

INFORMATION HAND BOOK

[In pursuance of Chapter II, Section 4 (1) (b)
Of the Right to Information Act, 2005]

COMMISSIONER & DIRECTOR OF MUNICIPAL ADMINISTRATION
MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT
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PREFACE

Municipal Administration Department.

Commissioner & Director of Municipal Administration.

In order to provide greater transparency and accountability in the functioning of “Public Authorities”, The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June 15, 2005. In compliance with the provisions of Section 4(1)(b) of the Act, this information manual is published for information of the general public.

INTRODUCTION

1.1 BACKGROUND.

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, the Information Act, 2005(hereinafter referred to as “RTI” or “Act” has been enacted. Section 4(1)(b) of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and for this purpose every public authority is required to appoint Public Information Officer(s) Assistant State Public Information Officer(s), Wherever applicable, for processing of information requests from citizens. Under any circumstances if the citizen could not get the information sought for by him, he may approach the appellate authority.

0.2. OBJECTIVE OF THE HANDBOOK.

The essence of good governance is based on the premise that the laws and procedures are transparent, clearly defined & understood by those governed and the implementation is both quick and smooth. Transparency connotes the conduct of public business in a manner that affords stakeholders wide accessibility to the decision-making process and the ability to effectively influence it. In the context of urban governance, transparency assumes added significance. The Key objective behind publication of this information manual is to enable the public to understand the role played by the Department in the Urban Governance by the Government of Andhra Pradesh.

The citizens are entitled under the Act, to obtain any information prescribed under the Act from the Department. The procedure for obtaining information from the Department is prescribed in the following paragraphs.

0.3 TARGETED USERS.

This manual is meant for information of citizens, civil society organizations, public representatives, officers and employees of public authorities.

0.4 Salient Features of Right to Information Act, 2005

- To promote transparency and accountability of every public authority.
- To enhance effective functioning of the Government.
- Optimum utilization of limited fiscal resources.
- Preservation and confidentiality of sensitive information.

0.5 Concept

- To provide for setting out the practical regime of right to information for citizens.
- To secure access to information under the control of the public authorities.
- To promote transparency and accountability in the working of every public authority.

0.6 RTI Act – Key Definitions:

“Information” means

Any material in any form, including records, documents, memos, Emails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

“Record” includes

- a) Any document, manuscript and file.
- b) Any microfilm, microfiche and facsimile copy of a document.
- c) Any reproduction of image or images embodied in such microfilm (Whether enlarged or not) and
- d) Any other material produced by a computer or any other device.

“Public Authority” means

Any authority, body, or institution of Self-Government established or constituted-

- a. By or under the constitution.
- b. By any other law made by parliament.
- c. By any other law made by state legislature.
- d. By notification issued or order made by the appropriate Government and Includes any:
 - i. Body owned, controlled or substantially financed.
 - ii. Non-Government organization substantially financed, directly or

Indirectly by funds provided by the appropriate Government.

0.7 “Right to Information” means

The right to information accessible under this act which is held by or under the Control of any public authority and includes the right to: -

- i) Inspection of work, documents, records.
- ii) Taking note, extracts or certified copies of documents or records.
- iii) Taking certified samples of material.
- iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is Stored in a computer or in any other device.

0.8 Organisation on Information as described in 17 chapters

&

0.9 Source, Procedure, fees structure

Application fee to accompany request for obtaining information as prescribed in G.O.Ms.No.454 GA(I&PR-II) dated 13-10-2005 read with G.O.Ms.No.530 GA (I&PR.II) dept., dated 29-11-2005, G.O.Ms.No.545 GA (I&PR.II) dept., dated 12-12-2005 and G.O.Ms.No.740 GA (Coordn.,GPM&AR) dept., dated 01.10.2007.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee by way of cash or by affixing court fee stamp or by postal order or by demand draft or by bankers cheque payable to the accounts officer or any other duly authorized officer of the public authority, against proper receipt, at the following rates:-

- a) In respect of public authorities at the village level no fee.
- b) In respect of public authorities at Mandal level Rs 5/- per application.
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- c) In respect of public authorities other than those covered above Rs. 10/- per Application.

The head of account for remittance of fee as per G.O.Ms.No.530 GA (I &PRII) dated 29th November 2005:

“0070-Other Administrative Services-60-Other Services-MH-118 Receipts under Right to Information Act 2005-SH-25 Receipts under Right to Information Act2005”.

For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged, by affixing court fee stamps or by way of cash or by way of postal order or by way of demand draft or by way of bankers cheque, payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt, at the following rates:-

A) Priced Material: Publications printed matter, text, maps, plans, floppies, Ds, samples, models or material in any other form, which are priced, the sale price thereof.

B) Other than priced material:

- i) Material in printed or text form in A4 or A3 sizes paper Rs. 2/- per each page per copy.
- ii) Material in printed or text form in larger than A4 or A3 size paper actual cost thereof.
- iii) Maps and Plans – Actual cost thereof.
- iv) Information in electronic format viz., floppy, CD or DVD:
 - a) Rupees fifty for floppy of 1.44 MB
 - b) Rupees one hundred for CD of 700 MB and
 - c) Rupees two hundred for CD (DVD)
- v) Samples and models – Actual cost thereof
- vi) Inspection of records - No fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).
- vii) Material to be sent by post - The actual postal charges in addition to the charge payable as per these rules.

1.0 NAMES AND ADDRESSES OF KEY CONTACT OFFICERS.

Officers designated as Assistant Public Information Officer (APIO), Public Information Officer (PIO) & Appellate Authority (AA) in A.P. Information Commission.

Sl No	Name of the officer/Designation	Appointed as per the Act.	Contact No.	Address
1	D. Chitti Babu Deputy Director	Appellate Authority	9849905768	Commissioner & Director of Municipal Administration, PRIME HILL CREST, 4th Floor, Near DGP Office, Beside Ultratech ReadyMix Plant, Vaddeswaram Village, Mangalagiri, Andhra Pradesh Pincode: 522502
2	D. Vijaya Lakshmi Assistant Director	Public Information Officer	9849903711	
3	G. Vanaja, Superintendent	Assistant Public Information Officer	9963539251	

CHAPTER-I
Section 4(1) (b) (i)

1.1 PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES.

Sl No.	Name of the Organisation	Address	Functions	Duties

1	Commissioner & Director of Municipal Administration, Gorantla, Guntur, A.P.	Commissioner & Director of Municipal Administration, PRIME HILL CREST, 4th Floor, Near DGP Office, Beside UltratechReadyMix Plant, Vaddeswaram Village, Mangalagiri, Andhra Pradesh Pincode: 522502 Sublink: https://cdma.ap.gov.in/en/go-circulars-and-proceedings Ph:-08645277720 Web: www.cdma.ap.gov.in Email: peshi_ap@cdma.gov.in	Overall supervision of all the functions of the Municipalities and Corporations in the State	Detailed description mentioned below.
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Sl.no	O/o CDMA,Guntur	Name of the officer/Designation	Contact No.	Address
1	Appellate Authority	D. Chitti Babu Deputy Director	9849905768	O/o C&DMA, Gorantla,Guntur
2	Nodal Public Information officer	D. Vijaya Lakshmi, Assistant Director	9849903711	O/o C&DMA, Gorantla,Guntur
3	Assistant Public Information officer	G. Vanaja Superintendent	9963539251	O/o C&DMA, Gorantla,Guntur

Section wise PIOs:

Sl.No	Section	Name of the officer/Designation	Contact No.	Address
1	A	Sri A. Dada Basha, Assistant Director	7331179963	O/o C&DMA, Vaddeswaram, Guntur
2	B	D. Lokesh, Sr. Accountant	9032514991	O/o C&DMA, Vaddeswaram , Guntur
3	C	Sri Ramana Reddy, Spl.Gr. Commissioner	9849905751	O/o C&DMA, Vaddeswaram , Guntur
4	D	Sri D. Venkata Ramaiah, Asst. Director	9849905767	O/o C&DMA, Vaddeswaram , Guntur
5	E	Sri TSNG Srinivas, AP PTB, Deputy Secretary	7331179961	O/o C&DMA, Vaddeswaram , Guntur
6	F	Sri A.Venkateswa Rao Supervisor officer	90301 06420	O/o C&DMA, Vaddeswaram , Guntur
7	G	Sri TSNG Srinivas, AP PTB, Deputy Secretary	7331179961	O/o C&DMA, Vaddeswaram , Guntur
8	H	Sri TSNG Srinivas, AP PTB, Deputy Secretary	7331179961	O/o C&DMA, Vaddeswaram , Guntur
9	IT	Sri SMNS Srinivas	9866587564	O/o C&DMA,

		Assistant Director		Vaddeswaram, Guntur
10	J	Sri TSNG Srinivas, AP PTB, Deputy Secretary	7331179961	O/o C&DMA, Vaddeswaram, Guntur
11	K	Sri A.Venkateswa Rao Supervisor officer	90301 06420	O/o C&DMA, Vaddeswaram, Guntur
12	L	Sri Gopi, Accounts Officer	9030425116	O/o C&DMA, Vaddeswaram, Guntur
13	O	D. Chitti Babu, Assistant Director	9849908555	O/o C&DMA, Vaddeswaram, Guntur
14	P	Sri TSNG Srinivas, AP PTB, Deputy Secret	9849905751	O/o C&DMA, Vaddeswaram, Guntur
14	Q	T. Yerraiah, Accounts Officer	9100922091	O/o C&DMA, Vaddeswaram, Guntur

1.2 FUNCTIONAL STRUCTURE

There are total 123 ULBs i.e., 80 Municipalities, 26 Nagar Panchayats and 17 Municipal Corporations under the Administrative control of this office. The list of all Municipalities and Corporations are enclosed as Annexure-1. The Commissioner & Director is assisted by Two Additional Directors, Three Joint Directors, one Deputy Director and Assistant Directors at Directorate level and by Four Regional Director-cum-Appellate Commissioners of Municipal Administration offices located at Guntur, Ananthapur, Rajahmundry and Visakhapatnam to monitor administration at the Municipal level.

The organizational chart of the office of C&DMA is enclosed as Annexure-2. The role of each officer is given below.

CHAPTER - II

Section 4(1) (b) (ii)

2.1 Powers and Functions of the Commissioner & Director:

1. Election Authority for conduct of ordinary and casual elections in all Municipalities and Municipal Corporations under the superintendence of State Election Commission.
2. Election Authority for conduct of election of Chairperson/Mayors/Deputy Mayors/Vice-Chairpersons of Urban Local Bodies under the superintendence of State Election Commission.
3. Electoral authority for preparation of electoral rolls in all the Municipalities and Municipal Corporation.
4. Constitution of ward committees in Municipalities and Municipal Corporations.
5. Suspension of Council Resolutions
6. Appointing Authority upto the posts of categories I to IV of Andhra Pradesh Municipal Ministerial Sub-ordinate Services(APMMSS)
7. Appointing authority to the posts of Sanitary Inspectors and Sanitary Supervisors.
8. Appointing Authority to the posts of Town Project Officers Gr.II and Gr.III.

9. Sanction and continuance of all Non-technical posts in the Municipalities and Municipal Corporations.
10. Power of transfer of employees the above the cadre of Senior Assistants in Ministerial and above Health Assistants in Public Health section of Municipalities, and community Organizers working under Urban Purists Alteration Programmes.
11. Sanction of leaves and increments to all the Municipal Commissioners
12. Forwarding the Budget Estimates and Annual Administration reports of Municipalities to the Government.
13. Sanctions of water tap connections outside the Municipal limits.
14. Inspecting and supervising the Municipalities
15. Review of all Plan schemes
16. Appellate Authority for disposal of service appeals in respect of Senior Assistants and above in Municipalities upto Special Grade Municipalities, and of all employees of Selection grade Municipalities
17. Sanction of extra ordinary expenditure of above Rs 500/- and below Rs 5000/- in the case of 1st, IInd and IIIrd grade Municipalities and upto Rs 5000/- in respect of Special and Selection grade Municipalities.
18. Sanction of retaining fees to the Municipal Standing Counsels
19. To accord permission to the Municipalities to engage or appoint two separate standing Counsels; one for civil cases and another for criminal cases.
20. Sanction of T.A.Bills of Municipal Standing Counsels
21. Sanction of T.A. and D.A. to the Chairperson in Selection Grade Municipalities.
22. Sanction of Commutation of pension to all the Municipal Employees (Including Corporation employees)
23. Sanction of pensions to all Municipal Commissioners and staff of C&DMA.
24. To accord permission to confirm the bid of condemned vehicles
25. Sanction of remission above Rs 1000/- and below Rs 5000/- in case of Special and Selection Grade Municipalities, above Rs 750/- and below Rs 5000/- in the cadre of 1st Grade Municipalities and above Rs 500/- and below Rs 5000/- in the case of IInd and IIIrd Grade Municipalities where markets and slaughterhouses are closed.

2.2 Duties of Additional Directors, Joint Directors, Deputy Directors:

The above officers are not vested with any independent powers, but will assist the Commissioner&Director of Municipal Administration. Each Additional Director, Joint Director and Deputy Directors are assigned with certain office sections, and are responsible for the subjects assigned to them. Accordingly, the business of the office is divided into 17 sections each headed by a Superintendent. The nature of subjects being dealt by each section and the officers in charge of the section is shown below.

2.3 Distribution of work

Section / Name of the Superintendent	Name of the Asst.	Subjects being dealt	Officer in charge
A – Section			

<p>Sri.Dada Basha, Assistant Director.</p>	<p>Sri P. Bhargav Sr.Asst</p>	<ul style="list-style-type: none"> • Commissioners Establishment, • A.P Ministerial Services Establishment. • Other matters as entrusted by the C&DMA from time to time. • Service matters of all MCs from MC Gr.III to ADMA level including Asst. Directors. • Service matters from Jr.Asst. to Supdts. including Drivers and Office Subordinates working in O/o C&DMA and in the O/o All RDMA and staffing pattern. • All Pensionary benefits, medical claims, leave sanctions, Increments, Commutations, Arrear claims etc. of all above employees. • Compassionate appointments in the offices of C&DMA & RDMA - Clarifications to the ULBs on appointments on Compassionate Grounds. • All legal cases and matters relating to the above subjects. 	<p>Sri Murali Krishna Goud, Additional Director</p> <p>Sri P. Poorna Chandra Rao, Joint Director</p> <p>Sri Dada Basha Spl. Gr Commissioner.</p>
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B - Section

Sri T. Yerraiah, Accounts Officer	Sri Lokesh, Sr.Accountant	<ul style="list-style-type: none"> • Accounts • Other matters as entrusted by the C&DMA from time to time. • Preparation and submission of pay bills relating to employees/officers of C&DMA office, contingency bills, supplementary bills etc., • Maintenance of PD Account, Cash Books, PD A/c. No. 04/CRT. • Deductions and remittances to Department concerned and filing of IT and GST returns (IT etc.) • Adjustment of State and Central GoI Grants to the ULBs. • Maintenance of records; Sanction of loans and advances to the Office Staff, All M.Cs, all R.D-cum A.Cs, and Staff of all R.D.cum -A.Cs in the State, • Reconciliation of Departmental Figures that are booked in AG and PAO, Number statement related to office budget and related matters. • Matters relating to Audit & Accounts relating to O/o C&DMA. • All legal cases and matters relating to the above subjects. 	Sri Murali Krishna Goud, Additional Director Sri D. Gopal Krishna Reddy Joint Director
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C - Section

Sri Ramana Reddy, Spl. Gr. Commissioner	Smt Divya Sr.Asst Smt. J. Nireesha, Sr. Asst. Sri Venu Gopal Jr.Asst. Sri Raghavendra, Jr. Asst.	<ul style="list-style-type: none"> • Disciplinary Cases • Legal Matters • Other matters as entrusted by the C&DMA from time to time. • All ACB and V&E Cases (Vigilance cases). • All Disciplinary Cases and Departmental Enquiries • All legal cases and matters relating to the above subjects. 	Sri Murali Krishna Goud, Additional Director Sri P. Poorna Chandra Rao, Joint Director D. Venkata Ramaiah Assist.Director.
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D - Section

	<p>Sri D. Venkata Ramaiah</p> <p>Smt P. Himaja, Sr.Asst.</p> <p>Smt Swathi, JAO</p> <p>Sri Prudvinadh, Jr. Asst.</p>	<ul style="list-style-type: none"> • A.P Municipal Ministerial Subordinate Services Establishment • A.P. Municipal Health Subordinate Services Establishment. • Other matters as entrusted by the C&DMA from time to time. • Service matters relating to employees of A.P. Municipal Ministerial Subordinate Service (APMMSS). • Rationalization of Staffing Pattern, Creation of new posts in the ULBs; • Absorption of services of employees in erstwhile GPs into Mpl. Services. • Service matters relating to Sanitary Supervisors, Sanitary Inspectors and Health Assistants. • Matters relating to MHOs & Medical Officers. • Matters relating to NMRs, Minimum Time Scale, minimum wages etc. • Matters relating to PH & Non-PH workers, regular and outsourcing workers and Engineering Establishment in the ULBs. • Maintenance of Homeo, Ayurvedic, Allopathy dispensaries and primary health centers etc., and related matters. • All Pensionary benefits, medical claims, leave sanctions, Increments, Commutations, Arrear claims etc. of all above cadres. • Unified Service Rules and related matters. • All legal cases and matters relating to the above subjects. 	<p>Sri Murali Krishna Goud, Additional Director</p> <p>Sri P. D.Gopala Krishna Reddy Joint Director</p>

<p>Sri TSSNG Srinivas Deputy Secretary</p>	<p>Sri Kishore, JAO</p>	<p style="text-align: center;"><u>E- Section</u></p> <ul style="list-style-type: none"> • Education • Other matters as entrusted by the C&DMA from time to time • All Education matters, Education projects viz. TOMS, Nadu-Nedu, Evaluation, NMSS Programme etc. • Reforms in Education in Municipal Schools. • Monitoring of results, analysis to increase pass percentage, distribution of kits, books, uniforms etc. • Upgradation of Schools and related matters. • Matters relating to Schools of PR Dept. located in the GPs / Areas, which are merged into ULBs. • Matters relating to Jagananna Vidyakanuka and implementation of the same in all ULBs. • Matters relating to Anganwadi and Nutrition. • Matters relating of Municipal Schools, Amenities, Infrastructure etc. and related matters. • All legal cases and matters relating to the above subjects • Coordination with Education Dept., including Sarva Sakshi Abhiyam 	<p>Smt. Anuradha, Member Secretary (PTB)</p> <p>PVVS. Murthy, Joint Director</p>
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F - Section		
Sri. A.Venkateswara Rao, Supervisory Officer	Sri M.S.Madhu Kiran Sr.Asst.	<ul style="list-style-type: none"> • Establishment of A.P. Municipal Accounts Subordinate Services, • Establishment of Urban Poverty Alleviation Services, • Other matters as entrusted by the C&DMA from time to time. • Service matters of AOs, JAOs & Sr.Accountants working in ULBs. • Service matters relating to Town Project Officers, Community Organizers etc. under UPA/MEPMA. • All Pensionary benefits, medical claims, leave sanctions, Increments, Commutations, Arrear claims etc. of all above employees. • All legal cases and matters relating to the above subjects.

G—Section		
Sri. TSSNG Srinivas, Deputy Secretary	Sri, K. Indira, Sr. Asst.	<ul style="list-style-type: none"> • Land and Estates, • Buildings (Shopping Complexes, etc.), Markets. • Urban Housing • Disaster Management. • Other matters as entrusted by the C&DMA from time to time. • Matters relating to Land Leases, alienations, acquisitions etc. and other related matters. • All Leases of Mpl. shop rooms/complexes, kalyanamandapums etc. and all related matters including building repairs, rents, building construction, maintenance etc. and related matters. • Matters relating to Community Halls / Function Halls etc. • Auctions of Markets and Slaughter Houses and related matters. • PPP, BOT projects etc. and related matters. • All Urban Housing projects in the ULBs and related matters. • Coordination with APTIDCO and Dept. of Housing etc.
		Sri PVVS Murthy, Joint Director - III. Sri TSSNG Srinivas, Deputy Secretary

		<ul style="list-style-type: none"> • Storms, Earth Quakes, Cyclones, Heavy rains, Heat Waves and all such other related matters. • All legal cases and matters relating to the above subjects. 	
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H - Section

	Sri M. Nagaraju, SA	<ul style="list-style-type: none"> • Matters relating to Mpl. Elections & its elected Representatives & All ULB matters. • Constitution of new ULBs, inclusions & exclusions of Areas and Delimitation of ULBs & Statutory matters, Acts & Census related matters. • Other matters as entrusted by the C&DMA from time to time. • All Statutory and Non-Statutory matters relating to conduct of Ordinary Elections and Casual Elections to the ULBs; • Appointment of special officers, • Constitution and upgradation of NPs/ Municipalities, exclusions and inclusions of areas into Municipal Limits; Fixation of Strength; • Allegations against the Ward members/Chairpersons / Mayors; • Proceedings of Councils; Cancellations of CRs and clarification relating to conduct of Council meetings; • Delimitation of Wards in the ULBs. • Matters related to Census. • Devolution of powers under 74th Amendment Act; • All legal cases and matters relating to the above subjects. 	<p style="text-align: center;">Sri PVVS Murthy, Joint Director - III.</p> <p style="text-align: center;">Sri TSNG Srinivas Spl. Gr. Deputy Secretary APPTB</p>
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I - Section			
Sri S.M.N.S.Srin ivas, Assistant Director.	Sri. Muralidhar, Sr. Asst. Sri Ravi Kumar P. Jr.Asst	<ul style="list-style-type: none"> • IT Solutions • Other matters as entrusted by the C&DMA from time to time. • Matters relating to ERP, DPMS, GIS, matters previously dealt by/in APMDP and all other related IT matters. • Office IT maintenance, procurement and maintenance of all electronic related issues including in house team. • All matters relating to Aadhar, Command Communication Centre (CCC), Digital Door Numbering etc. • Maintenance & matters relating to CDMA website and websites of the ULBs. • Matters relating to IT in the ULBs. • All matters relating to procurements. • All legal cases and matters relating to the above subjects. 	Smt. Anuradha, Member Secretary (PTB) Smt. U. Saradha Devi (Dy. Director)
J- Section			
Sri TSSNG Srinivas, Deputy Secretary	Smt. A. Anuradha, JAO	<ul style="list-style-type: none"> • Co-ordinating Engineering matters with Engineer-in-chief. • Matters relating to Quality control checks. • Scrutiny of Technical Matters. • Calling of Tenders office of C&DMA. • Other matters as entrusted by the C&DMA from time to time. • All matters relating to Drinking Water Supply, Summer Action Plan and Adverse seasonal condition (Drought). • Matters relating to Godavari Pushkaram, Krishna Pushkarams, Tungabhadra Pushkaram. • All legal cases and matters relating to the above subjects. 	Smt. Anuradha, Member Secretary (PTB) Sri PVVS Murthy, Joint Director -III



		<p style="text-align: center;"><u>K- Section</u></p> <ul style="list-style-type: none"> • Taxes & Revenues • Other matters as entrusted by the C&DMA from time to time. • Taxes, Non-Taxes, all user charges, VLT, Profession Tax, Entertainment Tax, All Cesses, parking fees, Trade license, Advertisements (Display Devices) etc. and related matters. • FRBM Reforms, Unified Municipal Act, all reforms and all other related matters. • Matters related to Property Tax Board and ERP related matters etc. • Annual Accounts, Audit reports of ULBs and all other related matters. • Accounts, AG Audit & CAG reports relating to Offices of all RDMA and all ULBs and related matters. • Appointment of MSCs of ULBs, their Legal fees, appointment of GPs in APHC, GPs in APAT, Fees for Advocate on Record, Supreme Court etc. and all other related matters. • Appointment of Legal Advisor in the office of the C&DMA and coordination with legal advisor and related matters. • Budgets and Revised Budget estimates of all ULBs, sanctions and all other related matters. • Administrative reports of all ULBs and Annual Inspections in the ULBs and related matters. • Allotment of LIGH quarters, IDSMT Scheme and all other related matters. • AMRUT, Smart cities and all related matters. • All legal cases and matters relating to the above subjects. 	<p>Smt. Anuradha, Member Secretary (PTB)</p>
<p>Sri. A. Venkateswar a Rao, Supervisory Officer</p>	<p>Smt. D. Rashmi Madhuri, Sr.Asst</p>		

<p style="text-align: center;">L- Section</p>		
Sri Gopi, Accounts Officer	<ul style="list-style-type: none"> • Public Health and Sanitation & Waste Management. • Animal Welfare & Seasonal Conditions. • Other matters as entrusted by the C&DMA from time to time. • Sanitation in the ULBs and related matters. • Implementation of all waste management rules including liquid waste, Implementation of orders of National Green Tribunal (NGT) and supreme court in respect of all waste management rules including liquid waste and other related matters. • Dumping Yards/compost yards and all related matters. • Implementation of National Commission for SafaiKarmachary Act, 1993, implementation of Prohibition of Employment as Manual Scavengers Act, 2013, National Urban Health Mission and all other related matters. • Service Matters of Environmental Engineers positioned in the ULBs and all related matters. • Co-ordination with Swacha Andhra Corpn., Central Pollution control Board, State Pollution control Board, NGT and submission of required reports. • Pulse Polio, Immunization, NUHM, Birth & Deaths Registration, Marriage Registration and issuance of certificates etc. • Covid-19 pandemic and related matters. • Animal Welfare, Dog Menace, Pig Menace, Monkey Menace, Slaughter Houses and all related matters. • Implementation of cruelty against Animal Act, Animal Birth Control (Dog) Rules, 2001, Slaughter House Rules, 2000. • Seasonal Diseases i.e. GE, JE, Malaria etc (all vector borne and water borne diseases) and all related matters. • Vegetable Markets, Fish Markets, Mutton Markets, Shanties etc. • All legal cases and matters relating to the above subjects. 	<p>Sri Murali Krishna Goud, Additional Director.</p> <p>Sri P. Purna Chandra Rao Joint Director</p>

M -Section			
Sri D. Vijaya Lakshmi, Asst.Director.	Smt. G. Vanaja, Superintendent	<ul style="list-style-type: none"> • Meetings, • RTI & LAQs, LCQs, Assurances and Others. • Other matters as entrusted by the C&DMA from time to time. • Conduct of Meetings, communication of Agenda, consolidation of reports, preparation and communication of minutes etc. for the Meetings / VCs by C&DMA / Govt./ Hon'ble Minister /Hon'ble CM / State level conferences / Regional level conferences / spandana. • All Welfare Schemes / Central and State Government programmes and related matters. • Arrangements to Review Meetings / VCs and related matters. • Performance Indicators and related matters. • LAQs, LCQs, Lok Sabha / Rajya Sabha Questions, Assurances approvals and submission of replies to Government. • Collection of business of Assembly sessions, communication of business to the concerned section, obtaining reports and related matters. • Implementation of RTI Act, 2005 - Receipt and Communication of all RTI applications and Appeals, replies within time etc and other related matters. 	Sri PVVS Murthy, Joint Director
N -Section			
Sri. S.M.N.S.Srinivas, Assistant Director	Sri Krishna Chaitanya, Superintendent	<ul style="list-style-type: none"> • Ward Secretariats, • Capacity Building &Coordination & CCC • Urban Poverty Alleviation (Welfare and Development). • Other matters as entrusted by the C&DMA from time to time. • Functioning of Ward Secretariats and all other related matters. • Service matters of Ward Volunteers / Ward Secretaries (WV/WS). • Convergence with PR&RD Department. • Trainings to all functionaries of ULBs, O/o RDMAs and O/o CDMA and ward volunteers and ward secretaries and related matters. • All matters relating to Outsourcing employees/CCC and their engagements. • Government schemes viz.Jaganannathodu, street vendors, 	Smt. Anuradha, Member Secretary (PTB)

	<p>Jagananna Cheyutha, Asara etc. and such programmes being implemented by ULBs for Urban Poverty Alleviation etc. and all related matters.</p> <ul style="list-style-type: none"> • UPA Schemes and all Community Based Activities, Shelter for Urban Homeless. Coordination with MEPMA in implementation of programmes / schemes in Urban Areas and all related matters. • All legal cases and matters relating to the above subjects. 	
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		<p style="text-align: center;"><u>O -Section</u></p> <ul style="list-style-type: none"> • Office maintenance • Other matters as entrusted by the C&DMA from time to time • Maintenance of O/o C&DMA, maintenance of Attendance of all Staff and leaves etc. and related matters. • Payment of rent, electricity bills, water bills etc of the O/o C&DMA. • Stationery and stores purchase and related matters, • Inward and Outward Tappals, maintenance of registers to court cases, RPADs, General etc. Communication and generation of receipts (Tappal) in e-Office to all Sections. Quick disposals from time to time. • All matters relating to permission to hire vehicles in the ULBs. • Arbitration. • All legal cases and matters relating to the above subjects. 	
Smt J. Naga Lakshmi Supdt.	Sri K.V.Srinivas Rao, Jr.Asst. Sri Laxman, Jr.Asst.		Sri P. Poorna Chandra Rao, Joint Director D. Chitti Babu, Accounts Officer & Dy. Director

P -Section		
Sri. TSSNG Srinivas, Deputy Secretary	Smt. A. Anuradha, JAO	<ul style="list-style-type: none"> • Town planning, • Public Relations • Other matters as entrusted by the C&DMA from time to time. • Matters relating to Layouts, Unauthorized constructions, encroachments, cell towers, BPS, LRS, Appeals, Flexies, erection of Statues, Naming of Streets, complaints related to Town Planning wing and Town Plg. related matters. • Road widening and its compensation and all other related matters. • Railway over bridges & Railway under bridges, Footpaths and related matters. • All Matters relating to Engineering including establishment. • Matters relating to Town Planning Establishments in ULBs. • Matters relating to construction of roads, drains, UGD, street lighting, water supply etc. • Burrial Grounds, Crematoriums / electric crematoriums, CC Charges and related matters. • Parks, Play Grounds, Road Safety related matters, Gyms / open Gyms and other related matters. • Tree Plantation, Rain Water Harvesting Structures, Solar Power, matters relating to conservation of water bodies, Ground Water, implementation of AP WALTA Act etc. and other related matters. • Matters relating to Godavari Pushkaram, Krishna Pushkaram, Tungabhadra Pushkaram etc. • Liaison with all Line Departments from time to time. • Preparation and publication of Notes / reports on activities taken up by Govt. / C&DMA and related matters. • Preparation & sending of press notes on meetings / VCs/ Conferences conducted on developmental activities taken up by C&DMA / Govt. • Adverse news / press clipping and related matters.Liaison with print and electronic media. • Press Notes on the developmental activities of the Dept. • All legal cases and matters relating to the above subjects

Q-Section			
Sri T. Yerraiah, Accounts Officer	1) Sri Lokesh, Sr. Accountant 2) Sri Yaswanth, Jr. Asst 2) Sri Raghavendra, Jr. Asst	<ul style="list-style-type: none"> • Finances & Budgets • Other matters as entrusted by the C&DMA from time to time. • Matters relating to GoI Schemes and all Finance Commissions i.e.12th, 13th, 14th& 15thFC etc. and related matters. Preparation and approval of Annual Development Plans and all related matters. • All Schemes / Sanctions under SCSP, ASC, SDS, TSP, startup grants, Mpl. office building grants etc., infrastructure development funds and related matters. • All Releases and monitoring of funds under Budget, State, central schemes external projects to the ULBs. • Model Towns related matters. • Preparation of Budget estimates, revised budget estimates of the O/o C&DMA, AP. • Creation of heads of accounts and related matters. • All legal cases and matters relating to the above subjects 	Sri Murali Krishna Goud, Additional Director
			Sri D Gopala Reddy Joint Director
			D. ChittiBabu, Dy. Director & Accounts Officer

2.4 Duties of Accounts officer: Sri D. Chitti Babu, Accounts Officer.

1. He is drawing officer in respect of Gazetted and Non-Gazetted officers working in the office of the Commissioner & Director of Municipal Administration.
2. Preparation of pay bills of Non-Gazetted and Gazetted, all contingent bills etc, disbursement of salaries and maintenance of relevant records and registers
3. Sanction of loans and advances, House Building Advance, Motor Cycle, Marriage Advance, Festival and Educational Advances etc. PAC meetings, Estimate Committee Meetings, Accountant General Audit and further action thereon.

Superintendents

Superintendents are incharge of a section of a Department. He/She is assisted with 2/3 Assistants (Senior Assistants/Junior Assistants). He/She is responsible for all files relating to the subjects allotted to the assistants under whom he works for the efficient and expeditious dispatch of business at all stages in the sections.

Senior Assistant/Junior Assistants

The main duties of Senior Assistant / Junior Assistant is dealing with cases relating to his/her section and are custodian of the files allotted to them and responsible for maintaining the Registers as prescribed.

Regional Offices:

For the administrative convenience of the Directorate, the entire State is divided into 4 regions, each headed by a Regional Director. The sanctioned Ministerial strength of each

Regional office is One Superintendent, Two Senior Assistants, One Junior Assistant, One Typist, One Stenographer, One Attender and one Driver. The jurisdictions of each Regional office along with contact details are given below.

Sl.No	Address of Regional Office	Name of the Regional Director	Jurisdiction of each Regional Office
1	2	3	4
1	VUDA Complex, Siripuram, Visakhapatnam, Visakhapatnam Dist, Pin-530003. Ph.0891-2535067	Sri V Ravindra	Municipalities of Srikakulam, Vizianagaram & Visakhapatnam.
2	Syamalanagar Colony, Rajahmundry East Godavari District, Pin-533103, Ph: 0883-2469874,	Sri Ch Naga Narasimham Rao (FAC)	Municipalities of East Godavari, West Godavari and Krishna Districts
3	1st Lane, Bradipet,Guntur, Guntur District,Pin-522004. Ph: 0863-2235960	Sri.Hari Krishna	Municipalities of Guntur, Prakasam, and Nellore Districts
4	Ram Nagar, Anantapuramu, Ananthapuramu District, Pin-515004. Ph: 08554-274013	Sri Viswanadh	Municipalities of Anantapur, Kurnool, Kadapa and Chittoor Districts

2.5 Powers and Functions of the Regional Directors:

1. Sanction of T.A.bills of the Municipal Employees up to Special Grade Municipalities.
2. Sanction of T.A.bills of the Chairperson and members of Municipal Councils upto Special Grade Municipalities.
3. Sanction of extra ordinary expenditure up to Rs 2500/- in all Municipalities
4. Appellate powers in service matters in respect of all category of Ministerial employees upto Junior Assistant posts and Public Health employees and upto Health Assistant posts upto Special Grade Municipalities
5. Enquiries against Municipal Commissioners and Municipal Employees upto Special Grade Municipalities
6. Enquiries into allegation against Chairperson and Members of Municipal Council upto Special Grade Municipalities
7. Inspection of Municipalities upto Special Grade Municipalities
8. Review of dairies of Municipal Commissioner of all grades
9. Review of cases of grievances cell in all Municipalities
10. Appointing authority in respect of Junior Assistants and Senior Assistant in all Municipalities
11. Appointing authority in respect of Health Assistants.
12. Powers of transfer of all employees' upto Senior Assistant cadre under Ministerial Service and upto Health Assistant cadre under Public Health Service.
13. General Supervision of functioning of all Municipalities
14. Disposal of tax appeal in all Municipalities
15. Review on revision of property tax/valuation in all Municipalities
16. Inspection and review of all Plan and Non-plan schemes and development scheme in all the Municipalities
17. Conduct of Review meeting to supervise the implementation of all Plan and Non-plan schemes and development schemes, in co-operation with S.E.(PH), Regional Deputy Director of Town and Country Planning in all the Municipalities.
18. Review of all external aided projects in all the Municipalities.

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

**3. 1 THE PROCEDURE FOLLOWED IN THE DECISION MAKING
PROCESS INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNTABILITY.**

All the correspondence or proposals on various issues from the ULBs (Urban Local Bodies) and Government and General Public are received in Tappal Section. On receipt of the same the Tappal clerk gives Tappal Number and keeps all Tappal papers in a separate Tappal Book and send it to the Officers concerned. On perusal of Tappal by the Officers concerned, they are sent back to concerned sections. The concerned Assistants will make an entry in the Personal Register and put up the same in the shape of a file with relevant extracts of Acts and rules and submit the file to the concerned Superintendent. The Superintendent will scrutinize the file and write his remarks, and pass on the file to the Assistant Director/Deputy Director/Joint Director and Additional Director and finally to the DMA who is the final decision making authority.

CHAPTER-IV
Section 4 (1) (b) (iv)

**4. 1 THE NORMS SET BY THE DEPARTMENT FOR THE DISCHARGE OF
ITS FUNCTIONS.**

The usual office hours are from 10-00 a.m. to 5.30 p.m. After punching at Biometric system / signing in the Attendance Register all staff must be in their seats and start work not later than the prescribed hour. They will however be allowed grace time of ten minutes when there is real need. The Deputy Director concerned will monitor the daily attendance.

1. The Service delivery time frames for the services rendered by the Department are given below.

Citizen Related : Complaints on civic amenities	and other grievances
Routine matters	- 15 days
Other than routine matters (Ex. Policy decision files)	- 30 days

References/Letters from other departments (inter-departmental) Routine matters - 07 days
(Ex. U.O. Notes, files)

Other than routine matters - 14 days
(Ex. Policy decision files & files dealing with court matters depends on individual case.)

CHAPTER-V
Section 4 (i) (b) (v)

5. 1 THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDSHELD BY THE DEPARTMENT OR UNDER ITS CONTROL OR USED BY ITSEMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

In discharging functions of the Department, the following Manuals and the Records are being used.

1. A.P. Municipalities Act, 1965
2. Hyderabad Municipal Corporation Act, 1955
3. Andhra Pradesh Municipal Corporation Act, 1994
4. A.P. Ministerial Sub-Ordinate Service Rules, 1996
5. A.P. CCA Rules, 1991
6. A.P. Municipal Ministerial Sub-Ordinate Service Rules (APMMSS), 1992
7. A.P. Municipal Health (Municipalities) Subordinate Service Rules, 2012
8. A.P. Revised Pension Rules, 1980.
9. A.P. Municipal Commissioners sub-ordinate service Rules, 1963
10. A.P. Municipal Administration Rules 1990
11. A.P. Municipal Accounts Subordinate Service Rules, 2012.

CHAPTER-VI
Section 4 (1) (b) (vi)

6.1 A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY MUNICIPAL ADMINISTRATION DEPARTMENT OR UNDER ITS CONTROL.

1. Government G.Os
2. Election related data like ward division etc

CHAPTER-VII
Section 4 (1) (b) (vii)

7. 1 THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

An Expert In-House Committee will be constituted as and when required for suggesting policy decisions.

CHAPTER-VIII
Section 4 (1) (b) (viii)

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

There are no such Boards or Committees at Directorate level.

CHAPTER-IX
Section 4 (1) (b) (ix)

9. THE DIRECTORY OF OFFICERS AND EMPLOYEES

S.No.	Sri Harinarayanan M. IAS	C&DMA
1)	Sri Bala Swamy	Addl Director
2	Sri Murali Krishna Goud	Addl Director
3	Smt Anuradha	MSPTB
4	Sri PVVS Murthy	Joint Director
5	Sri D.Gopala Krishna Reddy	Joint Director
6	Sri P.Poorna Chandra Rao	Joint Director
7	Sri D.Chitti Babu	Deputy Director
8	Sri T.S.S.N.G.Srinivas	Deputy Secretary
9	Sri Ramana Reddy	M C Spl. Grade
10	Sri A Venkateswar Rao	Asst Director
11	Sri A.DADA Basha	Asst. Director
12	Sri SMNS Srinivas	Asst. Director
13	Sri D.VenkataRamaiah	Asst. Director
14	Smt. J.NagaLaksmi	Superintendent
15	Smt. D Vijaya Lakshmi	Superintendent
16	Sri PNSV Krishna Chaitanya(Peshi)	Superintendent
17	Smt. G. Vanaja	Superintendent
18	Sri Krishna Chaitanya	Superintendent
19	Sri Yerraiah	Accounts Officer
20	Sri Gopi	Accounts Officer
21	Sri M. Naga Raju	Senior Asst
22	Sri K.V Srinivasa Rao	Junior Asst.
23	Smt. K Indira	Senior Asst
24	Kum Himaja	Senior Asst
25	Smt. P.Divya	Senior Asst
26	Sri Lokesh	Sr. Accountant
27	Smt. D. Rashmi Madhuri	Sr.Asst
28	Sri A. Prudhvinadh	Junior Asst.
29	Sri Yaswanth,	Jr. Asst
30	Sri Venu Gopal	Jr. Asst
31	Sri Laxman	Jr.Asst.

CHAPTER – X

10.1 THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION.

Sr No	Employee Name	Designation	Gross
1	Sri M. Harinarayan IAS	C&DMA	252450
2	Sri Bala Swamy	Joint Director(PMU)	196350
3	Sri Murali Krishna Goud	Addl Director	230860
4	Sri PVVS Murthy	Joint Director	212006
5	Sri D.Gopala Krishna Reddy	Joint Director	190691
6	Sri P.Poorna Chandra Rao	Joint Director	216687
7	Sri N.Amaraiah	Deputy Director	161814
8	Sri D.Chitti Babu	Asst. Director	137138
9	Sri T.S.S.N.G.Srinivas	Deputy Secretary	137138
10	Sri Satyanarayana Ch	Asst. Director	123762
11	Sri A.DADA Basha	Asst. Director	95131
12	Sri SMNS Srinivas	Asst. Director	95131
13	Sri D.Venkata Ramaiah	Asst. Director	82935
14	Smt. J.NagaLaksmi	Superintendent	76455
15	Smt. D.Vijaya Sri	Superintendent	74351
16	Smt. D Vijaya Lakshmi	Superintendent	68518
17	Sri PNSV Krishna Chaitanya(Peshi)	Superintendent	68519
18	Smt. G.Vanaja	Superintendent	72407
19	Sri G.Krishna Mohan	Senior Asst.	103068
20	Sri M. Naga Raju	Senior Asst.	85511
21	Sri K.V Srinivasa Rao	Junior Asst.	97767
22	Smt. K Indira	Senior Asst.	51827

27			
28	Kum Himaja	Senior Asst.	51827
29	Smt. P.Divya	Senior Asst.	51827
30	Sri A.Prudhvinadh	Junior Asst.	36722

CHAPTER-XI
Section 4 (1) (b) (xi)

**STATEMENT SHOWING THE DETAILS OF BUDGET FOR THE FINANCIAL
YEAR 2020-21**

The information related to Budget allocation for Department of expenditure is contained under the appropriate Head of Accounts for this Department

S.No.	Scheme Name	Budget Estimates 2022 – 23 (Rs.in lakhs)
1	2	3
1	Assistance to Municipalities for Providing Basic Facilities to Municipal Schools	1000.00
2	Elections to Municipalities	48.00
3	Assistance to A.P Urban Greening and Beautification Corporation	1000.00
4	AIIB	56419.38
5	Payments to Ward Volunteers	41238.57
6	Occupational Health Allowance (OHA) to outsourced Public Health Workers	24199.03
7	Travelling Allowance (HOD)	0.75
8	Service postage, Telephone and telegram Charges (HOD)	3.00
9	Water and Electricity Charges (HOD)	30.00
10	Hiring of Private Vehicles (HOD)	31.20

11	Office Expenses- Consumables/Stationary	0.67
12	Office Expenses- Maintenance/Minor Repairs	0.08
13	Office Expenses- Administrative Expenses	0.08
14	Rents, Rates and Taxes	74.79
15	Outsourcing employees through agencies	24.70
16	Pleaders Fee (HOD)	50.48

CHAPTER-XII

Section 4 (1) (b) (xii)

12.1 THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

As per the guidelines of the scheme beneficiaries will be identified and disbursed by the Municipal Commissioner.

CHAPTER-XIII

Section 4 (1) (b) (xiii)

13.1 PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT.

CHAPTER-XIV
Section 4 (1) (b) (xiv)

14.1 DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

The information is available in the following website <https://cdma.ap.gov.in/en/go-circulars-and-proceedings>

(Please refer to the Municipal Administration Department)

CHAPTER –XV
Section 4 (1) (b) (xv)

15.1 THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF ALIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Whatever information is available with the Government in Electronic format, has been hosted on the website <http://www.cdma.ap.gov.in/>. This information can be downloaded by the citizens from this website at free of cost. In addition to the above, visitors with any problems are welcome between 3 PM To 5 PM every day to meet any of the designated official site Additional Director, Joint Directors and Deputy Director.

CHAPTER-XVI
Section 4 (i) (b) (xvi)

16. 1 THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Sl No	Name of the officer/Designation	Appointed as per the Act	Contact No.	Address
1	Sri D. Chittibabu Deputy Director	Appellate Authority	9849905768	
2	Sri D. Vijaya Lakshmi, Assistant Director	Public Information Officer	9849903711	

3	Smt.G. Vanaja, Superintendent	Assistant Public Information Officer	9963539251	Commissioner & Director of Municipal Administration, PRIME HILL CREST, 4th Floor, Near DGP Office, Beside UltratechReadyMix Plant, Vaddeswaram Village, Mangalagiri, Andhra Pradesh Pincode: 522502 Website: https://cdma.ap.gov.in/en/go-circulars-and-proceedings
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CHAPTER-XVII
Section 4 (1) (b) (xvii)

**17. 1 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER
UPDATE THESE PUBLICATIONS EVERY YEAR**

- NIL -

Annexure - I

LIST OF GRADE WISE ULBS		
DETAILS OF MUNICIPAL CORPORATIONS, MUNICIPALITIES/ NAGARPANCHAYATS WITH GRADES		
Sl. No.	Name of the ULB	Grade

LIST OF GRADE WISE ULBS		
DETAILS OF MUNICIPAL CORPORATIONS, MUNICIPALITIES/ NAGARPANCHAYATS WITH GRADES		
1	2	3
I	SRIKAKULAM DISTRICT - SRIKAKULAM HQ	
1	Srikakulam	Corporation
2	Amadalavalasa	II
3	Ichapuram	III
4	PalasaKasibugga	II
II	VIZIANAGARAM DISTRICT - VIZIANAGARAM HQ	
5	Vizianagaram	Corporation
6	Bobbili	II
7	Rajam	III
8	Nellimarla	Nagarpanchayat
III	PARVATHIPURAM MANYAM DISTRICT - PARVATHIPURAM HQ	
9	Palakonda	Nagarpanchayat
10	Parvathipuram	I
11	Salur	II
IV	ALLURI SITHARAMARAJU DISTRICT - PADERU HQ	
—	NIL	
V	VISAKHAPATNAM DISTRICT - VISAKHAPATNAM HQ	
12	GVMC	Corporation
VI	ANAKAPALLI DISTRICT - ANAKAPALLI HQ	
13	Yelamanchali	III
14	Narsipatnam	III
VII	KAKINADA DISTRICT - KAKINADA HQ	
15	Kakinada	Corporation

LIST OF GRADE WISE ULBS		
DETAILS OF MUNICIPAL CORPORATIONS, MUNICIPALITIES/ NAGARPANCHAYATS WITH GRADES		
16	Peddapuram	II
17	Tuni	II
18	Yeleswaram	Nagarpanchayat
19	Samalkot	II
20	Pithapuram	II
21	Gollaprolu	Nagarpanchayat
VIII	KONASEEMA DISTRICT - AMALAPURAM HQ	
22	Amalapuram	I
23	Ramachandrapuram	II
24	Mandapeta	II
25	Mumidivaram	Nagarpanchayat
IX	EAST GODAVARI DISTRICT - RAJAMAHENDRAVARAM HQ	
26	Rajahmahendravaram	Corporation
27	Kovvur	III
28	Nidadavole	II
X	WEST GODAVARI DISTRICT - BHIMAVARAM HQ	
29	Narsapur	I
30	Palacole	I
31	Tanuku	I
32	Bhimavaram	Selection
33	Akividu	Nagarpanchayat
34	Tadepalligudem	Selection
XI	ELURU DISTRICT - ELURU HQ	

LIST OF GRADE WISE ULBS		
DETAILS OF MUNICIPAL CORPORATIONS, MUNICIPALITIES/ NAGARPANCHAYATS WITH GRADES		
35	Eluru	Corporation
36	Nuzivid	II
37	Chinthalapudi	Nagarpanchayat
38	Jangareddygudem	II
XII	KRISHNA DISTRICT - MACHILIPATNAM HQ	
39	Machilipatnam	Corporation
40	Pedana	III
41	Gudivada	Special
42	Vuyyuru	Nagarpanchayat
43	YSR Tadigadapa	I
XIII	NTR DISTRICT - VIJAYAWADA HQ	
44	Vijayawada	Corporation
45	Nandigama	Nagarpanchayat
46	Jaggiahpeta	II
47	Tiruvuru	Nagarpanchayat
48	Kondapalli	III
XIV	GUNTUR DISTRICT - GUNTUR HQ	
49	Guntur	Corporation
50	Tenali	Selection
51	Ponnur	II
52	Mangalagiri Tadepalli	Corporation
XV	BAPATLA DISTRICT - BAPATLA HQ	
53	Bapatla	I

LIST OF GRADE WISE ULBS		
DETAILS OF MUNICIPAL CORPORATIONS, MUNICIPALITIES/ NAGARPANCHAYATS WITH GRADES		
54	Repalle	II
55	Chirala	I
56	Addanki	II
XVI	PALNADU DISTRICT - NARASARAOPET HQ	
57	Gurajala	Nagarpanchayat
58	Dachepalli	Nagarpanchayat
59	Piduguralla	II
60	Macherla	II
61	Sattenapalli	II
62	Chilakaluripet	I
63	Narasaraopeta	I
64	Vinukonda	II
XVII	PRAKASAM DISTRICT - ONGOLE HQ	
65	Ongole	Corporation
66	Markapur	II
67	Giddalur	Nagarpanchayat
68	Chimakurthy	II
69	Podili	Nagarpanchayat
70	Kanigiri	II
71	Darsi	Nagarpanchayat
XVIII	SPS NELLORE DISTRICT - NELLORE HQ	
72	Nellore	Corporation
73	Kavali	I

LIST OF GRADE WISE ULBS		
DETAILS OF MUNICIPAL CORPORATIONS, MUNICIPALITIES/ NAGARPANCHAYATS WITH GRADES		
74	Alluru	Nagarpanchayat
75	Kandukur	II
76	Buchireddypalem	Nagarpanchayat
77	Atmakur (N)	III
XIX	KURNOOL DISTRICT - KURNOOL HQ	
78	Kurnool	Corporation
79	Gudur (K)	Nagarpanchayat
80	Adoni	Special
81	Yemmiganur	I
XX	NANDYAL DISTRICT - NANDYAL HQ	
82	Nandyal	Special
83	Allagadda	II
84	Dhone	II
85	Bethamcherla	Nagarpanchayat
86	Atmakur	II
87	Nandikotkur	II
XXI	ANANTHAPURAM DISTRICT - ANANTHAPURAM HQ	
88	Ananthapuramu	Corporation
89	Rayadurg	II
90	Kalyandurgam	III
91	Tadipatri	Special
92	Guntakal	Selection
93	Gootty	III

LIST OF GRADE WISE ULBS		
DETAILS OF MUNICIPAL CORPORATIONS, MUNICIPALITIES/ NAGARPANCHAYATS WITH GRADES		
XXII	SRI SATYASAI DISTRICT - PUTTAPARTHI HQ	
94	Dharmavaram	Selection
95	Penukonda	Nagarpanchayat
96	Hindupur	Selection
97	Madakasira	Nagarpanchayat
98	Kadiri	Special
99	Puttaparthi	Nagarpanchayat
XXIII	YSR KADAPA DISTRICT - KADAPA HQ	
100	Kadapa	Corporation
101	Proddatur	Special
102	Pulivendula	II
103	Jammalamadugu	Nagarpanchayat
104	Badvel	II
105	Mydukur	III
106	Yerraguntla	Nagarpanchayat
107	Kamalapuram	Nagarpanchayat
XXIV	ANNAMAYYA DISTRICT - RAYACHOTI HQ	
108	Madanapalle	Selection
109	B.Kothakota	Nagarpanchayat
110	Rajampeta	II
111	Rayachoti	I
XXV	CHITTOOR DISTRICT - CHITTOOR HQ	
112	Chittoor	Corporation

LIST OF GRADE WISE ULBS		
DETAILS OF MUNICIPAL CORPORATIONS, MUNICIPALITIES/ NAGARPANCHAYATS WITH GRADES		
113	Punganur	II
114	Palamaneru	III
115	Nagari	III
116	Kuppam	III
XXVI	TIRUPATI DISTRICT - TIRUPATI HQ	
117	Tirupati	Corporation
118	Srikalahasti	I
119	Venkatagiri	III
120	Sullurpet	III
121	Naidupet	III
122	Gudur	I
123	Puttur	III

Annexure -II

CDMA ORGANIZATIONAL CHART FOR E-OFFICE

