

RIGHT TO INFORMATION ACT, 2005

Section 4 (1) (b)

SPORTS AUTHORITY OF ANDHRA PRADESH

CHAPTER 1

Introduction

1.1 Background

Government of Andhra Pradesh by enactment of Act No.4 of 1988 provides for the establishment of Sports Authorities in three-tier pattern w.e.f.1.11.1987, replacing the erstwhile A.P. Sports councils and other Sports Councils for promotion of Games and Sports in the State.

The SAAP will implement the Sports development programmes, schemes of GOI/SAI, Construction of Stadia, Establishment of Sports Academies / Sports Schools, Conduct of various coaching camps / courses, State, National and International tournaments in various disciplines, maintenance of Stadia and other programmes as per the Budgetary provision made by Govt. from time to time.

The Director of Sports shall be the Vice Chairman and Managing Director, Ex-officio for Sports Authority of Andhra Pradesh.

To accomplish its objectives the SAAP has launched the following schemes.

- ✚ Creation of Sports Infrastructure in each District H.Q. i.e. out door stadium, Indoor stadium and other play fields.
- ✚ Mini stadia at Division level / Mandal level HQ. Constituency wise.
- ✚ Setting up of Sports Academies and it's maintenance.
- ✚ Conduct of Tournaments.
- ✚ Conduct of Summer Coaching Camps to State Teams.
- ✚ Supply of Sports Equipments to the Coaching centers in the District and twin cities.
- ✚ Providing of Employment in various categories as per requirement.
- ✚ Conduct of National and Inter National Tournaments.
- ✚ Cash Awards to Medal winners / Financial Assistance .
- ✚ Maintenance of stadia at State Head quarters.

1.2 Objective / purpose of this information handbook.

The purpose of this hand book is for creating awareness on the standardized information for easy access understanding in respect of different functions, duties, powers of the officers and employees, procedure followed in the decisions making, process, rules, regulations, instructions, manuals, records, documents, budget allocations, remuneration of officers, statement of boards, councils, committees and other information

1.3 Who are the intended users of the handbook?

Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.4 Definitions of key terms

SAAP	-	Sports Authority of Andhra Pradesh
VC & MD	-	Vice Chairman and Managing Director
A.O.	-	Administrative Officer
A.O.	-	Accounts Officer
DD	-	Deputy Director
E.O	-	Estate Officer
RDD	-	Regional Deputy Director
DSDO	-	District Sports Development Officer
DSA	-	District Sports Authority
T & S	-	Tournaments and Stores
C & A	-	Coaches and Academies
A & SS	-	Associations and Sports Sciences
PR	-	Public Relations
P & P	-	Pay and Play
CCC	-	Computers & Communications Centre

1.5 Sports Authority of Andhra Pradesh – Functions & Duties

Chapter 3 : The Powers and Duties of the Officers of the SAAP.

Chapter 4 : Procedure followed in decision-making process.

Chapter 5 : Norms set for the discharge of functions

Chapter 6 : Rules Regulations, Instructions Manuals and records for discharging functions

Chapter 7 : Categories of Document held by the public Authority under its control.

Chapter 8 : Arrangements for consultation with or representation by the members of the public authority in relation to the formulation of policy or implementation thereof.

Chapter 9 : Boards, councils committees and other bodies of GHMC.

Chapter 10 : Directory of officers and Employees of GHMC

Chapter 11 : Monthly remuneration of Officers Employees of GHMC

Chapter 12 : Budget allocated to each agency including plans etc. of GHMC

Chapter 13 : Manner of execution of subsidy programmes

Chapter 14 : Particulars of recipients of concessions, permits or authorization granted by the public authority

Chapter 15 : Information available in electronic format

Chapter 16 : Particulars of facilities available to Citizens for obtaining information

Chapter 17 : Names & designations and other particulars of Public Information Officers

Chapter 18 : Other Useful information

1.6 Getting additional information

To contact Public information officer and Assistant Public Information officers and Appellate Authority who are appointed by the Sports Authority of Andhra Pradesh, L.B. Stadium, Hyderabad

1.7 Names & addresses of key contact points

Sri.Ch.Ramesh,
Deputy Director (PR) I/c, Asst. Public Information Officer

Smt.K.Aruna Kumari,
Administrative Officer, Public Information Officer

Phone : 23212818/23212845, Fax : 040 - 23243297,
Website : www.saap.in Email : sportsap@rediffmail.com

CHAPTER 2

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

2.1 Particulars of the organization, functions and duties :-

S.No.	Name of the Organization	Address	Functions	Duties
1	Sports Authority of Andhra Pradesh (SAAP)	Lal Bahadur Stadium, Opp. Nizam College, Basheerbagh, Hyderabad - 1	1) Imparting Coaching 2) Creation of Sports Infrastructure 3) Extending Financial Assistance to State Sports Associations 4) Conduct of Coaching Camps. 5) Supply of Sports Equipments to the Coaching centers in the Districts and twin cities. 6) Maintenance of stadia at State Head quarters / DSAs	

CHAPTER 3

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 : **(Enclosed)**

Sl. No.	Name of the officer / employee	Designation	Duties allotted	Powers
1		Statutory:		
		Administrative:		
		Financial:		
2		Other:		
		Statutory:		
		Administrative:		
3				
		Financial:		
		Other:		
4		Statutory:		
		Administrative:		
		Financial:		
		Other:		

DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICER / DEPUTY DIRECTORS & ASSISTANT DIRECTORS

I) ADMINISTRATIVE OFFICER

1. Service matters of all employees, maintenance of roster of all employees.
2. All benefits and concessions to employees.
3. Tour programmes of RDDs.
4. Vigilance Cell.
5. Administration Report.
6. Vehicles.
7. Cell Phones.
8. Govt., Correspondence.
9. Sending periodical reports to Govt., on Performance & Core Indicators.
10. Board Meetings.
11. Monitoring and maintenance of Computer Wing.
12. Estt. of MSAs.
13. Grievances Cell of staff.
14. Maintenance of office.
15. The Inward & Dispatch Cell.
16. Any other work entrusted by VC & MD.

III) DEPUTY DIRECTOR (T&S)

1. Conduct of all both National and International tournaments including Rural, University, Women, Tribal Sports and School Games & CM's Cup Tournaments.
2. All purchases and issues (Purchase & Auction Committee to be constituted).
3. Foreign material procurement.
4. All Inventories
5. Sports Calendar.
6. Sanction of Finances to DSAs and submission of accounts to "F" Section.
7. Any other work entrusted by VC & MD.

IV) DEPUTY DIRECTOR (C&A)

1. Sports Policy.
2. Coaching assignments and Coaching Camps.
3. Orientation Courses / PETs, Workshops/Seminars.
4. Performance of Coaches.
5. Maintenance of Academies.
6. Sanction of Finances to Academies and submission of Bills / vouchers Accounts ('F' Section) for settlement.
7. KSS Scheme, A.P. Sports School, Sports schools.
8. Inspection of Coaching Centers.
9. SAI Coaches / Correspondence.
10. Any other work entrusted by VC & MD.

IV) DY. EXECUTIVE ENGINEER I/c

1. Maintenance & construction of all the stadia at Hyderabad and Ranga Reddy including Water, Electrical and other miscellaneous works.
2. Infrastructures files on Engineering subject if referred.
3. Any other work entrusted by VC & MD.

V) DEPUTY DIRECTOR (E&L)

- 1) Estate & Legal Affairs.
- 2) IMG.
- 3) C.M. Video Conference.
- 4) C.M.P Cases.
- 5) Dial your C.M. and Governors speech.
- 6) N.G. Games Village and AAG correspondence.
- 7) Sports functions in Headquarters.
- 8) Legal Cell.
- 9) Any other work entrusted by VC & MD.

VI) ACCOUNTS OFFICER

1. Finance and Accounts under Plan and Non-Plan.
2. To maintain record of Audited accounts and UCs for the grant released to DSAs, Sports Associations and Academies.
3. Preparation of Budget Estimates, Number Statements.
4. All bills for drawal of Grants, Salaries, Pension and expenditure statements.
5. Maintenance of all accounts of SAAP, maintenance of EPF and GPF accounts of employees. Sanction and settlement of GPF advances as per the directions of the GPF Trust.
6. Sanction of Loans to employees.
7. TA/DA bills, Academies bills, Telephone bills, Cell Phone bills, Pay & Play accounts, All Registers relating to account of SAAP.
8. Preparation of expenditure statement, Internal and Statutory Audit of SAAP.
9. All subjects related to SAAP finances and accounts.
10. Any other work entrusted by VC & MD.

VII) DEPUTY DIRECTOR (P&P)

1. Pay and Play Scheme.
2. Maintenance of Stadia at Hyderabad and R.R. District with 8 stadium Administrators, Security of Stadia.
3. Allotment of Stadia.
4. Any other work entrusted by VC & MD.

VII) DEPUTY DIRECTOR (A&SS)

1. All Schemes of SAI & SAAP.
2. Correspondence with all Associations including Federations & Indian Olympic Association.
3. Sanction of Finances to Players etc.
4. Reservations in Educational Institutions.
5. Correspondence with all Educational Institutions.
6. Cash Incentives/Scholarships verification of Sports Certificates for all purposes.
7. National Awards.
8. Adventures Sports.
9. Sports Medicine.
10. Any other work entrusted by VC & MD.

VII) DEPUTY DIRECTOR (INFRA)

1. Correspondence relating to Infrastructure of 23 Districts.
2. Creation of Sports Infrastructure State Headquarters, Dist. Headquarters, Mandal/ Division Headquarter as per the Sports Policy.
3. Development of playfields at Village level.
4. Implementation of Govt., of India Scheme for creation of Sports Infrastructure in the State.
5. Any other work entrusted by VC & MD.

VII) DEPUTY DIRECTOR (PR)

1. Public Relations.
2. Maintenance of Library.
3. Maintenance of PR Office.
4. Board Meetings arrangements.
5. All functions of SAAP including National Functions and other subjects.
6. Miscellaneous subjects.
7. Audio visual Equipment.
8. Right of information Act.
9. Video Conference.
10. Public grievances Cell.
11. Any other work entrusted by VC & MD.

VIII) ASSISTANT DIRECTOR

General supervision of the sections concerned and other allotted works by the Dy., Director/VC&MD, SAAP.

DUTIES AND RESPONSIBILITIES OF THE REGIONAL DEPUTY DIRECTORS

1. The Regional Director will function from his Head Quarters.
2. He will exercise control & supervision over the Dist., Sports Development Officer, Coaches/Staff working in the Dist., under his jurisdiction.
3. He will chalkout a tour programme to tour the Dists., under his jurisdiction and forward the same for the formal approval of the vice Chairman and Managing Director, Sports Authority of A.P. he will tour 15 days in a month. He will submit his tour diaries every month.
4. He will establish his office in the premises of the Dist., Sports Authority. He may submit his requisition for the purpose.
5. The Service of the Junior Assistants-cum-Typists working under the control of the DSA may be used of for his office work for the present.
6. He will checkout a coaching programme of the coaches working under his jurisdiction, in consultation with the Dist., Sports Development Officers of the concerned districts.
7. He will take necessary steps to create the infrastructural facilities (Stadias and play fields) to the Districts in consultation with the Dist., Sports Development Officer Secretaries and Collector and Chairman of District concerned. He will submit necessary proposals for the same.
8. He is responsible for the proper implementation of SAAP/SAI Schemes and utilization of the equipments being supplied by Sports Authority of A.P.
9. He is responsible for the proper utilization of the Dist., Spots Authority grants as per the guidelines and SAAP he should see that the accounts/stock registers are being maintained properly at Dist., Sports Authorities.
10. He should see that the Mandal level Block Level Dist., level tournaments are being organized properly by the DSA's.
11. He will see that the "Low Cost Gymnasiums" being furnished well.
12. He will submit proposals for arranging coaching camps depending upon the popularity of the Games.
13. He will submit proposals to organize State Level tournaments for Rural Women, NSTC and Tribal Sports.
14. He will ensure that all the pending UCs are being forwarded to SAAP.

15. He will also checkout a programme to organize to prize tournaments as per new scheme.
16. The C.L.O.H, and all kinds of leave will be sanctioned by the Vice Chairman and Managing Director and with prior permission only the Regional Dy., Director will leave the Headquarters.
17. Special Casual leave, E.L., HPL and Medical leave in respect of Junior Assistant cadre and Class IV employees will be sanctioned by the Regional Dy., Directors with in his jurisdiction.
18. All kinds of Increments of Junior Assistant and Class IV will be sanctioned by the Regional Dy., Director concerned.
19. He will attend the protocol duties.

DUTIES AND RESPONSIBILITIES OF THE DISTRICT SPORTS DEVELOPMENT OFFICERS DISTRICT SPORTS AUTHORITY

1. The Dist. Sports Development Officers will sanction C.L/O.H. to other coaches, staff and Class IV employees working in DSA. He will submit attendance report of coaches, staff and class IV employees to SAAP by 15th of every month.
2. He will submit advance coaching programme of the DSA coaches on or before 20th of every month to SAAP and also arrange to conduct and supervise coaching camps regularly as per instructions of SAAP.
3. He will look after the correspondence of the DSA and process the files duly scrutinized with reference to the instructions and guidelines.
4. He will attend day-to-day functions of the DSA as per the instructions of the Collector and Chairman and ensures proper discipline in DSAs Office.
5. He will supervise the work of other coaches and ensure effective coaching as per schedule. This includes the coaches of SAI working in district. However, their performance will be jointly examined by DSDO and the SAI Co-ordinator.
6. He is responsible for proper utilization of the grants of DSA, as per guidelines of SAAP in consultation with RDD concerned and the Chairman, DSA.
7. He will maintain stock register and ensure proper utilization of material obtained by DSA.
8. He is responsible for submission of accounts along with utilization certificates duly signed by Collector for the funds released by SAAP and other funds in time. He is the custodian of the files, records of accounts and permanent documents.
9. He should forward the E.L/HPL applications of the coaches and other employees working in his control with specific remarks/ recommendations to SAAP.
10. He will attend to the duties assigned by SAAP from time to time.
11. He should assist the R.D.D. and the Dist. Collector and Chairman, DSA in convening the DSA, Meetings and will submit a copy of the minutes of the meetings to SAAP.
12. In co-ordination with the R.D.D. concerned and the Collector and Chairman, DSA, the DSDO will organize Combined Tournaments from Mandal level to District level, besides assisting in selecting the District teams in the games and will arrange to send them for participation in State Level and National Level tournaments duly obtaining sanctions of the TA/DA from the District Collector, to the District teams.
13. He will initiate action for formation of VSAs, MSAs, and DSAs and their effective function.

14. He will formulate development plans for Stadia, Playgrounds etc., in the District in consultation with the R.D.D. and the Chairman, DSA & proper utilization of the infrastructure by community involvement.
15. He should forward the monthly reports on performance of all the coaches on or before 20th of every month to SAAP with his specific remarks.
16. He should ensure the implementation of the guidelines of SAAP by the District Sports & Games Associations and extend assistance to the Sports bodies for the development of Sports & Games in the district in consultation with R.D.D. concerned.
17. He will disburse the salaries and other payments to the Coaches and other employees working under his control on receipt of cheques/Drafts from SAAP. An acquaintance roll register may be maintained for the purpose.
18. He will assist the chief coaches of the Academies in their management.
19. All the receipts of income & items of expenditure, grants to district bodies, Sports, Clubs, etc., are to be approved by the District Collector who is the Chairman of DSA, RDD concerned. The cheques drawing powers are vested with the Dist. Collector.
20. He will ensure the sanction of EL/HPL/ML from SAAP office before payment of salary for the leave period to the individual.

The Collector and Chairman, DSA will be sanctioning authority on C.L. and O.H. to the DSDOs and whenever he proposes to leave the Head quarters he should obtain prior permission of the Collector & Chairman, DSA even if he proceeds on official duty.

FUNCTIONS & RESPONSIBILITIES OF THE STADIUM / SWIMMING POOL / VELODROME ADMINISTRATORS

1) The Stadium Administrator who is the custodian of the Stadium / Swimming Pool / Velodrome establishes the Stadium Administrator's office in the premises of the stadium he is posted to.

The Administrator:

2) Shall exercise overall Control & supervision on the staff posted at the Stadium / Swimming Pool / Velodrome for its maintenance, security and other duties as assigned by him time to time.

3) Shall maintain the attendance of the staff employed by SAAP and the contract agency if any by making every individual to sign when they report for duty on the assigned time.

4) Shall keep everyday the Deputy Director and I/c. of Stadia informed of the activities report to Vice Chairman and Managing Director, every week through the Dy. Director I/c. of Stadia in format prescribed.

5) Seeks the prior approval of the VC & MD through the Dy. Director I/c. to leave the Head Quarters on leave / official tour.

6) May accept any assignment related to Sports even the temporary assignment other than the functions assigned to him by SAAP on seeking the prior approval of VC & MD through the Dy. Director I/c.

7) Will sanction CLs to the maintenance and other staff working at the Stadium under his administration control. All other kinds of leave application he will with his recommendations forward to the Dy. Director I/c. for seeking the approval of VC & MD.

8) Will maintain a work diary on the day to day activities at the Stadium and submit the same to the Deputy Director concerned on 1st and 16th every month.

9) Will appraise the factual position of the activities and other issues related to the maintenance of Stadium to the Dy. Director I/c. and Vice Chairman and Managing Director on their visits to the Stadium.

10) Responsible for the collection of users fee. He will under his signature issue the official receipt for the fee collected. He will collect the receipt books from the office of SAAP with the approval the Deputy Director I/c. He shall deposit the fee in the Bank Account of Pay and Play Schemes in the SAAP account everyday and send the weekly statement to the Dy. Director I/c. Any delay in deposit will be considered as a temporary misuse of funds.

11) Will maintain proper account for the amount advanced to him and submit the bills immediately on completion of the work for which the amount was drawn to the accounts section of SAAP.

12) Should ensure the payment of Electricity, Water and any other bills within the stipulated date.

MAINTENANCE

1) The Administrator should get himself acquainted with the facilities available in and around the Stadium including Electricity, Water supply and communication system with the Infrastructure of equipment.

2) The Sports equipment and other material at the stadium should be properly stored item wise and it should be made easily accessible for day-to-day use.

3) The Administrator should ensure proper handling of the equipment by the users.

4) The maintenance manual prepared by SAAP for the upkeep of the Stadium, Sports equipment and material should be maintained.

5) The premises of the Stadium / Swimming Pool / Velodrome should be kept clean and the surrounding greenery should be maintained.

6) The playing area and its surrounding should be kept in the best possible manner to meet the Technical requirements.

7) Any problem arising in the maintenance of Stadium, installation and sports equipment the matter should be immediately brought to the notice of the Dy. Director for suitable timely action.

8) The Stadium Administrator shall work out the modalities for cost effective maintenance of Stadium / Swimming Pool / Velodrome Complex.

ACTIVITIES

1) The Administrator shall prepare the code of conduct to be observed by the members of Pay and Play Scheme and trainee of state teams and seek the approval of VC & MD through the Dy. Director I/c.

2) The approved code of conduct should be displayed on the notice board besides taking a written undertaking from each member of 'Pay & Play' Schemes and the members of state teams.

3) The Administrator will meet the heads of the Educational Institutions in the area and appraise them of the sports facilities available at the Stadium and offer them for their utilization on payment of the charges fixed by SAAP.

- 4) Whenever the Stadium / Swimming Pool / Velodrome is allotted to any Sports Association / Sports Board / party or group he should ensure that necessary precautions are taken to safeguard the playing surface, fixation fixtures and the structures of the stadium.
- 5) Administrator will extend full support to the coaches imparting coaching at the Stadium for effective implementation of the coaching scheme.
- 6) Administrator will maintain good rapport with the users of the Stadium / Swimming Pool / Velodrome. He will frequently meet the sports persons and other visiting the Stadium / Swimming Pool / Velodrome to know their views on the facilities.

CHAPTER 4

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	Decision-making process	Designation of final decision-making authority
Goal-setting & Planning	Establishment of Sports Academies / Regional Sports Hostels / Regional Sports Schools / Centre of Excellence	C&A section generates the concerned file, with justification.	VC & MD, SAAP
Budgeting	Sending Budget Estimates to Government	Accounts section generates the concerned file	VC & MD, SAAP
Formulation of programmes, schemes and projects	Academies, Establishment, Infrastructure, Engineering	The concerned sections will generate the file with justification.	VC & MD, SAAP
Recruitment / hiring of personnel	Junior Assistant/ Record Assistants and other Class IV Employees and outsourcing personnel	The Establishment sections will generate the file as per Norms	VC & MD, SAAP
Release of funds	Sports Academies, Sports Infrastructure Projects, Cash Incentives to Outstanding sports persons, Financial Assistance to State Sports Associations	The concerned sections will generate the file with justification.	VC & MD, SAAP

Implementation / delivery of service / utilization of funds			
Monitoring & evaluation			
Gathering feedback from public			
Undertaking improvements	In Schemes / Projects	The concerned sections will generate the file with justification.	VC & MD, SAAP

- 4.2 Prepare Flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the state of planning / application for getting service to reaching the target group / delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharging or service is delivered by the authority from the stage of planning / application for getting service to reaching the target group / delivering the service to the beneficiary.

- 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.

CHAPTER 6

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			
1	The provisions and rules stipulated in Act 4 of 1988.	Formation of SAAP / DSAs and MSAs.	- NIL -
2	G.O.Ms.No.25, EG & YS (YSS) Dept., Dt. 04.05.1993.	<ol style="list-style-type: none"> 1. Preliminary 2. Grades & categories 3. Recruitment 4. General conditions of service. 5. Pay 6. Provident fund Retirement and other terminal benefits. 7. Conduct and Discipline 8. Admission to Sports Hostels guidelines for selection of candidate and coaching facilities. 	- NIL -
Instructions			
1	Government Orders / Memos / Job Chart / Delegations Office Orders.	Contains Guidelines and powers and functions of the Competent Authority / Government.	- NIL -
2			

Manuals			
1			
2			
...			
Records			
1			
2			
Publications			
1			
2			

CHAPTER 8

Arrangements 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	Modification of Sports Policy	Workshop with few Outstanding Sports persons (Arjuna, Dronacharya awardees), A.P. Olympic Association representatives, Physical Education Experts, Sports Journalists.	Formulation under Process

CHAPTER 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority [Section 4(1)(b)v (iii)]

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 Pubic / Minutes of its meeting accessible for public
SAAP Board	1) Prl. Secretary to Govt., YS & S Dept. and Chairman, SAAP 2) Secretary to Govt., Finance (R&E) Dept. and Member, SAAP 3) VC & MD, SAAP and Member, SAAP	Decision making on Policy matters	- Meetings / Minutes not open to Public.

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.

CHAPTER 10

Directory of Officers and Employees [Section 4(1)(b)(ix)]

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

S#	NAME	DESIGNATION	Mobile	Phone
1	Smt. Vasudha Mishra, IAS	Secy. To Govt., YAT & C Dept., & CHAIRMAN, SAAP	23452055 / 23241719	23452054
2	Sri Shashi Bhushan Kumar, IAS	VC & MD, SAAP	94403-99000	23240247
	A. Ashok Kumar Vijay Kumar	VC & MDs Peshi	99490-94160 99512-77070	
3	K. ARUNA KUMARI 'A	Administrative Officer / A.O.	80083-44338	23244017
	Smt. N. Sudha	I/c. Suptd. Estt. Section	99490-94159	
	D. Vijay Kumar	Sr. Asst., Estt. Section	89785-67373	
4	K. ARUNA KUMARI	I/c. Estate & Legal Officer	80083-44338	
	Smt. N. Sudha	Suptd. E&L Section	99490-94159	
5	Dr. N.C. MOHAN 'B	DD-Tournaments & Stores / TSO	98499-08644	
	K. Yadi Reddy	Suptd. T & S Section	98666-51712	
6	Smt. G.A. SHOBHA 'C	DD, Coaching & Academies	99082-03334	
	Y. Vishwanath	Suptd. C&A	99490-94157	
7	MUNIRUDDIN	Assistant Engineer	89785-67272	
	Syed Samiuddin	A.E.	98660-77409	
8	Mr. N.C. MOHAN 'E	I/c. Dy. Director (A&SS)	98499-08644	
	A. Venkat Ramulu	Suptd. (A&SS)	9949094158	
	Md. Yousuf	Jr. Asst. (A&SS)	99853-28757	
9	K. ARUNA KUMARI 'F	Accounts Officer	80083-44338	
	MSRC. MURTHY	AD, Accounts	98663-17300	
	K. Sharath Kumar	AD, Accounts	99498-91113	
10	CH.RAMESH 'G	DD, Pay & Play & PR	98499-08647	
	Smt. Kamala	Sr. Asst. (Pay and Play)	8978976784	
11	CH. RAMESH 'I	I/c. DD, Infrastructure & PYKKA	98499-08647	
	V. Sivaram	Asst. Director (Infra)	98666-94588	
	Smt. U. Kalyani	Sr. Asst. (Infra)	96188-88483	
12	Dr. C. SUNIL SHYAM RAO	Medical Officer, SAAP	98497-36665	
13	G. Ashwin Kumar	I/c. CCC, SAAP	98499-01999	
	<u>AP SPORTS SCHOOL</u>			
14	K.NARSAIAH	SO, APSS PYKKA	98499-08639	
15	Dr. S.T. PRAKASH	Principal, APSS	98499-08649	

STADIA ADMINISTRATORS

16	Dr. N.C. MOHAN (I/c)	Saroornagar Indoor Stadium	98499-08644	24031833
17	CH. RAMESH	GMCB Athletics Stadium	98499-08647	23006342 T/F
18	CH. RAMESH	Hockey, Aquatics Complex	98499-08647	23006342 T/F
19	CH. RAMESH	Indoor Stadium, Gachibowli	" "	23006340
20	CH. RAMESH	KVBR Indoor Stadium, Yousufguda	" "	23553946
21	G.A. SHOBHA	L.B. Stadium Sports Complex	99082-03334	
22	G. CHANDRA REDDY	SAAP Cycling Velodrome, O.U.	98495-40119	27090596
23	ALEEM KHAN	Water Sports, Boats Club	99893-35840	
24	KONDANNA	SAAP Shooting Range, G'bowli		23011731
25	G. VENKATRAMANA	Sri Srinivasa Sp.Complex, Tirupati	98663-17312	0877- 6670400

CHAPTER 11

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:

S.No	Designation	Monthly remuneration including its composition	System of compensation to determine remuneration as given in regulation
1	Officials and other Employees of SAAP.	SAAP is paying the monthly salaries to all the employees on par with the Government employees basing on their cadre wise pay scales fixed by the Government from time to time.	

CHAPTER 12

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.

Agency	Plan / Programme / Scheme / Project / Activity / Purpose for which budget is allocated	Proposed expenditure	Excepted Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.,)
SAAP	Other Grants-in-Aid (All Ongoing Projects of SAAP)	812.00	812.00	After completion of Audit – Report will be kept in website

12.2 Provide information on the budget allocated for different activates under different programmes / schemes / projects etc. in the given format.

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
SAAP	Other Grants-in-Aid (All Ongoing Projects of SAAP)	562.89	562.89	812.00	812.00
	Additional Releases				62.18
	TOTAL				874.18

CHAPTER 13

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

- 13.1 Describe the activity / programmes / schemes being implemented by the public authority for which subsidy is provided.
- 13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programme / schemes.

Name of programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy

- 13.3 Describe the manner of execution of the subsidy programmes.

Name of programme / activity	Application procedure	Sanction procedure	Disbursement procedure

CHAPTER 14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Pubic 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
1	Financial Assistance to State Sports Associations			
2	Cash Incentives to Medal Winners of National / International Competitions			
3	Financial Assistance to Veteran Sports persons who are in Indigenous circumstances			

Name of programme / scheme:				
Sl. No	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority

Individual Beneficiaries

Sl. No	Name & address of recipient beneficiaries	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority

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 16

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	Important Notices / Circulars / Tenders Information etc., displayed for general public.	
News Paper Reports	The PRO Section of SAAP takes the responsibility of cutting the news paper clippings pertaining to SAAP / Sports and the same are made available for perusal of the VC & MD, SAAP.	All the negative and positive clippings pertaining to various departments of GHMC and the rejoinders issued by GHMC to the Press.
Public Announcements		
Information Counter		
Publications		
Office Library	SAAP Office, L.B. Stadium.	Accessible to general public and SAAP staff
Websites	www.saap.in	Info on Academies, Infra, P&P, Important Circulars, Directory etc.
Other Facilities (Names		

CHAPTER 17

Names, Designation 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)

S. No	Name of the Office / Administrative Unit	Name & Designation of the PIO	Office Tel : Residence Tel : Fax:	Email
1	Sports Authority of Andhra Pradesh	Smt. K. Aruna Kumari, Administrative Officer, SAAP	80083-44338	sportsap@rediffmail.com

Assistant Public Information Officer(s)

S. No	Name of the Office / Administrative Unit	Name & Designation of the APIO	Office Tel : Residence Tel : Fax:	Email
1	Sports Authority of Andhra Pradesh	Sri Ch. Ramesh, Deputy Director, PR	98499-08647	sportsap@rediffmail.com

Appellate Authority

S. No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices / Administrative units of the authority)	Office Tel : Residence Tel : Fax:	Email
1	Sri Shashi Bhushan Kumar, IAS VC & MD, SAAP, L.B. Stadium, Hyd.	SAAP / DSAs	040-23243297 040-23243297 (F)	sportsap@rediffmail.com