

**DETAILS OF
SECTION 4 (1)(b)
RIGHT TO INFORMATION
ACT - 2005 OF DISTRICT
R&B 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 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. District R&B Officer,
(Executive Engineer), 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	District R&B Office	Opposite SBI Bank, Nagarkurnool	To maintain the Roads to an extent of 977.838km's covering 19 mandals out of 19 mandals in the District.	To maintain the roads such as Annual Maintenance and Strengthening and Widening of Roads.

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. B.Bheemudu, District R&B Officer, Nagarkurnool.	Executive Engineer	Appellate Authority Over all control of the Supervision of all the works in the division, Administration of the entire Division.	Technically sanction all estimates up to 10.00 Lakhs. To supervise the execution of all works in division.
2	Sri. P.S.V.S.N Raju, R&B Office, Nagarkurnool.	P.A to District R&B Officer .	1. All administrative matters. 2. Public Information Officer. 3. As DDO to WCE. 4. Q.C Matters. 5. Attending meetings on behalf of E.E	To Assist the E.E and other officers in the discharge of their functions by way of Ministerial services, Technical services, technical services and field level services.

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 Superintendents / Tahsildars. After his examination file is put up to District Revenue Officer. Who is turn up Joint Collector and finally to the Collector.

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	Survey for new works	To accurately determine the quantities	Though no time frames have been prescribed, the endeavour is to complete each stage within shortest possible time, without compromising accuracy, quality and transparency.	

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	A.P.P.W Dept.code	Rules Regarding Execution of works.	Rs.550/-
2	A.P.P.W Accounts	Accounts Produres	Rs.385/-
	Instructions		

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)
Estimates	Estimates for each work	District R&B Officer (Executive Engineer)

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
1	Requests for taking up a particular work	Petitions are received directly from Public or through public representatives and District Collector etc.	Petitions are received from Public directly or through public representatives and District Collector etc
2	Progress of Works	Petitions are received directly from Public or through public representatives and District Collector etc	Petitions are received from Public directly or through public representatives and District Collector etc
3	Improvements/Repairs to existing sources.	Petitions are received directly from Public or through public representatives and District Collector etc	Petitions are received from Public directly or through public representatives and District Collector etc

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 OFFICIERS					
1	District R&B Office, Nagarkurnool	Sri. B.Bheemudu	District R&B Officer (Executive Engineer)	-	9440818149
2		Sri. P.S.V.S.N. Raju,	P.A TO E.E		9908970748
3		Sri.K.V.N swamy	Deputy Executive Engineer,		9440818450
4		Sri. Desya Naik	Deputy Executive Engineer		9701734629
5		Sri. Jalender	Deputy Executive Engineer		-
6		Sri. Yohan	Assistant Executive Engineer		9490615854
7		Sri. Rajashekar ,	Assistant Executive Engineer		8500037819
8		Sri. B.Ashok Kumar	Assistant Executive Engineer		9985153488
9		Sri. P.Shiva Narayana,	Assistant Executive Engineer		9618834975
10		Sri. V.Venkatswamy,	Assistant Executive Engineer		9440819258
11		Sri. B.Ramesh	Assistant Executive Engineer		9440819110
12		Smt. Rajeshwari	Assistant Executive Engineer		9392253530
13		Smt. Ramadevi			9490615849
14		Sri. T.Purushotham	Superintendent		7382123846
15		Sri. S.Gopanna	Junior Technical Officer	08540-224107	
16		Sri. T.Narshimhulu	Junior Technical	08540 -224107	

			Officer		
17		Sri. N.Sathyannarayana	Assistant Technical Officer	08540 -224107	
18		Sri. K.Narender,	Technical Assistant	08540 -224107	
19		Sri. G.Srinivasulu	Sr.Assistant	08540 -224107	
20		Sri. Zafarulla Khan	Sr.Assistant	08540 -224107	
21		Sri. S.Bhasker	Sr.Assistant	08540 -224107	
22		Smt. B.Jyothi	Sr. Assistant	08540 -224107	
23		Sri. B.Subhas	Jr. Assistant	08540 -224107	
24		Sri. Faiz Baig	Jr. Assistant	08540 -224107	
25		Sri. M.Venkatswamy	Jr. Assistant	08540 -224107	
26		Sri.Ameenuddin Mohd.	Jr. Assistant	08540 -224107	
27		Sri. P.Srinaiah	Jr. Assistant	08540 -224107	
28		Sri. Chand Pasha	Record Assistant	08540 -224107	
29		Sri. V. Venkataiah	Office Subordinate	08540 -224107	
30		Sri. Naga Raju	Office Subordinate	08540 -224107	
31		Sri. T.Sharath Kumar	Office Subordinate	08540 -224107	
32		Sri. G.Shekar	Office Subordinate	08540 -224107	
33		Sri. D.Srinivasulu	Office Subordinate	08540 -224107	
34		Sri. G.Baswaraj,	Office Subordinate	08540 -224107	
35		Sri.Md.Mansoor	Office Subordinate	08540 -224107	
36		Sri. Md. Sadik	Office Subordinate	08540 -224107	
37		Sri. C.Narsimha	Office Subordinate	08540 -224107	
38		Sri. Chennaiah	Office Subordinate	08540 -224107	

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 OFFICERS			
1	Sri. B.Bheemudu,	District R&B Officer (Executive Engineer)	Rs.102996
2	Sri. P.S.V.S.N. Raju,	P.A TO E.E	Rs.92486
3	Sri.K.V.N swamy	Deputy Executive Engineer,	Rs.85316
4	Sri. Desya Naik	Deputy Executive Engineer	R.88692
5	Sri. Jalender	Deputy Executive Engineer	-
6	Sri. Yohan	Assistant Executive Engineer	Rs.44215
7	Sri. Rajashekar ,	Assistant Executive Engineer	Rs.44215
8	Sri. B.Ashok Kumar	Assistant Executive Engineer	Rs.53837
9	Sri. P.Shiva Narayana,	Assistant Executive Engineer	Rs.48580
10	Sri. V.Venkatswamy,	Assistant Executive Engineer	Rs.46580
11	Sri. B.Ramesh	Assistant Executive Engineer	Rs.55397
12	Smt. Rajeshwari	Assistant Executive Engineer	Rs.49380
13	Smt. Ramadevi		Rs.58157
NON- GAZETTED OFFICERS			
14	Sri. T.Purushotham	Superintendent	Rs.68973
15	Sri. S.Gopanna	Junior Technical Officer	Rs.26889
16	Sri. T.Narshimhulu	Junior Technical Officer	Rs.23176
17	Sri. N.Sathyannarayana	Assistant Technical Officer	Rs.34121
18	Sri. K.Narender,	Technical Assistant	Rs.23874
19	Sri. G.Srinivasulu	Sr.Assistant	Rs.33514
20	Sri. Zafarulla Khan	Sr.Assistant	Rs.63261
21	Sri. S.Bhasker	Sr.Assistant	Rs.32059
22	Smt. B.Jyothi	Sr. Assistant	Rs.31115
23	Sri. B.Subhas	Jr. Assistant	Rs.40477
24	Sri. Faiz Baig	Jr. Assistant	Rs.45870
25	Sri. M.Venkatswamy	Jr. Assistant	Rs.28674
26	Sri.Ameenuddin Mohd.	Jr. Assistant	Rs.40370

27	Sri. P.Srinaiah	Jr. Assistant	Rs.23139
28	Sri. Chand Pasha	Record Assistant	Rs.41912
29	Sri. V. Venkataiah	Office Subordinate	Rs.20670
30	Sri. Naga Raju	Office Subordinate	Rs.24470
31	Sri. T.Sharath Kumar	Office Subordinate	Rs.21670
32	Sri. G.Shekar	Office Subordinate	Rs.17073
33	Sri. D.Srinivasulu	Office Subordinate	Rs.21070
34	Sri. G.Baswaraj,	Office Subordinate	Rs.18642
35	Sri.Md.Mansoor	Office Subordinate	Rs.18642
36	Sri. Md. Sadik	Office Subordinate	Rs.19142
38	Sri. C.Narsimha	Office Subordinate	Rs.26089
39	Sri. Chennaiah	Office Subordinate	Rs.22234
40	Sri. G.Venkatesh	Office Subordinate	Rs.20670
41	Smt. Indiramma	Office Subordinate	Rs.19422
42	Smt. G.Malleshwari	Office Subordinate	Rs.14966
43	Smt. M. Vijayalaxmi	Office Subordinate	Rs.21334
44	Kumari. Sangeetha	Office Subordinate	Rs.14997

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
	-----	NILL -----	

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
	-----	NILL -----	-----

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
	-----	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
Website		Nil	-
CD	District R&B Office, opposite Collectorate inspection Bungalow, Near SBI Bank.	Right to Information Act information	District R&B Officer, 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	Officer Premises	Tender Notices.
News Paper Reports	Office	Reports Pertaining to Roads and Buildings.
Public Announcements	-	-
Information Counter	-	-
Publications	Tenders Published by Engineer- In- Chief (R&B)	Tender notices issued from time to time.
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 Collector, Nagarkurnool as detailed below.

1. DISTRICT R&B OFFICE LEVEL:

1. P.A to District R&B Officer: Public Information Officer
2. Superintendent : Asst. Public Information Officer
3. District R&B Officer : Appellate Authority.

ANNEXURE

Sl. No.	Officer appointed as Public Information Officer	Officer appointed as PIO	Officer appointed as APIO	Appellate Authority
1	Sri. B.Bheemudu, District R&B Officer, Executive Engineer, Nagarkurnool	-	-	Appellate Authority
2	Sri. P.S.V.S.N Raju, P.A to E.E, Nagarkurnool	Public Information Officer		-
3	Sri. T.Purushotham Superintendent, Nagarkurnool	-	Asst. Public Information Officer	-

ANNEXURE

Sl. No.	Officer appointed to the Public Information Officer	Officer appointed to the Asst. Public Information Officer	Officer appointed to the Appellate Authority
1	P.A to District R&B Office (Executive Engineer), , Nagarkurnool	Superintendent District R&B Office, Nagarkurnool	District R&B Officer (Executive Engineer), Nagarkurnool

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

Statement of the Petitions and Appeals received in January and February month the following Proforma.

S.No	Petitions received	Petitions Disposed	Appeals received	Appeal Disposed
1	2	3	4	5
	5	-	5	-