

# Government of Andhra Pradesh Agriculture Department



**Information Manual**  
**RTI ACT2005, CHAPTER – 2**  
**Section 4(1)b of RTI Act,2005**

**Commissioner and Director of Agriculture, Andhra Pradesh,**

**Chuttugunta Centre , Guntur**

**Pin:522004.**

Telephone No. 0863- 2347011

EmailID:[comagr.ap@gmail.com](mailto:comagr.ap@gmail.com)

Website:<https://www.apagrisnet.gov.in>

**CHAPTER - 2****Section 4(1)(b) of RTI Act,2005**

(i)	Particular of the Organization, Functions and Duties
(ii)	Powers and Duties of Officers and Employees
(iii)	Procedure Followed in Decision Making Process
(iv)	Norms Set for the Discharge of Functions
(v)	Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.
(vi)	Information About the Official Documents held by the Public Authority Or Under Its Control.
(vii)	Arrangement for Consultation with Or Representation by ,the Members of the Public In Relation to the Formulation Of Policy Or Implementation thereof.
(viii)	Boards,Councils,CommitteesandotherBodiesConstitutedasPartof Public Authority.
(ix)	Directory of Officers and Employees.
(x)	Monthly Remuneration Received by Officers and Employees, Including System of Compensation as Provided in Regulations.
(xi)	Budget Allocated to each Agency Including Plans Etc.
(xii)	Manner of Execution of Subsidy Programmes.
(xiii)	Particulars of Recipients of Concessions, Permits Or Authorization Granted by the Public Authority.
(xiv)	Information Available in Electronic Form.
(xv)	Particulars Of Facilities Available to Citizens for Obtaining Information.
(xvi)	Names, Designation & Other Particulars of Public Information Officers.
(xvii)	SuchotherInformationasmaybeprescribedandthere afterupdate the Publications every Year.

**ESTABLISHMENT SECTIONS****A1 SECTION:****Chapter 2:****Organization, Functions, and Duties****[Section 4 (1) (b) (i)]****1. Particulars of the Organization, Functions, and Duties**

Sl. No.	Name of the Organization	Address	Function & Duties
1	Department of Agriculture	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre	A1 Section manages establishment matters for Admn. Officers, ADAs, DDAs, DPDs, JDAs, PDs, Addl. DAs in A.P. state & O/o Commissionerate of Agriculture.

**Powers and Duties of Officers and Employees****[Section 4 (1) (b) (ii)]**

S.No	Name of the Officer/Employee	Subject Allotted
1	Sri Ch.Srinivasa Rao, JDA (Admn)	Assists Director of Agriculture in A1 Section subjects & oversees establishment matters for various cadres.
2	Smt. C. Padmavathi, ADA(Admn.I)	Assists DDA(Admn.I) in A1 Section subjects & oversees establishment matters for various cadres.
3	Smt. K. Sujatha, Admn. Officer (Admn.I)	Assists DDA(Admn.I) & ADA (Admn.I) in A1 Section subjects & oversees establishment matters for various cadres.
4	Sri K. Mahidhar, Superintendent, A1 Section	Assists DDA(Admn.I), ADA (Admn.I) & Admn. Officer (Admn. I) in A1 Section subjects & oversees establishment matters.
5	Sri P.V.V.N.S. Murthy, Senior Officer Assistant	Handles promotions, seniority, automatic advance schemes, and RTI matters.
6	Sri K. Ramalingam, Senior Officer Assistant	Manages medical bills, retirements, property permissions, NOCs, transfers, ODs, deputations, and all types of leaves.

**Procedure Followed in Decision-Making Process****[Section 4 (1) (b) (iii)]**

Sl. No.	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Service matters for various cadres	Handles current receipts related to repatriation, ODs, deputations, transfers, promotions, etc.	File moves from Jr. Office Asst/Sr. Office Asst - Superintendent - Admn. Officer - ADA(Admn-I) - DDA(Admn-I) - Director of Agriculture	Director of Agriculture

**Norms Set for the Discharge of Functions****[Section 4 (1) (b) (iv)]**

- As per job charts.

**Rules, Regulations, Instructions, Manuals, and Records for Discharging Functions****[Section 4 (1) (b) (v)]**

- Main objective: To process establishment matters for various cadres while maintaining secrecy and issuing sanctioned orders per applicable rules and regulations.

**Information About Official Documents Held by the Public Authority****[Section 4 (1) (b) (vi)]**

- Not Applicable

**Annexures****Annexure 2:**

- Various representations/proposals received from DAOs, PDs, ATMA, Directors, SAMETI, and O/o Commissioner of Agriculture are sorted and corresponded with the Government and relevant authorities.

**Annexure 3:**

- **New Case Register & Panels Approved Register:** Register of applications under RTI Act maintained by PIO.

**Arrangement for Consultation with or Representation by the Public****[Section 4 (1) (b) (vii)]**

- No arrangements for public consultation or representation regarding policy formulation or implementation.

**Boards, Councils, Committees, and Other Bodies****[Section 4(1) (b) (viii)]**

- Not Applicable

**Directory of Officers and Employees****[Section 4 (1) (b) (ix)]**

<b>Name of Office/Administrative Unit</b>	<b>Name, Designation &amp; Address</b>	<b>Telephone &amp; Fax</b>	<b>Email</b>
Establishment – I	Sri Ch.Srinivasa Rao, JDA (Admn)	8331056499	<a href="mailto:a1sectioncommissionerate@gmail.com">a1sectioncommissionerate@gmail.com</a>
	Smt. C. Padmavathi, ADA(Admn)	8331056160	-
	Smt. K. Sujatha, Admn. Officer (Admn.I)	8331056069	-
	K. Mahidhar, Superintendent, A1 Section	8331056017	-
	Sri P.V.V.N.S. Murthy, Sr. Office Assistant	7032732262	-
	Sri K. Ramalingam, Sr. Office Assistant	9440665795	-

**Monthly Remuneration****[Section 4 (1) (b) (x)]**

<b>S.No</b>	<b>Designation</b>	<b>Pay Scales</b>
1	Sri Ch.Srinivasa Rao, JDA (Admn)	56870-105810
2	Smt. C. Padmavathi, ADA(Admn)	76730-162780
3	Smt. K. Sujatha, Admn. Officer (Admn. I)	54060-140540
4	Sri K. Mahidhar, Superintendent, A1 Section	44570-127480
5	Sri P.V.V.N.S. Murthy, Sr. Office Assistant	34580-107210
6	Sri K. Ramalingam, Sr. Office Assistant	35570-109910

**Budget Allocated to Each Agency****[Section 4 (1) (b) (xi)]**

- Not Applicable

**Manner of Execution of Subsidy Programmes****[Section 4 (1) (b) (xii)]**

- Not Applicable

**Particulars of Recipients of Concessions, Permits, or Authorizations****[Section 4 (1) (b) (xiii)]**

- Not Applicable

**Chapter 2: Information Available in Electronic Form****[Section 4 (1) x (xiv)]**

<b>Electronic Format</b>	<b>Description</b>	<b>Contents or Title</b>	<b>Custodian of Information</b>
Soft copy	Office Computer	Data pertaining to establishment activities	Concerned Sr. Office Assistants

**Facilities Available to Citizens for Obtaining Information****[Section 4 (1) (b) (xv)]**

- Citizens can apply to verify, inspect, take notes, extracts, or certified copies of documents held by the office, maintaining secrecy during the file movement process.

**Names, Designation, and Other Particulars of Public Information Officers****[Section 4 (1) (b) (xvi)]****Appellate Authority:**

<b>Name, Designation &amp; Address</b>	<b>Jurisdiction</b>	<b>Email</b>
Sri S.Dilli Rao, I.A.S, Director of Agriculture	Entire State, O/o C&DA, A.P, Guntur	Comagr.ap@gmail.com

**Public Information Officer:**

<b>Name of Office/Administrative Unit</b>	<b>Name &amp; Designation of PIO</b>	<b>Office Telephone/Residence No.</b>	<b>Email</b>
AI Section, O/o C&DA, A.P, Guntur	Sri Ch.Srinivasa Rao JDA(Admn)	8331056499	a1sectioncommissionerate@gmail.com

**Such Other Information as May Be Prescribed****[Section 4 (1) (b) (xvii)]**

Not Applicable

**A2 SECTION :****CHAPTER -2****Organization, Function and Duties****Section 4 (1) (b) (i)****Particulars of the Organization, functions and duties:**

A2 Section deals with the administration and service matters of Agricultural Officers who are working in State and in the O/o Commissioner & Director of Agriculture, A.P, Guntur.

Sl.No.	Name of the Organization	Address	Function & Duties
1.	A2 Section	O/o. Commissioner &Director of Agriculture, Beside Chuttugunta Rythu Bazar, Guntur- 522004	A2 Section deals with the Establishment matters of all Agricultural Officers working in the state and the O/o Commissioner & Director of Agriculture, A.P, Guntur.  i.e promotions from AO to ADA, deputations under foreign service, Medical Reimbursement claims of Agricultural Officers both the working and retired persons.  The section is also sanction all types of leaves pertaining to Agricultural Officers and all SGP ,SPP-IA ,IB & SPP-II Scales under Automatic Advancement Scheme In addition to that, and also issue No Objection Certificates for obtaining passport & Visa.

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****Section 4(1) (b) (ii)**

Sl. No.	Name & Designation(Sri/Smt/Kum)	Subjected allotted
1	Sri Ch.Srinivasa Rao, JDA (Admn)	To assist C&DA in the disposal of service matters of all Agricultural Officers working in state and in O/o Directorate Establishment and other section related works.
2	Smt C.Padmavathi, ADA(Admn)	To assist C&DA as well as DDA (Admn) in all Agricultural Officers service matters close supervision in day to day movement of files ,give necessary guidance suggestions to the section staff correlate between staff and officers
2	K.Sujatha, Administrative Officer	To assist the DDA (Admn),ADA(Admn) in all Agricultural Officers service matters ,close supervision in day to day movement of files , give necessary guidance suggestions to the section staff correlate between staff and officers
3	T.Santhiswaroop, Superintendent I/C	Overall supervision of the subjects pertaining to A2 Section.

4	S.Aditya Reddy, Senior Assistant	Service matters of Agricultural Officers working in Zone-II & III and in O/o Commissioner & Director of Agriculture, AP,Guntur.
5	K.Sankar Senior Assistant	Service matters of Agricultural Officers working in Zone-IV
6	T.Vinod Kumar , Senior Assistant	Service matters of Agricultural Officers working in Zone-I

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

**Section 4(1) (b) (iii)**

Activity	Description	Decision making process	Designation of final decision – making authority
1	2	3	4
All Agricultural Officers Services in state	Day to Day on Receipt of all current Receipts related to promotions, Leaves Transfers, NOC, AAS pertaining to Agricultural Officers working in the State and in O/o Commissioner & Director of Agriculture, AP Guntur, and Section will process file in hierarchy method.	On receipt of current, file moves from concerned clerk in hierarchy method i.e., Jr. Asst/ Sr. Asst - superintendent - Administrative officer- ADA(Admn.)-DDA (Admn.) and finally Commissioner of Agriculture	The file may finally approve or Decision will be taken by Director of Agriculture

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**Section 4(1) (b) (iv)**

Functionaries, rules and regulations are followed by Agriculture Department manual and service matters are based on APAS Rules, the AP state and subordinate service rules, 1996 and day to day released AP Government orders & Memo's pertaining to Establishment, Medical and administrative rules.

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

**Section 4(1) (b) (v)**

The main object of the A2 Section is to move all the Agricultural Officers files as well as to maintain secrecy during the process of files and issue favorable sanctioned orders to the applicants as per present rules and regulations applicable.

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL

**Section 4(1) (b) (vi)**

Sl.No.	Category of Document	Title of the Document	Designation and address of the Custodian (held by / under the control of Whom)
-Not Applicable-			

**ANNEXURE.1**

1. Various tappals are receiving to the section from all the Districts in the state and it will sort out and correspondence will be done to Government and Memos regarding day today administration matters.
2. Any other correspondence as and when necessary.

**ANNEXURE.2**

1. Register pertaining to promotions of Agricultural Officer to Assistant Director of Agriculture.
2. Register pertaining to Medical Reimbursement claims

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

**Section 4(1) (b) (vii)**

There are no arrangements in this Office for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.

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

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

Name of the board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to Public, Minutes of its meeting accessible for Public
-Not Applicable-			

**DIRECTORY OF OFFICERS AND EMPLOYEES****(Section 4(1) (b) (ix)**

Sl. No.	Name & Designation and Address(Sri/Smt/Kum)	Telephone & Fax Office Tel:	Email
1	Sri Ch.Srinivasa Rao, JDA (Admn) O/o C&DA, AP, Guntur	8331056499	a2section999@gmail.com
2	C.Padmavathi, ADA(Admn.) O/o C&DA, AP, Guntur	8331056160	
3	K.Sujatha, Admn.Officer -I, O/o C&DA, AP, Guntur	8331056069	
4	T.Santhiswaroop Superintendent,I/C, O/o C&DA, AP, Guntur	8331056127	
5	S.Aditya Reddy Senior Assistant, O/o C&DA, AP, Guntur	8985951312	
6	K.Sankar, Senior Assistant O/o C&DA, AP, Guntur	8464001970	
7	T.Vinod Kumar , Senior Assistant O/o C&DA, AP, Guntur	9491687579	



A MONTHLY REMUNERATION OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

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

Sl. No.	Name & Designation	Pay Scales
1	Sri Ch.Srinivasa Rao, JDA (Admn)	Rs.56870/- to Rs.105810/-
2	C.Padmavathi, ADA(Admn)	Rs.76730/-to Rs.162780/-
3	K.Sujatha, Administrative Officer	Rs.54060/-to Rs.140540/-
4	T.Santhiswaroop, Superintendent	Rs.44570/-to Rs.127480/-
5	S.Aditya Reddy, Senior Assistant	Rs.34580/-to Rs.107210/-
6	K.Sankar Senior Assistant	Rs.34580/-to Rs.107210/-
7	T.Vinod Kumar , Senior Assistant	Rs.34580/-to Rs.107210/-

Budget allocated to each agency including Plans etc.

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

**-Not Applicable-**

Manner of Execution of subsidy Programmers.

**Section 4(1) (b) (xii)**

**- Not Applicable-**

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY.

(Section 4(1) (b) (xiii))

**- Not Applicable-**

PLEASE PROVIDE THE DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS. (FLOPPY, CD, VCD, WEB SITE, INTERNET ETC)

**Section 4(1) (b) (XIV)**

Electronic format	Description (Site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Soft Copy	Office Computer	All the data pertaining to the activities of the A2 Section	Concerned Section Assistants  O/o C&DA, AP, Guntur.

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

**Section 4(1) (b) (XV)**

Citizens can apply for access to verify, inspect, take notes, take extracts or certified copies of documents, records and other such information being processed and held under the control of office without breaching the main objective and to maintain secrecy during the file movement process.

**Section 4(1) (b) (xvi)**

**NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**

Appellate Authority- Sri S.Dilli Rao, Director of Agriculture, A.P., Guntur

Public Information Officer – Sri Ch.Srinivasa Rao,  
Joint Director of Agriculture (Admin)  
O/o C&DA, A.P. Guntur

**Section 4(1) (b) (xvii)**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR**

**- Not Applicable-**

**A3 SECTION:****Organization, Function and Duties****Section 4 (1) (b) (i)****Particulars of the Organization, functions and duties:**

A3 Section deals with the administration and service matters of Ministerial & Class IV employees who are working in the O/o Commissioner & Director of Agriculture and Agricultural, AP, Guntur.

Sl.No.	Name of the Organization	Address	Function & Duties
1.	A3 Section	O/o. Commissioner & Director of Agriculture, Beside Chuttugunta Rythu Bazar, Guntur-522004	A3 Section deals with the Establishment matters of all NGO cadre staff working in this office i.e promotion in all ministerial Services i.e Junior Assistants, Senior Assistants, Superintendents on foreign service deputation. Medical Reimbursement claims of ministerial staff, Class IV employees both the working and retired persons.  The section is also sanctioned all types of leaves pertaining to ministerial staff and last grade service an all SGP ,SPP-1A ,1B&SAPP Scales under Automatic Advancement Scheme . In addition to that has also issued No Objection Certificates for obtain passport& Visa.

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****Section 4(1) (b) (ii)**

S.L No.	Name & Designation(Sri/Smt/Kum)	Subjected allotted
1	Smt.KPBS.Madhavilatha Devi DDA(Admn.)	To assist C&DA in the disposal of service matters of all Non Gazetted staff and Class IV Service in Directorate Establishment and other section related works.
2	Sri A. Srinivasa Rao,AO -II	To assist in the DDDA (Admn)/ADA(Admn) in all ministerial service matters close supervision in day to day movement of files ,necessary guidance suggestions gave to the section staff correlate between staff and officers
3	Sri B.Venugopal , Senior Assistant	Service matters of Ministerial employees working in the O/o Commissioner& Director of Agriculture, AP,Guntur.
4	Sri V.Naresh Senior Assistant	Service matters of Class IV employees working in the O/o Commissioner& Director of Agriculture.
5	Sri M.Mukesh , Office Subordinate	Carrying files /distribution mails to all section

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS****Section 4(1) (b) (iii)**

Activity	Description	Decision making process	Designation of final decision – making authority
1	2	3	4
All Ministerial Services and Class IV Services	Day to Day on Receipt of all current Receipts related to promotions, Leaves Transfers, NOC, AAS pertaining to ministerial staff and class	On receipt of current, then file moves from concerned clerk in hierarchy method i.e., Jr. Asst/ Sr. Asst - superintendent -	The file may finally approve or Decision will be taken by Director of Agriculture

	IV employees working in O/o Commissioner & Director of Agriculture, AP Guntur, and Section will process file in hierarchy method.	Administrative officer- DDA (Admn.) and finally Director of Agriculture	
--	---	---	--

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

**Section 4(1) (b) (iv)**

Functionaries, rules and regulations are followed by Agriculture Department manual and service matters are based on the AP state and subordinate service rules, 1996 and day to released AP Government orders & Memo pertaining to Establishment Medical and administrative rules.

**RULES, REGULATIONS, INSTRUCTION, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS**

**Section 4(1) (b) (v)**

The main object of the A3 Section is to move all the ministerial services files as well as to maintain secrecy during the process of files and issue favorable sanctioned orders to the application as per preset rules and regulations applicable.

**INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL**

**Section 4(1) (b) (vi)**

Sl.No.	Category of Document	Title of the Document	Designation and address of the Custodian (held by / under the control of Whom)
-Not Applicable-			

ANNEXURE.1

3. Various tappals are receiving from A4&A8 sections and it will sort out and correspondence will be done to Government and Memos regarding day today administration matters
4. Any other correspondence as and when necessary.

ANNEXURE.2

3. Promotions issued Register –Junior to Senior Assistant
4. Promotions issued Register-Senior to Superintendent
5. Medical Reimbursement sanctioned claims register

**ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF PLYCY OR IMPLEMENTATION THERE OF**

**Section 4(1) (b) (vii)**

There are no arrangements in this Office for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.

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

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

Name of the board Council, Committee	Composition	Powers& Functions	Whether its meeting Open to
--------------------------------------	-------------	-------------------	-----------------------------

etc			Public, Minutes of its meeting accessible for Public
	-Not Applicable-		

**DIRECTORY OF OFFICERS AND EMPLOYEES**  
(Section 4(1) (b) (ix))

S.L No.	Name & Designation and Address	Telephone & Fax Office Tel:	Email
1	Smt.KPBS Madhavalatha Devi, O/o.C&DA, AP, Guntur	8331056115	a3sectionandhra@gmail.com
2	Sri. A. Srinivasa Rao, AO -II, O/o.C&DA, AP, Guntur	8331056071	
3	Sri B.Venugopal, Senior Assistant O/o. C&DA, AP, Guntur		
4	Sri V.Naresh, Senior Assistant O/o. C&DA, AP, Guntur.		
5	Sri M.Mukesh ,OS O/o. C&DA, AP, Guntur		

A MONTHLY REMUNERATION OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

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

S.L No.	Name & Designation	Pay Scales
1	Deputy Director of Agriculture	Rs.76730/- to Rs.162780/-
2	Administrative Officer	Rs.48440/-to Rs.137220/-
3	Superintendent	Rs.44570/-to Rs.127480/-
4	Senior Assistant	Rs.34580/-to Rs.107210/-
5	Office Subordinate	Rs.20000/-to Rs.61960/-

Budget allocated to each agency including Plans etc.

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

**-Not Applicable-**

Manner of Execution of subsidy Programmers.

**Section 4(1) (b) (xii)**

**- Not Applicable-**

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY.

(Section 4(1) (b) (xiii))

**- Not Applicable-**

PLEASE PROVIDE THE DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS. (FLOPPY, CD, VCD, WEB SITE, INTERNET ETC)

**Section 4(1) (b) (XIV)**

Electronic format	Description (Site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Soft Copy	Office Computer	All the data pertaining to the activities of the A3 Section	Concerned Section Assistants O/o C&DA, AP, Guntur.

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

**Section 4(1) (b) (XV)**

Citizens can apply for access to verify, inspect, take notes, take extracts or certified copies of documents, records and other such information being processed and held under the control of office without breaching the main objective and to maintain secrecy during the file movement process.

**Section 4(1) (b) (xvi)**

NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

Appellate Authority- Sri S Dilli Rao, IAS, Director of Agriculture,  
A.P., Guntur.

Public Information Officer – Sri N.Ch .Balu Naik,  
Deputy Director of Agriculture (Admn.II)  
O/o C&DA, A.P. Guntur

**Section 4(1) (b) (xvii)**

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR

**- Not Applicable-**

**A4 Section:****CHAPTER 1****Organization, Function and Duties****(Section 4 (1) (b) (i))**

Particulars of the Organization, functions and duties:-

**A4 section** deals with the inward tappal and out ward tappal all districts of A.P. state .

Sl. No.	Name of the Organization	Address	Function & Duties
1.	inward / out ward A4 section	O/o. Commissioner & Director of Agriculture, Beside Chuttugunta Rythu Bazar, Guntur-522004	<p>A4 Section (i.e., Inward and Outward Section) deals with the receive all tappals, entry in inward Register, &amp; distribution of tappals to all sections in the O/o. C&amp;DA, AP, Guntur.</p> <p>The section is also deals with the Outward tappals i.e., received from all the sections in O/o. C&amp;DA, AP and entry in the outward Register &amp; affixing of stamps and covers, day to day entry in the usage of stamps, outward tappals dispatch, Post Office work.</p> <p>Maintenance of Stamp</p>

**CHAPTER-2****POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****(Section 4(1) (b) (ii))**

S.L No.	Name & Designation	Subjected allotted	
1.	Sri. Smt. K.P.B.S Madhavi Latha Devi, DDA (Admn)	To assist C&DA in the disposal of all the matters regarding inward & Outward section	
2	Sri. A. Srinivasa Rao, AO -II	To assist in the DDA (Admn)/ADA (Admn) necessary guidance suggestions gave to the section staff correlate between and Officers.	
3	P. Sangeetha Lakshmi, Superintendent	Overall supervision of the subjects pertaining to A4 section	
4	Smt.A. Sridevi, Senior Office Assistant	<p>Receive all tappals including administration tappals, entry in Inward Register, and distribution of tappals to Peshi to DDA (Admn)/JDA (Admn.) through Office Subordinate Maintenance of Stamp Account Register and attend of miscellaneous files connected to A4 section.</p> <p>Outward tappals entry in the Outward registers (Ordinary, Registered post, Regd. Parcel etc.,) day to day outward tappals dispatch work.</p>	Inward tappals
5	Sri.K. Obhana, Juior Office Assistant	Receive all the scheme tappals and entry in Inward Register and distribution of tappals to concerned sections through Office Subordinate.	Out ward tappal

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS  
(Section 4(1) (b) (iii))

Activity	Description	Decision making process	Designation of final decision – making authority
1	2	3	4
Inward and outward tappal all district	Receive all tappals to Peshi to DDA(Admn)/JDA(Admn) and day day out tappal dispatched.	Receive all tappals including administration tappals, entry in Inward Register, and distribution of tappals to Peshi to DDA (Admn)/JDA (Admn.) through Office Subordinate Maintenance of Stamp Account Register and attend of miscellaneous files connected to A4 section.  Outward tappals entry in the Outward registers (Ordinary, Registered post, Regd. Parcel etc.,) day to day outward tappals dispatch work	

NORMS SET FOR THE DISCHARGE OF FUNCTIONS  
(Section 4(1) (b) (iv))

Functionaries, rules and regulations are followed by APCS (Conduct) Rules 1964 and APCS (CC&A) Rules 1991, of A4 section matters and day to day released AP Government orders & Memos pertaining to Receive all tappals including administration tappals,

RULES, REGULATIONS, INSTRUCTION, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

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

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL

(Section 4(1) (b) (vi))

Sl.No.	Category of Document	Title of the Document	Designation and address of the Custodian (held by / under the control of Whom)
-Not Applicable-			

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

(Section 4(1) (b) (vii))

There are no arrangements in this Office for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.



BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF  
PUBLIC AUTHORITY  
(Section 4(1) (b) (viii))

Name of the board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to Public, Minutes of its meeting accessible for Public
	-Not Applicable-		

DIRECTORY OF OFFICERS AND EMPLOYEES

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

S.L No.	Name & Designation and Address	Telephone & Fax Office Tel:	Email
1	Sri. Smt. K.P.B.S Madhavi Latha Devi, DDA (Admn.)	8331056115	inwardcda4@gmail.com
3	Sri. A. Srinivasa Rao, AO -II, O/o.C&DA, AP, Guntur	8331056071	
4	P. Sangeetha Lakshmi, Superintendent		
5	Smt.A. Sridevi, Senior Office Assistant		
6	Sri.K. Obbana, Juior Office Assistant		

A MONTHLY REMUNERATION OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS .

(Section 4(i) (b) (x))

S.L No.	Name & Designation	Pay Scales
1	Deputy Director of Agriculture	Rs.80910 /- to Rs. 166680 /-
1	Administrative Officer	Rs. 54060 /-to Rs. 140540 /-
2	Superintendent	Rs.44570/- to Rs. 127480/-
3	Senior office Assistant	Rs.34580/- to Rs.107210/-
4	Junior office Assistant	Rs.25220/-to Rs. 80910

Budget allocated to each agency including Plans etc.

(Section 4(i) (b) (xi))

**-Not Applicable-**

Manner of Execution of subsidy Programmes.

(Section 4(1) (b) (xii))

**- Not Applicable-**

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY.

(Section 4(1) (b) (xiii))

**- Not Applicable-**

PLEASE PROVIDE THE DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS. (FLOPPY, CD, VCD, WEB SITE, INTERNET ETC)

(Section 4(1) (b) (XIV)

- **Not Applicable**-

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

(Section 4(i) (b) (XV)

- **Not Applicable**-

NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

Appellate Authority - Sri. S. Dilli Rao, I.A.S, Director of Agriculture, A.P.,  
Guntur.

Public Information Officer -Sri. Ch. Srinivasa Rao, JDA(Admn) O/o C&DA,  
A.P. Guntur

Smt. K.P.B.S Madhavi Latha Devi, DDA (Admn-II)

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR

- **Not Applicable**-

**A5 SECTION:**Chapter 1**Organization, Function and Duties  
(Section 4 (1) (b) (i))**Particulars of the Organization, functions and duties:-

**A5 section** deals with the Service matters of, Sr.Office Assts, Supdts, AEOs MPEOs & VAAS of Zones I, II,III and IV, of A.P. state.

Sl. No.	Name of the Organization	Address	Function & Duties
1.	A5- Section	O/o Commissioner & Director of Agriculture, Beside Chuttugunta Rythu Bazar, Guntur- 522004	A5- Section deals with the service matters of Superintendents, Sr. Asst, AEOs, MPEOs & VAAS of Zones I to IV and also Junior Assistants, Class-IV employees Medical Bills, NOCs & Court Cases etc.,

**CHAPTER-2****POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

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

S.L No.	Name & Designation	Subjected allotted	
1	Smt.KPBS.Madhavilatha Devi, DDA (Admn.)	To assist C&DA in the disposal of service matters of all Non Gazetted staff and Class IV Service in Districts Establishment.	
2	Sri. K.Mahalakshmi Superintendent	Overall supervision of the subjects pertaining to A5-section	
3	Sri K. Viswanadh Senior Office Assistant-A5(1)	Service matters of AEOs, MPEOs & VAAS of Zones I to IV	Zone - I to IV
4	Smt.V. Suma Kalyani A5(2)	Service matters of Superintendents, Sr. Assts, Jr. Assts, and AP Last Grade Servants	Zone- I & II
5	Smt.Y.Anuradha Senior Office Assistant-A5(3)	Service matters of Superintendents, Sr. Assts, Jr. Assts, and AP Last Grade Servants	Zone-III & IV

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS  
(Section 4(1) (b) (iii))**

Activity	Description	Decision making process	Designation of final decision – making authority
1	2	3	4
Cadres of Superintendents, Sr. Office Asst, AEOs, MPEOs & VAAS of Zones I to IV and also Junior Office Assistants, Class-IV employees Medical Bills, NOCs & Court Cases etc., of Zones I to IV	Day to Day on Receipt of all current Receipts related to the service matters of Junior Assistant, Sr. Assts, Supdts, AEOs will process file in hierarchy method.	On receipt of the current Superintendent is make necessary entry in the new case register and distribute current to the concerned clerk after that the clerk is also make necessary entry in their personal register, then the filing process is stated in the eoffice in hierarchy method i.e., from Jr. Asst/Sr.Asst - superintendent –ADA(Admn) - DDA(Admn) - and finally Director of Agriculture,AP.,	The file may finally approve or Decision will be taken by Commissioner of Agriculture

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS  
(Section 4(1) (b) (iv))**

Functionaries, rules and regulations are followed by AP state and Subordinate Service rules, AP Ministerial Service Rules, A.P. Last Grade Service Rules & A.P. General Service Rules and also follow day to day released AP Government orders & Memos pertaining service matters.

**RULES, REGULATIONS, INSTRUCTION, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS  
(Section 4(1) (b) (v))**

The main object of the A5 Section is to dispose files and make favorable orders as per present rules and regulations applicable.

**INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL  
(Section 4(1) (b) (vi))**

Sl.No.	Category of Document	Title of the Document	Designation and address of the Custodian (held by / under the control of Whom)
-Not Applicable-			

**ANNEXURE.1**

5. Various tappals are receiving to the Section from the JDAs of Zone-I to IV, later it will sort out by this office tappal section and correspondence will be taken beneath the rules of Government under the control of Director of Agriculture.
6. Memos & Proceedings regarding day to day issues.
7. Any other correspondence as and when necessary.

**ANNEXURE.2**

6. New Case Register
7. Movement Register
8. Personal Register



A MONTHLY REMUNERATION OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS .

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

S.L No.	Name & Designation	Pay Scales
1	Deputy Director of Agriculture	Rs.76,730/- - 1,62,780/-
2	Administrative Officer	Rs.48440/- - 1,37,220/-
3	Superintendent	Rs.45,830 /- - 1,30,580/-
4	Senior Office Assistant	Rs.34,580/- - 1,07,210/-
5	Senior Office Assistant	Rs.35,570/- - 1,09,910/-
6	Senior Office Assistant	Rs.44570/-- 1,27,480/-

Budget allocated to each agency including Plans etc.

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

**-Not Applicable-**

Manner of Execution of subsidy Programmes.

(Section 4(1) (b) (xii))

**- Not Applicable-**

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY.

(Section 4(1) (b) (xiii))

**- Not Applicable-**

PLEASE PROVIDE THE DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS. (FLOPPY, CD, VCD, WEB SITE, INTERNET ETC)

(Section 4(1) (b) (XIV))

Electronic format	Description (Site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Soft Copy	Office Computer	All data pertaining to the activities of the A5section	Superintendent and Concerned Section Assistants in the O/o C&DA, AP, Guntur.

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

(Section 4(1) (b) (XV))

Citizens can apply for access to verify, inspect, take notes, take extracts or certified copies of documents, records and other such information being processed and held under the control of office without breaching the main objective and to maintain secrecy during the file movement process.

NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

Appellate Authority- Sri.S.DilliRao, Director of Agriculture, A.P.,  
Guntur.

Public Information – Sri N.Ch.Balu Naik, Dy. Director of Agriculture (Admn.),FAC.  
O/o C&DA, A.P. Guntur

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE  
PUBLICATIONS EVERY YEAR

**- Not Applicable-**

**Vigilance-I SECTION:****CHAPTER 2****Organization, Function and Duties****(Section 4 (1) (b) (i))**Particulars of the Organization, functions and duties:

Vigilance I section deals with the Vigilance matters of Senior Office Assistants, Superintendents, Administrative Officers, Agricultural Officers, ADAs, DDAs and JDAs of Zones II and IV of A.P. state .

Sl. No.	Name of the Organization	Address	Function & Duties
1.	Vig.I- Section	O/o. Commissioner & Director of Agriculture, Beside Chuttugunta Rythu Bazar, Guntur-522004	Vig.I Section deals with the Disciplinary issues like Suspensions, Reinstatements, Charge Memos and Enquiries pertaining to the cadres of Sr.Assts, Supdts, Admn.Officers, and Agricultural Officers, ADA, DDA, JDA of Zones II and IV of A.P. state

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****(Section 4(1) (b) (ii))**

S.L No.	Name & Designation	Subjected allotted	
1	Sri Ch.Srinivasa Rao, JDA(Admn)	Assist the Director of Agriculture in Vig.II Section subjects pertaining to the cadres of Agricultural Officers, ADAs, DDAs, JDAs of Zones I, III & all cadres of employees working in O/o. Commissionerate of Agriculture.	
2.	Smt. K.P.B.S. Madhavi Latha Devi, DDA (Admn)	Assist the Director of Agriculture in Vig.II Section subjects pertaining to the cadres of Sr.Assts, Supdts, Admn. Officers & ministerial staff working in O/o. Commissionerate of Agriculture.	
3	Sri. A. Srinivasa Rao, AO -II	To Assist DDA (Admn-II) in all Vigilance disciplinary matters close supervision in day to day movement of files, necessary guidance suggestions gave to the section staff, correlate between staff and officers.	
4	Sri T. Santhi Swaroop, Superintendent	Overall supervision of the subjects pertaining to Vig.I section	
5	Smt.Sk Matheen, Senior Office Assistant	Vigilance matters pertaining to the cadres of Sr.Assts, Supdts, Admn. Officers, and Agricultural Officers, ADAs, DDAs, JDAs	Zone -II
6	Smt. V. Sujata, Senior Office Assistant	Vigilance matters pertaining to the cadres of Sr. Assts, Supdts, Admn.Officers, and Agricultural Officers, ADA, DDA, JDA, Addl. D.A.	Zone -IV



PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

**(Section 4(1) (b) (iii)**

Activity	Description	Decision making process	Designation of final decision – making authority
1	2	3	4
cadres of Sr. Assts, Supdts, Admn. Officers, and Agricultural Officers, ADA, DDA, JDA, Addl. D.A.	Day to Day on Receipt of all current Receipts related to Suspensions, Reinstatements, Charge Memos and Enquiries will process file in hierarchy method.	On receipt of current, then file moves from concerned clerk in hierarchy method i.e., Jr. Asst/Sr.Asst - superintendent - Administrative officer- JDA(Admn) - and finally Commissioner of Agriculture	The file may finally approve or Decision will be taken by Commissioner of Agriculture

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**(Section 4(1) (b) (iv)**

Functionaries, rules and regulations are followed by APCS (Conduct) Rules 1964 and APCS (CC&A) Rules 1991, of Vigilance matters and day to day released AP Government orders & Memos pertaining to Disciplinary issues.

RULES, REGULATIONS, INSTRUCTION, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

**(Section 4(1) (b) (v)**

The main object of the Vigilance- I Section is to move all the disciplinary issue files as well as to maintain secrecy during the process of files and issue favorable sanctioned orders to the applicants as per present rules and regulations applicable.

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL

**(Section 4(1) (b) (vi)**

Sl.No.	Category of Document	Title of the Document	Designation and address of the Custodian (held by / under the control of Whom)
-Not Applicable-			

ANNEXURE.1

8. Various tappals are receiving to the Section from Zone-II, IV JDAs, and O/o. Commissioner and Director of Agriculture it will sort out and correspondence will be done to Government and with the District Joint Directors of Agriculture of Zone-II and IV
9. Memos regarding day to day disciplinary issues.
10. Any other correspondence as and when necessary.

ANNEXURE.2

9. Alphabetical Register
10. Suspension Register

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF  
**(Section 4(1) (b) (vii))**

There are no arrangements in this Office for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.

BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY  
**(Section 4(1) (b) (viii))**

Name of the board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to Public, Minutes of its meeting accessible for Public
	-Not Applicable-		

DIRECTORY OF OFFICERS AND EMPLOYEES

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

S.L No.	Name & Designation and Address	Telephone & Fax Office Tel:	Email
1	Sri Ch.Srinivasa Rao, JDA (Admn)	8331056499	
2	Smt.K.P.B.S Madhavi Latha, DDA (Admn)	8331056115	vigcda4@gmail.com
3	Sri. A. Srinivasa Rao, AO -II, O/o.C&DA, AP, Guntur	8331056071	
4	Sri T. santhiswaroop, Superintendent, O/o.C&DA, AP, Guntur		
5	Smt.Sk. Matheen, Senior Office Assistant, O/o. C&DA, AP, Guntur		
6	Smt. V. Sujatha, Senior Office Assistant, O/o. C&DA, AP, Guntur		

A MONTHLY REMUNERATION OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS .

(Section 4(i) (b) (x))

S.L No.	Name & Designation	Pay Scales
1	Joint Director of Agriculture	Rs. 56870/- to Rs.105810/-
2	Deputy Director of Agriculture	Rs.80910 /- to Rs. 166680 /-
3	Administrative Officer	Rs. 54060 /-to Rs. 140540 /-
4	Superintendent	Rs.44570/- to Rs. 127480/-
5	Senior Assistant	Rs.34580/- to Rs.107210/-

Budget allocated to each agency including Plans etc.

**(Section 4(i) (b) (xi))**

**-Not Applicable-**

Manner of Execution of subsidy Programmes.

**(Section 4(1) (b) (xii)**

**- Not Applicable-**

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY.

**(Section 4(1) (b) (xiii)**

**- Not Applicable-**

Electronic format	Description (Site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Soft Copy	Office Computer	All the data pertaining to the activities of the Vigilance	Concerned Section Assistants O/o C&DA, AP, Guntur.

PLEASE PROVIDE THE DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS. (FLOPPY, CD, VCD, WEB SITE, INTERNET ETC)

**(Section 4(1) (b) (XIV)**

Electronic format	Description (Site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Soft Copy	Office Computer	All the data pertaining to the activities of the Vigilance	Concerned Section Assistants O/o C&DA, AP, Guntur.

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

**(Section 4(i) (b) (XV)**

Citizens can apply for access to verify, inspect, take notes, take extracts or certified copies of documents, records and other such information being processed and held under the control of office without breaching the main objective and to maintain secrecy during the file movement process.

NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

**(Section 4(i) (b) (XVI)**

Appellate Authority - Sri. S. Dilli Rao, I.A.S, Director of Agriculture, A.P.,  
Guntur.

Public Information Officers -Sri.Ch.Srinivasa Rao, Joint Director of Agriculture Officer(Admin)  
O/o C&DA, A.P. Guntur  
Smt.KPBS.Madhavilatha Devi, Deputy Director of Agriculture(Admin)  
O/o C&DA, A.P. Guntur

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR.

**(Section 4(i) (b) (XVII)**

**- Not Applicable-**

**Vigilance-II SECTION:****CHAPTER 2****Organization, Function and Duties****(Section 4 (1) (b) (i))****Particulars of the Organization, functions and duties:-**

**Vigilance II section** deals with the Vigilance matters of Senior Office Assistants, Superintendents, Administrative Officers, Agricultural Officers, ADAs, DDAs and JDAs of Zones I and III of A.P. state & all cadres of employees working in O/o. Commissioner & Director of Agriculture.

Sl. No.	Name of the Organization	Address	Function & Duties
1.	Vig.II- Section	O/o. Commissioner & Director of Agriculture, Beside Chuttugunta Rythu Bazar, Guntur-522004	Vigilance- II Section deals with the Disciplinary issues like Suspensions, Reinstatements, Charge Memos and Enquiries pertaining to the cadres of Sr. Office Assts, Supdts, Admn. Officers, and Agricultural Officers, ADA, DDA, JDA of Zones I and III of A.P. state & all cadres of employees working in O/o Commissioner & Director of Agriculture.

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****(Section 4(1) (b) (ii))**

S.L No.	Name & Designation	Subjected allotted	
1	Sri.Ch.Srinivasa Rao, JDA(Admn)	Assist the Director of Agriculture in Vig.II Section subjects pertaining to the cadres of Agricultural Officers, ADAs, DDAs, JDAs of Zones I, III & all cadres of employees working in O/o. Commissionerate of Agriculture.	
2.	Smt. K.P.B.S. Madhavi Latha Devi, DDA (Admn)	Assist the Director of Agriculture in Vig.II Section subjects pertaining to the cadres of Sr.Assts, Supdts, Admn. Officers & ministerial staff working in O/o. Commissionerate of Agriculture.	
2	Sri. A. Srinivasa Rao, AO -II	To Assist DDA (Admn-II) in all Vigilance disciplinary matters close supervision in day to day movement of files, necessary guidance suggestions gave to the section staff, correlate between staff and officers.	
3	Smt. P. Indira Priyadarshini, Superintendent	Overall supervision of the subjects pertaining to Vig.II section	
4	Smt.N. Sarada Senior Office Assistant	Vigilance matters pertaining to the cadres of Sr.Assts, Supdts, Admn. Officers, and Agricultural Officers, ADAs, DDAs, JDAs	Zone -I
5	Smt. B. Punyavathi, Senior Office Assistant	Vigilance matters pertaining to the cadres of Sr. Assts, Supdts, Admn.Officers, and Agricultural Officers, ADA, DDA, JDA, Addl. D.A.	Zone -III & all cadres of employees working in O/o Commissionerate of Agriculture

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS  
(Section 4(1) (b) (iii))**

Activity	Description	Decision making process	Designation of final decision – making authority
1	2	3	4
cadres of Sr. Assts, Supdts, Admn. Officers, and Agricultural Officers, ADA, DDA, JDA, Addl. D.A.	Day to Day on Receipt of all current Receipts related to Suspensions, Reinstatements, Charge Memos and Enquiries will process file in hierarchy method.	On receipt of current, then file moves from concerned clerk in hierarchy method i.e., Jr. Asst/Sr.Asst - superintendent - Administrative officer- JDA(Admn) - and finally Commissioner of Agriculture	The file may finally approve or Decision will be taken by Commissioner of Agriculture

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS  
(Section 4(1) (b) (iv))**

Functionaries, rules and regulations are followed by APCS (Conduct) Rules 1964 and APCS (CC&A) Rules 1991, of Vigilance matters and day to day released AP Government orders & Memos pertaining to Disciplinary issues.

**RULES, REGULATIONS, INSTRUCTION, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS**

**(Section 4(1) (b) (v))**

The main object of the Vigilance- II Section is to move all the disciplinary issue files as well as to maintain secrecy during the process of files and issue favorable sanctioned orders to the applicants as per present rules and regulations applicable.

**INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL**

**(Section 4(1) (b) (vi))**

Sl.No.	Category of Document	Title of the Document	Designation and address of the Custodian (held by / under the control of Whom)
-Not Applicable-			

**ANNEXURE.1**

- 11.Various tappals are receiving to the Section from Zone-I, III JDAs, and O/o. Commissioner and Director of Agriculture it will sort out and correspondence will be done to Government and with the District Joint Directors of Agriculture of Zone-I and III and O/o Commissioner and Director of Agriculture.
- 12.Memos regarding day to day disciplinary issues.
- 13.Any other correspondence as and when necessary.

**ANNEXURE.2**

- 11.Alphabetical Register
- 12.Suspension Register

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF  
**(Section 4(1) (b) (vii)**

There are no arrangements in this Office for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.

BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY  
**(Section 4(1) (b) (viii)**

Name of the board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to Public, Minutes of its meeting accessible for Public
	-Not Applicable-		

DIRECTORY OF OFFICERS AND EMPLOYEES

**(Section 4(1) (b) (ix)**

S.L No.	Name & Designation and Address	Telephone & Fax Office Tel:	Email
1	Sri Ch.Srinivasa Rao JDA, (Admn)	8331056499	
2	Smt.K.P.B.S Madhavi Latha, DDA (Admin)	833156115	vigcda4@gmail.com
2	Sri. A. Srinivasa Rao, AO -II, O/o.C&DA, AP, Guntur	8331056071	
3	Smt. P. Indira Priyadarshini, Superintendent, O/o.C&DA, AP, Guntur		
4	Smt.N. Sarada, Senior Office Assistant, O/o. C&DA, AP, Guntur		
5	Smt. B. Punyavathi, Senior Office Assistant, O/o. C&DA, AP, Guntur		

A MONTHLY REMUNERATION OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS .

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

S.L No.	Name & Designation	Pay Scales
1	Joint Director of Agriculture	Rs. 56870/- to Rs.105810/-
2	Deputy Director of Agriculture	Rs.80910/- to Rs.166680/-
3	Administrative Officer	Rs.54060 /-to Rs.140540/-
4	Superintendent	Rs.44570/- to Rs. 127480/-
5	Senior Assistant	Rs.34580/- to Rs.107210/-

Budget allocated to each agency including Plans etc.

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

**-Not Applicable-**

Manner of Execution of subsidy Programmes.

**(Section 4(1) (b) (xii)**

**- Not Applicable-**

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY.

**(Section 4(1) (b) (xiii)**

**- Not Applicable-**

PLEASE PROVIDE THE DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS. (FLOPPY, CD, VCD, WEB SITE, INTERNET ETC)

**(Section 4(1) (b) (xiv)**

Electronic format	Description (Site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Soft Copy	Office Computer	All the data pertaining to the activities of the Vigilance	Concerned Section Assistants O/o C&DA, AP, Guntur.

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

**(Section 4(1) (b) (xv)**

Citizens can apply for access to verify, inspect, take notes, take extracts or certified copies of documents, records and other such information being processed and held under the control of office without breaching the main objective and to maintain secrecy during the file movement process.

NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

**(Section 4(1) (b) (xvi)**

Appellate Authority - Sri. S. Dilli Rao, I.A.S, Director of Agriculture, A.P.,  
Guntur.

Public Information Officers -Sri.Ch.Srinivasa Rao, Joint Director of Agriculture Officer(Admin)  
O/o C&DA, A.P. Guntur  
Smt.KPBS.Madhavilatha Devi, Deputy Director of Agriculture(Admin)  
O/o C&DA, A.P. Guntur

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR

**(Section 4(1) (b) (xvi)**

**- Not Applicable-**

**RTI SECTION :****Chapter - 2**  
**Organization, Function and Duties****(Section 4 (1) (b) (i))****Particular of the Organization, functions and duties:-**

Sl. No.	Name of the Organization	Address	Function & Duties
1	RTI Section, Department of Agriculture.	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre  Guntur – 522004.	RTI section deals with receiving of applications from the applicants under Section 6(1) of RTI Act,2005 and appeals from appellants section 19(1) of under RTI,2005 under the able guidance of Nodal Officer and the same may be segregated PIO wise and transfer to the concerned PIOs.

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****[Section 4(1) (b) (ii)]**

S. No	Name of the officer/ employee	Subject allotted
1	Sri Ch.Srinivasa Rao, JDA(Admn)	To give Assistance to Commissioner of Agriculture and Overall supervision of the subject pertaining to RTI Section and act as Nodal Officer.
2	Smt. C.Padmavathi APIO/ ADA(Admn)	To give Assistance to DDA(Admn) and Overall supervision of the subject pertaining to RTI Section.
3	Smt.K.Sujatha Administrative Officer	To give Assistance to DDA & ADA and Overall supervision of the subject pertaining to RTI Section.
4	Smt.T.Uma Maheswari Superintendent	To give Assistance to DDA & ADA and Overall supervision of the subject pertaining to RTI Section.
5	Shaik.Shabuddin Senior Office Assistant.	Receive RTI applications and also entered into Register-I and distributed to the concerned Section Assistants. Appeals received under RTI and entered into Register-II and distribute the Section Assistants.

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS****[Section 4 (1) (b) (iii)]**

Sl.No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	RTI 2005	Action to be taken on day to date tapals in RTI section.	Nodal Officer / DDA	Director of Agriculture,A.P., Guntur.



**[Section 4 (1) (b) (iv)]**

1	The procedures in the Department of Agriculture are as per the RTI Act,2005.
---	--

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

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

The main object of the RTI section is to process all the Applications and Appeals received from the applicants and appellants and distribute to the concerned Section Assistants of PIOs as per the subject allotment.

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER  
ITS CONTROL.

**[Section 4 (1) (b) (vi)]**

Sl. No.	Category of Document	Title of the document	Designation and address of the custodian ( held by / under the control of whom)
	NA	NA	NA

**Annexure -I**

- 1) RTI tappals are receiving from DA Peshi / DDA (Admn) Peshi and it will sort out subject wise to distribute to concern PIOs, other departments & Sections of this office and Memos regarding day to day administration matters.
- 2) Any other correspondence as and when necessary.

**Annexure - 2.**

- 1) Register-I
- 2) Registers-II
- 3) Cash section Register.

Correspondence will be furnished through ordinary post/ register post/email/ speed post.

**Annexure-3.**List of Registers maintained in Agriculture Department:

Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO)

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

**[Section 4 (1) (b) (vii)]**

There are no arrangements have been made in this office for consultation, or representation arrangements, on the advice of the public on the integration of policy or implementation.

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

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

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
NA	NA	NA	NA

**DIRECTORY OF OFFICERS AND EMPLOYEES**

**[Section -4 (1) (b) (ix)]**

Sl No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1	RTI section Office of the C & DA, A.P., Guntur	Sri Ch.Srinivasa Rao, PIO/JDA(Admn)	8331056499	rticdaguntur@ gmail.com
2		Smt. C.Padmavatrhi APIO/ ADA(Admn)	8331056160	
3		Smt. K.Sujatha Administrative Officer	8143534851	
4		Smt.T.UmaDevi	9959676342	
5		Shaik.Shahabuddin Senior Office Assistant.	9490243388	

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

S.NO.	DESIGNATION	PAY SCALES
1	Sri Ch.Srinivasa Rao, PIO/JDA(Admn)	Rs.56870 - 105810/-
2	Smt. C.Padmavatrhi APIO/ ADA(Admn)	Rs.76730-162780/-
3	K.Sujatha Administrative Officer	Rs.54060-140540/-
4	T.Uma Devi, Superintendent	Rs.45830-130580/-
5	Shaik.Shahabuddin Senior Office Assistant.	Rs.44570-127480/-

**Budget Allocated to Each Agency including Plans etc.****[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure (for Rabi 2023- 24)	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.)
	NA	NA	NA	NA

**Manner of Execution of Subsidy Programmes****[Section 4 (1) (b) xii]**

-NA-

**Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority****[Section 4 (1) (b)xiii]**

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

-NA-

**Information Available in Electronic Form****[Section 4 (1) xiv]**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Hard copy/ soft copy	Section Computers www.apagrisnet.gov.in	Related to RTI section all information.	Concerned Section Assistant O/o.C&DA,AP., Guntur.

**Particulars of Facilities available to Citizens for Obtaining Information****[Section 4 (1) (b) xv]**

16.1 Describe the particulars of information dissemination mechanisms in place /facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	Commissioner and Director of Agriculture, AP., Chuttugunta, Guntur - 522002	Important circulars and Notices.
News Paper reports	NA	NA
Public Announcements	NA	NA
Information Counter	NA	NA

Publications	NA	NA
Officer Library	NA	NA
Websites	www.apagrisnet.gov.in	4(1)(b)
Other Facilities (Name)	NA	NA

**Names, Designation, and Other Particulars of Public Information Officers  
[Section 4 (1) (b) (xvi)]**

**Appellate Authority:**

<b>Name, Designation &amp; Address</b>	<b>Jurisdiction</b>	<b>Email</b>
Sri S.Dilli Rao, I.A.S, Director of Agriculture	Entire State, O/o C&DA, A.P, Guntur	Comagr.ap@gmail.com

**Public Information Officer:**

<b>Name of Office/Administrative Unit</b>	<b>Name &amp; Designation of PIO</b>	<b>Office Telephone/Residence No.</b>	<b>Email</b>
RTI , O/o C&DA, A.P, Guntur	Sri Ch.Srinivasa Rao	8331056499	rticdaguntur@gmail.com

**Such Other Information as May Be Prescribed  
[Section 4 (1) (b) (xvii)]**

-Not Applicable-

**Planning Section :****Chapter 2  
Organization, Function and Duties****(Section 4 (1) (b) (i))**

2. 1 Particulars of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions & Duties
1	Planning Section, Department of Agriculture	O/o Commissioner & Director of Agriculture, Old Mirchi Yard, Chuttugunta centre, Guntur - 522004,  Andhra Pradesh	Meetings & Workshops  Day to Day reports  Periodical Reports,  Budgeting  Budget of SC, ST, BC Sub Plan  Sustainable Development Goals (SDGs)  Key Performance Indicators (KPIs), Growth Rate & GVA

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****[Section 4(1) (b) (ii)]**

S.No.	Name of the officer / employee	Subject allotted
1	Smt. R.V.V. Swarna Vijaya, DDA (Planning)	<p>Overall supervision of the subjects pertaining to Planning section and attending Meetings.</p> <p>She will assist the Director of Agriculture in the matters of preparation of notes for the CM's meetings, Hon'ble Minister for Agriculture, Cabinet and other Government level meetings, National Conference for Kharif, Rabi &amp; Summer, Secretaries Conference at GoI and State level.</p> <p>Preparation of Budget Speech of Governor / Finance Minister / Agriculture Minister, Attending Legislative Assembly Questions (LAQs), Legislative Council Questions (LCQs), Lok Sabha &amp; Rajyasabha questions.</p> <p>All communications relating to National Conferences, Zonal Conferences, Southern Zonal Council (SZC), ZREAC meetings, etc.,</p> <p>Preparation of Agenda &amp; Minutes for Dist. Agriculture Officers Meeting, Preparation of Annual Agriculture Action plan, Annual Administration reports, Monthly progress report for His Excellency, Governor of A.P on Agriculture, Preparation of Outcome budget, Socio- Economic Survey Reports.</p> <p>Monitoring of Implementation Committee for sanctioned posts, Organization of Webex, Video Conferences and Tele Conferences, Preparation of Annual Plan Budget allocations, Proposals for continuation of Ongoing schemes, Budget releases under Plan Head, preparation of monthly progress reports on Budget, Co-ordination with A.P. Secretariat,</p> <p>Preparation of Special Component Plan &amp; Tribal Sub-Plan, BC Sub Plan, Preparation of notes on SCSP, TSP, BC and attending meetings. Replies to RTI Act 2005.</p> <p>Sustainable Development Goals - Indicators, Key Performance Indicators (KPIs), Growth Rate &amp; GVA</p>

S.No.	Name of the officer / employee	Subject allotted
		<p>estimations.</p> <p>Any other duties entrusted by Director of Agriculture from time to time.</p>
2	Smt. G. Surekha, ADA (Plg.II)	<p>Assist the DDA (Plg.) in Preparation of Annual Budget Estimates, Preparation of Release and expenditure reports of CSS &amp; SDP schemes, Persuasion of Budget releases under CSS &amp; SDP schemes, Monitoring issuance of BROs &amp; Administrative sanctions for CSS &amp; SDP schemes,</p> <p>Preparation of Outcome budget, Budget releases under Plan Head, Proposals for continuation of Ongoing schemes, Co-ordination with A.P, Secretariat &amp; Dept of Finance and attending meetings of finance Dept,</p> <p>Attending issues related to CFMS &amp; Directorate of Treasuries &amp; Accounts of C &amp; DA and Districts with Finance Dept., Co-ordinating with PFMS on CSS, Reports of NITI Aayog,</p> <p>Preparation of monthly progress reports on Budget, Preparation of Budget Speech of Finance Minister, preparation of audit paras, follow-up of budget releases for flagship programmes during Distribution by HCM,</p> <p>Monitoring of Implementation Committee for sanctioned posts, Socio-Economic Survey reports, Annual Administrative Reports, Sustainable Development Goals (SDG) – Indicators, KPIs (APROMS updation), Growth Rate &amp; GVA estimations,</p> <p>Preparation of Special Component Plan &amp; Tribal Sub-Plan, BC Sub Plan, Preparation of notes on SCSP, TSP, BC, Replies to RTI Act 2005, and other duties entrusted by DDA (Plg).</p>
3	Sri. M. Prem Sekhar, ADA (Plg.I)	<p>Assist the DDA (Plg.) in preparation of Notes, PPTs &amp; Minutes for the HCM's meetings, Hon'ble Minister for Agriculture, Cabinet and other Government level meetings,</p> <p>Notes, PPTs for National Conference for Kharif, Rabi &amp; Summer, SZC meetings, ZREAC meetings of ANGRAU, Secretaries Conference at GoI and State level,</p> <p>Preparation of Budget Speech of Governor / Agriculture Minister, Preparation of Agenda &amp; Minutes for District Agriculture Officers Meeting, Preparation of Annual Agriculture Action plan, Monthly progress report for His Excellency, Governor of A.P on Agriculture, Organization of Webex, Video Conferences and Tele Conferences,</p> <p>Attending of LAQs, LCQs, Loksabha and Rajyasabha questions, RTI replies, Notes for Independence day &amp; Republic day celebrations, Intimation on meetings of other departments, Accommodation letters to GAD for participation of Dept. officers in AP Bhavan, and other duties entrusted by DDA (Planning).</p>
4.	Sri P.Raghu,	Assist the DDA (Plg.) & ADA (Plg-II) in preparation of Reports on NITI Aayog, Preparation of Outcome budget, Socio-

S.No.	Name of the officer / employee	Subject allotted
	Agriculture Officer (Plg.II)	Economic Survey reports, Annual Administration reports, Sustainable Development Goals-Indicators, Growth Rates & GVA estimations and any works entrusted by DDA(Plg) from time to time.
5	Sri. S. Ravi Shankar, Agriculture Officer (Plg.I)	<p>Assist the DDA (Plg) &amp; ADA (Plg.I) in preparation of Notes, PPTs &amp; Minutes for the CM's meetings, Hon'ble Minister for Agriculture, Cabinet and other Government level meetings,</p> <p>Notes, PPTs for National Conference for Kharif, Rabi &amp; Summer, SZC meetings, ZREAC meetings of ANGRAU,</p> <p>Preparation of Budget Speech of Governor / Agriculture Minister, Preparation of Annual Agriculture Action plan,</p> <p>Attending of LAQs, LCQs, Loksabha and Rajyasabha questions, RTI replies, Notes for Independence day &amp; Republic day celebrations, and other duties entrusted by DDA (Plg.).</p>
6	Sri. B. Subba Reddy, Agriculture Officer (Plg.II)	<p>Assist the DDA (Plg.) &amp; ADA (Plg-II) in Preparation of Annual Budget Estimates, Persuasion of Budget releases under CSS &amp; SDP, Monitoring issuance of BROs &amp; Administrative sanctions for CSS &amp; SDP schemes, Proposals for continuation of Ongoing schemes, Co-ordination with A.P, Secretariat &amp; Dept of Finance and attending meetings of finance Dept, Preparation of Budget Speech of Finance Minister, Co-ordination with A.P, Secretariat, preparation of audit paras, Proposals for continuation of Ongoing schemes, attending issues related to CFMS &amp; Directorate of Treasuries &amp; Accounts of C &amp; DA and Districts with Finance Dept., Co-ordinating with PFMS on CSS, Preparation of Annual Budget for SC/ST/ SCP, Preparation of Special Component Plan &amp; Tribal Sub-Plan, BC Sub Plan, Preparation of notes on SCSP, TSP, BC follow-up of budget releases for flagship programmes during Distribution by HCM, and other duties entrusted by DDA (Planning).</p>
7	Smt. V.C.Suwarna, Agriculture Officer (Plg.I)	<p>Assist the DDA (Plg) &amp; ADA (Plg-I) in preparation of Agenda, Notes and Minutes for the Teleconferences &amp; Video Conferences, Webex meetings,</p> <p>Preparation of ATR for the Secretaries Conference, Preparation of monthly progress report for His Excellency, the Governor of Andhra Pradesh on Agriculture activities, Preparation of the Minutes for the meeting of the Hon'ble Minister of Agriculture,</p> <p>Notes for Independence day &amp; Republic day celebrations, Intimation on meetings of other departments, Accommodation letters to GAD for participation of Dept. officers in AP Bhavan, Preparation of Agenda &amp; Minutes for District Agriculture Officers Meeting and other duties entrusted by DDA (Planning).</p>
8	Smt. G.Jyotshna, Superintendent	<p>Monitoring of Implementation Committee for sanctioned posts, Preparation of Attendance certificates to DEOs &amp; Gazetted Officers working on OD basis in Planning section,</p> <p>Over all supervision of the subjects pertaining to</p>

S.No.	Name of the officer / employee	Subject allotted
		Planning section and to give assistance to AOs / ADAs / DDA and also and other duties entrusted by the Deputy Director of Agriculture (Planning).

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

S. No.	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Reports	Monthly report to His Excellency, the Governor of Andhra Pradesh	ADA (Plg.I) / DDA (Plg.)	Director of Agriculture
		Preparing Daily, Weekly, Monthly, Seasonally and Yearly reports	ADA (Plg.I&II) / DDA (Plg.)	Director of Agriculture
2	Communication with different sources	Correspondence with GoI & GoAP	DDA (Plg.) and Director of Agriculture	GoI / Spl. Chief Secretary to Govt., A & C Dept.
		Preparation of replies to Audit paras	ADA (Plg.II)/ DDA (Plg.)	Director of Agriculture
		Attending to LAQs & LCQs in Assembly & Council sessions	DDA (Plg.) and Director of Agriculture	Spl. Chief Secretary to Govt., A & C Dept.
		Attending to Questions on Parliament in Loksabha & Rajya sabha	DDA (Plg.) and Director of Agriculture	Spl. Chief Secretary to Govt., A & C Dept.
3.	National Conference & Zonal Conferences	Preparation of reports for National Conferences & Zonal Conferences	DDA (Plg.) / Director of Agriculture	Spl. Chief Secretary to Govt., A & C Dept.

## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**[Section 4 (1) (b) (iv)]**

S. No.	Type of License	Issuing Authority	Fees	Period of License	License will be issued within
Nil					



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

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

<b>S. No.</b>	<b>Category</b>	<b>Description</b>
<b>1</b>	Rules & Regulations	Cadre strength of all employees in Dept. of Agriculture
<b>2</b>	Manuals	NA
<b>3</b>	Records	Departmental manual, Functionary manual
<b>4</b>	Publications	N A

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER  
ITS CONTROL.

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

<b>Sl. No.</b>	<b>Category of Document</b>	<b>Title of the document</b>	<b>Designation and address of the custodian ( held by / under the control of whom)</b>
	NA	NA	NA

Annexure 2. Various types of Correspondences, GOs by the state Government and SOs by the Government of India.

<b>Correspondence</b>	<b>Purpose</b>
	Nil

Annexure 3. List of Registers maintained in Agriculture Department:

<b>S. No.</b>	<b>Register</b>	<b>Purpose</b>
		Nil

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

**[Section 4 (1) (b) (vii)]**

**NIL**

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

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

**NIL**

**DIRECTORY OF OFFICERS AND EMPLOYEES****[Section -4 (1) (b) (ix)]**

S. No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1	Planning section Office of the C &DA, A.P., Guntur	Smt. R.V.V.Swarna Vijaya, DDA	8331056023	<a href="mailto:applanning02@gmail.com">applanning02@gmail.com</a>
2		Smt. G. Surekha, ADA (Plg.II)	8331056036	
3		Sri. M. Prem Sekhar, ADA (Plg.I)	8331056090	
4		Sri P.Raghu, AO (Plg. II)	8331056110	
5		Sri. S. Ravi Shankar, AO (Plg.I)	8331056094	<a href="mailto:agriplanning01@gmail.com">agriplanning01@gmail.com</a>
6		Sri.B. Subba Reddy, AO (Plg.II)	8331056099	
7		Smt. V.C.Suwarna, AO (Plg.I)	8331056074	
8		Smt. G.Jyotshna, Superintendent	8331056120	

## MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

S.NO.	DESIGNATION	PAY SCALES
1	Smt. R.V.V.Swarna Vijaya, DDA (Plg.)	80910-166680
2	Smt. G. Surekha, ADA (Plg.II)	65360-154980
3	Sri. M. Prem Sekhar, ADA (Plg.I )	65360-154980
4	Sri P. Raghu AO (Plg.II)	61960-151370
5	Sri. S. Ravi Shankar, AO (Plg.I)	61960-151370
6	Sri. B. Subba Reddy, AO (Plg.II)	61960-151370
7	Smt. V.C. Suwarna, AO (Plg.I)	61960-151370
8	Smt. G.Jyotshna, Superintendent (Plg)	45830-130580

**Budget Allocated to Each Agency including Plans etc.****[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/ Programme/ Scheme/ Project/ Activity/ Purpose	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (website,
--------	---	----------------------	-------------------	--

	for which budget is allocated			reports, notice board etc.)
	NA	NA	NA	NA

**Manner of Execution of Subsidy Programmes**

**[Section 4 (1) (b) xii]**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

Nil

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
NA			

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
NA			

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

**[Section 4 (1) (b)xiii]**

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

NA

**Information Available in Electronic Form**

**[Section 4 (1) x (IV)]**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
NA			

**Particulars of Facilities available to Citizens for Obtaining Information**

**[Section 4 (1) (b) xv]**

16.1 Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA

News Paper reports	NA	NA
Public Announcements	NA	NA
Information Counter	NA	NA
Publications	<ol style="list-style-type: none"> <li>1. Agriculture budget speech (English &amp; Telugu)</li> <li>2. Budget Estimates (Agriculture &amp; allied sectors)</li> <li>3. Outcome budget (English &amp; Telugu)</li> </ol>	<ol style="list-style-type: none"> <li>1. Budget proposals of particular financial year under various schemes of Agriculture &amp; allied sectors.</li> <li>2. Budget allocations made under State Budget for Agriculture &amp; allied sectors.</li> <li>3. Targets fixed for State Budget allotted during particular financial year</li> </ol>
Officer Library	NA	NA
Websites	NA	NA
Other Facilities ( Name)	NA	NA

**Digital Agricultural cell (DAC) section:****Chapter 1**  
**Introduction**

The primary job of the Digital Agriculture Cell is to ensure adoption of emerging Digital technologies. A comprehensive ICT strategy being developed not only to reach out the farming community in an easy and better way but also for planning and monitoring the flag ship programs / schemes. So, that policy decisions can be taken at a faster pace for betterment of farmer.

**Chapter 2**  
**Organization, Function and Duties****(Section 4 (1) (b) (i))**

2. 1 Particular of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	Digital Agricultural Cell (DAC) , Department of Agriculture, Andhra Pradesh	O/o C&DA, A.P., Guntur&Mangalagiri Old Mirch Yard, Chuttugunta, Nallapadu Road, Beside Rythu Bazar, Guntur-522004.	NeGP-A & Digital Agristack. All IT applications- Monitoring, Evaluation, Improvisation & Innovation. Co ordination with all sections with respect to IT applications. Handling all websites of department. Software and Hardware Support

The works performed by the SPMU (State Project Management Unit):

- a. Co-ordinate/liaison with State Departments and GOI for Monitoring SPMU operations and progress reporting to GOI as and when required.
- b. Continuously evaluating and monitoring the performance of DPMU.
- c. Co-ordinate with State IT Department, APSWAN and SDC teams to make available the vertical and horizontal connectivity at district & sub-divisions.
- d. Work closely with the System Integrator and Implementing Agency (i.e. NIC, ITE&C & e-Pragati Authority) to undertake the field work, comprehend the requirements, and document the observations if any.
- e. Manage, supervise and implement backend computerization of partner Departments/Agencies.
- f. Attending day to day technical queries of all the IT Applications during its change of version, dashboard etc.,
- g. Monitoring any issues related to procurement in CMAPP and Paddy Procurement Centres by using e-Crop booking data.
- h. Any server issues or OTP related issues in the Applications raised by the VAAs in field level to escalate to the Development team and resolve them in time.
- i. Monitoring, understanding and re-engineering all the android versions and creating awareness to all the VAAs.
- j. Any reports regarding PMA App, D-Krishi App is provided to the concerned districts and sections.
- k. Resolving the technical issues from time to time which the RSK staff, AOs, MAOs, ADAs encountering in doing of tasks & marking their attendance in PMA APP.
- l. Understanding the change in requirements pertains to Govt flagship program Annadhaata Sukhi bhava and assisting the field staff in doing eKYC & rectifications.
- m. Organizing APSFL State wide Teleconferencing, Video conferencing, Web

Conferencing.

- n. Troubleshooting & providing technical support to employees' w.r.t System software, Hardware, Network issues and ensures stable operation for uninterrupted work, CDAC push messages to all the official staff & VAAs in the department regarding the ongoing programs.
- o. Installing the System related Softwares (MS office package & OS patches) to office computers if they are corrupted in the O/o C&DA, SAMETI & ATMA.
- p. Coordinating with the Sections regarding the tasks assigned by the Superintending officer on daily basis.

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**[Section 4(1) (b) (ii)]**

<b>S.No</b>	<b>Name of the officer/ employee</b>	<b>Subject allotted</b>
2	Sri. G. Balasubramanyam , (SE)( Agri) JDA	Overall supervision of the subjects pertaining to DAC section and assist the staff in matters related to IT.
3	Sri G.Mohan Kumar, K.Aravinda Kumar, D.Arun Kumar and Sri A.Naresh (Agriculture Officers)	Assist in preparation and communication of guidelines, Implementation of IT related projects, Budget releases, handling of software applications and hardware issues, network related issues and file creation and following orders as and when received from ADA DAC and higher officials.
4	SadanandaReddy .Y (Sr Consultant) Khalemulla .SK (Consultant) Karun Kumar .G (Consultant)	Monitoring of IT Enabled and NeGP-A Scheme implementation

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

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

<b>Sl.no</b>	<b>Activity</b>	<b>Description</b>	<b>Decision Making Process</b>	<b>Designation of Final Decision Making Authority</b>
1	Implementation of Information Technology in Agriculture	Discussions, meetings, Review meetings, workshops and Innovative technology adopted by various countries, states.	Development of need based software applications maintenance of existing software applications, brain storming / Gap analysis on various activities.	Commissioner & Director of Agriculture

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

**[Section 4 (1) (b) (iv)]**

**-NA-**

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

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

<b>SI No</b>	<b>Description</b>
Rules & Regulations	As per Instructions & Guidelines issued by Government of Andhra Pradesh to implement the Information Technology .  As per Instructions & Guidelines issued by Government of India to implement the NeGP-A Scheme in A.P.

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL.

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

<b>Sl. No.</b>	<b>Category of Document</b>	<b>Title of the document</b>	<b>Designation and address of the custodian ( held by / under the control of whom)</b>
	NA	NA	NA

Annexure 2. Various types of Correspondences in the Agriculture department.

As per the request of the applicant correspondence through ordinary post/speed post/email/register post.

Annexure 3. List of Registers maintained in Agriculture Department:

Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO)

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

**[Section 4 (1) (b) (vii)]**

NIL

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

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

<b>Name of Board Council, Committee etc</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its meeting Open to public, Minutes of its meeting Accessible for Public</b>
NA	NA	NA	NA

**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**[Section -4 (1) (b) (ix)]**

SI No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel:	Email
1	Digital Agricultural Section, Department of Agriculture	Sri. G. Balasubramanyam , (SE)( Agri) JDA	8331056020	digicellap@gmail.com
2		G. Mohan Kumar, (Agriculture Officer)	8331056081	
3		K. Aravinda Kumar (Agriculture Officer)	8978927028	
4		D. Arun Kumar (Agriculture Officer)	9515881194	
5		A. Naresh (Agriculture Officer)	8331056155	

SI No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel:	Email
1	<b>NeGP-A State Project Monitoring Unit (SPMU)</b>	SadanandaReddy .Y ( Sr consultant)	9912311299	sadananda.negpa@gmail.com
2		Khalemulla .SK (Consultant)	8886755534	kaleem6019@gmail.com
3		Karun Kumar .G (Consultant)	9703590111	karung.acs@gmail.com
4		Anil Rahul. M (Computer operator)	9959601837	anilprabhakar993@gmail.com

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

S.NO.	Name of the Employee	PAY SCALES (Rs)
1	Sri. G. Balasubramanyam , (SE)( Agri) JDA	87480-170580
2	G. Mohan Kumar, (Agriculture Officer)	54060-140540
3	K. Aravinda Kumar (Agriculture Officer)	54060-140540
4	D. Arun Kumar (Agriculture Officer)	54060-140540
5	A.Naresh (Agriculture Officer)	54060-140540



**NeGP-A State Project Monitoring Unit (SPMU)**

<b>S.No.</b>	<b>Name of the Employee</b>	<b>Consolidated pay Rs/-</b>
1	SadanandaReddy .Y ( Sr consultant)	80,000
2	Khalemulla .SK (Consultant)	60,000
3	Karun Kumar .G (Consultant)	60,000
4	Anil Rahul. M (Computer operator)	20,000

**Budget Allocated to Each Agency including Plans etc.****[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programs and schemes undertaken by the public authority for each agency.

<b>Agency</b>	<b>Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated</b>	<b>Released expenditure (for 2021-22) (Rs.Cr)</b>	<b>Expenditure incurred (Rs. In Cr )</b>	<b>Report on disbursements made or where such details are available (website, reports, notice board etc.)</b>
Department of Agriculture	IT Enabled Scheme	NA	NA	NA
	NeGP-A Scheme	11.11	11.00	NA

**Manner of Execution of Subsidy Programmes****[Section 4 (1) (b) xii]**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

**IT Enabled Scheme:**

**1. Objectives:** Providing Internet Connectivity for all the supplied tabs for facilitating e-panta booking subsidised seed and micro nutrients distribution and working on other tab based android software applications for monitoring of different departmental schemes, knowledge transfer & Internal efficiency.

**2. Benefits of the scheme:** For facilitating smooth data entry and hassle- free functioning at field level and strengthening extension in Agriculture Services.

Coverage of crop booking on real-time through e-crop booking software has supported the tenant farmers through LEC, CoC (Certificate of Cultivation). Thus these actual cultivators have enjoyed the first low hanging subsidy fruits of the department through Digital Krishi Kalyan, Farm Machineries, Vaddi Leni Runalu. Concepts like FOSS (Farmer One Stop Shop) Farmer data base creations, Big data analysis, Internet of Things (IoT), Smart Home Technologies, cloud computing, mobile governance, Machine Learning, IVR, AR (Augmented Reality) & VR (Virtual Reality), Everything on Demand (Uberization), GPS fencing, Assets mapping, and Automation areas are going to further bolster the Information Technology pursuit by the AP Agriculture Department which is still peddling in new wider angles. To provide access to the needy and precise information quickly, online services are provided by Agriculture department for the benefit of the farmers through the department of Agriculture website AGRISNET(<http://www.apagrisnet.gov.in>)

**National e-Governance Plan- Agriculture:**

The Government of India has approved the NeGPA in May 2006 with the vision: "Make all Government services accessible to the common man in his locality, through common service delivery outlets and ensure efficiency, transparency & reliability of such services at affordable costs to realize the basic needs of the common man".

The department of Agriculture and Cooperation, Ministry of Agriculture, Government of India started implementing e-Governance through various ICT initiatives.

**1. Introduction:**

The existing Extension & IT Schemes from 11th Plan have been strengthened, expanded and up-scaled appropriately and implemented as components of **Sub Mission on Agricultural Extension (SMAE)** under **National Mission on Agricultural Extension & Technology (NMAET)**. With the approval of NMAET all the IT Schemes of DAC have been subsumed with the Mission. The Mission Mode Project, **National E-Governance Plan in Agriculture (NeGP-A)** introduced during last phase of the 11th Plan, to achieve rapid development of agriculture in India through the use of ICT.

**Project Vision & Objectives**

The vision of the NeGP - A project is to create a conducive for raising the farm productivity and income to global levels through provision of relevant information and services to the stakeholders.

In order to achieve the aforesaid vision, the department has also articulated key SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives which need to be achieved through the Agriculture MMP. These can be identified as:

- **Improve access of farmers to timely and relevant information & services throughout crop-cycle:**
- **Bringing farmer centricity & service orientation to the programs by providing location specific and up-to-date crop management related information in terms of:**
- **Increasing effectiveness of Government service delivery in:**
- **More effective management of schemes of DAC through process redesign aimed at:**
- **Enable private sector participation to benefit farmers by providing an integrated platform to promote value added services in:**

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

<b>Name of Programme/ activity</b>	<b>Nature/scale of subsidy</b>	<b>Eligibility criteria for grant of subsidy</b>	<b>Designation of officer to grant subsidy</b>
NA	NA	NA	NA

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4 (1) (b)xiii]

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

**NA**

## Information Available in Electronic Form

[Section 4 (1) x (IV)]

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

<b>Electronic format</b>	<b>Description (site address / location where available etc.)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of Information (held by whom?)</b>
Website	apagrisnet	Department of Agriculture Programmes and Schemes	Asst. Director of Agriculture

**Particulars of Facilities available to Citizens for Obtaining Information**

[Section 4 (1) (b) xv]

16.1 Describe the particulars of information dissemination mechanisms in place /facilities available to the public for accessing of information:

<i>Facility</i>	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	apagrisnet	Department of Agriculture Programs and Schemes
Information Counter	NA	NA
Publications	NA	NA
Officer Library	NA	NA
Websites	apagrisnet	Department of Agriculture Programs and Schemes
Other Facilities ( Name)	NA	NA

17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND HEREAFTER UPDATED THESE PUBLICATIONS EVERY YEAR

Engg. Section

**Chapter 2**  
**Organization, Function and Duties**  
**(Section 4 (1) (b) (i))**

Particulars of the Organization, functions and duties:-

**FM section** deals Farm Mechanization matters in A.P. state.

Sl. No.	Name of the Organization	Address	Function & Duties
1.	FM-Section Department of Agriculture	O/o. Commissioner & Director of Agriculture, Beside Chuttugunta Rythu Bazar, Guntur-522004	Supervision & Monitoring the status of Farm mechanization implementation in Andhra Pradesh and Supply of suitable Farm Implements/Machinery/Equipment on subsidy to the farmers on the basis of crops grown in different districts to accelerate Agricultural Mechanization in the State and achieve higher production and reduce man power in cultivation
2	Engg Section Department of Agriculture		Engg section deals with construction of Agril. Department buildings such as MAO/ADA/DAO office buildings etc., office vehicles maintenance, HOD Electricity bills, Telephone bills, POLs etc.,

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

S.No.	Name & Designation	Subjected allotted
1	Sri D.Haribabu Chowdary, (Joint Director of Agriculture - FM & Engg.)	Assist the Commissioner and overall supervision in the implementation of various schemes, i.e., SMAM, RKVY, Rythu Radham, & Engg.
2	Smt.Swarna Vijaya (Deputy Director of Agriculture - FM & Engg.)	Assist the Joint Director of Agriculture and overall supervision of implementation of various schemes under subsidy. and any other work entrusted by the Director of Agriculture. Nodal officer of the FM-DBT portal in Andhra Pradesh, C& DA Office.
3	N.Polappa (Assistant Director of Agriculture- FM & Engg.)	Assist the Deputy Director of Agriculture and supervision of implementation of various schemes(SMAM, RKVYn Engg etc), and any other work entrusted by the Senior officers of FM & Engg Section O/o.Commissioner and Director of Agriculture, Guntur
4	Sri. B. Ramana Murthy, ADA	Assist the Deputy Director of Agriculture and supervision of implementation of various schemes(SMAM, RKVYn Engg etc), and any other work entrusted by the Senior officers of FM
5	Sri.K.Sukumar (Agricultural Officer -FM & Engg)	Assist the Assistant Director of Agriculture (FM & Engg.) and any other work entrusted by the ADA/DDA/JDA
6	Sri Parvez khan (Superintendent, FM & Engg)	Supervise and guide the staff in attending the works of FM Section, Bank guarantees and Audit court cases and any other works entrusted by AO,ADA, DDA & JDA.
7.	Sri. S.Balasubramanyam Sr.Asst, (FM)	Assist to Agricultural officer & Superintendent with regard to files of different schemes and to prepare bills of manufacturers for the supply of different machineries and to maintain new case register, Budget, UC's correspondence of CMP,LAQs and Audit, court cases anything related to the above subjects
8	Sri Shankar Babu, Senior Assistant	Assist to Agricultural officer & Superintendent with regard to files of maintenance of engineering files i.e., construction of buildings, office maintenance, Electricity bills, Telephone Bills, court cases pertaining to Engg section.

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS  
(Section 4(1) (b) (iii))**

<b>Activity</b>	<b>Description</b>	<b>Decision making process</b>	<b>Designation of final decision – making authority</b>
1	2	3	4
Monitoring and implementation of Farm mechanization	Day to Day on Receipt of all current Receipts related to 1.Implementation of scheme, 2.Subsidy matters,3.Issue Memo to District DAOs if any deviation of funds is find out by Audit team, will process file in hierarchy method.	On receipt of current, then file moves from concerned clerk in hierarchy method i.eJr.Asst/Sr.Asst - superintendent - Agriculture officers – ADA –DDA -JDA and finally Commissioner/ Director of Agriculture	The file may finally approve or Decision will be taken by Director of Agriculture
Monitoring on Non-Plan budget and Office maintenance	Engg section deals with construction of Agril.Department buildings such as MAO/ADA/DAO office buildings etc., office vehicles maintenance, HOD Electricity bills, Telephone bills, POLs etc.	On receipt of current, then file moves from concerned clerk in hierarchy method i.eJr.Asst/Sr.Asst - superintendent - Agriculture officers – ADA –DDA -JDA and finally Commissioner/ Director of Agriculture	The file may finally approve or Decision will be taken by Director of Agriculture

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS  
(Section 4(1) (b) (iv))**

As per the Job Charts

**RULES, REGULATIONS, INSTRUCTION, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS  
(Section 4(1) (b) (v))**

<b>SI No</b>	<b>Description</b>
Rules & Regulations	<b>FM</b> :As per Instructions & Guidelines issued by the GOI and Government of Andhra Pradesh to implement the scheme <b>Engg</b> : As per the orders of the GoAP & Direcor of Agriculture , AP

**INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL  
(Section 4(1) (b) (vi))**

<b>Sl.No.</b>	<b>Category of Document</b>	<b>Title of the Document</b>	<b>Designation and address of the Custodian (held by / under the control of Whom)</b>
NOT APPLICABLE			

**ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF  
(Section 4(1) (b) (vii))**

There are no arrangements in this Office for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.

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

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

Name of the board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to Public, Minutes of its meeting accessible for Public
	-Not Applicable-		

**DIRECTORY OF OFFICERS AND EMPLOYEES**

(Section 4(1) (b) (ix))

Sl. No.	Name & Designation and Address	Telephone & Fax Office Tel:	Email
1.	Sri. D.Hari Babu Chowdary Joint Director/SE	8331056128	<a href="mailto:andhrafm@gmail.com">andhrafm@gmail.com</a> <a href="mailto:enggsection.ap@gmail.com">enggsection.ap@gmail.com</a>
2.	Smt RVV. Swarna Vijaya, Deputy Director	8331056023	
3.	Sri. N.Polappa, Deputy Executive Engineer	9121103111	
4.	Sri. B. Ramana Murthy, Assistant Director	8331056064	
5.	Sri K. Sukumar, Agricultural Officer	8331056059	
6.	Smt. Parvez khan Superintendent	9704201694	
7.	Sri.S. Bala Subramanyam, Senior Assistant	6281971478	
8.	Sri. J Sankar Babu, Senior Assistant	8125752547	

**A MONTHLY REMUNERATION OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF  
COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

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

S.No.	DESIGNATION	PAY SCALES
1.	Joint Director of Agriculture	87480-170580
2.	Deputy Director of Agriculture	76730-162780
3.	Assistant Director of Agriculture	61960-151370
4.	Agricultural Officer	57100-147760
5.	Superintendent	44570-127480
6	Senior .Assistant	28940-78910

Budget allocated to each agency including Plans etc.

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

AAP approved for 2024-2025

Sl. No	Scheme	Activity	Target	Project Outlay (Rs.in Cr)	Subsidy-Budget allocation (Rs.in Cr)
1.	SMAM	Establishment of Cluster level CHCs with Combined harvester	100	40.00	16.00
2	SMAM	Supply of Implements to individual farmers	1.0 lakh	215.00	108.00
3.	RKVY-DPR	Establishment of Kisan Drone CHCs	875	87.50	35.00
<b>TOTAL</b>			975 CHC + 1 lakh farmers	<b>342.50</b>	<b>159.00</b>

**Engg Section.****Amount in Rs**

<b>S. No</b>	<b>Head of Account</b>	<b>BE 2024-25 (VoA)-I &amp; II</b>
1	2401-00-001-00-01-130-131-V	34,000
2	2401-00-001-00-01-130-135-V	34,000
3	2401-00-001-00-01-130-137-V	40,000
4	2401-00-001-00-01-140-141-V	74,97,000
5	2401-00-001-00-01-240-241-V	17,92,000
6	2401-00-001-00-01-240-242-V	1,48,000
7	2401-00-001-00-01-510-511-V	5,17,000
7	4401-00-800-11-74-530-531	21,92,000

**Manner of Execution of subsidy Programmes.  
(Section 4(1) (b) (xii)**

FM : As per SMAM Guidelines and Government Instructions

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY  
THE PUBLIC AUTHORITY.  
(Section 4(1) (b) (xiii)**

**- Not Applicable-**

PLEASE PROVIDE THE DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS. (FLOPPY, CD, VCD, WEB SITE, INTERNET ETC)

(Section 4(1) (b) (XIV)

<b>Electronic format</b>	<b>Description (Site address/location where available etc.)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of information (held by whom)</b>
Soft Copy	Office Computer	All the data pertaining to the activities of the FM section	Concerned Section Assistants, O/o C&DA, AP, Guntur.

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION  
(Section 4(1) (b) (XV)**

Citizens can apply for access to verify, inspect, take notes, take extracts or certified copies of documents, records and other such information being processed and held under the control of office without breaching the main objective and to maintain secrecy during the file movement process.

**NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**

Appellate Authority	Sri.S.Dilli Rao, I.A.S, Director of Agriculture, A.P.,Guntur.
Public Information Officer	D.Hari Babu Chowdary, Joint Director of Agriculture O/o C&DA, A.P. Guntur

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR

**- Not Applicable-**

**FARMER WELFARE SECTION:**

**Chapter 2:  
Organization, Functions, and Duties  
[Section 4 (1) (b) (i)]**

**1. Particulars of the Organization, Functions, and Duties**

Sl. No.	Name of the Organization	Address	Function & Duties
1	Department of Agriculture	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre	A1 Section manages establishment matters for Admn. Officers, ADAs, DDAs, DPDs, JDAs, PDs, Addl. DAs in A.P. state & O/o Commissionerate of Agriculture.

**Powers and Duties of Officers and Employees****[Section 4 (1) (b) (ii)]**

S.No	Name of the Officer/Employee	Subject Allotted
1	Smt. K.P.B.S. Madhavi Latha, DDA(Admn.-I)	Assists Director of Agriculture in A1 Section subjects & oversees establishment matters for various cadres.
2	Smt. C. Padmavathi, ADA(Admn.-I)	Assists DDA(Admn.I) in A1 Section subjects & oversees establishment matters for various cadres.
3	Smt. K. Sujatha, Admn. Officer (Admn.I)	Assists DDA(Admn.I) & ADA (Admn.I) in A1 Section subjects & oversees establishment matters for various cadres.
4	Sri K. Mahidhar, Superintendent, A1 Section	Assists DDA(Admn.I), ADA (Admn.I) & Admn. Officer (Admn. I) in A1 Section subjects & oversees establishment matters.
5	Sri P.V.V.N.S. Murthy, Senior Officer Assistant	Handles promotions, seniority, automatic advance schemes, and RTI matters.
6	Sri K. Ramalingam, Senior Officer Assistant	Manages medical bills, retirements, property permissions, NOCs, transfers, ODs, deputations, and all types of leaves.

**Procedure Followed in Decision-Making Process****[Section 4 (1) (b) (iii)]**

Sl. No.	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Service matters for various cadres	Handles current receipts related to repatriation, ODs, deputations, transfers, promotions, etc.	File moves from Jr. Office Asst/Sr. Office Asst - Superintendent - Admn. Officer - ADA(Admn-I) - DDA(Admn-I) - Director of Agriculture	Director of Agriculture

**Norms Set for the Discharge of Functions****[Section 4 (1) (b) (iv)]**

- As per job charts.

**Rules, Regulations, Instructions, Manuals, and Records for Discharging Functions****[Section 4 (1) (b) (v)]**

- Main objective: To process establishment matters for various cadres while maintaining secrecy and issuing sanctioned orders per applicable rules and regulations.

**Information About Official Documents Held by the Public Authority****[Section 4 (1) (b) (vi)]**

- Not Applicable

**Annexures****Annexure 2:**

- Various representations/proposals received from DAOs, PDs, ATMA, Directors, SAMETI, and O/o Commissioner of Agriculture are sorted and corresponded with the Government and relevant authorities.



**Annexure 3:**

- **New Case Register & Panels Approved Register:** Register of applications under RTI Act maintained by PIO.

**Arrangement for Consultation with or Representation by the Public****[Section 4 (1) (b) (vii)]**

- No arrangements for public consultation or representation regarding policy formulation or implementation.

**Boards, Councils, Committees, and Other Bodies****[Section 4(1) (b) (viii)]**

- Not Applicable

**Directory of Officers and Employees****[Section 4 (1) (b) (ix)]**

Name of Office/Administrative Unit	Name, Designation & Address	Telephone & Fax	Email
Establishment - I	Sri K.P.B.S. Madhavi Latha, DDA(Admn.I)	8331056115	a1sectioncommissionerate@gmail.com
	Smt. C. Padmavathi, ADA(Admn.-I)	8331056160	-
	Smt. K. Sujatha, Admn. Officer (Admn.I)	8331056069	-
	K. Mahidhar, Superintendent, A1 Section	8331056017	-
	Sri P.V.V.N.S. Murthy, Sr. Office Assistant	7032732262	-
	Sri K. Ramalingam, Sr. Office Assistant	9440665795	-

**Monthly Remuneration****[Section 4 (1) (b) (x)]**

S.No	Designation	Pay Scales
1	Sri K.P.B.S. Madhavi Latha, DDA(Admn.I)	80910-166680
2	Smt. C. Padmavathi, ADA(Admn.I)	76730-162780
3	Smt. K. Sujatha, Admn. Officer (Admn. I)	54060-140540
4	Sri K. Mahidhar, Superintendent, A1 Section	44570-127480
5	Sri P.V.V.N.S. Murthy, Sr. Office Assistant	34580-107210
6	Sri K. Ramalingam, Sr. Office Assistant	35570-109910

**Budget Allocated to Each Agency****[Section 4 (1) (b) (xi)]**

- Not Applicable

**Manner of Execution of Subsidy Programmes****[Section 4 (1) (b) xii]**

- Not Applicable

**Particulars of Recipients of Concessions, Permits, or Authorizations****[Section 4 (1) (b) xiii]**

- Not Applicable

**Information Available in Electronic Form****[Section 4 (1) x (xiv)]**

<b>Electronic Format</b>	<b>Description</b>	<b>Contents or Title</b>	<b>Custodian of Information</b>
Soft copy	Office Computer	Data pertaining to establishment activities	Concerned Sr. Office Assistants

**Facilities Available to Citizens for Obtaining Information****[Section 4 (1) (b) (xv)]**

- Citizens can apply to verify, inspect, take notes, extracts, or certified copies of documents held by the office, maintaining secrecy during the file movement process.

**Names, Designation, and Other Particulars of Public Information Officers****[Section 4 (1) (b) (xvi)]****Appellate Authority:**

<b>Name, Designation &amp; Address</b>	<b>Jurisdiction</b>	<b>Email</b>
Sri S.Dilli Rao, I.A.S, Director of Agriculture	Entire State, O/o C&DA, A.P, Guntur	Comagr.ap@gmail.com

**Public Information Officer:**

<b>Name of Office/Administrative Unit</b>	<b>Name &amp; Designation of PIO</b>	<b>Office Telephone/Residence No.</b>	<b>Email</b>
AI Section, O/o C&DA, A.P, Guntur	K.P.B.S. Madhavalatha	8331056128	a1sectioncommissionerate@gmail.com

**Such Other Information as May Be Prescribed****[Section 4 (1) (b) (xvii)]**

- Not Applicable

**Deputy Director of Agriculture (Admn.I)****& Public Information Officer**

O/o the C&amp;DA, A.P., Guntur

**Natural Calamities Cell:****Chapter 2****Organization, Function and Duties  
(Section 4 (1) (b) (i))**

2. 1 particular of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	NC CELL ,O/o Commissioner and director of Agriculture	Beside Rythu Bazar,Old Mirchi Yard,Chuttugunta,Guntur	Natural Calamities Cell deals with Agricultural crop damages due to Natural Calamities i.e Cyclone / Heavy rains/ Unseasonal rains/ Drought / Floods / Hailstorms / Fire/ Landslide /Avalanche / Cloud burst/ Pest attack/ Frost & Cold wave/ Earthquake / Tsunami and Heat waves & Thunder bolt (State Specific Disaster).

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES  
[Section 4(1) (b) (ii)]**

S. No.	Name of the Staff	Powers and Duties
1.	Sri. M. Jagga rao, DDA (NC Cell)	Supervision of the Input subsidy and also monitoring the preparation of the memorandums when ever natural calamities occur and any other work entrusted by the Commissioner and Director of Agriculture.
2.	Smt. B. Renuka, ADA (OD basis)	Assist the Deputy Director of Agriculture in obtaining U.C's, correspondence and preparation of reports for LAQ's ,LCQ's and CMP cases and the monitoring release of the Input subsidy and also preparation of the memorandums when ever natural calamities(All calamities) occurs and any other work entrusted by the Deputy Director of Agriculture
3.	Sri. S K B N.Meeravali, Assistant Director (Stat)	Assist the Deputy Director of Agriculture in obtaining U.C's, correspondence and preparation of reports for LAQ's, LCQ's and CMP cases and the monitoring release of the Input subsidy and also preparation of the memorandums when ever natural calamities(All calamities) occurs and any other work entrusted by the Joint Director of Agriculture
4.	Smt. M. Satyavani Agricultural Officer (OD Basis)	Assist the Deputy Director of Agriculture in PCDR, Drought/Floods/Cyclones/ Heavy Rains/Hailstorms/ gales AUCs, LAQ, LCQ, Cut Motion, Lok sabha & Rajya sabha CMP cases, District Officers meetings/ Video Conference and the monitoring release of the input subsidy and also preparation of the memorandums when ever natural calamities occurs and any other work entrusted by the Deputy Director of Agriculture.
5	Smt.K. Varalaxmi, Superintendent	Supervise and guide the staff in attending the works of NC Cell, UCs, LAQs, CMP cases, final Proposals and Audit and any other works entrusted by DDA and ADA.
6	Kum. V. Mani Kumari, Senior Assistant - I	Monitoring of Old registers of staff, maintenance of Leave Cards. Transit of the files, Assistance to section head. Supervise / facilitate section inward and outward including dispatch work, RTI Act and any other works entrusted by DDA and ADA, AO and Superintendent.
7.	Sri M. Srihari Rao, Senior Assistant - II	Grievances, Legal. Court Cases / Vigilance & Enforcement Cases CMP cases Assurances and LAQs/LCQs and any other works entrusted by DDA and ADA, AO and Superintendent.

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

Sl. No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Preparation of proposals and Memorandum for sanction of input subsidy to riots whose crop damages more than 33%	<b>Instructions</b> are issued to the district DAOs for enumeration and distribution of input subsidy to the affected farmers towards the crop damages more than 33% due to natural calamities.	Final proposal will be submitted to the govt. for sanction of input subsidy after receipt of final reports from districts District Agriculture Officer.	Govt. of Andhra Pradesh

## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**[Section 4 (1) (b) (iv)]****Existing scale of relief:**

- Relief assistance shall be provided for the standing crops that have been damaged 33% or more than 33% of the declared calamities are eligible. State Govt. revised SDRF norms vide G.O.Ms. No. 5 of Rev (DM-II) Dept, dt. 14.11.2023 which are applicable from 14.11.2023.

S.NO	Crop	Revised (SDRF)	Revised (NDRF)	Remarks
<b>Agriculture Crops</b>		<b>Amount in Rs/Ha</b>		
	Paddy, Groundnut, Cotton and Sugarcane,	17000	Rainfed Crops-8500 & Irrigated crops-17000	SDRF norms are crop wise. NDRF norms are for Rainfed and Irrigated crops
	Maize	12500		
	Pulses, Sunflower, Soybean, Wheat, Linseed & Aizwan	10000		
	Tobacco	10000		
	Jowar, Bajra, Ragi, Castor, Sesamum & Aloe Vera	8500		
	Mesta, Jute, Safflower, Korra, Sama, Variga & Mustard	8500		
	Sand casting	18000	18000	
	Soil erosion	47000	47000	

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

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

Sl No	Description
Rules & Regulations	
Manuals	Revised drought manual 2020 & amendments
Records	
Publications	

## INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL.

**[Section 4 (1) (b) (vi)]**

Sl. No.	Category of Document	Title of the document	Designation and address of the custodian ( held by /under the control of whom)
	Annexure 2.	Various types of Correspondences in the Agriculture Department.	
	Annexure 3.	List of Registers maintained in Agriculture Department.	
		Not applicable	

## ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

**[Section 4 (1) (b) (vii)]****-Not applicable -**

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

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

Name of Board Council, committee etc.,	Composition	Powers & Functions	Whether its meeting open to public minutes of its meeting accessible for public
Not applicable			

**DIRECTORY OF OFFICERS AND EMPLOYEES****[Section 4 (1) (b) (ix)]**

Name of the office / Administrative unit	Name, Designation & Address of officer/Employee	Mobile No.	Email
Natural Calamities, O/o. Commissioner of Agriculture, A.P., Guntur.	Deputy Director of Agriculture	8331056640	nccellap2022@gmail.com
	Assistant Director of Agriculture	8331056620	
	Assistant Director (Stat)	8331056041	
	Agricultural Officer	8331056073	
	Superintendent	8331056121	
	Senior Assistant -I	--	
	Senior Assistant -II	--	

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

S.NO.	DESIGNATION	PAY SCALES
1.	Deputy Director of Agriculture	76,730-1,62,780
2.	Assistant Director of Agriculture	65,300-1,54,980
3.	Assistant Director (Stats)	70,850- 1,58,880
4.	Agricultural Officer	61,960-1,51,370
5.	Superintendent	45,830-1,30,580
6.	Senior. Assistant -I	35,570- 1,09,910
7.	Senior. Assistant -II	35,570-1,09,910

**Budget Allocated to Each Agency including Plans etc.****[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Pertaining to NC Cell –**Nil**

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

S.No	Calamity occurred in the Year	Name of the Calamity	No.of Farmers	Area in Ha	Released (Rs in Lakhs)
1	2023-24	Floods/Heavy rains March to may,2023	36810	23693.17	2958.95
2		Drought,2023	638532	532742.81	78457.11
3		Michaung (Migjam) Cyclone ,December,2023	410113	239873.95	39131.40
4	2024-25	Floods/Heavy rains July,2024	23259	15130.40	2574.70
<b>Grand total</b>			<b>1108714</b>	<b>811440.35</b>	<b>123122.16</b>

**Manner of Execution of Subsidy Programmes****[Section 4 (1) (b) xii]**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

Pertaining to NC CELL Nil

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

13.3 Describe the manner of execution of the subsidy programmes.

**No subsidy programmes are under taken by NC CELL, only provide immediate relief/ input subsidy to the affected farmers whose crops are damaged more than 33% loss due to Notified Natural calamity.**

**Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority**

**[Section 4 (1) (b) xiii]**

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

After release of funds from the Government, the input subsidy amounts are directly credited to the affected farmer's bank accounts by concerned District authorities through online (DBT). (Beneficiary list available at District authorities).

**Information Available in Electronic Form**

**[Section 4 (1) x (IV)]**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Website Internet etc.)

Information is available in this website: <http://www.apagrisnet.gov.in> & RSKS.

**NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**

Appellate Authority- Sri. S. Dillirao Garu, Director of Agriculture, A.P., Guntur.

Public Information Officer – Smt. K. P. B. S. Madhavalatha Devi Garu, Deputy Director of Agriculture, (Admin) O/o C&DA, A.P. Guntur

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR

**- Not Applicable-**

**Croop Insurance Section:****Chapter - 2**

Organization,FunctionandDuties

(Section4(1)(b) -(i)

ParticularoftheOrganization,functionsanddduties:

Sl. No.	Name of theOrganization	Address	Function&Duties
1.	Crop Insurance Section, Department of Agriculture	O/o. C&DA, A.P, IHC, Mangalagiri	Nodal Department for implementation of Crop Insurance Scheme. Responsible for preparation of proposals for issuance of Notification of Crops & Monitoring overall implementation of Crop Insurance Scheme in A.P by coordinating with various stake holders.

**CROP INSURANCE: BRIEF NOTES**

- Crop insurance is the primary risk management tool in Agriculture.
- Pradhan Mantri Fasal Bima Yojana (PMFBY), launched in 2016, replacing older crop insurance schemes (NAIS, MNAIS, WBCIS). Farmers' share of premiums was set at 2% for Kharif, 1.5% for Rabi, and 5% for commercial/ Horticulture crops, with the remaining premium equally subsidized by State, GOI.
- AP State implemented Pradhan Mantri FasalBima Yojana (PMFBY) & Restructured Weather Based Crop Insurance Scheme (RWBCIS) from Kharif 2016 to Kharif 2019. During Kharif 2019, the Govt announced a Free Crop Insurance scheme under PMFBY, with farmers paying a premium of Rs.1/-Still, the object of Universal coverage of Notified Crops could not be achieved due to some limitations like timelines in enrolment etc.
- From Kharif 2020, the state implemented its own scheme based solely on e-Panta data for all notified crops, and settled claims for Kharif 2020,21 directly, without involving any insurance companies. Recognizing the importance of risk-sharing, the state resumed PMFBY implementation from 2022 onwards.
- Thus, AP became the first state to achieve Universal coverage of notified crops.All the notified crops which were captured through e-crop and biometric authentication, automatically provided insurance protection and the State Govt. shouldered the entire claim settlement responsibility.
- PMFBY operates as an index-based insurance scheme, with claims settled based on final yield estimates obtained through Crop Cutting Experiments (CCEs).
- Restructured Weather Based Crop Insurance Scheme (RWBCIS) is also implemented in the State along with PMFBY where the claims will be settled based on Weather parameters.

**Action plan for 2024-25& 2025-26**

In an effort to improve the implementation of the crop insurance scheme, State Govt formed a three-member Cabinet Sub-Committee (CSC) with the Hon'ble Ministers for Agriculture, Finance, and Civil Supplies to review and suggest way forward by adhering to the guidelines stipulated. The CSC conducted a comprehensive review of the bidding results, preparedness, farmer accessibility, and other relevant factors during their review meeting conducted on 22July 2024.

After extensive deliberation, CSC made certain recommendations which have been subsequently approved, as per which, PMFBY will be implemented for 2 years, by adopting the Alternative Risk Sharing Model (ARSM) 60-130 Cup & Cap at season/ cluster level. The Free

insurance universal coverage model based on e-panta will continue for Kharif 2024 while subsequent seasons enables voluntary enrolment by the farmers. The notification for coverage of Crops under PMFBY & RWBCIS issued by the Govt for PMFBY & RWBCIS.

**District/ scheme wise list of Crops notified for coverage during 2024-25 & 2025-26 furnished as follows:**

**Season: Kharif – 2024 & 2025:**

District	PMFBY (Yield Based)			RWBCIS (Weather Based) (MIU)
	Level of Insurance Unit			
	Village Insurance unit (VIU)	Mandal Insurance Unit (MIU)	District Insurance unit (DIU)	
1	2	3	4	5
Srikakulam	Paddy	Maize		
Vizianagaram	Paddy	Maize		
Vizianagaram		Sesamum		Cotton
P.Manyam	Paddy	Maize		Banana
P.Manyam				Cotton
ASR	Paddy	Maize	Turmeric	
ASR		Ragi		Cotton
Visakhapatnam		Paddy		
Anakapalli	Paddy			
Kakinada	Paddy			Cotton
East Godavari	Paddy		Blackgram	Banana
Konaseema	Paddy			Banana
West Godavari	Paddy			
Eluru	Paddy		Blackgram	Cotton, Acid Lime (Nimma)
Krishna	Paddy		Turmeric	
NTR	Paddy	Red Chillies	Maize	Cotton
NTR			Greeengram	
Guntur	Paddy	Red Chillies	Blackgram	Cotton, Banana
Bapatla	Paddy	Red Chillies	Redgram	
Bapatla			Blackgram	Cotton
Palnadu	Paddy	Redgram		Cotton
Palnadu		Red Chillies		
Prakasam	Paddy	Redgram	Blackgram	Cotton
Prakasam		Bajra	<b>Sesamum</b>	
Prakasam		Red Chillies		



District	PMFBY (Yield Based)			RWBCIS (Weather Based) (MIU)
	Level of Insurance Unit			
	Village Insurance unit (VIU)	Mandal Insurance Unit (MIU)	District Insurance unit (DIU)	
SPSR Nellore	Paddy	Groundnut		Cotton, Acid Lime (Nimma)
YSR Kadapa	Paddy		Redgram	Sweet Orange (Battayi)
YSR Kadapa			Jowar	Groundnut
YSR Kadapa			Blackgram	Cotton
YSR Kadapa			Onion	Banana
YSR Kadapa			Turmeric	
YSR Kadapa				
Annamayya		Redgram		Tomato
Annamayya		Paddy		Groundnut, Banana
Kurnool	Paddy	Maize	Bajra	Groundnut
Kurnool		Redgram	Korra	Cotton
Kurnool		Red Chillies	Onion	
Kurnool		Jowar		
Kurnool		Castor		
Nandyal	Paddy	Maize	Jowar	Groundnut
Nandyal		Redgram	Bajra	Cotton
Nandyal		Blackgram	Korra	Banana
Nandyal		Red Chillies	Onion	
Nandyal			<b>Castor</b>	

District	PMFBY (Yield Based)			RWBCIS (Weather Based) (MIU)
	Level of Insurance Unit			
	Village Insurance unit (VIU)	Mandal Insurance Unit (MIU)	District Insurance unit (DIU)	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Ananthapuram	Redgram	Paddy		Sweet Orange (Battayi)
Ananthapuram		Jowar		Pomegranate
Ananthapuram		Maize		Tomato
Ananthapuram		Red Chillies		Groundnut

District	PMFBY (Yield Based)			RWBCIS (Weather Based) (MIU)
	Level of Insurance Unit			
	Village Insurance unit (VIU)	Mandal Insurance Unit (MIU)	District Insurance unit (DIU)	
Ananthapuram		Castor		Cotton, Banana
Sri Satya Sai	Redgram	Paddy	Ragi	Sweet Orange (Battayi)
Sri Satya Sai		Maize	Castor	Tomato
Sri Satya Sai				Groundnut
Sri Satya Sai				Pomegranate
Sri Satya Sai				Cotton
Chittoor		Paddy		Tomato
Chittoor		Ragi		Groundnut
Chittoor		Redgram		
Tirupathi	Paddy		Bajra	Groundnut, Acid Lime (Nimma)

**Season: Rabi-2024-25 & 2025-26**

District	PMFBY (Yield Based)			RWBCIS (Weather Based) (MIU)
	Level of Insurance Unit			
	Village Insurance unit (VIU)	Mandal Insurance Unit (MIU)	District Insurance unit (DIU)	
Srikakulam	Blackgram	Paddy	Ragi	Cashewnut
Srikakulam		Groundnut		
Srikakulam		Maize		
Srikakulam		Greengram		
Vizianagaram		Maize	Paddy	Cashewnut
Vizianagaram		Blackgram		
Vizianagaram		Greengram		
P.Manyam		Maize	Paddy	
P.Manyam		Greengram		Cashewnut
ASR		Paddy		Cashewnut
ASR		Rajma bean		
Anakapalli		Blackgram	Paddy	Cashewnut
Anakapalli			Greengram	
Kakinada	Paddy	Blackgram		Cashewnut

District	PMFBY (Yield Based)			RWBCIS (Weather Based) (MIU)
	Level of Insurance Unit			
	Village Insurance unit (VIU)	Mandal Insurance Unit (MIU)	District Insurance unit (DIU)	
Kakinada		Greengram		
East Godavari	Paddy	Maize		Cashewnut
Konaseema	Paddy		Blackgram	
West Godavari	Paddy			
Eluru	Paddy	Maize		
Eluru		Greengram		Cashewnut
Eluru		Blackgram		
Krishna	Blackgram	Paddy		
Krishna		Maize		
Krishna		Greengram		
NTR	Paddy	Maize	Bengalgram	
Guntur		Jowar		
Guntur		Maize		
Guntur		Greengram		
Guntur		Blackgram		
Guntur		Bengalgram		
Bapatla	Bengalgram	Maize	Groundnut	
Bapatla		Paddy		
Bapatla		Jowar		
Bapatla		Greengram		
Bapatla		Blackgram		
Palnadu	Paddy			
Prakasam	Bengalgram	Paddy	Maize	
Prakasam		Jowar		
Prakasam		Blackgram		
Prakasam		Red Chillies		
SPSR Nellore	Paddy	Blackgram	Greengram	
SPSR Nellore		Bengalgram	Groundnut	
YSR Kadapa	Bengalgram	Paddy	Greengram	
YSR Kadapa		Jowar		
YSR Kadapa		Blackgram		

District	PMFBY (Yield Based)			RWBCIS (Weather Based) (MIU)
	Level of Insurance Unit			
	Village Insurance unit (VIU)	Mandal Insurance Unit (MIU)	District Insurance unit (DIU)	
YSR Kadapa		Groundnut		
YSR Kadapa		Sesamum		
YSR Kadapa		Sunflower		
Annamayya		Paddy		Tomato
Annamayya		Groundnut		
Kurnool	Bengalgram	Paddy	Onion	Tomato
Kurnool		Jowar		
Kurnool		Groundnut		
Nandyal	Bengalgram	Paddy	Groundnut	
Nandyal		Jowar	Onion	
Nandyal		Blackgram		
Ananthapuram	Bengalgram	Paddy		Tomato
Ananthapuram		Jowar		
Ananthapuram		Maize		
Ananthapuram		Groundnut		
Sri Satya Sai		Paddy		Tomato
Sri Satya Sai		Groundnut		
Chittoor		Paddy	Groundnut	Tomato
Tirupathi	Paddy	Groundnut		

**DETAILS OF CLAIMS PAID FROM 2014-15**

Year	Scheme	Claim (Rs in Cr)	No of farmers benefited (Lakhs)
2014-15	Agril Ins Scheme	132.24	1.03
2015-16		339.7	4.35
2016-17	PMFBY	954.75	8.70
2017-18		720.6	6.77
2018-19 (Kharif 18 only)		1263.91	10.00
<b>Total</b>		<b>3411.2</b>	<b>30.85</b>
2012-13	NAIS(AIC)	119.44	0.25
2018-19 (Rabi)	PMFBY	596.4	5.94
2019-20 (Kharif 19)		1252.18	9.48

2020-21 (Kharif 20)	Dr YSR Free Crop Ins	1739.00	13.00
2021-22 (Kharif 21)		2977.82	15.61
2022-23 (Kharif 22)	PMFBY / Dr YSRFCI-WB	1111.29	10.22
<b>Total</b>		<b>7796.13</b>	<b>54.50</b>

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

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

S. No	Name of the officers / employee	Subject allotted
1.	Sri.D.VenuGopal, DD(CI)	Acts as Section Head and responsible for overall Supervision of all activities pertaining to Crop Insurance Scheme and for execution of files in time.
2.	Smt.P.Atchuthavalli, AD(CI)	To give assistance to the DD Crop Insurance and Implementation of PMFBY Scheme, preparation of notes for SLTC, SLCCCI, Notification etc, CCEs and maintaining / monitoring Escrow account
3.	Md Mazahar Moinuddin, AD(CI)	To give assistance to the DD Crop Insurance and Implementation of RWBCIS Scheme and maintaining / monitoring weather data, Court cases.
4.	Sri.G.Vijay Kumar, Dy.SO (CI)	To give assistance to the ADs Crop Insurance and preparation of PMFBY/ RWBCIS Scheme reports/ grievances, Court cases.
5.	Sri.D.Siva Kumar, Dy.SO (CI)	Right to Information Act files, Meetings/ Video Conferences, preparation of Weekly & Monthly reports, Power point presentation, Monitoring of CCEs and to assist ADs (Crop Ins.).
6.	Sri. Anil Kumar. A.S.O-I	Section Administrative files, Charge of section stocks, Audit files, Budget files (AIC & DES) Section Administrative files, Leaves, Claims etc., files, Attendance / C.L. Register, Office dead stock / furniture / stationery register, maintenance of stock file and to assist Asst. Director-II (Crop Ins)

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

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

<b>Sl. No</b>	<b>Activity</b>	<b>Description</b>	<b>Decision Making Process</b>	<b>Designation of Final decision Making Authority</b>
	Goal-setting & Planning	Notification of crops and areas, by way of convening SLTC, SLCCCI meetings. Issuing bids for selection of implementing agency after finalization of tenders	Convening meetings with various stakeholders and preparation of operational modalities as per the decisions given	Government. Spl CS, A&C
	Budgeting	Allocation of budget under various heads of accounts	Submission of proposals to the Govt as per requirement	Spl CS, A&C
	Formulation of programmes, schemes, projects	Through SLTC, SLCCCI meetings	-do-	-do-
	Recruitment/ hiring of personnel	-	-do-	-do-
	Release of funds	-	-do-	-do-
	Implementation/ delivery of service/ utilization of funds	Utilization of funds, allocation for various heads	Interacts with Insurance Companies	Director of Agriculture, A.P., Guntur
	Monitoring & evaluation	Frequent reviews with the Insurance companies, DES, DAOs, NIC officials.	-do-	-do-
	Gathering feedback from public	Receiving of complaints from the public, media (newspapers) and it's Redressal	-do-	-do-
	Undertaking improvements	Redressal of grievances of public and submission of proposals for modernization of department	-do-	-do-

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

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

**Not applicable****RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS**

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

**Not applicable**

**INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE  
PUBLIC AUTHORITY OR UNDER ITS CONTROL.**

[Section4(1)(b)- (vi)]

Sl. No.	Category of Document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
Not Applicable			

**Annexure-I**

1)

2)

**Annexure-2.**

1)

2)

3)

As per the request of the applicant correspondence through ordinary post/ speed post/ email/ register post.

**Annexure3.** List of Registers maintained in Agriculture Department:

Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO)

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

**[Section 4(1)(b)(vii)]**

**-NIL-**

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

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

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
NIL	NIL	NIL	NIL

## DIRECTORIOFOFFICERSANDEMPLOYEES

**[Section-4(1)(b)(ix)]**

Sl No.	Name of office/Administrative unit	Name, Designation &Address of Officer/Employee	Telephone &Fax Office Tel: Residence Tel: Fax:	Email
1	Crop Insurance Section, O/o.C&DA, AP, Guntur	Sri.D.VenuGopal, DD(CI)	8331056037	Cropinsurance.ap@gmail.com
2		Smt.P.Atchuthavalli, AD(CI)	8331056040	
3		Sri.Md Mazahar Moinuddin AD(CI)	8331056039	
4		Sri.G.Vijay Kumar, Dy.SO (CI)	8500068826	
5		Sri.D. Siva Kumar, Dy.SO (CI)	9000125744	
6		Sri.P.Anil Kumar. A.S.O-I (CI)	8331056900	

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES,  
INCLUDING SYSTEM OF COMPENSATION AS PROVIDED INREGULATIONS**[Section4(1)(b)(x)]**

S.NO.	DESIGNATION	PAYSCALES
1	Sri.D.VenuGopal, DD(CI)	70850-158880
2	Smt.P.Atchuthavalli, AD(CI)	57100-140540
3	Sri MdMazahar Moinuddin AD (CI)	57100-140540
4	Sri.G.Vijay Kumar, Dy.So (CI)	44570-127480
5	Sri.D.Siva Kumar, Dy.So (CI)	44570-127480
6	Sri.P.Anil Kumar. A.S.O-I (CI)	37640-115500

Budget Allocated to Each Agency including Plans etc.

[Section 4(1)(b)xi]

Provide information about the details of the plans, programmes and schemes under taken by the public authority for each agency.

Agency	Plan/Programme /Scheme/Project/Activity/Purpose for which budget is allocated	Proposed expenditure( for Rabi2017-18)	Expected Outcomes	Report on disbursements made or where such details are available(website, reports, notice board etc.)
NIL	NIL	NIL	NIL	NIL



## Manner of Execution of Subsidy Programmes

[Section 4(1)(b)xii]

**-NIL-****Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority****[Section 4(1)(b)xiii]**

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

**-NIL-**

## Information Available in Electronic Form

[Section 4(1)xiv)]

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

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
NIL	NIL	NIL	NIL

**Particulars of Facilities available to Citizens for Obtaining Information****[Section 4(1)(b)xv]**

Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	HOD LEVEL (COMMISSIONERATE OF AGRICULTURE) & THROUGH NATIONAL CROP INSURANCE PORTAL	
News Paper reports		
Public Announcements		
Information Counter		
Publications		
Officer Library		
Websites		
Other Facilities (Name)		

**Names,****Designation & Other Particulars of Public Information Officers**

[Section 4(1)(b)xvi]

**Appellate Authority:**

S.No	Name, Designation  Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrati ve units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Sri. S. Dilli Rao, IAS, Director of Agriculture	Entire State, O/o Commissioner and Director of Agriculture, A.P., Guntur	--	<b>comagr.ap@g mail.com</b>

**Public Information Officer:**

S.No	Name of the office / administrative Unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Crop Insurance Section	Sri. D.Venugopal	8331056037	Cropinsurance.ap@gmail.com

**Assistant Public Information Officer (s):**

S.No	Name of the office / administrative Unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	Crop Insurance Section	Smt.P.Atchuthav alli, AD(CI)	8331056040	Cropinsurance.ap @gmail.com
2		Sri.MdMazahar Moinuddin AD(CI)	8331056039	

[Section4(1)(b)xvii]

Such other information as may be prescribed and there after update  
These publications every year.

**-Nil-**

**Fertilizer Section :****Chapter 2  
Organization, Function and Duties****(Section 4 (1) (b) (i)**

2. 1 particular of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	Fertilizer Section, Department of Agriculture,	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre	<p><b>Fertilizer Movement</b> : Plan, Supply &amp; DBT sales Monitoring.</p> <p><b>Fertilizer Control Order</b> : Licensing, Regulation .</p> <p><b>Fertilizer subsidy claims:</b> Certification of Receipt and submission to GoI related to Andhra Pradesh.</p> <p><b>Fertilizer Distribution</b> through Private and cooperatives</p>

SL. No	Name of the officer/ employee	File No. AGC02-31024/53/2024-RTI SEC-ABRHO	76
1	Sri.V.D.V.Krupadas, JDA(Inputs) & I/c of Additional Director of Agriculture	Overall supervision of the subjects pertaining to Fertilizer section and attending weekly video conferences and Meetings	
2	Sri. G .Venkateswara Rao, DDA(Fert.)	To give Assistance to JDA (Inputs) and to supervise the section officers / employee for execution of files pertaining to fertilizer movement , FCO & Claims in time.	
3	Sri K.J.D.Rajan, ADA(Fert)	To give Assistance to DDA (Fert.) and to supervise the section officers / employee for execution of files pertaining to fertilizer movement , FCO & Claims in time. Court Cases in High Court	
4	Sri B.V.Suresh Reddy, AO(FCO)	<p><b>Issue of licenses</b> - Manufacturing license; Marketing licenses; New, Renewals &amp; amendments (800 licenses per year),</p> <p><b>Quality control</b> - periodical inspections &amp; follow up action for above licenses &amp; their legal actions,</p> <p><b>Enforcement</b> - court cases to be attended by the office,</p> <p><b>Disposal of materials</b> - Issue of permissions for disposal &amp; re-processing &amp; re-standardization and</p> <p>RTI, Assembly &amp; Parliament (RSQ, LSQ, LAQ &amp; LCQ) File put up, Audit Replies.</p>	
5	Smt.K.V.V.Nagalakshmi Fert. Movement& Claims (I/c)	<p><b>Zonal conference reports</b> : Preparation for Kharif &amp; Rabi seasons, Presentation of reports &amp; getting allocations.</p> <p><b>Monthly supply plan:</b> Allocation &amp; redistribution of montly supply plan - Manufacturer wise &amp; grade wise. District wise allocation &amp; monitoring, Coordination with Manufacturers &amp; correspondance with Govt of India,</p> <p><b>Rake movement:</b> - Calculation &amp; approvals of lead distances for each company every year, Dealing with Manufacturers regarding arrangement &amp; arrival of rakes - Redistribution of each rake among districts,</p> <p><b>Buffer maintenance:</b> Grade wise district wise buffer maintenance by the Nodal Agency, release of Budget to nodal agency.</p> <p>Coordinating with the DAO Offices and APMarkfed regarding month / season wise requirements &amp; targets to each district</p> <p><b>PMKSK:</b> Establishment of PMKSKs and monitoring,</p> <p><b>Subsidy claims &amp; sales monitoring</b> - getting reports from Manufacturers, getting verified by the districts; preparation &amp; uploading of claims, Monitoring of iFMS at different levels,</p> <p><b>DBT related issues</b> - creation &amp; changes of retail ids to new dealers; Monitoring of stock receipts &amp; acknowledgement by the retailers, ePoS related issues management,</p> <p><b>SDG indicators</b> : Reporting - Submission to NitiAyog</p> <p><b>Reports</b> : Preparation of notes &amp; reports for national &amp; state level conferences, Preparation of daily, weekly &amp; monthly reports on supplies, consumption &amp; balances of fertilizers, Assembly &amp; Parliament (RSQ, LSQ, LAQ &amp; LCQ), Spandana Grievances, Audit Replies RTI reports.</p>	

6	Smt.K.V.V.Nagalakshmi, AO (Biostimulants)	<p><b>Bio stimulants</b> - Issue of G2s &amp; marketing licenses, Preparation and filing of court cases of bio stimulants, Framing of new guidelines, training &amp; enforcement of bio stimulants,</p> <p><b>Nano Urea &amp; DAP</b> - all matters related - targets, supplies, monitoring sales etc.,</p> <p>Preparation weekly notes; preparation of notes for state officials; periodical press releases &amp; rejoinders,</p> <p>RTI Act, Replies to ATR on AAB Meetings.,</p> <p><b>Web conferences</b> - preparation of notes, PPTs for web conferences and Assembly &amp; Parliament (RSQ, LSQ, LAQ &amp; LCQ) , Audit Replies</p>
7	Sri.M.Hidaytulla BaigSuperintendent	To give assistance to section officers DDA (Fert.),ADA and AOs and to monitor the execution of files in time.
8	Sri S.B.V.Ramprasad (Sr. Asst)	To give assistance to section officers DDA (Fert.),ADA, AOs and Supdt and the execution of files in time.

## POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

**[Section 4(1) (b) (ii)]**

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

Sl.No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
<b>I. <u>Fertiliser Movement:</u></b>				
1	Fertiliser Plan, Movement, Supply and Consumption	Preparation & Monitoring of Fertiliser Plan, Movement, Supply, Consumption, MRPs & Guidelines on Fertilizer distribution.	JDA / Addl.DA / C&DA	Commissioner of Agriculture
2	Zonal Conference – Kharif & Rabi	Preparation of District wise Fertilizer requirement for each season to DoF, GoI.	Commissioner of Agriculture	GoI
3	Monthly meetings	To review the supply v/s plan with the manufacturers and District officials.	JDA / Addl DA	Commissioner of Agriculture
4	Weekly meetings	Attending video conference with DoF on every Tuesday on supply of Fertilizers to the state	JDA / Addl.DA / C&DA	GoI
5	DBT	Supply & monitoring of ePoS devices and Data analytics.	JDA / Addl.DA / C&DA	GoI
6	Fertilizer Buffer	Buffer Allotment, Maintenance and Budget release to APMarkfed towards cost of maintaining buffers.	JDA / Addl DA	Commissioner of Agriculture
7	Reports	Preparing Daily, Monthly, Seasonally and Yearly	JDA / Addl DA	Commissioner of Agriculture

		Reports		
<b>II.Fertilizer Claims:</b>				
1	Submission of Fertilizer subsidy claims to GOI.	<p>The Fertilizer supplying companies (Urea,SSP,NPK fertilizers&amp; City Compost) submit the subsidy claims for the supplies made by them in all Districts to Commissionerate of Agriculture for verification and onward submission to GoI.</p> <p>These claims will be verified online in the iFMS login and with the reports obtained from the Districts.</p> <p>After that, B1 (Quantity) and B2 (Quality) Certificates will be generated online, reports will be prepared for the signature of the C&amp;DA, and will be uploaded in the iFMS login to GoI, for further processing to release balance subsidy to the companies.</p>	JDA / Addl.DA / C&DA	GoI & Commissioner of Agriculture
2	Monthly meetings	To review the Reports submitted by the District officials and the claims submitted by the supplying companies.	JDA / Addl DA	Commissioner of Agriculture
III	<b><u>Fertilizer Control Order section:</u></b>			
1	Licenses	Processing of Manufacturing licences to Micro-nutrient formulations, organic fertilizers and to NPK granulated mixture manufacturing units, and also Marketing licenses for the above and time to time amendments	ADA/DDA/JDA /Addl. DA	Commissioner of Agriculture and Additional Director of Agriculture
2	Fertilizer Targets	Fixation and of district wise, product wise fertilizers targets .	ADA/DDA/JDA /Addl. DA	Commissioner of Agriculture
4	Adverse news and public complaints	Attending to adverse news items and preparation of rejoinders on time.	ADA/DDA/JDA /Addl. DA	Commissioner of Agriculture and Additional Director of Agriculture
5	Drafting of squads	Drafting of internal squads-100% verification of licensed fertilizer premises in Kharif and Rabi and consolidation of the reports and follow up action And Drafting of squads	ADA/DDA/JDA /Addl. DA	Commissioner of Agriculture

		as and when complaints are received and attending to complaints and cases pertaining to fertilizers.		
6	Court Cases	Attending court cases, preparation counters, notes on appeals preferred by aggrieved fertilizer license holders (Manufacture and wholesalers) and its disposals.	ADA/DDA/JDA /Addl. DA	Commissioner of Agriculture
7	Communication with different sources	Correspondence with GOI and GoAP. Preparation of AGs replies Attending to LAQs, LCQs and assurances. Issue of Instructions to district JDAs on quality control aspects of fertilizers. RTI Applications. Preparation of Zonal Conference reports of Kharif and Rabi. Preparation of notes for National Conference of Kharif and Rabi Deputing ADAs / AOs / Analysts to trainings at CFQC&TI, Faridabad and Chennai.	ADA/DDA/JDA /Addl. DA	Commissioner of Agriculture

## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**[Section 4 (1) (b) (iv)]**

S. No.	Type of License	Issuing Authority	Fees	Period of License	License will be issued within
1	Grant of fresh/new or renewal fertilizers manufacturing license	Commissioner & Director of Agriculture	Rs.12000/-	Three years	45 days
2	Grant of fresh (or) renewal of fertilizer wholesale licenses	Additional Director of Agriculture	Rs. 9000/-per premises	Five years	30 days

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

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

SI No	Description
Rules & Regulations	Fertilizer Control Order, 1985, Essential Commodity Act, 1955, Fertilizer Movement Control Order, 1973

Manuals	NA
Records	NA
Publications	Standing Orders issued by Ministry of Agriculture & FW, New Delhi

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR 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)
	NA	NA	NA

Annexure 2. Various types of Correspondences, GOs by the state Government and SOs by the Government of India.

As per the request of the applicant correspondence through ordinary post/speed post/email/register post.

Annexure 3. List of Registers maintained in Agriculture Department:

Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO)

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

**[Section 4 (1) (b) (vii)]**

NIL

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

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

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
NA	NA	NA	NA



## DIRECTORY OF OFFICERS AND EMPLOYEES

## [Section -4 (1) (b) (ix)]

Sl No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1		Sri.V.D.V.Krupadas, JDA(Inputs) & I/c Additional Director of Agriculture	8331056009	
2		Sri. G .Venkateswara Rao, DDA(Fert.)	8331056021	
3		Sri K.J.D.Rajan, ADA(Fert)	8331056051	
4		Smt.K.V.V.Nagalakshmi, AO (Fert )	8331056082	
5		Sri B.V.Suresh Reddy, AO(FCO)	8331056086	
6		Sri.M.Hidayatulla Baig (Fert. Superintendent)	8331056118	
7		Sri S.B.V.Ramprasad (Sr. Asst)		

**MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING  
SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS  
[Section 4(1) (b) (x)]**

S.NO.	DESIGNATION	PAY SCALES
1	Sri.V.D.V.Krupadas, JDA(Inputs)	87480- 170580
2	Sri. G .Venkateswara Rao, DDA(Fert.)	80910- 166680
3	Sri K.J.D.Rajan, ADA(Fert)	76730- 162780
4	Smt.K.V.V.Naga Lakshmi AO (Fert )	61960- 151370
5	Sri B.V.Suresh Reddy, AO(FCO)	61960- 151370
6	Sri.M.Hidayatulla Baig (Fert. Superintendent)	44570- 127480
7	Sri S.B.V.Ramprasad (Sr. Asst)	35570- 109910

**Budget Allocated to Each Agency including Plans etc.****[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure (for 2023-24)	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.)
	NA	NA	NA	NA

**Manner of Execution of Subsidy Programmes****[Section 4 (1) (b) xii]**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

Budgetary support to AP Markfed Since 2015 for maintaining Fertilizer Buffers under the scheme "Storage, Interest and Other related cost of Fertilizer Buffers"

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Storage, Interest and Other related cost of Fertilizer Buffers	100%	Costs incurred by AP Markfed for maintaining buffers	Proposals from AP Markfed. Sanctioned by C&DA

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Storage, Interest and Other related cost of Fertilizer Buffers	Proposals from AP Markfed.	Based on proposals received, sanctioned by the Commissioner of Agriculture	Sanction may be given on bill submitted by the AP Markfed

**Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority**

**[Section 4 (1) (b)xiii]**

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

NA

**Information Available in Electronic Form**

**[Section 4 (1) x (IV)]**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic Format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Hard copy/ soft copy	APAGRISNET	Fertilizer Licenses	Concerned Ministerial staff
Hard/soft copy	<a href="http://www.dbtfert.nic.in">www.dbtfert.nic.in</a>	Fertilizer Control Order, 1985	Government of India
		Essential commodity Act, 1955	Government of India
		Fertilizer movement Control Orders, 1973	Government of India

**Particulars of Facilities available to Citizens for Obtaining Information**

**[Section 4 (1) (b) xv]**

16.1 Describe the particulars of information dissemination mechanisms in place /facilities available to the public for accessing of information:

<b>Facility</b>	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	APAGRISNET	Checklist and fee particulars for licenses
Information Counter	NA	NA
Publications	NA	NA
Officer Library	NA	NA
Websites	Fert.nic.in	Acts, Guidelines
Other Facilities ( Name)	NA	NA

**Plant protection section:****Chapter 2  
Organization, Function and Duties****(Section 4 (1) (b) (i))**

2. 1 particular of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	Plant Protection Section, Department of Agriculture,	O/o C&DA, Old Mirch Yard, Near Chuttugunta centre, AP, Guntur. Pin - 522004	Supervision, Monitoring, enforcement of the provisions of the Insecticide Act 1968, Insecticide rules 1971 and the status Plant Protection in Andhra Pradesh

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****[Section 4(1) (b) (ii)]**

S.No	Name of the officer/ employee	Subject allotted		
1	Sri VDV. Krupa Das JDA (Additional Director of Agriculture – I (I/c)	Overall monitoring of the subjects pertaining to PP section		
2	Smt. M. Vijaya Bharathi, JDA(PP)	Overall supervision of the subjects pertaining to PP section		
3	Sri A. Madduleti ADA (PP)	To give Assistance to JDA (Agri Inputs) and to supervise the section officers/employee for execution of files in time		
S.No	Name of the officer/ employee	Subjects Allotted	Name of the Districts Allotted	Marketing approvals & Commercial Pest Control Operation Licenses
4	Smt. N.Sarala (Agricultural Officer)	CMP Cases /Assurances	Guntur, Bapatla, Palnadu, Prakasam, Nellore, Kurnool, Nandyal, Kadapa, Annamaya, Ananthapur, Sri	A to Z
		Zonal conference work & National conference,		
		Dist. Officers meeting,		
		Legal/Court cases,		
		Monitoring of incoming mails		

		LAQ, Cut Motion, Loksabha & Rajyasabha RTI Act, PAC items, Audit reports	Satya Sai, Chittoor & Thirupathi, Srikakulam, Manyam, ASR, Vizianagaram, Visakhapatnam, Anakapalli & East Godavari, Kakinada, Konaseema, West Godavari, Eluru, NTR & Krishna	
		GOI Correspondence work/ Video Conference work		
		Rodent Control Programme, RKVY, Action Plans, Budget Estimates, SMPMA Scheme & Trainings		
		Preparation of monthly pesticide consumption & weekly pest and disease reports, Pest surveillance report, Pest awareness campaigns		
		Licenses for manufacturing of insecticides		
		Licenses to Pest Control operations		
		Marketing approvals		
		Vigilance and Enforcement cases		
		Any emergency work allotted by the ADA, DDA & Addl. D.A		
5.	Smt. K. Padmavathi (Superintendent)	Maintenance of New Case Register		
		Tappal checking and maintenance		
		Monitoring of Incoming mails		
		Pesticide sales through RSKs		
		Supervision of all subjects allotted to Senior Assistants for ensuing quick disposal of files.		
6	Sri P. Kesava Rao (Sr. Asst)	Supervise/facilitate Section inward and outward including Dispatch work	Erst while Guntur to Ananthapur districts	K to Z
		LAQ, Cut Motion, Lok Sabha & Rajya Sabha		
		RTI Act, PAC items, Audit reports		
		Licenses to Pest Control operations/Marketing approvals (K to Z)		
		Preparation of monthly pesticide consumption & weekly pest and disease		

		reports, Pest surveillance report, Pest awareness campaigns		
		Formation of Squads and any other miscellaneous work		
		Mailing of Renewed mfd Licences and Renewed Marketing permissions to DAOs and Firms (K to Z)		
		CMP Cases /Assurances		
		Issue of Check lists for Mfd. License/renewals/Marketing permissions/ Pest Control operations		
		Issue of Mfd. Licences		
		Vigilance & Enforcement cases		
		Dist. Officers meeting		
		File Maintenance		
		Any emergency work allotted by the ADA, JDA & Addl. D.A		
7	Sri. S. Doondieswara Rao (Senior Assistant)	Monitoring of Personal Registers of Sr. Assts and Jr. Assts, maintenance of Leave cards	Erst while Srikakulam to Krishna districts	A to J
		Transits of the files, Assistance to Section Head		
		Maintenance of Attendance Register and Late Attendance and Late Permission Register, Absentee Statements		
		Licenses to Pest Control operations/		
		Marketing approvals (A to J)		
		Maintenance of Cash Book with Indian Bank		
		Mailing of Renewed mfd .Licences and Renewed Marketing permissions to DAOs and Firms (A to J)		
		Licenses for manufacturing of insecticides		
		Rodent Control Programme, RKVY, Action Plans, Budget Estimates		

		&Trainings		
		GOI Correspondence work/ Video Conference work		
		Legal/Court cases		
		Zonal conference work & National conference		
		Any emergency work allotted by the ADA, JDA & Addl. D.A		
		File Maintenance		

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

Sl. No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Monitoring of pests & Diseases on weekly basis in the State & Creation of awareness campaigns	Weekly reports to be obtained from all the 26 districts DAOs	Reports compiled and same may be forwarded to M&E Section for onward submission to GOI	GOI
2	Monthly consumption of Pesticides	Monthly reports to be obtained from all the 26 districts DAOs to monitor the usage of pesticides in the state.	JDA (PP)	Director of Agriculture
3	Licenses for manufacturing of Insecticides/Pest Control operations	Any person desiring to manufacture or sell, stock or exhibit for sale or distribute any insecticide may make an application to the licensing officer for grant of a license. License to be issued within a period of thirty days from date of commencement.	JDA (PP)	Director of Agriculture
4	Licenses for Pest Control operations	Any person desiring to undertake commercial pest control operations with the use of any insecticide may make an application to the licensing officer for grant of a license. License to be issued within a period of one month from date of commencement.	JDA (PP)	Director of Agriculture

6	Marketing approvals	Any person desiring to market any insecticide in the State may make an application to the licensing officer for grant of market permission to market in A.P.	JDA (PP)	Addl. DA
7	Rodent Control Programme	In the coastal districts of Andhra Pradesh, paddy crop cultivation is carried out throughout the year followed by summer pulses and thus the environment is congenial for rodent breeding. Rodents damage the Rice crop right from the nursery stage to harvesting of the crop, however maximum damage is caused during panicle initiation stage. The main objective of implementing Rodent Control Programme in Paddy fields is to reduce the yield losses due to rodents and also to produce quality food grain. During 2024-25, Rodent Control Programme is implementing in 13 Districts i.e East Godavari, Kakinada, Konaseema, West Godavari, Eluru, Krishna, NTR, Guntur, Bapatla, Palnadu, Tirupathi, Nandyal and SPSR Nellore districts with an budget allocation of Rs 228.316 lakhs to cover an area of 15.177 lakh ha under RKVY.	Proposal submitted to GOI under RKVY	GOI

## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**[Section 4 (1) (b) (iv)]**

S. No.	Type of License	Issuing Authority	Fees	Period of License	License will be issued within
1	Grant of fresh/new or Amendment of pesticide manufacturing license	Commissioner & Director of Agriculture	Rs.2000/- per each product. Max. Rs20,000/-	Permanent	30 days
2	Grant of fresh (or) renewal of pest control operation license	Commissioner & Director of Agriculture	Rs. 1000/-	Five years	30 days



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

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

SI No	Description
Rules & Regulations	As per Insecticides Act, 1968, Insecticides Rules, 1971 and Insecticides (Price, stock display and submission of reports) order,1986.
Manuals	Insecticides Act, 1968,Insecticides Rules, 1971 and Insecticides (Price, stock display and submission of reports) order,1986.
Records	NA
Publications	Gazettes issued by Ministry of Agriculture & FW, New Delhi and A &C Dept, Government of AP.

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR 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)
	NA	NA	NA

Annexure 2. Various types of Correspondences in the Agriculture Department.

correspondence through ordinary post/speed post/email/register post

Annexure 3. List of Registers maintained in Agriculture Department: (Notes to be enclosed)

Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO)

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

**[Section 4 (1) (b) (vii)]**

**NIL**

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

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

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
NA	NA	NA	NA

**DIRECTORY OF OFFICERS AND EMPLOYEES****[Section -4 (1) (b) (ix)]**

Sl No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1	Plant Protection section Office of the C & DA, A.P., Guntur	Sri VDV. Krupa Das JDA (Additional Director of Agriculture - I(I/c))	8331056009	plantprotectionap@gmail.com
2		Smt. M.Vijaya Bharathi JDA(PP)	8331056022	
3		Sri A.Madduleti ADA (PP)	8331056047	
4		Smt.N.Sarala (Agricultural Officer)	8331056096	
5		Smt.K.Padmavathi (Supdt)	8331056119	
6		Sri. P.Kesava Rao (Sr Office Assistant)	6305417952	
7		Sri.S.Doondieswara Rao (Sr Office Assistant)	8142499799	

## MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

S.NO.	Name & DESIGNATION	PAY SCALES
1	Sri VDV. Krupa Das JDA (Additional Director of Agriculture - I(I/c))	101970 - 174790
2	Smt. M.Vijaya Bharathi JDA(PP)	101970 - 174790
3	Sri A.Madduleti ADA (PP)	87480 - 170580
4	Smt.N.Sarala (Agricultural Officer)	57100 - 147760

5	Smt.K.Padmavathi (Supdt)	45830 - 130580
6	Sri. P.Kesava Rao (Sr Office Assistant)	34580 - 107210
7	Sri.S.Doondieswara Rao (Sr Office Assistant)	34850 - 107210

**Budget Allocated to Each Agency including Plans etc.**

**[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure (for Rabi 2020-21)	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.)
	NA	NA	NA	NA

**Manner of Execution of Subsidy Programmes**

**[Section 4 (1) (b) xii]**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

**Rodent Control Programme:** During 2024-25, Rodent Control Programme is implementing in 13 Districts i.e East Godavari, Kakinada, Konaseema, West Godavari, Eluru, Krishna, NTR, Guntur, Palnadu, Bapatla, Tirupati, Nandyal and SPSR Nellore districts with a budget allocation of Rs. 228.316 lakhs to cover an area of 15.177 lakh ha under RKVY. The main objective of implementing Rodent Control Programme in Paddy fields is to reduce the yield losses due to rodents and also to produce quality food grain.

Under this programme the Rodenticide chemical i.e Bromadiolone (0.25% CB) is being distributed to the Schedule Caste, Schedule Tribe and general farmers on 100% subsidy @ 8 to 10 gm/ha depending on the severity of rodent infestation and the whole village area is proposed to be covered. The farmers have to use their own bait material (broken rice & vegetable oil) for mixing with the rodenticide chemical i.e Bromadiolone chemical(0.25%CB) and placing in the rodent burrows. In this Programme Bromadiolone(0.25%CB) chemical is distributed to the farmers on free of cost and the whole village area is covered.

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Rodent control Programme	100% subsidy	Paddy growing farmers	Proposals from concerned DAOs.

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Rodent Control Programme	As per the Proposals received from concerned DAOs	Based on proposals received, sanction proceedings by the Commissioner of Agriculture	Bromadiolone(0.25%CB) chemical is distributed to the farmers on free of cost.

**Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority**

**[Section 4 (1) (b)xiii]**

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

Institutional Beneficiaries:

NA

**Information Available in Electronic Form**

**[Section 4 (1) x (IV)]**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic Format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
APAGRISNET	www.apagrisnet.gov.in	Misbranded samples	DDAs at four regional coding centers.
GOs/SOs/GSRs	agricoop.gov.in	Insecticides Act,1968	Government of India
	agricoop.gov.in	Insecticide Rules,1971	Government of India

**Particulars of Facilities available to Citizens for Obtaining Information**

**[Section 4 (1) (b) xv]**

16.1 Describe the particulars of information dissemination mechanisms in place /facilities available to the public for accessing of information:

<b>Facility</b>	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public	NA	NA

Announcements		
Information Counter	NA	NA
Publications	NA	NA
Officer Library	NA	NA
Websites	APAGRISNET	Agriculture Related information
Other Facilities ( Name)	NA	NA

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

**Names, Designation and other particulars of  
Public Information Officers**

**Appellate Authority:** Sri S. Dilli Rao, I.A.S., Director of Agriculture,

**Public Information Officer:** Sri.V.D.V Krupa Das, JDA (Inputs)

**[Section 4 (1) (b) xvii]**

Such other information as may be prescribed and there after update these publications every year.

**Seed Section :**Chapter 2**Organization, Function and Duties  
(Section 4 (1) (b) (i))**

2. Particulars of the Organization, functions and duties:-

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Address</b>	<b>Function &amp; Duties</b>
1	Seeds Regulation Cell, Department of Agriculture,	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre	Regulation Activities and Monitoring of Non subsidy seed distribution through RBKs.
2	Subsidy Seed distribution Section, Department of Agriculture,	O/o C&DA, A.P., Guntur, Old Mirchi Yard, Chuttugunta centre	Subsidy Seed Distribution: Preparation of seed plan for distribution of seed under subsidy at RSKs and Preparation of Budget Estimates, proceedings and booking the expenditure for the released budget for the seed distributed under subsidy.
3	Seed Village Programme and State Seed Farms Department of Agriculture	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre	<b>Seed Village Programme / Certified Seed Production through Seed Villages :</b> Supply of Foundation/ Certified seed, conducting trainings on seed production and Certification <b>State Seed Farms:</b> Organization of Foundation /Certified seed production Programme for supply of seed under Seed Village Programme and to APSSDCL

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES  
[Section 4(1) (b) (ii)]**

S.No	Name of the officer/ employee	Subject allotted
1	Sri V.D.V. Krupadas Addl DA(Inputs) FAC	1.The Licensing Authority to issue Centralized Seed Licenses and the regulation activities. 2. Overall supervision of the subjects SVP , Seed Farms , 3. SRC,& 4. Subsidy Seed Distribution
2	Sri V.D.V. Krupadas, JDA(Inputs)	Overall supervision of the subjects pertaining to seed section subjects pertaining to SVP , Seed Farms , SRC,& Subsidy Seed Distribution and Fortnightly Webex meetings of State Seed Farms, attending GoI Video Conferences
3	Smt. G.Suneetha DDA(Seeds)	To give Assistance to JDA (Inputs) and to supervise the section officers / employee for execution of files and Fortnightly reports & periodical reports pertaining to SVP , Seed Farms , SRC & Subsidy Seed Distribution
4	Sri K.I. Sudarshan Raju ADA(SRC)	To give Assistance to DDA (Seeds) and to supervise the section officers for execution of files pertaining to Seeds Control Orders, Preparation and filing of court cases, APOLCMS updates.
5	Smt. M. Suneetha ADA (Subsidy Seed Distribution)	To give assistance to superior officers of section and to guide, supervise the section officer for execution of files.
6	Smt. M. Rama Jyothi, ADA(SVP/SF)	Assistance to superior officers in implementation of Seed Village Programme/ Certified Seed Production through Seed Villages Programme in the state, Monitoring of all Seed Farms functionaries in the state., Correspondence with GOI and GoAP.
9	Smt. B. Indumathi, AO (Seed Regulation)	Execution of files pertaining Seed Regulation and court cases & Seed Licensing, RTI and Assembly & Parliament (RSQ, LSQ, LAQ & LCQ)
7	Smt. I. Nishi, AO (Subsidy Seed Distribution)	Subsidy seed Distribution & Subsidy payment to the seed supplying Agencies.
8	Smt. B. Sabitha, AO (SVP/SF)	Seed Village Programme and Seed Farms
10	Sri R.K. Satyanarayana Seeds Superintendent	Overall supervision of the subjects pertaining to Seeds section.
11	Smt. S. Nagaraja Kumari Dy. Statistical Officer (Seeds Claims)	SVP & SF works and maintenance of Cash Books and Tappal related to SVP & SF only
12	Sri P. Naga Raju. Senior Office Assistant	Gen. Administrative Files and forwarding of Seed Regulation Related files and Centralized Seed License related files.
13	Sri A. Naveen kumar Jr. Asst	All works related to Subsidy Seed Distribution (RTI, Daily Reports, Tappals Etc.)
14	Smt.N.Prakash Kumari ASO	SVP & SF works and maintenance of Cash Books and Tappal related to SVP & SF only

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS  
**[Section 4 (1) (b) (iii)]**

Sl. No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
I	<b><u>Seeds Regulation Cell :</u></b>			
1	Centralized Seed Licenses	Processing of Centralized Seed Licenses and time to time Renewal and amendments	AO/ADA/DDA/JDA	Additional Director of Agriculture and Licensing Authority
2	Seeds Targets	Monitoring on distribution of Non Subsidy Seeds through RBKs	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture
3	Action on Sub-standard Seeds Case	Follow up Action on Sub-standard Seeds both legal and administrative action.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture
4	Adverse news and public complaints	Monitoring of rejoinders given by the district authorities on adverse news items.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture and Additional Director of Agriculture
5	Drafting of squads	Drafting of internal squads for inspecting the dealer and monitoring of quality of Seed and follow-up action.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture
6	Court Cases	Attending court cases related to Seed Regulation.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture
7	Communication with different sources	Correspondence with GOI and GoAP replies to LAQs, LCQs related to seed regulation activities.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture
	<b><u>Subsidy seed Distribution</u></b>			
1	Subsidy Seed Distribution	Preparation of seed plan for distribution of seed under subsidy at RSKs and Preparation of Budget Estimates, proceedings and booking the expenditure for the released budget for the seed distributed under subsidy.	AO/ADA/ DDA/ JDA/ Addl. DA	Director of Agriculture
2	Adverse news and public complaints	Attending to adverse news items and preparation of rejoinders on time.	AO/ADA/ DDA/ JDA/ Addl. DA	Director of Agriculture and Additional Director of Agriculture
	<b><u>Seed Village Programme &amp; Certified Seed Production through Seed Villages</u></b>			
1	Implementation of SVP & CSP	Submission of Proposals to GOI, District wise allocation of SVP units, Release of Budget to districts, Submission of UCs to GOI	ADA/DDA/JDA/Addl. DA	Director of Agriculture
	<b><u>State Seed Farms</u></b>			
2	Seed Production	Approval of Cropping Programme, Release of Revolving Fund, approval and sanction of CC charges	ADA/DDA/JDA/Addl. DA	Director of Agriculture



## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**[Section 4 (1) (b) (iv)]**

S. No.	Type of License	Issuing Authority	Fees	Period of License	License will be issued within
1	<b><u>Seed Regulation Cell</u></b> :- Centralized Seed Licenses	Additional Director of Agriculture	Fresh CSL Rs.1000/- Renewal Rs.500/- Renewal with grace period of 1 month Rs.1000/- Amendment Rs.50/-	Five years	21 days

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

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

<b>SI No</b>	<b>Description</b>	
Rules & Regulations	1.Seed Regulation Cell :-	Seeds (Control) Order, 1983, Seed Act 1966, Seed Rules 1968, AP Cotton Seed Act, 2007
	2.Subsidy Seed Distribution:-	NA
	3.SVP & Seed Farms:-	NA
Manuals	1.Seed Regulation Cell :-	NA
	2.Subsidy Seed Distribution:-	NA
	3.SVP & Seed Farms:-	Agricultural Department Manual.
Records	1.Seed Regulation Cell :-	NA
	2.Subsidy Seed Distribution:-	NA
	3.SVP & Seed Farms:-	NA
Publications	1.Seed Regulation Cell :-	
	2.Subsidy Seed Distribution:-	NA
	3.SVP & Seed Farms:-	NA

## INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR 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	Seed Regulation Cell :-	NA	NA	NA
2	Subsidy Seed Distribution:-			
3	SVP & Seed Farms:-			

Annexure 2. Various types of Correspondences, GOs by the state Government and SOs by the Government of India.

1	Seed Regulation Cell :-	As per the request of the applicant, correspondence through ordinary post/speed post/email/register post.
2	Subsidy Seed Distribution:-	
3	SVP & Seed Farms:-	

Annexure 3. List of Registers maintained in Agriculture Department:

1	Seed Regulation Cell :-	Nil
2	Subsidy Seed Distribution:-	Nil
3	SVP & Seed Farms:-	1. Seed Farms Cheque issue Register 2. Seed Farms accounts Register 3. Cash Book 4. Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO)

RANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF  
**[Section 4 (1) (b) (vii)]**

1	Seed Regulation Cell:-	NIL
2	Subsidy Seed Distribution:-	NIL
3	SVP & Seed Farms:-	NIL

BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY  
**[Section 4(1) (b) (viii)]**

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
Seed Regulation Cell :-	<b>State Seed Sub Committee</b> Chairman-1 Convener-1 Co-Convener-1 Members-9	Advise the state Govt. in all matters relating to the Seed regulations, Recommend for release of Notified Varieties, Discuss on performance of released varieties. Discuss on seed policy of the state.	Yes
Subsidy Seed Distribution:-	Nil	Nil	Nil
SVP & Seed Farms:-	Nil	Nil	Nil

*DIRECTORY OF OFFICERS AND EMPLOYEES*  
**[Section -4 (1) (b) (ix)]**

Sl No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1	Seeds Cell Office of the C &DA, A.P., Guntur	Sri V.D.V.Krupadas Addl DA(FAC)	8331056004	
2		Sri V.D.V.Krupadas, JDA(Inputs)	8331056009	
3		Smt G .Suneetha DDA(Seeds)	8331056255	
4	Seed Regulation Cell	Sri K.I. Sudarshan Raju, ADA SRC	8331056032	srcandhra2022@gmail.com
5		Smt. Azizzunisa Begaum, AO (Seed Regulation)	8331056107	
6	Subsidy Seed Distribution	Smt. M. Suneetha ADA (Subsidy Seed Distribution)	8331056044	seedssubsidyandhra@gmail.com
7		Smt. I. Nishi, AO (Subsidy Seed Distribution)	8331056098	
8	SVP & Seed Farms	Smt. M. Rama Jyothi, ADA (SVP&SF)	8331056035	svpandhra@gmail.com

9		Smt. B. Sabitha, AO (SVP/SF)	8331056103	seedfarmsap@gmail.com
10	Seed Cell	Sri R.K. Satyanarayana (Seeds Superintendent)	8331056124	
11		Smt. S. Nagaraja Kumari ( Dy. Statistical Officer )	No Dept Sim	
		Smt. N.Prakash Kumari ( Asst. Statistical Officer )	No Dept Sim	
12		Sri P. Naga Raju (Senior Office Assistant)	No Dept Sim	
13		Sri A. Naveen kumar	No Dept Sim	

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

S.NO.	DESIGNATION	PAY SCALES
1	Sri V.D.V.Krupadas, Addl DA (FAC)	101970 - 174790
2	Sri V.D.V.Krupadas, JDA(Inputs)	87480 - 170580
3	Smt G .Suneetha DDA(Seeds)	76730 - 162780
4	Sri K.I. Sudharsana Raju, ADA, SRC	65360-154980
5	Smt. M. Suneetha ADA (Subsidy Seed Distribution)	61960-151370
6	Smt. M. Rama Jyothi, ADA (SVP&SF)	61960 - 151370
7	Smt. I. Nishi, AO (Subsidy Seed Distribution)	57100-147760
8	Smt. B. Sabitha, AO (SVP/SF)	57100-147760
9	Smt. B. Indumathi, AO (Seed Regulation)	54060 - 140540
10	Sri R.K. Satyanarayana (Seeds Superintendent)	44570 - 127480
11	Smt. S. Nagaraja Kumari( Dy. Statistical Officer )	45830 - 130580
12	Smt. N. Prakash Kumari( Asst. Statistical Officer )	38720-118390
13	Sri P. Naga Raju (Senior Office Assistant)	35570 - 109910
14	Sri A.Naveen kumar	25940 - 80910

**Budget Allocated to Each Agency including Plans etc.  
[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/ Programme / Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure (Rabi 2024- 25)	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.)
<b>Seed Regulation Cell:-</b>				
NA	NA	NA	NA	NA
<b>Subsidy Seed Distribution:-</b>				
APSSDCL	Supply of seed to farmers	Rs 9496 Lakhs	Improved yield	<a href="https://www.eseed.ap.gov.in">https://www.eseed.ap.gov.in</a>
<b>SVP &amp; Seed Farms:-</b>				
Farmers	SVP & CSP	Rs.444.556 Lakhs	certified seed	<a href="https://seednet.gov.in/">https://seednet.gov.in/</a>

**Manner of Execution of Subsidy Programmes  
[Section 4 (1) (b) xii]**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

1	Seed Regulation Cell:-	NA
2	Subsidy Seed Distribution:-	Supply of seed to the farmers under subsidy
3	SVP & Seed Farms:-	Foundation/Certified Seed supply under subsidy to farmers in Seed Village Programme and Certified seed production through Seed Villages Programme.

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes

Name of Programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
<b>Seed Regulation Cell:-</b>			
NA	NA	NA	NA
<b>Subsidy Seed Distribution:-</b>			
Supply of various crop Seeds to farmers on Subsidy	Ranges from 25 to 100%	Actual Cultivating farmer	Government of Andhra Pradesh.
<b>SVP &amp; Seed Farms:-</b>			
Seed Subsidy (SVP & CSP)	50%,60% & 75%	The Village with good soil fertility, sufficient ground water facility and best suited for seed production should be selected.	Sanctioned by C&DA

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
<b>Seed Regulation Cell:-</b>			
NA	NA	NA	NA
<b>Subsidy Seed Distribution:-</b>			
Supply of various crop Seeds to farmers on Subsidy	Through Online	The Seed will be issued to the farmer through online application after collecting non subsidy amount	Distribution at RSKs
<b>SVP &amp; Seed Farms:-</b>			
Seed Subsidy (SVP & CSP)	Proposals from DAOs	Based on proposals received from DAOs, sanction will be given by the Director of Agriculture	Sanction based on the expenditure report submitted by the DAOs

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority  
[Section 4 (1) (b)xiii]

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

1	Seed Regulation Cell:-	NA
2	Subsidy Seed Distribution:-	NA
3	SVP & Seed Farms:-	NA

Information Available in Electronic Form  
[Section 4 (1) x (IV)]

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (Held by whom?)
<b>Seed Regulation Cell:-</b>			
Hard / soft copy	APAGRISNET	Seeds (Control) Order, 1983	Government of India
		Seed Act 1966	Government of India
		Seed Rules 1968	Government of India
		A P Cotton Seeds Act, 2007	Government of India
		Environment protection Act	Government of India
<b>Subsidy Seed Distribution:-</b>			
Hard copy/ soft copy	eseed.ap.gov.in	Seed distribution under subsidy(DKrisshi App)	Government of A.P
<b>SVP &amp; Seed Farms:-</b>			
Website	https://agriwelfare.gov.in/	SMSP Guidelines	GOI



**Particulars of Facilities available to Citizens for Obtaining Information  
[Section 4 (1) (b) xv]**

16.1 Describe the particulars of information dissemination mechanisms in place /facilities available to the public for accessing of information:

<i>Facility</i>	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	APAGRISNET	Seed Acts
Information Counter	NA	NA
Publications	NA	NA
Officer Library	NA	NA
Websites	NA	NA
Other Facilities ( Name)	NA	NA

Names, Designation & Other Particulars of Public Information Officers.  
[Section 4(1) (b) xvi]

Appellate Authority : Sri.S.Dilli Rao, IAS, Director of Agriculture, A.P Guntur  
Public Information officer : Sri.V.D.V,Krupadas, Additional Director of Agriculture  
(FAC), O/o C & DA, A.P, Guntur

[Section 4(1)(b) xvii]

Such other information as may be prescribed and there after update these publications every year.

**NFSM SECTION:****Chapter - 2**

## Organization, Function and Duties

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

2. 1.Particulars of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	Department of Agriculture	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre	Implementation of Food and Nutrition Security(FNS) and National Mission on Edible Oils-Oilseeds (NMEO-OS) Schemes in Andhra Pradesh

## POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

**[Section 4(1) (b) (ii)]**

S.No	Name of the officer/ employee	Subject allotted
1	Sri N.Ch. Balu Naik DDA, FNS & NMEO-OS	Overall supervision of the subjects pertaining to FNS and NMEO-OS sections.
2	Smt K. Sree Devi , ADA, FNS & NMEO-OS	To give Assistance to DDA(NFSM) and to supervise the section officers/employee for execution of files in time, preparation and communication of guidelines.
3	Sri Y.Siva Sankara Reddy, AO, FNS	Monitoring of NFSM programme, implementation in the districts, assist in preparation and communication of guidelines and releases of budget etc
4	Sri Y.Visweswarappa , AO, NMEO-OS	Monitoring of NFSM (Oil Seeds) programme implementation in the districts, assist in preparation and communication of guidelines, monitoring of the programme and releases of budget etc
5	Sri.T.Satyanarayana, Supdt	Collection and compilation of reports, day to day correspondences, release of budget etc.
6	Sri.B.Sattiraju, Sr.Office Asst.	Collection and compilation of reports, day to day correspondences, release of budget etc.

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

Sl.no	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Monitoring FNS & NMEO-OS Schemes implementation	Fort nightly reports to be obtained from all the 26 districts DAOs	Reports compiled and same may be forwarded to the higher Officers	Director of Agriculture

NORMS SET FOR THE DISCHARGE OF FUNCTIONS**[Section 4 (1) (b) (iv)]**

As per the job charts.

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

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

<b>SI No</b>	<b>Description</b>
Rules & Regulations	As per Instructions & Guidelines issued by Government of India and Andhra Pradesh to implement the FNS & NMEO-OS Schemes

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL.

**[Section 4 (1) (b) (vi)]**

<b>Sl. No.</b>	<b>Category of Document</b>	<b>Title of the document</b>	<b>Designation and address of the custodian ( held by / under the control of whom)</b>
	NA	NA	NA

Annexure 2. Various types of Correspondences in the Agriculture department.

As per the request of the applicant correspondence through ordinary post/speed post/email/register post.

Annexure 3. List of Registers maintained in Agriculture Department:

Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO) - Available

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF.

**[Section 4 (1) (b) (vii)]**

**Nil.**

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

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

<b>Name of Board Council, Committee etc</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its meeting Open to public, Minutes of its meeting Accessible for Public</b>
Nil	Nil	Nil	Nil

**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**[Section -4 (1) (b) (ix)]**

<b>Name of office/ Administrative unit</b>	<b>Name, Designation &amp; Address of Officer/ Employee</b>	<b>Telephone &amp; Fax Office Tel: Residence Tel : Fax :</b>	<b>Email</b>
Crop Schemes section  Office of the C &DA, A.P., Guntur	Sri N.Ch. Balu Naik DDA, FNS & NMEO-OS	8331056014	<a href="mailto:nfsmcellap@gmail.com">nfsmcellap@gmail.com</a> &  <a href="mailto:apnfsmoilseedscda@gmail.com">apnfsmoilseedscda@gmail.com</a>
	Smt K. Sree Devi, ADA, FNS & NMEO-OS	8331056048	
	Sri.Y.Siva Sankara Reddy, AO, FNS	9394063255	
	Sri Y. Visweswarappa, AO, NMEO-OS	8331056085	
	Sri T.Satyanarayana, Supdt.	9989903838	
	Sri.B.Sattiraju, Sr. Office Asst	9502761611	

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF  
 COMPENSATION AS PROVIDED IN REGULATIONS

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

<b>S.NO.</b>	<b>DESIGNATION</b>	<b>PAY SCALES</b>
1	Sri N.Ch. Balu Naik DDA, FNS & NMEO-OS	87480-170580
2	Smt K. Sree Devi, ADA, FNS & NMEO-OS	80910-166680
3	Sri.Y.Siva Sankara Reddy, AO, FNS	61960-151370
4	Sri Y. Visweswarappa, AO, NMEO- OS	65360-154980
5	Sri T.Satyanarayana, Supdt.	45830-130580
6	Sri.B.Sattiraju, Sr.Office Asst	35570-109910

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS etc.

**[Section 4 (1) (b) (xi)]**

Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

<b>Agency</b>	<b>Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated</b>	<b>Allocation (for 2024- 25)  (Rs. in Lakhs)</b>	<b>Expenditure incurred</b>	<b>Report on disbursements made or where such details are available (website, reports, notice board etc.)</b>
Department of Agriculture	FNS	7520.00	To be incurred	NA
	NMEO-OS	2433.00	To be incurred	NA

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES****[Section 4 (1) (b) xii]**

Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

**Food and Nutrition Security (FNS)****Introduction:**

Food & Nutrition Security Scheme (earlier NFSM) is a centrally sponsored Scheme launched in October 2007 having three components (a. Rice, b. Wheat and c. Pulses) based on recommendation of National Development Council. The scheme was continued in the 12<sup>th</sup> Five year Plan with five components (a. Rice, b. Wheat, c. Pulses, d. Coarse cereals and e. Commercial crops – Cotton/Mesta/Sugarcane).

From 2018 onwards National Mission on Oilseeds & Oilpalm was brought under National Food Security Mission scheme and NFSM Coarse cereals is divided into two parts namely, NFSM – Coarse cereals (Maize) & NFSM - Nutricereals.

Now under Food & Nutrition Security (FNS) Scheme following Components are implemented in Andhra Pradesh State,

- a. NFSM – Rice,
- b. NFSM – Pulses,
- c. NFSM – Coarse Cereals (Maize only)
- d. NFSM – Nutri-cereals (Other Millets except Maize)
- e. NFSM – Commercial Crops (Cotton,Mesta, Sugarcane)

**Objectives of the scheme:**

1. Increasing production of rice, pulses, coarse cereals, Nutri-cereals, Cotton and Oilseeds through area expansion and productivity enhancement in a sustainable manner in the identified districts of the country;
2. Restoring soil fertility and productivity at the individual farm level; and
3. Enhancing farm level economy (i.e. farm profits) to restore confidence amongst the farmers.

**Component wise interventions under NFSM:**

S.No.	Components	Interventions covered
1	Rice	<ul style="list-style-type: none"> <li>• Demonstrations ( Cluster demonstrations &amp; Cropping System based demonstrations);</li> <li>• Distribution of Certified Seeds;</li> <li>• Integrated Nutrient Management;</li> <li>• Integrated Pest Management;</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>
2	Pulses	<ul style="list-style-type: none"> <li>• Demonstrations ( Cluster demonstrations &amp; Cropping System based demonstrations);</li> <li>• Distribution of Certified Seeds;</li> <li>• Production of Seeds;</li> <li>• Integrated Nutrient Management;</li> <li>• Integrated Pest Management;</li> <li>• Farm Machinery &amp; Irrigation Tools;</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>
3	Coarse Cereals (Maize only)	<ul style="list-style-type: none"> <li>• Demonstrations ( Cluster demonstrations &amp; Cropping System based demonstrations);</li> <li>• Distribution of Certified Seeds;</li> </ul>
4	Nutri-cereals (Millets other than maize)	<ul style="list-style-type: none"> <li>• Demonstrations ( Cluster demonstrations &amp; Cropping System based demonstrations);</li> <li>• Distribution of Certified Seeds;</li> <li>• Production of Seeds;</li> <li>• Farm Machinery &amp; Irrigation Tools;</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>
5	Cotton	<ul style="list-style-type: none"> <li>• Demonstrations ( Front Line demonstrations)</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>

**National Mission on Edible Oils and Oil Seeds (NMEO-OS):**

NMEO-OS is the Central Sector Scheme implemented by the Oilseeds division has been merged with NFSM & interventions of NMOOP.

**Objective:** To increase Oil seed production and productivity. This scheme is implemented by dept of Agriculture.

**Components of the scheme****1.Seed component**

- Purchase of breeder seed
- Production of foundation seed
- Production of certified seed
- Supply of certified seed

**2)Transfer of Technology**

- Organization of Cluster Demonstrations on Oil seed crops

- b) Farmer field Schools
- c) Trainings to Officers & Farmers

### 3) Production Inputs

- a)Supply of Bio agents
- b)Supply of PP chemicals& weedicides

### 4) Flexi funds

Flexi funds i.e., up to 10% from allocation budget in the Annual Action Plan to meet unforeseen expenditure which is not covered in the action plan.

Funding pattern: 60: 40 (Central: State)

Area of Operation: 26 districts in the State

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY

#### [Section 4 (1) (b) xiii]

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

Nil

INFORMATION AVAILABLE IN ELECTRONIC FORM

#### [Section 4 (1) x (xiv)]

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

<b>Electronic format</b>	<b>Description (site address / location where available etc.)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of Information (held by whom?)</b>
Soft copy	APAGRISNET	Guidelines of FNS & NMEO-OS	Deputy Director of Agriculture

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

#### [Section 4 (1) (b) (xv)]

Describe the particulars of information dissemination mechanisms in place /facilities available to the public for accessing of information:

<i>Facility</i>	<b>Description (Location of Facility/Name etc.)</b>	<b>Details of Information made available</b>
Notice Board	Displayed	Yes
News Paper reports	Displayed	Yes
Public Announcements	APAGRISNET	Guidelines of FNS & NMEO-OS Programmes
Information Counter	Available	Yes
Publications	Padipantalu	Media Production Section, O/o C&DA,

		A.P, Guntur
Officer Library	Not Available	No
Websites	APAGRISNET	Guidelines of FNS & NMEO-OS Programmes
Other Facilities ( Name)	Not Available	No

NAMES, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

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

**Appellate Authority:**

S.No	Name, Designation & Address of the Appellate Officer	Jurisdiction of Appellate Officer (Offices/Administrative Units of the Authority)	Email
1	Sri S.Dilli Rao, I.A.S, Director of Agriculture	Entire State, O/o.C&DA, A.P, Guntur	<a href="mailto:Comagr.ap@gmail.com">Comagr.ap@gmail.com</a>

**Public Information Officer:**

S.No	Name of the Office/Administrative Unit	Name & Designation of PIO	Office Telephone/Residence No.	Email
1	NFSM Section, O/o.C&DA, A.P, Guntur	Sri.N.Ch.Balu Naik, DDA	8331056014	<a href="mailto:nfsmcellap@gmail.com">nfsmcellap@gmail.com</a>

**Assistant Public Information Officer:**

S.No	Name of the Office/Administrative Unit	Name & Designation of PIO	Office Telephone/Residence No.	Email
1	NFSM Section, O/o.C&DA, A.P, Guntur	Smt.K.Sree Devi, ADA	8331056048	<a href="mailto:nfsmcellap@gmail.com">nfsmcellap@gmail.com</a>

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR

**[Section 4 (1) (b) (xvii)]**

Nil.



**RKVY Section:****CHAPTER -2****Organization, Function and Duties  
(Section 4 (1) (b) (i))**

Particulars of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	RKVY	O/o C&DA, A.P., Old Mirch Yard, Chuttuguntacenter, Guntur,	<ol style="list-style-type: none"> <li>1. Conducting SLPSC meetings under the chairmanship of Special Chief Secretary to Government (A &amp; C Dept) and Director of Agriculture, preparation of consolidated action plans under Centrally Sponsored Schemes of RKVY umbrella and KrishonnatiYojana.</li> <li>2. Conducting SLSC Meeting under the chairmanship of Chief Secretary to Government based on the remarks given by GoI for finalization of DPR projects.</li> <li>3. Release of funds received from GoI (60% share) and state (40% share) under RKVY DPRs from the SNA A/c of RKVY to Agriculture and Allied sectors for implementation of SLSC approved projects under RKVY. <ol style="list-style-type: none"> <li>1. Regular Monitoring of Budget releases to Agriculture and Allied sectors.</li> <li>2. Furnishing Utilization Certificate to Government of India.</li> </ol> </li> </ol>

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES  
[Section 4(1) (b) (ii)]**

Sl.No.	Name of the officer/ employee	Subject allotted
1	Sri Valluri Sridhar (i/c) Addl. DA	Overall supervision of the RKVY Scheme Implementation and attending to SLPSC & SLSC Meetings and Video Conferences and conducting regular review meeting on Budget Releases
2	Smt. A. Sarada DDA (RKVY)	Overall monitoring of the scheme implementation and Monitoring for immediate booking of expenditure for budget releases from SNA account of RKVY by Agriculture and Allied Departments and officers of Universities under RKVY for further releases from GoI. Conducting SLPSC meetings for approval of consolidated action plan and SLSC Meetings for overall approval of RKVY DPRs, RKVY umbrella and KY Schemes.
3	Smt. N. Padma Latha ADA(RKVY)	Assistance to Addl. DA (RKVY) and DDA(RKVY) in overall Scheme implementation especially in conducting SLPSC and SLSC Meetings and communicating to the officers of Agriculture and Allied sectors concerned and also to SLSC Committee members. Supervision for execution of files and filing of Court Cases, APOLCMS updates. Sending of required information to planning section and GoI regularly.
4	Smt. G. Kalapana AO (RKVY)	Assistance to Additional Director of RKVY & DDA (RKVY) in overall Scheme implementation especially execution of files and expenditure statements, and video conference notes, PPT Presentations for SLPSC and SLSC meetings, updating online budget status of RKVY Umbrella and KrishonnatiYojana Schemes, updating of RDMS portal.
5	Sri Y.V.S.S. GiriRao. Senior Office Assistant	Gen Administrative & Establishment related files and forwarding of RKVY Related files.

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS  
**[Section 4 (1) (b) (iii)]**

Sl.No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Proposals received from Agri& Allied sectors concerned and Universities under RKVY DPRs& RKVY Umbrella & KY schemes for approval of State Level Project Screening Committee. (SLPSC)	Submission of Proposals in SLPSC meeting under RKVY DPRs & RKVY Umbrella & KY schemes for sending consolidated annual action plan to GoI	Proposals to be scrutinized Under the chairmanship of Spl. Chief Secretary Agriculture (A&C) Dept.	Special Chief Secretary to Govt, Agriculture, (A&C) Department.
2	Budget Proposals received from Agri& Allied sectors concerned and Universities under RKVY DPRs for approval of State Level Sanction Committee. (SLSC)	Based on the remarks given on consolidated annual action plan by GOI, & revised proposals will be presented in SLS Committee under RKVY DPRs, RKVY Umbrella & KY schemes, Release of Budget to Agriculture & allied sectors, Submission of UCs to GOI.	AO / ADA/DDA/Addl. DA	Chief Secretary to Government, Govt. of AP.
3	Court Cases	Attending court cases related to RKVY.	AO / ADA/DDA/Addl. DA	Director of Agriculture.

NORMS SET FOR THE DISCHARGE OF FUNCTIONS  
**[Section 4 (1) (b) (iv)]**

Sl. No.	Section	Budget release as per the SLSC	Budget sanction as per the SLSC in deferent heads.	Execution of programmes and maintenance of records.
1	RKVY	SOA/AO/ADA/DDA/Addl.DA/ Director of Agriculture	Chief Accounts Officer of this office	Agriculture & Allied Departments and Universities concerned.

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS  
**[Section 4 (1) (b) (v)]**

Sl. No.	Description
Rules & Regulations	As per the RKVY guidelines communicated by Govt. of India. and as per the SLSC approvals.
Manuals	Nil
Records	Nil
Publications	Nil

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL.

**[Section 4 (1) (b) (vi)]**

Sl.No.	Section	Category of Document	Title of the document	Designation and address of the custodian ( held by / under the control of whom)
1	RKVY	NA	NA	NA

Annexure 2. Various types of Correspondences, GOs by the state Government and SOs by the Government of India.

1	RKVY	As per the need correspondence through ordinary post/speedpost/email/register post.
---	------	---

Annexure 3. List of Registers maintained in Agriculture Department:

1	RKVY	Nil
---	------	-----

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF.

**[Section 4 (1) (b) (vii)]**

Sl. No.	Section	Public in relation to the formulation of policy
1	RKVY	NIL

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

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

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
RKVY	<b>State Level Projects Screening Committee Meeting</b> Chairman-1 (Spl. CS to Govt. (A&C))	For approval of Annual Action Plans and DPR under RKVY and annual action plans under KY for submission of Consolidated Annual Action plan to GoI	NA
RKVY	<b>State Level Sanction Committee Meeting</b> Chairman-1 (Chief Sec. to Govt.) Vice Chairman-1 (Agrl.Prod.Comm.) Members -18.	For approval of consolidated annual action plan of AP State under DPRs of RKVY, RKVY Umbrella Schemes and KrishonnatiYojana schemes	NA

*DIRECTORY OF OFFICERS AND EMPLOYEES*

**[Section -4 (1) (b) (ix)]**

Sl No	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Resi Tel : Fax :	Email
1	RKVY Section, O/o Commissioner and Director of Agriculture, AP.	Sri V. Sridhar, I/c. Addl DA (RKVY)	8331056010	rkvy7446@gmail.com
2		Smt. A. Sarada, DDA(RKVY)	83310 56992	rkvy7446@gmail.com
3		Smt. N. Padmalatha, ADA (RKVY)	83310 56132	rkvy7446@gmail.com
4		Smt. G. Kalpana, AO (RKVY)	8331057011	rkvy7446@gmail.com
5		Sri Y.V.S.S. GiriRao,S.O.A.	No Dept. SIM	rkvy7446@gmail.com

## MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

S.NO.	DESIGNATION	PAY SCALES
1	Sri V. Sridhar, I/c Additional Director of Agriculture	87480-170580
2	Smt.A. Sarada, Deputy Director of Agriculture	80910-166680
3	Smt.N. Padma Latha, Asst. Director of Agriculture.	65360-154980
4	Smt. G. Kalpana, Agriculture of Officer	61960-151370
5	Sri Y.V.S.S. GiriRao (Senior Office Assistant)	35570-109910

**Budget Allocated to Each Agency including Plans etc.****[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency / Sector	Plan / Programme / Scheme / for which budget is allocated	Proposed expenditure (for 2024-25) (Amount in Crores)	Expected Outcomes	Disbursements made or where such details are available.
Agriculture	Farm Mechanization	35.00	Establishment of Custom Hiring Canters with Agriculture Drones	DDA FM
Agriculture	Polambadi-FFS	20.5130	Integrated with Ind GAP Certification	DDA Polambadi
Agriculture	Plant protection	2.3582	Implementation of Rodent Control programme	JDA PP
Agriculture	Integrated Agri Labs	15.40	I. Creation of Pesticide Testing facility in 2 Districts. II. Creation of Infrastructure for District Integrated Agri Labs at Srikakulam, Chittoor. III. Equipment for District IALs at Srikakulam, Chittoor. IV. Strengthen State PTLs(5)	JDA IALs & SC
Agriculture	Soil Correlator / BC Labs	2.5004	Strengthening of Biological Control Laboratories	JDA IALs & SC
Agriculture	ATMA	0.85	Drone pilot training charges CHC farmers	Director ATMA
Agriculture	RSK-II	4.6419	Capacity building of Agricultural Advisory Board Members and Call Center Executives of Integrated Call Center	JDA RSK
Agriculture	RSK-I	23.2973	Creation of Assets for Digital maintenance of e crop & procurement database at Village level	JDA RSK
Agriculture	RSK-I	17.4825	Essential Infrastructure for Knowledge centers at village level	JDA RSK
Agriculture	Seeds	10.00	Supply of Alternate Seed under	JDA Inputs

			Contingency ( Heavy Rains / Floods / deficit rainfall / drought conditions )	
Agriculture Sectors	Sub Total	132.04 Cr		
APSSDCL	Strengthening of State Seed Research and Training Centre, Gannavaram	6.10	Providing Additional Infrastructure facilities to State Seed Research and Training Centre, Gannavaram,	VC&MD, APSSDCL
AP MARKFED	Guar Gum factory Building conversion to Establishing Multi millet processing unit.	2.00	Millet processing unit at Dadulur, Kanaganapallimandal Anantapuramu District	VC&MD, AP MARKFED
ANGRAU	Strengthening of units and Labs	8.2020	Establishment of cold storages, strengthening of microbial biopesticide production Unit and PRL laboratories.	VC, ANGRAU
YSRHU	Strengthening of HRS Labs	4.7430	Strengthening of BCLs and BF Units and quality planting material of fruit crops.	VC, YSRHU
Horticulture	Fresh Area Expansion and Quality improvement / Post Harvest Management	24.0771	Crop Diversification-Fresh Area Expansion/ Quality improvement of Fruit and Vegetable crops	Director, Department of Horticulture
Allied Sectors	Sub Total	45.1221		
Agri& Allied	Grand Total	179.8063		

**Manner of Execution of Subsidy Programmes  
[Section 4 (1) (b) xii]**

Sl. No.	Section	Execution of Subsidy Programmes
1	RKVY	NA

**Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority  
[Section 4 (1) (b)xiii]**

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

Sl. No.	Section	Addresses of recipients of benefits
1	RKVY	NA

**Information Available in Electronic Form  
[Section 4 (1) x (IV)]**

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

Electronic format	Description (site address / location where available etc.)	Contents (or) Title	Designation and address of the custodian of Information (Held by whom?)
NA	NA	NA	NA

**Particulars of Facilities available to Citizens for Obtaining Information  
[Section 4 (1) (b) xv]**

16.1 Describe the particulars of information dissemination mechanisms in place /facilities available to the public for accessing of information:

<i>Facility</i>	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	NA	NA
Information Counter	NA	NA
Publications	NA	NA
Officer Library	NA	NA
Websites	NA	NA
Other Facilities ( Name)	NA	NA

**Names, Designation & Other Particulars of the Public Information Officers.  
[Section 4 (1) (b) xvi]**

**Appellate Authority:** Sri S. DilliRao, IAS, Director of Agriculture.  
**Public Information Officer:** Smt. A. Sarada, DDA (RKVY)  
**A.P.I.O.:** Smt. N. Padmalatha, ADA (RKVY)

**[Section 4 (1) (b) xvii]**

Such other information as may be prescribed and there after update these publications every year.

**Agri.Labs section :**

**CHAPTER -2**  
**Organization, Function and Duties**  
**(Section 4 (1) (b) (i))**

Particulars of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	Integrated Agri Labs	O/o C&DA, A.P., Old Mirch Yard, Chuttugunta center, Guntur,	<p>Integrated Labs section of Agricultural Commissionerate shall monitor the Constituency level Integrated Agri Labs through the District JDA Offices and shall directly monitor the District Level Labs (Existing &amp; Proposed), State Labs, Regional Coding Centers to assure supply of Quality Agriculture Inputs in Market.</p> <p>The Section shall take care of quality control aspects of Seeds, Fertilizers, Pesticides, Biopesticides, Biofertilizers, Bio-Agents, Bio products etc.</p> <p>The Section shall monitor the quality control of Agricultural Inputs using InSight QC App for random sampling.</p> <p>The Section shall Organize Trainings to the Staff working in the Integrated labs</p> <p>The section shall monitor the Sub-Standard / Misbranded/ Spurious samples Cases through Legal Cell of Agriculture Commissionerate.</p> <p>Section shall take up the budgetary requirement of Quality Control Labs.</p>

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
**[Section 4(1) (b) (ii)]**

Sl.No.	Name of the officer/ employee	Subject allotted
1	Smt P.Padmaja JDA (AL)	Assistance to the Director of Agriculture on implementation of section work and Overall supervision of the Integrated Agri Labs section work and staff
2	Sri Ch. Srinivasa Rao DDA (AL)	Assistance to JDA on supervision of the Integrated Agri Labs section work and staff
3	Sri P Jaya Krishna ADA (IAL)	Assistance to DDA and JDA on supervision of the Integrated Agri Labs section work and sub staff
4	Smt. Y. Usha Rani, AO (IAL)	<p>Establishment of Integrated Agri Labs.</p> <p>Regional Coding Centers &amp; Integrated Agri Labs Administration in Zone-I &amp; Zone-II</p> <p>Quality control of Seeds, Fertilizers &amp; pesticides in Zone-I &amp; Zone-II</p> <p>Insight Software Development.</p> <p>Assistance to ADA, DDA, and JDA on overall work related to IAL section</p>
5	Smt. N. Praveena, AO (IAL)	<p>Budget, Equipment and Consumables</p> <p>Regional Coding Centers &amp; Integrated Agri Labs Administration in Zone-III &amp; Zone-IV</p> <p>Quality control of Seeds, Fertilizers &amp; pesticides in Zone-III &amp; Zone-IV</p> <p>Assistance to ADA, DDA, and JDA on overall work related to IAL section</p>
5	Sri Y.V.S.S. Giri Rao, SOA i/c	Gen Administrative & Establishment related files.

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS  
[Section 4 (1) (b) (iii)]

S. No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	IALs Establishment	Establishment of 162 Integrated Agri Labs across the state of AP and monitoring and supervision of all IALs to ensure the Quality certified inputs availability in the market	JDA/Director of Agriculture	Special Chief Secretary ( A& C) Dept.
2	Quality Control of Seeds, Fertilizers and Pesticide samples GOI Correspondence and Third analysis of Fertilizer samples	Sample target allotment, drawl monitoring and supervision of Action taken process in case of Non-standard samples	ADA/DDA /JDA/ Director of Agriculture	Director of Agriculture
3	Budget Proposals	Preparation of Budget under regular Budget Estimates for maintenance of IALs under various HOAs. Proposals under RKVY and SMSP etc	AO/ADA/DDA/JDA	Director of Agriculture

NORMS SET FOR THE DISCHARGE OF FUNCTIONS  
[Section 4 (1) (b) (iv)]

Sl. No.	Section	Quality Control	Input Laws	Monitoring
1	Integrated Agri Labs	Seeds Fertilizers and Pesticide samples drawl and Action Taken on Non-standard samples	Seeds Act,1966 Seeds (Control) Order, 1983 Fertilizer (Control) Order,1985 Insecticide Act,1968 Insecticide Rules, 1971	ADA/DDA/JDA

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS  
[Section 4 (1) (b) (v)]

Sl. No.	Description
Rules & Regulations	As per the Seed Act, Seed Rules, Seed Control Orders, Insecticide act, Fertilizer Control Orders.
Manuals	Nil
Records	Nil
Publications	Nil

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL.

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

Sl. No.	Section	Category of Document	Title of the document	Designation and address of the custodian ( held by / under the control of whom)
1	IAL	NA	NA	NA



Annexure 2. Various types of Correspondences, GOs by the state Government and SOs by the Government of India.

1	IAL	G.O. Ms. 109, Dt 11.11.2019 of Agri & Coop (AGRI III) Department and G.O. Ms. 116, Dt 11.11.2019 of Agri & Coop (AGRI III) Department. As per the need correspondence through ordinary post / speed post / email / register post.
---	-----	---

Annexure 3. List of Registers maintained in Agriculture Department:

1	IAL	Nil, Quality Control data maintained through InSight software.
---	-----	--

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF.

**[Section 4 (1) (b) (vii)]**

Sl. No.	Section	Public in relation to the formulation of policy
1	IAL	NIL

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

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

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
Technical Committee	Development of InSight software GO RT No.656 Dt.15.10.2019 of Agri & Coop (AGRI III) Department	To discuss on various issues like InSight software development, selection of agency, Assessing the hardware requirement and identification of agencies etc.	Tender Process
Tender Committee	Procurement of Equipment for IALs G.O. RT. No. 645 Dated: 09-10-2019 of Agri & Coop (AGRI III) Department	To finalize the list of the machinery required with specifications for District and Constituency integrated Agri. Labs, identifying the supply agencies, availability of the machinery, floating of tenders, finalization of supplying agencies across the country, duly following the procedure, purchase of machinery and installation, agreement with the supplying agencies etc	Tender Process

*DIRECTORY OF OFFICERS AND EMPLOYEES*

**[Section -4 (1) (b) (ix)]**

S No	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Resi Tel : Fax :	Email
1	IAL Section, O/o Commissioner and Director of Agriculture, AP.	Smt P. Padmaja JDA (AL)	83310 56011	apintegratedlabs@gmail.com
2		Sri Ch. Srinivasa Rao DDA (AL)	83310 56499	apintegratedlabs@gmail.com
3		Sri P Jaya Krishna ADA (IAL)	98494 39369	apintegratedlabs@gmail.com
4		Smt. Y. Usha Rani, AO (IAL)	83310 56077	apintegratedlabs@gmail.com
5		Smt. N. Praveena, AO (IAL)	83310 56109	apintegratedlabs@gmail.com
6		Sri Y.V.S.S. Giri Rao, SOA i/c	No Dept. SIM	apintegratedlabs@gmail.com

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

S.NO.	DESIGNATION	PAY SCALES
1	Smt P. Padmaja JDA (AL)	87480-170580
2	Sri Ch. Srinivasa Rao DDA (AL)	80910-166680
3	Sri P Jaya Krishna ADA (IAL)	65360-154980
4	Smt. Y. Usha Rani, AO (IAL)	57100-147760
5	Smt. N. Praveena, AO (IAL)	61960-151370
6	Sri Y.V.S.S. GiriRao, SOA i/c	35570-109910

**Budget Allocated to Each Agency including Plans etc.**

**[Section 4 (1) (b) xi]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency / Sector	Plan / Programme / Scheme / for which budget is allocated	Proposed expenditure (for 2024-25) (Amount in Crores)	Expected Outcomes	Disbursements made or where such details are available.
Chief Accounts Officer/DAO	Budget Estimates 2024-25 Maintenance of IALs	25	Testing of Seeds fertilizers and Pesticide samples for their Quality	DAO

**Manner of Execution of Subsidy Programmes**

**[Section 4 (1) (b) xii]**

Sl. No.	Section	Execution of Subsidy Programmes
1	IAL	NA

**Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority**

**[Section 4 (1) (b)xiii]**

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

Sl. No.	Section	Addresses of recipients of benefits
1	IAL	NA

**Information Available in Electronic Form  
[Section 4 (1) x (IV)]**

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

Electronic format	Description (site address / location where available etc.)	Contents (or) Title	Designation and address of the custodian of Information (Held by whom?)
NA	NA	NA	NA

**Particulars of Facilities available to Citizens for Obtaining Information  
[Section 4 (1) (b) xv]**

16.1 Describe the particulars of information dissemination mechanisms in place /facilities available to the public for accessing of information:

<i>Facility</i>	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	NA	NA
Information Counter	NA	NA
Publications	NA	NA
Officer Library	NA	NA
Websites	NA	NA
Other Facilities ( Name)	NA	NA

**Names, Designation & Other Particulars of the Public Information Officers.  
[Section 4 (1) (b) xvi]**

**Appellate Authority:** Sri S. Dilli Rao, IAS, Director of Agriculture.  
**Public Information Officer:** Smt. P. Padmaja, JDA (IAL)  
**A.P.I.O.:** Sri Ch. Srinivasa Rao, DDA (IAL)

**[Section 4 (1) (b) xvii]**

Such other information as may be prescribed and there after update these publications every year.

**Rythu Seva Kendram-I (RSK-I)****Disclosure under Section 4(1) (b) of Right to Information Act, 2005****i. The particulars of its organization, functions and duties:**

Rythu Bharosa Kendram (RBK) renamed as Rythu Seva Kendram (RSK ) : RSK -1 section is one of the sections established at Commissionerate of Agriculture which is located at Chuttugunta, Agriculture Market Yard in Guntur as per the GO. MS. No. 37 Dt: 04.02.2020. Important functions related to the section are as under:-

- All matters related to Establishment and the functionality of RSKs
- All matters related to supply of Infrastructure to RSKs
- All matters related to budget for establishment , functioning and procurement of Infrastructure to RSKs

**ii. The powers and duties of its officers and employees:**

To examine proposals on the subjects being dealt with in the Section, the Superintendent put up files /cases to Agriculture officer, who gives suggestions on the proposals and submits to higher officers in accordance with the channel of submission and level of disposal of the matters under consideration.

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

Position is as under:

<b>S. No</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Disposal</b>
1	Establishment & Functionality	Superintendent/AO/ADA/JDA	Commissioner
2	Supply of infrastructure	Technical Committee/ Superintendent /AO/ADA/JDA	Commissioner
3	Budget	Superintendent /AO/ADA/JDA	Commissioner

**iv. The norms set by it for the discharge of its functions:**

The guidelines framed by the Department and the technical Committee on various subjects are kept in view while processing the proposals.

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

Instructions on establishment, functionality & supply of infrastructure to RSKs issued by the Department of Agriculture, Andhra Pradesh are held by this section for discharging the functions.

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

Guidelines / instructions issued from time to time on establishment, functionality & supply of infrastructure to RSKs are held by this Section.

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:**

Members of the public are not involved in the formulation of its policy or implementation thereof.

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 :**

State level committee is constituted for taking policy decisions, formulating road maps and reviewing the progress of implementation of RSKs in the State and Technical Committee is constituted for the purpose of giving advice procuring & supply of infrastructure to RSKs. Meetings of the committees are not open to the public. Minutes of such meetings are not accessible for public.

ix. **A directory of its officers and employees :**

Sri.V.Sridhar	Joint Director of Agriculture	8331056010
Smt.V.Bhagya Nakshatram	Assistant Director of Agriculture	8331056049
Sri. J. Siva Rama Krishna	Agriculture Officer	8331056105
Sri. P Srinivas	Superintendent	

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

**The officers/staff are in the following pay scale:**

JDA Rs.87480/- to Rs.170580/-

ADA Rs 76730/- to Rs. 162780/-

AO Rs. 61960/- to Rs. 151370/-

Superintendent Rs.48440/- to Rs. 137220/-

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

**Rs. In lakhs.**

Agency	Plan/Programme/Scheme/Project/Activity/Purpose for which budget is allocated	Proposed expenditure for 2024-25	Expected Outcomes	Report disbursements made or where such details are available (website, reports, notice board etc)
All district JDAs/DAOs in the state	RSKs	<b>1382.55</b>	Effective functioning of RSKs in the State	NA
<b>Total</b>		<b>1382.55</b>		

**xii. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :**

Not Applicable.

**xiii. Particulars of recipients of concessions, permits or authorizations granted by it :**

Not Applicable.

**xiv. Details in respect of the information, available to or held by it, reduced in an electronic form :**

Available in 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 :**

Citizens can apply for access to verify, inspect, take notes, take extracts or certified copies of document, records and other such information being processed and held under the control of the section.

**xvi. The names, designations and other particulars of the Public Information Officers :**

**xvii. Such other information as may be prescribed; and thereafter update these publications every year:**

Will be updated as and when required.

**Rythu Seva Kendram-II (RSK-II)****Disclosure Under Section 4(1)(b) of Right to Information Act, 2005  
(RSK-II: Extension Section, O/o C&DA, A.P., Guntur)****i. The particulars of its organization, functions and duties of Rythu Seva Kendram-II (Extension) Section:**

- Rythu Seva Kendram-II (Extension) Section is one of the sections established at Commissionerate of Agriculture which is located at Chuttugunta, Agriculture Market Yard in Guntur as per the GO. MS. No. 37 Dt: 04.02.2020. Important functions related to the section are as under:-
  - a. Facilitates the conduct of Polam Pilusthondi in all the Mandal on every Tuesday and Wednesday duly covering two villages per day.
  - b. Compiles the field escalated issues raised during the village visits of Polam Pilusthondi and communicates to different sections of the Head Office for their interventions from state level.
  - c. Monitoring the activities of Integrated Call Center and Paadi Pantalu Channel/ Studio.
  - d. Collection & compiling of articles, designing, printing and distribution of Paadi Pantalu Monthly Magazine.
  - e. Monitoring the distribution of free copies as well as subscription copies of the Paadi Pantalu Monthly Magazine.
  - f. Coordinating with other sections & agencies for proper information output in Kiosks
  - g. All matters related to budget for carrying out the activities of the section viz., implementation of Polam Pilusthondi, Integrated Call Center, Paadi Pantalu Channel/ Studio and Paadi Pantalu Monthly Magazine.

**ii. The powers and duties of its officers and employees: Rythu Seva Kendram-II (Extension) Section:**

- To examine proposals on the subjects being dealt with in the section, the Senior Office Assistant /Agriculture Officer put up files or cases to Assistant Director of Agriculture, who gives suggestions on the proposals and submits to higher officers in accordance with the channel of submission and level of disposal of the matters under consideration.

<b>S. No.</b>	<b>Name &amp; Designation</b>	<b>Subjects Allotted</b>
1	Sri. V. Sridhar JDA (Extension)	Assist the Director of Agriculture with regard to RSK-II ( Extension) Section subjects' viz. Paadi Pantalu Magazine, Polam Pilusthondi, Integrated Call Center, Paadi Pantalu Studio/ Channel and coordinating with other sections & agencies for proper information output in kiosks.
2	Sri D. Venkateswarulu Deputy Director of Agriculture	To assist JDA (Extn.) in RSK-II (Extension) Section subjects viz. Paadi Pantalu Magazine, Polam Pilusthondi, Integrated Call Center, Paadi Pantalu Studio/ Channel and coordinating with other sections & agencies for proper information output in kiosks
3	Sri. B. S. Srinivasa Charyulu Assistant Director of Agriculture	Preparation of files including budget related files pertaining to in RSK-II (Extension) Section subjects viz. Paadi Pantalu Magazine, Polam Pilusthondi, Integrated Call Center, Paadi Pantalu Studio/ Channel and coordinating with other sections & agencies for proper information output in kiosks.
4	Ms. D. Alekhya John Agriculture Officer	Preparation of files including budget related files pertaining to in RSK-II (Extension) subjects viz. Paadi Pantalu Magazine, Polam Pilusthondi, Integrated Call Center, Paadi Pantalu Studio/ Channel and coordinating with other sections & agencies for proper information output in kiosks.

6	Sri V. Anjaneya Kumar Agriculture Officer	Preparation of files including budget related files pertaining to in RSK-II (Extension) Section subjects viz. Paadi Pantalu Magazine.
7	Sri. M. Suneel Yadav, Senior Office Assistant	Custodian of files, maintenance of cash books, budget registers and correspondence of RSK-II (Extension) Section subjects viz. Paadi Pantalu Magazine, Polam Pilusthondi, Integrated Call Center, Paadi Pantalu Studio/ Channel and coordinating with other sections & agencies for proper information output in kiosks.

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

Activity	Description	Decision Making Process	Designation of final decision – making authority
1	2	3	4
Cadres of Sr. Asst., Agriculture Officer, and ADA, DDA, JDA.	Receipt of correspondence pertaining to RSK-II (Extension) Section. Monitoring of budget related activities	Based on the need as well as requirement including budgetary requirements, the file movement starts from Sr. Asst. in hierarchy method i.e., Sr. Asst – AO – ADA – DDA – JDA (Extn.) and finally to Director of Agriculture, A.P.	The file will be finally approved by the Director of Agriculture, A.P.

**iv. The norms set by it for the discharge of its functions:**

- As per rules & regulations framed by the HOD and based on the related Government Orders.

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

- As the RSK-II (Extension) section deals with the extension activities as per the needs and requirements of farming community, they are well taken in framing the activities.

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

- Correspondence files related to RSK-II (Extension) section subjects
- Cash Books of Paadi Pantalu Magazine

**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:**

- There are no arrangements in this office for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.

**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 :**

- Not Applicable

**ix. A directory of its officers and employees :**

S. No.	Name & Designation and Address	Telephone & Fax Office Tel:	Email
1	Sri V. Sridhar JDA (Extn) O/o C&DA, AP, Guntur	8331056010	<a href="mailto:districtresourcecenter@gmail.com">districtresourcecenter@gmail.com</a>



2	Sri D. Venkateswarulu DDA	8331056151	<a href="mailto:mediaproductionap@gmail.com">mediaproductionap@gmail.com</a>
3	Sri. B. S. Srinivasa Charyulu ADA	8331056043	
4	Sri. V. Anjanya Kumar Agriculture Officer	8309204918	
5	Ms. D. Alekhya John Agriculture Officer	8331056112	
6	Sri. M. Suneel Yadav Senior Office Assistant	9989990818	

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

- The officers/staff are in the following pay scale:

JDA	Rs.87480/- to Rs.170580/-
DDA	Rs.76730/- to Rs.162780/-
ADA	Rs.61960/- to Rs.151370/-
AO	Rs. 54060/- to Rs. 140540/-
Senior Office Assistant	Rs.35570/- to Rs. 109910/-

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

Rs. In lakhs.				
Agency	Plan/Programme/Scheme/Project/Activity/Purpose for which budget is allocated	Proposed expenditure for Kharif & Rabi-2024-25 (RKVY RAFTAAR)	Expected Outcomes	Report disbursements made or where such details are available (website, reports, notice board etc)
All district JDAs/ DAOs in the state	All Mandals & RSKs	464.186 Lakhs	Effective implementation of Polam Pilusthondi, Training of CCEs of ICC & Free Copies of Paadi Pantalu Magazine	NA
<b>Total</b>		464.186 Lakhs		

xii. **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

- Not Applicable.

xiii. **Particulars of recipients of concessions, permits or authorizations granted by it**

- Not Applicable.

xiv. **Details in respect of the information, available to or held by it, reduced in an electronic form:**

- Available in electronic form.

Electronic format	Description (Site address/ location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
-------------------	---	-------------------	--

Soft Copy	Office Computer	All the data pertaining to the activities of the RSK- II (Extension) Section	Concerned Section Assistants O/o C&DA, AP, Guntur.
-----------	--------------------	--	--

- 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:**
- Citizens can apply for access to verify, inspect, take notes, take extracts or certified copies of documents, records and other such information being processed and held under the control of office without breaching the main objective and to maintain secrecy during the file movement process.
- xvi. The names, designations and other particulars of the Public Information Officers:**
- PIO - Sri. V. Sridhar, JDA (Extn.), O/o C & DA, A.P., Guntur,
- xvii. Such other information as may be prescribed; and thereafter update these publications every year:**

Will be updated as and when required.

**Accounts Section:**Chapter – 2

## Organization, Function and Duties

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

Particular of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	Accounts Section, O/o Commissioner and Director of Agriculture Beside Rythu Bazar, Old Mirchi Yard, Chuttugunta Guntur. Accounts Section deals with Financial matters of Agriculture Department.	Beside Rythu Bazar, Old Mirchi Yard, Chuttugunta Guntur.	Accounts Section deals with Financial matters i.e Preparation of Pay Bills, Contingent Bills, DBT Scheme Bills, Interface Bills Offering of Pay fixation Remarks, PRC fixations, Pension pay verifications, AGI Releases, SNA Accounts Implementation of CSS Schemes, Forwarding of Pension Proposals to AG, Release of Budget, Monitoring of AG Audit Paras, Conducting of Departmental Audit, Establishment related, GPF, Medical Reimbursement of Agriculture Department.

## POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

S. No	Name of the officer/employee	Subject allotted
1	Sri.U.Sreenivasulu Chief Accounts Officer	Overall supervision of Accounts Branch, look after the work of Establishment, Budget, Pension, Cash-II and Cash-III sections.
2	Sri.K.V.S.Sarma Accounts Officer	Look after the work of Establishment, Pensions, Budget, A.G.Reconciliation, PAC, A.G.Audit and Internal Audit sections including Tour Audit.
3	Smt, S.Manjula Jaiseela, Assistant Accounts Officer /DDO	Attending the Drawing and Disbursing Officer duties and look after the work of Cash-I, Cash-II and Cash-III sections and RTI Act.
4	Sri.M.Reddeppa Reddy Junior Accounts Officer	Overall Supervision of Cash-I Section
5	Sri.I.Ramesh Senior Accountant	Maintenance of TBR, Preparation of contingent bills and TA Bills and all budget related bills.
6	Smt.K.V.Ramanamma Senior Accountant	Preparation of Pay bills, supplementary bills, HR bills, IT deduction of Gazetted officers, Superintendents & Accounts Branch.
7	Smt.V.Sailaja Junior Accounts Officer	Preparation of Pay bills, supplementary bills, HR bills, IT deduction of Senior Assistants, Junior Assts, Class IV Employees & other Non-Gazetted employees and IT e-filing

		related work of all C &DA employees.
8	Smt.CH.Suneetha Junior Accounts Officer	Supervision of Cash-II section
9	Smt.P.Padmavathi Senior Accountant	SR maintenance, Pay fixations and release of increments, GIS & FBF referred files in r/o Gazetted officers
10	Smt.B.Sudha Rani Senior Accountant	SR maintenance, Pay fixations and release of Annual Grade increments of Non-Gazetted & Class IV employees, verification of retired employees pay fixations.
11	Sri.B.Anil Kumar Junior Accounts Officer	Overall supervision of Cash-III(1) and Attend the phone calls of problems arises at District(DAOs) and ADAs and allied sector level.  Any other work entrusted by the CAO and Miscellaneous work related to schemes.
12	Smt.B.Shakeela Junior Accounts Officer	Preparation of bills in PFMS.  Deductions-transferring of funds from SNA A/c to Holding A/cs.  Deductions-Preparation of PPAS.  Generation of Challans for deductions & Adjustment to Govt.A/c, i.e., TDS,GST, PT and persue issued related to IT and GST with concerned departments whenever problems arises.  Maintenance of Deductions Register.  Filing of TDS at CA and GST every month.  Vendor ID creations & Beneficiary ID creation.
13	Smt.B.Ramya Senior Accountant	Maintenance of PPA-Register, Cash Book, BRO Register.  PPAS-Handover to Bank  After receiving PPAs from Bank-scanning &entering of PPA in system-filing of PPAs.  Budget Distribution at PFMS & Bank level, Entering of Budget in PFMS Portal.  Issuing of Advance Stamp Receipt, Non-Drawl Annexure:-I- IV in respect of issued BROs  Reconciliation with Bank & PAO with Cash Books & PPA Registers.  Interest Remittance, i.e., Central & State share Adjustment to Govt A/c Quarterly.
14	Smt.C.Annapurna Junior Accounts Officer	Overall supervision of Cash-III(2) and Attend the phone calls of problems arises at District(DAOs) and ADAs and allied sector level.  Any other work entrusted by the CAO and Miscellaneous work related to schemes.
		Preparation of bills in PFMS.  Deductions-transferring of funds from SNA A/c to Holding A/cs.

15	Sri.B.Yogananda Reddy Senior Accountant	<p>Deductions-Preparation of PPAS.</p> <p>Generation of Challans for deductions &amp; Adjustment to Govt.A/c, i.e., TDS,GST,PT and persue issued related to IT and GST with concerned departments whenever problems arises.</p> <p>Maintenance of Deductions Register.</p> <p>Filing of TDS at CA and GST every month.</p> <p>Vendor ID creations &amp; Beneficiary ID creation.</p> <hr/> <p>Maintenance of PPA-Register, Cash Book, BRO Register.</p> <p>PPAS-Handover to Bank</p> <p>After receiving PPAs from Bank-scanning &amp; entering of PPA in system-filing of PPAs.</p> <p>Budget Distribution at PFMS &amp; Bank level, Entering of Budget in PFMS Portal.</p> <p>Issuing of Advance Stamp Receipt, Non-Drawl Annexure:-I- IV in respect of issued BROs</p> <p>Reconciliation with Bank &amp; PAO with Cash Books &amp; PPA Registers.</p> <p>Interest Remittance, i.e., Central &amp; State share Adjustment to Govt A/c Quarterly.</p> <p>Attend the work as Union Bank Liaison officer pertaining to SNA Account</p>
16	Sri.CH.V.Sai Charan Junior Accountant	<p>Maintenance of Cash Books,and file the related documents.</p> <p>Attend the work as Union Bank Liaison officer pertaining to SNA Account.</p> <p>He is directed to assist to Cash-III(2) section</p>
17	Sri.M.Manjunath Junior Accounts Officer	<p>Overall supervision of Cash-III(3) and Attend the phone calls of problems arises at District(DAOs) and ADAs and allied sector level.</p> <p>Any other work entrusted by the CAO and Miscellaneous work related to schemes.</p>
18	Smt.V.Kalyani Senior Accountant	<p>Preparation of bills in PFMS.</p> <p>Deductions-transferring of funds from SNA A/c to Holding A/cs.</p> <p>Deductions-Preparation of PPAS.</p> <p>Generation of Challans for deductions &amp; Adjustment to Govt.A/c, i.e., TDS,GST,PT and persue issued related to IT and GST with concerned departments whenever problems arises.</p> <p>Maintenance of Deductions Register.</p> <p>Filing of TDS at CA and GST every month.</p> <p>Vendor ID creations &amp; Beneficiary ID creation.</p>
19	Smt.P.Siva Naga Komali Senior Accountant	<p>Maintenance of PPA-Register, Cash Book, BRO Register.</p> <p>PPAS-Handover to Bank</p> <p>After receiving PPAs from Bank-scanning &amp; entering of PPA in system-filing of PPAs.</p>

		Budget Distribution at PFMS & Bank level, Entering of Budget in PFMS Portal.  Issuing of Advance Stamp Receipt, Non-Drawl Annexure:-I- IV in respect of issued BROs  Reconciliation with Bank & PAO with Cash Books & PPA Registers.  Interest Remittance, i.e., Central & State share Adjustment to Govt A/c Quarterly.
20	Sri.V.Vinod Babu Junior Accounts Officer	Overall Supervision of AE Section, Medical Reimbursement of Commissioner & Director of Agriculture staff & A/Cs Branch staff, & Medical Re-imburement referred files from Admin Wing, All establishment matters, DTA correspondence, GPF Final & Part Final with Drawals.
21	Sri.S.Suresh Babu Senior Accountant	Maintenance & review of attendance and process of leave sanction files, Loans & Advances, RTI Act& GPF, Inward Tappals.
22	Sri.K.Ramesh Junior Accounts Officer	Release of Budget for Non-Plans Scheme, budget authorizations, preparation of RE & Bes, Number Statement, Reconciliation.
23	Sri.B.Rambabu Junior Accounts Officer	Release of Budget for Plans Scheme, Supplementary estimates, final surrenders and budget authorizations.
24	Smt. K.Rukmini Devi Junior Accounts Officer	Supervision of Pension section
25	Smt. V Swapna Senior Accountant	Verification & forwarding of pension proposals to AG, Sanction of FBF, GIS & Encashment of Earned Leave to the staff of all District offices, C&DA, APDMP, SAMETHI(Guntur).
26	Sri.D.Rami Reddy Senior Accountant	Pension Files Related Work. Assistance to Pension Section.
27	Kum.CH.Aruna Junior Accounts Officer (AG Audit-I)	Pursuance of AG-Audit reports of West Godavari, Eluru Krishna, NTR, Guntur, Bapla, Palnadu, Prakasam, Nellore, Tirupathi, Chittoor, YSR Kadapa, Annamayya, Kurnool, Nandyal, Anantapur, Satya Sai & C& DA, SAMETI & ATMA..
28	Sri.Sk.Imam Basha Junior Accounts Officer (AG Audit-II)	Pursuance of AG-Audit reports of Srikakulam, Vizianagaram, Manyam, Alluri Sitarama Raju, Visakhapatnam, Anakapalli, Kakinada, Dr B r Ambedkar Konaseema, East Godavari and PAC & AC, DC Bills,
29	Sri.K.Krishnaiah Senior Accountant	Assistance to AG Audit-I & AG Audit-II Section JAOS
30	Smt. P.V Basavamma Junior Accounts Officer Dept Audit-I	Pursuance of Departmental Audit reports of Krishna, NTR, Guntur, Bapla, Palnadu Prakasam, Nellore, Tirupathi, Chittoor, YSRKadapa, Annamayya, Kurnool, Nandyal, Anantapur, Satya Sai & C& DA.
31	Sri.B.Narendra Prasad Junior Accounts Officer Dept Audit-II)	Pursuance of Departmental Audit reports of Srikakulam, Vizianagaram, Manyam, Alluri Sitarama Raju, Visakhapatnam, Anakapalli, Kakinada, Dr B r Ambedkar Konaseema, East Godavari, West Godavari, Eluru, SAMETI & ATMA.

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

Sl. No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Accounts Section deals with Financial matters of Agriculture Department.  Preparation of Pay Bills & Contingent Bills, Supplementary Bills and submission to PAO. processing of DBT scheme bills Like Annadatha Sukhibhava, Vaddi Leni Runalu, Pradhan Mantri Fasal Bima Yojana (PMFBY)	Submission of all bills in Pay roll Herb, CFMS website.	SA/ JAO/DDO	Drawing & Disbursing officer
2	Preparation of SNA Scheme Related bills. CSS Schemes like RKVY, SMAM, NFSM, NEGP, SMSP, ATMA etc.	Submission of SNA Accounts bills in PFMS website.	SA/ JAO/CAO/Commissioner of Agriculture.	Commissioner/ Director of Agriculture.
3	Pay fixations and PRC Fixations and release of increments, GIS & FBF referred files in r/o Gazetted officers & NON Gazetted officers. Verification of retired employees pay fixations.	Pay fixations and PRC Fixations and AGIs.  Verification of retired employees pay fixations.	SA/ JAO/DDO/Commissioner of Agriculture.	DDO/ Commissioner/ Director of Agriculture.
4	Forwarding of pension proposals to AG office.	Pension proposals submission.	SA/ JAO/AO/CAO/ Commissioner of Agriculture.	Commissioner/ Director of Agriculture.
5	Preparation of Budget RE/BES proposals.	Submission of Budget Estimates in AP Finance website.	JAO/AO/CAO/ Commissioner of Agriculture.	Commissioner/ Director of Agriculture.

6	Forwarding of GPF Final Authorizations to AG office and GPF Part Final with drawals. Processing the Medical Reimbursement files of office of Director of Agriculture and Offering the Medical Reimbursement Remarks to files received from	Pension proposals submission.	SA/JAO/AO/CAO/ Commissioner of Agriculture.	Commissioner/ Director of Agriculture.
7	Conducting of Departmental Audits in the Entire State of Agriculture Department.	Conduct Departmental Audit.	JAO/AO/CAO/ Commissioner of Agriculture.	Commissioner/ Director of Agriculture.
8	Monitoring of AG Audit Paras pending in the Entire State of Agriculture Department and forwarding the AG Audit Replies to AG office.	Monitoring of AG Audit Paras.	JAO/AO/CAO/ Commissioner of Agriculture.	Commissioner/ Director of Agriculture.

## NORMS SET FORTH THE DISCHARGE OF FUNCTIONS

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

1. Accounts Section deals with Financial matters of Agriculture Department towards Preparation of Pay Bills & Contingent Bills, Supplementary Bills and processing of DBT scheme bills Like Annadatha Sukhibhava, Vaddi Leni Runalu, Pradhan Mantri Fasal Bima Yojana (PMFBY), Farmers Exgracia, etc and submission to Pay and Accounts office.
Preparation of SNA Account related bills in PFMS website towards implementation of Centrally sponsored Schemes like RKVY, SMAM, NFSM, NEGP, SMSP, ATMA etc.
Forwarding of pension proposals to AG office for Retired employees Pension settlements.
Pay fixations and PRC Fixations and release of increments, GIS & FBF referred files in r/o Gazetted officers & NON Gazetted officers. Verification of retired employees pay fixations.
Preparation of Budget RE/BEs proposals NON Plan and Plan budget and Submission of Budget Estimates in AP Finance website.
Forwarding of GPF Final Authorizations to AG office and processing of GPF part Final with Drawals. Processing the Medical Reimbursement files of office of Director of Agriculture and Offering the Medical Reimbursement Remarks to files received from
Conducting of Departmental Audits in the Entire State of Agriculture Department.
Monitoring of AG Audit Paras pending in the Entire State of Agriculture Department and forwarding the AG Audit Replies to AG office.



RULES,REGULATIONS,INSTRUCTIONS,MANUALANDRECORDS,FORDI  
SCHARGING FUNCTIONS

[Section4(1)(b)(v)]

SI No	Description
Rules & Regulations	Government Orders & Guidelines
Manuals	AP Budget Manual.
Codes	AP pension Code.
Codes	AP Financial Code
Codes	AP Treasury Code

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY  
THEPUBLICAUTHORITYORUNDERITS CONTROL.

[Section4(1)(b)(vi)]

Sl. No.	Category of Document	Titleofthedocument	Designationandaddressofthecustodian(held by / under the control ofwhom)
Nil			

Annexure-I

1)

2)

Annexure-2.

1)

2)

3)

Aspertherequestoftheapplicantcorrespondencethrough  
ordinarypost/speedpost/email/registerpost.

**Annexure3.**ListofRegistersmaintainedinAgricultureDepartment:

RegisterofApplicationsreceivedanddisposedofunderRTIActbythePublic  
InformationOfficer(MaintainedbyPIO)

ARRANGEMENTFORCONSULTATIONWITH,ORREPRESENTATIONBY,THEMEMBER  
SOFTHEPUBLICINRELATIONTOTHEFORMULATIONOFPOLICYORIMPLEMENTA  
TIONTHEREOF

[Section4(1)(b)(vii)]

Nil

BOARDS, COUNCILS, COMMITTEES AND OTHER  
BODIESCONSTITUTEDASPARTOFPUBLICAUTHORITY

[Section4(1)(b)(viii)]

Name of Board/Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
Nil			

## DIRECTORYOFFICERSANDEMPLOYEES

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

Sl No.	Name of office/Administrative unit	Name, Designation & Address of Officer/Employee	Telephone & Fax Office Telephone: Residence Telephone: Fax:	Email
1	Accounts Wing	Sri.U.Sreenivasulu, Chief Accounts officer	8331056139	jaoaeagri@gmail.com
2		Sri.K.V.S.Sarma, Accounts officer	8331056138	jaoaeagri@gmail.com
3		Smt.S.Manjula Jai Sheela, Assistant Accounts officer/DDO	8331056144	ddoagrihyd@gmail.com

MONTHLYREMUNERATIONRECEIVEDBYOFFICERSANDEMPLOYEES,INCLUDING  
SYSTEMOFCOMPENSATIONASPROVIDEDINREGULATIONS

[Section4(1)(b)(x)]

S.NO.	DESIGNATION	PAY SCALES in RPS-2022
1	Chief Accounts Officer	70850-158880
2	Accounts officer	61960-151370
3	Assistant Accounts officer	54060-140540
4	Junior Accounts officer	44570-127480
5	Senior Accountant	34580-107210
6	Junior Accountant	25220-80910
7	Office Subordinate	20000-61960

BudgetAllocatedtoEachAgencyincludingPlansetc.[Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmesandschemesundertakenby the publicauthorityforeachagency.

Agency	Plan/Programme/Scheme/Project/Activity/Purposefor which budgetisallocated	Proposedexpenditure(for Rabi2024-25)	Expected Outcomes	Reportondisbursementsmade or wheresuchdetail sare available(website, reports, noticeboard etc.)

MannerofExecutionofSubsidyProgrammes[Section 4(1)(b)xii]

ParticularsofRecipientsofConcessions,PermitsorAuthorization Granted by the Public Authority[Section 4(1)(b)xiii]

14.1 Provide the names and addresses of recipients of benefits undereachprogramme/schemeseparatelyinthefollowingformat.

InformationAvailableinElectronicForm[  
Section 4(1)xiv)]

15. 1 Please provide the details of information related to the variousschemesof the departmentwhichareavailableinelectronicformats.(Floppy,CD,VCD,WebSite,Internetetc.)

Electronicformat	Description(siteaddress / location whereavailableetc.)	Contentsortitle	Designation andaddress ofthecustodianof Information(heldbywhom?)
Nil			

Particulars of Facilities available to Citizens for ObtainingInformation [Section4(1)(b)xv]

16.1Describetheparticularsofinformationdisseminationmechanismsinplace/facilitiesavailabletothepublicfor accessingofinformation:

Facility	Description(Location of Facility/Nameetc.)	Details of Informationmadeavailable
NoticeBoard	Nil	
NewsPaperreports	Nil	
PublicAnnouncements	Nil	

InformationCounter	Nil	
Publications	Nil	
OfficerLibrary	Nil	
Websites	<a href="http://www.payrollherb.gov.in">www.payrollherb.gov.in</a> <a href="http://www.apcfss.gov.in">www.apcfss.gov.in</a> <a href="http://www.eoffice.ap.gov.in">www.eoffice.ap.gov.in</a> <a href="http://www.nidhi.apcfss.in">www.nidhi.apcfss.in</a>	CFMS, Pay Roll Herb, PFMS, AP Finance Nidhi Portal.
OtherFacilities(Name)	Nil	

[Section4(1)(b)xvi]

Names,Designation&OtherParticularsofPublicInformation Officers

**AppellateAuthority:** Director of Agriculture

**PublicInformationOfficer:** Assistant Accounts officer(Accounts Wing)

[Section4(1)(b)xvii]

Suchotherinformation asmaybe prescribedandthere afterupdatethesepublicationseveryyear.

**Soil Correlator :****Chapter - 2****Organization,FunctionandDuties****(Section4(1)(b)(i)****ParticularoftheOrganization,functionsandduties:-**

Sl. No.	Nameofthe Organization	Address	Function &Duties
1	<b>Agriculture</b>	<b>O/o Commissiонер and Director of Agriculture, Old Mirchi yard, Chuttugunta A.P, Guntur</b>	<b>National project on Management of soil health &amp; and Fertility - under RKVY (Erstwhile SHC &amp;SHM)</b>

**POWERSANDDUTIESOFFICERSANDEMPLOYEES****[Section4(1)(b)(ii)]**

S. No	Nameoftheofficer/ employee	Subject allotted
1.	JOINT DIRECTOR OF AGRICULTURE (SOIL CORRELATOR)	Over all supervision in soil testing cell regarding Soil health & Fertility (Erst while Soil Health Card Scheme, Soil Health Management ), INM subjects and BC labs under the instruction of the Director of Agriculture
2.	Deputy Director of Agriculture	He/she will assist the Joint Director of Agriculture (SC) in the subject related matter under the instruction of the Joint director of agriculture (soil correlator).
3.	ASSISTANT DIRECTOR OF AGRICULTURE (SC)	she will assist the Deputy Director of Agriculture (SC) in the subject related matter under the instruction of the joint director of agriculture (soil correlator). Preparation files, LSQs & RSQs,AAPs DPRs, Budget files etc
4.	<b>Agricultural Officer</b>	she will assist the Asst Director of Agriculture (SC) in the subject related matter

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

Sl. No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
	Soil Health & Fertility component: Soil collection analysis and distribution of SHCs Targets and Achievements.	Reports obtained from all the 26 district DAOs, STL ADAs & BCLs  The targets have been fixed on the basis of GOI guidelines and soil sample collection should cover all types of land in all 26 districts 10778 RSK villages		Government in respect of formulation of Schemes. The decision making for all other offices rests with Director of Agriculture, (AP) Guntur.

## NORMS SET FORTH FOR THE DISCHARGE OF FUNCTIONS

**[Section 4(1)(b) (iv)]**

## CITIZEN`S CHARTER

The Soil Health Card (SHC) and Soil Health Management (SHM) schemes have been merged with the "**Rashtriya Krishi Vikas Yojana (RKVY)**" starting from the financial year 2022-23. This combined scheme is now referred to as the Soil Health and Fertility component of the RKVY Scheme. The same nomenclature will continue in the year 2023-24 as well.

The main objective of this scheme is to support states in promoting Integrated Nutrient Management (INM). This involves the judicious use of chemical fertilizers, including secondary and micronutrients, in conjunction with organic manures and bio fertilizers. The aim is to improve soil health and productivity.

The Soil Health Card provides farmers with valuable information about the nutrient status of their soil. It also offers recommendations on the appropriate dosage of nutrients to be applied to enhance soil health and fertility.

Soil sample collection, processing, analysis and issue of Soil Health Card to individual farmers with details of personal information, soil health parameters and recommendation within 25 days of soil sample collection. Creation of awareness among the farmers about the Soil Health Card parameters and the recommendations given at the time of issuing of Soil Health Card for soil and crop management.

**FLOW CHART**

**1. Soil Sampling :** 25-30 representative samples of 1/2 kg (composite of 3 samples) per day (April-June) or (October-November) per soil survey group.

**2. Soil Sample Processing :** Drying, removing impurity/mixing/lelabelling, grinding and storing 100-150 samples/week

**3. Soil Sample Analysis:** 100 samples/week (20-25 samples per day) pH, EC, Organic C, Available N, P, K, S, Fe, Mn, Zn, Cu and B as per standard lab procedure

**4. Generation of Soil Health Card (SHC) :** 100 SHC in 2 days by data entry, preparation and printing

**5. Farmers awareness campaign on SHC :** 250 Farmers in One months (Through training programmes, mass awareness campaign and use of social media etc.

**Soil testing Methodology followed in STLs in Andhra Pradesh**

<b>S.No.</b>	<b>Parameter</b>	<b>Testing Method</b>
1	Soil texture	Feel Method- Ghosh et al,1983
2	Soil Reaction(pH)	1:2 Soil Water Suspension by using pH Meter
3	Soluble salts (EC)	1:2 Soil Water Suspension by using Electrical Conductivity Meter
4	Organic Carbon	Volumetric Method-Walkley & Black, 1934 Method
5	Available Nitrogen	Alkaline Permanganate Method- Subbaiah and Asija,1956
6	Available Phosphorus	Colorimetric Method -Olsen's Method
7	Available Potassium	Flame Photometer Method - Ammonium Extract Method
8	Available Sulphur	Colorimetric Method- Calcium Chloride Extract Method-Chesnin and Yien, 1950
9	Micro nutrients- Zinc, Iron, Manganese & Copper)	DTPA Extraction Method using Atomic Absorption Spectro Photometer- Lindsay and Norvell, 1978
10	Available Boron	Colorimetric Method- Hot water Soluble Method-Berger and Troug,1949

RULES,REGULATIONS,INSTRUCTIONS,MANUALAND RECORDS, FOR DISCHARGING FUNCTIONS

**[Section4(1)(b) (v)]**

SI No	Description
Rules & Regulations	soil Health and fertility scheme implementation as per AP and GOI Issued Guidelines

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR 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)
NIL			

**Annexure-I**

1)

2)

**Annexure-2.**

1)

2)

3)

As per the request of the applicant correspondence through ordinary post/speed post/email/register post.

**Annexure 3.** List of Registers maintained in Agriculture Department:

Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO)

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF

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

-NIL-

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

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

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
- NIL -			



## DIRECTORYOFFICERSAND EMPLOYEES

**[Section-4(1)(b) (ix)]**

Sl No.	Nameofoffice/ Administrative unit	Name,Designatio n& Address of Officer/ Employee	Telephone& Fax Office Tel: Residence Tel:Fax:	Email
1	ST CELL	Smt. P.Padmaja, JDA	8331056011	1.Jda.soilcorrelatorap@redif fmail.com
2.		Sri Ch. Srinivasa Rao, DDA	8331056499	
3.		Smt.V.SaraswathiDevi , ADA	8331056034	2.bclabscda@gmail.com
4.		Smt.I.Adilakshmi Agricultural officer	8331056050	

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES,  
INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS**[Section4(1)(b) (x)]**

S.NO.	DESIGNATION	PAYSCALES
1.	Joint Director of Agriculture	87480-170580
2.	Deputy director of Agriculture	80910-166680
3.	Asst.Director of Agriculture	61960-151370
4.	Agricultural Officer	61960-151370

**BudgetAllocatedtoEachAgencyincludingPlansetc. [Section 4 (1) (b)  
xi]**

12.1Provideinformationaboutthedetailsofthe plans,programmes and schemes undertaken by the public authority for each agency.

S. No	Plan/ Programme / Scheme	Activity for which budget is allocated	20 24- 25	Amount spent / Committed last year 2024-25 (Rs. In lakhs)	Budget released/ proposed during current year 2024-25 Rs. In lakhs)
<b>CENTRAL SECTOR SCHEME:</b>					
1	National Project on Management of Soil Health & fertility	Soils samples collection, testing,SHCs distribution, strengthening of various STLs, NABL Accreditation	183 5.0 0	GOI sanctioned 1 <sup>st</sup> instalment)	3.36 Cr to be issued BRO

**MannerofExecutionofSubsidyProgrammes [Section 4 (1) (b) xii]**

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements madeorwhere such details are available (website, reports,notice board etc.)

CSS	NPMSH&F- Generation of Soil Health Cards, Strengthening of labs NABL Recognition and school Soil Health Programme.	13.5 Cr	4.50 lakh no. of SHC generation.	<a href="https://www.soilhealth.dac.gov.in">https://www.soilhealth.dac.gov.in</a>
-----	---	---------	--	---

**Particulars of Recipients of Concessions, Permits or  
Authorization Granted by the Public Authority [Section 4  
(1) (b) xiii]**

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

**Information Available in Electronic Form [Section 4 (1)  
xiv]**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

**ParticularsofFacilitiesavailabletoCitizensforObtaining Information****[Section4(1)(b)xv]**

16.1 Describetheparticularsofinformationdisseminationmechanisms in place /facilities available to the public for accessing of information:

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Soft Copy	<a href="https://www.soilhealth.dac.gov.in">https://www.soilhealth.dac.gov.in</a>	Soil Health & fertility component of RKVY (NPSHSF)Guidelines	Joint Director of Agriculture and Soil health card cell – INM Division, GOI

<i>Facility</i>	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	Nil	
News Paper reports	Nil	
Public Announcements	<a href="https://www.soilhealth.dac.gov.in">https://www.soilhealth.dac.gov.in</a>	(NPSHSF)Guidelince
Information Counter	Padi pantalu	Meedia Section O/o C&DA, AP, Guntur
Publications	Nil	
Officer Library	Nil	
Websites	<a href="https://www.soilhealth.dac.gov.in">https://www.soilhealth.dac.gov.in</a>	Soil Health Card and Soil Health Mangment (NPSHSF)Guidelince
Other Facilities ( Name)	Nil	

**[Section4(1)(b) xvi]**

**Names,Designation&OtherParticularsof Public  
Information Officers**

**AppellateAuthority:** Director of Agriculture

**PublicInformationOfficer:** Joint director of Agricutlure (Soil Correlator)

**[Section4(1)(b) xvii]**

Suchotherinformationasmaybeprescribedandthereafterupdate these publications every year.

**ATMA :****Chapter 2****Organization, Function and Duties (Section 4 (1) (b) (i)**

2.1 particular of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	ATMA (SMAE) Agriculture Technology Management Agency (Sub Mission on Agricultural Extension)	O/o. Director ATMA, C/o. IHC Corporate, OPP. Aranya Bhavan, Industrial Park, Mangalagiri, Guntur Dist. PIN: 522 503.	<p>Extension Reforms (ATMA) scheme is under implementation with central share 60% and state share 40% in (13) districts of Andhra Pradesh to disseminate the latest technologies to farming community and also to address the gaps in adoption of technologies through Bottom up planning.</p> <p>It has the linkages with all the line departments, research organizations, non-governmental organizations and agencies associated with agricultural development in the district and farmer organizations. Research and extension units within the district, such as KVKs, ZRSs, Department of Agriculture, Horticulture, Animal Husbandry, Fisheries, Sericulture, Marketing, etc. are its constituent members.</p> <p>The district level activities are categorized in three groups namely, Farmer oriented activities: Include development of SREP, mobilization of farmer groups, training/ exposure visit of farmers, field demonstrations, all aimed at empowering the farmers and improving their participation in technology dissemination process Farm information dissemination: Includes farm information dissemination, local level</p>

			<p>agricultural exhibitions, information dissemination through printed materials and development of technology packages in electronic form are covered</p> <p>Research-extension-farmer (R-E-F) linkages: Includes R-E-F linkages based activities include organization of Farmer-Scientist Interaction at local level, organization of Field-days and Kisan Goshties and support for local level researchable issues emanated from the SREP.</p>
--	--	--	---

## POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

## [Section 4(1) (b) (ii)]

S.No	Name of the officer / employee	Subject allotted
1	Smt. V.V.Vijayalakshmi	<p><b>Director:</b></p> <p>Capacity building of extension functionaries. - Development of Human Resources as per emerging needs. - Networking with the concerned institutions of both Public &amp; Pvt. Sector - Organizing studies. - Convening meetings of Executive council and General Council of SAMETI. - Accounts &amp; Administrative matters of SAMETI.</p>
2	Sri G. Lakshmana Kumar	<p><b>Deputy Director</b></p> <p>Organizing training courses of their respective areas. - Networking with the resource persons. - Evaluation of training courses. - Training need assessment. - Preparation of Annual Training Calendar. - Regular field visits to different parts of the districts to interact with farmers and grass root level functionaries</p>
3	Smt. K. Sreedevi	<p><b>Deputy Director</b></p> <p>Organizing training courses of their respective areas. - Networking with the resource persons. - Evaluation of training courses. - Training need assessment. - Preparation of Annual Training Calendar. - Regular field visits to different parts of the districts to interact with farmers and grass root</p>

		level functionaries.
4	Sri P. Purnachandra Rao	Asst. Director Organizing training courses of their respective areas. - Networking with the resource persons. - Evaluation of training courses. - Training need assessment. - Preparation of Annual Training Calendar. - Regular field visits to different parts of the districts to interact with farmers and grass root level functionaries.
6	Sri S. Srinivasa Rao	<b><u>Accountant-cum-establishment-clerk</u></b> To maintain up to date account of the scheme using computerized software
7.	Sri R. Someswar	<b><u>Computer Programmer/Computer Operator.</u></b> Quick and accurate data entry operations in English & language of the State; full command over office automation packages such as MS Office / Open Office; handle basic hardware issues (including Operating System, Anti-virus, PDF etc.) relating to PCs, printers and switches. To maintain the Extension Reforms portal (ERMS) up to date and maintain the complete data related to the scheme.

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

Sl. No.	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Preparation of SEWP (State Level Extension Work Plan)consolidation of proposals of all Project Directors in the State there in state Action Plan.	Consolidation of proposals of all Project Directors in the State there in the state Action Plan.	Final proposal will be submitted to the Govt. of India for sanction of budget.	Govt. of India



## NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**[Section4 (1)(b)(iv)]**

As per ATMA 2018 Guide lines norm follows

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND  
RECORDS, FOR DISCHARGING FUNCTIONS**[Section4 (1)(b)(v)]**

SI No	Description
Rules & Regulations	
Manuals	SMAE (ATMA) Guidelines 2018.
Records	
Publications	

INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE  
PUBLIC AUTHORITY OR UNDER ITS CONTROL.**[Section4 (1)(b)(vi)]**

Sl. No.	Category of Document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
		Annexure 2. Various types of Correspondences in the Agriculture Department.	
		Annexure 3. List of Registers maintained in Agriculture Department	
			Not applicable

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY,  
THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF  
POLICY OR IMPLEMENTATION THERE OF

[Sect

ion 4 (1) (b) (vii)]

Followed as per ATMA Guidelines.

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

[Section4 (1)(b)(viii)]

Name of Board Council, committee etc.,	Composition	Powers & Functions	Whether its meeting open to public minutes of its meeting accessible for public
ATMA Management Committee	Copy enclosed ATMA Guidelines 2018 Annexure-I (d) Page No.53	Enclosed copy of ATMA Guidelines Key functions of Management Committee (MC) Page No.54	Yes

**MANAGEMENT COMMITTEE (MC)**

The Management Committee would be responsible for planning and execution of day-to-day activities of ATMA.

**COMPOSITION**

<b>1.</b>	District Head of Dept., Agriculture	<b>Chairman</b>
<b>2.</b>	Project Director of Agriculture Technology Management Agency	<b>Co-Chairman</b>
<b>3.</b>	District Head of Dept., Horticulture	<b>Member</b>
<b>4.</b>	District Head of Dept., Animal Husbandry	<b>Member</b>
<b>5.</b>	District Head of Dept., Fisheries	<b>Member</b>
<b>6.</b>	District Head of Dept. Sericulture	<b>Member</b>
<b>7.</b>	Head, Krishi Vigyan Kendra	<b>Member</b>
<b>8.</b>	Head, Zonal Research Station	<b>Member</b>
<b>9.</b>	Project Officer, District Rural Development Agency	<b>Member</b>
<b>10.</b>	One representative of Farmers' Organization promoted by an NGO	<b>Member</b>
<b>11.</b>	Representative of NGO, if any, involved in agricultural extension	<b>Member</b>
<b>12.</b>	District Level NABARD Officer	<b>Member</b>
<b>13.</b>	Lead Bank Officer	<b>Member</b>
<b>14.</b>	A representative of trained input dealers who is also	<b>Member</b>

	providing extension services	
<b>15</b>	Two progressive farmers (one of whom should be a woman) (nominated from DFAC)	<b>Member</b>
<b>16</b>	Two Deputy Project Directors (of which one will be nominated as Member Secretary)	<b>Member Secretary</b>

Note: (i) States may also consider co-opting additional members, if required.

(ii) All farmer representatives are to be nominated by the District Farmers Advisory

Committee by Consensus or by majority.

### **Powers & Functions of Management Committee (MC)**

1. Carryout periodic Participatory Rural Appraisal (PRA) to identify the problems and constraints faced by different socio-economic groups and farmers within the district.
2. Prepare an integrated, Strategic Research and Extension Plan (SREP) for the district that would specify short and medium term adaptive research as well as technology validation and refinement and extension priorities for the district.
3. Prepare annual District Agriculture Action Plans in consultation with DFAC which would be submitted to the ATMA Governing Board for review, possible modification and approval.
4. Maintain appropriate project accounts for audit purposes.
5. Coordinate the execution of these annual action plans through participant line departments ZRSs, KVKs NGOs FIGs/FOs and allied institutions, including private sector firms.
6. Establish coordinating mechanisms at the Block level, such as Farm Information & Advisory Centers (FIACs) that would integrate extension and technology transfer activities at the block and village levels.

7. Provide periodic performance reports as required by DAC&FW to the Governing Board outlining the various targets and achievements.
8. Provide secretariat to Governing Board and initiate action on policy direction, investment decisions and other guidance received from the Governing Board.
9. ATMA Management Committee shall meet once in a month to review the progress in various blocks and submit the report to State Nodal Cell/DAC&FW.

**DIRECTORY OF OFFICERS AND  
EMPLOYEES**

[Section4 (1)(b)(ix)]

<b>Name of the office/ Administrative unit</b>	<b>Name, Designation &amp; Address of Officer/Employee</b>	<b>Mobile No.</b>	<b>Email</b>
Director ATMA	Smt. V.V.Vijayalakshmi, Director ATMA	8331056002	directoratma.ap@ gmail.com
	Smt. R. Usha Devi, DPD	8331056006	
	Smt. K. Sree Devi DPD	8331057175	
	Sri N.Ch. Balu Naik, DPD	8331056014	
	Sri G. Lakshmana Kumar, DDA On Deputation.	8331056027	
	Sri P. Purnachandra Rao, ADA on Deputation	8331056067	
	Sri S. Srinivasa Rao, Sr. Asst. On Deputation	9440652403	

MONTHLY REMUNERATION RECEIVED BY OFFICERS  
AND EMPLOYEES, INCLUDING SYSTEM OF  
COMPENSATION AS PROVIDED IN REGULATIONS

[Section4(1)(b)(x)]

<b>S.NO.</b>	<b>DESIGNATION</b>	<b>PAYSCALES</b>
1.	Director ATMA	101970 - 174790
2.	Deputy Project Director 1	73730 - 162780
3.	Deputy Project Director 2	76730 - 162780
4.	Deputy Project Director 3	80910 - 166680

**Budget Allocated to Each Agency  
including Plans etc. [Section 4 (1) (b) xi]**

Provide information about the details of the plans, programmes and schemes under taken by the public authority for each agency.

Pertaining to ATMA section: Trainings, Demonstrations Exposure Visits and other Agricultural activities.

Under DRC : Trainings to farmers Diagnostic Visits and Trainings to RSK Staff

**Provide information on the budget allocated under different programmes/ projects etc. in the given format.**

**Details of funds released during 2023-24 are as follows.**

S.No	Name of the Scheme	Total Amount released in Crores	No of Districts Benefited
1.	SMAE (ATMA)	10.55	All districts in AP,.
2.	DRC	1.85	All districts in AP,.

**Manner of Execution of Subsidy Programmes**

**[Section4 (1)(b) xii]**

Describe the activities/programmes schemes being implemented by the public authority for which subsidy is provided.

No subsidy programmes are under taken by ATMA Section, only provide funds to impart trainings to farmers, Joint visits by Scientists and Extension workers

**Particulars of Recipients of Concessions, Permits or Authorization  
Granted by the Public Authority**

**[Section 4(1) (b) xiii]**

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

The beneficiary list available in ERMS portal .

Information is available in this website

<https://extensionreforms.da.gov.in/LoginTest.aspx>

**Information Available in  
Electronic Form [Section 4 (1)  
b (XIV)]**

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

Information is available in this website <https://extensionreforms.da.gov.in/LoginTest.aspx>

**Particulars of Facilities available to Citizens for Obtaining  
Information  
[Section 4 (1) b (XV)]**

**Describe the particulars of information dissemination  
mechanisms in place / facilities available to the public for  
accessing of information :**

Facility	Description (Location of Facility / name etc.	Details of Information made available
Notice Board	-	
News Paper reports	-	
Public announcements	-	
Information Counter	-	
Publications	-	

Officer Library	-	
Websites	<a href="https://extensionreforms.da.gov.in/LoginTest.aspx">https://extensionreforms.da.gov.in/LoginTest.aspx</a>	ATMA scheme
Other Facilities (Name)	-	

NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC  
INFORMATION OFFICERS

**[Section 4 (1) b (XVI)]**

Appellate Authority - Sri.S. Dilli Rao, Director of Agriculture, A.P., Guntur.

Public Information – Smt. V.V. Vijayalakshmi, Director ATMA, A.P.  
Mangalagiri.



**SAMETHI:**

**CHAPTER – 1**  
**Organization, Function and Duties**  
**(Section 4 (1) (b) (i))**

Particular of the Organization, functions and duties :-

<b>S.No</b>	<b>Name of the organization</b>	<b>Address</b>	<b>Function and Duties</b>
1	State Agricultural Management and Extension Training Institute (SAMETI)	C/o Ground floor, IHC Corporate, APSRTC Depot Road, Mangalagiri, Guntur district, Andhra Pradesh – 522 503.	1) Conducting training courses on Agricultural Technology, Management, Gender, Extension reforms and Information Technology. 2) To provide extension management input for extension functionaries of Agriculture and Line departments. 3) SAMETI facilitates infrastructure to conduct workshops and reviews.

**Brief note on State Agricultural Management and Extension Training Institute (SAMETI) activities**

SAMETI is located at IHC Corporate, Mangalagiri, Guntur District, AP. The institute is headed by a Director (in the cadre of Addl. Director of Agriculture), assisted by Asst. Directors of Agriculture and Agricultural Officers along with supporting ministerial staff.

**Aims and Objectives of SAMETI:**

- The main objective of SAMETI is to organize need based trainings for developing skills of extension functionaries.
- To develop systematic linkages between the allied departments, state universities, regional and national institutes of outstanding accomplishments in the field of Agriculture.
- SAMETI provides extension management input for extension functionaries of Agriculture and allied departments.
- Acts as state level nodal agency for implementing various GOI schemes such as DAESI, PGDAEM, STRY, CCINM, CCIM etc.,
- Collaborates with various training institutes like MANAGE, EEI, APHRDI, etc. in organizing training programs.

## I.State Government Scheme

### 1. Areas of Training:

SAMETI has been organizing different types of training programs viz

- **Technical**

These trainings are meant for Departmental officers exclusively in areas like Water Management, Integrated Crop Management, Quality Control and on Soil Health Management etc.

- **Managerial**

These trainings are organized for Agricultural & allied departmental officers on Office Management, Gender issues & other Managerial Skills etc.

- **Off campus training programs**

These trainings are organized for Agricultural & allied departmental officers in collaboration with EEI, MANAGE, Rajendranagar, Hyderabad.

- **Other trainings of the Department**

State level refresher training cum workshop on **polambadi** is organized for Master Trainers & Technical Assistants of all the DAOs' offices in the State.

SAMETI has been promoting the trainings based on the needs of the extension functionaries, feedback from the participants, suggestions from DRCs & suggestions of the faculty. The trainings are designed based on need based analysis at field level.

Training programs on Organic Farming, Polambadi and sub schemes such as Pulses & Nutri-Cereals Production Technology, trainings pertaining to Soft Skills, Office Management etc. have also been included in the Annual Training Calendar.

A budget of Rs.32,00,005/- i.e. Rs.32.00 Lakhs for 29 training programs @ Rs.1,10,345/- per training program and Rs.2,18,300/- for 100 Licenses of Cisco WebEx was proposed for 2024-25. For each training program, 26 officers @ 1 officer /district are nominated and duration is 1 (one) day.

## II.SAMETI is Nodal Agency for Implementing Government of India Schemes

### 1. PGDAEM - (Post Graduate Diploma In Agricultural Extension Management)

SAMETI is acting as Nodal Agency to conduct Contact classes and Term end Examinations for one year Post Graduate Diploma in Agricultural Extension Management (PGDAEM) Course through distance learning mode in collaboration with MANAGE, Hyderabad. This Course was launched by MANAGE, Hyderabad in 2007. It was also supported by Department of Agriculture and Cooperation (DAC), Ministry of Agriculture & Farmers Welfare, Government of India with the following objectives.

- To enhance the techno - managerial competence of extension functionaries.

- To acquaint the extension functionaries on the latest developments in the field of Agricultural extension.
- To equip the extension functionaries with latest tools and techniques for participatory decision making.
- To develop an insight into various extension models to enrich the agri-value chain.

Officers of Agriculture and allied sectors will apply for this course.

Course fee : Rs.15,000/- per Candidate (60% by GoI and 40 % by SNO, ATMA)

Duration : 1 Year consisting of 2 Semesters

For 2024-25, 35 candidates have enrolled for PGDAEM 17<sup>th</sup> Batch. 1<sup>st</sup> Semester Contact classes and Term End Examinations were completed.

## **2. DAESI - (Diploma in Agricultural Extension Services for Input dealers)**

- SAMETI as Nodal Agency for implementing one year **Diploma in Agricultural Extension Services for Input Dealers (DAESI)** through MANAGE, Hyderabad.
- It is 52 weeks program and each batch consists of 40 dealers.
- The course fee for the said Diploma Course is Rs.20,000/- (Rupees twenty thousand only) per input dealer out of which Rs.10,000/- is collected from the input dealers and rest of the Rs.10,000/- is given by the Government of India through MANAGE and course fee for **self finance** is Rs.20,000/- (i.e. total amount) is collected from the input dealers only.
- At State Level, overall supervision by the Director, SAMETI and at district level by the Project Directors of ATMA.

During 2024-25, 7 batches were approved and classes are going on. Proposals for 3 more batches were sent to MANAGE for approval.

## **3. STRY- (Skill Training Of Rural Youth)**

- SAMETI as Nodal Agency implementing "**Skill Training of Rural Youth (STRY)**" of Sub-Mission on Agricultural Extension (SMAE) of National Mission on Agricultural Extension & Technology (NMAET).
- Skill Training of Rural Youth (STRY) is aimed at imparting skill-based training to rural youth on Agri-based vocational areas in compliance with National Policy on Skill development & Entrepreneurship-2015 in Agriculture & allied areas to promote employment in rural areas.
- It is a **7** days program and each batch consists of 15 (if residential) or 28 (if non-residential) candidates.
- A budget of Rs.42,000/- will be released per each program by the Government of India.

During 2024-25, 15 programs were approved by MANAGE in 1<sup>st</sup> spell out of which 8 programs were completed and 7 are yet to be started.

**III. Self Finance :****CCINM (Certificate Course on Integrated Nutrient Management)**

In AP it was initiated during 2021-22, which needs regular correspondence with MANAGE, ANGRAU, MARKFED, Cooperation department and NTIs (KVKs, Agricultural Colleges, FTCs, ATMA etc.).

It is a 15 days Residential Training program for the staff of PACCS of AP and other private fertilizer dealers.

SAMETI is the State Nodal Agency for implementing the program with overall guidance from MANAGE, Hyderabad.

Course fee is Rs.12,500 /- per member – **Self finance** and each batch consists of 30 candidates.

During 2024-25, received proposals for 18 programs and classes are yet to be started.

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
[Section 4 (1) (b) (ii)]

<b>S.No</b>	<b>Name of the officer/Employee</b>	<b>Subject allotted</b>
1	Sri B.Prasad, Director, SAMETI	In the cadre of additional director 1) Conducting different training programs 2) Coordinating other training institutes of GoI i.e EEI, NIPHM, NIRDPR, MANAGE, Hyderabad. 3) Coordinating with APHRDI 4) As DDO custodian of SAMETI 5) Nodal Agency for implementation of PGDAEM, CCINM, DAESI & STRY with MANAGE 6) Nodal agency for coordination of trainings at EEI, NIPHM, NIRDPR, MANAGE, Hyderabad.
2	Sri M.Prem Sekhar, ADA	Working on OD at O/o C & DA, AP, Guntur
3	Smt.D.Chandrakala, ADA	Working on OD at O/o C & DA, AP, Guntur
4	Smt M.Suneetha, ADA	Working on OD at O/o C & DA, AP, Guntur
5	Smt G. Surekha, ADA	Working on OD at O/o C & DA, AP, Guntur
6	Smt K. Sreedevi, ADA	Working on OD at O/o C & DA, AP, Guntur
7	ADA (Vacant)	

8	Smt.A.Anuradha, AO	1)Trainings 2)Correspondence with planning section on technical matters O/o C & DA, AP, Guntur. 3)Annual Action plan 4) Office administration
9	Smt.K.Mangamma, AO	1)STRY 2)CCINM 3)Gender report to GoI 4)Training and workshop in coordination with EEI 5)MANAGE 6)NIPHM 7)APHRDI 8)NIRDPR 9)CFA
10	Smt.G.Saritha, AO	Working on OD at O/o C & DA, AP, Guntur
11	AO (Vacant)	
12	AEO 1 (Vacant)	
13	AEO 2 (Vacant)	
14	Smt.S.Kavitha, ADA DRC, Eluru (OD at SAMETI)	PGDAEM
15	Smt.J.N.M.Punyavathi, ADA O/o C & DA, AP, Guntur (OD at SAMETI)	1) CCINM 2) STRY 3) APOLCMS 4) RTI 5) EC meetings and other meetings (Technical) 6) Trainings to PCOs
16	Smt.M.Sujatha, MAO, Allur, SPSR Nellore district (OD at SAMETI)	1)DAESI 2)KCC 3)SEEDAP

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**  
**[Section 4 (1) (b) (iii)]**

<b>S.No</b>	<b>Nature of power</b>	<b>Extent of powers delegated</b>
1	To pay salaries and other allowances to the staff as per State Government rules and as per their entitlement	Full Powers
2	To sanction dearness allowance to the employees of the institute as per State Government decision	Full Powers
3	To sanction honorarium to persons invited for attending to the work of the Institute within the state also to sanction expenditure incurred on their transportation, boarding and lodging	Full Powers
4	To reimburse the employees of the Institute conveyance charges incurred by them in connection with official work at head - quarters and outstations	Full Powers
5	To sanction payment of electric, gas and water charges	Full Powers
6	To sanction, hire, purchase and repair of office equipment fixtures and furniture, water coolers, air conditioners typewriters, fans, clocks, call bells, calculating machines intercoms electronic stencil cutters, Dictaphones tape recorders, photo copiers, franking machines addressographs filing and indexing systems etc.	Full Powers
7	Personal Computer	Full Powers
8	Hire and maintenance of computers of all kinds	Full Powers
9	To sanction freight and demurrage/wharfage charges	Full Powers
10	To sanction legal charges	Full Powers
11	To sanction hire, purchase, maintenance and repair of motor vehicles & Bicycles	Full Powers
12	To sanction payment of taxes and rates	Full Powers
13	To sanction payment of postal and telegraph charges	Full Powers
14	To sanction expenditure for printing and binding	Full Powers
15	To sanction purchase of newspapers, periodicals, books etc.	Full Powers
16	To sanction printings articles and purchase of stories and stationary.	Full Powers
17	To sanction supply of liveries, badges and other articles of clothing etc, and washing allowance	Full Powers
18	To sanction payment of telephone charges of office and residence (including installation)	Full Powers
19	Power to sanction travel by air for urgent work in case of emergencies	Full Powers
20	To sanction hospitality	Full Powers
21	To hire office accommodation	Full Powers
22	To sanction expenditure and execute appropriate contracts.	Not exceeding Rs.25 Lakhs

S.No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Training	1) SAMETI, AP used to organize physical and Managerial categories including capacity building and quality control aspects at regular intervals for the officers of department of Agriculture to perform their jobs in an effective and efficient manner. 2) SAMETI organizes need based technical trainings to the middle level officers of Agriculture department and Managerial trainings to officers of Agriculture and allied departments.	AO	Director
2	CCINM	1) SAMETI is the State Nodal Implementing agency for organizing the Certificate Course to the fertilizer/prospective dealers at the state level under the overall guidance of MANAGE 2) SAMETIs themselves can conduct the program with the help of facilitator and also conduct with the help of other potential Nodal Training Institutes	AO and ADA	Director
3	STRY	1) Identification of districts in consultation with SNO (Extension reforms) 2) Identification of training institutions in districts 3) Preparation of skill sets/course curriculum/training modules with the help of MANAGE/MOLE and training institution 4) Supervision and monitoring of training programs locally 5) Settlement of accounts of all training programs conducted in the districts 6) Set assessment standard and ensure third party evaluation, if possible	AO and ADA	Director
4	DAESI	1) SAMETI will be the State level Nodal Implementing Agency of DAESI Program in the state, under the overall guidance and supervision department of Agriculture.	AO	Director

		<p>2) State Department of Agriculture and SAMETI will give wide publicity to DAESI Program in the State through Print and electronic Media, State Input Dealers' Association, Agribusiness companies, SAUs, KVKs, ATMAs, NGOs etc.,</p> <p>3) State Department of Agriculture has to impress upon the Agribusiness companies in the State about the significance of DAESI program and persuade (1) them to sponsor the course fee of input dealers, as envisaged in the scheme.</p> <p>4) SAMETI will identify and select potential agencies such as KVKs, Agricultural Colleges, NGOs and other NTIs, who would implement the DAESI program.</p> <p>5) SAMETIs will build the capacity of the officials of district-level implementing agencies on operationalization of DAESI.</p> <p>6) SAMETI can utilize the services of MANAGE-trained facilitators.</p> <p>7) State Departments of Agriculture need to ensure enrolling of 40 input dealers per each batch of the program by issuing necessary instructions to the district level agencies/officials.</p> <p>8) SAMETI will submit Utilization Certificates (UCs) to MANAGE through DAC as well as to the Agribusiness companies after utilizing the funds received from them for implementing the program.</p> <p>9) State Department of Agriculture will monitor and review the implementation of the program by SAMETI.</p>		
5	PGDAEM	<p>1) Realizing the paramount importance of public private extension system MANAGE is conducting one year Post Graduate Diploma in Agriculture Extension Management (PGDAEM) in distance learning mode under the centrally sponsored scheme "Support to State</p>	ADA	Director



		<p>Extension Program for Extension Reforms" the states are getting support to the tune of 60%. The remaining is contributed by the concerned state governments.</p> <p>2) SAMETI as the State Nodal Agency implements this program at State level.</p> <p>3) Course fee for this program is Rs.15,000/-. This program is free for extension functionaries employed in Agriculture and allied sectors. All graduates in Agriculture and allied subjects, NGOs Agri entrepreneurs and input dealers are also eligible for this program by paying the concerned fee.</p> <p>4) Candidates will be evaluated based on their performance in both written exams and assignments.</p> <p>5) Until now around 22000 extension functionaries have been benefitted from this program.</p>		
--	--	---	--	--

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**  
**[Section 4 (1) (b) (iv)]**

All the faculty members are to discharge the functions as per the training calendar and any other function allotted to them by the Director from time to time. All the faculty members are assigned with the work relating to various subjects/programs.

**RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS**  
**[Section 4 (1) (b) (v)]**

The employees of SAMETI should follow the provisions contained in the Service bye laws and Financial bye laws of the institution. Where a doubt persists in any area of administration/financial matters in discharging the function, a reference is made to the Executive Council/Ministry of Agriculture for obtaining necessary guidance and instructions.

**INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL**  
**[Section 4 (1) (b) (vi)]**

S.No	Category of Document	Title of the document	Designation and address of the custodian (held

			by/under the control of whom)
Not Applicable			

Annexure – I

- 1)
- 2)

Annexure – II

- 1)
- 2)
- 3)

**ARRANGEMENTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF  
[Section 4 (1) (b) (vii)]**

The general supervision of SAMETI activities vests with the General Council presided over by the Hon'ble Minister for Agriculture, Andhra Pradesh. The General Council exercises overall control and issues directions for the efficient management and administration of the affairs of SAMETI.

The General Council has 24 members from different Agril. & Allied departments, National and State Agril. Institutions

The Executive Council is responsible for the actual implementation of policy matters, in accordance with the Rules and Bye Laws.

The Executive Council consists of 9 members of which including representative with the Principal Secretary (Agriculture & Cooperation), Ministry of Agriculture. Government of Andhra Pradesh as its Chairman.

**BOARDS, COUNCILS COMMITTEES AND OTHER BODIES CONSTITUTED AS  
PART OF PUBLIC AUTHORITY  
[Section 4 (1) (b) (viii)]**

Name of the Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting open to public, Minutes of its meeting Accessible for Public
General Council	There shall be a general council of SAMETI, AP and it shall be composed of all the members of SAMETI, AP	<ol style="list-style-type: none"> <li>1) Observe the provisions of the Memorandum of Association, these rules and such instructions of Government dealing with the affairs of the SAMETI as may be issued from time to time.</li> <li>2) Exercise general control and issue such directions for the efficient management and administration of the affairs of the SAMETI as may be necessary.</li> <li>3) Nominate members of the Executive Council in accordance with rules.</li> <li>4) Approve the annual budget of the SAMETI drawn by the executive council and the approved budget shall be submitted to the Government of Andhra Pradesh for sanction of Government grants.</li> <li>5) Consider the annual report approved by the executive council.</li> <li>6) Consider the balance sheet and audit accounts for the outgoing years.</li> <li>7) Add and amend with prior approval of the Government of Andhra Pradesh the rules of the SAMETI.</li> <li>8) Frame by laws not inconsistent with these rules and the Memorandum and Association for the management, administration and regulation of the business of the SAMETI for furtherance of its objects.</li> </ol>	Yes

		<p>9) To perform such other functions as are entrusted to it under these rules.</p> <p>10) The General Council may be resolution delegate to its president to any standing committee or to any other officer of SAMETI such of its powers for the conduct of the business as it may deem fit subject, it demand necessary, to the condition that the action taken by its own president, the standing committee of the Director or other officers shall be subject to confirmation at the next meeting of the General Council.</p>	
Executive Council	<p>1) The Principal Secretary, Agril. &amp; Coop Government of Andhra Pradesh being the chairman of SAMETI shall be chairman of the executive council.</p> <p>2) The Commissioner and Director of Agriculture, AP, Guntur</p> <p>3) The Director of Horticulture, AP, Guntur</p> <p>4) The Vice-Chancellor, ANGRAU</p> <p>5) A Representative from Finance Department Government of AP nominated by the Secretary.</p> <p>6) The Addl/Joint Secretary to Government Agril. &amp; Coop Dept., Secretariat, Velagapudi.</p> <p>7) The Director of Extension, ANGRAU.</p> <p>8) The Director, SAMETI, AP.</p>	<p>1) To prepare and execute detailed plan and programs for the furtherance of the objects of SAMETI.</p> <p>2) To receive and to have custody of the funds of SAMETI and to manage the properties of SAMETI.</p> <p>3) To execute contracts, collaborations agreements, agreement containing arbitration clauses, indemnity bonds, deeds in respect of or connected with Sale/Lease licenses mortgages, hypothecation or other deeds of legal character of whatever description, powers of attorney, enforce any other legal rights and in our legal expenses, provided that these powers are exercised for and on behalf of SAMETI.</p> <p>4) Purchase, hire, take on leave, exchange or otherwise acquire a property movable or immovable or sell, hire, lease, change or otherwise transfer or disposal off all or any other property, movable or immovable property of SAMETI provided that for the transfer of immovable property, the prior approval of the Government of Andhra Pradesh,</p>	Yes

		<p>is obtained in that behalf.</p> <p>5) To accept the management of any endowment trust, fund, subscription or donation, provided that it is not attended by a condition inconsistent or in conflict with the objects of SAMETI.</p> <p>6) To draw up the annual budget of SAMETI to be submitted for approval of the General Council.</p> <p>7) To scrutinize and approve the annual report and balance sheet and audited accounts of SAMETI for the consideration of the general council.</p> <p>8) To incur expenditure subject to the provisions of the approved budget.</p> <p>9) To lay down terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects and</p> <p>10) To nominate a person or persons to represent SAMETI in conferences in and outside the state and country.</p>	
Academic Committee	<p>1) The Director, SAMETI</p> <p>2) The Representatives from Agril., Horticulture, Soil Conservation, Animal Husbandry and Fisheries department not below the rank of Joint Director</p> <p>3) Three faculty members of SAMETI nominated by the Director, SAMETI. Principal EEL, ANGRAU</p>	<p>1) The academic committee shall deal with policy in research and training.</p> <p>2) It shall also function as the committee</p> <p>3) It shall deal with the matters, proposals of the schemes referred to it or initiated by it</p>	Yes
SAMETI Faculty	<p>The Director, SAMETI is the Chief Executive Officer, appointed by the Government of Andhra Pradesh. The faculty of SAMETI are of Assistant Directors of Agriculture and Agricultural Officers cadre deals with different sections such as Extension, Agronomy, Entomology, Soil Science, Plant Pathology, Soil Conservation, Pest Surveillance and Plant Protection measures.</p>		

**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**[Section 4(1) (b) ix]**

S.No	Name of office/Administrative unit	Name, Designation & Address of officer/Employee	Telephone & Fax office Tel : Residence Tel : Fax :	Email
1	SAMETI, AP, Mangalagiri	Sri B.Prasad, Director, SAMETI	8331056005	sametidirector@gmail.com
2		Smt.A.Anuradha, AO	8331056145	
3		Smt.K.Mangamma, AO	9494463402	
4		Smt.S.Kavitha, ADA DRC, Eluru (OD at SAMETI)	8331056770	
5		Smt.J.N.M.Punyavathi, ADA O/o C & DA, AP, Guntur (OD at SAMETI)	8331056129	
6		Smt.M.Sujatha, MAO, Allur, SPSR Nellore district (OD at SAMETI)	8331056113	
7		Ministerial staff on OD basis only	There is no ministerial staff working presently at SAMETI.	

**MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES,**  
**INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS**  
**[Section 4(1) (b) x]**

S.NO.	DESIGNATION	PAY SCALES
1	Sri B Prasad, Director	<b>101970-174790</b>
2	Smt.S.Kavitha, ADA	<b>65360-154980</b>
3	Smt.J.N.M.Punyavathi, ADA	<b>65360-154980</b>
4	Smt.A.Anuradha, AO	<b>61960-151370</b>
5	Smt.M.Sujatha, AO	<b>57100-147760</b>
6	Smt.K.Mangamma, AO	<b>54060-140544</b>

**Budget allocated to Each Agency including plans etc.**

**[Section 4(1) (b) xi]**

12.1 Provide information about the details of the plans, programs and schemes undertaken by the public authority for each agency.

Agency	Plan/Program/Scheme/Project/Activity /Purpose for which budget is allocated	Proposed expenditure (for Rabi 2017-18)	Expected Outcomes	Report on disbursements made or where such details are available (website, notice board)

				etc.)
NIL	NIL	NIL	NIL	NIL

**Manner of Execution of Subsidy Programs  
[Section 4(1) (b) xii]**

**-Not Applicable-**

**Particulars of Recipients of Concessions, Permits or Authorization Granted  
by the Public Authority  
[Section 4(1) (b) xiii]**

**-Not Applicable-**

**Information Available in Electronic Form  
[Section 4 (1) (b) (xiv)]**

Electronic Format	Description (Site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Yes	www.apagrisnet.gov.in	1) Aims and Objectives of SAMETI 2) State Government Scheme 3) SAMETI is Nodal Agency for Implementing Government of India Schemes 4) Self Finance scheme	Director of Agriculture, AP, Guntur

**Particulars of Facilities available to Citizens for obtaining Information  
[Section 4 (1) (b) (xv)]**

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	Office Notice Board	PIO Information
News Paper reports		
Public Announcements		

Information Counter		
Publications		
Officer Library		
Websites		
Other Facilities (Name)		

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

**Names, Designation & other particulars of Public Information Officers**

Appellate Authority : Sri. S.Dilli Rao, IAS, Director of Agriculture

Public Information officer : Sri B.Prasad, M.Sc.(Ag.), Director, SAMETI, AP

**[Section 4(1) (b) xvii]**

Such information as may be prescribed and there after update these publications every year.

**-NIL-**