

Right to Information Act,2005

Information Hand Book 4(1) B (Under the RTI Act 2005) 2019

**O/o Chief Planning Officer,
Integrated Collector Complex,
Medak District**

CHAPTER-I
ORGANISATION, FUNCTIONS & DUTIES
[Section 4(1)(b)(i)]

Partuculars of the organization, functions and duties:

Sl. No.	Name of the Organization	Address	Functions	Duties
1	Chief Planning Officer, Medak Dist	Integrated Collectorate Complex, Medak	<p>I Statistical Items Collection, compilation Analysis and Presentation of Statistical Data</p> <ol style="list-style-type: none"> 1) Agricultural Census 2) Crop Estimation Survey – Non CC experiments, 3) Rainfall 4) Price Statistics 5) Agricultural – Wages 6) T.R.A.S. 7) Socio Economic Survey 8) Preparation of District Hand Book 9) Preparation of Mandal Gananka Darshini 10) Preparation of Grampanchyat data. 11) Conduct of Adhoc Surveys like Economic Census, Minor Irrigation Census, Land Holding Census, Employees Census etc., 12) Conduct of Annual Survey of Industries on Sample basis 13)Conduct of DTS,IIP 14) Conduct of QEWS <p><u>II Other Programmes:</u></p> <ol style="list-style-type: none"> 1)Sanction, Monitoring, updation of Progress of work under MPLADS, CDP,SDF,CBF 2) Conducting of DRC Meeting 3) CM Promises, etc., 	<ol style="list-style-type: none"> 1.Elicity Data from A.S.Os and Compilation Analysis, and Submit to the District Collector, and Director, DES, Hyd 2.Processing of Files to the District Collector 3. Collection and Compilation of Reports from Executive Agencies and District Officers and submit the reports to the District Collector and to the Principal Secretary to the Govt. Planning Department, Hyderabad.

CHAPTER-II
POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES
[Section 4(1)(b)(ii)]

Sl. No.	Name of the officer/employee	Designation	Duties allotted	Powers
1	J.Sreenivasulu	Chief Planning Officer	<ol style="list-style-type: none"> 1. He is the head of the Chief Planning Office and is the overall in-charge of all items of work in the office. 2. He is responsible for co-ordinating all Statistical items of work and special programmes as entrusted by the Directorate of Economics & Statistics and Planning Department 3. He will also assist the District Collector in Planning, Monitoring and review of all the developmental programme from time to time. 4. Appellate Authority of RTI Act of CPO 5. Any other items of work entrusted by Planning Department and Directorate of Economics & Statistics. 	To approve the related all files.
2	S.P.Sudha	Statistical Officer	<p>He looks after the following subjects and submit the files to the CPO</p> <ol style="list-style-type: none"> 1. He is designated as Drawing and Disbursing Officer. 2. He is the Supervising Officer and District level for effective monitoring, maintenance of all items of work related to the Directorate of Economics and Statistics. 3. He is the in-charge of the Administration, Accounts and all files relating to Administration, Accounts shall be routed to the CPO 4. He is responsible for maintenance of TS SSSP and 13th Finance Commission grants. 5. Annual Inspection of CPO office 6. PIO under RTI Act 2005 7. Any other item of work entrusted by Planning Department, Director, DE&S and CPO 	

3	Sri. M. Kokya	Dy. Statistical Officer-1	<p>He looks after the following items of work and assist the CPO. He shall submit the files through S.O. to CPO.</p> <ol style="list-style-type: none"> 1.Collection and compilation of Rainfall Data 2. Employment & Un- employment 3. Hand Book of Statistics 4. A.S.I 5.Business Register 6.IIP – Monthly production data from the selected industries for calculation Index of Industrial Production 7.Regional Accounts 8.SLAP 9.Agriculture 10.Crop Surveys 11.S.L.A.P. Rural and Urban 12.Review of A.S.Os / Divisional Dy.S.Os. 13.Tour Dairy / Tour Programme Report 14.A.S.Os / Divisional Dy.S.Os. Monthly meetings. 15.Any other item of work entrusted by planning Department, Director, DE&S Chief Planning Officer 	To supervise the section Assistant work
4	Ch.Suresh,	Dy. Statistical Officer-2	<p>He looks after the following items of work and assist the CPO. He shall submit the files through S.O. to CPO.</p> <ol style="list-style-type: none"> 1.NAIS 2.CC Experiments 3.MI Census 4.Census of Land Holdings 5.All Prices 6.SES 7.20 Point Progress report 8.District Development Notes 9.Maintenance of Administrative sanction files MPLANDS 10.Maintenance of Administrative sanction files CBF 11.Maintenance of Administrative sanction files CDP 12.Maintenance of Administrative sanction files SDF 13.Maintenance of Administrative sanction files DIF 14.sending of progress reports to Govt of India & State Govt 15.Online data entry of sanctioned 16.Audit of MPLANDS(AG/CA) 	

			<p>17. CM Visit/VIP visit notes</p> <p>18. Telangana State SSSP studies</p> <p>19. Conducting of proposed studies under 13th F.C & 14th F.C</p> <p>20. RIDF & other Developmental work</p> <p>21. MVMP</p> <p>22. Evaluation studies</p> <p>23. CM Assurance/Petition monitoring</p> <p>24. A.P.I.O. under R.T.I Act 2005</p> <p>25. Any other item of work entrusted by planning Department, Director, DE&S Chief Planning Officer</p>	
5	S.Narayana,	Senior Assistant	<p>1. Sanction of Leaves & Annual Grade increments</p> <p>2. Maintenance of Service Registers</p> <p>3. F.A.C. Proposals</p> <p>4. Sanction of L.T.C</p> <p>5. Sanction of Loans & Advances</p> <p>6. Issue of proceeding & Memos etc., disciplinary cases</p> <p>7. Pay fixations</p> <p>8. Replies to Audit objections</p> <p>9. Sanction of Leaves & Annual Grade increments</p> <p>10. Maintenance of cash books & Acquittances</p> <p>11. Preparation of salaries & other bills of staff (Accounts)</p> <p>12. Reconciliation of Accounts with Treasury</p> <p>13. Yearly / Periodical Reports relating to Accounts due to DE&S</p> <p>14. Monthly Expenditure Statements</p> <p>15. Maintenance of Bill Registers (GPF/SKS/13th F.C/SSSP/SDF/DIF)</p> <p>16. Issues of L.O.C</p> <p>17. Income Tax / TDS</p> <p>18. Issues of Cheques for sanction procs under different sches under P.D Account(CDP/SKS/13th FC/SSSP/SDF/DIF)</p> <p>19. Reconciliation with Treasury & Bank Accounts relating to all schemes</p> <p>20. MPLADS</p> <p>21. N.A.I.S (through DD)</p> <p>22. Maintenance of Cash book for P.D accounts / Bank account releases</p> <p>23. Purchase of stationary ,Stores & accounts /Bank account Releases</p> <p>24. Any other item of work entrusted from time to time</p>	

6	Sri P.Balaiah	Junior Assistant	<ul style="list-style-type: none"> 1.Inward & Outward 2. Maintenance of Service Postage 3.Maintenance of Deduction of Register of all Loans & Advances 4.T.A bills & F.T.A bills 5. Preparation of Contingent Bills 6. Adhikara Bhasha (Telugu) 7.Budget Maintenance Register 8.Store/Stationery maintenance 9. Any other item of work entrusted from time to time 	
7	Typist (vacant)	Typist		
8	Satyanarayana	Office Subordinate	Assist to the staff.	

CHAPTER-III
THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF
SUPERVISION AND ACCOUNTABILITY
(Section-4(1)b (iii))

All the Section Assistants are being processed the files and submitted to the Supervision Officers.

The Supervision Officers make decision with specific recommendation of the files submitted to the Chief Planning Officer for approval.

The Chief Planning Officer is the final authority and accountability on the files approval.

Sl. No	Name of the Section Asst.& Designation	Subjects Allotted	Name of the Supervision Officer& Designation	Name of the Controlling, Final Approval authority & Designation
1	Sri. M. Kokya	<p>He looks after the following items of work and assist the CPO. He shall submit the files through S.O. to CPO.</p> <ol style="list-style-type: none"> 1.Collection and compilation Rainfall Data 2. Employment Un- employment 3. Hand Book of Statistics 4. A.S.I 5.Business Register 6.IIP – Monthly production data from the selected industries for calculation Index of Industrial Production 7.Regional Accounts 8.SLAP 9.Agriculture 10.Crop Surveys 11.S.L.A.P. Rural and Urban 12.Review of A.S.Os / Divisional Dy.S.Os. 13.Tour Dairy / Tour Programme Report 14.A.S.Os / Divisional Dy.S.Os. Monthly meetings. 15.Any other item of work entrusted by planning Department, Director, DE&S Chief Planning Officer 	Sri S.P.Sudha, Statistical Officer	Sri J.Sreenivasulu, Chief Planning Officer

2	Ch.Suresh,	<p>He looks after the following items of work and assist the CPO. He shall submit the files through S.O. to CPO.</p> <ol style="list-style-type: none"> 1.NAIS 2.CC Experiments 3.MI Census 4.Census of Land Holdings 5.All Prices 6.SES 7.20 Point Progress report 8.District Development Notes 9.Maintenance of Administrative sanction files MPLANDS 10.Maintenance of Administrative sanction files CBF 11.Maintenance of Administrative sanction files CDP 12.Maintenance of Administrative sanction files SDF 13.Maintenance of Administrative sanction files DIF 14.sending of progress reports to Govt of India & State Govt 15.Online data entry of sanctioned 16.Audit of MPLANDS(AG/CA) 17.CM Visit/VIP visit notes 18.Telangana State SSSP studies 19.Conducting of proposed studies under 13th F.C & 14th F.C 20.RIDF & other Developmental work 21.MVMP 22.Evaluation studies 23.CM Assurance/Petition monitoring 24.A.P.I.O. under R.T.I Act 2005 25. Any other item of work entrusted by planning Department, Director, DE&S Chief Planning Officer 	Sri S.P.Sudha, Statistical Officer	Sri J.Sreenivasulu, Chief Planning Officer
3	S.Narayana,	<ol style="list-style-type: none"> 1.Sanction of Leaves & Annual Grade increments 2.Maintenance of Service Registers 3.F.A.C.Proposals 4.Sanction of L.T.C 5.Sanction of Loans & Advances 6.Issue of proceeding & Memos etc., disciplinary cases 7.Pay fixations 8.Replies to Audit objections 9.Sanction of Leaves & Annual Grade 	Sri S.P.Sudha, Statistical Officer	Sri J.Sreenivasulu, Chief Planning Officer

		<p>increments</p> <p>10.Maintenance of cash books & Acquittances</p> <p>11.Preparation of salaries & other bills of staff (Accounts)</p> <p>12.Reconcilitation of Accounts with Treasury</p> <p>13.Yearly / Periodical Reports relating to Accounts due to DE&S</p> <p>14.Monthly Expenditure Statements</p> <p>15. Maintenance of Bill Registers (GPF/SKS/13th F.C/SSSP/SDF/DIF)</p> <p>16.Issues of L.O.C</p> <p>17.Income Tax / TDS</p> <p>18.Issues of Cheques for sanction procs under different schemes under P.D Account(CDP/SKS/13th FC/SSSP/SDF/DIF</p> <p>19.Reconcilitation with Treasury & Bank Accounts relating to all schemes</p> <p>20.MPLADS</p> <p>21.N.A.I.S (through DD)</p> <p>22.Maintence of Cash book for P.D accounts / Bank account releases</p> <p>23.Purchase of stationary ,Stores & accounts /Bank account Releases</p> <p>24. Any other item of work entrusted from time to time</p>		
4	Sri P. Balaiah, Jr.Asst.	<p>1.Inward & Outward</p> <p>2. Maintenance of Service Postage</p> <p>3.Maintenance of Deduction of Register of all Loans & Advances</p> <p>4.T.A bills & F.T.A bills</p> <p>5. Preparation of Contingent Bills</p> <p>6. Adhikara Bhasha (Telugu)</p> <p>7.Budget Maintenance Register</p> <p>8. Any other item of work entrusted from time to time</p>	Sri S.P.Sudha, Statistical Officer	Sri J.Sreenivasulu, Chief Planning Officer
5	Typist (Vacant)			

CHAPTER-IV
THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTIONS
[Section 4(1)(b)(iv)]

- Normally this office function is collection of data form Primary workers. Like Gram Panchayat Data, Mandal Gananka Darshini and District Hand Book of Statistics and compile the data at District Level funds available publications will be done.
- This organization is collecting Rainfall Data from all the mandals in the District and compile the same at District Level . After computerized the Data will be transferred through Internet/FTP to the Directorate and Commissioner Relief and a copy is being submitted to the District Collector.
- Weekly / Monthly Seasonal & Crop conditions are being Collecting from Mandal Revenue Officer and compiling the District report and submitting to the Directorate.
- Periodical reports like Prices, TRAS, AS 2.0, 1.1 & 1.0 for selected centers are being collected from Primary workers and submitting to the Director, Directorate of Economics and Statistics, Hyderabad & NSSO.
- Crop Estimation Survey / Agricultural Census for Kharif / Rabi is being done by this office in every year.
- As per guidelines / instructions issued by the Govt. the MPLAD Scheme and CDP Scheme files are being submitting to the District Collector for Administrative sanctions as well as release funds to the Executing Agency for Execution of works.
- As per the Administrative sanctions of the District Collector the NSS funds are being released to the Executing Agencies by the District Collector.
- This office is also conducting different kinds of census and Surveys as per Government guidelines/instructions Land Holding Census (WAC) , Input Survey, Minor Irrigation, Economic Census, Employees Census, Socio Economic Survey, Quarterly Economic Wide Survey, Annual Survey of Industries.
- Maintenance of file & Accounts of office and MPLAD/CDP/SDF/CBF etc.,
- Assistance in conduct of District Review Committee Meeting to the conducting under the Chairperson of the District Incharge Minister.

CHAPTER-V

THE RULES REGULATIONS INSTRUCTIONS MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

The rules and guidelines have issued by the Government to conduct of the following schemes.

1. MPLADS Scheme
2. CDP Scheme
3. SDF Scheme
4. CBF Scheme
5. Hon'ble Chief Minister Assurance and Promises

The manuals are issued for conduct of the following Census & Surveys

1. Agricultural Census both Kharif & Rabi
2. District Hand Book of Statistics,
3. Mandal Gananka Darshini
4. Grampanchayat Data
5. Land Holding Census
6. Economic Census
7. Employees Census
8. Minor Irrigation Census
9. Input Survey
10. Crop Estimation Survey & Cost of Cultivation
11. Socio Economic Survey
12. Distributive Trade Survey
13. Annual Survey of Industries
14. Quartely Economic Wide Survey(QEWS)
15. Index of Industrial Production
16. Population Census as per 2011 Census
17. Rainfall Statistics
18. Daily Prices in centers
19. Other Records

CHAPTER-VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Sl. No.	Category of document	Title of document	Designation and address of the custodian (held by/under the control of whom)
Not applicable			

CHAPTER-VII

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 ARE IMPLEMENTATION THEREOF

Sl. No.	Function/Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation Not Applicable
Not Applicable			

CHAPTER-VIII

A STATEMENT OF THE BOARDS, COUNCILS COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART ARE FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS COUNCILS COMMITTEES AND OTHER BODIES ARE OPENED TO THE PUBLIC,OR THE MINUTES OF THE SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

Name of the Board Council, Committee etc.	Composition	Powers and functions	Whether its meeting open to public/Minutes of its meeting accessible for public
Not Applicable			

Chapter IX
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

Sl.No.	Name of the Staff	Designation	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
1	J.Sreenivasulu	CPO	9618815432	medakcpo@gmail.com
2	S.P.Sudha	Statistical Officer	9959062877	
3	M.Kokya	Dy. S.O.	9849356655	
4	Ch.Suresh	Dy. S.O	9182851793	
5	S.Narayana	Sr. Asst.	9951994659	
6	P. Balaiah	Jr.Asst.	9666234459	
7	Sathyanarayana	O.S.	9989927689	

Chapter X

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations [Section 4(1)(b)(x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

Sl.No.	Name of the Staff	Designation	Monthly Remuneration including its composition as on Feb, 2019	System of compensation to determine Remuneration as given in regulation
Sarva Sri				
1	J.Sreenivasulu	CPO	102867	State Govt.
2	S.P.Sudha	Statistical Officer	92051	State Govt.
3	M.Kokya	Dy. S.O.	77727	State Govt.
4	Ch.Suresh	Dy. S.O	69973	State Govt.
5	S.Narayana	Sr. Asst.	55204	State Govt.
6	Balaiah	Jr.Asst.	47393	State Govt.
7	Sathyanarayana	O.S.	56525	State Govt.
8	Yadagiri	Divn. Dy.S.O.	75769	State Govt.
9	Balamani	Divn. Dy.S.O.	64627	State Govt.
10	B.Padmaja	Divn. Dy.S.O.	53516	State Govt.
11	Indra Sena Reddy	MPSO, Alladurg	39486	State Govt.
12	Y.Krishna	MPSO, S.pet-R	39486	State Govt.
13	Srujana Priyanka	MPSO, Narsapur	39486	State Govt.
14	Madhavi	MPSO, Toopran	39486	State Govt.

Chapter XI
Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b)xi]

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

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
CPO	CDP	6.00 Crores	Developmental works in Medak and Narsapur Assembly Constituencies	Website
	CBF	5.00 Crores	Developmental works in the erstwhile Medak District	

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

Agency	Programme/ Scheme/Project/ Activity Purpose for which budget is allocated	Amount released: last year	Amount spent last year	Budget allocated current year	Budget released current year
CPO	CDP	Rs.06.00 Crores @ Rs.3.00 crore each to take up developmental works in (2) Assembly Constituencies of the District	Rs. 2.7203863 Crores	Rs.6.00 Crores	Rs. 4.6038282 Crores
	CBF	Rs.3.75 Crores	Rs.3.6107544 Crores	Rs.2.75 crores	Rs. 2.75 crores

Chapter XII
Manner of Execution of Subsidy Programmes
[Section 4(1)(b)xii]

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

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

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
There is no subsidy scheme of the Department			

13.3 Describe the manner of execution of the subsidy programmes.

Name of programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
	NIL		

Chapter XIII
Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority
[Section 4(1)(b)xiii]

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

Name of programme/scheme:				
Sl. No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
Not applicable				

Chapter XIV
Information Available in Electronic Form
[Section 4(1)(b)x(iv)]

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

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
		MPLADS	CPO
		CDP	CPO
		SDF	CPO
		CBF	CPO

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

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

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

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board		
News Paper Reports		
Public Announcements		
Information Counter		
Publications	Hand Book of Statistics (under compilation)	District Profile and District Information/Table Information
Office Library		
Websites	MPLADS CDP	Work List information
Other Facilities (name)		

Chapter XVI
Names, Designations and other Particulars of Public Information Officers
[Section 4(1)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

1st Appellate Authority
 Chief Planning Officer

Public Information Officer(s)

S No	Name of office/ administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1.	O/o Chief Planning Officer, Medak Dist.	S.P. Sudha, Statistical Officer	08452-223640 9959062877	medakcpo@gmail.com

Assistant Public Information Officer(s)

S No	Name of office/ administration unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	O/o Chief Planning Officer, Medak Dist.	Ch. Suresh, Deputy Statistical Officer	08452-223640 9441122396	medakcpo@gmail.com

Appellate Authority

S No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1.	Sri J.Sreenivasulu, O/o Chief Planning Officer, Integrated Collectorate Complex, Medak Dist.	O/o Chief Planning Officer, Medak	08452-223640 9618815432	medakcpo@gmail.com

Chapter XVII
Other Useful Information
[Section 4(1)(b)xvii]

18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens.

1. State Economic Outlook

Telangana at a glance

18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from your department.

J.Sreenivasulu
Chief Planning Officer,-
Medak.

Place: Medak

Date: /02/2019

20

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.