

**MUNICIPAL ADMINISTRATION DEPARTMENT**

**COMMISSIONER & DIRECTOR OF  
MUNICIPAL ADMINISTRATION**

**RIGHT TO INFORMATION ACT, 2005**

**INFORMATION HAND BOOK**

[ REFER TO CHAPTER II SECTION 4(1) B OF RTI Act, 2005 ]

## **PREFACE**

### **Municipal Administration Department.**

#### **Commissioner & Director of Municipal Administration.**

In order to provide greater transparency and accountability in the functioning of “Public Authorities”, The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June 15, 2005 .In compliance with the provisions of Section 4(1)(b) of the Act, this information manual is published for information of the general public.

## **CHAPTER I**

### **INTRODUCTION**

#### **1.1 BACKGROUND.**

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, the Information Act, 2005(hereinafter referred to as “RTI” or “Act”) has been enacted. Section 4(1)(b) of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and for this purpose every public authority is required to appoint Public Information Officer(s) Assistant State Public Information Officer(s), Wherever applicable, for processing of information requests from citizens. Under any circumstances if the citizen could not get the information sought for by him, he may approach the appellate authority.

#### **1.2 OBJECTIVE OF THE HAND BOOK.**

The essence of good governance is based on the premise that the laws and procedures are transparent, clearly defined & understood by those governed and the implementation is both quick and smooth. Transparency connotes the conduct of public business in a manner that affords stakeholders wide accessibility to the decision-making process and the ability to effectively influence it. In the context of urban governance, transparency assumes added significance. The Key objective behind publication of this information manual is to enable the public to understand the role played by the Department in the Urban Governance by the Government of Andhra Pradesh.

The citizens are entitled under the Act, to obtain any information prescribed under the Act from the Department. The procedure for obtaining information from the Department is prescribed in the following paragraphs.

#### **1.3 TARGETED USERS.**

This manual is meant for information of citizens, civil society organizations, public representatives, officers and employees of public authorities.

#### 1.4 NAMES AND ADDRESSES OF KEY CONTACT OFFICERS.

For facilitating information requests from citizens, the following officers are appointed as PIO, APIOs and Appellate authority.

Sl No	Name of the officer/Designation	Appointed as per the Act.	Contact No.	Address
1	S.Hari Krishna Joint Director	Appellate Authority	040-23302154	O/o Director of Municipal Administration Sri Krishna Enclave, Annapurna Nagar 5 <sup>th</sup> Line, 4/7 Inner Ring Road Gorantla – 522034 Guntur District
2	T.Hima Prabhakar Raju Statistical Officer	Public Information Officer	040-23302154	
3		Assistant Public Information Officer		

#### 1.5 PROCEDURE FOR OBTAINING INFORMATION.

The information request shall be made in writing. The information request can be in one of the following three languages.

Telugu  
Hindi  
English

Applicant shall pay the following prescribed fee for obtaining the information under the Act.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs.10/- per each application by way of cash or by demand draft or by banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt at the following rates:

Fee to be charged for providing information:

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

##### (A) Priced Material:

Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof:

**(B) Other than price material:**

- I. Material in printed or text form (in A4 or A3 size paper) Rs.2/- per each page per copy.
- II. Material in printed or text form in larger than A4 or A3 size paper – actual cost.
- III. Maps and plans – actual cost.
- IV. Information in Electronic format viz., floppy, CD or DVD:
  - a. Rs.100/- for CD of 700 MB and
  - b. Rs.200/- for DVD.
- V. Samples and models – actual cost thereof.
- VI. Inspection of records – no fee for the first hour and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) there after.
- VII. Material to be sent by post - the actual postal charges in addition to the charge payable as per these rules.

Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. They will pay for material charges. For the issues claiming payment of exemption of fee under BPL category, the applicant shall attach a copy of Ration card/income certificate or any other proof under the BPL category. The request for information will be generally processed within the time period mentioned under the Act.

**CHAPTER-II**  
**Section 4(1) (b) (i)**

**2.1 PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES.**

Sl No.	Name of the Organisation	Address	Functions	Duties
1	Director of Municipal Administration, A.P	<p>Sri Krishna Enclave, Annapurna Nagar 5<sup>th</sup> Line, 4/7 Inner Ring Road Gorantla – 522034 Guntur District</p> <p>640, A.C.Guards, KASANA, Hyderabad Ph: 040-23302154 Web: <a href="http://www.cdma.gov.in">www.cdma.gov.in</a> Email: <a href="mailto:cdma@cdma.gov.in">cdma@cdma.gov.in</a></p>	Overall supervision of all the functions of the Municipalities and Corporations in the State	Detailed description mentioned below.

**CHAPTER-III**  
**Section 4(1) (b) (ii)**

**3.1 FUNCTIONAL STRUCTURE**

There are 97 Municipalities and 13 Municipal Corporations under the Administrative control of this office. The list of all Municipalities and Corporations are enclosed as Annexure-1. The Commissioner and Director is assisted by one Additional Director, Three Joint Directors, Two Assistant Directors at Directorate level and by Four Regional Director-cum-Appellate Commissioners of Municipal Administration offices located at Guntur, Anantapur, Rajahmundry and Visakhapatnam to monitor administration at the Municipal level.

There are two Project offices under the control of the C&DMA viz Andhra Pradesh Municipal Development Project (APMDP) and Mission for Elimination of Poverty in Municipal Areas (MEPMA).

[Sri Soloman Arokiaraj, I.A.S](#) is the Mission Director of the MEPMA Project and the information pertaining to the project may be obtained from [www.apmepma.gov.in](http://www.apmepma.gov.in).

[Sri.K.Kanna Babu, IAS.](#), is the Project Director(FAC) of APMDP, Andhra Pradesh Municipal Development Project (APMDP) is a World Bank (IBRD) Aided Project, which aims at creating sustainable urban infrastructure in the urban areas of Andhra Pradesh as well as creating managerial capabilities among the policy makers and the people who provide services to the urban population. The Project is to be implemented by the MA&UD Dept., Government of Andhra Pradesh.

Andhra Pradesh Urban Finance and Infrastructure & Development Corporation Ltd (APUFIDC) is another organization which is functioning as “Channel Agency” for funding various State and Central sponsored schemes in the State. The Organization is headed by [Sri.K.Kanna Babu, IAS., \(FAC\)](#) The supporting staff of the said Corporation is filled up by deputation from various Government offices. Further details of the organization can be obtained from [www.apufidc.gov.in](http://www.apufidc.gov.in).

The organizational chart of the office of C&DMA is enclosed as Annexure–2. The role of each officer is given below.

**Powers and Functions of the Commissioner and Director:**

1. Election Authority for conduct of ordinary and casual elections in all Municipalities and Municipal Corporations under the superintendence of State Election Commission.
2. Election Authority for conduct of election of Chairperson/Mayors/Deputy Mayors/Vice-Chairpersons of Urban Local Bodies under the superintendence of State Election Commission.
3. Electoral authority for preparation of electoral rolls in all the Municipalities and Municipal Corporation.
4. Constitution of ward committees in Municipalities and Municipal Corporations.

5. Suspension of Council Resolutions
6. Appointing Authority upto the posts of categories I to IV of Andhra Pradesh Municipal Ministerial Sub-ordinate Services (APMMSS)
7. Appointing authority to the posts of Sanitary Inspectors and Sanitary Supervisors.
8. Appointing Authority to the posts of Town Project Officers Gr.II and Gr.III.
9. Sanction and continuance of all Non-technical posts in the Municipalities and Municipal Corporations.
10. Power of transfer of employees above the cadre of Senior Assistants in Ministerial and above Health Assistants in Public Health section of Municipalities, and community Organisers working under Urban Porests Alteration Programmes.
11. Sanction of leaves and increments to all the Municipal Commissioners
12. Forwarding the Budget Estimates and Annual Administration reports of Municipalities to the Government.
13. Sanctions of water tap connections outside the Municipal limits.
14. Inspecting and supervising the Municipalities
15. Review of all Plan schemes
16. Appellate Authority for disposal of service appeals in respect of Senior Assistants and above in Municipalities upto Special Grade Municipalities, and of all employees of Selection grade Municipalities
17. Sanction of extra ordinary expenditure of above Rs 500/- and below Rs 5000/- in the case of 1<sup>st</sup>, IInd and IIIrd grade Municipalities and upto Rs 5000/- in respect of Special and Selection grade Municipalities.
18. Sanction of retaining fees to the Municipal Standing Counsels
19. To accord permission to the Municipalities to engage or appoint two separate standing Counsels; one for civil cases and another for criminal cases.
20. Sanction of T.A.Bills of Municipal Standing Counsels
21. Sanction of T.A. and D.A. to the Chairperson in Selection Grade Municipalities.
22. Sanction of Commutation of pension to all the Municipal Employees(Including Corporation employees)
23. Sanction of pensions to all Municipal Commissioners and staff of C&DMA.
24. To accord permission to confirm the bid of condemned vehicles
25. Sanction of remission above Rs 1000/- and below Rs 5000/- in case of Special and Selection Grade Municipalities, above Rs 750/- and below Rs 5000/- in the cadre of 1<sup>st</sup>

Grade Municipalities and above Rs 500/- and below Rs 5000/- in the case of II nd and IIIrd Grade Municipalities where markets and slaughter houses are closed.

**Duties of Additional Directors, Joint Directors, Deputy Directors:**

The above officers are not vested with any independent powers, but will assist the Commissioner & Director of Municipal Administration. Each Additional Director, Joint Director and Deputy Directors are assigned with certain office sections, and are responsible for the subjects assigned to them. Accordingly, the business of the office is divided into 9 sections each headed by a Superintendent. The nature of subjects being dealt by each section and the officers in charge of the section is shown below.

**Distribution of work**

Section / Name of the Superintendent	Name of the Asst.	Subjects being dealt	Officer in charge
<b>A- Section</b>			
Sri G. Raghunatha Reddy Superintendent	V. Divakar Reddy (A1)	All service matters relating to DPOs, Special Grade Municipal Commissioners and above and 12th FC issues and Pensionary Benefits of Municipal Commissioners of Special Grade and above cadres, and all disciplinary cases, V&E Cases, ACB cases pertains to Vizag region.	Sri K.Venkatarami Reddy Additional Director  Sri M.S.S.Soma Raju Joint Director
	Sri R.G.V. Krishna, Sr. Assistant (A2)	All service matters relating to the Municipal Commissioners of Gr.I and Grade-II (incl.Assistant Directors) and 13th FC issues and Pensionary Benefits of Municipal Commissioners of Grade-I and Grade-II (incl. Assistant Directors), and all disciplinary cases, V&E Cases, ACB Cases pertains to Kadapa and Kurnool Districts.	
	R.G.V.Krishna (i/c) (A3)	All Service matters relating to Municipal Commissioners Gr.III, 14th FC issues and MAARC cell and Pensionary Benefits of Municipal Commissioners of Grade-III, and all disciplinary cases, V&E Cases, ACB Cases pertains to Chittoor and Anantapuramu Districts.	
<b>B- Section</b>			
	Sri G.Purushottama Chari  Accountant (Supdt.) ( B1)	Preparation of pay bills of Non-Gazetted and Gazetted officers; all contingency bills etc.,  Disbursement of salaries supplementary bills etc., Maintenance of records ; AG office Audit pertains to CDMA	S.Hari Krishna Joint Director.

Section / Name of the Superintendent	Name of the Asst.	Subjects being dealt	Officer in charge
Sri Ch. Simhachalam, Superintendent	G.Purushottama Chari (B2)(i/c)	Sanction of loans and advances viz., HBA, Motor Cycle, Marriage, Car, Computer, Marriage Festival, Educational Office Staff, all M.Cs, all R.D-cum A.Cs, and Staff of all R.D.cum -A.Cs in the State, All pensionery and retirement benefits of employees of ULBs and staff of C&DMA office & RDMA offices except Municipal Commissioners; Reconciliation of Departmental Figures that are booked in AG and PAO, PAC matters	[REDACTED] Sri B. Seshanna, Assistant Director
	Sri N. Eswar Raju, Sr. Asst. (B3)	1.Maintenance of PD Account 2)Non-Plan Grants Releases; 3) All Government Plan and Non-Plan Schemes. 4) All Service matters relating to the AP Municipal Accounts and Subordinate Service	
<b>C- Section</b>			
Sri Ch.Satyanarayana Supdt.	Sri M.Balaji Preetham Sr.Asst., (C1)	All departmental, ACB cases of all Employees of Urban Local Bodies of Rajahmundry Region; obtaining status reports from enquiry officers etc., analysis/ action there on; related Court cases	K.Venkata Rami Reddy. Additional Director  Sri M.S.S. Soma Raju Joint Director
	Sri TSS Raju Ebneze, Sr.Assistant (C2)	All departmental, ACB cases of all Employees of Urban Local Bodies of Guntur Region; obtaining status reports from enquiry officers etc., analysis/ action there on; related Court cases	[REDACTED]
	Sri TSS Raju Ebneze(I/C) Sr. Asst. (C3)	All V&E cases of all Employees of Urban Local Bodies of Rajahmundry and Guntur Regions and RDMA Offices; obtaining status reports from enquiry officers etc., analysis/ action there on; related Court cases	
<b>D-Section</b>			
Sri K.VenkateswraRao,Supdt	Sri M.Balaji Preetham,(I/C) Sr.Asst., D1	1. All statutory matters relating to conduct of elections ; Reservation of seats to the office of seats and Chairpersons / Mayors ; Conduct of ordinary / casual elections ; clarifications ; court cases relating to Elections ; appointment of special officers ;  Budget ; release & recovery of funds to ULBs 2. All service matters of employees under Urban Poverty Alleviation	K.Venkata Rami Reddy Additional Director  Sri P. Poornachandra Rao Joint Director  Sri K.Chitti Babu(I/C), Assistant Director
	Sri Balajee Preetam, Sr. Asst. D2	1. Allegations against the Ward members / Chairpersons / Mayors ; Proceedings of Councils ; Cancellations of CRs and clarification on Council meetings; all non-statutory matters relating to conduct of Elections	



Section / Name of the Superintendent	Name of the Asst.	Subjects being dealt	Officer in charge
	Sri BalajiPreetam Sr.Asst., (D3)(I/c)	Constitution of NPs / New Mplts ; Upgradation of ULBs ; exclusion and inclusion of areas into Municipal Limits; Fixation of Elected Members ; Delimitation of Wards ; Task Force Committee Reports ; Devolution of powers under 74th Amendment Act & Unified Municipal Act ; All LAQs, LCQs, RTI and Court Cases on the above subjects ; Updation of information & preparation of Notes and Statements to the meetings and Videoconferences.	
<b>J- Section</b>			
Sri G.Chandraiah, Superintendent	Sri M.Seshagiri Rao, Sr. Assistant, J1	1. All establishment matters relating to Municipal Teachers, Town Planning and PH Engineering Department and Medical Claims; Administration sanctions with regard to 010 salaries ; compassionate appointments of employees of ULBs of Visakhapatnam & Rajahmundry Regions 2. All matters relating to Land Acquisition and Alienation , allotment of LIGH Quarters ,Town Planning related issues pertaining to Visakhapatnam & Rajahmundry Region	K.Venkata Rami Reddy Additional Director  Sri P.Poorna Chandra Rao, Joint Director
	Sri M.Seshu Kumari Sr. Assist. (J2)	1. All establishment matters relating to Municipal Teachers, Town Planning and PH Engineering Department and Medical Claims; Administration sanctions with regard to 010 salaries ; compassionate appointments of employees of ULBs of Guntur Region.  2. All matters relating to, Land Acquisition and Alienation , allotment of LIGH Quarters ,Town Planning related issues pertaining to Guntur Region.  3. Disaster Management - Cyclone & Heavy Rains	
	Sri M.SeshagiriRao Sr. Assistant (J3)	1. All establishment matters relating to Municipal Teachers, Town Planning and PH Engineering Department and Medical Claims; Administration sanctions with regard to 010 salaries ; compassionate appointments of employees of ULBs of Anantapur Region.  2. All matters relating to Land Acquisition and Alienation , allotment of LIGH Quarters ,Town Planning related issues pertaining to Anantapur Region	
<b>K- Section</b>			

Section / Name of the Superintendent	Name of the Asst.	Subjects being dealt	Officer in charge
Sri D.ChittiBabu Superintendent	Sri DadaBasha, Sr.Asst.,(K1) i/c	All establishment matters relating to employees of A.P. Municipal Ministerial Subordinate Service (APMMSS)  Rationalization of Staffing Pattern-Creation of additional posts in the ULBs; Newly constituted ULBs, options of the employees and sanction of posts as per norms;(b) Implementation of Presidential Order, G.O.Ms.No.610; Continuation of temporary posts in the ULBs; Court cases related to APMMSS.	K.Venkata Rami Reddy Additional Director  Sri M.S.S.Soma Raju, Joint Director-III
	Sri J. Nagalakshmi Devi, Sr.Asst. (K2)	1. All service matters relating to employees working in Municipal Corporations Administration & Revenue; All Court Cases filed by the employees of APMASS in Hon'ble APAT; Sanction of medical reimbursement to the employees; 2. Sanction of Municipal Budget proposal by all ULBs. Municipal Standing Councils of ULBs and APAT & APHC. Legal fees to MSCs of APAT & APHC- sanction of relating fee to MSCs of ULBs related matters.	
	Sri DadaBasha Sr. Asst. K3	Taxation- Restructuring of property tax – Various types of cess and consolidation of Property Tax ; Finalization of Accounts and Audit of all ULBs	
<b>M- Section</b>			
Sri G.RamanaReddy Supdt	Sri Venkataramaiah, Sr. Assistant, M1	All establishment matters relating to Medical Officers, Sanitary Supervisors, Sanitary Inspectors;Solid Waste Management; Pulsepolio ; National Urban Health Mission; Adverse Seasonal Conditions (Drought)	K.Venkata Rami Reddy Additional Director  Sri P. Poornachandra Rao Joint Director
	Sri Venkataramaiah,, Sr. Asst. (M2)	All establishment matters relating to Health Assistants, P.H. & Non-PH Workers and NMRs and their related to court cases; Sanitation; Slaughter houses ; Street Lighting -Provision of Civic amenities - Roads, Drains & Street Lights; Matters relating to APMDP; Railway over bridges & Railway under bridges	
	Sri K. Ramachandra Rao, Sr.Steno(I/C) (M3)	All matters relating to water supply -LIC loans and repayment of LIC loans –IDSMT  & Mega city project. ; Solar system. Naming of Streets and installation of statues in ULBs, and Integrated Low Cost Sanitation scheme; Seasonal Diseases and preventive measures.	

Section / Name of the Superintendent	Name of the Asst.	Subjects being dealt	Officer in charge
<b>OP-Section</b>			
Sri Ch.Simhachalam Superintendent (i/c)	Sri N.Krishna, Sr.Asst. op1	Grade and other Sub-Ordinate employees of office of the C&DMA and all Regional Offices in the State; All Compassionate appointments in the office of C&DMA and RDMA's	K.Venkatarami Reddy Additional Director Sri s.Hari Krishna
	Sri N.Krishna, Sr.Asst.	Permission to hire vehicles; Implementation of Right to Information Act; maintenance of Attendance of all Staff ; purchases of Stationery and other items ; Payment of Bills pertain to Office maintenance ; Procurement of material through Tenders & other processes	Joint Director-I
	Smt. Vanaja, Tappal-I	TAPPAL -I Maintenance of Inward and Outward.	
	Venkata Krishna , Office Sub ordinate, Tappal-2	TAPPAL -II Distribution of Govt.Tappals to the Govt. Department	
	Kishore Kumar, Office Sub ordinate, Tappal-3	TAPPAL -III Despatch of tappals and postal correspondence	

### CO-Ordination

Sri T.HimaPrabhakar Raju	Santoshini, ASO	Conduct of Review Meetings with the RDMA's and MCs Collection and Consolidation of Video Conference notes  Collection and Consolidation of LAQs.LCQs., Zero Hour Proceedings and Assurances.; Trainings ; Any other issues entrusted from time to time by the authority	Sri K.Venkatarami Reddy Additional Director Sri s. Hari Krishna Joint Director-I
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Peshi of the C&DMA	Sri SMS Srinivas PA to CDMA	Maintenance of Personal Dairy of C&DMA.  Attending to Tour Programmes of C&DMA and other misc work as entrusted by the C&DMA from time to time, in addition to attending to all telephone calls of C&DMA.	
Accounts Officer	Sri B. Seshanna, Assistant Director		

**Duties of Accounts officer:**

1. He is drawing officer in respect of Gazetted and Non-Gazetted officers working in the office of the Commissioner and Director of Municipal Administration.
2. Preparation of pay bills of Non-Gazetted and Gazetted, all contingent bills etc, disbursement of salaries and maintenance of relevant records and registers
3. Sanction of loans and advances, House Building Advance, Motor Cycle, Marriage Advance, Festival and Educational Advances etc. PAC meetings, Estimate Committee Meetings, Accountant General Audit and further action thereon.

**Superintendents**

Superintendents are incharge of a section of a Department. He/She is assisted with 2/3 Assistants (Senior Assistants/Junior Assistants). He/She is responsible for all files relating to the

subjects allotted to the assistants under whom he works for the efficient and expeditious dispatch of business at all stages in the sections

### Senior Assistant/Junior Assistants

The main duties of Senior Assistant / Junior Assistant is dealing with cases relating to his/her section and are custodian of the files allotted to them and responsible for maintaining the Registers as prescribed.

### Regional Offices:

For the administrative convenience of the Directorate the entire State is divided into 4 regions, each headed by a Regional Director. The sanctioned Ministerial strength of each Regional office is One Superintendent, Two Senior Assistants, One Junior Assistant, One Typist, One Stenographer, One Attender and one Driver. The jurisdictions of each Regional office along with contact details are given below.

Sl. No	Address of Regional Head office.	Name of the Regional Director	Jurisdiction of each Regional Office.
1	D.No.50-50-35/1,Gurucharan Marg,Vizag Ph: 0891-2535067 FAX : 0891-2535067	Smt .P.Asha Jyoti	Municipalities of Srikakulam, Vizainagaram and Visakhapatnam Districts
2	D.No.75-13-6,Prakash Nagar,Rajahmundry Ph: 0883-2469874 FAX : 0883-2468755	Sri T.Sakala Reddy	Municipalities of East Godavari, West Godavari and Krishna Districts
3	D.No.5-1-1, <sup>st</sup> Lane,Bradipet, Guntur. Ph: 0863-2235960 FAX : 0863-2235960	Sri K.Venkateswarlu	Municipalities of Guntur, Prakasham, and Nellore Districts
4	D.No Arvinda Nagar, Anantapur. Ph: 08554-274013 FAX: 08554-227994	Smt. CH.Vijaya Laxmi	Municipalities of Anantapur, Kurnool, Kadapa and Chittor Districts

### **Powers and Functions of the Regional Directors:**

1. Sanction of T.A.bills of the Municipal Employees up to Special Grade Municipalities.
2. Sanction of T.A.bills of the Chairperson and members of Municipal Councils upto Special Grade Municipalities.
3. Sanction of extra ordinary expenditure up to Rs 2500/- in all Municipalities
4. Appellate powers in service matters in respect of all category of Ministerial employees upto Junior Assistant posts and Public Health employees and upto Health Assistant posts upto Special Grade Municipalities
5. Enquiries against Municipal Commissioners and Municipal Employees upto Special Grade Municipalities
6. Enquiries into allegation against Chairperson and Members of Municipal Council upto Special Grade Municipalities
7. Inspection of Municipalities upto Special Grade Municipalities
8. Review of dairies of Municipal Commissioner of all grades
9. Review of cases of grievances cell in all Municipalities
10. Appointing authority in respect of Junior Assistants and Senior Assistant in all Municipalities
11. Appointing authority in respect of Health Assistants.
12. Powers of transfer of all employees upto Senior Assistant cadre under Ministerial Service and upto Health Assistant cadre under Pubic Health Service.
13. General Supervision of functioning of all Municipalities
14. Disposal of tax appeal in all Municipalities
15. Review on revision of property tax/valuation in all Municipalities
16. Inspection and review of all Plan and Non-plan schemes and development scheme in all the Municipalities
17. Conduct of Review meeting to supervise the implementation of all Plan and Non-plan schemes and development schemes, in co-operation with S.E.(PH),Regional Deputy Director of Town and Country Planning in all the Municipalities.
18. Review of all external aided projects in all the Municipalities.

**CHAPTER-IV**  
**Section 4 (1) (b) (iii)**

**4. 1 THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

All the correspondence or proposals on various issues from the ULBs (Urban Local Bodies) and Government and General Public are received in Tapal Section. On receipt of the same the tapal clerk gives Tapal Number and keeps all Tapal papers in a separate Tapal Book and send it to the Officers concerned. On perusal of Tapal by the Officers concerned, they are sent back to concerned sections. The concerned Assistants will make an entry in the Personal Register and put up the same in the shape of a file with relevant extracts of Acts and rules and submit the file to the concerned Superintendent. The Superintendent will scrutinize the file and write his remarks, and pass on the file to the Assistant Director/Deputy Director/Joint Director and Additional Director and finally to the C&DMA who is the final decision making authority.

**CHAPTER-V**  
**Section 4 (1) (b) (iv)**

**5. 1 THE NORMS SET BY THE DEPARMENT FOR THE DISCHARGE OF ITS FUNCTIONS.**

The usual office hours are from 10-30 a.m. to 5.00 p.m. After punching at Biometric system / signing in the Attendance Register all staff must be in their seats and start work not later than the prescribed hour. They will however be allowed grace time of ten minutes when there is real need. The Deputy Director concerned will monitor the daily attendance.

1. The Service delivery time frame for the services rendered by the Department are given below.

Citizen Related : Complaints on civic amenities and other grievances

Routine matters - 15 days

Other than routine matters - 30 days

(Ex. Policy decision files)

References/Letters from other departments (inter-departmental) Routine matters - 07 days (Ex. U.O.Notes, files)

Other than routine matters - 14 days

(Ex. Policy decision files & files dealing with court matters depends on individual case.)

**CHAPTER-VI**  
**Section 4 (i) (b) (v)**

**6. 1 THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE DEPARTMENT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

In discharging functions of the Department, the following Manuals and the Records are being used.

1. A.P.Municipalities Act, 1965
2. Hyderabad Municipal Corporation Act, 1955
3. Andhra Pradesh Municipal Corporation Act,1994
4. A.P.Ministerial Sub-Ordinate Service Rules, 1996
5. A.P.CCA Rules,1991
6. A.P.Municipal Ministerial Sub-ordinate Service Rules (APMMSS), 1992
7. A.P. Municipal Health (Municipalities) Subordinate Service Rules, 2012
8. A.P.Revised Pension Rules,1980.
9. A.P.Municipal Commissioners sub-ordinate service Rules,1963
10. A.P.Municipal Administration Rules 1990
11. A.P. Municipal Accounts Subordinate Service Rules, 2012.

**CHAPTER-VII**  
**Section 4 (1) (b) (vi)**

**7. 1 A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY MUNICIPAL ADMINISTRATION DEPARTMENT OR UNDER ITS CONTROL.**

1. Government G.Os
2. Election related data like ward division etc

**CHAPTER-VIII**  
**Section 4 (1) (b) (vii)**

**8. 1 THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

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An Expert In-House Committee will be constituted as and when required for suggesting policy decisions.



**CHAPTER-IX**  
**Section 4 (1) (b) (viii)**

**9.1 A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OR TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS COUNCILS COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

There are no such Boards or Committees at Directorate level.

**CHAPTER-X**  
**Section 4 (1) (b) (ix)**

**10. 1 THE DIRECTORY OF OFFICERS AND EMPLOYEES**

<b>Sl.No.</b>	<b>Name of the Individual</b>	<b>Designation</b>
1	Sri K.Kanna Babu	Director
2	Sri K.Venkata Rami Reddy	Additional Director
3	Smt. Shiva Parvathi	RDMA, APPTB
4	Sri Soma Raju	Joint Director
5	Sri S.Hari Krishna	Joint Director
6	Sri. P. Poornachandra Rao	Joint Director
7	R.Somanarayana	Deputy Director
8	B. Seshanna	Assistant Director
9	A.S.N.V.M.Divakar	Assistant Director
10	Sailajavathi	Assistant Director
11	Sri T. Hima Prabhakara Raju	Statistical Officer
12	Sri B.Ramu	MC Grade III
13	D.Chitti Babu	Superintendent
14	G.Chandraiah	Superintendent
15	G. Raghunadha Reddy	Superintendent
16	Ch.Simhachalam	Superintendent
17	G. Ramana Reddy	Superintendent
18	Ch.Satyanarayana	Superintendent
19	K.Venkateswara Rao	Special Category Steno
20	Ts.S.Raju Ebenezer	Sr. Assistant
21	M.Seshagiri Rao	Sr. Assistant
22	M.Balaji Preetam	Sr. Assistant
23	Md.Aslam	Sr. Assistant (on OD as MC)
24	Sri R.G.V. Krishna	Sr. Assistant
25	A.Dada Basha	Sr. Assistant
26	N.Eswara Raju	Sr. Assistant
27	M.Seshu Kumari	Sr. Assistant
28	S.Santhoshini	Sr. Assistant
29	N.Krishna	Sr. Assistant
30	S.M.N.S.Srinivas	Sr. Assistant
31	K. Ramachandra Rao	Sr.Stenographer

32	D.VenkataRamaiah	Sr. Assistant
33	N.V.Krishna chaitanya	Jr. Assistant
34	K. ShaliniDevi	Jr. Assistant
35	V.Diwakar Reddy	Jr. Assistant
36	G. Vanaja	Typist
37	P.Nagarjuna	Driver
38	M.Vijayanand	Office Subordinate
39	S.Venkata Krishna	Office Subordinate
40	D.Kishore Kumar	Office Subordinate
41	Sri K. Nizamuddin	Office Subordinate

**11.1 THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION.**

<b>Sl.No.</b>	<b>Name of the Individual</b>	<b>Designation</b>	<b>Amount drawn per month (Rs.)</b>
1	Sri K.Kanna Babu	Director	72,485
2	Sri K.Venkata Rami Reddy	Additional Director	1,46,020
3	Smt. Shiva Parvathi	RDMA, APPTB	1,20,726
4	Sri Soma Raju	Joint Director	84,297
5	Sri S.Hari Krishna	Joint Director	1,03,694
6	Sri. P. Poornachandra Rao	Joint Director	1,04,892
7	R.Somanarayana	Deputy Director	72,163
8	B. Seshanna	Assistant Director	68,509
9	A.S.N.V.M.Divakar	Assistant Director	51,879
10	Sailajavathi	Assistant Director	49,142
11	Sri T. Hima Prabhakara Raju	Statistical Officer	84,192
12	Sri B.Ramu	MC Grade III	51959
13	D.Chitti Babu	Superintendent	63,368
14	G.Chandraiah	Superintendent	72,163
15	G. Raghunadha Reddy	Superintendent	56,978
16	Ch.Simhachalam	Superintendent	66,825
17	G. Ramana Reddy	Superintendent	56,978
18	Ch.Satyanarayana	Superintendent	58,480
19	K.Venkateswara Rao	Special Category Steno	58,940
20	Ts.S.Raju Ebenezer	Sr. Assistant	88,526
21	M.Seshagiri Rao	Sr. Assistant	56,978
22	M.Balaji Preetam	Sr. Assistant	60,047
23	Md.Aslam	Sr. Assistant (on OD as MC)	68,534
24	Sri R.G.V. Krishna	Sr. Assistant	44,400
25	A.Dada Basha	Sr. Assistant	44,400
26	N.Eswara Raju	Sr. Assistant	49,484
27	M.Seshu Kumari	Sr. Assistant	37,550
28	S.Santhoshini	Sr. Assistant	28,158
29	N.Krishna	Sr. Assistant	57,018
30	S.M.N.S.Srinivas	Sr. Assistant	44,400
31	K. Ramachandra Rao	Sr.Stenographer	49,482
32	D.VenkataRamaiah	Sr. Assistant	26,608
33	N.V.Krishna chaitanya	Jr. Assistant	23,131
34	K. ShaliniDevi	Jr. Assistant	26,159
35	V.Diwakar Reddy	Jr. Assistant	26,159
36	G. Vanaja	Typist	32,898
37	P.Nagarjuna	Driver	42,917
38	M.Vijayanand	Office Subordinate	30,090
39	S.Venkata Krishna	Office Subordinate	7,177
40	D.Kishore Kumar	Office Subordinate	23,834
41	Sri K. Nizamuddin	Office Subordinate	4,809

**CHAPTER-XII**  
**Section 4 (1) (b) (xi)**

**12.1 THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE.**

Agency	Programme/Shcme/Project/Activity purpose for which budget is allocated	(Rs. In lakhs)			
		amount released last year	amount spent last year	budget allocated current year	Budget released current year
C&DMA	Environmental Improvement of Urban Slums (EIUS)	18.00	18.00	1000.00	720.00
	Tribal Sub Plan (TSP)				
	Regional Centre for Urban & Environmental Studies (RCUES)			5.00	3.75
	Protection of Parks & Playgrounds	7.00	7.00	1000.00	720.00
	e-Seva Centres	100.00	36.25	200.00	144.00
	Assistance to New Mplts and Corporations for developmental works	145.00	145.00	1595.00	1147.88
	Assistance to Municipalities / Corporations under INDIRAMMA programme for water supply, tap connections, desiltation incl. ILCS (General, SCP and TSP)	83.00	83.00		
	Assistance to Mplts / Mpl Corporations for Infrastructure incl. developmental works under INDIRAMMA programme (General, SCP & TSP)	18.00	18.00		
	Provisions of Basic facilities in Municipal schools	63.00	63.00	500.00	360.00
	Maintenance of Municipal internal roads (General, SCP & TSP)	2247.00	2247.00	-	-

**CHAPTER-XIII**  
**Section 4 (1) (b) (xii)**

**13. 1 THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

As per the guidelines of the scheme beneficiaries will be identified and disbursed by the Municipal Commissioner.

**CHAPTER-XIV**  
**Section 4 (1) (b) (xiii)**

**14. 1 PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT.**

- NIL -

**CHAPTER-XV**  
**Section 4 (1) (b) (xiv)**

**15. 1 DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.**

The information is available in the following  
website <http://www.aponline.gov.in/>

(Please refer to the Municipal Administration Department)

**CHAPTER -XVI**  
**Section 4 (1) (b) (xv)**

**16.1 THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR  
OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A  
LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

Whatever information is available with the Government in Electronic format, has been hosted on the website <http://www.aponline.gov.in>. This information can be downloaded by the citizens from this website at free of cost. In addition to the above, visitors with any problems are welcome between 3 PM To 5 PM every day to meet any of the designated officials i.e Additional Director, Joint Directors and Deputy Director.

**CHAPTER-XVII**  
**Section 4 (i) (b) (xvi)**

**17. 1 THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE  
PUBLIC INFORMATION OFFICERS.**

Sl No	Name of the officer/Designation	Appointed as per the Act.	Contact No.	Address
1	Sri S.Hari Krishna Joint Director	Appellate Authority	040- 23302154	O/o Director of Municipal Administration Sri Krishna Enclave,Annapurna Nagar 5 <sup>th</sup> Line, 4/7 Inner Ring Road Gorantla – 522034 Guntur District.
2	Sri T.Hima Prabhakar Raju Statistical Officer	Public Information Officer	040- 23302154	O/o. Director of Municipal Administration, 640, A.C.Guards, Hyderabad
3		Assistant Public Information Officer		

**CHAPTER-XVIII**  
**Section 4 (1) (b) (xvii)**

**18. 1 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND  
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR**

- NIL -