

INFORMATION HANDBOOK

[In pursuance of Chapter II, Section 4(1)(b) of the
Right to Information Act 2005]



DHARMAVARAM MUNICIPALITY

Ananthapur District, Andhra Pradesh

(A Government body as defined under Andhra Pradesh Municipalities Act,
1965)

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

March, 2018

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PREFACE

In order to provide greater transparency and accountability in the functioning of “Public Authorities”, The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June15,2005. In compliance with the provisions of Section 4(1)(b)of the Act, this information manual is published for information of the general public.

CHAPTER 1 - INTRODUCTION

1.1. BACKGROUND

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

1.2.

1.3. OBJECTIVE OF THE HAND BOOK.

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

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

1.4. TARGETED USERS

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

1.5. NAMES AND ADDRESSES OF KEY CONTACT OFFICERS.

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

Table 1: Names & details of Key contact Officers

Sl. No	Name of the officer/Designation	Appointed as per the Act.	Contact No.	Address
1	G. Ravi	Appellate Authority	9849905856	Shanthi nagar, Near kadiri gate, Dharmavaram
2	B. Ranga swamy	Public Information Officer	9398184252	
3	S. Mahmood Bhasha	Assistant Public Information Officer	7032914771	

1.6. PROCEDURE FOR OBTAINING INFORMATION.

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

- i. Telugu
- ii. English

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

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

Fee to be charged for providing information:

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

(A)Priced Material:

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

(B) Other than price material:

- i. Material in printed or text form (in A4 or A3 size paper) Rs.2/- per each page per copy.
- ii. Material in printed or text form in larger than A4 or A3 size paper—actual cost.
- iii. Maps and plans—actual cost.
- iv. Information in Electronic form at viz., floppy, CD or DVD:
 - a. Rs.100/- for CD of 700 MB and
 - b. Rs.200/- for DVD.
- v. Samples and models—actual cost thereof.
- vi. Inspection of records— no fee for the first hour and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.
- vii. Material to be sent by post- the actual postal charges in addition to the charge payable as per these rules.

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

CHAPTER-II: Particulars of Organisation, Functions and Duties
Section 4(1) (b) (i)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.

Particulars of Organisation:

Sl.No	Name of the Organisation	Address	Functions	Duties
1	Dharmavaram Municipality	Shanthi nagar, Near kadirri gate, Dharmavaram	Detailed Description mentioned below	Detailed Description mentioned below

2.2. Functions of the Municipality:

As per the provisions of the Municipal Acts, the municipalities are entrusted broadly with the following functions.

1. Public health, sanitation, conservancy and solid waste management.
2. Provision of water supply, drainage and sewerage.
3. Construction and maintenance of roads, drains, culverts and bridges.
4. Provision of street lighting.
5. Urban poverty alleviation programmes.
6. Slum improvement and upgradation.
7. Provision of public parks and play grounds
8. Construction and maintenance of public markets, slaughter houses.
9. Urban planning including town planning.
10. Regulation of land use and construction of buildings.
11. Maintenance of secondary and elementary schools.
12. Urban development programmes.
13. Vital Statistics including Registration of Births and Deaths.
14. Maintenance of burial grounds.

2.3 Duties- Sections in Municipalities:

With reference to the functions referred to above, the following sections are provided in the municipalities. The duties of each of these sections are listed below:

S.No	SECTION	DUTIES
1.	Administration	To look after general administration, including school administration and council meetings
2.	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties
3.	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
4.	Public Health and	To look after sanitation, public health and solid waste

	Sanitation	management including medical and maternity services
5.	Engineering	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting
6.	Town Planning	To regulate town planning activities including land uses, layouts, building constructions and encroachments
7.	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programmes

CHAPTER III: POWERS, DUTIES OF ITS OFFICERS / EMPLOYEES
Section4(1) (b) (ii) of RTI Act

S.No	Section	Name of the Officer	Subjects being dealt	Officer in Charge
1.	Administration	G.Ravi	Administration	
2.	Engineering	G. Naga Mohan	Executive Engineer	G.Ravi, Commissioner
3.	Administration	M.S. Prabhakar Rao	Administration	G.Ravi, Commissioner
4.	Environment & Sanitation	K.Padmanabha rao	Environment engineer	G.Ravi, Commissioner
5	Engineering	R. Murali Mohan	Water Supply (DEE)	G.Ravi, Commissioner
6	Town Planning	Krishna Rao	Town Planning	G.Ravi, Commissioner
7	Town Planning	Manjulamma	Town Planning	G.Ravi, Commissioner
8	Administration	B.Ranga Swamy	Administration	G.Ravi, Commissioner
9	Revenue Wing	S. Sikinder	Revenue	G.Ravi, Commissioner
10	Revenue Wing	G. Aswartha narayana	Revenue	G.Ravi, Commissioner
11	Revenue Wing	R. Sri kumar	Revenue	G.Ravi, Commissioner
12	Engineering	B. Dakshayani	Engineering(A .E)	G.Ravi, Commissioner
13	Engineering	H. Hareesh kumar	Engineering(A .E)	G.Ravi, Commissioner
14	Engineering	B. Prathap	Engineering(A .E)	G.Ravi, Commissioner
15	Environment	D. Lakshmi narayana	Sanitation	G.Ravi, Commissioner
16	Environment	D. Baba Saheb	Sanitation	G.Ravi, Commissioner
17	MEPMA	G. Chinna babaiah	MEPMA(Town Project officer)	G.Ravi, Commissioner
18	Public Health	V. Suresh babu	Establishment	G.Ravi, Commissioner
19	Engineering	B. Shafiulla khan	Engineering	G.Ravi, Commissioner
20	Town planning	N. Narasimhulu	Town planning	G.Ravi, Commissioner
21	Accounts	T.V. Nagaraju	Accounting	G.Ravi, Commissioner
22	Puraseva	T. Chandra mouli	Distribution of applications to applicants	G.Ravi, Commissioner

23	Revenue Wing	A. Satyanarayana	Revenue	G.Ravi, Commissioner
24	Mepma	A.sureshababu	Pensions	G.Ravi, Commissioner
25	Accounts	C.Sathish kumar	Cashier	G.Ravi, Commissioner
26	Revenue Wing	G.Thimmappa	Revenue	G.Ravi, Commissioner
27	Engineering	M.S Rajesh kumar	Engineering	G.Ravi, Commissioner
28	Revenue wing	B. Priyanka	Revenue	G.Ravi, Commissioner
29	Administration	M. Mallikarjuna	Tapal Distribution	G.Ravi, Commissioner
30	Revenue Wing	S.H Ramaiah(Bill Collector)	Revenue	G.Ravi, Commissioner
31	Revenue Wing	B.Thanvir bhasha(Bill Collector)	Revenue	G.Ravi, Commissioner
32	Revenue Wing	S.Shakir bhasha(Bill Collector)	Revenue	G.Ravi, Commissioner
33	Revenue Wing	G.S Ashok(Bill Collector)	Revenue	G.Ravi, Commissioner
34	Revenue Wing	Venkata ramudu(Bill Collector)	Revenue	G.Ravi, Commissioner
35	Revenue Wing	Reena Joycee(Bill Collector)	Revenue	G.Ravi, Commissioner
36	Revenue Wing	M. Shavali(Bill Collector)	Revenue	G.Ravi, Commissioner
37	Revenue Wing	Y. Vijaya Krishna(Bill Collector)	Revenue	G.Ravi, Commissioner
38	Revenue Wing	Sai Prasad(Bill Collector)	Revenue	G.Ravi, Commissioner
39	Public health	H. Anjaneyulu	Sanitary mastrie	G.Ravi, Commissioner
40	Public health	B.Nagaraju	Sanitary mastrie	G.Ravi, Commissioner
41	Public health	Radha Krishna	Sanitary mastrie	G.Ravi, Commissioner
42	Birth and Death	Suryanarayana	Birth and Death	G.Ravi, Commissioner
43	Accounts	Saraswathi	Accounting	G.Ravi, Commissioner

CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

(including Channels of Supervision and Accountability)

Section 4(1) (b) (iii) of RTI Act

Citizen can avail all the Municipal Services & raise Grievances regarding Municipal Service Delivery through Citizen Service Center (CSC) located within the ULB. On receipt of the same the Unique ID will be generated by the system and the system automatically sends to the Officers concerned.

The concerned official will scrutinize the file and write his remarks, and pass on the file to the next higher authority and finally to the Municipal Commissioner who is the final decision making authority.

The entire workflow of ULB functions & functionalities are being digitised through a chain of innovative eGovernance initiatives of the Urban Development Department. Through this, all the varied modes of governance namely,

- i) Government to Government
- ii) Citizen to Government
- iii) Government to Citizen

Gets automated, digitized and processed without physical transfer of files.

Upon completion of the Service requested by the citizen, he/she gets a mobile sms notifying the completion of service & the signed document may be collected from any CSC.

Channels of Supervision and Accountability:

1. Urban Development Department has developed ERP Module to facilitate citizen services to the public through Citizen Service Centres set up in all Urban Local Bodies (ULBs), Puraseva Mobile application & ULB website portal.
2. Service Level Agreement (SLA) has been entered into by the Municipality clearly stating the no. of days for providing each of the Municipal Services.
3. Separate provisions for registering of Public grievance has been provided through Citizen Service Centres set up in all Urban Local Bodies (ULBs), Puraseva Mobile application & ULB website portal. Live tracking of the status of the Grievance raised is also provided to the citizen through the mobile application.

CHAPTER-V – Norms for discharge of functions

Section 4 (1) (b) (iv)

5.1 THE NORMS SET BY THE DEPARTMENT FOR THE DISCHARGE OF ITS FUNCTIONS.

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

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

Citizen Related: Complaints on civic amenities and other grievances

Routine matters - 15 days

Other than routine matters - 30 days

(Ex. Policy decision files)

For more details regarding Service Level Agreement for delivering Municipal Services, please refer Citizen Charter in the ULB website.(www.dharmavaram.cdma.ap.gov.in)

CHAPTER-VI – STATUTORY GUIDELINES

Section 4 (i) (b) (v)

The Rules, Regulations, Instructions, Manuals And Records Held By The Department Or Under Its Control Or Used By Its Employees For Discharging Its Functions.

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

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

CHAPTER-VII – CATEGORIES OF DOCUMENTS

Section 4 (1) (b) (vi)

A Statement of the Categories of documents that are held by Dharmavaram Municipality or under its control.

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

CHAPTER-VIII – Public consultation for policy formulation

Section 4 (1) (b) (vii)

8. 1 the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

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

CHAPTER-IX

Section 4 (1) (b) (viii)

A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

CHAPTER-X – Directory of Officers and Employees

Section 4 (1) (b) (ix)

The Directory of Officers and Employees

Sl.No.	Name of the Individual	Designation
1	G.Ravi	Commissioner
2	G. Naga Mohan	Executive Engineer
3	M.S. Prabhakar Rao	Assistant Commissioner
4	K.Padmanabha rao	Deputy Executive Engineer
5	R. Murali Mohan	Deputy Executive Engineer
6	Krishna Rao	Town Planning Supervisor
7	Manjulamma	Town Planning Supervisor
8	B.Ranga Swamy	Manager
9	S. Sikinder	Revenue Officer
10	G. Aswartha narayana	Revenue Inspector
11	R. Sri kumar	Revenue Inspector
12	B. Dakshayani	Assistant Engineer
13	H. Hareesh kumar	Assistant Engineer
14	B. Prathap	Assistant Engineer
15	D. Lakshmi narayana	Sanitary Inspector
16	D. Baba Saheb	Sanitary Inspector
17	G. Chinna babaiah	Town Project Officer
18	V. Suresh babu	Senior Assistant
19	B. Shafiulla khan	Senior Assistant
20	N. Narasimhulu	Senior Assistant
21	T.V. Nagaraju	Senior Assistant
22	T. Chandra mouli	Senior Assistant
23	C. Satyanarayana	U.D.R.I
24	A.sureshbabu	Junior Assistant

25	C.Sathish kumar	Junior Assistant
26	G.Thimmappa	Junior Assistant
27	M.S Rajesh kumar	Junior Assistant
28	D. Priyanka	Junior Assistant
29	M. Mallikarjuna	Record Assistant
30	S.H.Ramaiah	Bill Collector
31	B.Thanvir bhasha	Bill Collector
32	S.Shakir bhasha	Bill Collector
33	G.S Ashok	Bill Collector
34	Venkata ramudu	Bill Collector
35	Reena Joycee	Bill Collector
36	M. Shavali	Bill Collector
37	Y.Vijaya Krishna	Bill Collector
38	Sai Prasad	Bill Collector
39	H. Anjaneyulu	Sanitary mastrie
40	B.Nagaraju	Sanitary mastrie
41	Radha Krishna	Sanitary mastrie
42	Suryanarayana	Assistant statistical Officer
43	Saraswathi	Senior Accountant

Section4 (1) (b) (x)

Monthly Remuneration Received by Each Officer and Employees, including the System of Compensation as Provided in Its Regulation.

Sl.No.	Name of Individual	Designation	Amount drawn per month(Rs.)
1	G.Ravi	Commissioner	
2	G. Naga Mohan	Executive Engineer	113234
3	M.S. Prabhakar Rao	Assistant Commissioner	
4	K.Padmanabha rao	Deputy Executive Engineer	113234
5	R. Murali Mohan	Deputy Executive Engineer	75719
6	Krishna Rao	Town Planning Supervisor	42946
7	Manjulamma	Town Planning Supervisor	50803
8	B.Ranga Swamy	Manager	77692
9	S. Sikinder	Revenue Officer	61251
10	G. Aswartha narayana	Revenue Inspector	53456
11	R. Sri kumar	Revenue Inspector	59667
12	B. Dakshayani	Assistant Engineer	
13	H. Hareesh kumar	Assistant Engineer	42946
14	B. Prathap	Assistant Engineer	42946
15	D. Lakshmi narayana	Sanitary Inspector	41744
16	D. Baba Saheb	Sanitary Inspector	50645
17	G. Chinna babaiah	Town Project Officer	79625
18	V. Suresh babu	Senior Assistant	49238
19	B. Shafiulla khan	Senior Assistant	45348
20	N. Narasimhulu	Senior Assistant	52051
21	T.V. Nagaraju	Senior Assistant	39505
22	T. Chandra mouli	Senior Assistant	39736
23	A.Satyanarayana	U.D.R.I	
24	A.sureshbabu	Junior Assistant	59677
25	C.Sathish kumar	Junior Assistant	29786
26	G.Thimmappa	Junior Assistant	61251
27	M.S Rajesh kumar	Junior Assistant	35274
28	B.Priyanka	Junior Assistant	22387
29	M. Mallikarjuna	Record Assistant	20161
30	S.H.Ramaiah	Bill Collector	37548
31	B.Thanvir bhasha	Bill Collector	33563
32	S.Shakir bhasha	Bill Collector	
33	G.S Ashok	Bill Collector	38586
34	Venkata ramudu	Bill Collector	32607
35	Reena Joycee	Bill Collector	
36	M. Shavali	Bill Collector	

37	Y.Vijaya Krishna	Bill Collector	
38	Sai Prasad	Bill Collector	
39	H. Anjaneyulu	Sanitary mastrie	48066
40	B.Nagaraju	Sanitary mastrie	55177
41	Radha Krishna	Sanitary mastrie	49318
42	Suryanarayana	Assistant statistical Officer	
43	Saraswathi	Senior Accountant	35274
44	Mahaboob basha shaik	Junior Assistant	45648

CHAPTER-XII – Budget Allocation
Section 4 (1) (b) (xi)

The Budget Allocated to each Agency, Indicating the Particulars of all Plans, Proposed Expenditure and Reports on Disbursements Made.

(Rs. In Lakhs)					
Agency	Programme/Scheme/Project/ Activity purpose for which budget is allocated	Amount released last year	Amount spent last year	Budget allocate current year	Budget released current year
Dharmavaram Municipality	14th Finance	37146581	31019828	59000745	59000745
Dharmavaram Municipality	ASC Grant	900000	153521	1000000	1000000
Dharmavaram Municipality	School Grant	1370000	1000000	1500000	1500000
Dharmavaram Municipality	SC ST Subplan	17407000	14178766	15000000	15000000
Dharmavaram Municipality	Night shelters	600000	600000	1000000	1000000
Dharmavaram Municipality	Swachh Bharath	756000	756000	1500000	1500000
Dharmavaram Municipality	Non Plan grants	0	0	6000000	6000000
Dharmavaram Municipality	BRGF	5610000	0	5000000	5000000

CHAPTER-XIII – Subsidy Programme

Section 4 (1) (b) (xii)

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

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

CHAPTER-XIV – Recipients of Concessions

Section 4 (1) (b) (xiii)

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

- NIL -

CHAPTER-XV – Electronic Information

Section 4 (1) (b) (xiv)

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

The information is available in the following website <http://www.aponline.gov.in/>
(Please refer to the Municipal Administration Department)

CHAPTER -XVI – Public Facilities

Section 4 (1) (b) (xv)

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

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

CHAPTER-XVII - Public Information Officers

Section 4 (i) (b) (xvi)

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

SI No	Name of the officer/ Designation	Appointed as per the Act.	Contact No.	Address
1	G. Ravi	Appellate Authority	9849905856	Shanthi nagar, Near kadiri gate, Dharmavaram
2	B. Ranga swamy	Public Information Officer	9398184252	
3	S. Mahmood Bhasha	Assistant Public Information Officer	7032914771	

CHAPTER-XII – Other Information

Section 4 (1) (b) (xvii)

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

- NIL -