

**OFFICE OF THE NEREDUCHARLA  
MUNICIPALITY**

**SURYAPET :: DIST**



**DETAILS OF SECTION 4(1)(B)  
RIGHT TO INFORMATION**

# CHAPTER – I

## INTRODUCTION salient

### 1.1 SALIENT FEATURES OF RIGHT TO INFORMATION ACT – 2010

- Parliament enacted Right to Information Act on 15-06-2005.
- The Provisions of Sub- section (1) of section 4, sub –section (1) and (2) of section 5, section 12, 13, 15, 16, 24, 27 and 28 of the Act shall come into force at once, and the remaining provisions shall come into force on the 120<sup>th</sup> day of its enactment.
- 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.

### 1.2 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.

### 1.3 INFORMATION MEANS

- Any material in any form including records, documents, memos, E-Mails, Opinions, Advices, Press releases, Circulars, Orders, Logbooks, Contacts, Reports, Papers, Samples, Models, Data Material etc.
- 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.

### 1.4 RECORD MEANS

- a) Any document manuscript on file
- b) Any microfiche and facsimile copy of a document.
- c) Any reproduction of image or images embodies in such micro film whether enlarged or not and
- d) Any other material produced by a computer or any other device

## 1.5 WHO IS PUBLIC AUTHORITY

Any Authority or 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 Government, and includes any
  - i) Body owned, controlled or substantially financed,
  - ii) Non-Government organization substantially funded directly or indirectly by the Government.

## 1.6 WHAT IS RIGHT TO INFORMATION

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 works, documents, records
- ii) Taking notes, 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.

## 1.7 APPLICATION FEE TO ACCOMPANY REQUEST FOR OBTAINING INFORMATION

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee Rs.10/- by way of cash or by demand draft or by bankers cheque payable to the Commissioner, Nereducharla Municipality.

## 1.8 FEE TO BE CHARGED FOR PROVIDING INFORMATION

For providing information under sub-section (1) or sub-section (5) of section 7, shall be charges, by way of cash or demand draft or bankers cheque, payable to the Commissioner, Nereducharla Municipality against proper receipt, at the following rates.

- A) Priced Material; Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof.
- B) Other than priced materials;
  - i) Material in printed or text form (in A4 or A3 size paper) Rs.2/- per each page per copy;
  - ii) Material imprinted 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

#### 1.9 CONTACT INFORMATION FOR MORE INFORMATION

1. The Municipal Commissioner, Nereducharla Municipality
2. The Manager, Nereducharla Municipality

## CHAPTER – 2

### ORGANIZATION, FUNCTIONS AND DUTIES (SECTION 4(1) (b) (i))

#### 2.1 Particulars of the Organization, Functions and Duties

<b>Sl. No</b>	<b>Name of the Organization</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	Nereducharla Municipality	Old Nereducharla Road, Nereducharla	Administrative And Executive	Public Servants – Service matter relating to all Municipal Employees of the Municipality
				Administrative Reforms
				Recruitment (SC/ST/PHC Backlog Posts)
				Disciplinary cases of Class-IV Employees and Court Cases
				Accounts
				Maintenance of Cash Book and Other
				Laying of Roads, Construction of Drains and Other Developmental Activities
				Maintenance of Water Supply and Sanction of House Service Connections
				Maintenance of Sanitation
				Maintenance of Street Lights
				Registration and Issue of Birth & Death Certificates
				Maintenance of Slaughter House
				Maintenance of Market
				Maintenance of Parks & Play Grounds
				Property Tax Collection
				Issue of Ownership Certificates and Mutations
				Issue of Permissions for Constructions of Buildings
				Trainings
				Census
				Council Meetings and Implementation of Resolution
				CM Relief Funds

				Tenders and Open Auctions
				Issue of Contractor Licenses
				Collection of Advertisement Fees
				Removal of Encroachments
				Particulars of Municipal Properties
				Court Cases (General)
				Issue of Municipal Licenses and Surveyor Licenses
				Collection of License Fees and D&O Trades
				Issue of Sanitary Certificates
				Collection of Rent on Municipal Shops
				Disbursement of Old Age Pensions, Weavers Pension, Widow pensions, Toddy Tapper and Disabled Pensions
				Citizen Charter
				All records kept in Safe Custody
				<b><u>SCHEMES:-</u></b>
				Rajiv Gruha Kalpa Scheme
				Indiramma Programme
				Rajiv Yuva Shakthi
				Schemes under SJSRY all components
				Urban Wage Employment
				Urban Women and Men Welfare DWCUA Groups
				Community Development Society (UBS)
				Deepam Scheme
				Sanction of Loans under Self Employment Schemes in various schemes to SC/ST/BC & Minorities

**CHAPTER – 3**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
**(SECTION 4(1)(b)(ii))**

<b>Sl. No</b>	<b>Name of the Officer/ Employee</b>	<b>Designation</b>	<b>Duties allotted</b>	<b>Powers</b>
1	Sri.A.Ashok Reddy, Commissioner	Statutory	Cheque Power, Issue of Permissions for Building Constructions and issue of Birth & Death Certificates.	
2	Sri. SK.Yakub Pasha, Manager	Administrative	Service Matters relating to Municipal Employees, Regularization, Recruitment, Disciplinary action on Municipal Employees and Court Cases.	
			To Attend the Council Meetings, Review of Schemes maintained in Slum Areas.	
			Review on Monthly Meetings and discussion with Chairperson, Vice Chairperson and Ward Members on development activities of Municipality	
3.	Sri D.Srinivas, Jr Asst.	Establishment	General Supervision, Inspection of Personal Registers, files, Leave applications, Attendance Registers and sending of letter/ repliers to higher authorities, Verification of Service Registers of Municipal Employees, Keeping of all employees almara locks, Perusal of urgent letters of Government, higher authorities and sending replies, to attend the Council Meetings and Preparation Administration report.	
4.	Smt. D.Sharada, JAO  K.Sai Chand	Accounts/Financial transactions  Junior Accountant	Maintenance of Cash Book, Treasury Pass Book, Remittance Registers and Maintenance Money Value Register, Checking of Books and Forms, Purchasing of Stationery, Preparation of Annual Accounts and Budget, Receipts and Expenditure and preparation of replies to the pending audit objections etc.,	

5.	Smt. O.Swathi, Assistant Engineer (Deputation from Public Health Department) B.Janaki Ramulu	Administration on Engineering works & Developmental Works from 11-20 Wards Activities  E1 Clerk, Junior Assistant	Maintenance of Water Supply, Over head Tanks, Cleaning of all Water Tanks, Mixing of Chlorine in Drinking Water, Supply of Water through Pipe lines in time, Cleaning of All Water Tanks in Summer Season. Supervision of line mens for better supply and correct supply of water to the people, arrest of leakages of pipe lines, sanction of house service connections, Maintenance of Water Tap Connections files,	
6.	Sri , Anjaiah, TPS ( Deputation from Miryalguda Municipality for 1 day in a week i.e., Tuesday )	Town Planning	Recommendation for permission for building constructions, town planning duties and watching of buildings constructions in the town, removal of encroachment and un-authorized construction and collection of advertisement charges etc.,	
8.	Sri SK.Shareef, JA	Administration on Sanitation	Maintenance of sanitation in the town removal and to stop the unauthorized constructions, cleaning of roads and drains and community Latrines, Maintenance of Slaughter House, Market, Maintenance of Attender Register of Public Health Workers and Sanitary Jawans, Maintenance of Office and Private Tractors for lifting of garbage in the town.	
9.	Sri T.Nagaraju, WO	Birth & Death Sub Register, Aasara, Marriage Act, Pension, Inward and Out Ward	Collection of D&O Trade License Fees and Registration/ Issue of Birth & Death Certificates.	
10.	Sri. N.Saidulu, Jr. Asst. I/c Revenue Inspector	Administration on collection of all types of revenue.	Maintenance of Records, Property Tax Registers, Collection of Property Tax, Collection of Property Tax, Market Fees, Rents on Municipal Shops.	
11.	Sri Venkanna, CO	Administration on MEPMA	1. Assara Pensions 2. Urban Wage Employment 3. Urban Women and Men Welfare DWCUA Groups 4. Community Development Society (UBS)	

			<p>5. Deepam Scheme 6. Sanction of Loans under Self Employment Schemes in various schemes to SC/ST/BC &amp; Minorities. 7. Mudra Loans 8. Pavala Vaddi, Vaddi Leni Runalu, Bank Linkage .USEP Schemes</p>	
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**CHAPTER – 4**  
**PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS**  
**(SECTION 4(1)(b)(ii))**

The Procedure being followed by the department is as follows.

Any representation on paper received in the department is numbered as entered in Personal Register of concerned Section Asst. dealing with the subject who in turn submits the file to the Office Manager. After his examination the file is put up to Municipal Commissioner who is the head of the Office.

**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	Assessment of New houses and allotment of door number		15 Days	Citizen Charter
2	Issue of Building Permissions		15 Days	Online
3	Issue of House Service Connections		30 Days	Citizen Charter
4	OYT Tap Connections		10 Days	Do
5	Issue of Birth & Death Certificate		5 Days	Online
6	<b>CLEARING OF COMPLAINTS</b>		1 Day	Do
7	1. Removal of Garbage		2 Days	Do
8	2. Cleaning of Drains		2 Days	Do
9	3. Dust Bins		1 Day	Do
10	4. Arrest of Water Supply Leakages		5 Days	Do
11	5. Repairs of Street Lights		5 Days	Do
	6. Roads Repairs		7 Days	

## CHAPTER – 6

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

<b>Sl. No</b>	<b>Description</b>	<b>List of Contents</b>	<b>Price of Publication if Priced</b>
1	2	3	4
1	T.G. Municipal Manual	T.G. Municipal Act 1965 and Rules appended	Rs.1000/-
2	T.G. Town Planning Act 1920	Town Planning Act and Rules	Rs.2 per page
3	Zoning Rules and Regulations	Zoning Rules and Regulations	Do
4	Buildings Rules	Building Rules	Do
5	Building Permission Fees List	Building Permission Fees List	Do
6	Standard Schedule of Rates on Engineering Works	Standard Schedule of rates on Engineering Works	Do
7	Municipal Solid Waste Management Rules	Municipal Solid Waste Management Rules	Do
8	Registration of Birth & Death Rules	Registration of Birth & Death Rules	Do
9	D&O Trade License Fees List	D&O Trade License Fees List	Do
10	Water Supply by laws	Water Supply by laws	Do

**CHAPTER – 7**  
**CATEGORY OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL (SECTION 4(1)(b)v(i))**

Sl. No	Category of Document	Title of the document	Designation and address of the custodian (held by under the control of whom)
1	ELECTION	Ward wise Voter list, Ward division list	Town Planning wing
2	VITAL STATISTICS	Registration of Birth & Death records	Sanitary wing
3	RECORDS	Certified copies of documents and other records	Establishment wing

**CHAPTER – 8**  
**ARRANGEMENT FOR CONSULATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OF IMPLEMENTATION THEREOF**

**(Section 4(1)(b) viii)**

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	Taking developmental activities in the wards	Ward Sabhas	
2	Elections	Town level meeting with all parties	
3	Self Employment for women welfare	SHG Groups	
4	Implementation of various schemes	Meeting with town VIPs and Ward Members and Officers	

**CHAPTER – 9**  
**BOARDS COUNCILS COMMITTEE AND OTHER BODIES CONSTITUTED AS**  
**PART OF PUBLIC AUTHORITY**

(Section 4(1)(b)v(ii))

Name of Board Council, Committee	Composition (Names of Members)			Powers and Functions	Whether its meetings open to public/ minutes of its meetings accessible for public
	Name	Designation	Members is Official/ Public		
Municipal Council	Sri. B.Prakash	Chairperson			
Vice Chair Person	Smt. A.Saritha	Vice Chair Person			
Ward Councilor	Sri K.Venkat Reddy	1 <sup>st</sup> Ward Councilor			
Ward Councilor	Sri R.Nagaiah	2 <sup>nd</sup> Ward Councilor			
Ward Councilor	Smt. Shaik Shahanaz	3 <sup>rd</sup> Ward Councilor			
Ward Councilor	Sri. SK.Basha	4 <sup>th</sup> Ward Councilor			
Ward Councilor	Sri. T.Sairam	6 <sup>th</sup> Ward Councilor			
Ward Councilor	Sri CH.Jayababu	7 <sup>th</sup> Ward Councilor			
Ward Councilor	Smt. K.Saritha	8 <sup>th</sup> Ward Councilor			
Ward Councilor	Smt. B.Lalitha	9 <sup>th</sup> Ward Councilor			
Ward Councilor	Smt. N.Suguna	10 <sup>th</sup> Ward Councilor			
Ward Councilor	Sri B.Jithender Reddy	12 <sup>th</sup> Ward Councilor			
Ward Councilor	Smt. CH.Srilatha	13 <sup>th</sup> Ward Councilor			
Ward Councilor	Smt. V.Nagaveni	14 <sup>th</sup> Ward Councilor			
Ward Councilor	Smt. K.Sulochana	15 <sup>th</sup> Ward Councilor			

**CHAPTER – 10**  
**DIRECTOR OF OFFICERS AND EMPLOYEES**  
**(SECTION 4(1)(b)(ix))**

Sl.No	Name of the Office/ Administrative Unit	Name of the Officer/ Employee/ Sri/Smt	Designation & Address	Telephone & Fax		Mobile No
				Office	Residence	
<b>ADMINISTRATION WING</b>						
1	Municipal Council, Nereducharla	Sri A.Ashok Reddy	I/c Commissioner	9492256 688		9848745265
2		Sri. SK.Yakub Pasha	Manager			9440817222
3		D.Srinivas	Jr. Asst.			9949371837
4		S.Venkanna	Office Sub- Ordinate			-
5		Sk.Raheem Pasha	Ward Officer			9010861578
6		G.Madhusudhan	Ward Officer			9963319507
7		SK.Nagul Meera	Ward Officer			9182821925
8		SK.Imam	Ward Officer			9581621985
9		Sk.MD.Hussain	Ward Officer			9640093461
10		P.Gopinadh	Ward Officer			9603007739
11		SK.Nazeer	Ward Officer			9010860878
12		R.Ravi	Ward Officer			9666050695
13		M.Prabhakar	Ward Officer			9581751804
14		T.Nagaraju	Ward Officer			9989708633
15		P.Papaiah	Ward Officer			9912275030
16		K.Suryanarayana	Ward Officer			7731098625
17		V.Rama	Ward Officer			9010476336
18		B.Anitha	Ward Officer			9573162597
19		M.Kalpana	Ward Officer			9948370440

Revenue Section						
20		N.Saidulu	Junior Assistant			9989863189
21		SK.Rafiuddin	Bill Collector			6300628891
ACCOUNTS SECTION						
22		D. Sharada	Jr. Accounts Officer			Deputation from Kodad Municipality Weekly 3 Days i.e., (Thursday to Saturday) 9908699365
23		K.Sai Chand	Junior Accountant			7095183184
PUBLIC HEALTH & SANITATION SECTION						
24		SK.Shareef	Junior Assistant			8465836286
25		A.Edukondalu	Sweeper			-
26		E.Veerababu	Sweeper			-
ENGINEERING SECTION						
27		O.Swathi	Asst. Engineer Dy. E.E.			Incharge from Public Health Department 9705001967
28		B.Janaki Ramulu	JA			9573986866
TOWNPLANING SECTION						
29		Anjaiah	TPS			Deputation from Miryalguda Municipality Weekly 1 Day (Tuesday) 8555847514

**CHAPTER – 11**  
**MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES**

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

Sl.No	Name of the Office/ Administrative Unit	Name of the Officer/ Employee/ Sri/Smt	Designation & Address	Monthly Remuneration on including its composition	System of compensation to determined Remuneration as given in regulation
<b>ADMINISTRATION WING</b>					
1	Municipal Council, Nereducharla	Sri A.Ashok Reddy	I/c Commissioner	-	Incharge Commissioner from Huzurnagar Municipality
2		Sri. SK.Yakub Pasha	Manager	84128	
3		D.Srinivas	Jr. Asst.	63860	
4		S.Venkanna	Office Sub-Ordinate	-	He is Getting Ssalary from MPDO Office
5		Sk.Raheem Pasha	Ward Officer	35556	
6		G.Madhusudhan	Ward Officer	35556	
7		SK.Nagul Meera	Ward Officer	48055	
8		SK.Imam	Ward Officer	35556	
9		Sk.MD.Hussain	Ward Officer	54015	
10		P.Gopinadh	Ward Officer	35556	
11		SK.Nazeer	Ward Officer	48055	
12		R.Ravi	Ward Officer	31667	
13		M.Prabhakar	Ward Officer	9877	
14		T.Nagaraju	Ward Officer	63880	
15		P.Papaiah	Ward Officer	35556	
16		K.Suryanarayana	Ward Officer	35997	
17		V.Rama	Ward Officer	35556	
18		B.Anitha	Ward Officer	35556	
19		M.Kalpana	Ward Officer	35556	

Revenue Section					
		N.Saidulu	Junior Assistant	63880	
		SK.Rafiuddin	Bill Collector	86418	
ACCOUNTS SCTION					
		D. Sharada	Jr. Accounts Officer	-	Deputation from Kodad Municipality Weekly 3 Days (Thursday to Saturday)
		K.Saichand	Junior Accountant	34572	
PUBLIC HEALTH & SANITATION SECTION					
		SK.Shareef	Junior Assistant	46719	
		A.Edukondalu	Sweeper	-	They are Getting Salary from MPDO Office
		E.Veerababu	Sweeper	-	
ENGINEERING SECTION					
		O.Swathi	Asst. Engineer Dy. E.E.	-	Incharge from Public Health Department
		B.Janaki Ramulu	JA	46719	
TOWNPLANING SECTION					
		Anjaiah	TPS	-	Deputation from Miryalguda Municipality Weekly 1 Day (Tuesday) 8555847514

## CHAPTER – 12

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

(Section 4(1)(b)(xi))

12.2 Provide Information on the budget allocated for different activities under different Programmes/ Schemes/ Projects etc., in the given format

**Rs. In Lakhs**

Agency	Programme/ Scheme/ Project/ Activity/ Purpose for which budget is allocated	2024-25 Year Budget Estimate	2024-25 Year Actual Expenditure	2025-26 Budget Estimate
<b>A)</b>	<b>Staff Salaries</b>	<b>The Salaries to the staff are being paid through Dist. Treasury under 010 Head</b>		
1	Management			
2	Revenue Staff			
3	Town Planning Staff			
4	Water Supply Staff			
5	Engineering Staff			
6	Public Health Staff			
7	Lighting Staff			
	<b>Total</b>			
<b>B)</b>	<b>Developmental Activities from Municipal Funds</b>			
1	Maintenance of Roads			
2	Maintenance of Drains			
3	Community Toilets			
4	Maintenance of Market & Slaughter House			
5	Developmental of Parks			
6	Purchase of Dust Bins			
7	Maintenance of Street Lights			
8	Water Supply Works			
9	Central Lighting			
10	Spil over works			
11	e-Seva Centre			
12	Building & Shops			
	<b>Total</b>			
1	Water Supply Works			
2	Cyclone Funds			
3	ASC (Drought Funds)			
4	Rain Water Harvesting			
5	State Finance Commission			

**Copy Enclosed**

	Grants			
6	Road Grants			
7	Others			
	<b>Total</b>			
<b>D)</b>	<b>Un avoidable Expenditure</b>			
1	General (Telephone, Stationery etc.,)			
2	Engineering			
3	Public Health a) Lime and Bleaching Powder b) Conservancy Materials c) Purchase of foot wears d) Staff Livery e) Oil & Soaps to workers f) Purchase of Oil to Tractor g) Others (Vehicle Repairs)		<b>Copy Enclosed</b>	
4	Lighting			
5	Water Supply Materials			
6	Purchase of Chlorine			
7	Town Planning			
	<b>Total</b>			
<b>E)</b>	<b>Others</b>			
1	Honorarium to Chairperson , Vice Chairperson & Ward Councilors			
2	Staff T.A.			
3	Elections			
4	Law Charges			
5	Removal of Pigs & Dogs			
6	Contract Workers			
7	Water Works			
8	Xerox/ Fax Machine			
9	Advertisement Charges			
10	Computerization (Birth & Death)			
11	Others			
	<b>Total</b>			
<b>F)</b>	<b>Other Capital Items</b>			

1	Office Furniture			
2	Maintenance of Water Tanks			
3	Maintenance of Fridge & Air Cooler			
4	Sports			
	<b>Total</b>			
<b>G)</b>	<b>Deposits &amp; Advances</b>			
1	Librarycess			
2	Advances			
3	Permanant Advances			
4	Refund			
	<b>Total</b>			
	<b>Total Expected Expenditure</b>			

**Copy Enclosed**

**CHAPTER – 13**  
**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**  
**(Section 4(1)(b)(xii))**

13.1 The Revenue Department Activities/ Programmes/ Schemes being implemented by the Public Authority for which subsidy is provided

- 1.
- 2.
- 3.
4. Schemes implemented by various corporations.

13.2 Eligibility criteria for accessing subsidy and designation of Officer competent to grant subsidy under various programmes/ schemes

Sl. No	Name of Programme/ Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Department & Sanctioned by the officer	Designation of Officer to grant subsidy
1	SHG Groups	Interest Rs.0.25 on Bank Loan	1.Group should be sanctioned of bank loan 2. Regular payment on loan by Group 3. Meetings to be organized regularly 4. Minutes book cash books & other records pertains to Group to be maintained.	Maximum Loan	PD MEPMA
2	Loans from SC Development through Bank loan 2024-25 Units Nil	80% Margin Money	SC Candidate with BPL persons are eligible for loan by the banks	SC Co operation society	SC Development Officer.
6.	Loans from ST Corporation through Bank loan 2024-25 FY Units Nil	80% Margin Money	ST Candidate with BPL persons are eligible for loan by the banks	ST Co operation society	Project Officer, MADA Suryapet.

2	Loans from BC Development through Bank loan 2024-25 Units Nil	100% Margin Money	BC Candidate with BPL persons are eligible for loan by the banks	BC Co operation society	BC Development Officer.
7.	Loans from Minority Corporation ( Muslim / Christian ) through Bank loan 2024-25 FY Nil	50% Margin Money	Minority ( Muslim / Christian ) Candidate with BPL persons are eligible for loan by the banks	Minority Finance Corporation ( Muslim / Christian )	Executive Director, Minority Corporation ( Muslim / Christian )

**CHAPTER – 14**  
**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR**  
**AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY**

(SECTION 4(1)(b)xii)

14.1 Provide the names and addresses of recipients of benefits under each programme/ scheme separately in the following format.

**INSTITUTIONAL BENEFICIARIES**

Sl. No	Name and Address of recipient institutions	Nature/ Quantum of benefit granted	Date of grant	Name and Designation of granting authority
1	2	3	4	5
1	Nil			

Sl. No	Name and Address of recipient institutions	Nature/ Quantum of benefit granted	Date of grant	Name and Designation of Granting authority
1	2	3	4	5
	Individual beneficiaries			
<b>Name of the Programme/ Scheme</b>				
<b>1) Swarna Shahary Rozghar Yozana (USEP)</b>				
-	-	-	-	-

**CHAPTER – 15**  
**INFORMATION AVAILABLE IN ELECTRONIC FORM (SECTION 4(1)(b)X(iv))**

Electronic Format	Description (Site address/ Location where available etc.	Contents of Title	Designation and address of the custodian of information (held by whom?)
-	-	-	-

**CHAPTER – 16**  
**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**  
 (Section 4(1)(b)x(v))

Facility	Description (Location of Facility/ Name etc)	Details of information made available
Notice Board	Municipality , Nereducharla	1) Notices, Notifications, Tender Notices etc., 2) Procedure for obtaining building permission 3) Citizen Charter 4) General
Paper Notification	----	Tender Notices and Other Notifications
Through Advertisement	----	1) Payment of Property Tax and Watercess 2) Public Health Information through pomp lets (3) various schemes information
Through Printing	---	----
Office Library	----	----
Through Web site	----	----
Notice Board	----	----

## CHAPTER – 17

### NAMES, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS (SECTION 4(1)(b)x(vi))

#### PUBLIC INFORMATION OFFICER (S)

Sl. No	Name of Office/ Administrative Unit	Name and Designation of PIO	Office Tel: Residential Tel Fax:	Email
1	2	3	4	5
1	Municipality, Nereducharla	1. Sri. SK.Yakub Pasha , Manager (Nodal PIO)		municipalityndcl@gmail.com

#### ASSISTANT PUBLIC INFORMATION OFFICER (S)

Sl. No	Name of Office/ Administrative Unit	Name and Designation of APIO	Office Tel: Residential Tel Fax:	Email
1	2	3	4	5
1	Municipality, Nereducharla	2. D.Srinivas, APIO, C1 Section		municipalityndcl@gmail.com

#### APPELLATE AUTHORITY

Sl. No	Name, designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Officers/ Administrative units of the authority)	Office Tel: Residential Tel Fax:	Mobile
1	2	3	4	5
1	Municipality, Nereducharla	Sri. A.Ashok Reddy, Commissioner, Nereducharla Municipality	9492256688	9848745265

## CHAPTER – 18

### OTHER USEFUL INFORMATION

(Section 4(1)(b)xvii)

The Information or details of publications which are of relevance to the Revenue Department or use to the Citizens.

- i. Hand Book of Municipal Manual
- ii. Hand Book of Elections
- iii. Hand Book of Returning Officers
- iv. Building Rules
- v. Zoning Rules

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

Place: Nereducharla

Date: . . .2025

Commissioner  
Nereducharla - Municipality