

## Right to Information Act

INFORMATION UNDER SECTION 4 (1) (B) OF RIGHT TO INFORMATION ACT

SECTION 4 (1) (b) ITEM - I

### ORGANIZATION FUNCTIONS AND DUTIES OF FINANCE (PMU) DEPARTMENT

PRINCIPAL FINANCE SECRETARY

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PRINCIPAL SECRETARY TO GOVERNMENT (IF)

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↓ JOINT FINANCIAL ADVISOR	↓ ASST.SECRETARY (OP)	↓ PROCUREMENT MONITORING OFFICER
DEPUTY FINANCIAL ADVISOR	SECTION OFFICER	ADDL.PROCUREMENT MONITORING OFFICER
ASST FINANCIAL ADVISER	PS TO SECRETARY TO GOVT	OFFICE SUBORDINATE
ASST.ACCOUNTS OFFICER	ASST. SECTION OFFICERS	
JUNIOR ACCOUNT OFFICER	SPECIAL ASSISTANT	
OFFICE SUBORDINATE	SC STENO	
	<b>LD STENO</b>	
	OFFICE SUBORDINATE	

## **Finance (PMU) Department**

To augment its resources for implementing various projects, the Government of Andhra Pradesh is getting aid from the Government of India and also from various external organizations like World Bank, Asian Development Bank (ADB), Japanese Bank for International Co-operation (JBIC), Development for International Development (DFID) and so on. Through such external agencies, many projects are being implemented in the State. To monitor the implementation of such Externally Aided Projects (EAPs), a Project Management Unit (PMU) was set up in the Finance Department.

The Govt. in Finance (PMU) Department has set up a most suitable mechanism in the form of Public Private Partnership (PPP) Cell i.e. a Nodal Agency for implementing infrastructure projects in the State of Andhra Pradesh with the Advisory Technical Assistance (TA) from Asian Development Bank (ADB) through Dept., of Economic Affairs, Govt. of India.

The main functions of the Finance (PMU) Department are:

- Finance inputs to Externally Aided Projects (EAPs)
- Advice the Departments on issues related to Externally Aided Projects (EAPs)
- Advice the departments on procurement-related matters with regard to Externally Aided Projects (EAPs)
- Process of new proposals for External Funding
- PPP Cell serves as the repository of all information relating to PPP in the State including best Practices, guidelines, schemes, PPP pipelines, etc, and interact with the PPP Cell in Dept. of Economic Affairs, Government of India in identifying bankable projects.
- Liaisoning with Department of Economic Affairs, Ministry of Finance, Govt. of India on Externally Aided Projects (EAPs) including Funding agencies (World Bank, JBIC, DFID, ADB, etc.)

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**(SECTION 4 (1) (B) ITEM - II)**

<b>Sl. No.</b>	<b>Name of the Cadre &amp; Post</b>	<b>Duties and Responsibilities</b>
1.	Principal Secretary to Government (IF)	The Secretary (IF) is official head of the Finance (PMU) Department and is responsible for taking final decision on various files circulated by the Department in accordance with the Business Rules and Secretariat instructions. He/she is responsible for general supervision over the Department.
2.	Assistant Secretary to Government.	The Assistant Secretary assists the Secretary (IF) in Finance (PMU) Department in respect of the subjects allotted to him/her and functions as a bridge between the staff of the Department and Head of the Department. The Asst. Secy to Govt is in charge of OP Section in Finance (PMU) Department. He/She exercise control over all the subordinates staff i.e., Section Officer, Asst. Section Officers Stenos, Attenders, etc., working in Finance (PMU) Department .The Asst. Secretary is responsible for Tappals, settlements of phone bills, Assembly Questions and passes, Service matters with GAD and other Departments, distribution of monthly cheques, maintenance of stock registers and record room, daily report and any other miscellaneous work.
3.	Joint Financial Advisor	OSD to Spl. Chief Secretary Finance Department.
4.	Procurement Monitoring Officer	The Procurement Monitoring Officer circulates files related to procurement of materials, procurement of consultants, processing of new proposals for External funding, and monitoring of achievement of physical targets in respect of Externally Aided Projects.
5.	Addl. Procurement Monitoring Officer	The Addl. Procurement Monitoring Officer assists Procurement Monitoring Officer in all matters.
6.	Deputy Financial Advisor	The Dy. Financial Advisor is entrusted with the work related to processing of files related to release of funds to Externally Aided Projects, submission of reimbursement claims in respect of EAPs, compilation of status / progress reports, monitoring release of Additional Central Assistance (ACA) from Govt. of India in respect of Externally Aided Projects (EAPs), conduct of review meetings, liasioning with Donor Agencies and Govt. of India and any other work entrusted by Secretary (IF).
7.	Assist. Financial Advisor	The Asst. Financial Advisor is D.D.O., & processing of files relating to EAPs and other work such as attending to visits/meetings related duties to dignitaries from External Agencies and GoI entrusted by Dy. Financial Advisor.

8.	Assistant Accounts Officer	The Asst. Accounts Officer is responsible for initiating files received in the Department. The AAO is responsible for initiating files related EAPs, preparation of monthly status reports, receipts of ACAs from GoI by the Dy. Financial Advisor.
9.	PS to Secretary to Govt.	The PS to Secretary to Govt. assists the Secretary (IF) in discharge of his duties.
10.	Section Officer	The Section Officer assists the Asst. Secretary in discharge of his / her duties.
11.	Junior Accounts Officer	The JAO's is assists the Dy. Financial Advisor, Accounts Officer in processing of EAPs files preparation of Budget Estimates and Revised Estimates in respect of EAPs by Dy.Financial.
12.	Assistant Section Officers	The main duties of the Asst. Section Officer are to assist the Section Officer.
13.	<b>LD.Steno</b>	<b>The L.D Steno assists the secretary (IF) in discharge of his duties.</b>
14.	Office Subordinate	Office Subordinate assists officers and staff in the department in carrying files to various departments, distribution of local tappals, etc.

#### **SECTION 4 (1) (B) ITEM - III**

#### **THE PROCEDURE IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The Finance (PMU) Department is primarily responsible for monitoring of Externally Aided Projects (EAPs), submission of reimbursement claims in respect of EAPs, advising Departments on procurement related matters in respect of EAPs and processing of new proposals for External Funding. The responsibility for implementation of Externally Aided Projects rests with Project Implementing Agencies stationed in the concerned Departments.

The files received in the Department are circulated to the Secretary (IF) through Dy. Financial Advisor / Procurement Monitoring Officer for taking decisions. While circulating the files the procedures prescribed by Donor Agencies and Govt. of India are clearly enumerated to enable the Secretary (IF) to take a final decision. Various documents like Loan Agreement, Project Agreement, Project Appraisal Document, World Bank Procurement Guidelines, Guidelines for appointing consultants, World Bank Disbursement hand book and General Provisions of A.P. Financial Code, AP. Budget Manual and AP Treasury Code are referred and the existing rule position is explained to enable the Head of the Department to take a decision on the file.

Once a decision is taken, the file is returned to the concerned Department after retaining a copy of discussions in the form of a Shadow File.

## **SECTION 4 (1) (B) ITEM - IV**

### **NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

1. The Finance (PMU) Department is discharging the functions as per Secretariat Office Manual and Business Rules.

## **SECTION 4 (1) (B) ITEM - V**

### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD OR UNDER CONTROL OR USED BY EMPLOYEES FOR DISCHARGING FUNCTIONS**

1. Project Appraisal Documents of all Externally Funding Agencies
2. Loan Agreement of the concerned Project
3. Project Agreement of the concerned Project
4. General conditions specified by Donor Agency
5. Procurement Guidelines issued by respective Donor Agency
6. Guidelines issued for hiring of Consultants issued by respective Donor Agency
7. Disbursement Guidelines issued by respective Donor Agency
8. Executive instructions issued by the Ministry of Finance, Govt. of India.
9. A.P. Treasury Code
10. A.P. Financial Code
11. A.P. Budget Manual
12. A.P. State & Subordinate Rules
13. A.P. Ministerial Service Rules
14. AP Govt., Business Rules & Secretariat, instructions
15. AP Secretariat Office Manual

## **SECTION 4 (1) (B) ITEM - VI**

### **STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD OR UNDER ITS CONTROL**

All the documents listed at Item-V above.

## **SECTION 4 (1) (B) ITEM - VII**

### **THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF**

The Finance (PMU) Department coordinates with various Project Implementing Agencies during formulation of Policy and its implementation.

**SECTION 4 (1) (B) ITEM - VIII**

**A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEE AND OTHER BODIES CONSISTING OF TWO MORE PERSONS CONSTITUTED AS PART OF FOR THE PURPOSE OF 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 Finance (PMU) Department does not have such mechanism.

**SECTION 4 (1) (B) ITEM - IX**

**A DIRECTORY OF OFFICERS AND EMPLOYEES**

<b>S.No</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Telephone No.</b>	<b>Place of Work</b>
1	Smt. Pushpa Subrahmanyam, I.A.S.,	Principal Secretary to Govt. (IF)	23454672	2 nd Floor, D Block, A.P. Secretariat, Hyd.
2	Sri J. Prasad	Dy. Financial Advisor	23454088	1 st floor, D Block, A.P. Secretariat, Hyderabad
3	Sri P.S. Subrahmanyam	Officer on Special Duty to Special Chief Secretary	23450742	2 nd floor, D Block, A.P. Secretariat, Hyderabad.
4	Sri A. Chandrasekhara Rao	Asst. Financial Advisor		1 st floor, D Block, A.P. Secretariat, Hyderabad.
5	Smt.M.Ramanamma	Asst. Secretary to Govt. (OP)		-do-
6	Sri G. Esthari	Section Officer		- do -

7	Smt. M.P.Madhuri	Accounts Officer		- do -
8	Smt. B.Sudharani	Asst. Accounts Officer		- do -
9	Sri .CSS.Someswarudu	Jr. Accounts Officer	23454293	- do -
10	Sri V.Veeraiah	Jr. Accounts Officer		- do -
11	Sri. P.Hari Prasad	PS to Secretary to Govt.	23454880	2 nd floor, D Block, A.P. Secretariat, Hyderabad.
12	Chukkala Govinda Rao	Asst. Section Officer		1 st floor, D Block, A.P. Secretariat, Hyderabad.
13	Sri S.Rajanasimha Reddy	Asst. Section Officer		-do-
14	Sri K.Parthasimha Reddy	Asst. Section Officer		- do -
15.	Sri. A.Easwar Prasad	LD Stenographer		-do-
16	Sri S. Chennakesavalu	Roneo Operator		- do -
17	Md. Moize	Driver		- do -
18	B. Butchanna	Office Subordinate		- do -
19	B. Kondamma	Office Subordinate		- do -
20	K. Bala kishan	Office Subordinate		- do -
21	P. Kanakaiah	Office Subordinate		- do -
22	Sri K. Narasinga Rao	Office Subordinate		- do -
23	Smt. B. Geetha	Office Subordinate		- do -

**SECTION 4 (1) (B) ITEM - X****THE MONTHLY REMUNERATION RECEIVED BY EACH OF OFFICERS AND  
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN  
REGULATIONS**

<b>S.No</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Emoluments per month (Rupees)</b>
1	Sri J. Prasad	Dy. Financial Advisor	69,983
2	Sri P.S. Subrahmanyam	Officer on Special Duty to Special Chief Secretary	40,016
3	Sri A. Chandrasekhara Rao	AFA/ Dy.Director	51,571
4	Smt. N. Ramanamma	Asst. Secretary to Govt. (OP)	46,761
5	Sri G. Esthari	Section Officer	36,397
6	Smt. M.P.Madhuri	Accounts Officer	43,234
7	Smt. B.Sudharani	Asst. Accounts Officer	----
8	Sri CSS.Someswarudu	Jr. Accounts Officer	26,045
9	Sri V.Veeraiah	Jr. Accounts Officer	26,045
10	Sri. P.Hari Prasad	PS to Secretary to Govt.	55,970
11	Chukkala. Govinda Rao	Asst. Section Officer	20,330
12	Sri S.Rajanarasimha Reddy	Asst. Section Officer	20,330
13	Sri K.Parthasimha Reddy	Asst. Section Officer	19,183
14	Sri S. Chennakesavalu	Roneo Operator	19,247
15	Md. Moize	Driver	33,712
16	B. Butchanna	Office Subordinate	22,125
17	B. Kondamma	Office Subordinate	22,085
18	K. Bala Kishan	Office Subordinate	20,505

19	P. Kanakaiah	Office Subordinate	12,450
20	Sri K. Narasinga Rao	Office Subordinate	19,373
21	Smt. B. Geetha	Office Subordinate	11,624

**SECTION 4 (1) (B) ITEM - XI**

**THE BUDGET ALLOCATED TO EACH OF AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

The Finance (PMU) Department does not have any subordinate unit Officers under its control. The Budget allocated to Finance (PMU) Department during the financial year 2010-11 is as follows:

Demand IX 2052 - Secretariat General Services MH 090 - Secretariat GH 11 - Normal State Plan SH 16 - Project Management Unit		
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Sl.No.	Detailed / Sub-Detailed Head	B.E. (Figures in rupees)	Release upto 3rd Quarter	Expenditure	Balance
1	2	3	4	5	6
1.	110/111 T.A.	6,00,000	4,50,000	49,000	4,01,000
2.	120 Foreign Travel Expenditure	5,90,000	-	-	-
3.	130/131 S.P.T.	6,00,000	4,50,000	90,337	3,59,663
4.	130/132 O.O.E.	69,00,000	69,00,000	54,79,750	14,20,250
5.	130/134 Hiring of Private Vehicles	14,97,000	11,22,750	5,42,903	5,79,847
6.	280/284	35,00,000	26,25,000	19,39,443	6,85,557
7.	Education Advance.	2,00,000	1,50,000	15,000	1,35,000
8.	Children Education Concession	-	-	-	-
9.	Festival Advance	-	-	-	-
10.	Leave Salary & Pension Contribution	-	-	-	-
	<b>Total</b>	<b>1,38,87,000</b>	<b>1,16,97,750</b>	<b>81,16,433</b>	<b>35,81,317</b>

**SECTION 4 (1) (B) ITEM - XII**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

- Nil -

**SECTION 4 (1) (B) ITEM - XIII**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED**

Nil -

**SECTION 4 (1) (B) ITEM - XIV**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD, REDUCED IN AN ELECTRONIC FORM**

- Monthly Status Reports on performance of Externally Aided Projects (EAPs)
- Receipt of Additional Central Assistance in respect of Externally Aided Projects.

**SECTION 4 (1) (B) ITEM - 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 ETC.**

Exclusive library for citizens or reading room is not being maintained in Finance (PMU) Department. Citizens may visit Information Officers in Finance (PMU) Department under section 5(1), 5 (2) and sub-section-1 of Section 19 of the Right to information Act, 2005 vide OO.Rt.No.104, Finance (PMU) Dept., dt.22.10.05 during the visiting hours to A.P. Secretariat between 15.00 Hrs to 17.00 Hrs on all Official working days.

**SECTION 4 (1) (B) ITEM - XVI**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

The following Officers of Finance (PMU) Department has been declared as information officers under Section 5(1), 5 (2) and sub-section 1 of Section 19 of the Right to Information Act, 2005 vide OO.Rt.No.104/Finance (PMU) Dept., dt.22.10.05.

S.No.	Name and Designation	Designated as	Telephone
1	Smt. N. Ramanamma Asst. Secretary to Govt.	Assistant State Public Information Officer	23454293 Ext. 2748

**SECTION 4 (1) (B) ITEM - XVII**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND  
THEREAFTER UPDATE THESE PUBLICATION EVERY YEAR**

- Nil -

**ACTION TAKEN UNDER SECTION -5 (1) & (2) OF  
RIGHT TO INFORMATION ACT**

The following Officers of Finance (PMU) Department has been declared as information officers under Section 5(1), 5 (2) and sub-section 1 of Section 19 of the Right to Information Act, 2005 vide OO.Rt.No.104/Finance (PMU) Dept., dt.22.10.05.

S.No.	Name and Designation	Designated as	Telephone
1	Smt. N. Ramanamma Asst. Secretary to Govt.	Assistant State Public Information Officer	23454293 Ext. 2748

**ACTION TAKEN UNDER SECTION -19 (1) OF  
RIGHT TO INFORMATION ACT**

The following Officers of Finance (PMU) Department has been declared as appellate authority under Section 19(1) of the Right to Information Act, 2005 vide OO.Rt.No.104/Finance (PMU) Dept., dt.22.10.05.

S.No.	Name and Designation	Designated as	Telephone
1	Smt. Pushpa Subrahmanyam, I.A.S Principal Secretary to Govt. (IF)	Appellate Authority	23454672 23453479 Ext. 2259