

INFORMATION HANDBOOK



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



MUNICIPAL CORPORATION RAJAMAHENDRAVARAM

East Godavari District, Andhra Pradesh

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

**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH**

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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 (herein after referred to as “RTI” or “Act”) has been enacted. Section4(1) (b) of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and for this purpose every public authority is required to appoint Public Information Officer(s) Assistant State Public Information Officer(s), Wherever applicable, for processing of information requests from citizens. Under any circumstances if the citizen could not get the information sought for by him, he may approach the appellate authority.

1.2.OBJECTIVE OF THE HAND BOOK.

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

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

1.3.TARGETED USERS

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

1.4. NAMES AND ADDRESSES OF KEY CONTACT OFFICERS.

Table 1: Names & details of Key contact Officers

Sl. No.	Name and Designation	Mobile No.
1	M. Abhishikth Kishore, IAS.,	98666 57600
2	Sri N.V.V. Satyanarayana Rao, Additional Commissioner	98666 57601
3	Sri G. Sambasiva Rao, Deputy Commissioner	98499 08358
3	R.Kali Babu, Secretary	70939 21992
4	Sri G.R.T. Om Prakash, Superintending Engineer	98666 57627
6	Sri G.V.G.S.V.Prasad, City Planner	98666 57604
7	Dr. A.Vinuthna, Health Officer	98499 08348
8	Dr. M.V.R. Murthy, Additional Health Officer	98499 08330
8	Sri Ch. Srinvasa Rao, Manager)I/c)	98666 57611
9	Town Project Officer (Vacant)	-
10	Sri N.K.V.S. Kameswara Rao, Accountant (I/c)	98665 58975
11	Sri K.B.R. Ravi Kumar, Revenue Officer – I	96764 15111
12	Sri Ch. Srinivasa Rao, Revenue Officer-II	98666 57611
13	Sri R V S Seshagiri Rao, Executive Engineer	98666 57626
14	Sri G. Panduranga Rao, Executive Engineer	98666 57621
15	Sri G.Chakravarty, Executive Engineer	70939 21996
16	Sri Y. Venkata Ratnam, Asst. City Planner	70939 21995
17	Sri Ch. Satyanarayana Raju, Asst. City Planner	98666 57622
18	Sri V. Varahala Babu, Asst. City Planner	98666 50733

1.5. PROCEDURE FOR OBTAINING INFORMATION.

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

- 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 forms in larger than A4 or A3 size paper—actual cost.
- iii. Maps and plans—actual cost.
- iv. Information in Electronic format viz., floppy, CD or DVD:
 - a. Rs.100/- for CD of 700 MB and
 - b. Rs.200/- for DVD.
- v. Samples and models—actual cost thereof.
- vi. Inspection of records – no fee for the first hour and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) 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 of fee under BPL category, the applicant shall attach a copy of Ration card / income certificate or any other proof under the B P L category. Their 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)

SL. NO.	NAME OF THE ORGANISATION	ADDRESS	FUNCTIONS	DUTIES
1	Municipal Corporation, Rajamahendravaram	Municipal Corporation, Opp. Subrahmanya Maidanam, Rajamahendravaram	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

2.2. Functions of the Municipal Corporation:

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 up gradation.
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.
15. Collection of Taxes & Non Taxes.

2.3 Duties- Sections in Municipal Corporation:

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

ADMINISTRATIVE DEPARTMENT

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 of Tummalava and Kambala Cheruvu slums.
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

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).

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 and Officer as DDO.
- Sanction of expenditure and order payment of all bills relating to PA of the employee, contractor deposits, F.B.F., G.I.S., I.T., SSS, Advertisement charges, L.I.C., Suits.
- Sanction of periodical increments to employees of Ministerial, Teaching etc., pensions and pensionary benefits to all retired employees as may be fixed by direct of local fund audit.
- 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.
- Last check and scrutinize the assessments made by the D.C. (Revenue).
- Personal Registers checking
- Assessment of property tax whose MRV is more than Rs.2,500/- and VLT., Capital value more than Rs.15,00,000/- Lakhs.
- 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.
- Appellate Authority.

MANAGER :

- 1) All the Establishment Files of all Sections routed through Manager to Additional Commissioner / Commissioner.
- 2) Authorized to process compassionate appointments of all sections and submit to the Commissioner for approval.
- 3) To receive registered post covers which are addressed to the Commissioner, Rajamahendravaram Municipal Corporation.
- 4) To receive Money Orders which are addressed to the Commissioner, Rajamahendravaram Municipal Corporation and to remit the same to the Municipal Funds on the date.
- 5) To sign on bank remittance challans.
- 6) To furnish information under R.T.I. Act pertaining to Administration Section as P.I.O.

SUPERINTENDENT: Routing all files relating to section to Manager & Addl. Commissioner.

SENIOR ASSISTANT (C1): All Establishment matters (all Ministerial and Class-IV Establishment) and Compassionate Appointments.

JUNIOR ASSISTANT (C2): Monitoring Self Help Groups, Social Security Pensions and other welfare schemes.

JUNIOR ASSISTANT (C3): All Establishment matters of Secondary Education Teachers and Non Teaching staff.

SENIOR ASSISTANT (C4): All Establishment matters of Elementary Education Teachers and Non Teaching staff.

JUNIOR ASSISTANT (C5): Elections, Renting of Kalyana Mandapam, Chowltry, Community Halls, Guest House and Outsourcing Employees salaries etc.,

JUNIOR ASSISTANT (D1): Record Room Maintenance

RECORD ASSISTANT (D7): Dispatch - Receipts and Distribution of Tapals. (Inwards and Outwards)

ACCOUNTS DEPARTMENT

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) APGIS & GIS Registers.
 - l) LIC recoveries Register.
 - m) Treasury Bills passing Register.
 - n) Provident Fund Ledgers.
 - o) Investment Register.

Accountant:

- 1) Supervision of function relating to staff of Accounts Section.
- 2) Preparation of Budget.
- 3) Finalisation of Monthly & Annual accounts.
- 4) Verification of All Registers related to Accounts staff.
- 5) Coordination with State Audit Department for conducting Audits and Settlement of Audit objections.

Senior Assistant (B1):

- 1) Pass Orders for the contract Bills, Electricity Bills, Oil Bills, Society bills.
- 2) Preparation of Annual Income and Expenditure, Annual Accounts (DEBAS), Treasury & Bank Pass books reconciliation.
- 3) Preparation of Budget, surcharge of Stamp Duty
- 4) Voucher Adjustment and subsidiary Registers maintenance.
- 5) Maintenance of posting Registers

Senior Assistant (B2):

- 1) Pursuing Audit Objections
- 2) Pass Orders for the Oil Bills and Society salaries (PH) Section.
- 3) Maintenance of Grant Registers
- 4) Maintenance of Rough Chitta.

Senior Assistant (B3):

- 1) To forward the pension proposals and Medical Reimbursement of retired Employees to the concerned departments
- 2) Maintenance of Fixed Deppost Receipt Register.

Junior Assistant (B4):

- 1) Maintenance of P.F relating in permanent employees.
- 2) Maintenance of EPF relating to out Sourcing workers.

Junior Assistant (B5):

Maintenance of recovery registers and sending to concerned departments, Advances.

Senior Assistant (B6):

- 1) Maintenance of Deposit Registers and FSD Registers.
- 2) Refund of EMD and FSD.

Shroff (B7):

- 1) Daily Remittances.
- 2) Presentation of cheques for collection to the Banks.
- 3) Maintenance of Miscellaneous cash disbursements.

Additional Shroff (B8):

- 1) Cash collection and Maintenance of Chitta.
- 2) Maintenance of Cheque Receipt Register.

Junior Assistant (B9):

Preparation of APGIS and FBF proposals pertaining to retired employees and to send to concerned departments for sanction.

Junior Assistant (B10):

- 1) Maintenance of Miscellaneous Receipt Register.
- 2) Furnish Employees LIC premiums to LIC Department
- 3) Preparation of APGLI proposals pertaining to deceased employees and Retired employees.

EXAMINER OF ACCOUNTS SECTION

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

1. Deputy Director (designated as Examiner of Accounts).
2. District Audit Officer (designated as Assistant Examiner of Accounts).

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.

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 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, the 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.

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

ASSISTANT EXAMINER OF ACCOUNTS:

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

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 queried bills to the concerned clerks / Accounts Section.

REVENUE DEPARTMENT

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. Leaving Tax to the new buildings 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.
6. To prepare demand extract and issue to the applicant
7. To prepare and issue the Demand notice to the rate payers
8. Change of title transfer and sub-divisions
9. Disposal of Revision petitions and appeals
10. Maintenance of court cases.

Maintenance of Records :

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

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

ADDITIONAL COMMISSIONER:

Monitoring Revenue activities along with Deputy Commissioner levy of taxes MRV exceeds 2500/- and vacant land tax capital value exceeds 15,00,000/-. Any other subjects as entrusted by Executive Authority.

DEPUTY COMMISISONER :

- 1) To supervise Revenue section both indoor and outdoor staff.
- 2) Monitoring Revenue activities and levy of taxes MRV not exceeds 2500/- and vacant land tax capital value not exceeds 15,00,000/-
- 3) Act as Estate Officer for all leased properties.
- 4) Any other subjects as entrusted by Executive Authority

REVENUE OFFICER-I:

- 1) Monitoring all activities relating to leases
- 2) Monitoring levy and collection of property tax and water charges relating to revenue wards 1, 35, 2, 3, 4, 5, 36, 6, 17, 18, 38, 19, 23, 20, 21, 22, 24, 25, 26, 30, 31 & 39.
- 3) RTI Act as Public Information Officer
- 4) Any other subjects / duties as entrusted by Executive Authority.

REVENUE OFFICER-II:

- 1) Monitoring levy and collection of property tax and water charges relating to revenue wards 7, 8, 14, 15, 16, 9, 10, 12, 13, 11, 37, 32, 27, 28, 29, 40, 41, 33, 34 & 4A.
- 2) Any other subjects / duties as entrusted by Executive Authority.

SUPERINTENDENT:

- 1) Assisting Deputy Commissioner and Additional Commissioner to monitoring all activities relating to revenue section.
- 2) Verification and submitting all revenue files relating to revenue subject to Deputy Commissioner.
- 3) Monitoring service requests & ERP modules.
- 4) Any other duties as entrusted by Executive Authority.

REVENUE INSPECTORS:

- 1) Collection of all taxes & non taxes etc., in revenue wards
- 2) Levying of new assessments of property tax and vacant land tax etc.,
- 3) Revision of under assessments for property tax and vacant land tax etc.,
- 4) All revenue activities in his jurisdiction observing protocol as and when situation arises.
- 5) Any other duties as entrusted by Executive Authority.

A1 SENIOR ASSISTANT:

- 1) All leases relating matter governed by Revenue Section.
- 2) Library Cess.
- 3) Ex-servicemen exemption.
- 4) Maintenance of MDR.
- 5) Preparation of final DCB.
- 6) Reconciliation of receipt with revenue section.
- 7) Act as Assistant Public Information Officer

A2 TO A10 AND A13 JUNIOR ASSISTANTS:

- 1) Preparation of ward-wise DCB's of Property Tax, Vacant Land Taxes and Water charges.
- 2) Preparation & verification of property tax & water charges demand notices.
- 3) Effecting title transfers (mutations)
- 4) Effecting new assessments in the ERP module and demand registers.
- 5) Postings of property tax, vacant land tax and water charges collections in the demand registers.

- 6) Preparing of valuation certificate (solvency)
- 7) Revision Petitions
- 8) Demand extracts
- 9) Reconciliation of receipts.

A11 SENIOR ASSISTANT (SUITS CLERK):

- 1) Preparation DCB of property tax relating to both State and Central Government buildings.
- 2) Liaisoning between Municipal Standing Counsels and all section in court cases and related matters.
- 3) Uploading of all court matters in legal case module.
- 4) Monitoring the cases of all revenue matters.
- 5) Any other duties as entrusted by Executive Authority.

ENGINEERING SECTION:

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 and maintenance 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, Filtration Points, 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 erection of meters.
10. Distribution of water to the un-served areas through tankers.
11. Maintenance and repairs of vehicles peruse the functioning.
12. Maintenance and development of Parks.
13. Implementation of all Schemes sanctioned by the Government.

I) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

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 and issue orders for repairs of tap connections. Issuing orders for replacement and erection of meters. Supervising distribution of water to the un-served areas through tankers, Maintenance of log books, maintenance and repairs of vehicles. Sanction of Medical leaves, Earned Leaves, Casual Leaves and periodical increments of Engineering Section subordinate staff. Attestation of entries in Service Registers. Issue 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 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.

Executive Engineer-I:

- 1) Supervision of all Civil works in the Divisions 5, 7, 8, 9, 10, 11, 17, 18, 19, 20, 27, 32, 33, 35, 36, 37, 38 & 39.
- 2) to conclude agreement upto estimate cost Rs.40.00 Lakhs.
- 3) to look after the Establishment activities in Engineering Section.

- 4) over all supervision of Corporation vehicles.
- 5) submission for Administrative sanction directly to the Executive Authority upto Estimate cost of Rs.10.00 Lakhs.
- 6) to open the tenders below Rs.40.00 Lakhs.
- 7) to act as Environmental Executive Engineer and supervision of all Solid Waste Management activities.

Executive Engineer-II:

- 1) Supervision of all Civil works in the Divisions 1, 2, 3, 4, 6, 24, 25, 26, 28, 29, 30, 31, 43, 44, 47, 48, 49, 50.
- 2) to conclude agreement upto estimate cost Rs.40.00 Lakhs.
- 3) over all supervision of Street lighting in all over 50 Divisions.
- 4) submission for Administrative sanction directly to the Executive Authority upto Estimate cost of Rs.10.00 Lakhs.
- 5) to open the tenders below Rs.40.00 Lakhs.

Executive Engineer-III:

- 1) Supervision of all Civil works in the Divisions 12, 13, 14, 15, 16, 21, 22, 23, 34, 40, 41, 42, 45, 46.
- 2) to conclude agreement upto estimate cost Rs.40.00 Lakhs.
- 3) over all supervision of Water Supply in all over 50 Divisions, all ELSRS and Head Water works .
- 4) submission for Administrative sanction directly to the Executive Authority upto Estimate cost of Rs.10.00 Lakhs.
- 5) to open the tenders below Rs.40.00 Lakhs.
- 6) Public Information Officer of Engineering Section.

Executive Engineer-III:

- 1) Supervision of all Civil works in the Divisions 12, 13, 14, 15, 16, 21, 22, 23, 34, 40, 41, 42, 45, 46.
- 2) to conclude agreement upto estimate cost Rs.40.00 Lakhs.
- 3) over all supervision of Water Supply in all over 50 Divisions, all ELSRS and Head Water works .
- 4) submission for Administrative sanction directly to the Executive Authority upto Estimate cost of Rs.10.00 Lakhs.
- 5) to open the tenders below Rs.40.00 Lakhs.
- 6) Public Information Officer of Engineering Section.

Asst. Director of Horticulture:

- 1) to supervise the Avenue Plantation in the City.
- 2) to supervise maintenance of all Municipal Corporation Parks in the City.

Deputy Executive Engineer-I :

To look after the all Civil works in the divisions 5, 7, 8, 9, 10, 11, 17, 18, 19, 20, 27, 32, 33, 35, 36, 37, 38, 39 under the supervision of the concerned Executive Engineer.

Deputy Executive Engineer-II :

To look after the all Civil works in the divisions 1, 2, 3, 4, 6, 24, 25, 26, 28, 29, 30, 31, 43, 44, 47, 48, 49, 50 under the supervision of the concerned Executive Engineer.

Deputy Executive Engineer-III :

To look after the all civil works in the divisions 12, 13, 14, 15, 16, 21, 22, 23, 34, 40, 41, 42, 45, 46 under the supervision of the concerned Executive Engineer.

Deputy Executive Engineer-IV :

1) to look after the Street lighting works in all 50 Divisions under the supervision of the concerned Executive Engineer.

2) to look after the works under Solid Waste Management under the supervision of the concerned Executive Engineer.

Deputy Executive Engineer-V :

1) to look after the Water supply works in all 50 Divisions under the supervision of the concerned Executive Engineer.

2) to look after the Liquid Waste Management activities under the supervision of the concerned Executive Engineer.

SUPERINTENDENT:

All Engineering subject files routed through Superintendent

Senior Assistant (E1):

All Establishment matters of Engineering staff.

Junior Assistant (E2):

- Maintenance of files relating to all Water Supply.

Junior Assistant (E3):

- Maintenance of files relating to all General Civil Works
- Maintenance of files relating to all Government Scheme works.

Junior Assistant (E4):

- Maintenance of files relating to all Street Lighting works, Vehicles and Parks.

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, Water Supply works and Street Lighting works as directed by the Executive Engineer

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.

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

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.

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.

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.

Public Work Inspectors (Technical): Assist to Assistant Engineer preparation of estimates, execution of works.

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.

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.

Park Superintendent: Supervising the Gardeners and maintenance of all Parks under the control of concerned Deputy Executive Engineer.

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.

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.

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.

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

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.

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.

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)

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)

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)

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

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

Roller Drivers: Operating Road Roller as per the requirement of Assistant Engineer under control of concerned Deputy Executive Engineer.

Miller Driver: Operating of Mixer Millers as per the requirement of Assistant Engineer under control of concerned Deputy Executive Engineer.

Roller Cleaner: To Assist the Roller Driver.

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

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

Lighting Superintendent: Assist to A.E. for maintenance of Street lighting.

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

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.

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

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

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

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)

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).

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

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

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

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)

TOWN PLANNING DEPARTMENT

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 & removal of un-authorized Advertisements.
6. Monitoring the building construction activity (i.e., according building approvals, demolition of un-authorized construction, 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.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

CITY PLANNER:

1. Overall Supervision of all Town Planning Activities
2. Census Operations
3. Elections
4. Any other subjects allotted by the Executive Authority

ASSISTANT CITY PLANNER:

1. Supervision of Town Planning Activities related to Circles
2. Road Development Plans & Junction Developments
3. Revision of Master Plan
4. Concern TDR Issues and meetings with affected Owners.
5. Cell Towers and Installation.
6. Display Devices Permissions
7. Traffic Signals & Road Safety
8. C&D Waste Management
9. Land Acquisition and land allotment proposals.
10. Up-dation of B.As, U.Cs, Geo-Tagging Information in the online
11. Street Vendors, Census & Election Works / Nazri Naksha

12. Supervise the work of concerned WP&RS / TPBOs / TPSs in all aspects i.e., Disposal of B.A Files, Prompt action on U.Cs, Removal of encroachments, Redressal of Grievances, Court Cases etc.,

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.
- Processing of Building applications, Regulation activates, removal of encroachment & debris.

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

TOWN SURVEYOR: Proper maintenance of records relating to street survey, Government / Municipal lands.

SUPERINTENDENT: All Town Planning Section subject files routed through Superintendent.

SENIOR ASSISTANT (G1):

1. Service Registers of Town Planning technical staff and Chainmen.
2. Register of Service Registers.
3. Register of Increments.
4. Establishment Audit Register.
5. Register showing the Communal Rotation for the appointments to be made.
6. Register of immovable properties (Open spaces in the Layout areas and the sites acquired)
7. Register of Layouts.
8. Register showing the Registered documents of the sites to be handed over to the shroff for custody.
9. Attendance Register
10. Stock Files
11. Suits Register pertaining to the seat.
12. Preparation of Establishment Bills.
13. Cell Tower / Poles Permission.

JUNIOR ASSISTANT (G2):

1. Register of Building Applications.
2. Suits Register pertaining to the seat.
3. Arrear and Current Demand Registers of Advertisement Tax.
4. Professional Tax Register of builders and Municipal Contractors.
5. Display Devices Permissions / Collection

6. BPS / LRS Registers pertaining to Receiving, Dispatch and Proceedings Registers.

JUNIOR ASSISTANT (G3):

1. M.R relating to Town Planning Section.
2. Register of Building Applications.
3. Miscellaneous Register.
4. Demand Registers of both temporary and permanent encroachments.
5. Arrear Demand Registers of both permanent and temporary encroachments.
6. Suits Register pertaining to the Seat.
7. C&D Waste

JUNIOR ASSISTANT (G4):

1. Register of Building Applications,
2. Suit Register pertaining to the seat.
3. Census
4. Election
5. Bills pertaining to demolition Vehicle.

PUBLIC HEALTH SECTION

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

Health Officer :

- 1) Supervision of all Sanitation & P H Section activities.
- 2) Issuing Birth & Death certificates and Other related activities.
- 3) Supervision all dispensaries under control of Municipal Corporation, Rajamahendravaram UHC & FRU

Addl. Health Officer :

- 1) Supervision of drain cleaning & Ghat cleaning, Cleaning of Roads etc.,
- 2) Controlling of stray animals i.e., Dogs, Pigs, Monkeys & Cows / Buffalos.
- 3) Conducting awareness programme in coordination with NGOs
- 4) To attend Medical Officer duties in Danavaipeta Municipal Ayurvedic Dispensary from 2.00 PM to 5.00 PM.

Sanitary Supervisor:

- Supervision of Sanitation activities in the City at field level.

Sanitary Inspector :

- 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.

Health Assistant :

- 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 :

- 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 work 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.

SUPERINTENDENT:

All Public Health Section subject files routed through Superintendent

SENIOR ASSISTANT (F1):

Public Health Section Medical, Sanitary Supervisors, Sanitary Inspectors, Sanitary Maistries establishment, Outsourcing workers salaries and their establishment, veterinary Doctor, Urban Health Centres, First referral Unit staff salaries, Hired vehicles bills, Conservancy Articles, Disinfectants Tenders and their bills, Workers Uniforms,

Government proformas and letters, Monthly periodical statements, Dispensaries drugs, Public Health Section vehicle oil bills, Budget preparation, Monkeys file etc.,

Junior Assistant (F2):

D & O Trades Registers maintenance yearly DCB maintenance, Schools, Colleges, bar & Restaurants No objection certificates and Trade Licenses, Dog vaccine, NDS Squad Salaries, Pigs file and Government proformas and letters.

Junior Assistant (F3):

- All Establishment matters of all Public Health Workers.

WARD VOLUNTEERS & SECRETARIES SECTION

FUNCTIONS AND DUTIES

The Basic function of Ward Volunteers & Secretaries section is to look after the overall control on all Ward Secretariats and particularly matters relating to all Welfare schemes and general administration.

SECRETARY:

1. Monitoring & supervision of all activities relating to Ward Secretariat Section.
2. Conducting trainings where ever necessary as ordered by the Government & Higher Authorities.
3. Monitoring of all Secretariats.

SUPERINTENDENT : All Ward Volunteers and Ward Secretariat Section subject files routed through Superintendent.

SENIOR ASSISTANT: All Secretary Establishment matters and prepare salary bills to Secretaries.

JUNIOR ASSISTANT: All Volunteers Establishment matters and prepare salary bills to Volunteers.

JUNIOR ASSISTANT: Monitoring of service requests and welfare schemes related to Ward Sachuvalayams.

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

SL. NO.	NAME OF THE OFFICER / EMPLOYEE	DESIGNATION	DUTIES ALLOTTED	POWERS
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 :	-	-
	Deputy Commissioner	Statutory :	Tax Collection	Assessment of Taxes as fixed by Executive Authority and Collection.
		Administrative :	-	-
		Financial	-	-
		Other	-	-
3				
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 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 Centres (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 & functionaries are be digitised through a chain of innovative e-Governance 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), Pura seva Mobile application & ULB website portal. Live tracking of the status of the Grievance raised is also provided to the citizen through the mobile application.

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-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/Section Heads concerned 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
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Other than routine matters	-	30 days
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(Ex. Policy decision files)

For more details regarding Service Level Agreement for delivering Municipal Services, please refer Citizen Charter in the ULB website.

(www.rajahmundry.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 Rajamahendravaram Municipal Corporation or under its control.

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

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	
2.17 Number and nature of scheme works physically in specter and instructions issued to the Municipal Corporation.			
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 MHO
		ii) Station Register of Municipal Commissioners. APMMS Members. Sanitary Supervisions and Sanitary Inspectors	
5	ESTABLISHMENT	i) Attendance Register	MANAGER 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 MANUAL	vii) Contingent Bill Register	ACCOUNTANT ENGINEER MANAGER
		viii) Vehicle Log Book	
		ix) Register of Punishments	
		x) Service Register	
7	ROUTINE	i) Late Attendance Register	
		ii) Turn duty Register	
		iii) Movement Register of staff and officers	
		iv) Trunk Call Register	
8	PROCESSING	i) Personal Register	MANAGER ENGINEER 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-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.

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	Budget related, Administrative Sanctions and Policy Decisions	Wards Committee, Standing Committee Council	Fortnightly Meeting of Wards Committee Weekly Meetings of Standing Committee Regular Meeting of Council

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

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 contained.

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

CHAPTER-X - DIRECTORY OF OFFICERS AND EMPLOYEES**Section 4 (1) (b) (ix)**

Sl. No	Name of the Employee	Designation
1	M ABHISHIKTH KISHORE, IAS	COMMISSIONER
2	N V V SATYANARAYANA RAO	ADDITIONAL COMMISSIONER
3	G SAMBASIVA RAO	DEPUTY COMMISSIONER
4	R KALIBABU	SECRETARY
5	CH. SRINIVASA RAO	REVENUE OFFICER
6	S.SATYAVATHI	SUPERINTENDENT
7	K.B.R.RAVI KUMAR	SUPERINTENDENT
8	D.L.GOPALA SWAMY	SUPERINTENDENT
9	R.NAGAMANI	SUPERINTENDENT
10	N.K.V.S. KAMESWARA RAO	SENIOR ASSISTANT
11	MD. ABDUL MALIK ASFAR	SUPERINTENDENT
12	MDD KRUPALI	SUPERINTENDENT
13	K.A.P.MURTHY	SENIOR ASSISTANT
14	S.SYAM SUNDAR	SENIOR ASSISTANT
15	D. RAMA SATYAM	SENIOR ASSISTANT
16	A.LALITHA	SENIOR ASSISTANT
17	V.P. SUBRAHMANYAM	SENIOR ASSISTANT
18	B.V.S.A.SUBBALAKSHMI	SENIOR ASSISTANT
19	A.S.V.RAVI KUMAR	SENIOR ASSISTANT
20	A JAYASRI	SUPERINTENDENT
21	M.UMA SHANKAR	SENIOR ASSISTANT
22	P.V.B.RAMANA RAO	SENIOR ASSISTANT
23	M. MARIYA SUGNANAMANI	SENIOR ASSISTANT
24	N.S.NEHRU	JUNIOR ASSISTANT
25	K.V.KUMARI	JUNIOR ASSISTANT
26	K.CHINABABU	SENIOR ASSISTANT
27	K.B.S.BABURAO	JUNIOR ASSISTANT
28	P.V. KAMESWARI	JUNIOR ASSISTANT
29	K.L.S.CHAMUNDESWARI	JUNIOR ASSISTANT
30	B.V.S.SRIDHAR	JUNIOR ASSISTANT
31	TARAPATLA SURESH	JUNIOR ASSISTANT
32	N D V LOVA RAJU	JUNIOR ASSISTANT
33	GANDI PRADEEP KUMAR	JUNIOR ASSISTANT
34	D.SRINIVASU	SENIOR ASSISTANT
35	P.RAVI KUMAR	JUNIOR ASSISTANT
36	K.MURALI KRISHNA	JUNIOR ASSISTANT
37	D ARUN	JUNIOR ASSISTANT
38	K VENKATA SIVANARAYAN	JUNIOR ASSISTANT
39	G S V PADMANAGINI	JUNIOR ASSISTANT
40	A SYAMA PRIYANKA	JUNIOR ASSISTANT
41	K.CHANDRA SEKHAR	SENIOR ASSISTANT

42	GANTI VENKATESWARA RAO	BILL COLLECTOR
43	P.B.S.PRASAD	BILL COLLECTOR
44	R.SRINIVASA RAO	BILL COLLECTOR
45	M.GANGADHAR	BILL COLLECTOR
46	G.V. SWAMY	BILL COLLECTOR
47	GADI VENKATESWARA RAO	BILL COLLECTOR
48	N.S.S.GANDHI	BILL COLLECTOR
49	M.GADDAMMA	JUNIOR ASSISTANT
50	S.V.K. VISALAKSHI	BILL COLLECTOR
51	M. BALA KENNEDY	BILL COLLECTOR
52	M. RAMA KRISHNA	JUNIOR ASSISTANT
53	E. YESUDANAM	BILL COLLECTOR
54	R RAMBABU	BILL COLLECTOR
55	S. NAGESWARA RAO	BILL COLLECTOR
56	K.SUBBAYYA	BILL COLLECTOR
57	PALLI VENKATESWARA RAO	BILL COLLECTOR
58	L DURGA PRASANNA	BILL COLLECTOR
59	MD RIAZ	BILL COLLECTOR
60	T KRISHNA	BILL COLLECTOR
61	T.RAJA RAJESWARI	RECORD ASST.
62	VALLAMSETTI KRISHNA RAO	RECORD ASST.
63	PEDALANKA SATYANARAYANA	RECORD ASST.
64	ALLAMPALLI SRINIVASU	RECORD ASST.
65	T.V.NAGESWARA RAO	RECORD ASST.
66	V.ANJI BABU	OFFICE SUBORDINATE
67	P SATYA SRIDHAR	OFFICE SUBORDINATE
68	K SUBRAHMANYAM	OFFICE SUBORDINATE
69	M. VEERRAJU	OFFICE SUBORDINATE
70	KUDUPUDI SATYANARAYANA	OFFICE SUBORDINATE
71	D. SRINIVASA RAO	OFFICE SUBORDINATE
72	V.KANTESWARA RAO	OFFICE SUBORDINATE
73	T.V. SATYANARAYANA	OFFICE SUBORDINATE
74	S. KRISHNA RAO	OFFICE SUBORDINATE
75	KANCHUMARTHI SHAMILI	OFFICE SUBORDINATE
76	M V NARAYANA	OFFICE SUBORDINATE
77	G LAXMANA RAO	OFFICE SUBORDINATE
78	R D MALLESWARA RAO	OFFICE SUBORDINATE
79	TADDI SRINIVASA RAO	OFFICE SUBORDINATE
80	CH SAJEEV KUMAR	OFFICE SUBORDINATE
81	MELLIM SATYANARAYANA	WATCHMAN
82	BOOLA BHAVANI	JUNIOR ASSISTANT
83	CHEERA ANANTHA LAKSHMI	JUNIOR ASSISTANT
84	BANGARU DURGA PRASAD	OFFICE SUBORDINATE
85	TEERAMDASU PRASAD	OFFICE SUBORDINATE
86	SANGIREDDY SEETARAMAYYA	OFFICE SUBORDINATE
87	AMBATI RAVI KUMAR	OFFICE SUBORDINATE
88	TANALA NAGA LAKSHMI	BILL COLLECTOR
89	SANA CHAUNDESWARI	OFFICE SUBORDINATE
90	NUNI RAVI LAXMAN	JUNIOR ASSISTANT
91	KODURI VEERRAJU	JUNIOR ASSISTANT

92	LINGAM KRISHNA KUMAR	OFFICE SUBORDINATE
93	BUDAMPARTHI PHANINDRA	JUNIOR ASSISTANT
94	RAYI VIJAY KUMAR	OFFICE SUBORDIANTE
95	M VEERABABU	JUNIOR ASSISTANT
96	KONDETI SHAREEN	JUNIOR ASSISTANT
97	G S B PHANISH	JUNIOR ASSISTANT
98	S N V KRISHNA RAO	JUNIOR ASSISTANT
99	K SRINU DORA	JUNIOR ASSISTANT
100	CHEDALA SUDHAKAR REDDY	OFFICE SUBORDIANTE
101	MUTYALA VENKATESH	OFFICE SUBORDIANTE
102	MORAMPUDI NAGA BABU	JUNIOR ASSISTANT
103	KALAPARTHI KALADHAR	BILL COLLECTOR
104	PILLI PREM KISHORE	BILL COLLECTOR
105	G.V.G.S.V.PRASAD	CITY PLANNER
106	Y. VENKATA RATNAM	ASSISTANT CITY PLANNER
107	CH.SATYANARAYANA RAJU	ASSISTANT CITY PLANNER
108	V VARAHALU BABU	ASSISTANT CITY PLANNER
109	S.SUPRIYA	T.P.SUPERVISOR
110	J.N.CH.NEELIMA DEEPTHI	T.P.SUPERVISOR
111	P.RADHA KRISHNA	T.P.SUPERVISOR
112	E ANITHA	TOWN SURVEYOR
113	BAYYA SURESH	T.P.CHAINMAN
114	M.PANDU RANGA RAO	T.P.CHAINMAN
115	RAMAVATH SARADA	T.P.CHAINMAN
116	CH.CHANDRA SEKHAR	T.P.CHAINMAN
117	G.R.T. OMPRAKASH	S.E.
118	R.V.S. SESHAGIRI RAO	E.E.
119	G. PANDURANGA RAO	E.E.
120	G. CHAKRAVARTHI	E.E.
121	T. VEERABHADRA RAO	DY.E.E.
122	P. PRASAD	DY.E.E.
123	CH. VENKAESWARA RAO	DY.E.E.
124	K.V. VIJAYA PARVATHI	DY.E.E.
125	K.DEVI LALITHA KUMARI	ASST. E.E.
126	K. VENKATA LAKSHMI	ASST. ENG
127	G.L. DURGA BHAVANI	ASST. ENG
128	K. SATYANARAYANA	ASST. ENG
129	G.SANDEEP	ASST. ENG
130	KARRA SUMANTH	ASST. ENGG
131	P.V. SUDHAKAR	ASST.ENGG
132	G. CHANDRA SEKHAR RAO	ASST.ENGG
133	K. RATNAVALI	ASST.ENGG
134	N. BRAMARAMBIKA DEVI	AST. ENG (ELE)
135	S. RAMA KUMAR	ASST. TECH. OFFICER
136	B. LAKSHMINARAYANA	TECH. ASST.
137	CH.V.V.S.N.PRASAD	W.I. GR.IV
138	K.DANESWARARAO	W.I. GR.IV
139	MD. MUNEER KHAN	W.I. GR.IV
140	ANGARA VASU	W.I. GR.IV
141	B.BUTCHIBABU	WORK MAISTRY
142	P.S.SAI BABU	LIGHTER

143	M.VENAKATA RATNAM (PH)	LIGHTER
144	V.GOPALA KRISHNA	D.CLEANER
145	P.DURGA	D.CLEANER
146	K.KUTUMBA RAO	D.CLEANER
147	B. SRINIVASU	D.CLEANER
148	PUSARLA SRINIVASARAO	R.M
149	ANJURI SRINIVASU	R.M
150	V.VENKATESWARULU	R.M
151	L.RAM PRASAD	R.M
152	MD.ZILANI	R.M
153	N.JAGANNADAM	R.M
154	K.NOOKALAMMA	R.M
155	KOLAMURI NAGESWARARAO	R.M
156	PEDALANKA SRINIVASARAO	R.M
157	K.VENKATA RAO	R.M
158	P.SUBBARAO	R.M
159	NOOKAPAI YESUDASU	R.M
160	K.NOOKARATNAM ALIAS KAMESWARI	R.M
161	P.SURYA KUMARI	RM
162	MD.ABDUL HAMEED	R.M.
163	U. LEELA VENKATA PRASAD (PH)	R.M.
164	P. SIMHACHALAM	R.M.
165	A. POSUBABU	R.M.
166	YEDLA LALITHA	R.M.
167	D. ADI SURYA KUMARI	RM
168	M.V.V. RAJASEKHAR	R.M.
169	G.APPARAO	GARDENER
170	SALAPU SRINIVASARAO	GARDENER
171	KAPPALA SOMARAJU	GARDENER
172	POTHURAJU SRINIVASARAO	GARDENER
173	SAPPA SATISH	GARDENER
174	J.PRAKASA RAO	GARDENER
175	G.POTHURAJU	GARDENER
176	P.PALLAPA RAJU	GARDENER
177	P.KRISHNA	GARDENER
178	ODURI APPA RAO	GARDENER
179	P.VENKATESWARA RAO	GARDENER
180	R.SAIBABU	GARDENER
181	S.NOOKARAJU	GARDENER
182	B.YEDUKONDALU	GARDENER
183	NELLI SATYANARAYANA	GARDENER
184	K.SURYA NARAYANA MURTHY	GARDENER
185	SMT . K.MUTYALU	GARDENER
186	N.V.BHAGAVAN PRASAD	GARDENER
187	G.ATCHIYAMMA	GARDENER
188	N.SRINIVASARAO	GARDENER
189	MUNGANDI VENKATA RAMANA	GARDENER
190	S.JOGI RAJU	GARDENER

191	B.DURGA RAO	GARDENER
192	B.A.V.PRASAD	GARDENER
193	N.NAGESWARARAO	GARDENER
194	KOLA RAMBABU	GARDENER
195	K.SURYA NARAYANA	GARDENER
196	SAMPARTHI APPARAO	GARDENER
197	UDUGULA APPARAO	GARDENER
198	SAMBARU APPARAO	GARDENER
199	T.LAXMI	GARDENER
200	TALLA PREM KUMAR	GARDENER
201	S.NALLA BABU	GARDENER
202	CH. SATYANARAYANA	GARDENER
203	B. MADHAVI	GARDENER
204	P.DATTA VANDANA DEVI (PH)	GARDENER
205	M. REVATHI	GARDENER
206	M. SINGARAYADORA	GARDENER
207	KOYYANA MOHANA RAO	TB GARDENER
208	P.VENKATESWARARAO	H.V.DRIVER
209	A.NAGARAJU	L.V.DRIVER
210	CH.TIRUMALA RAO	W.L CLEANER
211	D. LALITH VAMSHI (PH)	W.L CLEANER
212	G. DURGA BHAVANI	W.L CLEANER
213	S.V.K.VARMA	ELE.GR-II
214	K SRINIVASA RAO	ELE.GR-II
215	P.ANIL KUMAR	ELE.GR-II
216	CH. VENKATALAKSHMI	ELE.GR-II
217	P. SURYA PRAKASA RAO	ELE.GR-II
218	P.SATEESH	H.W.FITTER
219	A.VISWESWARA RAO	T.I.
220	REKA SATYANARAYANA	T.I.
221	M. APPARAO REDDY	FITTER GR.II
222	MADIPALLI ANAND	FITTER GR.II
223	N.KRUPESH KUMAR	S.B.O
224	G.POSIYYA	W.W.HELPER
225	SYED KHAZA MOHIDDIN	CLEANER
226	B.POSUBABU	CLEANER
227	CH.SRINIVASA RAO	CLEANER
228	P.DURGA RAO	CLEANER
229	D.KANNA RAO	CLEANER
230	M.VEERABHADRARAO	CLEANER
231	PILLA APPA RAO	CLEANER
232	CH.SITA RAMA RAJU	CLEANER
233	SINGAM CHAKRAVENI	CLEANER
234	BOTCHA SRINIVASARAO	CLEANER
235	V.NAGAMANI	CLEANER
236	SK.ABDUL KAREEM	CLEANER
237	K.RAMARAO	CLEANER
238	B.KANNARAO	CLEANER
239	KOSTI SRINIVASA RAO	CLEANER

240	REDDY SAIRAM	CLEANER
241	K.CHITTIBABU	CLEANER
242	RAJAMAHENDRAVARAPU SATYANARAYANA	CLEANER
243	V.INDIRA	CLEANER
244	PALEPU SATISH KUMAR	CLEANER
245	M. VIJAY KUMAR	CLEANER
246	R.PALLAYYA	CLEANER
247	K.SAI BABU	CLEANER
248	ALLAM SRIRAMULU	CLEANER
249	P. VINOD JOSEPH	CLEANER
250	P.SOLMAN RAJU	CLEANER
251	K. SUVARNA KUMARI	CLEANER
252	D. RAJENDRA	CLEANER
253	D.L.V.S.G.G. GURUNADH REDDY	CLEANER
254	P. MAHESH BABU	CLEANER
255	CHERUKURI KALYAN	CLEANER
256	BORA SATYANARAYANA	W.W. SWEEPER
258	G.MADHUBABU	MEDICAL OFFICER
260	M.V.R.MURTHY	MEDICAL OFFICER
262	AVALA SATYANARAYANA	SANITARY INSPECTOR
266	INDRAGANTI SRINIVAS	SANITARY SUPERVISOR
267	K.RAMALINGA REDDY	SANITARY INSPECTOR
268	SYED KHASIM	SANITARY INSPECTOR
269	K.PERUMALLA RAJU	SANITARY INSPECTOR
271	K.MANIRAJU	SANITARY INSPECTOR
275	K.RAJANIDEVI	HEALTH ASSISTANT
276	I.SRINIVAS	SANITARY INSPECTOR
277	K.L.S.PRASAD	SANITARY INSPECTOR
278	SD.BELKHEES BHANU	SANITARY INSPECTOR
279	DEBARAKULA RAMESH KUMAR	SANITARY INSPECTOR
280	TAHERA BEGUM	SANITARY INSPECTOR
284	M.TULASIDAS	SANITARY MAISTRY
286	P.VENKATESWARA RAO	SANITARY MAISTRY
287	P.L.GANAPATHI KUMAR	SANITARY MAISTRY
288	CH.SATYANARAYANA	SANITARY MAISTRY
290	M.RAGHUNADHA REDDY	SANITARY MAISTRY
291	P.DURGA SRINIVASA RAO	SANITARY MAISTRY
292	A.M.SATYANARAYANA	SANITARY MAISTRY
293	BHARANIKA JAYA PRAKASH	SANITARY MAISTRY
294	MD.ABDUL RAKHEEB	SANITARY MAISTRY
295	K.SATISH	SANITARY MAISTRY
296	T.V.V.S.PRASAD	SANITARY MAISTRY
297	ALLAM DURGA PRASAD	SANITARY MAISTRY
298	G.SURYA PRAKASH RAO	CLEANER
299	M.MUTYALAREDDY	DRIVER
302	B. SRINIVAS RAO	DRIVER
304	CH.V.HANUMANTHA RAO	CLEANER
306	J.SRIDEVI	AYAH

307	D. BAPILAKSHMI(CH)	AYAH
311	P.SUBHAKARARAO	B.G.WATCH MAN
312	R.SIMHADIRIRAO	NIGHT WATCHMAN
313	GUDETI RAMBABU	DRIVER
314	PAKA SURYANARAYANA	DRIVER
315	PILLI BALARAJU	DRIVER
316	R.SRINIVASA RAO	DRIVER
317	BHAMIDIPALLI JNANESWAR	SANITARY MAISTRY
318	ARJUNA GOPI	SANITARY MAISTRY
319	VADDADI SRINIVASA RAO	SANITARY MAISTRY
320	V V S S SUMAN	SANITARY MAISTRY
321	PANDU BHARATHI	SANITARY MAISTRY
322	SMT SANNAPU PRAMILA	AYAH
323	SANGEREDDY VASU	SANITARY MAISTRY
324	VADDADI TULASI	AYAH
325	SIRAMSETTY SYAM	SANITARY MAISTRY
326	GANTHAKURI RAJABABU	SANITARY MAISTRY
327	VADDADI APPARAO	SANITARY MAISTRY
328	BANGARU BALA GANGA BHAVANI	AYAH
329	G DIVYA	SANITARY MAISTRY
330	BENNOJI NAGESWARA RAO	SANITARY MAISTRY
331	KANIGIRI SRINIVASA BHARATH	SANITARY MAISTRY
333	PATALA SRINU	PUBLIC HEALTH WORKER
334	MISALA RAMBABU	PUBLIC HEALTH WORKER
335	KARANGI VENKATARAO	PUBLIC HEALTH WORKER
336	SIRAMSETTY RAMANA	PUBLIC HEALTH WORKER
337	MUTYALA YELLAYYA	PUBLIC HEALTH WORKER
339	METTI SRIHARI	PUBLIC HEALTH WORKER
341	MUTYALA APPALANARASAMMA	PUBLIC HEALTH WORKER
343	MISALA PAIDAMMA	PUBLIC HEALTH WORKER
346	BANGARU SYAMALARAO	PUBLIC HEALTH WORKER
348	ALLAM SRINIVASA RAO	PUBLIC HEALTH WORKER
349	PALLI VENKANNA	PUBLIC HEALTH WORKER
351	MIRIYALA NAGAMANI	PUBLIC HEALTH WORKER
352	BUDAMPARTHI MANI	PUBLIC HEALTH WORKER
353	TUPAKULA SOMALAMMA	PUBLIC HEALTH WORKER
354	K. NAGESWARA RAO DORA	PUBLIC HEALTH WORKER
356	SOMADULA SOMALAMMA	PUBLIC HEALTH WORKER
357	INTI BHASKARA RAO	PUBLIC HEALTH WORKER
358	KAPAVARAPU PAPA	PUBLIC HEALTH WORKER
359	INTI JAYALAKSHMI	PUBLIC HEALTH WORKER
362	INTI SASIKISHORE	PUBLIC HEALTH WORKER
364	VELUDURTI DURGA MALLESWARI	PUBLIC HEALTH WORKER
366	BANGARU RAMANA	PUBLIC HEALTH WORKER
367	PALLA RAMANAMMA	PUBLIC HEALTH WORKER

370	JALAGADUGULA RAMU	PUBLIC HEALTH WORKER
373	MUTYALA VENKATA RAMANAMMA	PUBLIC HEALTH WORKER
375	PODUGU SATHAMMA	PUBLIC HEALTH WORKER
376	MONDRETI AKSHAYAMU	PUBLIC HEALTH WORKER
377	SANGIREDDY DURGAPRASAD	PUBLIC HEALTH WORKER
380	ORIGETI DHANARAJU	PUBLIC HEALTH WORKER
381	VADDADI MUTYALAMMA	PUBLIC HEALTH WORKER
382	KONA VARALAKSHMI	PUBLIC HEALTH WORKER
384	MUTYALA RAJU	PUBLIC HEALTH WORKER
386	BANGARU RAJU S/O DALAYYA	PUBLIC HEALTH WORKER
387	KILARI VARAHALAMMA	PUBLIC HEALTH WORKER
390	RELLI PADMAVATHI	PUBLIC HEALTH WORKER
392	POSUPO NAGARATNAM	PUBLIC HEALTH WORKER
393	PALLA DURGA	PUBLIC HEALTH WORKER
394	YANDAM RAJU	PUBLIC HEALTH WORKER
396	KILARI SATYAVATHI	PUBLIC HEALTH WORKER
397	SARAPU ANANTHA VENKATALAKSHMI	PUBLIC HEALTH WORKER
398	PATARA VENKATARAMANA	PUBLIC HEALTH WORKER
399	YAZZALA CHINA RAJU	PUBLIC HEALTH WORKER
400	NAGABATHULA KRISHNA	PUBLIC HEALTH WORKER
401	MANGALAGIRI VENKATARAMANA	PUBLIC HEALTH WORKER
407	MUTYALA DHANALAKSHMI	PUBLIC HEALTH WORKER
408	KOTA SIMHACHALAM	PUBLIC HEALTH WORKER
409	KARANGI SRINIVASA RAO	PUBLIC HEALTH WORKER
413	AAKULA VENKATARATNAM	PUBLIC HEALTH WORKER
415	DHANALA MURALIKRISHNA	PUBLIC HEALTH WORKER
416	MUTYALA VENKATA SATYANARAYANA	PUBLIC HEALTH WORKER
417	BENTUKURI LAKSHMI	PUBLIC HEALTH WORKER
418	MUTYALA RAJESH	PUBLIC HEALTH WORKER
419	K. VENKATA RATNAMMA	PUBLIC HEALTH WORKER
420	MAMIDI ANNAPURNADEVI	PUBLIC HEALTH WORKER
421	MADAKAM SANKURAMMA	PUBLIC HEALTH WORKER
422	BANGARU POLLAYYA	PUBLIC HEALTH WORKER
423	SOLAPURI GANESH NARASIMHA RAO	PUBLIC HEALTH WORKER
424	INUKONDA DORA BABU	PUBLIC HEALTH WORKER
427	MUTYALA VENKATA APPARAO	PUBLIC HEALTH WORKER
428	MUTYALA VIJAYA LAKSHMI	PUBLIC HEALTH WORKER
429	MUTYALA APPALA KONDA	PUBLIC HEALTH WORKER
431	BANGARU SWANTHANARAO	PUBLIC HEALTH WORKER
432	VADDADI SIVAKUMAR	PUBLIC HEALTH WORKER
433	MISALA TIRUMALA	PUBLIC HEALTH WORKER
434	LOSURI AMMAJI	PUBLIC HEALTH WORKER
435	PALLALA RAMIREDDY	PUBLIC HEALTH WORKER
436	M.SURYANARAYANA	PUBLIC HEALTH WORKER
437	KASIMKOTA SARADA	PUBLIC HEALTH WORKER
440	VASUPALLI SUBBARAO	PUBLIC HEALTH WORKER

442	VADDADI POTHURAJU	PUBLIC HEALTH WORKER
443	DANDA BHAVANI	PUBLIC HEALTH WORKER
447	KONA GANESH RAJU	PUBLIC HEALTH WORKER
448	P YOGA VENKATA SATISH KUMAR	PUBLIC HEALTH WORKER
449	INTI VENUGOPAL	PUBLIC HEALTH WORKER
450	KONA VENKATA RAMANA	PUBLIC HEALTH WORKER
451	BUDAMALA LAKSHMI	PUBLIC HEALTH WORKER
452	PATEM ATCHI RAJU	PUBLIC HEALTH WORKER
453	YERREMSETTY SATYANARAYANA	PUBLIC HEALTH WORKER
454	BHUPATHI POLIRAJU	PUBLIC HEALTH WORKER
455	MUTYALA KRISHNA	PUBLIC HEALTH WORKER
459	VADDADI POTHURAJU	PUBLIC HEALTH WORKER
460	MUTYALA LAKSHMI	PUBLIC HEALTH WORKER
461	MUTYALA NAGAMANI	PUBLIC HEALTH WORKER
465	BANGARU SIMHACHALAM	PUBLIC HEALTH WORKER
466	ALLADI SIMHACHALAM	PUBLIC HEALTH WORKER
467	MISALA KUMARI	PUBLIC HEALTH WORKER
468	KILARI LAKSHMI	PUBLIC HEALTH WORKER
470	MUTYALA POTHAMMA	PUBLIC HEALTH WORKER
471	METTE VEERA VENKATA RAO	PUBLIC HEALTH WORKER
472	VADDADI RAMANAMMA	PUBLIC HEALTH WORKER
473	MUTYALA LAKSHMI	PUBLIC HEALTH WORKER
474	MISALA SIVARAMA KRISHNA	PUBLIC HEALTH WORKER
475	JANGAM DURGARAJU	PUBLIC HEALTH WORKER
476	INTI VENKATA PRASAD	PUBLIC HEALTH WORKER
477	ALLAM YESU	PUBLIC HEALTH WORKER
478	KANCHUMARTHI APPAYAMMA	PUBLIC HEALTH WORKER
479	MELLEM RAMANAMMA	PUBLIC HEALTH WORKER
480	POTNURI NAGENDRARAO	PUBLIC HEALTH WORKER
481	MUTYALA JAYAKUMAR	PUBLIC HEALTH WORKER
482	KILARI SRINIVASA RAO S/O ABHRAHAM	PUBLIC HEALTH WORKER
483	GOLI HYMAVATHI	PUBLIC HEALTH WORKER
484	GOLI PRAVEEN	PUBLIC HEALTH WORKER
487	POTNURI VIJAYA	PUBLIC HEALTH WORKER
488	DHANALA VENKATALAKSHMI	PUBLIC HEALTH WORKER
489	KILARI RAMALAKSHMI	PUBLIC HEALTH WORKER
490	VADDADI LAKSHMI	PUBLIC HEALTH WORKER
491	DALAI ATCHAMMA	PUBLIC HEALTH WORKER
492	KARANGI LAKSHMI	PUBLIC HEALTH WORKER
493	KARANGI SRINIVAS	PUBLIC HEALTH WORKER
494	VADDADI SURI APPARAO	PUBLIC HEALTH WORKER
496	NIMMAKAYALA DURGARAO	PUBLIC HEALTH WORKER
497	B V V RAMANA	PUBLIC HEALTH WORKER
498	MUTYALA VENKATALAKSHMI	PUBLIC HEALTH WORKER
500	BODA ASEERVADHAM	PUBLIC HEALTH WORKER
502	BANGARU KUMARI	PUBLIC HEALTH WORKER
503	BHOOMALA SURIBABU	PUBLIC HEALTH WORKER

504	K.GOVINDA LAKSHMI	PUBLIC HEALTH WORKER
505	MISALA PAIDAMMA	PUBLIC HEALTH WORKER
506	BANGARU SATHIRAJU	PUBLIC HEALTH WORKER
507	ALLAM DHANALAKSHMI	PUBLIC HEALTH WORKER
508	GUDETI ATCHAMMA	PUBLIC HEALTH WORKER
509	MISALA SURYANARAYANA	PUBLIC HEALTH WORKER
510	MUTYALA VENKATESWARA RAO	PUBLIC HEALTH WORKER
511	KONA DURGAMMA	PUBLIC HEALTH WORKER
512	INTI VENKATALAKSHMI	PUBLIC HEALTH WORKER
514	DHANALA RAMAKRISHNA	PUBLIC HEALTH WORKER
518	PALLI MURALI	PUBLIC HEALTH WORKER
519	BANGARU SATYANARAYANA	PUBLIC HEALTH WORKER
520	BANGARU PEDAVEERAMMA	PUBLIC HEALTH WORKER
521	JUTHUKA MANGA	PUBLIC HEALTH WORKER
522	KARANGI VIJAYALAKSHMI	PUBLIC HEALTH WORKER
523	A TRIMURTHULU	PUBLIC HEALTH WORKER
524	CHEDALA MANOHARA REDDY	PUBLIC HEALTH WORKER
525	KANIPE NAGABHUSHANAM	PUBLIC HEALTH WORKER
526	PONNAGANTI NAGA RAJU	PUBLIC HEALTH WORKER
527	BANGARU SRINIVASA RAO	PUBLIC HEALTH WORKER
530	MUTYALA SRINIVASA RAO	PUBLIC HEALTH WORKER
531	MISALA SRINIVASA RAO	PUBLIC HEALTH WORKER
532	MUTYALA VARAPRASAD	PUBLIC HEALTH WORKER
533	KUNJAM CHANCHANNADORA	PUBLIC HEALTH WORKER
534	KUNJUM KUMARI	PUBLIC HEALTH WORKER
535	PEDAPUDI RAJU	PUBLIC HEALTH WORKER
536	VADDADI POTHURAJU	PUBLIC HEALTH WORKER
539	MUTYALA PANDURANGA	PUBLIC HEALTH WORKER
542	MISALA JYOTHI	PUBLIC HEALTH WORKER
543	POTHULA NARASIMHA RAO	PUBLIC HEALTH WORKER
544	GUBBALA APPALARAJU	PUBLIC HEALTH WORKER
545	MULAPARTHI SOMARAJU	PUBLIC HEALTH WORKER
546	KASIMKOTA YESU	PUBLIC HEALTH WORKER
551	JAMI ADI SHANKAR	PUBLIC HEALTH WORKER
552	BHUPATHI DURGA RAO	PUBLIC HEALTH WORKER
553	MUTYALA PEDA DURGA	PUBLIC HEALTH WORKER
554	BANGARU TIRUMALA	PUBLIC HEALTH WORKER
555	NIMMAKAYALA RAMESH	PUBLIC HEALTH WORKER
556	KADULLA APPARAO	PUBLIC HEALTH WORKER
558	NAGABATHULA SYAM	PUBLIC HEALTH WORKER
559	PILLELA SANKAR RAO	PUBLIC HEALTH WORKER
560	REGUM KUMARI	PUBLIC HEALTH WORKER
562	INTI MURALI	PUBLIC HEALTH WORKER
564	BODDU SAIRAM	PUBLIC HEALTH WORKER
566	BANDI NEELAVENI	PUBLIC HEALTH WORKER
569	KONA RAM BABU	PUBLIC HEALTH WORKER
572	BOBBILI DEVI KUMAR	PUBLIC HEALTH WORKER
573	G. PATTABHI	PUBLIC HEALTH WORKER
574	CH. VENKATAREDDY	PUBLIC HEALTH WORKER

575	TURAKA BABY	PUBLIC HEALTH WORKER
576	KUNJAM JANGAM DORA	PUBLIC HEALTH WORKER
577	KARI SRINU	PUBLIC HEALTH WORKER
578	MUTYALA RAMBABU	PUBLIC HEALTH WORKER
580	KONA ANJANEYA DEVI VARA PRASAD	PUBLIC HEALTH WORKER
581	KORIPALLI RAMA KRISHNA	PUBLIC HEALTH WORKER
582	V.S.VENKATESWARLU	PUBLIC HEALTH WORKER
583	LANKA APPARAO	PUBLIC HEALTH WORKER
584	RAI RAMAKRISHNA	PUBLIC HEALTH WORKER
585	CHIPURUPALLI VENKATARAMANA	PUBLIC HEALTH WORKER
586	PILLA RAJESH	PUBLIC HEALTH WORKER
587	PILLI HARISH KUMAR	PUBLIC HEALTH WORKER
589	GAJJALA KRISHNA	PUBLIC HEALTH WORKER
590	KANEM CHINNABBAI	PUBLIC HEALTH WORKER
591	S. NAGESWARARAO DORA	PUBLIC HEALTH WORKER
592	BUDAMPARTHI V.V.RAMANA	PUBLIC HEALTH WORKER
593	KUMARA SWAMY	PUBLIC HEALTH WORKER
594	VENKATA RAJ KUMAR	PUBLIC HEALTH WORKER
596	MACHARLA SANKARA RAO	PUBLIC HEALTH WORKER
597	CHITRAPU VEERAJU	PUBLIC HEALTH WORKER
598	MULAPARTHI. NAGENDRA PRASAD	PUBLIC HEALTH WORKER
599	RAYI SRINIVASA RAO	PUBLIC HEALTH WORKER
600	INUKONDA NAGA LAKSHMI	PUBLIC HEALTH WORKER
601	KADALI VENKATA RAMANAMMA	PUBLIC HEALTH WORKER
602	MEESALA VEERA MANI	PUBLIC HEALTH WORKER
603	GORLE MOHANA RAO	PUBLIC HEALTH WORKER
604	KAKARA SATYAVATHI	PUBLIC HEALTH WORKER
605	KABHAM JAYA LEELA	PUBLIC HEALTH WORKER
606	KARAM BAPANNA DORA	PUBLIC HEALTH WORKER
607	KARAM YASODA	PUBLIC HEALTH WORKER
608	PALIVELA JAYA LAKSHMI	PUBLIC HEALTH WORKER
609	BANGARU SEKHAR	PUBLIC HEALTH WORKER
610	NEELAPU DEVENDRA KUMAR	PUBLIC HEALTH WORKER
611	PODUGU SURENDRA KUMAR	PUBLIC HEALTH WORKER
612	KALIDASU UMA MAHESWARI	PUBLIC HEALTH WORKER
613	GORLE BOBBILLI	PUBLIC HEALTH WORKER
614	KILARI ASARAMMA	PUBLIC HEALTH WORKER
615	ALLAM DURGA	PUBLIC HEALTH WORKER
617	SETI DURGA MANI	PUBLIC HEALTH WORKER
618	BANGARU TRIVENI	PUBLIC HEALTH WORKER
619	MUTYALA GANESH	PUBLIC HEALTH WORKER
620	CHIPURIPALLI RAGHAVAMMA	PUBLIC HEALTH WORKER

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 the Employee	Designation	Gross Amount drawn per month (Rs.)
1	M ABHISHIKTH KISHORE, IAS	COMMISSIONER	96,774
2	N V V SATYANARAYANA RAO	ADDITIONAL COMMISSIONER	1,30,550
3	G SAMBASIVA RAO	DEPUTY COMMISSIONER	91,378
4	R KALIBABU	SECRETARY	1,46,097
5	CH. SRINIVASA RAO	REVENUE OFFICER	124306
6	S.SATYAVATHI	SUPERINTENDENT	101473
7	K.B.R.RAVI KUMAR	SUPERINTENDENT	109708
8	D.L.GOPALA SWAMY	SUPERINTENDENT	101463
9	R.NAGAMANI	SUPERINTENDENT	115220
10	N.K.V.S. KAMESWARA RAO	SENIOR ASSISTANT	98793
11	MD. ABDUL MALIK ASFAR	SUPERINTENDENT	98793
12	MDD KRUPALI	SUPERINTENDENT	96233
13	K.A.P.MURTHY	SENIOR ASSISTANT	73945
14	S.SYAM SUNDAR	SENIOR ASSISTANT	80136
15	D. RAMA SATYAM	SENIOR ASSISTANT	91408
16	A.LALITHA	SENIOR ASSISTANT	86713
17	V.P. SUBRAHMANYAM	SENIOR ASSISTANT	84500
18	B.V.S.A.SUBBALAKSHMI	SENIOR ASSISTANT	82257
19	A.S.V.RAVI KUMAR	SENIOR ASSISTANT	88995
20	A JAYASRI	SUPERINTENDENT	98823
21	M.UMA SHANKAR	SENIOR ASSISTANT	75889
22	P.V.B.RAMANA RAO	SENIOR ASSISTANT	68139
23	M. MARIYA SUGNANAMANI	SENIOR ASSISTANT	53142
24	N.S.NEHRU	JUNIOR ASSISTANT	66162
25	K.V.KUMARI	JUNIOR ASSISTANT	88965
26	K.CHINABABU	SENIOR ASSISTANT	66162
27	K.B.S.BABURAO	JUNIOR ASSISTANT	70007
28	P.V. KAMESWARI	JUNIOR ASSISTANT	84500
29	K.L.S.CHAMUNDESWARI	JUNIOR ASSISTANT	78025
30	B.V.S.SRIDHAR	JUNIOR ASSISTANT	64335
31	TARAPATLA SURESH	JUNIOR ASSISTANT	43655
32	N D V LOVA RAJU	JUNIOR ASSISTANT	42413
33	GANDI PRADEEP KUMAR	JUNIOR ASSISTANT	42413
34	D.SRINIVASU	SENIOR ASSISTANT	71966
35	P.RAVI KUMAR	JUNIOR ASSISTANT	54597
36	K.MURALI KRISHNA	JUNIOR ASSISTANT	50182
37	D ARUN	JUNIOR ASSISTANT	41278
38	K VENKATA SIVANARAYAN	JUNIOR ASSISTANT	41278

39	G S V PADMANAGINI	JUNIOR ASSISTANT	40142
40	A SYAMA PRIYANKA	JUNIOR ASSISTANT	40357
41	K.CHANDRA SEKHAR	SENIOR ASSISTANT	62650
42	GANTI VENKATESWARA RAO	BILL COLLECTOR	82422
43	P.B.S.PRASAD	BILL COLLECTOR	76114
44	R.SRINIVASA RAO	BILL COLLECTOR	74105
45	M.GANGADHAR	BILL COLLECTOR	74105
46	G.V. SWAMY	BILL COLLECTOR	96403
47	GADI VENKATESWARA RAO	BILL COLLECTOR	50382
48	N.S.S.GANDHI	BILL COLLECTOR	78225
49	M.GADDAMMA	JUNIOR ASSISTANT	42413
50	S.V.K. VISALAKSHI	BILL COLLECTOR	40142
51	M. BALA KENNEDY	BILL COLLECTOR	77224
52	M. RAMA KRISHNA	JUNIOR ASSISTANT	66162
53	E. YESUDANAM	BILL COLLECTOR	70192
54	R RAMBABU	BILL COLLECTOR	72136
55	S. NAGESWARA RAO	BILL COLLECTOR	70197
56	K.SUBBAYYA	BILL COLLECTOR	65685
57	PALLI VENKATESWARA RAO	BILL COLLECTOR	62850
58	L DURGA PRASANNA	BILL COLLECTOR	36068
59	MD RIAZ	BILL COLLECTOR	66362
60	T KRISHNA	BILL COLLECTOR	42613
61	T.RAJA RAJESWARI	RECORD ASST.	48834
62	VALLAMSETTI KRISHNA RAO	RECORD ASST.	57719
63	PEDALANKA SATYANARAYANA	RECORD ASST.	57719
64	ALLAMPALLI SRINIVASU	RECORD ASST.	54597
65	T.V.NAGESWARA RAO	RECORD ASST.	44897
66	V.ANJI BABU	OFFICE SUBORDINATE	59279
67	P SATYA SRIDHAR	OFFICE SUBORDINATE	47686
68	K SUBRAHMANYAM	OFFICE SUBORDINATE	33385
69	M. VEERRAJU	OFFICE SUBORDINATE	69982
70	KUDUPUDI SATYANARAYANA	OFFICE SUBORDINATE	71936
71	D. SRINIVASA RAO	OFFICE SUBORDINATE	68354
72	V.KANTESWARA RAO	OFFICE SUBORDINATE	69967
73	T.V. SATYANARAYANA	OFFICE SUBORDINATE	47686
74	S. KRISHNA RAO	OFFICE SUBORDINATE	47686
75	KANCHUMARTHI SHAMILI	OFFICE SUBORDINATE	34891
76	M V NARAYANA	OFFICE SUBORDINATE	68354
77	G LAXMANA RAO	OFFICE SUBORDINATE	48834
78	R D MALLESWARA RAO	OFFICE SUBORDINATE	33140
79	TADDI SRINIVASA RAO	OFFICE SUBORDINATE	28458
80	CH SAJEEV KUMAR	OFFICE SUBORDINATE	40142
81	MELLIM SATYANARAYANA	WATCHMAN	33926
82	BOOLA BHAVANI	JUNIOR ASSISTANT	34891
83	CHEERA ANANTHA LAKSHMI	JUNIOR ASSISTANT	34891
84	BANGARU DURGA PRASAD	OFFICE SUBORDINATE	27625
85	TEERAMDASU PRASAD	OFFICE SUBORDINATE	27625
86	SANGIREDDY SEETARAMAYYA	OFFICE SUBORDINATE	27625
87	AMBATI RAVI KUMAR	OFFICE SUBORDINATE	32940
88	TANALA NAGA LAKSHMI	BILL COLLECTOR	32235

89	SANA CHAUNDESWARI	OFFICE SUBORDINATE	27625
90	NUNI RAVI LAXMAN	JUNIOR ASSISTANT	33916
91	KODURI VEERRAJU	JUNIOR ASSISTANT	33916
92	LINGAM KRISHNA KUMAR	OFFICE SUBORDINATE	26862
93	BUDAMPARTHI PHANINDRA	JUNIOR ASSISTANT	32940
94	RAYI VIJAY KUMAR	OFFICE SUBORDIANTE	25337
95	M VEERABABU	JUNIOR ASSISTANT	47486
96	KONDETI SHAREEN	JUNIOR ASSISTANT	31131
97	G S B PHANISH	JUNIOR ASSISTANT	30226
98	S N V KRISHNA RAO	JUNIOR ASSISTANT	31131
99	K SRINU DORA	JUNIOR ASSISTANT	31131
100	CHEDALA SUDHAKAR REDDY	OFFICE SUBORDIANTE	24645
101	MUTYALA VENKATESH	OFFICE SUBORDIANTE	24645
102	MORAMPUDI NAGA BABU	JUNIOR ASSISTANT	31131
103	KALAPARTHI KALADHAR	BILL COLLECTOR	26389
104	PILLI PREM KISHORE	BILL COLLECTOR	26389
105	G.V.G.S.V.PRASAD	CITY PLANNER	109508
106	Y. VENKATA RATNAM	ASSISTANT CITY PLANNER	142877
107	CH.SATYANARAYANA RAJU	ASSISTANT CITY PLANNER	104173
108	V VARAHALU BABU	ASSISTANT CITY PLANNER	124401
109	S.SUPRIYA	T.P.SUPERVISOR	61815
110	J.N.CH.NEELIMA DEEPTHI	T.P.SUPERVISOR	60129
111	P.RADHA KRISHNA	T.P.SUPERVISOR	60129
112	E ANITHA	TOWN SURVEYOR	53142
113	BAYYA SURESH	T.P.CHAINMAN	23261
114	M.PANDU RANGA RAO	T.P.CHAINMAN	60965
115	RAMAVATH SARADA	T.P.CHAINMAN	23261
116	CH.CHANDRA SEKHAR	T.P.CHAINMAN	50182
117	G.R.T. OMPRAKASH	SUPERINDENING ENGINEER	1,70,437
118	R.V.S. SESHAGIRI RAO	EXECURTIVE ENGINEER	1,59,905
119	G. PANDURANGA RAO	EXECURTIVE ENGINEER	1,56,035
120	G. CHAKRAVARTHI	EXECURTIVE ENGINEER	1,01,383
121	T. VEERABHADRA RAO	DY. EXECURTIVE ENGINEER	1,70,497
122	P. PRASAD	DY. EXECURTIVE ENGINEER	1,33,871
123	CH. VENKAESWARA RAO	DY. EXECURTIVE ENGINEER	1,12,275
124	K.V. VIJAYA PARVATHI	DY. EXECURTIVE ENGINEER	86,713
125	K.DEVI LALITHA KUMARI	ASST. EXECURTIVE ENGINEER	71,936
126	K. VENKATA LAKSHMI	ASST. ENGINEER	68,139
127	G.L. DURGA BHAVANI	ASST. ENGINEER	59,279
128	K. SATYANARAYANA	ASST. ENGINEER	97,278
129	G.SANDEEP	ASST. ENGINEER	60,965
130	KARRA SUMANTH	ASST. ENGINEER	57,719
131	P.V. SUDHAKAR	ASST. ENGINEER	1,04,233
132	G. CHANDRA SEKHAR RAO	ASST. ENGINEER	73,935
133	K. RATNAVALI	ASST. ENGINEER	59,279
134	N. BRAMARAMBIKA DEVI	ASST. ENGINEER (ELE)	69,967
135	S. RAMA KUMAR	ASST. TECH. OFFICER	1,06,815
136	B. LAKSHMINARAYANA	TECH. ASST.	1,06,770
137	CH.V.V.S.N.PRASAD	W.I. GR.IV	82,297
138	K.DANESWARARAO	W.I. GR.IV	73,980
139	MD. MUNEER KHAN	W.I. GR.IV	31,206

140	ANGARA VASU	W.I. GR.IV	29,367
141	B.BUTCHIBABU	WORK MAISTRY	69,982
142	P.S.SAI BABU	LIGHTER	66,247
143	M.VENAKATA RATNAM (PH)	LIGHTER	69,589
144	V.GOPALA KRISHNA	D.CLEANER	75,884
145	P.DURGA	D.CLEANER	47,496
146	K.KUTUMBA RAO	D.CLEANER	14,086
147	B. SRINIVASU	D.CLEANER	27,459
148	PUSARLA SRINIVASARAO	R.M	57,729
149	ANJURI SRINIVASU	R.M	73,915
150	V.VENKATESWARULU	R.M	56,167
151	L.RAM PRASAD	R.M	44,907
152	MD.ZILANI	R.M	54,607
153	N.JAGANNADAM	R.M	73,915
154	K.NOOKALAMMA	R.M	53,152
155	KOLAMURI NAGESWARARAO	R.M	73,915
156	PEDALANKA SRINIVASARAO	R.M	73,930
157	K.VENKATA RAO	R.M	73,915
158	P.SUBBARAO	R.M	56,167
159	NOOKAPAI YESUDASU	R.M	44,907
160	K.NOOKARATNAM ALIAS KAMESWARI	R.M	40,152
161	P.SURYA KUMARI	RM	35,878
162	MD.ABDUL HAMEED	R.M.	33,926
163	U. LEELA VENKATA PRASAD (PH)	R.M.	27,459
164	P. SIMHACHALAM	R.M.	23,271
165	A. POSUBABU	R.M.	23,271
166	YEDLA LALITHA	R.M.	23,271
167	D. ADI SURYA KUMARI	RM	23,271
168	M.V.V. RAJASEKHAR	R.M.	23,271
169	G.APPARAO	GARDENER	68,179
170	SALAPU SRINIVASARAO	GARDENER	53,152
171	KAPPALA SOMARAJU	GARDENER	59,289
172	POTHURAJU SRINIVASARAO	GARDENER	68,174
173	SAPPA SATISH	GARDENER	35,878
174	J.PRAKASA RAO	GARDENER	68,149
175	G.POTHURAJU	GARDENER	68,149
176	P.PALLAPA RAJU	GARDENER	71,986
177	P.KRISHNA	GARDENER	68,164
178	ODURI APPA RAO	GARDENER	68,149
179	P.VENKATESWARA RAO	GARDENER	68,149
180	R.SAIBABU	GARDENER	68,174
181	S.NOOKARAJU	GARDENER	71,946
182	B.YEDUKONDALU	GARDENER	68,179
183	NELLI SATYANARAYANA	GARDENER	68,164
184	K.SURYA NARAYANA MURTHY	GARDENER	51,647
185	SMT . K.MUTYALU	GARDENER	53,152
186	N.V.BHAGAVAN PRASAD	GARDENER	71,946
187	G.ATCHIYAMMA	GARDENER	71,946

188	N.SRINIVASARAO	GARDENER	68,179
189	MUNGANDI VENKATA RAMANA	GARDENER	68,164
190	S.JOGI RAJU	GARDENER	68,149
191	B.DURGA RAO	GARDENER	53,152
192	B.A.V.PRASAD	GARDENER	68,149
193	N.NAGESWARARAO	GARDENER	71,946
194	KOLA RAMBABU	GARDENER	68,179
195	K.SURYA NARAYANA	GARDENER	68,174
196	SAMPARTHI APPARAO	GARDENER	71,961
197	UDUGULA APPARAO	GARDENER	68,149
198	SAMBARU APPARAO	GARDENER	66,172
199	T.LAXMI	GARDENER	44,907
200	TALLA PREM KUMAR	GARDENER	44,907
201	S.NALLA BABU	GARDENER	41,288
202	CH. SATYANARAYANA	GARDENER	32,950
203	B. MADHAVI	GARDENER	32,950
204	P.DATTA VANDANA DEVI (PH)	GARDENER	33,395
205	M. REVATHI	GARDENER	26,109
206	M. SINGARAYADORA	GARDENER	24,655
207	KOYYANA MOHANA RAO	TB GARDENER	50,192
208	P.VENKATESWARARAO	H.V.DRIVER	78,485
209	A.NAGARAJU	L.V.DRIVER	72,436
210	CH.TIRUMALA RAO	W.L CLEANER	69,977
211	D. LALITH VAMSHI (PH)	W.L CLEANER	24,571
212	G. DURGA BHAVANI	W.L CLEANER	23,271
213	S.V.K.VARMA	ELE.GR-II	80,146
214	K SRINIVASA RAO	ELE.GR-II	80,146
215	P.ANIL KUMAR	ELE.GR-II	43,655
216	CH. VENKATALAKSHMI	ELE.GR-II	40,142
217	P. SURYA PRAKASA RAO	ELE.GR-II	32,035
218	P.SATEESH	H.W.FITTER	1,15,255
219	A.VISWESWARA RAO	T.I.	66,277
220	REKA SATYANARAYANA	T.I.	73,995
221	M. APPARAO REDDY	FITTER GR.II	47,511
222	MADIPALLI ANAND	FITTER GR.II	37,970
223	N.KRUPESH KUMAR	S.B.O	24,655
224	G.POSIYYA	W.W.HELPER	50,192
225	SYED KHAZA MOHIDDIN	CLEANER	51,682
226	B.POSUBABU	CLEANER	56,197
227	CH.SRINIVASA RAO	CLEANER	53,182
228	P.DURGA RAO	CLEANER	48,874
229	D.KANNA RAO	CLEANER	73,960
230	M.VEERABHADRARAO	CLEANER	69,977
231	PILLA APPA RAO	CLEANER	70,037
232	CH.SITA RAMA RAJU	CLEANER	42,453
233	SINGAM CHAKRAVENI	CLEANER	35,878
234	BOTCHA SRINIVASARAO	CLEANER	60,975
235	V.NAGAMANI	CLEANER	54,607
236	SK.ABDUL KAREEM	CLEANER	75,899

237	K.RAMARAO	CLEANER	73,915
238	B.KANNARAO	CLEANER	73,915
239	KOSTI SRINIVASA RAO	CLEANER	68,149
240	REDDY SAIRAM	CLEANER	68,149
241	K.CHITTIBABU	CLEANER	24,239
242	RAJAMAHENDRAVARAPU SATYANARAYANA	CLEANER	53,152
243	V.INDIRA	CLEANER	47,496
244	PALEPU SATISH KUMAR	CLEANER	42,453
245	M. VIJAY KUMAR	CLEANER	24,655
246	R.PALLAYYA	CLEANER	54,642
247	K.SAI BABU	CLEANER	32,950
248	ALLAM SRIRAMULU	CLEANER	26,109
249	P. VINOD JOSEPH	CLEANER	17,336
250	P.SOLMAN RAJU	CLEANER	25,347
251	K. SUVARNA KUMARI	CLEANER	23,271
252	D. RAJENDRA	CLEANER	23,271
253	D.L.V.S.G.G. GURUNADH REDDY	CLEANER	23,271
254	P. MAHESH BABU	CLEANER	23,271
255	CHERUKURI KALYAN	CLEANER	23,271
256	BORA SATYANARAYANA	W.W. SWEEPER	42,864
258	G.MADHUBABU	MEDICAL OFFICER	1,70,936
260	M.V.R.MURTHY	MEDICAL OFFICER	1,60,264
262	AVALA SATYANARAYANA	SANITARY INSPECTOR	67,071
266	INDRAGANTI SRINIVAS	SANITARY SUPERVISOR	1,22,138
267	K.RAMALINGA REDDY	SANITARY INSPECTOR	1,13,361
268	SYED KHASIM	SANITARY INSPECTOR	85,300
269	K.PERUMALLA RAJU	SANITARY INSPECTOR	83,086
271	K.MANIRAJU	SANITARY INSPECTOR	80,873
275	K.RAJANIDEVI	HEALTH ASSISTANT	55,268
276	I.SRINIVAS	SANITARY INSPECTOR	72,704
277	K.L.S.PRASAD	SANITARY INSPECTOR	59,991
278	SD.BELKHEES BHANU	SANITARY INSPECTOR	59,991
279	DEBARAKULA RAMESH KUMAR	SANITARY INSPECTOR	59,991
280	TAHERA BEGUM	SANITARY INSPECTOR	59,991
284	M.TULASIDAS	SANITARY MAISTRY	74,633
286	P.VENKATESWARA RAO	SANITARY MAISTRY	74,658
287	P.L.GANAPATHI KUMAR	SANITARY MAISTRY	55,273
288	CH.SATYANARAYANA	SANITARY MAISTRY	74,618
290	M.RAGHUNADHA REDDY	SANITARY MAISTRY	44,186
291	P.DURGA SRINIVASA RAO	SANITARY MAISTRY	42,966
292	A.M.SATYANARAYANA	SANITARY MAISTRY	49,378
293	BHARANIKA JAYA PRAKASH	SANITARY MAISTRY	40,631
294	MD.ABDUL RAKHEEB	SANITARY MAISTRY	36,345
295	K.SATISH	SANITARY MAISTRY	36,345
296	T.V.V.S.PRASAD	SANITARY MAISTRY	45,406
297	ALLAM DURGA PRASAD	SANITARY MAISTRY	35,317
298	G.SURYA PRAKASH RAO	CLEANER	68,735
299	M.MUTYALAREDDY	DRIVER	71,170

302	B. SRINIVAS RAO	DRIVER	71,185
304	CH.V.HANUMANTHA RAO	CLEANER	52,206
306	J.SRIDEVI	AYAH	36,265
307	D. BAPILAKSHMI(CH)	AYAH	35,237
311	P.SUBHAKARARAO	B.G.WATCH MAN	56,702
312	R.SIMHADIRAO	NIGHT WATCHMAN	66,941
313	GUDETI RAMBABU	DRIVER	60,391
314	PAKA SURYANARAYANA	DRIVER	55,668
315	PILLI BALARAJU	DRIVER	45,826
316	R.SRINIVASA RAO	DRIVER	69,265
317	BHAMIDIPALLI JNANESWAR	SANITARY MAISTRY	32,015
318	ARJUNA GOPI	SANITARY MAISTRY	28,569
319	VADDADI SRINIVASA RAO	SANITARY MAISTRY	26,469
320	V V S S SUMAN	SANITARY MAISTRY	26,469
321	PANDU BHARATHI	SANITARY MAISTRY	24,292
322	SMT SANNAPU PRAMILA	AYAH	26,940
323	SANGEREDDY VASU	SANITARY MAISTRY	26,469
324	VADDADI TULASI	AYAH	24,901
325	SIRAMSETTY SYAM	SANITARY MAISTRY	24,292
326	GANTHAKURI RAJABABU	SANITARY MAISTRY	24,292
327	VADDADI APPARAO	SANITARY MAISTRY	24,292
328	BANGARU BALA GANGA BHAVANI	AYAH	23,547
329	G DIVYA	SANITARY MAISTRY	22,932
330	BENNOJI NAGESWARA RAO	SANITARY MAISTRY	22,932
331	KANIGIRI SRINIVASA BHARATH	SANITARY MAISTRY	22,932
333	PATALA SRINU	PUBLIC HEALTH WORKER	66,951
334	MISALA RAMBABU	PUBLIC HEALTH WORKER	56,712
335	KARANGI VENKATARAO	PUBLIC HEALTH WORKER	66,951
336	SIRAMSETTY RAMANA	PUBLIC HEALTH WORKER	74,548
337	MUTYALA YELLAYYA	PUBLIC HEALTH WORKER	70,680
339	METTI SRIHARI	PUBLIC HEALTH WORKER	45,336
341	MUTYALA APPALANARASAMMA	PUBLIC HEALTH WORKER	55,178
343	MISALA PAIDAMMA	PUBLIC HEALTH WORKER	70,680
346	BANGARU SYAMALARAO	PUBLIC HEALTH WORKER	42,896
348	ALLAM SRINIVASA RAO	PUBLIC HEALTH WORKER	42,896
349	PALLI VENKANNA	PUBLIC HEALTH WORKER	42,896
351	MIRIYALA NAGAMANI	PUBLIC HEALTH WORKER	40,561
352	BUDAMPARTHI MANI	PUBLIC HEALTH WORKER	38,331
353	TUPAKULA SOMALAMMA	PUBLIC HEALTH WORKER	44,116
354	K. NAGESWARA RAO DORA	PUBLIC HEALTH WORKER	35,247
356	SOMADULA SOMALAMMA	PUBLIC HEALTH WORKER	33,330
357	INTI BHASKARA RAO	PUBLIC HEALTH WORKER	53,645
358	KAPAVARAPU PAPA	PUBLIC HEALTH WORKER	74,548
359	INTI JAYALAKSHMI	PUBLIC HEALTH WORKER	52,216
362	INTI SASIKISHORE	PUBLIC HEALTH WORKER	52,216
364	VELUDURTI DURGA	PUBLIC HEALTH WORKER	55,178

	MALLESWARI		
366	BANGARU RAMANA	PUBLIC HEALTH WORKER	58,245
367	PALLA RAMANAMMA	PUBLIC HEALTH WORKER	50,738
370	JALAGADUGULA RAMU	PUBLIC HEALTH WORKER	69,739
373	MUTYALA VENKATA RAMANAMMA	PUBLIC HEALTH WORKER	66,951
375	PODUGU SATHAMMA	PUBLIC HEALTH WORKER	52,216
376	MONDRETI AKSHAYAMU	PUBLIC HEALTH WORKER	45,336
377	SANGIREDDY DURGAPRASAD	PUBLIC HEALTH WORKER	40,561
380	ORIGETI DHANARAJU	PUBLIC HEALTH WORKER	50,738
381	VADDADI MUTYALAMMA	PUBLIC HEALTH WORKER	74,548
382	KONA VARALAKSHMI	PUBLIC HEALTH WORKER	59,901
384	MUTYALA RAJU	PUBLIC HEALTH WORKER	49,308
386	BANGARU RAJU S/O DALAYYA	PUBLIC HEALTH WORKER	55,178
387	KILARI VARAHALAMMA	PUBLIC HEALTH WORKER	59,901
390	RELLI PADMAVATHI	PUBLIC HEALTH WORKER	70,680
392	POSUPO NAGARATNAM	PUBLIC HEALTH WORKER	42,896
393	PALLA DURGA	PUBLIC HEALTH WORKER	40,561
394	YANDAM RAJU	PUBLIC HEALTH WORKER	37,303
396	KILARI SATYAVATHI	PUBLIC HEALTH WORKER	36,275
397	SARAPU ANANTHA VENKATALAKSHMI	PUBLIC HEALTH WORKER	35,247
398	PATARA VENKATARAMANA	PUBLIC HEALTH WORKER	35,247
399	YAZZALA CHINA RAJU	PUBLIC HEALTH WORKER	35,247
400	NAGABATHULA KRISHNA	PUBLIC HEALTH WORKER	27,066
401	MANGALAGIRI VENKATARAMANA	PUBLIC HEALTH WORKER	62,632
407	MUTYALA DHANALAKSHMI	PUBLIC HEALTH WORKER	68,745
408	KOTA SIMHACHALAM	PUBLIC HEALTH WORKER	66,951
409	KARANGI SRINIVASA RAO	PUBLIC HEALTH WORKER	68,745
413	AAKULA VENKATARATNAM	PUBLIC HEALTH WORKER	53,645
415	DHANALA MURALIKRISHNA	PUBLIC HEALTH WORKER	41,677
416	MUTYALA VENKATA SATYANARAYANA	PUBLIC HEALTH WORKER	41,677
417	BENTUKURI LAKSHMI	PUBLIC HEALTH WORKER	39,446
418	MUTYALA RAJESH	PUBLIC HEALTH WORKER	38,331
419	K. VENKATA RATNAMMA	PUBLIC HEALTH WORKER	35,247
420	MAMIDI ANNAPURNADEVI	PUBLIC HEALTH WORKER	35,247
421	MADAKAM SANKURAMMA	PUBLIC HEALTH WORKER	35,247
422	BANGARU POLLAYYA	PUBLIC HEALTH WORKER	21,503
423	SOLAPURI GANESH NARASIMHA RAO	PUBLIC HEALTH WORKER	33,330
424	INUKONDA DORA BABU	PUBLIC HEALTH WORKER	31,935
427	MUTYALA VENKATA APPARAO	PUBLIC HEALTH WORKER	55,178
428	MUTYALA VIJAYA LAKSHMI	PUBLIC HEALTH WORKER	58,245
429	MUTYALA APPALA KONDA	PUBLIC HEALTH WORKER	74,548
431	BANGARU SWANTHANARAO	PUBLIC HEALTH WORKER	40,561
432	VADDADI SIVAKUMAR	PUBLIC HEALTH WORKER	39,253
433	MISALA TIRUMALA	PUBLIC HEALTH WORKER	36,275
434	LOSURI AMMAJI	PUBLIC HEALTH WORKER	35,247
435	PALLALA RAMIREDDY	PUBLIC HEALTH WORKER	35,247

436	M.SURYANARAYANA	PUBLIC HEALTH WORKER	31,935
437	KASIMKOTA SARADA	PUBLIC HEALTH WORKER	55,178
440	VASUPALLI SUBBARAO	PUBLIC HEALTH WORKER	58,245
442	VADDADI POTHURAJU	PUBLIC HEALTH WORKER	59,901
443	DANDA BHAVANI	PUBLIC HEALTH WORKER	55,178
447	KONA GANESH RAJU	PUBLIC HEALTH WORKER	45,336
448	P YOGA VENKATA SATISH KUMAR	PUBLIC HEALTH WORKER	45,336
449	INTI VENUGOPAL	PUBLIC HEALTH WORKER	45,336
450	KONA VENKATA RAMANA	PUBLIC HEALTH WORKER	40,561
451	BUDAMALA LAKSHMI	PUBLIC HEALTH WORKER	35,247
452	PATEM ATCHI RAJU	PUBLIC HEALTH WORKER	35,247
453	YERREMSETTY SATYANARAYANA	PUBLIC HEALTH WORKER	33,330
454	BHUPATHI POLIRAJU	PUBLIC HEALTH WORKER	31,327
455	MUTYALA KRISHNA	PUBLIC HEALTH WORKER	27,421
459	VADDADI POTHURAJU	PUBLIC HEALTH WORKER	72,614
460	MUTYALA LAKSHMI	PUBLIC HEALTH WORKER	74,548
461	MUTYALA NAGAMANI	PUBLIC HEALTH WORKER	74,548
465	BANGARU SIMHACHALAM	PUBLIC HEALTH WORKER	56,712
466	ALLADI SIMHACHALAM	PUBLIC HEALTH WORKER	66,951
467	MISALA KUMARI	PUBLIC HEALTH WORKER	59,901
468	KILARI LAKSHMI	PUBLIC HEALTH WORKER	66,951
470	MUTYALA POTHAMMA	PUBLIC HEALTH WORKER	70,272
471	METTE VEERA VENKATA RAO	PUBLIC HEALTH WORKER	60,473
472	VADDADI RAMANAMMA	PUBLIC HEALTH WORKER	50,738
473	MUTYALA LAKSHMI	PUBLIC HEALTH WORKER	53,645
474	MISALA SIVARAMA KRISHNA	PUBLIC HEALTH WORKER	68,745
475	JANGAM DURGARAJU	PUBLIC HEALTH WORKER	45,336
476	INTI VENKATA PRASAD	PUBLIC HEALTH WORKER	59,901
477	ALLAM YESU	PUBLIC HEALTH WORKER	66,951
478	KANCHUMARTHI APPAYAMMA	PUBLIC HEALTH WORKER	46,660
479	MELLEM RAMANAMMA	PUBLIC HEALTH WORKER	46,660
480	POTNURI NAGENDRARAO	PUBLIC HEALTH WORKER	44,116
481	MUTYALA JAYAKUMAR	PUBLIC HEALTH WORKER	39,446
482	KILARI SRINIVASA RAO S/O ABHRAHAM	PUBLIC HEALTH WORKER	39,446
483	GOLI HYMAVATHI	PUBLIC HEALTH WORKER	26,646
484	GOLI PRAVEEN	PUBLIC HEALTH WORKER	26,399
487	POTNURI VIJAYA	PUBLIC HEALTH WORKER	74,548
488	DHANALA VENKATALAKSHMI	PUBLIC HEALTH WORKER	72,614
489	KILARI RAMALAKSHMI	PUBLIC HEALTH WORKER	70,680
490	VADDADI LAKSHMI	PUBLIC HEALTH WORKER	70,680
491	DALAI ATCHAMMA	PUBLIC HEALTH WORKER	65,006
492	KARANGI LAKSHMI	PUBLIC HEALTH WORKER	58,245
493	KARANGI SRINIVAS	PUBLIC HEALTH WORKER	53,645
494	VADDADI SURI APPARAO	PUBLIC HEALTH WORKER	50,532
496	NIMMAKAYALA DURGARAO	PUBLIC HEALTH WORKER	74,548
497	B V V RAMANA	PUBLIC HEALTH WORKER	74,548
498	MUTYALA VENKATALAKSHMI	PUBLIC HEALTH WORKER	50,738

500	BODA ASEERVADHAM	PUBLIC HEALTH WORKER	46,660
502	BANGARU KUMARI	PUBLIC HEALTH WORKER	44,116
503	BHOOMALA SURIBABU	PUBLIC HEALTH WORKER	32,255
504	K.GOVINDA LAKSHMI	PUBLIC HEALTH WORKER	31,945
505	MISALA PAIDAMMA	PUBLIC HEALTH WORKER	70,680
506	BANGARU SATHIRAJU	PUBLIC HEALTH WORKER	65,006
507	ALLAM DHANALAKSHMI	PUBLIC HEALTH WORKER	56,712
508	GUDETI ATCHAMMA	PUBLIC HEALTH WORKER	55,178
509	MISALA SURYANARAYANA	PUBLIC HEALTH WORKER	55,178
510	MUTYALA VENKATESWARA RAO	PUBLIC HEALTH WORKER	52,166
511	KONA DURGAMMA	PUBLIC HEALTH WORKER	55,178
512	INTI VENKATALAKSHMI	PUBLIC HEALTH WORKER	74,548
514	DHANALA RAMAKRISHNA	PUBLIC HEALTH WORKER	72,614
518	PALLI MURALI	PUBLIC HEALTH WORKER	72,614
519	BANGARU SATYANARAYANA	PUBLIC HEALTH WORKER	62,910
520	BANGARU PEDAVEERAMMA	PUBLIC HEALTH WORKER	74,548
521	JUTHUKA MANGA	PUBLIC HEALTH WORKER	74,548
522	KARANGI VIJAYALAKSHMI	PUBLIC HEALTH WORKER	70,680
523	A TRIMURTHULU	PUBLIC HEALTH WORKER	43,027
524	CHEDALA MANOHARA REDDY	PUBLIC HEALTH WORKER	36,597
525	KANIPE NAGABHUSHANAM	PUBLIC HEALTH WORKER	34,680
526	PONNAGANTI NAGA RAJU	PUBLIC HEALTH WORKER	33,330
527	BANGARU SRINIVASA RAO	PUBLIC HEALTH WORKER	53,645
530	MUTYALA SRINIVASA RAO	PUBLIC HEALTH WORKER	59,901
531	MISALA SRINIVASA RAO	PUBLIC HEALTH WORKER	42,896
532	MUTYALA VARAPRASAD	PUBLIC HEALTH WORKER	31,837
533	KUNJAM CHANCHANNADORA	PUBLIC HEALTH WORKER	35,247
534	KUNJUM KUMARI	PUBLIC HEALTH WORKER	35,247
535	PEDAPUDI RAJU	PUBLIC HEALTH WORKER	66,951
536	VADDADI POTHURAJU	PUBLIC HEALTH WORKER	66,951
539	MUTYALA PANDURANGA	PUBLIC HEALTH WORKER	70,680
542	MISALA JYOTHI	PUBLIC HEALTH WORKER	68,745
543	POTHULA NARASIMHA RAO	PUBLIC HEALTH WORKER	50,738
544	GUBBALA APPALARAJU	PUBLIC HEALTH WORKER	43,027
545	MULAPARTHI SOMARAJU	PUBLIC HEALTH WORKER	40,332
546	KASIMKOTA YESU	PUBLIC HEALTH WORKER	36,275
551	JAMI ADI SHANKAR	PUBLIC HEALTH WORKER	36,275
552	BHUPATHI DURGA RAO	PUBLIC HEALTH WORKER	36,275
553	MUTYALA PEDA DURGA	PUBLIC HEALTH WORKER	35,247
554	BANGARU TIRUMALA	PUBLIC HEALTH WORKER	42,896
555	NIMMAKAYALA RAMESH	PUBLIC HEALTH WORKER	35,247
556	KADULLA APPARAO	PUBLIC HEALTH WORKER	35,247
558	NAGABATHULA SYAM	PUBLIC HEALTH WORKER	32,372
559	PILLELA SANKAR RAO	PUBLIC HEALTH WORKER	35,247
560	REGUM KUMARI	PUBLIC HEALTH WORKER	35,247
562	INTI MURALI	PUBLIC HEALTH WORKER	65,006
564	BODDU SAIRAM	PUBLIC HEALTH WORKER	56,712
566	BANDI NEELAVENI	PUBLIC HEALTH WORKER	68,745
569	KONA RAM BABU	PUBLIC HEALTH WORKER	6,839

572	BOBBILI DEVI KUMAR	PUBLIC HEALTH WORKER	36,275
573	G. PATTABHI	PUBLIC HEALTH WORKER	35,247
574	CH. VENKATAREDDY	PUBLIC HEALTH WORKER	34,288
575	TURAKA BABY	PUBLIC HEALTH WORKER	35,247
576	KUNJAM JANGAM DORA	PUBLIC HEALTH WORKER	35,247
577	KARI SRINU	PUBLIC HEALTH WORKER	35,247
578	MUTYALA RAMBABU	PUBLIC HEALTH WORKER	24,768
580	KONA ANJANEYA DEVI VARA PRASAD	PUBLIC HEALTH WORKER	30,595
581	KORIPALLI RAMA KRISHNA	PUBLIC HEALTH WORKER	28,499
582	V.S.VENKATESWARLU	PUBLIC HEALTH WORKER	28,499
583	LANKA APPARAO	PUBLIC HEALTH WORKER	72,614
584	RAI RAMAKRISHNA	PUBLIC HEALTH WORKER	55,178
585	CHIPURUPALLI VENKATARAMANA	PUBLIC HEALTH WORKER	56,712
586	PILLA RAJESH	PUBLIC HEALTH WORKER	42,896
587	PILLI HARISH KUMAR	PUBLIC HEALTH WORKER	39,446
589	GAJJALA KRISHNA	PUBLIC HEALTH WORKER	38,331
590	KANEM CHINNABBAI	PUBLIC HEALTH WORKER	35,247
591	S. NAGESWARARAO DORA	PUBLIC HEALTH WORKER	35,247
592	BUDAMPARTHI V.V.RAMANA	PUBLIC HEALTH WORKER	30,595
593	KUMARA SWAMY	PUBLIC HEALTH WORKER	25,650
594	VENKATA RAJ KUMAR	PUBLIC HEALTH WORKER	25,650
596	MACHARLA SANKARA RAO	PUBLIC HEALTH WORKER	26,251
597	CHITRAPU VEERAJU	PUBLIC HEALTH WORKER	24,901
598	MULAPARTHI. NAGENDRA PRASAD	PUBLIC HEALTH WORKER	24,901
599	RAYI SRINIVASA RAO	PUBLIC HEALTH WORKER	24,901
600	INUKONDA NAGA LAKSHMI	PUBLIC HEALTH WORKER	26,251
601	KADALI VENKATA RAMANAMMA	PUBLIC HEALTH WORKER	26,251
602	MEESALA VEERA MANI	PUBLIC HEALTH WORKER	20,080
603	GORLE MOHANA RAO	PUBLIC HEALTH WORKER	24,222
604	KAKARA SATYAVATHI	PUBLIC HEALTH WORKER	24,222
605	KABHAM JAYA LEELA	PUBLIC HEALTH WORKER	23,441
606	KARAM BAPANNA DORA	PUBLIC HEALTH WORKER	24,222
607	KARAM YASODA	PUBLIC HEALTH WORKER	24,222
608	PALIVELA JAYA LAKSHMI	PUBLIC HEALTH WORKER	24,222
609	BANGARU SEKHAR	PUBLIC HEALTH WORKER	24,222
610	NEELAPU DEVENDRA KUMAR	PUBLIC HEALTH WORKER	24,222
611	PODUGU SURENDRA KUMAR	PUBLIC HEALTH WORKER	24,222
612	KALIDASU UMA MAHESWARI	PUBLIC HEALTH WORKER	24,222
613	GORLE BOBBILLI	PUBLIC HEALTH WORKER	24,222
614	KILARI ASARAMMA	PUBLIC HEALTH WORKER	23,542
615	ALLAM DURGA	PUBLIC HEALTH WORKER	23,542
617	SETI DURGA MANI	PUBLIC HEALTH WORKER	22,862
618	BANGARU TRIVENI	PUBLIC HEALTH WORKER	22,862
619	MUTYALA GANESH	PUBLIC HEALTH WORKER	22,862
620	CHIPURIPALLI RAGHAVAMMA	PUBLIC HEALTH WORKER	22,126

CHAPTER-XII – BUDGET ALLOCATION

Section 4 (1) (b) (xi)

The Budget Allocated to each Agency, Indicating the Particulars of all Plans, Proposed Expenditure and Report 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
Budget available in Rajamahendravaram Municipal Corporation Website					

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 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	https://rajahmundry.cdma.ap.gov.in/	RTI ACT	-

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
Pura Seva Center Municipal Office	Municipal Corporation, Rajamahendravaram	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 Ph. 2449990	Municipal Corporation, Rajamahendravaram	All types complaints received	10.30 AM to 5.00 PM
Online Property Tax collection Centers (Mee-Seva)		Receiving Property Tax collection	
1	Municipal Office		9.00 AM to 7.00 PM

CHAPTER -XVI – PUBLIC FACILITIES

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	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	https://rajahmundry.cdma.ap.gov.in/	-
Other Facilities (Name)	-	-

CHAPTER-XVII - PUBLIC INFORMATION OFFICERS

Section 4 (i) (b) (xvi)

Sl. No.	Name of the Officer /Designation	Appointed as per the Act.	Cell No.
(1)	(2)	(3)	(4)
APPELLATE AUTHORITY FOR ENTIRE MUNICIPAL CORPORATION			
1)	Sri N.V.V. Satyanarayana Rao Additional Commissioner	1 st Appellate Authority	98666 57601
I)	Revenue Section		
1)	Sri K.B.R. Ravi Kumar Revenue Officer-1(in-charge)	Public Information Officer	96764 15111
2)	Smt. R. Nagamani, Superintendent	Assistant Public Information Officer	79950 85297
II)	Accounts Section		
1)	Sri N.K.V.S. Kameswara Rao Accountant (In-charge)	Public Information Officer	98665 58975
2)	Sri D. Rama Satyam Senior Assistant (B1)	Assistant Public Information Officer	85209 96729
III)	Administrative Section		
1)	Sri Ch. Srinivasa Rao Manager (In-charge)	Public Information Officer	98666 57611
2)	Sri V.Pola Subrahmanayam, Senior Assistant (C1)	Assistant Public Information Officer	94945 47817
IV)	U.P.A. CELL		
1)	Town Project Officer (Vacant)	Public Information Officer	
2)	Sri A.S.V. Ravi Kumar Superintendent (I/c)	Assistant Public Information Officer	83097 48149
V)	Engineering Section		
1)	Sri G. Panduranga Rao Executive Engineer	Public Information Officer	98666 57621
2)	Sri D.L. Gopala Swamy Superintendent	Assistant Public Information Officer	79950 85300
VI)	Public Health Section		
1)	Dr. A.Vinuthana Municipal Health Officer	Public Information Officer	98499 08349
2)	Smt. S.Satyavathi, Superintendent	Assistant Public Information Officer	79950 85302
VII)	Town Planning Section		
1)	Sri G.V.S.V.Prasad, City Planner	Public Information Officer	98666 57604
2)	Smt. M.D.D. Krupali, Superintendent	Assistant Public Information Officer	79950 85298

CHAPTER-XII – OTHER INFORMATION

Section 4 (1) (b) (xvii)

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

- NIL -