

Chapter 2
Organisation, Functions and Duties
[Section 4(1)(b)(i)]

District : Nagarkurnool

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1	O/o Asst Pay & Accounts Officer Works & Projects Nagarkurnool	Eshwar Colony Road No.1 Nagarkurnool Pin Code No.509209	(a) Acting as Preaudit and payment authority after Authorijestion by Govt.	1.Expenditure control Over PW department is Irrigastion & R&B,Panchayat Raj, Forest, Finance Departments.
			(b) Accounting proseger duly following financial codes	2.Public Works Departments etc.
				3. Financial Expenditure of Govt.

**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

District :

Name of the Officer / Employee & Designation	Duties allotted	Powers
Sri. P.Rafi Ahammad Basha (APAO W&P NGKL)	Duly surutinizing the works Bill/ Establishment bills be send for ready for payments.	
sri.A.Linga Reddy (Superintendent)	Monitaring of Works of Auditors throug Online.	
Sri.K.Raju (senior Assistant)	surutinizing of Work Bills & Establishment of Irrigastion, R&B, Departments.Monthly Accounts & SST & Dockets	
Sri.MD.Fareed (senior Assistant)	surutinizing of Work Bills & Establishment of Irrigastion, Panchayatraj , Departments.Monthly Accounts & SST & Dockets	
Sri. V.Raghu (senior Assistant)	surutinizing of Work Bills & Establishment of Irrigastion, Panchayatraj,Mission Bhagiratha,Forest R&B (national highways) Departments.Monthly Accounts & SST & Dockets	
Sri.B.Narsimha (Junior Assistant)	Audit of Irrigation Estblishment.	

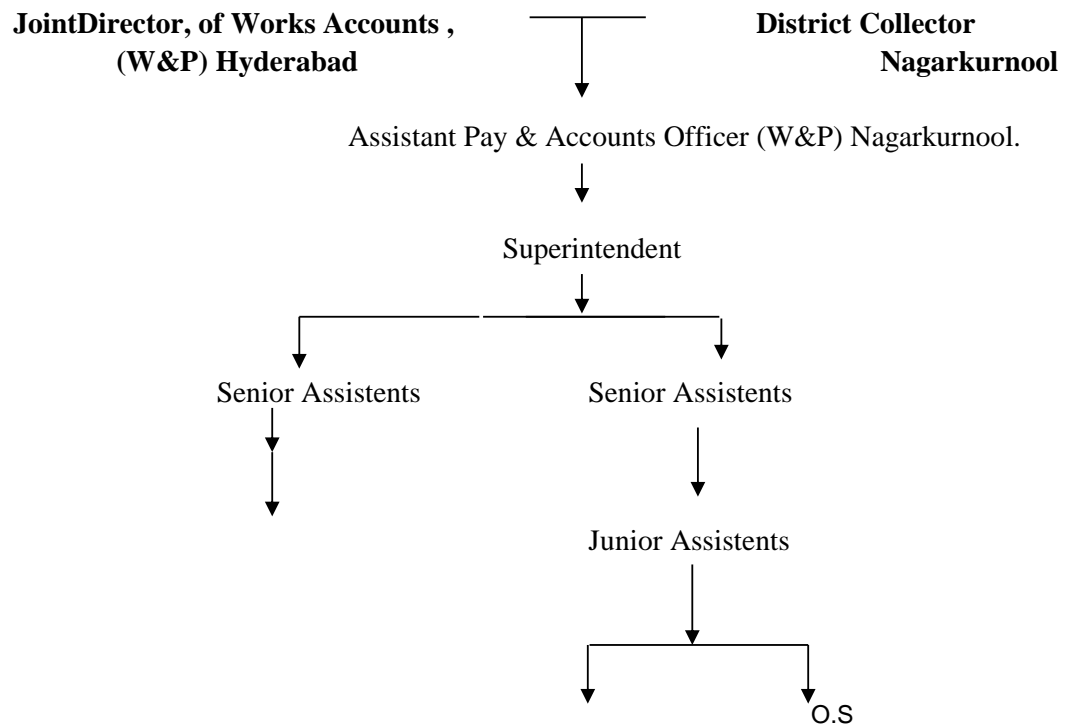
Chapter 4
Procedure Followed in Decision-making Process
[Section 4(1)(b)(iii)]

4.1 Describe the procedure followed in decision-making by the public authority

District : Nagarkurnool

Activity	Description	Decision-making process	Designation of final decision making authority
Bills received from DDO,s	Scutiny of 1 st level	Scutiny of 2 nd level	Authoriez from Govt.

a) Flow Chart (Administration, Planning & Implementation, Monitoring and Evaluation)



Participation approach ::

- a) Works Bills & Establishment
- b) pre audit disposals
- c) Monthly Accounts & SST, I

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

District : Nagarkurnool

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)
A)	Payments of Works Bills & Salaries	Scuritiny of first level	Scuritiny of second level	permission from the Govt duly Authorisation
a.)				
b.)				
c.)				

Chapter 6
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
[Section 4(1)(b)(v)]

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

District : Nagarkurnool			
SIN	Description	Gist of contents	Price of the publication if priced
	Rules & Regulations		
1	AP CCA rules	Procedure to be followed in respect of behaviours, office procedures, enquiries, punishments etc.,	Rs.75/-
2	AP State & Subordinate Service Rules & Regulations	Rules laid in appointments, regularisation, seniority etc.,	Rs.250/-
3	Different codes on Accounts, Pensions, carrying works etc.,	Accountability of expenditures, terminal benefits etc.,	Ranging from Rs.200/- to 350/-
1			

Chapter 7

[Section 4(1)(b)vi]

District : Nagarkurnool

4.1 Categories of documents held by the Public Authority under its control

Sl No	Category of documents	Title of document	Designation & address of the custodian
1	Bank guarantees	Bank guarantees	under safe custody of cash section.
2			
3			

Chapter 8
(Section .4(1)(b)(vii))

Arrangement for consultation with or representation by the members of the public in relation to the Formulation of Policy or Implementation thereof

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

District : Nagarkurnool

Chapter 12

Budget Allocated to Each Agency including Plans etc.,

(Section 4(1)(b)xi)

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

Agency	Plan/Programme/Scheme/Project/Activity/ Purpose for which budget is allocated	Proposed expenditure 2012-2013 (Rs. In lakhs)	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports notice board etc.,)
Finance (W&P) Department	Receipt of plan & Non plan LOC through Online Systems & Payment Proccesure follows.			

Chapter 13
Manner of Execution of Subsidy Programmes
[Section 4(1)(b)xii]

District : Nagarkurnool

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

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
as per Releases of LOCs Payments may be made to the Agencies / Contractros of various categories			

Chapter 14
Particulars of Recipients of Concessions, Permits or
Authorization Granted by the Public Authority
(Section 4(1)(b)xiii)

District : Nagarkurnool

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

Institutional Beneficiaries

Name of programme / Scheme				
Sl.No.	Name & Address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of granting authority
1	Scrutiny first level, rectified level & Ready for Payments			

Chapter 15
Information Available in Electronic Form
[Section 4(1)(b)x(iv)]

District : Nagarkurnool

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 & Internet	Eshwar Colony Road No.1 Nagarkurnool PIN Code NO.509209	*****	Sri.V.Raghu, Sr.Asst

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

The above data will be placed on-line and will be updated periodically including the particulars of pending proposals for investigations.

Chapter 16
Particulars of Facilities available to Citizens for obtaining Information
(Section 4(1)(b)xv)

District : Nagarkurnool

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	At the entrance of the office premises.	RTI Act 2005 details, groundwater scenario
Submission of i) Monthly Accounts Shedule Dockets Vouchers SST to the Accountent General TS, Hyderabad		ii) iii) iv) Submitted Every Month

Chapter 17
Names, Designations and other Particulars of Public Information Officers
Section 4 (1) (b) xvi

Dist :: Nagarkurnool

17.1 Please provide contact information about the 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)

Sl.No.	Name of Office Administrative unit	Name and designation of PIO	Office Tel. / Residence Tel. : Fax No.	Office E.Mail
1	office of APAO W&P Nagarkurnool	Sri.P.Rafi Ahammad Basha (APAO)	7995028917	apaonagarkurnool@gmail.com

Assistant Public Information Officer(s)

Sl.No.	Name of Office Administrative unit	Name and designation of APIO	Office Tel. / Residence Tel. : Fax No.	Office E.Mail
1	office of APAO W&P Nagarkurnool	Sri.A.Linga Reddy (Supdt)	9440753303	apaonagarkurnool@gmail.com

Appellate Authority

Sl.No.	Name of Office Administrative unit	Name and designation of Appellate Authority	Office Tel. / Residence Tel. : Fax No.	Office E.Mail
1	Sri.P.pani Bushana Sharma (JDWA)	Appellate Authority	9849908966	apaonagarkurnool@gmail.com

Chapter 18
Other useful Information
(Section 4 (1)(b)xvii)

District : Nagarkurnool

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

- 1 APAO W&P Nagarkurnool Payment of plan & Non plan Salaries / Works
- 2 Over exploited villages
- 3 Spacing stipulations adopted

**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 as guidance to the public seeking information from your
department.**

Yes - Mentioned

Place : Nagarkurnool
Date.11/10/2016

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

