

INFORMATION HANDBOOK

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



MADANAPALLE MUNICIPALITY

Chittoor District, Andhra Pradesh

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

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

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PREFACE

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

1.1. 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.

1.2 TARGETED USERS

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

1.1. 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	Sri.P.Bhavani Prasad, Commissioner	Appellate Authority	9849905867	Avenue Road ,Opp JCM Church , Madanapalle Municipality,
2	Sri.N.Rambabu Manager.	Public Information Officer	9849908176	
3	Smt.M.Reddeswari, Sr Assistant	Assistant Public Information Officer	9491660284	

1.2. PROCEDURE FOR OBTAINING INFORMATION.

The information request shall be made in writing. The information request can be in one of the following two 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	Madanapalle Municipality	Avenue Road ,Opp JCM Church Madanapalle Municipality	To provide better civic amenities to the public in the limits of the Municipality. Such as Town Planning approvals, providing of Roads and Drains, Public Health, Sanitations, Conservancy, Water Supply, Street Lights, Parks Primary and Secondary Educations and Play Grounds and Solid WasteManagements, slums,improvements and Up gradation and Urban Poverty elevation	<ul style="list-style-type: none"> ➤ Fixation and collections of Property / Water/ V.L.T. Taxes ➤ Errection of substantial boundary marks ➤ Watering, Scavenging and cleaning of the Public Streets ➤ Constructions maintenances and cleaning of Drains and Drainage Works ➤ Provide lighting to the Public Buildings, Public Parks Streets and Markets ➤ Naming and Numbering to the Streets and Public Places ➤ Constructions and Regulation of Markets and

				<p>Slaughters Houses</p> <ul style="list-style-type: none"> ➤ Immunization for preventing spread of Diseases ➤ Registrations of Births and Deaths ➤ Constructions and maintenance and alteration of places, culverts and roads etc., ➤ Anti larval Operations ➤ Issue of Tap Connections and provide Drinking Water facility to the Public ➤ Maintenance of Reading Rooms ➤ Improvement of City in all aspects ➤ Provision and maintenance of Public Parks, Gardens and Play Ground etc., ➤ Issue of Trade License ➤ Implementation of various schemes of the Government ➤ Issue of Building Plans and Obstructing Unauthorized Constructions ➤ Provision of Education to the
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				<p>Children of Municipality limits</p> <ul style="list-style-type: none"> ➤ Maintenance of Burial Grounds ➤ Vital Statistics ➤ Community Development Activities in Slums ➤ Implementation of Master Plan ➤ Collection of Advertisement Tax ➤ Junction improvements ➤ Protection of Layout Open Spaces ➤ Issuing of permission for installations ➤ Preparation of General Town Planning (G.T.P.) Scheme. ➤ Preparation of Road Development Plans ➤ Development of Slums ➤ Alienation and Acquisition of Lands ➤ Scrutiny of Layouts ➤ Change of Land Uses ➤ Census ➤ Extensions of Municipal Limits. <p>Ward Divisions</p>
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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

Sl.No	Name of the Officer/ Employee	Designation	Duties allotted	Powers
1	Sri.P.Bhavani Prasad, Commissioner.	Municipal Commissioner	i) Carry into effect all the resolutions of the Council. ii) Furnish to the Council such periodical reports regarding the progress made in carrying out the resolutions of the council. iii) Exercise the executive power for the purpose of carrying out the provisions of the APM Act, 1965. iv) Exercise disciplinary control over the employees of the Municipal Council. v) Exercise all powers in relation to the collection of taxes and fees, the licenses and the removal of encroachments. vi) He shall be in-charge of the Office of the Municipality and have custody of the Municipal Records. vii) Inspect the places of entertainment such as Cinema Halls etc.,	
		Administrative:	i) Exercise all the powers and perform all the functions specially conferred or imposed under the APM Act, 1965	

		Financial	<ul style="list-style-type: none"> i) Exercise powers to incurred in each case contingences expenditure incidental to the Municipal Administration, not exceeding Rs.1500/- ii) He is the Drawing and Disbursing Officer 	
		Other	<ul style="list-style-type: none"> i) 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., ii) Issue of layout permission, regularization of unauthorized hoardings, implementation of development schemes, implementation of urban poverty alleviation scheme, issue of Birth & 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., iii) He is Election Officer for Municipal Elections. 	
2	Sri.N.Rambabu(Manager)	Manager	<ul style="list-style-type: none"> i) Exercise the general supervision over the administrative section. ii) He shall perform all the duties of the Revenue Officer, where the post 	

			of Revenue Officer is not sanctioned.	
		Administrative	<p>i) To receive the Court summons in the name of the Commissioner, checking of the Personal Registers, periodical register, to close the attendance register of the staff in time, to watch incoming reminders from the Govt/C&DMA/Collector & District Magistrate etc.,, to check the dispatch register, stamp account, distribution register and fair copy register, verify the credit of cheques received the adjustment made and attest the entries in the register of cheque register also to check petty cash book, permanent advance register daily chitta, cash and arrange to keep it in safe custody and remittance of the amount so received as is the custodian of one key out of double lock system of cash chest.</p> <p>ii) To send the files to the Commissioner after thorough verification relating in to administrative section.</p>	
		Financial:	<p>i) He shall daily check the cash received and un -disbursed and</p>	

			<p>satisfy himself that the total cash is available and then lock the chest at the time of closure of office.</p> <p>ii) The Manager is responsible for missing or misappropriation of money received in the Municipal Treasury</p>	
		Other	<p>i) He has to assist the Municipal Commissioner in the preparation of the rough agenda to the Council meeting, fair copying the agenda after seen by the Chairperson and also for proper service of the agenda to all the members of the Council including the Ex-Officio members, Co-opted members within the stipulated time as laid down APM Act, 1965.</p>	
3	Smt.Sravani ,	Senior Accountant	<p>i) Preparation of Budget Estimate Monthly & Annual Accounts</p> <p>ii) He shall verify whether the posts for which salaries are claimed are covered by sanction orders of competent authority.</p> <p>iii) Maintenance of Investments Register, Reconciliation of Cash Book with Treasury Pass Book</p>	

			<p>and Bank Pass Book or Ledger.</p> <p>iv) Conducting of Annual Audit to the Annual Accounts with the Audit Departments.</p> <p>v) She shall verify whether all recoveries like festival advance etc., recovery orders passed by the Municipal Commissioner or Higher Competent authority have been effected or not</p> <p>vi) she shall all verify whether the employee is on duty during the entire month are on E.L./HPL/EOL, and if on leave whether such leaves are sanctioned by the competent authority and whether the claim is for salary or leave salaries</p>	
5	<p>Sri J.Syam Raju, Smt M.Reddeeswari, Sri A.N Jnaparakash, Smt P.Anuradha, Sri N.Jayaprakash,</p>	<p>Senior Assistants</p>	<p>i) Both are attending at least 15 currents per day.</p> <p>ii) Both should register the currents received by them in the personal register on the same day and attend to urgent references on the same day. Papers of the ordinary nature should be attended by him within (3) days.</p> <p>iii) Both were give top</p>	

			priority to the references received from CM's Cell/ C&DMA, RDMA, Courts of Law and on LAQ's	
		Administrative	--	
		Financial	--	
		Other	i) Both were submit personal registers regularly for check of the section heads	
6	<p>1) Smt.Vennala veni Bandi</p> <p>2) Smt Munni venkatappa.</p> <p>3) Sri.srinivasulu k,</p> <p>4) Sri vijayababu B,</p> <p>5) Sri Ratna B,</p> <p>6) Sri B. Rama murthy,</p>	Junior Assistants	<p>i) Both are attend at least 15 currents per day.</p> <p>ii) Both should register the currents received by them in the personal register on the same day and attend to urgent references on the same day. Papers of the ordinary nature should be attended by him within (3) days.</p> <p>iii) both were give top priority to the references received from CM's Cell/ C&DMA, RDMA, Courts of Law and on LAQ's</p>	
		Administrative	--	
		Financial	--	
		Other	i) bothweresubmit personal registers regularly for check of the section heads	

7	Smt G.Pallavi	Revenue Officer,	<ul style="list-style-type: none"> i) She is 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. ii) She is collecting 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. iii) She has taken action to effect distraints through warrants against defaulters tax and file prosecutions as per the provision of the act. iv) She fixed the targets among the bill collectors and ensure 100% collection of taxes in each half year. v) She ensure that all the notices and bills are served on the tax payers by the end of May for the 1st half year and by the end of November for the 	
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			<p>2nd half year.</p> <p>vi) She also see that all the demand notices are handed over to the Bill Collector by 15th April, & 15th October respectively</p> <p>vii) She also assist the Commissioner at the time of disposal revision petitions, grant of vacancy petitions to take actions of the markets, slaughter houses, shop rooms etc.,</p> <p>viii) She attends the Courts on behalf of the Commissioner in tax suites.</p> <p>ix) She also check the outstanding bills, arrears as well as current ones in the month, if any defalcation funds his noticed the Revenue Inspector shall be made responsible along with the bill collector and clerk concerned.</p> <p>x) He shall ensure that no under assessed or un assessed structure/buildings in the town.</p> <p>xi) She will take action for disconnection of essential services to the houses of defaulting tax payers.</p>	
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		Administrative	<p>She also assist the Commissioner for issue of the extract of the demand registers, and valuation certificates as per the provisions of the APM Act, 1965</p> <p>i) She conduct test check up of the demand notices, receipts and memoranda and verification of receipts given to tax payers, as per the provision of the APM Act, 1965.</p>	
		Financial	--	
		Other	--	
8	<p>1) SRI NAGENDRA RAJU</p> <p>2) SRI G GURAVIAH</p>	Bill Collectors	<p>i) He shall ensure that all notices and bills shall be served on all the tax payers by the end of May for the 1st half year and by the end of November 2nd half year.</p> <p>ii) He shall ensure cent percent collection of taxes, water charges and other taxes/fees/charges/ other amounts in each half year and as per the targets given to him</p> <p>iii) He shall see that no under assessed or un assessed buildings in the revenue wards allotted to him</p>	

		Administrative	<p>i) He shall submit dairy to the Municipal Commissioner through the R.I/M.R.O/Manager</p> <p>ii) He shall put up monthly lists through the Revenue Inspector and responsible for any others in the lists</p> <p>iii) He shall collect interest in case of failure to pay property tax within the due date and he shall be made responsible if the penalty is not collectable</p>	
		Financial	--	
		Other	--	
9	<p>Sri Mahesh Srinivasa</p> <p>Sri Gopinath k ,</p> <p>Kumari Sneha priya,</p> <p>Kumari sirisha bandapalle</p>	<p>Deputy Executive Engineer</p> <p>Municipal Assistant Engineers</p>	<p>i) He shall have to follow the AP Municipalities (Check measurements or works) Rules, 1972, AP Municipalities (Municipal Works) Rules, 1965 & AP Municipalities Tender Rules, 1967 while discharging his official duties his execution of works and purchase of materials etc.,</p> <p>ii) He shall prepare the estimates, get them technical sanction get the works executed according to specification and estimates, measure</p>	

			<p>and check measure of the works executed, get the works check measured by the superior officers.</p> <p>iii) He shall maintain water supply with proper chlorination, get the over-head tanks cleaned regularly, detect leakages of water on the pipelines and arrest these leakages</p> <p>iv) He shall get the drinking water checked through labs for detection of contamination of water and takes steps for avoidance</p> <p>v) He shall maintain street lighting duly replacing the fused off bulbs, keep sufficient electrical material to attend the repairs</p> <p>vi) He shall maintain roads & drains and carry out repairs for free flow of drains</p> <p>vii) He shall bring to the notice of the Commissioner the condition of roads, drains and street lighting and also the amounts required for carry out the repairs.</p>	
		Administrative	--	

		Financial	--	
		Other	<ul style="list-style-type: none"> i) All the matters connected with Engineering Department. ii) 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. 	
10	Work Inspector	Statutory	<ul style="list-style-type: none"> i) He shall prepare the estimates and tender notices ii) He shall prepare to comparative statement of the tenders received 	
		Administrative		
		Financial		
		Other	<ul style="list-style-type: none"> i) He shall attend to such other duties as entrusted to him by the Municipal Engineer and Municipal Commissioner. 	
11	--	Fitter I/c	<ul style="list-style-type: none"> i) He shall give tap connection from the distribution lines in respect of taps sanctioned by the Chairperson. ii) He shall disconnect taps on the orders of 	

			<p>the Municipal Commissioner.</p> <p>iii) He shall detect the taps to which motors are connected unauthorizably and report such cases to the Municipal Commissioner through Municipal Engineer for disconnection.</p> <p>iv) He shall have to find out the leakages all the distribution lines and wastage of drinking water in the public fountains etc., and report to the Municipal Engineer.</p>	
		Administrative	--	
		Financial	--	
		Other	<p>i) He shall attend other duties as entrusted by the Municipal Engineer and the Commissioner.</p>	
12	Electrician (Water Supply)	Statutory	<p>i) He shall have to look after the functioning of all pumps and motors and the alternate pumps and motors installed for usage.</p> <p>ii) He shall ensured the proper maintains of generator attached to the head quarters and office.</p>	

		Administrative	--	
		Financial	--	
		Other	--	
13	--	Electrician	i) He shall should check all the whether all the lights burning or not and take timely action for replacement.	
		Administrative		
		Financial		
		Other	i) He shall attend to any other duty entrusted to him by the Municipal Engineer/Commissioner	
14	1) sri Madhu Sudhana 2) V.Krishna Samudram, 1)Sri V.S.M.Narasimiha 2)sri Vamsi Aeturi	Town Planning Officers Town Planning Supervisor Town Planning Building	i) He shall scrutinize the building applications received with plans, verify them with reference to the rules in force and recommend for sanction or refusal permission by the Commissioner. ii) He shall detect unauthorized constructions in deviation of approved plans and take suitable action. iii) He shall forward layout proposals to the DTCP, Hyderabad with his	

		Overseer	<p>remarks and endorsement by the Commissioner.</p> <p>iv) He shall encroachments and classify them suitably, remove objectionable encroachments and collect encroachment fee with the approval of the Commissioner.</p> <p>v) He shall accord permission for erection of advertisements remove unauthorized advertisements and collect advertisement tax.</p> <p>vi) He shall collect encroachment fee, fee/tax/charges payable by the cable t.v. operators and advertisement tax before the end of financial year.</p>	
		Administrative		
		Financial		
		Other	<p>i) He shall attend all other matters connected with town planning section and works entrusted to him by the Municipal Commissioner.</p>	
15	1) Sri Muralidhar T	Sanitary Inspectors	<p>i) He shall maintain sanitation in the town, including</p>	

	2) Sri jayachandra Chary		<p>public and private markets and slaughter houses</p> <p>ii) He shall supervise the sanitation work i.e., cleaning of streets and drains, lifting of garbage and ensure that PH Workers remain in duty during working hours</p> <p>iii) He shall maintain special sanitation and implement preventive measures during out break of epidemics</p> <p>iv) He shall implement all Govt., programs connected with sanitation, family planning, pulse polio, vaccination etc.,</p> <p>v) He shall lift the food samples.</p> <p>vi) He shall implement the provisions of APM Act, 1965, Public Health Act, 1939, Places of Public Resorts, 1818 and Cinematography Act, 1918</p> <p>vii) He shall take the attendance of PH Workers every day from 5.30 a.m to</p>	
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			6.00 a.m., and from 1.30 p.m., to 2.00 .p.m.,	
		Administrative	--	
		Financial	--	
		Other	i) He shall follow the instruction of the Commissioner from time to time	
16	--	Assistant Statistical Officer Health Assistants	i) He shall registered Births & Deaths and prepare extract of Births & Deaths. ii) He shall attend to vaccination work. iii) He shall attend to control and preventive measure and surveillance during emergency in case of out break of epidemic . iv) He shall implement all Government programme connected with Births & Deaths and Vaccination	

CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

(Including Channels of Supervision and Accountability)

Section 4 (1) (b) (iii) of RTI Act

Citizen can avail all the Municipal Services & raise Grievances regarding Municipal Service Delivery through Citizen Service Centres(CSC) located within the ULB. On receipt of the same the Unique ID will be generated by the system and the system automatically sends to the Officers concerned.

The concerned

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

The entire workflow of ULB functions & functionaries are 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.

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 	Approval from Government/ Heads of Departments/ Panel Committee's/ Contract Committee/ Municipal Council	Government/ Heads of Departments/ Panel Committee's/ Contract Committee/ Municipal

	<p>the departments</p> <ol style="list-style-type: none"> 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 		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

CHAPTER-V – NORMS FOR DISCHARGE OF FUNCTIONS

Section 4 (1) (b) (iv)

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 _____ 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.madanapalle.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 Madanapalle Municipality 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	„

CHAPTER-VIII – Public consultation for policy formulation

Section 4 (1) (b) (vii)

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

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

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

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.

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 Member	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 appoint employees	Minutes of the meeting are accessible to public
Contract Committee	Chairperson, Municipal Commissioner and certain Ward Members	To approve the tenders received	Minutes of the meeting are accessible to public

CHAPTER-X - Directory of Officers and Employees
Section 4 (1) (b) (ix)

The Directory of Officers and Employees

LIST OF OFFICIALS CELL PHONE NUMBERS

S.No.	Name of the Cell Phone Holder	Designation	Cell No.
1	Sri. P.Bhavani Prasad	Commissioner	9849905867
2	Sri. N.Rambabu	Manager	9849908176
3	Sri. J.Syamaraju	Senior Assistant	9291637364
4	Smt. P.Anu Radha	Senior Assistant	9182900235
5	Smt Reddeeswari Majjiga	Senior Assistant	9491660284
6	Sri. G.Rama Kirshnan	Attender	--
7	Sri Krishna Naik Korra	TPCW	--
8	Sri. Bangarupalyam	TPCW	9493775508
9	Sri. Reddy Meeran Shaik	PHM	
10	Smt. Reddappa Kommu	PHM	
11	Sri Venkataramana B	Driver	
12	Sri Krishnappa Majjiga	Driver	9959501884
13	Sri.N.Nagaraja rao	Cleaner	9908511508
14	Sri.Nagaraja gowda	LS	
15	Sri. Bantrathu	WTWM	
16	Smt Mallela Kusalauna	WTWM	9703596833
17	Sri.Jogappogari Sudhakar	WTWM	
18	Smt Tammidi Adilakshmi	WTWM	9000079860
19	Sri Jagannadam Balajirao	Electrician	
20	Sri. Venkata ramaiah	WTWM	

21	Sri Gnanaprakash	Senior Assistant	
22	Sri. Shankar	WTWM	9502672012
23	Smt. Jahedabea	Gardener	9985142012
24	Sri. Nagaraju V	Driver	9052912857
25	Sri. Venugopal M	Driver	
26	Sri Venkataramana Gadhi	WTWM	9490923232
27	Sri. Krishnamurthy Chede	Helper	9966840658
28	Sri Venugopal Rathakonda	Attender	
29	Sri. Ramanujulu Samaraju	Helper	9908578177
30	Sri Krishna Reddy K	Helper	9494730099
31	Sri T Rnaga chari	Fitter	
32	Sri Vamsi Aeturi	TPS	
33	Smt Sravani Ganathipalli	Senior Assistant	
34	Sri Muralidhar T	SI	
35	Smt Vennalaveni Bandi	Junior Assistant	
36	Sri.Sambasivamurthy	HA	8328004166
37	Sri Munni Venkatappa	Junior Assistant	
38	Sri Narendra raju	Bill Collector	
39	Sri Srinivasulu K	Junior Assistant	
40	Sri Jayaprakash Nagari	Senior Assistant	
41	Sri V.S.M Narasimhamurthy	TPS	
42	Sri Syed Vali shaik	UDRI	
43	Sri Mahesh Srinivasa	Deputy Executive Engineer	9398012414
44	Sri Gopinath K	Assistant Engineer	
45	Sri Jaya Chandra chari	SI	
46	Sri Vijayababu V	Junior Assistant	
47	Sri. G.Guravaiah	Bill Collector	

48	Sri. Rathna B	Junior Assistant	8008358154
49	Sri. B.Ramamurthy	Junior Assistant	
50	Sri. Madhusudhana	TPO	
51	Smt G.Pallavi	RO	
52	Kum Sneha Priya	MAE	
53	Kum Sirisha Bandapalle	MAE	

Section4 (1) (b) (x)**Monthly Remuneration Received by Each Officer and Employees, including the System of Compensation as Provided in Its Regulation.**

Sl.No	Name of the Employee	Designation	Monthly Remuneration including its composition	System of compensation to determine remuneration as given in regulation
1	Sri. P.Bhavani Prasad	Commissioner	0.00	
2	Sri. N.Rambabu	Manager	86013.00	
3	Sri. J.Syamaraju	Senior Assistant	0.00	
4	Smt. P.Anu Radha	Senior Assistant	0.00	
5	Smt Reddeeswari Majjiga	Senior Assistant	44146.00	
6	Sri. G.Rama Kirshnan	Attender	0.00	
7	Sri Krishna Naik Korra	TPCW	52066.00	
8	Sri. Bangarupalyam	TPCW	33363.00	
9	Sri. Reddy Meeran Shaik	PHM	56567.00	
10	Smt. Reddappa Kommu	PHM	27450.00	
11	Sri Venkataramana B	Driver	58352.00	
12	Sri Krishnappa Majjiga	Driver	58352.00	
13	Sri.N.Nagaraja rao	Cleaner	52051.00	
14	Sri.Nagaraja gowda	LS	58002.00	
15	Sri. Bantrathu	WTWM	40625.00	
16	Smt Mallela Kusalauna	WTWM	40625.00	
17	Sri.Jogappogari Sudhakar	WTWM	0.00	
18	Smt Tammidi Adilakshmi	WTWM	32884.00	
19	SriJagannadam Balajirao	Electrician	37348.00	

20	Sri. Venkata ramaiah	WTWM	0.00	
21	Sri Gnanaprakash	Senior Assistant	36311.00	
22	Sri. Shankar	WTWM	40625.00	
23	Smt. Jahedabea	Gardener	47941.00	
24	Sri. Nagaraju V	Driver	0.000	
25	Sri. Venugopal M	Driver	44496.00	
26	Sri Venkataramana Gadhi	WTWM	24421.00	
27	Sri. Krishnamurthy Chede	Helper	38386.00	
28	Sri Venugopal Rathakonda	Attender	38386.00	
29	Sri. Ramanujulu Samaraju	Helper	38386.00	
30	Sri Krishna Reddy K	Helper	38386.00	
31	Sri T Rnaga chari	Fitter	40855.00	
32	Sri Vamsi Aeturi	TPS	42946.00	
33	Smt Sravani Ganathipalli	Senior Assistant	35274.00	
34	Sri Muralidhar T	SI	0.00	
35	Smt Vennalaveni Bandi	Junior Assistant	22387.00	
36	Sri.Sambasivamurthy	HA	39505.00	
37	Sri Munni Venkatappa	Junior Assistant	40625.00	
38	Sri Narendra raju	Bill Collector	0.00	
39	Sri Srinivasulu K	Junior Assistant	0.00	
40	Sri Jayaprakash Nagari	Senior Assistant	37348.00	
41	Sri V.S.M Narasimhamurthy	TPS	0.00	
42	Sri Syed Vali shaik	UDRI	58052.00	
43	Sri Mahesh Srinivasa	Deputy Executive Engineer	64609.00	
44	Sri Gopinath K	Assistant Engineer	47941.00	
45	Sri Jaya Chandra chari	SI	95473.00	

46	Sri Vijayababu V	Junior Assistant	42946.00	
47	Sri. G.Guravaiah	Bill Collector	45348.00	
48	Sri. Rathna B	Junior Assistant	56487.00	
49	Sri. B.Ramamurthy	Junior Assistant	22387.00	
50	Sri. Madhusudhana	TPO	0.00	
51	Smt G.Pallavi	RO	52051.00	
52	Kum Sneha Priya	MAE	42946.00	
53	Kum Sirisha Bandapalle	MAE	42946.00	

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

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

12.1 Provide Information about the details of the plans, programmes and schemes under taken 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	Report on disbursements made or where such details are available (Website, reports, notice board etc.,)
APUFIDC	AMRUT	600.00	Provided continues Water supply to the entire town and provided distribution lines tail end point.	
GOI	MP Grant	10.00	Providing Civic amenities	
SAC	IHHT	50.00	Eradication of Open defecation in the town	
GOI	14th FC	526.07	Providing Civic amenities	
GOAP	SCSP	425.68	Providing Civic amenities in SC Colonies	
MEPMA	Training	0.000	Self employment trainings	
GOAP	EESL	700.00	Providing of Street Lightings	
MIR&D	Non Plan	200.00	Providing BT Roads	

12.2 Provide Information on the budget allocated for different activities under different Programmes/ schemes/ project etc., in the given format.

Agency	Plan/ Programme/ Scheme/ Project/ Activity/ Purpose for which budget is allocated	Amount release: Last year Rs. In Lakhs.	Amount Spent last year	Budget allocated current year(lakhs)	Budget released current Year
DWMA	ACDP	0.00	0.00	0.00	0.00
DWMA	MPGrant	0.00	0.00	10.00	0.00
SCSP	SCSP	52.54	17.54	0.00	425.68
GOI	13th FC	0.00	0.00	0.00	0.00
MIR&D	Non Plan	0.00	0.00	200.0	0.00
MIR&D	Plan Grant	0.00	13.45	13.20	13.20

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.

Name of programme/activity	mature/scale of subsidy	Eligible criteria for grant of subsidy	Designation of officer to grant subsidy
SJSRY Components			
USEP (Urban self Employment programme)	Individual loans for the petty Trades. Bank Loan 80% Subsidy 15% Beneficiary Contribution 5% Maximum loan limit is Rs 50,000/-	Beneficiary shall be under Below poverty line The individual Beneficiary irrespective of whether member of SHG or not can apply. No Educational qualifications Necessary.	Commissioner Madanapalle Municipality

DWCUA (Development of Women and Children in Urban areas)	Loaning for Groups Bank Loan 45% Subsidy 50% Beneficiary Contribution 5% Maximum limit of Loan is Rs2.50 Lacks	Members shall be under Below poverty line consisting of group of 10 to 20 members	Commissioner Madanapalle Municipality
TRAININGS for Income Generation and Employment oriented	Maximum Rs 2000 for each beneficiary for impacting of training	For the members of self help groups under BPL only.	Commissioner Madanapalle Municipality
Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
Name of programme/activity	mature/scale of subsidy	Eligible criteria for grant of subsidy	Designation of officer to grant subsidy
USEP	The beneficiary shall apply with proposed trade to take up with particulars and Income/Residence certificates issued by MRO / Ration Cards The UPA Cell staff shall certify the eligible Criteria	The subsidy will be released on receipt of consent letters from the banks with the approval of the Commissioner	Crafter releasing 10% subsidy and on payment of Contribution by the beneficiary at 5% the concerned bank will release full amounts of loan for grounding the units
DUCUA	Group activities and eligible criteria should be certified by the field staff of UPA Cell. The group shall submit project, Report, Caste & Income Certificates.	The subsidy will be released on receipt of consent letters from the banks , with the approval of the Commissioner	After releasing 50% subsidy and on payment of Contribution by the Group at 5% The concerned bank will release full amounts of loan for grounding the units

TRAININGS	The beneficiaries under below poverty line should be identified by the field staff of UPA Cell	The training amount at Rs 2000/- each would be sanctioned and released to the training organization	The training amount at Rs 2000/- each would be sanctioned and release to the raining organizations subject to assurance of placement support.
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CHAPTER-XIV – Recipients of Concessions

Section 4 (1) (b) (xiii)

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

Name of Programme/ Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
NTR Bharosa Pensions (OAP, WIDOW, DISABLED, WEAVERS AND ABHAYA HASTAM)	OAP - 1731 Widow - 2248 Disabled - 891 Abhaya hastam - 90 WEAVERS-361 Total - 5321	BPL Families	District Collector
Corporation Schemes	S.C. Corporation - 81 S.T. Corporation - 03 B.C. Corporation - 97 Minority Corporation - 95 Kapu Corporation - 50	BPL Families	E.D., S.C. Corporation E.D., S.T. Corporation E.D., B.C. Corporation E.D., Minority Corporation E.D., Kapu. Corporation

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 officialise 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.

Public Information Officer(s)

S.No	Name of office/administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Municipal Office, Madanapalle Municipality	Sri. N.Rambabu Manager	9849908176	commissioner_mpl22@yahoo.com

Assistant Public Information Officer(s)

S.No	Name of office/administrative unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	Municipal Office, Madanapalle	Smt Reddeeswari Majjiga Senior Assistant	9491660284	commissioner_mpl222@yahoo.com

Appellate Authority

S.No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Sri. P.Bhavani Prasad, Commissioner,	Municipal Commissioner, Madanapalle Municipality	9849905867	commissioner_mpl222@yahoo.com

CHAPTER-XII – Other Information

Section 4 (1) (b) (xvii)

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

**Maintenance of Registers Information in Madanapalle Municipality under Rule
4(1)(A)**

1	Demand Register	28	Commissioner Pay Bill Register
2	VLT Demand Register	29	Dispatch Register
3	Water Tax Demand Register	30	Food Samples Register
4	Property Tax Register	31	D & O Register
5	Personal Register	32	B.A. Register
6	Arrear Demand Register	33	Milanese License Register
7	Animal & Vehicle Tax Register	34	Attendance Register
8	Cash Book	35	Movement Register
9	Grant Register	36	Phone Bill Register
10	Check Bar M.O. Register	37	Postal Stamp Register
11	Petty Cash Book Register	38	Birth & Death Register
12	Advance Register	39	M Book Register
13	L.I.C. Register	40	Citizen Charter Register
14	Deposit Register	41	Water Tap Donations
15	Milanese Register	42	Water Tap Disconnection Register
16	Milanese Receipts Register	43	Current Bill Register
17	Provident Fund	44	Auction Register
18	Investment Register	45	Paper Bill Payment Register
19	Income / VAT / Seignorage Register	46	Advertisement Register
20	Budget Book	47	Roster Register
21	Annual Demand Register	48	Distribution Register
22	Posting Register	49	Call Book Register
23	Establishment Audit Register	50	Chitta Register

24	Increment Register	51	G.I.S. Register
25	Office Copy Pay Bill Register	52	G.L.I.S. Register
26	Audit Objections Register	53	Suits Register
27	Treasury Bill Register	54	Leaves Register