

RIGHT TO INFORMATION ACT - 2005

Section 4(1) (b)

**Office of the District Engineer,
RWS&S, Nagarkurnool**

CHAPTER-1

INTRODUCTION

1.1 Background:-

The Right to information Act., 2005 (Act 22 of 2005) was enacted to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

This hand book is published by the [District Engineer, RWS&S, Nagarkurnool District](#) with a view to consolidate the information with regard to information made available to the general public in matters concerning the [District Engineer, RWS&S, Nagarkurnool District](#) It also fulfill the statutory requirement under Section 4(i)(b) of the Right to information Act.

1.2 Objectives of the hand book :-

Section 4(1)(b) of the Right to Information Act, 2005 stipulated mandatory suo-motu disclosure of certain information by every public authority. This standardized information for easy access and understanding by the public.

1.3 Intended users of the hand book :-

Citizens, public representatives, officers and employees of public authorities including public information officers Assistant Public Information officers and Appellate officers, Central and state information commission etc.,

1.4 Definition of Key terms :-

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 held in any electronic form and information relating to any private body which can be accessed by a public authority under any law.

Public authority mans the [District Engineer, RWS&S, Nagarkurnool District](#)
Records includes.

- (a) Any document, manuscript and file.
- (b) Any microfilm, micro fiche and fax copy.
- (c) Any reproduction of image.
- (d) Any other material produced by a computer or any other devise.

Right to information means the right to information accessible under the Act which is held by or under the control of the Executive Engineer, RWS&S, Division : Nagarkurnool.

State Public Information Officer means the State Information Officer designated and Sub section (1) and includes a State Assistant Public Information Officer designated as such under sub section (2) of section 5 of the Act. The list of such officers is published in Chapter 17 herein.

1.5 Organization of information :-

The information in this hand book is divided into 18-chapters, Chapter 2 to 18 are the mandatory publication of information as required under Section 4(1)(b)I to xii of the Right to Information Act-2005.

1.6 Getting additional Information:-

Any information required can be obtained by making an application to the State Information Officer concerned. An amount of Rs.10/per application is payable along with each such application. Copies of documents can also be had by paying the cost of such copies as under.

- 1 Material in printed/ text from Rs.2/per page per copy - A4 or A3 size.
- 2 Material in printed/ text from as per actual cost above A4 or A3 size.
- 3 Maps/ Plan actual cost. Information in electronic from
 - a) Rs. 50/per floppy 1.44 MB
 - b) Rs.100/per C.D. of 700 MB
 - c) Rs.200/per C.D (DVD)
- 4 Sample and models- actual cost thereof
- 5 Inspection of records no fee for first hour, a fee of ruppees five for each fifteen minutes thereafter

1.7 Names and addresses of key contact persons.

The State Public Information Officer, and the State Asst.Public Information Officer as detailed in Chapter-17 of this hand book can be contacted at their official/ Residential addresses and phone numbers for any additional information.

Chapter-2**Organisation, Functions and duties****Section 4(1) (b) (i)****2.1** Particulars of the organization, functions and duties.

Sl. No.	Name of the organization	Address	Functions	Duties
1	2	3	4	5
1	Rural Water Supply & Sanitation Department.	O/o District Engineer, RWS&S, Nagarkurnool District, Beside M.M.Court, Main Road, Nagarkurnool.	Preparation of estimates, Execution of civil works, Supervision and completion of works sanctioned under all central and state sponsored schemes.	Preparation and maintain all records of Administrative sanction , Technical sanction, Financial transactions, preparation of progress report, Audit, furnishing the records to AG audit, submission of replies to PAC paras.

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 follows.		
Sl.n o.	Name of the officer/ Employee	Designation	Duties allotted
1	2	3	4
			EE
1	Smt.V.Sridhar Rao, District Engineer,	Statutory	Technical head for RWS Division
		Administrative	Administraive control DEEs and AEEs.
		Financial	Submission of all financial progress reports and UCs to Superintending Engineer& Chief Engineer, RWS furnish all records to AG audit and submit detailed reply to PAC paras.
		Other	Responsible for preparation of contingent plan, Calamity Relief, Enforce conditions of agreement.
			Dy.EE
2	All Dy.Executive Engineers (list enclosed)	Statutory	Maintenance of CPWS Schemes
		Administrative	Nil
		Financial	preparation of bills & maintenance of account
		Other	Assist zilla Parishad for Rural water supply
			AEE
3	All Asst.Executive Engineers (list enclosed)	Statutory	Preparation of estimates, Supervision and completion of works
		Administrative	Nil
		Financial	preparation of bills & maintenance of account
		Other	-
4	Sri.A.VENKANGOUD	Superintendent	<p>Supdt., (A1 Section)</p> <p>Writing of cheque for all schemes for which the funds deposited by the Division in to Banks.</p> <p>Remittance of DDs/Challans towards TOT, I.T. Seignorage charges & NAC etc.for all schemes maintaining by Division through Bank Savings Accounts.</p> <p>Posting of Cash Books and Maintenance of Zero Account Cash Book</p> <p>Utilisation Certificates.</p> <p>Remittance of DDs towards sale of tender schedule & EMDs etc. and S.B. Accounts of various Schemes.</p> <p>All the files pertaining to Establishment section & Work charged Establishments / Sections should be routed through the Superintendent.</p> <p>Preparation of T.D.S. Certificate (I.T. of contractors) & T.O.T.o in respect of payment made by division office against the funds deposited into S.B. Accounts of various scheme except MPLADS.</p> <p>A.G's Inspections & Local Fund Inspections.</p> <p>NGP, Shubram Schemes corresponding etc.,</p> <p>Looking after the Court cases, outstanding A.G's Audit paras / LF audit paras.</p> <p>Entry of PAO Work bills in the register and disbursement of PAO Cheques.</p> <p>R.T.I Act. With assistance of Sri.Syed Nasiruddin, Sr.Asst. to discharge duties as Assiatant Public Information Officer.</p>

Sl.no.	Name of the officer/ Employee	Designation	Duties allotted
			Other work as entrusted by the under signed.

Sl.no.	Name of the officer/ Employee	Designation	Duties allotted			
5	Sri.Revathi Reddy	Sr.Asst	Sr.Asst (A2 Section)			
			RWS&S Sub.Division Achampet - Scrutiny of works bills of all Schemes.			
			Establishment Section of Regular Staff, Workcharged Establishment and their service matters.			
			Maintenance of all Registers Pertaining to Establishment Section (Increment Register, Register of Service Books, and custodian of Service Registers of regular establishment.			
			Maintenance of Register of Contingency grant & Scrutiny of Diesel bills/Electricity bills and Telephone Bills (Contingency Bills) with Assistance of Kum.V.Tulasi, Jr.Asst.			
			Monthly return on Staff position.			
			Maintenance of <u>Stationary & Stores</u> of Division Office.			
			Posting of Averza Register.			
6	Smt.M.Anitha	Sr.Asst.	Sr.Asst. (A3 Section)			
			RWS&S Sub.Division Nagarkurnool - Scrutiny of works bills of all Schemes / V.Shyamsundar & V.Tulasi.			
			Posting of Averza Registers.			
			Drinking water problems to be published in press (i.e paper clippings with assistance of A8			
			Preparation of Progress Reports RWS&S Sub.Division Nagarkurnool all Schemes			
			7	Sri.K.Shiva Sharan	Jr.Asst.	Jr.Asst. (A5 Section)
						RWS&S Sub.Division Nagarkurnool - Scrutiny of works bills of all Schemes / V.Shyamsundar & V.Tulasi,
						Scrutiny of Pay bills of RWS&S Sub.Divisions of Regular Staff & Preparation of Pay bills of RWS&S Division Nagarkurnool,
Maintenance of all Registers (EMD & FSD) and refund of deposits to the contractor,						
Bills receipt register,						
Maintenance of registers for paper clippings,						
Adverse News published in daily News papers. A8 has to assist to DB3 for adverse News,						
And other work as entrusted by the under signed and Superintendent.						
8	Raju	Typist	Typing			
9	Sri.M.Srinivas Reddy	Printing Technician (B.P.O)	In ward and Outward sections,			
			Maintenance of purchasing of postage stamps Accounts Register,			
			Water Analysis report and water level,G.E. Cases (Paper Clippings),Tour Dairies of DEEs/AEEs/Aes,			
			Assistant to DB Section.			
			And other work as entrusted by the under signed & Superintendent,			

Sl.no.	Name of the officer/ Employee	Designation	Duties allotted
11	Smt. V. Tara	Technical Officer	<p>(DB 2,DB 3,DB 4) Sections.</p> <p>Smt.V.Tara, Technical Officer (DB1), and holding to Addl. Charge to DB2, DB3 & DB4,</p> <p>Sections With Assistance of Sri.B.Raghu, Technical Assistant.</p> <p>Calling of Tenders & Agreements and E.O.A.T of entire Division.</p> <p>Tender comparative statement of Entire division issue of Experience certificate to Contractors.</p> <p>Citizen chart (Technical section).</p> <p>Scrutiny of bills of RWS Sub.Division Achampet.</p> <p>Monthly Physical and Financial Progress reports of all Schemes,Report on GRLT.</p> <p>Scrutiny of Estimates in a preparation of tender comparative statement of Achampet Sub.Division,</p> <p>Issuing of Work orders for Bore wells of RWS Sub.Division Achampet,</p> <p>Scrutiny of Estimates and preparation of tender comparative statement of Kalwakurthy Sub.Division.</p>
10	Vacant	Tracer	Assistance to all DB Section.

Powers

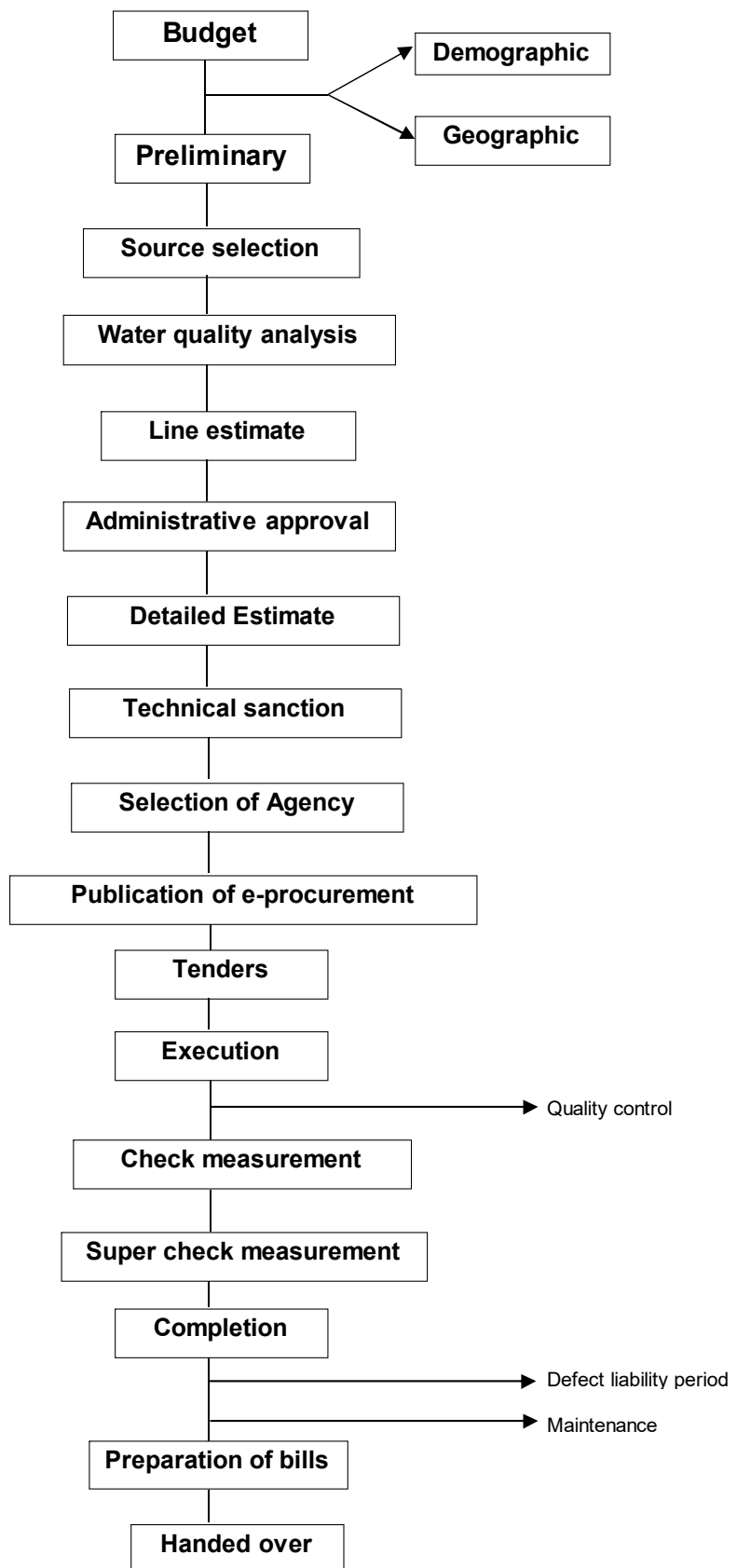
Chapter-4

Procedure followed in Decision-making process

Section 4(1) (b) (iii)

4.1	Describe the procedure followed in decision-making by the public authority			
Sl.no.	Activity	Description	Decision-making process	Designation of final decision-making authority
1	2	3	4	5
1	Goal-setting & Planning	Fixing of targets	Review meetings with all officers concerned, Monitoring progress reports	Chief Engineer, RWS/ ENC, PR
2	Budgeting	Fixing of financial allocation and targets	Releases are made based on the progress of civil works.	Chief Engineer, RWS, Hyderabad.
3	Formulation of programmes schemes and projects	Preparation of line estimates conducting detailed survey, Preparation of detailed estimates.	Survey, Investigation, Feasibility study, Technical evaluation.	Superintending Engineer/ Chief Engineer
4	Recruitment/ hiring of personnel	Recruitment of AEEs/ AEs	Vacancies arising are notified to APPSC.	Engineer-in-Chief, PR, Hyderabad.
5	Release of funds	Fixing of financial allocation and targets	Releases are made based on the progress of civil works.	Chief Engineer, RWS, Hyderabad.
6	Implementation of service/ utilization of funds	Grounding of works is done after administrative sanction works is accorded. Payment is made after recording and check measurement of works is completed.	The field Engineers executing the work are incharge of the work and any decision is taken based on the requirement of works.	DEE/ RWS, EE/ RWS, SE/ RWS
7	Monitoring & evaluation	Preparation of progress reports and review of all works	MPDRs quarterly announced programme	DEE/ RWS, EE/RWS, SE/RWS and CE/RWS
8	Gathering feedback from public	Attending to petitions	Petitions from public from collectorate/ Public representations	DEE/ RWS, EE/RWS, SE/RWS and CE/RWS
9	Undertaking improvements.	Improving performance by increasing achievements financially and physically	From higher officers	EE, SE/ RWS and CE/ RWS.
4.2	Prepare flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary. (Enclosed).			
	You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary. (Enclosed).			
4.3	Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/ services delivered to citizens.			
a)	ARWS Programme : In respect of ARWS programmes proposals are received in respect of NC category villages I.e., where there is no source available, PC1, PC2 village categories I.e, where source level 10 lpcd or 20 lpcd, where the drinking water source is not available within a radius of 1.5 kms, quality affected villages where the ground water is contaminated with fluoride or become brackish due to excess salts, bacteriological contamination.			
b)	Swajaladhara/ TSC Programme: Under the sector reforms programme the VWSC, DWSC and DWSM are formed for sanction, formulation, execution and maintenance of water supply schemes. The VWSC is involved in the selection of the works, payment of 10% community contribution execution of the work and 100% O&M for the schemes. Under TSC the individual beneficiaries from BPL families are selected by the MPDOs and ISLs are constructed by the beneficiaries themselves as per the standard guidelines.			

FLOW CHART



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	2	3	4	5
1	Paper clippings	-	with in 24-hours	
2	Sanction of estimates	-	1-week	
3	EOAT	-	3-days	
4	Disposal of grievances	-	3-days	

Chapter-6**Rules, Regularizations, Instructions, Manual and records, for discharging functions.****Section 4(1) (b) (v) & (vi)**

6.1 Please provide list and gist of rules, regularizations, 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.
1	2	3	4
	Rules & Regulations		
1	A.P.P.W Dept. code	Rules regarding execution of works	Rs.350/-
2	A.P.P.W Dept. Accounts code	Accounts procedures	Rs.300/-
	Instructions		
1	Scheme with guidelines	Guidelines specify the schemes	
	Manuals		
1	A.P.Detailed standard specification	Specifications	Rs.600/-
2	A.P.Standard Data	Norms	Rs.150/-
3	I.S. records	Norms	
	Records		
1			
2			
	Publications		
1	Standard schedule of rates	Rates per item of work	Rs.200/-
2			

Chapter-7

Categories of documents held by the Public Authority under its control

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	2	3	4
1	Estimates	Estimates for each work	SE/ RWS, EEs, DEEs, AEs/RWS
2	Agreements	Agreements with agencies for each work	SE/ RWS, EE/RWS
3	Measurement books	Measurement books	DEE, AE/ RWS
4	Files concerning the estimates, agreements and works	Work concerned	SE/ RWS, EE/ RWS, DEE/RWS
5	Service rolls of the officers/ employees	Service rolls of each employee	EE/RWS, DEE/RWS
6	Files concerning the service matters of officers/ employees	Files and registers showing details of emoluments, promotions, postings etc., of employees	SE/RWS, EE, DEE/RWS

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 representatives for formulation and implementation of policies ?		
Sl.no.	Function/ service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
1	2	3	4
1	Request for taking up a particular work	Petitions are received directly from public or through public representatives, Mandal parishads, Zilla Parisad, MPDOs, District collector etc.,	Petitions are received from public directly or through public representatives, Mandal parishads, Zilla Parishads, MPDOs, District Collector etc.,
2	Progress of work	Petitions are received directly from public or through public representatives, Mandal parishads, Zilla Parisad, MPDOs, District collector etc.,	Petitions are received from public directly or through public representatives, Mandal parishads, Zilla Parishads, MPDOs, District Collector etc.,
3	Improvement/ Repairs to existing sources	Petitions are received directly from public or through public representatives, Mandal parishads, Zilla Parisad, MPDOs, District collector etc.,	Petitions are received from public directly or through public representatives, Mandal parishads, Zilla Parishads, MPDOs, District Collector etc.,

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 autho				
Sl.no.	Name of Board, Council, Committee, etc.,	Composition	Powers and functions	Whether its meetings open to Public/ Minutes of its meeting accessible for public
1	2	3	4	5
1	Total Sanitation Campaign G.O.Ms.no. 178 Dt.06-06-2003	District level committee, Mahabubnagar Mandal level Committee	Monitoring of sanitation programme Monitoring of sanitation programme	
	G.O.Ms.no. 460 Dt.19-12-2002	Chairman cum Mission Director, SWSM	SWSM is an apex body and is responsible for overseeing the functioning of DWSMs. Meet atleast twice a year in January & July.	
		Chairman, ZP, DWSM, Mahabubnagar	Governing body shall meet atleast twice in a year. Planning co-ordination and management of the project at district level.	
		Chairman, District Collector, DWSC, Mahabubnagar	Executive body	
		Member Secretary, DPMU	To assist the DWSC at district level.	
		Chairman, MPDO, MWSC	MWSC is a governing body to plan and co-ordination of water and sanitation programme at mandal level.	
		Chairman, GP President, GWSC.	GWSC is a federal body and responsible for GP level planning and co-ordination.	
		HWSC	Planning, Design, Implementation, Own, Operate and maintain water sanitation services	

Chapter-10**Directory of officers and employees****Section 4(1) (b) (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 officer/ Administrative unit	Name Designation & address of officer/ employee	Telephone & fac office Tel: Residence Tel:: Fax:	Email
1	2	3	4	5
1	Smt.V.Sridhar Rao,	Executive Engineer (FAC)	9100122246	ee_rws_ngk@yahoo.com
2	Vacant	D.A.O		ee_rws_ngk@yahoo.com
3	Smt.V.Tara	Technical Officer	9441168525	ee_rws_ngk@yahoo.com
4	Sri.Raghavendar	Asst.Executive Engineer	7995660152	ee_rws_ngk@yahoo.com
5	Sri.Kethan	Asst.Executive Engineer	7995660153	ee_rws_ngk@yahoo.com
6	Kum.Nagamani	Assistant Engineer	7995660154	ee_rws_ngk@yahoo.com
7	Kum.Vasantha	Assistant Engineer	7995660203	ee_rws_ngk@yahoo.com
8	Sri.A.Venkan Goud	Superintendent	9440163599	ee_rws_ngk@yahoo.com
9	Sri.Revathi Reddy	Senior Assistant	9492285524	ee_rws_ngk@yahoo.com
10	Smt.Anitha	Senior Assistant	9618558604	ee_rws_ngk@yahoo.com
11	Sri.K.Shiva Sharan	Junior Assistant	9642122328	ee_rws_ngk@yahoo.com
13	V.Raju	Typist	9703177616	ee_rws_ngk@yahoo.com
14	Vacant	Asst.Technical Officer		ee_rws_ngk@yahoo.com
15	Vacant	Tracer		ee_rws_ngk@yahoo.com
16	Sri.M.Srinivasa reddy	Printing Technicion (Blue Print Operator)	9493831849	ee_rws_ngk@yahoo.com
17	Sri.Rakesh	Office Subordinate	8125359004	ee_rws_ngk@yahoo.com
19	Sri.G.Jangaiah	Office Subordinate	8125359004	ee_rws_ngk@yahoo.com
21	Vacant	WCS		ee_rws_ngk@yahoo.com

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	Provided information on remuneration and compensation structures for officers and employees in the following format.		
Sl.no.	Designation	Monthly remuneration including its composition	System of compensation to determine remuneration as given in regulation.
1	2	3	4
1	Executive Engineer	98078.00	STO, Nagarkurnool
2	D.A.O	-	STO, Nagarkurnool
3	Technical Officer	56810.00	STO, Nagarkurnool
4	Technical Assistant	0.00	STO, Nagarkurnool
5	Asst.Executive Engineer	42818.00	STO, Nagarkurnool
6	AEE/AE	44016.00	STO, Nagarkurnool
7	AEE/AE	51897.00	STO, Nagarkurnool
8	AEE/AE	51897.00	STO, Nagarkurnool
9	Asst.Technical Officer	0.00	STO, Nagarkurnool
10	Superintendent	66727.00	STO, Nagarkurnool
11	Senior Assistant	47652.00	STO, Nagarkurnool
12	Senior Assistant	38501.00	STO, Nagarkurnool
13	Junior Assistant	22347.00	STO, Nagarkurnool
14	Typist	48950.00	STO, Nagarkurnool
15	Blue Print Operator	36097.00	STO, Nagarkurnool
16	Office Subordinate	35131.00	STO, Nagarkurnool
17	Office Subordinate	16944.00	STO, Nagarkurnool

Chapter-12

Budget allotted to each agency including plans etc.,

Section 4(1) (b) (xi)

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

Sl. no.	Agency	Plan/ Programme/ Scheme/ Project/ Activity/ Purpose for which budget is allocated.	Proposed expenditure	Expected outcomes	Report on disbursements made or where such details are available (web site, report, notice board etc.,)
1	2	3	4	5	6
	Schemes		(Rs.in lakhs)		
1	RWS Sector	Arws (Plain)	952.62	546.17	(Under NRDWP)
		Arws (Scp)			
		Arws (Ntsp)			
		Arws (15%)			
		World Bank (22)	1041.47	601.04	
		INTRA GRID (575)	20431.37	465.88	
		NRDWP-Project) (10)	4700.00	3387.24	
		CBF (25)	46.50	39.51	
		MVS PROJECTS (3)	18635.68	3404.22	
		CDP (CQ/MQ) (656)	538.49	507.43	
		CRF	241.60	0.00	
		MPLADs (339)	226.01	207.86	
		NON CRF (877)	1505.43	880.74	

Chapter-13

Manner of execution of subsidy of subsidy programmes

Section 4(1) (b) (xii)

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 grant subsidy under various programmes/ schemes.			
Sl.no.	Name of Programme/ activity	Nature/ scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
1	2	3	4	5
No such schemes under implementation				

Chapter-13**Manner of execution of subsidy of subsidy programmes****Section 4(1) (b) (xii)****13.3** Describe the manner of execution of the subsidy programmes

Sl.no.	Name of the programme/ activity	Application procedure	Sanction procedure	Disbursement procedure.
1	TSC- ISLs	BPL families are submitting the applications to GPs and based on allocation Gram Panchayat will sanction ISLs to BPL families.	Gram Panchayat	Through GPs
2	TSC- School Toilets	Based on the allocation District Collector sanctioned the school toilets as per the requirement through DPEP.	By District Collector.	Through MPDOs

Chapter-14

Particular 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.

Name of programme/ scheme

Name of programme/ scheme

Institutional beneficiaries.

Name of programme/ scheme

Sl.no.	Name & address of recipient beneficiaries	Nature quantum of benefit granted	Date of grant	Name & Designation of granting authority

The programmes are intended for the general public. No particular individuals/ Institution can be identified as beneficiary.

Chapter-15

Information available 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.,)			
Sl.no.	Electronic format	Description (site address/ location where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom?)
	The Information is yet to be computerised			
15.2	Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information centre or reading room maintained for public use where information relating the department or records/ documents are made available to the public.			

Chapter-16**Particulars of facilities available to citizen 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.		
Sl.no.	Facility	Description (Location of facility/ Name etc.,)	Details of information made available
1	Notice board	Office premises	Tender notices.
2	News paper reports	Office premises	Reports pertaining to RWS&S, Division : Nagarkurnool
3	Public announcements		
4	Information counter		
5	Publications	Tenders published by to the Commissioner, I&PR, Hyderabad.	Tender notice issued from time to time
6	Office library		
7	Website		
8	Other facilities (name)		

Chapter-17**Names, Designations and other particulars of public information officers****Section 4(1) (b) xvi****17.1**

Please provide contact information about the Public Information officers and Assistant Public Information officer designated by 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 officer/ administrative unit	Name & designation of PIO	Office Tel:: Res Tel:: Fax	Email.
1	Sri.V.Sridhar Rao, B.Tech., District Engineer, RWS&S Nagarkurnool District.	Sri. DS. Jakeer Ahmed, DAO (FAC) District Engineer, RWS&S Nagarkurnool District.	7331183047	ee_rws_ngk@yahoo.com

Assistance Public Information Officer (s)

Sl.no.	Name of officer/ administrative unit	Name & designation of APIO	Office Tel:: Res Tel:: Fax	Email.
1	Sri.V.Sridhar Rao, B.Tech., District Engineer, RWS&S Nagarkurnool District.	Sri.A.Venkan Goud Superindent(PIO) O/o, District Engineer, RWS&S Nagarkurnool District.	7995660160	ee_rws_ngk@yahoo.com

Appellate Authority

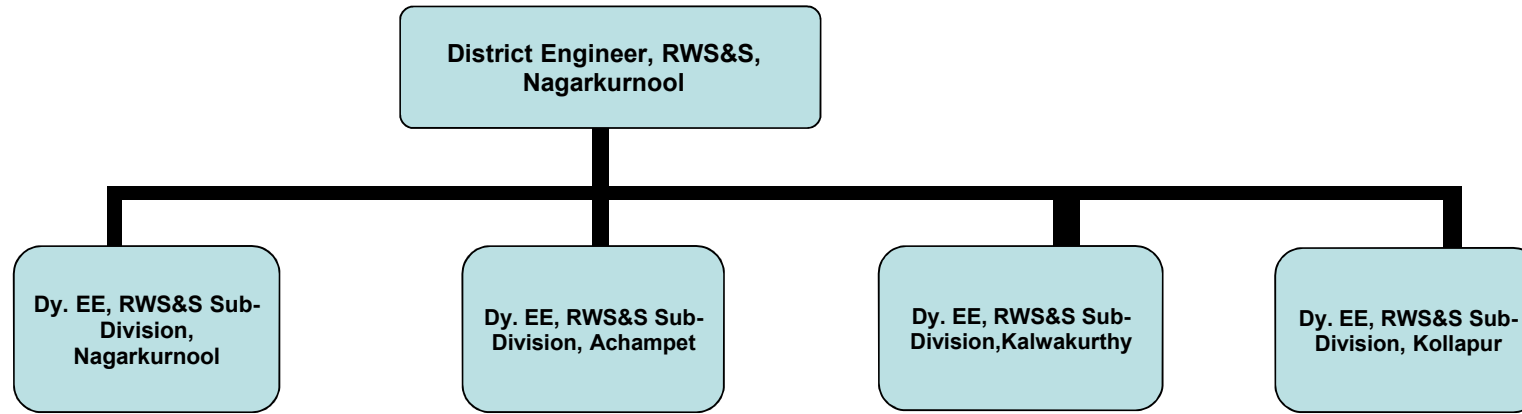
Sl.no.	Name, Designation and address of appellate officer	Jurisdiction of appellate officer (officers/ administrative units of the authority)	Office Tel:: Res Tel:: Fax	Email.
1	2	3	4	5
1	Sri.V.Sridhar Rao, B.Tech.,	Sri.V.Sridhar Rao, B.Tech., District Engineer, RWS&S Nagarkurnool District.	9100122246	ee_rws_ngk@yahoo.com

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Other useful information

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18.1	Please give below any other information or details of publications which are of relevance or of use of 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 as guidance to the public seeking information from your department.		
	Place		Name and Designation of officer
	Date		Department.
			sri.V.Sridhar Rao
			District Engineer, RWS&S
			Nagarkurnool District.
Note:-	Information provided in these chapters should be updated from time to time and revised date should be mentioned.		



FUNCTIONS		
Sl.No	Designation	Functions to be performed
1	Dy.Executive Engineer (DEE)	He is under the control of Executive Engineer (RWS) and Projects.
		He is the head of RWS Sub-Division.
		He controls all technical personnel working under him both administratively and technically
		He is responsible for the preparation of scheduling to implement monitor, ensure quality and monitor complete the programmes and schemes sanctioned in his jurisdiction under the following sectors.
		All schemes sanctioned under MNP programme.
		All schemes sanctioned under ARWS programme
		Projects sanctioned under submission projects and bilateral projects
		Projects and schemes sanctioned by the State Government.
		Establishing and maintenance of Hand Pump systems.
		Maintenance of PWS Schemes and CPWS Schemes
		Responsible for the preparation and execution of contingent plan for drought situation and crisis management during cyclones and floods.
		Supervision of Mandal Parishad and Gram Panchayat works in respect of Rural Water Supply.
		He is responsible for preparation of optimum inventory procurement in time and utilization of materials needs for the maintenance of hand pumps and schemes.
		He is responsible to accept the work both qualitatively and quantitatively and recommended for payment after check measurement of water as per rules.
		To collect information needed by the Executive Engineer, RWS, Superintending Engineer, RWS, Chief Engineer, RWS, and Engineer-in-Chief, PR and submit consolidated reports in time.
		He is responsible for getting all vouchers audited by L.F audit. He has to furnish all records needed by A.G audit at the time of audit and responsible for submission of detailed replies to PAC paras.
		He is responsible for enforcing the specification for various components of work and maintaining rate of progress.
		He is responsible in extending support to Gram Panchayats for the maintenance of PWS Schemes and conducting water quality tests periodically.
		Submission of monthly progress reports and other periodical insisted by higher authorities.
		Inspection of section officers to ensure proper maintenance of records and adherence of rules.
		He is responsible for maintaining the records and correctness of all financial transactions.
He is responsible for the maintenance and updating all the records.		
He is responsible for the safe custody of departmental stores and correctness of stock account.		
He is responsible for realising the cost of departmental material supplied to the contractor.		
He has to attend the general body meetings of Mandal Parishads.		
He is responsible for periodical check of water quality of all D.W sources and to provide safe drinking water with assistance of GPs, Mandals, ZPs.		

Sl.No	Designation	Functions to be performed
2	Executive Engineers	He is under the control of Superintending Engineer (RWS & Projects)
		He is the technical head for RWS Division.
		He is the paying authority for all expenditures including work bills and responsible for a maintenance of cash book and cheque book.
		He is the responsible to implement monitor, ensure quality and complete the programmes and schemes sanctioned in his jurisdiction under the following sector.
		All schemes sanctioned under MNP programme.
		All schemes sanctioned under ARWS programme.
		Projects sanctioned under submission projects and Bilateral projects.
		Projects and schemes sanctioned by the State Government.
		Establishing and maintenance of Hand Pump system.
		Maintenance of CPWS schemes.
		Responsible of the preparation and implementation of contingent plan for drought situation and crisis management during cyclone and floods.
		He is responsible for preparation of optimum inventory, procurement in time and utilisation of material needed for the maintenance of hand pumps and schemes.
		To collect information needed by the Superintending Engineer, RWS, Chief Engineer, RWS, and Engineer-in-Chief, PR and submit consolidated reports in time.
		Technical and Administrative control over Dy.Ees (RWS) and Section Officers, RWS and other subordinate staff working under his control.
		He is responsible for getting all vouchers audited by L.F audit. He has to furnish all records needed by A.G.Audit at the time of audit and responsible for submission of detailed reports of PAC paras.
		He is responsible for enforcing the conditions of the agreement.
		He has to assist Zilla Parishad in all matters related to the Rural Water Supply.
		Submission of monthly progress reports and other periodicals insisted by higher authorities.
		Inspection of Sub-Division offices to ensure proper maintenance of records and adherence of rules.
		He is responsible for maintaining the records and correctness of all financial transactions.
He is responsible for the maintenance and updating all the records.		
He is responsible for procuring and using M.Books and maintenance of their account.		
He is responsible for the proper maintenance of departmental stores in his division and correctness of stock account.		
He is responsible for testing of water quality and monitor water quality labs.		

Sl.No	Designation	Functions to be performed
3	Section Officers (AEE/AEs)	He is under the control of Deputy Executive Engineer (RWS & Projects)
		He control work inspectors working under him both administratively and technically.
		He is responsible to prepare estimates, scheduling the programme, ensure quality, supervise and complete the works sanctioned in his jurisdiction under the following sectors.
		All schemes sanctioned under MNP programme.
		All schemes sanctioned under ARWS programme.
		Projects sanctioned under Sub-Mission projects and Bilateral projects.
		Establishing and maintenance of Hand Pump system.
		Maintenance of PWS Schemes and CPWS Schemes.
		Responsible for the preparation and execution of contingent plan for drought situation and crisis management during cyclones and floods.
		He is responsible for preparation of optimum inventory, procurement in time and utilization of materials needed for the maintenance of hand pumps and schemes.
		He is responsible for acceptance of work both qualitatively and quantitatively and to recommend payment, after check measurement.
		To collect information needed by the Dy.Executive Engineer, RWS, Executive Engineer, RWS and submit consolidated replies in time.
		He is responsible for getting all vouchers audited by L.F audit. He has to furnish all records and information needed by AG's audit at the time of audit and responsible for submission of detailed replies to PAC paras.
		He is responsible for enforcing the conditions of the agreement and maintaining rate of progress.
		He has to assist Gram Panchayat in maintaining the PWS Schemes.
		Submission of monthly progress reports and other periodicals insisted by higher authorities.
		He is responsible for maintaining the records and correctness of all financial transactions.
		He is responsible for the maintenance and updating all the records.
		He is responsible for the proper maintenance of Departmental stores and correctness of account.
		He has to attend general body meetings of Mandal Parishads.
He is responsible for proper utilization of T&P.		

LIST OF DUPUTY EXECUTIVE ENGINEERS AND SECTION OFICERS WORKING UNDER DISTRICT ENGINEER, RWS&S NAGARKURNOOL DISTRICT

Sl. No.	Division	Name of the Sub-Division	Name of the officer working EE/DEE	Name of section in the sub-division	Name of section Officer Sarwasri / Smt.	Design (AEE/AE)	Remarks
1	Nagarkurnool	Nagarkurnool	Smt.M.Vinatha	Nagarkurnool Division	-	District Engineer	
				Nagarkurnool Division DB Section	V.Tara	T.O	
				Nagarkurnool Division DB Section	N.Hemanth Kumar Reddy	A.E.,	
				Nagarkurnool Division DB Section	K.Hima Bindu	A.E.,	
2	Nagarkurnool	Nagarkurnool	G.Subramanyam, DEE(FAC)	Nagarkurnool	Ragavendar	A.E.E.,	
				Bijinepally	Ragavendar	A.E.E.,	
				Telkapally	G.Kavitha	A.E.,	
				Tadoor	Paramesh	A.E.,	
				Timmajipet	B.Kethan	A.E.E.,	
3	Nagarkurnool	Achampet	P.Hemalatha, Deputy Executive Engineer(FAC)	Achampet	Madhu Babu	A.E.E.,	
				Amrabad	Sandeep	A.E.,	
				Balmoor	Vasantha	A.E.,	
				Uppununtala	P.Hemalatha	Dy.EE (FAC),	
				Padara	Sandeep	A.E.,	
4	Nagarkurnool	Kalwakurthy	Y.Arunakar Reddy, Deputy Executive Engineer	Kalwakurthy	Pranay	A.E.E,	
				Vangoor	Shakrunaik	A.E.,	
				Charakonda	Shakrunaik	A.E.,	
				Veldanda	N.Lalitha	A.E.,	
5	Nagarkurnool	Kollapur	M.V.Vidya Sagar, Executive Engineer(FAC)	Kollapur	Malleswar Rao	J.T.O (FAC, A.E.,)	
				Kodair	Malleswar Rao	J.T.O (FAC, A.E.,)	
				Peddakothapally	Malleswar Rao	J.T.O (FAC, A.E.,)	
				Pentlavally	Malleswar Rao	J.T.O (FAC, A.E.,)	

District Engineer,
RWS&S Nagarkurnool District.