

**DETAILS OF
SECTION 4 (1)(b)
RIGHT TO INFORMATION
ACT - 2005 OF
COLLECTOR OFFICE
NAGARKURNOOL**

CHAPTER - 1 INTRODUCTION

1.1 SALIENT FEATURES OF RIGHT TO INFORMATION ACT - 2005

- ▶ Parliament enacted Right to Information Act 15-05-2005
- ▶ The Provisions of Sub - Section (1) of Section 4, Sub - Section (1) and (2) of Section 5, Section 12, 15, 16, 24, 27 and 28 of the Act shall come into force at once and the remaining provisions shall come into force on the 120th day of its enactment.
- ▶ To Promote Transparency and accountability of every public authority.
- ▶ To enhance effective functioning of the Government.
- ▶ Optimum utilization of limited fiscal resources.
- ▶ Preservation and confidentiality of sensitive information.

1.2 CONCEPT

- ▶ To provide for setting out the practical regime of right to information for citizens.
- ▶ To secure access to information under the control of the Public Authorities.
- ▶ To promote transparency and accountability in the working of every public authority.

1.3 INFORMATION MEANS

- ▶ Any material in any form including records, documents, memos, E - Mails, Opinions, Advices, Press releases, Circulars, Orders, Log Books, Contracts, Reports Papers, Samples, Models, Data, Material etc.,
- ▶ In any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

1.4 RECORD MEANS

- a) Any document, manuscript on file.
- b) Any microfiche and facsimile copy of a document.
- c) Any reproduction of image or images embodied in such mica, film whether enlarged or not and
- d) Any other material produced by a computer or nay other device.

1.5 WHO IS PUBLIC AUTHORITY

Any authority or body or institution of self – government established or constituted.

- a. By or under the Commission.
- b. By any other law made by Parliament.
- c. By any other law made by State Legislature.
- d. By notification issued or order made by the Government, and includes any
 - I. Body owned, controlled or substantially financed.
 - II. Non Government organization substantially funded directly or indirectly by the Government.

1.6 WHAT IS RIGHT TO INFORMATION

- i. Inspection of works, documents, records.
- ii. Taking notes, extracts or certified copies of documents or records.
- iii. Taking certified samples of material
- iv. Obtaining information in the form of docket, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

1.7 APPLICATION FEE TO ACCOMPANY REQUEST FOR OBTAINING INFORMATION.

A request for obtaining information under sub - section (1) of the section 6 shall be accompanied by an application fee by way of cash or by demand draft or by bankers cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, Against proper receipt, at the following rates :

- a) In respect of Public Authorities at the Villages Level - no fee
- b) In respect of Public Authorities at Mandal Level - Rs 5/- per application.
- c) In respect of Public Authorities other than those covered above - Rs. 10/- per application.

1.8 FEE TO BE CHARGED FOR PROVIDING INFORMATION.

For providing information under sub - section (1) of the sub - section (5) of Section 7 shall be charged by way of cash or demand draft or bankers cheque, payable to the Accounts Officer or any other Authorized Officer of the Public Authority, against proper receipt, at the following rates:

- A) **Priced Material:** - Publications printed material, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof.
- B) **Other than priced material :-**
 - i. Material in printed or text form (in A4 or A3 size paper) Rs. 2/- each page per copy.
 - ii. Material in printed or text form enlarger than A4 or A3 size paper actual cost thereof.
 - iii. Maps and Plans - Actual cost thereof.

- iv. Information in Electronic format viz., Floppy, CD or DVD.
 - i. Rupees fifty for Floppy of 1.44 MB
 - ii. Rupees one hundred for CD of 700 MB
 - iii. Rupees two hundred for CD (DVD).
- v. Samples and Models – actual cost thereof.
- vi. Inspection of records – no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- vii. Material to be sent by post – the actual postal charges in addition to the charge payable as per these rules.

1.9 CONTACT INFORMATION FOR MORE INFORMATION.

- 1. District Revenue Officer,
Collectorate, Nagarkurnool
- 2. Administrative Officer,
Collectorate, Nagarkurnool.

CHAPTER - 2

ORGANISATION, FUNCTIONS AND DUTIES (Section 4 (1) (b) (I))

2.1 Particulars of the Organization, Functions an Duties

Sl. No.	Name of the organization	Address	Functions	Duties
1	Revenue Department	Collectorate, Nagarkurnool	Administrative & Executive	Public Servants - Service matters relating to all Cadres including Gazetted cadre.
				Disciplinary cases of all Employees
				Administrative Reforms
				DSC Recruitments / Other Recruitments i.e. SC/ST/PHC backlog etc.,
				Compassionate Appointments
				Rule of Reservation
				Accounts
				Maintenance of Cash Book and other
				Counter Signature of TA Bills of all District Officers.
				Jamabandi - All appeals under Land Revenue Act arising out of Jamabandi.
				All Acts and regulations pertaining to Land Revenue remission.
				Issue of Annawari Certificates
				Rehabilitation and Declaration of New Revenue Villages.
				Irrigation (Major, Medium & Minor)
				District Irrigation Development Board Meetings.
				Water Users Associations
				Land Revenue, NALA, Water Tax
				Revenue Recovery Act
				Adjustment of Accounts relating to LR, NALA
				DCB of LR & NALA
				Inspection of Subordinates Offices
				VIP Visits
				Rental Valuation Committee Meetings

				Loans and Advances
				Medical Reimbursement Bills of Revenue Establishment.
				CM Relief.
				Computerized of Land Records
				CMRO project and all allied matters
				MPHS Data
				Chief Minister Assurances
				Examinations and Departmental Tests
				Induction of Training
				Assignment of Government Land for Agriculture and House Site Purpose.
				Cancellation of irregular Assignment
				Felling permission of Timbers in Patta Lands in Scheduled areas.
				Land Alienation
				Transfer of Government Lands
				Lease of Lands of Singareni Collieries
				Land Grabbing cases
				State Functions
				National awards / Tamra Patras
				Natural Calamities / Relief and Rehabilitation.
				Exgratia Relief
				Issue of Annawari Certificate after declaration of Drought by the Government.
				Land Acquisition.
				Verification of Caste certificates.
				Forest Settlement Cases
				Village Establishment
				Atiyath Court of orders / Inam appeals
				Implementation of Inam Abolition Act and its appeals.
				Wakf lands
				Endowment lands
				Population Census

				Birth and Death Act
				Motor Vehicles Act
				Apathbandhu Scheme
				Treasury Trove
				Processing for sanction of superannuating and family pension
				Freedom Fighters pension and other pensions.
				Indian Stamp Act
				Adjudication of stamp duty, Recovery of Stamp duty on impound documents
				Mines and Mineral Act
				Evacuee property.
				Implementation of Official Languages
				Conduct of General Elections to HOP & APLA
				District Establishment Budget.
				Audit Objections and Audit Paras
				Publication of District Gazetes
				Issue of certified copies
				Agency Regulations
				Debt. Relief
				Suit Notices against Govt.
				Pauper suits & Court fee Act
				Law & Order, Magisterial enquiries
				Factories Act
				Law Officers Act,
				Rehabilitation of Surrendered Extremists
				Cinematography
				Pollution Act
				Preventive Detention Act
				Indian Explosive Act & Rules
				Sub Jails
				Indian Arms Act & Rules
				Petroleum Act & Rules
				Press & Registration of Books Act
				AP (TA) Tenancy Act 1950
				Municipal Administration Municipal Lands

				Indian Christian Marriage Act
				Allotment of PWD Quarters
				Legal Aid to Poor / Legal service
				Verification of character and antecedents of public employees
				Dowry Prohibition Act 1961
				Agriculture Indebtness Act
				Passport citizenship Act
				Minimum wages Act
				Bonded Labour system (Abolition) Act 1976
				Prevention of Atrocities Act 2989
				Small Savings
				Record of Rights
				Help line
				CM Peshi Petitions
				Suicidal death cases
				Rajiv Palle Bata / Rajiv Nagara Bata
				Citizen Interface
				Land Reforms

CHAPTER - 3

Powers and Duties of Officers and Employees

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

Sl. No.	Name of the Officer / Employee	Designation	Duties allotted	Powers
1	Sri. E Sridhar, IAS, Collector & District Magistrate , Nagarkurnool.	STATUTORY	Maintenance of Law and Orders	
			Internal Security	
			V.I.P.s	
		Administrative	Public Servants - Personal files of all Gazetted Officers in Revenue Department	
			Service Matters of Tahsildar cadre	
			Confidential reports of all Gazetted Officers of all departmental officers	
			Review and supervision of collection of Land Revenue and Excise and other dues.	
			Civil Supplies	
			Joint staff council meetings	
			Planning and Development	
			Irrigation (Major, Medium and Minor)	
			Adverse seasonal conditions	
			General Elections	
			Jurisdiction / District formation Act	
			Road and Transport Authority	
			Agency Administration and Development	
			Inspection of Divisional Offices and Random Inspection of Subordinate offices	
			Discretionary Grants / CMRF	

			State Development Loans	
			Land Reforms	
			Administration Reports	
			Social Service Organizations like Red Cross Society	
			Requisitioning of Motor vehicles of other Department and sanction and control of Expenditure on Government Vehicles	
			Census	
			Telephones	
			Issue and Renewal of Licenses of Pistols and Automatic Weapons	
			Magisterial	
			Small Savings	
			Jamabandhi Appeals	
2	Sri. V L Surender Karan Joint Collector & Additional District Magistrate , Nagarkurnool.	STATUTORY	Land Acquisition	
			Essential Commodities Act, 1955	
		Administrative	Public Servants - Service matters upto Dy. Tahsildar cadre	
			Village officers	
			Planning and Development	
			Adverse seasonal conditions	
			Civil supplies	
			All Appeals	
			Inspection of offices of RDOs and Spl. Dy. Collectors / Random Inspection of Sub ordinates offices	
			Suits	
			Leases	
			Excise	
			Jamabandhi	
			Land Revenue	
			Assignment and transfer of Land	

			Alienation	
			Estates Abolition	
			Encroachments	
			Cinematography	
			Forest	
			Land Reforms	
			Evacuee Property	
			Inams	
			Mines and Minerals	
			Natural Calamities like Fire, Accidents, Flood, Famine etc	
			Miscellaneous acts and subjects	
			Excise	
			Villages officers.	
3	Sri. Vacant, Addl. Joint Collector, Nagarkurnool.	STATUTORY	Acquisition of Lands for House sites.	
		Administrative	All developmental activities relating to Scheduled Caste, Scheduled Tribes, Backward Classes, Women Child Welfare, Disabled Welfare, Minority Welfare & Youth Welfare.	
			Weaker section housing programme	
			Supervision over Agriculture, Animal Husbandry, Fisheries etc	
			Implementation of Koneru Ranga Rao Committee	
4	Sri. D. Madhusudan Nayak, District Revenue Officer, Nagarkurnool.	STATUTORY	Treasury Trove	
		Administrative	Supervision over staff of Collectorate	
			Public Servants from office subordinate to Sr. Asst. cadre	

			Suits	
			Buildings	
			Pensions and gratuity	
			Prohibition	
			Quarries	
			Motor Vehicles (Pooling)	
			Survey and Land Records	
			Stationary and Furniture	
			Conversion of Agriculture Land to Non - Agriculture purpose.	
			Vital statistics	
			Archeology	
			Epidermis	
			Endowments	
			Stamps	
			Court of wards	
			Audit reports and Audit objections	
			Official languages Telugu / Urdu	
			Miscellaneous Acts and subjects	
		FINANCIAL	Allotment of Budget to Collectorate, Divisional Offices and Mandal Offices	
5	Smt. Pushpalatha, Administrative Officer, Collectorate, Nagarkurnool.	STATUTORY	-----	
		Administrative	Supervision over A & B Section staff Overall supervision of the staff of Collectorate including office subordinates, Disciplinary Action cases, Govt. Servants Pensions	
			Care taking and maintenance of the building	
			Drawing and Disbursing amounts, Audit Paras	

			Supervision over the staff relating to service matters including Compassionate Appointments, Appointment of VROs & VRAs, Accounts, RTI Act, 2005.	
6	Smt. K. Nagamani , Deputy Tahsildar, "C" Section, Collectorate, Nagarkurnool	STATUTORY	-----	
		Administration	<p>Law& Order– Intelligence Reports, Custodial Death, Pre Mature Release of Prisoners, UT/PT Prisoners, Extremist Violence, Police Act- Magisterial Enquiries- Human Right Commission cases: Citizenship Act– Cinematography- Explosive Act–Lokayukta Cases.</p> <p>SC/ST (POA) Atrocity Act– Petroleum Act– Arms Act– Christian Marriages Act– Press & Registration Act– Indian Passport Act– Foreigners Act– Freedom Fighters Pension:</p> <p>Bonded Labour Act– Caste Verification: Minimum Wages for NMR Workers: Legal Cell, Pawn Brokers: Poisons Act:</p> <p>Treasury Trove– discretionary grants– RO's Conference– Monthly Meetings– Character& Antecedent Reports,–Exams – Awards–Miscellaneous. Municipality Act</p>	

7	Sri. Gopal , Tahsildar, "D" Section, Collectorate, Nagarkurnool	STATUTORY	-----	
		Administration	<p>Jamabandi- Record of Rights – Irrigation Act– Water Tax Act– 11/1988–ROR Revision Petitions – Land Revenue/DCB,– Local Cess Adjustment–PPBs/TDs Printing and Supply</p> <p>NALA Conversion–Natural Climates – Earth Quakes, Floods, Cyclone & Drought Hail Storm Thunder Bolts, Fire Accidents– Etc... Seasonal Conditions Rain Fall– Temperature, Ground Water Levels, Drinking Water Supply, Input Subsidy– Flood Relief – Arogya Sree.</p> <p>Revenue Recovery Act: Farmers Suicidal Death– Mines-& Minerals–Sand Policy – WALTA Act-2002 and P.S. to Collector.</p>	

8	Sri. Srinivasulu , Tahsildar, "E" Section, Collectorate, Nagarkurnool	STATUTORY	-----	
		Administration	Government lands-Assignment lands-Surplus Lands – Assignments – House Sites – Land Encroachment Act- Appeals-Leases- Bhoodan Lands-Regularization of encroachments-Land ceiling. Kalyanalaxmi, Sadabainama, and all govt Scheems. Alienation of Government Land-Evacuee Property-AP Escheats and Bonevaceinities Act- AP Forest Act – Assignment of Agricultural Land / House Sites to the Freedom Fighters and Ex-Servicemen.	
		Administration	Government lands-Assignment lands-Surplus Lands – Assignments – House Sites – Land Encroachment Act- Appeals-Leases- Bhoodan Lands-Regularization of encroachments-Land ceiling. Kalyanalaxmi, Sadabainama, and all govt Scheems.	
10	Sri. M Radha Krishna, Deputy Tahsildar, "G" Section, Collectorate, Nagarkurnool	STATUTORY	-----	
		Administration	Land Acquisition General & Land Purchase Scheme. All OP's and WP's and High court Cases, House Sites House Sites, R & R, Arbitration cases,	
12	Smt. Saraswathi "E3" GB Cel	STATUTORY		

	Collectorate Nagarkurnool			
		Administration	Mee Seva– E Seva, – Appointment of Out Sourcing Employees, All Grievances- Prajavani, Parishkaram	
13	Sri. Zakeer Ali Tahsildar “F” & “H” Collectorate Nagarkunool	STATUTORY	-	
		Administration	Tenancy Act– Inams Act– Agricultural Ceiling Act– Estates Abolition Act–Agency Laws (LTR. Act)–Endowment– Wakf , Urban Land Ceiling- Atiyat Act, and Appeal of Inam And Tenancy-Gazette publication Elections, Visits of VIP’s and Protocol- Reservation Guest House. RTI, Act, Apathbandhu, NFBS, CMRF, Census	

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 Asst. dealing with the subjects who in turn submit the file to the concerned Superintendents / Tahsildars. After his examination file is put up to District Revenue Officer. Who is turn up Joint Collector and finally to the Collector.

CHAPTER - 5

Norms Set for the Discharge of Functions

51. 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 (Citizens Charter, Service Charter etc)
1	Issue of NOC for construction of Cinema Hall		45 days	
2	Issue of License for construction of Cinema Hall		45 days	
3	Issue of B - Form Licenses for running cinema hall		45 days	
4	Increase or Decrease of cinema tickets		7 days	
5	Permission to run benefit show		3 days	
6	Renewal of license of pistol		45 days	
7	Issue of NOC for storing of explosives		30 days	
8	Manufacturing and sale of explosives		30 days	
9	Issue of NOC for storing of petroleum products in under grounds		30 days	
10	Storing of petroleum products in drums		30 days	
11	Relief Assistance to the victims of Fire Accident		7 days	
12	Issue of certified copies		2 days	
13	Lease of agriculture land		5 days	
14	Submission of proposals of the employees to the accountant General for sanction of pension		20 days	
15	Public Grievances			
	a) Self Employment, DRDA/ DC/SC/TW/DW,		45 days	
	b) Pensions: Widow Pension / Old age Pensions / Weavers / Others		45 days	
	c) Admission in hostels		7 days	

	d) Land Disputes		45 days	
	e) Sanction of house sites		30 days	
	f) Sanction of House			
	g) Others		-	
	h) Sanction of Apathbandhu Scheme		7 days	
	I) Freedom Fighter Pension		15 days	

CHAPTER - 6

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

Sl. No.	Description	Gist of contents	Price of publication if priced
Rules & Regulations			
1	Hyderabad tahsil Manual	Selected Laws & Rules of Revenue Department	
2	Regulation of Birth & Deaths	Regulation of Birth & Deaths	
3	Requisitioning & Acquisition of Immovable property rules.	Requisitioning & Acquisition of Immovable property rules.	
4	Hyderabad Civil Service Rules	Hyderabad Civil Service Rules	
5	Prohibitory Service Rules	Prohibitory Service Rules	
6	Govt. Servants conduct Rules	Govt. Servants conduct Rules	
7	Cadres & Recruitment Rules	Cadres & Recruitment Rules	
8	Hyderabad General Recruitment Rules	Hyderabad General Recruitment Rules	
9	Hyderabad CC & A Rules	Hyderabad CC & A Rules	
10	Cinematograph Rules	Cinematograph Rules	
11	A.P. Public Liberalization Rules	A.P. Public Liberalization Rules	
12	A.P. Last Grade Service Rules	A.P. Last Grade Service Rules	
13	Money Lenders Act & Rules	Money Lenders Act & Rules	
14	A.P. Building Rules	A.P. Building Rules	
15	A.P. Fundamental & Subsidiary Rules	A.P. Fundamental & Subsidiary Rules	
16	Traveling Allowance Rules	Traveling Allowance Rules	
17	Arms & Explosive Rules	Arms & Explosive Rules	
18	A.P. Revised Pension Rules	A.P. Revised Pension Rules	
19	Civil Service Rules	Civil Service Rules	

20	CC & A Rules	CC & A Rules	
21	Non - Agriculture Land Assessment Rules	Non - Agriculture Land Assessment Rules	
22	A.P. S & SS Rules	A.P. S & SS Rules	
23	A.P. Ms. Rules	A.P. Ms. Rules	
24	Pension Rules	Pension Rules	
25	A.P. Village Officers Service Rules	A.P. Village Officers Service Rules	
26	A.P. Money Circulation Rules	A.P. Money Circulation Rules	
27	A.P. Civil Supply Act , Rules etc	A.P. Civil Supply Act , Rules etc	
28	Old Age Pension Rules	Old Age Pension Rules	
29	The Employment of Children Act & Child Labour Regulation	The Employment of Children Act & Child Labour Regulation	
30	The Mines Rules	The Mines Rules	
31	Conduct of Election Rules	Conduct of Election Rules	
32	Motor Vehicle Act	Motor Vehicle Act	
33	Agency Regulation	Agency Regulation	
34	Petroleum Rules	Petroleum Rules	
Instructions			
1	NIL		
Manuals			
1	District Office Manual	Office procedure	
2	Hyderabad Land Revenue Manual	Land Revenue details	
3	Revenue Recovery Act & Manual	Revenue Recovery Act & Manual	
4	Vigilance Manuals	Vigilance Manuals	
5	Land Acquisition Manual	Land Acquisition Manual	
6	Revenue Laws Manual	Revenue Laws Manual	
7	Provident Fund Manual	Provident Fund Manual	
8	Protocol Manual	Protocol Manual	
9	General Elections	General Elections	
10	A.P. Revenue Mandal Villages	A.P. Revenue Mandal Villages	
11	Criminal Laws Manual	Criminal Laws Manual	
12	A.P. Budget Manual	A.P. Budget Manual	
13	A.P. Cinema Manual	A.P. Cinema Manual	
14	Manual of Criminal Laws	Manual of Criminal Laws	

Records			
1	Certified copies records	Certified copies to concerned	
Publications			
1	District Gazette	Publication of District Gazette	

CHAPTER - 7

Category of Documents held by the Public Authority under its control

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

71. Official Documents held by the Public Authority or under its control

Category of document	Title of the document	Designation and address of the custodian (held by under the control of whom)
ELECTION	Voter List	Concerned RDOs
CENSUS	Population Census	Collector
RECORD	Certified copies of documents and other records	Administrative Officer, Collectorate

CHAPTER - 8

Arrangement of Consolation with, Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof:

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

81. Describe arrangements by the Public Authority to seek consolation / Participation of Public or its representations for formulation and implementation of policies.

Sl. no.	Function / Service	Arrangements for Consolation with or representation of Public in relations with policy formulation.	Arrangements for consolation with or representation of Public in relations with policy implementation
----- NIL -----			

CHAPTER - 9

**BOARDS COUNCILS COMMITTEES AND OTHER BODIES CONSTITUTED AS
PART OF PUBLIC AUTHORITY
{Section 4 (1) (b) (vii)}**

Name of Board Council, Committee	Composition (Name of Members)			Powers and functions	Whether its meetings open to public / Minutes of its Meetings accessible for Public
	Name	Designation	Members is Official / Public		
Implementation of Rules of Reservation in Services for SCs / STs	Sri. E Sridhar, IAS, Chariman,	District Collector	Official	Implementation of Rules of Reservation in Services for SCs / STs	Yes
	Sri. D. Madhusudan Nayak Convenor	District Revenue Officer,	Official		
	Member	Dy. Director (SW), Nagarkurnool	Official		
	Member	District Tribal Welfare Officer,	Official		
	Member	District B.C. Welfare Officer	Official		
	Member	District Women & Child Welfare Officer	Official		
	Member	District Employment Officer	Official		
	Member	District Sainik Welfare Officer, Nagarkurnool	Official		
Review of LPG System in BC Hostels	Chairman	Joint Collector, Nagarkurnool	Official	Review the LPG System in the BC hostels	Yes
	Member	Dy. Director (SW), Nagarkurnool	Official		
	Member	General Manager, DIC, Nagarkurnool	Official		
	Member	District B.C. Welfare Officer	Official		

District level Committee to review the Arrests Detentions under trial prisoners persons kept in Police Custody	Sri. E Sridhar, IAS, Chariman,	Collector & District Magistrate , Nagarkurnool	Official	District Level Committee to review the Arrests, Detentions under the trail prisoners	Yes
	Sri. Sanpreeth Singh, IPS	Superintendent of Police	Official		
	Sri. Raghunath Reddy, Member	Advocate, Nagarkurnool	Public Prosecutor		
	Member	Inspector of State Intelligence Nagarkurnool	Official		
	Member	Representatives of Prl. Accountant Generals office, Hyderabad	Official		
District Level Committee for Solatim Scheme 1989	Sri. E Sridhar, IAS, Chariman,	District Collector, Nagarkurnool	Official	Hit and Run Motor Vehicle Accidents	Yes
	Divisional Officers	Members	Official		
	RTO, Nagarkurnool	Members	Official		
	Voluntary Organizer	Members	Public		
	Divisional Manager, Insurance Company	Members Secretary	Official		

CHAPTER - 10

**DIRECTOR OF OFFICERS AND EMPLOYEES
{Section 4 (1) (b) (ix)}**

Sl. No.	Name of the Officer Administrative unit	Name of the Officer / Employee / S/Sri/Smt.	Designation and Address	Office	Residence / Mobile / number
GAZETTED OFFCIERS					
1	Collectorate, Nagarkurnool	Sri. E Sridhar, IAS,	Collector	230221	
2		Sri. V L Surendar Karan,	Joint Collector	230222	
3		Vacant	Addl. Joint Collector,		
4		Sri. D Madhusudan Nayak	District Revenue Officer	230225	
5		Smt. Pushpalatha,	Administrative Officer	230220	9100901430
6		Sri. K Nagamani	Dy.Tahsildar - C	230220	
7		Sri. Gopal,	Superintendent - D	230220	
8		Sri. Srinivasulu	Tahsildar- E	230220	
9		Sri. Zakeer Ali,	Tahsildar - F & H	230220	
10		Smt.Saraswathi	Dy.Tahsildar - E3 & G.B.cell	230220	
11		Sri. M Radha Krishna	Dy.Tahsildar-G	230220	
12		Sri. Prabhakar Chityala	Dy.Tahsildar-D	230220	
NON - GAZETTED					
13		Sri. G Venkateshwarlu	Sr. Assistant		
15		Sri. G Raghavender Rao,	Jr. Assistant	230220	9100904701
16		Sri. K Sai Kiran	Jr. Assistant	230220	
17		Sri. CH.Shiva	Jr. Assistant	230220	
18		Sri. G. Shiva Krishna	Jr. Assistant	230220	
19		Kum. B. Swathi	Jr. Assistant	230220	
20		Sri. M Sandeep Kumar	Jr. Assistant	230222	
21		Sri. V. Gowtham	Jr. Assistant	230221	
22		Sri. G Venkatesh	Jr. Assistant	242322	
23		Smt. M Sujatha	Typist	230220	

24		Kum. Hima Bindu	Typist	230220	
25		Sri. Shankaraiah,	Typist	230220	
26		Sri. B Ranjith Kumar	Typist	230220	
27		Sri. MD Khader	Typist	230220	
28		Sri. M Shekhar	Typist	230220	
29		Sri. T Ramaswmay	Record Assistant	242322	
30		Sri. Bal Reddy	Office Subordinate	230220	
31		Sri. Bheemaiah	Office Subordinate	230220	
32		Sri. Ramulu	Office Subordinate	230220	
33		Sri. Srinivasulu	Office Subordinate	230220	
34		Sri. P Narsimha	Office Subordinate	230220	
35		Smt. Jayamma	Office Subordinate	230220	
36		Sri. M.A Majeeb	Office Subordinate	230220	
37		Sri. S Jagan,	VRA	230220	
38		Smt. G jyothi	VRA	230220	
39		Smt. Pushpalatha	VRA	230220	

CHAPTER - 11

**MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES
{(Section 4 (1) (b) (x)}**

Sl. No.	Name of the Officer / Employee S/Sri/Smt.	Designation	Monthly Remuneration NET PAY
1	2	3	4
GAZETTED OFFICERS			
1	Sri. E Sridhar, IAS,	Collector	
2	Sri. V L Surendar Karan,	Joint Collector	
3	Vacant	Addl. Joint Collector,	
4	Sri. D Madhusudan Nayak	District Revenue Officer	
5	Smt. Pushpalatha,	Administrative Officer	
6	Sri. K Nagamani	Dy.Tahsildar - C	
7	Sri. Gopal	Superintendent - D	
8	Sri. Srinivasulu	Tahsildar- E	66023
9	Sri. Zakeer Ali	Dy.Tahsildar - F & H	33546
10	Sujatha ,	Dy.Tahsildar - E1	
11	Sri. Bhanumurthy	Tahsildar-G	
12	Sri. Prabhakar Chityala	Dy.Tahsildar-D3	25447
13	Smt. M Saraswathi	Dy.Tahsildar-E3 & G.B.Cel	41365
14	Sri. M Radha Krishna	Dy.Tahsildar-G	32891
12	Sri. V Arun Kumar	Sr. Assistant	53300
13	Sri. G Venkateshwarlu	Sr. Assistant	
14	Sri. Raghu Babu	Sr. Assistant	23773
15	Sri. G Raghavender Rao,	Jr. Assistant	19242
16	Sri. K Sai Kiran	Jr. Assistant	
17	Sri. CH Shiva	Jr. Assistant	
18	Sri. G. Shiva Krishna	Jr. Assistant	
19	Kum. B. Swathi	Jr. Assistant	
20	Sri. M Sandeep Kumar	Jr. Assistant	19185
21	Sri. V. Gowtham	Jr. Assistant	
22	Sri. G Venkatesh	Jr. Assistant	19105
23	Smt. M Sujatha	Typist	19605
24	Kum. Hima Bindu	Typist	19105
25	Sri. Shankaraiah,	Typist	19605
26	Sri. B Ranjith Kumar	Typist	19605
27	Sri. MD Khader	Typist	
28	Sri. M Shekhar	Typist	19605
29	Sri. T Ramaswmay	Record Assistant	30781
30	Sri. Bal Reddy	Office Subordinate	28920

31	Sri. Bheemaiah	Office Subordinate	27135
32	Sri. Ramulu	Office Subordinate	19457
33	Sri. Srinivasulu	Office Subordinate	18950
34	Sri. P Narsimha	Office Subordinate	
35	Smt. Jayamma	Office Subordinate	
36	Jyothi	Office Subordinate	
37	Sri. S Jagan,	VRA	
38	Smt. G jyothi	VRA	
39	Smt. Pushpalatha	VRA	

CHAPTER - 12

BUDGET ALLOATED TO EACH AGENCY INCLUDING PLANS etc.

{Section 4 (1) b (xi)}

12.2 Provide Information on the budget allocated for different activities under different programmes / schemes & Projects etc, in the given format.

Agency	Programme / Scheme / Project / Activity / Purpose for which budget is allocated	Amount released last year	Amount spend last year	Budget allocated current year	Budget released current year.
	CMRO (Land Records updating – COLR)	-	-	-	-

CHAPTER - 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

{Section 4 (1) b (xii)}

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 / scheme.

Name of Programme / Activity	Nature / Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
1	2	3	4
Public Distribution System	Rice, Sugar, Wheat, Kerosene Oil, are distributed under Subsidy	White Card Holder of BPL Group (Poor)	
Public Distribution System	Rice, Sugar, Wheat, Kerosene Oil	AAY Card holders of BPL Group (Poorer)	
Public Distribution System	Rice, Sugar, Wheat, Kerosene Oil	Annapurna card holders of BPL Group (Poorest)	

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme / Activity	Application procedure	Sanction Procedure	Disbursement procedure
1	2	3	4
Issue of Ration Cards	Application may be made in the proforma prescribed	As per the eligibility and existing vacancies position	Generally through the Executive Staff.

CHAPTER - 14

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED 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.

Institutional Beneficiaries:

Sl. No.	Name & Address of recipients institutions	Nature / Quantum of benefit granted	Date of Grant	Name & Designation of granting authority.
1	2	3	4	5
----- NIL -----				

Name of the programme / Scheme:

Sl. No.	Name & Address of recipients institutions	Nature / Quantum of benefit granted	Date of Grant	Name & Designation of granting authority.
1	2	3	4	5
----- NIL -----				

Individual Beneficiaries:

Sl. No.	Name & Address of recipients institutions	Nature / Quantum of benefit granted	Date of Grant / License valid upto	Name & Designation of granting authority.
1	2	3	4	5
1				Revenue Divisional Officer, Nagarkurnool

CHAPTER - 15

**INFORMATION AVAILABLE IN ELECTONIC FORM
{Section 4 (1) b (xiv)}**

Electronic format	Description {Site address / location where available etc.,}	Contents or title	Designation and address of the custodian of information {held by whom}
1	2	3	4
Website		Dist. Website, (http:// Nagarkurnool.telangana.gov.in)	DIO, IT & C
CD	Collectorate, Nagarkurnool	Right to Information Act information	District Revenue Officer, Nagarkurnool

CHAPTER - 16

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORAMTION**

{Section 4 (1) b (xv)}

Facility	Description {Location of facility / Name etc.}	Details of information made available
1	2	3
Notice Board	Collector, Office, Nagarkurnool	Public Notices & Advertisements
News Paper Reports	-	-
Public Announcements	-	-
Information Counter	Collector Office, Nagarkurnool	All Public relation matters
Publications	Collectorate, Nagarkurnool	District Gazette Publication
Officer Library	Collectorate, Nagarkurnool	Acts, Rules & Guidelines
Web Sites	-	Internet
Other Facilities {Name}	-	-

CHAPTER - 17

In compliance with the statutory Obligations under Section 5 of the Right to Information Act, the following officers are designated as Public Information Officer s and Asst. Public Information Officers in all offices under the control of Collector, Nagarkurnool as detailed below.

1. COLLECTORATE LEVEL:

1. District Revenue Officer : Public Information Officer
2. Administrative Officer : Asst. Public Information Officer
3. Joint Collector : Appellate Authority.

2. REVENUE DIVISIONAL OFFICES LEVEL :

1. Revenue Divisional Officer : Public Information Officer
2. Administrative Officer RDOs office : Asst. Public Information Officer
3. Joint Collector : Appellate Authority.

3. MANDAL REVENUE OFFICES LEVEL :

1. Deputy Tahsildar : Public Information Officer.
2. Senior Assistant : Asst. Public Information Officer
3. Revenue Divisional Officer : Appellate Authority.

4. VILLAGE LEVEL :

1. Village Revenue Officer : Public Information Officer.
2. Deputy Tahsildar : Appellate Authority

ANNEXURE

Sl. No.	Officer appointed as Public Information Officer	Officer appointed as PIO	Officer appointed as APIO	Appellate Authority
COLLECTORATE LEVEL				
1	Sri. V L Surendar Karan. Joint Collector & Additional District Magistrate , Nagarkurnool	-	-	Appellate Authority
2	Sri. D. Madhusudan Nayak. District Revenue officer, Nagarkurnool	Public Information Officer		-
3	Smt, Pushpalatha , Administrative Officer, Collectorate, Nagarkurnool	-	Asst. Public Information Officer	-
REVENUE DIVISIONAL OFFICES LEVEL				
1	Sri. CH Srinivasulu, Revenue Divisional Officer, Nagarkurnool	Public Information Officer	Divisional Administrative Officer	Joint Collector
2	Sri. C. Amarendar, Revenue Divisional Officer, Achampet.	Public Information Officer	Divisional Administrative Officer	Joint Collector
3	Sri. S Rajesh Kumar, Revenue Divisional Officer, Kalwakurthy.	Public Information Officer	Divisional Administrative Officer	Joint Collector

ANNEXURE

Sl. No.	Officer appointed to the Public Information Officer	Officer appointed to the Asst. Public Information Officer	Officer appointed to the Appellate Authority
1	District Revenue Officer Collectorate, , Nagarkurnool	Administrative Officer, Collectorate, Nagarkurnool	Joint Collector, Nagarkurnool
2	Revenue Divisional Officer, Nagarkurnool	Administrative Officer, RDOs office, Nagarkurnool	Joint Collector, Nagarkurnool.

ANNEXURE

Sl. No.	Description of the office	Officer appointed to the Asst. Public Information Officer	Officer appointed to the Appellate Authority	Appellate Authority
1	Collectorate, , Nagarkurnool	District Revenue Officer , Nagarkurnool	Administrative Officer, Collectorate NagarKurnool	Joint Collector, Nagarkurnool
2	Revenue Divisional Office NagarKurnool	Revenue Divisional Officer, NagarKurnool	Administrative Officer, RDOs office, NagarKurnool	Joint Collector, Nagarkurnool
3	Revenue Divisional Office Achampet	Revenue Divisional Officer, Achampet	Administrative Officer, RDOs office, Achampet	Joint Collector, Nagarkurnool
4	Revenue Divisional Office Kalwakurthy	Revenue Divisional Officer, Kalwakurthy	Administrative Officer, RDOs office, Kalwakurthy	Joint Collector, Nagarkurnool

1	Tahsil Office, Nagarkurnool	Tahsildar, Nagarkurnool	Dy. Tahsildar, Nagarkurnool	Revenue Divisional Officer, Nagarkurnool
2	Tahsil Office, Thimmajipet	Tahsildar, Thimmajipet	Dy. Tahsildar, Thimmajipet	Revenue Divisional Officer, Nagarkurnool
3	Tahsil Office, Bijinapally	Tahsildar, Bijinapally	Dy. Tahsildar, Bijinapally	Revenue Divisional Officer, Nagarkurnool
4	Tahsil Office, Tadoor	Tahsildar, Tadoor	Dy. Tahsildar, Tadoor	Revenue Divisional Officer, Nagarkurnool
5	Tahsil Office, Telkapally	Tahsildar, Telkapally	Dy. Tahsildar, Telkapally	Revenue Divisional Officer, Nagar Kurnool
6	Tahsil Office, Kollapur	Tahsildar, Kollapur	Dy. Tahsildar, Kollapur	Revenue Divisional Officer, Nagar Kurnool
7	Tahsil Office, Peddakothapally	Tahsildar, Peddakothapally	Dy. Tahsildar, Peddakothapally	Revenue Divisional Officer, Nagar Kurnool
8	Tahsil Office, Kodair	Tahsildar, Kodair	Dy. Tahsildar, Kodair	Revenue Divisional Officer, Nagar Kurnool
9	Tahsil Office, Pentlavelly	Tahsildar, Pentlavelly	Dy. Tahsildar, Pentlavelly	Revenue Divisional Officer, Nagar Kurnool
10	Tahsil Office, Achampet	Tahsildar, Achampet	Dy. Tahsildar, Achampet	Revenue Divisional Officer, Achampet
11	Tahsil Office, Amrabad	Tahsildar, Amrabad	Dy. Tahsildar, Amrabad	Revenue Divisional Officer, Achampet

12	Tahsil Office, Balmoor	Tahsildar, Balmoor	Dy. Tahsildar, Balmoor	Revenue Divisional Officer, Achampet
13	Tahsil Office, Lingal	Tahsildar, Lingal	Dy. Tahsildar, Lingal	Revenue Divisional Officer, Achampet
14	Tahsil Office, Padara	Tahsildar, Padara	Dy. Tahsildar, Padara	Revenue Divisional Officer, Achampet
15	Tahsil Office, Uppununthala	Tahsildar, Uppununthala	Dy. Tahsildar, Uppununthala	Revenue Divisional Officer, Achampet
16	Tahsil Office, Kalwakurthy	Tahsildar, Kalwakurthy	Dy. Tahsildar, Kalwakurthy	Revenue Divisional Officer, Kalwakurthy
17	Tahsil Office, Urkondapet	Tahsildar, Urkondapet	Dy. Tahsildar, Urkondapet	Revenue Divisional Officer, Kalwakurthy
18	Tahsil Office, Vangoor	Tahsildar, Vangoor	Dy. Tahsildar, Vangoor	Revenue Divisional Officer, Kalwakurthy
19	Tahsil Office, Charagonda	Tahsildar, Charagonda	Dy. Tahsildar, Charagonda	Revenue Divisional Officer, Kalwakurthy
20	Tahsil Office, Veldanda	Tahsildar, Veldanda	Dy. Tahsildar, Veldanda	Revenue Divisional Officer, Kalwakurthy

CHAPTER - 18

OTHER USEFUL INFORMATION

{Section 4 (1) b (xvii)}

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

Place : Nagarkurnool

Date :

**Name & Designation of the Officer
of the Department**

