



0.1 Salient Features of Right to Information Act 2005

- To promote transparency and accountability of every public authority.
- To enhance effective functioning of the Government.
- Optimum utilization of limited fiscal resources.
- Preservation and confidentiality of sensitive information.

0.2 Concept

- To provide for setting out the practical regime of right to information for citizens.
- To secure access to information under the control of the public authorities.
- To promote transparency and accountability in the working of every public authority.

0.3 RTI Act – Key Definitions:

“Information” means

Any material in any form, including records, documents, memos, Emails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

“Record” includes

- a) Any document, manuscript and file.
- b) Any micro film, micro fiche and facsimile copy of a document.
- c) Any reproduction of image or images embodied in such microfilm (whether enlarged or not) and
- d) Any other material produced by a computer or any other device.

“Public Authority” means

Any authority or body or institution of Self-Government established or constituted:-

- a. By or under the constitution.
- b. By any other law made by parliament.
- c. By any other law made by state legislature.
- d. By notification issued or order made by the appropriate Government and includes any:

- i. Body owned, controlled or substantially financed.
- ii. Non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

“Right to Information” means

The right to information accessible under this act which is held by or under the control of any public authority and includes the right to:-

- i) Inspection of work, documents, records.
- ii) Taking note, extracts or certified copies of documents or records.
- iii) Taking certified samples of material.
- iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print outs where such information is stored in a computer or in any other device.

0.4 Organization on Information as described in 17

0.5 Chapters

0.6 Source, Procedure, fees structure

Application fee to accompany request for obtaining information as prescribed in G.O.Ms.No.454GA(I&PR-II) dated 13-10-2005 read with G.O.Ms.No.530GA(I&PR.II) dept., dated 29-11-2005, G.O.Ms.No.545 GA (I&PR.II) dept., dated 12-12-2005 and G.O.Ms.No.740 GA (Coordn., GPM&AR)dept., dated 01-10-2007.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee by way of cash or by affixing court fee stamp or by postal order or by demand draft or by bankers Cheque payable to the accounts officer or any other duly authorized officer of the public authority, against proper receipt, at the following rates:-

- a) In respect of public authorities at the village level no fee.
- b) In respect of public authorities at mandal level Rs5/-per application.
- c) In respect of public authorities other than those covered above Rs. 10/- per application.

The head of account for remittance of fee as per G.O.Ms.No.79GA (AR)Dept., dated 10-08-2020:

“0070 - Other Administrative Services60 – Other Services

MH 118 - Receipts under Right to Information Act 2005SH01- Receipts under

Right to Information Act2005SH02–Penalties under Right to Information

Act,2005”.

For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged, by affixing court fee stamps or by way of cash or by way of postal order or by way of demand draft or by way of bankers Cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt, at the following rates:-

- A) Priced Material:** Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof.
- B) Other than priced material:**
- i) Material in printed or text form in A4 or A3 sizes paper Rs. 2/- per each page per copy.
 - ii) Material in printed or text forms in larger than A4 or A3 size paper actual cost thereof.
 - iii) Maps and Plans – Actual cost thereof.
 - iv) Information in electronic form at viz., floppy, CD or DVD:
 - a) Rupees fifty for floppy of 1.44MB
 - b) Rupees one hundred for CD of 700MB and
 - c) Rupees two hundred for CD(DVD)
 - v) Samples and models – Actual cost thereof
 - vi) Inspection of records – No fee for the first hour and a fee of rupees five for each subsequent hour (or fraction thereof)
 - vii) Material to be sent by post-The actual postal charges in addition to the charge payable as per these rules.
- a) Officers designated as Public Information Officer(PIO) & Appellate Authority (AA) in SPKM IIHT, VENKATAGIRI.

Public Information Officer

| Name & Designation | Address for Communication | Telephones |
|--|--|------------|
| Sri K. Balasubrahmanyam PIO | SPKM, IIHT, Tirupati Road, Venkatagiri, Tirupati District. | 9441795408 |

First Appellate Authority

| Name & Designation | Address for Communication | Telephones |
|--------------------------|--|------------|
| Sri G. Venkataram | SPKM, IIHT, Tirupati Road, Venkatagiri, Tirupati District. | 8008705726 |

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

1.1 Particulars of the organization, functions and duties:-

| Name of the Organization | Address | Functions | Duties |
|---|---|-------------|--|
| SPKM, INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY | SPKM, IIHT, Tirupati Road, Venkatagiri, Tirupati District. | 0865-295003 | To produce technocrats with 3 years & 2 years (Lateral Entry) Diploma Course in in Handloom and Textile Technology (DHTT) and issuing Diploma Certificates |

Office Timings: 10:00 am to 5:00 pm (Monday to Saturday)

(Holidays observed as per State Government notification)

Chapter 2
Powers and Duties of Officers and Employees
[Section 4(1) (b) (ii)]

2.1 Powers and duties of officers and employees of A.P. Information Commission by designation areas follows:

| S.No | Name of the Principal/Designation | Duties allotted/Powers |
|------|---|---|
| 1 | Sri A. Murali Krishna, Additional Director. | Deputed to TCPSK, Hindupur on work order basis. |
| 2 | Sri G. Venkataram OSD/Principal | <ol style="list-style-type: none"> 1. Preparation of Time table, assigning duties to the office and teaching staff, attending all the meetings conducted by state and central governments concerned and over all supervision of the Institute. 2. Issuing all type of certificates to the students and staff. 3. Sanctioning of all the bills of the institute and corresponds with concerned authorities. 4. Conducting Admission process. |

| | | |
|---|---|---|
| 3 | Sri K , Balasubrahmanyam, Development Officer/Superintend ent | <ol style="list-style-type: none"> 1. Over all office administration of the office and maintain the files of the office. 2. Discharging DDO duties of the Institution. 3. Other duties as assigned by the principal. |
| 4 | Sri. S Giridhara Rao., Lecturer Textiles | <ol style="list-style-type: none"> 1. Attending Academic Class work for Diploma students. 2. Maintaining Records as per the instructions of the principal,. 3. Assisting to Principal in all academic activities and Admission Process. 4. Other duties as assigned by the Principal, |
| 5 | Sri. G. Harinadha Babu, Demonstrater (Dying) | <ol style="list-style-type: none"> 1. Attending Academic Class work for Diploma students. 2. Maintaining Records as per the instructions of the principal,. 3. Assisting to Principal in all academic activities. 4. Other duties as assigned by the Principal, |
| 6 | Sri. D. Mahesh Babu Jr. Assistant. | <ol style="list-style-type: none"> 1. Attending office work assigned by the Principal. 2. Preparation of Bills of the staff of the college. 3. Other duties as assigned by the Principal, |
| 7 | Sri. M. Vinod Kumar Office Subordinate. | <ol style="list-style-type: none"> 1. Attendant to the Principal and office. 2. Postage and Stationary duties. 3. Other duties as assigned by the Principal, |
| 8 | Sri. C.S. Saibaba, Demonstrater (Chemistry) | <ol style="list-style-type: none"> 1. Attending Academic Class work for Diploma students. 2. Maintaining Records as per the instructions of the principal,. 3. Assisting to Principal in all academic activities. 4. Other duties as assigned by the Principal. |

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|-----|--|---|
| 9. | Sri. E.I.Nagarajan Lecturer textile Chemistry | <ol style="list-style-type: none"> 1. Attending Academic Class work for Diploma students. 2. Maintaining Records as per the instructions of the principal,. 3. Assisting to Principal in all academic activities. 4. Other duties as assigned by the Principal, |
| 10. | Sri. T. Kiran Kumar, Instructor (Weaving) | <ol style="list-style-type: none"> 5. Attending Academic Class work for Diploma students. 6. Maintaining Records as per the instructions of the principal,. 7. Assisting to Principal in all academic activities and Admission Process. 8. Other duties as assigned by the Principal, |
| 11. | Sri. Haroon Basha, Designer | <ol style="list-style-type: none"> 1. Attending Academic Class work for Diploma students. 2. Maintaining Records as per the instructions of the principal,. 3. Assisting to Principal in all academic activities and Admission Process. 4. Other duties as assigned by the Principal, |
| 12. | Sri. P. Sateesh, Instructor, (AGMT) | <ol style="list-style-type: none"> 1. Attending Academic Class work for Diploma students. 2. Maintaining Records as per the instructions of the principal,. 3. Assisting to Principal in all academic activities. 4. Other duties as assigned by the Principal, |
| 13. | Smt. K. Venkata subbamma, Data Entry Operator. | <ol style="list-style-type: none"> 1. Data Entry Work of the Institute. 2. Attending other duties as assigned by the Principal. |
| 14. | Sri. MD. Nazeer Jr.Assistant | Deputed to DHTO, Office, Nellore on work order basis. |
| 15. | B. Penchalaih, Attendent (Printing) | <ol style="list-style-type: none"> 1.To assist to Demonstrator in all printing practical class work. 2. Attending other duties as assigned by the Principal. |

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| 16. | G. Pothuluraiah, Attendant (Powerloom) | 1.To assist to instructor (Weaving) in conducting powerloom practical classes. 2. Attending other duties as assigned by the Principal. |
| 17. | G. Murali Krishna, Attendant (Weaving) | .To assist to instructor (Weaving) in conducting Jaquard Handloom Weaving practical classes. 2. Attending other duties as assigned by the Principal |
| 18. | S. Pradeep, Attendant (Textile Testing) | To assist to Lecturer Textiles in conducting Textile Testing practical classes. 2. Attending other duties as assigned by the Principal |
| 19. | A. Rajasekhar, Attendant (Dyeing) | 1.To assist to Demonstrator in all Dyeing practical class work. 2. Attending other duties as assigned by the Principal. |

Chapter 3
Procedure Followed in Decision-making
Process[Section 4(1) (b) (iii)]

In administrative work with the assistance of Superintendent of this office, Principal will take decision in concerned files maintained by the office.

Chapter 4
Norms set for the Discharge of Functions
[Section 4(1) (b) (iv)]

The assigned duties will be discharged by the teaching personal by attending practical and theory classes to the students and taking them to Educational and Industrial Tours for awareness of the students in various technical updated skills.

Chapter5
Rules, Regulations, Instructions, Manual and Records, for Discharging
Functions [Section4(1)(b) (v) &(vi)]

As per the special service rules of SPKM IIHT, Venkatagiri and as per A.P. State Subordinate Service Rules all the employees will discharge their duties as per the instructions of the Head of the Institution.

Chapter6
Categories of document sheld by the public authority under its
control [Section 4(1) (b) v (i)]

Not Applicable

Chapter7
Arrangement for consultation with, or representation by, the members of the public
in relation to the formulation of policy or implementation there of
[Section 4(1) (b) viii]

Not Applicable

Chapter8
Boards, councils, committees and other bodies constituted as part of public
authority [Section 4(1) (b) vix]

Not Applicable

Chapter 9&10
Directory of Officers and Employees
[Section 4(1) (b)(ix)z]

9 &10: Information of officers and employees working in A.P. Information Commission at different levels and their contact addresses:

| Name | Designation | Salary |
|----------------------|---------------------------------------|--------|
| A. Murali Krishna | Additional Director(H&T)/Principal | 199007 |
| K. Balasubrahmanayam | Dev. Officer (H&T)/Superintendent | 93536 |
| S. GiridharaRao | Lecturer Textiles | 141613 |

| | | |
|---------------------|-------------------------------|--------|
| G. HarinadhaBabu | Demonstrator (Dyeing) | 134645 |
| D. Mahesh Babu | Junior Assistant | 34246 |
| M. Vinod Kumar | Office Subordinate | 26404 |
| E.I. Nagarajan | Lecturer Textile Chemistry | 48440 |
| CS Saibaba | Demonstrator Chemistry | --- |
| T. Kiran Kumar | Instructor (Weaving) | 37640 |
| Sk. HaroonBasha | Designer | 37640 |
| Md. Nazeer Mohammad | Junior Assistant | 21262 |
| P.Sateesh | Instructor (AGMT) | 23685 |
| k. Venkatasubamma | Data Entry Operator | 21262 |
| B. Penchalaiah | Attendant Printing | 17612 |
| G. Pothuluraiah | Attendant Power Loom | 17612 |
| G. Murali Krishna | Attendant Weaving | 17612 |
| S. Pradeep | Attendant Textile Testing | 17612 |
| A. Rajasekhar | Attendant Dyeing | 17612 |

Chapter11
Budget Allocated to Each Agency including Plans etc.
[Section4(1)(b)xi]

| Financial Year | Budget Allotted | Expenditure |
|----------------|-----------------|---------------|
| 2019-2020 | 27.39 (Lakhs) | 12.22 (Lakhs) |
| 2020-2021 | 12.53 (Lakhs) | 03.27 (Lakhs) |
| 2021-2022 | 29.16 (Lakhs) | 07.93 (Lakhs) |

The budget allocated for the year 2022-2023 under different head of accounts for Information commission is as follows:

| Head of accounts | Budget provided for the Financial Year 2022-2023 | Budget Utilized for the F.Y-2022-2023 |
|--|--|---------------------------------------|
| 110-Domestic Travel Expenses | | |
| 111-Travelling Expenses | 50000/- | |
| 130-Office Expenses | | |
| 131-service charges telegram and telephone charges | 30,000/- | |
| 133-water and electricity charges | 3,50,000/- | |
| 135-Consumable/Stationery | 90,000/- | |
| 136-Maintenance/Minor Repairs | 10,000/- | |
| 137-Administrative Expenses | 2,75,000/- | |
| 138-Internetcharges/Broadband | 5000/- | |
| 139-Mobileservice/Call Charges | 15000/- | |
| 140-Rents& Rates& Taxes | | |
| 141-rent rates and taxes | Budget Provided 1,00,000/- | |
| 210-Materials Supplies | | |
| 211- Materials Supplies | 1,00,000/- | |
| 280-Professional Services | | |
| 281-Pleader fees | 2,000/- | |
| 340- Scholarships and Stipends | | |
| 342- Reimbursement of Tuition Fee | 50,00,000/- | |

Chapter 12
Manner of Execution of Subsidy Programmes .
[Section4(1)(b)xii]

Not Applicable

Chapter 13
Particulars of Recipients of Concessions, Permits or Authorization Granted by the
Public Authority
[Section4(1)(b)xiii]

Not Applicable

Chapter 14
Information Available in Electronic Form
[Section4(1)(b)xiv]

Not Applicable

Chapter 15
Particulars of Facilities available to Citizens for Obtaining Information
[Section4(1)(b)xv]

Not Applicable

Chapter 16
Name, Designation and Other Particulars of Public Information Officer and Appellate
Authority
[Section4(1)(b)xvi]

First Appellate Authority

| Name & Designation | Address for Communication | Telephones |
|--------------------|--|------------|
| Sri G. Venkataram | SPKM, IIHT, Tirupati Road, Venkatagiri, Tirupati District. | 8008705726 |

Public Information Officer


| Name & Designation | Address for Communication | Telephones |
|-----------------------------------|--|------------|
| Sri K. Balasubrahmanyam PIO | SPKM, IIHT, Tirupati Road, Venkatagiri, Tirupati District. | 9441795408 |

Assistant Public Information Officer

| Name & Designation | Address for Communication | Telephones |
|-----------------------------|--|------------|
| Sri S.Giridhara Rao APIO | SPKM, IIHT, Tirupati Road, Venkatagiri, Tirupati District. | 9399936872 |

Chapter 17
Other Useful Information
[Section4(1)(b)xvii]

Yes


Dev.Officer(H&T)/Superintendent
SPKM IIHT, VENKATAGIRI,
Tirupati District, A.P.