

INFORMATION HANDBOOK

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



TENALI MUNICIPALITY

Guntur District, Andhra Pradesh

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

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

March, 2018

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PREFACE

In order to provide greater transparency and accountability in the functioning of “Public Authorities”, The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June 15, 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(hereinafter referred to as “RTI” or “Act”) has been enacted. Section 4(1)(b) of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and 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.

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

Table 1: Names & details of Key contact Officers

Sl. No	Name of the officer/Designation	Appointed as per the Act.	Contact No.	Address
1	K.Sakunthala Commissioner	Appellate Authority	9849905830	Opposite Mahatma Gandhi Municipal Market, Tenali - 522201
2	I.Srinivasulu Manager	Public Information Officer	9849907264	
3	M.Babu Rao	Assistant Public Information Officer	9849907245	

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 form 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 BPL category. The request for information will be generally processed within the time period mentioned under the Act.

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

PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES.

Particulars of Organisation:

Sl.No	Name of the Organisation	Address	Functions	Duties
1	Tenali Municipality	Opposite Mahatma Gandhi Municipal Market, Tenali - 522201	Detailed Description mentioned below	Detailed Description mentioned below

2.2. Functions of the Municipality:

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

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

2.3 Duties - Sections in Municipalities:

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

S.No	SECTION	DUTIES
1.	Administration	To look after general administration, including school administration and council meetings
2.	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties
3.	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
4.	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services
5.	Engineering	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting
6.	Town Planning	To regulate town planning activities including land uses, layouts, building constructions and encroachments
7.	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programmes

CHAPTER III: POWERS, DUTIES OF ITS OFFICERS / EMPLOYEES
Section 4(1) (b) (ii) of RTI Act

Section	Name of the Asst.	Subjects being dealt	Officer in charge
A	K.Padma Kumari Senior Assistant	Leases, Government Building Property Tax, preparation of Monthly and annual DCB, Council Meetings	Sri A.Yogendranath Revenue Officer
	D.Swathisri Junior Assistant	Property Tax, Maintenance of Demand Registers, issue of Demand Notices to Bill Collectors duly verify posting of collections, Mutations of property tax, issue of solvency certificates, ownership certificates, preparation of Annual DCB both arrear and Current for audit	
	P.Venkateswarama Junior Assistant	Property Tax Maintenance of Demand Registers, issue of Demand Notices to Bill Collectors duly verify posting of collections, Mutations of property tax, issue of solvency certificates, ownership certificates, preparation of Annual DCB both arrear and Current for audit	
	P.Nagalakshmi Junior Assistant	Property Maintenance of Demand Registers, issue of Demand Notices to Bill Collectors duly verify posting of collections, Mutations of property tax, issue of solvency certificates, ownership certificates, preparation of Annual DCB both arrear and Current for audit	

	B.Mohan Krishna Revenue Inspector- II	ward Assessment & Collection of Property Tax, Execution of warrants, prosecution of Property	
	V.T.Srinivasarao Revenue Inspector -I	ward Assessment & Collection of Property Tax, Execution of warrants, prosecution of Property Tax defaulters	
	L.Verriah, Bill Collector	- Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	M.Srikanth Santosh, Bill Collector i/c	Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	M.V.Nagaiah, Bill Collector i/c	wards Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	Sk.Harun Rasheed Bill Collector i/c	wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	Ch.Rammohanrao, Bill Collector	wards Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	A.Gopi Krishna, Bill Collector i/c	wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	K.Prabhakar rao, Bill Collector	wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation	Sri A.Yogendranath Revenue Officer

		of Monthly Lists for assessment of Property Tax	
B	Y.V.P.V.Prasad Bill Collector,	Wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	Sri D. Venkataramireddy Accounts Officer
	M.Potiah, Junior Assistant	Citizen Charter	
	T.P.Latha Senior Accountant	Reconciliation of account with Treasury pass book and closing of Cash Books Audit & Accounts, Preparation of Budget Preparation of Accounts in DEABAS, Income Tax, Court Recoveries, Advances & Deposits	
	A.Swetha	Reconciliation of account with Treasury pass book and closing of Cash Books Audit & Accounts,	
	Ch. Salomi Junior Accountant	Preparation of Budget Preparation of Accounts in	
	E.H.Prasad Junior Accountant	DEABAS, Income Tax, Court Recoveries, Advances & Deposits	
C	M.Vijaya Santhi Senior Assistant	General Establishment, Elections, APIO under RTI Act, Medical reimbursement of General Establishment	I.Srinivasulu, Manager
	S. Mohana Kumari, senior Assistant	Education Establishment, , Medical reimbursement of Education Establishment	
	M.Babu Rao		

	K.R.K. Satyanarayana Municipal Engineer	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting	
E	M.Narasimha Rao Dy Executive Engineer	Maintenance of water supply in entire town along with Head water works all on-going works which work order issued and in progress all I Division	
	P.Asif Ali Khan Dy Executive Engineer	Preparation of estimates, tenders finalization of tenders, works & progress reports etc., drawing work branch in charge of AE-II & All IInd Division works, (13 to 23) Civil Works.	
	P.Isiah Dy Executive Engineer	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting 24 to 37 wards	
	M. Venkateswara rao Environmental Engineer) I/c.	Maintenance of Water Supply in Town, Power Bores 13 to 23 wards all Civil Works e.t.c.,	
	Sk.Peer Mohammed Mpl. Assistant Engineer	Maintenance of Street Lighting in all over Town and Maintenance of all vehicles, all parks, street lighting, including all Maintenances Repairs, Power Bores Maintenance	
	K.Nagabhushanam Mpl. Assistant Engineer	Maintenance of Water Supply in Town, Power Bores including all Maintenances Repairs, Power Bores Maintenance	
	Asst Engineer B.Kishore , Mpl. Assistant Engineer Asst Engineer E. Sreenivas Asst.Engineer	1 to 12 wards all Civil Works e.t.c., Amrut Park & 24 to 34 all Civil Works. including all Maintenances Repairs, Power Bores Maintenance 35 to 40 wards all civil works & Office Maintenance.	
			K.R.K. Satyanarayana Executive Engineer

E	V.Vanisri Senior Assistant	Supervision of civil works and administrative salaries.	
	Sk.Abdul Moheb UDRI	Diesel Bills, Taxation Bills, ASC grants bills & General Water Supply, Work Bills. Diesel Bills, Taxation Bills, ASC grants bills &	
		Public Section Establishment, Tenders of Uniforms,chappals,etc.,	
F	A.Ramarao Inspector A. Ramarao	D & OT Preparation of Salary bills, etc.,	
		Maintenance of sanitation in the town	
	Y.Lakshmi Narayana, Health Assistant	01 to 40 wards Birth & Deaths Registrar	
	Y.B.R. Chandrabose, A.C.P. K. Ashok Kumar, A.C.P. K.Venkateswararao T.P.O. E.Srilakshmi, TPS., K.Naga tulasi Senior Assistant	constructions and initiate action against it etc Inspection and submit report on Building application relating to 3 rd division, detection of un-authorized constructions and initiate action against it etc Inspection and submit report on Building application constructions and initiate action against it etc All Town Planning files, Updation of Online constructions and initiate action against it etc	
		Reports, Court Cases e.t.c constructions and initiate action against it etc	Y.B.R. Chandra Bose
	Siva Naga Raju Junior Assistant	Building Register Maintenance constructions and initiate action against it	Asst City Planner.

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 Centers(CSC) located within the ULB. On receipt of the same the Unique ID will be generated by the system and the system automatically sends to the Officers concerned.

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

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

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

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

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

Channels of Supervision and Accountability:

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

CHAPTER-V – Norms for discharge of functions

Section 4 (1) (b) (iv)

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

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

Other than routine matters - 30 days

(Ex. Policy decision files)

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

(www.tenali.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 Tenali Municipality or under its control.

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

CHAPTER-VIII – Public consultation for policy formulation

Section 4 (1) (b) (vii)

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

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

CHAPTER-IX

Section 4 (1) (b) (viii)

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

CHAPTER-X - Directory of Officers and Employees

Section 4 (1) (b) (ix)

The Directory of Officers and Employees

Sl.No	Name of the Individual	Designation
1	K.SAKUNTHALA	COMMISSIONER
2	B.VIJAYA SARADHI	Asst. COMMISSIONER
3	Iruvuri Srinivasulu	MANAGER
4	M.VIJAYA SANTHI	SENIOR ASSISTANT
5	S.MOHANA KUMARI	SENIOR ASSISTANT
6	M.BABU RAO	UDRI
7	A.SWETHA	SENIOR ACCOUNT
8	D VENKATA RAMI REDDY	ACCOUNT OFFICER
9	T P LATHA	SENIOR ACCOUNT
1	CH.SALOMI	JUNIOR ACCOUNT
1	E.H.PRASAD	JUNIOR ACCOUNT
12	M.NARASHIMHA RAO	D.E.E
13	P.ASIF ALI KHAN	D.E.E
14	SK.PEER MOHAMMAD	A.E.E
15	B.KISHORE	A.E
16	K.NAGABHUSHANAM	A.E
17	E.SRINIVASU	A.E
18	G.SIVA RAM PRASAD	J.T.O
19	K.ASHOK KUMAR	ACP
20	B.V.Mahusudhana Rao	T.P.B.O
21	CH.B Suvarna Kumar	T.P.S
22	E.SRILAKSHMI	T.P.S
23	K.NAGA TULASI	SENIOR ASSISTANT
24	Dr.B.V.RAMANA	M.HO

25	V.VANISRI	SENIOR ASSISTANT
26	K R K SATYANARAYANA	M.E
27	E.MADHU BABU	F1
28	Y.LAKSHMI NARAYANA	(INCHARGE)SANITARY
29	D.Rajesh	SANITARY INSPECTOR
30	SRINIVASA RAO	SANITARY INSPECTOR
31	A.RAMA RAO	SANITARY INSPECTOR
32	A.YOGENDRA NADH	REVENUE OFFICER
33	B.MOHANA KRISHNA	REVENUE INSPECTOR
34	V.T.SRINIVASA RAO	REVENUE INSPECTOR
35	L.Veeraiah	BILL COLLECTOR
36	M.SRIKANTH SANTOOSH	BILL COLLECTOR
37	M.V.NAGAI AH	BILL COLLECTOR
38	SK.HARUN RASHEED I/C	BILL COLLECTOR
39	CH.RAMA MOHANA RAO	BILL COLLECTOR
40	N.SRINIVASA RAO	BILL COLLECTOR
41	A.GOPI KRISHNA I/C	BILL COLLECTOR
42	K.PRABHAKARA RAO	BILL COLLECTOR
43	Y.V.P.V.PRASAD	BILL COLLECTOR
44	D.SWATHISRI	A7
45	P.VENKATESWARAMMA	A3
46	K.PADMA KUMARI	A2
47	G.Sivanagaraju	G3
48	CH.P.NAGA LAKSHMI	A5
49	P Sheshagiri Rao	F2
50	Y.B.R. Chandra Bose	Assistant City Planner
51	K.Venkateswara Rao	Town Planning Officer
52	N.Yedukondali I/C	Bill Collector
53	P.Srinivasarao	Bill Collector
54	P ISAI AH	DeputyExecutive Engineer
55	M.Venkateswara Rao	Assistant Engineer
56	Sk.Abdul Moheb	UDRI
57	T.M Kalyan Kumar	Senior Assistant
58	D.Kalavathi	Senior Assistant
59	N.Sudheer	E3
60	N.Yedukondalu I/C	Bill Collector
61		

Section 4 (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 Individual	Designation	Amount drawn per month (Rs.)
1	K.SAKUNTHALA	COMMISSIONER	77,632/-
2	B.VIJAYA SARADHI	Asst COMMISSIONER	69,933/-
3	Iruvuri Srinivasulu	MANAGER	68,076/-
4	M.VIJAYA SANTHI	SENIOR ASSISTANT	42,946/-
5	S.MOHANA KUMARI	SENIOR ASSISTANT	64,629/-
6	M.BABU RAO	UDRI	56,487/-
7	A.SWETHA	SENIOR ACCOUNT	30,660/-
9	D VENKATA RAMI REDDY	ACCOUNT OFFICER	50,645/-
10	T P LATHA	SENIOR ACCOUNT	30,660/-
11	CH.SALOMI	JUNIOR ACCOUNT	28,175/-
12	E.H.PRASAD	JUNIOR ACCOUNT	58,002/-
1	M.NARASHIMHA RAO	D.E.E	88,280/-
14	P.ASIF ALI KHAN	D.E.E	68,076/-
15	SK.PEER MOHAMMAD	A.E.E	----
16	B.KISHORE	A.E	64,659
17	K.NAGABHUSHANAM	A.E	56,487/-
18	E.SRINIVASU	A.E	64,609/-
19	G.SIVA RAM PRASAD	J.T.O	58,194/-
20	T.M Kalyan Kumar	Senior Assistant	33,363/-
21	K.ASHOK KUMAR	ACP	61,251/-
22	B.V.Mahusudhana Rao	T.P.B.O	OD
23	CH.B Suvarna Kumar	T.P.S	62,916/-
24	E.SRILAKSHMI	T.P.S	45,348/-
25	K.NAGA TULASI	SENIOR ASSISTANT	54,972/-
26	Dr.B.V.RAMANA	M.HO	1,22,880/-
27	V.VANISRI	SENIOR ASSISTANT	35,065/-
28	K R K SATYANARAYANA	M.E	1,03,028/-
29	E.MADHU BABU	F1	OD
30	Y.LAKSHMI NARAYANA	(INCHARGE)SANITARY	44,056/-
31	D.Rajesh	SANITARY INSPECTOR	19,364/-
32	SRINIVASA RAO	SANITARY INSPECTOR	58,002/-
33	A.RAMA RAO	SANITARY INSPECTOR	OD
34	A.YOGENDRA NADH	REVENUE OFFICER	77,722/-
35	B.MOHANA KRISHNA	REVENUE INSPECTOR	50,645/-
36	V.T.SRINIVASA RAO	REVENUE INSPECTOR	64,609/-
37	L.Veeraiah	BILL COLLECTOR	56,502/-
38	M.SRIKANTH SANTOOSH	BILL COLLECTOR	30,660/-
39	M.V.NAGAI AH	BILL COLLECTOR	28,980/-

40	SK.HARUN RASHEED I/C	BILL COLLECTOR	
41	CH.RAMA MOHANA RAO	BILL COLLECTOR	
42	N.SRINIVASA RAO	BILL COLLECTOR	50,645/-
43	A.GOPI KRISHNA I/C	BILL COLLECTOR	
44	K.PRABHAKARA RAO	BILL COLLECTOR	25,869/-
45	Y.V.P.V.PRASAD	BILL COLLECTOR	46,645/-
46	D.SWATHISRI	A7	23,725/-
47	P.VENKATESWARAMMA	A3	25,117/-
48	K.PADMA KUMARI	A2	59,687/-
49	G.Sivanagaraju	G3	52,091/-
50	CH.P.NAGA LAKSHMI	A5	28,175/-
51	P Sheshagiri Rao	F2	40,625/-
52	Y.B.R. Chandra Bose	Assistant City Planner	61,251/-
53	K.Venkateswara Rao	Town Planning Officer	66,343/-
54	N.Yedukondali I/C	Bill Collector	
55	P.Srinivasarao	Bill Collector	49,248/-
56	P ISIAIH	DeputyExecutive Engineer	71,790/-
57	M.Venkateswara Rao	Assistant Engineer	56,504/-
58	Sk.Abdul Moheb	UDRI	54,972/-
59	T.M Kalyan Kumar	Senior Assistant	33,363/-
60	D.Kalavathi	Senior Assistant	42,946/-
61	N.Sudheer	E3	23,029/-

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

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

(Rs. In lakhs)					
Agency	Programme / Scheme/Project/ Activity purpose for which budget is allocated	Amount released last year	Amount spent last year	Budget allocate current year	Budget released current year
	14th FC	558.98	8.28	150.00	150.00
	SAC	434.85	12.92	14.52	14.52
	Plan	0	47.10	0	0
	12th FC	0	7.72	0	0
	13th FC	0	610.98	0	0
	AMRUT	109.00	11.42	215.00	0
	SCSP	0	0	1389.60	1389.60
	PMAY	7.0	0	0	0
	TSP	0	0	138.26	28.00
	School Grants	6.14	0	8.32	8.32
	JBMV	2.51	0	0	0
	Summer Heat Waves	2.0	1.91	0	0
	Special Development Funds	0	0	30	30
	SAAP	0	0	200.00	200.00
	MEPMA	0	0	30.00	30.00

CHAPTER-XIII – Subsidy Programme

Section 4 (1) (b) (xii)

13. 1 THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING

THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

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

CHAPTER-XIV – Recipients of Concessions

Section 4 (1) (b) (xiii)

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

- NIL -

CHAPTER-XV – Electronic Information

Section 4 (1) (b) (xiv)

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

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

CHAPTER -XVI – Public Facilities

Section 4 (1) (b) (xv)

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

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

CHAPTER-XVII - Public Information Officers

Section 4 (i) (b) (xvi)

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

Sl No	Name of the officer/ Designation	Appointed as per the Act.	Contact No.	Address
1	K.Sakunthala Commissioner	Appellate Authority	9849905830	Opposite Mahatma Gandhi Municipal Market, Tenali - 522201
2	I.Srinivasulu Manager	Public Information Officer	9849907264	
3	M. Babu Rao	Assistant Public Information Officer	9849907245	

CHAPTER-XII – Other Information

Section 4 (1) (b) (xvii)

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

- NIL -