

Section 4 (1)(b)

**Right to Information Act 2005
of
O/o District Audit Officer,
State Audit,
Nagarkurnool**

CHAPTER - 1 INTRODUCTION

1.1 SALIENT FEATURES OF RIGHT TO INFORMATION ACT - 2005

- ▶ Parliament enacted Right to Information Act 15-05-2005
- ▶ The Provisions of Sub - Section (1) of Section 4, Sub - Section (1) and (2) of Section 5, Section 12, 15, 16, 24, 27 and 28 of the Act shall come into force at once and the remaining provisions shall come into force on the 120th day of its enactment.
- ▶ To Promote Transparency and accountability of every public authority.
- ▶ To enhance effective functioning of the Government.
- ▶ Optimum utilization of limited fiscal resources.
- ▶ Preservation and confidentiality of sensitive information.

1.2 CONCEPT

- ▶ To provide for setting out the practical regime of right to information for citizens.
- ▶ To secure access to information under the control of the Public Authorities.
- ▶ To promote transparency and accountability in the working of every public authority.

1.3 INFORMATION MEANS

- ▶ Any material in any form including records, documents, memos, E - Mails, Opinions, Advices, Press releases, Circulars, Orders, Log Books, Contracts, Reports Papers, Samples, Models, Data, Material etc.,
- ▶ In any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

1.4 RECORD MEANS

- a) Any document, manuscript on file.
- b) Any microfiche and facsimile copy of a document.
- c) Any reproduction of image or images embodied in such mica, film whether enlarged or not and
- d) Any other material produced by a computer or nay other device.

1.5 WHO IS PUBLIC AUTHORITY

Any authority or body or institution of self – government established or constituted.

- a. By or under the Commission.
- b. By any other law made by Parliament.
- c. By any other law made by State Legislature.
- d. By notification issued or order made by the Government, and includes any
 - I. Body owned, controlled or substantially financed.
 - II. Non Government organization substantially funded directly or indirectly by the Government.

1.6 WHAT IS RIGHT TO INFORMATION

- i. Inspection of works, documents, records.
- ii. Taking notes, extracts or certified copies of documents or records.
- iii. Taking certified samples of material
- iv. Obtaining information in the form of docket, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

1.7 APPLICATION FEE TO ACCOMPANY REQUEST FOR OBTAINING INFORMATION.

A request for obtaining information under sub - section (1) of the section 6 shall be accompanied by an application fee by way of cash or by demand draft or by bankers cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, Against proper receipt, at the following rates :

- a) In respect of Public Authorities at the Villages Level - no fee
- b) In respect of Public Authorities at Mandal Level - Rs 5/- per application.
- c) In respect of Public Authorities other than those covered above - Rs. 10/- per application.

1.8 FEE TO BE CHARGED FOR PROVIDING INFORMATION.

For providing information under sub - section (1) of the sub - section (5) of Section 7 shall be charged by way of cash or demand draft or bankers cheque, payable to the Accounts Officer or any other Authorized Officer of the Public Authority, against proper receipt, at the following rates:

- A) **Priced Material:** - Publications printed material, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof.
- B) **Other than priced material :-**
 - i. Material in printed or text form (in A4 or A3 size paper) Rs. 2/- each page per copy.
 - ii. Material in printed or text form enlarger than A4 or A3 size paper actual cost thereof.
 - iii. Maps and Plans - Actual cost thereof.

- iv. Information in Electronic format viz., Floppy, CD or DVD.
 - i. Rupees fifty for Floppy of 1.44 MB
 - ii. Rupees one hundred for CD of 700 MB
 - iii. Rupees two hundred for CD (DVD).
- v. Samples and Models – actual cost thereof.
- vi. Inspection of records – no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- vii. Material to be sent by post – the actual postal charges in addition to the charge payable as per these rules.

1.9 CONTACT INFORMATION FOR MORE INFORMATION.

1. Regional Deputy Director,
Zone – VI, State Audit, Hyderabad
2. Director of State Audit,
Telangana, Hyderabad.

CHAPTER - 2

ORGANISATION, FUNCTIONS AND DUTIES (Section 4 (1) (b) (I))

2.1 Particulars of the Organization, Functions an Duties

Sl. No.	Name of the organization	Address	Functions	Duties
1	State Audit Department	H.No.14-256, LIG-59 IInd floor, Housing Board Colony, Nagrkurnool	Administrative & Executive	Public Servants - Service matters relating to all Cadres including Gazetted cadre.
				Disciplinary cases of all Employees
				Administrative Reforms
				Compassionate Appointments or appointments of the post of the Junior Auditor, Typist, Record Asst. and Office Subordinate.
				Transfers of the employees up to the post of the Junior Auditor, Typist, Record Asst. and Office Subordinate.
				Accounts
				Maintenance of Cash Book and other
				Counter Signature of TA Bills of all Offices in the District.
				Loans and Advances
				Medical Reimbursement Bills of Audit Establishment.
				Sanction of Leave
				Sanction of increment to the AAOs
				Sanction of Surrender of earned leave to the Auditors
				Fixation of pay of the JAs, RAs & OS.
				Conducting of monthly review meeting with the AAOs.
				Authorization of pension and pensionary benefits in respects of all Class-IV employees and up to Supt. Cadre in respects of mandal

				employees and up to Head constable in respects of Police Dept.
				Authorization of the Gratuity in respects of the Village Servants
				Preparation of the monthly periodicals and submission of same to the Head Office
				Authorization of the GPF bills in respects of the Zilla Parishad
				Conducting of Dist. Level Committee meetings.
			Desk Function relating to Audit	Supervision of Audit work and other related matters of various institutions in the District.
				The work of Surcharge and Disallowance of the Grampanchayats
				Settlement of Audit objections
				Prepared the annual action plan for completion of audit of all the institutions
				Look after the office decorum and keep up the Audit staff in good discipline
				Keep up close touch with all the Executive Authorities for early completion of Audits
				Approval of the Audit Reports
				Counter signing of the Utilization Certificates
				Finalization of special letters till surcharge.
				Reporting of serious irregularities to the Government through the Director of State Audit.
				Make arrangement for conducting of special Audit as directed by the Govt. or the Director of State Audit
				Preparation and issuance of the District Audit Reports in respects of all local bodies institutions.

				Preparation of information pertaining to the consolidated state Audit and review reports and submission of the same to the Head Office.
			FIELD FUNCTION	Make constant tours for inspections of the local bodies institutions and office of the AAOs in all part of the District.
				Initiate steps to improve co-operation between the staff of Audit office and the local bodies institutions
				Make arrangement for completion of all the Audits without falling into arrears
				Communication shall be develop with all the Executive Authorities for production records to Audit.
				Visit all the major local body institutions before approval of the Draft Audit Reports

CHAPTER - 3

Powers and Duties of Officers and Employees

Section (4) (1) (b) (ii)

Sl. No.	Name of the Officer / Employee	Designation	Duties allotted	Powers
1	Sri. N.Venkateswarlu, District Audit Officer, State Audit Nagarkurnool	District Audit Officer	-	
		Administrative & Executive	Public Servants - Service matters relating to all Cadres including Gazetted cadre.	
			Disciplinary cases of staff	
			Maintenance of Cash Book and other connected records	
			Counter Signature of TA Bills of staff	
			Sanction of Loans and Advances to Staff	
			Medical Reimbursement Bills	
			Sanction of Leave	
			Sanction of increment to the staff	
			Sanction of Surrender of earned leave to the Staff (except AAO)	
			All other works assigned by the Head Office	
		Desk Function relating to Audit	Supervision of Audit work	
			Approval of the Audit Reports	
			Counter signing of the Utilization Certificates	
			Issue of special letters and Surcharge certificates	
			Settlement of Audit objections	
			Look after the office decorum and keep up the Audit staff in good discipline	
			Reporting of serious	

			irregularities to the Director of State Audit	
			Make arrangement for conducting of special Audit as directed by the Director of State Audit	
			Preparation of the District Audit Reports in respects of all local bodies	
			Preparation of information pertaining to the consolidated Audit review reports and submission of the same to the Head Office.	
		FIELD FUNCTION	Make tours for inspections of the local bodies in the District for review and approval of Audit Reports	
2	Sri.C.Chandra Kanth Rao	Asst.Audit Officer.	--	
		FIELD FUNCTION	Conducting of Audit in respects of the major institutions as per approved action plan	
			Make arrangement for completion of all the Audits in time	

CHAPTER - 4

Procedure Followed in Decision - Making Process

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

The procedure being followed by the department is as follows:

Any representation on paper received is numbered as entered in Personal Register of concerned section dealing with the subjects who in turn submit the file to the concerned Superintendents. After his examination file is put up to District Audit Officer. Who is in turn finalized it, by approving or rejecting.

CHAPTER - 5

Norms Set for the Discharge of Functions

51. Please provide the details of the norms / standards set by the Public Authority for the discharge of its functions / delivery of services.

Sl. No.	Function / Service	Norms / Standards of performance set	Time Frame	Reference document prescribing the norms (Citizens Charter, Service Charter etc)
-	-	-	-	-

CHAPTER - 6

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

Sl. No.	Description	Gist of contents	Price of publication if priced
Rules & Regulations			
1	Hyderabad Civil Service Rules	Hyderabad Civil Service Rules	
2	Prohibitory Service Rules	Prohibitory Service Rules	
3	Govt. Servants conduct Rules	Govt. Servants conduct Rules	
4	Cadres & Recruitment Rules	Cadres & Recruitment Rules	
5	Hyderabad General Recruitment Rules	Hyderabad General Recruitment Rules	
6	Hyderabad CC & A Rules	Hyderabad CC & A Rules	
7	A.P. (TS) Last Grade Service Rules	A.P. (TS) Last Grade Service Rules	
8	A.P. (TS) Building Rules	A.P. (TS) Building Rules	
9	A.P. (TS) Fundamental & Subsidiary Rules	A.P. (TS) Fundamental & Subsidiary Rules	
10	Traveling Allowance Rules	Traveling Allowance Rules	
11	A.P. (TS) Revised Pension Rules	A.P. (TS) Revised Pension	

		Rules	
12	Civil Service Rules	Civil Service Rules	
13	CC & A Rules	CC & A Rules	
14	A.P. (TS) S & SS Rules	A.P. (TS) S & SS Rules	
15	A.P. (TS) Ms. Rules	A.P. (TS) Ms. Rules	
16	Pension Rules	Pension Rules	
17	A.P. (TS) Village Officers Service Rules	A.P. (TS) Village Officers Service Rules	
18	A.P. (TS) Civil Supply Act , Rules etc	A.P. (TS) Civil Supply Act , Rules etc	
19	Old Age Pension Rules	Old Age Pension Rules	
20	The Mines Rules	The Mines Rules	
21	Petroleum Rules	Petroleum Rules	
22	The Endowment Act	The Endowment Act	
23	The Municipality Act	The Municipality Act	
24	The Panchayat Raj Act	The Panchayat Raj Act	
25	The Agriculture Market Committees Act.	The Agriculture Market Committees Act.	
26	The books of G.Os	Contained all G.O.S	
Instructions			
1	Head office instructions	General instructions	
Manuals			
1	District Office Manual	Office procedure	
2	Revenue Recovery Act & Manual	Revenue Recovery Act & Manual	
3	Vigilance Manuals	Vigilance Manuals	
4	Land Acquisition Manual	Land Acquisition Manual	
5	Revenue Laws Manual	Revenue Laws Manual	
6	Provident Fund Manual	Provident Fund Manual	
7	Protocol Manual	Protocol Manual	
8	General Elections	General Elections	
9	A.P. (TS) Revenue Mandal Villages	A.P. (TS) Revenue Mandal Villages	
10	Criminal Laws Manual	Criminal Laws Manual	
11	A.P. (TS) Budget Manual	A.P. (TS) Budget Manual	
12	A.P. (TS) Cinema Manual	A.P. (TS) Cinema Manual	
13	Manual of Criminal Laws	Manual of Criminal Laws	

Records			
1	Certified copies records	Certified copies to concerned	
Publications			
1	District Gazette	Publication of District Gazette	

CHAPTER - 7

Category of Documents held by the Public Authority under its control

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

71. Official Documents held by the Public Authority or under its control

Category of document	Title of the document	Designation and address of the custodian (held by under the control of whom)
AUDIT REPORTS	Audit Reports	Dist Audit Officer
RECORD	Certified copies of documents and other records	District Audit Officer, State Audit, Nagarkurnool

CHAPTER - 8

Arrangement of Consolation with, Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof:

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

81. Describe arrangements by the Public Authority to seek consolation / Participation of Public or its representations for formulation and implementation of policies.

Sl. no.	Function / Service	Arrangements for Consolation with or representation of Public in relations with policy formulation.	Arrangements for consolation with or representation of Public in relations with policy implementation

----- NIL -----

CHAPTER - 9

**BOARDS COUNCILS COMMITTEES AND OTHER BODIES CONSTITUTED AS
PART OF PUBLIC AUTHORITY**

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

Name of Board Council, Committee	Composition (Name of Members)			Powers and functions	Whether its meetings open to public/ Minutes of its Meetings accessible for Public
	Name	Designation	Members is Official/ Public		
District Level Committee	Sri. E.Sreedhar, Dist Collector, Nagarkurnool	District Collector	Official	Settlement of Audit Objections	
	Sri. N.Venkateswarlu, Convenor	District Audit Officer,	Official		
	Member	Chief Executive Officer, Zilla Parishad Mahabubnagar	Official		
	Member	District Panchayat Officer, Nagarkurnool	Official		
	Member	Regional Deputy Director of Municipal Administration, Hyderabad	Official		
	Member	Asst. Director	Official		

		of Marketing, Nagarkurnool			
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CHAPTER - 10

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

Sl. No.	Name of the Officer Administrative unit	Name of the Officer / Employee / S/Sri/Smt.	Designation and Permanent Address	Office	Residence / Mobile / number
GAZETTED OFFCIERS					
1	Dist. Audit Officer, State Audit, Nagarkurnool.	Sri. N.Venkateswarlu	Dist. Audit Officer H.No.1-1-380/20, Ist Floor Gandhinagar Hyderabad 500080	9912545221	9849186827
2	Asst. Audit Officer, State Audit, Nagarkurnool	Sri. C.Chandra Kanth Rao.	Asst. Audit Officer, H.No.1-4-195/A/1, Bayammathota, Mahabubnagar	9705343584	9440295480
NON - GAZETTED					
3	Dist. Audit Officer, State Audit, Nagarkurnool.	Sri.Md. Saifullah Khan	Sr. Auditor H.No.5-55/11 GV Gudem Road Haitanyapurti colony Nalgonda	9949304364	9908784694
4		Sri. D.Kishan Goud, SA	Sr. Auditor, Post & Vill.Ogode mandal, Nakrekal, Nalgonda-508211		9848788802
5		Sri.S.Durgaprasad	Sr. Auditor		9948290666

			H.No.8-1-72/B Teachers colony Mahabubnagar 509001		
6		Sri.S.Srinivas	Sr. Auditor Vill & Post: Sangem Mandal: Thungaturthy Dist: Suryapet 508222		9848166474
7		Sri.Ch.Karunakar Reddy	Sr. Auditor, H.No.7-8-62/1, Sreenagar Colony, Nalgonda		9885245451
8		Sri.M.Gopal	Sr. Auditor,Village Gopalayapalli, Post: Wattimarti Mandal: Narket palli Dist Nalgonda		9948208986
9	-do-	Smt. G. Umarani	Jr. Auditor, H.No.1-3- 147/B, Rajendra Nagar Colony, Mahabubnagar		9440468300
10		Sri.U.Manohar	Jr Auditor, H.No.7-32 Vill: Nadimpally, Mandal: Achampet Dist: Nagarkurnool		9652286010
11		Sri.J.Srinivas	Record Asst H.No.3-51 Vill: Manthatti Mandal: Nagarkurnool Dist : Nagarkurnool		9494267612
12	-do-	Smt. P. Neelamma	Office Sub-ordinate, H.No.3-12150/A, Veeranna Pet, Mahabubnagar.		9951197113

CHAPTER - 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

{Section 4 (1) b (xii)}

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes / scheme.

Name of Programme / Activity	Nature / Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
1	2	3	4
-	-	-	-

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme / Activity	Application procedure	Sanction Procedure	Disbursement procedure
1	2	3	4
-	-	-	-

CHAPTER - 14

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY.**

{Section 4 (1) b (xiii)}

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

Institutional Beneficiaries:

Sl. No.	Name & Address of recipients institutions	Nature / Quantum of benefit granted	Date of Grant	Name & Designation of granting authority.
1	2	3	4	5
----- NIL -----				

Name of the programme / Scheme:

Sl. No.	Name & Address of recipients institutions	Nature / Quantum of benefit granted	Date of Grant	Name & Designation of granting authority.
1	2	3	4	5
----- NIL -----				

Individual Beneficiaries:

Sl. No.	Name & Address of recipients institutions	Nature / Quantum of benefit granted	Date of Grant / License valid upto	Name & Designation of granting authority.
1	2	3	4	5
-	-	-	-	-

CHAPTER - 15
INFORMATION AVAILABLE IN ELECTONIC FORM
{Section 4 (1) b (xiv)}

Electronic format	Description {Site address / location where available etc.,}	Contents or title	Designation and address of the custodian of information {held by whom}
1	2	3	4
Website	www.dsa.telangana.gov.in	Auditable institutions, Audit reports, Consolidated Audit report, Audit Acts & Rules	District Audit Officer, State Audit, Nagarkurnool

CHAPTER - 16
PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORAMTION
{Section 4 (1) b (xv)}

Facility	Description {Location of facility / Name etc.}	Details of information made available
1	2	3
Notice Board	O/o The District Audit Officer, State Audit, Nagarkurnool	-
News Paper Reports	-	-
Public Announcements	-	-
Information Counter	O/o The District Audit Officer, State Audit, Nagarkurnool	Audit matters
Publications	-	-
Officer Library	O/o The District Audit Officer, State Audit, Nagarkurnool	Acts, Rules & Guidelines
Web Sites	www.dsa.telangana.gov.in	Organizational, functional & reports
Other Facilities {Name}	-	-

CHAPTER - 17

In compliance with the statutory Obligations under Section 5 of the Right to Information Act, the following officers are designated as Public Information Officer and Asst. Public Information Officer in all offices under the control of District Audit Officer, **Nagarkurnool** as detailed below.

1. DISTRICT LEVEL:

1. Asst. Audit Officer : Public Information Officer
2. Senior Auditor : Asst. Public Information Officer
3. District Audit Officer : Appellate Authority.

ANNEXURE

Sl. No.	Officer appointed to the Public Information Officer	Officer appointed as PIO	Officer appointed as APIO	Appellate Authority
DISTRICT AUDIT OFFICE LEVEL				
1	Sri. C.Chandra Kanth Rao, Asst Audit Officer, State Audit, Nagarkurnool	Public Information Officer	-	-
2	Sri. D.Kishan Goud, Senior Audit, O/o The District Audit Officer,State Audit, Nagarkurnool	-	Asst. Public Information Officer	-
3	Sri. N.Vemkateswarlu, District Audit Officer, Nagarkurnool	-	-	Appellate Authority

CHAPTER - 18

OTHER USEFUL INFORMATION

{Section 4 (1) b (xvii)}

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

**Name & Designation of the Officer
of the Department**

**Place : Nagarkurnool
Date : 05-03-2018**

N.Venkateswarlu

**District Audit Officer,
State Audit,
Nagarkurnool**