

# INFORMATION HAND BOOK

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



CHILAKALURIPET MUNICIPALITY,  
BAPUJI MUNICIPAL BUILDINGS,  
FIRE STATION ROAD,  
CHILAKALURIPET-522616  
PH.NO:08647-253994

# Chapter 1

## Introduction

- 1.1 Background  
Please throw light on the background of this handbook - Right to Information Act and its key objectives.
- 1.2 Objective/purpose of this information handbook  
Describe the provisions of Section 4(1)(b) of the Act regarding mandatory *suo motu* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public..
- 1.3 Who are the intended users of the handbook?  
Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.
- 1.4 Definitions of key terms  
Please provide definitions of keys terms used in this handbook.
- 1.5 Organization of information  
Describe how information is organized in this handbook and what is contained in different chapters.
- 1.6 Getting additional information  
Describe the sources, procedures and fees structure for getting information not available in this handbook.
- 1.7 Names & addresses of key contact points  
Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

# CHILAKALURIPET MUNICIPALITY

## CHAPTER – 2 ORGANISATION, FUNCTIONS AND DUTES [Section 4(1) (b)(i)]

### 2.1 Particulars of the Organization, functions and duties:

Sl.No	Name of the Organization	Address	Functions	Duties
1	Municipal Council, Chilakaluripet	Municipal Office, NRT Center Chilakaluripet	To Provide basic amenities to the Citizens of the Town.	i) Maintenance of sanitation. ii) Provision and maintenance of water supply iii) Provision and maintenance of street lighting iv) Provision and maintenance of roads and drains v) Provision and maintenance of parks and play grounds. vi) Provision and maintenance of cart stands market sand slaughter houses. vii) Provision and maintenance of school buildings wherever they are under the control of Municipality. viii) Provision and maintenance of burial grounds.

**CHILAKALURIPET MUNICIPALITY**  
**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:

Sl.No	Name of the Officer/ Employee	Designation	Duties allotted	Powers
1	Sri N.Kanaka Rao	Municipal Commissioner	<ul style="list-style-type: none"> <li>i) Carry into effect all the resolutions of the Council.</li> <li>ii) Furnish to the Council such periodical reports regarding the progress made in carrying out the resolutions of the council.</li> <li>iii) Exercise the executive power for the purpose of carrying out the provisions of the APM Act, 1965.</li> <li>iv) Exercise disciplinary control over the employees of the Municipal Council.</li> <li>v) Exercise all powers in relation to the collection of taxes and fees, the licenses and the removal of encroachments.</li> <li>vi) He shall be in-charge of the Office of the Municipality and have custody of the Municipal Records.</li> <li>vii) Inspect the places of entertainment such as Cinema Halls etc.,</li> </ul>	
			<p><b><u>Administrative:</u></b></p> <ul style="list-style-type: none"> <li>i) Exercise all the powers and perform all the functions specially conferred or imposed under the APM Act, 1965</li> </ul>	
			<p><b><u>Financial</u></b></p> <ul style="list-style-type: none"> <li>i) Exercise powers to incurred in each case contingences expenditure incidental to the Municipal Administration, not exceeding Rs.1500/-</li> <li>ii) He is the Drawing and Disbursing Officer</li> </ul>	
			<p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>i) He may, by order in writing delegate any of his powers or</li> </ul>	

			<p>functions to any officers or other employee of the council or to any employee of the Govt.,</p> <p>ii) Issue of layout permission , regularization of unauthorized hoardings, implementation of development schemes, implementation of urban poverty alleviation scheme, issue of Birth &amp; Death Certificates, issue of extract of Demand Register of property, issue of Solvency Certificates, maintenance of civic amenities such as roads, drains, water supply, street lighting etc.,, maintenance of markets, burial grounds etc.,</p> <p>iii) He is Election Officer for Municipal Elections.</p>	
2	Sri K.Amarnadh,	Manager	<p><b><u>Statutory:</u></b></p> <p>i) Exercise the general supervision over the administrative section.</p> <p>ii) He shall perform all the duties of the Revenue Officer, where the post of Revenue Officer is not sanctioned.</p>	
			<p><b><u>Administrative:</u></b></p> <p>i) To receive the Court summons in the name of the Commissioner, checking of the Personal Registers, periodical register, to close the attendance register of the staff in time, to watch incoming reminders from the Govt/C&amp;DMA/Collector&amp; District Magistrate etc.,, to check the dispatch register, stamp account, distribution register and fair copy register, verify the credit of cheques received the adjustment made and attest the entries in the register of cheque register also to check petty cash book, permanent advance register daily chitta, cash and arrange to keep it in safe custody and remittance of the amount so received as is the custodian of one key out of double lock system of cash chest.</p>	

			<ul style="list-style-type: none"> <li>ii) Preparation of budget estimate, monthly and annual accounts, administration reports.</li> <li>iii) To send the files to the Commissioner after thorough verification relating in to administrative section.</li> </ul>	
			<p><b><u>Financial:</u></b></p> <ul style="list-style-type: none"> <li>i) He shall daily check the cash received and un -disbursed and satisfy himself that the total cash is available and then lock the chest at the time of closure of office.</li> <li>ii) The Manager is responsible for missing or misappropriation of money received in the Municipal Treasury</li> </ul>	
			<p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>i) He has to assist the Municipal Commissioner in the preparation of the rough agenda to the Council meeting, fair copying the agenda after seen by the Chairperson and also for proper service of the agenda to all the members of the Council including the Ex-Officio members, Co-opted members within the stipulated time as laid down APM Act, 1965.</li> </ul>	
3	1)Sri.G.Avinash Sarwan	Senior Accountant	<p><b><u>Statutory</u></b></p> <ul style="list-style-type: none"> <li>i) Scrutiny of pay bills and all the officers and employees and the passing of the pass orders for signature of the Commissioner.</li> <li>ii) Scrutiny of Pension payment bills, preparation of annual and monthly accounts, transfer of adjustments.</li> </ul>	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>i) The accountant shall assist the Commissioner in the preparation of Budget Estimate.</li> <li>ii) He shall verify whether the</li> </ul>	

			<p>posts for which salaries are claimed are covered by sanction orders of competent authority.</p> <p>iii) He shall verify whether all recoveries like festival advance etc., recovery orders passed by the Municipal Commissioner or Higher Competent authority have been effected or not</p> <p>iv) He shall all verify whether the employee is on duty during the entire month are on E.L./HPL/EOL, and if on leave whether such leaves are sanctioned by the competent authority and whether the claim is for salary or leave salaries</p>	
4	1) Sri P.Phani kumar,	Revenue officer	<p><b><u>Statutory</u></b></p> <p>i) He shall inspect all the buildings put up by the Bill Collectors through monthly list and verify the measurements recorded therein in-respect of apartments common areas like parking places, balconies etc., shall have to be divided and apportioned to the concerned apartment holders and recorded the monthly lists to avoid loss of revenues.</p> <p>ii) He shall collect the interest to be charged in case of failure to pay property tax within the due date and he is responsible if the penalty is not collected.</p> <p>iii) He shall take action to effect distrains through warrants against defaulters tax and file prosecutions as per the provision of the act.</p> <p>iv) He shall fix the targets among the bill collectors and ensure 100% collection of taxes in each half year.</p> <p>v) He shall ensure that all the notices and bills are served on the tax payers by the end of May for the 1<sup>st</sup> half year and by the end of November</p>	

			<p>for the 2<sup>nd</sup> half year.</p> <p>vi) He shall also see that all the demand notices are handed over to the Bill Collector by 15<sup>th</sup> April, &amp; 15<sup>th</sup> October respectively</p> <p>vii) He shall assist the Commissioner at the time of disposal revision petitions, grant of vacancy petitions to take actions of the markets, slaughter houses, shop rooms etc.,</p> <p>viii) He shall attend the Courts on behalf of the Commissioner in tax suites.</p> <p>ix) He shall check the outstanding bills, arrears as well as current ones in the month, if any defalcation funds his noticed the Revenue Inspector shall be made responsible along with the bill collector and clerk concerned.</p> <p>x) He shall ensure that no under assessed or u n assessed structure/buildings in the town.</p> <p>xi) He shall take action for disconnection of essential services to the houses of defaulting tax payers.</p>	
			<p><b><u>Administrative</u></b></p> <p>i) He shall assist the Commissioner for issue of the extract of the demand registers, and valuation certificates as per the provisions of the APM Act, 1965</p> <p>ii) He shall conduct test check up of the demand notices, receipts and memoranda and verification of receipts given to tax payers, as per the provision of the APM Act, 1965.</p>	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<b><u>Other</u></b>	
			i) He shall submit personal registers regularly for	



			check of the section heads	
5	<p>1) Sri B.Gopi Udaysankar, (General Estab) (C1).</p> <p>2) Sri E.Sudha (Teachers Estab)(C2)</p> <p>3) G.Ravi Sankar (Public Health)(F1)</p> <p>4) Sri E.V.Ramana Babu, (E1,Engineering Section)</p> <p>5) Sri D.Ramesh babu (E2,Engineering Section)</p> <p>7) Sri SK.M.Karimulla (General Admin)(D1)</p> <p>8) Sri P.Afzal Khan (Revenue Section)(A1)</p> <p>9) Sri R. Srinivas Babu (Town Planning) (Elections )</p> <p>10) G. Srinivasa Murthy (Town Planning Section)(G1)</p>	<p>Sr Assistant</p> <p>Jr.Assistant</p> <p>Jr.Assistant</p> <p>Sr Assistant</p> <p>Jr Assistant</p> <p>Sr Assistant</p> <p>Sr Assistant</p> <p>Jr Assistant</p> <p>UDRI</p>	<p><b><u>Statutory</u></b></p> <p>i) He shall attend at least 15 currents per day.</p> <p>ii) He should register the currents received by him in the personal register on the same day and attend to urgent references on the same day. Papers of the ordinary nature should be attended by him within (3) days.</p> <p>iii) He shall give top priority to the references received from CM's Cell/ C&amp;DMA, RDMA, Courts of Law and on LAQ's</p>	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<b><u>Other</u></b>	
			i) He shall submit personal registers regularly for check of the section heads	
6	<p>1) Sri P.Afzal Khan</p> <p>2) Sri G.Venkateswarlu</p>	Revenue Inspector	<p><b><u>Statutory</u></b></p> <p>xii) He shall inspect all the buildings put up by the Bill Collectors through monthly list and verify the measurements recorded therein in-respect of apartments common areas like parking places, balconies etc., shall have to be divided and apportioned to the concerned apartment holders and recorded the monthly lists to avoid loss of revenues.</p>	

			<ul style="list-style-type: none"> <li>xiii) He shall collect the interest to be charged in case of failure to pay property tax within the due date and he is responsible if the penalty is not collected.</li> <li>xiv) He shall take action to effect distraints through warrants against defaulters tax and file prosecutions as per the provision of the act.</li> <li>xv) He shall fix the targets among the bill collectors and ensure 100% collection of taxes in each half year.</li> <li>xvi) He shall ensure that all the notices and bills are served on the tax payers by the end of May for the 1<sup>st</sup> half year and by the end of November for the 2<sup>nd</sup> half year.</li> <li>xvii) He shall also see that all the demand notices are handed over to the Bill Collector by 15<sup>th</sup> April, &amp; 15<sup>th</sup> October respectively</li> <li>xviii) He shall assist the Commissioner at the time of disposal revision petitions, grant of vacancy petitions to take actions of the markets, slaughter houses, shop rooms etc.,</li> <li>xix) He shall attend the Courts on behalf of the Commissioner in tax suites.</li> <li>xx) He shall check the outstanding bills, arrears as well as current ones in the month, if any defalcation funds his noticed the Revenue Inspector shall be made responsible along with the bill collector and clerk concerned.</li> <li>xxi) He shall ensure that no under assessed or un assessed structure/buildings in the town.</li> <li>xxii) He shall take action for disconnection of essential services to the houses of defaulting tax payers.</li> </ul>	
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			<p><b><u>Administrative</u></b></p> <p>iii) He shall assist the Commissioner for issue of the extract of the demand registers, and valuation certificates as per the provisions of the APM Act, 1965</p> <p>iv) He shall conduct test check up of the demand notices, receipts and memoranda and verification of receipts given to tax payers, as per the provision of the APM Act, 1965.</p>	
			<b><u>Financial</u></b>	
			<b><u>Other</u></b>	
7	<p>1) G.Venkateswarlu I/c</p> <p>2) Sk.Azeez</p> <p>3) S.Seetaha Ramaiaha</p> <p>4) Sk.Noor Sulthan</p>	Bill Collectors	<p><b><u>Statutory</u></b></p> <p>i) He shall ensure that all notices and bills shall be served on all the tax payers by the end of May for the 1<sup>st</sup> half year and by the end of November 2<sup>nd</sup> half year.</p> <p>ii) He shall ensure cent percent collection of taxes, water charges and other taxes/fees/charges/ other amounts in each half year and as per the targets given to him</p> <p>iii) He shall see that no under assessed or un assessed buildings in the revenue wards allotted to him</p>	
			<p><b><u>Administrative</u></b></p> <p>i) He shall submit dairy to the Municipal Commissioner through the R.I/M.R.O/Manager</p> <p>ii) He shall put up monthly lists through the Revenue Inspector and responsible for any others in the lists</p> <p>iii) He shall collect interest in case of failure to pay property tax within the due date and he shall be made responsible if the penalty is not collectable</p>	
			<b><u>Financial</u></b>	
			<b><u>Other</u></b>	
8	Sri A.srinivasa Reddy	Municipal	<b><u>Statutory</u></b>	

<p>1) Sri V.Srinivasa Rao 2) Sri Sk.Abdul Raheem 3) Sri K Sagar Maria Raju.</p>	<p>Engineer/DY.EE/ Municipal Assistant Engineer</p>	<p>i) He shall have to follow the AP Municipalities (Check measurements or works ) Rules, 1972, AP Municipalities (Municipal Works) Rules, 1965 &amp; AP Municipalities Tender Rules, 1967 while discharging his official duties his execution of works and purchase of materials etc.,</p> <p>ii) He shall prepare the estimates, get them technical sanction get the works executed according to specification and estimates, measure and check measure of the works executed, get the works check measured by the superior officers.</p> <p>iii) He shall maintain water supply with proper chlorination, get the over-head tanks cleaned regularly, detect leakages of water on the pipelines and arrest these leakages</p> <p>iv) He shall get the drinking water checked through labs for detection of contamination of water and takes steps for avoidance</p> <p>v) He shall maintain street lighting duly replacing the fused off bulbs, keep sufficient electrical material to attend the repairs</p> <p>vi) He shall maintain roads &amp; drains and carry out repairs for free flow of drains</p> <p>vii) He shall bring to the notice of the Commissioner the condition of roads, drains and street lighting and also the amounts required for carry out the repairs.</p>	
			<p><u>Administrative</u></p>
			<p><u>Financial</u></p>
			<p><u>Other</u></p> <p>i) All the matters connected with Engineering Department.</p> <p>ii) The Municipal Assistant Engineer shall perform the</p>

			duties assigned to him by an office order issued by the Municipal Commissioner prepared in consultation to the Municipal Engineer.	
9	Sri P Koteswara rao	Work Inspector	<p><b><u>Statutory</u></b></p> <p>i) He shall prepare the estimates and tender notices</p> <p>ii) He shall prepare to comparative statement of the tenders received</p>	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<p><b><u>Other</u></b></p> <p>i) He shall attend to such other duties as entrusted to him by the Municipal Engineer and Municipal Commissioner.</p>	
10	Sri S.Prakasha Rao	Tap Inspector	<p><b><u>Statutory</u></b></p> <p>i) He shall give tap connection from the distribution lines in respect of taps sanctioned by the Chairperson.</p> <p>ii) He shall disconnect taps on the orders of the Municipal Commissioner.</p> <p>iii) He shall detect the taps to which motors are connected unauthorized and report such cases to the Municipal Commissioner through Municipal Engineer for disconnection.</p> <p>iv) He shall have to find out the leakages all the distribution lines and wastage of drinking water in the public fountains etc., and report to the Municipal Engineer.</p>	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<p><b><u>Other</u></b></p> <p>i) He shall attend other duties as entrusted by the Municipal Engineer and the Commissioner.</p>	
11	1) D.Venkateswarlu	Electrician (Water Supply)	<p><b><u>Statutory</u></b></p> <p>i) He shall have to look after the functioning of all</p>	

			<p>pumps and motors and the alternate pumps and motors installed for usage.</p> <p>ii) He shall ensure the proper maintenance of generator attached to the head quarters and office.</p>	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<b><u>Other</u></b>	
12	1)S.Yesu Ratnam	Lighting Supervisor	<p><b><u>Statutory</u></b></p> <p>i) He shall check all the lights burning or not and take timely action for replacement.</p>	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<p><b><u>Other</u></b></p> <p>i) He shall attend to any other duty entrusted to him by the Municipal Engineer/Commissioner</p>	
13	1)Sri A.V.N.Ravi Kumar 2)Smt K.Sujatha	Town Planning Officer Town Planning Supervisor	<p><b><u>Statutory</u></b></p> <p>i) He shall scrutinize the building applications received with plans, verify them with reference to the rules in force and recommend for sanction or refusal permission by the Commissioner.</p> <p>ii) He shall detect unauthorized constructions in deviation of approved plans and take suitable action.</p> <p>iii) He shall forward layout proposals to the DTCP, Hyderabad with his remarks and endorsement by the Commissioner.</p> <p>iv) He shall encroachments and classify them suitably, remove objectionable encroachments and collect encroachment fee with the approval of the Commissioner.</p> <p>v) He shall accord permission for erection of advertisements remove unauthorized advertisements and collect advertisement tax.</p> <p>vi) He shall collect encroachment fee, fee/tax/charges payable by the cable t.v. operators and advertisement tax before the</p>	

			end of financial year.	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<b><u>Other</u></b> i) He shall attend all other matters connected with town planning section and works entrusted to him by the Municipal Commissioner.	
14	1)Ms P.Jyothi  1) Sri.A.Ramachandra Rao, Sanitary Inspector  2) Sri.Ch.N.V.Ramana Rao, Sanitary Inspector	Environmental Engineer  Sanitary Supervisor/Sanitary Inspector	<b><u>Statutory</u></b> i) He shall maintain sanitation in the town, including public and private markets and slaughter houses  ii) He shall supervise the sanitation work i.e., cleaning of streets and drains, lifting of garbage and ensure that PH Workers remain in duty during working hours  iii) He shall maintain special sanitation and implement preventive measures during out break of epidemics  iv) He shall implement all Govt., programs connected with sanitation, family planning, pulse polio, vaccination etc.,  v) He shall lift the food samples.  vi) He shall implement the provisions of APM Act, 1965, Public Health Act, 1939, Places of Public Resorts, 1818 and Cinematography Act, 1918  vii) He shall take the attendance of PH Workers every day from 5.30 a.m to 6.00 a.m., and from 1.30 p.m., to 2.00 .p.m.,	
			<b><u>Administrative</u></b>	
			<b><u>Financial</u></b>	
			<b><u>Other</u></b> i) He shall follow the instruction of the Commissioner from time to time	

15	1)Smt A.Leelavathi.ASO 2)Smt.Ch.Suneetha,BDR	Health Assistant / Births & Deaths Sub Registrar	<b><u>Statutory</u></b> i) She shall registered Births & Deaths and prepare extract of Births & Deaths. ii) She shall attend to vaccination work. iii) She shall attend to control and preventive measure and surveillance during emergency in case of out break of epidemic . iv) She shall implement all Government programme connected with Births & Deaths and Vaccination	
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## CHILAKALURIPET MUNICIPALITY

### 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

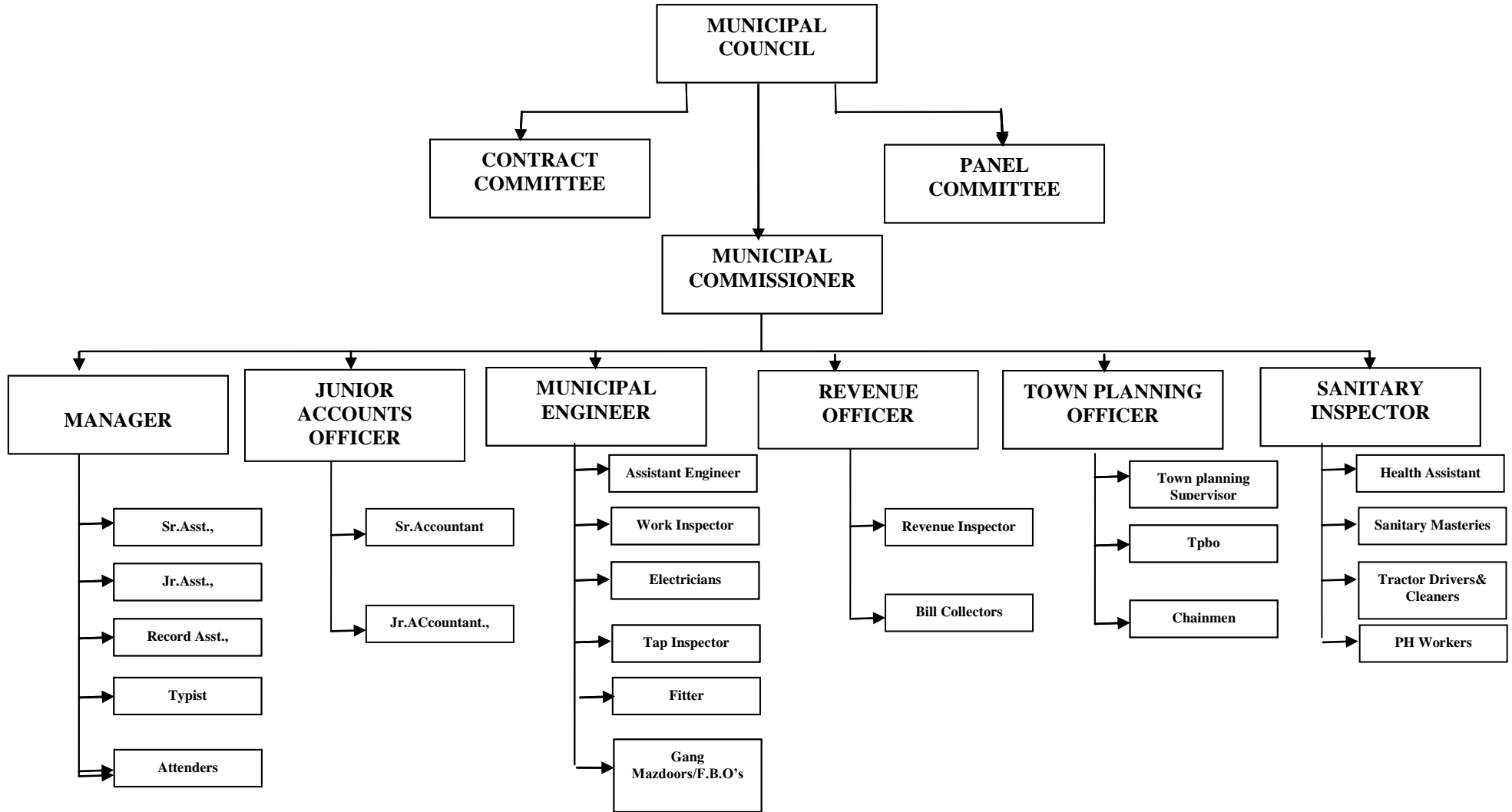
Activity	Description	Decision making process	Designation of final decision making authority
Goal –setting & Planning	<b><u>Goal:</u></b> To provide basic amenities to the Citizens of the town viz., Sanitations, Water Supply, etc., <b><u>Planning:</u></b> By collecting all the revenues due to municipality and the obtaining financial assistance from the Govt., as the case may be..	Approval of Municipal Council, Administrative sanction given by the Govt.,, C&DMA and District Collector, Committee constituted under section 43 of APM Act, 1965	Municipal Council & Government
Budgeting	The annual budgeting system as per the provision of APM Act, 1965 is followed.	The Municipal Council shall approve the budget and submit to the Govt., through the District Collector and C&DMA	The Government and MA&UD Department shall approve the budget of the Council.
Formulation of programmes, schemes and projects	The Municipal Commissioner shall prepare the schemes programmes as per the requirements of the town and as per the guidelines and instruction of the Government.	The Municipal Council shall approve the schemes/ programmes prepared by the Municipal Commissioner in consultation with	Municipal Council & Government



		the official in line departments	
Recruitment/Hiring of personnel	<ol style="list-style-type: none"> <li>1. The Municipal Commissioner will be appointed by the Government</li> <li>2. The other section heads shall be appointed by the respective heads of the departments</li> <li>3. The staff shall be appointed/posted through an open competition from Employment Exchange and Regional Director of Municipal Administration.</li> <li>4. By the Panel Committee constituted under section 74 of APM Act, 1965.</li> <li>5. Hiring of personnel through contract system</li> </ol>	Approval from Government/ Heads of Departments/ Panel Committee's/ Contract Committee/ Municipal Council	Government/ Heads of Departments/ Panel Committee's/ Contract Committee/ Municipal Council
Release of funds	<ol style="list-style-type: none"> <li>1. As per the allocation made in the related head of the account in the budget.</li> <li>2. As per the releases made by the Government under different schemes/ programmes</li> </ol>	Municipal Council shall give administrative sanction (if necessary) to incur expenditure under different programmes/ schemes	Municipal Council, Municipal Commissioner, District Collector, C&DMA & Government,
Implementation/ Delivery of service/ Utilization	<ol style="list-style-type: none"> <li>1. The schemes and programmes will be implemented by the Municipal Commissioner with the assistance and support of section heads of the Municipality and officers of line departments/ financial institutions</li> <li>2. Funds shall be utilized for the purpose for which they are released.</li> </ol>	As per the guidelines and instruction issued by the competent authorities from time to time	Municipal Commissioner
Monitoring & Evaluation	Programmes and schemes being implemented will be monitored and evaluated by the Municipal Commissioner/ C&DMA/ Government/Financial Institutions etc.,	By submitting periodical reports and evaluation reports by the Municipal Commissioner, Municipal Engineer, Consultants from Financial Institutions etc.,	Municipal Commissioner, Municipal Engineer, Consultants from Financial Institutions etc.,
Gathering feedback from public	Meetings with People's Representatives, Women Groups, NGO's, Official from other Government Departments and Stake	Views, opinions and recommendations taken from these meetings/ work	Municipal Commissioner

	Holders	shops	
Undertaking improvements	The Municipal Council, Municipal Commissioner and entire staff.	Recommendations received which are acceptable and implementable	Municipal Council & Municipal Commissioner

4.2 Flow Chart to Show Channels of Supervision and accountability



# CHILAKALURIPET MUNICIPALITY

## 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	To provide basic civic amenities to the Citizen's of the town.	As per the provision of the APM Act, 1965 and instruction to the Government from time to time	As fixed by the Govt.,	APM Act, 1965 Town Planning Act, 1920 Public Health Act, 1939
2	To implement different schemes and programmes	As per the provision of the APM Act, 1965 and instruction to the Government from time to time	As fixed by the Govt.,	PBR Act, 1818 Births & Deaths Act, 1969 PFA Act, 1954 Land Acquisition Act, Elementary Education Act, Public Libraries Act etc.,

# CHILAKALURIPET MUNICIPALITY

## CHAPTER – 6

### RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

[Section 4(1) (b)(v) & (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl.No	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
1	1) APM Act, 1965 2) Town Planning Act, 1920 3) Public Health Act, 1939 4) PPR Act, 1818 5) Births & Deaths Act, 1969 6) PFA Act, 1954 7) Land Acquisition Act, 8) Elementary Education Act 9) Public Libraries Act etc.,		
<b>Manuals</b>			
1	Schedule I : Of APM Act	proceeding of Council Meetings	
2	Schedule II	Taxation	
3	Schedule III	Building Rules	
<b>Records</b>			
1	Property Tax Demand Register	Property Tax amount	
2	Birth & Death Registers	Registration Dates and Date of Birth & Death	
3	Mutation Register	Title Transfer	
4	Water Charges Registers	Water Charges & Meter Readings and Charges	
<b>Publications</b>			
1	Water Supply Bye Laws	Rules & Conditions for getting Tap connections	
2	Gazette Notification on D&O Trade License Fees	For obtaining trade licenses	
3	Gazette Notification on Advertisement Tax and Encroachment Fees	For obtaining building permissions and Advertisement hoarding etc.,	
4	Gazette Notification on property tax	For levying of house tax and	

		vacant land tax	
5	Gazette Notification on auctions of vegetable markets etc.,	Rates applicable for vendors in the town for sale of vegetables etc.,	

## CHILAKALURIPET MUNICIPALITY

### CHAPTER – 7

#### CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY

[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	Property Tax	Extract of the Demand Register	Municipal Commissioner
2	Birth & Death Register	Birth & Death Certificate	„
3	B.A. Register	Building Permission granted	„
4	Demand Register of D&O Trade Licenses	Licenses issued	„
5	Register of Encroachment	Encroachment Tax levied	„
6	Mutation Register	Title Transfer	„

# CHILAKALURIPET MUNICIPALITY

## 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) (b) viii]

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

Sl.No	Function/ Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Preparation of Project Reports	Work Shops and Stake holders meeting	Work Shops and Stake holders meeting
		Council Meetings	Council Meetings

# CHILAKALURIPET MUNICIPALITY

## 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 boards, councils, committees and other bodies related to the public authority in the following format

Name of Board, Council Committee etc.,	Composition	Powers & Functions	Whether its meeting open to Public/Minutes of its meetings accessible for public
Municipal Council	Comprising of Chairperson, Ward Members, Ex-officio Members and Co-Option Members	Pass resolutions to accord administrative sanctions to the Municipal Commissioner for taking up works/ maintenance of civic amenities, conduct of programme's etc.,	Open to Public
Panel Committee	Chairperson, Municipal Commissioner and certain Ward Members	To approve the tenders received	Minutes of the meeting are accessible to public
Contract Committee	Chairperson, Municipal Commissioner and certain Ward Members	To appoint employees	Minutes of the meeting are accessible to public

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.



# CHILAKALURIPET MUNICIPALITY

## CHAPTER – 10 DIRECTORY OF OFFICERS AND EMPLOYEES

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

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal vigilance, audit etc.,

Sl.No	Name of Office/ Administrative Unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel. Residence Tel: Fax:	Email
1	Municipal Commissioner	Sri N.Kanaka Rao	984990 7278 08647-253994	<a href="mailto:cmc_ckt@yahoo.com">cmc_ckt@yahoo.com</a>
2	Municipal Engineer	Sri A.Srinivasa Reddy	9849906585 08647-253994	
3	Town Planning Officer	Sri A.V.N.Ravi Kumar	9100987328 08647-253994	
4	Sanitary Inspector	Sri A.Ramachandra Rao	9849907942 08647-253994	
5	Office Manager	Sri K.Amarnadh	9849906586 08647-253994	
6	Senior Accountant	Sri Avinash Sarwan	9849907940 08647-253994	
7	Revenue Officer	Sri P.Phani Kumar	9849907281 08647-253994	
8	Pura Seva Centre	Smt G. Vijaya Kumari	9441545853 08647-253994	

# CHILAKALURIPET MUNICIPALITY

## CHAPTER – 11

### MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

[Section 4(1) (b) (x)]

11.1 Provide information on remuneration for officers and employees in the following format:

Sl.No	Designation	Monthly Remuneration including its composition
1	Municipal Commissioner	100,279/-
2	Municipal Engineer	90,546/-
3	Town Planning Officer	79,695/-
4	Sanitary Inspector	70,193/-
5	Office Manager	81,815/-
6	Senior Accountant	34,318/-
7	Revenue Officer	64,909/-
8	Pura Seva Centre in-charge	49,238/-

# CHILAKALURIPET MUNICIPALITY

## CHAPTER – 12

### BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS etc.,

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

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

Agency	Plan/ Programme/ Scheme/ Project/ Activity/ Purpose for which budget is allocated	Proposed expenditure	Expected outcomes	Report on disbursements made or where such details are available (web site, reports, notice boards etc.,)

12.2 Provide information on the budget allocated for different activities under different programmes/ Schemes/ projects etc., in the given format

Agency	Programme/ Scheme/ Project/ Activity purpose for which budget is allocated	Amount released last year	Amount spent last year	Budget allocated current year	Budget released current year

# CHILAKALURIPET MUNICIPALITY

## CHAPTER – 13

### MANNER OF EXECUTION OF SUBSIDY PROGRAMME

[Section 4(1) (b) xii]

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

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

Name of Programme/ Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
<b>SJSRY:</b> <ul style="list-style-type: none"> <li>• USEP</li> <li>• Revolving Fund</li> <li>• Training</li> <li>• DWCUA</li> </ul>	<p>Unit Cost -15% (Limit-upto 50,000)</p> <p>1,000/- Per Each (Limit – 10,000 to 24,000)'</p> <p>2,000/- per Each (Limit as per grant)</p> <p>Unit Cost – 50% (Limit – upto 1,25,000/-)</p>	<p>1. Below Poverty Line People 2. Required sanction authority from Bankers</p> <p>1. As per T&amp;C Groups seniority</p> <p>1. Age Limit – 18 to 30 2. Minimum Qualifications (Based on the Trade/Programme)</p> <p>1. Group Registration 2. Group Size up to 25 2. Combined Activity 3. Required sanction authority from Bankers</p>	<p>Municipal Commissioner</p> <p>Municipal Commissioner</p> <p>Municipal Commissioner</p> <p>Municipal Commissioner</p>
<p><b>Rajiv Yuva Sakthi:</b></p> <p><input type="checkbox"/> Petty Business</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Group</p>	<p>Unit Cost – 7,500 (or) 30% (Limit – Up to 50,000/-)</p> <p>Unit Cost – 30,000 (or) 30% (Limit – Up to 1,00,000/-)</p> <p>Unit Cost – Up to 60,000/ - (or) 30%</p>	<p>1. Annual income below 50,000/- 2. Required sanction authority from bankers</p> <p>1. Annual income below 50,000/- 2. Required sanction authority from bankers 3. Minimum 10<sup>th</sup> Pass/Fail 4. Training programme required from competent authority</p> <p>1. Group Size 5 2. Within the Group at least one person must be pass 10<sup>th</sup> class</p>	<p>CEO, STEP Office, Guntur</p> <p>-do-</p> <p>CEO, STEP</p>

	(Limit – Up to 3,00,000/-)	3. Required sanction authority from bankers 4. Training programme required from competent authority	Office, Guntur
IHHL	Unit Cost – Up to	1. Own House Required 2. Annual income up to 24,000/- 3. No- dues Certificate from Taxes	Municipal Commissioner
S.C Action Plan	Unit Cost – Upto 1,00,000/ - (or) 10 to 20%	1. Required sanction authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to S.C. Caste Only	Executive Director, S.C Corporation, Guntur
S.T Action Plan	Unit Cost – Upto 1,00,000/ - (or) 10 to 20%	1. Required sanction authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to S.T. Caste Only	Executive Director, S.T Corporation
Minority Welfare	Unit Cost – Upto 1,00,000/ - (or) 10 to 20%	1. Required sanction authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to Minorities Only	Executive Director, Minority Corporation, Guntur

### 13.3 Describe the manner of execution of the subsidy programme

Name of Programme/ Activity	Application procedure	Sanction procedure	Disbursement procedure
<input type="checkbox"/> <input type="checkbox"/> SEP	1. Received and fill the application from Concern Department. 2. Submit the application along with, Ration card, Income certificate and caste certificate.	1. Scrutiny of applications received from people. 2. Follow the eligible criteria's based on the Banker's concerned 3. Enquiry consideration for Genuninty , living criteria's.	1. Subsidy send to the Bankers concerned 2. Grounding the Unit Establishment along with Bankers.

<input type="checkbox"/> <input type="checkbox"/> Revolving Fund	1. Received and fill the application from Concern Department. 2. Submit the filled application along with, one Photograph	1. As per the T&C Group seniority 2. Regular Thrift 3. All the Group Members belongs separate	1. Given to Sanction Letter to Concern Group. 2. Issued Cheque to concern Group Through Bank
<input type="checkbox"/> <input type="checkbox"/> Training	1. Received and fill the application from Concern Department. 2. Submit the application along with one photograph, Ration card, Income certificate, Caste certificate. and Residence Certificate	1. Conduct interviews . 2. Priority given to the aged people.	1. Issued Cheque to the Concerned Organization who conducting Training based on the Trade

## CHILAKALURIPET MUNICIPALITY

### CHAPTER – 14

#### PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY

[Section 4(1) (b) xiii]

14.1 Provide the names and addresses of recipients of benefits under each program/ scheme separately in the following format.

Name of Program/Scheme: Concession given to the recognized educational institutions on house tax				
Sl.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

Name of Program/Scheme: Concession given to the Ex-Service Man on levy of house tax				
Sl.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

### Individual Beneficiaries

Name of Program/Scheme:				
Sl.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority


Name of Program/Scheme:				
Sl.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

# CHILAKALURIPET MUNICIPALITY

## CHAPTER – 15

### Information Available in Electronic Form

[Section 4(1)(b)x(iv)]

15.1 Please Provide the details of information related to the various schemes 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?)
<ul style="list-style-type: none"> <li>ULB Profile</li> <li>Organization Chart</li> <li>Ward Profile</li> <li>Dashboard</li> <li>Budget &amp; Finance</li> <li>Act/Bye Laws</li> <li>Important Links</li> <li>Development</li> <li>Welfare</li> <li>District Profile</li> <li>Citizen Charter</li> <li>Citizen services</li> <li>Departments</li> <li>Key Contacts</li> <li>RTI Act</li> </ul>	<p><a href="http://chilakaluripet.cdma.ap.gov.in/">http://chilakaluripet.cdma.ap.gov.in/</a></p>	<ul style="list-style-type: none"> <li>ULB Profile</li> <li>Organization Chart</li> <li>Ward Profile</li> <li>Dashboard</li> <li>Budget &amp; Finance</li> <li>Act/Bye Laws</li> <li>Important Links</li> <li>Development</li> <li>Welfare</li> <li>District Profile</li> <li>Citizen Charter</li> <li>Citizen services</li> <li>Departments</li> <li>Key Contacts</li> <li>RTI Act</li> </ul>	<p>Municipal Commissioner</p>



# CHILAKALURIPET MUNICIPALITY

## 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:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	Municipal Office, Other Government Offices, Public Libraries, Banks, Post Office, etc.,	All the important issues relating to Municipality like Tender Notices, Gazette notifications, Resolution of the Municipal Council etc., are displayed on the notice board.
News Paper Reports		
Public Announcements	Advertisement through mike announce, Ads through local cable networks (entire town)	preparation of public tender notices, auctions, collection of tax matters, stake holder meetings, work shop information
Information Counter		
Publications		
Office Library		
Websites		
Other Facilities (name)		

# CHILAKALURIPET MUNICIPALITY

## CHAPTER – 17

### Names, Designations and other Particulars of Public Information Officers [Section 4(10(b)xvi)]

17.1 Please Provide contact information about the public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

#### Public Information Officer(s)

S.No	Name of office/administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Sri K.Amarnadh	Manager	08647-253994 984990 6586	cmc_ckt@yahoo.com
2	Sri A.Srinivasa Reddy	Dy.EE	9849906585	
3	Sri P.Phani Kumar	Revenue Officer	9849907281	
4	Sri A.V.N.Ravi Kumar	T.P.O	9100987328	
5	Sri A.Rama Chandra Rao	Sanitary Inspector	9849907942	

#### Assistant Public Information Officer(s)

S.No	Name of office/administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Sri G.Avinash Sarwan	Senior Accountant	08647-253994 984990 7940	cmc_ckt@yahoo.com

#### Appellate Authority

S.No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Sri N.Kanaka rao	Municipal Commissioner	08647-254175 984990 7278	cmc_ckt@yahoo.com

**CHAPTER – 18**  
**Other Useful Information**  
[Section 4(1)(b)x(vii)]

18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens.

- 1.
- 2.
- 3.
- 4.

18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and/or under Rules of the State Government s guidance to the public seeking information from your department.

Place:  
Date:

Name and Designation  
of the Officer  
Department

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.