

THE RIGHT TO INFORMATION ACT, 2005.

OBLIGATIONS OF PUBLIC AUTHORITIES

OFFICE OF THE SECERETARY & CEO,
ANDHRA PRADESH BUILDING & OTHER CONSTRUCTION
WORKERS WELFARE BOARD, HYDERABAD.

INFORMATION HAND BOOK
[Refer to Chapter II Section 4(1) RTI Act, 2005]

Centre for Good Governance
Road No. 25, Jubilee Hills, Hyderabad
Andhra Pradesh

JANUARY,2016.

Chapter 1 Introduction

1.1 Background

Please throw light on the background of this handbook – Right to information Act and its key objectives.

1.2 Objective/purpose of this information hand book Describe the provisions of Section 4 (1) (b) of the Act regarding mandatory *suo motu* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public

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

Please provide definitions of keys terms used in this handbook

1.5 Organization of information

Describe how information is organized in this handbook and what is contained in different chapters.

1.6 Getting additional information

Describe the sources, procedure and fees structure for getting information not available in this handbook

1.7 Names and addresses of key contact points

Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

Chapter 2

Organizationogram, Functions and Duties

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

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	Office of the A.P. Building and Other Construction Workers Welfare Board, Hyderabad	D.No.1-1-18/73 1 st Floor, Tanguturi Anjaiah Karmika Sankshema Bhavan (TAKS Bhavan), RTC X Road, Chikkadapally, Hyderabad.	As per Section 22 of the B&OCW(RE&CS) Act, 1996: (1) (a) provide immediate assistance to a beneficiary in case of accident; (b) make payment of pension to the beneficiaries who have completed the age of sixty years; (c) Sanction loans and advances for construction of a house not exceeding such amount and on such terms and conditions as may be prescribed; (d) pay such amount in connection with premia for group insurance scheme of the beneficiaries as it may deem fit;	Administration of office of the A.P. Building & Other Construction Workers Welfare Board for formulation and for implementation of welfare schemes to the Building and Other Construction Workers through Labour Department and Fund management.

			<p>(e) give such financial assistance for the education of children of the beneficiaries as may be prescribed;</p> <p>(f) meet such medical expenses for treatment of major ailments of a beneficiary or, such dependant, as may be prescribed;</p> <p>(g) make payment of maternity benefit to the female beneficiaries and</p> <p>(h) make provision and improvement of such other welfare measures and facilities as may be prescribed.</p> <p>(2) The Board may grant loan or subsidy to a local authority or an employer in aid of any scheme approved by the State Government for the purpose connected with the welfare of building workers in any establishment</p>	
--	--	--	---	--

			<p>(3) The Board may pay annually grants-in-aid to a local authority or to an employer who provide to the satisfaction of the Board welfare measures and facilities of the standard specified by the Board for the benefit of the building workers and the members of their family, so, however, that the amount payable as grants-in-aid to any local authority or employer shall not exceed.</p> <p>(a) the amount spent in providing welfare measures and facilities as determined by the state government or any person specified by it in this behalf, or</p> <p>(b) such amount as may be prescribed</p> <p>Whichever is less:</p>	
--	--	--	--	--

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:

Sl. No.	Name of the Officer/employee S/Sri/Smt./Kum.	Designation	Duties allotted	Powers
1	P.V.Murali Sagar	Secretary & Chief Executive Officer, A.P. Building & Other Construction Workers Welfare Board, Hyderabad	Administration of office of the A.P. Building & Other Construction Workers Welfare Board, maintenance of cess account and also implementation of various welfare schemes and other matters related to the Building and Other Construction Workers.	Administration of office of the A.P. Building & Other Construction Workers Welfare Board, maintenance of cess account and also implementation of various welfare schemes to the Building and Other Construction Workers.
2	P.Rama Rao	Finance Manager	Depositing of Cheques / DDs / Challans in related to the Banks, Collection of Cess, Returned Cheques Reconciliation of Receipts & Payments, Maintenance of receipt Accounts Entries of Accounts in Tally. Fixed Deposits, Budget, Utilization of Funds, Payment of Salaries to all Officers, Staff including Outsourcing Staff, Preparation of Paid Vouchers and Cash Book, Auditing & Uploading of TDS.	Depositing of Cheques / DDs / Challans in related to the Banks, Collection of Cess, Returned Cheques Reconciliation of Receipts & Payments, Maintenance of receipt Accounts Entries of Accounts in Tally. Utilization of Funds, Payment of Salaries to all Officers, Staff including Outsourcing Staff, Preparation of Paid Vouchers and Cash Book, Auditing & Uploading of TDS.

3	D.V.Padmaja	Admn.Manager & Asst. Commissioner of Labour (SSS) I/c. Dy. Chief Executive Officer	Establishment, vigilance, Supreme court case, AP. Reorganisation Act, RTI Act, Cadre strength, Sanction of Loans & Advances etc., TA Bills, Inward & Outward. Schemes, Trainings, LCQ, LAQ, RSQ,LSQ.	Establishment, vigilance, Supreme court case, AP. Reorganisation Act, RTI Act, Cadre strength, Sanction of Loans & Advances etc., TA Bills, Inward & Outward. Schemes, Trainings, LCQ, LAQ, RSQ,LSQ.
4	M.Suneetha	Asst. Commissioner of Labour (SSS)	Implementation of Schemes, Compilation of form-I,II,III & IV, Registration of Workers & Establishments, Special Drives. Trainings, APY, AABY, Swavalamban (NPS-Lite), RSBY, Computerization, Web Development and Aadhar Seeding, workshops/ conferences.	Implementation of Schemes, Compilation of form-I,II,III & IV, Registration of Workers & Establishments, Special Drives. Trainings, APY, AABY, Swavalamban (NPS-Lite), RSBY, Computerization, Web Development and Aadhar Seeding, workshops/ conferences.
5	M.Venu Gopal	Superintendent "A" Section	Establishment- Gazetted Officers & Non Gazetted Officers Service Matters, Attendance, Disciplinary & Vigilance Cases, Cadre Strength, Leaves & Medical Reimbursements, Board Meetings, Re-Organization & Related Matters, Sanction of Loans & Advances etc., and TA Bills, RTI Act, Supreme Court Case No.318 & BOC Court Cases etc., & Inward & Outward.	Establishment- Gazetted Officers & Non Gazetted Officers Service Matters, Attendance, Cadre Strength, Leaves & Medical Reimbursements, Board Meetings, Re-Organization & Related Matters, Sanction of Loans & Advances etc., and TA Bills, RTI Act, Supreme Court Case No.318 & BOC Court Cases etc., & Inward & Outward.

6	G.Kusuma Kumari	Superintendent "B" Section	<p>Depositing of Cheques / DDs / Challans in related to the Banks, Collection of Cess, Returned</p> <p>Cheques Reconciliation of Receipts & Payments, Maintenance of receipt Accounts Entries of Accounts in Tally. Fixed Deposits, Budget, Utilization of Funds, Payment of Salaries to all Officers, Staff including Outsourcing Staff, Preparation of Paid Vouchers and Cash Book, Auditing & Uploading of TDS.</p>	<p>Depositing of Cheques / DDs / Challans in related to the Banks, Collection of Cess, Returned</p> <p>Cheques Reconciliation of Receipts & Payments, Maintenance of receipt Accounts Entries of Accounts in Tally. Fixed Deposits, Budget, Utilization of Funds, Payment of Salaries to all Officers, Staff including Outsourcing Staff, Preparation of Paid Vouchers and Cash Book, Auditing & Uploading of TDS.</p>
7	A.V.N.Mani	Superintendent "C" Section	<p>Cess and issue of Acknowledgement for cess remittances, Correspondence with Cess Assessing Officers in the State, Review of Dairies, RSQ, LSQ, LCQ, LAQ etc Misc. subjects not allotted to any other Sections Stores & Purchases Maintenance of Computers & Networking, Internet systems & Maintenance of Vehicles including hire vehicles rents and housekeeping etc., Media Campaign & Publicity.</p>	<p>Cess and issue of Acknowledgement for cess remittances, Correspondence with Cess Assessing Officers in the State, Review of Dairies, RSQ, LSQ, LCQ, LAQ etc Misc. subjects not allotted to any other Sections Stores & Purchases Maintenance of Computers & Networking, Internet systems & Maintenance of Vehicles including hire vehicles rents and housekeeping etc., Media Campaign & Publicity.</p>

8	E.V.Ramanamma	Superintendent "D" Section	Implementation of Schemes, Compilation of form-I,II,III & IV, Registration of Workers & Establishments, Special Drives	Implementation of Schemes, Compilation of form-I,II,III & IV, Registration of Workers & Establishments, Special Drives
9	N.Suresh Babu	Superintendent "E" Section	Trainings, APY, AABY, Swavalamban (NPS-Lite), RSBY, Computerization, Web Development and Aadhar Seeding, workshops/ conferences.	Trainings, APY, AABY, Swavalamban (NPS-Lite), RSBY, Computerization, Web Development and Aadhar Seeding, workshops/ conferences.

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	--	--	Chairman by resolution of the A.P. Building & Other Construction Workers Welfare Board.
Budgeting	--	--	Chairman by resolution of the A.P. Building & Other Construction Workers Welfare Board
Formulation of programs, schemes and projects	--	--	Chairman by resolution of the A.P. Building & Other Construction Workers Welfare Board
Recruitment / hiring of personnel	--	--	Secretary & CEO, A.P. Building & Other Construction Workers Welfare Board in respect of outsourced personnel. Commissioner of Labour, A.P. in respect of staff deputed from Labour Department.
Release of funds	--	--	Secretary & CEO as per the resolution of A.P. Building & Other Construction Workers Welfare Board.
Implementation/ delivery of service/utilization of funds	--	--	Secretary & CEO execute the resolution of A.P. Building & Other Construction Workers Welfare Board for delivery of schemes and utilization of funds benefits to the construction workers through Labour Department.
Monitoring & evaluation	--	--	Chairman by resolution of the A.P. Building & Other Construction Workers Welfare Board
Gathering feedback from public	--	--	From the Labour Department officials.
Undertaking Improvements	--	--	The Secretary, APB& OCWW Board with the approval of the, APB & OCWW Board and the Government.

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 stage 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 discharged 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 -5

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

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

Sl. No	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms(Citizens Charter, Service Charter etc)
1	Implementation of Welfare Schemes to the Building & Other Construction Workers through Labour Department	As prescribed in the Andhra Pradesh Building & Other Construction Workers (RE&CS) Rules, 1999	--	—

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			
Andhra Pradesh Building & Other Construction Workers (RE&CS) Rules, 1999 and The Building & Other Construction Workers' Welfare Cess Rules, 1998	<p>The Act and Rules are framed for regulation of employment and conditions of service and to provide safety, health and welfare measures of the building & other construction workers.</p> <p>Levy of Cess on the cost of the construction for ensuring sufficient funds for the welfare Boards to undertake the social security schemes and welfare measures</p>	Safety, health and welfare of the building & other construction workers	<p>It is already available in the public domain and can be accessed free of cost.</p> <p>The information pertaining to the A.P. Building & Other Construction Workers Welfare Board, Hyderabad is also available on the Board webportal: www.apbocwwboard.nic.in</p>

Chapter -7

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

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

Sl. No	Category of document	Title of the document	Designation and address of the custodian(held by/under the control of whom)
	Registers	Pay Bill Register	Superintendent A.P.B&OCWW Board, Hyderabad.
		Cash Book Register	Superintendent A.P.B&OCWW Board, Hyderabad.
		Treasury Bill Register	Superintendent A.P.B&OCWW Board, Hyderabad.
		Service Registers of Officers and Staff	Superintendent A.P.B&OCWW Board, Hyderabad.
		Personal Registers	With Section Superintendents
		Cheque Receive Register	Superintendent A.P.B &OCWW Board, Hyderabad.
		Cheque Issue Register	Superintendent A.P.B &OCWW Board, Hyderabad
		Fixed Deposit Register	Superintendent A.P.B &OCWW Board, Hyderabad.
		Inward & Outward Register	Section Assistant, A.P.B &OCWW Board, Hyderabad

Chapter -8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof [Section 4(1)(b)(v) & (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	Formulation of schemes	In the process of formulation of schemes two representatives from building workers unions and construction employers' associations each are appointed as members of the Board in terms of Rule 33-C (2) (c) (d) of the State Rules.	As per Rules the Labour Department will execute the provisions of the Act and policies framed by the Board.
2	Registration of workers	--	Registered trade unions, assist the building worker in preparation of the application for registration and also certify to the effect that the worker is a building & other construction workers and had worked for 90 days in the preceding 12 months.
3	Scrutiny of the claim applications under various welfare schemes	--	In the process of claim disbursement District Scrutiny Committees constituted in each District with the representatives of the building workers unions and employers associations and Labour Department officers for scrutiny of the claims submitted by the workers and their dependants.

Chapter -9

Boards, councils, Committee and other Bodies constituted as part of Public Authority [Section 4(1)(b)(v) & 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 the Meetings open to Public/Minutes of its Meetings accessible for Public
A.P. Building & Other Construction Workers Welfare Board	As per Rule 33-C the board shall consist of a Chairperson, Secretary to Government as Ex-Officio Member, Commissioner of Labour, A.P. as Member Convener and a person nominated by the Central Government and two members each from workers unions and construction establishment employers. Provided that at least one member of the board shall be a woman.	As per Section 22 of the Building & Other Construction Workers (RE&CS) ACT, 1996	Minutes of the meeting open to public

9.2 If minutes or 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.

Any citizen of India can obtain the copies of the Minutes of the Board by paying the prescribed fee of Rs.2/- per page in terms of RTI, Act, 2005 from the Office of the Secretary & CEO, APBOCWFB on any working day between 10:30 to 5:00 P.M.

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 offices at different levels and their contact addresses in the following format (including officers in charge of grievance redressal vigilance, audit, etc)

Sl. No	Name of Office/administrative unit	Name, Designation & Address of Officer/Employee S/Sri/Smt./Kum.	Telephone & Fax Office Tel Residence Tel : Fax:	Email
1	2	3	4	5
1	Office of the A.P. Building and Other Construction Workers Welfare Board D.No.1-1-18/73, 1 st Floor, T.Anjaiah Karmika Sankshema Bhavan, Chikkadpally, Hyderabad-20	P.V.Murali Sagar, Secretary & Chief Executive Officer	040-27600019 (O) 040-27600359 (FAX)	constructionboard@yahoo.co.in
2		P.Rama Rao Finance Manager	--Do--	--Do--
3		D.V.Padmaja, Admn. Manager & Asst. Commissioner of Labour (SSS)	--Do--	--Do--
4		M.Suneetha Asst. Commissioner of Labour (SSS)	--Do--	--Do--
5		M.Venugopal, Superintendent	--Do--	--Do--
6		G.Kusuma Kumari Superintendent	--Do--	--Do--
7		A.V.N.Mani Superintendent	--Do--	--Do--
8		E.V.Ramanamma Superintendent	--Do--	--Do--
9		N.Suresh Babu Superintendent	--Do--	--Do--

Chapter -11

Monthly remuneration received by Officers and Employees, including the system of Compensation as provided in Regulations.

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

10.1 Provide information on remuneration and compensation structure for officers and employees in the following format.

Sl. No.	Designation S/ Sri. Smt./ Kum.	Monthly Remuneration including its composition (Rs.)	System of compensation to determine Remuneration as given in regulation
1	P.V. Murali Sagar, Secretary & Chief Executive Officer	1,50,118/-	--
2	P. Rama Rao Finance Manager	84,192/-	
3	D.V. Padmaja, Admin. Manager & Asst. Commissioner of Labour (SSS)	80,027/-	--
4	M. Suneetha Asst. Commissioner of Labour (SSS)	46,791/-	
5	M. Venugopal, Superintendent	60,062/-	--
6	G. Kusuma Kumari Superintendent	63,358/-	
7	A.V.N. Mani Superintendent	76,046/-	
8	E.V. Ramanamma Superintendent	74,082/-	
9	N. Suresh Babu Superintendent	60,220/-	

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, Programs and schemes undertaken by the public authority for each agency.

Sl. No.	Name of the Scheme	Details of Scheme	Amount of benefit (in Rupees)
1.	Marriage Gift	Cash gift for the Marriage of Women worker and two daughters of construction workers. G.O.Ms.No.2, dated.04-02-2016, LET&F (Lab-I) Department.	10,000/-
2.	Maternity Benefit	Maternity benefit for women worker, wife and two daughters of registered construction workers limited to two deliveries each. G.O.Ms.No.50, dated. 29-10-2013, LET&F (Lab-IV) Department.	10,000/-
3.	Fatal Accident Relief	Relief to the dependents of the worker, who died in the fatal accidents. G.O.Ms.No.3, Dated: 04-02-2016, LET&F (Lab-I) Department.	5,00,000/-
4.	Permanent Disability Relief	Relief to the worker, who suffered disability in the accidents. (The extent of Disability will be decided as per procedure under Employees' Compensation Act). G.O.Ms.No.3, Dated: 04-02-2016, LET&F (Lab-I) Department.	Upto 5,00,000/-
5.	Natural Death Relief	Relief to the dependents for natural death of the worker. G.O.Ms.No.3, Dated: 04-02-2016, LET&F (Lab-I) Department	60,000/-
6.	Hospitalization Relief	Relief to the worker for hospitalization due to accident or disease. G.O.Ms.No.4, Dated: 04-02-2016, LET&F (Lab-I) Department.	3,000/- per month upto 3 Months.
7.	Funeral Expenses	Expenses for the funeral are provided in case of 1. Fatal accident/Natural Death of Registered workers. 2. Accidental Death of un-registered worker in the course of employment; and 3. Charges for transportation of body of the deceased worker, who died in accident in the course of employment to his native place @ Rs.20/- per K.M. G.O.Ms.No.5, Dated: 04-02-2016, LET&F (Lab-I) Department.	20,000/-
8.	Skill Development Training	Training in safety and hygiene and skill up-gradation. G.O.Ms.No.43, dated: 27-08-2013, LET&F (Lab-IV) Department.	7,000/- cost per trainee 300/- per day per trainee as stipend.

9.	Vocational training to the dependents	Training in various trades and vocations to the spouse and adolescent children of the registered construction workers. G.O.Ms.No.3, dated: 08-01-2014, LET&F (Lab-IV) Department.	15,000/- cost per trainee through APMES Society under the control of Employment and Training Department of A.P.
10.	Pension Scheme: NPS – Lite, 2010 (Swavalamban)	Pension coverage to the workers with the matching contribution of Govt., of India and APBOCWW Board along with worker contribution. G.O.Ms.No.66, dated: 27-07-2010, LET&F (Lab-IV) Department. G.O.Ms.No.58, dated: 28-10-2011, LET&F (Lab-IV) Department.	Worker contribution 1,000/- Govt., of India 1,000/- APBOCWW Board 1,000/- ----- - Total per year 3,000/- -----
11.	Relief to the unregistered workers	1. Fatal Accidental Relief: Death occurred at work-site. 2. Disability Relief: (i) 50% and above Partial Permanent Disability to the worker. (ii) 50% below Partial Permanent Disability. G.O.Ms.No.63, dt.21-11-2011, LET&F (Lab-IV) Department.	50,000/- 20,000/- 10,000/-

12.2 Provide information on the budget allocated for different activities under different programs/Schemes/Projects etc., in the given format.

Agency	Programme / Scheme / Project / Activity / Purpose for which budget is allocated	Amount released last year (Rs. In Crores)	Amount spent last year (Rs. In Crores)	Budget allotted current year (Rs. In Crores)	Budget released current year (Rs. In Crores)
A.P. Building & Other Construction Workers Welfare Board, Hyderabad	Implementation of Welfare Schemes to the BOC Workers	61.22	62.07 (Due to Previous year Balance)	575.37	64.13

Chapter -13

Manner of Execution of Subsidy Programmes plans etc., [Section 4(1)(b) xii]

13.1 Describe the activities/programs/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 programs/schemes.

Name of the programme /activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
-Does not arise-			

13.3 Describe the manner of execution of the subsidy programs.

Name of the programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
-Does not arise-			

Chapter -14

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

14.1 Provide the names and address 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
-Does not arise-				

Name of programme/scheme				
Sl. No	Name & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Does not arise-				

Individual Beneficiaries

Name of programme/scheme				
Sl. No	Name & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Does not arise-				

Name of programme/scheme				
Sl. No	Name & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Does not arise-				

Chapter -15

Information Available in Electronic Form

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

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

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Web site	www.apbocwwboard.nic.in	A.P. Building & Other Construction Workers Welfare Board, Hyderabad	National Informatic Centre, BRK Bhavan, Hyderabad

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

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	In the Office premises	About the schemes
News Paper Reports	Notifications	
Public Announcements	--	--
Information Counter	In the Office premises	About the schemes and registration
Publications	--	--
Office Library	--	--
Website	www.apbocwwboard@nic.in	Information relating to Board
Other Facilities (name)	Toll Free number – 180030708787	Information about schemes and registration

Chapter -17

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

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

Public Information Officer(s)

Sl.No	Name of Office /administrative unit	Name & designation of PIO	Office Tel Residence Tel : Fax :	Email
1	A.P. Building & Other Construction Workers Welfare Board	Sri.D.V.Padmaja, Asst.i/c. Dy. Commissioner of Labour.	040- 27600019 (O) 040- 27600359 (FAX)	constructionboard@yahoo.co.in

Assistant Public Information Officer(s)

Sl.No	Name of Office/administrative unit	Name & designation of APIO	Office Tel Residence Tel : Fax :	Email
1	A.P. Building & Other Construction Workers Welfare Board	M.Venu Gopal, Superintendent.	040- 27600019 (O) 040- 27600359 (FAX)	constructionboard@yahoo.co.in

Appellate Authority

Sl.No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officers(Offices/administrative units of the authority)	Office Tel Residence Tel : Fax :	Email
1	A.P. Building & Other Construction Workers Welfare Board	Sri. P.V. Murali Sagar, Secretary & CEO,	040- 27600019 (O) 040- 27600359 (FAX)	constructionboard@yahoo.co.in

Chapter -18

Other Useful Information

[Section 4(1)(b) xvii]

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

1.

2.

-NIL-

3.

4.

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

Dated: January, 2016.
Place : Hyderabad.

Secretary & CEO
A.P.B &OCWW Board,
Hyderabad.

(Note) : Information provided in these chapters should be updated from time to time and revised date should be mentioned.