

**Chapter – 1**

**THE RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF  
PUBLIC AUTHORITIES**

*Manual  
of*  
**PUBLIC LIBRARIES DEPARTMENT**

*Published in terms of*  
**SECTION 4 (1) (b) OF RIGHT TO INFORMATION ACT, 2005**

**DEPARTMENT OF PUBLIC LIBRARIES  
ANDHRA PRADESH**

# DEPARTMENT OF PUBLIC LIBRARIES

## INTRODUCTION

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*The Right to Information Act, 2005 is an Act to provide for setting out the practical regime of Right to Information for citizens to secure and access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected there with or incidental thereto.*

*Subject to the provisions of the 'Right to Information Act' all citizens shall have the right to information and Section 4 (1) (b) of the said Act casts an obligation on each public authority to publish a manual on the functioning of each Department.*

*This manual gives a comprehensive idea about the particulars, functions of "DEPARTMENT OF PUBLIC LIBRARIES" and also the powers and duties of the employees including the channels of supervision and accountability;*

*This manual contains 17 chapters in all which gives information about the functioning of the "Public Libraries Department".*

**Director of Public Libraries**

## Chapter 2

### Organization, Functions & Duties

#### (Section 4 (1) (b) (i) of Right to Information Act.2005)

Sl. No.	Name of the Organization	Address of the organization	Functions of the organization	Duties of the organization
01.	Dept. of Public Libraries	State Central Library campus, Afzalgunj, Hyd.-12	<p>Under Section 5(1) of Andhra Pradesh Public Libraries Act.1960, the AP Grandhalaya Parishad shall be the principal policy formulating body and shall exercise the following powers and perform the following functions:</p> <p>5 (1)</p> <p>a) to evolve perspective plans for the development of library services and to coordinate and determine the standards of library service in Zilla Grandhalaya Samsthas;</p> <p>b) to prepare consolidated programs in accordance with the guidelines issued by the Govt. and the Raja Rammohun Roy Library Foundation and also to implement the development programs;</p> <p>c) to approve the</p>	<p><b><u>Chairman, APGP:</u></b></p> <p>The Chairman shall be Head of the Parishad and shall preside over all its meetings. He shall supervise the implementation of the policies and programmes of the Parishad and exercise such other powers and perform such functions as may be prescribed.</p> <p><b><u>Member Secretary (DPL):</u></b></p> <p>7(A) The Member-Secretary shall be Chief Executive of the Parishad and shall exercise the following powers and perform the following functions:</p> <p>(1) implement all the policies and programmes of Parishad;</p> <p>(2) exercise general supervision and control over the Parishad office staff, field staff of libraries or any other employee of the Parishad and all the libraries under Zilla Grandhalaya Samsthas;</p> <p>(3) to deal with all the administrative matters pertaining to appointments, postings, transfers, promotions and other disciplinary action of the staff of Parishad and Zilla Grandhalaya Samsthas;</p>

			<p>budget estimates of the Parishad &amp; Zilla Grandhalaya Samsthas;</p> <p>.</p> <p>d) to sanction the opening of library branches, village libraries and book deposit centres, subject to the availability of funds and creation of full time posts with the approval of the Govt.;</p> <p>e) to accord admn. and financial sanction for the construction of buildings for the purpose of Public Libraries;</p> <p>f) to accord admn. and financial sanction for additional staff with the approval of the Govt.;</p> <p>g) to approve the shifting of Regional and Mobile Libs.;</p> <p>h) to accept gifts or endowments for any purpose connected with the library activities of a value upto Rs.5 lakhs and with the permission of the Govt. of a value exceeding Rs.5</p>	<p>(4) run the day to day administration of the Parishad and conduct all its financial administrative transactions;</p> <p>(5) be the custodian of the finances of the parishad;</p> <p>(6) to prepare and present the audited statements of accounts and utilization certificates to the Parishad for its approval;</p> <p>(7) obtain audited statements of accounts of all the Zilla Grandhalaya Samsthas and place them before the parishad for its approval along with utilization certificates;</p> <p>(8) recommend administrative and financial sanctions for the creation of the posts of Officers and the other employees for the performance of functions of the Parishad.</p> <p><b><u>Transfer of properties &amp; staff:</u></b></p> <p>7-D. The Government may at any time after the constitution of the Parishad transfer to it any properties of the public libraries along with the staff on such terms and conditions as it may deem proper.</p> <p><b><u>Powers of Govt. to give directions:</u></b></p> <p>7-E. The Parishad shall function</p>
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			<p>lakhs.</p> <p>i) to approve and submit to the Govt. every year the audited statements of accounts and utilization certificates of its funds;</p> <p>j) to approve the annual audited statements of accounts of the Zilla Grandhalaya Samsthas;</p> <p>k) to approve the annual report on the working of public libraries under the Act. and cause to be placed before the Legislature;</p> <p>l) to decide the policy for the selection and purchase of books required by the Public Libraries in the State and for this purpose to constitute sub-committees, which shall include one expert in the subject language concerned besides other eminent persons in the faculties concerned;</p>	<p>under the general supervision and the Government shall have powers to give such directions as it may deem fit from time to time and may review the actions of the Parishad.</p> <p><b><u>According to Sec.8 of the APPL</u></b></p> <p><b><u>Director of Public Libraries are:</u></b></p> <p>(a) supervise the State Central Library and the branches of such library;</p> <p>(b) superintend and direct all matters relating to public libraries;</p> <p>(c) declare, in accordance with the rules made under APPL Act.1960, what libraries are eligible for aid from the Govt. and supervise and direct all matters relating to such libraries;</p> <p>(d) direct and control the work of all Zilla Grandhalaya Samsthas under APPL Act. in the manner prescribed;</p> <p>(e) omitted</p> <p>(f) submit reports to the Committee on the working of libraries, whenever necessary;</p>
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			<p>m) to organize and conduct library seminars and conferences;</p> <p>n) to set up sub-committees, as may be necessary from time to time to regulate the work;</p> <p>o) to co-ordinate all the activities concerned with the library service and also to supervise the proper utilization of funds allotted to such activities including the cess collection by the ZGSs; and</p> <p>p) to prepare consolidated programme in the sphere of the library service in accordance with the guidelines issued by the Govt. time to time.</p> <p>2. The Parishad shall advise the Govt. on all matters arising under this Act and shall exercise such other powers and perform such other functions as may be prescribed</p>	<p>(g) publish annually a bibliography of all the books published in the State in any language other than English or Sanskrit;</p> <p>(h) perform such other duties and exercise such other powers as re impose or conferred on him by this Act or the rule so made there under;</p> <p>(i) arrange for centralized classification, cataloguing, inter-library loan, co-ordination of book selection and maintenance of copyright registry.</p>
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### Chapter 3

#### Powers and Duties of Officers and Employees

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

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3.1 Details *of the powers and duties of officers and employees of the authority by designation as follows:*

Name of Officer	Designation	Duties allotted	Powers
<i>Sarvasri</i> 1. Ch. Pullaiah	Director, Public Libraries	(1) the Director of Public Libraries shall be responsible for establishment and spread of library services in the whole State inclusive of 4 Government Libraries and 13 Zilla Grandhalaya Samsthas and also responsible for its proper functioning. (2) under the provisions of APPL Act.1960 the Director of Public Libraries shall be the Member-Secretary to AP Grandhalaya Parishad and to implement the policies and programs of the Parishad (3) supervise the work of the staff of AP Grandhalaya Parishad, Directorate, Govt. Libraries and District Central Librarians. (4) the Director of Public Libraries is the appointing authority for the posts of Deputy Director and equal categories in all unit offices, all staff of Directorate, Parishad, Grade-I Librarians of all unit offices and Gr.II Librarian or its equivalent categories in Govt. Libraries. (5) to conduct annual inspections of 13 District Central Libraries, Zilla Grandhalaya Samsthas and 4 Government Libraries every year and to make surprise visits to monitor the library services.	As envisaged in the Andhra Pradesh Public Libraries Act. 1960 /AP Public Libraries Rules, 1961.

		<p>(6) to prepare plans and programmes for the functioning of libraries and place before the AP Grandhalaya Parishad for its approval and to implement them.</p> <p>(7) approval of budgets of ZGSs and according administrative sanction on various items of expenditure with the prior approval of the AP Grandhalaya Parishad and;</p> <p>(8) to permit recognized private institutions to conduct 5 months Certificate course in Library &amp; Information Science twice a year.</p> <p>(9) to implement various programmes of Raja Rammohun Roy Library Foundation, Kolkata/Plan Schemes/permission to conduct seminars/conferences.</p> <p>(10) Ex-Officio Registrar of Publications.</p>	
2. P. Veera Babu	Dy. Director (FAC)	<p>(1) to assist the Director of Public Libraries with the help of Assistant Director</p> <p>(2) shall sanction leaves/increments of NGOs in the Directorate office</p> <p>(3) assist the Director in all types of administrative/service matters of the Department.</p> <p>(4) any other work entrusted by the Director</p>	
3. P. Veera Babu	Asst. Director	<p>(1) to assist the Deputy Director with the help of sections attached.</p> <p>(2) Responsible for the processing all files relating to inspections/audit/RRRLF</p>	



4. V. Srinivasa Rao	Asst. Director	<p>schemes/Book Selection Committee matters to the Deputy Director</p> <p>(3) to monitor the work of staff working under her and to extract work.</p> <p>(4) to assist the Deputy Director with the help of sections attached.</p> <p>(5) to monitor the work of staff working in Audit, RRRLF/Book selection sections and to extract work.</p> <p>(6) to assist the Deputy Director with the help of sections attached.</p> <p>(1) responsible for the processing all files relating to approval of budgets of ZGSs/according admn. sanction for making various purchases in ZGSs/constitution of /AP Grandhalaya Pariahad/ZGSs/In-service training to the employees/constn.of buildings etc., to the Deputy Director</p>	
		<p>(2) to monitor the work of staff working in Accounts/ZGS organization sections and to extract work.</p> <p>(3) any other work entrusted by superiors.</p>	
		<p>(4) to assist the Deputy Director (Admin) with the help of section attached to him</p> <p>(5) assist the Deputy Director (Admin) in all types of administrative/service matters of the Department.</p> <p>(6) to monitor the work of staff working under him and to extract work.</p> <p>(7) any other work entrusted by the supervisors</p>	
5. Ch. Suresh Babu	Accounts Officer	(1) to assist the Deputy Director with the help of Accounts section attached.	

(2) responsible for the processing all files relating to accounts of Directorate office, Govt. Libraries and plan schemes to the Deputy Director

(3) drawing and disbursing officer of Directorate office and AP Grandhalaya Parishad

(4) any other work entrusted by superiors.

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## Chapter 4

### .Procedure followed in Decision-making process

#### [ Section 4 (1)(b)(iii) ]

Activity	Description	Decision making process	Designation of final decision making authority
1. Opening of public Libraries	Permission to open new libraries under Zilla Grandhalaya Samsthas	<ul style="list-style-type: none"> <li>• The decision making is in accordance with the provisions of Andhra Pradesh Public Libraries Act.1960 &amp; AP Public Libraries Rules, 1961 and as per the resolutions of the AP Grandhalaya Parishad.</li> </ul>	Chairman, AP Grandhalaya Parishad.
2. Shifting/ closing of Public Libraries	Permission to shift /close Public Libraries functioning under Zilla Grandhalaya Samsthas or Regional Libraries		Chairman, AP Grandhalaya Parishad.
3. Creation of full time posts	Creation of regular full time posts in Public Libraries	<ul style="list-style-type: none"> <li>• Wherever the necessary under the provisions of Act and Rules, the prior approval of the APGP will be obtained by the Director in the capacity of Member-Secretary before implementation.</li> <li>• The general/Govt. in tappals after perusal of the Director will be</li> </ul>	<ol style="list-style-type: none"> <li>1. APGP with the prior approval of Govt. in case Public Libs. in ZGSs.</li> <li>2. Govt. in case of Govt. Libs./Directorate/APGP</li> </ol>

4. Appointing/transfer authority.	<p>1. All categories of posts in Directorate</p> <p>2. District Central Librarians/supdt. /Gr.I Librarians /Sr.Assts. in ZGS</p> <p>3. Gazetted Libns/ Hd.Clerks/Grade -I Libns. and Gr.II Libns. and of equivalent category posts of Govt. Libraries.</p>	<p>routed to the officer concerned.</p> <ul style="list-style-type: none"> <li>Officer concerned record and hand over the tappals to the Supdt and thereon to the seat in-charge.</li> <li>After entering in PR, the seat in-charge submit files to the Supdt.</li> <li>Supdt. forward files to the Asst. Director with precedent cases dealt, rules and provisions of Act. and Rules.</li> <li>Asst. Director process files to the Dy. Director with remarks indicating the decision to be taken according to rules and provisions of Act. and Rules.</li> </ul>	<p>1. Director</p> <p>2. Director</p> <p>3. Director.</p>
5. Admn./fin. sanctions.	<p>1. ZGSs (buildings, all purchases excluding stationery )</p> <p>2. Govt. Sector</p>	<p>Asst. Director process files to the Dy. Director with remarks indicating the decision to be taken according to rules and provisions of Act. and Rules.</p>	<p>1. Director with the prior approval of the APGP.</p> <p>2. Director</p>
6. Gifts and immovable properties	<p>Acceptance of all gifts and immovable properties in ZGSs</p>	<p>Dy. Director confirm the rule poison etc., quoted already and pass on the file to the DPL.</p> <p>Director is the decision making authority basing on the resolutions of the APGP/Rules/Provisions</p>	<p>APGP: Up-to Rs.5 lakhs</p> <p>Govt.: above Rs.5 lakhs</p>
7a. Issue of citation Numbers for selection of Books	<p>1. for purchase by ZGSs.</p>	<p>Dy. Director confirm the rule poison etc., quoted already and pass on the file to the DPL.</p>	<p>1. APGP</p>
7b. Selection of books in Govt. Libraries	<p>2. for purchase by Govt. Libraries</p>	<p>Director is the decision making authority basing on the resolutions of the APGP/Rules/Provisions</p>	<p>2. Committee headed by Jt. Collector concerned.</p>

8. Constitution of APGP/ZGSs.	Constitution of Non-Official bodies under Sec.3 & 10 of APPL Act.1960 respectively.	of Act.-Rules. • Decisions will be communicated through the officer/section concerned to the unit offices for execution.	1. Govt.
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## Chapter 5

### Norms set for the discharge of functions

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

Function /Service	Norms/Standards set for function
1. Office working hours	10.30 AM to 5.00 PM  (All Sundays, 2 <sup>nd</sup> Saturdays are holidays, apart from Public Holidays declared by the Govt. )
2. To get information on:	
1. Routine matters	15 days
2. Matters linked with old records verification etc.,	30 days
3. Government letters /GOs./Memos./DOs. of this Dept.	02 days
4. Departmental data	01 to 30 days
5. Policies of the Dept.	07 days
<b>Note: Information/documents will be made available on payment of charges as fixed by the Department.</b>	

## Chapter 6

### Norms set for the discharge of functions [

#### Section 4 (1)(b)(v)]

Description	Gist of contents	Price of the publication if priced
1. Rules, Instructions, Manuals & Records.	Besides administrative and financial matters of the Department the following documents are available 1. AP Public Libraries Act.1960 2. AP Public Libraries Rules, 1961 3. Resolution of APGP 4. State Administrative Report	As fixed by the Dept.

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## Chapter - 7

### Categories of Documents held by the Public Authority, under its control

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

Category of Document	Title of the Document	Designation and address of the custodian (held by/ under control of whom)
1. Acts.	Andhra Pradesh Public Libraries Act, 1960 (as amended from time to time.)	Deputy Director ( Inspections )
2. Rules	Andhra Pradesh Public Libraries Rules, 1961	Deputy Director ( Inspections )
3. Service Rules	Service Rules of the posts held in the Department	Deputy Director (Administration)
5. Govt. Orders/ Memos etc.	Govt. orders/Memos. pertains to the Department of Public Libraries	State Public Information Officer
5. Drafts of Misc./Routine nature issued by the Director	Letters, drafts, UO Notes etc., addressed to other offices and sent to subordinate offices, APGP documents etc., held in the office of the DPL	State Public Information Officer
6. Book Lists	Book Lists approved by the AP Grandhalaya Parishad for purchase by Zilla Grandhalaya Samsthas.	Deputy Director ( inspections )
7. Adm. Report	State Administrative Report ( as per availability)	Asst. Director (audit)
8. Data	Statistical data on libraries.	Asst. Director (administration)
9. Information	Any other information on the Department	Ass. Director (admn./audit/tech.)

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**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)(vii) ]

<b>Function/service</b>	<b>Arrangements 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>
Aggrieved Public in case of delay in issue of information etc., at libraries level, may approach any officer from Assistant Director and above rank. The staff of the office are not allowed to entertain any visitors who come for their personal.		

**Chapter - 9**

**Boards, Councils, Committees and other Bodies  
Constituted as part of Public Authority.**

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

<b>Name of the Board, Council, Committee etc.,</b>	<b>Composition</b>	<b>Powers &amp; functions</b>	<b>Whether its meetings open to Public/Minutes of its meetings accessible for public</b>
Government/ Department will constitute committees on various issues to render service to the public as well as services of its employees in regard to selection of books language wise and State Level Committees for purchase by Zilla Grandhalaya Samsthas in the State.			

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## Chapter - 10

### Directory of Officers and Employees Constituted as part of Public Authority. [ Section 4 (1)(b)(ix) ]

Name of Office/ Administrative Unit	Name, Designation of Officer/employee (Sarvasri)	Address of Officer	Office Telephone & Fax Nos.
Directorate Office	1. Ch. Pullaiah, Director	1 <sup>st</sup> floor, State Central Library Building, Afzalgunj, Hyderabad-12	040-2461 9128
	2. P. Veera Babu Dy. Director (FAC) & Asst. Director	-do-	040-2461 9128
	3. V. Srinivasa Rao Asst. Director	-do-	040-2461 9128
	4. Ch. Suresh Babu, Accounts Officer	- do -	040-2461 9128
	5. D. Rojaramani, Superintendent	-do-	
	6 V. Poli Reddy, Assistant Librarian Gr. I	-do-	
	7. Y. Naga Sailaja, Assistant on Outsourcing	-do-	
	8. K. Kavitha Asst. On outsourcing	-do-	
	9. GVV Lakshmi, Date Entry Operator	-do-	

## Chapter - 11

### Monthly Remuneration received by each of Officers and Employees including the system of compensation as provided in its regulations [Section 4 (1) (b)(x)]

Designation	Monthly remuneration (Scale of Pay)Rs.	System of compensation to determine Remuneration as given in regulation
1. Director	52590-103290	-
2. Deputy Director	46060-98440	-
3. Assistant Director	37100-91450	
3. Accounts Officer	40270-93780	-
4. Superintendent	28940-78910	-
5. Auditor	28940-78910	-
6. Librarian Grade-I	29760-80930	-
7. Junior Assistant	16400-49870	-



8. Record Assistant	15030-46060	-
9. Office Subordinate	13000-40270	-
10. Night Watchman	13000-40270	-
11. Worker	13780-42490	-
12. Jr. Steno	16400-49870	-
13. Junior Assistant on Outsourcing	8400/- per month	-
14. Data Entry Operator on Outsourcing	9500/- per month	-

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**Chapter - 12**  
**Budget allocated to each Agency including Plans etc.,**  
**[Section 4 (1)(b)(xi) ]**

Agency	/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 (website, reports, notice boards etc.,)
Directorate/ Govt. Libs./ ZGSs	Payment of salaries, plan schemes and office expenses	Plan- 5.00 Non-Plan- 4231.78	Payment of salaries on mainte- nance of Public Libraries.	Reports on surrender statements

**Chapter - 13**

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

Name of the program/activity	Nature/sale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
<b>No subsidy programmes/activities implemented in this Dept.</b>			

Name of the program/activity	Application procedure	Sanction procedure	Disbursement procedure
<b>No subsidy programmes/activities implemented in this Dept.</b>			

**Chapter - 14**

**Particulars of Recipients of Concessions, Permit or  
Authorization granted by Public Authority**  
**[ Section 4 (1)(b)(xiii) ]**

**1. Institutional beneficiaries.**

<b>Name of the Programme/Scheme:</b>			
Name & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
<b>No subsidy programmes/activities implemented in this Dept.</b>			

<b>Name of the Programme/Scheme:</b>			
Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
<b>No subsidy programmes/activities implemented in this Dept.</b>			

<b>Individual Beneficiaries</b>			
Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
<b>NIL</b>			

<b>Name of the Programme/Scheme:</b>			
Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
<b>No subsidy programmes/activities implemented in this Dept.</b>			

<b>Name of the Programme/Scheme:</b>			
Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
<b>No subsidy programmes/activities implemented in this Dept.</b>			

**Chapter - 15**  
**Information available in Electronic Form**  
**[Section 4 (1)(b)(xiv) ]**

**ABOUT US**

Department of Public Libraries  
Regional Libraries  
Zilla Grandhalaya Samsthas  
District wise Branch Libraries  
State wide Library Service  
Registrar Of Publications  
Raja Rammohun Roy Library Foundation, Kolkata

**ACTIVITIES & ACHIEVEMENTS**

Achievements  
Building Accommodation  
Development Activities  
Staff position  
Acts & Rules  
Notifications

**GENERAL INFORMATION**

**Digital Library**

**Chapter - 16**  
**Particulars of facilities available to Citizens for Obtaining Information**  
**[ Section 4 (1)(b)(xv) ]**

Facility	Description ( Location of Facility/Name etc.,)	Details of information made available.
Notice Board	Office of the Director of Public Libraries, Afzalgunj, Hyderabad-500 012.	Recruitment notifications, selection lists and results etc.,

**Chapter - 17**

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

**Public Information Officers:**

Name of Office/Administrative Unit	Name & Designation of PIO	Office/Res. Telephone and Fax Nos.	E-mail address
1. Directorate of Public Libraries, State Central Library Building, Afzalgunj, Hyderabad-500 012	Sri V. Poli Reddy Asst. Libn. Gr.I	(O) 24619128	directoraplibraries@gmail.com

**Assistant Public Information Officers:**

Name of office/admn.unit	Name & Designation of APIO	Office/Res. Telephone and Fax Nos.	E-mail address
1. Directorate of Public Libraries, State Central Library Building, Afzalgunj, Hyderabad-500 012	Smt. D. Rojaramani Superintendent	(O) 24619128	directoraplibraries@gmail.com

**Appellate Authority:**

Name, Designation & address of Appellate officer	Jurisdiction of Appellate Officer	Office/Res. Telephone and Fax Nos.	E-mail address
1. Directorate of Public Libraries, State Central Library Building, Afzalgunj, Hyderabad-500 012	Sri Ch. Pullaiah Director	(O) 2461 9128 (C) 9849909182	directoraplibraries@gmail.com

## **Chapter - 18**

### **Other Useful Information**

**[ Section 4 (1)(b)(xvi) ]**

Such Other Information as may be prescribed and thereafter update these publications  
every year

**Director of Public Libraries**

Web Address: <http://www.publiclibraries.ap.nic.in>  
Office Phone No. 040-24619128