

**DETAILS OF
SECTION 4 (1)(b)
RIGHT TO INFORMATION
ACT - 2005 OF
CHIEF PLANNING OFFICE
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 and 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. Statistical Officer,
Chief Planning Office, Nagarkurnool
- 2. Deputy Statistical Officer,
Chief Planning Office, Nagarkurnool.

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	Economics and Statistics	Room No 109 & 110 o/o Collectorate, Nagarkurnool	Administrative	1. Constituency Development Programme (CDP)-Sanctions-Releases-Compilation of Progress-Monitoring of the Progress reports-Monitoring of the programme conduct of Audit- Submission of UC'S to the Government and Maintenance e of Cash Books
				2.Monitoring of Hon'ble Chief Minister Assurances and foundations stones.
				3. S.D.F / Crucial Balancing Funds-Sanctions-Releases-Compilation of Progress-Monitoring of the Progress reports-Monitoring of the programme conduct of Audit- Submission of UC'S to the Government and Maintenance e of Cash Books
				4.Rajiv Palla Bata./RSVY/Kitchan sheds-santions and releases
				5.Decentralized Planning Programme.
				6.Right to Information Act.
				7.MPLADS Santion Releases Complication of progress reports Monitoring of the programme-Conduct of Audit Submission of UCS to Government and maintenance of cash books.
				8. Preparation of notes on all Developmental activities .
				9.Monitoring samagra Kutumba Survey data and updations from time to time information.
				10.District Planning Committee Meetings and preparation of notes.

				11.20 point programme monitoring
				12.Mana vuru mana Pranalika/Know Your District - Plan Your District
				13.Rainfall & Seasonal Condition Reports
				14. Socio Economic Surveys/Labour Survey
				15.Reginal Accounts-Grampanchayath Accounts-Mandal Parishads-Urban Development Authorities.
				16.Collection, Compilation and submission of all kind of price reports to Governemnt, CPI-R and CPI-U.
				17. Basic Statistics for Local Level Development (BSLLA)/ Village Data Base (Urban and Rural SLAP)
				18. District Hand book of Statistics -Mandal Hand Book of Statistics
				19. Index of Industrial Productions IIP/ASI
				20.Non Profit Institutions(NPI) etc.
				21. Economic census and Business register
				22.Mission Kakatheeya Collection, Completion and Submission of progress reports
				23.TRAC/TSDPS. Monitoring of programmes and related correspondence.
				24. Monitoring and Coordination of Developmental Programmes under 20 points programme
				25. Convening of Meeting on Development Activities-VIP Visits-Preparation of Notes.
				26.Zilla Parishads Meetings
				27.District Planning Committee Meetings

				28. Review of Tour programmes and Tour Dairies.
				29. Agricultural Census/ World Agricultural Census(WAC).
				30.Preparation of Normal areas.
				31.Maintenance of Raingages and AWS Stations
				32..Preparation of Advance Estimates.
				33.Preparation of Drought Reports/Adverse Reports
				34. Minor irriagation census
				35. Crop Estimation Surveys
				36.VIS (PMEBY)
				37. Timely reporting of Agricultural Statistics i.e. A.S.1.0,1.1 reports TRAS cards.
				38.All Establishment and Account matters and maintenance of simuler Cash Books and Service Registes of Staff maintenance etc.,
				39.Maintenance of Inward and Outward Registers other Tappl Register.
				40.Maintenance Attendance Register/Casual Leave Register.
				41.Purchase of stationary and maintenance stock Register and Dead Stock Register etc.,
				42.All the transaction released to District Trasuary Office.

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. D.R.K Jagannatham , Chief Planning Officer, Nagarkurnool.	STATUTORY	---	
		Administrative	Public Servants - Personal files of all Sub Ordinate Officers in Department	
			Service Matters of staff members	
			Confidential reports of all Gazetted Officers/Non Gazetted Officers in the department.	
			Review and supervision of departmental activities.	
2	Sri. D.Bhoopal Reddy , Statistical Officer, Nagarkurnool.	Administrative	Over all supervision of office	
3	Sri. B.Narsimulu, Deputy Statistical Officer, Nagarkurnool.	STATUTORY	---	
		Administrative	1. Constituency Development Programme (CDP)-Sanctions-Releases-Compilation of Progress-Monitoring of the Progress reports-Monitoring of the programme conduct of Audit- Submission of UC'S to the Government and Maintenance of Cash Books	
			2. Monitoring of Hon'ble Chief Minister Assurances and foundations stones.	
			3. S.D.F / Crucial Balancing Funds-Sanctions-Releases-Compilation of Progress-Monitoring of the Progress reports-Monitoring of the programme conduct of Audit-Submission of UC'S to the Government and Maintenance of	

			Cash Books	
			4.Rajiv Palla Bata./RSVY/Kitchan sheds-santions and releases	
			5.Decentralized Planning Programme.	
			6.Right to Information Act.	
			7.Any other work entrusted by Chief Planning Officer.	
4	Sri. G. Madhukar Reddy, Deputy Statistical Officer, Nagarkurnool.	STATUTORY	---	
		Administrative	1.Rainfall & Seasonal Condition Reports	
			2. Socio Economic Surveys/Labour Survey	
			3.Reginal Accounts- Grampanchayath Accounts-Mandal Parishads-Urban Development Authorities.	
			4.Collection, Compilation and submission of all kind of price reports to Governemnt, CPI-R and CPI-U.	
			5. Basic Statistics for Local Level Development (BSLLA)/ Village Data Base (Urban and Rural SLAP)	
			6. District Hand book of Statistics - Mandal Hand Book of Statistics	
			7. Index of Industrial Productions IIP/ASI	
			8.Non Profit Institutions(NPI) etc.	
			9. Economic census and Business register	
			10.Mission Kakatheeya Collection,	

			Completion and Submission of progress reports	
			11.TRAC/TSDPS. Monitoring of programmes and related correspondence.	
			12. Monitoring and Coordination of Developmental Programmes under 20 points programme	
			13. Convening of Meeting on Development Activities-VIP Visits-Preparation of Notes.	
			14.Zilla Parishads Meetings	
			15.District Planning Committee Meetings	
			16. Review of Tour programmes and Tour Dairies.	
			17. Agricultural Census/ World Agricultural Census(WAC).	
			18.Preparation of Normal areas.	
			19.Maintanence of Rainguages and AWS Stations	
			20.Preparation of Advance Estimates.	
			21.Preparation of Drought Reports/Adverse Reports	
			22. Minor irriagation census	
			23. Crop Estimation Surveys	
			24.VIS (PMEBY)	
			25. Timely reporting of Agricultural Statistics i.e. A.S.1.0,1.1 reports TRAS cards.	
			26. Any other work entrusted by Chief Planning Officer.	

5	Sri.P.Bhasker, Deputy Statistical Officer, Nagarkurnool	STATUTORY	---	
		Administrative	1.MPLADS Santion Releases Complication of progress reports Monitoring of the programme- Conduct of Audit Submission of UCS to Government and maintanance of cash books.	
			2. Preparation of notes on all Developmental activities .	
			3.Monitoring samagra Kutumba Survey data and updations from time to time information.	
			4.District Planning Committee Meetings and preparation of notes.	
			5.20 point programme monitoring	
			6.Mana vuru mana Pranalika/Know Your District - Plan Your District	
			7.Nagarkurnool Division DySO	
			8.Any other work entrusted by Chief Planning Officer.	
6	Smt. VijayaLaxmi, Senior Asst, Nagarkurnool	STATUTORY	---	
		Administratio n	1.All Establishment and Account matters and maintainence of simuler Cash Books and Service Registes of Staff maintainence etc.,	
			2.Maintanence of Inward and Outward Registers other Tappl Register.	
			3.Maintanence Attendance Register/Casual Leave Register.	
			4.Purchase of stationery and maintanence stock Register and Dead Stock Register etc.,	

			5.All the transaction released to District Trasuary Office.	
			6. Any other work entrusted by Chief Planning Officer	

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 in the department is numbered as entered in Personal Register of concerned Section Asst. dealing with the subjects who in turn submit the file to the concerned Chief Planning Officer. After his examination file is put up to Deputy Statistical Officer. Who is turn up Statistical Officer and finally to the Chief Planning Officer.

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)
1		Nil		

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			
Records			
1	Certified copies records	Certified copies to concerned	
Publications			
1	Nil		

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)
	Nil	

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		
NII					

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 Address	Office	Residence / Mobile / number
GAZETTED OFFCIERS					
1	Chief Planning Officer, Nagarkurnool	Sri. DRK.Jagannatham,	Chief Planning Officer	230355	7337936667
2		Sri. D.Bhoopal Reddy,	Statistical Officer	230355	9000701301
NON - GAZETTED					
1		Sri. B.Narsimulu	Dy.S.O	230355	8978900821
2		Sri. G.Madhukar Reddy	Dy.S.O	230355	9885988079
3		Sri.P.Bhasker	Dy.S.O	230355	9912338706
4		Smt.Vijayalaxmi,	Sr. Assistant	230355	9100904701
5		Smt.Radha	O.S	230355	9703050568

CHAPTER - 11

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES
{(Section 4 (1) (b) (x)}

Sl. No.	Name of the Officer / Employee S/Sri/Smt.	Designation	Monthly Remuneration NET PAY
1	2	3	4
GAZETTED & Non Gazetted OFFICERS			
1	Sri. DRK.Jagannatham,	Chief Planning Officer	37547
2	Sri. D.Bhoopal Reddy,	Statistical Officer	48874
3	Sri. B.Narsimulu	Dy.S.O	54816
4	Sri. G.Madhukar Reddy	Dy.S.O	36060
5	Sri.P.Bhasker	Dy.S.O	38118
6	Smt.Vijayalaxmi,	Sr. Assistant	25067
7	Smt,Radha	Office Subordinate	27589

CHAPTER - 12

**BUDGET ALLOATED TO EACH AGENCY INCLUDING PLANS etc.
{Section 4 (1) b (xi)}**

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	Amount released last year	Amount spend last year	Budget allocated current year	Budget released current year.
	-	-	-	-	-

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
1		---- NIL ----		

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
		<u> </u> ----Nil-----	

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	Chief Planning Office, Nagarkurnool	Public Notices & Advertisements
News Paper Reports	-	-
Public Announcements	-	-
Information Counter	-	-
Publications	-	-
Officer Library	-	-
Web Sites	-	-
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 s and Asst. Public Information Officers in all offices under the control of Chief Planning Officer, Nagarkurnool as detailed below.

1. CHIEF PLANNING OFFICER LEVEL:

1. Statistical Officer : Public Information Officer
2. Deputy Statistical Officer : Asst. Public Information Officer
3. Chief Planning Officer : Appellate Authority.

ANNEXURE

Sl. No.	Officer appointed as Public Information Officer	Officer appointed as PIO	Officer appointed as APIO	Appellate Authority
CHIEF PLANNING OFFICER LEVEL				
1	Sri. D.R.K.Jagannatham , Chief Planning Officer Nagarkurnool	-	-	Appellate Authority
2	Sri. D. Bhoopal Reddy. Statistical officer, Nagarkurnool	Public Information Officer		-
3	Sri,B.Narsimulu , Deputy Statistical Officer, Nagarkurnool	-	Asst. Public Information Officer	-

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

Place : Nagarkurnool

Date :

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