

# MUNICIPAL CORPORATION RAJAHMUNDRY



RIGHT TO INFORMATION ACT – 2005

## **MANUAL**

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## CHAPTER – I

### INTRODUCTION

1.1 This manual is prepared in accordance with Right to Information Act – 2005 to speak out the required details for effective implementation of the act. The main objective of this act is to provide all kinds of information to Citizens for better transparency.

1.2 **Objective of this hand book:**

The different jobs which are being arrived on by Municipal Corporation and its staff pattern for looking after each job are detailed in this manual so that any information on any item can be easily accessed with clear idea.

1.3 **Intend users :**

Citizens, Civil Society organizations, Public representations, officers and employees of Public Authority

| <b>CHAPTER - 2</b>   |                                       |   |   |                     |
|--|---------------------------------------|---|---|---------------------|
| <b>ORGANISATION, FUNCTIONS AND DUTIES</b>                        |                                       |   |   |                     |
| <b>(SECTION 4 (1) (b) (i)</b>                                    |                                       |   |   |                     |
| <b>2.1 PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES</b> |                                       |   |   |                     |
| <b>SL. NO.</b>   | <b>NAME OF THE ORGANISATION</b>       | <b>ADDRESS</b>  | <b>FUNCTIONS</b>  | <b>DUTIES</b>       |
| 1  | Municipal Corporation,<br>Rajahmundry | Municipal Corporation,<br>Opp Subrahmanya<br>Maidanam,<br>Rajahmundry | Providing all Services like Sanitation, Roads, Drains, Water Supply, Lighting and Maintenance of Schools, Parks, Play Grounds, Registration of Birth and Death. | All Exertive duties |

**CHAPTER - 3**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**(SECTION 4 (1) (b) (ii) )**

3.1 PLEASE PROVIDE DETAILS OF THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE AUTHORITY BY DESIGNATION AS FOLLOWS:

| <b>SL.NO.</b> | <b>NAME OF THE OFFICER / EMPLOYEE</b> | <b>DESIGNATION</b> | <b>DUTIES ALLOTTED</b>                                     | <b>POWERS</b>   |
|---------------|---------------------------------------|--------------------|--|---|
| 1             | Commissioner                          | Statutory :        | Entire Administration                                      | To discharge all Powers under Corporation Act                       |
|               |                                       | Administrative :   | Executive Authority  | Administrative, Appointing and Disciplinary Authority               |
|               |                                       | Financial          | All Financial Powers with in provision of Corporation Act. | Cheque Power  |
|               |                                       | Other :            | -  | -   |
| 2             | Additional Commissioner               | Statutory:         | Administration and Public Health Section                   | Administration and Public Health Section                            |
|               |                                       | Administrative :   | -  | -   |
|               |                                       | Financial          | -  | -   |
|               |                                       | Other :            | -  | -   |
| 3             | Deputy Commissioner                   | Statutory :        | Tax Collection   | Assessment of Taxes as fixed by Executive Authority and Collection. |
|               |                                       | Administrative :   | -  | -   |
|               |                                       | Financial          | -  | -   |
|               |                                       | Other              | -  | -   |
| 4             | City Planner                          | Statutory :        | Town Planning  | Plan releases, Processing for Layouts, Enforcing Master Plan.       |
|               |                                       | Administrative     | -  | -   |
|               |                                       | Financial          | -  | -   |
|               |                                       | Other              | -  | -   |

|   |                          |                |                                     |  |
|---|--------------------------|----------------|-------------------------------------|--|
| 5 | Superintending Engineer  | Statutory :    | Monitoring entire Engineering Works | Technical Sanction Powers upto 50.00 Lakhs, Processing all works related files.    |
|   |                          | Administrative | -                                   | -  |
|   |                          | Financial      | -                                   | -  |
|   |                          | Other          | -                                   | -  |
| 6 | Municipal Engineer       | Statutory :    | Monitoring Engineering Works        | Technical Sanction Powers upto 10.00 Lakhs and Processing all works related files. |
|   |                          | Administrative | -                                   | -  |
|   |                          | Financial      | -                                   | -  |
|   |                          | Other          | -                                   | -  |
| 7 | Municipal Health Officer | Statutory :    | Health, Sanitation                  | Local Health Authority.  |
|   |                          | Administrative | -                                   | -  |
|   |                          | Financial      | -                                   | -  |
|   |                          | Other          | -                                   | -  |

## CHAPTER 4

## PROCEDURE FOLLOWED IN DECISION - MAKING PROCESS

## (SECTION 4 (1) (b) (iii))

4.1 DESCRIBE THE PROCEDURE FOLLOWED IN DECISION - MAKING BY THE PUBLIC AUTHORITY.

| ACTIVITY   | DESCRIPTION  | DECISION - MAKING PROCESS   | DESIGNATION OF FINAL DECISION MAKING AUTHORITY |
|--|--|---|--|
| Goal-Setting and Planning                                  | Each department will prepare its action plan                 | Field Officers will give remarks, Departmental Heads will scrutiny and submit to Executive Authority                        | Commissioner                                   |
| Budgeting  | Preparation of annual Receipts and Expenditure Statements    | Commissioner will put financial statement to standing committee which prepares budget.                                      | Council  |
| Formulation of Programmes, Schemes and Projects            | Different Programmes Schemes of State and Central Government | Commissioner in consultation with concerned departments and Municipal Council   | Council  |
| Recruitment / hiring of personnel                          | Permanent Employees, Society Workers, Contract Workers       | Commissioner, Standing Committee, Council   | Commissioner, Standing Committee, Council      |
| Release of Funds   | Payments to Works, Salaries and Other Expenditure            | Commissioner will finalize on the basis of bills submitted by different departments after pre audit by Examiner of Accounts | Commissioner                                   |
| Implementation /delivery of service / utilization of funds | Execution of Different Works                                 | On the basis of Council / Standing Committee Resolutions execution is taken up by Commissioner                              | Commissioner                                   |
| Monitoring and Evaluation                                  | Supervision  | Commissioner with the help of field staff.  | Commissioner                                   |
| Gathering feedback from public                             | By making visits in Wards.                                   | -   | Commissioner                                   |
| Under taking improvements                                  | Regular Planning of all requirements                         | -   | Commissioner                                   |

**CHAPTER 5**  
**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**  
**(SECTION 4 (1) (b) (iv))**

5.1 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 (CITIZEN'S CHARTER, SERVICE CHARTER ETC.) |
|--------|---|--|--------------------------------------|------------|--|
| 1      | A | Assessment of House Tax / Vacant land tax, Allotment of Door Number and Division of Property Tax |                                      | 15 Days    | Citizen Charter  |
|        | B | Title Transfer of House Tax / VLT  |                                      | 15 Days    | Citizen Charter  |
|        | C | Sanction of solvency certificate   |                                      | 3 Days     | Citizen Charter  |
|        | D | Demand Extract   |                                      | 15 Days    | Citizen Charter  |
|        | E | Revision petition of Property Tax  |                                      | 15 Days    | Citizen Charter  |
| 2      | A | Permission of General Buildings Constructions  |                                      | 15 Days    | Citizen Charter  |
|        | B | Sub-Division of Plots  |                                      | 15 Days    | Citizen Charter  |
|        | C | Extract of Town Survey   |                                      | 15 Days    | Citizen Charter  |
| 3      | A | Sanction of Domestic Water Tap   |                                      |            |  |
|        |   | i) General   |                                      | 30 Days    | Citizen Charter  |
|        |   | ii) Rs.200/-   |                                      | 30 Days    | Citizen Charter  |
|        | B | Repairs to domestic Water Tap Connection   |                                      | 3 Days     | Citizen Charter  |
| 4      | A | Sanction of Birth and Death Certificates   |                                      | 7 Days     | Citizen Charter  |
|        | B | Sanction of License for D & O Trade Business   |                                      | 15 Days    | Citizen Charter  |
|        | C | Santions of No Objection Certificates for private schools and other trades                       |                                      | 2 Days     | Citizen Charter  |

**CHAPTER 6**  
MUNICIPAL ADMINISTRATION DEPARTMENT

Roc.No.

Dt. 11-11-2005

Sub: Right to information Act.2005 – Fee to be collected by the Public Authorities to furnish information under sub-section (1) of section 6 of the Act-Reg.

Ref: G.O.Ms.No. 454 dt.13-10-2005 of the General Administration (I&PR.II) Department.

\* \* \* \* \*

The Govt. vide reference cited, have issued the following orders regarding collection of fee by the Public Authorities to furnish information under Right to information Act.2005.

1. Application Fee to accompany request for obtaining information.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee fo 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 reads.

2. Fee to 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 rats.

A) Priced Material:

Publications printed matter text, maps, plans, floppies, CDs, samples, models or material in any other form which are priced the sate price there of.

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 thereof
- III. Maps and plans – actual cost thereof
- IV. Information in Electronic format viz floppy, CD or DVD
  - (a) Rs.50/- for floppy of 1.44 MB.
  - (b) Rs.100/- for CD of 700 MB.
  - (c) 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 charge minutes (or fraction there of) there after.
- VII. Material to be sent by post – the actual postal charges in addition to the charge payable as per these rules.

All the Public Authorities under the control of the Municipal Administration are requested to follow the above thoroughly.

## Chapter 7

## Categories of Documents held by the Public Authority under its Control

[ Section 4(1) (b) v (i) ]

7.1 Provide information about the official documents held by the public authority or under its control

| Sl. No.  | Category of document | Title of the document                          | Designation and address of the custodian (held by / under the control of whom) |
|--|----------------------|--|--|
| 1  | ENQUIRIES            | a) At the beginning of the year                | MANAGER  |
|  |                      | b) Received during the year                    |  |
|  |                      | c) Completed and reported during the year      |  |
|  |                      | d) Balances                                    |  |
| 2  | TAX APPEALS          | a) At the beginning of the year                | REVENUE OFFICER  |
|  |                      | b) Received during the year                    |  |
|  |                      | c) Disposed during the year                    |  |
|  |                      | d) Balances                                    |  |
| 3  | SERVICE APPEALS      | a) At the beginning of the year                | MANAGER  |
|  |                      | b) Received during the year                    |  |
|  |                      | c) Disposed during the year                    |  |
|  |                      | d) Balances                                    |  |
| <b>2.17 Number and nature of scheme works physically in specter and instructions issued to the Municipal Corporation</b> |                      |  |  |
| 1  | CASH                 | i) Pay Bill Register                           | ACCOUNTANT   |
|  |                      | ii) Establishment Acquaintance Register        |  |
|  |                      | iii) Cash Book                                 |  |
|  |                      | iv) Undisguised Pay Register                   |  |
|  |                      | v) T.A Bill Register                           |  |
|  |                      | vi) GPF Register                               |  |
|  |                      | vii) Tour advance Register                     |  |
|  |                      | viii) Festival advance Register                |  |
|  |                      | ix) Special Festival advance Register          |  |
|  |                      | x) Marriage Advance Register                   |  |
|  |                      | xi) House Building Advance Register            |  |
|  |                      | xii) Office Expenses Register                  |  |
| 2  | RECORDS              | I) Record issue Register                       | MANAGER  |
|  |                      | ii) Stationary Receipt / issue Register        |  |
|  |                      | iii) Cash Book Register                        |  |
|  |                      | iv) Library Register                           |  |
|  |                      | v) Library issue Register                      |  |
| 3  | TAPPAL               | i) Grievances Register                         | MANAGER  |
|  |                      | ii) CMP Cases Register                         |  |
|  |                      | iii) L.A.Q / L.S.Q Register                    |  |
|  |                      | iv) Assurance Register                         |  |
|  |                      | v) Public Account Committee Reference Register |  |
|  |                      | vi) Register of Suits                          |  |
|  |                      | vii) Register of Lok-Ayukta Cases              |  |
|  |                      | viii) Register Post Register (in Ward)         |  |

|   |                        |   |                                   |
|---|------------------------|---|-----------------------------------|
| 4 | ROUTINE                | i) M.P's / MLA's / Ministers References Register  | MANAGER<br>MHO                    |
|   |                        | ii) Station Register of Municipal Commissioners. APMSS Members. Sanitary Supervisions and Sanitary Inspectors |                                   |
| 5 | ESTABLISHMENT          | i) Attendance Register  | MANAGER<br>ACCOUNTANT             |
|   |                        | ii) Casual Leave Register   |                                   |
|   |                        | iii) Establishment Register (Temporary / Permanent)   |                                   |
|   |                        | iv) L.P.C Register (In Ward / Out ward)   |                                   |
|   |                        | v) Treasury Bill Register   |                                   |
|   |                        | vi) Budget Control Register   |                                   |
| 6 | DEPARTMENTAL<br>MANUAL | vii) Contingent Bill Register   | ACCOUNTANT<br>ENGINEER<br>MANAGER |
|   |                        | viii) Vehicle Log Book  |                                   |
|   |                        | ix) Register of Punishments   |                                   |
|   |                        | x) Service Register   |                                   |
| 7 | ROUTINE                | i) Late Attendance Register   | ACCOUNTANT<br>ENGINEER<br>MANAGER |
|   |                        | ii) Turn duty Register  |                                   |
|   |                        | iii) Movement Register of staff and officers  |                                   |
|   |                        | iv) Trunk Call Register   |                                   |
| 8 | PROCESSING             | i) Personal Register  | MANAGER<br>ENGINEER<br>ACCOUNTANT |
|   |                        | ii) Periodical Register   |                                   |
|   |                        | iii) Tools and Plant Register   |                                   |
|   |                        | iv) Loans Register  |                                   |
| 9 | DESPATCH               | i) Local Delivery Register  | MANAGER                           |
|   |                        | ii) Postal Dispatch Register  |                                   |
|   |                        | iii) Registered Post Dispatch Register  |                                   |
|   |                        | iv) Stamp Account / Service Postage Register  |                                   |
|   |                        | v) Fair copy Register   |                                   |

## CHAPTER - 8

**ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF****(SECTION 4 (1) VIII )**

8.1 Describe arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies?

| <b>SL.NO.</b> | <b>FUNCTION / SERVICE</b>   | <b>ARRANGEMENTS FOR CONSULTATION WITH OR REPRESENTATION OF PUBLIC IN RELATIONS WITH POLICY FORMULATION</b> | <b>ARRANGEMENTS FOR CONSULTATION WITH OR REPRESENTATION OF PUBLIC IN RELATIONS WITH POLICY IMPLEMENTATION</b>       |
|---------------|---|--|---|
| 1             | Budget related,<br>Administrative Sanctions<br>and Policy Decisions | Wards Committee,<br>Standing Committee<br>Council  | Fortnightly Meeting of Wards<br>Committee<br>Weekly Meetings of Standing<br>Committee<br>Regular Meeting of Council |

## CHAPTER - 9

## BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

## SECTION 4 (1) (b) v (iii) )

9.1 Please provide information on councils, committees and other bodies related to the public authority in the following format.

| Name of Board<br>Council, Committee<br>etc. | Composition  | Powers and Functions   | Whether its Meetings open<br>to Public / Minutes of its<br>Meetings accessible for<br>Public |
|---|--|--|--|
| Council                                     | 50 Ward Members<br><br>Co-Opted Members<br><br>MLA's<br><br>and MLC as<br>Ex-Officio Members | Budget<br><br>Policy discussions   | Yes<br><br>(Minutes book will be available<br>with Secretary during office<br>hours)         |
| Standing Committee                          | Mayor + 5 Nos.<br>Wards Committee<br>Chairpersons  | Budget Preparation<br><br>Administrative and<br><br>Financial Sanctions<br><br>Finalisation of leases,<br>tenders<br><br>Recruitment<br><br>Scrutiny of accounts | NO   |

9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure /cost of access and officer to be contacted.

**MUNICIPAL CORPORATION :: RAJAHMUNDRY  
LIST OF CELLULAR PHONE NUMBERS.**

| <b>S. No.</b> | <b>Designation</b>              | <b>Land No.</b> | <b>Cell No.</b> |
|---------------|---------------------------------|-----------------|-----------------|
| 1             | Commissioner                    | 2479995         | 98666 57600     |
| 2             | Addl. Commissioner              | 2479801         | 98499 08358     |
| 3             | Superintending Engineer         | 2479827         | 98666 57627     |
| 4             | Executive Engineer              | 2421497         | 98666 57607     |
| 5             | Dy.Executive Engineer - I       |                 | 98666 58523     |
| 6             | Dy.Executive Engineer - II      |                 | 98666 57604     |
| 7             | Dy.Executive Engineer - III     |                 | 98666 57608     |
| 8             | Dy.Commissioner.                | 2479801         | 98499 08323     |
| 9             | City Planner.                   | 2479819         | 98492 15622     |
| 10            | Municipal Health Officer.       | 2479839         | 98499 08348     |
| 11            | Revenue Officer.                | 2479808         | 98499 08349     |
| 12            | Examiner of Accounts.           | 2421497         | 98499 08362     |
| 13            | Manager.                        | 2479806         | 98665 58973     |
| 14            | Accountant.                     | 2479807         | 98666 57611     |
| 15            | Assistant Engineer              |                 | 98666 57606     |
| 16            | Assistant Engineer              |                 | 98666 57605     |
| 17            | Assistant Engineer              |                 | 98666 57609     |
| 18            | Assistant Executive Engineer    |                 | 98666 57610     |
| 19            | Assistant Engineer - Electrical | 2479818         | 98499 08355     |
| 20            | Town Planning Supervisor -1.    |                 | 98666 57621     |
| 21            | Town Planning Supervisor -2     |                 | 98666 57622     |
| 22            | Town Planning Supervisor -4     |                 | 98665 58976     |
| 23            | Town Planning Building Overseer |                 | 98666 57620     |
| 24            | Town Planning Building Overseer |                 | 98666 57625     |
| 25            | Town Planning Building Overseer |                 | 98666 57624     |
| 26            | Town Surveyor                   |                 | 98666 57615     |
| 27            | Revenue Inspector - I           |                 | 98665 58972     |
| 28            | Revenue Inspector - III         |                 | 98665 58971     |
| 29            | Revenue Inspector - IV          |                 | 98665 58975     |
| 30            | Revenue Inspector - IV          |                 | 98665 58974     |
| 31            | CC to Commissioner              | 2479821         | 98666 57612     |
| 32            | CC to Mayor                     | 2479991         | 98666 57628     |
| 33            | E1                              | 2421496         | 98499 08344     |
| 34            | A1                              | 2421491         |                 |
| 35            | A11                             |                 | 98499 08345     |
| 36            | Town Project Officer            | 2421498         | 98665 58977     |
| 37            | Tap Inspector                   |                 | 99899 95446     |
| 38            | Tap Inspector                   |                 | 99899 95447     |
| 39            | Sanitary Supervisor - I         | <b>Silt</b>     | 98499 08326     |
| 40            | Sanitary Supervisor - II        | <b>11</b>       | 98499 08336     |

|    |   |           |  |             |
|----|---|-----------|--|-------------|
| 41 | K. Rajanidevi, Sanitary Inspector         | 15        |  | 99515 48322 |
| 42 | K. Srinivasa Rao, Sanitary Inspector      | 2         |  | 98499 08330 |
| 43 | M.K. Nabudripad, Sanitary Inspector       | 3         |  | 98499 08341 |
| 44 | Sd. Khasim, Sanitary Inspector            | 4         |  | 98499 08334 |
| 45 | Vasurumarthi Rama Rao, Sanitary Inspector | 6         |  | 98499 08332 |
| 46 | Vaska Rama Rao, Sanitary Inspector        | 7         |  | 98499 08335 |
| 47 | G. Narayana Rao, Sanitary Inspector       | 8         |  | 98499 08325 |
| 48 | A. Satyanarayana, Sanitary Inspector      | 9,<br>10  |  | 98499 08327 |
| 49 | I Srinivas, Sanitary Inspector            | 5         |  | 99890 27508 |
| 50 | K. Maniraju, Sanitary Inspector           | 13        |  | 98499 08343 |
| 51 | R.V.Ramana Rao, Sanitary Inspector        | 14        |  | 98499 08342 |
| 52 | K.R.L. Reddy, Sanitary Inspector          | 1         |  | 98499 08328 |
| 53 | K. Perumalla Raju, Sanitary Inspector     | 16,<br>18 |  | 98499 08329 |
| 54 | D. Ramesh, Sanitary Inspector             | 20        |  | 98499 08333 |
| 55 | K.L.S. Prasad, Sanitary Inspector         | 17        |  | 98499 08339 |
| 56 | I Srinivas, Sanitary Inspector            | 12        |  | 98499 08337 |
| 57 | D Danavai, Sanitary Inspector             | 19        |  | 99898 76763 |

ADMINISTRATIVE DEPARTMENT**I) ORGANISATION:-**

The Administrative Section in Municipal Corporation, Rajahmundry consisting the following officers and staff:

|     |                                    |        |
|-----|------------------------------------|--------|
| 1.  | Commissioner (Cadre Post)          | 1 No.s |
| 2.  | Additional Commissioner            | 1 No.s |
| 3.  | Manager                            | 1 No.s |
| 4.  | Senior Assistants                  | 2 No.s |
| 5.  | Junior Assistants                  | 3 No.s |
| 6.  | Typists                            | 3 No.s |
| 7.  | Record Assistants                  | 4 No.s |
| 8.  | Office Subordinates                | 5 No.s |
| 9.  | Watchmen's                         | 1 No.s |
| 10. | Computer Operator (Society Worker) | 3 No.s |
| 11. | Xerox Operator (Society Worker)    | 1 No.  |

**FUNCTIONS AND DUTIES**

The Basic function of administration section is to look after the overall control on all section and particularly matters relating to establishment and general administration, receipt and distribution of currents and also maintenance of office Record Room, During the said process the administrative section is performing the following functions / duties :-

1. All the establishment matters of employees working in the Municipal Corporation both teaching and non-teaching.
2. Receipt of tapals and distribution of currents.
3. Dispatch of letters and other correspondence.
4. Maintenance of office Record Room.
5. Issue of duplicate pattas, property tax demand extracts etc.,
6. Conducting of elections to ward members and ward committees as per Hyderabad Municipal Corporation Act, 1955
7. Guest Houses, Aanam Kala Kendram and Subrahmanya Maidanam Reservations
8. Implementation of Mid-Day Meal programme in all Municipal Corporation Elementary Schools

9. Computerisation, Typing of Fair Copies and other Office Records and reports.

10. Maintained the following records. :-

- a. Personal Registers
- b. Service Registers
- c. Periodical Increment Registers
- d. Communal Rosters, Paybill Registers etc.,
- e. Attendance Registers of staff.
- f. Dispatch Registers
- g. Record Issue Register.
- h. Fair Copy Registers

## II) **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES** :-

### 1) **COMMISSIONER** :-

The entire executive power for the purpose of carrying of the provisions of the Hyderabad Municipal Corporation Act – 1955 and of any other law for the time being in force which imposes any duty, or confer any power on the Corporation vests in the Commissioner. (Section 117 (3) and 118 of Municipal Corporation Hyderabad Act – 1955).

### 2) **ADDITIONAL COMMISSIONER** :-

Subordinate to Commissioner and shall exercise such of the powers and perform such of the duties as the Commissioner shall from time to time depute to the additional commissioner (section 106) (1) Municipal Corporation, Hyderabad Act 1955) under section 199 law relating to Municipal Corporation in Andhra Pradesh amended act – 3 of 1994. The following powers and functions of the Commissioner are delegated to the Additional Commissioner.

- To order payment of pay and allowance of all the staff other than Gazetted
- Payment of T.A. Bills, L.T.C. Bills, H.T.C. Bills of all the officers and staff other than Gazetted cadre.
- Sanction of expenditure and order payment of all bills relating to PA of the employee telephone bills, electrical CC charges, petrol bills, contractor deposits, F.B.F., G.I.S., I.T., SSS, Advertisement charges, L.I.C., Suits.

- Sanction periodical increments, pensions and pensionary benefits to all retired employees as may be fixed by direct of local fund audit.
- Grant leave of options to all employees.
- Sanction surrender leave, Earned leave, pay fixations to both teaching and non-teaching.
- Recommended the co-loan application
- To close files as L.Dis., N.Dis., D.Dis., and R.Dis. pertaining to B, C, and D Sections.
- D.Dis and R.Dis of E, F and G Sections.
- Monitor, Grievance Cell, New's items, Call Centre and observations Cell.
- Inspection of all schools, dispensaries, to sign agreements for all printing and stationary.
- Initiation of disciplinary action against all officers and employees other than Gazetted upto the level of framing charges.
- Lest check and scrutinize the assessments made by the D.C. (Revenue).
- Personal Registers checking
- Assessment of property tax whose MRC is Rs. 1,500/- to 2,500/- and VLT., Capital value Rs. 5,00,000/- to 7,50,000/- larch except offices and commercial complexes.
- To pursue files pertaining to sanitary section
- Inspect sanitation
- To sign IT returns, Bills of salaries of teaching and non-teaching staff
- To signed on the proceedings, identity cards, pertaining to widow pensions, C-Bills of C&D Sections, extracts of house pattas.

### **3) MANAGER :-**

Senior Assistant is temporarily kept in charge for Manager post. The following are the duties and functions delegated to her

- To receive registered post, M.O.'s addressed to the Commissioner and to account for.
- Sign the fair copies of C & D Sections

- Granting of CC to all ministerial staff, Office Subordinates, H.M.'s and Mos except section heads.
- Proceedings of all establishment files, compassionate files checking of personal registers, attestation of S.R. entries of General and Teaching Establishment.
- Attestation of entries of stationery in the stock register processing of all scheme bills and files, and daily checking of petty cash books.
- Daily verification of Chitta and signing of daily remittance challanas.

**4) C1 SENIOR ASSISTANT :**

- Main office Establishment matters of all Ministerial, Class-IV Employees.

**5) C2 JUNIOR ASSISTANT :**

- S.J.S.R.Y. Loans, Dwacua Mahila Groups and other scheme loans.

**6) C3 JUNIOR ASSISTANT :**

- Secondary Education Establishment matters

**7) C4 SENIOR ASSISTANT :**

- Elementary Education Matters

**8) C5 SENIOR ASSISTANT :**

- Compassionate Appointments, Conducting Elections, Municipal Gust House, Subrahmanya Maidanam and Community Halls etc.

**9) D1 JUNIOR ASSISTANT :**

- Issue of Stationery and Records etc. to staff.

**10) TYPISTS :**

- 4 Posts

**11) RECORD ASSISTANTS :**

- 4 Posts.

**12) OFFICE SUBORDINATES:**

- 15 Members

**13) WATCHMEN :**

- 1 Post.

**14) COMPUTER OPERATORS :**

- 2 Members (Society Workers)

**15) CONTRACT WORKERS :**

- 5 Members (Society Workers)

**III) PROCEEDINGS FOLLOWED IN THE DECISION MAKING PROCESS**

The Administrative Section has to take decisions over the following categories of files

- 1) Pay Fixations
- 2) Leave sanctions
- 3) Postings, Transfers and Punishments.
- 4) All Establishment Matters.

**IV) STATEMENT OF THE CATEGORIES OF DOCUMENTS UNDER CONTROL**

- 1) Municipal Corporation, Hyderabad Act – 1955
- 2) Fundamental Rules and Subsidiary Rules.
- 3) C.C.A. and Conduct Rules
- 4) A.P. Leave Rules
- 5) Personal Register
- 6) Annual increment Registers
- 7) Service Registers
- 8) Attendance Registers
- 9) Pay Bill Registers

| <b>STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN THE MUNICIPAL CORPORATION, RAJAHMUNDRY</b> |   |                                      |   |
|--|---|--------------------------------------|---|
| <b>NAME OF THE SECTION : ADMINISTRATIVE SECTION</b>  |   |                                      |   |
| <b>Sl. No.</b>   | <b>Name of the Officers / Employees</b> | <b>Designation</b>                   | <b>Receipt of Remuneration per Month (in Rs.)</b> |
| <b>CADRE POSTS</b>   |   |                                      |   |
| 1  | Y. Sai Sreekanth                        | Commissioner (FAC)                   | 50037.00  |
| 2  |   | Additional Commissioner              | -   |
| 3  | Vacant                                  | Deputy Commissioner                  | -   |
| <b>MINISTERIAL ESTABLISHMENT</b>   |   |                                      |   |
| 4  | Smt. K. Kanya Kumari                    | Manager In-charge (Senior Assistant) | 31182.00  |
| 5  | Sri M.V. Rama Rao                       | Junior Assistant                     | 27178.00  |
| 6  | Sri T. Suresh                           | Junior Assistant                     | 12777.00  |
| 7  | Sri T.Ch.V. Satya Mohan                 | Junior Assistant                     | -   |
| 8  | Sri D. Rama Satyam                      | Junior Assistant                     | 26463.00  |
| 9  | Smt. A. Lalitha                         | Junior Assistant                     | 25023.00  |
| 10   | Sri D. Saibabu                          | Typist                               | 25283.00  |
| 11   | Kum. B. Indira Bai                      | Typist                               | 37765.00  |
| 12   | Sri K. Chandra Sekhar                   | Typist                               | 17620.00  |
| 13   | Sri Allampalli Srinivas                 | Record Assistant                     | 16016.00  |
| 14   | Sri Peruri Subbarao                     | Record Assistant                     | 14726.00  |
| 15   | Sri K.V.R.S. Sarma                      | Record Assistant                     | -   |

| <b>CLASS - IV ESTABLISHMENT</b> |                            |                     |          |
|---------------------------------|----------------------------|---------------------|----------|
| 16                              | Sri M.Veera Swamy          | Officer Subordinate | 23889.00 |
| 17                              | Sri B.Subbarao             | Office Subordinate  | 24559.00 |
| 18                              | Sri G. Gopala Rao          | Office Subordinate  | 15776.00 |
| 19                              | Sri P. Satyanarayana       | Office Subordinate  | 23044.00 |
| 20                              | Sri V. Kanteswara Rao      | Office Subordinate  | 20615.00 |
| 21                              | Sri V. Anjibabu            | Office Subordinate  | 17410.00 |
| 22                              | Sri Kudupudi Satyanarayana | Office Subordinate  | 20615.00 |

|                        |                           |   |                        |
|------------------------|---------------------------|---|------------------------|
| 23                     | Kum. Kanchumarthi Shamili | Office Subordiante                          | 10147.00               |
| 24                     | Sri N.D.V. Lova Raju      | Office Subordinate                          | 11707.00               |
| 25                     | Sri K. Subbaiah           | Watchmen                                    | 18320.00               |
| <b>SOCIETY WORKERS</b> |                           |   |                        |
| 26                     | K. Sathiraju              | Computer Operator<br>(Citizen Charter)      | Rs.5500/- per<br>month |
| 27                     | K. Satyanarayana          | Computer (DTP)<br>Operator (Main Office)    | Rs.5500/- per<br>month |
| 28                     | J.V.N. Subrahmanyam       | Computer Operator<br>(Education Wing)       | Rs.5500/- per<br>month |
| 29                     | V. Rajababu               | Computer Operator<br>(Commissioner Chamber) | Rs.5500/- per<br>month |

The Budget allocations pertaining to C & D Sections are available in the yearly Budget of Municipal Corporation and the details are available is an Electronic Form.

The Additional Commissioner and Manager (i/c) are the responsible officers for the matters related to C & D Sections.

ACCOUNTS DEPARTMENT**1. ORGANISATION:**

The accounts section, Rajahmundry municipal corporation consisting of following officers & Staff:

- 1) Accountant : Vacant
- 2) Sr. Assistant : 2 No.s out of 3 nos. ( B1 & B3, B2 are vacant)
- 3) Jr. Assistant : B4, B5, B6, B7, B8, B9, B10
- 4) Office Subordinate : 1 no.

**FUNCTIONS AND DUTIES of ACCOUNTS SECTION:**

1. Finalisation of All Accounts includes preparation of Bank reconciliations, Monthly receipts & payments accounts and Annual accounts.
2. Submission of the Accounts for the Audit.
3. Preparation of Budget and Maintenance of records for Budget control..
4. Passing of Bills related to the Staff, Contractors and all other financial bills.
5. Maintenance of all subsidy records related to the Accounts function as given below:
  - a) Posting Register.
  - b) Chitta
  - c) Cheque Register
  - d) Cash books
  - e) Deposit Register
  - f) Grant Register
  - g) Loans Register
  - h) Advances Register
  - i) Voucher Adjustment Register.
  - j) Budget Allocation Registers.
  - k) Salaries & Pensions Registers
  - l) APGIS & GIS Registers.
  - m) LIC recoveries Register.
  - n) Treasury Bills passing Register.
  - o) Provident Fund Ledgers.
  - p) Investment Register.

**2 ) POWERS & DUTIES OF OFFICERS & STAFF:****1. Accountant :**

- a) Preparation of Budget.
- b) Finalisation of Monthly & Annual accounts.
- c) Supervision of All Registers related to Accounts staff.

**2. Senior Assistant ( B 1):**

- a) Passing of Salary Bills
- b) Passing of Contract Bills and all other bills.
- c) Assist to Accountant in preparation of Budget and Monthly accounts.

**3. Senior Assistant ( B 2):**

- a) Signing of Challanas on behalf of Commissioner
- b) Maintenance of Rough chitta.
- c) Maintenance of Grant Register.
- d) Passing of Bills of Teaching Staff and Public Health Staff
- e) Passing of Supply bills.

**4. Senior Assistant ( B 3):**

- a) Maintenance of Pension Registers
- b) Submission of Pension proposals.
- c) Maintenance of Pension correspondence.

**5. Junior Assistant ( B 4):**

- a) Correspondence function related to Provident Fund.
- b) Maintenance of Loan Register.
- c) Preparation & maintenance of PF ledgers.

**6. Junior Assistant ( B 5):**

- a) Maintenance of Advance Registers and Realisations
- b) Maintenance of Old Age Pensions and related correspondence.

**7. Senior Assistant ( B 6):**

- a) Maintenance of Deposit Registers of all accounts.
- b) Maintenance of Refunds of all Recovery Registers of the staff.

**8. Sharoff ( B 7):**

- a) Daily Remittances.
- b) Presentation of cheques for collection to the Banks.
- c) Maintenance of Miscellaneous cash disbursements.

**9. Additional Sharoff ( B 8):**

- a) Cash collection and Maintenance of Chitta.
- b) Maintenance of Cheque Receipt Register.

**10. Junior Assistant ( B 9):**

- a) Preparation and Maintenance of APGIS & FBF records.
- b) Correspondence related to APGIS & FBF.

**11. Junior Assistant ( B 10):**

- a) Maintenance of Miscellaneous Demand Register.
- b) Maintenance of Salary Saving Scheme Registers (LIC Registers).

**12. Attenders :**

- a) One to Assist the Accounts Section.

| <b>STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN THE MUNICIPAL CORPORATION , RAJAHMUNDRY.</b> |  |                              |  |
|--|--|------------------------------|--|
| <b>NAME OF THE SECTION : ACCOUNTS SECTION</b>  |  |                              |  |
| <b>Sl. No.</b>   | <b>Name of the Officer / Employees</b> | <b>Designation</b>           | <b>Receipt of Remuneration per Month ( in Rs.)</b> |
| 1  | Vacant                                 | Accountant                   | --   |
| 2  | Sri R.V. Prasada Rao                   | Accountant in Charge ( B 1 ) | 33851.00   |
| 3  | Vacant                                 | Junior Assistant ( B 2 )     | -  |
| 4  | Kum. M.D.D. Krupali                    | Junior Assistant ( B 3 )     | 26463.00   |
| 5  | Smt. A. Jayasree                       | Junior Assistant ( B 4 )     | 27198.00   |
| 6  | Vacant                                 | Junior Assistant ( B 5 )     | -  |
| 7  | Sri Y.T. Venkateswarlu                 | Junior Assistant ( B 6 )     | 24349.00   |
| 8  | Sri M. Uma Shankar                     | Junior Assistant ( B 7 )     | 21799.00   |
| 9  | Sri B.V.S.A. Subba Laxmi               | Junior Assistant ( B 9 )     | 23724.00   |
| 10   | Vacant                                 | Junior Assistant ( B 10 )    | -  |
| 11   | Sri M.Naga Raju                        | Record Assistant             | -  |
| 12   | Smt. T.Raja Rajeswari                  | Record Assistant             | 14306.00   |
| 13   | T. Krishna                             | Office Subordinate           | -  |

## EXAMINER OF ACCOUNTS SECTION

As per the provisions of Hyderabad Municipal Corporation Act 1955 as applicable to Municipal Corporation, Rajahmundry, the following staff was sanctioned to Municipal Corporation, Rajahmundry.

1. Deputy Director (designated as Examiner of Accounts) in TSP 8,400 – 16,525.
2. District Audit Officer (designated as Assistant Examiner of Accounts) in TSP 6,950 – 14,425.

The above two (Gazetted) posts were sanctioned and are functioning since 1995-96. The Municipal Corporation Authorities provided one Junior Assistant and One Attender to assist the above officers.

As on today the following employees are working in Examiner of Accounts Section.

| <b>S. No.</b> | <b>Name</b>                | <b>Designation</b>             | <b>Receipt of Remuneration per Month ( in Rs. )</b> |
|---------------|----------------------------|--------------------------------|---|
| 1.            | Sri Y. Siva Sanakara Rao   | Examiner of Accounts           | 40629.00  |
| 2.            | Sri K.V.V.L. Rajeswara Rao | Assistant Examiner of Accounts | 53846.00  |
| 3.            | Sri. D. Gangadhara Sastry  | Junior Assistant               | 28767.00  |
| 4.            | Sri. R. Rambabu            | Gardner                        |   |

**THE FOLLOWING ARE THE POWERS AND DUTIES OF EXAMINER OF ACCOUNTS AND EMPLOYEES WORKING IN EXAMINER OF ACCOUNTS SECTION UNDER SECTION 135, SECTION 193, SECTION 194 AND SECTION 195 OF MUNICIPAL CORPORATION ACT.**

**135. Powers and Duties of Examiner of Accounts: -**

The Municipal Examiner of Accounts shall –

- a) Perform such duties as he directed, by or under this Act or rules made there under to perform and such other duties with regard to the audit of Accounts of the Municipal Funds as will be required by him (by the Commissioner).
- b) Specify, subject to such directions as the (Commissioner) may, from time to time, give the duties and powers of the Auditors, Assistant Auditors, Clerks and servants immediately subordinate to him; and
- c) Subject to the order of the (Commissioner) exercise supervision and control over the acts and proceedings of the said Auditors, Assistant Auditors, Clerks and servants.

**193 Weekly scrutiny of accounts by Examiner of Accounts and Scrutiny of accounts by the Standing Committee: -**

1. The Municipal Examiner of Accounts shall conduct a weekly examination and audit of the municipal accounts and shall report thereon to the Standing Committee which may also from time to time and for such period as it thinks fit conduct independently an examination and audit of the municipal accounts.
2. For the purposes of sub-section (1) the Standing Committee and the Municipal Examiner of Accounts shall have access to all the Municipal accounts and to all records and correspondence relating thereto, and the Commissioner shall forth with furnish to the Standing Committee or the Municipal Examiner of Accounts any explanation concerning receipts and disbursements which they may call for.

**194. Duties and Powers of the Municipal Examiner of Accounts:-**

The Municipal Examiner of Accounts in addition to any other duties or powers imposed or conferred upon him under this Act shall perform the duties and may exercise the powers specified in Schedule – E.

**SCHEDULE - E**  
**(See Section 194)**  
**Duties and Powers of the Municipal Examiner of Accounts**

1. (1) The municipal examiner of accounts shall audit the accounts of the Corporation as hereinafter provided, with the Assistance of the assistant auditor or clerks and servants appointed under this Act.
- (2) In the discharge of his functions under this article the municipal examiner of accounts shall-
  - (i) audit the accounts of expenditure from the revenue of the Corporation, expenditure on account of loan works and expenditure incurred out of special funds and shall ascertain whether money shown therein as having been disbursed were legally available for, and applicable to, he service or purpose to which they have been applied or charged, and whether the expenditure conforms to the authority which governs it:
  - (ii) audit the accounts of debts, deposit, sinking funds, advances, suspense and remittance transactions of the Corporation and report upon the results of verification of the balances relating thereto.
- (3) The municipal examiner of accounts shall examine and audit the statements of relating to the commercial services, conducted in any department of the Corporation, including the trading, manufacturing and Profit and Loss Accounts, and the Balance Sheets where such accounts

are maintained under the orders of the Corporation or the standing Committee and shall certify and report upon these accounts.

(4) The Municipal Examiner of Accounts shall, in consultation with the Standing committee, and subject to any directions given by the Corporation, determine the form, and manner in which his reports on the accounts of the Corporation shall be prepared and shall have authority to call up on any officer of the Corporation to provide any information necessary for the preparation of these reports.

2. (1) The municipal Examiner of Accounts may take such queries and observations in relation to any of the accounts of the Corporation which he is required to Audit and call for such vouchers, statements, returns and explanations in relation to such accounts as he may think fit.

(2) Every such query or observation as aforesaid shall be promptly taken into consideration by the officer or authority to whom it may be addressed and returned without delay with the necessary vouchers, documents or explanations to the Municipal Examiner of Accounts.

(3) The powers of the municipal Examiner of Accounts with regard to disapproval of, and the procedure with regard to settlement of objections to expenditure from the revenues of the Corporation shall be such as may be determined by orders made by the Standing Committee in consultation with the municipal Examiner of Accounts and sanctioned by the Corporation.

3. If the municipal examiner of accounts considers it desirable that the whole or any part or the audit applied to any accounts which he is required to audit shall be conducted in the office in which these accounts originate he may require that these

accounts, together with all books and documents having relation thereto, shall at all convenient times be made available in the said offices for inspection.

4. The municipal Examiner of Accounts shall have power to require that any books or other documents relating to the accounts, he is required to audit shall be sent for inspection by him:

Provided that if the documents are confidential he shall be responsible for preventing disclosure of their contents.

5. The municipal examiner of accounts shall have authority to give directions on all matters relating to audit, particularly in respect of the method and the extent of audit to be applied and the raising and pursuing of objections.

6. Sanction to expenditure accorded by the municipal examiner of accounts shall be audited by an officer to be nominated by the Corporation.

**195 Report by Examiner of Accounts: -**

(1) The Municipal Examiner of Accounts shall –

(a) Report to the Standing Committee any material impropriety or irregularity which he may at any time observe in the expenditure or in the recovery of money due to the Corporation or in the municipal accounts.

(b) Furnish to the Standing Committee such information as the said Committee may, from time to time require concerning the progress of the audit.

(2) The Standing Committee shall cause to be laid before the Corporation every report made by the Municipal Examiner of Accounts the Standing Committee and every statement of the views of the Municipal Examiner of Accounts on any matter affecting the performance and exercise of the duties and powers assigned to him under this Act which the Municipal Examiner of Accounts may require the Standing Committee to place before the Corporation, together with a report stating what orders, if any, have been passed by the Standing Committee upon

such report or statement and the corporation may take such action in regard to the matters aforesaid as the Corporation may deem necessary.

- (3) As soon as may be after commencement of each financial year the Municipal Examiner of Accounts shall deliver to the Standing Committee a report upon the whole of the Municipal Accounts for the previous financial year.
- (4) The Commissioner shall cause the said report to be printed and a copy thereof forwarded to each member along with the printed copy of Administration Report and statement of Accounts referred to in Section 180.

**POWERS AND DUTIES OF:**

**1. EXAMINER OF ACCOUNTS:**

1. Exercise the powers and duties as imposed or conferred upon him under the Municipal Corporation Act.
2. Overall supervision of the Section.
3. All Tappals, Bills, Files etc. received shall be perused by Examiner of Accounts, and initial on the same

**PRE-AUDIT OF:**

1. H.T. Electrical charges bills.
2. S.J.S.R.Y. subsidy bills.
3. All the work bills above Rs.25,000/- estimate value.
4. T.A. Bills of all Section Heads of Municipal Corporation, Rajahmundry.
5. Hired Tractor bills.
6. Works F.S.D. bills.
7. P.F. final payment bills.
8. Ferric Alum bills.
9. Electricity Security Deposit Bills, Development charges bills.
10. Refund of Earnest Money deposit bills.
11. Reimbursement of Medical Leave expenses bills.
12. Advertisement charges bills.

13. Sanitation work bills.
14. Honorarium of H.W. Mayor, Deputy Mayor and Corporators bills.
15. Funeral charges bills.
16. Other contingent bills.
17. Opinion files.
18. Signing of cheques.
19. Weekly scrutiny of Accounts.

**2. ASSISTANT EXAMINER OF ACCOUNTS:**

**PRE-AUDIT OF:**

1. All Salary Bills, Supplementary Bills including arrear bills of entire Municipal Corporation.
2. P.F. claims except final bills
3. P.A. Recoupments.
4. Vehicles Bills.
5. All the work bills up to the estimate of Rs.25,000/-.
6. T.A. bills of staff of Municipal Corporation and Telephone bills.
7. Remittances bills to different Departments.
8. All the bills with quarries and objections will be sent with the signature of Examiner of Accounts.
9. All the clarifications and remarks will be routed through Assistant Examiner of Accounts perused and signed by the Examiner of Accounts.
10. Verification of Cheques.
11. Other work as and when entrusted by the Examiner of Accounts.

**3) JUNIOR ASSISTANT:**

1. Put Pass orders on the claims, after approval by the Examiner of Accounts and Assistant Examiner of Accounts.
2. After, pass orders enter claims in the bills register and hand over the same to the Accounts Branch.

3. After signing of cheques by Examiner of Accounts enter the voucher Nos. and Cheque Nos. in Bills register.
4. Hand over quarried bills to the concerned clerks / Accounts Section.

**4) Office Subordinates:**

Affix the Examiner of Accounts office stamp and pass order stamp on the tappals and place on Examiner's table.

Dispatch the approved claims to the Accounts Section and other Sections.

**REGISTERS MAINTAINED:**

The following registers are being maintained in Examiner of Accounts section.

Bills inward / outward Registers.

Bills passed "under objection" Register.

TOWN PLANNING DEPARTMENTI) ORGANISATION:

The Town Planning Section in Rajahmundry Municipal Corporation consisting the following officers and staff:

|  |        |
|--|--------|
| 1. City Planner.                                 | 1 No   |
| 2. Assistant City Planner.                       | 1 No   |
| 3. Town Planning Supervisor.                     | 3 No's |
| 4. Town Planning Building Overseer.              | 5 No's |
| 5. Town Planning Tracer.                         | 1 No   |
| 6. Town Planning Chainman.                       | 8 No's |
| 7. Ministerial Assistants.<br>( G1, G2, G3 & G4) | 4 No's |
| 8. Attenders.                                    | 2 No's |
| 9. Computer Operator                             | 1 No   |

FUNCTIONS AND DUTIES

The Basic function is to look after the planned growth and development of the City in a Planned Manner according to the Master Plan. During the said process the Town Planning Department has to perform the following Functions/Duties:

1. Approval of Layout in accordance to Master Plan.
2. Controlling the un-authorized layouts to and promote development of City.
3. Making efforts to achieve proper road network to the City as per Master Plan. [This includes formation of New roads, Widening of the existing roads].

4. Preventing encroaching of road margins and Municipal properties and also other public properties.
5. Collection of Advertisement Tax.
6. Monitoring the building construction activity (i.e., according building approvals, demolition of un-authorized construction buildings, observing the structural soundness of the building i.e., dilapidated building if any has to be found and to take steps for removal for human habitation.
7. Preparation of weaker section housing layouts.
8. Issue of Type designs for construction of Municipal Schools, Community halls and other Municipal Buildings.
9. Making systematic house numbering ensuring easy identification of streets and houses.
10. Proposing the election ward boundaries i.e., ward divisions with appropriate number of voters in each division as per the guidelines of Government.
11. Making proposals for protection of parks and playgrounds.
12. Census work for every decade.

## II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

### 1. CITY PLANNER:

- City Planner empowered to enter any building or premises for inspection.
- City Planner is empowered to inspect the Cinema Theatres for the purpose of levy and collection of Advertisement Tax.
- The City Planner is authorized to pass orders for the return of seized encroachment articles etc.,
- The City Planner authorized to issue certified copies of approved building plans.

- Sanction of Periodical increments, Leaves, Entries in the service Registers are under purview of City Planner.
- City Planner is authorized to issue Notices regarding U.C's encroachments.
- City Planner authorized to check all Registers, Accounts, Tools and Plant Registers of his section.

## 2. ASSISTANT CITY PLANNER.

The Assistant City Planner has to perform the duties and functions delegated by the Executive Authority and to take active role in designing and drawing the layouts, Type designs etc.,

## 3. TOWN PLANNING SUPERVISORS:

- Processing at change of land use proposals.
- Processing Sub-division of Plots, layout proposals.
- Levy and collection of Advertisement Tax.
- Initiate steps for Master Plan implementation i.e, Road Widening, Junction improvements etc.,
- Removal and rehabilitation of encroachers.
- Processing of Suit Matters and files corresponding with other departments.

## 4. TOWN PLANNING BUILDING OVERSEERS:

- Processing of building applications and regulatory activity on building constructions.
- Removal of temporary encroachments and collection of encroachments fee wherever necessary.
- Debris removal.
- Suit Matters processing and filling charge sheets in Courts.

### III) PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS:

The Department has to take decisions over the following Categories of Files.

- Building Applications.
- Change of Land use
- Naming of Streets.
- Master Plan implementation (Road widening & Junction improvements)
- Levy of Advertisement Tax.
- Layout approvals.
- Rehabilitation programme.

### BUILDING APPLICATIONS:

- Initial Scrutiny by concerned ministerial staff for required documents and relating papers and he will transmit the proposal to the Town Planning Building Overseer after fulfillment of all the documents prescribed are enclosed.
- The Town Planning Building Overseer will inspect the Site and submit his report to the Assistant City Planner/City Planner.
- The Assistant City Planner/City Planner will inspect the site wherever required and refuse the proposal at their level as delegated or recommend to approval to the Commissioner.
- Based on the recommendations made by the City Planner, The Executive Authority/Commissioner will take decision on the file.

### CHANGE OF LAND USE:

1. If any person; proposes land use change, it is a proposal for variation to the Master Plan of the Rajahmundry City. The Right

of change of Variation to the Master Plan vested with the State Government under section 15 of A.P.T.P Act 1920.

2. As a person proposes change of land use for a site in the city, the feasibilities of the proposals will be scrutinized at Town Planning Supervisor level and then ACP/CP and a report will be submitted to the Commissioner.
3. If the Commissioner satisfies with the proposal he refers the proposal to the Municipal Council for their opinion and as per the opinion of the Municipal Council the proposal may be returned to the applicant or may be forwarded to the Government through the Director of Town & Country Planning.
4. After examination of the proposal the Government issues a draft variation to the site directing the Director of Town and Country Planning to issue a G.T.P.No for the variations proposed.
5. After the Director of Town and Country Planning issues the G.T.P Plan with G.T.P.No, the Municipal Corporation, Rajahmundry will take steps for collection of necessary fees and submit draft variation to the Government.
6. After completion of procedural formalities, the Government issues confirmation order (G.O) for the land use change and the same will be informed to the applicant.

#### NAMING OF STREETS:

- As any proposal came forward to Name/Rename the streets or areas the proposal will be scrutinized by the Town Planning Supervisor and a report will be submitted by him.
- Basing of the report the Assistant City Planner/City Planner offer their remarks to the Commissioner.
- The Commissioner feels that the proposal is considerable; he refers the proposal to the Municipal Council.
- The Municipal Council will take decision on the Naming/Renaming of the street.
- On the decision taken by the Municipal Council, the Engineering Section will erect the name board for a Street/Area.

ROAD WIDENING:

Due to increasing Traffic there is every necessity to widen the important roads as per the approved Master Plan and the process will be taking by Consulting Building Owners and providing additional Floor area for the affected structures towards compensation as per the orders of the Government vide G.O.MS.No.33 MA dated 03-02-2001.

LAYOUT APPROVAL:

The layouts for house sites are to be got approved by the Commissioner under section 388 and 391 of H.M.C Act.

The Layout requirements are:

1. Minimum plot area 100 Sq.Mts.
2. 10% open space/Community space.
3. Road pattern – minimum 40' Width.
4. Security Deposit at the rate of Rs.3/-
5. Conversion Charges Rs.3/- Sq.Mt
6. Registered Documents – 2 sets.
7. Non – encumbrance Certificate 3 copies.
8. Layout plans 4 copies.

After approval of Tentative Layout and demarcation of road pattern on ground the L.P.No will be issued by the Municipal Corporation Rajahmundry. The applicant has to take up developmental works like roads, drains, Water supply and provision for Electrical lines.

Roads & open space shall be gifted to Municipal Corporation Rajahmundry for further maintenance.

**REMOVAL OF ENCROACHMENTS:**

No Notice is required for removal of encroachments. Rehabilitation of encroachers will be done depending upon availability of Site/House project under Housing Corporation. Beneficiary identification will be done by Mandal Revenue Officer/Revenue Department and Municipal Corporation Rajahmundry.

**APPROVAL OF BUILDING PLANS:**

The requirements of Building approval (Upto 10 Mts Height).

- |  |   |                |
|--|---|----------------|
| 1. Building Application form.            | } | G.O.MS.No      |
| 2. Attested copy of Ownership Documents. |   | 423 MA         |
| 3. Building plan 4 Copies.               |   | Dated 31-07-98 |
| 4. Fee Receipt.                          |   |                |

The requirements of Building approval (Above 10 Mts Height).

- |  |   |                   |
|--|---|-------------------|
| 1. Building Application form.                              | } | G.O.MS.No.        |
| 2. Building Plan 4 Copies.                                 |   | 423 MA            |
| 3. TOPO detailed Plans                                     |   | Dated 31-07-1998  |
| 4. Ownership Documents                                     |   | and               |
| 5. Soil Test Report.                                       |   | G.O.MS.No.        |
| 6. Structural Designs & Drawings.                          |   | 541 MA            |
| 7. Risk Insurance Policy.                                  |   | Dated 17-11-2000. |
| 8. Fee Receipt.  |   |                   |
| 9. Security Deposit @ Rs.100/- per<br>Sq.Mt built up area. |   |                   |
| 10. Undertakings.  |   |                   |

**NOTE:**

Fee & Charges to be paid as per the Schedules of Rates and G.O.MS.No.158 MA Dated 22-03-1996.

**A.P.CINEMAS (REGULATIONS) RULES 1990.**

Within 15 days of Receipt of any application for grant of "No Objection Certificate", the licensing authority shall examine the same under Sub Rule (B) of Rule 8-B of A.P.Cinemas (Regulations) Rules 1990 and will dispose the same.

ACTION ON UNAUTHORISED CONSTRUCTIONS:

As per the provisions of Section 452, 461 & 636 of H.M.C Act 1955, action will be initiated on unauthorised construction.

VI.Statement of the Categories of Documents under control:

1. Hyderabad Municipal Corporation, Act 1955.
2. Andhra Pradesh Town Planning Act, 1920.
3. Sanctioned Master Plan (G.O.MS.No. 465. MA dated 29-10-75)
4. Building Rules and Zoning Regulations as per G.O.MS.No.423.MA, dated 31-07-1998 and G.O.MS.No.541.MA, dated 17-11-2000.
5. Town Survey Record.
6. Base Map Block Sheets, Locality Plans, Slum Plans, Road Development Plans.
7. Approved layout plans/Town Planning Schemes.
8. Layout Open Space Register.
9. Census.
- 10.Type designs for certain Municipal Corporation Buildings.
11. Schedule of rates for different types of Fee & Charges.
12. Building Application Registers.
13. U.C.Registers
14. Advertisement Tax Demand Register.
15. Prosecution Register.
16. Suit Register.
17. Security Deposit Register.
18. Daily Chitta (Collection of Fee and Charges in T.P. Wing)
19. Attendance Register.
20. Pay Bill Register.
21. Immovable Property Register.

VII. There is Town Planning Committee constituted for implementation of recommendations and formulation of policies to the Municipal Council.

VIII. The decision of any committee and its minutes are accessible to public and the secretary cell will furnish the same on payment of required fee/charge for the certified copy.

## IX & X

### STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN MUNICIPAL CORPORATION RAJAHMUNDY

Name of the Section: Town Planning Section

| S.No. | Name of the Officers/<br>Employees | Designation        | Receipt of<br>Remuneration<br>per month<br>(in Rs.) |
|-------|------------------------------------|--------------------|---|
| 1.    | Vacant                             | City Planner       |   |
| 2.    | P.N.S. Saibabu                     | Asst. City Planner | 36835.00  |

### OUTDOOR STAFF

|     |                            |             |          |
|-----|----------------------------|-------------|----------|
| 3.  | Smt. D. Sridevi            | T.P.S-I     | 26756.00 |
| 4.  | Sri Ch. Satyanarayana Raju | T.P.S-II    | 28812.00 |
| 5.  | Vacant                     | T.P.S-III   |          |
| 6.  | Vacant`                    | T.P.S-IV    |          |
| 7.  | Sri K. Yagneswara Rao      | T.P.B.O-VII | 22890.00 |
| 8.  | Sri G. Bhaskara Rao        | T.P.B.O -VI | 21501.00 |
| 9.  | Sri A. Venkateswara Rao    | T.P.B.O-V   | 20908.00 |
| 10  | Smt. P.Swaroop Rani        | T.P.B.O     | 23847.00 |
| 11  | Sri G. Prasad              | T.P.B.O.    |          |
| 12. | Sri P.Prasanth Kumar       | T.P.Tracer  | 32861.00 |

**INDOOR STAFF**

|     |   |      |              |          |
|-----|---|------|--------------|----------|
| 12. | Sri K.A.P. Murthy   | (G1) | Junior Asst. | 17772.00 |
| 13. | Smt.P.V. Kameswara Rao                                    | (G2) | Junior Asst. | 22790.00 |
| 14. | Sri JVRS Sarma  | (G3) | Junior Asst. | 19355.00 |
| 15. | Sri A.S.V. Ravi Kumar                                     | (G4) | Junior Asst. | 22167.00 |
| 16. | Sri N.V.Bhagavan Prasad                                   |      | Attender     |          |
|     | Deputed as Blue print operator attend the citizen charter |      |              |          |

**CHAINMANS**

|     |                            |  |              |          |
|-----|----------------------------|--|--------------|----------|
| 17. | Sri Y.V.V.Satyanarayana    |  | T.P.Chainman | 25023.00 |
| 18. | Sri T.Naga Mohana Rao      |  | T.P.Chainman | 19480.00 |
| 19. | Sri M.Pandu Ranga Rao      |  | T.P.Chainman | 17410.00 |
| 20. | Sri N.Balayya              |  | T.P.Chainman | 15566.00 |
| 21. | Sri Ch.Chandra Sekhar      |  | T.P.Chainman | 14306.00 |
| 22. | Post Vacant                |  | T.P.Chainman |          |
| 23. | Post Vacant                |  | T.P.Chainman |          |
| 24. | Post Vacant                |  | T.P.Chainman |          |
| 25. | Post Vacant                |  | T.P.Chainman |          |
| 26. | Sri K.Suryanarayana Murthy |  | Gardenor     | 5909.00  |
|     | Doing duty as Chainman     |  |              |          |
| 27. | Sri Sri L.Narendra Rao     |  | Gardenor     | 6996.00  |
|     | Doing duty as Chainman     |  |              |          |
| 28. | Sri R.Sai Baba             |  | Gardenor     | 6595.00  |
|     | Doing duty as Chainman     |  |              |          |

**DEMOLISATION SQUAD**

|     |                   |              |         |
|-----|-------------------|--------------|---------|
| 29. | Sri B.A.V.Prasad  | Gardenor     | 6610.00 |
| 30. | Sri M.V.Ramana    | Gardenor     | 6585.00 |
| 31. | Sri B.Yedukondalu | Gardenor     | 6600.00 |
| 32. | Sri N.Jagannadham | Road Mazdoor | 7165.00 |
| 33. | Sri Y.Adinarayana | Road Mazdoor | 7810.00 |
| 34. | Sri K.Krishna     | Sweeper      | 8512.00 |

XI. The Budget allocated to the Town Planning Wing is available in the yearly Budget of Municipal Corporation, Rajahmundry.

XII. The Town Planning Wing will permit Building Plans, Layout approvals and the details are available with year wise Registers maintained by Town Planning Section.

XIV. The Details of above information is available in an Electronic Form.

**The procedure followed in the decision making process, including channels of supervision and accountability as Building plans:**

The procedure in disposal of Building plans will be done 15 days for individual buildings up to 300 Sq.Mts of site area and 30 days for other Buildings.

The Building plans will be received at the Citizen Charter by the concerned assistant and after receipt of the Building plans in full shape and the same will be entered in the Building Application register by the concerned authority and will be forwarded to the concerned T.P.B.O/T.P.S for field inspection. Check will be done regarding payment of fee/charges by the applicant as per the rates prescribed or not.

After field inspection the Building plan with technical data sheet will be circulated to the Assistant City Planner and City Planner for inspection and remarks. The rejected/refused application will be returned for resubmission along with defects to the applicants.

Based on the inspection report/remarks the Executive Authority will approve the Building plan as per the norms and regulations.

Proceedings will be issued approving the building plan by the ACP/City Planner after obtaining the orders from the Commissioner/Executive Authority.

Building Inspector will be the filed level Supervisory and accountable for Monitoring construction of buildings.

The Assistant City Planner and City Planner will be the responsible officers under over all supervision of the Executive Authority related to Town Planning matters.

**ENGINEERING SECTION:****ORGANISATION:**

The Engineering Wing in Rajahmundry Municipal Corporation consisting the following officers and staff:

| <b>Sl.No.</b> | <b>Name of the Post</b>     | <b>No. of Employees Working in the Cadre</b> |
|---------------|-----------------------------|--|
| <b>1</b>      | <b>2</b>                    | <b>3</b>                                     |
| 1             | Superintending Engineer     | 1  |
| 1             | Executive Engineer.         | 1  |
| 2             | Dy. Executive Engineers.    | 2  |
| 3             | Assistant Engineers.        | 8  |
| 4             | Electrician Grade-II.       | 3  |
| 5             | Tap Inspectors.             | 1  |
| 6             | Fitter Grade – I            | -  |
| 7             | Fitter Grade - II.          | 1  |
| 8             | Filter Bed Operator Gr.I    | 1  |
| 9             | Meter reader.               | 1  |
| 10            | Meter Mechanic              | -  |
| 11            | Technical Officer           | 1  |
| 12            | Assistant Technical Officer | 1  |
| 13            | Technical Assistant         | 1  |
| 14            | Park Superintendent         | 1  |
| 15            | Motor Mechanic.             | 1  |
| 16            | Roller Driver               | 1  |
| 17            | H.V.Drivers.                | 3  |
| 18            | L.V.Driver.                 | 1  |
| 19            | Lighting Superintendent     | 1  |
| 20            | Lighters                    | 5  |
| 21            | Water Lorry Cleaners        | 8  |
| 22            | Drainage Lorry Cleaner.     | 1  |
| 23            | T.B.Watchman                | -  |
| 24            | T.B.Gardener                | 1  |
| 25            | Water Works cleaner         | 53   |
| 26            | Road Mazdoors.              | 39   |
| 27            | Gardeners.                  | 61   |
| 28            | Water works Helpers.        | 3  |
| 29            | Water Works Sweeper.        | 1  |
| 30            | Non Technical Maistries     | 5  |
| 31            | Work Inspector Grade - IV   | 7  |

|    |                                    |   |
|----|------------------------------------|---|
| 32 | Work Maistry (Non-Technical)       | 2 |
| 33 | Drianage Maistry                   | 1 |
| 34 | Drianage Cleaners.                 | 8 |
| 35 | Switch Board Operaters.            | 3 |
| 36 | Public Work Inspectors (Technical) | 5 |

## FUNCTIONS AND DUTIES

The Basic function is to look after the maintenance and provision of Water Supply, Street Lighting, Roads, Drains, Buildings, Parks and Play Grounds etc. and development of the City in a Planned Manner. The main functions of the Engineering Wing are as follows:

1. Preparation of proposals for provision of Roads, Drains, Culverts, Buildings, Shopping Complexes, Toilets and all Civil works, Water Supply and Electrical.
2. Maintenance of all properties relating to Municipal Corporation.
3. Maintenance of Head Water Works. maintenance of all Service Reservoir and Booster pumping stations.
4. Maintenance of Street lighting.
5. Maintenance of Drainage Pumping Stations.
6. Maintenance of Water supply pipe lines.
7. Supervising all Civil, Water Supply and Electrical works.
8. Providing Tap Connections to the Individual Houses, Commercial Establishments.
9. Replacement and errection of meters.
10. Distribution of water to the unserved areas through tankers.
11. maintenance and repairs of vehicles relating to Engineering Section.
12. Maintenance and development of Parks.
13. Registrations of Contractors.
14. Implementation of all Schemes sanctioned by the Government.

### I) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

**1. Superintending Engineer:** Supervising of all activities of Engineering Section. According Technical Sanction for all the estimates after obtaining Administrative sanctions from Commissioner, Standing Committee and Council. Supervising all Civil, Water Supply and Electrical works. Test check of M.Books, receipt and opening, preparation of comparative statement and recommendation of tenders, issue of work orders for new tap connections with the approval of Commissioner.and issue orders for repairs of tap connections. Issuing orders for replacement and errection of meters. Supervising distribution

of water to the unserved areas through tankers, Maintenance of log books, maintenance and repairs of vehicles relating to Engineering Section. Sanction of Medical leaves, Earned Leaves, Casual Leaves and periodical increments of Engineering Section subordinate staff. Attestation of entries in Service Registers. Issue of Memos to the staff under his control and proposing disciplinary action. Maintenance and development of Parks. Submission of proposals for encashment of Earned Leave and Surrender Leave. Issue of Retirement notices of Engineering Staff with the approval of Executive Authority. Submission of proposals and proceedings of Contractor Registrations. Submission of Proposals for promotion of Engineering Staff and proposals of fixation of pay to the Executive Authority. Implementation of all Schemes sanctioned the Government as directed by the Executive Authority.

**2. Executive Engineer:** Sub-Supervising of all activities of Engineering Section. Submission of proposals for provision of Roads, Drains, Culverts, Buildings, Shopping Complexes, Toilets and all Civil works, Water Supply and Electrical. Maintenance of all properties relating to Municipal Corporation. Maintenance of Head Water Works, Maintenance of Street lighting, maintenance of all Service Reservoir and Booster pumping stations, Maintenance of Drainage Pumping Stations, Maintenance of Water supply pipe lines. According Technical Sanction for all the estimates after obtaining Administrative sanctions from Commissioner, Standing Committee and Council. Supervising all Civil, Water Supply and Electrical works. Test check of M.Books, receipt and opening, preparation of comparative statement and recommendation of tenders, issue of work orders for new tap connections with the approval of Commissioner.and issue orders for repairs of tap connections. Issuing orders for replacement and erection of meters. Supervising distribution of water to the unserved areas through tankers, Maintenance of log books, maintenance and repairs of vehicles relating to Engineering Section. Submission of proposals and proceedings of Contractor Registrations. Submission of Proposals for promotion of Engineering Staff to the Executive Authority. Implementation of all Schemes sanctioned the Government as directed by the Executive Authority.

**3. Deputy Executive Engineer – I:** Maintenance of Head Water Works, Water Works at Government Saw Mill, Water supply distribution in respect of ward Nos.1 to 50, water tankers distribution, Mechanical wing and all schemes such as NSDP, SJSRY, IDSMT, IHSDP, 12<sup>th</sup> Finance Commission works and other schemes.

**4. Deputy Executive Engineer – II:** Public Works, Street lighting works Maintenance of drainage pumping stations in Ward Nos.25 to 49 and Quality Control Lab maintenance.

**5. Deputy Executive Engineer – III:** Public Works and Street Lighting works, Maintenance of drainage pumping stations in ward Nos. 1 to 24 and 50 and Electrical stores.

**6. Senior Assistant (E1):** E1: All Establishment matters of Engineering staff except Ministerial. Submission of Earned Leave, Medical Leave to the Superintending Engineer for Sanction. Preparation of pay bills and Supplementary Bills of staff in Engineering Section. Maintenance of Pay Bill Registers, Establishment Audit Registers, Casual Leave Register, Increment Register, Attendance Register, making entries in Service Registers, Personnel Register and Distribution Register. Submission of proposals and preparation of proceedings for Registration of Contractors to the Superintending Engineer. Submission of Proposals for promotion of Engineering Staff and proposals for fixation of Pay to the Superintending Engineer. IDSMT, progress reports for I.D.S.M.T, NSDP, APURMSP schemes

**7. Junior Assistant (E2):** Submission of proceedings for sanction of New Tap connections and receipt of application for tap repairs and forwarding to Assistant Engineer (Water Supply). Receipt of complaints regarding Water Supply and Street Lighting and forwarding to concerned Assistant Engineers. Issued and receiving of ILCS applications and forwarding to concerned Assistant Engineers. Preparation of LT & HT bills, Telephone bills, Cell phone bills and Oil bills. Received the Water Supply, Electrical & ILCS contractor bills submission to Executive Engineer. Submission of progress reports on Water Supply, ILCS, DDRC, 20 Point Programme, Special Component Plan. Maintenance of Tap execution registers, Maintenance of records relating to Street Lighting and Water Supply.

**8. Junior Assistant (E3):** Maintenance of files relating to all General Civil Works, , MPLADS, ACDP, SSA., Prajapadham, Rajeev Nagarabata. Preparation of progress reports for M.P.L.A.D.S., A.C.D.P., Sarva Siksha Abhiyan, and General works. Registering complaints received from call centre and General and forwarding to Assistant Engineer concerned to the approval of Superintending Engineer. Maintenance of files relating to permission for laying cables by B.S.N.L., Reliance, Tata, Hutch.

**9. Junior Assistant (E4):** Maintenance of files relating to Prajapadham, Rajeev Nagarabata, Indiramma Programme.

**10. Technical Officer :** Checking of Estimates and submission of proposals for according Technical Sanction, Checking of Bills and calling of Tenders, Preparation of Agreements for Civil Works as directed by the Executive Engineer

**11. Assistant Technical Officer :** Checking of Estimates and submission of proposals for according Technical sanction, Checking of Bills and calling of Tenders, Preparation of Agreements for Water supply and Electrical Works as directed by the Executive Engineer.

**12. Technical Assistant:** To prepare the Drawings, Plans and Assist Draughtsmens as directed by the Executive Engineer.

**13. Assistant Engineers (Civil):** Preparation of Estimates for maintenance and construction of Roads, Drains,Culverts, Buildings, Shopping Complexes, Toilets and all Civil works etc. Recording of M.Books for the works executed under his control and preparation and submission bills to the Executive Engineer. Maintenance of Parks under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

**14. Assistant Engineer (Electrical):** Maintenance of Street Lighting and all electrical installations. Preparation of estimates for maintenance and provision of street lighting. Preparation of estimates for provision of power supply to the Municipal Corporation Buildings. Maintenance of stock registers and issue registers for all electrical goods. Recording of M.Books for the works executed under his control and preparation and submission bills to the Executive Engineer under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

**15. Assistant Engineer (Head Water Works):** Estimates for maintenance of Street Lighting and Water Supply etc. under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

**16. Public Work Inspectors (Technical):** Assist to Assistant Engineer preparation of estimates, execution of works (3 Technical Work Inspectors working on Deputation)

**17. Non Technical Maistries, Work Inspector Grade – IV, Work Maistry:** To assist the Assistant Engineers in execution of works and supervising the Road Mazdoors, Gardeners as per the directions of the concerned Assistant Engineer.

**18. Road Mazdoors.** To attending patch works replacement of culvert slabs, digging of Kutcha drains, replacement of RCC pipes for Kutcha drains under the control of concerned Assistant Engineer.

**19. Park Superintendent:** Supervising the Gardeners and maintenance of all Parks under the control of Deputy Executive Engineer-I.

**20. Gardeners:** Maintenance of plants in parks and dividers, lawn cutting, watering, weed picking, replacement of dead plants and jungle clearance under the control of concerned Assistant Engineer.

**21. Electrician Grade-II:** To Assist A.E, (Head Water Works) for maintenance of Motors and pump sets. Recording power supply position and hours of water supply.

**22. Tap Inspectors:** Preparation of estimates for issuing of new tap connections including meter connections and supervising. Supervising the arresting of leakages, and repairs to pipe lines as directed by the Assistant Engineer.

**23. Meter reader:** Collection of Meter Readings, issuing of demand notices, collecting the meter charges , replacement of repaired meters under the control of Assistant Engineer.

**24. Fitter Grade – I:** Rectify the leaks and repairing House Service Connections and Public Taps, Valves repairing, line inter connections, pipe line jointings as directed by the Tap Inspector under the control of Assistant Engineer.

**25. Fitter Grade – II:** Rectify the leaks and repairing House Service Connections and Public Taps, Valves repairing, line inter connections, pipe line jointings as directed by the Tap Inspector under the control of Assistant Engineer.

**26. Filter Bed Operator Gr.I:** Maintenance of Filter beds of Filtration Plants and assessing the quantity of Alum and Chlorine for mixing under the control of Assistant Engineer (Head Water Works)

**27. Filter Bed Operator Gr.II:** Maintenance of Filter beds of Filtration Plants and assessing the quantity of Alum and Chlorine for mixing under the control of Assistant Engineer (Head Water Works)

**28. Head Works Fitter:** Fitting of pump sets and under taking repairs to the pipe lines in Head Water Works under the control of Assistant Engineer (Head Water Works)

**29. Meter Mechanic:** Under taking Repairs to Water Meters as directed by the Meter Reader under the control of Assistant Engineer.

**30. Motor Mechanic.:** Maintenance of All Corporation Vehicles such as Repairs, Replacements under the control of Deputy Executive Engineer-I.

**31. Roller Drivers:** Operating Road Roller as per the requirement of Assistant Engineer under control of Deputy Executive Engineer-I

**32. Miller Driver:** Operating of Mixer Millers as per the requirement of Assistant Engineer under control of Deputy Executive Engineer-1

**33. Roller Cleaner:** To Assist the Roller Driver.

**34. H.V.Drivers.:** Operating Water Lorries and Distribution of Water in unserved areas as per requirement as directed by the Assistant Engineer.

**35. L.V.Driver:** Operating Water Lorries and Distribution of Water in unserved areas as per requirement as directed by the Assistant Engineer.

**36. Lighting Superintendent:** Assist the A.E. for maintenance of Street lighting.

**37. Lighters:** Repairs and replacement of Street Lights as directed by the Assistant Engineer (Electrical)

**38. Water Lorry Cleaners:** Cleaning of lorries, filling of tanker, operating valves of the water lorry to enable the public to fill their pots and assist the Driver.

**39. Drainage Lorry Cleaner:** Cleaning of lorries and assist the Driver.

**40. T.B. Watchman:** Night Watchmen at Guest House under the control of Assistant Engineer concerned.

**41. T.B.Gardener:** Maintenance of garden at Guest House under the control of Assistant Engineer concerned.

**42. Water Works cleaner:** Cleaning of Tanks and Filter beds in Head Water Works, mixing of Alum, Chlorine as directed by the A.E. ( Head Water Works). Earth work for repairing pipe lines, for issuing of new tap connections, for arresting leakages, cleaning of Reservoirs tanks and operating Water Supply Distribution Valves under direct control of Tap Inspectors under over all supervision of A.E. (Water Supply)

**43. Water works Helpers:** To assist the Electricians for operating Motors, Pump sets and operating valves in Head Water Works under the control of Assistant Engineer (Head Water Works).

**44. Water Works Sweeper:** Cleaning of Head Water Works premises under the control of Assistant Engineer (Head Water Works).

**45. Drainage Maistry:** Supervising Drainage cleaners in de-silting at Drainage pumping stations and transportation of silt under control of concerned Assistant Engineer.

**46. Drianage Cleaners:** Clearing of silt at Drainage pumping Station and operation of Drainage shutters as directed by the concerned Assistant Engineer.

**47. Switch Board Operators:** Operating of Switch Boards at Booster Pump Houses, recording power supply position filling and distribution of water under the control of Assistant Engineer (Head Water Works)

## **II) PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS:**

The Department has to take decisions over the following Categories of Files.

- Tap Applications.
- Preparation of Estimates for maintenance of Infrastructure such as Roads, drains, Street Lighting, Water supply, Parks, Community Toilets, Hospitals, Schools, Play grounds, Shopping Complexes, Stadiums.
- Execution of works
- Maintenance of Water Supply.
- Provision of Water Supply
- Provision of Infrastructure such as Roads, drains, Street Lighting, Water supply, Parks, Community Toilets, Hospitals, Schools, Play grounds, Shopping Complexes, Stadiums.
- Erection and Replacement of Water Meters.

## **III) PREPARTAIION OF ESTIMATES FOR PROVISION AND MAINTENANCE OF INFRASTRUCTURE AND EXECUTION:**

- Receipt of complaint / Requisition for provision / Maintenance of basic amenities from the Public or Corporator in the office
- Endorsement of the Executive Authority.
- Forwarding the representation to the concerned Assistant Engineer through concerned Junior / Senior Assistant.

- Assistant Engineer prepare the Estimate and submit to the Executive Engineer through Deputy Executive Engineer and pass on to Executive Authority for according Administrative Sanction.
- After obtaining the Administrative Sanction the estimate forwarded to Technical Officer and Asst. Tech. Officer for scrutiny and for recording in Technical Sanction Register for according Technical Sanction by the Executive Engineer.
- After obtaining Technical Sanction, tenders were called for.
- On receipt of the tenders, evaluations statement prepared and submitted to the Executive Authority for approval of the tenders.
- Then Work Order issued to Contractor for concluding the Agreement and start the work.
- After completion of the work recording of M.Book and preparation of bill for payment.

#### **IV) ISSUE OF TAP CONNECTIONS:**

- If a person proposed to have Tap Connection to his house should take application from the Citizen Charter.
- Submission of application by the applicant duly filled in the columns at Citizen Charter.
- The in charge of Citizen Charter forward the application to Tap Inspector.
- Tap Inspector prepare the estimate and handover the application for payment of contribution and give an endorsement to applicant.
- Applicant pay the contribution in Municipal Treasury by Challan.
- The incharge of the Citizen Charter forwarding the application to the Engineering Section for release of sanction orders.
- The concerned Junior Assistant prepare the sanction orders and submit to the Executive Authority through Deputy Executive Engineer, Executive Engineer for orders.
- The sanction orders released to applicant through Citizen Charter.

- Tap Connection will be executed by the Tap Inspector under supervision of concerned Assistant Engineer.
- In case of commercial establishment Water Meter will be fixed.

**V) Statement of the Categories of Documents under control:**

1. Hyderabad Municipal Corporation, Act 1955.
2. Andhra Pradesh Detailed Standard Specifications.
3. Tap Applications Registers.
4. Tap execution Registers.
5. Tap applications.
6. Suits Register
7. Service Registers of Employees working in Engineering Wing.
8. Technical Sanction Registers
9. Agreement Registers
10. Tender Registers
11. Expenditure Registers
12. Establishment Audit Registers
13. Pay Bill Registers
14. Contractor Registration Registers
15. Telephone Bill Registers
16. Power Charges Registers for Head Water Works.
17. Power Charges Register for LT charges.
18. Cell Phone Bill Registers
19. M. Book Register
20. Estimate Files.

21. Town Maps containing Roads, Drains and Water Supply etc.

VI) There is a Engineering Committee constituted for implementation of recommendations and formulation of policies to the Municipal Council.

a. The decision of any committee and its minutes are accessible to public.

### VIII & IX

STATEMENT SHOWING THE MONTHLY REMUNERATION  
RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN  
MUNICIPAL CORPORATION RAJAHMUNDY  
Name of the Section: Engineering Wing.

| Sl. No. | Name of the Employee  | Designation         | Receipt of Remunerati on per Month |
|---------|-----------------------|---------------------|------------------------------------|
|         |                       |                     | ( in Rs. )                         |
| 1       | MD. IMAM MOHIDDIN     | S.E.                | 77097                              |
| 2       | T.A. LINCOLN          | DY. E.E.,           | 51201                              |
| 3       | MD. ABDUL SATTAR      | ASST. ENGG          | 24349                              |
| 4       | T. CHANDRASEKHARA RAO | ASST. ENGG          | 29502                              |
| 5       | D.S. PRAKASA RAO      | ASST. ENGG          | 37555                              |
| 6       | N. MURALI KRISHNA     | ASST. ENGG          | 41679                              |
| 7       | P. PRASAD             | ASST. ENGG          | 36364                              |
| 8       | N. PHANINDRA KUMAR    | ASST.ENGG (ELE)     | 30297                              |
| 9       | G.SATYANARAYANA       | PARK SUPT           | 32946                              |
| 10      | A.MADHU               | MECHANIC            | 38545                              |
| 11      | B.V. SANYASIRAO       | TECH. OFFICER       | 38570                              |
| 12      | S. RAMA KUMAR         | ASST. TECH. OFFICER | 31227                              |
| 13      | B. LAKSHMINARAYANA    | TECH. ASST.         | 32891                              |

|    |                          |                            |       |
|----|--------------------------|----------------------------|-------|
| 14 | S.SURYA PRAKASA RAO      | TECH. W.I.                 | 24424 |
| 15 | S.V.V.SATYANARAYANA      | W.I. Gr.IV                 | 23134 |
| 16 | CH.V.V.S.N.PRASAD        | W.I. Gr.IV                 | 24439 |
| 17 | K.DANESWARARAO           | W.I. Gr.IV                 | 20690 |
| 18 | A.V.SATYANARAYANA MURTHY | W.I. Gr.IV                 | 21289 |
| 19 | M.VENKANNA               | W.I. Gr.IV                 | 21274 |
| 20 | B.MADHUSUDANA RAO        | WORK MAISTRY               | 20020 |
| 21 | B.BUTCHIBABU             | WORK MAISTRY               | 20035 |
| 22 | T.BALARAMA MURTHY        | NON.TECH. MAISTRY          | 21784 |
| 23 | P. PETER WILLIAMS.       | LIGHTING<br>SUPERINTENDENT | 14361 |
| 24 | M.PRASADA RAO            | LIGHTER                    | 21284 |
| 25 | B.PERRAJU                | LIGHTER                    | 19565 |
| 26 | P.S.SAI BABU             | LIGHTER                    | 19565 |
| 27 | M.VENAKATA RATNAM (PH)   | LIGHTER                    | 20480 |
| 28 | V.GOPALA KRISHNA         | D.CLEANER                  | 22424 |
| 29 | D.KANNAYYA REDDY         | D.CLEANER                  | 20030 |
| 30 | K.PRASADA RAO            | D.CLEANER                  | 19505 |
| 31 | G.POSIYYA                | D.CLEANER                  | 14316 |
| 32 | P.DURGA                  | D.CLEANER                  | 13926 |
| 33 | BADUGU RAJABABU          | D.CLEANER                  | 12047 |
| 34 | K.KUTUMBA RAO            | D.CLEANER                  | 12787 |
| 35 | S.NALLA BABU             | D.CLEANER                  | 12047 |
| 36 | Y.APPALA RAJU            | R.M                        | 23054 |

|    |                        |            |              |
|----|------------------------|------------|--------------|
| 37 | D.ANJANEYULU           | R.M        | 21209        |
| 38 | M.GANGA RAJU           | R.M        | 16026        |
| 39 | Y.ADINARAYANA          | R.M        | 23054        |
| 40 | PUSARLA SRINIVASARAO   | R.M        | 16476        |
| 41 | ANJURI SRINIVASARAO    | R.M        | 21209        |
| 42 | V.VENKATESWARULU       | R.M        | 16026        |
| 43 | L.RAM PRASAD           | R.M        | 12787        |
| 44 | KARNURI.APPARAO        | R.M        | 21794        |
| 45 | G.NAGESWARA RAO        | R.M        | 21209        |
| 46 | CH.SANYASAMMA          | R.M        | 15576        |
| 47 | P. MALLESWARA RAO      | R.M        | 23054        |
| 48 | R.SRI RAMAMURTHY       | R.M        | 23054        |
| 49 | KODURI APPARAO         | R.M        | 20625        |
| 50 | Y.NAGAMANI             | R.M        | 22439        |
| 51 | <b>MD.ZILANI</b>       | <b>R.M</b> | <b>15576</b> |
| 52 | N.JAGANNADAM           | R.M        | 21209        |
| 53 | K.NOOKALAMMA           | R.M        | 15156        |
| 54 | M.SATYANARAYANA        | R.M        | 23054        |
| 55 | P.SURYA RAO            | R.M        | 23054        |
| 56 | KOLAMURI NAGESWARARAO  | R.M        | 21209        |
| 57 | PEDALANKA SRINIVASARAO | R.M        | 21224        |
| 58 | K.VENKATA RAO          | R.M        | 21794        |
| 59 | P.SUBBARAO             | R.M        | 15576        |

|    |                                  |          |       |
|----|----------------------------------|----------|-------|
| 60 | M.VEERA BABU                     | R.M      | 12787 |
| 61 | NOOKAPAI YESUDASU                | R.M      | 12407 |
| 62 | K.NOOKARATNAM alias<br>KAMESWARI | R.M      | 11717 |
| 63 | P. SURYA KUMARI                  | R.M      | 10757 |
| 64 | G.APPARAO                        | GARDENER | 19520 |
| 65 | S.GANGADHARAM                    | GARDENER | 19490 |
| 66 | SALAPU SRINIVASARAO              | GARDENER | 15156 |
| 67 | L.NARENDRA RAO                   | GARDENER | 20655 |
| 68 | P.RAMA KRISHNA                   | GARDENER | 23069 |
| 69 | KAPPALA SOMARAJU                 | GARDENER | 17420 |
| 70 | POTHURAJU SRINIVASARAO           | GARDENER | 19515 |
| 71 | SAPPA SATISH                     | GARDENER | 10757 |
| 72 | J.PRAKASA RAO                    | GARDENER | 19490 |
| 73 | G.POTHURAJU                      | GARDENER | 19490 |
| 74 | K.ADINARAYANA                    | GARDENER | 19520 |
| 75 | P.PALLAPA RAJU                   | GARDENER | 20665 |
| 76 | M.V.RAMARAO (PH)                 | GARDENER | 21550 |
| 77 | P.KRISHNA                        | GARDENER | 19505 |
| 78 | ODURI APPA RAO                   | GARDENER | 19490 |
| 79 | P.VENKATESWARA RAO               | GARDENER | 19490 |
| 80 | R.SAIBABU                        | GARDENER | 19515 |
| 81 | S.NOOKARAJU                      | GARDENER | 20625 |
| 82 | B.YEDUKONDALU                    | GARDENER | 19520 |

|     |                         |          |       |
|-----|-------------------------|----------|-------|
| 83  | M.MOSHE                 | GARDENER | 19490 |
| 84  | NELLI SATYANARAYANA     | GARDENER | 19505 |
| 85  | K.SURYA NARAYANA MURTHY | GARDENER | 17420 |
| 86  | Smt . K.MUTYALU         | GARDENER | 15756 |
| 87  | N.V.BHAGAVAN PRASAD     | GARDENER | 22424 |
| 88  | G.ATCHIYAMMA            | GARDENER | 21209 |
| 89  | N.SRINIVASARAO          | GARDENER | 19520 |
| 90  | MUNGANDI VENKATA RAMANA | GARDENER | 19505 |
| 91  | S.JOGI RAJU             | GARDENER | 19490 |
| 92  | B.DURGA RAO             | GARDENER | 15576 |
| 93  | B.A.V.PRASAD            | GARDENER | 19490 |
| 94  | N.NAGESWARARAO          | GARDENER | 20625 |
| 95  | PILLI SATYANARAYANA     | GARDENER | 19505 |
| 96  | M.V.NARAYANA            | GARDENER | 19505 |
| 97  | KOLA RAMBABU            | GARDENER | 19520 |
| 98  | K.SURYA NARAYANA        | GARDENER | 19515 |
| 99  | SAMPARTHI APPARAO       | GARDENER | 20640 |
| 100 | T.VENKATARAO            | GARDENER | 19520 |
| 101 | UDUGULA APPARAO         | GARDENER | 19490 |
| 102 | M.RAMBABU               | GARDENER | 19515 |
| 103 | SAMBARU APPARAO         | GARDENER | 19490 |
| 104 | K.SARASWATHI            | GARDENER | 17420 |
| 105 | R.RAMBABU               | GARDENER | 19490 |

|     |                      |                   |              |
|-----|----------------------|-------------------|--------------|
| 106 | N.TRIMURTHULU        | GARDENER          | 12047        |
| 107 | T.LAXMI              | GARDENER          | 12787        |
| 108 | TALLA PREM KUMAR     | GARDENER          | 12787        |
| 109 | N.PRANAVA MURTHY     | GARDENER          | 19520        |
| 110 | KOYYANA MOHANA RAO   | TB GARDENER       | 14736        |
| 111 | PADALA SATYANARAYANA | H.V.DRIVER        | 37840        |
| 112 | CH.RAMANA            | H.V.DRIVER        | 22739        |
| 113 | P.VENKATESWARARAO    | H.V.DRIVER        | 22689        |
| 114 | MD.ZILANI            | H.V.DRIVER        | 35911        |
| 115 | A.NAGARAJU           | L.V.DRIVER        | 20890        |
| 116 | A.SUBRAHMANYAM       | W.L CLEANER       | 24369        |
| 117 | S.BOSU REDDY         | W.L CLEANER       | 20625        |
| 118 | M.VARA PRASAD        | W.L CLEANER       | 20625        |
| 119 | KELLA SATYANARAYANA  | W.L CLEANER       | <b>20625</b> |
| 120 | CH.TIRUMALA RAO      | W.L CLEANER       | 20625        |
| 121 | A.PAPARAO            | W.L CLEANER       | 20640        |
| 122 | L.SATYANARAYANA      | W.L CLEANER       | 20625        |
| 123 | L.APPARAO            | W.L CLEANER       | 20030        |
| 124 | RAYUDU SATYANARAYANA | D.LORRY CLEANER   | 24374        |
| 125 | K.L.N.REDDY          | ELECTRICIAN GR-I  | 37625        |
| 126 | A.A.V.MURTHY         | ELECTRICIAN GR-II | 36650        |
| 127 | S.V.K.VARMA          | ELECTRICIAN GR-II | 23109        |
| 128 | K. RATNAVALI         | ELECTRICIAN GR-II | 16466        |

|     |                      |                   |       |
|-----|----------------------|-------------------|-------|
| 129 | P.ANIL KUMAR         | ELECTRICIAN GR-II | 12777 |
| 130 | CH. VENKATALAKSHMI   | ELECTRICIAN GR.II | 12037 |
| 131 | P.SATEESH            | H.W.FITTER        | 36615 |
| 132 | CH.SURYA NARAYANA    | M.READER          | 21909 |
| 133 | N.SUNDARARAMAYYA     | T.I.              | 35681 |
| 134 | A.VISWESWARA RAO     | FITTER Gr.I       | 19595 |
| 135 | REKA SATYANARAYANA   | FITTER Gr.II      | 20110 |
| 136 | D.RAMA KRISHNA       | W.W.HELPER        | 20060 |
| 137 | CH.SATYA PRASAD      | W.W.HELPER        | 20060 |
| 138 | BONTHU NAGESWARARAO  | W.W.HELPER        | 20655 |
| 139 | SYED KHAZA MOHIDDIN  | CLEANER           | 15191 |
| 140 | T.PRASADARAO         | CLEANER           | 23094 |
| 141 | B.POSUBABU           | CLEANER           | 15606 |
| 142 | CH.SRINIVASA RAO     | CLEANER           | 15186 |
| 143 | P.DURGA RAO          | CLEANER           | 13956 |
| 144 | CH.RAMA KRISHNA RAO  | CLEANER           | 23054 |
| 145 | D.KANNA RAO          | CLEANER           | 20670 |
| 146 | K.NAGENDRA RAO       | CLEANER           | 21829 |
| 147 | KOTANI SATYANARAYANA | CLEANER           | 21794 |
| 148 | B.NAGA RAJU          | CLEANER           | 21294 |
| 149 | M.VEERABHADRARAO     | CLEANER           | 20625 |
| 150 | PILLA APPA RAO       | CLEANER           | 20685 |
| 151 | R.ARJUNA RAO         | CLEANER           | 19490 |

|     |                                     |         |       |
|-----|-------------------------------------|---------|-------|
| 152 | Y.DHANA RAJU                        | CLEANER | 16956 |
| 153 | CH.SITA RAMA RAJU                   | CLEANER | 12077 |
| 154 | SINGAM CHAKRAVENI                   | CLEANER | 10757 |
| 155 | BOTCHA SRINIVASARAO                 | CLEANER | 17420 |
| 156 | V.NAGAMANI                          | CLEANER | 15576 |
| 157 | LANKA SURYARAO                      | CLEANER | 23054 |
| 158 | N.PATTABHI RAMARAO                  | CLEANER | 23054 |
| 159 | P.PRAKASARAO                        | CLEANER | 23059 |
| 160 | D.PYDI RAJU                         | CLEANER | 21794 |
| 161 | RAJANALA SOMARAJU                   | CLEANER | 20624 |
| 162 | SK.ABDUL KARIM                      | CLEANER | 21809 |
| 163 | KUNDRAPU SATYANARAYNA               | CLEANER | 21224 |
| 164 | G.V.R.SARMA                         | CLEANER | 21254 |
| 165 | K.RAMARAO                           | CLEANER | 21209 |
| 166 | B.KANNARAO                          | CLEANER | 21209 |
| 167 | L.NAGAMANI                          | CLEANER | 21209 |
| 168 | G.GURRAJU                           | CLEANER | 13926 |
| 169 | KOSTI SRINIVASA RAO                 | CLEANER | 19490 |
| 170 | REDDY SAIRAM                        | CLEANER | 19490 |
| 171 | K.CHITTIBABU                        | CLEANER | 14316 |
| 172 | R.KANNAJI RAO                       | CLEANER | 19490 |
| 173 | RAJAMAHENDRAVARAPU<br>SATYANARAYANA | CLEANER | 15576 |
| 174 | V.INDIRA                            | CLEANER | 13536 |

|     |                     |              |       |
|-----|---------------------|--------------|-------|
| 175 | M. APPARAO REDDY    | CLEANER      | 12802 |
| 176 | PALEPU SATISH KUMAR | CLEANER      | 12077 |
| 177 | MADIPALLI ANAND     | CLENAER      | 10457 |
| 178 | K. VENKATA RAMANA   | CLEANER      | 21224 |
| 179 | UPPADA APPARAO      | CLEANER      | 21239 |
| 180 | M.PAPARAO REDDY     | CLEANER      | 21239 |
| 181 | R.PALLAYYA          | CLEANER      | 15611 |
| 182 | M.SRI HARI          | S.B.O        | 23069 |
| 183 | BORA SATYANARAYANA  | W.W. SWEEPER | 16026 |

X) The Budget allocated to the Engineering Wing is available in the yearly Budget of Municipal Corporation, Rajahmundry.

XI) The Engineering Wing will issue Tap connections, Provision of Infrastructure and maintenance of Infrastructure etc.

XII) The Details of above information is available in an Electronic Form.

**XIII) The procedure followed in the decision making process, including channels of supervision and accountability of Tap Connections:**

The procedure in issue of Tap connections will be done within one month.

The Tap applications will be received at the Citizen Charter by the concerned assistant and after receipt of the Tap Application in full shape and the same will be forwarded to the concerned Tap Inspector for field inspection. Estimate will be prepared as per the site conditions and issue endorsement for payment of charges.

After payment of the required charges sanction of this will be submitted to the Executive Authority for approval through Deputy Executive Engineer and Executive Engineer.

Proceedings will be issued after getting approval from the Executive Authority by Executive Engineer.

**REVENUE DEPARTMENT****ORGANISATION:**

The Revenue Section in Municipal Corporation, Rajahmundry consisting the following officers and staff:

|  |         |
|--|---------|
| 1. Deputy Commissioner                     | 1 No    |
| 2. Revenue Officer                         | 1 No    |
| 3. Revenue Inspectors                      | 5 No's  |
| 4. Ministerial Assistants.<br>( A1 to A15) | 15 No's |
| 5. Bill Collectors                         | 14 No's |
| 6. Officer Subordinates                    | 8 No's  |

**FUNCTIONS AND DUTIES**

The Basic function is to look after the growth of Revenue and to collect the Property Tax, Vacant land tax, Water Charges and lease amounts. During the said process the Revenue Department has to perform the following functions / Duties.

1. Assessment of the new Assessments and under assessed of buildings.
2. Identification of the vacant sites and Assessment of the vacant land tax
3. Collection of property tax, vacant land tax, water charges.
4. Collection of Non-taxes: - that is market kisties, slaughter Houses, Shop Room Rents, Land Taxes
5. To conduct the Auctions of markets and slaughter houses, shop rooms, lands and parks.
  1. To prepare demand extract and issue to the applicant
  2. To prepare and issue the Demand notice to the rate payers
  3. Change of title transfer and sub-divisions
  4. Disposal of Revision petitions and appeals
  5. Maintenance of court cases.

**Maintenance of Records :**

- a) Property tax Demand Registers
- b) Water charges demand Registers
- c) Revision petitions and appeals Register
- d) M.L. Register
- e) Miscellaneous Demand Register

**I) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

**1. ADDITIONAL COMMISSIONER:**

Nil

**2. DEPUTY COMMISSIONER :**

- Monitoring of Property tax collections and new tax collections including leases, water charges.
- Assessment of building up to MRV 2500/-
- To supervise Revenue section both indoor and outdoor staff.
- To finalise the Transfer of titles and record the statement of RPs and Appeals.
- Deputy Commissioner is Authorised to Check all Registers

**3. Revenue Officer :-**

The Revenue Officer has to perform the duties and functions delegated by the Executive Authority and to take active roll in Revenue Collections.

- New Assessments and under assessed of buildings.
- Monitoring of property tax collections and non-tax collections.
- Execution of Warrants for detained of property tax.
- Realisation of Corporation taxes
- To send reminders for tax collections duly signed by him for Commissioner and to sign fair copies relating to Revenue Section.

- To sign the endorsement on transfer of title basing the orders of the Deputy Commissioner.
- To Supervise Revenue Section both indoor and outdoor and other work.
- To supervise and preparation of D.C.B.'s.
- Verification of Demand Notices and Accounts.
- To inspect markets and to verify assel tickets

**4. Revenue Inspectors :**

- Verification of Buildings, Assess the taxes, identification of the under assessments and un-assessments.
- To put vacant land taxes and supervising, collections of all tax collections including non-taxes.
- To attend the revision petitions and sub-divisions
- To collect all shop room rents, market fees and other lease amounts.
- The Revenue Inspectors and Bill Collectors are combinedly motivate he rate payers to pay taxes through e-Seva centers.

**5. A1 Senior Assistant:**

- Leases of shop room rents, Markets, Slaughter Houses and Park Auctions, Lands and Sewage Farms.
- Consultation of tax receipts and finalization of DCB's. and Revenue Establishment Matters.
- Maintenance of Miscellaneous Demand Register and finalization of non-taxes DCB's.
- Assistance for Secretary to Council

**6. A2 to A10 and A13 Junior Assistants:**

- House tax, preparation of Demand Registers, preparation of bills and collection postings.
- Preparation of Tax DCB's.

- Disposal of title transfer matters, Revenue Petitions and property tax, Demand Extracts.
- To issue the special notices and disposal of court cases and other tax matters.

**7. A11 Junior Assistant (Suits Clerk) :**

- To maintain the all court cases
- Preparation of taxes on State and Central Government buildings. Demand Registers and DCB's.

**8. A12 Junior Assistant :**

**Nil**

**9. A14, A 15 Junior Assistants :**

- Preparation of water tax, Demand Register, Notices, Collection Postings.
- Finalise of Water Tax DCBs.
- Disposal of Water Charges. Tax matters
- To issue the Water tax Demand notices to the ratepayers.

**10. Bill Collectors :**

- Issue of Demand Notices, K-Notices and Disconnection Notices
- To give assistance to the Revenue Inspectors to Identify the un-assessments, under assessments and vacant land tax.
- To motivate the tax payers to pay the taxes in E-seva centers.

**11. Office Subordinates**

- To Accompany with Deputy Commissioner, Revenue Officer and Revenue Inspectors.
- To Dispatch the Local Tapals.

**II. PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS:**

The department has to take over the following categories of files.

- a) New taxes applications
- b) Change of title transfer
- c) Disposal of Revision petitions and appeals
- d) Issuing of Demand extracts
- e) Finalization of court cases
- f) Finalization of Accounts in tax matters and non-tax matters.

**A) New Tax Applications :-**

- Initially scrutiny by the in-charge of citizen charter for required documents and relating papers and he will transmit the applications to the concerned clerk. The clerk submits the proposal to the Revenue Inspectors after fulfillment of all the documents prescribed are enclosed.
- The Revenue Inspectors will inspect the house and submit his report to the Revenue Officer / Deputy Commissioner.
- The Revenue officer will inspect the site and buildings and the proposal will be submitted to delegated authorities for approval i.e., to the Deputy Commissioner, Additional Commissioner or Commissioner.
- Based on the recommendations made by the Revenue Officer, the Executive Authority and delegated authorities take decision on the tax files.

**B) Change of Title Transfer: -**

- Application of title transfer was received and verified by the incharge of Citizens Charter to forward to the Concerned Clerk.
- The concerned clerk verified the records and put up the file through Revenue Officer to Deputy Commissioner.
- The Deputy Commissioner had to finalise the file.
- After finalizing the file the clerk has to prepare the endorsement and submit to the Revenue Officer.
- After the endorsement was signed by Revenue Officer the endorsement was issued to the applicant.

**C) Disposal of Revenue petitions and Appeals :-**

- The application received through tapals to the clerk.

- The clerk has to prepare the dackets and hearing notices, and issue to concerned applications through Revenue Officer.
- The Deputy Commissioner call the applicant for hearing and record the applicant remarks. And file is transmitted to Revenue Inspector and Revenue Officer for field inspection and remarks. The revised proposal will be forwarded to Executive Authority through Deputy Commissioner to finalise the revised tax.
- After finalizing the file the endorsement was issued by the clerk to the applicant.

**D) Issuing the Demand Extracts: -**

- Application of the Demand Extract was received and verified by the in-charge of the Citizens Charter and forwarded to the Record Keeper.
- The Record Keeper prepares the old year extracts and forwarded to the concerned Revenue Clerk.
- The Revenue Clerk has to prepare the present year extract and submit the extract through Revenue Officer to Deputy Commissioner.
- After the finalization of Demand Extract the Concerned Clerk has to submit the extract to the Citizens Charter's in-charge.
- Finally the Citizens Charter's In-charge issue the extract to the applicant.

**E) Finalisation of Court Cases :-**

- After receipt of court Judgments the Revenue Assistants/Revenue Inspectors will reassess the tax.
- The reassessment proposal is submitted to Commissioner through Revenue Officer and Deputy Commissioner.
- The Commissioner will take final decision on reassessment.
- Clerk will issue endorsement to the party.

**F) Finalisation of Accounts in tax matters and Non-Tax Matters :-**

- The DCB was prepared and finalized by the Revenue Clerks and submit the final DCB's through Revenue Officer to Deputy Commissioner.

- After finalise the records were submitted to the Audit Section for Audit purpose.

### **III. STATEMENT OF THE CATEGORIES OF DOCUMENTS UNDER CONTROL**

1. Hyderabad Municipal Corporation Act 1955.
2. Property Tax Demand Register
3. Arrear Demand Register
4. Water Charges Demand Register
5. Water Charges Arrear Demand Register
6. Market Gazettee
7. Miscellaneous Demand Register for markets, slaughter houses, shop rooms, staff quarters and lands.
8. Revision petitions Registers
9. Appeal Register
10. Title Transfer Register
11. M.L. Registers
12. Suit Register
13. Counter foils of Demand Notices.
14. Bills issue Register
15. Attendance Register
16. Payable Register

| <b>STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES WORKING IN THE MUNICIPAL CORPORATION, RAJAHMUNDRY</b> |   |                         |   |
|--|---|-------------------------|---|
| <b>NAME OF THE SECTION : REVENUE SECTION</b>   |   |                         |   |
| <b>Sl.No.</b>  | <b>Name of the Officers / Employees</b> | <b>Designation</b>      | <b>Receipt of Remuneration per Month (in Rs.)</b> |
| <b>Sarvasri</b>  |   |                         |   |
| 1  | Vacant                                  | Deputy Commissioner     | -   |
| 2  | A.V. Satyanarayana                      | Revenue Officer I/c     | 35616.00  |
| <b>Out door Staff</b>  |   |                         |   |
| 3  | K.B.R. Ravi Kumar                       | Revenue Inspector - I   | 30497.00  |
| 4  | R.Nagamani                              | Revenue Inspector - II  | 33976.00  |
| 5  | K. Ravi Kumari                          | Revenue Inspector - III | 16916.00  |
| 6  | Md. Abdul Malik Asfar                   | Revenue Inspector - IV  | 28907.00  |
| 7  | S. Satyavathi                           | Revenue Inspector - V   | 30587.00  |
| 8  | N.S.S. Gandhi                           | Bill Collector          | 23914.00  |
| 9  | S.A. Rehaman                            | Bill Collector          | 24569.00  |
| 10   | G.V. Swamy                              | Bill Collector          | 28113.00  |
| 11   | P. Ravi Kumar                           | Bill Collector          | 14926.00  |
| 12   | P.B.S. Prasad                           | Bill Collector          | 20855.00  |
| 13   | M.V. Narayana Reddy                     | Bill Collector          | 27378.00  |
| 14   | Gadi Venkateswara Rao                   | Bill Collector          | 14926.00  |
| 15   | Ganti Venkateswara Rao                  | Bill Collector          | 23889.00  |
| 16   | R. Srinivasa Rao                        | Bill Collector          | 20815.00  |
| 18   | M. Gangadhar                            | Bill Collector          | 21984.00  |
| 19   | K. Murali Krishna                       | Bill Collector          | 14116.00  |
| 20   | M. Bhaskara Rao                         | Bill Collector          | 22669.00  |

|                     |  |                  |          |
|---------------------|--|------------------|----------|
| 21                  | V.A. Ajay Kumar                              | Bill Collector   | 17141.00 |
| 22                  | Md. Vahab Khan                               | Bill Collector   | 23874.00 |
| 23                  | S.V.K. Visalakshi                            | Bill Collector   | 9783.00  |
| 24                  | M. Gaddamma                                  | Bill Collector   | 12597.00 |
| 25                  | M. Bala Kenedy                               | Bill Collector   | 22684.00 |
| 26                  | E. Yesudanam                                 | Bill Collector   | 20840.00 |
| 27                  | D.P. Kanaka Raju                             | Bill Collector   | 23959.00 |
| 28                  | K. Prabhakara Chowdary                       | Bill Collector   | 23874.00 |
| 29                  | S. Nageswara Rao                             | Bill Collector   | 20845.00 |
| <b>Indoor Staff</b> |  |                  |          |
| 30                  | D.L. Gopala Swamy (A1)                       | Senior Assistant | 28787.00 |
| 31                  | S. Syam Sundar (A2)                          | Junior Assistant | 21824.00 |
| 32                  | P.V.B.Ramana Rao (A3) deputed to CC to Mayor | Junior Assistant | 18940.00 |
| 33                  | D. Srinivasu (A4)                            | Junior Assistant | 20050.00 |
| 34                  | Vacant (A5)                                  | Junior Assistant |          |
| 35                  | K.L.S. Chamundeswari (A6)                    | Junior Assistant | 23714.00 |
| 36                  | N.Srinivasa Nehru (A7)                       | Junior Assistant | 19480.00 |
| 37                  | Ch. Padma (A8)                               | Junior Assistant | 15566.00 |
| 38                  | K.B.S. Baburao (A9)                          | Junior Assistant | 20655.00 |
| 39                  | V. Radhika (A10)                             | Junior Assistant | 15566.00 |
| 40                  | A.V. Satyanarayana (A11) deputation to R.O.  | Senior Assistant | 35616.00 |
| 41                  | G. Sridhar Rao (A12) deputation to A-11      | Junior Assistant | 27943.00 |
| 42                  | K. Chinababu (A13)                           | Junior Assistant | 17410.00 |
| 43                  | Md. Asrar (A14)                              | Junior Assistant | 27963.00 |
| 44                  | I. Rama Krishna                              | Junior Assistant | -        |
| <b>Attenders</b>    |  |                  |          |
| 45                  | V. Apparao Rao                               | Attender         | 21399.00 |
| 46                  | T.V. Satyanarayana                           | Attender         | 14116.00 |
| 47                  | P. Venkateswara Rao                          | Attender         | 17610.00 |

|    |   |          |                           |
|----|---|----------|---------------------------|
| 49 | Pentapati Satyanarayana<br>Deputing to P.H.Section and working as Sanitary<br>Maistry | Attender | 21399.00                  |
| 50 | L. Thrimurthulu   | Attender | 15566.00                  |
| 51 | D. Srinivasa Rao<br>Doing duty as Attender  | Gardener | Doing duty as<br>attender |
| 52 | M.V. Narayana<br>Doing duty as Attender   | Gardener | Doing duty as<br>attender |

The budget allocated to the Revenue wing is available in the yearly budget of Municipal Corporation Rajahmundry.

The details of above information is available is an Electronic form.

The Revenue Officer and Deputy Commissioner will be the responsible officers under over all supervision of the Executive Authority related to Revenue Matters.

**PUBLIC HEALTH SECTION****ORGANISATION:**

The Public Health Section in Rajahmundry Municipal Corporation consisting the following officers and staff:

|   |          |
|---|----------|
| 1. Health Officer                             | 1 No     |
| 2. Sanitary Supervisor.                       | 1 No     |
| 3. Sanitary Inspectors.                       | 17 No's  |
| 4. Medical Officers                           | 6 No's   |
| 5. Women Medical Officer                      | 1 No     |
| 6. Ministerial Assistants.<br>( F1, F2 & F3 ) | 3 No's   |
| 7. Health Assistants                          | 5 No's   |
| 8. Maternity Assistants.                      | 7 No's   |
| 9. Pharmasist                                 | 2 No's   |
| 10. MNO                                       | 1 No     |
| 11. FNO                                       | 4 No's   |
| 12. F.Servant                                 | 4 No's   |
| 13. Compounder                                | 1 No     |
| 14. Drivers                                   | 11 No's  |
| 15. Sanitary Maistries                        | 48 No's  |
| 16. Ayah's.                                   | 10 No's  |
| 17. Cleaners                                  | 7 No's   |
| 18. Sweeper Cum Gardner                       | 1 No     |
| 19. Public Health Workers                     | 640 No's |

|                            |        |
|----------------------------|--------|
| 20. Burial Ground Watchman | 2 No's |
| 21. Night Watchman         | 2 No's |
| 22. Computer Operator      | 1 No   |

**I) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

**Municipal Health Officer :**

Health Officer Qualification of work and output expected by him is as follows

**Maintenance of sanitation:**

The Municipal Health Officer should see that the sanitation of the town is maintained properly.

- a) To see that all the roads are kept clean and tidy.
- b) To see that all the drains are cleaned daily for free flow of sullage water.
- c) To see that all the rubbish heaps are cleared daily.
- d) To see that all the public latrines are cleaned daily.
- e) To see that all the markets are cleaned and wastage lifted in the early hours so that the visitors to the markets are not inconvenienced.
- f) To see that the fish and mutton stalls are cleaned with water and disinfected with phenyle and lime.
- g) To see that the urinals and latrines attached to the market are kept clean and tidy.
- h) To see that all the slaughter houses are cleaned daily duly disinfected.
- i) To see that the animals after slaughter are tested and stamped by the veterinary Surgeon in token of fitness for human consumption.
- j) To see that all the storm water drains are cleaned, well in advance of onset of monsoon for free flow of drainage water and to avoid inundation of roads by rain water.

**Medical :**

- a) The Municipal Health Officer should inspect maternity and Child Welfare Centres and Dispensaries maintained by the municipality and satisfy himself about their functioning.
- b) To see that the required medicines are stored for serving to the outpatients instead of asking them to purchase outside.
- c) To see that the doctors and other paramedical staff remain in the dispensaries during the prescribed timings and serve the patients to their satisfaction.
- d) To see that the required registers are maintained in the dispensaries and watch receipt of periodical reports, monthly and annually.
- e) To see that the Government programmes like Pulse Polio, Family Planning and others are attended to by his subordinates for successful completion of programmes.

**Implementation of provisions of Prevention of Food Adulteration Act:**

- a) To see that the Sanitary Inspectors who are qualified to lift the food samples reach the monthly targets without fail.
- b) To see that prosecutions are launched in respect of traders whose food samples are found adulterated.
- c) To inspect the Cinema Halls, Hotels, Lodges and other food centers and satisfy himself about the maintenance of sanitation.

**Registration of Births and Deaths:**

- a) To see that the Births and Deaths are recorded in the Births and Deaths Registers through Birth and Death Registrars and Health Assistants.
- b) To see that periodical returns on births and deaths are sent within the time.

- c) To see that the Births and Deaths extracts to the applicants are given without delay.

**Delay Inspection:**

The Municipal Health Officer has to make surprise check of Ward Offices in the early morning hours, check the attendance of workers and mark absent in respect of workers absent. Thereafter, he has to inspect certain areas and find out whether all the workers who have attended during muster are attending to their allotted duties. If anybody is found absent in the spot (duty) disciplinary action should be initiated against them. He should see that all the roads, drains and public latrines are cleaned.

**Checking of diaries of sanitary staff:**

The Municipal Health Officer has to check and review the diaries of Sanitary Supervisor, sanitary Inspector, Health Assistant, Births and Deaths Registrar, Sanitary Maistries and assess the work turned out by them. If any employee is not discharging the duties entrusted to him, he should initiate disciplinary action against the erring employee with the approval of the Commissioner.

In a nutshell, the Municipal Health Officer is responsible for upkeep of sanitation in the town and in all health matters. He should rise up to the occasion in case of outbreak of epidemics by taking immediate steps for its control. The Municipal Health Officer should follow the relevant provisions of Andhra Pradesh Municipalities Act 1965, P.H.Act, 1939, Prevention of Food Adulteration Act, places of Public Resort Act, 1888 and Cinematography Act, 1918, etc., which are connected with sanitation and public health activities in municipalities.

**Sanitary Supervisor:**

Quantification of work and output expected by him are as follows:

- a) In the absence of the post of Municipal Health Officer, he is responsible for upkeep of sanitation in the entire municipal area.
- b) Upkeep of sanitation in public and private markets, slaughter houses.
- c) Maintenance of special sanitation, implementing control and preventive measures, surveillance etc., during emergencies i.e., outbreak of epidemics like gastroenteritis, cholera, etc.
- d) Implementation of Government programmes connected with sanitation, Family Planning, Pulse Polio, Vaccination, etc..
- e) Lifting of food samples under the provisions of prevention of Food Adulteration Act and filing prosecution against traders whose food samples are found to be adulterated.
- f) Supervision of recording of Births and Deaths and issue of extracts of Births and Deaths.
- g) Implementation of provisions of Andhra Pradesh Municipalities Act 1965, Public Health Act, 1939, places of Public resort Act, 1888 and Cinematography Act, 1918 to the extent of sanitation and public Health.

**Sanitary Inspector :**

The quantification of work and output expected by him are as follows:

- a) To take the attendance of P.H.Workers both in the morning hours and afternoon hours in the ward offices.
- b) To supervise the sanitation of work of P.H.Workers in the areas concerned.
- c) To get the garbage lifted in all the streets, markets and public places.
- d) Getting the filth cleared in all the side drains through drain cleaners for free flow of sullage water.
- e) Getting the streets cleaned through sweepers.

- f) To see that all the P.H.Workers attend to their duties in the areas allotted to them.
- g) Getting the public latrines cleaned and getting them disinfected through Phenyle and lime.
- h) Getting the slaughter houses cleaned and disinfected.
- i) Implementation of Government programmes connected with sanitation and Public Health.
- j) If he is a qualified Food Inspector, lifting of food samples and to reach the target monthly.
- k) To write diary every day and submit to the Municipal Health Officer and if there is no such post to the Municipal Commissioner.

**Health Assistant :**

The quantification of work and output expected by him are as follows :

- a) To register births and deaths and preparation of extracts of births and deaths to give to applicants after collection of requisite fee.
- b) To implement all Government programmes connected with births and deaths and vaccination.
- c) To attend to control and preventive measures and surveillance during emergencies like outbreak of epidemics like gastro enteritis and Cholera, etc.

**Medical Officer :**

The qualification of work and output expected by him are as follows:

- a) To treat the outpatients who attend the dispensaries.
- b) To keep the required quantity of medicines to treat the outpatients who are mostly from poorer and economically weaker sections of society.

- c) To see that the required registers and records are maintained and periodical returns submitted to the Municipal Health Officer and Commissioner.

**Woman Medical Officer :**

- a) To supervise the working and functioning of maternity and Child Welfare centers.
- b) To treat the pregnant women for prenatal and post natal care.
- c) To conduct the deliveries who attend the centers.
- d) To supervise and check the work turned out by Health Visitors and Maternity Assistants.
- e) To attend Family Planning Programmes, Pulse Polio Programme and other programmes of Government initiated from time to time.
- f) To keep the required quantity of medicines for usage in the centers instead of asking the patients to get outside.

**Health Visitor :**

- a) To supervise the wok of Maternity Assistants.
- b) To attend the duties in the Maternity and Child Welfare Centers.
- c) To prepare monthly progress reports on the work turned out by Maternity Assistants.
- d) To attend all programmes of Government like Family Welfare, Pulse Polio, etc.

**Compounder / Pharmacist :**

- a) Assisting the Medical Officer in the treatment of out patients.
- b) Giving medicines to the patients as per the prescription of the Medical Officer.
- c) To maintain the records of the dispensary.

**F1 (Senior Assistant):-**

- Maintenance of all establishment matters relating to Medical Officers, Sanitary Inspectors, Health Assistants, Sanitary Maistries, Drivers, Cleaners & Medical Staff.
- Correspondence relating to Solid Waste Management
- Maintenance of tender files tender registers for supply of Disinfectants (Rock Lime, Bleaching, Phynoiel, Nuvan, King Fog) for sanitation.
- Maintenance of tender files tender registers for supply of Conservency article (Sweeper Baskets, Coconut Brooms, Malarams, Coconut Brushes, Drain Spades,danthineelu, Hand Spades, gamelas, Knives, Chetta Yeetu Rekulu, Iron Buckets, Plastic Dust Bins, Coconut Oil, Crow Bals, Chappals, Rickshaws, Dumpers) for sanitation purpose.
- Maintenance of file relating to Dozer engaged at Compost Yard.
- Maintenance of SC Cooperative Society beneficiaries tippers file.
- Maintenance of tender file tender registers for supply hired 18 No's tractors for lifting of garbage in circles.
- Maintenance of file for supply 8 No's Tippers for sanitation work from DWACUA group beneficiaries.
- Maintenance of files for supply of workers on contract basis as per rate fixed by the District Collector from the SC Societies (Society – 1 & Society – 2 ) , Dwacua group.
- Maintenance of file relating to Night Sanitation.
- Maintenance of file relating to National Family benefit Scheme.

**F2( Junior Assistant):-**

- Maintenance of file D & O Trades with connected Registers (Demand Registers, DCB Registers)
- Preparation of DCB for D&O Trades year wise.
- Files relating to issue of NOC to the Cinema Halls, Schools and other trades.

- Maintenance of files relating to PFA (Food Inspection).
- Maintenance of Pollution Control File.
- File relating to Nuisance Detection Squad engaged for eradication of open defecation and imposing of fines from the public who creating nuisance.

### **F3 (Junior Assistant):-**

- Maintenance of all establishment matters relating to 509 Nos Public Health Workers Establishment (Retirements, Deaths, Increments, 8,16,24 Years scales, Surrender Leaves, service particulars)

## FUNCTIONS AND DUTIES

### A Brief Note

|  |  |                      |
|--|--|----------------------|
| 1) Area in Sq.Kms                              | : 44.50 Sq.Km  |                      |
| 2) Population                                  | : 3.90 Lakhs   |                      |
| 3) No.of House Holds                           | : 85,582   |                      |
| 4) No. of Slums House Holds                    | : 17,395   |                      |
| 5) No. of Slum Population                      | : 75,981   |                      |
| 6) No. of Notified Slums                       | : 73   |                      |
| 7) No. of Non Notified Slums                   | : 28   |                      |
| 8) Linear Length of Roads                      | : 474.596 Kms  | } Total 1117.378 Kms |
| 9) Linear Length of Small Drains               | : 642.782 Kms  |                      |
| 10) Linear Length of major Drains              | : around 20 Kms  |                      |
| 11) No of PH Workers engaged for sweeping      | : 491  | } Total 1017 Workers |
| 12) No of Drain Cleaners (Small Drain) engaged | : 458  |                      |
| 13) No of PH Workers attending Major Drains    | : 68   |                      |
| 14) No of Dumping Yards:                       | 1. At R&B Work shop New Paper Mills.<br>2. Acs 9.00 at Palacherla of Rajanagaram Mandal. |                      |

15) No of Vehicles engaged for transportation  
of garbage & Silt. : 15 Contract + 4 Society + 8 Dwacua +  
1 MCR + 1 MCR Krishi.

16) No of Dumper Placers : 10

17) No. of Tippers : 7

18) No of Dumpers : 200

19) Desiltman: : 1

One number Desiltman machine has been purchased during Aug-07 under 12<sup>th</sup> Finance Commission Grants for effective desiltation of drains.

20) Maljet:-

One Maljet machine has been purchased during Aug-07 under 12<sup>th</sup> Finance Commission Grants for brushing of roads and cleaning.

21) Tractor Engine :-

One number tractor engine has been purchased during Aug-07 under 12<sup>th</sup> Finance Commission Grants for Septic Cleaning.

22) No of Rickshaws : 76

23) No of Dust Bins : 550

24) Average Tonnage of garbage lifted daily : around 350 M.Tonnes.

25) Door to Door Collection of garbage : 23 Wards

26) No of Markets : 5

27) Anti Mosquito Activity Fogging Machines :

One number Vehicle mounted with big Fogging Machine and eight numbers of small Fogging Machines are available in the Municipal Corporation. Continues Fogging operations are being done in various wards daily.

28) Hotel Inspection :

There are about 140 small and big hotels in the City. Periodical inspection with regard to sanitation is done by Food Inspectors.

29) Testing Drinking Water for residual chlorination :

Daily testing of drinking water for residual chlorination is being done at tail ends of water supply and corrective measures if warranted are being taken.

30) Anti – Fly Measures :

Special attention is being paid to take antily measures with Nuvan Spray at all markets, around hotels & around cinema theaters.

Similarly special attention is paid to take antily measures at dumping yard with Nuvan Spray. All the houses near by the dumping yard are covered with the spray daily.

31) ANTI – MOSQUITO ACTIVITY:-

ANTI – ADULT MOSQUITO ACTIVITY:-

The anti-adult mosquito measures in the City are taken with vehicle mounted fogging machine using king fog as the main chemical.

The entire City is divided into 6 zones.

Each zone would be fogged daily for 4-5 hours.

The timing operation is between 6.30 PM to 10.30 PM or 11 PM.

There are 18 portable machines available with this Corporation.

Each sanitation division is provided with one portable fogging machine.

Action plan was drawn and is being implemented to fog the interior lanes and sub lanes on every third day using King Fog as the basic chemical.

32) Tying Nylon Nets to Septic Tank vent pipes :-

There are about 65,000 households among which an estimated 56,000 houses are having septic tank vent pipes.

All vent pipes were covered with Nylon nets and tightly secured with steel wire during Pushkarams-2003.

Daily efforts are being made to identify vent pipes which were not covered with Nylon vent pipes so as to cover them a fresh.

Till now only 20 new vent pipes were identified and provided with nylon nets.

33) ANTI – LARVAL MEASURES:-

The NFCP unit at Rajahmundry is attending to spraying of Baytex in all drains in 25 wards only. Every one of these 25 wards would be attended weekly once. Remaining 25 wards are covered by P.H. Workers

For control of Ades of Egypti mosquito Abate is sprayed in peridomestic places through Door to Door activity by NFCP unit in 25 wards and by P.H. Workers in the remaining 25 wards. Council approved the action plan upto 30-05-2008.

Water stagnant areas were identified and periodical pouring of waste oil is being done.

34) Elimination of Pigs in the City :-

Following judgement by Honourable High Court in favour of Municipal Corporation, Rajahmundry nearly 10,000 stray pigs were eliminated with the help of shooter constables engaged for this purpose during the last two years.

This activity is still going on to prevent further emergence of pigs and pigs if found are being killed.

Presently the City is a pig free City.

35) Elimination of Stray Dogs :-

Continuous drive to eliminate stray dogs in the City is being carried out with the support of NGO's and department of Animal Husbandry.

36) Transporting of Stray Monkeys :-

Monkey menace has become a real problem due to falling of thousands of trees on National Highway.

The drive to catch and transport straying monkeys to agency area is still continuing.

37) Vermi Composting : At Subbarao Nagar 3 sheds are under repair

38) Organic Minure Plant : Not yet started

39) Debris Clearance :-

The debris generated in every ward is noted and with the help of Town Planning section is removed periodically.

40) Cutting of Rank Vegetation:-

Rank Vegetation areas in every ward are identified and cutting & removal work is being taken during gang works in every sanitary divisions.

41) Desiltation Activities:-

There is a separate batch called silt batch consisting of 68 PH Workers to attend to desiltation of major drains. Separate action plan is drawn to desilt the major drains two times in a year.

| MUNICIPAL CORPORATION : : RAJAHMUNDRY  |                                |               |                       |               |                           |               |                                 |
|--|--------------------------------|---------------|-----------------------|---------------|---------------------------|---------------|---------------------------------|
| STATEMENT SHOWING THE DCB OF D&O TRADES FOR THE YEAR 2008 - 09 upto 28-07-2008 |                                |               |                       |               |                           |               |                                 |
| Sl. No.  | Name of the Sanitary Inspector | No. of Trades | Total Demand (in Rs.) | Collection    |                           | Balance       |                                 |
|  |                                |               |                       | No. of Trades | Amount Collected (in Rs.) | No. of Trades | Amount to be collected (in Rs.) |
| 1  | K.Rajinidevi                   | 153           | 60046                 | 144           | 56206                     | 9             | 3840                            |
| 2  | K.Srinivasa Rao                | 285           | 144693                | 265           | 139090                    | 20            | 5603                            |
| 3  | M.K.Nambudripad                | 227           | 98093                 | 214           | 89862                     | 13            | 8231                            |
| 4  | Sd.Khasim                      | 606           | 315739                | 600           | 311790                    | 10            | 3949                            |
| 5  | K.S.N.Murthy                   | 154           | 92875                 | 98            | 61603                     | 56            | 31272                           |
| 6  | V.Rama Rao                     | 211           | 175068                | 202           | 165583                    | 9             | 9485                            |
| 7  | Vaska Ramarao                  | 394           | 304670                | 296           | 224430                    | 98            | 80240                           |
| 8  | G.Narayana Rao                 | 401           | 280121                | 320           | 262894                    | 81            | 17227                           |
| 9  | A.Satyanarayana                | 422           | 287191                | 407           | 277446                    | 15            | 9745                            |
| 10   | B.U.S.V.Bhaskar Rao            | 571           | 325812                | 498           | 287520                    | 73            | 38292                           |
| 11   | R.Kali Babu                    | 724           | 347632                | 715           | 337052                    | 9             | 10580                           |
| 12   | I.Srinivasa Rao                | 545           | 241389                | 459           | 210433                    | 86            | 30956                           |
| 13   | K.Mani Raju                    | 507           | 262415                | 471           | 251869                    | 36            | 10546                           |
| 14   | R.V.Ramana Rao                 | 136           | 95323                 | 126           | 90110                     | 10            | 5213                            |
| 15   | K.R.L.Reddy                    | 365           | 164702                | 310           | 144157                    | 55            | 20545                           |
| 16   | K.P.Raju                       | 184           | 77588                 | 172           | 72548                     | 12            | 5040                            |
| 17   | Inti Srinivas                  | 190           | 320000                | 120           | 245000                    | 70            | 75000                           |
| 18   | D.Danavai                      | 168           | 82112                 | 150           | 75308                     | 18            | 6804                            |
| 19   | D.Ramesh                       | 88            | 30258                 | 78            | 28758                     | 10            | 1500                            |
| 20   | K.L.S.Prasad                   | 108           | 52466                 | 93            | 42700                     | 15            | 9766                            |
| <b>Total</b>   |                                | <b>6439</b>   | <b>3758193</b>        | <b>5738</b>   | <b>3374359</b>            | <b>705</b>    | <b>383834</b>                   |

| MUNICIPAL CORPORATION : : RAJAHMUNDRY |             |                       |                         |              |
|---------------------------------------|-------------|-----------------------|-------------------------|--------------|
| PUBLIC HEALTH SECTION                 |             |                       |                         |              |
| Circle No.                            | Ward No.s   | Name of the Inspector | Designation             | Phone Number |
| 1                                     | 1,2,9       | K.Rajanidevi          | Sanitary Inspector      | 9951548322   |
| 2                                     | 3,4,5       | K.Srinivasa Rao       | Sanitary Inspector      | 9849908330   |
| 3                                     | 6,15,31     | M.K.Nambudri Pad      | Sanitary Inspector      | 9849908341   |
| 4                                     | 7,13,14     | Sd.Khasim             | Sanitary Inspector      | 9849908334   |
| 5                                     | 8           | K.S.N.Murthy          | Sanitary Inspector      | 9849908333   |
| 6                                     | 10,11,12    | Vasurumarthi Rama Rao | Sanitary Inspector      | 9849908332   |
| 7                                     | 16,26,27    | Vaska Ramarao         | Sanitary Inspector      | 9849908335   |
| 8                                     | 17,18,19,20 | G.Narayana Rao        | Sanitary Inspector      | 9849908325   |
| 9                                     | 21,22       | A.Satyanarayana       | Sanitary Inspector      | 9849908327   |
| 10                                    | 23          | B.U.S.V.Bhaskara Rao  | Sanitary Inspector      | 9849908339   |
| 11                                    | 24,30       | R.Kalibabu            | Sanitary Supervisor - 1 | 9849908336   |
| 12                                    | 25,28,29    | I.Srinivas            | Sanitary Inspector      | 9849908337   |
| 13                                    | 32,33,35    | K.Maniraju            | Sanitary Inspector      | 9849908343   |
| 14                                    | 34          | R.V.Ramana Rao        | Sanitary Inspector      | 9849908342   |
| 15                                    | 36,39       | K.R.L.Reddy           | Sanitary Inspector      | 9849908328   |
| 16                                    | 37,38,42    | K.Perumalla Raju      | Sanitary Inspector      | 9849908329   |
| 17                                    | 40,41       | I.Srinivas            | Health Assistant        | 9989027508   |
| 18                                    | 43,44,47    | D.Danavai             | Health Assistant        | 9989876763   |
| 19                                    | 45,46       | D.Ramesh              | Health Assistant        | 9397916251   |
| 20                                    | 48,49,50    | K.L.S.Prasad          | Health Assistant        | 9989476635   |
| 21                                    | Silt        | M.Ram Mohan           | Sanitary Supervisor     | 9849908326   |

## MUNICIPAL CORPORATION : : RAJAHMUNDRY

## PUBLIC HEALTH SECTION STAFF GROOS AMOUNTS

| Sl.No. | Name of the Employee   | Designation         | Receipt of Remuneration per Month ( in Rs.) |
|--------|------------------------|---------------------|---|
| 1      | Dr.G.Satyadev          | Health Officer      |   |
| 2      | M.Ram Mohan            | Sanitary Supervisor | 39579                                       |
| 3      | G.Narayana Rao         | Sanitary Inspector  | 38530                                       |
| 4      | R.Kalibabu             | Sanitary Inspector  | 39619                                       |
| 5      | K.Srinivasa Rao        | Sanitary Inspector  | 37645                                       |
| 6      | I.Srinivas             | Sanitary Inspector  | 35606                                       |
| 7      | K.R.L.Reddy            | Sanitary Inspector  | 34766                                       |
| 9      | Syed Khasim            | Sanitary Inspector  | 25713                                       |
| 10     | K.Satyanarayana Murthy | Sanitary Inspector  | 24349                                       |
| 11     | K.perumalla Raju       | Sanitary Inspector  | 25023                                       |
| 13     | K.Mani Raju            | Sanitary Inspector  | 24364                                       |
| 14     | R.V.Ramana Rao         | Sanitary Inspector  | 24364                                       |
| 15     | M.K.Nambudri Pad       | Sanitary Inspector  | 24349                                       |
| 16     | V.Rama Rao             | Sanitary Inspector  | 25038                                       |
| 17     | Vaska Rama Rao         | Sanitary Inspector  | 36670                                       |
| 18     | A.Satyanarayana        | Sanitary Inspector  | 20645                                       |
| 19     | I.Srinivas             | Health Assistant    | 20020                                       |
| 20     | K.L.S.Prasad           | Health Assistant    | 16916                                       |
| 21     | Sd.Belkhees Bhanu      | Health Assistant    | 16466                                       |
| 22     | D.Ramesh Kumar         | Health Assistant    | 16916                                       |
| 23     | Tehra begum            | Health Assistant    | 16916                                       |
| 24     | D.Danavai              | Health Assistant    | 23679                                       |
| 25     | K.Rajanidevi           | Health Assistant    | 16466                                       |
| 26     | M.Tulasidas            | Sanitary Maistry    | 23139                                       |
| 28     | Y.satyanarayan Murthy  | Sanitary Maistry    | 23134                                       |
| 30     | T.K.Bhaskara Rao       | Sanitary Maistry    | 24029                                       |
| 31     | Allam Durga Prasad     | Sanitary Maistry    | 10527                                       |
| 32     | K.D.K.V.Prasada Rao    | Sanitary Maistry    | 24444                                       |
| 33     | P.Venkateswara Rao     | Sanitary Maistry    | 21319                                       |
| 34     | M.venkateswarlu        | Sanitary Maistry    | 16571                                       |
| 35     | K.Satish               | Sanitary Maistry    | 10827                                       |
| 36     | P.L.Ganapathi          | Sanitary Maistry    | 16571                                       |
| 37     | CH.satyanarayana       | Sanitary Maistry    | 22494                                       |
| 38     | T.Srinivasa Rao        | Sanitary Maistry    | 21879                                       |
| 39     | A.M.satyanarayana      | Sanitary Maistry    | 15646                                       |
| 40     | Bharanika Jayaprakash  | Sanitary Maistry    | 12117                                       |
| 41     | T.V.V.S.Prasad         | Sanitary Maistry    | 13996                                       |
| 42     | K.Siva Shankar         | Sanitary Maistry    | 12857                                       |
| 43     | K.Raghunadhareddy      | Sanitary Maistry    | 12857                                       |
| 44     | Md.Abdul Rakeeb        | Sanitary Maistry    | 10827                                       |
| 45     | P.Durga Srinivasa Rao  | Sanitary Maistry    | 12857                                       |

|    |                        |                     |       |
|----|------------------------|---------------------|-------|
| 46 | Dr.M.V.R.Murthy        | Medical Officer     | 50037 |
| 47 | Dr.G.Madhubabu         | Medical Officer     | 55175 |
| 48 | Dr.P.Md.Usman Ali Khan | Medical Officer     | 64912 |
| 49 | Dr.Ch.Venugopala Chari | Medical Officer     | 62138 |
| 51 | K.Mariyamma            | Maternity Assistant | 27168 |
| 53 | P.Appalanarasamma      | Ayah                | 24349 |
| 54 | D.Bapilakshmi          | Ayah                | 10747 |
| 55 | J.Sridevi              | Ayah                | 10747 |
| 56 | P.Appayamma            | Ayah                | 20615 |
| 57 | M.Atchutamba           | Ayah                | 16466 |
| 58 | A.Chayadevi            | Ayah                | 14306 |
| 59 | G.Babu Rao             | Compounder          | 32936 |
| 61 | J.Rani                 | FNO                 | 23674 |
| 62 | M.Subba lakshmi        | F.Servant           | 23044 |
| 63 | M.Rama Rao             | Driver              | 25028 |
| 65 | M.Ratna Mohan          | Driver              | 35631 |
| 66 | M.satayanarayana       | Driver              | 34691 |
| 69 | Ch.Srinivasa Rao       | Driver              | 34691 |
| 70 | R.Rama Krishna         | Driver              | 29502 |
| 71 | G.Suryaprakash Rao     | Cleaner             | 20615 |
| 72 | M.Mutyala Reddy        | Cleaner             | 20615 |
| 73 | B.V.Ramana             | Cleaner             | 19510 |
| 74 | Ch.Nagendra Rao        | Cleaner             | 19480 |
| 75 | B.Srinivasa Rao        | Cleaner             | 19495 |
| 76 | Ch.V.Hanumantha Rao    | Cleaner             | 15566 |
| 77 | M.Someswara Rao        | Cleaner             | 19510 |
| 78 | M.Ramana               | B.G.Watchman        | 18940 |
| 79 | P.Subhakar Rao         | B.G.Watchman        | 16016 |
| 80 | R.Simhadri Rao         | Night Watchman      | 18940 |

1<sup>st</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | MISALA SATHIBABU                     | 14736                                      |
| 2      | PATALA SRINU                         | 20036                                      |
| 3      | MISALA RAMBABU                       | 16026                                      |
| 4      | KARANGI VENKATARAO                   | 19490                                      |
| 5      | VADDADI SRINIVASA RAO                | 16026                                      |

|    |                            |       |
|----|----------------------------|-------|
| 6  | SIRAMSETTY RAMANA          | 22424 |
| 7  | MUTYALA YELLAYYA           | 21199 |
| 8  | JALAGADUGULA SITAYYA       | 15576 |
| 9  | DALAI POTHURAJU            | 23054 |
| 10 | METTI SRIHARI              | 13926 |
| 11 | BOOLA KANAKAMMA            | 24356 |
| 12 | VADDADI VENKATESWARLU      | 22424 |
| 13 | MUTYALA CH APPALANARASAMMA | 16026 |
| 14 | TUPAKULA RAJU              | 23054 |
| 15 | MISALA PAIDAMMA            | 20625 |
| 16 | VADDADI NAGAMANI           | 23684 |
| 17 | SOMADULA PENTAMMA          | 23054 |
| 18 | DALAI GANESH               | 22424 |
| 19 | BANGARU SYAMALARAO         | 12787 |
| 21 | GUDETI SRINIVASA RAO       | 13926 |
| 22 | ALLAM SRINIVASA RAO        | 12787 |
| 23 | PALLI VENKANNA             | 12787 |
| 24 | ODURI SRINU                | 11717 |
| 25 | MIRIYALA NAGAMANI          | 12047 |
| 26 | BUDAMPARTHI MANI           | 12047 |
| 27 | TUPAKULA SOMALAMMA         | 12787 |
| 28 | K. NAGESWARA RAO DORA      | 10757 |
| 29 | MADAKAM VEERASWAMY         | 10757 |

## 2ndCircle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | INTI BHASKARA RAO                    | 15576                                      |
| 2      | KAPAVARAPU PAPA                      | 21794                                      |
| 3      | INTI JAYALAKSHMI                     | 15156                                      |
| 4      | MISALA APPARAO                       | 16026                                      |
| 5      | KONA VENKATARATNAM                   | 16476                                      |
| 6      | INTI SIMHACHALAM                     | 24359                                      |
| 7      | INTI SASIKISHORE                     | 15576                                      |

|    |                            |       |
|----|----------------------------|-------|
| 8  | GUTTULA SAIMOHAN           | 21794 |
| 9  | VELUDURTI DURGA MALLESWARI | 16476 |
| 10 | MULAPARTHI PRASAD          | 17420 |
| 11 | MUTYALA VEERRAJU           | 24359 |
| 12 | PADALA SATYASRIDHAR        | 13926 |
| 13 | BANGARU RAMANA             | 16926 |
| 14 | PALLA RAMANAMMA            | 14316 |
| 15 | BAVIRISETTI BABURAO        | 23054 |
| 16 | BHIMAVARAPU SURYANARAYANA  | 19490 |
| 17 | JALAGADUGULA RAMU          | 22424 |
| 18 | JUTHUKA JANRATNAM          | 21209 |
| 19 | KASIPALLI VEERA VENKATARAO | 19490 |
| 20 | MUTYALA VENKATA RAMANAMMA  | 19490 |
| 21 | ARJI LAKSHMI               | 24359 |
| 22 | PODUGU SATHAMMA            | 15576 |
| 23 | MONDRETI AKSHAYAMU         | 13926 |
| 24 | SANGIREDDY DURGAPRASAD     | 10757 |
| 25 | DEVINEEDI JYOTEESH         | 12407 |
| 26 | MADAKAM KRISHNAMURTHY DORA | 10757 |

3<sup>rd</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | KONA KANNAMMA                        | 24359                                      |
| 2      | ORIGETI DHANARAJU                    | 13926                                      |
| 4      | VADDADI MUTYALAMMA                   | 22424                                      |
| 5      | KONA VARALAKSHMI                     | 17915                                      |
| 6      | BANGARU KONDALAMMA                   | 21209                                      |
| 7      | MUTYALA RAJU                         | 14316                                      |
| 8      | NIMMMAKAYALA KUMARI                  | 21794                                      |

|    |                               |       |
|----|-------------------------------|-------|
| 9  | BANGARU RAJU S/O DALAYYA      | 16026 |
| 10 | KILARI VARAHALAMMA            | 17915 |
| 11 | MUTYALA VENKATARAMANA         | 16026 |
| 12 | KONA RAMANAMMA                | 22424 |
| 13 | RELLI PADMAVATHI              | 22424 |
| 14 | NAGABATHULA RAMANA            | 14316 |
| 15 | MUTYALA PADMAVATHI            | 23054 |
| 16 | ALLAM KRISHNA                 | 24359 |
| 17 | POSUPO NAGARATNAM             | 12407 |
| 18 | PALLA DURGA                   | 12047 |
| 19 | YANDAM RAJU                   | 11717 |
| 20 | KALIDASU RAJU                 | 11717 |
| 21 | KILARI SATYAVATHI             | 10457 |
| 22 | SARAPU ANANTHA VENKATALAKSHMI | 10757 |
| 23 | PATARA VENKATARAMANA          | 10757 |
| 24 | YAZZALA CHINA RAJU            | 10457 |

4<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | MANGALAGIRI VENKATARAMANA            | 21209                                      |
| 2      | AMBATI PRASAD                        | 22424                                      |
| 3      | INTI SUBBARAO                        | 23054                                      |
| 4      | RELLI CHANDRAMMA                     | 23054                                      |
| 5      | ALLAM VEERA APPALAMMA                | 16026                                      |
| 6      | PODUGU DANESWARA RAO                 | 24359                                      |
| 7      | VADDADI APPARAO                      | 24359                                      |
| 8      | MUTYALA DHANALAKSHMI                 | 20030                                      |
| 9      | KOTA SIMHACHALAM                     | 19490                                      |
| 10     | KARANGI SRINIVASA RAO                | 20030                                      |
| 11     | SANGIREDDY RAMBABU                   | 22424                                      |
| 12     | MUTYALA PADMA                        | 23054                                      |
| 13     | ALLAM RAMBAI                         | 22424                                      |
| 14     | AAKULA VENKATARATNAM                 | 16026                                      |

|    |                               |       |
|----|-------------------------------|-------|
| 15 | KONA SIDALLI                  | 24359 |
| 16 | KONA KRISHNA                  | 23054 |
| 17 | DHANALA MURALIKRISHNA         | 12047 |
| 18 | MUTYALA VENKATA SATYANARAYANA | 12047 |
| 19 | BENTUKURI LAKSHMI             | 12047 |
| 20 | MUTYALA RAJESH                | 10456 |
| 21 | K. VENKATA RATNAMMA           | 10757 |
| 22 | MAMIDI ANNAPURNADEVI          | 10457 |
| 23 | MADAKAM SANKURAMMA            | 10457 |

5<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | INTI SIMHACHALAM                     | 23054                                      |
| 2      | VADDADI KANNAMMA                     | 23054                                      |
| 3      | BANGARU LAKSHMI                      | 20625                                      |
| 4      | MUTYALA VENKATA APPARAO              | 16026                                      |
| 5      | MUTYALA YARAKAMMA                    | 24359                                      |
| 6      | MUTYALA VIJAYA LAKSHMI               | 17420                                      |
| 7      | MUTYALA APPALA KONDA                 | 21209                                      |
| 8      | MISALA ADINARAYANA                   | 21209                                      |
| 9      | CHEDALA MALLESWARI                   | 12047                                      |
| 10     | BANGARU SWANTHANARAO                 | 12047                                      |
| 11     | VADDADI SIVAKUMAR                    | 12407                                      |
| 12     | MEESALA TIRUMALA                     | 10457                                      |
| 13     | LOSURI AMMAJI                        | 10457                                      |
| 14     | PALLALA RAMIREDDY                    | 10457                                      |

6<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | KASIMKOTA SARADA                     | 16026                                      |
| 2      | BANGARU RAMANA                       | 16026                                      |
| 3      | BHUPATHI CHINA LAKSHMI               | 24359                                      |
| 4      | VASUPALLI SUBBARAO                   | 16476                                      |
| 5      | GOLI GOPI                            | 19490                                      |
| 6      | ALLAM SAROJINI                       | 22424                                      |
| 7      | MUTYALA JYOTHI                       | 23054                                      |
| 8      | VADDADI POTHURAJU                    | 17420                                      |
| 9      | DANDA BHAVANI                        | 16026                                      |
| 10     | MUTYALA POTHURAJU                    | 16925                                      |
| 13     | BHUPATHI SIVASANKAR                  | 23054                                      |
| 14     | MUTYALA LAKSHMI (W/O L PATI)         | 23684                                      |
| 15     | PONNURI MANGAMMA                     | 21209                                      |
| 16     | ALLAM VENKATASATYAM                  | 22424                                      |
| 17     | BUDAMPARTHI ADHINARAYANA             | 22424                                      |
| 18     | RAYI PRAKASA RAO                     | 23684                                      |
| 19     | KONA GANESH RAJU                     | 13553                                      |
| 20     | P YOGA VENKATA SATISH KUMAR          | 13926                                      |
| 21     | INTI VENUGOPAL                       | 13526                                      |
| 22     | KONA VENKATA RAMANA                  | 12047                                      |
| 23     | BUDANALA LAKSHMI                     | 10457                                      |
| 24     | PATEM ATCHI RAJU                     | 10457                                      |

7<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | SANGIREDDY SIMHACHALAM               | 23054                                      |
| 2      | KILARI APPARAO                       | 19490                                      |
| 3      | KASIMKOTA LAKSHMI                    | 24359                                      |
| 4      | MUTYALA VENKATESWARLU                | 19490                                      |
| 5      | VADDADI POTHURAJU                    | 23054                                      |
| 6      | MUTYALA LAKSHMI (W/O RAMU)           | 23054                                      |
| 7      | MUTYALA NAGAMANI (VEERRAJU)          | 24374                                      |
| 8      | SANGIREDDY LEELAVATHI                | 24359                                      |
| 9      | BANGARU MARIYAMMA                    | 23054                                      |
| 10     | MUTYALA NAGAMANI (R RAJU)            | 23054                                      |
| 11     | BANGARU SIMHACHALAM                  | 16926                                      |
| 12     | ALLADI SIMHACHALAM                   | 20625                                      |
| 13     | MISALA KUMARI                        | 16859                                      |
| 14     | KILARI LAKSHMI                       | 19384                                      |
| 15     | CHENNA SAIDAMMA                      | 21794                                      |
| 16     | MUTYALA POTHAMMA                     | 23054                                      |
| 17     | METTE VEERAVENKATA RAO               | 20625                                      |
| 18     | VADDADI RAMANAMMA                    | 14736                                      |
| 20     | KARANGI KRISHNA                      | 24359                                      |
| 22     | MUTYALA LAKSHMI (VENKATESH)          | 16926                                      |
| 23     | MISALA SIVARAMA KRISHNA              | 21209                                      |
| 24     | JANGAM DURGARAJU                     | 13536                                      |
| 25     | INTI VENKATA PRASAD                  | 17420                                      |
| 26     | ALLAM YESU                           | 19490                                      |
| 27     | KANCHUMARTHI APPAYAMMA               | 13536                                      |
| 28     | MELLEM RAMANAMMA                     | 13536                                      |
| 29     | POTNURI NAGENDRARAO                  | 12787                                      |
| 30     | MUTYALA JAYAKUMAR                    | 12047                                      |
| 31     | KILARI SRINIVASA RAO                 | 12047                                      |

8<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | YEDLA KUMARI                         | 13926                                      |
| 2      | VAARA LAKSHMANARAO                   | 16026                                      |
| 3      | GUMMADI LAKSHAMANA RAO               | 13926                                      |
| 4      | KILARI PUSHPA                        | 23054                                      |
| 6      | MULLA JYOTHI                         | 20625                                      |
| 7      | BHUPATHI SIMHACHALAM                 | 23054                                      |
| 8      | KARANGI KRISHNAVENI                  | 25459                                      |
| 9      | MUTYALA SAIAMMA                      | 24359                                      |
| 10     | KONA LAKSHMI                         | 23699                                      |
| 11     | MANGALAGIRI PAPAMMA                  | 20625                                      |
| 12     | VADDADI SIMHACHALAM                  | 20030                                      |
| 13     | BANGARU ASHA                         | 15156                                      |
| 14     | ALLAM KUMARI                         | 16476                                      |
| 16     | VADDADI NAGESWARA RAO                | 23684                                      |
| 17     | ALLAM POLAYYA                        | 24389                                      |
| 19     | KILARI RAJU                          | 24359                                      |
| 20     | PENTAPATI YESU                       | 22429                                      |
| 21     | DALAI SATYANARAYANA                  | 24359                                      |
| 22     | DALAI NARASIMHA MURTHY               | 23054                                      |
| 23     | BANGARU VENKATARAMANA                | 17163                                      |
| 24     | ALLAM RAMMOHANA RAO                  | 24359                                      |
| 25     | KILARI RAMBABU                       | 20625                                      |
| 26     | ALLAM RAMANA RAO                     | 16926                                      |
| 27     | BANGARU PRABAKARA RAO                | 24359                                      |
| 28     | MISALA YEDUKONDALU                   | 16926                                      |
| 29     | BANDI RAMARAO                        | 24359                                      |
| 30     | GOLI RATNAMRAJU                      | 24359                                      |
| 31     | MAMIDI POSIYYA                       | 13926                                      |
| 32     | BANGARU GOVINDARAJU                  | 16026                                      |
| 33     | METTE KOTESWARA RAO                  | 12047                                      |
| 34     | YEDLA SRINIVASU                      | 12047                                      |
| 35     | MUTYALA MANILA                       | 10157                                      |
| 36     | GORU VIMALA                          | 10757                                      |
| 37     | KARI RAMANAMMA                       | 10457                                      |
| 38     | KETI SRINIVASU                       | 10157                                      |

9<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | SIRAMSETTY GURRAMMA                  | 24359                                      |
| 3      | MUTYALA GURRAMMA                     | 24369                                      |
| 6      | BANDI VENKATALAKSHMI                 | 22424                                      |
| 7      | MISALA PAIDIRAJU                     | 21794                                      |
| 8      | KONA RAMMOHANARAO                    | 16026                                      |
| 10     | BANGARU CHITTAMMA                    | 24359                                      |
| 11     | MUTYALA YEDUKONDALU                  | 12047                                      |
| 12     | V. GANGAMMA                          | 10757                                      |
| 13     | B. VENKATARAMANA                     | 10457                                      |

10<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | BANGARU SRIRAMA MURTHY               | 20030                                      |
| 2      | AAKULA SIMHACHALAM                   | 23054                                      |
| 3      | RAI RAMU                             | 22424                                      |
| 4      | BANGARU RAMANAMMA                    | 20030                                      |
| 5      | INTI APPALANARASAMMA                 | 24359                                      |
| 6      | MANGALAGIRI SAVITRI                  | 24359                                      |
| 7      | MUTYALA NAGAMANI D/O APPARAO         | 16476                                      |
| 9      | MUTYALA NAGAMANI (W/O RAO)           | 16026                                      |
| 10     | KARANGI PENTAMMA                     | 23054                                      |
| 11     | MANGALAGIRI NAGALAKSHMI              | 14736                                      |
| 12     | MUTYALA CHINA APPARAO                | 23684                                      |
| 13     | RAI RAMANA                           | 21209                                      |
| 14     | KARANGI PRASAD                       | 24359                                      |
| 15     | VADDADI POTAMMA                      | 16026                                      |
| 16     | DHANALA MOHANA RAO                   | 23574                                      |
| 18     | MISALA CHANTI                        | 12787                                      |

|    |                       |       |
|----|-----------------------|-------|
| 19 | PAMULA RAJKUMAR       | 12787 |
| 20 | MISALA SEETAMMA       | 22424 |
| 21 | RELLI SATYAVATHI      | 21209 |
| 22 | MANGALAGIRI APPAYAMMA | 21209 |
| 23 | GUTTULA VENKATARAMANA | 16051 |
| 24 | METTE GURUMURTHY      | 16026 |
| 25 | BARRE PANDURANGA RAO  | 21209 |
| 26 | BANGARU PRASAD        | 22424 |
| 27 | MISALA MANGA          | 12787 |
| 28 | CHEDALA SAKKUBAI      | 10757 |

11<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month in Rs. |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | AMBATI CHITTAMMA                     | 16026                                    |
| 2      | MUTYALA POLESWARA RAO                | 24359                                    |
| 3      | MUTYALA LAKSHMI                      | 24359                                    |
| 5      | AAKULA VENKATALAKSHMI                | 17420                                    |
| 6      | BANGARU LAKSHMI                      | 23054                                    |
| 7      | VADDADI PARVATHI                     | 16476                                    |
| 8      | SILAM MANI                           | 15116                                    |
| 9      | GUDETI VEERAGANIKAMMA                | 15556                                    |
| 10     | GUDUPU BALAYYA                       | 23054                                    |
| 11     | CHENNA VEERAMANI                     | 16476                                    |
| 12     | MUTYALA RAMAKRISHNA                  | 23054                                    |
| 13     | MUTYALA KRISHNA MENON                | 23054                                    |
| 15     | NIMMAKAYALA RAMESH                   | 17420                                    |
| 16     | INTI DURGAPRASAD                     | 17420                                    |
| 17     | BANGARU PRASAD                       | 17420                                    |
| 18     | BODDABAPTI VIJAYA                    | 16026                                    |
| 19     | VADDADI APPARAO                      | 19490                                    |
| 20     | BORA SIMHACHALAM                     | 23684                                    |
| 21     | ARJI SIMHACHALAM                     | 21209                                    |

|    |                           |       |
|----|---------------------------|-------|
| 22 | UPPALA VEERABABU          | 13926 |
| 23 | KADULURI ANNAVARAM        | 13926 |
| 24 | ALLAM VIJAYA KUMARI       | 10157 |
| 25 | NIMMAKAYALA SRINIVASA RAO | 12047 |
| 26 | RAI SRINIVASA RAO         | 12047 |
| 27 | RAI CHINA VARALAKSHMI     | 12047 |
| 28 | SOMADULA RAMANAMMA        | 11606 |
| 29 | MARAPATLA GANGADHAR       | 12407 |
| 30 | BODALA RAJESWARI          | 11717 |
| 31 | ALLAM VIJAY               | 11717 |
| 32 | KASIPALLI NAGA RAJU       | 11717 |

12<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | MUTYALA YEDUKONDALU                  | 15576                                      |
| 2      | BANGARU APPALATALI                   | 17420                                      |
| 3      | MISALA RAMANAMMA                     | 15526                                      |
| 4      | MISALA SIMHACHALAM                   | 16026                                      |
| 5      | MUTYALA MAHESWARI                    | 23054                                      |
| 6      | SANGIREDDY PARVATAMMA                | 24359                                      |
| 7      | MISALA NIRMALA                       | 21794                                      |
| 8      | KONA SRINIVASA RAO                   | 23054                                      |
| 9      | RAI VENKATARAMANA                    | 23054                                      |
| 10     | DALAI MUNESWARA RAO                  | 23054                                      |
| 11     | SANGIREDDY POTHURAJU                 | 24359                                      |
| 12     | KILARI SRINIVASARAO, S/o V.Rao       | 22424                                      |
| 13     | ALLAM HARINATH                       | 21209                                      |
| 14     | MUTYALA CHINA NAGARAJU               | 16926                                      |
| 15     | DALAI BHASKARA RAO                   | 16026                                      |
| 16     | MUTYALA V V SATYANARAYANA            | 15576                                      |
| 17     | MELLEM PADDALU                       | 23690                                      |
| 18     | SIRAPU SATYANARAYANA                 | 17420                                      |

|    |                                   |       |
|----|-----------------------------------|-------|
| 19 | CHENNA POTHURAJU                  | 17420 |
| 20 | MUTYALA SAMRAJYAM                 | 24359 |
| 21 | DALAI PAIDAMMA                    | 13536 |
| 22 | KILARI SRINIVASARAO (APPALAKONDA) | 12047 |
| 23 | MUTYALA VARA SIMHACHALAM          | 12407 |
| 24 | KONA LAKSHMI                      | 12047 |
| 25 | MISALA DURGA BHAVANI              | 11319 |
| 26 | MANGALAGIRI DURGA RAO             | 10757 |
| 27 | MEESALA CHANDRA SEKHAR            | 10157 |
| 28 | BHUPATHI JAYARAM                  | 10157 |

13<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | NARAMAMIDI GANESH                    | 12787                                      |
| 2      | RAI SRINIVASA RAO                    | 22424                                      |
| 3      | CHENNA SURYAKUMARI                   | 24359                                      |
| 5      | SERAKANAM MANGAVENI                  | 13926                                      |
| 6      | INTI SRINIVASA RAO                   | 16926                                      |
| 7      | PAMU VENKATA RAO                     | 23059                                      |
| 8      | NIMMAKAYALA PRASAD                   | 24359                                      |
| 9      | MUTYALA SATYANARAYANA                | 16926                                      |
| 10     | AAKULA GANDHINAGAR                   | 23054                                      |
| 11     | CHITRAPU VENKATA RAO                 | 23054                                      |
| 12     | MISALA VEERRAJU                      | 24359                                      |
| 13     | BOGAVARAPU GURRAMMA                  | 24359                                      |
| 14     | MUTYALA RAMU                         | 24359                                      |
| 15     | YEDLA VENKATARAO                     | 19490                                      |
| 16     | BANGARU CHINAGURRAMMA                | 24359                                      |
| 17     | MUTYALA NANCHARAMMA                  | 23054                                      |
| 18     | SIRAMSETTI DHANALAKSHMI              | 22424                                      |
| 20     | GUDETI BAPIRAJU                      | 24359                                      |
| 21     | PEETALA CHINNI                       | 15956                                      |
| 22     | GOLAGANI GANAPATHIBALABALAJI         | 12407                                      |
| 23     | MUTYALA VASU                         | 12407                                      |
| 24     | K PREMKUMAR BABU                     | 12407                                      |

|    |                         |       |
|----|-------------------------|-------|
| 25 | MUTYALA VIJAYAMMA       | 12047 |
| 26 | MADDILA VEERRAJU        | 12047 |
| 27 | TURAM VEERABHADRAM DORA | 10457 |
| 28 | PAMMI VENKATALAKSHMI    | 10457 |

14<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | RELLI SAROJINI                       | 24359                                      |
| 2      | NIMMAKAYALA NAGAMANI                 | 24359                                      |
| 4      | SANGIREDDI DURGA                     | 23054                                      |
| 5      | SHAIK RIZWANA BHEGAM                 | 15576                                      |
| 6      | PITANI LAKSHMI                       | 13926                                      |
| 7      | PAKA SURYANARAYANA                   | 15576                                      |
| 8      | MUTYALA SAIDARAO                     | 22424                                      |
| 9      | ALLAM PADMA                          | 16476                                      |
| 10     | GUDETI RAMBABU                       | 16026                                      |
| 11     | INTI SOMARAJU                        | 17420                                      |
| 12     | UPPADA SURYAKANTHAM                  | 13926                                      |
| 13     | MUTYALA POORNAMMA                    | 24359                                      |
| 14     | MUTYALA NAGARAJU                     | 21209                                      |
| 15     | VADDADI VENKATARAMANA                | 24359                                      |
| 16     | MUTYALA GOPALAM                      | 22424                                      |
| 17     | NERELLA KRISHNAVENI                  | 13536                                      |
| 18     | KSHATHRI INDIRABAI                   | 13926                                      |
| 19     | BORRA RAJU                           | 12407                                      |
| 20     | MANTHINA SRIDHAR                     | 12007                                      |
| 21     | KUSUMANCHI KASIVISHWANADHAM (PH)     | 13227                                      |
| 22     | AALLA NAGA SURYA CHANDRA (PH)        | 11467                                      |

15<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | SANGIREDDY MALLESWARA RAO            | 24409                                      |
| 2      | VADDADI PENTAMMA                     | 20030                                      |
| 3      | MUTYALA VENKATARAMANA                | 21209                                      |
| 4      | KARANGI SAIAMMA                      | 24359                                      |
| 5      | POTNURI VIJAYA                       | 22439                                      |
| 6      | DHANALA VENKATALAKSHMI               | 23054                                      |
| 7      | KILARI RAMALAKSHMI                   | 21209                                      |
| 8      | VADDADI LAKSHMI                      | 20625                                      |
| 9      | DALAI ATCHAMMA                       | 18950                                      |
| 10     | KARANGI LAKSHMI                      | 16926                                      |
| 11     | KARANGI SRINIVAS                     | 15576                                      |
| 12     | VADDADI SURI APPARAO                 | 15576                                      |
| 13     | ALLAM RAMA KRISHNA                   | 24359                                      |
| 14     | MUTYALA RAMARAO                      | 24359                                      |
| 15     | MUTYALA APPARAO                      | 24359                                      |
| 16     | SANGIREDDI VEERANNA                  | 24359                                      |
| 17     | NIMMAKAYALA DURGARAO                 | 24359                                      |
| 18     | B V V RAMANA                         | 21834                                      |
| 19     | MUTYALA VENKATALAKSHMI               | 15156                                      |
| 20     | KAVULURI KRISHNA                     | 22424                                      |
| 21     | BODA ASEERVADHAM                     | 13536                                      |
| 22     | BHUPATHI CHINA APPARAO               | 13536                                      |
| 23     | BANGARU RAMESH                       | 12787                                      |
| 24     | BANGARU KUMARI                       | 12787                                      |
| 25     | BHOOMALA SURIBABU                    | 10757                                      |

16<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | MISALA PAIDAMMA                      | 21209                                      |
| 2      | BANGARU SATHIRAJU                    | 18950                                      |
| 3      | MUTYALA APPALA NARASAMMA             | 24359                                      |
| 4      | ALLAM DHANALAKSHMI                   | 16026                                      |
| 5      | GUDETI ATCHAMMA                      | 16476                                      |
| 6      | MISALA SURYANARAYANA                 | 15576                                      |
| 7      | MUTYALA VENKATESWARA RAO             | 15156                                      |
| 8      | KONA DURGAMMA                        | 16476                                      |
| 9      | INTI VENKATALAKSHMI                  | 21794                                      |
| 10     | BANGARU PRASAD                       | 15576                                      |
| 11     | DHANALA RAMAKRISHNA                  | 23054                                      |
| 12     | MUTYALA CHINA SYDALLI                | 23054                                      |
| 13     | PALLI VENKATARAO                     | 22424                                      |
| 14     | BANGARU RAJESWARI                    | 24359                                      |
| 15     | BAARA SURYAKANTHAM                   | 21209                                      |
| 16     | PALLI MURALI                         | 23054                                      |
| 17     | BANGARU SATYANARAYANA                | 20625                                      |
| 18     | BANGARU PEDAVEERAMMA                 | 23054                                      |
| 19     | JUTHUKA MANGA                        | 21794                                      |
| 20     | GUTTULA SURYANARAYANA                | 23054                                      |
| 21     | KARANGI VIJAYALAKSHMI                | 21209                                      |
| 22     | A TRIMURTHULU                        | 13227                                      |
| 23     | CHEDALA MANOHARA REDDY               | 11467                                      |
| 24     | KANIPE NAGABHUSHANAM                 | 10157                                      |

17<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | BANGARU SRINIVASA RAO                | 15576                                      |
| 2      | MUTYALA MAHALAKSHMI                  | 24359                                      |
| 3      | VADDADI YELLAMMA                     | 24359                                      |
| 4      | VADDADI APPARAO                      | 19384                                      |
| 5      | NIMMAKAYALA VENKATESWARLU            | 22424                                      |
| 6      | KONA SAIDAMMA                        | 24359                                      |
| 7      | RELLI NIRANDRA RAO                   | 23054                                      |
| 8      | MUTYALA SRINIVASA RAO                | 16859                                      |
| 9      | MISALA SRINIVASA RAO                 | 11549                                      |
| 10     | MUTYALA VARAPRASAD                   | 10757                                      |
| 11     | KUNJAM CHANCHANNADORA                | 10757                                      |
| 12     | KUNJUM KUMARI                        | 10757                                      |

18<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | BANGARU POTHURAJU                    | 23054                                      |
| 3      | PEDAPUDI RAJU                        | 19490                                      |
| 4      | BANGARU YEDUKONDALU                  | 24359                                      |
| 5      | VADDADI POTHURAJU                    | 19490                                      |
| 6      | MUTYALA RAMANA                       | 22424                                      |
| 7      | MORAMPUDI APPARAO                    | 19490                                      |
| 8      | MUTYALA PANDURANGA                   | 21209                                      |
| 9      | JALAGADUGULA APPARAO                 | 22424                                      |

|    |                       |       |
|----|-----------------------|-------|
| 10 | CHITRAPU SIMHACHALAM  | 22424 |
| 11 | MISALA JYOTHI         | 20625 |
| 12 | BANGARU CHINA APPARAO | 24359 |
| 14 | POTHULA NARASIMHA RAO | 15576 |
| 15 | GUBBALA APPALARAJU    | 13227 |
| 16 | MULAPARTHI SOMARAJU   | 12407 |
| 17 | KASIMKOTA YESU        | 11717 |

19<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | NAGABATTULA VENKATARAMANA            | 18950                                      |
| 2      | KARANGI PADMARAO                     | 21209                                      |
| 3      | MANGALAGIRI SYDALLI                  | 24359                                      |
| 4      | VADDADI LAKSHMI                      | 21209                                      |
| 5      | KOKKUNURI RAMA CHANDRA RAO           | 10757                                      |
| 6      | BANGARU SRINIVASA RAO                | 19295                                      |
| 7      | CHINTAGUNTA SAJEEV KUMAR             | 12007                                      |
| 8      | JAMI ADI SHANKAR                     | 10757                                      |
| 9      | BHUPATHI DURGA RAO                   | 10757                                      |
| 11     | MUTYALA PEDA DURGA                   | 10757                                      |
| 12     | BANGARU TIRUMALA                     | 12787                                      |
| 13     | NIMMAKAYALA RAMESH                   | 10457                                      |
| 14     | KADULLA APPARAO                      | 10757                                      |
| 15     | VEERAVATHULA FEDRIK                  | 10410                                      |
| 17     | PILLELA SANKAR RAO                   | 10457                                      |
| 18     | REGUM KUMARI                         | 10457                                      |
| 19     | PALLA DURGA PRASAD                   | 10457                                      |

20<sup>th</sup> Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | INTI MURALI                          | 18950                                      |
| 2      | VADDADI SIMHACHALAM                  | 24359                                      |
| 3      | PEDAPUDI RAJULAMMA                   | 15156                                      |
| 4      | BODDU SAIRAM                         | 16476                                      |
| 5      | BANGARU DURGARAO                     | 23684                                      |
| 6      | KONA CHANDRARAO                      | 23054                                      |
| 7      | BANDI NEELAVENI                      | 20625                                      |
| 8      | BANGARU SIMHACHALAM                  | 16026                                      |
| 9      | BANGARU RAJU                         | 22424                                      |
| 10     | KONA RAM BABU                        | 21209                                      |
| 11     | BANGARU VEERRAJU                     | 22424                                      |
| 12     | BANGARU VENKATARAMANA                | 23054                                      |
| 13     | KASIMKOTA YEDUKONDALU                | 23054                                      |
| 14     | BOBBILI DEVI KUMAR                   | 10757                                      |
| 15     | G. PATTABHI                          | 10757                                      |
| 16     | CH. VENKATAREDDY                     | 10757                                      |
| 17     | KOTLA SANJAY REDDY                   | 10457                                      |
| 18     | TURAKA BABY                          | 10457                                      |
| 19     | KUNJAM JANGAM DORA                   | 10457                                      |
| 20     | KARI SRINU                           | 10457                                      |

## 21st Circle, Public Health Workers

| SL.No. | Name and Designation of the Employee | Receipt of Remuneration per Month (in Rs.) |
|--------|--------------------------------------|--|
| 1      | 2                                    | 3  |
| 1      | LANKA APPARAO                        | 23054                                      |
| 2      | CHIPURUPALLI RAJU                    | 20625                                      |
| 3      | RAI RAMAKRISHNA                      | 16026                                      |

|    |                            |       |
|----|----------------------------|-------|
| 4  | BULA SURYARAO              | 23054 |
| 5  | YEDLA VENKATARAMANA        | 24359 |
| 6  | CHIPURUPALLI VENKATARAMANA | 16926 |
| 8  | VANAPALLI SATYANARAYANA    | 24374 |
| 9  | PILLA RAJESH               | 12787 |
| 10 | PILLI BALARAJU             | 12787 |
| 11 | PILLI HARISH KUMAR         | 12047 |
| 12 | MATTA VENKATESWARA RAO     | 12047 |
| 14 | GAJJALA KRISHNA            | 77717 |
| 15 | KANEM CHINNABBAI           | 10757 |
| 16 | S. NAGESWARARAO DORA       | 10757 |

## Chapter 12

Budget Allocated to Each Agency including Plans etc.  
[Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

**MUNICIPAL CORPORATION :: RAJAHMUNDRY**  
**STATEMENT SHOWING THE VARIOUS GRANTS RELEASED UTILISED**

(Rs. in Lakhs)

| Sl. No. | Name of the Scheme                         | Amount Sanctioned |              | Released |              | Completed |              | Under Progress |              |
|---------|--|-------------------|--------------|----------|--------------|-----------|--------------|----------------|--------------|
|         |  | No.               | Amount (Rs.) | No.      | Amount (Rs.) | No.       | Amount (Rs.) | No.            | Amount (Rs.) |
| 1       | 2  | 3                 | 4            | 5        | 6            | 7         | 8            | 9              | 10           |
| 1       | SJSRY                                      | 5                 | 31.75        | 5        | 15.92        | -         | -            | 5              | -            |
| 2       | EIUS                                       | -                 | -            | -        | -            | -         | -            | -              | -            |
| 3       | Solid Waste Management                     | -                 | -            | -        | -            | -         | -            | -              | -            |
| 4       | Special Grant (CM Special Package)         | 1                 | 10.00        | 1        | -            | -         | -            | 1              | -            |
| 5       | ACDP Grant                                 | 7                 | 22.89        | 3        | 5.35         | 4         | 5.35         | 3              | -            |
| 6       | NSDP                                       | -                 | -            | -        | -            | -         | -            | -              | -            |
| 7       | 12th Finance Commission (3rd spell)        | 5                 | 88.59        | 5        | 88.59        | -         | -            | 5              | -            |
| 8       | RNB  | -                 | -            | -        | -            | -         | -            | -              | -            |
| 9       | INDIRAMMA                                  | -                 | -            | -        | -            | -         | -            | -              | -            |
| 10      | ILCS                                       | 8000              | 293.70       | 8000     | 293.70       | 6041      | 293.60       | -              | -            |
| 11      | ASC Grant                                  | -                 | -            | -        | -            | -         | -            | -              | -            |
| 12      | Non-plan Grant (Municipal Office Building) | -                 | -            | -        | -            | -         | -            | -              | -            |
| 13      | Non-plan Grant (e-seva)                    | -                 | -            | -        | -            | -         | -            | -              | -            |
| 14      | Minorities Welfare Grant                   | 1                 | -            | -        | -            | -         | -            | 1              | -            |
| 15      | UIDSSMT                                    | -                 | -            | -        | -            | -         | -            | -              | -            |
| 16      | IHSDP                                      | -                 | -            | -        | -            | -         | -            | -              | -            |
| 17      | JNNURM (UIG)                               | -                 | -            | -        | -            | -         | -            | -              | -            |
| 18      | JNNURM (BSUP)                              | -                 | -            | -        | -            | -         | -            | -              | -            |
| 19      | APUSP                                      | -                 | 23.00        | -        | 23.00        | -         | 23.00        | -              | -            |
| 20      | APURMSP                                    | -                 | -            | -        | -            | -         | -            | -              | -            |
| 21      | Other Schemes if any mentioned             | -                 | -            | -        | -            | -         | -            | -              | -            |

## Chapter 13

### Manner of Execution of Subsidy Programmes

[Section 4(1)(b)xii]

13.1 Describe the activities / programmes / schemes being implemented by the public authority for which subsidy is provided.

Under SJSRY Scheme announced by Government of India the following sub components are available under the scheme.

#### **CENTRAL GOVERNMENT**

1. DWCUA:
  1. A self help group with minimum 10 members and maximum 20 members with one year seniority and rates as "A" category is eligible subjected to available of funds.
  2. The subsidy will be released 50% of the project cost of Rs.1,25,000/- which ever is less and also released to financial institution against their sanction letter.
  3. Seniority among "A" category groups will be followed in selection.
2. USEP:
  1. Any individual between the age group of 18 and 45 and belongs to BPL family with 9<sup>th</sup> class qualification is eligible under this scheme.
  2. Subsidy will be released to financial institution against their sanction to the same direction.

#### **STATE GOVERNMENT**

INTEREST SUBSIDY : The interest subsidy 6% will be granted to groups (Pavalavaddi) State Govt. were financed by banks under bank linkage programme the interest subsidy will be released once in 6 month

and ILCS

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy designation of officer competent to grant subsidy under various programmes / schemes.

| Name of programme / activity  | Nature / scale of subsidy    | Eligibility criteria for grant of subsidy    | Designation of officer to grant subsidy |
|-------------------------------|------------------------------|--|---|
| <b>SJSRY</b>                  | <b>Against bank loan</b>     |  |   |
| <b>DWCUA</b>                  | 50% or Rs.1.25 Lakhs maximum | "A" category group as per seniority          | Commissioner                            |
| <b>USEP</b>                   | 15% or Rs.7,500/- maximum    | 9 <sup>th</sup> class, BPL, Individual       | Commissioner                            |
| <b>Interest subsidy</b>       | 6% Subsidy                   | Interest subsidy against bank linkage loans. | Commissioner                            |
| <b>Rajiv Yuva Sakthi</b>      | 20% Subsidy                  | 10 <sup>th</sup> class Pass / Fail           | CEO, Setraj, KKD                        |
| <b>Rajiv Abhyudaya Yojana</b> | 50% Subsidy                  | BC, BPL                                      | ED, BC Corp'n Ltd., KKD                 |
| <b>HUDCO</b>                  |                              |  |   |
| <b>ILCS</b>                   | 33%                          | Individual BPL                               | Commissioner                            |

13.3 Described the manner of execution of the subsidy programme

| Name of programme / activity               | Application procedure   | Sanction procedure   | Disbursement procedure  |
|--|---|--|---|
| DWCUA 50% Limited to Rs.1,25,000/-         | Formed as groups minimum 10 members   | 'A' category groups will be verified from seniority list and verified by the filed staff     | Will be released to financial institute by way A/c payee cheques.   |
| USEP 15% (Rs.7,500/- limit)                | Application received with 9 <sup>th</sup> class qualification BPL families individual | After receive the application and verified by the filed staff and sent to banks for sanction | Will be released to financial institute by way of A/c payee cheques |
| Interest subsidy                           | Against bank linkage loans  | Repayment loan completion of 6 months  | Will be released to financial institute by way of A/c payee cheques |
| ILCS 33% of the project cost of Rs.4,500/- | BPL, not having latrine   | Verified through field staff   | Will be released to the beneficiaries by way of A/c payee cheques   |
| <b>HUDCO</b>                               |   |  |   |
| ILCS                                       | 33%   | Individual BPL   | commissioner  |

## Chapter 14

Particulars of Recipients of Concessions, Permits or Authorization Grants  
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.

| Sl. No. | Name & Address of recipient beneficiaries  | Nature / quantum of benefit granted                | Date of grant | Name & Designation of granting authority                |
|---------|--|--|---------------|---|
| 1       | <b>11,875 beneficiaries</b><br><br>OAP - 7514<br>Widow - 3083<br>Disabled - 1278 | Rs.23,75,000/-                                     | Monthly       | Collector & Chairman, District Rural Development Agency |
| 2       | <b>NFBS</b>  | As per allocation from the Government time to time | Not specific  | District Collector                                      |

14.2 Provide the names and address of recipients of benefits under each programme / scheme separately in the following format.

**Individual Beneficiaries**

| Sl. No. | Name & Address of recipient institutions | Nature / quantum of benefit granted | Date of grant | Name & Designation of granting authority |
|---------|--|-------------------------------------|---------------|--|
| 1       | Ex-Serviceman's                          | Rs.9,86,925/-                       | Nil           | Commissioner                             |

## Chapter 15

## Information Available in Electronic Form

[Section 4(1)(b)xiv]

15.1 Please provide the details of information related to the various scheme of the department which are available in electronic formats (Floppy, CD, VCD, Web Site, Internet etc.,)

| Electronic format | Description (site address / location where available etc.,) | Contents or title | Designation and address of the custodian of information (held by whom?) |
|-------------------|---|-------------------|---|
| Website, Internet | www.rajahmundrycorporation.org                              | -                 | -   |

15.2 Regarding the particulars of facilities available to Citizens the following information is given to them through Citizen Charter counters as noted in the proforma.

| Location  | Address                            | Services available  | Timings             |
|---|------------------------------------|---|---------------------|
| Citizen Charter, Municipal Office                   | Municipal Corporation, Rajahmundry | Applying for Title Transfers for property tax, applying new tap connection, information of tax dues, paid details, applying Building Plans, complaints registration | 10.30 AM to 5.00 PM |
| Call Center, Municipal Office<br><b>Ph. 2449990</b> | Municipal Corporation, Rajahmundry | All types complaints received   | 9.00 AM to 8.00 PM  |
| Online Property Tax collection Centers (e-Seva)     |                                    | Receiving Property Tax collection   | 9.00 AM to 7.00 PM  |
| 1   | Municipal Office                   |   |                     |
| 2   | Near Kotipalli Bus Stand           |   |                     |
| 3   | A. C. Gardens                      |   |                     |
| 4   | Prakash Nagar                      |   |                     |
| 5   | Sithampeta                         |   |                     |

## CHAPTER - 16

## PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

## (SECTION 4 (1) (b) xv)

16.1 Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information.

| <b>Facility</b>         | <b>Description (Location of Facility / Name etc.)</b> | <b>Details of Information made available</b>            |
|-------------------------|---|---|
| Notice Board            | Main Office, Commissioner Chamber and Citizen Charter | Different types Services, Procedure, fees, Notices etc. |
| News Paper Reports      | All News Papers                                       | Tender, Lease Notices                                   |
| Public Announcements    | Myke Announcements                                    | Health, Hygiene, Tax Payments                           |
| Information Counter     | Call Centre   | All data  |
| Publications            | -   | -   |
| Office Library          | -   | -   |
| Websites                | -   | -   |
| Other Facilities (Name) | -   | -   |

**INFORMATION OF THE DEPARTMENTS****5 (1) & (2)**

| <b>Sl. No.</b>  | <b>Name</b>  | <b>Designation</b>                   | <b>Cell No.</b> |
|---|--|--------------------------------------|-----------------|
| <b>(1)</b>  | <b>(2)</b>   | <b>(3)</b>                           | <b>(4)</b>      |
| <b>I)</b>   | <b>Revenue Section</b>                               |                                      |                 |
| 1)  | Sri D.L. Gopala Swamy,<br>Senior Assistant (A1)      | Assistant Public Information Officer | 0883-2479808    |
| 2)  | Sri A.V.Satyanarayana<br>Revenue Officer In-charge   | Public Information Officer           | 9849908349      |
| <b>II)</b>  | <b>Accounts Section</b>                              |                                      |                 |
| 1)  | Sri N.S. Nehru<br>Junior Assistant (B2)              | Assistant Public Information Officer | 0883-2479807    |
| 2)  | Sri R.V. Prasada Rao<br>Accountant In-charge         | Public Information Officer           | 98499 08350     |
| <b>III)</b>   | <b>Administrative Section</b>                        |                                      |                 |
| 1)  | Sri M.V.Ramarao,<br>Junior Assistant (C1)            | Assistant Public Information Officer | 0883-2479993    |
| 2)  | Smt. K. Kanya Kumari,<br>Manager In-charge           | Public Information Officer           | 98665 58975     |
| <b>IV)</b>  | <b>U.P.A. CELL</b>                                   |                                      |                 |
| 1)  | Sri T. Suresh,<br>Junior Assistant (C2)              | Assistant Public Information Officer | 0883-2421498    |
| 2)  | Smt. B. Priyamvadha,<br>Town Project Officer         | Public Information Officer           | 9866558977      |
| <b>V)</b>   | <b>Engineering Section</b>                           |                                      |                 |
| 1)  | Sri N.K.V.S. Kameswara Rao,<br>Senior Assistant (E1) | Assistant Public Information Officer | 0883-2421496    |
| 2)  | Sri T.A. Lincoln,<br>Municipal Engineer (FAC)        | Public Information Officer           | 9866658523      |
| <b>VI)</b>  | <b>Public Health Section</b>                         |                                      |                 |
| 1)  | Sri P.V.B.Ramana Rao<br>Junior Assistant (F1)        | Assistant Public Information Officer | 0883-2479814    |
| 2)  | Sri P.Md. Osman Alikhan,<br>Municipal Health Officer | Public Information Officer           | 9849908348      |
| <b>VII)</b>   | <b>Town Planning Section</b>                         |                                      |                 |
| 1)  | Sri Ch. Srinivasa Rao,<br>Senior Assistant (G1)      | Assistant Public Information Officer | 98666 57611     |
| 2)  | Sri P.N.S. Sai babu<br>City Planner                  | Public Information Officer           | 98666 57604     |
| <b>APPELLATE AUTHORITY FOR ENTIRE MUNICIPAL CORPORATION</b> |  |                                      |                 |
| 1)  | Sri Y.Sai Sreekanth,<br>Commissioner (FAC)           | 1 <sup>st</sup> Appellate Authority  | 9849908358      |