training Consultant, UNDP (Retd)	Member		
26. Mr. Samuel Paul, Former Director IIM	Member		
27. Mr. Preetam Singh, Director, Management Development Institute	Member		
28. Director General, Dr. MCR HRD IAP	Member Convener		

Cabinet Sub Committee

1. Minister for Finance .. - Chair Person
2. Minister for Home .. - Member
3. Minister for Major Industries .. - Member
4. Minister for Roads & Buildings .. - Member
5. Minister for School Education .. - Member
6. Principal Secretary (Fin Dept) .. - Member
7. Secretary to Govt. (R&B), TR&B .. - Member
8. Secretary to Govt. I.T. Deptt. .. - Member
9. Chief Engineer (R&B) .. Member
10. **Director General, Dr. MCR HRD .. Member/Convener IAP**

Purchase Committee: Director (T.C), A.O, Accounts Officer, Manager I.T & Facilities Manager

Library Committee :

Building Committee :

9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted

. -Not Applicable-

Directory of Officers and Employees

[Section 4 (1)(b)(ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

Sl.No	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & & Fax Office Tel : Residence Tel: Fax:	Email
1	Dr.MCRHDRIAP Road No.25 Jubilee Hills Hyderabad	Dr.V.P.Jauhari, IAS Director General	23548487 23548294 Extn.171, 395 9849991282	vpjauhari@mail.com.
2	Dr.MCRHDRIAP Road No.25 Jubilee Hills Hyderabad	Shri Ajoyendra Pyal, IAS Addl.Director General	23543462 9849987324	
3	Dr.MCRHDRIAP Road No.25 Jubilee Hills Hyderabad	Shri M.Rama Prasad, IFS Addl.Director General	23543596 9248005302	ramaprasad@hrdiap.gov.in
4	Administrative Wing	S.Rajasekhar Admn. Officer	23544694 223548487 Extn.127	adminofficer@hrdiap.gov.in.
5	District Training Wing	K.Nageswara Rao Director (TC)	9849905300 23540857	Nageswararao-k@hrdiap.gov.in
7	CCC	B.Viswanatha Raju SFM	23548487	
8	Accounts Wing	I.suvarnaraju Accounts Officer	9849905306	
9	District Training Centre		23548487 Extn.130	
10	Estate Maintenance	K. Narasimha Moorthy Estate officer	23548487 Extn.118	
11	Audit Trg.Wing	K.Sreeram Prasad Deputy Director	23548487 Extn.297	
12	Centre for HRD	Ms.Sasikala Senior Faculty	23548487 Extn.271	
13	Centre for Urban Development Studies	Senior Faculty	23548487 Extn.192	
14	Centre for Disaster Management	M.Bhasker Rao Faculty Member	23548487 Extn.186	
15	Information Technology	R. Bhaskar	23548487 Extn.151,265 9849908537	

16	Training Wing	D.Siva Prasad Jr.Faculty Gr.I	23548487 Extn.138	
17	Trg.Wing	G. RamaKrishna Rao	23548487	
18	Training Wing	Meena Jagirahar Jr.Faculty	23548487 Extn.	
19	Training Wing	K. Vidya Sagar A.Maha Lakshmi	23548487 Extn.	
20	Audit Trg.Wing Sr. Lecturer	N. Kumar Babu AO	23548487 Extn:	
21	Faculty Member	D. Brahmanaidu	23548487	
22	-do-	K.Rupa		
23	Accounts Trg. Wing	T. Sambasiva Rao .Lecturer	23548487 Extn.	
24	-do-	D. Krishna Kumar JAO	23548487	
25	Catering	J. Janani JFM/FM	23548487 Extn.	
26	Accounts Wing	I.Suvarna Raju, AAO	23548487	
27	Admn. Ministerial Staff Estt.	K.Narasimha Moorthy E.O	23548487 Extn:118	
28	Admn.Gazetted Officers Estt.	V.Saroja	23548487 Extn.141	
29	Superintendent	Ch SV Lakshmi		
30	TPC	Sri N. Surya Prakash		
31	Senior Assistant	Raghunandan		
32	Junior Assistant	B.Narsinga Rao		
33	Junior Assistant	PD Vineel Kumar		
34	Junior Assistant	A. Chandrasekhar		
35	Typist	SAA Mugini		
36	Training Wing	K.Soumyarani TPC	23548487 Extn:	
37	Trg.Wing	D.V.Ramana TPC	23548487 Extn:	
38	Trg.Wing	S.Durga Prasada Reddy Spl.Cat.Steno	23548487 Extn:	
39	Accounts Wing	P.Nagaraja Kumari ,J.A	23548487 Extn:130	
40	Trg.Wing	G.Gopalakrishna Sr.Asst.	23548487 Extn.	
41	House Keeping	Dulal Chandra Masheed	23548487 Extn.	
42	Accounts	B. Rama Rao Sr. Asst	23548487 Extn.130	
43	Accounts	K. Raghavendra Swamy, J.A	23548487 Extn.130	
44	Library	Ch.Seeta Asst.Librarian	23548487 Extn.116	
45	Stores	S. Venkateswara Rao Trg.Asst	23548487 Extn.133	
46	Records	S.Babu Rao Jr.Asst.	23548487 Extn.117	
47	Stores	Mohd. K.Jakeer, Typist	23548487 Extn.130	

48	A.D.G's peshi	R.Regina, Sr.Steno	23548487	
49	Trg.Wing, RDS	B.Chandrakala Trg.Asst.	23548487 Extn.183	
50	Trg.Wing	V.Ratnakumari Sr.Steno		
51	D.G.Peshi	G.Savitri Sr.Steno	23548487 Extn.171, 395	
52.	-do-	I.V.Ganesh Kumari Sr.Asst.		
53.	Faculty Member	Smt.B.Nirmala Devi Sr.Steno.	23548487	
54	Landscapping	J.V.Subba Reddy TRA/Manager		
55	I.T.Trig. (Secretariat Centre)	B.V.Subrahmanyam Manager IT		
56	Admn. Tappal Drivers	Mohd. Aziz		
57		Syed Dilawar		
58		Qudratullah Khan		
59		N. Michael		
60		G.Guravaiah		
	Attenders			
61		Mohd. Mohin Office Subordinate		
62		G.Yadagiri Office Subordinate		
58	Inward	Y.Satyanarayana Office Subordinate		
59		M.Nagender Rao Office Subordinate		
60	Messenger	Mohd. Rahmat Ali Office Subordinate		
61	Attenders	B.Laxmaiah Office Subordinate		
62		Mohd. Afzal Office Subordinate		
63		G.Annamani Office Subordinate		
64		G.Shanta Devi Office Subordinate		
65		J.Sujatha Office Subordinate		
66		M. Laxmamma Office Subordinate		
67		K.Narasinga Rao Office Subordinate		
68		B.Kistaiah Office Subordinate		

Chapter X
Monthly Remuneration received by Officers and
Employees, including the System of Compensation as
provided in Regulations
[Section 4 (1)(b) (x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

Sl.No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1	Director General	48,078.00	Cadre Post
2	Dir.(TC)	35,162.00	State Govt.
3	Professor	41,563.00	State Govt.
4	Senior Faculty/ Professor	33,913.00	State Govt.
5	Admn.Officer	25,896.00	State Govt.
6	Accounts Officer	25,780.00	State Govt.
7	A.A.O	22,814.00	State Govt.
8	Estate officer	18,519.00	State Govt.
9	Joint Director(ATW)	30,065.00	State Govt.
10	Deputy Director (LFATW)	32,894.00	State Govt.
11	Senior Faculty	14,814.00	State Govt.
12	Senior Faculty	20,165.00	State Govt.
13	Faculty Member	24,269.00	State Govt.
14	Junior Faculty Gr.I	19,852.00	State Govt.
15	-do-	18,654.00	State Govt.
16	-do-	19,852.00	State Govt.
17	Junior faculty	20,165.00	State Govt.
18	-do-	8,839	State Govt.
19	A.A.O	20,705.00	State Govt.
20	Asst.Lecturer	23,229.00	State Govt.
21	FM/TRA	26,348.00	State Govt.
22	JAO	19,018.00	State Govt.
23	Superintendent	18,060.00	State Govt.
24	-do-	15,248.00	State Govt.
25	-do-	14,523.00	State Govt.
26	Trg.Programme Coordinator	9,428.00	State Govt.
27	-do-	9,516.00	State Govt.
28	Spl.Cat.Steno	15,155.00	State Govt.
29	Senior Assistant	11,852.00	State Govt.
30	-do-	8,062.00	State Govt.
31	-do-	13,749.00	State Govt.
32	-do-	9,493.00	State Govt.
33	-do-	9,303.00	State Govt.
34	Asst.Librarian Gr.I	15,994.00	State Govt.
35	Senior Accountant	12,972.00	State Govt.
36	Junior Assistant	8,536.00	State Govt.
37	-do-	12,351.00	State Govt.
38	Trg.Assistant	10,904.00	State Govt.
39	-do-	8,633.00	State Govt.
40	Senior Stenographer	17,969.00	State Govt.
41	-do-	10,172.00	State Govt.
42	-do-	8,609.00	State Govt.
43	-do-	8,633.00	State Govt.

44	Senior Auditor	13,564.00	State Govt.
45	Draftsman/FSO	16,207.00	State Govt.
46	. Junior Assistant	8,633.00	State Govt.
47	DPO	14,399.00	State Govt.
48	AVO		
49	Driver	14,331.00	State Govt.
50		13,974.00	State Govt.
51		10,570.00	State Govt.
52		9,894.00	State Govt.
53		9,999.00	State Govt.
54	Attender	10,090.00	State Govt.
55		9,067.00	State Govt.
56		8,416.00	State Govt.
57		8,496.00	State Govt.
58		8,416.00	State Govt.
59		5,945.00	State Govt.
60	Helper	8,416.00	State Govt.
61		8,416.00	State Govt.
62	Watchman-cum-Sweeper	9,067.00	State Govt.
63	Helper	8,416.00	State Govt.
64	Helper	6,752.00	State Govt.
65	Watchman-cum-Sweeper	9,067.00	State Govt.
67	Attender	10,410.00	State Govt.
68	Night Watchman	9,169.00	State Govt.
69	Attender	5,658.00	State Govt.
			State Govt.

Note : Revised pay scales details will be available from 1/5/2010

Chapter XI
Budget Allocated to Each Agency including Plans etc
[Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.
(Rs.in lakhs)

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed Expenditure	Expected Outcomes	Report on Disbursements made or where such details are available (website, reports, notice board etc.
Dr.MCR HRD IAP	Plan Schemes	2009-10 Rs.1333.00	2009-10 Rs.1060.00	Not connected with public

12.2 Provide information on the budget allocated for different activities under different programmes/Schemes/Projects etc. in the given format
(Rs.in lakhs)

Agency	Programme/Scheme/ Project/Activity Purpose for which budget is allocated	Amount released : last year	Amount Spent last Year	Budget allocated current year	Budget Released Current Year
Dr MCR HRD IAP	Plans Schemes	2008-2009 Rs. 980.00	2008-2009 Rs.910.00	2009-10 Rs.1333.00	2009-10 Rs.1060.00

Chapter XII
Manner of Execution of Subsidy Programmes
[Section 4 (1)(b)xii]

13.1 Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided

-N.A-

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
NO SCHEMES			

13.3 Describe the manner of execution of the subsidy programmes

Name of programme/ Activity	Application Procedure	Sanction Procedure	Disbursement Procedure
NIL			

Chapter XIII
Particulars of Recipients of Concessions, Permits or
Authorization Granted by the Public Authority
[Section 4(1)(b)xiii]

14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.

Institutional Beneficiaries

Name of programme/scheme				
Sl.No.	Name & address of recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL.

Name of programme/scheme				
Sl.No.	Name & address of recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Individual Beneficiaries

Name of programme/scheme				
Sl.No.	Name & address of recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Name of programme/scheme				
Sl.No.	Name & address of recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

Chapter XIV
Information Available in Electronic Form
[Section 4(1)(b)x(iv)]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Website	www.hrdiap.gov.in.	Activities and various programmes / workshops of the Institute	State Government

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information centre or reading room maintained for public use where information relating to the department or records/documents are made available to the public

A copy of the Information Hand Book is available in the Institute Library and can be accessed between 10.30AM to 5.00 PM.

A copy is also available with Public Information Officer & Asst. Public Information Officer. The information can be accessed through Internet throughout the day.

The Genesis:

The Institute of Administration established in the year 1976 vide G.O.Rt.No.915, G.A (Spl. A) Department, dated 17.3.1976 on the recommendations of the Services Sub Committee of Secretaries to Government based on the project report submitted by Sri M. Gopalakrishnan, IAS. The Institute is moved into its in new premises in the year 1988. The Institute of Administration is renamed as Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh in the year 1998. The Training Institutions functioning under the Treasuries and Accounts department and Local Fund and Audit Department are merged with this Institute vide G.O.Ms.No.40, Finance and Planning Department, Dt.25.1.1989.

Core objectives:

1. Accessing training needs on a continuing basis.
2. Conducting induction training programmes for the personnel recruited to various Departments.
3. Serve as a Nodal Institute for identification of training needs facilitation and coordination of the State Training Initiatives.
4. To continuously review , design and deliver training programmes modules and learning material consistent with the changing environment of governance.
5. Facilitate various departments in decentralised design and development of training programmes to meet their respective objectives of training and development.
 - (i)To closely coordinate with various stakeholders in evaluating the impact of learning processes to facilitate regular renewal of learning products and services.
 - (ii)Setting up training facilities at the regional level and district level for training lower and middle level functionaries.
 - iii) Conducting training for trainers programme:
 - iv) To undertake consultancy in areas relating to management in Government.

6. Governing Body: The Govt. have constituted a Board of Governors for the IOA vide G.O.Ms.No.433, GAD, Dt.13.8.1981.

The present Governing Body reconstituted vide G.O.Ms.No.207, GAD(AR&T.III)Deptt Dt.31.7.2004.

The governing body is an overall controlling body and all important decisions i.e. administrative and financial establishment will be taken by this body.

7. Apex Trg.Body:

The Institute has been declared as a nodal agency for training for the following purposes:

- i) Coordination of training activities of several departmental training institutions.
- ii). Liason with other non departmental training bodies in the State.
- iii) Running Foundational courses for direct recruitees
- iv) For establishing linkages between the training institutions and the MCR HRD Institute with regard to the curricula and training programmes etc. (i) RTI (ii) National Rural Employment Generation

8. Building Location and facilities:

Dr. MCR HRD Institute building complex is located in Road No.25, Jubilee Hills, in an area of 30 acres of with about 1,20,000 sq.ft. of plinth area of the cost of Rs. 8.00 crores. The Administrative block has been completed and it has celloar and Ground + 2.

9. Krishna Hostel: Krishna hostel comprises :Ground floor +2

- a) Double bed rooms with A.C and attached toilets (33)
- b) Double bed rooms with common toilet (5)
Non A.C
- c) Four bed Suits with A.C, T.V with toilet (6)
- d) Four bed A.C with Common toilet (10)
- e) Dormitory with 15 beds attached toilets (2)

10. Godavari Hostel:

Godavari hostel has 15 suits in Ground Floor + 2 Floors

Every suit is having T.V, computer, A.C; intercom telephone two cots, cup boards etc.

11) Tungabhadra Hostel:

1+2 floors yet to be completed.

Canteen established in the ground floor with centrally AirConditioned.

(28) AC suits will be available in second floor in near future. A meeting hall is proposed in the lines of Jubilee hall with all facilities is underway.

12) Vamsadhara: 350 Single AC rooms hostel is constructed with (cellar & GF +3) and inaugurated on 08-10-2007 by the Hon'ble Y.S.Rajasekhar Reddy, chief member of A.P

13) Yoga Centre: constructed in front of Godavari Guest House with a 1+ 1 floor. The interested participants can perform yoga at this place. There are two rooms.

14) Computer lab: There are 3 well furnished computer labs with a total no of 100PCs and 1 super computer in administrative Block and in Tungabhadra hostel in 2nd floor with 40 Computers are available to meet the training needs of different departments on request.

15) The facilities will be given to the participants of training Programmes conducting in this institute.

Conference halls (30- 100 capacity) : 3 rooms

Lecture halls (25-30 capacity): 11 rooms.

Lecture hall (70 capacity): 1 room.

Board room (30+20 capacity): 1 room

Computer lab (30/15 and 40 capacity) 3 rooms.

Auditorium (233 seats) : 1 An excellent auditorium with
Wooden panel, sound proof system
LCD Projector system and audio-
Visual system and available
The floor is nicely red carpeted.

Professor Quarters : 12

Faculty Quarters : 12

Supporting staff
Quarters : 12

16) Library: The library of the institute has got a collection of 10,000 Books on various disciplines. The institute also subscribes 65 magazines and journals. The Library is kept open between 10.30AM to 5.00PM for the reference by the participants or others on permission.

17) Vehicles: One Maruthi Van 800, One TATA Van are owned by the Institute. The institute hired 4 vehicles as per requirement from time to time.

18) Security services: The Institute has engaged security services from M/s Agile Security Force (P) Limited, Hyderabad and engaged (33) security guards, (5)Asst.Security Offices and one Security Officer.

19) House keeping: M/s S.S.Associates is engaged by the Institute for rendering the house keeping services and upkeep building and maintenance of Hostel,Gym, Yoga Centre and roads in the premises. (17) 11 P.As, (17) Attenders (50) Workers, (3) Supervisors, (1) Receptionist, (5) Electricians, (3) Plumbers are engaged for the up keeping services in the institute.

20) Afforestation: The institute is located in a rocky area. Afforestation taken up and completed with the help of HUDA. The Institute has well maintained landscape, one fountain and well laid foot paths.

21) Pest control: Pest control is taken up by engaging services/ M/s Green Acres Pest control in the building and Institute premises.

22)Staff pattern:
There are (74) staff, out of sanctioned strength of 134 posts.

23) Helipad:
There is an helipad outside the compound wall but well within the Premises of institute land. This is being used by the Hon'ble C.M.

Chapter XV
Particulars of Facilities available to Citizens
for Obtaining Information
[Section 4(1)(b)xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	Cellar	Orders, Tenders etc.
News Paper Reports	Telugu, English, Urdu News papers	All daily news papers.
Public Announcements	Transport, Electricians, Housekeeping etc	Call Drivers, electricians, plumbers, housekeeping
Information Counter	Near Receptions	Accommodation, courses
Publications	Dept. Manuals publications printed by institute	Placed in library
Office Library	Cellar	All Subjects books
Websites	hrdiap.gov.in	Institute information
Other Facilities (name)		
Catering	Tungabhadra Hostel	Canteen in the ground floor
House keeping	M/s SS Associates	Cleaning, sweeping

Chapter XVI
Names, Designations and other Particulars of Public
Information Officers
[Section 4 (1)(b)xvi]

17.1 Please provide contact information about the public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

Sl.No	Name of office/ Administrative unit	Name & Designation of PIO	Office Tel : Residence Tel: Fax :	Email
1.	Dr.MCRHRDIAP Road No.25 Jubilee Hills Hyderabad	Sri S.Rajasekhar	23544694 9248032075	adminofficer@ hrdiap.gov.in
2.	Dr.MCRHRDIAP Road No.25 Jubilee Hills Hyderabad	Sri K.Vidyasagar	23548487 9248032106	

Assistant Public Information Officer(s)

Sl.No	Name of office/ Administrative unit	Name & Designation of APIO	Office Tel : Residence Tel: Fax :	Email
1	Dr.MCRHRDIAP Road No.25 Jubilee Hills Hyderabad	K.Vidya Sagar	23548487	

Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices/ administrative units of the authority	Office Tel : Residence Tel: Fax:	Email
1.	Dr.V.P.Jauhari IAS Director General Dr.MCRHRDIAP Road No.25 Jubilee Hills Hyderabad.	Institute and (DT centers)	23548294 23326933	vpjauhari@hrdiap.gov.in

Chapter XVII
Other Useful Information
[Section 4(1(b) xvii)]

18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens

1. The information about the Dr. MCR HRD Institute of A.P is available in the Website; www.hrdiap.gov.in which contains Training Calendar, list of publications & DVDs.

18.2 You may mention here information of your department which is excluded under section 8 (1) of the Act and/or under Rules of the State Government as guidance to the public seeking information from your department.

-NA-

Place :Hyderabad
Date: 1/4/2010

DIRECTOR GENERAL
DR. MCR HRD IAP, HYD.
Name and Designation
of the Officer Department

(Note): Information provided in these chapters shall be updated from time to time and revised date would be mentioned (1/7/2010)