

BHIMAVARAM MUNICIPALITY
RIGHT TO INFORMATION ACT -2005

Name of the Appellate Authority :- Sri Ch.Naga Narasimha Rao
Municipal Commissioner,
Cell: 9849905813,
Phone No: 08816-234284.

Public Information Officer :- Smt A.S.Lakshmi,
Manager,
Cell: 9849907161,
Phone No: 08816-234284.

Assistant Public Information Officer :- Sri K.V. Narasimha Rao,
Senior Assistant,
Cell: 9133990149.

BHIMAVARAM MUNICIPALITY

CHAPTER – 2 ORGANISATION, FUNCTIONS AND DUTIES

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

2.1 Particulars of the organization, functions and duties:

S . N o .	Name of the Organization	Address	Functions	Duties
1	Municipal Council, BHIMAVARAM	Municipal Office, BHIMAVARAM	To provide basic amenities to the Citizens of the town	<ul style="list-style-type: none">i) Maintenance of sanitation.ii) Provision and maintenance of water supplyiii) Provision and maintenance of street lighting.iv) Provision and maintenance of roads and drainsv) Provision and maintenance of parks and play groundsvi) Provision and maintenance of cart stands market and slaughter houses.vii) Provision and maintenance of school buildings wherever they are under the control of Municipality.viii) Provision and maintenance of burial grounds.

BHIMAVARAM MUNICIPALITY
CHAPTER – 3
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
[Section 4(1) (b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the municipality as per their designation as follows:

Sl. No.	Name of the Officer/employee	Designation	Duties and Powers
1	Sri K.Govinda Rao	Chairperson	To exercise of powers vested with municipal council under the provisions of A.P.M. Act 1965 and especially Section 43, 74(1) and 74(2) of A.P.M. Act 1965.
2	Sri Ch.Naga Narsimha Rao	Commissioner, Immediate Appellate Authority under Right to Information Act	<p>Commissioner shall save as otherwise provided in the A.P.M. Act 1965</p> <p>Carry into effect all the resolution of the council</p> <p>Furnish the periodical report to the council on the progress made in carrying out the C.Rs</p> <p>Exercise the executive power for the purpose of carrying out the provisions of the act</p> <p>Exercise disciplinary control over the employees of the Municipal Council</p> <p>Exercise all powers in relation to the collection of taxes and fees licenses and removal of encroachments</p> <p>Incharge of the office of the municipality and have custody on the municipal records</p> <p>Exercise all the powers and perform all the functions especially confirmed or imposed on the commissioner by or under the A.P.M. Act 1965</p> <p>Births & Deaths Registration Authority</p> <p>Exercise the powers and functions as Election Authority of the Municipal Council</p>
3	Sri R. Kali Bau	Asst. Commissioner	
4	Smt. A.Lakshmi	Manager Public Information Officer under Right to Information Act	<p>1) He has to exercise the General supervision over all sections i.e., establishment, P.H. Engineering, Town Planning and Revenue</p> <p>2) He has to discharge the duties of Revenue Officer</p> <p>3) He has to check the personal registers and periodical registers of all the assistants</p> <p>4) He has to close the attendance registers under Government Rules</p> <p>5) On delegation of Powers by the Commissioner he can sanction casual leave to the ministerial and class IV employees</p> <p>6) He has to check dispatch register, stamp account, distribution register and registers maintained in Citizen Charter</p> <p>7) He will verify stock account of books and forms</p> <p>8) He will verify the credits of checks received and adjustments made and the cash book</p> <p>9) He will verify the maintenance of Cash Book preparation of accounts and other works</p>

Sl. No.	Name of the Officer/employee	Designation	Duties and Powers
			10) He will supervise assists and staff in furnishing replies to Audit Objections of all sections 11) He will check petty cash, chitta book and permanent advance register 12) He will received the Court Summons, Register Tappals add remarks to Municipal Commissioner and Chairperson
5	Sri S.Ramprasad,	Revenue Officer	Supervision on Collection of Taxes and Non-taxes, conducting auctions, Review of the M.Ls for assessment of taxes and implementation of the Municipal Revenue Manual.
6	Sri A. Tirupati Naidu	Account Officer	He has to exercise the Accounts, Scrutiny of Bills respect of pension, Salary payments, work bills, pply of goods, Sanitary Articles, Electrical aterial Transfer of Adjustments Audit, Surcharge and disallowance, preparation of reports to Audit Objections Preparation of Budget Estimates and Revised or supplementary budget Payments to the contractors
7	Sri Ch. Srinivasa Rao	Municipal Engineer	Supervision of all Engineering works, sanction of technical approvals, Monitoring of daily water supply and Street Lighting etc.,
8	Sri T.V.Narayana Rao	Deputy Executive Engineer	Execution of works relating to infrastructure facilities such as roads, drains, water supply and street lighting and implementation of all schemes, All Grants and general Civil Works in 29 to 39 wards and all civil works maintenance of water supply, arrest of leakages, street lighting, maintenance of drains and constructions new drains, NSDP etc.
9	Smt P Srikanth	Deputy Executive Engineer	All Grants and General Civil Works in 1st to 15th wards and Incharge of the Drawing Branch and any work entrusted by M.E. / Commissioner.
10	Sri Raja Rao	Deputy Executive Engineer	All Grants and general Civil Works in 16 to 28 wards and all civil works at H.W.W. maintenance of vehicles except water tankers and also the works related to S.W.M. which comes under Environmental Engineer and any work entrusted by M.E. / Commissioner.
11	Sri K. Prasad	In-charge Municipal Health Officer & Sanitary Inspector	To supervise the Sanitation in the entire town and implementation of Food Adulteration Act and maintenance of Births and Deaths Register
12	Sri V. Varahala Babu	Assistant City Planner	Works to be allotted

Sl. No.	Name of the Officer/employee	Designation	Duties and Powers
13	V. Kondal Rao I/C	Town Planning Officer	To implement the Master Plan and regularize the unauthorized constructions and approval of layouts, building applications etc.,
14	Sri S.A.I. Pasha	Junior Assistant (A1)	Preparation of postings and Final D.C.B. for Collection of Property Tax pertaining to 39 wards and PT of Government Buildings, Shop Rooms and Markets Leases, Computerization & Data Entry Modules
15	Sri Naveen Babu	Senior Assistant (A2)	Preparation of D.C.B. for collection of Property Tax pertaining to 1, 2, 3, 4, & 20 Wards and court cases
16	Sri P.Ramanjaneyulu	Junior Assistant (A3)	Preparation of D.C.B., for collection of Property Tax pertaining to 5 to 12 Wards & Court Cases
17	Sri A. Satyanarayana	Bill Collector (A4)	Preparation of D.C.B. for collection of Property Tax pertaining to 13 to 19 wards & Court Cases, AGL Taxes
18	Sri B.Nuka Raju	Junior Assistant (A5)	Suit Clerk
19	Smt S. Srisha	Junior Assistant (A6)	Water Tax, DCB of Water Tax & A & V Taxes
20	Sri K.Srinivasa Rao	Senior Accountant (B1)	Passing of Bills, Budget & Audit
21			
22	Sri M Someshvara Rao	Senior Accountant (B2)	Service Pensions, M .R., etc., and Social Security Pensions
23	Smt. P Seva Gaytri	Junior Accountant(B3)	G.I.S., F.B.F., Court Recoveries and Deposits
24	Sri S.S.S.Ch. Janardhana Rao	Junior Assistant (B 4)	Shroff and Bank Remittances and petty cash and Chitta.
25	Sri M.V.Raj Gopal	Junior Accountant (B5)	Bills Section, Court recoveries & L.I.C.,
26	Smt. G Aruna Kumari	Senior Assistant (B6)	P.F., and Income Tax, VAT etc.,
27	Sri M.V. Rajgopal I/C	Junior Assistant (B7)	Old Age Pension , Social Security Pensions and PO Section work
28	Sri K.V.Narasimham	Senior Assistant (C1) Assistant Public Information Officer	General Establishment Service Matters relating to all Municipal employees APIO,
29	Sri S.Laxmi pathi	Senior Assistant (C2)	Education Establishment
30	Sri M.V. Rajgopal	Junior Accountant (C3)	Meeting Clerk & Preparation of Agenda
31	Sri J.Pardhasaradhi	Record	Record Keeper & Record Maintenance, Stock

Sl. No.	Name of the Officer/employee	Designation	Duties and Powers
		Assistant(C4)	Register and stationary etc.
32	Sri Y Venkateswara Rao	Junior Assistant (C5)	Education Establishment
33	Sri Ch.Srinivasa Rao	Typist (D1)	Typing, Computerization of Correspondence relating to Revenue Section, C Section, Town Planning, Accounts Section, P.H. Section & Council Meetings Agenda & Salary Bills of C, PH, G and Revenue Sections
34	Sri N.Prasad	Caretaker (D3)	Inward and Outward tappals
35	Sri S.V. Ramana	Senior Assistant (E1)	Maintenance of Work files pertaining to Engineering Section i.e., General Funds and all other grant works etc.
36	Sri D.Peddi Raju	Junior Assistant (E2)	Maintenance of Work files pertaining to Street Lighting, Water Supply, Payment of Electricity Consumption Charges, Tap Connections, ILCS etc.
37	Sri Ch. Seivenketsawara Rao	Senior Assistant (E-I)	Engineering Section Establishment
38	Sri A.V.S.V.Prasada Raju	Senior Assistant (F1)	Establishment Service matters relating to PH Workers , maintenance of files in respect of purchase of conservancy and other disinfectants, Tenders relating to PH Section, Private Vehicles, SWM., P.F.A. Files and D&O Trades etc.
39	Sri GVM Chandra Shekhar	Junior Assistant (F2)	
40	Sri P.S.R.Murthy	Senior Assistant (G1)	Maintenance of files in respect of Building constructions from 21 to 39 wards, permissions, layouts, Census and General Elections.
41	G Aruna Kumari	Senior Assistant (G2)	Building constructions from 1 to 28 wards, Encroachments and Advertisement taxes, maintenance of subsidiary registers relating to Tonw Planning Revenue.
42	Sri A.Srinivasa Raju	Junior Assistant (MRI-I)	MLs for assessment of Taxes to attend the courts on behalf of the Commissioner in tax suits to assist the bill collectors in collection of taxes and non taxes to check the outstanding bills and other relevant duties of MRI as per APM Act
43	Sri A.Satyanarayana	Junior Assistant, M.R.I-II	MLs for assessment of Taxes to attend the courts on behalf of the Commissioner in tax suits to assist the bill collectors in collection of taxes and non taxes to check the outstanding bills and other relevant duties of MRI as per APM Act.
44	Sri S.A.I. Pasha	Junior Assistant, M.R.I-III	MLs for assessment of Taxes to attend the courts on behalf of the Commissioner in tax suits to assist the bill collectors in collection of taxes and non taxes to check the outstanding bills and other relevant duties of MRI as per APM Act
45		Tr.P.O	Mobilization of SHGs Pavala Vaddi, Deepam, SJSRY, Social Security Pensions, etc.
46	Sri Y.Chandra Sekhar	Record Asst. I/C Bill Collector	Service of Demand Notices and Tax Collection in respect of 1 st Ward and distribution of Old age pensions, Widow Pensions, Disabled Pensions
47	Sri Md Fatrudeen	Bill Collector	Service of Demand Notices and Tax Collection in

Sl. No.	Name of the Officer/employee	Designation	Duties and Powers
			respect of 2 nd Ward and distribution of Old age pensions, Widow Pensions, Disabled Pensions
48	Sri K.V.V.S Prasad	Bill Collector	Service of Demand Notices and Tax Collection in respect of 3 rd Ward and distribution of Old age pensions, Widow Pensions, Disabled Pensions
49	Sri K Venkateswara Rao	Junior Asst I/C Bill Collector	Service of Demand Notices and Tax Collection in respect of 4 th Ward and distribution of Old age pensions, Widow Pensions, Disabled Pensions
50	Smt.S Syam Babu	Bill Collector	Service of Demand Notices and Tax Collection in respect of 5 th Ward and distribution of Old age pensions, Widow Pensions, Disabled Pensions
51	Sri Y.V.Alivenu Sai	Bill Collector	Service of Demand Notices and Tax Collection in respect of 6 th & 12 th Ward and distribution of Old age pensions, Widow Pensions, Disabled Pensions
52	Sri P.Aharon	Bill Collector	Service of Demand Notices and Tax Collection in respect of 9,10 & 13 th Wards and distribution of Old age pensions, Widow Pensions, Disabled Pensions
53	Sri G.P.Ushanadth	Record Asst. I/C Bill Collector	Service of Demand Notices and Tax Collection in respect of 14 rd & 17 th Ward and distribution of Old age pensions, Widow Pensions, Disabled Pensions
54	Sri P.Anjanayelu	Bill Collector I/c	Service of Demand Notices and Tax Collection in respect of 18 th Wards and distribution of Old age pensions
55	Sri K Raj Kumar	Asst. Engineer	All Grant and General Civil works in 1 to 15 th Wards and in-charge of the Drawing Branch on working arrangements.
56	Sri V.V.Siva Koteswara Rao	Asst. Engineer-I	All Grants and general Civil Works in 16 to 28 wards and all civil works at H.W.W. maintenance of vehicles except water tankers and also the works related to S.W.M. which comes under Environmental Engineer and any work entrusted by M.E. / Commissioner.
57	Sri Y.Srinu	Asst. Engineer-II	All grant and General Civil works in 29 th to 39 th wards, and IDSM T works, and finalization o proposals under U IDSSM T & IHSDP Schem ILCS.
58	Kumari B Navya	Assistant Engineer (W/S)	Monitoring of Water Supply in the town including Clear Water Pumping Mains of SR-I,II,III and other ELSRs and maintenance of water tankers, all general works of Water supply and any work entrusted by M.E. / Commissioner.

Sl. No.	Name of the Officer/employee	Designation	Duties and Powers
59	Kum. D.Vimala	Asst. Engineer(Ele)	Town Street Lighting, Maintenance of H.W.W., Sump at SR-II, electrical related works and maintenance of phones, Computers and UPS of BMC and electrical works in all municipal buildings and any work entrusted by M.E. / Commissioner.
60	Sri P.Srinivasa Raju	Sanitary Inspector-I	To attend the work of supervision of Sanitation and collection of D & O Trades Fee in 29,30 to 33 Wards.
61	Sri K Prasad I/C	Sanitary Inspector –II	To attend the work of supervision of Sanitation and collection of D & O Trades Fee in 34 to 39 wards.
62	Sri K.Prasad	Sanitary Inspector-III	To attend the work of supervision of Sanitation and collection of D & O Trades Fee in 21 st Ward.
63		Sanitary Inspector-IV	To attend the work of supervision of Sanitation and collection of D & O Trades Fee in 22 to 28 wards.
64		Sanitary Inspector-V	To attend the work of supervision of Sanitation and collection of D & O Trades Fee in 22 to 28 wards.
65		Sanitary Inspector-VI	To attend the work of supervision of Sanitation and collection of D & O Trades Fee in 1,2,3,18 to 20 wards.
66		Sanitary Inspector-VII	To attend the work of supervision of Sanitation and collection of D & O Trades Fee in 4 to 10 wards.
67	Sri M.N.Sudheer Babu	Assistant Statistical Officer	To scrutiny and recommend the Birth & Death Certificate, Endorsements and to collect the Statistical Reports and sent D.M.O, W.G.,Eluru
68	Sri Someshvara Rao	Health Assistant	Prepared to Birth & Death Certificates, Endorsements 1 st & 3 rd Divisions and etc.,
69	Sri M Sai Prasanna	Health Assistant	Prepared to Birth & Death Certificates, Endorsements 2 nd & 4 th Divisions and etc.,
70		Health Assistant	Work to be allotted
71	Sri V.V.D.V.Prasad	Health Assistant	Prepared to Birth & Death Certificates, Endorsements
72	Sri V.Venkateswara Rao	Environmental Engineer	To attend the work of enlighten the public and students and steps to be taken for protection of hygienic and keeping environmental conditions in good manner.
73		Town Planning Supervisor	To scrutiny and recommend the building applications, layout applications, LRS, BPS applications and to collect encroachment and advertisement taxes
74	Sri V.Kondala Rao	Town Planning supervisor	To scrutiny and recommend the building applications, layout applications, LRS, BPS applications and to collect encroachment and advertisement taxes
75		Town Planning Supervisor-III	To scrutiny and recommend the building applications, layout applications, LRS, BPS

Sl. No.	Name of the Officer/employee	Designation	Duties and Powers
			applications and to collect encroachment and advertisement taxes
76	Smt Y.Hemalatha	T.P.B.O	Division-II Building Inspector
77	Sri V.Jagadeesawara Rao	T.P.B.O	
78	Sri D.Rajendra Kumar	Town Planning Tracer	To assist to Town Planning Supervisors
79	Sri V.L.V.S.V.Prasad	Town Surveyor	Works to be allotted

BHIMAVARAM MUNICIPALITY

CHAPTER – 4

PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS

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

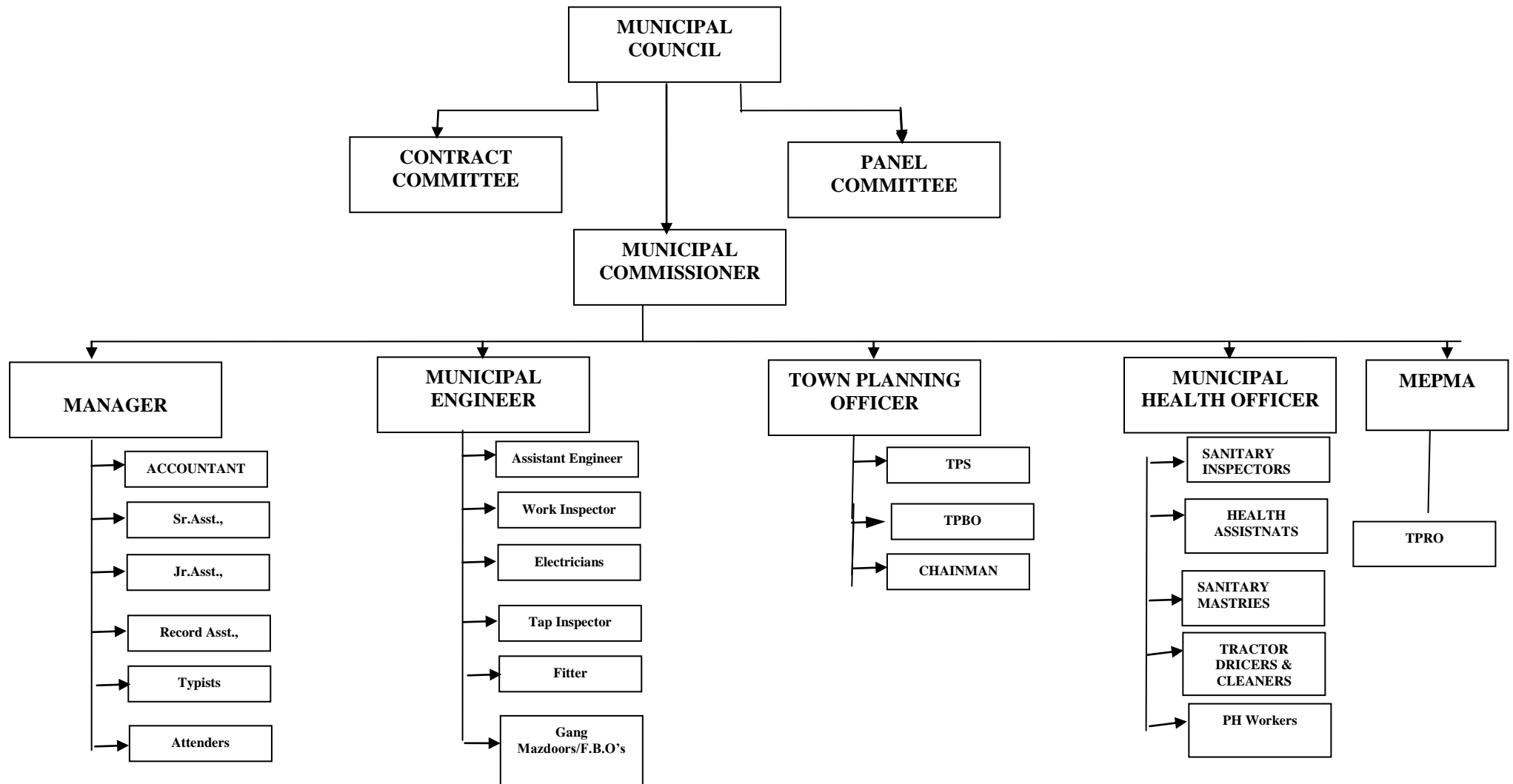
4.1 Describe the procedure followed in decision-making by the public authority

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

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

Gathering feedback from public	Meetings with People's Representatives, Women Groups, NGO's, Official from other Government Departments and Stake Holders	Views, opinions and recommendations taken from these meetings/ work shops	Municipal Commissioner
Undertaking improvements	The Municipal Council, Municipal Commissioner and entire staff.	Recommendations received which are acceptable and implementable	Municipal Council & Municipal Commissioner

4.2 Flow Chart to Show Channels of Supervision and accountability



BHIMAVARAM MUNICIPALITY

CHAPTER – 5

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

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

5.1 Please provide the details of the norms/ standards set by the public authority for the discharge of its functions/ delivery of services

Sl.No	Function/ Service	Norms/ standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc.,)
1	To provide basic civic amenities to the Citizen's of the town.	As per the provision of the APM Act, 1965 and instruction to the Government from time to time	As fixed by the Govt.,	APM Act, 1965 Town Planning Act, 1920 Public Health Act, 1939 PBR Act, 1818
2	To implement different schemes and programmes	As per the provision of the APM Act, 1965 and instruction to the Government from time to time	As fixed by the Govt.,	Births & Deaths Act, 1969 PFA Act, 1954 Land Acquisition Act, Elementary Education Act, Public Libraries Act etc.,

BHIMAVARAM MUNICIPALITY
CHAPTER – 6
RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR
DISCHARGING FUNCTIONS
[Section 4(1) (b)(v)]

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

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

BHIMAVARAM MUNICIPALITY

CHAPTER – 7
CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY
[Section 4(1) (b) vi]

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

Sl.No	Category of document	Title of the document	Designation and address of the custodian (held by/ under the control of whom)
1	Property Tax	Extract of the Demand Register	Municipal Commissioner
2	Birth & Death Register	Birth & Death Certificate	„
3	B.A. Register	Building Permission granted	„
4	Demand Register of D&O Trade Licenses	Licenses issued	„
5	Register of Encroachment	Encroachment Tax levied	„
6	Mutation Register	Title Transfer	„

BHIMAVARAM MUNICIPALITY

CHAPTER – 8

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

[Section 4(1) (b) vii]

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

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

BHIMAVARAM MUNICIPALITY

CHAPTER – 9

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

[Section 4(1) (b) viii]

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

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

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

CHAPTER - IX
DIRECTORY OF OFFICERS AND
EMPLOYEES [SECTION-
4(1)(b) ix]

S.No		Name of the Designation & Address of Officer/Employee		Telephone Nos:	Email
1	2	3	4	5	6
1		Ch. Naga Narsimha Rao	Commissioner,	9849905813	Apusp3@rediffmail.com
2		R. Kali Babu	Asst. Commissioner	9849907154	
3		A.S. Lakshmi,	Manager .,	9849907161	
4		S.Ramprasad,	Revenue Officer	9849908144	
5		A. Tirupati Naidu	Account Officer	9849908144	
6		Ch. Srinivasa Rao	M unicipal Engineer	9849906538	
7		T.V.Narayana Rao	Dy.E.E	9849906539	
8		P. Srikanth	Dy.E.E	9849906540	
9		D.V. Durga Rao	Dy.E.E	9849908139	
10		K Raj Kumar	A.E.	9849906541	
11		D.Vimala	A.E	9849906544	
12		V.V.Siva Koteswara Rao	A.E	9849906545	
13		Y.Srinu	A.E	9849906542	
14		B. Navya	A.E	9849906543	
15		K Prasad	Municipal Health Officer (I/c) & Sanitary Inspector	9849908313	
16		V. Varhala Babu	Assistant City Planner	9014940576	s.vallabhaneni@gov.in
17		V Kondal Rao I/C	Town Planning Officer	9849907162	
18		V.Kondala Rao	T.P.S	9849908141	
19		Y.Hemalatha	TPBO	8096031063	
20		S.A.I.Pasha	Junior Assistant (A1)	9491375608	
21		G Murlidhar	Junior Assistant (A2)	9293001164	
22		B Nauka Raju	Senior Assistant(A3)	9441963589	
23		G.Siva Rama Raju	Bill Collector (A4)	7702805355	
24		A Satyanarayana	Junior Assistant (A5)	9676987139	
25		S Srisha	Junior Assistant(A6)	9010427890	
26		K .Srinivasa Rao	Senior Accountant (B1)	9959232757	

S.No	Name of the Designation & Address of Officer/Employee	Telephone Nos:	Email
27	M Someshvara Rao Junior Accountant (B 2)	9963194484	
28	P Seva Gaytri Junior Accountant (B3)	---	
29	S.S.S.Ch.Janardhana Rao Junior Assistant(B4)	9963748904	
30	M.V.Raj Gopal Junior Accountant (B5)	7842172678	
31	G Aruna Kumari Record Assistant(B6)	9866162044	
32	M.V.Raj Gopal I/C Junior Assistant (B7)	8187015171	
33	K.V.Narasimham Senior Assistant (C1) Assistant Public Information Officer	9849908314	
34	S.Laxmipathi Senior Assistant (C2)	9397112646	
35	J.Pardhasaradhi Record Assistant (C 4)	9642141788	
36	Y Venkateswara Rao Junior Assistant (C5)	8897888631	
37	Ch.Srinivasa Rao Typist (D1)	9949513133	
38	N .Prasad Caretaker, Dispatch (D3)	9948585687	
39	S.V. Ramana Senior Assistant (E1)	9849907158	
40	G.V.M. Chandra Sekhar Junior Assistant (F2)	9059021727	
41	D.Peddiraju Junior Assistant (E-2)	7396103649	
42	V.S.R. Sateesh Kumar Raju Senior Assistant (F1)	9640793662	
43	P.S.R.Murthy Senior Assistant (G 1)	9849907045	
44	G Aruna Kumari Record Assistant (G2 I/c)	9866162044	
45	Sri A.Srinivasa Raju Junior Assistant (MRI-I)	9849908142	
46	S.A.I.Pasha Junior Assistant, M.R.I-II	9849907155	
47	G Murlidhar Senior Assistant, M.R.I-III	9849907156	
48	Sri Y Chandra Sekhar Bill Collector	9160321299	
49	Sri Y.Venkateswara Rao Junior Assistant	9490999171	
50	K.V.V.S. Prasad Bill Collector	9848942663	
51	Sri P.Ramanjaneyulu Bill Collector	9441963589	
52	Sri S Syam Babu Bill Collector	9010076454	

S.No	Name of the Designation & Address of Officer/Employee		Telephone Nos:	Email
53	Sri K.Venkateswara Rao	Bill Collector	----	
54	Sri Y.V.Aliivelusai	Bill Collector	9703309669	
55	Sri P.Aharon	Bill Collector	---	
56	Sri G.P.Ushanadth	Bill Collector	9912243986	
57	M.Peddi Raju	Bill Collector,	---	
58	Sri P.Anajanayelu	Bill Collector I/c	9989435932	
59	Sri P.Srinivasa Raju	Sanitary Inspector	9849908145	
60	Sri K Prasad I/C	Sanitary Inspector	9849908143	
61	Sri K.Prasad	Sanitary Inspector	9849908313	
62	Sri M.N.Sudheer Babu	A.S.O	9948470569	
63	Someshvara Rao	Health Assistant	9000939023	
64	M Sai Prasanna	Health Assistant	9059718002	
65	Sri V.V.D.V.Prasad	Health Assistant	---	

BHIMAVARAM MUNICIPALITY

CHAPTER – X

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

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

Sl. No.	Ename	Designation	Monthly Remuneration including its composition (in Rs.)	System of compensation to determine Remuneration as given in regulation
1	Ch. Naga Narsimha Rao	Commissioner,	69386	
2	R. Kali Babu	Asst. Commissioner	100159	
3	A.S. Lakshmi,	Manager .,	53456	
4	A.S.Lakshmi	Manager	107227	
5	V.Varahala Babu	Asst City Planner	81925	
6	V.Kondala Rao	TPS	44146	
7	Y.Hemalatha	TPBO	30660	
8	D.Rajendra Kumar	Tracer	56527	
9	S.Ram Prasad	Revenue Officer		
10	G.Tirupathi Naidu	Accounts Officer	50645	
11	Kothapalli Srinivasa Rao,	Senior Accountant	35274	
12	P.Siva Gayathri	Senior Accountant	35274	
13	M.V. Rajagopal	Senior Accountant	47941	
14	K.V.Narasimham	Senior Assistant	53546	
15	P.S.R.Murthy	Senior Assistant	58002	
16	S.Lakshmi pathi	Senior Assistant	59717	
17	G.N.V.S.H.D.Muralidhar	Senior Assistant	56487	
18	Ch.Sri Venkateswara	Senior Assistant	55002	
19	G.Aruna Kumari	Senior Assistant	37348	
20	P.Sudhakar	Senior Assistant		
21	S.S.S.Ch. Janardhana Rao	Junior Assistant	64256	
22	S.A.I. Pasha	Junior Assistant	50645	
23	A.Satyanarayana	Junior Assistant	47941	
24	A. Srinivasa Raju	Junior Assistant	36311	
25	V.S.R.Sateesh Kumar Raju	Junior Assistant	37348	
26	N.Someswara Rao	Junior Assistant	25117	
27	B.Nukaraju	Junior Assistant	25117	
28	Ch.Mangatayaru	Junior Assistant	27418	

Sl. No.	Ename	Designation	Monthly Remuneration including its composition (in Rs.)	System of compensation to determine Remuneration as given in regulation
29	K.Purnima	Junior Assistant	29525	
30	P.Ramanjaneyulu (PFL 9/24)	Junior Assistant	58002	
31	Y.Venkateswara Rao	Junior Assistant	28980	
32	D.Peddiraju	Junior Assistant	28980	
33	S.Ravindra Nath	Junior Assistant	23029	
34	Bangaru Naveen Babu	Junior Assistant		
35	T.Lal Sharief	Record Assistant	47981	
36	Y.Chandra Sekhar	Record Assistant	44146	
37	K.V.V.S.Prasad	Bill Collector	34599	
38	S.Syam Babu	Bill Collector	40819	
39	Md.Fathuruddin	Bill Collector	37348	
40	P.Anjaneyulu	Bill Collector	37608	
41	Y.V.AliveLu Sai	Bill Collector	29525	
42	K.Venkateswara Rao	Bill Collector	56727	
43	M.Peddiraju	Bill Collector	53656	
44	P.Aharonu	Bill Collector	55172	
45	K.Nooka Rathnam	Non PH Worker	47941	
46	P.Padma Ragam	Non PH Worker	47941	
47	G.Sitha Maha Lakshmi	Non PH Worker		
48	E.A.Mangamamba	Non PH Worker	46675	
49	Ch. Srinivasa Rao	Municipal Engineer	79775	
50	T.V.Narayana Rao	Dy.E.E.	95575	
51	Sri P.Srtikanth	Dy.E.E.	75989	
52	Sri K Raja Rao	Dy.E.E.	68376	
53	V.V.Siva Koteswara Rao	Asst. Engineer	50803	
54	D.Vimala,	Asst. Engineer	46645	
55	Yadla Srinu	Asst. Engineer	45348	
56	K. Raj Kumar	Asst. Engineer	38824	
57	B Navya	Asst. Engineer	42946	
58	B. Lakshmi Narayana	Electrician	38396	
59	T.Reddiah,	Tap Inspector	50855	

Sl. No.	Ename	Designation	Monthly Remuneration including its composition (in Rs.)	System of compensation to determine Remuneration as given in regulation
60	M.Satyanarayana Raju	Public Works Inspector	45578	
61	P.Srinivasa Raju, S.I.	S.I.	46900	
62	K. Prasad, S.I.	S.I.	61491	
63	A.Ramalingeswara Rao,	M.F.A	52276	
64	V.V.D.V.Prasad, H.A.	H.A	56687	
65	M Sai Prasanna, H.A.,	H.A	25869	
66	M Someswara Rao,H.A	H.A	30086	
67	Kottada Nageswara Rao ,S.M.	S.M	41609	
68	J.Sundara Sivudu, S.M.	S.M	50925	
69	N L Jagannadha Rao S.M.	S.M	17756	
70	Dhanala Ramesh, S.M.	S.M	21756	
71	Kollabattula Mahankali,S.M.	S.M	56767	
72	G.Lakshmanudu S.M.,	S.M	53776	
73	P.Srimannarayana Inc 4/17	S.M	56497	
74	P. Kanakachalam, S.M	S.M	20150	
75	T.Keziamani, Ayah	Ayah	52073	
76	G.Anitha Kumari, Ayah	Ayah	23725	

BHIMAVARAM MUNICIPALITY

CHAPTER – 12

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS etc.,

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

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

Agency	Plan/ Programme/ Scheme/ Project/ Activity/ Purpose for which budget is allocated	Proposed expenditure Rs. In lakhs	Expected outcomes Rs. In lakhs	Report on disbursements made or where such details are available (web site, reports, notice boards etc.,)
BHIMAVARAM Municipality	NOAP, Widow & Disabled Pensions	253.85	-	Notice Board
	ASC Grant	--	-	Notice Board
	Road Grant (Non-Plan)	200.00	-	Notice Board
	School Building Grant	--	-	Notice Board
	T.S.P Grant	362.45	-	Notice Board
	SCSP	45.10	-	Notice Board
	14 th Finance	240.00	-	Notice Board
	CDP	60.00		Notice Board
	AMRUT			

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

Agency	Programme/ Scheme/ Project/ Activity purpose for which budget is allocated	Amount released last year	Amount spent last year Rs. In lakhs	Budget allocated current year Rs. In lakhs	Budget released current year
BHIMAVARAM Municipality	40% earmarked funds	79.28	79.28	140.91	--
	SC Welfare	29.73	29.73	55.84	--
	ST Welfare	14.87	14.87	27.92	--

BHIMAVARAM MUNICIPALITY

CHAPTER – 13
MANNER OF EXECUTION OF SUBSIDY PROGRAMME
 [Section 4(1) (b) xii]

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

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

Name of Programme/ Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
S.C Action Plan	Unit Cost – Upto 1,00,000/- (or) 10 to 20%	1.Required sanction authority from bankers 2.Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to S.C. Caste Only	Executive Director, S.C Corporation ,Eluru
S.T Action Plan	Unit Cost – Upto 1,00,000/- (or) 10 to 20%	1.Required sanction authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to S.T. Caste Only	Executive Director, S.T Corporation
Minority Welfare	Unit Cost – Upto 1,00,000/- (or) 10 to 20%	1.Required sanction authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to Minorities Only	Executive Director, Minority Corporation, Eluru
B.C. Action Plan	Unit Cost – Upto	1.Required sanction	Executive

	60,000/- (or) 10 to 20%	authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to B.C. Only	Director, B.C. Corporation, Eluru
Disabled Welfare	Unit Cost – Up to 25,000/- (or) 10 to 20%	1. Required sanction authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to B.C. Only	Assistant Director, Disabled Welfare, Eluru

13.3 Describe the manner of execution of the subsidy programme

Name of Programme/ Activity	Application procedure	Sanction procedure	Disbursement procedure
<input type="checkbox"/> Training	1. Received and fill the application from Concern Department. 2. Submit the application along with one photo graph, Ration card, Income certificate, Caste certificate. and Residence Certificate	1. Conduct interviews. 2. Priority given to the Aged people.	1. Issued Cheque to the Concerned Organization who conducting Training based on the Trade

BHIMAVARAM MUNICIPALITY

CHAPTER – 14 PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY [Section 4(1) (b) xiii]

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

Name of Programme/Scheme: Concession given to the recognized educational institutions on house tax				
Sl.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
	Bhimavaram Municipality		Various dates	Commissioner, Bhimavaram Municipality

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

Individual Beneficiaries

Name of Programme/Scheme:				
Sl. No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
	Bhimavaram Municipality	1) Old Age Pensions-3306 2) Widow Pensions-3320 3) Weavers Pensions-93 4) Disabled Pensions 1129 5) Abhayahastam-116 6) Toddy Tappers- 01 Total: 7965	Various dates	Project Director, DRDA, W.G.,Eluru List of the beneficiaries available www.bhimavarammunicipality.com

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CHAPTER – 15

Information Available in Electronic Form

[Section 4(1)(b)xiv]

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

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Notice Board	Municipal Office, Other Government Offices, Banks etc.,	Tenders, Gazette Notification, Council Minutes etc.	Municipal Commissioner
Notice Board	Internet E procurement Tenders www.eprocurement.gov.in	Municipal Commissioner	Municipal Commissioner
Notice Board	Municipal Office, E-Seva Centre	Property Tax details	State Data Center

BHIMAVARAM MUNICIPALITY

CHAPTER – 16

Particulars of Facilities available to Citizens for Obtaining Information [Section 4(1)(b)xv]

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

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

BHIMAVARAM MUNICIPALITY

CHAPTER - XVI
NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS
[Section-4(1)(b)(xvi)]

Appellate Authority

S.No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (officers/administrative units of the authority)	Office Tel: Fax: Residence Tel: Cell Phone:	Email:
1	2	3	4	5
1	Sri Ch.Naga Narasimha Rao Municipal Commissioner, BHIMAVARAM	BHIMAVARAM Municipality	08816-234284 (o) 9849905813©	apusp3@rediffmail.com

Public Information Officer

S.No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (officers/administrative units of the authority)	Office Tel: Fax: Residence Tel: Cell Phone:	Email:
1	2	3	4	5
1	Sri A.Lakshmi, Manager	BHIMAVARAM Municipality	08816-234284 (o) 9849907161 (c)	apusp3@rediffmail.com

Assistant Public Information Officer

S.No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (officers/administrative units of the authority)	Office Tel: Fax: Residence Tel: Cell Phone:	Email:
1	2	3	4	5
1	Sri K.V. Narsomha, Sr.Asst.	BHIMAVARAM Municipality	08816-234284 (o) 9133990149 (c)	apusp3@rediffmail.com

BHIMAVARAM MUNICIPALITY

CHAPTER - XVII
Any Other Information
[Section-4(1)(b)(xvi)]

--- Nil ---

Appellate Authority & Commissioner
BHIMAVARAM Municipality