

# **MACHILIPATNAM MUNICIPALITY**

## **RIGHT TO INFORMATION ACT – 2005**

Name of the Appellate Authority :- Sri M. Jaswantha Rao  
Municipal Commissioner  
Cell: 9849905820  
Ph: 08672 – 227700

Public Information Officer :- Smt M.V. Lakshmi  
Manager  
Cell: 9100040618  
Ph: 08672 -227700

Assistant Public Information Officer :- Sri K.S. Prasad  
C1, Senior Assistant  
Cell: 9849908235  
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# MACHILIPATNAM MUNICIPALITY

## CHAPTER – 2

### ORGANISATION, FUNCTIONS AND DUTIES

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

#### 2.1 Particulars of the Organization, functions and duties:

Sl .N o	Name of the Organisation	Address	Functions	Duties
1	Municipal Council, Machilipatnam	Municipal Office, Machilipatnam	To Provide basic amenities to the Citizens of the Town.	i) Maintenance of sanitation. ii) Provision and maintenance of water supply iii) Provision and maintenance of street lighting iv) Provision and maintenance of roads and drains v) Provision and maintenance of parks and play grounds. vi) Provision and maintenance of cart stands market sand slaughter houses. vii) Provision and maintenance of school buildings wherever they are under the control of Municipality. viii) Provision and maintenance of burial grounds.

**MACHILIPATNAM MUNICIPALITY**  
**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 and Powers
1	Sri M.Venkata Baba Prasad	Municipal Chair Person	To exercise of powers vested with municipal council under the provisions of A.P.M. Act 1965 and especially Section 43, 74(1) and 74(2) of A.P.M. Act 1965.
2	Sri M. Jaswantha Rao	Commissioner, Immediate Appellate Authority under Right to Information Act	<p>Commissioner shall save as otherwise provided in the A.P.M. Act 1965</p> <p>Carry into effect all the resolution of the council</p> <p>Furnish the periodical report to the council on the progress made in carrying out the C.Rs</p> <p>Exercise the executive power for the purpose of carrying out the provisions of the act</p> <p>Exercise disciplinary control over the employees of the Municipal Council</p> <p>Exercise all powers in relation to the collection of taxes and fees licenses and removal of encroachments</p> <p>Incharge of the office of the municipality and have custody on the municipal records</p> <p>Exercise all the powers and perform all the functions especially confirmed or imposed on the commissioner by or under the A.P.M. Act 1965</p> <p>Births &amp; Deaths Registration Authority</p> <p>Exercise the powers and functions as Election Authority of the Municipal Council</p>
3	Smt M.V. Lakshmi	Manager, Public Information Officer under Right to Information Act	<p>1) He has to exercise the General supervision over all sections i.e., establishment, accounts, P.H. Engineering, Town Planning and Revenue</p> <p>2) He has to discharge the duties of Revenue Officer</p> <p>3) He has to check the personal registers and periodical registers of all the assistants</p> <p>4) He has to close the attendance registers under Government Rules</p> <p>5) On delegation of Powers by the Commissioner he can sanction casual leave to the ministerial and class IV employees</p> <p>6) He has to check dispatch register, stamp account, distribution register and registers maintained in Citizen Charter</p> <p>7) He will verify stock account of books and forms</p> <p>8) He will verify the credits of checks received and adjustments made and the cash book</p>

			9) He will verify the maintenance of Cash Book preparation of accounts and other works
			10) He will supervise assists and staff in furnishing replies to Audit Objections of all sections
			11) He will check petty cash, chitta book and permanent advance register
			12) He will received the Court Summons, Register Tappals add remarks to Municipal Commissioner and Chairperson
4	Sri M. Naga Malleswara Rao	Accounts Officer (I/c)	Scrutiny of Bills in respect of pension, Salary payments, work bills, supply of goods, Sanitary Articles, Electrical material
			Transfer of Adjustments
			Audit, Surcharge and disallowance, preparation of reports to Audit Objections
			Preparation of Budget Estimates and Revised or supplementary budget
			Payments to the contractors
5	Sri P. Trinadha Rao	Executive Engineer	Execution of works relating to infrastructure facilities such as roads, drains, water supply and street lighting and implementation of all schemes, maintenance of water supply, arrest of leakages, street lighting, maintenance of drains and constructions new drains, NSDP etc.
6	Sri M. Venkateswara rao Gupta	Deputy Executive Engineer	Execution of works relating to infrastructure facilities such as roads, drains, water supply and street lighting and implementation of all schemes, maintenance of water supply, Parks, arrest of leakages, street lighting, maintenance of drains and constructions new drains, NSDP etc.
7.	Sri T.V. Venkata Raju	Deputy Executive Engineer	Execution of works relating to infrastructure facilities such as roads, drains, water supply and street lighting and implementation of all schemes, maintenance of water supply, arrest of leakages, street lighting, maintenance of drains and constructions new drains, NSDP etc.
8.	Sri G. Samba Siva Rao	Deputy Executive Engineer	Execution of works relating to infrastructure facilities such as roads, drains, water supply and street lighting and implementation of all schemes, maintenance of water supply, arrest of leakages, street lighting, maintenance of drains and constructions new drains, NSDP etc.
9.	A. Chandrika	Assistant Commissioner, MHO I/c,.	To supervise the Sanitation in the entire town and implementation of Food Adulteration Act and maintenance of Births and Deaths Register
10.	Sri K. Naga Sastrulu	Assistant City Planner	To implement the Master Plan and regularize the unauthorized constructions and approval of layouts, building applications etc.,

11	Sri P.S.B. Prasad	Town Planning Officer	To implement the Master Plan and regularize the unauthorized constructions and approval of layouts, building applications etc.,
12.	Sri S. Venkatesh	Revenue Officer	Supervision of Tax Collection improvement of Municipal Revenue.
13.	Sri B.V. Ramamohan Rao	Senior Assistant (A1)	Preparation of postings and Final D.C.B. for Collection of Property Tax pertaining to 39 wards and PT of Government Buildings, Shop Rooms and Markets Leases, Computerization & Data Entry Modules
14.	Sri B.V. Kalyan	Junior Assistant (A2)	Preparation of D.C.B. for collection of Property Tax pertaining to 1, 2, 3, 4, 5 Wards and court cases
15.	Sri K. Vijay Sekhar	Record Assistant (A3)	Preparation of D.C.B., for collection of Property Tax pertaining to 6, 7, 8, 9, 10 Wards & Court Cases
16.	Smt G. Savithri	Jr.Asst (A4)	Preparation of D.C.B. for collection of Property Tax pertaining to 11, 12, 13, 14, 15, 16, 17 wards & Court Cases, AGL Taxes. Water Tax, DCB of Water Tax & A & V Taxes
	Smt B. Parvathi	Jr.Asst (A5)	Preparation of D.C.B. for collection of Property Tax pertaining to 11, 12, 13, 14, 15, 16, 17 wards & Court Cases, AGL Taxes. Water Tax, DCB of Water Tax & A & V Taxes
17.	Sri E. Naga Chaitanya	Jr.Asst - (A6)	Water Tax, DCB of Water Tax & A & V Taxes
18.	Sri M. Sunil Kumar	Senior Assistant (A7 & A8)	Water Tax, DCB of Water Tax & A & V Taxes
19.	Sri N. Srinivasu	Junior Assistant (A9)	Water Tax, DCB of Water Tax & A & V Taxes
20.	Sri B.V. Kalyan	Junior Assistant (A10) I/c.	Court cases
21.	Sri P. Srinivas	Senior Assistant (MRI)	MLs for assessment of Taxes to attend the courts on behalf of the Commissioner in tax suits to assist the bill collectors in collection of taxes and non taxes to check the outstanding bills and other relevant duties of MRI as per APM Act
22.	Sri P. Venkateswara Rao	Junior Assistant (MRI)	MLs for assessment of Taxes to attend the courts on behalf of the Commissioner in tax suits to assist the bill collectors in collection of taxes and non taxes to check the outstanding bills and other relevant duties of MRI as per APM Act
23.	Sri M. Srinivas Kumar	Junior Assistant (MRI)	MLs for assessment of Taxes to attend the courts on behalf of the Commissioner in tax suits to assist the bill collectors in collection of taxes and non taxes to check the outstanding bills and other relevant duties of MRI as per APM Act
24.	Sri P. Jaya Kumar	Bill Collector 1,2 wards	Service of Demand Notices and Tax Collection
25.	Sri S. Lakshmana	Sanitary Mastrey	Service of Demand Notices and Tax Collection

	Rao	(Dep) Bill Collector 3,29 wards	
26.	Sri Ch. Raj Kumar	Bill Collector 4,11 ward	Service of Demand Notices and Tax Collection
27.	Sri K.V.S. Chandra Sekhar	Bill Collector 5, 28 wards	Service of Demand Notices and Tax Collection
28.	Sri K. Samba Siva Rao	Bill Collector 6,7, 24,25,26 wards	Service of Demand Notices and Tax Collection
29.	Sri S. Kumar	Bill Collector 8,9, 16, 30,31,32 wards	Service of Demand Notices and Tax Collection
30.	Sri T. Adinarayana	Bill Collector 10 & 12 <sup>th</sup> wards	Service of Demand Notices and Tax Collection
31.	Sri Ch. Rajesh	Bill Collector 13, 14	Service of Demand Notices and Tax Collection
32.	Sri SK. Silar	Bill Collector 15 A	Service of Demand Notices and Tax Collection
33.	Sri T.D.V. Prasad	Bill Collector 15 B	Service of Demand Notices and Tax Collection
34	Sri K. Ravi Kumar	Bill Collector 17,18	Service of Demand Notices and Tax Collection
35	Sri S. Hari Prasad	Fitter (Dep) Bill Collector 19,20	Service of Demand Notices and Tax Collection
36	Sri K.S.Prasad	Senior Assistant Main Office (C1)	Establishment Service Matters relating to All Municipal Employees & Assistant Public Information Officer
37	Sri V. Sai Narasimha Rao	Junior Assistant (C2&C3)	Education Establishment
38	Sri V. V.R. Prasad	Jr.Asst - (C4) I/c.	Council Meetings
39	Sri B. Siva Seshu Babu	Jr.Asst - C5	Citizen Charter
40	Sri Ch. Mohan Gopal	Jr.Asst	Dispatch – Inward, Outward Tapals
41	Sri A. Bala Ram	Record Assistant – C6	Record room
42	Sri M. Naga Malleswara Rao	Junior Accounts Officer (A.O) I/c On Deputation	Prepare Budget & Budget Related matters Co- ordination with all sections posting of Cash Books keep all paid vouchers DEABAS ERP Soft Ware & Prepare LOC and Cheque Book related correspondence. Prepare and consolidation of in respect of Monthly Remittance of Statutory recoveries TDS, VAT, CESS etc. Verification of Monthly Salary Bills in respect of C1 and E2 establishments. Verification of Contract P.H. Workers Salary Bills and Oil Bills. Finalization of Annual Accounts in DEABAS and its submission to the Audit Department. Computerization of expenditure part in DEABAS. Primary scrutiny and passing of All paid Bills.

43	Smt B.N.V. Lakshmi	Sr.Asst – B3 Sr.Asst – B4,	LIC Recoveries, BSNL Bills, Deposits  Monthly posting of PF, PF Loans and Advances, Court Recoveries Prepare and consolidation of audit replies Public Health and Town Planning Sections.
44	Smt B.N.V. Lakshmi	Sr.Asst – B5	. Bank Recoveries, APGLI, GIS Prepare and consolidation of Audit Replies in respect of Engineering and Revenue Sections. Perform any other duty delegated by Accounts Officer.
45	Smt B.N.V. Lakshmi	Senior Assistant – B6	Pensions
46	Sri M. Ravindra Prasad	Record Assistant (B7) I/c	Sharoff & Bank remittances and petty cash , Chitta
47	Sri M. Ravindra Prasad	Record Assistant	Assistant Sharoff
48	Sri L. Swamy Ayyappa	Junior Assistant (G1)	Maintenance of files in respect of Building construction, permission, layout, Encroachments, Census and other works
49	Sri L. Swamy Ayyappa	Junior Assistant (G2) I/c.,	Maintenance of files in respect of Building construction, permission, layout, Encroachments, Census and other works
50	Sri V.V.R. Prasad	Junior assistant (G3)	All Schemes such as swayam Upadhi Sopanam, SJSRY, SC, ST B.C corporation, disabled etc.,
51	Sri P. Nagendra Prasad	Town Planning Supervisor	To scrutiny and recommend the building applications, layout applications, LRS, BPS applications and to collect encroachment and advertisement taxes
52	Sri K. Sri Hari Prasad	Town Planning Supervisor U/S	To scrutiny and recommend the building applications, layout applications, LRS, BPS applications and to collect encroachment and advertisement taxes
53	Sri V. V. Subba Rao	TPS	To scrutiny and recommend the building applications, layout applications, LRS, BPS applications and to collect encroachment and advertisement taxes
54	Smt K. Asha	TPBO	To scrutiny and recommend the building applications, layout applications, LRS, BPS applications and to collect encroachment and advertisement taxes
55	Sri M.V.N. Satyanarayana	Junior Assistant (F1)	Establishment Service matters , maintenance of files in respect of purchase of conservancy and other disinfectants, Tenders relating to PH

			Section, Private Vehicles, SWM, PFA files and Private workers.
56	Kum. Latha Sowjanya	Junior Assistant (F2)	Establishment Service matters , maintenance of files in respect of PH workers
57	Smt S. Durga Malleswari	Health Assistant Sanitary Inspector I/c.,	To attend the work of supervision of Sanitation and collection of D & O Trades Fee Circle 3
58	Sri T. Bhanu Vara Prasad	Sanitary Inspector	To attend the work of supervision of Sanitation and collection of D & O Trades Fee Circle 4
59	Sri K. Udaya Bhaskar	Sanitary Inspector (on deputation)	To attend the work of supervision of Sanitation and collection of D & O Trades Fee Circle 1
60	Smt S. Siva Lakshmi	Health Assistant Sanitary Inspector I/c.,	To attend the work of supervision of Sanitation and collection of D & O Trades Fee Circle 2
61	Sri A.V. Satyanarayana	Sanitary Inspector	To attend the work of supervision of Sanitation and collection of D & O Trades Fee Circle 5
62	Sri P. Raghu	Sanitary Inspector	To maintain Cattle Depo & Cleaning and sanitation of the Main Roads.
63	Sri G. Aswini Kumar	Senior Accountant (E1)	Maintenance of work files pertaining to Engineering Section i.e. General Funds and all other grant works etc.,
64	Kum K. Sai Susmitha	Junior Assistant (E2)	Maintenance of work files pertaining to Engineering Section i.e. street lighting payment of Electricity consumption charges and Engineering workers establishment and all other grant works etc.,
65	Sri A. Venkateswara Rao	Junior Assistant (E3)	Water supply, Tractor Bills, Tap connections
66	Sri G.H.V..Prasad	A.T.O	Tenders work
67	K. Satish Chandra	Assistant Engineer	To assist Assistant Engineer 1 in execution of works
68	Sri K. Venkateswara Rao	Assistant Engineer	To assist Assistant Engineer 2 in execution of works
69	Sri R.G. Vara Prasad	Assistant Engineer	To assist Assistant Engineer 3 in execution of works water supply
70	Sri N. Prabhakar	Assistant Engineer	Head water works and street lighting in all wards
71	Sri Pilli Prasad	Assistant Engineer	To supervise the Civil Works
72	Sri D. Satyanarayana	Work Inspector	Supervising of Roads & Drains
73	Sri Nali Naga Bhushanam	Work Inspector	Supervising of Roads & Drains
74	S. Venkataramaiah	Work Inspector	Supervising of Roads & Drains
75	Sai Sivaram	Work Inspector	Supervising of Roads & Drains
76	P.V. Ganesh	Work Inspector	Supervising of Roads & Drains
77	G. Chandra Sekhar	Work Inspector	Supervising of Roads & Drains
78	Sri B. Sai Kumar	Fitter 1	To attend the work of pipeline leakages in Head Water Works
79	Sri N.S.S.R.K.H. Prasad	Fitter-2	To attend the work of pipeline leakages in Head Water Works



80	Vacant	Fitter 3,4	
81	Sri T.S. Gangadhara Rao	Meter reader	To attend the work of pipeline leakages in Head Water Works and New Tap connection estimates.

## MACHILIPATNAM MUNICIPALITY

### CHAPTER – 4

#### PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS

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

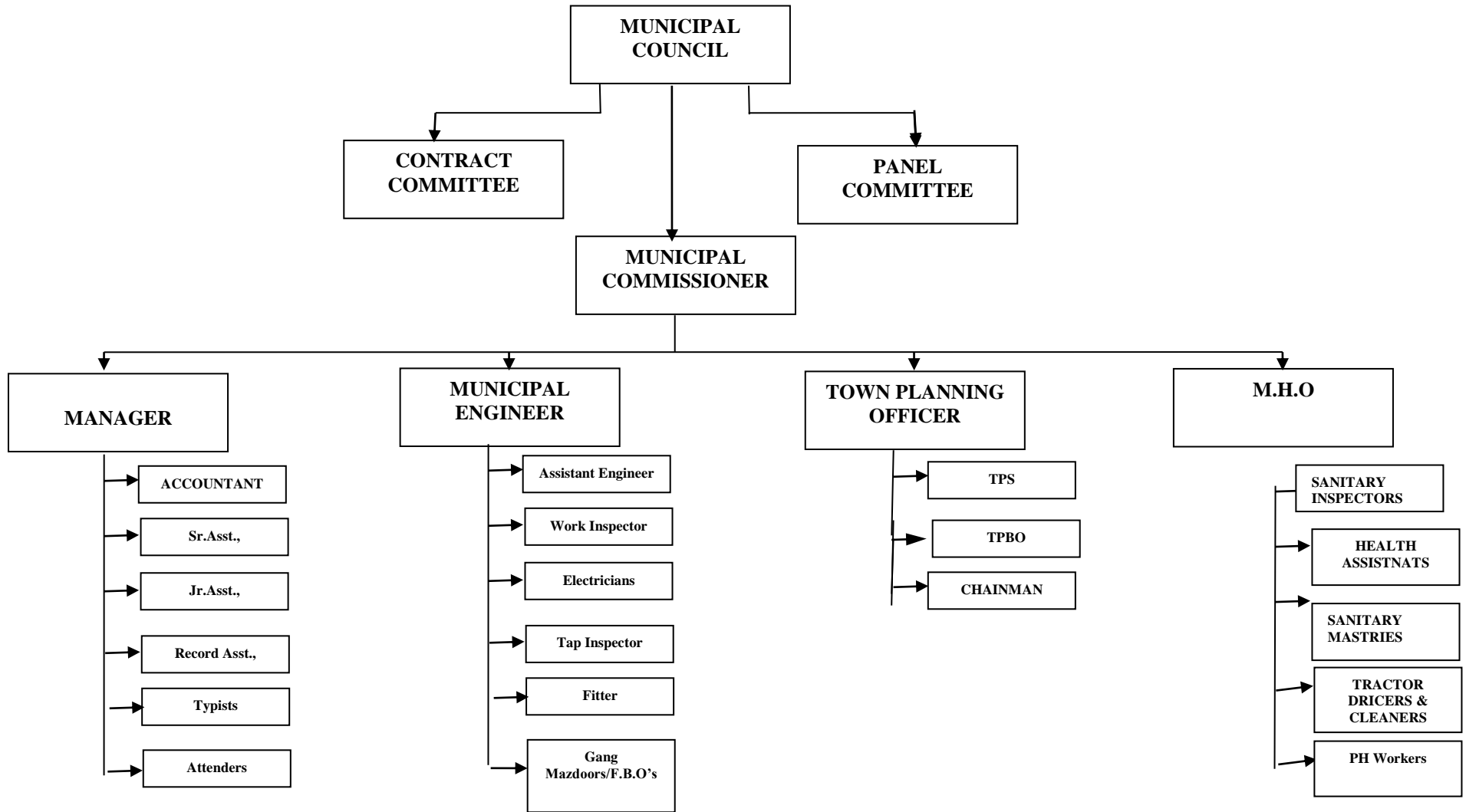
4.1 Describe the procedure followed in decision-making by the public authority

Activity	Description	Decision making process	Designation of final decision making authority
Goal –setting & Planning	<p><b>Goal:</b> To provide basic amenities to the Citizens of the town viz., Sanitations, Water Supply, etc.,</p> <p><b>Planning:</b> By collecting all the revenues due to municipality and the obtaining financial assistance from the Govt., as the case may be..</p>	Approval of Municipal Council, Administrative sanction given by the Govt.,, C&DMA and District Collector, Committee constituted under section 43 of APM Act, 1965	Municipal Council & Government
Budgeting	The annual budgeting system as per the provision of APM Act, 1965 is followed.	The Municipal Council shall approve the budget and submit to the Govt., through the District Collector and C&DMA	The Government and MA&UD Department shall approve the budget of the Council.

Formulation of programmes, schemes and projects	The Municipal Commissioner shall prepare the schemes programmes as per the requirements of the town and as per the guidelines and instruction of the Government.	The Municipal Council shall approve the schemes/ programmes prepared by the Municipal Commissioner in consultation with the official in line departments	Municipal Council & Government
Recruitment/Hiring of personnel	<ol style="list-style-type: none"> <li>1. The Municipal Commissioner will be appointed by the Government</li> <li>2. The other section heads shall be appointed by the respective heads of the departments</li> <li>3. The staff shall be appointed/posted through an open competition from Employment Exchange and Regional Director of Municipal Administration.</li> <li>4. By the Panel Committee constituted under section 74 of APM Act, 1965.</li> <li>5. Hiring of personnel through contract system</li> </ol>	Approval from Government/ Heads of Departments/ Panel Committee's/ Contract Committee/ Municipal Council	Government/ Heads of Departments/ Panel Committee's/ Contract Committee/ Municipal Council
Release of funds	<ol style="list-style-type: none"> <li>1. As per the allocation made in the related head of the account in the budget.</li> <li>2. As per the releases made by the Government under different schemes/ programmes</li> </ol>	Municipal Council shall give administrative sanction (if necessary) to incur expenditure under different programmes/ schemes	Municipal Council, Municipal Commissioner, District Collector, C&DMA & Government,
Implementation/ Delivery of service/ Utilization	<ol style="list-style-type: none"> <li>1. The schemes and programmes will be implemented by the Municipal Commissioner with the assistance and support of section heads of the Municipality and officers of line departments/ financial institutions</li> <li>2. Funds shall be utilized for the purpose for which they are released.</li> </ol>	As per the guidelines and instruction issued by the competent authorities from time to time	Municipal Commissioner

Monitoring & Evaluation	Programmes and schemes being implemented will be monitored and evaluated by the Municipal Commissioner/ C&DMA/ Government/Financial Institutions etc.,	By submitting periodical reports and evaluation reports by the Municipal Commissioner, Municipal Engineer, Consultants from Financial Institutions etc.,	Municipal Commissioner, Municipal Engineer, Consultants from Financial Institutions etc.,
Gathering feedback from public	Meetings with People's Representatives, Women Groups, NGO's, Official from other Government Departments and Stake Holders	Views, opinions and recommendations taken from these meetings/ work shops	Municipal Commissioner
Undertaking improvements	The Municipal Council, Municipal Commissioner and entire staff.	Recommendations received which are acceptable and implementable	Municipal Council & Municipal Commissioner

**4.2 Flow Chart to Show Channels of Supervision and accountability**



# MACHILIPATNAM MUNICIPALITY

## 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	To provide basic civic amenities to the Citizen's of the town.	As per the provision of the APM Act, 1965 and instruction to the Government from time to time	As fixed by the Govt.,	APM Act, 1965 Town Planning Act, 1920 Public Health Act, 1939 PBR Act, 1818
2	To implement different schemes and programmes	As per the provision of the APM Act, 1965 and instruction to the Government from time to time	As fixed by the Govt.,	Births & Deaths Act, 1969 PFA Act, 1954 Land Acquisition Act, Elementary Education Act, Public Libraries Act etc.,

# MACHILIPATNAM MUNICIPALITY

## CHAPTER – 6

### RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

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

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
<b>Rules &amp; Regulations</b>			
1	1) APM Act, 1965 2) Town Planning Act, 1920 3) Public Health Act, 1939 4) PPR Act, 1818 5) Births & Deaths Act, 1969 6) PFA Act, 1954 7) Land Acquisition Act, 8) Elementary Education Act 9) Public Libraries Act etc.,		
<b>Manuals</b>			
1	Schedule I : Of APM Act	proceeding of Council Meetings	
2	Schedule II	Taxation	
3	Schedule III	Building Rules	
<b>Records</b>			
1	Property Tax Demand Register	Property Tax amount	
2	Birth & Death Registers	Registration Dates and Date of Birth & Death	
3	Mutation Register	Title Transfer	
4	Water Charges Registers	Water Charges & Meter Readings and Charges	
<b>Publications</b>			
1	Water Supply Bye Laws	Rules & Conditions for getting Tap connections	
2	Gazettee Notification on D&O Trade License Fees	For obtaining trade licenses	
3	Gazette Notification on Advertisement Tax and Encroachment Fees	For obtaining building permissions and Advertisement hoarding etc.,	
4	Gazette Notification on property tax	For levying of house tax and vacant land tax	
5	Gazette Notification on auctions of vegetable markets etc.,	Rates applicable for vendors in the town for sale of vegetables etc.,	

# MACHILIPATNAM MUNICIPALITY

## CHAPTER – 7

### CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY

[Section 4(1) (b) vi]

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	Property Tax	Extract of the Demand Register	Municipal Commissioner
2	Birth & Death Register	Birth & Death Certificate	''
3	B.A. Register	Building Permission granted	''
4	Demand Register of D&O Trade Licenses	Licenses issued	''
5	Register of Encroachment	Encroachment Tax levied	''
6	Mutation Register	Title Transfer	''

# MACHILIPATNAM MUNICIPALITY

## 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) vii]

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

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	Preparation of Project Reports	Work Shops and Stake holders meeting	Work Shops and Stake holders meeting
		Council Meetings	Council Meetings



# MACHILIPATNAM MUNICIPALITY

## CHAPTER – 9

### BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

[Section 4(1) (b) viii]

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 meeting open to Public/Minutes of its meetings accessible for public
Municipal Council	Comprising of Chairperson, Ward Members, Ex-officio Members and Co-Option Members	Pass resolutions to accord administrative sanctions to the Municipal Commissioner for taking up works/ maintenance of civic amenities, conduct of programmes etc.,	Open to Public
Panel Committee	Chairperson, Municipal Commissioner and certain Ward Members	To approve the tenders received	Minutes of the meeting are accessible to public
Contract Committee	Chairperson, Municipal Commissioner and certain Ward Members	To appoint employees	Minutes of the meeting are accessible to public

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

**CHAPTER – IX**  
**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**[SECTION-4(1)(b) ix ]**

S.No	Name of the Office/Administrative unit	Name of the Designation & Address of Officer/Employee Serva Sri/Smt		Telephone Nos: Office, Fax, Residence & Cell Phone	Email
1	2	3		4	5
1	Municipal Office, Machilipatnam	M. Jaswantha Rao	Commissioner	9849905820 08672 -227700	<a href="mailto:machilipatnammunICIPALITY@gmail.com">machilipatnammunICIPALITY@gmail.com</a>
2		A.Chandrika	Asst. Commissioner	9849908000	
3		M.V. Lakshmi	Manager	9100040618 08672-227700	-
4		M. Naga Malleswara Rao	Accounts Officer I/c.	9704439277	-
5		P. Trinadha Rao	Executive Engineer	9849906561	-
6		M. Venkateswara Rao Gupta	D.E.E	9849907995	-
7		T.V. Venkata Raju	D.E.E	9849906562	
8		G. Samba Siva Rao	D.E.E	9849906566	
9		A.Chandrika	MHO I/c	9849908000	-
10		K. Naga Sastrulu	ACP	9492834364	
11		P.S.B. Prasad	T.P.O	9849907990	-
12		S. Venkatesh	R.O	9703709999	-
13		B.V.Ramamohan Rao	A1	9866646050	-
14		B.V. Kalyan	A2	9666066660	-
15		K. Vijay Sekhar	A3	9032471468	-
16		G. Savitri	A4	9399934330	-
		B. Parvathi	A5	9666366167	
17	E. Naga Chaitanya	A6	8519839856	-	

18		M. Sunil Kumar	A7 & A8	9966050175	-
19	Municipal Office, Machilipatnam	N. Srinivasa Rao	A9	9059501238	
20		P. Srinivas	MRI	9704841269	-
21		M. Srinivasa Kumar	MRI	9490243423	-
		P. Venkateswara Rao	MRI	9949947218	
22		K.V.S. Chandra Sekhar	BC	9948151488	-
23		T. Adi narayana	BC	9908205800	
24		Sk. Silar	BC	9959592939	
25		Ch. Raj Kumar	BC	8019937746	
26		P. Jaya Kumar	BC	9533380397	
27		M.S.N. Vijaya Kumar	BC	8790040403	
28		K.S. Prasad	C1	9849908235	
29		V. Sai Narasimha Rao	C2 & C3	8019493969	
30		V. V. Rajendra Prasad	C4 I/c	9849908001	
31		B. Siva Seshu Babu	C5	9494534965	
32		A. Balaram	C6	9676961492	
33		M. Naga Malleswara Rao	A.O I/c	9704439277	
34		B.N.V. Lakshmi	B3, B4, B5 & B6	8331962300	
35	M. Ravindra Prasad	B7 I/c	9490870686		

36		M. Ravindra Prasad	B8	9490870686	
37		L. Swamy Ayyappa	G1 & G2	9000935588	
38	Municipal Office, Machilipatnam.	V.V.R. Prasad	G3	9849908001	
39		P. Nagendra Prasad	TPS	9849907989	
40		K. Sri Hari Prasad U/S	TPS	9100040612	
41		V.V. Subba Rao	TPS	9100040617	
42		K. Asha	TPBO	7995545795	
43		M.V.N. Satyanarayana	F1	9849908527	
44		M. Latha Sowjanya	F2	9441803402	
45		P. Raghu	SI	9849907994	
46		T. Bhanu Vara Prasad	SI	9849907996	
47		K. Udaya Bhaskar	SI (Deputation)	9100040611	
48		A.V. Satyanarayana	SI	--	
49		G. Aswini Kumar	E1	9949040418	
50		K. Sai Susmitha	E2	8977590016	
51		A. Venkateswara Rao	E3	8499942135	
52		G.H.V Prasad	ATO	--	
53		N. Prabhakar	AE	9849906563	
54		K. Venkateswara Rao	AE	9100040614	
55		K. Satish Chandra	AE	9849906567	

56		R.G.V. Prasad	AE	9100040619	
57		Pilli Prasad	AE	--	
58		D. Satyanarayana	Work Inspector	--	
59	Municipal Office, Machilipatnam.	Nali Naga Bhushanam	Work Inspector	--	
60		S. Venkata ramaiah	Work Inspector	--	
61		Sai Siva Ram	Work Inspector	--	
62		P.V. Ganesh	Work Inspector	--	
63		G. Chandra Sekhar	Work Inspector	--	
64		T.Gangadhara Rao	Meter reader	9247295029	

**MACHILIPATNAM MUNICIPALITY**  
**CHAPTER – X**

**MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE  
SYSTEMS OF COMPENSATION AS PROVIDED IN REGULATIONS**

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

S.No	Designation & Name	Monthly Remuneration including its composition (in Rs.)	System of compensation to determine Remuneration as given in regulation
1	2	3	4
1	M. Jaswantha Rao, Commissioner	74787	
2	A.Chandrika, Assistant Commissioner	49873	<b>Basing on the scale of pay fixed by the Govt. from time to time.</b>
3	M.V. Lakshmi, Manager	67212	<b>Deputed form P.H. Department</b>
4	M. Naga Malleswara Rao, Junior Accounts Officer	On deputation	
5	P. Trinadha Rao, Executive Engineer	124071	
6	M. Venkateswara Rao Gupta, DEPUTY EXECUTIVE ENGINEER	124001	
7	T.V. Venkata Raju, DEPUTY EXECUTIVE ENGINEER	104049	
8	G. Samba Siva Rao, DEPUTY EXECUTIVE ENGINEER	82848	
9	K. Naga Sastrulu, Assistant City Planner	76654	
10	P.S.B. Prasad, Town Planning Officer	--	
11	S. Venkatesh Revenue Officer	--	
12	B.V.Ramamohan Rao, Senior Assistant	52829	
13	B.V. Kalyan, Junior Assistant	23289	

14	K. Vijay Sekhar, Record Assistant	49873	
15	G. Savitri, Junior Assistant	57237	
16	B. Parvathi, Junior Assistant	38386	
17	E. Naga Chaitanya, Junior Assistant	23289	
18	M. Sunil Kumar, Senior Assistant	36695	
19	N. Srinivasa Rao, Junior Assistant	45935	
20	P. Srinivas, Senior Assistant	41097	
21	M. Srinivasa Kumar, Junior Assistant	54148	
22	P. Venkateswara Rao, Junior Assistant	On deputation	
23	K.V.S. Chandra Sekhar, Bill Collector	55735	
24	T. Adi narayana, Bill Collector	58552	
25	Sk. Silar, T P Tracer	41097	
26	Ch. Raj Kumar, Bill Collector	26911	
27	P. Jaya Kumar, Bill Collector	27737	
28	M.S.N. Vijaya Kumar, Bill Collector	--	
29	K.S. Prasad, Senior Assitant	62069	
30	V. Sai Narasimha Rao, Junior Assistant	29310	

31	V. V. Rajendra Prasad, Junior Assistant	33713	
32	B. Siva Seshu Babu, Junior Assistant	51222	
33	A.Balaram, Record Assistant	44676	
34	B.N.V. Lakshmi, Senior Assistant	58763	
35	M. Ravindra Prasad, Record Assistant	55610	
36	L. Swamy Ayyappa, Senior Assistant	45925	
37	P. Nagendra Prasad, TPS	65409	
38	K. Sri Hari Prasad U/S, TPS	Dec	
39	V.V. Subba Rao, TPS	36794	
40	K. Asha, TPBO	31957	
41	M.V.N. Satyanarayana, Junior Assistant	54148	
42	M. Latha Sowjanya, Junior Assistant	29310	
43	P. Raghu, Sanitary Inspector	63724	
44	T. Bhanu Vara Prasad, Sanitary Inspector	63734	
45	K. Udaya Bhaskar, Sanitary Inspector	On deputation	
46	A.V. Satyanarayana, Sanitary Inspector	58552	
47	G. Aswini Kumar, Senior Accountant	67242	
48	K. Sai Susmitha, Junior Assistant	26129	



49	A. Venkateswara Rao, Junior Assistant	58778	
50	G.H.V Prasad, ATO	78747	
51	N. Prabhakar, Assistant Engineer	49873	
52	K. Venkateswara Rao, Assistant Engineer	47245	
53	K. Satish Chandra, Assistant Engineer	51222	
54	R.G.V. Prasad Assistant Engineer	48524	
55	Pilli Prasad, Assistant Engineer	44676	
56	D. Satyanarayana, Work Inspector	69056	
57	Nali Naga Bhushanam Work Inspector	36695	
58	S. Venkata ramaiah, Work Inspector	55625	
59	Sai Siva Ram, Work Inspector	18461	
60	P.V. Ganesh, Work Inspector	27479	
61	G. Chandra Sekhar, Work Inspector	51252	
62	T.Gangadhara Rao, Meter Reader	34707	

# MACHILIPATNAM MUNICIPALITY

## CHAPTER – 12

### BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS etc.,

[Section 4(1) (b) x i]

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 Rs. In lakhs	Expected outcomes Rs. In lakhs	Report on disbursements made or where such details are available (web site, reports, notice boards etc.,)
MACHILIPATNAM Municipality	NOAP, Widow & Disabled Pensions	1800.00	1800.00	Notice Board
	ASC Grant	50.00	-	Notice Board
	Road Grant	-	-	Notice Board
	Non Plan Grant	180.00	-	Notice Board
	School Building Grant	-	-	Notice Board
	T.F.C. Grant	-	-	Notice Board

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

Agency	Programme/ Scheme/ Project/ Activity purpose for which budget is allocated	Amount released last year	Amount spent last year Rs. In lakhs	Budget allocated current year Rs. In lakhs	Budget released current year
MACHILIPATNAM Municipality	40% earmarked funds	-	71.61	77.84	-
	SC Welfare	-	41.16	42.00	-
	ST Welfare	-	20.58	21.00	-

# MACHILIPATNAM MUNICIPALITY

## CHAPTER – 13

### MANNER OF EXECUTION OF SUBSIDY PROGRAMME

[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
<p><b>SJSRY:</b></p> <ul style="list-style-type: none"> <li>• USEP</li> <li>• Training</li> </ul>	<p>Unit Cost -15% (Limit-upto 50,000)</p> <p>2,000/- per Each (Limit as per grant)</p>	<p>1. Below Poverty Line People 2. Required sanction authority from Bankers</p> <p>1. Age Limit – 18 to 30 2. Minimum Qualifications (Based on the Trade/Programme)</p>	<p>Municipal Commissioner</p> <p>Municipal Commissioner</p>
<p><i>Rajiv Yuva Sakthi:</i></p> <ul style="list-style-type: none"> <li>• Petty Business</li> <li>• Individual</li> <li>• Group</li> </ul>	<p>Unit Cost – 7,500 (or) 30% (Limit – Up to 50,000/-)</p> <p>Unit Cost – 30,000 (or) 30% (Limit – Up to 1,00,000/-)</p> <p>Unit Cost – Up to 60,000/ - (or) 30% (Limit – Up to 3,00,000/-)</p>	<p>1. Annual income below 50,000/- 2. Required sanction authority from bankers</p> <p>1. Annual income below 50,000/- 2. Required sanction authority from bankers 3. Minimum 10<sup>th</sup> Pass/Fail 4. Training programme required from competent authority</p> <p>1. Group Size 5 2. Within the Group at least one person must be pass 10<sup>th</sup> class 3. Required sanction authority from bankers 4. Training programme required from competent authority</p>	<p>CEO Office, Eluru</p> <p>-do-</p> <p>CEO Office, Eluru</p>

S.C Action Plan	Unit Cost – Upto 1,00,000/- (or) 10 to 20%	1.Required sanction authority from bankers 2.Below P overty Line People 3. Produce Caste Certificate from Concern Authority belonging to S.C. Caste Only	Executive Director, S.C Corporation ,Eluru
S.T Action Plan	Unit Cost – Upto 1,00,000/- (or) 10 to 20%	1.Required sanction authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to S.T. Caste Only	Executive Director, S.T Corporation
Minority Welfare	Unit Cost – Upto 1,00,000/- (or) 10 to 20%	1.Required sanction authority from bankers 2. Belo w Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to Minorities Only	Executive Director, Minority Corporation, Eluru
B.C. Action Plan	Unit Cost – Upto 60,000/- (or) 10 to 20%	1.Required sanction authority from bankers 2. Belo w Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to B.C. Only	Executive Director, B.C. Corporation, Eluru
Disabled Welfare	Unit Cost – Up to 25,000/- (or) 10 to 20%	1.Required sanction authority from bankers 2. Below Poverty Line People 3. Produce Caste Certificate from Concern Authority belonging to B.C. Only	Assistant Director, Disabled Welfare, Eluru

13.3 Describe the manner of execution of the subsidy programme

Name of Programme/ Activity	Application procedure	Sanction procedure	Disbursement procedure
<p><b>SJSRY:</b> • USEP</p>	<p>1. Received and fill the application from Concern Department. 2. Submit the application along with, Ration card, Income certificate and caste certificate.</p>	<p>1. Scrutiny of applications received from people. 2. Follow the eligible criteria's based on the Banker's concerned 3. Enquiry consideration for Genuinty , living criteria's.</p>	<p>1. Subsidy send to the Bankers concerned 2. Grounding the Unit Establishment along with Bankers.</p>
<p>• Training</p>	<p>1. Received and fill the application from Concern Department. 2. Submit the application along with one photo graph, Ration card, Income certificate, Caste certificate. and Residence Certificate</p>	<p>1. Conduct interviews . 2. Priority given to the aged people.</p>	<p>1. Issued Cheque to the Concerned Organization who conducting Training based on the Trade</p>

# MACHILIPATNAM MUNICIPALITY

## 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.

Name of Programme/Scheme: Concession given to the recognized educational institutions on house tax				
Sl.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

Name of Programme/Scheme: Concession given to the Ex-Service Man on levy of house tax				
Sl.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

### **Individual 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

Name of Programme/Scheme:				
Sl.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

# MACHILIPATNAM MUNICIPALITY

## CHAPTER – 15

### Information Available in Electronic Form

[Section 4(1)(b)xiv]

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

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Notice Board	Municipal Office, Other Government Offices, Banks etc.,	Tenders, Gazette Notification, Council Minutes etc.	Municipal Commissioner
Notice Board	Internet E procurement Tenders <a href="http://www.eprocurement.gov.in">www.eprocurement.gov.in</a>	Municipal Commissioner	Municipal Commissioner
Notice Board	Municipal Office, E-Seva Centre	Property Tax details	State Data Center

# MACHILIPATNAM MUNICIPALITY

## 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	Municipal Office, Other Government Offices, Public Libraries, Banks, Post Office, etc.,	All the important issues relating to Municipality like Tender Notices, Gazette notifications, Resolution of the Municipal Council etc., are displayed on the notice board.
News Paper Reports		
Public Announcements	Advertisement through mike announce, Ads through local cable networks (entire town)	preparation of public tender notices, auctions, collection of tax matters, stake holder meetings, work shop information
Information Counter		
Publications		
Office Library		
Websites		
Other Facilities (name)		



# MACHILIPATNAM MUNICIPALITY

## CHAPTER – XVI

### NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

[Section-4(1)(b)(xvi)]

#### **Appellate Authority**

S.No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (officers/administrative units of the authority)	Office Tel: Fax: Residence Tel: Cell Phone:	Email:
1	2	3	4	5
1	Sri M. Jaswantha Rao, Municipal Commissioner Machilipatnam	Machilipatnam Municipality	08672 -227700 9849905820	<a href="mailto:machilipatnammunicipality@gmail.com">machilipatnammunicipality@gmail.com</a>

#### **Public Information Officer**

S.No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (officers/administrative units of the authority)	Office Tel: Fax: Residence Tel: Cell Phone:	Email:
1	2	3	4	5
1	Sri M.V. Laxmi, Manager	Machilipatnam Municipality	9100040618	<a href="mailto:machilipatnammunicipality@gmail.com">machilipatnammunicipality@gmail.com</a>

#### **Assistant Public Information Officer**

S.No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (officers/administrative units of the authority)	Office Tel: Fax: Residence Tel: Cell Phone:	Email:
1	2	3	4	5
1	Sri K.S. Prasad	Machilipatnam Municipality	9849908235	<a href="mailto:machilipatnammunicipality@gmail.com">machilipatnammunicipality@gmail.com</a>

# MACHILIPATNAM MUNICIPALITY

**CHAPTER - XVII**  
**Any Other Information**  
**[Section-4(1)(b)(xvi)]**

--- Nil ---

Appellate Authority & Commissioner  
Machilipatnam Municipality