

**DETAILS OF
SECTION 4 (1)(b)
RIGHT TO INFORMATION
ACT - 2005 OF
DISTRICT HORTICULTURE
& SERICULTURE 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 and 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 age 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	Department of Horticulture & Sericulture	Room No.115 & 116 IOC Building, Collectorate, Nagarkurnool	District Horticulture & Sericulture is the head of the Department at the District Level & Responsible to the District & Head office 1) Implementing development programmes in the sector 2) Implementation of schemes regarding TSMIP (Drip & Sprinkler), MIDH, Poly House, RKVY & Sericulture 3) Visit villages conduct group meetings of farmers and motivate them either in bringing additional Horticulture / Sericulture crop areas or adoption of improved package of practices or introduction of new crops and new varieties	1) Visiting of Horticulture & Sericulture grown areas and suggest agronomic and plant protection measures for improving the productivity of crops/ Coccons. 2) The DHSO will deal with cases relating to the subjects allotted to, with reference to the general or specific directions of the Director of / Commissioner in the district level, and submit to Director / Commissioner such cases as may be specified. They also exercise control over the sections placed in their charge, both in regard to dispatch of business and in regard to discipline in the regional level

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. M. Chandra Sekhara Rao	STATUTORY	The DHSO has powers to collector information, conduct enquires	
		Administrative	All adiministative powers are vested with DHSO	
		Financial	Financial powers are vested with DHSO allotted by the Head Office	
		Other	Responsible for supervision for all the schemes / projects and they will be called by the Head Office for furnishing the information and data for facilitating decision of higher levels in the Government	
	Kum K. Maheshwari	CLHSO (T)	Deal with subjects relating to general or specific directions on implementation of scheme activities	
	Sri K. Rathan	MI Engineer	Scrutinize the farmer's applications and verify BMS report, the BOQ values system cost, subsidy arrived at etc., as per the MIP norms and guidelines and ensure recording of GPS Coordinates and arrive at area in BMS are tallied coordinates of final inspection.	
	Sri. P. Bhaskara Murthy	Junior Assistant	Junior Assistant in a section are to put up notes and drafts, maintain the personal registers and also assist the superintendent in their section work. They shall also maintain the prescribed periodical registers and put up reminders.	
	Sri P. Srinivas	DEO	The DEO is expected to work the compilation of all statistical work regarding Horticulture Scheme activities	

CHAPTER - 4

Procedure Followed in Decision - Making Process

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

The procedure being followed by the department is as follows:

The headquarters of office of the Director / Commissioner of Horticulture & Sericulture / Joint Director of Horticulture / Deputy Director of Horticulture / Assistant Director of Horticulture are desk oriented. Notes are prepared at Section level regarding proposals received from the gross root level.

Petitions and representations received from general public are also dealt with by sending them to the regional / district offices and getting their reply. Such petitions are dealt with according to merits and in such cases replies are sent to Government / individuals.

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	Implementation of TSMIP	<p>1) The farmer beneficiaries who have already availed the benefit of MIP cannot avail further assistance for the same land for the next 5 years</p> <p>2) Selection of MI company is the choice of the beneficiary</p> <p>3) GPS has to be invariably used to find out the exact location of the installation and appropriate extent of the field</p> <p>4) Issue of 10% Mobilization Advance and release of 90% final payment should be done as per the seniority of the Master Register while submitting the BOQ</p>	50 days	<p>SCP & TSP 100% & Gen 90% subsidy</p> <p>G.O. Ms.No.28, Dt: 09.12.2014</p>
2	Implementation of MIDH	<p>1) Norms would be as per the <u>GOI norms</u> fixed for the year 2014-15 and shall be applicable in subsequent years unless modified. The guidelines are described in subsequent pages of this booklet.</p> <p>2) The Commissioner of Horticulture and Mission Director shall make necessary tie-ups arrangements every year and <u>empanel reputed firms/suppliers</u> for supply/sale of planting material and inputs / materials under above schemes strictly as per the guidelines issued by Govt. of India from time to time.</p>	6 Months	<p>Department of Horticulture & Sericulture Implementation guidelines</p>

3	Poly House			
	Naturally Ventilated Poly house	Rs.844 per sqm(>2080sqm to 4000sqm)	90 days	75% subsidy
	Plant material		90 days	
	a. Carnation / Gerbera	Rs.270/- per sqm		
	b. Roses	Rs.157/- per sqm		
	c. Vegetables	Rs.140/- per sqm		

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	Travelling allowance rules	Travelling allowance rules	
2	Pension rules	Pension rules	
Instructions			
1	NIL	NIL	
Manuals			
1	District Office Manual	Office procedure	
2	Vigilance Manuals	Vigilance Manuals	
3	Land Acquisition Manual	Land Acquisition Manual	
4	Provident Fund Manual	Provident Fund Manual	
5	Protocol Manual	Protocol Manual	
6	TS Budget Manual	A.P. Budget Manual	
Records			
1	Records	Closed files like L-dis, D-dis, R-dis etc.,	
Publications			
1	Nil	Nil	

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)
TSMIP	Telangana State Micro Irrigation Project	DHSO
MIDH	Mission Intigrated Development of Horticulture	DHSO
RKVY	Rashtriya Krishi Vikas Yojana	DHSO
State Plan	Poly House	DHSO
Office files	Files	Concerned Section Officer
Library and books	Reference books and Magazines etc.,	-
Billls	Pay rolls, Advance and loan etc.,	Junior Assistant
Infrastructure like vehicles, furniture etc.,	Vehicles, Furniture, Stationery etc.,	Junior Assistant

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		
All Schemes (TSMIP, MIDH, RKVY, State Plan)	Sri. E Sridhar, IAS, Chariman,	District Collector	Official	Monitoring the implementation of the programme	Accessibility to members and special invites
	Sri. M. Chandra Sekhara Rao Convenor	DHSO	Official		
	Member	District Agriculture Officer	Official		
	Member	Project Director, ATMA	Official		
	Member	Project Officer MADA	Official		
	Member	District Tribal Welfare Officer	Official		
	Member	District Rural Development Officer	Official		
	Member	Lead District Manager	Official		
	Member	District Scheduled Caste Development Officer	Official		
	Member	District Ground Water Officer	Official		
	Member	Progressive Farmers	Progressive farmers		

CHAPTER - 10

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

S.No	Name of the Officer Administrative Unit	Name of the Officer Employee/S/Sri/Smt	Designation and address	Office	Residence/ Mobile/ number
GAZETTED OFFICERS					
1	DISTRICT HORTICULTURE & SERICULTURE COORDINATING OFFICE, NAGARKURNOOL	M.Chandra Sekhar Rao	District Horticulture & Sericulture Officer		8639031915
2		Sorpu Sowmya	HO/ CLH&SO Nagarkurnool		9177663395 9908787774
3		K. Chandrashekar	HO/ CLH&SO Achampet		8374449310
4		P. Imrana	HO/ CLH&SO Kalwakurthy		8374449311
5		Sri. Md.Waheeduzzama	HO/ CLH&SO Kollapur		8374449312
6		Kethavath Maheswari	HO/ CLH&SO (T) O/o DHSO, Nagarkurnool		9100714191
NON GAZETTED OFFICERS					
1	DISTRICT HORTICULTURE & SERICULTURE COORDINATING OFFICE, NAGARKURNOOL	K. Nagabhushanam	Technical Officer (Sericulture)		879033360
2		B. Kondalu	MLH&SO (SHM) Telkapally, Kollapur & Kodair		8374449318 (Off) 9493450498 (Res)
3		B. Venugopal	MLH&SO (MIP), Charakonda & Vangoor		8374449793
4		C. Govardhan	MLH&SO (SHM) Peddakothapally & Pentlavelli		8374449320 (Off) 8465850333 (Res)

5		K. Naresh	MLH&SO (SHM) Kalwakurthy, Veldhanda & Urkonda		8374449317
6		G. Devendram	MLH&SO (MIP) Balmoor, Uppunuthuala, Lingal, Amrabad, Padara & Achampet		8374449804
7		P. Ajay Naik	MLH&SO (SHM) Bijinepally & Nagarkurnool		8374449315 (Off) 8919585842 (Res)
8		Shivaleela	MLH&SO (SHM) Thimmajipet & Tadoor		8374449309
9		K. Rathan	MI Engineer O/o DHSO, Nagarkurnool		9490989261
10		P. Srinivas	DEO		9704376546
11		P. Bhaskara Murthy	Junior Assistant		8008655095
12		V. Laskar	FTC Employees		
13		V. Vemuka	FTC Employees		
14		K. Venkataiah	FTC Employees		
15		G. Nadam	FTC Employees		
16		Sd. Chand Pasha	FTC Employees		
17		J. Venkat Swamy	FTC Employees		
18		B. Bala Nagaiah	FTC Employees		
19		E. Parvathalu	FTC Employees		
20		J. Balaiah	FTC Employees		
21		Abdul Kareem	FTC Employees		
22		Ch. Bakkaiah	FTC Employees		
23		M. Narsimhulu	FTC Employees		

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	M.Chandra Sekhar Rao	District Horticulture & Sericulture Officer	73178
2	Sorpu Sowmya	HO/ CLH&SO Nagarkurnool	40837
3	K. Chandrashekar	HO/ CLH&SO Achampet	41182
4	P. Imrana	HO/ CLH&SO Kalwakurthy	44665
5	Sri. Md.Waheeduzzama	HO/ CLH&SO Kollapur	41182
6	Kethavath Maheswari	HO/ CLH&SO (T) O/o DHSO, Nagarkurnool	40837
Non Gazetted			
12	K. Nagabhushanam	Technical Officer (Sericulture)	37013
13	B. Kondalu	MLH&SO (SHM) Telkapally, Kollapur & Kodair	17500
14	B. Venugopal	MLH&SO (MIP), Charakonda & Vangoor	17500
15	C. Govardhan	MLH&SO (SHM) Peddakothapally & Pentlavelli	17500
16	K. Naresh	MLH&SO (SHM) Kalwakurthy, Veldhanda & Urkonda	17500
17	G. Devendram	MLH&SO (MIP) Balmoor, Uppunuthuala, Lingal, Amrabad, Padara & Achampet	17500
18	P. Ajay Naik	MLH&SO (SHM) Bijinepally & Nagarkurnool	17500
19	Shivaleela	MLH&SO (SHM) Thimmajipet & Tadoor	17500
20	K. Rathan	MI Engineer O/o DHSO, Nagarkurnool	24250
21	P. Srinivas	DEO	15000
22	P. Bhaskara Murthy	Junior Assistant	15000
23	V. Laskar	FTC Employees	16045
24	V. Vemuka	FTC Employees	16045
25	K. Venkataiah	FTC Employees	16045

26	G. Nadam	FTC Employees	16045
27	Sd. Chand Pasha	FTC Employees	16045
28	J. Venkat Swamy	FTC Employees	16045
29	B. Bala Nagaiah	FTC Employees	16045
30	E. Parvathalu	FTC Employees	16045
31	J. Balaiah	FTC Employees	16045
32	Abdul Kareem	FTC Employees	16045
33	Ch. Bakkaiah	FTC Employees	16045
34	M. Narsimhulu	FTC Employees	16045

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.
District Horticulture & Sericulture Office	TSMIP	-	-	2752.28	2244.92
	MIDH	-	-	19.90	7.64
	Poly House	-	-	29.52	-

These details are available in the manual with the Headquarters and District Level Officers.

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
TSMIP (Drip)	SCP & TSP 100% BC & SF/MF: 90% General: 80% irrespective of category 7% GST to be bear by the farmers	Pattadaru Pass Book Holders Maximum limit 12.50 acres for family	DHSO
TSMIP (Sprinklers)	75% subsidy for all categories	Pattadaru Pass Book Holders Maximum limit 1 acre to 2.50 acres for family	DHSO
MIDH	40% subsidy for all categories	Pattadaru Pass Book Holders	DHSO
State Plan Poly House	75% subsidy for General category & 95% subsidy for SCP & TSP	Pattadaru Pass Book Holders 3.00 acres for General category & 1.00 acre for SCP & TSP	DHSO

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
TSMIP, MIDH, State Plan Poly House	Application may be made in the proforma prescribed	As per the eligibility	As per proceedings of DHSO

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	DHSO, Nagarkurnool	12500	2017-18	DHSO

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		NIL	-
-	-	-	-

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	DHSO, Nagarkurnool	Public Notices & Advertisements
News Paper Reports	Paper Clippings	-
Public Announcements	-	-
Information Counter	DHSO, Nagarkurnool	All Public relation matters
Publications	-	-
Officer Library	-	-
Web Sites	-	-
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.

S.No	Name of the office	Name of the Public Information Officer	Name of the Asst. Public Information Officer	Name of the Appellate Authority
1	DISTRICT HORTICULTURE & SERICULTURE COORDINATING OFFICE, NAGARKURNOOL	Horticulture & Sericulture Coordinating Officer, Nagarkurnool	To be appointed by H&SCO	Addl. Director of Horticulture
		K. Chandra Sekhara Rao DH& SCO, Nagarkurnool	K. Maheshwari CLHSO(T)	L. Venkatram Reddy Director of Horticulture

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 :

**(M. CHANDRA SEKHARA RAO)
District Horticulture & Sericulture Officer,
Nagarkurnool.**