

**DETAILS OF
SECTION 4 (1)(b)
RIGHT TO INFORMATION
ACT - 2005 OF DISTRICT B.C
DEVELOPMENT 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 size 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 B.C Development Officer,
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 B.C Development Office, Nagarkurnool	Integrated Office Complex, Collectorate Building, Room No.117 & 120, Nagarkurnool	<ol style="list-style-type: none">1. To Financial Assistance to the B.C beneficiaries.2. Reimbursement of MTF & RTF to BC & EBC Students.3. Administration of Govt. B.C Hostels.4. Incentives to Inter caste marriage schemes.5. Subsidy to B.C Advocates.6. Financial Assistance to B.C Overseas Education to B.C & EBC Students for studying higher studies at abroad.7. Celebration of State functions.8. Submission of Kalyana Lakshmi Reports.	<ol style="list-style-type: none">1.Attended all district officers meetings.2.Govt. B.C Hostels Inspections.3.DDO to Department financial matters.

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. G.Sreeramulu, District B.C Development Office, Nagarkurnool.	District B.C Development Officer(FAC), Nagarkurnool.	Appellate Authority Over all control of the Supervision of all the works in the District. Administration of the entire District.	DDO to Department financial matters.
2	Smt. Venkatnarsamma, District B.C Development Office, Nagarkurnool.	Administrative Officer,	1. All administrative matters. 2. Public Information Officer. 3. Attending meetings on behalf of DBCDO.	To Assist the Section clerks 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 Administrative Officer. After his examination file is put up to District B.C Development Officer. Who is turn up Joint Collector and finally to the Collector.

CHAPTER - 5

Norms Set for the Discharge of Functions (Sec. 4(1) (B) (iv))

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				

CHAPTER - 6

**RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR
DISCHARGING FUNCTIONS (Section 4(i)(b)(v))**

Sl. No.	Description	Gist of contents	Price of publication if priced
Rules & Regulations			
1	NIL	NIL	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	NIL	NIL

CHAPTER - 10

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

Sl. No.	Name of the Office Administrative unit	Name of the Officer / Employee / S/Sri/Smt.	Designation and Address	Office	Residence / Mobile / number
1	District B.C Development Office, Nagarkurnool	Sri. G.Sreeramulu	District B.C Development Officer(FAC), Nagarkurnool	-	9581816969
2		Smt. Venkatanarsamma	Administrative Officer	08540-230356	8886548894
15		Sri. M. Janardhan	Senior Assistant	08540-230356	9908132048
16		Sri. M. Surender Reddy	Junior Assistant	08540-230356	9010220176
17		Sri. M.Anjan Raj	Junior Assistant	08540-230356	9494266811
29		Sri. T.Dasharatham	Office Subordinate	08540-230356	
30		Sri.Jagannath Rao	Office Subordinate	08540-230356	

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	Smt. Vankatanarsamma	Administrative Officer	Rs. 35,675
2	Sri. M. Janardhan	Senior Assistant	Rs.56,241
3	Sri.M. Surender Reddy	Junior Assistant	Rs. 24,910
4	Sri. M.Anjan Raj	Junior Assistant	Rs.20,072
5	Sri. Jagannath Rao	Office Subordinate	Rs.35,287
6	Sri. T.Dasharatham	Office Subordinate	Rs.

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.

Sl.No.	Schemes	Amount Released (In Rupees)	Expenditure (In Lakhs)
1.	B.C Corporation Schemes	Rs.7,72,08,000	Rs.7,08,38,000
2.	Scholarships-MTF	Rs.4,87,74,000	Rs.4,38,80,357
3.	Scholarships-RTF	Rs.5,47,00,000	Rs.5,16,56,375
4.	Scholarships-EBC-RTF	Rs.35,72,000	Rs.35,66,485
5.	Overseas Education	Rs.30,00,000	Rs.30,00,000
6.	Incentive to Inter caste marriages	Rs. 12000	Rs. 10000
7.	Subsidy to B.C Advocates	Rs.48,384	Rs.4,585

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 B.C Development Office, Integrated Office Building, Room No.117&120 Collectorate Building , Nagarkurnool	Right to Information Act information	District B.C Development 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	
News Paper Reports	Office	A.O.,
Public Announcements	----	A.O.,
Information Counter	-----	-----
Publications	-----	-----
Officer Library	-----	-----
Web Sites	-----	-----
Other Facilities {Name}	-----	-----

CHAPTER - 17

Name, Designation and other particulars of Public Information Officer (Sec. 4(1) (b) (xvi))

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

1. DISTRICT B.C DEVELOPMENT OFFICE LEVEL:

1. District B.C Development Officer : Public Information Officer
2. Administrative Officer : Asst. Public Information Officer
3. Commissioner of B.C Welfare : Appellate

ANNEXURE

Sl. No.	Officer appointed as Public Information Officer	Officer appointed as PIO	Officer appointed as APIO	Appellate Authority
1	Smt. Anitha Rajendra, IAS., Commissioner of B.C Welfare.,	-	-	Appellate Authority
2	Sri. G. Sreeramulu District B.C Development Officer(FAC), Nagarkurnool	Public Information Officer		-
3	Smt. Venkatanarsamma, Administrative Officer, District B.C Development Office, 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	District B.C Development Officer(FAC), Nagarkurnool	Administrative Officer, District B.C Development Office, Nagarkurnool. Nagarkurnool	Commissioner of B.C Welfare.,

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.	1	1	0	0
TOTAL	1	1	0	0