

**DETAILS OF
SECTION 4 (1)(b)
RIGHT TO INFORMATION ACT - 2005 O/o
DIST.SURVEY OFFICER
DIST.SURVEY & LAND RECORDS
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 Revenue Officer,
Collectorate, Nagarkurnool
2. Administrative Officer,
Collectorate, 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	Dist.SurveyOfficer (S&LRs) Nagarkurnool	Collectorate, Nagarkurnool	Administrative & Executive	Exercixing powers vested under the following acts:
				A.P. S&b Act 1923
				AP(TA) LR Act 1317F
				Hyderabad survey Settlement Manual.
				Fundamental Reules
				A.P. civil Service (CCA) Rules 1991
				The A.P.Civil Service (Cond) Rules 1964
				A.P Suboodinate Service Rules
				Rules for grant of miscellaneous loans and advances to Govt.Servants.
				The AP.Medical Attendance Rules 1972
				The A.P Ministerial Service Rules
				The A.P Last Grade Service Rules
				The AP General Provident Fund Rules
				The AP Employees Gr.Insurance Rules
				The AP Govt.Life Insurance Rules
				The AP Govt.Life Insurance Rules
				The AP Traveling Allowance Rules including L.T.C
				AP Lokayukta& Upa Lokayukta Act 83
				Over all supervision of ILIS project& other projects
			Technical:-	Exercises powers, as applicable, under:
				a) AP.Survey Boundaries at, 1923 and the amended acts thereon
				b) A.P (T.A) Land revenue Act, 1317F
				C) AP Survey Manual.
				d) AP (Hyd) Survey & Settlement Manual.
			Administrative	Works as technical assistance to collector in survey and settlement aspects and liaison officer between the district collector and Commissioner.Ensures that each of the taluka Surveyors, Deputy Inspectors, Inspectors of Survey realizes optimal performance in all targeted items of work and exercises appropriate controlling/ disciplinary reviewing.

				<p>Procedures to realize this objective. Responsible for the disciplined conduct, and work- culture among all the subordinate staff. conducts progress inspections of the MRO offices to the extent of maintenance of survey records. Takes all possible steps and exercises close watch to ensure that the orders of the HOD/Government/ District administration are implemented/compiled with promptly and efficiently. Keeps a close watch on the service matters of the subordinate staff/ officers and takes suitable steps for cadre managements. Exercise powers of the appointing authority for the categories of Deputy surveyor, C.D Gr.II Junior assistant, Class- IV employees. Transfers Survey Staff up to the cadre of Deputy Surveyors in consultation with district administration. conducting Random, Surprise inspections of the work attended by the subordinate staff upto level of Dy.IOS. Any other work entrusted by CSS&LRs. & District administration time to time.</p>
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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. Y.Srinivas reddy Dist.Survey Officer Survey & Land Records Nagarkurnool.	STATUTORY	i) A.P. S&B Act 1923	Law relating to survey of lands and Settlements of boundry disputes.
			ii) A.P. (TA) LR Act 1317 F	Rules relating boundaries and maintenance of boundary marks. Chapters VII & VIII(U/SM77 to 102)
			iii) Hyderabad Survey Settlement manual.	Rules and regulations regarding conducting of Re and Revision Survey and maintenance of Survey records (TA).
2	C. Srinivasulu Deputy Inspector of Survey	STATUTORY	He has to assist the Dist.Survey Officer in disposal of the all - technical files.	He shall inspect, supervise and monitor the work to be attended by mandal surveyor in his jurisdiction.
3	T.Hussainaiah Deputy Inspector of Survey	STATUTORY	He has to assist the Dist.Survey Officer in disposal of the all - technical files.	He shall inspect, supervise and monitor the work to be attended by mandal surveyor in his jurisdiction.

4	R.Vasya Deputy Inspector of Survey	STATUTORY	He has to assist the Dist.Survey Officer in disposal of the all - technical files.	He shall inspect, supervise and monitor the work to be attended by mandal surveyor in his jurisdiction.
5	Deputy Surveyor/ Surveyor	STATUTORY	Surveyor/ Deputy Surveyor posted at mandal level. He has to look after the demarcation work at his mandal, LA Assignment, patta a Sub division and refixing of missing stones and maintenance of survey	
6	Syed Husmatulla Husseni Senior Asst.	STATUTORY	All service matters relating to Dy.IOS/Surveyors/C.D.Gr- II/ Sr.Asst./Jr.Asst./Chainman/ Attenders	
7	M.Jangiah	STATURORY	Patta land demarcation, ROR Suddivision petition filed by citizens pertaining to Nagarkurnool/Kalwakurthy / Achampet Divisions.and maintenance of all connected records. CM/ Prajavani//GB Cell files correspondence with maintenance registers & meeting notes. Maintenance of all kinds of bills / pay bills / pay bills/ Supp.Bill/TA/ FTA/ Contingent bills along with connected maintenance of cash unit, connected registers/ in coming and out going LPCs/ Budge watch registers maintenance of all connected registers.	

		STATURORY	Maintenance of Inward and Out Ward section with stamp accounts and Connected registers.	
8	P. Saritha	STATURORY	Technical scrutiny of survey records, incorporation of sub diisions etc. Maintenance of RTI Act files and connected registers. Annual property statements.Maintenance of Monthly diaries section.	

CHAPTER - 4

Procedure Followed in Decision - Making Process

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

Activity	Description	Decision making process	Designation of final decision making authority
1	2	3	4
Goal - setting & Planning	-	Proposals are obtained from the MROs, RDOs, District administration	District administration and Director, SS&LRs.
Budgeting	-	Budget will be utilized on allocation of amounts by the DSS&LRs	Director, SS&LRs.
Formulation of programmes, schemes and projects	-	-	-
Recruitment/ Hiring of personnel	Deputy surveys, CD GR-II, JA & Class-IV employees	-	District administration and Director, SS&LRs
Release of Funds	-	-	-
Implementation / Delivery of service / Utilization of funds	-	-	-

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	Mandal Surveyors (Primary Functionary @ Dist. Level	Demarcation of Sl.no.F line petitions subdivision of patta land/ Assignment land.	30s days.	
2	Dy.IOS, Assistant Director (Appeal/ Inspecting authority @ District Level	Appeal demarcations and field inspections.	30days	
3	Dist.Survey Officer Survey & Land Records	1. Issue of Certified copies of survey basic records	15 days.	
4		2. Issue of certified copies of panchanama, Tonch plots and copy of tippans.	7 days	
5		Issue of Certified Copies of Original Tippons.	7 days	
6		Copy of Maps and other records.	3 days	

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 S & B Act 1923		
2	AP(TA) LR Act 1317 F		
3	Hyderabad Survey Settlement Manual		
4	Fundamental Rules		
5	A.P civil Service (Classification control and appeal) Rules 1991		
6	The A.P.Civil Service (Conduct) Rules 1964.		
7	A.P subordinate Service Rules		
8	Rules for grant of miscellaneous loans and advances to Govt. Servants		
9	The A.P Integrated medical attendance Rules 1972		
10	The A.P Ministerial Service Rules.		
11	The A.P Last Grade Service Rules.		
12	The AP General Provident Fund rules		
13	The A.P Employees Group Insurance Rules		
14	The A.P Govt. Life Insurance Rules		
15	The A.P. Traveling allowance Rules including L.T.C.		
16	A.P Lokayukta & Upa Lokatykta Act 1983		
17	Instructions in regard to appoint of son/ daughter/ spouse of Govt. servants who die in harness while in service / retire on medical grounds		
18	Instructions in regard to appoint of son / daughter/ spouse of Govt. servants who die in harness while in service/ retire on medical grounds.		
19	Instructions in regard to transfer of govt. employees from one place to another		
20	Instructions in regard to general office procedure		
21	Instruction in regard to appointment of sportsmen to public services under the state Government		
22	Instructions in regard to maintenance and security of personal files.		
Instructions			
1	NIL		
Manuals			
Records			
1			
Publications			
1			

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		
Not applicable					

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	Dist.Survey Officer Survey & Land Records, Nagarkurnool	Sri.Y.Srinivas reddy	Dist.Survey Officer		9949973705
NON - GAZETTED					
1		Sri.C.Srinivasulu	Dy.IOS		9440530272
2		Sri.T.Hussainaiyah	Dy.IOS		9441283538
3		Sri R.Vasya	Dy.IOS		9848242428
4		Sri.J. Raghavender	Surveyor		9492351755
5		Sri.G.Vijayakumar	Surveyor		9100904701
6		Smt.R.Neelima	Surveyor		9640909598
7		Sri.MD.Amenuddin	Surveyor		9502441019
8		Smt .K.Anusuya	Surveyor		9177520164
9		Smt.A.Parvathamma	Surveyor		9441545367
10		Smt.K.Vijay Nirmala	Surveyor		9491529074
11		Smt. P. Sritha	CD-II		9441774353
12		Sri.Syed Hashmatualla Hussini	Sr.Asst.		9849003388
13		Sri.M. Jangaiah	Jr.Asst.		9705011397
14		Sri.Md. Rahemuddin	Chainman		9885625527
15		Smt. B. Laxmi	Office Sub ordinate		9154190735
16		Smt.A. Subbamma	Office Sub ordinate		She is absent from 14-10-2017 to till to day

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
1	Y.Srinivas Reddy	Dist.Survey Officer/IOS	60827
2	C. Srinivasulu	Dy.IOS	54917
3	T.Hussainiah	Dy.IOS	37579
4	R.Vasya	Dy.IOS	
5	J. Raghavender	Surveyor	32722
6	G.Vijayakumar	Surveyor	31973
7	Smt. P. Sritha	CD Gr - II	29723
8	Syed Hashmatualla Hussini	Sr.Asst.	
9	M. Jangaiah	Jr.Asst.	25712
10	Md. Rahemuddin	Chainman	32815
11	Smt. B. Laxmi	Office Sub ordinate	20883

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				Revenue Divisional Officer, Nagarkurnool

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			

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 Dist.Survey Officer, Survey & Land Records Nagarkurnoo	Public Notices & Advertisements
		-

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.

Public Information Officer(s)

Sl. No.	Name of Office/administrative unit	Name & designation of PIO	Office Tel : Residence Tel: Fax:	Email
1	Dist.Survey Officer Survey & Land Records Nagarkurnool	Sri Y. Srinivas Reddy Dist.Survey Officer/Inspector of Survey	9949973705	

Assistant Public Information Officer (s)

Sl. No.	Name of Office/administrative unit	Name & designation of APIO	Office Tel : Residence Tel: Fax:	Email
	Dist.Survey Officer Survey & Land Records Nagarkurnool	Smt. P. Saritha. CD Gr_II	9441774353	

Appellate Authority

Sl. No.	Name of Office/administrative unit	Name & designation of APIO	Office Tel : Residence Tel: Fax:	Email
	Regional Deputy Director	P.Venkat Ramana	9866167332	

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.

The information or details of publications which are of relevance to the Revenue (Settlements) Department or use to the Citizens.

A.P. S &B Act 1923
AP(TA) LR Act 1317F
Hyderabad Survey Settlement Manual.
Budget Manual

The following information of revenue Department which is exclude under section 8(1) of the act and / Or under Rules of the State government as guidance to the public seeking information from your department.

Court Cases, Tribunal & Contempt Cases.

Place : Nagarkurnool
Date :

Name & Designation of the Officer
of the Department

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