

# Right to information and obligations of public authorities under Right to information Act, 2005

Section 4 (1) (b):

## (i) **Particulars of Organisation functions and duties**

Andhra Pradesh State Cooperative Marketing Federation (A.P.MARKFED) was registered on 19-09-1957 under A.P.Co-opertive Societies Act, 1964 and is acting as an apex organization in the cooperative sector to cater to the needs of the farming community through net work of member cooperative societies:

### **OBJECTIVES AND ACTIVITIES**

- ❖ Helping the farmers / growers to get remunerative prices for their produce by undertaking procurement and marketing activities;
- ❖ Supply of agricultural inputs to farmers & member cooperatives for increased production;
- ❖ Providing storage and custom services to farmers;
- ❖ Promote and setup agro-based units to get value addition to the produce of the farmers & to generate rural employment
- ❖ Assist, organize or coordinate the marketing and trading activities of its member societies
- ❖ In furtherance of these objectives, AP Markfed undertakes the following activities:-
  - Act as an agent of Govt. of India & Govt. of AP for Procuring Agricultural Commodities under Minimum Support Price (MSP) and Market Intervention Schemes (MIS)
  - Undertake purchase of agricultural commodities like maize, chillies, soyabean, rajmah, pulses
  - Undertake Supply of Agricultural Inputs like Fertilizers and Gypsum, Zinc Sulphate etc. to farmers thro' the Network of Primary Agricultural Credit Cooperatives, District Cooperative Marketing Societies, Agricultural Market Committees & Private Dealers etc.
  - Establish agro-based industries like Cattle Feed Mixing Plant, Cotton Ginning & Pressing Plant etc. as part of value addition to farm products
  - Raise internal funds thro' share capital of the member cooperatives & source external funds towards capital investment & working capital requirements by approaching Govt., Commercial Banks, Corporations & Financial institutions like NDCDC, NABARD etc.
  - Construct & maintain rural godowns for increased storage space; Offer for rentals its own godowns to farmers, their

associations for storage of agricultural produce of the farmers and to cooperatives / traders etc.

- Create & up-to-date a database of market prices of various agricultural commodities & market intelligence for the use of farmers & cooperatives thro' Rajiv Internet Kiosks & making them further available on Markfed's website.

(ii) **Powers and duties of officers and employees of Markfed:**

**CHIEF OFFICERS**

1. Sri. Y.Madhusudhana Reddy, I.F.S., Managing Director -99490612200
2. Sri.Y.S.B.S.Vithal, Officer on Special duty- 9490612202

**Strength of office**

|            |    |   |     |
|------------|----|---|-----|
| Officers : | 30 | } | 184 |
| Staff :    | 99 |   |     |
| Others :   | 55 |   |     |

**Powers and duties of Officers**

**Managing Director:** To discharge duties in terms of powers enshrined under bye law No. 56 of A.P.Markfed bye laws subject to the control and authority of the Board of Markfed that includes management of Markfed various establishments, projects and for the general conduct, supervision and management of day to day business and affairs of A.P.Markfed.

**General Managers:** Perform duties and responsibilities as provided under bye law No. 57 subject to the ultimate control of the Managing Director, including coordination and supervision of the work of the officers.

Presently Officer on Special Duty is coordinating and supervising all the activities.

**Divisional / Section Heads at H.O. :** Responsible for overall planning, execution of schemes/progress/activities and proper fund management as per the Govt. Institutions & G.B & Bound resolutions-Different sections are Administration of HRD, Accounts, Audit, Procurement & Marketing, distribution of consumer articles, fertilizers of other input supply, covery cell etc.,

Dist. Managers in 22 Districts: Responsible with the team of district officials for sourcing information, planning business activities under specific of general activities & coordinate with sections heads & MD, GM at H.O

Plant Managers: The 2 plant managers of Cotton Ginning & Pressing unit at Adilabad, Cotton Feed Mixing Plant, Nandyal, Kunrool Dist are responsible to the units profitably.

(iii) **Procedure followed in the decision making process including channels of supervision and accountability:**

The Board of the Markfed is the policy making body and the Managing Director with the help of the Markfed staff will execute the policies and resolutions of the Board to the best advantage of the organization and its members. General Body of Markfed will approve the annual budget for Markfed, the audit report and will review the performance of the Markfed and has powers to amend byelaws.

(iv) **Norms set for discharge of functions:**

In procurement activities under MIS and MSP the Govt. of India and the Govt. of A.P respectively will fix the norms and the same are followed, each year In respect of commercial activities done by Markfed, normal business procedures are followed.

Depending upon the business potentiality in respective districts for procurement of Agrl.Commodities and Agrl.Input Supply, targets are fixed for earning incomes to meet the administrative overheads.

(v) **Rules, Regulations, instructions, Manuals and records held by Markfed:**

The bye laws of Marfed is the rule book for all activities. The employees conditions are governed by the Service Regulations of Markfed. The manuals & instructions prescribed jfor MSP/MIS operations and Coop.Audit manual are being majorily followed.

(vi) **Statement of categories of documents held:**

Markfed maintain the following records:

- 1.Minutes books recording the proceedings of the Board/General Body Meetings.
2. Membership register
- 3.Various books of accounts pertaining to business transactions & administrative charges.
4. Audit certificates
5. Property registers.
6. Arbitration executives petitions registers.

(vii) **Particulars of any arrangement exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

The General body constituted by all the A-Class members i.e. Dist. Coop. Marketing Societies and Primary Agri. Coop. Societies decides policy issues and its members meet twice in a year.

Both GB and MC meeting resolutions are recorded in the minutes book. Most of the activities of Markfed viz., MSP/MIS/Fertiliser Distribution are governed by Govt guidelines. In all other activities which are mostly business, the resolutions of GB & BOD are followed. However at District level, the O/o D.M, Markfed would periodically interact with the public at procurement center level to mitigate the difficulties of farmers in sale of their agricultural produce for MSP & MIS.

(viii) **Statement of Boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice, and as to whether meeting os those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

As per the APCS Act provisions there are other records of markfed are available for verification or reference by the members of Markfed.

(ix) **Directory of its officers and employees:**

Since published in the Markfed's website at [www.apmarkfed.org](http://www.apmarkfed.org)

(x) **Monthly remuneration received by each officer and employee including the system of compensation as provided in its regulations:**

| <b>Cadre</b>           | <b>No.of Staff</b> |
|------------------------|--------------------|
| Senior Manager         | 1                  |
| Managers               | 7                  |
| Dy.Manager             | 6                  |
| Asst.Managers          | 14                 |
| Senior Executives      | 31                 |
| Junior Executives      | 68                 |
| Typists/Comp.Operators | 8                  |
| Telephone Operator     | 1                  |
| Drivers                | 3                  |
| Technical Cadre        | 2                  |

| <b>SUB STAFF</b>              |    |
|-------------------------------|----|
| Jamedar                       | 1  |
| Xerox Operator                | 1  |
| Attenders                     | 35 |
| Helpers                       | 15 |
| <b>GOVT.POSTS</b>             |    |
| Managing Director, IFS        | 1  |
| Officer on Spl. Duty          | 1  |
| <b>Officers on Deputation</b> |    |
| Chief Manager (Processing)    | 1  |
| Chief Accounts Officer        | 1  |
| Asst. Director (Seeds)        | 1  |
| Asst. Director/Manager(Proc)  | 1  |
| Dy. Executive Engineer (Proj) | 1  |
|                               |    |

(xi) **Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

No budgetary allocation by Govt. for the activities of Markfed. In case of price support operations, funds are availed from commercial banks on the guarantee stood by the Govt. of A.P. for commercial activity of Markfed, the budgetary plan is made by Markfed and approved by the Board and General Body consisting of all constituent member cooperatives.

(xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

No subsidy programmes are taken up by Markfed directly except supply of Gypsum and Zinc Sulphate to the Agrl. Dept of Govt. of A.P who in turn supply them under subsidy scheme to the beneficiaries.

(xiii) **Particulars of recipients of concessions, permits or authorization granted by it:**

NIL

(xiv) **Details in respect of information, available to or held by it, reduced in an electronic form:**

Available on website of Markfed " [www.apmarkfed.org](http://www.apmarkfed.org) "

(xv) **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:**

From concerned District Offices, which addresses are made available on Markfed's website, [www.apmarkfed.org](http://www.apmarkfed.org) .

(xvi) **The names, designations and other particulars of the public information officers:**

Hosted in the website of A.P.Markfed @ [www.apmarkfed.org](http://www.apmarkfed.org)

(xvii) **Such other information as may be prescribed; and thereafter upto date these publications every year:**

All the merchandise information like activities, product for export, commodity prices, services available etc are available in Markfed's website @ [www.apmarkfed.org](http://www.apmarkfed.org).

## RIGHT TO INFORMATION ACT, 2005

### APPOINTMENT OF PUBLIC INFORMATION OFFICER & ASSISTANT PUBLIC INFORMATION OFFICERS UNDER THE ACT IN A.P.MARKFED

#### **(1) Public Information Officer at Head Office.**

Sri M.Satyaji Rao  
A.P.MARKFED  
7<sup>th</sup> Floor Parishram Bhavan,  
Basheerbagh, Hyderabad.

Cell No.9490612210  
Land phone: 23237606 - 09

**(2) Appellate authority:** Sri Y.S.B.S.Vithal, O.S.D.  
A.P.Markfed, Hyderabad

Cell No.9490612202  
Land phone: 23237606 - 09

#### **Assistant Public Information Officers at the Districts**

| S.No. | Name of Dist. Manager    | A.P.MARKFED Dist. Office Address  | Cell Phone No. | Land line No. |
|-------|--------------------------|---|----------------|---------------|
| 1.    | Sri A.Veeraiah           | D.No.8-9-31, 1 <sup>st</sup> Floor, Chittaranjan Street Srikakulam – 532001 | 9490612221     | 08942-22695   |
| 2.    | Sri K.Subash Chandra Sai | D.No.53-17-46/1, Behind Automotives,  | 9490612223     | 0891-2536023  |

|     |                                 |   |            |                                   |
|-----|---------------------------------|---|------------|-----------------------------------|
|     |                                 | Maddilapalem,<br>Visakhapatnam –<br>530013  |            |                                   |
| 3.  | Sri PVSSLN. Sastry              | D.No.5-16-16, Jain<br>Building NCS Road,<br>Vizianagaram –<br>531201                                | 9490612222 | 08922-<br>224547                  |
| 4.  | Sri S.Kishore<br>Kumar          | D.No.8-6-24,<br>Pratapnagar, Near<br>Atchutapuram Rly.<br>Gate, Kakinada –<br>533004.               | 9490612224 | 0844-<br>2367975                  |
| 5.  | Sri K.S.Prabhakar               | D.No.22 C-13-19<br>Powerpet, Dr.Ranga<br>Rao Street, Opp:<br>Vigneswara Temple<br>Eluru – 534002.   | 9490612225 | 08812-<br>253744                  |
| 6.  | Sri E.Sanjeeva<br>Reddy         | D.No.40-9-73, Sri<br>Lakshmi Nilayam,<br>Kamalanagar Near<br>Benz Circle,<br>Vijayawada -<br>520010 | 9490612226 | 0866-<br>2471015                  |
| 7.  | Sri D.Harigopalam               | D.No.6-12-47 & 48,<br>12/1, Line,<br>Arundalpet, Guntur<br>– 522002.                                | 9490612227 | 0863-<br>2234846                  |
| 8.  | Sri P.H.P.Balaji                | D.No.37-13, (17),<br>Upstairs, Trunk<br>Road, Ongole –<br>523001.                                   | 9490612228 | 08592-<br>233103                  |
| 9.  | Sri Rajgopal Reddy              | Taluq Office<br>Compound, Railway<br>Feeders Road,<br>Nellore – 524001.                             | 9490612229 | 0861-<br>2327160                  |
| 10. | Sri B.Shivaiah                  | D.No.51/8-15-B,<br>Ballary Road, Opp:<br>AMC, Kurnool   | 9490612233 | 08518-<br>257966                  |
| 11. | Sri B.Sanjanna                  | D.No.7/275,<br>Upstairs, Court<br>Road, Anantapur-<br>515001  | 9490612232 | 08554-<br>220823                  |
| 12. | Sri D.P.Kasim                   | D.No.7/344-C<br>Shankarapuram,<br>Bhagyanagar Colony<br>– Kadapa - 516002                           | 9490612231 | 08562-<br>245204                  |
| 13. | Sri T.Narsimha<br>Reddy         | D.No.10-1-4/15,<br>Gandhi Road,<br>Extension Chittoor   | 9490612230 | 08572-<br>232160                  |
| 14. | Sri<br>M.Satyanarayana<br>Rao   | (R.R.Dist.Office)<br>H.No.5-2-68,<br>Jambagh,<br>Hyderabad  | 9490612235 | 040-<br>24619623<br>&<br>55821009 |
| 15. | Sri<br>K.Chandrasekhar<br>Reddy | D.No.5-6-6, Tilak<br>Road, Behind Fire<br>Station, Nizamabad<br>– 503001                            | 9490612213 | 08462-<br>221213                  |
| 16. | Sri B.Ranga Rao                 | D.No.1-3-14/11,<br>Near Saibaba<br>Temple, Medak  | 9490612236 | 08452-<br>222776                  |

|       |  |  |            |                              |
|-------|--|--|------------|------------------------------|
| 17.   | Sri K.Premsagar Rao                                    | D.No.1-6-92/4,<br>Near Boyapalli Gate,<br>Mahboobnagar –<br>509001                     | 9490612242 | 08542-<br>242664             |
| 18.   | Sri G.Chandraiah                                       | Nehrunagar<br>Miryalguda –<br>508207 (NLG.Dist)  | 9490612242 | 08689-<br>243737             |
| 19.   | Sri A.Gopal Kishan                                     | D.No.2-5-20,<br>Ramnagar,<br>Hanmakonda –<br>506001 (WGL.Dist)                         | 9490612240 | 0870-<br>2577108             |
| 20.   | Sri A.Prakash Reddy                                    | D.No.2-1-229,<br>Rajakaveedhi,<br>Behind Govt.<br>Womens College,<br>Khammam           | 9490612241 | 08742-<br>225160             |
| 21.   | Sri T.Ratnakar   | Vanaspathi<br>Comple, Ramnagar,<br>Sirsilla Road,<br>Karimnagar                        | 9490612239 | 0878-<br>2254031             |
| 22.   | Sri Devender Reddy                                     | Cotton Ginning &<br>Processing Unit,<br>Rampur Road,<br>Industrial Estate,<br>Adilabad | 9490612238 | 08732-<br>230309 &<br>230684 |
| UNITS |  |  |            |                              |
| 23.   | Sri C.Rami Reddy                                       | Markfed Feed<br>Mixing Plant,<br>Vijaynagar,<br>Bommalasatram<br>Nandyal-518502        | 9490612243 | 08514-<br>242640             |
| 24.   | Sri Devender Reddy                                     | Cotton Ginning &<br>Processing Unit,<br>Rampur Road,<br>Industrial Estate,<br>Adilabad | 9490612238 | 08732-<br>230684             |
| 25.   | Dileep Mohanlal<br>Manager<br>(Commercial<br>Services) | Commercial<br>Services, H.No.5-2-<br>68, Jambagh,<br>Hyderabad                         |            | 040-<br>24619623             |