

**A REPORT ON RIGHT TO INFORMATION ACT 2005 IN THE  
DEPARTMENT OF HORTICULTURE**

**O/o Director of Horticulture:  
Andhra Pradesh: Guntur**

**Section-4(1)(a)**

<b>Sl. No.</b>	<b>Item</b>	<b>Action taken</b>
1	Every Public authority shall:- Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country and different systems so that access to such records is facilitated.	Website: “ <b>horticulture.ap.nic.in</b> ” is maintained by the Department of Horticulture and information pertaining to the department is updated regularly.

## UNDER SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT

Sl. No.	Sl.No. of the Manual	Action taken
1	2	3
1	The particulars of its organization, functions and duties	Role of the Department is published in the Department manual and also uploaded in the department website <a href="http://horticulture.ap.nic.in">horticulture.ap.nic.in</a>
2.	The powers of duties of its officers and employees	Role of each category of employees is published in the department manual and also uploaded in the department website <a href="http://horticulture.ap.nic.in">horticulture.ap.nic.in</a>
3.	The procedure following in the decision making process including channels of supervision and accountability	Existing Organizational Structure of the Department is enclosed
4.	The norms set by it for the discharge of its functions	Functionary manual published by the department uploaded in the department website <a href="http://horticulture.ap.nic.in">horticulture.ap.nic.in</a>
5.	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions	A.P.OIL PALM ACT, 1993, Horticulture Nurseries Act, A.P. Cooperative Societies Act and other rules, regulations, guidelines as communicated by the Government of Andhra Pradesh and GOI. from time to time.
6.	A statement of the categories of document that are held by it or under its control	Establish documents like scheme documents etc.
7.	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof.	Representative of Growers Association – Member (Nominated by / FPOs (Farmer Producer Organization) – Govt.) is a member in State Level Executive Committee of Mission for Integrated Development of Horticulture (MIDH)

Sl. No.	Sl. No. of the Manual	Action taken
8.	A statement of the boards, councils, 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.	State Level Sanctioning Committee (SLSC) of PMKSY Micro Irrigation. State Level Executive Committee(SLEC) of MIDH
9.	A directory of its officers and employees	Incorporated in website <a href="http://horticulture.ap.nic.in">horticulture.ap.nic.in</a>
10.	The monthly remuneration received by each of its officers and employees including the system of compensation provided in its regulations	The monthly salaries of employees are paid in the admissible scales of Pay as per RPS 2015 through bank accounts
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	Annual Action Plan of the department under all schemes is prepared every Year and communicated to District level Officers.
12.	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.	Subsidy programmers are executed through District level functionaries as per Annual Action Plan and the details of beneficiaries are maintained at district level.
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	The information on different development schemes is kept in official website of the department. The lists of beneficiaries (scheme-wise) are maintained at Horticulture Officer and DHO level in the district.
14.	Details in respect of the information available to or held by it, reduced in an electronic form.	Information shared in the form of pamphlets, posters, press notes and electronic media

Sl. No.	Sl. No. of the Manual	Action taken
15.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	The citizens can get the information during working hours on all working days from 10.00 Am to 5.30 PM from the O/o Director of Horticulture, A.P, Guntur or any other district office in the form of pamphlets, booklets, brochures or from department website i.e., <a href="http://horticulture.ap.nic.in">horticulture.ap.nic.in</a> on free of cost.
16.	The names, designations and other particulars of the public information officers	The required information in 4(1) (b) xvi furnished (Chapter-9)
17.	Such other information as may be prescribed and thereafter update these publication every year.	Will be updated every year

## **INTRODUCTION**

### **1.1 BACK GROUND**

#### **Act and its key objectives:**

Government through their order G.O.Ms.No.304, Food & Agriculture (Agri.I) Department dated 30<sup>th</sup> June, 1981 has ordered for formation of a separate Department of Horticulture headed by a Director of Horticulture with Hyderabad as head quarters. Through the same order all horticulture schemes existing in the Department of Agriculture along with their budgetary provision and staff and also horticultural farms, nurseries have been transferred to the control of new department of Horticulture. The new Department of Horticulture started functioning w.e.f. 1.1.1982. At present, there are (9) Deputy Directors of Horticulture and (30) Asst. Directors of Horticulture functioning at HoD and District level for implementation of various horticulture programmes.

### **1.2 OBJECTIVE / PURPOSE OF THIS INFORMATION HAND BOOK**

To improve the quality of public service provided by Horticulture Department through proper ACCOUNTABILITY and TRANSPARENCY.

### **1.3 WHO ARE THE INTENDED USERS OF THE HAND BOOK?**

Horticulture farmers/Citizens/Processors/Exporters/FPOs and other agencies like NHB/ DRDA/SCSC Society/DWMA/ITDAs etc.,

#### **Services Provided to the Citizens/Farmers/Processors/Exporters:**

- ◆ Extend technical services on package of practices in cultivation of various crops.
- ◆ Implementation of various subsidy programmes under SHM (MIDH) /RKVY/NMOOP /OFWM.
- ◆ Organizing various ON FARM/OFF FARM Training programmes to the Progressive farmers
- ◆ Production and supply of genuine plant material to farmers through Hort. Farms
- ◆ Promotion of Organic farming, INM and IPM
- ◆ Conduct of Training programmes and organizing exposure visits.
- ◆ Facilitating Horticulture Growers' Associations, Cooperative Societies, FPOs etc.
- ◆ Encouraging setting up of Green Houses/Poly houses/shade-net houses for Floriculture & vegetable cultivation under controlled conditions.
- ◆ Value addition to horticulture crops
- ◆ Post Harvest Management
- ◆ Promotion exports of Horticulture produce.
- ◆ Issue of Phyto Sanitary Certificate for export of Horticulture Produce.

- ◆ Facilitating setting up of infrastructure facilities like pre-cooling, cold storages and Processing units etc.
- ◆ Administering A.P. Oil Palm Act, 1993, Horticulture Nurseries Act, Cooperative Societies Act to protect the interests of the farmers.
- ◆ Encourage farmers for growing market driven horticultural crops in compact blocks.

#### **DEFINITION OF KEY TERMS:**

D.O.H	-	Director of Horticulture
ADDL.D.H.	-	Additional Director of Horticulture
J.D.H	-	Joint Director of Horticulture
D.D.H.	-	Deputy Director of Horticulture
A.D.H	-	Asst. Director of Horticulture
H.O.	-	Horticulture Officer

#### **1.4 ORGANIZATION INFORMATION:**

**Describe how information is organized in this hand book and what is contained in different chapters.**

Chapter-1  
 Chapter-2  
 Chapter-3  
 Chapter-4  
 Chapter-5  
 Chapter-6  
 Chapter-7  
 Chapter-8  
 Chapter-9  
 Chapter-10  
 Chapter-11  
 Chapter-12  
 Chapter-13  
 Chapter-14  
 Chapter-15  
 Chapter-16  
 Chapter-17

#### **1.5 GETTING ADDITIONAL INFORMATION**

**Describe the sources, procedures and fees structure for getting information not available in this hand book**

For getting Additional information, the general public may visit department website [horticulture.ap.nic.in](http://horticulture.ap.nic.in) or they may approach concerned Technical Officer in the O/o Director of Horticulture, A.P., Guntur or DHO at district level or Horticulture Officer at Mandal level.

#### **1.6 NAMES & 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.**

The information is incorporated in website [horticulture.ap.nic.in](http://horticulture.ap.nic.in)

**CHAPTER-1**  
**ORGANISATION, FUNCTIONS AND DUTIES**  
**[Section 4(1)(b)(I)]**

**1.1 Particulars of the organization, functions and duties**

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Address</b>	<b>Functions/Duties</b>
1.	O/o the Director of Horticulture, A.P., Guntur	TTPC Building, 1 <sup>st</sup> Floor, Beside Mini Rythu, Bazar, Chuttugunta, Guntur – 522 004	Role of the Department published in the departmental manual at page 17-19 uploaded in the departmental website <a href="http://horticulture.ap.nic.in">horticulture.ap.nic.in</a> downloads – RTI Act information. However, copies of the pages enclosed.



**CHAPTER-2**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
**[SECTION 4(1)(b)(ii)]**

**2.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:**

\* Powers and duties mentioned in the Departmental Manual at Page Nos.9 to 68 and 92 to 114. The same has already uploaded in the departmental website: horticulture.ap.nic.in – downloads – RTI Act information.

- I) A directory of its officers and Employees
- II) The Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

Sl. No	Name of the Employee Sarvasri/Smt	Designation	Duties	Basic pay	Timescale	Phone number
1	2	3	4	5	6	7
<b>Technical</b>						
1	K.Balaji Naik	Addl.D.H	Statutory Technical Admini- strative Others	179000	94500- 170580	7330735555
2	M.Venkateswarlu	Addl.D.H (Oil Palm)	Statutory Technical Others	166680	94500- 170580	7993915008
3	Dr. M.G. Deva Muni Reddy	JDH (Fruits)		112610	80910- 166680	8341131213
4	P.Hanumantha Rao	JDH (RKVY & NMOOP)		166680	80910- 166680	7995688861
5	K.Srinivasulu	DDH (Fruits)		158880	76730- 162780	7330745555
6	V.S.Dharmaja	DDH (MIDH)		162780	76730- 162780	7330752222
7	N. Sujatha	DDH (ITDM & Publicity)		154980	76730- 162780	8977012028
8	R.Hima Bindu	DDH (Admn.)		162780	70850- 158880	7993915009
9	I. Venkat Rao	ADH (HDA)		140540	70850- 158880	7995553306

10	G. Andal	DDH (RKVY & NMOOP)		158880	70850-158880	7330732222
11	S.V.Ratnacharyulu	ADH (Plg)		154980	65360-154980	7330715555
12	U. Sudha	ADH (MIDH)		144150	65360-154980	7330782222
13	K.Srikanth Reddy	ADH (MIDH)		121280	61960-151370	7331152222
14	P.T. Kavitha	ADH (Fruits)		121280	61960-151370	7995087084
15	B.Praveena	H.O. (ITDM& Publicity)		92110	61960-151370	7995087027
16	N.Suneetha	H.O. (Fruits)		72810	57100-147760	7995087030
17	R.Jeevan	H.O. (Planning)		70850	57100-147760	7995009653
18	Sree Lakshmi	H.O. (MIDH)		70850	57100-147760	7995087031
19	L.Suvarna	H.O. (Oil Palm)		70850	57100-147760	7995082078
20	Sk. Mahaboob Basha	H.O. (HDA)		67190	57100-147760	8977012029
<b>ADMINISTRATION</b>						
21	B.N.Venkateswari	AdminOfficer	Statutory Admin. Others	83000	45830-130580	7995009665
22	K.Sudhakar Reddy	AdminOfficer		78820	45830-130580	7995009669
<b>ACCOUNTS</b>						
23	K.V.S Padmavathi	Accts.Officer	Statutory Financial Others	112610	61960-151370	7330726666

<b>MICRO IRRIGATION</b>						
24	C.B.Harinatha Reddy	PROJECT OFFICER	Statutory Admin Financial Others	118390	94500-170580	7330651111
25	Y.V.S.Prasad	JDH/OSD (APMIP)	Statutory Technical Others	162780	80910-166680	7337536666
26	Ch. Padmavathi	DDH/OSD (APMIP)	Statutory Technical Others	166680	80910-166680	7330762222
27	B. Padmavathamma	DDH/OSD (APMIP)	Statutory Admin Technical Others	162780	76730-162780	7337486666
28	D.Ramesh	DDH/OSD (APMIP)	Statutory Admin Technical Others	158880	70850-158880	7337475555
29	Y. Venkateswarlu	ADA/OSD	Statutory Technical Others	151370	76730-162780	7337512222

**CHAPTER-3**  
**PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS**  
**[SECTION 4(1)(B)(III)]**

**3.1 Describe the procedure followed in decision-making by the public authority.**

<b>Activity</b>	<b>Description</b>	<b>Decision-making process</b>	<b>Designation of final decision-making authority</b>
<b>Goal-setting &amp; Planning</b>	Implementation of all Horticulture schemes in the farmers holdings through DHOs/ADHs at district level as per the Annual Action Plan approved by the COH	As per annual action plan, Guidelines and budget allocations implemented through DHOs / ADHs	COH, AP, Guntur
<b>Budgeting</b>	As per the Annual Action Plan drilled down physical and Financial Targets will be communicated to the District Offices	As per the action plan approved by the COH, funds will be released	COH, AP, Guntur
<b>Formulation of programmes, schemes and projects</b>	Development of fruits, Vegetables, Spices, Floriculture, Oil palm, APMIP, PHM, Coconut, Trainings, exposure visits, etc., under MIDH/RKVY/NMOOP	Government – State and central	COH, AP, Guntur
<b>Recruitment/ hiring of personnel</b>	H.O/J.As. other subordinate & Last Grade services	Through Direct Recruitment	COH, AP, Guntur
	DHOs	By transfer by Promotion from H.Os	COH, AP, Guntur
	Addl. DH/JDH/DDH	By transfer by Promotion from H.Os	Government

<b>Release of funds</b>	As per Annual Action Plan approved and budget allocated, releases are made	As per the proposals forwarded by respective scheme sections and approved by COH	COH, AP, Guntur
<b>Implementation/ delivery of service/utilization of funds</b>	DHOs/ADHs, ITDA, DRDA, SC Corporation, DWMA etc.	Releases from Government – State and Central	COH, AP, Guntur
<b>Monitoring &amp; evaluation</b>	All schemes	By field inspections and periodical review meetings	COH, AP, Guntur & other Senior Officers of HOD
	All schemes	By field inspections and feedback from farmers	COH, AP, Guntur & other Senior Officers of HOD.

- 3.2. Existing Organogram Flow Chart (copy enclosed)
- 3.3 Farmers feed- back will be obtained on the schemes implemented by the department through District Level Officers.
- 3.4 Trainings and work-shops are conducted for imparting latest technical know-how to the farmers.
- 3.5 While preparing the Annual Action Plan, the feed-back received from the farmers/Farmers' Organizations will be taken into account and area specific and crop specific schemes which are suited to the local conditions will be proposed.

**CHAPTER-4**  
**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**  
**[SECTION 4(1)(B)(IV)]**

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

**CITIZEN'S CHARTER**

Sl. No.	Department	Sub-Department	Service Name	Delivered within 72 hours	SLA as per citizen chart
1	Agriculture & Co-operation	Horticulture	Technical guidance	Within 72 hours	3 days
2			Micro Irrigation	Beyond 72 hours	120 days
(i)			Preliminary inspection, Bench Mark Survey, BOQ & Design		Within 30 days of after registration
(ii)			Technical approval		Within 2 days from the date of submission of applications in full shape
(iii)			Collection of farmer Contribution		Within 15 Days after issue of notice / SMS alert for payment of non-subsidy amount.
(iv)			Trenching		Within 15 days after Trench marking
(v)			Installation of MI Systems		Within 21 days after Trenching by the Farmer
(vi)			Uploading of photograph and Completion certificate, generation of invoice & other required documents in online		Within 7 days
(vii)			Final Inspection		Within 30days after upload of required documents by MI Company
(viii)			Random Inspection		Within 45 days after upload of required documents by MI Company
(ix)			Release of final payment		Within 7 days after completion of final inspection
3					<b><u>Horticulture Development Agency (H.D.A.):</u></b> Issue of Horticulture Nursery licenses to the Nurserymen in Districts by District Horticulture Officers as per Andhra Pradesh Registration of Horticulture Nurseries (regulation) Act, 2010.

<b>Component</b>	<b>For preliminary survey and according Admin. sanction</b>	<b>For execution of work by Farmer</b>	<b>Inspection and release of payment to Farmer</b>	<b>Total</b>
<b><u>I. Non Project Based</u></b>				
1. Area Expansion	14 days	26 days	30 days	70 days
2. IPM & INM	14 days	11 days	30 days	55 days
3. Creation of Water Resources				
a) Individual Farm Pond	14 days	41 days	30 days	85 days
b) Community Farm Pond	14 days	176 days	30 days	220 days
4. Protected Cultivation				
a) Shade net Houses	14 days	116 days	30 days	160 days
b) Poly Houses	14 days	176 days	30 days	210 days
5. Permanent Pandals	14 days	56 days	30 days	100 days
6. Horticulture Mechanization	14 days	26 days	30 days	70 days
7. Micro Irrigation	40 days (includes collection of farmers contribution)	45 days	35 days	120 days
<b><u>II. Project Based:</u></b> Integrated Pack Houses, Cold Storage Units, Pre Cooling Units, Refer Vans, Ripening Chamber etc.				
	30 days	220 days	70 days	320 days

**CHAPTER-5**  
**RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR**  
**DISCHARGING FUNCTIONS**  
**[SECTION 4(1)(B)(V) & (VI)]**

**5.1 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
<b>Rules &amp; Regulations</b>			
1	APHS Rules APMS Rules AP state and subordinate service rules AP General Subordinate Service Rules APLGS AP (CC&A) Rules etc., Special Rules etc.	Containing general condition of service rules and code of conduct	
<b>Instructions</b>			
1	GO's/Memo's/Job chart/Office orders/guidelines	Contains guidelines, powers, functions of the competent authority/Government	
<b>Manuals</b>			
1	Horticulture Department Functionary and Department Manual/ DOM AP Oil Palm Regulation Act 1993 AP Cooperative Societies Act 1964	Rules, regulations and function of Department	
<b>Records</b>			
1	Old files	Closed files	
<b>Publications</b>			



1	Horticulture crops	Broachers, Booklets, Pamphlets etc., on different horticulture crops/flag ship schemes	FREE
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**CHAPTER-6**  
**CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY**  
**UNDER ITS CONTROL**  
**[SECTION 4(1)(B)V(I)]**

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

<b>Sl. No.</b>	<b>Category of document</b>	<b>Title of the document</b>	<b>Designation and address of the custodian (held by/under the control of whom)</b>
1	Applications/beneficiary lists/sanction orders/Bills etc.	Scheme - wise / Component wise	DHOs/ADHs (District level Offices)

**CHAPTER-7**  
**ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY**  
**THE MEMBERS OF THE PUBLIC RELATION TO THE FORMULATION OF**  
**POLICY OR IMPLEMENTATION THERE OF**  
**[SECTION 4(1)(B)VII]**

**7.1 Describe arrangements by the public authority to seek consultation / participation of public representatives for formulation and implementation of policies?**

<b>Sl.No.</b>	<b>Function / Service</b>	<b>Arrangement for consultation with or representation of public in relations with policy formulation</b>	<b>Arrangements for consultation with or representation of public in relations with policy implementation</b>
1	Formulation & approval of Annual action plan/ guidelines/ staff etc., under MIDH/ PMKSY	Representative of Growers Association – Member (Nominated by / FPOs (Farmer Producer Organisation) – Govt.) is a member in State Level Executive Committee	DHOs/ADHs/H.Os/MPEOs/ VHAs of the respective Districts, District Level Committees & Gram Sabhas

## CHAPTER-8

### BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

[Section 4(1)(B)V(iii)]

**8.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.**

<b>Name of Board, Council, Committee etc.</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its Meetings open to public/Minutes accessible for public.</b>
<i>SLSC</i>	Chief Secretary Chairman, Commissioner of Agriculture & Allied Departments as members and representative of Planning Commission, representative of Department of A&C GOI, State Agricultural University.	1. Approval of action plan 2. Monitoring and reviewing implementation of PMKSY	--
<i>SLEC</i>	APC & Prl. Secretary to Govt., Chairman, Director of Horticulture, member and convener, Representative of MIDH, GOI and Commissioner PR & RD Department	1. Approval of action plan 2. Monitoring and reviewing implementation of MIDH	--

**8.2 If minutes of meetings are accessible to the public, describe the procedure as to show to access the minutes, Contact point, hours of access, fee structure / cost of access and officer to be contacted.**

**CHAPTER-9**  
**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**[SECTION 4(1)(B)(IX)]**

**9.1 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 grievances redressal, vigilance, audit, etc)**

Sl. No.	Name of the District	Name of the D.H.O	Cell Nos.	Mail IDs
1	Srikakulam	R.V.V.Prasad	7995086758	dhosrikakulam@gmail.com
2	Vizianagaram	A.V.S.V.Jamadagni	7995086762	ddhvzm@yahoo.com
3	Parvathipuram Manyam	K.S.Vara Prasad	7995086761	dhopvpmanyam@gmail.com
4	Visakhapatnam	K. Satya Narayana Reddy	7995086763	vsp_aphorticulture@yahoo.com
5	Anakapalli	G.Prabhakara Rao	7995086764	dhoakp22@gmail.com
6	Alluri Seeta Ramaraju	A.Ramesh Kumar Rao,	7995086759	dho.asr2022@gmail.com
7	Kakinada	N.Mallikarjuna Rao	7995086765	dhokakinada@gmail.com
8	Dr.B.R.A. Konaseema	B.V.Ramana	7995086766	<a href="mailto:dhokonaseemadistrict@gmail.com">dhokonaseemadistrict@gmail.com</a>
9	East Godavari	V.Radha Krishna	7995086768	<a href="mailto:dhorjvm@gmail.com">dhorjvm@gmail.com</a>
10	West Godavari	R. Devanand Kumar	7995086770	wgdho.nhm@gmail.com
11	Eluru	Dr.S.Ram Mohan	7995086771	ddhelrwg2021@gmail.com
12	NTR	P.Balaji Kumar	7995086772	adh_vijayawada@yahoo.co.in
13	Krishna	J.Jyothi	7995086773	dhokrishna@gmail.com
14	Guntur	B.Ravindra Babu	7995086776	dhoguntur@gmail.com
15	Palnadu	Ch. V. Ramana Reddy	7995086775	<a href="mailto:dhopalnadu@gmail.com">dhopalnadu@gmail.com</a>
16	Bapatla	P.Jennemma	7995086774	<a href="mailto:dhobapatla@gmail.com">dhobapatla@gmail.com</a>
17	Prakasam	Y.M.N.V.S.Gopichand	7995086779	dhoprakasam@gmail.com
18	Nellore	M.V.Subba Reddy	7995086780	dhonellore@gmail.com
19	Tirupati	B.Dasaradharami Reddy,	7995086783	shmcell_ctr@yahoo.co.in
20	Chittoor	D.Madhusudhana Reddy	7995086784	dhochittoor@gmail.com
21	Annamayya	P.Ravichandra Babu	7995086787	dhoannamaiah@gmail.com
22	YSR	S.S.V. Subhashini	9154949755	dhoysrdistrict@gmail.com
23	Ananthapuram	B.M.V. Narasimha Rao	7995086792	dhoantp@gmail.com
24	Sri Satyasai	G.Chandrasekhar	7995086791	dho.sssd2022@gmail.com
25	Kurnool	P.Ramanjaneyulu	7995086793	knl_horticulture_ap@yahoo.co.in
26	Nandyal	U.Nagaraju	7995086794	dhonandyaldistrict@gmail.com

## A.P.MICRO IRRIGATION PROJECT (PMKSY)

Sl. No	Name of the District	Name of D.M.I.O	Phone No.	E-Mail ID
1	Srikakulam	R.Sreenivasa Rao	7995087035	apmipsklm@gmail.com
2	Vizianagaram	P.N.V.Lakshminarayana	7995087037	apmippds@yahoo.com
3	P.Manyam	V. Radha Krishna	7995087038	apmippvpmmanyam@gmail.com
4	Visakhapatnam	K. Manmadha Rao	7995087039	apmipvskp@gmail.com
5	Anakapalli	G.V.Lakshmi	7995087040	apmipakp@gmail.com
6	Alluri Sitharama Raju	M.A.Rahim	7995087036	dmioapmipasrdt@gmail.com
7	Kakinada	G.V.V.V.Prasada Rao	7995087042	<a href="mailto:dmiokkd1@gmail.com">dmiokkd1@gmail.com</a>
8	Dr.B.R.A.Konaseema	Y.Satyanarayana	7995087052	konaseemadmio@gmail.com
9	East Godavari	K.Swathi	7995087041	dmioegl@gmail.com
10	West Godavari	A. Durgesh	7995087043	wgapmip2021@gmail.com
11	Eluru	P.V.S.Ravi Kumar	7995087044	elurudmio@gmail.com
12	NTR	P.M.Subhani	7995087046	ntrdmio@gmail.com
13	Krishna	G.Vijaya Lakshmi	7995087045	apmipkrishna@yahoo.co.in
14	Guntur	L.Vajrasri	7995086776	apmip_gnt@yahoo.co.in
15	Palnadu	Ch.Anjaneyulu	7995087048	palnadudmio@gmail.com
16	Bapatla	B.V.Ramana	7995087050	dmioapmipbapatla@gmail.com
17	Prakasam	P.V.Ramana	7995087049	apmipprakasam@gmail.com
18	SPSR Nellore	B.Sreenivasulu	7995087051	apmipnlr@yahoo.co.in
19	Tirupathi	G.Satish	7995072129	apmiptpt@gmail.com
20	Chittoor	S.A. Bala Subramanyam	7995087054	apmipctr@gmail.com
21	Annamayya	M.Venkateswara Reddy	7995083547	<a href="mailto:apmipannamayya2022@gmail.com">apmipannamayya2022@gmail.com</a>
22	YSR District	B.Ravindranath Reddy	7995087055	kdpapmip2019@gmail.com
23	Ananthapuram	B. Raghunatha Reddy	7995087057	apmipatp@yahoo.co.in
24	Sri Satyasai	B.Sudarshan	7995086990	apmipsss@gmail.com
25	Kurnool	D.Umadevi	7995087059	knlapmip@gmail.com
26	Nandyal	Ch.S.Satyanarayana	7995087014	apmipndl@gmail.com

**CHAPTER-10**  
**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:**

<b>Sl. No</b>	<b>Designation</b>	<b>Monthly Remuneration including its compensation</b>	<b>System of compensation to determine Remuneration as given in regulation</b>
1	Employees of Horticulture Dept., O/o Director of Horticulture, A.P., Guntur	The salaries are paid to the officials of as per the admissible scales of pay in RPS 2022 through (salary) Bank accounts opened for the purpose.	--

## CHAPTER-11

### BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.

#### [SECTION 4(1)(B) XI]

11.1 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 (Rs.in lakhs)	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports,
Horticulture Department	Promotion of Hort. Activities (State Plan)  MIDH PMSKY NMOOP RKVY	Approved Annual Action Plan for 2024-25 Rs. 106204.96 lakhs and Rs. 147603.53 lakhs for 2023-24.	To promote holistic growth of horticulture sector, increasing production & productivity, value addition to horticulture crops, promotion of Post- Harvest Management and infrastructure facilities, market linkages etc.	Progress Reports available with HOD office as well as District Offices. Information can also be had from the websites: horticulture.ap.nic.in & horticulturedept.ap. gov.in (PMKSY)



**11.2 Provide information on the budget allocated for different activities under different programmes/schemes/projects etc. in the given format**

(Rs.in Lakh)

<b>Sl. No.</b>	<b>Scheme</b>	<b>Amount released for 2023-24</b>	<b>Amount spent for 2023-24</b>	<b>Budget allocated for 2024-25</b>	<b>Budget released for 2024-25</b>
1	Promotion of Horticulture Activities (SDP) State Plan	0.00	0.00	12000.00	0.00
	National Bamboo Mission	0.00	0.00	6250.00	0.00
	Andhra Pradesh Integrated Irrigation and Agriculture Transformation Project (APIIATP)	706.10	551.60	6655.00	0.00
	Andhra Pradesh Irrigation and Livelihood Improvement Project (APILIP)	0.00	0.00	484.00	0.00
2	Mission for Integrated Development of Horticulture (MIDH)	3287.00	3287.00	13541.00	0.00
3	Rashtriya Krishi Vikas Yojana (RKVY-RAFTAAR) PMKSY-PDMC (APMIP)	17624.00	17624.00	75724.00	0.00
4	National Mission on Edible Oil (NMEO-OP) Oilpalm	1765.00	1765.00	26153.00	0.00
5	Rashtriya Krishi Vikas Yojana (RKVY)	469.62	469.62	2407.00	0.00

## CHAPTER-12

### MANNER OF EXECUTION OF SUBSIDY PROGRAMMES [SECTION 4(1)(B)XII]

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

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
State Plan schemes	Project based schemes (35%) and non-Project based (50%)	As per the approved guidelines for the year 2024-25 depending upon each scheme/component	Non-project based by DHOs/Asst. Directors of Horticulture at district level & Project based schemes by Director of Horticulture.
MIDH			
PMKSY	50-100% depending upon category of farmer		
NMOOP	40%		
RKVY	Project based schemes (35%) and non-Project based (50%)		

Guidelines for implementation of schemes available in website [horticulture.ap.nic.in](http://horticulture.ap.nic.in) and [horticulturedept.ap.gov.in](http://horticulturedept.ap.gov.in).

Scheme wise applications are available with Village Horticulture Assistants / Horticulture Officer on free cost. Farmers can approach Village Horticulture Assistants in Village Secretariats for eligibility and other details of any scheme. The land documents are mandatory for sanction of any scheme.

## CHAPTER 13

### PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY [SECTION 4(1)(B) XIII]

13.1 Provide the names and addresses of recipients of benefits under each programme/ scheme separately in the following format.

#### Institutional Beneficiaries:

<b>Name of programme/scheme: All Horticulture Schemes</b>				
<b>Sl. No</b>	<b>Name &amp; address of recipient institutions</b>	<b>Nature/ quantum of benefit granted</b>	<b>Date of grant</b>	<b>Name &amp; Designation of granting authority</b>
The beneficiary-wise information is maintained at district level by the DHOs/ADHs and the contact details of DHOs/ADHs are uploaded in the departmental website horticulture.ap.nic.in and also in Chapter-9 of 4(1) (b)				

#### Individual Beneficiaries:

<b>Sl. No</b>	<b>Name &amp; Address of recipient beneficiaries</b>	<b>Nature/ quantum of benefit granted</b>	<b>Date of grant</b>	<b>Name &amp; Designation of granting authority</b>
The beneficiary-wise information is maintained at district level by the DHOs/ADHs and the contact details of DHOs/ADHs are uploaded in the departmental website horticulture.ap.nic.in. and also Chapter-9 of 4 (1) (b)				

**CHAPTER-14**  
**INFORMATION AVAILABLE IN ELECTRONIC FORM**  
**[SECTION 4(1)(B) (XIV)]**

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

<b>Electronic Format</b>	<b>Description (Site address / location where available etc)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of information (held by whom)</b>
Website	“horticulture.ap.nic.in and horticulturedept.ap.gov.in	State Plan/ MIDH/ RKVY/ NMOOP/ PMKSY	Director of Horticulture, A.P. ,Guntur

**CHAPTER-15**  
**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR**  
**OBTAINING INFORMATION**  
**[SECTION 4(1)(B) XV]**

**15.1 Describe the particulars of information dissemination mechanism in place/facilities available to the public for accessing of information:**

<b>Facility</b>	<b>Description (Location of Facility/Name etc.)</b>	<b>Details of Information made available</b>
<b>Information in Physical &amp; Electronic form</b>	O/o the Director of Horticulture, TTPC Building (1 <sup>st</sup> floor) Old Market Yard, Chuttugunta, Guntur-522004	Details of ongoing schemes, Citizen charter, name of Asst. Information Officer, Information Officer and appellate authority, Directory of Officers/Staff etc.
<b>News Paper Reports</b>	-	Notices, News items etc.
<b>Publications</b>	-	Broachers, Pamphlets, Booklets, Posters etc.,
<b>Website</b>	horticulture.ap.nic.in and horticulturedept.ap.gov.in	
<b>Other Facilities (name)</b>	e-mail address: “horticulturedept@yahoo.co.in”	

## CHAPTER-16

### NAMES, DESIGNATION 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 designated for various offices / administrative units and Appellate Authority / Officer(s) for the public authority in the following format.

#### APPELATE AUTHORITY

Sl. No.	Name of office / administrative unit	Name and designation of Appellate Authority	Official Tel & Fax No.	Email
1	O/o. Director of Horticulture, A.P., Guntur	Dr.K. Srinivasulu, I.A.S., Director of Horticulture, A.P., Guntur.	0863-216476/ 0863-2216477 (Fax)	horticulturedept@yahoo.co.in

#### PUBLIC INFORMATION OFFICER(S) (PIOs)

Sl. No.	Name of Office / Administrative Unit	Name and Designation of PIO	Official Tel & Fax No.	Email
1	O/o the Director of Horticulture, A.P., Guntur	Sri K. Balaji Naik, Additional. Director of Horticulture	0863-2216476/ 0863-2216477 (Fax)	horticulturedept@yahoo.co.in

**ASSISTANT PUBLIC INFORMATION OFFICER (S) (APIOs)**

<b>Sl. No.</b>	<b>Name of office / administrative unit</b>	<b>Name and Designation of APIO</b>	<b>Official Tel &amp; Fax No.</b>	<b>Email</b>
1	O/o the Director of Horticulture, A.P., Guntur	Sri. S.V.Ratnacharyulu, Asst. Director of Horticulture	0863-2216476/ 0863-2216477 (Fax)	horticulturedept@yahoo.co.in

## CHAPTER-17

### OTHER USEFUL INFORMATION [SECTION 4(10)(B) XVII]

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

1. Broachers/booklets/pamphlets on free of cost on various Horticultural crops and technologies.
2. Anybody can visit “[horticulture.ap.gov.in](http://horticulture.ap.gov.in)” for any other relevant information on horticulture crops on departmental schemes.

**17.2 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**

Any information that falls under the expression of “personal/ third party information” under RTI Act. -----

**Place : Guntur**

**Name and Designation : Dr. K. Srinivasulu,  
Director of Horticulture, A.P., Guntur**



## CITIZEN'S CHARTER

Sl. No.	Department	Sub-Department	Service Name	Delivered within 72 hours	SLA as per citizen chart		
1	Agriculture & Co-operation	Horticulture	Technical guidance	Within 72 hours	3 days		
2			Micro Irrigation	Beyond 72 hours	120 days		
(i)			Preliminary inspection, Bench Mark Survey, BOQ & Design		Within 30 days of after registration		
(ii)			Technical approval		Within 2 days from the date of submission of applications in full shape		
(iii)			Collection of farmer Contribution		Within 15 Days after issue of notice / SMS alert for payment of non-subsidy amount.		
(iv)			Trenching		Within 15 days after Trench marking		
(v)			Installation of MI Systems		Within 21 days after Trenching by the Farmer		
(vi)			Uploading of photograph and Completion certificate, generation of invoice & other required documents in online		Within 7 days		
(vii)			Final Inspection		Within 30days after upload of required documents by MI Company		
(viii)			Random Inspection		Within 45 days after upload of required documents by MI Company		
(ix)			Release of final payment		Within 7 days after completion of final inspection		
3					<b><u>Horticulture Development Agency (H.D.A.):</u></b> Issue of Horticulture Nursery licenses to the Nurserymen in Districts by District Horticulture Officers as per Andhra Pradesh Registration of Horticulture Nurseries (regulation) Act, 2010.	Beyond 72 hours	90 days

<b>Component</b>	<b>For preliminary survey and according Admin. sanction</b>	<b>For execution of work by Farmer</b>	<b>Inspection and release of payment to Farmer</b>	<b>Total</b>
<b><u>I. Non Project Based</u></b>				
1. Area Expansion	14 days	26 days	30 days	70 days
2. IPM & INM	14 days	11 days	30 days	55 days
3. Creation of Water Resources				
c) Individual Farm Pond	14 days	41 days	30 days	85 days
d) Community Farm Pond	14 days	176 days	30 days	220 days
4. Protected Cultivation				
c) Shade net Houses	14 days	116 days	30 days	160 days
d) Poly Houses	14 days	176 days	30 days	210 days
5. Permanent Pandals	14 days	56 days	30 days	100 days
6. Horticulture Mechanization	14 days	26 days	30 days	70 days
7. Micro Irrigation	40 days (includes collection of farmers contribution)	45 days	35 days	120 days
<b><u>II. Project Based:</u> Integrated Pack Houses, Cold Storage Units, Pre Cooling Units, Refer Vans, Ripening Chamber etc.</b>				
	30 days	220 days	70 days	320 days