

**GOVERNMENT OF ANDHRA PRADESH
ANDHRA PRADESH STATE ARCHIVES AND RESEARCH INSTITUTE, TARNAK , HYDERABAD.**

File No. /E1/ /2013.

Dated: 29.01.2013.

From

Dr. Zareena Parveen,
Director,
Andhra Pradesh State Archives,
And Research Institute,
Tarnaka-Hyderabad.

To

The State Commissioner,
A.P. Information Commission,
HACA Bhavan, Near AIR,
Hyderabad.

Sir,

Sub:- Andhra Pradesh Andhra Pradesh State Archives, and Research Institute –
Hyderabad- Right to information Act,2005 (Central Act No.22 of 2005- Public
Information Under Section 4 (1) (b) of the Right to information Act,2005 for
the year 2008-09 – furnished – Regarding.

Ref:- Commission's Case No.8119/SIC-SPR/2010,Dt.20.09.2012.

I have to state that I furnished herewith the information under section 4 (1) (b) of the Right to information Act,2005 and published and updated as per clause 4 (1) (b). The information pertaining to 4 (1) (b) section for the year 2009-09 is updated and enclosed herewith. This is for kind information.

The detailed information on the Andhra Pradesh Andhra Pradesh State Archives and Research Institute is available on Government website viz., "apsa&ri.nic.in".

Yours faithfully,

Director

Encl:-

The Information under section 4(1)(b) of the Right to Information Act, 2005

I. THE PARTICULARS OF THE ITS ORGANISATION FUNCTIONS AND DUTIES

Chapter - IV

ORGANISATIONAL CHART

DIRECTOR

DEPUTY DIRECTOR

Library Documentation	Publication	Regional Offices	Committees	Reprography
Assistant Director Director	Assistant Director	Assistant Director	Assistant Director	Assistant
(Administration) Persian)	(C.A.S)	(Technical)	(Interim Repository)	(Urdu &
Establishment Records Accounts(I&II Stores Buildings	Repository II RRI Computers C.A.S	Film Archives Indexing Kaifiyats	Interim Repository	Mughal Repository-I Conservation Preservation

II **POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES**

1. Director
2. Deputy Director
3. Assistant Directors
4. Assistant Directors
5. Archivists
6. Assistant Archivists
7. Senior Research Assistant
8. Junior Research Assistant
9. Librarian
10. Assistant Librarian
11. Special Grade Steno
12. Caretaker
13. Microfilm Operator
14. Research Assistant
15. Foreman
16. Chargeman
17. Binders
18. Menders
19. Photographer
20. Dark room Assistant
21. Electrician
22. Superintendents

23. Senior Assistants
24. Junior Assistants
25. Receptionists
26. U.D. Calligrapher
27. L.D. Calligrapher
28. Shroff
29. Record Assistants
30. Jamedars
31. Dafedar
32. Attenders
33. Cycle Orderlies
34. Sweeper
35. Gardener
36. Chowkidars
37. Scavenger

FUNCTIONARIES

DIRECTOR

Director shall be responsible for the custody, proper care and management of all records received in the state Archives and Research Institute and its Regional Offices.

Director shall be required to co-ordinate and guide all operations connected with public records in respect of their administration, preservation, elimination with public a view to ensuring that records of permanent value are not destroyed and are transferred to the A.P. State Archives and Research Institute at appropriate time.

Field Functions:

The Director is the inspecting the authority of the records upto village level. He/She shall inspect the record room of all the departments in the state and provide necessary archival advice for proper maintenance of records.

The Director shall contact and acquire the records of the private individuals and institutions who are having the records of historical value.

Desk Functions:

He/She is the official head of the department and of such other officer, subordinates to him as the Government may determine.

He/she responsible for the careful observance of all rules and orders in force in the transactions of business in his department.

He/she exercises general supervision and control over the staff and is responsible to see that the members of the staff do the work allotted to them efficiently and expeditiously.

He/she be the Editor of the journal Ithihas, Half – yearly research and other publications of A.P.State Archives.

DEPUTY DIRECTOR

Professionally qualified Archival to the Head the department of State Archives (Top Level) and thus Second in command next to the Director.

Desk Functions:

All files sent to Director shall be routed though Deputy Director.

Deputy Director shall supervise all the publications of the departmental and looks after their publicity.

Deputy Director supervise the work of the following sections.

- 1) Publications
- 2) Regional offices
- 3) Committees like Regional Historical Records Survey
- 4) Reprography
- 5) Library
- 6) Documentation

Field Functions:

The Deputy Director shall survey and acquire the records pertaining to Andhra and also Telengana and Rayalaseema areas, and also other areas in south India by connecting the Head of Archival Repositories in South India.

The Deputy Director shall contact and correspond with private individuals and private institutions to collect and acquire copies pertaining to Telugu records which throw on Telugu History from the holders who are residing outside Andhra Pradesh.

In case of any help is required he will approach the Director and if any assistance is required he will approach the Assistant directors and Archivists and Superintendents for Interdepartmental and interdepartmental matters.

ASSISTANT DIRECTOR (Administration)

1. The Assistant Director (Administration) is incharge of the Establishment Accounts, Stores and/ Building branch. He shall executive control over the sections in regard to prompt dispatch of business etc. discipline of staff

2. He shall periodically inspect the personal Registers, Cash Book, periodically Dairies, Registers of periodicals, and deal with, the name of the dereliction or negligence of duty.

3. He shall inspect the fair-copying and dispatch register from at frequent intervals.\

4. He shall examine the distribution register from time to time.

5. He shall check the stamp account.

6. He shall examine the entries in service Books every year during first week of march.

7. He shall maintain personal files in accordance with the instructions issued in G.O.Ms.No.1385(GAD),ser-c, Dept. Dt: 31.10.1996 and kept the personal custody.

He shall check the watch and ward staff,]

He shall ensure the practically.

ASSISTANT DIRECTOR (Technical)

The Assistant Director (Tec) shall provide necessary research guidance to the scholars in respect of location of documents. Reference media he shall convey the meeting of Research Fellowship Committee.

He shall check the notes, and he shall over see whether the staff should be vigilant against any y possible damage or loss of records by fire, water, insects, theft etc.

He shall make a detailed inspection of the registers in the month of July and January in each year. If necessary to ensure that the records are being taken proper care of and submit a report to the Director.

He shall attend the correspondence work of computerization of records and also he shall incharge of all the material, machinery and equipment in the computer wing.

ASSISTANT DIRECTOR (CAS)

The Assistant Director (CAS) also holds charge in the Central Assistance Scheme and also supervise the work done by the technical staff in the section. and also supervise that the two schemes sanctioned by the state Government and Government of India i.e Microfilming of records of national importance are implemented as per the terms and conditions of National Archives of India, New Delhi.

He is incharge of film Archival, Cataloguing, Index Kaifiyaths and Completion of Comprehensive History of Andhra Pradesh .

He shall assist the Director in convening the meeting of advisory committee constituted by Govt of A.P. for procuring the film, cassettes for the development of film Archival Division.

He shall the transcribed copies of Kaifiyats prepared by the Archival should also be edited and sent for publication.

He should also supervise the bibliography work by the Archivist and future work relating to completion of the project namely comprehensive history of Andhra Pradesh.

ASSISTANT DIRECTOR (Urdu and Persian)

He shall maintain and supervise the work of reference media done by Senior and junior Research Assistants in Mughal cataloguing.

He shall supervise the work done by the cataloguers.

He shall check the computerization of the cataloguing work.

He shall provide necessary guidance to the Archivist for collection of n necessary historical and administrative data in the preparation of relevant notes while preparing a matter copy of the reference media.

He shall prepare a list of historical documents in the possession of:

- i) Private institutions and
- li) Private individuals

He shall supervise the work relating to deciphering and English translation of Mughal documents intended for publication. The Assistant Director shall prepare a glossary for non-English terms and also compile corroborating historical data for the projects on hand and shall prepare necessary draft introduction, index etc.

The Assistant Director shall be responsible for proper upkeep of Persian and Urdu Documents on scientific manner.

In case any help is required he will approach the Dy. Director and in any assistance is required he will approach Archivist and Senior Research assistant for interdepartmental and inter interdepartmental matters.

ASSISTANT DIRECTOR (Interim Repository)

He is incharge of the Interim Repository situated in the A.P. Secretariat building. He should make a detailed inspection of Repository in the month of July and January in each year and other items of necessary be ensure that the record are being taken proper care of and submit a report to the Director on the sate of records.

- A) Maintain of Repository and condition of records, Arrangement of Records.
- B) Implementation of rules for the issue of records the bonafied Research scholars after necessary approval of Director of Archives.
- C) He shall supervise prompt notes taken by the Research Scholars.
- D) He shall monitor whether record are fumigated and are dusted regularly with vacuum cleaner.
- F) He shall periodically inspect the P.R's Call books dairy Registers of periodicals and deal severally without delay, dereliction or negligence of duty by the staff members.
- G) Assistant Director is delegated with power of drawl and disbursement of staff members working

There.

H) He shall check the stamp account.

In case any help is required he will approach Deputy Director and Director and if any assistance is required he will approach Archivist for interdepartmental and inter interdepartmental matters.

ARCHIVIST

The post is created for scientific preservation and management of the record and has to co-ordinate and supervise the work in the sections.

Archivist who is also a section incharge and Supervise generally the stack area and arrangement of records systematically and methodically.

He shall check the issue of records and keeping the dummy slip.

He shall be responsible for the recovering of the confidential papers.

He should ensure that the records are fumigated and are dusted regularly.

He shall prepare the budget keeping in view of the latest techniques.

The archivist shall prepare agenda and convene the meetings whenever necessary And He shall be responsible for to follow up action on the minutes of the meeting.

SUPERINTENDENT

Superintendent shall supervise and the staff allotted to the section and they are responsible to deal with all matters connected with money, and cheques, drafts. He shall also supervise the work of preparation of pay bills and send them to Pay and Accounts Officer, Hyderabad. He shall watch carefully the expenditure especially the expenditure under contingency and travelling allowances.

Superintendent will exercise general supervision over the whole section both in dispatch and in regard in discipline.

He is directly responsible to the officer under whom the work, he is responsible for all files related to the subject allotted to his subordinates.

He is responsible for the accuracy of the notes, drafts and proceedings from the section.

He must also periodically inspected personal registers, and He must examine the faircopying and dispatch registers at frequent. There are no field functions and statutory functions for the Superintendent.

SENIOR RESEARCH ASSISTANT

Senior Research Assistant is responsible for prompt maintenance of the records. There are no field functions and statutory functions,

He shall edit 15-20 documents taking the assistance from junior Research Assistant.

CARE TAKER

The care taker is the Chief security Official and responsible for maintenance of the building, its upkeep, safely and security.

He shall ensure that all precautions against fire, and fire equipment should be maintained, tested refilled and recharged.

He should display a board indicating the current address of local fire service and police station with number, and he shall be contact with the Department of PWD, Electricity, Municipality and water works for quick disposal of pending works.

He is responsible for the supply of water, electricity and proper sanitation.

He will attend all the correspondence pertaining to buildings and if any assistance is required he will approach the Junior Assistant, Electrician, Plumber, gardener, Sweeper and Scavenger for interdepartmental and interdepartmental matters.

SPL.CATEGORY STENOGRAPHER

The post is created to provide secretarial assistance to head of the department.

He shall attend the diction and notes given by the Director and shall type the relating to D.O.letters and other confidential matters.

He shall receive the visitors who on Director, there are no field functions.

LIBRARIAN

He is the responsible for the safety of the books in the library.

He is the responsible for the proper and scientific preservation and arrangement cataloguing the books in the library.

He is the responsible for the upkeep of library, and he shall check the books supplied promptly.

He shall check up for proper restoration of books in the shelves without deviating order.

He shall responsible for purchase of books periodically etc.

He shall maintain issue registers of library books.

MICRO FILM OPERATOR

The post is created to central assistance scheme to micro film the records of outstanding manuscripts of social historical value, the back issues of news papers and also microfilming of the district collect orate records preserved in A.P. Archives and Research Institute.

Desk Functions:

1. He shall responsible for proper micro filming of district collect rate records. And he shall attend the micro filming work.
2. He shall prepare action plan and he shall arrange and prepare the film rolls in scientific manner.
3. He shall label the rolls in systematic manner for easy identification.

ASSISTANT ARCHIVIST

These post are created to assistant archivist for proper maintenance and preservation of records scientific lines and to classify and arrange the records Attend reference media work in a systematic way, He is responsible for upkeep of stack area tidy and neatly.

RESEARCH ASSISTANT

The Indian Historical Records Commission has advised all the states and Union Territories to constitute Regional Historical Survey Committee, the Head the department of the archival institution as convener to compile Territories survey and acquisition of private reports in the custody of ex-Zamindari families, religious institutions, libraries, freedom fighters etc. As per the recommendations of RHRSC, three Research Assistants for three regions i.e. Telangana,Rayalaseema and Andhra were appointed for the said purpose.

JUNIOR RESEARCH ASSISTANT

Field functions and statutory functions are nil. Junior Research Assistant shall be under the supervision of senior Research Assistant. He shall assist senior Research Assistant with regards to.

PHOTOGRAPHER

The post is created for a photo duplicate work of the important brittle records and also to take photographers for maintenance of Archival Museum.

ASSISTANT LIBRARIAN

It is common category post in the state of Andhra Pradesh and created to assistant librarian in scientific management of books, periodicals, journals etc.

Desk Functions

1. He will assist the librarian and proper maintenance of library.
2. He shall scrupulously follow Dewey Decimal system in library.
3. He shall maintain a register of periodicals.

SENIOR ASSISTANT

It is common category post created to assist the Superintendent for the proper functions of the sections.

Desk Functions

1. Senior Assistant shall be responsible for proper maintenance of the service registers of the staff.
2. He is timely action on pension cases and prompt action to avoid to the retired personnel.

TYPIST

It is common category post. It is created for the work in fair copying for outgoing and other typing works relating to.

1. Salary bills and schedules, plane and plan schemes correspondence.

L.D. TYPIST

It is common category post. It is created for fair copying work of the department.

1. He shall attend the fair copying work.
2. He shall maintain progress report.
3. Any work entrusted by the superintendent.

U.D.CALLIGRAPHER

This post is created for fair copying of Farman's, sanads, siyas etc.

1. He shall attend the calligraphy work of the following nature.
 - a) Muntakabs
 - b) Sanads
 - c) Farmans
 - d) Siythas
 - e) Yadhasthas
 - f) Land revenue documents etc.

There are no statutory and field functions to him.

L.D.CALLIGRAPHER

He shall assistant the U.D. Calligrapher and he shall also maintain progress report.

FORMAN

Foreman will be the technical official. He will look after the work of the mender, advices and he will responsible for the maintenance and safety etc.

CHARGEMAN

He is the technical official in charge of the section, He will train the mender under him and distribute the work and he will hand and machine lamination of records.

ELECTRICIAN

The A.P.State Archives has its own building since 1965 and having distinction position.

1. Electrician is responsible for the maintenance of ceiling fans. Coolers in two stack areas and all sections of the building.
2. He shall work under the care taker.
3. He shall ensure the current is available on all points where service connection has given.
4. he shall maintained a dairy and submit to care taker.

PLUBER

The post was created for proper maintenance of water to all the rooms in the archival building. And he will ensure every day that water is available in sufficient quantity in all the tanks and regular immunity of the reservoir.

ASSISTANT FORMAN

The post is created to assist the Foreman in matters relating to the supervision work of the binders and menders. And he should maintenance of the equipment of materials.

JUIOR ASSISTANT

He shall maintain a register for sanction of leave and LTC ,

He shall put up annual increment proceedings.

He shall put up Disciplinary cases.

He shall all reimbursement cases to look after.

RECEPTIONIST

This post is created to attend information and also given necessary to the visitors.

DARK ROOM ASSISTANT

This post is created to assist the Photographer.

SHROFF

This post is created to maintain the cash disbursements.

DRIVER

This post is created to attend the duties to the Director at prompt time.

BINDER

This post is created of binding the books,

MENDER

Mender shall attend the work of regarding the brittle records from further decay.

He shall also undertake miscellaneous and minor repairs.

He shall undertake the work relating to preparation of registers.

RECORD ASSISTANT

The Record assistant post is assist in the production arrangements and maintenance of the records.

He shall responsible for taking out records.

He shall be responsible for good packing of goods.

He shall not allow any out siders.

JAMEDAR

The post was created to attend the work of the peshi.

DAFEDAR

The post was created to attend the functions at the outside of the Directors chamber like taking the visitors to the Director and allowing them.

ATTENDER

The post was created to bring the files from sections, to the tables of the officers and take back them back into the sections. And attend the tappal duty also.

CYCLE ORDERLY

The post was created to distribute the delivery of letters, he shall responsible to delivery letters promptly.

CHOWKIDARS

He shall attend beats ravel prescribed by the caretaker during the night till 6.00 a.m.

He should not allow any stranger to enter the office premises.

GARDENER

The campus of State Archives is having 5 acres of land and there is a beautiful mini garden already developed. The gardener should maintain the mini garden by watering the plants and develop the nursery regularly.

SCAVENGER

The post of scavenger was created to up keep and cleaning toilets with phenyl and general sanitation work in the department. He/She shall clean all the toilets in the office twice a day.

SWEEPER

The post was created to upkeep of the building and sweeper shall sweep the rooms and sections before arrival of the officer and staff.

Sweeper shall attend the work of around the compound.

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The procedure involved in decision making is by way of consulting the Deputy Director and Assistant Directors and other officers. All the proposals would be sent to Principal Secretary, Higher Education for orders. The Director disposes the case s based on the delegation of powers as per Business Rules.

IV NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS:

All the proposals would be to Principal Secretary, Higher Education, Secretariat for orders. The Director may take decisions according to Business Rules.

V THE RULES, REGULATIONS, INSTRUCTIONS MANUAL AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS ARE AS FOLLOWS:

Section 4 (1) (b) (iv)& (v)

The rules and Regulations governed by the posts of this department are as follows:

- 1) D.S.A., G.O.Ms.No.1290 Education, Dated: 8-5-1962.
- 2) DY. Dir., G.O.Ms.No.1456 Education, Dated: 17-11-1984.

- 3) AD's., G.O.Ms.No.95 Education, Dated: 8-5-1962.
- 4) A.P. State and Subordinate Service Rules,
- 5) A.P. Ministerial Service Rules,
- 6) A.P. General Subordinate Service Rules,
- 7) A.P. Last Grade service Service Rules,
- 8) District Office Manual.

There are six subordinate offices and one IR at secretariat under the administrative control in the state region wise.

VI A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Among the Government records the following are the main categories of records preserved in R1 and R2 Repositories , Mughal records, Documentation cell Library and Microfilm rolls at Dehumidification Chamber.

SL.No.	Records	Year wise
1	Farman's Sanads of Deccan Sultans	-----
2	Mughal documents	(1630-1724)
3	Asifia and Marathi Records of old Daftars	(1724-1853)
4	Secretariat records of the Ex-Hyderabad state	(1853-1956)
5	Secretariat records of the Madras state	(1920-1952)
6	Secretariat records of the Andhra state /Pradesh	(1953-1959)
7	Secretariat records of the Andhra Pradesh at Interim Repository.	(1960 onwards)
8	Family & "Private" collections in Persian, Urdu, Marthi,English and Kannda.	----
9	Manuscripts (Persian and Urdu)	----
10	Microfilms from India Office Library, London and Jawaharlal Nehru Memorial Museum, New Delhi,OML Madras.	----

VII THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF:

The experts committee constituted by the Director would take decision for publication, editing, policy decision etc.

VIII A STATEMENT OF BOARDS, COUNCIL, 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.

Digitization of old Records and microfilming of the records for the experts committee constituted by the Government/ Director would take decisions for publication, editing, policy decisions, etc. The meetings/ minutes of meetings etc., are accessible to the public.

IX A DIRECTORY OF OFFICERS AND EMPLOYEES WORKING IN THE ANDHRA PRADESH GOVERNMENT ANDHRA PRADESH STATE ARCHIVES AND RESEARCH INSTITUTE, HYDERABAD DURING THE YEAR – 2011-2012.

SL.No	Name	Designation	Telephone Numbers
1	Dr. Zareena Parveen	Director	9703616660
2	V. Ranga Raj	Deputy Director	9703616661
3	S. Rama Krishna	Assistant Director	9703616662
4	M.d.Abdul Raqeeb	Assistant Director	9703695444
5	Dr. T. Purandhar	Assistant Director	9703616664
6	S.Mahesh Reddy	Assistant Director	9703610444
7	C.Kiran Kumar	Assistant Director	9703616639
8	G.CH. Satru Naik	Archivist	9490251658
9	PV.Sandya Rani	Archivist	9618441172
10	Abdul Rawoof	Archivist	9290999667
11	B.Vijya Kumar	Archivist	8500118329
12	CH. Someshwar Rao	Archivist	9866270860
13	P.Chandra Kala	Supdt	9959788988
14	G.Srikanth	Supdt	9849215233
15	N.Rajaiah	Caretaker	9502810281

**X THE MONTHLY SALRIES RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES,
FOR THE YEAR –2011-2012.**

SL.No	Name Shri/Smt	Designation	Monthly Emoluments
1	Dr. Zareena Parveen	Director	69215-00
2	V. Ranga Raj	Deputy Director	47332-00
3	S. Rama Krishna	Assistant Director	61252-00
4	M.d.Abdul Raqeeb	Assistant Director	49902-00
5	Dr. T. Purandhar	Assistant Director	49902-00
6	S.Mahesh Reddy	Assistant Director	
7	C.Kiran Kumar	Assistant Director	47332-00
8	G.CH. Satru Naik	Archivist	27539-00
9	PV.Sandya Rani	Archivist	34452-00
10	Abdul Rawoof	Archivist	32647-00
11	B.Vijya Kumar	Archivist	32647-00
12	CH. Someshwar Rao	Archivist	30768-00
13	P.Chandra Kala	Supdt	29887-00
14	G.Srikanth	Supdt	27359-00
15	N.Rajaiah	Caretaker	34609-00
16	Safia Sulthana	U.D.Calligrapher	61112-00
17	T.Chakra Pani	Asst. Archivist	28286-00
18	Syed Khursheed Hussain	Asst. Archivist	52482-00
19	M.Rajendran	Asst. Archivist	42627-00
20	M.C.Anandaiah	Asst. Archivist	27589-00
21	P.Narender	Asst. Archivist	20816-00
22	C.Srikanth	Senior Asst	34422-00
23	A.V.Koteswar Rao	Research Asst	--
24	Mohd.Rafeeq	Junior Asst	26084-00
25	Syeda Sultana	Junior Asst	--
26	V.P.Santhanam	Forman	30688-00
27	Syed Aleemoddin	Asst Forman	23962-00
28	Naheedunnisa Begum	Charge man	26044-00
29	B.Suwarna Sree	Mender	24656-00
30	E.B.Francies	Mender	23962-00
31	B.Klara	Mender	29093-00
32	J.Balaram	Mender	18129-00
33	D.Laxmi	Mender	21990-00
34	G.Nirmala	Binder	23962-00
35	M.Punyavathi	Binder	21097-00
36	G.Srinivas	Record Asst	33479-00
37	T.Shanker	Record Asst	33479-00
38	K.Chandra Shekar	Record Asst	24656-00
39	P.Sanjay Kumar	Record Asst	18129-00
40	K.Venkata Ramana	Record Asst	24656-00

41	K.Vara Laxmi	Record Asst	17631-00
42	M.D.Ibrahim	Jamedar	26791-00
43	Leelaram Shama	Dafedar	31560-00
44	Lalitha	Attendar	25350-00
45	M.A.Azeez	Attendar	19161-00
46	B.Sitharam	Attendar	---
47	B.Vijay Kumar	Attendar	15218-00
48	B.Nagaraju	Attendar	13189-00
49	B.Saraswathi	Attendar	12478-00
50	M.Praveen Kumar	Attendar	12122-00
51	Shaik Ali	Cycle Orderly	28411-00
52	A.Narsamma	L.G.E	28286-00
53	B.Rama Krishna	Attendar	16207-00

XI THE BUDJET ALLOCATED EACH OF ITS AGENCY INDICATING THE PARTICULERS OF ALL PLANS PROPOSED, EXPENDITYRES AND REPORT S ON DISBURSMENT.

The following is the budget allocations to this department and Plan and Non-Plan during the year 2011-2012 and 2013.

	<u>Budget Allocations</u>	<u>Expenditure</u>
Plan	: Rs. 27.67	Rs. 15,23
Non-Plan	: Rs. 4,15,59	Rs. 3,44,21

For the year 2012-13.

	<u>Budget Allocations</u>
Plan	: Rs. 2,27,67
Non-Plan	: Rs. 4,58,77

XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALOOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

---NIL---

XIII. PAERTICULERS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED.

---NIL---

XIV. DETAILIES IN RESPECT OF THE INFORTMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

The details information on the Andhra Pradesh State Archives and Research Institute is available on Government Website viz., "apsa&ri.ap.nic.in".

XV THE PAERTICULERS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKINGS OF A LIBRARY,OR READING ROOM IF MAINTAINED FOR PUBLIC USE.

Citizens may visit the Andhra Pradesh State Archives and Research Institute, Tarnak, Hyderabad from 10.30 AM to 5.00 PM on any working days and contact the Assistant Director (Adm) / Public Information Officer and Assistant Director (Persian & Urdu), Assistant Public Information officer.

XVI THE NAMES, DESIGNATION AND OTHER PERTICULERS OF THE PUBLIC INFORMATION OFFICERS:

1. **Appellate Authority**

Dr.Zareena Parveen,
Director.

9703616660

2. **Public Information Officer**

Sri V.Ranga Raj,
Deputy Director.

9703616661

XVII SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR.

Every year information would be updated.

DIRECTOR

I) A DIRECTORY OF REGIONAL OFFICE OFFICERS AND EMPLOYEES WORKING IN THE ANDHRA PRADESH GOVERNMENT ANDHRA PRADESH STATE ARCHIVES AND RESEARCH INSTITUTE, HYDERABAD DURING THE YEAR – 2011-2012.

1) THIRUPATHI.

SL.No	Name	Designation	Telephone Numbers
1	M.A.Saleem	Archivist	9963236051
2	M.Prameela	Asst. Archivist	9704472520
3	K.Vaikunta Valli	Research Assistant	9052773211
4	E.Krishanam Raju	Sr.Assistant	9948501182
5	J.Murali	Mender	9949298473
6	G.Sree Ramulu	Record Assistant	9247873410
7	D.Muralidhar	Attender	9866287843

2) VIJAYAVADA.

SL.No	Name	Designation	Telephone Numbers
1	CH.Venkat Rao	Archivist	9441195590
2	M.Gayathri	Asst. Archivist	9908957341

3) WARANGAL.

SL.No	Name	Designation	Telephone Numbers
1	Mohd. Taher Ali	Asst .Archivist	9948800784

4) ANANTHAPUR.

SL.No	Name	Designation	Telephone Numbers
1	P.Venugopal	Archivist	9290049951
2	N.Rajendra Prasad	Asst. Archivist	9494365744
3	B.Gopal	Record Assistant	8886308129

5) RAJHMUNDRY.

SL.No	Name	Designation	Telephone Numbers
1	P.Satyanarayana Rao	Archivist	9581635349

6) VISAKHAPATNAM.

SL.No	Name	Designation	Telephone Numbers
1	V.Devaraj	Archivist	

II) THE MONTHLY SALARIES RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, FOR THE YEAR –2011-2012.

1) THIRUPATHI.

SL.No	Name	Designation	Monthly Emoluments
1	M.A.Saleem	Archivist	41,023/-
2	M.Prameela	Asst. Archivist	23,070/-
3	K.Vaikunta Valli	Research Assistant	25,115/-
4	E.Krishanam Raju	Sr.Assistant	34,999/-
5	J.Murali	Mender	25,791/-
6	G.Sree Ramulu	Record Assistant	18,425/-
7	D.Muralidhar	Attender	17,377/-

2) VIJAYAVADA.

SL.No	Name	Designation	Monthly Emoluments
1	CH.Venkat Rao	Archivist	37,838/-
2	M.Gayathri	Asst. Archivist	20,591/-

3) WARANGAL.

SL.No	Name	Designation	Monthly Emoluments
1	Mohd. Taher Ali	Asst .Archivist	35,826/-

4) ANANTHAPUR.

SL.No	Name	Designation	Monthly Emoluments
1	P.Venugopal	Archivist	28,803/-
2	N.Rajendra Prasad	Asst. Archivist	32,132/-
3	B.Gopal	Record Assistant	17,971/-

5) RAJHMUNDRY.

SL.No	Name	Designation	Monthly Emoluments
1	P.Satyanarayana Rao	Archivist	45,473/-

6) VISAKHAPATNAM.

SL.No	Name	Designation	Monthly Emoluments
1	V.Devaraj	Archivist	

DIRECTOR