



Government of Telangana
Department of Agricultural Marketing

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF
PUBLIC AUTHORITIES

MANUAL OF DISTRICT MARKETING OFFICE
NAGARKURNOOL DISTRICT
(PUBLISHED IN TERMS OF SECTIONS 4(1) (b)
OF R.T.I. ACT. 2005)

OFFICE OF THE
DISTRICT MARKETING OFFICE
NAGARKURNOOL DISTRICT

GUNJ,
NEAR R D O OFFICE
NAGARKURNOOL

Right to Information Act,2005

Office of the District Marketing Office, Nagarkurnool District.
DEPARTMENT OF AGRICULTURAL MARKETING

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Chapter 2
Organization, 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	District Marketing Office, Nagarkurnool District.	MARKET YARD, NEAR R D O OFFICE NAGARKURNOOL	District Office Supervision and Monitoring on enforcement of T.S Agril. Produce Live Stock & Products of Live Stock Markets Act 1966 by Agril. Market Committees in the District.	<ol style="list-style-type: none"> 1) Inspections of offices of Agril. Market Committees, market fields, and offices of Market Intelligences, Price Reports, and Marketing 2) Conduct of Market survey of Agricultural Commodities and sending reports and compilation of ad-hoc survey reports. 3) Exploring of possibilities of extension of the Market Act to new commercial centers. 4) Promotion and implementation of commercial grading of agricultural produce at farmer level and commercial centers. 5) Attending the Audit reports of A.G. and Annual Inspection report of Director of Marketing. 6) Scrutiny of byelaws of Market Committees at preliminary stage. 7) Inspections of the offices of Market Committees and guide market committees in their proper functioning and enforcement of rules and bye-laws, (T.S .Agril. Produce and Live Stock Market Act.1966). 8) Supervision of (1) Rythu Bazzars in the District. 9) Other miscellaneous work as may be assigned by the Head Office like working as person- in charge of Market Committees which are suspended and which are constituted for the time till the elected market committee takes charge. 10) To help market committees in their land acquisition cases.

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 employees of the authority by designation as follows:

Sl. No.	Name of the Officer/ Employee	Designation	Duties allotted	Powers
1	Smt. G.Balamani, District Marketing Officer, Ngarkurnool Dist.	Administrative	<ol style="list-style-type: none"> 1) Conduct of market survey of Agricultural Commodities and sending report and compilation of ad-hoc survey reports. 2) Exploring of possibilities of extension of the market act to new commercial centers. 3) Promotion and implementation of commercial grading of agricultural produce at farmer level and commercial centers. 4) Attending the Audit report of A.G. and Annual Inspection report of Director of Marketing. 5) Scrutiny of byelaws of Market Committee at preliminary state. 6) Scrutiny of byelaws of Market Committees at preliminary stage. 7) Inspections of the offices of Market Committees and guide market committees in their proper functioning and enforcement of rules and bye-laws, (T.S .Agril. Produce and Live Stock Market Act.1966). 8) Supervision of (1) Rythu Bazzars in the District. 9) Other miscellaneous work as may be assigned by the Head Office like working as person- in charge of Market Committees which are suspended and which are constituted for the time till the elected market committee taken charge. <p>To help market committees in their land acquisition cases</p>	

		Financial		He can sanction Annual Grade Increments of Market Secretaries, loans & Advances, Other monetary benefits from the cadre of Asst. Secretary to Secretary Gr.-I <u>Drawing and Disbursing Officer</u> He can also sanction the Annual Grade Increments and other monetary benefits of staff sub-ordinate staff.
		Others	I. As directed by the Commissioner & Director of Agril. Marketing Govt. of T.S Hyderabad from time to time.	
2.	Sri. M. Laxminarayana Jr. Marketing Asst.	Statutory		
		Administrative	In the absence of the District marketing office, Ngarkurnool District, he will look after the duties of District marketing office. He responsible for smooth office administration. He will scrutinized the Budget Estimates of AMCs He will prepare the monthly reports of Agril. Market Committees and maintains the Income & Expenditure of Rythu Bazaar. He prepares Annual Administration report etc., and General Correspondence.	
		Financial	No independent power.	
		Others	As entrusted by District marketing officer, Nagarkurnool Dist.,	
3.	Smt. B. Laxmamma, Office sub-Ordinate	Statutory		
		Administrative	He has to attend the TTSpal Distribution work as per instructions of Dist. Marketing Officer.	

The O/o District marketing office, Ngarkurnool is the District Office under Administrative control of Commissioner & Director of Agril. Marketing Govt. of T.S. Hyderabad and Joint Director of Marketing, Hyderabad. There are (04) Agril. Market Committees and (01) Rythu Bazaars are working under the control of this namely :-

Agril. Market Committees

- Nagarkurnool, Achampet, Kalwakurthy, KollTSur,

Rythu Bazaars

- Nagarkurnool.

CHAPTER 4
PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS
{ Sections 4 (1) (b) (iii) }

4.1 Describe the procedure followed in decision – marking by the public authority.

<i>Activity</i>	<i>Description</i>	<i>Decision – Marketing process</i>	<i>Designation of final decision making authority</i>
Goal & setting and planning	According to perspective action plan prepared	Director of Agril. Marketing	Director of Agril. Marketing
Budgeting	Budget releases as per the action plan	Director of Agril. Marketing	Director of Marketing
Formulation of programmes, schemes and projects	As per action plan. Marketing fee Collection Rythu Bandhu Pathakam Rythu Bazaars	Director of Agril. Marketing	Director of Marketing
Recruitment/ hiring of personnel	1) By direct recruitment in respect of NGOs. 2) Up to LDC Cadre 3) TSpointment of LGS	DAM, T.S., Hyderabad District Collector	District Collector District Collector
Release of funds		Director of Agril. Marketing	Director of Marketing
Implementation/ delivery of service/ utilization of funds	By the Dist. Marketing Officer. According to the budget releases in various schemes.	Director of Agril. Marketing	Director of Marketing
Monitoring & Evaluation	AMCs	Dist. Marketing Officer	Director of Marketing
Gathering feedback from public	AMCs	Dist. Marketing Officer	Director of Marketing
Undertaking improvements	AMCs	Director of Agril. Marketing	Director of Marketing

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/ TSplication for getting service to reaching the target group/ delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/ TSplication for getting service to reaching the target group/ delivering the service to the beneficiary.

4.3 Describe the mechanisms in place regarding participation of the public in decision – marking in respect of the functions discharged/ services delivered to citizens.

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 services.

Sl. No.	Function/Service	Norms/Standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter Service Charter etc.)
1	Market fee collection	As per the provisions of act	---	T.S (T.S & L.S) Market Act,1966 & Market Rules, 1969.
2	Rythu Bandhu Patakam	As per the provisions of the scheme	90-180 days	---
3	Rythu Bazaar	---	---	---
4	Disposal of citizen charter application received from the farmers & public	As per the record and enquiry reports.	30 days	---
5	Sanction Leave			---
	a) Casual Leave		2 days	---
	b) Regular Leave		6 days	---
6	Sanction of loan and advances		7 days	---
7	Forwarding of pension papers		7 days	---
8	Sanction of Increments and regularization of service.		7 days	---
9	Pay fixation and payment.		10 days	---
10	Action on Minutes of meetings.		10 days	---
11	Technical sanctions and administrative sanctions (within the power of delegations)		10 days	---
12	Enquiries and disciplinary actions		30 days	---
13	Feasibility reports for establishment of VDs/ RLU's		15 days	---
14	Disposal of items prescribed by the MPs		15 days	---
15	Disposal of items prescribed by the MLAs		15 days	---
16	Disposal of items prescribed by the District Collector		15 days	---
17	Disposal of items prescribed by the Minister.		--	---
18	Disposal of items received from the Peshi to Chief Minister.		7 days	---

Chapter -6
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
{ Section 4 (1) (b) (v) & (vi) }

6.1 Please 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.

Sl. No.	Description	Gist of contents	Price of the publication if priced
1	RULES & REGULATIONS		
	1) Marketing Department Manual 2) T.S. (Agril.Produce Live Stock) Markets Act,1966.	Contains various information as to relevant rules, Acts, Cadre and procedure etc. Meant mainly for the guidance of the offices and staff of Marketing Department (TS) Hyderabad	
2	INSTRUCTIONS	As per the G.Os & Circulars issued from time to time	
3	MANUALS	1) Marketing Department Manual 2) T.S Agril.Produce Live Stock 1969	
4	RECORDS		
5	PUBLICATIONS	1) Wide publicity for purchase of Paddy & maize on M.S.P through distribution of pamphlets in village level. 2) Paper notification for tenders pertaining to Parking, Canteen Maintenance in Rythu Bazaars.	

Chapter – 7
Categories of Documents held by the Public Authority under its control
{ Section 4 (1) (b) v (i) }

7.1 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)
		NIL	

Chapter – 8
Arrangement for Consultation with, or Representation by, the Members of the Public
relation to the Formulation of Policy or Implementation thereof
{ Section 4 (1) (b) viii }

8.1 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 relations with policy formulation	Arrangements for consultation 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) v (iii) }

9.1 Information on boards, councils, committees and other bodies related to the public authority.

Name of Board, Council, Committee etc.	Composition	Power & Functions	Whether its meeting open to Public/ Minutes of Meetings accessible for Public
Agril. Market Committees (04) Nos in the district.	14 Members	Regulate the purchase and sale of notified Agril. Market Commodities as per the provisions of the T.S. Agril. Produce Live Stock Market Acts 1966. Also implementation of schemes as directed by the Director of Agril. Marketing, Govt. of T.S. Hyderabad	

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 officers at different levels and their contact addresses in the following format 9 including officer in charge of grievances redressal vigilance, audit, etc.)

Sl. No.	Name of the office / administrative unit	Name, Designation & Address of Officer / Employee	Telephone & Fax Office Tel : Residence Tel : Fax :	Email
1	O/o :- District marketing office Ngarkurnool Dist.	Sarvasri : Smt. G. Balamani , D.M.O, B. K. Reddy Colony, Mahabubnagar	7330733146	
8		M.laxminarayana, J.M.A Ram Nagar, Ngarkurnool	7330733681	
9		Smt. B. Laxamma Office sub-ordinate Gunj, Ngarkurnool Dist.	9581708999	

Chapter – 11
Monthly Remuneration received by Officer and Employees, including the System of Compensation as provided in Regulations.
{Section 4 (1) (b) (x) }

- 11.1 Information on remuneration and compensation structure for Officers and Employees.

Sl. No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
	Sarvasri.		
1	Smt. G. Balamani, D.M.O	55229/-	
2	Sri M.Laxminarayana, JMA	48219/-	
3	Smt. B. Laxamma, Attender	38602/-	

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 undertaken by the public authority for each agency .

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, reports, notice board etc.)
Marketing Department	Market Fee Collection Rythu Bandhu Patakam Rythu Bazaars	---	---	---

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	2016-17		2017-18	
		Amount released last year	Amount spent last year	Budget allocated current year	Budget released current year
Marketing Department	---	---	---	---	---

Chapter -13
Manner of Execution 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 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
---	---	---	---

13. 3 Describe the manner of execution of the subsidy programmes.

Name of Programme/ activity	TSplication Procedure	Sanction Procedure	Disbursement Procedure
---	---	---	---

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

14. 1 Provide the name and address 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
		Not Applicable		

Individual Beneficiaries

Sl. No.	Name & Address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
		Not Applicable		

Name of programme/scheme:				
Sl. No	Name & Address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
		Not Applicable		

Chapter - 15
Information Available in Electronic Form
{ Section 4 (1) (b) x (iv) }

15.1 Please provide the details of information related to the various 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 9 held by whom?)
-Nil-	-Nil-	-Nil-	-Nil-

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 to the department or records /documents are made available to the public.

Chapter -16
Particulars of Facilities available to Citizens 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.

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	---	---
News paper Reports	---	---
Public Announcements	---	---
Information Counter	---	---
Publications	---	---
Office Library	---	---
Wed sites	http:market.TS.nic.in	
Others Facilities (Name)	---	---

Chapter -17
Names, Designations and other particulars of Public Information Officers
{ Section 4 (1)(b)xvi }

17. 1 Contact information about the Public information Officers and Assistant Public Information Officers designated for various offices/ administrative units and appellate / Officers (s) for the public authority in the following format. (Mandal level)

Public Information Officer (s)

Sl. No	Name of the Officer/ Administrative unit	Name & Designation of PIO	Office Tel : Residence Tel : Fax	Email
1	2	3	4	5
1	District marketing officer Ngarkurnool Dist.	Smt. G.Balamani., District marketing office, Ngarkurnool Dist.	7330733146	ngkldmo@gmail.com

Assistant Public Information Officer (s)

Sl.No.	Name of the Officer/ Administrative unit	Name & Designation of PIO	Office Tel : Residence Tel : Fax	Email
1	2	3	4	5
1	Junior Marketing Assistant	Sri. M.Laxminarayana, Jr. Marketing Asst. O/o A.D. Marketing Ngarkurnool Dist.	7330733681	ngkldmo@gmail.com

Appellate Authority :

Sl. No	Name, Designation & Address of TSpellate Officer	Jurisdiction of TSpellate Officer (offices/administrative unit of the authority)	Office Tel : Residence Tel : Fax:	Email
1	2	3	4	5
1	P.Ravi Kumar Regl.Joint Director of Marketing, Hyderabad	Joint Director of Marketing, Hyderabad	7330733131	Jdm_hyd@yahoo.com

**Chapter – 18
Other Useful Information
{ Section 4 (1)(b)xcii }**

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

- 1.
- 2.
- 3.
- 4.

-N I L-

18.2 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 : Ngarkurnool Dist.
Date : 09.02.2018

Smt. G.Balamani,
District marketing officer,
Ngarkurnool Dist.

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