

PREFACE
Municipal Administration Department.
Guntakal Municipality.

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

CHAPTER I

INTRODUCTION

1.1 BACKGROUND.

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

1.2 OBJECTIVE OF THE HAND BOOK.

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

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

1.3 TARGETED USERS.

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

1.4 NAMES AND ADDRESSES OF KEY CONTACT OFFICERS.

For facilitating information requests from citizens, the following officers are appointed as PIO, APIOs and Appellate authority.

Sl No	Name of the officer / Designation Appointed as per the Act.	Contact No. Address
1	Sri Y. Satyanarayana (Appellate Authority)	08552-226726
2	Sri G. Venkata Ramana, Public Information Officer .P.I.O- 1	08552-226726
3	Sri.K. Venkata Chalapathi, Dy.E.E. (E.E) I/c. P.I.O-2	08552-226726
4	Sri.N Eswaraiah, Municipal Engineer P.I.O-3	08552-226726
5	Sri.P. Siva Narayana, Asst City Planner P.I.O-4	08552-226726
6	Sri O. Ramanjineyulu, T.P.R.O I/c.P.I.O-5	08552-226726
7	Sri S. Venkata Reddy, Revenue Officer, P.I.O-6	08552-226726
8	Smt B. Sailakshmi, Accounts Officer, P.I.O-7	08552-226726
9	Sri .U.Anjineyulu, Asst Public Information Officer.	08552-226726

1. 5 PROCEDURE FOR OBTAINING INFORMATION.

The information request shall be made in writing. The information request can be in one of the following three languages.

Telugu

Hindi
English

Applicant shall pay the following prescribed fee for obtaining the information under the Act. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs.10/- per each application by way of cash or by demand draft or by banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt at the following rates:

Fee to be charged for providing information:

For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged by way of cash or demand draft or banker's 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, models or material in any other form, which are priced, the sale price thereof:

(B) Other than price material:

I. Material in printed or text form (in A4 or A3 size paper) Rs.2/- per each page per copy.

II. Material in printed or text form in larger than A4 or A3 size paper – actual cost.

III. Maps and plans – actual cost.

IV. Information in Electronic format viz., floppy, CD or DVD:

a. Rs.100/- for CD of 700 MB and

b. Rs.200/- for DVD.

V. Samples and models – actual cost thereof.

VI. Inspection of records – no fee for the first hour and a fee of Rs.5/- 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 these rules.

Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. They will pay for material charges. For the issues claiming payment of exemption of fee under BPL category, the applicant shall attach a copy of Ration card/income certificate or any other proof under the BPL category. The request for information will be generally processed within the time period mentioned under the Act.

CHAPTER-II

Section 4(1) (b) (i)

2.1 PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES.

Sl No.	Name of the Organisation	Address	Functions	Duties
1.	Municipal Office, Guntakal	Main road, beside Government Hospital Guntakal. guntakalmunicipality@gmail.com	Providing basic civic amenities viz., Water supply street lighting, Sanitation, Poverty alleviation, providing infrastructure	Detailed Description mentioned below

CHAPTER-III

Section 4(1) (b) (ii)

3.1 FUNCTIONAL STRUCTURE

There are 8 sections under the control of under the Commissioner.

The list of all Municipalities and Corporations are enclosed as Annexure-1.

The Commissioner is assisted by Section Heads viz., Executive Engineer, Dy. Executive Engineer, Manager, Asst City Planner, Revenue Officer, Environmental Engineer, Town Project Officer (MEPMA) and Accounts Officer.

There are Four High Schools, One Upper Primary Schools, 25 Elementary Schools, one Women & Child Welfare Centre and one Ayurvedic Dispensary is under the control of the Commissioner The organizational chart of the office of C&DMA is enclosed as Annexure–2. The role of each Officer is given below.

Powers and Functions of the Commissioner:

1. Election Officer for conduct of ordinary and casual elections in Municipality under the control of Commissioner & Director of Municipal Administration and the superintendence of State Election Commission.
2. Electoral authority for preparation of electoral rolls in the Municipality.
3. Sanction of leaves and increments to all the Municipal Employees.
4. Forwarding the Budget Estimates and Annual Administration reports of Municipality to the Commissioner & Director of Municipal Administration through the District Collector and the Regional Director of Municipal Administration, Anantapuramu.
5. Sanctions of water tap connections.
6. Inspecting and supervising the Schools and other institutions under the control of this office.
7. Implement of all Government Schemes.

Duties of the Section heads:

The officers are not vested with any independent powers, but will assist the Commissioner. Each Officer are assigned with office section, and are responsible for the subjects assigned to them. Accordingly, the business of the office is divided into 8 sections each headed by a Section Head. The nature of subjects being dealt by each section and the officers in charge of the section is shown below.

1. **MANAGER:** He is Ministerial Head of the Municipality. He has to perform duties as per the directions given by the Commissioner from time to time. He should supervise over the work of all ministerial employees except sections where Municipal Engineer, Health Officer, Town Planning Officer, Revenue Officer are working as Section Heads. He shall act as Public Information Officer under Right to Information Act. He is responsible for prepare Administration Report, Council Agenda and submission of periodical reports of all sections to the higher authorities. He is responsible for all other activities as per the Act and Rules thereof.
2. **MUNICIPAL ENGINEER (EXECUTIVE ENGINEER):** He is Technical Head and in charge of execution of engineering works of the Municipality. Operation and Maintenance of roads/buildings/water supply/sewerage/drainage, electrical installations are under his control. He shall investigate and preparation of designs and estimates of all engineering works and maintenance of works, execution of all engineering works and maintenance works and recording measurements and preparation of bills. He is responsible as per APPWD Code and he shall discharge any other responsibility entrusted by the Commissioner from time to time.
3. **DY. EXECUTIVE ENGINEER** He plays a key role in formation of proposals for town development and maintenance of Urban infrastructure. He is entrusted with preparation of detailed project reports, Inspection of check measurement of all engineering works, authorizing payment of works under execution, accord technical sanction for engineering works costing up to Rs. 2.00 lakhs, invitation of tenders and evaluation and finalization of tenders on obtaining technical opinion from PH divisions / circles / CE wherever necessary and placing the tenders before the council for approval, attend council meeting preparation of agenda of engineering section, Annual budget estimate preparation, impose penalties on delay on execution of works and all other functions relating to engineering section and perform any responsibility delegated by the Commissioner from time to time.
4. **Asst City Planner:** He is the technical head of the town planning section and technical / professional adviser to Council in placing the integrated development of the town. He is engaged with the works implementation of Building Rules, initiate action against the unauthorized constructions, deviations to sanctioned plans illegal lay-outs, sub-division of plots etc., ensure maintenance of Building Application register, advertisement are brought to tax, get all the immovable properties of the ULB surveyed by the surveyors and get them recorded in Assets Register, protection of Municipal lands and government land in the ULB free from encroachment, initiate action for acquisition and alienation of lands, administrative control over town planning staff, preparation of agenda of town planning section and attend the council meetings, maintenance of mortgage register and all other matters relating to town planning and any other work assigned by the Commissioner, Director/ Regional Deputy Director of Town and Country planning.

5. **REVENUE OFFICER:** He is the head of the Revenue Section. He is engaged with maintenance of Monthly Lists, initiate action for conducting of auctions of markets & shop rooms, assessment of property tax & vacant land tax, detection of un-assessed properties and change of usage properties and brought the same for assessment, ensure timely action on collection of taxes and non-taxes, supervise Revenue Inspectors & Bill Collectors, preparation of agenda items relating to revenue section and attend the meetings of the council, implementation of suvidha project in revenue section, furnish monthly and annual DCB, to distraint of property & file prosecutions for realization of taxes, to attest corrections in the supplementary bills or reductions, ensure necessary corrections are made in property tax demand register on account of transfer of title of properties and any other responsibilities delegated by the Commissioner from time to time.
6. **ACCOUNTANTS OFFICER:** Accountant is the head of accounts section and plays key role in maintenance of accounts in the municipal office. He is engaged with preparation of monthly and annual accounts, preparation of Budget Estimate, preparation and consolidation of replies to objections raised in the audit, maintenance of cash book, cheque book & treasury pass book, closure of cash books every month by 10th, reconcile cash book with chitta, bank remittances and subsidiary registers including e-suvidha, maintain posting register, keep all paid vouchers in safe custody, Scrutinize and pass all bills including work bills, ensure recovery of income tax from the bills and prompt remittance to respective offices, maintenance of adjustment / recovery of all kinds of advances pending over three months, placing financial position before the council and all other responsibilities as per the Act and Rules and perform any responsibility delegated by the Commissioner.
7. **ENVIRONMENTAL ENGINEER:** He is the head of Public Health Section. He shall supervise sanitation in the town and implement the solid waste management rules. He shall procure all the required materials for sweeping of roads, cleaning of drains, transport of garbage etc., sufficiently and distribute the concerned. He shall take action for supply of uniforms, footwear, soaps and coconut oil to the public health workers. He shall prepare agenda relating to Public Health section and attend the Council meetings.

Distribution of work

Section	Name of the Asst.	Subjects being dealt	Officer in charge
A	S. Shaikshavali, Senior Assistant	Leases, Government Building Property Tax, preparation of Monthly and annual DCB, Council Meetings	Sri S. Venkata Reddy, Revenue Officer
	C.K. Ramanjineyulu, Junior Assistant	Property Tax 6 to 12 wards, Maintenance of Demand Registers, issue of Demand Notices to Bill Collectors duly verify posting of collections, Mutations of property tax, issue of solvency certificates, ownership certificates, preparation of Annual DCB both arrear and Current for audit	
	C. Sreenivasulu, Senior Assistant	Property Tax 1 to 5 & 13 to 15, 17 wards - Maintenance of Demand Registers, issue of Demand Notices to Bill Collectors duly verify posting of collections, Mutations of property tax, issue of solvency certificates, ownership certificates, preparation of Annual DCB both arrear and Current for audit	
	A.Akkamma, Junior Assistant	Property Tax 16, 18 to 23 wards - Maintenance of Demand Registers, issue of Demand Notices to Bill Collectors duly verify posting of collections, Mutations of property tax, issue of solvency certificates, ownership certificates, preparation of Annual DCB both arrear and Current for audit	
	P. Sivasankar, Junior Assistant	Water Tax Demand Registers Maintenance, issue of Demand Notices to Bill Collectors duly verify posting of collections preparation of Annual DCB both arrear and Current for audit	

	C.K. Ramanjineyulu, Revenue Inspector-II	13 to 23 ward Assessment & Collection of Property Tax, Execution of warrants, prosecution of Property Tax defaulters & 18 ward Bill Collector duties	
	D. Malik Basha, Revenue Inspector -I	1 to 12 ward Assessment & Collection of Property Tax, Execution of warrants, prosecution of Property Tax defaulters	
	N. Abdul Rahiman, Bill Collector	1 to 5 wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	S. Baba Fakruddin, Bill Collector i/c	6 th ward - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	P. Raju, Bill Collector i/c	7 & 8 wards Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	C. Venkata Narayana, Bill Collector	9 & 10 wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	K. Sanjeevarayudu, Bill Collector i/c	11 & 12 wards Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	N. Rajasekhar, Bill Collector i/c	13 to 15 th wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	J.V. Ramana Reddy, Bill Collector	16 & 19 wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	Sri S. Noor Ahmed, Revenue Officer
	G. Lakshmana Bill Collector, I/c	17, 21 & 23 Wards - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	J. Koteswara Rao, Bill Collector, I/c	18 & 22 ward - Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
	R. Muniswamy Bill Collector i/c	20 ward Serving of Property Tax Demand Notice, mobilization of collections and preparation of Monthly Lists for assessment of Property Tax	
B	Guru Brahma, Junior Assistant	Citizen Charter	
	V. Brown Priyanka, Senior Accountant	Reconciliation of account with Treasury pass book and closing of Cash Books Audit & Accounts, Preparation of Budget Preparation of Accounts in DEABAS, Income Tax, Court Recoveries, Advances & Deposits	Kum B. Sailakshmi, Accounts Officer
	Sri S. Chand Basha, Junior Accountant	Pensions, Medical reimbursement of Pensioners Passing of vouchers.	
	Kum R. Savitri, Junior Accountant I/c	Miscellaneous Receipts entry in online & update of records	
C	U.Anjineyulu, Senior Assistant	General Establishment, Elections, APIO under RTI Act, Medical reimbursement of General Establishment	
	V. Obulesu, Junior Assistant	Education Establishment, , Medical reimbursement of Education Establishment	
	P. Ismail, Dispatch Clerk i/c	Out ward and In ward dispatch	Sri G. Venkata Ramana, Manager.
	Sri Y. Bhuvaneshwari, T.P.Chainman	Maintenance of Social Security Pensions.	
D	Typist Vacant	Preparation of monthly salaries in the online collection counter	
	Typist vacant	Property Tax and Water Tax collection counter	

E	K. Venkata Chalapathi, Dy Executive Engineer	Maintenance of water supply in entire town along with Head water works all ongoing works which work order issued and in progress all I Division works, Amrut Water Supply, Amrut Park, Power Bores & Environmental Engineer Duties.	Sri N. Eswaraiyah, Executive Engineer
	M. Hanumanna, Dy Executive Engineer	Preparation of estimates, tenders finalization of tenders, works & progress reports etc., drawing work branch incharge of AE-II & All IInd Division works, Lighting Works (20-37) Civil Works.	
	Sri K. Venkata Chalapathi Environmental Engineer) I/c.	Maintenance of all vehicles, all parks, street lighting, new compost yard, including park & S.W.M activities, Varmi Compost Yard, preparation & implementation of P.P.P, implementation of vehicle root maps, 100% door to door to garbage collection including segregation all P.H. Section correspondence , finalization of tenders relating to P.H. Section.	
	G. Uma Maheshwari, Mpl. Assistant Engineer	Maintenance of Street Lighting in all over Town and execution of all civil works in I Division, IHHT's including all Maintenances Repairs, Power Bores Maintenance & Office Maintenance.	
	P. Sharath Chandra, Asst Engineer	Maintenance of Water Supply in Town, Power Bores 13 to 25 wards all Civil Works e.t.c.,	
	Kum M. Sireesha, Asst Engineer	Amrut Parks & 26 to 37 all Civil Works.	
	M. Ravindra, Junior Assistant	Non-PH workers establishment, preparation of tender notice for publication, submission of UCs of all works and submission of progress reports, Medical reimbursement of General Establishment	
	A, Vijaya Bhaskar Jr Assistant	Tap connections, Water Supply, Electricity Bills, Diesel Bills, Taxation Bills, ASC grants bills & General Water Supply, Work Bills.	
	G. Abdul Basha, Lighting Superintendent	Maintenance of Street Lights, attending grievance relating to street lighting in the town	
	Nagabhushana Reddy, Line Man	Water supply connections, attending grievance relating to water supply in the town	
Girappa, Public Works Mestry	Supervision of civil works		
E	Work Inspector Vacant	Supervision of civil works	
F	B. Jabbar Miah, Sanitary Inspector	Maintenance of sanitation in the town relating to I & III division and development of Compost Yard	Sri K. Venkata Chalapathi Environmental Engineer) I/c.
	Sri R. Anand, Senior Assistant	Public Section Establishment, Tenders of Uniforms,chappals,etc.,	
	E.S. Erri Swamy, Senior Assistant	D & OT Preparation of Salary bills, etc.,	
	K.Venugopal Reddy, Sanitary Inspector	Maintenance of sanitation in the town relating to IV & II Division .	
	J. HARinath Health Assistant	13 to 23 wards Birth & Deaths Registrar	
	M. Satyanna, B & DR	01 to 12 wards Birth & Deaths Registrar	
G	D.A. Sattar, TPS.,	Inspection and submit report on Building application relating to 1 st division, detection of un-authorized constructions and initiate action against it etc	P.Siva Narayayana, Asst City Planner.
	Vacant TPBO.,	Inspection and submit report on Building application relating to 2 nd division, detection of un-authorized constructions and initiate action against it etc	
	D. Murali Mohan, TPBO(I.C.,)	Inspection and submit report on Building application relating to 3 rd division, detection of un-authorized constructions and initiate action against it etc	
	Smt K. Lakshmi Prasanna, Senior Assistant	All Town Planning files, Updation of Online Reports, Court Cases e.t.c	
	Sri G. Veeresh Babu, Junior Assistant	Building Register Maintenance	
	Vacant , T.P.O	All Town Planning Works	

H	P. Rajagopal, Junior Assistant	Maintenance of records of UPA and general correspondence of the section	O. Ramanjineyulu, T.P.R.O I/c.
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CHAPTER-IV

Section 4 (1) (b) (iii)

4. 1 THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

All the correspondence or proposals on various issues from the Government and General Public are received in Tapal Section. On receipt of the same the tapal clerk gives Tapal Number and keeps all Tapal papers in a separate Tapal Book and send it to the Commissioner. On perusal of Tapal by the Commissioner, they are sent back to concerned sections. The concerned Assistants will make an entry in the Personal Register and put up the same in the shape of a file with relevant extracts of Acts and rules and submit the file to the concerned Section Head. The Section Head will scrutinize the file and write his remarks, and pass on the file to the Commissioner who is the final decision making authority of the ULB.

CHAPTER-V

Section 4 (1) (b) (iv)

5. 1 THE NORMS SET BY THE DEPARMENT FOR THE DISCHARGE OF ITS FUNCTIONS.

The usual office hours are from 10-30 a.m. to 5.00 p.m. After signing in the Attendance Register all staff must be in their seats and start work not later than the prescribed hour. They will however be allowed grace time of ten minutes when there is real need. The Manager / Section head concerned will monitor the daily attendance.

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

Citizen Related : Complaints on civic amenities and other grievances

Routine matters - 15 days

Other than routine matters - 30 days

(Ex. Policy decision files)

References/Letters from other departments (inter-departmental)

Routine matters - 07 days

(Ex. U.O.Notes, files)

Other than routine matters - 14 days

(Ex. Policy decision files & files dealing with court matters depends on individual case.)

CHAPTER-VI

Section 4 (i) (b) (v)

6. 1 THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE DEPARTMENT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

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

1. A.P.Municipalities Act, 1965

2. A.P.Ministerial Sub-Ordinate Service Rules, 1996

3. A.P.CCA Rules,1991

4. A.P. Town Planning Act

5. A.P. Places of Public Resorts Act.

6. A.P. Revised Pension Rules,1980.

7. A.P. Last Grade Service Rules

CHAPTER-VII

Section 4 (1) (b) (vi)

7. 1 A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY MUNICIPAL ADMINISTRATION DEPARTMENT OR UNDER ITS CONTROL.

1. Related Government Orders

2. Election related data like ward division etc

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

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

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

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

9.1 A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OR 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.

The Council meetings are being conducted and the minutes of the meetings is accessible for public..

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

10.1 THE DIRECTORY OF OFFICERS AND EMPLOYEES

Sl. No	Name of the individual	Designation
1	Y. Satyanarayana,	Municipal Commissioner
2	N. Eswaraiyah ,	Municipal Engineer (E.E.,)
3	M. Hanumanna,	Dy. E.E.
4	K. Venkata Chalapathi,	Dy. E.E.
5	P. Sivanarayana,	Asst City Planner
6	G. Uma Maheshwari,	Mpl Assistant Engineer
7	M. Sireesha,	Mpl. Assistant Engineer
8	P. Sharath Chandra,	Mpl. Assistant Engineer
9	A. Sankara Rao,	Asst Commissioner
10	G. Venkata Ramana ,	Manager
11	S. Venkata Reddy,	Revenue Officer
12	B. Sailakshmi,	Accounts Officer
13	U.Anjineyulu,	Senior Assistant
14	K.Lakshmi Prasanna,	Senior Assistant
15	E.S. Erri Swamy,	Senior Assistant
16	R.Anand,	Senior Assistant
17	C.Sreenivasulu	Senior Assistant
18	S.Shaiksha Vali,	Senior Assistant
19	O. Ramanjineyulu,	Community Organisor & TPRO I/C
20	K. Parveen Khanum,	Junior Assistant
21	D. Malik Basha,	Junior Assistant
22	C.K. Ramanjineyulu,	Junior Assistant
23	K. Janardhan,	Junior Assistant
24	M. Ravindra	Junior Assistant
25	A. Vijaya Bhaskar,	Junior Assistant
26	V. Obulesu,	Junior Assistant
27	A. Akkamma,	Junior Assistant
28	G. Veeresh Babu,	Junior Assistant
29	P. Rajagopal,	Junior Assistant
30	D. Abdul Sattar	TP Supervisor
31	D. Murali Mohan,	TP Tracer
32	B. Jabbar Miah,	Sanitary Inspector

33	Ch. Udaya Bhaskar,	Sanitary Inspector
34	J. Harinath,	B & DR
35	M. Satyanna	Health Assistant
36	S. Parveen Banu,	Senior Accountant
37	V. Browny Priyanka,	Senior Accountant
38	A.Jaffer Mohiddin,	Senior Accountant
39	S. Chand Basha,	Junior Accountant
40	J.V. Ramana Reddy,	Bill Collector
41	N. Abdul Rahiman,	Bill Collector
42	S. Baba Fakruddin,	Bill Collector
43	C. Venkata Narayana,	Bill Collector
44	S. Chandrasekhar,	Bill Collector
45	T. Lakshmana,	Bill Collector
46	Y.C. Mahendra Reddy,	Bill Collector
47	K. Nalanda,	Bill Collector
48	P. Raju,	Bill Collector I/c
49	K. Sanjeeva Rayudu,	Bill Collector I/c
50	G. Lakshmana ,	Bill Collector I/c
51	J. Koteswara Rao,	Bill Collector I/c
52	N Rajasekhar,	Bill Collector I/c
53	R. Munuswamy,	Office Subordinate
54	G. Ramudu,	Office Subordinate
55	M. Lakshmi Devi,	Office Subordinate
56	G. Varalakshmi,	Office Subordinate
57	P. Md. Ismail,	Office Subordinate
58	K. Mallaiah,	Jeep Driver
59	Y. Bhuvaneshwari,	TP Chainmen
60	V. Ranganatha Prasad, C.o	Driver
61	G. Abdul Basha,	Light Supdt
62	M. Sreenivasa kumar,	Fitter
63	T. Ismail,	Tractor Cleaner
64	B. Maruthi,	Fount Cleaner
65	S. Masthan Vali,	Fount Cleaner
66	B. Marenda,	Non PH Worker
67	K. Anand,	Non PH Worker
68	N. Govinda Rajulu,	Non PH Worker
69	B. Raju,	Turn Cock
70	K. Alia,	Non PH Worker
71	H. Sivasankar,	Avenue Mazdoor
72	S. Mansoor Basha,	SR Watchman
73	M. Kullayamma,	SR Watchman
74	B. Nagappa,	Park Mazdoor
75	K. Sanjamma,	Watchman
76	M. Lakshmi Devi,	Non PH Worker
77	G. T. Lakshmi Devi,	Non PH Worker
78	K. Bandaiah,	Gang Mazdoor
79	M. Madhavi,	Gang Mazdoor
80	J. Koteswara Rao,	Gang Mazdoor
81	B. Kumaraswamy,	Gang Mazdoor
82	K. Eranna,	Gang Mazdoor
83	K. Virupakshi,	Gang Mazdoor
84	S. K. Khayum,	Gang Mazdoor
85	G. Venugopal,	Watchman
86	T. Hussain Peera	Watchman
87	P. Raju,	Avenue Mazdoor
88	D. Nagabhushana Reddy,	Non PHW
89	B. Hari Krishna,	Park Mazdoor
90	S. Md. Sadiq,	Elec Grade II
91	B. Krishna,	Non PH Worker
92	N. Naganna,	SR Watchman
93	S. Khaja Hussain,	Non PH Worker
94	G. Pullamma,	WW Watchman

95	C. Nettikallu,	NPH Worker
96	K. Giddaiah,	NPH Worker
97	B. Hanumesulu,	NPH Worker
98	Shaik Gouse,	NPH Worker
99	S. Ibrahim Basha,	NPH Worker
100	S. Basha,	NPH Worker
101	Khaja Mohiddin,	NPH Worker
102	T. Ramalinga,	Tractor Cleaner
103	S. Mastan Bee,	NPH Worker
104	G Nagaratnamma,	NPH Worker
105	P. Rajendra Prasad,	NPH Worker
106	B.Ramesh ,	NPH Worker
107	P.Ranganayakulu,	P.H. MAISTRY.
108	G. Ramanjaneyulu ,	P.H. MAISTRY
109	RAMACHANDRA HARIJANA	M.N.O
110	SREERAMULU BUKKE	P.H. WORKER
111	HANUMANTHU KOTTALA	PH Worker
112	RAMAKKA SAKE	PH Worker
113	LAKSHMIDEVAMMA ATHMADURU	PH Worker
114	CHINNA KONDAIAH KANDIKATTI	PH Worker
115	NARASIMHULU JAPPICHERLA	PH Worker
116	ULIGAMMA KOTTALA	PH Worker
117	KHAJA HUSSAIN KOLIMI	PH Worker
118	KAMALAMMA GUNDLAPALLI	PH Worker
119	SAKUNTHALAMMA BOYA	P.H. MAISTRY
120	SATHYAMMA MOLAGAVALLI	PH Worker
121	GOVINDAMMA MIDDEVALLU	PH Worker
122	MARIYAMMA BALA	PH Worker
123	CHINNAIAH EROLLU	PH Worker
124	THIRUPALU NOOTHALAPATI	PH Worker
125	VISHALAKSHMI SALLAGUNDLA	PH Worker
126	NEELAMMA JEPCHARLA	PH Worker
127	NETTIKALLU HARIJANA	PH Worker
128	MASTHANAMMA MALIGE	PH Worker
129	RAMUDU GUNTHAKANTI	PH Worker
130	PEDDAKKA BOYA	PH Worker
131	NARASIAH KAKI	PH Worker
132	ATCHAMMA NOOTHALAPATI	PH Worker
133	SHAVALLI PAMIDI	PH Worker
134	MASTHANAMMA GUNTAKANTIRAYUDU	PH Worker
135	YERRANNA JEPCHARLA	PH Worker
136	RAGHURAM ATHMAKURU	PH Worker
137	SHANTHAMMA GANTLA	PH Worker
138	NARASIAH JAPPICHERLA	PH Worker
139	RATHNAMMA MANCHALA	PH Worker
140	VENKATESULU PULIVENDULA	PH Worker
141	RAMANJINEYULU VALMIKI	PH Worker
142	SREENIVASULU NUTHALAPATI	PH Worker
143	PADMANABHAM BANDARI	PH Worker
144	LAKSHMIDEVI DEYALA	PH Worker
145	VENKATASWAMY GUNDLAPALLI	PH Worker
146	MASTHANI KOTTALA	PH Worker
147	LAKSHMIDEVI ALLIPOGULA	PH Worker
148	VENKATESULU ATHMAKUR	PH Worker
149	LAKSHMIDEVI GUNDLAPALLI	PH Worker
150	ADEMMA GOLLAPALLI	PH Worker
151	LAKSHMAMMA ATHMAKURU	PH Worker
152	LAKSHMIDEVAMMA GUNDLAPALLI	PH Worker
153	NARASAMMA KAKI	PH Worker
154	CHAND BASHA SHAIK	PH Worker
155	NAGAMMA ATHMAKURU	PH Worker
156	THIRUPATHAMMA JAPIKICHERLA	PH Worker

157	SRINIVASULU ATMAKUR	PH Worker
158	PAVAN KUMAR ARIGELA,	P.H. MAISTRY
159	SREENIVASULU ATHAMAKURU	PH Worker
160	SANTHAMMA MUNDLOLLU	PH Worker
161	LEELAMMA NOOTHALAPATI	PH Worker
162	NAGAMMA GOLLAPALLI	PH Worker
163	MARIYAMMA BANDOLLU	PH Worker
164	ONNURAPPA KOTTALA	PH Worker
165	LAKSHMI DEVI VADLAPALLI	PH Worker
166	VENKATESULU NOOTHALAPATI	PH Worker
167	CHINNAVENKATAMMA PADARLA	PH Worker
168	RAMANJI REDDY KAPU	PH Worker
169	SREENIVASULU GUMMANOOR	PH Worker
170	RAMANAIAH NOOTHALAPATY	PH Worker
171	DEVAMMA NALLIPOGU	PH Worker
172	LAKSHMI DEVI NUTHALAPATI	PH Worker
173	CHINNAMMA KUNTA	PH Worker
174	THIRUPAL KANDIKANTTI	PH Worker
175	LAKSHMAMMA MADIGA	PH Worker
176	ALIVELAMMA SAKE	PH Worker
177	LAKSHMIDEVI NUTHALAPATI	PH Worker
178	SALAMBASHA SHAIK	PH Worker
179	RANGANAYAKULU NOOTHALAPATI	PH Worker
180	SAROJAMMA NOOTHALAPATI	PH Worker
181	ALLA BAKASH SHAIK	PH Worker
182	NARASIMHULU JINKALA	PH Worker
183	RAMAIAH SAKAVALLU	PH Worker
184	SREENIVASULU MADAVARAM	PH Worker
185	ARUNA SANGATELLU	PH Worker
186	ERANNA CHAKALA	PH Worker
187	LAKSHMI DEVI PULIVENDULA	PH Worker
188	MALLESWARI MADIGA	PH Worker
189	ADILAKSHMI GUNTIKANTIRAYUDU	PH Worker
190	SHANTHAMMA MADIGA	PH Worker
191	MASTHANAPPA KOTTALA	PH Worker
192	VENKATESULU REPALLI	PH Worker
193	KUMARABABU KATHIVENKATA	PH Worker
194	ANAND GOLLAPLLI	PH Worker
195	CHINNA PENCHALIAH PODILI	PH Worker
196	PADMAVATHI VISWABRAMHIN	PH Worker
197	ARUNA GUNTHAKANTI RAYUDU	PH Worker
198	SURESH BABU MOLAGAVALLI	PH Worker
199	VASANTHAKUMARI VADDY	PH Worker
200	VIJAYALAXMI ATMAKURU	PH Worker
201	VENKATAMMA NAMALA	PH Worker
202	LAKSHMI DEVI BATTELA	PH Worker
203	JAYAPAL GENNE	PH Worker
204	SARABANDI NUTHALAPATI	PH Worker
205	LAKSHMAIAH KANDHIKATTE	PH Worker
206	MASTHANIAH KOMMA	PH Worker
207	MASTHANAMMA NALAPOTHULA	PH Worker
208	BHASKAR NUTHALAPATTI	PH Worker
209	LAKSHMI DEVI DIYAL	PH Worker
210	RAJESH MADIGA	PH Worker
211	SURESH NALLIPOGU	PH Worker
212	PREMA KUMAR MAGALLOORU	PH Worker
213	RAVI AVULA	PH Worker
214	VENKATESULU GOLLAPALLI	PH Worker
215	NARAYANA J	PH Worker
216	YANGAIAH N	PH Worker
217	ALLABAKASH	PH Worker
218	CHINNA SREENIVASULU G	PH Worker

S. No	Name & Designation	Amount drawn per month Rs.
1	Y. Satyanarayana, Municipal Commissioner	141069
2	N. Eswaraiah , Executive Engineer	77632
3	M. Hanumanna, Dy. Executive Engineer	86013
4	K. Venkata Chalapathi, Dy. Executive Engineer	58002
5	P. Sivanarayana, Asst City Planner	95525
6	G. Uma Maheshwari, Mpl Assistant Engineer	46645
7	M. Sireesha, Mpl Assistant Engineer	42946
8	P. Sharath Chandra, Mpl Assistant Engineer	42946
9	B. Sankara Rao, Asst Commissioner	95230
10	G. Venkata Ramana ,Manager	90546
11	S. Venkata Reddy, Revenue Officer	53441
12	B. Sailakshmi, Accounts Officer	52051
13	U.Anjineyulu, Senior Assistant	41744
14	K.Lakshmi Prasanna, Senior Assistant	40625
15	E.S. Erri Swamy, Senior Assistant	40,985
16	R.Anand, Senior Assistant	49238
17	C.Sreenivasulu, Senior Assistant	54972
18	S.Shaiksha Vali, Senior Assistant	49238
19	O. Ramanjineyulu, Town Project Officer I/c	41744
20	K. Parveen Khanum, junior Assistant	61251
21	D. Malik Basha, Junior Assistant	56487
22	C.K. Ramanjineyulu, Junior Assistant	41744
23	K. Janardhan, Junior Assistant	37348
24	M. Ravindra Junior Assistant	22387
25	C. Vijaya Bhaskar, Junior Assistant	23029
26	V. Obulesu, Junior Assistant	54972
27	E. Akkamma, Junior Assistant	32884
28	G. Veeresh Babu, Junior Assistant	44146
29	P. Rajagopal, Junior Assistant	35274
30	D. Abdul Sattar, TPs	42496
31	D. Murali Mohan, TP Tracer	46845
32	F. Jabbar Miah, Sanitary Inspector	82092
33	Ch. Udaya Bhaskar, Sanitary Inspector	48266
34	J. Harinath, B & DR	47941
35	M. Satyanna, Health Assistant	42946
36	S. Parveen Banu, Senior Accountant	34318
37	V. Brownly Priyanka, Senior Accountant	30660
38	A.Jaffer Mohiddin, Senior Accountant	53456
39	S. Chand Basha, Junior Accountant	52051
40	J.V. Ramana Reddy, Bill Collector	77832
41	N. Abdul Rahiman, Bill Collector	56687
42	S. Baba Fakruddin, Bill Collector	33815
43	G. Venkata Narayana, Bill Collector	40625
44	S. Chandrasekhar, Bill Collector	56612
45	T. Lakshmana, Bill Collector	48066
46	Y.C. Mahendra Reddy, Bill Collector	35668
47	K. Nalanda, Bill Collector	39505
48	P. Raju, Bill Collector I/c	
49	K. Sanjeeva Rayudu, Bill Collector I/c	
50	G. Lakshmana , Bill Collector I/c	29180
51	J. Koteswara Rao, Bill Collector I/c	
52	N Rajasekhar, Bill Collector I/c	12000
53	R. Munuswamy, Office Subordinate	54806
54	G. Ramudu,Office Subordinate	28375
55	M. Lakshmi Devi, Office Subordinate	38386
56	G. Varalakshmi, Office Subordinate	31534

57	P. Md. Ismail, Office Subordinate	27219
58	K. Mallaiah, Jeep Driver	52066
59	Y. Bhuvaneswari, TP Chainmen	24421
60	V. Ranganatha Prasad, C.o	56487
61	G. Abdul Basha, Light Supdt	56712
62	M. Sreenivasa kumar, Fitter	50999
63	T. Ismail, Tractor Cleaner	48151
64	B. Maruthi, Fount Cleaner	48151
65	S. Masthan Vali, Fount Cleaner	38596
66	B. Mareenna, Non PH Worker	50855
67	K. Anand, Non PH Worker	50855
68	N. Govinda Rajulu, Non PH Worker	50855
69	B. Raju, Turn Cock	48151
70	K. Alia, Non PH Worker	49448
71	H. Sivasankar, Avenue Mazdoor	38596
72	S. Mansoor Basha, SR Watchman	37558
73	M. Kullayamma, SR Watchman	33308
74	B. Nagappa, Park Mazdoor	48151
75	K. Sanjamma, Watchman	38386
76	M. Lakshmi Devi, Non PH Worker	17746
77	G. T. Lakshmi Devi, Non PH Worker	21746
78	K. Bandaiah, Gang Mazdoor	52276
79	M. Madhavi, Gang Mazdoor	38386
80	J. Koteswara Rao, Gang Mazdoor	29996
81	B. Kumaraswamy, Gang Mazdoor	29190
82	K. Eranna, Gang Mazdoor	33573
83	K. Virupakshi, Gang Mazdoor	33573
84	S. K. Khayum, Gang Mazdoor	48151
85	G. Venugopal, Watchman	52261
86	T. Hussain Peera Watchman	48151
87	P. Raju, Avenue Mazdoor	26079
88	D. Nagabhushana Reddy, Non PHW	52276
89	D. Hari Krishna, Park Mazdoor	19930
90	S. Md. Sadiq, Non PH Worker	55182
91	B. Krishna, Non PH Worker	50885
92	N. Naganna, Non PH Worker	50870
93	S. Khaja Hussain, Non PH Worker	50870
94	G. Pullamma, WW Watchman	47971
95	C. Nettikallu, NPH Worker	48181
96	K. Giddaiah, NPH Worker	48151
97	B. Hanumesulu, NPH Worker	48151
98	Shaik Gouse, NPH Worker	48181
99	S. Ibrahim Basha, NPH Worker	52261
100	S. Basha, Non PH Worker	50855
101	Khaja Mohiddin, Non PH Worker	25117
102	T. Ramalinga, Tractor Cleaner	23785
103	S. Mastan Bee, Non PH Worker	18811
104	G Nagaratnamma, Non PH Worker	18811
105	P. Rajendra Prasad, Non PH Worker	18279
106	B.Ramesh , Non PH Worker	17746
107	P.Ranganayakulu, P.H. MAISTRY.	53656
108	G. Ramanjaneyulu , P.H. MAISTRY	52251
109	RAMACHANDRA HARIJANA M.N.O	34318
110	SREERAMULU BUKKE P.H. WORKER	53466
111	HANUMANTHU KOTTALA P.H. WORKER	53466
112	RAMAKKA SAKA P.H. WORKER	52061
113	LAKSHMIDEVAMMA ATHMADURU P.H. WORKER	47951
114	CHINNA KONDAIAH KANDIKATTI P.H. WORKER	52061
115	NARASIMHULU JAPPICHERLA P.H. WORKER	53466
116	ULIGAMMA KOTTALA P.H. WORKER	53466
117	KHAJA HUSSAIN KOLIMI P.H. WORKER	52061

118	KAMALAMMA GUNDLAPALLI P.H. WORKER	52061
119	SAKUNTHALAMMA BOYA P.H. MAISTRY	40825
120	SATHYAMMA MOLAGAVALLI P.H. WORKER	38396
121	GOVINDAMMA MIDDEVALLU P.H. WORKER	45358
122	MARIYAMMA BALA P.H. WORKER	53466
123	CHINNAIAH EROLLU P.H. WORKER	37358
124	THIRUPALU NOOTHALAPATI P.H. WORKER	37358
125	VISHALAKSHMI SALLAGUNDLA P.H. WORKER	47951
126	NEELAMMA JEPCHARLA P.H. WORKER	47951
127	NETTIKALLU HARIJANA P.H. WORKER	37358
128	MASTHANAMMA MALIGE P.H. WORKER	53466
129	RAMUDU GUNTHAKANTI P.H. WORKER	47951
130	PEDDAKKA BOYA P.H. WORKER	53466
131	NARASIAH KAKI P.H. WORKER	46685
132	ATCHAMMA NOOTHALAPATI P.H. WORKER	46655
133	SHAVALLI PAMIDI P.H. WORKER	37358
134	MASTHANAMMA GUNTAKANTIRAYUDU P.H. WORKER	38396
135	YERRANNA JEPCHARLA P.H. WORKER	47951
136	RAGHURAM ATHMAKURU P.H. WORKER	50655
137	SHANTHAMMA GANTLA P.H. WORKER	46655
138	NARASIAH JAPPICHERLA P.H. WORKER	39515
139	RATHNAMMA MANCHALA P.H. WORKER	53466
140	VENKATESULU PULIVENDULA P.H. WORKER	47951
141	RAMANJINEYULU VALMIKI P.H. WORKER	39515
142	SREENIVASULU NUTHALAPATI P.H. WORKER	43310
143	PADMANABHAM BANDARI P.H. WORKER	34723
144	LAKSHMIDEVI DEYALA P.H. WORKER	47951
145	VENKATASWAMY GUNDLAPALLI P.H. WORKER	49248
146	MASTHANI KOTTALA P.H. WORKER	47951
147	LAKSHMIDEVI ALLIPOGULA P.H. WORKER	53466
148	VENKATESULU ATHMAKUR P.H. WORKER	46655
149	LAKSHMIDEVI GUNDLAPALLI P.H. WORKER	47951
150	ADEMMMA GOLLAPALLI P.H. WORKER	47951
151	LAKSHMAMMA ATHMAKURU P.H. WORKER	47951
152	LAKSHMIDEVAMMA GUNDLAPALLI P.H. WORKER	47951
153	NARASAMMA KAKI P.H. WORKER	53466
154	CHAND BASHA SHAIK P.H. WORKER	53466
155	NAGAMMA ATHMAKURU P.H. WORKER	47951
156	THIRUPATHAMMA JAPIKICHERLA P.H. WORKER	52061
157	SRINIVASULU ATMAKUR P.H. WORKER	46655
158	PAVAN KUMAR ARIGELA, P.H. MAISTRY P.H. WORKER	21946
159	SREENIVASULU ATHAMAKURU P.H. WORKER	39515
160	SANTHAMMA MUNDLOLLU P.H. WORKER	39515
161	LEELAMMA NOOTHALAPATI P.H. WORKER	46655
162	NAGAMMA GOLLAPALLI P.H. WORKER	38396
163	MARIYAMMA BANDOLLU P.H. WORKER	38396
164	ONNURAPPA KOTTALA P.H. WORKER	38396
165	LAKSHMI DEVI VADLAPALLI P.H. WORKER	46655
166	VENKATESULU NOOTHALAPATI P.H. WORKER	39515
167	CHINNAVENKATAMMA PADARLA P.H. WORKER	39515
168	RAMANJI REDDY KAPU P.H. WORKER	39515
169	SREENIVASULU GUMMANOOR P.H. WORKER	37358
170	RAMANAIAH NOOTHALAPATI P.H. WORKER	37358
171	DEVAMMA NALLIPOGU P.H. WORKER	38396
172	LAKSHMI DEVI NUTHALAPATI P.H. WORKER	47951
173	CHINNAMMA KUNTA P.H. WORKER	39515
174	THIRUPAL KANDIKANTTI P.H. WORKER	39515
175	LAKSHMAMMA MADIGA P.H. WORKER	38396
176	ALIVELAMMA SAKI P.H. WORKER	39515
177	LAKSHMIDEVI NUTHALAPATI P.H. WORKER	38396
178	SALAMBASHA SHAIK P.H. WORKER	38396
179	RANGANAYAKULU NOOTHALAPATI P.H. WORKER	32417

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

15. 1 DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

The information is available in the following website

<http://www.aponline.gov.in/>

(Please refer to the Municipal Administration Department)

CHAPTER-XVI
Section 4 (1) (b) (xv)

16.1 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.

Whatever information is available with the Government in Electronic format, has been hosted on the website <http://www.aponline.gov.in>. This information can be downloaded by the citizens from this website at free of cost. In addition to the above, visitors with any problems are welcome between 3 PM To 5 PM every day to meet any of the designated officials i.e Municipal Engineer, Dy. E.E., Town Planning Officer, Sanitary Supervisor, Revenue Officer, Manager, Town Project Officer.

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

17. 1 THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Sl No	Name of the officer / Designation Appointed as per the Act.	Contact No. Address
1	Sri Y. Satyanarayana (Appellate Authority)	08552-226726
2	Sri G. Venkata Ramana, Public Information Officer .P.I.O- 1	08552-226726
3	Sri. K. Venkata Chalapathi, Dy.E.E. (E.E) I/c. P.I.O-2	08552-226726
4	Sri. N Eswaraiah, Municipal Engineer P.I.O-3	08552-226726
5	Sri. P. Siva Narayana, Asst City Planner P.I.O-4	08552-226726
6	Sri. O. Ramanjineyulu, T.P.R.O I/c.P.I.O-5	08552-226726
7	Sri. S. Venkata Reddy, Revenue Officer, P.I.O-6	08552-226726
8	Smt B. Sailakshmi, Accounts Officer, P.I.O-7	08552-226726
9	Sri . U.Anjineyulu, Asst Public Information Officer.	08552-226726

CHAPTER-XVIII
Section 4 (1) (b) (xvii)

18. 1 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

- NIL -