

INFORMATION HANDBOOK

[In pursuance of Chapter II, Section 4(1) (b) of the Right to Information Act 2005]



NARASARAOPET MUNICIPALITY

Guntur District, Andhra Pradesh

(A Government body as defined under Andhra Pradesh Municipalities Act, 1965)

**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH**

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PREFACE

IN ORDER TO PROVIDE GREATER TRANSPARENCY AND ACCOUNTABILITY IN THE FUNCTIONING OF “PUBLIC AUTHORITIES”, THE RIGHT TO INFORMATION ACT, 2005(RTI) HAS BEEN ENACTED BY THE GOVERNMENT OF INDIA. THIS ACT ENTITLES THE CITIZENS TO OBTAIN INFORMATION PERTAINING TO PUBLIC AUTHORITIES, SUBJECT TO COMPLIANCE WITH PRESCRIBED PROCEDURE UNDER RTI ACT, 2005. THE ACT HAS BEEN NOTIFIED ON JUNE 15, 2005 .IN COMPLIANCE WITH THE PROVISIONS OF SECTION 4(1)(B) OF THE ACT, THIS INFORMATION MANUAL IS PUBLISHED FOR INFORMATION OF THE GENERAL PUBLIC.

BACKGROUND

IN ORDER TO ENSURE TRANSPARENCY AND ACCOUNTABILITY IN THE FUNCTIONING OF PUBLIC AUTHORITIES AND WITH A VIEW TO CONFER RIGHT ON CITIZENS FOR OBTAINING INFORMATION PERTAINING TO FUNCTIONING OF PUBLIC AUTHORITIES, THE INFORMATION ACT, 2005 (HEREINAFTER REFERRED TO AS "RTI" OR "ACT") HAS BEEN ENACTED. SECTION 4(1)(B) OF THE ACT CONFERS RIGHT ON CITIZENS TO OBTAIN INFORMATION PERTAINING TO FUNCTIONING OF PUBLIC AUTHORITIES AND FOR THIS PURPOSE EVERY PUBLIC AUTHORITY IS REQUIRED TO APPOINT PUBLIC INFORMATION OFFICER(S) ASSISTANT STATE PUBLIC INFORMATION OFFICER(S), WHEREVER APPLICABLE, FOR PROCESSING OF INFORMATION REQUESTS FROM CITIZENS. UNDER ANY CIRCUMSTANCES IF THE CITIZEN COULD NOT GET THE INFORMATION SOUGHT FOR BY HIM, HE MAY APPROACH THE APPELLATE AUTHORITY.

OBJECTIVE OF THE HAND BOOK.

THE ESSENCE OF GOOD GOVERNANCE IS BASED ON THE PREMISE THAT THE LAWS AND PROCEDURES ARE TRANSPARENT, CLEARLY DEFINED & UNDERSTOOD BY THOSE GOVERNED AND THE IMPLEMENTATION IS BOTH QUICK AND SMOOTH.

TRANSPARENCY CONNOTES THE CONDUCT OF PUBLIC BUSINESS IN A MANNER THAT AFFORDS STAKEHOLDERS WIDE ACCESSIBILITY TO THE DECISION-MAKING PROCESS AND THE ABILITY TO EFFECTIVELY INFLUENCE IT. IN THE CONTEXT OF URBAN GOVERNANCE, TRANSPARENCY ASSUMES ADDED SIGNIFICANCE. THE KEY OBJECTIVE BEHIND PUBLICATION OF THIS INFORMATION MANUAL IS TO ENABLE THE PUBLIC TO UNDERSTAND THE ROLE PLAYED BY THE DEPARTMENT IN THE URBAN GOVERNANCE BY THE GOVERNMENT OF ANDHRA PRADESH.

THE CITIZENS ARE ENTITLED UNDER THE ACT, TO OBTAIN ANY INFORMATION PRESCRIBED UNDER THE ACT FROM THE DEPARTMENT. THE PROCEDURE FOR OBTAINING INFORMATION FROM THE DEPARTMENT IS PRESCRIBED IN THE FOLLOWING PARAGRAPHS.

TARGETED USERS

THIS MANUAL IS MEANT FOR INFORMATION OF CITIZENS, CIVIL SOCIETY ORGANIZATIONS, PUBLIC REPRESENTATIVES, OFFICERS AND EMPLOYEES OF PUBLIC AUTHORITIES.

NAMES AND ADDRESSES OF KEY CONTACT OFFICERS.

FOR FACILITATING INFORMATION REQUESTS FROM CITIZENS, THE FOLLOWING OFFICERS ARE APPOINTED AS PIO, APIOS AND APPELLATE AUTHORITY.

Chapter 1

Introduction

- 1.1 Background
Please throw light on the background of this handbook - Right to Information Act and its key objectives.
- 1.2 Objective/purpose of this information handbook
Describe the provisions of Section 4(1)(b) of the Act regarding mandatory *suo motu* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public..
- 1.3 Who are the intended users of the handbook?
Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.
- 1.4 Definitions of key terms
Please provide definitions of keys terms used in this handbook.
- 1.5 Organization of information
Describe how information is organized in this handbook and what is contained in different chapters.
- 1.6 Getting additional information
Describe the sources, procedures and fees structure for getting information not available in this handbook.
- 1.7 Names & addresses of key contact points
Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

NARASARAOPET MUNICIPALITY

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 Council, Narasaraopet	Municipal Office, Station Road, Narasaraopet.	To Provide basic amenities to the Citizens of the Town.	i) Maintenance of sanitation. ii) Provision and maintenance of water supply iii) Provision and maintenance of street lighting iv) Provision and maintenance of roads and drains v) Provision and maintenance of parks and play grounds. vi) Provision and maintenance of cart stands market sand slaughter houses. vii) Provision and maintenance of school buildings wherever they are under the control of Municipality. viii) Provision and maintenance of burial grounds.

NARASARAOPET MUNICIPALITY
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	Sri A. Bhanu Pratap	Municipal Commissioner	i) Carry into effect all the resolutions of the Council. ii) Furnish to the Council such periodical reports regarding the progress made in carrying out the resolutions of the council. iii) Exercise the executive power for the purpose of carrying out the provisions of the APM Act, 1965. iv) Exercise disciplinary control over the employees of the Municipal Council. v) Exercise all powers in relation to the collection of taxes and fees, the licenses and the removal of encroachments. vi) He shall be in-charge of the Office of the Municipality and have custody of the Municipal Records. vii) Inspect the places of entertainment such as Cinema Halls etc.,	
		Administrative:	i) Exercise all the powers and perform all the functions specially conferred or imposed under the APM Act, 1965	
		Financial	i) Exercise powers to incurred in each case contingences expenditure incidental to the Municipal Administration, not exceeding Rs.1500/- ii) He is the Drawing and Disbursing Officer	
		Other	i) He may, by order in writing delegate any of his powers or functions to any officers or other employee of the council or to any employee of the Govt., ii) Issue of layout permission ,	

			<p>regularization of unauthorized hoardings, implementation of development schemes, implementation of urban poverty alleviation scheme, issue of Birth & Death Certificates, issue of extract of Demand Register of property, issue of Solvency Certificates, maintenance of civic amenities such as roads, drains, water supply, street lighting etc.,, maintenance of markets, burial grounds etc.,</p> <p>iii) He is Election Officer for Municipal Elections.</p>	
2	Sri K.V.S.N. Sarma	Manager	<p>i) Exercise the general supervision over the administrative section.</p> <p>ii) He shall perform all the duties of the Revenue Officer, where the post of Revenue Officer is not sanctioned.</p>	
		Administrative	<p>i) To receive the Court summons in the name of the Commissioner, checking of the Personal Registers, periodical register, to close the attendance register of the staff in time, to watch incoming reminders from the Govt/C&DMA/Collector& District Magistrate etc.,, to check the dispatch register, stamp account, distribution register and fair copy register, verify the credit of cheques received the adjustment made and attest the entries in the register of cheque register also to check petty cash book, permanent advance register daily chitta, cash and arrange to keep it in safe custody and remittance of the amount so received as is the custodian of one key out of double lock system of cash chest.</p> <p>ii) To send the files to the Commissioner after thorough verification relating in to administrative section.</p>	
		Financial:	<p>i) He shall daily check the cash</p>	

			<p>received and un -disbursed and satisfy himself that the total cash is available and then lock the chest at the time of closure of office.</p> <p>ii) The Manager is responsible for missing or misappropriation of money received in the Municipal Treasury</p>	
		Other	<p>i) He has to assist the Municipal Commissioner in the preparation of the rough agenda to the Council meeting, fair copying the agenda after seen by the Chairperson and also for proper service of the agenda to all the members of the Council including the Ex-Officio members, Co-opted members within the stipulated time as laid down APM Act, 1965.</p>	
3	Kumari L.Ramya	Accounts Officer	<p>i) Scrutiny of pay bills and all the officers and employees and the passing of the pass orders for signature of the Commissioner. Scrutiny of Pension payment bills,</p> <p>ii) Preparation of annual and monthly accounts, transfer of adjustments.</p>	
		Administrative	--	
		Financial	--	
4	Smt. G.Nagalakshmi, Sri T.Ravi Kumar	Senior Accountant Junior Accountant	<p>i) Preparation of Budget Estimate Monthly & Annual Accounts</p> <p>ii) He shall verify whether the posts for which salaries are claimed are covered by sanction orders of competent authority.</p> <p>iii) Maintenance of Investments Register, Reconciliation of Cash Book with Treasury Pass Book and Bank Pass Book or Ledger.</p> <p>iv) Conducting of Annual Audit to the Annual Accounts with</p>	

			<p>the Audit Departments.</p> <p>v) He shall verify whether all recoveries like festival advance etc., recovery orders passed by the Municipal Commissioner or Higher Competent authority have been effected or not</p> <p>vi) He shall all verify whether the employee is on duty during the entire month are on E.L./HPL/EOL, and if on leave whether such leaves are sanctioned by the competent authority and whether the claim is for salary or leave salaries</p>	
5	<p>Sri K.Srinivasarao Sri P.Madhu, Sri S.Anjaneyulu, Sri Y.Rajendra, Sri Sk.S.M.Subhani,</p>	<p>Senior Assistants</p>	<p>i) He shall attend at least 15 currents per day.</p> <p>ii) He should register the currents received by him in the personal register on the same day and attend to urgent references on the same day. Papers of the ordinary nature should be attended by him within (3) days.</p> <p>iii) He shall give top priority to the references received from CM's Cell/ C&DMA, RDMA, Courts of Law and on LAQ's</p>	
		<p>Administrative</p>	<p>--</p>	
		<p>Financial</p>	<p>--</p>	
		<p>Other</p>	<p>i) He shall submit personal registers regularly for check of the section heads</p>	
6	<p>1) Sri P.Sivaiah 2) Sri Sk.Sattar vali, 3) Sri Sk.Moulai, 4) Sri T.Guravaiah, 5) Sri Sk.Abdul Khadar, 6) Smt. T.Jayasarada, 7) Smt.Ch.Rajini, 8) Sri A.Sagar Babu, 9) Krishna Sandeep Kumar</p>	<p>Junior Assistants</p>	<p>i) He shall attend at least 15 currents per day.</p> <p>ii) He should register the currents received by him in the personal register on the same day and attend to urgent references on the same day. Papers of the ordinary nature should be attended by him within (3) days.</p> <p>iii) He shall give top priority to the references received from CM's Cell/ C&DMA,</p>	

			RDMA, Courts of Law and on LAQ's	
		Administrative	--	
		Financial	--	
		Other	i) He shall submit personal registers regularly for check of the section heads	
7	Sri A.M.Srinivasarao Sri K.Srinivasarao Senior Assistant	Revenue Officer, Revenue Inspector Incharge	<p>i) He shall inspect all the buildings put up by the Bill Collectors through monthly list and verify the measurements recorded therein in-respect of apartments common areas like parking places, balconies etc., shall have to be divided and apportioned to the concerned apartment holders and recorded the monthly lists to avoid loss of revenues.</p> <p>ii) He shall collect the interest to be charged in case of failure to pay property tax within the due date and he is responsible if the penalty is not collected.</p> <p>iii) He shall take action to effect distraints through warrants against defaulters tax and file prosecutions as per the provision of the act.</p> <p>iv) He shall fix the targets among the bill collectors and ensure 100% collection of taxes in each half year.</p> <p>v) He shall ensure that all the notices and bills are served on the tax payers by the end of May for the 1st half year and by the end of November for the 2nd half year.</p> <p>vi) He shall also see that all the demand notices are handed over to the Bill Collector by 15th April, & 15th October respectively</p> <p>vii) He shall assist the Commissioner at the time of disposal revision petitions, grant of vacancy</p>	

			<p>petitions to take actions of the markets, slaughter houses, shop rooms etc.,</p> <p>viii) He shall attend the Courts on behalf of the Commissioner in tax suites.</p> <p>ix) He shall check the outstanding bills, arrears as well as current ones in the month, if any defalcation funds his noticed the Revenue Inspector shall be made responsible along with the bill collector and clerk concerned.</p> <p>x) He shall ensure that no under assessed or un assessed structure/buildings in the town.</p> <p>xi) He shall take action for disconnection of essential services to the houses of defaulting tax payers.</p>	
		Administrative	<p>i) He shall assist the Commissioner for issue of the extract of the demand registers, and valuation certificates as per the provisions of the APM Act, 1965</p> <p>ii) He shall conduct test check up of the demand notices, receipts and memoranda and verification of receipts given to tax payers, as per the provision of the APM Act, 1965.</p>	
		Financial	--	
		Other	--	
8	<p>1) Sri I.Basavaiah</p> <p>2) Sri K.Venkateswarlu</p> <p>3) Sri K.Srinivasarao</p> <p>4) Sri Ch.Suresh Kumar</p> <p>5) Sri S.Kishore Babu</p> <p>6) Sri B.Srinivas (Under Suspension)</p>	Bill Collectors	<p>i) He shall ensure that all notices and bills shall be served on all the tax payers by the end of May for the 1st half year and by the end of November 2nd half year.</p> <p>ii) He shall ensure cent percent collection of taxes, water charges and other taxes/fees/charges/ other amounts in each half year and as per the targets given to him</p> <p>iii) He shall see that no under</p>	

			assessed or un assessed buildings in the revenue wards allotted to him	
		Administrative	<ul style="list-style-type: none"> i) He shall submit dairy to the Municipal Commissioner through the R.I/M.R.O/Manager ii) He shall put up monthly lists through the Revenue Inspector and responsible for any others in the lists iii) He shall collect interest in case of failure to pay property tax within the due date and he shall be made responsible if the penalty is not collectable 	
		Financial	--	
		Other	--	
9	<p>Sri G.Venkateswarao</p> <p>Sri J.Sivarama Krishna</p> <p>1) Sri Sk.Md.Rariq, 2) Sri J.Praveen Kumar, 3) Kumari V.Devika</p>	<p>Executive Engineer</p> <p>Deputy Executive Engineer</p> <p>Municipal Assistant Engineers</p>	<ul style="list-style-type: none"> i) He shall have to follow the AP Municipalities (Check measurements or works) Rules, 1972, AP Municipalities (Municipal Works) Rules, 1965 & AP Municipalities Tender Rules, 1967 while discharging his official duties his execution of works and purchase of materials etc., ii) He shall prepare the estimates, get them technical sanction get the works executed according to specification and estimates, measure and check measure of the works executed, get the works check measured by the superior officers. iii) He shall maintain water supply with proper chlorination, get the over-head tanks cleaned regularly, detect leakages of water on the pipelines and arrest these leakages iv) He shall get the drinking water checked through labs for detection of contamination of water and takes steps for avoidance 	

			<p>v) He shall maintain street lighting duly replacing the fused off bulbs, keep sufficient electrical material to attend the repairs</p> <p>vi) He shall maintain roads & drains and carry out repairs for free flow of drains</p> <p>vii) He shall bring to the notice of the Commissioner the condition of roads, drains and street lighting and also the amounts required for carry out the repairs.</p>	
		Administrative	--	
		Financial	--	
		Other	<p>i) All the matters connected with Engineering Department.</p> <p>ii) The Municipal Assistant Engineer shall perform the duties assigned to him by an office order issued by the Municipal Commissioner prepared in consultation to the Municipal Engineer.</p>	
10	Work Inspector	Statutory	<p>i) He shall prepare the estimates and tender notices</p> <p>ii) He shall prepare to comparative statement of the tenders received</p>	
		Administrative		
		Financial		
		Other	<p>i) He shall attend to such other duties as entrusted to him by the Municipal Engineer and Municipal Commissioner.</p>	
11	--	Fitter I/c	<p>i) He shall give tap connection from the distribution lines in respect of taps sanctioned by the Chairperson.</p> <p>ii) He shall disconnect taps on the orders of the Municipal Commissioner.</p> <p>iii) He shall detect the taps to</p>	

			<p>which motors are connected unauthorizedly and report such cases to the Municipal Commissioner through Municipal Engineer for disconnection.</p> <p>iv) He shall have to find out the leakages all the distribution lines and wastage of drinking water in the public fountains etc., and report to the Municipal Engineer.</p>	
		Administrative	--	
		Financial	--	
		Other	<p>i) He shall attend other duties as entrusted by the Municipal Engineer and the Commissioner.</p>	
12	Electrician (Water Supply)	Statutory	<p>i) He shall have to look after the functioning of all pumps and motors and the alternate pumps and motors installed for usage.</p> <p>ii) He shall ensured the proper maintains of generator attached to the head quarters and office.</p>	
		Administrative	--	
		Financial	--	
		Other	--	
13	--	Electrician	<p>i) He shall should check all the whether all the lights burning or not and take timely action for replacement.</p>	
		Administrative		
		Financial		
		Other	<p>i) He shall attend to any other duty entrusted to him by the Municipal Engineer/Commissioner</p>	
14	<p>1) A.Sambaiah 2) V.Krishna Samudram, Deputation</p>	<p>Town Planning Officers</p> <p>Town Planning</p>	<p>i) He shall scrutinize the building applications received with plans, verify them with reference to the rules in force and recommend for sanction</p>	

	Smt. K.Suneetha --	Supervisor Town Planning Building Overseer	<p>or refusal permission by the Commissioner.</p> <p>ii) He shall detect unauthorized constructions in deviation of approved plans and take suitable action.</p> <p>iii) He shall forward layout proposals to the DTCP, Hyderabad with his remarks and endorsement by the Commissioner.</p> <p>iv) He shall encroachments and classify them suitably, remove objectionable encroachments and collect encroachment fee with the approval of the Commissioner.</p> <p>v) He shall accord permission for erection of advertisements remove unauthorized advertisements and collect advertisement tax.</p> <p>vi) He shall collect encroachment fee, fee/tax/charges payable by the cable t.v. operators and advertisement tax before the end of financial year.</p>	
		Administrative		
		Financial		
		Other	i) He shall attend all other matters connected with town planning section and works entrusted to him by the Municipal Commissioner.	
15	1) Sri M.Vijaya Saradhi 2) Sri D.Ramudu Deputation	Sanitary Inspectors	<p>i) He shall maintain sanitation in the town, including public and private markets and slaughter houses</p> <p>ii) He shall supervise the sanitation work i.e., cleaning of streets and drains, lifting of garbage and ensure that PH</p>	

			<p>Workers remain in duty during working hours</p> <p>iii) He shall maintain special sanitation and implement preventive measures during out break of epidemics</p> <p>iv) He shall implement all Govt., programs connected with sanitation, family planning, pulse polio, vaccination etc.,</p> <p>v) He shall lift the food samples.</p> <p>vi) He shall implement the provisions of APM Act, 1965, Public Health Act, 1939, Places of Public Resorts, 1818 and Cinematography Act, 1918</p> <p>vii) He shall take the attendance of PH Workers every day from 5.30 a.m to 6.00 a.m., and from 1.30 p.m., to 2.00 .p.m.,</p>	
		Administrative	--	
		Financial	--	
		Other	i) He shall follow the instruction of the Commissioner from time to time	
16	-- 1) Sri Sk.Adam Shafi, 2) Smt Ch. A.Lakshmi	Assistant Statistical Officer Health Assistants	<p>i) He shall registered Births & Deaths and prepare extract of Births & Deaths.</p> <p>ii) He shall attend to vaccination work.</p> <p>iii) He shall attend to control and preventive measure and surveillance during emergency in case of out break of epidemic .</p> <p>iv) He shall implement all Government programme connected with Births & Deaths and Vaccination</p>	

NARASARAOPET MUNICIPALITY

CHAPTER – 4

PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS

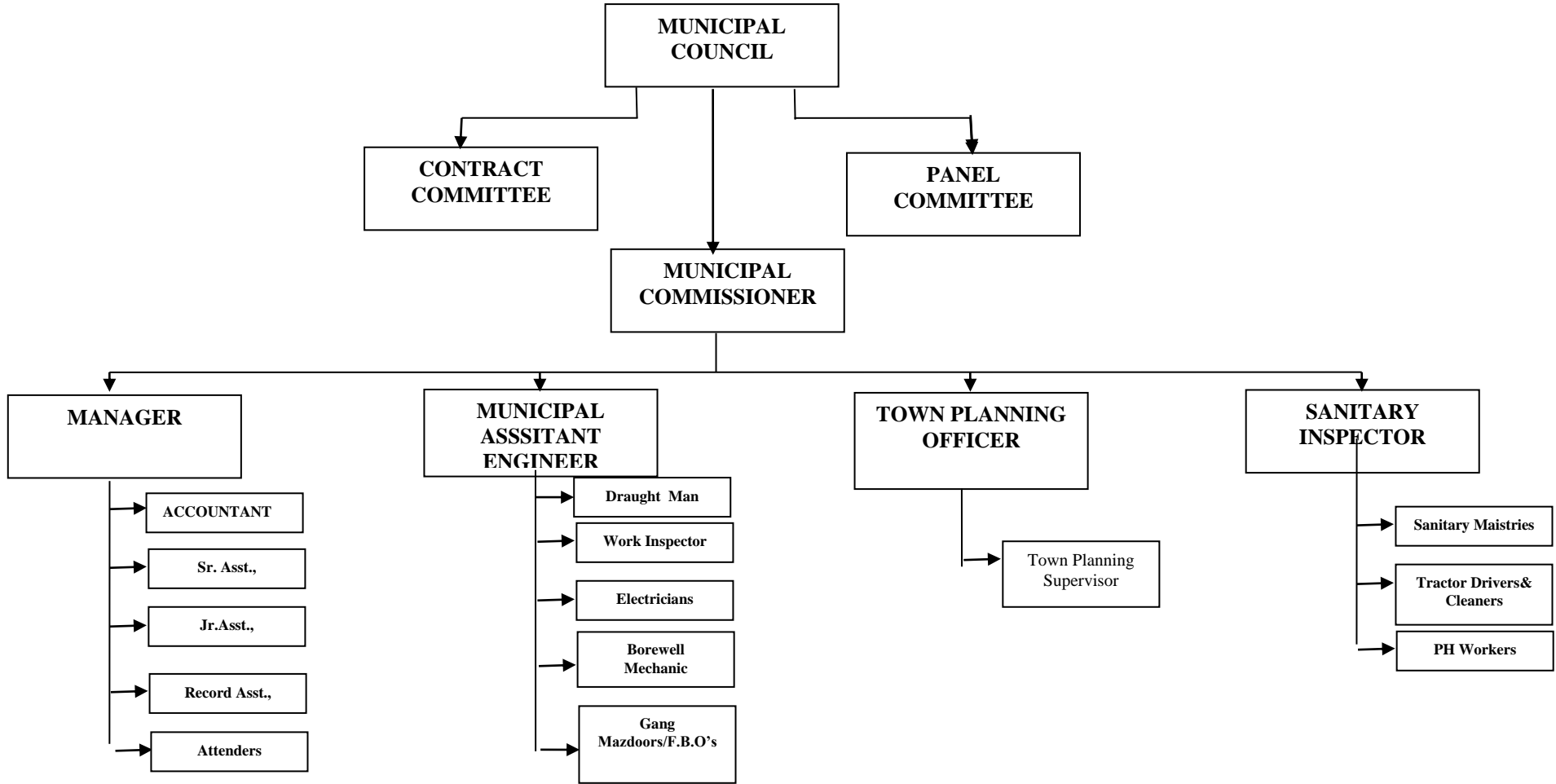
[Section 4(1) (b)(iii)]

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 & Planning	<p>Goal: To provide basic amenities to the Citizens of the town viz., Sanitations, Water Supply, etc.,</p> <p>Planning: By collecting all the revenues due to municipality and the obtaining financial assistance from the Govt., as the case may be..</p>	Approval of Municipal Council, Administrative sanction given by the Govt.,, C&DMA and District Collector, Committee constituted under section 43 of APM Act, 1965	Municipal Council & Government
Budgeting	The annual budgeting system as per the provision of APM Act, 1965 is followed.	The Municipal Council shall approve the budget and submit to the Govt., through the District Collector and C&DMA	The Government and MA&UD Department shall approve the budget of the Council.
Formulation of programmes, schemes and projects	The Municipal Commissioner shall prepare the schemes programmes as per the requirements of the town and as per the guidelines and instruction of the Government.	The Municipal Council shall approve the schemes/ programmes prepared by the Municipal Commissioner in consultation with the official in line departments	Municipal Council & Government
Recruitment/Hiring of personnel	<ol style="list-style-type: none"> 1. The Municipal Commissioner will be appointed by the Government 2. The other section heads shall be appointed by the respective heads of the departments 3. The staff shall be appointed/posted through an open competition from Employment Exchange and Regional Director of Municipal Administration. 4. By the Panel Committee constituted under section 	Approval from Government/ Heads of Departments/ Panel Committee's/ Contract Committee/ Municipal Council	Government/ Heads of Departments/ Panel Committee's/ Contract Committee/ Municipal Council

	74 of APM Act, 1965. 5. Hiring of personnel through contract system		
Release of funds	<ol style="list-style-type: none"> As per the allocation made in the related head of the account in the budget. As per the releases made by the Government under different schemes/ programmes 	Municipal Council shall give administrative sanction (if necessary) to incur expenditure under different programmes/ schemes	Municipal Council, Municipal Commissioner, District Collector, C&DMA & Government,
Implementation / Delivery of service/ Utilization	<ol style="list-style-type: none"> The schemes and programmes will be implemented by the Municipal Commissioner with the assistance and support of section heads of the Municipality and officers of line departments/ financial institutions Funds shall be utilized for the purpose for which they are released. 	As per the guidelines and instruction issued by the competent authorities from time to time	Municipal Commissioner
Monitoring & Evaluation	Programmes and schemes being implemented will be monitored and evaluated by the Municipal Commissioner/ C&DMA/ Government/Financial Institutions etc.,	By submitting periodical reports and evaluation reports by the Municipal Commissioner, Municipal Engineer, Consultants from Financial Institutions etc.,	Municipal Commissioner, Municipal Engineer, Consultants from Financial Institutions etc.,
Gathering feedback from public	Meetings with People's Representatives, Women Groups, NGO's, Official from other Government Departments and Stake Holders	Views, opinions and recommendations taken from these meetings/ work shops	Municipal Commissioner
Undertaking improvements	The Municipal Council, Municipal Commissioner and entire staff.	Recommendations received which are acceptable and implementable	Municipal Council & Municipal Commissioner

4.2 FLOW CHART TO SHOW CHANNELS OF SUPERVISION AND ACCOUNTABILITY



NARASARAOPET MUNICIPALITY

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	Property Tax & Door Number	---	15 Days	Citizen Charter
2	Disposal of Building Plan	---	15 Days	Citizen Charter
3	Tap Connection a) General b) OYT	---	30 Days 15 Days	Citizen Charter
4	Birth & Death Certificates	---	5 Days	Citizen Charter
5	Garbage Cleaning	---	1 Day	Citizen Charter
6	Drain Cleaning	---	2 Days	Citizen Charter
7	Anti Larva Operations	---	1 for 2 weeks	Citizen Charter
8	Pipe Line Leakage	---	1 Day	Citizen Charter
9	Street Lighting	---	5 Days	Citizen Charter
10	Roads Repair	---	7 Days	Citizen Charter

NARASARAOPET MUNICIPALITY

CHAPTER – 6

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

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

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl.No	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	Water Supply bye laws	Rules & Conditions for getting tap connections etc.	
2	Gazette Notification on D&O trade license fees	For obtaining trade licenses etc.	
3	Gazette Notification on advertisement tax/encroachment fees	For obtaining building permissions, erecting advertisement hoardings etc.	
4	Gazette Notification on property tax	For levying of house tax and vacant land tax.	
5	Gazette Notification on auctions of Vegetable Markets etc.	Rates applicable for vendors in the town for sale of Vegetables etc.	
Manuals			
1	A.P. Municipal Law Manual		
2			
Records			
1	L. Dis Disposals		
2	D. Dis Disposals		
3	R Dis. Disposals		
4	RF 54 Disposals		
5	RF 7 Disposals		
6	RF 33 Disposals		
Publications			
1			
2			

NARASARAOPET MUNICIPALITY

CHAPTER – 7

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY

[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	Property Tax	Extract of the Demand Register	Municipal Commissioner
2	Birth & Death Register	Birth & Death Certificate	"
3	B.A. Register	Building Permission granted	"
4	Demand Register of D&O Trade Licenses	Licenses issued	"
5	Register of Encroachment	Encroachment Tax levied	"
6	Mutation Register	Title Transfer	"

NARASARAOPET MUNICIPALITY

CHAPTER – 8

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

[Section 4(1) (b) viii]

8.1 Describe arrangements by the public authority to seek consultation/ participation of public or its representative 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	Preparation of Project Reports	Work Shops and Stake holders meeting	Work Shops and Stake holders meeting
		Council Meetings	Council Meetings

NARASARAOPET MUNICIPALITY

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 boards, councils, committees and other bodies related to the public authority in the following format

Name of Board, Council Committee etc.,	Composition	Powers & Functions	Whether its meeting open to Public/Minutes of its meetings accessible for public
Municipal Council	Comprising of Chairperson, Ward Members, Ex-officio Members and Co-Option Member	Pass resolutions to accord administrative sanctions to the Municipal Commissioner for taking up works/ maintenance of civic amenities, conduct of programmes etc.,	Open to Public
Panel Committee	Chairperson, Municipal Commissioner and certain Ward Members	To appoint employees	Minutes of the meeting are accessible to public
Contract Committee	Chairperson, Municipal Commissioner and certain Ward Members	To approve the tenders received	Minutes of the meeting are accessible to public

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.

NARASARAOPET MUNICIPALITY

CHAPTER – 10 DIRECTORY OF OFFICERS AND EMPLOYEES [Section 4(1) (b) v (ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal vigilance, audit etc.,

Sl.No	Name of Office/ Administrative Unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel. Residence Tel: Fax:	Email
1	Municipal Commissioner	Sri A. Bhanu Pratap	984990 5831	nrspet_07035@yahoo.co.in
2	Municipal Executive Engineer	Sri G.Venkateswararao	984990 6591	"
3	Deputy Executive Engineer	Sri J.Sivarama Krishna		
4	Municipal Assistant Engineers	Sri Sk.Md.Rafiq, Sri J.Praveen, Kumari V.Devika	984990 7271 984990 7276	"
5	Manager	Sri K.V.S.N. Sarma	984990 7946	"
6	Accounts Officer	Kumari L.Ramya	7680905749	"
7	Town Planning Officers	Sri A.Sambaiah, Sri V.Krishna Samudram Deputation	984990 7274	
8	Town Planning Supervisor	Smt. K.Suneetha		"
9	Senior Assistant	Sri K.Sinivasarao	984990 7275	"
10	Senior Assistant	Sri P.Madhu	984990 7272	"
11	Senior Assistant	Sri S.Anjaneyulu	7337316214	"
12	Senior Assistant	Sri Y.Rajendra		"
11	Senior Assistant	Sri Sk.S.M.Subhani	7680905746	"
10	Sanitary Inspector	Sri M.Vijaya saradhi	984990 7935	"
11	Sanitary Inspector	Sri D.Ramudu	984990 7934	"
12	Revenue Officer	Sri A.M.Srinivasarao	08647-222001	"
13	Revenue Inspector	--	--	"
14	Technical Expert	Sri K.V.E.Basaveswararao	9701385338	"

NARASARAOPET MUNICIPALITY

CHAPTER – 11

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

Sl.No	Name of the Employee	Designation	Monthly Remuneration including its composition	System of compensation to determine remuneration as given in regulation
1	Sri A. Bhanu Pratap	Commissioner	58134.00	
2	Sri G.Venkateswararao	M.E.E.	100129.00	
3	Sri J.Sivaramakrishna	D.E.E.	79675.00	
4	Sri Sk.Md.Rafiq	M.A.E.	54506.00	
5	Sri J.Praveen Kumar	M.A.E.	47295.00	
6	Kumari V.Devika	M.A.E.	--	
7	Sri K.V.S.N. Sarma	Manager	77722.00	
8	Kumari L.Ramya	A.O.	50645.00	
9	Smt.G.Naga Lakshmi	Senior Accountant	30660.00	
10	Sri T.Ravikumar	Jr. Accountant	28175.00	
11	Sri A.Sambaiah	T.P.O.	64031.00	
12	Sri V.K.Samudhram	T.P.O.	68336.00	
13	Smt. K.Suneetha	T.P.S.	43996.00	
14	Sri K.Srinivasarao	Sr. Assistant	49238.00	
15	Sri P.Madhu	Sr. Assistant	41744.00	
16	Sri S.Anjaneyulu	Sr. Assistant	46645.00	
17	Sri Y.Rajendra	Sr. Assistant	32407.00	
18	Sri SK.S.M.Subhani	Sr. Assistant	32407.00	
19	Sri M.Vijaya saradhi	S.I.	58002.00	
20	Sri D.Ramudu	S.I.	50750.00	
21	Sri A.M.Srinivasarao	R.O.	75639.00	
22	Sri P.Sivaiah	Jr. Assistant	56547.00	
23	Sri Sk.Sattar Vali	Jr. Assistant	37348.00	
24	Sri Sk.Moulali	Jr. Assistant	32407.00	
25	Sri SK.Abdul Khadar	Jr. Assistant	24421.00	
26	Sri T.Guravaiah	Jr. Assistant	23725.00	
27	Sri A.Sagar babu	Jr. Assistant	23029.00	
28	Smt.Ch.Rajani	Jr. Assistant	31136.00	
29	Sri Krishna Sandeep	Jr. Assistant	22387.00	
30	Smt.T.Jaya Sarada	Jr. Assistant	47941.00	
30	Sri I.Basavaiah	Bill Collector	58142.00	
31	Sri K.Venkateswarlu	Bill Collector	55282.00	
32	Sri K.Srinivasarao	Bill Collector	39805.00	
33	Sri Ch.Suresh Kumar	Bill Collector	27670.00	
34	Sri S.Kishore babu	Bill Collector	--	
35	Sri Sk.Adam Shafi	B.D.R.	39466.00	
36	Smt. A.Lakshmi	B.D.R.	31710.00	

NARASARAOPET MUNICIPALITY

CHAPTER – 12

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS etc.,

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

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

Agency	Plan/ Programme/ Scheme/ Project/ Activity/ Purpose for which budget is allocated	Expected Income 2016-2017	Proposed Expenditure 2016-2017	Report on disbursements made or where such details are available (web site, reports, notice boards etc.,)
Narasaraopet Municipality	Opening Balance	6867488	--	
	Property Tax	59092000	--	
	Non-Taxes	47020300	--	
	Entertainment Tax	4500000	--	
	Surcharge on Stamp Duty	19000000	--	
	Town Planning Receipts	6163400	--	
	VLT Tax	500000	--	
	Non-plan Grants	--	--	
	Adv.Tax	1400000	--	
	TOTAL :	144543188	--	
	Employees Salaries & Pensions	--	--	
	General Expenditure	--	72905400	
	Lighting Expenditure	--	14400000	
	Water Supply & Drainage	--	27450000	
	Town Planning	--	1690000	
	Capital Expenditure	--	451100810	
	TOTAL :	--	567546210	

NARASARAOPET MUNICIPALITY
CHAPTER – 13
MANNER OF EXECUTION OF SUBSIDY PROGRAMME
[Section 4(1) (b) xii]

13.1 Describe the activities/ programmes/schemes being implemented by the Public authority for which subsidy is provided : Corporation Schemes and NTR Bharosa Pensions

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/ schemes

Name of Programme/ Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Corporation Schemes	50% or Rs. 50,000/- (B.C, Kapu, Minority, Christian Minority, S.C., and S.T. Corporations)	BPL Families	Corporation E.D's
NTR Bharosa Pensions	Rs.1000/- per monthly OAP, Widow, Weavers, Below 83% Disabled persons and above 84% Disabled Persons Rs.1500/- per month	BPL Families	District Collector
DWCUA (Self Help Groups)	Margin Money 5%, Bank Loan 45% Subsidy 50% (Under SJSRY Funds)	Registered Self Help Groups	Commissioner, Narasaraopet Municipality

13.3 Describe the manner of execution of the subsidy programme

Name of Programme/ Activity	Application procedure	Sanction procedure	Disbursement procedure
USEP (Individual)	BPL Families	Bank Manager / Field Officer	As per Rules of Banks
DWCUA (Self Help Groups)	Registered Self Help Groups	Bank Manager / Field Officer	As per Rules of Banks

NARASARAOPET MUNICIPALITY

CHAPTER – 14

BENEFICIARIES DETAILS

[Section 4(1) (b) xii]

14.1 Describe the activities/ programmes/schemes being implemented by the Public authority for which subsidy is provided :

Name of Programme/ Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
NTR Bharosa Pensions (OAP, WIDOW, DISABLED, WEAVERS AND ABHAYA HASTAM)	OAP - 3099 Widow - 2559 Disabled - 820 Abhaya hastam - 85 Total - 6563	BPL Families	District Collector
Corporation Schemes	S.C. Corporation - 87 S.T. Corporation - 2 B.C. Corporation - 51 Minority Corporation - 117 Kapu Corporation - 81	BPL Families	E.D., S.C. Corporation E.D., S.T. Corporation E.D., B.C. Corporation E.D., Minority Corporation E.D., Kapu. Corporation

NARASARAOPET MUNICIPALITY

CHAPTER – 15

Information Available in Electronic Form

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

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

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
C.D.	Municipal Office	1) Property Tax Details, 2) Birth & Death Details	Municipal Commissioner

NARASARAOPET MUNICIPALITY

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	Municipal Office, Other Government Offices, Public Libraries, Banks, Post Office, etc.,	All the important issues relating to Municipality like Tender Notices, Gazette notifications, Resolution of the Municipal Council etc., are displayed on the notice board.
Information Centers, 'e' seva centers	Municipal Office 1) Mee-seva Center, Angel Talkies, Narasaraopet 2) Mee-seva Center, Panasathota, Narasaraopet	Information Available
News Paper Reports		
Public Announcements		
Information Counter		
Publications		
Office Library	Municipal Office Beside, Varavakatta	
Websites		
Other Facilities (name)		

NARASARAOPET MUNICIPALITY

CHAPTER – 17

Names, Designations and other Particulars of Public Information Officers [Section 4(10)(b)xvi]

17.1 Please Provide contact information about the public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

S.No	Name of office/administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Municipal Office, Narasaraopet	K.V.S.N. Sarma Manager	08647 - 222001 984990 7946	nrspet_07035@yahoo.co.in

Assistant Public Information Officer(s)

S.No	Name of office/administrative unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	Municipal Office, Narasaraopet	S.Anjaneyulu, Senior Assistant	08647-222001 7337316214	nrspet_07035@yahoo.co.in

Appellate Authority

S.No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	A. Bhanu Pratap, Commissioner, Narasaraopet Municipality	Municipal Commissioner, Narasaraopet	08647- 222001 984990 5831	nrspet_07035@yahoo.co.in

CHAPTER – 18
Other Useful Information
[Section 4(1)(b)x(vii)]

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

- 1.
- 2.
- 3.
- 4.

18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and/or under Rules of the State Government s guidance to the public seeking information from your department.

Place:
Date:

Name and Designation
of the Officer
Department

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.

NARASARAOPET MUNICIPALITY

RIGHT TO INFORMATION ACT – 2005 – 5(1) INFORMATION OF NOTIFIED OFFICER AS PER RULE 5(1)

1	Name & Designation of Public Information Officer & Cell / Phone Number	Sri K.V.S.N. Sarma, Manager, Phone No. 08647 – 222001 Cell : 984990 7946
2	Name & Designation of Assistant Public Information Officer & Cell / Phone Number	Sri S.Anjaneyulu, Senior Assistant, Phone No. 08647 – 222001 Cell : 7337316214
3	Name & Designation of Appellate Authority & Cell / Phone Number	Sri Annapragada Bhanu Pratap, Commissioner, Phone No. 08647 – 222001 Cell: 984990 5831

NARASARAOPET MUNICIPALITY

MAINTENANCE OF REGISTERS INFORMATION IN NARASARAOPET MUNICIPALITY UNDER RULE 4(1)(A)

1	Demand Register	28	Commissioner Pay Bill Register
2	VLТ Demand Register	29	Dispatch Register
3	Water Tax Demand Register	30	Food Samples Register
4	Property Tax Register	31	D & O Register
5	Personal Register	32	B.A. Register
6	Arrear Demand Register	33	Milanese License Register
7	Animal & Vehicle Tax Register	34	Attendance Register
8	Cash Book	35	Movement Register
9	Grant Register	36	Phone Bill Register
10	Check Bar M.O. Register	37	Postal Stamp Register
11	Petty Cash Book Register	38	Birth & Death Register
12	Advance Register	39	M Book Register
13	L.I.C. Register	40	Citizen Charter Register
14	Deposit Register	41	Water Tap Donations
15	Milanese Register	42	Water Tap Disconnection Register
16	Milanese Receipts Register	43	Current Bill Register
17	Provident Fund	44	Auction Register
18	Investment Register	45	Paper Bill Payment Register
19	Income / VAT / Seignorage Register	46	Advertisement Register
20	Budget Book	47	Roster Register
21	Annual Demand Register	48	Distribution Register
22	Posting Register	49	Call Book Register
23	Establishment Audit Register	50	Chitta Register
24	Increment Register	51	G.I.S. Register
25	Office Copy Pay Bill Register	52	G.L.I.S. Register
26	Audit Objections Register	53	Suits Register
27	Treasury Bill Register	54	Leaves Register

Public Information Officer,
Narasaraopet Municipality.