

"ANDHRA PRADESH HEAVY MACHINERY & ENGINEERING LIMITED,
KONDAPALLI
Manual Under Right To Information Act, 2005

1. Introduction:

- 1.1 Right to Information Act, 2005 provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Under Section 4 of the Right to Information Act, 2005 every Public Authority is required to disclose information voluntarily to facilitate easy availability of information to the public.
- 1.2 Andhra Pradesh Heavy Machinery and Engineering Limited, shortly called as 'APHMEL' shall be mentioned as 'APHMEL' in this manual.
- 1.3 APHMEL has designated Sri V. Venkateswara Rao, Senior Manager (IA) as its Public Information Officer (PIO). Any person who wants to get more information on topics covered in this hand book as well as other information, may contact Sri V. Venkateswara Rao, PIO, APHMEL, Kondapalli-521228, Krishna Dist. Andhra Pradesh.
- 1.4 The procedure and fee structure for getting information are as follows:
 - a) A person who desires to obtain any information under sub-section 1 of section 6 of the Right to Information Act, 2005, shall make a request in writing as per the Provisions of the Act to the Public Information Officer specifying the particulars of the information sought by him or her. Such application must be accompanied by an application fee of Rs.10/- (Rupees ten only).
 - (b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above:
 - (i) Rupees two for each page (in A4 or A3 size paper) created or copied;
 - (ii) Actual charge or cost price of a copy in larger size paper;
 - (iii) For inspection of records, no fee for the first hour and a fee of Rs.5/- for every hour (or fraction thereof) thereafter.
 - (c) For providing the information under sub-section (5) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above:
 - (i) for information provided in floppy (1.44MB) at Rs.50/- (Rupees fifty only), in compact Disc (CD of 700 MB) at Rs.100/- (Rupees hundred only) and in DVD at Rs.200/- (Rupees two hundred only).
 - (ii) for information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

2.1 The particulars of Organization, Functions and Duties:

Andhra Pradesh Heavy Machinery and Engineering Limited (APHMEL) is a Public Limited Company registered under the Companies Act, 1956. The Organization chart of the Company is at Annexure – A.

2.2 . Powers and Duties of Officers and Employees:

APHMEL is managed by the Board of Directors with the day to day management being looked after by the Managing Director. The overall management of APHMEL is vested with the Board of Directors headed by the Chairman. The Board delegates its power suitably to the Managing Director for the functioning of the organization. The other officers and employees perform their duties with such directions/powers as may be delegated by the Managing Director from time to time.

2.3 Procedure followed in Decision Making Process including channels of supervision and accountability:

The day to day management of APHMEL is looked after by the Managing Director and the heads of functional wings of APHMEL. The process of examination of each issue is initiated by the section of the concerned functional wing and passes through the concerned officers, Managers, Senior Managers, Chief (F&A) and Chief (P&A) to Managing Director for taking final decision. Depending upon the issues, subjects will also be taken to the Board for taking final decision wherever required. The laid down rules, regulations, instructions, manuals in APHMEL are followed in arriving at decisions.

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

Being a commercial organization, the norms are set by the Board within the guidelines issued by Government of AP & Govt. of India from time to time.

2.5 . Rules, Regulations, Instructions, Manual and Records held by it or under its control or used by its employees for discharging its Functions:

Memorandum of Association and Articles of Association of the Company
Service Rules for personnel administration Accounts and Audit manual.

2.6. Statement of the categories of documents that are held by it or under its control:

APHMEL maintains various statutory documents, registers, books, manuals, agreements etc. for the business operations as well as rules and regulations for the smooth functioning of the Company.

2.7 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:

Suggestion / complaints received from the various suppliers and customers are considered in the formulation of policies or implementation thereof from time to time.

2.8. Statement of the Boards, councils, committees and other bodies consisting of or more persons constituted as the part or the purpose of its advice and as to whether meeting of those Boards, Councils Committees and other bodies or open to the public or the Minutes of such Meetings are accessible for public.

A. Board of Directors:

1. Sri N V K Srinivas, Chairman
2. Sri J.Nagaraju, Managing Director.
3. Sri. M.Subba Rao Non Executive Director
4. Sri. Sd. M.Subhani Non Executive Director
5. Sri. Y S S Suresh, Non Executive Director
6. Sri. V. Raghunath, Non Executive Director
7. Sri. J Seshagiri Rao, Non Executive Director¹⁰
8. Sri P.S.R Koteswara Rao , Non Executive Director
9. Sri K Srinivasa Rao , Non Executive Director

B. Audit Committee:

1. Sri N V K Srinivas, Chairman,
2. Sri J. Nagaraju
3. Sri. J Seshagiri Rao,

C. Corporate Social Responsibility (CSR) Committee:

1. Sri J. Nagaraju
2. Sri. Y.S.S Suresh
3. Sri K Srinivasa Rao

D. Stakeholders Relationship Committee:

1. Sri. M.Subba Rao
2. Sri. Y.S.S Suresh
3. Sri K Srinivasa Rao

E. Share Transfer Committee:

1. Sri J. Nagaraju
2. Sri. M.Subba Rao
3. Sri K Srinivasa Rao

2.9 Directory of Officer and employees: the details of the employees are at Annexure – B .

2.10 The monthly remuneration received by Officers and Employees, Including the system of compensation as provided in its regulations:

The monthly remuneration is determined by the respective Scale of Pay, Dearness Allowance and other allowances at the rate of pay and allowances applicable to Company.

Pay scales of the employees w.e.f. 1-1-2020 are as follows:

1. OFFICERS PAY SCALES:

SI NO	GRADE	PAY SCALE
1	JR.OFFICER	37770-3%-66230
2	JR.ENGINEER	38450-3%-67420
3	ASST.ENGR /ASST.OFFICER	40600-3%-71190
4	ENGINEER / OFFICER	42300-3%-74170
5	DY.MANAGER	44980-3%-78870
6	MANAGER	48770-3%-85520
7	SR.MANAGER	51630-3%-90530
8	DGM	55000-3%-96440

2. WORKMEN PAY SCALES:

SI NO	GRADES	PAY SCALE
1	WG-I	34130-3%-59850
2	WG-II	34550-3%-60580
3	WG-III	34980-3%-61340
4	WG-IV	35540-3%-62320
5	WG-V	36260-3%-63580
6	WG-VI	37420-3%-65620
7	WG-VII	37740-3%-66180
8	WG-VIII	37790-3%-66260
9	CCT	35370-3%-62020
10	SR.CCT	36500-3%-64000

2.11. The Budget Allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

Being a Commercial Organization, Budget and Expenditures are for internal use. The activities of APHMEL are undertaken with the internal generation of funds.

2.12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

The Company is a commercial organization and does not extend any subsidies.

2.13. Particulars of recipients of concessions, permits of authorization granted by it.

The company is commercial organization and does not grant any concessions, permits or authorization.

2.14. Details in respect of the information available to or held by reduced in an electronic form:

2.15. Particulars of the facilities available to citizens for obtaining Information:

The information is made available to the Public through its website [www. Aphmel.com](http://www.Aphmel.com). in terms of Section 5(1) of the Right to Information Act, 2005, the company has designated the appellate Authority, the public information Officer, the list of such Officials is available on the website.

2.16. the Name, designations and other particulars of the Public Information Officers and Appellate Authority

Appellate Authority:

Chief (Personnel, Administration & Vigilance).
Andhra Pradesh Heavy Machinery & Engineering Ltd.,
Registered Office, Kondapalli – 521228,
NTR Dist. Andhra Pradesh.
E-mail: aphmel@gmail.com

Public Information Officer:

Sri Venkateswara Rao,
Company Secretary & Senior Manager (IA),
Andhra Pradesh Heavy Machinery & Engineering Ltd.,
Registered Office, Kondapalli – 521228,
NTR Dist. Andhra Pradesh.
E-mail: aphmel@gmail.com

2.17. Such other information as may be prescribed and there after update this publication every day.

The Company Publishes Annual Report every year.

ORGANISATION CHART

AS ON 01-02-2025

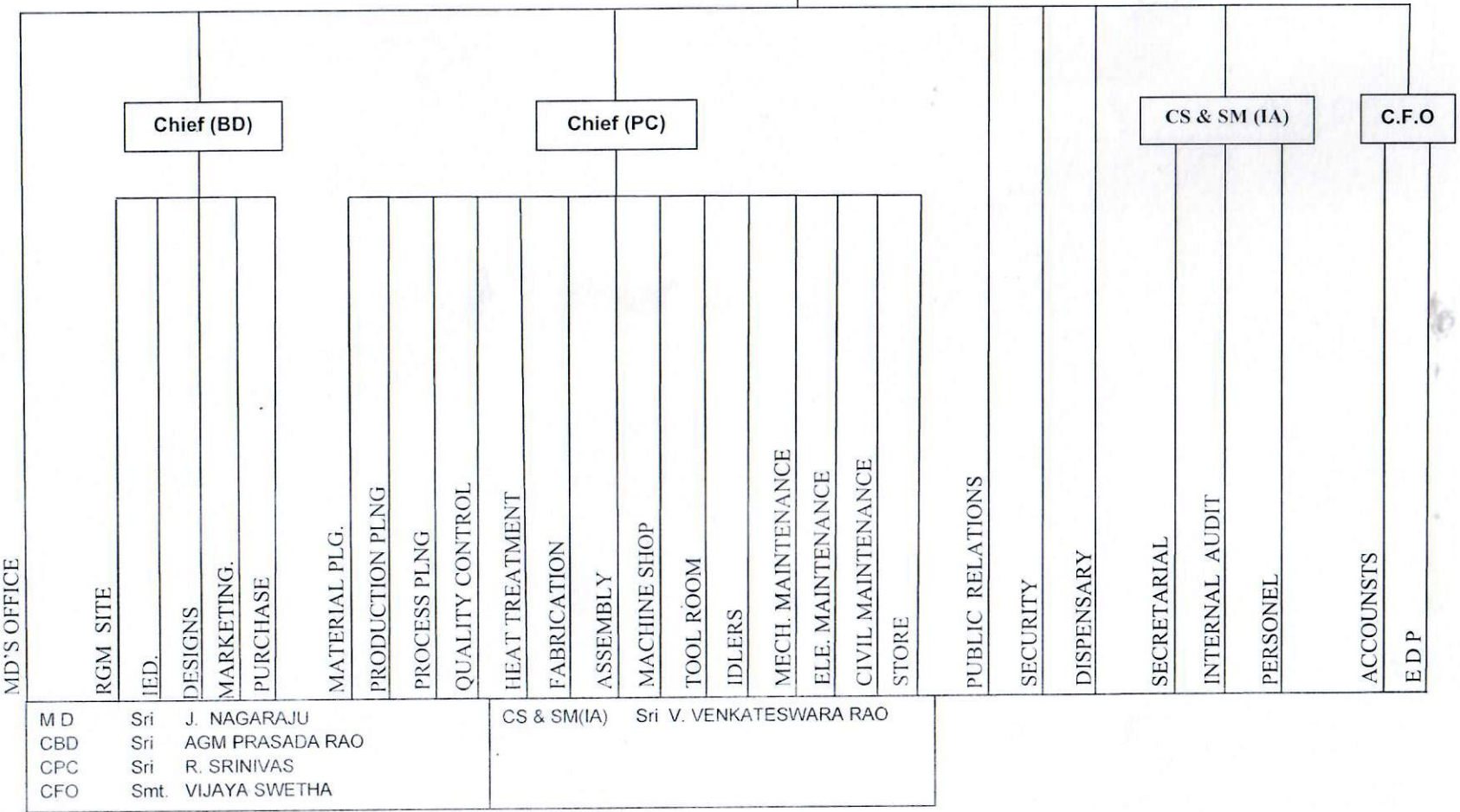
MANAGING DIRECTOR

MD (SCCL) 1

Executives on Deputation From SCCL 3

Sr. Manager 1

Total 5



K. S. S. 6/2/25

TECHNICAL INCHARGE (MARKETING)

APHMEL EMPLOYEES AS ON 01-02-2025

SL NO	EMP NO	NAME	DESIGNATION	GRADE	DEPARTMENT
1	2279	V. VENKATESWARA RAO	SENIOR MANAGER	COMPANY SECRETARY & SENIOR MANAGER	INTERNAL AUDIT , P.I.O.& PERSONNEL DEPARTMENT
2	2327	K MURALIDHAR	STAFF NURSE	SR.CCT	MD'S OFFICE
3	2353	MASAYIPETA SALAM	STAFF NURSE	SR.CCT	SECURITY
4	2354	M RAMESH NARAYANA	STAFF NURSE	SR.CCT	ACCOUNTS
5	2329	T SRINIVAS	SENIOR ASSISTANT	SR.CCT	STORES
6	2330	A PAVANI	SENIOR ASSISTANT	SR.CCT	ACCOUNTS
7	2331	Y RAJYALAKSHMI	SENIOR ASSISTANT	SR.CCT	PURCHASE
8	2332	V SIMHACHALAM	SENIOR ASSISTANT	SR.CCT	STORES
9	2333	PRAMESH	SENIOR ASSISTANT	SR.CCT	QUALITY CONTROL
10	2280	P.KOTESWARA RAO	MACHINIST	WG- IV	MACHINE SHOP
11	2281	N. VASANTHA RAO	MACHINIST	WG- IV	MACHINE SHOP
12	2282	S. GOWTHU	MACHINIST	WG- IV	MACHINE SHOP
13	2283	G.CH. SRINIVASA RAO	MACHINIST	WG- IV	MACHINE SHOP
14	2284	M. SOMAIAH	MACHINIST	WG- IV	MACHINE SHOP
15	2288	B RAYAPPA	MACHINIST	WG- IV	MACHINE SHOP
16	2289	ANWAR BASHA	MACHINIST	WG- IV	MACHINE SHOP
17	2290	M SIVA SANKARA RAO	MACHINIST	WG- IV	MACHINE SHOP
18	2291	Y RAMA KRISHNA	MACHINIST	WG- IV	MACHINE SHOP
19	2292	G SRINIVASA RAO	MACHINIST	WG- IV	MACHINE SHOP
20	2295	SK NAZEER HUSSAIN	MACHINIST	WG- IV	MACHINE SHOP
21	2296	YOUSUF SHARIEF	MACHINIST	WG- IV	MACHINE SHOP
22	2297	A N SRINIVASA RAO	MACHINIST	WG- IV	TOOL ENGG
23	2298	M.PRAVEEN	MACHINIST	WG- IV	TOOL ENGG
24	2299	SK.A K BASHA	MACHINIST	WG- IV	MACHINE SHOP
25	2300	T. PRASAD	MACHINIST	WG- IV	MACHINE SHOP
26	2334	N.VENKATA RAO	FABRICATOR	WG - III	FABRICATION
27	2335	SABHAVAT NARAYANA NAIK	FABRICATOR	WG - III	FABRICATION
28	2336	V.SIVAJI	FABRICATOR	WG - III	FABRICATION
29	2337	P.SRINIVASA RAO	FABRICATOR	WG - III	FABRICATION
30	2338	A.SRINIVASA RAO	FABRICATOR	WG - III	FABRICATION
31	2339	B.SIVA PRASAD	FABRICATOR	WG - III	FABRICATION
32	2341	K.SATTU BABU	FABRICATOR	WG - III	FABRICATION
33	2347	E.KIRAN KUMAR	FABRICATOR	WG - III	FABRICATION
34	2342	ABDUL KHADAR	FITTER	WG - III	MACHINE SHOP
35	2343	B PURNACHANDRA RAO	FITTER	WG - III	FABRICATION
36	2344	BALAJI RAMAVATHU	FITTER	WG - III	FABRICATION
37	2345	D.PULLAIAH	FITTER	WG - III	FABRICATION
38	2346	M.VENKATESWARA RAO	FITTER	WG - III	FABRICATION
39	2348	N.GOPINATH	FITTER	WG - III	ASSEMBLY
40	2349	N.ARJUNA RAO	FITTER	WG - III	ASSEMBLY
41	2350	P.SRINIVASA RAO	FITTER	WG - III	FABRICATION
42	2352	S.NAGESWARA RAO	FITTER	WG - III	FABRICATION
43	2154	K SRINIVAS	PAINTER	WG- VII	STORES
44	2317	K.ANJI PANDURANGA RAO	SECURITY GUARD	WG -II	SECURITY
45	2319	B.VENKATESWARA RAO	SECURITY GUARD	WG -II	SECURITY
46	2320	K.KOTESWARA RAO	SECURITY GUARD	WG -II	SECURITY
47	2321	M.R.MAHESWARA BABU	SECURITY GUARD	WG -II	SECURITY
48	2322	PATHAN AYUB KHAN	SECURITY GUARD	WG -II	SECURITY
49	2323	V K D V PRASADA REDDY	SECURITY GUARD	WG -II	SECURITY
50	2325	P SATYANARAYANA	SECURITY GUARD	WG -II	SECURITY
51	2355	K SRINIVASA RAJU	SECURITY GUARD	WG -II	SECURITY
52	2357	P SRIHARI BABU	SECURITY GUARD	WG -II	SECURITY
53	2359	B V MURALI KRISHNA	SECURITY GUARD	WG -II	ELECL MAINTENANCE
54	2360	A SREEDHAR	SECURITY GUARD	WG -II	SECURITY
55	2361	B NAGA VISWANADHA RAO	SECURITY GUARD	WG -II	SECURITY
56	2362	G SRINIVASA RAO	SECURITY GUARD	WG -II	SECURITY
57	2251	S SRINIVASA RAO	W M U S	WG - III	PRODN PLNG CONTROL
58	2252	CH THIRUPATHI RAO	W M U S	WG - III	M.Ds OFFICE
59	2253	K BHASKARA RAO	W M U S	WG - III	PERSONNEL
60	2257	P PRASADA RAO	W M U S	WG - III	HEAT TREATMENT
61	2258	M KOTESWARA RAO	W M U S	WG - III	FABRICATION
62	2260	A SIVAIAH	W M U S	WG - III	SECURITY
63	2265	L SEETHARAMAIAH	W M U S	WG - III	ASSEMBLY

64	2266	T SATYANARAYANA	W M U S	WG - III	ASSEMBLY
65	2267	V KONDALA RAO	W M U S	WG - II	MARKETING
66	2268	K RAMESH BABU	W M U S	WG - III	MACHINE SHOP
67	2269	J ABRAHAM	W M U S	WG - III	FABRICATION
68	2270	V RAMA RAO	W M U S	WG- I	FABRICATION
69	2271	R.NARAYANA RAO	W M U S	WG- III	SECURITY
70	2286	T. SRINIVASA RAO	W M U S	WG - III	FABRICATION
71	2287	CH. SRINIVASA RAO	W M U S	WG - III	FABRICATION
72	2294	D VENKATESWARA RAO	W M U S	WG - III	STORES
73	2370	SUBBA RAO KARRI	W M U S	WG - II	PPC
74	2371	SRINU KETAVATHU	W M U S	WG - II	MACHINE SHOP
75	2372	NARENDRA BABU	W M U S	WG - II	MACHINE SHOP
76	2373	SRINIVAS ROYYALA	W M U S	WG - II	ELECL MAINTENANCE
77	2374	NANI MADDALA	W M U S	WG - II	ELECL MAINTENANCE
78	2375	K.KUMAR SWAMY	W M U S	WG - II	MECH MAINTENANCE
79	2376	P.SIVAIH	W M U S	WG - II	CIVIL MAINT
80	2377	P MADHU KIRAN	W M U S	WG - II	MECH MAINTENANCE
81	2378	SK GAFURSHA	W M U S	WG - II	MECH MAINTENANCE
82	2379	SK MUNEER PASHA	W M U S	WG - II	MECH MAINTENANCE
83	2380	V SRINIVASA RAO	W M U S	WG - II	STORES
84	2381	Y NAGA RAJU	W M U S	WG - II	FABRICATION
85	2382	B RAJU	W M U S	WG - II	CIVIL MAINT
86	2383	SK ABDUL VAZEED	W M U S	WG - II	MECH MAINTENANCE
87	2384	T SRINIVASA RAO	W M U S	WG - II	FABRICATION
88	2385	PVD BHANU PRASAD	W M U S	WG - II	FABRICATION
89	2386	PS MALLIKARJUNA RAO	W M U S	WG - II	FABRICATION
90	2387	NVR PRASAD	W M U S	WG - II	MACHINE SHOP
91	2388	P VENKATESWARA RAO	W M U S	WG - II	PRODN PLNG CONTROL
92	2389	PRAMESH	W MUS	WG - I	FABRICATION
93	2390	N PRAKASA RAO	W M U S	WG - II	MACHINE SHOP
94	2391	V SATYAM	W MUS	WG - II	FABRICATION
95	2392	N SASI KIRAN	W M U S	WG - II	MARKETING
96	2394	CH RAMANA	W M U S	WG - I	PPC
97	2395	K.VIJAY KUMAR	W M U S	WG - II	FABRICATION
98	2396	G. CHANDRA SEKHAR	W M U S	WG - II	ACCOUNTS
99	2398	PRATHIPATI DASU	W M U S	WG - I	STORES
100	2399	K. VENKATESWARA RAO	W M U S	WG - I	STORES