

CHAPTER – 1

INTRODUCTION

1.1 SALIENT FEATURES OF RIGHT TO INFORMATION ACT – 2005.

Parliament enacted Right to Information Act on 15-05-2005.

The Provisions of sub – section (1) of section 4, sub – section (1) and (2) of section 5, section 12, 13, 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, logbooks, 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 micro film whether enlarged or not and
- d) Any other material produced by a computer or any 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 Constitution.
- 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

The right to information accessible under this act which is held by or under the control of any public authority and includes the right to

- 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 diskets, 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 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 Village 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) or 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 duly authorized officer of the Public Authority, against proper receipt, at the following rates:-

A) Priced Material; Publications printed matter, 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/- per each page per copy;
- ii. Material in printed or text form inlarger 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:
 - a) Rupees fifty for Floppy of 1.44 MB;
 - b) Rupees one hundred per CD of 700 MB; and
 - c) Rupees two hundred per 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 Panchayat Officer, Nagarkurnool
2. Senior Assistant, D.P.O's Office, Nagarkurnool

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
	PANCHAYAT RAJ DEPARTMENT	District Panchayat Officer, Nagarkurnool	1	Assist the District Collector in discharge of the Statutory functions assigned to District Collector under provision of the APPR Act 1994
			2	District Panchayat Officer is the second Appeal Authority over the decision of the Gram Panchayats passed in an appeal under Sub Section 1 of Section 128 of APPR Act, 1994
			3	Acceptance of the Resignations of the Sarpanchas
			4	Exercise supervision and Control over the Divisional Panchayat Officers, Extension Officers(PR&RD)s Panchayat Secretaries (Major & Minor) and their Staff.
			5	Inspect all the Notified Gram Panchayats in every year and visit other Gram Panchayats as many as possible for the purposes of the inspections superintendence and conducting of enquiries etc., shall see that all gram panchayats or inspected by her self or by Extension Officer (PR&RD)s and also see that all defects pointed out by the Inspecting Officer are rectified within two months and she shall take immediate action against the defaulters under the provision of APPR Act 1994.
			6	Inspect the O/o the Divisional Panchayat Offices.
			7	Hold enquiries and submit reports to higher authorities on complaints of maladministrations in gram panchayat.

			8	Maintanance necessary statistics about the working of gram panchayats within the district including SFC, TFC and other Government grants.
			9	Prepare and submit annual confidential reports relating to the Divisional Panchayat Officers A.O, PS of Major Gr.Pt., Sr.Assistants of D.P.O and DI.P.O's Office to submit the CPR with his remarks.
			10	Inspect the works takenup in gram panchayats with gram panchayat funds TFC, SFC & other government grants.
			11	Take steps for collection of amount covered by surcharge certificates issued by the Audit Department.
			12	Prepare, publish and maintain the Elector Roll of the gram panchayats in safe custody .
	COLLECTOR (PANCHAYAT WING)	District Panchayat Officer, Nagarkurnool	13	Sanction the Contract amounts for services like Street Lighting, Sanitation and Water supply in gram panchayats for an amount of Rs.10,000/- but below Rs.50,000/-per year
			14	Competent authority for transfer and postings of Jr. Asst., Jr.Asst-cum_Bill Collectors and other provincialised staff Working in gram panchayats.
			15	prepare and submit annual administration reports of all gram panchayats in the district to the CPR.
			16	Sanction of annual grade increments to the Divisional Panchayat Officer./AO/and their staff and sanction and fixation of pay in Special grage scale.
			17	Sanction of continuation of already existing part time posts sanction by competent authority as per rules.
			18	According of Administrative Sanctions to the works to be taken up in the gram panchayats for the estimates exceeds Rs.3.00 Lakhs to below Rs.5.00 Lakhs

		19	Approval of the Byelaws framed by the Gram Panchayats intended for maintenance of PWS Schemes etc.,
		20	Sanction of C.Ls to the Divisional Panchayat Officers and their staff
		21	Sanction of earned leave to the Provincialised staff of Gram Panchayats above 30 days.
		22	Sanction of earned leave to the Divisional Panchayat Officers.
		20	All other powers and functions provided under the provisions of the APPR Act 1994

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 authority by designation as follows:

Sl. No	Name of the officer/employee	Designation	Duties allotted	Powers
1	Sri D.Venkateshwar rao D.P.O., Nagarkurnool	Divisional Panchayat Officer Nagarkurnool Redeployed as District panchayat officer Nagarkurnool	<p>1 Exercise supervision and control over the E O (PR&RD)s, Panchayat Secretaries & their offices.</p> <p>2 Eexercise supervision and control and provide guidance to the gram panchayats and their executives in the respective division.</p> <p>3 Inspect all the Gram Panchayats in his jurisdiction every year and see that all the irregularities pointed by the inspecting officer or rectified by the executive authorities of the gram panchayats within two months from the date of inspections and shall submit reports to the Dist.Panchayat Officer in case of defaulters for necessary action under provision of the APPR Act 1994.</p>	<p>Intiate and submit annual confidential reports of the Sr. Assistants of their office and P.S.Grade-I(E.O.Grade-I) gram panchayats.</p> <p>Approve the jurnies performed by the Sarpanchas, Panchayat Secretaries of gram panchayats and other staff of the gram panchayats.</p> <p>Fix up the upset price for the leases auctions and sales of various sources proposed by the gram panchayats.</p>

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|----|--|---|
| 4 | Hold enquiries and submit reports to higher authorities or complaints of maladministration have gram panchayats. | Sanction the contract amounts for services of Streetlighting, sanitation, and water supply proposed by the gram panchayats up to an amount of Rs.10,000/- per year. |
| 5 | Maintain statistic about the works of the gram panchayats including TFC, SFC, and other government grants. | Sanction of earned leave up to 30 days to the employees of gram panchayats. |
| 6 | Review the replies to the audit reports of Minor gram panchayats only. | Accordinging of Administrative Sanctions to the works to be taken up in the gram panchayats for the estimates exceeds Rs.1.00 Lakhs to below Rs.3.00 Lakhs. |
| 7 | Inspect the works takenup with the gram panchayat funds TFC, SFC, and other Government Grants. | |
| 8 | Take steps for collection of amounts covered by the Surcharge certificate issued by the Audit Department. | |
| 9 | Arrange special collection drives in gram panchayats for reliasion of various taxes fees and other amounts due to the gram panchayat to strengthen the finances of the gram panchayat. | |
| 10 | Obtain annual administration report of all gram panchayats consolidate and submit reports to the District Panchayat Officer. | |

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Not allotted

Administrative Officer,
O/o the DPO,
Nagarkurnool

- 11 Prepare and submit report and casual vacancies in gram panchayats in the division to the DPO.
- 1 Over all Supervision of Office Administration in circulating the files to the higher authorities by mentioning the upto date Rules & Regulations in vogue.
 1. Verification of PRs of the office assistants.
 2. Signing authority on the Fair Copies.
 3. Liesion Officer of Court Cases
- 2 Shall inspect all (Minor) Gram Panchayats in the every half year and see that the defects pointed out by inspecting officers are rectified by the executive authorities immediately withing two months. Shall visits all gram panchayat s once in every quarter once for inspection and once for rectification of deffects, irrespective of other visits.
- 3 Shall hold enquiry and submit report to higher authority on complaints of Mal Administration in Minor Gram Panchayats in the jurisdiction.
- 4 Shall review regularly the implementation of Gram Panchayat works and progress oof important schemes like T.F.C., S.F.C., etc.,
- 5 Shall be responsible for the implementaion of all other directions and instructions issued by the higher authorities on the administration of Gram Panchaytas.

Panchayat Secretaries (04 in No. Major & 179 Minor Cluster Gram Panchayats)	1	Implementation of the resolutions passed by the gram panchayat.
	2	Providing of civic amenities like drinking water supply sanitation and street lighting etc., in the gram panchayats.
	3	Conducting of auctions of remunerative enter prises existing in the gram Pts.
Extension Officers (PR&RD) (16 in No.)	6	Shall verify and prepare the list of casual vacancies of memebbers and Sarpanchas of Gram Panchayats in his jurisdiction and submit to the higher authority
	7	Shall conduct the cursory inspection of notified gram panchayats in every month and submit reports, as per rules.
	8	Shall guide the Executive authorities of Gram Panchayts in the matter of preparation of annual budgets, administration reports, periodical returns, progress reports, replies to audit reports, and execution of works.
	9	Shall assist the Gram Panchayats, wherever necessary in the matter of collectionof taxes, fees and others amounts, due to the Gram Panchayats.
	10	Shall attend the auctions and sales con-ducted by the Gram Pts and authenticate the bid amounts, as per rules.
	11	Shall guide the Gram Panchayats in augmenting the resources of the Gr.Pts to strengthen the financial position of Gram Panchayats.

Panchayat Secretaries (04 in No. Major & 179
Minor Cluster Gram Panchayats)

- 4 Assess and collection of taxes and non-taxes in the gram panchayats.
- 5 Issue of licences and collection of licence fees.
- 6 Conduct of Gram panchayats meeting and Grama Sabha meetings.
- 7 Utilisation of gram panchayat funds and grants released by the Government under various schemes for the purpose earmarked by the Government.
- 8 Approval of Layouts and building plans in the gram panchayats.
- 9 Shall maintain the required registers of the Gram Panchayat
- 10 Shall be subordinate to the Gram Panchayat and shall function under the control of the Sarpanch of the Gram Pt.
- 11 Shall assist authorities during the floods, Cyclone, accidents etc., and take up preventive, relief and rehabilitation work.
- 12 Shall report any outbreak of communicable diseases especially Malaria, Japanese encephalitis and Gastro-enteritis and other such diseases to the nearest Primary Health Center immediately.
- 13 Shall monitor the anti malaria spraying of insecticides in the villages.

Sanitary Inspectors

- 14 Shall assist the integrated child development scheme functionaries in implementing their various activities.
 - 15 Shall maintain births and deaths registration primarily as per act and rules and also issue Birth and Death Certificates.
 - 16 Shall assist Gram Sabha in the identification of beneficiaries, disbursement of loans and their recoveries.
 - 17 Shall perform election duties.
 - 18 Shall report outbreak of epidemics to the higher authorities.
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- 1 Implementing authority of provisions under Births & Deaths Act.
 - 2 Supervise of Layouts & Building Plans in the Gram Panchayats.

Chapter No.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

Activity	Description	Decision-making process	Designation of final decision-making authority
Goal-setting & Planning	--	--	--
Budgeting	Budget approval in gram panchayats.	Budget Allocation for each Receipt & Expenditure head wise shall be prepared by the Panchayat Secretary of the respective gram panchayats and shall placed before the gram panchayats and soon after scrutinize by the DI.P.O., shall approved in the gram panchayats.	Concerned Gram Panchayat
Formulation of programmes, schemes and projects	--	--	--
Recruitment/hire personnel	-	1. Compassionate appointment for the post of Junior Assistants and below cadres are being implemented in the subordinate offices under the DPO's Unit.	1. Collector & Dist.Magistrate, 2. District Panchayat Officer. 3. Divil.Panchayat Officers.

2. As and when the Proposals received from the gram panchayats on contract basis for utilizing the personals for the purposes sanitation, street lighting and maintenance of PWS Schemes the authority competent shall accord approval.

Release of funds	Distribution of Grants.	The Grants released by the Government under various schemes will be allocated by the CPR., A.P., Hyderabad to the District. They will be distributed as per the norms prescribed by the Government to the each gram panchayats.	District Panchayat Officer.
Implementation/ delivery of service/utilization of funds	-	The Grants so allocated by the CPR., are distributed to the respective gram panchayats through the treasury concerned and will be utilized as per the norms prescribed by the Government from time to time.	District Panchayat Officer.
Monitoring & evaluation	-	The Panchayat Secretary at Gram Panchayat Level, the Extension Officer (PR&RD) at Mandal level, The DI.P.O., at Divisional Level, and the DPO at District level will monitor the utilization of the grants for the purpose.	-

Gathering feedback from public	-	By readout the schemes and grants received to the gram panchayats either by the Own resources or from the Government Grants will be read out in the Grama Sabha meetings and get the feedback from the public in implementation of the schemes etc.,	-
Undertaking improvements	-		-

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.

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.

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

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	Appeal Over the decision of the Gram Panchayat	Sec. 128 of APPR Act 1994	One week	-
2	Acceptance of the resignation of the Sarpanchas	Sec. 23 of APPR 1994 Act	One day	-
3	Holding of Enquiries.	As per norms prescribed in the G.O.Ms.No.70 PR&RD, Dt:29-02-2000 read with G.O.Ms.354, dt:26-11-01	15 to 30 days	-
4	Preparation & Publishing of Electoral Roll	As per the schedule of the SEC.,	As per the schedule of the SEC.,	-
5	Contract Proposals from the gram panchayats	As per norms prescribed in the G.O.Ms.No.70 PR&RD, Dt :29-02-2000 read with G.O.Ms.354, dt: 26-11-01	One week	-
6	Sanction of continuation for the Part time Posts	-do-	One week	-
7	According of Administration sanction to the works.	G.O.Ms.No.91, PR&RD (Estt.III) dt:04-03-99 (Section 77 of APPR Act 94)	7 days	-

8	Approval of the Baylaws	As per the Powers deligated in Roc.No.1046/Pts.A5/95,dt:14-2-95 of the Collector (Pt.Wing) Nalgonda	7 days	-
9	Sanction of the E.Ls to the Subordinate Officers	As per norms prescribed in the G.O.Ms.No.70 PR&RD,Dt: 29-02-2000 read with G.O. Ms. 354, dt: 26-11-01	3 days	-

CHAPTER - 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4(1)(b)(v) & (vi)]

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.

	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	Levy and Collection of Taxes and lodging of money received by the Gram Panchayatg and payment of moneys from grampanchayat funds	G.O. No.30, Dt:20-1-95 G.O.No.113, dt:22-3-96 G.O.No.96, Dt:14-03-02	-
2	Resignation of Sarpanches and Upa Sarpanch and Members of gram panchayats	G.O.No. 217, dt:31-03-95	-
3	Proceedings of the Gram Panchayats and the committees thereof	G.O.No.227, dt:13-04-95	-
4	Election of Upa Sarpanch of gram panchayat	G.O.No.470, dt:05-06-95. G.O.No.51, dt:30-01-96 G.O.No.469, dt:16-11-96	-
5	Levy of licence fees for grant of permission and licence in respect of machinery or manufacturing palnt driven by electrical powers / steam etc.,	G.O.No.16, dt:10-01-96	-
6	Use of public slaughter houses and charging rents and fees for their use	G.O.No.65, dt:05-02-96	-
7	Public Halting places, Cart Stands etc.,	G.O.No.67, dt:07-02-96	-
8	Apprtionment of income derived from fairs and festivals	G.O.No.127, dt:14-03-96	-

9	Issue of Licences for rearing pigs and dogs without licence fee and destruction of unlicensed pigs and dogs.	G.O.No.345, dt:14-08-96	-
10	Write off of amounts irrecoverable by a Gram Panchayat	G.O.No.448, Dt:01-11-96	-
11	Holding of the meetings of the Gram Sabha	G.O.No.162, dt:04-04-97	-
12	Levy of Tax on Advertisement	G.O.No.326, dt:03-09-97	-
13	Gram Panchayat Administration Reports	G.O.No.27, dt:16-01-98	-
14	Andhra Pradesh Panchayat Subordinate Service Rules	G.O.No.132, dt:24-03-98 G.O.No.503, dt:30-11-98	-
15	Motion of no-confidence in the Upa Sarpanch of the gram panchayat,	G.O.No.200, dt:28-04-98 G.O.No.253, dt:06-06-98	-
16	Rs.4/- per capita grant to gram panchayats	G.O.No.277, dt:20-06-98	-
17	Preparation of plans and estimates for works and the powers of gram panchayats and of servants of State Government to accord technical and administrative sanction.	G.O.No.387, dt:17-09-98	-
18	Form and contents of licences, Notices and permissions in the gram panchayats	G.O.No.430, dt:22-10-98	-
19	Preparation and submission of gram panchayat budgets	G.O.No.69, dt:29-02-2000	-
20	Powers and function of District Panchayat Officers, Divisional Panchayat Officers and Extension Officers (PR&RD)	G.O.No.29-02-2000	-
21	Prohibition of allowing outflow of filth on streets.	G.O.No.68, dt:29-02-2000	-

22	Gram Panchayat General Powers and functions	G.O.No.138, dt:18-04-2000	-
23	Gram Panchayat 2nd appeal	G.O.No.139, dt:18-04-2000	-
24	Emergency powers of the Govt., Commissioner and District Collector	G.O.No.142, dt:18-04-2000	-
25	Earmarking of funds by gram panchayats	G.O.No.156, dt:03-05-2000	-
26	Reservation of seats and offices of gram panchayats	G.O.No.140, dt:20-04-2001 G.O.No.352, dt:24-11-2001	-
27	Function of Panchayat Secretary	G.O.No.04, dt:07-01-2002	-
28	Gram Panchayat Land Development (Layout & Building)	G.O.No.67, dt:26-02-2002	-
29	Levy of user charges	G.O.No.97, dt:14-03-2002	-
30	Gram Panchayat Properties	G.O.No.188, dt:21-07-2011	-

CHAPTER - 7

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

[SECTION 4 (1) (b-VI)]

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		Annual Confidential Reports	DPO
2		Service Registers	Sr. Asst., O/o the DPO, Nagarkurnool
3		Constitution Register	Jr. Asst., O/o the DPO, Nagarkurnool
4		Register for Reser-vation of Sarpanches and Ward Members	Jr. Asst., O/o the DPO, Nagarkurnool
5		Election Register	Jr. Asst., O/o the DPO, Nagarkurnool
6		Cash Book	Jr. Asst., O/o the DPO, Nagarkurnool.
7		Cheque Books	Jr. Asst., O/o the DPO, Nagarkurnool.
8		Administration Report	Sr. Asst., O/o the DPO, Nagarkurnool
9		Surcharge & Audit Registers	Jr. Asst., O/o the DPO, Nagarkurnool
10		DCB of Taxes & Non Taxes	Typist
11		Inspections Notes	Sr. Asst., O/o the DPO, Nagarkurnool.
12		Purchasing of Electrical Goods	Jr. Asst., O/o the DPO, Nagarkurnool
		SFC Grant	Jr. Asst., O/o the DPO, Nagarkurnool
		FFC, SFC Grants	Sr. Asst., O/o the DPO, Nagarkurnool
13		Seigniorage Fee	Jr. Asst., O/o the DPO, Nagarkurnool
		Per Capita Grants	Sr. Asst., O/o the DPO, Nagarkurnool
		Profession Tax	Sr. Asst., O/o the DPO, Nagarkurnool.
		Sarpanches Honororium	Sr. Asst., O/o the DPO, Nagarkurnool
14		Stationary Stock Register	Jr. Asst., O/o the DPO, Nagarkurnool
15		Destruction Register	Jr. Asst., O/o the DPO, Nagarkurnool
16		Inward & Outward Register	Jr. Asst., O/o the DPO, Nagarkurnool

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-vii)]

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

S.No.	Function/ Service	Arrangements for consultation with or representation of public in relations with policy formulation
1	All the functions / Services provided under APPR Act 1994	1. Panchayat Secretary (Gram Panchayat Level)
2		2. Extension Officer (PR&RD) at Mandal Level
3		3. District Panchayat Officer at District Level & Divisional Level

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

[Section 4 (1)(b-viii)]

Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee , etc.	Composition	Powers & Functions		Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
Grama Sabha		1	A Grama Sabha shall consist of all persons whose names are included in the Electoral roll for the gram panchayat referred in Section 4 & such persons shall be deemed to be the members of the Grama Sabha.	Yes
		2	The Grama Sabha shall meet at least twice in a year on such date and at such place and time as may be prescribe to consider the following matters which shall be placed before it by the gram panchayat.	Yes
			(a) Annual Statement of Accounts and Audit Report.	Yes
			(b) Report on the administration of the preceeding year.	Yes

			(c) Programme of the works for the year or any new programme not covered by the budget of the annual programme.	Yes
			(d) Proposal for fresh taxation or for enhancement of existing taxes.	Yes
			(e) Selection of Schemes beneficiaries and locations.	Yes
			(f) Such other matters as may be prescribed.	Yes
Gram Panchayat			Approval of each and every activity (Administrative / Financial) to be executed by the Executive Authority.	Yes
Functional Committees	1.Functional Committee for natural resources		1. The Functional Committees shall discharge their duties as per the orders issued in G.O.Ms.No.174 PR&RD (Pts.IV) Dept., dt:04-06-2003 2. The Decision of the Functional Committees shall be subject to ratification by the Grama Sabha which shall have the power to approve, modify, recind and reverse them.	Yes
	2.Functional Committee for human resources			Yes
	3.Functional committee for Employment Generation for Self Help Groups			Yes
	4.Functional committee for Finance & Planning			Yes
	5.Functional committee for infrastructure development			Yes

Chapter 10
Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

The information of offices and employees working in different units / at different levels and their contact address in the following format (including officers incharge of grievance redressal vigilance, audit etc.

Sl.No.	Name of Office	Name & Designation of Employee	Office Telephone with STD-Code	Residence Telephones and Cell Nos.	Fax Nos.
1	2	3	4	5	6
1	District Panchayat Office, Nagarkurnool	Sri D.Venkateshwar Rao, Dist. Panchayat Officer	08540-230944	7702488198	
2		Sri.S. Krishna, Senior Assttant	08540-230944	9493603325	
3		Smt.D. Vijaya Laxmi, Senior Assistant	08540-230944	9347556613	
4		Sri.M. Poolya, Typist.	08540-230944	9440081178	
5		Sri.M.Narender Ji, Junior Assistant.	08540-230944	9951198356	
6		Sri.P.Balaswamy, Junior Assistant.	08540-230944	9494010686	
7		Sri.T.Maheshwar Singh, Junior Assistant.	08540-230944	8008819696	
8		Smt.M.Saritha, Junior Assistant.	08540-230944	9703709921	

9		Sri. Yousuf Shareef, Junior Assistant,	08540-230944	9440510185	
10		Sri Krishna kumar, District Project Manager	08540-230944	8074961779	

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 The information of officers and employees working in District Panchayat Officer, Nagarkurnool and their contact address in the following format

Sl. No.	Name & Designation	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1	2	3	4	5
1	Sri D.Venkateshwar Rao	Dist. Panchayat Officer	65078.00	As fixed by the Government from time to time
2	Sri.S.Krishna	Senior Assistant	48449.00	
3	Smt.D.Vijaya Laxmi	Senior Assistant	32016.00	
4	Sri.M.Poolya	Typist	37135.00	
5	Sri.M.Narender Ji	Junior Assistant	27062.00	
6	Sri.P.Balaswamy	Junior Assistant	26269.00	
8	Sri.T.Maheshwar Singh	Junior Assistant	18544.00	
9	Smt.M.Saritha	Junior Assistant	19918.00	

10	Sri.Yousuf Shareef	Junior Assistant	27062.00
11	Sri.Bheemaiah	Office Sub-Ordinate	54099.00
12	Sri.B.Shyamamma	Office Sub-Ordinate	22899.00
13	Sri.S.Mallaih	Office Sub-Ordinate	21614/-

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.

Unit	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 in , reports, notice board etc.)
Gram Panchayat	Budget allocated under FFC funds for the purposes maintenance of Water Supply Scheme, Sanitation, and payment of CC Charges.	100% of grant released by the Government	To provide the civic amenities like Drinking Water, Sanitation, Roads, Culverts, and Streetlighting to the public	The details of grants released particulars are available in the O/o the District Panchayat Officer
	Budget allocated under SFC funds for the purposes construction & repairs of Gram Panchayats Buildings, internal roads, maintenance of Drinking Water Schemes, Construction of drainages and Sanitary Wet Latrines and maintenance of PWS Schemes and individual benefits to SC/STs in the Gram Panchayats etc.,	100% of grant released by the Government		

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
N I L			
13.3 Describe the manner of execution of the subsidy programmes.			

Name of programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Nil			

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the
Public Authority

[Section 4(1)(b)xiii]

**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 beneficiaries	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

Chapter 15

Information Available in Electronic Form

[Section 4(1)(b-xiv)]

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?)
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The Detail of information related to the various schemes/ functions are available in the O/o the DPO

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	District Panchayat Office, Nagarkurnool	In notice board
News Paper Reports		
Public Announcements		

Information Counter		
Publications		
Office Library		
Websites		dpo1ngkl@gmail.com
Other Facilities (name)	Office Records	

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 Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.				
Public Information Officer District Level				
Sl. No.	Name of office/ administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	Cell No.

1	District Panchayat Office	Smt.D.Vijaya Laxmi, Senior Assistant, O/o DPO's office Nagarkurnool	08540-230944	9347556613
Asst. Public Information Officer(s)				
1	District Panchayat Office	Sri.M.Narender Ji, Junior Assistant, DPO's office Nagarkurnool.	08540-230944	9951198356
Appellate Authority				
Sl. No.	Name Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (officer/Administrative units of the authority)	Office Tel : Residence Tel : Fax :	E.mail
1	Sri D.Venkateshwar Rao, District Panhayat Officer, Nagarkurnool.	District level	08540-230944, Mobile No. 7702488198	dpo1ngkl@gmail.com

Public Information officer village level				
Sl. No.	Description of the office	Public Information Officer	Asst. Public Information officer	Appellate Authority
1	Gram panchayats of Nagarkurnool Mandal	Extension Officer (PR&RD) Nagarkurnool Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Nagarkurnool Mandal
2	Gram panchayats of Achampet Mandal	Extension Officer (PR&RD) Achampet Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Achampet Mandal

3	Gram panchayats of Amrabad Mandal	Extension Officer (PR&RD) Amrabad Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Amrabad Mandal
4	Gram panchayats of Uppunuthala Mandal	Extension Officer (PR&RD) Uppunuthala Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Uppunuthala Mandal
5	Gram panchayats of Lingal Mandal	Extension Officer (PR&RD) Lingal Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Lingal Mandal
6	Gram panchayats of Balmur Mandal	Extension Officer (PR&RD) Balmur Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Balmur Mandal
7	Gram panchayats of Telkapally Mandal	Extension Officer (PR&RD) Telkapally Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Telkapally Mandal
8	Gram panchayats of Tadoor Mandal	Extension Officer (PR&RD) Tadoor Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Tadoor Mandal
9	Gram panchayats of Bijnapally Mandal	Extension Officer (PR&RD) Bijnapally Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Bijnapally Mandal
10	Gram panchayats of Thimmajipet Mandal	Extension Officer (PR&RD) Thimmajipet Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Thimmajipet Mandal
11	Gram panchayats of Kalwakurthy Mandal	Extension Officer (PR&RD) Kalwakurthy Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Kalwakurthy Mandal
12	Gram panchayats of Veldanda Mandal	Extension Officer (PR&RD) Veldanda Mandal	Panchayat Secretary of concerned Gram Panchayat	Mandal Parishad Development officer of Veldanda Mandal
13	Gram panchayats of Vangoor Mandal	Extension Officer (PR&RD) Vangoor Mandal	Panchayat Secretary of concerned	Mandal Parishad Development officer of Vangoor Mandal

		Gram Panchayat	
14	Gram panchayats of Kollapur Mandal	Extension Officer (PR&RD) Kollapur Mandal	Panchayat Secretary of concerned Gram Panchayat Mandal Parishad Development officer of Kollapur Mandal
15	Gram panchayats of Pedda Kothapally Mandal	Extension Officer (PR&RD) Pedda Kothapally Mandal	Panchayat Secretary of concerned Gram Panchayat Mandal Parishad Development officer of Pedda kothapally Mandal
16	Gram panchayats of Kodair Mandal	Extension Officer (PR&RD) Kodair Mandal	Panchayat Secretary of concerned Gram Panchayat Mandal Parishad Development officer of Kodair Mandal
17	Gram panchayats of Urkonda Mandal	Extension Officer (PR&RD) Urkonda Mandal	Panchayat Secretary of concerned Gram Panchayat Mandal Parishad Development officer of Urkonda Mandal

CHAPTER - 18
OTHER USEFUL INFORMATION
{ (Section 4(1)b(vii) }

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

Nil

Place : Nagarkurnool

Sri D.Venkateshwar Rao
District Panchayat Officer
Nagarkurnool
Panchayat raj Department