

RIGHT TO INFORMATION ACT, 2005

(17) CHAPTERS MANUALS AS PER SECTION 4 (1) (b) OF THE ACT.

Published by
**DIST. PANCHAYAT OFFICE,
MEDAK
(PUBLIC AUTHORITY)**

INTRODUCTION

The Right to information Bill 2005 was passed by the Houses of Parliament received the assent of the President of India on 15.06.2005 and it was published as Right to information Act, 2005 in the Gazette of India vide No.25 on 21.06.2005 and it has come in to force with effect from 15.6.2005.

As per the Act, each public authority has to fulfill certain obligations before expiry of 100/120 days from the commencement of Act, i.e. by 23.9.2005 / 12.10.2006.

Section 4 (1) (a) of the Act Casts an obligation on each public authority to maintain records. This section reads as follows:

“Maintain all its records duly catalogued and indexed in manner and the form which facilitates the Right to Information under this act and ensure that all records that are appropriate to be computerized are within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated”.

Section 4 (1) (b) of the Act Castes an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the 17 items contained in chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society organizations, Public representatives, Officers and Employees of public authorities including public information officers and Assistant Public Information Officer and Appellate Officers, etc;

Accordingly, as far as this wing is concerned, the public authorities are as follows:-

Office of the District Panchayat Medak	1) Senior Assistant O/o. D.P.O.	Public Information Officer
	2) Junior Assistant, O/o. D.P.O.	Assistant Public Information Officer
	3) District Panchayat Officer	Appellate Authority

Office of the Divisional Panchayat ,Medak	1) Senior Assistant O/o. D.L.P.O	Public Information Officer
	2)) Junior Assistant, O/o. D.L.P.O	Assistant Public Information Officer
	3). District Panchayat Officer	Appellate Authority

CHAPTER - 1

Organization, Functions and Duties

(Section 4 (1) (b) (i)

Right to information Act

The name of the organization is District Panchayat Officer, Medak. The functions and duties of the department are mentioned as hereunder.

The main objective of the District Panchayat Officer office is to administrate the function of Gram Panchayats and monitoring and coordinating of developmental activities and implementation of various ongoing schemes in Gram Panchayats and also exercise regulating functions over the Gram Panchayat administration.

The department through the following wings is attending to the set objectives:

1. Three Revenue Divisions headed by the Divisional Panchayat Officer Medak .
2. At Mandal level, the Extension Officers (PR&RD) working in Mandal Parishad Development Officers office are looking the regulatory functions of Gram Panchayats and they are responsible for submission of all reports / information pertaining to Gram Panchayat administrative.

CHAPTER - 2

Powers and Duties of Officers and Employees

Section - 4 (1) (b) (ii)

The powers and duties of officers and employees.

District Panchayat Officer Powers as per G.O.Ms.No.70 PR&RD dated 29.2.2000, the powers and functions of the District Panchayat Officer is as follows:

POWERS AND FUNCTIONS OF THE DISTRICT PANCHAYAT OFFICER:

2. The District Panchayat Officer Shall:

- a. exercise supervision and control over the Divisional Panchayat Officers, Extension Officer(Panchayats) and their staff in the District.
- b. Exercise supervision and control over the Gram Panchayats and their executives and also provide guidance to them.
- c. in respect all the notified Gram Panchayats whose income exceeds Rs.21 lakhs (Rupees Twenty one lakhs) in every year and visit other Gram Panchayats as may as possible for the purpose of inspection, superintendence and conducting of enquiries etc., and shall see that all Gram Panchayats are inspected by himself or by Divisional Panchayat Officer in every year irrespective of inspection made by the Extension Officer (Panchayats) and also see that all defects pointed out by the inspecting officers are rectified within two months and he shall take immediate action against the defaulters under the provisions of Andhra Pradesh Panchayati Raj Act. ,
- d. Inspect the Offices of all Divisional Panchayat Officers and Extension Officer (Panchayats) in the district in every year.
- e. Hold enquiries and submit reports to the higher authorities on complaints of mal-administration in Gram Panchayats.
- f. Maintain necessary statistics about the working of Gram Panchayats, within the District including Jawahar Rozgar Yojana, T.F.C., and other Government grants;
- g. Prepare and submit annual confidential reports relating to the post of Extension Officer(Panchayats) and Divisional Panchayat Officers in the District and submit to the Commissioner of Panchayat Raj with his remarks;
- h. Review the replies on audit reports, in respect of notified Gram Panchayats only
- i. Assist the District Collector, in discharge of the statutory functions assigned to District Collector under the provisions of the Andhra Pradesh Panchayat Raj Act, 1994.

- j. Inspect the works taken up in Gram Panchayat , with Gram funds, Jawahar Rojgar Yojana,
- k. T.F.C and other Governments grants;
- l. Supervise and inspect the work relating the general revision of house tax in Gram Panchayat ;
- m. Take steps for collection of amounts covered by surcharge certificates issued by the Local fund Department;
- n. Countersign the Traveling Allowance bills of Divisional Panchayat Officers;
- o. Prepare, publish and maintain the electoral rolls of Gram Panchayat, in safe custody;
- p. Sanction the contract amounts for services of street lighting, sanitation and water supply in Gram Panchayats for an amount above Rs.10,000/-(Rupees ten thousand only) but below Rs.50,000/-(Rupees fifty thousand only) per year and the amount exceeding Rs.50,000/-(Rupees fifty thousand only), the District Collector will sanction the same.
- q. Competent authority for transfers and postings of Junior Assistants-cum-Bill Collectors and other provincialised staff in Gram Panchayats;
- r. Prepare and submit Annual Administration Reports of all Gram Panchayats in the District to Commissioner, Panchayati Raj;
- s. Sanction of annual grade increments to Divisional Panchayat Officer;
- t. Sanction of earned leave to the Executive Officers and other employees of Gram Panchayats above 30 (thirty)days;
- u. Sanction of earned leave to Divisional Panchayat Officers, Extension Officer(Panchayats) and their staff;
- v. Sanction of casual leave to Divisional Panchayat Officers;
- w. Sanction of continuation of already existing part-time posts, sanction by competent authority as per rules, within 30%of them; and
- x. All other powers and functions provided under the provision of the Andra Pradesh Panchayati Raj Act, 1994.

I) **Administrative Officer**. He is in charges of all the Sections in District Panchayat Officer's office and all files relating to the all subjects enable routed through him.

II) **Section Assistants**: The main duties are to draft and reference the communications Properly and deal with the cases relating to their set at in the section efficiently and expeditiously. They maintain personal Registers, Call Books, Periodicals and other relevant registers.

CHAPTER - 3

Procedure followed in Decision - making Process

Section - 4 (1) (b) (iii)

The procedure being followed by the department is as follows:-

Any representation on paper received in the department is numbered as entered in New Case register through Distribution Register there after Personal Register of concerned Section Assistant dealing with the subject who in turn submits the file to Administrative Officer. After his examination the file is put up to District Panchayat Officer. In some cases the files are routed through District Panchayat Officer / Joint Collector / Collector for necessary orders as per the rules as required.

In regard to service matters, the file moves from Administrative Officer to District Panchayat Officer to Joint Collector and to Collector, as required.

In regard to legal matters and the matters required interpret of law, the matter referred to the competent court of law while obtaining opinion of the Government pleaders as required.

In regard to matters having financial implications, the department is being consulted with the Commission rate as well as with the Treasury authorities wherever required.

CHAPTER - 4

NORMS SET FOR DISCHARGE OF FUNCTIONS

(Section 4 (i) (b) (IV))

The petitions will be disposed off within stipulated time as per citizen Charter (or) after administrative clearance.

CITIZEN CHARTER ITEMS - DISTRICT PANCHAYAT OFFICE

Sl. No.	Service Required	Time limit fixed finally
1)	Proposals on various administrative sanctions	10 days
2)	Sanction orders for grant of contributions below Rs.25000/-	5 days
3)	Sending proposals to Commissioner, PR&RD, for grant of contributions above Rs. 25000/-	7 days
4)	For approval of by-laws	10 days
5)	Grant of remission Rs. 1000/-	15 days
6)	Sending remission proposals to the Collector Rs.25000 and above	15 days
7)	Adjustment Government grants to the Gram Panchayats	15 days
8)	Permission for imposing of New taxes	10 days
9)	Issue of show-cause notice of disqualification of a Member by District Panchayat Officer	7 days
10)	Issue of orders on acceptance of resignation of Sarpanch	7 days
11)	Alternative arrangements on running of administration in a Gram Panchayat	7 days
12)	Action on the Enquiry reports (Non official)	7 days
13)	GRIEVANCES:-	
a)	General	20 days
b)	Grievances petitions received from M.Ps.	15 days
c)	Grievances petitions received from M.L.As	15 days
d)	Grievances petitions received from Ministers	15 days
e)	Grievances petitions received from District Collector	15 days
f)	Grievances petitions received from C.M. Peshi	7 days
14)	Action on enquiry report public servant	7 days
15)	Disposal of petitions with regard to construction of buildings	15 days
16)	Acceptance of proposals received from Gram Panchayats for purchase of electrical item and furniture and etc;	15 days

CHAPTER - 5

Rules, Regulations, Instructions, Manual and Records for discharging functions

(Section 4 (i) (b) (v)

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The Telangana Panchayat Raj, 2018 and instructions relating to Gram Panchayat administration received from time to time by the Government / Commissioner, Panchayat Raj is being followed by the organization.

CHAPTER - 6

Categories of Documents held by the Public Authority under its control

(Section 4 (i) (b) (vi)

The following documents are held by the District Panchayat Officer's office.

Document held under the control of department.

1. G.Os / Memos issued by the Panchayat Raj Department.
2. Instructions and guidelines issued by different departments from time to time regarding implementation of various departmental schemes.
3. Election files / All the data relating to Elections.
4. Files.

CHAPTER - 7

Arrangements for consultation with, or Representation by, the Members of the Public in relation to the Formulation of policy or implementation thereof

(Section 4 (i) (b) (vii))

On receipt of representation from General Public, Service Associations and NGOs the request / suggestions are examined thoroughly in consultation with the Divisional Panchayat Officers / Extension Officers (PR&RD)s and decision will be taken and also periodical reviews with subordinate officers regarding implementation and improvements in various schemes in the Gram Panchayats.

CHAPTER - 8

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

(Section 4 (i) (b) (Viii))

(Annexure got printed)

- 1) The District Level Sand Committee is constituted to redress the grievances an sand as follows:-

a	District Collector	Chairman
b	Joint Collector	Vice- Chairman
C	Project Officer ,ITDA concerned	Member
d	District Panchayat officer	Member
e	Dy. Director ,Ground Water Dept	Member
f	Executive Engineer ,Irrigation/ River conservator	Member
g	Executive Engineer , Rural Water Supply	Member
h	Environmental Engineer ,Telangana State Pollution Control Board	Member
i	Nominee of Telangana State Mineral Development Corporation Ltd, (TSMDC)	Member
j	Asst. Director of Mines & Geology concerned	Member-Convener

- 2) The District Level Best Gram Panchayats Committee is as follows:-

a	District Collector	Chairman
b	Joint Collector	Vice- Chairman
c	District Revenue Officer	Member
d	District Welfare Officer	Member
e	District Public Relation Officer	Member
f	District Panchayat Officer	Member-Convener

CHAPTER - 9

Directory of Officers and Employees

(Section 4 (i) (b) (ix))

Following is the information of the Officers and employees working in the Office of the District Panchayat Officer , Medak at different levels and their contact address is furnish as here under:

Sl. No	Name, Designation & Address of Officer employee S/ Sri	Designation	Telephone & Fax Office Tel: / Residence Tel	Email IDs
1	2	3	4	5
1	M.Hanok	District Panchayat Office	9100930081	Dpomedak20@gmail.com
2	P.Sudhakar Reddy	Senior Assistant	9989694628	Sudhakarreddypatlolla11@gmail.com
3	P.Madhu Latha	Junior Assistant	9989483833	
4	V.Nanda kishore	Junior Assistant	9989929459	
5	G. Narayana	Senior Assistant (Deputation from O/o DlpO)	9966796486	gollachennu@gmail.com
6	Abid Hussain,	Night Watchman	9550551791	
7	Sangaiah	Office Sub ordinate (Deputation from O/o DlpO)	9177359646	
8	B. Chennakrishnaiah	Office Sub ordinate (Deputation from O/o DlpO)	9948265343	
9	Y.Rani,	Night Watchman (Deputation from O/o DlpO)	9652668754	

CHAPTER - 10

Monthly remuneration received by officers and employees including the of system compensation as provided in regulations

Section 4 (i) (b) (x)

Information on remuneration and compensation structure for officers and employees in the following formats

STAFF WORKING IN DISTICT PANCHAYAT OFFICERS, MEDAK

Sl.No.	Employee Name Sri	Designation	Basic pay	Remarks
1	M.Hanok	District Panchayat Officer	66870/--	
2	P.Sudhakar Reddy	Senior Assistant	38130/--	
3	P.Madhu Latha	Junior Assistant	22460/--	
4	V.Nanda kishore	Junior Assistant	16400/--	
5	G. Narayana	Senior Assistant (Deputation from O/o Dlpo)	32340/--	
6	Abid Hussain,	Night Watchman	38130/--	
7	Sangaiah	Office Sub ordinate(Deputation fromO/oDlpo)	28120/-	
8	B. Chennakrishnaiah	Office Sub ordinate(Deputation fromO/oDlpo)	18400/--	
9	Y.Rani,	Night Watchman(Deputation from O/o Dlpo)	16400/-/-	

CHAPTER - 11

Budget Allocated to Each Agency including plans etc.
(Section 4 (i) (b) (xi))

- NIL -

CHAPTER - 12

Manner of Execution of subsidy programmers
(Section 4 (i) (b) (xii))

This departmental has no subsidy schemes for implementation

- NIL -

CHAPTER - 13

Particulars of recipients of concessions, permits or authorizations granted
By the Public authority

(Section 4 (i) (b) (xiii))
(This list in Annexure)

- NIL -

CHAPTER - 14

Information available in Electronic Form

(Section 4 (i) (b) (xiv)

The available information related to the Office of the District Panchayat Officer in electronic form and provided as per the requirement in shape of C.D.s/DVD on payment of user charges.

CHAPTER - 15

Particulars of Facilities available to citizens for obtaining information

(Sec 4 (1) (b) (xv)

The required information is being provided to the public whenever they approached the office to obtain the information in written / electronic form.

CHAPTER - 16

Names, Designations and other particulars of Public Information Officers
(Sec 4 (1) (b) (xvi))

According to the instructions issued by the Government the officers of District level, Divisional level and have been designated to act as Public Information Officers and Assistant Public Information Officers(Due to formation of new district staff of Divisional Panchayat Officer are working O/o District Panchayat Officer, Medak.) The details are as follows:-

District Level

Sl.No	Administrative unit	Assistant Public Information Officer	Public Information Officer	1 st Appellate Authority
1	2	3	4	5
1)	District Panchayat Officer Medak District	V.Nanda kishore Yadav Jr.Asst No.9989929459	P.Sudhakar Reddy Sr.Asst Cell No. 9989694628	M.Hanok District Panchayat Officer, Cell No 9100930081

Gram Panchayat Level

Sl No.	Public Information Officer	Assistant Public Information Officer	1 st Appellate Authority
1	2	3	4
1)	Extension Officer (PR&RD) MPP concerned G.P	Panchayat Secretary	Mandal Parishad Development Officer Concerned G.P

CHAPTER - 17

Such other information as may be prescribed

(Sec 4 (1) (b) (xvii))

-Nil-

Sd/-
District Panchayat Officer
Medak District