

# **INFORMATION HANDBOOK**

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



## **MUNICIPAL CORPORATION KAKINADA**

**East Godavari District, Andhra Pradesh  
(A Government body as defined under Hyderabad Corporation Act, 1955)**

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

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Website : <http://kakinada.cdma.ap.gov.in/>  
E.Mail : [kkd\\_mplcorp@yahoo.com](mailto:kkd_mplcorp@yahoo.com)  
Contact : **0884-2373136**

## **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

<b>Sl. No</b>	<b>Name of the officer/Designation</b>	<b>Appointed as per the Act.</b>	<b>Contact No.</b>	<b>Address</b>
1	K.Ramesh Kumar Dy.Commissioner	Appellate Authority	9949921555	Municipal Corporation, Kakinada
2	K.Satyanarayana Manager	Public Information Officer	9849907084	
3	K.S.Prakash Senior Assistant	Assistant Public Information Officer	917778879	

#### **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	Municipal Corporation Kakinada	Cinema Road Kakinada	Detailed Description mentioned below	Detailed Description mentioned below

**2.2. Functions of the Municipal Corporation:**

As per the provisions of the Municipal Acts, the Municipal Corporation 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 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:

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.	<b>Public Health and Sanitation</b>	<b>To look after sanitation, public health and solid waste management including medical and maternity services</b>
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**

S.No	Section	Name of the Officer	Subjects being dealt	Officer in Charge
1	Administration	Smt.K.Siva Parvathi, Commissioner	<p><u>Statutory :</u></p> <ul style="list-style-type: none"> <li>• Carry into effect all the resolutions of the Council.</li> <li>• Furnish to the Council such periodical reports regarding the progress made in carrying out the resolutions of the council.</li> <li>• Exercise the executive power for the purpose of carrying out the provisions of the A.P.MUNICIPAL CORPORATIONS ACT.</li> <li>• Exercise disciplinary control over the employees of the Municipal Council.</li> <li>• Exercise all powers in relation to the collection of taxes and fees, the licenses and the removal of encroachments.</li> <li>• He shall be in-charge of the Office of the Municipal Corporation and have custody of the Municipal Records.</li> </ul> <p>Inspect the places of entertainment such as Cinema Halls etc.,</p>	Overall Executive of Municipal Corporation Kakinada
			<p><u>Administrative:</u></p> <ul style="list-style-type: none"> <li>• Exercise all the powers and perform all the functions specially conferred or imposed under the A.P.MUNICIPAL CORPORATIONS ACT</li> </ul>	
			<p><u>Financial :</u></p> <ul style="list-style-type: none"> <li>• Exercise powers to incurred in each case contingences</li> </ul>	

			<p>expenditure incidental to the Municipal Administration, not exceeding Rs.1500/-</p> <ul style="list-style-type: none"> <li>• He is the Drawing and Disbursing Officer</li> </ul>	
			<p><u>Others:</u></p> <ul style="list-style-type: none"> <li>• He may, by order in writing delegate any of his powers or functions to any officers or other employee of the council or to any employee of the Govt.,</li> <li>• Issue of layout permission , regularization of unauthorized hoardings, implementation of development schemes, implementation of urban poverty alleviation scheme, issue of Birth &amp; Death Certificates, issue of extract of Demand Register of property, issue of Solvency Certificates, maintenance of civic amenities such as roads, drains, water supply, street lighting etc.,, maintenance of markets, burial grounds etc.,</li> <li>• He is Election Officer for Municipal Elections.</li> </ul>	
		<p>Addl. Commissioner</p>	<p><u>Vacant</u></p>	
2	Revenue	<p>Sri K.Ramesh Kumar Dy.Commissioner</p>	<ul style="list-style-type: none"> <li>• Sanction of Pay bills, Casual Leaves</li> <li>• Collection of Revenue,</li> </ul>	Revenue
3	Secretary Section	<p>Sri K.T.Sudhakar Secretary</p>	<ul style="list-style-type: none"> <li>• Corporation Meetings</li> <li>• Town Planning and Mepma Activities</li> </ul>	<p>Town Planning MEPMA Council Meetings</p>
4	Engineering	<p>Sri C.Vijaya Kumar</p>	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• Overall in charge of Engineering Section and Supervision of all Constructions of Roads, Drains, Culverts, Pipelines, Maintenance of entire Water Supply in the City, maintenance of Parks and Play Grounds and Municipal Corporation Institutions and Implementation of Govt. Orders.</li> </ul>	<p>Overall incharge to Engineering Section</p>
			<p><u>Administrative:</u></p> <ul style="list-style-type: none"> <li>• Sanction of Pay bills, Casual Leaves, Calling Tenders Approval of Tenders up to 10.00 Lakhs, Bills</li> </ul>	

			Check Measurements, Bills passing, Issue of work orders.	
5	Public Health	Dr.Y.Anamtha Kumar Health Officer	<u>Statutory:</u> <ul style="list-style-type: none"> <li>Overall in charge of Public Health Section and Supervision of all Sanitation Schemes, Implementation of National Health Activities, Implementation of Govt. Orders.</li> </ul>	Overall incharge to Public Health Section
			<u>Administrative:</u> <ul style="list-style-type: none"> <li>Registration of Births and Deaths, Issue Trade Licenses, Vaccinations, Control of Anti larval Diseases, Japanese Enteritis, gastroenteritis, Medical Inspection of Schools, Municipal Hospitals, Dispensaries, Inspect all Markets, Slaughter Houses, Hotels, Restaurant, Cattle Yards, and all food related Business</li> </ul>	
6	Town Planning	Sri Y.Siva Nageswara Rao Asst.City Planner Sri Sk.Khalisha Asst.City Planner	<u>Statutory:</u> <ul style="list-style-type: none"> <li>Overall incharge of Town Planning Section and Supervision of all Constructions, Layouts, Master Plans, Implementation of Govt. Orders.</li> </ul>	
			<u>Administrative:</u> <ul style="list-style-type: none"> <li>Sanction of Pay bills, Casual Leaves, Master Plan Implementation, Layouts, Installation, Change of Land use, approval of Building applications.</li> </ul>	
7	Administration	K.Satyanarayana Manager	<u>Statutory:</u> <ul style="list-style-type: none"> <li>Exercise the general supervision over the administrative section.</li> </ul>	
			<u>Administrative:</u> <ul style="list-style-type: none"> <li>To receive the Court summons in the name of the Commissioner, checking of the Personal Registers, periodical register, to close the attendance register of the staff in time, to watch incoming reminders from the Govt/C&amp;DMA/Collector&amp; District Magistrate etc.,, to check the dispatch register, stamp account, distribution register and fair copy register, verify the credit of</li> </ul>	



			<p>cheques received the adjustment made and attest the entries in the register of cheque register also to check petty cash book, permanent advance register daily chitta, cash and arrange to keep it in safe custody and remittance of the amount so received as is the custodian of one key out of double lock system of cash chest.</p> <ul style="list-style-type: none"> <li>• Preparation of budget estimate, monthly and annual accounts, administration reports.</li> <li>• To send the files to the Commissioner after thorough verification relating in to administrative section.</li> <li>•</li> </ul>	
			<p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>• He shall daily check the cash received and un -disbursed and satisfy himself that the total cash is available and then lock the chest at the time of closure of office.</li> <li>• The Manager is responsible for missing or misappropriation of money received in the Municipal Treasury</li> </ul>	
			<p><u>Other:</u></p> <ul style="list-style-type: none"> <li>• He has to assist the Municipal Commissioner in the preparation of the rough agenda to the Council meeting, fair copying the agenda after seen by the Chairperson and also for proper service of the agenda to all the members of the Council including the Ex-Officio members, Co-opted members within the stipulated time as laid down A.P.MUNICIPAL CORPORATIONS ACT.</li> </ul>	
8	Revenue	<p>Sri A. Samuel Revenue Officer Sri D.V.S.N.Murthy Revenue Officer</p>	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• Improvement of Collections, Identification of Un assessed Buildings</li> </ul>	
			<p><u>Administrative:</u></p>	

			<ul style="list-style-type: none"> <li>Collection of A&amp;V. Taxes. Proposals to conduct Auctions like Market [Aaseelu], Shop Rooms etc,</li> <li>Overall Supervision of the Revenue Inspectors, Revenue Clerks, Bill Collectors.</li> </ul>	
9	Accounts	Smt.K.Sandya Rani Junior Accounts Officer on deputation	<u>Statutory:</u> <ul style="list-style-type: none"> <li>Scrutiny of pay bills and all the officers and employees and the passing of the pass orders for signature of the Commissioner.</li> <li>Scrutiny of Pension payment bills, preparation of annual and monthly accounts, transfer of adjustments.</li> </ul>	
			<u>Administrative:</u> <ul style="list-style-type: none"> <li>Overall incharge of Accounts Section, Preparation of annual accounts Records for Auditing and annual accounts</li> </ul>	
	Superintendents	1. K.S. Sirish Kumar Engineering Section Superintendent 2. M.S.Niramala Kumari, MEPMA Superintendent 3. Ch.V. Ramana Public Health Superintendant 4. G. Durgarao Town Planning Superintendent 5. M.V. Jayaram, Revenue Superintendent 6. Sri P.N.Varma General Section 7.Sri G.Subrahmanya Mepma Section Superintendent	Incharge of a designated section in the Corporation.	
10	senior assistants	<u>Senior Assistants</u> <ol style="list-style-type: none"> <li>D. Lakshmi</li> <li>T. Adi Seshaiyah</li> <li>B. Ramarao</li> <li>6. P. Sudhakar</li> <li>S. Sita Ram</li> <li>M.V. Rama Sastry</li> </ol>	<u>Statutory:</u> <ul style="list-style-type: none"> <li>He/She shall attend at least 15 currents per day.</li> <li>He/ She should register the currents received by him/her in the personal register on the same day and attend to urgent references on the same day. Papers of the ordinary nature should be attended by him within (3) days.</li> </ul>	

		<p>7. K. Venkateswara Rao,  8. K.S.Prakash  9. S.V.S. Phani Kumari,  10. D.Kameswari Roopa,  11. K. Varaparasad  12. A.S. Sithram  13..K.Saradha Devi  14.O.V.M.Subba Rao  15.P.Ram Mohana Rao  16.G.V.N.S.Kumar  17. B. Ramesh,</p>	<ul style="list-style-type: none"> <li>• He/ She shall give top priority to the references received from CM's Cell/ C&amp;DMA, RDMA, Courts of Law and on LAQ's</li> </ul>	
			<i>Administrative --</i>	
			<i>Financial --</i>	
			<i>Other:</i> <ul style="list-style-type: none"> <li>• He/She shall submit personal registers regularly for check of the section heads</li> </ul>	
11	Junior Assistants	<p>1. Ch. Bhagya Lakshmi,  2. R. Govinda Raju,  3. G. Ayodyaram,  4. A.B.S.S. Prasad,  5. Ch. Sridhar,  6. G.V.S.N. Kumar,  8. K. Venkanna Dora,  9.Ch. John Paul,  11.G.M. Swaroop,  12. S. Varahala Rao  13.P. Ram Mohana Rao,  14.D.S. Ravi Sankar  15.K. Naresh  16.M. Anil  17.N.Joy  18.P.V. Satya Prasad  19.P. Ashok Kannarao  21.P. Manikya Silpa  22.D. Sai Pavani  23.Y.Swathi  24.R.Bhargav  25.B.Sarath Chandra  26.G.V.Prasad  27.A.Venkata Raju  28.B.Subba Lakshmi  29.K.Rajesh Reddy  30.G.Indira  31.V.M.B.Tejeswi</p>	<p><i>Statutory:</i></p> <ul style="list-style-type: none"> <li>• He shall attend at least 15 currents per day.</li> <li>• He should register the currents received by him in the personal register on the same day and attend to urgent references on the same day. Papers of the ordinary nature should be attended by him within (3) days.</li> <li>• He shall give top priority to the references received from CM's Cell/ C&amp;DMA, RDMA, Courts of Law and on LAQ's</li> </ul> <p>Updation of subsidiary Registers and reconciliation with Cash book concerned clerks.</p>	
			<i>Other:</i>	

			<ul style="list-style-type: none"> <li>• He shall submit personal registers regularly for check of the section heads</li> </ul>	
12	Record Assistants	<p>G. Srinivasa Rao  P. Jasper  R. Uma Devi  M.V.V. Satyanarayana  A. Govinda Raju  G. Satya Prakash  P. Gopi Sankar  N. Eswara Rao  Ch. Visweswara Rao  CH.S. Ramakrishna  R. Ramakrishna  K. Srinivasa Rao  D. Viajaya Lakshmi  Ch. Ravindra Babu</p>	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• He shall attend at least 15 currents per day.</li> <li>• He should register the currents received by him in the personal register on the same day and attend to urgent references on the same day. Papers of the ordinary nature should be attended by him within (3) days.</li> <li>• He shall give top priority to the references received from CM's Cell/ C&amp;DMA, RDMA, Courts of Law and on LAQ's</li> <li>• Updation of subsidiary Registers and reconciliation with Cash book concerned clerks.</li> <li>• Updation of Property Tax, ADRs, DR, and Posting of Daily collection and reconciliation of DRs with Cash Book concerned Clerks.</li> <li>• Postage , Tappal distribution etc., to be maintained properly and submitted to Manager daily for check.</li> <li>• Citizen Charter Register to be maintained properly and submitted to Manager daily for check.</li> <li>• He shall maintain Chitta, Petty Cash and all other money</li> </ul>	

			<p>transaction register. He shall close Chitta by 4.30 PM daily and keep all the money in safe lock (double lock) one lock to be handed over to Manager daily.</p>	
			<p><u>Other:</u> i) He shall submit personal registers regularly for check of the section heads</p>	
13	Revenue Inspectors	<p>i) T. Adisheshaiah ii) O.V.M. Subbarao iii) K. Vara Prasada Rao iv) P.V. Satya Prasad v) D. Kameswari Roopa</p>	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• He shall inspect all the buildings put up by the Bill Collectors through monthly list and verify the measurements recorded therein in-respect of apartments common areas like parking places, balconies etc., shall have to be divided and apportioned to the concerned apartment holders and recorded the monthly lists to avoid loss of revenues.</li> <li>• He shall collect the interest to be charged in case of failure to pay property tax within the due date and he is responsible if the penalty is not collected.</li> <li>• He shall take action to effect distraint through warrants against defaulter's tax and file prosecutions as per the provision of the act.</li> <li>• He shall fix the targets among the bill collectors and ensure 100% collection of taxes in each half year.</li> <li>• He shall ensure that all the notices and bills are served on the tax payers by the end of May for the 1<sup>st</sup> half year and by the end of November for the 2<sup>nd</sup> half year.</li> <li>• He shall also see that all the demand notices are handed over to the Bill Collector by 15<sup>th</sup> April, &amp; 15<sup>th</sup> October respectively</li> <li>• He shall assist the Commissioner at the time of disposal revision petitions, grant of vacancy petitions to take actions of the</li> </ul>	

			<p>markets, slaughter houses, shop rooms etc.,</p> <ul style="list-style-type: none"> <li>• He shall attend the Courts on behalf of the Commissioner in tax suites.</li> <li>• He shall check the outstanding bills, arrears as well as current ones in the month, if any defalcation funds his noticed the Revenue Inspector shall be made responsible along with the bill collector and clerk concerned.</li> <li>• He shall ensure that no under assessed or un assessed structure/buildings in the town.</li> <li>• He shall take action for disconnection of essential services to the houses of defaulting tax payers</li> </ul>	
			<p><u>Administrative:</u></p> <ul style="list-style-type: none"> <li>• He shall assist the Commissioner for issue of the extract of the demand registers, and valuation certificates as per the provisions of the A.P.MUNICIPAL CORPORATIONS ACT</li> <li>• He shall conduct test check up of the demand notices, receipts and memoranda and verification of receipts given to tax payers, as per the provision of the A.P.MUNICIPAL CORPORATIONS ACT.</li> </ul>	
14	Bill Collectors	<ol style="list-style-type: none"> <li>1. MD.ALI BASHA</li> <li>2. K.SRINIVASA RAO</li> <li>3. G.PRADHAMA RAO</li> <li>4. G.SRINIVASA RAO</li> <li>5. R.SURI BABU</li> <li>6. P.R.V.S.S.RAJESH</li> <li>7. P.VENKATESWARA RAO</li> <li>8. N.S.CHANDRA MOULI</li> <li>9. A.VIJAY KUMAR</li> <li>10. CH.V.K.MAHA LAKSHMI</li> <li>11. D.RAMA RAO</li> <li>12. N.KRISHNA</li> <li>13. D.OMKARA RAO</li> <li>14. Y.VIJAYA KUMARI</li> <li>15. V.MADHUSUDHANA RAO</li> <li>16. B.PAPA RAO</li> <li>17. B.V.Surya Teja</li> </ol>	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• He shall ensure that all notices and bills shall be served on all the tax payers by the end of May for the 1<sup>st</sup> half year and by the end of November 2<sup>nd</sup> half year.</li> <li>• He shall ensure cent percent collection of taxes, water charges and other taxes/fees/charges/ other amounts in each half year and as per the targets given to him</li> <li>• He shall see that no under assessed or un assessed buildings in the revenue wards allotted to him</li> </ul>	

			<p><u>Administrative:</u></p> <ul style="list-style-type: none"> <li>• He shall submit dairy to the Municipal Commissioner through the R.I/Manager</li> <li>• He shall put up monthly lists through the Revenue Inspector and responsible for any others in the lists</li> <li>• He shall collect interest in case of failure to pay property tax within the due date and he shall be made responsible if the penalty is not collectable</li> </ul>	
15	Engineering Section	<p>SriP.V.V.Satya Narayana Raju EE-II Sri Ramamohanarao, EE-I Sri D.Satya Narayana, DEE Sri Bh.Subba Rao, DEE Smt.M.V.K.Madhavi, DEE Sri M.Krishna Rao, DEE Sri S.Prabhakara Rao DEE Sri S. Prakash Rao, AE</p> <p>Sri K. Virupaksha Rao,AE</p> <p>Sri T.K.Jeeva Prasad,AE</p> <p>Sri S. Bhavani Sankar,AE</p> <p>Smt. U. Padma Sree, AE</p> <p>Smt. V. Umamaheswarai ,AE</p> <p>Sri Ch. Naga Satish, AE</p>	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• He shall have to follow the AP Municipal Corporation (Check measurements or works ) Rules, AP Municipal Corporation(Municipal Works) Rules &amp; AP Municipal Corporation Tender Rules, while discharging his official duties his execution of works and purchase of materials etc.,</li> <li>• He shall prepare the estimates, get them technical sanction get the works executed according to specification and estimates, measure and check measure of the works executed, get the works check measured by the superior officers.</li> <li>• He shall maintain water supply with proper chlorination, get the over-head tanks cleaned regularly, detect leakages of water on the pipelines and arrest these leakages</li> <li>• He shall get the drinking water checked through labs for detection of contamination of water and takes steps for avoidance</li> <li>• He shall maintain street lighting duly replacing the fused off bulbs, keep sufficient electrical material to attend the repairs</li> <li>• He shall maintain roads &amp; drains and carry out repairs for free flow of drains</li> </ul>	

			<ul style="list-style-type: none"> <li>• He shall bring to the notice of the Commissioner the condition of roads, drains and street lighting and also the amounts required for carry out the repairs.</li> </ul>	
			<p><u>Other:</u></p> <ul style="list-style-type: none"> <li>• All the matters connected with Engineering Department.</li> <li>• The Municipal Assistant Engineer shall perform the duties assigned to him by an office order issued by the Municipal Commissioner prepared in consultation to the Municipal Engineer.</li> </ul>	
16	Technical Officer Grade I	T. Giridhar Sai K.Srinivas	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• Preparation of Tender Schedules.</li> <li>• Preparation of Datas.</li> </ul>	
			<p><u>Administrative:</u></p> <ul style="list-style-type: none"> <li>• Preparation of Agreements, Verification of work bills before submitting by Municipal Engineer .</li> </ul>	
17	Work Inspectors	K. Venu N. Prabhakara rao PBV. Ramana P. Satyanarayana	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• He will assist the Asst. Engineer for formation of works. Field supervising of Roads, Drains &amp; Culvers and other works.</li> </ul>	
			<p><u>Other:</u></p> <ul style="list-style-type: none"> <li>• He shall attend to such other duties as entrusted to him by the Municipal Engineer and Municipal Commissioner.</li> </ul>	
18	Meter Reader	P. Simhachalam M.V.Ramana N.Srinivasa Rao G.K.K.V.Subrahmanyam	<p><u>Statutory:</u></p> <ul style="list-style-type: none"> <li>• He shall give tap connection from the distribution lines in respect of taps sanctioned by the Chairperson.</li> <li>• He shall disconnect taps on the orders of the Municipal Commissioner.</li> <li>• He shall detect the taps to which motors are connected unauthorizedly and report such cases to the Municipal Commissioner through Municipal Engineer for disconnection.</li> <li>• He shall have to find out the leakages all the distribution lines and wastage of drinking water in</li> </ul>	



			the public fountains etc., and report to the Municipal Engineer.	
			<u>Other:</u> <ul style="list-style-type: none"> <li>• He shall attend other duties as entrusted by the Municipal Engineer and the Commissioner</li> </ul>	
19	Tap Inspector	S. Prakash Rao	<u>Statutory:</u> <ul style="list-style-type: none"> <li>• He shall have to look after the functioning of all pumps and motors and the alternate pumps and motors installed for usage.</li> <li>• He shall ensured the proper maintains of generator attached to the head Water Works and office.</li> </ul>	
	Assistant Engineer	U. Padmasree	<u>Statutory:</u> <ul style="list-style-type: none"> <li>• He should check all the lights burning or not and take timely action for replacement.</li> <li>• He should maintain all the Mpl Institutions proper Electrification.</li> <li>• He should prepare the new proposals of Street lighting at extended areas.</li> </ul>	
			<u>Other:</u> <ul style="list-style-type: none"> <li>• He shall attend to any other duty entrusted to him by the Municipal Engineer/Commissioner</li> </ul>	
20	Town Planning	K.Sri Ramya, TPS S.Janikivalli Priya, TPS-V K.BalaSubrahmanyam TPS-III M.V. Ramana T.P.S.- IV T.Nagendra Mani Ram T.P.B.O.- V.Rama Mohana Rao, Tracer	<u>Statutory:</u> <ul style="list-style-type: none"> <li>• He shall scrutinize the building applications received with plans, verify them with reference to the rules in force and recommend for sanction or refusal permission by the Commissioner.</li> <li>• He shall detect unauthorized constructions in deviation of approved plans and take suitable action.</li> <li>• He shall forward layout proposals to the DTCP, Hyderabad with his remarks and endorsement by the Commissioner.</li> <li>• He shall encroachments and classify them suitably, remove objectionable encroachments and collect encroachment fee with the approval of the Commissioner.</li> </ul>	

			<ul style="list-style-type: none"> <li>• He shall accord permission for erection of advertisements remove unauthorized advertisements and collect advertisement tax.</li> <li>• He shall collect encroachment fee, fee/tax/charges payable by the cable TV. operators and advertisement tax before the end of financial year.</li> </ul>	
			<u>Administrative:</u> <ul style="list-style-type: none"> <li>• Collection of Adv. Tax and Encroachment Fee.</li> </ul>	
			<u>Other:</u> <ul style="list-style-type: none"> <li>• He shall attend all other matters connected with town planning section and works entrusted to him by the Municipal Commissioner.</li> </ul>	
21	Public Health	<p>D.V.V.Subrahmanyam, Sanitary Supervisor</p> <p>T.Prasad, S.I V. Lazar, S.I V.Rajendra Prasad, S.I SK. Jilani, S.I Ch. Nageswara Rao, S.I B. Rama Krishna, S.I M. Rambabu, S.I G. Bhamachandra Rao, S.I G.Satheppa Naidu, S.I Y.R.L.Reddy, S.I V. Ravindra, S.I M.Subbarao, S.I K.Satyanarayana, S.I</p>	<u>Statutory:</u> <ul style="list-style-type: none"> <li>• He shall maintain sanitation in the town, including public and private markets and slaughter houses</li> <li>• He shall supervise the sanitation work i.e., cleaning of streets and drains, lifting of garbage and ensure that PH Workers remain in duty during working hours</li> <li>• He shall maintain special sanitation and implement preventive measures during out break of epidemics</li> <li>• He shall implement all Govt., programs connected with sanitation, family planning, pulse polio, vaccination etc.,</li> <li>• He shall lift the food samples.</li> <li>• He shall implement the provisions of A.P.MUNICIPAL CORPORATIONS ACT, Public Health Act, 1939, Places of Public Resorts, 1818 and Cinematography Act, 1918</li> <li>• He shall take the attendance of PH Workers every day from 5.30 a.m to 6.00 a.m., and from 1.30 p.m., to 2.00 .p.m.,</li> </ul>	
			<u>Other:</u>	

			<ul style="list-style-type: none"> <li>• He shall follow the instruction of the Commissioner from time to time</li> </ul>	
22	Public Health	G.V.V.S.S. Manikyala Rao, H.A K. Sudarsana Rao, H.A A.S.S. Satyanarayana, H.A N.S.V. Srinivasa Rao, H.A G. Dharmaji, H.A P.Radha Krishna, H.A S.Satyanarayana, H.A S.Sathibabu, H.A M.V.V.Prasad, H.A M.Vijaya Kumar, H.A	<u>Statutory:</u> <ul style="list-style-type: none"> <li>• He shall registered Births &amp; Deaths and prepare extract of Births &amp; Deaths.</li> <li>• He shall attend to vaccination work.</li> <li>• He shall attend to control and preventive measure and surveillance during emergency in case of outbreak of epidemic .</li> <li>• He shall implement all Government programme connected with Births &amp; Deaths and Vaccination</li> </ul>	

## 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 & functionaries are be digitised through a chain of innovative eGovernance initiatives of the Urban Development Department. Through this, all the varied modes of governance namely,

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

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

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

### **Channels of Supervision and Accountability:**

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

## **CHAPTER-V – Norms for discharge of functions**

### **Section 4 (1) (b) (iv)**

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

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

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.kakinda.cdma.ap.gov.in](http://www.kakinda.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 KAKINADA 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.Siva Parvathi	Commissioner
2	K.Ramesh Kumar	Deputy Commissioner
3	K.T.Sudhakar	Secretary
4	C.Vijay Kumar	Superintending
5	P.V.V.Satyanarayana	Executive Engineer
6	S.Rama Mohana Rao	Executive Engineer
7	Bh. Subbarao	D.E.E - Civil
8	S. Prabhakara Rao	D.E.E - Water Supply
9	D. Satyanarayana	D.E.E - Civil
10	K. Rajesh Chandra	D.E.E - (Elect &
11	M.V.K. Madhavi	D.E.E - MSW
12	M. Krishna	D.E.E - Civil
13	SK. Kaleesha	City Planner
14	Y.Siva Nageswara Rao	Asst. Ciyt Planner
15	Y.Anantha Kumar	Municipal Health
16	K. Satyanarayana	Manager
17	K.Sandya Rani	Jr.Accounts Officer
18	A. Samuel	Revenue Officer
19	D.V.S.N.Murthy	Revenue Officer
20	N. Bhaskara rao	Town Project Officer
21	M.S.Nirmala Kumari	Superintendent
22	K.S.Sireesh Kumar	Superintendent
23	Ch.V.Ramana	Superintendent
24	P.N.Varma	Superintendent
25	M.V.N.Jayaram	Superintendent
26	G.Durga Rao	Superintendent
27	G.Subrahmanyam	Superintendent

**Section 4 (1) (b) (x)**

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

<b>Sl.No</b>	<b>Name of the Individual</b>	<b>Designation</b>	<b>Amount drawn per month (Rs.)</b>
1	K.Siva Parvathi	Commissioner	135735
2	K.Ramesh Kumar	Dy.Commissioner	95919
3	K.T.Sudhakar	Secretary	84733
4	K. SATYANARAYANA	Manager	90054
5	A. SAMUEL	R.O - I	90039
6	D.V.S.N. MURTHY	R.O - II	81350
7	K.S.SIRISH KUMAR	Supdt	73281
8	M.S.NIRMALA KUMARI	Supdt	73426
9	CH.V.V.RAMANA	Supdt	71439
10	GADA DURGA RAO	Supdt	45026
11	P.N. VARMA	Supdt	64394
12	M.V.N.JAYARAM	Supdt	73301
13	G.SUBRAHMANYAM	Supdt	67762
14	S.V.S.PHANI KUMARI	Sr.ASST	59263
15	T.ADHISESHAYYA	Sr.ASST	0
16	K.VARAPRASADA RAO	Sr.ASST	51612
17	B.RAMARAO	Sr.ASST	69516
18	S.SEETHARAM	Sr.ASST	53075
19	P.SUDHAKARA RAO	Sr.ASST	0
20	K.S.PRAKASH	Sr.ASST	47565
21	K.VENKATESWARA RAO	Sr.ASST	50223
22	M.V.RAMA SASTRY	Sr.ASST	53200
23	D.LAKSHMI	Sr.ASST	67762
24	D.KAMESWARI ROOPA	Sr.ASST	39153
25	A.S. SEETARAM	Sr.ASST	57727
26	K.SARADA DEVI	Sr.ASST	59263
27	G.V.S.N.KUMAR	Sr.ASST	45151
28	O.V.M.SUBBARAO	Sr.ASST	48874
29	B.RAMESH	Sr.ASST	42612
30	P.RAMA MOHAN RAO	Sr.ASST	47525
31	CH. JOHN PAUL	Jr.ASST	39153
32	G. AYODHYA RAM	Jr.ASST	38074
33	K. VENKANNA DORA	Jr.ASST	31286
34	R. GOVINDA RAJU	Jr.ASST	56125
35	CH. BAGYA LAKSHMI	Jr.ASST	38074
36	A.B.S.S.PRASAD	Jr.ASST	42612
37	S.VARAHALA RAO	Jr.ASST	57707
38	CH. SRIDHAR	Jr.ASST	43901



39	G.M.P.SWAROOP	Jr.ASST	34013
40	P.V.SATYA PRASAD	Jr.ASST	62529
41	D.S.R.RAVI SANKAR	Jr.ASST	31798
42	P.MANIKYA SILPA	Jr.Asst	27992
43	D.SAI PAVANI	Jr.Asst	29610
44	M.ANIL	Jr.Asst	29610
45	K.NARESH	Jr.Asst	26429
46	N.JOY	Jr.Asst	57687
47	P.ASHOK KANNARAO	Jr.Asst	26429
48	Y.SWATHI	Jr.Asst	25705
49	R.BHARGAV	Jr.Asst	24981
50	B,Sarath Chandra	Jr.Asst	24257
51	G.Veera Prasad	Jr.Asst	24257
52	P.JASPER	Jr.ASST	51572
53	S.V.Subba Lakshmi	Jr.ASST	39153
54	M.Veera Venkatesh	Jr.ASST	24257
55	K.Rajesh Reddy	Jr.ASST	23489
56	G.Indira	Jr.ASST	23489
57	V.M.B.Tejaswi	Jr.ASST	23489
58	K. SATISH BABU	TYPIST	40703
59	V.V.S. PRAKASH	TYPIST	45226
60	R.RAMA KRISHNA	Reg Writer	45026
61	A.GOVINDARAJU	Rec.Asst	48874
62	G.SRINIVASA RAO	Rec.Asst	39153
63	G.SATYA PRAKASH	Rec.Asst	57687
64	R.UMADEVI	Rec.Asst	60839
65	N.ESWARA RAO	Rec.Asst	54663
66	CH.S.S. RAMA KRISHNA	Rec.Asst	60854
67	CH. VISWESWARA RAO	Rec.Asst	48874
68	M.V.V. SATYANARAYANA	Rec.Asst	0
69	P.GOPI SANKAR	Rec.Asst	41397
70	N.DYVA KRUPAKARA RAO	Rec.Asst	59278
71	KONA SRINIVASARAO	Rec.Asst	51572
72	D.VIJAYA LAKSHMI	Rec.Asst	46275
73	CH.RAVINDRA BABU	REC.ASST	0
74	C. VIJAYAKUMAR	SUPERINTENDING	132892
75	P.V.V.SATYANARAYANA RAJU	EXECUTIVE ENGINEER	104659
76	BH. SUBBA RAO	DY. EXECUTIVE	75182
77	M. KRISHNA RAO,	DY. EXECUTIVE	73251
78	S.PRABHAKARA RAO	DY. EXECUTIVE	119170
79	M.V.K. MADHAVI	DY. EXECUTIVE	71319
80	D.SATYANARAYANA	DY. EXECUTIVE	60839
81	S. PRAKASA RAO	ASSISTANT ENGINEER	85584
82	CH.NARAYANA	ASSISTANT ENGINEER	53193

83	S.BHAVANI SHANKAR	ASSISTANT ENGINEER	81455
84	U.PADMA SREE	ASSISTANT ENGINEER	48874
85	T.KRISHNA JEEVA PRASAD	ASSISTANT ENGINEER	47525
86	K.VIRUPAKSHA RAO	ASSISTANT ENGINEER	48874
87	CH. NAGA SATISH	ASSISTANT ENGINEER	53035
88	T.GIRIDHAR SAI	TECHNICAL OFFICER	94784
89	K. SRINIVAS	TECHNICAL OFFICER	71290
90	N. PRABHAKAR RAO	WORK INSPECTOR	62579
91	P. SUBBA RAO	ELECTRICIANS	85624
92	N. BABURAO	DRIVER	66309
93	D. RAJU	DRIVER	56400
94	P. SIMHACHALAM	TAP INSPECTOR	59338
95	G.L.K.V. SUBRAHMANYAM	FITTER	46325
96	M. VENKATA RAMANA	METER MACHANIC	56175
97	N. SRINIVASA RAO	METER READER	42687
98	K. VENU	WORK INSPECTOR	60864
99	P.SATYANARAYANA	WORK INSPECTOR	59328
100	P.B.V.V. RAMANA	WORK INSPECTOR	38074
101	Shaik Kalesha	Asst.City Planner	85709
102	Y.Sivanageswara Rao	Asst.City Planner	79337
103	K.Bala Subrahmanyam	Town Planning Supervisor	59263
104	M.V.Ramana	Town Planning Supervisor	46465
105	S.J.V.Priya	Town Planning Supervisor	45026
106	K.Sri Ramya	Town Planning Supervisor	36201
107	V.Rama Mohana Rao	Traser	59303
108	T.N.Mani Ram	TPBO	34013
109	FAHIMA FATHIMA	M.Officer	132892
110	G.B.SHEERIE	M.Officer	115241
111	DVV.SUBRAHMANYAM	S.S	102325
112	CH. NAGESWARA RAO	S.I.	56275
113	G. BHEEMA CHANDRA RAO	S.I.	83538
114	G. SATHEPPA NAIDU	S.I.	88004
115	M. RAMBABU	S.I.	62694
116	P. RAVI VARMA	S.I.	56275
117	SK. JILANI	S.I.	67892
118	T. PRASAD	S.I.	69741
119	V. RAVINDRA	S.I.	56335
120	V. LAZAR	S.I.	62679
121	B. RAMAKRISHNA	S.I.	59413
122	Y.R.L. REDDY	S.I.	53185
123	M. SUBBA RAO	S.I.	64344
124	K. SATYANARAYANA	S.I.	48984
125	V. RAJENDRA PRASAD	S.I.	51682
126	A.S.S.SATYANARAYANA	H.A.	48984

127	G.V.S.S. MANIKYALA RAO	H.A.	51682
128	K SUDARSANA RAO	H.A.	39263
129	N.S.V. SRINIVASA RAO	H.A.	43886
130	G.DHARMAJI	H.A.	42722
131	P. RADHA KRISHNA	H.A.	42727
132	S. SATHI BABU	H.A.	36116
133	SADI SATYANARAYANA	H.A.	37005
134	M.V.V.V.PRASAD	H.A.	43776
135	M.VIJAY KUMAR	H.A.	43776
136	A. NAMASIVAYA	S.M.	60969
137	A. RATNA KUMAR	S.M.	56240
138	A. SATHI BABU	S.M.	36116
139	B. SATYANARAYANA	S.M.	56225
140	D. CHAITANYA	S.M.	29725
141	D.V. PRASADA RAO	S.M.	62644
142	K.SRINIVASA RAO	S.M.	62644
143	M. SIVA KUMAR	S.M.	56240
144	MD. HUSSAN KHAN	S.M.	45141
145	S.V.V.S SARMA	S.M.	51687
146	YERRA DURGA RAO	S.M.	27261
147	G.NAGESWARA RAO	S.M.	56160
148	R.SRINIVASA RAO	S.M.	56110
149	K.GOVINDU	S.M.	51572
150	N.SUNDARA RAO	S.M.	54663
151	KILLADI PRABHAKARA RAO	S.M.	57712
152	VARREY CHAKRAVARTHI	S.M.	50233
153	KAKADA SURYANARAYANA	S.M.	48884
154	EEGALA GANGADHARA RAO	S.M.	42622
155	N.VEERRAJU	S.M.	24332
156	N.Bhaskara Rao	TPRO	73386

**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.**

<b>(Rs. In lakhs)</b>					
<b>Agency</b>	<b>Programme / Scheme/Project/ Activity purpose for which budget is allocated</b>	<b>Amount released last year</b>	<b>Amount spent last year</b>	<b>Budget allocate current year</b>	<b>Budget released current year</b>
<b>Budget available in Kakinada Municipal Corporation Website</b>					

**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.Ramesh Kumar Dy.Commissioner	Appellate Authority	9949921555	Municipal Corporation, Kakinada
2	K.Satyanarayana Manager	Public Information Officer	9849907084	
3	K.S.Prakash Senior Assistant	Assistant Public Information Officer	917778879	

## CHAPTER-XII – Other Information

### Section 4 (1) (b) (xvii)

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

- NIL -