

Chapter 1
Introduction

The Right to information Bill 2005 was passed by the House of Parliament received the assent of the President of India on 15.06.2005 and it was published as Right to information Act 2005 in the Gazette of India vide No.25 on 21.06.2005 and it has come into force with effect from 15.06.2005.

As per the Act, each public authority has to fulfill certain obligations before expiry of 100/120 days from the Commencement of Act i.e, by 23.09.2005 / 12.10.2005.

Section 4(1) (a) of the Act Casts an obligation on each public authority to maintain records. This section reads as follows:

“Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this act and ensure that all records that are appropriate to be computerized are within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated”.

Section 4 (1) (b) of the Act Castes an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society organizations, Public representatives, Officers and Employees of public authorities including Public Information officers and Assistant Public Information Officer and Appellate officers etc.

CHAPTER - 2

Organization, Functions and Duties

(Section 4(1)(b) (i)

Right to information Act.

The name of the organization is Commissioner of Civil Supplies, functioning at Somajiguda, Hyderabad. The functions and duties of the departments are mentioned as hereunder.

The main objective of the Civil Supplies Department is to implementation of Public Distribution System.

The District Civil Supply Officer headed to look over in the district for implementation of Public Distribution system through (20) Tahsildars.

CHAPTER - 3

Powers and Duties of Officers and Employees

(Section 4(1)(b) (ii))

1. District Civil Supply Officer: He exercises control over the Sections placed in his charge both in regard to dispatch of Business, and in regard to efficient administration. He is general in-charge of office matters and procedure as a whole. He deals with contingent expenditure, and controls Dy.Tahasildars (Civil Supplies).

2. Asst. Civil Supply Officer These are

In charges of the sections allotted to them and responsible for all files relating to the subjects allotted under their control. Directly responsible to the officers under whom they works for the efficient and expeditious dispatch of business at all stages.

3. Section Assistant: The main duties are to draft and reference the communications properly and deal with the cases relating to their seat in the section efficiently and expeditiously. They maintain Personal Registers, Reminder dairy, Call Books, Periodicals and other relevant registers.

CHAPTER – 4
Procedure Followed in Decision – making process
(Section 4(1)(b) (iii))

The procedure being followed by the department is as follows:

Any representation on paper received in the department is numbered as entered in Personal Register of concerned Section Assistant dealing with the subject who in turn submits the file to Asst. Civil Supply Officer. After his examination file is put up to Dist. Civil Supply Officer. Who in turn puts up Joint Collector / Collector.

In regard to service matters, the files moves from Asst. Civil Supply Officer to Dist. Civil Supply Officer to Joint Collector.

In regard to legal matters and the matters required interpret of law, the matter referred to the competent court of law.

CHAPTER - 5
NORMS SET FOR DISCHARGE OF FUNCTIONS
(Section 4(1)(b) (iv))

The petitions will be disposed off within stipulated time as per citizen charter of after administrative clearance.

CITIZEN CHARTER ITEMS - DIST. CIVIL SUPPLY OFFICE

Sl. No.	Item of work	Time specified (In days)
1.	Supply of Essential Commodities	3 working days
2.	Sanction of Deepam connection	1
3.	Supply of Essential Commodities to Hostels	3
4.	Return of Trade deposit	3
5.	Issue of FGL Licence	16
7.	Issue of Petroleum Licence (Form-B)	16
8.	As per APPP Order, 1980 and APSCD (L & D) 1982 Act to return the licence	7
9.	Transfer of ration cards from District / Mandal	7
10.	Issue of Paddy purchase Certificate	3
11.	Permission to Rice Millers for purchase of paddy	3
12.	Solve of petition for creation of New F.P.Shop	15
13.	Solve of petition against distribution of Essential commodities	10
14.	Solve of petition against implementation of Mid-day Meals	7
15.	Entry of name of New Rice Mill / Trader in Cluster for supply of levy rice	3

CHAPTER – 6

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

The rules regulations, instructions, manuals and records held by the department at Commissioner, Civil Supplies, Hyderabad and Dist., Civil Supply Officer, Nagarkurnool already in vogue are followed for use by its employees while discharging functions:

CHAPTER – 7

Categories of Documents held by the Public Authority under its control

(Section 4(i)(b)(v)(i))

The following documents are held by the Civil Supplies Department.

G.Os / Memos issued by the department.

Instructions and guidelines issued from time to time regarding implementation of various departmental schemes.

CHAPTER – 8

Arrangements for consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof.

(Section 4(i)(b)(v)(ii))

On receipt of representation from General Public, Service Associations and NGOs the request / suggestions are examined thoroughly in consultation with the advisory departments and decision will be taken and also periodical reviews with subordinate officers regarding implementation and improvements in various schemes in all the departments.

Further a Grievance cell is separately designed for monitoring of such petitions. Besides every Monday is specially announced to observe as Grievance day to represent the general public before the Collector, directly as well as before Dist. Civil Supply Officer. The same being strictly implemented.

CHAPTER - 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

(Section 4(1)(b)v(iii))

Sl. No.	Type of Committee	Span of periodical that the committee shall meet
1.	Vigilance Monitoring Committees	Once in two months.
2.	Price Monitoring Committees	Once in a week

CHAPTER - 10

Directory of Officers and Employees

(Section 4(1)(b)(ix))

Following is the information of the officers and employees working in the D.C.S.O's office, Nagarkunool at different levels and their contact address is furnished as here under:

Sl. No.	Name, Designation & Address of Officer: Employee S/Sri	Telephone & Fax Office Tel: / Residence Tel.	E- mail
1.	Sri. V. Mohan Babu, Dist., Civil Supply Officer, Nagarkurnool.	8008301484	dcs0-ngkl-cs@ telangana.gov.in
2.	Sri Syed Shah Faisal Hussaini, Asst., Civil Supply Officer, Nagarkurnool.	8008337204	-do-

CHAPTER – 11

Monthly Remuneration received by officers and Employees, including the System of Compensation as provided in Regulations.

Information on remuneration and compensation structure for officers and employees in the following format:

Sl. No.	Employee S/Sri	Designation	Basic Pay
1	Sri. V. Mohan Babu,	D.C.S.O. Nagarkunool	51,230/-
2	Sri Syed Shah Faisal Hussaini,	ACSO	36,070/-
3	Sri G. Ravi Kumar	DT (CS)	34,170/-
4	Sri P. Ram Mohan	DT (CS)	34,170/-
5	Sri K. Gururaja Rao	Sr. Asst.,	42,490/-
6	Smt Amba Bai	Attender (Office Subordinate)	36,070/-
7	Sri K. Prasad	Attender (Office Subordinate)	14,600/-
8	Deputy Tahsildars (CS)	Vacant (1) posts	--
9	Civil Supplies Inspector (CS)(UDRI)	Vacant (2) posts	--
10	Attenders (Office Subordinate)	Vacant (2) posts	--

CHAPTER - 12
Budget Allocated to Each Agency including plans etc.,
Section 4(i)(b)(xi)

BUDGET FOR THE YEAR 2017-2018 - NON PLAN
HEAD OF ACCOUNT 3456 – Civil Supplies.
MH 001 – District Administration.
SH District Office.

Commissioner, Civil Supplies, TS Hyderabad issued budget.

Sl. No	Item wise Head/Sub-Dist. Head	Ist Quarter	IInd Quarter	IIIrd Quarter	IV th Quarter	Remarks
1	110/111 TA	1000	1000	2850	2850	All the allotted budget amount in 1 to 4 quarters fully utilized (except Rent)
2	130/131 Service Postage & Telephone	3500	3500	3500	3500	
3	130/132 Other office expenditure	5000	5000	5000	5000	
4	130/133 Water, Electricity	--	--	---	--	
5	130/134 Hiring of private vehicle	--	--	--	--	
6	140/Rents/Taxes	1000	1000	2500	2500	
	Total	10500	10500	13850	13850	

CHAPTER – 13

Manner of Execution of subsidy programmes

Section 4(i)(b)(xii)

The following Essential commodities given subsidy every month:

Rice, Sugar, Wheat, P.Oil, K.Oil

CHAPTER – 14

Particulars of recipients of concessions. Permits or authorizations

granted by the public authority

Section 4(i)(b)(xii)

--- Nil ---

CHAPTER – 15

Section 4(i)(b)(xiv)

The Information relating to the department on various important matters issued by way of G.Os and memorandums etc., which are relevant to public if any are made available in the internet on the same can be accessed in the State Govt. website <http://TSonline.gov.in>

Further the information related to the collectorate for last (3) Years who also made available in electronic form and provided as per the requirement in shape of CDs and Floppies on payment of under charges.

CHAPTER – 16

Particulars of Facilities available to Citizens for obtaining Information

Section 4(i)(b)(xv)

The required information is being provided to the public whenever they approached the office to obtain the information in written / electronic form.

CHAPTER – 17

Names, Designations and other Particulars of Public Information

officers

Section 4(i)(b)(xvi)

Accordingly to the instructions issued by the Government have been designated to act as Public information officer and Asst. Public information officer.

Sl. No.	Administrative unit	Assistant Public Information Officer	Public Information Officer	1 st Appellate Authority
1.	Nagarkurnool	Sri Syed Shah Faisal Hussaini,	Sri. V. Mohan Babu	Joint Collector.

There is no Divisional level under control to this Department.

**Dist. Civil Supply Officer
Public Information Officer,
Nagarkurnool District.**

CIVIL SUPPLY DEPARTMENT

**INFORMATION ON CHAPTER NO. 1 TO 17 UNDER SECTION
4(1)(b) OF RIGHT TO INFORMATION ACT, 2005**

NAGARKURNOOL

**District Civil Supply Office,
Nagarkurnool District.**

