

MUNICIPAL CORPORATION RAJAHMUNDRY



RIGHT TO INFORMATION ACT – 2005

MANUAL

INDEX

Sl No	Name of the Chapter and No	Page No
1	Chapter – 1	1
2	Chapter – 2	2
3	Chapter – 3	3 to 4
4	Chapter – 4	5
5	Chapter – 5	6
6	Chapter – 6	7
7	Chapter – 7	8 to 9
8	Chapter – 8	10
9	Chapter – 9	11
10	Chapter – 10	12 to 13
11	Administration Section	14 to 20
12	Accounts Section	21 to 23
13	Examiner of Accounts	24 to 31
14	Town Planning Section	32 to 44
15	Engineering Section	45 to 63
16	Revenue Section	64 to 73
17	Public Health Section	74 to 109
18	Chapter – 12	110
19	Chapter – 13	111 to 112
20	Chapter -14	113
21	Chapter – 15	114
22	Chapter – 16	115
23	Chapter – 17	116

CHAPTER – I

INTRODUCTION

1.1 This manual is prepared in accordance with Right to Information Act – 2005 to speak out the required details for effective implementation of the act. The main objective of this act is to provide all kinds of information to Citizens for better transparency.

1.2 **Objective of this hand book:**

The different jobs which are being arrived on by Municipal Corporation and its staff pattern for looking after each job are detailed in this manual so that any information on any item can be easily accessed with clear idea.

1.3 **Intend users :**

Citizens, Civil Society organizations, Public representations, officers and employees of Public Authority

CHAPTER - 2				
ORGANISATION, FUNCTIONS AND DUTIES				
(SECTION 4 (1) (b) (i)				
2.1 PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES				
SL. NO.	NAME OF THE ORGANISATION	ADDRESS	FUNCTIONS	DUTIES
1	Municipal Corporation, Rajahmundry	Municipal Corporation, Opp Subrahmanya Maidanam, Rajahmundry	Providing all Services like Sanitation, Roads, Drains, Water Supply, Lighting and Maintenance of Schools, Parks, Play Grounds, Registration of Birth and Death.	All Exertive duties

CHAPTER - 3
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
(SECTION 4 (1) (b) (ii))

3.1 PLEASE PROVIDE DETAILS OF THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE AUTHORITY BY DESIGNATION AS FOLLOWS:

SL.NO.	NAME OF THE OFFICER / EMPLOYEE	DESIGNATION	DUTIES ALLOTTED	POWERS
1	Commissioner	Statutory :	Entire Administration	To discharge all Powers under Corporation Act
		Administrative :	Executive Authority	Administrative, Appointing and Disciplinary Authority
		Financial	All Financial Powers with in provision of Corporation Act.	Cheque Power
		Other :	-	-
2	Deputy Commissioner	Statutory :	Tax Collection	Assessment of Taxes as fixed by Executive Authority and Collection.
		Administrative :	-	-
		Financial	-	-
		Other	-	-
3	City Planner	Statutory :	Town Planning	Plan releases, Processing for Layouts, Enforcing Master Plan.
		Administrative	-	-
		Financial	-	-
		Other	-	-
4	Superintending Engineer	Statutory :	Monitoring entire Engineering Works	Technical Sanction Powers upto 50.00 Lakhs, Processing all works related files.
		Administrative	-	-
		Financial	-	-
		Other	-	-

5	Municipal Engineer	Statutory :	Monitoring Engineering Works	Technical Sanction Powers upto 10.00 Lakhs and Processing all works related files.
		Administrative	-	-
		Financial	-	-
		Other	-	-
6	Municipal Health Officer	Statutory :	Health, Sanitation	Local Health Authority.
		Administrative	-	-
		Financial	-	-
		Other	-	-

CHAPTER 4

PROCEDURE FOLLOWED IN DECISION - MAKING PROCESS

(SECTION 4 (1) (b) (iii))

4.1 DESCRIBE THE PROCEDURE FOLLOWED IN DECISION - MAKING BY THE PUBLIC AUTHORITY.

ACTIVITY	DESCRIPTION	DECISION - MAKING PROCESS	DESIGNATION OF FINAL DECISION MAKING AUTHORITY
Goal-Setting and Planning	Each department will prepare its action plan	Field Officers will give remarks, Departmental Heads will scrutiny and submit to Executive Authority	Commissioner
Budgeting	Preparation of annual Receipts and Expenditure Statements	Commissioner will put financial statement to standing committee which prepares budget.	Council
Formulation of Programmes, Schemes and Projects	Different Programmes Schemes of State and Central Government	Commissioner in consultation with concerned departments and Municipal Council	Council
Recruitment / hiring of personnel	Permanent Employees, Society Workers, Contract Workers	Commissioner, Standing Committee, Council	Commissioner, Standing Committee, Council
Release of Funds	Payments to Works, Salaries and Other Expenditure	Commissioner will finalize on the basis of bills submitted by different departments after pre audit by Examiner of Accounts	Commissioner
Implementation /delivery of service / utilization of funds	Execution of Different Works	On the basis of Council / Standing Committee Resolutions execution is taken up by Commissioner	Commissioner
Monitoring and Evaluation	Supervision	Commissioner with the help of field staff.	Commissioner
Gathering feedback from public	By making visits in Wards.	-	Commissioner
Under taking improvements	Regular Planning of all requirements	-	Commissioner

CHAPTER 5
NORMS SET FOR THE DISCHARGE OF FUNCTIONS
(SECTION 4 (1) (b) (iv))

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

SL.NO.	FUNCTION / SERVICE	NORMS / STANDARDS OF PERFORMANCE SET	TIME FRAME	REFERENCE DOCUMENT PRESCRIBING THE NORMS (CITIZEN'S CHARTER, SERVICE CHARTER ETC.)
1	A	Assessment of House Tax / Vacant land tax, Allotment of Door Number and Division of Property Tax	15 Days	Citizen Charter
	B	Title Transfer of House Tax / VLT	3 Days	Citizen Charter
	C	Sanction of solvency certificate	24 Hours	Citizen Charter
	D	Demand Extract	3 Days	Citizen Charter
	E	Revision petition of Property Tax	15 Days	Citizen Charter
2	A	Permission of General Buildings Constructions	15 Days	Citizen Charter
	B	Sub-Division of Plots	20 Days	Service Counter
	C	Extract of Town Survey	7 Days	Service Counter
3	A	Sanction of Domestic Water Tap		
		i) General	30 Days	Service Counter
		ii) O.Y.T.	15 Days	Service Counter
	B	Repairs to domestic Water Tap Connection	5 Days	Service Counter
	4	A	Sanction of Birth and Death Certificates	5 Days
B		Sanction of License for D & O Trade Business	7 Days	Service Counter
C		Santions of No Objection Certificates for private schools and other trades	7 Days	Service Counter

CHAPTER 6

MUNICIPAL ADMINISTRATION DEPARTMENT

Roc.No.Dt. 11-11-2005

Sub: Right to information Act.2005 – Fee to be collected by the Public Authorities to furnish information under sub-section (1) of section 6 of the Act-Reg.

Ref: G.O.Ms.No. 454 dt.13-10-2005 of the General Administration (I&PR.II) Department.

* * * * *

The Govt. vide reference cited, have issued the following orders regarding collection of fee by the Public Authorities to furnish information under Right to information Act.2005.

1. Application Fee to accompany request for obtaining information.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee fo Rs.10/- per each application by way of cash or by demand draft or by banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority against proper receipt at the following reats.

2. Fee to charged for providing information

For providing information under sub-section(1) or sub-section (5) of Section 7, a fee shall be charged by way of csh or demand draft or banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority against proper receipt at the following rats.

A) Priced Material:

Publications printed matter text, maps, plans, floppies, CDs, samples, models or material in any other form which are priced the sate price there of.

B) Other than price material:

- I. Material in printed or text form (in A4 or A3 size paper) Rs.2/- per each page per copy
- II. Material in printed or text form in larger than A4 or A3 size paper – actual cost therof
- III. Maps and plans – actual cost thereof
- IV. Information in Electronic format viz floppy, CD or DVD
 - (a) Rs.50/- for floppy of 1.44 MB.
 - (b) Rs.100/- for CD of 700 MB.
 - (c) Rs.200/- for DVD
- V. Sampoles and models – actual cost thereof
- VI. inspection of records – no fee for the first hour and a fee of Rs.5/- for each charge minutes (or fraction there of) there after.
- VII. Material to be sent by post – the actual postal charges in addition to the charge payable as per these rules.

All the Public Authorities under the control of the Municipal Administration are requested to follow the above thoroughly.

Chapter 7

Categories of Documents held by the Public Authority under its Control

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

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

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	ENQUIRIES	a) At the beginning of the year	MANAGER
		b) Received during the year	
		c) Completed and reported during the year	
		d) Balances	
2	TAX APPEALS	a) At the beginning of the year	REVENUE OFFICER
		b) Received during the year	
		c) Disposed during the year	
		d) Balances	
3	SERVICE APPEALS	a) At the beginning of the year	MANAGER
		b) Received during the year	
		c) Disposed during the year	
		d) Balances	
2.17 Number and nature of scheme works physically in specter and instructions issued to the Municipal Corporation			
1	CASH	i) Pay Bill Register	ACCOUNTANT
		ii) Establishment Acquaintance Register	
		iii) Cash Book	
		iv) Undisguised Pay Register	
		v) T.A Bill Register	
		vi) GPF Register	
		vii) Tour advance Register	
		viii) Festival advance Register	
		ix) Special Festival advance Register	
		x) Marriage Advance Register	
		xi) House Building Advance Register	
		xii) Office Expenses Register	
2	RECORDS	I) Record issue Register	MANAGER
		ii) Stationary Receipt / issue Register	
		iii) Cash Book Register	
		iv) Library Register	
		v) Library issue Register	
3	TAPPAL	i) Grievances Register	MANAGER
		ii) CMP Cases Register	
		iii) L.A.Q / L.S.Q Register	
		iv) Assurance Register	
		v) Public Account Committee Reference Register	
		vi) Register of Suits	
		vii) Register of Lok-Ayukta Cases	
		viii) Register Post Register (in Ward)	

4	ROUTINE	i) M.P's / MLA's / Ministers References Register	MANAGER MHO
		ii) Station Register of Municipal Commissioners. APMMS Members. Sanitary Supervisions and Sanitary Inspectors	
5	ESTABLISHMENT	i) Attendance Register	MANAGER ACCOUNTANT ACCOUNTANT
		ii) Casual Leave Register	
		iii) Establishment Register (Temporary / Permanent)	
		iv) L.P.C Register (In Ward / Out ward)	
		v) Treasury Bill Register	
		vi) Budget Control Register	
6	DEPARTMENTAL MANUAL	vii) Contingent Bill Register	ACCOUNTANT ENGINEER MANAGER MANAGER
		viii) Vehicle Log Book	
		ix) Register of Punishments	
		x) Service Register	
7	ROUTINE	i) Late Attendance Register	ACCOUNTANT ENGINEER MANAGER MANAGER
		ii) Turn duty Register	
		iii) Movement Register of staff and officers	
		iv) Trunk Call Register	
8	PROCESSING	i) Personal Register	MANAGER ENGINEER ACCOUNTANT
		ii) Periodical Register	
		iii) Tools and Plant Register	
		iv) Loans Register	
9	DESPATCH	i) Local Delivery Register	MANAGER
		ii) Postal Dispatch Register	
		iii) Registered Post Dispatch Register	
		iv) Stamp Account / Service Postage Register	
		v) Fair copy Register	

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) VIII)**

8.1 Describe arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies?

SL.NO.	FUNCTION / SERVICE	ARRANGEMENTS FOR CONSULTATION WITH OR REPRESENTATION OF PUBLIC IN RELATIONS WITH POLICY FORMULATION	ARRANGEMENTS FOR CONSULTATION WITH OR REPRESENTATION OF PUBLIC IN RELATIONS WITH POLICY IMPLEMENTATION
1	Budget related, Administrative Sanctions and Policy Decisions	Wards Committee, Standing Committee Council	Fortnightly Meeting of Wards Committee Weekly Meetings of Standing Committee Regular Meeting of Council

CHAPTER - 9

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

SECTION 4 (1) (b) v (iii)

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

Name of Board Council, Committee etc.	Composition	Powers and Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
Council	50 Ward Members Co-Opted Members MLA's and MLC as Ex-Officio Members	Budget Policy discussions	Yes (Minutes book will be available with Secretary during office hours)
Standing Committee	Mayor + 5 Nos. Wards Committee Chairpersons	Budget Preparation Administrative and Financial Sanctions Finalisation of leases, tenders Recruitment Scrutiny of accounts	NO

9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure /cost of access and officer to be contacted.

**MUNICIPAL CORPORATION :: RAJAHMUNDY
LIST OF CELLULAR PHONE NUMBERS.**

S. No.	Designation	Office No.	Cell No.
1	Commissioner	2479995	98666 57600
2	Addl. Commissioner	2479801	98499 08358
3	Superintending Engineer	2479827	98666 57627
4	Executive Engineer	2469477	98666 57607
5	Dy.Executive Engineer - I		98666 58523
6	Dy.Executive Engineer - II		98666 57604
7	Dy.Executive Engineer - III		98666 57608
8	Dy.Commissioner.	2479801	98499 08323
9	City Planner.	2479819	99594 22888
10	Asst. City Planner	-	-
11	Municipal Health Officer.	2479839	98499 08348
12	Revenue Officer.	2479808	98499 08349
13	Examiner of Accounts.		98499 08362
14	Manager.	2479806	98499 08349
15	Accountant.	2479807	98666 57611
16	Assistant Engineer Sri.		98666 57606
17	Assistant Engineer Sri.		98666 57605
18	Assistant Engineer Sri.		98666 57607
19	Assistant Engineer Sri		
20	Assistant Engineer Sri D.S. Prakasaha Rao		98666 57609
21	Assistant Executive Engineer Sri.Ch.Venkateswara Rao.		98666 57610
22	Assistant Engineer - Electrical Sri.	2476653	98666 57613
23	Assistant Engineer - Electrical Sri. Panidhra Kumar	2479818	98499 08355
24	Town Planning Supervisor -1. Smt. Sridevi		98666 57621
25	Town Planning Supervisor -2 Sri. Y. Rambabu		98666 57622
26	Town Planning Supervisor -3 Sri		
27	Town Planning Supervisor -4 Sri I.V.Ramana Murthy		98665 58976
28	Town Planning Building Overseer - 1 Sri K. Yagneswara Rao		98666 57620
29	Town Planning Building Overseer - 3 Sri G. Bhaskara Rao		98666 57625
30	Town Planning Building Overseer - 4 Sri A. Venakateswara Rao		98666 57624
31	Town Surveyor Sri M Srinivasa Rao		98666 57615
32	Revenue Inspector - I (B.V.Ramana)		98665 58972
33	Revenue Inspector - II (R.V.Prasad)		98665 58973
34	Revenue Inspector - III (D.Prabudayal)		98665 58971
35	Revenue Inspector - IV (Kanyakumari)		98665 58975
36	Revenue Inspector - IV		98665 58974
37	CC to Commissioner	2479821	98666 57612
38	CC to Mayor	2479991	98666 57628
39	E1 - Md Abdul Malik		98499 08344
40	A1- Kameswara Rao		98499 08350
41	A11 - Syam Sundar		98499 08345
42	Town Project Officer		98665 58977
43	Sanitary Supervisor - I - Sri M.Ram Mohan	Silt	98499 08326
44	Sanitary Supervisor - II - Sri R.Kalibabu	11	98499 08336
45	K. Rajanidevi (H.A)	1	99515 48322
46	K. Srinivasa Rao	2, 5	98499 08330
47	M.K. Nabudripad	3	98499 08341

48	Sd. Khasim	4		98499 08334
49	Vasurumarthi Rama Rao	6		98499 08332
50	Vaska Rama Rao	7		98499 08335
51	G. Narayana Rao	8		98499 08325
52	A. Satyanarayana	9		98499 08327
53		10		98499 08339
54	I Srinivas	12		98499 08337
55	K. Maniraju	13		98499 08343
56	R.V.Ramana Rao	14		98499 08342
57	K.R.L. Reddy	15		98499 08328
58	K. Perumalla Raju	16, 18		98499 08329
59	D. Ramesh	17, 19		98499 08333
60	K.L.S. Prasad	20		99894 76635

ADMINISTRATIVE DEPARTMENT**I) ORGANISATION:-**

The Administrative Section in Municipal Corporation, Rajahmundry consisting the following officers and staff:

1.	Commissioner (Cadre Post)	1 No.s
2.	Additional Commissioner	1 No.s
3.	Manager	1 No.s
4.	Senior Assistants	2 No.s
5.	Junior Assistants	4 No.s
6.	Typists	4 No.s
7.	Record Assistants	4 No.s
8.	Office Subordinates	15 No.s
9.	Watchmen's	1 No.s
10.	Computer Operator (Society Worker)	2 No.s

FUNCTIONS AND DUTIES

The Basic function of administration section is to look after the overall control on all section and particularly matters relating to establishment and general administration, receipt and distribution of currents and also maintenance of office Record Room, During the said process the administrative section is performing the following functions / duties :-

1. All the establishment matters of employees working in the Municipal Corporation both teaching and non-teaching.
2. Receipt of tapals and distribution of currents.
3. Dispatch of letters and other correspondence.
4. Maintenance of office Record Room.
5. Issue of duplicate pattas, property tax demand extracts etc.,
6. Conducting of elections to ward members and ward committees as per Hyderabad Municipal Corporation Act, 1955
7. Guest Houses, Aanam Kala Kendram and Subrahmanya Maidanam Reservations
8. Implementation of Mid-Day Meal programme in all Municipal Corporation Elementary Schools

9. Computerisation, Typing of Fair Copies and other Office Records and reports.

10. Maintained the following records. :-

- a. Personal Registers
- b. Service Registers
- c. Periodical Increment Registers
- d. Communal Rosters, Paybill Registers etc.,
- e. Attendance Registers of staff.
- f. Dispatch Registers
- g. Record Issue Register.
- h. Fair Copy Registers

II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES :-

1) COMMISSIONER :-

The entire executive power for the purpose of carrying of the provisions of the Hyderabad Municipal Corporation Act – 1955 and of any other law for the time being in force which imposes any duty, or confer any power on the Corporation vests in the Commissioner. (Section 117 (3) and 118 of Municipal Corporation Hyderabad Act – 1955).

2) ADDITIONAL COMMISSIONER :-

Subordinate to Commissioner and shall exercise such of the powers and perform such of the duties as the Commissioner shall from time to time depute to the additional commissioner (section 106) (1) Municipal Corporation, Hyderabad Act 1955) under section 199 law relating to Municipal Corporation in Andhra Pradesh amended act – 3 of 1994. The following powers and functions of the Commissioner are delegated to the Additional Commissioner.

- To order payment of pay and allowance of all the staff other than Gazetted
- Payment of T.A. Bills, L.T.C. Bills, H.T.C. Bills of all the officers and staff other than Gazetted cadre.
- Sanction of expenditure and order payment of all bills relating to PA of the employee telephone bills, electrical CC charges, petrol bills, contractor deposits, F.B.F., G.I.S., I.T., SSS, Advertisement charges, L.I.C., Suits.

- Sanction periodical increments, pensions and pensionery benefits to all retired employees as may be fixed by direct of local fund audit.
- Grant leave of options to all employees.
- Sanction surrender leave, Earned leave, pay fixations to both teaching and non-teaching.
- Recommended the co-loan application
- To close files as L.Dis., N.Dis., D.Dis., and R.Dis. pertaining to B, C, and D Sections.
- D.Dis and R.Dis of E, F and G Sections.
- Monitor, Grievance Cell, New's items, Call Centre and observations Cell.
- Inspection of all schools, dispensaries, to sign agreements for all printing and stationary.
- Initiation of disciplinary action against all officers and employees other than Gazetted upto the level of framing charges.
- Lest check and scrutinize the assessments made by the D.C. (Revenue).
- Personal Registers checking
- Assessment of property tax whose MRC is Rs. 1,500/- to 2,500/- and VLT., Capital value Rs. 5,00,000/- to 7,50,000/- larch except offices and commercial complexes.
- To pursue files pertaining to sanitary section
- Inspect sanitation
- To sign IT returns, Bills of salaries of teaching and non-teaching staff
- To signed on the proceedings, identity cards, pertaining to widow pensions, C-Bills of C&D Sections, extracts of house pattas.

3) MANAGER :-

Senior Assistant is temporarily kept in charge for Manager post. The following are the duties and functions delegated to her

- To receive registered post, M.O.'s addressed to the Commissioner and to account for.
- Sign the fair copies of C & D Sections

- Granting of CC to all ministerial staff, Office Subordinates, H.M.'s and Mos except section heads.
- Proceedings of all establishment files, compassionate files checking of personal registers, attestation of S.R. entries of General and Teaching Establishment.
- Attestation of entries of stationery in the stock register processing of all scheme bills and files, and daily checking of petty cash books.
- Daily verification of Chitta and signing of daily remittance challanas.

4) C1 SENIOR ASSISTANT :

- Main office Establishment matters of all Ministerial, Class-IV Employees.

5) C2 JUNIOR ASSISTANT :

- S.J.S.R.Y. Loans, Dwacua Mahila Groups and other scheme loans.

6) C3 JUNIOR ASSISTANT :

- Secondary Education Establishment matters

7) C4 SENIOR ASSISTANT :

- Elementary Education Matters

8) C5 SENIOR ASSISTANT :

- Compassionate Appointments, Conducting Elections, Municipal Gust House, Subrahmanya Maidanam and Community Halls etc.

9) D1 JUNIOR ASSISTANT :

- Issue of Stationery and Records etc. to staff.

10) TYPISTS :

- 4 Posts

11) RECORD ASSISTANTS :

- 4 Posts.

12) OFFICE SUBORDINATES:

- 15 Members

13) WATCHMEN :

- 1 Post.

14) COMPUTER OPERATORS :

- 2 Members (Society Workers)

15) CONTRACT WORKERS :

- 5 Members (Society Workers)

III) PROCEEDINGS FOLLOWED IN THE DECISION MAKING PROCESS

The Administrative Section has to take decisions over the following categories of files

- 1) Pay Fixations
- 2) Leave sanctions
- 3) Postings, Transfers and Punishments.
- 4) All Establishment Matters.

IV) STATEMENT OF THE CATEGORIES OF DOCUMENTS UNDER CONTROL

- 1) Municipal Corporation, Hyderabad Act – 1955
- 2) Fundamental Rules and Subsidiary Rules.
- 3) C.C.A. and Conduct Rules
- 4) A.P. Leave Rules
- 5) Personal Register
- 6) Annual increment Registers
- 7) Service Registers
- 8) Attendance Registers
- 9) Pay Bill Registers

STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN THE MUNICIPAL CORPORATION, RAJAHMUNDY			
NAME OF THE SECTION : ADMINISTRATIVE SECTION			
Sl. No.	Name of the Officers / Employees	Designation	Receipt of Remuneration per Month (in Rs.)
CADRE POSTS			
1	K. Manicka Raj, IAS.,	Commissioner	
2	N V Sivaji	Additional Commissioner	
MINISTERIAL ESTABLISHMENT			
3	A.V. Satyanarayana	Manager In-charge (Senior Assistant)	17913.00
4	Smt. R. Nagamani	Senior Assistant	16976.00
5	Sri K.A.P. Murthy	Junior Assistant	10499.00
6	Sri M.V. Rama Rao	Junior Assistant	13813.00
7	Sri D. Rama Satyam	Junior Assistant	14962.00
8	Smt. B.V.S.A. Subbalaxmi	Junior Assistant	11904.00
9	Sri G. Devi Prasad	Junior Assistant	11904.00
10	Sri D. Saibabu	Typist	13313.00
11	Sri M. Balakennady	Bill Collector	11639.00
12	Sri Y.T. Venkateswarlu	Record Assistant	11854.00
13	Smt. K.L.S.Chamundeswari	Record Assistant	11606.00

CLASS - IV ESTABLISHMENT			
14	Sri M. Naga Raju	Record Assistant	7209.00
16	Smt. Kalla Lakshmi	Office Subordinate	7967.00
17	Sri P. Tikaram	Bill Collector	12799.00
18	Sri P. Satyanarayana	Office Subordinate	11854.00
19	Sri V.A. Ajaya Kumar	Bill Collector	8397.00
20	Sri K.V.R.S. Sarma	Record Assistant	11884.00
21	Sri L. Trimurthulu	Office Subordinate	8372.00
22	Sri K. Sanjeeva Rao	Office Subordinate	11854.00
23	Smt. Raja Rajeswari	Record Assistant	7209.00
24	Sri N. Syamala Rao	Office Subordinate	13152.00
25	Sri V. Kanteswara Rao	Office Subordinate	10724.00

26	T.V. Nageswara Rao	Office Subordinate	6360.00
27	Sri G. Gopala Rao	Night Watchman	8382.00
SOCIETY WORKERS			
28	K. Sathiraju	Computer Operator (Commissioner's Chamber)	Rs.6150/- per month
29	K. Satyanarayana	Computer (DTP) Operator	Rs.6150/- per month
31	V. Rajababu	P.B.X. Operator	185/- Per Day

The Budget allocations pertaining to C & D Sections are available in the yearly Budget of Municipal Corporation and the details are available in an Electronic Form.

The Additional Commissioner and Manager (i/c) are the responsible officers for the matters related to C & D Sections.

ACCOUNTS DEPARTMENT**1. ORGANISATION:**

The accounts section, Rajahmundry municipal corporation consisting of following officers & Staff:

- 1) Accountant : Vacant
- 2) Sr. Assistant : 3 nos. (B 1, B2 & B3)
- 3) Jr. Assistant : 5 nos out of 7 nos.(B4, B7 , B8 , B9, B10 are present and B5, B6 are vacant)
- 4) Office Subordinates : 2 nos.

FUNCTIONS AND DUTIES of ACCOUNTS SECTION:

1. Finalisation of All Accounts includes preparation of Bank reconciliations, Monthly receipts & payments accounts and Annual accounts.
2. Submission of the Accounts for the Audit.
3. Preparation of Budget and Maintenance of records for Budget control..
4. Passing of Bills related to the Staff, Contractors and all other financial bills.
5. Maintenance of all subsidy records related to the Accounts function as given below:
 - a) Posting Register.
 - b) Chitta
 - c) Cheque Register
 - d) Cash books
 - e) Deposit Register
 - f) Grant Register
 - g) Loans Register
 - h) Advances Register
 - i) Voucher Adjustment Register.
 - j) Budget Allocation Registers.
 - k) Salaries & Pensions Registers
 - l) APGIS & GIS Registers.
 - m) LIC rececoveries Register.
 - n) Treasury Bills passing Register.
 - o) Provident Fund Ledgers.
 - p) Investment Register.

2) POWERS & DUTIES OF OFFICERS & STAFF:**1. Accountant :**

- a) Preparation of Budget.
- b) Finalisation of Monthly & Annual accounts.
- c) Supervision of All Registers related to Accounts staff.

2. Senior Assistant (B 1):

- a) Passing of Salary Bills
- b) Passing of Contract Bills and all other bills.
- c) Assist to Accountant in preparation of Budget and Monthly accounts.

3. Senior Assistant (B 2):

- a) Signing of Challanas on behalf of Commissioner
- b) Maintenance of Rough chitta.
- c) Maintenance of Grant Register.
- d) Passing of Bills of Teaching Staff and Public Health Staff
- e) Passing of Supply bills.

4. Senior Assistant (B 3):

- a) Maintenance of Pension Registers
- b) Submission of Pension proposals.
- c) Maintenance of Pension correspondence.

5. Junior Assistant (B 4):

- a) Correspondence function related to Provident Fund.
- b) Maintenance of Loan Register.
- c) Preparation & maintenance of PF ledgers.

6. Junior Assistant (B 5):

- a) Maintenance of Advance Registers and Realisations
- b) Maintenance of Old Age Pensions and related correspondence.

7. Senior Assistant (B 6):

- a) Maintenance of Deposit Registers of all accounts.
- b) Maintenance of Refunds of all Recovery Registers of the staff.

8. Sharoff (B 7):

- a) Daily Remittances.
- b) Presentation of cheques for collection to the Banks.
- c) Maintenance of Miscellaneous cash disbursements.

9. Additional Sharoff (B 8):

- a) Cash collection and Maintenance of Chitta.
- b) Maintenance of Cheque Receipt Register.

10. Junior Assistant (B 9):

- a) Preparation and Maintenance of APGIS & FBF records.
- b) Correspondence related to APGIS & FBF.

11. Junior Assistant (B 10):

- a) Maintenance of Miscellaneous Demand Register.
- b) Maintenance of Salary Saving Scheme Registers (LIC Registers).

12. Attenders :

- a) One to Assist the Accounts Section.
- b) One to Assist the Sharoff functions.

STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN THE MUNICIPAL CORPORATION , RAJAHMUNDRY.			
NAME OF THE SECTION : ACCOUNTS SECTION			
Sl. No.	Name of the Officer / Employees	Designation	Receipt of Remuneration per Month (in Rs.)
1	Vacant	Accountant	--
2	Ch. Srinivasa Rao	Accountant in Charge (B 1)	16615.00
3	D.L. Goopal Swamy	Senior Assistant (B 2)	14982.00
4	S. Satyavathi	Senior Assistant (B 3)	15389.00
5	P.V.Kameswari	Junior Assistant (B 4)	13508.00
6	M. Bapi Raju	Senior Assistant (B 5)	10724.00
7	M. Umashankar	Junior Assistant (B 6)	11004.00
8	I. Rama Krishna	Junior Assistant (B 7)	14561.00
9	A.Lalitha	Junior Assistant (B 9)	12175.00
10	A.S.V. Ravi Kumar	Junior Assistant (B 10)	13803.00
11	M.Naga Raju	Record Assistant	Deputed from 'C' section
12	T.Raja Rajeswari	Record Assistant	Deputed from 'C' section

EXAMINER OF ACCOUNTS SECTION

As per the provisions of Hyderabad Municipal Corporation Act 1955 as applicable to Municipal Corporation, Rajahmundry, the following staff was sanctioned to Municipal Corporation, Rajahmundry.

1. Deputy Director (designated as Examiner of Accounts) in TSP 8,400 – 16,525.
2. District Audit Officer (designated as Assistant Examiner of Accounts) in TSP 6,950 – 14,425.

The above two (Gazetted) posts were sanctioned and are functioning since 1995-96. The Municipal Corporation Authorities provided one Junior Assistant and One Attender to assist the above officers.

As on today the following employees are working in Examiner of Accounts Section.

S. No.	Name	Designation	Receipt of Remuneration per Month (in Rs.)
1.	Sri B.S. Saimohan Singh	Examiner of Accounts	20,941.00
2.	Sri P.S. Apparao	Assistant Examiner of Accounts	25748.00
3.	Sri. D. Gangadhara Sastry	Junior Assistant	9,418.00
4.	Sri. R. Rambabu	Attender	6,670.00

THE FOLLOWING ARE THE POWERS AND DUTIES OF EXAMINER OF ACCOUNTS AND EMPLOYEES WORKING IN EXAMINER OF ACCOUNTS SECTION UNDER SECTION 135, SECTION 193, SECTION 194 AND SECTION 195 OF MUNICIPAL CORPORATION ACT.

135. Powers and Duties of Examiner of Accounts: -

The Municipal Examiner of Accounts shall –

- a) Perform such duties as he directed, by or under this Act or rules made there under to perform and such other duties with regard to the audit of Accounts of the Municipal Funds as will be required by him (by the Commissioner).
- b) Specify, subject to such directions as the (Commissioner) may, from time to time, give the duties and powers of the Auditors, Assistant Auditors, Clerks and servants immediately subordinate to him; and
- c) Subject to the order of the (Commissioner) exercise supervision and control over the acts and proceedings of the said Auditors, Assistant Auditors, Clerks and servants.

193 Weekly scrutiny of accounts by Examiner of Accounts and Scrutiny of accounts by the Standing Committee: -

1. The Municipal Examiner of Accounts shall conduct a weekly examination and audit of the municipal accounts and shall report thereon to the Standing Committee which may also from time to time and for such period as it thinks fit conduct independently an examination and audit of the municipal accounts.
2. For the purposes of sub-section (1) the Standing Committee and the Municipal Examiner of Accounts shall have access to all the Municipal accounts and to all records and correspondence relating thereto, and the Commissioner shall forth with furnish to the Standing Committee or the Municipal Examiner of Accounts any explanation concerning receipts and disbursements which they may call for.

194. Duties and Powers of the Municipal Examiner of Accounts:-

The Municipal Examiner of Accounts in addition to any other duties or powers imposed or conferred upon him under this Act shall perform the duties and may exercise the powers specified in Schedule – E.

SCHEDULE - E
(See Section 194)
Duties and Powers of the Municipal Examiner of Accounts

1. (1) The municipal examiner of accounts shall audit the accounts of the Corporation as hereinafter provided, with the Assistance of the assistant auditor or clerks and servants appointed under this Act.
- (2) In the discharge of his functions under this article the municipal examiner of accounts shall-
 - (i) audit the accounts of expenditure from the revenue of the Corporation, expenditure on account of loan works and expenditure incurred out of special funds and shall ascertain whether money shown therein as having been disbursed were legally available for, and applicable to, the service or purpose to which they have been applied or charged, and whether the expenditure conforms to the authority which governs it:
 - (ii) audit the accounts of debts, deposit, sinking funds, advances, suspense and remittance transactions of the Corporation and report upon the results of verification of the balances relating thereto.
- (3) The municipal examiner of accounts shall examine and audit the statements of relating to the commercial services, conducted in any department of the Corporation, including the trading, manufacturing and Profit and Loss Accounts, and the Balance Sheets where such accounts

are maintained under the orders of the Corporation or the standing Committee and shall certify and report upon these accounts.

(4) The Municipal Examiner of Accounts shall, in consultation with the Standing committee, and subject to any directions given by the Corporation, determine the form, and manner in which his reports on the accounts of the Corporation shall be prepared and shall have authority to call up on any officer of the Corporation to provide any information necessary for the preparation of these reports.

2. (1) The municipal Examiner of Accounts may take such queries and observations in relation to any of the accounts of the Corporation which he is required to Audit and call for such vouchers, statements, returns and explanations in relation to such accounts as he may think fit.

(2) Every such query or observation as aforesaid shall be promptly taken into consideration by the officer or authority to whom it may be addressed and returned without delay with the necessary vouchers, documents or explanations to the Municipal Examiner of Accounts.

(3) The powers of the municipal Examiner of Accounts with regard to disapproval of, and the procedure with regard to settlement of objections to expenditure from the revenues of the Corporation shall be such as may be determined by orders made by the Standing Committee in consultation with the municipal Examiner of Accounts and sanctioned by the Corporation.

3. If the municipal examiner of accounts considers it desirable that the whole or any part or the audit applied to any accounts which he is required to audit shall be conducted in the office in which these accounts originate he may require that these

accounts, together with all books and documents having relation thereto, shall at all convenient times be made available in the said offices for inspection.

4. The municipal Examiner of Accounts shall have power to require that any books or other documents relating to the accounts, he is required to audit shall be sent for inspection by him:

Provided that if the documents are confidential he shall be responsible for preventing disclosure of their contents.

5. The municipal examiner of accounts shall have authority to give directions on all matters relating to audit, particularly in respect of the method and the extent of audit to be applied and the raising and pursuing of objections.

6. Sanction to expenditure accorded by the municipal examiner of accounts shall be audited by an officer to be nominated by the Corporation.

195 Report by Examiner of Accounts: -

(1) The Municipal Examiner of Accounts shall –

(a) Report to the Standing Committee any material impropriety or irregularity which he may at any time observe in the expenditure or in the recovery of money due to the Corporation or in the municipal accounts.

(b) Furnish to the Standing Committee such information as the said Committee may, from time to time require concerning the progress of the audit.

(2) The Standing Committee shall cause to be laid before the Corporation every report made by the Municipal Examiner of Accounts the Standing Committee and every statement of the views of the Municipal Examiner of Accounts on any matter affecting the performance and exercise of the duties and powers assigned to him under this Act which the Municipal Examiner of Accounts may require the Standing Committee to place before the Corporation, together with a report stating what orders, if any, have been passed by the Standing Committee upon

such report or statement and the corporation may take such action in regard to the matters aforesaid as the Corporation may deem necessary.

- (3) As soon as may be after commencement of each financial year the Municipal Examiner of Accounts shall deliver to the Standing Committee a report upon the whole of the Municipal Accounts for the previous financial year.
- (4) The Commissioner shall cause the said report to be printed and a copy thereof forwarded to each member along with the printed copy of Administration Report and statement of Accounts referred to in Section 180.

POWERS AND DUTIES OF:

1. EXAMINER OF ACCOUNTS:

1. Exercise the powers and duties as imposed or conferred upon him under the Municipal Corporation Act.
2. Overall supervision of the Section.
3. All Tappals, Bills, Files etc. received shall be perused by Examiner of Accounts, and initial on the same

PRE-AUDIT OF:

1. H.T. Electrical charges bills.
2. S.J.S.R.Y. subsidy bills.
3. All the work bills above Rs.25,000/- estimate value.
4. T.A. Bills of all Section Heads of Municipal Corporation, Rajahmundry.
5. Hired Tractor bills.
6. Works F.S.D. bills.
7. P.F. final payment bills.
8. Ferric Alum bills.
9. Electricity Security Deposit Bills, Development charges bills.
10. Refund of Earnest Money deposit bills.
11. Reimbursement of Medical Leave expenses bills.
12. Advertisement charges bills.

13. Sanitation work bills.
14. Honorarium of H.W. Mayor, Deputy Mayor and Corporators bills.
15. Funeral charges bills.
16. Other contingent bills.
17. Opinion files.
18. Signing of cheques.
19. Weekly scrutiny of Accounts.

2. ASSISTANT EXAMINER OF ACCOUNTS:

PRE-AUDIT OF:

1. All Salary Bills, Supplementary Bills including arrear bills of entire Municipal Corporation.
2. P.F. claims except final bills
3. P.A. Recoupments.
4. Vehicles Bills.
5. All the work bills up to the estimate of Rs.25,000/-.
6. T.A. bills of staff of Municipal Corporation and Telephone bills.
7. Remittances bills to different Departments.
8. All the bills with quarries and objections will be sent with the signature of Examiner of Accounts.
9. All the clarifications and remarks will be routed through Assistant Examiner of Accounts perused and signed by the Examiner of Accounts.
10. Verification of Cheques.
11. Other work as and when entrusted by the Examiner of Accounts.

3) JUNIOR ASSISTANT:

1. Put Pass orders on the claims, after approval by the Examiner of Accounts and Assistant Examiner of Accounts.
2. After, pass orders enter claims in the bills register and hand over the same to the Accounts Branch.

3. After signing of cheques by Examiner of Accounts enter the voucher Nos. and Cheque Nos. in Bills register.
4. Hand over quarried bills to the concerned clerks / Accounts Section.

4) Office Subordinates:

Affix the Examiner of Accounts office stamp and pass order stamp on the tappals and place on Examiner's table.

Dispatch the approved claims to the Accounts Section and other Sections.

REGISTERS MAINTAINED:

The following registers are being maintained in Examiner of Accounts section.

Bills inward / outward Registers.

Bills passed "under objection" Register.

TOWN PLANNING DEPARTMENTI) ORGANISATION:

The Town Planning Section in Rajahmundry Municipal Corporation consisting the following officers and staff:

1. City Planner.	1 No
2. Assistant City Planner.	1 No
3. Town Planning Supervisor.	3 No's
4. Town Planning Building Overseer.	5 No's
5. Town Planning Tracer.	1 No
6. Town Planning Chainman.	8 No's
7. Ministerial Assistants. (G1, G2, G3 & G4)	4 No's
8. Attenders.	2 No's
9. Computer Operator	1 No

FUNCTIONS AND DUTIES

The Basic function is to look after the planned growth and development of the City in a Planned Manner according to the Master Plan. During the said process the Town Planning Department has to perform the following Functions/Duties:

1. Approval of Layout in accordance to Master Plan.
2. Controlling the un-authorized layouts to and promote development of City.
3. Making efforts to achieve proper road network to the City as per Master Plan. [This includes formation of New roads, Widening of the existing roads].

4. Preventing encroaching of road margins and Municipal properties and also other public properties.
5. Collection of Advertisement Tax.
6. Monitoring the building construction activity (i.e., according building approvals, demolition of un-authorized construction buildings, observing the structural soundness of the building i.e., dilapidated building if any has to be found and to take steps for removal for human habitation.
7. Preparation of weaker section housing layouts.
8. Issue of Type designs for construction of Municipal Schools, Community halls and other Municipal Buildings.
9. Making systematic house numbering ensuring easy identification of streets and houses.
10. Proposing the election ward boundaries i.e., ward divisions with appropriate number of voters in each division as per the guidelines of Government.
11. Making proposals for protection of parks and playgrounds.
12. Census work for every decade.

II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

1. CITY PLANNER:

- City Planner empowered to enter any building or premises for inspection.
- City Planner is empowered to inspect the Cinema Theatres for the purpose of levy and collection of Advertisement Tax.
- The City Planner is authorized to pass orders for the return of seized encroachment articles etc.,
- The City Planner authorized to issue certified copies of approved building plans.

- Sanction of Periodical increments, Leaves, Entries in the service Registers are under purview of City Planner.
- City Planner is authorized to issue Notices regarding U.C's encroachments.
- City Planner authorized to check all Registers, Accounts, Tools and Plant Registers of his section.

2. ASSISTANT CITY PLANNER.

The Assistant City Planner has to perform the duties and functions delegated by the Executive Authority and to take active role in designing and drawing the layouts, Type designs etc.,

3. TOWN PLANNING SUPERVISORS:

- Processing at change of land use proposals.
- Processing Sub-division of Plots, layout proposals.
- Levy and collection of Advertisement Tax.
- Initiate steps for Master Plan implementation i.e, Road Widening, Junction improvements etc.,
- Removal and rehabilitation of encroachers.
- Processing of Suit Matters and files corresponding with other departments.

4. TOWN PLANNING BUILDING OVERSEERS:

- Processing of building applications and regulatory activity on building constructions.
- Removal of temporary encroachments and collection of encroachments fee wherever necessary.
- Debris removal.
- Suit Matters processing and filling charge sheets in Courts.

III) PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS:

The Department has to take decisions over the following Categories of Files.

- Building Applications.
- Change of Land use
- Naming of Streets.
- Master Plan implementation (Road widening & Junction improvements)
- Levy of Advertisement Tax.
- Layout approvals.
- Rehabilitation programme.

BUILDING APPLICATIONS:

- Initial Scrutiny by concerned ministerial staff for required documents and relating papers and he will transmit the proposal to the Town Planning Building Overseer after fulfillment of all the documents prescribed are enclosed.
- The Town Planning Building Overseer will inspect the Site and submit his report to the Assistant City Planner/City Planner.
- The Assistant City Planner/City Planner will inspect the site wherever required and refuse the proposal at their level as delegated or recommend to approval to the Commissioner.
- Based on the recommendations made by the City Planner, The Executive Authority/Commissioner will take decision on the file.

CHANGE OF LAND USE:

1. If any person; proposes land use change, it is a proposal for variation to the Master Plan of the Rajahmundry City. The Right

of change of Variation to the Master Plan vested with the State Government under section 15 of A.P.T.P Act 1920.

2. As a person proposes change of land use for a site in the city. the feasibilities of the proposals will be scrutinized at Town Planning Supervisor level and then ACP/CP and a report will be submitted to the Commissioner.
3. If the Commissioner satisfies with the proposal he refers the proposal to the Municipal Council for their opinion and as per the opinion of the Municipal Council the proposal may be returned to the applicant or may be forwarded to the Government through the Director of Town & Country Planning.
4. After examination of the proposal the Government issues a draft variation to the site directing the Director of Town and Country Planning to issue a G.T.P.No for the variations proposed.
5. After the Director of Town and Country Planning issues the G.T.P Plan with G.T.P.No, the Municipal Corporation, Rajahmundry will take steps for collection of necessary fees and submit draft variation to the Government.
6. After completion of procedural formalities, the Government issues confirmation order (G.O) for the land use change and the same will be informed to the applicant.

NAMING OF STREETS:

- As any proposal came forward to Name/Rename the streets or areas the proposal will be scrutinized by the Town Planning Supervisor and a report will be submitted by him.
- Basing of the report the Assistant City Planner/City Planner offer their remarks to the Commissioner.
- The Commissioner feels that the proposal is considerable; he refers the proposal to the Municipal Council.
- The Municipal Council will take decision on the Naming/Renaming of the street.
- On the decision taken by the Municipal Council, the Engineering Section will erect the name board for a Street/Area.

ROAD WIDENING:

Due to increasing Traffic there is every necessity to widen the important roads as per the approved Master Plan and the process will be taking by Consulting Building Owners and providing additional Floor area for the affected structures towards compensation as per the orders of the Government vide G.O.MS.No.33 MA dated 03-02-2001.

LAYOUT APPROVAL:

The layouts for house sites are to be got approved by the Commissioner under section 388 and 391 of H.M.C Act.

The Layout requirements are:

1. Minimum plot area 100 Sq.Mts.
2. 10% open space/Community space.
3. Road pattern – minimum 40' Width.
4. Security Deposit at the rate of Rs.3/-
5. Conversion Charges Rs.3/- Sq.Mt
6. Registered Documents – 2 sets.
7. Non – encumbrance Certificate 3 copies.
8. Layout plans 4 copies.

After approval of Tentative Layout and demarcation of road pattern on ground the L.P.No will be issued by the Municipal Corporation Rajahmundry. The applicant has to take up developmental works like roads, drains, Water supply and provision for Electrical lines.

Roads & open space shall be gifted to Municipal Corporation Rajahmundry for further maintenance.

REMOVAL OF ENCROACHMENTS:

No Notice is required for removal of encroachments. Rehabilitation of encroachers will be done depending upon availability of Site/House project under Housing Corporation. Beneficiary identification will be done by Mandal Revenue Officer/Revenue Department and Municipal Corporation Rajahmundry.

APPROVAL OF BUILDING PLANS:

The requirements of Building approval (Upto 10 Mts Height).

- | | | |
|--|---|----------------|
| 1. Building Application form. | } | G.O.MS.No |
| 2. Attested copy of Ownership Documents. | | 423 MA |
| 3. Building plan 4 Copies. | | Dated 31-07-98 |
| 4. Fee Receipt. | | |

The requirements of Building approval (Above 10 Mts Height).

- | | | |
|--|---|-------------------|
| 1. Building Application form. | } | G.O.MS.No. |
| 2. Building Plan 4 Copies. | | 423 MA |
| 3. TOPO detailed Plans | | Dated 31-07-1998 |
| 4. Ownership Documents | | and |
| 5. Soil Test Report. | | G.O.MS.No. |
| 6. Structural Designs & Drawings. | | 541 MA |
| 7. Risk Insurance Policy. | | Dated 17-11-2000. |
| 8. Fee Receipt. | | |
| 9. Security Deposit @ Rs.100/- per
Sq.Mt built up area. | | |
| 10. Undertakings. | | |

NOTE:

Fee & Charges to be paid as per the Schedules of Rates and G.O.MS.No.158 MA Dated 22-03-1996.

A.P.CINEMAS (REGULATIONS) RULES 1990.

Within 15 days of Receipt of any application for grant of "No Objection Certificate", the licensing authority shall examine the same under Sub Rule (B) of Rule 8-B of A.P.Cinemas (Regulations) Rules 1990 and will dispose the same.

ACTION ON UNAUTHORISED CONSTRUCTIONS:

As per the provisions of Section 452, 461 & 636 of H.M.C Act 1955, action will be initiated on unauthorised construction.

VI.Statement of the Categories of Documents under control:

1. Hyderabad Municipal Corporation, Act 1955.
2. Andhra Pradesh Town Planning Act, 1920.
3. Sanctioned Master Plan (G.O.MS.No. 465. MA dated 29-10-75)
4. Building Rules and Zoning Regulations as per G.O.MS.No.423.MA, dated 31-07-1998 and G.O.MS.No.541.MA, dated 17-11-2000.
5. Town Survey Record.
6. Base Map Block Sheets, Locality Plans, Slum Plans, Road Development Plans.
7. Approved layout plans/Town Planning Schemes.
8. Layout Open Space Register.
9. Census.
- 10.Type designs for certain Municipal Corporation Buildings.
11. Schedule of rates for different types of Fee & Charges.
12. Building Application Registers.
13. U.C.Registers
14. Advertisement Tax Demand Register.
15. Prosecution Register.
16. Suit Register.
17. Security Deposit Register.
18. Daily Chitta (Collection of Fee and Charges in T.P. Wing)
19. Attendance Register.
20. Pay Bill Register.
21. Immovable Property Register.

VII. There is Town Planning Committee constituted for implementation of recommendations and formulation of policies to the Municipal Council.

VIII. The decision of any committee and its minutes are accessible to public and the secretary cell will furnish the same on payment of required fee/charge for the certified copy.

IX & X

STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN MUNICIPAL CORPORATION RAJAHMUNDY

Name of the Section: Town Planning Section

S.No.	Name of the Officers/ Employees	Designation	Receipt of Remuneration per month (in Rs.)
1.	Smt. R Meena Kumari	City Planner (FAC)	
2.	Post Vacant	Asst.City Planner	0.00

OUTDOOR STAFF

3.	Smt. D. Sridevi	T.P.S-I	15831.00
4.	Sri K. Satyanarayana	T.P.S-II	
5.	Sri	T.P.S-III	
6.	Sri I.V. Ramana Murthy	T.P.S-IV	16252.00
7.	Sri K. Yagenswara Rao	T.P.B.O-VII	14310.00
8.	Sri G. Bhaskara Rao	T.P.B.O -VI	12904.00
9.	Sri A. Venkteswara Rao	T.P.B.O-V	12592.00
10.	Sri P.Prasanth Kumar	T.P.Tracer	16976.00
11.	Sri. T.Venkateswara Rao	Town Surveyor	

INDOOR STAFF

12.	On leave	(G1)	Senior Asst.	
13.	Smt.A.Jayasri	(G2)	Junior Asst.	13833.00
14.	Sri JVRS Sarma	(G3)	Junior Asst.	
15.	Smt. M.D. Krupali	(G4)	Junior Asst.	13833.00
16.	Smt B.Indira		Typist	20026.00
17.	Sri N.V.Bhagavan Prasad		Attender	
	Deputed as Blue print operator attend the citizen charter			
18.	Sri I.Malleswara Rao		Attender	11859.00
19.	Sri D.Nageswara Rao		Attender	11566.00
	Deputing to P.H.Section and working as sanitary Maistry			

CHAINMANS

20.	Sri Y.V.V.Satyanarayana	T.P.Chainman	13133.00
21.	Sri T.Naga Mohana Rao	T.P.Chainman	9953.00
22.	Sri M.Pandu Ranga Rao	T.P.Chainman	8792.00
23.	Sri N.Balayya	T.P.Chainman	8551.00
24.	Sri Ch.Chandra Sekhar	T.P.Chainman	7567.00
25.	Post Vacant	T.P.Chainman	
26.	Post Vacant	T.P.Chainman	
27.	Post Vacant	T.P.Chainman	
28.	Post Vacant	T.P.Chainman	
29.	Sri K.Suryanarayana Murthy	Gardenor	5909.00
	Doing duty as Chainman		
32.	Sri Sri L.Narendra Rao	Gardenor	6996.00
	Doing duty as Chainman		
33.	Sri R.Sai Baba	Gardenor	6595.00
	Doing duty as Chainman		

DEMOLISATION SQUAD

34.	Sri B.A.V.Prasad	Gardenor	6610.00
35.	Sri M.V.Ramana	Gardenor	6585.00
36.	Sri B.Yedukondalu	Gardenor	6600.00
37.	Sri N.Jagannadham	Road Mazdoor	7165.00
38.	Sri Y.Adinarayana	Road Mazdoor	7810.00
39.	Sri K.Krishna	Sweeper	8512.00

XI. The Budget allocated to the Town Planning Wing is available in the yearly Budget of Municipal Corporation, Rajahmundry.

XII. The Town Planning Wing will permit Building Plans, Layout approvals and the details are available with year wise Registers maintained by Town Planning Section.

XIV. The Details of above information is available in an Electronic Form.

The procedure followed in the decision making process, including channels of supervision and accountability as Building plans:

The procedure in disposal of Building plans will be done 15 days for individual buildings up to 300 Sq.Mts of site area and 30 days for other Buildings.

The Building plans will be received at the Citizen Charter by the concerned assistant and after receipt of the Building plans in full shape and the same will be entered in the Building Application register by the concerned authority and will be forwarded to the concerned T.P.B.O/T.P.S for field inspection. Check will be done regarding payment of fee/charges by the applicant as per the rates prescribed or not.

After field inspection the Building plan with technical data sheet will be circulated to the Assistant City Planner and City Planner for inspection and remarks. The rejected/refused application will be returned for resubmission along with defects to the applicants.

Based on the inspection report/remarks the Executive Authority will approve the Building plan as per the norms and regulations.

Proceedings will be issued approving the building plan by the ACP/City Planner after obtaining the orders from the Commissioner/Executive Authority.

Building Inspector will be the filed level Supervisory and accountable for Monitoring construction of buildings.

The Assistant City Planner and City Planner will be the responsible officers under over all supervision of the Executive Authority related to Town Planning matters.

ENGINEERING SECTION:**ORGANISATION:**

The Engineering Wing in Rajahmundry Municipal Corporation consisting the following officers and staff:

Sl.No.	Name of the Post	No. of Employees Working in the Cadre
1	2	3
1	Superintending Engineer	1
1	Executive Engineer.	1
2	Dy.Executive Engineers.	3
3	Assistant Engineers.	8
4	Electrician Grade-II.	3
5	Tap Inspectors.	1
6	Fitter Grade – I	-
7	Fitter Grade - II.	1
8	Filter Bed Operator Gr.I	1
9	Meter reader.	1
10	Meter Mechanic	-
11	Technical Officer	1
12	Assistant Technical Officer	1
13	Technical Assistant	1
14	Park Superintendent	1
15	Motor Mechanic.	1
16	Roller Driver	1
17	H.V.Drivers.	3
18	L.V.Driver.	1
19	Lighting Superintendent	1
20	Lighters	5
21	Water Lorry Cleaners	8
22	Drainage Lorry Cleaner.	1
23	T.B.Watchman	-
24	T.B.Gardener	1
25	Water Works cleaner	53
26	Road Mazdoors.	39
27	Gardeners.	61
28	Water works Helpers.	3
29	Water Works Sweeper.	1
30	Non Technical Maistries	5
31	Work Inspector Grade - IV	7

32	Work Maistry (Non-Technical)	2
33	Drianage Maistry	1
34	Drianage Cleaners.	8
35	Switch Board Operaters.	3
36	Public Work Inspectors (Technical)	5

FUNCTIONS AND DUTIES

The Basic function is to look after the maintenance and provision of Water Supply, Street Lighting, Roads, Drains, Buildings, Parks and Play Grounds etc. and development of the City in a Planned Manner. The main functions of the Engineering Wing are as follows:

1. Preparation of proposals for provision of Roads, Drains, Culverts, Buildings, Shopping Complexes, Toilets and all Civil works, Water Supply and Electrical.
2. Maintenance of all properties relating to Municipal Corporation.
3. Maintenance of Head Water Works. maintenance of all Service Reservoir and Booster pumping stations.
4. Maintenance of Street lighting.
5. Maintenance of Drainage Pumping Stations.
6. Maintenance of Water supply pipe lines.
7. Supervising all Civil, Water Supply and Electrical works.
8. Providing Tap Connections to the Individual Houses, Commercial Establishments.
9. Replacement and errection of meters.
10. Distribution of water to the unserved areas through tankers.
11. maintenance and repairs of vehicles relating to Engineering Section.
12. Maintenance and development of Parks.
13. Registrations of Contractors.
14. Implementation of all Schemes sanctioned by the Government.

I) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

1. Superintending Engineer: Supervising of all activities of Engineering Section. According Technical Sanction for all the estimates after obtaining Administrative sanctions from Commissioner, Standing Committee and Council. Supervising all Civil, Water Supply and Electrical works. Test check of M.Books, receipt and opening, preparation of comparative statement and recommendation of tenders, issue of work orders for new tap connections with the approval of Commissioner.and issue orders for repairs of tap connections. Issuing orders for replacement and errection of meters. Supervising distribution

of water to the unserved areas through tankers, Maintenance of log books, maintenance and repairs of vehicles relating to Engineering Section. Sanction of Medical leaves, Earned Leaves, Casual Leaves and periodical increments of Engineering Section subordinate staff. Attestation of entries in Service Registers. Issue of Memos to the staff under his control and proposing disciplinary action. Maintenance and development of Parks. Submission of proposals for encashment of Earned Leave and Surrender Leave. Issue of Retirement notices of Engineering Staff with the approval of Executive Authority. Submission of proposals and proceedings of Contractor Registrations. Submission of Proposals for promotion of Engineering Staff and proposals of fixation of pay to the Executive Authority. Implementation of all Schemes sanctioned the Government as directed by the Executive Authority.

2. Executive Engineer: Sub-Supervising of all activities of Engineering Section. Submission of proposals for provision of Roads, Drains, Culverts, Buildings, Shopping Complexes, Toilets and all Civil works, Water Supply and Electrical. Maintenance of all properties relating to Municipal Corporation. Maintenance of Head Water Works, Maintenance of Street lighting, maintenance of all Service Reservoir and Booster pumping stations, Maintenance of Drainage Pumping Stations, Maintenance of Water supply pipe lines. According Technical Sanction for all the estimates after obtaining Administrative sanctions from Commissioner, Standing Committee and Council. Supervising all Civil, Water Supply and Electrical works. Test check of M.Books, receipt and opening, preparation of comparative statement and recommendation of tenders, issue of work orders for new tap connections with the approval of Commissioner.and issue orders for repairs of tap connections. Issuing orders for replacement and erection of meters. Supervising distribution of water to the unserved areas through tankers, Maintenance of log books, maintenance and repairs of vehicles relating to Engineering Section. Submission of proposals and proceedings of Contractor Registrations. Submission of Proposals for promotion of Engineering Staff to the Executive Authority. Implementation of all Schemes sanctioned the Government as directed by the Executive Authority.

3. Deputy Executive Engineer – I: Maintenance of Head Water Works, Water Works at Government Saw Mill, Water supply distribution in respect of ward Nos.1 to 50, water tankers distribution, Mechanical wing and all schemes such as NSDP, SJSRY, IDSMT, IHSDP, 12th Finance Commission works and other schemes.

4. Deputy Executive Engineer – II: Public Works, Street lighting works Maintenance of drainage pumping stations in Ward Nos.25 to 49 and Quality Control Lab maintenance.

5. Deputy Executive Engineer – III: Public Works and Street Lighting works, Maintenance of drainage pumping stations in ward Nos. 1 to 24 and 50 and Electrical stores.

6. Senior Assistant (E1): E1: All Establishment matters of Engineering staff except Ministerial. Submission of Earned Leave, Medical Leave to the Superintending Engineer for Sanction. Preparation of pay bills and Supplementary Bills of staff in Engineering Section. Maintenance of Pay Bill Registers, Establishment Audit Registers, Casual Leave Register, Increment Register, Attendance Register, making entries in Service Registers, Personnel Register and Distribution Register. Submission of proposals and preparation of proceedings for Registration of Contractors to the Superintending Engineer. Submission of Proposals for promotion of Engineering Staff and proposals for fixation of Pay to the Superintending Engineer. IDSMT, progress reports for I.D.S.M.T, NSDP, APURMSP schemes

7. Junior Assistant (E2): Submission of proceedings for sanction of New Tap connections and receipt of application for tap repairs and forwarding to Assistant Engineer (Water Supply). Receipt of complaints regarding Water Supply and Street Lighting and forwarding to concerned Assistant Engineers. Issued and receiving of ILCS applications and forwarding to concerned Assistant Engineers. Preparation of LT & HT bills, Telephone bills, Cell phone bills and Oil bills. Received the Water Supply, Electrical & ILCS contractor bills submission to Executive Engineer. Submission of progress reports on Water Supply, ILCS, DDRC, 20 Point Programme, Special Component Plan. Maintenance of Tap execution registers, Maintenance of records relating to Street Lighting and Water Supply.

8. Junior Assistant (E3): Maintenance of files relating to all General Civil Works, , MPLADS, ACDP, SSA., Prajapadham, Rajeev Nagarabata. Preparation of progress reports for M.P.L.A.D.S., A.C.D.P., Sarva Siksha Abhiyan, and General works. Registering complaints received from call centre and General and forwarding to Assistant Engineer concerned to the approval of Superintending Engineer. Maintenance of files relating to permission for laying cables by B.S.N.L., Reliance, Tata, Hutch.

9. Junior Assistant (E4): Maintenance of files relating to Prajapadham, Rajeev Nagarabata, Indiramma Programme.

10. Technical Officer : Checking of Estimates and submission of proposals for according Technical Sanction, Checking of Bills and calling of Tenders, Preparation of Agreements for Civil Works as directed by the Executive Engineer

11. Assistant Technical Officer : Checking of Estimates and submission of proposals for according Technical sanction, Checking of Bills and calling of Tenders, Preparation of Agreements for Water supply and Electrical Works as directed by the Executive Engineer.

12. Technical Assistant: To prepare the Drawings, Plans and Assist Draughtsmens as directed by the Executive Engineer.

13. Assistant Engineers (Civil): Preparation of Estimates for maintenance and construction of Roads, Drains,Culverts, Buildings, Shopping Complexes, Toilets and all Civil works etc. Recording of M.Books for the works executed under his control and preparation and submission bills to the Executive Engineer. Maintenance of Parks under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

14. Assistant Engineer (Electrical): Maintenance of Street Lighting and all electrical installations. Preparation of estimates for maintenance and provision of street lighting. Preparation of estimates for provision of power supply to the Municipal Corporation Buildings. Maintenance of stock registers and issue registers for all electrical goods. Recording of M.Books for the works executed under his control and preparation and submission bills to the Executive Engineer under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

15. Assistant Engineer (Head Water Works): Estimates for maintenance of Street Lighting and Water Supply etc. under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

16. Public Work Inspectors (Technical): Assist to Assistant Engineer preparation of estimates, execution of works (3 Technical Work Inspectors working on Deputation)

17. Non Technical Maistries, Work Inspector Grade – IV, Work Maistry: To assist the Assistant Engineers in execution of works and supervising the Road Mazdoors, Gardeners as per the directions of the concerned Assistant Engineer.

18. Road Mazdoors. To attending patch works replacement of culvert slabs, digging of Kutcha drains, replacement of RCC pipes for Kutcha drains under the control of concerned Assistant Engineer.

19. Park Superintendent: Supervising the Gardeners and maintenance of all Parks under the control of Deputy Executive Engineer-I.

20. Gardeners: Maintenance of plants in parks and dividers, lawn cutting, watering, weed picking, replacement of dead plants and jungle clearance under the control of concerned Assistant Engineer.

21. Electrician Grade-II: To Assist A.E, (Head Water Works) for maintenance of Motors and pump sets. Recording power supply position and hours of water supply.

22. Tap Inspectors: Preparation of estimates for issuing of new tap connections including meter connections and supervising. Supervising the arresting of leakages, and repairs to pipe lines as directed by the Assistant Engineer.

23. Meter reader: Collection of Meter Readings, issuing of demand notices, collecting the meter charges , replacement of repaired meters under the control of Assistant Engineer.

24. Fitter Grade – I: Rectify the leaks and repairing House Service Connections and Public Taps, Valves repairing, line inter connections, pipe line jointings as directed by the Tap Inspector under the control of Assistant Engineer.

25. Fitter Grade – II: Rectify the leaks and repairing House Service Connections and Public Taps, Valves repairing, line inter connections, pipe line jointings as directed by the Tap Inspector under the control of Assistant Engineer.

26. Filter Bed Operator Gr.I: Maintenance of Filter beds of Filtration Plants and assessing the quantity of Alum and Chlorine for mixing under the control of Assistant Engineer (Head Water Works)

27. Filter Bed Operator Gr.II: Maintenance of Filter beds of Filtration Plants and assessing the quantity of Alum and Chlorine for mixing under the control of Assistant Engineer (Head Water Works)

28. Head Works Fitter: Fitting of pump sets and under taking repairs to the pipe lines in Head Water Works under the control of Assistant Engineer (Head Water Works)

29. Meter Mechanic: Under taking Repairs to Water Meters as directed by the Meter Reader under the control of Assistant Engineer.

30. Motor Mechanic.: Maintenance of All Corporation Vehicles such as Repairs, Replacements under the control of Deputy Executive Engineer-I.

31. Roller Drivers: Operating Road Roller as per the requirement of Assistant Engineer under control of Deputy Executive Engineer-I

32. Miller Driver: Operating of Mixer Millers as per the requirement of Assistant Engineer under control of Deputy Executive Engineer-1

33. Roller Cleaner: To Assist the Roller Driver.

34. H.V.Drivers.: Operating Water Lorries and Distribution of Water in unserved areas as per requirement as directed by the Assistant Engineer.

35. L.V.Driver: Operating Water Lorries and Distribution of Water in unserved areas as per requirement as directed by the Assistant Engineer.

36. Lighting Superintendent: Assist the A.E. for maintenance of Street lighting.

37. Lighters: Repairs and replacement of Street Lights as directed by the Assistant Engineer (Electrical)

38. Water Lorry Cleaners: Cleaning of lorries, filling of tanker, operating valves of the water lorry to enable the public to fill their pots and assist the Driver.

39. Drainage Lorry Cleaner: Cleaning of lorries and assist the Driver.

40. T.B. Watchman: Night Watchmen at Guest House under the control of Assistant Engineer concerned.

41. T.B.Gardener: Maintenance of garden at Guest House under the control of Assistant Engineer concerned.

42. Water Works cleaner: Cleaning of Tanks and Filter beds in Head Water Works, mixing of Alum, Chlorine as directed by the A.E. (Head Water Works). Earth work for repairing pipe lines, for issuing of new tap connections, for arresting leakages, cleaning of Reservoirs tanks and operating Water Supply Distribution Valves under direct control of Tap Inspectors under over all supervision of A.E. (Water Supply)

43. Water works Helpers: To assist the Electricians for operating Motors, Pump sets and operating valves in Head Water Works under the control of Assistant Engineer (Head Water Works).

44. Water Works Sweeper: Cleaning of Head Water Works premises under the control of Assistant Engineer (Head Water Works).

45. Drainage Maistry: Supervising Drainage cleaners in de-silting at Drainage pumping stations and transportation of silt under control of concerned Assistant Engineer.

46. Drianage Cleaners: Clearing of silt at Drainage pumping Station and operation of Drainage shutters as directed by the concerned Assistant Engineer.

47. Switch Board Operators: Operating of Switch Boards at Booster Pump Houses, recording power supply position filling and distribution of water under the control of Assistant Engineer (Head Water Works)

II) PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS:

The Department has to take decisions over the following Categories of Files.

- Tap Applications.
- Preparation of Estimates for maintenance of Infrastructure such as Roads, drains, Street Lighting, Water supply, Parks, Community Toilets, Hospitals, Schools, Play grounds, Shopping Complexes, Stadiums.
- Execution of works
- Maintenance of Water Supply.
- Provision of Water Supply
- Provision of Infrastructure such as Roads, drains, Street Lighting, Water supply, Parks, Community Toilets, Hospitals, Schools, Play grounds, Shopping Complexes, Stadiums.
- Erection and Replacement of Water Meters.

III) PREPARTAIION OF ESTIMATES FOR PROVISION AND MAINTENANCE OF INFRASTRUCTURE AND EXECUTION:

- Receipt of complaint / Requisition for provision / Maintenance of basic amenities from the Public or Corporator in the office
- Endorsement of the Executive Authority.
- Forwarding the representation to the concerned Assistant Engineer through concerned Junior / Senior Assistant.

- Assistant Engineer prepare the Estimate and submit to the Executive Engineer through Deputy Executive Engineer and pass on to Executive Authority for according Administrative Sanction.
- After obtaining the Administrative Sanction the estimate forwarded to Technical Officer and Asst. Tech. Officer for scrutiny and for recording in Technical Sanction Register for according Technical Sanction by the Executive Engineer.
- After obtaining Technical Sanction, tenders were called for.
- On receipt of the tenders, evaluations statement prepared and submitted to the Executive Authority for approval of the tenders.
- Then Work Order issued to Contractor for concluding the Agreement and start the work.
- After completion of the work recording of M.Book and preparation of bill for payment.

IV) ISSUE OF TAP CONNECTIONS:

- If a person proposed to have Tap Connection to his house should take application from the Citizen Charter.
- Submission of application by the applicant duly filled in the columns at Citizen Charter.
- The in charge of Citizen Charter forward the application to Tap Inspector.
- Tap Inspector prepare the estimate and handover the application for payment of contribution and give an endorsement to applicant.
- Applicant pay the contribution in Municipal Treasury by Challan.
- The incharge of the Citizen Charter forwarding the application to the Engineering Section for release of sanction orders.
- The concerned Junior Assistant prepare the sanction orders and submit to the Executive Authority through Deputy Executive Engineer, Executive Engineer for orders.
- The sanction orders released to applicant through Citizen Charter.

- Tap Connection will be executed by the Tap Inspector under supervision of concerned Assistant Engineer.
- In case of commercial establishment Water Meter will be fixed.

V) Statement of the Categories of Documents under control:

1. Hyderabad Municipal Corporation, Act 1955.
2. Andhra Pradesh Detailed Standard Specifications.
3. Tap Applications Registers.
4. Tap execution Registers.
5. Tap applications.
6. Suits Register
7. Service Registers of Employees working in Engineering Wing.
8. Technical Sanction Registers
9. Agreement Registers
10. Tender Registers
11. Expenditure Registers
12. Establishment Audit Registers
13. Pay Bill Registers
14. Contractor Registration Registers
15. Telephone Bill Registers
16. Power Charges Registers for Head Water Works.
17. Power Charges Register for LT charges.
18. Cell Phone Bill Registers
19. M. Book Register
20. Estimate Files.

21. Town Maps containing Roads, Drains and Water Supply etc.

VI) There is a Engineering Committee constituted for implementation of recommendations and formulation of policies to the Municipal Council.

VII) The decision of any committee and its minutes are accessible to public.

VIII & IX

**STATEMENT SHOWING THE MONTHLY REMUNERATION
RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN
MUNICIPAL CORPORATION RAJAHMUNDY**

Name of the Section: Engineering Wing.

Sl. No.	Name of the Employee	Designation	Receipt of Remuneration per Month (in Rs.)
1	Md. Immam	S.E.,	
2	PVB Bhaskar	Executive Engineer	
3	K.SATYANARAYANA	DEPUTY E.E. I	
4	A.SURYACHADRA RAO	DEPUTY E.E. II	24,339.00
5	T. VEERABHADRA RAO	DEPUTY E.E. III	28,222.00
6	CH.VENKATESWARA RAO	ASST. EXE. ENGG	16,635.00
7	MURALI KRISHNA	ASST. ENGG	-
8	MD. ABDUL SATTAR	ASST. ENGG	8,401.00
9	T.CHANDRA SEKAR	ASST. ENGG	-
10	D.S. PRAKASA RAO	ASST. ENGG	-
11	N. PHANINDRA KUMAR	ASST. ENGG (ELE)	14,651.00
12	B.M.MOHAN BABU	ASST.ENG(ELE)	11,304.00
13	G.SATYANARAYANA	PARK SUPT	16,615.00
14	A.MADHU	MECHANIC	19,881.00
15	MD. ABDUL MALIK ASFAR	Sr.ASST	14,902.00
16	D.SRINIVAS	Jr.ASST	10,225.00
17	G.DEVI PRASAD	Jr.ASST	10,474.00

18	B.V.SANYASIRAO	Tech-OFFICER	20,420.00
19	S.RAM KUMAR	Asst.Tech-OFFICER	16,169.00
20	B.LAKSMI NARAYANA	TECH-ASST	16,570.00
21	M.SOMA RAJU	ATTENDER	13,473.00
22	S.SURYA PRAKASA RAO	TECH. W.I.	12,250.00
23	G.V.SATYANARAYANA MURTHY	TECH. W.I.	17,562.00
24	V.NARAYANA RAO	TECH. W.I.	10,770.00
25	S.V.V.SATYANARAYANA	W.I. Gr.IV	11,944.00
26	Retd.		
27	CH.V.V.S.N.PRASAD	W.I. Gr.IV	12,577.00
28	K.DANESWARARAO	W.I. Gr.IV	10,799.00
29	A.V.SATYANARAYANA MURTHY	W.I. Gr.IV	11,079.00
30	CH.SIVA KUMAR	W.I. Gr.IV	
31	M.VENKANNA	W.I. Gr.IV	11,064.00
32	B.MADHUSUDANA RAO	WORK MAISTRY	10,459.00
33	B.BUTCHIBABU	WORK MAISTRY	10,474.00
34	T.BALARAMA MURTHY	NON.TECH. MAISTRY	11,277.00
35	Y.VENKATESWARARAO	NON.TECH. MAISTRY	
36	PETER WILLIAMS	LIGHTING SUPT.	
37	M.PRASADA RAO	LIGHTER	11,074.00
38	B.PERRAJU	LIGHTER	10,280.00
39	P.S.SAI BABU	LIGHTER	10,280.00
40	M.VENAKATA RATNAM	LIGHTER	10,945.00
41	Y.VEERRAJU	R.M	11,864.00
42	S.SURYA RAO	R.M	11,864.00
43	KARNURI.APPARAO	R.M	11,287.00
44	G.NAGESWARA RAO	R.M	10,999.00
45	CH.SANYASAMMA	R.M	8,171.00
46	P. MALLESWARA RAO	R.M	11,864.00
47	R.SRI RAMAMURTHY	R.M	11,864.00

48	KODURI APPARAO	R.M	10,734.00
49	Y.NAGAMANI	R.M	11,591.00
50	R.SUBRAHMANYAM	R.M	11,089.00
51	M.VEERRAJU	R.M	10,484.00
52	MD.ZILANI	R.M	8,171.00
53	N.JAGANNADAM	R.M	10,999.00
54	K.NOOKALAMMA	R.M	7,782.00
55	M.SATYANARAYANA	R.M	11,864.00
56	P.SURYA RAO	R.M	11,864.00
57	KOLAMURI NAGESWARARAO	R.M	10,999.00
58	PEDALANKA SRINIVASARAO	R.M	11,014.00
59	S.RAMAKRISHNA	R.M	10,499.00
60	K.VENKATA RAO	R.M	11,287.00
61	P.SUBBARAO	R.M	8,171.00
62	P.SATYANARAYANA	R.M	8,171.00
63	M.VEERA BABU	R.M	6,697.00
64	NOOKAPAI YESUDASU	R.M	6,597.00
65	K.NOOKARATNAM alias KAMESWARI	R.M	6,526.00
66	Y.APPALA RAJU	R.M	6,048.00
67	S.PADMANABHAM	R.M	11,864.00
68	D.ANJANEYULU	R.M	10,999.00
69	V.KRISHNA RAO	R.M	8,171.00
70	M.GANGA RAJU	R.M	8,382.00
71	P.SUBBARAO	R.M	7,219.00
72	Y.ADINARAYANA	R.M	11,864.00
73	PUSARLA SRINIVASARAO	R.M	8,592.00
74	ANJURI SRINIVASARAO	R.M	10,999.00
75	V.VENKATESWARULU	R.M	8,382.00
76	ALLAMPALLI SRINIVASA RAO	R.M	7,782.00
77	L.RAM PRASAD	R.M	6,697.00
78	J.PRAKASA RAO	GARDENER	10,205.00

79	G.POTHURAJU	GARDENER	10,205.00
80	E.YESUDANAM	GARDENER	10,230.00
81	K.ADINARAYANA	GARDENER	10,235.00
82	P.PALLAPA RAJU	GARDENER	10,774.00
83	M.V.RAMA RAO	GARDENER	11,409.00
84	P.KRISHNA	GARDENER	10,220.00
85	CH.APPA RAO	GARDENER	10,205.00
86	ODURI APPA RAO	GARDENER	10,205.00
87	P.VENKATESWARA RAO	GARDENER	10,205.00
88	R.SAIBABU	GARDENER	10,230.00
89	S.NOOKARAJU	GARDENER	10,734.00
90	S.NAGESWARARAO	GARDENER	10,235.00
91	B.YEDUKONDALU	GARDENER	10,235.00
92	M.MOSHE	GARDENER	10,205.00
93	NELLI SATYANARAYANA	GARDENER	10,220.00
94	K.SURYA NARAYANA MURTHY	GARDENER	8,802.00
95	Smt . K.MUTYALU	GARDENER	7,782.00
96	N.V.BHAGAVAN PRASAD	GARDENER	11,576.00
97	G.ATCHIYAMMA	GARDENER	10,999.00
98	N.SRINIVASARAO	GARDENER	10,235.00
99	MUNGANDI VENKATA RAMANA	GARDENER	10,220.00
100	S.JOGI RAJU	GARDENER	10,205.00
101	B.DURGA RAO	GARDENER	8,171.00
102	B.A.V.PRASAD	GARDENER	10,205.00
103	N.NAGESWARARAO	GARDENER	10,734.00
104	PILLI SATYANARAYANA	GARDENER	10,220.00
105	M.V.NARAYANA	GARDENER	10,220.00
106	KOLA RAMBABU	GARDENER	10,235.00
107	K.SURYA NARAYANA	GARDENER	10,230.00
108	SAMPARTHI APPARAO	GARDENER	10,749.00
109	T.VENKATARAO	GARDENER	10,235.00

110	UDUGULA APPARAO	GARDENER	10,205.00
111	PALLA SURYANARAYANA	GARDENER	10,774.00
112	M.RAMBABU	GARDENER	10,230.00
113	SAMBARU APPARAO	GARDENER	9,963.00
114	K.SARASWATHI	GARDENER	8,802.00
115	R.RAMBABU	GARDENER	10,205.00
116	D.SRINIVASA RAO	GARDENER	10,220.00
117	N.TRIMURTHULU	GARDENER	6,697.00
118	T.LAXMI	GARDENER	6,697.00
119	TALLA PREM KUMAR	GARDENER	6,697.00
120	K. RAJA BABU	GARDENER	8,592.00
121	N.PRANAVA MURTHY	GARDENER	10,235.00
122	U. RATNA RAJU	GARDENER	7,219.00
123	KOYYANA MOHANA RAO	TB GARDENER	7,219.00
124	G.APPARAO	GARDENER	10,235.00
125	S.GANGADHARAM	GARDENER	10,205.00
126	SALAPU SRINIVASARAO	GARDENER	7,782.00
127	L.NARENDRA RAO	GARDENER	10,764.00
128	KUDUPUDI SATYANARAYANA	GARDENER	10,734.00
129	P.RAMA KRISHNA	GARDENER	11,879.00
130	MUTYALA VENKATESWARULU	GARDENER	9,993.00
131	B.S.APPALARAJU	GARDENER	
132	KAPPALA SOMARAJU	GARDENER	8,802.00
133	POTHURAJU SRINIVASARAO	GARDENER	10,230.00
134	PADALA SATYANARAYANA	H.V.DRIVER	18,617.00
135	CH.RAMANA	H.V.DRIVER	11,891.00
136	P.VENKATESWARARAO	H.V.DRIVER	11,841.00
137	A.NAGARAJU	L.V.DRIVER	10,999.00
138	A.SUBRAHMANYAM	W.L CLEANER	12,507.00
139	S.S.BOSU REDDY	W.L CLEANER	10,734.00

140	M.VARA PRASAD	W.L CLEANER	10,734.00
141	KELLA SATYANARAYANA	W.L CLEANER	10,734.00
142	CH.TIRUMALA RAO	W.L CLEANER	10,734.00
143	A.PAPARAO	W.L CLEANER	10,749.00
144	L.SATYANARAYANA	W.L CLEANER	10,734.00
145	L.APPARAO	W.L CLEANER	10,347.00
146	RAYUDU SATYANARAYANA	D.LORRY CLEANER	12,512.00
147	V.GOPALA KRISHNA	D.CLEANER	11,576.00
148	D.KANNAYYA REDDY	D.CLEANER	10,469.00
149	K.PRASADA RAO	D.CLEANER	10,220.00
150	G.POSIYYA	D.CLEANER	7,219.00
151	P.DURGA	D.CLEANER	7,219.00
152	GUDLA VENKATA LAKSHMI	D.CLEANER	6,697.00
153	BADUGU RAJABABU	D.CLEANER	6,214.00
154	K.KUTUMBA RAO	D.CLEANER	6,526.00
155	S.NALLA BABU	D.CLEANER	6,214.00
156	K.L.N.REDDY	ELECTRICIAN GR-II	18,960.00
157	A.A.V.MURTHY	ELECTRICIAN GR-II	17,978.00
158	S.V.K.VARMA	ELECTRICIAN GR-II	11,929.00
159	K. RATNAVALI	ELECTRICIAN GR-II	8,582.00
160	P.ANIL KUMAR	ELECTRICIAN GR-II	6,697.00
161	P.SATEESH	H.W.FITTER	18,920.00
162	D.RAMA KRISHNA	W.W.HELPER	10,854.00
163	CH.SATYA PRASAD	W.W.HELPER	10,854.00
164	BONTHU NAGESWARARAO	W.W.HELPER	10,854.00
165	SYED KHAZA MOHIDDIN	CLEANER	7,802.00
166	T.PRASADARAO	CLEANER	11,914.00
167	B.POSUBABU	CLEANER	8,422.00
168	BORA SATYANARAYANA	SWEEPER	8,382.00
169	CH.SRINIVASA RAO	CLEANER	7,805.00

170	P.DURGA RAO	CLEANER	7,043.00
171	JAMI SATYANARAYANA	CLEANER	11,889.00
172	CH.RAMA KRISHNA	CLEANER	11,601.00
173	D.KANNA RAO	CLEANER	10,784.00
174	K.NAGENDRA RAO	CLEANER	11,322.00
175	KOTANI SATYANARAYANA	CLEANER	11,287.00
176	B.NAGA RAJU	CLEANER	11,084.00
177	K.VENKATA RAMANA	CLEANER	1,111,054.00
178	Y.GANGA RAJU	CLEANER	10,107.00
179	M.VEERABHADRARAO	CLEANER	10,734.00
180	PILLA APPA RAO	CLEANER	
181	R.ARJUNA RAO	CLEANER	9,963.00
182	Y.DHANA RAJU	CLEANER	8,832.00
183	CH.SITA RAMA RAJU	CLEANER	6,078.00
184	CH.SURYA NARAYANA	M.READER	11,402.00
185	A.VISWESWARA RAO	FITTER Gr.I	10,310.00
186	N.SUNDARARAMAYYA	T.I	18,469.00
187	REKA SATYANARAYANA	FITTER Gr.II	10,559.00
188	BOTCHA SRINIVASARAO	CLEANER	8,802.00
189	V.NAGAMANI	CLEANER	8,171.00
190	LANKA SURYARAO	CLEANER	11,904.00
191	N.PATTABHI RAMARAO	CLEANER	11,904.00
192	S.VENKATA RAO	CLEANER	11,864.00
193	P.PRAKASARAO	CLEANER	11,864.00
194	K.ANANTHA RAO	CLEANER	
195	D.PYDI RAJU	CLEANER	11,332.00
196	RAJANALA SOMARAJU	CLEANER	11,039.00
197	SK.ABDUL KARIM	CLEANER	11,591.00
198	KUNDRAPU SATYANARAYNA	CLEANER	11,014.00
199	G.V.R.SARMA	CLEANER	11,054.00

200	K.RAMARAO	CLEANER	10,999.00
201	B.KANNARAO	CLEANER	10,999.00
202	L.NAGAMANI	CLEANER	10,999.00
203	G.GURRAJU	CLEANER	
204	KOSTI SRINIVASA RAO	CLEANER	10,205.00
205	REDDY SAIRAM	CLEANER	10,205.00
206	K.CHITTIBABU	CLEANER	
207	R.KANNAJI RAO	CLEANER	9,963.00
208	RJMV.SATYANARAYANA	CLEANER	8,171.00
209	PUTTA LAKSHMI	CLEANER	8,171.00
210	V.INDIRA.	CLEANER	7,090.00
211	M. APPARAO REDDY	CLEANER	6,566.00
212	PALEPU SATISH KUMAR	CLEANER	6,063.00
213	M.SRI HARI	S.B.O	11,879.00
214	UPPADA APPARAO	CLEANER	11,029.00
215	M.PAPARAO REDDY	CLEANER	8,293.00
216	R.PALLAYYA	CLEANER	8,206.00

X) The Budget allocated to the Engineering Wing is available in the yearly Budget of Municipal Corporation, Rajahmundry.

XI) The Engineering Wing will issue Tap connections, Provision of Infrastructure and maintenance of Infrastructure etc.

XII) The Details of above information is available in an Electronic Form.

XIII) The procedure followed in the decision making process, including channels of supervision and accountability of Tap Connections:

The procedure in issue of Tap connections will be done within one month.

The Tap applications will be received at the Citizen Charter by the concerned assistant and after receipt of the Tap Application in full shape and the same will be forwarded to the concerned Tap Inspector for field inspection. Estimate will be prepared as per the site conditions and issue endorsement for payment of charges.

After payment of the required charges sanction of this will be submitted to the Executive Authority for approval through Deputy Executive Engineer and Executive Engineer.

Proceedings will be issued after getting approval from the Executive Authority by Executive Engineer.

REVENUE DEPARTMENT**ORGANISATION:**

The Revenue Section in Municipal Corporation, Rajahmundry consisting the following officers and staff:

1. Deputy Commissioner	1 No
2. Revenue Officer	1 No
3. Revenue Inspectors	5 No's
4. Ministerial Assistants. (A1 to A15)	15 No's
5. Bill Collectors	14 No's
6. Officer Subordinates	8 No's

FUNCTIONS AND DUTIES

The Basic function is to look after the growth of Revenue and to collect the Property Tax, Vacant land tax, Water Charges and lease amounts. During the said process the Revenue Department has to perform the following functions / Duties.

1. Assessment of the new Assessments and under assessed of buildings.
2. Identification of the vacant sites and Assessment of the vacant land tax
3. Collection of property tax, vacant land tax, water charges.
4. Collection of Non-taxes: - that is market kisties, slaughter Houses, Shop Room Rents, Land Taxes
5. To conduct the Auctions of markets and slaughter houses, shop rooms, lands and parks.
 1. To prepare demand extract and issue to the applicant
 2. To prepare and issue the Demand notice to the rate payers
 3. Change of title transfer and sub-divisions
 4. Disposal of Revision petitions and appeals
 5. Maintenance of court cases.

Maintenance of Records :

- a) Property tax Demand Registers
- b) Water charges demand Registers
- c) Revision petitions and appeals Register
- d) M.L. Register
- e) Miscellaneous Demand Register

I) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

1. ADDITIONAL COMMISSIONER:

Nil

2. DEPUTY COMMISSIONER :

- Monitoring of Property tax collections and new tax collections including leases, water charges.
- Assessment of building up to MRV 2500/-
- To supervise Revenue section both indoor and outdoor staff.
- To finalise the Transfer of titles and record the statement of RPs and Appeals.
- Deputy Commissioner is Authorised to Check all Registers

3. Revenue Officer :-

The Revenue Officer has to perform the duties and functions delegated by the Executive Authority and to take active roll in Revenue Collections.

- New Assessments and under assessed of buildings.
- Monitoring of property tax collections and non-tax collections.
- Execution of Warrants for detained of property tax.
- Realisation of Corporation taxes
- To send reminders for tax collections duly signed by him for Commissioner and to sign fair copies relating to Revenue Section.

- To sign the endorsement on transfer of title basing the orders of the Deputy Commissioner.
- To Supervise Revenue Section both indoor and outdoor and other work.
- To supervise and preparation of D.C.B.'s.
- Verification of Demand Notices and Accounts.
- To inspect markets and to verify assel tickets

4. Revenue Inspectors :

- Verification of Buildings, Assess the taxes, identification of the under assessments and un-assessments.
- To put vacant land taxes and supervising, collections of all tax collections including non-taxes.
- To attend the revision petitions and sub-divisions
- To collect all shop room rents, market fees and other lease amounts.
- The Revenue Inspectors and Bill Collectors are combinedly motivate he rate payers to pay taxes through e-Seva centers.

5. A1 Senior Assistant:

- Leases of shop room rents, Markets, Slaughter Houses and Park Auctions, Lands and Sewage Farms.
- Consultation of tax receipts and finalization of DCB's. and Revenue Establishment Matters.
- Maintenance of Miscellaneous Demand Register and finalization of non-taxes DCB's.
- Assistance for Secretary to Council

6. A2 to A10 and A13 Junior Assistants:

- House tax, preparation of Demand Registers, preparation of bills and collection postings.
- Preparation of Tax DCB's.

- Disposal of title transfer matters, Revenue Petitions and property tax, Demand Extracts.
- To issue the special notices and disposal of court cases and other tax matters.

7. A11 Junior Assistant (Suits Clerk) :

- To maintain the all court cases
- Preparation of taxes on State and Central Government buildings. Demand Registers and DCB's.

8. A12 Junior Assistant :

Nil

9. A14, A 15 Junior Assistants :

- Preparation of water tax, Demand Register, Notices, Collection Postings.
- Finalise of Water Tax DCBs.
- Disposal of Water Charges. Tax matters
- To issue the Water tax Demand notices to the ratepayers.

10. Bill Collectors :

- Issue of Demand Notices, K-Notices and Disconnection Notices
- To give assistance to the Revenue Inspectors to Identify the un-assessments, under assessments and vacant land tax.
- To motivate the tax payers to pay the taxes in E-seva centers.

11. Office Subordinates

- To Accompany with Deputy Commissioner, Revenue Officer and Revenue Inspectors.
- To Dispatch the Local Tapals.

II. PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS:

The department has to take over the following categories of files.

- a) New taxes applications
- b) Change of title transfer
- c) Disposal of Revision petitions and appeals
- d) Issuing of Demand extracts
- e) Finalization of court cases
- f) Finalization of Accounts in tax matters and non-tax matters.

A) New Tax Applications :-

- Initially scrutiny by the in-charge of citizen charter for required documents and relating papers and he will transmit the applications to the concerned clerk. The clerk submits the proposal to the Revenue Inspectors after fulfillment of all the documents prescribed are enclosed.
- The Revenue Inspectors will inspect the house and submit his report to the Revenue Officer / Deputy Commissioner.
- The Revenue officer will inspect the site and buildings and the proposal will be submitted to delegated authorities for approval i.e., to the Deputy Commissioner, Additional Commissioner or Commissioner.
- Based on the recommendations made by the Revenue Officer, the Executive Authority and delegated authorities take decision on the tax files.

B) Change of Title Transfer: -

- Application of title transfer was received and verified by the incharge of Citizens Charter to forward to the Concerned Clerk.
- The concerned clerk verified the records and put up the file through Revenue Officer to Deputy Commissioner.
- The Deputy Commissioner had to finalise the file.
- After finalizing the file the clerk has to prepare the endorsement and submit to the Revenue Officer.
- After the endorsement was signed by Revenue Officer the endorsement was issued to the applicant.

C) Disposal of Revenue petitions and Appeals :-

- The application received through tapals to the clerk.

- The clerk has to prepare the dackets and hearing notices, and issue to concerned applications through Revenue Officer.
- The Deputy Commissioner call the applicant for hearing and record the applicant remarks. And file is transmitted to Revenue Inspector and Revenue Officer for field inspection and remarks. The revised proposal will be forwarded to Executive Authority through Deputy Commissioner to finalise the revised tax.
- After finalizing the file the endorsement was issued by the clerk to the applicant.

D) Issuing the Demand Extracts: -

- Application of the Demand Extract was received and verified by the in-charge of the Citizens Charter and forwarded to the Record Keeper.
- The Record Keeper prepares the old year extracts and forwarded to the concerned Revenue Clerk.
- The Revenue Clerk has to prepare the present year extract and submit the extract through Revenue Officer to Deputy Commissioner.
- After the finalization of Demand Extract the Concerned Clerk has to submit the extract to the Citizens Charter's in-charge.
- Finally the Citizens Charter's In-charge issue the extract to the applicant.

E) Finalisation of Court Cases :-

- After receipt of court Judgments the Revenue Assistants/Revenue Inspectors will reassess the tax.
- The reassessment proposal is submitted to Commissioner through Revenue Officer and Deputy Commissioner.
- The Commissioner will take final decision on reassessment.
- Clerk will issue endorsement to the party.

F) Finalisation of Accounts in tax matters and Non-Tax Matters :-

- The DCB was prepared and finalized by the Revenue Clerks and submit the final DCB's through Revenue Officer to Deputy Commissioner.

- After finalise the records were submitted to the Audit Section for Audit purpose.

III. STATEMENT OF THE CATEGORIES OF DOCUMENTS UNDER CONTROL

1. Hyderabad Municipal Corporation Act 1955.
2. Property Tax Demand Register
3. Arrear Demand Register
4. Water Charges Demand Register
5. Water Charges Arrear Demand Register
6. Market Gazettee
7. Miscellaneous Demand Register for markets, slaughter houses, shop rooms, staff quarters and lands.
8. Revision petitions Registers
9. Appeal Register
10. Title Transfer Register
11. M.L. Registers
12. Suit Register
13. Counter foils of Demand Notices.
14. Bills issue Register
15. Attendance Register
16. Payable Register

STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN THE MUNICIPAL CORPORATION, RAJAHMUNDY			
NAME OF THE SECTION : REVENUE SECTION			
Sl.No.	Name of the Officers / Employees	Designation	Receipt of Remuneration per Month (in Rs.)
Sarvasri			
1	V. Amrutha Rao	Deputy Commissioner	27189.00
2	A.V. Satyanarayana	Revenue Officer I/c	--
Out door Staff			
3	B.V.Ramana Rao	Revenue Inspector - I	16695.00
4	R.V. Prasada Rao	Revenue Inspector - II	16740.00
5	D.Prabhu Dayal	Revenue Inspector - III	16279.00
6	Smt. K. Kanyakumari	Revenue Inspector - IV	15057.00
7	K. Ravi Kumari	Revenue Inspector - V	
8	A. Srirama Murthy	Bill Collector	18524.00
9	N.S.S. Gandhi	Bill Collector	12340.00
9	S.A. Rehaman	Bill Collector	12632.00
10	G.V. Swamy	Bill Collector	15424.00
11	P. Ravi Kumar	Bill Collector	7887.00
12	P.B.S. Prasad	Bill Collector	11154.00
13	M.V. Narayana Reddy	Bill Collector	13938.00
14	Gadi Venkateswara Rao	Bill Collector	7692.00
15	Ganti Venkateswara Rao	Bill Collector	12315.00
16	P.S.R. Sarma	Bill Collector	12330.00
17	R. Srinivasa Rao	Bill Collector	11114.00
18	M. Gangadhar	Bill Collector	11402.00

19	K. Murali Krishan	Bill Collector	7334.00
Indoor Staff			
20	N.K.V.S Kameswara Rao (A1)	Senior Assistant	15299.00
21	G. Sridhar (A2)	Junior Assistant	14566.00
22	M. Rama Kirshna (A3)	Junior Assistant	9244.00
23	P. Subrahmanyam (A4)	Junior Assistant	11894.00
24	P.V.B.Ramana Rao (A5) deputed to CC to Mayor	Junior Assistant	9712.00
25		Junior Assistant	8582.00
26	K.B.S. Babu Rao (A7)	Junior Assistant	10764.00
27	J.V.R.S. Sarma (A8)	Junior Assistant	7880.00
28	N. Srinivasa Nehru (A9)	Junior Assistant	6956.00
29	V. Radhika (A10)	Junior Assistant	5469.00
30	Vacant (A11)	Senior Assistant	--
31	S. Syam Sundar (A12)	Junior Assistant	6434.00
32	D. Ramasatyam (A13)	Junior Assistant	8827.00
33	K.V. Kumari (A14)	Junior Assistant	9078.00
34	Md. Asrar (A15)	Junior Assistant	9970.00
Attenders			
35	V. Apparao Rao	Attender	11114.00
36	V. Anjibabu	Attender	8792.00
37	D.P. Kanakaraju	Attender	11942.00
38	P. Venkateswara Rao	Attender	8917.00
39	Pentapati Satyanarayana Deputing to P.H.Section and working as Sanitary Maistry	Attender	11114.00
40	L. Thrimurthulu Deputing from Main Office	Attender	Deputing from Main Office
41	D. Srinivasa Rao Doing duty as Attender	Gardener	Doing duty as attender
42	M.V. Narayana Doing duty as Attender	Gardener	6783.00

43	Pattapagalu Satyanarayana Deputing from Main Office	Attender	7962.00
44	K. Subbaiah	Watchman	9349.00

The budget allocated to the Revenue wing is available in the yearly budget of Municipal Corporation Rajahmundry.

The details of above information is available is an Electronic form.

The Revenue Officer and Deputy Commissioner will be the responsible officers under over all supervision of the Executive Authority related to Revenue Matters.

PUBLIC HEALTH SECTION**ORGANISATION:**

The Public Health Section in Rajahmundry Municipal Corporation consisting the following officers and staff:

1. Health Officer	1 No
2. Sanitary Supervisor.	1 No
3. Sanitary Inspectors.	17 No's
4. Medical Officers	6 No's
5. Women Medical Officer	1 No
6. Ministerial Assistants. (F1, F2 & F3)	3 No's
7. Health Assistants	5 No's
8. Maternity Assistants.	7 No's
9. Pharmasist	2 No's
10. MNO	1 No
11. FNO	4 No's
12. F.Servant	4 No's
13. Compounder	1 No
14. Drivers	11 No's
15. Sanitary Maistries	48 No's
16. Ayah's.	10 No's
17. Cleaners	7 No's
18. Sweeper Cum Gardner	1 No
19. Public Health Workers	640 No's

20. Burial Ground Watchman	2 No's
21. Night Watchman	2 No's
22. Computer Operator	1 No

I) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

Municipal Health Officer :

Health Officer Qualification of work and output expected by him is as follows

Maintenance of sanitation:

The Municipal Health Officer should see that the sanitation of the town is maintained properly.

- a) To see that all the roads are kept clean and tidy.
- b) To see that all the drains are cleaned daily for free flow of sullage water.
- c) To see that all the rubbish heaps are cleared daily.
- d) To see that all the public latrines are cleaned daily.
- e) To see that all the markets are cleaned and wastage lifted in the early hours so that the visitors to the markets are not inconvenienced.
- f) To see that the fish and mutton stalls are cleaned with water and disinfected with phenyle and lime.
- g) To see that the urinals and latrines attached to the market are kept clean and tidy.
- h) To see that all the slaughter houses are cleaned daily duly disinfected.
- i) To see that the animals after slaughter are tested and stamped by the veterinary Surgeon in token of fitness for human consumption.
- j) To see that all the storm water drains are cleaned, well in advance of onset of monsoon for free flow of drainage water and to avoid inundation of roads by rain water.

Medical :

- a) The Municipal Health Officer should inspect maternity and Child Welfare Centres and Dispensaries maintained by the municipality and satisfy himself about their functioning.
- b) To see that the required medicines are stored for serving to the outpatients instead of asking them to purchase outside.
- c) To see that the doctors and other paramedical staff remain in the dispensaries during the prescribed timings and serve the patients to their satisfaction.
- d) To see that the required registers are maintained in the dispensaries and watch receipt of periodical reports, monthly and annually.
- e) To see that the Government programmes like Pulse Polio, Family Planning and others are attended to by his subordinates for successful completion of programmes.

Implementation of provisions of Prevention of Food Adulteration Act:

- a) To see that the Sanitary Inspectors who are qualified to lift the food samples reach the monthly targets without fail.
- b) To see that prosecutions are launched in respect of traders whose food samples are found adulterated.
- c) To inspect the Cinema Halls, Hotels, Lodges and other food centers and satisfy himself about the maintenance of sanitation.

Registration of Births and Deaths:

- a) To see that the Births and Deaths are recorded in the Births and Deaths Registers through Birth and Death Registrars and Health Assistants.
- b) To see that periodical returns on births and deaths are sent within the time.

- c) To see that the Births and Deaths extracts to the applicants are given without delay.

Delay Inspection:

The Municipal Health Officer has to make surprise check of Ward Offices in the early morning hours, check the attendance of workers and mark absent in respect of workers absent. Thereafter, he has to inspect certain areas and find out whether all the workers who have attended during muster are attending to their allotted duties. If anybody is found absent in the spot (duty) disciplinary action should be initiated against them. He should see that all the roads, drains and public latrines are cleaned.

Checking of diaries of sanitary staff:

The Municipal Health Officer has to check and review the diaries of Sanitary Supervisor, sanitary Inspector, Health Assistant, Births and Deaths Registrar, Sanitary Maistries and assess the work turned out by them. If any employee is not discharging the duties entrusted to him, he should initiate disciplinary action against the erring employee with the approval of the Commissioner.

In a nutshell, the Municipal Health Officer is responsible for upkeep of sanitation in the town and in all health matters. He should rise up to the occasion in case of outbreak of epidemics by taking immediate steps for its control. The Municipal Health Officer should follow the relevant provisions of Andhra Pradesh Municipalities Act 1965, P.H.Act, 1939, Prevention of Food Adulteration Act, places of Public Resort Act, 1888 and Cinematography Act, 1918, etc., which are connected with sanitation and public health activities in municipalities.

Sanitary Supervisor:

Quantification of work and output expected by him are as follows:

- a) In the absence of the post of Municipal Health Officer, he is responsible for upkeep of sanitation in the entire municipal area.
- b) Upkeep of sanitation in public and private markets, slaughter houses.
- c) Maintenance of special sanitation, implementing control and preventive measures, surveillance etc., during emergencies i.e., outbreak of epidemics like gastroenteritis, cholera, etc.
- d) Implementation of Government programmes connected with sanitation, Family Planning, Pulse Polio, Vaccination, etc..
- e) Lifting of food samples under the provisions of prevention of Food Adulteration Act and filing prosecution against traders whose food samples are found to be adulterated.
- f) Supervision of recording of Births and Deaths and issue of extracts of Births and Deaths.
- g) Implementation of provisions of Andhra Pradesh Municipalities Act 1965, Public Health Act, 1939, places of Public resort Act, 1888 and Cinematography Act, 1918 to the extent of sanitation and public Health.

Sanitary Inspector :

The quantification of work and output expected by him are as follows:

- a) To take the attendance of P.H.Workers both in the morning hours and afternoon hours in the ward offices.
- b) To supervise the sanitation of work of P.H.Workers in the areas concerned.
- c) To get the garbage lifted in all the streets, markets and public places.
- d) Getting the filth cleared in all the side drains through drain cleaners for free flow of sullage water.
- e) Getting the streets cleaned through sweepers.

- f) To see that all the P.H.Workers attend to their duties in the areas allotted to them.
- g) Getting the public latrines cleaned and getting them disinfected through Phenyle and lime.
- h) Getting the slaughter houses cleaned and disinfected.
- i) Implementation of Government programmes connected with sanitation and Public Health.
- j) If he is a qualified Food Inspector, lifting of food samples and to reach the target monthly.
- k) To write diary every day and submit to the Municipal Health Officer and if there is no such post to the Municipal Commissioner.

Health Assistant :

The quantification of work and output expected by him are as follows :

- a) To register births and deaths and preparation of extracts of births and deaths to give to applicants after collection of requisite fee.
- b) To implement all Government programmes connected with births and deaths and vaccination.
- c) To attend to control and preventive measures and surveillance during emergencies like outbreak of epidemics like gastro enteritis and Cholera, etc.

Medical Officer :

The qualification of work and output expected by him are as follows:

- a) To treat the outpatients who attend the dispensaries.
- b) To keep the required quantity of medicines to treat the outpatients who are mostly from poorer and economically weaker sections of society.

- c) To see that the required registers and records are maintained and periodical returns submitted to the Municipal Health Officer and Commissioner.

Woman Medical Officer :

- a) To supervise the working and functioning of maternity and Child Welfare centers.
- b) To treat the pregnant women for prenatal and post natal care.
- c) To conduct the deliveries who attend the centers.
- d) To supervise and check the work turned out by Health Visitors and Maternity Assistants.
- e) To attend Family Planning Programmes, Pulse Polio Programme and other programmes of Government initiated from time to time.
- f) To keep the required quantity of medicines for usage in the centers instead of asking the patients to get outside.

Health Visitor :

- a) To supervise the wok of Maternity Assistants.
- b) To attend the duties in the Maternity and Child Welfare Centers.
- c) To prepare monthly progress reports on the work turned out by Maternity Assistants.
- d) To attend all programmes of Government like Family Welfare, Pulse Polio, etc.

Compounder / Pharmacist :

- a) Assisting the Medical Officer in the treatment of out patients.
- b) Giving medicines to the patients as per the prescription of the Medical Officer.
- c) To maintain the records of the dispensary.

F1 (Senior Assistant):-

- Maintenance of all establishment matters relating to Medical Officers, Sanitary Inspectors, Health Assistants, Sanitary Maistries, Drivers, Cleaners & Medical Staff.
- Correspondence relating to Solid Waste Management
- Maintenance of tender files tender registers for supply of Disinfectants (Rock Lime, Bleaching, Phynoiel, Nuvan, King Fog) for sanitation.
- Maintenance of tender files tender registers for supply of Conservency article (Sweeper Baskets, Coconut Brooms, Malarams, Coconut Brushes, Drain Spades,danthineelu, Hand Spades, gamelas, Knives, Chetta Yeetu Rekulu, Iron Buckets, Plastic Dust Bins, Coconut Oil, Crow Bals, Chappals, Rickshaws, Dumpers) for sanitation purpose.
- Maintenance of file relating to Dozer engaged at Compost Yard.
- Maintenance of SC Cooperative Society beneficiaries tippers file.
- Maintenance of tender file tender registers for supply hired 18 No's tractors for lifting of garbage in circles.
- Maintenance of file for supply 8 No's Tippers for sanitation work from DWACUA group beneficiaries.
- Maintenance of files for supply of workers on contract basis as per rate fixed by the District Collector from the SC Societies (Society – 1 & Society – 2) , Dwacua group.
- Maintenance of file relating to Night Sanitation.
- Maintenance of file relating to National Family benefit Scheme.

F2(Junior Assistant):-

- Maintenance of file D & O Trades with connected Registers (Demand Registers, DCB Registers)
- Preparation of DCB for D&O Trades year wise.
- Files relating to issue of NOC to the Cinema Halls, Schools and other trades.

- Maintenance of files relating to PFA (Food Inspection).
- Maintenance of Pollution Control File.
- File relating to Nuisance Detection Squad engaged for eradication of open defecation and imposing of fines from the public who creating nuisance.

F3 (Junior Assistant):-

- Maintenance of all establishment matters relating to 509 Nos Public Health Workers Establishment (Retirements, Deaths, Increments, 8,16,24 Years scales, Surrender Leaves, service particulars)

FUNCTIONS AND DUTIES

A Brief Note

1) Area in Sq.Kms	: 44.50 Sq.Km	
2) Population	: 3.90 Lakhs	
3) No.of House Holds	: 85,582	
4) No. of Slums House Holds	: 17,395	
5) No. of Slum Population	: 75,981	
6) No. of Notified Slums	: 73	
7) No. of Non Notified Slums	: 28	
8) Linear Length of Roads	: 474.596 Kms	} Total 1117.378 Kms
9) Linear Length of Small Drains	: 642.782 Kms	
10) Linear Length of major Drains	: around 20 Kms	
11) No of PH Workers engaged for sweeping	: 491	} Total 1017 Workers
12) No of Drain Cleaners (Small Drain) engaged	: 458	
13) No of PH Workers attending Major Drains	: 68	
14) No of Dumping Yards:	1. At R&B Work shop New Paper Mills. 2. Acs 9.00 at Palacherla of Rajanagaram Mandal.	

15) No of Vehicles engaged for transportation
of garbage & Silt. : 15 Contract + 4 Society + 8 Dwacua +
1 MCR + 1 MCR Krishi.

16) No of Dumper Placers : 10

17) No. of Tippers : 7

18) No of Dumpers : 200

19) Desiltman: : 1

One number Desiltman machine has been purchased during Aug-07 under
12th Finance Commission Grants for effective desiltation of drains.

20) Maljet:-

One Maljet machine has been purchased during Aug-07 under 12th Finance
Commission Grants for brushing of roads and cleaning.

21) Tractor Engine :-

One number tractor engine has been purchased during Aug-07 under 12th
Finance Commission Grants for Septic Cleaning.

22) No of Rickshaws : 76

23) No of Dust Bins : 550

24) Average Tonnage of garbage lifted daily : around 350 M.Tonnes.

25) Door to Door Collection of garbage : 23 Wards

26) No of Markets : 5

27) Anti Mosquito Activity Fogging Machines :

One number Vehicle mounted with big Fogging Machine and eight
numbers of small Fogging Machines are available in the Municipal Corporation.
Continues Fogging operations are being done in various wards daily.

28) Hotel Inspection :

There are about 140 small and big hotels in the City. Periodical inspection with regard to sanitation is done by Food Inspectors.

29) Testing Drinking Water for residual chlorination :

Daily testing of drinking water for residual chlorination is being done at tail ends of water supply and corrective measures if warranted are being taken.

30) Anti – Fly Measures :

Special attention is being paid to take antily measures with Nuvan Spray at all markets, around hotels & around cinema theaters.

Similarly special attention is paid to take antily measures at dumping yard with Nuvan Spray. All the houses near by the dumping yard are covered with the spray daily.

31) ANTI – MOSQUITO ACTIVITY:-

ANTI – ADULT MOSQUITO ACTIVITY:-

The anti-adult mosquito measures in the City are taken with vehicle mounted fogging machine using king fog as the main chemical.

The entire City is divided into 6 zones.

Each zone would be fogged daily for 4-5 hours.

The timing operation is between 6.30 PM to 10.30 PM or 11 PM.

There are 18 portable machines available with this Corporation.

Each sanitation division is provided with one portable fogging machine.

Action plan was drawn and is being implemented to fog the interior lanes and sub lanes on every third day using King Fog as the basic chemical.

32) Tying Nylon Nets to Septic Tank vent pipes :-

There are about 65,000 households among which an estimated 56,000 houses are having septic tank vent pipes.

All vent pipes were covered with Nylon nets and tightly secured with steel wire during Pushkarams-2003.

Daily efforts are being made to identify vent pipes which were not covered with Nylon vent pipes so as to cover them a fresh.

Till now only 20 new vent pipes were identified and provided with nylon nets.

33) ANTI – LARVAL MEASURES:-

The NFCP unit at Rajahmundry is attending to spraying of Baytex in all drains in 25 wards only. Every one of these 25 wards would be attended weekly once. Remaining 25 wards are covered by P.H. Workers

For control of Aedes of Egyptian mosquito Abate is sprayed in peridomestic places through Door to Door activity by NFCP unit in 25 wards and by P.H. Workers in the remaining 25 wards. Council approved the action plan upto 30-05-2008.

Water stagnant areas were identified and periodical pouring of waste oil is being done.

34) Elimination of Pigs in the City :-

Following judgement by Honourable High Court in favour of Municipal Corporation, Rajahmundry nearly 10,000 stray pigs were eliminated with the help of shooter constables engaged for this purpose during the last two years.

This activity is still going on to prevent further emergence of pigs and pigs if found are being killed.

Presently the City is a pig free City.

35) Elimination of Stray Dogs :-

Continuous drive to eliminate stray dogs in the City is being carried out with the support of NGO's and department of Animal Husbandry.

36) Transporting of Stray Monkeys :-

Monkey menace has become a real problem due to falling of thousands of trees on National Highway.

The drive to catch and transport straying monkeys to agency area is still continuing.

37) Vermi Composting : At Subbarao Nagar 3 sheds are under repair

38) Organic Minure Plant : Not yet started

39) Debris Clearance :-

The debris generated in every ward is noted and with the help of Town Planning section is removed periodically.

40) Cutting of Rank Vegetation:-

Rank Vegetation areas in every ward are identified and cutting & removal work is being taken during gang works in every sanitary divisions.

41) Desiltation Activities:-

There is a separate batch called silt batch consisting of 68 PH Workers to attend to desiltation of major drains. Separate action plan is drawn to desilt the major drains two times in a year.

MUNICIPAL CORPORATION : : RAJAHMUNDRY							
STATEMENT SHOWING THE DCB OF D&O TRADES FOR THE YEAR 2008 - 09 upto 28-07-2008							
Sl. No.	Name of the Sanitary Inspector	No. of Trades	Total Demand (in Rs.)	Collection		Balance	
				No. of Trades	Amount Collected (in Rs.)	No. of Trades	Amount to be collected (in Rs.)
1	K.Rajinidevi	153	60046	144	56206	9	3840
2	K.Srinivasa Rao	285	144693	265	139090	20	5603
3	M.K.Nambudripad	227	98093	214	89862	13	8231
4	Sd.Khasim	606	315739	600	311790	10	3949
5	K.S.N.Murthy	154	92875	98	61603	56	31272
6	V.Rama Rao	211	175068	202	165583	9	9485
7	Vaska Ramarao	394	304670	296	224430	98	80240
8	G.Narayana Rao	401	280121	320	262894	81	17227
9	A.Satyanarayana	422	287191	407	277446	15	9745
10	B.U.S.V.Bhaskar Rao	571	325812	498	287520	73	38292
11	R.Kali Babu	724	347632	715	337052	9	10580
12	I.Srinivasa Rao	545	241389	459	210433	86	30956
13	K.Mani Raju	507	262415	471	251869	36	10546
14	R.V.Ramana Rao	136	95323	126	90110	10	5213
15	K.R.L.Reddy	365	164702	310	144157	55	20545
16	K.P.Raju	184	77588	172	72548	12	5040
17	Inti Srinivas	190	320000	120	245000	70	75000
18	D.Danavai	168	82112	150	75308	18	6804
19	D.Ramesh	88	30258	78	28758	10	1500
20	K.L.S.Prasad	108	52466	93	42700	15	9766
Total		6439	3758193	5738	3374359	705	383834

MUNICIPAL CORPORATION : : RAJAHMUNDRY				
PUBLIC HEALTH SECTION				
Circle No.	Ward No.s	Name of the Inspector	Designation	Phone Number
1	1,2,9	K.Rajanidevi	Sanitary Inspector	9951548322
2	3,4,5	K.Srinivasa Rao	Sanitary Inspector	9849908330
3	6,15,31	M.K.Nambudri Pad	Sanitary Inspector	9849908341
4	7,13,14	Sd.Khasim	Sanitary Inspector	9849908334
5	8	K.S.N.Murthy	Sanitary Inspector	9849908333
6	10,11,12	Vasurumarthi Rama Rao	Sanitary Inspector	9849908332
7	16,26,27	Vaska Ramarao	Sanitary Inspector	9849908335
8	17,18,19,20	G.Narayana Rao	Sanitary Inspector	9849908325
9	21,22	A.Satyanarayana	Sanitary Inspector	9849908327
10	23	B.U.S.V.Bhaskara Rao	Sanitary Inspector	9849908339
11	24,30	R.Kalibabu	Sanitary Supervisor - 1	9849908336
12	25,28,29	I.Srinivas	Sanitary Inspector	9849908337
13	32,33,35	K.Maniraju	Sanitary Inspector	9849908343
14	34	R.V.Ramana Rao	Sanitary Inspector	9849908342
15	36,39	K.R.L.Reddy	Sanitary Inspector	9849908328
16	37,38,42	K.Perumalla Raju	Sanitary Inspector	9849908329
17	40,41	I.Srinivas	Health Assistant	9989027508
18	43,44,47	D.Danavai	Health Assistant	9989876763
19	45,46	D.Ramesh	Health Assistant	9397916251
20	48,49,50	K.L.S.Prasad	Health Assistant	9989476635
21	Silt	M.Ram Mohan	Sanitary Supervisor	9849908326

MUNICIPAL CORPORATION : : RAJAHMUNDRY

PUBLIC HEALTH SECTION STAFF GROOS AMOUNTS

Sl.No.	Name of the Employee	Designation	Receipt of Remuneration per Month (in Rs.)
1	Dr.G.Satyadev	Health Officer	29876
2	M.Ram Mohan	Sanitary Supervisor	19282
3	G.Narayana Rao	Sanitary Inspector	19866
4	R.Kalibabu	Sanitary Inspector	20380
5	K.Srinivasa Rao	Sanitary Inspector	19372
6	I.Srinivas	Sanitary Inspector	18394
7	K.R.L.Reddy	Sanitary Inspector	17947
8	B.U.S.V.Bhaskara Rao	Sanitary Inspector	12799
9	Syed Khasim	Sanitary Inspector	13148
10	K.Satyanarayana Murthy	Sanitary Inspector	12487
11	K.perumalla Raju	Sanitary Inspector	12799
12	V.Subba Rao	Sanitary Inspector	
13	K.Mani Raju	Sanitary Inspector	12854
14	R.V.Ramana Rao	Sanitary Inspector	12854
15	M.K.Nambudri Pad	Sanitary Inspector	12799
16	V.Rama Rao	Sanitary Inspector	13173
17	Vaska Rama Rao	Sanitary Inspector	17923
18	A.Satyanarayana	Sanitary Inspector	10724
19	I.Srinivas	Health Assistant	10999
20	K.L.S.Prasad	Health Assistant	8882
21	Sd.Belkhees Bhanu	Health Assistant	8161
22	D.Ramesh Kumar	Health Assistant	8832
23	Tehra begum	Health Assistant	8832
24	D.Danavai	Sanitary Maistry	12170
25	D.J.R.Theerthulu	Sanitary Maistry	12879
26	M.Tulasidas	Sanitary Maistry	11989
27	K.Suryanarayana	Sanitary Maistry	11686
28	Y.satyanarayan Murthy	Sanitary Maistry	11984
29	B.Yellayya	Sanitary Maistry	11726
30	T.K.Bhaskara Rao	Sanitary Maistry	11691
31	B.Jaya Prakash	Sanitary Maistry	6284
32	K.D.K.V.Prasada Rao	Sanitary Maistry	12622
33	P.Venkateswara Rao	Sanitary Maistry	11412
34	M.venkateswarlu	Sanitary Maistry	8306
35	M.Bhaskara Rao	Sanitary Maistry	11427
36	P.L.Ganapathi	Sanitary Maistry	8517
37	CH.satyanarayana	Sanitary Maistry	11736
38	T.Srinivasa Rao	Sanitary Maistry	11412
39	A.M.satyanarayana	Sanitary Maistry	8281
40	K.Bhagavanthudu	Sanitary Maistry	11686
41	T.V.V.S.Prasad	Sanitary Maistry	7150

42	K.Siva Shankar	Sanitary Maistry	6807
43	K.Raghunadhareddy	Sanitary Maistry	6807
44	E.venkateswara Rao	Sanitary Maistry	3616
45	P.Durga Srinivasa Rao	Sanitary Maistry	6596
46	Dr.M.V.R.Murthy	Medical Officer	26558
47	Dr.G.Madhubabu	Medical Officer	29876
48	Dr.P.Md.Usman Ali Khan	Medical Officer	33414
49	Dr.Ch.Venugopala Chari	Medical Officer	31647
50	V.Pushpa Rajyam	Maternity Assistant	14250
51	K.Mariyamma	Maternity Assistant	14250
52	M.Satyavathi	Ayah	12487
53	P.Appalanarasamma	Ayah	12487
54	P.Meenakshamma	Ayah	12487
55	B.Atchayamma	Ayah	11277
56	P.Appayamma	Ayah	10724
57	M.Atchutamba	Ayah	8582
58	A.Chayadevi	Ayah	7209
59	G.Babu Rao	Compounder	17051
60	B.S.R.Pratista	FNO	11277
61	J.Rani	FNO	11854
62	M.Subba lakshmi	F.Servant	11566
63	M.Rama Rao	Driver	13413
64	Md.Zeelani	Driver	18208
65	M.Ratna Mohan	Driver	18632
66	M.satayanarayana	Driver	18694
67	M.Appalaraju	Driver	18188
68	B.Ram Mohan Rao	Driver	18253
69	Ch.Srinivasa Rao	Driver	18178
70	R.Rama Krishna	Driver	17326
71	G.Suryaprakash Rao	Cleaner	10724
72	M.Mutyala Reddy	Cleaner	10724
73	B.V.Ramana	Cleaner	10225
74	Ch.Nagendra Rao	Cleaner	10195
75	B.Srinivasa Rao	Cleaner	10210
76	Ch.V.Hanumantha Rao	Cleaner	6758
77	M.Someswara Rao	Cleaner	9983
78	M.Ramana	B.G.Watchman	9953
79	P.Subhakar Rao	B.G.Watchman	8382
80	R.Simhadri Rao	Night Watchman	9712
81	V.Seethayya	Night Watchman	10724
82	B.Subba Rao	Attender	12807

83	Y.Atchuta Ramaiah	Attender	3794
84	K.V.Ramana (F1)	Sr.Assistant	19385
85	Ch.Eswar Reddy (F2)	Jr.Assistant	14556
86	T.Ch.V.Satyamohan (F3)	Jr.Assistant	13153

1st Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Bula Kanakamma	12497
2	Vaddadi Venkateswarlu	11287
3	Mutyala Appalanarasamma	8382
4	Vaddadi Nagamani	11864
5	Somadula Pentamma	11576
6	Bangaru Syamalarao	6370
7	Allam Srinivasarao	6370
8	Tupakula Somalamma	6526
9	Meesala Sathibabu	7408
10	Pathala Srinu	10469
11	Meesala Rambabu	8171
12	Karangi Venkata Rao	10205
13	Vaddadi Srinivasa Rao	8382
14	Seeramsetty Ramana	11287
15	Mutyala Yellayya	10469
16	Jalagadugula Seethayya	7977
17	Dalai Pothu Raju	11576
18	Metti Srihari	7040
19	Dalai ganesh	11287
21	Gudeti Srinivasa Rao	6526
22	Palli Venkanna	6526
23	Oduri Srinu	6058
24	Misala Paidamma	10734
25	Tupakula Raju	11576
26	Miriyala Nagamani	6058
27	Budamparthi Mani	6058

2nd Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Kapavarapu Papa	11287
2	Inti Jaya Lakshmi	7782
3	Misala Apparao	8382
4	Mutyala Venkata Ramanamma	10205
5	Arji Lakshmi	12497
6	Podugu Sathamma	8171
7	Mondreti Akshayamu	7040
8	Devineedi Jyoteesh	6370
9	Kona Venkata Ratnam	8592
10	Inti Simhachalam	12497
11	Inti Sasi Kishore	8171
12	Guthula Sai Mohan	11576
13	Inti Bhaskara Rao	8171
14	Padala Satya Sridhar	7040
15	Veludurthi Durga Malleswari	8382
16	Mulaparathi Prasad	9254
17	Mutyala Veerraju	12497
18	Bangaru Ramana	8802
19	Palla Ramanamma	7576
20	Bowresetty Baburao	11864
21	Bhemavarapu Suryanarayana	9963
22	Meesala Raju	12497
23	Jalagadugula Ramu	11576
24	Juthuka Jhon Ratnam	10999
25	Sangereddy Durgaprasad	6214
26	Kasipalii Veera Venkata Rao	10469

3rd Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Kona Kannamma	12497
2	Bangaru Veera Appamma	10999
3	Mutyala Peda Simhachalam	12497
4	Vaddadi Mutyalamma	11576
5	Kona Vara Lakshmi	9028
6	Mutyala Eswaramma	12497
7	Relli Saidalli	12497
8	Bangaru Kondamma	10999
9	Mutyala Raju	7398
10	Nimmakayala Kumari	11287
11	Bangaru Raju S/o Dalayya	8382
12	Mutyala Padmavathi	11864
13	Origeti Dhana Raju	7219
14	Kilari Varahamma	9028
15	Allam Krishna	12497
16	Kona Ramanamma	11287
17	Relli Padmavathi	11576
18	Nagabathula Ramana	7219
19	Posupu Nagaratnam	6526
20	Yeddla Narasimha Murthy	12497
21	Mutyala Venkata Ramana	8382
22	Yajjala Rama Rao	11576
23	Palla Durga	6058
24	Yanaddam Raju	6058
25	Kalidasu Raju	6058

4th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Relli Chandrammma	11576
2	Allam Veera Apalamma	8382
3	Vaddadi Appa Rao	12497
4	Mutyala Dhana lakshmi	10205
5	Kota Simhachalam	10205
6	Bangaru Mukkotamma	12185
7	Bangaru Chittibabu	9722
8	Bentukuri Lakshmi	6058
9	Mangalagiri Venkataramana	10469
10	Ambati Prasad	11287
11	Solapuri Prasadha Rao	12187
12	Podugu Dhaneswara Rao	11864
13	Dalai Adhi Narayana	12185
14	Allam Ram Bai	11287
15	Kona Sidalli	12497
16	Mutyala Padma	10999
17	Aakula Venkata Ratnam	8171
18	T.V.Satyanarayana	7040
19	Karangi Srinivasa Rao	10205
20	Sangereddy Ram Babu	11576
21	Dhanala Muralikrishna	6214
22	Kona Krishna	11576
23	Inti Subbarao	11576
24	Mutyala Venkata Satyanarayana	6214
25	Mutyala Rajesh	6058

5th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Inti Simhachalam	11576
2	Vaddadi Kannama	11576
3	Bangaru Lakshmi	10734
4	Mutyala Venkata Apparao	8382
5	Mutyala Erakamma	12497
6	Mutyala Vijaya Lakshmi	8592
7	Vaddadi Siva Kumar	6214
8	Chedala Malleswari	6214
9	Cherukuri Chinna Rao	8592
10	Mutyala Appalakonda	10999
11	Meesala Adhinarayana	10734
12	Bangaru Swanthanarao	6214

6th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Kasimkota Sarada	8382
2	Bupathi Chinna Lakshmi	12185
3	Danda Bhavani	8382
4	Potnuri Gangamma	12185
5	Bupathi Siva Shankar	10999
6	Ponnuri Mangamma	10469
7	Allam Venkata Satyam	11576
8	Inti Venu Gopal	6868
9	Allam Sarojini	10734
10	Mutyala Pothuraju	8592
11	Mutyala Lakshmi w/o L Pathi	11287

12	Bangaru Ramana	8382
13	Mutyala Venkata Lakshmi	3137
14	Kona Venkataramana	6214
15	Yerramsetti Mathayya	12185
16	Rai Prakasarao	12185
17	P Yoga Venkata Satish Kumar	7040
18	Kona Ganesh Raju	7040
19	Vaddadi Pothuraju	8802
20	Vasupalli Subbarao	8382
21	Mutyala Jyothi	11287
22	Goli Gopi	10469
23	Budumparthi Adhinarayana	10734

7th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Kasimkota Lakshmi	12185
2	Bangaru Lakshmi	12497
3	Mutyala Lakshmi,W/o Ramu	11576
4	Mutyala Nagamani (Veerraju)	11576
5	Sangereddi Lellavathi	12185
6	Allam Raghavamma	12497
7	Bangaru Mariyamma	11287
8	Mutyala Nagamani (Raju)	11864
9	Alladi Simhachalam	10469
10	Misala Kumari	8802
11	Chenna saidamma	11287
12	Mutyala Pothamma	11576
13	Vaddadi Ramanamma	7398
14	Karangi Durgamma	12497
15	Mutyala Lakshmi,W/o Venkatesh	8802

16	Kanchumarthi Appayamma	7040
17	Mellem Ramanamma	7040
18	Sangereddi Simhachalam	11576
19	Mutyala Venkateswarlu	10205
20	Vaddadi Pothu Raju	11576
21	Bangaru Simhachalam	8592
22	Mette Veera Venkata Rao	9963
23	Chenna Appa Rao	12187
24	Relli Pothuraju	12497
25	Misala Siva Rama Krishna	10734
26	Jangam Durga Raju	7040
27	Allam Yesu	10205
28	Potnuri Nagendra Rao	6697
29	Kilari Apparao	10205
30	karangi Krishna	12497
31	Inti Venkata Prasad	9028
32	Kilari Lakshmi	10205
33	Mutyala Jayakumar	6214
34	Kilari Srinivasa Rao	6058

8th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Yedla Kumari	7229
2	Kilari Pushpa	11287
3	Bangaru Veeramma	11287
4	Mulla Jyothi	10469
5	Bhupathi Simhachalam	11576
6	Karangi Krishnaveni	12497
7	Mutyala Saiamma	12498
8	Kona Lakshmi	12185
9	Allam China Nookamma	12497
10	Mangalagiri Papamma	10469
11	Vaddadi Simhachalam	10205
12	Bangaru Asha	7587
13	Kari Venkata Rao	10469

14	Gummadi Lakshmana Rao	7229
15	Karangi Apparao	12497
16	Vaddadi Nageswararao	11576
17	Allam Polayya	12497
18	Mutyala Venkateswarlu S/o Gurumurthy	12497
19	Kilari Raju	12497
20	Pentapati Yesu	11576
21	Thati Apparao Dora	11576
22	Dalai Satyanarayana	12497
23	Dalai Narasimhamurthy	11576
24	Bangaru Venkata Ramana	11287
25	Allam Ram Mohan Rao	12497
26	Kilari Ram Babu	10469
27	Mutyala Kanaka Durga Vara Prasad	9028
28	Mamidi Posiyya	7229
29	Allam Ramanarao	8802
30	Bangaru Govindaraju	8382
31	Mette Koteswara Rao	6370
32	Yedla Srinivas	6214
33	Kona Parvathamma	12497
34	Allam Kumari	8592
35	Pamula Veerraju	12497
36	Vara Lakshmana Rao	8382
37	Bangaru Prabhakar Rao	12497
38	Misala Yedu Kondalu	8802
39	Bandi Rama Rao	12497
40	Goli Ratnam Raju	12497

9th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Akula Mohanarao	12497
2	Mutyala Guramma	12497
3	Misala Krsihnaveni	12497
4	Allam China Simhachalam	12497
5	Dalai Seethamma	12497
6	Bandi Venkata Lakshmi	11576

7	Bangaru Chittamma	12497
8	Kona Ram Mohana Rao	8382
9	Misala Paidi Raju	11576
10	Mutyala Yedukondalu	6058
11	Seremsetty Guramma	11864
12	Nimmakayala Hanumantharao	12497
13	Karangi Padmarao	7587

10th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Bangaru Sri Rama Murthy	10205
2	Aakula Simhachalam	11864
3	Rai Ramu	11576
4	Bangaru Ramanamma	10205
5	Inti Appala Narasamma	12185
6	Mangalagiri Savitri	12497
7	Mutyala Nagamani D/o Apparao	8592
8	Nimmakayala Parvathi	12185
9	Kilari Lakshmi	12497
10	Mutyala Nagamani W/o Rao	8382
11	Karangi Pentamma	11864
12	kakara Swarna Latha	8171
13	Mangalagiri Naga Lakshmi	7587
14	Meesala Manga	6526
15	Mutyala China Apparao	12185
16	Rai Ramana	11287
17	Karangi Prasad	12497
18	Vaddadi Potamma	8382
19	Danala Mohana Rao	12497
20	Misala Appala Swami	12497
21	Misala Chanti	6868
22	Pamula Raj Kumar	6868

23	Misala Seetamma	11576
24	Relli Satyavathi	10999
25	Mangalagiri Appayamma	10999
26	Guttula venkata Ramana	8382
27	Meete Guru Murthy	8382
28	Barre Panduranga Rao	10999
29	Bangaru Prasad	11576

11th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month in Rs.
1	2	3
1	Mutyala Lakshmi	12497
2	Mutyala Parvathi	12497
3	Aakula venkata Lakshmi	8592
4	Bangaru Lakshmi	11864
5	Vaddadi Parvathamma	8382
6	Silam Mani	7587
7	Bora Simhachalam	11576
8	Arji Simahachalam	10734
9	Bangaru Tirumala	6526
10	Rai China Vara Lakshmi	6370
11	Somadula Ramanamma	6370
12	Marapatla Gangadhar	6370
13	Gudeti Veeraganikamma	8171
14	Ambati Chittamma	8382
15	Uppala Veera Babu	7040
16	Kaduluri Annavaram	7040
17	Nimmakayala Veera Apparao	11287
18	Mutyala Rama Krishna	11864
19	Mutyala krishna menon	11576
20	Vaddadi Apparao	10205
21	Nimmakayala Srinivasa Rao	6214
22	Rai Srinivasa Rao	6214

23	Gudepu Balayya	11576
24	Chenna Veera Mani	8592
25	Meesala Apparao	12497
26	Mutyala Poleswara Rao	12497
27	Meelem Surya Rao	10205
28	Nimmakayala Ramesh	9028
29	Inti Durga Prasad	9028
30	Bangaru Prasad	9028
31	Boddapati Vijaya	8382
32	Allam Vijay	6058
33	Kasipalli Naga Raju	6058
34	Bodala Rajeswari	6058

12th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Kona Ramanamma	12497
2	Mutyala Yedukondalu	8171
3	Misala Ramanamma	7782
4	Misala Simhachalam	8382
5	Mutyala Maheswari	11864
6	Dalai Simhachalam	12497
7	Sangereddi Parvathamma	12497
8	Mutyala Samrajyam	12497
9	Dalai Paidamma	7040
10	Kilari Srinivasa Rao	11287
11	Mutyala Vara Simhachalam	6370
12	Meesala Durga Bhavani	6058
13	Bangaru Appalatalli	8802
14	Kona Srinivasa Rao	11576
15	Rai Venkata Ramana	11576

16	Dalai Muneswara Rao	11576
17	Sangereddi Pothuraju	12497
18	Bupathi Nageswara Rao	12497
19	Kilari Srinivasa Rao	6058
20	Allam Harinath	11287
21	Mutyala China Nagaraju	8592
22	Dalai Bhaskara Rao	8382
23	Mutyala V V satyanarayana	7977
24	Misala Nirmala	11287
25	Mellem Paddalu	12185
26	Sirapu Satyanarayana	8802
27	Chenna Pothu Raju	9028
28	Kona Lakshmi	6058

13th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Bangaru China Guramma	12497
2	Mutyala Nancharamma	11287
3	Seremsetty Dhanalakshmi	11287
4	Rai Srinivasa Rao	11287
5	Chenna Surya Kumari	12185
6	Meesala Appayamma	10469
7	Serakanam Mangaveni	7229
8	Inti Srinivasa Rao	8592
9	Pamu Venkata Rao	11576
10	Mutyala Ramu	12497
11	K.Prem Kumar Babu	6370
12	Mutyala Vijayamma	6058
13	Meesala Ramarao	12497
14	Nimmakayala Prasad	12497
15	Mutyala Satyanarayana	8592
16	Chitrapu venkata Rao	11576

17	Misala Veerraju	12497
18	Pammi Durga Rao	6868
19	Naramamidi Ganesh	6697
20	Golagani Ganapathi Bala Balaji	6697
21	Mutyala Vasu	6526
22	Aakula Gandhi Nagar	11576
23	Maddila Veerraju	6214
24	Bogavarapu Gurramma	12185
25	Somi lakshmi Sarojini	12497
26	Gudeti Bapiraju	12497
27	Pitala Chinni	7587
28	Yedla Venkata Rao	10469

14th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Relli sarojini	12497
2	Nimmakayala Nagamani W/o Durgarao	12187
3	Bawirisetti Gurramma	12497
4	Sangireddy Durga	11576
5	Mutyala Poornamma	12497
6	Kusumanchi Kasi Viswanadham	6370
7	Shiek R.Begum	7782
8	Pitani Lakshmi	6868
9	Uppada Suryakantham	7040
10	Nerella Krishnaveni	7040
11	Swamireddy Krishnarao	7040
12	Kshatri Indirabai	7040

13	Bora Raju	6370
14	Manthena Sridhar	6370
15	Mutyala Nagaraju	10734
16	Paka Suryanarayana	8171
17	Vaddadi Venkata Ramana	12185
18	Inti Somaraju	9028
19	Mutyala Saidarao	11576
20	Allam Padma	8592
21	Mutyala Gopalam	11576
22	Gudeti Rambabu	8382

15th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Karangi Saimma	12497
2	Potnuri Vijaya	11576
3	Dhanala Venkata laxmi	11576
4	Karangi Laxmi	8592
5	Karangi Srinivas	8171
6	Vaddadi Suri Apparao	7782
7	Boda Aseeravadam	7040
8	Bhupathi China Apparao	6526
9	Bangaru Kumari	6697
10	Vaddadi Pentamma	10205
11	Kilari Ramalaxmi	10469
12	Vaddadi Laxmi	10469
13	Dalai Atchamma	9480
14	Allam Rama Krishna	12497

15	Sangireddi Veerraju	12497
16	Mutyala Rama Rao	12497
17	Mutyala Apparao	12497
18	Sangireddi Veeranna	12187
19	Nimmakayala Durgarao	11576
20	BVV Ramana	11576
21	Mutyala venkata lakshmi	7408
22	Bangaru Ramesh	6526
23	Mutyala Venkata Ramana	10999
24	Sangereddy Malleswararao	12497
25	Bowrisetty Venkateswarlu	12497
26	Kavuluri Krishna	11576

16th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Kona Durgamma	8382
2	Inti Venkata Lakshmi	11576
3	Bangaru Prasad	8382
4	Dhanala Appayamma	12497
5	Allam Dhana Lakshmi	8382
6	Dhanala Marthamma	11864
7	Gudeti Atchamma	8382
8	Ponnaganti Chilakamma	11576
9	Bangaru Rajeswari	12497
10	Bora Suryakantham	10999
11	Juthuka Manga	11576
12	Chenna Appayamma	11576
13	Karangi vijayalakshmi	10734

14	Bangaru Jayalakshmi	3137
15	Bangaru Pedaveeramma	11576
16	Bangaru Sathiraju	9963
17	Misala Suryanarayana	8382
18	Mutyala Venkateswararao	7782
19	Guttula Suryanarayana	11576
20	Bangaru Satyanarayana	10469
21	A.Trimurthulu	6370
22	Misala Paidamma	10734
23	Mutyala Appala Narasamma	12497
24	Potnuri Narasamma	12497
25	Dhanala Ramakrishna	11576
26	Palli Venkata Rao	11576
27	Mutyala China Sydalli	11576
28	Palli Murali	11576

17th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Kona Saidamma	12497
2	Mutyala Mahalakshmi	12497
3	Vaddadi Yellamma	12497
4	Vaddadi Apparao	9963
5	Bangaru Srinivasa Rao	8171
6	Mutyala Srinivasa Rao	8802
7	Allam Simhachalam	12497
8	Relli Nirandar Rao	11576

9	Nimmakayala Venkateswarlu	11576
10	Meesala Srinivasa Rao	6526

18th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Pedapudi Raju	10205
2	Jalagadugula Apparao	11576
3	Chitrapu Simhachalam	10469
4	Gubbala Appalaraju	6214
5	Mulaparthi Somaraju	6370
6	Bangaru Chinna Apparao	12497
7	Meesala Jyothi	10469
8	Bangaru Yedukondalu	12497
9	Mutyala Ponduranga	10999
10	Bangaru Nokaraju	12497
11	Bangaru Pothuraju	12185
12	Kona Appayamma	12185
13	Morampudi Apparao	9963
14	Pothula Narasimha Rao	7587
15	Vaddadi Pothu Raju	10205
16	Mutyala Ramana	11576
17	Kasinkota Yesu	6058

19th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Bangaru Srinivasa Rao	10205
2	Vaddadi Lakshmi	10734
3	Somadula Erakayya	10205
4	Pillela Krishna	11864
5	Mangalagiri Sydalli	12497
6	Nagabattula Venkata Ramana	9254
7	Palla Anjaneyulu	11287
8	Jami Adi Sankar	6058
9	Bhupathi Durga Rao	6058
10	Chintagantu Sajeeva Kumar	6370
11	Kokkunuri Ramachandrarao	6526

20th Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Vaddadi Simhachalam	12497
2	Pedapudi Rajulamma	7782
3	Kona Chandra Rao	11576
4	Bangaru Venkata ramana	11576
5	Bandi Neelaveni	10734
6	Bangaru Simhachalam	8171
7	Boddu Sairam	8592
8	Inti Murali	9963

9	Bangaru Durga rao	11864
10	Bangaru Raju	11576
11	Kona Rambabu	10999
12	Kasimkota Yedukondalu	11576
13	Bangaru Veeraju	11287
14	Bobbili Devi Kumar	6058

21st Circle, Public Health Workers

SL.No.	Name and Designation of the Employee	Receipt of Remuneration per Month (in Rs.)
1	2	3
1	Karri Apparao Reddy	12497
2	Lanka Apparao	11864
3	Dharmavarapu Surya Rao	12497
4	Uruveti Guru Murthy	12497
5	Rai Rama Krishna	8382
6	Bula Surya Rao	11576
8	Yedla Venkata Ramana	12185
9	Chipurupalli Venkata Ramana	8592
10	Vanapalli Satya Narayana	12497
11	Pilla Rajesh	6526
12	Pilli Balaraju	6526
14	kappala Atchamma	11576
15	Chipurupalli Raju	10734
16	Pilli Harishkumar	6214
17	Matta Venkateswara Rao	6214
18	Gajjela Krishna	6058

Chapter 12

Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

**MUNICIPAL CORPORATION :: RAJAHMUNDRY
STATEMENT SHOWING THE VARIOUS GRANTS RELEASED UTILISED**

(Rs. in Lakhs)

Sl. No.	Name of the Scheme	Amount Sanctioned		Released		Completed		Under Progress	
		No.	Amount (Rs.)	No.	Amount (Rs.)	No.	Amount (Rs.)	No.	Amount (Rs.)
1	2	3	4	5	6	7	8	9	10
1	SJSRY	5	31.75	5	15.92	-	-	5	-
2	EIUS	-	-	-	-	-	-	-	-
3	Solid Waste Management	-	-	-	-	-	-	-	-
4	Special Grant (CM Special Package)	1	10.00	1	-	-	-	1	-
5	ACDP Grant	7	22.89	3	5.35	4	5.35	3	-
6	NSDP	-	-	-	-	-	-	-	-
7	12th Finance Commission (3rd spell)	5	88.59	5	88.59	-	-	5	-
8	RNB	-	-	-	-	-	-	-	-
9	INDIRAMMA	-	-	-	-	-	-	-	-
10	ILCS	8000	293.70	8000	293.70	6041	293.60	-	-
11	ASC Grant	-	-	-	-	-	-	-	-
12	Non-plan Grant (Municipal Office Building)	-	-	-	-	-	-	-	-
13	Non-plan Grant (e-seva)	-	-	-	-	-	-	-	-
14	Minorities Welfare Grant	1	-	-	-	-	-	1	-
15	UIDSSMT	-	-	-	-	-	-	-	-
16	IHSDP	-	-	-	-	-	-	-	-
17	JNNURM (UIG)	-	-	-	-	-	-	-	-
18	JNNURM (BSUP)	-	-	-	-	-	-	-	-
19	APUSP	-	23.00	-	23.00	-	23.00	-	-
20	APURMSP	-	-	-	-	-	-	-	-
21	Other Schemes if any mentioned	-	-	-	-	-	-	-	-

Chapter 13

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

13.1 Describe the activities / programmes / schemes being implemented by the public authority for which subsidy is provided.

Under SJSRY Scheme announced by Government of India the following sub components are available under the scheme.

CENTRAL GOVERNMENT

1. DWCUA:
 1. A self help group with minimum 10 members and maximum 20 members with one year seniority and rates as "A" category is eligible subjected to availability of funds.
 2. The subsidy will be released 50% of the project cost of Rs.1,25,000/- which ever is less and also released to financial institution against their sanction letter.
 3. Seniority among "A" category groups will be followed in selection.
2. USEP:
 1. Any individual between the age group of 18 and 45 and belongs to BPL family with 9th class qualification is eligible under this scheme.
 2. Subsidy will be released to financial institution against their sanction to the same direction.

STATE GOVERNMENT

INTEREST SUBSIDY : The interest subsidy 6% will be granted to groups (Pavalavaddi) State Govt. were financed by banks under bank linkage programme the interest subsidy will be released once in 6 month

and ILCS

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy 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
SJSRY	Against bank loan		
DWCUA	50% or Rs.1.25 Lakhs maximum	"A" category group as per seniority	Commissioner
USEP	15% or Rs.7,500/- maximum	9 th class, BPL, Individual	Commissioner
Interest subsidy	6% Subsidy	Interest subsidy against bank linkage loans.	Commissioner
Rajiv Yuva Sakthi	20% Subsidy	10 th class Pass / Fail	CEO, Setraj, KKD
Rajiv Abhyudaya Yojana	50% Subsidy	BC, BPL	ED, BC Corp'n Ltd., KKD
HUDCO			
ILCS	33%	Individual BPL	Commissioner

13.3 Described the manner of execution of the subsidy programme

Name of programme / activity	Application procedure	Sanction procedure	Disbursement procedure
DWCUA 50% Limited to Rs.1,25,000/-	Formed as groups minimum 10 members	'A' category groups will be verified from seniority list and verified by the filed staff	Will be released to financial institute by way A/c payee cheques.
USEP 15% (Rs.7,500/- limit)	Application received with 9 th class qualification BPL families individual	After receive the application and verified by the filed staff and sent to banks for sanction	Will be released to financial institute by way of A/c payee cheques
Interest subsidy	Against bank linkage loans	Repayment loan completion of 6 months	Will be released to financial institute by way of A/c payee cheques
ILCS 33% of the project cost of Rs.4,500/-	BPL, not having latrine	Verified through field staff	Will be released to the beneficiaries by way of A/c payee cheques
HUDCO			
ILCS	33%	Individual BPL	commissioner

Chapter 14

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

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

Sl. No.	Name & Address of recipient beneficiaries	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
1	11,875 beneficiaries OAP - 7514 Widow - 3083 Disabled - 1278	Rs.23,75,000/-	Monthly	Collector & Chairman, District Rural Development Agency
2	NFBS	As per allocation from the Government time to time	Not specific	District Collector

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

Individual Beneficiaries

Sl. No.	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
1	Ex-Serviceman's	Rs.9,86,925/-	Nil	Commissioner

Chapter 15

Information Available in Electronic Form

[Section 4(1)(b)xiv]

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

Electronic format	Description (site address / location where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom?)
Website, Internet	-	-	-

15.2 Regarding the particulars of facilities available to Citizens the following information is given to them through Citizen Charter counters as noted in the proforma.

Location	Address	Services available	Timings
Citizen Charter, Municipal Office	Municipal Corporation, Rajahmundry	Applying for Title Transfers for property tax, applying new tap connection, information of tax dues, paid details, applying Building Plans, complaints registration	10.30 AM to 5.00 PM
Call Center, Municipal Office Ph. 2449990	Municipal Corporation, Rajahmundry	All types complaints received	9.00 AM to 8.00 PM
Online Property Tax collection Centers (e-Seva)		Receiving Property Tax collection	9.00 AM to 7.00 PM
1	Municipal Office		
2	Near Kotipalli Bus Stand		
3	A. C. Gardens		
4	Prakash Nagar		
5	Sithampeta		

CHAPTER - 16**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION****(SECTION 4 (1) (b) xv)**

16.1 Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information.

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	Main Office, Commissioner Chamber and Citizen Charter	Different types Services, Procedure, fees, Notices etc.
News Paper Reports	All News Papers	Tender, Lease Notices
Public Announcements	Myke Announcements	Health, Hygiene, Tax Payments
Information Counter	Call Centre	All data
Publications	-	-
Office Library	-	-
Websites	-	-
Other Facilities (Name)	-	-

CHAPTER - 17
NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS
(SECTION 4 (1) (b) xvi)

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers Designated for various officers / Administrative Units and Appellate Authority / Officer (s) for the Public Authority in the following format.

Public Information Officer (S)

Sl. No.	Name of office /administrative unit	Name and Designation of PIO	Office Tel : Residence Tel : Fax :	Email
1	MUNICIPAL CORPORATION, RAJAHMUNDRY	Sri A.V. Satyanarayana	2479993 2479806 98499 08349	comm_mcr@yahoo.co.in

Assistant Public Information Officer (S)

Sl. No.	Name of office /administrative unit	Name and Designation of APIO	Office Tel : Residence Tel : Fax :	Email
1	MUNICIPAL CORPORATION, RAJAHMUNDRY	Smt. R. Nagamani	2479993	comm_mcr@yahoo.co.in

Appellate Authority

Sl. No.	Name, Designation and Address of Appellate Officer	Jurisdiction of Appellage Officer (Offices / Administrative units of the Authority)	Office Tel : Residence Tel : Fax :	Email
1	MUNICIPAL CORPORATION, RAJAHMUNDRY	K. Manicka Raj, IAS.,	2462414 2479995 98666 57600	comm_mcr@yahoo.co.in