

CHAPTER I
Particulars of Organisation, Functions and Duties
{Section 4(1)(b) (i)}

ANDHRA PRADESH PHARMACY COUNCIL
CHUTTUGUNTA, GUNTUR, ANDHRA PRADESH, INDIA.
Phone: 0863-2224524
Email ID: appcregistrar@gmail.com
Web site: www.appc.gov.in

Andhra Pradesh Pharmacy Council regulates the Pharmacy Profession, education and Practice of Pharmacy in the State as per Pharmacy Act, 1948.

Andhra Pradesh Pharmacy Council receives and process the applications from the Students and Registered Pharmacists towards:

1. Registration of Certificates.

D.Pharm :	560.00
B.Pharm :	560.00
Pharm.D :	560.00

2. Additional Qualification: 50.00

3. Renewal of Registration Certificates. No Fees

Penalty Rs.500/-p.a.

4. Issuance of Duplicate Certificates. 100.00

5. Issuance of Good Standing Certificates. 4,900.00

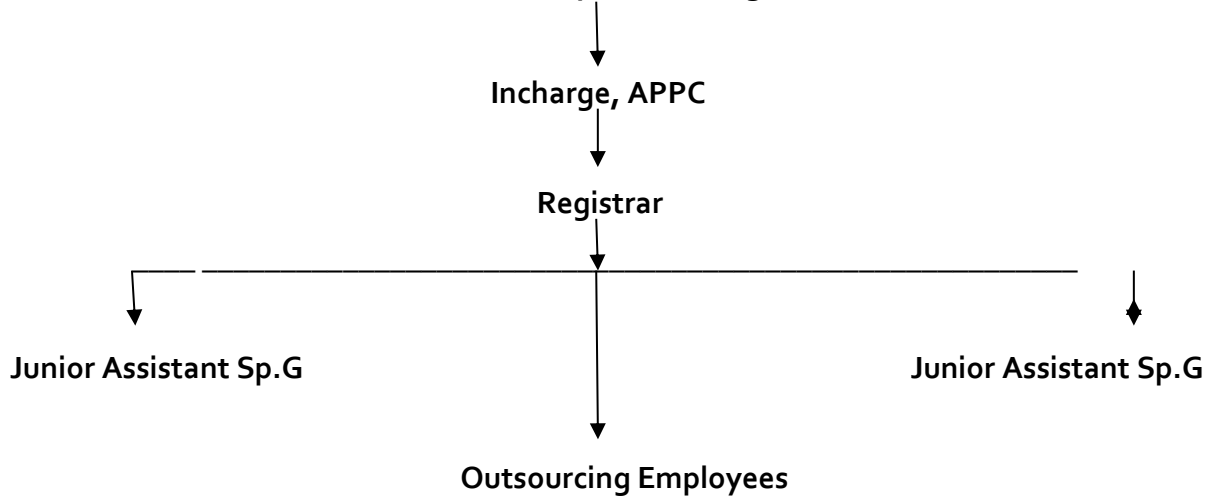
6. Issuance of Verification Certificates etc. 25.00

7. Conduct of Refresher Courses / Continuing Education Programmes.

8. Implementation of Sec.42 of Pharmacy Act, 1948.

Fee shall accompany as prescribed for the Registration, Duplicate, Good Standing Certificate, Verification Certificate and Penalty for delayed application for Renewal.

Andhra Pradesh Pharmacy Council-Organisational Chart



CHAPTER II
Powers and Duties of Officers and Employees
{Section 4(1)(b) (ii)}

Name & Designation	Address for Communication	Telephones
1. Assistant Public Information Officer: Sri B Rama Raju	Chuttugunta, Guntur, Andhra Pradesh.	0863-2224524
2. Public Information Officer: Dr M William Carey, Registrar	Chuttugunta, Guntur, Andhra Pradesh.	0863-2224524
3. Appellate Authority Dr K Raghuram Reddy, IPS., In charge, APPC.	Chuttugunta, Guntur, Andhra Pradesh.	0863-2224524

S.No	Name of the Officer / Employee & Designation	Duties allotted / Powers
1.	President / In-charge/ Executive Committee	Shall have the control of Andhra Pradesh Pharmacy Council
2.	Dr M. William Carey Registrar	Shall have the Control of the management of the office, authority and superintendence of the building.
3.	Sri B. Rama Raju Jr. Asst. Special Grade	<ul style="list-style-type: none"> ➤ Renewals ➤ RTI ➤ General Correspondence ➤ Good Standing Certificates
4.	Sri G. Suryanarayana Jr. Asst. Special Grade	<ul style="list-style-type: none"> ➤ Accounts ➤ Registrations ➤ NOC ➤ Duplicate Certificates
5.	Sri Chandu Krishna Prasad On Outsourcing basis	<ul style="list-style-type: none"> ➤ Registrations ➤ Renewals ➤ Duplicate Certificates ➤ Receipt of Confirmations ➤ Attend other works entrusted by the Registrar
6.	Sri B. Potha Raju On Outsourcing basis	<ul style="list-style-type: none"> ➤ Registrations ➤ Renewals ➤ Computer Works ➤ Printing of Certificates ➤ Attend other works entrusted by the Registrar
7.	Smt. Segu Lakshmi Kumari On Outsourcing basis	<ul style="list-style-type: none"> ➤ Registrations ➤ Sending Confirmations ➤ Dispatch ➤ Attend other works entrusted by the Registrar
8.	Kumari Prathyusha On Outsourcing basis	<ul style="list-style-type: none"> ➤ NOC ➤ Receipt of Confirmations ➤ Attend other works entrusted by the Registrar

The Powers and Duties of officers and employees are as per APPC Rules 1955

The powers and duties of the registrar and staff as per the APPC Rules, 1955

112. The Registrar shall keep his registers in accordance with the provisions of the Act and these rules and regulations of the Council.
113. The Registrar shall be present at every meeting of the Council and of the Executive Committee and shall take minutes of the proceedings at such meetings.
114. The Registrar as Secretary, shall conduct and have charge of the correspondence of the Council and shall issue all requisite notices in the manner required under these rules.
115. The Registrar shall fulfil all the duties that may be required of him by the rules and regulations for the time being of the Council.
117. The Registrar shall be authorised to obtain whatever temporary additional assistance that may be required subject to the sanction of the President.
118. The Registrar shall have the general control of the management of the office, authority, over the clerks and servants and superintendence of the building.
119. The duties of the clerks shall be assigned to them by the Registrar under the direction of the Executive Committee.
120. The clerks shall attend at the office on all working days and at other times when necessary and they shall not absent themselves except with the permission of the Registrar. The Registrar shall grant leave to the Clerks in accordance with the leave provisions admissible to Government Servants.
121. The peons shall attend office in accordance with the orders of the Registrar and they may be granted leave by the Registrar according to the rules admissible to Government Servants.

CHAPTER III
Procedure Followed in Decision-making Process
{Section 4(1)(b) (iii)}

Registrar: The Registrar as Secretary shall have charge of the correspondence of the Council. The Registrar shall have the general control of the management of the office, authority, over the clerks and servants and superintendence of the building. The duties of the Clerks shall be assigned to them by the Registrar under the direction of the Executive Committee.

Sri B. Rama Raju: Renewals, RTI, Good Standing Certificates, Correspondence etc.

Sri G. Suryanarayana: Registrations, Accounts, NOC, Duplicate Certificates.

Activity	Description	Decision-making process	Designation of final decision-making authority
Registrations	To receive applications through online and to verify original documents and certificates submitted personally by the candidates	Connected files will be processed and submitted to the Registrar.	Registrar
Renewals	To verify the applications consisting all documents and certificates.	Connected files will be processed and submitted to the Registrar	Registrar
Good Standing Certificates, Verification Certificates, Duplicate Certificates.	To Verify the Documents and Certificates.	Connected file will be processed and submitted to the Registrar	Registrar
Budgeting and Accounts	To Prepare Statement of Accounts of all concerned.	Connected Statement will be submitted to the Registrar	Registrar
Recruitment/ hiring of personnel	Recruitment of Staff done by the Council with prior approval of the Government	Through Council	President
Policy making decisions	Council Meetings	Through Registrar	Council

The Council constituted U/S 19 of Pharmacy Act 1948 will take the decisions and the procedure is followed to take the decisions in the Meetings as per Part II and III of APPC Rules 1955.

CHAPTER IV
Norms set for the Discharge of Functions
{Section 4(1)(b) (iv)}

IV) Norms set for the Discharge of Functions:

Andhra Pradesh Pharmacy Council is constituted U/S 19 of the Pharmacy Act, 1948 to regulate the Pharmacy Profession, Education and Practice of the Pharmacy in the State. Andhra Pradesh Pharmacy Council is also constituted for the effective implementation of Sec.42 of Pharmacy Act, 1948.

S.No.	Function / Service	Norms/Standard of Performance Set	Time frame	Reference document prescribing the norms
1.	Registrations /Renewals	Through Reviews	As per the receipt of the documents and confirmations respective University/ SBTET	Pharmacy Act, 1948

CHAPTER V

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

{Section 4(1)(b) (v)}

5. 1. Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

S No	Description	List of contents	Price of the Publication if priced
1.	Pharmacy Act, 1948	Need for the constitution of Pharmacy Council and the procedure for the implementation of the Pharmacy Act, 1948	Can download from PCI Web Site.
2.	APPC Rules, 1955	Rules for the approach towards functioning of Andhra Pradesh Pharmacy Council.	Can have from APPC for Rs.2/-per each page.
3.	Pharmacy Practice Regulations, 2015	To deal with Regulations for the Practice of Pharmacy.	Can download from PCI Website.

Records

1	Registers of Registration
2	Resolutions of the Council

CHAPTER VI
Categories of Documents held Andhra Pradesh Pharmacy Council
{Section 4(1)(b) (vi)}

VI) Categories of Documents held with Andhra Pradesh Pharmacy Council:

S.No	Category of Document	Designation and Address of the Custodian
1.	Register of Registrations	Registrar
2.	Registers of Minutes of Meeting	Registrar
3.	Applications of Registrations, Good Standing Certificates, Duplicate Certificates etc.	Junior Assistant Spl Grade
4.	Budget, Cash Book, Accounts Registers and concerned Files	Junior Assistant Spl Grade
5.	Correspondence to University/Boards and all General.	Junior Assistant Spl Grade

CHAPTER VII

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) vii}

VII) Arrangement for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation of policies:

S.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
Andhra Pradesh Pharmacy Council is an autonomous Organisation in decision making as per section 27(3) of Pharmacy Act, 1948 and Part VII of APPC Rules, 1955			
1.	Meeting with Pharmacy Professional bodies and Associations	As per the need decided by the Council	

CHAPTER VIII

Boards, Councils, Committees and other bodies constituted as part of Public Authority {Section 4(1)(b) viii}

VIII) Boards, Councils, Committees and other bodies constituted as part of Public Authority

Name of the Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its meetings open to public / minutes of its meetings accessible to the public
Andhra Pradesh Pharmacy Council	U/S 19 of Pharmacy Act, 1948	As per Pharmacy Act, 1948 & Andhra Pradesh Pharmacy Council Rules, 1955	Minutes of the Meetings will be furnished to the Members only as Pharmacy Act, 1948 and Rules & APPC Rules, 1955
	(a) Six Members as per Section 19(a) of Pharmacy Act, 1948		
	(b) Five Members as per Section 19(b) of Pharmacy Act, 1948		
	(c) One Member from Medical Council as per Section 19(c) of Pharmacy Act, 1948		
	(d) One Chief Administrative Medical Officer of the State as per Section 19(d) of Pharmacy Act, 1948		
	(dd) Officer In-charge of Drugs Control Organisation of the State as per Section 19(dd) of Pharmacy Act, 1948		
	(e) Government Analyst under Drugs & Cosmetics Act, 1940 (23 of 1940) ex officio as section 19(e) of Pharmacy Act 1948		

CHAPTER IX
Directory of Officers and Employees
{Section 4(1)(b) ix }

Information of officers and employees working in Andhra Pradesh Pharmacy Council at different levels and their contact addresses:

Name	Designation	Landline
Dr K Raghuram Reddy, IPS	In-charge, APPC	0863-2224524
Dr M William Carey	Registrar	0863-2224524
Sri B Rama Raju	Jr. Assistant Spl Grade	0863-2224524
Sri G Suryanarayana	Jr. Assistant Spl Grade	0863-2224524

Note: It is requested to contact: Reception No: 0863-2224524 for General queries and status of Appeals/Complaints pertaining to the Right to Information Act, during working hours.

CHAPTER X

Monthly Remuneration Received by Officers and Employees of Andhra Pradesh Pharmacy Council including the system of compensation as provided in Regulations. {Section 4(1)(b) x}

S.No	Designation	Monthly Remuneration	System of Compensation of determine remuneration as given in regulation
1.	In-charge Appellate Authority Andhra Pradesh Pharmacy Council Dr K Raghuram Reddy IPS	-Nil-	
2.	Registrar & PIO Andhra Pradesh Pharmacy Council Dr M William Carey	As per Rules and Orders	Appointed as per G.O.Rt.No. 252, HM & FW(J) Dept, Dt 03.04.2023.
3.	Junior Assistant. Spl Grade, & APIO Sri B Rama Raju	As per Rules and Orders	1. G.O.Ms.No. 180, HM & FW(K1) Dept., Dt 27.05.2023. 2. G.O.Ms.No. 342, Health Housing and Municipal Admin. Dept., Dt 05.04.1974.
4.	Junior Assistant. Spl Grade Sri G Suryanarayana	As per Rules and Orders	1. G.O.Ms.No. 180, HM & FW(K1) Dept, Dt 27.05.2003. 2. G.O.Ms.No. 342, Health Housing and Municipal Admin. Dept., Dt 05.04.1974.
5	Junior Assistant	As per Rules and Orders	1. Govt. Memo No. 10217/l1/2014, HM&FW(l1) Dept., Dt 23.01.2015. 2. G.O.Ms. No. 7, Finance (HR. I-Plg., & Policy) Dept, Dt 17.01.2022
6	DEOs	As per Rules and Orders	1. Govt. Memo No. 10217/l1/2014, HM&FW(l1) Dept, Dt 23.01.2015. 2. G.O.Ms. No. 7, Finance (HR. I-Plg., & Policy) Dept, Dt 17.01.2022
7	Office Sub-ordinate & Security Guard	As per Rules and Orders	1. Govt. Memo No. 10217/l1/2014, HM&FW(l1) Dept.,23.01.2015. 2. G.O.Ms. No. 7, Finance (HR. I-Plg., & Policy) Dept, Dt 17.01.2022

CHAPTER XI

Budget Allocated to each Agency including Plans etc.

{Section 4(1)(b) xi}

The Annual Budget and Annual Accounts finalised with the approval of President / In-charge of Andhra Pradesh Pharmacy Council and all the Accounts are audited by the office of the Local Fund Authorities, Andhra Pradesh. Andhra Pradesh Pharmacy Council does not receive any grants or aid from the Government. The below mentioned expenditure incurred is met from the receipts of the Registration, Good Standing Certificates etc.

1. Salaries
2. Travelling Allowance etc., of Council Members
3. Legal Expenses
4. Rent, Electrical Charges
5. Other Fixed expenses
6. Other expenses which are required to fulfil Council works as per Rules and Regulations.

CHAPTER XII

Manner of Execution of Subsidy Programmes

{Section 4(1)(b) xii}

12.1 Activities/Programmes/schemes being implemented by Andhra Pradesh Pharmacy Council for which subsidy is provided

-Nil-

12.2 Nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes / schemes.

Name of the Programme/Activity	Nature/Scale of Subsidy	Eligibility Criteria For grant of Subsidy	Designation of officer to grant Subsidy
-Nil-			

12.3 Manner of execution of the subsidy programmes.

Name of Programme/ Activity	Application Procedure	Sanction Procedure	Disbursement Procedure
-Nil-			

CHAPTER XIII

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

{Section 4(1)(b) xiii}

13.1 Names and addresses of recipients of benefits under each programme / scheme by Andhra Pradesh Pharmacy Council.

Institutional Beneficiaries

Name of the Programme / Scheme:		Nil		
S.No	Name & Address of recipient Institutions	Nature / Quantum of Benefit granted	Date of Grant	Name & Designation of granting Authority
-Nil-				

Individual Beneficiaries

Name of the Programme / Scheme:		Nil		
S.No	Name & Address of recipient Institutions	Nature / Quantum of Benefit granted	Date of Grant	Name & Designation of granting Authority
-Nil-				

CHAPTER XIV

Information Available in Electronic Form

{Section 4(1)(b) xiv}

14.1. Details related to the various schemes of Andhra Pradesh Pharmacy Council which are the 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
No Schemes pertaining to Andhra Pradesh Pharmacy Council. However, Andhra Pradesh Pharmacy Council activities will be available at www.appharmacycouncil.gov.in			

14.2. Particulars of facilities available to citizens for obtaining information including the working hours of a library or information centre or reading room maintained for public use where information relating to Andhra Pradesh Pharmacy Council or records / documents made available to the public.

Please refer Chapter XV

CHAPTER XV

Particulars of Facilities available to Citizens for obtaining Information

{Section 4(1)(b) xv}

15.1 Particulars of dissemination mechanisms in place / facilities available to the public for accessing of information from Andhra Pradesh Pharmacy Council:

Facility	Description (Location of Facility/Name etc.)	Details of Information made Available
Notice Board	In the Office Premises	Names & Designations of PIO /APIO & AA u/s 19(1) Office orders issued from time to time
Public Announcements	Notice Board	
Information Centre	Reception	The Students and Registered Pharmacists are being informed the procedure to be followed regarding applications to be submitted through online
Publications	NIL	NIL
Website	www.appharmacycouncil.gov.in	

CHAPTER XVI

Name, Designation and other particulars of Public Information Officer and Appellate Authority

{Section 4(1)(b) xvi}

16.1 Contact Information of Public Information Officer (PIO) and Appellate Authority(AA) designated for Andhra Pradesh Pharmacy Council

Public Information Officer

Name & Designation	Address for Communication	Telephones
Dr M William Carey, Registrar	Chuttugunta, Guntur, Andhra Pradesh.	0863-2224524

Appellate Authority

Name & Designation	Address for Communication	Telephones
Dr K Raghuram Reddy, IPS., In charge, APPC.	Chuttugunta, Guntur, Andhra Pradesh.	0863-2224524

Chapter XVII
Other Useful Information
{Section 4(1)(b) xvii}

17.1 Other information or details of publications which are of relevance or of use to the Citizens:

- a. Report and Status of Continuing Education Programmes available in website
www.appharmacouncil.gov.in

Andhra Pradesh Pharmacy Council functions as per the Pharmacy Act, 1948, Andhra Pradesh Pharmacy Council Rules, 1955 and Pharmacy Practice Regulations, 2015 and follows as per the regulations and guidelines of the Pharmacy Council of India, New Delhi.