

1. PARTICULARS OF ORGANISATION OF ZILLA PARISHAD AND ITS FUNCTIONS AND DUTIES:

Zilla Parishad have been functioning in the staff from 01.11.1959. The Zilla Parishad and Mandal Parishads were constituted under the AP Mandal Praja Parishads and Zilla Parishads and Zilla Parishads and Zilla Abhivruidhi Sameesha Mandals At, 1986. The present Act i.e. A.P. Panchayat Raj Act, Act 13 of 1994 which came in to force w.e.f. 30.05.1994 replacing the A.P. Grampanchayat 1964 and AP Mandal Praja Parishads, Zilla Praja Parishads, Zilla Abhivridhi Sameekasha Mandals Act, 1986.

The Zilla Parishad Khammam constitute with 46 Mandals and every mandal is a Zilla Parishad territorial constituency. This Zilla Parishad will function with an elected body represented by members of 46 Zilla Parishad Territorial constituencies headed by the Chairman, Zilla Parishad who will be elected from among the 46 ZPTCS.

In Zilla Parishad, Khammam the following wings are formed to look after the Z.P. administration through Mandal Parishads to village level on various developmental programmes and to look after the Executive / Ministerial / Class-IV employees service matters ect.,.

1. Planning-I 2. Planning-II 3.Planning-III 4. Accounts-I 5.Accounts-II with the following staff Superintendents-5; Senior Assistants -8; Junior Assistants -16; Typists -3; Record Assistants -4; Attenders -16.

In a Mandal Parishad the staffing pattern will be as follows to look after the Mandal administration and to implement the developmental programmes of the Government.

1. MPDO
2. E.O(PR&RD)
3. Mandal Engineering Officer
4. M.E.O.
5. Superintendents
6. Senior Assistants
7. Junior Assistants
8. Typists
9. Attenders -4

ZILLA PARISHAD – FUNCTIONS

The powers and functions of the Zilla Parishad are specified in S.192 of the Act. The Zilla Parishad and its Standing Committees will receive, examine, and accord sanctions wherever they are proposed and recommended within the purview of subjects allotted to them. (These 29 subjects are included in the Eleventh Schedule and also in Schedule I)/

Besides the role of review, monitoring of plan and non plan schemes specified under the schedule I of the Act, the Zilla Parishad will also exercise the following functions:

1.
 - (a) Examine and approve the budgets of Mandal Parishads within district.
 - (b) Distribute the funds allotted to the district by the Central or State Government among the Mandal Parishads and Mandals within districts for which Mandal Parishads are not constituted.
 - (c) Coordinate and consolidate the plans prepared in respect of the Mandals within the district and prepare plans in respect of the entire district.
 - (d) Secure the execution of the plans, projects, schemes or other works either solely relating to the individual Mandals or common to two or more Mandals in the district.
 - (e) Supervise generally the activities of the Mandal Parishads in the district.
 - (f) Exercise and perform such of the powers and functions in relation to any development programme as the Government may by notification confer on or entrust to it.
 - (g) Advise Government on all matters relating the developmental activities and maintenance of services in the district, whether undertaken by local authorities or Government.
 - (h) Advise the Government on allocation of work among Gram Panchayats and Mandal Parishads and coordination of work between the said bodies and among the various Gram Panchayats themselves.
 - (i) Advise the Government on meetings concerning the implementation of any statutory or executive order specially referred to by the Government to the Zilla Parishads.
 - (j) Collect such data as it deems necessary.
 - (k) Publish statistics or other information relating to the activities of the local authorities.
 - (l) Require any local authority to furnish information regarding its activities.
 - (m) Accept trusts relating exclusively to the furtherance of any purpose for which its funds may be applied.
 - (n) Establish, maintain or expand secondary, vocational and industrial schools.
 - (o) Borrow money for carrying out the purposes of this Act, with the previous approval of the Government and subjects to such terms and conditions as may be prescribed.
2. The Zilla Parishad may, with the approval of the Government, levy contributions from the funds of the Mandal Parishads in the district.

3. The resolutions of the Standing Committees have to be brought before the general body which is empowered either to approve, modify, alter or rescind such resolutions.
4. The Zilla Parishad may make Byelaws under the powers vested under sub-section (2) of sec.259 read with sections 266 & 270 after obtaining approval of the Government.
5. The Zilla Parishad will review the performance under SGSY in its general body meetings.

2. THE POWERS AND DUTIES OF ZILLA PARISHAD OFFICERS & EMPLOYEES

CHIEF EXECUTIVE OFFICER – FUNCTIONS

(G.O.Ms.No.488, PR&RD dated: 03.12.96)

- 1) The Chief Executive Officer will be appointed by Government and he is liable to be transferred by Government. He will be governed by the respective service rules applicable to him.
- 2) Under the erstwhile District Boards the President was the Executive Authority. After the formation of Zilla Parishads Government have considered the necessity to post a Senior Level Officer to be its Executive Authority as the volume and nature of work entrusted to the Zilla Parishads was next only to Collectors Office in the district.

Statutory Functions:

The CEO is the Chief Executive authority of the Zilla Parishad and holds executive power for the purposes of carrying out of the provisions of the Act viz.,

- 1) Exercise all the powers and perform all the functions especially conferred or imposed upon him by under this Act, or under any other law for the time being in force.
- 2) Lay down the duties of all officers and servants of or holding office under Zilla Parishad in accordance with the rules made by the Government.
- 3) The Chief Executive Officer shall be entitled to attend all the meetings of the Zilla Parishad or its Standing Committees including any meeting of the Mandal Parishad and take part in its discussions thereat but shall not be entitled to vote or move any resolution.
- 4) Call for any information, return, statement of account or report from any officer or servant of or holding office under the Zilla Parishad or a Mandal Parishad or the Institutions, there under in matters of executive administration and those relating to accounts and records of the Zilla Parishad or the institutions there under.
- 5) Shall have the custody of all papers and documents connected with the proceedings of the Zilla Parishad and of its standing committees.

- 6) Shall be responsible for implementation of the resolutions of the Zilla Parishad and of the Standing Committees thereof.
- 7) Shall supervise and conduct the execution of all activities of the Zilla Parishad.
- 8) Shall take necessary measures for the speedy execution of all works and development schemes of the Zilla Parishad.
- 9) Shall have the power to enter upon and inspect any work, scheme or institution under the management of the Zilla Parishad.
- 10) Shall have the power to enter upon and inspect any work, scheme or institution under the management of a Mandal Parishad of the Zilla Parishad or its Standing Committee so direct.
- 11) Shall be the competent authority to enter into agreements and to sign and execute them in the name and on behalf of the Zilla Parishad from time to time.
- 12) Implement such specific directions issued by the Zilla Parishad as it may think fit regarding the performance by him of any of the functions assigned to him under the Act.
- 13) Shall immediately execute the orders passed by the government in exercise of powers conferred by the Act and rules made there under or any other law for the time being in force and forthwith send a compliance report to the Government and place a copy thereof before Chairman and Vice Chairman.
- 14) Shall exercise such other powers and perform such other functions as may be prescribed.
- 15) The Chief Executive Officer shall with the approval of or on the direction of Chairman convene meetings of the Zilla Parishad so that at least one meeting of Zilla Parishad is held once in a month and if the Chief Executive Officer fails in this duty, with the result that no meeting of the Zilla Parishad is held within a period of 90 days from the date of the last meeting he shall be liable for disciplinary action under the relevant rules.

Provided that where the Chairman fails to give his approval for convening the meeting so as to hold a meeting within the period of 90 days the Chief Executive Officer may himself convene the meeting in manner prescribed.

- 16) The Government shall pay out of the consolidated Fund of the State, the salaries, allowances, leave allowances, pension contributions of the Chief Executive Officer appointed under sub-section (1).
- 17) The Government shall have power to make rules to regulate the classification and methods of recruitment, conditions of service, pay and allowances and disciplinary control of the Chief Executive officer appointed under sub-section (1).

The Chief Executive Officer shall have administrative powers and discharge the functions as mentioned hereunder.

(Rules issued under G.O.Ms.No.488, PR&RD, dt. 03.12.96)

Administrative:-

1. Call any information, return, statement of account or report from any officer or servant holding office under the Zilla Parishad or Mandal Parishad including Parishad Education Officer, Accounts Officer and Executive Engineer.
2. Intimate the vacancies whether casual or arising by efflux of time in the office of the various members of Zilla Parishad and any Standing Committee thereof.
3. Supervise and control the execution of all activities of the Zilla Parishad.
4. Have administrative control over all officers working under the Zilla Parishad.
5. Sanction increments and all kinds of leave except special disability leave to the Mandal Development officers.
6. Make additional charge arrangements of the Mandal Parishad Development Officers during training, leave etc., and to sanction additional charge allowance as per rules.
7. Initiate confidential reports every year on the work of the District Officers under the control of the Zilla Parishad including the Deputy Chief Executive Officer, Executive Engineer, Accounts Officer, Mandal Parishad Development Officers and Parishad Education Officer and shall countersign the confidential reports of employees belonging to education, accounts, general and engineering wings which will be initiated by the wing officers concerned and be the custodian of the personal files (of the staff for which he is the appointing authority).
8. Review the work and tour diaries of Deputy Chief Executive Officer, Parishad Education Officer, Executive Engineer (PR), Mandal Development Officers and Accounts Officer, and Officers under the control of Zilla Parishad. The Superintending Engineer will receive copies of the CEOs review of Execution Engineers' diary.
9. Shall be competent to Countersign Traveling Allowance Bills of the Deputy Chief Executive Officer, Parishad Education Officer, Executive Engineer, PR Accounts Officer and other Officers under the administrative control of the Zilla Parishad.
10. Sign and draw his own Traveling Allowance bills.
11. (a) To inspect Mandal Parishad in the district excluding the Mandal Parishads to be inspected by the District Collector and Revenue Divisional Officer, Sub-Collector including the half yearly inspection of loans branch and allocate inspection work to other District Officers.

(b) To take up random inspection of Mandal Parishads and Gram Panchayats.

Financial Powers:

12. Financial: To sanction allowances of pay and transfer traveling allowances and loans to the employees mentioned below:

- (a) (i) Superintendents, Senior Assistants, Accountants of Zilla Parishad
 - (ii) All Medical Officers of the regular dispensaries and CDM stores, Zilla Parishad
 - (iii) Head Masters and teachers of Zilla Parishad secondary schools.
- (b) Supply of medicines and other accessories subject to the budget provision and to sanction the cost on production of bills.
- (c) Any other advances provided for under rules.
13. Order investigation into the delay in the payments of salaries and allowances of employees of Zilla Parishad and sanction of payment after investigation, if the claim does not exceed two years.
 14. Sanction excess consumption of petrol for the vehicles of the Zilla Parishad if the excess is not more than 25% of the scheduled quota.
 15. Sanction amounts for payment of compensation for land acquisition cases as determined by the Land Acquisition Officer.
 16. Sanction time barred traveling allowance bills of non officials except Chairman Zilla Parishad.
 17. Seal, endorse, transfer, negotiate or otherwise deal with Government securities, standing in the name of the erstwhile District Board with the approval of the Zilla Parishad.
 18. Sanction investment of the funds of the Zilla Parishad in Government securities, cooperative and commercial banks and National Savings Schemes with the approval of the Zilla Parishad.
 19. Sanction office rent for the Zilla Parishad and other Panchayat Raj offices on the strength of the valuation certificates exceeding Rs.1,000/- per month but not exceeding Rs.2000/- per month (G.O.Ms.No.395 PR&RD, dt.22.9.98)
 20. Sanction expenditure towards expenditure on repairs to light motor vehicles upto a limit of Rs.10,000/- (Rupees ten thousand only).
 21. Sanction contingent expenditure upto Rs.1,000/- each case.
 22. Permit the Headmasters of Secondary Schools to utilize upto Rs.750/- from the Audio Visual Education Fund for electrification of school buildings.
 23. Sanction, payment of taxes, fees, land revenue and charges payable to State Funds (to the Revenue Department) by the lessees of endowment lands.
 24. Sanction payment of postal and printing charges.
 25. In case of emergency sanction amount upto Rs.1,000/- with the approval of Chairman Zilla Parishad (G.O.Ms.No.14, PR&RD dt.9.1.89).

26. Sanction for purchase of stationery not exceeding Rs.1,000/-.
27. Sanction for purchase of the steel and wooden furniture not exceeding Rs.2,000/- and Rs.1,000/- towards repairs to furniture per annum.
28. Sanction for purchase of bulbs and lamps not exceeding Rs.500/- per annual.
29. Sanction for purchase of books, maps and periodicals not exceeding Rs.400/- per annum.
30. Sanction for repairs to typewriters not exceeding Rs.600/- per annum.
31. Sanction of loan for subscribers of PF.
32. Sanction of pensionary benefit to non teaching staff working in the MPs/ZP

NOTE:

Every item of expenditure sanctioned by the CEO shall be placed with the remarks of the Accounts Officer, Zilla Parishad before the Standing Committee for information.

Education :

1. He shall be the member convener of the District Education Committee. He has to constitute the District Education Committee within 30 days from the date of election of Mandal Education Committee by giving 10 clear days notice.
2. He shall be Election Officer for election of co-opted member of District Education Committee which will take place in the first meeting of D.E.C.
3. If the District Education Committee passed any resolution against the government rules and regulations the CEO send the same to the Collector for clarification. The clarification issued by the Collector after consultation with the government is final and the District Education Committee will implement accordingly.

Touring :

In Govt.Ms.No.673 PR dt.25.10.81, Govt. have prescribed the following minimum tour days for CEO and Dy.CEO for inspections and enquiries.

- i) The Chief Executive Officer shall tour for a minimum of 12 days and 2 night halts preferably in Mandal Head Quarters.
- ii) The tour notes may be sent to the MPDO and institution with a copy to Wing Officers for submission of rectification reports.
- iii) Tour notes should be submitted to Collector, Chairman and other Heads of Departments.
- iv) During tours, the CEO should inspect works and institutions and discuss the financial and physical progress of works with MPDOs.

- v) If possible joint tours can be organized so that on the spot decisions can be taken by the concerned officers.
- vi) The advance tour programme shall be circulated to Chairman and Collector for information.
- vii) Copies of tour programmes should be marked to all Presidents of Mandal Parishads and ZPTC members and MPDOs to enable them to meet the CEO in case of any work.
- viii) The tour programme of the Deputy CEO will be approved by CEO who countersigns his T.A. bill.

DEPUTY CHIEF EXECUTIVE OFFICER – FUNCTIONS

(Rules G.O.Ms.No.490 PR, dt.03.12.96)

Administrative :

1. The Deputy Chief Executive Officer shall
 - a) Supervise the day to day functions of the Zilla Parishad.
 - b) Sanction leave except special disability leave increments and pay fixation to all categories of employees of the Zilla Parishad upto the level of Junior Assistants other than the teaching staff.
 - c) Initiate confidential reports to employees in the office of the Zilla Parishad other than those belonging to Education, Accounts and Engineering wings.
 - d) Carry on all interim correspondence with all District Officers and Government.
 - e) Open Service Registers and to attest the entries in the SRs of all Non-Gazetted Staff working under the control of Zilla Parishad.
 - f) Purchase of livery for peons and drivers.

Financial :

1. Sanction payment of the following advances to all categories of employees :
 - i) Tour advance.
 - ii) Educational advances.
 - iii) Festival advances.
 - iv) Advance of pay and TA on transfer upto the level of Junior Assistants.
2. Sanction petty contingent charges upto Rs.250/- in each case from general funds and Parishad Education Fund.
3. Make payment of pay bills, TA bills, advance bills etc., of all the staff working under the Zilla Parishad and Contingent bills.

4. Sanction payment of premia on Life Insurance Policies from the Provident Fund.
5. Sanction for the purchase of the payment of cost of the postage stamps.
6. Grant permission to issue fresh cheques in lieu of time barred cheques.
7. Sanction contingent expenditure upto Rs.500/- towards repairs to Zilla Parishad vehicles.
8. Pay monthly petrol and oil charges and servicing charges to Zilla Parishad vehicles within the limits fixed for expenditure on petrol and oil.
9. Sanction expenditure for consumption of electricity, telephone, maintenance of typewriters and other contingencies such as hot and cold weather charges.
10. Sanction admission of employees to General Provident Fund who are eligible for admission.

NOTE : Every item of expenditure sanctioned by the Dy. CEO shall be placed with the remarks of the Accounts Officer, Zilla Parishad before the Standing Committee-I for information.

ACCOUNTS OFFICER – FUNCTIONS

(G.O.Ms.No.379 PR & RD dt.30.7.85)

- (1) The Accounts Officer, Zilla Parishad shall be in over all charge of the Accounts and finance of the Zilla Parishad. His main function is to act as a financial advisor and as an internal auditor.
- (2) As an Accounts Officer he will compile the accounts of the Zilla Parishad, incorporating in the accounts of the Zilla Parishad the figures in respect of engineering divisions and other branches in accordance with the prescribed rules and instructions.
- (3) As an internal auditor he is responsible for pre-checking all the bills before payment. He shall be responsible for proper maintenance of important registers like Grants Appropriation Register.
- (4) As a financial advisor he shall offer his advise on any matter involving financial implications, accounts and budget to the Chief Executive Officer and other administrative officers of the Zilla Parishad.
- (5) All matters relating to financial sanction to be submitted to the Chairman of the Zilla Parishad or Standing Committee, General Body including agenda and works programme shall pass through the Accounts Officer and his remarks thereon shall find place in the note to be placed before the Chairman of Standing Committee or Zilla Parishad.
- (6) He shall exercise administrative control over the accounts staff of the Zilla Parishad including engineering wing and he will initiate annual confidential reports of Superintendents, Zilla Parishad, countersign the confidential reports of the senior

accountants, Mandal Parishads and send them to authorities concerned for safe custody. He will initiate the confidential reports of the Divisional Accounts Officer (W) PR and send them to the Executive Engineers PR for further action.

- (7) He shall be under the administrative control of the Financial Commissioner PR, the casual leave shall however be sanctioned by the CEO.
- (8) He shall be responsible for watching the report of adjustment and utilization of grants sanctioned to the Zilla Parishads. He shall consolidate the proposal revised from the other wings of Zilla Parishads and prepare the budget estimates and received estimates under the general direction of the Chief Executive Officer. The officers of the Zilla Parishad should furnish all the information required by the Accounts Officer, Zilla Parishad in this regard. He will also scrutinize the proposals for re-appropriation of funds in the Zilla Parishad budget.
- (9) He shall scrutinize the budget estimates of the Mandal Parishads before passing them a note with his comments to the Chief Executive Officer, for being placed before the Standing Committee concerned for approval.
- (10) He shall be responsible to see that all transactions relating to cash and adjustments in the Zilla Parishad are recorded in the books of accounts properly and promptly and shall compile the periodicals i.e. Monthly, Annual Accounts and financial returns correctly and submit them to the authorities concerned on the due dates.
- (11) He shall be responsible for the disbursement of pay and allowance of arrears of the establishment of the Zilla Parishad Office. The maintenance of Permanent Advance shall however, be maintained by the officers concerned to whom Permanent Advance is sanctioned.
- (12) He shall inspect the accounts of Engineering Wing and other wings of the Zilla Parishad quarterly, and those of Mandal Parishads half yearly. He shall check a percentage of initial accounts in the Engineering Wings and Mandal Parishads and bring the defects to the notice of the Executive Engineer PR or Mandal Parishad Development Officer.
- (13) As an internal auditor, all bills relating to the Zilla Parishad shall be pre checked by the Accounts Officer before payment. No payment shall be made without pre-check by the Accounts Officer, Zilla Parishad. He may disallow any item which he considers irregular and issue check slips questioning the authority for such disallowance. The CEO should normally accept the advise of the Accounts Officer, where the Chief Executive Officer differs from the advise in the interests of administration, he may over rule and where he is not satisfied with the decision of the Chief Executive Officer, is not in accordance with rules, the Accounts Officers of Zilla Parishad shall note them in the register of Accounts Officers objections and send extracts of the same to the Financial Commissioner PR.
- (14) He shall pre-check the final work bills of Mandal Parishads and Zilla Parishads, before payment. He shall also ensure proper maintenance of Register of works.

- (15) He shall deal with the audit reports and inspection reports of the defects pointed out therein and take steps to prevent the recurrence of such irregularities.
- (16) He shall be responsible for disposal of AOs of ZP as well as watch the disposal of audit objections in the other wings and the Mandal Parishads.
- (17) He shall be responsible for coordinating the work of regulating the submission of utilization certificates of the Mandal Parishads and Zilla Parishads.
- (18) He shall investigate any loss, misappropriation or defalcation of funds which has come to his notice pointed out by auditors and scrutinize the pointed accounts of Mandal Parishads and Zilla Parishads or any other institution under the control of PR bodies and furnish his report to the Chief Executive Officer with a copy of report to the Financial Commissioner of Government.
- (19) When the monthly meetings of Executive Engineers and MPDOs are held, the Accounts Officer shall review the position in the settlement of audit objections, adjustments of advances and submission of utilization certificates and submission of monthly and annual accounts and other matters by holding meetings of the Divisional Accounts Officers and Senior Assistants.
- (20) The Accounts Officer will draw his own pay and allowances.
- (21) The Accounts Officer shall be the Vigilance Officer of Panchayat Raj department for the District.

PARISHAD EDUCATION OFFICER – FUNCTIONS

(Functions prescribed in G.O.Ms.No.1194 Education T2, dt. 26.12.77)

1. Parishad Education Officer is an officer borne on the cadre of Education Department and works under the control of the Zilla Parishad to assist the Zilla Parishad in the work of management of secondary schools.
2. He is responsible for drawal of salaries to the teaching and non-teaching staff working in the Zilla Parishad Schools. The amount will be made available by 1st of every month by the DTO on authorization by Local Fund Audit Officers.

(Memo No.23239/Act I PR & RD dt.13.06.94)

(U.O. Note No.16526/375/Exp. PR & RD dt. 8.6.94)

- a) In respect of posts not covered by sanction of Government either the school committees should meet the salaries or the Zilla Parishad with the approval of Government may meet the expenditure from General funds of the Zilla Parishad.
- b) Acquittances should be submitted by the Headmasters properly on the dates fixed by the Zilla Parishads. Similarly bills should be submitted to the Zilla Parishad by 16th of each month whenever a person absent without permission of the H.M. should deduct pay for such unauthorized absence and

after receiving appropriate orders of the Zilla Parishad shall take further action regarding disbursement.

- c) The increments to staff working under each institution will be sanctioned by the Head master and that of the Head master by the Chief Executive Officer or if so delegated by him, by the Parishad Education Officer.
- d) The Government in Education Department makes provision for releases funds by Audit Officer LF A/c or DEO.
- e) The Parishad Education Officer also sanctions maternity leave to all women employees, sanction of all kinds of leave except special disability leave to all teachers except headmasters, the leave to Headmasters will be sanctioned by the CEO.
- f) The newly recruited teachers are allotted by the district Selection Committee to the unit of Zilla Parishad Postings to teachers will be approved by the Chairman and issued by the CEO.

Academic:

1. The PEO shall visit schools for surprise visits and inspections, including upper primary schools, primary schools under the control of the Mandal Parishad.
2. He should evolve a questionnaire of inspection of schools and examine the following.
 - i) Infrastructural facilities including provision of play ground, Lab facilities, library etc.
 - ii) Strength class-wise and explore reasons in uneconomic sections, proposals for shifting excess posts to the needy schools during the beginning of academic year.
 - iii) Availability of all subject teachers such as Physical sciences, Natural sciences, language pandits etc.
 - iv) The persons who have not put up residence and operating from nearby towns.
 - v) The percentage of passes in X & VII classes and initiating disciplinary action against subject teachers as well as Head masters (subjects where more than 50% of students failed).
 - vi) Steps for arranging extra classes for backward pupils.
 - vii) Arranging Common Examinations tests, slip tests and circulation of notes and Synopsis etc. to students on difficult topics and subjects.
 - viii) The work turned out by Craft instructor in production of usefully productive schemes, the initiative on the part of PET or drawing teacher etc., in their jobs to be evaluated during his visits to schools.

- ix) Inspection of accounts of collection and utilization of special fee funds, reimbursement claimed from Government for SC/ST/BC students towards payment of special fee.
 - x) Organising district events like cultural programmes of song and drama from ZP institutions.
 - xi) Periodical review with HMs on academic matters like guidance on preparation of lesson plans and making suggestions for further improvement.
 - xii) Distribution of free text books, note books to SC/ST/BC students in time.
 - xiii) Review of implementation of school cultural programmes in ZP schools.
 - xiv) Watch by getting periodicals on the issue of quarterly/half yearly progress reports to parents of ZP schools on the academic performance of their children.
3. The PEO should check up whether the benefits available at school are fully made use of by ZP institutions.
 4. To obtain rectification reports from the Head Master within 30 days of inspection and following it up.
 5. To ensure that all schools are taken up for regular inspections TIRS by departmental officers and follow up on the reports issued by the HMs concerned.

Administrative:

- (1) He shall conduct enquiries on teachers, Headmasters and non teaching staff both preliminary or in pursuance of Rule 20 of CCA rules and submit reports to CEO for final action.
- (2) Whenever any defalcation or misappropriation of funds is noticed a report should be submitted to CEO, DEO and Chairman and steps should be taken in pursuance of CCA rules and also to file a criminal complaint if criminal intention is established.
- (3) Maintain Service Registers of staff and attest service verification certificates.
- (4) He should attend the Standing Committee meetings on Education and Finance and appraise the Zilla Parishad and the SCs on the general functioning of schools.
- (5) He should convene meetings of the MEOs and guide them in improvement in enrolment of children into Primary Schools.
- (6) The PEO shall attend review meetings convened by the Chairman, the CEO, Collector etc., regularly.
- (7) Attend meetings convened by DEO and should discharge any academic duties.
- (8) Entrusted to him like assistance in Public Examinations, spot valuation etc.

- (9) Conduct during the beginning of academic year a conference of all Headmasters which will be a forum for discussions of general school needs, functioning of parents committees, the percentage of results in schools in the district and other problems expressed by them during the meetings. Some academic experts also will be invited to address the conference.
- (10) Should get the number statements prepared and submitted along with the budget of the ZP.
- (11) The PEO shall conduct enquiries into all complaints, allegations etc., received from the public or individuals and press reports and submit detailed reports to the CEO and Chairman.
- (12)
 - a) He shall maintain statistics and latest particulars of staff, strength of schools, requirements of staff, infrastructure available and other movable and immovable assets.
 - b) All gifts to schools by parents, school committees and old students should be with the formal permission of the ZP.
 - c) The time tables of all teachers should be approved by the HM who should see that all teachers take up the required number of teaching hours per week.
 - d) The teachers should be insisted to cover the syllabus for all classes particularly X & VII classes by the end of February every year.
 - e) In case of any difficulty, arrangements should be made to depute staff from the neighboring schools.
 - f) Special coaching classes should be arranged and revision also should be taken up before examinations.
 - g) Preliminary tests should be conducted by the District Common Examination Board.
 - h) controlling expenditure on secondary education and watching the utilization of contingent and other grants sanctioned by the DEO.
 - i) Submitting monthly reconciliation statements of Audit Officer (LF Audit) to facilitate authorization of grants on time.
- (13) Ensuring the implementation of the policies of Education Department like posting of woman teachers to girls schools, construction of compound walls to girls schools etc.
- (14) Ensure provision of equipment like laboratory chemicals, books to the library, games and sports equipment, teaching aids, text books for classroom teaching, chalks and dusters, maps, charts etc.
- (15) Action for constitution of School Committees particularly in newly opened schools.

- (16) To scrupulously follow the guidelines issued by Govt. in G.O.Ms.No.205, Education, dated. 6.7.98, in the matter of transfer of teachers within the district including inter-mandal transfers by following norms and limiting the transfers to the period when ban is lifted.
- (17) The PEO shall also discharge such other functions as may be delegated to him by the CEO. The powers delegated by the CEO can also be withdrawn if the CEO considers such delegation would no longer be necessary.
- (18) Shall be responsible for disposal of audit objection on Secondary Education Fund of ZP.

ZILLA PARISHAD STAFF DETAILS

Post	Working	Vacant
1. Superintendents	5	-
2. Senior Assistants	8	-
3. Junior Assistants	16	-
4. Typists	3	-
5. Record Assistants	4	-
6. Attenders	15	1
7. Scavenger	1	-
8. Watchman Z.P.&Guest House	2	-

Details of the Staff

- I. Superintendent - Planning – I : T.Mallaiah**
1. A1 – Estt. of MPDOs, EOs(RD) Panchayat Secretaries : G. Hari Prasad, Sr.Asst. (Deputation from EE PR KMM)
2. A2 – Estt. of Superintendents, Sr.Assts., Jr.Assts. Typists, : P.Ramasekhar, Sr.Asst.
3. A4 – Estt. of Record Assts., Lab Assts, Attenders, Night Watchman, : 1. M.V.Ramana, Sr.Asst. (Deputation from O/o PR SD)

Sweepers, Compassionate Appt.
Court Cases

QC, Khammam)
2. R.Sulochana, Jr.Asst.

4. Typist Section

1. Sk. Jani Pasha
2. G.Ravindra
3. Sk. Meera

5. Inward : T.V. Laxmi, Record Asst.

5/1 NFFWP In&Outward : Sk. Janimiya, R.A (From ZPSS Penuballi)

6. Outward : T. Narendra, R.A(From ZPSS Garikapadu)

7. Record Room : Sk.Mujahid,

8. EPABX Operator : P. Jaya Laxmi,

9. CC to Chairman : 1. K. Pushpalatha, UD.Steno
2. M.B.G. Tilak, Jr.Asst.

10. CC to Chief Executive Officer : B.V.Chalapathi Rao, Sr.Asst.

11. Computer Operators : D. Jagadish
G. Ramesh, LA(on deputation)

II. Superintendent - Planning – II : P. Narsimha Chary
(Developmental Activities)

1. M1 - General Body Meetings : Y.Upender Reddy, Sr.Asst.

2. P2- SGRY-II Works & SFC : K.V.K. Raghava Rao, Jr.Asst.
PARISHKRUTHI
INDIRAMMA

3. W1 – SGRY-I Works : a) Sd. Nasar Ahemad, Sr.Asst.

4. A3 – Stationery, Motor vehicles & : M.Rajeswar Rao, Jr.Asst.
Phones

III. Superintendent – Planning-III : S.Venkateswarlu
(Education Establishment &)
Miscellaneous)

1. C1 – Head Masters Estt. & : } N.Vamsi Krishna, Jr.Asst.
C2 – School Assts. Estt.
C3 & - Technical teaching Estt. &
C6(I/c) U.P.Schools upgradations&
School Compound Walls & Audit
Objections of Edn.fund

2. P1 – Elections, Meeting Hall, : } M. Ratnakar, Sr.Asst.

BRK Auditorium,
Other correspondence &
Seigniorage grant / General fund grant
ZP.Quarters, Kothagudem Teachers
Quarters, Shopping complex KTGM ,
Electricity bills

3. P3 – Mandal inspections, : P. Sreenivasa Rao, Sr.Asst.
Misc. correspondence,
E.M.F. & Monthly Supdt.
Meetings.

IV. Superintendent – Accounts – I
(Accounts : General & Education)

: T. Jagannadham

1. B1 – General Accounts of Z.P. : G.Srinivasa Rao, Sr.Asst.
2. B2 – Preparation of bills pertaining : K. Chiranjeevi, Jr.Asst.
to Officers & Z.P.Staff (Deputation from O/o PR SD Kallur)
3. B3 – Mandal Grants, Budget, : G.V.Ranga Rao, Jr.Asst.
Number statements & U.Cs
HBA correspondence
4. B5 – Teaching Salaries Cheques : N. Vijayalaxmi,
D8 – Pension, GIS&FBF (deputation)
5. B4 – Teaching bills :
6. B6 – Teaching Bills :
7. B7 – Teaching Bills : M.Rammurthy, Clerk, GPTC
8. B8 – Teaching Bills :
9. B9 – Teaching Bills : Ch.Lalithakumari,Jr.Asst.
- AUDIT CELL : K. Ravindra, Jr.Asst.

V. Superintendent – Accounts – II
(GPF & NFFWP)

: T.V.S.Satyanarayana

1. D1 – GPF Sanctions & issue of : Pitcheswara Rao, Jr.Asst.
GPF Slips
2. D2 – GPF Sanctions & issue of : Ch. Mangamma, Jr.Asst.,
GPF Slips
3. D3 – GPF Sanctions & issue of : PARL.Sreedevi, Jr.Asst.
GPF Slips
4. D4 – GPF Sanctions & issue of : P.Geetha, Jr.Asst.
GPF Slips
5. D5 – GPF Sanctions & issue of : Saheda, Jr.Asst.
GPF Slips

6. D6 – GPF Sanctions & issue of GPF Slips : T.Ravi, Jr.Asst.
7. D7 – GPF Sanctions & issue of GPF slips : B.Ramesh, Jr.Asst.
8. D8 – GIS & Pensions : N. Sobha Rani, Jr.Asst.
9. NFFWP Sanctions & Accounts : a) K.Sambasiva Reddy, Sr.Asst. (deputation)
b) Jeevan Reddy, Jr.Asst.
c) N.Shankar, Jr.Asst. (deputation)

DEPUTATION STAFF

1. B. Ram Narayana Singh, R.A : Asst. to Chairman's Camp office (from ZPSS Janampeta)

Inward Section : 1) Smt T. Venkata Laxmi, Record Assistant.
Qtr. No. : 6-3-36,
Z.P. Quarters,
Khammam.
Cell No. :
Ph : 08742-231076 (R)

This section receives the Tappals & Bills in the Office and distributes the same to the concerned section assistants under proper acknowledgement.

Outward Section : T. Narendra, Record Assistant.
H.No. : 11-10-754/2,
Raparathi Nagar, Khammam.
Cell No. : 9849988539.

Working on deputation from the Z.P. High School Garikapadu.

This section work is, dispatch of the letters, sanction orders and other official correspondence papers to the concerned as per the address mentioned under maintenance of proper stamp account.

Record Room : Sri Sk. Mujahid, Mestry, GPTC
Khammam.

This section work is preservation of the records which are sent by the section assistants and also to give preserved the files which are sent to the record room as and when the section assistants requires.

III. The procedure followed in the decision making process, including channels of supervision and accountability.

The procedure followed for taking decisions is that the Section Assts. Will process the files for which the representations/applications received in the office under a reference to that particular file and the same will be sent to the Head of the instituted, i.e. Chief Executive Officer, Z.P. Khammam level and to MPDO at Mandal level through the existing hierarchy, in the office of Z.P. and Mandal Parishads.

In respect of works, to incur the expenditure from Z.P. General funds and other policy matters, the Chairpersons Z.P. will take decision with the approval of concerned committees.

In respect of supervision, the C.E.O., Z.P. Khammam is the administrative controlling authority in respect of Panchayat Raj institutions in the District. The C.E.O. will inspect the Mandal Offices, G.P. Offices and the works and other developmental activities which are being implemented through MPDOs. The Dy.C.E.O. & A.O. will also inspect the same.

In respect of Accountability, the Zilla Parishad Office itself is accountable for the decisions taken at this office level. And the administrative authorities will peruse **the** appeals/complaints if any received in such matters.

IV. The norms set by it for the discharge of its functions.

In Zilla Parishad and Mandal Parishad Offices will discharge its functions as per the resolutions made by its elected bodies and as per the Panchayat Raj Act and as per the guidelines and instructions of the Govt. issued from time to time.

In respect of staff working under the officer of administration control of Z.P., will discharge their functions as per the norms mentioned in District Office Manual.

V. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The following rules and regulations, instructions and records will be followed by the Z.P./M.P. employees.

- 1) A.P. State and subordinate service rules -1996.
- 2) A.P. CCA rules – 1991
- 3) A.P. Ministerial Service Rules
- 4) A.P. Last Grade Service Rules
- 5) F.R.
- 6) A.P. Leave Rules -1933
- 7) Govt. instructions and G.Os issued from time to time on service matter and other matters related to Zilla Parishad.

VI. A statement of the categories of documents that are held by it or under its control.

1. Action Plan of SGRY 2005-06 in respect of 50% G.Ps & 30% Mandals and 20% Z.P. including releases.
2. R.R.M. and M.N.P. sanctions.
3. NFFWP 2005-06 Sanctions.
4. Works sanctioned under Z.P. Seigniorge grant.
5. Works sanctioned under 15% SC & 6% ST & 15% W & C.W. & Earmarked funds.
- 5.(i) S.F.C. ZP. Share sanctions and releases.
- (ii) S.F.C. MP. Share released to Mandals.
6. T.F.C. Mandal & G.P. releases
7. T.F.C. Z.P.Share releases and sanctions
8. Monitoring of Indiramma Programe & Cell
9. Business of Z.P.General Body meeting & Standing Committee meetings and implementations of resolutions passed by the body.
10. Budget receipts and expenditure of all grants including salary grant of employees.
11. Seniority lists of all cadre employees working under the control of Z.P.
12. NREGP and its implementation.
13. General President Fund details of all employees working under control of Z.P.

VII. 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:

The public representation of 46 Mandals will participate in every G.P. General Body and Standing Committee meetings on behalf of public and propose the all felt needs of the public for consideration and sanction the proposals. The public representatives are namely ZPTC Members.

VIII. A statement of the 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:

Because of the large volume of business before the Zilla Parishad and the nature of business which needs close scrutiny, the Act provides for constitution of Standing Committees allocating to them the subjects to be dealt with. It is a representative subcommittee of the Zilla Parishad.

The Standing Committees are expert bodies, which will devote sufficient time on the subjects brought before them and closely scrutinize the facts to take appropriate decisions.

The following are the Standing Committees of Zilla Parishad:

- (i) Standing Committee for planning and finance: District plan, budget, taxation, finance and coordination of the work relating to other committees.
- (ii) Standing Committee for Rural Development: Poverty Alleviation Programme, Area Development Programmes, employment, housing, cooperation, thrift and small savings, Industries including cottage, village and small scale industries, trusts and statistics.
- (iii) Standing Committee for Agriculture: Agriculture, animal husbandry, soil reclamation including contour bunding, social forestry, fisheries and sericulture.
- (iv) Standing Committee for Education and Medical services : Education including Social Education, medical services, public health and sanitation including drainage, relief for distress in grave emergencies.
- (v) Standing Committee for Women Welfare: Development of women and welfare of children.
- (vi) Standing Committee for Social Welfare: Social Welfare of Scheduled Castes, Scheduled Tribes and backward classes and cultural affairs.
- (vii) Standing Committee for works: Communications, rural water supply, power and irrigation.

IX. A directory of its officers and employees:

ZILLA PARISHAD CHAIRMAN, OFFICERS & STAFF PHONE NUMBERS

		Residence	Cell	Office	Fax
CHANDA LINGAIAH DORA	Chairman	246659	9848133811		
I. SAMUEL ANAND KUMAR	C.E.O	225691	9849903190	224330 / 224336	242927

K BHASKAR RAO	DY.CEO	224572 23548957-Hyd.	9849903191		
K RAJESWARI (FAC)	AO				
A. JHANSI RATNA DEVI	PEO				

Name of the employee **Designation**

T. MALLAIAH	Supdt		9848693666		
P.NARASIMHA CHARY	Supdt	230464	9441076138		
S VENKATESWARLU	Supdt	223850	9848229165		
T. JAGANNADHAM	Supdt	234418	9849403795		
TVS SATYANARAYANA	Supdt	233983			
BV. CHALAPATHI RAO	CC to CEO		9885465206		
MBG TILAK	CC to CZP		9441029678		
G. HARI PRASAD	Sr.Asst	229838	9866781178		
P RAMANA SEKHAR	Sr.Asst	222454	9440354356		
M.V.RAMANA	Sr.Asst		9848524694		
Y. UPENDER REDDY	Sr.Asst		9391063889		
V VIJAYALAXMI	Sr.Asst		9885625767		
P. SRINIVASA RAO	Sr.Asst	08761-288948	9849638744		
Sd. NASAR AHMED	Sr.Asst		9849276890		
M RATNAKAR	Sr.Asst	200679			
G SRINIVAS (B1)	Sr.Asst		9885269826		
K.SAMBASIVA REDDY	Sr.Asst		9866007197		
KVK RAGHA VA RAO	Jr.Asst	237361			
K. CHIRANGEEVI	Jr.Asst	235606			
GV RANGA RAO	Jr.Asst	552070			
K. RAVINDER	Jr.Asst	238880	9848158881		
T. RAVI	Jr.Asst	245424			
CH MANGAMMA	Jr.Asst	255437			
B. RAMESH	Jr.Asst		9440528200		
M RAJESWAR RAO - (A3)	Jr.Asst		9866441741		
V JEEVAN REDDY	Jr.Asst	227804			
R SULOCHANA	Jr.Asst		9848163627		
N VAMSHIKRISHNA	Jr.Asst		9399323258		
SOBHA RANI	Jr.Asst		9848607842		
T.V LAXMI	RA	231076			
SK.MEERA	Typist		9948050733		
G. RAVINDRA	Typist		9885389961		
T SREENU	RA		9866242292		
MD IQBAL	RA	231093			
M Ganga Bhavani	RA		9440791291		
T. NARENDER	R.A		9849988539		

Sk. JANIMIYA	R.A		9440640099	
G. Ramesh	L.A		9848749875	
G.Sarma (GPF)	L.A	243718 PP		
D. Jagadish	C.O	238070 PP		
SK KHASIM	Attender	236382		
S. VASU	Attender	235219		
SK.YAKUB JANI	Attender		9441260432	
ANAND BABU	Attender		9399320197	
ANWAR PASHA	Attender		9848418998	
V.J.MOHAN RAO	Driver		9440025949	
MD. USMAN - CZP driver	Driver			
M. RAMESH	Driver		9885876591	
PASHA - CEO driver	Driver		9440171651	

X. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Sl. No.	Employee Code	Name of the Employee	Bank Account Number	Net to Bank
1	2	3	4	5
1		T. Mallaiah 7700-17455	52065513557	8047
2		S. Venkateswarlu 7700-17455	52065506991	11306
3		P. Narasimha Chary 7700-17455	52065494918	9419
4		T. Jaganadham 7700-17455	52065500310	11683
5		B. V. Chalapathi Rao 6195-13945	52065507054	7005
6		Sd. Nasar Ahmad 6195-13945	52065500149	9097
7		G. Srinivasa Rao 6195-13945	52065520892	7982
8		P. Srinivasa Rao 6195-13945	52065517824	5909
9		Ch. Mangamma 4825-10845	52065513251	4300
10		R. Sulochana 5200-11715	52065507021	5007
11		B. Ramesh 5200-11715	52065508706	6152
12		V. Jeevan Reddy 4825-10845	52065523633	6242
13		N. Vamsi Krishna	52065523010	5242

14		N. Shobha Rani	52065523009	5392
15		Ch. Lalitha Kumari 4825-10845	52065513320	2878
16		M. Rajeswar Rao 4825-10845	52065523418	6341
17		Abdul Shayada 4825-10845	52065515419	5126
18		K.V.K. Raghava Rao 5200-11795	52065511902	6773
19		T. Ravi 5200-11975	52065507123	4903
20		P. Geetha 4825-10845	52065523247	5666
21		M. Ratnakar 6195-13945	52065510034	9508
22		Md. Jani Pasha 5200-11795	52065508864	5453
23		G. Ravindra 3290-6550	52065513477	5832
24		V. Jagan Mohan Rao 4825-10845	52065501824	11099
25		Md. Usman Ali Pasha 4370-9975	52065490049	6251
26		M. Ganga Bhavani 4595-10285	52065512510	4183
27		T. Srinivas 4370-9775	52065508514	2233
28		Md. Iqbal 4370-9775	52065507134	1614
29		Sk. Khasim 4370-9775	52065512779	6656
30		Md. Pasha 3950-8815	52065512677	4879
31		Vacant		0
32		P. Subramanayam 2650-4850	52065507145	4211
33		G. Shankar 3850-8600	52065507087	4276
34		T. Kashaiah 3950-8815	52065512848	5255
35		A. Kodandapani	52065507101	4284
36		N. Ananda Babu 3950-8815	52065592116	2754
37		S. Srinivasa Rao 395-8815	52065599803	4611
38		Sk. Yakub Jani 3850-8600	52065507098	4578
39		V. Vasu 3850-8600	52065523225	4811

40		M. Pullaiah 3950-8815	52065507167	5519
41		P. Narasimha Rao 3950-8815	52065521126	4319
				236794

Sl. No.	Employee Code	Name of the Employee with Scale	Bank Account Number	Net to Bank
1	2	3	4	5
1		S. Yadagiri Swamy 7770-17455	52065508569	13396
2		P Ramana Sekhar 6195-13945	52065525722	5195
3		Vacant	52065507156	0
4		Y. Upendra Reddy 6195-13945	52065504440	6116
5		K. Ravindra 3290-6550	52065519220	5195
6		G. V. Ranga Rao 5200-11715	52065478703	8308
7		P.A. R.L. Sridevi 4825-10845	52065517347	4044
8		M.B.G. Tilak 5200-11715	52065486781	6363
9		K. Pushpa Latha 6195-13945	52065507043	4204
10		Vacant		0
11		Sk. Meera 4825-10845	05265513239	5876
12		M. Ramesh 4595-10285	52065489501	4285
13		T. Venkata Laxmi 4595-10285	52065500569	4280
14		T. Satyanarayana 3850-8600	52065521104	0
15		A. Eeswari 3850-8600	52065512598	4559
16		Md. Anwar Pasha 3850-8600	52065490152	4259
		TOTAL ::		76080

XI. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Sl. No.	Name of the Mandal	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Total
1	2	3	4	5	6	7
1	Bonakal	184000	186000	200000	230000	800000
2	Chintakani	184000	186000	200000	200000	770000
3	Kalluru	184000	186000	200000	230000	800000
4	Khammam (U)	184000	186000	350000	300000	1020000
5	Khammam (R)	184000	186000	260000	220000	850000
6	Konijerla	184000	186000	330000	220000	920000
7	Kusumanchi	184000	186000	180000	180000	730000
8	Madhira	184000	186000	460000	235000	1065000
9	Mudigonda	184000	186000	230000	220000	220000
10	Nelakondapally	184000	186000	200000	235000	805000
11	Vemsoor	184000	186000	200000	230000	800000
12	Penubally	200000	200000	240000	250000	890000
13	Sathupally	184000	186000	200000	240000	810000
14	Thallada	184000	186000	200000	285900	855900
15	Tirumalaipalem	184000	186000	250000	240000	860000
16	Wyra	184000	186000	250000	250000	870000
17	Yerrupalem	184000	186000	200000	260000	830000
18	Bayyaram	200000	200000	200000	150000	750000
19	Chandrugonda	200000	200000	200000	220000	820000
20	Enkoor	350000	200000	200000	250000	1000000
21	Garla	200000	149000	200000	180000	780000
22	Gundala	150000	200000	150000	150000	599000
23	Julurpad	200000	200000	200000	180000	780000
24	Kamepally	200000	200000	200000	180000	780000
25	Singareni	200000	200000	200000	230000	830000
26	Kothagudem	200000	200000	200000	250000	850000
27	Tekulapally	200000	200000	200000	280000	880000
28	Yellandu	200000	200000	160000	180000	740000
29	Aswapuram	200000	200000	290000	210000	900000
30	Aswaraopeta	184000	186000	250000	100000	720000
31	Burgampad	184000	186000	180000	180000	730000
32	Dammampeta	184000	186000	275000	180000	825000
33	Kuknoor	184000	186000	300000	180000	850000
34	Manuguru	184000	186000	200000	230000	800000
35	Mulakalapally	200000	200000	270000	150000	820000
36	Palwancha	200000	200000	200000	180000	780000
37	Pinapaka	184000	186000	200000	120000	690000
38	Velairpad	184000	281000	250000	200000	915000
39	Bhadrachalam	184000	186000	270000	200000	840000
40	Cherla	184000	186000	180300	120000	670300
41	Chintoor	184000	186000	200000	170000	740000
42	Dummugudem	184000	186000	200000	170000	740000
43	Kunavaram	184000	186000	200000	150000	720000

44	V.R.Puram	150000	149000	200000	150000	649000
45	Venkatapuram	184000	186000	200000	150000	720000
46	Wazeedu	184000	186000	200000	150000	720000
	Receipts Total::	8736000	8736000	10325300	9265900	37063200

a) Budget Estimates for the year 2004-05 of Z.P. Khammam

Sl. No.	Particulars of Heads	Income	Expenditure
1	Z.P. General Funds	44505600	52763600
2	Higher Education	404400000	401400000
3	Social Welfare	4560000	4560000
4	Minor Irrigation	26000000	26000000
5	Roads & Bridges	363800000	357235000
6	RWS	497839900	481293700
7	SGRY-I&II	222500000	222500000
8	Other schemes	22802900	221077900
9	GPF	180950000	120350000
10	Employees Pension fund	2708000	2708000
11	Sanitation	21868000	21388000
12	Deposit Advances	103640000	98255000
13	HBA	1500000	1500000
14	Loans recoveries (HBA)	100000	100000
	TOTAL	2101300500	20177109200

Total Income : Rs.2101300500
Opening Balance : Rs. 831898162
Total including O.B : Rs.2933198662

Total Expenditure : Rs.2017109200
Closing Balance : Rs. 916089462

b) NFFWP Cash & Rice Balances details

Sl. No	Year	Receipts		Expenditure		Balance	
		Rice in MTs	Cash in Lakhs	Rice in MTs	Cash in Lakhs	Rice in MTs	Cash in Lakhs
1	2005-06	12214	1883.81	1337.391	-	10876.609	1883.81

c) Distribution of Seigniorage grant 2004-05 (1st, 2nd & 3rd quarters) to the Mandal Parishads

Sl. No	Name of the Mandal	Mandal Share (50%)
1	Bonakal	Rs. 20418
2	Chintakani	Rs. 103032
3	Enkoor	Rs. 62950
4	Julurpad	Rs. 4084
5	Khammam (R)	Rs. 4394932
6	Khammam (U)	Rs. 446474
7	Konijerla	Rs. 411626
8	Kusumanchi	Rs. 434956
9	Mudigonda	Rs. 792004
10	Nelakondapalli	Rs. 2304890
11	Penuballi	Rs. 89842
12	Tirumalaipalem	Rs. 2205192
	TOTAL	Rs. 11270400

Apportionment of Seigniorage Fee among the Gram Panchayats for 1st, 2nd & 3rd quarters for the year 2004-05

Particulars are enclosed in the Annexure-II

d) Rs.8% Per capita grant allotted to Mandal Parishad for the year 2005-06

S.No	Name of Mandal	I&II Qtrs	IIIrd Qtr	IV.Th.Qtr	Total
1	Bonakal	1,63,160	81580	IVth Quarter grant was not released by the Government till to date.	244740
2	Chintakani	1,82,188	91094		273282
3	Kalluru	2,23,188	111594		334782
4	Khammam(U)	2,77,852	138926		416778
5	Khammam(R)	2,64,216	132108		396324
6	Konijerla	1,96,276	98488		295464
7	Kusumanchi	2,11,448	105274		317172
8	Madhira	2,35,150	117575		252725
9	Mudigonda	2,14,384	107192		321576
10	Nelakondapally	2,33,956	116978		350934
11	Vemsoor	1,63,754	81877		245631
12	Penubally	1,81,786	90893		272679
13	Sathupally	2,21,418	110709		332127
14	Thallada	1,95,634	97817		293451
15	Tirumalayapalem	2,31,554	115777		347331
16	Wyra	1,90,360	95180		285540
17	Yerrupalem	1,86,340	93170		279510

18	Bayyaram	1,61,748	80874		242622
19	Chandrugonda	1,68,052	84026		252078
20	Enkoor	1,17,012	58506		175518
21	Garla	1,32,878	66439		199317
22	Gundala	76,876	38438		115314
23	Julurpadu	1,10,966	55483		166449
24	Kamepally	1,52,816	76408		229224
25	Singareni	1,87,396	93698		281094
26	Kothagudem	3,74,4518	187659		561777
27	Tekulapally	1,44,452	72226		216678
28	Yellandu	2,25,350	112675		338025
29	Aswapuram	1,34,922	67461		202383
30	Aswaraopeta	174464	87232		961696
31	Burgampadu	183238	91619		274857
32	Dammapeta	183852	91926		275778
33	Kukunoor	97370	48685		146055
34	Manuguru	226526	113263		339789
35	Mulakalapally	108794	113263		163191
36	Paloncha	97356	48678		146034
37	Pinapaka	164402	82201		246603
38	Velairpadu	74086	37043		111129
39	Bhadrachalam	285462	142731		428193
40	Cherla	137418	68709		206127
41	Chintoor	137216	68608		205824
42	Dummugudem	161820	80910		242730
43	Kunavaram	96060	48030		144090
44	VR Puram	84406	42243		126729
45	Venkatapuram	99600	49800		149400
46	Wazeedu	85900	42950		128850
	Total Receipts	7958400	3979200		119376200

Total Expenditure of amount distributed to Mandal Parishads.

e) Daily Report on Gram Sabhas pertaining to INDIRAMMA received over phone on 06.02.2006. The details of particulars are shown in the Annexure.

f) S.F.C

Amount received : Rs. 124.592 Lakhs
Expenditure : Rs. 75.836 Lakhs
Balance : Rs. 48.756 Lakhs

g) SGRY

Amount received : Rs. 1460.99 Lakhs
Opening Balance : Rs. 90.952 Lakhs
Total : Rs. 1551.042 Lakhs

Expenditure : Rs. 1473.489 Lakhs
Balance : Rs. 77.553 Lakhs

h) INDIRAMMA

Indiramma daily report on Gram Sabhas received over on 06.02.2006. The particulars are shown in the Annexure-III.

Amount received : Rs. 10.00 Lakhs
Expenditure : - Nil -

XII. the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Under SGRY from 20% Z.P.Share 22.5% funds earmarked exclusively for SC/ST individual beneficiaries Schemes.

As far as the Khammam district is concerned the following subsidy schemes sanctioned exclusively for SC/ST individual beneficiaries.

- 1) Agricultural Bores
- 2) Agricultural Wells
- 3) Houses
- 4) Land Development Schemes.

Beneficiaries wise funds allocation statement enclosed

The MPDOs in the District are the executive agencies for all the above subsidy programmes.

XIII. particulars of recipients of concessions, permits or authorizations granted by it:

Under SGRY from 20% Z.P.Share 22.5% funds earmarked exclusively for SC/ST individual beneficiaries Schemes.

As far as the Khammam district is concerned the following subsidy schemes sanctioned exclusively for SC/ST individual beneficiaries.

- 1) Agricultural Bores
- 2) Agricultural Wells
- 3) Houses
- 4) Land Development Schemes.

Beneficiaries wise funds allocation statement enclosed

The MPDOs in the District are the executive agencies for all the above subsidy programmes.

XIV. details in respect of the information, available to or held by it, reduced in an electronic form:

XV. the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

For obtaining information the citizens can approach the concerned offices to get the information whatever they required by following the norms given under the Act during the office hours. These institutions are not having Library or reading rooms.

XVI. the names, designations and other particulars of the Public Information Officers:

ZILLA PARISHAD :: KHAMMAM

Sl. No.	Name of the Public Authority	Name and Designation of the APIO / PIO / Officer designated for 1st appeal	Postal Address	Phone No.
<u>District Level</u>				
1	CEO ZP Khammam	1. APIO – T. Mallaiah, Superintendent ZP.Khammam (FAC)	O/o ZP Khammam, Khammam District	224336
2	CEO ZP Khammam	2. PIO - K.Bhaskar Rao, Dy.CEO, ZP.Khammam.	O/o ZP Khammam, Khammam District	224336
3	CEO ZP Khammam	3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o ZP Khammam, Khammam District	224336 / 224330
<u>Mandal Level</u>				
1	MPDO MP. BONAKAL	1. APIO - P. Vijaya, Supdt. 2. PIO - V.V.Appa Rao, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Bonakal Bonakal Mandal Khammam District	08749 275228 275228 08742- 224336
2	MPDO MP.CHINTAKANI	1. APIO - D.Karunakar Reddy, Supdt. 2. PIO - A. Srinivasa Rao, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Chitakani Chintakani Mandal Khammam District	08742 284537 284537 08742- 224336

3	MPDO MP.KALLURU	1. APIO - Sasidhara Sastry, Supdt. 2. PIO - K.Ramachandra, MPDO (FAC) 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Kallur Kallur Mandal Khammam District	08761	287221 287221 08742- 224336
4	MPDO MP.KHAMMAM (R)	1. APIO - M.Venkatarama Narsaiah, Supdt. 2. PIO - K.Vijayalaxmi, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Khammam (R) Khammam (R) Mandal Khammam District	08742	223780 223780 08742- 224336
5	MPDO MP.KHAMMAM (U)	1. APIO - V.Nirmalamma, Supdt. 2. PIO - K.Rajeswari, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Khammam (U) Khammam (U) Mandal Khammam District	08742	228679 228679 08742- 224336
6	MPDO MP.KONIJERLA	1. APIO - Visweswar Rao, Supdt. 2. PIO - M.Vidya Latha, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Konijerla Konijerla Mandal Khammam District	08749	270026 270026 08742- 224336
7	MPDO MP.KUSUMANCHI	1. APIO - Sridevi, Supdt. 2. PIO - K.Papa Rani, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Kusumanchi Kusumanchi Mandal Khammam District	08742	271642 271642 08742- 224336

8	MPDO MP.MADHIRA	1. APIO - Vacant, Supdt. 2. PIO - G. Madhusudhan Raju, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Madhira Madhira Mandal Khammam District	08749	274245 274245 08742- 224336
9	MPDO MP.MUDIGONA	1. APIO - T.Jeevan Singh, Supdt. 2. PIO - K.Bharathi, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Mudigonda Mudigonda Mandal Khammam District	08742	280323 280323 08742- 224336
10	MPDO MP.NELAKONDAPALLI	1. APIO - D.Lalitha Kumari, Supdt. 2. PIO - M.Vidyachandana, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Nelakondapalli Nelakondapalli Mandal Khammam District	08742	287249 287249 08742- 224336
11	MPDO MP.PENUBALLI	1. APIO - I.Sambasiva Rao, Supdt. 2. PIO - B.Nagalaxmi, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Penuballi Penuballi Mandal Khammam District	08744	288150 288150 08742- 224336
12	MPDO MP.SATHUPALLI	1. APIO - D.Nukappa, Supdt. 2. PIO - K.Tirupathaiah, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Sathupalli Sathupalli Mandal Khammam District	08761	282084 282084 08742- 224336

13	MPDO MP.THALLADA	1. APIO - K.Venkateswar Rao, Supdt. 2. PIO - Sk. Janimiya, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Thallada Thallada Mandal Khammam District	08749	258757 258757 08742- 224336
14	MPDO MP.TIRUMALAIPALEM	1. APIO - T.Sakriya, Supdt. 2. PIO - K.Padma, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Tirumalaipalem Tirumalaipalem Mandal Khammam District	08742	279721 279721 08742- 224336
15	MPDO MP.VEMSOOR	1. APIO - Jawaharlal, Supdt. 2. PIO - B.Syamala, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Vemsoor Vemsoor Mandal Khammam District	08761	285636 285636 08742- 224336
16	MPDO MP.WYRA	1. APIO - S.Yadagiriswamy, Supdt. 2. PIO - R.Narayanamma, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Wyra Wyra Mandal Khammam District	08749	251279 251279 08742- 224336
17	MPDO MP.YERRUPALEM	1. APIO - DVR.Nageswar Rao, Supdt. 2. PIO - V.Nirmalamma, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Yerrupalem Yerrupalem Mandal Khammam District	08749	276547 276547 08742- 224336

18	MPDO MP.BAYYARAM	1. APIO - B.Guravaiah, Supdt. 2. PIO - Md.Yakub Ali, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Bayyaram Bayyaram Mandal Khammam District	08745	258518 258518 08742- 224336
19	MPDO MP.CHANDRUGONDA	1. APIO - B.Manohar Reddy, Supdt. 2. PIO - R.Laxminarayana, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Chandrugonda Chandrugonda Mandal Khammam District	08744	272828 272828 08742- 224336
20	MPDO MP.ENKOOR	1. APIO - P.Sekhar Babu, Supdt. 2. PIO - B.Suryaprakash Rao, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Enkoor Enkoor Mandal Khammam District	08744	277923 277923 08742- 224336
21	MPDO MP.GARLA	1. APIO - Md.Jafar Khan, Supdt 2. PIO - T.Venkateswarlu, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Garla Garla Mandal Khammam District	08745	248447 248447 08742- 224336
22	MPDO MP.GUNDALA	1. APIO - K.Syamala Devi, Supdt. 2. PIO - K.Syamaladevi, MPDO(FAC) 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Gundala Gundala Mandal Khammam District	08741	277050 277050 08742- 224336

23	MPDO MP.JULURPAD	1. APIO - G.Ravinder Rao, Supdt. 2. PIO - D.Sirisha, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Julurpad Julurpad Mandal Khammam District	08744	279347 279347 08742- 224336
24	MPDO MP.KAMEPALLI	1. APIO - A.Laxmana Swamy, Supdt. 2. PIO - AC.Govindu, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Kamepalli Kamepalli Mandal Khammam District	08745	256132 256132 08742- 224336
25	MPDO MP.KOTHAGUDEM	1. APIO - N.Venkatapathi Raju, Supdt. 2. PIO - R.Anasuya, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Kothagudem Kothagudem Mandal Khammam District	08744	242619 242619 08742- 224336
26	MPDO MP.SINGARENI	1. APIO - V.Anasuya, Supdt. 2. PIO - M.Varalaxmi, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Singareni Singareni Mandal Khammam District	08745	246346 246346 08742- 224336
27	MPDO MP.TEKULAPALLI	1. APIO - V.V.Shankar Reddy, Supdt. 2. PIO - Srinivasa Reddy, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Tekulapalli Tekulapalli Mandal Khammam District	08741	279134 279134 08742- 224336

28	MPDO MP.YELLANDU	1. APIO - K.Kotaiah, Supdt. 2. PIO - M.Ramadevi, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Yellandu Yellandu Mandal Khammam District	08745	240057 240057 08742- 224336
29	MPDO MP.ASWAPURAM	1. APIO - G.Anandamohan Rao, Supdt. 2. PIO - N.Santha Devi, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Aswapuram Aswapuram Mandal Khammam District	08746	224051 224051 08742- 224336
30	MPDO MP.ASWARAOPET	1. APIO - Vacant, Supdt. 2. PIO - B.Appa Rao, MPDO(FAC) 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Aswaraopet Aswaraopet Mandal Khammam District	08740	255539 255539 08742- 224336
31	MPDO MP.BURGAMPAD	1. APIO - Md.Satraj Alam, Supdt. 2. PIO - G.Krishnamurthy, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Burgampad Burgampad Mandal Khammam District	08746	278228 278228 08742- 224336
32	MPDO MP.DAMMAPETA	1. APIO - Vacant, Supdt. 2. PIO - K.Tirupathaiah, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Dammapeta Dammapeta mandal Khammam District	08740	252246 252246 08742- 224336

33	MPDO MP.KUKNOOR	1. APIO - Laxmana Rao, Supdt. 2. PIO - B.Siva Kumari, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Kuknoor Kuknoor Mandal Khammam District	08746	279451 279451 08742- 224336
34	MPDO MP.MANUGURU	1. APIO - Rajendra Prasad, Supdt. 2. PIO - A. Rama Rao, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Manuguru Manuguru Mandal Khammam District	08746	222201 222201 08742- 224336
35	MPDO MP.MULKALAPALLI	1. APIO - M.Ramulu, Supdt. 2. PIO - P.Balarama Rao, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Mulkalapalli Mulkalapalli Mandal Khammam District	08744	276744 276744 08742- 224336
36	MPDO MP.PALWANCHA	1. APIO - P.Jyothi, Supdt. 2. PIO - Md.Khaja, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Palwancha Palwancha mandal Khammam District	08744	254183 254183 08742- 224336
37	MPDO MP.PINAPAKA	1. APIO - V.Ramesh Kumar, Supdt. 2. PIO - A.Rama Rao, MPDO (FAC) 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Pinapaka Pinapaka Mandal Khammam District	08746	228234 228234 08742- 224336
38	MPDO MP.VELAIRPAD	1. APIO - V.Veerabhadram, supdt. 2. PIO - N.Ravi, MPDO	O/o MP.Velairpad Velairpad Mandal Khammam District	08746	279296 279296 08742- 224336

		3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam			
39	MPDO MP.BHADRACHALAM	1. APIO - B.Srinivas, Supdt. 2. PIO - M.V.Ramasastry, MPDO(FAC) 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Bhadrachalam Bhadrachalam Mandal Khammam District	08743	232407 232407 08742- 224336
40	MPDO MP.CHERLA	1. APIO - A.Venkaiah, Supdt. 2. PIO - Radhakrishna Kumari, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Cherla Cherla Mandal Khammam District	08747	257614 257614 08742- 224336
41	MPDO MP.CHINTOOR	1. APIO - P.Satyanarayana, Supdt. 2. PIO - K.Sanyasaiah, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Chintoor Chintoor Mandal Khammam District	08748	285231 285231 08742- 224336
42	MPDO MP.DUMMUGUDEM	1. APIO - J.Venkateswarlu, Supdt. 2. PIO - S.Ilaiah, MPDO (FAC) 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Dummugudem Dummugudem Mandal Khammam District	08743	239321 239321 08742- 224336
43	MPDO MP.KUNAVARAM	1. APIO - Md. Sahebussain, Supdt. 2. PIO - V.Srinivasa Varma, MPDO(FAC) 3. Officer designated for 1st appeal -	O/o MP.Kunavaram Kunavaram Mandal Khammam District	08743	238526 238526 08742- 224336

		I.Samuel Anand Kumar, CEO, ZP.Khammam			
44	MPDO MP.V.R.PURAM	1. APIO - N.Subba Rao, Supdt. 2. PIO - D.Murahari Rao, MPDO 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.V.R.Puram V.R.Puram Mandal Khammam District	08748	286826 286826 08742- 224336
45	MPDO MP.VENKATAPURAM	1. APIO - B.Rajendra Singh, Supdt. 2. PIO - B.Rajendra Singh, MPDO(FAC) 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Venkatapuram Venkatapuram Mandal Khammam District	08747	255735 255735 08742- 224336
46	MPDO MP.WAZEEDU	1. APIO - Sk. Mohinuddin, Supdt. 2. PIO - P.Satyanarayana, MPDO(FAC) 3. Officer designated for 1st appeal - I.Samuel Anand Kumar, CEO, ZP.Khammam	O/o MP.Wazeedu Wazeedu Mandal Khammam District	08747	256206 256206 08742- 224336

XVII. such other information as may be prescribed:

All the details furnished on the above items should be updated and published every year regularly.

Submitted for favour of information.

// Attested //

**Sd/-I.Samuel Anand Kumar,
Chief Executive Officer,
Zilla Parishad, Khammam.**

**Dy.Chief Executive Officer,
Zilla Parishad, Khammam.**