



# INFORMATION HANDBOOK

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



# MUNICIPAL CORPORATION RAJAMAHENDRAVARAM

East Godavari District, Andhra Pradesh

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

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

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## **PREFACE**

In order to provide greater transparency and accountability in the functioning of “Public Authorities”, The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June15, 2005. In compliance with the provisions of Section 4(1) ( b) of the Act, this information manual is published for information of the general public.

## **CHAPTER 1 - INTRODUCTION**

### **1.1. BACKGROUND**

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, the Information Act, 2005 (herein after referred to as “RTI” or “Act”) has been enacted. 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.

**Table 1:** Names & details of Key contact Officers

<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Mobile No.</b>
1	K. Dinesh Kumar, IAS.,	98666 57600
2	Smt. P.M. Satyaveni, Additional Commissioner	98666 57601
3	Sri G. Sambasiva Rao, Deputy Commissioner	98499 08358
4	Smt. S. Satyavathi, Secretary (I/c)	97044 15764
5	Sri G. Panduranga Rao, Superintending Engineer	98666 57627
6	Sri G.V.S.N.Murthy, City Planner	98666 57604
7	Sri Y.B.R.Chandra Bosu, Deputy City Planner	86884 01532
8	Dr. A.Vinuthna, Health Officer	98499 08348
9	Sri Md. Abdul Malik Asfar, Manager (I/c)	98499 08344
10	Town Project Officer (Vacant)	-
11	P Ravi Sankar, City Mission Manager (MEPMA)	79016 10071
12	Sri P.V.B. Ramana Rao, Accountant (I/c)	98665 58975
13	Sri K.B.R. Ravi Kumar, Revenue Officer – I	96764 15111
14	Sri Ch. Srinivasa Rao, Revenue Officer-II	98666 57611
15	Sri R V S Seshagiri Rao, Executive Engineer	98666 57626
16	Sri Madar Sha Ali Shaik	9866657607
17	Executive Engineer (Vacant)	
18	Sri V. Varahala Babu, Asst. City Planner	98666 50733
19	Smt. Y Anitha Julie, Asst. City Planner	70939 21995
19	Sri V.Venkata Krishna, Asst. City Planner	79950 85291
20	Sri Indraganti Srinivas, Sanitary Supervisor-I	98499 08337
21	Sri K R L Reddy, Sanitary Supervisor-II	98499 08328
22	E. Anitha, Town Surveyor	9866657615

## 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 there of:

### **(B) Other than price material:**

- i. Material in printed or text form (in A4 or A3 size paper) Rs.2/- per each page per copy.
- ii. Material in printed or text forms in larger than A4 or A3 size paper—actual cost.
- iii. Maps and plans—actual cost.
- iv. Information in Electronic format viz., floppy, CD or DVD:
  - a. Rs.100/- for CD of 700 MB and
  - b. Rs.200/- for DVD.
- v. Samples and models—actual cost thereof.
- vi. Inspection of records – no fee for the first hour and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.
- vii. Material to be sent by post- the actual postal charges in addition to the charge payable as per these rules.

Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. They will pay for material charges. For the issues claiming payment of exemption of fee under BPL category, the applicant shall attach a copy of Ration card / income certificate or any other proof under the B P L category. Their quest 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)

<b>SL. NO.</b>	<b>NAME OF THE ORGANISATION</b>	<b>ADDRESS</b>	<b>FUNCTIONS</b>	<b>DUTIES</b>
1	Municipal Corporation, Rajamahendravaram	Municipal Corporation, Opp. Subrahmanya Maidanam, Rajamahendravaram	Providing all Services like Sanitation, Roads, Drains, Water Supply, Lighting and Maintenance of Schools, Parks, Play Grounds, Registration of Birth and Death.	All Exertive duties

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

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

1. Public health, Sanitation, Conservancy and Solid Waste Management.
2. Provision of Water Supply, drainage and sewerage.
3. Construction and maintenance of roads, drains, culverts and bridges.
4. Provision of street lighting.
5. Urban poverty alleviation programmes.
6. Slum improvement and up gradation.
7. Provision of public parks and play grounds
8. Construction and maintenance of public markets, slaughter houses.
9. Urban planning including town planning.
10. Regulation of land use and construction of buildings.
11. Maintenance of secondary and elementary schools.
12. Urban development programmes.
13. Vital Statistics including Registration of Births and Deaths.
14. Maintenance of burial grounds.
15. Collection of Taxes & Non Taxes.

### **2.3 Duties- Sections in Municipal Corporation:**

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

## **ADMINISTRATIVE DEPARTMENT**

### **FUNCTIONS AND DUTIES**

The Basic function of administration section is to look after the overall control on all section and particularly matters relating to establishment and general administration, receipt and distribution of currents and also maintenance of office Record Room, During the said process the administrative section is performing the following functions / duties :-

1. All the establishment matters of employees working in the Municipal Corporation both teaching and non-teaching.
2. Receipt of tapals and distribution of currents.
3. Dispatch of letters and other correspondence.
4. Maintenance of office Record Room.
5. Issue of duplicate pattas of Tummalava and Kambala Cheruvu slums.
6. Conducting of elections to ward members and ward committees as per Hyderabad Municipal Corporation Act, 1955
7. Guest Houses, Aanam Kala Kendram and Subrahmanya Maidanam Reservations
8. Implementation of Mid-Day Meal programme in all Municipal Corporation Elementary Schools
9. Computerisation, Typing of Fair Copies and other Office Records and reports.
10. Maintained the following records. :-
  - a. Personal Registers
  - b. Service Registers
  - c. Periodical Increment Registers
  - d. Communal Rosters, Paybill Registers etc.,
  - e. Attendance Registers of staff.
  - f. Dispatch Registers
  - g. Record Issue Register.
  - h. Fair Copy Registers

**COMMISSIONER:** The entire executive power for the purpose of carrying of the provisions of the Hyderabad Municipal Corporation Act – 1955 and of any other law for the time being in force which imposes any duty, or confer any power on the Corporation vests in the Commissioner. (Section 117 (3) and 118 of Municipal Corporation Hyderabad Act – 1955).

**ADDITIONAL COMMISSIONER :** Subordinate to Commissioner and shall exercise such of the powers and perform such of the duties as the Commissioner shall from time to time depute to the additional commissioner (section 106) (1) Municipal Corporation, Hyderabad Act 1955) under section 199 law relating to Municipal Corporation in Andhra Pradesh amended act – 3 of 1994. The following powers and functions of the Commissioner are delegated to the Additional Commissioner.

- To order payment of pay and allowance of all the staff and Officer as DDO.
- Sanction of expenditure and order payment of all bills relating to PA of the employee, contractor deposits, F.B.F., G.I.S., I.T., SSS, Advertisement charges, L.I.C., Suits.
- Sanction of periodical increments to employees of Ministerial, Teaching etc., pensions and pensionary benefits to all retired employees as may be fixed by direct of local fund audit.
- Sanction surrender leave, Earned leave, pay fixations to both teaching and non-teaching.
- Recommended the co-loan application
- To close files as L.Dis., N.Dis., D.Dis., and R.Dis. pertaining to B, C, and D Sections.
- D.Dis and R.Dis of E, F and G Sections.
- Monitor, Grievance Cell, New's items, Call Centre and observations Cell.
- Inspection of all schools, dispensaries, to sign agreements for all printing and stationary.
- Initiation of disciplinary action against all officers and employees other than Gazetted upto the level of framing charges.
- Last check and scrutinize the assessments made by the D.C. (Revenue).
- Personal Registers checking
- Assessment of property tax whose MRV is more than Rs.2,500/- and VLT., Capital value more than Rs.15,00,000/- Lakhs.
- To sign IT returns, Bills of salaries of teaching and non-teaching staff
- To Signed on the proceedings, identity cards, pertaining to widow pensions, "C" bills of C & D Sections, extracts of house pattas.
- Appellate Authority.

**MANAGER :**

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

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

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

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

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

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

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

**JUNIOR ASSISTANT (D1):** Record Room Maintenance

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

## **ACCOUNTS DEPARTMENT**

### **FUNCTIONS AND DUTIES of ACCOUNTS SECTION:**

1. Finalisation of All Accounts includes preparation of Bank reconciliations, Monthly receipts & payments accounts and Annual accounts.
2. Submission of the Accounts for the Audit.
3. Preparation of Budget and Maintenance of records for Budget control.
4. Passing of Bills related to the Staff, Contractors and all other financial bills.
5. Maintenance of all subsidy records related to the Accounts function as given below:
  - a) Posting Register.
  - b) Chitta
  - c) Cheque Register
  - d) Cash books
  - e) Deposit Register
  - f) Grant Register
  - g) Loans Register
  - h) Advances Register
  - i) Voucher Adjustment Register.
  - j) Budget Allocation Registers.
  - k) APGIS & GIS Registers.
  - l) LIC recoveries Register.
  - m) Treasury Bills passing Register.
  - n) Provident Fund Ledgers.
  - o) Investment Register.

### **Accountant:**

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

### **Senior Assistant (B1):**

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

**Senior Assistant (B2):**

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

**Senior Assistant (B3):**

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

**Junior Assistant (B4):**

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

**Junior Assistant (B5):**

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

**Senior Assistant (B6):**

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

**Shroff (B7):**

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

**Additional Shroff (B8):**

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

**Junior Assistant (B9):**

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

**Junior Assistant (B10):**

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

## **EXAMINER OF ACCOUNTS SECTION**

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

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

The above two (Gazetted) posts were sanctioned and are functioning since 1995-96. The Municipal Corporation Authorities provided one Junior Assistant and One Attender to assist the above officers.

As on today the following employees are working in Examiner of Accounts Section.

### **THE FOLLOWING ARE THE POWERS AND DUTIES OF EXAMINER OF ACCOUNTS AND EMPLOYEES WORKING IN EXAMINER OF ACCOUNTS SECTION UNDER SECTION 135, SECTION 193, SECTION 194 AND SECTION 195 OF MUNICIPAL CORPORATION ACT.**

#### **135. Powers and Duties of Examiner of Accounts: -**

The Municipal Examiner of Accounts shall –

- a) Perform such duties as he directed, by or under this Act or rules made there under to perform and such other duties with regard to the audit of Accounts of the Municipal Funds as will be required by him (by the Commissioner).
- b) Specify, subject to such directions as the (Commissioner) may, from time to time, give the duties and powers of the Auditors, Assistant Auditors, Clerks and servants immediately subordinate to him; and
- c) Subject to the order of the (Commissioner) exercise supervision and control over the acts and proceedings of the said Auditors, Assistant Auditors, Clerks and servants.

#### **193 Weekly scrutiny of accounts by Examiner of Accounts and Scrutiny of accounts by the Standing Committee: -**

1. The Municipal Examiner of Accounts shall conduct a weekly examination and audit of the municipal accounts and shall report thereon to the Standing Committee which may also from time to time and for such period as it thinks fit conduct independently an examination and audit of the municipal accounts.
2. For the purposes of sub-section (1) the Standing Committee and the Municipal Examiner of Accounts shall have access to all the Municipal accounts and to all records and correspondence relating thereto, and the Commissioner shall forth with furnish to the Standing Committee or the Municipal Examiner of Accounts any explanation concerning receipts and disbursements which they may call for.

#### **194. Duties and Powers of the Examiner of Accounts:-**

The Municipal Examiner of Accounts in addition to any other duties or powers imposed or conferred upon him under this Act shall perform the duties and may exercise the powers specified in Schedule – E.

**SCHEDULE - E**  
**(See Section 194)**

**Duties and Powers of the Municipal Examiner of Accounts**

1. (1) The municipal examiner of accounts shall audit the accounts of the Corporation as hereinafter provided, with the Assistance of the assistant auditor or clerks and servants appointed under this Act.  
(2) In the discharge of his functions under this article the municipal examiner of accounts shall-
  - (i) audit the accounts of expenditure from the revenue of the Corporation, expenditure on account of loan works and expenditure incurred out of special funds and shall ascertain whether money shown therein as having been disbursed were legally available for, and applicable to, the service or purpose to which they have been applied or charged, and whether the expenditure conforms to the authority which governs it:
  - (ii) audit the accounts of debts, deposit, sinking funds, advances, suspense and remittance transactions of the Corporation and report upon the results of verification of the balances relating thereto.
- (3) The municipal examiner of accounts shall examine and audit the statements of relating to the commercial services, conducted in any department of the Corporation, including the trading, manufacturing and Profit and Loss Accounts, and the Balance Sheets where such accounts are maintained under the orders of the Corporation or the standing Committee and shall certify and report upon these accounts.
- (4) The Municipal Examiner of Accounts shall, in consultation with the Standing committee, and subject to any directions given by the Corporation, determine the form, and manner in which his reports on the accounts of the Corporation shall be prepared and shall have authority to call up on any officer of the Corporation to provide any information necessary for the preparation of these reports.
2. (1) The municipal Examiner of Accounts may take such queries and observations in relation to any of the accounts of the Corporation which he is required to Audit and call for such vouchers, statements, returns and explanations in relation to such accounts as he may think fit.  
(2) Every such query or observation as aforesaid shall be promptly taken into consideration by the officer or authority to whom it may be addressed and returned without delay with the necessary vouchers, documents or explanations to the Municipal Examiner of Accounts.  
(3) The powers of the municipal Examiner of Accounts with regard to disapproval of, and the procedure with regard to settlement of objections to expenditure from the revenues of the Corporation shall be such as may be determined by orders made by the Standing Committee in consultation with the municipal Examiner of Accounts and sanctioned by the Corporation.
3. If the municipal examiner of accounts considers it desirable that the whole or any part of the audit applied to any accounts which he is required to audit shall be conducted in the office in which these accounts originate he may require that these accounts, together with all books and documents

having relation thereto, shall at all convenient times be made available in the said offices for inspection.

4. The municipal Examiner of Accounts shall have power to require that any books or other documents relating to the accounts, he is required to audit shall be sent for inspection by him:

Provided that if the documents are confidential he shall be responsible for preventing disclosure of their contents.

5. The municipal examiner of accounts shall have authority to give directions on all matters relating to audit, particularly in respect of the method and the extent of audit to be applied and the raising and pursuing of objections.

6. Sanction to expenditure accorded by the municipal examiner of accounts shall be audited by an officer to be nominated by the Corporation.

### **EXAMINER OF ACCOUNTS:**

1. Exercise the powers and duties as imposed or conferred upon him under the Municipal Corporation Act.
2. Overall supervision of the Section.
3. All Tappals, Bills, Files etc. received shall be perused by Examiner of Accounts, and initial on the same

### **ASSISTANT EXAMINER OF ACCOUNTS:**

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

### **JUNIOR ASSISTANT:**

1. Put Pass orders on the claims, after approval by the Examiner of Accounts and Assistant Examiner of Accounts.
2. After, pass orders enter claims in the bills register and hand over the same to the Accounts Branch.
3. After signing of cheques by Examiner of Accounts enter the voucher Nos. and Cheque Nos. in Bills register.
4. Hand over queried bills to the concerned clerks / Accounts Section.

# **REVENUE DEPARTMENT**

## **FUNCTIONS AND DUTIES**

The Basic function is to look after the growth of Revenue and to collect the Property Tax, Vacant land tax, Water Charges and lease amounts. During the said process the Revenue Department has to perform the following functions / Duties.

1. Leaving Tax to the new buildings and under assessed of buildings.
2. Identification of the vacant sites and Assessment of the vacant land tax
3. Collection of property tax, vacant land tax, water charges.
4. Collection of Non-taxes: - that is market kisties, slaughter Houses, Shop Room Rents, Land Taxes
5. To conduct the Auctions of markets and slaughter houses, shop rooms, lands and parks.
6. To prepare demand extract and issue to the applicant
7. To prepare and issue the Demand notice to the rate payers
8. Change of title transfer and sub-divisions
9. Disposal of Revision petitions and appeals
10. Maintenance of court cases.

### **Maintenance of Records :**

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

## **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

### **ADDITIONAL COMMISSIONER:**

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

### **DEPUTY COMMISISONER :**

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

### **REVENUE OFFICER-I:**

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

### **REVENUE OFFICER-II:**

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

### **SUPERINTENDENT:**

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

### **REVENUE INSPECTORS:**

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

### **A1 SENIOR ASSISTANT:**

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

### **A2 TO A10 AND A13 JUNIOR ASSISTANTS:**

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

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

**A11 SENIOR ASSISTANT (SUITS CLERK):**

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

# **ENGINEERING SECTION:**

## **FUNCTIONS AND DUTIES**

The Basic function is to look after the maintenance and provision of Water Supply, Street Lighting, Roads, Drains, Buildings, Parks and Play Grounds etc. and development of the City in a Planned Manner. The main functions of the Engineering Wing are as follows:

1. Preparation of proposals for provision and maintenance of Roads, Drains, Culverts, Buildings, Shopping Complexes, Toilets and all Civil works, Water Supply and Electrical.
2. Maintenance of all properties relating to Municipal Corporation.
3. Maintenance of Head Water Works, Filtration Points, Maintenance of all Service Reservoir and Booster pumping stations.
4. Maintenance of Street lighting.
5. Maintenance of Drainage Pumping Stations.
6. Maintenance of Water supply pipe lines.
7. Supervising all Civil, Water Supply and Electrical works.
8. Providing Tap Connections to the Individual Houses, Commercial Establishments.
9. Replacement and erection of meters.
10. Distribution of water to the un-served areas through tankers.
11. Maintenance and repairs of vehicles peruse the functioning.
12. Maintenance and development of Parks.
13. Implementation of all Schemes sanctioned by the Government.

## **I) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

**Superintending Engineer:** Supervising of all activities of Engineering Section. According Technical Sanction for all the estimates after obtaining Administrative sanctions from Commissioner, Standing Committee and Council. Supervising all Civil, Water Supply and Electrical works. Test check of M.Books, receipt and opening, preparation of comparative statement and recommendation of tenders, issue of work orders for new tap connections and issue orders for repairs of tap connections. Issuing orders for replacement and erection of meters. Supervising distribution of water to the un-served areas through tankers, Maintenance of log books, maintenance and repairs of vehicles. Sanction of Medical leaves, Earned Leaves, Casual Leaves and periodical increments of Engineering Section subordinate staff. Attestation of entries in Service Registers. Issue Memos to the staff under his control and proposing disciplinary action. Maintenance and development of Parks. Submission of proposals for encashment of Earned Leave and Surrender Leave. Issue of Retirement notices of Engineering Staff with the approval of Executive Authority. Submission of Proposals for promotion of Engineering Staff and proposals of fixation of pay to the Executive Authority. Implementation of all Schemes sanctioned the Government as directed by the Executive Authority.

### **Executive Engineer-I:**

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

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

**Executive Engineer-II:**

- 1) Supervision of all Civil works in the Divisions 1, 2, 3, 4,6, 24, 25, 26, 28, 29,30,31,43, 44, 47 48.49.50.
- 2) to concude agreement upto estimate cost Rs.40.00 Lakhs.
- 3) over all supervision of Street lighting in all over 50 Divisions.
- 4) submission for Administrative sanction directly to the Executive Authority upto Estimate cost of Rs.10.00 Lakhs.
- 5) to open the tenders below Rs.40.00 Lakhs.

**Executive Engineer-III:**

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

**Executive Engineer-III:**

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

**Asst. Director of Horticulture:**

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

**Deputy Executive Engineer-I :**

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

**Deputy Executive Engineer-II :**

To look after the all Civil works in the divisions 1, 2, 3, 4,6, 24, 25, 26, 28, 29, 30, 31,43, 44, 47 48.49.50 under the supervision of the concerned Executive Engineer.

**Deputy Executive Engineer-III :**

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

### **Deputy Executive Engineer-IV :**

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

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

### **Deputy Executive Engineer-V :**

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

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

### **SUPERINTENDENT:**

All Engineering subject files routed through Superintendent

### **Senior Assistant (E1):**

All Establishment matters of Engineering staff.

### **Junior Assistant (E2):**

- Maintenance of files relating to all Water Supply.

### **Junior Assistant (E3):**

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

### **Junior Assistant (E4):**

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

**Technical Officer:** Checking of Estimates and submission of proposals for according Technical Sanction, Checking of Bills and calling of Tenders, Preparation of Agreements for Civil Works, Water Supply works and Street Lighting works as directed by the Executive Engineer

**Assistant Technical Officer :** Checking of Estimates and submission of proposals for according Technical sanction, Checking of Bills and calling of Tenders, Preparation of Agreements for Water supply and Electrical Works as directed by the Executive Engineer.

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

**Assistant Engineers (Civil):** Preparation of Estimates for maintenance and construction of Roads, Drains, Culverts, Buildings, Shopping Complexes, Toilets and all Civil works etc. Recording of M.Books for the works executed under his control and preparation and submission bills to the Executive Engineer. Maintenance of Parks under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

**Assistant Engineer (Electrical):** Maintenance of Street Lighting and all electrical installations. Preparation of estimates for maintenance and provision of street lighting. Preparation of estimates for provision of power supply to the Municipal Corporation Buildings. Maintenance of stock registers and issue registers for all electrical goods. Recording of M.Books for the works executed under his control and preparation and submission bills to the Executive Engineer under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

**Assistant Engineer (Head Water Works):** Estimates for maintenance of Street Lighting and Water Supply etc. under the control of Deputy Executive Engineer as per the directions of the Executive Engineer.

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

**Non Technical Maistries, Work Inspector Grade – IV, Work Maistry:** To assist the Assistant Engineers in execution of works and supervising the Road Mazdoors, Gardeners as per the directions of the concerned Assistant Engineer.

**Road Mazdoors.** To attending patch works replacement of culvert slabs, digging of Kutcha drains, replacement of RCC pipes for Kutcha drains under the control of concerned Assistant Engineer.

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

**Gardeners:** Maintenance of plants in parks and dividers, lawn cutting, watering, weed picking, replacement of dead plants and jungle clearance under the control of concerned Assistant Engineer.

**Electrician Grade-II:** To Assist A.E, (Head Water Works) for maintenance of Motors and pump sets. Recording power supply position and hours of water supply.

**Tap Inspectors:** Preparation of estimates for issuing of new tap connections including meter connections and supervising. Supervising the arresting of leakages, and repairs to pipe lines as directed by the Assistant Engineer.

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

**Fitter Grade – I:** Rectify the leaks and repairing House Service Connections and Public Taps, Valves repairing, line inter connections, pipe line jointings as directed by the Tap Inspector under the control of Assistant Engineer.

**Fitter Grade – II:** Rectify the leaks and repairing House Service Connections and Public Taps, Valves repairing, line inter connections, pipe line jointings as directed by the Tap Inspector under the control of Assistant Engineer.

**Filter Bed Operator Gr.I:** Maintenance of Filter beds of Filtration Plants and assessing the quantity of Alum and Chlorine for mixing under the control of Assistant Engineer (Head Water Works)

**Filter Bed Operator Gr.II:** Maintenance of Filter beds of Filtration Plants and assessing the quantity of Alum and Chlorine for mixing under the control of Assistant Engineer (Head Water Works)

**Head Works Fitter:** Fitting of pump sets and under taking repairs to the pipe lines in Head Water Works under the control of Assistant Engineer (Head Water Works)

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

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

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

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

**Roller Cleaner:** To Assist the Roller Driver.

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

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

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

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

**Water Lorry Cleaners:** Cleaning of lorries, filling of tanker, operating valves of the water lorry to enable the public to fill their pots and assist the Driver.

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

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

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

**Water Works cleaner:** Cleaning of Tanks and Filter beds in Head Water Works, mixing of Alum, Chlorine as directed by the A.E. ( Head Water Works). Earth work for

repairing pipe lines, for issuing of new tap connections, for arresting leakages, cleaning of Reservoirs tanks and operating Water Supply Distribution Valves under direct control of Tap Inspectors under over all supervision of A.E. (Water Supply)

**Water works Helpers:** To assist the Electricians for operating Motors, Pump sets and operating valves in Head Water Works under the control of Assistant Engineer (Head Water Works).

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

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

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

**Switch Board Operators:** Operating of Switch Boards at Booster Pump Houses, recording power supply position filling and distribution of water under the control of Assistant Engineer (Head Water Works)

# **TOWN PLANNING DEPARTMENT**

## **FUNCTIONS AND DUTIES**

The Basic function is to look after the planned growth and development of the City in a Planned Manner according to the Master Plan. During the said process the Town Planning Department has to perform the following Functions/Duties:

1. Approval of Layout in accordance to Master Plan.
2. Controlling the un-authorized layouts to and promote development of City.
3. Making efforts to achieve proper road network to the City as per Master Plan. [This includes formation of New roads, Widening of the existing roads].
4. Preventing encroaching of road margins and Municipal properties and also other public properties.
5. Collection of Advertisement Tax & removal of un-authorized Advertisements.
6. Monitoring the building construction activity (i.e., according building approvals, demolition of un-authorized construction, observing the structural soundness of the building i.e., dilapidated building if any has to be found and to take steps for removal for human habitation.
7. Preparation of weaker section housing layouts.
8. Issue of Type designs for construction of Municipal Schools, Community halls and other Municipal Buildings.
9. Making systematic house numbering ensuring easy identification of streets and houses.
10. Proposing the election ward boundaries i.e., ward divisions with appropriate number of voters in each division as per the guidelines of Government.
11. Making proposals for protection of parks and playgrounds.
12. Census work for every decade.

## **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

### **CITY PLANNER:**

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

### **ASSISTANT CITY PLANNER:**

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

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

**TOWN PLANNING SUPERVISORS:**

- Processing at change of land use proposals.
- Processing Sub-division of Plots, layout proposals.
- Levy and collection of Advertisement Tax.
- Initiate steps for Master Plan implementation i.e, Road Widening, Junction improvements etc.,
- Removal and rehabilitation of encroachers.
- Processing of Suit Matters and files corresponding with other departments.
- Processing of Building applications, Regulation activates, removal of encroachment & debris.

**TOWN PLANNING BUILDING OVERSEERS:**

- Processing of building applications and regulatory activity on building constructions.
- Removal of temporary encroachments and collection of encroachments fee wherever necessary.
- Debris removal.
- Suit Matters processing and filling charge sheets in Courts

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

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

**SENIOR ASSISTANT (G1):**

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

**JUNIOR ASSISTANT (G2):**

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

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

**JUNIOR ASSISTANT (G3):**

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

**JUNIOR ASSISTANT (G4):**

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

## **PUBLIC HEALTH SECTION**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

#### **Health Officer :**

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

#### **Addl. Health Officer :**

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

#### **Sanitary Supervisor:**

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

#### **Sanitary Inspector :**

- a) To take the attendance of P.H.Workers both in the morning hours and afternoon hours in the ward offices.
- b) To supervise the sanitation of work of P.H.Workers in the areas concerned.
- c) To get the garbage lifted in all the streets, markets and public places.
- d) Getting the filth cleared in all the side drains through drain cleaners for free flow of sullage water.
- e) Getting the streets cleaned through sweepers.
- f) To see that all te P.H.Workers attend to their duties in the areas allotted to them.
- g) Getting the public latrines cleaned and getting them disinfected through Phenyle and lime.
- h) Getting the slaughter houses cleaned and disinfected.
- i) Implementation of Government programmes connected with sanitation and Public Health.

#### **Health Assistant :**

- a) To register births and deaths and preparation of extracts of births and deaths to give to applicants after collection of requisite fee.

- b) To implement all Government programmes connected with births and deaths and vaccination.
- c) To attend to control and preventive measures and surveillance during emergencies like outbreak of epidemics like gastro enteritis and Cholera, etc.

**Medical Officer :**

- a) To treat the outpatients who attend the dispensaries.
- b) To keep the required quantity of medicines to treat the outpatients who are mostly from poorer and economically weaker sections of society.
- c) To see that the required registers and records are maintained and periodical returns submitted to the Municipal Health Officer and Commissioner.

**Woman Medical Officer :**

- a) To supervise the working and functioning of maternity and Child Welfare centers.
- b) To treat the pregnant women for prenatal and post natal care.
- c) To conduct the deliveries who attend the centers.
- d) To supervise and check the work turned out by Health Visitors and Maternity Assistants.
- e) To attend Family Planning Programmes, Pulse Polio Programme and other programmes of Government initiated from time to time.
- f) To keep the required quantity of medicines for usage in the centers instead of asking the patients to get outside.

**Health Visitor :**

- a) To supervise the work of Maternity Assistants.
- b) To attend the duties in the Maternity and Child Welfare Centers.
- c) To prepare monthly progress reports on the work turned out by Maternity Assistants.
- d) To attend all programmes of Government like Family Welfare, Pulse Polio, etc.

**Compounder / Pharmacist :**

- a) Assisting the Medical Officer in the treatment of out patients.
- b) Giving medicines to the patients as per the prescription of the Medical Officer.
- c) To maintain the records of the dispensary.

**SUPERINTENDENT:**

All Public Health Section subject files routed through Superintendent

**SENIOR ASSISTANT (F1):**

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

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

**Junior Assistant (F2):**

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

**Junior Assistant (F3):**

- All Establishment matters of all Public Health Workers.

# **WARD VOLUNTEERS & SECRETARIES SECTION**

## **FUNCTIONS AND DUTIES**

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

### **SECRETARY:**

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

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

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

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

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

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

<b>SL. NO.</b>	<b>NAME OF THE OFFICER / EMPLOYEE</b>	<b>DESIGNATION</b>	<b>DUTIES ALLOTTED</b>	<b>POWERS</b>
1	Commissioner	Statutory :	Entire Administration	To discharge all Powers under Corporation Act
		Administrative :	Executive Authority	Administrative, Appointing and Disciplinary Authority
		Financial	All Financial Powers with in provision of Corporation Act.	Cheque Power
		Other :	-	-
2	Additional Commissioner	Statutory:	Administration and Public Health Section	Administration and Public Health Section
		Administrative :	-	-
		Financial	-	-
		Other :	-	-
3	Deputy Commissioner	Statutory :	Tax Collection	Assessment of Taxes as fixed by Executive Authority and Collection.
		Administrative :	-	-
		Financial	-	-
		Other	-	-
4	City Planner	Statutory :	Town Planning	Plan releases, Processing for Layouts, Enforcing Master Plan.
		Administrative	-	-
		Financial	-	-
		Other	-	-

5	Superintending Engineer	Statutory :	Monitoring entire Engineering Works	Technical Sanction Powers upto 50.00 Lakhs, Processing all works related files.
		Administrative	-	-
		Financial	-	-
		Other	-	-
6	Municipal Engineer	Statutory :	Monitoring Engineering Works	Technical Sanction Powers upto 10.00 Lakhs and Processing all works related files.
		Administrative	-	-
		Financial	-	-
		Other	-	-
7	Municipal Health Officer	Statutory :	Health, Sanitation	Local Health Authority.
		Administrative	-	-
		Financial	-	-
		Other	-	-

## **CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

(including Channels of Supervision and Accountability)

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

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

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

The entire workflow of ULB functions & functionaries are be digitised through a chain of innovative e-Governance initiatives of the Urban Development Department. Through this, all the varied modes of governance namely,

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

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

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

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

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

<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>DECISION - MAKING PROCESS</b>	<b>DESIGNATION OF FINAL DECISION MAKING AUTHORITY</b>
Goal-Setting and Planning	Each department will prepare its action plan	Field Officers will give remarks, Departmental Heads will scrutiny and submit to Executive Authority	Commissioner
Budgeting	Preparation of annual Receipts and Expenditure Statements	Commissioner will put financial statement to standing committee which prepares budget.	Council
Formulation of Programmes, Schemes and Projects	Different Programmes Schemes of State and Central Government	Commissioner in consultation with concerned departments and Municipal Council	Council
Recruitment / hiring of personnel	Permanent Employees, Society Workers, Contract Workers	Commissioner, Standing Committee, Council	Commissioner, Standing Committee, Council
Release of Funds	Payments to Works, Salaries and Other Expenditure	Commissioner will finalize on the basis of bills submitted by different departments after pre audit by Examiner of Accounts	Commissioner
Implementation /delivery of service / utilization of funds	Execution of Different Works	On the basis of Council / Standing Committee Resolutions execution is taken up by Commissioner	Commissioner
Monitoring and Evaluation	Supervision	Commissioner with the help of field staff.	Commissioner
Gathering feedback from public	By making visits in Wards.	-	Commissioner
Under taking improvements	Regular Planning of all requirements	-	Commissioner

## **CHAPTER-V – NORMS FOR DISCHARGE OF FUNCTIONS**

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

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

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

The Service delivery time frame for the services rendered by the Department are given below.

Citizen Related: Complaints on civic amenities and other grievances

Routine matters - 15 days

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.rajahmundry.cdma.ap.gov.in](http://www.rajahmundry.cdma.ap.gov.in))

## **CHAPTER-VI – STATUTORY GUIDELINES**

### **Section 4 (i) (b) (v)**

#### **The Rules, Regulations, Instructions, Manuals And Records Held By The Department Or Under Its Control Or Used By Its Employees For Discharging Its Functions.**

In discharging functions of the Department, the following Manuals and the Records are being used.

1. A.P.Municipalities Act, 1965
2. Hyderabad Municipal Corporation Act, 1955
3. Andhra Pradesh Municipal Corporation Act,1994
4. A.P.Ministerial Sub-Ordinate Service Rules, 1996
5. A.P.CCA Rules,1991
6. A.P.Municipal Ministerial Sub-ordinate Service Rules (APMMSS), 1992
7. A.P. Municipal Health (Municipalities) Subordinate Service Rules, 2012
8. A.P.Revised Pension Rules,1980.
9. A.P.Municipal Commissioners sub-ordinate service Rules,1963
10. A.P.Municipal Administration Rules 1990
11. A.P. Municipal Accounts Subordinate Service Rules, 2012.

## CHAPTER-VII – CATEGORIES OF DOCUMENTS

### Section 4 (1) (b) (vi)

**A Statement of the Categories of documents that are held by Rajamahendravaram Municipal Corporation or under its control.**

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

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	ENQUIRIES	a) At the beginning of the year	MANAGER
		b) Received during the year	
		c) Completed and reported during the year	
		d) Balances	
2	TAX APPEALS	a) At the beginning of the year	REVENUE OFFICER
		b) Received during the year	
		c) Disposed during the year	
		d) Balances	
3	SERVICE APPEALS	a) At the beginning of the year	MANAGER
		b) Received during the year	
		c) Disposed during the year	
		d) Balances	
<b>2.17 Number and nature of scheme works physically in specter and instructions issued to the Municipal Corporation.</b>			
1	CASH	i) Pay Bill Register	ACCOUNTANT
		ii) Establishment Acquaintance Register	
		iii) Cash Book	
		iv) Undisguised Pay Register	
		v) T.A Bill Register	
		vi) GPF Register	
		vii) Tour advance Register	
		viii) Festival advance Register	
		ix) Special Festival advance Register	
		x) Marriage Advance Register	
		xi) House Building Advance Register	
		xii) Office Expenses Register	
2	RECORDS	I) Record issue Register	MANAGER
		ii) Stationary Receipt / issue Register	
		iii) Cash Book Register	
		iv) Library Register	
		v) Library issue Register	

3	TAPPAL	i) Grievances Register	MANAGER
		ii) CMP Cases Register	
		iii) L.A.Q / L.S.Q Register	
		iv) Assurance Register	
		v) Public Account Committee Reference Register	
		vi) Register of Suits	
		vii) Register of Lok-Ayukta Cases	
		viii) Register Post Register (in Ward)	
4	ROUTINE	i) M.P's / MLA's / Ministers References Register	MANAGER MHO
		ii) Station Register of Municipal Commissioners. APMMS Members. Sanitary Supervisions and Sanitary Inspectors	
5	ESTABLISHMENT	i) Attendance Register	MANAGER ACCOUNTANT
		ii) Casual Leave Register	
		iii) Establishment Register (Temporary / Permanent)	
		iv) L.P.C Register (In Ward / Out ward)	
		v) Treasury Bill Register	
		vi) Budget Control Register	
6	DEPARTMENTAL MANUAL	vii) Contingent Bill Register	ACCOUNTANT ENGINEER MANAGER
		viii) Vehicle Log Book	
		ix) Register of Punishments	
		x) Service Register	
7	ROUTINE	i) Late Attendance Register	
		ii) Turn duty Register	
		iii) Movement Register of staff and officers	
		iv) Trunk Call Register	
8	PROCESSING	i) Personal Register	MANAGER ENGINEER ACCOUNTANT
		ii) Periodical Register	
		iii) Tools and Plant Register	
		iv) Loans Register	
9	DESPATCH	i) Local Delivery Register	MANAGER
		ii) Postal Dispatch Register	
		iii) Registered Post Dispatch Register	
		iv) Stamp Account / Service Postage Register	
		v) Fair copy Register	

## CHAPTER-VIII – PUBLIC CONSULTATION FOR POLICY FORMULATION

### Section 4 (1) (b) (vii)

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

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

<b>SL.NO.</b>	<b>FUNCTION / SERVICE</b>	<b>ARRANGEMENTS FOR CONSULTATION WITH OR REPRESENTATION OF PUBLIC IN RELATIONS WITH POLICY FORMULATION</b>	<b>ARRANGEMENTS FOR CONSULTATION WITH OR REPRESENTATION OF PUBLIC IN RELATIONS WITH POLICY IMPLEMENTATION</b>
1	Budget related, Administrative Sanctions and Policy Decisions	Wards Committee, Standing Committee Council	Fortnightly Meeting of Wards Committee Weekly Meetings of Standing Committee Regular Meeting of Council

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

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

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

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

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
1	K. Dinesh Kumar, IAS	Commissioner
2	P M Satyaveni	Additional Commissioner
3	G Sambasiva Rao	Deputy Commissioner
4	P Rama Rao	Deputy Director (Amrut)
5	Ch. Srinivasa Rao	Revenue Officer
6	K.B.R.Ravi Kumar	Revenue Officer
7	S.Satyavathi	Manager
8	R.Nagamani	Accountant
9	D.L.Gopala Swamy	Superintendent
10	Md. Abdul Malik Asfar	Superintendent
11	Mdd Krupali	Superintendent
12	D. Rama Satyam	Superintendent
13	A.Lalitha	Superintendent
14	A Jayasri	Superintendent
15	M. Mariya Sugnanamani	Superintendent
16	K.A.P.Murthy	Senior Assistant
17	S.Syam Sundar	Senior Assistant
18	V.P. Subrahmanyam	Senior Assistant
19	T.Ch.V. Satya Mohan	Senior Assistant
20	B.V.S.A.Subbalakshmi	Senior Assistant
21	A.S.V.Ravi Kumar	Senior Assistant
22	P.V.B.Ramana Rao	Senior Assistant
23	N.S.Nehru	Senior Assistant
24	K.V.Kumari	Senior Assistant
25	K.Chinababu	Senior Assistant
26	P.V. Kameswari	Senior Assistant
27	K.L.S.Chamundeswari	Senior Assistant
28	Tarapatla Suresh	Senior Assistant
29	Gandi Pradeep Kumar	Senior Assistant
30	D.Srinivasu	Senior Assistant
31	K.Chandra Sekhar	Senior Assistant
32	M.Gaddamma	Senior Assistant
33	R. Naga Manikanta Kumar	Senior Assistant
34	B Subrahmanyeswara Raju	Senior Assistant
35	K.B.S.Baburao	Junior Assistant
36	B.V.S.Sridhar	Junior Assistant
37	N D V Lova Raju	Junior Assistant
38	P.Ravi Kumar	Junior Assistant
39	K.Murali Krishna	Junior Assistant
40	D Arun	Junior Assistant
41	K Venkata Sivanarayan	Junior Assistant
42	G S V Padmanagini	Junior Assistant
43	A Syama Priyanka	Junior Assistant
44	T.Raja Rajeswari	Junior Assistant
45	Vallamsetti Krishna Rao	Junior Assistant

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
46	Boola Bhavani	Junior Assistant
47	Cheera Anantha Lakshmi	Junior Assistant
48	Nuni Ravi Laxman	Junior Assistant
49	Koduri Veerraju	Junior Assistant
50	Budamparathi Phanindra	Junior Assistant
51	M Veerababu	Junior Assistant
52	Kondeti Shareen	Junior Assistant
53	G S B Phanish	Junior Assistant
54	S N V Krishna Rao	Junior Assistant
55	K Srinu Dora	Junior Assistant
56	Morampudi Naga Babu	Junior Assistant
57	Somu Venkata Baby Sarojini	Junior Assistant
58	Chippada Srinivas	Junior Assistant
59	Nagabhatla Sai Bayyanna Sastry	Junior Assistant
60	Guttula Sai Kumar	Junior Assistant
61	Meduri Krishna Mohan	Junior Assistant
62	Kona Ramamohan Rao	Junior Assistant
63	Ch. Vara Lakshmi	Senior Assistant
64	J N V L K Sravani	Junior Assistant
65	Palla Suryanarayana	Junior Assistant
66	M Ravi Teja	Junior Assistant
67	Syed Abdul Raheem	Junior Assistant
68	Kakara Swarna Latha	Junior Assistant
69	N Srinivasa Rao	Junior Assistant
70	Meka Lavanya	Junior Assistant
71	Chavalam Srigiri	Junior Assistant
72	Ganti Venkateswara Rao	Bill Collector
73	P.B.S.Prasad	Bill Collector
74	R.Srinivasa Rao	Bill Collector
75	M.Gangadhar	Bill Collector
76	G.V. Swamy	Bill Collector
77	N.S.S.Gandhi	Bill Collector
78	S.V.K. Visalakshi	Bill Collector
79	M. Bala Kennedy	Bill Collector
80	E. Yesudanam	Bill Collector
81	R Rambabu	Bill Collector
82	S. Nageswara Rao	Bill Collector
83	K.Subbayya	Bill Collector
84	Palli Venkateswara Rao	Bill Collector
85	L Durga Prasanna	Bill Collector
86	Md Riaz	Bill Collector
87	T Krishna	Bill Collector
88	Tanala Naga Lakshmi	Bill Collector
89	Kalaparathi Kaladhar	Bill Collector
90	Pilli Prem Kishore	Bill Collector
91	Pedalanka Satyanarayana	Record Asst.
92	Allampalli Srinivasu	Record Asst.

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
93	T.V.Nageswara Rao	Record Asst.
94	B.J.S.Divya Seela	Record Asst
95	Agri Chaya Devi	Record Asst
96	P.Mary Kumari	Record Asst
97	S.Rama Krishna	Record Asst
98	Kshatri Indirabai	Record Asst
99	Ch.V.V.Satyanarayana	Record Asst
100	U. Ratna Raju	Record Asst
101	P Hanumantharao Reddy	Record Asst
102	Yedla Venkata Rao	Record Asst
103	Uppala Veerababu	Record Asst
104	V.Anji Babu	Office Subordinate
105	P Satya Sridhar	Office Subordinate
106	K Subrahmanyam	Office Subordinate
107	M. Veerraju	Office Subordinate
108	Kudupudi Satyanarayana	Office Subordinate
109	D. Srinivasa Rao	Office Subordinate
110	V.Kanteswara Rao	Office Subordinate
111	T.V. Satyanarayana	Office Subordinate
112	S. Krishna Rao	Office Subordinate
113	Kanchumarthi Shamili	Office Subordinate
114	M V Narayana	Office Subordinate
115	G Laxmana Rao	Office Subordinate
116	Taddi Srinivasa Rao	Office Subordinate
117	Ch Sajeev Kumar	Office Subordinate
118	Bangaru Durga Prasad	Office Subordinate
119	Teeramdasu Prasad	Office Subordinate
120	Ambati Ravi Kumar	Office Subordinate
121	Sana Chaundeswari	Office Subordinate
122	Rayi Vijay Kumar	Office Subordiante
123	Chedala Sudhakar Reddy	Office Subordiante
124	Mutyala Venkatesh	Office Subordiante
125	Kundrapu Mohan Naga Krishna	Office Subordiante
126	Yadla Uma Sai	Office Subordiante
127	D.Sakuntala Kumari	Office Subordinate
128	Jami Surya Kalavathi	Office Subordinate
129	Yedla Satyavathi	Office Subordinate
130	Muthyala Srinivasa Rao	Office Subordinate
131	K Umamaheswari	Office Subordinate
132	Doodi Lakshmi Naga Narayanamma	Office Subordinate
133	Pothuraju Sridevi	Office Subordinate
134	Mellim Satyanarayana	Watchman
135	I Sudhakar	Night Watchman
136	Koyya Anuradha	Sweeper Cum Gardener
137	Ch. Lalitha	Sweeper Cum Scavenger
138	Karnuri Kumari	Sweeper Cum Water Women
139	Saramalla Nageswara Rao	Sweeper

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
140	Challa Nageswara Rao	Watchman
141	G. Panduranga Rao	Superintending Engineer
142	R.V.S. Seshagiri Rao	Executive Engineer
143	Sk. Madar Sha Ali	Executive Engineer
144	R. Devananda Kumar	A.D.H.
145	K. Virupaksha Rao	Dy. Executive Engineer
146	K. Venkata Lakshmi	Dy. Executive Engineer
147	P. Prasad	Dy. Executive Engineer
148	T. Chandra Sekhara Rao	Dy. Executive Engineer
149	D.S. Prakasa Rao	Dy. Executive Engineer
150	K.Devi Lalitha Kumari	Asst. E.E.
151	K. Sridhar	Asst. Engg
152	G.L. Durga Bhavani	Asst. Engg
153	G. Sharmila	Asst. Engg
154	G.Sandeep	Asst. Engg
155	S.V.V. Durga Prasad	Asst. Engg
156	P.V. Sudhakar	Asst. Engg
157	R. Manjula	Asst. Engg
158	B. Anjaneyulu	Asst. Engg
159	P. Prasad	Asst. Engg
160	N. Bramarambika Devi	Ast. Eng(Ele)
161	S. Rama Kumar	Tech. Off.
162	B. Lakshminarayana (3Rd Stag)	Tech. Asst.
163	K.Daneswararao	W.I. Gr.Iv
164	Md. Muneer Khan	W.I. Gr.Iv
165	Angara Vasu	W.I. Gr.Iv
166	G.S.S. Ramesh	W.I. Gr.Iv
167	M. Rajkumar	W.I. Gr.Iv
168	Koshti Anand Kumar	W.I. Gr.Iv
169	B.Butchibabu	Work Maistry
170	Peruri Krishna Sai Vamsi	Work Maistry
171	P.S.Sai Babu	Lighter
172	M.Venakata Ratnam (Ph)	Lighter
173	V.Gopala Krishna	D.Cleaner
174	P.Durga	D.Cleaner
175	B. Srinivasu (Ph)	D.Cleaner
176	Pusarla Srinivasarao	Road Mazdoor
177	V.Venkateswarulu	Road Mazdoor
178	Md.Zilani	Road Mazdoor
179	K.Nookalamma	Road Mazdoor
180	Kolamuri Nageswararao	Road Mazdoor
181	Pedalanka Srinivasarao	Road Mazdoor
182	P.Subbarao	Road Mazdoor

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
183	Nookapai Yesudasu	Road Mazdoor
184	K.Nookaratnam Alias Kameswari	Road Mazdoor
185	P.Surya Kumari	Road Mazdoor
186	Md.Abdul Hameed	Road Mazdoor
187	U. Leela Venkata Prasad (Ph)	Road Mazdoor
188	P. Simhachalam	Road Mazdoor
189	A. Posubabu	Road Mazdoor
190	Yedla Lalitha	Road Mazdoor
191	D. Adi Surya Kumari	Road Mazdoor
192	M.V.V. Rajasekhar	Road Mazdoor
193	Pilla Ramana	Road Mazdoor
194	Salapu Srinivasarao	Gardener
195	Kappala Somaraju	Gardener
196	Sappa Satish	Gardener
197	G.Pothuraju	Gardener
198	P.Pallapa Raju	Gardener
199	P.Krishna	Gardener
200	Oduri Appa Rao	Gardener
201	P.Venkateswara Rao	Gardener
202	R.Saibabu	Gardener
203	S.Nookaraju	Gardener
204	Nelli Satyanarayana	Gardener
205	Smt . K.Mutyalu	Gardener
206	N.V.Bhagavan Prasad	Gardener
207	N.Srinivasarao	Gardener
208	Mungandi Venkata Ramana	Gardener
209	S.Jogi Raju	Gardener
210	B.Durga Rao	Gardener
211	B.A.V.Prasad	Gardener
212	Kola Rambabu	Gardener
213	K.Surya Narayana	Gardener
214	Samparathi Apparao	Gardener
215	Udugula Apparao	Gardener
216	Sambaru Apparao	Gardener
217	T.Laxmi	Gardener
218	Talla Prem Kumar	Gardener
219	S.Nalla Babu	Gardener
220	Ch. Satyanarayana	Gardener
221	B. Madhavi	Gardener
222	P.Datta Vandana Devi (Ph)	Gardener
223	M. Revathi	Gardener
224	M. Singarayadora	Gardener
225	Maddi Sujatha	Gardener

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
226	J. Veerababu	Gardener
227	Koyyana Mohana Rao	Tb Gardener
228	R.D. Malleswara Rao	L.V. Driver
229	Ch.Tirumala Rao	W.L.Cleaner
230	D. Lalith Vamshi (Ph)	W.L.Cleaner
231	G. Durga Bhavani	W.L.Cleaner
232	K Srinivasa Rao	Ele.Gr-li
233	P.Anil Kumar	Ele.Gr-li
234	Ch. Venkatalakshmi	Ele.Gr-li
235	P. Surya Prakasa Rao	Ele.Gr-li
236	Palepu Satish Kumar	Ele.Gr-li
237	N.Krupesh Kumar	Ele.Gr-li
238	P.Sateesh (3Rd Stag)	H.W.Fitter
239	A.Visweswara Rao	T.I.
240	Reka Satyanarayana	T.I.
241	M. Apparao Reddy	Fittergr.li
242	Madipalli Anand	Fittergr.li
243	G.Posiyya	W.W.Helper
244	B.Posubabu	Cleaner
245	Ch.Srinivasa Rao	Cleaner
246	P.Durga Rao	Cleaner
247	D.Kanna Rao	Cleaner
248	Pilla Appa Rao	Cleaner
249	Ch.Sita Rama Raju	Cleaner
250	Singam Chakraveni	Cleaner
251	Botcha Srinivasarao	Cleaner
252	V.Nagamani	Cleaner
253	Sk.Abdul Kareem	Cleaner
254	K.Ramarao	Cleaner
255	Reddy Sairam	Cleaner
256	K.Chittibabu	Cleaner
257	Rajamahendrarapu Satyanarayana	Cleaner
258	V.Indira	Cleaner
259	L.Ram Prasad	Cleaner
260	M. Vijay Kumar	Cleaner
261	R.Pallayya	Cleaner
262	K.Sai Babu	Cleaner
263	P.Solman Raju	Cleaner
264	K. Suvarna Kumari	Cleaner
265	D. Rajendra	Cleaner
266	D.L.V.S.G.D. Gurunadh Reddy	Cleaner
267	Cherukuri Kalyan	Cleaner
268	Bora Satyanarayana	W.W. Sweeper

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
269	G.V.S.N.Murthy	City Planner
270	Y.B.R.Chandra Bosu	Deputy City Planner
271	Yangala Anitha Julie	Assistant City Planner
272	Vankayala Venkata Krishna	Assistant City Planner
273	V Varahalu Babu	Assistant City Planner (Transportation Planner)
274	E Anitha	Town Surveyor
275	Bayya Suresh	Town Planning Chainman
276	M.Pandu Ranga Rao	Town Planning Chainman
277	Ramavath Sarada	Town Planning Chainman
278	Ch.Chandra Sekhar	Town Planning Chainman
279	Avala Satyanarayana	Sanitary Inspector
280	Indraganti Srinivas	Sanitary Supervisor
281	K.Ramalinga Reddy	Sanitary Supervisor
282	Syed Khasim	Sanitary Inspector
283	K.Rajanidevi	Health Assistant
284	I.Srinivas	Sanitary Inspector
285	K.L.S.Prasad	Sanitary Inspector
286	Sd.Belkhees Bhanu	Sanitary Inspector
287	Debarakula Ramesh Kumar	Sanitary Inspector
288	Tahera Begum	Sanitary Inspector
289	M.Tulasidas	Sanitary Maistry
290	P.Venkateswara Rao	Sanitary Maistry
291	P.L.Ganapathi Kumar	Sanitary Maistry
292	M.Raghunadha Reddy	Sanitary Maistry
293	P.Durga Srinivasa Rao	Sanitary Maistry
294	02 A.M.Satyanarayana	Sanitary Maistry
295	Bharanika Jaya Prakash	Sanitary Maistry
296	Md.Abdul Rakheeb	Sanitary Maistry
297	K.Satish	Sanitary Maistry
298	T.V.V.S.Prasad	Sanitary Maistry
299	Allam Durga Prasad	Sanitary Maistry
300	M.Mutyalareddy	Driver
301	B. Srinivas Rao	Driver
302	Ch.V.Hanumantha Rao	Cleaner
303	J.Sridevi	Ayah
304	D. Bapilakshmi(Ch)	Ayah
305	P.Subhakararao	B.G.Watch Man
306	Gudeti Rambabu	Driver
307	Paka Suryanarayana	Driver
308	Pilli Balaraju	Driver
309	R.Srinivasa Rao	Driver
310	Bhamidipalli Jnaneswar	Sanitary Maistry
311	Arjuna Gopi	Sanitary Maistry

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
312	Vaddadi Srinivasa Rao	Sanitary Maistry
313	V V S S Suman	Sanitary Maistry
314	Pandu Bharathi	Sanitary Maistry
315	Smt Sannapu Pramila	Ayah
316	Sangereddy Vasu	Sanitary Maistry
317	Vaddadi Tulasi	Ayah
318	Siramsetty Syam	Sanitary Maistry
319	Ganthakuri Rajababu	Sanitary Maistry
320	Vaddadi Apparao	Sanitary Maistry
321	Bangaru Bala Ganga Bhavani	Ayah
322	G Divya	Sanitary Maistry
323	Bennoji Nageswara Rao	Sanitary Maistry
324	Mutyala Venkatesh	Sanitary Maistry
325	Kona Viswanad	Cleaner
326	Kanigiri Srinivasa Bharath	Sanitary Maistry
327	Kusumanchi Kamesh	Sanitary Maistry
328	Mangalagiri Venkata Ramana	Sanitary Maistry
329	Kanchumarthi Suresh Kumar	Sanitary Maistry
330	Dwarapureddy Venkata Satya Kiran Kumar	Sanitary Maistry
331	Patala Srinu	P H Worker
332	Misala Rambabu	P H Worker
333	Karangi Venkatarao	P H Worker
334	Siramsetty Ramana	P H Worker
335	Mutyala Yellayya	P H Worker
336	Metti Srihari	P H Worker
337	Mutyala Appalanarasamma	P H Worker
338	Misala Paidamma	P H Worker
339	Bangaru Syamalarao	P H Worker
340	Allam Srinivasa Rao(MI)	P H Worker
341	Palli Venkanna	P H Worker
342	Miriyala Nagamani	P H Worker
343	Budamparthi Mani	P H Worker
344	Tupakula Somamma	P H Worker
345	K. Nageswara Rao Dora	P H Worker
346	Somadula Somamma (New)	P H Worker
347	Inti Bhaskara Rao	P H Worker
348	Kapavarapu Papa	P H Worker

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
349	Inti Jayalakshmi	P H Worker
350	Inti Sasikishore	P H Worker
351	Veludurti Durga Malleswari	P H Worker
352	Bangaru Ramana	P H Worker
353	Palla Ramanamma	P H Worker
354	Jalagadugula Ramu	P H Worker
355	Mutyala Venkata Ramanamma	P H Worker
356	Podugu Sathamma	P H Worker
357	Mondreti Akshayamu	P H Worker
358	Origeti Dhanaraju	P H Worker
359	Vaddadi Mutyalamma	P H Worker
360	Kona Varalakshmi	P H Worker
361	Mutyala Raju	P H Worker
362	Bangaru Raju S/O Dalayya	P H Worker
363	Kilari Varahamma	P H Worker
364	Relli Padmavathi	P H Worker
365	Posupo Nagaratnam	P H Worker
366	Palla Durga	P H Worker
367	Yandam Raju	P H Worker
368	Kilari Satyavathi	P H Worker
369	Patara Venkataramana	P H Worker
370	Yazzala China Raju	P H Worker
371	Nagabathula Krishna	P H Worker
372	Mangalagiri Venkataramana	P H Worker
373	Mutyala Dhanalakshmi	P H Worker
374	Kota Simhachalam	P H Worker
375	Karangi Srinivasa Rao	P H Worker
376	Aakula Venkataratnam	P H Worker
377	Dhanala Muralikrishna	P H Worker
378	Mutyala Venkata Satyanarayana	P H Worker
379	Bentukuri Lakshmi	P H Worker
380	Mutyala Rajesh	P H Worker
381	K. Venkata Ratnamma	P H Worker
382	Mamidi Annapurnadevi	P H Worker
383	Madakam Sankuramma	P H Worker
384	Bangaru Pollayya	P H Worker

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
385	Solapuri Ganesh Narasimha Rao	P H Worker
386	Inukonda Dora Babu	P H Worker
387	Mutyala Venkata Apparao	P H Worker
388	Mutyala Appala Konda	P H Worker
389	Bangaru Swanthanarao	P H Worker
390	Vaddadi Sivakumar	P H Worker
391	Misala Tirumala	P H Worker
392	Losuri Ammaji	P H Worker
393	Pallala Ramireddy	P H Worker
394	M.Suryanarayana	P H Worker
395	Kasimkota Sarada	P H Worker
396	Vasupalli Subbarao	P H Worker
397	Vaddadi Pothuraju	P H Worker
398	Danda Bhavani	P H Worker
399	Kona Ganesh Raju	P H Worker
400	P Yoga Venkata Satish Kumar	P H Worker
401	Inti Venugopal	P H Worker
402	Kona Venkata Ramana	P H Worker
403	Budamala Lakshmi	P H Worker
404	Patem Atchi Raju	P H Worker
405	Yerremsetty Satyanarayana	P H Worker
406	Bhupathi Poliraju	P H Worker
407	Mutyala Krishna	P H Worker
408	Mutyala Lakshmi	P H Worker
409	Bangaru Simhachalam	P H Worker
410	Misala Kumari	P H Worker
411	Kilari Lakshmi	P H Worker
412	Mutyala Pothamma	P H Worker
413	Mette Veera Venkata Rao	P H Worker
414	Vaddadi Ramanamma	P H Worker
415	Mutyala Lakshmi (Venkatesh)	P H Worker
416	Misala Sivarama Krishna	P H Worker
417	Inti Venkata Prasad	P H Worker
418	Allam Yesu	P H Worker
419	Kanchumarthi Appayamma	P H Worker
420	Mellem Ramanamma	P H Worker

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
421	Potnuri Nagendrarao	P H Worker
422	Mutyala Jayakumar	P H Worker
423	Kilari Srinivasa Rao	P H Worker
424	Goli Hymavathi	P H Worker
425	Goli Praveen	P H Worker
426	Yedla Kumari	P H Worker
427	Vaara Lakshmanarao	P H Worker
428	Bhupathi Simhachalam	P H Worker
429	Bangaru Asha	P H Worker
430	Allam Kumari	P H Worker
431	Dalai Narasimha Murthy	P H Worker
432	Allam Ramana Rao	P H Worker
433	Misala Yedukondalu	P H Worker
434	Mamidi Posiyya	P H Worker
435	Bangaru Govindaraju	P H Worker
436	Mette Koteswara Rao	P H Worker
437	Yedla Srinivasu	P H Worker
438	Mutyala Manila	P H Worker
439	Goru Vimala	P H Worker
440	Kari Ramanamma	P H Worker
441	Keti Srinivasu	P H Worker
442	Bangaru Siva Shankar	P H Worker
443	N.Adilakshmi	P H Worker
444	Mutyala Yedukondalu	P H Worker
445	V. Gangamma	P H Worker
446	K.Umadevi	P H Worker
447	Bangaru Ramanamma	P H Worker
448	Mutyala Nagamani D/O Apparao	P H Worker
449	Mutyala Nagamani	P H Worker
450	Mangalagiri Nagalakshmi	P H Worker
451	Rai Ramana	P H Worker
452	Pamula Rajkumar	P H Worker
453	Relli Satyavathi	P H Worker
454	Guttula Venkataramana	P H Worker
455	Mette Gurumurthy	P H Worker
456	Misala Manga	P H Worker
457	Bangaru Satyanarayana	P H Worker
458	Bangaru Naga Seshu	P H Worker
459	Dhanala Apparao	P H Worker
460	Aakula Venkatalakshmi	P H Worker
461	Vaddadi Parvathi	P H Worker
462	Seelam Mani	P H Worker

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
463	Gudeti Veeraganikamma	P H Worker
464	Chenna Veeramani	P H Worker
465	Mutyala Ramakrishna	P H Worker
466	Nimmakayala Ramesh	P H Worker
467	Inti Durgaprasad	P H Worker
468	Bangaru Prasad	P H Worker
469	Boddabapti Vijaya	P H Worker
470	Arji Simhachalam	P H Worker
471	Kaduluri Annavaram	P H Worker
472	Allam Vijaya Kumari	P H Worker
473	Nimmakayala Srinivasa Rao	P H Worker
474	Rai Srinivasa Rao	P H Worker
475	Rai China Varalakshmi	P H Worker
476	Somadula Ramanamma	P H Worker
477	Marapatla Gangadhar	P H Worker
478	Bodala Rajeswari	P H Worker
479	Allam Vijay	P H Worker
480	Kasipalli Naga Raju	P H Worker
481	Nimmakayala Vivek	P H Worker
482	Mutyala Yedukondalu	P H Worker
483	Bangaru Appalatalli	P H Worker
484	Misala Ramanamma	P H Worker
485	Misala Simhachalam	P H Worker
486	Mutyala Maheswari	P H Worker
487	Misala Nirmala	P H Worker
488	Kona Srinivasa Rao	P H Worker
489	Kilari Srinivasarao	P H Worker
490	Allam Harinath	P H Worker
491	Mutyala China Nagaraju	P H Worker
492	Dalai Bhaskara Rao	P H Worker
493	Chenna Pothuraju	P H Worker
494	Dalai Paidamma	P H Worker
495	Kilari Srinivasarao	P H Worker
496	Mutyala Vara Simhachalam	P H Worker
497	Kona Lakshmi	P H Worker
498	Misala Durga Bhavani	P H Worker
499	Mangalagiri Durga Rao	P H Worker
500	Meesala Chandra Sekhar	P H Worker
501	Bhupathi Jayaram	P H Worker
502	Naramamidi Ganesh	P H Worker
503	Serakanam Mangaveni	P H Worker
504	Inti Srinivasa Rao	P H Worker
505	Aakula Gandhinagar	P H Worker

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
506	Siramsetti Dhanalakshmi	P H Worker
507	Peetala Chinni	P H Worker
508	Golagani Ganapathibalabalaji	P H Worker
509	Mutyala Vasu	P H Worker
510	K Premkumar Babu	P H Worker
511	Mutyala Vijayamma	P H Worker
512	Maddila Veerraju	P H Worker
513	Turam Veerabhadram Dora	P H Worker
514	Pammi Venkatalakshmi	P H Worker
515	Misala Ashok Kumar	P H Worker
516	Shek Baby	P H Worker
517	Nimmakayala Nagamani	P H Worker
518	Sangireddy Durga	P H Worker
519	Shaik Rizwana Begam	P H Worker
520	Pitani Lakshmi	P H Worker
521	Mutyala Saidarao	P H Worker
522	Allam Padma	P H Worker
523	Inti Somaraju	P H Worker
524	Uppada Suryakantham	P H Worker
525	Nerella Krishnaveni	P H Worker
526	Borra Raju	P H Worker
527	Aalla Naga Surya Chandra	P H Worker
528	T.V.V.Satyanarayana	P H Worker
529	Ch.Santha Kumari	P H Worker
530	C.Suryanarayana	P H Worker
531	G.V.V.N.Kumar	P H Worker
532	Potnuri Vijaya	P H Worker
533	Dhanala Venkatalakshmi	P H Worker
534	Kilari Ramalakshmi	P H Worker
535	Vaddadi Lakshmi	P H Worker
536	Dalai Atchamma	P H Worker
537	Karangi Lakshmi	P H Worker
538	Karangi Srinivas	P H Worker
539	Vaddadi Suri Apparao	P H Worker
540	B V V Ramana	P H Worker
541	Mutyala Venkatalakshmi	P H Worker
542	Boda Aseervadham	P H Worker
543	Bangaru Kumari	P H Worker
544	K.Govinda Lakshmi	P H Worker
545	Misala Paidamma	P H Worker
546	Bangaru Sathiraju	P H Worker
547	Allam Dhanalakshmi	P H Worker

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
548	Gudeti Atchamma	P H Worker
549	Misala Suryanarayana	P H Worker
550	Mutyala Venkateswara Rao	P H Worker
551	Kona Durgamma	P H Worker
552	Inti Venkatalakshmi	P H Worker
553	Dhanala Ramakrishna	P H Worker
554	Palli Murali	P H Worker
555	Bangaru Satyanarayana	P H Worker
556	Juthuka Manga	P H Worker
557	Karangi Vijayalakshmi	P H Worker
558	A Trimurthulu	P H Worker
559	Chedala Manohara Reddy	P H Worker
560	Kanipe Nagabhushanam	P H Worker
561	Ponnaganti Naga Raju	P H Worker
562	Bangaru Srinivasa Rao	P H Worker
563	Mutyala Srinivasa Rao	P H Worker
564	Misala Srinivasa Rao	P H Worker
565	Mutyala Varaprasad	P H Worker
566	Kunjam Chanchannadora	P H Worker
567	Kunjum Kumari	P H Worker
568	Vaddadi Pothuraju	P H Worker
569	Mutyala Panduranga	P H Worker
570	Misala Jyothi	P H Worker
571	Pothula Narasimha Rao	P H Worker
572	Gubbala Appalaraju	P H Worker
573	Mulaparathi Somaraju	P H Worker
574	Kasimkota Yesu	P H Worker
575	Karangi Padmarao	P H Worker
576	Jami Adi Shankar	P H Worker
577	Bhupathi Durga Rao	P H Worker
578	Mutyala Peda Durga	P H Worker
579	Bangaru Tirumala	P H Worker
580	Nimmakayala Ramesh	P H Worker
581	Kadulla Apparao	P H Worker
582	Veeravathula Fedrik	P H Worker
583	Nagabathula Syam	P H Worker
584	Pillela Sankar Rao	P H Worker
585	Regum Kumari	P H Worker
586	Inti Murali	P H Worker
587	Boddu Sairam	P H Worker
588	Bandi Neelaveni	P H Worker

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
589	Bobbili Devi Kumar	P H Worker
590	G. Pattabhi	P H Worker
591	Ch. Venkatareddy	P H Worker
592	Turaka Baby	P H Worker
593	Kunjam Jangam Dora	P H Worker
594	Mutyala Rambabu	P H Worker
595	Kona Anjaneya Devi Vara Prasad	P H Worker
596	V.S.Venkateswarlu	P H Worker
597	Lanka Apparao	P H Worker
598	Rai Ramakrishna	P H Worker
599	Chipurupalli Venkataramana	P H Worker
600	Pilla Rajesh	P H Worker
601	Pilli Harish Kumar	P H Worker
602	Matta Venkateswara Rao	P H Worker
603	Gajjala Krishna	P H Worker
604	Kanem Chinnabbai	P H Worker
605	S. Nageswararao Dora	P H Worker
606	Budamparthi V.V.Ramana	P H Worker
607	Mangalagiri Kumara Swamy	P H Worker
608	Bangaru Venkata Raj Kumar	P H Worker
609	Macharla Sankara Rao	P H Worker
610	Chitrapu Veeraju	P H Worker
611	Mulaparthi. Nagendra Prasad	P H Worker
612	Inukonda Naga Lakshmi	P H Worker
613	Kadali Venkata Ramanamma	P H Worker
614	Meesala Veera Mani	P H Worker
615	Gorle Mohana Rao	P H Worker
616	Kakara Satyavathi	P H Worker
617	Kabham Jaya Leela	P H Worker
618	Karam Bapanna Dora	P H Worker
619	Karam Yasoda	P H Worker
620	Bangaru Sekhar	P H Worker
621	Podugu Surendra Kumar	P H Worker
622	Kalidasu Uma Maheswari	P H Worker
623	Gorle Bobbilli	P H Worker
624	Kilari Asaramma	P H Worker
625	Allam Durga	P H Worker
626	Bangaru Durga Sasikamal	P H Worker

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>
627	Seti Durga Mani	P H Worker
628	Bangaru Triveni	P H Worker
629	Mutyala Ganesh	P H Worker
630	Chipuripalli Raghavamma	P H Worker
631	Dalai Leela Vara Prasad,	P H Worker
632	Sarella Chakravarthi,	P H Worker
633	Kukkunuri Satya Vara Lakshmi,	P H Worker
634	Ambati Venkata Kalyan	P H Worker
635	Akula Trimurthulu	P H Worker
636	Meesala Devi	P H Worker
637	Bangaru Venkata Lakshmi	P H Worker
638	Kilari Geethanjali	P H Worker
639	Palla Ratnam	P H Worker
640	Akula Sheshu Babu	P H Worker
641	Bandi Durga Prasad	P H Worker
642	Mutyala Bharath Kumar	P H Worker
643	Nimmakayala Balaji	P H Worker
644	Mamidi Kotasathemma	P H Worker
645	Kona Lakshmi Narayana	P H Worker
646	K Santhoshamma	P H Worker

### Section4 (1) (b) (x)

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

Sl. No	Name of the Employee	Designation	Gross Total
1	K. Dinesh Kumar, IAS	Commissioner	1,22,460.00
2	P M Satyaveni	Additional Commissioner	1,45,695.00
3	G Sambasiva Rao	Deputy Commissioner	1,25,063.00
4	P Rama Rao	Deputy Director (Amrut)	1,63,480.00
5	Ch. Srinivasa Rao	Revenue Officer	1,63,555.00
6	K.B.R.Ravi Kumar	Revenue Officer	1,45,895.00
7	S.Satyavathi	Manager	1,45,785.00
8	R.Nagamani	Accountant	1,63,480.00
9	D.L.Gopala Swamy	Superintendent	1,35,139.00
10	Md. Abdul Malik Asfar	Superintendent	1,35,059.00
11	Mdd Krupali	Superintendent	1,31,686.00
12	D. Rama Satyam	Superintendent	1,28,282.00
13	A.Lalitha	Superintendent	1,21,873.00
14	A Jayasri	Superintendent	1,35,089.00
15	M. Mariya Sugnanamani	Superintendent	75,247.00
16	K.A.P.Murthy	Senior Assistant	98,817.00
17	S.Syam Sundar	Senior Assistant	1,07,005.00
18	V.P. Subrahmanyam	Senior Assistant	1,12,772.00
19	T.Ch.V. Satya Mohan	Senior Assistant	96,171.00
20	B.V.S.A.Subbalakshmi	Senior Assistant	1,09,806.00
21	A.S.V.Ravi Kumar	Senior Assistant	1,18,714.00
22	P.V.B.Ramana Rao	Senior Assistant	93,567.00
23	N.S.Nehru	Senior Assistant	98,777.00
24	K.V.Kumari	Senior Assistant	1,25,063.00
25	K.Chinababu	Senior Assistant	91,146.00
26	P.V. Kameswari	Senior Assistant	1,21,913.00
27	K.L.S.Chamundeswari	Senior Assistant	1,09,796.00
28	Tarapatla Suresh	Senior Assistant	61,970.00
29	Gandi Pradeep Kumar	Senior Assistant	60,303.00
30	D.Srinivasu	Senior Assistant	96,201.00
31	K.Chandra Sekhar	Senior Assistant	86,305.00
32	M.Gaddamma	Senior Assistant	52,358.00
33	R. Naga Manikanta Kumar	Senior Assistant	60,303.00
34	B Subrahmanyeswara Raju	Senior Assistant	86,055.00
35	K.B.S.Baburao	Junior Assistant	91,186.00
36	B.V.S.Sridhar	Junior Assistant	86,305.00
37	N D V Lova Raju	Junior Assistant	56,971.00
38	P.Ravi Kumar	Junior Assistant	73,168.00
39	K.Murali Krishna	Junior Assistant	67,401.00
40	D Arun	Junior Assistant	52,358.00
41	K Venkata Sivanarayan	Junior Assistant	55,433.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
42	G S V Padmanagini	Junior Assistant	53,895.00
43	A Syama Priyanka	Junior Assistant	54,358.00
44	T.Raja Rajeswari	Junior Assistant	71,246.00
45	Vallamsetti Krishna Rao	Junior Assistant	83,655.00
46	Boola Bhavani	Junior Assistant	48,128.00
47	Cheera Anantha Lakshmi	Junior Assistant	46,819.00
48	Nuni Ravi Laxman	Junior Assistant	46,819.00
49	Koduri Veerraju	Junior Assistant	46,819.00
50	Budamparthi Phanindra	Junior Assistant	45,509.00
51	M Veerababu	Junior Assistant	63,763.00
52	Kondeti Shareen	Junior Assistant	41,778.00
53	G S B Phanish	Junior Assistant	37,236.00
54	S N V Krishna Rao	Junior Assistant	41,778.00
55	K Srinu Dora	Junior Assistant	41,778.00
56	Morampudi Naga Babu	Junior Assistant	39,457.00
57	Somu Venkata Baby Sarojini	Junior Assistant	38,346.00
58	Chippada Srinivas	Junior Assistant	38,346.00
59	Nagabhatla Sai Bayyanna Sastry	Junior Assistant	38,346.00
60	Guttula Sai Kumar	Junior Assistant	41,778.00
61	Meduri Krishna Mohan	Junior Assistant	41,778.00
62	Kona Ramamohan Rao	Junior Assistant	77,326.00
63	Ch. Vara Lakshmi	Senior Assistant	1,17,708.00
64	J N V L K Sravani	Junior Assistant	52,358.00
65	Palla Suryanarayana	Junior Assistant	1,07,005.00
66	M Ravi Teja	Junior Assistant	41,778.00
67	Syed Abdul Raheem	Junior Assistant	42,568.00
68	Kakara Swarna Latha	Junior Assistant	75,247.00
69	N Srinivasa Rao	Junior Assistant	96,181.00
70	Meka Lavanya	Junior Assistant	36,111.00
71	Chavalam Srigiri	Junior Assistant	37,236.00
72	Ganti Venkateswara Rao	Bill Collector	1,12,947.00
73	P.B.S.Prasad	Bill Collector	1,04,415.00
74	R.Srinivasa Rao	Bill Collector	1,01,583.00
75	M.Gangadhar	Bill Collector	1,01,583.00
76	G.V. Swamy	Bill Collector	1,31,856.00
77	N.S.S.Gandhi	Bill Collector	1,04,415.00
78	S.V.K. Visalakshi	Bill Collector	55,433.00
79	M. Bala Kennedy	Bill Collector	1,06,175.00
80	E. Yesudanam	Bill Collector	96,396.00
81	R Rambabu	Bill Collector	96,371.00
82	S. Nageswara Rao	Bill Collector	96,371.00
83	K.Subbayya	Bill Collector	88,305.00
84	Palli Venkateswara Rao	Bill Collector	86,505.00
85	L Durga Prasanna	Bill Collector	48,328.00
86	Md Riaz	Bill Collector	88,925.00
87	T Krishna	Bill Collector	57,171.00
88	Tanala Naga Lakshmi	Bill Collector	44,399.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
89	Kalaparathi Kaladhar	Bill Collector	37,236.00
90	Pilli Prem Kishore	Bill Collector	37,236.00
91	Pedalanka Satyanarayana	Record Asst.	79,405.00
92	Allampalli Srinivasu	Record Asst.	77,326.00
93	T.V.Nageswara Rao	Record Asst.	61,970.00
94	B.J.S.Divya Seela	Record Asst	1,08,965.00
95	Agri Chaya Devi	Record Asst	67,401.00
96	P.Mary Kumari	Record Asst	65,608.00
97	S.Rama Krishna	Record Asst	96,201.00
98	Kshatri Indirabai	Record Asst	67,401.00
99	Ch.V.V.Satyanarayana	Record Asst	58,637.00
100	U. Ratna Raju	Record Asst	69,323.00
101	P Hanumantharao Reddy	Record Asst	81,655.00
102	Yedla Venkata Rao	Record Asst	96,171.00
103	Uppala Veerababu	Record Asst	67,401.00
104	V.Anji Babu	Office Subordinate	81,655.00
105	P Satya Sridhar	Office Subordinate	63,963.00
106	K Subrahmanyam	Office Subordinate	44,989.00
107	M. Veerraju	Office Subordinate	93,582.00
108	Kudupudi Satyanarayana	Office Subordinate	98,777.00
109	D. Srinivasa Rao	Office Subordinate	93,782.00
110	V.Kanteswara Rao	Office Subordinate	96,171.00
111	T.V. Satyanarayana	Office Subordinate	65,808.00
112	S. Krishna Rao	Office Subordinate	63,963.00
113	Kanchumarthi Shamili	Office Subordinate	49,539.00
114	M V Narayana	Office Subordinate	93,782.00
115	G Laxmana Rao	Office Subordinate	65,608.00
116	Taddi Srinivasa Rao	Office Subordinate	39,457.00
117	Ch Sajeev Kumar	Office Subordinate	53,895.00
118	Bangaru Durga Prasad	Office Subordinate	38,346.00
119	Teeramdasu Prasad	Office Subordinate	38,346.00
120	Ambati Ravi Kumar	Office Subordinate	44,199.00
121	Sana Chaundeswari	Office Subordinate	37,236.00
122	Rayi Vijay Kumar	Office Subordiante	35,086.00
123	Chedala Sudhakar Reddy	Office Subordiante	33,120.00
124	Mutyala Venkatesh	Office Subordiante	33,120.00
125	Kundrapu Mohan Naga Krishna	Office Subordiante	30,387.00
126	Yadla Uma Sai	Office Subordiante	30,387.00
127	D.Sakuntala Kumari	Office Subordinate	49,539.00
128	Jami Surya Kalavathi	Office Subordinate	48,128.00
129	Yedla Satyavathi	Office Subordinate	46,819.00
130	Muthyala Srinivasa Rao	Office Subordinate	40,346.00
131	K Umamaheswari	Office Subordinate	44,199.00
132	Doodi Lakshmi Naga Narayanamma	Office Subordinate	28,678.00
133	Pothuraju Sridevi	Office Subordinate	31,532.00
134	Mellim Satyanarayana	Watchman	45,519.00
135	I Sudhakar	Night Watchman	61,980.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
136	Koyya Anuradha	Sweeper Cum Gardener	52,368.00
137	Ch. Lalitha	Sweeper Cum Scavenger	45,509.00
138	Karnuri Kumari	Sweeper Cum Water Women	33,130.00
139	Saramalla Nageswara Rao	Sweeper	33,241.00
140	Challa Nageswara Rao	Watchman	33,241.00
141	G. Panduranga Rao	Superintending Engineer	2,13,379.00
142	R.V.S. Seshagiri Rao	Executive Engineer	2,09,287.00
143	Sk. Madar Sha Ali	Executive Engineer	1,74,884.00
144	R. Devananda Kumar	A.D.H.	1,70,786.00
145	K. Virupaksha Rao	Dy Executive Engineer	93,567.00
146	K. Venkata Lakshmi	Dy Executive Engineer	1,38,591.00
147	P. Prasad	Dy Executive Engineer	1,74,794.00
148	T. Chandra Sekhara Rao	Dy Executive Engineer	1,45,695.00
149	D.S. Prakasa Rao	Dy Executive Engineer	1,70,786.00
150	K.Devi Lalitha Kumari	Asst. Executive Engineer	96,171.00
151	K. Sridhar	Assistant Engineer	1,18,684.00
152	G.L. Durga Bhavani	Assistant Engineer	93,567.00
153	G. Sharmila	Assistant Engineer	84,055.00
154	G.Sandeep	Assistant Engineer	84,055.00
155	S.V.V. Durga Prasad	Assistant Engineer	75,247.00
156	P.V. Sudhakar	Assistant Engineer	1,38,721.00
157	R. Manjula	Assistant Engineer	93,567.00
158	B. Anjaneyulu	Assistant Engineer	75,247.00
159	P. Prasad	Assistant Engineer	75,247.00
160	N. Bramarambika Devi	Assistant Engineer (Ele)	93,567.00
161	S. Rama Kumar	Tech. Officer	1,49,387.00
162	B. Lakshminarayana (3Rd Stag)	Tech. Asst.	1,45,725.00
163	K.Daneswararao	W.I. Gr.Iv	96,246.00
164	Md. Muneer Khan	W.I. Gr.Iv	41,853.00
165	Angara Vasu	W.I. Gr.Iv	39,532.00
166	G.S.S. Ramesh	W.I. Gr.Iv	38,421.00
167	M. Rajkumar	W.I. Gr.Iv	38,421.00
168	Koshti Anand Kumar	W.I. Gr.Iv	38,421.00
169	B.Butchibabu	Work Maistry	96,186.00
170	Peruri Krishna Sai Vamsi	Work Maistry	29,607.00
171	P.S.Sai Babu	Lighter	91,231.00
172	M.Venakata Ratnam (Ph)	Lighter	95,667.00
173	V.Gopala Krishna	D.Cleaner	1,04,185.00
174	P.Durga	D.Cleaner	63,773.00
175	B. Srinivasu (Ph)	D.Cleaner	38,121.00
176	Pusarla Srinivasarao	Road Mazdoor	77,336.00
177	V.Venkateswarulu	Road Mazdoor	75,257.00
178	Md.Zilani	Road Mazdoor	75,257.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
179	K.Nookalamma	Road Mazdoor	73,178.00
180	Kolamuri Nageswararao	Road Mazdoor	98,787.00
181	Pedalanka Srinivasarao	Road Mazdoor	98,802.00
182	P.Subbarao	Road Mazdoor	75,257.00
183	Nookapai Yesudasu	Road Mazdoor	61,980.00
184	K.Nookaratnam Alias Kameswari	Road Mazdoor	53,905.00
185	P.Surya Kumari	Road Mazdoor	49,549.00
186	Md.Abdul Hameed	Road Mazdoor	44,209.00
187	U. Leela Venkata Prasad (Ph)	Road Mazdoor	38,121.00
188	P. Simhachalam	Road Mazdoor	31,251.00
189	A. Posubabu	Road Mazdoor	31,251.00
190	Yedla Lalitha	Road Mazdoor	31,251.00
191	D. Adi Surya Kumari	Road Mazdoor	31,251.00
192	M.V.V. Rajasekhar	Road Mazdoor	31,251.00
193	Pilla Ramana	Road Mazdoor	30,397.00
194	Salapu Srinivasarao	Gardener	73,178.00
195	Kappala Somaraju	Gardener	81,665.00
196	Sappa Satish	Gardener	49,549.00
197	G.Pothuraju	Gardener	93,577.00
198	P.Pallapa Raju	Gardener	98,827.00
199	P.Krishna	Gardener	93,592.00
200	Oduri Appa Rao	Gardener	93,577.00
201	P.Venkateswara Rao	Gardener	93,577.00
202	R.Saibabu	Gardener	93,602.00
203	S.Nookaraju	Gardener	98,787.00
204	Nelli Satyanarayana	Gardener	93,592.00
205	Smt . K.Mutyalu	Gardener	73,178.00
206	N.V.Bhagavan Prasad	Gardener	1,04,185.00
207	N.Srinivasarao	Gardener	93,607.00
208	Mungandi Venkata Ramana	Gardener	93,592.00
209	S.Jogi Raju	Gardener	93,577.00
210	B.Durga Rao	Gardener	73,178.00
211	B.A.V.Prasad	Gardener	93,577.00
212	Kola Rambabu	Gardener	93,607.00
213	K.Surya Narayana	Gardener	93,602.00
214	Samparathi Apparao	Gardener	98,802.00
215	Udugula Apparao	Gardener	93,577.00
216	Sambaru Apparao	Gardener	93,577.00
217	T.Laxmi	Gardener	61,980.00
218	Talla Prem Kumar	Gardener	61,980.00
219	S.Nalla Babu	Gardener	55,443.00
220	Ch. Satyanarayana	Gardener	44,209.00
221	B. Madhavi	Gardener	44,209.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
222	P.Datta Vandana Devi (Ph)	Gardener	44,999.00
223	M. Revathi	Gardener	36,121.00
224	M. Singarayadora	Gardener	33,130.00
225	Maddi Sujatha	Gardener	30,397.00
226	J. Veerababu	Gardener	30,397.00
227	Koyyana Mohana Rao	Tb Gardener	67,411.00
228	R.D. Malleswara Rao	L.V. Driver	47,469.00
229	Ch.Tirumala Rao	W.L.Cleaner	96,181.00
230	D. Lalith Vamshi (Ph)	W.L.Cleaner	33,251.00
231	G. Durga Bhavani	W.L.Cleaner	31,251.00
232	K Srinivasa Rao	Ele.Gr-li	1,07,015.00
233	P.Anil Kumar	Ele.Gr-li	58,637.00
234	Ch. Venkatalakshmi	Ele.Gr-li	55,433.00
235	P. Surya Prakasa Rao	Ele.Gr-li	42,989.00
236	Palepu Satish Kumar	Ele.Gr-li	60,343.00
237	N.Krupesh Kumar	Ele.Gr-li	40,578.00
238	P.Sateesh (3Rd Stag)	H.W.Fitter	1,56,450.00
239	A.Visweswara Rao	T.I.	88,840.00
240	Reka Satyanarayana	T.I.	98,867.00
241	M. Apparao Reddy	Fittergr.li	63,788.00
242	Madipalli Anand	Fittergr.li	50,958.00
243	G.Posiyya	W.W.Helper	67,411.00
244	B.Posubabu	Cleaner	75,287.00
245	Ch.Srinivasa Rao	Cleaner	73,208.00
246	P.Durga Rao	Cleaner	65,648.00
247	D.Kanna Rao	Cleaner	1,01,438.00
248	Pilla Appa Rao	Cleaner	96,241.00
249	Ch.Sita Rama Raju	Cleaner	57,011.00
250	Singam Chakraveni	Cleaner	49,549.00
251	Botcha Srinivasarao	Cleaner	81,665.00
252	V.Nagamani	Cleaner	75,257.00
253	Sk.Abdul Kareem	Cleaner	1,04,200.00
254	K.Ramarao	Cleaner	98,787.00
255	Reddy Sairam	Cleaner	93,577.00
256	K.Chittibabu	Cleaner	22,537.00
257	Rajamahendrarapu Satyanarayana	Cleaner	73,178.00
258	V.Indira	Cleaner	65,618.00
259	L.Ram Prasad	Cleaner	61,980.00
260	M. Vijay Kumar	Cleaner	33,130.00
261	R.Pallayya	Cleaner	75,292.00
262	K.Sai Babu	Cleaner	45,519.00
263	P.Solman Raju	Cleaner	35,096.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
264	K. Suvarna Kumari	Cleaner	31,251.00
265	D. Rajendra	Cleaner	31,251.00
266	D.L.V.S.G.D. Gurunadh Reddy	Cleaner	31,251.00
267	Cherukuri Kalyan	Cleaner	31,251.00
268	Bora Satyanarayana	W.W. Sweeper	77,336.00
269	G.V.S.N.Murthy	City Planner	1,25,063.00
270	Y.B.R.Chandra Bosu	Deputy City Planner	1,25,063.00
271	Yangala Anitha Julie	Assistant City Planner	98,777.00
272	Vankayala Venkata Krishna	Assistant City Planner	98,777.00
273	V Varahalu Babu	Assistant City Planner (Transportation Planner)	1,63,650.00
274	E Anitha	Town Surveyor	71,246.00
275	Bayya Suresh	Town Planning Chainman	31,241.00
276	M.Pandu Ranga Rao	Town Planning Chainman	81,655.00
277	Ramavath Sarada	Town Planning Chainman	31,241.00
278	Ch.Chandra Sekhar	Town Planning Chainman	65,608.00
279	Avala Satyanarayana	Sanitary Inspector	93,697.00
280	Indraganti Srinivas	Sanitary Supervisor	1,63,580.00
281	K.Ramalinga Reddy	Sanitary Supervisor	1,60,003.00
282	Syed Khasim	Sanitary Inspector	1,15,823.00
283	K.Rajanidevi	Health Assistant	79,505.00
284	I.Srinivas	Sanitary Inspector	98,877.00
285	K.L.S.Prasad	Sanitary Inspector	81,755.00
286	Sd.Belkhees Bhanu	Sanitary Inspector	81,755.00
287	Debarakula Ramesh Kumar	Sanitary Inspector	81,755.00
288	Tahera Begum	Sanitary Inspector	81,755.00
289	M.Tulasidas	Sanitary Maistry	1,04,270.00
290	P.Venkateswara Rao	Sanitary Maistry	1,04,295.00
291	P.L.Ganapathi Kumar	Sanitary Maistry	75,352.00
292	M.Raghunadha Reddy	Sanitary Maistry	62,050.00
293	P.Durga Srinivasa Rao	Sanitary Maistry	60,383.00
294	02 A.M.Satyanarayana	Sanitary Maistry	62,050.00
295	Bharanika Jaya Prakash	Sanitary Maistry	55,513.00
296	Md.Abdul Rakheeb	Sanitary Maistry	51,028.00
297	K.Satish	Sanitary Maistry	51,028.00
298	T.V.V.S.Prasad	Sanitary Maistry	63,843.00
299	Allam Durga Prasad	Sanitary Maistry	49,619.00
300	M.Mutyalareddy	Driver	96,821.00
301	B. Srinivas Rao	Driver	96,836.00
302	Ch.V.Hanumantha Rao	Cleaner	73,168.00
303	J.Sridevi	Ayah	50,948.00
304	D. Bapilakshmi(Ch)	Ayah	49,539.00
305	P.Subhakararao	B.G.Watch Man	77,326.00
306	Gudeti Rambabu	Driver	66,442.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
307	Paka Suryanarayana	Driver	75,897.00
308	Pilli Balaraju	Driver	62,620.00
309	R.Srinivasa Rao	Driver	94,247.00
310	Bhamidipalli Jnaneswar	Sanitary Maistry	45,069.00
311	Arjuna Gopi	Sanitary Maistry	40,426.00
312	Vaddadi Srinivasa Rao	Sanitary Maistry	37,316.00
313	V V S S Suman	Sanitary Maistry	37,316.00
314	Pandu Bharathi	Sanitary Maistry	33,200.00
315	Smt Sannapu Pramila	Ayah	38,111.00
316	Sangereddy Vasu	Sanitary Maistry	37,316.00
317	Vaddadi Tulasi	Ayah	34,071.00
318	Siramsetty Syam	Sanitary Maistry	33,200.00
319	Ganthakuri Rajababu	Sanitary Maistry	33,200.00
320	Vaddadi Apparao	Sanitary Maistry	33,200.00
321	Bangaru Bala Ganga Bhavani	Ayah	32,196.00
322	G Divya	Sanitary Maistry	31,321.00
323	Bennoji Nageswara Rao	Sanitary Maistry	31,321.00
324	Mutyala Venkatesh	Sanitary Maistry	31,321.00
325	Kona Viswanad	Cleaner	31,241.00
326	Kanigiri Srinivasa Bharath	Sanitary Maistry	31,321.00
327	Kusumanchi Kamesh	Sanitary Maistry	30,467.00
328	Mangalagiri Venkata Ramana	Sanitary Maistry	30,467.00
329	Kanchumarthi Suresh Kumar	Sanitary Maistry	29,612.00
330	Dwarapureddy Venkata Satya Kiran Kumar	Sanitary Maistry	29,612.00
331	Patala Srinu	P H Worker	85,889.00
332	Misala Rambabu	P H Worker	69,886.00
333	Karangi Venkatarao	P H Worker	93,577.00
334	Siramsetty Ramana	P H Worker	1,04,185.00
335	Mutyala Yellayya	P H Worker	98,787.00
336	Metti Srihari	P H Worker	63,773.00
337	Mutyala Appalanarasamma	P H Worker	77,336.00
338	Misala Paidamma	P H Worker	98,787.00
339	Bangaru Syamalarao	P H Worker	55,153.00
340	Allam Srinivasa Rao(MI)	P H Worker	58,647.00
341	Palli Venkanna	P H Worker	58,647.00
342	Miriyala Nagamani	P H Worker	55,443.00
343	Budamparthi Mani	P H Worker	53,905.00
344	Tupakula Somalamma	P H Worker	60,313.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
345	K. Nageswara Rao Dora	P H Worker	49,549.00
346	Somadula Somamma (New)	P H Worker	45,519.00
347	Inti Bhaskara Rao	P H Worker	75,257.00
348	Kapavarapu Papa	P H Worker	1,01,393.00
349	Inti Jayalakshmi	P H Worker	73,178.00
350	Inti Sasikishore	P H Worker	73,178.00
351	Veludurti Durga Malleswari	P H Worker	77,336.00
352	Bangaru Ramana	P H Worker	81,665.00
353	Palla Ramanamma	P H Worker	65,618.00
354	Jalagadugula Ramu	P H Worker	1,04,185.00
355	Mutyala Venkata Ramanamma	P H Worker	93,577.00
356	Podugu Sathamma	P H Worker	73,178.00
357	Mondreti Akshayamu	P H Worker	63,773.00
358	Origeti Dhanaraju	P H Worker	65,618.00
359	Vaddadi Mutyalamma	P H Worker	1,04,185.00
360	Kona Varalakshmi	P H Worker	84,065.00
361	Mutyala Raju	P H Worker	67,411.00
362	Bangaru Raju S/O Dalayya	P H Worker	73,178.00
363	Kilari Varahamma	P H Worker	84,065.00
364	Relli Padmavathi	P H Worker	96,181.00
365	Posupo Nagaratnam	P H Worker	58,647.00
366	Palla Durga	P H Worker	55,443.00
367	Yandam Raju	P H Worker	53,905.00
368	Kilari Satyavathi	P H Worker	50,958.00
369	Patara Venkataramana	P H Worker	49,549.00
370	Yazzala China Raju	P H Worker	49,549.00
371	Nagabathula Krishna	P H Worker	39,467.00
372	Mangalagiri Venkataramana	P H Worker	93,577.00
373	Mutyala Dhanalakshmi	P H Worker	96,181.00
374	Kota Simhachalam	P H Worker	93,577.00
375	Karangi Srinivasa Rao	P H Worker	96,181.00
376	Aakula Venkataratnam	P H Worker	75,257.00
377	Dhanala Muralikrishna	P H Worker	56,981.00
378	Mutyala Venkata Satyanarayana	P H Worker	53,905.00
379	Bentukuri Lakshmi	P H Worker	55,443.00
380	Mutyala Rajesh	P H Worker	50,958.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
381	K. Venkata Ratnamma	P H Worker	49,549.00
382	Mamidi Annapurnadevi	P H Worker	49,549.00
383	Madakam Sankuramma	P H Worker	49,549.00
384	Bangaru Pollayya	P H Worker	44,061.00
385	Solapuri Ganesh Narasimha Rao	P H Worker	45,519.00
386	Inukonda Dora Babu	P H Worker	44,999.00
387	Mutyala Venkata Apparao	P H Worker	77,336.00
388	Mutyala Appala Konda	P H Worker	1,01,393.00
389	Bangaru Swanthanarao	P H Worker	55,443.00
390	Vaddadi Sivakumar	P H Worker	58,647.00
391	Misala Tirumala	P H Worker	50,958.00
392	Losuri Ammaji	P H Worker	49,549.00
393	Pallala Ramireddy	P H Worker	35,151.00
394	M.Suryanarayana	P H Worker	44,999.00
395	Kasimkota Sarada	P H Worker	77,336.00
396	Vasupalli Subbarao	P H Worker	79,042.00
397	Vaddadi Pothuraju	P H Worker	84,065.00
398	Danda Bhavani	P H Worker	77,336.00
399	Kona Ganesh Raju	P H Worker	63,773.00
400	P Yoga Venkata Satish Kumar	P H Worker	63,773.00
401	Inti Venugopal	P H Worker	63,773.00
402	Kona Venkata Ramana	P H Worker	55,443.00
403	Budamala Lakshmi	P H Worker	49,549.00
404	Patem Atchi Raju	P H Worker	49,549.00
405	Yerremsetty Satyanarayana	P H Worker	45,519.00
406	Bhupathi Poliraju	P H Worker	44,209.00
407	Mutyala Krishna	P H Worker	35,610.00
408	Mutyala Lakshmi	P H Worker	1,04,185.00
409	Bangaru Simhachalam	P H Worker	77,336.00
410	Misala Kumari	P H Worker	84,065.00
411	Kilari Lakshmi	P H Worker	93,577.00
412	Mutyala Pothamma	P H Worker	98,787.00
413	Mette Veera Venkata Rao	P H Worker	96,181.00
414	Vaddadi Ramanamma	P H Worker	69,333.00
415	Mutyala Lakshmi (Venkatesh)	P H Worker	73,178.00
416	Misala Sivarama Krishna	P H Worker	98,787.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
417	Inti Venkata Prasad	P H Worker	84,065.00
418	Allam Yesu	P H Worker	93,577.00
419	Kanchumarthi Appayamma	P H Worker	65,618.00
420	Mellem Ramanamma	P H Worker	65,618.00
421	Potnuri Nagendrarao	P H Worker	61,980.00
422	Mutyala Jayakumar	P H Worker	55,443.00
423	Kilari Srinivasa Rao	P H Worker	55,443.00
424	Goli Hymavathi	P H Worker	34,633.00
425	Goli Praveen	P H Worker	37,246.00
426	Yedla Kumari	P H Worker	65,618.00
427	Vaara Lakshmanarao	P H Worker	74,853.00
428	Bhupathi Simhachalam	P H Worker	1,01,393.00
429	Bangaru Asha	P H Worker	69,333.00
430	Allam Kumari	P H Worker	79,415.00
431	Dalai Narasimha Murthy	P H Worker	1,01,393.00
432	Allam Ramana Rao	P H Worker	81,665.00
433	Misala Yedukondalu	P H Worker	81,665.00
434	Mamidi Posiyya	P H Worker	65,618.00
435	Bangaru Govindaraju	P H Worker	75,257.00
436	Mette Koteswara Rao	P H Worker	56,981.00
437	Yedla Srinivasu	P H Worker	56,981.00
438	Mutyala Manila	P H Worker	49,549.00
439	Goru Vimala	P H Worker	49,549.00
440	Kari Ramanamma	P H Worker	49,549.00
441	Keti Srinivasu	P H Worker	49,549.00
442	Bangaru Siva Shankar	P H Worker	39,467.00
443	N.Adilakshmi	P H Worker	44,999.00
444	Mutyala Yedukondalu	P H Worker	53,665.00
445	V. Gangamma	P H Worker	49,549.00
446	K.Umadevi	P H Worker	44,999.00
447	Bangaru Ramanamma	P H Worker	93,577.00
448	Mutyala Nagamani D/O Apparao	P H Worker	77,336.00
449	Mutyala Nagamani	P H Worker	75,257.00
450	Mangalagiri Nagalakshmi	P H Worker	67,411.00
451	Rai Ramana	P H Worker	1,01,393.00
452	Pamula Rajkumar	P H Worker	61,980.00
453	Relli Satyavathi	P H Worker	98,787.00
454	Guttula Venkataramana	P H Worker	75,257.00
455	Mette Gurumurthy	P H Worker	77,336.00
456	Misala Manga	P H Worker	60,313.00
457	Bangaru Satyanarayana	P H Worker	44,209.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
458	Bangaru Naga Seshu	P H Worker	37,246.00
459	Dhanala Apparao	P H Worker	42,999.00
460	Aakula Venkatalakshmi	P H Worker	76,418.00
461	Vaddadi Parvathi	P H Worker	69,333.00
462	Seelam Mani	P H Worker	67,411.00
463	Gudeti Veeraganikamma	P H Worker	75,257.00
464	Chenna Veeramani	P H Worker	77,336.00
465	Mutyala Ramakrishna	P H Worker	1,01,393.00
466	Nimmakayala Ramesh	P H Worker	73,132.00
467	Inti Durgaprasad	P H Worker	84,065.00
468	Bangaru Prasad	P H Worker	84,065.00
469	Boddabapti Vijaya	P H Worker	75,257.00
470	Arji Simhachalam	P H Worker	98,787.00
471	Kaduluri Annavaram	P H Worker	63,773.00
472	Allam Vijaya Kumari	P H Worker	47,960.00
473	Nimmakayala Srinivasa Rao	P H Worker	20,314.00
474	Rai Srinivasa Rao	P H Worker	56,981.00
475	Rai China Varalakshmi	P H Worker	56,981.00
476	Somadula Ramanamma	P H Worker	44,209.00
477	Marapatla Gangadhar	P H Worker	56,981.00
478	Bodala Rajeswari	P H Worker	55,443.00
479	Allam Vijay	P H Worker	53,905.00
480	Kasipalli Naga Raju	P H Worker	53,905.00
481	Nimmakayala Vivek	P H Worker	39,467.00
482	Mutyala Yedukondalu	P H Worker	73,178.00
483	Bangaru Appalatalli	P H Worker	81,665.00
484	Misala Ramanamma	P H Worker	75,257.00
485	Misala Simhachalam	P H Worker	77,336.00
486	Mutyala Maheswari	P H Worker	90,805.00
487	Misala Nirmala	P H Worker	96,181.00
488	Kona Srinivasa Rao	P H Worker	1,04,185.00
489	Kilari Srinivasarao	P H Worker	1,04,185.00
490	Allam Harinath	P H Worker	1,01,393.00
491	Mutyala China Nagaraju	P H Worker	77,336.00
492	Dalai Bhaskara Rao	P H Worker	77,336.00
493	Chenna Pothuraju	P H Worker	84,065.00
494	Dalai Paidamma	P H Worker	63,462.00
495	Kilari Srinivasarao	P H Worker	50,958.00
496	Mutyala Vara Simhachalam	P H Worker	56,981.00
497	Kona Lakshmi	P H Worker	55,443.00
498	Misala Durga Bhavani	P H Worker	55,443.00
499	Mangalagiri Durga Rao	P H Worker	50,958.00
500	Meesala Chandra Sekhar	P H Worker	46,829.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
501	Bhupathi Jayaram	P H Worker	45,519.00
502	Naramamidi Ganesh	P H Worker	61,980.00
503	Serakanam Mangaveni	P H Worker	65,618.00
504	Inti Srinivasa Rao	P H Worker	79,415.00
505	Aakula Gandhinagar	P H Worker	1,04,185.00
506	Siramsetti Dhanalakshmi	P H Worker	98,787.00
507	Peetala Chinni	P H Worker	69,333.00
508	Golagani Ganapathibalabalaji	P H Worker	60,313.00
509	Mutyala Vasu	P H Worker	58,647.00
510	K Premkumar Babu	P H Worker	53,905.00
511	Mutyala Vijayamma	P H Worker	48,329.00
512	Maddila Veerraju	P H Worker	42,992.00
513	Turam Veerabhadram Dora	P H Worker	49,549.00
514	Pammi Venkatalakshmi	P H Worker	49,549.00
515	Misala Ashok Kumar	P H Worker	41,142.00
516	Shek Baby	P H Worker	44,999.00
517	Nimmakayala Nagamani	P H Worker	1,06,975.00
518	Sangireddy Durga	P H Worker	1,01,393.00
519	Shaik Rizwana Begam	P H Worker	75,257.00
520	Pitani Lakshmi	P H Worker	63,773.00
521	Mutyala Saidarao	P H Worker	1,04,185.00
522	Allam Padma	P H Worker	77,336.00
523	Inti Somaraju	P H Worker	81,665.00
524	Uppada Suryakantham	P H Worker	63,773.00
525	Nerella Krishnaveni	P H Worker	65,618.00
526	Borra Raju	P H Worker	55,443.00
527	Aalla Naga Surya Chandra	P H Worker	52,958.00
528	T.V.V.Satyanarayana	P H Worker	44,999.00
529	Ch.Santha Kumari	P H Worker	44,999.00
530	C.Suryanarayana	P H Worker	44,999.00
531	G.V.V.N.Kumar	P H Worker	44,999.00
532	Potnuri Vijaya	P H Worker	1,04,185.00
533	Dhanala Venkatalakshmi	P H Worker	98,787.00
534	Kilari Ramalakshmi	P H Worker	98,787.00
535	Vaddadi Lakshmi	P H Worker	98,787.00
536	Dalai Atchamma	P H Worker	91,156.00
537	Karangi Lakshmi	P H Worker	81,665.00
538	Karangi Srinivas	P H Worker	75,257.00
539	Vaddadi Suri Apparao	P H Worker	62,056.00
540	B V V Ramana	P H Worker	1,04,185.00
541	Mutyala Venkatalakshmi	P H Worker	71,256.00
542	Boda Aseervadham	P H Worker	65,618.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
543	Bangaru Kumari	P H Worker	61,980.00
544	K.Govinda Lakshmi	P H Worker	44,999.00
545	Misala Paidamma	P H Worker	98,787.00
546	Bangaru Sathiraju	P H Worker	91,156.00
547	Allam Dhanalakshmi	P H Worker	77,336.00
548	Gudeti Atchamma	P H Worker	77,336.00
549	Misala Suryanarayana	P H Worker	75,257.00
550	Mutyala Venkateswara Rao	P H Worker	73,178.00
551	Kona Durgamma	P H Worker	77,336.00
552	Inti Venkatalakshmi	P H Worker	1,04,185.00
553	Dhanala Ramakrishna	P H Worker	98,787.00
554	Palli Murali	P H Worker	1,01,393.00
555	Bangaru Satyanarayana	P H Worker	85,889.00
556	Juthuka Manga	P H Worker	1,04,185.00
557	Karangi Vijayalakshmi	P H Worker	98,787.00
558	A Trimurthulu	P H Worker	58,981.00
559	Chedala Manohara Reddy	P H Worker	51,549.00
560	Kanipe Nagabhushanam	P H Worker	47,519.00
561	Ponnaganti Naga Raju	P H Worker	46,829.00
562	Bangaru Srinivasa Rao	P H Worker	73,178.00
563	Mutyala Srinivasa Rao	P H Worker	81,219.00
564	Misala Srinivasa Rao	P H Worker	53,665.00
565	Mutyala Varaprasad	P H Worker	47,960.00
566	Kunjam Chanchannadora	P H Worker	46,371.00
567	Kunjum Kumari	P H Worker	46,371.00
568	Vaddadi Pothuraju	P H Worker	93,577.00
569	Mutyala Panduranga	P H Worker	98,787.00
570	Misala Jyothi	P H Worker	96,181.00
571	Pothula Narasimha Rao	P H Worker	69,333.00
572	Gubbala Appalaraju	P H Worker	58,981.00
573	Mulaparathi Somaraju	P H Worker	56,981.00
574	Kasimkota Yesu	P H Worker	49,549.00
575	Karangi Padmarao	P H Worker	49,236.00
576	Jami Adi Shankar	P H Worker	50,958.00
577	Bhupathi Durga Rao	P H Worker	50,958.00
578	Mutyala Peda Durga	P H Worker	49,549.00
579	Bangaru Tirumala	P H Worker	58,647.00
580	Nimmakayala Ramesh	P H Worker	44,783.00
581	Kadulla Apparao	P H Worker	49,549.00
582	Veeravathula Fedrik	P H Worker	49,549.00
583	Nagabathula Syam	P H Worker	44,209.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
584	Pillela Sankar Rao	P H Worker	48,138.00
585	Regum Kumari	P H Worker	49,549.00
586	Inti Murali	P H Worker	91,156.00
587	Boddu Sairam	P H Worker	77,336.00
588	Bandi Neelaveni	P H Worker	96,181.00
589	Bobbili Devi Kumar	P H Worker	50,958.00
590	G. Pattabhi	P H Worker	49,549.00
591	Ch. Venkatareddy	P H Worker	48,138.00
592	Turaka Baby	P H Worker	49,549.00
593	Kunjam Jangam Dora	P H Worker	49,549.00
594	Mutyala Rambabu	P H Worker	42,601.00
595	Kona Anjaneya Devi Vara Prasad	P H Worker	42,999.00
596	V.S.Venkateswarlu	P H Worker	39,129.00
597	Lanka Apparao	P H Worker	1,01,393.00
598	Rai Ramakrishna	P H Worker	77,336.00
599	Chipurupalli Venkataramana	P H Worker	77,336.00
600	Pilla Rajesh	P H Worker	58,647.00
601	Pilli Harish Kumar	P H Worker	55,443.00
602	Matta Venkateswara Rao	P H Worker	50,107.00
603	Gajjala Krishna	P H Worker	52,368.00
604	Kanem Chinnabbai	P H Worker	49,549.00
605	S. Nageswararao Dora	P H Worker	45,519.00
606	Budamparthi V.V.Ramana	P H Worker	42,999.00
607	Mangalagiri Kumara Swamy	P H Worker	36,121.00
608	Bangaru Venkata Raj Kumar	P H Worker	36,121.00
609	Macharla Sankara Rao	P H Worker	37,096.00
610	Chitrapu Veeraju	P H Worker	32,978.00
611	Mulaparthi. Nagendra Prasad	P H Worker	34,071.00
612	Inukonda Naga Lakshmi	P H Worker	36,071.00
613	Kadali Venkata Ramanamma	P H Worker	35,130.00
614	Meesala Veera Mani	P H Worker	34,071.00
615	Gorle Mohana Rao	P H Worker	33,130.00
616	Kakara Satyavathi	P H Worker	33,130.00
617	Kabham Jaya Leela	P H Worker	33,130.00
618	Karam Bapanna Dora	P H Worker	33,130.00
619	Karam Yasoda	P H Worker	33,130.00
620	Bangaru Sekhar	P H Worker	33,130.00
621	Podugu Surendra Kumar	P H Worker	33,130.00
622	Kalidasu Uma Maheswari	P H Worker	31,005.00

<b>Sl. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Gross Total</b>
623	Gorle Bobbili	P H Worker	<b>33,130.00</b>
624	Kilari Asaramma	P H Worker	<b>32,191.00</b>
625	Allam Durga	P H Worker	<b>32,191.00</b>
626	Bangaru Durga Sasikamal	P H Worker	<b>29,542.00</b>
627	Seti Durga Mani	P H Worker	<b>31,251.00</b>
628	Bangaru Triveni	P H Worker	<b>32,191.00</b>
629	Mutyala Ganesh	P H Worker	<b>29,542.00</b>
630	Chipuripalli Raghavamma	P H Worker	<b>32,191.00</b>
631	Dalai Leela Vara Prasad,	P H Worker	<b>31,251.00</b>
632	Sarella Chakravarthi,	P H Worker	<b>33,251.00</b>
633	Kukkunuri Satya Vara Lakshmi,	P H Worker	<b>31,251.00</b>
634	Ambati Venkata Kalyan	P H Worker	<b>26,242.00</b>
635	Akula Trimurthulu	P H Worker	<b>32,397.00</b>
636	Meesala Devi	P H Worker	<b>31,251.00</b>
637	Bangaru Venkata Lakshmi	P H Worker	<b>28,688.00</b>
638	Kilari Geethanjali	P H Worker	<b>30,397.00</b>
639	Palla Ratnam	P H Worker	<b>28,688.00</b>
640	Akula Sheshu Babu	P H Worker	<b>25,757.00</b>
641	Bandi Durga Prasad	P H Worker	<b>26,851.00</b>
642	Mutyala Bharath Kumar	P H Worker	<b>30,397.00</b>
643	Nimmakayala Balaji	P H Worker	<b>27,770.00</b>
644	Mamidi Kotasathemma	P H Worker	<b>38,121.00</b>
645	Kona Lakshmi Narayana	P H Worker	<b>28,688.00</b>
646	K Santhoshamma	P H Worker	<b>29,542.00</b>

## CHAPTER-XII – BUDGET ALLOCATION

### Section 4 (1) (b) (xi)

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

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

## CHAPTER-XIII – SUBSIDY PROGRAMME

### Section 4 (1) (b) (xii)

#### 13. 1 THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING

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

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

## CHAPTER-XIV – Recipients of Concessions

### Section 4 (1) (b) (xiii)

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

- NIL -

## CHAPTER-XV – ELECTRONIC INFORMATION

### Section 4 (1) (b) (xiv)

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

Electronic format	Description (site address / location where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom?)
Website, Internet	www.rmc.ap.gov.in	RTI ACT	-

15.2 Regarding the particulars of facilities available to Citizens the following information is given to them through Citizen Charter counters as noted in the proforma.

Location	Address	Services available	Timings
Pura Seva Center Municipal Office	Municipal Corporation, Rajamahendravaram	Applying for Title Transfers for property tax, applying new tap connection, information of tax dues, paid details, applying Building Plans, complaints registration	10.30 AM to 5.00 PM
Call Center, Municipal Office <b>Ph. 94940 60060</b>	Municipal Corporation, Rajamahendravaram	All types complaints received	10.30 AM to 5.00 PM
Online Property Tax collection Centers (Mee-Seva)		Receiving Property Tax collection	
1	Municipal Office		9.00 AM to 7.00 PM

## CHAPTER -XVI – PUBLIC FACILITIES

### Section 4 (1) (b) (xv)

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

<b>Facility</b>	<b>Description (Location of Facility / Name etc.)</b>	<b>Details of Information made available</b>
Notice Board	Main Office, Commissioner Chamber and Citizen Charter	Different types Services, Procedure, fees, Notices etc.
News Paper Reports	All News Papers	Tender, Lease Notices
Public Announcements	Myke Announcements	Health, Hygiene, Tax Payments
Information Counter	Call Centre	All data
Publications	-	-
Office Library	-	-
Websites	<a href="https://rajahundry.cdma.ap.gov.in/">https://rajahundry.cdma.ap.gov.in/</a>	-
Other Facilities (Name)	-	-

**CHAPTER-XVII - PUBLIC INFORMATION OFFICERS**

**Section 4 (i) (b) (xvi)**

<b>Sl. No.</b>	<b>Name of the Officer /Designation</b>	<b>Appointed as per the Act.</b>	<b>Cell No.</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1)	Smt. P.M. Satyaveni, Additional Commissioner	1 <sup>st</sup> Appellate Authority for Entire Municipal Corporation	98666 57601
2)	Smt. A. Jaya Sree, Superintendent	Central Assistant Public Information Officer	90326 24964
<b>I)</b>	<b>Revenue Section</b>		
1)	Sri K.B.R. Ravi Kumar, Revenue Officer-1	Public Information Officer	96764 15111
2)	Smt. A. Lalitha, Superintendent	Assistant Public Information Officer	94402 08635
<b>II)</b>	<b>Accounts Section</b>		
1)	Sri P.V.B. Ramana Rao, Accountant (In-charge)	Public Information Officer	98665 58975
2)	Sri K. Chandrasekhar, Senior Assistant (B2)	Assistant Public Information Officer	99666 42881
<b>III)</b>	<b>Administrative Section</b>		
1)	Sri M.D. Abdul Malik Asfar, Manager	Public Information Officer	98499 08344
2)	Sri V.Pola Subrahmanayam, Senior Assistant (C1)	Assistant Public Information Officer	94945 47817
<b>IV)</b>	<b>U.P.A. CELL</b>		
1)	Smt. S. Satyavathi, Secretary (I/c)	Public Information Officer	97044 15764
2)	Smt. M.M.S. Mani, Superintendent	Assistant Public Information Officer	75699 59404
<b>V)</b>	<b>Engineering Section</b>		
1)	Sri R.V.S. Seshagiri Rao, Executive Engineer	Public Information Officer	98666 57626
2)	Sri D. Rama Satyam, Superintendent	Assistant Public Information Officer	8520996729
<b>VI)</b>	<b>Public Health Section</b>		
1)	Dr. A.Vinuthana Municipal Health Officer	Public Information Officer	98499 08348
2)	Sri D.L. Gopala Swamy Superintendent	Assistant Public Information Officer	94404 02689
<b>VII)</b>	<b>Town Planning Section</b>		
1)	Sri G.V.S.N. Murthy, City Planner	Public Information Officer	98666 57604
2)	Kum. M.D.D. Krupali, Superintendent	Assistant Public Information Officer	90526 02067

<b>VIII) Ward Volunteer &amp; Secretaries Section</b>			
1)	Smt. S. Satyavathi, Secretary (I/c)	Public Information Officer	97044 15764
2)	Sri M.D. Abdul Malik Asfar, Superintendent	Assistant Public Information Officer	98499 08344

**CHAPTER-XII – OTHER INFORMATION**

**Section 4 (1) (b) (xvii)**

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

**- NIL -**