

**RIGHT TO INFORMATION ACT – 2005**

## **4(i)(b) Register**

Director of Survey Settlements and  
Land Records, Vijayawada,  
Andhra Pradesh

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## **CHAPTER – 1**

### **1. a. SALIENT FEATURES OF RIGHT TO INFORMATION ACT 2005**

- Parliament enacted Right to Information Act On 15.6.2005.
- The provisions of sub-section (1) of Section 4, Sub- ?Section(1) and (2) of Section 5 Section 12,13,15,16,24,27 and 28 of the Act shall come into force at once and the remaining provisions shall come into force on the 120<sup>th</sup> day of its enactment.
- To promote Transparency and accountability of every public authority.
- To enhance effective functioning of the Government.
- Optimum utilization of limited fiscal resources.
- Preservation and confidentiality of sensitive information.

### **b. CONCEPT**

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

### **3. INFORMATION MEANS**

- Any material in any form including records, documents, memos, e-Mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data, material etc.
- In any electronics form and information relating to any private body which can be accessed by public authority under any other law for the time being in force.

### **4. RECORD MEANS**

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

### **5. WHO IS A PUBLIC AUTHORITY**

Any authority or body or institution of self government established or constituted—

- a) By or under the Constitution.
- b) By any other law made by parliament.
- c) By any other law made by State Legislature
- d) By notification issued or order made by the Government, and includes any.
  - I. Body owned, controlled or substantially financed.
  - II. Non-Government organization substantially funded directly or indirectly by the Government.

### **6. WHAT IS RIGHT TO INFORMATION**

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

- I. Inspection of works, documents, records,
- II. Taking notes, extracts or certified copies of documents or records
- III. Taking certified samples of material.
- IV. Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronics mode or through printouts where such information is stores in a computer or in any other device.

### **7. APPLICATION FEE TO ACCOMPANY REQUEST FOR OBTAINING INFORMATION.**

A request for obtaining information under sub-section(1) of section 6 shall be accompanied by an application fee by way of cash or by demand draft or by bankers cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority against proper receipt, at the following rates:-

a) Rs.10/-

#### **8. FEE TO BE CHARGED FOR PROVIDING INFORMATION**

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

- A. Priced Material: Publications printed matter, text, maps, plans, floppies, CDs, samples, modals or material in any other form, which are priced, the sale price thereof:
- B. Other than priced material:
  - I. Material in printed or text form (in A4 or A3 sizes paper) Rs.2/- per each page per copy:
  - II. Material in printed or text form enlarger than A4 or A3 side paper actual cost thereof;
  - III. Maps and plans – actual cost thereof;
  - IV. Information in Electronic format viz., Floppy, CD or DVD:
    - a. Rupees fifty for Floppy of 1.44 MB
    - b. Rupees one hundred for CD of 700 MB and
    - c. Rupees two hundred for CD (DVD)
  - V. Samples and Models – actual cost thereof;
  - VI. Inspection of records – no fee for the first hour; and a fee or rupees five for each fifteen minutes (or fraction thereof) thereafter.
  - VII. Material to be sent by post – the actual postal charges in addition to the charge payable as per there rules.

#### **9. CONTRACT INFORMATION FOR MORE INFORMATION**

- 1. Director of Survey, Settlements & Land Records  
Sri Sai Residency, D.No.48-11/8-7/5, 7<sup>th</sup> Line,  
Currency Nagar, Vijayawada – 520 008  
Ph.No.6302770066  
Mail address [sslr\\_headoffice@yahoo.co.in](mailto:sslr_headoffice@yahoo.co.in)  
Peshi: [CSSLr.ap@gmail.com](mailto:CSSLr.ap@gmail.com)
- 2. Joint Director (Admn)  
Sri Sai Residency, D.No.48-11/8-7/5, 7<sup>th</sup> Line,  
Currency Nagar, Vijayawada – 520 008  
Ph.No.7032223863  
Mail address [sslr.ho.jd@gmail.com](mailto:sslr.ho.jd@gmail.com)
- 3. Deputy Director(Hq)  
Sri Sai Residency, D.No.48-11/8-7/5, 7<sup>th</sup> Line,  
Currency Nagar, Vijayawada – 520 008  
Ph.No. 702223572  
Mail address [sslr.ho.dd@gmail.com](mailto:sslr.ho.dd@gmail.com)

4. Assistant Director(Hq)  
Sri Sai Residency, D.No.48-11/8-7/5, 7<sup>th</sup> Line,  
Currency Nagar, Vijayawada – 520 008  
Ph.No. 9515118619  
Mail address [sslr.ho.ad@gmail.com](mailto:sslr.ho.ad@gmail.com)
5. Assistant Director  
Central Survey Office  
Sri Sai Residency, D.No.48-11/8-7/5,  
7<sup>th</sup> Line, 1<sup>st</sup> floor, Currency Nagar,  
Vijayawada – 520 008 Phone No.7032640410  
E Mail: [sslr.cso.ad@gmail.com](mailto:sslr.cso.ad@gmail.com)
6. Vice Principal/Joint Director  
Andhra Pradesh Survey Training Academy  
ITC building Samarlakota  
East Godavari Dist  
Kakinada  
[sta.andhrapradesh@gmail.com](mailto:sta.andhrapradesh@gmail.com)

Chapter - 2			
Organization, functions and duties (Section 4(1)(b)(i))			
2.1 Particulars of the Organization, functions and duties			
Sl.No.	Name of the Organization	Address	Functions and duties.
1	Director of Survey, Settlements and Land Records	Sri Sai Residency, D.No.48-11/8-7/5, 7 <sup>th</sup> Line, Currency Nagar, Vijayawada – 520 008	Exercising powers vested under the following acts: 1.A.P.Estate Abolition and Conversion in Ryotwari Act 1948 2. A.P. S&B Act 1923 Fundamental Rules. 3. A.P. Civil Service (Classification control and appeal)Rules 1991 4. A.P. Civil Service (Conduct)Rules 1964 5. The A.P. Subordinate Service Rules 1964. 6. Rules for grant of miscellaneous loans and advances to Govt. Servants' 7. The A.P. Integrated Medical attendance Rules 1972 8. The A.P. Ministerial Service Rules. 9. The A.P. Last Grade Service Rules. 10.The A.P. General Provident Fund Rules 11. The A.P. Employees Group Insurance Rules 12. A.P. Government Life Insurance Rules. 13. The A.P. Travelling Allowance Rules including L.T.C. 14. A.P. Lokayukta & Upa Lokayukta Act 1983 15.Overall supervision of other projects.
2.	Joint Director(Admn)	-do-	Administration: 1. To assist the Commissioner & Director of Survey Settlements in General Administration 2. Sanction of EL/HPL up to two months and making Additional Charge arrangements if it is not FAC( Up to the cadre of Superintendent) 3. Educational concession 4. Leave Travel Concession 5. Pay fixation 6. Surrender Leave 7. Annual Increments(Up to the ADs) 8. Festival Advance(Up to Superintendents) 9. Pay Advance 10. Tour T.A. Transfer T.A. 11. GPF Loans/Part Final withdrawals 12. Taking of disciplinary action( AP Last Grade Service Rules) 13. Disposal cases under APAT High Court & Supreme Court processing of case files.

			<p>14. Examine and circulate files in Audit paras, court cases, vigilance and ACB cases for the orders of Commissioner</p> <p>15. Responsible for the discipline in the Unit.</p> <p>16. Performance appraisal of staff, superintendents with reference to grades to be submitted.</p> <p>Financial:</p> <ol style="list-style-type: none"> <li>1. All bills</li> <li>2. Budget finalization &amp; monthly expenditure monitoring and furnish to Commissioner.</li> <li>3. Issue of LPC up to Commissioner</li> <li>4. Purchase of stores &amp; stationery</li> <li>5. Drawing and disbursing officer of Survey Department.</li> </ol>
3.	Project Director	DILRMP	Over all supervision on DILRMP Project works
4.	Deputy Director(Hq)	-do-	To Assist the Commissioner is Technical aspects and court cases. He shall scrutinize the technical issues received from the subordinate offices and circulate the files to the Commissioner through the DD(Hq). He shall attend all technical correction and court cases files.
5.	Assistant Director(Hq)	-do-	He shall scrutinize the technical issues received from the subordinate offices and circulate the files to the Commissioner through the DD(Hq). He shall attend all technical correction and court cases files.
6.	Inspector of Survey(Hq)	-do-	He has to assist the Assistant Director(Hq) and Deputy Director(Hq) in disposal of the all technical files
7.	Deputy Inspector of Survey	-do-	He has assist the Inspector of Survey and Assistant Director(Hq)
8.	Assistant Director(CSO)	-do-	Over all supervision of Central Survey Office Establishment and Technical works
9.	Regional Offices	O/o The Regional Deputy Director, Kurnool	<p>Technical:</p> <ol style="list-style-type: none"> <li>1. Exercise powers, as applicable, under <ol style="list-style-type: none"> <li>a. AP Survey Boundaries at 1923 and amended Acts thereon</li> <li>b. Board standing orders.</li> <li>c. AP Splitting up of Joint Pattas Act &amp; AP Right in land &amp; Pattadar pass books Act.</li> </ol> </li> </ol> <p>Administrative:</p> <ol style="list-style-type: none"> <li>1. Works as co coordinator between the HOD and the District Officers of the region for smooth administration.</li> </ol>
10		O/o The Regional Deputy Director, Kakinada	

			<ol style="list-style-type: none"> <li>2. Ensures that each of the district units realizes optimal performance in all targeted items of work and exercises appropriate controlling/disciplinary reviewing procedures to realize this objective.</li> <li>3. Responsible for the disciplined conduct, and work culture among all the subordinate staff and district officers.</li> <li>4. Conduct progress/actual inspections of the subordinate offices with the objective of noticing, if any, and arresting administrative, Technical and financial malpractices on the part of officers and staff. If any such omissions or commissioners and noticed, takes prompt certificatory action as also suitable steps for their non-repetition in future.</li> <li>5. Takes all possible steps and exercises close watch to ensure that the orders of the HOD/Government are implemented/compiled with promptly and efficiently.</li> <li>6. Keeps a close watch on the service matters of the subordinate staff/officers and takes suitable steps for cadre managements.</li> <li>7. Exercise powers of the appointing authority for the categories of Surveyor, CD Gr.I, DY.IoS and SDM. He is already exercising such powers for categories of Senior Assistant. and Superintendent(For consideration).</li> <li>8. Transfers survey staff up to the cadre of Dy IoS or equivalent, on non-foreign service terms, from DMUs to Special Units and vice versa in the exigencies of work load in the region.</li> <li>9. Conducting Random, surprise inspections of the District maintenance Units under their jurisdiction</li> <li>10. Any other work entrusted by the CSS&amp;LRs.</li> </ol>
11.	Office of the Assistant Director, District Survey and land Records (13 Districts)	13 District Head Quarters	<ol style="list-style-type: none"> <li>1. He has power to invoke statutory provisions, under section 6,9 and 13 of S&amp;B Act, 1923</li> <li>2. Conducting original resurvey supplemental survey and creation of land records.</li> </ol>



			<ol style="list-style-type: none"> <li>3. Maintenance of survey sub division work and up to date land records.</li> <li>4. Resolution of all types of land disputes coming under purview of revenue survey.</li> <li>5. Ensure smooth and effective running of administration in the office.</li> <li>6. Exercise judicious control over budget allotted to the Department.</li> <li>7. The Assistant Director has power to appoint, dismiss of Junior Assist, Dy. Surveyor, CD Gr.II and last grade servants. He is the disciplinary authority for cadres up to the above categories.</li> </ol>
12.	Assistant Director, Central Survey office	Sri Sai Residency, D.No.48-11/8-7/5, 7 <sup>th</sup> Line, 1 <sup>st</sup> floor Currency Nagar, Vijayawada – 520 008	Central Survey Office is also a State level office. It prints village maps, Taluk/Mandal District and State maps and distributes them among the Government Department as also supplies copies to the private applicants on payment. It is the custodian of FMBs, Village maps erstwhile Taluk maps, District maps street survey record and Town survey Record.
13	The Joint Director/Vice Principal A.P. Survey Training Academy	ITC building Samarlakota East Godavari Dist Kakinada	AP Survey Training Academy a state level institution, it imparts training to Revenue subordinates and Survey Department employees in conduct of cadastral surveys and maintenance of land records.

**Chapter – 3**  
**Powers and duties of Officers and employees**

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

3.1 The details of the powers and duties of officers and employees of the Commissioner and Director of Settlements by designating as follows.

Sl.No.	Name /Designation	Duties allotted	Powers
1.	Dr.N.Prabahakara Reddy,I.A.S., Director of Survey Settlements and land Records	Statutory i)A.P.S&B Act 1923	Law relating to survey of lands and settlements of boundary disputes
		ii A.P.(TA) LR Act 1317 F	Regulation relating to Land revenue under settlement and Rules relating boundaries and maintenance of Survey Records
		iii) A.P. Survey Settlements Manual	Rules and Regulations regarding conducting of re and Revision Survey and Maintenance of survey records
		iv) Limitation Act 1963	Condo nation of delay with appropriate reasons
		v) E.A. Act 1948	1. First Revisional authority under the E.A.Act. 2. Determination of compensation under section 39(1) of the E.A.Act. 3. To cancel. Revise /modify any of the orders/proceedings issued by the Settlement Officer other than those in respect of which an appeal lies to the tribunal. 4. Taking of policy decisions in respect of the Acts dealt by the Commissioner of Survey, Settlements and Land Records. 5. Sending of 1(4) notification for taking of the villages under the E.A. Act to Government. 6. Sanction of provisional T.A. to the religious/charitable institution every year U/s 38(1) of the E.A.Act
		Reg.1/69 & 2/70	First Appellate Authority under Reg.1/69 & 2/70
		<b>Administration</b>	
		1. General Administration	
		2. Allocation of funds	
		3. Postings transfers & sanction of leave of the Gazetted Officers (up to AD) Inspector of Survey and Land Records and	As per the A.P.Civil Services(conduct) Rules 1964 and G.O.Ms.No.339 Rev.SSI Department,dt.7.7.1995 and G.O.Ms.No.102, Rev.SS 1 Department, dt.5.2.2001

		Superintendents, Appointing & Disciplinary authority for employees up to the cadre of ADs.	
2.	Smt B. Krishna Bharathi Joint Director(Admn)	<p><b><u>Administration:-</u></b></p> <ol style="list-style-type: none"> <li>1.To assist the Commissioner &amp; Director of Survey Settlements in General Administration</li> <li>2.Sanction of EL/HPL up to two months and making Additional Charge arrangements if it is not FAC3.Educational concession</li> <li>4.Leave Travel Concession</li> <li>5.Pay fixation</li> <li>6.Surrender Leave</li> <li>7.Annual Increments</li> <li>8.Festival Advance</li> <li>10.Pay Advance</li> <li>11. Tour T.A. Transfer T.A.</li> <li>12.GPF Loans/Part Final withdrawals</li> <li>13.Taking of disciplinary action( AP Last Grade Service Rules)</li> <li>14. Disposal cases under APAT High</li> <li>15.Court &amp; Supreme Court processing of case files.</li> <li>16.Examine and circulate files in Audit paras, court cases, vigilance and ACB cases for the orders of Commissioner</li> <li>17Responsible for the discipline in the Unit.</li> <li>18. Performance appraisal of staff,</li> <li>19.superintendents with reference to grades to be submitted.</li> </ol> <p><b><u>Financial:</u></b></p> <ol style="list-style-type: none"> <li>1.All bills</li> <li>2. Budget finalization &amp; monthly expenditure monitoring and furnish to Commissioner.</li> <li>3.Issue of LPC up to Commissioner</li> <li>4.Purchase of stores &amp; stationery</li> </ol>	<p>( Up to the cadre of Superintendent)</p> <p>(Up to the ADs)</p>

		5.Drawing and disbursing officer of Survey Department.	
3.	Sri A.Venkateswara Rao Deputy Director(Hq)	To Assist the Commissioner is Technical aspects and court cases	He shall scrutinize the technical issues received from the subordinate offices and circulate the files to the Commissioner through the DD(Hq). He shall attend all technical correction and court cases files.
4	Sri V.Murali Mohana Rao Project Director	DILRMP	Overall supervision on DILRMP project works
5.	Sri D.L.B.L.Kumar Assistant Director(Hq)	He shall scrutinize the technical issues received from the subordinate offices and circulate the files to the Commissioner through the DD(Hq). He shall attend all technical correction and court cases files.	He shall attend all technical correction and court cases files.
6.	Sri M.A.Jaleel, Inspector of Survey(Hq)	He has to assist the Assistant Director(Hq) and Deputy Director(Hq)in disposal of the all technical files	He shall scrutinize the technical files
7.	Sri A.V.S.Prasad Dy. Inspector of Survey(Hq)	He has to assist the Inspector of Survey and Assistant Director(Hq)	He shall scrutinize the technical files
8.	Sri T.Venkateswara Rao Dy. Inspector of Survey(Hq)	He has to assist the Inspector of Survey and Assistant Director(Hq)	He shall scrutinize the technical files
9.	Sri A.Venkateswara Rao Joint Director/Vice Principal(APSTA)(i/c)	1.Over all in charge of survey Training Academy in respect of administration and to organize training programme not only to the revenue officials and revenue subordinates but also for departmental personnel. ii. Sanction of increments and leaves iii. Drawing and disbursement of salaries and all other claims Submission of proposals from time to time to time to the Principal, APSTA for further improvement of academy.	Up to the cadre of Superintendents.

10.	Sri P.Hari Krishna Assistant Director(CSO)	<p>Technical Custodian of Survey maps and cadastral records of entire staff</p> <p>Administration</p> <ol style="list-style-type: none"> <li>1. Overall supervision of CSO</li> <li>2. Control over all technical matters,</li> <li>3. Procurement and supply of survey instruments</li> <li>4. Authorized to supply extracts, Xerox copies of maps to the Government and public</li> <li>5. Sanction of increments, leaves and pay fixation etc.,</li> <li>6. Drawing and disbursement of salaries and all other claims.</li> </ol>	
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Allocation of works in Head office

Section	Name of IOS/ Suptd Gr.I/ Supdt.	Seat	Name of the Section Clerk	Subject
	Peshi	DSS&LRs Peshi	Y.Joga Rao Senior Assistant	1) Overall in charge of Peshi of the DSS&LRs, A.P., Vijayawada . 2) Maintenance of file movement register. 3) Attending phone calls. 4) liaisoning between officers and staff. 5) Tour diaries, programs , 6) TA bills and other works relating to DSS&LRS, etc.,
		JD(Admn) Peshi	Sri Bhuma Balaji Sai Sumanth, JA	1) Overall in charge of Peshi of the JD(Admn),O/o DSS&LRs, A.P., Vijayawada . 2) Maintenance of file movement register. 3) Attending phone calls. 4) liasoning between officers and staff. 5) Tour diaries, programs. 6) TA bills and other works relating to JD(Admn) etc.,
A	Smt V.Purnima, Suptd Gr-I	A1	Smt P.Deepthi, JA	1)R.P. cases of SKL. 2)R.P Cases of VZM. 3) R.P Cases of VSP. Districts 4)To Assist Court work.
				5)General matters of E.A.Act, 6) Meetings, PDLs, review of S.O's work, and FSO. 7) All matters relating to A.P Agency Regulations.
		A2	Sri Y.Krishna Rao, Typist	Inward Tappals of DSS&LRs, AP, & STA.
			Sri K.Srinivas, Record Assistant	Outward Tappals of DSS&LRs,AP, & STA.
			Sri U.Kiran Kumar, JA	Inward Tappals of DSS&LRs, AP, & STA.
B	Sri K.Bhaskar, Superintendent Gr-I	B1	Sri Y.Joga Rao, SA	1) Compensation under E.A.Act, 1948. 2) RP cases of Guntur, 3) RP cases of Nellore 4) RP cases of Anantapur 5) RP cases of Prakasam, 6)RP cases of Kadapa & 7) RP cases of Krishna Districts
		B2	Sri Asif Khan, RA	Record Room of DSS&LRS's office (Survey wing)
		B3	Sri Asif Khan, RA	Record Room of DSS&LRS's office (Settlement wing)
C	Sri P.N.Rajaeskar, Suptd Gr-I	C	Sri R.Rama Krishna Rao, SA	U/S 22A (1)(e) of Registration Act, 1908.

D	Sri C.Guru Prasad Rao, Superintendent Gr-I (i/c)	D1	Sri Karimuddin Ahmed , Junior Assistant & Sri A.Naga Babu, (Out Sourcing)	1) Maintenance Stores and Library. 2)Purchase of stationery & office equipment, 3)Maintenance of Vehicles, Furniture, all computer & peripherals 4) Purchases Assembly related works (Car passes etc.)
J		J1	Sri T.V.Raju, Senior Assistant	1) Inter State Boundary disputes 2)Forest and other land disputes 3) Regularization of forest blocks. 4) Implementation of modern survey techniques and DGPS. 5) ETS Training. 6)Licensed Surveyors,
		J2	Sri P.Gopal, SDM ( on deputation)	1) Reports and notes on development activities. 2) Estimates Committee. 3) User charges. 4) Notes on all Meetings on video conferences of CCLA., CM and Dy.CM, & Secretaries conference etc., 5) Meeseva (F-line , Patta Sub Divisions) . 6) Performance Indicators. 7) Grama Dharshini. 8) MIMB, Janmabhoomi progress reports. 9) RTGS
E	T.RajaGopal, Supdt.Gr.I	E1	Smt B.Tulasi Ratnam, SDM & R.B.S.R.Rajeswari, CD.Gr.I( on Deputation)	1)R.P. Cases of Chittoor 2) R.P cases of E.G., 3) R.P. Cases of W.G. Districts.
F	Sri C.Guru Prasad Rao, Suptd Gr-I	F1	Sri K.C.Sureshbaabu Sr.Asst	1) Budget distribution, BE & RE. 2) Number statements. 3) PACs. 4) Reconciliation of budget 5)LAQ's, LCQs. & 5) To follow up all Financial matters at Secretariat. 6) Meeseva User charges reconciliation.
		F2	Sri K.C.Sureshbaabu, Sr.Asst	1) Medical Reimbursement, Advances, AAR. 2) Tour diaries, 3)Audit Paras, Office Inspections, 4)RDDs' T.A.Bills
		F3	Sri K.Chandrasekhar, JA	1) Salary Bills & other bills of Head office. 2) Income Tax, Employees welfare fund. 3) Cash Transactions, contingent bills. 4) LPC Register. 5)Reconciliation with PAO, 6)Service Verification with S.Rs.
G	Sri P.N.Rajaeskar, Suptd Gr-I	G1	Smt B.Varalakshmi, JA	1) All service matters of JD. 2) All service matters of DD. 3) All service matters of AD. & IOS, and 4)Related Court Cases.
		G2	Smt I.KrishnaLatha,SA	1) Employees Data Base. 2) Filing of A.C.Rs and A.P.Rs of Joint Director. 3) Deputy Director, Assistant Director and Inspector of Survey, Association Demands and correspondence. 4) Nominal rolls. 5) Service matters of Senior Draughts Men. 6) Service matters of Superintendents. 7) Service matters of Senior Assistants; Junior Assistants pertains to District Maintenance Units of Regional Deputy Director Offices control.

		G3		1) Service matters of Dy. Inspector of Survey. 2) Service matters of Surveyors, 3) Service matters of C.D.Gr.I.,
			Smt K.Naga Lalitha, Sr.Asst.	4) Service matters of Dy. Surveyors. 5) Service matters of C.D.Gr.II. 6) Service matters of Chainmen and Office Subordinates. 7) Rule of Reservations, Continuation of Posts and Recruitment.
H	Sri A.Kumar, Suptd Gr-I & PIO for the O/o DSS, LRs, A.P., Vijayawada	H1	Smt K.Lakshmi Bai, Sr.Assistant	1) All service matters of Supdt., 2) All service matters of Senior Assistant. 3) All service matters of JA and other staff in Head Office. 4) All GPF, APGLI, advances & claims.. 5) Reorganization of office/Dept. Training. 6) Preparation of Number Statement for Head office. 7) Outsourcing Staff working in H.O.
		H2	Smt V.V.Lalithamba, SDM(on deputation)	1) T.A.Bills & TTA Bills of Head office staff . 2) RTI cases for the O/o DSS&LRs, A.P., Vijayawada. 3) Maintenance of Registers & other Miscellaneous work.
I	Sri T.Raja Gopal Supdt.Gr.I	I1	Sri Rudra Muni, CD Grade-I (on deputation)	1) Survey appeal applications. 2) Survey before Registration. 3) Development of New software. 4) Supplemental Survey/Re-survey.
		I2	Smt M.Vijayalakshmi, Senior Assistant	1) Technical Court cases. 2) Un surveyed villages. 3) Section 5 Notifications. 4) Land Hub, Bhuseva. 5) Tour Diaries of Upper Subordinates. 6) AP LAQ, LCQ, SNQ, 7) Sub Division . 9) Incorporation of Changes in Survey Department.
K	Sri M.V.V.Satyanarayana, Supdt. Gr-I	K1	Smt Ramya Sri, Junior Assistant	1) State & Central Govt. correspondence. 2) Monitoring of progress reports and annual plans of Districts under NLRMP 3) Formation of committees and meetings of PMU(NLRMP Society). 4) PMU staff, Annual Planning, 13 <sup>th</sup> and 14 <sup>th</sup> finance commission. 5) Reports and notes on development activities 6) Estimates Committee, 7) Meetings relating to NLRMP by Gol & with Collectors. 8) Data Centre. 9) RSR data entry. 10) NLRMP cell. 11) Maintenance of accounts and all financial aspects related to NLRMP. 12) Obtaining Ucs FMB digitization. 13) APTS, Project reports, Mee - seva.
		L1	Smt B.Surya Kanthi SA	1) Disciplinary cases 2) ACB cases 3) Vigilance cases, allegations & 4) Related court cases, Appeals regarding M.Z-I
L		L2	Sri P.Rajesh, Junior Assistant	1) Disciplinary cases 2) ACB cases 3) Vigilance cases, allegations & 4) Related court cases, Appeals regarding M.Z-I



## CHAPTER -4

### 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
Goal Setting and planning		Proposals are obtained from the Dist. maintenance Unit through R.D.Ds	Commissioner of Survey, Settlements and Land Records
Budgeting		Budget proposals are obtained from the District maintenance Units through R.D.Ds	Commissioner of Survey, Settlements and Land Records
Formulation of programmes schemes, schemes and projects		-do-	Commissioner of Survey, Settlements and Land Records
Recruitment/hiring of personnel	Direct/compassionate grounds/by transfer by promotions	Regional Deputy Director and Joint Director(Admn)	Commissioner of Survey, Settlements and Land Records
Release of funds	Budget funds	Joint Director(Admn)	-do-
Implementation/delivery of service/utilization of funds	User charges as prescribed by the Govt. in G.O.Rt.No.1072, Revenue Ser.III, Department, dt. 1.11.2016	Joint Director(Admn)	-do-

**Chapter – 5**  
**Norms set for the discharge of functions**  
**(Section 4(I)(b)(iv))**

Sl.No.	Function/service	Norms/Standards of performance set	Time frame (No. of days)	Reference document prescribing the norms(Citizens charter service charger etc.
1	Mandal Surveyor(Primary functionary) @ Dist level	Demarcation of Sy.No./F Line petitions, Sub-division of patta land/Assignment land	30 days	
2.	Dy. IoS. IoS, Assistant Director(Appeal/Inspecting authority)@ District level	Appeal demarcations and field inspections	30 days	
3.	Assistant Director, District Survey and Land Records	Issue of certified copies of survey basic records.  Issue of certified copies of panchanama	15 days  7 days	
4.	Assistant Director O/o Central Survey Office	Issue of certified copies of original FMBs  Copy of Maps and other records.	Maximum 15 days  3 days	
5.	Commissioner office	Certified copies of settlement case judgment etc.,	7 days	

Sl No.	Function/Service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	Sanction of leave rules( Earned Leaves, Surrender Leaves Leave on Half Pay)	A.P.Leave Rules ,1933	3 days	As noted in Col.No.3
2	Sanction of Advances(General Provident Fund, festival advance,Special festival advance Educational Advances)	Rules and regulations prescribed in G.P.F./Loans and Advance manuals	3 days	
3.	Sanction of increments/pay Fixations	Fundamental rules	3 days	
4.	Sanction of retirement benefits	A.P.R.P.S. 1980	5 to 10 days	
5.	Disposal of appeal petitions on service matters	Rules related on the subject	15days	
6.	Finalisation of enquiry against subordinates in disciplinary cases ,	A.P.C.S.( CCA) rules 1991	30 to 45 days	

	submission of enquiry reports			
7.	Boundary disputes , disposals Appeals from public regarding survey and boundary disputes	A.P.Survey and Boundaries Act	30 days	
8.	Grievance petitions forwarded by Chief Ministers Peshi, Special Commissioner, Collectors & etc.,	Rules related on the subject	15 days	

## Chapter – 6

### Rules, Regulations, instructions, Manual and records for discharging functions

#### (Section 4(I)(b) (v) & (vi)

6.1 The department shall follow rules, regulations, instructions, manuals and records, held by the Revenue Department or under its control of used by its employees for discharging functions in the following format.

Sl No.	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
1	The A.P.F.R & Subsidiary Rules	Pay , Deputations, Service matters, etc.,	465/-
2	D.O.M.	Rules relating to Administration	125/-
3	The A.P. Ministerial Service Rules & State and Subordinate Rules, 1996	Rules relating to Administration of N.G.O.s	100/-
4	C.C.,A & Conduct Rules	Rules relating to Disciplinary cases of employees	210/-
5	The A.P. Revised Pension Rules	Rules relating to pensions	115/-
6	The A.P.Leave Rules	Rules relating to various Leave rules	100/-
7	The A.P., Financial Code	Rules relating to Recoveries & Expenditures	445/-
8	The A.P.,Treasury Code	Rules relating to Treasury	350/-
<b>Instructions</b>			
1	The A.P.B.S.O.Vol.I & II	Rules relating to Land & Revenue Administration	880/-
<b>Manuals</b>			
1	The A.P. Survey & Settlement	A.P.Survey & Boundaries Act, 1923 etc.,	250/-
2	Special Pay & Allowances	Rules relating to pay & Allowances, LTc,etc.,	160/-
3	The A.P. Budget Manual	Rules relating to allocation of budget etc.,	100/-
...	The A.P. Provident Fund	Rules relating to regulations of provident fund rules	175/-
<b>Records</b>			
1	Nil		
<b>Publications</b>			
1	The Limitation Act. 1963	Rules relating to time limitation	30/-
2	The A.P. Revenue code Vol.I & II	Rules relating to revenue administration	1495/-
...	The Hand Book on Survey, Settlements & Land Records in A.P.	Rules relating to settlement of boundaries etc.,	345/-

Sl. No.	Description		
1	A.P. S&B Act 1923		
2	A.P. Survey Settlement Manual		
3	Limitation Act, 1963		
4	Estate Abolition and conversion into Ryotwari Act, 1948		
5	A.P.Reg.1/69 & 2/70		
6	Fundamental Rules		
7	A.P. Civil Service(Classification control and appeal)Rules 1991		
8	A.P. Civil Service(conduct)Rules 1964		
9	A.P. Subordinate service Rules		
10	Rules for grant of miscellaneous loads and advances to Govt. Servants.		
11	The A.P. Integrated Medical attendance Rules 1972		
12	The A.P. Ministerial Service Rules		
13	The A.P. Last Grade service Rules		
14	The A.P. General provident Fund Rules		
15	The A.P. Employees Group Insurance Rules		
16	The A.P. Govt. Life Insurance Rules		
17	The A.P. Travelling Allowance Rules including LTC		
18	A.P. Lokayuktha & Upa Lokayuktha Act 1983		
19	Instructions in regard to action to be taken in cases where Govt. servants are involved in misappropriation of Govt. money or convicted on criminal cases		
20	Instructions in regard to transfer of Govt. employees from one place to another		
21	Instructions in regard to appointment of sportsmen to public services under the State Government		
22	Instructions in regard to maintenance and security of personal files.		

**Chapter – 7****Categories of Documents held by the Commissioner & Director of Settlements under its control  
(Section 4(1) (b) Vii**

Sl.No.	Category of the document	Title of the document	Designation and address of the custodian (held by/ under the control of whom)
1	Graphical record	i) FMBs ii) Village maps iii) Erstwhile Taluk maps iv) District maps v) Street survey record vi) Town Survey Record a. Record of measurements b. Preliminary Demarcation sketches	Assistant Director, Central Survey Office Vijayawada
2	Legal record	9(2) notice acknowledgements	Assistant Director, Central Survey Office Vijayawada

## Chapter – 8

### Arrangement for consultation with, or representation by the Members of the public in relation to the formulation of policy or implementation thereof

#### (Section 4(I) (b) (viii))

Sl.No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
Not applicable.			

## Chapter -9

### Boards, counsels, committees and other bodies constituted as part of public authority

#### (Section 4(l)(b) v (iii))

9.1 The Revenue Department provide information on boards, councils, committees and other bodies related to the following format.

<b>Name of the Board, Council, Committee etc.,</b>	<b>Composition</b>	<b>Powers and functions</b>	<b>Whether meetings open to public/minutes its meeting accessible of public</b>
Not applicable			



**Chapter – 10**  
**Directory of Officers and Employees**

Section 4(i)(b)(ix)

10.1 The revenue Department information of Officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressed, vigilance, audit etc.

Sl. No.	Name of the Employee	designation	Phone No./Residential Mobile	email ID
1.	Dr.N.Prabhakara Reddy	DSS&LR	6302770066	<a href="mailto:sslr_headoffice@yahoo.co.in">sslr_headoffice@yahoo.co.in</a>
2.	Smt B.Krishna Bharathi	JD(Admn)	7032223863	<a href="mailto:sslr.ho.jd@gmail.com">sslr.ho.jd@gmail.com</a>
3.	Sri A.Venkateswara Rao	DD(Hq)	7032223572	<a href="mailto:sslr.ho.dd@gmail.com">sslr.ho.dd@gmail.com</a>
4.	Sri D.L.B.L.Kumar	AD(Hq)	9515118619	<a href="mailto:sslr.ho.ad@gmail.com">sslr.ho.ad@gmail.com</a>
5	Sri M.D.Jaleel	IoS	7780542157	<a href="mailto:majaleel.nellore@gmail.com">majaleel.nellore@gmail.com</a>
6	Sri A.V.S.Prasad	Dy.Inspector	9866894116	<a href="mailto:Avs15jan@gmail.com">Avs15jan@gmail.com</a>
7.	Sri T.Venkateswara Rao	Dy.Inspector	9441491173	<a href="mailto:vraothonta@gmail.com">vraothonta@gmail.com</a>
8	Sri A.Saralavathi	Superintendent	9491880017	<a href="mailto:lsectionsslr@gmail.com">lsectionsslr@gmail.com</a>
9	Sri M.Srinivasa Rao	-do-	9440282867	<a href="mailto:gsectionsslr@gmail.com">gsectionsslr@gmail.com</a>
10	Sri A.Kumar	-do-	9393577707	<a href="mailto:hsectionsslr@gmail.com">hsectionsslr@gmail.com</a>
11	Sri P.Raja Sekhar	-do-	9515113880	<a href="mailto:csectionsslr@gmail.com">csectionsslr@gmail.com</a>
12	Sri V.Purnima	-do-	9441643606	<a href="mailto:asectionsslr@gmail.com">asectionsslr@gmail.com</a>
13	Sri K.Bhaskar	-do-	8500151751	<a href="mailto:bsectionsslr@gmail.com">bsectionsslr@gmail.com</a>
14	Sri T.Raja Gopal	-do-	8160155624	<a href="mailto:esectionsslr@gmail.com">esectionsslr@gmail.com</a>
15	Sri C.Guru Prasad	-do-	9989023699	<a href="mailto:fsectionsslr@gmail.com">fsectionsslr@gmail.com</a>
16	Sri M.V.V.Satyanarayana	-do-	9440204934	<a href="mailto:ksectionsslr@gmail.com">ksectionsslr@gmail.com</a>
17	Sri T.V.Raju	Sr.Asst.	9704326187	<a href="mailto:jsectionsslr@gmail.com">jsectionsslr@gmail.com</a>
18	Smt M.Vijayalakshmi	-do-	7989930429	<a href="mailto:isectionsslr@gmail.com">isectionsslr@gmail.com</a>
19	Sri Y.Joga Rao	-do-	6300213546	<a href="mailto:bsectionsslr@gmail.com">bsectionsslr@gmail.com</a>
20	Sri R.Rama Krishna Rao	-do-	9398537451	<a href="mailto:csectionsslr@gmail.com">csectionsslr@gmail.com</a>
21	Smt I.Krishna Latha	-do-	9912905479	<a href="mailto:gsectionsslr@gmail.com">gsectionsslr@gmail.com</a>
22	Sri K.C.Suresh Babu	-do-	9440424328	<a href="mailto:fsectionsslr@gmail.com">fsectionsslr@gmail.com</a>
23	Smt K..Lakshmi Bai	-do-	9494370808	<a href="mailto:lsectionsslr@gmail.com">lsectionsslr@gmail.com</a>
24	Smt K.Nagalalitha	-do-	8074226948	<a href="mailto:gsectionsslr@gmail.com">gsectionsslr@gmail.com</a>
25	Smt B.Surya Kanthi	-do-	7093743025	<a href="mailto:lsectionsslr@gmail.com">lsectionsslr@gmail.com</a>
26	Sri S.Nageswara Rao	Junior Assistant	9292604821	<a href="mailto:Singamsetti369@gmail.com">Singamsetti369@gmail.com</a>
26	Sri U.Kiran Kumar	-do-	7013164267	<a href="mailto:gsectionsslr@gmail.com">gsectionsslr@gmail.com</a>
27	Smt B.Vara Lakshmi	-do-	9704854999	<a href="mailto:gsectionsslr@gmail.com">gsectionsslr@gmail.com</a>
28	Smt P.Deepthi	-do-	99959620886	<a href="mailto:asectionsslr@gmail.com">asectionsslr@gmail.com</a>
29	Sri K. Chandra Sekhar Rao	-do-	7997883260	<a href="mailto:dsectionsslr@gmail.com">dsectionsslr@gmail.com</a>
30	Sri B.B.S.Sumanth	-do-	8019994184	<a href="mailto:gsectionsslr@gmail.com">gsectionsslr@gmail.com</a>
31	Sri P.Rajesh	-do-	9908059357	<a href="mailto:Pittarajesh1571@gmail.com">Pittarajesh1571@gmail.com</a>
32	Kum G.Ramyasri	-do-	8639989839	<a href="mailto:ksectionsslr@gmail.com">ksectionsslr@gmail.com</a>
33	Sri Karimuddin Ahamed	-do-	8142248786	<a href="mailto:ksectionsslr@gmail.com">ksectionsslr@gmail.com</a>
34	Sri Y.Krishna Rao	-do-	8019809740	<a href="mailto:asectionsslr@gmail.com">asectionsslr@gmail.com</a>
35	Sri Asif Khan	-do-	9848889564	
36	Sri K.Srinivas	-do-	9533332514	
37	Sri P.Anand	-do-	9642806659	
38	Sri D.Karthik	-do-	9000949204	
39	Sri A.Naga Babu	Out sourcing	9032494317	<a href="mailto:dsectionsslr@gmail.com">dsectionsslr@gmail.com</a>
40	Sri Shaik Hussain	-do-	9848743786	<a href="mailto:Hussain.eff@gmail.com">Hussain.eff@gmail.com</a>

CENTRAL SURVEY OFFICE				
1	Sri P.Hari krishna	Asst. Director	833303410	<a href="mailto:adcsohyderabad@gmail.com">adcsohyderabad@gmail.com</a>
2	Sri V.V.Narasinga Rao	Head draughtsman	9951109003	<a href="mailto:venkatasinga@gmail.com">venkatasinga@gmail.com</a>
3.	Smt V.Ranimma	Superintendent	9290278273	<a href="mailto:vunnumranimma@gmail.com">vunnumranimma@gmail.com</a>
4.	Smt B.Tulasi Ratnam	Sr. Draughtsman	9441437562	<a href="mailto:Tulasi.3112@gmail.com">Tulasi.3112@gmail.com</a>
5.	Sri K.V.S.Rambabu	-do-	9290278279	<a href="mailto:slrrambabu@gmail.com">slrrambabu@gmail.com</a>
6	Sri T.Venkata Raju	-do-	9440193898	<a href="mailto:Mulagapati198@gmail.com">Mulagapati198@gmail.com</a>
7.	Smt Baby Padma	-do-	9959894590	<a href="mailto:bhamidipatibaby@gmail.com">bhamidipatibaby@gmail.com</a>
8.	Sri K. Narasimha Rao	-do-	9440585968	<a href="mailto:Kothwalugari2021@gmail.com">Kothwalugari2021@gmail.com</a>
10	Sri M.Rudramuni	-do-	9866698325	<a href="mailto:rudrasasimv@gmail.com">rudrasasimv@gmail.com</a>
11	Sri Syed Mukhiyar	-do-	9491234557	<a href="mailto:Sdma999@gmail.com">Sdma999@gmail.com</a>
12	Smt D.Saralamma	-do-	9441599334	<a href="mailto:dadepogusaralamma@gmail.com">dadepogusaralamma@gmail.com</a>
13	Smt V.V.Lalithamba	-do-	9290698699	<a href="mailto:vadlamudiveera@gmail.com">vadlamudiveera@gmail.com</a>
14	Smt R.Padmavathi	CD.Gr.I	9441264468	<a href="mailto:Padma.regella@gmail.com">Padma.regella@gmail.com</a>
15	Sri A.Prasada Rao	-do-	9492763055	<a href="mailto:Lalithaprasadharao@gmail.com">Lalithaprasadharao@gmail.com</a>
16	Sri M.V.N.Prasad	-do-	9440883971	<a href="mailto:Mvnprasad8@gmail.com">Mvnprasad8@gmail.com</a>
17	Sri P.V. Krishna Meenan	-do-	8500440189	<a href="mailto:pvkneenan@gmail.com">pvkneenan@gmail.com</a>
18	Sri Ch.V.Subba Rao	-do-	9491381363	<a href="mailto:Chinta.svsubbarao@gmail.com">Chinta.svsubbarao@gmail.com</a>
19	Sri K.Krishnudu	-do-		
20	Smt R.B.S.R.Rajeswari	CD.Gr.II	944029656	<a href="mailto:Balarajesh70@gmail.com">Balarajesh70@gmail.com</a>
21	Smt G.Varahamma	-do-	9441488715	<a href="mailto:guduthurivarahamma@gmail.com">guduthurivarahamma@gmail.com</a>
22	Sri Lakshminarayana	Sr.Asst.	9948123165	<a href="mailto:Laxminarayana165@gmail.com">Laxminarayana165@gmail.com</a>
23	Sri Jagadeesh Kumar	Junior Assistant	9985268338	<a href="mailto:Kumar514kumar@gmail.com">Kumar514kumar@gmail.com</a>
24	Sri Praveen Kumar	Record Asst	9949215509	<a href="mailto:PK04091965@gmail.com">PK04091965@gmail.com</a>

## Chapter -11

## Statement showing the monthly remuneration received by each officer &amp; employee (including the system of compensation as provided in Regulation)

Section 4(1) (b) (x)

Sl. No.	Name of the employee	Designation	Scale of pay	Net pay
1.	Dr.N.Prabhakara Reddy	DSS&LR		
2.	Smt B.Krishna Bharathi	Joint Director (Admn)		
3.	Sri A.Venkateswara Rao	Deputy Director(Hq)	46060-98440	106101
4.	Sri D.L.B.L.Kumar	Assistant Director(Hq)	40270-93780	92038
5.	Sri M.D.Jaleel	Inspector of Survey	40270-93780	83038
6.	Sri A.V.S.Prasad	Dy.Inspector	29760-80930	71065
7.	Sri T.Venkateswara Rao	Dy.Inspector	29760-80930	72995
8.	Sri A.Kumar	-do-	35120-87130	74966
9.	Sri P.N.Raja Sekhar	-do-	28940-78910	57095
10	Sri V.Purnima	-do-	35120-87130	65628
11	Sri K.Bhaskar	-do-	35120-87130	65628
12	Sri T.Raja Gopal	-do-	35120-87130	65628
13	Sri C.Guru Prasad	-do-	35120-87130	62214
14	Sri M.V.V.Satyanarayana	-do-	35120-87130	74966
15	Sri T.V.Raju	Senior Assistant	28940-78910	74966
16	Smt M.Vijayalakshmi	-do-	22460-66330	74926
17	Sri Y.Joga Rao	-do-	22460-66330	74926
18	Sri R.Rama Krishna Rao	-do-	22460-66330	74926
19	Smt I.Krishna Latha	-do-	11460-66330	49859
20	Sri K.C.Suresh Babu	-do-	224460-66330	76831
21	Smt K..Lakshmi Bai	-do-	21230-63010	47184
22	Smt K.Nagalalitha	-do-	21230-63010	44591
23	Smt B.Surya Kanthi	-do-	22460-63010	34741
24	Sri S.Nageswara Rao	Junior Assistant	18400-55410	62254
25	Sri U.Kiran Kumar	-do-	16400-49870	
26	Smt B.Vara Lakshmi	-do-	17890-53950	
27	Smt P.Deepthi	-do-	17890-53950	
28	Sri K. Chandra Sekhar Rao	-do-		
29	Sri B.B.S.Sumanth	-do-		
30	Sri P.Rajesh	-do-		
31	Kum G.Ramyasri	-do-		
32	Sri Karimuddin Ahamed	-do-		
33	Sri Y.Krishna Rao	-do-	17890-53950	43139
34	Sri Asif Khan	-do-	15460-47330	60526
35	Sri K.Srinivas	-do-	13000-40270	
36	Sri P.Anand Kumar	-do-	13000-40270	28569
37	Sri D.Karthik	-do-		
38	Sri A.Naga Babu	Out sourcing		
39	Sri Shaik Hussain	-do-		

<b>Chapter-12</b>						
Budget allocated to each agency including plans etc.,						
(Section 4(1)(b)(xi))						
12.1 The information on the budget allocated for different activities under different programme/Schemes/projects etc.,						
<b>Settlements</b>						
Agency	Programme/Sc hemes/project/ activity/purpos e for which budget is allocated	Amount released last year	Amount spent last year	Budget allocated current year	Budget released current year	EXPENDITU RE
1	2	3	4	5	6	7
Commis sioner of Survey Settlem ents and Land Records	011 pay	7319000	5104702	7319000	7319000	3187793
	012 Allowances	366000	77544	366000	366000	91507
	013 DA	2196000	1308790	2196000	2196000	1297726
	020 Wages	0	0	0	0	0
	111TA	400000	353371	400000	360000	88535
	131 Utility Payments	100000	41707	75000	67500	62092
	132 OOE	42000	26930	45000	40500	33500
	140 Rents	0	0	0	0	0
	240 POL	102000	98442	100000		64562
	281 PT	1000	0	10000	9000	5700
	510 MV	22000	16400	100000	90000	65623
<b>Survey</b>						
Commis sioner of Survey Settlem ents and Land Records	011 pay	28050000	10754326	28050000	28050000	9597618
	012 Allowances	1402000	224088	1402000	1402000	241655
	013 DA	8415000	3253257	8415000	8415000	2991543
	020 Wages	0	0	0	0	0
	111TA	300000	294115	202500	182250	90821
	131 Utility Payments	42000	41945	56000	50400	28311
	132 OOE	297000	295262	230176	267300	157980
	140 Rents	5000000	4710522	6000000	6000000	4382295
	240 POL	117000	110244	117000	105300	78517
	281 PT	2000	0	0	0	0
	510 MV	70000	17064	10000	9000	0
Commis sioner of Survey Settlem ents and Land Records	011 pay	1482000	3285315	3036000	2732400	1543428
	012 Allowances	74000	53250	50000	45000	34298
	013 DA	445000	723664	911000	819900	420632
	020 Wages	0		0	0	0
	111TA	60000	14000	0	0	
	131 Utility Payments	32000	0	0	0	
	132 OOE	66000	64000	0	0	
	140 Rents	0	0	0	0	
	240 POL	63000	16741	22000	19800	
	281 PT	0	0	0	0	
	510 MV	80000	0	10000	9000	

**Chapter -13**  
**Manner of execution of subsidy programmes**  
**(Section 4(1)(b)(xii))**

13.1 The Revenue Department activities/programmes/schemes being implemented by the public authority for which subsidy is provided?

13.2 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
Not applicable			

**Chapter – 14**

**Particulars of recipients of concessions, permits or authorization granted by the public authority  
(Section 4(1)(b) (xiii))**

**Institutional beneficiaries - Not applicable**

Name of program/Scheme				
Sl.No.	Name & address of receipt institutions	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority

Name of program/Scheme				
Sl.No.	Name & address of receipt institutions	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority

**Institutional beneficiaries**

Name of program/Scheme				
Sl.No.	Name & address of receipt institutions	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority

Name of program/Scheme				
Sl.No.	Name & address of receipt institutions	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority

**Chapter – 15**  
**Information available in Electronic Form**  
**(Section 4(1)(b) x(iv))**

<b>Electronic format</b>	<b>Description (site address/location where available etc.,)</b>	<b>Contents or title</b>	<b>Description and address of the custodian of information (held by whom?)</b>
Village Maps	O/o Assistant Director Central Survey Office Vijayawada, Krishna Dist	Village Maps	State Level Central Survey Office, Vijayawada
FMBs	Mandal/District Level	FMB's	Assistant Director, Dist maintenance Unit
RSR's/Adangals		RSRs/Agdangals	Assistant Director, Dist maintenance Unit

Chapter – 16  
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
Press notice/notice board	Near reception counter 1 <sup>st</sup> floor	Citizen Charter
Information counter	Reception centre 1 counter 1 <sup>st</sup> floor	FMBs, RSRs, Village maps
Map Sales Counter	1 <sup>st</sup> floor	Acts & Manuals are available
Website	ccla.ap.gov.in	



**Names, Designations and other particulars of Public Information Officers****Section 4(1)(B) (xvi)**

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/Administrative Units and Appellate Authority/Officer's for the public authority in the following format.

Public Information Officer

Sl.No.	Name of office/Administrative Unit	Name & Designation of Public Information Officer	Office Tel: Residence Tel: Fax	Email
1	O/o the Director of Survey, Settlements and Land Records	Sri A.Kumar Superintendent Gr.I( Sec. Section Head Office)	9393577707	

Assistant Public Information Officer

Sl.No.	Name of office/Administrative Unit	Name & Designation of Assistant Public Information Officer	Office Tel: Residence Tel: Fax	Email
1	O/o the Director of Survey, Settlements and Land Records	V.V.Lalithamba Senior Draughtsman	9290698699	<a href="mailto:sslr_headoffice@yahoo.co.in">sslr_headoffice@yahoo.co.in</a>

Appellate Authority

Sl.No.	Name of office/Administrative Unit	Name & Designation of Appellate Authority	Office Tel: Residence Tel: Fax	Email
1	O/o the Director of Survey, Settlements and Land Records	Joint Director(Admn)	7032223863	sslr.ho.jd@gmail.com

Sl.No.	Name of office/Administrative Unit	Name & Designation of Public Information Officer	Office Tel: Residence Tel: Fax	Email
1	O/o The Assistant Director Central Survey Office Vijayawada	Sri V.V.Narasinga Rao Head Draughtsman		<a href="mailto:sslr.ad.cso@gmail.com">sslr.ad.cso@gmail.com</a>

Assistant Public Information Officer

Sl.No.	Name of office/Administrative Unit	Name & Designation of Public Information Officer	Office Tel: Residence Tel: Fax	Email
1	O/o The Assistant Director Central Survey Office Vijayawada	Smt Baby Padma Senior Draughtsman	7036102241	<a href="mailto:sslr.ad.cso@gmail.com">sslr.ad.cso@gmail.com</a>

Appellate Authority

Sl.No.	Name of office/Administrative Unit	Name & Designation of Appellate Authority	Office Tel: Residence Tel: Fax	Email
1	O/o The Assistant Director Central Survey Office Vijayawada	Sri P.Hari Krishna Assistant Director Central Survey Office Vijayawada	Mobile No. 7032640410	<a href="mailto:adcsoapamaravati@gmail.com">adcsoapamaravati@gmail.com</a>

A.P. Survey Training Academy				
Sl.No.	Name of office/Administrative Unit	Name & Designation of Public Information Officer	Office Tel: Residence Tel: Fax	Email
1	O/o Vice Principal/Joint Director(Survey)	Sri S.Nageswara Rao	Mobile No. 9292604821	<a href="mailto:sta.andhrapradesh@gmail.com">sta.andhrapradesh@gmail.com</a>

Chapter – 18  
Other Useful Information  
Section 4(1)(b)(xvii)

17. The information or details of publications which are of relevance to the Revenue (Settlements) Department or use to the Citizens.

1. A.P.S&B Act 1923
2. AP(TA)LR Act 1317 F
3. A.P. Survey Settlements Manuals
4. Limitation Act, 1963
5. Budget Manual.

18. 2 The following information of Revenue Department which is excluded under section 8(1) of the Act /or under Rules of the State Government as guidance to the public seeking information from your department.

1. Court cases, Tribunal & contempt cases

Director of Survey Settlements  
& Land Records

Place: Vijayawada

Date :

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