

**THE RIGHT TO INFORMATION ACT,
2005**

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

INFORMATION HANDBOOK
[Refer to Chapter II Section 4(1) b of
RTI Act, 2005]

**ZILLA PRAJA PARISHAD,
GUNTUR.**

Chapter 1

Introduction

- 1.1 Background
Please throw light on the background of this handbook - Right to Information Act and its key objectives.
- 1.2 Objective/purpose of this information handbook
Describe the provisions of Section 4(1)(b) of the Act regarding mandatory *suo motu* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public..
- 1.3 Who are the intended users of the handbook?
Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.
- 1.4 Definitions of key terms
Please provide definitions of keys terms used in this handbook.
- 1.5 Organization of information
Describe how information is organized in this handbook and what is contained in different chapters.
- 1.6 Getting additional information
Describe the sources, procedures and fees structure for getting information not available in this handbook.
- 1.7 Names & addresses of key contact points
Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

Chapter 2
Organisation, Functions and Duties
[Section 4(1)(b)(i)]

1. Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1	Zilla Praja Parishad, Office, Guntur.	Nagaram Palem, Guntur	The Zilla Praja Parishad is the Apex body of Panchayat Raj Institutions at the district level and has coordinating functions with the other two tiers of Panchayat Raj (I) Gram Panchayat and (II) Mandal Parishad	General Administrative

Chapter 2
Organization, Functions and Duties
[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1	Zilla Praja Parishad, Office, Guntur.	Nagaram Palem, Guntur	<p>The powers and functions of the Zilla Praja Parishad are specified in S. 192 of the Act. The Zilla Praja Parishad and its Standing Committees will receive, examine, and accord sanctions wherever they are proposed and recommended within the purview of subjects allotted to them. (These 29 subjects are included in the Eleventh Schedule and also in Schedule 1).</p> <p>Besides the role of review, monitoring of plan and non plan schemes specified under the schedule 1 of the Act, the Zilla Praja Parishad will also exercise the following functions:</p>	
			<p>1. a) Examine and approve the budgets of Mandal Praja Parishads within district.</p> <p>b) Distribute the funds allotted to the district by the Central or State Government among the Mandal Praja Parishads and Mandals within districts for which Mandal Parishads are not constituted.</p> <p>c) Coordinate and consolidate the plans prepared in respect of the Mandals within the district and prepare plans in respect of the entire district.</p> <p>d) Secure the execution of the plans, projects, Schemes or other works either solely relating to the individual Mandals or common to tow or more Mandals in the district.</p> <p>e) Supervise generally the activities of the Mandal Parishads in the district.</p> <p>f) Exercise and perform such of the powers and functions in relation to any development programme as the Government may be notification confer on</p>	

			<p>or entrust to it.</p> <p>g) Advise Government on all matters relating the developmental activities and maintenance of services in the district, whether undertaken by local authorities or Government.</p> <p>h) Advise the Government on allocation of work among Gram Panchayats and Mandal Parishads and coordination of work between the said bodies and among the various Gram Panchayats themselves.</p> <p>i) Advise the Government on Meetings concerning the implementation of any statutory or executive order specially referred to by the Government to the Zilla Parishads.</p> <p>j) Collect such data as it deems necessary.</p> <p>k) Publish statistics or other information relating to the activities of the local authorities.</p> <p>l) Require any local authority to furnish information regarding its activities.</p> <p>m) Accept trusts relating exclusively to the furtherance of any purpose for which its funds may be applied.</p> <p>n) Establish, maintain or expand secondary, vocational and industrial Schools.</p> <p>o) Borrow money for carrying out the purposes of this Act, with the previous approval of the Government and subjects to such terms and conditions as may be prescribed.</p>	
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Chapter 3
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Sl. No.	Name of the officer/ employee	Designation	Duties allotted	Powers
1	Sri.V.N.Vishnu Collector&Magistrate Guntur.	Special Officer	1) The Chairman will act as per the existing rules issued by Panchayati Raj Department from time to time 2) The Chairman will preside over the Z.P. General Meetings and Standing Committees of Zilla Parishad. 3) The Chairman may with the consent of Z.P.T.Cs, M.L.As, M.Ps present, adjourn the meeting to a time and place decided in that meeting for transacting the left over matters of that meeting.	
2	R. Jayaparakash Narayan, C.E.O., Z.P.P., Guntur.	Statutory:	The CEO is the Chief Executive authority of the Zilla Parishad and holds executive power for the purposes of carrying out the provisions of the Act viz., 1) Exercise all the powers and perform all the functions especially conferred or imposed upon him by under this Act, or under any other law for the time being in force.	
			2) Lay down the duties of all officers and servants of or holding office under Zilla Parishad in accordance with the rules made by the Government. 3) The Chief Executive Officer shall be entitled to attend all the meetings of the Zilla Parishad or its Standing Committees including any meeting of the Mandal Parishad and take part in its discussions thereat but shall not be entitled to vote or move any resolution.	

Sl. No.	Name of the officer/ employee	Designation	Duties allotted	Powers
			4) Call for any information, return, statement of account or report from any officer or servant of or holding office under the Zilla Parishad or a Mandal Parishad or the institutions, thereunder in matters of executive administration and those relating to accounts and records of the Zilla Parishad or the institutions thereunder.	
			<p>5) Shall have the custody of all papers and documents connected with the proceedings of the Zilla Parishad and of its standing committees.</p> <p>6) Shall be responsible for implementation of the resolutions of the Zilla Parishad and of the Standing Committees thereof.</p> <p>7) Shall supervise and conduct the execution of all activities of the Zilla Parishad.</p> <p>8) Shall take necessary measures for the speedy execution of all works and development schemes of the Zilla Parishad.</p> <p>9) Shall have the power to enter upon and inspect any work, scheme or institution under the management of the Zilla Parishad.</p>	
			<p>10) Shall have the power to enter upon and inspect any work, scheme or institution under the management of a Mandal Parishad of the Zilla Parishad or its Standing Committee so direct.</p> <p>11) Shall be the power to enter into agreements and to sign and execute them in the name and on behalf of the Zilla Parishad from time to time.</p> <p>12) Implement such specific directions issued by the Zilla Parishad as it may think fit regarding the performance by him of any of the functions assigned to him under the Act.</p>	

Sl. No.	Name of the officer/ employee	Designation	Duties allotted	Powers
			<p>13) Shall immediately execute the orders passed by the government in exercise of powers conferred by the Act and rules made thereunder or any other law for the time being in force and forthwith send a compliance report to the Government and place a copy thereof before Chairman and Vice Chairman.</p> <p>14) Shall exercise such other powers and perform such other functions and may be prescribed.</p> <p>15) The Chief Executive Officer shall with the approval of or on the direction of Chairman convene meetings of the Zilla Parishad so that atleast one meeting of Zilla Parishad is held once in a month and if the Chief Executive Officer fails in this duty, with the result that no meeting of the Zilla Parishad is held within a period of 90 days from the date of the last meeting he shall be liable for disciplinary action under the relevant rules. Provided that where the Chairman fails to give his approval for convening the meeting so as to hold a meeting within the period of 90 days the Chief Executive Officer may himself convene the meeting in manner prescribed.</p>	

Sl. No.	Name of the officer/ employee	Designation	Duties allotted	Powers
			<p>16) The Government shall pay out of the Consolidated fund of the state, the salaries, allowances, leave allowances, pension contributions of the Chief Executive Officer appointed under sub-section (1).</p> <p>17) The Government shall have power to make rules to regulate the classification and methods of recruitment, conditions of service, pay and allowances and disciplinary control of the Chief Executive Officer Appointed under sub-section (1).</p> <p>The Chief Executive Officer shall have administrative powers and discharge the functions as mentioned hereunder. (Rules issued under G.O.Ms.488 PR & RD dt.3.12.96)</p>	
	R. Jayaparakash Narayan, C.E.O., Z.P.P., Guntur.	Administrative:	1. Call for any information, return, statement of account or report from any officer or servant holding office under the Zilla Parishad or Mandal Parishad including Parishad Education Officer, Accounts Officer and Executive Engineer,.	
			2. Intimate the vacancies whether casual or arising by efflux of time in the office of the various members of Zilla Parishad and any Standing Committee thereof.	
			3. Supervise and control the execution of all activities of the Zilla Parishad.	
			<p>4. Have administrative control over all officers working under the Zilla Parishad.</p> <p>5. Sanction increments and all kinds of leave etc., and to sanction additional charge allowance as per rules.</p> <p>6. Make additional charge arrangements of the Mandal Parishad Development Officers during training, leave etc., and to sanction additional charge allowance as per rules.</p>	

Sl. No.	Name of the officer/ employee	Designation	Duties allotted	Powers
			<p>7. Initiate confidential reports every year on the work of the District Officers under the control of the Zilla Parishad including the Deputy Chief Executive Officer, Executive Engineer, Accounts Officer, Mandal Parishad Development Officers and Dy. Educational Officer and shall countersign the confidential reports of employees belonging to education, accounts, general and engineering wings which will be initiated by the wing officers concerned and be the custodian of the personal files (of the Staff of which he is the appointing authority).</p>	
			<p>8. Review the work and tour diaries of Deputy Chief Executive Officer, Dy. Education Officer, Executive Engineer (PR) Mandal Development Officers and Accounts Officer, and Officers under the control of Zilla Parishad. The Superintending Engineer will receive copies of the CEOs review of Execution Engineer's diary.</p> <p>9. Shall be competent of Countersign Traveling Allowance Bills of the Deputy Chief Executive Officer, Dy. Education Officer, Executive Engineer, PR Accounts officer and other Officers under the administrative control of the Zilla Praja Parishad.</p> <p>10. Sign and draw his own Traveling Allowance bills.</p> <p>11. a) To inspect Mandal Parishad in the district excluding the Mandal Parishads to be inspected by the District Collector and Revenue Divisional Officer, Sub-Collector including the half yearly inspection of loans branch and allocate inspection work to other District Officers.</p> <p>b) To take up random inspection of Mandal Parishads and Gram Panchayats.</p>	

Sl. No.	Name of the officer/ employee	Designation	Duties allotted	Powers
	R. Jayaparakash Narayan, C.E.O., Z.P.	Financial:	<p>12. Financial: To sanction allowances of pay and transfer traveling allowances and loans to the employees mentioned below:</p> <p>(a) i) Superintendents, Senior Assistants, Accountants of Zilla Parishad.</p> <p>ii) All Medical Officers of the regular dispensaries and CDM stores, Zilla Parishad.</p> <p>iii) Headmasters and teachers of Zilla Parishad Secondary Schools.</p> <p>b) Supply of medicines and other accessories subject to the budget provision and to sanction the cost on production of bills.</p> <p>c) Any other advances provided for under rules.</p> <p>13. Order investigation into the delay in the payments of salaries and allowances of employees of Zilla Parishad and sanction of payment after investigation. If the claim does not exceed two years.</p> <p>14. Sanction excess consumption of petrol for the vehicles of the Zilla Parishad if the excess is not more than 25% of the scheduled quota.</p> <p>15. Sanction amounts for payment of compensation for land acquisition cases as determined by the Land Acquisition Officer.</p> <p>16. Sanction time barred traveling allowance bills of non officials except Chairman Zilla Parishad.</p> <p>17. Seal, endorse, transfer, negotiate or otherwise deal with Government securities, standing in the name of the erstwhile District Board with the approval of the Zilla Parishad.</p> <p>18. Sanction investment of the funds of the Zilla Parishad in Government securities, cooperative and commercial banks and National Savings Schemes with the approval of the Zilla Parishad.</p>	

Sl. No.	Name of the officer/ employee	Designation	Duties allotted	Powers
			<p>19. Sanction office rent for the Zilla Parishad and other Panchayat Raj offices on the strength of the valuation certificates exceeding Rs.1,000/- per month but not exceeding Rs. 2000/- per month (G.O.Ms.No.395 PR&RD dt. 22.9.1998)</p> <p>20. Sanction expenditure towards expenditure on repairs to light motor vehicles upto a limit of Rs. 10,000/- (Rupees ten thousand only)</p> <p>21. Sanction contingent expenditure upto Rs. 1,000/- each case.</p> <p>22. Permit the Headmasters of Secondary Schools to utilize upto Rs. 750/- from the Audio Visual Education Fund for electrification of school buildings.</p> <p>23. Sanction, payment of taxes, fees, land revenue and charges payable to State Funds (to the Revenue Department) by the lessees of endowment lands.</p> <p>24. Sanction payment of postal and printing charges.</p> <p>25. In case of emergency sanction amount upto Rs. 1,000/- with the approval of Chairman Zilla Parishad (G.O.Ms.No.14, PR&RD dt. 9.1.89).</p> <p>26. Sanction for purchase of sanctionery not exceeding Rs. 1,000/-.</p> <p>27. Sanction for purchase of the steel and wooden furniture not exceeding Rs. 2,000/- and Rs. 1,000/- towards repairs to furniture per annum.</p> <p>28. Sanction for purchase of bulbs and lamps not exceeding Rs. 500/- per annual.</p> <p>29. Sanction for purchase of books, maps and periodicals not exceeding Rs. 400/- per annum.</p>	

			<p>30. Sanction for repairs to typewriters not exceeding Rs. 600/- per annum.</p> <p>31. Sanction of loan for subscribers of Provident Fund.</p> <p>32. Sanction of pensionary benefit to non teaching staff working in the MPs/ZP</p>	
		Other	<p><u>NOTE :</u> Every item of expenditure sanctioned by the CEO shall be placed with the remarks of the Accounts Officer, Zilla Parishad before the Standing Committee for information.</p> <p>Education :</p> <p>1. He shall be the member convener of the District Education Committee. He has to constitute the District Education Committee within 30 days from the date of election of Mandal Education Committee by giving 10 clear days notice.</p> <p>2. He shall be Election Officer for election of co-opted member of District Education Committee which will take place in the first meeting of D.E.C.</p> <p>3. If the District Education Committee passed any resolution against the government rules and regulations the CEO send the same to the Collector for clarification. The clarification issued by the Collector after consultation with the government is final and the District Education Committee will implement accordingly.</p>	
			<p>TOURING : In Govt. Ms. No. 673 PR dt.25.10.81, Govt. have prescribed the following minimum tour days for CEO and Dy. CEO for inspections and enquiries.</p> <p>i) The Chief Executive Officer shall tour for a minimum of 12 days and 2 night halts preferably in Mandal Head Quarters.</p> <p>ii) The tour notes may be send to the</p>	

			<p>MPDO and institution with a copy to Wing Officers for submission of rectification reports.</p> <p>iii) Tour notes should be submitted to Collector, Chairman and other Heads of Departments.</p> <p>iv) During tours, the CEO should inspect works and institutions and discuss the financial and physical progress of works with MPDOs</p> <p>v) If possible joint tours can be organized so that on the spot decisions can be taken by the concerned officers.</p> <p>vi) The advance tour programme shall be circulated to Chairman and Collector for information.</p> <p>vii) Copies of tour programmes should be marked to all Presidents of Mandal Parishads and ZPTC members and MPDOs to enable them to meet the CEO in case of any work.</p> <p>viii) The tour programme of the Deputy CEO will be approved by CEO who countersigns his T.A.bill.</p>	
3	G.Veeranjaneyulu, Dy.C.E.O.,(FAC)	Administrative:	<p>1. The Deputy Chief Executive Officer shall</p> <p>a) Supervise the day to day functions of the office of the Zilla Parishad.</p> <p>b) Sanction leave except special disability leave increments and pay fixation to all categories of employees of the Zilla Parishad upto the level of Junior Assistants other than the teaching staff.</p> <p>d) Carry on all interim correspondence with all District Officers and Government.</p> <p>e) Open Service Registers and to attest the entries in the SRs of all Non-Gazetted Staff working under the control of Zilla Parishad.</p> <p>f) Purchase of livery for peons and drivers.</p>	

	G.Veeranjaneyulu Dy.C.E.O.,(FAC)	Financial:	<p>1. Sanction payment of the following advances to all categories of employees :</p> <p>a) Tour advance. b) Educational advances. c) Festival advances.</p>	
			<p>2. Sanction petty contingent charges upto Rs. 250/- in each case from general funds and Parishad Education Fund.</p> <p>3. Make payment of pay bills, T.A. bills, advance bills etc. of all the staff working under the Zilla Parishad and Contingent bills.</p> <p>4. Sanction payment of premia on Life Insurance Policies from the Provident Fund.</p> <p>5. Sanction for the purchase of the payment of cost of the postage stamps.</p> <p>6. Grant permission to issue fresh cheques in lieu of time barred cheques.</p> <p>7. Sanction contingent expenditure upto Rs. 500/- towards repairs to Zilla Parishad vehicles.</p> <p>8. Pay monthly petrol and oil charges and servicing charges of Zilla Parishad vehicles within the limits fixed for expenditure on petrol and oil.</p> <p>9. Sanction expenditure of electricity, telephone, maintenance of typewriters and other contingencies such as hot and cold weather charges.</p> <p>10. Sanction admission of employees to General Provident Fund who are eligible for admission.</p> <p>NOTE :Every item of expenditure sanctioned by the Dy.CEO shall be placed with the remarks of the Accounts Officer, Zilla Parishad before the Standing Committee-I for information.</p>	

4	Smt.J.Vijayalakshmi, Dy.Educational Officer, Z.P.P., Guntur.	Statutory:	1. Dy.Educational Officer (ZP) is an officer borne on the cadre of Education Department and works under the control of the Zilla Parishad to assist the Zilla Parishad in the work of management of secondary schools.	
		Financial:	He is responsible for drawal of salaries to the teaching and non-teaching staff working in the Zilla Parishad Schools. The amount will be made available by 1 st of every month by the DTO on authorization by Local Fund Audit Officers.	
		Administrative:	1) Whenever any defalcation or misappropriation of funds is noticed a report should be submitted to CEO, DEO and Chairman and steps should be taken in pursuance of CCA rules and also to file a criminal complaint if criminal intention is established. 2) He should attend the Standing Committee meetings on Education and Finance and appraise the Zilla Parishad and the SCs on the general functioning of schools.	
4	V. Vasanthalakshmi Accounts Officer,(F.A.C) Z.P.P., Guntur.	Statutory:	1) The Accounts Officer, Zilla Parishad shall be in over all charge of the Accounts and finance of the Zilla Parishad. His main function is to act as a financial advisor and as an internal auditor. 2) As an Accounts officer he will compile the accounts of the Zilla Parishad, incorporating in the accounts of the Zilla Parishad the figures in respect of engineering divisions and other branches in accordance with the prescribed rules and instructions. 3) As in internal auditor he is responsible for pre-checking all the bills before payment. He shall be responsible for proper maintenance of important registers like Grants Appropriation Register.	

	<p>V. Vasanthalakshmi Accounts Officer,(F.A.C) Z.P.P., Guntur.</p>	<p>Administrative:</p>	<p>1) He shall exercise administrative control over the accounts staff of the Zilla Parishad including engineering wing.</p> <p>2) He shall be under the administrative control of the Financial Commissioner PR, the casual leave shall however be sanctioned by the CEO.</p> <p>3) He shall be responsible for watching the report of adjustment and utilization of grants sanctioned to the Zilla Parishads. He shall consolidate the proposal received from the other wings of Zilla Parishads and prepare the budget estimates and revised estimates under the general direction of the Chief Executive Officer. The officers of the Zilla Parishad should furnish all the information required by the Accounts Officer, Zilla Parishad in this regard. He will also scrutinize the proposals for re-appropriation of funds in the Zilla Parishad budget.</p> <p>4) He shall scrutinize the budget estimates of the Mandal Parishads before passing them a note with his comments to the Chief Executive officer, for being placed before the Standing Committee concerned for approval.</p> <p>5) He shall be responsible to see that all transactions relating to cash and adjustments in the Zilla parishad are recorded in the books of accounts properly and promptly and shall compile the periodicals. I.e. Monthly, Annual Accounts and financial returns correctly and submit them to the authorities concerned on the due dates.</p> <p>6) He shall be responsible for the disbursement of pay and allowance of arrears of the establishment of the Zilla Parishad Office. The maintenance of Permanent Advance shall however, be maintained by the officers concerned to whom permanent Advance is</p>	
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			<p>sanctioned.</p> <p>7) He shall inspect the accounts of Engineering Wing and other wings of the Zilla Parishad quarterly, and those of Mandal Parishads half yearly. He shall check a percentage of initial accounts in the Engineering Wings and Mandal parishads and bring the defects to the notice of the Executive Engineer PR or Mandal Parishad Development Officer.</p> <p>8)As an internal auditor, all bills relating to the Zilla Parishad shall be pre checked by the Accounts Officer before payment. No payment shall be made without pre-check by the Accounts Officer, Zilla Parishad. He may disallow any item which he considers irregular and issue check slips questioning the authority for such disallowance. The CEO should normally accept the advise of the Accounts Officer, where the Chief Executive officer differs from the advise in the interests of administration, he may over rule and where he is not satisfied with the decision of the Chief Executive Officer, is not in accordance with rules, the Accounts Officers of Zilla Parishad shall note them in the register of Accounts Officers objections and send extracts of the same to the Financial Commissioner PR.</p> <p>9) He shall pre-check the final work bills of Mandal Parishads and Zilla Parishads, before payment. He shall also ensure proper maintenance of Register of works.</p> <p>10) He shall deal with the audit reports and inspection reports of the defects pointed out therein and take steps to prevent the recurrence of such irregularities.</p>	
			<p>11) He shall be responsible for disposal of AOs of ZP as well as watch the</p>	

			<p>disposal of Audit Objections in the other wings and the Mandal Parishads.</p> <p>12) He shall be responsible for coordinating the work of regulating the submission of utilization certificates of the Mandal Parishads and Zilla Parishads.</p> <p>13) He shall investigate any loss, misappropriation or defalcation of funds which has come to his notice pointed out by auditors and scrutinize the pointed accounts of Mandal Parishads and Zilla Parishads or any other institution under the control of PR bodies and furnish his report to the Chief Executive Officer with a copy of report to the Financial Commissioner of Government.</p> <p>14) When the monthly meetings of Executive Engineers and MPDOs are held, the Accounts Officer shall review the position in the settlement of audit objections, adjustments of advances and submission of utilization certificates and submission of monthly and annual accounts and other matters by holding meetings of the Divisional Accounts Officers and Senior Assistants.</p> <p>15) The Accounts Officer will draw his own pay and allowances.</p> <p>16) The Accounts Officer shall be the vigilance officer of Panchayat Raj Department for the District.</p>	
	V.Vasanthalakshmi Accounts Officer,(F.A.C) Z.P.P., Guntur.	Financial:	<p>1) As a financial advisor he shall offer his advise on any matter involving financial implications, accounts and budget to the Chief Executive Officer and other administrative officers of the Zilla Parishad.</p> <p>2) All matters relating to financial sanction to be submitted to the Chairman of the Zilla Parishad or Standing Committee, General Body including agenda and works programme shall pass through the Accounts Officer and his remarks thereon shall find place in the note to be placed before the Chairman of Standing Committee or Zilla Parishad.</p>	

Sl.No.	Name of the Officer/Employee	Designation	Duties Allotted	Powers
A - SECTION				
1	Ch.V.Sastry	Supdt		
2	A.Chakradhar	A-1 Jr.Asst.	Establishment – Ministerial – Superintendents, Sr.Asst, Jr.Assts. and Typists.	
			Pdl. on disciplinary cases to Government	
3	M.V.Krishna rao	A-2 Jr.Asst	Establishment – Class – IV and Night Watchmen	
			Disciplinary cases in respect of the above categories.	
4	D.Sudha Rani	A-3 Sr.Asst.	Establishment – Drivers – Sewing Instructors in D.M.T.Cs 3 Industrial Training Institutions.	
			Establishment – Superior (Lab Assts, Lib.Assts., Record Assts.,)	
			Maintenance of attendance Registers of office Ministerial and Class IV	
			Maintenance of Casual Leave Registers of the above All Establishments	
			Arrear list and Business Return	
5	Y.Srinivasa rao	A-4 Jr.Asst.	Stationery Forms and Registers of Office and correspondence on the subject.	
			Office postage	
			Z.P. Meeting Halls Reservation	
			Reservation of Guest Houses	
6	G.Bhanu	R.A.	Assistance to A4	
7	Sk.Abdul Vaheed	A-5 Jr.Asst.	Record Room – Maintenance of disposals and Records of office	
8	J.Siva Nageswara Rao	R.A.	Assistance to A-5 Assistant	
9	M.Lakshmipati	A-6 Jr.Asst.	Maintenance of Call Book Register	
			Maintenance of Urgent Tapals of Telegrams, C.M's Cell Tapals, Government Tapals, Complaint Cell (Collectorate) Tapal and other urgent tapals Register.	
			All Miscellaneous items relating to Ministerial Establishment	
10	D.D.V.Narayana	A7 Sr.Asst.	Correspondence relating to the Establishment of all Gazetted Officers i.e., C.E.O., Dy.C.E.O., A.O., P.E.O. and M.P.D.Os.	
			Correspondence relating to the Establishment matters of E.O.(PR&RD), V.D.O. Gr-I, II & III (Men&Women)	
11	D.Venkat rao	R.A.	Distribution of Register Tapals	
			Assistance to A6	

B – SECTION			
		Seat No.	Subjects Allotted
1	K.Udaya Adithya	Supdt	
2	M.S.Kumar Reddy	B-1 Jr.Asst.	Establishment matters of Headmasters of Zilla Parishad High Schools including panels of Headmasters.
			Disciplinary matters pertaining to the above category.
			Sanction of increments etc., to the Head Masters of the Zilla Parishad High Schools.
			Establishment matters of Secondary Grade Teachers of Zilla Parishad High Schools.
			Disciplinary matters pertaining to the above category.
			Establishment matters of B.Ed., Teachers of Z.P.High Schools including non-panel Headmasters.
			Establishment matters of B.Ed., Teachers of Upper Primary Schools of Mandal Parishads
			Section Reports.
3	A.Ratna Manikyam	B-2 Sr.Asst.	Upgradation of U.P.Schools
			Recognition of High Schools
			Naming of Schools
			D.S.C. of Teachers (As per GO.Ms.No.538, Dt:20-11-98 and G.O.Ms.No. 63, Dt: 17-06-03 & G.O.Ms.No.40 Dt 7-05-02 the recruitment service matters and transfer of teachers of MPP & ZPHS is now dealing with DEO, Guntur.)
			Matters relating to postings and transfers of teachers working in Elementary Schools under the management of Mandal Parishads including District Transfers. (As per GO.Ms.No.538, Dt:20-11-98 and G.O.Ms.No. 63, Dt: 17-06-03 & G.O.Ms.No.40 Dt 7-05-02 the recruitment service matters and transfer of teachers of MPP & ZPHS is now dealing with DEO, Guntur)
			Issue of Visit reports of the Dy. Educational Officer (PEO) in respect of Z.P.High Schools and review of Teaching Inspection Reports
			Correspondence relating to Teachers of Elementary Education.
4	K.Vidya Sagar Reddy	B-3 Jr.Asst.	Establishment matters of Language Pandits of Zilla Parishad High Schools.
			Establishment matters of P.E.Ts., Drawing Teachers, Craft Teachers and Agricultural Teachers of Z.P.High Schools.
			Disciplinary matters pertaining to the above categories.
			P.R. Cell Work (As per previous O.O.)
			N.R.I Cell Work (As per previous O.O.)

			Audit Objections on Secondary Education	
			Akshara Deepth	
			Nursery and N.S.S. implementation in Z.P.H.Schools.	
			Submission of pension proposals to the D.E.O., Guntur in respect of the all cadres of teachers working in all Z.P.H.Schools in the District. (As per G.O.Ms.No.538, Dt:20-11-98 and G.O.Ms.No. 63, Dt: 17-06-03 & G.O.Ms.No.40 Dt 7-05-02 the recruitment service matters and transfer of teachers of MPP & ZPHS is now dealing with DEO, Guntur)	
			Payment of F.B.F. & G.I.S. of Z.P.H.School Staff & Staff of Z.P.Office.	
			Permission to utilize the Z.P.H.S.for marriage purposes etc.	
			Payment insurance in respect of students.	
			All Miscellaneous items relating to Education.	
C - SECTION				
		Seat No.	Subjects Allotted	
1	K.NArayana Rao	Supdt		
2	P.Syamul Paul	C-1 Sr.Asst	Deals with L.F & A.G. Audit objections relating to Zilla Parishad and Engineering Wing.	
			All Miscellaneous items relating to Pensions.	
3	T.Arana Kumari	C-2 Jr.Asst.	Deals with L.F. & A.G Audit Objections relating to 57 Mandal Praja Parishads	
4	D.Veeraiah	C-3 Sr.Asst.	Settlement of pensions of 4th class employees working under the management of Zilla Parishad, Guntur.	
			Pension Cash Book reconciliation	
			Preparation of Pension Contribution of Gram Panchayat employees and erstwhile 21 Panchayat Samithi pension contributions, and Z.P/M.P employees pension demand Payment of pension sending of M.Os & D.Ds, preparation of pension, Gratuity bills as per proceedings, Maintenance of Reconciliation Register of pensions, Maintenance of Acquittance Register	

5	V.Pratap Reddy	C-4 Sr.Asst.	Settlement of Pensions of Ministerial employees	
6	I Savithri	C-5 Sr.Asst.	Settlement of Pensions of all Gram Panchayat employees. Maintenance of Pension Payment Orders, preparation of paid vouchers of pensions, Maintenance of Audit Posting Register, Funeral charges, Audit Register relating to pension funds and reimbursement of pension amount.	
D.Section				
		Seat No.	Subjects Allotted	
1	J. Samba Siva Rao	Supdt		
2	M.Bala Krishna	D-1 Sr.Asst.	Preparation of monthly accounts and Annual Accounts of the Zilla Parishad and its submission to Government Preparation of Budget of the Zilla Parishad and its submission to Government Correspondence relating to settlement of Audit objection L.F./A.G. Maintenance of General Fund Cash Book and monthly reconciliation of departmental figures of Receipts and Expenditure with those of Treasury Pass Book. Maintenance of Registers i) Posting register of receipts and charges. ii) Register of Contributions (General with consolidated Register. iii) Transfer entry Register (General wing) iv) Deposits Register.	
3	M.Lakshmi pati(FAC)	D-2 Jr.Asst.	Preparation of Pay bills and T.A.bills of office establishment of Z.P.P., Passing of bills of Establishment of Industrial training institutions under the management of the Z.P.P. Correspondence and maintenance of Registers pertaining to the above items. Matters relating to transfer of funds to the three Executive Engineers (P.R.) Correspondence relating to flag Day Fund, GJPAP, other Relief Fund, E.W.F. etc., Correspondence relating to remittances of recoveries through pay bills of the staff of Zilla Praja Parishad Correspondence relating to remittance of I.T., to I.T. Dept., of officers and staff of Zilla Praja Parishad. Preparation of bills in respect of Chairman Vice Chairman and Z.P.T.C. Members towards T.A. & Honorarium Maintenance of Postal Recurring Deposits and its Correspondence. Maintenance of Registers	

			i) Register of Pay Bills.	
			ii) Register of T.A. Bills.	
			iii) Establishment Audit Posting Register (General Wing.)	
			iv) Register of Bills passed for payment.	
			v) L.P.C.Register.	
			vi) Watch Register of remittance relating to recoveries effected from salary bills work bills etc.,	
			vii) Property Register.	
		D-3	Writing of Treasury Pass Book of Zilla Parishad and its Correspondence.	
			Correspondence relating to wrong credits and wrong debits of Zilla Parishad.	
			Correspondence relating to Settlement of Audit objections D.F./A.G.	
4	Y.Jagan Mohan Reddy	D4, Jr.Asst	Maintenance of Grants Register of Zilla Parishad / Mandal Parishads.	
			Maintenance of Grants Appropriation Register.	
			Furnishing of Utilisation Certificates in respect of Grants received by the Zilla Praja Parishad.	
			Maintenance of Register of cheques, Demand Drafts received by Zilla Parishad and its correspondence.	
			Correspondent relating to settlement of Audit objections L.F./A.G.	
			Maintenance of Registers	
			i) Grants Register (General Wing)	
			ii) Grants appropriation Register.	
			iii) Register of Miscellaneous Demand Register (Consolidated Register).	
			iv) Register of Cheques, Drafts received register.	
5	G. Ganga Bhavani	D-5 Jr.Asst.	Matters relating to obtaining and approval of Budgets of Mandal Parishads by Zilla Parishad.	
			Watching the submission of Utilisation Certificates by the Mandal Parishad Development Officers.	
			Watching the submission of paid vouchers by the Mandal Parishad Development Officers.	
			Watching the recovery, and adjustment of advances from one Mandal Parishad to another and from Mandal Parishads to Zilla Parishad.	
			Watching the submission of monthly and Annual Accounts by the Mandal Parishad to the Audit Department and to the Accountant General.	
			Watching Utilisation of Earmarked funds under 15%, 6 % and 5 % of General Funds of Mandal Parishads.	
			Correspondence relating to settlement of Audit objections L.F./A.G.	
			Consolidation of particulars for Divisional level meetings in respect of receipts and expenditure under General Funds Account and Ele. Education Fund Account and W. & C.W. account of Mandal Parishads.	

6	J.Nageswara Rao	D-6 Jr.Asst.	Allocation of Earmarked funds under 15 %, 6 % and 5 % of General Funds of Zilla Parishad and review on their utilization.	
			Consolidation of number statements of officers and staff of ZP. And Mandal Parishads and their submission to Government.	
			Preparation of pay bills and T.A. Bills of officers of the Z.P.	
			Writing of Cash Book, Cheques of Z.P.General Funds and sending paid Vouchers to Audit Department.	
			Correspondence relating to settlement of Audit objections L.F./A.G.	
			Maintenance of Registers	
			i) Maintenance of Cash Books.	
			ii) Officers pay Bills & Bills drawn from Treasury as per Treasury Bills Register.	
			iii) Security Register (All Cheques/Drafts valuable articles etc., to be recorded in the Register)	
			iv) Treasury Bill Book.	
7	G,Lakshmi Prasanna	D-7 Jr.Asst.	Payment of Telephone bills, Electricity Bills water charges, and payment of bills in respect of Petrol and other oil charges for the vehicles of the Zilla Parishad and the Correspondence thereon.	
			Payment of Property tax for the buildings of the Z.P and payment of miscellaneous bills pertaining to Z.P.	
			Preparation of Contingent Bills	
			Correspondence relating to settlement of Audit objection L.F./A.G.	
			Maintenance of Registers	
			i) Register of Bills passed for payment (General Fund)	
			ii) Register of Contingent and similar charges.	
			iii) Log Books and other registers of Motor Vehicles	
8	N.Ramana Babu	D-8 Jr.Asst.	Sanction of Festival Advance, Educational Advances to the staff of the Z.P. and maintenance of registers of Advances recoverable and correspondence thereon.	
			Sanction of House Building Advance to the staff of Z.P. and M.Ps. and maintenance of registers and correspondence thereon.	
			Maintenance of Cash Book, pass book relating to sanction of House Building Advance and Correspondence thereon.	
			Correspondence relating to settlement of Audit objections L.F./A.G.	
			Maintenance of Registers	
			i) Register of Advance Recoverable	
			ii) Cash Book, Pass Book.	
			iii) Audit Register.	
iv) House Building Advance				

E – SECTION			
		Seat No.	Subjects Allotted
1	N.Adhikari	Supdt	
2	S.Srinivasa Rao	E-1 Jr.Asst.	Writing P.F.Cheques of E&F sections
			Reconciliation of P.F.Cash Book
			Repalle Taluq and concerned Mandals and Sub Divisions P.F.
3	K.KAmala	E-2 Jr.Asst.	Tenali & Vinukonda Taluques and concerned Mandals EE,PR, Tenali and Concerned Sub Divisions P.F
			Government High Schools Staff only
4	Ch.Anuradha	E-3 Jr.Asst.	Bapatla and Ponnuru Taluques and concerned Mandals P.F., All Panchayat Secretaries , Concerned Sub Divisions and Audit Objections.
5	D.B.Vijaya Saradhi	E-4 Jr.Asst.	Mangalagiri and Macherla Taluques and concerned Mandals P.F and Concerned Sub Divisions and I.T.Is
			Z.P.Office and and EE, PR, Guntur Staff Only
6	M.Kanya Kumari	E-5 Jr.Asst.	Sattenapalli, Gurazala and Piduguralla Taluques and concerned Mandals P.F and Sub Divisions
7	K. Vani	E-6 Jr.Asst.	Guntur Taluq and concerned Mandals P.F
			Engineering wings of PR & RWS Sub Division I & II and DRDA, Quality Control Staff
8	M.Sunil Kumar	E-7 Jr.Asst.	Narasaraopet and Chilakaluripet Taluques and concerned Mandals P.F
			EE, PR, Narasaraopet and Above Taluques Sub Divisions
F – SECTION			
		Seat No.	Subjects Allotted
1	K. Uma Maheswararao	Supdt	
2	N.Manga Devi	F-1 Jr.Asst.	MPP, Teaching P.F. - Tenali, Kollipara, Bhattiprolu, Kollur, Repalli, Tsundur
3	P.V.Ramana	F-2 Jr.Asst.	MPP, Teaching P.F. - Macherla, Nagaram, Veldurthy, Nizampatnam, Amaravathi, Cherukupalli, Karempudi, Sattenapalli
4	P.Sarada Devi	F-3 Jr.Asst.	MPP, Teaching P.F. - Guntur, Thulluru, Pedakakani, Durgi, Tadikonda

5	R.Prabhavati	F-4 Jr.Asst.	MPP, Teaching P.F. - Mangalagiri, Nadendla, Tadepalli, Edlapadu, Chilakaluripet, Duggirala	
6	D.Venakat Lakshmi	F-5 Jr.Asst.	MPP, Teaching P.F. - Ponnur, Bapatla, Kakumanu, Karlapalem, Pedanandipadu, Pittalavanipalem, Medikonduru	
7	P.Nageswaramma	F-6 Sr.Asst.	MPP, Teaching P.F. - Rentachintala, Ipuru, Machavaram, Nuzendla, Dachehalli, Bollapalli, Piduguralla, Savalyapuram, Vinukonda and Audit Objections of the Section	
8	P.Mary rani	F-7 Sr.Asst.	MPP, Teaching P.F. - Gurazala, Amruthaluru, Bellamkonda, Vemuru, Rajupalem, Krosuru, Muppalla, Phirangipuram	
9	K.Pushpalata	F-8 Jr.Asst.	MPP, Teaching P.F. - Pedakurapadu, Nekarikallu, Vatticherukuru, Rompicherla, Prathipadu, Atchampet, Narasaraopet, Chebrolu	
G-SECTION				
		Seat No.	Subjects Allotted	
1	J.Ramachandra rao	Supdt		
2	D. Balakrishna	G-1 Sr.Asst.	Non Teaching Staff in Z.P.H.Schools - Chilakaluripet & Narasaraopet Taluques All Bills	
			Monthly Accounts & Annual Accounts	
			Budget, Receiving of New Cheque Books	
			Non Teaching Staff is Z.P.H.Schools - Sattenapalli and Guntur Taluques All Bills	
			Grant Release	
			Audit Objections	
			Remittance of 13 Taluques recoveries.	
3	D. Balakrishna	G-2 Jr.Asst.	Non Teaching Staff is Z.P.H.Schools - Tenali Taluques All Bills	
			LIC proposals and remittances of recoveries	
			Non Teaching Staff is Z.P.H.Schools - Ponnur & Bapatla Taluques all Bills.	
			Remittance of ZPPF & PT	
			Writing of Treasury Pass Book	
4	B.Nageswara Rao	G-3 Jr.Asst.	Non Teaching Staff is Z.P.H.Schools - Gurazala, Macherla, Piduguralla, Mangalagiri Taluques all Bills.	
			General Funds Salaries.	
			Paid Vouchers to Audit.	
			Non Teaching Staff is Z.P.H.Schools - Repalle and Vinukonda Taluques all Bills.	
			Contingent Grant, Remittance of APGLI	

H – SECTION			
		Seat No.	Subjects Allotted
1	K. Sampat Kumar	Supdt	
2	G.Lalitabai	H-1 Jr.Asst.	Food & Agriculture
			Animal Husbandry
			Industries including Small Scale and Cottage Industries
			Self Help Programmes
			Emergency Relief
			Family Welfare Programme
			Fairs and Festivals
			Small Scale
			Thrifths and Small Saving Schemes including National Savings Scheme
			Matters relating to Prizes and awards to Z.P., M.P. and Gram Panchayats.
			Matter pertaining to Celebration of Independence Day, Republic Day, A.P. Formation Day and other functions.
			Correspondence relating to Sainik Welfare Stickers, Car Flags.
			I.M.S. Loans
			Census Statistics.
Audit Objections			
Fisheries			
Annual Administration reports of Mandal Parishads.			
All Miscellaneous items.			
3	Sk.Fizuddin	H-2 Sr.Asst.	Correspondence of Mineral Seignorage & surcharges on stamp duty
			Maintenance of Registers pertaining to Item No.1 above.
			Matters relating to collection of rents on residential quarters of Z.P. and maintenance of M.D.R.
			Correspondence relating to fixation of rent for the private building occupied by the Z.P. including Engineering Wing and M.Ps.
			Audit Objections relating to the seat
			Annual Inspections of Z.P.and M.Ps
4	D.Tirumaleswa Rao	H-3 Sr.Asst	Correspondence relating to acquisition and alienation of land.
			Errection of encroachments on the lands belonging to Z.P.
			Matters pertaining to the above items in respect of M.Ps. and G.Ps.
			Matters relating to issue of inspection notes of the Dist.Collector, Chief Executive Officer, and Dy.Chief Executive Officer to the Mandal Parishads.
			Matters relating to preparation of inspection notes in respect of Z.P.
			Maintenance of registers relating to immovable properties of Zilla Parishads.
			Maintenance of registers relating to properties of Zilla Parishads.

5	D.Harini	H-4 Jr.Asst.	Correspondence relating to remunerative enterprises pertaining to the following items in respect of Z.P.	
			i) Grass sales and other miscellaneous sales.	
			ii) Auction of right to collect fees on ferries.	
			iii) Auction of right to take shops on lease.	
			iv) Auction of right to sell use fruit of Avenue Trees and Trees in Z.P.Lands.	
			v) Auction of right to cultivate the Z.P.Lands.	
			Maintenance of Miscellaneous Demand Registrar in respect of the above items.	
6	G.John Paul	H-5 Jr.Asst.	Correspondence relating to filling of suite by the Z.P. and against the Z.P.in respect of remunerative enterprises and immovable properties of the Zilla Parishad.	
			Maintenance of Registers of suits including Writ Petitions.	
			Attending to courts on behalf of the Zilla Praja Parishad.	
			Relating to Errection of encroachments on the lands belonging to Z.P - 28 Mandals.	
			Relating to Errection of encroachments on the lands belonging to Z.P - 29 Mandals.	
PLANNING SECTION				
		Seat No.	Subjects Allotted	
1	M.S. Chandra Sekhar	Supdt		
2	G.Venkat Rao	P1	All correspondence relating to release, adjustment and distribution of funds under RURAL SANITATION PROGRAMME(RSP) including submission of proposals, audit objections/reports, U.Cs etc.,	
			Consolidation and completion of all progress reports/monitoring reports under RSP.	
			All correspondence relating to clean & Green Programme.	
			Consolidation and completion of DDRC meeting notes and correspondence on minutes of DDRC	
			All correspondence relating to ACDP (Vemuru constituency) funds.	
			Correspondence on divisional level/district level review meetings by CEO, ZP, Guntur.	
3	Sk. John Ahmad	P2 Jr.Asst.	All correspondence relating to release, adjustment and distribution of funds under RURAL SANITATION PROGRAMME(RSP) including submission of proposals, audit objections/reports, U.Cs etc.,	
			RIGHT INFORMATION ACT, Devaluation of Powers, INDIRAMMA Programme	
4	P.Ammaiah	P3 Jr.Asst.	Meetings of General Body and Standing Committees and D.P.C. Correspondence	
			Election Correspondence of Panchayat Raj	

			Institutions (MPTC & ZPTCs)	
5	Y.Naga Raju	P-4 Jr.Asst.	Correspondence relating to the R.W.S., P.W.S.Scheme and sanctions.	
			All works relating to the Food Advisory Committee.	
			All Works relating to Neeru-Meeru Programme	
			All works relating to the subject "CM Peshi" Petitions	
			All works relating to the 12th Finance Commission Prog.,	
6	A.Anil Kumar	P-5 Jr.Asst.	Correspondence and sanction of works relating to RRM 15%, 6% Women Welfare Schemes.	
			Sanction of Works under MNP.	
			10TH Finance Correspondence	
			T.A.Bills of M.P.D.Os.	
			All work relating to the INDIRAMMA Programme.	
8	V.Edukondalu	P-6 Sr.Asst.	All Correspondence relating to S.G.R.Y. Regular	
			All correspondence relating to release, adjustment and distribution of funds under JAWAHAR GRAMA SAMVRUDHI YOZANA (J.G.S.Y) including submission of proposals audit objections reports, U.Cs. etc.,	
			Consolidation and compilation of all progress reports/monitoring reports under J.G.S.Y.	
			All correspondence relating to Food for Work, NREP, RLEFP, JRY and MWS Programmes.	
			All correspondence relating to Drought and FDR programmes.	
			Consolidation and compilation of meeting notes for 20 point pragathi patham meeting and for review meeting with Commissioner for Panchayat Raj, Hyderabad.	
			All correspondence relating to release, adjustment and distribution of funds under Employment Assurance Scheme(EAS) including submission of proposals audit objections / reports U.Cs., etc.,	
			All correspondence relating to RDGS programme.	
			All correspondence relating to JANMABHOOMI Programme.	
			All works relating to the S.G.R.Y. (Spl.Comp.) Scheme.	
			Consolidation and completion of DDRC meeting notes and correspondence on minutes of DDRC	
			All correspondence relating to ACDP (Vemuru constituency) funds.	
Correspondence on divisional level/district level review meetings by CEO, ZP, Guntur.				
9	B.Malleswara Rao	A7 Sr.Asst.	Correspondence relating to the Establishment of all Gazetted Officers i.e., C.E.O., Dy.C.E.O., A.O., P.E.O. and M.P.D.Os. Correspondence relating to the Establishment matters of E.O.(PR&RD), V.D.O. Gr-I, II & III	

			(Men&Women)	
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FAIR COPY SECTION				
		Seat No.	Subjects Allotted	
1	J.Aruna	Supdt		
2	Sd.Shahida Khursheed	Typist	Fair Copy wing	
3	M.Viswarupachari	L.D. Steno	L.D. Steno to Dy.C.E.O.	
4	K.John Durkey	J.A.	Distribution of work to Typists and receiving the files for typing from concerned Assistants.	
5	P.Papa	R.A.	Dispatch work & Local Dispatch (Education)	
6	T.Pandu Ranga Swamy	Typist	Fair Copy wing	
7	U.Annapurnamma	Typist	G & C Section	
8	MD. M.Subhani	Typist	H Section	
9	B.Nageswara Rao Naik	Typist	P.F. Section	
10	N.Karimulla	Typist	Fair Copy wing	
11	C.Jhansi	Typist	A Section	
12	G.Gayatri Devi	Typist	D Section	
13	P.V.V.Deleep	Typist	Planing Section	
14	V.S.R.C.Shekar	Typist	Planing Section	
15	K.Lakshmi Kumari	Typist	Fair Copy wing	
16	S.P.A..Srinivas	Typist	Fair Copy wing	
17	Hanumantha Rao	J.A	CC to C.E.O	

Chapter 4

Procedure Followed in Decision-making Process

[Section 4(1)(b)(iii)]

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making authority
Budgeting	Zilla Parishad General Body & Z.P. Standing Committees.	Through Resolutions	Majority of Members in the Meetings.
Formulation of programmes, schemes and projects			
Recruitment/hiring of personnel	Compassionate appointments in the Cadre of Ministerial Staff / Class IV Employees	As per Rules	Chief Executive Officer, Zilla Parishad, Guntur.
Release of funds	Executive Agencies working under the Control of Z.P.	As per Rules.	
Implementation/delivery of service/utilization of funds	All the Services are shown are in Chapter-III	From concerned assistant through Accounts Officer / Dy. Chief Executive Officer,	

4.2 Prepare Flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/application for getting service to reaching the target group/delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/delivering the service to the beneficiary.

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

5.1 Please 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	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	Service / Family Pensions	--	Every Month	
2	P.F. Loans / Retirements	--	Two weeks	

Chapter 6
Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions
[Section 4(1)(b)(v) & (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl. No	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	A.P. Civil Services (CCA and conduct) Rules 1991.	Disciplinary Proceedings.	
2	A.P. Leave Rules, 1990	Sanction of Leave	
3	A.P. Last Grade Service Rules.		
4.	A.P. Ministerial Service Rules.		
5.	A.P.Village Servants Service Rules.		
6.	A.P.Z.P.P.F. Rules.		
7.	A.P.T.A. Rules including L.T.C.		
8.	The Conduct of ZPTC / MPTC Elections	Elections will be conducted.	

Instructions			
1	Issued by the Government time to time by way of Government Orders & Memos.		
2	Instructions regard to transfer of Government employees from one place to another.		

Manuals			
1	P.R. Act.		
2	Z.P. / M.P. Election Law.		
Records			
1	N.Dis.		
2	L.Dis.		
3	D.Dis. Disposals.		
4	R.Dis. Disposals.		

Chapter 7
Categories of Documents held by the Public Authority under its Control
[Section 4(1) (b) v (i)]

7.1 Provide information about the official documents held by the public authority or under its control.

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	Files, Registers, Records etc., pertaining to the Subjects as mentioned in Chapter No. 3		Concerned Assistant.

Chapter 8
Arrangement 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)viii]

8.1 Describe arrangements z. the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

S. 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
MEETINGS ON ZILLA PARISHAD STANDING COMMITTEE MEETINGS AND Z.P. GENERAL BODY MEETINGS CONDUCT AS PER PANCHAYATH RAJ ACT.			

Chapter 9
Boards, Councils, Committees and other Bodies constituted as
part of Public Authority
[Section 4(1)(b)v(iii)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
STANDIG COMMITTEE NO.1	ZPTC Members / Hon'ble M.Ps & M.L.As Total:- 12 Members.	PLANNING AND FINANCE: DISTRICT PLAN, BUDGET, TAXATION, FINANCE AND COORDINATION OF THE WORK RELATING TO OTHER COMMITTEES	Minutes of Meeting
STANDING COMMITTEE NO.2	ZPTC Members / Hon'ble M.Ps & M.L.As Total:- 12 Members.	POVERTY ALLEVATION PROGRAMME, AREA DEVELOPMENT PROGRAMMES, EMPLOYMENT, HOUSING, COOPERATION, THRIFT AND SMALL SAVINGS, INDUSTRIES, INCLUDING COTTAGE, VILLAGVE AND SMALL SCALE INDUSTRIES, TRUSTS AND STATISTICS	Minutes of Meeting
STANDING COMMITTEE NO.3	ZPTC Members / Hon'ble M.Ps & M.L.As Total:- 12 Members.	AGRICULTURE, ANIMAL HUSBANDRY, SOIL RECLAMATION INCLUDING CONTOUR BUNDING, SOCIAL FORESTRY, FISHERIES AND SERICULTURE	Minutes of Meeting
STANDING COMMITTEE NO. 4	ZPTC Members / Hon'ble M.Ps & M.L.As Total:- 12 Members.	EDUCATION INCLUDING SOCIAL EDUCATION, MEDICAL SERVICES, PUBLIC HEALTH AND SANITATION INCLUDING DRINAGE, RELIEF FOR DISTRESSED IN GRAVE EMERGENCIES	Minutes of Meeting

STANDING COMMITTEE NO. 5	ZPTC Members / Hon'ble M.Ps & M.L.As Total:- 12 Members.	DEVELOPMENT OF WOMEN AND CHILD WELFARE OF CHILDREN	Minutes of Meeting
STANDING COMMITTEE NO. 6	ZPTC Members / Hon'ble M.Ps & M.L.As Total:- 11Members.	SOCIAL WELFARE OF SCHEDULED CASTES, SCHEDULED TRIBES, AND BACKWARD CLASSES AND CULTURAL AFFAIRS	Minutes of Meeting
STANDING COMMITTEE NO.7	ZPTC Members / Hon'ble M.Ps & M.L.As Total:- 11Members.	COMMUNICATIONS, RURAL WATER SUPPLY, POWER AND IRRIGATION	Minutes of Meeting
Z.P. General Body Meeting	All Z.P.T.C. Members, All Hon'ble MLAs & M.Ps in District. All Hon Mandal Parishad Presidents. And other Officials.	Review of All Development Activities and Sanction of Works and Action Plans.	Minutes of Meeting

Chapter 10
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 office/ administrative unit	Name, Designation & Address of Officer/ Employee	Designation	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
1	Zilla Parishad, Guntur.	R.JayaPrakash Narayan	Chief Executive Officer	9849903355 0863-2234082 (O) 0863-2234382 (R) 0863-2240828 (Fax)	ceo_pr_gntr@ap.gov.in/ ceozpgnt@gmail.com
2		G.Veernajaneyulu	Dy. Chief Executive Officer	9885665588 0863-2234217 (O)	
3		V.Vasantha Lakshmi	Accounts Officer	9885665588 0863-2234756 (O) 0863-2234207 (R)	
4		N. ADHIKARI	Superintendent	0863-2234082 (O)	
5		J.ARUNA	Superintendent	0863-2234082 (O)	
6		J.SAMBASIVA RAO	Superintendent	0863-2234082 (O)	
7		K. UMA MAHESWARA RAO	Superintendent	0863-2234082 (O)	
8		CH.V.SUBRAMANYA SASTRY	Superintendent	0863-2234082 (O)	
9		K. UDAYADITYA	Superintendent	0863-2234082 (O)	
10		K.SAMPATH KUMAR	Superintendent	0863-2234082 (O)	
11		K.NARAYANA RAO	Superintendent	0863-2234082 (O)	
12		J.RAMACHANDRA RAO	Superintendent	0863-2234082 (O)	
13		K.SARALA DEVI	Superintendent	0863-2234082 (O)	
14		M.S.CHANDRA SEKHAR	Superintendent	0863-2234082 (O)	
15		A.Chakradhar	Senior Assistant	0863-2234082 (O)	
16		M.V.Krishna rao	Jr.Asst	0863-2234082 (O)	
17		D.Sudha Rani	Senior Assistant	0863-2234082 (O)	
18		Y.Srinivasa rao	Jr.Asst	0863-2234082 (O)	

Sl No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Designation	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
19		G.Bhanu	R.Assistant	0863-2234082 (O)	
20		Sk.Abdul Vaheed	Jr.Asst	0863-2234082 (O)	
21		M.Lakshmipati	Jr.Asst	0863-2234082 (O)	
22		D.Venkat rao	R.Assistant	0863-2234082 (O)	
23		M.S.Kumar Reddy	Jr.Asst	0863-2234082 (O)	
24		A.Rathna Manikyam	Senior Assistant	0863-2234082 (O)	
25		K.Vidya Sagar Reddy	Jr.Asst	0863-2234082 (O)	
26		P.Syamul Paul	Senior Assistant	0863-2234082 (O)	
27		V.Pratapa Reddy	Senior Assistant	0863-2234082 (O)	
28		T.Aruna Kumari	Jr.Asst	0863-2234082 (O)	
29		D.Veeraiah	Senior Assistant	0863-2234082 (O)	
30		I.Savithri	Senior Assistant	0863-2234082 (O)	
31		M.Bala Krishna	Senior Assistant	0863-2234082 (O)	
32		D.S.N.Murthy	Junior Assistant	0863-2234082 (O)	
33		V.V.Satish Kumar	Junior Assistant	0863-2234082 (O)	
34		Y.Jaganmohan Reddy	Junior Assistant	0863-2234082 (O)	
35		G.Bhavani	Junior Assistant	0863-2234082 (O)	
36		J.Nageswararao	Junior Assistant	0863-2234082 (O)	
37		G.Lakshmiprasanna	Junior Assistant	0863-2234082 (O)	
38		N.Ramanababu	Senior Assistant	0863-2234082 (O)	
39		S.Srinivasa Rao	Junior Assistant	0863-2234082 (O)	
40		K.Kamala	Junior Assistant	0863-2234082 (O)	
41		Ch.Anuradha	Junior Assistant	0863-2234082 (O)	

Sl No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Designation	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
42		D.B.Vijaya Saradhi	Junior Assistant	0863-2234082 (O)	
43		M.Kanya kumari	Junior Assistant	0863-2234082 (O)	
44		K.Vani	Senior Assistant	0863-2234082 (O)	
45		M.sunilkumar	Junior Assistant	0863-2234082 (O)	
46		N.Mangadevi	Junior Assistant	0863-2234082 (O)	
47		P.V.Ramana	Senior Assistant	0863-2234082 (O)	
48		P.Sarada Devi	Junior Assistant	0863-2234082 (O)	
49		R.Prabhavathi	Junior Assistant	0863-2234082 (O)	
50		D.Venkatalakshmi	Junior Assistant	0863-2234082 (O)	
51		P.Nageswaramma	Junior Assistant	0863-2234082 (O)	
52		P.Mery Rani	Junior Assistant	0863-2234082 (O)	
53		K.Pushpalatha	Junior Assistant	0863-2234082 (O)	
54		D.Balakrishna	Senior Assistant	0863-2234082 (O)	
55		B.,Nageswararao	Senior Assistant	0863-2234082 (O)	
56		G.Lalithabai	Junior Assistant	0863-2234082 (O)	
57		Sk.Faizuddin	Senior Assistant	0863-2234082 (O) 9989873707	
58		D.Tirumaleswara Rao	Senior Assistant	0863-2234082 (O)	
59		D.V.Harini	Junior Assistant	0863-2234082 (O)	
60		G.John Paul	Senior Assistant	0863-2234082 (O)	
61		T.Srinivasa Rao	Junior Assistant	0863-2234082 (O)	
62		G.Venkatarao	Senior Assistant	0863-2234082 (O)	
63		Sk.John Ahmad	Junior Assistant	0863-2234082 (O)	

Sl No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Designation	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
64		P.Ammaiah	Junior Assistant	0863-2234082 (O)	
65		Y.Nagaraju	Junior Assistant	0863-2234082 (O)	
66		A.Anilkumar	Senior Assistant	0863-2234082 (O)	
67		V.Edukondalu	Junior Assistant	0863-2234082 (O)	
68		B.V.Malleswara Rao	Senior Assistant		
69		Sd.Shahida Khursheed	Typist	0863-2234082 (O)	
70		M.Viswarupachari	.L.D.Steno	0863-2234082 (O)	
71		K.John Durkey	Junior Assistant	0863-2234082 (O)	
72		P.Papa	R.Asst	0863-2234082 (O)	
73		T.Pandu Ranga Swamy	Typist	0863-2234082 (O)	
74		U.Annapurnamma	Typist	0863-2234082 (O)	
75		MD. M.Subhani	Typist	0863-2234082 (O)	
76		B.Nageswara Rao Naik	Typist	0863-2234082 (O)	
77		N.Karimulla	Typist	0863-2234082 (O)	
78		C.Jhansi	Typist	0863-2234082 (O)	
79		G.Gayatri Devi	Typist	0863-2234082 (O)	
80		P.V.V.Deleep	Typist	0863-2234082 (O)	
81		V.S.R.C.Shekar	Typist	0863-2234082 (O)	
82		K.Lakshmi Kumari	Typist	0863-2234082 (O)	
83		S.P.A..Srinivas	Typist	0863-2234082 (O)	
84		Hanumantha Rao	Junior Assistant	0863-2234082 (O)	
85		G. VENKATA RATHNAM	Attender	0863-2234082 (O)	
86		G. MARKANDEYULU	Attender	0863-2234082 (O)	
87		P. VENKATESWARLU	Attender	0863-2234082 (O)	

Sl No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Designation	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
88		B. SAMBAIAH	Attender	0863-2234082 (O)	
89		P.SRINIVASA RAO	Attender	0863-2234082 (O)	
90		K.PEDAYESEMMA	Attender	0863-2234082 (O)	
91		MD.SHABBIR	Attender	0863-2234082 (O)	
92		P.PRAKASA RAO	Attender	0863-2234082 (O)	
93		K. CHINA RATHAIAH	Attender	0863-2234082 (O)	
94		M. Ch.NAGA MALLESWARA RAO	Attender	0863-2234082 (O)	
95		P. BABU RAO	Attender	0863-2234082 (O)	
96		G. SINGU BABU	Attender	0863-2234082 (O)	
97		K.AMARALINGESWARA RAO	Attender	0863-2234082 (O)	
98		V.PRASAD	Attender	0863-2234082 (O)	
99		Y.Subba Rao	Attender	0863-2234082 (O)	
100		V.Sambasiva rao	Attender	0863-2234082 (O)	
101		K.Vijaya Kumari	Attender	0863-2234082 (O)	
102		J.Jaya Lakshmi	Attender	0863-2234082 (O)	
103		Sk.Abdul Salaam	Driver	0863-2234082 (O)	
104		M.Koteswara Rao Nayak	Driver	0863-2234082 (O)	
105		M.Siva shankar	Driver	0863-2234082 (O)	
106		P.Ileswara Rao	Gardenar	0863-2234082 (O)	
107		J.Jayamma	Masalji	0863-2234082 (O)	
108		J.Siva nageswara Rao	R.Asst	0863-2234082 (O)	
109		G.Ratna Kumar	Attender	0863-2234082 (O)	
110		K.Kotaiah	Attender	0863-2234082 (O)	

Chapter 11
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.	Employee Name	Designation	Monthly Remuneration including its composition
1	2	3	5
1	R.JayaPrakash Narayan	Chief Exeuctive Officer	36486
2	G.Veernajaneyulu	Dy. Chief Exeuctive Officer	27193
3	V.Vasantha Lakshmi	Accounts Officer	27193
4	N. ADHIKARI	Superintendent	34241
5	J.ARUNA	Superintendent	28012
6	J.SAMBASIVA RAO	Superintendent	37718
7	K. UMA MAHESWARA RAO	Superintendent	36309
8	CH.V.SUBRAMANYA SASTRY	Superintendent	28368
9	K. UDAYADITYA	Superintendent	26792
10	K.SAMPATH KUMAR	Superintendent	30927
11	K.NARAYANA RAO	Superintendent	29309
12	J.RAMACHANDRA RAOI	Superintendent	34241
13	K.SARALA DEVI	Superintendent	28012
14	M.S.CHANDRA SEKHAR	Superintendent	10961
15	A.Chakradhar	Senior Assistant	22143
16	M.V.Krishna rao	Jr.Asst	14065
17	D.Sudha Rani	Senior Assistant	13057
18	Y.Srinivasa rao	Jr.Asst	16620
19	G.Bhanu	R.Assistant	18179
20	Sk.Abdul Vaheed	Jr.Asst	15052
21	M.Lakshmpati	Jr.Asst	10017

22	D.Venkat rao	R.Assistant	16290
23	M.S.Kumar Reddy	Jr.Asst	20604
24	A.Rathna Manikyam	Senior Assistant	20593
25	K.Vidya Sagar Reddy	Jr.Asst	14005
26	P.Syamul Paul	Senior Assistant	21464
27	V.Pratapa Reddy	Senior Assistant	18419
28	T.Aruna Kumari	Jr.Asst	14230
29	D.Veeraiah	Senior Assistant	19664
30	I.Savithri	Senior Assistant	23113
31	M.Bala Krishna	Senior Assistant	22202
32	D.S.N.Murthy	Junior Assistant	19714
33	V.V.Satish Kumar	Junior Assistant	14560
34	Y.Jaganmohan Reddy	Junior Assistant	20393
35	G.Bhavani	Junior Assistant	11884
36	J.Nageswararao	Junior Assistant	23920
37	G.Lakshmi prasanna	Junior Assistant	16340
38	N.Ramanababu	Senior Assistant	18351
39	S.Srinivasa Rao	Junior Assistant	23393
40	K.Kamala	Junior Assistant	14336
41	Ch.Anuradha	Junior Assistant	13052
42	D.B.Vijaya Saradhi	Junior Assistant	9787
43	M.Kanya kumari	Junior Assistant	10466
44	K.Vani	Senior Assistant	27330
45	M.sunilkumar	Junior Assistant	11550
46	N.Mangadevi	Junior Assistant	18153
47	P.V.Ramana	Senior Assistant	17772
48	P.Sarada Devi	Junior Assistant	24362

49	R.Prabhavathi	Junior Assistant	15531
50	D.Venkatalakshmi	Junior Assistant	9293
51	P.Nageswaramma	Junior Assistant	20333
52	P.Mery Rani	Junior Assistant	15345
53	K.Pushpalatha	Junior Assistant	8690
54	D.Balakrishna	Senior Assistant	21321
55	B,.Nageswararao	Senior Assistant	18534
56	G.Lalithabai	Junior Assistant	11200
57	Sk.Faizuddin	Senior Assistant	16557
58	D.Tirumaleswara Rao	Senior Assistant	18930
59	D.V.Harini	Junior Assistant	11529
60	G.John Paul	Senior Assistant	17775
61	T.Srinivasa Rao	Junior Assistant	12534
62	G.Venkatarao	Senior Assistant	18346
63	Sk.John Ahmad	Junior Assistant	13052
64	P.Ammaiah	Junior Assistant	12840
65	Y.Nagaraju	Junior Assistant	12980
66	A.Anilkumar	Senior Assistant	9981
67	V.Edukondalu	Junior Assistant	11296
68	B.V.Malleswara Rao	Senior Assistant	18451
69	Sd.Shahida Khursheed	Typist	14293
70	M.Viswarupachari	.L.D.Steno	16922
71	K.John Durkey	Junior Assistant	17309
72	P.Papa	R.Asst	12710
73	T.Pandu Ranga Swamy	Typist	16785
74	U.Annapurnamma	Typist	11696
75	MD. M.Subhani	Typist	16883

76	B.Nageswara Rao Naik	Typist	11195
77	N.Karimulla	Typist	12456
78	C.Jhansi	Typist	14379
79	G.Gayatri Devi	Typist	13707
80	P.V.V.Deleep	Typist	13907
81	V.S.R.C.Shekar	Typist	9400
82	K.Lakshmi Kumari	Typist	18525
83	S.P.A..Srinivas	Typist	14541
84	Hanumantha Rao	Junior Assistant	22482
85	G. VENKATA RATHNAM	Attender	15861
86	G. MARKANDEYULU	Attender	11546
87	P. VENKATESWARLU	Attender	19014
88	B. SAMBAIAH	Attender	8867
89	P.SRINIVASA RAO	Attender	17223
90	K.PEDAYESEMMA	Attender	17229
91	MD.SHABBIR	Attender	12909
92	P.PRAKASA RAO	Attender	13774
93	K. CHINA RATHAIAH	Attender	17754
94	M. Ch.NAGA MALLESWARA RAO	Attender	9459
95	P. BABU RAO	Attender	18904
96	G. SINGU BABU	Attender	21384
97	K.AMARALINGESWARA RAO	Attender	10129
98	V.PRASAD	Attender	9607
99	Y.Subba Rao	Attender	11992
100	V.Sambasiva rao	Attender	12681
101	K.Vijaya Kumari	Attender	8605
102	J.Jaya Lakshmi	Attender	12554

103	Sk.Abdul Salaam	Driver	28812
104	M.Koteswara Rao Nayak	Driver	24289
105	M.Siva shankar	Driver	14130
106	P.Ileswara Rao	Gardenar	8571
107	J.Jayamma	Masalji	11627
108	J.Siva nageswara Rao	R.Asst	10951
109	G.Ratna Kumar	Attender	10283
110	K.Kotaiah	Attender	16559

Chapter 12
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.)
The information has to be provided by the Officers relating to Agencies				

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 (Rs in lakhs)	Amount spent last year (Rs in lakhs)	Budget allocated current year (Rs in lakhs)	Budget released current year (Rs in lakhs)
Z.P. Guntur	S.G.R.Y.	602.21	600.31	--	
	S.F.C	137.56	137.56	140.00	57.37
	Z.P.G.F.(35%)	236.68	264.00	275.89	198.04
	Z.P.G.F.(15% SC)	101.43	82.97	121.27	84.97
	Z.P.G.F.(6% ST)	40.57	15.80	48.50	33.95
	Z.P.G.F. (9%)	60.86	34.85	70.94	50.92
	Z.P. Rs.4 Per capita Grant	120.49	120.49	120.00	60.24
	Z.P.Staff T.A. and contingence	1.05	1.05	1.10	0.15
	Rs.8 per capita to MP's	180.74	180.74	--	--
	M.P.Staff T.A. and contingent	5.85	5.85	--	--
	12 th Finance Commission Grant	598.08	399.08	--	--

Chapter 13
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
Does Not Arise			

13.3 Describe the manner of execution of the subsidy programmes.

Name of programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Does Not Arise			

Chapter 14
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.

Institutional Beneficiaries

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

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

Individual Beneficiaries

Sl. No	Name & Address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
Does Not Arise				

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

Chapter 15
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.)

<i>Electronic format</i>	<i>Description (site address/location where available etc.)</i>	<i>Contents or title</i>	<i>Designation and address of the custodian of Information (held by whom?)</i>
Information of 17 categories of RTI Act u/s 4(b) in the apic portal (Website address: www.apic.ap.gov.in)			

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 16
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	Zilla Parishad, Guntur.	Auctions Notices, Lease Notices, Ferry Leases, Meeting Notices, Shoping Complex Lease Auctions of Z.P. and Other Auctions.
News Paper Reports	Zill	Auctions Notices of Ferry Lease, Shopping Complex Lease Auctions and Others items.
Information Counter	Zilla Parishad Office, Guntur.	
Office Websites	www.zpguntur.org	

Chapter 17
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.

Public Information Officer(s)

<i>S No</i>	<i>Name of office/ administrative unit</i>	<i>Name & designation of PIO</i>	<i>Office Tel: Residence Tel: Fax:</i>	<i>Email</i>
1	Zilla Parishad Office, Guntur. P.R. Department	G.Veeranjaneyulu, Dy.C.E.O., (FAC) Zilla Praja Parishad, Guntur.	9885665588 0863-2234217 (O)	

Assistant Public Information Officer(s)

<i>S No</i>	<i>Name of office/ administration unit</i>	<i>Name & designation of APIO</i>	<i>Office Tel: Residence Tel: Fax:</i>	<i>Email</i>
1	Zilla Parishad Office, Guntur. P.R. Department	Sri.M.S.ChandraShekar, Superintendent, Planning Section, Z.P., Guntur.	0863-2234082 (O)	

Appellate Authority

<i>S No</i>	<i>Name, Designation & Address of Appellate Officer</i>	<i>Jurisdiction of Appellate Officer (offices/ administrative units of the authority)</i>	<i>Office Tel: Residence Tel: Fax:</i>	<i>Email</i>
1	Zilla Parishad Office, Guntur. P.R. Department	R.JAYAPRAKSHNARAYAN Chief Executive Officer, Zilla Parishad, Guntur.	9849903355 0863-2234082 (O) 0863-2234382 (R)	ceozp_gnt@prrd.ap.gov.in

Chapter 18
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.

NIL

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.

NIL

Place: Guntur
Date: 12.10.2011

Name and Designation
of the Officer Department

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