

1

Organisation, Functions and duties (Section 4 (1) (b) (1))

Particulars of the organisation, functions and duties : -

| Sl. No. | Name of the Organisation | Address | Functions | Duties |
|---------|---------------------------------|--|--|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Chief Planning Office, Nalgonda | Samskeshema Bhavan, New Collectorate, Nalgonda | Maintanance of Rainguage stations. | Overall supervision on Field Staff and Ministirial Staff |
| | | | Conducting of several censuses like Minor Irrigation Census, Economics Census, Agricultural Census, Employees census and Surveys like Crop Cutting Experiments, Socio Economic Survey, Annual Survey of Industries, APSSP, SLAP, Non Profitable Institutions etc . | |
| | | | Preparation of GDDP programme | |
| | | | Information will be provided for preparation of Drought reports | |
| | | | Organisation of Training programmes to the ASOs/Revenue Employees | |
| | | | Preparation of 20 Point programme | |
| | | | Conducting of Prajapatham and Rachabanda programmes. | |
| | | | Preparation of Hand Book & MGD, Collection of data compilation and submission of reports on Rainfall, Prices, Agrl. Wages, IIP, DTS, Regional Accounts, Business Register etc., | |
| | | | Monitoring of Member of Parliament Local Area Development Scheme(MPLADS) and Constituency Development Programme(CDP) | |

Powers and duties of Officers and Employees

Section 4 (1) (b) (ii)

Provide details of the powers and duties of officers and employees of the public authority by designation as follows

| Sl. No. | Name of the Officer/Employee | Designation | | Duties allotted | Powers |
|---------|------------------------------|--|----|--|--|
| 1 | 2 | 3 | | 4 | 5 |
| 1 | Sri N.Surendar, | Chief Planning Officer & Appellate Authority | | Statutory Collection of Rainfall Data Agricultural Statistics, IIP (Monthly Production data from selected industries), Regional Accounts, Crop Cutting Experiments on Food and Non-Food Crops and Horticultural Crops, Collection Non-C.C Yeilds, MPLADS, CDP, Collection and Compilation of Seasonal Condition, Collection & Compilation and Published MGD and Hand Book, Collection & Compilation of GDDP, Providing information for preparation of Drought Reports Administrative 1. General Administration 2. Sanction of Leave of the ASO & Office Staff | Controlling the Asst. Statistical Officers, Divisional Deputy Statistical Officers and Office Staff. |
| 2 | Sri V.Srinivas Rao | Dy.S.O., | 1 | Socio Economic Survey | |
| | | | 2 | Employment & Unemployment Survey of Labour Bureau | |
| | | | 3 | Regional Accounts GP Accounts - Mandal Parishads - ZP Municipalities - Urban Dept., Authorities | |
| | | | 4 | Meetings of Director/Dy.SO/ASO/Video conference | |
| | | | 5 | Timely Reporting of Agricultural Statistics, AS 1.0, 1.1 Reports TRAS cards | |
| | | | 6 | Business Registers | |
| | | | 7 | Annual Survey of Industries (ASI) | |
| | | | 8 | Index of Industrial Production (IIP) | |
| | | | 9 | Economic Census | |
| | | | 10 | Non Profit Institutions (NPI) | |
| | | | 11 | DTS (closed) | |
| | | | 12 | Input Survey | |
| | | | 13 | Annual Inspection of ASOs/Divnl.Dy.S.Os | |
| | | | 14 | B.S.L.L.D | |
| | | | 15 | Monitoring of Developmental Programmes under 20 Point Programme | |
| | | | 16 | District Hand Book of Statistics | |
| | | | 17 | VIP Visit Preparation of Notes/Collector's Conference notes | |
| | | | 18 | Flag ship programmes, DRC Meeting, DPC Meeting Foundation Stones | |
| | | | 19 | Samagra Kutnmba Survey | |

| Sl. No. | Name of the Officer/Employee | Designation | | Duties allotted | Powers |
|---------|------------------------------|-------------|----|--|--------|
| 1 | 2 | 3 | | 4 | 5 |
| | | | 21 | Review of Tour Programmes & Diaries of MP&SOs/Dy.S.Os | |
| | | | 22 | Other District Level Meetings | |
| | | | 23 | Zilla Parishads Meetings/Bankers Meetings | |
| | | | 24 | Minor Irrigation Census | |
| | | | 25 | Census of Land Holdings (CLH) | |
| | | | 26 | Crop Estimation Surveys | |
| | | | 27 | Fruits & Vegetables | |
| | | | 28 | Non CC.Exp | |
| | | | 29 | Cost of cultivation | |
| | | | 30 | Revenue Employees Trainings on Crop Surveys | |
| | | | 31 | NAIS/PMFBY/(VIS) | |
| | | | 32 | Any other work entrusted by higher authorities | |
| | | | 33 | | |
| 3 | Sri D.Vijaya kumar | Dy.S.O | 1 | Daily Prices of Essential Commodities | |
| | | | 2 | Farm Harvest Prices of Agricultural Commodities | |
| | | | 3 | Whole sale prices of 40 Agricultural commodities | |
| | | | 4 | Daily wages of Agricultural Labours | |
| | | | 5 | Building Material Prices and Wages rates of construction | |
| | | | 6 | Weekly prices of 21 essential commodities | |
| | | | 7 | CPI for Industrial workers (W) | |
| | | | 8 | Repeated House Rent survey | |
| | | | 9 | Live Stock products | |
| | | | 10 | MPLADS Sanctions Releases Compilation of progress reports Monitoring of the programme | |
| | | | 11 | Maintenance of Computer systems | |
| | | | 12 | Assembly Constituency Development Programme | |
| | | | 13 | Constituency Development Programme CDP) sanctions, Releases Compilation of Progress Monitoring of the progress reports | |

| Sl. No. | Name of the Officer/Employee | Designation | | Duties allotted | Powers |
|---------|------------------------------|-------------|----|---|--------|
| 1 | 2 | 3 | | 4 | 5 |
| | | | 14 | Crucial Balancing Fund | |
| | | | 15 | Special Development Fund for welfare and Development Activities | |
| | | | 16 | District Innovation Fund | |
| | | | 17 | Agricultural Census | |
| | | | 18 | Weekly Monthly Seasonal Condition reports Monitoring of Rainfall Statistics (Daily, Weekly, Monthly) and Crop condition reports | |
| | | | 19 | Preparation of Advance Estimates | |
| | | | 20 | Preparation of Normal Areas | |
| | | | 21 | Collection and preparation of Daily /Weekly /Monthly Rainfall Reports | |
| | | | 22 | Any other work entrusted by higher authorities | |
| 4 | Syed. Ibbrahim Khaleel | Dy.S.O., | | Agricultural Statistics (Kharif& Rabi) | |
| | | | 1 | Drought Repors/Advance Reports | |
| | | | 2 | Maintenance of Rainguages and materials | |
| | | | 3 | Automatic Weather Station (AWS) | |
| | | | 4 | Any other work entrusted by higher authorities | |
| 5 | A. Rajaiah | Sr. Acctt | 1 | Overall Supervision of work of office Estt. | |
| | | | 2 | Supervision of work on administration / Accounts section | |
| | | | 3 | Audit paras /Audit Objections of Dept., accounts | |
| | | | 4 | Settlement of pension cases | |
| | | | 5 | Monthly Expenditure statements | |
| | | | 6 | Maintenance of all Dept., accounts | |
| | | | 7 | Preparation of all type of bills i.e., pay bills/contingent TA FTA GPF FAC Honororia Wages and all bills other than the District Planning Board | |
| | | | 8 | All Accounts bill sanctions | |
| | | | 9 | Maintenance of Service Registers | |
| | | | 10 | Sanction of leaves and AGI | |
| | | | 11 | Sanction of LTC | |
| | | | 12 | Sanction of Loans and advances | |
| | | | 13 | Relating to Disciplinary actions | |
| | | | 14 | Pay fixations | |
| | | | 15 | Maintenance of Office Stationery | |
| | | | 16 | FAC proposals | |
| | | | 17 | Right to Information Act | |
| | | | 18 | Any other work entrusted by higher authorities | |
| 6 | A. Rajaiah | Sr. Acctt | 1 | Maintence of CDP/ACDP/MPLADS/ SDF/ CBF Accounts and Cash Book, Issue of Cheques | |
| | | | 2 | Preparation of All PD Accounts Bills | |
| | | | 3 | Reconciliation of PD Accounts with DTO | |

| Sl. No. | Name of the Officer/Employee | Designation | | Duties allotted | Powers |
|---------|------------------------------|-------------|----|--|--------|
| 1 | 2 | 3 | | 4 | 5 |
| | | | 4 | Reconciliation with Treasury and bank accounts relating to ACDP/CDP/SDF/CBF accounts | |
| | | | 5 | Maintenance of MPLADS LS/RS accnts and Cash Book and issue of cheques | |
| | | | 6 | DTO & Bank Accounts of MLAs/MLCs and MPs (RS&LS) maintenance | |
| | | | 7 | All ACDP/CDP/MPLADS/SDF/DIF etc., cheques should be dispatched by Regd Post only | |
| | | | 8 | Conduct of Audit of all accounts and submission of Ucs to Government | |
| | | | 9 | Inward/Outward sections Tappals & Distribution | |
| | | | 10 | Maintenance of Service Postage | |
| | | | 11 | Withdrawals / Encashment of office pay billscontingent bills and other bajk transactions and SBH Main Branch | |
| | | | 12 | Maintenance of Vedio conference hall | |
| | | | 13 | Any other work entrusted by higher authorities | |
| 7 | J.Laskar, Divnl. Dy.SO | Miryalaguda | | 1) Monitoring of Daily, Weekly and Mothly Rainfall statistics, Seasonal conditions, forecast report, TRAS and A.S 1.0 Schedules from mandals. 2) Supervision of cropeed area as per A.S 1.0 schedule 3) Preparation and submission of divisional Abstract of Agricultural Cnesus. 4) Supervision of CC experiments in genral and AS 2.0 and Fruits, Vegetables and other Minor Crops and Supervision of non crop cutting experiments for all selected crops. 5) Monitoring and Supervision of all adhoc surveys. 6) Any other Statistical items of work to be entrusted by the Government/DES/CPO from time to time | |
| 8 | B.Jayasudha Divnl Dy.SO | Nalgonda | | do - | |
| 9 | Ch.Saidamma, Divnl Dy.S.O., | Deverakonda | | do - | |

| Sl. No. | Name of the Officer/Employee | Designation | | Duties allotted | Powers |
|---------|------------------------------|------------------|--|--|--------|
| 1 | 2 | 3 | | 4 | 5 |
| 10 | D.Deepa MP & SO | Vemulapally | | 1) Collection, Compilation and submission of daily/weekly/monthly Rainfall data and Agricultural Statistics during Kharif and Rabi Seasons. 2) Crop estimation surveys through crop cutting experiments. 3) Submission of weekly and monthly forecast/seasonal reports. 4) Collection, Compilation and submission of daily/weekly/quarterly prices of essential commodities, farm harvest prices monthly materials for selected centres and weekly retail prices for selected industrial centres. 5) Collection compilation and updation of Village/Mandal Information System. 6) Any other entrusted by the Government from time to time | |
| 11 | Vacant MP&SO | Thipparthly | | -do - | |
| 12 | D.Saida, MP & SO | Devarakonda | | -do - | |
| 13 | Vacant MP&SO | Gurrampode | | -do - | |
| 14 | Vacant MP&SO | Kondamalle pally | | -do - | |
| 15 | Vacant MP&SO | Gundlapally | | -do - | |
| 16 | Jareena Fathima | Thirupuraram | | -do - | |
| 17 | Vacant MP&SO | Chityala | | -do - | |
| 18 | Vacant MP&SO | Narketpally | | -do - | |
| 19 | K.Narsimha MP&SO | Kanagal | | -do - | |
| 20 | Vacant MP&SO | Chandampet | | -do - | |
| 21 | Vacant MP&SO | Neredugommu | | -do - | |
| 22 | M.Renuka MP&SO | Kattangoor | | -do - | |
| 23 | Vacant MP&SO | Shaligouraram | | -do - | |
| 24 | Vacant MP&SO | Kethepally | | -do - | |
| 25 | Vacant MP&SO | Nalgonda | | -do - | |
| 26 | P.Rashika | Miryalaguda | | -do - | |

| Sl. No. | Name of the Officer/Employee | Designation | | Duties allotted | Powers |
|---------|-------------------------------|------------------------|--|-----------------|--------|
| 1 | 2 | 3 | | 4 | 5 |
| 27 | Vacant MP&SO | Damarancha | | -do - | |
| 28 | Vacant MP&SO | Adavi Devulapalle | | -do - | |
| 29 | P.Ravinder Reddy MP &SO | Anumula Haliya | | -do - | |
| 30 | Vacant MP&SO | Nidamanur | | -do - | |
| 31 | Vacant MP&SO | Chandur | | -do - | |
| 32 | S.Srinivasulu, MP&SO | Munugode | | -do - | |
| 33 | Vacant MP&SO | Chinthapally | | -do - | |
| 34 | Vacant MP&SO | Nampally | | -do - | |
| 35 | Ramavath Ravi MP&SO | Tirumalairi_ Sagar | | -do - | |
| 36 | Vacant MP&SO | Peddavoora | | -do - | |
| 37 | Vacant MP&SO | Pedda Adiserlapalle | | -do - | |
| 38 | K.Pandurangar eddy,MP&SO | Marriguda | | -do - | |
| 39 | Vacant MP&SO | Madugulapally | | -do - | |
| 40 | Vacant MP&SO | Nakrekal | | -do - | |

**Describe Procedure Followed in Decision -making process by the public authority
(Section 4(1) (b) (iii))**

| Activity | Description | Decision making process | Designation of final decision making authority |
|--------------------------|---|--|---|
| 1 | 2 | 3 | 4 |
| Rainfall Statistics | Collection of Rainfall Statistics | Collected from Mandal Revenue Officers | Chief Planning Officer |
| Crop Cutting Experiments | Conduct of C.C Exp. On selected crops for selected villages | Conducted by the ASO and AEOs | Supervised by the C.P.O, A.Ds, S.Os Dy.S.Os and Mandal Agril. Officers. |
| Hand Book of Statistics | Preparation of Hand Book of Statistics every year | Information collected from Head of the departments | Published by the Director, Directorate of Economics & Statistics, Hyderabad |

4

**Norms set for the Discharge of Functions
(Section 4 (1) (b) (iv))**

Provide the details of the norms/standards set by the Public authority for the discharge of its functions/delivery of services

| Sl. No. | Function /Service | Norms/Standards of Performance set | Time frame (No. of days) | Reference document prescribing the norms (Citizens charter Service etc.,) |
|----------------|--------------------------|---|---------------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| NIL | | | | |

Rules, Regulations, Instructions, Manual and Records for Discharging**(Section 4 (1) (b) & (vi))**

Provide the list and gist of rules, regulations, instructions, manuals and records held by public Authority or under its control or used by its emnployees for discharging functions in the following format

| Sl. No. | Description | Gist of contents | Price of the Publication if priced |
|----------------|--|--|---|
| 1 | 2 | 3 | 4 |
| 1 | Manual of Crop Estimation Surveys on food and non-food crops in A.P. | Methodology in conducting Crop Estimation Surveys on Food and Non-food crops | - |
| 2 | Manual of Crop Estimation Surveys on fruits and vegetables in A.P. | Methodology in conducting C.C Experiments on fruits and vegetables | - |

6

Categories of Documents held by the Public Authority under its Control

(Section 4 (1) (b) v (I))

| Sl. No. | Category of the document | Title of the document | Designation and address of the custodian (held by / under the control of whom) |
|---------|--------------------------|---|--|
| 1 | 2 | 3 | 4 |
| 1 | Rainfall Statistics | Daily, Weekly, Monthly, Yearly | Dy. Statistical Officer (Agriculture) |
| 2 | Area Statistics | Kharif & Rabi Seasons | Dy. Statistical Officer (Agriculture) |
| 3 | Yield Statistics | Cropwise & Year wise yield particulars | Dy. Statistical Officer (Crop Surveys) |
| 4 | Land Holding Census | Size Class wise, Sexwise, Holding particulars | Dy. Statistical Officer (Agriculture) |
| 5 | Hand Book of Statistics | Year wise Hand Books | Dy. Statistical Officer (Hand Book) |
| 6 | Village amenities | Villagewise | Dy. Statistical Officer (Hand Book) |
| 7 | GDDP | Year wise GDDP Data | Dy. Statistical Officer (Agriculture) |
| 8 | Price Statistics | Daily, Weekly, Monthly | Dy. Statistical Officer (SES) |
| 9 | ACDP | Works sanctioned particulars under ACDP | Dy. Statistical Officer (Planning - II) |
| 10 | CDP | Works sanctioned particulars under CDP | Dy. Statistical Officer (Planning - II) |
| 11 | MPLADS | Works sanctioned particulars under MPLADS | Dy. Statistical Officer (Planning - I) |

**Arrangements for Consultation with or representation by the members of the Public
in relation to the Formulation of Policy or implementation thereof**

(Section 4 (1) (b) vii)

| Sl. No. | Function/Service | Arrangements for Consultation with or representation of public in relations with policy formulation | Arrangements for Consultation with or representation of public in relations with policy implementation |
|--------------------|-------------------------|--|---|
| 1 | 2 | 3 | 4 |
| | | | |
| NIL | | | |
| | | | |

8

**Boards, Councils, Committees and other constituted as part of public authority
(Section 4 (1) (b) VIII)**

Provide information on boards, councils, committees and other bodies related to the following format

| Name of Board Council, Committee, Etc | Composition | Powers & Functions | Whether Meetings open to public /Minutes of its meeting accessible of public |
|--|--------------------|-----------------------------------|---|
| 1 | 2 | 3 | 4 |
| No Committees have been formed this year | | | |

**Directory of officers and Employees
(Section 4 (1) (b) (ix))**

The information on officers and employees working in different units or offices at different level and their contact addresses in the following format (including officers in charge of grievances redressed, vigilance, audit etc.,

| Sl. No. | Name of Office/Administrative unit | Name, Designation and Address of Officer/Employees | Telephone & Fax (Office) Telephone & Fax (Residence) | E-mail |
|---------|------------------------------------|--|--|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Chief Planning Office, Nalgonda. | N. SURENDER, D.D | 9849901412 | surender-sri2002@yahoo.com |
| 3 | do | V. SRINIVAS RAO, Dy.SO | 9885353593 | srinivasdyso@gmail.com |
| 4 | do | D. VIJAYAKUMAR Dy.SO | 9704603976 | asogpode@gmail.com |
| 5 | do | A. RAJIAH, S.A. | 9490510355 | rajaiahkamareddy@gmail.com |
| 6 | do | M. Swamy, O.S. | 8790222450 | |
| 6 | do | Ch. Saidamma, Divn.Dy.SO | 9052618882 | saidammaaso@gmail.com |
| 7 | do | J.Laskar, Divn.Dy.S.O. | 9951860561 | laskarjarpala@gmail.com |
| 8 | do | B.Jayasudha, Divn.Dy.S.O. | 9492364870 | jayasudha.bollam@gamil.com |
| 9 | do | SI Khaleel, Dy.S.O. | 9848812538 | khaleelaso@gmail.com |
| 10 | do | D.Deepa, MP & SO | 9493964064 | deepadevireddyummadi@gmail.com |
| 11 | do | Jareen Fatima, MP&SO | 9849112221 | jareenafathima515@gmail.com |
| 12 | do | P.Rashika, MP&SO | 7386947812 | rashikaaso@gmail.com |
| 13 | do | D.Saida, MP&SO | 9542829522 | saida915@gmail.com |
| 14 | do | K.Narsimha, MP&SO | 9885160503 | asonarsimha@gmail.com |
| 15 | do | P.Ravinder Reddy MP&SO | 9491369557 | |
| 16 | do | M.Renuka, MP&SO | 9912534811 | kethepallytah@gmail.com |
| 17 | do | Ramavath Ravi,MP&SO | 9010530584 | |
| 18 | do | S.Srinivasulu, MP&SO | 9948467536 | |

10

**THE INFORMATION ON REMUNERATION AND COMPENSATION
STRUCTURE FOR OFFICER & EMPLOYEES (SECTION 4 (1) (b) (x))**

**Provide information o remuneration and compensation structure for officers and
employees in the following format**

| Sl. No. | Name & Designation | Monthly remuneration | System of compensation to determine remuneration as given in regulation |
|----------------|-------------------------------|-----------------------------|--|
| 1 | 2 | 3 | 4 |
| 1 | N. SURENDER, D.D | 66064 | - |
| 2 | V. SRINIVAS RAO, DYSO | 68962 | - |
| 3 | D. VIJAYAKUMAR | 60660 | - |
| 4 | A. RAJIAH, S.A. | 48238 | - |
| 5 | Ch. Saidamma, Divn.Dy.SO | 33328 | - |
| 6 | J.Laskar, Divn.Dy.S.O. | 48849 | - |
| 7 | B.Jayasudha, Divn.Dy.S.O. | 41462 | - |
| 8 | SI Khaleel, Dy.S.O. | 0 | Working on OD basis |
| 9 | D.Deepa, MP & SO | 35351 | - |
| 10 | Jareen Fatima, MP&SO | 35351 | |
| 11 | P.Rashika, MP&SO | 35351 | |
| 12 | D.Saida, MP&SO | 34648 | |
| 13 | K.Narsimha, MP&SO | 36648 | |
| 14 | P.Ravinder Reddy MP&SO | 33648 | |
| 15 | M.Renuka, MP&SO | 33092 | |
| 16 | Ramavath Ravi, MP&SO | 34886 | |
| 17 | S.Srinivasulu, MP&SO | 34906 | |
| 18 | K.Pandu Ranga Reddy, MP&SO | 28662 | |

11(a)**Budget Allocated to Each Agency including plans etc.,
(Section 4 (1) (b) (xi))****The information on the budget allocated for different activities under different
programmes/schemes/projects etc.,****(Rs.in lakhs)**

| Agency | Programme/Scheme/ Project/Activity purpose for which budget is allocated | Proposed expenditure | Expected out comes | Report disbursement made |
|--|---|---------------------------------|-------------------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Chief Planning Office, Nalgonda | Implemenation of Constituency Development Programme 2018-19 | 2700.00 | 1626.93 | 400.02 |
| | Member of Parliamentary Local Area Development Scheme(MPLADS) 2018-19 | 500.00 | 500.00 | 195.41 |

11 (b)**Budget Allocated to Each Agency including plans etc.,
(Section 4 (1) (b) (xi))****The information on the budget allocated for different activities under different
programmes/schemes/projects etc.,****(Rs. In lakhs)**

| Agency | Programme/Scheme/ Project/Activity purpose for which budget is allocated | Amount released last year | Amount spent last year | Budget allocated current year (Quarters) | Budget released current year |
|--|---|--|---------------------------------------|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Chief Planning Office, Nalgonda | Implementation of Constituency Development Programme in the District | 2700.00 | 1890.00 | 1311.93 | - |
| | Member of Parliamentary Local Area Development Scheme(MPLADS) | 500.00 | 391.35 | 500.00 | 250.00 |
| | Comp. Crop Insurance (PMFBY) | 3944933.00 | 3944933.00 | 2865175.00 | 2865175.00 |
| | Agri. Census of Land Holdings | 23.01 | 21.95 | 0.00 | 0.00 |
| | Annual Survey of Industries | 0.50 | 0.42 | 0.04 | 0.12 |
| | Const. of Consumer Price Index No.s for Rural & Urban Sectors in A.P. | 0.00 | 0.00 | 0.00 | 0.00 |
| | Timely Reporting of Agricultural Statistics | 0.00 | 0.00 | 0.00 | 0.00 |
| | Rationlisation of Minor Irrigation Statistics | 0.00 | 0.00 | 0.00 | 0.00 |
| | Supervision of Area & Yield Surveys | 0.00 | 0.00 | 0.00 | 0.00 |
| | Conduct of 6th Employees Census | 0.00 | 0.00 | 0.00 | 0.00 |

12 (a)

Manner of Execution of subsidy programmes

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

Provide information on the nature of subsidy eligibility criteria for assessing subsidy and designation of officer competent to grant subsidy under various programmes

| Name of programme/activity | Nature/Scale of subsidy | Eligibility criteria for grant of subsidy | Designation of officer to grant subsidy |
|---|-------------------------|---|---|
| 1 | 2 | 3 | 4 |
| | | | |
| Subsidy programmes are not being implemented | | | |

12 (b)

Manner of Execution of subsidy programmes

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

Describe the manner of existing of the subsidy programmes

| Name of the programme | Application procedure | Sanction procedure | Disbursement procedure |
|------------------------------|------------------------------|---------------------------|-------------------------------|
| 1 | 2 | 3 | 4 |
| | | | |
| NIL | | | |

**Particulars of recipients of concessions, permits or authorisation Granted
by the public authority**

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

Institutional Beneficiaries

Name of the Programme/Scheme:

| Sl. No. | Name & address of recipients institutions | Nature/ quantum of benefit granted | Date of grant | Name & Designation of granting authority |
|----------------|--|---|----------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| NIL | | | | |

Individual Beneficiaries

| Sl. No. | Name & address of recipients beneficiaries | Nature/ quantum of benefit granted | Date of grant | Name & Designation of granting authority |
|----------------|---|---|----------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| NIL | | | | |

**Information Available in Electronic form
(Section 4(1) (b) X (iv))**

The details of information related to 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 of title | Designation and address of the custodian of Information (held by whom?) |
|--------------------------|---|---|--|
| 1 | 2 | 3 | 4 |
| Campact Disk | Chief Planning Office, Nalgonda | Hand Book of Statistics (on Price) | Deputy Statistical Officer (Hand Book) |
| Campact Disk | Chief Planning Office, Nalgonda | Constituency Development Programme & CDP | Deputy Statistical Officer (Planning - II) |
| Campact Disk | Chief Planning Office, Nalgonda | Rainfall Data, Area Statistics, Land Holding Census | Deputy Statistical Officer (Agriculture) |
| Campact Disk | Chief Planning Office, Nalgonda | Prices Data | Deputy Statistical Officer (SES) |

15

Describe the Particulars of Facilities available to Citizens for Obtaining Information

(Section 4(1) (b) x v)

The particulars of information dissemination mechanisms in place/ facilities available in Collectorate

| Facility | Description (Location of Facility/Name etc.) | Details of Informaion made available |
|-------------------------|---|--------------------------------------|
| 1 | 2 | 3 |
| Notice Board | Entrance of the Office | Entrance of the office |
| Rainfall Statistics | Daily, Weekly, Monthly | ASO (MIC) |
| Area Statistics | Mandal wise for Kharif & Rabi Seasons | Dy.S.O (Agriculture) |
| Land Holding Census | Size Class wise, Category wise, Sexwise for the year 2005-06 | Dy.S.O (Agriculture) |
| Hand Book of Statistics | For the year 2010-11 | Dy.S.O (Hand Book) |
| Population particulars | As per 2011 Census | Dy.S.O (Hand Book) |
| Price Statistics | Prices of Essential Commodities, Live Stock & Live stock products | DySO (SES) |
| Wages | Wages of Skilled and Un-skilled workers | DySO (SES) |
| G.D.D.P | For the year | DySO (Agril.) |

ASST.PUBLIC INFORMATION OFFICER

16 (a)

**The particulars of information dissemination mechanisms in place/facilities available
Provide contact information about the PIOs and APIOs Designation for various**

| Sl. No. | Name of office/Administrative Unit | Name and Designation PIO | Telephone with Code (Office) Telephone with Code (Residence) | Email |
|----------------|--|--|---|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Office of the Chief Planning Officer, Nalgonda | A.Rajaiah, Sr.Asst.O/o Chief Planning Officer, Nalgonda. | 08682-244397 08682-244770 (Fax), 9490510355 | cponlqts@gmail.com |

PUBLIC INFORMATION OFFICER**16 (b)**

| Sl. No. | Name of office/ Administrative Unit | Name and Designation Asst.PIO | Telephone with Code (Office) Telephone with Code (Residence) | Email |
|----------------|--|--|---|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | O/o the Chief Planning Officer, Nalgonda | V.Srinivasa Rao, Dy.S.O. | 08682-244397(o) 08682-244770(Fax) 9989502395 | cponlgts@gmail.com |

APPELLATE AUTHORITY

| Sl. No. | Name and Designation and Address of Appellate Officer | Jurisdiction of appellate officer (officers/administrati ve units of the Appellate Authority) | Office Telephone and Residence Telephone and Fax Number | E-mail |
|----------------|--|--|--|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | O/o the Chief Planning Officer, Nalgonda | Dr. N.Surendar, Chief Planning Officer | 08682-244397 08682-244770(Fax) 9849901412. | cponlgts@gmail.com |

17

Other Useful information (Section 4(1) (b) xvii)

18.1 The information or details of publications which are of relevance to the Department or use to the Citizens

1. District Hand Book of Statistics

18.2 The following information of 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.

**Name and Designation of
the Officer Department**

Place : Nalgonda

Date : 23-03-2019.

Note: Information provided in these statements should be updated from time to time and revised date should be mentioned